



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, February 10, 2020
7:00 p.m.



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 13 January 2020

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

N/A

5. CORRESPONDENCE FOR ACTION

5.1 16 January 2020 Letter from the Fundy Regional Service Commission RE: Plastic Bag Recycling & Plastic Bag Reduction By-law

Refer to staff

5.2 31 January 2020 Letter from the New Brunswick Medical Education Foundation Inc. RE: Request for renewal of scholarship commitment

Refer to the Finance Committee

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 8 January 2020 Letter from the New Brunswick Emergency Measures Organization (NBEMO) RE: Disaster Financial Assistance – Reimbursement for 2019 Spring Freshet
- 6.2 8 January 2020 Letter from Minister Carr RE: Community Funding and Equalization Grant and Bill 2 *An Act to Amend the Greater Saint John Regional Facilities Commission Act*
- 6.3 10 January 2020 Letter from the Honourable Brenda Murphy RE: Thank you for the congratulatory correspondence
- 6.4 17 January 2020 Letter from Henriette Hull RE: Invitation to the 2020 New Brunswick Competitive Festival of Music
- 6.5 4 February 2020 Letter from the Saint John Arts Centre RE: Upcoming 2020 events
- 6.6 4 February 2020 Letter from the New Brunswick Black History Society RE: Invitation to Achievement Awards Dinner April 29, 2020

ROTHESAY

Regular Council Meeting
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7. REPORTS

- | | |
|--------------------------|--|
| 7.0 February 2020 | Report from Closed Session |
| 7.1 10 December 2019 | Fundy Regional Service Commission (FRSC) Meeting Minutes |
| 7.2 30 October 2019 | Kennebecasis Public Library (KPL) Board Meeting Minutes |
| October 2019 | KPL Librarian's Report |
| 30 September 2019 | KPL Comparative Income Statement |
| October 2019 | KPL Building Maintenance Report |
| 20 November 2019 | KPL Board Meeting Minutes |
| 31 October 2019 | KPL Comparative Income Statement |
| November 2019 | KPL Building Maintenance Report |
| 7.3 4 December 2019 | Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes |
| 30 November 2019 | KRJBPC Statement of Financial Position |
| 31 October 2019 | KRJBPC Call Summary |
| 7.4 31 December 2019 | Draft unaudited Rothesay General Fund Financial Statements |
| 31 December 2019 | Draft unaudited Rothesay Utility Fund Financial Statements |
| 23 January 2020 | Draft Finance Committee Meeting Minutes |
| | ➤ Canadian Mid-Amateur Golf Championship |
| | ➤ Insurance Cost History |
| 7.5 17 January 2020 | Draft Emergency Measures Committee Meeting Minutes |
| | ➤ 2020 Spring Freshet preparations |
| 7.6 21 January 2020 | Draft Parks and Recreation Committee Meeting Minutes |
| 7.7 22 January 2020 | Draft Works and Utilities Committee Meeting Minutes |
| 7.8 3 February 2020 | Draft Planning Advisory Committee Meeting Minutes |
| 7.9 January 2020 | Monthly Building Permit Report |
| 7.10 7 February 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 Assent for Revised Municipal Easement – Brock Court** (Tabled January 2020)**Remove from table**

7 February 2020

Memorandum from Town Clerk Banks

7 January 2020

Report prepared by DPDS White

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9. NEW BUSINESS

RECREATION

9.1 Engagement of a Consultant – Scribner Field Replacement

31 January 2020 Memorandum from Town Manager Jarvie
28 January 2020 Memorandum from DRP Jensen

9.2 Truck Purchase – Parks Department

10 February 2020 Report prepared by DRP Jensen

DEVELOPMENT SERVICES

9.3 Preliminary Report – Proposed Rothesay Highway Signs

5 February 2020 Memorandum from Town Manager Jarvie
5 February 2020 Report prepared by DPDS White

OPERATIONS

9.4 Turnbull Court Sewer Design

6 February 2020 Report prepared by DO McLean

9.5 Equipment Supply – 6 inch Diesel Pump

6 February 2020 Report prepared by DO McLean

FINANCE AND ADMINISTRATION

9.6 Local Improvement Levy - Mulberry Lane

7 February 2020 Memorandum from Town Manager Jarvie
4 February 2020 Memorandum from Treasurer MacDonald
10 February 2020 Warrant of Assessment
5 February 2020 Notice of Assessment to property owners (11)

10. NEXT MEETING

Regular meeting Monday, March 9, 2020

11. ADJOURNMENT



January 16, 2020

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



Reference: Motion Concerning Plastic Bag Recycling & Plastic Bag Reduction Bylaw

Dear Mayor & Council,

Plastic waste and ocean litter have emerged as a global environmental priority. It is estimated that Canadians use 9 billion plastic bags every year. For each of us, that's 300 - 700 plastic bags a year. Governments across Canada are taking action on plastic bags, at the request and demand of citizens.

In the Fundy Region, plastic bags are not moving in the recycling market. We are not alone. There is a world-wide overabundance of plastic film in the market and large stockpiles, with little evidence of change or acceptable options in the future. Currently, we have more than two years' worth of plastic bags, almost three transport truck loads, stored and waiting for an end market. This is not sustainable and for this reason we are removing plastic bags (including film and wrap) from our acceptable recyclable materials list.

At the December 10, 2019 Commission meeting the Board passed the following:

Motion: *To remove plastic bags as an acceptable item in recycling, effective March 1 2020.*

In addition to this motion, the Commission would like to encourage an overall reduction of plastic bags in the region. Following in the footsteps of PEI, Nova Scotia, Newfoundland, and locally, Moncton, Riverview and Dieppe, the Commission is encouraging all municipalities in the Fundy Region to adopt a Plastic Bag Reduction Bylaw.


Motion: *Recommend that municipalities in the Fundy Region adopt a Plastic Bag Reduction Bylaw, similar to the Bylaws in Moncton, Riverview, Dieppe, and the legislation in PEI, as of January 1, 2021.*

In summary, the Plastic Bag Reduction Bylaw bans retailers from handing out free plastic check-out bags. It allows retailers to sell paper bags and reusable bags at the checkout. It also allows plastic bags for a number of exemptions. The impact of the legislation in PEI was impressive, essentially wiping out plastic bags from their waste management system.

The Commission members recognized the importance of a unified approach to the bylaw. By modelling the Bylaw on the existing legislation in PEI (*attached*) and Moncton (*attached*), a unified approach for retailers and consumers can be implemented. The Retail Council of Canada has emphasized the need for harmony on these Bylaws, as many outlets operate on a national scale.

To help facilitate a unified approach to reducing plastic bags in our region, FRSC staff will be contacting municipal staff to work together to ensure the message gets out on plastic bags and to develop a Bylaw recommendation to your council. Plastic bags will no longer be recycled, now we need to work together to ensure that they are also removed from the Landfill and the Environment.

Regards,



Marc MacLeod
Executive Director

cc: Mary Jane Banks, Town Clerk



PRINCE EDWARD ISLAND
ÎLE-DU-PRINCE-ÉDOUARD

PLASTIC BAG REDUCTION ACT

PLEASE NOTE

This document, prepared by the *Legislative Counsel Office*, is an office consolidation of this Act, current to November 28, 2019. It is intended for information and reference purposes only.

This document is *not* the official version of the Act. The Act and the amendments as printed under the authority of the Queen's Printer for the province should be consulted to determine the authoritative statement of the law.

For more information concerning the history of this Act, please see the *Table of Public Acts* on the Prince Edward Island Government web site (www.princeedwardisland.ca).

If you find any errors or omissions in this consolidation, please contact:

Legislative Counsel Office
Tel: (902) 368-4292
Email: legislation@gov.pe.ca



CHAPTER P-9.2

PLASTIC BAG REDUCTION ACT

1. Definitions

In this Act,

- (a) “**checkout bag**” means
 - (i) any bag intended to be used by a customer for the purpose of transporting items purchased or received by the customer from the business providing the bag, and
 - (ii) a bag used to package take-out food or food to be delivered, and includes a paper bag, plastic bag and reusable bag;
- (b) “**business**” means a business incorporated under the *Business Corporations Act* R.S.P.E.I. 1988, Cap. B-6.01, the *Companies Act* R.S.P.E.I. 1988, Cap. C-14, or required to be registered under the *Extra-provincial Corporations Registration Act* R.S.P.E.I. 1988, Cap. E-14, and includes a sole proprietorship, a partnership or a co-operative association engaged in a retail operation and, for the purposes of section 4, a person employed by, or operating on behalf of, a business;
- (c) “**paper bag**” means a bag made out of paper that is recyclable;
- (d) “**plastic bag**” means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a reusable bag;
- (d.1) “**pre-packaged**”, in relation to foods or bakery goods, means foods or bakery goods that are completely enclosed by wrapping or a container;
- (e) “**reusable bag**” means a bag with handles that is
 - (i) intended to be used for transporting items purchased or received by the customer from a business,
 - (ii) designed and manufactured to be capable of at least 100 uses, and
 - (iii) primarily made of cloth or other washable fabric;
- (f) “**small paper bag**” means any bag made out of paper that is less than 660 square centimetres when flat. *2018,c.38,s.1; 2019,c.29,s.1; 2019,c.27,s.24(2).*

2. Purpose

The purpose of this Act is to reduce the use by businesses of single-use checkout bags, to reduce waste and environmental damage and to promote responsible and sustainable business practices in Prince Edward Island. *2018,c.38,s.2.*

3. Minister responsible

- (1) The Minister of Environment, Water and Climate Change is the Minister responsible for the administration of this Act.

Appointment of inspector

- (2) The Minister may appoint a person in accordance with the regulations as an inspector for the purposes of this Act. *2018,c.38,s.3; 2019,c.1,s.3.*

4. Checkout bag prohibition

- (1) Except as provided in this Act, no business shall provide a checkout bag to a customer.

Exception

- (2) A business may provide a checkout bag to a customer only if
- (a) the customer is first asked whether, and confirms that, the customer needs a bag;
 - (b) the bag provided is a paper bag or a reusable bag; and
 - (c) the customer is charged a fee of not less than
 - (i) 15 cents for a paper bag, and
 - (ii) \$1 for a reusable bag.

Prohibition

- (3) For greater certainty, no business shall
- (a) sell or provide to a customer a plastic bag; or
 - (b) provide a checkout bag to a customer free of charge.

Idem

- (4) No business shall deny or discourage the use by a customer of the customer's own reusable bag for the purpose of transporting items purchased or received by the customer from the business. *2018,c.38,s.4.*

5. Exemptions

- (1) Section 4 does not apply to
- (a) small paper bags;
 - (b) bags used to
 - (i) package loose bulk items such as fruit, vegetables, nuts, grains or candy,
 - (ii) package loose small hardware items such as nails and bolts,
 - (iii) contain or wrap frozen foods, meat, poultry or fish, whether pre-packaged or not,
 - (iv) wrap flowers or potted plants,
 - (v) protect prepared foods that are ready for immediate consumption or bakery goods that are not pre-packaged,
 - (vi) contain prescription drugs received from a pharmacy,
 - (vii) transport live fish,
 - (viii) protect linens, bedding or other similar large items that cannot easily fit in a reusable bag,
 - (ix) protect newspapers or other printed material intended to be left at the customer's residence or place of business,



Plastic Bag Reduction Act

- (x) protect clothes after professional laundering or dry cleaning,
 - (xi) package medical supplies and items used in the provision of health services that are supplied by a member as defined in the *Pharmacy Act* R.S.P.E.I. 1988, Cap. P-6.1; or
 - (xii) protect tires that cannot easily fit in a reusable bag;
- (b.1) transparent plastic bags used to package foods containing liquids that may reasonably be expected to leak during transport;
- (c) a bag of a type or material or that is to be used for a purpose specified in the regulations.

Non-application

- (2) Section 4 does not limit or restrict the sale of bags, including transparent plastic bags, intended for use at the customer's home or business, that are sold in packages of multiple bags.

Limited exception

- (3) Notwithstanding clauses 4(2)(c) and 4(3)(b), a business may provide a checkout bag free of charge if
- (a) the business meets the other requirements of section 4(2);
 - (b) the bag has already been used by a customer; and
 - (c) the bag is suitable for, and has been returned to the business for, the purpose of being re-used by other customers.

Not retroactive

- (4) Section 4 does not apply to a checkout bag that was purchased by a business prior to the coming into force of this Act. *2018,c.38,s.5; 2019,c.29,s.2.*

6. Offence

- (1) (2) Not in force. See section 9. *2018,c.38,s.6.*

7. Regulations

The Lieutenant Governor in Council may make regulations

- (a) specifying types of bags, material from which bags are made or the purpose for which a bag may be used for the purpose of clause 5(1)(c);
- (b) respecting the appointment and powers of inspectors; and
- (c) respecting any other matter necessary or advisable to carry out the intent and purposes of this Act. *2018,c.38,s.1.*

8. Repeal

Subsection 5(4) of this Act is repealed. *2018,c.38,s.8; 2019,c.29,s.3.*

9. Commencement

- (1) Subject to subsection (2), this Act comes into force on July 1, 2019.
- (2) Sections 6 and 8 of this Act come into force on January 1, 2020.

BY-LAW #P-619

ARRÊTÉ N° P-619

BY-LAW RESPECTING THE REDUCTION OF SINGLE-USE PLASTIC BAGS IN THE CITY OF MONCTON

ARRÊTÉ CONCERNANT LA RÉDUCTION DES SACS EN PLASTIQUE À USAGE UNIQUE DANS LA VILLE DE MONCTON

BE IT ENACTED by the Council of the City of Moncton under the authority vested in it by the *Local Governance Act*, S.N.B., 2017, c. 18, as follows:

En vertu du pouvoir que lui confère la *Loi sur la gouvernance locale*, L.N.-B. 2017, ch. 18, le conseil municipal de Moncton édicte :

1. Title

1. Titre

This by-law may be cited as the "Plastic Bag Reduction By-law".

Titre usuel : *Arrêté sur la réduction des sacs en plastique.*

2. Definitions

2. Définitions

In this by-law:

Les définitions qui suivent s'appliquent au présent arrêté.

"business" means any corporation, individual, partnership or co-operative association engaged in a retail operation and, for the purposes of section 3, includes a person employed by, or acting on behalf of, a business; (*entreprise*)

« conseil municipal » Le conseil municipal de Moncton. (*Council*)

« entreprise » Toute société, personne ou association coopérative ou tout partenariat s'adonnant à des opérations de vente au détail; sont notamment visées, pour l'application de l'article 3, les personnes employées par une entreprise ou agissant pour son compte. (*business*)

"checkout bag" means

- (a) any bag intended to be used by a customer for the purpose of transporting items purchased or received by the customer from the business providing the bag, or
- (b) a bag used to package take-out food or food to be delivered,

and includes a paper bag or plastic bag, but does not include a reusable bag. (*sac à emplettes*)

« petit sac en papier » Tout sac fait de papier qui mesure moins de 15 centimètres sur 20 centimètres lorsqu'il est à plat. (*small paper bag*)

"Council" means Moncton City Council; (*conseil municipal*)

« sac à emplettes » S'entend notamment d'un sac en papier ou d'un sac en plastique, à l'exclusion d'un sac réutilisable, qui est destiné à l'une ou l'autre des fins suivantes :

"paper bag" means a bag made out of paper that is recyclable; (*sac en papier*)

- a) l'utilisation par un client pour transporter les objets qu'il a achetés ou reçus de l'entreprise qui lui fournit le sac;
- b) l'emballage de mets à emporter ou à livrer. (*checkout bag*)

"plastic bag" means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a reusable bag; (*sac en plastique*)

« sac en papier » Sac fait de papier qui est recyclable. (*paper bag*)

"reusable bag" means a bag with handles that is

- (a) designed and manufactured to be capable of at least 100 uses, and
- (b) primarily made of cloth or other durable material suitable for reuse; (*sac réutilisable*)

« sac en plastique » Tout sac fait de plastique, y compris de plastique biodégradable ou compostable, mais ne s'entend pas des sacs réutilisables. (*plastic bag*)

"small paper bag" means any bag made out of paper that is less than 15 centimetres by 20 centimetres when flat. (*petit sac en papier*)

« sac réutilisable » S'entend d'un sac muni de poignées qui est, à la fois :

- a) conçu et fabriqué pour pouvoir être utilisé au moins 100 fois;
- b) principalement fait de tissu ou d'un autre matériau durable qui convient à la réutilisation. (*reusable bag*)

3. Checkout bag prohibition

3. Interdiction relative aux sacs à emplettes

(1) Except as provided in this by-law, no business shall

(1) Sauf disposition contraire du présent arrêté, il est interdit à

provide a checkout bag to a customer.

- (2) A business may provide a checkout bag to a customer only if
- (a) the customer is first asked whether, and confirms that, the customer needs a bag;
 - (b) the bag provided is a paper bag; and
 - (c) the bag is not provided free of charge to the customer.

(3) No business shall deny or discourage the use by a customer of the customer's own reusable bag for the purpose of transporting items purchased or received by the customer.

4. Exemptions

- (1) Section 3 does not apply to
- (a) small paper bags; or
 - (b) bags used to
 - (i) package loose bulk items such as fruit, vegetables, nuts, grains or candy;
 - (ii) package loose small hardware items such as nails and bolts;
 - (iii) contain or wrap frozen foods, meat, poultry or fish, whether pre-packaged or not;
 - (iv) wrap flowers or potted plants;
 - (v) protect prepared foods or bakery goods that are not pre-packaged;
 - (vi) contain prescription drugs received from a pharmacy;
 - (vii) transport live fish;
 - (viii) protect linens, bedding or other similar large items that cannot easily fit in a reusable bag;
 - (ix) protect newspapers or other printed material intended to be left at the customer's residence or place of business;
 - (x) protect clothes after professional laundering or dry cleaning;
 - (xi) protect tires that cannot easily fit in a reusable bag; or
 - (xii) collect and dispose of animal waste.

(2) Section 3 does not limit or restrict the sale of bags, including plastic bags, intended for use at the customer's home or business, that are sold in packages of multiple bags.

5. Enforcement

- (1) Every person duly appointed by Council as a by-law enforcement officer is hereby authorized to carry out any inspection that is necessary for the administration or enforcement of this by-law.
- (2) Any peace officer or by-law enforcement officer is hereby

une entreprise de fournir un sac à emplettes à un client.

- (2) Une entreprise ne peut fournir un sac à emplettes à un client que si les conditions suivantes sont réunies :
- a) on a d'abord demandé au client s'il avait besoin d'un sac, et le client a confirmé que oui;
 - b) le sac fourni est un sac en papier;
 - c) le sac n'est pas offert sans frais au client.

(3) Il est interdit à une entreprise de refuser ou de décourager l'utilisation, par un client, de son propre sac réutilisable afin de transporter des objets qu'il a achetés ou reçus.

4. Exceptions

- (1) L'article 3 ne s'applique pas à ce qui suit :
- a) les petits sacs en papier;
 - b) les sacs destinés aux usages suivants :
 - (i) emballer des aliments en vrac comme des fruits, des légumes, des noix, des grains ou des bonbons,
 - (ii) emballer des petits articles de quincaillerie en vrac comme des clous et des boulons,
 - (iii) contenir ou envelopper des aliments congelés, de la viande, de la volaille ou du poisson, qu'ils soient préemballés ou non,
 - (iv) envelopper des fleurs ou des plantes en pots,
 - (v) protéger des plats préparés ou des produits de boulangerie-pâtisserie qui ne sont pas préemballés,
 - (vi) contenir des médicaments sur ordonnance reçus d'une pharmacie,
 - (vii) transporter des poissons vivants,
 - (viii) protéger des linges de maison, de la literie ou d'autres articles semblables de taille importante qui ne peuvent être facilement contenus dans un sac réutilisable,
 - (ix) protéger des journaux ou d'autres documents imprimés destinés à être laissés à la résidence ou au lieu d'affaires du client,
 - (x) protéger des vêtements après qu'ils ont été professionnellement blanchis ou nettoyés à sec,
 - (xi) protéger des pneus qui ne peuvent pas être facilement contenus dans un sac réutilisable,
 - (xii) ramasser et jeter des déchets animaux.

(2) L'article 3 n'a pas pour effet de limiter ou de restreindre la vente de sacs, y compris les sacs en plastique, qui sont destinés à être utilisés à la résidence ou au lieu d'affaires du client et qui sont vendus en paquets contenant plusieurs sacs.

5. Application

- (1) Les personnes régulièrement nommées agents d'exécution des arrêtés par le conseil municipal sont autorisées à réaliser les inspections nécessaires à l'administration ou à l'application du présent arrêté.
- (2) Les agents de la paix et les agents d'exécution des arrêtés

authorized to take such actions, exercise such powers and perform such duties, as may be set out in this by-law or in the *Local Governance Act* and as they may deem to be necessary to enforce any provisions of this by-law.

sont habilités à prendre les mesures et à exercer les pouvoirs et les fonctions énoncés dans le présent arrêté et dans la *Loi sur la gouvernance locale* qu'ils estiment nécessaires à l'application des dispositions du présent arrêté.

6. Offences

6. Infractions

(1) Any person who violates any provision of this by-law is guilty of an offence and is liable on conviction to a fine.

(1) Quiconque contrevient à l'une des dispositions du présent arrêté commet une infraction et est passible, sur déclaration de culpabilité, d'une amende.

(2) The minimum fine for an offence committed under this by-law is one hundred and forty dollars (\$140) and the maximum fine for an offence committed under this by-law is two thousand one hundred dollars (\$2,100).

(2) L'amende minimale infligée en cas d'infraction au présent arrêté est de 140 \$ et l'amende maximale est de 2 100 \$.

(3) If an offence committed under this by-law continues for more than one (1) day:

(3) Si une infraction au présent arrêté se poursuit pendant plus d'un jour :

- (a) the minimum fine that may be imposed is the minimum fine established in this by-law multiplied by the number of days during which the offence continues; and,
- (b) the maximum fine that may be imposed is the maximum fine established in this by-law multiplied by the number of days during which the offence continues.

- a) l'amende minimale qui peut être infligée est l'amende minimale prévue par le présent arrêté multipliée par le nombre de jours pendant lesquels l'infraction se poursuit;
- b) l'amende maximale qui peut être infligée est l'amende maximale prévue par le présent arrêté multipliée par le nombre de jours pendant lesquels l'infraction se poursuit.

7. Severability

7. Divisibilité

Where a Court of competent jurisdiction declares any section or part of a section of this by-law invalid, the remainder of this by-law shall continue in force unless the Court makes an order to the contrary.

Lorsque tout ou partie d'une disposition du présent arrêté est déclarée invalide par un tribunal compétent, le reste du présent arrêté demeure en vigueur, sauf ordonnance contraire du tribunal.

8. Commencement

8. Entrée en vigueur

This by-law comes into force on July 1, 2020.

Le présent arrêté entre en vigueur le 1^{er} juillet 2020.

ORDAINED AND PASSED _____

FAIT ET ADOPTÉ le _____

First Reading: June 3, 2019
Second Reading: _____
Third Reading: _____

Première lecture : le 3 juin 2019
Deuxième lecture : _____
Troisième lecture : _____



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

PROPOSAL



January 31, 2020

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

Dear Mayor Grant & Council:

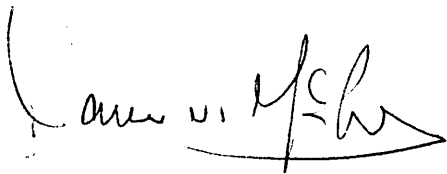
On behalf of the Directors of the New Brunswick Medical Education Foundation, I want to thank you for your continuing support of medical education and greatly assisting New Brunswick citizens to practice in our province. The Town's commitment to this program is deeply appreciated and very much valued by our organization. In addition, we are thrilled to be tenants in the Rothesay Town Hall and look forward to building our foundation footprint in this lovely building.

At this time, we are preparing to advertise for the applications for the **Town of Rothesay Medical Education Scholarship** for the 2020 academic year. Your scholarship will be awarded by the Grants Committee in May of 2020 and we will have our celebration of these successful young New Brunswick students in July 2020.

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,

A handwritten signature in black ink, appearing to read "Darren McLeod". The signature is fluid and cursive, with a long horizontal stroke at the end.

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
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

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

Date: February 5, 2020


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

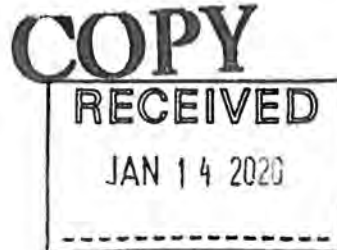
70C Hampton Road, Rothesay, NB, E2E-5L5
Office: (506) 848-0036 Cell: (506) 349-5053
darren.mcleod@nbmeded.ca
CRA No. 810513523RR0001



Public Safety / Sécurité publique

65 Brunswick St / rue Brunswick P.O. Box 6000 / C.P. 6000
Fredericton, New Brunswick / (Nouveau-Brunswick) E3B 5H1

January 8, 2020



Mayor Nancy Grant
Town of Rothesay
70 Hampton Rd
Rothesay, New Brunswick
E2E 5L5

Your Worship:

In response to your request for Disaster Financial Assistance, please find enclosed a cheque for \$152,152.81. The source of funding is the Provincial Disaster Financial Assistance Program. These funds are allocated as a contribution from the Government of New Brunswick and the Government of Canada to assist you in the recovery from damages which you suffered as a result of the 2019 Spring Freshet event.

We hope that the Town has been able to repair the damages sustained during the heavy rainfall and that this assistance will help to cover the costs incurred.

Should you have any questions concerning the claim, please contact the Disaster Financial Assistance office at 1-888-553-8558.

Yours truly,

Jacqueline Rioux
Manager
Disaster Financial Assistance Program



January 8, 2020

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

Dr. Grant:

Thank you for your letter dated November 22, 2019, with respect to the Community Funding and Equalization Grant and Bill 2, *An Act to Amend the Greater Saint John Regional Facilities Commissions Act*. As you are aware the grant is based on a formula that is legislated through the *Community Funding Act*. I will not get into details within this letter but would be remiss if I did not point out that the equalization component of the grant funding does take into consideration revenue, population and expenditures.

The grant formula considers net expenditures of each local government, therefore the expenses related to the regional facilities will be captured in the calculation as a result of the net average expenditures within the formula each year.

If you would like to discuss in more detail please contact Mr. Ryan Donaghy, Assistant Deputy Minister of Local Government at (506) 444-4423.

Sincerely,

A handwritten signature in blue ink that reads "Jeff Carr".

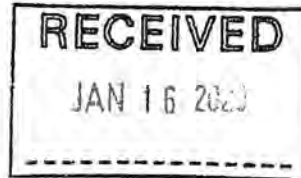
Jeff Carr
Minister

- C. Blaine Higgs, Premier
Hon. Ted Flemming, MLA, Rothesay
Don Darling, Mayor, Saint John
Grace Losier, Mayor, Grand Bay-Westfield
Gary Clark, Mayor, Quispamsis
Bette-Ann Chatterton, Mayor, St. Martins
Ken Chorley, Mayor, Hampton
Rothesay Council





January 10, 2020



Dr. Nancy Grant, ONB
Mayor
The Town of Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5

COPY

Dear Nancy,
Your Worship,

I would like to extend my most sincere appreciation for your kind words of congratulations upon my appointment as New Brunswick's 32nd Lieutenant Governor. It is truly an honour and a privilege to be able to serve the province in this way.

This has been a very busy fall and holiday season at Government House. Since being appointed, I have met many wonderful New Brunswickers at events both at and outside of Government House. I have also had the chance to preside over several awards ceremonies over the course of the fall, witnessing first-hand the amazing work that the people of New Brunswick undertake in pursuit of bettering our collective lives.

I look forward with great excitement to the next five years as Lieutenant Governor, and I hope that I will have the opportunity to meet with you and members of your council over the course of my mandate.

I wish you all the best for 2020.

Yours sincerely,

Brenda

The Honourable Brenda L. Murphy, ONB
Lieutenant Governor of New Brunswick

*It was lovely to see you at the dinner at Riverside and
Catch up a little. Look forward to seeing you again in the
coming months.*



New Brunswick Competitive
Festival of Music

2020February10OpenSessionFINAL_032

5 Heritage Gardens
Saint John, NB E2M 5R7
E-mail: admin@nbfestivalofmusic.ca
Phone: 506 635-4128
Website: www.nbfestivalofmusic.ca

January 17, 2020

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



To whom it may concern:

On behalf of the Board of Directors I would like to thank you for your past contributions to the New Brunswick Competitive Festival.

2020 is the 84th year for the New Brunswick Competitive Festival of Music which is an important cultural event for students, performers and families of the Greater Saint John area. This year it will take place from **April 20th to April 29th**. The highlights of the Festival will be two concerts: the **April Mills Concert Saturday, April 25th** for junior award winners and the **Founders' Night Concert- Wednesday, April 29th** for intermediate and senior award winners. During these concerts there will be superb entertainment and prizes will be awarded to young musicians who exhibit excellence in their musical discipline.

I encourage you to attend one or more of the performances throughout the festival to witness the wonderful musical talent that your donation has supported.

Yours truly,


Henriette Hull
Awards Committee



Saint John Arts Centre

20 Peel Plaza, Saint John, NB E2L 3G6 ▪ 506-633-4870
www.sjartscentre.ca ▪ director@sjartscentre.ca



Dear Mayor Grant,

Thank you for your continued support of the Saint John Arts Centre. I hope that you will enjoy our calendar showcasing highlights of the events and programs of SJAC in 2019.

We hope you will be able to attend some of our events in 2020. Please note that our calendar has the dates of our new exhibition openings which are on display for seven weeks (next opening is on Friday, March 13 5:30-7:30.) Also included is the date for our annual fundraiser, "What's in the Box?" which will be on Thursday, April 16 7- 9pm.

Please don't hesitate to contact us if you wish to have a tour of to the Arts Centre to see firsthand some of the improvements we have made.

All the best to you and your family in 2020.

Kindest Regards

Andrew Kierstead
Executive Director
Saint John Arts Centre

Saint John Arts Centre Board of Directors:

Chair; John Runcie, **Vice-Chair;** Emily Saab, **Treasurer;** Pat Joas, **Secretary;** Bailey Campbell
Directors: Lisa-Ann Scichilone, David Emerson, Leona Laracey, Christopher Williams, Anita Punamiya
and Kara Stonehouse

Executive Director: Andrew Kierstead



2020 February 19 Open Session FINAL_032 New Brunswick Black History Society

165 UNION STREET SUITE 301 SAINT JOHN NB E2L 5C7 506-634-3088

Dr. Ralph Thomas,
New Brunswick Black History Society
165 Union Street, Suite 301/Saint John/ N.B./E2L 5C7
January 30, 2020

Mayor Dr. Nancy Grant and Council
70 Hampton Road
Rothesay, New Brunswick
E2E 5L5



Attn: Mayor Dr. Nancy Grant and Council

On behalf of the New Brunswick Black History Society I wish to invite you to our achievement awards dinner at the Saint John, NB, Trade and Convention Centre, April 29th, at 7 p.m. honoring Her Excellency, The High Commissioner of South Africa to Canada, Ms. Sibongiensi Yvonne Dlamini-Mntambo.

It will be an evening to honor her and other members of our community working to promote awareness of opportunities in our international trade and business sector. Attending will be leaders in our federal, provincial and municipal governments, as well as representatives of businesses and the general public.

Her Excellency is the 2020 Chairperson of the Women's Heads of Diplomatic Missions in Ottawa and the Vice-President of the Ottawa Diplomatic Association. She chaired the South African Diplomatic Commissioner Group in Canada 2017-2019, and has been Dean of that group. She also heads several other women's organizations here and in South Africa. Please see enclosed biographical note on her.

Her visit will highlight South African tourism, trade, and university programs here for foreign students, as well as advance the role of Canadian women of all backgrounds in international import and export opportunities between Canada and South Africa. There will be a brunch and meeting with her on April 30 at the Hilton Hotel for business and industry firms. Our staff and myself are available to provide additional details. Thank you for your time and attention.

Sincerely,

Dr. Ralph Thomas,
Tel: (506) 634-3088; [REDACTED]

Ralph:

2020February10OpenSessionFINAL_035

Here is the official biography of the present the present H.C. from the High Commission Office in Ottawa: Note her name and spelling, without her middle name Yvonne.

High Commissioner



Ms Sibongiseni Dlamini-Mntambo, The South African High Commissioner to Canada assumed her duties in Canada in 2017. She is the Chairperson of the Women Heads of Diplomatic Missions in Ottawa and the Vice President of the Ottawa Diplomatic Association. She chaired the SADC group in Canada from 2017-2019; and currently serves as the Dean of this group.

Armed with a University Diploma in Education, High Commissioner Dlamini-Mntambo started her career as a teacher in 1993. She left teaching to pursue a career in the fields of communication, marketing and advertising, working in the FMCG and in the mining and metals industry. In 2006 she was the Public Affairs and Communication Adviser for the Chamber of Mines of South Africa. While at the Chamber of Mines of South Africa, she led the industry communication team within the Mining Industry Growth and Development Task Team (MIGDETT) whose mandate was to develop a national growth strategy for the mining industry. She also chaired the Mining Industry Public Affairs Committee (MIPAC).

She has held executive positions within the South African Government such as the Department of Economic Affairs and Tourism; the Department of Minerals and Energy; and the Department of Higher Education and Training. Skilled in strategy development, and as a seasoned marketing professional, H.E. Dlamini-Mntambo counts amongst her most successful career achievements, the coordination and management of the communication and marketing campaigns for South Africa's 2004 National and 2006 Provincial and Local government elections while at the Independent Electoral Commission of South Africa.

1/23/2020

2020February10OpenSessionFINAL_036

High Commissioner Dlamini-Mntambo holds a BA degree and a BA (Honours) degree, both in Communication Science. She has a University Diploma in Education and a Master's degree in Business Leadership (MBL) obtained from the University of South Africa.

She is the proud mother of two daughters and a son.





**Regular Monthly Meeting
December 10, 2019**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, December 10, 2019, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:06 a.m.

2. Record of Attendance

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

OTHERS

Marc MacLeod, Executive Director, FRSC

Sharon Matthews, Recording Secretary, FRSC

Brenda MacCallum, Public Relations & Program Development Officer, FRSC

Terry Keating, Manager, Environment and Local Government

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the December 10, 2019 Agenda as presented.

Moved: Director Losier

Seconded: Director Rathburn

Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

None

5. Approval of Minutes

Motion: To approve the October 28, 2019 minutes.

Moved: Director McAlary

Seconded: Director Baxter

Vote: *Motion Carried*

6. Building Inspection – October/November 2019

Motion: To receive and file the report as provided.

Moved: Director McAlary

Seconded: Director Chatterton

Vote: *Motion Carried*

7. Finance – Year End Motions

a. Building Canada Fund

Motion: To approve transfer of \$25,000 from the Solid Waste Services Operating Fund to the Solid Waste Services Capital Reserve Fund as per the 2019 budget in accordance with the Project No. 27900 - Canada-New Brunswick Building Canada Fund (BCF) - Communities Component agreement.

Moved: Director Grant

Seconded: Director McAlary

Vote: *Motion Carried*

b. Solid Waste Operating Reserve Fund

Motion: To approve transfer of \$250,000 from the Solid Waste Services Operating Fund to the Solid Waste Services Operating Reserve Fund.

Moved: Director Losier

Seconded: Director McAlary

Vote: *Motion Carried*

c. Solid Waste Capital Reserve Fund

Motion: To approve transfer of \$250,000 from the Solid Waste Services Operating Fund to the Solid Waste Services Capital Reserve Fund.

Moved: Director Losier

Seconded: Director McAlary

Vote: *Motion Carried*

NOTE: During a pause in setting up for the bag presentation, Director Cairns requested permission from the Chair to speak out of the normal order of business. Hearing no objection to the request the Chair permitted Director Cairns to speak.

Director Cairns informed the Board and Executive Director Marc MacLeod that he attended the Active Transportation Symposium "Move Forward" that took place November 14th at the Lily Lake Pavilion, which Recreation Facilitator Nick Cameron spoke on at the last meeting. Director Cairns mentioned that it was one of the best he had ever attended. A suggestion of a formal recognition to Nick Cameron was recommended.

Regular Monthly Meeting
December 10, 2019

Motion: To write a letter to the Recreation Facilitator on the excellent Symposium.

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

8. Plastic Bags – Brenda MacCallum

Brenda MacCallum presented to the Board the implications of a ban on single use plastic bags. She stated that removing plastic bags from the recycling list alone will not solve the problem and that we also need to reduce the amount of bags entering the system. FRSC staff will send a letter to the municipalities, as discussed, outlining the removal of plastic bags from recycling and the proposed Bylaw.

Motion: To remove plastic bags as an acceptable item in recycling, effective March 1, 2020.

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

Motion: Recommend that municipalities in the Fundy Region adopt a Plastic Bag Reduction Bylaw, similar to the Bylaws in Moncton, Riverview, Dieppe, and the legislation in PEI, as of January 2021.

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

9. Adjournment

The date for the next meeting will be scheduled at a later date.

Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at 11:09 am.

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

APPROVED (date) January 21, 2020



Gary Clark, Chairperson

for 

Sharon Matthews, Recording Secretary

Agenda

Kennebecasis Public Library Board

Wednesday, October 30th, 2019, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - i. 2020 Budget Presentation Update
 - ii. 2019-2020 Insurance Quote
 - iii. Year End Spending
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Study on How NB Libraries Can Improve Services Update
 - b. Report from the Fundy Regional Forum

A meeting of the Board of Trustees, Kennebecasis Public Library was held on October 30, 2019 at 6:00pm at the Library.

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

Regrets: N/A

Absences: N/A

Call to Order: Mr. Winchester called the meeting to order at 6:03pm.

Approval of Agenda

Mrs. Hansen asked to add a report from the Forum to the “new and unfinished business” section of the agenda.

It was moved by Ms. Greer to approve the agenda with Mrs. Hansen’s addition. Mr. Maxwell seconded, and the motion carried.

Disposition of Minutes

Mrs. Hansen pointed out that Mrs. Watling and herself weren’t present at the September regular meeting, but were still listed amongst the attendees. Ms. Corscadden will remove them from the list.

It was moved by Mrs. Watling to approve the minutes of the September regular meeting with the appropriate changes. Mr. Maxwell seconded, and the motion carried.

Communications

Ms. Corscadden had no communications to report.

Report of the Librarian

Ms. Corscadden presented her monthly report to the board. The library is currently in the process of hiring to new on-call employees, so provide support when the regular staff are absent. Discussion ensued. Ms. Corscadden then gave a summary of the programs occurring in the library over the last month. Discussion ensued. Ms. Corscadden finished her report by outlining how the amount of program participants has drastically increased over the last year – there have been 11, 854 program participants

2020 February 10 Open Session FINAL 042
at the library as of August of this year. In 2018 there were 9,737 participants by that time. Discussion ensued.

Mr. Rioux moved to accept the librarian's report as presented. Mrs. Watling seconded, and the motion carried.

Financial Statement

Mrs. Watling gave the board a summary of the presentation of the 2020 proposed budget to the Joint Financial Committee. Discussion ensued. The presentation ended with the committee passing a motion to recommend approval of the library's budget to the town councils. Discussion ensued.

Mrs. Watling presented the financial statement to the board – we are currently operating with a surplus, however there are plans to spend these funds before the end of the year. Discussion ensued.

Ms. Corcadden presented the quote from Higgins Insurance for the 2019-2020 period. The total premium will be \$7791, a \$204 increase over the previous year. Discussion ensued.

Mrs. Hansen made a movement to accept the quote provided by Higgins Insurance. Mr. Maxwell seconded, and the motion carried.

Facilities Management

Mr. Maxwell presented the facilities management report on behalf of Mr. Shedd. Discussion ensued. Ms. Corcadden added that during the last wind storm, a window was broken by the main entrance. Atlantic Windoor will be coming to make the necessary repairs. Discussion ensued.

Marketing Advisory Committee

Ms. Greer spoke of social media strategies being used by the library. Discussion ensued.

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

New and Unfinished Business

Study on How NB Libraries Can Improve Services

Ms. Corcadden commented on how the results of the study will be released in the near future, and will provide the board with updates as she receives them.

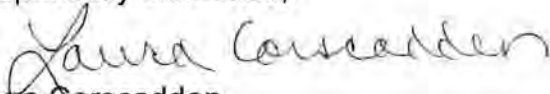
Update on from the Fundy Regional Library Forum

Mrs. Hansen provided the board with an update from the library forum. NBPLS has decided to extend their strategic plan into the year 2010. Discussion ensued. The executive director of NBPLS, Sylvie Nadeau, will be retiring in December. Discussion ensued. Mrs. Hansen also spoke of an additional study that will be released in the coming weeks about the socio-economical benefits of libraries, to be released by UNB. Discussion ensued.

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

Next Meeting: The next meeting is scheduled for November 20, 2019 at 6:00pm at the Library.

Respectfully submitted,



Laura Corcadden

Library Director and Secretary to the Board



Librarian's Report October 2019

Staffing and Volunteers

We conducted interviews for two new on-call employees at the end of September. We have two promising candidates, who we hope to hire within the next few weeks. Our two part-time students assistants have been hired for the school year; Samantha Farnham and Reagan Dewolf.

Programs

Ongoing programs offered in October include:

- Baby Wonders with KV3C, Mondays 10am-12pm
- Scrabble Club, Mondays at 2:00pm
- English Social program for newcomers, Tuesdays at 10:30am (Offered in Partnership with the Saint John Newcomers Centre)
- Painter's Circle, Wednesdays at 10:00am
- Pre-School Storytimes, Wednesday mornings at 10:30am
- Infant Massage, Wednesdays at 12:30pm, offered in partnership with Talk With Me
- Parlons Francais, Thurs. evenings at 6:30pm
- Man in the Moon program for infants and their male caregivers, Thurs. evenings at 6:30pm
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytimes, Fridays at 10:30am
- Volunteens program for Teens, Saturdays at 10:00am
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle BookClub (offered the 3rd Thursday of every month), Thursday the 17th at 10:45am
- Monthly Crafternoon, Tuesday the 22nd at 3:30pm

- Monthly Puppet Shows, Friday the 25th at 10:30am and 3:30pm

Special programs being offered this month:

- Get Started With Tech: Get Started with Facebook, Tuesday October 1st at 2:00pm
- Saving Strategies: Easy Concept, Difficult Reality. Financial Literacy Program offered by Cherie Madill, Thursday October 3rd at 6:00pm
- Get Started With Tech: Getting Started with iPad/iPhone, Tuesday October 8th at 2:00pm
- Your Next Chapter, Turning the Page: Financial Planning, Tuesday October 8th at 7:00pm – offered in partnership with Go Ahead Seniors
- Author Reading: Dave Atkinson, Wednesday October 9th at 3:30pm
- Get Started With Tech: Getting Started with Twitter/Instagram, Tuesday October 15th at 2:00pm
- Your Next Chapter, Turning the Page: Staying Physically Active, Tuesday, October 22nd at 7:00pm
- Evening of Celtic Lore: Thursday, October 24th at 7:00pm, offered in partnership with the Irish Canadian Cultural Association – this program had a great turnout!
- Your Next Chapter, Turning the Page: Being Creative, Continued Learning, Tuesday October 29th at 7:00pm

Collections and Spaces

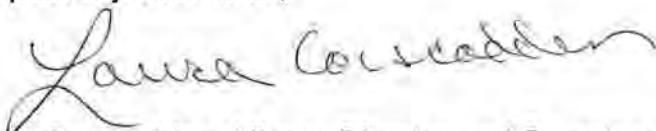
The Kennebecasis Valley Quilting Guild have their quilts on display in the library for the months of September and October.

Performance Indicators

Our number of program participants has increased this year!

Total number of program participants by August 2018: 9737
Total number of program participants by August 2019: 11,854

Respectfully Submitted,



Laura Corscadden, Library Director and Secretary to the Board

Kennebecasis Public Library Inc.		2020 February 10 Open Session FINAL_046					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending September 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		63,799	63,796	3	85,061	(21,262)	
Library service - Quispamsis		99,837	99,833	4	133,111	(33,274)	
Room Rentals, Printer and copies		4,222	3,375	847	4,500	(278)	
Grants		0	0	0	17,680	(17,680)	
Donations	4,986	0	0			0	
Donation from Friends of KPL	1,885	0	0				
Interest Income (Savings)		18	0	18	0	18	
Previous Year's Surplus		2,042	2,042	(0)	2,723	(681)	
TOTAL REVENUE	6,871	169,918	169,046	872	243,075	(73,157)	
EXPENSE							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	1,271					0	
Books, restricted fund	3,228					0	
Small Equipment and Furniture		2,516	5,199	2,683	8,265	5,749	
Total Capital Expenditures	4,499	2,516	5,199	2,683	8,265	5,749	
<u>Wages</u>							
Total Wages & Casual Labour		10,896	23,398	12,502	40,418	29,522	
<u>General & Administration Expenses</u>							
Building Maintenance		46,520	53,121	6,601	70,828	24,308	
Grounds Maintenance		15,549	14,947	(602)	20,500	4,951	
Office		6,383	6,750	367	9,000	2,617	
Utilities		38,440	40,411	1,971	54,711	16,271	
Accounting, audit and legal		7,584	8,400	817	10,600	3,017	
Professional Development		290	1,500	1,210	2,000	1,710	
Insurance		5,690	5,690	0	7,587	1,897	
Public Relations		2,485	2,250	(235)	3,000	515	
Communications		4,374	7,340	2,965	9,786	5,412	
Miscellaneous Expense		677	1,410	733	1,880	1,203	
Program Exp		4,077	3,375	(702)	4,500	423	
Total General & Admin Expenses		132,069	145,194	13,124	194,392	62,323	
TOTAL EXPENSE	4,499	145,481	173,791	28,310	243,075	97,594	
NET INCOME (Deficit)	\$ 2,372	\$ 24,438	(4,744)	29,182	(0)	24,438	

Building Maintenance Report October 2019

Past months has seen the continuation of spot repairs and painting.

The lower level heat pump circuit board has been replaced and unit is working.

We are now having trouble upper level heat pump. C+E are working on it .

There is still a lot of shelving remaining. We are working on finding a person or organization to take some.

Carpet and furniture were cleaned this past weekend. Things look good. There were some minor spots that are being addressed by the cleaners

A new contract is being drawn up for cleaning services.

Yours

Philip Shedd CET

Agenda

Kennebecasis Public Library Board

Wednesday, November 20th, 2019, 6:00 p.m.

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



A meeting of the Board of Trustees, Kennebecasis Public Library was held on November 20, 2019 at 6:20pm at the Library.

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

Regrets: Mr. Pierre Rioux

Absences: N/A

Call to Order: Mrs. Hansen called the meeting to order at 6:22pm, following the annual general meeting.

Approval of Agenda

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

Disposition of Minutes

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

Communications

Ms. Corscadden presented a letter to the board from the New Brunswick Libraries Trustees Association, which included the board's membership cards for the 2019-2020 year.

Report of the Librarian

Ms. Corscadden presented an oral report to the board. After outlining the many programs offered at the library over the last month, she mentioned the library's annual holiday open house. This event is to be held on Saturday, November 23rd during the Kennebecasis Valley Santa Claus Parade. The library will remain open late, until 7:30pm, and will serve hot chocolate. While the information desk will close at 5:00pm as usual, the library will remain open late so that members of the community will have a warm space to go during the parade. Discussion ensued. Ms. Webber suggested that the event be advertised on the electronic road sign. Discussion ensued.

Ms. Corscadden also spoke of new programming she is developing for the new year, focused on sensory development in children. Discussion ensued. Ms. Corscadden is to

consult Ms. Greer, Ms. Webber, and Mr. Maxwell as she develops this new programming. Discussion ensued.

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

Financial Statement

Mrs. Watling summarized the October 2019 financial statement to the board, and discussed year end spending. Discussion ensued.

Ms. Corscadden asked for permission, that if funds allow, to redirect funds to the small equipment and program budget lines.

Mr. Maxwell moved that if funds allow, the board would endorse the library director to redirect funds to the small equipment and program budget lines. Ms. Webber seconded, and the motion carried.

Facilities Management

Mr. Maxwell presented the facilities management report on behalf of Mr. Shedd. Discussion ensued. Mr. Maxwell mentioned that the library will be getting quotes for the 2020 janitorial contract, which will be coming up for renewal in the new year. Discussion ensued.

Ms. Corscadden spoke to the board about the invaluable work that the library's facilities manager, Phil Shedd has been doing. Ms. Corscadden suggested that the board consider giving Mr. Shedd a holiday bonus in recognition of his hard work. Discussion ensued.

Mr. Shea made a motion to present Mr. Shedd with a Christmas Bonus of \$500. Mrs. Watling seconded, and the motion carried.

Marketing Advisory Committee

Ms. Greer spoke of social media strategies being used by the library. Discussion ensued.

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

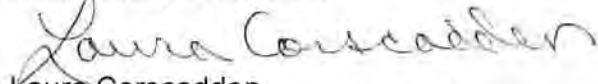
New and Unfinished Business

Mrs. Hansen spoke briefly about a study released by the University of New Brunswick about the use of Public Libraries in New Brunswick. Discussion ensued. Ms. Corscadden will forward the study to the library board via e-mail.

Adjournment: As there was no other business, Ms. Greer moved that the meeting be adjourned at 7:02pm.

Next Meeting: The next meeting is scheduled for January 15, 2019 at 6:00pm at the Library.

Respectfully submitted,



Laura Corscadden

Library Director and Secretary to the Board

Kennebecasis Public Library Inc.		2020 February 10 Open Session FINAL_052					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending October 31, 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		70,888	70,884	3	85,061	(14,173)	
Library service - Quispamsis		110,930	110,926	4	133,111	(22,181)	
Room Rentals, Printer and copies		5,023	3,750	1,273	4,500	523	
Grants		14,710	17,680	(2,970)	17,680	(2,970)	
Donations	5,031	0	0			0	
Donation from Friends of KPL	1,976	0	0				
Interest Income (Savings)		21	0	21	0	21	
Previous Year's Surplus		2,269	2,269	(0)	2,723	(454)	
TOTAL REVENUE	7,007	203,840	205,509	(1,669)	243,075	(39,235)	
EXPENSE							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	1,313					0	
Books, restricted fund	3,510					0	
Small Equipment and Furniture		2,805	5,888	3,082	8,265	5,460	
Total Capital Expenditures	4,822	2,805	5,888	3,082	8,265	5,460	
<u>Wages</u>							
Total Wages & Casual Labour		27,067	32,938	5,871	40,418	13,351	
<u>General & Administration Expenses</u>							
Building Maintenance		50,842	59,023	8,181	70,828	19,986	
Grounds Maintenance		16,279	15,847	(432)	20,500	4,221	
Office		7,090	7,500	410	9,000	1,910	
Utilities		41,729	44,411	2,682	54,711	12,982	
Accounting, audit and legal		7,922	8,800	878	10,600	2,678	
Professional Development		402	1,667	1,265	2,000	1,598	
Insurance		6,323	6,323	0	7,587	1,265	
Public Relations		2,485	2,500	15	3,000	515	
Communications		4,864	8,155	3,291	9,786	4,922	
Miscellaneous Expense		713	1,567	853	1,880	1,167	
Program Exp		4,327	3,750	(577)	4,500	173	
Total General & Admin Expenses		142,977	159,542	16,565	194,392	51,415	
TOTAL EXPENSE	4,822	172,848	198,368	25,519	243,075	70,227	
NET INCOME (Deficit)	\$ 2,184	\$ 30,991	7,141	23,850	(0)	30,991	

Building Maintenance Report November 2019

Past months has seen the continuation of spot repairs and painting.

The lower level heat pump circuit board has been replaced and unit is working.

The upper heat pump has been repaired. A wire had come lose and had shorted the system. The wire was replaced and the system came back on line.

There is still a lot of shelving remaining. We are working on finding a person or organization to take the shelves.

The wind storm a couple weeks ago caused the front door to hit the window beside the door. The outside pane of glass was broken. This was caused by the wind being so strong that it took the door closer to past it limits allowing the door to hit the window. A new window has been ordered and should be here by the end of the month. The door closer will also be repaired.

A new contract is being drawn up for cleaning services.

Yours

Philip Shedd CET



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF DECEMBER 4, 2019**

REGULAR MEETING

Held at the Kennebecasis Regional Police Force
Headquarters Boardroom
Located at 126 Millennium Drive
Quispamsis, NB

In Attendance:

BOARD MEMBER	POSITION
Robert (Bob) McLaughlin	Chair/Quispamsis Representative
Richard Arbeau	Quispamsis Representative
Peter Bourque	Rothesay Representative
Libby O’Hara	Quispamsis Representative
Linda Sherbo	Provincial Representative
Richard MacPhee	Vice-Chair/Rothesay Representative
Sean Luck	Quispamsis Representative
Tiffany Mackay French	Rothesay Representative (late arrival)
Chief Wayne Gallant	KRPF Chief of Police
Cherie Madill	Secretary/Treasurer of the Board
Deputy Chief Jeff Giggey	KRPF Deputy Chief of Police
Insp. Anika Becker	KRPF OIC Administration
Insp. Mary Henderson	KRPF OIC Operations
Tanya Cyr	Secretary of the Board

Absent:

BOARD MEMBER	POSITION
Matthew (Matt) Alexander	Rothesay Representative

CALL TO ORDER:

Chairman McLaughlin calls the meeting to order.

1. APPROVAL OF AGENDA:

Chairman McLaughlin called for a Motion to approve the Agenda for the Regular Meeting as presented.

*It was moved by Peter Bourque and seconded by Libby O’Hara that the Agenda for the Regular Meeting of December 4, 2019 be approved as presented. **MOTION CARRIED.***

2. APPROVAL OF MINUTES OF DECEMBER 4, 2019:

Chairman McLaughlin called for a motion to approve the Minutes of the Regular Meeting of December 4, 2019.

*It was moved by Richard Arbeau and seconded by Libby O'Hara that the Minutes of the Regular Meeting of December 4, 2019 be approved as presented. **MOTION CARRIED.***

3. DECLARATION OF CONFLICT OF INTEREST:

The following conflicts were noted:

- Bob McLaughlin – Building issues; and
- Richard Arbeau – Insurance issues.

4. SECRETARY/TREASURER REPORT

Chairman McLaughlin asked Cherie Madill to read the Secretary/Treasurer Report.

Cherie Madill went over her report highlighting the cashflow, statement of operations, expenditures, etc. She stated that we are in a good position and have received over \$30,000 in miscellaneous income and criminal record checks. She stated we have done a good job managing our budget this year. Expenditures were \$133,000 under budget, building repairs were under budget, vehicle was under budget mainly because we hadn't purchased anything yet this year. She asked the Chief if he would like to speak to the vehicle budget now.

Chief Gallant passed out a vehicle proposal package. He explained that it is usually \$38,000 - \$45,000 for a police vehicle and this does not take into consideration fuel or maintenance costs. He stated he would like to consider going with hybrid options for our next purchase(s). The initial purchase price is higher but there is an opportunity to save on fuel and maintenance costs (brakes, etc.). He asked the board for approval to seek out a tender for a hybrid frontline vehicle such as a SUV. He stated we could conduct a cost analysis on this vehicle to see if this would be a cost efficient move for the future.

A discussion ensued amongst the board concerning models and which dealers would be able to bid on this. Chief Gallant stated the tender would be posted on the NBON (government website) and also be sent out to all local area dealers. Chief Gallant advised the board that the Mitsubishi SUV that we use for the Community Policing vehicle gets 2,000km per tank of gas and we need to consider these options. He reiterated that he is looking for approval from the board to purchase a hybrid SUV for a non-marked vehicle (this would not be a patrol vehicle).

He stated that the regular cost for a vehicle like this is approximately \$55,000 but it is anticipated that with rebates it would cost between \$50,000 - \$53,000, depending on the model. Libby O'Hara asked if the battery life of a hybrid would support our normal vehicle life of between 200,000km and 250,000km. It is anticipated that we would cycle the vehicle out long before the battery life would end.

Sean Luck asked if we would require a charging station to be installed for this vehicle. Chief Gallant replied not for one vehicle but if we move to this option in the future for more vehicles, then “yes” we would require a charging station but that is something that we would look at down the road. Sean Luck asked if we would know within a year whether this would be a viable option and Chief Gallant replied we should. Vehicle maintenance was brought up and it was discussed that Sgt. Scott does a good job maintaining all of our vehicles and is prepared to do the necessary tracking for this trial. Cherie Madill reported that the vehicle budget is under by approximately \$67,000 for 2019.

Chairman McLaughlin called for a motion to prepare a tender for purchase of a hybrid SUV vehicle recognizing that the cost will be higher.

*It was moved by Richard Arbeau and seconded by Sean Luck to prepare a tender for purchase of a hybrid SUV vehicle recognizing that the cost will be higher. **MOTION CARRIED.***

Cherie Madill reiterated that the building maintenance is under budget. It was asked whether we had considered changing our lights to sensor lights. Chief Gallant advised that we are already using some sensor lights and are exploring more for the future and also replacing the fluroscent lights with LED lights which save on electricity.

Cherie Madill stated the Administration budget is good which indicates we are doing a good job at risk management and the delay in hiring an HR professional has also saved us money. It appears as though we are currently at a surplus of approximately \$67,000 once the extraneous costs have been removed but there is still a while to go before year end with a significant number of expenditures to go through in December. Chief Gallant stated he would like to thank his senior leadership team and civilian members for working hard to get us to where we are with the budget, given all of the extra and unplanned pressures we faced in 2019.

Richard MacPhee inquired about splitting the Telecom Fund for Police and Fire for 2020. Chief Gallant advised that our contract ends in 2021 at which time the amounts will appear separate in the town’s budgets.

Cherie Madill moved onto investments and inquired whether we would require a presentation on this. Richard MacPhee stated that we should bring this up at the Finance Committee meeting.

Chairman McLaughlin called for a motion to receive and file the Secretary/Treasurers Report as presented.

*It was moved by Richard MacPhee and seconded by Richard Arbeau to receive and file the Secretary/Treasurers Report as presented. **MOTION CARRIED.***

5. CHIEFS REPORT:

Chairman McLaughlin asked Chief Gallant to proceed with his report.

Chief Gallant went over his report highlighting the cultural awareness presentation given to members by Aux. Chaplain Abid Sheikh; the union members Christmas Dinner; the 2nd Annual Sierra Ave. Christmas event put on by members with corporate sponsor the Real Atlantic Superstore here in Rothesay; the part time administrative assistant posting; and the full-time police officer posting.

He then asked Insp. Henderson to go over the operations portion. Insp. Henderson stated that a lot of this work being done in the community that the Chief mentioned is being done by patrol officers (on duty and off-duty) not just the Community Relations officer. Members have been donating countless hours of their own time to make sure these initiatives are undertaken. Chief Gallant stated that it is amazing what the officers continue to accomplish and that they are going far above and beyond for our community. He recognized that there is a core group that heads these initiatives but that they also can't do it without the help of other officers and civilians. Insp. Henderson stated the last OPS Briefing went well. The Sergeants are beginning the performance evaluations and there have been lots of holiday related traffic stops.

Deputy Giggey briefed the board on the good work being done by CID, i.e. they assisted SJPF with a home invasion wherein an individual was shot. CID was pivotal in this situation and it ended with suspects being arrested. Good work was done by all.

Chairman McLaughlin stated he has been receiving calls from construction sites regarding the B&E's and they are wondering what can be done about this. Deputy Giggey advised that there is something underway with that but that he can't of course go into any details. He stated that they have recovered some of the stolen tools.

Chief Gallant moved onto his portion and gave highlights of the Remembrance Day ceremony, the NBACP Awards luncheon and conference, the KRPF Awards Ceremony and the revealing of the Soft Interview Room.

Chairman McLaughlin called for a Motion to receive and file the Chief's Report as presented.

It was moved by Libby O'Hara and seconded by Richard MacPhee to receive and file the Chief's Report.
MOTION CARRIED.

6. COMMITTEE REPORTS:

Building & Grounds/Transportation

Chairman McLaughlin updated the board on the following items:

1. Expansion design - stating we should have something next week.
2. Snow-plowing tender was awarded to Urban Landscaping.

Insurance/Risk Management

Peter Bourque stated we are working on our insurance renewal and that we have declined the Cyber Protection as this policy is quite a bit extra and we are not sure if we need it. The board discussed this further and it was stated that we should do a review to see if it is needed. We should know if there is a risk not having it and how big that risk is. Richard MacPhee stated we should have a cyber specialist come in and talk to us about this. Chief Gallant agreed that it was a risk and that it should be brought back in the IT Strategic Review and Assessment of Current Readiness State. A discussion ensued amongst the board concerning our current IT provider, what they provide, the consultation with City of Saint John IT department and what we will require. It was discussed that Cyber Security goes far beyond computers. Richard MacPhee stated it was critical that we have Cyber coverage. Chairman McLaughlin asked if he could recommend a consultant for a review. Richard MacPhee stated he would find someone to give us an assessment and Chief Gallant also said he knows someone who specializes in Police related I.T. who may be available.

Finance Committee:

Richard MacPhee stated there was nothing to report.

Policy/Governance Committee:

Linda Sherbo stated the committee will meet soon and there will be a report in January. She stated there was lots to bring forward.

Regional Services Committee:

Chairman McLaughlin reported that the Committee meets on the 10th and the Emil Olsen will provide us with an update in January.

Personnel

Nothing to report.

Chairman McLaughlin called for a Motion to receive and file the Committee Reports.

*It was moved by Tiffany Mackay French and seconded by Linda Sherbo to receive and file the Committee Reports. **MOTION CARRIED.***

7. CORRESPONDENCE:

Chief Gallant brought up a request we received from the Acadien Games organizing committee asking if we would do 700-800 criminal record checks for them for employees for the games that are taking place June 24-28 in Quispamsis next year. They stated the majority of the checks would be from residents of Quispamsis. This was discussed and it was determined that waiving a fee for them may start a precedent for all volunteers. It was also noted that the Town of Quispamsis has already donated \$10,000 to the games and they have provided the use of their buildings free of charge. It was decided that we would not waive the fee for the criminal record checks.

Chairman McLaughlin called for a motion for Chief Gallant to reply with a letter stating we would not waive the fee for the criminal record checks.

*It was moved by Libby O'Hara and seconded by Richard Arbeau that Chief Gallant will send a letter stating that we will not waive the fee for criminal record checks for the Acadien Games. **MOTION CARRIED.***

7. NEW BUSINESS:


Chairman Bob McLaughlin spoke about the favourable media coverage in McLean's magazine and the Telegraph Journal and thanked Libby O'Hara and Sean Luck for their comments.


8. MOTION TO ADJOURN:

There being no further business to discuss, Chairman McLaughlin called for a motion to adjourn the Regular Meeting.

*It was moved by Peter Bourque and seconded by Richard Arbeau that the Regular Meeting be adjourned. **MOTION CARRIED.***

Respectfully Submitted,


Chairman
Bob McLaughlin


Secretary
Tanya Cyr

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at November 30, 2019

	<u>2019</u>	<u>2018</u>
-----Financial assets-----		
Cash - General	404,694	140,653
Sick Pay/ Retirement Investments	830,582	845,709
Accounts Receivable	53,257	40,473
Sales tax recoverable	28,112	47,437
Receivable from Towns	197,235	
	<u>1,513,881</u>	<u>1,074,272</u>
----Liabilities-----		
Accounts payable and accrued	392,060	305,023
Budget advance from Towns	250,485	
Vested sick leave/retirement accrual	818,005	746,168
Sick leave replacement	15,299	13,299
Accrued pension benefit liability	454,600	554,700
Debenture payable	949,000	1,080,000
	<u>2,879,449</u>	<u>2,699,190</u>
NET ASSETS (DEBT)	<u>(1,365,568)</u>	<u>(1,624,918)</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,959,406	3,842,882
Accumulated amortization	<u>(1,807,002)</u>	<u>(1,597,202)</u>
	2,152,404	2,245,680
Unamortized Debenture costs	6,697	7,869
Prepaid expenses	71,841	66,920
	<u>2,230,942</u>	<u>2,320,469</u>
ACCUMULATED SURPLUS	<u>865,374</u>	<u>695,551</u>
Assets	3,744,823	3,394,741
Liabilities	3,744,823	3,394,741

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
November 30, 2019

	<u>2019</u>			<u>2018</u>	
	Balance beginning of year	Additions	Disposals	Balance end of year	
-----TANGIBLE CAPITAL ASSETS-----					
Millennium Drive					
Land	194,248			194,248	194,248
Building - Roof	42,677			42,677	42,677
Mechanical	250,628			250,628	250,628
Electrical	330,543			330,543	330,543
Other	520,640			520,640	520,640
Structure	1,106,997			1,106,997	1,106,997
	2,251,484	0		2,251,484	2,251,484
Accumulated amortization	(888,161)			(888,161)	(822,139)
Net book value of Building	1,363,324	0	0	1,363,324	1,429,345
Paving	52,600			52,600	52,600
Accumulated amortization	(35,505)			(35,505)	(32,875)
Net book value of paving	17,095	0	0	17,095	19,725
Landscaping	3,268			3,268	3,268
Accumulated amortization	(3,268)			(3,268)	(3,268)
Net book value of landscaping	0	0	0	0	0
Furnishings	198,387			198,387	198,387
Accumulated amortization	(122,330)			(122,330)	(112,410)
Net book value of furnishings	76,057	0	0	76,057	85,977
Machinery & equipment	88,300			88,300	88,300
Accumulated amortization	(58,634)			(58,634)	(54,207)
Net book value of equipment	29,666	0	0	29,666	34,093
Information technology equipment	427,158			427,158	387,790
Accumulated amortization	(280,101)			(280,101)	(222,096)
Net book value of IT equipment	147,057	0	0	147,057	165,694
Vehicles	743,960			743,960	666,804
Accumulated amortization	(419,003)			(419,003)	(350,207)
Net book value of vehicles	324,957	0	0	324,957	316,597
Total Tangible Capital assets	3,959,406	0	0	3,959,406	3,842,882
Total Accumulated amortization	(1,807,002)	0	0	(1,807,002)	(1,597,202)
Net Book Value	2,152,404	0	0	2,152,404	2,245,679

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
ELEVEN MONTHS ENDING NOVEMBER 30, 2019**

	-----ELEVEN MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	95,359	58%	\$63,082	\$60,500	\$66,000
Taxi & Traffic Bylaw	3,650	-20%	4,284	4,583	5,000
Interest income	9,313	103%	9,144	4,583	5,000
Retirement investment income	19,123	10%	16,147	17,417	19,000
Secondments	200,722	1%	182,613	198,917	217,000
	<u>328,167</u>	15%	<u>275,270</u>	<u>286,000</u>	<u>312,000</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	3,178,591	-3%	\$3,031,755	3,266,619	\$3,563,584
Benefits	601,804	-12%	568,824	681,483	743,436
Training	45,128	-2%	49,918	45,833	50,000
Equipment	19,592	7%	26,207	18,333	20,000
Equip repairs & IT support	4,669	27%	4,272	3,667	4,000
Communications	72,333	-4%	55,382	75,350	82,200
Office function	10,630	-28%	13,716	14,667	16,000
Leasing	13,048	-12%	13,604	14,850	16,200
Policing-general	37,345	25%	51,996	29,792	32,500
Insurance	14,212	4%	13,326	13,729	14,977
Uniforms	58,531	77%	57,888	33,000	36,000
Prevention/p.r.	11,138	74%	6,663	6,417	7,000
Investigations	42,887	46%	31,369	29,333	32,000
Detention	23,909	-9%	23,904	26,308	28,700
Taxi & Traffic Bylaw	0	-100%	520	1,100	1,200
Auxillary	1,626	-29%	1,253	2,292	2,500
Public Safety	26,811	-21%	28,811	33,864	36,942
	<u>4,162,253</u>	-3%	<u>3,979,408</u>	<u>4,296,636</u>	<u>4,687,239</u>
VEHICLES					
Fuel	81,698	-17%	93,082	99,000	108,000
Maint./repairs	53,540	-31%	51,573	77,917	85,000
Insurance	24,738	11%	21,693	22,345	24,376
New vehicles	37,627	-47%	72,220	71,500	78,000
Equipment	0	-100%	4,011	5,500	6,000
	<u>197,602</u>	-28%	<u>242,579</u>	<u>276,261</u>	<u>301,376</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
 STATEMENT OF OPERATIONS
 ELEVEN MONTHS ENDING NOVEMBER 30, 2019

EXPENDITURE continued:	-----ELEVEN MONTHS-----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
BUILDING					
Maintenance	44,621	-7%	38,125	48,125	52,500
Cleaning	23,975	7%	23,914	22,458	24,500
Electricity	39,777	-8%	36,240	43,083	47,000
Taxes	44,971	4%	42,379	43,227	47,157
Insurance	5,601	1%	5,385	5,543	6,047
Grounds	8,152	-19%	21,963	10,083	11,000
Interest on Debenture	23,792	1%	25,804	23,674	25,826
Debenture Principal	122,833	0%	120,083	122,833	134,000
	<u>313,721</u>	-2%	<u>313,893</u>	<u>319,028</u>	<u>348,030</u>
ADMINISTRATION					
Salaries	622,820	3%	683,257	606,000	661,091
Benefits	135,271	-9%	145,303	148,609	162,119
HR Contractor	30,916	-66%		90,485	98,710
Commissionaires	20,120	-51%	16,624	41,067	44,800
Professional Fees	46,036	7%	46,477	43,083	47,000
Travel/Training	20,249	23%	22,253	16,500	18,000
Board Travel/Expenses	3,296	-28%	3,340	4,583	5,000
Insurance	1,249	6%	1,149	1,181	1,288
Labour Relations	65,285	612%	10,596	9,167	10,000
Sick Pay/Retirement	59,161	0%	56,408	59,161	64,539
Retirement int & dividends	19,123	10%	16,147	17,417	19,000
2nd prior year (surplus) deficit	(107,687)		(68,413)	(107,687)	(117,477)
	<u>915,839</u>	-1%	<u>933,141</u>	<u>929,565</u>	<u>1,014,070</u>
	5,261,249	-5%	5,193,751	5,535,489	6,038,715
CONTRIBUTED BY MEMBERS	5,539,977		5,243,232	5,535,489	6,038,715
Pre SURPLUS (DEFICIT)	<u>278,728</u>		<u>49,481</u>	<u>(\$0)</u>	<u>(\$0)</u>
Extraneous legal & labour costs	231,026		191,835 legal only		
SURPLUS (DEFICIT)	<u>\$47,702</u>		<u>(\$142,354)</u>		

TELECOM FUND

City of SJ telecomm services	342,782	0%	325,462	342,782	373,944
Data Networking charges	9,362		9,215	9,499	10,362
Retirees health insurance	(117)		(734)	0	
2nd prior year (surplus) deficit	(3,076)	0%	(2,788)	(3,076)	(3,356)
	<u>348,950</u>		<u>331,155</u>	<u>349,204</u>	<u>380,950</u>
CONTRIBUTED BY MEMBERS	349,206		333,465	349,204	380,950
SURPLUS (DEFICIT)	<u>\$256</u>		<u>\$2,310</u>	<u>\$0</u>	<u>\$0</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS pg 5
 NOTES TO THE FINANCIAL STATEMENTS
 November 30, 2019

STATEMENT OF FINANCIAL POSITION

BANK balance		404,694	at November 30/19
ACCOUNTS PAYABLE balance	392,060		
Debenture costs to be paid in December	(144,711)		
Current Accounts Payable		247,349	Paid in Dec
Extra (Shortfall) in bank account		157,345	
<i>Prepays</i> include insurance, property taxes, SJ Telecom & Managed Health Care's deposit of \$13,500			

STATEMENT OF OPERATIONS

Crime Control:

* Benefits Health insurance 2019: \$126,280 2018: \$128,955
 Retirees health insurance 2019: \$-4,433 2018: \$-2,863

Overtime costs at Nov 30, 2019	54,679	
OT	38,544	
Flood OT	4,491	reimbursed
Court OT	11,644	
Overtime costs at Dec 1, 2018	56,589	
OT	39,922	
Flood OT	4,908	reimbursed
Court OT	11,759	
Change over prior year		
OT	(1,378)	
Flood OT	(417)	
Court OT	(115)	
	<u>(1,910)</u>	

Administration:

* Benefits Health Insurance 2019: \$44,488 2018: \$41,843
 Retirees health insurance 2019: \$2,790 2018: \$6,771

2019 CALL SUMMARY

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD
TOTAL CALLS FOR SERVICE	818	732	783	789	847	886	998	1016	894	905	8668
911 Hang-up CAD	24	26	24	27	19	32	31	18	31	26	258
Alarm CAD	48	41	32	26	41	36	33	38	34	41	370
Animal Complaint	4	6	7	4	8	16	11	15	13	14	98
Impaired Driving Complaint CAD	14	8	8	8	15	10	21	13	17	14	128
Parking/Driving Complaints CAD	51	36	43	47	56	59	75	56	68	57	548
Police Medical Call	13	10	9	9	5	8	11	8	9	14	96
Police Fire Call	8	8	2	7	4	9	8	9	15	6	76
Vehicle Stops	128	151	207	179	201	149	196	226	168	165	1770
POPA TICKETS	78	80	124	112	128	67	134	82	104	126	1035
Bylaw Tickets	1	7	4	4	0	1	1	1	1	1	21

TOTAL FILES CREATED	188	176	187	194	195	227	281	221	226	263	2158
Abandoned Vehicle	0	0	0	0	0	0	0	1	0	0	1
Alarm	0	1	0	0	0	1	0	0	0	1	3
Animal Call	0	0	2	1	1	2	3	0	1	3	13
Ammo/Flare Disposal & Found	1	2	1	2	3	1	0	2	0	0	12
Arson-Damage to Property	0	1	0	2	0	0	0	0	0	0	3
Assault Bodily Harm/Weapon	0	0	2	1	0	0	1	0	0	2	6
Assault Police	0	0	1	0	0	0	0	0	0	0	1
Assist General Public	17	24	21	14	19	17	25	28	12	30	207
Assist Other Agency	3	6	4	6	4	12	14	6	1	10	66
Attempt Suicide	0	0	0	0	0	0	0	0	2	1	3
Breach Recognizance	2	2	2	2	1	1	2	1	2	0	15
Break & Enter	0	1	0	3	0	2	4	4	3	0	17
Bylaws	1	0	0	2	1	0	0	0	1	2	7
Child Pornography	1	0	0	0	1	0	0	0	0	0	2
Common Assault	3	3	7	7	2	13	4	7	10	6	62
Counterfeiting	0	0	0	1	0	0	0	1	0	0	2
Criminal Harassment	0	1	0	0	0	0	1	2	0	2	6
Dangerous Operation of Motor Vehicle	1	0	2	0	0	0	0	0	0	0	3
Death Suicide	0	0	0	0	0	0	0	0	1	3	4
Disturbance	1	1	1	7	4	4	0	4	3	5	30
Domestic Call	2	5	6	3	3	1	12	3	7	5	47
Driving While Disqualified or Prohibited	2	3	6	5	2	5	3	5	4	9	44
Drug Complaint	2	0	0	0	0	0	1	0	0	0	3
ETS Incident	0	1	1	0	0	3	0	0	0	3	8
Fail to Comply	0	0	0	1	0	1	0	1	3	1	7
Fail to Stop or Remain	3	3	9	2	1	3	3	5	2	4	35

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Fail to Yield Right of Way	0	0	1	0	0	0	0	0	0	0	1
Fight In Progress	0	0	0	0	1	0	0	0	1	0	2
Firearm Disposal	1	0	1	0	1	2	1	1	1	0	8
Fire Complaint	1	0	1	1	0	0	0	0	0	0	3
Forgery	0	0	0	0	0	0	0	0	1	0	1
Lost/Found Property	2	1	7	5	7	15	13	11	10	2	73
Found Drugs	0	0	0	1	0	0	2	1	1	0	5
Fraud	1	7	2	1	3	2	4	4	7	3	34
Impaired Operation of MV	5	4	3	2	5	6	12	4	7	4	52
Indecent Act	0	0	0	0	0	2	0	2	0	2	6
Inspection Sticker, Etc.	3	0	2	0	3	0	2	0	3	2	15
Internet Complaint	1	0	0	0	0	0	0	1	0	0	2
Intoxicated Person	1	2	1	1	1	2	3	2	1	0	14
Medical Call	2	1	1	3	0	1	2	2	0	0	12
Mental Health Call	9	6	6	6	7	11	18	4	14	16	97
Mischief	8	1	8	6	5	4	13	8	12	6	71
Missing Person	1	3	6	1	4	2	1	1	0	3	22
MVA	42	41	28	29	22	39	36	39	28	52	356
No Driver's License	1	0	0	0	0	0	1	0	0	0	2
Non-Criminal Domestic Dispute	3	2	1	2	1	2	6	1	2	0	20
Obstruct Police Officer	1	0	0	0	0	0	0	0	0	0	1
Other Criminal Code	1	1	0	0	1	0	1	1	0	0	5
Pass School Bus	1	0	1	1	3	1	0	0	0	1	8
Possess CDSA	2	1	2	0	1	0	0	0	0	0	6
Breach of Probation	2	0	0	3	3	7	2	3	3	3	26
Provincial Cannabis	0	0	0	1	1	0	0	0	1	2	5
Provincial Traffic	0	1	3	1	1	0	0	2	0	2	10
Public Relations	7	7	2	9	4	7	8	4	3	11	62
Refusal	0	2	0	2	0	0	0	1	0	0	5
Sexual Assault	0	2	0	1	8	2	2	1	0	3	19
Shoplifting	3	4	2	0	4	0	1	7	2	3	26
Sudden Death	2	3	1	1	1	1	0	0	0	3	12
Suspension	0	2	1	0	4	3	3	5	4	4	26
Suspicious Person	0	1	0	4	0	0	4	3	1	2	15
Suspicious Vehicle	0	0	0	1	0	0	0	0	0	1	2
Take MV without Consent	0	0	1	1	0	0	0	0	0	0	2
Theft of Vehicle	0	0	0	0	0	0	2	0	3	0	5
Theft Under \$5000	2	9	7	9	17	16	9	5	7	9	90
Theft Over \$5000	0	0	3	0	0	2	2	1	1	0	9
Traffic Other CDSA	0	0	1	0	0	0	0	0	0	0	1
Traffic Check Stop	1	1	3	9	11	5	8	9	6	12	65
Traffic/Parking Complaint	1	1	2	11	8	6	13	5	14	7	68
Traffic Cocaine	0	0	0	0	0	0	5	0	0	0	5

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Trespass Act	0	2	1	0	0	5	2	3	1	3	17
Unlawfully in Dwelling	0	0	0	0	0	0	1	0	0	0	1
Unwanted Person	2	0	1	0	1	0	1	0	0	0	5
Uttering Threats	2	2	1	5	5	7	6	7	1	4	40
Vagrancy	0	0	0	1	0	0	0	0	0	0	1
Voyeurism	0	1	0	0	0	0	0	0	0	0	1
Warrants/Execution of Warrant	2	0	3	1	0	0	1	1	1	1	10
Weapons Complaint Investigation	1	0	1	1	1	1	1	0	0	0	6

Town of Rothesay

General Fund Financial Statements

December 31, 2019

DRAFT!

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 - December - Draft	G11

Town of Rothesay

Balance Sheet - Capital General Fund 12/31/19

ASSETS

Capital Assets - General Land	4,465,620
Capital Assets - General Fund Land Improvements	7,955,285
Capital Assets - General Fund Buildings	5,380,993
Capital Assets - General Fund Vehicles	3,438,812
Capital Assets - General Fund Equipment	3,203,848
Capital Assets - General Fund Roads & Streets	39,912,224
Capital Assets - General Fund Drainage Network	19,172,748
Capital Assets - Under Construction - General	-
	<u>83,529,529</u>
Accumulated Amortization - General Fund Land Improvements	(3,342,712)
Accumulated Amortization - General Fund Buildings	(2,301,630)
Accumulated Amortization - General Fund Vehicles	(1,637,382)
Accumulated Amortization - General Fund Equipment	(1,143,284)
Accumulated Amortization - General Fund Roads & Streets	(20,141,594)
Accumulated Amortization - General Fund Drainage Network	(6,831,640)
	<u>(35,398,240)</u>
	<u><u>\$ 48,131,289</u></u>

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	790,000
Total Long Term Debt	5,950,000
	<u>\$ 6,740,000</u>
Total Liabilities	
Investment in General Fund Fixed Assets	41,391,289
	<u><u>\$ 48,131,289</u></u>

Town of Rothesay
 Balance Sheet - General Fund Reserves
 12/31/19

ASSETS

BNS General Operating Reserve #214-15	554,681
BNS General Capital Reserves #2261-14	853,969
BNS - Gas Tax Reserves - GIC	4,673,611
Gen Reserves due to/from Gen Operating	216,787
	<u>\$ 6,299,048</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,366,824
Invest. in General Capital Reserve	765,606
General Gas Tax Funding	413,107
Invest. in General Operating Reserve	562,328
Invest. in Land for Public Purposes Reserve	137,596
Invest. in Town Hall Reserve	53,588
	<u>\$ 6,299,049</u>

Town of Rothesay
Balance Sheet - General Operating Fund
12/31/19

CURRENT ASSETS

Cash	372,606
Receivables	569,108
HST Receivable	381,200
Payroll Clearing	(117)
Inventory	21,681
Gen Operating due to/from Util Operating	389,905
Total Current Assets	<u>1,734,384</u>
Other Assets:	<u> </u>
	<u> </u>
	<u> </u>
TOTAL ASSETS	<u><u>1,734,384</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,275,122
Other Payables	435,306
Gen Operating due to/from Gen Reserves	216,787
Gen Operating due to/from Gen Capital	(790,000)
Accrued Sick Leave	18,700
Accrued Pension Obligation	44,500
Accrued Retirement Allowance	368,422
Def. Rev-Quispamsis/Library Share	37,631
TOTAL LIABILITIES	<u>1,606,468</u>

EQUITY

Retained Earnings - General	78,145
Surplus/(Deficit) for the Period	49,772
	<u>127,917</u>
	<u> </u>
	<u>1,734,384</u>

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Town of Rothesay

Statement of Revenue & Expenditure
12 Months Ended 12/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,336,919	1,336,918	16,043,022	16,043,021	1		16,043,021
Sale of Services	45,610	42,285	451,294	403,043	48,251		403,043
Services to Province of New Brunswick	14,101	5,000	78,440	60,000	18,440		60,000
Other Revenue from Own Sources	225,214	3,551	570,560	108,540	462,020		108,540
Unconditional Grant	10,183	10,183	122,190	122,190	(1)		122,190
Conditional Transfers	278,000	0	321,374	26,500	294,874		26,500
Other Transfers	370,000	250,000	1,121,006	1,076,706	44,300		1,076,706
	<u>\$2,280,026</u>	<u>\$1,647,937</u>	<u>\$18,707,884</u>	<u>\$17,840,000</u>	<u>\$867,884</u>		<u>\$17,840,000</u>
EXPENSES							
General Government Services	130,659	193,298	2,157,768	2,260,215	102,447		2,260,215
Protective Services	496,859	375,585	5,144,996	5,038,809	(106,187)		5,038,809
Transportation Services	467,244	344,667	3,801,261	3,444,029	(357,232)		3,444,029
Environmental Health Services	49,874	50,417	633,908	645,000	11,092		645,000
Environmental Development	47,690	46,539	576,458	649,680	73,222		649,680
Recreation & Cultural Services	134,240	113,055	2,070,684	2,049,910	(20,774)		2,049,910
Fiscal Services	3,554,436	3,033,551	4,273,038	3,752,357	(520,681)		3,752,357
	<u>\$4,881,002</u>	<u>\$4,157,110</u>	<u>\$18,658,112</u>	<u>\$17,839,999</u>	<u>-\$818,113</u>		<u>\$17,840,000</u>
Surplus (Deficit) for the Year	<u>-\$2,600,976</u>	<u>-\$2,509,173</u>	<u>\$49,772</u>	<u>\$1</u>	<u>\$49,771</u>		<u>\$ 0</u>

Town of Rothesay
Statement of Revenue & Expenditure
12 Months Ended 12/31/19

	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	3,555	2,500	27,170	30,000	(2,830)	1	30,000
Town Hall Rent	7,083	4,167	61,867	50,000	11,867	2	50,000
Arena Revenue	33,189	35,229	258,177	245,678	12,499		245,678
Community Garden	0	0	820	1,300	(480)		1,300
Fox Farm Rental	1,087	0	5,985	0	5,985		0
Recreation Programs	696	390	97,275	76,065	21,210	3	76,065
	<u>45,610</u>	<u>42,285</u>	<u>451,294</u>	<u>403,043</u>	<u>48,251</u>		<u>403,043</u>
Other Revenue from Own Sources							
Licenses & Permits	26,096	2,423	107,155	95,000	12,155		95,000
Police Fines	0	0	60	0	60		0
Recycling Dollies & Lids	120	0	883	0	883		0
Interest & Sundry	2,847	417	47,940	5,000	42,940	4	5,000
Miscellaneous	193,152	712	402,491	8,540	393,951	5	8,540
Fire Dept. Administration	3,000	0	12,000	0	12,000		0
History Book Sales	0	0	30	0	30		0
	<u>225,214</u>	<u>3,551</u>	<u>570,560</u>	<u>108,540</u>	<u>462,020</u>		<u>108,540</u>
Conditional Transfers							
Canada Day Grant	0	0	2,000	1,500	500		1,500
Grant - Other	278,000	0	319,374	25,000	294,374	6	25,000
	<u>278,000</u>	<u>0</u>	<u>321,374</u>	<u>26,500</u>	<u>294,874</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	1,006	1,006	0		1,006
Utility Fund Transfer	250,000	250,000	1,000,000	1,000,000	0		1,000,000
Transfer from Reserves	120,000	0	120,000	75,700	44,300	7	75,700
	<u>370,000</u>	<u>250,000</u>	<u>1,121,006</u>	<u>1,076,706</u>	<u>44,300</u>		<u>1,076,706</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,288	3,542	41,938	42,500	562		42,500
Councillors	9,821	10,092	120,603	121,100	497		121,100
Regional Service Commission 9	0	0	6,683	7,000	317		7,000
Other	0	708	4,473	8,500	4,027		8,500
	<u>13,109</u>	<u>14,342</u>	<u>173,696</u>	<u>179,100</u>	<u>5,404</u>		<u>179,100</u>
Administrative							
Office Building	6,126	7,895	152,902	136,500	(16,402)	8	136,500
Solicitor	1,704	4,167	16,005	50,000	33,995		50,000
Administration - Wages & Benefits	93,813	140,708	984,541	1,063,300	78,759	9	1,063,300
Supplies	3,475	7,977	118,974	114,000	(4,974)		114,000
Professional Fees	0	3,182	11,698	55,000	43,302		55,000
Other	8,779	11,693	176,034	159,319	(16,715)	10	159,319
	<u>113,897</u>	<u>175,623</u>	<u>1,460,154</u>	<u>1,578,119</u>	<u>117,965</u>		<u>1,578,119</u>

*DFA Flood payments - \$ 191,959
 Insurance proceeds - 196,503
 other misc 14,029
\$ 402,491

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	714	0	8,817	10,000	1,183		10,000
Civic Relations	0	333	226	4,000	3,774		4,000
Insurance	0	0	185,839	190,000	4,161		190,000
Donations	850	3,000	39,486	40,000	514		40,000
Cost of Assessment	0	0	250,996	250,996	0		250,996
Property Taxes - L.P.P.	0	0	11,791	8,000	(3,791)		8,000
Fox Farm Rental Expenses	2,090	0	26,764	0	(26,764)		0
	<u>3,654</u>	<u>3,333</u>	<u>523,918</u>	<u>502,996</u>	<u>(20,922)</u>		<u>502,996</u>
	<u>130,659</u>	<u>193,298</u>	<u>2,157,768</u>	<u>2,260,215</u>	<u>102,447</u>		<u>2,260,215</u>
Protective Services							
Police							
Police Protection	322,260	202,260	2,547,120	2,427,120	(120,000)	11	2,427,120
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>322,260</u>	<u>202,260</u>	<u>2,549,920</u>	<u>2,429,920</u>	<u>(120,000)</u>		<u>2,429,920</u>
Fire							
Fire Protection	162,139	158,489	2,110,668	2,105,864	(4,804)		2,105,864
Water Costs Fire Protection	0	0	325,000	325,000	0		325,000
	<u>162,139</u>	<u>158,489</u>	<u>2,435,668</u>	<u>2,430,864</u>	<u>(4,804)</u>		<u>2,430,864</u>
Emergency Measures							
911 Communications Centre	12,377	12,377	148,525	148,525	(0)		148,525
EMO Director/Committee	82	833	881	10,000	9,119		10,000
	<u>12,460</u>	<u>13,210</u>	<u>149,406</u>	<u>158,525</u>	<u>9,119</u>		<u>158,525</u>
Other							
Animal & Pest Control	0	792	6,529	9,500	2,971		9,500
Other	0	833	3,473	10,000	6,527		10,000
	<u>0</u>	<u>1,625</u>	<u>10,002</u>	<u>19,500</u>	<u>9,498</u>		<u>19,500</u>
Total Protective Services	<u>496,859</u>	<u>375,585</u>	<u>5,144,996</u>	<u>5,038,809</u>	<u>(106,187)</u>		<u>5,038,809</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	129,701	140,945	1,685,506	1,776,862	91,356	12	1,776,862
Workshops, Yards & Equipment	143,585	46,009	745,115	594,104	(151,011)	13	594,104
Engineering	7,431	625	16,889	7,500	(9,389)	14	7,500
	<u>280,717</u>	<u>187,578</u>	<u>2,447,511</u>	<u>2,378,466</u>	<u>(69,045)</u>		<u>2,378,466</u>
Street Cleaning & Flushing	1,052	4,000	33,577	40,000	6,423		40,000
Roads & Streets	3,556	2,000	72,645	65,000	(7,645)		65,000
Crosswalks & Sidewalks	1,796	714	18,688	20,563	1,875		20,563
Culverts & Drainage Ditches	308	5,417	56,787	65,000	8,213		65,000
Snow & Ice Removal	121,907	109,000	642,134	554,000	(88,134)	15	554,000
2018 Flood Costs	0	0	62,306	0	(62,306)		0
2019 Flood Costs	0	0	152,409	0	(152,409)		0
	<u>128,620</u>	<u>121,130</u>	<u>1,038,545</u>	<u>744,563</u>	<u>(293,982)</u>		<u>744,563</u>
Street Lighting	13,796	13,250	146,895	145,000	(1,895)		145,000
Traffic Services							
Street Signs	0	1,000	7,464	12,000	4,536		12,000
Traffic Lanemarking	0	0	25,654	30,000	4,346		30,000
Traffic Signals	24,610	3,333	38,340	40,000	1,660		40,000
Railway Crossing	1,819	1,667	19,451	20,000	549		20,000
	<u>26,429</u>	<u>6,000</u>	<u>90,909</u>	<u>102,000</u>	<u>11,091</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	17,537	16,500	70,149	66,000	(4,149)		66,000
KV Committee for the Disabled	0	0	5,500	5,500	0		5,500
Public Transit - Other	146	208	1,752	2,500	748		2,500
	<u>17,683</u>	<u>16,708</u>	<u>77,401</u>	<u>74,000</u>	<u>(3,401)</u>		<u>74,000</u>
Total Transportation Services	<u>467,244</u>	<u>344,667</u>	<u>3,801,261</u>	<u>3,444,029</u>	<u>(357,232)</u>		<u>3,444,029</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	17,538	16,250	196,445	195,000	(1,445)		195,000
Solid Waste Disposal Compost	1,123	2,083	26,612	25,000	(1,612)		25,000
Solid Waste Collection	23,186	24,167	278,233	290,000	11,767		290,000
Solid Waste Collection Curbside Recycling	8,027	7,917	96,328	95,000	(1,328)		95,000
Clean Up Campaign	0	0	36,291	40,000	3,709		40,000
	<u>49,874</u>	<u>50,417</u>	<u>633,908</u>	<u>645,000</u>	<u>11,092</u>		<u>645,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	31,226	31,015	398,478	460,200	61,722	16	460,200
Planning Projects	0	7,083	76,072	85,000	8,928		85,000
Heritage Committee	0	208	0	2,500	2,500		2,500
	<u>31,226</u>	<u>38,307</u>	<u>474,550</u>	<u>547,700</u>	<u>73,150</u>		<u>547,700</u>
Economic Development Comm.							
Tourism	16,463	8,232	98,780	98,780	0		98,780
	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>3,200</u>	<u>71</u>		<u>3,200</u>
	<u>16,463</u>	<u>8,232</u>	<u>101,909</u>	<u>101,980</u>	<u>72</u>		<u>101,980</u>
	<u>47,690</u>	<u>46,539</u>	<u>576,458</u>	<u>649,680</u>	<u>73,222</u>		<u>649,680</u>

2020February10OpenSessionFINAL_077

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	21,551	18,404	272,750	259,500	(13,250)	17	259,500
Beaches	1,468	0	47,678	39,000	(8,678)	18	39,000
Rothsay Arena	27,266	31,523	308,069	332,680	24,611		332,680
Memorial Centre	27,123	4,083	79,323	57,000	(22,323)	19	57,000
Summer Programs	103	0	63,798	61,000	(2,798)		61,000
Parks & Gardens	41,907	37,475	594,084	585,700	(8,384)		585,700
Rothsay Common Rink	5,014	7,311	50,605	48,335	(2,270)		48,335
Playgrounds and Fields	1,481	5,750	104,549	110,000	5,451		110,000
Regional Facilities Commission	0	0	427,095	427,095	0		427,095
Kennebecasis Public Library	7,089	7,089	84,145	85,065	920		85,065
Special Events	1,239	1,333	30,730	36,000	5,270		36,000
PRO Kids	0	0	7,500	7,500	0		7,500
Rothsay Living Museum	0	86	357	1,035	678		1,035
	<u>134,240</u>	<u>113,055</u>	<u>2,070,684</u>	<u>2,049,910</u>	<u>(20,774)</u>		<u>2,049,910</u>
Fiscal Services							
Debt Charges							
Interest	93,887	91,051	201,489	198,857	(2,632)		198,857
Debenture Payments	422,000	422,000	1,033,000	1,033,000	0		1,033,000
	<u>515,887</u>	<u>513,051</u>	<u>1,234,489</u>	<u>1,231,857</u>	<u>(2,632)</u>		<u>1,231,857</u>
Transfers To:							
Capital Fund for Capital Expenditures	2,760,549	2,390,500	2,760,549	2,390,500	(370,049)	20	2,390,500
Capital Projects Funded by Grants	278,000	0	278,000	0	(278,000)	21	0
Reserve Funds	0	120,000	0	120,000	120,000		120,000
Town Hall Reserve Transfer	0	10,000	0	10,000	10,000		10,000
	<u>3,038,549</u>	<u>2,520,500</u>	<u>3,038,549</u>	<u>2,520,500</u>	<u>(518,049)</u>		<u>2,520,500</u>
	<u>3,554,436</u>	<u>3,033,551</u>	<u>4,273,038</u>	<u>3,752,357</u>	<u>(520,681)</u>		<u>3,752,357</u>

G9

2020 February 10 Open Session FINAL_078

12 months ending December 31, 2019

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	McGuire Centre	\$ 27,170	\$ 30,000	\$ (2,830)	Budget high
2	Town Hall Rent	\$ 61,867	\$ 50,000	\$ 11,867	Rent increases and more tenants
3	Recreation Programs	\$ 97,275	\$ 76,065	\$ 21,210	Soccer and Playground Revenue higher than expected
4	Interest & Sundry	\$ 47,940	\$ 5,000	\$ 42,940	Interest on cash on hand, General receivables
5	Miscellaneous	\$ 402,491	\$ 8,540	\$ 393,951	Insurance, DFA proceeds
6	Grants - Other	\$ 319,374	\$ 25,000	\$ 294,374	Designated Highway & Summer student grants
7	Transfer from Reserves	\$ 120,000	\$ 75,700	\$ 44,300	Operating Reserves
		Total \$		796,775	
		Variance per Statement \$		2,067,884	
		Explained		38.53%	
Expenses					
General Government					
8	Office Building	\$ 152,902	\$ 136,500	\$ (16,402)	Panic button repair, Hive expenses
9	Administration Wages & Benefits	\$ 984,541	\$ 1,063,300	\$ 78,759	Still need payroll & vacation accruals
10	Administration - Other	\$ 176,034	\$ 159,319	\$ (16,715)	WHSCC
Protective Services					
11	Police Protection	\$ 2,547,120	\$ 2,427,120	\$ (120,000)	Extraneous costs
Transportation					
12	Administration (Wages & Benefits)	\$ 1,685,506	\$ 1,776,862	\$ 91,356	Safety Services \$21,000 under budget, Wages \$90,000 under budget, Overtime \$16,000 over budget
13	Workshops, Yards & Equipment	\$ 745,115	\$ 594,104	\$ (151,011)	Fleet repairs \$37,000 over budget, Salt Shed \$24,000 over pagers \$17,000, fuel \$18,000, roof repairs \$33,000
14	Engineering	\$ 16,889	\$ 7,500	\$ (9,389)	Flood prevention mitigation
15	Snow & Ice Removal	\$ 642,134	\$ 554,000	\$ (88,134)	Salt & Sand purchases over budget by \$58,000; fuel escalation on contracts, early call-out
Environmental Health					
		\$		-	
Environmental Development					
16	Planning - Administration	\$ 398,478	\$ 460,200	\$ 61,722	Software \$43,000 under budget
Recreation & Cultural Services					
17	Administration	\$ 272,750	\$ 259,500	\$ (13,250)	Payroll adjustment needed between here, Arena and Parks
18	Beaches	\$ 47,678	\$ 39,000	\$ (8,678)	Lifeguard wages higher than budget, new lifeguard chair
19	Memorial Centre	\$ 79,323	\$ 57,000	\$ (22,323)	Building maintenance, drywall
Fiscal Services					
20	Capital Funds for Capital Expenditures	\$ 2,760,549	\$ 2,390,500	\$ (370,049)	Per funding
21	Capital Projects Funded by Grants	\$ 278,000	\$ -	\$ (278,000)	Per funding
		Total \$		(862,114)	
		Variance per Statement \$		2,018,113	
		Explained		-42.72%	

Town of Rothesay

Utility Fund Financial Statements

December 31, 2019

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Project Listing - December - Draft!

U6

Town of Rothesay
Capital Balance Sheet
As at 12/31/19

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	27,057,088
Capital Assets Utilities Sewer System	23,652,628
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	85,374
	53,696,596
Accumulated Amortization Utilites Buildings	(552,074)
Accumulated Amortization Utilites Water System	(7,145,519)
Accumulated Amortization Utilites Sewer System	(8,172,567)
Accumulated Amortization Utilites Land Improvement:	(42,031)
Accumulated Amortization Utilites Vehicles	(16,128)
Accumulated Amortization Utilites Equipment	(89,221)
Accumulated Amortization Utilites Roads & Streets	(13,204)
	(16,030,744)
 TOTAL ASSETS	 37,665,852

LIABILITIES

Current:

Util Capital due to/from Util Operating	(375,000)
Total Current Liabilities	(375,000)
 Long-Term:	
Long-Term Debt	8,757,589
Total Liabilities	8,382,589

EQUITY

Investments:

Investment in Fixed Assets	29,283,262
Total Equity	29,283,262
TOTAL LIABILITIES & EQUITY	37,665,851

Town of Rothesay
Utility Reserve Balance Sheet
As at 12/31/19

ASSETS

Assets:	
Bank - Utility Reserve	1,321,964
Due from Utility Operating	93
TOTAL ASSETS	<u>\$ 1,322,057</u>

EQUITY

Investments:	
Invest. in Utility Capital Reserve	958,320
Invest. in Utility Operating Reserve	104,675
Invest. in Sewage Outfall Reserve	259,062
TOTAL EQUITY	<u>\$ 1,322,057</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 12/31/19

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		897,561
Accounts Receivable - Projects		150,000
Total Current Assets		<u>1,047,561</u>
Other Assets:		
TOTAL ASSETS		<u>\$ 1,047,561</u>

LIABILITIES

Accrued Payables	158,514
Due from General Fund	389,905
Due from (to) Capital Fund	375,000
Due to (from) Utility Reserve	93
Deferred Revenue	16,016
Total Liabilities	<u>939,528</u>

EQUITY

Surplus:		
Opening Retained Earnings		80,599
Profit (Loss) to Date		27,435
		<u>108,034</u>
TOTAL LIABILITIES & EQUITY		<u>\$ 1,047,561</u>

Town of Rothesay
Utilities Operating Income Statement
12 Months Ended 12/31/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	230,903	258,375	1,108,912	1,050,000	58,912	1	1,050,000
Meter and non-hookup fees	13,094	10,525	51,466	42,100	9,366		42,100
Water Supply for Fire Prot.	0	0	325,000	325,000	0		325,000
Local Improvement Levy	0	0	61,743	59,000	2,743		59,000
Sewerage Services	62	0	1,647,169	1,610,000	37,169	2	1,610,000
Connection Fees	2,700	0	118,300	70,000	48,300	3	70,000
Interest Earned	8,338	4,167	103,371	50,000	53,371	4	50,000
Misc. Revenue	375	182	7,200	2,187	5,013		2,187
Infrastructure Grants	150,000	0	318,684	0	318,684	5	0
Surplus - Previous Years	0	0	11,713	11,713	0		11,713
TOTAL RECEIPTS	405,471	273,249	3,753,558	3,220,000	533,558		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	100,000	100,000	400,000	400,000	0		400,000
Audit/Legal/Training	0	708	4,900	11,500	6,600		11,500
Purification & Treatment	11,608	18,659	397,499	357,000	(40,499)	6	357,000
Transmission & Distribution	1,578	6,667	99,791	112,000	12,209		112,000
Power & Pumping	4,489	3,500	47,798	42,000	(5,798)		42,000
Billing/Collections	111	333	2,914	4,000	1,086		4,000
Water Purchased	0	50	780	600	(180)		600
Misc. Expenses	0	1,000	13,476	12,000	(1,476)		12,000
TOTAL WATER SUPPLY	117,785	130,917	967,158	939,100	(28,058)		939,100
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	150,000	150,000	600,000	600,000	0		600,000
Audit/Legal/Training	0	1,000	11,015	19,000	7,985		19,000
Collection System Maintenance	1,664	2,667	92,183	64,000	(28,183)	7	64,000
Sewer Claims	0	1,667	12,686	20,000	7,314		20,000
Lift Stations	5,875	3,500	60,566	42,000	(18,566)	8	42,000
Treatment/Disposal	1,771	6,250	76,429	92,000	15,571		92,000
Infiltration Study	0	0	3,501	0	(3,501)		0
Misc. Expenses	1,347	139	13,489	7,502	(5,987)		7,502
TOTAL SWGE COLLECTION & DISPOSAL	160,657	165,222	869,869	844,502	(25,367)		844,502
FISCAL SERVICES							
Interest on Long-Term Debt	100,593	97,389	332,326	330,261	(2,065)		330,261
Principal Repayment	262,000	252,700	445,437	436,137	(9,300)		436,137
Transfer to Reserve Accounts	191,286	70,000	191,286	70,000	(121,286)	9	70,000
Capital Fund Through Operating	920,048	600,000	920,048	600,000	(320,048)	10	600,000
TOTAL FISCAL SERVICES	1,473,926	1,020,090	1,889,096	1,436,398	(452,698)		1,436,398
TOTAL EXPENSES	1,752,368	1,316,230	3,726,123	3,220,000	(506,123)		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	(1,346,897)	(1,042,981)	27,435	0	27,435		0

Town of Rothesay

2020February10OpenSessionFINAL_085

Variance Report - Utility Operating

12 months ending December 31, 2019

Note

#	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 1,108,912	\$ 1,050,000	\$ 58,912	A couple of extreme usages
2	Sewer Services	\$ 1,647,169	\$ 1,610,000	\$ 37,169	Multi-residential higher than budget
3	Connection Fees	\$ 118,300	\$ 70,000	\$ 48,300	New home starts, Phase 2 Hillcrest
4	Interest Earned	\$ 103,371	\$ 50,000	\$ 53,371	Interest on receivables
5	Infrastructure Grants	\$ 318,684	\$ -	\$ 318,684	I/I study, additional WWTF grant
Water Supply					
6	Purification /Treatment	\$ 397,499	\$ 357,000	\$ (40,499)	Rehab on Well C5
Sewerage Collection & Disposal					
7	Collection Systems Maintenance	\$ 92,183	\$ 64,000	\$ (28,183)	Sewer line repairs
8	Lift Stations	\$ 60,566	\$ 42,000	\$ (18,566)	Power costs high
Fiscal Services					
9	Transfer to Reserves	\$ 191,286	\$ 70,000	\$ (121,286)	Connection fees
10	Capital Fund through Operating	\$ 920,048	\$ 600,000	\$ (320,048)	Additional funding

Town of Rothesay

UTILITY CAPITAL PLAN - 2019	2019 Original Budget Funding					Actual	2019 Projected	2019 Proposed Actual Funding (Draft)				
	2019	Capital Reserves	Grants	Gas Tax Infrastructure	Operating			Borrow	Capital Reserves	Grants	Gas Tax/ Infrastructure	Operating
WATER CAPITAL PLAN - 2019												
water quantity	300,000				300,000	\$ 76,518	\$ 76,518	\$ -	\$ -	\$ -	\$ 76,518	
mcguire compound fencing	35,000				35,000	-	35,000				35,000	
filter bldg heating system	70,000				70,000	-	70,000	70,000				carry forward to reser
Well drilling (carried forward)	70,000	50,000			20,000	-	50,000				50,000	
Hillsview/Shadow Hill Watermain	450,000	200,000				5,332	5,332				5,332	
	<u>925,000</u>	<u>250,000</u>			<u>425,000</u>	<u>\$ 81,850</u>	<u>\$ 236,850</u>	<u>\$ 70,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 166,850</u>	<u>\$ -</u>
SEWER CAPITAL PLAN - 2019												
asphalt related sewer work	100,000				100,000	\$ 15,680	\$ 15,680	\$ -	\$ -		\$ 15,680	\$ -
Church Avenue Hampton Road Water	650,000					675,000	675,000			100,000	350,000	325,000
						250,000	250,000				150,000	
RF SCADA changeover (carry forward)	35,000	35,000				22,618	22,618				22,618	
Tumbull Court design/engineering	75,000				75,000	34,111	34,111				34,111	
utility vehicle											30,000	
WWTF Phase 1 carry over						150,789	150,789				150,789	
WWTF Phase 2 design	<u>1,500,000</u>		<u>1,000,000</u>		<u>500,000</u>							
	<u>2,360,000</u>	<u>35,000</u>	<u>1,000,000</u>		<u>175,000</u>	<u>\$ 1,148,198</u>	<u>\$ 1,148,198</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 753,198</u>	<u>\$ 325,000</u>
TOTAL CAPITAL 2019	<u>3,285,000</u>	<u>285,000</u>	<u>1,000,000</u>	<u>-</u>	<u>600,000</u>	<u>\$ 1,230,048</u>	<u>\$ 1,385,048</u>	<u>\$ 70,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 920,048</u>	<u>\$ 325,000</u>
					3,285,000		\$ 155,000				\$ 1,415,048	

TOWN OF ROTHESAY

FINANCE COMMITTEE

January 23, 2020

In attendance:

Councillor Grant Brenan, Chairman

Deputy Mayor Matt Alexander

Councillor Don Shea

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Absent: Mayor Nancy Grant, Town Manager John Jarvie

The meeting was called to order at 8:15. The agenda was accepted with the addition of funding requests from Youth for Youth (TRC) and East Indian Dinner. The minutes of December 2 were accepted as presented (DS/MA).

December Preliminary Draft Financial Statements

General – Treasurer MacDonald explained that these were the first round draft statement and there will likely be changes, but we are expecting a small surplus. He explained Misc. Revenue includes DFA Flood reimbursements of \$191,959 and insurance proceeds of \$196, 503. The largest expenditure variance (Workshops, Yards & Equipment) was reviewed. The capital projects report was reviewed specifically relating to the final determination of funding sources for total expenditures. The report outlines the changes over the year from budget, and how to fund the changes.

Utilities – The same review of capital projects with the Utilities was conducted, including final funding of capital projects compared to the original budget. The final results will include some amendments for costs to be accrued and an adjustment relating to a utility vehicle (the Kona needs to be moved from the General Fund) and the invoice for the McGuire compound fencing is to be added. We still expect a small surplus. The statements were accepted as presented (DS/MA)

Donation Requests

We Believe – Saint John – after a brief discussion it was agreed to fund the same amount as 2018, being \$200 from the Mayor's budget.

Riverside – Canadian Mid-Amateur Golf Championship – agreed to **recommend to Council to fund \$1,000. (DS/MA)**

Youth for Youth – agreed to fund \$100 from the Mayor's budget.

East Indian Dinner – agreed to fund same as prior years (\$250), also from the Mayor's budget (DS/MA)

Gas Tax Compliance Report

The auditor's report was received for information. The Treasurer noted the report indicated an issue relating to the need for a separate bank account relating specifically to gas tax funds received from the Province. The matter was discussed with ELG and resolved through the opening of an additional account with Scotiabank.

Aviva Water Plant Inspection Report

Our insurers conducted a review of the water plant facility. They have recommended that there be an infrared scan of the electrical circuitry, done by an outside source. The report was for information and the Director of operations is to follow-up with a contractor and a cost estimate for this service.

Insurance Cost History

This information had been requested by Council. Treasurer MacDonald noted the increase in 2019 was not a price increase, but due to the addition of \$5m in lift stations. This will be reported to Council.

Income Tax Report

This was also requested by Council and based on the 2016 statistics.

Compliance Report

For information.

Next Meeting

The next meeting is set for February 20, 2020 unless delayed by the audit. The meeting adjourned at 9:20.

Councillor Grant Brenan, Chairman

Ellen K. Steeves, Recording Secretary



ROTHESAY
INTEROFFICE MEMORANDUM



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

The Finance Committee at its meeting of January 20, 2020 recommended the following motion.

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the request for funding from the Riverside Country Club re Canadian Mid-Amateur Golf Championship be approved in the amount of \$1,000.00.



January 2, 2020

Mayor Nancy Grant & Rothesay Council Members
70 Hampton Road
Rothesay, N.B.
E2L 5L5

Re: 2020 Canadian Mid-Amateur Golf Championship

Dear Mayor Grant & Council;

On behalf of the Riverside Country Club, I am contacting the Town of Rothesay to inform you that we are very pleased to be hosting the **2020 Canadian Mid-Amateur Men's Golf Championship** from August 18 - 21. Participants will travel from across Canada and various countries across the globe to partake and contend for one of the most sought-after golf titles in Canada.

The Canadian Mid-Amateur Championship is conducted by Golf Canada (non-profit organization), for male golfers aged 25 and over. The tournament includes the Inter-Provincial Team Championship for the R. Bruce Forbes Trophy.

I recently agreed to act as Host Club Chair for the event. The Host committee is now busy pulling together our various sub-committees and starting our fund-raising efforts. As with every event, we will be incurring expenses to host this tournament and showcase our club and our region at a National level. The Riverside Country Club and host committee are contacting the Town of Rothesay in hope that the municipality will see the importance of this national event that will also bring an anticipated economic impact of \$250,000+ to the area. We are submitting this request in hopes that the Town of Rothesay will assist in funding at the \$2,000 level.

Thank you for your consideration and feel free to contact me with any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Andrew Campbell', is written over a circular stamp or watermark.

Andrew Campbell
Host Club Tournament Chair
2020 Canadian Mid-Amateur
Mobile: 506 333-9018

Insurance cost history

	Cain Insurance	% Change
2016	\$ 157,283.00	
2017	160,894.00	2.30%
2018	166,508.00	3.49%
2019	185,578.00	11.45% increase in property value re sewer lift stations
2020	193,675.00	4.36%

Premium Breakdown	2018-2019	2019-2020	Difference
Liability	\$ 75,936	\$ 79,538	\$ 3,602
Auto	\$ 30,023	\$ 27,728	\$ (2,295)
Property	\$ 47,580	\$ 65,286	\$ 17,706
Crime	\$ 750	\$ 750	\$ -
Umbrella	\$ 7,168	\$ 7,168	\$ -
Council Accident	\$ 608	\$ 608	\$ -
Cyber Liability	\$ 3,000	\$ 2,600	\$ (400)
EPL	\$ 1,900	\$ 1,900	\$ -
TOTAL	\$ 166,965	\$ 185,578	\$ 18,613

4.74%
37.21%

Premium Breakdown	2019-2020	2020-21	Difference
Liability	\$ 79,538	\$ 81,429	\$ 1,891
Auto	\$ 27,728	\$ 32,983	\$ 5,255
Property	\$ 65,328	\$ 65,959	\$ 631
Crime	\$ 750	\$ 750	\$ -
Umbrella	\$ 7,168	\$ 7,396	\$ 228
Council Accident	\$ 608	\$ 608	\$ -
Cyber Liability	\$ 2,600	\$ 2,650	\$ 50
EPL	\$ 1,900	\$ 1,900	\$ -
TOTAL	\$ 185,620	\$ 193,675	\$ 8,055

2.38%
18.95%
0.97%



ROTHESAY

Emergency Measures Committee
Friday, January 17, 2020 at 9:00 a.m.
SAYRE ROOM ROTHESAY TOWN HALL



PRESENT: MAYOR NANCY GRANT
COUNCILLOR PETER LEWIS
COUNCILLOR BILL McGUIRE

TOWN MANAGER JOHN JARVIE (*arrived at 9:05 a.m.*)
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES BRIAN WHITE
RECORDING SECRETARY LIZ POMEROY

DEPUTY FIRE CHIEF DAN McCOY, KVFD
LES WEBER, REGION 9 NB EMO COORDINATOR

Counc. Lewis called the meeting to order at 9:00 a.m.

1. APPROVAL OF AGENDA

MOVED by Counc. McGuire and seconded by Mayor Grant the agenda be approved with the addition of Item 5.4 EMO Director.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular meeting of December 2, 2019

MOVED by Counc. McGuire and seconded by Mayor Grant the minutes of December 2, 2019 be approved as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS

N/A

5. NEW BUSINESS

5.1 Memo from Town Manager Jarvie, Spring Freshet Preparation

It was agreed to defer the item until the arrival of Town Manager Jarvie.

5.2 Regional NB EMO – Update Les Weber

Provincial Exercise – June 2, 2020 (heat wave and tropical storm)

Emergency Measures Plan (EMP): DPDS White will forward all comments regarding the draft EMP to L. Weber. It was noted an EMO Director can help improve the effectiveness of an EMP by ensuring implementation.

Training: the Director of Planning and Development Services and the Director of Operations have completed Incident Command System (ICS) 200 training. Next week both Directors will complete the ICS 300 course. It was noted some Town staff have completed the Basic Emergency Management course. As some courses are offered both online and in-class it was suggested opportunities be provided for other Town staff, including individuals in the Public Works and Utility departments, to complete initial courses as well as upgrade training as necessary. L. Weber advised he is qualified to instruct ICS courses up to and including 300.

Town Manager Jarvie arrived at the meeting.

Regional EMO Meeting (January 8, 2020): Regional municipalities were amenable to pursuing a bulk purchase of roughly 75,000 sand bags (14 inches x 26 inches). Municipalities were asked to submit the number of sand bags needed for each municipality to L. Weber. It is expected 20,000 bags may be sufficient for Rothesay. Regional municipalities are in the process of obtaining quotes for the bulk purchase; Town staff have received a quote of roughly \$0.23 per bag.

Exercise Brunswick Charlie (June 2, 2020): The initial planning conference (IPC) was held on January 14th, and the exercise will focus on a heat wave prior to a tropical storm. The main planning conference (MPC) is scheduled for February 12th. In the meantime, Town Manager Jarvie, DPDS White, and L. Weber will discuss specific objectives for Rothesay and brainstorm potential challenges or injections for the Town during the exercise.

Item continued.

5.1 Memo from Town Manager Jarvie, Spring Freshet Preparation

There was discussion with respect to the logistics for a sand-bagging operation, more specifically, the most efficient and effective way to fill the bags and how to distribute the filled bags.

The following comments were made: it is expected the demand for sand bags will decrease each year as residents in flood prone areas undertake individual efforts to protect private property; Town staff (regular or casual) are required to operate a sand-bagging machine, and for safety, the machine will be located behind the fence at the Works garage; the fence restricts access to the public and will permit controlled distribution to residents only; volunteer support is not consistent as interest typically declines each year and during inclement weather; a volunteer coordinator could help increase and organize volunteer support; military support is not guaranteed; inmates of correctional facilities could be a source of assistance to fill sand bags; additional bags will not be provided by the Province until a municipality has exhausted its resources; individuals and municipalities could prepare in advance if Disaster Financial Assistance contributions are announced earlier in the year; when stored, filled sand bags do not last as long as their unfilled counterparts; and requesting proof of address when distributing sand bags will ensure sand bags are distributed to residents only, as well as identify areas where demand exists, and the number of sand bags required for each area.

L. Weber agreed to investigate the suggestion to obtain help from inmates from correctional facilities to assist with sandbagging operations.

It was noted spring freshet flooding is becoming a recurring annual event, therefore it is reasonable that the onus should be on property owners to prepare and protect private properties. Municipalities are responsible for protecting municipal infrastructure to ensure the continuation of regular operations. Despite the recurrence, spring freshet flooding can still be considered an emergency since it is difficult to predict the severity of each occurrence. There was discussion with respect to municipal support provided to residents during different types of emergencies.

There was discussion with respect to hosting meetings in flood prone areas to help property owners and the Town better prepare for rising water levels, and the Disaster Financial Assistance (DFA) program. L. Weber noted individuals are required to sign a waiver acknowledging that property owners cannot submit another application for DFA if a similar event occurs the following year.

The Committee was amenable to the provision of 20,000 sand bags. It was suggested homeowners be present with contractors when picking up sand bags, and further Town staff or Commissionaires be engaged to check identification. L. Weber clarified that municipalities cannot limit access to resources provided by the provincial government. It was suggested tracking continue if provincial resources are provided to determine the demand for bags in each area. When questioned, L. Weber commented that sand was provided by the provincial government last year in various locations throughout the province. Town Manager Jarvie suggested the information be clearly communicated to municipalities in the future as Rothesay was unaware the resource was available.

MOVED by Mayor Grant and seconded by Counc. McGuire the Emergency Measures Committee recommends Council direct staff to:

1. Send a letter to notify residents in flood prone areas of available resources, and request input regarding what resources may be needed;
2. Schedule an open house prior to flood season to further discuss plans and collect input;
3. Supply sand to fill the 20,000 bags - requested by Rothesay in the regional bulk sand bag purchase – to be stored in the Works Department compound on Master Drive, available only to Rothesay residents through a controlled distribution process requiring proof of address; and
4. Purchase a sand-bagging machine.

ON THE QUESTION:

It was noted the decision regarding who will fill the sand bags (regular or casual Town staff) can be made at a later time; the current recommendations of the Committee are time sensitive. It was noted there may be modifications to sand bagging operations if provincial support is provided. Concern was expressed some individuals may be unable to accompany contractors to pick-up the sand bags. It was noted the onus is on the property owner to ensure their property is protected. There was discussion with respect to problems that occurred during sand bagging operations last year, and the importance of aligning municipal strategies in the region.

It was agreed communications from municipalities and the provincial government should stress that the responsibility for protection of private property belongs to the property owner. In response to an inquiry, Town Manager Jarvie advised a draft letter to residents can be prepared and distributed to the Committee for review prior to the next Council meeting. When questioned, Town Manager Jarvie noted it is expected further information, with respect to the purchase of a sand bagging machine, will be provided at the February Council meeting.

CARRIED.

5.3 Training and Education – Update Brian White

- January 22nd – 24th ICS 300 Course

DPDS White and Director of Operations (DO) Brett McLean will attend the upcoming course.

- January 30th Federal Flood Mapping Seminar (NRCAN)

Assistant Development Officer Darcy Hudson will attend the seminar to gain insight, however Federal Flood Mapping has not been instituted in New Brunswick at this time.

- January 31st Symposium Canadian Water Resources Association – “Beyond the Banks: An Interdisciplinary Review of Water Management in Atlantic Canada”

DPDS White distributed an informational flyer for the workshop. DPDS White and DO McLean will attend the event.

5.4 EMO Director

Counc. McGuire noted an individual on a Rothesay committee has expressed interest in the position. Mayor Grant added she is aware of another individual that may be suitable for the position as well. It was noted there are funds earmarked for a part-time position in the 2020 budget, and staff will explore options to proceed.

6. OLD BUSINESS

N/A

7. CORRESPONDENCE FOR INFORMATION

N/A

8. DATE OF NEXT MEETING

The date of the next meeting is Monday, February 10, 2020.

9. ADJOURNMENT

MOVED by Mayor Grant and seconded by Counc. McGuire the meeting be adjourned.

CARRIED.

The meeting adjourned at 10:15 a.m.

CHAIRPERSON

RECORDING SECRETARY



2020 February 10 Open Session FINAL_096
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : EMO Committee
DATE : January 20, 2020
RE : Spring Freshet Preparations

Recommendation:

It is recommended Council direct staff to:

1. Send a letter to notify residents in flood prone areas of available resources, and request input regarding what resources may be needed;
2. Schedule an open house prior to flood season to further discuss plans and collect input;
3. Supply sand to fill the 20,000 bags - requested by Rothesay in the regional bulk sand bag purchase – to be stored in the Works Department compound on Master Drive, available only to Rothesay residents through a controlled distribution process requiring proof of address; and
4. Purchase a sand-bagging machine.

Background:

Please be advised the EMO Committee passed the following motion at its regular meeting on Friday, January 17, 2020:

MOVED ... and seconded ... the Emergency Measures Committee recommends Council direct staff to:

1. Send a letter to notify residents in flood prone areas of available resources, and request input regarding what resources may be needed;
2. Schedule an open house prior to flood season to further discuss plans and collect input;
3. Supply sand to fill the 20,000 bags - requested by Rothesay in the regional bulk sand bag purchase – to be stored in the Works Department compound on Master Drive, available only to Rothesay residents through a controlled distribution process requiring proof of address; and
4. Purchase a sand-bagging machine.

CARRIED.

The EMO Committee will meet Monday morning prior to the Council meeting. More information on project details and costs will be presented at the Council meeting.



ROTHESAY

2020 February 18 Open Session FINAL 097
Parks and Recreation Committee Meeting

Tuesday, January 21, 2020

Rothestay Town Hall – Common Room

6:30 p.m.



DRAFT

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

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
FACILITIES COORDINATOR RYAN KINCADE
RECREATION COORDINATOR KERI FLOOD
RECORDING SECRETARY LIZ POMEROY

ABSENT: ALLYSON MURRAY

The meeting was called to order at 6:30 p.m. and the Committee welcomed new member J. McEachern.

1. ELECTION OF OFFICERS

DRP Jensen called three times for nominations from the floor for Chairperson. Counc. Wells nominated M.A. Gallagher as Chairperson, and M. Desmond seconded the nomination. There being no other nominations, M.A. Gallagher was elected Chairperson by acclamation.

Chairperson Gallagher called three times for nominations from the floor for Vice Chairperson. Counc. Lewis nominated G. Myles as Vice Chairperson, and Counc. Wells seconded the nomination. There being no other nominations, G. Myles was elected Vice Chairperson by acclamation.

2. ADMINISTRATION

2.1 Committee Mandate

RECEIVED FOR INFORMATION.

2.2 Code of Ethics

Chairperson Gallagher requested committee members review the Code of Ethics and return the signed Member Statement to staff as well as the memorandum regarding the delivery of agenda packages.

2.3 Agenda Packages

Dealt with above.

3. 2020 MEETING SCHEDULE

MOVED by Counc. Lewis and seconded by Counc. Wells the Parks and Recreation Committee 2020 meeting schedule be approved as circulated.

ON THE QUESTION:

DRP Jensen noted meetings may be cancelled if there are no items to discuss.

CARRIED.

4. APPROVAL OF AGENDA:

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

CARRIED.

5. APPROVAL OF MINUTES:

5.1 Meeting minutes of November 19, 2019

MOVED by Counc. Lewis and seconded by Counc. Wells the meeting minutes of November 19, 2019 be approved as circulated.

CARRIED.

6. DELEGATIONS:

N/A

7. REPORTS & PRESENTATIONS:

N/A

8. UNFINISHED BUSINESS

N/A

9. CORRESPONDENCE FOR ACTION:

N/A

10. NEW BUSINESS:

10.1 Parks and Recreation Update

DRP Jensen reported the following:

Rothesay Common ice surface: opened for the season on December 3, 2019, despite closure of the ice surface during a few warm days use of the facility has been steady, and a special schedule was in effect during the holiday season.

Wells Park: another trail has been opened, staff have been busy grooming the trails, and it is anticipated the final loop of trails will be complete by next summer.

Relocation of Scribner Crescent Ball Field to Wells Park: staff are in the process of securing permits to begin to prepare the land in Wells Park in the spring.

Wells Park Building: staff are comparing similar facilities in other municipalities to determine an appropriate size for the building. A building smaller than the Bill McGuire Centre may be sufficient. In response to an inquiry, DRP Jensen advised birding signage was installed in Wells Park, and there is also a look out area for birding activities.

Rothesay Arena: the schedule has been busy with tournaments, and driving conditions have improved outside the arena due to pulverization of the parking lot. When questioned, DRP Jensen reported there are plans to pave the parking lot in the future however drainage work must also be completed.

RC Flood reported successful turnouts for events on the Common, including attendance of 250-300 individuals for the “Meet the Paw Patrol Pups” January 8th, 400 for the Glow in the Dark Skate January 15th, and 70 for the Skate with the Major Midget AAA Vito’s Hockey Team. She noted upcoming events include Disney Night on the Common January 22nd, and Introduction to Sledge Hockey with Fundy Para Ice Hockey January 29th. She referenced a handout distributed to the Committee outlining upcoming activities for Fundy Winterfest (January 26th – February 29th) such as: Afternoon Tea at the Rothesay Hive (January 28th), 2020 Winter Speaker Series in partnership with Go Ahead Seniors (Thursdays 7p.m. – 8 p.m. in the Rothesay Hive, February - March), Curling and Cocktails at the Riverside Country Club (February 7th), Winterfest Family Day in Rothesay (February 8th 2-4 p.m. on the Common), Moonlight Snowshoe and Bonfire with River and Trail Outdoor Company (February 8th 7-8:30pm at Wells Park), and Winterfest Trivia at the Rothesay Hive (February 25th 6 p.m.).

DRP Jensen noted sponsorships were received for four of the five special skating events on the Common. He added sponsors are welcome to promote their organization online (Town website/social media) and onsite (signage/serving hot chocolate) during the sponsored event. In response to an inquiry, RC Flood advised the sponsorships received do not cover the entire cost of hosting the events. It was suggested sponsorships be sought for the Concert on the Common events. Counc. Lewis questioned the possibility of offering logo placement on the Common ice surface in exchange for sponsorships. DRP Jensen advised logo placement for sponsors is offered for the Rothesay Arena ice surface. The ice surface on the Common is thicker than the ice in the Rothesay Arena in order to maintain use during changing outdoor temperatures; the thicker the ice, the more challenging it is to view the logo. He added the zamboni for the Common ice surface is sponsored. There was a suggestion for logo placement on benches on the Common.

S. Jennings requested an update with respect to the Rothesay Arena project. It was noted it is expected a hazardous materials assessment will be scheduled in the summer to prevent disruption to the regular ice schedule, and the entire renovation project is expected to be completed in phases over the span of a few years.

S. Jennings requested clarification with respect to the \$500,000 earmarked in the 2020 budget for the Scribner Crescent ball field. DRP Jensen advised the funds will be used to construct a new ball field in Wells Park. He added the Scribner Crescent ball field will be utilized during construction of the new ball field in Wells Park. When questioned, DRP Jensen noted the Bicentennial ball field will be used as a bantam field whereas the new ball field in Wells Park will accommodate older age groups. In response to an inquiry, DRP Jensen advised a decision has not been made regarding plans for the land on Scribner Crescent once the ball field is decommissioned.

**11. CORRESPONDENCE FOR INFORMATION:
N/A****12. DATE OF NEXT MEETING:**

The next meeting is tentatively scheduled for Tuesday, February 18, 2020 at 6:30 p.m.

13. ADJOURNMENT

MOVED by Counc. Wells and seconded by R. Mosca the meeting be adjourned.

CARRIED.

The meeting ended at 6:50 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

~~Works and Utilities Committee Meeting~~
2020 February 10 Open Session FINAL_101
Wednesday, January 22, 2020
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

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

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

ABSENT: PAUL BOUDREAU
MARK McALOON

The meeting was called to order at 5:30 p.m.

1. ELECTION OF OFFICERS

Town Manager Jarvie called three times for nominations from the floor for Chairperson. Counc. Wells nominated Deputy Mayor Alexander as Chairperson, and P. Graham seconded the nomination. There being no other nominations, Deputy Mayor Alexander was elected Chairperson by acclamation.

Chairperson Alexander called three times for nominations from the floor for Vice Chairperson. Counc. Wells nominated P. Graham as Vice Chairperson, and S. Carter seconded the nomination. There being no other nominations, P. Graham was elected Vice Chairperson by acclamation.

2. ADMINISTRATION

2.1 Committee Mandate

RECEIVED FOR INFORMATION.

2.2 Code of Ethics

Chairperson Alexander requested committee members review the Code of Ethics and return the signed Member Statement to staff as well as the memorandum regarding the delivery of agenda packages.

2.3 Agenda Packages

Dealt with above.

3. 2020 MEETING SCHEDULE

There was consensus the meeting schedule be approved.

4. APPROVAL OF AGENDA

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

CARRIED.

5. APPROVAL OF MINUTES

5.1 Regular Works and Utilities Committee meeting of November 20, 2019.

MOVED by Counc. Wells and seconded by P. Graham the minutes of November 20, 2019 be adopted as circulated.

CARRIED.

6. DELEGATIONS

N/A

7. REPORTS & PRESENTATIONS

N/A

8. UNFINISHED BUSINESS

8.1 Capital Projects Summary

Chairperson Alexander reported some items will be tidied up in the spring for the Church Avenue project including repairs to a portion of the sidewalk along Hampton Road. It was noted the changes to parking and traffic flow along Church Avenue are effective.

8.2 Solid Waste Tonnage Report

Counc. Wells commented that all categories have increased over the past year.

8.3 Private Lanes Policy

➤ *20 January 2020 Report prepared by DO McLean with attachment*

➤ *Possibilities for the handling of Private Lane Maintenance*

DO McLean requested input from the Committee with respect to recommendations for a Private Lanes policy. He commented on the challenges noting not all private lanes are created equal. There was a lengthy discussion with respect to individual cases for providing services to some private lanes in Rothesay and not others. DO McLean advised typically service provision to private lanes is a continuance of services that were provided prior to amalgamation; services are not provided to private lanes developed after amalgamation unless an agreement was, or is, created. Town Manager Jarvie noted the purpose of the policy is to develop criteria to determine which private lanes, if any, should receive services and to what extent.

The Committee suggested consideration be given to the following: condition/dimensions (does the road meet Town standards?), location (are there legal or physical challenges to providing services to an area? Is there potential for development?), use (what type, and how many properties, does the road provide access to – residential, commercial, or institutional properties, or a combination? Or does it create a shared benefit for the public?), pre-existing agreements, and the cost of providing services (the combined assessment and associated levy may amount to less than the cost of providing a service based on the overall transportation budget share).

DO McLean explained providing services to some private lanes can be problematic. For instance, plowing a private lane in poor condition can cause damage to snow plow equipment, and if a road is narrow snow plows may be unable to clear snow without damaging private property. Counc. Wells inquired if it is possible to terminate existing agreements upon transfer of ownership of properties.

DO McLean noted it may be possible as some municipalities have either refused to provide, or have ceased, service provision to private lanes.

There was discussion with respect to the following options:

1. Ceasing any and all maintenance of roads/streets on non-town-owned land; or
2. Ceasing any and all maintenance of roads/streets on non-town-owned land:
 - a. That have fewer than a specific number of houses;
 - b. That are used solely for individual residential purposes (may be described as driveways);
 - c. That are used solely for commercial/retail purposes (subsidizing business costs);
 - d. That are used solely for access to apartment complexes (also subsidizing business costs);
 - e. That have a combined assessment and associated levy amounting to less than the cost of providing the service based on the overall transportation budget share; or
 - f. That have a per unit cost greater than \$300 (average is \$279 with 4 outliers removed).

DO McLean advised special plowing equipment (smaller than standard equipment) and additional staff were required in the past to clear snow on narrow private lanes. The Town now sources a portion of snow clearing services including some, if not all, private lanes to a contractor. It was noted some may argue that the current level of service provision to private lanes may set a precedent. DO McLean clarified the Town is not obligated to continue service provision to non-town-owned land without existing agreements. Counc. Wells suggested a distinction be made between privates lanes and those that may be considered “driveways”. DO McLean noted typically private lanes that resemble driveways are not officially “named”. Town Manager Jarvie added that some private lanes were “named” to improve identification for emergency services.

It was agreed the item be kept on the agenda for further discussion.

9. CORRESPONDENCE FOR ACTION

N/A

10. NEW BUSINESS

10.1 Fleet Vehicle for Utility Department (Hyundai Kona)

Chairperson Alexander commented on inaccurate information in a Telegraph Journal article regarding the purchase of a Town fleet vehicle for the Utility Department. He noted the article states an electric Hyundai Kona was purchased for roughly \$45,000. DO McLean confirmed the Town purchased a Hyundai Kona for roughly \$27,000 (including the cost to wrap the vehicle) and it is not a hybrid. It was noted the announcement of the purchase on the Town’s social media may have created some confusion as it describes the vehicle as “energy efficient” and mentions cost savings. DO McLean clarified staff explored the option of a ¾ ton truck but opted to recommend the Kona instead as the vehicle is more energy efficient and cost effective than the truck. In response to an inquiry, DO McLean reported Council approved the purchase of the Kona at the November Council meeting.

11. CORRESPONDENCE FOR INFORMATION

11.1 LED Light Conversion – Town Facilities

8 January 2020 Report prepared by DO McLean

➤ *Source Atlantic Quote*

DO McLean highlighted the proposed power consumption savings as follows: 10 Master Drive (68%), 19 Master Drive (49%), 2441 Golden Grove Road (45%), and Water Treatment Plant (63%). He added NB Power confirmed the rebate will be provided after installation is complete. When questioned, Town Manager Jarvie advised the Kennebecasis Valley Fire Department (KVFD) also intends to complete a conversion to LED lights in the future. He added it is expected the conversion will not occur in Station 2 until renovations are underway.

11.2 Equipment Supply – Asphalt Hotbox

11 January 2020 Report prepared by DO McLean

DO McLean explained the asphalt recycler, with the help of a liquid additive, reheats and remixes asphalt which has been milled off of streets and stockpiled prior to resurfacing each year for a cost of roughly \$10 per two tons. The machine has generated significant cost savings for the Town as one ton of asphalt purchased from an asphalt batch plant can cost roughly \$78. An asphalt hotbox will increase productivity and efficiency by allowing hot asphalt to be continually batched, at the Works Garage site, by the Recycler while repair work is completed in the field using hot asphalt delivered by the Hotbox. Since the Recycler generates smoke from the heavy duty diesel burner, and there is potential for damage during transportation, use of the Hotbox will also eliminate the need to transport the Recycler thus preventing damage and increasing the lifespan of the equipment, while also reducing smoke concerns in residential areas during operation. When questioned, DO McLean reported Council approved purchase of the equipment, and he will confirm if the machine is fueled by diesel or propane. There was discussion with respect to the difference in emissions and operational costs for equipment fueled by propane vs. diesel. DO McLean commented on the significant cost savings for Town operations following a switch to bulk purchase and provision of diesel fuel. It was noted the KVFD purchases diesel from the Town's supply, and the Kennebecasis Regional Police Force purchases petroleum from a supply provided by Quispamsis.

11.3 Kennebecasis Park Signage

12 August 2019 Report prepared by DPDS White

Chairperson Alexander noted the signs were installed in December. It was noted the signage may be more prominent than anticipated because of snow and winter conditions.

Town Manager Jarvie advised there may be an increase in signage prohibiting off-leash dogs in parks and trails throughout Rothesay. Concern was expressed some signs exist but are ignored by dog owners. Counc. Wells questioned if tickets can be issued to ensure the rules are enforced. Town Manager Jarvie advised staff are in the process of updating Town by-laws which could include the issuance of administrative penalties for by-law infractions as permitted by legislation.

12. DATE OF NEXT MEETING

The next meeting will be Wednesday, February 19, 2020.

DRAFT

ROTHESAY

Works and Utilities Committee

Minutes

2020February10OpenSessionFINAL_105

-5-

22 January 2020

13. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:30 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2020 February 10 Open Session FINAL 106
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall
Monday, February 3, 2020
5:30 p.m.



DRAFT

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

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

ABSENT: TRACIE BRITAIN
TOWN MANAGER JOHN JARVIE

The meeting was called to order at 5:25 p.m.

1. ELECTION OF OFFICERS (CHAIR & VICE CHAIR)

DPDS White called three times for nominations from the floor for Chairperson. Councilor McGuire nominated Colin Boyne as Chairperson, and Councilor Shea seconded the nomination. There being no other nominations, Colin Boyne was elected Chairperson by acclamation.

Chairperson Boyne called three times for nominations from the floor for Vice Chairperson. Councilor Shea nominated Craig Pinhey, and Councilor McGuire seconded the nomination. There being no other nominations, Craig Pinhey was elected Vice Chairperson by acclamation.

2. ADMINISTRATION

2.1 Code of Ethics and Conflict of Interest

DPDS White requested Committee members review the Code of Ethics and Conflict of Interest and return the signed Member Statement to staff. In response to an inquiry, Town Clerk Banks advised the documents are the same as last year. She added the Procedural By-law is currently under review and there may be changes in the near future.

2.2 Committee mandate

RECEIVED FOR INFORMATION.

2.3 2020 Meeting Schedule

RECEIVED FOR INFORMATION.

2.4 Agenda Packages

DPDS White advised Committee members are required to sign and return the form to staff prior to receiving the agenda packages via email.

ROTHESAY

3. APPROVAL OF THE AGENDA

MOVED by E. Gillis and seconded by C. Pinhey to approve the agenda as circulated.

CARRIED.

4. ADOPTION OF MINUTES

4.1 Regular Meeting of November 4, 2019

MOVED by Counc. McGuire and seconded by Counc. Shea the Minutes of November 4, 2019 be adopted as circulated.

CARRIED.

5. NEW BUSINESS

- 5.1 **1930 Rothesay Road** **Stephen G. Flood**
 OWNER: 640558 N.B. Inc.
 PID: 00233163
 PROPOSAL: Similar or Compatible Use

Mr. Flood was in attendance. DPDS White gave a brief summary of the report. He noted despite operation of the facility prior to receiving approval, staff have no immediate concerns regarding the application. He added it is reasonable to believe an art gallery will produce less traffic and provide a less intensive use of the property than a convenience store.

The Committee inquired about: accessibility, the Colwell’s sign, the sandwich board located on the property, and outdoor displays or sales.

Mr. Flood responded with the following: there are handrails on the property however there may be intent to improve accessibility in the future; the Colwell’s sign will remain in place for the short term as the artist does not intend to operate the facility on a fulltime basis; and the gallery will be located inside the building however outdoor seasonal sales may occur depending on interest from the artist or other community groups.

DPDS White added the sandwich board is permitted as it meets the requirements in the Rothesay Signage By-law. There was discussion with respect to outdoor seasonal sales on the property. After some investigation it was clarified that the practice is permitted on the property.

MOVED by Counc. Shea and seconded by Counc. McGuire the Planning Advisory Committee hereby permits an art gallery meaning a property used for any combination of the preservation, production, exhibition, or sale of paintings or other works of art as a conditional use at 1930 Rothesay Road (PID 00233163).

CARRIED.

It was noted the blockades in the parking lot are intended to block access to a damaged sewer line until the infrastructure is repaired.

6. OLD BUSINESS

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

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

ROTHESAY

7. CORRESPONDENCE FOR INFORMATION
N/A

8. DATE OF NEXT MEETING(S)
The next meeting will be held on **Monday, March 2, 2020.**

9. ADJOURNMENT
MOVED by Counc. McGuire and seconded by E. Gillis the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:40 p.m.

CHAIRPERSON

RECORDING SECRETARY



2020February10OpenSessionFINAL_109

BUILDING PERMIT REPORT

1/1/2020 to 1/31/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
01/20/2020	BP2019-00112	5 MATSCOT CRT	SIDING	\$4,500.00	\$36.25
01/20/2020	BP2019-00169	3 WHITE LN	RENOVATION	\$190,000.00	\$1,377.50
01/20/2020	BP2019-00194	107 FOX FARM RD	WINDOWS	\$3,000.00	\$21.75
01/03/2020	BP2019-00215	76 LONGWOOD	SINGLE FAMILY	\$360,000.00	\$2,610.00
01/03/2020	BP2019-00221	4 JOHN ST	ELECTRICAL UPGRADE	\$11,000.00	\$79.75
01/31/2020	BP2019-00222	42 GIBBON RD	SINGLE FAMILY	\$400,000.00	\$2,900.00
01/31/2020	BP2020-00001	5 SUMMER HAVEN	SINGLE FAMILY	\$300,000.00	\$2,175.00
01/15/2020	BP2020-00002	267 GONDOLA POINT RD	WINDOWS	\$2,500.00	\$21.75
01/13/2020	BP2020-00003	4 HIBBARD LN	WINDOWS	\$5,000.00	\$36.25
01/09/2020	BP2020-00004	3161 ROTHESAY RD	ELECTRICAL UPGRADE	\$5,000.00	\$36.25
01/20/2020	BP2020-00007	34 LACEY DRIVE	INTERIOR RENOVATIONS - COMMERCIAL	\$100,000.00	\$725.00
01/13/2020	BP2020-00008	3 ALLAN AVE	ELECTRICAL UPGRADE	\$400.00	\$20.00
01/23/2020	BP2020-00010	49 STEEVES CRES	ELECTRICAL UPGRADE	\$2,000.00	\$20.00



BUILDING PERMIT REPORT

1/1/2020 to 1/31/2020

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
01/23/2020	BP2020-00011	198 ERISKAY DR	WINDOWS	\$10,000.00	\$72.50
01/31/2020	BP2020-00012	27 STEEVES CRES	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
Totals:				\$1,395,400.00	\$10,152.00
Summary for 2020 to Date:				\$1,395,400.00	\$10,152.00

2019 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$112,617.00	\$832.00
Summary to Date:	\$112,617.00	\$832.00



ROTHESAY



INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 7 February 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 and 2018.

	PROJECT	BUDGET	\$ TO 31/12/19*	COMMENTS
2016	Secondary Plan – Hillside area	52,000	70%	Draft completed/ approved for insert in new Municipal Plan
	General Specification for Contracts	40,000	40%	Draft document under review by staff
2018	SCADA upgrade	35,000		Materials on order; digital repeater in place
	2019 Resurfacing design	60,000	75%	Survey complete, prel design complete, tender March 18
2019 Projects	WWTP Phase II	\$22M	-	Funding Application resubmitted
	Trail & sidewalk connector Wells	\$1.05M	-	Subject to grants
	Protective Services (KVFD)	306,000	96%	Truck, miscellaneous
	Town Hall	90,000	60%	Includes Hive
	IT equipment & Software	50,000	80%	
	Trails	40,000	65%	Wells & Link to Quispamsis
	2020 Resurfacing design	60,000	-	Survey complete, design underway
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Shadow Hill Court water	450,000	1%	Preliminary design and cost estimates complete
	Turnbull Court Preliminary Design	75,000	45%	Preliminary Design complete
	Water quantity	300,000	25%	Well drilling done, testing/model development underway.
	Turnbull Ct sewer replacement	\$1.11M	-	Detailed design award included in Feb agenda package, land acquisition discussions underway, planning for March tender, April award
	Production Wells	250,000	-	Will follow completion of the model development being created under “water quantity” section
	Station Rd cast iron replacement	250,000	-	To be included with Turnbull Court Phase I project
	Digital Radio	65,000	-	Hardware ordered
	Town Hall (elevator)	120,000	-	
	IT equipment & software	45,000	-	
	Fire Department	480,000	-	
	2020 Street Resurfacing	\$1.2M	-	Design underway, expected tender issue in March for April award
	Curb & Sidewalk	305,500	-	To be included with 2020 asphalt program
	2020 Designated Highways	1.13M	-	Awaiting information from the Province
	Fleet Renewal	675,000	-	Spec development underway
	Scribner Field replacement	550,000	-	
Parks Equipment	50,000	-		
Trails	50,000	-		
Arena renovations	1.2M	-		

* Funds paid to this date. (Limited financial information available for January.)



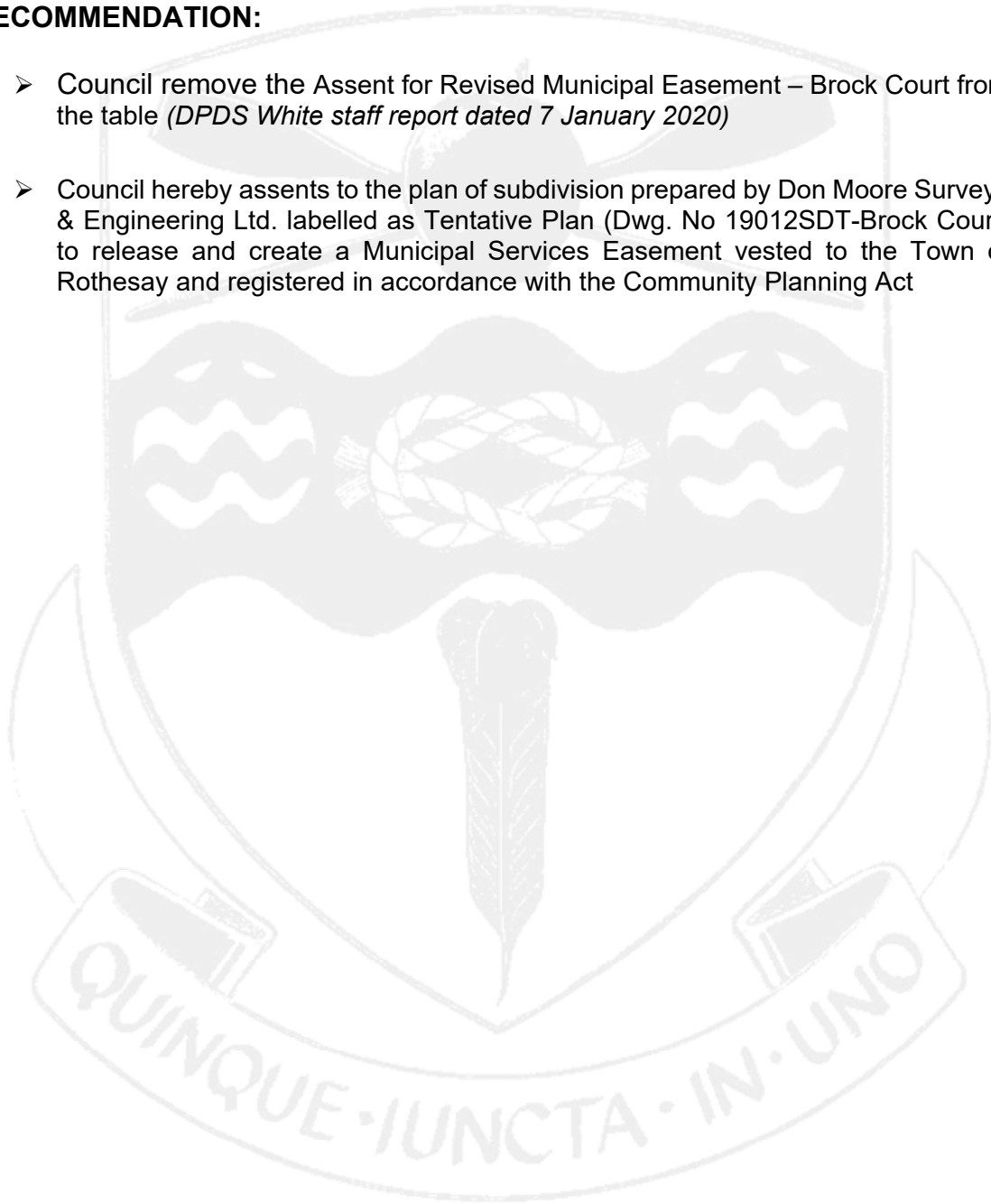
ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Banks
DATE : 7 February 2020
RE : Assent for Revised Municipal Easement – Brock Court

RECOMMENDATION:

- Council remove the Assent for Revised Municipal Easement – Brock Court from the table (*DPDS White staff report dated 7 January 2020*)
- Council hereby assents to the plan of subdivision prepared by Don Moore Surveys & Engineering Ltd. labelled as Tentative Plan (Dwg. No 19012SDT-Brock Court) to release and create a Municipal Services Easement vested to the Town of Rothesay and registered in accordance with the Community Planning Act

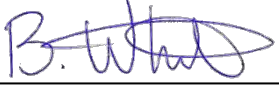




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 13, 2020

TO: John Jarvie, Town Manager

SUBMITTED BY: 
Brian L. White, Director of Planning and Development Services

DATE: Tuesday, January-07-20

SUBJECT: Assent for Revised Municipal Easement – Brock Court

RECOMMENDATION:

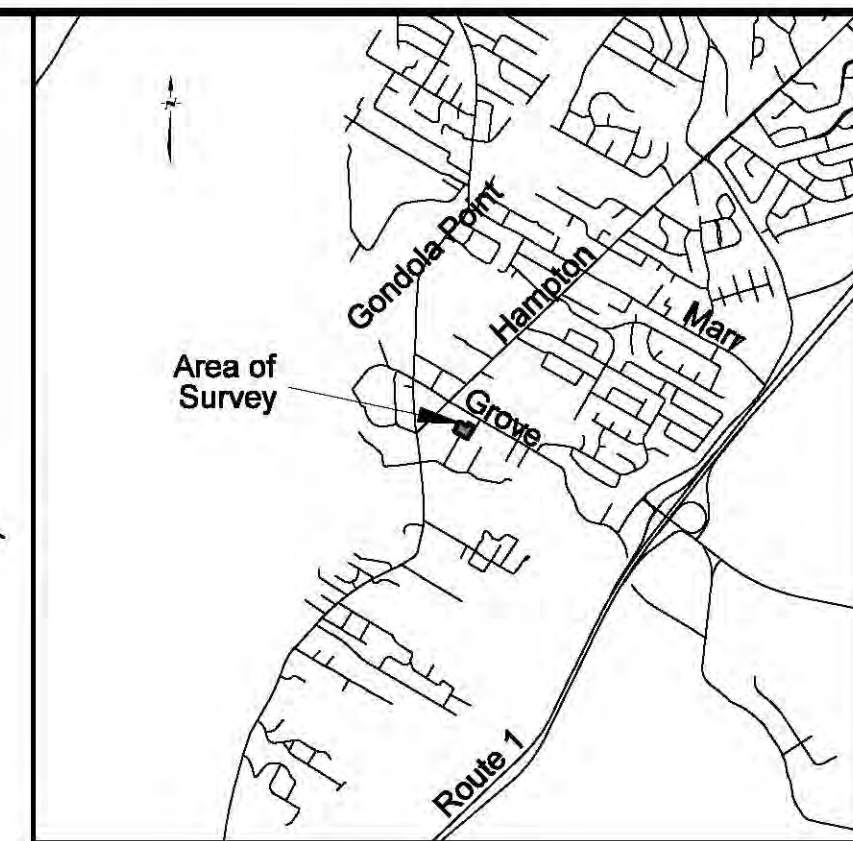
Rothesay Council HEREBY Assents to the plan of subdivision prepared by Don Moore Surveys & Engineering Ltd. labelled as Tentative Plan (Dwg. No 19012SDT-Brock Court) to release and create a Municipal Services Easement vested to the Town of Rothesay and registered in accordance with the Community Planning Act.

BACKGROUND:

In October 2019 Rothesay did approve a joint application from Mr. and Mrs. Lawton, and A. E. McKay Builders Ltd. to subdivide the rear portion of 5 Grove Avenue (PIDs # 00256701, 00091132) and modifications to the boundaries of an existing Lot at 3 Brock Court (PIDs # 30332613 and 30332621). The application also included new municipal easements. Rothesay and the property owners now desire to modify the existing municipal easement to facilitate the relocation of sewer and water services and stormwater drainage.

ATTACHMENTS:

Attachment A Tentative Plan (Dwg. No 19012SDT-Brock Court) prepared by Don Moore Surveys & Engineering Ltd.



Key Plan

Scale = 1:50,000

Legend

- ⊙ SMS - Standard survey marker set
 - SMF - Standard survey marker found
 - ⊖ CALC - Calculated point
 - RIB - Round iron bar found
 - SQIB - Square iron bar found
 - IP - Iron pipe found
 - Ⓝ Tabulated coordinate reference
- Lands dealt with by this plan

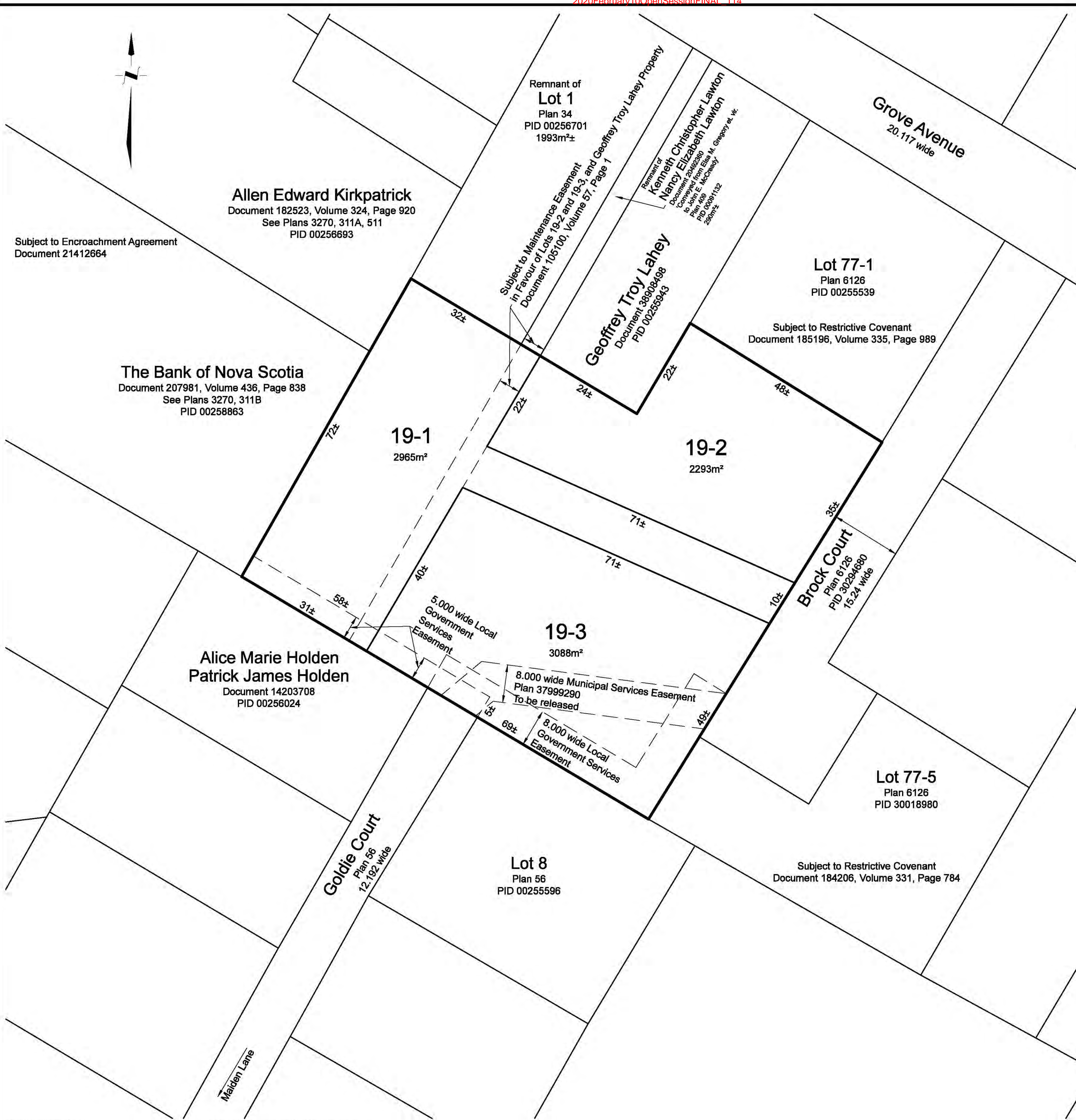
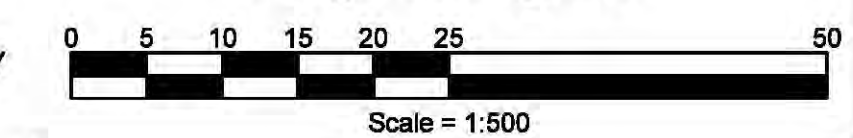
Notes

1. All computations performed and coordinates shown are based on the NB stereographic double projection and the NAD83(CSRS) ellipsoid as realized by Service New Brunswick's Active Control System.
2. All distances shown are in meters and are grid distances calculated using a combined scale factor utilizing geoid model HT2.0.
3. All directions are NB grid azimuths established using GNSS.
4. Document and plan numbers referred to are those of the land titles or county registry office.
5. Certification is not made as to legal title, being the domain of a lawyer, nor to the zoning & setback bylaws or regulations, being the domain of a development officer.
6. Certification is not made as to covenants set out in the document(s) and the location of any underground services and/or fixtures permanent or otherwise.
7. Peripheral information and adjacent owner information was derived from SNB records.
8. Field survey was completed in Month, 2020.

Purpose of Plan

- To amend Lots 17-1 and 17-2 Plan 37999290
- To create 19-1, 19-2, and 19-3
- To create a Local Government Services Easements
- To show a Municipal Services Easement to be released

**Amending Subdivision Plan
Amending Plan 37999290
Ojuawo Subdivision
Brock Court
Town of Rothesay
Kings County, NB**



Title Data

PIDs 00091132 & 00256701
 Owner: Kenneth Christopher Lawton
 Owner: Nancy Elizabeth Lawton
 Document 20492360
 Registered: 2005-06-27

PIDs 30332613 & 30332621
 Owner: A.E. McKay Builders Ltd.
 Document 39193033
 Registered: 2019-07-08

Signature of Owners

.....
 Kenneth Christopher Lawton

.....
 Nancy Elizabeth Lawton

.....
 Andrew McKay, President
 for: A.E McKay Builders

Local Government Services Easements

These easements vest in the Town of Rothesay pursuant to Section 88(7)(a) of the Community Planning Act and Regulation 84-217.



Dated: **TENTATIVE**
 January 01, 2020

GARRETT J. KEIRSTEAD, NBLS # 402

Dwg: 19012SDT2-Brock Ct.



2020February10OpenSessionFINAL_115

ROTHESAY



INTEROFFICE MEMORANDUM

TO	:	Major and Council
FROM	:	John Jarvie
DATE	:	31 January 2020
RE	:	Engagement of a Consultant – Scribner Field Replacement

Recommendation:

It is recommended that the Glenn Group be engaged for the design and construction management of a new Wells Ball Field in an amount of \$41,700 plus net HST.

Background:

Attached is a memorandum from the Director of Parks & Recreation recommending the engagement of a landscape architect to design and supervise the construction of a new ball field at the Wells Recreation Park. The Scribner Field is presently deficient in several respects and would require significant cost to address these shortcomings. Based on his observations and those of his staff over the years, he believes the community's needs are best addressed by a field with larger dimensions and other features making it suited to serve an older cohort of players. In turn, the Bicentennial Field at the interchange would be dedicated to a younger cohort. The project would be carried out over the summer months with the intention that seeding would be done late this summer. Following a season to let the turf establish, the new field at Wells would be put into service in spring of 2022. The establishment of a second field in Wells is consistent with the concept of a pedestrian link across the Mackay Highway and work continues in advancing that project.

Once the Wells field is in service, the Scribner Field can be decommissioned and the land made available for alternate use. A recommendation on potential uses for the lands including estimated costs will be made in time for preparatory work to be done on the site and the lands ready for disposition in 2022. (e.g. There is a sanitary sewer easement through the lot which will be evaluated for relocation.)



ROTTLESAY

INTEROFFICE MEMORANDUM



TO : John Jarvie
FROM : Charles Jensen, Director of Parks and Recreation
DATE : January 28, 2020
RE : Wells Ball Field Design

Background:

The 2020 capital budget includes funding to replace the Scribner ball field with a new field at the Wells Recreation Park in an amount of \$550,000.

There have been numerous issues with the current field at Scribner Crescent:

- the field is uneven and has led to numerous safety complaints from users
- there is a lack of drainage which leads to large wash outs during rain events
- the outfield is constantly wet due to run off from adjacent properties
- the fencing surrounding the field needs to be completely replaced

The above issues have led to the recommendation to replace the U15 field with a new U18 field at the Well Recreation Park. The current U18 field located off the airport arterial will become the new U15 field. Staff feel that the centralization of the ball fields will lead to savings in on going maintenance costs.

Purpose of this report:

The purpose of this report is to make a recommendation to Mayor and Council to award the design of this project.

Analysis:

Glenn Group Ltd designed the 2016 project at the Wells Recreation Park that included a new girl's softball field, dog park, trails and additional parking. Staff are confident that with their experience and knowledge gained from that project that they should be engaged to provide design of this project.

Financial Implications:

Relative to the estimated construction cost of the project (\$500,000) the proposed cost of the work from Glenn Group to provide design and construction management services for the 2020 Wells Ball Field Project is \$41,700 + HST (total with rebate = \$43,500). Considered as a percentage, this the equivalent of that recommended by the Atlantic Provinces Association of Landscape Architects.

Recommendation:

It is recommended that the proposal submitted by Glenn Group for the 2020 Wells Ball Field design and construction management be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

Respectfully Submitted,

Charles Jensen
Director of Parks and Recreation




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 10, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: February 10/2020

SUBJECT: Truck Purchase- Parks Department

RECOMMENDATION

It is recommended that Council accept the submission from Downey Ford for the purchase of a one ton, 8 cylinder automatic transmission, 4x4, crew cab, A/C, with dump body box and required safety features for the purchase price of \$56 279.50 plus HST for the Rothesay Parks Department.

ORIGIN

The 2020 General Fund Capital Budget included an amount of \$60 000 for the purchase of a one ton truck for the Rothesay Parks Department.

BACKGROUND

Several local vehicle retailers were called and asked to submit quotes. Results included below:

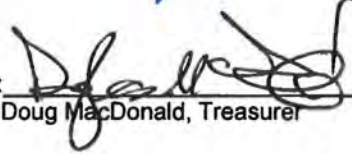
Downey Ford	\$56 279.50 plus HST
Brett Chev/GMC	\$60 265.00 plus HST
Dobson Dodge	\$73 313.05 plus HST

FINANCIAL IMPLICATIONS

The 2020 General Capital Budget included an amount of \$60 000 for the purchase of a half-ton truck with dump body box for the Rothesay Parks Department. The cost of the:

2020 Ford F-350 1 Ton 4WD Crew Cab XL SRW will be \$58 691.64 after the HST rebate.

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

Report Reviewed by: 
Doug MacDonald, Treasurer

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

Rothesay

One Ton truck Specs

2020 model year

1 ton (350 or 3500)

Crew Cab and Chasis

4 wheel drive

automatic

gas

SRW

crew cab

Vinyl seats

running boards

back up camera

pre collision assist with AEB

Blind spot information system

tow package - with heated mirrors

snow plow prep package - HD suspension

wheel base that will handle a 9-10 ft body dump box

skid plates

back up alarm

block heater

factory painted rothesay yellow (school bus yellow) if possible with no delivery delay

Hands free calling capabilities (sync or Bluetooth)

rubberized/vinyl floor covering (no carpet)

upfitter switch kit

Air conditioning

roof marker lights



ROTHESAY



INTEROFFICE MEMORANDUM

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	5 February 2020
RE	:	Preliminary Report – Proposed Rothesay Highway Signs

Recommendation:

It is recommended Council:

- a) consider whether a branding exercise for the Town would be appropriate; and
- b) direct staff to develop detailed cost estimates for two highway signs to be included in the 2021 capital budget process.

Background:

Attached is a report prepared by the Director of Planning and Development concerning the installation of highway signage. The purpose of such signs would be to identify the Town to motor vehicle occupants on the Mackay Highway and could be an object of community pride for Rothesay residents.

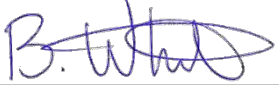
The concept raises some technical questions such as whether such signage should be lighted (quite often the case) and some questions about the image(s) to be used to identify and promote the Town. The question of the imagery could go beyond the highway signs and result in branding material such as is evident in the graphics used by Quispamsis. This factor should be considered by Council with a view to whether a full branding exercise should be conducted in advance of the establishment of signs.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 10, 2020

TO: John Jarvie, Town Manager

SUBMITTED BY: 
Brian L. White, Director of Planning and Development Services

DATE: Wednesday, February-05-20

SUBJECT: Community Highway Signage

INFORMATION REPORT

ORIGIN:

At the January 13 2020 regular Open Session meeting of Council the following Motion was passed:

MOVED by Counc. McGuire and seconded by Deputy Mayor Alexander Council direct staff to prepare a report with respect to the logistics and cost for the installation of “Welcome to Rothesay” signage on the McKay Highway near the Saint John and Quispamsis borders.

CARRIED.

BACKGROUND:

Staff have prepared a very preliminary review of the Council request with respect to the logistics and cost for the installation of “Welcome to Rothesay” signage on the McKay Highway near the Saint John and Quispamsis borders. No detailed analysis or field investigations were conducted to validate specific locations along Route 1. All signage requests along Route 1 are subject to the permitting process administered by NB Department of Transportation and Infrastructure (DTI).

“Welcome to” signs on Route 1 are permitted on the back slope of the highway right-of-way and are subject to provincial standards for signing within the right-of-way. The information on a “welcome to” signs would be limited to “Welcome to Rothesay,” and a slogan and a distance or exit numbers (Exit 133 -Fox Farm Road or Exit 137A-B). Service tabs are not permitted on “welcome to” signs installed within the highway right-of-way. The following information is permitted on a “welcome to” sign:

- the name of the municipality or region
- a slogan for the municipality or region
- a distance or exit number if applicable
- a community event/ information bar

- additional service symbols approved by DTI, up to a maximum of five may also be added to better inform the public of services/attractions located in the municipality or region.

DTI has guidelines regarding the effectiveness of signage on Level I and Level II controlled access highways, where speeds exceed 90 kilometers per hour. The DTI guidelines recommend that effective signage considers the following:

1. motorists have only 6 to 10 seconds to locate and read a sign
2. motorists require about 1 second to read each word or symbol
3. motorists spot consistent signage more readily
4. motorists must continue to watch the road
5. motorist maneuverability time
6. legibility distance
7. the smallest critical detail must be legible
8. sign must contrast with the background
9. sign must be located easily
10. sign must be read quickly
11. sign must contain only information that is needed (minimizing the length of the message often maximizes effectiveness)
12. sign letters must be of sufficient height and spacing
13. sign letters must be of a specific, clear font for highway visibility
14. sign symbols must be understood by the driver based on DTI specifications

COMMUNITY GATEWAY HIGHWAY SIGNS

There are at least two examples of the type of acceptable community gateway highway signs, the first is based on and adheres to typical DTI standards for highway signs with customized content as seen in Figure 1.



Figure 1 - Community Gateway Highway Signage

Staff contacted a sign manufacturer with experience in the design, fabrication and installation of DTI compliant highways signs as shown in Figure 1. Staff requested a Class 5 Order of magnitude estimate which is appropriate for this feasibility exercise where the project definition and parameters are largely unknown.

Staff requested that the estimate consider two signs about 11 feet high and roughly 18 to 20 feet long, constructed of extruded aluminum panels attached to ten inch aluminum tube sign posts.

The Order of magnitude estimate for two signs, including design, fabrication, 20' poles and all necessary mounting hardware, pouring concrete for the signs to be anchored to, traffic control and installation charges would be \$37,500 per sign. Based on the estimate Staff would further recommend a budget of \$80,000 as a contingency to cover unexpected costs during the tender process. If rock excavation is needed at the installation site those costs would be extra.

The other type of sign is a customized sign such as the City of Saint John and Town of Quispamsis gateway signs on Route 1.



Figure 2 - Ground based gateway signage - Town of Quispamsis

Cost estimates on a custom designed sign similar to the Quispamsis sign range upwards of \$30,000 per sign. The two sign cost estimate of \$60,000 has a greater level of uncertainty since the cost does not reflect a specific design. For that reason, the budget of \$60,000 is also an Order of magnitude estimate as the project definition (sign design) and parameters are largely unknown. The ground sign depending on the landscaping may have an annual operational cost to maintain the landscaping around the sign.

NEXT STEPS

When considering whether or not to move forward with the proposed signage capital project, Council will need to not only consider the expected project capital cost (\$60,000 - \$80,000), but also the ongoing operational cost of ownership and maintenance.

Staff have presented two options that have a wide range of capital costs estimates. Should Council choose to proceed Staff would propose a two phase process. The first phase of this

assignment would be an assessment of existing highway conditions and site selection, DTI engagement, sign design development, cost estimating, and tender preparation.

Staff note that an important feature of Phase one is the Design Process which may include consultation with Staff, Council and community stakeholders. Graphic design elements and branding in highway gateway signage should be consistent with the community character of Rothesay. A professional design firm would determine the correct words, colours, icons, fonts, typology, images, and sign materials to best convey the desired experience and qualities of Rothesay, and prepare a series of preliminary conceptual designs. The cost of the sign design would be a separate project item with an estimated cost of \$2500 - \$5000.

Staff would return to Council for the sign design approval and authorization to proceed to the second phase which would include Rothesay's standard Tender procurement process and Council Tender Award, sign fabrication, and sign installation.

Staff note that the 2020 Capital Budget does not include any funds allocated for a signage project. Should Council wish to proceed funds would be required from the Town's Capital Reserve.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 10, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: February 6, 2020

SUBJECT: Turnbull Court Sewer Design

RECOMMENDATION

It is recommended that Rothesay Mayor and Council accept the proposal submitted by Dillon Consulting Ltd. in the amount of \$110,000 plus HST to complete detailed design drawings, issue a public tender and manage construction for the reconfiguration of the sanitary sewer collection system between Taylor Brook Bridge and the Tennis Court Lift Station.

ORIGIN

The 2020 Utility Fund Budget includes an amount of \$110,000 to design, tender and manage a sewer lift station and piping project to be constructed between Taylor Brook Bridge and the Tennis Court Lift Station.

BACKGROUND

The gravity sewer system that extends from the condominium complex at 2865 Rothesay Road to the lift station at Tennis Court Road is in need of replacement. The system involves a link across the surface of Taylor Brook which is susceptible to damage from ice flows during certain periods of the year.

Dillon Consulting was previously engaged by the Town to survey, plan and choose a site for a new sewer lift station to facilitate the upgrade the gravity system.

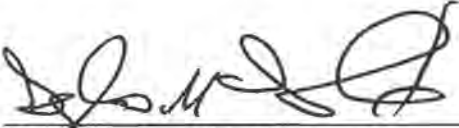
DISCUSSION

Preliminary survey and design work has been completed for the overall sewer upgrade project. The 2020 Utility Capital budget includes funding to complete the detailed design, issue a public tender and construct the first phase of the overall project. Phase I will include the construction of a new sewer lift station on the south side of Taylor brook, directionally drilling a forcemain pipe under Taylor brook and installing new sewer piping from Taylor Brook to the existing lift station near Tennis Court Road. This design, tender and construction management work is an extension of the survey and preliminary design work already completed by Dillon Consulting. Staff are of the opinion that Dillon Consulting should be engaged to carry on with their work through to completion of this first phase of the project.

FINANCIAL IMPLICATIONS

The 2020 Utility Fund Capital Budgets includes \$110,000 for design, tender and construction management of Phase I of the sewer upgrade project. The cost of this portion of work will be \$114,714.60 including the Town's eligible HST rebate. The variance of \$4,714.60 will managed within the overall approved capital budget envelope.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

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




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 10, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvis, Town Manager

DATE: February 6, 2020

SUBJECT: Equipment Supply – 6 inch Diesel Pump

RECOMMENDATION

It is recommended that the bid from Sansom Equipment Ltd., in the amount of \$54,490.00 plus HST, for the purchase of a ***Gorman Rupp 6-inch Diesel Pump*** be accepted and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The installation of several storm sewer backflow devices as well as the addition of several deep well sewer pumping stations has created the potential whereby the Town Operations Department may be required to move large amounts of liquid quickly under emergency conditions.

BACKGROUND

In 2019 the Town installed backflow prevention devices on three large scale storm sewer outfalls. The backflow devices serve a specific purpose, however they also have the potential to create local drainage issues and must be monitored closely and managed under certain conditions.

DISCUSSION

The purpose of installing the backflow prevention devices on the storm sewer outfalls is to prevent river intrusion through the storm sewer system under high water conditions. Under high water conditions during which the outfalls are submerged, the storm sewer system in the entire area draining to those outfalls will cease to function. The outfalls will have to be monitored to determine if, and when, the backflow devices activate and subsequent measures will have to be taken to allow for pumping of storm water that would normally flow through the outfalls. Heavy rainfall events during a time when the outfalls are submerged and the backflow devices have activated would require Town Operations to be able to move large quantities of water quickly to prevent secondary storm water flooding while preventing river flooding.

The addition of several deep well sewer pump stations in 2018 has also created a situation whereby a blockage could require the movement of large amounts of (solids laden) gray and black water to prevent flooding into individual homes and businesses.

The sanitary sewer in low lying, flood prone areas is shutdown during flood events mainly because the manholes by which the sewer is serviced are under water and the pumps that move the sewage are low volume units as they serve very small, specific areas. The ability to move large volumes of solids laden material, coupled with a project to raise the level of the manholes in flood prone areas would provide the Utility Department the opportunity to maintain operation of the sewer system longer during flood events. Shutdown of the system would still be required under extreme flood conditions, but the shutdown time could be delayed through a large scale pumping operation.

There are 6-inch diesel pumps available for rent in Saint John and Moncton, however the inventory is limited. In 2019 the Town rented one such unit and one other homeowner rented more than one to pump from behind a large dam which had been built around the home after the 2018 flood. These two users exhausted the number of available pumps available in Saint John at that time.

Since the 2019 flood, several more homeowners in Rothesay have constructed dams/walls along their river frontage or around their homes. The potential now exists for more users to be drawing from the available inventory of rental pumps in the area. This could mean that area rental agencies will invest in more pumps, however given the price and the limited need for more units during the one or two weeks of high freshet condition in the general area, that increase of inventory may not happen.

Staff is of the opinion that the only way to ensure that the Town is properly protected during high freshet conditions when the storm sewer in the Post Road area and Cameron Road area will cease to function is to have a 6-inch diesel pump unit as part of the Town's inventory.

The pump will have other uses than just pumping from behind backflow devices. The McGuire Centre is protected by a temporary dam during high river levels. Pumping from behind this dam will be necessary under high river conditions. The backup of sanitary sewer stations during heavy rain events any time of the year could be pumped down through existing, permitted overflow locations with this pump.

Rental pumps are subjected to multiple uses and multiple users who are not responsible for maintenance of the units. There is a very real potential that rental units will fail under extreme conditions and it is under those conditions that staff need to be able to rely on the equipment. Town staff take very good care of town-owned equipment and proper, regular maintenance is completed. Owning a 6-inch diesel

pump would protect town residents with a greater degree of reliability and certainty than renting equipment that may be old, improperly maintained and prone to failure.

Quotes were solicited from three suppliers, closing on January 31, 2020 with the following results:

Sansom Equipment Ltd.,	Fredericton NB	\$54,490.00 plus HST, 5 week delivery
CAT Rentals,	Saint John NB	\$62,100.00 plus HST, 2 week delivery
United Rentals,	Saint John, NB	\$64,450.13 plus HST, 3 week delivery

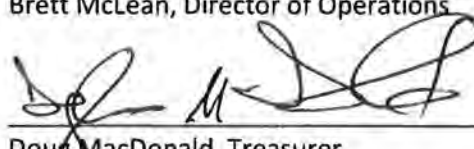
All quoted prices were FOB Rothesay.

FINANCIAL IMPLICATIONS

The analysis concludes that the delivered cost of the 6-inch diesel pump will be \$56,825.45. There is no budget allocation within the approved 2020 General Fund Budget for the purchase of a 6-inch diesel pump. There is an amount of \$45,000 allocated for the replacement of a 2005 asphalt roller. Staff propose deferring the roller purchase, re-allocating the roller budget to the pump purchase and adjusting the remainder of the pump purchase price within the overall approved capital budget envelope.

Equipment	Tender price	HST	HST rebate	Cost to Town
Total	54,490.00	8,173.50	5,838.05	56,825.45

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).



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor & Council
FROM	:	John Jarvie
DATE	:	7 February 2020
RE	:	Mulberry Lane Local Improvement Bylaw

Recommendation:

It is recommended this memorandum be received for information.

Background:

Attached is a memorandum from the Treasurer setting out the final costs of the local improvement bylaw for Mulberry Lane. The costs are higher than estimated due at least partially to some additional costs encountered in completing the turning bulb at the end of the cul de sac. The wording of the bylaw and the enabling legislation recognizes the possibility that final costs will vary somewhat from the estimates prepared early in the process. Staff recognize this is undesirable for all concerned and will be considering measures to reduce this variation in future projects.



ROTHESAY MEMORANDUM



TO : Mayor and Council
 FROM : Doug MacDonald
 DATE : February 4, 2020
 RE : Local Improvement Levy

Information Report

At its regular meeting of November 12, 2019 Council approved the following motions:

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire Council give 3rd Reading by Title, and Enactment to By-law 1-19-01, "A Bylaw of the Municipality of Rothesay To Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement".

MOVED by Deputy Mayor Alexander and seconded by Counc. Brenan Council direct staff to proceed in accordance with the requirements as outlined in By-law 1-19, "Local Improvement Procedures By-Law – 2019".

The actions required, as outlined in the by-law included "acquisition of the road right of way and the hard surfacing of the roadway known as Mulberry Lane in Rothesay, together with required appurtenances thereto". The cost of the work includes legal, survey, land acquisition, engineering and construction, including placement of asphalt base and seal courses. The final cost shall be determined by the Director of Operations upon completion of the work and it is these costs which will be used to calculate the charges to the benefitting properties.

The final costs have been determined to be \$90,343.90 including the following:

Land acquisition	\$10,123.65
Legal and survey	10,015.26
Engineering and construction	<u>70,204.99</u>
	<u>\$90,343.90</u>

The Town has agreed to contribute \$11,000.00 to the project resulting in net costs to the benefitting property owners (11) of \$79,343.90 with the costs allocated over no more than 20 years, in accordance with the By-law.

The cost of borrowing to the Town is approximately 3%, resulting in a net annual charge to each property owner in the amount of \$484.83 for 20 years.

FORM OF WARRANT OF ASSESSMENT

The warrant of assessment shall be in the following form:

Moved by _____, seconded by _____:

Whereas projects were undertaken as local improvements in accordance with the pertinent By-Laws, Rothesay Council hereby directs that a special warrant be issued for the actual sums set out in the local improvement assessment roll for the Mulberry Lane local improvement and further directs the Clerk to cause such special assessments to be collected in accordance with By-Law 1-19.

Local Improvement By-Law #	Amount to be collected
1-19-01	\$5,333.13

Dated February 10, 2020

Mayor

Clerk



INFORMATION ONLY

5 February 2020

NOTICE of ASSESSMENT

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Rothesay
1 Mulberry Lane
Rothesay, NB
E2E 5L5

Dear Rothesay:

RE: Civic Address: 1 Mulberry Lane
The Undertaking of a Work as a Local Improvement – Mulberry Lane

Further to the public hearing held on Tuesday, November 12, 2019, Council enacted By-law 1-19-01, "A By-law of the Municipality of Rothesay To Direct the Undertaking of Hard Surfacing of the Roadway Known as Mulberry Lane as a Local Improvement" (copy previously provided). In accordance with By-laws 1-19 and 1-19-01, enclosed please find the Notice of Assessment for Civic Address: 1 Mulberry Lane.

You will receive an annual invoice for the amount as indicated on the enclosed Notice.

If you require more information or have any questions, please contact me at your convenience (MaryJaneBanks@rothesay.ca or [506]848-6664) or Treasurer Doug MacDonald (DougMacDonald@rothesay.ca or [506]848-6663).

Sincerely,

Mary Jane E. Banks, BComm
Town Clerk

encl. Notice of Assessment
Civic Address: 1 Mulberry Lane

FORM OF NOTICE TO PROPERTY OWNERS

Please be advised that:

The Council of the town of Rothesay pursuant to the authority vested in it under the provisions of the Local Governance Act, S.N.B. 2017, c. 18 and By-law 1-19 has undertaken a local improvement to be paid by special assessment against affected properties.

Account # [REDACTED]
By-law # **1-19-01**

The work to be done is as follows:

The work to be undertaken under the authority of this By-law is the acquisition of the road right of way and the hard surfacing of the roadway known as Mulberry Lane in Rothesay, together with required appurtenances thereto. Council has determined this work is necessary in the interests of the property owners listed in Schedule 'A' of By-law 1-19-01.

The final net cost of the work is: **\$79,343.90** (total cost \$90,343.90 less the Town contribution of \$11,000.00).

As the owner of: **1 Mulberry Lane** PID(s): **30133516, 00245308**

You are to be assessed **\$484.83** per year which is approximately 9.09% of the total cost of the work.

A total of **\$9,696.60** is being assessed for this work, including interest.

This special assessment is payable in **20** equal annual installments.

Issued at Rothesay

5 February 2020
Date

Mary Jane E Burns
Clerk

INFORMATION ONLY