



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, March 9, 2020**  
**7:00 p.m.**



**1. APPROVAL OF AGENDA**

- 2. APPROVAL OF MINUTES**                      Regular Meeting                      10 February 2020

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

N/A

**5. CORRESPONDENCE FOR ACTION**

- 5.1 19 December 2019      Email from resident RE: Location of fire hydrant on Edgemont Lane

**Refer to the Works and Utilities Committee**

- 5.2 13 February 2020      Email from Devin Cooke RE: BrettLynn Farms Urban Bee Hive Initiative  
with attached proposal

10-11 February 2020      Emails from/to BrettLynn Farms RE: Urban Bee Hive Initiative

**Refer to the Parks and Recreation Committee**

- 5.3 *Various*                      Letters from Mulberry Lane residents (7) RE: Cost increase for Local  
Improvement Levy

**Refer to the Works and Utilities Committee**

**6. CORRESPONDENCE - FOR INFORMATION**

- 6.1 7 February 2020              Letter from the Department of Public Safety RE: Town of Rothesay Flood  
Concerns
- 6.2 19 February 2020              Letter from the Honourable Brenda L. Murphy RE: Order of New Brunswick  
Nominations
- 6.3 2 March 2020                      Letter from the Regional Development Corporation RE: Integrated Bilateral  
Agreement
- 6.4 4 March 2020                      Letter from Minister Oliver RE: 2020 Designated Highway Funding

**7. REPORTS**

**7.0 March 2020                      Report from Closed Session**

- 7.1 27 January 2020              Fundy Regional Service Commission (FRSC) Meeting Minutes

- 7.2 20 November 2019              Kennebecasis Public Library (KPL) Annual General Meeting Minutes

13 February 2020              KPL Board Members

28 November 2018              KPL Annual General Meeting Minutes

- 7.3 29 January 2020              Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)  
Meeting Minutes

31 December 2019              KRJBPC Statement of Financial Position

31 January 2020                  KRJBPC Call Summary

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- 7.4 8 January 2020 Kennebecasis Valley Fire Department Inc. (KVFD) Board Meeting Minutes  
 30 November 2019 KVFD Statement of Expense  
 9 October 2019 KVFD Chief's Report  
 8 January 2020 KVFD Chief's Report  
 2019 KVFD Response Report
- 7.5 31 January 2020 Draft unaudited Rothesay General Fund Financial Statements  
 31 January 2020 Draft unaudited Rothesay Utility Fund Financial Statements  
 20 February 2020 Draft Finance Committee Meeting Minutes
- Application for Financing
  - New Brunswick Medical Education Foundation Inc.
  - KRJBPC Budget Request
- 7.6 18 February 2020 Draft Rothesay Hive Advisory Committee Meeting Minutes  
 7.7 19 February 2020 Draft Works and Utilities Committee Meeting Minutes  
 7.8 2 March 2020 Draft Planning Advisory Committee Meeting Minutes  
 7.9 February 2020 Monthly Building Permit Report  
 7.10 3 March 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****ADMINISTRATION****9.1 Public Information/Communication**

5 March 2020 Memorandum from Town Manager Jarvie

**FOR INFORMATION****RECREATION****9.2 Structural Engineering – Arena Renovations**

28 February 2020 Memorandum from Town Manager Jarvie

**DEVELOPMENT SERVICES****9.3 Rothesay Highway Signage - Supplemental**

4 March 2020 Report prepared by DPDS White

**OPERATIONS****9.4 T-2020-006 Filled Sandbags Supply Contract**

5 March 2020 Report prepared by DO McLean

**ROTHERSAY**

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**10. NEXT MEETING**

**EMO Open House**  
**Regular meeting**

Wednesday, March 25, 2020 (McGuire Centre, James Renforth Drive)  
**TUESDAY**, April 14, 2020

**11. ADJOURNMENT**

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** March 2, 2020 8:51 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Fire Hydrant location 7 Edgemont Lane

**From:** Peter Lewis <[PeterLewis@rothesay.ca](mailto:PeterLewis@rothesay.ca)>  
**Sent:** March 1, 2020 7:01 AM  
**To:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>  
**Subject:** Fwd: Fire Hydrant location 7 Edgemont Lane

Good Morning Mary Jane.

Please add this email to the March Council Pkg for discussion. I will also ask for some pictures to be forwarded also.

Councillor Peter Lewis

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**From:** Peter Lewis [REDACTED]  
**Sent:** Saturday, February 29, 2020 5:02 PM  
**To:** Peter Lewis  
**Subject:** Fwd: Fire Hydrant location 7 Edgemont Lane

Sent from my iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** February 29, 2020 at 12:52:58 PM AST  
**To:** Peter Lewis [REDACTED]  
**Subject:** Fwd: Fire Hydrant location 7 Edgemont Lane

Sent from my [REDACTED] iPhone

Begin forwarded message:

**From:** [REDACTED]  
**Date:** December 19, 2019 at 4:16:25 PM AST  
**To:** [maryjanebanks@rothesay.ca](mailto:maryjanebanks@rothesay.ca)  
**Cc:** [REDACTED]  
**Subject:** Fire Hydrant location 7 Edgemont Lane

Rothesay Mayor and Council:

We have enjoyed being homeowners in the Town of Rothesay for more than 30 years and during that time have not needed to contact the Town regarding any issues. However, we recently built a new home on Edgemont Lane and moved in late October and now have a very significant concern. It quickly became apparent, after the foundation was poured, that the location of the fire



hydrant near the bottom right corner of our driveway would be problematic. In fact, the hydrant has already been leveled by one of the contractors who had been finishing up our house.

We have reached out to Brett Mclean who advised us to contact Stan Hydrants, the town's hydrant maintainer. This contractor provided us with a solution that would allow us to move the hydrant approximately 5 feet away from the driveway. However, this solution was not considered acceptable to the town because the contractor would have to install an elbow to move the hydrant. Our understanding is that the Town requires the road to be dug up to the main line in order to move the hydrant. This option is prohibitively costly and would be quite disruptive to our neighbours.

We understand that the hydrant was in place prior to our construction but, the location didn't seem to be a concern when our building permit was approved, and we really didn't recognize the impact at that time. We feel that the Town had a responsibility to advise us of this issue.

When the infrastructure was put in place for this subdivision containing very small single dwelling lots we now wonder why the placement of the hydrant closer to the property line for such a small frontage was not considered.

We chose lot 10, which was \$30,000 more than the remaining two lots, because it was a bit larger and more conducive to a reasonably sized house.

When the set backs are considered, the remaining frontage for home construction is less than 69 feet, yet the hydrant is located approximately 9 feet from the property line. Typically, in our climate, the garage would logically be positioned on the North end of the home versus the South, which was what was done.

We would like the town to help us come up with a suitable, cost effective solution that would avoid the probability of our community being at risk in the event of fire when the hydrant is knocked over again.

Please advise us of next steps.

Best regards,



<winmail.dat>

2020March9OpenSessionFINAL\_016



2020March9OpenSessionFINAL\_017



**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** March 3, 2020 8:53 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Urban Beekeeping Program  
**Attachments:** BrettLynn Farms.docx

**From:** Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>  
**Sent:** February 13, 2020 9:07 AM  
**To:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>  
**Subject:** FW: Urban Beekeeping Program

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**From:** Devin Cooke [REDACTED]  
**Sent:** February-13-20 6:54 AM  
**To:** Nancy Grant  
**Cc:** [REDACTED]  
**Subject:** Urban Beekeeping Program

Hi Nancy, please see attached proposal.

Sent from my iPhone





## BrettLynn Farms

### Urban Beekeeping Program

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Devin Cooke

(506)754-5678

Brettllynnfarms@gmail.com

To Mayor Nancy Grant and  
Council,

We at BrettLynn Farms are proud to be launching a brand-new ecosystem boosting initiative for the Atlantic Canadian Region. Urban beekeeping programs have already begun gaining momentum in quite a few major cities across Canada and the USA. We believe a program such as this will be a tremendous opportunity to bring awareness to the importance of beekeeping. It would be our pleasure to have the town of Rothesay as a participating partner.

All beehives rented through this program are managed and maintained by the BrettLynn Farms team. This includes delivery, set up of hives, frequent inspections throughout the summer and any necessary treatments. At the end of the season a portion of the honey from your rented hives will be bottled, labeled and returned to you. In addition, participants are welcome to join the BrettLynn Farms team during their inspections.

This is a wonderful opportunity to experience the rewarding benefits of beekeeping. As some of us already know, bees contribute to complex interconnected ecosystems that allow a diverse number of species to exist; humanity being one of them. In recent studies it has been proven that cities, towns and back yards can be the best habitat for bees where pesticides are not often being used.

The cost for this program is \$500.00 per hive for the season. This will include 12 - 1lb jars of your own unpasteurized honey from each hive bottled and labeled.

If you desire any further information regarding our program feel free to contact me at any time. I look forward to hearing from you.

Sincerely,

**Devin Cooke**

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** February 12, 2020 10:45 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Urban Bee Hives

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**From:** [REDACTED]  
**Sent:** Tuesday, February 11, 2020 5:40 PM  
**To:** Devin Cooke  
**Cc:** Nancy Grant  
**Subject:** Re: Urban Bee Hives

Hi Nancy,

Thank you for the reply.

We will get you a letter addressing Mayor and Council. If possible, I would like to attend that council meeting if that is at all possible.

Michael

Sent from my iPhone

On Feb 11, 2020, at 1:46 PM, Devin Cooke <[brettllynnfarms@gmail.com](mailto:brettllynnfarms@gmail.com)> wrote:

Thank you Michael.

Hi Nancy,

This is a fairly new initiative that is beginning to gain a lot of momentum in cities across USA and Canada. There isn't a program like this in Atlantic Canada yet that we know of. So we at BrettLynn farms are striving to be the first to launch this program in our own province, and hopefully see it expand from there into the rest of Atlantic Canada.

How it works: We supply everything. Setting the hives up in a location that works best for our customers and the bees. We would make a few visits throughout the season to care for the bees making sure they are healthy and productive, supplying whatever treatments are needed. At the end of the season (September) when the honey is extracted 12 jars per hive rented is given back to the customer. During our visits it can be organized for us to do an information and awareness session for those interested in beekeeping and their importance in our ecosystem.

If interested in finding out more, feel free to contact me at any time. Our website is:

[www.brettllynnfarms.com](http://www.brettllynnfarms.com)

Sincerely

Devin Cooke

On Tue, Feb 11, 2020 at 9:22 AM Nancy Grant <[NancyFINA@rothesay.ca](mailto:NancyFINA@rothesay.ca)> wrote:

Hi Mike,

Thank you for your message about Urban bees. Interesting thought!

Council might be interested- I can't respond for them. I think the best way to get the idea to Council is to send perhaps a brief overview of the project in an e-mail to Mayor and Council. That way it will come to the next Council agenda

You could send the "To Mayor and Council" e-mail to me at my address, and I will see that it gets in the kit for Council Meeting.

Thanks for the interesting idea,

Nancy

Dr. Nancy Grant  
Mayor

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

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**From:** [REDACTED]  
**Sent:** Monday, February 10, 2020 10:08 PM  
**To:** Nancy Grant  
**Cc:** [brettlynnfarms@gmail.com](mailto:brettlynnfarms@gmail.com)  
**Subject:** Urban Bee Hives

Hi Nancy,

I was wondering if the town of Rothesay would be interested in participating in an Urban bee hive project. Devin Cooke of [www.brettlynnfarms.com](http://www.brettlynnfarms.com) can provide more details if there is any interest.

It would be a great pro ecosystem and environmentally friendly initiative.

Basically, Brettlynn Farms would supply and care for bee hives that could be placed around the town during the season and removed in the fall.

Michael Wowchuk  
[REDACTED]

Sent from my iPhone



[REDACTED]  
8 Mulberry Lane  
Rothesay, NB E2E2B6  
[REDACTED]  
[REDACTED]

February 19, 2020  
Hand Delivered

Mayor N. Grant & Council  
Mary Jane E. Banks, Clerk  
Brett McLean, Director of Operations  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5

Dear Ladies & Gentlemen:

Re: Civic Address: 8 Mulberry Lane  
The Undertaking of a Work as a Local Improvement-Mulberry Lane Bylaw 1 -19-01

This is further to our letter to you dated February 14, 2020. We are in receipt of your letter regarding the above noted topic, dated February 5, 2020, with an attached "Form of Notice to Property Owners". The purpose of this letter is:

1. To appeal the amount assessed on the above noted *Form* and have it reduced;
2. To request the Director of Operations review and make a revision lowering the "total cost" of the work completed on Mulberry Lane;
3. To request the Clerk review and make a revision lowering the assessment;
4. To request a meeting with Town officials to obtain an explanation of how **the cost of the improvement rose by 31%** since we received the *Notice re: Civic Address: 8 Mulberry Lane The undertaking of a Work as a Local Improvement- Mulberry Lane* dated August 15, 2019 and the passing of the above noted bylaw on November 12, 2019.

We were excited about this project since the discussion concerning it first arose circa May 2018. We believe that the project will be very beneficial to the residents of Mulberry Lane and are most appreciative of the efforts of everyone involved to bring it to fruition. However, our happiness in the project has been reduced significantly by the shock of the final assessment. Given all of the earlier conversations and communications between Town and the residents of Mulberry Lane it is difficult to understand. It's extremely unfortunate that a project that has such positive benefits for the Town and for the residents ends in an assessment that is **31% higher** than the estimate provided in your *Notice* dated August 15, 2019. Attached please find our "Summary of Cost Information provided by the Town or Rothesay to This Point".

At an initial meeting (September 2018) of Town representatives and the residents, the Town indicated that it would assume 40% of the costs. That percentage was decreased in the *Notice* dated August 15, 2019. We were prepared to accept that given the total cost estimate at that time. Had we known that there would be such a dramatic increase in costs we would have objected to the bylaw being passed.

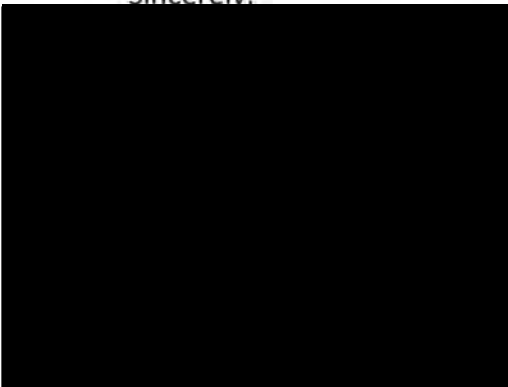


We did not oppose the passing of the Rothesay By-Law 1- 19 -01 based on the costs set out in the *Notice* dated August 15, 2019. We had not been advised until receipt of your February 5, 2020 letter that those costs had changed significantly. Town staff and their contractors visited Mulberry Lane on many occasions prior to November 12, 2019, giving them every opportunity to inspect and give a proper estimate of the costs. This leads us to question how was the estimate in your *Notice* August 15, 2019 arrived at? Was any work performed outside the scope of work described in paragraph "4. *Definition of the Work*" and paragraph "6. *Estimate of Costs of the Work*" of the *By-Law* (such as ditching, culverts, etc.) and wrongfully included in the "total cost?" Were errors made by Town staff or the contractor, which required correction, adding to the cost? If so, those costs should not be the residents' responsibility. The Town has a duty to act reasonably and to use due diligence in spending the residents' money when undertaking a local improvement.

The residents were not provided with any information about changes to the costs and had zero input into any decisions the Town may have made subsequent to the *Bylaw* being passed on November 12, 2019. Nor were we advised when the work would commence until the contractors came onto the road and laid pavement in minus 6 degrees Celsius weather. Yet the residents are being asked to bear the costs of those decisions and possibly extra work that resulted. Over half the residents on Mulberry are on fixed incomes. Everyone was very clear from the beginning, that there was a need for this project to be completed at the lowest reasonable cost. Any increase in costs beyond the total given in the *Bylaw* dated November 12, 2019 should be borne solely by the Town due to the decisions and actions of the Town staff and their contractors.

Given the circumstances the assessment is hardly fair or equitable. We appreciate your consideration of this appeal.

Sincerely,



Attachment

<b>Mulberry Lane - Local Improvement Project Cost</b>							
<b>Summary of Cost information provided by the Town of Rothesay to this point</b>							
		(A)		(B)	(C)	(D)	(E)
		Sept 2018		Nov 12, 2019	Received	(C) -(B)	
		Meeting		Cost	Feb 10, 2020	Increase	
Line	Description	Costs discussed		Estimates	Notice of	Between	%
					Assessment	Esti. and Final	Increase
1	Land Acquisition			\$ 7,500	\$ 10,124	\$ 2,624	
2	Legal & Survey			5,000	10,015	5,015	
3	Engineering			2,800	-	(2,800)	
4	Construction and engineering			48,500	70,205	21,705	
	<b>Subtotals</b>			<b>63,800</b>	<b>90,344</b>	<b>26,544</b>	<b>42%</b>
5	Contingency			5,000	-	(5,000)	
	<b>Subtotals</b>			<b>68,800</b>	<b>90,344</b>	<b>21,544</b>	<b>31%</b>
6	Plus: HST			10,320	-	(10,320)	
7	Less: HST Rebate			(7,370)	-	7,370	
	<b>Totals</b>	\$ 72,000		<b>71,750</b>	<b>90,344</b>	<b>18,594</b>	<b>26%</b>
8	Less: Town Contribution	(28,800)	40%	(11,000)	(11,000)	-	0%
9	<b>Total costs to be Charged</b>	43,200	60%	<b>60,750</b>	<b>79,344</b>	<b>18,594</b>	<b>31%</b>
10	<b>Charge to each property owner</b>	\$ 3,927		\$ 5,523	\$ 7,213	\$ 1,690	31%
	(before interest)						
<p><b>Column (A) above was meeting between Town representatives "John Jarvie, Brett McLean" and some of the property owners.</b>                      The amounts and percentages are from my recollection of the meeting of Sept 18 when dollar and percent of contributions were dicussed. (This was only for discussion purposes)</p>							
Prepared Feb 12, 2020							
[REDACTED]							



9 Mulberry Lane  
Rothesay, NB E2E2B6

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

cc: Nancy Grant, John Jarvie

Mary Jane:

Thanks for the information regarding the assessment to Mulberry Lane homeowners regarding By-Law 1-19-01, *Hard-Surfacing of Mulberry Lane*.

Let me start by saying that I've been a major proponent of this project since the discussion about it first arose in roughly May 2018. I believe that the project will ultimately be very beneficial to the residents of Mulberry Lane. And, I'm highly appreciative of the efforts of everyone involved to bring it to fruition.

However, my belief in the project is tempered by the shock of the final assessment given all of the earlier conversations and communications between Town staff, including John Jarvie and Brett McLean, and the residents of Mulberry Lane. It's extremely unfortunate that a project that has such positive benefits for the Town and for the homeowners of Mulberry ends in an assessment that is over 30% higher than the estimate provided in your letter dated 15 August 2019.

Let me trace the history of the cost estimates the Town provided to the homeowners over the last 18 months:

September 2018: Mr. Jarvie and Mr. McLean met with the homeowners at my house with an estimated cost of about \$3,927 per property

August 2019 (Estimate provided in your letter): \$5,523 per property

February 2020 (Final cost) \$7,213 per property

The lack of prudent project and cost management couldn't be clearer.

At minimum, several things need to occur:

1) We need a full and detailed accounting of the cost overruns the Town incurred specifically related to the Mulberry Lane project.

2) We need to fully understand the Town's decisions that lead to those overruns. For instance:



A) Decision to start work in November 2019

While I'm sure we all appreciate the Town's desire to complete the project before the winter season, we understand that the asphalt plant was kept open for a day or two past its scheduled closing. What did that cost? That decision was made unilaterally on the Town's part. Any cost associated with that decision should be borne exclusively by the Town.

B) Unilateral Decisions by Town Staff regarding the road design that incurred additional costs

*(This is a relatively long story, but the details are critical. So, bear with me.)*

In roughly August 2019, Brett McLean and I met on-site to discuss options for the right-of-way for the cul-de-sac. Because the Town was not able to secure agreement with our neighbors, the [REDACTED] for the cul-de-sac to cross their property, I volunteered that the Town could take the needed right-of-way from our property for the full cul-de-sac.

Mr. McLean and I agreed to the resultant cul-de-sac design in roughly September ("the September plan"). I only asked at that time that IF the Town could reduce the amount of the land taken from us by moving it as far in a southerly direction as possible, we would appreciate that.

It became clear when the Town began construction on the right-of-way on or about Tuesday, November 26 that the contractor was working from a design significantly different from the one Mr. McLean and I had agreed to in August/September 2019. This "November" plan significantly increased the amount of pavement that would be required. It also was nearly the opposite of the one request I had made during our August/September meeting to attempt to move the cul-de-sac in a southerly direction. It actually expanded the pavement to the easterly side of the proposed right-of-way. On that Tuesday, November 26, I spoke to the engineer on-site about restoring the right-of-way to what I had agreed to in September.

In spite of his verbal agreement to fix the alignment of the road by the end of the day Wednesday, before the asphalt was scheduled to be laid on Thursday, it was clear that no changes had been made and the contractor was going to pave an area far greater than we had agreed to and effectively in the wrong location. I emailed Mr. McLean about my concerns. *At his discretion*, he stopped the paving on Thursday and called an on-site meeting with himself, us, the Town surveying contractor and the engineering firm. There must be significant costs associated with Mr. McLean's unilateral decision to change the design from the plan he and I had agreed to in September. At minimum, those would include:

- Engineering and surveying costs for the "November" design that was completely unnecessary
- The groundwork on the cul-de-sac on Tuesday and Wednesday, November 26 and 27 that was beyond the boundaries of the September plan
- The costs associated with the meeting on the morning of Thursday, November 28
- The costs of delaying the project with the contractor
- The subsequent costs of clearing the land that should have been cleared in the first place based upon the September plan

Those costs should be the sole responsibility of the Town, due to the decisions and actions of the Town staff and their contractors, and not by the residents of Mulberry Lane who had no say in those decisions.

(By the way, I will guess that when Mr. McLean reviews this he will indicate that he had "approval" from my wife [REDACTED] for the "November" plan when he met with her while I was out of town during the week of November 18, 2019. Understand that she was not aware of the details of the plan I had approved in September. Nor was she made aware by Mr. McLean how the November plan differed from the September plan. She did ask that the Town minimize the impact on her mother's property at 11 Mulberry Lane. A cursory review of the November plan will show that it had far more impact on 11 Mulberry than the September plan.)

3) The costs outlined in items 1) and 2) must be borne by the Town. The residents had zero input into those decisions yet are being asked to bear the costs of decisions and the extra work that resulted. While we understand the financial difficulties the Town faces, over half the residents on Mulberry are on fixed incomes. Everyone was very clear that this project needed to be completed at the lowest reasonable cost. I strongly suspect that the residents would not have agreed to the project if they had understood from the beginning what the final cost would be. And, unfortunately, that final cost rose in large part because of decisions made by the Town that were outside the residents' control, and against what I had specifically agreed to in August and September.

From a broader perspective, I'd encourage the Town to carefully examine and fully understand the difficult communications on this project and the related project to raise the elevation of Cameron Road. While I believe the Town staff acts with the best of intentions, it should be obvious that the lack of clear and consistent communications has caused many challenges for the residents of Cameron Road, Mulberry Lane and the surrounding areas. Those challenges ultimately resulted in added costs on both projects.

We would be glad to meet with Town staff to discuss and resolve these issues as long as it's clear up-front that the Town will be forthcoming with actual cost information and be responsible and accountable for their decisions that led to the cost over-runs.

I much appreciate your consideration of this objection to the proposed assessment. Please feel free to call me or email me at the contact information below if I can answer any questions or further clarify the issues outlined above.

Sincerely,

[REDACTED]

11 MULBERRY LANE  
ROTHESAY, NB  
E2E 2B6

February 24, 2020

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



Dear Mayor Grant and Members of Council:

**Re: Notice of Assessment, By-Law 1-19-01**

I wish to appeal the special assessment levied against my property, 11 Mulberry Lane.

I received the letter dated February 5, 2020 from Town Clerk, Mary Jane E. Banks, with attached "Form of Notice to Property Owners". To say I was shocked at the cost increase of approximately 31% is a gross understatement!

I was present at the initial meeting with Town staff in September 2018 at the [REDACTED] residence when suggestions for the proposed improvements and potential costs to each homeowner were discussed.

When I received the August 15, 2019 notice with attached schedules outlining the estimated costs of construction and levy to each property owner I felt that, with some judicious budgeting, I would be able to manage the cost over the coming years. Therefore, in a letter to Council dated October 22, 2019, I enthusiastically supported the passing of By-law 1-19-01, "The Undertaking of a Work as a Local Improvement – Mulberry Lane". Had I imagined there would be such a dramatic price increase, I would have objected to the passing of the by-law.

I agree with the detailed timelines, the questions and comments set out in the letters of appeal recently submitted by the [REDACTED] (#8 Mulberry) and the [REDACTED] (#9 Mulberry). I, too, would like an explanation.

Respectfully submitted,

[REDACTED]

[REDACTED]  
7 Mulberry Lane  
Rothesay, NB  
[REDACTED]  
[REDACTED]



February 26, 2020

Mayor N. Grant & Council  
Mary Jane E. Banks, Clerk  
Brett McLean, Director of Operations  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5

Dear Ladies & Gentlemen,

Re: Civic Address – 7 Mulberry Lane  
The undertaking of work – local improvement Mulberry Lane by law 1-19-01

We are the owners of the lot 7 Mulberry Lane. We no longer have a cottage on the property since it was destroyed in the floods of 2018. Hence the benefit for us with this improvement is minimal. But we agreed to support this project for the benefit of our neighbours.

The discrepancies of the initial assessment and the final bill is quite significant. We concur with the sentiments of [REDACTED] and would like to appeal the final bill be adjusted appropriately. We have attached [REDACTED] letter for your perusal.

Regards,





[REDACTED] [REDACTED]  
8 Mulberry Lane  
Rothesay, NB E2E2B6  
[REDACTED]  
[REDACTED]

February 19, 2020  
Hand Delivered

Mayor N. Grant & Council  
Mary Jane E. Banks, Clerk  
Brett McLean, Director of Operations  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5

Dear Ladies & Gentlemen:

Re: Civic Address: 8 Mulberry Lane  
The Undertaking of a Work as a Local Improvement-Mulberry Lane Bylaw 1 -19-01

This is further to our letter to you dated February 14, 2020. We are in receipt of your letter regarding the above noted topic, dated February 5, 2020, with an attached "*Form of Notice to Property Owners*". The purpose of this letter is:

1. To appeal the amount assessed on the above noted *Form* and have it reduced;
2. To request the Director of Operations review and make a revision lowering the "total cost" of the work completed on Mulberry Lane;
3. To request the Clerk review and make a revision lowering the assessment;
4. To request a meeting with Town officials to obtain an explanation of how **the cost of the improvement rose by 31%** since we received the *Notice re: Civic Address: 8 Mulberry Lane The undertaking of a Work as a Local Improvement- Mulberry Lane* dated August 15, 2019 and the passing of the above noted bylaw on November 12, 2019.

We were excited about this project since the discussion concerning it first arose circa May 2018. We believe that the project will be very beneficial to the residents of Mulberry Lane and are most appreciative of the efforts of everyone involved to bring it to fruition. However, our happiness in the project has been reduced significantly by the shock of the final assessment. Given all of the earlier conversations and communications between Town and the residents of Mulberry Lane it is difficult to understand. It's extremely unfortunate that a project that has such positive benefits for the Town and for the residents ends in an assessment that is **31% higher** than the estimate provided in your *Notice* dated August 15, 2019. Attached please find our "*Summary of Cost Information provided by the Town or Rothesay to This Point*".

At an initial meeting (September 2018) of Town representatives and the residents, the Town indicated that it would assume 40% of the costs. That percentage was decreased in the *Notice* dated August 15, 2019. We were prepared to accept that given the total cost estimate at that time. Had we known that there would be such a dramatic increase in costs we would have objected to the bylaw being passed.



We did not oppose the passing of the Rothesay By-Law 1- 19 -01 based on the costs set out in the *Notice* dated August 15, 2019. We had not been advised until receipt of your February 5, 2020 letter that those costs had changed significantly. Town staff and their contractors visited Mulberry Lane on many occasions prior to November 12, 2019, giving them every opportunity to inspect and give a proper estimate of the costs. This leads us to question how was the estimate in your *Notice* August 15, 2019 arrived at? Was any work performed outside the scope of work described in paragraph "4. *Definition of the Work*" and paragraph "6. *Estimate of Costs of the Work*" of the *By-Law* (such as ditching, culverts, etc.) and wrongfully included in the "total cost?" Were errors made by Town staff or the contractor, which required correction, adding to the cost? If so, those costs should not be the residents' responsibility. The Town has a duty to act reasonably and to use due diligence in spending the residents' money when undertaking a local improvement.

The residents were not provided with any information about changes to the costs and had zero input into any decisions the Town may have made subsequent to the *Bylaw* being passed on November 12, 2019. Nor were we advised when the work would commence until the contractors came onto the road and laid pavement in minus 6 degrees Celsius weather. Yet the residents are being asked to bear the costs of those decisions and possibly extra work that resulted. Over half the residents on Mulberry are on fixed incomes. Everyone was very clear from the beginning, that there was a need for this project to be completed at the lowest reasonable cost. Any increase in costs beyond the total given in the *Bylaw* dated November 12, 2019 should be borne solely by the Town due to the decisions and actions of the Town staff and their contractors.

Given the circumstances the assessment is hardly fair or equitable. We appreciate your consideration of this appeal.

Sincerely,

[REDACTED]

[REDACTED]

Attachment

**Mulberry Lane - Local Improvement Project Cost**

**Summary of Cost information provided by the Town of Rothesay to this point**

Line Description	(A)	(B)	(C)	(D)	(E)
	Sept 2018 Meeting Costs discussed	Nov 12, 2019 Cost Estimates	Received Feb 10, 2020 Notice of Assessment	(C) - (B) Increase Between Esti. and Final	% Increase
1 Land Acquisition		\$ 7,500	\$ 10,124	\$ 2,624	
2 Legal & Survey		5,000	10,015	5,015	
3 Engineering		2,800	-	(2,800)	
4 Construction and engineering		48,500	70,205	21,705	
<b>Subtotals</b>		<b>63,800</b>	<b>90,344</b>	<b>26,544</b>	<b>42%</b>
5 Contingency		5,000	-	(5,000)	
<b>Subtotals</b>		<b>68,800</b>	<b>90,344</b>	<b>21,544</b>	<b>31%</b>
6 Plus: HST		10,320	-	(10,320)	
7 Less: HST Rebate		(7,370)	-	7,370	
<b>Totals</b>	<b>\$ 72,000</b>	<b>71,750</b>	<b>90,344</b>	<b>18,594</b>	<b>26%</b>
8 Less: Town Contribution	<b>(28,800) 40%</b>	<b>(11,000)</b>	<b>(11,000)</b>	<b>-</b>	<b>0%</b>
9 <b>Total costs to be Charged</b>	<b>43,200 60%</b>	<b>60,750</b>	<b>79,344</b>	<b>18,594</b>	<b>31%</b>
10 <b>Charge to each property owner (before interest)</b>	<b>\$ 3,927</b>	<b>\$ 5,523</b>	<b>\$ 7,213</b>	<b>\$ 1,690</b>	<b>31%</b>

Column (A) above was meeting between Town representatives "John Jarvie, Brett McLean" and some of the property owners. The amounts and percentages are from my recollection of the meeting of Sept 18 when dollar and percent of contributions were discussed. (This was only for discussion purposes)

Prepared Feb 12, 2020



[REDACTED]  
40 Cameron Road,  
Rothesay, NB E2E 2B6  
[REDACTED]

February 28, 2020

Mayor N. Grant & Council  
Mary Jane E. Banks, Clerk  
Brett McLean, Director of Operations  
Town of Rothesay 70 Hampton Road Rothesay NB E2E 5L5

Dear Ladies & Gentlemen,

Re: Civic Address: 40 Cameron Road. The Undertaking of a Work as a Local Improvement-Mulberry Lane Bylaw 1 19-01

I am in receipt of your letter regarding the above noted topic, dated February 5, 2020, with an attached "*Form of Notice to Property Owners*". The purpose of this letter is:

1. To appeal the amount assessed on the above noted *Form* and have it reduced;
2. To request the Director of Operations review and make a revision lowering the "total cost" of the work completed on Mulberry Lane;
3. To request the Clerk review and make a revision lowering the assessment;
4. To obtain an explanation of how the cost of the improvement rose by 31% since we received the Notice re: Civic Address: 8 Mulberry Lane The undertaking of a Work as a Local Improvement-Mulberry Lane dated August 15, 2019 and the passing of the above noted bylaw on November 12, 2019.

It is unacceptable that you are billing residents 31% more than the estimate provided in your *Notice* dated August 15, 2019.

At an initial meeting (September 2018) of Town representatives and the residents, the Town indicated that it would assume 40% of the costs. That percentage was decreased in the *Notice* in August.

I would think that on any project in any industry, an overrun of 31% would be considered unacceptable. Had I known that there would be such a dramatic increase in costs I



would have objected to the bylaw being passed.

I did not oppose the passing of the Rothesay By-Law 1- 19-01 based on the costs set out in the *Notice* dated August 15, 2019. I had not been advised until receipt of your February 5, 2020 letter that those costs had changed significantly. Town staff and their contractors visited Mulberry Lane on many occasions prior to November 12, 2019, giving them every opportunity to inspect and give a proper estimate of the costs. This leads me to question how the estimate in your *Notice* August 15, 2019 was determined. Was any work performed outside the scope of work described in paragraph "4. *Definition of the Work*" and paragraph "6. *Estimate of Costs of the Work*" of the *By-Law* (such as ditching, culverts, etc.) and wrongfully included in the 'total cost?' Were errors made by Town staff or the contractor, which possibly required correction or re-work, adding to the cost? If so, those costs should not be the residents' responsibility. The Town has a duty to act reasonably and to use due diligence in spending the residents' money when undertaking a local improvement. The residents were not provided with any information about changes to the costs and had zero input into any decisions the Town may have made subsequent to the *Bylaw* being passed on November 12, 2019. Are we residents are being asked to bear the costs of poor decisions that drove up the cost? I live on a fixed income. I thought residents made clear from the beginning, that there was a need for this project to be completed at the lowest reasonable cost in order that it be affordable for all. Any increase in costs beyond the total given in the *Bylaw* dated November 12, 2019 should be borne solely by the Town due to the decisions and actions of the Town staff and their contractors.

Given the circumstances the assessment is hardly fair or equitable. I appreciate your consideration of this appeal.

Sincerely,



<b>Mulberry Lane - Local Improvement Project Cost</b>						
<b>Summary of Cost Information provided by the Town of Rothesay to this point</b>						
	(A)		(B)	(C)	(D)	(E)
	Sept 2018		Nov 12, 2019	Received	(C) - (B)	
	Meeting		Cost	Feb 10, 2020	Increase	
Line	Description	Costs discussed	Estimates	Notice of	Between	%
				Assessment	Estl. and Final	Increase
1	Land Acquisition		\$ 7,500	\$ 10,124	\$ 2,624	
2	Legal & Survey		5,000	10,015	5,015	
3	Engineering		2,800	-	(2,800)	
4	Construction and engineering		48,500	70,205	21,705	
	<b>Subtotals:</b>		<b>63,800</b>	<b>90,344</b>	<b>26,544</b>	<b>42%</b>
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	<b>Subtotals:</b>		<b>68,800</b>	<b>90,344</b>	<b>21,544</b>	<b>31%</b>
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	<b>Totals:</b>	<b>\$ 72,000</b>	<b>71,750</b>	<b>90,344</b>	<b>18,594</b>	<b>26%</b>
8	Less: Town Contribution	(28,800) 40%	(11,000)	(11,000)	-	0%
9	<b>Total costs to be Charged</b>	<b>43,200 60%</b>	<b>60,750</b>	<b>79,344</b>	<b>18,594</b>	<b>31%</b>
10	<b>Charge to each property owner (before interest)</b>	<b>\$ 3,927</b>	<b>\$ 5,523</b>	<b>\$ 7,213</b>	<b>\$ 1,690</b>	<b>31%</b>

Column (A) above was meeting between Town representatives "John Jarvie, Brett McLean" and some of the property owners.											
The amounts and percentages are from my recollection of the meeting of Sept 18 when dollar and percent of contributions were discussed. (This was only for discussion purposes)											
Prepared Feb 12, 2020											





[REDACTED]  
2 Mulberry Lane,  
Rothesay, NB E2E 2B6  
[REDACTED]

February 28 2020

Mayor N Grant & Council  
Mary Jane E Banks, Clerk  
Brett McLean, Director of Operations  
Town of Rothesay 70 Hampton Road Rothesay NB E2E 5L5

Dear Ladies & Gentlemen:

Re: Civic Address: 2 Mulberry Lane. The Undertaking of a Work as a Local Improvement-Mulberry Lane Bylaw 1 19-01

I am in receipt of your letter regarding the above noted topic, dated February 5, 2020, with an attached "*Form of Notice to Property Owners*". The purpose of this letter is:

1. To appeal the amount assessed on the above noted *Form* and have it reduced;
2. To request the Director of Operations review and make a revision lowering the "total cost" of the work completed on Mulberry Lane;
3. To request the Clerk review and make a revision lowering the assessment;
4. To obtain an explanation of how the cost of the improvement rose by 31% since we received the Notice re: Civic Address: 8 Mulberry Lane The undertaking of a Work as a Local Improvement-Mulberry Lane dated August 15, 2019 and the passing of the above noted bylaw on November 12, 2019.

It is unacceptable that you are billing residents 31% more than the estimate provided in your *Notice* dated August 15, 2019.

At an initial meeting (September 2018) of Town representatives and the residents, the Town indicated that it would assume 40% of the costs. That percentage was decreased in the *Notice* in August.

I would think that on any project in any industry, an overrun of 31% would be considered unacceptable. Had I known that there would be such a dramatic increase in costs I



would have objected to the bylaw being passed.

I did not oppose the passing of the Rothesay By-Law 1- 19-01 based on the costs set out in the *Notice* dated August 15, 2019. I had not been advised until receipt of your February 5, 2020 letter that those costs had changed significantly. Town staff and their contractors visited Mulberry Lane on many occasions prior to November 12, 2019, giving them every opportunity to inspect and give a proper estimate of the costs. This leads me to question how the estimate in your *Notice* August 15, 2019 was determined. Was any work performed outside the scope of work described in paragraph "4. *Definition of the Work*" and paragraph "6. *Estimate of Costs of the Work*" of the *By-Law* (such as ditching, culverts, etc.) and wrongfully included in the 'total cost?' Were errors made by Town staff or the contractor, which possibly required correction or re-work, adding to the cost? If so, those costs should not be the residents' responsibility. The Town has a duty to act reasonably and to use due diligence in spending the residents' money when undertaking a local improvement. The residents were not provided with any information about changes to the costs and had zero input into any decisions the Town may have made subsequent to the *Bylaw* being passed on November 12, 2019. Are we residents are being asked to bear the costs of poor decisions that drove up the cost? I thought residents made clear from the beginning, that there was a need for this project to be completed at the lowest reasonable cost in order that it be affordable for all. Any increase in costs beyond the total given in the *Bylaw* dated November 12, 2019 should be borne solely by the Town due to the decisions and actions of the Town staff and their contractors.

Given the circumstances the assessment is hardly fair or equitable. I appreciate your consideration of this appeal.

Sincerely,





<b>Mulberry Lane - Local Improvement Project Cost</b>					
<b>Summary of Cost information provided by the Town of Rothesay to this point</b>					
	(A)	(B)	(C)	(D)	(E)
	Sept 2018	Nov 12, 2019	Received	(C) - (B)	
	Meeting	Cost	Feb 10, 2020	Increase	
Line Description	Costs discussed	Estimates	Assessment	Between	%
			Notice of	Estl. and Final	Increase
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2 Legal & Survey		5,000	10,015	5,015	
3 Engineering		2,800	-	(2,800)	
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<b>Subtotals</b>		<b>63,800</b>	<b>90,344</b>	<b>26,544</b>	<b>42%</b>
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<b>Subtotals</b>		<b>68,800</b>	<b>90,344</b>	<b>21,544</b>	<b>31%</b>
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<b>Totals</b>	\$ 72,000	<b>71,750</b>	<b>90,344</b>	<b>18,594</b>	<b>26%</b>
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Column (A) above was meeting between Town representatives "John Jarvie, Brett McLean" and some of the property owners.											
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Prepared Feb 12, 2020											





[REDACTED]  
4 Mulberry Lane,  
Rothesay, NB E2E 2B6  
[REDACTED]

February 28, 2020

Mayor N. Grant & Council  
Mary Jane E. Banks, Clerk  
Brett McLean, Director of Operations  
Town of Rothesay 70 Hampton Road Rothesay NB E2E 5L5

Dear Ladies & Gentlemen

Re: Civic Address: 4 Mulberry Lane. The Undertaking of a Work as a Local Improvement-Mulberry Lane Bylaw 1 19-01

I am in receipt of your letter regarding the above noted topic, dated February 5, 2020, with an attached "*Form of Notice to Property Owners*". The purpose of this letter is:

1. To appeal the amount assessed on the above noted *Form* and have it reduced;
2. To request the Director of Operations review and make a revision lowering the "total cost" of the work completed on Mulberry Lane;
3. To request the Clerk review and make a revision lowering the assessment;
4. To obtain an explanation of how the cost of the improvement rose by 31% since we received the Notice re: Civic Address: 8 Mulberry Lane The undertaking of a Work as a Local Improvement-Mulberry Lane dated August 15, 2019 and the passing of the above noted bylaw on November 12, 2019.

It is unacceptable that you are billing residents 31% more than the estimate provided in your *Notice* dated August 15, 2019.

At an initial meeting (September 2018) of Town representatives and the residents, the Town indicated that it would assume 40% of the costs. That percentage was decreased in the *Notice* in August.

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would have objected to the bylaw being passed.

I did not oppose the passing of the Rothesay By-Law 1- 19-01 based on the costs set out in the *Notice* dated August 15, 2019. I had not been advised until receipt of your February 5, 2020 letter that those costs had changed significantly. Town staff and their contractors visited Mulberry Lane on many occasions prior to November 12, 2019, giving them every opportunity to inspect and give a proper estimate of the costs. This leads me to question how the estimate in your *Notice* August 15, 2019 was determined. Was any work performed outside the scope of work described in paragraph "4. *Definition of the Work*" and paragraph "6. *Estimate of Costs of the Work*" of the *By-Law* (such as ditching, culverts, etc.) and wrongfully included in the 'total cost?' Were errors made by Town staff or the contractor, which possibly required correction or re-work, adding to the cost? If so, those costs should not be the residents' responsibility. The Town has a duty to act reasonably and to use due diligence in spending the residents' money when undertaking a local improvement. The residents were not provided with any information about changes to the costs and had zero input into any decisions the Town may have made subsequent to the *Bylaw* being passed on November 12, 2019. Are we residents are being asked to bear the costs of poor decisions that drove up the cost? I live on a fixed income. I thought we residents made clear from the beginning, that there was a need for this project to be completed at the lowest reasonable cost in order that it be affordable for me and others. Any increase in costs beyond the total given in the *Bylaw* dated November 12, 2019 should be borne solely by the Town due to the decisions and actions of the Town staff and their contractors.

Given the circumstances the assessment is hardly fair or equitable. I appreciate your consideration of this appeal.

Sincerely,

██████ | ██████████



<b>Mulberry Lane - Local Improvement Project Cost</b>						
<b>Summary of Cost information provided by the Town of Rothesay to this point</b>						
	(A)		(B)	(C)	(D)	(E)
	Sept 2018		Nov 12, 2019	Received	(C) -(B)	
	Meeting		Cost	Feb 10, 2020	Increase	
Line	Description	Costs discussed	Estimates	Notice of	Between	%
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	Totals	\$ 72,000	71,750	90,344	18,594	26%
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Prepared Feb 12, 2020											





February 7, 2020

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

**COPY**

**RECEIVED**

FEB 17 2020

**Re: Town of Rothesay Flood Concerns**

Your Worship,

This letter is with regards to river water quality due to spring flooding and issues pertaining to exposure to flood water due to impacts from the Town of Rothesay sewage lagoon located off Maliseet Drive and the Kennebecasis River.

There are precautions that can be taken by the public during a flood. First is to avoid any flood water, as the hazards during a flood can greatly increase due to the flow rate of the river, the presence of foreign objects and the increased risk due to the presence of chemical and biological hazards that may enter the water. The public should be encouraged to avoid touching or coming into contact with raw sewage. Personal protection equipment such as gloves, boots, eye protection and face mask should be used when cleaning and disinfecting sewage contaminated items. Once the water recedes, any areas that are heavily soiled should have the contamination removed any using proper personal protective equipment and wait until a week before children can play in any previously flooded areas so that sunlight and soil can help kill any bacteria, reducing any health risk.

It is recommended that any fishing of flood waters is done with caution and that anyone handling fish caught in flood waters wash their hands and any caught fish are washed before processing to remove any contamination from the surface of the fish. These recommendations are no different than those used during fishing in water at normal levels.

Since flooding typically occurs in April, the concern with regards to exposure by recreational swimmers is low. Water quality generally returns to pre-flood levels shortly after the flood waters have receded. The increased volume of water and flow of the river helps to dilute the contaminants that entered to water. The Department of Health does not conduct testing of flood waters. Water samples were taken at KV Park beach and Renforth Wharf in the summer of 2017 and 2018 at the request of the town due to concerns around water quality. The results showed E. coli levels well within the limit set for recreational water. The last routine testing of these two swimming areas was in 2008 for KV Park beach and in 2013 for Renforth Wharf. Results from the testing consistently showed bacterial levels of E. coli to be well below the limit set for recreational water which is a geometric mean of 200 E. coli per 100 ml sample or any one sample with a count of 400 E. coli or greater per 100 ml sample.

Enclosed are two documents produced by the New Brunswick Office of the Chief Medical Officer of Health, titled Municipal Clean Up After a Flood and Contact with Raw Sewage (flood) for your reference. Digital copies can be provided if needed.

Should you have any further questions please do not hesitate to contact Dr. Kim Barker or myself at (506) 658-3022.

Sincerely,

Shaun Crawley, CPHI(C)  
Regional Director, South Region

cc. Dr. Kim Barker, Medical Officer of Health

enclosed.

**Department of Public Safety**  
Health Protection Services  
55 Union Street, P.O. Box 93, Saint John, NB E2L 3X1  
Telephone: (506) 658-3022 FAX: (506) 643-7894  
Toll-free number: 1-888-652-1333

**Ministère de la Sécurité Publique**  
Service de protection de la santé  
55, rue Union, C.P. 93, Saint John, NB E2L 3X1  
Accueil: (506) 658-3022 Télécopieur: (506) 643-7894  
Numéro sans frais: 1-888-652-1333

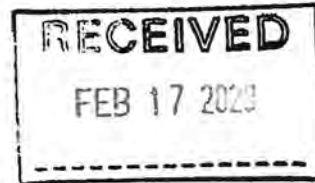




OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH

MUNICIPAL CLEAN UP AFTER A FLOOD

DRINKING WATER:



Private Supply:

- If your well is currently under water, **do not use** your well water.
- If your well water has a strange smell or colour even after letting the water run, and/or you think that chemicals such as furnace oil, gasoline or agricultural fertilizers may have gotten into your well, **do not use** your well water for any purpose whatsoever – even if it has been boiled.
  - If this is the case, you should contact the nearest Regional office of the Department of Environment and Local Government at (506) 453-2690 for further information or visit their website.
  - When flood waters have moved away from your well, and you don't think that any chemicals have gotten into the well, all water to be used for drinking, making juices and ice cubes, washing fruits and vegetables, cooking, or dental hygiene should be held at a rolling boil for one (1) minute. For infant formula, continue to boil the water for two (2) minutes as per the manufacturer's instructions or use single serve ready-to-feed formula. Water can be boiled ahead of time, cooled and then stored in clean covered containers.
  - Water should be boiled until the well is chlorinated and test results show the water is free from harmful bacteria.
- For information on how and when to test your water, consult the Department of Environment and Local Government's guide entitled: Well Chlorination and Water Testing for Those Affected by Flooding.

Municipal Supply:

- Municipal water system- advise residents whether safe to consume or not.

Basic Hygiene For Clean Up:

- Wash hands with soap and water immediately after being in contact with flood waters or after handling items contaminated by flood waters.
- Avoid touching face, mouth, eyes, nose, or open sores and after being in contact with flood waters or after handling items contaminated by flood waters.
- Wash your hands with soap and water before eating, drinking or smoking.
- Wash your hands with soap and water before and after using the toilet.
- Do not smoke or chew tobacco or gum while in contact with flood waters or items contaminated by flood waters.
- Keep open sores, cuts, and wounds covered with clean, dry bandages. If you have any open cuts or sores that are exposed to floodwater, keep them as clean as possible by washing them with soap and clean water and applying an antibiotic ointment to discourage infection.
- Gently flush eyes with safe water if flood waters contacts eyes.
- Use waterproof gloves (longer the better) to prevent cuts and contact with flood waters.
- Remove rubber boots and work clothes before leaving worksite.
- Rinse and wash your waders, boots, and gloves used during clean-up, wear gloves for cleaning.

March 2019

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**Personal Protection:**

**When involved in clean-up:**

- Use a protective face mask to protect nose and mouth from splashes from flood water.
- Goggles can be used to protect eyes from flood water contamination.
- Avoid touching face, mouth, eyes, nose, or open sores- especially after being in contact with flood waters or after handling items contaminated by flood waters.
- Use waterproof gloves (longer the better) to prevent cuts and contact with flood waters. Double gloving with a waterproof glove under a heavy work glove is the best way to protect the hands from both cuts and scrapes and floodwater exposure. It is important to minimize contaminating the inside of the gloves. Gloves not disposed of should be cleaned with soap and water and dried between uses.
- Wear water-repellant/waterproof coveralls/rainsuit to keep floodwaters off clothing.
- Wear watertight boots with a steel toe and insole (not just steel shank) to protect feet from injury.
- Remove rubber boots and work clothes before leaving the clean-up site.
- Rinse and wash your waders, boots, and gloves used during clean-up, wear gloves for cleaning. Air dry all clothing and equipment.

**Protecting Children:**

- Don't allow children to play in floodwater areas until they have been cleaned up or for about a week after the floodwater has cleared completely (after which sunlight and soil help destroy harmful bacteria and any excess risk to health should disappear).
- Clean up of public areas: Public areas can generally be cleaned in the same manner as homes. However, situations should be evaluated on a case-by-case basis to determine if additional measures are appropriate. For example, apart from cleaning hard surfaces on play equipment at a public playground, the sand in sand boxes and mulch or other ground material on playgrounds may need to be removed if flood sediment impacted these areas. Officials may decide to close playgrounds until clean-up is completed. Remind people to use proper personal hygiene (such as washing hands) when public areas are open by placing signs and providing washing facilities.

**Waste Collection:**

- Advise residents on the status of household waste collection and details on special pick-ups being arranged for other flood damaged materials and types of materials accepted.
  - Example: Regular household waste will be collected as usual and should be placed separately from flood-related items. Special pickups are being arranged for local service districts, and residents will be advised of the details in the coming days. For those living in municipalities, information regarding flood debris collection will be communicated directly through their municipalities. Waste being accepted during these pickups includes: appliances (remove doors and covers for safety), furniture, carpeting, insulation, paper products, etc. Small loose items should be bagged or boxed. Furniture may be included with bagged garbage. Construction and demolition materials (wood, concrete blocks, etc.) should be placed in a separate pile. Large appliances should also be in a separate pile. People wishing to independently dispose of non-hazardous items may take them to the following locations at no charge: Crane Mountain landfill, Fredericton Region Solid Waste and the Regional Service Commission 8 transfer station. Regular household hazardous waste generated by the flood can also be taken at these facilities. People should check each facility's hours of operation, the schedule for Household Hazardous Waste Days and inform staff at the gate that they are disposing of flood-damaged items.



**Burning Debris:**

- Advise residents on burning of debris: People should not burn their debris, as this can cause negative health and environmental impacts. Burning materials contaminated by unknown chemicals may release particulates, gases and vapours that can cause respiratory illness.

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RECEIVED

FEB 17 2020

**OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH**
**Contact with Raw Sewage (flood)**

Contact with raw sewage may occur when flooding causes sewage from private or community sewerage systems to back up into homes or businesses. The floodwater itself can also be heavily contaminated with sewage. Water contaminated with sewage may carry bacteria and viruses which can make people sick. To protect yourself and your family:

- Never touch raw sewage with your bare hands. Wear gloves, rubber boots, eye protection and a face mask when cleaning and disinfecting. Rinse and wash your waders, boots, and gloves used during clean-up.
- Always wash hands with soap and clean water after cleanup activities or after handling articles that touched sewage, even if you were wearing gloves. If soap and water are not available for hand washing, use a hand sanitizer.
- If you have any open cuts or sores that are exposed to floodwater, keep them as clean as possible by washing them with soap and applying an antibiotic ointment to discourage infection.
- Don't allow children to play in floodwater areas until they have been cleaned up or for about a week after the floodwater has cleared completely (after which sunlight and soil help destroy bacteria and risk to health should be reduced).
- Wash children's hands frequently (always before meals).
- Wash floodwater-contaminated toys with hot water or disinfect before allowing them to be used.
- Keep pets out of the flooded area to prevent them from tracking sewage to other areas.
- Wash clothes in contact with flood or sewage water in hot water and detergent.
- Seek medical attention if you are exposed to sewage water and you develop diarrhea, vomiting or fever.

References: CDC & the UK Public Health Agency

**BUREAU DU MÉDECIN HYGIÉNISTE EN CHEF**
**Contact avec des eaux d'égout brutes (lors d'une inondation)**

Le contact avec des eaux d'égout brutes peut survenir lorsque les eaux de crue engorge le réseau d'égout d'un individu ou d'une collectivité. Ceci peut ensuite entraîner un refoulement d'égout dans les résidences et les entreprises. Les eaux de crue elles-mêmes peuvent aussi être fortement contaminées par les eaux d'égout. Les eaux contaminées par des eaux usées peuvent contenir des bactéries et des virus susceptibles de rendre les gens malades. Pour vous protéger et pour protéger votre famille:

- Mieux vaut ne jamais toucher les eaux d'égout brutes à mains nues. Il faut porter des gants, des bottes de caoutchouc, des lunettes protectrices et un masque facial pour nettoyer et désinfecter. Rincez et lavez les bottes-pantalons, les bottes et les gants que vous avez portés durant des activités de nettoyage.
- Lavez-vous toujours les mains avec du savon et de l'eau propre après les activités de nettoyage ou après avoir manipulé des articles qui ont été touchés par des eaux usées, même si vous portiez des gants. En l'absence de savon et d'eau, utilisez un désinfectant pour les mains.
- Si vous avez des plaies ou des coupures ouvertes qui ont été exposées aux eaux de crue, gardez-les le plus propres possible en les lavant avec du savon et appliquez un onguent antibiotique pour contrer l'infection.
- Ne permettez pas aux enfants de jouer dans les secteurs inondés avant qu'ils aient été nettoyés, ou attendez environ une semaine après le retrait complet des eaux de crue. La lumière du soleil et le sol aideront à détruire les bactéries et les risques pour la santé devraient alors être réduits.
- Lavez fréquemment les mains des enfants (et toujours avant les repas).
- Lavez les jouets contaminés par les eaux de crue avec de l'eau chaude ou un désinfectant avant leur utilisation.
- Tenez les animaux de compagnie à l'écart des secteurs inondés pour les empêcher de répandre les eaux usées à d'autres secteurs.
- Si des vêtements ont été touchés par des eaux de crue ou des eaux usées, lavez-les avec de l'eau chaude et du détergent en évitant de les mélanger aux vêtements et au linge de maison non contaminés.
- Obtenez des soins médicaux si des symptômes comme la diarrhée, les vomissements ou la fièvre se manifestent après une exposition à des eaux usées.

Références : CDC et l'Agence de santé publique du Royaume-Uni

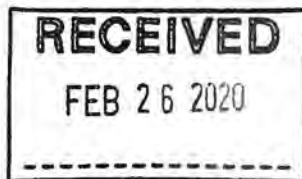




2020March9OpenSessionFINAL\_050

# Order of New Brunswick Ordre du Nouveau-Brunswick

February 19, 2020



Her Worship Dr. Nancy Grant, O.N.B.  
21 Elizabeth Parkway  
Rothesay, NB E2H 1E8

**COPY**

Dear Mayor Grant:

As the 2020 Order of New Brunswick campaign begins, I am writing to you as Chancellor of the Order to ask that you encourage those in your community to submit nominations for people they believe are qualified for this important honour – the highest honour in our province.

The Order of New Brunswick recognizes individuals who have demonstrated excellence and who have made outstanding contributions to the province's social, cultural or economic fabric. The deadline date for nominations is April 15, 2020.

Those who are nominated for the Order of New Brunswick must be Canadian citizens who are present or former long-term residents of New Brunswick and they must have contributed significantly to the social, cultural and/or economic well-being of New Brunswick and its residents by demonstrating excellence and achievement in a given area.

Members of the Provincial Legislature, House of Commons, Senate or judges of any court are not eligible for investiture.

You will find information pertaining to the Order of New Brunswick and the nominating process on our website at [www.gnb.ca/onb](http://www.gnb.ca/onb).

If you have any questions, please contact Lana Tingley Lacroix, our Chief of Protocol and Secretary to the Order of New Brunswick Advisory Council at (506) 453-2671.

Sincerely,

The Honourable Brenda L. Murphy, O.N.B.  
Lieutenant Governor of New Brunswick

PO/CP 6000, Fredericton NB E3B 5H1 | 506-453-2671 | fax/télécopieur 506-444-5299

[www.gnb.ca/onb](http://www.gnb.ca/onb)





March 2, 2020

Her Worship Nancy Grant  
Mayor of Rothesay  
70 Hampton Road  
Rothesay, New Brunswick E2E 5L5



**Re: Integrated Bilateral Agreement**

Dear Madam Mayor:

I want to thank you for your interest in the Integrated Bilateral Agreement (IBA) funding. The Regional Development Corporation had a strong response to the first call for *Expressions of Interest* (EOI) under the IBA, receiving 163 submissions for infrastructure projects.

All EOIs have been reviewed to ensure that they meet the required immediate outcomes of the IBA. Each project was evaluated by our multi-disciplinary team following a consistent and objective methodology.

Given limited budget capacity, it was determined that water and wastewater projects would receive priority at this time, with a focus on projects that had identified public health issues. Thus, we consulted the specialists in the Departments of Environment and Local Government and Health.

Following the evaluation, each project was included in one of four categories. Appendix A contains important information as well as the evaluation results for your submission and an explanation of each category.

I do not anticipate another call for interest for funding this year, however, your EOI will be kept open for future consideration.

Should any details regarding your EOI change and you wish to bring it to the attention of the Regional Development Corporation, please contact us at (506) 453-2277.

I appreciate the work that has gone into preparing your EOI and wish you the best in the completion of your infrastructure project.

Sincerely,

Cade Libby  
Acting President

Enc.





Lead #	Project Title	Description	Total Project Cost	Status
11963	Wastewater Treatment Facility Upgrade - Phase 2	Construction of a new mechanical Wastewater Treatment Facility within the Fairdale site with capacity for existing and future municipal wastewater flows to 2050.	\$21,622,000	Pending – Priority Project

### Successful

Project chosen for submission to Infrastructure Canada for approval. **Note that you must have a signed contribution agreement prior to incurring project costs.**

### Pending – Priority Project

Project **not** chosen for funding under the IBA; however, has been identified as a project that meets the current funding focus area. Should additional funding become available, we will move to allocate the funding to other priority projects and you will be contacted by RDC staff.

### Pending

Project **not** chosen for funding under the IBA and not identified as a project that meets the current funding focus area.

### Ineligible

At this time, your EOI has **not** been chosen for funding under the IBA as the evaluation of your project has indicated that it does not meet the requirements of the Agreement.





File No. 32-93

March 4, 2020



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

Dear Mayor Grant:

I am pleased to advise you that under our 2020 program for improvements to provincially designated highways in municipalities, my department is prepared to partner with your town on the following project estimated at \$545,000 plus non recoverable HST.

Fox Farm Road, replace curb & gutter, retaining wall and asphalt paving, a distance of approximately 0.8 km.

The department is prepared to contribute up to \$409,000 plus non recoverable HST for eligible items on this project and the municipal contribution for eligible items is \$136,000 (25%).

This project will be tendered and supervised by the Town of Rothesay.

The Town of Rothesay will invoice the Department of Transportation and Infrastructure for its share of the costs at the end of the construction season.

The town's tender package for 2020 construction should be submitted to Mr. James Hoyt, P.Eng., Director of Design, for approval.

Where projects are approved by the Department for tender by the municipality, the tender advertisements must identify provincial participation. The funds are being provided with the understanding and agreement that the municipality must follow the spirit of the Crown Construction Contracts Act and Regulations, and that audits will be carried out by the Province from time to time.



Her Worship Dr. Nancy Grant

March 4, 2020

Page 2

This project can be tendered as soon as can be scheduled however no public announcements pertaining to this project can be made without the written consent of the Minister of Transportation and Infrastructure.

If required, Department of Transportation and Infrastructure Engineers from our Saint John office are available to discuss the particulars regarding this work with your municipality.

Sincerely,

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

Bill Oliver  
Minister

c.c. David Thompson, Acting District Engineer – Saint John  
Clerk



**Fundy Regional  
Service Commission**

Commission de Services  
Régionaux de Fundy

**Regular Monthly Meeting  
January 27, 2020**

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

**1. Call to Order**

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:02 a.m.

**2. Record of Attendance**

Gary Clark	Chairperson
Glen Baxter	Vice Chairperson
Bette Anne Chatterton	Mayor, St. Martins
Don Darling	Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Brenda Rathburn	Local Service District Representative
Jim Bedford	Local Service District Representative
John Cairns	Local Service District Representative

**Absent**

Grace Losier, Mayor, Grand Bay-Westfield

**OTHERS**

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Nick Cameron, Recreation Facilitator, FRSC

Brenda MacCallum, Public Relations & Program Development Officer, FRSC

General Public

**3. Approval of the Order of Business**

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the January 27, 2020 Agenda as presented.

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



**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

**Motion:** To approve the December 10, 2019 minutes.

Moved: Director Baxter  
Seconded: Director Grant  
Vote: *Motion Carried*

**6. Tenders**

**a. Contract 2019-03 – Leachate Hauling**

Director MacLeod noted this is the annual contract for backup trucking for storm events.

**Motion:** To award the contract to the lowest price bid of \$6.25 per metric tonne from Keel Construction Ltd.

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

**b. Contract 2019-04 – Supply of Aggregate**

Director MacLeod discussed the need for aggregate at Crane Mountain Landfill for both daily cover and road construction material. A letter was provided by GEMTEC Consulting Engineers and Scientists Limited detailing their reasoning for disqualifying the lowest bid which was Tire Recycling Atlantic Canada Corporation (TRACC). It was recommended by GEMTEC that FRSC not accept tire derived aggregate (TDA) as daily cover and road construction material. TDA is not a natural aggregate and therefore does not meet the requirements specified in the tender. Additionally, TDA is not approved for use as a daily cover material by the Department of Environment and Local Government (NBDELG) under Crane Mountain Landfill's current Approval to Operate. Director MacLeod also noted that using TDA at Crane Mountain Landfill needs to be followed up further in order to determine if this type of material would be able to perform the function of intermediate cover. In addition, the price of TDA would be a more cost-effective option compared to the aggregate currently being utilized.

**Motion:** To award the contract to the 2<sup>nd</sup> lowest price bid as recommended by GEMTEC Consulting Engineers and Scientists Limited of \$7.10 per metric tonne from Keel Construction Ltd.

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

**Note:** It was agreed that item #7 on the Agenda relating to the CMEI Scorecard would be switched to #8 in anticipation of a possible late arrival of Director Losier.

**7. Recreation Update – Nick Cameron**

Nick Cameron, Recreation Facilitator with FRSC, provided an overall update on the Regional Recreation Plan. Some of the highlights included the accomplishments to date including a breakdown of the \$153,000 in funding that was secured for recreation projects in the Fundy Region. In addition, Mr. Cameron noted that the information gathered over the past three years is

being made available online. This information will provide recreation needs assessment for each LSD, highlight best practices for volunteer run recreation and identify themes and opportunities in the Fundy Region.

**Motion:** To receive and file the Recreation Plan Update as presented.

Moved: Director Darling  
Seconded: Director Baxter  
Vote: *Motion Carried*

#### **8. CMEI Scorecard**

At the October 2019 Commission meeting, the Commission was informed that a new method of project evaluation would be developed to provide the Commission with a clearer picture as to how projects were selected or disqualified for funding. In this manner the members could be more confident that community interests are being met in approving the project funding while still allowing for independence from the actual recommendation process.

A committee was formed with Director Jim Bedford, CMEI members Tom Simpson and Jim Stubbs, and Executive Director Marc MacLeod. A matrix was developed using the current application guidelines and a relative scoring grid with a low to high marking. There are sample considerations for each criterion and the criteria are weighted based on relative importance to the application. The matrix includes a scoring total which will rank the projects and result in a recommendation for funding allotment. The scorecard will be used independently by evaluators from CMEI and the average score will be reported to the final project list.

The scorecard, including criteria, considerations, scoring and ranking, were developed based on six-sigma principles and a number of similar matrixes from community funds. These included municipalities, levels of government, corporations and foundations. It was noted that the scorecard may be reviewed annually for effectiveness and applicability.

**Motion:** That this Scorecard be used by CMEI to evaluate future projects for consideration.

Moved: Director Darling  
Seconded: Director Grant  
Vote: *Motion Carried*

#### **9. Plastic Bags – Gary Clark**

Chairperson Clark removed himself as Chair at 10:42am in order to actively participate in the discussion surrounding the removal of single-use plastic bags from recycling. Specifically, Chairperson Clark addressed the letter that was sent to the FRSC from the Town of Quispamsis requesting that the deadline for accepting single-use plastic bags be extended beyond March 1, 2020. Several questions were raised during the discussion such as:

- Why the March 1<sup>st</sup> cut-off date, is it too soon?
- Has the FRSC considered what other jurisdictions are doing?
- Are there technologies out there that can use this material?
- Are there businesses that can be developed from this opportunity?



- Could we reconsider the quick approach and educate people to change over time?
- Companies in our area use plastics in their products so why are they not being used?

Director MacLeod responded that there were several contributing factors with regards to the cut-off date of March 1, 2020. Overconsumption of single-use plastic bags has become a world-wide problem. The best option is to eliminate them altogether. Director MacLeod reiterated that the common solid waste mantra is "Reduce, Reuse and Recycle." In order of importance, the focus needs to be on reducing the consumption of these single-use plastics. Most retailers now have reusable options available to their customers. The time to move with our communication plan is now as the summer is a more difficult time to capture the attention of the population and fall is too far away. It was also reiterated that this material is not used by any local company.

Director MacLeod invited Brenda MacCallum, Public Relations & Program Development Officer with the FRSC, to speak with regards to whether or not the FRSC has done enough research and exhausted all other options. Ms. MacCallum reiterated that all options have been exhausted, there is simply no market for these materials in our region. Other jurisdictions are either stockpiling or paying to dispose of the material, and the Crane Mountain Landfill has been stock piling single-use plastic bags for the past 2 years. Without a market available, those bags will eventually end up in the landfill. The FRSC feels that putting the ban in place now will prevent even more plastic from ending up in the landfill in the future. Ms. MacCallum also commented that the FRSC needs to ensure that people are confident that the items that are listed as recyclable are actually being recycled.

It was asked how this would work with municipalities. It was noted that there are two steps in our action; what FRSC can do is take bags out of recycling. Second, what municipalities can do is ban single-use plastics through by-laws. FRSC will approach each community individually to support change to by-laws that would ban single-use plastics. Ideally, the FRSC would like to see the communities within the region adopt a by-law similar to that of Moncton/Dieppe. It's important to get these new by-laws in place to ensure that everyone is on the same page and that it actually creates a change in consumer behavior. Concurrently, FRSC will lobby the New Brunswick government for a provincial wide ban which would be more effective. The work has begun with staff from the municipalities. The timeline will be up to individual municipalities through their councils.

**Motion:** That Director MacLeod respond with a letter to the Town of Quispamsis stating that the FRSC will continue with the March 1, 2020 date on the ban and the reasons why.

Moved: Director Darling  
Seconded: Chair Clark  
Vote: *Motion Carried*

Chair Clark resumed his position as chair at 11:18am.

Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 11:19 am.

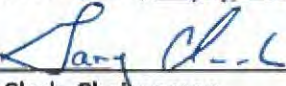
Moved: Director Grant  
Seconded: Director Rathburn



Vote:

*Motion Carried*

APPROVED (date) Feb. 24, 2020

  
Gary Clark, Chairperson

  
Alicia Raynes, Recording Secretary

## Annual Meeting Agenda

### Kennebecasis Public Library Board

Wednesday, November 20, 2019, 7:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Nominating Committee Report
- 4.) Elections/Appointments
- 5.) Nomination of Auditor(s)
- 6.) Adjournment

**-DRAFT DOCUMENT-**

The annual meeting of the Board of Trustees, Kennebecasis Public Library was held on November 11, 2019 at 6:00pm at the Library.

**In Attendance:** Mr. Kevin Winchester, Chair; Ms. Elizabeth Greer; Mrs. Linda Hansen; Mrs. Amy Watling, Treasurer; Mr. Allison Maxwell; Ms. Susan Webber; Councilor Mr. P. Rioux; Ms. L. Corscadden; Councilor Mr. Don Shea

**Regrets:** N/A

**Absences:** N/A

**Call to Order:** Mr. Winchester called the meeting to order at 5:56PM

**Disposition of Agenda**

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

**Disposition of Minutes**

It was moved by Mrs. Hansen to approve the minutes of the November 28, 2018 annual meeting. Mr. Maxwell seconded, and the motion carried.

**Nominating Committee Report**

Mr. Winchester shared his Nominating Committee report. Discussion ensued.

**Elections/Appointments**

Mr. Winchester presented a motion for Mrs. Hansen to be elected as the new Chairperson to the board. Ms. Greer seconded Mr. Winchester's motion. Mr. Winchester asked three times for additional nominations from the floor for Chairperson.

Mrs. Watling moved for Ms. Greer to be elected as new Vice-Chairperson to the board. Mrs. Hansen seconded Mrs. Watling's motion. Mr. Winchester asked three times for nominations from the floor for Vice-Chairperson.

Mr. Maxwell moved for Mrs. Watling to retain her position as Treasurer. Mr. Shea seconded the motion. Mr. Winchester asked three times for any further nominations.



-DRAFT DOCUMENT-

Mr. Winchester moved to accept the nominations of the aforementioned executive as presented. Mr. Rioux seconded, and the motion carried.

**Nomination of Auditors**









Mr. Winchester moved to retain the services of Teed, Saunders, Doyle & Co. for the 2019 audit. Mrs. Watling seconded, and the motion carried.

**Adjournment:** As there was no other business, Ms. Greer moved that the meeting be adjourned at 6:15pm.

Respectfully submitted,

Laura Corscadden  
Library Director and Secretary to the Board

**Kennebecasis Public Library Board Members**  
 Last Updated February 13, 2020

Rothesay	Quispamsis
<p><b>Elizabeth Greer, Vice Chairperson</b>  </p>	<p><b>Kevin Winchester</b>  </p>
<p><b>Susan Webber</b>  </p>	<p><b>Pierre Rioux, Council Representative</b>  </p>
<p><b>Don Shea, Council Representative</b>  </p>	<p><b>Amy Watling, Treasurer</b>  </p>
<p><b>Allison Maxwell</b>  </p>	<p><b>Linda Hansen, Chairperson</b>  </p>
New Brunswick Public Library Service: Key Personnel	
<p><b>Laura Corscadden, Secretary to the Board and Library Director</b>                      Work: 849-5316                      Email: <a href="mailto:Laura.Corscadden@gnb.ca">Laura.Corscadden@gnb.ca</a></p>	<p><b>Brian Steeves, Regional Director, Fundy Library Region</b>                      Work: 643-7242                      Email: <a href="mailto:Brian.Steeves@gnb.ca">Brian.Steeves@gnb.ca</a></p>
<p><b>Alexandra Brooks Robinson, Assistant Regional Director, Fundy Library Region</b>                      Work: 643-7233                      Email: <a href="mailto:Alexandra.BrooksRobinson@gnb.ca">Alexandra.BrooksRobinson@gnb.ca</a></p>	



2020March9OpenSessionFINAL\_064

## Annual Meeting Agenda

Kennebecasis Public Library Board

Wednesday, November 28, 2018, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Nominating Committee Report
- 4.) Elections/Appointments
- 5.) Nomination of Auditor(s)
- 6.) Adjournment





The annual meeting of the Board of Trustees, Kennebecasis Public Library was held on November 28, 2018 at 7:00pm at the Library.

**In Attendance:** Mr. K Winchester, Chair; Ms. Elizabeth Greer; Mrs. L. Hansen; Mr. Chuck McKibbon, Vice Chair; Mrs. A. Watling, Treasurer; Councilor Mr. P. Rioux; Ms. L. Corscadden

**Regrets:** Councilor Mr. Don Shea

**Call to Order:** Mr. Winchester called the meeting to order at 6:52pm.

### **Disposition of Minutes**

It was moved by Mr. Rioux to approve the minutes of the September 27, 2017 annual meeting.

### **Disposition of Agenda**

It was moved by Mrs. Hansen to approve the meeting agenda.

### **Nominating Committee Report**

Mr. Winchester shared his Nominating Committee report. Discussion ensued.

### **Elections/Appointments**

Mrs. Hansen presented a motion for Mr. Winchester to retain his position as Chair. Mrs. Hansen asked three times for nominations from the floor for Chairperson.

Mr. Winchester moved for Mr. McKibbon to retain his position as Vice-Chair. Mr. Winchester asked three times for nominations from the floor for Vice-Chairperson.

Mr. Winchester moved for Mrs. Watling to retain her position as Treasurer. Mr. Winchester asked three times for any further nominations.

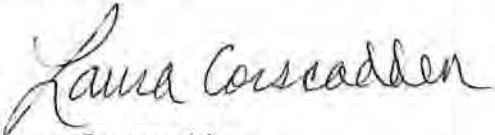
Mr. Winchester moved to accept the nominations of the aforementioned executive as presented. Mr. Rioux seconded, and the motion carried.

### **Nomination of Auditors**

Mr. Winchester moved to retain the services of Teed, Saunders, Doyle & Co. for the 2018 audit. Mrs. Hansen seconded, and the motion carried.

**Adjournment:** As there was no other business, Ms. Greer moved that the meeting be adjourned at 7:00pm.

Respectfully submitted,

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

Laura Corscadden  
Library Director and Secretary to the Board



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
BOARD MEETING OF JANUARY 29, 2020**

**REGULAR MEETING**

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



**In Attendance:**

<b>BOARD MEMBER</b>	<b>POSITION</b>
Robert (Bob) McLaughlin	Chair/Quispamsis Representative
Richard Arbeau	Quispamsis Representative
Peter Bourque	Rothesay Representative
Libby O'Hara	Quispamsis Representative
Linda Sherbo	Provincial Representative
Richard MacPhee	Vice-Chair/Rothesay Representative
Sean Luck	Quispamsis Representative
Chief Wayne Gallant	KRPF Chief of Police
Cherie Madill	Secretary/Treasurer of the Board
Deputy Chief Jeff Giggey	KRPF Deputy Chief of Police
Insp. Anika Becker	KRPF OIC Administration
Tanya Cyr	Secretary of the Board
Laurie Young	HR Manager
Sgt. Evan Scott	Traffic NCO

**Teleconference:**

Matthew (Matt) Alexander	Rothesay Representative
--------------------------	-------------------------

**Absent:**

<b>BOARD MEMBER</b>	<b>POSITION</b>
Tiffany Mackay French	Rothesay Representative (late arrival)
Insp. Mary Henderson	KRPF OIC Operations

**REQUEST FOR INTEREST FOR EXECUTIVE POSITIONS:**

The meeting began by seeing what interest there was for members wanting to sit on the executive (Chair or Vice-Chair):

Libby O'Hara – no  
 Sean Luck – not at this time  
 Bob McLaughlin – will stay as Chair  
 Richard MacPhee – will stay as Vice-Chair  
 Matt Alexander – no  
 Richard Arbeau – not at this time  
 Peter Bourque – no

Chairman McLaughlin stated this was accumulation. Positions are as indicated, Bob McLaughlin remains as Chair and Richard MacPhee remains as Vice-Chair.

**CALL TO ORDER:**

Chairman McLaughlin calls the meeting to order.

**1. APPROVAL OF AGENDA:**

Chairman McLaughlin called for a Motion to approve the Agenda for the Regular Meeting with two additions:

1. Community Health Needs Assessment – Sean Luck
2. Town of Quispamsis Green Request – Sean Luck

*It was moved by Linda Sherbo and seconded by Richard Arbeau that the Agenda for the Regular Meeting of January 29, 2020 be approved as presented including the above two additions. **MOTION CARRIED.***

**2. APPROVAL OF MINUTES OF DECEMBER 4, 2019:**

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

*It was moved by Sean Luck and seconded by Matt Alexander that the Minutes of the Regular Meeting of December 4, 2019 be approved as presented. **MOTION CARRIED.***

**3. DECLARATION OF CONFLICT OF INTEREST:**

The following conflicts were noted:

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

**4. ELECTION OF OFFICERS:**

Chief Gallant called for nominations for the elections of officers to the executive of the Kennebecasis Regional Joint Board of Police Commissioners for the Kennebecasis Regional Police Force to sit as Chairman of the Board.



*It was moved by Libby O'Hara and seconded by Sean Luck that Bob McLaughlin sit as Chair of the Kennebecasis Regional Police Force for the term of 1 year.*

Chief Gallant asked if there were any other nominations from the floor. Chief Gallant asked a second time if there were any other nominations from the floor. Chief Gallant asked a third and final time if there were any other nominations from the floor. No oppositions were noted. **MOTION CARRIED.**

Chief Gallant called for nominations for the elections of officers to the executive of the Kennebecasis Regional Joint Board of Police Commissioners for the Kennebecasis Regional Police Force to sit as Vice-Chairman of the Board.

*It was moved by Richard Arbeau and seconded by Linda Sherbo that Richard Macphee sit as Vice-Chair of the Kennebecasis Regional Joint Board of Police Commissioners for the Kennebecasis Regional Police Force for the term of 1 year.*

Chief Gallant asked if there were any other nominations from the floor. Chief Gallant asked a second time if there were any other nominations from the floor. Chief Gallant asked a third and final time if there were any other nominations from the floor. No oppositions were noted. **MOTION CARRIED.**

Chief Gallant called for nominations for the elections of officers to the executive of the Kennebecasis Regional Joint Board of Police Commissioners for the Kennebecasis Regional Police Force to sit as Secretary/Treasurer of the Board.

*It was moved by Linda Sherbo and seconded by Richard MacPhee that Cherie Madill sit as Secretary/Treasurer of the Kennebecasis Regional Joint Board of Police Commissioners for the Kennebecasis Regional Police Force for the term of 1 year.*

Chief Gallant asked if there were any other nominations from the floor. Chief Gallant asked a second time if there were any other nominations from the floor. Chief Gallant asked a third and final time if there were any other nominations from the floor. No oppositions were noted. **MOTION CARRIED.**

Chairman McLaughlin thanked everyone for their participation. He moved onto the Secretary/Treasurer's Report.

##### **5. SECRETARY/TREASURER'S REPORT:**

Cherie Madill went over the November financial statements highlighting that there was a pre-surplus of \$278,000. Removal of the extraneous costs up to November 30<sup>th</sup>, including the legal bills that came in in January that were dated November are in that number, which leaves a surplus of \$47,000. She stated



this will change in December and for the year end because we had some budget changes where we put some 2020 items in the 2019 budget. However, in the end we will still have a surplus. Chief Gallant reminded the board that this was discussed and it was decided and approved to sacrifice some of the surplus for 2019 to take off some of the pressure for the 2020 budget.

Chairman McLaughlin called for a motion to receive and file the Secretary/Treasurer's report.

*It was moved by Sean Luck and seconded by Libby O'Hara to receive and file the November statements.*

**MOTION CARRIED.**

Libby O'Hara asked if the sale of the UAV is included in these numbers. Chief Gallant stated that it was not. The cost for the new UAV would be in the December numbers but the revenue from the sale which will come in the January will fall in the 2020 budget. Cherie Madill agreed and stated that is recorded in the year it actually happens which would be 2020.

## **6. CHIEFS REPORT:**

Chairman McLaughlin called for the Chief to present his report.

Chief Gallant asked Deputy Giggey if there was anything he wanted to add from an operational perspective. Deputy Giggey briefed the board on the files to date stating there were several break & enter files solved this month; there was a SXA where a youth was charged; there were four suspects charged in some thefts; and a prolific offender was charged with theft. There was a lot of good work done by our members. There was a lot of time spent by the CID members on the murder/suicide file and they are still heavily involved in finishing the file. He advised that one of our projects will soon be coming to an end and they will likely see something on the news in the next couple of days.

Chief Gallant asked Insp. Becker if there was anything she wanted to add to the HR Report – there was nothing. He asked her if she would like to speak on OSL. Insp. Becker stated it was an employee administrative records management system and like any new software you implement there are some growing pains and some kinks to be worked out in technology and getting members used to using it. Supervisors are actively using it and she feels it is going to be a great success.

Insp. Becker advised that Chief Gallant covered the HR issues earlier. She then went onto speak about community relations stating our community relations officer is going to be focusing a lot of his time on the youth risk assessment tool and working with ISD. She stated this initiated in 2019 and we are moving forward this year with it.

Chief Gallant stated he wanted to highlight the extra work put in by several of our officers at Christmas. There was an amazing event with Sierra Ave. residents held at the Superstore. Families from both communities benefited from the money that was raised and the food donations that were provided from the food drives we held. This is work and community volunteerism by our employees which is not done on work time, at least 90% is them volunteering their own time. He stated he is continually humbled by the generosity of our members.

Chief Gallant stated he would like to ask for a discussion and approval of the 2020 Annual Performance Plan Snapshot (Strategic Plan). We have a multi-year Strategic Plan and this snapshot represents the annual action items that we create with supporting plans on how we are going to action and measure our progress against desired outcomes. He is asking for the board vote to approve this. He said it is essentially his performance agreement as Chief.

He stated there might be something which will be subject to change and that would be the measure for the number of single sick days taken. He cited recent research that said any employer who is making an issue out of single sick days taken should rethink that because you don't want sick people coming to work and spreading germs, etc. So it might not be the most appropriate measure and he might change that measure. Other than that, it would remain the same and he is asking for board approval.

Chairman McLaughlin called for a motion to approve the 2020 Annual Performance Plan Snapshot as presented by Chief Gallant.

*It was moved by Sean Luck and seconded by Libby O'Hara to approve the 2020 Annual Performance Plan Snapshot as presented by Chief Gallant.*

There were some questions as to whether the officers receive this document? Chief Gallant stated that they have all had an opportunity to provide input on its development and once it is approved by the board this will go out to everybody. He further stated that our Strategic Priorities have not changed. Discussions ensued concerning this being seen as a positive move towards boosting morale; that it is giving the platoons an opportunity to come together to meet these priorities and that they feel like they are a part of the whole organizational plan. The platoons are reporting on their achievements at quarterly meetings and appear proud of their achievements.

It was asked if employees have the equipment they need to deal with the outbreak of the corona virus. Chief Gallant asked Insp. Becker to address this. Insp. Becker advised they do, there are masks in the guardroom area, there is equipment in the vehicles for them to use and we update our Workplace app with general information about the virus, the symptoms to look out for and information indicates that the risk is low at this point in our area. We also have a policy for supervisors to deal with individuals who have been exposed to infectious diseases.



Chairman McLaughlin called for those in favour of the motion and those opposed. There were no oppositions. **MOTION CARRIED.**

**7. COMMITTEE REPORTS:**

Chairman McLaughlin read the committee member list as follows:

Personnel

Richard MacPhee – Chair  
Bob McLaughlin  
Chief Gallant  
Matt Alexander  
Tiffany Mackay French

Insurance/Risk Management

Peter Bourque - Chair  
Libby O’Hara  
Richard MacPhee  
Bob McLaughlin  
Chief Gallant  
Tiffany Mackay French  
Richard Arbeau

Finance

Matt Alexander – Chair  
Richard MacPhee  
Cherie Madill  
Chief Gallant  
Sean Luck  
Bob McLaughlin

Building & Grounds/Transportation

Richard Arbeau – Chair  
Peter Bourque  
Sean Luck  
Linda Sherbo  
Chief Gallant  
Bob McLaughlin

Communications/Policy Governance

Linda Sherbo – Chair  
Libby O’Hara  
Tiffany Mackay French  
Bob McLaughlin  
Chief Gallant  
Matt Alexander

Ad-Hoc/Sick Pay & Retirement

Linda Sherbo – Chair  
Bob McLaughlin  
Peter Bourque

Linda Sherbo and Sean Luck inquired whether the Sick Pay & Retirement committee should be under the Personnel Committee. It was decided that this issue would be brought back at our next meeting.

Chairman McLaughlin moved onto committee reports.

Personnel

Nothing to report.



#### Building & Grounds/Transportation

Chairman McLaughlin passed out four copies of the drawings stating this a preliminary draft. We will need to schedule a meeting of the committee to review this.

Chief Gallant advised that the Building & Grounds Committee will provide an update on the Ident renovations at the March meeting.

Chief Gallant also advised that the vehicle tender has not been reported on by the Transportation Committee, it was approved by the sub-committee and it needs to be brought back to the board to inform them of the decision. Peter Bourque stated that we tendered for a hybrid vehicle, we only received one tender and it was from Downey Ford in the amount of \$54,515 plus tax. The committee recommended to purchase the vehicle.

*It was moved by Peter Bourque and seconded by Richard Arbeau that we accept the tender of \$54,515 plus tax to purchase the new hybrid vehicle. **MOTION CARRIED.***

Chairman McLaughlin advised that we are just getting the final budgetary costs together on the building and there will be one more round for design consultations are conducted. Chief Gallant advised that basically this will be the frame and there is some considerations as to how it will be laid out and whether or not we dig into the ground or go with a slab.

Chairman McLaughlin advised that we did not need a motion for this, he was just bringing it back for information purposes.

#### Insurance/Risk Management

Discussions were had concerning cyber liability and its cost. Richard MacPhee will find out what the cost will be to do a risk assessment. Peter Bourque to have our insurance provider attend the February meeting and do a presentation and possible quote on this product.

#### Finance

Nothing to report.

#### Policy & Governance

Committee met once. They are looking make sure documents reflect correct wording for executive and management titles. Changes will be provided to Tanya to amend document. They decided to remove the Regional Service Commission from our list of committees. Tiffany Mackay French and Libby O'Hara will take conversation back to the towns about the cycling of appointments with respect to continuity, i.e. appointments of representatives should take place the year after the municipal election. They are looking to ensure there is accountability written into the policies. Chief Gallant offered the services of

Laurie Young for any HR related issues. Linda Sherbo thanked the Chief and said that she would be in touch with her.

Linda Sherbo stated there are two different versions of the policy manual and that members could reach out to Tanya Cyr for the most current document (version 2).

#### Regional Service Commission

Chairman McLaughlin stated he spoke with Emil Olsen who advised nothing police related was brought up at the last meeting.

Chairman McLaughlin called for a motion to receive and file the committee reports.

*It was moved by Richard MacPhee and seconded by Libby O'Hara to receive and file the Committee Reports. **MOTION CARRIED.***

#### **8. CORRESPONDENCE:**

Chairman McLaughlin asked that each board member signs the Code of Conduct sheet for 2020. Sheets were returned to Tanya Cyr for filing.

#### **9. NEW BUSINESS:**

Chairman McLaughlin asked for a motion to thank the members who donated their time for the 2019 Christmas activities and it will be passed along to the members by Chief Gallant.

*It was moved by Libby O'Hara and seconded by Peter Bourque that the Chair send a letter of appreciation and thanks to the members for all of their volunteerism over the 2019 year. **MOTION CARRIED.***

Chairman McLaughlin thanked the board and stated that Tanya Cyr will draft this letter for his signature.

#### Community Health Needs Assessment

Sean Luck updated the board on an initiative that Horizon was undertaking. The purpose of the initiative is to enhance health and wellness priorities in our community. He felt we should have someone from the police force on the committee as it fell into line with our Strategic Plan and he would like the board to put their support behind having someone from Community Relations look after this. Chief Gallant said he would look after having an officer attend the meeting. Sean Luck stated he will be representing the town. Chief Gallant asked if they were looking for youth as our Youth Advisory Committee might fit in here – this option will be explored.



Green Initiative

Sean Luck asked if we could send the towns a list of our vehicles and update the towns as these vehicles are replaced. This information will be used in the Town of Qusipamsis' percentage for the Green Initiative. Anything we do here environmentally as a board that we approve is a benefit to the town. Libby O'Hara advised they have the Carbon Reduction Plan for the Town of Rothesay and would also like to benefit from our information. Chief Gallant asked Sean Luck to have Susan Deuville give him a call to discuss this further. For the Town of Rothesay, the board asked Matt Alexander to reach out to John Jarvie and ask him to call Chief Gallant.

Board Annual Report

Chief Gallant advised the board we have created a document that meets the governments requirements which will appear in our Annual Report. We hope to have the Annual Report done by the end of February. The document will contain a list of the board members and the committees you are on. It will also include the type and number of meetings attended and the amount of remuneration received which is the part that he would like a motion on. Chief Gallant read the document to the board and it would appear in the Annual Report.

*It was moved by Richard Arbeau and seconded by Sean Luck that the board approve this information presented by Chief Gallant to be included in the Annual Report.*

Libby O'Hara asked if it should exclude elected people from collecting any money. Chief Gallant stated it says civilian member positions, perhaps we should say non-elected members.


No opposition was brought forth. **MOTION CARRIED.**


**8. MOTION TO ADJOURN:**

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

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

Respectfully Submitted,

  
\_\_\_\_\_  
Chairman  
Bob McLaughlin

  
\_\_\_\_\_  
Secretary  
Tanya Cyr



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**PSAR STATEMENT OF FINANCIAL POSITION**  
**As at December 31, 2019**

	<u>2019</u>	<u>2018</u>
<b>-----Financial assets-----</b>		
Cash - General	\$220,530	\$116,833
Sick Pay/ Retirement Investments	894,409	811,459
Accounts Receivable	191,021	268,752
Sales tax recoverable	52,715	68,341
	<u>\$1,358,675</u>	<u>\$1,265,386</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	436,570	405,620
Vested sick leave/retirement accrual	814,973	739,722
Sick leave replacement	15,299	15,299
Accrued pension benefit liability	419,600	454,600
Debenture payable	815,000	949,000
	<u>2,501,441</u>	<u>2,564,241</u>
<b>NET ASSETS (DEBT)</b>	<u>-1,142,766</u>	<u>-1,298,855</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	4,018,117	3,959,406
Accumulated amortization	<u>-1,954,582</u>	<u>-1,807,002</u>
	2,063,535	2,152,404
Unamortized Debenture costs	6,599	7,771
Prepaid expenses	17,823	66,860
	<u>2,087,956</u>	<u>2,227,036</u>
<b>ACCUMULATED SURPLUS</b>	<u>945,190</u>	<u>928,181</u>
Assets	3,446,631	3,492,422
Liabilities	3,446,631	3,492,422

~~2021~~ ~~BOARD OF POLICE COMMISSIONERS~~

SCHEDULE OF TANGIBLE CAPITAL ASSETS

December 31, 2019

	<u>2019</u>			<u>2018</u>	
	Balance beginning of year	Additions	Disposals	Balance end of year	
-----TANGIBLE CAPITAL ASSETS-----					
<b>Millennium Drive</b>					
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	1,103		331,646	330,543
Other	520,640	27,114		547,754	520,640
Structure	1,106,997			1,106,997	1,106,997
	<u>2,251,484</u>	<u>28,217</u>		<u>2,279,702</u>	<u>2,251,484</u>
Accumulated amortization	(888,161)	(66,578)		(954,738)	(888,161)
Net book value of Building	<u>1,363,324</u>	<u>(10,143)</u>	<u>0</u>	<u>1,324,964</u>	<u>1,363,323</u>
Paving	52,600			52,600	52,600
Accumulated amortization	(35,505)	(2,630)		(38,135)	(35,505)
Net book value of paving	<u>17,095</u>	<u>(2,630)</u>	<u>0</u>	<u>14,465</u>	<u>17,095</u>
Landscaping	3,268			3,268	3,268
Accumulated amortization	(3,268)			(3,268)	(3,268)
Net book value of landscaping	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Furnishings</b>	198,387			198,387	198,387
Accumulated amortization	(122,330)	(9,919)		(132,249)	(122,330)
Net book value of furnishings	<u>76,057</u>	<u>(9,919)</u>	<u>0</u>	<u>66,138</u>	<u>76,057</u>
<b>Machinery &amp; equipment</b>	88,300	15,610		103,910	88,300
Accumulated amortization	(58,634)	(5,207)		(63,841)	(58,634)
Net book value of equipment	<u>29,666</u>	<u>10,403</u>	<u>0</u>	<u>40,069</u>	<u>29,666</u>
<b>Information technology equipment</b>	427,158	36,804		463,963	427,158
Accumulated amortization	(280,101)	(61,980)		(342,082)	(280,101)
Net book value of IT equipment	<u>147,057</u>	<u>(25,176)</u>	<u>0</u>	<u>121,881</u>	<u>147,057</u>
<b>Vehicles</b>	743,960	80,548	(102,469)	722,039	743,960
Accumulated amortization	(419,003)	(97,734)	96,469	(420,268)	(419,003)
Net book value of vehicles	<u>324,957</u>	<u>(17,186)</u>	<u>(6,000)</u>	<u>301,770</u>	<u>324,957</u>
<b>Total Tangible Capital assets</b>	3,959,406	161,179	(102,469)	4,018,117	3,959,406
<b>Total Accumulated amortization</b>	(1,807,002)	(244,048)	96,469	(1,954,582)	(1,807,002)
<b>Net Book Value</b>	<u>2,152,404</u>	<u>(82,869)</u>	<u>(6,000)</u>	<u>2,063,535</u>	<u>2,152,404</u>

**Additions:****Equipment****Machinery & equipment**

Latent Forensic Inv#2020-000678      31Dec2019      15,610 Ident equipment

**Information Technology**

Bell Mobility Inv#2-1014468      30Dec2019      36,804 new call logger system  
52,414

**Vehicles**

Dobson Chrysler + misc      2Jan2019      41,782 2016 Dodge Charger + decals

Hyundai + misc      23Dec2019      38,766 2019 Sonata + radio & equipment installations  
80,548

**Building**

Moore Remodeling & Construction      31Dec2019      27,114 construction

Plexus      31Dec2019      1,103 electrical

28,217

Total additions      161,179

**Disposals:****Vehicles**

2008 Grand Cherokee jeep sold Feb 11/19      cost book value      sold for  
44,568      2,000      2,505

2010 Dodge Sebring sold Feb 8/19      23,859      2,000      1,650

2012 Dodge Charger sold Dec 9/19      34,043      2,000      1,200

Total disposals      102,469      6,000      5,355

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS** Page 3  
**TWELVE MONTHS ENDING DECEMBER 31, 2019**

	-----TWELVE MONTHS -----			
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>BUDGET</u>
<b>REVENUE:</b>				
Fees	112,251	70%	\$115,299	\$66,000
Taxi & Traffic Bylaw	3,675	-26%	4,284	5,000
Interest income	10,183	104%	9,780	5,000
Retirement investment income	25,506	34%	21,230	19,000
Secondments	219,864	1%	200,243	217,000
	<u>371,480</u>	19%	<u>350,836</u>	<u>312,000</u>
 <b>EXPENDITURE:</b>				
<b>CRIME CONTROL</b>				
Salaries	3,509,002	-2%	\$3,315,597	\$3,563,584
Benefits	655,733	-12%	602,020	743,436
Training	47,613	-5%	50,680	50,000
Equipment	100,959	405%	67,002	20,000
Equip repairs & IT support	5,043	26%	5,132	4,000
Communications	81,943	0%	61,802	82,200
Office function	13,836	-14%	15,954	16,000
Leasing	13,840	-15%	15,409	16,200
Policing-general	39,036	20%	60,836	32,500
Insurance	15,504	4%	14,537	14,977
Uniforms	63,318	76%	59,610	36,000
Prevention/p.r.	13,168	88%	6,663	7,000
Investigations	49,773	56%	33,944	32,000
Detention	28,688	0%	26,091	28,700
Taxi & Traffic Bylaw	1,239	3%	579	1,200
Auxillary	3,275	31%	1,867	2,500
Public Safety	28,714	-22%	31,097	36,942
	<u>4,670,683</u>	0%	<u>4,368,820</u>	<u>4,687,239</u>
 <b>VEHICLES</b>				
Fuel	88,070	-18%	99,965	108,000
Maint./repairs	62,363	-27%	62,716	85,000
Insurance	26,987	11%	23,665	24,376
New vehicles	75,193	-4%	108,730	78,000
Equipment	2,490	-59%	4,011	6,000
	<u>255,103</u>	-15%	<u>299,087</u>	<u>301,376</u>



KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSION  
 STATEMENT OF OPERATIONS

TWELVE MONTHS ENDING DECEMBER 31, 2019

|----- TWELVE MONTHS-----|  
 --ACTUAL-- PRIOR YR BUDGET

**EXPENDITURE continued:**

**BUILDING**

Maintenance	78,180	49%	42,753	52,500
Cleaning	26,200	7%	26,122	24,500
Electricity	44,841	-5%	41,520	47,000
Taxes	49,059	4%	46,232	47,157
Insurance	6,110	1%	5,875	6,047
Grounds	9,505	-14%	23,290	11,000
Interest on Debenture	25,826	0%	28,042	25,826
Debenture Principal	134,000	0%	131,000	134,000
	<u>373,721</u>	7%	<u>344,834</u>	<u>348,030</u>

**ADMINISTRATION**

Salaries	772,306	17%	745,985	661,091
Benefits	167,038	3%	156,371	162,119
HR Contractor	30,916	-69%		98,710
Commissionaires	22,643	-49%	18,168	44,800
Professional Fees	61,670	31%	56,579	47,000
Travel/Training	20,116	12%	21,382	18,000
Board Travel/Expenses	3,948	-21%	4,878	5,000
Insurance	1,362	6%	1,254	1,288
Labour Relations	77,404	674%	61,444	10,000
Sick Pay/Retirement	49,745	-23%	44,879	64,539
Retirement int & dividends	25,506	34%	21,230	19,000
2nd prior year (surplus) deficit	(117,477)		(74,632)	(117,477)
	<u>1,115,178</u>	10%	<u>1,057,538</u>	<u>1,014,070</u>
	6,043,205	0%	5,719,443	6,038,715

**CONTRIBUTED BY MEMBERS**

<b>SURPLUS (DEFICIT)</b>	<u>0</u>		<u>0</u>	<u>(\$0)</u>
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**TELECOM FUND**

City of SJ telecomm services	373,944	0%	355,049	373,944
Data Networking charges	10,213		10,091	10,362
Retirees health insurance	(117)		(885)	
2nd prior year (surplus) deficit	(3,356)	0%	(3,041)	(3,356)
	<u>380,684</u>		<u>361,214</u>	<u>380,950</u>

**CONTRIBUTED BY MEMBERS**

<b>SURPLUS (DEFICIT)</b>	<u>\$268</u>		<u>\$2,566</u>	<u>\$0</u>
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NOTES TO THE FINANCIAL STATEMENTS

December 31, 2019

STATEMENT OF FINANCIAL POSITION

BANK balance		220,530	at December 31/19
ACCOUNTS PAYABLE balance	432,811		
Debenture costs to be paid in December	0		
	-----		
Current Accounts Payable		432,811	Paid in Jan
		-----	
Extra (Shortfall) in bank account		(212,281)	
<i>Prepays</i> include insurance, property taxes, SJ Telecom & Managed Health Care's deposit of \$13,500			

STATEMENT OF OPERATIONS

*Crime Control:*

\* Benefits Health insurance 2019: \$144,546 2018: \$137,825  
 Retirees health insurance 2019: \$-4,187 2018: \$-4,198

<b>Overtime costs at Dec 28, 2019</b>	<b>72,496</b>	
OT	52,766	
Flood OT	4,491	reimbursed
Court OT	15,239	
<b>Overtime costs at Dec 29, 2018</b>	<b>64,679</b>	
OT	46,522	
Flood OT	4,908	reimbursed
Court OT	13,249	
<b>Change over prior year</b>		
OT	6,244	
Flood OT	(417)	
Court OT	1,990	
	<u>7,817</u>	

*Administration:*

\* Benefits Health Insurance 2019: \$53,695 2018: \$46,603  
 Retirees health insurance 2019: \$2,334 2018: \$6,653

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
 PSAR & preAudit **STATEMENT OF OPERATIONS**  
**TWELVE MONTHS ENDING DECEMBER 31, 2019**

	--ACTUAL--		----- BUDGET-----			
			PRIOR YR	PSAR	CASH	
<b>REVENUE:</b>						
Fees	112,251	70%	\$115,299	\$66,000	\$66,000	
Taxi & Traffic Bylaw	3,675	-26%	4,284	5,000	5,000	
Interest income	10,183	104%	9,780	5,000	5,000	
Retirement interest & dividends	25,506	34%	21,230	19,000	19,000	
Unrealized gains/losses	57,444	0%	(39,333)	57,444		PSAR
Secondments	219,864	1%	200,243	217,000	217,000	
	<u>428,924</u>	16%	<u>311,503</u>	<u>369,444</u>	<u>312,000</u>	
<b>EXPENDITURE:</b>						
<b>CRIME CONTROL</b>						
Salaries	3,509,002	-2%	3,317,597	\$3,563,584	\$3,563,584	
Benefits	627,353	-12%	520,887	715,056	743,436	PSAR
Training	47,613	-5%	50,680	50,000	50,000	
Equipment	48,545	143%	27,634	20,000	20,000	PSAR
Equip repairs & IT support	5,043	26%	5,132	4,000	4,000	
Communications	81,943	0%	61,802	82,200	82,200	
Office function	13,836	-14%	15,954	16,000	16,000	
Leasing	13,840	-15%	15,409	16,200	16,200	
Policing-general	39,036	20%	60,836	32,500	32,500	
Insurance	15,504	4%	14,537	14,977	14,977	
Uniforms	63,318	76%	59,610	36,000	36,000	
Prevention/p.r.	13,168	88%	6,663	7,000	7,000	
Investigations	49,773	56%	33,944	32,000	32,000	
Detention	28,688	0%	26,091	28,700	28,700	
Taxi & Traffic Bylaw	1,239	3%	579	1,200	1,200	
Auxillary	3,275	31%	1,867	2,500	2,500	
Public Safety	28,714	-22%	31,097	36,942	36,942	
Equipment amortization	67,187	0%	62,432	67,187		PSAR
	<u>4,657,076</u>	-1%	<u>4,312,751</u>	<u>4,726,046</u>	<u>4,687,239</u>	
<b>VEHICLES</b>						
Fuel	88,070	-18%	99,965	108,000	108,000	
Maint./repairs	62,363	-27%	62,716	85,000	85,000	
Insurance	26,987	11%	23,665	24,376	24,376	
New vehicles					78,000	PSAR
Equipment	2,490	-59%	4,011	6,000	6,000	
Amortization	97,734	0%	93,256	97,734		PSAR
Loss (Gain) on sale of vehicles	645	0%	7,115	645		PSAR
	<u>278,289</u>	-14%	<u>290,728</u>	<u>321,755</u>	<u>301,376</u>	



KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

PSAR & preAudit

STATEMENT OF OPERATIONS

2020 March 9 Open Session FINAL\_083

TWELVE MONTHS ENDING DECEMBER 31, 2019

EXPENDITURE continued:	--ACTUAL--		----- BUDGET-----		
			PRIOR YR	PSAR	CASH
<b>BUILDING</b>					
Maintenance	49,963	-5%	42,753	52,500	52,500
Cleaning	26,200	7%	26,122	24,500	24,500
Electricity	44,841	-5%	41,520	47,000	47,000
Taxes	49,059	4%	46,232	47,157	47,157
Insurance	6,110	1%	5,875	6,047	6,047
Grounds	9,505	-14%	23,290	11,000	11,000
Interest on Debenture	24,654	0%	26,869	24,654	25,826
Debenture Principal					134,000
Amortization	80,299		79,743	80,299	
	<u>290,631</u>	-1%	<u>292,404</u>	<u>293,157</u>	<u>348,030</u>
<b>ADMINISTRATION</b>					
Salaries	772,306	4%	745,985	741,091	741,091
Benefits	160,418	-8%	137,404	174,209	180,829
Commissionaires	22,643		18,168	44,800	44,800
Professional Fees	92,586	97%	56,579	47,000	47,000
Travel/Training	20,116	12%	21,382	18,000	18,000
Board Travel/Expenses	3,948	-21%	4,878	5,000	5,000
Insurance	1,362	6%	1,254	1,288	1,288
Labour Relations	77,404	674%	61,444	10,000	10,000
Sick Pay/Retirement	49,745	-23%	44,879	64,539	64,539
Retirement int & dividends	25,506	34%	21,230	19,000	19,000
2nd prior year (surplus) deficit	-117,477		-74,632		(117,477)
	<u>1,108,558</u>	-1%	<u>1,038,571</u>	<u>1,124,927</u>	<u>1,014,070</u>
	5,905,630	-3%	5,622,951	6,096,441	6,038,715
<b>CONTRIBUTED BY MEMBERS</b>	<u>6,043,205</u>		<u>5,719,443</u>	<u>6,038,715</u>	<u>6,038,715</u>
<b>SURPLUS (DEFICIT)</b>	<u>137,575</u>		<u>96,492</u>	<u>(\$57,726)</u>	<u>\$0</u>
<b>TELECOM FUND</b>					
City of SJ telecomm services	373,944	0%	355,049	373,944	373,944
Data Networking charges	10,213		10,091	10,362	10,362
Retirees health insurance	-117		(885)		
2nd prior year (surplus) deficit	-3,356		(3,041)		(3,356)
	<u>380,684</u>		<u>361,214</u>	<u>384,306</u>	<u>380,950</u>
<b>CONTRIBUTED BY MEMBERS</b>	<u>380,952</u>		<u>363,780</u>	<u>380,950</u>	<u>380,950</u>
<b>SURPLUS (DEFICIT)</b>	<u>268</u>		<u>\$2,566</u>	<u>(\$3,356)</u>	<u>\$0</u>
<b>Total surplus (deficit)</b>	137,843		\$99,058	(\$61,082)	

CALL SUMMARY REPORT

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>TOTAL COMPLETED CALLS</b>	821											
<b>TOTAL FILES CREATED</b>	222											
POPA Tickets	69											
Bylaw Tickets	3											
Crimes Against Persons	26											
Property Crime	18											
Other CC	11											
Traffic Collisions (Non-Injury)	37											
Fatal and Injury Traffic Collisions	1											
Intimate Partner Violence Files	16											
Impaired Driving (All categories)	9											
Mental Health Calls	15											

\*\*Revised report effective 2020-02-26

2020 March 9 Open Session FINAL - 085  
**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING**  
**FIRE STATION ONE, CAMPBELL DRIVE, ROTHESAY, NB**  
**JANUARY 8, 2020**

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

Absent: Chair Grant Brenan                                 Commissioner Pierre Rioux

---

1.0 Call to Order

Vice Chair Soobratee called the meeting to order at 6:30 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

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

**CARRIED**

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 October 8, 2019

Moved by D. Stanford and seconded by K. Miller, that the minutes of October 8, 2019 be approved as presented.

**CARRIED**



## 6.0 Unfinished Business

### 6.1 Memo from Chief Ireland re: Fleet Update

Chief Ireland provided a Fleet update:

- Engine 2 – 2019 Spartan Metrostar (Station Two)  
The newest addition to the fleet was placed into service on December 2<sup>nd</sup> and was used to fight a fire on the Vincent Road on December 13<sup>th</sup>. The final cost for this unit was \$639,453 (\$10,457 under budget).
- Pump 3 – 1951 Bickel Seagrave (Station One)  
Following the direction of the Fire Board at the October meeting, this antique truck was repaired and has passed the annual MVI. The final repair cost was \$2,492.
- Engine 1 – 2011 Crimson (Station One)  
This front line unit has been out of service for the past month having corrosion damage repaired and then repainted. This expense is being paid out of the 2019 operating budget which will allow us to defer \$15,000 from the 2020 capital budget that was approved for this repair. We have also been successful in lobbying the manufacturer to cover a portion of the cost under warranty reducing our costs by approximately \$4,000. This unit will be back in front line service in January 2020.
- Engine 4 – 2009 International  
This is the unit the new engine was acquired to replace. It has been placed in “reserve” status and will be used as a replacement for front line engines when they are out of service or at multiple alarm incidents.
- Surplus Engine \_ 1988 GMC Topkick  
This unit is now surplus and will be sold at public auction in 2020. Rothesay Council has asked that the proceeds from the sale be allocated to a surplus account for future expenditures.

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

**CARRIED**

### 6.2 Fire Prevention & Protection By-Law - Update

Chief Ireland stated this process began when former Fire Board Chair Roger Young brought forward that there is a provision in insurance policies that allow fire departments to be reimbursed fees. The legislation at the time did not allow us to do it but that has since changed. The process then began to engage FireMarque to do this for the department, as they do for Saint John. Quispamsis and Rothesay were approached and they began working on coordinating their Fire Prevention & Protection By-Laws.

Recently, Quispamsis chose to remove the FireMarque portion and provided a draft by-law for advice. The benefit of their new by-law is it combines two pieces of legislation.

Commissioner Miller stated that there are differences between the two towns in their fire prevention by-laws. Administrator Jarvie agreed and that is why each town wants to use the same sections within their own by-laws with some sections empty (that do not apply to that town) for enforcement purposes.

Moved by K. Miller and seconded by D. Stanford, to send the draft Fire Prevention & Protection By-Law back to both councils to decide what they want to do.

**CARRIED**

Administrator Jarvie stated that he will organize with the two towns to work together.

### 6.3 Strategic Plan - Update

The draft Strategic Plan has been sent to both town councils along with an offer to have Vice Chair Soobratee and Commissioner Stanford make a presentation to both towns. Administrator Jarvie suggested doing in May after the elections so any new councilors can be introduced to the fire department.

### 7.0 Correspondence

#### 7.1. Letter to both Towns re: Draft 2020 Operating and Capital Budgets

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

**CARRIED**

#### 7.2 Letter to both Towns re: Draft KVFD Strategic Plan 2020-2025

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

**CARRIED**

#### 7.3 Letter from Rothesay re: 2020 Budget – Kennebecasis Valley Fire Department Inc.

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

**CARRIED**



## 8.0 New Business

### 8.1 Election of Officers

#### 8.1.1 Chair

Commissioner Brenan was nominated for the position of Chair, though absent at this meeting he did inform the Fire Board he would accept another term. No other nominations were made.

Moved by P. Lewis and seconded by K. Miller, that Commissioner Brenan be elected as Chair for the 2020 term.

**CARRIED**

#### 8.1.2 Vice Chair

Commissioner Soobratee was nominated for the position of Vice Chair and accepted the nomination. No other nominations were made.

Moved by K. Miller and seconded by D. Stanford, that Commissioner Soobratee be elected as Vice Chair for the 2020 term.

**CARRIED**

#### 8.1.3 Secretary Treasurer

Commissioner Miller was nominated for the position of Secretary Treasurer and accepted the nomination. No other nominations were made.

Moved by D. Stanford and seconded by P. Lewis, that Commissioner Miller be elected as Secretary Treasurer for the 2020 term.

**CARRIED**

### 8.2 Meeting Dates

The following meeting dates were suggested:

February 12, 2020

April 8, 2020

June 10, 2020

September 9, 2020



October 14, 2020  
November 11, 2020

Typically, the Fire Board does not meet in July and August. During the budget process in the Fall, the Fire Board meets each month. As always, should a special meeting be required on an issue one can be called within 48 hours notice to members.

Moved by K. Miller and seconded by D. Stanford accept the 2020 meeting dates as provided.

**CARRIED**

9.0 Financial

9.1 Draft Financial Statements for the Eleven Months ended November 30, 2019

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

**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 D. Stanford to receive and file.

**CARRIED**

11.2 Response Summary

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

**CARRIED**

11.3 Response Summary – January to December 2019

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

**CARRIED**

12.0 Adjournment

Moved by D. Stanford that the meeting be adjourned at 6:50 pm.

**Date of next meeting – February 12, 2020**

Respectfully submitted,

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
SECRETARY / TREASURER

Statement of Expense with Budget Variance  
For the 11 months ending November 30, 2019

2020March9OpenSessionFINAL\_091

	BUDGET	ACTUAL	VARIANCES	BUDGET	
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2019	
			(Under Budget)		
<b>Line / REVENUE:</b>					
1	Members Contributions	\$4,665,954	\$4,665,949	(\$5)	\$5,054,783
2	Rebate of Property Tax (Miscellaneous Rev)	\$45,506	\$46,660	\$1,154	\$45,506
3	Local Service Districts	\$0	\$0	\$0	\$0
4	Revenue Fee Structure	\$105	\$210	\$105	\$150
5	Misc. Revenue	\$8,000	\$8,000	(\$0)	\$8,000
6	Interest Income C/A	\$6,862	\$10,643	\$3,781	\$7,500
7	Surplus 2nd previous year	\$113,298	\$113,298	\$0	\$113,298
8		<u>\$4,839,724</u>	<u>\$4,844,759</u>	<u>\$5,035</u>	<u>\$5,229,237</u>
<b>EXPENSES:</b>					
<b>ADMINISTRATION:</b>					
9	Admin. Wages and Benefits	\$578,464	\$576,358	(\$2,106)	\$631,200
	Salary - chiefs	\$420,490	\$417,867	(\$2,623)	\$458,416
	Salary - Admin	\$57,904	\$58,916	\$1,012	\$63,384
	Benefits - CPP & EI	\$19,693	\$20,030	\$336	\$19,592
		\$0	\$0	\$0	\$0
	Benefits - Other	\$80,377	\$79,545	(\$831)	\$89,808
10	Convention/dues/training	\$14,667	\$9,867	(\$4,800)	\$16,000
11	Administrative Agreement	\$9,000	\$9,000	\$0	\$12,000
12	Professional Services	\$53,000	\$12,399	(\$40,601)	\$53,000
13	Office supplies/Copy Machine/ S/C	\$8,640	\$5,141	(\$3,499)	\$9,425
14	Computer hardware/software/IT	\$32,000	\$19,390	(\$12,610)	\$32,000
	Computer Software/licensing fees	\$26,727	\$7,223	(\$19,504)	\$26,727
	Computer Hardware	\$2,000	\$10,936	\$8,936	\$2,000
	IT services	\$3,273	\$1,231	(\$2,042)	\$3,273
15	Telephone/ Internet	\$12,375	\$11,098	(\$1,277)	\$13,500
16		<u>\$708,145</u>	<u>\$643,254</u>	<u>(\$64,891)</u>	<u>\$767,125</u>
<b>FIREFIGHTING FORCE:</b>					
17	Salaries Basic	\$2,432,149	\$2,402,791	(\$29,358)	\$2,653,400
18	Overtime	\$53,540	\$66,967	\$13,427	\$60,000
19	Vacation Pay on Retirement	\$0	\$0	\$0	\$0
19	Force Benefits	\$593,752	\$566,043	(\$27,709)	\$632,900
	Benefits - CPP & EI	\$122,897	\$122,863	(\$34)	\$122,897
	Benefits - Other	\$470,855	\$443,180	(\$27,675)	\$510,003
20	Career Uniforms and maintenance	\$25,667	\$20,246	(\$5,420)	\$28,000
21	Medical and Fitness Testing	\$19,250	\$15,557	(\$3,693)	\$21,000
22	Career Recognition	\$1,000	\$1,284	\$284	\$1,000
23	Holiday Relief Wages and overtime	\$322,782	\$328,872	\$6,091	\$328,500
	Holiday Relief Wages	\$290,531	\$278,021	(\$12,511)	\$290,531
	Holiday Relief Overtime	\$32,250	\$50,852	\$18,602	\$37,968
24	Holiday Relief Benefits	\$114,269	\$110,464	(\$3,805)	\$125,701
	HR stat and vac	\$23,379	\$26,139	\$2,759	\$26,273
	EI and CPP	\$22,675	\$24,850	\$2,175	\$24,527
	Other	\$68,215	\$59,476	(\$8,739)	\$74,900
25		<u>\$3,562,408</u>	<u>\$3,512,224</u>	<u>(\$50,184)</u>	<u>\$3,850,500</u>
<b>TELECOMMUNICATIONS:</b>					
26	Cellular Telephones	\$5,500	\$3,628	(\$1,872)	\$6,000
27	Communication Equipment	\$0	\$0	\$0	\$500
28	Maintenance / Repairs	\$1,500	\$63	(\$1,437)	\$1,500
29		<u>\$7,000</u>	<u>\$3,691</u>	<u>(\$3,309)</u>	<u>\$8,000</u>



**INSURANCE:**

30	Insurance	\$33,126	\$33,116	(\$10)	\$33,126
31		\$33,126	\$33,116	(\$10)	\$33,126

**PREVENTION AND TRAINING:**

32	Firefighter / Co. Officer Training	\$33,000	\$24,014	(\$8,986)	\$36,000
33	Fire Prevention	\$7,333	\$7,892	\$558	\$8,000
34	Public Education	\$4,125	\$193	(\$3,932)	\$4,500
35	Training Supplies	\$1,833	\$115	(\$1,719)	\$2,000
36		\$46,292	\$32,214	(\$14,078)	\$50,500

**FACILITIES:**

37	Station 1 Operating	\$172,578	\$172,149	(\$429)	\$180,700
	Stn 1 - Property Tax	\$100,345	\$101,985	\$1,640	\$100,345
	Stn 1 - Propane	\$19,448	\$17,688	(\$1,761)	\$21,611
	Stn 1 - Power	\$16,690	\$13,816	(\$2,874)	\$18,207
	Stn 1 - Water/ Sewer/ Garbage	\$5,188	\$5,499	\$311	\$6,000
	Stn 1 - Maint & Repairs/ Heating/Air Maint.	\$25,746	\$28,347	\$2,601	\$28,087
37	Stn 1 - Yard Maint / Snow Removal	\$5,160	\$4,814	(\$346)	\$6,450
38	Station 2 Operating	\$17,142	\$17,142	(\$0)	\$18,700
39	Station 2 Rent - Quispamsis	\$46,632	\$46,674	\$42	\$50,871
40	Station Supplies	\$11,000	\$9,488	(\$1,512)	\$12,000
41		\$247,351	\$245,452	(\$1,899)	\$262,271

**FLEET:**

42	Fuel Vehicle	\$15,813	\$18,766	\$2,954	\$17,250
43	Registration Vehicle	\$550	\$342	(\$208)	\$550
44	Vehicle Maint. & Repairs	\$82,500	\$83,240	\$740	\$90,000
45		\$98,863	\$102,348	\$3,486	\$107,800

**OPERATIONS:**

46	New Equipment	\$16,500	\$10,179	(\$6,321)	\$18,000
47	Maint. & Repairs Equip.	\$21,426	\$21,881	\$455	\$23,000
48	Maint. & Repairs Bunker Gear	\$5,000	\$2,707	(\$2,293)	\$5,000
49	Medical Supplies	\$4,583	\$4,002	(\$581)	\$5,000
50	Fire Fighting Supplies	\$3,208	\$1,684	(\$1,524)	\$3,500
51	H&S/Cause determination	\$1,500	\$331	(\$1,169)	\$2,000
52		\$52,218	\$40,785	(\$11,433)	\$56,500

**WATER COSTS:**

53	Water Costs - Quispamsis	\$4,940	\$4,940	\$0	\$4,940
54	Water Costs - Rothesay	\$25,674	\$25,674	\$1	\$25,674
55		\$30,614	\$30,614	\$1	\$30,614

**OTHER:**

56	Miscellaneous	\$2,750	\$1,583	(\$1,167)	\$3,000
57	Retirement Allowance	\$54,817	\$54,824	\$7	\$59,800
58	Deficit 2nd Previous Year	\$0			
58		\$57,567	\$56,407	(\$1,160)	\$62,800
59		\$4,843,582	\$4,700,104	(\$143,478)	\$5,229,237

60	(DEFICIT) SURPLUS FOR THE PERIOD	\$144,655	\$148,513	(\$3,858)	(\$0)
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**Kennebecasis Valley Fire Department Inc.**

**2020March9OpenSessionFINAL\_093**

Budget Variances Analysis greater than \$5,000  
For the 11 months ending November 30, 2019

Line #	Description	Budget YTD	Actual YTD	Variance	Details
(Under Budget)					
17	Salaries Basic	\$2,432,149	\$2,402,791	(\$29,358)	Lieutenant vacancy unfilled for several months
12	Professional Services	\$53,000	\$12,399	(\$40,601)	Unrequired legal fees for CBA settlement
18	Overtime	\$53,540	\$66,967	\$13,427	Reduces to \$57K after December GL entries to reallocate
19	Force Benefits	\$593,752	\$566,043	(\$27,709)	Unfilled vacancy/new hire at a lower pay than Lieutenant
	Clothing/Uniform Maintenance	\$25,667	\$20,246	(\$5,420)	
	Holiday Relief Wages & Overtime	\$322,782	\$328,872	\$6,091	As needed (timing of replacement need)
	Holiday Relief Benefits	\$114,269	\$110,464	(\$3,805)	2 HRRF employees not yet qualified
	Computer Hardware/Software/IT	\$32,000	\$19,390	(\$12,610)	
32	Firefighter/Co. Officer Training	\$33,000	\$24,014	(\$8,986)	
46	New Equipment	\$16,500	\$10,179	(\$6,321)	
<b>Material Variances</b>		<b>\$3,784,832</b>	<b>\$3,670,280</b>	<b>(\$114,551)</b>	

**Kennebecasis Valley Fire Department Inc.**

Invoices over \$2,000  
For the months of September, October and November 2019

Recurring Monthly Invoices	Amount	Description
09-30-19 CIBC Mellon	\$47,340	Monthly Pension Contributions
09-30-19 I.A.F.F. Local 3591	\$7,458	Union Dues
09-10-19 Receiver General	\$44,483	payroll liabilities
09-05-19 BMO	\$89,502	net wages
09-01-19 Town of Quispamsis	\$4,239	Rent, operating - Station 2
09-01-19 Assumption Life	\$25,778	Group Benefits
09-25-19 Receiver General	\$42,958	payroll liabilities
09-19-19 BMO	\$88,738	net wage
09-30-19 Worksafe	\$5,968	Worksafe assessment
09-30-19 Rothesay	\$3,000	Admin fee
10-03-19 BMO	\$86,504	net wages
10-10-19 Receiver General	\$37,458	payroll liabilities
10-01-19 Town of Quispamsis	\$4,239	Rent, operating - Station 2
10-31-19 CIBC Mellon	\$70,580	Monthly Pension Contributions (3 pays)
10-31-19 I.A.F.F. Local 3591	\$10,519	Union Dues (3 pays in October)
10-28-19 Worksafe	\$5,968	Worksafe assessment
10-17-19 BMO	\$85,016	net wages
10-25-19 Receiver General	\$35,293	payroll liabilities
10-01-19 Assumption Life	\$26,563	Group Benefits
10-31-19 BMO	\$86,893	net wages
11-14-19 BMO	\$86,235	net wages
11-08-19 Receiver General	\$34,521	payroll liabilities 3 pays in October
11-08-19 Receiver General	\$33,273	payroll liabilities 3 pays in October
11-01-19 Town of Quispamsis	\$4,239	Rent, operating - Station 2
11-30-19 CIBC Mellon	\$46,134	Monthly Pension Contributions
11-30-19 I.A.F.F. Local 3591	\$7,267	Union Dues
11-30-19 Rothesay	\$6,419	Water
11-27-19 Worksafe	\$9,158	Worksafe assessment
11-28-19 BMO	\$94,719	net wage
11-25-19 Receiver General	\$34,611	payroll liabilities
11-28-19 Assumption Life	\$25,081	Group Benefits
Non-Recurring Monthly Invoices	Amount	Description
09-06-19 Nice Inspections	\$3,273	Aerial inspection
09-20-19 KV Auto	\$2,100	Maintenance on Quint
10-08-19 Taylor's Landscaping	\$8,079	Stn 1 front entrance repair
10-15-19 [REDACTED]	\$2,000	LTD loan as available via CBA (repaid January 2020)
10-18-19 POMAX Consulting	\$11,500	Strategic Plan consulting
10-23-19 KV Auto	\$2,658	Maintenance on Quint
10-28-19 Afterburn Performance	\$2,619	FF Fitness assessments
10-29-19 MicMac Fire Equipment	\$4,759	Dry suits + additional related equipment
10-15-19 Retirement Allowance	\$14,952	Quartley retirement account transfer
11-27-19 UNB	\$2,950	Training course - Shawn White
11-05-19 Fundy Bay Doors	\$4,212	Stn 1 Bay door repair
11-20-19 Frontline Outfitters	\$2,815	Multiple shirts/pants for Chiefs
11-25-19 Microserve	\$11,963	New computers/server
11-29-19 Dalhousie University	\$3,980	4 attendees Dealing with People



# Kennebecasis Valley Fire Department

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## *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.





# Kennebecasis Valley Fire Department

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

January 8, 2020

### **Structure Fire**

Around 3:30 am on December 13, a fire started in the basement of a home on the Vincent Road in Quispamsis. Working smoke alarms gave the family time to escape the fire without injury. When firefighters arrived, there was fire in the basement of the home that had extended into an upstairs bathroom and they were able to extinguish the fire quickly.

There was fire damage to two rooms and significant smoke damage throughout the home. The Canadian Red Cross was on scene to assist with clothing and accommodations for the residents. Kennebecasis Regional Police and Ambulance NB paramedics were also on scene. The investigation determined that the fire started in the air exchange unit and a PSA was posted on our social media platforms advising of a safety recall on certain models of air exchangers.

### **Recognition for Off-duty Action**

On February 27, Dan Cassidy went into cardiac arrest while playing in the Quispamsis Moosehead Oldtimers Hockey League at the qplex. Ambulance New Brunswick held a cardiac arrest survivor's event in Dan's honour at the qplex on November 7.

Thanks to an immediate reaction from the bystanders, including fellow player and off-duty fire Captain Jim LeBlanc, Dan was revived in minutes.



### **Department Hosts Fire Cadets**

Three fire school cadets from Holland College are currently doing their on-the-job (OJT) training with our department and they will be with us for two months (December-January). Our department has become a destination of choice for the Maritime based fire schools when placing their cadets for the OJT portion of their training and we have found this to be a mutually beneficial program to participate in. This program has yielded results for the department in the past with graduates from the program moving on to become paid members of our department.

### **Annual Christmas Program**

Once again, the members of our department volunteered their time and talents to support local families by coordinating donations and collecting and distributing toys and meals to needy families in our community. This is the 37th consecutive year that the members of the fire department have played a significant role in the Greater Saint John Christmas Exchange.

### **Emergency Operations Training**

During the second week of November we hosted ICS Canada I-200, Basic Incident Command System training course delivered by Troy McQuinn of Ambulance New Brunswick. Some of our company officers and chief officers took part in the training along with staff from Rothesay and Quispamsis.

### **KVFD – now on Instagram**

If you can't find enough photos of firetrucks, emergency scenes, or firefighters helping out in the community on our website, Facebook page or Twitter account, you can now see even more pictures regarding the KVFD on our official Instagram site: [https://www.instagram.com/kvfd\\_official/](https://www.instagram.com/kvfd_official/)

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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	Oct 2019	Historical Average	Nov 2019	Historical Average	Dec 2019	Historical Average	2019 Total	Historical Average
Fire/explosion - dollar loss	2	3	6	4	1	3	6	3	3	3	4	2	4	3	3	4	3	3	1	4	3	3	4	3	40	38
Rubbish/grass fire - no dollar loss	1	2	0	1	2	2	6	7	10	13	9	7	4	10	9	7	1	6	3	5	1	3	1	2	47	65
Chimney Fire	2	2	1	1	1	2	1	1	0	0	0	0	0	0	0	0	0	0	2	0	0	0	1	1	8	7
<b>Total Fire</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>4</b>	<b>6</b>	<b>13</b>	<b>11</b>	<b>13</b>	<b>16</b>	<b>13</b>	<b>10</b>	<b>8</b>	<b>14</b>	<b>12</b>	<b>11</b>	<b>4</b>	<b>9</b>	<b>6</b>	<b>9</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>95</b>	<b>111</b>
Rescue - Miscellaneous	0	1	0	1	0	0	0	0	0	0	0	1	0	2	1	1	1	0	2	0	0	0	0	0	4	7
Vehicle Accident	13	9	5	9	9	7	8	6	4	9	6	9	13	9	12	9	8	9	12	9	12	9	14	11	116	104
<b>Total Rescue</b>	<b>13</b>	<b>10</b>	<b>5</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>9</b>	<b>6</b>	<b>9</b>	<b>13</b>	<b>10</b>	<b>13</b>	<b>10</b>	<b>9</b>	<b>10</b>	<b>14</b>	<b>10</b>	<b>12</b>	<b>10</b>	<b>14</b>	<b>11</b>	<b>120</b>	<b>111</b>
Public Hazard - gasoline or fuel spill	0	1	0	0	1	0	1	1	1	1	2	1	0	1	1	1	0	1	1	1	0	0	0	1	7	7
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	5	3	19	6	11	6	60	40
Public Hazard - miscellaneous	1	2	0	2	0	1	0	1	0	2	0	1	2	2	1	1	1	1	2	1	2	1	1	3	10	18
<b>Total Public hazard</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>10</b>	<b>3</b>	<b>5</b>	<b>15</b>	<b>2</b>	<b>8</b>	<b>4</b>	<b>21</b>	<b>7</b>	<b>12</b>	<b>10</b>	<b>77</b>	<b>62</b>
Gas Leak - propane	1	1	1	1	0	1	1	0	0	1	1	0	1	0	0	0	1	0	0	1	1	1	0	1	7	7
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	5	1	11	1	6	3	30	12
<b>Total Gas leak</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>12</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>37</b>	<b>18</b>
Public Service - first aid	52	49	59	50	66	55	48	52	49	49	43	51	49	52	42	48	51	42	62	50	45	49	63	56	629	604
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	4	1	1	1	0	1	18	9
Public Service - mutual aid	1	1	3	1	1	1	2	1	1	0	0	1	1	1	1	1	2	1	1	2	1	2	0	1	14	13
Public Service - animal rescue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	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	0	1	1	1	0	1	47	11
Public Service- miscellaneous	6	2	0	1	0	1	1	1	1	1	3	1	1	2	2	1	1	2	0	2	1	1	0	1	16	18
<b>Total Public services</b>	<b>101</b>	<b>54</b>	<b>67</b>	<b>53</b>	<b>74</b>	<b>59</b>	<b>53</b>	<b>56</b>	<b>51</b>	<b>52</b>	<b>47</b>	<b>54</b>	<b>51</b>	<b>57</b>	<b>46</b>	<b>52</b>	<b>55</b>	<b>48</b>	<b>67</b>	<b>56</b>	<b>49</b>	<b>55</b>	<b>63</b>	<b>60</b>	<b>724</b>	<b>654</b>
Alarm No Fire - accidental miscellaneous	2	4	2	3	5	4	2	2	4	4	5	3	2	2	2	5	3	4	6	3	5	3	2	3	40	40
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	1	2	0	2	0	1	9	14
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	0	0	0	0	0	0	2	3
Alarm No Fire - detector activated	2	4	5	4	5	5	3	2	2	3	4	6	11	7	12	7	9	8	5	9	1	5	5	6	64	66
Alarm No Fire - unknown odours	0	0	0	1	1	1	0	1	0	1	0	0	0	0	0	0	1	1	0	1	0	1	0	2	2	8
Alarm No Fire - miscellaneous	0	3	1	1	2	2	2	2	3	2	1	2	1	3	2	3	3	2	5	2	1	2	0	2	21	26
<b>Total Alarm no fire - No malicious intent</b>	<b>6</b>	<b>12</b>	<b>9</b>	<b>10</b>	<b>13</b>	<b>13</b>	<b>7</b>	<b>7</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>13</b>	<b>15</b>	<b>14</b>	<b>16</b>	<b>15</b>	<b>19</b>	<b>16</b>	<b>17</b>	<b>17</b>	<b>7</b>	<b>12</b>	<b>7</b>	<b>14</b>	<b>138</b>	<b>153</b>
False Alarm (Mischief) - miscellaneous	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	0	0	1	1	1	0	0	0	0	1	6
<b>Total False alarm - Mischief</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>
<b>Total Response Types Kennebecasis Valley Fire</b>	<b>134</b>	<b>95</b>	<b>90</b>	<b>85</b>	<b>102</b>	<b>90</b>	<b>85</b>	<b>86</b>	<b>82</b>	<b>94</b>	<b>81</b>	<b>89</b>	<b>92</b>	<b>106</b>	<b>90</b>	<b>94</b>	<b>105</b>	<b>87</b>	<b>118</b>	<b>96</b>	<b>105</b>	<b>91</b>	<b>108</b>	<b>105</b>	<b>1192</b>	<b>1117</b>



# Town of Rothesay

## General Fund Financial Statements

January 31, 2020

**Includes:**

General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G9
Variance Report	G10
Project Funding - January	G11
Project Funding - February - Draft	G12

# Town of Rothesay

## Balance Sheet - Capital General Fund 1/31/20

### 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>

\$ 48,131,289

### LIABILITIES AND EQUITY

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

Investment in General Fund Fixed Assets	41,391,289
	<u>\$ 48,131,289</u>

## Town of Rothesay

Balance Sheet - General Fund Reserves

1/31/20

### ASSETS

BNS General Operating Reserve #214-15	555,600
BNS General Capital Reserves #2261-14	854,767
BNS - Gas Tax Reserves - GIC	4,595,165
Gen Reserves due to/from Gen Operating	120,374
	<u>\$ 6,125,906</u>

### LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,366,824
Invest. in General Capital Reserve	666,224
General Gas Tax Funding	335,047
Invest. in General Operating Reserve	563,246
Invest. in Land for Public Purposes Reserve	140,928
Invest. in Town Hall Reserve	53,637
	<u>\$ 6,125,907</u>



**Town of Rothesay**  
 Balance Sheet - General Operating Fund  
 1/31/20

CURRENT ASSETS

Cash	355,400
Receivables	427,768
HST Receivable	450,291
Payroll Clearing	(117)
Inventory	21,681
Gen Operating due to/from Util Operating	324,730
Total Current Assets	<u>1,579,754</u>
Other Assets:	
Projects	<u>116,121</u>
	<u>116,121</u>
 TOTAL ASSETS	 <u><u>1,695,875</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,404,222
Other Payables	443,649
Gen Operating due to/from Gen Reserves	120,374
Gen Operating due to/from Gen Capital	(790,000)
Accrued Pension Obligation	44,500
Accrued Retirement Allowance	408,322
Def. Rev-Quispamsis/Library Share	37,631
TOTAL LIABILITIES	<u>1,668,698</u>

EQUITY

Retained Earnings - General	20,362
Surplus/(Deficit) for the Period	6,815
	<u>27,177</u>
	<u>1,695,875</u>

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## Town of Rothesay

Statement of Revenue & Expenditure  
1 Months Ended 1/31/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,374,372	1,374,372	1,374,372	1,374,372	0		16,492,464
Sale of Services	47,021	35,458	47,021	35,458	11,562		410,300
Services to Province of New Brunswick	5,000	5,000	5,000	5,000	0		60,000
Other Revenue from Own Sources	9,028	8,013	9,028	8,013	1,015		108,150
Unconditional Grant	10,695	10,695	10,695	10,695	0		128,335
Conditional Transfers	-897	0	-897	0	(897)		26,500
Other Transfers	99,251	99,251	99,251	99,251	0		1,099,251
	<u>\$1,544,469</u>	<u>\$1,532,788</u>	<u>\$1,544,469</u>	<u>\$1,532,788</u>	<u>\$11,681</u>		<u>\$18,325,000</u>
<b>EXPENSES</b>							
General Government Services	353,696	381,831	353,696	381,831	28,135		2,308,843
Protective Services	400,302	402,695	400,302	402,695	2,393		5,331,346
Transportation Services	425,398	460,214	425,398	460,214	34,816		3,606,766
Environmental Health Services	53,407	52,500	53,407	52,500	(907)		658,000
Environmental Development	54,839	64,880	54,839	64,880	10,041		605,940
Recreation & Cultural Services	249,691	261,787	249,691	261,787	12,096		2,112,991
Fiscal Services	321	333	321	333	13		3,701,113
	<u>\$1,537,654</u>	<u>\$1,624,241</u>	<u>\$1,537,654</u>	<u>\$1,624,241</u>	<u>\$86,587</u>		<u>\$18,324,999</u>
Surplus (Deficit) for the Year	<u>\$6,815</u>	<u>-\$91,453</u>	<u>\$6,815</u>	<u>-\$91,453</u>	<u>\$98,268</u>		<u>\$ 1</u>

## Town of Rothesay

Statement of Revenue & Expenditure  
1 Months Ended 1/31/20

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	3,465	1,667	3,465	1,667	1,798		20,000
Town Hall Rent	6,583	6,083	6,583	6,083	500		73,000
Arena Revenue	34,767	26,192	34,767	26,192	8,575		220,800
Community Garden	(140)	0	(140)	0	(140)		1,000
Fox Farm Rental	1,550	850	1,550	850	700		10,200
Recreation Programs	696	667	696	667	29		85,300
	<u>47,021</u>	<u>35,458</u>	<u>47,021</u>	<u>35,458</u>	<u>11,562</u>		<u>410,300</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	7,123	6,250	7,123	6,250	873		75,000
Recycling Dollies & Lids	37	83	37	83	(47)		1,000
Interest & Sundry	1,172	833	1,172	833	339		10,000
Miscellaneous	696	846	696	846	(150)		10,150
Fire Dept. Administration	0	0	0	0	0		12,000
	<u>9,028</u>	<u>8,013</u>	<u>9,028</u>	<u>8,013</u>	<u>1,015</u>		<u>108,150</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	(897)	0	(897)	0	(897)	1	25,000
	<u>(897)</u>	<u>0</u>	<u>(897)</u>	<u>0</u>	<u>(897)</u>		<u>26,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	99,251	99,251	99,251	99,251	0		99,251
Utility Fund Transfer	0	0	0	0	0		1,000,000
	<u>99,251</u>	<u>99,251</u>	<u>99,251</u>	<u>99,251</u>	<u>0</u>		<u>1,099,251</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	3,392	3,750	3,392	3,750	358		47,000
Councillors	9,821	10,342	9,821	10,342	521		136,100
Regional Service Commission 9	899	1,750	899	1,750	851		7,000
Other	475	1,125	475	1,125	650		13,500
	<u>14,587</u>	<u>16,967</u>	<u>14,587</u>	<u>16,967</u>	<u>2,379</u>		<u>203,600</u>
<b>Administrative</b>							
Office Building	5,704	8,417	5,704	8,417	2,713		155,000
Solicitor	0	4,167	0	4,167	4,167		50,000
Administration - Wages & Benefits	111,705	119,614	111,705	119,614	7,909		1,081,656
Supplies	2,348	9,142	2,348	9,142	6,793		109,700
Professional Fees	0	1,667	0	1,667	1,667		30,000
Other	24,318	22,477	24,318	22,477	(1,840)		159,729
	<u>144,075</u>	<u>165,483</u>	<u>144,075</u>	<u>165,483</u>	<u>21,408</u>		<u>1,586,085</u>



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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Other General Government Services</b>							
Community Communications	319	833	319	833	515		10,000 G7
Civic Relations	0	167	0	167	167		2,000
Insurance	194,165	195,131	194,165	195,131	966		195,131
Donations	700	2,917	700	2,917	2,217		35,000
Cost of Assessment	0	0	0	0	0		258,027
Property Taxes - L.P.P.	0	0	0	0	0		15,000
Fox Farm Rental Expenses	(150)	333	(150)	333	483		4,000
	<u>195,034</u>	<u>199,381</u>	<u>195,034</u>	<u>199,381</u>	<u>4,347</u>		<u>519,158</u>
	<u>353,696</u>	<u>381,831</u>	<u>353,696</u>	<u>381,831</u>	<u>28,135</u>		<u>2,308,843</u>
<b>Protective Services</b>							
<b>Police</b>							
Police Protection	215,137	215,137	215,137	215,137	0		2,581,645
Crime Stoppers	0	0	0	0	0		2,800
	<u>215,137</u>	<u>215,137</u>	<u>215,137</u>	<u>215,137</u>	<u>0</u>		<u>2,584,445</u>
<b>Fire</b>							
Fire Protection	171,204	171,204	171,204	171,204	0		2,225,646
Water Costs Fire Protection	0	0	0	0	0		325,000
	<u>171,204</u>	<u>171,204</u>	<u>171,204</u>	<u>171,204</u>	<u>0</u>		<u>2,550,646</u>
<b>Emergency Measures</b>							
911 Communications Centre	13,063	13,063	13,063	13,063	0		156,755
EMO Director/Committee	80	1,667	80	1,667	1,587		20,000
	<u>13,143</u>	<u>14,730</u>	<u>13,143</u>	<u>14,730</u>	<u>1,587</u>		<u>176,755</u>
<b>Other</b>							
Animal & Pest Control	819	792	819	792	(27)		9,500
Other	0	833	0	833	833		10,000
	<u>819</u>	<u>1,625</u>	<u>819</u>	<u>1,625</u>	<u>806</u>		<u>19,500</u>
<b>Total Protective Services</b>	<u>400,302</u>	<u>402,695</u>	<u>400,302</u>	<u>402,695</u>	<u>2,393</u>		<u>5,331,346</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Transportation Services</b>							
Common Services							
Administration (Wages & Benefits)	191,384	207,231	191,384	207,231	15,847		1,810,279
Workshops, Yards & Equipment	87,831	96,477	87,831	96,477	8,646		693,723
Engineering	2,861	625	2,861	625	(2,236)	2	7,500
	<u>282,076</u>	<u>304,333</u>	<u>282,076</u>	<u>304,333</u>	<u>22,257</u>		<u>2,511,502</u>
Street Cleaning & Flushing							
Roads & Streets	0	1,000	0	1,000	1,000		40,000
Crosswalks & Sidewalks	1,191	4,583	1,191	4,583	3,392		55,000
Culverts & Drainage Ditches	1,717	1,031	1,717	1,031	(686)		21,063
Snow & Ice Removal	954	5,625	954	5,625	4,671		67,500
	<u>123,712</u>	<u>126,600</u>	<u>123,712</u>	<u>126,600</u>	<u>2,888</u>		<u>602,000</u>
	<u>127,575</u>	<u>138,840</u>	<u>127,575</u>	<u>138,840</u>	<u>11,265</u>		<u>785,563</u>
Street Lighting							
	11,781	10,833	11,781	10,833	(948)		130,000
Traffic Services							
Street Signs	367	667	367	667	300		8,000
Traffic Lanemarking	0	0	0	0	0		30,000
Traffic Signals	1,852	3,333	1,852	3,333	1,482		40,000
Railway Crossing	1,601	2,000	1,601	2,000	399		24,000
	<u>3,820</u>	<u>6,000</u>	<u>3,820</u>	<u>6,000</u>	<u>2,180</u>		<u>102,000</u>
Public Transit							
Public Transit - Comex Service	0	0	0	0	0		71,201
KV Committee for the Disabled	0	0	0	0	0		4,000
Public Transit - Other	146	208	146	208	62		2,500
	<u>146</u>	<u>208</u>	<u>146</u>	<u>208</u>	<u>62</u>		<u>77,701</u>
<b>Total Transportation Services</b>	<b>425,398</b>	<b>460,214</b>	<b>425,398</b>	<b>460,214</b>	<b>34,816</b>		<b>3,606,766</b>
<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill	20,153	16,250	20,153	16,250	(3,903)		195,000
Solid Waste Disposal Compost	1,488	3,000	1,488	3,000	1,512		36,000
Solid Waste Collection	23,217	24,167	23,217	24,167	949		290,000
Solid Waste Collection Curbside Recycling	8,027	8,083	8,027	8,083	56		97,000
Clean Up Campaign	521	1,000	521	1,000	479		40,000
	<u>53,407</u>	<u>52,500</u>	<u>53,407</u>	<u>52,500</u>	<u>(907)</u>		<u>658,000</u>
<b>Environmental Development Services</b>							
<b>Planning &amp; Zoning</b>							
Administration	43,479	49,490	43,479	49,490	6,012		456,460
Planning Projects	0	3,750	0	3,750	3,750		45,000
Heritage Committee	0	208	0	208	208		2,500
	<u>43,479</u>	<u>53,449</u>	<u>43,479</u>	<u>53,449</u>	<u>9,970</u>		<u>503,960</u>
Economic Development Comm.							
Tourism	8,232	8,232	8,232	8,232	0		98,780
	<u>3,129</u>	<u>3,200</u>	<u>3,129</u>	<u>3,200</u>	<u>71</u>		<u>3,200</u>
	<u>11,360</u>	<u>11,432</u>	<u>11,360</u>	<u>11,432</u>	<u>71</u>		<u>101,980</u>
	<u>54,839</u>	<u>64,880</u>	<u>54,839</u>	<u>64,880</u>	<u>10,041</u>		<u>605,940</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Recreation &amp; Cultural Services</b>							
Administration	31,181	27,620	31,181	27,620	(3,560)		263,960
Beaches	1,356	0	1,356	0	(1,356)	3	45,500
Rothesay Arena	26,322	38,634	26,322	38,634	12,312		335,434
Memorial Centre	3,786	4,417	3,786	4,417	630		61,000
Summer Programs	660	0	660	0	(660)		62,000
Parks & Gardens	50,852	52,123	50,852	52,123	1,271		586,554
Rothesay Common Rink	11,408	11,639	11,408	11,639	231		57,672
Playgrounds and Fields	2,544	6,167	2,544	6,167	3,622		115,000
Regional Facilities Commission	112,923	112,923	112,923	112,923	0		451,692
Kennebecasis Public Library	7,179	7,179	7,179	7,179	0		86,144
Special Events	1,480	1,000	1,480	1,000	(480)		39,500
PRO Kids	0	0	0	0	0		7,500
Rothesay Living Museum	0	86	0	86	86		1,035
	<u>249,691</u>	<u>261,787</u>	<u>249,691</u>	<u>261,787</u>	<u>12,096</u>		<u>2,112,991</u>
<b>Fiscal Services</b>							
Debt Charges							
Interest	321	333	321	333	13		173,113
Debenture Payments	0	0	0	0	0		778,000
	<u>321</u>	<u>333</u>	<u>321</u>	<u>333</u>	<u>13</u>		<u>951,113</u>
<b>Transfers To:</b>							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,750,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,750,000</u>
	<u>321</u>	<u>333</u>	<u>321</u>	<u>333</u>	<u>13</u>		<u>3,701,113</u>

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# Town of Rothesay

## Variance Report - General Fund

1 month ending January 31, 2020

Note #		Actual	Budget	Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Grants - Other	\$ (897)	\$	(897)	SEED grant overpayment
			Total	\$ (897)	
			Variance per Statement	\$ 11,681.00	
			Explained	-7.68%	
<b>Expenses</b>					
<b>General Government</b>					
<b>Protective Services</b>					
				\$ -	
<b>Transportation</b>					
2	Engineering	\$ 2,861	\$ 625	(2,236)	Appraisals for Oakville Lane & Appleby
<b>Environmental Health</b>					
				\$ -	
<b>Environmental Development</b>					
				\$ -	
<b>Recreation &amp; Cultural Services</b>					
3	Beaches	\$ 1,356	\$ -	(1,356)	New lifeguard chairs
				\$ -	
<b>Fiscal Services</b>					
				\$ -	
			Total	\$ (3,592)	
			Variance per Statement	\$ 86,587	
			Explained	-4.15%	

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Town of Rothesay

Capital Projects 2020  
General Fund  
1 Months Ended 1/31/20

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
<b>General Government</b>						
12010560 Town Hall Equipment Purchases G-2019-005	170,000	0	170,000			
12010660 IT 2020 G-2020-008	45,000	0	45,000			
Total General Government	215,000	0	215,000			
<b>Protective Services</b>						
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000	0	480,000			
Total Protective Services	480,000	0	480,000			
<b>Transportation</b>						
12021360 Transportation Equipment Purchases T-2020-003	615,000	0	615,000	Roller	45,000	
12027260 Asphalt Microseal 2020 T-2020-005	1,200,000	0	1,200,000	Tandem Dump	300,000	
12027360 Sandbagging T-2020-006	0	0	0	5500 1 ton	100,000	
Unassigned:				F250 3/4 ton	60,000	
Designated Highway	\$ 1,130,000			F150 1/2 ton 4x4	50,000	
Curb & Sidewalk	\$ 305,500			1500 1/2 ton	60,000	
2021 Asphalt Design	\$ 60,000				615,000	
Stormwater Master Plan	\$ 300,000					
Traffic Sudy	\$ 40,000					
Total Transportation	3,650,500	0	1,815,000			
<b>Recreation</b>						
12020860 Recreation Equipment Purchases R-2020-004	110,000	0	110,000			
12027160 Scribner Field Replacement R-2020-002	550,000	0	550,000			
12020760 Trail Development R-2020-007	50,000	0	50,000	Truck	60,000	
12012060 Arena Renovation R-2020-011	1,020,000	0	1,020,000	Equipment	50,000	
Total Recreation	1,730,000	0	1,730,000		110,000	
<b>Carryovers</b>						
12026860 Church Avenue Reconstruction T-2019-002	0	103,423	-103,423			
12026960 Cameron Rd/Mulberry Lane T-2019-006	0	12,698	-12,698			
			0			
	0	116,121	-116,121			
<b>Total</b>	<b>\$ 6,075,500</b>	<b>\$ 116,121</b>	<b>\$ 4,123,879</b>			
<b>Funding</b>						
General Government	215,000	215,000				
Protective Services	480,000	112,500	367,500			
Transportation	3,650,500	2,242,500		560,500	847,500	
Recreation	1,730,000	180,000	1,550,000			
	\$ 6,075,500	\$ 2,750,000	\$ 1,917,500	\$ 560,500	\$ 847,500	

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Town of Rothesay

Capital Projects 2020  
General Fund  
2 Months Ended 2/29/20

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
<b>General Government</b>						
12010560 Town Hall Equipment Purchases G-2019-005	170,000	0	170,000			
12010660 IT 2020 G-2020-008	45,000	0	45,000			
Total General Government	215,000	0	215,000			
<b>Protective Services</b>						
12011560 Protective Serv. Equipment Purchases P-2020-010	480,000	0	480,000			
Total Protective Services	480,000	0	480,000			
<b>Transportation</b>						
12021360 Transportation Equipment Purchases T-2020-003	615,000	0	615,000	Roller	45,000	
12027260 Asphalt Microseal 2020 T-2020-005	1,200,000	20,526	1,179,474	Tandem Dump	300,000	
12027360 Sandbagging T-2020-006	0	0	0	5500 1 ton	100,000	
Unassigned:				F250 3/4 ton	60,000	
Designated Highway	\$ 1,130,000			F150 1/2 ton 4x4	50,000	
Curb & Sidewalk	\$ 305,500			1500 1/2 ton	60,000	
2021 Asphalt Design	\$ 60,000				615,000	
Stormwater Master Plan	\$ 300,000					
Traffic Sudy	\$ 40,000					
Total Transportation	3,650,500	20,526	1,794,474			
<b>Recreation</b>						
12020860 Recreation Equipment Purchases R-2020-004	110,000	0	110,000			
12027160 Scribner Field Replacement R-2020-002	550,000	4,901	545,099			
12020760 Trail Development R-2020-007	50,000	0	50,000	Truck	60,000	
12012060 Arena Renovation R-2020-011	1,020,000	0	1,020,000	Equipment	50,000	
Total Recreation	1,730,000	4,901	1,725,099		110,000	
<b>Carryovers</b>						
12026860 Church Avenue Reconstruction T-2019-002	0	103,423	-103,423			
12026960 Cameron Rd/Mulberry Lane T-2019-006	0	12,698	-12,698			
			0			
	0	116,121	-116,121			
<b>Total</b>	\$ 6,075,500	\$ 141,548	\$ 4,098,452			
<b>Funding</b>						
General Government	215,000	215,000				
Protective Services	480,000	112,500	367,500			
Transportation	3,650,500	2,242,500		560,500	847,500	
Recreation	1,730,000	180,000	1,550,000			
	\$ 6,075,500	\$ 2,750,000	\$ 1,917,500	\$ 560,500	\$ 847,500	

# Town of Rothesay

## Utility Fund Financial Statements

January 31, 2020

**Attached Reports:**

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



## Town of Rothesay

Capital Balance Sheet

As at 1/31/20

ASSETS

## Assets:

Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,953,740
Capital Assets Utilities Equipment	565,752
Capital Assets Utilities Water System	27,057,088
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
	<u>53,696,596</u>

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 Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(16,128)
Accumulated Amortization Utilites Equipment	(89,221)
Accumulated Amortization Utilites Roads & Streets	(13,204)
	<u>(16,030,744)</u>

TOTAL ASSETS	<u><u>37,665,852</u></u>
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LIABILITIES

## Current:

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

## Long-Term:

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

EQUITY

## Investments:

Investment in Fixed Assets	<u>29,332,262</u>
Total Equity	<u>29,332,262</u>

TOTAL LIABILITIES & EQUITY	<u><u>37,665,851</u></u>
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# Town of Rothesay

## Utility Reserve Balance Sheet

As at 1/31/20

### ASSETS

Assets:

Bank - Utility Reserve	1,324,153
Due from Utility Operating	93
TOTAL ASSETS	<u>\$ 1,324,247</u>

### EQUITY

Investments:

Invest. in Utility Capital Reserve	959,907
Invest. in Utility Operating Reserve	104,849
Invest. in Sewage Outfall Reserve	259,491
TOTAL EQUITY	<u>\$ 1,324,247</u>

**Town of Rothesay**  
 Utilities Fund Operating Balance Sheet  
 As at 1/31/20

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		704,918
Accounts Receivable - Projects		150,000
Total Current Assets		<u>854,918</u>
Other Assets:		
Projects		13,435
		<u>13,435</u>
 TOTAL ASSETS		 <u>\$ 868,353</u>

LIABILITIES

Accrued Payables		43,514
Due from General Fund		324,730
Due from (to) Capital Fund		400,000
Due to (from) Utility Reserve		93
Deferred Revenue		16,016
Total Liabilities		<u>784,353</u>

EQUITY

Surplus:		
Opening Retained Earnings		25,641
Profit (Loss) to Date		58,359
		<u>84,000</u>
 TOTAL LIABILITIES & EQUITY		 <u>\$ 868,353</u>

**Town of Rothesay**  
**Utilities Operating Income Statement**  
**1 Months Ended 1/31/20**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	0	0	0	0	0		1,100,000
Meter and non-hookup fees	0	0	0	0	0		47,200
Water Supply for Fire Prot.	0	0	0	0	0		325,000
Local Improvement Levy	0	0	0	0	0		62,000
Sewerage Services	0	0	0	0	0		1,650,000
Connection Fees	4,400	5,833	4,400	5,833	(1,433)		70,000
Interest Earned	8,753	5,417	8,753	5,417	3,336		65,000
Misc. Revenue	225	49	225	49	176		589
Surplus - Previous Years	80,211	80,211	80,211	80,211	0		80,211
<b>TOTAL RECEIPTS</b>	<b>93,589</b>	<b>91,510</b>	<b>93,589</b>	<b>91,510</b>	<b>2,079</b>		<b>3,400,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	0	0	0		400,000
Audit/Legal/Training	168	708	168	708	540		11,500
Purification & Treatment	12,519	26,667	12,519	26,667	14,148		340,000
Transmission & Distribution	2,104	6,667	2,104	6,667	4,563		112,000
Power & Pumping	3,566	4,167	3,566	4,167	601		50,000
Billing/Collections	97	250	97	250	153		3,000
Water Purchased	0	63	0	63	63		750
Misc. Expenses	3,197	1,500	3,197	1,500	(1,697)		18,000
<b>TOTAL WATER SUPPLY</b>	<b>21,651</b>	<b>40,021</b>	<b>21,651</b>	<b>40,021</b>	<b>18,369</b>		<b>935,250</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	0	0	0		600,000
Audit/Legal/Training	497	500	497	500	3		13,000
Collection System Maintenance	0	2,667	0	2,667	2,667		64,000
Sewer Claims	4,682	5,000	4,682	5,000	318		20,000
Lift Stations	1,956	5,417	1,956	5,417	3,461		65,000
Treatment/Disposal	5,245	6,417	5,245	6,417	1,172		92,000
Misc. Expenses	1,199	1,167	1,199	1,167	(32)		14,000
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>13,578</b>	<b>21,167</b>	<b>13,578</b>	<b>21,167</b>	<b>7,588</b>		<b>868,000</b>
<b>FISCAL SERVICES</b>							
Interest on Long-Term Debt	0	0	0	0	0		299,377
Principal Repayment	0	0	0	0	0		507,373
Transfer to Reserve Accounts	0	0	0	0	0		70,000
Capital Fund Through Operating	0	0	0	0	0		700,000
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>1,576,750</b>
<b>TOTAL EXPENSES</b>	<b>35,230</b>	<b>61,188</b>	<b>35,230</b>	<b>61,188</b>	<b>25,958</b>		<b>3,380,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>58,359</b>	<b>30,323</b>	<b>58,359</b>	<b>30,323</b>	<b>28,036</b>		<b>20,001</b>



# Town of Rothesay

Variance Report - Utility Operating

1 Month Ended January 31, 2020

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
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Revenue

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Expenditures

Water

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Sewer

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Town of Rothesay

Capital Projects 2020

Utility Fund

1 Months Ended 1/31/20

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>			
12045330 Station Road Water Line Replacement W-2020-003	250,000	0	250,000
12044330 Shadow Hill Watermain W-2020-002	400,000	0	400,000
12043430 Well Development - Quality W-2020-004	250,000	0	250,000
	<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ 900,000</u>
<b>SEWER</b>			
12045030 Turnbull Court Design S-2020-001	1,110,000	9,683	1,100,317
12044830 Sewer Costs in Asphalt Contract T-2020-005	100,000	0	100,000
12045430 Conversion to Digital Radio S-2020-006	65,000	0	65,000
12044130 WWTP Design Phase 2 S-2017-001	1,500,000	0	1,500,000
	<u>2,775,000</u>	<u>9,683</u>	<u>2,765,317</u>
<b>Total Approved</b>	<u>3,675,000</u>	<u>9,683</u>	<u>3,665,317</u>
<b>Carryovers</b>			
Funded from Reserves			
12045230 SCADA Changeover	-	3,752	-3,752
	<u>0</u>	<u>3,752</u>	<u>-3,752</u>
	<u>3,675,000</u>	<u>13,435</u>	<u>3,661,565</u>

Funding:

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

# Town of Rothesay

Capital Projects 2020  
Utility Fund  
2 Months Ended 2/29/20

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>			
12045330 Station Road Water Line Replacement W-2020-003	250,000	0	250,000
12044330 Shadow Hill Watermain W-2020-002	400,000	0	400,000
12043430 Well Development - Quality W-2020-004	250,000	445	249,555
	<u>\$ 900,000</u>	<u>\$ 445</u>	<u>\$ 899,555</u>
<b>SEWER</b>			
12045030 Turnbull Court Design S-2020-001	1,110,000	11,207	1,098,793
12044830 Sewer Costs in Asphalt Contract T-2020-005	100,000	0	100,000
12045430 Conversion to Digital Radio S-2020-006	65,000	0	65,000
12044130 WWTP Design Phase 2 S-2017-001	1,500,000	0	1,500,000
	<u>2,775,000</u>	<u>11,207</u>	<u>2,763,793</u>
<b>Total Approved</b>	<u>3,675,000</u>	<u>11,651</u>	<u>3,663,349</u>
<b>Carryovers</b>			
Funded from Reserves			
12045230 SCADA Changeover		3,752	-3,752
	<u>0</u>	<u>3,752</u>	<u>-3,752</u>
	<u>3,675,000</u>	<u>15,404</u>	<u>3,659,596</u>

**Funding:**

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

# TOWN OF ROTHESAY

FINANCE COMMITTEE

February 20, 2020

In attendance:

Councillor Grant Brenan, Chairman

Mayor Nancy Grant

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Absent:

Deputy Mayor Matt Alexander

The meeting was called to order at 8:15. The agenda and minutes of January 23, 2020 were accepted as presented. (NG/DS)

## **Updated Dec 2019 Draft Financial Statements**

Treasurer MacDonald reviewed the surpluses for each fund, and noted an allocation change between Water and Sewer Capital is expected, but will not affect the bottom line. He also noted all DFA claims have been received, and the remaining insurance claims are expected to be paid shortly. There were minor items, such as rain gear, that were not approved. It was also noted that the consolidated 2019 financial statements must be approved by the current Council, at the April meeting. We may need a special meeting of Finance Committee prior to sending them to Council. It was agreed to send these statement to Council (NG/DS)

## **January 2020 Financial Statements (Verbal)**

Treasurer MacDonald the January financial statements are not normally presented due to completing 2019. He does not expect any surprises and the capital projects are just getting underway.

## **NBMFC Debenture Request**

Treasurer MacDonald noted this is the first request; a second request will come in the fall. This will cover the Transportation portion of Church Avenue. The fall will see the Sewer portion, and Protective Services. There is no need to borrow those funds now, as there is sufficient cash on hand. We may need a borrowing application for the new ballfield construction. It was agreed to **recommend to Council the following motion: Resolved that the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of Rothesay debenture in the principal amount of \$1,000,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Municipality of Rothesay agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture. Carried (NG/DS)**



**Donations**

There was no donations summary for January.

- a) NB Medical Education Trust – it was agreed to **recommend to Council to fund a scholarship of \$5,000 for 2020. Carried (NG/DS)**
- b) L'Arche Saint John – it was agreed to purchase 2 tickets from the Mayor's budget.
- c) NB Development Officer's AGM – it was agreed to fund \$250 (Bronze) from the Donations budget
- d) Black History – no action taken as we are expecting a more specific request.

**KV Police Budget Request**

Treasurer MacDonald reviewed the request from the department for an advance relating to 2019 extraneous costs. As noted during the budget discussions the 2019 department surplus has been adjusted therefore additional funds are required. The following motion was approved: **The Finance committee recommends Council approve an advance relating to the 2019 extraneous costs in the amount of \$17,000 to be funded from the 2020 operating reserve.**

**PNB Correspondence re: Audited Financial Statements**

Treasurer MacDonald reviewed correspondence from the Province regarding legislated filing requirements for consolidated audited financial statements. The correspondence indicates an annual filing deadline of March 1<sup>st</sup>. We have communicated with the department officials indicating this deadline cannot be met and we will file financial statements as soon as possible.

**Next Meeting**

The next meeting is tentatively set for March 26, 8:15, or when the audited financial statements are ready for review. They must be ready by April 8. The meeting adjourned at 8:41.

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Councillor Grant Brenan, Chairman

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Ellen K. Steeves, Recording Secretary



# ROTHESAY MEMORANDUM




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TO : Mayor and Council  
 FROM : Doug MacDonald  
 DATE : February 28, 2020  
 RE : Application for Financing

---

## Recommendation

The Finance Committee recommends the following motion:

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

## Background

Debt financing was authorized relating to 2019 capital projects that have been completed. The town has previously obtained authority from the Municipal Capital Borrowing Board to fund the Church Avenue construction project. The approval outstanding (Order in Council ("OIC")) is as follows:

OIC #	Date Approved	Amount	Term	Project Description
19-0020	March 11, 2019	\$ 289,000	15 Years	Transportation Services
19-0020	March 11, 2019	\$ 711,000	30 Years	Transportation Services

The term of the debt is mandated by the MCBB when the borrowing authority is received depending upon the nature of the project. Different components of the project are amortized over different periods depending upon the expected useful life of the assets acquired.

Access to the funds is only available twice a year (normally late spring and early fall) via the Provincial Government Bond issuance process and the New Brunswick Municipal Finance Corporation ("NBMFC"). The deadline for submissions to the NBMFC for consideration in the current cycle is March 25, 2020.

In summary, I recommend we apply for debt financing in an aggregate amount of \$1,000,000.



2020 March 9 Open Session FINAL\_121  
**ROTHESAY**  
**INTEROFFICE MEMORANDUM**



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TO : Mayor & Council  
FROM : Doug MacDonald  
DATE : February 28, 2020  
RE : Finance Committee Motion

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Funding requests were discussed at the Finance Committee meeting Thursday, January 20, 2020. The committee recommends the following:

***Council approve funding to the NB Medical Education Foundation Inc. in the amount of \$5,000.***





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

# PROPOSAL



January 31, 2020



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

Dear Mayor Grant & Council:

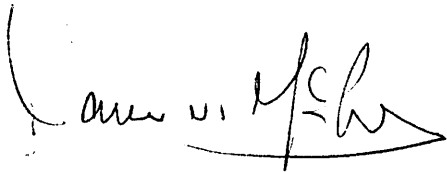
On behalf of the Directors of the New Brunswick Medical Education Foundation, I want to thank you for your continuing support of medical education and greatly assisting New Brunswick citizens to practice in our province. The Town's commitment to this program is deeply appreciated and very much valued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

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

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

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

Thank you and kind regards,

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

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

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

**Town of Rothesay Medical Education Scholarship**

**Scholarship Recipients:**

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



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

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

**Name: Town of Rothesay**

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

**Date: February 5, 2020**

**Expenses:** Scholarship payment          \$5,000.00

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

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

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

Thank you and in gratitude.



# ROTHESAY MEMORANDUM



TO : Mayor and Council  
 FROM : Doug MacDonald  
 DATE : February 28, 2020  
 RE : KVRJBPC Budget Advance

## Recommendation

The Finance committee recommends the following motion:

**Council approve an advance to the KVRJBPC relating to 2019 extraneous costs in the amount of \$17,000 to be funded from the 2020 operating reserve.**

## Background

The KVRJBPC 2020 budget was approved using an estimate for the 2019 surplus and extraneous costs. The actual pre-audit results have been determined and the department has requested funding based upon the revised estimates.

This result is not unexpected. The request should be considered an advance as there will be similar expenditures incurred in fiscal 2020 and a further funding requirement later in the year.

The calculation of the advance has been determined as follows:

	Original Estimate	Revised Estimate
Extraneous costs	\$ 193,580	\$ 257,001
Projected surplus	<u>98,489</u>	<u>114,624</u>
Funding required	<u>\$ 95,091</u>	<u>\$ 142,377</u>

The Rothesay share of the projected shortfall is \$57,225.70 (40.193%). We have previously funded through the budget process, based upon the original estimates, \$40,387.64 leaving additional funding required of \$16,838.06.

Therefore, I recommend an advance in the amount of \$17,000 to finance these additional costs. The final funding required for 2020 will be determined in December.





# ROTHESAY

2020 March 9 Open Session FINAL 197  
Rothesay Five Advisory Committee Meeting

Tuesday, February 18, 2020

Rothesay Town Hall – Common Room

10:00 a.m.



**DRAFT**

**PRESENT:** MAYOR NANCY GRANT, *ex-officio member*  
COUNC. MIRIAM WELLS, CHAIRPERSON  
JULIE ATKINSON  
GINA CHIARELLA  
JILL JENNINGS  
DR. SHAWN JENNINGS  
JEAN PORTER MOWATT  
DIANE O'CONNOR, VICE-CHAIRPERSON  
NEA STEPHENSON  
STEPHANIE TOMILSON (*arrived at 10:20 a.m.*)

NATALIE REID, YMCA OF GREATER SAINT JOHN (GSJ)

RECREATION COORDINATOR KERI FLOOD  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** BILL BISHOP  
ROBERT TAYLOR  
TOWN MANAGER JOHN JARVIE

## 1. CALL TO ORDER

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

## 2. APPROVAL OF AGENDA

**MOVED** by G. Chiarella and seconded by J. Porter Mowatt the agenda be approved as circulated, with the addition of the following:

- Item 4. Programming Monthly Report
  - *Rothesay/YMCA Contract*
- Item 8. Other
  - *50+ Friendship Games*

**CARRIED.**

## 3. APPROVAL OF MINUTES

- 7 January 2020

**MOVED** by N. Stephenson and seconded by D. O'Connor the minutes of January 7, 2020 be approved as circulated.

**CARRIED.**

## 4. PROGRAMMING MONTHLY REPORT

- Information

Counc. Wells noted there may be some confusion when the operating hours indicate the facility is open but the door is locked while members attend an offsite activity. It was suggested a monthly calendar, or sign, be posted outside the facility to provide clarity. N. Reid noted it may have been an oversight of staff that are covering the facility because a sign was used in the past.

G. Chiarella questioned why the Rothesay Hive banner is no longer displayed outside the facility. N. Reid noted the banner may have been used at a Wellness Fair and not put back up.

Mayor Grant reported positive feedback from Art4Life participants regarding the program. She noted students from Touchstone Academy visited the Rothesay Hive to distribute Valentine's Day cards to members. The initiative was a success and may be repeated for St. Patrick's Day.

The Committee inquired about the Trivia event on February 25<sup>th</sup>, a Rothesay High School co-op student position, the intergenerational yoga program at Rothesay High School, and clarification regarding use of the piano.

N. Reid responded with the following: she is waiting for an update from S. Tomilson regarding the co-op position and the yoga program; Trivia Night will be held as scheduled; and playing the piano is permitted as long as it does not disturb other tenants in the building (i.e. the door must be closed while the piano is in use).

There was a brief discussion with respect to Voices in Motion – a multigenerational choir for adults with memory loss, their caregivers, friends, and students. It was noted the initiative is based in British Columbia but it may be advantageous to explore the possibility of starting a local program.

G. Chiarella commented on the increase in volunteers, noting there are nine active volunteers for the Rothesay Hive.

J. Atkinson suggested the intergenerational yoga program could be held at Touchstone Academy if Rothesay High School is unable to host the program. It was suggested both schools could host the program as this will diversify participating age groups. N. Reid and J. Atkinson will confirm the details.

- Hiring Update

N. Reid reported the competition was reopened for the position of Rothesay Hive Coordinator. She invited Committee members to share the link to the job posting with the public. Concern was expressed candidates may be deterred because of the short time frame until the expiration of the Town/YMCA agreement. D. O'Connor asked if there may be criteria, such as age, associated with the grant that may result in a limited candidate pool. N. Reid advised the grant stipulates the successful candidate must be a recent graduate however it does not specify age. The Committee expressed interest in beginning the discussion with respect to the future of the facility. N. Reid advised the matter was raised and it is anticipated Adrienne Boudreau, Chief Operating Officer, or Cara Coes, General Manager of Health, Wellness, and Recreation will reach out to Town staff to discuss the agreement. Counc. Wells noted she will notify the Town Manager regarding the Committee's interest to begin the discussion.

S. Tomilson arrived at the meeting.

- *YMCA/Rothesay Contract*

There was a lengthy discussion with respect to the need to understand the views of the arrangement from all parties – the Town, the YMCA, and individuals that have experienced the facility. The Committee questioned who is formally responsible for discussing the matter – the individuals that signed the contract on behalf of the two parties (the Town Manager, and CEO of the regional YMCA), or other representatives? N. Reid agreed to let YMCA staff know of the Committee’s interest in starting the conversation regarding the future of the arrangement.

There was consensus to schedule a special meeting on February 25<sup>th</sup>, 2020 at 10:00 a.m. to discuss the Committee’s view on the agreement between the YMCA and the Town for operation of the Rothesay Hive. It was suggested the meeting be held without the presence of YMCA representatives to allow feedback to be collected from the Committee and the YMCA separately.

The Committee agreed that a survey should be created to encourage feedback from YMCA/Rothesay Hive members as soon as possible. The Committee stressed the importance of collecting public feedback in a timely manner to ensure public opinion is considered during the discussions. G. Chiarella offered to draft a survey and send it to N. Reid and YMCA staff for final review. It was suggested survey questions: be asked during regular Rothesay Hive programs, be distributed electronically to YMCA/Rothesay Hive members, and available in hard copy format in the Rothesay Hive.

## **5. RENTALS**

- Update

N. Reid reported she met with K. Flood and Ryan Kincade, the Town Facilities Manager, to discuss rental of space in the Rothesay Hive. She noted measures will be in place to ensure security protocols are maintained and minimal disruption to existing operations such as cleaning services. She added an existing YMCA template will be used for the rental contract and sent to Town staff for approval; and Mr. Kincade will confirm if he, or other Town staff, will be the point of contact for renting the facility.

## **6. SPONSORSHIP**

- Approval to purchase a bulletin board
- Items needed for HIVE – donation Canadian Tire

Counc. Wells reported the following: sponsorships were confirmed from Ketchum Realty (\$750), and the Rothesay Kings Rotary Club (\$500); two organizations have denied the sponsorship request; renewal of sponsorships will be discussed with previous sponsors; Java Moose has agreed to continue to provide in-kind sponsorship; and the Sponsorship sub-Committee has begun brainstorming local companies to contact for sponsorship.

It was noted, in the past, Canadian Tire offered to provide further in-kind donations if necessary. The Committee agreed to make a list of inexpensive items to request from Canadian Tire. There was general discussion. N. Reid commented on the need for additional storage in the Rothesay Hive for additional items. It was suggested the Rothesay Hive Advisory Committee fund be used to purchase a bulletin board, similar to the existing bulletin board in the facility, as the cost of the item is estimated at roughly \$300.

**MOVED** by D. O'Connor and seconded by N. Stephenson the Rothesay Hive Advisory Committee fund be used to purchase a bulletin board similar in design to the existing bulletin board in the Rothesay Hive.

**CARRIED.**

In response to an inquiry, it was noted a handheld vacuum was purchased using the Rothesay Hive Advisory Committee fund.

There was further discussion with respect to the intergenerational yoga program. S. Tomilson confirmed interest in hosting the program at Rothesay High School, and noted the yoga instructor will be in contact with N. Reid to discuss details. When questioned, S. Tomilson noted she is amenable to the proposal to host individual programs at both Rothesay High School and Touchstone Academy. Due to limited space in the Rothesay Hive it was suggested the program be held at the schools. There was discussion with respect to logistics. J. Jennings suggested Rothesay Hive members be asked if they prefer attending the program at either the schools or the Rothesay Hive.

## **7. MARKETING AND COMMUNICATIONS**

- Update

G. Chiarella noted the Marketing and Communications sub-Committee met on February 12<sup>th</sup>. The meeting was described as exploratory and discussed: existing communication channels, a need for “intentional” communication strategies, how to increase awareness of the facility within the vulnerable sector, and how to track and ensure effectiveness of communications. She added the sub-Committee discussed the need to review the Committee’s mandate as it indicates interest in providing daycare support for families which has not been a priority. She noted she will create an action log to follow up on outstanding Committee items. Counc. Wells suggested the mandate be reviewed after feedback is received from members via the survey. It was suggested the Kennebecasis Valley Fire Department, and Kennebecasis Regional Police Department be contacted to discuss opportunities to raise awareness of the facility in the vulnerable sector. N. Reid noted the Fire and Police departments were contacted by D. Hawkins but there was nothing to report. G. Chiarella noted the sub-Committee will continue to discuss ideas.

D. O'Conner inquired about public service announcements. N. Reid advised YMCA staff will prepare scripts highlighting upcoming activities.

## **8. OTHER**

- KV3C – Dr. Yang – possible presentation at future meeting?

Counc. Wells reported Dr. Yang gave a presentation to Council requesting formalization of the existing partnership between KV3C and the Town. She questioned if it would be beneficial to invite Dr. Yang to present to the Committee. The Committee suggested Dr. Yang be invited to tour the facility and the presentation be deferred until there is a formal request submitted by the organization.



- *50+ Friendship Games*

K. Flood noted the 50+ Friendship Games are scheduled for May 31 – June 5<sup>th</sup>, 2020. She noted this will be the 30<sup>th</sup> anniversary of the event. She noted the organization is seeking a facility in each municipality to act as a drop-in location for participants to socialize. She questioned if the Rothesay Hive could be used as the facility in Rothesay. She added this would require that regular fees be waived during the event. Concern was expressed it may be unfair to members to create a disruption in regularly scheduled programming. The Committee was amenable to offering use of the facility during regular Coffee and Chat programs. N. Reid will confirm the times with K. Flood for the registration form. In response to an inquiry, K. Flood advised refreshments will be provided by the Town during the event. The Committee was also amenable to allow use of the Rothesay Hive as a registration point to allow participants to pick-up and submit registration forms as well as fees, by either cash or cheque, from April 1 – May 15<sup>th</sup>.

***Meeting Addendum***

When questioned, S. Tomilson advised today is the last day for Rothesay High School co-op placements and it is unclear if the Rothesay Hive position will be filled.

**9. DATE OF NEXT MEETING:**

The next meetings are scheduled as follows:

<b>Special meeting</b>	Tuesday, February 25 <sup>th</sup> , 2020 at 10:00 a.m. (Sayre Room)
<b>Regular meeting</b>	Tuesday, March 17 <sup>th</sup> , 2020 at 10:00 a.m. (Common Room)

D. O'Connor reminded the Committee of the upcoming Speaker Series events and invited all to attend and spread the word.

**10. ADJOURNMENT**

**MOVED** by D. O'Connor and seconded by G. Chiarella the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 11:10 a.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
RECORDING SECRETARY



# ROTHESAY

Works and Utilities Committee Meeting  
2020 March 19 Open Session FINAL - 152  
Wednesday, February 19, 2020  
Rothesay Town Hall – Sayre Room  
5:30 p.m.



**DRAFT**

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

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

**ABSENT:** PAUL BOUDREAU

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

## 1. APPROVAL OF AGENDA

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

**CARRIED.**

## 2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of January 22, 2020.

**MOVED** by Counc. Wells and seconded by S. Carter the minutes of January 22, 2020 be adopted as circulated.

**CARRIED.**

## 3. DELEGATIONS

N/A

## 4. REPORTS & PRESENTATIONS

N/A

## 5. UNFINISHED BUSINESS

5.1 Capital Projects Summary

**RECEIVED FOR INFORMATION.**

5.2 Solid Waste Tonnage Report

There was a brief discussion with respect to the implications of the impending recycling ban on plastic bags. Town Manager Jarvie advised Town staff will meet with representatives from the Fundy Regional Service Commission tomorrow to discuss the details. Deputy Mayor Alexander noted it is anticipated the change will not impact the use of plastic bags for garbage disposal.

5.3 Discussion on Private Lanes Policy

The Committee agreed to move the item to follow Item 5.4.

5.4 Update on Community Energy Plan

- 4 October 2018 Memorandum from Town Manager Jarvie (*2018 Rothesay GHG and Energy Action Plan available on Town website*)
- 9 October 2018 Resolution of Rothesay Council

Town Manager Jarvie advised the item was included on the agenda to apprise the Committee of the progress to date on Rothesay’s Green House Gas and Energy Action Plan. He reported regional municipalities are exploring the possibility of implementing a regional approach in 2021 to achieve the goals set out by the municipalities. DO McLean gave a brief update on initiatives undertaken by the Town to reduce greenhouse gas emissions, including: energy retrofits for Town facilities such as conversion to LED lights (as well as streetlights), structural upgrades and replacement of building materials for more energy conscience options, energy source conversions (ex. the Bill McGuire Centre - oil to electricity), gradual fleet renewal to more efficient vehicles and equipment – thus far either smaller vehicles or alternative fuel options however electric vehicles may be explored in the future. He noted while improvements have been made it is difficult to calculate the total impact.

**Item moved to follow Item 5.4**

5.3 Discussion on Private Lanes Policy

DO McLean advised, at the last meeting, the Committee discussed the pros and cons of ceasing any and all maintenance of roads/streets on non-town-owned land or ceasing any and all maintenance of roads/streets on non-town-owned land that fit certain criteria. He distributed a matrix identifying the roads/streets that would be eligible for maintenance based on the criteria.

Of the total 29 private lanes:

- 10 are eligible based on cost recovery
- 14 are eligible based on “at-or-below” average cost per unit
- 2 are eligible based on “at or below” average cost per unit and cost recovery
- 4 are under contract and must be maintained
- 6 are under contract, and are eligible based on “at or below” average cost per unit, and cost recovery
- 23 are not under contract, over the average cost per unit, and do not meet the cost recovery requirement

DO McLean noted the total annual cost for existing services to the 29 private lanes is roughly \$47,000. There is anticipated annual cost savings of approximately \$35,035.31 by ceasing any and all maintenance to the 23 roads/streets on non-town-owned land that are not under contract, over the average cost per unit, and do not meet the cost recovery requirement.

Concern was expressed an abrupt halt of services to roads/streets that do not meet the criteria may draw the ire of property owners as services were provided in the past. Also some property owners may be unaware, or were unaware at the time of purchase, that their property fronts on a private street.

There was a lengthy discussion with respect to year-round services provided to private lanes, the origin and purpose of the four agreements, and the different number and types of buildings fronting on private roads.

In response to an inquiry, DO McLean advised there are two years until the contract for snow removal with Geo. W. Stackhouse & Sons expires. It was suggested property owners on private lanes could be notified and encouraged to prepare for the discontinuation of services before expiration of the contract.

DO McLean reported service providers face challenges servicing private roads that are not properly maintained. He noted garbage truck operators have reported difficulty servicing Bartlett Road, a privately owned street, due to the elevation and condition of the road. The deteriorating condition of the road also poses a challenge for snow removal – broken asphalt can be torn up by snow plows, damaging the equipment and the road. Paving the road can prevent these issues however this is the responsibility of the owner of the road. It was suggested pursuing a local improvement levy similar to recent work on Mulberry Lane. It was noted some property owners may not be amenable to the additional cost. DO McLean noted other property owners such as the residents of Fairweather Lane (another privately owned road) collectively contributed funds to repave the road. It was suggested a proactive approach be taken to inform property owners on private lanes of the challenges, possible solutions, and the Town's interest in developing a policy regarding service provision to private lanes.

Rather than phase out services when properties are sold, it was suggested services discontinue once a road reaches a certain condition rating (4 or 5). DO McLean explained Dillon Consulting Ltd. was engaged by the Town to utilize a method whereby one individual visually inspects each road surface and rates the cracks, potholes, delamination, raveling etc. according to industry accepted parameters to determine an overall rated condition of each street. This method rates streets on a 1 – 5 scale where 1 is “like new” and 5 describes a street that has reached the end of its life. In response to an inquiry, it was noted it is unlikely ownership (public or private) or the condition of a road factors into the assessment value of a property; however the condition of a road may deter prospective buyers.

There was further discussion with respect to existing arrangements, origins of private lanes in Rothesay, and difficulty determining eligibility based on the number of properties on a private lane.

DO McLean reported the French Village microseal program is nearing completion, however he clarified the program did not include private lanes. The Committee discussed sending a letter to property owners on private lanes to inform them that their property is accessed by a private road, and discussions are underway to develop a Private Lane Policy. It was agreed the letter be deferred until a plan is developed. The Committee agreed the item will remain on the agenda for further discussion.

#### 6.1 Update on Local Improvement projects

- Mulberry Lane (*Items discussed by Council at 2020Feb10 meeting*)
  - 7 February 2020 Memorandum from Town Manager Jarvie
  - 4 February 2020 Memorandum from Treasurer MacDonald
  - 10 February 2020 Warrant of Assessment
  - 5 February 2020 Notice of Assessment to Property Owners

**RECEIVED FOR INFORMATION.**

#### 6. CORRESPONDENCE FOR ACTION

N/A



**7. NEW BUSINESS**

7.1 Activity in Carpenter Pond Watershed

It was noted there was a request from an external agency to undertake a project in the Carpenter Pond watershed. Town staff were informed there are no adverse impacts anticipated to the watershed. Deputy Mayor Alexander noted it is assumed the project will comply with regulations regarding watershed areas. Town Manager Jarvie reported there is a new wetland mapping system and this may be an item of interest to review at the next meeting.

DO McLean gave a brief update on the Carpenter Pond wellfield modelling project. He reported pump tests on various wells began yesterday. These tests will help determine if the daily withdrawal rate can be increased sustainably. It was noted there are plans to construct a ballfield in Wells Park. It was further noted the land is located on watershed land however the project will comply with all watershed regulations.

7.2 Illuminated Stop Signs

DO McLean brought up a past suggestion for an illuminated stop sign at the intersection of Hampton Road, Rothesay Road, Gondola Point Road, and Station Road. He noted the estimated cost for a single illuminated stop sign is \$1,800. It was noted there may be minimal disruption as there are few residential properties in the vicinity. It was further noted this is an inexpensive way to reduce concerns; however it is recommended action be deferred until after the results of the traffic studies for the Hampton Road/Grove Avenue intersection and the Rothesay Corner intersection are received. The results may recommend signalization of the intersections. There was general discussion with respect to signage in the area.

**8. CORRESPONDENCE FOR INFORMATION**

8.1 Turnbull Court Sewer Design

6 February 2020 Report prepared by DO McLean

**RECEIVED FOR INFORMATION.**

8.2 Equipment Supply – 6 inch Diesel Pump

6 February 2020 Report prepared by DO McLean

**RECEIVED FOR INFORMATION.**

**9. DATE OF NEXT MEETING**

The next meeting will be Wednesday, March 18, 2020.

**10. ADJOURNMENT**

**MOVED** by Counc. Wells and seconded by M. McAloon the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:00 p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
RECORDING SECRETARY



**ROTHESAY**  
2020 March 9 Open Session FINAL 136  
PLANNING ADVISORY COMMITTEE MEETING  
Rothesay Town Hall  
**Monday, March 2, 2020**  
**5:30 p.m.**



**DRAFT**

**PRESENT:** JOHN BUCHANAN  
ELIZABETH GILLIS  
COUNCILLOR BILL McGUIRE  
CRAIG PINHEY, VICE-CHAIRPERSON  
COUNCILLOR DON SHEA

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

**ABSENT:** COLIN BOYNE, CHAIRPERSON  
TRACIE BRITTAIN  
ANDREW MCMACKIN  
TOWN MANAGER JOHN JARVIE

Vice-Chair Pinhey called the meeting to order at 5:30 p.m.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Counc. Shea and seconded by Counc. McGuire to approve the agenda as circulated.  
**CARRIED.**

**2. ADOPTION OF MINUTES**

2.1 Regular Meeting of February 3, 2020

**MOVED** by Counc. Shea and seconded by E. Gillis the Minutes of February 3, 2020 be adopted as circulated.

**CARRIED.**

**3. NEW BUSINESS**

3.1 **6 Arthur Avenue**

**Yingjie Gao**

OWNER:

Yingjie Gao

PID:

30262133

PROPOSAL:

Home Occupation (E-Commerce)

Ms. Yingjie Gao was in attendance. DPDS White summarized the report and noted the application complies with by-law requirements. There was a brief discussion with respect to the product (sutures).

**MOVED** by Counc. Shea and seconded by Counc. McGuire the Planning Advisory Committee grant approval to operate a home occupation from the residential dwelling located at 6 Arthur Avenue (PID 30262133) as a Conditional Use subject to Section 5.3 of By-law 2-10 Home Occupation Requirements.

**CARRIED.**

**ROTHESAY**

Planning Advisory Committee **2020March9OpenSessionFINAL\_137**

Minutes

-2-

2 March 2020

**DRAFT**

**4. OLD BUSINESS**

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

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

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**5. CORRESPONDENCE FOR INFORMATION**

N/A

**6. DATE OF NEXT MEETING(S)**

The next meeting will be held on **Monday, April 6, 2020.**

**7. ADJOURNMENT**

**MOVED** by J. Buchanan and seconded by E. Gillis the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 5:35 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



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# BUILDING PERMIT REPORT

2/1/2020 to 2/29/2020

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
02/06/2020	BP2020-00005	59 GIBBON RD	ELECTRICAL UPGRADE	\$5,000.00	\$36.25
02/19/2020	BP2020-00014	9 ALMON LN	RENOVATION	\$22,000.00	\$159.50
02/25/2020	BP2020-00015	4 SCRIBNER CRES	INTERIOR RENOVATIONS - COMMERCIAL	\$10,000.00	\$72.50
02/27/2020	BP2020-00019	11 DOMVILLE LN	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
<b>Totals:</b>				<b>\$38,500.00</b>	<b>\$288.25</b>
<b>Summary for 2020 to Date:</b>				<b>\$1,433,900.00</b>	<b>\$10,440.25</b>

## 2019 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
<b>Monthly total:</b>	<b>\$253,190.00</b>	<b>\$1,867.00</b>
<b>Summary to Date:</b>	<b>\$365,807.00</b>	<b>\$2,699.00</b>





# ROTHESAY



## INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 3 March 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 29/02/20*	COMMENTS
2016	Secondary Plan – Hillside area	52,000	70%	Draft completed/ approved for insert in new Municipal Plan
	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019 Projects	WWTP Phase II	\$22M	-	Funding Application resubmitted
	Trail & sidewalk connector Wells	\$1.05M	-	Subject to grants
	Trails	40,000	65%	Wells & Link to Quispamsis
	2020 Resurfacing design	60,000	-	Survey complete, design underway, tender to be advertised for April award
	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Shadow Hill Court water	450,000	1%	Preliminary design and cost estimates complete
	Turnbull Court Preliminary Design	75,000	45%	Preliminary Design complete
	Water quantity	300,000	25%	Well drilling done, testing/model development underway.
	Turnbull Ct sewer replacement	\$1.11M	1%	Detailed design award included in Feb agenda package, land acquisition discussions underway, planning for March tender, April award
	Production Wells	250,000	-	Will follow completion of the model development being created under “water quantity” section
	Station Rd cast iron replacement	250,000	-	To be included with Turnbull Court Phase I project
	Digital Radio	65,000	-	Hardware ordered
	Town Hall (elevator)	120,000	-	
	IT equipment & software	45,000	-	
	Fire Department	480,000	-	
	2020 Street Resurfacing	\$1.2M	2%	Design underway, expected tender issue in March for April award
	Curb & Sidewalk	305,500	-	To be included with 2020 asphalt program
	2020 Designated Highways	1.13M	-	Awaiting information from the Province
	Fleet Renewal	675,000	-	Vehicle for Utility on March agenda for award
	Scribner Field replacement	550,000	-	
Parks Equipment	50,000	-		
Trails	50,000	-		
Arena renovations	1.2M	-		

\* Funds paid to this date.



# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	5 March 2020
RE	:	Public Information/Communication

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**Recommendation:**

It is recommended this memorandum including the attachment be received and filed.

**Background:**

The Town maintains many channels for communication with its taxpayers including a series of social media such as Facebook, Twitter and a robust webpage. A newsletter is mailed to all residents twice each year. Public meetings are held before finalizing substantial projects or approval of private projects. Messaging in concise form work inserts is often included with utility bills. Electronic and traditional bulletin boards are maintained in select locations in the community.

Special circumstances such as flooding during the spring freshet generate the need for specific messages in select neighbourhoods. A notification app (Sentinel) is maintained for emergency incidents.

Messaging is occasionally directed at specific issues to provide clarification regarding the Town's role or other details.

The attached is a list of the more frequent questions asked of staff along with the basic responses provided. This list will be hosted on the Rothesay webpage in an effort to provide information regularly sought by the public in a convenient format.

Please provide any comments or suggestions you think will improve this effort.

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# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant and Council  
 FROM : John Jarvie  
 DATE : March 3, 2020  
 RE : Updated Frequently Asked Questions with Responses

The following are the questions derived from a request of staff to identify the most frequent questions from the public along with responses.

QUESTIONS	RESPONSES
<p><b>1) By-Laws</b></p> <p>1. I would like more information on By-Laws about parking, animal control, chickens in town, noise, fireworks etc...</p>	<p>Electronic versions of Rothesay bylaws can be reviewed at <a href="https://www.rothesay.ca/by-laws/">https://www.rothesay.ca/by-laws/</a>. Contact the Town office if you require further information.</p>
<p><b>2) Property Questions/Standards &amp; Procedures</b></p> <p>1. <b>My neighbor's property doesn't meet neighbourhood standards</b> (i.e. building not maintained, lawn is not cut, garbage and derelict vehicles, other types of waste); is there anything you can do about that?</p> <p>2. My neighbour cut my tree; what can I do about my <b>neighbour's tree overhanging my property?</b></p> <p>3. Who owns the tree by my property? Will the Town come to remove or trim it?</p> <p>4. Will the Town remove the beavers near or on my property? <b>(I'm concerned they will cause flooding in my yard.)</b></p> <p>5. What is the zoning of my property?</p>	<p>Town staff will investigate written complaints about specific properties with respect to the provisions of Town bylaws. Action will depend on the findings of the inspection and may take considerable time. Please visit our website for more details.</p> <p>Generally speaking, an overhanging branch from a tree with the trunk on a neighbouring property may be reasonably trimmed. Such matters are normally dealt with between neighbours without intervention by Town staff.</p> <p>Trees in the public road right-of-way are the responsibility of the Town. If you are concerned about the health of a tree in the public right-of-way near your property, please contact the Town Office.</p> <p>The Town will arrange to have beavers dams destroyed and the animals relocated or euthanized if they are on public property and have the potential to cause serious damage.</p> <p>The Zoning By-law 2-10 can be found online at <a href="https://www.rothesay.ca/wp-content/uploads/2017/11/By-law-2-10.pdf">https://www.rothesay.ca/wp-content/uploads/2017/11/By-law-2-10.pdf</a></p>

<p>6. How do I get my property re-zoned?</p> <p>7. Can I subdivide my property? What is the process?</p> <p>8. Where can I build my fence?</p>	<p>2020 March 9 Open Session FINAL 142</p> <p>Changing the zoning of a property requires a detailed application including fees, a recommendation of the Planning Advisory Committee and a public hearing before Council. Please contact the Director of Planning and Development.</p> <p>A property may be subdivided if the resulting lots meet the requirements of the Rothesay Zoning Bylaw. It is recommended you discuss with staff in the Planning Department. Consultation with a qualified surveyor is also recommended.</p> <p>Fences may be erected 1 metre from the neighbouring property or on the property line with the concurrence of the neighbouring owner. A permit from the Town is required.</p>
<p><b>3) Council &amp; Town Information</b></p> <p>1. Where can I find out information on Council procedure such as hearings/presentations/meetings/Open Houses?</p> <p>2. When is the next council/committee meeting?</p> <p>3. Where can I find contact information for councillors? Why are there no offices at Town Hall?</p> <p>4. No one has responded from initial inquiry.</p> <p>5. The website is difficult to find things /confusing format. Can it be made easier to use?</p> <p>6. Why do you not accept Visa/MC?</p> <p>7. Where can I find staff names and contact info? Can I come in and pick up a business card with direct line and email address on it so why not on website?</p>	<p>Council procedures are governed by the Local Governance Act, the Community Planning Act and the Rothesay Procedural Bylaw. These documents can be found at <a href="http://laws.gnb.ca/en/ShowTdm/cs/2017-c.18//">http://laws.gnb.ca/en/ShowTdm/cs/2017-c.18//</a> or on the Town website <a href="https://www.rothesay.ca/wp-content/uploads/2019/03/2-14-Procedural-By-law-March11-2019.pdf">https://www.rothesay.ca/wp-content/uploads/2019/03/2-14-Procedural-By-law-March11-2019.pdf</a>. Agendas for scheduled public meetings are on the Town website: <a href="https://www.rothesay.ca/town-hall/agendas/">https://www.rothesay.ca/town-hall/agendas/</a></p> <p>Council meetings are held on the second Monday of the month except where this falls on a statutory holiday. In that case, the meeting is held on the following day. Submissions to Council must be received by the Town Clerk by noon on the Wednesday preceding the Council meeting.</p> <p>Email addresses for members of Town Council may be found on the Town website <a href="https://www.rothesay.ca/council-members">https://www.rothesay.ca/council-members</a>. Arrangements to meet with Mayor Grant or other members of Council may be made by calling 848-6600.</p> <p>The Town maintains records of inquiries and requests. If you have not had a response within 72 hours, please contact the Reception at 848-6600.</p> <p>The website design is intended to make navigation easy. Please tell us how we can improve.</p> <p>The Town does not accept credit cards due to credit card administrative costs.</p> <p>Public inquiries and service requests are routed through the front desk staff who put them into a tracking system to help insure consistent customer service. This is intended to insure follow up as required.</p>



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<p>8. Where can I find out about current events – what's up?</p>	<p>The Town regularly posts events on social media. Please follow us on Facebook and/or on Twitter.</p>
<p><b>4) Billing Inquiries</b></p> <ol style="list-style-type: none"> <li>1. I'm new to Rothesay; how do I pay my utility bill?</li> <li>2. Why can't sewage be billed quarterly?</li> <li>3. What is the balance on my utility account?</li> <li>4. Why isn't my payment showing on my utility bill?</li> <li>5. How do I appeal my utility bill?</li> <li>6. Why is my water bill higher than usual?</li> <li>7. I have a question regarding water and sewerage invoices, particularly quarterly water invoices, whom can I contact?</li> <li>8. Is this where I pay my property tax?</li> </ol>	<p>Utility bills can be paid by mail, on-line or by cash, cheque or debit at the Town Hall.</p> <p>Unlike water bills, the cost of the sewage utility is not related directly to usage. Quarterly billing would increase administration costs overall. No penalty is applied for sewer payments billed in March until May 31<sup>st</sup>.</p> <p>If there is an outstanding balance on your utility account, you will be sent a statement each month.</p> <p><b>Payments are processed in "batches" and if a statement is issued before the payment is applied the payment may not be shown.</b></p> <p>If a customer believes there is an error in the utility bill, the Town Treasurer should be contacted at 848-6600.</p> <p>There are a variety of reasons for a higher bill. If your usage has been typical and your bill is higher than usual, check for running toilets or taps and call a plumber.</p> <p>Questions with a description may be sent to the Town Treasurer at <a href="mailto:Rothesay@Rothesay.ca">Rothesay@Rothesay.ca</a> or call the Town Hall at 848-6600.</p> <p>For Info on property tax see: <a href="https://www2.snb.ca/content/snb/en/sites/property-assessment/bill.html">https://www2.snb.ca/content/snb/en/sites/property-assessment/bill.html</a></p>
<p><b>5) Building &amp; Development Permits</b></p> <ol style="list-style-type: none"> <li>1. I am building a house, what do I need to do to connect services? Who do I contact?</li> <li>2. Do I need a permit and if so Why? When should I apply for a building permit? How do I get a permit for X?</li> <li>3. Can my contractor apply for the building/development permit?</li> </ol>	<p>Development and building permits are required prior to the start of any construction. Town staff will review the availability of water and sewer services at the time of the application. Payment of a connection fee will be required. Call 848-6600.</p> <p>Development activities typically require permits. See <a href="http://www.rothesay.ca/development-services">www.rothesay.ca/development-services</a> and contact the Town Hall if you need more information.</p> <p>Yes, the contractor can apply for the building/development permit. The owner must sign the application form as well.</p>

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<p>4. When is a building/development permit required?</p> <p>5. What information or drawings are required for the building/development application?</p> <p>6. What inspections are required for the building permit?</p> <p>7. Do I need any type of permit or approval to start and operate my home business?</p> <p>8. I'm thinking about building a new house. Where do I start?</p>	<p>Building permits are required for replacing or building a structure that requires construction plans. Any building that has Building Code requirements also requires a permit. Development permits are required to confirm conformance with the Zoning By-law 2-10. Any changes in grades or elevations require a Grading Permit.</p> <p>Development permits require site and drainage plans. They may also require permits from the New Brunswick Dept. of Environment, Dept. of Public Safety, or a Soils Engineering reports. Building permits typically require construction drawings.</p> <p>The type and number of inspections depends on the permit; for more information contact the Building Inspector. The first inspection is typically required before the foundation is backfilled.</p> <p>Yes. A home-based business requires approval from the Planning Advisory Committee.</p> <p>If you are considering building a new house in Rothesay, we recommend reviewing our zoning bylaws and calling the Development Officer at 848-6600.</p>
<p><b>6) Water &amp; Sewage Inquiries</b></p> <p>1. Is the Town responsible to fix a leak in my water service to my house?</p> <p>2. Is the Town responsible to repair a problem with my sewer pipe?</p> <p>3. Where is my water/sewer lateral on the property?</p> <p>4. Do I have a sewer backflow valve on my house?</p> <p>5. What is the metal rod with a round top in my yard?</p>	<p>In most cases, the Town is responsible for repairs to the water line between the main and the water valve on the property line. Leaks from the property line to the <b>house are the owner's responsibility.</b></p> <p>The connection between the house and the wastewater main is considered to be the property of the homeowner. Town staff will generally assist with identification of the problem but arranging for the repair is the responsibility of the homeowner. Work within the street right-of-way requires a permit from the Town prior to the start of any work. The cost of the work is borne by the property homeowner.</p> <p>The Town does not maintain records of the water and sewer connection on each property in the municipality. In most instances, a plumber can assist a homeowner in locating the property services.</p> <p>Backflow preventer is <b>generally installed by a plumber at the owner's direction.</b> The Town does not keep detailed records of the plumbing on private property. A backflow prevention valve is sometimes visible near the cleanout in the basement.</p> <p>This sounds like the stem of the water valve that controls the flow of water from the main to the individual building. Operating this valve is a task for Town staff.</p>

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- |  |   |
|--|---|
| 6. Does the Town install the water/sewer service from the main onto the property for an unserviced lot?  | While the Town may install laterals to the property line when roads are resurfaced, <b>it is the property owner's</b> responsibility to install and pay for connections where the services are not available. A permit from the Town is required.   |
| 7. Is the drinking water from Carpenter Pond?  | Raw water for the Rothesay municipal water system originates from a series of wells in the general vicinity of Carpenter Pond. The water is treated before distribution.  |
| 8. Where is the water meter and shut off valve in my house?  | Within your house the main shut off is typically in the basement where the water service enters the building. This is also the location of the water meter. A remote water meter reader is installed on the exterior to allow regular readings without entering the building. Occasional access may be required to service the meter.       |
| 9. Why is there a sewer gas smell in the house?  | An odour from sewer gas may be noticeable when the traps in your plumbing are functioning improperly. If the odour remains after flushing the fixture, a plumber should be consulted.   |
| 10. Why is there a chlorine smell/taste to the water?  | Chlorine is used as a disinfectant in the municipal water system. At times, the taste may be detectable due to less than normal circulation in the system. A refrigerator filter for drinking water may be used if the taste is not desirable.  |
| 11. I want to fill in or install storm sewer pipe in a ditch, will the Town pay or cost share?   | A permit is required before any work in Town rights-of-way including in the ditches. The Town does not pay for installing storm sewers for aesthetic reasons. If there is a significant drainage problem that can be fixed by the installation of the storm sewer, the Town will pay the cost. These projects are done on a priority basis. |
| 12. Will the Town replace my culvert, including the decorative ends?   | The Town will replace culverts that are broken or have become dysfunctional. Decorative surfaces and culvert ends are the responsibility of the homeowner.  |
| 13. I had basement flooding in the last big rain event and I want the Town to compensate me for my losses.   | In most instances, the Town is not responsible for basement flooding. Owners are encouraged to contact their insurance agent.   |
| 14. When will you come and clear my catch basins?  | The Town appreciates the cooperation of neighbouring property owners keeping catch basin covers clear. Covers are inspected regularly in rainy weather but can quickly be blocked by leaves and other debris.   |
| 15. My low lying properties is getting water off the street.   | Please make a customer service request through the Town Office and a site inspection will be made.  |
| 16. <b>My property isn't draining properly and I have storm water</b> sitting in my yard or my neighbour is directing their water onto my property. What can the Town do to correct the problem? | <b>If your property isn't draining properly you can apply for a grading permit to re-</b> establish drainage to appropriate infrastructure. Significant changes to grades requires a grading plan and permit. The is the responsibility of the homeowner.   |

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17. I've lived in my home for over ten/twenty years and now my neighbour has changed the grading of their property and is flooding me out! Are they allowed to do this? What will the Town do about it?

Town staff does not correct existing drainage problems on private property. If there has been new construction on the neighbouring property, please contact the Town office. If your neighbour is unwilling to correct the problem, you may wish to seek legal advice.

## 7) Garbage &amp; Recycling

1. Is it Garbage or compost week/what day is my pick-up?
2. **What will be/won't be picked up?**
3. **Why wasn't my garbage/compost picked up?**
4. Will my garbage be picked up on Good Friday (or any holiday)?
5. Who is responsible to replace my garbage can when it is damaged?
6. **How do I get new recycling containers; it wasn't here when I moved in?**
7. The wind has blown garbage all over the street – who will come and clean it up?
8. Why is there no calendar on the website?
9. My garbage is always picked up around lunch and here it is 9am and they already came so I want them to come back.
10. When is Cleanup week?

Detailed information on solid waste management in the Greater Saint John region can be found at <http://www.fundyrecycles.com/> Weekly pickup is on the top right corner of the Town website. An app is available to send weekly reminders to you.

A list of materials for the various waste streams can be found at the website of the Fundy Regional Service Commission. <http://www.fundyrecycles.com/>

Missed pickups can be reported to the hauling contractor at 652-3376 or [info@fero.ca](mailto:info@fero.ca).

Solid waste is collected on its regularly scheduled day of the week including holidays with the exception only of Christmas Day. If collection is delayed due to inclement weather, it will typically be provided on the following day or the Saturday.

It is the responsibility of the homeowner to provide and use a proper container with a secure cover for garbage.

A set of recycling containers was provided to each civic address when the service was commenced. Additional containers are available at cost from the Town Hall or containers marked with recycling symbol may be purchased commercially.

It is the responsibility of the homeowner to set out garbage and recyclables in secure containers whatever the weather conditions. It is also the responsibility of the homeowner to clean up material that may have been dislodged from their container.

For a calendar or weekly notification service please go to <http://www.fundyrecycles.com/solid-waste/garbage-recycling/garbage-bulk-items>

Collection times may vary depending on weather, equipment failure, seasonal variations or other factors. The collection contract calls for the pickup of materials set out by 7:00 AM on collection day.

The dates for cleanup weeks can be found on the Town website. The spring organic cleanup is typically the week after Victoria Day.



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## 8) Development Projects &amp; Construction

1. Capital projects ("Is my street going to be paved this summer?", "What are those block houses on Rothesay Road?")
2. Can you meet with me/our group to explain the project and answer questions?
3. How early in the morning can construction noise start in Rothesay? How late in the evening can construction go?
4. How can I express my views on a proposed development?
5. When are you going to complete the trail link to Quispamsis?
6. Is the trail from Wells going to link across the highway?
7. Are there going to be more trails at the Wells park?
8. Can you deal with/reduce the noise from construction?
9. Can you explain why this Town construction project is being done?

Capital projects are determined by Town Council, usually with the adoption of the annual budget. A list of proposed projects including streets to be resurfaced may be **found on the Town's website**. Changes to the list may take place during the year for a variety of reasons. If a project on private property is dependent on a capital project of the Town, property owners are encouraged to confirm project status by contacting the Town office.

Public open houses are generally held for projects of substantial size. Property owners in the vicinity are notified by mail or public announcement. Residents are welcome to inquire at the Town Hall.

Except in emergencies, noisy construction activity is limited to the hours between 7:00 am - 9:00 pm. If there are any noisy activities outside this period, please contact the Kennebecasis Regional Police at 847-6300.

Many developments have forums and/or public hearings. Some development requires polling of neighbouring property owners. Residents can express their views in writing to the Town Clerk. There are deadlines for comments in some situations.

There is no schedule for completion of this project as of yet. It is included in the 2020 capital budget.

This project is pending with funding applications made to the Federal and Provincial governments.

Some additional rustic trails are planned and will be under construction this year (2020).

Construction inherently includes some noisy activity. In Rothesay, this is limited to the hours between 7 am and 9 pm. Complaints outside these hours should be reported to the Kennebecasis Regional Police at 847-6300. If the noise is from a Town project, please report it to the Town Office.

In general, the Town carries out construction projects to maintain and replace deteriorated infrastructure or to expand capacity. A general description of the capital projects for the year can be found on the Town website. If your property is affected by a Town project you will be typically be invited to a public open house or receive a letter.

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<p>10. When will [blank] project be starting/how long will it take?</p> <p>11. <b>What's</b> the development happening at X?</p> <p>12. When will the development at X be approved?</p> <p>13. When is your recreation project going to start?</p>	<p>A general description of the capital projects for the year can be found on the Town website. Project duration is influenced by weather and other factors. The Town recognizes there is inconvenience to residents arising from some projects but this is unavoidable if Town infrastructure is to be maintained.</p> <p>A list of approved private development projects is on the Rothesay website.</p> <p>The timing of development approvals is dependant on several factors including the adequacy of information provided by the proponent.</p> <p>Renovations of the Rothesay Arena are expected to begin this summer and take place over the next several years.</p>
<p><b>9) Road Maintenance &amp; Residential Inquiries</b></p> <p>1. When will my street be plowed? Snow hauled away?</p> <p>2. When will the Town make washout and shoulder repairs?</p> <p>3. When will the Town repair snow plow damage? winter kill?</p> <p>4. I live on XYZ street (which turns out to be a private lane) and I want better plowing, road maintenance etc. because I pay taxes the same as everyone else.</p> <p>5. I was travelling on XYZ Street and I damaged my car and I want to the Town to compensate me for the damage</p> <p>6. How do I get the pothole on my street repaired?</p> <p>7.</p> <p>8. There are cars speeding on my street. What will you do to stop it?</p>	<p>Streets are plowed in sequence with main roads plowed first. Progress of the snowplows can be followed using the tracking application accessible on the Town website. Snow is only hauled in extraordinary cases of excessive accumulation.</p> <p>Unless damaged shoulders are creating a significant hazard, work is done in the spring when dry weather permits. Potholes are repaired during the winter snow season and inspected again during the construction season.</p> <p>Physical snow plow damage to turf is repaired when the ground dries out in the spring. The Town does not repair winter kill.</p> <p>The Town provides snow plowing and limited maintenance on private lanes as a courtesy. Such work is limited by the dimensions and condition of the lane. These factors are the responsibility of the property owners.</p> <p>Vehicular damage thought to be caused by road conditions should be reported to the Town immediately. Vehicle owners are advised to contact their insurance providers and the police if the damage is extensive.</p> <p>Potholes should be reported to the Town at 848-6600 or by email at <a href="mailto:rothesay@rothesay.ca">rothesay@rothesay.ca</a>. They are repaired on a batch basis and those considered hazardous will be marked until repairs can be executed.</p> <p>The speed limit on local streets in Rothesay is 40 km/h. Traffic in excess of 40 kph should be reported to the Kennebecasis Regional Police (847-6300).</p>

<p>9. Cars are not stopping at crosswalks. Will you please do something about it?</p> <p>10. What can you do to improve visibility at the X intersection?</p> <p>11. <b>I have to wait too long at the XY traffic lights. Can't you change it to be more efficient?</b></p> <p>12. When will bike lanes be added on X street?</p>	<p>2020 March 9 Open Session FINAL - 149</p> <p>This is a motor vehicle offence and subject to prosecution. Please call the Kennebecasis Regional Police with the license number of the vehicle if possible.</p> <p>The Town consults with private property owners if vegetation on their properties inhibits sightlines. Please contact the Town office at <a href="mailto:rothesay@rothesay.ca">rothesay@rothesay.ca</a>.</p> <p>The timing for traffic signal delays is based on recorded traffic counts on the legs of the intersection. These may be reviewed if conditions change or the Town receives a large number of complaints.</p> <p>Bike lanes have been established on major streets where width permits. The Town has no plans to install bike lanes on local streets.</p>
<p><b>10) Town Facilities</b></p> <p>1. How old is the Rothesay arena?</p> <p>2. When will the ice be in at the Common?</p> <p>3. Do you have any ice time available?</p> <p>4. What does it cost to rent ice at the arena?</p> <p>5. How much does it cost to rent the Arthur Miller fields?</p> <p>6. Are the fields open tonight?</p> <p>7. What are the rates? How do I book the McGuire Center.</p>	<p>The Rothesay Arena was opened in 1972.</p> <p>The ice season at the Common is generally from mid-December until after the early March. The surface may not be available for short periods during or immediately following inclement or unseasonably warm weather. Closures are posted on the Town FaceBook page, Twitter account and the Rothesay website.</p> <p>Please email <a href="mailto:RyanKincade@Rothesay.ca">RyanKincade@Rothesay.ca</a>.</p> <p>Ice rental rates vary by time of day and the nature of the organization renting. Please email <a href="mailto:RyanKincade@Rothesay.ca">RyanKincade@Rothesay.ca</a></p> <p>The current rate for youth is \$25 per hour and for adults \$60/hr.</p> <p>Field closures are posted on the Rothesay Facebook page.</p> <p>To book the McGuire Centre, please contact the Town office at 848-6600.</p>
<p><b>11) Donations &amp; Town Support</b></p> <p>1. <b>I'd like some</b> financial help with my event/team/organization. How do I get some money from the Town?</p>	<p>The Town donation policy and grant application form may be found on the Town website at <a href="https://www.rothesay.ca/wp-content/uploads/2017/11/5-Grants-and-Donation-Policy.pdf">https://www.rothesay.ca/wp-content/uploads/2017/11/5-Grants-and-Donation-Policy.pdf</a></p>



# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	28 February 2020
RE	:	Structural Engineering – Arena Renovations

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### **Recommendation:**

It is recommended Estabrooks Engineering Inc. be engaged to design and supervise structural improvements to the Rothesay Arena at an estimated cost of \$35,000 including net HST.

### **Background:**

The Rothesay Arena was constructed in 1972. Since then building codes have changed. There are deficiencies in the three roofs of the Arena related to the carrying capacity under snow and seismic loads. These were first identified in 1998 in a study by Eastern Designers & Company Limited and some remediation work done to the main roof at that time. In 2013, Estabrooks Engineering Inc. reviewed the roof and several deficiencies were noted. No work was undertaken at that time since it was expected a new building would be constructed. In the fall, Council moved to renovate the Arena to extend its useful life by, say, 20 years. Accordingly, it is necessary to upgrade the structure as a fundamental component in that project. Staff is recommending that Estabrooks Engineering be engaged to design and supervise the structural work as they are familiar with the building and conducted the previous analysis. The work includes:

- Reinforcing the main steel rigid frames (9 frames) to increase the capacity under dead, snow, wind and earthquake loads to meet NBCC code requirements;
- Repair and reinforcement of the building entrance structure, including purlin reinforcement which was not performed during the 1999 repair project;
- Upgrading the lateral bracing system to meet current wind and earthquake loads;
- Modify connection of existing masonry walls to the structural steel framing to prevent detachment from the structure during design earthquake ground motion, as per the NBCC;
- Correcting additional deficiencies in the building superstructure as may be noted during the site investigation and analysis.
- Tendering phase services including attendance at bidders meeting, responding to questions, issuing addenda as required, review of bids and award recommendation;
- Attendance at regular project meetings;
- Responding to Contractor's RFI's and advice to Contractor on interpreting drawings and specifications as required;
- Review and approval of submittals including shop drawings, product approvals, substitutions;
- Review and comment regarding schedule;
- Documents and cost review related to Change Orders;
- Periodic site reviews during construction;
- Review and approval of monthly progress billings;
- Issuance of certifications including certificate of substantial completion

A hazardous materials report will be prepared in advance of the tender to include any conditions necessary in the tender documents.

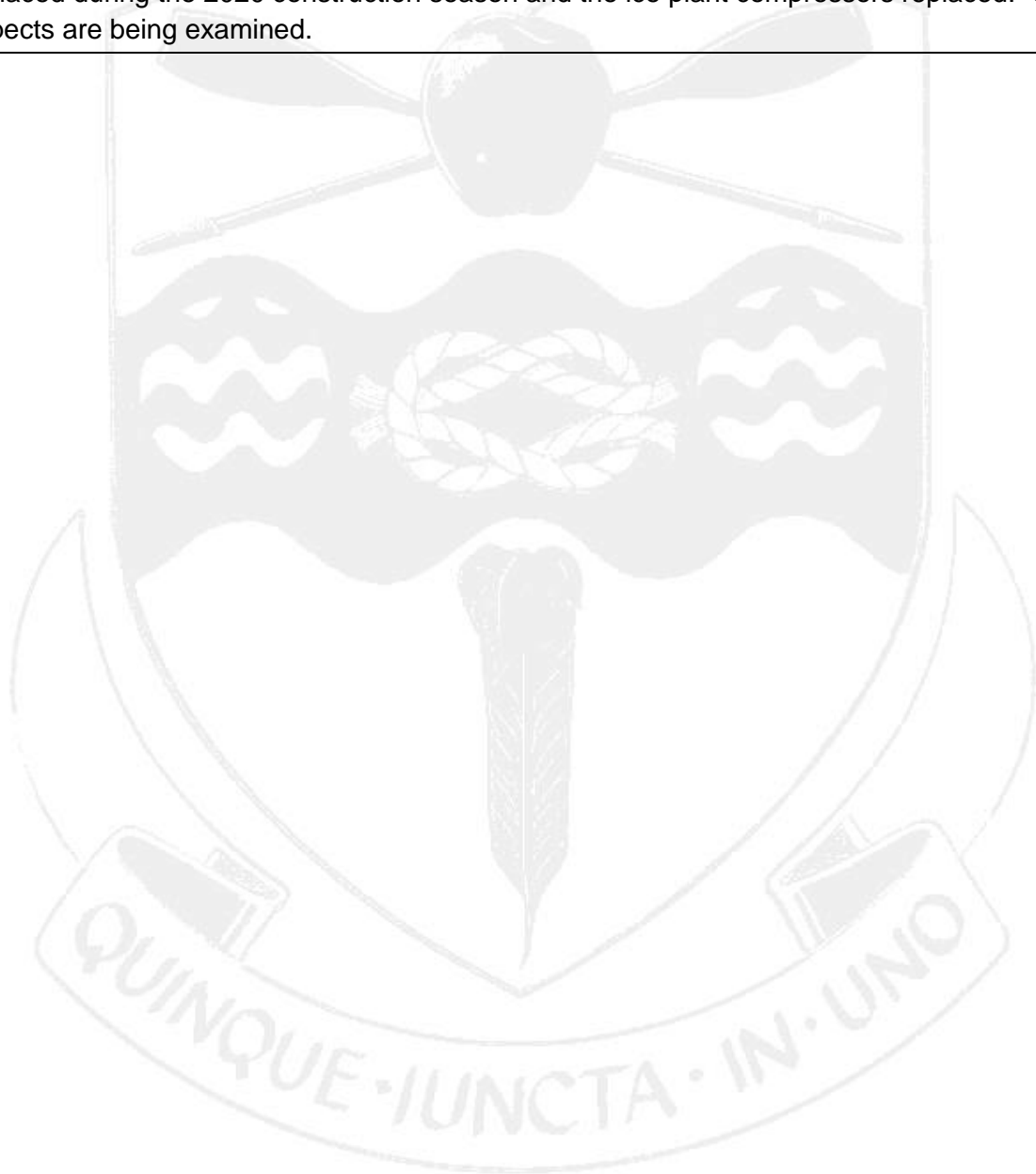


**Financial Analysis**

Estabrooks has provided a quote of \$20,600 to design the work and prepare the tender documents. They estimate the cost for oversight during construction to be \$7,200 and the cost of third party testing at \$4,000. (The Town will engage the testing facility directly.)

The cost of the construction is estimated to be in the range of \$400,000. The 2020 capital budget includes \$1M for Arena Renovations with the funds to come from the gas tax reserve. It is also planned that the asphalt pavement and underground pipework in the parking lot will be replaced during the 2020 construction season and the ice plant compressors replaced. Other aspects are being examined.

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70 Hampton Road  
 Rothesay, NB  
 E2E 5L5 Canada

**Rothesay Council**  
**March 9<sup>th</sup>, 2020**

**TO:** John Jarvie, Town Manager

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

**DATE:** Wednesday, March-04-20

**SUBJECT:** Rothesay Highway Signage - Supplemental

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### INFORMATION REPORT

**ORIGIN:**

At the February 10 2020 regular Open Session meeting of Council the following Motion was passed:

**MOVED by Council. McGuire and seconded by Council. Brenan Council direct staff to develop detailed cost estimates for two highway signs modeled after a larger scaled design of the wooden Rothesay sign located in Wells Park, and further the design of the signs include “Rothesay” and the Town Coat of Arms.**

**CARRIED.**

**BACKGROUND:**

Staff previously prepared report and submitted it to Council on February 10, 2020. The February report presented a preliminary assessment of the Council request with respect to the logistics and cost for the installation of a “Welcome to Rothesay” sign on the McKay Highway near our Town’s Saint John and Quispamsis borders. Since then Staff have contacted two sign manufacturing companies and received more accurate yet unsolicited cost quotes as follows below:

SIGN TYPE Welcome to Rothesay	STAFF ESTIMATE	QUOTED ESTIMATE
Two -10' x 18' NB DTI Compliant mounted on 20' Frangible (Breakaway) Aluminum Posts	\$80,000.00 (feasibility estimate)	\$53,408.00 (unsolicited estimate) <sup>1</sup>

<sup>1</sup> The quote provided by the business does not represent an obligation to contract the service.

<b>Two – Ground Signs Custom Cut and mounted (Comparable to Quispamsis Sign)</b>	\$60,000.00 (feasibility estimate)	\$37,800.00 (unsolicited estimate)
<b>Two – 5' x 16' Wooden Sandblasted Etched Signs* (See Attachment A)</b>	NA	\$30,000.00 (unsolicited estimate)

### NEXT STEPS

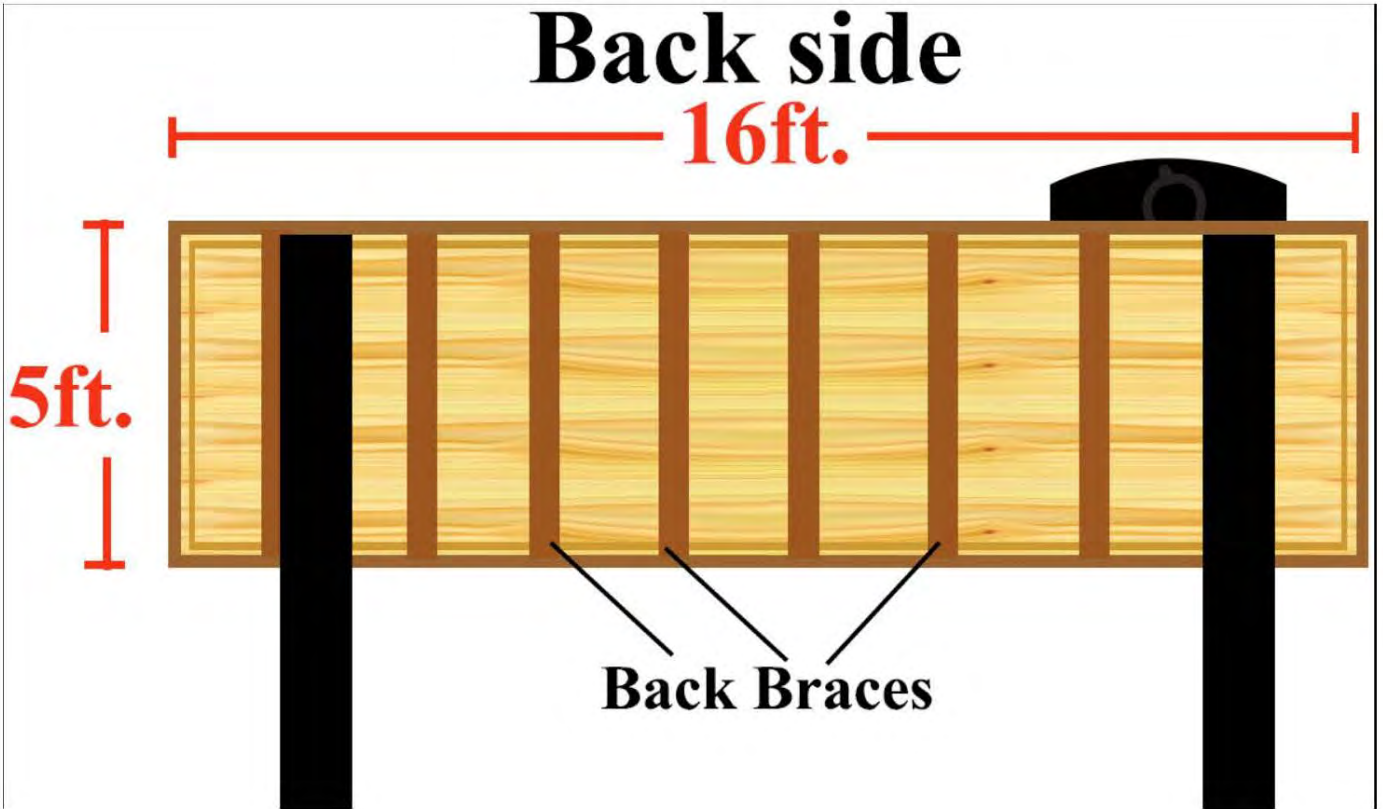
Should Council chose to proceed Staff would propose a two phase process.

1. First Phase: The first phase of is sign site selection and NB DTI engagement, and tender preparation.
2. Second Phase: Staff would enter into Rothesay's standard Tender procurement process and return to Council for Tender Award, sign fabrication.

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

### ATTACHMENTS:

Attachment A :       Examples of Signs Reflecting Council's Motion








70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**March 9, 2020**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** March 5, 2020

**SUBJECT:** T-2020-006 Filled Sandbags Supply Contract

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**RECOMMENDATION**

It is recommended that Rothesay Mayor and Council award Contract T-2020-006: Filled Sandbags Supply Contract to the low tenderer, Brown's Paving Ltd., at the tendered price of \$60,950.00 (including HST), and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

**ORIGIN**

At their meeting of February 10, 2020, Rothesay Mayor and Council approved the issuance of a public tender to solicit bids for the purchase of filled sandbags.

**BACKGROUND**

Staff issued a public call for tenders through the New Brunswick Opportunities Network (NBON) on February 20, 2020. The tender stipulated that the successful contractor will be required to fill and deliver up to 20,000 sandbags to the Rothesay Public Works Depot with a maximum of seven (7) days notice should river levels necessitate the distribution of sand bags to the community. The tender clearly stated that the Town would supply up to 20,000 empty sandbags to the successful bidder and that the successful bidder will be guaranteed a minimum payment (equal to their bid price per filled sandbag multiplied by 5,000), regardless of river levels.

**TENDER RESULTS**

The tender closed on March 3, 2020 and eight (8) bids were submitted. Only six (6) bids met the criteria set out in the tender. Two (2) were deemed non-compliant by the Tender Opening Committee.

The results from the six (6) compliant tenders were as follows:

- |   |               |
|---|---------------|
| 1. Brown’s Paving Ltd., Sussex Corner, NB       | \$ 60,950.00  |
| 2. Mira Construction Ltd., Fredericton, NB      | \$ 80,270.00  |
| 3. Brookville Manufacturing Co., Saint John, NB | \$ 82,800.00  |
| 4. Debly Enterprises Ltd., Saint John, NB       | \$ 84,870.00  |
| 5. Coastal Enterprises Ltd., NB                 | \$ 102,120.00 |
| 6. VON Industries Ltd., Berry Mills, NB         | \$ 113,850.00 |

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

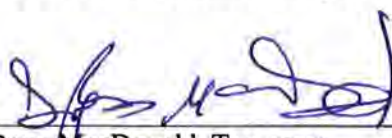
**FINANCIAL IMPLICATIONS**

	Total (including HST)	HST Rebate	Subtotal
Minimum value	\$15,237.50	\$1,419.60	\$13,817.89
Maximum value	\$60,950.00	\$5,678.42	\$55,271.58

This item was not included in the approved 2020 General Fund Budget. If approved by Council, this purchase will be funded from Reserves.

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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).*