



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, January 13, 2020
7:00 p.m.



1. APPROVAL OF AGENDA

- 2. APPROVAL OF MINUTES** Regular Meeting 9 December 2019

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

- 4.1 KV3C** Dr. Lisa Yang (*see item 9.1.1*)

5. CORRESPONDENCE FOR ACTION

- 5.1 27 November 2019 Letter from Tweedie and Associates Consulting Engineers Ltd. RE: Energy
(rec'd Dec. 19, 2019) Audit and Carbon Footprint Audit for Municipality

Refer to staff

- 5.2 27 December 2019 Letter from the Alzheimer Society of New Brunswick RE: January 2020
Alzheimer Awareness month

Refer to staff for promotion on social media

- 5.3 2 January 2020 Letter from resident RE: Sidewalk - Millennium Drive Apartment
Development

Refer to staff for a response

- 5.4 2 January 2020 Letter from Pamela McKay RE: Request for support for NB Power's
Automated Metering Infrastructure (AMI) application

Provide a letter of support

- 5.5 9 January 2020 Letter from the Fire Board to Quispamsis RE: Draft Fire Prevention and
Protection By-law

Refer to the Town Clerk

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 6 December 2019 Letter from the Union of the Municipalities of New Brunswick (UMNB) RE:
Weekly Bulletin
- 6.2 8 December 2019 Letters (2) from the New Brunswick Medical Education Foundation Inc. RE:
Board and administrative updates
- 6.3 12 December 2019 Letter from the Great Trail RE: Departure of President and CEO and update

7. REPORTS

- 7.0 **January 2020** **Report from Closed Session**
- 7.1 28 October 2019 Fundy Regional Service Commission (FRSC) Meeting Minutes

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- | | | |
|-----|-------------------|--|
| 7.2 | 9 December 2019 | Memorandum from the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) |
| | 23 October 2019 | KRJBPC Meeting Minutes |
| | 31 October 2019 | KRJBPC Statement of Financial Position |
| | 31 October 2019 | KRJBPC Call Summary |
| 7.3 | 8 October 2019 | Kennebecasis Valley Fire Department Inc. (KVFD) Board Meeting Minutes |
| | 31 August 2019 | KVFD Statement of Expense |
| | 9 October 2019 | KVFD Chief's Report |
| | 30 September 2019 | KVFD Response Report |
| 7.4 | 30 November 2019 | Draft unaudited Rothesay General Fund Financial Statements |
| | 30 November 2019 | Draft unaudited Rothesay Utility Fund Financial Statements |
| 7.5 | 7 January 2020 | Draft Rothesay Hive Advisory Committee Meeting Minutes |
| 7.6 | December 2019 | Monthly Building Permit Report |
| 7.7 | 9 January 2020 | Capital Projects Summary |

8. UNFINISHED BUSINESS**TABLED ITEMS****8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)*No action at this time***8.2 Mayor's Round Table on Climate Change** (Tabled October 2019)*No action at this time***9. NEW BUSINESS****9.1 BUSINESS ARISING FROM DELEGATIONS****9.1.1 KV3C** Summary**FINANCE AND ADMINISTRATION****9.2 Insurance Coverage**

16 December 2019 Memorandum from Treasurer MacDonald

9.3 Local Improvement Levy – Kennebecasis Park

6 January 2020 Memorandum from Town Clerk Banks

9.4 Renforth Boat Club Lease

9 January 2020 Memorandum from Town Clerk Banks

9.5 WHO Global Network of Age Friendly Cities and Communities

9 January 2020 Memorandum from Town Clerk Banks

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DEVELOPMENT SERVICES

9.6 Assent for Revised Municipal Easement – Brock Court

7 January 2020 Report prepared by DPDS White

9.7 Pits and Quarries

8 January 2020 Report prepared by DPDS White

9.8 Developer's Agreement – 23 Marr Road (Victorian Gardens Subdivision)

8 January 2020 Report prepared by DPDS White

OPERATIONS

9.9 LED Light Conversion – Town Facilities

8 January 2020 Report prepared by DO McLean

9.10 Equipment Supply – Asphalt Hotbox

8 January 2020 Report prepared by DO McLean

COUNCIL REQUESTS

9.11 Welcome to Rothesay Signage

8 January 2020 Email from Counc. McGuire

10. NEXT MEETING

Regular meeting Monday, February 10, 2020

11. ADJOURNMENT

TWEEDIE & ASSOCIATES
 CONSULTING ENGINEERS LTD.

 33 Pine Glen Road, Riverview, NB E1B 1V3
 e-mail: tace@tace.ca
 Tel: 506-383-8223 / Fax: 506-382-8223

November 27, 2019


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

RE: Energy Audit and Carbon Footprint Audit for Municipality

Dear Mayor Grant:

As you are aware, all levels of government in Canada are in some way involved in the Climate Change battle. Energy use and carbon footprint have become very important items in this process.

NB Power, through its *Commercial Building Retrofit Program* and the associated Government of Canada *Low Carbon Economy Fund*, provides significant incentives to reduce the energy use of buildings and consequently their overall carbon footprint.

Tweedie & Associates Consulting Engineers Ltd. of Riverview, NB (TACE) offers its services to the Town of Rothesay to provide Energy Audits of each of its buildings and to provide an overall Carbon Footprint Audit of the complete resources of the Town of Rothesay. TACE has performed numerous audits for commercial properties and for municipal facilities throughout the Province of New Brunswick resulting in recommended measures for significant reductions in energy use and greenhouse gas emissions. Some measures may result in a payback time of less than two years with an on-going reduction of energy costs.

Energy Audit Scope:

- Audit of electricity and other fuel use of all buildings for at least one year for energy use and greenhouse gas emissions (CO₂, etc.)
- Analysis of each facility for energy use to provide an energy balance for various activities – heating, cooling, lighting, etc.
- Create a report showing energy use and greenhouse gas emissions for each facility, with recommendations for energy use reductions.
- Identify potential rebates/incentives available through NB Power program.

Carbon Footprint Audit Scope:

- Review of all municipal facilities, vehicles and equipment for greenhouse gas emissions (CO₂, N₂O, CH₄, etc.)
- Create a report showing combined greenhouse gas emissions for the total municipality.
- Make recommendations on emission reductions, and how to reach net-zero carbon.

Requirements:

The **Town of Rothesay** will provide

- Electricity, oil, gas and any other fuel bills for each building/facility in the municipality for at least one year.
- Details of all vehicles/equipment – make, model, year, mileage, and fuel use, if available.
- List of streetlights and traffic signals, etc. using electricity (may require input from NB Power)
- Fuel use for any municipal activities not included in the previous items.

Cost:

The cost of the study(ies) will be determined after TACE has received a list of required audit items including

- number of buildings
- number of vehicles/equipment
- list of other fuel uses.

We invite you to contact TACE to discuss performing Energy and Carbon Audits for the Town of Rothesay.

A handwritten signature in blue ink that reads "R. Crawford Brewer".

R. Crawford Brewer, P. Eng.
 Senior Energy Engineer
cbrewer@tace.ca

Société Alzheimer Society

NEW BRUNSWICK /
NOUVEAU BRUNSWICK



Dear Dr. Nancy Grant,

January is Alzheimer's Awareness Month

Each year, 25,000 Canadians hear the words, 'you have dementia.' But dementia is more than just numbers. People we see every day—friends, families, members of our communities— all experience the personal and social impact of dementia. Given these staggering numbers and the prevalence in our community, we all have a role to play in eliminating stigma and empowering those living with dementia. It's not just *their* disease. It's *ours* too.

On January 6, 2020, we will be launching our annual campaign to promote awareness and to reduce stigma surrounding the disease. With 15, 000 New Brunswickers affected by Alzheimer's disease and other dementias, it is crucial that we work together to spread the word and start conversations to help people see dementia differently. When we reduce stigma, people with dementia can live better.

During the month of January, we are asking for your help to promote awareness month. By making a post on social media, wearing our Forget Me Not pin, and sending a press release to your contacts you will be helping us extend our reach throughout our province.

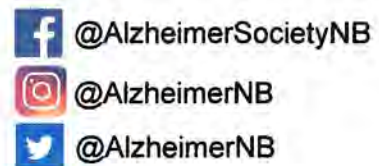
Dementia doesn't define a person. They're still the same individual as they were before their diagnosis. Their story continues – dementia is just part of their story.

We recognize that your time is valuable and appreciate any help you can offer to our campaign. Please help us as we work to lift the dark shadow associated with dementia.

For more information, such as key messages or sample social media posts, or to request materials, please contact us at the information below. Happy holidays!

Sincerely,

Mark Harris
First Link Coordinator
(506) 634-8722 or 1-800-664-8411
mharris@alzheimernb.ca



Liz Pomeroy

From: Liz Pomeroy
Sent: January 3, 2020 8:15 AM
To: Liz Pomeroy
Subject: FW: Millennium Drive Apartment Development

From: [REDACTED]
Sent: Thursday, January 2, 2020 8:04 PM
To: Miriam Wells; Don Shea
Subject: Millennium Drive Apartment Development

Dear Councillors

Happy New Year

As a follow up to our conversation on the approval process used to site the apartment building on Millennium Drive I would like to highlight when I wrote my letter one of my big concerns were the elderly residents of this development having to walk on Millennium Drive while walking their dogs and for other reasons. I felt this was unsafe.

There is a developers agreement in place between Rothesay Town and the owner of the building. It is identified under number 30331831. It states the following in section 8.

Municipal Sidewalks

The developer shall carry out and pay for the entire actual cost of a public sidewalk constructed to Town Standards within the Town right of way along the entire frontage of the Land with Millennium Drive, subject to inspection and approval by Director of Operations including the following:

In section 36 it state if the sidewalk is not put in within 6 months of occupancy then the town can use the security deposit to put the sidewalk in. 6 months has long gone.

Can you confirm the Town has **NOT** returned the security deposit to the developer and when the Town will comply with the developer's agreement and put in the side walk using the funds allocated.

Thanks

[REDACTED]

Liz Pomeroy

From: Liz Pomeroy
Sent: January 3, 2020 8:15 AM
To: Liz Pomeroy
Subject: FW: NB Power's AMI (Smart Grid/Smart Meter) Application - Matter 452
Attachments: Town of Rothesay - Letter to the EUB - DRAFT 2.docx; Town of Rothesay - Letter to the EUB - DRAFT.docx; 03 NB Power Advanced Metering Infrastructure Capital Project - Evidence.pdf

From: Pamela McKay <pamela@upcountrycommunications.com>
Sent: Thursday, January 2, 2020 9:00 PM
To: nancygrant@rothesay.ca
Subject: NB Power's AMI (Smart Grid/Smart Meter) Application - Matter 452

Hi Your Worship, Happy New Year!

Further to your brief conversation today with Bob Scott I am including background information on NB Power's application (Matter 452) to the Energy and Utilities Board for the approval of a capital project for their Automated Metering Infrastructure (smart meters and smart grid <https://www.nbpower.com/en/smart-grid/>). This is an important infrastructure project for the province as it will lead to a more reliable and efficient power grid that will promote energy conservation and enable development and innovation.

A hearing, before the Energy and Utilities Board, in this Matter is scheduled to commence January 13, in Saint John, and will continue for eight days. With the importance of this Project benefiting New Brunswick communities we are asking that you consider voicing the Municipality's support by sending a letter to the Energy and Utilities Board. I've attached a proposed letter containing a resolution in support of the project or alternatively a letter which incorporates information about the Municipality's GHG emissions plan, an appropriate tie into NB Power's application. These are in draft for your consideration.

Please reference Matter 452 when you make your submission to the New Brunswick Energy and Utilities Board. Also, please try and send your letter before the conclusion of the hearing which is scheduled to wrap up on Wednesday, January 22. For background, I am attaching the first section of the evidence for your review. All of the evidence and exhibits filed in this matter can be found on the Energy and Utilities Board Website at the following: <http://www.nbeub.ca/> and click on "Hearings and Decisions", then "Search" and then enter in the last box, Matter # "452" and this will take you to all of the documents filed in this matter. It is a complicated process to find things so please do not hesitate to call me.

If you are able to send a letter, the address and contact information is as follows:

New Brunswick Energy and Utilities Board
P.O. Box 5001
15 Market Square, Suite 1400
Saint John, NB
E2L 4Y9
Attention: François M. Beaulieu, Vice-Chairperson
Email: general@nbeub.ca

Please let me know if you have any questions or require additional information.

Regards, Pamela

Pamela McKay



(DRAFT - Letter to the NBEUB Vice-Chairperson)

(date)

New Brunswick Energy and Utilities Board
P.O. Box 5001
15 Market Square, Suite 1400
Saint John, NB
E2L 4Y9

Attention: François M. Beaulieu, Vice-Chairperson
Sent via email: general@nbeub.ca

Dear François M. Beaulieu:

Re: Matter 452, NB Power's Advanced Metering Infrastructure application

The Council of the Town of Rothesay, at its January 13 regular meeting adopted the following resolution:

BE IT RESOLVED THAT whereas the Council of the Town of Rothesay considers NB Power's Advanced Metering Infrastructure project to be of the utmost importance to the Town of Rothesay by providing the area with a more reliable, efficient power grid that will promote energy conservation, enabling development and innovation;

WEHREAS the Council of the Town of Rothesay feels it is in the best interest of the citizens of Rothesay to endorse the project;

BE IT THEREFORE RESOLVED THAT the Council of the Town of Rothesay hereby goes on the record supporting NB Power's Advanced Metering Infrastructure project as this project will help move New Brunswick forward by building a modern digital energy network for the benefit of all New Brunswickers.

We would like to acknowledge our support and kindly request that you accept this submission on behalf of the Town of Rothesay.

Respectfully,

Dr. Nancy Grant, Mayor

(DRAFT - Letter to the NBEUB Vice-Chairperson)

(date)

New Brunswick Energy and Utilities Board
P.O. Box 5001
15 Market Square, Suite 1400
Saint John, NB
E2L 4Y9

Attention: François M. Beaulieu, Vice-Chairperson
Sent via email: general@nbeub.ca

Dear François M. Beaulieu:

Re: Matter 452, NB Power's Advanced Metering Infrastructure application

The Town of Rothesay joined the Climate Change and Energy initiative of the Union of Municipalities of New Brunswick (UMNB), to reinforce its efforts to advance the Partners for Climate Protection Program. The UMNB initiative fits perfectly in the global and national context of addressing climate change following the Paris Agreement. The Plan is a long-term plan that identifies ways to reduce GHG emissions and to support the Municipality's local economy by increasing its competitiveness, helping to create local or regional jobs in the energy sector, improving energy efficiency, and improving energy security.

The vision of the Plan is to achieve a low carbon and smart energy community in an economically viable way. Reducing the Municipality's carbon footprint by increasing energy conservation, using energy efficiently through new development and retrofits, transportation planning, producing renewable or clean energy, helping to improve local energy security. We cannot do this without a more reliable and efficient power grid. Or without the smart grid technologies as identified by NB Power.

On behalf of the Town of Rothesay we offer our support for NB Power's Advanced Metering Infrastructure project. We need a more reliable, efficient power grid that will promote energy conservation and allow us to advance our plans toward a reduction in our Green House Gas emissions.

Sincerely,

Dr. Nancy Grant, Mayor

NEW BRUNSWICK ENERGY AND UTILITIES BOARD

IN THE MATTER OF the New Brunswick Power Corporation and Section 107 of the *Electricity Act*, SNB 2013 c.7 and the Approval of an Advanced Metering Infrastructure Capital Project

EVIDENCE

August 1, 2019

New Brunswick Power Corporation

Advanced Metering Infrastructure Capital Project



Énergie NB Power

NEW BRUNSWICK ENERGY AND UTILITIES BOARD

IN THE MATTER OF the New Brunswick Power Corporation and Section 107 of the *Electricity Act*, SNB 2013 c.7 and the Approval of an Advanced Metering Infrastructure Capital Project

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EVIDENCE

NB POWER CORPORATION

ADVANCED METERING INFRASTRUCTURE CAPITAL PROJECT

AUGUST 1, 2019

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- Appendix D.A Comments on New Brunswick Power's Conservation Voltage Regulation Energy Reduction Estimates and Cost-Benefit of AMI-based CVR: Phase 1 (prepared by Kinectrics Inc.)
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- Appendix E Load Research Program Review (prepared by DNV GL Energy Insights)
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- Appendix J UL Certificates issued to NB Power for smart meters
- Appendix K "What Was Said" (prepared by NATIONAL Public Relations)

EVIDENCE

1 **1.0 Introduction**

2

3 In accordance with section 107 of the *Electricity Act*, NB Power Corporation (“NB Power”
4 or “the Corporation”) is required to make an application to the New Brunswick Energy and
5 Utilities Board (the “Board”) for approval of a capital project where the total projected
6 capital cost of the project is \$50 million or more.

7

8 In this matter, NB Power is seeking approval from the Board of a capital project
9 consisting of the procurement and deployment of Advanced Metering Infrastructure
10 (“AMI”). This \$92.0 million capital project, including \$7.3 million spent to the end of FY
11 2018/19 and \$84.7 million in real dollars¹ over the deployment period, is described in
12 detail in this evidence.

13

14 In addition, NB Power is seeking approval of the creation of a deferral account with
15 respect to the write-off and amortization of the remaining book value of NB Power’s
16 currently installed electricity meters as they are replaced with smart meters under AMI,
17 outlined in more detail in Section 6.0.

18

19 The *Electricity Act* provides guidance to the Board as to the threshold for approval of a
20 capital project application, as well as the factors to be considered in rendering its
21 decision. The investment in AMI is aligned¹ with NB Power’s long-term Strategic Plan
22 (2011-2040).

23

24 **Background**

25 Electric power systems across the globe are experiencing unprecedented change
26 compelled by a number of key driving forces. NB Power believes the case for change is
27 based on three fundamental shifts having particular impacts on the electricity industry.

28

¹ Real dollars is a value in dollars adjusted for inflation (\$2019/20)

1 The first is the transformational change of advancing technology. In the electricity
2 industry, new technology is simultaneously a threat to, and an opportunity for, the
3 traditional utility. The threat is an ever-widening array of distributed energy resources, the
4 pricing of which continues to fall. The impacts of customer-owned generation (solar, wind
5 or otherwise), together with the potential electrification of transportation and the
6 emerging potential for battery storage, create an uncertain future for both NB Power and
7 its customers. At the same time, advances in electricity system operations enabled by
8 new sensors, control and communication tools create an opportunity for NB Power to
9 integrate these distributed energy resources with its system in a way that optimizes and
10 therefore reduces system costs.

11

12 The pace of technological change has been increasing and will continue to increase. NB
13 Power believes that continuing to plan on the basis of making investments in traditional
14 utility assets in the face of such change may not be prudent and reasonable.

15

16 The second fundamental shift facing all utilities is evolving customer expectations and
17 demands of their service providers. Increasingly, customers are expecting a more
18 personal experience from service providers. Customers are heavily influenced by
19 advances in digital technology and the availability of information and data. Customers are
20 looking for more engagement and control of their energy needs. Customers expect a
21 service that permits them the opportunity to generate their own electricity from renewable
22 resources, to have improved information on their use of electricity and improved
23 functionality in their ability to control both the level and timing of consumption.

24

25 While the evolution of customer expectations is just beginning to build, it is widely
26 recognized that this trend is established. NB Power needs to continue its evolution so
27 that it is prepared for the demands of customers.

28

29 The third shift is the introduction of climate change, which represents a fundamental
30 consideration of the supply-side options in meeting customer needs. NB Power is

1 investing in the tools to address these new requirements as part of the Energy Smart NB
2 Plan.

3

4 In Matter 375, NB Power led evidence with respect to the need for AMI, based on the
5 three factors listed above, which remain vital considerations. NB Power believes this
6 need has been generally accepted by the Board and the majority of interveners
7 participating in Matter 375. At paragraph 88 of the Board Decision in Matter 375, the
8 Board stated:

9

10 The preponderance of the evidence and submissions leads the Board to view AMI
11 as an evolutionary step towards grid modernization in Canada and elsewhere.
12 Most interveners expressed qualified support for AMI, but not at this time.

13

14 In its analysis of the prudence of the AMI project presented in Matter 375, the Board
15 recognized that a prudent project must be evaluated in the context of the factors set out
16 in subsection 107(11) of the Act, and the short and long-term benefits of the project,
17 both quantifiable and unquantifiable [See paragraph 76, Board Decision, Matter 375].
18 Ultimately, the Board placed significant emphasis on the business case, stating as
19 follows:

20

21 The quantifiable costs and benefits of the project are significant considerations in
22 the Board's analysis. [Paragraph 89].

23

24 Given all of these considerations, the Board is not satisfied of the prudence of
25 the AMI capital project. Consequently, it is not in the public interest. The
26 fundamental reason behind this conclusion is the Board's finding that no positive
27 business case was established in the evidence. The demonstrated benefits to
28 ratepayers must outweigh the expected costs that ratepayers will bear.
29 [Paragraph 92].

30

31 The business case being presented in this application demonstrates a positive net
32 present value of \$31.1 million. The costs and benefits of AMI have been evaluated based
33 on input received from various third parties retained by NB Power (whose reports are
34 attached to this evidence). Further evaluation of the assumptions underlying the costs of

1 the project, and each of the associated benefit streams, was conducted through a
 2 number of internal reviews at operational and management levels. The high level results
 3 are presented in the following table:

4

Table 1.1	
AMI Lifecycle Net Present Value (NPV) 15 Years	
Total Costs	(\$109.6 million)
Total Benefits	\$140.7 million
Total Net Benefit	\$31.1 million*
Discounted Payback Period	11.7 years

5

**differences due to rounding*

6

7 The business case is presented in Section 3.0 of the evidence. A comparison of the
 8 costs and benefits in the business case being presented in this Matter compared to the
 9 business case presented in Matter 375 is attached as Appendix A.

10

11 AMI is an investment in the energy future of NB Power’s customers. With increased
 12 distributed energy resources putting demands on the grid and changing customer
 13 expectations, the grid will need to be more flexible and responsive. With two-way
 14 communication provided by AMI, and more frequent access to data, AMI enables many of
 15 the requirements needed to support the future grid, making AMI foundational to NB
 16 Power’s grid modernization efforts. A modern grid will manage electricity in a sustainable,
 17 reliable and economic manner. Implementing AMI across the province will increase NB
 18 Power’s visibility and control of electricity use on the grid, which in turn increases
 19 reliability. Without AMI, investments in increased system visibility, monitoring and
 20 controls will be required to support grid changes.

21

22 Through AMI, customers will be provided with more information about their electricity
 23 consumption. This information, delivered more frequently, will enable customers to make
 24 informed decisions about how they consume electricity. Consumption reductions will
 25 provide fuel and purchased power savings and will ultimately contribute to deferring the
 26 requirement to build a new power plant in the future.

27

1 AMI helps NB Power operate more efficiently, creating cost savings for customers. NB
2 Power will save money from reduced in-person meter reads, avoided on-site meter testing
3 and replacement, fewer customer service calls and reductions in staff. These savings will
4 be passed on to customers through lower overall revenue requirements once full
5 deployment is completed. This will help NB Power continue to provide competitive rates
6 to customers.

7

8 Currently, NB Power does not know when a customer is without power until it is notified
9 by the customer. With AMI, NB Power will know immediately when a customer's power is
10 out, significantly improving outage identification and restoration efforts. During an outage,
11 smart meters issue 'power-off' and 'power-on' messages in real-time. With this
12 information NB Power will be able to quickly assess an outage, precisely and more
13 efficiently dispatching crews, resulting in improved reliability.

14

15 As detailed in Section 3.5 of the evidence several of the benefits of AMI are avoided
16 capital costs. NB Power's current meter infrastructure does not support an adequate load
17 research program, a growing net metering program, or conservation voltage reduction.
18 AMI, a single technology and investment, meets the requirements of all three of these
19 programs. With the automated nature of the AMI data, operations, maintenance &
20 administration (OM&A) costs associated with labour and cellular fees for each of these
21 programs is also avoided and NB Power only has one technology as opposed to three
22 that require ongoing operations and maintenance support.

23

24 The evidence put forward with this Application demonstrates that the quantified benefits
25 of AMI are greater than the costs. In addition to this positive business case, AMI enables
26 additional non-quantified benefits that NB Power has not included in its financial analysis.
27 Some of these non-quantified benefits are non-quantifiable, while others will derive from
28 new AMI-enabled services that NB Power has not yet submitted for Board approval. More
29 detail on these benefits is provided in section 3.6.

30

- 1 The balance of NB Power's evidence is structured as follows:
- 2 Section 2.0 – Description of the Project
- 3 Section 3.0 – Net Present Value Business Case
- 4 Section 4.0 – Health, Safety and Security Considerations
- 5 Section 5.0 – Customer Communication and Engagement
- 6 Section 6.0 – Regulatory Deferral Account for Meter Write-off
- 7
- 8 NB Power retained Navigant Consulting Inc. to perform an independent third-party
- 9 assessment of the AMI business case, business case model and all supporting
- 10 evidence. Their report can be found in Appendix B.
- 11

1 **2.0 Description of the Project**

2
3 The AMI project proposes the replacement of approximately 360,000 residential and
4 commercial meters across the province with smart meters and supporting infrastructure.
5 Subject to Board approval, NB Power would begin implementing the network and systems
6 in 2020/21 with the meters being deployed over the following three fiscal years.

7
8 AMI is not new to the utility industry. Utilities have been deploying AMI for more than a
9 decade, and the technology continues to evolve to provide benefits that were not
10 possible when utilities first began to replace their legacy metering. Today, AMI provides
11 over 80 per cent of metering in Canada according to a recent Natural Resources Canada
12 report², and its usage is growing. AMI has become the standard metering technology.
13 Utilities implementing AMI have seen significant value from AMI data in areas such as
14 improved distribution grid management, lower meter reading costs, the transition to time-
15 differentiated cost-based pricing and reduced theft of service³.

16
17 AMI consists of advanced two-way metering with the following components:

- 18 • Smart meters with advanced measurement capabilities and communication
19 modules (to collect and transmit a wide range of meter data with greater
20 granularity)
- 21 • Data collectors (to collect data from meters and transmit it to the head-end
22 system)
- 23 • Wide-area network (“WAN”) (backhaul to deliver data between the meters,
24 collectors and head-end system)
- 25 • AMI system software (to receive and store data from the collectors) called a head-
26 end system

² Overview of Canada’s Clean Energy, Natural Resources Canada presentation to 8th International Conference on Integration of Renewable and Distributed Energy Resources, October 16-19, 2018, Vienna, Austria

³ Advanced Metering Infrastructure and Customer Systems, Results from the Smart Grid Investment Grant Program, U.U. Department of Energy, Office of Electricity Delivery and Energy Reliability, September 2016

- 1 • Meter data management (“MDM”) system (to store, analyze, and validate meter
2 data)

3

4 The AMI project goes beyond the installation of technology components. The project
5 includes services to modify NB Power business processes to maximize the value of the
6 technology and integration with existing systems. The new technology will be integrated to
7 NB Power’s customer information system (“CIS”), geographic information system (“GIS”)
8 and outage management system (“OMS”). In addition, customer engagement plans will
9 be implemented to maximize customer acceptance. NB Power’s total project costs
10 encompass technology, professional services of a System Integrator, customer
11 engagement and the effort to integrate the solution into NB Power’s operations.

12

13 The AMI project being proposed by NB Power uses a smart meter that can record
14 consumption every 5 to 15 minutes and provides this information in a daily meter read.
15 The meter also sends system health status information like memory errors, tamper
16 alarms, high voltage alarms and read errors, providing near real-time data to the utility.
17 This information is sent electronically to a data collector located in the customer’s
18 neighborhood. The collectors relay the data to an advanced metering control computer,
19 known as the head-end system. The head-end system sends the data to a MDM system
20 to validate the data. The data is sent to a customer information and billing system to
21 prepare bills. Customers can access daily consumption data via the internet. The new
22 meters are equipped with modules that enable communication with the network
23 collection infrastructure and head-end system, so they can be read remotely and at
24 frequent intervals, instead of once a month via a manual (in the case of analog meters)
25 or drive-by (in the case of Automated Meter Reading (“AMR”) meters) reading.

26

27 **2.1 Why AMI is the Right Solution**

28 NB Power’s current fleet of meters is comprised of approximately 28 per cent analog
29 meters and 72 per cent AMR meters. The areas with analog meters require a meter
30 reader to walk from home to home, or drive to each individual premise, to read the
31 meters each month while AMR requires driving through the area to collect the data. NB

1 Power began switching from analog meters to AMR meters over 15 years ago to reduce
2 costs and like any utility that has yet to deploy AMI, NB Power's current business process
3 for meter data collection is to a large extent manual. Even for areas that currently have
4 AMR deployed, the data collection process involves visiting the area to collect
5 information. Nevertheless, the nature of the information remains the same: a point in
6 time reading.

7

8 There are limitations on how a single reading or a single consumption value for a billing
9 period can be used. A single reading enables the billing process, but limits how
10 consumption information can be used in other ways, for example in load research. AMR
11 is deployed primarily in residential areas and demand reads are not taken via AMR.

12

13 Converting to AMR has allowed NB Power to improve the process of reading meters,
14 billing customers and receiving payment for the energy consumed. By installing AMR
15 meters that are read by drive-by data collectors, NB Power has improved the consistency
16 of the billing period and reduced estimations, thereby improving customer service.

17 However, for NB Power, the impetus for the modernization effort goes beyond what can
18 be achieved by AMR. The manual nature of many current business processes limits the
19 ways in which the utility can improve customer service and introduce new programs.

20

21 NB Power plans to deploy AMI province-wide for maximum benefit realization. NB Power
22 analyzed the feasibility of a partial rollout (150,000 meters) which revealed that a full
23 rollout to the entire population captures significantly more benefits in relation to the cost.

24 There are fixed costs for such items as infrastructure, integration, and licenses,
25 regardless of the size of the meter rollout (incremental costs are for meters and
26 installation). A partial rollout would mean that only those customers with a new meter
27 would receive the customer benefits afforded by AMI.

28

29 Selective meter replacement based on meter age or functionality is not feasible because
30 AMI radio mesh communication requires a concentration of meters in a geographic area.
31 Since both analog and AMR meters are dispersed across the province, there are no

1 concentrated geographic areas that make a limited deployment economically viable.
2 Without a functioning mesh network, the AMI meters would have to be read manually until
3 an adequate saturation level is reached. Furthermore, a partial deployment would require
4 all current business processes and systems to remain in place, in addition to new
5 processes, increasing ongoing costs to maintain duplicate systems.

6

7 AMI will enable two-way communication between customers' meters and NB Power. This
8 communication network, along with the AMI meters, is essential to building a smarter,
9 cleaner, more reliable and efficient power grid and will lay the foundation for many of the
10 long-term customer benefits that NB Power will deliver through its Energy Smart NB Plan.
11 AMI technology provides a multi-purpose platform for providing customer benefits.

12

13 A province-wide deployment will maximize operational and customer benefits as well as
14 ensuring equity across all customer classes to participate in NB Power programs and new
15 product offerings. The value of AMI is in the data it provides to both the utility and the
16 customer. With the availability of more granular data, customers will experience improved
17 reliability, reduced outage response time and ultimately will benefit from reduced
18 operational costs. AMI will also improve the quality of the data available for class cost
19 allocation studies and load forecasting. As a result, with AMI, NB Power will be able to
20 improve its alignment with corporate goals, objectives and strategic initiatives.

21

22 As mentioned earlier, there is change in the electricity industry driven by evolving
23 customer expectations. Customers want more information, more control and the ability to
24 manage their energy needs and their bills. Rather than providing one meter reading per
25 month per customer using the current manual and AMR methods, NB Power will collect
26 customer energy usage data at a more granular level and be able to provide customers
27 with visibility to the data. The detailed usage data that will be provided in near real time
28 by AMI will empower customers to understand more clearly how and when they are using
29 electricity, allowing them to make behavioral changes to lower their overall usage.

30

1 Customers also want the option to generate their own electricity from renewable energy
2 sources, store excess energy in batteries and still remain connected to the grid. The shift
3 toward electric vehicles (“EV”) and the adoption of smart devices will continue to grow. In
4 New Brunswick, there was a 39 per cent increase in EV purchases from December 2017
5 to December 2018⁴. All of these technologies are distributed energy resources (DERs)
6 that create both an opportunity and a threat to NB Power. In order for NB Power to adapt
7 its distribution system to accommodate increased penetration of DERs, it requires a
8 greater ability to measure and manage the impact they will have on the power grid. AMI
9 will provide the data necessary to understand the impact of dynamic load changes
10 caused by DERs and enable NB Power to sustain energy service levels to all customers.

11

12 Affording customers the opportunity to manage their energy and more easily adopt
13 renewable energy resources and electric vehicles also addresses climate change issues,
14 and is all enabled through the data and visibility that AMI provides.

15

16 **2.2 AMI Roll-out Strategy**

17 NB Power has spent significant time understanding lessons learned from other
18 jurisdictions that have implemented smart metering. Specifically, NB Power has engaged
19 the support of industry peers involved in large smart metering projects in the southeast
20 United States and with Central Maine Power, which deployed more than 600,000 smart
21 meters, and who served as advisors to the U.S. Department of Energy on smart grid and
22 stakeholder engagement. The project team has also spoken with utilities in British
23 Columbia, Quebec and Ontario about their project successes and shortcomings.

24

25 The AMI roll-out plan is an extensive effort that will take almost four years to complete.
26 NB Power will be engaging a System Integrator with broad AMI experience and knowledge
27 of NB Power’s chosen technologies and will provide oversight over the execution of the
28 AMI project. Once the project is approved, the System Integrator will immediately
29 commence a detailed execution plan. They will develop a master schedule which will

⁴ Source: 2017 and 2018 Electric Mobility Canada Annual Reports

1 include all work to be performed by all AMI vendors including work required by NB Power.
2 The System Integrator will also be responsible for the technical integrations required
3 between NB Power's backend systems and the new AMI software components. They will
4 develop an overall testing strategy and manage test execution to NB Power's
5 satisfaction. By using an experienced System Integrator, NB Power is ensuring that best
6 practices are followed while reducing the risk of cost and schedule overruns.

7

8 For the first year of the project, beginning with fiscal year 2020/21, the System
9 Integrator, along with NB Power, will develop the business processes and integration of
10 the software systems in preparation for network and meter installations. In AMI projects,
11 installing the communications network before meters are replaced is preferred; therefore
12 network components will be installed throughout the province to support the automated
13 communication of data to and from meters. Approximately 1,000 meters will then be
14 installed in selected areas of the province to test the system end-to-end. At this point, NB
15 Power will evaluate its processes and the performance of the system before any further
16 work is done or additional meters are installed. Experiences gained in the first year of
17 meter deployment will allow NB Power to adjust and improve its processes, including
18 customer engagement.

19

20 After the network components and initial meters are installed and tested, NB Power will
21 begin deploying meters across the province in larger quantities from region to region.
22 This will begin in fiscal year 2021/22, continuing during 2022/23 and end in 2023/24.
23 NB Power has chosen a deployment strategy that balances the risk associated with the
24 timeframe of the fixed price of meters and the achievement of maximum benefits. Meter
25 deployment will be completed by geographic area in accordance with best practices to
26 satisfy the technical requirements of the communications network. The overall
27 deployment plan may be adjusted based on experience gained during initial meter
28 deployment.

29

30 NB Power has conducted a risk assessment of the project and has prepared mitigation
31 strategies.

32

1 **2.3 AMI Project Costs**

2 NB Power defines the AMI project as the timeframe between the issuance of the Request
 3 For Proposal (“RFP”) for the AMI meters and related infrastructure in fiscal year 2016/17
 4 and the completion of system-wide coverage of AMI in fiscal year 2023/24. The costs
 5 incurred during that time constitute the AMI project costs and are presented in actual
 6 dollars for the three historical years and real dollars (\$2019/20) thereafter in Table
 7 2.3.1. The project costs incurred to date are being tracked against the 10 per cent of
 8 projected capital expenditures permitted to be spent prior to Board approval as per
 9 Section 107(1) of the *Electricity Act*. They are also part of the capital costs that NB Power
 10 is seeking approval of in this application.
 11

Fiscal Year	(1) Capital	(2) OM&A	(3) Total
(1) 2016/17A	\$2.4	\$0.4	\$2.8
(2) 2017/18A	2.4	1.2	3.6
(3) 2018/19A	2.5	0.5	2.9
(4) 2019/20	0.7	0.6	1.4
(5) 2020/21	23.2	2.4	25.6
(6) 2021/22	21.8	3.9	25.7
(7) 2022/23	29.1	3.1	32.1
(8) 2023/24	10.0	2.4	12.4
(9) Total AMI Project Costs	\$92.0	\$14.5	\$106.6

Note to reader: Financial tables reflect differences due to rounding

12
 13 This view of the costs is presented to properly capture the \$92.0 million in capital that
 14 NB Power is seeking approval of in this application and to also demonstrate that there is
 15 an Operations, Maintenance and Administration (“OM&A”) budget component required in
 16 order to implement AMI.

1 The project cost figures above are to be distinguished from the net present value analysis
2 being presented in Section 3.0 which looks at the entire lifecycle of AMI. Since the
3 majority of the costs will be incurred during the implementation years of the project
4 (2021 to 2024), and the benefits will accrue each year the new meters are in service, it
5 is necessary to look at the entire life of the meters to ensure the full value of the benefits
6 is being captured.
7

1 **3.0 Net Present Value Business Case**

2
3 NB Power has taken a conservative, customer-centric approach to building the AMI
4 business case. The proposed AMI project has been developed with customer
5 expectations in mind, and NB Power intends to complete the required investment while
6 maintaining competitive rates.

7
8 NB Power is presenting a business case that has resulted from a comprehensive review
9 of the all of the costs and benefits put forward in Matter 375, taking into consideration
10 the Board's detailed decision regarding specific benefits. NB Power also engaged subject
11 matter experts, both internal and external, to determine if other benefits had been
12 omitted that should be added to the business case and to validate that the costs and
13 benefits being captured were still relevant.

14
15 In addition to Navigant Consulting Inc., who reviewed the AMI business case in its
16 entirety, NB Power has retained the following independent experts to review a number of
17 key assumptions underlying the business case:

- 18 1. Dunsky Energy Consulting – High bill alert savings; Projected solar adoption in
19 New Brunswick (net metering); and Non-quantified customer and societal benefits
- 20 2. DNV GL Energy Insights USA, Inc. – Load research program
- 21 3. Kinectrics Inc. – Conservation Voltage Reduction (CVR)

22

23 **3.1 Financial Analysis**

24 For the AMI business case being put forward in this application NB Power prepared all of
25 the costs and benefits leveraging the methodology used in Matter 375. A similar model
26 and methodology has been used by more than 50 other utilities in North America.⁵ In
27 addition to the data provided by NB Power, the methodology inputs costs from the AMI

⁵ <https://utilassist.com/services/solutionssimplified/#open-overlay>;
<https://utilassist.com/client-list/>

1 vendor and industry standard metrics, along with key assumptions to determine the
2 financial impact of AMI for NB Power. Several assumptions of note are:

- 3 • Meter asset life: Historically, utilities have used a 20-year meter asset life. Given
4 the rapid changes in technology over the last 10 years and those expected in the
5 future, the useful life of the meter was reduced to 15 years.
- 6 • Investment Analysis Period: The AMI investment analysis period is 17 years. This
7 time frame captures the staggered meter deployment and the cost and benefits
8 over the full 15-year life of the first set of AMI meters deployed. Benefits are
9 calculated proportionately to the number of meters deployed and begin one year
10 after the first meters have been installed.
- 11 • Contingency: The fixed capital contingency used in the business case is 2 per
12 cent. This includes meters and hardware that are fixed cost items with a signed
13 contract, representing approximately 50 per cent of the total project. The variable
14 capital contingency on the remaining capital costs is 10 per cent. A contingency
15 of 2 per cent was also included on OM&A costs.
- 16 • Consumer Price Index (CPI): The business case also includes an annual 2 per
17 cent CPI added on most costs.
- 18 • Discount rate: NB Power used a discount rate of 5.25 per cent⁶.
- 19 • Net present value: A net present value analysis does not consider sunk costs
20 since it is looking at a series of future cash inflows and outflows in today's
21 dollars. This approach is supported by the recommendations in the report
22 completed by Navigant Consulting Inc, Appendix B.

23
24 As shown in Table 3.1.1 below, the present value of the life cycle costs of AMI total
25 \$109.6 million with a present value of \$140.7 million in expected benefits resulting in a
26 total net benefit of \$31.1 million. The costs of AMI will be paid back during the life span
27 of the new technology primarily through operational efficiencies, reduced OM&A, avoided
28 capital costs, energy savings, and reductions in energy losses.

⁶ Based on a forecasted cost of borrowing of 4.6 per cent, plus 0.65 per cent Debt Portfolio Management Fee.

Table 3.1.1	
AMI Lifecycle NPV 15 Years	
Total Costs	(\$109.6 million)
Total Benefits	\$140.7 million
Total Net Benefit	\$31.1 million*
Discounted Payback Period	11.7 years

*differences due to rounding

3.2 Present Value of the 15-Year Lifecycle Costs of AMI

The costs associated with AMI largely fall within three major areas. The largest amount comprises the acquisition and installation of meters and data collectors complete with the head-end system required to establish the network. Integrations with legacy enterprise systems account for the next highest cost allocation, with the cost of the MDM system being the other significant component. Table 3.2 lists the high level costs of AMI.

A summary of each cost and its 15-year present value is presented below.

Table 3.2				
Present Value of 15 Year Lifecycle Costs of AMI				
Costs	(1)	(2)	(3)	(4)
	Total (\$M)	% of Total Costs	Capital (\$M)	OM&A (\$M)
(1) 3.2.1 AMI Capital	\$50.1	45.7	\$50.1	\$0.0
(2) 3.2.2 AMI Operating	11.5	10.5	0.0	11.5
(3) 3.2.3 MDM Operating	10.1	9.2	0.0	10.1
(4) 3.2.4 Meter Installation Capital	9.9	9.1	9.9	0.0
(5) 3.2.5 CIS/WFM/ESB Capital	8.4	7.6	8.4	0.0
(6) 3.2.6 MDM Capital and AMI Project Team	7.3	6.7	7.3	0.0
(7) 3.2.7 CIS/ESB Operating	6.0	5.4	0.0	6.0
(8) 3.2.8 Corp Services & Other Capital	2.8	2.5	2.8	0.0
(9) 3.2.9 Utility Tax	2.6	2.4	0.0	2.6
(10) 3.2.10 Corp Services & Other Ops	0.7	0.6	0.0	0.7
(11) 3.2.11 Pre-Engineering Capital	0.1	0.1	0.1	0.0
(12) Total PV Costs	\$109.6	100%	\$78.6	\$31.0

Note to reader: Financial tables reflect differences due to rounding

3.2.1 AMI Capital Costs

AMI capital costs reflect the total cost of the AMI meters and modules based on vendor quotes provided to NB Power. Within the current contract, there is a fixed price on meters

1 that is valid to June 2023. This cost element includes a two per cent contingency on all
2 meter and module-related costs and assumes a meter failure rate of 0.5 per cent per
3 year⁷. The present value of these costs is \$50.1 million.

4

5 **3.2.2 AMI Operating Costs**

6 AMI operating costs reflect meter base repairs, head-end infrastructure operating costs
7 and network infrastructure operating costs. This category includes labour, server and
8 licensing fees, network carrier costs for collectors, routers, point-to-point meters and
9 other various components. Costs are based on vendor quotes provided to NB Power and
10 include two per cent contingency. The present value of these costs is \$11.5 million.

11

12 **3.2.3 MDM Operating Costs**

13 MDM operating costs reflect the fees associated with the Meter Data Management
14 software, third party licensing and integration to NB Power's operating systems. It also
15 includes an NB Power on-going labour component. The present value of these costs is
16 \$10.1 million.

17

18 **3.2.4 Meter Installation Capital Costs**

19 Meter installation costs include the cost of installing residential and general service
20 meters, along with related costs for warehousing and meter seals. The costs reflect
21 pricing from NB Power's selected vendor and include a 10 per cent contingency since
22 costs have not yet been finalized with a contract (as of time of filing). The present value
23 of these costs is \$9.9 million.

24

25 **3.2.5 CIS/WFM/ESB Capital Costs**

26 Capital costs in this category reflect the costs of system integration for all meter-to-cash
27 systems to AMI, including Customer Information System ("CIS"), Work Force Management
28 ("WFM") and the Enterprise Service Bus ("ESB"). It is derived from vendor quotes
29 provided to NB Power and includes costs for project management, business process

⁷ Itron Accelerated Life Test Report, September 2017

1 redesign, change management and integration through Application Process Interfaces. In
2 addition to the 10 percent contingency applied to all other variable capital costs, this
3 cost includes a 15 per cent contingency on the initial vendor quote since the contract is
4 not yet signed (as of time of filing) for a total of 26.5 per cent contingency on this cost
5 item.

6
7 Additionally, this cost element includes a customer portal enabled by AMI to facilitate
8 viewing of daily consumption and the provision of alerts (such as high bill alerts service)
9 to aid in managing consumption. The present value of these costs is \$8.4 million.

10

11 **3.2.6 MDM Capital and AMI Project Team Costs**

12 The MDM capital costs reflect the quote provided by the vendor to implement a MDM
13 system. This also includes the NB Power project team costs. The present value of these
14 costs is \$7.3 million.

15

16 **3.2.7 CIS/ESB Operating Costs**

17 The CIS/ESB operating costs are the annual costs of maintaining the Customer
18 Information System (“CIS”) and Enterprise Service Bus (“EBS”) interfaces with licensing
19 and/or subscriptions to services for customer information. The present value of these
20 costs is \$6.0 million.

21

22 **3.2.8 Corporate Services & Other Capital Costs**

23 Corporate Services and other capital costs reflects interest during construction (“IDC”)
24 and corporate overhead rates applied to all capital projects. Additionally, it includes costs
25 for other support services such for legal, supply chain (procurement) and information
26 technology (“IT”) support. The present value of these costs is \$2.8 million.

27

28 **3.2.9 Utility Tax**

29 Utility tax per Section 1, paragraph b.1 of the New Brunswick *Assessment Act* is applied
30 to the assets in this project at a rate of \$2.186 per \$100 of incremental net book value

1 of the current in-service meters and the net book value of the AMI meters replacing
2 existing meters. The present value of these costs is \$2.6 million.

3

4 **3.2.10 Corporate Services & Other Operating Costs**

5 Corporate services and other operating costs captures the expenses for NB Power's
6 internal system security audits, contract management and other corporate support. The
7 present value of these costs is \$0.7 million.

8

9 **3.2.11 Pre-Engineering Capital Costs**

10 Pre-engineering capital costs are third party consulting costs incurred related to the
11 project design. The present value of these costs is \$0.1 million.

12

13 **3.3 Procurement**

14 NB Power started the AMI procurement process with the issuance of a request for
15 proposals in fiscal year 2016/17 as part of a utility consortium with Emera affiliates
16 Nova Scotia Power Incorporated, Emera Maine, and Tampa Electric Company. The
17 consortium members recognized that collaboratively creating the RFP and working
18 together to manage the procurement and evaluation process provided clear benefits and
19 costs savings. By working with the consortium, over \$10 million (more than 20 per cent)
20 in AMI vendor costs savings have been realized. Additional benefits include reduced legal
21 costs and more favourable contract terms through greater negotiating power.

22

23 NB Power, through this process, has selected a technology that meets or exceeds all
24 mandatory functional requirements. It incorporates the total cost of ownership over the
25 life of the asset and provides the best future capabilities for NB Power.

26

27 The major components in the procurement plan include:

28

29 AMI Meter Equipment and Related Infrastructure

30 The AMI vendor will provide the core network and solution for the AMI project including
31 the meters, communications modules, communications network and the head-end

1 system responsible for coordination of the communication to all the devices. The AMI
2 vendor contract has been executed, and is contingent on Board approval of this AMI
3 application.

4

5 Meter Data Management

6 The MDM system is the central repository of meter data and is responsible for providing
7 data to the other systems as required. The MDM system is also the integration hub for
8 AMI meter data where multiple systems can access validated data. The RFP was issued,
9 responses evaluated and a vendor selected. Contract negotiations have not yet
10 concluded as of the time of filing and will be contingent on Board approval of this AMI
11 application.

12

13 Meter Installation Services

14 With approximately 360,000 meters to install, NB Power has selected a vendor to
15 perform installation services. The vendor will be responsible for the inventory, storage,
16 staging and labour required to perform the installation effort. The RFP was issued,
17 responses evaluated and a vendor selected. Contract negotiations have not yet
18 concluded as of the time of filing and will be contingent on Board approval of this AMI
19 application.

20

21 System Integrator

22 AMI requires multiple integrations to NB Power legacy systems. The Project team requires
23 professional services with the requisite technical expertise to lead and support these
24 efforts. The RFP for these services was issued, responses evaluated and a vendor
25 selected. Contract negotiations have not yet concluded as of the time of filing and will be
26 contingent on Board approval of this AMI application.

27

28 **3.4 NB Power Costs Compared to Other AMI Deployments**

29 In order to provide a comparison of the cost of NB Power's AMI project to other AMI
30 projects, NB Power reviewed Canadian publications regarding AMI installations. Not all
31 jurisdictions clearly stated in their reports if the calculations included lifecycle cost

1 analysis shown in present value terms or if it was simply the costs to the end of
2 deployment.

3

- 4 • Ontario's (includes Hydro One)⁸ cost per meter across 73 distribution companies
5 was \$293. The cost for Hydro One only was \$550
- 6 • BC Hydro's⁹ cost per meter ranged from a present value of \$404 to \$482 in
7 nominal dollars
- 8 • Hydro Quebec's¹⁰ all-in cost was \$266 per meter
- 9 • Nova Scotia Power's¹¹ all-in cost is estimated to be \$269 per meter

10

11 NB Power's all-in lifecycle cost per meter ranges from a present value of \$304 (\$109.6
12 million/360,000) to \$375 (\$135 million/360,000) in real dollars. Looking strictly at the
13 cost to the end of deployment NB Power's cost per meter is \$296 (\$106.6
14 million/360,000),

15

16 **3.5 Present Value of the 15 Year Lifecycle Benefits of AMI**

17 The AMI project will provide broad benefits across the utility and extend to NB Power's
18 customers. Table 3.3 lists the identified benefits that have been quantified as part of the
19 financial analysis of the AMI investment. With the exception of Conservation Voltage
20 Reduction and Avoided Cost of Meter Services Manager Salary all benefits are prorated
21 based on the AMI meter penetration on an annual basis and are recognized one year
22 after the installation. A summary of each benefit and its 15 year present value is
23 presented below. In general these benefits are escalated over the period of the business
24 case and discounted to 2019/20 dollars at a rate of 5.25 per cent. Detailed information

⁸ 2014 Annual Report of the Office of the Auditor General of Ontario. Ministry of Energy – Smart Metering Initiative. Chapter 3, Section 3.11. December 9, 2014.
<http://www.auditor.on.ca/en/content/annualreports/arreports/en14/311en14.pdf> (\$1.4B/4.8M meters)(\$660M/1.2M)

⁹ BC Hydro. Smart Metering & Infrastructure Program – Program Completion and Evaluation Report. December 21, 2016 (\$779.2M/1.93M meters)

¹⁰ http://www.regie-energie.qc.ca/documents/rappports_annuels/rapp_ann_2013-2014_ang.pdf (\$997.4M/3.75M meters)

¹¹ <https://uarb.novascotia.ca/fmi/webd/UARB15> NS Power Application for Advanced Metering Infrastructure (\$133.2M/495K meters)

- 1 and calculations for each of the benefits can be found in Attachment 1, AMI Benefits
- 2 Sheets, and in Attachment 2, AMI Business Case Model.

Table 3.5
Present Value of 15 Year Lifecycle Benefits of AMI

Benefits		(1)	(2)	(3)
		Total (\$M)	% of Total Benefits	Reference
(1)	3.5.1 Reduced Manual Meter Reading and Meter Service Orders	\$39.9	28.4	Attachment 1, Page 1
(2)	3.5.2 Avoided Meter Replacement Costs	22.0	15.6	Attachment 1, Page 2
(3)	3.5.3 Conservation Voltage Reduction	16.2	11.6	Attachment 1, Page 3
(4)	3.5.4 High Bill Alert Service	15.4	10.9	Attachment 1, Page 4
(5)	3.5.5 Distribution Network Losses	15.0	10.7	Attachment 1, Page 5
(6)	3.5.6 Meter Accuracy Losses	11.5	8.2	Attachment 1, Page 6
(7)	3.5.7 Avoided Cost of Load Research Program	5.2	3.7	Attachment 1, Page 7
(8)	3.5.8 Avoided Cost of Net Metering Program	4.8	3.4	Attachment 1, Page 8
(9)	3.5.9 Avoided Cost of Meter Services Manager Salary	1.8	1.3	Attachment 1, Page 10
(10)	3.5.10 Avoided Cost of Meter Reading Vehicles	1.8	1.3	Attachment 1, Page 11
(11)	3.5.11 Outage Restoration (Crew Management)	1.6	1.1	Attachment 1, Page 12
(12)	3.5.12 Reduced Customer Inquiries	1.4	1.0	Attachment 1, Page 13
(13)	3.5.13 Avoided Cost of Handheld System	1.4	1.0	Attachment 1, Page 14
(14)	3.5.14 Unbilled / Uncollectable Accounts	1.2	0.8	Attachment 1, Page 15
(15)	3.5.15 Avoided Cost of Meter Reading Supervisor	1.0	0.7	Attachment 1, Page 16
(16)	3.5.16 Reduced Overtime for Meter Service Orders	0.6	0.4	Attachment 1, Page 17
(17)	Total PV Benefits	\$140.7	100%	

Note to reader: Financial tables reflect differences due to rounding

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3.5.1 Reduced Manual Meter Reading and Meter Service Orders

AMI will deliver measurable customer benefits by automating many meter reading functions. The reduced manual meter reading and meter service benefit is based on the reduced need for manual meter reading and support staff functions. The field work reduction is attributable to the ability to remotely read the meters on demand as well as to utilize the remote connect/disconnect switch, reducing costs associated with the manual read including salaries, benefits, vehicle operating costs and miscellaneous expenses. It is estimated that of the 55 staff required in meter services today (36 full-time NB Power employees (“FTEs”) and 19 contractors) only 10 FTEs will be required after AMI is implemented. There are seven FTEs in meter services support that will no longer be required as a result of AMI. The present value of this benefit is \$39.9 million.

1 **3.5.2 Avoided Meter Replacement Costs**

2 The budget for maintenance, repair and replacement of the meters NB Power currently
3 has in the field can be saved and captured as an AMI benefit since the installation of
4 new meters will allow NB Power to avoid these costs. The business case assumes a
5 weighted average based on quantity of residential and demand meters lifecycle resulting
6 in 4.41 per cent of the meter population assumed to be replaced on an annual basis.
7 This takes into account the new meters required plus the labour to perform the field
8 meter change work. This approach also captures required Measurement Canada meter
9 replacements as scheduled each year. The present value of this benefit is \$22.0 million.

10

11 **3.5.3 Conservation Voltage Reduction**

12 Conservation Voltage Reduction (CVR) uses smart grid technology to reduce energy
13 consumption by dynamically optimizing voltage levels. Based on a report from Kinectrics
14 (found in Appendix D) CVR can reduce energy use by 48 GWh annually without AMI by
15 using an end-of-line sensor, such as a pole top transformer connected device, which
16 provides the feedback loop to the CVR head end. Alternatively, AMI acts as that end-of-
17 line sensor, thereby avoiding the cost of purchasing the additional end-of-line sensors as
18 well as the ongoing maintenance and communication costs associated with the sensors.
19 The AMI based CVR system also allows NB Power to reduce energy use by an additional
20 12 GWh as opposed to the non-AMI based CVR system due to improved information upon
21 which to operate substation feeder voltage regulators. The avoided capital, operating and
22 maintenance costs of the end-of-line-sensors coupled with the additional energy savings
23 have a present value of \$16.2 million.

24

25 **3.5.4 High Bill Alert Service**

26 Offering customers multi-channel access to monitor their electricity consumption can lead
27 to increased awareness of usage and increased conservation behaviour. NB Power will
28 offer its customers a high bill alert service that will provide more frequent information to
29 customers when their bill is trending to be higher than their usual energy consumption
30 compared to the same month of the previous year or based on forecasted weather
31 trends. Many utilities in North America have implemented bill alert programs with a

1 resulting reduction in energy usage. Although NB Power will be using multi-channels such
2 as telephony, text and email to alert customers, the benefit is calculated based on alerts
3 provided by email. It is estimated that over 50 per cent of NB Power customers will
4 participate by 2024 after AMI is fully deployed. High bill alerts will be offered as an opt-
5 out service with the assumption of a 10 per cent opt-out rate. Customers are projected to
6 reduce 0.7 per cent of annual consumption on average as referenced in Appendix C. The
7 present value of this benefit is \$15.4 million.

8

9 **3.5.5 Distribution Network Losses**

10 The data provided by AMI allows an opportunity for NB Power to create programs that can
11 be used to reduce overall distribution system losses. Programs that contribute to this
12 include:

- 13 • Improved asset management (e.g., transformer monitoring to identify over and
14 under sized assets)
- 15 • Theft detected from meters (removal and reverse energy flow) and voltage data
16 and alarms combined with connectivity information identifying potential taps or
17 using transformer metering programs to identify high losses

18

19 Other AMI projects have reduced distribution losses (outside of improved meter accuracy)
20 by 0.25 per cent to 0.5 per cent. NB Power estimates that a 0.25 per cent reduction can
21 be achieved resulting in a present value of \$15.0 million for this benefit.

22

23 **3.5.6 Meter Accuracy Losses**

24 Analog (electromechanical) meters slow down over time. This causes NB Power to under-
25 measure consumption on older assets. Utilities that upgrade their metering infrastructure
26 can see a 0.5 per cent to 1.0 per cent increase in their kWh reads resulting from
27 improved meter accuracy.¹² NB Power has been updating its metering assets to AMR
28 meters; however, approximately 28 per cent of the fleet are still analog meters. This

¹² EPRI Accuracy of Digital Electricity Meters, May 2010

1 benefit assumes a 0.5 per cent increase in kWh reads on the remaining analog meters in
2 the field. The present value of this benefit is \$11.5 million.

3

4 **3.5.7 Avoided Cost of Load Research Program**

5 NB Power lacks current load research data suitable for class cost allocations and
6 dynamic rate design. A modern load research program would allow NB Power to: estimate
7 load factors and coincidence factors; assess and design rates to address cross-
8 subsidization; and provide appropriate economic signals in consideration of disruptive
9 technologies and increased customer expectations. It would also enhance DSM program
10 planning and customer service. In its decision in Matter 430, the Board recognized this
11 fact and directed NB Power to submit a proposal for an enhanced load research program.
12

13 Prior to receiving this directive, NB Power engaged DNV GL Energy Insights USA, Inc. to
14 determine the size of a load research program that would be required to meet all of these
15 needs (see Appendix E). The recommendation stated that initially 1,061 load research
16 meters would be required as well as staff to manage and validate the data. In addition,
17 there will be cellular communication fees to transmit the data to head office. The report
18 also recommends a 20 per cent annual growth (220 meter per year) in the load research
19 meter population in order to expand and improve the statistical performance and overall
20 coverage of the sample. Beginning in 2024 after AMI is fully deployed, the interval data
21 from the AMI system provides the level of detail and granularity required for adequate
22 load research data without adding additional infrastructure. The avoided cost of the
23 annual growth in the load research population associated staffing costs and cellular fees
24 can be attributed as a benefit of AMI. The present value of this benefit is \$5.2 million.
25

26 **3.5.8 Avoided Cost of Net Metering Program**

27 NB Power currently offers a net metering program to customers with the option to
28 connect their own environmentally sustainable generation unit to NB Power's distribution
29 system. When customers enroll in NB Power's net metering program, NB Power replaces
30 the existing meter with a bi-directional meter to allow for the measurement of both
31 delivered and received energy. Since AMI meters provide the two-way communication

1 capability required to support net metering, NB Power can avoid the cost of purchasing
2 and installing bi-directional meters in the future. The forecasted uptake of solar
3 generation is based on a 2017 study conducted by Dunskey Energy Consulting (see
4 Appendix F - Projected Solar Adoption in New Brunswick). In addition to the avoided meter
5 costs, there will be avoided costs of up to 2.75 FTEs required to perform back office work
6 for net metering in light of the anticipated growth. The present value of this benefit is
7 \$4.8 million.

8

9 **3.5.9 Avoided Cost of Meter Services Manager Salary**

10 With the reduction of work load in the meter services group as a result of AMI, the Meter
11 Services Manager position will be eliminated and remaining work will be redistributed to
12 other managers. This benefit is being realized in FY 2019/20 because the individual who
13 held this role has joined the AMI project team and this position has not been backfilled.
14 If the AMI project does not proceed, this position will need to be filled. The present value
15 of the benefit is \$1.8 million.

16

17 **3.5.10 Avoided Cost of Meter Reading Vehicles**

18 Currently, NB Power purchases and maintains 27 vehicles for meter readers and meter
19 changers. The vehicles are replaced every five years due to the amount of mileage and
20 the constant wear and tear on them. Once AMI is in place the need to purchase all but
21 one of these replacement vehicles will be eliminated. The present value of this benefit is
22 \$1.8 million.

23

24 **3.5.11 Outage Restoration (Crew Management)**

25 An AMI enabled distribution network provides visibility to the grid and the meters provide
26 a message when power is out and/or restored to a customer. The meter also supports
27 two-way communication that provides control room operators and the outage
28 management system (“OMS”) with visibility on the power status of customers in a
29 geographic area. With this visibility, a number of false positive service requests from
30 customers who believe they are experiencing a power outage caused by the grid can be
31 reduced. This benefit captures the value of having fewer work orders and therefore

1 avoiding the costs associated by sending field crews unnecessarily. The present value of
2 this benefit is \$1.6 million.

3

4 **3.5.12 Reduced Customer Inquiries**

5 Customer Care advisors, who have limited access to data, handle calls from customers
6 who have concerns regarding estimated bills and high bills. With the deployment of AMI,
7 estimated readings and perceived incorrect billing will be reduced. Using channels such
8 as web, email and telephony, customers can be notified of potential high bills and
9 provided with more granular data to help them better understand their consumption.

10 Ultimately, the goal is to help customers trust their bill and reduce these specific call
11 types. It is estimated that the reduction in calls will result in the elimination of two FTEs
12 within Customer Care, resulting in a present value of \$1.4 million in savings.

13

14 **3.5.13 Avoided Cost of Handheld System**

15 Approximately 72 per cent of NB Power's fleet of meters is currently made up AMR
16 meters that are read using handheld reading equipment. Once AMI is in place, the annual
17 software costs of the equipment as well as its replacement costs every five years will be
18 reduced. Some equipment will be retained to accommodate customers who choose to
19 opt out of having an AMI meter. The present value of the reduction in costs is \$1.4
20 million.

21

22 **3.5.14 Unbilled/Uncollectable Accounts**

23 AMI enables functionality such as remote disconnect/reconnect, prepayment and load
24 limiting that will enable customers to manage their energy usage. These tools, coupled
25 with the ability to see more detailed information on their usage, will help some customers
26 avoid disconnection. Currently, accounts that result in disconnection often have
27 corresponding write-offs for unpaid balances. Helping customers manage the amount of
28 energy they consume will reduce the amount of write-offs. The present value of this
29 benefit is \$1.2 million.

30

1 **3.5.15 Avoided Cost of Meter Reading Supervisor**

2 NB Power currently employs two meter reading supervisors. Once AMI is fully deployed
3 there will be significantly fewer meter readers, eliminating the need for one meter reading
4 supervisor. This benefit cannot be realized until AMI has been fully deployed. The present
5 value of this benefit is \$1.0 million.

6

7 **3.5.16 Reduced Overtime for Meter Service Orders**

8 Some reconnects of customer power are conducted after normal business hours,
9 resulting in overtime being paid to the technicians who perform the work. With AMI,
10 disconnects and reconnects can be done remotely, eliminating the need for an estimated
11 95 per cent of the overtime work related to reconnects. The present value of this benefit
12 is \$0.6 million.

13

14

15 **3.6 Non-quantified Customer and Societal Benefits of AMI**

16 In addition to clear, near-term, quantifiable savings opportunities, the investment in AMI
17 infrastructure is designed to enable new services and additional value throughout the
18 meters' lifetime. NB Power asked Dunsy Energy Consulting ("Dunsy") to review the list
19 of quantified benefits and identify non-quantified benefits complementary to the AMI
20 business case.

21

22 Dunsy identified twelve additional benefits that NB Power had not quantified, but that
23 would likely provide real benefits to NB Power, its customers and/or society. These
24 include time-varying rates, which can provide significant benefits to customers and NB
25 Power by providing more efficient price signals, and geographically-targeted demand-side
26 management (DSM) programs, which can avoid or defer costly transmission & distribution
27 ("T&D") investments based on AMI-derived visibility into grid needs and patterns.

28

29 Other non-quantified benefits do not depend on new services: AMI is expected to enable
30 improved DSM programs for all New Brunswickers; reduce the duration of outages and
31 associated costs to people and businesses across the province; and reduce greenhouse

- 1 gas emissions, thereby potentially reducing costs associated with carbon levies or
- 2 compliance rules. Dunsky assigned a rating of 1-3 to each additional benefit, as an
- 3 indication of its scale. The additional non-quantified benefits are detailed in Appendix G –
- 4 AMI – Non-Quantified Benefits.
- 5

1 **4.0 Health, Safety and Security Considerations**

2
3 The safety of employees and all members of the public is NB Power’s top priority. NB
4 Power ensures that safety is the top priority in every job and is paramount in this project.
5 NB Power follows best practices for safety, including ensuring the smart meters meet
6 current safety standards, and will follow safe installation procedures to prevent incidents
7 from occurring.

8
9 **4.1 Radiofrequency Emissions**

10 The Board considered issues regarding the health effects of human exposure to
11 radiofrequency (RF) emissions in Matter 375, concluding as follows at paragraph 70:

12
13 The Board accepts that Safety Code 6 is the applicable industry safety standard
14 in relation to RF emissions with respect to the smart meters proposed by NB
15 Power. Further, the Board accepts the evidence that the smart meters proposed
16 by NB Power fall well within federal government standards, as set out in Safety
17 Code 6.

18
19 Health Canada Safety Code 6 (attached as Appendix H) remains as part of an exhaustive
20 federal regulatory framework regarding radio communications, which covers both the
21 technical requirements of radio apparatus, as well as health and safety requirements
22 associated with RF exposure limits.

23
24 In addition, NB Power has retained Dr. Michel Plante to review the compliance of these
25 meters with the requirements of Safety Code 6. This evidence, which appears at
26 Appendix I, again confirms that the meters proposed for deployment fall within the
27 standards established in Safety Code 6.

28
29 **4.2 Safety**

30 All of NB Power’s meters meet industry standards and are subject to rigorous testing,
31 and these requirements apply to the new smart meters as well. The Underwriters
32 Laboratories (UL) certifies the meters. UL is an independent safety science company that

1 offers smart meter testing and certification. In response to the absence of safety
2 standards, UL published the UL 2735, Standard for Safety for Electric Utility Meters in
3 May 2013. This standard covers the construction and performance requirements of
4 meters. The smart meters that NB Power has selected meet the new UL2735 safety
5 standard. The UL2735 tests cover a full range of conditions, such as temperature, dust,
6 mold, rain and mechanical. Please see Appendix J for the UL certificates issued for the
7 smart meters that NB Power has selected.

8

9 With AMI, NB Power will have the ability to detect high temperature and high voltage
10 events that occur at the meter and take appropriate action. As part of the meter
11 deployment process each meter socket will be inspected before and after the old meter
12 is removed to identify and address any potential safety concerns.

13

14 **4.3 Privacy and Security**

15 Protecting customer data is a top priority for NB Power, and as such the utility adheres to
16 strong privacy protection practices. Information is encrypted (coded), and sent over a
17 secure network which incorporates multiple layers of security. As a result, no private,
18 customer-identifying information is collected or transmitted across the network.

19

20 Cyber security is a mandatory requirement of the AMI system, from end-to-end. Security
21 safeguards will be built into the design and implementation of the smart grid and smart
22 meter system. A comprehensive, defense-in-depth approach will ensure that we have top
23 security measures at every level.

24

25 North American Electric Reliability Corporation (“NERC”) cyber security standards have
26 been incorporated in New Brunswick under the Compliance and Enforcement monitoring
27 program established under Part VII of the *Electricity Act*. In addition, NB Power is
28 contractually obligated to ensure secure network infrastructure is established at the time
29 of ordering the meters. Before the implementation of the system, all components will be
30 reviewed following strict cyber security criteria and will be continuously monitored for any
31 potential issues by NB Power’s IT Security Team.

1 **5.0 Customer Communication and Engagement**

2

3 Based on Board feedback in Matter 375, NB Power committed to building awareness and
4 understanding of its grid modernization efforts, including a proposal to install smart
5 meters, and ensuring customers understand how a smarter, more efficient power grid will
6 benefit them. NB Power expects that a small percentage of customers may not want a
7 smart meter and have prepared an approach to be able to respond to these requests.

8

9 **5.1 Public Outreach**

10 As part of the strategic communication and engagement plan, NB Power began outreach
11 to customers and other key stakeholders in 2018. The goal of the early communication
12 and outreach efforts included listening closely to customers to gain insight into their
13 knowledge and opinions of smart grid and smart meters in order to ensure information
14 being provided would be meeting their needs.

15

16 NB Power developed a four-phase communications and engagement plan to support the
17 proposed meter deployment. The report labeled “What Was Said” found in Appendix K
18 was prepared by NATIONAL Public Relations and focuses on the engagement efforts of
19 Phase One.

20

21 The following is the **Key Findings** section from the report:

22

23 *More than two thirds, or 67%, of engagement survey participants confirmed they had heard the*
24 *term “smart meter” recently, suggesting there is a relatively high level of smart meter awareness*
25 *among New Brunswickers. Respondents who identified as Seniors were the most aware (74%)*
26 *while those who identified as Low Income were the least aware (61%).*

27

28 *Participants were asked about the importance of six smart meter benefits. Having power*
29 *restoration efforts begin quicker was cited as the most important benefit, followed closely by*
30 *receiving alerts when your energy use goes up. The third most important benefit was access to*
31 *detailed energy information. Senior and Low Income participants’ responses followed the same*
32 *ranking.*

1 A number of key themes emerged when New Brunswickers were asked to share any concerns
2 they might have about smart meters. More than 60% of survey participants did not comment. Of
3 the 40% who answered the question, 19% wanted more information on smart meters and 6%
4 expressed support for the smart meter deployment. The concerns expressed related to:

- 5
- 6 • Cost and financial considerations
- 7 • Cyber security
- 8 • Reliability of the smart meters (including accuracy of reporting, data sharing, and service)
- 9 • Glitches with the new technology (interruptions in service, malfunctions, technical
10 difficulties)
- 11

12 Other comments included health concerns related to radio frequency, environmental
13 considerations (i.e. wanting solar power instead of smart meters), as well as comments focused
14 on safety, customer service, and potential impacts on jobs. A small number felt smart meters
15 weren't really needed and said they did not want a smart meter, nor would they plan to use a
16 smart meter.

17

18 These themes are consistent with the conversations that NB Power employees had with
19 thousands of New Brunswickers at home shows and events throughout the province. Some New
20 Brunswickers were looking for more information about smart meters (i.e., What are they? How
21 much do they cost? Do I already have a smart meter?), some were questioning potential rate
22 impacts, and a couple of home show visitors inquired about potential health impacts.

23

24 In summary, learnings from the Phase 1 public engagement process will help NB Power
25 continue to build awareness of the benefits of smart meters and the need to modernize the grid.
26 This information will inform the next phases of planned public and stakeholder engagement to
27 build further understanding and awareness on the benefits of smart meters.

28

29 Outreach efforts were focused on these activities:

30

31 Events

32 Since early 2019, NB Power participated in home shows and events across the province.
33 This provided the opportunity to present information on smart grid, smart meters and
34 engage with the diverse New Brunswick customer base and the general public at large.

1 At many of these events there were interactions with hundreds of people, sharing
2 information and answering questions about smart meters.
3
4 NB Power's presence at these events included an information booth hosted by
5 knowledgeable employees who communicated directly with New Brunswickers and
6 answered their questions. Important public feedback at these events has allowed for
7 direct contact and a deeper understanding of what the public interests are when it comes
8 to smart grid and smart meters.

9

10 Stakeholder Meetings

11 Smart meters and smart grid touch on issues of vital importance to the province and
12 have important implications for stakeholders interested in economic development,
13 innovation, clean energy, smart communities, and consumer empowerment. NB Power
14 initiated outreach to stakeholders across the province through one-on-one meetings, NB
15 Power community liaison committee meetings and various conferences to share
16 information and gather input on the smart grid and smart meter proposal.

17

18 Online Survey

19 NB Power launched an online survey in June 2019 through nbpower.com to find out how
20 familiar New Brunswickers are with smart meters, which smart meter benefits are most
21 appealing to them, and whether they have questions or concerns about the meters.

22

23 **5.1.1 Impact and Demographics**

24 Overall, New Brunswickers expressed interest, engaged, or provided feedback to NB
25 Power over 158,000 times through both on-line and in-person touchpoints, ranging from
26 surveys to bill inserts to home show and trade show participation. This includes New
27 Brunswickers from all communities and regions of the province, as well as diverse
28 populations, with focused efforts to ensure the inclusion of low-income households,
29 senior citizen groups, and First Nations communities.

30

1 **5.1.2 Public Information Resources**

2 NB Power strives to make it easy for customers to have access to credible, accurate
3 information about smart grid and smart meters. As such, extensive information resources
4 are provided on NB Power’s website which can also be accessed via mobile phones. The
5 materials include fact sheets, video, frequently asked questions, and infographics
6 created by NB Power, as well as links to information developed by relevant agencies and
7 independent experts. Much of this material is made available in printed form at home
8 shows and other events.

9
10 **5.1.3 Internal Communication**

11 Employees can be influential in helping to inform their families, friends, and neighbours.
12 An internal employee education program began more than two years ago, starting with
13 employees who would be affected by the proposed AMI deployment. In the intervening
14 period, this has broadened to encompass all employees, providing employee briefings,
15 addressing common questions and providing fact sheets on the key benefits of AMI.

16
17 **5.2 Opt-out Policy**

18 Upon approval of the AMI project by the Board, NB Power will offer customers the option
19 to opt-out from receiving a smart meter. The smart meter will be the standard meter
20 going forward and customers choosing a non-standard meter will be advised of a fee to
21 be applied monthly to recover the operational costs of reading their meter.

22
23 NB Power has reviewed the experiences in other North American jurisdictions as well as
24 regulatory decisions, and is recommending that the opt-out rate be calculated and
25 approved after full deployment of the smart meters so that final costs will be known. The
26 evaluation conducted to date assumes approximately two per cent of customers may opt-
27 out, and in order to minimize the cost to opt-out customers NB Power recommends a bi-
28 annual meter read, rather than monthly, with the expectation that these customers will
29 enroll in the Equalized Payment Program. Using these criteria, the estimated cost would
30 be approximately \$4 per month.

1 NB Power is proposing a methodology and a monthly rate based on a cost-recovery
2 model. The costs considered for customers opting out of the standard smart meter are
3 those directly associated with manual meter readings and any incremental support
4 requirements. The fee is intended to cover operational costs only.

5

6 After deployment is complete, a phased multi-media customer engagement strategy will
7 be rolled out to all customers who continue to have a non-standard meter. NB Power will
8 ensure customers understand the costs and terms of keeping their existing meter, and
9 provide two months to confirm their choice.

10

11 NB Power is also proposing that the following eligibility criteria be met in order for a
12 customer to opt out of a smart meter:

- 13 • the customer account must be either residential or seasonal
- 14 • the customer must be the owner of the premise
- 15 • the account must be on Equalized Payment Plan

16

17 Based on experience in neighbouring jurisdictions, a further analysis of cost and recovery
18 requirements will be completed at the end of the project, and a final fee identified and
19 requested. No fee will be charged until approval has been received by the Board.

20

1 **6.0 Regulatory Deferral Account for Meter Write-off**

2

3 NB Power expects to begin the installation of smart meters in October 2021 subject to
4 Board approval. NB Power expects to install approximately 118,000 meters in FY
5 2021/22, 179,000 meters in FY 2022/23 and the final 61,000 meters in FY 2023/24.
6 In total, it is expected that \$15.6 million in remaining net book value will be written off.
7 Without an approved regulatory deferral account, the net book value of the meters
8 removed would be written off to net earnings under the NB Power property, plant and
9 equipment accounting policy in the year that they are removed.

10

11 NB Power is proposing that a deferral account be established in order to levelize the
12 recognition of the expense over a longer period of time. The capital project is expected to
13 be completed over a three-year period. NB Power is requesting to allocate the write-off
14 over five years starting in FY 2021/22. The proposed deferral will be included as part of
15 NB Power's 2021-2031 10-Year Plan which will consider the impact on rates, impact on
16 earnings and the impact on the debt/equity ratio. NB Power believes the five year
17 amortization period provides a reasonable balance between these three considerations.



2020 January 19 Council Session FINAL_066
Kennebecasis Valley Fire Department Inc.

Chief Bill Ireland

Deputy Chief Dan McCoy

7 Campbell Drive, Rothesay, NB E2E 5B6
Phone (506) 848-6601 Fax (506) 848-6608
Email: admin@kvfire.ca

January 9, 2020

Mrs. Catherine Snow, Town Clerk
Town of Quispamsis
12 Landing Court
Quispamsis, NB
E2E 4Z4

RE: Draft Fire Prevention & Protection By-law

Dear Mrs. Snow:

Further to your email of October 15, 2019, the Joint Board of Fire Commissioners met on January 8, 2020 and reviewed the amendments to the draft by-law made by the Town of Quispamsis; most notably the removal from Schedule "A" of our ability to recover fire protection costs from insurance companies.

The Fire Board is disappointed that this recommendation was not accepted by Quispamsis as it has been a long-standing initiative of the Fire Board to identify potential revenue sources to help offset the increasing costs of fire protection. The Fire Board lobbied both Towns in 2013 to support changes to the *Municipalities Act* that would permit a "fee for service" option with the vision towards having this by-law created.

The Fire Board still considers the draft by-law to be a considerable improvement over the existing by-laws currently in place in each Town. Even with the deletion of "Indemnification Technology ®" from Schedule "A", the draft by-law does include some valuable "fee for service" options, improves the Fire Department's ability to provide an effective service and brings consistency to the application of regulations between both Towns.

The Fire Board encourages both Towns to find consensus on a common Fire Prevention and Protection By-law and is willing to provide any advice or support needed to achieve that objective.

Thank you for the opportunity to give input and provide feedback as this proposed by-law progresses through the approval process.

Respectfully,

Grant Brenan
Chair

cc: Town of Rothesay



Town of Rothesay
70 Hampton Road
Rothesay NB E2E 5L5

December 6, 2019

Dear Mayor Grant and Council,

Thank you for being a member of the Union of the Municipalities of New Brunswick! As 2019 draws to a close, I'm writing in recognition of your hard work as municipal leaders and dedicated administrators. You serve because you love your community, and our province is better because of you. Thank you for your dedication.

2020 will be a year of big changes, including the upcoming municipal elections. We look forward to welcoming all the new Council members, and our office is hard at work on resources & support to give them a great start. We also know some friends and respected colleagues won't be returning. Our deepest thanks to all the elected officials who have worked hard and served faithfully, and who will be sincerely missed.

In 2019, UMNB got results for you, thanks to you. We ensured your priorities were at the table on critical issues, from municipal reform, to infrastructure funding, to growing costs. We also got results on your member resolutions, including EPR recycling that can reduce waste & save you money, a hotel levy to help local tourism, and better transparency on designated highways.

We're excited to build on these successes, and we've launched a weekly Bulletin to keep you informed about what UMNB is doing for you. You can find the latest editions on our new page: <https://umnbc.ca/communications/>

On behalf of the Board and all our members: thank you again for your hard work on behalf of your community and our province. Happy Holidays, Merry Christmas, and Happy 2020!

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne H. Sturgeon", is written over a light blue horizontal line.

Wayne H. Sturgeon
President, UMNB

UMNB BULLETIN



2020 ADVOCACY PRIORITIES | PRIORITÉS DE PLAIDOYER

Last weekend during the Board of Directors meeting, the Executive Director proposed an updated set of advocacy priorities for UMNB. These priorities are based on UMNB's open resolutions, and reflect the themes seen in member concerns. The Board of Directors voted to adopt the following priorities:

- viable communities
- collaborating communities
- growing communities
- green communities
- safe communities

La fin de semaine dernière, lors de la réunion du conseil d'administration, la directrice générale a proposé une mise à jour des priorités en matière de défense des intérêts de l'UMNB. Ces priorités sont fondées sur les résolutions ouvertes de l'UMNB et reflètent les thèmes des préoccupations des membres. Le conseil d'administration a voté l'adoption des priorités suivantes :

- collectivités viables
- collectivités collaboratives
- collectivités en croissance
- collectivités vertes
- collectivités sécuritaires

OFFICE REPORT | RAPPORT DU BUREAU



Last week the President and Executive Director of UMNb participated FCM's Board of Directors meeting and Advocacy Days in Ottawa, where FCM unveiled municipal priorities for the first 100 days of government. We also submitted our ETF grant proposal in hopes of receiving funding for our GHG emissions guide!

La semaine dernière, le président et la directrice générale de l'UMNB a participé à la réunion du Conseil d'administration de la FCM et aux Journées de défense des intérêts à Ottawa, où la FCM a dévoilé les priorités municipales pour les 100 premiers jours du gouvernement.

Nous avons également soumis notre demande de subvention au FFE dans l'espoir de recevoir du financement pour notre guide des émissions de GES !

EXTERNAL EVENTS

4 DEC 2019

A Roadmap to Regional Prosperity: Municipal leadership on Immigrant Attraction and Retention

Webinar:

<https://www.eventbrite.com/e/webinar-a-roadmap-to-regional-prosperity-municipal-leadership-on-immigrant-attraction-and-retention-registration-76459856489>

ÉVÉNEMENTS EXTERNES

NEWS FROM THE LEGISLATURE

Disaster relief for residents affected by hurricane Dorian

The provincial government has launched a Disaster Financial Assistance program to help individuals, small businesses, not-for-profit organizations and municipalities who suffered property damage following hurricane Dorian... provides assistance for eligible damage and losses that threaten the health and safety of individuals, municipalities and small businesses. The maximum assistance for structural repairs to private residences is \$160,000, while the maximum for small businesses and not-for-profit organizations is \$500,000.

https://www2.gnb.ca/content/gnb/en/news/news_release.2019.11.0637.html

Key property assessment recommendation to be implemented in 2020

In the new year, the province will join almost every other province in issuing separate property tax notices and property tax (bills) notices.

https://www2.gnb.ca/content/gnb/en/news/news_release.2019.11.0636.html

Volumes II and III of the 2019 auditor general report to be released on Dec 3

https://www2.gnb.ca/content/gnb/en/news/news_release.2019.11.0635.html

Amendment to the Safer Communities and Neighbourhoods Act to deal with illegal cannabis

The proposed amendment would add to the definition of specified use, the possession, consumption, purchase, sale, distribution or cultivation of cannabis in contravention of federal legislation.

https://www2.gnb.ca/content/gnb/en/news/news_release.2019.11.0623.html

Legislative amendments aim to enhance workplace safety and reduce workers' compensation assessment rates

The amendments would apply to the Occupational Health and Safety Act, the Workers Compensation Act, and the Workplace Health, Safety and Compensation and Workers' Compensation Appeals Tribunal Act. The changes would:

- Clarify the obligations of employers and supervisors respecting the health and safety of workers.
- Extend the timeframe for bringing forward prosecutions under the Occupational Health and Safety Act.
- Amend the duty to accommodate language in workers' compensation legislation to reinforce the employer's obligation to return injured workers to work, unless the accommodation causes the employer undue hardship.
- Introduce administrative penalties for Workers' Compensation Act violations.
- Clarify that WorkSafeNB has the discretion to determine the medical aid that may be provided to injured workers.

https://www2.gnb.ca/content/gnb/en/news/news_release.2019.11.0634.html

Bill introduced to modernize the Aquaculture Act

"New Brunswick is the heart of salmon aquaculture in Atlantic Canada, where the industry has been operating for more than 40 years," said Susan Farquharson, executive director of the Atlantic Canada Fish Farmers Association. "Aquaculture is one of New Brunswick's most promising sectors, and we look forward to working with the province on the regulations to support this new legislative framework and a finfish development strategy that supports this sector's sustainable growth."

https://www2.gnb.ca/content/gnb/en/news/news_release.2019.11.0633.html

NOUVELLES DE L'ASSEMBLÉE LÉGISLATIVE

Programme d'aide financière en cas de catastrophe pour les résidents touchés par l'ouragan Dorian

Le gouvernement provincial a lancé un Programme d'aide financière en cas de catastrophe pour aider les personnes, les petites entreprises, les organismes sans but lucratif et les municipalités qui ont subi des dommages matériels lors de l'ouragan... fournit de l'aide pour les dommages et les pertes admissibles qui menacent la santé et la sécurité des personnes, des municipalités et des petites entreprises. L'aide maximale pour les réparations structurelles aux résidences privées est de 160 000 dollars, tandis que le montant maximal pour les petites entreprises et les organismes sans but lucratif est de 500 000 dollars.

<https://www2.gnb.ca/content/gnb/fr/nouvelles/communiqu2019.11.0637.html>

Évaluation foncière : mise en œuvre d'une recommandation clé en 2020

L'an prochain, le gouvernement provincial commencera à envoyer séparément l'avis d'évaluation foncière et l'avis d'impôt foncier (la facture), comme c'est le cas dans la plupart des autres provinces.

<https://www2.gnb.ca/content/gnb/fr/nouvelles/communiqu2019.11.0636.html>

Volumes II et III du rapport 2019 de la vérificatrice générale rendus publics le 3 décembre

<https://www2.gnb.ca/content/gnb/fr/nouvelles/communiqu2019.11.0635.html>

Modifications apportées à la Loi visant à accroître la sécurité des communautés et des voisinages en vue de lutter contre le cannabis illégal

Les modifications proposées ajouteraient à la définition de « fins déterminées » la possession, la consommation, l'achat, la vente, la distribution ou la culture du cannabis d'une façon qui contrevient à la législation fédérale.

<https://www2.gnb.ca/content/gnb/fr/nouvelles/communiqu2019.11.0623.html>

Modifications législatives visant à améliorer la sécurité au travail et réduire les taux de cotisation au régime d'indemnisation des travailleurs

Les modifications s'appliqueraient à la Loi sur l'hygiène et la sécurité au travail, à la Loi sur les accidents du travail et à la Loi sur la Commission de la santé, de la sécurité et de l'indemnisation des accidents au travail et le Tribunal d'appel des accidents au travail. Elles :

- préciseraient les obligations des employeurs et des superviseurs en ce qui concerne la santé et la sécurité des travailleurs;
- prolongeraient le délai pour intenter une poursuite en vertu de la Loi sur l'hygiène et la sécurité au travail;
- modifieraient le texte concernant l'obligation d'accommodement dans la législation sur les accidents du travail pour renforcer l'obligation de l'employeur de faciliter le retour au travail des travailleurs blessés, à moins que cela constitue pour lui une contrainte excessive;
- instaureraient des amendes administratives pour les infractions à la Loi sur les accidents du travail; et
- préciseraient que Travail sécuritaire NB a toute latitude pour déterminer l'aide médicale qui peut être fournie aux travailleurs blessés.

<https://www2.gnb.ca/content/gnb/fr/nouvelles/communiqu2019.11.0634.html>

Dépôt d'un projet de loi pour moderniser la Loi sur l'aquaculture

« Le Nouveau-Brunswick est au cœur de la salmoniculture au Canada Atlantique, où l'industrie est établie depuis plus de 40 ans », a affirmé la directrice générale de l'Atlantic Canada Fish Farmers Association, Susan Farquharson. « L'aquaculture est l'un des secteurs les plus prometteurs du Nouveau-Brunswick, et nous avons

hâte de travailler avec le gouvernement provincial sur les règlements afin de soutenir ce nouveau cadre législatif ainsi que sur une stratégie de développement du poisson qui appuie la croissance durable du secteur. »

<https://www2.gnb.ca/content/gnb/fr/nouvelles/communiqu2019.11.0633.html>

NEWS | NOUVELLES

The CRTC has launched its second call for applications under the Broadband Fund, with a deadline of March 27. They are accepting applications for eligible projects in areas across Canada where there is a great need for improved broadband Internet and mobile wireless services. Municipal government organizations can apply for funding if they meet the eligibility criteria. Learn more here: <https://crtc.gc.ca/eng/internet/internet.htm>

Le CRTC a lancé son deuxième appel de demandes dans le cadre du Fonds pour les services à large bande, dont la date limite est le 27 mars. Ils acceptent des demandes pour des projets admissibles dans des régions du Canada où il y a un grand besoin d'améliorer les services Internet à large bande et les services mobiles sans fil. Les organismes municipaux peuvent présenter une demande de financement s'ils répondent aux critères d'admissibilité. Pour en savoir plus, cliquez ici : <https://crtc.gc.ca/fra/internet/internet.htm>

Nominate your #CDNmuni as a Sustainability Leader

The call for nominations for FCM's 2020 Sustainable Communities Awards is now open! The awards celebrate the most innovative local sustainability initiatives and are open to municipalities of all sizes and regions across Canada. Apply by March 31, 2020.

<https://fcm.ca/en/news-media/announcement/nominations-now-open-fcms-2020-sustainable-communities-awards>

Nommez votre #CDNmuni comme leader en matière de développement durable

L'appel de candidatures pour les Prix des collectivités durables 2020 de la FCM est maintenant ouvert ! Les prix soulignent les initiatives locales les plus novatrices en matière de développement durable et sont ouverts aux municipalités de toutes tailles et de toutes les régions du Canada. Faites votre demande d'ici le 31 mars 2020.

<https://fcm.ca/fr/nouvelles-et-medias/annonce/appel-de-candidatures-prix-des-collectivites-durables-2020-de-la-fcm>

TOOLS | OUTILS

Legal Guide for Municipalities: Homelessness is a serious problem in Canada. Adequate housing gives shelter, comfort and safety, but unfortunately, many Canadians do not have an appropriate home. Despite being the level of government that most often interacts with people without adequate housing, municipalities often do not have enough resources or expertise to address its challenges.

Last week, the CBA's Municipal Law Section released its [Tackling Homelessness: A Legal Guide for Municipal Governments](https://cba.org/Publications-Resources/Practice-Tools/Tackling-Homelessness?lang=en-ca). The guide is meant to help municipal governments develop strategies to combat homelessness: <https://cba.org/Publications-Resources/Practice-Tools/Tackling-Homelessness?lang=en-ca>

Guide juridique pour les municipalités : L'itinérance est un grave problème au Canada. Un logement convenable offre abri, confort et sécurité, mais malheureusement, de nombreux Canadiens n'ont pas de logement convenable. Bien qu'il s'agisse du palier de gouvernement qui interagit le plus souvent avec les personnes sans logement adéquat, les municipalités n'ont souvent pas suffisamment de ressources ou d'expertise pour relever les défis qui se posent.

La semaine dernière, la Section du droit municipal de l'ABC a publié son rapport intitulé Lutter contre l'itinérance : Guide juridique à l'intention des gouvernements municipaux. Le guide vise à aider les administrations municipales à élaborer des stratégies pour lutter contre l'itinérance : <https://cba.org/Publications-Resources/Practice-Tools/Tackling-Homelessness?lang=fr-ca>

The Energy Poverty and Equity Explorer tool: By understanding and addressing energy poverty, policymakers can advance progress on a number of these critical priorities and ensure we “leave no one behind” in the low-carbon transition. Check out this [new tool](http://energypoverty.ca/index.html) from the Canadian Urban Sustainability Practitioners that enables users to visualize different variables such as levels of home-energy cost burdens. <http://energypoverty.ca/index.html>

L'outil Energy Poverty and Equity Explorer : En comprenant et en s'attaquant à la pauvreté énergétique, les décideurs peuvent faire progresser un certain nombre de ces priorités cruciales et s'assurer que nous n'abandonnons personne dans la transition vers une économie faible en carbone. Jetez un coup d'œil à ce nouvel outil du Canadian Urban Sustainability Practitioners qui permet aux utilisateurs de visualiser différentes variables telles que les niveaux du fardeau des coûts de l'énergie domestique. Les multiples aspects de la pauvreté énergétique au Canada http://energypoverty.ca/index_FR.html

ABOUT UMNb | À PROPOS DE L'UMNB

The Union of the Municipalities of New Brunswick (UMNB) is a bilingual association of sixty local governments of all sizes, representing over one third of New Brunswick's population. Since 1994, UMNB has advocated for strong, sustainable communities throughout the province. Our members decide UMNB's policies & priorities through member resolutions, at regional Zone meetings, and at our Annual General Meeting. Together, our members tackle local challenges and share solutions to make life better for their citizens.

Follow us on [Twitter @MunicipalNB](#) and on [Facebook @MunicipalNB](#).

L'Union des municipalités du Nouveau-Brunswick (UMNB) est une association bilingue de 60 gouvernements locaux à travers la province et qui représente plus du tiers de la population. Depuis 1994, l'UMNB milite pour des collectivités fortes et durables à la grandeur de la province. Nos membres déterminent les politiques et les priorités de l'UMNB au moyen de résolutions adoptées par les membres, lors des réunions régionales de zones et de notre assemblée générale annuelle. Nos membres unissent leurs efforts pour relever les défis locaux et échangent des solutions visant à améliorer la vie de leurs citoyens.

Suivez-nous sur [Twitter @MunicipalNB](#) et sur [Facebook @MunicipalNB](#).



**Directors of the New
Brunswick Medical
Education Foundation
Inc.**

Jason Downey, Co-Chair
James O'Brien, MD, Co-Chair

Thomas Barry, MD

Carol Chapman

Mike Doyle

Nathalie Godbout, LLB, Q.C.

David Huestis

Allison Kennedy, MD

Robert MacKinnon, BA, MA, PhD

David Marr, MD, Past Chair

Ron Outerbridge, CA

Lyne St-Pierre-Ellis

Michael Simon, MD

John Wallace, LLB

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New Brunswick Medical
Education Foundation Inc.
70C Hampton Road
Rothesay, NB
E2E 5L5

CRA No. 810513523RR0001

December 8, 2019

Mayor Nancy Grant and Council
70 Hampton Road
Rothesay, N.B. E2E 5L5

Dear Mayor Nancy Grant and Council:

As the Past Chair of the Board of Directors, I am writing to let you know about some exciting changes at the New Brunswick Medical Education Foundation.

First, it is my absolute pleasure to announce that my replacements on the Board as Chair will be two Co-Chairs, Dr. Jim O'Brien and Mr. Jason Downey who have served on the Board since 2016 and 2017 respectively. They have graciously taken on the role of overseeing the foundation as it advances to its next and exciting chapter. I want to thank them for their commitment to building better healthcare in our province.

Secondly, I would like to introduce you to Darren McLeod, he is our new Executive Director and brings to our foundation years of experience in major gift, planned giving, and donor development in the healthcare and arts and cultural sectors. Darren is thrilled to be joining our foundation and raising awareness and support for it across the province and region. He will be reaching out to our donors, stakeholders, and community partners before the holiday break in December.

I am equally happy to announce that Natalie Boyce has joined the foundation in a fulltime capacity as the coordinator for the office. She will keep the administrative processes flowing and is your contact for tax receipting purposes too. It is my genuine pleasure to welcome them to the foundation and look forward to their contributions ahead.

The idea of medical scholarships for New Brunswick residents to attend an accredited school of medicine and return home to practice was incubated by Dr. Donald Craig. Through his vision and tenacity, the New Brunswick Medical Education Foundation Inc. was born in 2010 and 3 students were recipients of the first scholarships. This year alone, over 41 were bursaries totaling over \$303,000.00 were given out. Since its creation, the foundation has had over 130 medical students supported by 225 bursaries with 95 in return to service agreements to practice in this province when they have completed their studies. That is astonishing 228 years of return to service owed back to healthcare in our province! Since the first scholarships were handed out in 2010, the foundation has grown to over 6 Million Dollars with \$2 Million directed to our medical students.

Dr. Craig has kindly offered to assist the foundation in an advisory capacity now that he has stepped down from the Board as and most recently as the organization's interim Executive Director. I want to extend my deepest gratitude for his commitment to this foundation since its inception.

I also want to thank you, our donors and supporters for your incredible and continued commitment to our work to build a better healthcare network of physicians and specialists in New Brunswick. None of this would have been possible without your truly generous support!

Sincerely,

Dr. David Marr
Past Chair



The New Brunswick Medical
Education Foundation

La Fondation d'éducation médicale
du Nouveau-Brunswick Inc.

2020 January 13 Open Session FINAL_076



December 8, 2019

Mayor Nancy Grant and Council
70 Hampton Road
Rothesay, N.B. E2E 5L5

*Dear Mayor Grant,
Thank you so much for your wonderful
support through the town.
Wendy Hopcraft
D*

Dear Mayor Nancy Grant and Council:

I am looking forward to the year ahead with the New Brunswick Medical Education Foundation as its new Executive Director. I am thrilled to be joining an organization that has built its vision on a made in New Brunswick solution to addressing our physician shortage. Our foundation through the incredible generosity of donors provides scholarships to New Brunswick residents who want to pursue medical school and come home to practice.

Through the vision of its founder, Dr. Donald Craig, our organization has evolved from granting 3 bursaries in 2010 to now having 130 scholarship students with 95 of those recipients confirming return to service agreements to practice in New Brunswick. As one of the oldest populations in Canada it is estimated that between 50 – 70,000 residents do not have a family physician. Our province also suffers from some of the longest wait times in the country and 20 percent of our doctors are over the age of 55. Our foundation is here to help address those critical gaps in our healthcare system across the province.

The foundation's focus is to build a meaningful relationship with our medical students and provide financial support to them with the goal to have them practice at home. Our dedicated medical students come from every corner of New Brunswick and from all walks of life. I could not think of better way to attract our medical talent to stay home and practice than by providing them meaningful student scholarships for up to four years. As you'll note in Dr. Marr's letter, return to service agreement combined have pledged many years to practice in New Brunswick, but there is so much more that we can do as a foundation and community.

It would be my honour and privilege to meet with you in person, provide a presentation, or have a conversation by phone about how your wonderful support can truly benefit healthcare in our province and grow our student scholarships. If you have not supported our foundation in the past, I do hope you will consider it.

I am always available to discuss the positive impact of medical student bursaries and the positive impact of endowment funds that can be developed through your gifts. Your interest and support means a great deal to all of us at the New Brunswick Medical Education Foundation. You can learn more about the foundation and donate directly through our website, www.nbmeded.ca

I can be reached at 506-349-5053 or by email at Darren.McLeod@nbmeded.ca

Thank you and kindest regards,

Darren McLeod
Executive Director
New Brunswick Medical Education Foundation Inc.

Greater Saint John

EX-DEPUTY CHIEF'S LAWSUIT 'FRIVOLOUS': COMMISSION

MIKE LANDRY
TELEGRAPH JOURNAL

SAINT JOHN - The New Brunswick Police Commission has doubled down in court filings on its decision to begin discipline proceedings with former Saint John police deputy chief Glen McCloskey over his alleged actions during the trial of Dennis Oland.

The commission and the former executive director at the centre of the lawsuit filed a statement of defence with the court on Aug. 8.

McCloskey launched a lawsuit against the commission and Staphan Roberge in April claiming that they deliberately acted unlawfully and were negligent in pursuing disciplinary action against him.

The commission, court documents state, received a complaint about McCloskey in 2015, during the initial trial of Dennis Oland. Another ex-officer, Sgt. Mike King, testified that he felt McCloskey discouraged him from being truthful when taking the stand for Oland's preliminary inquiry - specifically that

he needn't tell the court. McCloskey visited the Richard Oland crime scene.

The commission hired an investigator to review the allegation - and Halifax police investigated the matter for possible criminal offences, but didn't recommend any charges. The investigator deemed there was sufficient evidence that McCloskey breached the Code of Conduct.

McCloskey, though, is alleging in his lawsuit that the commission was biased

PLEASE SEE - LAWSUIT, B2



Glen McCloskey

Raccoon deaths at N.B. lake prompt probe

FALLON HEWITT
TELEGRAPH JOURNAL

QUISPAMIS - Ritchie Lake is under investigation by the province after three dead raccoons were discovered in the area on Tuesday.

Aaron Kennedy, spokesperson for the Town of Quispamis said the bodies of the three dead animals were discovered in close proximity to one another floating in the water.

Reported by a resident in the afternoon, Kennedy said town staff contacted Dr. Jim Golze, manager of the province's veterinary laboratory and pathology services, who decided that the carcasses will be examined.

"It was up to him to determine whether he wanted to see the carcasses, and he said yes," said Kennedy.

The examination of the raccoons will take place in Fredericton. The Department of Environment and Local Government also took water samples from the lake on Thursday and will be performing tests to determine if the algae in the lake contains cyanobacteria.

Results for both tests could take a number of weeks to come in, said Kennedy.

The toxin was determined to be responsible for the death of a dog in the St. John River earlier this summer near Fredericton.

For now, the town is warning residents to proceed with caution around the lake.

"It's the best course of action to take right now until we know what is going on," said Kennedy. "We haven't heard about any other issues with pets."

PLEASE SEE - LAKE, B2

Paying doctors to return home

MICHAEL ROBINSON
TELEGRAPH JOURNAL

ROTHESAY - While volunteering in the medical field, Joshua Shanks said he was struck by the Impact long wait times was having on patients.

"You see the struggle, the emotional and physical toll it has on them. I living with chronic pain is no joke. All while waiting for a procedure and you can't work," said the 22-year-old, an upcoming first year Dalhousie Medicine New Brunswick student.

Shanks was one of 41 future New Brunswick physicians who received medical school scholarships worth, in total, more than \$100,000 at Rothessay Netherwood School on Thursday evening.

But the funding from the New Brunswick Medical Education Foundation Inc. comes with a catch. Recipients have to pledge to return home to New Brunswick to practise.

The condition was an easy one to agree to for Shanks. The Chance Harbour native described himself as a "home body" who intends to pursue his medical career in the same place he grew up.

The foundation is a unique not-for-profit whose ultimate goal aims to solve the province's physician recruitment and retention problem.

It meets this objective by distributing bursaries to New Brunswick residents who have already been accepted into an accredited medical school. These medical school students then sign a "return to service"



Joshua Shanks was one of 41 scholarship recipients who received funding from the New Brunswick Medical Education Foundation Inc. at the non-profit's annual scholarship reception held this year at Rothessay Netherwood School on Aug. 15.

PHOTO: MICHAEL ROBINSON/TELEGRAPH JOURNAL

agreement for however many years they received funding.

Although the foundation is based in Saint John, recipients come from every corner of the province. Awards range in value from \$4,000 to \$12,000 a year.

Against the backdrop of a solo cello performing in a brightly lit heritage hall, retired family physician and foundation founder Dr. Donald Craig said the demand for doctors is at an all-time high.

"We need these students because today you need two young doctors to replace a senior physician," said Craig, who currently serves as the foundation's interim executive director.

Since its inception in 2010, its board has obtained \$7 million in endowed funds from donors and distributed

PLEASE SEE - DOCTORS, B2



Patrick Rogers and Nguyn Nguyn were two of 41 scholarship recipients who received funding from the New Brunswick Medical Education Foundation Inc. at the non-profit's annual scholarship reception held this year at Rothessay Netherwood School on August 15. PHOTO: MICHAEL ROBINSON/TELEGRAPH JOURNAL

Citizen pledges help to 'town held hostage by deer'

Kingsbrae Garden founder Lucinda Flemer says she will financially support deer reduction efforts in Saint Andrews

JOSHUA FISCHLIN
TELEGRAPH JOURNAL

SAINT ANDREWS - Kingsbrae Garden founder, Lucinda Flemer, said she would continue her trend of offering financial support for future deer reduction efforts in Saint Andrews.

Flemer put an advertisement in the Telegraph Journal about a week ago "to try and bring to people's attention that there's a tragedy waiting to happen if something isn't taken care of

quickly," she said. "If I had my way, I would have had a big headline: 'Town held hostage by deer,'" she said.

Her main concerns with the town's deer overpopulation are health and safety, she said. The former, because of the ticks the animals can carry, and the latter, due to the risk of motor vehicle collisions and potential casualties.

There is no plan yet by the province or the municipality to address the deer issue, but Flemer said that once one is proposed, she would "absolutely" support the efforts, depending on what that plan entails.

"I haven't the foggiest idea what they're thinking or might think of... What we would like is an answer as quickly as possible, so whatever is going to be done can be activated before something serious happens," she said.

She has offered to help finance deer culling efforts before.

Two years ago, when the town was thinking of physically removing the deer from its borders, Flemer offered to fund the tranquilization of about half of them, which Kingsbrae Garden managing director Tim Henderson said would have been about 100 of the animals.

The plan ended up being rejected. So, the next year, when deer reduction via bow hunting was being considered, Flemer offered to help finance the meat processing operations. She said she's seen examples where deer have been culled, and the meat was used for food banks.

"The meat should be used for a good purpose," she said.

During one winter season four years deer caused about \$100,000

worth of damage to perennials and hedges at Kingsbrae Garden, Henderson said.

Flemer paid about \$30,000 for a fence to keep the animals out, which Henderson said is effective only as long as they are spending a lot of money to repair and patrol it.

"It's a constant job that we have to do," he said.

Other than that, she said she has verbally tried to influence people to do something about the issue and raise awareness.

Flemer said she loves animals, and is a big supporter of wildlife. She thinks it's tragic to see the deer starving because they are living in the town.

"They're mangy, they're sick, they're not healthy - they were not made for villages and towns," she said.

"I feel strongly about that."



Lucinda Flemer
PHOTO: TIM HENDERSON/Submitted

The department recommends the following precautions be taken while swimming in areas where the algae could be present:

- Do not swallow lake or river water when swimming, and always supervise young children and pets in recreational waters.
- Bathe or shower immediately after swimming.
- Do not enter the water with open cuts or sores.

A full list of blue-green algae advisories in the province can be found online through the Department of Health. Once an advisory is placed on a body of water, it remains on the list indefinitely.

EX-DEPUTY CHIEF'S SUIT 'FRIVOLOUS': COMMISSION

LAW SUIT --B1

against him and the investigator's findings were "foregone conclusions."

The statement of defence claims there was nothing malicious about how the complaint was handled.

Any appearance of bias, the defence claims, is a product of misinterpretation.

With a "scarcity of resources" and the "short timeline" that begins once a complaint is processed, the defendant's claim deadlines are paramount.

"These preparations are strictly to ensure timelines are met - they do not reflect bias or foregone conclusions," reads the defence statement.

McCloskey's lawsuit relies on a note from the commission in 2016, before the investigator sustained the complaint allegations.

Roberge writes, before the investigator completed his investigation: "Just spoke to (investigator) Barry MacKnight. He is going to sustain the allegations."

While the statement of defence doesn't refute the email, it provides context and claims, contrary to a literal reading of the message, that the investigator never told Roberge he would sustain the allegations.

McCloskey's lawsuit also raises questions around the commission's decision to unilaterally proceed to arbitration, without a settlement conference.

Both sides agree the settlement conference was postponed at McCloskey's request several times.

The statement of defence claims McCloskey's lawyer "engaged in a pattern of delay and non-responsive conduct."

In his lawsuit, McCloskey claims the commission had material and documentation he sought for the settlement conference, but didn't get it until it had been disclosed to Oland's defence for his retrial and ended up in a public document.

Although McCloskey is claiming damages, and saying the actions of Roberge and the commission forced him to retire rather than proceed with arbitration, the defence statement alleges every thing was done in good faith, and it was McCloskey's failure to return.

On the whole, the defence statement submits McCloskey has failed to establish an actionable cause, calling the lawsuit "frivolous and vexatious."

The defendants also allege the lawsuit can't proceed due to the Limitations of Actions Act, and because the Police Act prohibits lawsuits against the commission in cases where the commission was performing its duty.

Contacted in response to the defence statement, McCloskey's lawyer Brian Murphy said he was confident the lawsuit will show there was collusion against his client.

"What we know is the process was flawed and biased," said Murphy. None of the claims by McCloskey or in the defence statement have been proven in court.

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"What we know is the process was flawed and biased," said Murphy. None of the claims by McCloskey or in the defence statement have been proven in court.

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Raccoon deaths investigated

LAKE --B1

With staff visiting the area often to empty nearby trash cans, Kennedy said the town will be keeping an eye out for additional dead raccoons.

Kennedy said the town is also appealing residents for additional information about the raccoons.

"If someone knows how the raccoons ended up in the lake, we would appreciate hearing that information," said Kennedy.

According to the Department of Health, some algae can create toxins, which can cause skin, eye and throat irritation. More serious health effects such as gastrointestinal illness can occur if the toxins are ingested by people.



Mitchell Lake in Quispamsis is being tested after three dead raccoons were discovered floating in the water on Tuesday. PHOTO COURTESY OF AARON HENNING

Paying doctors to return to province

DOCTORS --B1

more than \$2 million in awards. The principal amount generates enough interest to sustain the distribution of yearly scholarships, said Craig.

Master of ceremonies and chair of the organization's grant committee Nathalie Godbout said the scholarships support students at a key role in the very start of their medical education.

This support transforms into an on-going relationship with students that ultimately influences where they choose to practise, she said.

"Our retention rate is unbeatable and the investments made by our generous donors is paying off in spades," she told a crowd of approximately 150.

Greater Saint John native Dr. Catherine Becker was one of the inaugural recipients of a four-year \$48,000 grant.

The past recipient told the newspaper the award "lifted a financial burden to a large extent" and led to her and her husband laying down roots and starting a family in the Port City area.

"To provide scholarships to young people when they need the money the

most is a wonderful initiative," said Health Minister Ted Flemming, who was also in attendance.

Foundation chairman and cardiologist Dr. David Marr told the Telegraph-Journal how gratifying it was to witness New Brunswick students return home at doctors under the program.

"We've had students come back to deliver primary care in communities where they are needed and where there are shortages," he said. "We may be in our 10th year but it's only the beginning."

"We have a lot more work to do"



Retired family physician Dr. Donald Craig, the acting executive director and former chairman of the New Brunswick Medical Education Foundation Inc. PHOTO: MICHAEL ATHERTON/THE TELEGRAPH-JOURNAL

Greater Saint John journal

Fundraiser for women in justice system

SAINT JOHN - The Elizabeth Fry Society will be holding a fundraiser to support women with record suspension experiences.

The event, called Fry for Hope at the Law Courts, will be held on Aug. 22 from 11 a.m. to 2 p.m. at Peel Plaza by the Saint John Arts Centre, according to a press release.

"A record suspension can lift a woman from a life of dependency on social assistance into the workplace, pursue higher education, access student placement opportunities, provide for their families, participate in volunteer activities, integrate fully into their communities, and increase their sense of self-worth," the release says.

The Elizabeth Fry Society of Saint John seeks to support women and their families who are affected by social and economic factors that may contribute to being involved with the criminal justice system, the release says.

The release asks people to join, "not only \$5, you can donate to this worthy cause and make a difference in a woman's life."

Paint can thrown through windshield

SAINT JOHN - A vehicle was discovered to have had a gallon paint can thrown through its front windshield Wednesday morning.

The call came in at about 7:15 a.m. Wednesday, according to Sgt. Ryan Cooper of the Saint John Police Force.

The vehicle was parked in the back of 10 Crown St., and the incident occurred overnight, he said.

It caused significant damage to the outside and inside of the car, he said. This is the second time an occurrence of that nature happened in the area. There is an ongoing investigation into the incident.

Words in season

For whether we live, we live unto the Lord; and whether we die, we die unto the Lord; whether we live therefore, or die, we are the Lord's. - Romans 14:8

Lotteries

Visit tjnews/telegraph-journal for the latest lottery numbers.

Weather Around the Province

Edmundston: Chance of shower/rain (POP 70%) High 22, light rain (POP 6%) overnight. Low 15. Saturday: Light rain (POP 70%) High 23, Feels like 28, Low 15. Sunday: Heavy showers (POP 40%) High 25, Feels like 31, No rain chance overnight. Low 15. Normals: High 23.7, Low 12.1.

Fredericton: Variable cloudiness High 26, Feels like 29, Variable cloudiness overnight. Low 16. Saturday: Variable cloudiness High 26, Feels like 31, Low 17. Sunday: Light rain (POP 60%) High 25, Feels like 32, Variable cloudiness overnight. Low 17. Normals: High 26.1, Low 12.6.

Fundy National Park: Cloudy. Mostly sunny in cloudy periods into the afternoon. High 23, Feels like 26. Mostly clear with cloudy periods overnight. Low 15. Saturday: Sunny with cloudy periods. High 23, Feels like 27, Low 17. Sunday: Rain (POP 80%) High 23, Feels like 28, Variable cloudiness overnight. Low 17. Normals: High 22.0, Low 12.7.

Miramichi: Isolated showers (POP 30%) High 26, Feels like 29, Isolated showers (POP 40%) overnight. Low 15. Saturday: Variable cloudiness High 26, Feels like 31, Low 17. Sunday: A few showers (POP 60%) High 25, Feels like 31, Variable cloudiness overnight. Low 17. Normals: High 25.0, Low 12.3.

Moncton: Cloudy with cloudy periods. High 26, Feels like 30, Variable cloudiness overnight. Low 15. Saturday: Variable cloudiness High 27, Feels like 31, Low 17. Sunday: Rain (POP 80%) High 24, Feels like 30, Variable cloudiness overnight. Low 16. Normals: High 23.9, Low 12.3.

Saint John: Foggy. Fog patches in the morning becoming widely sunny with cloudy periods in the afternoon. High 22, Variable cloudy overnight. Low 12. Saturday: Variable cloudiness High 24, Feels like 28, Low 16. Sunday: Light rain (POP 60%) High 24, Feels like 29, Variable cloudiness overnight. Low 16. Normals: High 22.0, Low 11.8.

St. Andrews: Cloudy. Mostly cloudy in the morning becoming mainly sunny with cloudy periods in the afternoon. High 20, Variable cloudy overnight. Low 16. Saturday: Variable cloudiness High 23, Feels like 27, Low 17. Sunday: Light rain (POP 80%) High 23, Feels like 28, Variable cloudiness overnight. Low 17. Normals: High 24.2, Low 10.5.

Tomorrow's Weather

Moncton Tidal Bore Trolley
Time: 11:00 AM, 12:00 PM, 1:00 PM, 2:00 PM, 3:00 PM, 4:00 PM, 5:00 PM, 6:00 PM, 7:00 PM, 8:00 PM, 9:00 PM, 10:00 PM, 11:00 PM, 12:00 AM
Tide: High 12.03 m

TIDES FOR TODAY & TOMORROW

Location	Time	Height	Time	Height
Moncton	1:42PM	7.7	1:51PM	11.54
Moncton	1:42PM	7.7	1:51PM	11.54
Moncton	1:42PM	7.7	1:51PM	11.54
Moncton	1:42PM	7.7	1:51PM	11.54
Moncton	1:42PM	7.7	1:51PM	11.54

MOON PHASES

Day	Phase	Time
Yesterday	New Moon	12:00 AM
Today	Waxing Crescent	12:00 AM
Tomorrow	First Quarter	12:00 AM
Next Day	Full Moon	12:00 AM

PRECIPITATION

Day	Month	Amount
Yesterday	Aug	0.0
Today	Aug	0.0
Tomorrow	Aug	0.0
Next Day	Aug	0.0

The Weather Network

PREDICTABLY UNPREDICTABLE

Canada today

City	Weather	Temp
Calgary	rain	14/7
Edmonton	p. sunny	14/6
Halifax	p. cloudy	21/16
Montreal	cloudy	14/6
Ottawa	showers	22/18
Quebec City	p. sunny	24/17
Regina	showers	22/15
Saskatoon	showers	24/11
St. John's	showers	20/9
Toronto	p. cloudy	18/13
Vancouver	showers	25/19
Winnipeg	p. cloudy	21/15
Yellowknife	rain	15/8
Whitehorse	showers	20/17
Yellowknife	p. cloudy	12/6

World tomorrow

City	Weather	Temp
Auckland	showers	22/26
Atlanta	sunny	24/23
Bangkok	partly	31/27
Beijing	sunny	27/19
Bombay	partly	27/27
Boston	p. cloudy	27/21
Buenos Aires	partly	22/27
Chicago	partly	27/22
Hong Kong	partly	29/27
London	p. cloudy	12/29
Los Angeles	sunny	30/20
Manila	showers	31/25
Mexico City	partly	27/16
Moscow	partly	26/19
New Delhi	partly	32/25
Ottawa	partly	26/18
Paris	partly	26/19
Rio de Janeiro	partly	27/21
Sydney	p. cloudy	18/10
Toronto	p. sunny	23/17
Vancouver	partly	23/25

December 12, 2019

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

RECEIVED

DEC 24 2019

Viceregal Patron

Her Excellency the Right Honourable
Julie Payette
Governor General of Canada

Présidente d'honneur vice-royale

Son Excellence la très honorable
Julie Payette
Gouverneure générale du Canada

Boards of Directors

Conseil d'administration

**Trans Canada Trail
Sentier Transcanadien**

Neil Yeates
(Chair/Président)
Japman Bajaj
Ian Cullwick
Eric Gionet
Frédéric Gonzala
James Goulden
Graham Green
Ron Hicks
Michael Lindsay
(Vice-chair/Vice-président)
Carolyn MacKay
Michele McKenzie
Emma Mohs
Valerie Pringle
Patrice Ryan
Robyn Seetal
Gillian Winckler

Trans Canada Trail Foundation

Fondation du Sentier Transcanadien

Valerie Pringle, C.M., LL.D.
(Chair/Présidente)
David Cottingham
Kirby Gavelin
Lori Gove
Laureen Harper
Amanda Lang
Michael Lindsay
Ian Pearce
Aidan Richardson
Ed Steeves
Neil Yeates

President & CEO

Présidente et chef de la direction
Deborah Apps

Dear Friends of the Trail,

After almost 15 years with Trans Canada Trail, I will be leaving to pursue new opportunities, effective March 31, 2020. Before saying goodbye, I wanted to take this opportunity to extend my thanks to all of our donors, friends, partners, volunteers and government supporters for all that has been done in the development of The Great Trail of Canada. This past year, was one of many achievements and continuing progress in ensuring the ongoing sustainability and improvement of our national Trail. We were thrilled to be honoured, in November, with the Canadian Museum of Nature's *Inspiration Award* for Best Non-Profit in Canada and are so grateful for all who played a vital role in getting this accolade. Thank you!

Support for the Trail – Celebrating our Military Connection

This fall, we were proud to fete the Canadian Military Engineers (CME) in Dartmouth, Nova Scotia, and to thank them for their long-standing friendship and collaboration. As part of their 100th anniversary celebrations in 2003, the CME worked on a number of projects over a three-year period and delivered 64 new and restored bridges across the country. Their efforts were instrumental in ensuring that The Great Trail was connected in time for Canada's 150th anniversary celebrations, and in creating a lasting legacy that all Canadians can enjoy for generations to come.

Although the Trail is now connected from coast to coast to coast, bridge maintenance and construction continue to be critical in ensuring the continued connection of and accessibility to the Trail. We look forward to new discussions with the CME on possible future collaborations.

It's Better Together

We continued to grow our audiences, increase our profile, and encourage domestic and international audiences to step out on the Trail. Togetherness – the beauty of doing things in good company – was at the heart of the initiatives we undertook this year.

We successfully piloted three Better Together meet-ups. These guided Trail experiences, along the Trail in British Columbia, Manitoba and Nova Scotia, drew crowds of outdoor enthusiasts. Families of new Canadians were invited to join our meet-ups through our partnership with the Institute of Canadian Citizenship, making for meaningful and memorable experiences with new friends.

Thousands of Canadians took part in The Great Trail Treasure Hunt, and together submitted over 8,000 contest entries. With record-breaking media mentions and participation, the Treasure Hunt has become a cherished public engagement initiative.

Trail Projects

We continue to support many important projects this year, including major repairs to provide safer and easier access to the Trail (Petit Témis, QC); and infrastructure improvements to the Riverfront Bridge (Moncton, NB) and the St. Thomas Elevated Park (ON). In collaboration with our partners in Manitoba, we installed a bridge over Hanson Creek; and we completed a roadway to greenway conversion in Baie-St-Paul, QC. We were thrilled to add a new greenway section – the Pioneer Footpath – the first section of The Great Trail in Labrador.

We also provided technical and financial support for signage projects across the country. In Alberta, we installed signs and wayfinding arrows in Calgary, and on the Trail section from Banff Centre to the Cave and Basin National Historical Site. We also installed a new totem counter in St-Jérôme, QC, and, nature conservation interpretive panels in Yorkton, SK. In recognition of our supporters, we added new panels to six pavilions across the country.

This fall, we received over 150 project requests for financial support through our major funding program, the Capital Improvement Plan. We look forward to supporting as many Trail partners as possible, in their work to develop new and innovative projects in the coming year. With a renewed focus on maintaining the existing greenway sections and increasing their numbers, improving the quality of The Great Trail and being inclusive, next year's projects will support the development of active transportation routes; improvements to accessibility; increased signage; and repairs to sections damaged by natural disasters.

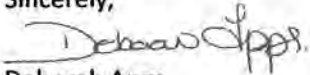
In closing, I'd like to tell you what an honour it has been to lead this organization during both the challenging and the rewarding times. During my tenure, TCT raised over \$120 million in support of the Trail, the most successful initiative of its kind in Canada; the organization acquired national and international recognition through its communications strategies, events and tourism outreach; and we celebrated the full connection of The Great Trail in 2017, as part of Canada's 150th anniversary of Confederation. All of this was accomplished through a passionate team effort among a dedicated staff team, national volunteers and generous donors, as well as support from all levels of government, and Canadians inspired by our vision. Together we achieved a bold, some would say crazy, dream to connect Canada and Canadians, through the development of a national Trail.

It has been a great honour to lead this iconic project toward 2017 and beyond. The memories of the people I met, of the communities visited and of the kilometres travelled will be forever imprinted on my heart. Thank you for having joined me on this great journey.

If you have any questions, or would like additional information on the Trail, please feel free to contact my office at ceo@tctrail.ca or at 800-465-3636 x. 4341.

Thank you for your continued support.

Sincerely,



Deborah Apps
President & CEO

wishing you and yours all the best for the holiday season; may 2020 provide you with many opportunities to spend time on our national Trail with friends and family.



"Winter Blues" (detail) 7" x 12", oil on linen (2008)

Near The Great Trail in Caledon, Ontario

I set up my easel as the fading light caught the stand of poplars. As one last streak of light shot through the trees, the shaded snow took on the rich blues from the clear skies above."

- Cory Trépanier, Artist & *national Champion* of The Great Trail

To view more of Cory's art visit www.corytrepanier.com



« **Winter Blues** » (détail) 7" x 12", huile sur lin (2008)

Près du Grand Sentier à Caledon, Ontario

«J'ai installé mon chevalet lorsque la lumière tamisée a rejoint les peupliers. Lorsqu'un dernier rayon de lumière a traversé les arbres, la neige ombragée a recouvert les riches bleus du ciel dégagé au-dessus.»

-Cory Trépanier, artiste et *Champion national* du Grand Sentier

Pour en savoir plus sur le travail de Cory, visitez le site www.corytrepanier.com.

The holiday season is a time for gathering with loved ones and looking back at the achievements of the past year. For us, it's also an opportunity to reflect on the contributions of the incredible volunteers, donors and partners, whose generosity and determination supported the creation and continued enhancement of The Great Trail of Canada – the world's longest network of recreational multi-use trails. We are grateful for all who give their time and resources to this national treasure – a gift from Canadians to Canadians.

Happy holidays, and see you on the Trail!

La période des Fêtes nous amène à se rassembler avec ceux que l'on aime et à réfléchir aux réalisations de l'année qui s'achève. Pour nous, elle est aussi une occasion d'exprimer toute notre gratitude pour les contributions de nos extraordinaires bénévoles, donateurs et partenaires, dont la générosité et la détermination ont soutenu la création et l'amélioration continue du Grand Sentier du Canada, le plus long réseau de sentiers récréatifs multi-usages du monde. Nous sommes reconnaissants envers tous ceux qui offrent temps et ressources à ce trésor national – un cadeau des Canadiens aux Canadiens.

Joyeuses Fêtes, et à bientôt sur le Sentier !



Trans Canada Trail
Sentier Transcanadien

Michael G. Trisha Sandra
Kim Carmen Jane K. Jennifer Margaret
Simone Chantelle Deborah J r mie Kristen Angela
Kathleen Lori Heidi Patriq Derick
Charles-Andr  Maxime Carol Jane O. David
Mathieu Jan Michael

*May this holiday season be rich in wonder and special moments with family and friends
Wishing you the very best of the season,
Your friends at The Great Trail*

*Que cette p riode de r jouissances soit riche en  merveillement et en moments pr cieux
pass s en famille et entre amis.
Nous vous souhaitons tout le meilleur de cette saison tr s sp ciale,
Vos amis du Grand Sentier*



**Regular Monthly Meeting
October 28, 2019**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, October 28, 2019, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Vice Chairperson, Glen Baxter, called the regular board meeting to order at 10:00 a.m.

2. Record of Attendance

Libby O'Hara	Deputy Mayor, Quispamsis
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

Absent

Gary Clark	Chairperson
------------	-------------

OTHERS

- Marc MacLeod, Executive Director, FRSC
- Sharon Matthews, Recording Secretary, FRSC
- Nick Cameron, Recreation Facilitator, FRSC
- Brian Shannon, Building Inspector/Development Officer, FRSC
- Terry Keating, Manager, Environment and Local Government

3. Approval of the Order of Business

The Vice Chairperson asked for approval of the Order of Business

Motion: To approve the October 28, 2019 Agenda as presented.

Moved: Director Losier

Seconded: Director Grant

Vote: *Motion Carried*

4. Disclosure of Conflict of Interest

None

5. Approval of Minutes

Motion: To approve the September 10, 2019 minutes.

Moved: Director Losier

Seconded: Director Rathburn

Vote: *Motion Carried*

6. Planning – Building Inspection - Q3

Brian Shannon, Building Inspector/Development Officer presented to the Board the third quarter report for Building, Development & Planning for the Village of St. Martins and Local Service Districts of the Fundy Region. This year 2019 construction costs were \$1,814,100. higher than 2018 year to date values.

Motion: To receive and file the report as provided.

Moved: Director O'Hara

Seconded: Director McAlary

Vote: *Motion Carried*

7. Finance

a. 2020 Budget

The 2020 Draft Budget was distributed to all Councils and Environment and Local Government as per the Legislation for the 45 day review. Executive Director Marc MacLeod was requested to present at Rothesay Council and the Regional Advisory Committee (RAC).

Motion: To approve the 2020 Budget as presented by Executive Director Marc MacLeod.

Moved: Director Losier

Seconded: Director Grant

Vote: *Motion Carried*

b. Emergency Purchase – Excavator

An emergency purchase of an Excavator was required due to significant internal engine failure and damage on September 13, 2019. The Excavator is an integral piece of equipment in the daily operation of the Landfill. The Excavator was scheduled to be replaced on the 2019 Capital Budget.

Motion: To receive and file the report as provided.

Moved: Director Losier

Seconded: Director Rathburn

Vote: *Motion Carried*

c. Tender 2019-02 – Day Cab Tractor

Executive Director Marc MacLeod presented to the Board the Evaluation of Tenders for a new Day Cab Tractor. Four bids were received and it was recommended that Bayview Trucks & Equipment be awarded the Tender since they were the only bid that met all the specifications and concerns with risk accepting deficiencies contained in the other bids.

Motion: To receive and file the report as provided.

Moved: Director McAlary

Seconded: Director O'Hara

Vote: *Motion Carried*

d. Q3 2019 Financial Statements

Executive Director Marc MacLeod reviewed the 3rd Quarter Financial Statements with the Board. The Commission was approximately \$1M favourable mainly due to solid waste volume.

Motion: To receive and file Q3 2019 Financial Statements as presented.

Moved: Director McAlary

Seconded: Director O'Hara

Vote: *Motion Carried*

e. Property Acquisition

Executive Director Marc MacLeod updated the Board on the property acquisition. PAC unanimously (5-0) rejected the proposal for the rezoning of the property the Commission is looking to acquire for the clay and rock source. It will now go to Council on November 4th to address items CMEI brought up and provide Council with a clear understanding for points made by public members at the PAC meeting.

8. Recreation – Active Transportation

Nick Cameron, Recreation Facilitator presented to the Board a Regional Recreation Plan Implementation Update. Over the next few months they will be wrapping up current projects and begin planning for a renewed implementation plan for 2020 and beyond. There is a growing interest in Trails and "The Great Trail" currently connects (5) municipalities and (4) LSD's in the Fundy Region. Nick also spoke on an Active Transportation Symposium, "Move Forward", to take place November 14th at the Lily Lake Pavilion to discuss the challenges, opportunities and actions to develop active transportation across New Brunswick.

Motion: To receive and file the Update as presented.

Moved: Director O'Hara

Seconded: Director Rathburn

Vote: *Motion Carried*

9. Emergency Measures Organization (EMO) – Les Weber

Les Weber, Regional Emergency Management Coordinator updated the Commission on the Spring Freshet and the areas that were affected. He spoke on the purpose of the Regional Emergency Operations Centre (REOC) to provide Regional resources to Municipalities as required and the intent to conduct (3) training events per year.

Motion: To receive and file report as presented.

Moved: Director Losier

Seconded: Director Rathburn

Vote: *Motion Carried*

10. Admin

a. CMEI – Community Projects

Discussion took place on the process of evaluating the project money allocated to CMEI and approving the funds for the projects. Marc MacLeod updated the Board on a new evaluation process with a scorecard to evaluate projects on common criteria. A Committee had been formed using Director Bedford, CMEI Executives, and Marc MacLeod.

b. Printed paper & Packaging

The RSC Solid Waste Group is proposing that the new PPP program announced by the Province be developed to operate through the RSC model as conceived by legislation for solid waste services. The Group has proposed 15 key elements in the development of a PPP program for the Province of NB.

Motion: That Executive Director Marc MacLeod amend letter to Minister Carr that reflects the 15 conditions.

Moved: Director O'Hara
Seconded: Director Losier
Vote: *Motion Carried*

11. Adjournment

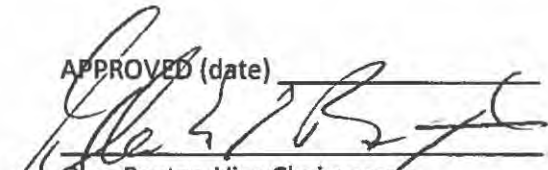
The date for the next meeting was discussed and will be scheduled at a later date.

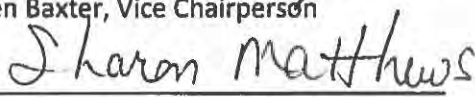
Vice Chairperson Baxter called for a motion to adjourn.

Motion: To adjourn the meeting at 12:16 pm.

Moved: Director O'Hara
Seconded: Director Rathburn.
Vote: *Motion Carried*

APPROVED (date) _____


Glen Baxter, Vice Chairperson


Sharon Matthews, Recording Secretary

MEMORANDUM

DATE: 2019-12-09
TO: MaryJane Banks – Town of Rothesay
FROM: Tanya Cyr
SUBJECT: Board Documents – December 2019

Attached please find the following documents:

1. Signed copy of the Regular Minutes of the October 23, 2019 from the Kennebecasis Regional Joint Board of Police Commissioners December 4, 2019 meeting;
2. Copy of Financials; and
3. Copy of the Call Summary Log.

Please note that the December 4th meeting was in place of our usual November meeting which we could not have due to scheduling and quorum issues.

I trust this is satisfactory.

TC



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF OCTOBER 23, 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
Matthew (Matt) Alexander	Rothesay Representative
Chief Wayne Gallant	KRPF Chief of Police
Cherie Madill	Secretary/Treasurer of the Board
Insp. Anika Becker	KRPF OIC Administration
Insp. Mary Henderson	KRPF OIC Operations
Tanya Cyr	Secretary of the Board

Absent:

BOARD MEMBER	POSITION
Richard MacPhee	Vice-Chair/Rothesay Representative
Tiffany Mackay French	Rothesay Representative
Sean Luck	Quispamsis Representative
Deputy Chief Jeff Giggey	KRPF Deputy Chief of Police

CALL TO ORDER:

Chairman McLaughlin calls the meeting to order. He stated the first item had been dealt with so he moved onto the second item – Approval of Agenda.

2. APPROVAL OF AGENDA:

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

*It was moved by Libby O'Hara and seconded by Matt Alexander that the Agenda for the Regular Meeting of September 25, 2019 be approved as presented. **MOTION CARRIED.***

3. APPROVAL OF MINUTES OF SEPTEMBER 25, 2019:

Chairman McLaughlin called for a motion to approve the Minutes of the Regular Meeting of September 25, 2019 as presented.

*It was moved by Libby O'Hara and seconded by Matt Alexander that the Minutes of the Regular Meeting of September 25, 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'S REPORT/FINANCE/2020 BUDGET

Cherie Madill went over the September 30th financial statements highlighting the cash balance, sick pay and retirement investments, accounts receivable, sales tax/HST, and the receivable from the towns. She stated we are in a good position to date. She moved onto the Statement of Operations highlighting revenue, income received from record checks and the good job done with risk management. She went over the other items and stated we are under budget. She did mention that equipment is under budget and wanted to know if the Chief had identified any purchases. The Chief confirmed that items have been identified and we are in the process of ordering same. She stated we are under budget for vehicles because we did not purchase any vehicles this year, repairs were minor and the contract for gas with the town is saving us more money. She stated that we may be able to purchase a vehicle in December if we want. She stated the Building expenses are in line, Administration is over by \$56,000 but that includes the cost for Jamie LeMesurier's assistance with the contract so that is acceptable. Finally, she stated the presurplus number is \$144,000 then when you take away the extraneous, you are down to a surplus of \$29,000 so we are in good shape. A discussion ensued concerning the budget presentation tomorrow.

*It was moved by Libby O'Hara and seconded by Peter Bourque that the financial statement as presented be received and filed. **MOTION CARRIED.***

5. CHIEF'S REPORT:

Chairman Bob McLaughlin moved to the Chief's Report.

Chief Gallant questioned whether this should be reported here or in the Committee of the Whole portion. Matt Alexander stated some of it should be in the Committee of the Whole, like personnel, legal, etc. and the other information here in the Regular Minutes. Basically, we will have to tease that out ourselves. The Chief stated the most of his report was covered in the Committee of the Whole so he

will let the report stand as presented but he would like to speak about AXON. He stated we have met with AXON, Cherie now has a very detailed list of all the items we are going to get and how it breaks down cost wise. The only concern we have is whether it will marry up with our existing infrastructure. He stated they are well aware of our IT limitations and we are waiting for confirmation that they can deliver the application within these confines. Chairman McLaughlin stated we should be putting some funds aside for upgrades such as these. The Chief stated these items will be covered off in our annual report at the end of the year.

6. COMMITTEE REPORTS:

PERSONNEL

Nothing to report.

BUILDING and GROUNDS/TRANSPORTATION

Chairman McLaughlin updated the board on the building expansion and stated we are moving ahead with the plans and are hoping to come in on budget. At the budget presentation tomorrow, Chief Gallant will advise that while we are working on the building expansion plan, we do not have all the information for a presentation at this time, however, we anticipate the price tag to be between \$750,000 and \$900,000 and would like the opportunity to come back before council when the work is done.

Chief Gallant advised that there will be a tender going out soon for snow removal and that we anticipate doing some internal upgrades that we have been putting off due to budget constraints. We will have another building meeting to discuss these items.

INSURANCE RISK MANAGEMENT

Peter Bourque updated the board on discussions with the insurance company and broker concerning our claims. He explained how our policy worked and the position the insurance company is taking. He is still working with them closely for a possible reimbursement.

FINANCE

Matt Alexander advised that unfortunately the Committee has not met but that they will be giving their presentation tomorrow.

GOVERNANCE

Linda Sherbo confirmed the members of the committee to be herself, Libby O'Hara, Bob McLaughlin, Tiffany Mackay French, and Rick MacPhee. They discussed the mandate and they were trying to align our policies with the provincial policies because provincial policies override local policies. The Chief suggested that Linda touch base with the executive director for Canadian Association of Police Boards as

she may have some ideas of things that need to be covered or are not adequately covered. He will provide the contact information. The Chief added that there has to be some companioning of policies, i.e. the harassment policy.

REGIONAL SERVICE COMMISSION

Nothing to report. The Chief stated Emil Olsen called him and said he planned on continuing with the Regional Service Commission and hoped to get to a meeting soon.

Chairman Bob McLaughlin called for a motion to receive and file all of the Committee Reports.

*It was moved by Matt Alexander and seconded by Libby O'Hara that we receive and file all of the Committee reports. **MOTION CARRIED.***

7. CORRESPONDENCE:

Chairman McLaughlin confirmed there had been no correspondence. He stated that he, Matt Alexander and Rick MacPhee attended the Police Review with Dan Goodwin three weeks ago, they answered questions and expressed our concerns on extra costs to our budget beyond our control. He stated they we were told that our force is the envy of all the forces and our Chief and our staff here are tremendous and they do a great job and they are also the envy of other forces.

Matt Alexander added that the review board had a mandate to follow and they weren't really interested in items outside of that mandate. They talked about expansion and are we willing to take on a larger territory. They said they would be happy to look at it but we are not interested in being swallowed up by somebody else.

8. NEW BUSINESS:

Chairman McLaughlin reminded the board that our next meeting is December 4th.

Chief Gallant added that the Crime Prevention Association of NB are looking for volunteers and thanked Richard Arbeau for putting his name forth. The Chief went onto the described what the committee does.

Chief Gallant updated the board members on the Ident situation and his plan for moving forward with renovating our current facility and seeing an MOU for assistance with larger or emergency situations. He stated our current MOU with SJPF will end on December 31st and he is currently working on a new MOU with Moncton RCMP.

Chairman Bob McLaughlin asked if there was any other new business. Nothing was brought forth.

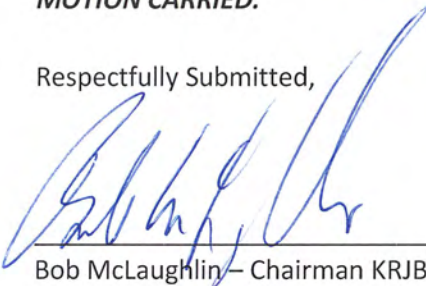
9. MOTION TO ADJOURN:

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

It was moved by Libby O'Hara and seconded by Richard Arbeau that the Regular meeting be adjourned.

MOTION CARRIED.

Respectfully Submitted,



Bob McLaughlin – Chairman KRJBPC



Tanya Cyr – Executive Assistant KRPF

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at October 31, 2019

	<u>2019</u>	<u>2018</u>
-----Financial assets-----		
Cash - General	338,528	206,491
Sick Pay/ Retirement Investments	829,620	844,753
Accounts Receivable	85,952	53,666
Sales tax recoverable	17,584	39,548
Receivable from Towns	197,235	
	<u>1,468,919</u>	<u>1,144,458</u>
----Liabilities-----		
Accounts payable and accrued	386,208	508,118
Budget advance from Towns	250,485	
Vested sick leave/retirement accrual	811,665	740,084
Sick leave replacement	15,299	13,299
Accrued pension benefit liability	454,600	554,700
Debenture payable	949,000	1,080,000
	<u>2,867,257</u>	<u>2,896,201</u>
NET ASSETS (DEBT)	<u>(1,398,338)</u>	<u>(1,751,743)</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	6,794	7,966
Prepaid expenses	134,511	229,372
	<u>2,293,709</u>	<u>2,483,018</u>
ACCUMULATED SURPLUS	<u>895,371</u>	<u>731,275</u>
Assets	3,762,628	3,627,476
Liabilities	3,762,628	3,627,476

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KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
October 31, 2019

	<u>2019</u>			<u>2018</u>	
	-----TANGIBLE CAPITAL ASSETS-----				
	Balance			Balance	
	beginning of year	Additions	Disposals	end of year	
<i>Millennium Drive</i>					
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
<i>Furnishings</i>	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
<i>Machinery & equipment</i>	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
<i>Information technology equipment</i>	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
<i>Vehicles</i>	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
TEN MONTHS ENDING OCTOBER 31, 2019**

	-----TEN MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	85,747	56%	\$60,222	\$55,000	\$66,000
Taxi & Traffic Bylaw	3,625	-13%	4,176	4,167	5,000
Interest income	8,270	98%	8,219	4,167	5,000
Retirement investment income	18,161	15%	15,191	15,833	19,000
Secondments	182,475	1%	164,983	180,833	217,000
	<u>298,277</u>	15%	<u>252,791</u>	<u>260,000</u>	<u>312,000</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	2,870,378	-3%	\$2,737,805	2,969,653	\$3,563,584
Benefits	558,128	-10%	511,956	619,530	743,436
Training	43,957	5%	40,590	41,667	50,000
Equipment	12,736	-24%	19,834	16,667	20,000
Equip repairs & IT support	4,669	40%	3,610	3,333	4,000
Communications	66,496	-3%	49,736	68,500	82,200
Office function	9,846	-26%	11,894	13,333	16,000
Leasing	11,672	-14%	12,656	13,500	16,200
Policing-general	32,580	20%	48,093	27,083	32,500
Insurance	12,920	4%	12,115	12,481	14,977
Uniforms	55,395	85%	48,249	30,000	36,000
Prevention/p.r.	10,216	75%	5,734	5,833	7,000
Investigations	36,539	37%	29,220	26,667	32,000
Detention	21,736	-9%	21,729	23,917	28,700
Taxi & Traffic Bylaw	0	-100%	520	1,000	1,200
Auxillary	1,626	-22%	1,071	2,083	2,500
Public Safety	24,908	-19%	26,525	30,785	36,942
	<u>3,773,801</u>	-3%	<u>3,581,337</u>	<u>3,906,033</u>	<u>4,687,239</u>
VEHICLES					
Fuel	73,734	-18%	86,407	90,000	108,000
Maint./repairs	50,778	-28%	42,593	70,833	85,000
Insurance	22,489	11%	19,721	20,313	24,376
New vehicles	37,627	-42%	71,426	65,000	78,000
Equipment	0	-100%	4,011	5,000	6,000
	<u>184,628</u>	-26%	<u>224,158</u>	<u>251,147</u>	<u>301,376</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
 STATEMENT OF OPERATIONS

TEN MONTHS ENDING OCTOBER 31, 2019

|-----TEN MONTHS-----|
 --ACTUAL-- PRIOR YR -----BUDGET-----

EXPENDITURE continued:

BUILDING

Maintenance	42,400	-3%	35,363	43,750	52,500
Cleaning	21,944	7%	21,519	20,417	24,500
Electricity	35,847	-8%	32,193	39,167	47,000
Taxes	40,883	4%	38,527	39,298	47,157
Insurance	5,092	1%	4,895	5,039	6,047
Grounds	8,112	-12%	21,931	9,167	11,000
Interest on Debenture	21,629	1%	23,459	21,522	25,826
Debenture Principal	111,667	0%	109,167	111,667	134,000
	<u>287,574</u>	-1%	<u>287,054</u>	<u>290,025</u>	<u>348,030</u>

ADMINISTRATION

Salaries	566,294	3%	622,922	550,909	661,091
Benefits	126,011	-7%	133,336	135,099	162,119
HR Contractor	30,916	-62%		82,259	98,710
Commissionaires	18,544	-50%	14,850	37,333	44,800
Professional Fees	37,521	-4%	44,050	39,167	47,000
Travel/Training	20,712	38%	21,302	15,000	18,000
Board Travel/Expenses	3,296	-21%	2,434	4,167	5,000
Insurance	1,136	6%	1,044	1,073	1,288
Labour Relations	59,394	613%	5,516	8,333	10,000
Sick Pay/Retirement	53,783	0%	51,280	53,783	64,539
Retirement int & dividends	18,161	15%	15,190	15,833	19,000
2nd prior year (surplus) deficit	(97,898)		(62,193)	(97,898)	(117,477)
	<u>837,870</u>	-1%	<u>849,731</u>	<u>845,059</u>	<u>1,014,070</u>
	4,785,596	-5%	4,689,489	5,032,263	6,038,715

CONTRIBUTED BY MEMBERS

Pre SURPLUS (DEFICIT)	<u>5,036,751</u>		<u>4,767,020</u>	<u>5,032,263</u>	<u>6,038,715</u>
	<u>251,155</u>		<u>77,531</u>	<u>(\$0)</u>	<u>(\$0)</u>

Extraneous legal & labour costs 183,513 190,400 legal only

SURPLUS (DEFICIT)

	<u>\$67,642</u>		<u>(\$112,869)</u>
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TELECOM FUND

City of SJ telecomm services	311,620	0%	295,874	311,620	373,944
Data Networking charges	8,511		8,364	8,635	10,362
Retirees health insurance	(117)		(631)	0	
2nd prior year (surplus) deficit	(2,797)	0%	(2,534)	(2,797)	(3,356)
	<u>317,217</u>		<u>301,073</u>	<u>317,458</u>	<u>380,950</u>

CONTRIBUTED BY MEMBERS

SURPLUS (DEFICIT)	<u>\$243</u>		<u>\$2,077</u>	<u>\$0</u>	<u>\$0</u>
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KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
NOTES TO THE FINANCIAL STATEMENTS
October 31, 2019

STATEMENT OF FINANCIAL POSITION

BANK balance		338,528	at October 31/19
ACCOUNTS PAYABLE balance	386,208		
Debenture costs to be paid in December	(144,711)		

Current Accounts Payable		241,498	Paid in Nov

Extra (Shortfall) in bank account		97,030	

Prepays include insurance, property taxes, SJ Telecom & Managed Health Care's deposit of \$13,500

STATEMENT OF OPERATIONS

Crime Control:

* Benefits Health insurance 2019: \$110,734 2018: \$115,271
 Retirees health insurance 2019: \$-3,040 2018: \$-3,107

Overtime costs at Nov 2, 2019	45,618	
OT	30,538	
Flood OT	4,491	reimbursed
Court OT	10,589	
 Overtime costs at Nov 3, 2018	 49,069	
OT	34,000	
Flood OT	4,908	reimbursed
Court OT	10,161	
 Change over prior year		
OT	(3,462)	
Flood OT	(417)	
Court OT	429	
	<u> </u>	
	(3,451)	

Administration:

* Benefits Health Insurance 2019: \$41,157 2018: \$40,227
 Retirees health insurance 2019: \$2,666 2018: \$6,125

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

5.0 Approval of Previous Minutes

5.1 September 4, 2019

Moved by N. Soobratee and seconded by P. Lewis, that the minutes of September 4, 2019 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Strategic Plan Update

Chief Ireland reported this item was tabled from the last meeting as members wished to review. He has received feedback from Commissioner Soobratee and Commissioner Stanford. These are attached as Items 6.1.1 and 6.1.2. Ultimately, this will be a public document but the main use will be for the Fire Board and the two Town Councils to determine the Fire Departments path forward. The implementation of the plan is flexible to allow for budget and evolving conditions. In order to define how the department is doing in implementing any recommendations, Chief Ireland would provide benchmarks annually and help plan for the next year.

The draft Strategic Plan will be sent to both councils for their feedback. The two at large members, Commissioner Soobratee and Commissioner Stanford, have offered to make presentations to the two councils with Chief Ireland.

Moved by N. Soobratee and seconded by K. Miller the draft Strategic Plan be sent to both Town Councils for review in present format and offer to make a presentation.

CARRIED

Moved by K. Miller and seconded by P. Lewis to receive and file Items 6.1.1 and 6.1.2.

CARRIED

6.2 Fire Prevention & Protection By-Law - Update

The Town of Quispamsis revised their proposed Fire Prevention & Protection By-Law, removing the Fire Marque portion and changing Section 42 to "Administrative Penalties" instead of fines. Quispamsis and Rothesay will discuss and it will then come back to the Fire Board.

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

CARRIED

7.0 Correspondence

None

8.0 New Business

8.1 Memo from Chief Ireland re: Repairs to 1951 Bickle Seagrave Pumper

The Department is fortunate to have two antique fire apparatus that are used for public relation events and for many department members and the general public they are a source of pride and a reminder of our history.

Unfortunately, in order for us to do anything other than display them, they are subject to annual motor vehicle safety inspections and finding parts and keeping them maintained becomes increasingly expensive. The 1951 Dodge Bickle Seagrave Pumper that is stored on the apparatus floor has failed its annual inspection and the initial estimate to repair it exceeds \$2,000. Chief Ireland requested direction from the Fire Board on whether to repair and keep or sell.

Upon discussion and viewing the Pumper in the apparatus bay, the Fire Board decided that the brakes on the Pumper will be fixed and the Fire Board will then determine what to do with the apparatus. Whether it is kept or sold, the brakes need to be fixed.

Moved by K. Miller and seconded by N. Soobratee to fix the brakes on the 1951 Bickle Seagrave Pumper and then decide what to do with it.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Eight Months ended August 31, 2019

Moved by K. Miller and seconded by P. Lewis to receive and file the draft financial statements for the eight months ended August 31, 2019.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary

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

CARRIED

12.0 Adjournment

Moved by K. Miller that the meeting be adjourned at 7:14 pm.

Date of next meeting – January 8, 2020

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

Statement of Expense with Budget Variance

For the 8 months ending August 31, 2019

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2019	ACTUAL 2018 YTD	
EXPENSES:						
ADMINISTRATION:						
9	Admin. Wages and Benefits	\$416,793	\$411,997	(\$4,796)	\$631,200	\$396,238
10	Convention/dues/training	\$10,667	\$8,308	(\$2,359)	\$16,000	\$12,241
11	Administrative Agreement	\$6,000	\$6,000	\$0	\$12,000	\$0
12	Professional Services	\$0	\$0	\$0	\$53,000	\$9,548
13	Office supplies/Copy Machine/ S/C	\$6,283	\$3,812	(\$2,471)	\$9,425	\$4,377
14	Computer hardware/software/IT	\$10,505	\$8,071	(\$2,435)	\$32,000	\$12,118
15	Telephone/ Internet	\$9,000	\$7,761	(\$1,239)	\$13,500	\$7,655
16		<u>\$459,249</u>	<u>\$445,949</u>	<u>(\$13,300)</u>	<u>\$767,125</u>	<u>\$442,177</u>
FIREFIGHTING FORCE:						
17	Salaries Basic	\$1,714,371	\$1,699,398	(\$14,973)	\$2,653,400	\$1,574,139
18	Overtime	\$37,040	\$36,087	(\$953)	\$60,000	\$21,948
19	Vacation Pay on Retirement	\$0	\$0	\$0	\$0	\$8,601
19	Force Benefits	\$461,464	\$446,200	(\$15,265)	\$632,900	\$413,813
20	Career Uniforms and maintenance	\$18,667	\$12,827	(\$5,839)	\$28,000	\$10,211
21	Medical and Fitness Testing	\$14,000	\$9,768	(\$4,232)	\$21,000	\$12,733
22	Career Recognition	\$1,000	\$1,284	\$284	\$1,000	\$1,634
23	Holiday Relief Wages and overtime	\$191,570	\$202,233	\$10,663	\$328,500	\$184,455
24	Holiday Relief Benefits	\$81,368	\$75,043	(\$6,325)	\$125,701	\$65,508
25		<u>\$2,519,481</u>	<u>\$2,482,840</u>	<u>(\$36,640)</u>	<u>\$3,850,500</u>	<u>\$2,293,042</u>
TELECOMMUNICATIONS:						
26	Cellular Telephones	\$4,000	\$2,901	(\$1,099)	\$6,000	\$2,939
27	Communication Equipment	\$0	\$0	\$0	\$500	\$1,904
28	Maintenance / Repairs	\$1,125	\$63	(\$1,062)	\$1,500	\$178
29		<u>\$5,125</u>	<u>\$2,964</u>	<u>(\$2,161)</u>	<u>\$8,000</u>	<u>\$5,021</u>
INSURANCE:						
30	Insurance	\$33,126	\$33,116	(\$10)	\$33,126	\$32,476
31		<u>\$33,126</u>	<u>\$33,116</u>	<u>(\$10)</u>	<u>\$33,126</u>	<u>\$32,476</u>
PREVENTION AND TRAINING:						
32	Firefighter / Co. Officer Training	\$24,000	\$9,643	(\$14,357)	\$36,000	\$13,053
33	Fire Prevention	\$5,333	\$3,563	(\$1,770)	\$8,000	\$1,335
34	Public Education	\$3,000	\$193	(\$2,807)	\$4,500	\$521
35	Training Supplies	\$1,333	\$115	(\$1,219)	\$2,000	\$264
36		<u>\$33,667</u>	<u>\$13,513</u>	<u>(\$20,153)</u>	<u>\$50,500</u>	<u>\$15,173</u>
FACILITIES:						
37	Station 1 Operating	\$154,068	\$154,615	\$547	\$180,700	\$152,146
38	Station 2 Operating	\$12,467	\$12,467	(\$0)	\$18,700	\$12,467
39	Station 2 Rent - Quispamsis	\$33,914	\$33,914	\$0	\$50,871	\$33,249
40	Station Supplies	\$8,000	\$7,286	(\$714)	\$12,000	\$9,459
41		<u>\$208,449</u>	<u>\$208,281</u>	<u>(\$168)</u>	<u>\$262,271</u>	<u>\$207,321</u>
FLEET:						
42	Fuel Vehicle	\$11,500	\$14,513	\$3,013	\$17,250	\$15,948
43	Registration Vehicle	\$400	\$342	(\$58)	\$550	\$342
44	Vehicle Maint. & Repairs	\$60,000	\$46,936	(\$13,064)	\$90,000	\$74,548
45		<u>\$71,900</u>	<u>\$61,791</u>	<u>(\$10,109)</u>	<u>\$107,800</u>	<u>\$90,838</u>
OPERATIONS:						
46	New Equipment	\$12,000	\$4,428	(\$7,572)	\$18,000	\$5,189
47	Maint. & Repairs Equip.	\$16,704	\$20,167	\$3,463	\$23,000	\$17,341
48	Maint. & Repairs Bunker Gear	\$1,250	\$0	(\$1,250)	\$5,000	\$1,740
49	Medical Supplies	\$3,333	\$3,039	(\$294)	\$5,000	\$3,412
50	Fire Fighting Supplies	\$2,333	\$235	(\$2,098)	\$3,500	\$1,555
51	H&S/Cause determination	\$1,000	\$244	(\$756)	\$2,000	\$514
52		<u>\$36,621</u>	<u>\$28,114</u>	<u>(\$8,507)</u>	<u>\$56,500</u>	<u>\$29,751</u>
WATER COSTS:						
53	Water Costs - Quispamsis	\$2,470	\$3,705	\$1,235	\$4,940	\$3,598
54	Water Costs - Rothesay	\$12,838	\$19,256	\$6,418	\$25,674	\$18,695
55		<u>\$15,308</u>	<u>\$22,961</u>	<u>\$7,653</u>	<u>\$30,614</u>	<u>\$22,293</u>
OTHER:						
56	Miscellaneous	\$2,000	\$1,434	(\$566)	\$3,000	\$1,014
57	Retirement Allowance	\$39,867	\$39,872	\$5	\$59,800	\$39,864
58	Deficit 2nd Previous Year	\$0				
58		<u>\$41,867</u>	<u>\$41,306</u>	<u>(\$560)</u>	<u>\$62,800</u>	<u>\$40,878</u>
59		<u>\$3,424,790</u>	<u>\$3,340,835</u>	<u>(\$83,955)</u>	<u>\$5,229,237</u>	<u>\$3,178,970</u>

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000
For the 8 months ending August 31, 2019

Line #	Description	Budget YTD	Actual YTD	Variance	Details
					(Under Budget)
17	Salaries Basic	\$1,714,371	\$1,699,398	(\$14,973)	Timing difference between budget and actual
19	Force Benefits	\$461,464	\$446,200	(\$15,265)	Timing difference between budget and actual
	Clothing/Uniform Maintenance	\$18,667	\$12,827	(\$5,839)	As required
	Holiday Relief Wages & Overtime	\$191,570	\$202,233	\$10,663	As needed (timing of replacement need)
	Holiday Relief Benefits	\$81,368	\$75,043	(\$6,325)	2 HRFF employees not yet qualified
32	Firefighter/Co. Officer Training	\$24,000	\$9,643	(\$14,357)	As required (more training occurs in the fall)
46	New Equipment	\$12,000	\$4,428	(\$7,572)	Timing of purchases
44	Vehicle Maint & Repairs	\$60,000	\$46,936	(\$13,064)	As required
54	Water - Rothesay	\$12,838	\$19,256	\$6,418	As required
	Material Variances	\$2,576,278	\$2,515,963	(\$60,315)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000
For the months of July and August 2019

Recurring Monthly Invoices	Amount	Description
07/04/19 CIBC Mellon	\$47,376	Monthly Pension Contributions
07/04/19 I.A.F.F. Local 3591	\$7,168	Union Dues (June paid in July)
07/10/19 Receiver General	\$50,853	payroll liabilities
07/11/19 BMO	\$85,368	net wages 05/02/2019
07/17/19 Town of Quispamsis	\$5,798	Rent, operating - Station 2
07/25/19 Assumption Life	\$26,390	Group Benefits
07/25/19 Receiver General	\$54,484	payroll liabilities
07/25/19 BMO	\$81,752	net wage 05/16/2019
07/26/19 Worksafe	\$5,616	Worksafe assessment
07/31/19 I.A.F.F. Local 3591	\$7,072	Union Dues (July)
08/08/19 BMO	\$82,961	net wages 06/13/2019
08/10/19 Receiver General	\$50,552	payroll liabilities
08/20/19 Town of Quispamsis	\$5,798	Rent, operating - Station 2
08/20/19 CIBC Mellon	\$47,611	Monthly Pension Contributions
08/20/19 I.A.F.F. Local 3591	\$7,072	Union Dues
08/20/19 Rothesay	\$6,419	Water
08/22/19 Worksafe	\$5,776	Worksafe assessment
08/22/19 BMO	\$81,378	net wage 06/27/2019
08/25/19 Receiver General	\$50,609	payroll liabilities
08/25/19 Assumption Life	\$25,472	Group Benefits
08/25/19 Rothesay		Quarterly water
Non-Recurring Monthly Invoices	Amount	Description
07/04/19 KV Auto & Truck Center	\$2,086	E2 repairs
07/04/19 G. Leblanc Fire Truck Repairs	\$2,970.95	Annual service for multiple vehicles
07/13/19 Canada Life	\$7,790	Clynick retirement allowance
07/17/19 KV Auto & Truck Center	\$3,267	Q1 and E1 repairs
08/15/19 KV Auto & Truck Center	\$2,389.27	T1, E2 and C3 (Sienna) repairs
08/15/19 Micmac Fire & Safety Source Ltd	\$11,500.00	Capital - thermal imaging camera
08/27/19 G. Leblanc Fire Truck Repairs	\$2,977.29	Pumps test (multiple units) + Q1 maintenance



Kennebecasis Valley Fire Department

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

October 9, 2019

Hurricane Dorian

On Saturday, September 7 our area experienced the effects of Post Tropical Storm Dorian. High winds and heavy rain caused a number of power outages and our department responded to 13 hazardous incidents created by downed power lines. We also performed a water rescue early in the morning and helped four people on a damaged boat get safely to shore.

Because of the ample advance notice provided by the Canadian Weather Service and NBEMO we were able to preplan our operations and had additional command and operational staff on stand-by should they be required. Fortunately, the impact of Dorian was not as severe as originally forecast and the storm did not significantly impact our normal operations.

Fire Prevention Week

National Fire Prevention Week runs from October 6-12. The theme for this year is "Not every hero wears a cape – plan and practice your escape". The department has planned a number of events and activities to promote fire safety culminating in our annual open house event at Station 1 scheduled for Saturday, October 12 from 11:00-14:00.

Annual Conference

The Canadian Association of Fire Chiefs held their annual conference in Calgary from September 13-17. Deputy Chief Dan McCoy and Division Chief Mike Boyle represented the department at the event. At the annual business meeting held during the conference, Deputy Chief McCoy was elected to the CAFC Board of Directors and will serve a two-year term.

Response Types Kennebecasis Valley Fire Department	Jan 2019	Historical Average	Feb 2019	Historical Average	Mar 2019	Historical Average	April 2019	Historical Average	May 2019	Historical Average	June 2019	Historical Average	July 2019	Historical Average	Aug 2019	Historical Average	Sept 2019	Historical Average	2019 YTD	Historical Average	
Fire/explosion - dollar loss	2	3	6	4	1	3	6	3	3	3	4	2	4	3	3	4	3	3	3	32	28
Rubbish/grass fire - no dollar loss	1	2	0	1	2	2	6	7	10	13	9	7	4	10	9	7	1	6	42	56	
Chimney Fire	2	2	1	1	1	2	1	1	0	0	0	0	0	0	0	0	0	0	0	5	6
Total Fire	5	7	7	6	4	6	13	11	13	16	13	10	8	14	12	11	4	9	79	90	
Rescue - Miscellaneous	0	1	0	1	0	0	0	0	0	0	0	1	0	2	1	1	1	0	2	6	
Vehicle Accident	13	9	5	9	9	7	8	6	4	9	6	9	13	9	12	9	8	9	78	74	
Total Rescue	13	10	5	10	9	8	8	6	4	9	6	9	13	10	13	10	9	10	80	81	
Public Hazard - gasoline or fuel spill	0	1	0	0	1	0	1	1	1	1	2	1	0	1	1	1	0	1	6	5	
Public Hazard - power line down / utility pole hazard	6	5	0	2	0	1	1	2	1	2	1	1	1	8	1	3	14	1	25	25	
Public Hazard - miscellaneous	1	2	0	2	0	1	0	1	0	2	0	1	2	2	1	1	1	1	5	13	
Total Public hazard	7	7	0	4	1	2	2	4	2	4	3	3	3	10	3	5	15	2	36	40	
Gas Leak - propane	1	1	1	1	0	1	1	0	0	1	1	0	1	0	0	0	1	0	6	4	
Gas Leak - response to carbon monoxide detector alarm	1	2	1	1	1	1	1	1	1	0	0	1	1	1	0	0	2	1	8	8	
Total Gas leak	2	2	2	2	1	2	2	1	1	1	1	1	2	1	0	1	3	1	14	12	
Public Service - first aid	52	49	59	50	66	55	48	52	49	49	43	51	49	52	42	48	51	42	459	449	
Public Service - assist police or other agency	8	1	0	1	0	1	2	1	0	0	1	0	0	1	1	1	1	1	13	7	
Public Service - mutual aid	1	1	3	1	1	1	2	1	1	0	0	1	1	1	1	1	2	1	12	8	
Public Service - animal rescue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Public Service - flooding	34	1	5	0	7	1	0	0	0	1	0	0	0	1	0	0	0	2	46	7	
Public Service- miscellaneous	6	2	0	1	0	1	1	1	1	1	3	1	1	2	2	1	1	2	15	14	
Total Public services	101	54	67	53	74	59	53	56	51	52	47	54	51	57	46	52	55	48	545	485	
Alarm No Fire - accidental miscellaneous	2	4	2	3	5	4	2	2	4	4	5	3	2	2	2	5	3	4	27	30	
Alarm No Fire - smoke or steam mistaken	0	2	1	1	0	1	0	1	2	2	1	2	1	1	0	1	3	1	8	10	
Alarm No Fire - sprinkler surge or discharge	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	
Alarm No Fire - detector activated	2	4	5	4	5	5	3	2	2	3	4	6	11	7	12	7	9	8	53	46	
Alarm No Fire - unknown odours	0	0	0	1	1	1	0	1	0	1	0	0	0	0	0	0	1	1	2	5	
Alarm No Fire - miscellaneous	0	3	1	1	2	2	2	2	3	2	1	2	1	3	2	3	3	2	15	20	
Total Alarm no fire - No malicious intent	6	12	9	10	13	13	7	7	11	11	11	13	15	14	16	15	19	16	107	111	
False Alarm (Mischief) - miscellaneous	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	0	0	1	0	4	
Total False alarm - Mischief	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1	0	1	0	5	
Total Response Types Kennebecasis Valley Fire	134	95	90	85	102	90	85	86	82	94	81	89	92	106	90	94	105	87	861	825	

Town of Rothesay

General Fund Financial Statements

November 30, 2019

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 - November	G11
Project Funding - December - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 11/30/19

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	(660,000)
Total Long Term Debt	6,372,000
	<u>\$ 5,712,000</u>
Total Liabilities	
Investment in General Fund Fixed Assets	42,419,289
	<u><u>\$ 48,131,289</u></u>

Town of Rothesay
Balance Sheet - General Fund Reserves
11/30/19

ASSETS

BNS General Operating Reserve #214-15	673,671
BNS General Capital Reserves #2261-14	2,110,430
BNS - Gas Tax Reserves - GIC	4,291,639
Gen Reserves due to/from Gen Operating	402,181
	<u>\$ 7,477,920</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	5,265,113
Invest. in General Capital Reserve	1,032,737
General Gas Tax Funding	307,821
Invest. in General Operating Reserve	681,317
Invest. in Land for Public Purposes Reserve	137,416
Invest. in Town Hall Reserve	53,518
	<u>\$ 7,477,921</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 11/30/19

CURRENT ASSETS

Cash	1,169,485
Receivables	217,448
HST Receivable	238,603
Payroll Clearing	(117)
Inventory	29,645
Gen Operating due to/from Util Operating	(705,141)
Total Current Assets	<u>949,923</u>
Other Assets:	
Projects	<u>5,392,591</u>
	<u>5,392,591</u>
TOTAL ASSETS	<u><u>6,342,514</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,627,356
Other Payables	454,832
Gen Operating due to/from Gen Reserves	402,181
Gen Operating due to/from Gen Capital	660,000
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><u>3,613,622</u></u>
EQUITY	
Retained Earnings - General	78,145
Surplus/(Deficit) for the Period	<u>2,650,748</u>
	<u>2,728,893</u>
	<u><u>6,342,514</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
11 Months Ended 11/30/19

	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	14,706,103	14,706,103	0		16,043,021
Sale of Services	42,987	43,262	400,786	360,758	40,028		403,043
Services to Province of New Brunswick	5,000	5,000	64,339	55,000	9,339		60,000
Other Revenue from Own Sources	3,913	9,045	350,243	104,989	245,254		108,540
Unconditional Grant	10,183	10,183	112,007	112,008	(1)		122,190
Conditional Transfers	2,000	0	43,374	26,500	16,874		26,500
Other Transfers	0	0	751,006	826,706	(75,700)		1,076,706
	<u>\$1,401,001</u>	<u>\$1,404,408</u>	<u>\$16,427,858</u>	<u>\$16,192,063</u>	<u>\$235,795</u>		<u>\$17,840,000</u>
EXPENSES							
General Government Services	132,935	123,597	2,027,109	2,066,917	39,808		2,260,215
Protective Services	373,846	375,584	4,648,137	4,663,224	15,087		5,038,809
Transportation Services	311,698	283,167	3,334,016	3,099,362	(234,654)		3,444,029
Environmental Health Services	52,614	55,417	584,034	594,583	10,550		645,000
Environmental Development	36,092	46,539	528,769	603,141	74,373		649,680
Recreation & Cultural Services	133,314	115,867	1,936,444	1,936,855	411		2,049,910
Fiscal Services	158,813	158,821	718,602	718,806	204		3,752,357
	<u>\$1,199,312</u>	<u>\$1,158,992</u>	<u>\$13,777,110</u>	<u>\$13,682,890</u>	<u>-\$94,221</u>		<u>\$17,840,000</u>
Surplus (Deficit) for the Year	<u>\$201,689</u>	<u>\$245,416</u>	<u>\$2,650,748</u>	<u>\$2,509,174</u>	<u>\$141,574</u>		<u>\$ 0</u>

Town of Rothesay

Statement of Revenue & Expenditure
11 Months Ended 11/30/19

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	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	855	2,500	23,615	27,500	(3,885)	1	30,000
Town Hall Rent	5,983	4,167	54,783	45,833	8,950	2	50,000
Arena Revenue	35,111	36,216	224,989	210,450	14,539	3	245,678
Community Garden	0	0	820	1,300	(480)		1,300
Recreation Programs	1,038	380	96,579	75,675	20,904	4	76,065
	<u>42,987</u>	<u>43,262</u>	<u>400,786</u>	<u>360,758</u>	<u>40,028</u>		<u>403,043</u>
Other Revenue from Own Sources							
Licenses & Permits	662	7,917	81,059	92,577	(11,518)	5	95,000
Fox Farm Rental	0	0	4,898	0	4,898		0
Police Fines	0	0	60	0	60		0
Recycling Dollies & Lids	42	0	763	0	763		0
Interest & Sundry	3,209	417	45,094	4,583	40,510	6	5,000
Miscellaneous	0	712	209,339	7,828	201,511	7	8,540
Fire Dept. Administration	0	0	9,000	0	9,000		0
History Book Sales	0	0	30	0	30		0
	<u>3,913</u>	<u>9,045</u>	<u>350,243</u>	<u>104,989</u>	<u>245,254</u>		<u>108,540</u>
Conditional Transfers							
Canada Day Grant	0	0	2,000	1,500	500		1,500
Grant - Other	2,000	0	41,374	25,000	16,374	8	25,000
	<u>2,000</u>	<u>0</u>	<u>43,374</u>	<u>26,500</u>	<u>16,874</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	1,006	1,006	0		1,006
Utility Fund Transfer	0	0	750,000	750,000	0		1,000,000
Transfer from Reserves	0	0	0	75,700	(75,700)	9	75,700
	<u>0</u>	<u>0</u>	<u>751,006</u>	<u>826,706</u>	<u>(75,700)</u>		<u>1,076,706</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,875	3,542	38,650	38,958	308		42,500
Councillors	10,170	10,092	110,782	111,008	227		121,100
Regional Service Commission 9	0	0	6,683	7,000	317		7,000
Other	525	708	4,473	7,792	3,319		8,500
	<u>14,570</u>	<u>14,342</u>	<u>160,588</u>	<u>164,758</u>	<u>4,171</u>		<u>179,100</u>
Administrative							
Office Building	7,030	7,195	146,776	128,605	(18,172)	10	136,500
Solicitor	5,713	4,167	14,300	45,833	31,533		50,000
Administration - Wages & Benefits	74,267	71,708	890,728	922,592	31,863		1,063,300
Supplies	13,675	7,977	115,499	106,023	(9,477)	11	114,000
Professional Fees	0	3,182	11,698	51,818	40,120		55,000
Other	10,246	11,693	167,255	147,626	(19,629)	12	159,319
	<u>110,932</u>	<u>105,922</u>	<u>1,346,257</u>	<u>1,402,496</u>	<u>56,239</u>		<u>1,578,119</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	0	0	8,102	10,000	1,898		10,000
Civic Relations	0	333	226	3,667	3,440		4,000
Insurance	0	0	185,839	190,000	4,161		190,000
Donations	0	3,000	38,636	37,000	(1,636)		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	7,434	0	24,674	0	(24,674)	13	0
	<u>7,434</u>	<u>3,333</u>	<u>520,264</u>	<u>499,663</u>	<u>(20,601)</u>		<u>502,996</u>
	<u>132,935</u>	<u>123,597</u>	<u>2,027,109</u>	<u>2,066,917</u>	<u>39,808</u>		<u>2,260,215</u>
Protective Services							
Police							
Police Protection	202,260	202,260	2,224,860	2,224,860	0		2,427,120
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>202,260</u>	<u>202,260</u>	<u>2,227,660</u>	<u>2,227,660</u>	<u>0</u>		<u>2,429,920</u>
Fire							
Fire Protection	158,489	158,489	1,948,529	1,947,375	(1,154)		2,105,864
Water Costs Fire Protection	0	0	325,000	325,000	0		325,000
	<u>158,489</u>	<u>158,489</u>	<u>2,273,529</u>	<u>2,272,375</u>	<u>(1,154)</u>		<u>2,430,864</u>
Emergency Measures							
911 Communications Centre	12,377	12,377	136,148	136,148	(0)		148,525
EMO Director/Committee	80	833	799	9,167	8,368		10,000
	<u>12,457</u>	<u>13,210</u>	<u>136,947</u>	<u>145,315</u>	<u>8,368</u>		<u>158,525</u>
Other							
Animal & Pest Control	640	792	6,529	8,708	2,179		9,500
Other	0	833	3,473	9,167	5,694		10,000
	<u>640</u>	<u>1,625</u>	<u>10,002</u>	<u>17,875</u>	<u>7,873</u>		<u>19,500</u>
Total Protective Services	<u>373,846</u>	<u>375,584</u>	<u>4,648,137</u>	<u>4,663,224</u>	<u>15,087</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)	120,130	135,945	1,555,806	1,635,917	80,111	14	1,776,862
Workshops, Yards & Equipment	80,939	46,009	601,531	548,095	(53,435)	15	594,104
Engineering	0	625	9,458	6,875	(2,583)		7,500
	<u>201,068</u>	<u>182,578</u>	<u>2,166,794</u>	<u>2,190,888</u>	<u>24,094</u>		<u>2,378,466</u>
Street Cleaning & Flushing							
Street Cleaning & Flushing	5,943	4,000	32,525	36,000	3,475		40,000
Roads & Streets	11,866	2,000	69,089	63,000	(6,089)		65,000
Crosswalks & Sidewalks	1,395	714	16,891	19,849	2,958		20,563
Culverts & Drainage Ditches	1,312	5,417	56,479	59,583	3,104		65,000
Snow & Ice Removal	70,629	69,000	520,227	445,000	(75,227)	16	554,000
2018 Flood Costs	0	0	62,306	0	(62,306)	17	0
2019 Flood Costs	0	0	152,409	0	(152,409)	18	0
	<u>91,145</u>	<u>81,130</u>	<u>909,925</u>	<u>623,433</u>	<u>(286,493)</u>		<u>744,563</u>
Street Lighting							
Street Lighting	14,425	13,250	133,099	131,750	(1,349)		145,000
Traffic Services							
Street Signs	2,916	1,000	7,464	11,000	3,536		12,000
Traffic Lanemarking	0	0	25,654	30,000	4,346		30,000
Traffic Signals	822	3,333	13,730	36,667	22,936		40,000
Railway Crossing	1,176	1,667	17,632	18,333	701		20,000
	<u>4,914</u>	<u>6,000</u>	<u>64,480</u>	<u>96,000</u>	<u>31,520</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	0	0	52,612	49,500	(3,112)		66,000
KV Committee for the Disabled	0	0	5,500	5,500	0		5,500
Public Transit - Other	146	208	1,606	2,292	686		2,500
	<u>146</u>	<u>208</u>	<u>59,718</u>	<u>57,292</u>	<u>(2,426)</u>		<u>74,000</u>
Total Transportation Services	<u>311,698</u>	<u>283,167</u>	<u>3,334,016</u>	<u>3,099,362</u>	<u>(234,654)</u>		<u>3,444,029</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	14,892	16,250	178,907	178,750	(157)		195,000
Solid Waste Disposal Compost	2,556	2,083	25,490	22,917	(2,573)		25,000
Solid Waste Collection	23,186	24,167	255,047	265,833	10,787		290,000
Solid Waste Collection Curbside Recycling	8,027	7,917	88,300	87,083	(1,217)		95,000
Clean Up Campaign	3,952	5,000	36,291	40,000	3,709		40,000
	<u>52,614</u>	<u>55,417</u>	<u>584,034</u>	<u>594,583</u>	<u>10,550</u>		<u>645,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	(5,163)	31,015	367,252	429,185	61,933	19	460,200
Planning Projects	33,023	7,083	76,072	77,917	1,845		85,000
Heritage Committee	0	208	0	2,292	2,292		2,500
	<u>27,860</u>	<u>38,307</u>	<u>443,323</u>	<u>509,393</u>	<u>66,070</u>		<u>547,700</u>
Economic Development Comm							
Tourism	8,232	8,232	82,317	90,548	8,232		98,780
	0	0	3,129	3,200	71		3,200
	<u>8,232</u>	<u>8,232</u>	<u>85,445</u>	<u>93,748</u>	<u>8,303</u>		<u>101,980</u>
	<u>36,092</u>	<u>46,539</u>	<u>528,769</u>	<u>603,141</u>	<u>74,373</u>		<u>649,680</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	20,713	18,404	251,199	241,096	(10,103)	20	259,500
Beaches	710	0	46,210	39,000	(7,210)	21	39,000
Rothsay Arena	30,016	30,023	280,802	301,157	20,355	22	332,680
Memorial Centre	2,787	4,083	52,200	52,917	717		57,000
Summer Programs	1,050	0	63,696	61,000	(2,696)		61,000
Parks & Gardens	39,680	37,475	552,177	548,225	(3,952)		585,700
Rothsay Common Rink	3,049	2,624	45,592	41,024	(4,568)		48,335
Playgrounds and Fields	20,010	7,750	103,068	104,250	1,182		110,000
Regional Facilities Commission	0	0	427,095	427,095	0		427,095
Kennebecasis Public Library	6,168	7,089	77,056	77,976	920		85,065
Special Events	1,585	833	29,492	34,667	5,175		36,000
PRO Kids	7,500	7,500	7,500	7,500	0		7,500
Rothsay Living Museum	46	86	357	949	592		1,035
	<u>133,314</u>	<u>115,867</u>	<u>1,936,444</u>	<u>1,936,855</u>	<u>411</u>		<u>2,049,910</u>
Fiscal Services							
Debt Charges							
Interest	3,813	3,821	107,602	107,806	204		198,857
Debenture Payments	155,000	155,000	611,000	611,000	0		1,033,000
	<u>158,813</u>	<u>158,821</u>	<u>718,602</u>	<u>718,806</u>	<u>204</u>		<u>1,231,857</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,390,500
Reserve Funds	0	0	0	0	0		120,000
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,520,500</u>
	<u>158,813</u>	<u>158,821</u>	<u>718,602</u>	<u>718,806</u>	<u>204</u>		<u>3,752,357</u>

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11 months ending November 30, 2019 2020 January 13 Open Session FINAL_119

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Bill McGuire Memorial Centre	\$ 23,615	\$ 27,500	\$ (3,885)	Slow rentals
2	Town Hall Rent	\$ 54,783	\$ 45,833	\$ 8,950	Rent increases and more tenants
3	Arena Revenue	\$ 224,989	\$ 210,450	\$ 14,539	Sign rental increase, extra School revenue
4	Recreation Programs	\$ 96,579	\$ 75,675	\$ 20,904	Includes yearly RHS field charge, baseball field revenue
5	Licenses & Permits	\$ 81,059	\$ 92,577	\$ (11,518)	Fewer building permits
6	Interest & Sundry	\$ 45,094	\$ 4,583	\$ 40,511	Interest on cash on hand, General receivables
7	Miscellaneous	\$ 209,339	\$ 7,828	\$ 201,511	Insurance, DFA proceeds
8	Grants - Other	\$ 41,374	\$ 25,000	\$ 16,374	Summer student grants
9	Transfer from Operating Reserve	\$ -	\$ 75,700	\$ (75,700)	Not required as yet
		Total		\$ 215,571	
		Variance per Statement		\$ 235,795	
		Explained		91.42%	
Expenses					
General Government					
10	Office Building	\$ 146,776	\$ 128,605	\$ (18,171)	Panic button repair, Hive expenses
11	Supplies	\$ 115,499	\$ 106,023	\$ (9,476)	Time clocks not budgeted
12	Administration - Other	\$ 167,255	\$ 147,626	\$ (19,629)	WHSCC
13	Fox Farm Rental Expenses	\$ 24,674	\$ -	\$ (24,674)	Unbudgeted
Protective Services					
\$ -					
Transportation					
14	Administration (Wages & Benefits)	\$ 1,555,806	\$ 1,635,917	\$ 80,111	Safety Services \$19,000 under budget, Wages \$81,000 under budget, Overtime \$16,000 over budget
15	Workshops, Yards & Equipment	\$ 601,531	\$ 548,095	\$ (53,436)	Fleet repairs \$29,000 over budget, Fuel \$11,000, roof repairs
16	Snow & Ice Removal	\$ 520,227	\$ 445,000	\$ (75,227)	Salt & Sand purchases over budget by \$48,000; fuel escalation on contracts
17	2018 Flood Costs	\$ 62,306	\$ -	\$ (62,306)	To be recovered
18	2019 Flood Costs	\$ 152,409	\$ -	\$ (152,409)	To be recovered
Environmental Health					
\$ -					
Environmental Development					
19	Administration	\$ 367,252	\$ 429,185	\$ 61,933	Software & Equipment purchases not made
Recreation & Cultural Services					
20	Administration	\$ 251,199	\$ 241,096	\$ (10,103)	Possible wages adjustment needed with Arena and Parks
21	Beaches	\$ 46,210	\$ 39,000	\$ (7,210)	Lifeguard costs higher than budgeted
22	Rothesay Arena	\$ 280,802	\$ 301,157	\$ 20,355	Wages \$16,000 under budget
Fiscal Services					
\$ -					
		Total		\$ (270,242)	
		Variance per Statement		\$ (94,221)	
		Explained		286.82%	

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Town of Rothesay

Capital Projects 2019
General Fund
11 Months Ended 11/30/19

	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government									
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	55,504	34,496			
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	35,615	14,385			
Total General Government	140,000	0	0	140,000	91,118	48,882			
Protective Services									
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	294,259	11,741			
Total Protective Services	306,000	0	0	306,000	294,259	11,741			
Transportation									
12021360 Transportation Equipment Purchases T-2018-002	580,000	352,600	-227,400	352,600	320,354	32,246	3/4T Pickup (R072)	60,000	90,159
12013560 Land Aquisitions	0	0	0	0	161,535	-161,535	1T Truck (R07B)	70,000	
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	Single Axle Plough (R035)	225,000	
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-40,000	1,605,000	1,841,330	-236,330	Single Axle Plough (R038)	225,000	202,568
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	1,623,160	-173,160		580,000	292,727
12026960 Cameron Rd/Mulberry Lane T-2019-006				170,000	170,000	6,877	163,123 Kona		27,627
12025160 Designated Highway 2019	282,500		88,500	371,000	371,000	0			
12010060 Highland Avenue Stormwater	0		104,057	104,057	104,057	0			
Unassigned:						0			
Secondary Plan - Roadway	50,000			50,000		50,000		580,000	320,354
Total Transportation	3,697,500	3,407,600	465,157	4,162,657	4,428,312	-265,655			
Recreation									
12012060 Arena Renovation Contract Mgmt R-2019-008	100,000			100,000	0	100,000			
12020760 Trail Development R-2018-007	40,000			40,000	9,758	30,242			
12020860 Recreation Equipment Purchases R-2019-008	85,000	72,500	-12,500	72,500	78,146	-5,646	Truck	60,000	54,104
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Equipment	25,000	24,041
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000	455,000	55,000	455,000	419,183	35,817		85,000	78,146
12026760 McGuire Centre Renos R-2019-003	0			0	133,816	-133,816			
Total Recreation	1,675,000	527,500	42,500	1,717,500	640,902	1,076,598			
Carryovers									
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752			
12025960 2018 Asphalt/Microseal T-2018-006	0			0	47,769	-47,769			
12023760 Eriskay Upgrade T-2018-001	0			0	1,214	-1,214			
12013060 Oakville Acres Pathways T-2016-011	0			0	-339	339			
12023560 Salt Shed Improvements T-2014-021	0			0	-8,339	8,339			
	0	0	0	0	42,057	-42,057			
Total	\$ 5,818,500	\$ 3,935,100	\$ 507,657	\$ 6,326,157	\$ 5,496,648	\$ 829,509			
Funding									
General Government	140,000				140,000				
Protective Services	306,000				40,500	265,500			
Transportation	3,970,100	70,625	930,000	211,875	2,257,600	500,000			
Recreation	1,717,500	350,000		700,000	267,500	400,000			
	\$ 6,133,600	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,705,600	\$ 1,165,500			
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			

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Town of Rothesay

Capital Projects 2019
General Fund
12 Months Ended 12/31/19

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	Original BUDGET	Tender	Revisions	Amended Plan	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government									
12010560 Town Hall Equipment Purchases G-2019-005	90,000			90,000	55,504	34,496			
12010660 IT MS Office/Server/Laptops G-2019-006	50,000			50,000	35,615	14,385			
Total General Government	140,000	0	0	140,000	91,118	48,882			
Protective Services									
12011560 Protective Serv. Equipment Purchases P-2019-007	306,000			306,000	293,752	12,249			
Total Protective Services	306,000	0	0	306,000	293,752	12,249			
Transportation									
12021360 Transportation Equipment Purchases T-2018-002	580,000	352,600	-227,400	352,600	390,218	-37,618	3/4T Pickup (R072)	60,000	90,159
12013560 Land Aquisitions	0	0	0	0	161,535	-161,535	1T Truck (R078)	70,000	
12023860 Engineering 2020 T-2020-001	60,000			60,000	0	60,000	Single Axle Plough (R035)	225,000	
12026660 Asphalt/Microseal 2019 T-2019-001	1,795,000	1,605,000	-40,000	1,605,000	2,392,897	-787,897	Single Axle Plough (R038)	225,000	202,568
12026860 Church Avenue Reconstruction T-2019-002	930,000	1,450,000	370,000	1,450,000	1,373,160	76,840		580,000	292,727
12026960 Cameron Rd/Mulberry Lane T-2019-006				170,000	170,000	24,099	145,901 Kona		27,627
12025160 Designated Highway 2019	282,500		88,500	371,000	371,000	0			
12010060 Highland Avenue Stormwater Unassigned:	0		104,057	104,057	104,057	0			
Secondary Plan - Roadway	50,000			50,000		50,000		580,000	320,354
Total Transportation	3,697,500	3,407,600	465,157	4,162,657	4,816,966	-654,309			
Recreation									
12012060 Arena Renovation Contract Mgmt R-2019-008	100,000			100,000	0	100,000			
12020760 Trail Development R-2018-007	40,000			40,000	25,634	14,366			
12020860 Recreation Equipment Purchases R-2019-008	85,000	72,500	-32,500	72,500	78,146	-5,646	Truck	60,000	54,104
12025260 Trail Connector/Crossing T-2016-017	1,050,000			1,050,000	0	1,050,000	Equipment	25,000	24,041
12026360 Synthetic Turf Supply & Installation R-2018-012	400,000	455,000	55,000	455,000	419,183	35,817		85,000	78,146
12026760 McGuire Centre Renos R-2019-003	0			0	133,816	-133,816			
Total Recreation	1,675,000	527,500	42,500	1,717,500	656,779	1,060,721			
Carryovers									
12026260 Fox Farm Retaining Wall & Railing T-2018-011	0			0	1,752	-1,752			
12025960 2018 Asphalt/Microseal T-2018-008	0			0	47,769	-47,769			
12023760 Eriskay Upgrade T-2018-001	0			0	1,214	-1,214			
12013060 Oakville Acres Pathways T-2016-011	0			0	-339	339			
12023560 Salt Shed Improvements T-2014-021	0			0	-8,339	8,339			
	0	0	0	0	42,057	-42,057			
Total	\$ 5,818,500	\$ 3,935,100	\$ 507,657	\$ 6,326,157	\$ 5,900,672	\$ 425,485			
Funding									
General Government	140,000				140,000				
Protective Services	306,000				40,500	265,500			
Transportation	3,970,100	70,625	930,000	211,875	2,257,600	500,000			
Recreation	1,717,500	350,000		700,000	267,500	400,000			
	\$ 6,133,600	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,705,600	\$ 1,165,500			
Original	\$ 5,818,500	\$ 420,625	\$ 930,000	\$ 911,875	\$ 2,390,500	\$ 1,165,500			

Town of Rothesay

Utility Fund Financial Statements

November 30, 2019

Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Project Listing - November	U6
Project Listing - December - Draft!	U7

Town of Rothesay
Capital Balance Sheet
As at 11/30/19

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	(700,000)
Total Current Liabilities	(700,000)

Long-Term:

Long-Term Debt	9,019,589
Total Liabilities	8,319,589

EQUITY

Investments:

Investment in Fixed Assets	29,346,262
Total Equity	29,346,262
TOTAL LIABILITIES & EQUITY	37,665,851

Town of Rothesay

Utility Reserve Balance Sheet

As at 11/30/19

ASSETS

Assets:

Bank - Utility Reserve	1,117,749
Due from Utility Operating	10,895
TOTAL ASSETS	<u>\$ 1,128,644</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	771,179
Invest. in Utility Operating Reserve	104,507
Invest. in Sewage Outfall Reserve	252,959
TOTAL EQUITY	<u>\$ 1,128,645</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 11/30/19

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		670,446
Total Current Assets		<u>670,446</u>
Other Assets:		
Projects		849,903
		<u>849,903</u>
 TOTAL ASSETS		 <u>\$ 1,520,348</u>

LIABILITIES

Accrued Payables		43,648
Due from General Fund		(705,141)
Due from (to) Capital Fund		700,000
Due to (from) Utility Reserve		10,895
Deferred Revenue		16,016
Total Liabilities		<u>65,417</u>

EQUITY

Surplus:		
Opening Retained Earnings		80,599
Profit (Loss) to Date		1,374,332
		<u>1,454,931</u>
 TOTAL LIABILITIES & EQUITY		 <u>\$ 1,520,348</u>

Town of Rothesay
Utilities Operating Income Statement
11 Months Ended 11/30/19

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	7,120	0	878,008	791,625	86,383	1	1,050,000
Meter and non-hookup fees	0	0	38,373	31,575	6,798		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	0	0	1,647,108	1,610,000	37,108	2	1,610,000
Connection Fees	100	7,778	115,600	70,000	45,600	3	70,000
Interest Earned	8,436	4,167	95,034	45,833	49,200	4	50,000
Misc. Revenue	825	182	6,825	2,005	4,820		2,187
Infrastructure Grants	0	0	168,684	0	168,684	5	0
Surplus - Previous Years	0	0	11,713	11,713	0		11,713
TOTAL RECEIPTS	16,481	12,127	3,348,087	2,946,751	401,336		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	300,000	300,000	0		400,000
Audit/Legal/Training	332	708	4,900	10,792	5,891		11,500
Purification & Treatment	17,948	18,659	385,891	338,341	(47,550)	6	357,000
Transmission & Distribution	7,163	6,667	98,213	105,333	7,120		112,000
Power & Pumping	3,404	3,500	43,309	38,500	(4,809)		42,000
Billing/Collections	98	333	2,804	3,667	863		4,000
Water Purchased	120	50	780	550	(230)		600
Misc. Expenses	563	1,000	13,476	11,000	(2,476)	7	12,000
TOTAL WATER SUPPLY	29,628	30,917	849,372	808,183	(41,190)		939,100
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	450,000	450,000	0		600,000
Audit/Legal/Training	677	1,000	11,015	18,000	6,985		19,000
Collection System Maintenance	15,631	2,667	90,519	61,333	(29,186)	8	64,000
Sewer Claims	0	1,667	12,686	18,333	5,648		20,000
Lift Stations	5,257	3,500	54,691	38,500	(16,191)	9	42,000
Treatment/Disposal	3,354	6,250	74,659	85,750	11,091		92,000
Infiltration Study	0	0	3,501	0	(3,501)		0
Misc. Expenses	9	139	12,142	7,363	(4,779)	10	7,502
TOTAL SWGE COLLECTION & DISPOSAL	24,928	15,222	709,212	679,280	(29,933)		844,502
FISCAL SERVICES							
Interest on Long-Term Debt	30,867	30,867	231,733	232,872	1,138		330,261
Principal Repayment	9,300	9,300	183,437	183,437	0		436,137
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		600,000
TOTAL FISCAL SERVICES	40,167	40,167	415,170	416,308	1,138		1,436,398
TOTAL EXPENSES	94,723	86,307	1,973,755	1,903,770	(69,984)		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	(78,241)	(74,180)	1,374,332	1,042,981	331,352		0

Town of Rothesay

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Variance Report - Utility Operating

11 months ending November 30, 2019

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 878,008	\$ 791,625	\$ 86,383	A couple of extreme usages
2	Sewer Services	\$ 1,647,108	\$ 1,610,000	\$ 37,108	Multi-residential higher than budget
3	Connection Fees	\$ 115,600	\$ 70,000	\$ 45,600	New home starts, Phase 2 Hillcrest
4	Interest Earned	\$ 95,034	\$ 45,833	\$ 49,201	Interest on receivables
5	Infrastructure Grants	\$ 168,684	\$ -	\$ 168,684	I/I study, offset by expenses
Water System Expenses					
6	Purification /Treatment	\$ 385,891	\$ 338,341	\$ (47,550)	Rehab on Well C5
7	Misc. Expenses	\$ 13,476	\$ 11,000	\$ (2,476)	Purchase of meters
Sewerage Collection and Disposal					
8	Collection Systems Maintenance	\$ 90,519	\$ 61,333	\$ (29,186)	Sewer line repairs
9	Lift Stations	\$ 54,691	\$ 38,500	\$ (16,191)	Power costs high
10	Misc. Expenses	\$ 12,142	\$ 7,363	\$ (4,779)	Clothing and boot purchases
Fiscal Services					
				\$ -	

Town of Rothesay

Capital Projects 2018
Utility Fund
11 Months Ended 11/30/19

	Original BUDGET	Rivisions	CURRENT Y-T-D	Remaining Budget
WATER				
12043430 Well Development - Quality W-2018-003	300,000		16,281	283,719
12044330 Hillsvie/Shadow Hill Watermain W-2018-002	450,000		5,332	444,668
12033730 Church Avenue Reconstruction (Water) T-2019-002	500,000		500,000	0
Unassigned:				
McGuire Compound Fencing	35,000			35,000
Filter Bldg Heating	70,000			70,000
Well Drilling	70,000			70,000
	<u>\$ 1,425,000</u>		<u>\$ 521,613</u>	<u>\$ 903,387</u>
SEWER				
12042330 Wastewater Treatment Plant - S-2014-016-A	-		103,499	103,499
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000
12044630 Sewer Repair College Hill S-2019-001	-		15,680	15,680
12044730 Church Avenue Reconstruction (Sewer) T-2019-002	150,000		175,000	25,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12045030 Turnbull Court Design S-2019-004	75,000		34,111	40,889
Unassigned:				
SCADA Changeover	35,000			35,000
	<u>1,860,000</u>	<u>-</u>	<u>328,290</u>	<u>1,531,710</u>
Unassigned				
Total Approved	<u>3,285,000</u>	<u>-</u>	<u>849,903</u>	<u>2,435,097</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,285,000</u>		<u>849,903</u>	<u>2,435,097</u>

Funding:	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	925,000	250,000			250,000	425,000
Sewer	2,360,000	35,000		1,000,000	1,150,000	175,000
	<u>\$ 3,285,000</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,400,000</u>	<u>\$ 600,000</u>
Original	<u>\$ 3,285,000</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,400,000</u>	<u>\$ 600,000</u>

Town of Rothesay

Capital Projects 2018
Utility Fund
12 Months Ended 12/31/19

DRAFT!

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget
WATER				
12043430 Well Development - Quality W-2018-003	300,000		65,143	234,857
12044330 HillsvieW/Shadow Hill Watermain W-2018-002	450,000		5,332	444,668
12033730 Church Avenue Reconstruction (Water) T-2019-002	500,000		680,000	-180,000
Unassigned:				
McGuire Compound Fencing	35,000			35,000
Filter Bldg Heating	70,000			70,000
Well Drilling	70,000			70,000
	<u>\$ 1,425,000</u>		<u>\$ 750,475</u>	<u>\$ 674,525</u>
SEWER				
12042330 Wastewater Treatment Plant - S-2014-016-A	-		150,789	-150,789
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		0	1,500,000
12044630 Sewer Repair College Hill S-2019-001	-		15,680	-15,680
12044730 Church Avenue Reconstruction (Sewer) T-2019-002	150,000		245,000	-95,000
12044830 Sewer Costs in Asphalt Contract T-2019-001	100,000		0	100,000
12045030 Turnbull Court Design S-2019-004	75,000		34,111	40,889
12045230 SCADA Changeover	-		11,680	-11,680
	<u>1,825,000</u>		<u>457,260</u>	<u>1,367,740</u>
Total Approved	<u>3,250,000</u>		<u>1,207,735</u>	<u>2,042,265</u>
Carryovers				
Funded from Reserves			<u>0</u>	
	<u>3,250,000</u>		<u>1,207,735</u>	<u>2,042,265</u>

Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	925,000	250,000			250,000	425,000
Sewer	2,360,000	35,000		1,000,000	1,150,000	175,000
	<u>\$ 3,285,000</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,400,000</u>	<u>\$ 600,000</u>
Original	<u>\$ 3,285,000</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,400,000</u>	<u>\$ 600,000</u>



ROTHESAY

2020 January 13 Open Session FINAL 130
Rothesay Five Advisory Committee Meeting

Tuesday, January 7, 2020

Rothesay Town Hall – Common Room

10:00 a.m.



DRAFT

PRESENT: MAYOR NANCY GRANT, *ex-officio member (left the meeting at 11:10 a.m.)*
COUNC. MIRIAM WELLS, CHAIRPERSON
JULIE ATKINSON (*left the meeting at 11:00 a.m.*)
BILL BISHOP
GINA CHIARELLA
JILL JENNINGS
DR. SHAWN JENNINGS
JEAN PORTER MOWATT
DIANE O’CONNOR, VICE-CHAIRPERSON
NEA STEPHENSON
ROBERT TAYLOR
STEPHANIE TOMILSON

NATALIE REID, YMCA OF GREATER SAINT JOHN (GSJ) (*arrived at 10:05 a.m.*)

TOWN MANAGER JOHN JARVIE (*arrived at 10:03 a.m.*)
RECREATION COORDINATOR KERI FLOOD
RECORDING SECRETARY LIZ POMEROY

1. CALL TO ORDER

Counc. Wells called the meeting to order at 10:00 a.m. and welcomed Committee members.

It was agreed Item 3 be brought forward until the arrival of Town Manager Jarvie.

Item brought forward.

3. CODE OF ETHICS

Counc. Wells requested Committee members review the Code and Ethics, complete the member statement and return it to staff at their earliest convenience. In response to an inquiry, Counc. Wells noted it is the same document as last year. She added the intent is to encourage an annual review of the information.

Town Manager Jarvie arrived at the meeting.

2. ELECTION OF CHAIR & VICE CHAIR

Town Manager Jarvie called three times for nominations from the floor for Chairperson. R. Taylor nominated Counc. Wells as Chairperson. There being no other nominations, Counc. Wells was elected Chairperson by acclamation.

Chairperson Wells called three times for nominations from the floor for Vice Chairperson. J. Atkinson nominated D. O’Connor as Vice Chairperson. There being no other nominations, D. O’Connor was elected Vice Chairperson by acclamation.

N. Reid arrived at the meeting.

3. CODE OF ETHICS**Dealt with above.****4. APPROVAL OF AGENDA****MOVED** by B. Bishop and seconded by J. Porter Mowatt the agenda be approved as circulated.**CARRIED.****5. APPROVAL OF MINUTES**

➤ 19 November 2019

MOVED by G. Chiarella and seconded by J. Atkinson the minutes of November 19, 2019 be approved as circulated.**CARRIED.****6. MEETING DATES FOR 2020****MOVED** by J. Porter Mowatt and seconded by S. Tomilson the Rothesay Hive Advisory Committee meeting dates for 2020 be approved with the removal of the January 21st and December 20th meetings.**CARRIED.****7. ROTHESAY HIVE COORDINATOR**

Departure of Danielle

Hiring Process

N. Reid reported D. Hawkins submitted her resignation and concluded her employment as of January 3, 2020. Other YMCA staff members are filling in temporarily until the position is filled; the application deadline will close in the next few days. She invited a small group of Committee members to be a part of the selection committee to screen candidates. Chairperson Wells inquired if any changes were made to the initial job posting prior to operation of the Rothesay Hive. N. Reid advised minimal changes were made as many of the actual tasks matched those listed in the initial job posting. D. O'Connor inquired about the flexibility of the employment date. N. Reid advised the position's end of May expiration date was in conjunction with the conclusion of the Rothesay/YMCA agreement. She noted if the agreement is renewed there is an opportunity to extend the position.

It was suggested the successful candidate be equipped with a foundational knowledge of technical systems such as Excel to improve efficiency of administrative tasks. There was discussion with respect to the need for additional volunteer or staff support. N. Reid noted efforts are underway to recruit volunteers however it depends on public interest. When questioned, N. Reid reported the continuance of the Seated Yoga program also depends on volunteer interest. N. Reid advised the YMCA follows a volunteer-driven model of operation (roughly 75% of instructors are volunteers). She noted she will convey all volunteer related suggestions to the YMCA Volunteer Coordinator.

When questioned, S. Tomilson reported the Rothesay High School co-op student indicated the position at the Rothesay Hive was beneficial but felt the workload could be increased. It was noted interpersonal skills are an asset in the facility as demonstrated by D. Hawkins and the Rothesay High School student. S. Tomilson noted she cannot confirm if another co-op student will resume the position as it depends largely on the skillset of the student candidates.

The Committee expressed interest in increasing the use of the YMCA bus to transport Rothesay Hive members to the Regional YMCA to increase the variety of programming. N. Reid advised the calendar does include some activities that will require use of the bus and additional programs may be added once staffing and volunteer commitments are confirmed.

S. Tomilson commented on the yoga program offered at Rothesay High School for students, and suggested inviting Rothesay Hive members to attend. It was noted it would be an intergenerational opportunity, the program is offered twice a day, it likely does not conflict with YMCA policies, and could be tailored to suit the needs of Rothesay Hive members including use of chairs or mats. S. Tomilson noted she will look into it and report back to the Committee. When questioned, N. Reid reported D. Hawkins was investigating a similar partnership for activities with Shannex prior to her departure.

There was a lengthy discussion with respect to the need to increase promotion of the facility. It was noted the Rothesay Hive Coordinator is challenged with juggling promotion of the facility and daily operations including programming. It was suggested support be provided either through a sub-committee, volunteers, or students to ease the overall burden. It was agreed a working group of Committee members be established to work with the YMCA Communications team to coordinate promotional efforts. D. O'Connor, G. Chiarella, and S. Jennings offered to comprise the working group and discuss the matter further with N. Reid. The group will report back at the next meeting.

In response to an inquiry, N. Reid advised the Committee members assisting the selection process for the new Rothesay Hive Coordinator can be the same individuals that provided input before or can be two different members. R. Taylor suggested it may be advantageous to allow other individuals who did not previously provide input to participate. N. Stephenson and G. Chiarella volunteered to help with the selection process. N. Reid reported eleven applications have been received at this time.

8. WHO GLOBAL NETWORK FOR AGE FRIENDLY CITIES AND COMMUNITIES

Chairperson Wells reported Rothesay's application to the WHO Global Network for Age Friendly Cities and Communities was approved. She noted she will share the link to the Town's profile with Committee members. She added as a member Rothesay is required to submit an Age Friendly practice annually. It was suggested the intergenerational yoga program with Rothesay High School students could be used as the first submission.

9. PROGRAMMING MONTHLY REPORT

It was clarified the report indicates there were no new members in December, however the facility hosted 221 participants during that month. The Committee requested prior membership data be included in the report to enable monthly comparisons. N. Reid advised quarterly reports will be provided to showcase membership trends. D. O'Connor inquired if other "no charge" events are planned to encourage non-members to visit the facility. K. Flood advised Winterfest activities, and Speaker Series events are upcoming no-charge events for the public. It was noted there is a focus on encouraging more male memberships and some progress has been made.

10. RENTALS

The Committee discussed the implications of renting the facility. It was noted a group rented the space as a trial; however details must be confirmed with respect to the logistics of renting the facility such as cost, parking, and coordination of schedules to ensure the security of Town Hall is not compromised as well as minimal interruptions to regular cleaning services. N. Reid noted the cost may be similar to the fee for rental of the multipurpose room at the Saint John Fieldhouse. It was suggested the offer to rent the space could be provided solely to Rothesay Hive/YMCA members as a membership benefit. R. Taylor expressed interest in renting the space in the future to host an income tax clinic. It was noted all proceeds from the rental revenue will be available to the Rothesay Hive, and donations could be encouraged.

MOVED by J. Atkinson and seconded by D. O'Connor rental of the Rothesay Hive facility be offered to Rothesay Hive/YMCA members in a manner that is amenable to the Town and the YMCA.

ON THE QUESTION:

It was agreed N. Reid, K. Flood, and the Town's Facilities Coordinator will formalize the initiative and clarify details including rental rates, logistics, and the responsibility for managing rental of the facility.

CARRIED.

G. Chiarella suggested an inexpensive portable handheld vacuum cleaner be purchased for the facility to allow individuals to clean small messes.

MOVED by G. Chiarella and seconded by R. Taylor the Rothesay Hive honorarium fund be used to purchase an inexpensive portable handheld vacuum cleaner for the facility.

CARRIED.

11. SPONSORSHIP

Chairperson Wells noted a draft sponsorship request letter was circulated to the Committee prior to the meeting. She requested the Committee provide feedback at their earliest convenience. She noted the sponsorship subcommittee met earlier today and reported the following:

- Sponsorships will be sought annually between January and March
- An annual goal of \$10,000 will be established
- The annual sponsorship period will extend from May 1st of the current year – May 1st of the following year
- Prior sponsors will be offered an opportunity to renew their sponsorships
- The letter will allow potential sponsors to review all benefits following an initial discussion
- The subcommittee's plan is to initially approach various service groups in the community such as the KV Old Boys, the Rotary Club, the Lions Club, Kiwanis, and the Freemasons to discuss sponsorship opportunities
- The next subcommittee meeting is scheduled for February 11th, 2020

Committee members noted they will reach out to other organizations such as Sun Life Financial Services, Ketchum Realty, and the Honey Do's.

D. O'Connor spoke of various grants available for senior initiatives. She noted there is one grant of \$10,000 however the application deadline is February 15th; there are also smaller grants of roughly \$1,000 each without a deadline. She noted she will bring more information to the next meeting. Chairperson Wells suggested the Committee coordinate efforts with YMCA staff that are familiar with submitting grant proposals.

J. Atkinson left the meeting.

The Committee was amenable to the draft sponsorship letter with the following amendments to improve clarity:

- the term "e-newsletter" replace "newsletter";
- the term electronic kiosks be defined; and
- "Exclusive promotion within your professional service area." be changed so as to read "Exclusivity of promotion within your professional service area".

12. ART4LIFE

Status Update

Chairperson Wells noted the Art4Life program has received sufficient participant interest and will host sessions at the Bill McGuire Centre.

In response to an inquiry, K. Flood listed the schedule for the upcoming Speaker Series as follows:

- Thursday, February 6th - **Richard Albert and Dave Nickerson – Death & Taxes**
- Thursday, February 13th – **Craig Pinhey – Local Craft Beer Tasting**
- Thursday, February 20th – **Anita Punamiya - Building Cultural Competency**
- Thursday, February 27th – **Krista Wetmore - Financial Planning for Snowbirds**
- Thursday, March 5th – **TBD**
- Thursday, March 12th – **Laura Gatien & Associates – Mental Health**
- Thursday, March 19th – **Lindsay Palmer - Leaving a Legacy: Planning Beyond Your Will**
- Thursday, March 26th – **Jean Porter Mowatt – Fly Tying**

Mayor Grant left the meeting.

There was a brief discussion with respect to suggestions for the date of March 5th, as well as interest in inviting developers to meet with seniors to provide input for housing targeted to seniors. It was noted the topic was discussed in public forums held during the Municipal Plan review and will likely be discussed further in the future.

13. DATE OF NEXT MEETING:

The next meeting is scheduled for Tuesday, February 18, 2020 at 10 a.m.

14. ADJOURNMENT

MOVED by R. Taylor and seconded by D. O'Connor the meeting be adjourned.

CARRIED.

The meeting adjourned at 11:15 a.m.

CHAIRPERSON

RECORDING SECRETARY



BUILDING PERMIT REPORT

12/1/2019 to 12/31/2019

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
12/19/2019	BP2019-00178	3 SIMONE ST	DETACHED GARAGE	\$20,000.00	\$145.00
12/19/2019	BP2019-00198	67 APPLEBY DR	ACCESSORY BUILDING	\$7,000.00	\$50.75
12/19/2019	BP2019-00200	49 WANDA CRES	ELECTRICAL UPGRADE	\$250.00	\$20.00
12/02/2019	BP2019-00201	106 HAMPTON RD	NEW COMMERCIAL BUILD	\$120,000.00	\$870.00
12/02/2019	BP2019-00212	8 SCRIBNER	WINDOWS	\$7,000.00	\$50.75
12/03/2019	BP2019-00218	24 KILDARE CRT	ELECTRICAL UPGRADE	\$10,000.00	\$72.50
12/24/2019	BP2019-00219	54 HAMPTON	MULTI-DWELLING BUILDING	\$3,000,000.00	\$21,750.00
Totals:				\$3,164,250.00	\$22,959.00
Summary for 2019 to Date:				\$12,880,561.99	\$96,026.50

2018 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$110,840.00	\$1,855.75
Summary to Date:	\$19,044,238.00	\$135,502.00



ROTHESAY



INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 9 January 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; coordination meeting December 5 th
	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%	
	Drainage (Church Ave)	1.75M	100%	Substantially complete
	Fleet/Equipment	665,000	100%	Utility vehicle received and in service
	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%	RFP for Detailed design being drafted
	Water quantity	300,000	25%	Well drilling done, testing/model development underway.
	Turnbull Ct sewer replacement	\$1.11M		
	Production Wells	250,000		
	Station Rd cast iron replacement	250,000		
	Digital Radio	65,000		
	Town Hall (elevator)	120,000		
	IT equipment & software	45,000		
	Fire Department	480,000		
	2020 Street Resurfacing	\$1.2M		
	Curb & Sidewalk	305,500		
	2020 Designated Highways	1.13M		
Fleet Renewal	675,000			
Scribner Field replacement	550,000			
Parks Equipment	50,000			
Trails	50,000			
Arena renovations	1.2M			

* Funds paid to this date.

Liz Pomeroy

From: Mary Jane Banks
Sent: January 9, 2020 10:17 AM
To: Liz Pomeroy
Subject: KV3C presentation

KV3C offers universally accessible community-based quality programs that bring parents and babies/children together in fun, safe and developmentally appropriate activities from birth to 5 years of age. Ideal for stay-at-home parents, grandparents, and childcare providers.

Our Mission is to connect with parents, businesses, government and community partners to provide resources and support to ensure the lifelong learning of all children in our community.

A registered charity since 2001, and the only universal programs in the area, we have grown to over 5000 participants in 2017. We are committed to our friends, families and the community and want to see KV3C continue its mission.

We value our long-term partnership with the **Town of Rothesay** and would like to create a more visible, formal alliance through co-promotions on social media, emails, and future events and programs.



ROTHSAY

MEMORANDUM



TO Mayor and Council
FROM Doug MacDonald
DATE December 16, 2019
RE Insurance Coverage

Recommendation:

Council ratify the staff decision to renew the Town insurance policy with Cain Insurance Services Ltd. and Jardine Lloyd Thompson for coverage for the period from January 1, 2020 to December 31, 2020 at an aggregate cost of \$194,165.

Background:

Cain Insurance Services Ltd. ("Cain") manages our insurance account and serves as our agent. There is no compelling reason in my opinion to change insurance agents. Cain has developed an expertise in Municipal insurance and a wide range of similar clients in the Province; and the service provided during my tenure has been excellent.

Discussion:

The fee quote received from Cain Insurance Services for the period beginning January 1, 2020 is \$194,165, an increase of 4% over the prior period. The increase is a result of an industry wide increase in the property insurance premiums due to recent significant loss claims.

The changes from 2019 are broken down as follows:

- Municipal General Liability – 2.5% increase as per current Long Term Agreement
- Environmental Liability – Renewed as is.
- Umbrella Liability – Renewed as is.
- Automobile – 4% inflationary rate increase applied.
- Property – Expiring rates applied to the updated values
- Crime – Renewed as is.
- Council Accident – Renewed as is.
- Cyber Liability – increased by \$50.
- EPL – Renewed as is.

Given we are pleased with the service provided by our existing insurer, I recommend we renew the insurance coverage with JLT for the period beginning January 1, 2020



401 Bishop Drive, Suite 101
 Fredericton, NB E3C 2M6
 Phone: (506) 459-3000

2020 January 13 Open Session FINAL 140

Invoice # 7278	Page 1 of 1
Account Number	Date
ROTHESA-01	12/19/2019
BALANCE DUE ON	
1/1/2020	
AMOUNT PAID	Amount Due
	\$194,165.00

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

Employment Practices Liability	PolicyNumber: 41600115	Effective: 1/1/2020 to 1/1/2021
--------------------------------	------------------------	---------------------------------

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
41647	1/1/2020	1/1/2020	RENB	Renewal of Employment Practices Liability 2020-21	\$1,900.00

Cyber Liability	PolicyNumber: ESG00433121	Effective: 1/1/2020 to 1/1/2021
-----------------	---------------------------	---------------------------------

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
41654	1/1/2020	1/1/2020	RENB	Renewal of Cyber Liability 2020-21	\$2,500.00
41655	1/1/2020	1/1/2020	CFEE	Company Fee for Cyber Liability	\$150.00

Commercial Umbrella Liability	PolicyNumber: JLTPS352	Effective: 1/1/2020 to 1/1/2021
-------------------------------	------------------------	---------------------------------

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
41648	1/1/2020	1/1/2020	RENB	Renewal of Commercial Umbrella Liability 2020-21	\$7,396.00
41649	1/1/2020	1/1/2020	RENB	Renewal of Crime Insurance 2020-21	\$750.00
41650	1/1/2020	1/1/2020	RENB	Renewal of Commercial Property 2020-21	\$65,959.00
41652	1/1/2020	1/1/2020	RENB	Renewal of Commercial General Liability 2020-21	\$81,429.00
41653	1/1/2020	1/1/2020	RENB	Renewal of Councillor's Accident 2020-21	\$608.00
41656	1/1/2020	1/1/2020	RENB	Renewal of Commercial Auto 2020-21	\$33,473.00

Total Invoice Balance: \$194,165.00



2020 January 13 Open Session FINAL_141

ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Mary Jane Banks, Town Clerk
DATE	:	January 6, 2020
RE	:	Local Improvement Levy

In accordance with By-Law 3-00, attached is the required Warrant of Assessment to allow for collection of Local Improvement Levy for 2020. The full Assessment Roll is available in the Treasurer's Office for examination.

By-Law 4-00 relates to the water reconstruction project undertaken in 2000-2001 in Kennebecasis Park.



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Warrant of Assessment

MOVED by Counc. and seconded by Counc. :

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 sum set out in the local improvement assessment roll for 2020 and further directs the Clerk to cause such special assessments to be collected in accordance with By-law 3-00.

Local Improvement By-law #	Amount to be collected
By-law 4-00	\$59,073.37

Dated: 13 January 2020

Mayor

Clerk



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Banks
DATE : 9 January 2020
RE : Renforth Boat Club Lease

RECOMMENDATION:

Council authorize the Mayor and Clerk to sign the lease as between Rothesay and the Renforth Boat Club, for the period until 1 July 2022, with an option to renew for a further five year period, with said renewal option notice to be given by the Renforth Boat Club during 2021.

BACKGROUND:

The lease was executed with the former Village of Renforth in 1982, with an option to renew at five year intervals. The lease has been reviewed by staff and updated, and signed by the Commodore and Vice Commodore.

Staff have confirmed with the Renforth Boat Club the registered membership of the Club meets the residency requirements of Section 3(b) (60% of the membership reside in Rothesay) for the current year. Section 3(b) requires a membership list to be sent by October 31st each year to ensure residency requirements are met.

Mary Jane Banks

QUINQUE JUNCTA IN UNO

This LEASE made this 7 day of January 2020
BY AND BETWEEN:

ROTHESAY, a municipality in the County of Kings, under and by virtue of the laws of the Province of New Brunswick, (hereinafter referred to as the "Rothesay"),

OF THE FIRST PART

- and -

RENFORTH BOAT CLUB, a duly incorporated company, incorporated under the laws of the Province of New Brunswick, with head office in the town of Rothesay, in the County of Kings and the Province of New Brunswick, (herein after called the "the Club")

OF THE SECOND PART

(Together referred to as "the PARTIES")

1. In consideration of the rents reserved and covenants and agreements herein contained on the part of the Club, Rothesay hereby leases to the Club the lands identified by Provincial PID numbers 117028, 235002 and 236521 and as more fully described in Schedule A (hereinafter called "the premises") for a term of five years commencing from the first day of July 2017, until the first day of July 2022.
2. The agreed rent of the premises will be two thousand five hundred forty-five dollars (\$2545) per annum payable annually in advance beginning in 2019; provided however that each year on the first day of July the rental rate for the next year shall be adjusted by the rate of change in the Consumer Price Index of Statistics Canada applicable to Saint John (CPI) for the 12 months ending on the 31st day of December of the previous year.

CLUB COVENANTS

3. The Club hereby covenants with Rothesay as follows:
 - a) to pay the rent hereby set out in the manner and on the day specified herein and to pay as they become due all taxes, rates and utility charges and rents charged for use of the right-of-way over or through the lands of the Canadian National Railways assessed against Rothesay or the Club with respect to the premises;
 - b) that at the 30th of September in each year at least 60% of the registered membership of the club shall be ordinarily resident in Rothesay; and further

that the Club will forward to Rothesay a list of the addresses of the entire active membership by October 31 each year;

- c) to use the said premises for the storage of boats, for the hauling out of boats from the river and as a clubhouse only;
- d) not to part with possession of the premises or any part thereof or to mortgage, charge, sublet or convey the premises or any part thereof without the prior written consent of Rothesay;
- e) to save Rothesay harmless from any liability of any nature whatsoever relating to the Club's use and occupation of the premises;
- f) to carry such fire, liability, environmental damage and other insurance on the premises as Rothesay shall from time to time direct, with loss on any insurance on the premises or improvements thereon payable to the Club.
- g) in the event of substantial or total destruction of the buildings on the premises by fire or other perils, the Club shall forthwith clean up the debris from the premises to the satisfaction of Rothesay;
- h) subject to the specific written approval of Rothesay, the Club may rebuild providing that all permits, licenses and other approvals of any government are obtained prior to construction;
- i) to operate the premises on a non-profit basis;
- j) not to make any alterations or additions to the premises without the prior written consent of Rothesay and to keep the premises and the windows and fixtures and fittings thereon in good repair, reasonable wear and tear only accepted and to deliver them up in such condition on termination of this lease;
- k) to permit Rothesay and its agents at all reasonable times to enter and view the state of repair of the said premises and probably to repair and maintain them in accordance with any reasonable notice to be given by Rothesay;
- l) to comply with all applicable federal, provincial and municipal laws governing or affecting the Club's use of the premises; and
- m) to cooperate with Rothesay and its other organizations in scheduling parties and social events to which members of the public are invited.

ROTHESAY COVENANTS

- 4. Rothesay hereby covenants to permit the Club so long as it pays the rent reserved herein in complies with its covenants, to use the said premises.

PROVISOS

- 5. Provided always and it is hereby agreed as follows:
 - a) Rothesay may terminate this lease and any extension or renewal of it, and reenter the said premises:

- i. if any instalment of rent or payment of taxes or rates or any part thereof is in arrears for 30 days after having been formally demanded, or
 - ii. if the Club shall breach any of its covenants herein and continue to be in breach of that covenant after ninety (90) days written notice.
 - b) That the Club may at its option during the fourth year of the term of this lease (or the fourth year of any renewal of this lease) give notice in writing to Rothesay requiring that the term of this lease (or any renewal of this lease) be renewed for a further term of five years, upon the same terms and conditions. In the event of such renewal, the rent for the first year of the term of any such renewal shall be the rent for the previous year plus an adjustment for the rate of change in the CPI for the calendar year just ended.
6. Notices required by this lease shall be given to Rothesay by personal service on the Clerk and shall be given to the Club by personal service or registered mail to the Commodore, President or Secretary of the Club, according to the records of the Province of New Brunswick or by publication on two occasions in a daily newspaper published in Saint John, New Brunswick.
 7. Upon the termination of this lease all improvements made to the premises and all buildings and structures thereon shall revert to and be vested in Rothesay and its successors and assigns.
 8. This lease supersedes all previous agreements between the Parties.

In witness whereof the Parties hereto have executed this indenture of lease as of the day and year first above written.

SIGNED, SEALED AND DELIVERED
In the presence of:


Witness

RENFORTH BOAT CLUB

By:

Commodore



Vice President



ROTHESAY

Dr. Nancy Grant, Mayor

Witness

Mary Jane Banks, Clerk



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council

13 January 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
Town Clerk Mary Jane Banks, BComm

DATE: 9 January 2020

SUBJECT: WHO Global Network of Age Friendly Cities and Communities

INFORMATION REPORT

Rothesay received notice in late December, 2019 its application to become a member of the World Health Organization (WHO) Global Network for Age-Friendly Cities and Communities was successful. As a member, Rothesay is now part of a growing global movement of communities, cities and other sub-national levels of government that are striving to better meet the needs of their older residents.

By joining the Network, Rothesay commits to sharing and promoting the values and principles central to the WHO Age-friendly approach, implementing the four steps to create age-friendly local environments, and actively participating in the Network, including the sharing of experiences with other members.

Additional information can be found online at
https://www.who.int/ageing/projects/age_friendly_cities_network/en/

The Rothesay profile can be found here:
<https://extranet.who.int/agefriendlyworld/network/rothesay/>

Member communities are encouraged to increase the visibility of their work and to inspire change by sharing processes followed and successful initiatives. Each member is asked to submit at least one "Age-friendly Practice" per year. These concrete actions shared by local communities FOR local communities are a great source of inspiration.

BACKGROUND

In the summer of 2016, Council set its priorities for the four year term. One priority was to become an Age Friendly Community and achieve provincial designation. In December 2016, Rothesay Council established a Special Committee on Seniors Issues to develop an age-friendly strategy. The committee met monthly over the next year and in November 2017, Council recognized the importance of providing Rothesay seniors with a good quality of life and to engage citizens in making Rothesay a better, healthier and safer place for seniors to live and thrive and established the Age Friendly Advisory Committee, along with various sub-committees.

The Survey Sub-Committee reviewed approaches and surveys done by other communities and, in December 2017, a customized survey was distributed to Rothesay seniors. The community responded with 289 surveys completed! A partnership developed with the YMCA and following analysis of the data, several action items were identified. In recognition of the collaborative efforts of the Age-Friendly Committee, its sub-committees, Council, staff and various other Town Committees, Rothesay received a Wellness Champion certificate in 2017 from the provincial Minister of Seniors and Long-Term Care.

In 2018, Rothesay received its Age-Friendly Designation from the province of New Brunswick.

Federal grants were received under the *New Horizons for Seniors Program* (\$23,215.00) and the *Enabling Accessibility Fund* (\$32,490.00). Renovations were undertaken for the establishment of the Rothesay Hive Age-Friendly Community Centre and the public washrooms at the Town Hall, respectively.

In August 2018, then Federal Minister of Seniors Filomena Tassi, along with MP Wayne Long, visited Rothesay to see the results of the federal funding and to learn of the ongoing initiatives in the community.

In early 2019, Rothesay Council entered into an agreement with the YMCA for the management and operation of the Rothesay Hive Age-Friendly Community Centre, located in the Town Hall, which had its grand opening in May 2019.

These initiatives and collaborative community efforts have culminated with membership in the WHO Global Network of Age-Friendly Cities and Communities.

The Rothesay Hive Advisory Committee meets monthly and continues to work toward the goals and objectives identified by Rothesay Council in its 2016-2020 priorities.

Report prepared by:



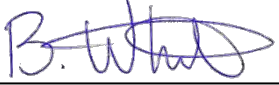
Town Clerk Mary Jane Banks, BComm



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:

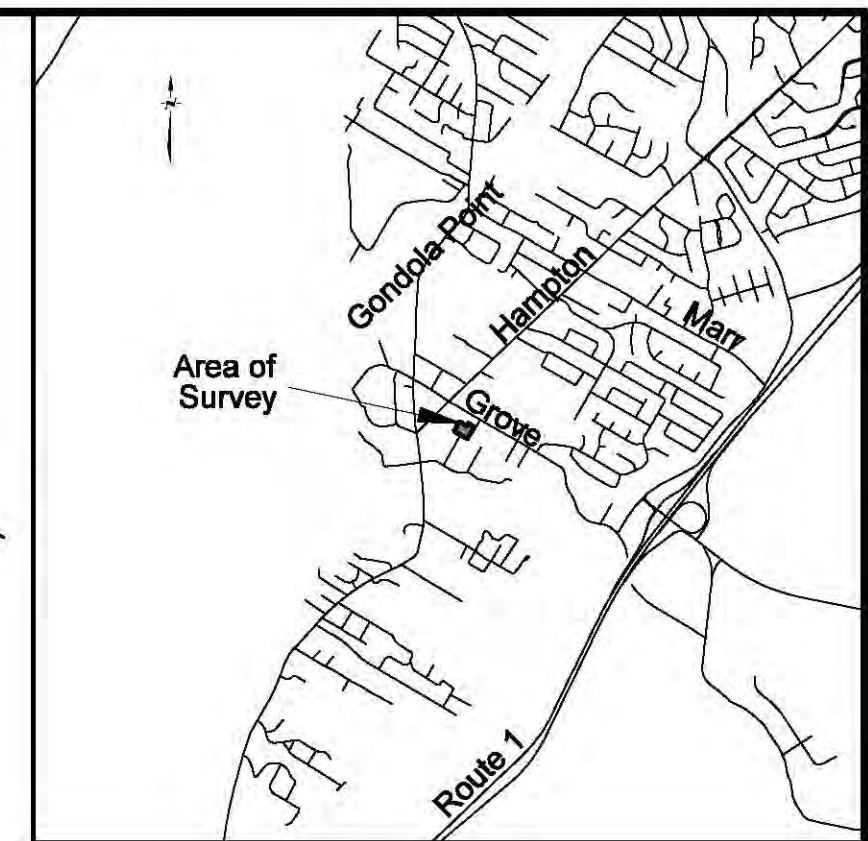
Rothesay Council HEREBY Assents to the plan of subdivision prepared by Don Moore Surveys & Engineering Ltd. labelled as Tentative Plan (Dwg. No 19012SDT-Brock Court) to release and create a Municipal Services Easement vested to the Town of Rothesay and registered in accordance with the Community Planning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

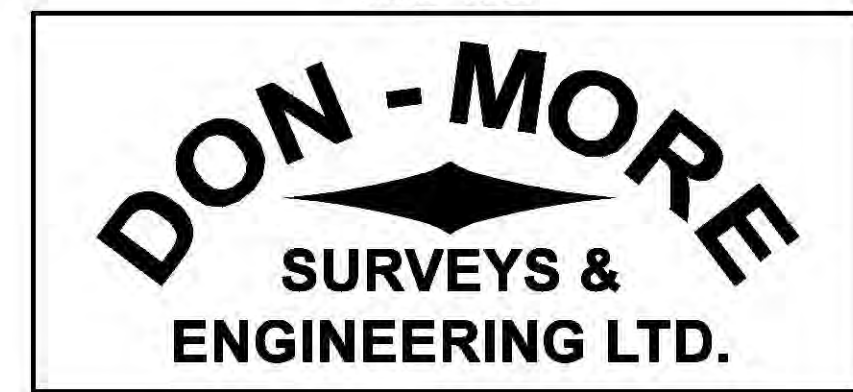
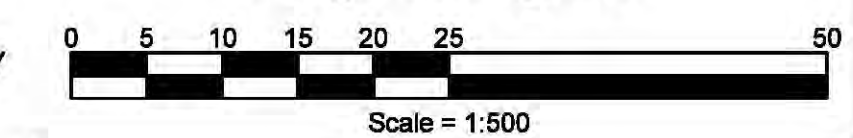
Notes

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

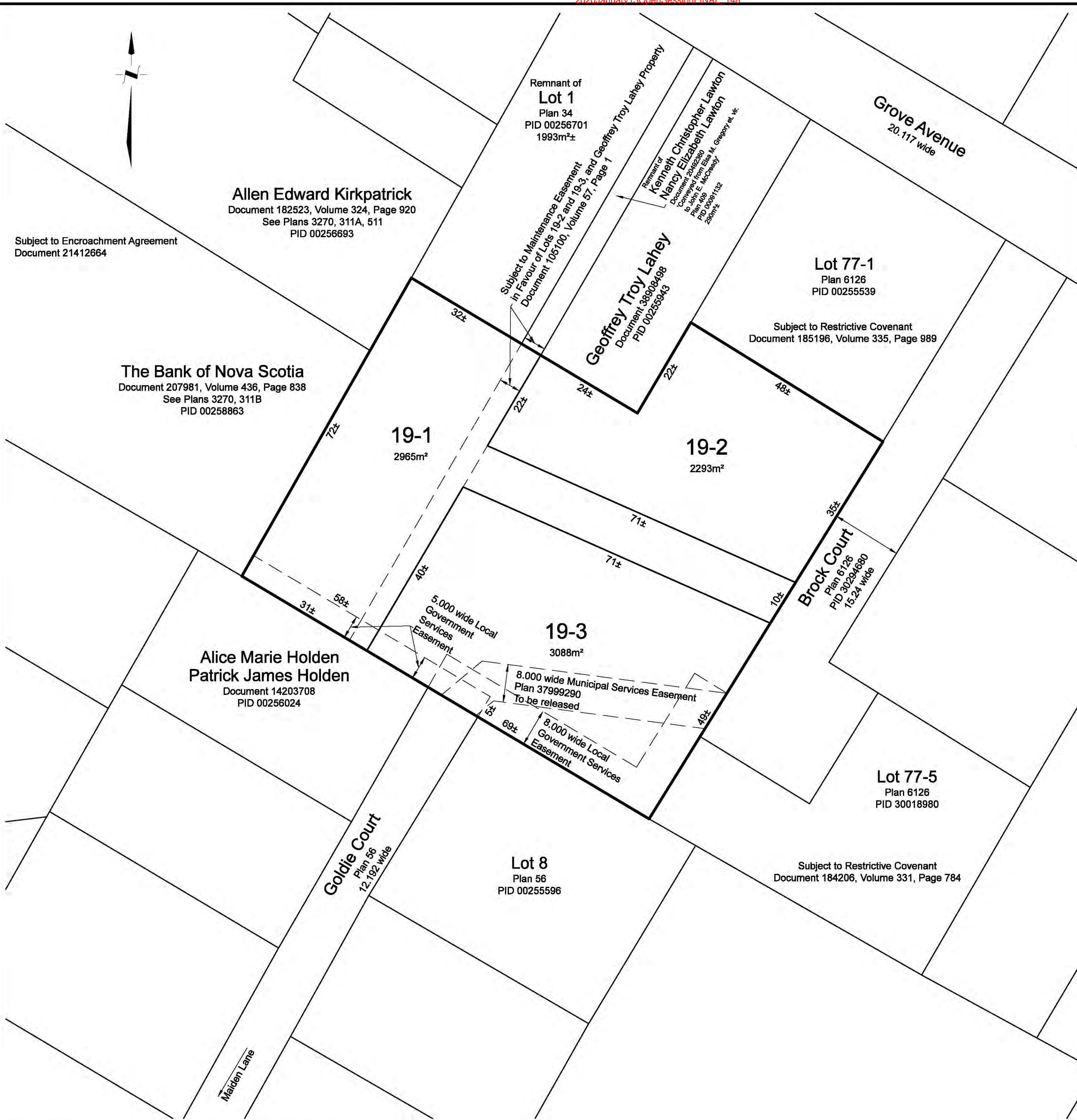
- To amend Lots 17-1 and 17-2 Plan 37999290
- To create 19-1, 19-2, and 19-3
- To create a Local Government Services Easements
- To show a Municipal Services Easement to be released

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



Dated: **TENTATIVE**
January 01, 2020
GARRETT J. KEIRSTEAD, NBLS # 402

Dwg: 19012SDT2-Brock Ct.



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.

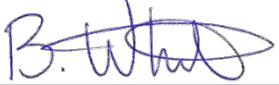




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 13, 2020

TO: John Jarvie, Town Manager

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

DATE: Monday, December-30-19

SUBJECT: Pits and Quarries

INFORMATION REPORT

ORIGIN:

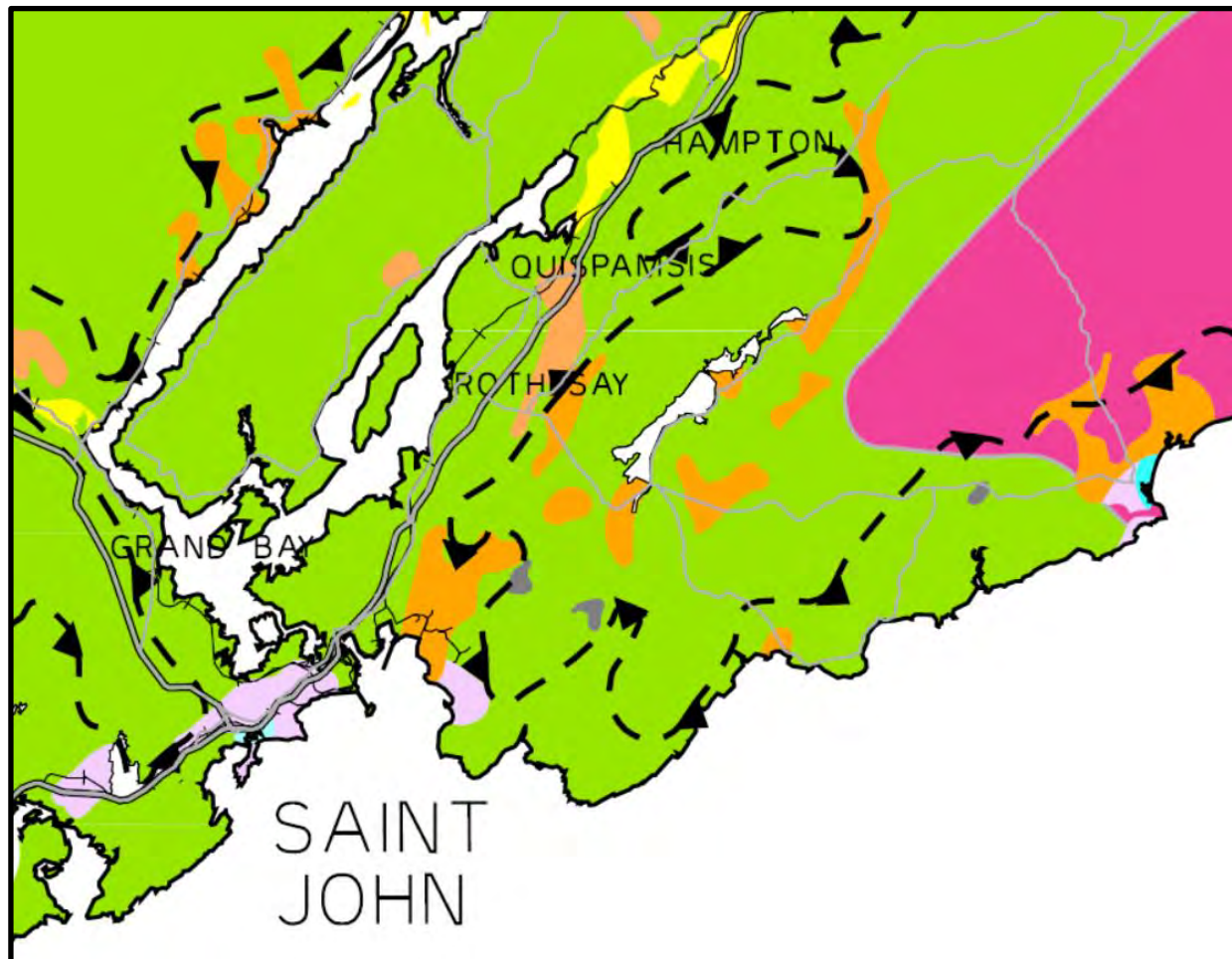
At the June 10 2019 regular Open Session meeting of Council the following Motion was passed:

MOVED by Counc. Shea and seconded by Counc. McGuire the memorandum from Counc. Shea RE: Pits and Quarries dated 4 June 2019 be referred to staff for a report.

BACKGROUND:

Land designated in the Municipal Plan as Rural Industrial allows for large scale industrial activity such as greenhouses, composting facilities and pits and quarries. The operation of pits and quarries is further governed by Section 5.8. PIT AND QUARRY OPERATION of the Rothesay zoning by-law. In Rothesay the areas designated and zoned for Pits and Quarries are restricted to a few parcels of land located off the French Village Road and Bradley Lake Road.

Land-use planning is the process of regulating the use of land in an effort to reduce land use conflicts as well as a more efficient use of resources. The location of pits and quarries in Rothesay is specifically related to our surficial geology. There are only limited areas in Rothesay where *Glaciofluvial* sediments (sand, gravel, minor silt and till) were deposited. These deposits are generally located in the community of French Village / Wells / Bradley Lake (as shown on the figure below).



GLACIOFLUVIAL SEDIMENTS: sand, gravel, minor silt and till; deposited in front of, at the margin of, within or under retreating Late Wisconsinan ice.

- Outwash: sand, gravel, minor till.*
- Ice-contact deposits: eskers, kames, kame and kettle complexes; sand, gravel, minor silt and till, generally more than 2 m thick.*

The Council memo to Staff includes seven questions relative to the operation and regulation of pits and quarries in Rothesay, the questions and answers are as follows:

Question 1) How many pits and/or quarries currently operate within the municipality of Rothesay?

Answer 1. There are currently five active aggregate pits in Rothesay all located within the specific geological zone of Rothesay as indicated. (see Map 1 attached)

- 1) JP Custom Homes, F. Peter Donovan, Director (Label #1)
- 2) Urban Landscaping, William J. Bishop, Director (Label #2)
- 3) Debly Resources, Majid Debly, Director (Label #3)
- 4) Debly Construction, Raymond J. Debly, Director (Label #4)

5) Valley Excavation Services Inc., Neal Wyman, Director (Label #5)

Staff note that no new pits have been approved under the rules and regulations of the 2010 municipal plan and zoning by-law.

Staff differentiate pits from quarries as pits are primarily for the extraction, processing, crushing, and stockpiling of aggregates, sands and soils. The term “aggregate” refers to coarse particulate material such as crushed stone, gravel, and sand, which is used in the construction of buildings, roads, and other infrastructure and as a key component in concrete. Gravel and sand are usually extracted from the same site (pit) because they are often found together in characteristic surficial geology.

Rothesay does not have quarries meaning a type of open-pit mine in which dimension stone, rock, is cut or extracted, processed and used for construction. The closest quarry to Rothesay is the Brookville Manufacturing Company limestone quarry and crushing plant in Saint John.



Figure 1 - Brookville Manufacturing Company quarry in Torryburn, Saint John

Question 2) How many pits and/or quarries ceased operations within Rothesay in the last 10 – 20 years?

Answer 2. In 2010 Deby Construction attempted to seek approval from the NB Dept. of Environment that would allow them to continue their pit located in the Barsa Subdivision however, the pit is located within the Rothesay Watershed Protected Area and for that reason permission to operate was refused. Staff cannot locate any additional records or documentation with regards to decommissioning any

other pits and quarries in Rothesay. In 2019 the former Bonney Construction pit was sold to JP Custom Homes, some rehabilitation was completed before it was sold.

Question 3) Does the operator of a pit require a permit and, if so, at what interval must it be renewed?

Answer 3. A person seeking to operate or continue the operation of a pit of quarry in Rothesay requires an Industrial Use Permit. Part of the application process is to provide a security (bond) to the town in an amount determined by the Development Officer to be adequate to cover the estimated cost of rehabilitation. This bond expires and needs to be renewed after 10 years.

Question 4) Rothesay Zoning By-Law (5.8 Pit And Quarry Operation) Section (5.8.2) outlines the application process to operate a pit and/or quarry in Rothesay.

4a. How often does the town follow-up with an operator to ensure s/he is adhering to that which was in the application?

Answer 4A The Town follows up with operators to ensure they are adhering to the application when:

- the deposit is up for renewal or when there is change in ownership;
- an inspection or review of aerial photography indicates an issue;
- upon receipt of a complaint.

4b. Does the application to operate a pit and/or quarry require PAC approval? Section (5.8.3) delineates the need for a rehabilitation plan to accompany each application for a permit.

Answer 4B. PAC approval is required for a new pit and quarry to operate, unless the pit/quarry has existing use legal status (grandfathered) which predates the by-law.

4c. In those instances where operations have ceased, was a rehabilitation plan followed?

Answer 4C. A rehabilitation plans have been put into place for the JP Custom Homes pit as well as the Scott Bros Pit. In 2010 Debly Construction attempted to seek approval from the NB Dept. of Environment that would them to continue their pit in Barsa however, the pit is located within the Rothesay Watershed Protected Area and was refused.

Question 5) For pits and/or quarries currently operating in Rothesay, is the town in possession of a rehabilitation plan? Section (5.8.5) states: "No permit may be issued under this section until the applicant has deposited a sum of money,

certificate of deposit, letter of credit or guarantee in an amount determined by the Development Officer to be adequate to cover the estimated cost of rehabilitation of the site in accordance with the terms and time limits specified on the permit.”

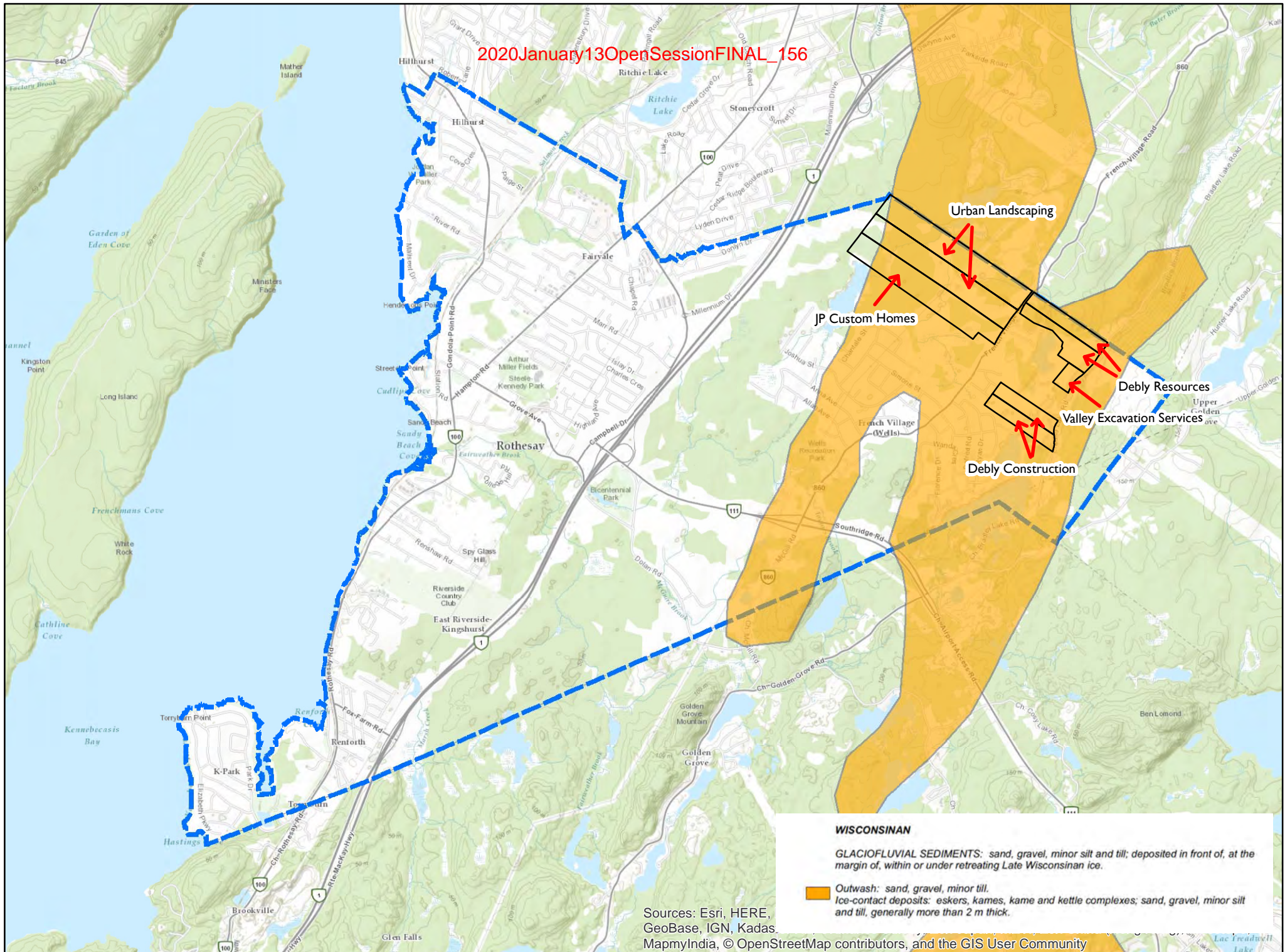
5. There is a rehabilitation plan in place for the JP Custom Homes Pit permit. Scott Bros rehabilitation plan is in place under agreement with the Hammond River Anglers Association. The other three pits do not have rehabilitation plans in place as they pre-date the 2010 zoning by-law and have grandfathered status.

Question 6) How does the Development Officer determine the estimated cost of rehabilitation?

Answer 6. The Development Officer determines the estimated cost of rehabilitation through consultation with the operator and based upon what the operator is required to do to rehabilitate the area they have worked. The cost to rehabilitate is often offset by use of the operators own equipment and labour to slope worked faces and contouring of pit or quarry floors to limit excessive ponding of water within the excavated area. As well, there may be conditions added to an approval specifying certain requirements such as re-seeding, reforestation and others for the worked area that would add to the cost. Pit or quarry operations are not considered permanent uses and these properties are intended to be redeveloped for other uses (residential, light industrial, or commercial) once the aggregates have been exhausted.



Question 7) Where does the town keep security deposits?

Answer 7. The operator makes arrangements in various forms (deposited a sum of money, certificate of deposit, letter of credit or guarantee) with the Town Treasurer. The Treasure ensures that the bond or security deposit is properly recorded as a liability against the operation.



WISCONSINAN

GLACIOFLUVIAL SEDIMENTS: sand, gravel, minor silt and till; deposited in front of, at the margin of, within or under retreating Late Wisconsinan ice.

-  **Outwash:** sand, gravel, minor till.
-  **Ice-contact deposits:** eskers, kames, kame and kettle complexes; sand, gravel, minor silt and till, generally more than 2 m thick.


Sources: Esri, HERE, GeoBase, IGN, Kadas, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community



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: Wednesday, January-08-20

SUBJECT: Developer's Agreement – 23 Marr Road (Victorian Gardens Subdivision)

INFORMATION REPORT

ORIGIN:

At the June 10 2019 regular Open Session meeting of Council the following Motion was passed:

MOVED by Counc. Shea and seconded by Deputy Mayor Alexander the memorandum from Counc. Shea RE: Developer's Agreement – 23 Marr Road dated 4 June 2019 be referred to staff for a report.

BACKGROUND:

Councilor Shea's memo includes nine questions relative to the development agreement for Victorian Gardens (23 Marr Road) an 18 lot residential single family home subdivision approved by Council in 2012 and owned by AE McKay Builders Ltd.. Construction of the subdivision began in 2015 and the first two homes were constructed in 2016, to date 5 homes have been constructed, and much of the planned infrastructure for the development remains unfinished.

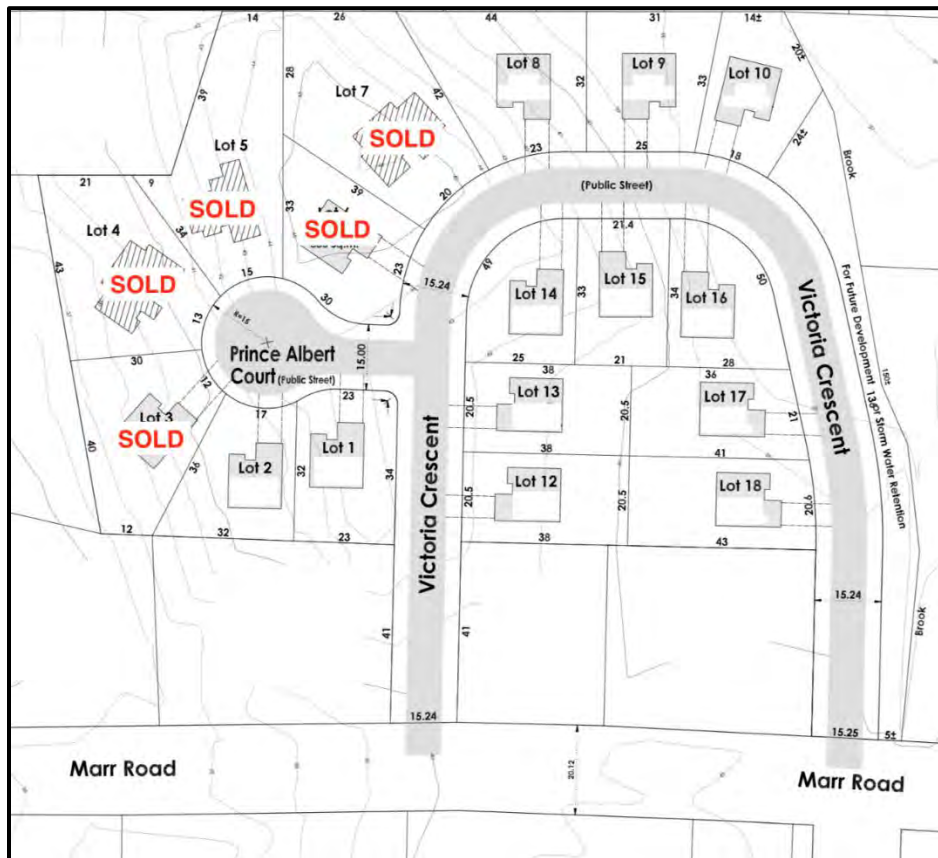


Figure 1 - A.E. MacKay's Victorian Garden Subdivision

Council requested and Staff have prepared responses to the questions regarding the Victorian Gardens development as follows:

Q1. Is the development to be completed within a certain time- frame or can the Developer take as many years as they wish to complete?

The agreement contains no specific language regarding the subdivision completion date.

The agreement does include a clause whereby the Town can terminate the Agreement if the specific proposal has not been completed satisfactorily such that the “written certifications contemplated in this agreement” could reasonably be issued within twenty four (24) months of the execution of this Agreement. The written certifications in the agreement (Section 7 and Section 14) include the following:

Section 7. The written certification of the Town Engineer that the construction of the said storm water control system has been satisfactorily completed and constructed in accordance with the Specifications for Developers is required prior to any construction of any buildings on the Lands pursuant to the specific proposal under this Agreement.

Section 14. The written certification of a Professional Engineer, licenced to practice in the Province of New Brunswick that the connection of service laterals and the connection to the existing town water supply has been satisfactorily completed

and constructed in accordance with the Specifications for Developers is required prior to the occupation of any buildings or portions thereof.

The agreement was executed on December 12, 2012 and accordingly the Town has been in a position to terminate the agreement since December 12, 2014. Staff note that construction of the subdivision began in the late fall of 2015 and the first two homes were constructed in the spring of 2016.

Q2. Section 3 Section 3 references “approved phases of the subdivision” How many phases characterize this development?

Section 3 of the development agreement refers to the construction of new public Municipal Streets and the specific construction requirements for a public road. No plan or schedule is attached to the development agreement that indicates the subdivision phasing.

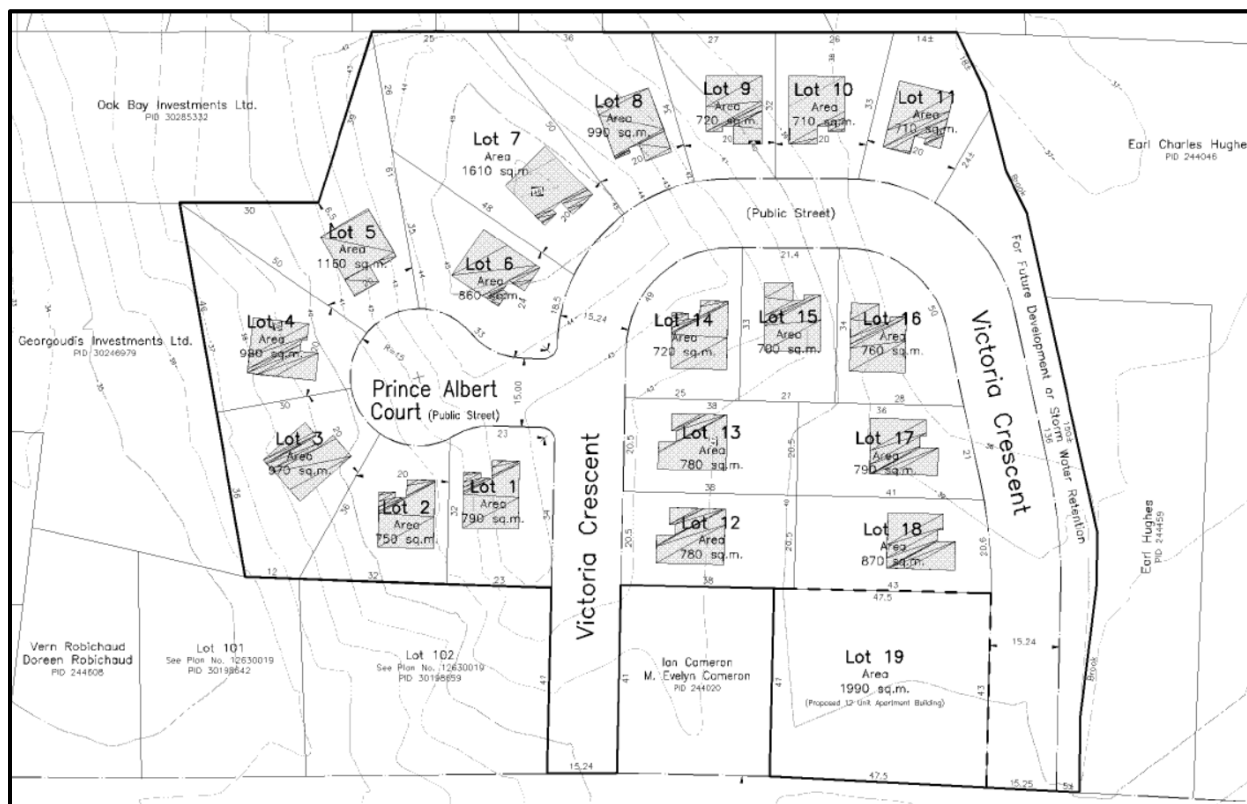


Figure 2 - Victorian Gardens Subdivision (2012 Tentative Plan)

As noted there is no phasing plan, in lieu of a subdivision phasing plan Staff in practice refer to “approved phases of the subdivisions” as the approval of new lots and additional new public street road frontage signed off by the development officer and in conformance with the agreement.

Q3. Where, in the Development Agreement would one find the number of phases?

No plan or schedule is attached to the development agreement that indicates the subdivision phasing.

Q4. Section 9 Sections 9 through 13 references a storm water management system. Is the Town in possession of a storm water management plan as per Section 9?

Yes, a stormwater plan was prepared by engineers at Dillon Consulting and submitted to the Director of Operations.

Q5. Has the Developer carried out, as per Section 11, the installation of a storm water management system which results in a zero net increase of storm water runoff to the Town system?

The installation of a storm water management system is incomplete.

Q6. When the development releases its storm water to a water course that impacts properties “downstream” – how can a water course on private property be part of the town system?

The release of water into a natural watercourse is a matter of private riparian rights and Provincial regulation. Natural watercourses can and are discharge locations for stormwater however they are owned by Rothesay, or managed as a municipal stormwater system easement. Riparian systems (natural watercourses) are not managed infrastructure systems of the Town.

Q7. When the Town approves the release of storm water to a water course that impacts residents downstream, what notification is provided to said property owners?

No specific notification is provided to property owners regarding stormwater discharge. Furthermore, where Rothesay does review and approve a stormwater management plan it does so using the criteria that the volume and rate of stormwater leaving the development not be increased. This concept is often referred to as zero net increase for stormwater runoff and for that reason downstream residents should not be impacted by the development.

Furthermore, in the context of Victorian Gardens it is very likely that in “common law” a prescriptive right “right of drainage” exists for the natural watercourse. This means if you have a natural watercourse flowing across your property you must accept that water and you cannot modify or interfere with the channel. Landowners also have the apparent right to alter the drainage pattern of their land without regard for the effects on neighbouring parcels, as long as that water flows to where it otherwise would have naturally flowed. Once storm water reaches a natural watercourse it must be allowed to continue to flow through all properties.

Q8. What responsibility does the Town have towards ensuring the water course remains unobstructed?

Municipalities have no authority to remove blockages from a natural watercourse. In the 23 Marr Road circumstance the watercourse is on private property with no municipal drainage easement for that reason Rothesay has no right to enter onto the private property.

Q9. How does the Town ascertain the storm water runoff has a “zero net increase”?

A professional engineer working for the developer prepares a stormwater plan that states the methodology used to ascertain that the storm water runoff will meet the “zero net increase” requirement. Depending on the size of the project, various types of computer models and manual calculations are used by the engineer but these methods require authorization by the Town’s own engineer.

Staff’s responsibility is regulatory only and they have no role in the design or preparation of the stormwater management system. It is the sole responsibility of the property owner to ensure that the stormwater design, construction and performance of the system is adequate to the handle proposed volumes. The development of 23 Marr Road includes new driveways, homes, etc. all of which increase the volume and rate of runoff from the property. The stormwater management system includes ditches, pipes, curb and gutter to collect rain and snow melt in a catchment area (ponds and catch basins) which then outlet at a rate which mirrors natural flows the system design was prepared by a local qualified engineering firm.

NEXT STEPS:

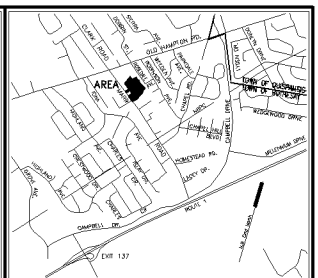
On December 18, 2019 Staff wrote to A.E. McKay Builders (Attachment B) expressing Council’s concern regarding the lack of progress in this development, in particular with the lack of progress on the public road and stormwater system. Staff requesting that A.E. McKay provide Council with a written explanation of their schedule for completion with particular emphasis on the completion of the public road and the stormwater system. On January 2, 2020 Staff received a letter from Andrew McKay (Attachment C). The response from A.E. McKay provides only a general indication of their planned schedule in that they intend “...over the next few months to go in and finish the last few storm structures and holding pond, curb, sidewalk, and asphalt for phase 2.” For that reason Staff are prepared to write to A.E. McKay with the following instructions pursuant to the provisions of the development agreement:

1. The Town shall not issue a building permit to A.E. McKay for any new homes until the Developer provides to Rothesay a Letter of Credit valued at 50% of the cost of construction to complete the outstanding public road and stormwater infrastructure; and
2. A.E. McKay shall complete the works (road and stormwater) within of 12 months, and should the work remain unfinished after 12 months Council shall review its contractual rights for termination of the development agreement.

ATTACHMENTS:

Attachment A	Victorian Gardens Plan of Subdivision
Attachment B	Letter to A.E. McKay – December 18, 2019
Attachment C	Response from A.E. McKay – January 2, 2020

2020 January 13 Open Session FINAL 162



Key Plan
Scale = 1:25,000

LEGEND:

- SMF - Standard survey marker found
- SMS - Standard survey marker set
- RIBF - Round iron bar found
- IBF - Square iron bar found
- IIPF - Iron pipe found
- CALD - Calculated point
- ▲ NBCM - N.B. Co-ordinate Monument sq.m. - Square metres
- A - Arc R - Radius
- Rad.Pt. - Radius point
- ⊥ - Centreline
- Line not to scale
- - - - - Fence
- PID - Parcel identifier number
- Adj - Adjusted network
- 87 - Tabulated co-ordinate reference
- [Hatched Box] - Denotes proposed building

- NOTES:**
1. This plan is for conceptual purposes only. Final dimensions, areas and location of property lines may vary slightly following field survey and lot calculations.
 2. Distances are in METRES and are rounded to the nearest CENTIMETRE.
 3. Lands dealt with by this plan are bounded thus _____
 4. Peripheral information and adjacent names were derived from various sources and should be verified.
 5. All plans and documents referenced are recorded in the Registry Office of the County of Kings or in the Provincial Land Titles Registry.
 6. Contours refer to the Geodetic Datum and were derived from Municipal DTM data.
 7. Development Area: PID 30243232.

Tentative Plan
Victorian Gardens Subdivision
 Town of Rothesay
 Kings County, N.B.

0 5 10 15 20 25 metres 30
 Scale = 1:500

KIERSTEAD QUIGLEY and ROBERTS Ltd.
 Saint John, New Brunswick

Dated:
 May 16, 2012

File No. 85-0143 Dwg. No. T-0476



2020January13OpenSessionFINAL_163

ROTHESAY



Wednesday, December 18, 2019

Andrew McKay, President
A.E. McKay Builders Ltd.
380 Model Farm Road
Quispamsis, N.B. E2G 1L8

70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
F: 506-848-6677
Rothesay@rothesay.ca
www.rothesay.ca

Re: Victorian Gardens – Development Agreement

Dear Andrew;

As you are aware Rothesay Council did in 2012 enter into a development agreement with A.E. McKay Builders Ltd. for Victorian Gardens an 18 lot residential single family home subdivision. Construction of the subdivision began in 2015 and to date 5 homes have been constructed, however much of the planned development including public roads and stormwater systems remain incomplete.

The development agreement includes a clause whereby the Town can terminate the Agreement if the specific development has not been completed within twenty four (24) months of the execution of the Agreement. The agreement was executed on December 12, 2012 and accordingly the Town has been in a position to terminate the agreement since December 12, 2014.

Council has expressed concern regarding the lack of progress in this development, in particular the public road and stormwater system. For that reason, we are requesting that you please provide Council with a written explanation of your planned schedule for completion. Please respond by January 8th, 2020 with particular emphasis on the completion of the public road and the stormwater system.

Please do not hesitate to contact me should you have any questions with respect to the above.

Sincerely,

Brian L. White, MCIP, RPP
Director of Planning and Development Services

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

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



January 2, 2020

Re: Victorian Gardens

To Mayor and Council,

This letter is to respond to the letter to me dated December 18, 2019 from Brian White. I guess somehow we had a little confusion, as I always intended this development to be done in 2 phases. When we serviced phase 1 we roughed the road in for phase 2. We also put the electrical in for all of phase 2, most of the sanitary for phase 2 and some of the storm structures for phase 2. The development has definitely been a bit slower then I would have liked it to have but in all fairness I have focused most of my time on the Central Park development for the last 3 years. Now that we are well into Central Park, my focus is on my other developments as well. In regards to Summer Haven development, there were 2 lots left. I have building applications for permits in and will be starting homes on both lots immediately and this will finish the development. As we speak, I have a plan just about finished for a spec home I wish to start in phase 1 of Victorian Gardens. I am also working with another possible purchaser in there also. Once we start the spec house it will cause curiosity in the development, and I also entered into a new agreement with a new real estate agent to market the development. I also have in my radar over the next few months to go in and finish the last few storm structures and holding pond, curb, sidewalk, and asphalt for phase 2 to.

I appreciate your patience as Central Park has just consumed so much of my time.

Sincerely,

Andrew Mckay

President

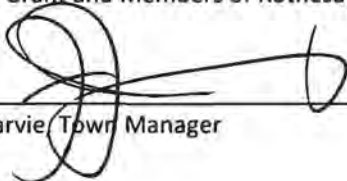


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
January 13, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: January 8, 2020

SUBJECT: LED Light Conversion – Town Facilities

RECOMMENDATION

It is recommended that proposal from Source Atlantic Limited in the amount of \$45,000 plus HST for the supply and installation of energy efficient lighting for Town facilities be accepted and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2020 General Fund Operating Budget included funds to purchase fixtures, bulbs and labour to replace inefficient lighting in a number of Town owned facilities.

BACKGROUND

In November 2019 the Town met with Source Atlantic representatives to discuss the possibility of retrofitting the lighting in the following Town facilities:

- The Master Drive Works Garage;
- The Master Drive Recreation Garage;
- The Master Drive Salt Shed and associated Sidewalk Operations Garage;
- The McGuire Road Water Treatment Plant;
- The McGuire Road Utility Operations Office;
- The McGuire Road Utility Storage Building.

Source Atlantic engaged a lighting consultant to analyze the existing lighting systems and make recommendations for fixture replacement, bulb replacement and addition of lighting to improve working conditions. Source Atlantic

representatives also applied to NB Power to evaluate the initial rebates which would payable to the Town and determine, based on historical usage data, the go-forward energy savings in order to identify a true cost recovery period.

DISCUSSION

The conversion of existing (varied) light sources to LED in the above listed Town facilities will produce savings in real dollars as well as contribute to our overall greenhouse gas reduction strategy completed by Quest in 2019.

FINANCIAL IMPLICATIONS

The analysis concludes that a total amount of \$50,000 was provided in the General Fund Operating Budget for the LED conversion project. The completed cost of the conversion project, including the Town's eligible HST rebate, will be \$46,928.70; a difference of \$3,071.30 from the approved budget.

Cost Item	Tender price	HST	HST rebate	Cost to Town	Budget	Difference
Supply and install lighting	45,000.00	6,750.00	4,821.30	46,928.70	50,000.00	3,071.30

*** The expected NB Power rebates total an additional \$4,933.00 effectively reducing the Town's overall project cost to \$41,995.70.

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
January 13, 2020

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


John Jarvie, Town Manager

DATE: January 8, 2020

SUBJECT: Equipment Supply – Asphalt Hotbox

RECOMMENDATION

It is recommended that the bid from Saunders Equipment Ltd. in the amount of \$44,500 plus HST for the purchase of an *Asphalt Hotbox* be accepted and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2020 General Fund Operating Budget included funds to purchase an Asphalt Hotbox to serve the Rothesay Public Works Department.

BACKGROUND

The Town currently owns an Asphalt Recycling Machine. This machine, 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. This reheated asphalt is used to repair potholes and other surface deficiencies and allows Town staff to have access to cheap, hot asphalt during the winter months when asphalt batch plants are normally closed.

The recycling machine has the ability to batch two (2) tonnes of asphalt at a time. There are times, especially during the heavier patching operations in the summer months, when two (2) tonnes is used up quickly and the crew loses efficiency by waiting for the recycler to batch more hot asphalt. The smaller scale of the operation is such that the heated asphalt will not stay hot long enough to continually batch asphalt in the recycler and truck that asphalt to wherever it is needed. The purpose of the Hotbox is to do just that; allow the batched asphalt from the recycler to be transported to a job site and remain hot while the recycling machine continues to make asphalt.

The opportunity to batch asphalt in the recycling machine at a work site is possible, however the machine uses a heavy duty diesel burner and produces a significant amount of smoke. Safety regulations do not allow town staff to continue to operate the burner while the recycler is in transport therefore such a scenario would involve transporting the milled asphalt to the work site, feeding the machine and firing the burner, which produces the smoke, in residential areas.

DISCUSSION

The recycling machine has become a key piece of Works department equipment. Acquisition of the hotbox will augment the recycler and increase staff productivity and efficiency by allowing hot asphalt to be continually batched at the Works Garage site while repair work is being completed in the field using hot asphalt delivered by the Hotbox.

Staff research has shown that Quispamsis owns and operates a Hotbox as part of their asphalt repair strategy and Transfield Dexter Gateway services owns and operates two (2) Hotboxes.

Bids were solicited from three suppliers, closing on January 8, 2020 with the following results:


Saunders Equipment Ltd.,	Fredericton NB	\$44,500.00 plus HST
Pavement Technologies International,	Albany New York	\$44,513.28 plus HST
Falcon Asphalt Repair Equipment,	Freeland MI	\$44,600.00 plus HST

FINANCIAL IMPLICATIONS

The analysis concludes that a total amount of \$52,000 was provided in the General Fund Operating Budget for the purchase of this Hotbox as well as an additional utility trailer for the line painting crew. The utility trailer has already been purchased. The delivered cost of this Hotbox combined with the delivered cost of the line painting trailer will be \$54,440.42; a difference of \$2,440.42 which can be managed within the approved 2020 General Fund Operating Budget envelope.

Equipment	Tender price	HST	HST rebate	Cost to Town	Budget	Difference
Hotbox	44,500.00	6,675.00	4,767.73	46,407.28		
Line painting trailer	7,702.99	1,155.45	825.29	8,033.14		
Total	52,202.99	7,830.45	5,593.02	54,440.42	52,000	-2,440.42

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).

Liz Pomeroy

From: Liz Pomeroy
Sent: January 8, 2020 10:41 AM
To: Liz Pomeroy
Subject: FW: Sign

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

From: Bill McGuire <BillMcGuire@rothesay.ca>
Sent: January 8, 2020 10:39 AM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Sign

Hi MJ, I would like you to add my request for staff to explore cost and logistics of a "Welcome to Rothesay " sign at each end of the Town on the highway, thanks, Bill

Sent from my iPhone