



# ROTHESAY

COUNCIL MEETING

**IN PERSON**

**Monday, August 9, 2021**

**6:00 p.m.**



## **PUBLIC NOTICE:**

Rothesay Council meetings will be held **IN PERSON** following the return to Green Phase by the Province of New Brunswick. Please note the meeting will start at 6:00 p.m.

Public access to the Live stream will be available online:

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

### 1. APPROVAL OF AGENDA

### 2. APPROVAL OF MINUTES Regular Meeting 12 July 2021

#### ➤ 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 9 July 2021 Email from resident RE: Oakville Acres Detention Pond walking path  
Photographs (12) of walkway

#### Refer to Works and Utilities Committee

5.2 4 August 2021 Emails from/to resident RE: Proper connected cycling/walking trails  
29 July 2021 Email from resident

#### Refer to Parks and Recreation Committee

### 6. CORRESPONDENCE - FOR INFORMATION

6.1.1 15 July 2021 Letter from NB Power RE: Maliseet Drive

6.1.2 14 July 2021 Email from resident RE: Changes on Maliseet Drive

6.2 20 July 2021 Thank you letter from the Compassionate Grief Centre  
Compassionate Grief Centre 2020 Annual Report  
(available online at [www.compassionategriefcentre.ca](http://www.compassionategriefcentre.ca))

6.3 22 July 2021 Thank you card from the YMCA RE: Annual Strong Communities Campaign

### 7. REPORTS

#### 7.0 August 2021 Report from Closed Session

7.1 Fundy Regional Service Commission (FRSC) 2020 Annual Report

7.2 16 June 2021 Kennebecasis Public Library (KPL) Board Meeting Minutes

June 2021 KPL Librarian's Report

31 December 2020 KPL 2020 Audited Financial Statements

**ROTHESAY**

Regular Council Meeting

Agenda

-2-

9 August 2021

- 7.3 30 June 2021 Draft unaudited Rothesay General Fund Financial Statements
- 30 June 2021 Draft unaudited Rothesay Utility Fund Financial Statements
- 30 June 2021 Donation Summary
- 7.4 20 July 2021 Draft Rothesay Hive Advisory Committee Meeting Minutes
  - Age-Friendly Advisory Committee (*See item 9.1*)
- 7.5 28 July 2021 Draft Works and Utilities Committee Meeting Minutes
- 7.6 July 2021 Monthly Building Permit Report
- 7.7 4 August 2021 Capital Projects Summary

**8. UNFINISHED BUSINESS**

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**TABLED ITEMS****8.1 Wiljac Street Reconstruction and Extension – Design** (Tabled March 2019)*No action at this time***8.2 Strong Court Sidewalk – Anglophone South School District** (Tabled April 2021)*No action at this time*

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**9. NEW BUSINESS****9.1 Amendment to By-law 2-14 Schedule B – Standing Committees**

- 29 July 2021 Memorandum from Town Clerk Banks
- 9 August 2021 Amended Schedule B (By-law 2-14) – Standing Committees
- 21 July 2021 Recommendation from Rothesay Hive Advisory Committee

**10. NEXT MEETING****10.1 Council meeting start time**

- 5 August 2021 Memorandum from Town Clerk Banks

- Public Hearing** Monday, August 16, 2021 at 6:00 p.m. IN PERSON (Common Room)
- Regular meeting** Monday, September 13, 2021 at 7:00 p.m. IN PERSON (Common Room)

**11. ADJOURNMENT**

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** July 12, 2021 10:56 AM  
**To:** Liz Pomeroy  
**Subject:** FW: Unsafe walking in and around lagoon

**From:**  
**Sent:** July 9, 2021 1:56 PM  
**To:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** Unsafe walking in and around lagoon

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

To The Mayor and Councillors – Town of Rothesay, NB

We have resided at 25 Monaco Dr., Rothesay now for 35 yrs. and have enjoyed seeing how the area has developed over the years. At the north-east end of Oakville Acres, between Bell Air Ave. and Pettingill Rd., there exists a lagoon that was developed in hopes of lessening flood waters from overrunning this lower area of the municipality.

The lagoon is partly surrounded by an upper walkway on the north and west sides. In addition, there is walkway running from north to south down the center of the lagoon.

Unfortunately, the lower walkway has gotten overgrown and is very rough because of work carried out along the walkway.

At the top of the lagoon on the west side, at the south end, the walkway ends abruptly leaving a very rough area from that point to where it joins up with the center walkway. It is a very dangerous walking due to uneven and rough ground. Those of us, due to advancing years, must be VERY careful walking along the created walkways. It is rewarding to have that area available to us, but work must be done to keep us safe during walks in that area.

As you are most aware, the Rothesay Landings section of Oakville Acres sub-division is occupied almost exclusively of seniors and immediately borders the lagoon. We have spoken with several of them, and they have also voiced concerns when it comes to walking the lagoon area. It would be appreciated if the municipal council would investigate this matter and have the appropriate works department respond to the area.

Thank you in advance.

25 Monaco DR.  
Rothesay, NB E2E 2P2

Lagoon between Pettingill Rd. & Bel Air Ave. – Overview of Lagoon

N



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1 - Facing south towards RBC & Drive-Throughs



2 - Walkway ends abruptly – should be extended



3 - Looking North back towards walkway



4 - Looking north through center of Lagoon

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5 - At bottom of lagoon – rough areas dangerous walking



6 - Walkway over growing



7 - Overgrowing



8 – Bottom walkway rough & overgrowing



9 - Rough & overgrowing



10 - Close to north end of lower walkway - over growing



11 - North end – looking South down into lagoon – walkway overgrowing



12 - North end - Looking south at top walkway – opposite end of photo 1

**Liz Hazlett**

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**From:** Liz Hazlett  
**Sent:** August 4, 2021 3:28 PM  
**To:** Liz Hazlett  
**Subject:** FW: Proper connected cycling/walking trails

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**From:**  
**Sent:** Friday, July 30, 2021 2:51:52 PM  
**To:** Tiffany Mackay French <[TiffanyMackayFrench@rothesay.ca](mailto:TiffanyMackayFrench@rothesay.ca)>  
**Subject:** RE: Proper connected cycling/walking trails

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Thank you Tiffany, I appreciate your support and work on this matter, sometimes it seems like these things get studied to death and the time for action is now, it is frustrating to see how other communities make it happen, I didn't mention below but the City of Fredericton also has a extensive trail system that we have also cycled on and it interconnects many communities, it can happen if the will is there.

The expansion of the Wells cross country ski trails is another passion of mine as well, it being a little different as winter weather has to cooperate but any work on expanding and widening those trails is appreciated, having the Hillside trail groomed was a positive step last winter, the main issue is people walking in the groomed tracks so wide trails and educational signage is a must. Would also be nice if somehow lighting could be install on the main trail for evening skiing.

Thanks again and I'll think on the recreation committee.

Sent from [Mail](#) for Windows 10

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**From:** [Tiffany Mackay French](#)  
**Sent:** July 30, 2021 11:31 AM  
**To:**  
**Subject:** Re: Proper connected cycling/walking trails

Hi ,

Thank you for your message. Active transportation, biking, and safety are very important to me.

I am going to forward your message to council to ask that it be considered by our Parks & Recreation Committee. We are trying to connect trails from both Wells to the Hillside and to the Quispamsis trail. We have applied for funding for these projects. The issue for the connection with Wells is the highway overpass and the issue with the connection to Quispamsis is CN agreement and the railway.

My wish would be that these connections would happen and, as you suggested, we had a safe trail that followed the train track right into Saint John.

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I would encourage you to apply to sit on the parks and recreation committee for the Town of Rothesay. Passionate residents are exactly what we need on our committees!!!

I really can not understand why the bike lanes have not been re-painted and happy that you have raised this concern. I had a resident show me photos of communities that paint bike lanes in a bright Kelly Green to stand out and I have presented that idea.

Thank you again for your email.

Kind regards,

Tiffany

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**Liz Hazlett**

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**From:** Liz Hazlett  
**Sent:** July 30, 2021 12:27 PM  
**To:** Liz Hazlett  
**Subject:** FW: Proper connected cycling/walking trails

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**From:** Tiffany Mackay French <[TiffanyMackayFrench@rothesay.ca](mailto:TiffanyMackayFrench@rothesay.ca)>  
**Sent:** Friday, July 30, 2021 11:34:23 AM  
**To:** Mary Jane Banks <[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)>; John Jarvie <[JohnJarvie@rothesay.ca](mailto:JohnJarvie@rothesay.ca)>  
**Subject:** Fwd: Proper connected cycling/walking trails

Good morning,  
Could we please add the following email to our August council kit and recommend that it go to the Parks and Recreation Committee and that receive a response from council with his concerns addressed?  
Thank you,  
Tiffany

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**From:**  
**Sent:** Thursday, July 29, 2021 3:25 PM  
**To:** [tiffanymackayfrench@rothesay.ca](mailto:tiffanymackayfrench@rothesay.ca)  
**Subject:** Proper connected cycling/walking trails

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon Tiffany, I see from your bio on the town's website that you are an active person who enjoys biking and the outdoors, my wife and I are mid 50's and enjoy walking/hiking and cycling, my wife will not cycle in Rothesay because she refuses to ride on our roads, she has seen to many people driving into bike lanes and not paying attention while driving, I do use the bike lanes and have been lucky enough to have not had any incidents or close calls yet although my neighbor and his wife who also cycle have had a few close calls.

We live in the Highland Road area and can access the hillside trail and not having to travel to long on town streets.

My question is why we cannot have connected trails throughout the town that allow one to travel from community to community, my wife and I just returned from a vacation where we spend 2 days in the Edmundston area where we were able to use their bike trail system to go from downtown Edmundston to the Quebec border all via cycling/walking trails. We then went across the province to Bathurst for 3 days and travelled on the Veloroute around the Acadian Peninsula, second picture below.

The first picture below is the trail in Quispamsis that travels on either side of the Pettingill Road, I wonder why trails like this cannot be connected to Rothesay trails to form a connected community, running paths like this alongside the train tracks that run through Rothesay provide an opportunity for a great trail system that so many communities much smaller than ours have, getting people out and active should be a goal for everyone.



There is usually many opportunities for Federal funding to assist in these sort of projects, I see many announcements of gas tax revenue being spent on these projects. For safety install fencing along the rail track side of a path if needed. I think Rothesay needs to start spending on outdoor projects that serve everyone.

On other note it is late July and bike lane line painting has still not taken place along Rothesay Road, this is quite unacceptable for safety reasons.

Thank you for your time.





the power of possibility  
débordant d'énergie

John Jarvie,  
Town Manager,  
Town of Rothesay,  
70 Hampton Road, N.B.  
E2E 5L5

July 15, 2021

Dear Mr. Jarvie,

I am writing to you in regard to the email I received on July 3<sup>rd</sup>, 2021 which included a letter from Mr. and Mrs. Hughes, as well as the associated petition submitted by the residents of Maliseet Drive.

I would like to confirm that NB Power does not have any plans to change the configuration of the existing underground services to overhead wires on poles on Maliseet Drive.

The developer has been in discussions with NB Power regarding a new section for development, but this does not impact existing infrastructure on Maliseet Drive.

If you have any further questions or require additional information pertaining to this matter, please do not hesitate to reach out.

Kind Regards,

A handwritten signature in black ink, appearing to read "Lori Clark".

Lori Clark

Cc: Robert Scott  
Nicole Poirier

**Liz Pomeroy**

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**From:** Liz Pomeroy  
**Sent:** July 14, 2021 3:43 PM  
**To:** Liz Pomeroy  
**Subject:** FW: Changes on Maliseet

**From:**  
**Sent:** July 14, 2021 3:34 PM  
**To:** Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>  
**Cc:** Rothesay Info <[rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)>  
**Subject:** Changes on Maliseet

**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

This email is to express our disappointment over the possible plans to replace the underground system with above ground powerlines.

Living on Maliseet Drive in Rothesay has been pretty discouraging these last few years. Improvements to the water treatment pond seem to be taking forever and the stench seems to be getting worse, the depressing destruction of the forest behind our homes for the new development, the flooding and now this.

We would like to take this opportunity to make a few requests:

- Plans to overhaul the power to a pole and above ground system be immediately stopped
- The piles of brush left behind by the clearing for roads be removed from beside our homes as soon as possible, especially with hot weather coming as it presents a safety (fire) hazard
- Improve communication with the residents about changes on our road rather than leaving us to depend on word of mouth.

The people of Maliseet have lost so much of the charm that existed on our street over the last few years. Please help us maintain some of the character and natural beauty of our community.

Thanks for taking the time to consider our thoughts, your neighbours,

with thanks,



July 20, 2021

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



Dear Mayor and Council,

Thank you for your generous donation of \$1,000 to the Compassionate Grief Centre. We will be pleased to use this funding to provide professional counselling and grief support groups to the residents of Rothesay who are coping with grief and loss and in need of professional support.

Since launching our programs and services in the Fall of 2020, we have been pleased to provide over 200 private counselling sessions and supported 37 people in grief groups. The need for our services is growing daily as we move through the Pandemic. The Government of NB estimates that 51% of New Brunswickers are at risk of developing negative mental health impacts due to the Pandemic. The establishment of our non-profit charity has proven very timely to help address some of these impacts related to grief and loss.

To date, we are 100% funded by our community and the support of local donors and local government is critical to our ability to deliver our programs and services. Thank you for supporting us. The feedback we have received to date has been excellent.

I have attached our Annual Report for your review. Additional information is located on our website at [www.compassionategriefcentre.ca](http://www.compassionategriefcentre.ca)

All the best,

Jamie Godfrey  
Chief Executive Officer



# ANNUAL REPORT 2020-2021



## Compassionate Grief Centre of Southern NB

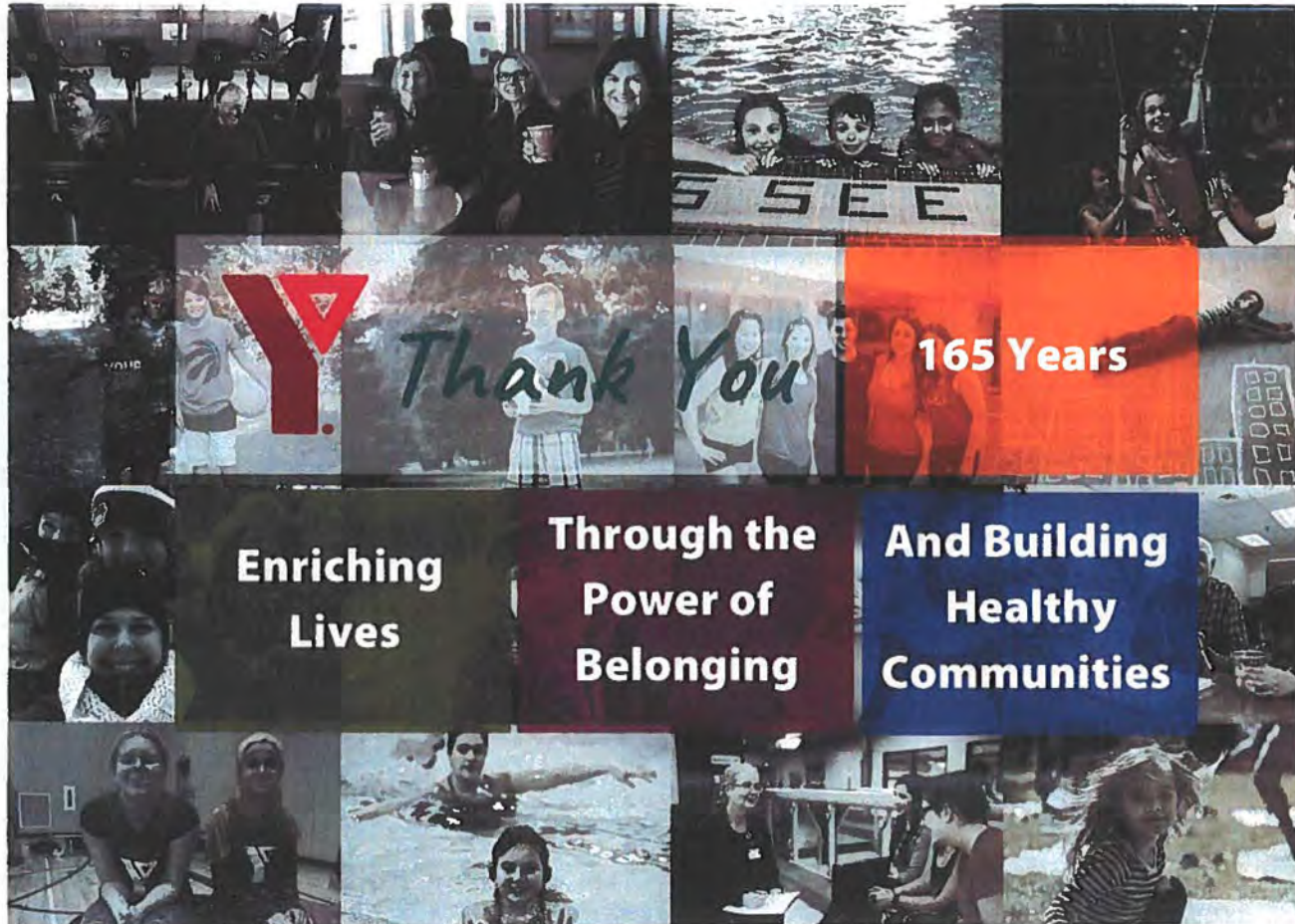
Email: [hello@compassionategriefcentre.ca](mailto:hello@compassionategriefcentre.ca)

Website: [www.compassionategriefcentre.ca](http://www.compassionategriefcentre.ca)



Tel: 506-847-0002  
53 Clark Road  
PO Box 4442  
Rothesay, NB E2E 5X2

Building healthy communities  
www.saintjohn.ymca.ca  
YMCA of Greater Saint John





Mayor + Council,

Thank you for your most generous donation of \$1,000 to the Y's Annual Strong Communities Campaign.

Your donation will ensure no one will be turned away to Y programs + services due to financial circumstances.

Thank you again for considering and approving this support.

Sincerely,  
Kristen Clayton, COO





# 2020 Annual Report



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

## Table of Contents

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- 4** Chair's Message
- 5** Board Members
- 6** Vision and Mandate
- 6** Community Funding
- 7** Planning & Building Inspection
- 8** Recreation
- 10** Solid Waste
- 14** Financials

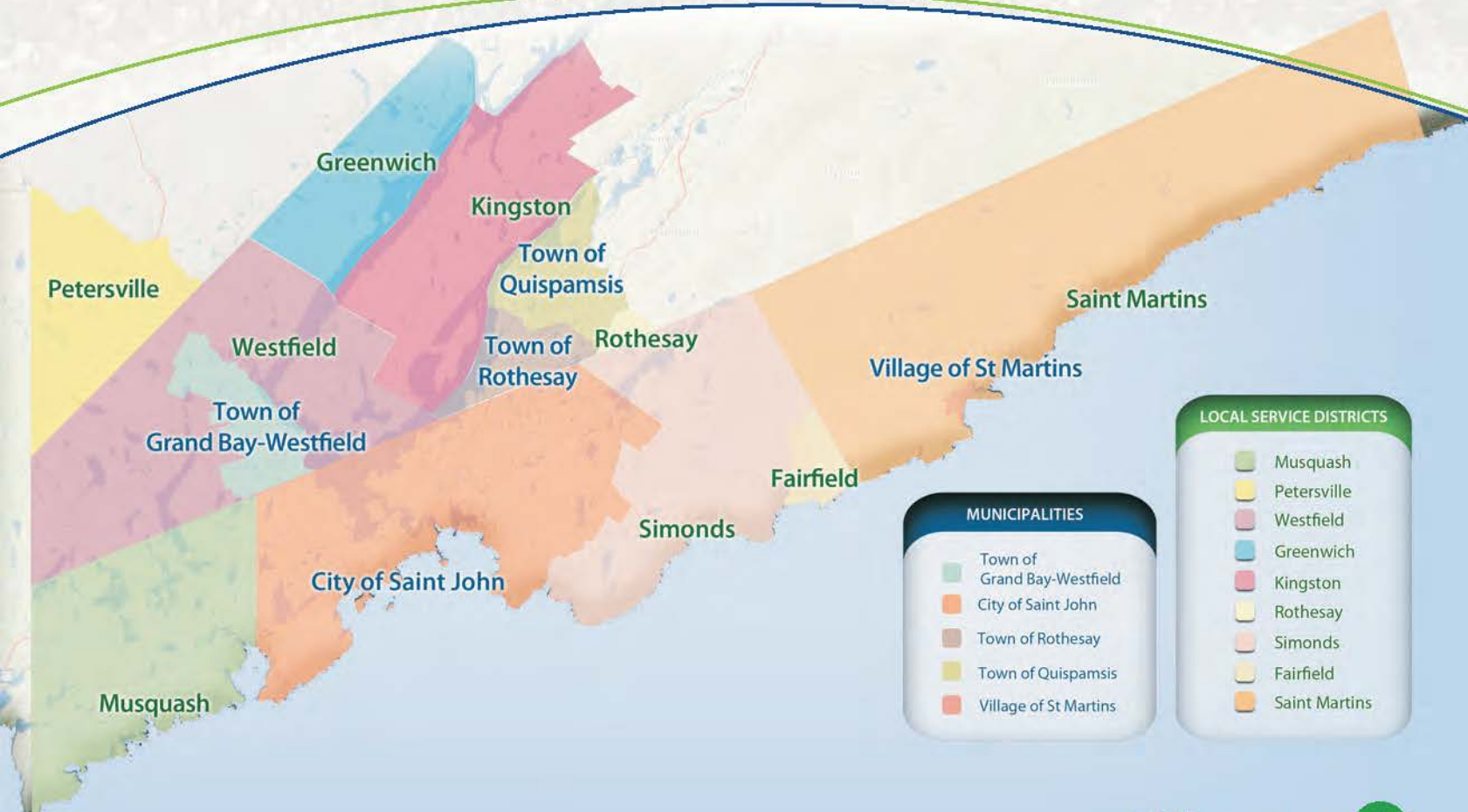
# Host Community Grants

The Commission allocates a dedicated portion of the landfill tipping fees to the **Host Community Enhancement Fund for special projects**. The fund is administered by Crane Mountain Enhancement Inc. To date, more than **\$1.7 million dollars** has been invested in the communities from Saint John's South Bay through Grand Bay-Westfield. In 2020, another **\$64,903** was completed on a variety of projects selected for their beneficial enhancement in the community. Among the recipients in 2020, the KBM Outing Association, and the RV Community Centre each received major funding for building upgrades, as well as, Grand Bay Primary School received funds for a climbing wall.

# Regional Profile



Located in southern New Brunswick, the **Fundy Regional Service Commission (FRSC)** has 164 km of coastal boundary. Viewing the numerous harbours and coves spread over this coastline, including the 27 km<sup>2</sup> of the protected Musquash Estuary, and the St. John and Kennebecasis Rivers, it is evident that the fishery industry, outdoor recreation and wildlife habitat are only a few of the important and scenic aspects of the FRSC region. The community consists of the City of Saint John, towns of Grand Bay-Westfield, Rothesay and Quispamsis, the Village of St. Martins and nine Local Service Districts (LSD) Fairfield, Greenwich, Kingston, Musquash, Petersville, Rothesay, Saint Martins, Simonds, and Westfield. The total population of these combined areas is 115,623 (2016 census); with 12,904 residing in the predominately residential, agriculture and resource based unincorporated areas, and 102,719 in suburban and urban municipalities.



# Message from the Chair

*"... I would like to thank everyone for their resiliency during these times."*



On behalf of the Commission, I am pleased to present the Annual Report and Financial Statements for the Fundy Regional Service Commission for the year ending December 31, 2020. We can all agree that 2020 will not be easily forgotten. Covid-19 presented new challenges to all of our lives. Despite these challenges, we quickly adapted new procedures in order to continue our commitment to the development, implementation and operation of programs that provide value and enhance the lives of our stakeholders.

Operations were enhanced to ensure continuance through all phases of recovery in our region. Construction projects on site continued, host community projects were completed, local planning projects moved forward, and the landfill continued to operate uninterrupted.

Revenue surprisingly increased and costs were controlled regardless of the additional Covid-19 measures implemented. A **\$450,000 surplus** was recognized in the operating budget, and another **\$225,000** was transferred to capital reserves.

The pandemic spurred a surge in building, with a sizeable increase of **35%** over 2019 builds in the Local Service Districts. A new position of Development Officer was hired to help offset the growth in this department, and in support of future rural plan reviews.

In response to the challenges surrounding the recycling of plastic bags and the ongoing impact of plastic waste on our environment, the Commission moved forward with a two-step plan to tackle plastic bags. First they were removed as an acceptable item in recycling, and then, the Commission began working in collaboration with all stakeholders toward banning plastic checkout bags. With a united front, plastic checkout bags have been banned from use in each municipality beginning **July 2021**. This action, effectively eliminates **35 Million Plastic Bags** every year.

I'd like to thank all of my fellow board members for their commitment over this unique year, in particular, Glen Baxter of the LSD of Kingston, a dedicated board member who served from January 2015 until June, 2020, and as the Vice Chair for the last four years.

By any measure, 2020 was a challenging year for households, businesses and communities, and I would like to thank everyone for their resiliency during these times. Together, we can work towards a stronger future.

Dr. Nancy Grant  
Chair



Mayor Nancy Grant  
CHAIR



Jim Bedford  
VICE CHAIR



Mayor Bette Ann Chatterton  
DIRECTOR



Mayor Don Darling  
DIRECTOR



Mayor Gary Clark  
DIRECTOR



Mayor Grace Losier  
DIRECTOR



John Cairnes  
DIRECTOR



Brenda Rathburn  
DIRECTOR



Marc MacLeod  
EXECUTIVE DIRECTOR

# Board Members

At the AGM in June of 2020 there was a change to the makeup of the board. Mayor Grant became Chair of the Board in June, replacing Mayor Clark. The Vice Chair position held by Director Baxter was replaced by Director Bedford. Director Baxter finished his term on the board.

## Meetings and Per Diams Paid

Board Members	Community	Attendance	Per Diem	Mileage	Expenses
Mayor Nancy Grant - Chair	Rothesay	10	\$4,800.00	\$811.80	\$5,611.80
Jim Bedford - Vice Chair	LSD St. Martins	9	\$4,800.00	\$298.48	\$5,098.48
Glen Baxter	Kingston	7	\$2,000.00	\$65.60	\$2,065.60
John Cairnes	Simonds	11	\$4,800.00	\$279.21	\$5,079.21
Mayor Bette Ann Chatterton	Village of St Martins	11	\$4,800.00	\$413.28	\$5,213.28
Mayor Gary Clark	Quispamsis	8	\$6,000.00	\$1,363.25	\$7,363.25
Mayor Don Darling	Saint John	2	\$0.00	0	\$0.00
Mayor Grace Losier	Grand Bay-Westfield	8	\$4,800.00	\$41.00	\$4,841.00
Brenda Rathburn	Westfield West & East	11	\$4,800.00	\$114.80	\$4,914.80
<b>Alternates</b>					
Cindy MacCready	LSD Alternate	7	\$2,800.00	108.24	\$2,908.24
Shirley McAlary	Saint John Alternate	8	\$700.00	93.89	\$793.89
Matthew Alexander	Rothesay Alternate	1	\$100.00	18.86	\$118.86
					<b>\$44,008.41</b>
<b>2020 Meetings</b>	11	84%			
Directors' per diem rate	\$400 per month				
Chair's per diem rate	\$600 per month				

# Vision

To work in collaboration and cooperation with communities, ensuring that Municipalities and Local Service Districts are **better positioned to meet the service needs of residents** and to benefit from collective efforts to build and sustain stronger regions.

# Mandate

The Fundy Regional Service Commission is dedicated to collaboratively working toward efficient and effective service delivery for its citizens, businesses, and community partners with a focus on measurable results and accountability. We strive to be open to positive change as we provide solid waste management, planning, building inspection services as well as collaboration on policing, Emergency Measures Organization, recreation, culture and any other service that adds value to our region.

# Community Funding

The funding model for Fundy Regional Service Commission is based on each communities' tax base and population. Communities utilizing the planning & building inspection services pay an additional fee.

COMMUNITIES	2020 Tax Base	2016 Tax Base	Cooperative & Regional Planning	Local Planning	Funding Per Community
Grand Bay-Westfield	\$382,520,350	4,964	\$1,847	\$-	\$1,847
Quispamsis	\$1,800,765,800	18,245	\$7,600	\$-	\$7,600
Rothesay	\$1,330,037,450	11,659	\$5,226	\$-	\$5,226
Saint John	\$7,050,026,572	67,575	\$28,932	\$-	\$28,932
St. Martins	\$22,316,000	276	\$105	\$3,940	\$4,045
LOCAL SERVICE DISTRICTS					
Fairfield	\$17,796,100	294	\$99	\$3,142	\$3,241
Greenwich	\$74,432,100	1,058	\$379	\$13,143	\$13,522
Kingston	\$300,621,100	2,913	\$1,240	\$53,081	\$54,321
Musquash	\$521,285,850	1,194	\$1,327	\$92,044	\$93,371
Petersville	\$32,835,800	477	\$169	\$5,798	\$5,967
Rothesay	\$24,060,950	325	\$119	\$4,248	\$4,367
Saint Martins	\$70,952,550	1,132	\$388	\$12,528	\$12,916
Simonds	\$206,636,050	3,549	\$1,183	\$36,486	\$37,669
Westfield West (East)	\$161,758,200	1,962	\$752	\$28,562	\$29,314
<b>TOTALS</b>	<b>\$11,996,044,872</b>	<b>115,623</b>	<b>\$49,366</b>	<b>\$252,972</b>	<b>\$302,338</b>

# Planning and Building Inspection

Planning and building inspection services from Fundy Regional Service Commission are available to all municipalities and Local Service Districts within the Commission boundaries. Currently, services are utilized by all of the Local Service Districts, as well as, the Village of St Martins.

A number of different planning documents and regulations are utilized in the region. The Village of St. Martins has a Rural Plan, Building Bylaw, and Subdivision Bylaw. The Parish of Saint Martins, is subject to a Basic Planning Statement, with the Parishes of Simonds, Rothesay, and Musquash being subject to their own specific Rural Planning Area documents. All nine LSD's are subject to various Provincial Regulations created under the Community Planning Act, with the most common being the Provincial Subdivision Regulation and Provincial Building Regulations. These planning documents and regulations are administered by Planning and Building Inspection Services of FRSC.

## Planning Review Adjustment Committee Expenses 2020

Per diem rate: \$100 per meeting.

MEMBER	Community	Per Diem	Mileage	Total
Dwight Allaby	Kingston	\$300.00	\$37.18	\$337.18
Glen Baxter	Kingston	\$300.00	\$29.74	\$329.74
Ron Bridges	Village of St Martins	\$300.00	\$50.57	\$350.57
Donna Murchison	Westfield	\$200.00	\$5.58	\$205.58
Brenda Rathburn	Westfield	\$300.00	\$14.87	\$314.87
Joan Seeley	Simonds	\$100.00	\$0.00	\$100.00
Midge Thompson	Musquash	\$300.00	\$0.00	\$300.00
Walter Pollock	Fairfield	\$300.00	\$47.96	\$347.96

## Subdivision of Land

COMMUNITY	New Building Lots	Property Line Adjustments
Fairfield	1	0
Greenwich	0	1
Kingston	22	3
Musquash	3	2
Petersville	2	0
Saint Martins	6	0
Simonds	15	0
St. Martins	2	0
Village of St. Martins	1	0
Westfield	0	1
<b>Grand Total</b>	<b>52</b>	<b>7</b>

## Building Permit Breakdown by Area

COMMUNITY	2020 Total Estimated Cost of Construction	New Dwellings	New Commercial Buildings	Additions Alterations & Repairs	Development Permits	Total Permits	2019 Total	2019 Permits
Fairfield	\$25,000	1	0	0	0	1		0
Greenwich	\$1,373,000	5	0	4	6	15	1,048,000	17
Kingston	\$5,385,460	20	2	7	16	45	\$ 3,961,000	33
Musquash	\$4,440,900	6	1	4	10	21	\$ 1,155,000	8
Petersville	\$215,000	0	0	1	3	4	\$ 59,500	5
Rothesay	\$392,000	2	0	0	1	3	\$ 210,000	1
Saint Martins LSD	\$1,145,500	5	0	8	9	22	\$ 789,000	9
Simonds	\$2,883,800	18	0	3	4	25	\$ 1,104,276	16
Village of St. Martins	\$436,000	1	1	2	0	4	\$ 220,200	7
Westfield	\$1,499,140	7	0	2	5	14	\$ 1,555,500	28
<b>Grand Total</b>	<b>\$17,795,800</b>	<b>65</b>	<b>4</b>	<b>31</b>	<b>54</b>	<b>154</b>	<b>\$ 10,271,500</b>	<b>129</b>

# Regional Recreation

From 2017 to 2020, the Recreation Facilitator worked with local communities to implement the **Regional Recreation Plan**. Using recommendations from the plan and the Canada Framework for Recreation as a basis, a three-year work plan was created. The overarching mandate was to build an on-going sense of regional cohesion to ensure a lasting culture of collaboration and innovation in recreation delivery in the Fundy Region. Here are a few of the highlights:

## Fundy Region Recreation Facilities Inventory and Map

- Launched October 1st 2017
- 2,300 unique visitors in the first two weeks
- Contains over 500 facilities

**Fundy Regional Ice Strategy** assessed arena facilities and identified key challenges and recommendations. Over a two year period, usage data was collected; 60 user groups were surveyed; two workshops with municipal councillors and LSD advisory members were held; and a cost sharing model was developed. The final report contained the following recommendations:

1. Collect & Share Usage Data
2. Develop a Regional Funding Formula
3. Develop a Regional Endorsement Process for Major Capital Projects
4. Continue Collaboration Under a Clear Governance Structure
5. Improve Accessibility & Inclusiveness of Arenas
6. Streamline Policies at Arenas
7. Investigate Regional Sponsorship
8. Investigate Online Scheduling

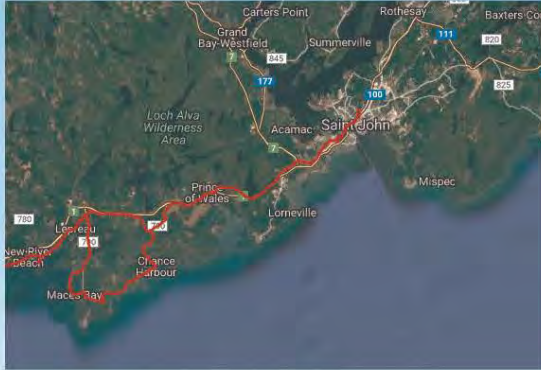
### Other initiatives:

- Kingston Flex & Flow Program
- Whites Bluff Wharf Restoration
- Welsford Community Association: Incorporation and governance
- River Road Hub: Governance and facility improvements
- Seaview Community Club: Facility improvements





# Regional Recreation



**Coastal Link Trail:** A proposed walking and cycling route to connect the Trans Canada Trail in Saint John to the East Coast Greenway in Calais Maine. A Saint John-Musquash community consultation and conceptual design was completed.



## Regional Information Exchange:

Trails Forum, Trail Building Workshop and Active Transportation Symposium

**Recreation profiles completed for each Local Service District**

**\$153,000** raised for various recreation initiatives

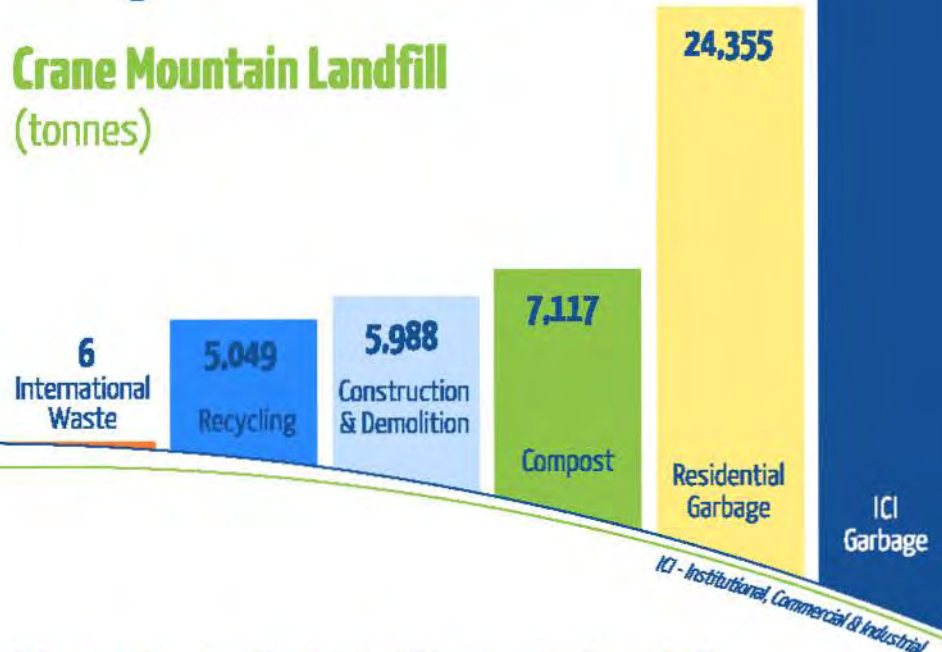


# Solid Waste

Fundy Regional Service Commission is responsible for the environmentally safe and effective disposal of solid waste and diversion. Solid Waste services are funded solely through the tipping fees at the landfill. Communities can realize a savings through diversion of garbage. The landfill tip fee is \$108 /tonne, compost \$40/tonne and recycling is no charge.

# Disposal and diversion

## Crane Mountain Landfill (tonnes)



# Electrical Production

Methane gas from Crane Mountain Landfill is captured and burned in the gas generator. In total **1,075** megawatt hours of electricity was produced. It is used to run our buildings on site, and 865 Mwh of electricity was sold to Saint John Energy, enough to power on average 80 homes monthly.

# Residential Disposal and Diversion

## Compost



### Residential Compost & Garbage (tonnes)

COMMUNITIES	Garbage	Compost	% Compost Diverted
Saint John	13,618.39	3155.7	19%
Quispamsis	3,565.93	1,485.88	29%
Rothsay	2,234.93	927.59	29%
Hampton	864.53	340.90	28%
Village of St Martins	146.02	-	0%
LOCAL SERVICE DISTRICTS			
Simonds & St. Martins	1,298.79	135.36	9%
Kingston & WE	874.95	194.83	18%
Greenwich & WW	536.17	87.83	14%
Petersville	118.28	22.89	16%
Musquash	293.55	36.51	11%
Hampton	803.09	149.00	16%
<b>TOTALS</b>	<b>24,354.63</b>	<b>6,536.49</b>	<b>21%</b>

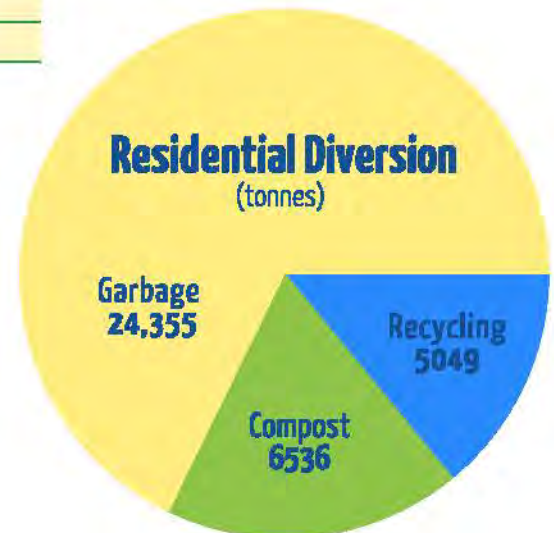
In 2020 **7117 tonnes** of organic material was collected through the green cart compost program. Food scraps, soiled paper products and yard waste are diverted from the landfill through the compost program. The finished product is screened, tested and approved by Department of Environment and Local Government before being sold back to the community as a beneficial soil enhancement.

## Recycling

Curbside Recycling	Garbage	Compost	Recycling	Total Diversion
Quispamsis	3,566	1,486	596	37%
Rothsay	2,235	928	351	36%

Recycling Depots (tonnes)	
Saint John (11 depots)	3175.70
Grand Bay	345.93
Hampton	142.03
St Martins	71.50
Kingston	93.55
Browns Flat	47.31
Welsford	50.91
<b>TOTALS</b>	<b>3926.92</b>

In 2020, **5,049 tonnes** of residential recycling was collected and processed through the Material Recovery Facility.



# Recycling Audit

In 2020, an audit of recycling entering the **Material Recovery Facility**, or MRF was conducted. During the sorting process, contaminants - (non-recyclable items) are removed, the material is sorted then it is shipped to market. Reducing contamination in recycling helps reduce the cost of processing.

The audit showed that **paper and cardboard streams**, which make up the majority of recycling, from both the large blue **recycling depots**, and from the **curbside** material had less than **less than 3%** contamination.

In the **containers stream** which includes plastic, metal and milk containers the contamination is much higher, showing the material from the **recycling depots** has **twice** the amount of contaminants as from the curbside material.



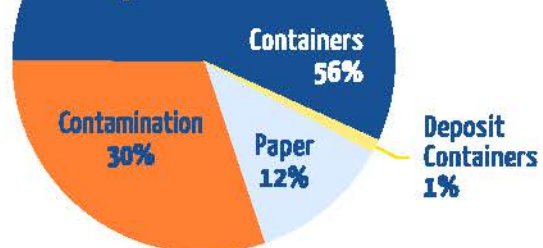
## Curbside Recycling: Papers



## Curbside Recycling: Containers



## Recycling Depot: Containers

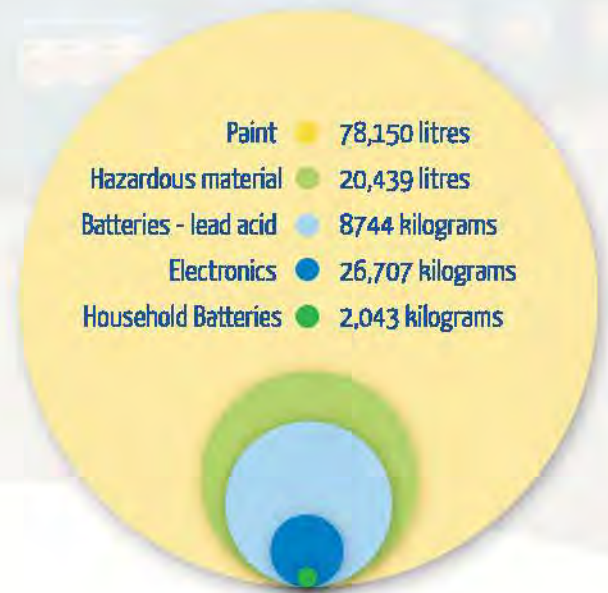


## Recycling sent to Market 5,641 tonnes



# Household Hazardous Waste

The Household Hazardous Waste Facility is open year round at Crane Mountain Landfill. Residents can bring in their old paint, motor oil, batteries and other hazardous material at any time at no charge. As well, Electronics such as computers and printers, VCR, DVD and CD players, portable audio/video devices and more can be brought in for recycling through the Recycle My Electronics program.



# Public Education

Description	Programs	Participants	2019 numbers
Collection Reminder Service	Collection reminder by email, App, electronic calendar, phone or twitter	13,844 reminders	11,780
School Program Interpretive Centre	9 classes	225 (covid)	73 classes, 1,813
Public Events	Home Show & public presentations	0 - Covid	1,540
Puppet Shows – grade 2	0 presentations	Covid	43 presentations 1,316
Summer Camp program	17 camp kits delivered		42 presentations 810
Summer Festivals and Farmers markets	5 summer events	360	11 summer events, 1,222
Diversion Provided at Events	RibFest, Marathon by the Sea	cancelled	40,000
E-News	4 issues in French & English	2,282 readers	1,537
Facebook Page	Weekly engagement posts	3,429	2,755

## Action on Plastic Bags



The Fundy Regional Service Commission stopped accepting plastic bags and plastic wrap in the recycling in **March 2020**. Recycling is dependent on recycling markets, for more than two years, plastic film sat stockpiled in our warehouse. Film plastic has always been a challenge, as a low-valued type of plastic, but markets completely shut down in 2018 with no indication of changing in the future. Recycling is dependent on end markets, it is not sustainable to collect, sort, bale, and store a product with no potential to be recycled. At the same time, the Commission began the process to work with member Municipalities to **ban plastic checkout bags**, and start reducing plastic bags at the source. The ban will come into effect in **July 1, 2021** across the region. Effectively stopping at the source **35 million** plastic bags a year.

# Financial Statements

December 31 **2020**

<b>Table of Contents</b>	<b>14</b> Independent Auditors' Report
	<b>17</b> Consolidated Statement of Operations
	<b>18</b> Consolidated Statement of Financial Position
	<b>19-25</b> Revenue and Expense Support

# Independents Auditor's Report

*"In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission..."*

## To the Members of Fundy Regional Service Commission

### Opinion

We have audited the financial statements of Fundy Regional Service Commission (the "Commission"), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies. In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2020, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **Auditors' Responsibilities for the Audit of the Financial Statements** section of our report. We are independent of the Commission in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Commission's financial reporting process.

### Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic

# Independents Auditor's Report (continued)

decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Saint John, New Brunswick  
April 26, 2021

*Teed Saunders Doyle*

CHARTERED PROFESSIONAL ACCOUNTANTS



# Consolidated Statement of Operations



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

Year Ended December 31, 2020

To view the full financial statements with auditor's notes go to [www.FundyRecycles.com](http://www.FundyRecycles.com)

	2020		2019
	( Unaudited ) Budget (Note 22)	Actual	Actual
<b>Revenue</b>			
Member charges	\$ 2,366,933	\$ 2,568,188	\$ 2,569,469
Sales of services	5,823,964	5,891,013	6,143,280
Government transfers	41,250	47,590	64,447
Interest	40,000	63,214	72,618
Gain on disposal of tangible capital assets	-	-	9,681
Gain on sale of investments	-	-	4,457
	<u>8,272,147</u>	<u>8,570,005</u>	<u>8,863,952</u>
<b>Expenditures</b>			
Cooperative and regional planning services	62,023	55,903	66,274
Local planning services	270,806	261,286	235,496
Solid waste services	8,993,662	8,961,724	8,529,894
Generation facility	246,933	156,994	266,967
Loss on disposal of tangible capital assets	-	235,852	-
Loss on sale of investments	-	4,569	-
	<u>9,573,424</u>	<u>9,676,328</u>	<u>9,098,631</u>
<b>Annual operating surplus (deficit)</b>	<u>\$ (1,301,277)</u>	(1,106,323)	(234,679)
<b>Accumulated operating surplus</b>			
Beginning of year		<u>17,648,547</u>	<u>17,883,226</u>
End of year		<u>\$ 16,542,224</u>	<u>\$ 17,648,547</u>

See accompanying notes to the consolidated financial statements

# Consolidated Statement of Financial Positions



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

As at December 31, 2020

To view the full financial statements with auditor's notes go to [www.FundyRecycles.com](http://www.FundyRecycles.com)

	<u>2020</u>	<u>2019</u>
<b>Financial assets</b>		
Cash (Note 3)	\$ 733,049	\$ 1,006,891
Receivables		
General (Note 4)	826,850	812,200
Due from federal government and its agencies (Note 5)	120,385	121,865
Due from Province of New Brunswick (Note 6)	90,398	70,032
Portfolio investments (Note 7)	2,654,606	2,144,998
	<u>4,425,288</u>	<u>4,155,986</u>
<b>Liabilities</b>		
Bank Indebtedness (Note 8)	6,015	\$ 6,743
Accounts payable and accrued liabilities	1,040,277	979,587
Customer security deposits	101,380	100,786
Deferred revenue	-	15,895
Long term debt (Note 9)	1,346,000	2,000,000
Closure and post-closure liability (Note 10)	1,687,284	1,546,004
	<u>4,180,956</u>	<u>4,649,015</u>
<b>NET ASSETS (DEBT)</b>	<u>244,332</u>	<u>(493,029)</u>
<b>Non-Financial Assets</b>		
Tangible capital assets (Note 18)	64,393,910	64,196,219
Accumulated amortization (Note 18)	(48,198,449)	(46,140,855)
	<u>16,195,461</u>	<u>18,055,364</u>
Deferred financing charges	6,171	9,445
Inventory of supplies	51,381	57,194
Prepaid expenses	53,922	75,541
	<u>16,306,935</u>	<u>18,197,544</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 16,551,267</u>	<u>\$ 17,704,515</u>
<b>Accumulated surplus is comprised of:</b>		
Accumulated operating surplus (Page 3)	\$ 16,542,224	\$ 17,648,547
Accumulated remeasurement gains (Page 4)	9,043	55,968
	<u>\$ 16,551,267</u>	<u>\$ 17,704,515</u>
<b>Contingent liability (Note 12)</b>		
<b>Commitments (Note 24)</b>		

See accompanying notes to the consolidated financial statements

# Notes to the Consolidated Financial Statements



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

To view the full financial statements with auditor's notes go to [www.FundyRecycles.com](http://www.FundyRecycles.com)

December 31, 2020

## 23. Revenue and Expense Support

	2020		2019
	( Unaudited )		
	Budget	Actual	Actual
<b>Revenue</b>			
Member charges			
Cooperative and regional planning services	\$ 34,097	\$ 34,096	\$ 63,734
Local planning services	205,236	205,236	206,045
Solid waste tipping fees	2,127,600	2,328,856	2,299,690
Total member charges	\$ 2,366,933	\$ 2,568,188	\$ 2,569,469
Sales of services			
Solid waste services			
Tipping fees from other sources			
Industrial, commercial, institutional	\$ 4,892,400	\$ 4,882,830	\$ 5,192,280
Construction and demolition	154,000	185,197	172,742
Special waste	72,000	46,780	76,637
Recycling			
Fibre	123,000	108,805	88,105
Refundable Products	10,000	22,354	18,696
Metals	20,000	38,119	34,838
Paints	5,000	7,774	8,821
Plastics	10,000	4,509	12,628
Other	117,000	184,150	159,838
Other operational revenue			
Organics	224,000	284,696	180,511
Compost	5,000	7,803	7,012
Other	32,000	59,167	97,990
Electrical generation	159,564	58,829	93,182
Total sales of services	\$ 5,823,964	\$ 5,891,013	\$ 6,143,280
Government transfers			
Environmental Trust Fund	\$ -	\$ 28,419	\$ 21,352
Regional Recreation Development	41,250	13,750	41,250
Government of Canada - Employment Assistance	-	3,276	-
Government of Canada - Active Living	-	2,145	1,845
Total government transfers	\$ 41,250	\$ 47,590	\$ 64,447

# Notes to the Consolidated Financial Statements



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

To view the full financial statements with auditor's notes go to [www.FundyRecycles.com](http://www.FundyRecycles.com)

December 31, 2020

## 23. Revenue and Expense Support (continued)

	2020		2019	
	( Unaudited )			
	Budget	Actual	Actual	
<b>Expenditures</b>				
<b>Corporate Services</b>				
Governance				
Board Members				
Honorariums	\$ 46,340	\$ 43,303	\$ 42,661	
Travel	4,000	3,272	3,900	
Insurance	12,000	12,075	13,512	
Total Governance	62,340	58,650	60,073	
Administration				
Executive Director's Office				
Salaries and benefits	52,640	52,456	46,093	
Travel	5,000	190	4,932	
Training and development	2,500	-	185	
Human Resources	23,700	23,588	25,239	
Financial Management				
Salaries and benefits	105,200	94,655	111,879	
Training and development	2,500	2,091	-	
External audit fees	13,000	18,771	13,815	
Other Administrative Services				
Advertising and public relations	1,000	-	261	
Legal services	5,000	198	8,622	
Office equipment and supplies	7,948	4,656	2,851	
Printing and copying	9,300	10,425	7,271	
Telecommunications	4,000	2,767	3,107	
Other	1,000	747	319	
Total Administration	232,788	210,544	224,574	
<b>Total Corporate Services Expenditures</b>	<b>\$ 295,128</b>	<b>\$ 269,194</b>	<b>\$ 284,647</b>	
Allocated to:				
Cooperative and Regional Planning Services	\$ 54,523	\$ 49,357	\$ 56,929	
Local Planning Services	13,544	12,400	12,211	
Solid Waste Services	221,158	202,053	208,732	
Electrical Generation	5,903	5,384	6,775	
	<b>\$ 295,128</b>	<b>\$ 269,194</b>	<b>\$ 284,647</b>	

# Notes to the Consolidated Financial Statements



Fundy Regional  
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Régionaux de Fundy

To view the full financial statements with auditor's notes go to [www.FundyRecycles.com](http://www.FundyRecycles.com)

December 31, 2020

## 23. Revenue and Expense Support (continued)

	2020		2019
	( Unaudited )		
	Budget	Actual	Actual
<b>Expenditures</b>			
<b>Cooperative and Regional Planning Services</b>			
Allocation from Corporate Services	\$ 54,523	\$ 49,357	\$ 56,929
Regional Sport, Recreation and Culture: Infrastructure Planning and Cost-Sharing			
Administration	7,500	5,291	7,500
Active Living Project	-	1,255	1,845
	<u>7,500</u>	<u>6,546</u>	<u>9,345</u>
Total Cooperative and Regional Planning Expenditures	<u>\$ 62,023</u>	<u>\$ 55,903</u>	<u>\$ 66,274</u>
<b>Expenditures</b>			
<b>Local Planning Services</b>			
Administration			
Allocation from Corporate Services	\$ 13,544	\$ 12,400	\$ 12,211
Other Administrative Services			
Advertising and public relations	3,000	401	8,824
Liability insurance	5,000	5,000	5,000
Legal services	5,000	1,729	8,331
Office building	4,248	2,704	1,860
Office equipment and supplies	820	702	259
Printing and copying	900	517	724
Telecommunications	8,400	3,845	2,862
Other	625	606	585
Total Administration	<u>41,537</u>	<u>27,904</u>	<u>40,656</u>

# Notes to the Consolidated Financial Statements



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

December 31, 2020

To view the full financial statements with auditor's notes go to [www.FundyRecycles.com](http://www.FundyRecycles.com)

## 23. Revenue and Expense Support (continued)

	2020		2019
	( Unaudited )		
	Budget	Actual	Actual
Planning and Building Inspection Services			
Planning Services			
Salaries and benefits	90,169	65,394	64,527
Travel	4,500	946	3,025
Training and development	3,500	1,207	2,171
Maps and reference material	1,000	184	-
GIS operating and planet	1,000	628	225
Advertising	500	649	500
Planning committees	6,400	2,485	4,146
Other	300	48,634	11,031
	<u>107,369</u>	<u>120,127</u>	<u>85,625</u>
Inspection Services			
Salaries and benefits	105,950	105,559	97,524
Travel	8,200	4,800	6,466
Training and development	4,000	46	1,412
Maps and reference material	500	390	-
GIS operating and planet	750	535	710
	<u>119,400</u>	<u>111,330</u>	<u>106,112</u>
Total Planning and Building Inspection Services	<u>226,769</u>	<u>231,457</u>	<u>191,737</u>
Fiscal Services			
Other Financing Charges			
Banking service charge	2,500	1,925	3,103
Total Local Planning Expenditures	<u>\$ 270,806</u>	<u>\$ 261,286</u>	<u>\$ 235,496</u>

# Notes to the Consolidated Financial Statements



Fundy Regional  
Service Commission  
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Régionaux de Fundy

To view the full financial statements with auditor's notes go to [www.FundyRecycles.com](http://www.FundyRecycles.com)

December 31, 2020

## 23. Revenue and Expense Support (continued)

	2020		2019
	( Unaudited )		
	Budget	Actual	Actual
<b>Expenditures</b>			
Solid waste services			
Administration			
Allocation from Corporate Services	\$ 221,158	\$ 202,053	\$ 208,732
Director's Office			
Salaries and benefits	183,530	185,088	182,576
Travel	11,000	1,061	1,670
Training and development	10,500	2,746	1,401
Other Administrative Services			
Insurance	134,300	143,509	130,394
Professional services	91,000	64,233	85,845
Legal services	5,000	10,951	-
Office building	13,200	17,514	13,803
Office equipment and supplies	28,776	73,912	26,407
Printing and copying	3,300	2,693	2,516
Telecommunications	12,500	11,902	10,762
Crane Mountain Enhancement Inc (Note 24)	24,745	24,745	24,475
Host Community Enhancement Fund (Note 24)	90,199	64,903	89,218
Public education			
Personnel	154,180	144,997	142,175
Advertising, tours and promotional	90,775	99,108	88,254
Other administrative	23,200	14,507	22,029
Amortization	25,000	26,355	24,903
Total Administration	1,122,363	1,090,277	1,055,160
Operations			
Station and buildings			
Personnel	95,980	92,336	90,874
Repairs and maintenance	7,000	3,183	-
Electricity	9,000	8,103	8,528
Property taxes	233,700	240,345	229,164
Environmental health and safety	9,050	4,519	6,881
Amortization	39,500	38,223	39,525

# Notes to the Consolidated Financial Statements



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

To view the full financial statements with auditor's notes go to [www.FundyRecycles.com](http://www.FundyRecycles.com)

December 31, 2020

## 23. Revenue and Expense Support (continued)

	2020		2019
	( Unaudited )		
	Budget	Actual	Actual
Solid waste services			
Machinery and equipment			
Fuel	197,050	170,414	206,236
Repairs and maintenance	158,248	141,535	95,905
Amortization	220,000	197,656	169,847
Landfill operations			
Personnel	753,428	746,274	739,290
Site and road maintenance	33,700	41,008	57,924
Monitoring	65,600	57,918	58,500
Site security and safety	12,750	10,216	11,609
Special waste handling	11,700	21,000	7,020
Cell cover material	350,098	652,557	142,788
Leachate personnel	319,254	350,947	424,911
Leachate & siltation management	628,638	426,057	717,464
Gas management and safety supplies	27,274	141,522	32,230
Interest	42,700	37,567	94,138
Amortization	1,301,800	1,283,897	1,294,495
Scale house			
Personnel	172,400	174,854	171,758
Supplies	22,900	22,347	16,256
Amortization	39,300	38,768	39,368
Waste diversion			
Personnel - Recycling facility	821,040	736,677	684,650
Personnel - Depot collection	419,039	398,226	424,184
Recycling facility	158,864	159,879	131,862
Depot collection program	270,107	198,224	250,202
Amortization - Recycling facility	66,800	123,785	61,676
Amortization - Depot collection program	25,600	31,342	78,635
Composting program			
Personnel	281,610	271,231	275,041
Processing	453,569	434,924	371,430
Cart and bin purchases	117,200	111,237	66,431
Interest	-	-	942
Amortization	282,300	282,302	282,979



# Notes to the Consolidated Financial Statements



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

To view the full financial statements with auditor's notes go to [www.FundyRecycles.com](http://www.FundyRecycles.com)

December 31, 2020

## 23. Revenue and Expense Support (continued)

	2020		2019
	( Unaudited )		
	Budget	Actual	Actual
Hazardous household waste			
Collection	4,000	261	341
Disposal	27,000	42,335	22,921
Other	4,800	1,498	4,527
Total solid waste operations	7,682,999	7,693,167	7,310,532
Fiscal Services			
Other Financing Charges			
Debenture issue costs	22,000	3,273	658
Banking service charge	12,000	16,928	10,926
Other Fiscal Services			
Bad debt	-	8	269
Closure & post-closure expense	134,300	141,280	133,697
Investment management fees	20,000	16,791	18,652
Total fiscal services	188,300	178,280	164,202
Total Solid Waste Expenditures	\$ 8,993,662	\$ 8,961,724	\$ 8,529,894
Generation Facility			
Other Administrative Services			
Allocation from Corporate Services	\$ 5,903	\$ 5,384	\$ 6,775
Professional services	2,000	-	30,856
Office building	3,200	3,108	3,270
Office equipment and supplies	750	59	244
Telecommunications	2,800	2,084	1,903
Total Administration	14,653	10,635	43,048
Operations			
Personnel			
Salaries and benefits	100,630	74,423	86,335
Travel	2,500	-	-
Other	1,500	-	75
Machinery and equipment			
Fuel	23,500	4,965	8,206
Repairs and maintenance	62,400	31,705	47,715
Interest	6,250	-	-
Amortization	32,700	35,266	81,588
Total Operations	229,480	146,359	223,919
Fiscal Services			
Debenture issue costs	2,800	-	-
Total Generation Facility Expenditures	\$ 246,933	\$ 156,994	\$ 266,967



Fundy Regional  
Service Commission  
Commission de Services  
Régionaux de Fundy

10 Crane Mountain Road | Saint John, NB E2M 7T8  
Telephone: 506.738.2014 | Fax: 506.738.1207 | Email: info@frsc.ca

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



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## Agenda

### Kennebecasis Public Library Board

Wednesday, June 16, 2021, 6:30 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
  - a. Letter from NB Library Trustees Association
  - b. Letter from the Town of Rothesay
    - i. Re: Rothesay Council Representative
- 4.) Report of the Librarian
- 5.) Committee Reports
  - a. Financial
  - b. Facilities Management
- 6.) New and Unfinished Business
  - a. CN Rail Donation
  - b. Report from the Forum
  - c. Updated Library Website



A meeting of the Board of Trustees, Kennebecasis Public Library was held on June 16, 2021 at 6:30pm via Zoom.

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

**Regrets:** Mr. Noah Donovan, Mr. Allison Maxwell

**Absences:** N/A

**Call to Order:** Mrs. Hansen called the meeting to order at 6:33 pm.

### **Approval of Agenda**

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

### **Disposition of Minutes**

It was moved by Mr. Shea to approve the minutes from the April regular meeting

### **Communications**

Ms. Emerson has no communications to report.

A new board member has been appointed, Councilor Noah Donovan. They will be in attendance at the next meeting.

### **Report of the Librarian**

Ms. Emerson presented her report to the board, including staff changes that have occurred over the last month. Discussion ensued. Ms. Emerson also outlined work that has been completed by our workplace connections intern, and plans for summer programs. Discussion ensued. The library will have two summer reading club students, and four Canada summer jobs employees this year. Discussion ensued.

Ms. Greer moved to accept the Librarian's Report. Mr. Shea seconded, and the motion carried.

### **Financial Statement**

Mrs. Watling outlined that due to a change in leadership at the library, financial statements are not ready at this time. Updated financial statements will be ready at the next meeting. Discussion ensued.

**Facilities Management**

Ms. Corscadden updated the library board on behalf of the facilities manager, Phil Shedd. Discussion ensued.

Mr. Shea moved to accept the committee reports as presented. Ms. Webber seconded, and the motion carried.

**New and Unfinished Business**

Mrs. Hansen outlined the meeting of the regional library forum. She outlined that there is a new catalogue, and spoke about the new provincial strategic plan for libraries. Discussion ensued.

**Adjournment:** As there was no other business, Mr. Shea moved that the meeting be adjourned at 7:05pm.

**Next Meeting:** The next meeting is scheduled for July 21, 2021 at 6:30pm via Zoom.

Respectfully submitted,



Norah Emerson  
Library Director and Secretary to the Board



## Librarian's Report June 2021

### Staffing and Volunteers

We have been awarded two full time summer student positions for the Summer Reading Club. These positions have been filled by Katie and Sébastien, who have been busy preparing to launch the SRC.

We have been awarded four full time positions through Canada Summer Jobs: one outreach coordinator, two elementary literacy tutors, and one library clerk. We have filled three of these positions and are currently recruiting for the fourth. The outreach coordinator position will be filled by our former Workplace Connections intern, Paige.

### Programs

Our Workplace connections intern has been working hard to develop online programs. We have been offering a number of programs online, and our takeaway craft kits remained very popular with children and adults.

We are currently making plans and procedures for our summer programs. We hosted our first class visit since COVID began the morning of June 16<sup>th</sup> and have two more scheduled in the coming week.

Summer Reading Club programming will be a hybrid of online programs and socially distanced in-person programs. We have begun to re-establish our partnerships with community organizations like KV3C and Talk With Me and intend to return to partner-led programs over the course of the summer.

### COVID-19 Update

We are currently in the **yellow** phase in the Saint John region; We continue to adhere to our COVID health and safety protocols; contact tracing is conducted as patrons enter the building. Computer stations are cleaned after every use, and high touch surfaces are cleaned regularly. We are no longer required to quarantine materials for 72 hours when they enter the library.

Masks are required in the building at all times, unless a patron has a medical exemption. In all cases social distancing is encouraged amongst all library patrons.

Respectfully Submitted,

Norah Emerson, Acting Library Director and Secretary to the Board

RECEIVED JUL 16 2021

**KENNEBECASIS PUBLIC LIBRARY INC.**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

# KENNEBECASIS PUBLIC LIBRARY INC.

2021 August 9 Open Session FINAL\_057  
DECEMBER 31, 2020

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## INDEPENDENT AUDITORS' REPORT

To the Directors of the Kennebecasis Public Library Inc.

### *Qualified Opinion*

We have audited the financial statements of the Kennebecasis Public Library Inc., (the "Library") which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net assets and cash flows for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2020, and the results of its operations changes in net assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Qualified Opinion*

In common with many charitable organizations, the Library derives revenues from the general public in the form of donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of revenues from donations was limited to the amounts recorded in the records of the Library and we were not able to determine whether any adjustments might be necessary to these revenues, annual surplus (deficit), assets and net assets.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

*(continues)*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicated with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick  
April 21, 2021

# KENNEBECASIS PUBLIC LIBRARY INC.

2021 August 9 Open Session FINAL 060  
STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2020

	2020	2019
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 40,978	\$ 38,103
Accounts receivable		
General	10,066	-
Federal Government and its agencies (Note 4)	19,895	9,884
Due from related party (Note 6)	<u>5,129</u>	<u>1,896</u>
	<u>\$ 76,068</u>	<u>\$ 49,883</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 33,183	\$ 24,032
Deferred revenue (Note 5)	<u>17,051</u>	<u>5,142</u>
	<u>50,234</u>	<u>29,174</u>
<b>NET ASSETS</b>	<u>25,834</u>	<u>20,709</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 8)	6,080,342	6,059,426
Accumulated amortization (Note 8)	<u>(1,968,818)</u>	<u>(1,737,101)</u>
	4,111,524	4,322,325
Prepaid expenses	<u>8,025</u>	<u>8,574</u>
	<u>4,119,549</u>	<u>4,330,899</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 4,145,383</u>	<u>\$ 4,351,608</u>
<b>COMMITMENTS (Note 7)</b>		

**APPROVED BY:**

Rida Haman Director

Amy Watling Treasurer

# KENNEBECASIS PUBLIC LIBRARY INC.

2021 August 9 Open Session FINAL 061

## STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2020

	<u>2020</u> (Note 10)	<u>2020</u>	<u>2019</u>
<b>REVENUE</b>			
Contributions by Municipalities - operating (Note 6)	\$ 220,952	\$ 220,950	\$ 218,176
Interest and sundry income	4,500	1,841	6,060
Donations (Notes 5 and 6)	-	2,279	7,595
Grants (Note 6)	<u>15,038</u>	<u>10,709</u>	<u>14,710</u>
	<u>240,490</u>	<u>235,779</u>	<u>246,541</u>
<b>EXPENDITURE</b>			
Building and grounds maintenance	94,934	90,537	87,007
Insurance	7,800	7,760	7,621
Office	9,480	5,376	8,507
Wages	40,379	24,591	31,788
Professional development	2,000	56	1,144
Professional fees	10,755	10,679	11,357
Public relations	3,000	1,774	2,611
Program supplies	4,500	1,782	13,835
Utilities	58,981	52,946	51,980
Communications	9,185	9,260	9,149
Purchase of books and materials	-	2,279	7,595
Operating equipment and maintenance	8,300	2,110	4,830
Miscellaneous	1,380	1,137	948
Amortization	<u>231,717</u>	<u>231,717</u>	<u>232,668</u>
	<u>482,411</u>	<u>442,004</u>	<u>471,040</u>
<b>ANNUAL DEFICIT</b>			
<b>FOR THE YEAR</b> (Note 9)	<u>\$ (241,921)</u>	(206,225)	(224,499)
<b>ACCUMULATED SURPLUS -</b>			
<b>BEGINNING OF YEAR</b>		<u>4,351,608</u>	<u>4,576,107</u>
<b>ACCUMULATED SURPLUS -</b>			
<b>END OF YEAR</b>		<u>\$ 4,145,383</u>	<u>\$ 4,351,608</u>

# KENNEBECASIS PUBLIC LIBRARY INC.

## STATEMENT OF CHANGES IN NET ASSETS

AS AT DECEMBER 31, 2020

	<b>2020</b>	<b>2019</b>
Annual deficit	\$ (206,225)	\$ (224,499)
Acquisition of tangible capital assets	(20,916)	(10,884)
Amortization of tangible capital assets	<u>231,717</u>	<u>232,668</u>
	<u>4,576</u>	<u>(2,715)</u>
Acquisition of prepaid assets	(8,025)	(8,574)
Use of prepaid assets	<u>8,574</u>	<u>8,172</u>
	<u>549</u>	<u>(402)</u>
Increase (decrease) in net assets	5,125	(3,117)
Net assets - beginning of year	<u>20,709</u>	<u>23,826</u>
Net assets - end of year	<u>\$ 25,834</u>	<u>\$ 20,709</u>

**KENNEBECASIS PUBLIC LIBRARY INC.**

2021 August 9 Open Session FINAL\_063

**STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED DECEMBER 31, 2020**

	<u>2020</u>	<u>2019</u>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual deficit	\$ (206,225)	\$ (224,499)
Amortization of tangible capital assets	231,717	232,668
Accounts receivable - General	(10,066)	-
Accounts receivable - Federal Government and its agencies	(10,011)	561
Due from related party	(3,233)	5,305
Accounts payable and accrued liabilities	9,151	(5,280)
Deferred revenue	11,909	590
Change in prepaid expenses	<u>549</u>	<u>(402)</u>
	<u>23,791</u>	<u>8,943</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	<u>(20,916)</u>	<u>(10,884)</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	2,875	(1,941)
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>38,103</u>	<u>40,044</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 40,978</u>	<u>\$ 38,103</u>

# KENNEBECASIS PUBLIC LIBRARY INC.

## 2021 August 9 Open Session FINAL 064 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

### 1. PURPOSE OF THE ORGANIZATION

Kennebecasis Public Library Inc. (the "Library") was incorporated without share capital under the laws of the Province of New Brunswick to establish, maintain and operate a public library for the benefit of the members of the communities of Rothesay and Quispamsis. These municipalities have each agreed to pay a proportional share, based on population, of the net budgeted operating costs of the Library on a monthly basis. The Library qualifies as a charitable organization and, as such, is exempt from income taxes. Books, reading materials and employee salaries paid by the Province of New Brunswick are not included in these financial statements.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Library are the representations of management prepared in accordance with Canadian generally accepted accounting principles for New Brunswick municipalities by the Department of Local Government, as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada.

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Library and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Library.

Significant aspects of the accounting policies adopted by the Library are as follows:

#### Reporting Entity

The financial statements reflect the assets, liabilities, revenues, expenditures and changes in net assets and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Library and which are owned or controlled by the Library. The operating results of the Friends of Kennebecasis Public Library (Note 6) are included in these financial statements.

Interdepartmental and organizational transactions and balances are eliminated.

#### Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains and losses reported in annual surplus (deficit). All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale or issue of financial instruments are expensed when incurred.

# KENNEBECASIS PUBLIC LIBRARY INC.

## 2021 August 9 Open Session FINAL 065 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

#### Cash and Cash Equivalents

Cash and cash equivalents include cash balances on deposit with banks.

#### Revenue Recognition

Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred.

The contributions from the member municipalities are recognized when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and other income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

#### Expenditure Recognition

Expenditures are recorded on an accrual basis.

#### Measurement Uncertainty

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenditures during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from those estimates.

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets; and
- the recoverability of tangible capital assets.

#### Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets, less any residual value when applicable, are amortized on a straight-line basis over their estimated useful lives as follows:

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	15 years
Building	20-40 years
Furniture and equipment	5 years

The Library regularly reviews its capital assets to eliminate obsolete items.

#### Economic Dependence

The Library receives funding from Quispamsis and Rothesay, which accounts for a significant portion of revenues.



# KENNEBECASIS PUBLIC LIBRARY INC.

## 2021 August 9 Open Session FINAL\_066 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

### 3. FINANCIAL INSTRUMENTS

The Library is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Library's risk exposure and concentration as of December 31, 2020:

#### Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Library is exposed to credit risk from its accounts receivable. The risk is minimized as the majority of the amounts receivable are due from the Federal Government.

#### Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Library is exposed to this risk mainly in respect of its receipt of funds from the contributing municipalities, patrons and other related sources, accounts payable and accrued liabilities and other obligations.

#### Currency Risk

Currency risk is the risk to the Library's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Library is not exposed to foreign currency risk as it does not hold foreign currencies.

#### Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is not exposed to interest rate risk as it does not have any interest bearing debt.

### 4. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2020</u>	<u>2019</u>
Canada Revenue Agency (HST refund)	\$ <u>19,895</u>	\$ <u>9,884</u>

### 5. DEFERRED REVENUE

The Library receives restricted donations specific to the purchase of books, materials and related supplies.

**KENNEBECASIS PUBLIC LIBRARY INC.**  
 2021 August 9 Open Session FINAL\_067

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**6. RELATED PARTY TRANSACTIONS**

The Library is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Library. During the year, the Library recognized the following contributions from the Towns as revenue:

	<u>2020</u>	<u>2019</u>
Quispamsis	\$ 134,806	\$ 133,111
Rothesay	<u>86,144</u>	<u>85,065</u>
	<u>\$ 220,950</u>	<u>\$ 218,176</u>

In 2015, Friends of Kennebecasis Public Library was created to increase the Library's eligibility for grants. In 2014, the Library only received 50% funding because the Government classified the Board as being publicly funded due to the funds the Board received and administered on behalf of the municipalities. Friends of Kennebecasis Public Library's revenue gets administered through to the Library to grants or to donations. In 2020, \$10,709 (2019 - \$14,710) was received as Summer Student Grants and there were no donations received in 2020 (2019 - \$7,402). At December 31, 2020 there is an outstanding receivable of \$5,129 (2019 - \$1,896) for booksale revenue and donations held by Friends of Kennebecasis Public library.

**7. COMMITMENTS**

Controls & Equipment Ltd. - Building Automation & HVAC Service Agreement

In 2016, the Library committed \$3,622 payable over 2 semi annual installments to Controls & Equipment Ltd. commencing on December, 2016. This agreement shall continue from year to year with an annual increase in costs no greater than the inflation index as published by Statistics Canada. In 2020, the amount of \$3,622 was committed for the next year.

KONE Inc. - Elevator Maintenance Agreement

In 2014, the Library committed \$190 each month payable annually each June for a period of fifteen years to KONE Inc. commencing on June 1, 2014. Each June, monthly payments are subject to annual escalation based on industry labour and process costs. In 2019, the monthly amount increased to \$295, with total payments of \$3,536 being made. The minimum annual payment due over the next year is \$3,536.

Xtra - Photocopier Lease Contract

In 2018, the Library committed \$229 per month payable for 66 months commencing on December 18, 2018. During the year, total payments of \$2,890 were made. The minimum annual payment due over the next year is \$2,746.

Ultra Alarm Services - Fire Alarm Contract

In 2016, the Library committed \$563 for one year commencing on November 27, 2016. The agreement will be automatically renewed each year unless terminated by either party. During the year, two payments were made for a total of \$1,127. The minimum annual payment due over the next year is \$563.

# KENNEBECASIS PUBLIC LIBRARY INC.

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2020

### 7. COMMITMENTS (cont'd)

#### Jani-King - Cleaning and Refuse Disposal

In February 2020, the Library committed \$35,535 per year for two years for janitorial and refuse services effective March 1, 2020. During the year, total payments of \$42,649 were made. The minimum annual payment due over the next year is \$35,535.

#### Homestar - Snow Removal Contract

During the year, the Library committed \$10,321 per year for three years commencing in the fall of 2019 for snow removal. During the year, total payments of \$16,467 were made. The minimum annual payment due over the next year is \$10,321.

#### Homestar - Lawn Care Contract

In 2020, the Library committed \$3,565 per year for three years commencing on March 20, 2020. The agreement will be automatically renewed each year unless terminated by either party. During the year, 6 payments were made for a total of \$3,232.86. The minimum annual payment due over the next year is \$3,565.

**KENNEBECASIS PUBLIC LIBRARY INC.**

2021 August 9 Open Session FINAL\_069

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**8. SCHEDULE OF TANGIBLE CAPITAL ASSETS**

	<u>Land</u>	<u>Land Improvements</u>	<u>Building</u>	<u>Furniture and Equipment</u>	<u>2020 Total</u>	<u>2019 Total</u>
<b>COST</b>						
Balance - beginning of year	\$ 337,544	\$ 250,572	\$ 5,005,484	\$ 465,826	\$ 6,059,426	\$ 6,078,370
Add: net additions during the year	-	-	-	20,916	20,916	10,884
Less: disposals during the year	-	-	-	-	-	(29,828)
Balance - end of year	<u>337,544</u>	<u>250,572</u>	<u>5,005,484</u>	<u>486,742</u>	<u>6,080,342</u>	<u>6,059,426</u>
<b>ACCUMULATED AMORTIZATION</b>						
Balance - beginning of year	-	108,583	1,196,664	431,854	1,737,101	1,534,261
Add: amortization during the year	-	16,705	201,936	13,076	231,717	232,668
Less: accumulated amortization on disposals	-	-	-	-	-	(29,828)
Balance - end of year	-	<u>125,288</u>	<u>1,398,600</u>	<u>444,930</u>	<u>1,968,818</u>	<u>1,737,101</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 337,544</u>	<u>\$ 125,284</u>	<u>\$ 3,606,884</u>	<u>\$ 41,812</u>	<u>\$ 4,111,524</u>	<u>\$ 4,322,325</u>

**KENNEBECASIS PUBLIC LIBRARY INC.**

2021 August 9 Open Session FINAL\_070

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**9. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)**

	<b>General Operating Fund</b>	<b>Capital Fund</b>	<b>Total</b>
2020 annual surplus (deficit)	\$ <u>25,492</u>	\$ <u>(231,717)</u>	\$ <u>(206,225)</u>
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	10,204	-	10,204
Capital purchased through General Operating Fund	(20,916)	20,916	-
Amortization expense	-	231,717	231,717
Total adjustments to 2020 annual surplus (deficit)	<u>(10,712)</u>	<u>252,633</u>	<u>241,921</u>
2020 annual surplus for funding requirements	\$ <u><u>14,780</u></u>	\$ <u><u>20,916</u></u>	\$ <u><u>35,696</u></u>

**KENNEBECASIS PUBLIC LIBRARY INC.**

2021 August 9 Open Session FINAL\_071

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2020**

**10. OPERATING BUDGET TO PSAS BUDGET**

	<b>Operating Budget General</b>	<b>Amortization TCA</b>	<b>Transfers</b>	<b>Total</b>
<b>REVENUE</b>				
Rothsay	\$ 86,144	\$ -	\$ -	\$ 86,144
Quispamsis	134,808	-	-	134,808
Surplus of second previous year	10,204	-	(10,204)	-
Interest and sundry income	<u>19,538</u>	<u>-</u>	<u>-</u>	<u>19,538</u>
	<u>250,694</u>	<u>-</u>	<u>(10,204)</u>	<u>240,490</u>
<b>EXPENDITURE</b>				
Building and grounds maintenance	94,934	-	-	94,934
Insurance	7,800	-	-	7,800
Office	9,480	-	-	9,480
Wages	40,379	-	-	40,379
Professional development	2,000	-	-	2,000
Professional fees	10,755	-	-	10,755
Public relations	3,000	-	-	3,000
Utilities	58,981	-	-	58,981
Communications	9,185	-	-	9,185
Program supplies	4,500	-	-	4,500
Operating equipment and maintenance	8,300	-	-	8,300
Miscellaneous	1,380	-	-	1,380
Amortization	<u>-</u>	<u>231,717</u>	<u>-</u>	<u>231,717</u>
	<u>250,694</u>	<u>231,717</u>	<u>-</u>	<u>482,411</u>
Surplus (Deficit)	<u>\$ -</u>	<u>\$ (231,717)</u>	<u>\$ (10,204)</u>	<u>\$ (241,921)</u>

# Town of Rothesay

## General Fund Financial Statements

2021-06-30

**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
Capital Summary	G11

# Town of Rothesay

## Balance Sheet - Capital General Fund 2021-06-30

### ASSETS

Capital Assets - General Land	4,515,620
Capital Assets - General Fund Land Improvements	8,549,962
Capital Assets - General Fund Buildings	5,492,528
Capital Assets - General Fund Vehicles	3,862,581
Capital Assets - General Fund Equipment	3,463,504
Capital Assets - General Fund Roads & Streets	42,993,433
Capital Assets - General Fund Drainage Network	20,857,922
Capital Assets - Under Construction - General	1,035,502
	<u>90,771,053</u>

Accumulated Amortization - General Fund Land Improvements	(4,180,268)
Accumulated Amortization - General Fund Buildings	(2,530,042)
Accumulated Amortization - General Fund Vehicles	(2,150,442)
Accumulated Amortization - General Fund Equipment	(1,632,966)
Accumulated Amortization - General Fund Roads & Streets	(21,477,848)
Accumulated Amortization - General Fund Drainage Network	(7,473,121)
	<u>(39,444,687)</u>

\$ 51,326,366

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(510,000)
Total Long Term Debt	6,128,000

Total Liabilities \$ 5,618,000

Investment in General Fund Fixed Assets 45,708,366

\$ 51,326,366



**Town of Rothesay**  
 Balance Sheet - General Fund Reserves  
 2021-06-30

ASSETS

BNS Gas Tax Interest Account	4,517,599
BNS General Operating Reserve #214-15	902,999
BNS General Capital Reserves #2261-14	1,122,714
Gen Reserves due to/from Gen Operating	4,560
	<u>\$ 6,547,872</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,100,187
Invest. in General Capital Reserve	958,897
General Gas Tax Funding	417,413
Invest. in General Operating Reserve	902,999
Invest. in Land for Public Purposes Reserve	149,399
Invest. in Town Hall Reserve	18,978
	<u>\$ 6,547,872</u>

**Town of Rothesay**  
 Balance Sheet - General Operating Fund  
 2021-06-30

CURRENT ASSETS

Cash	2,866,041
Receivables	47,106
HST Receivable	290,801
Payroll Clearing	(1,096)
Inventory	16,268
Gen Operating due to/from Util Operating	(826,722)
Total Current Assets	<u>2,392,397</u>
Other Assets:	
Projects	<u>1,322,323</u>
	<u>1,322,323</u>
<b>TOTAL ASSETS</b>	<u><u>3,714,720</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	724,141
Other Payables	515,148
Gen Operating due to/from Gen Reserves	4,560
Gen Operating due to/from Gen Capital	510,000
Accrued Sick Leave	6,600
Accrued Pension Obligation	(4,900)
Accrued Retirement Allowance	404,054
Def. Rev-Quispamsis/Library Share	57,731
<b>TOTAL LIABILITIES</b>	<u>2,217,334</u>

EQUITY

Retained Earnings - General	81,356
Surplus/(Deficit) for the Period	<u>1,416,030</u>
	<u>1,497,386</u>
	<u><u>3,714,720</u></u>

## 2021 August 9 Open Session FINAL\_076

## Town of Rothesay

Statement of Revenue & Expenditure  
6 Months Ended 2021-06-30

	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	1,416,858	1,416,858	8,501,150 ✓	8,501,150	0		17,002,299
Sale of Services	31,009	26,450	219,086	224,558	(5,472)		465,600
Services to Province of New Brunswick	5,000	5,000	30,000	30,000	0		60,000
Other Revenue from Own Sources	8,100	8,213	56,134	56,983	(850)		115,259
Unconditional Grant	10,933	10,933	65,597 ✓	65,597	0		131,193
Conditional Transfers	0	0	978,080 ✓	0	978,080		26,500
Other Transfers	262,500	262,500	557,148	557,149	(1)		1,082,149
	<u>\$1,734,400</u>	<u>\$1,729,954</u>	<u>\$10,407,194</u>	<u>\$9,435,437</u>	<u>\$971,757</u>		<u>\$18,883,000</u>
<b>EXPENSES</b>							
General Government Services	401,450	409,579	1,282,567 ✓	1,418,519	135,952		2,416,763
Protective Services	452,043	406,934	3,009,894 ✓	2,997,605	(12,290)		5,439,207
Transportation Services	227,067	325,147	1,797,121 ✓	1,961,845	164,724		3,687,492
Environmental Health Services	71,221	66,833	434,282 ✓	431,000	(3,282)		842,000
Environmental Development	40,906	34,862	277,770 ✓	339,373	61,603		649,200
Recreation & Cultural Services	175,071	160,850	1,002,601 ✓	1,019,159	16,558		2,147,204
Fiscal Services	437,032	439,164	1,186,929	487,353	(699,576)		3,701,134
	<u>\$1,804,790</u>	<u>\$1,843,369</u>	<u>\$8,991,165</u>	<u>\$8,654,853</u>	<u>-\$336,311</u>		<u>\$18,883,000</u>
Surplus (Deficit) for the Year	<u>-\$70,390</u>	<u>-\$113,416</u>	<u>\$1,416,030</u>	<u>\$780,584</u>	<u>\$635,446</u>		<u>\$ (0)</u>

## Town of Rothesay

Statement of Revenue & Expenditure  
6 Months Ended 2021-06-30

	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	1,770	1,667	3,095	10,000	(6,905)		20,000
Town Hall Rent	7,399	6,083	37,929	36,500	1,429		73,000
Arena Revenue	772	0	124,495	138,192	(13,697)	1	265,200
Community Garden	40	0	600	1,000	(400)		1,000
Fox Farm Rental	1,750	1,700	8,750	10,200	(1,450)		20,400
Recreation Programs	19,278	17,000	44,218	28,667	15,551	2	86,000
	<u>31,009</u>	<u>26,450</u>	<u>219,086</u>	<u>224,558</u>	<u>(5,472)</u>		<u>465,600</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	6,158	6,250	34,161 ✓	37,500	(3,339)		75,000
KVFD Admin Penalties	0	0	3,150	0	3,150		0
Recycling Dollies & Lids	63	50	417	300	117		600
Interest & Sundry	1,390	1,167	8,461 ✓	7,000	1,461		14,000
Miscellaneous	490	746	2,191	4,476	(2,284)		8,951
Fire Dept. Administration	0	0	3,000	3,000	0		12,000
History Book Sales	0	0	45	0	45		0
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<u>8,100</u>	<u>8,213</u>	<u>56,134</u>	<u>56,983</u>	<u>(850)</u>		<u>115,259</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	1,600	0	1,600		1,500
Grant - Other	0	0	976,480	0	976,480	3	25,000
	<u>0</u>	<u>0</u>	<u>978,080</u>	<u>0</u>	<u>978,080</u>		<u>26,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	32,148	32,149	(1)		32,149
Utility Fund Transfer	262,500	262,500	525,000	525,000	0		1,050,000
	<u>262,500</u>	<u>262,500</u>	<u>557,148</u>	<u>557,149</u>	<u>(1)</u>		<u>1,082,149</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	3,104	4,036	17,792	22,786	4,994		47,000
Councillors	10,898	12,056	60,171	63,764	3,594		136,100
Regional Service Commission 9	0	1,307	2,613	2,613	0		5,226
Other	175	1,292	1,275	7,750	6,475		13,500
	<u>14,177</u>	<u>18,690</u>	<u>81,851</u>	<u>96,913</u>	<u>15,062</u>		<u>201,826</u>
<b>Administrative</b>							
Office Building	24,536	10,292	114,845	113,750	(1,095)		177,500
Solicitor	0	4,167	1,352	25,000	23,648	3	50,000
Administration - Wages & Benefits	70,446	80,477	419,056 ✓	482,864	63,808	4	1,107,747
Covid-19 Expenses	2,662	2,083	12,840	12,500	(340)		25,000
Supplies	15,051	11,950	38,949	71,699	32,750	5	143,398
Professional Fees	0	2,500	12,853	15,000	2,147		30,000
Other	7,190	9,458	68,457	69,749	1,292		126,498
	<u>119,885</u>	<u>120,927</u>	<u>668,351</u>	<u>790,562</u>	<u>122,211</u>		<u>1,660,143</u>

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Other General Government Services						
Community Communications	0	833	1,231	5,000	3,769	10,000
Civic Relations	37	83	37	500	463	1,000
Insurance	0	0	237,058	223,290	(13,768)	223,290
Donations	1,000	2,833	7,400	17,000	9,600	34,000
Cost of Assessment	266,004	266,004	266,004	266,004	(0)	266,004
Property Taxes - L.P.P.	0	0	16,782	18,000	1,218	18,000
Fox Farm Rental Expenses	347	208	3,854	1,250	(2,604)	2,500
	<u>267,388</u>	<u>269,962</u>	<u>532,366</u>	<u>531,044</u>	<u>(1,322)</u>	<u>554,794</u>
	<u>401,450</u>	<u>409,579</u>	<u>1,282,567</u>	<u>1,418,519</u>	<u>135,952</u>	<u>2,416,763</u>
<b>Protective Services</b>						
Police						
Police Protection	233,517	233,517	1,431,454	1,401,102	(30,352)	2,802,204
Crime Stoppers	0	0	2,800	2,800	0	2,800
	<u>233,517</u>	<u>233,517</u>	<u>1,434,254</u>	<u>1,403,902</u>	<u>(30,352)</u>	<u>2,805,004</u>
Fire						
Fire Protection	218,445	169,958	1,236,893	1,242,953	6,060	2,262,703
Water Costs Fire Protection	0	0	330,000	330,000	0	330,000
	<u>218,445</u>	<u>169,958</u>	<u>1,566,893</u>	<u>1,572,953</u>	<u>6,060</u>	<u>2,592,703</u>
Emergency Measures						
EMO Director/Committee	81	1,667	488	10,000	9,512	20,000
	<u>81</u>	<u>1,667</u>	<u>488</u>	<u>10,000</u>	<u>9,512</u>	<u>20,000</u>
Other						
Animal & Pest Control	0	792	1,421	4,750	3,329	9,500
Other	0	1,000	6,839	6,000	(839)	12,000
	<u>0</u>	<u>1,792</u>	<u>8,260</u>	<u>10,750</u>	<u>2,490</u>	<u>21,500</u>
Total Protective Services	<u>452,043</u>	<u>406,934</u>	<u>3,009,894</u>	<u>2,997,605</u>	<u>(12,290)</u>	<u>5,439,207</u>

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**Transportation Services**

**Common Services**

Administration (Wages & Benefits)	129,234	209,048	844,665 ✓	917,750	73,085 9	1,835,500
Workshops, Yards & Equipment	49,737	50,750	337,886	349,500	11,614	654,000
Engineering	0	625	0	3,750	3,750	7,500
	<u>178,972</u>	<u>260,423</u>	<u>1,182,551</u>	<u>1,271,000</u>	<u>88,448</u>	<u>2,497,000</u>

Street Cleaning & Flushing	1,293	10,000	10,836	20,000	9,164	44,000
Roads & Streets	7,222	4,167	14,949	25,000	10,051	50,000
Crosswalks & Sidewalks	1,573	2,933	7,747	7,595	(152)	19,992
Culverts & Drainage Ditches	16,964	4,083	50,885	19,500	(31,385) 10	65,000
Snow & Ice Removal	3,892	3,458	368,136	411,750	43,614 11	651,500
Flood Costs	0	0	0	40,000	40,000 12	40,000
	<u>30,944</u>	<u>24,641</u>	<u>452,553</u>	<u>523,845</u>	<u>71,292</u>	<u>870,492</u>

Street Lighting	11,894	10,833	72,820	65,000	(7,820)	130,000
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**Traffic Services**

Street Signs	2,899	1,000	8,930	6,000	(2,930)	12,000
Traffic Lanemarking	237	2,000	3,279	22,000	18,721	30,000
Traffic Signals	791	3,333	38,209	20,000	(18,209)	40,000
Railway Crossing	1,184	1,833	13,814	11,000	(2,814)	22,000
	<u>5,111</u>	<u>8,167</u>	<u>64,232</u>	<u>59,000</u>	<u>(5,232)</u>	<u>104,000</u>

**Public Transit**

Public Transit - Comex Service	0	20,875	24,088	41,750	17,562 13	83,500
Public Transit - Other	146	208	876	1,250	374	2,500
	<u>146</u>	<u>21,083</u>	<u>24,964</u>	<u>43,000</u>	<u>18,036</u>	<u>86,000</u>

<b>Total Transportation Services</b>	<u>227,067</u>	<u>325,147</u>	<u>1,797,121</u>	<u>1,961,845</u>	<u>164,724</u>	<u>3,687,492</u>
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**Environmental Health Services**

Solid Waste Disposal Land Fill garbage	19,929	16,667	102,391	100,000	(2,391)	200,000
Solid Waste Disposal Landfill Compost	3,713	2,833	16,176	17,000	824	34,000
Solid Waste Collection Fero	47,578	47,333	285,482	284,000	(1,482)	568,000
Clean Up Campaign	0	0	30,233	30,000	(233)	40,000
	<u>71,221</u>	<u>66,833</u>	<u>434,282</u>	<u>431,000</u>	<u>(3,282)</u>	<u>842,000</u>

**Environmental Development Services**

**Planning & Zoning**

Administration	23,707	32,571	186,570 ✓	246,423	59,853 14/15	466,500
Planning Projects	17,199	2,083	17,199	12,500	(4,699)	25,000
Heritage Committee	0	208	0	1,250	1,250	2,500
	<u>40,906</u>	<u>34,862</u>	<u>203,770</u>	<u>260,173</u>	<u>56,403</u>	<u>494,000</u>

**Economic Development Comm.**

Tourism	0	0	74,000	76,000	2,000	152,000
	0	0	0	3,200	3,200	3,200
	0	0	74,000	79,200	5,200	155,200
	<u>40,906</u>	<u>34,862</u>	<u>277,770</u>	<u>339,373</u>	<u>61,603</u>	<u>649,200</u>

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<b>Recreation &amp; Cultural Services</b>							
Administration	26,041	24,129	154,634	164,773	10,139	16	332,300
Beaches	1,030	11,527	1,030	11,527	10,497	17	50,636
Rothesay Arena	17,510	14,208	172,111	173,042	931		315,000
Memorial Centre	3,961	5,667	45,265	42,000	(3,265)		76,000
Summer Programs	2,839	13,652	6,327	16,912	10,585	18	62,824
Parks & Gardens	78,313	63,212	248,390	271,397	23,007	19	613,500
Rothesay Common Rink	1,519	2,218	55,615	23,524	(32,091)	20	43,976
Playgrounds and Fields	17,904	12,833	58,600	60,500	1,900		124,000
Regional Facilities Commission	16,978	0	213,541	196,563	(16,978)	21	393,125
Kennebecasis Public Library	7,404	7,404	44,421	44,421	0		88,843
Special Events	1,573	6,000	2,668	14,500	11,832	22	39,500
PRO Kids	0	0	0	0	0		7,500
	<u>175,071</u>	<u>160,850</u>	<u>1,002,601</u>	<u>1,019,159</u>	<u>16,558</u>		<u>2,147,204</u>
<b>Fiscal Services</b>							
<b>Debt Charges</b>							
Interest	78,032	80,164	92,929	93,353	424		182,134
Debenture Payments	359,000	359,000	394,000	394,000	0		804,000
	<u>437,032</u>	<u>439,164</u>	<u>486,929</u>	<u>487,353</u>	<u>424</u>		<u>986,134</u>
<b>Transfers To:</b>							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,715,000
Reserve Funds	0	0	700,000	0	(700,000)	23	0
	<u>0</u>	<u>0</u>	<u>700,000</u>	<u>0</u>	<u>(700,000)</u>		<u>2,715,000</u>
	<u>437,032</u>	<u>439,164</u>	<u>1,186,929</u>	<u>487,353</u>	<u>(699,576)</u>		<u>3,701,134</u>

# Town of Rothesay

## Variance Report - General Fund

6 months ending June 30, 2021

Note #		Actual	Budget	Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Arena Revenue	\$ 124,495	\$ 138,192	\$ 13,697	Arena closed due to covid
2	Recreation Programs	\$ 44,218	\$ 28,667	\$ (15,551)	Soccer and Playground revenue greater than expected
	Conditional Transfers	\$ 976,480	\$ -	\$ 976,480	Safe Restart Covid funding
<b>Expenses</b>					
<i>General Government</i>					
3	Solicitor	\$ 1,352	\$ 25,000	\$ 23,648	fewer services required to date
4	Admin wages and benefits	\$ 419,056	\$ 482,864	\$ 63,808	one staff short
5	Supplies - information systems	\$ 23,937	\$ 47,199	\$ 23,262	timing, to be spent later
6	insurance	\$ 237,058	\$ 223,290	\$ (13,768)	Increase in premiums
<i>Protective Services</i>					
7	Police Protection	\$ 1,434,254	\$ 1,403,902	\$ (30,352)	Extraneous costs
8	EMO Director/Committee	488.00	10,000	\$ 9,512	Timing
<i>Transportation</i>					
9	Administration	\$ 844,665	\$ 917,750	\$ 73,085	Wages and benefits lower than budget + less OT
10	Culverts & Drainage Ditches	\$ 50,885	\$ 19,500	\$ (31,385)	Stockpiling pipe & rock due to price increases
11	Snow & Ice Removal	\$ 368,136	\$ 411,750	\$ 43,614	minimal snow/ice for early 2021
12	Flood 2020	\$ -	\$ 40,000	\$ 40,000	no flood
13	Public Transit - Comex Services	\$ 24,088	\$ 41,750	\$ 17,662	Paid in July - timing
<i>Environmental Health</i>					
<i>Environmental Development</i>					
14	Software and Equipment	\$ 45,383	\$ 75,000	\$ 29,617	software budget may be high
15	Planning bylaw enforcement	\$ 188	\$ 17,500	\$ 17,312	timing, expected to be spent
<i>Recreation &amp; Cultural Services</i>					
16	Recreation Administration	\$ 125,514	\$ 136,523	\$ 11,009	Salaries lower than budgeted
17	Beaches	\$ 1,030	\$ 11,527	\$ 10,497	Salaries budget allocation timing
18	Summer Programs	\$ 637	\$ 16,912	\$ 16,275	Salaries budget allocation timing
19	Parks & Gardens	\$ 248,390	\$ 271,397	\$ 23,007	Salaries and plants (\$5k unspent)
20	Rothesay Common	\$ 55,615	\$ 23,524	\$ (32,091)	Wages allocation of \$11k & \$15k zamboni repair
21	Regional Facilities Commission	\$ 213,541	\$ 196,563	\$ (16,978)	Adjustment for 2021
22	Special Events	\$ 2,668	\$ 14,500	\$ 11,832	Canada Day cancelled
<i>Fiscal Services</i>					
23	Transfer to reserve	\$ 700,000	\$ -	\$ (700,000)	Transferred money to reserve
ull machine look over					
		Total		\$	(410,434)
		Variance per Statement		\$	(319,059)
		Explained			129%



2021 August 9 Open Session FINAL\_082

Town of Rothesay

Capital Projects 2021  
General Fund  
6 Months Ended 2021-06-30

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>General Government</b>			
12021860 Town Hall Improvements G-2020-009	120,000	22,519	97,481
12010660 IT 2020 G-2020-008	38,000	0	38,000
12010060 General Projects from Reserves		3,754	-3,754
<b>Total General Government</b>	<b>158,000</b>	<b>26,273</b>	<b>131,727</b>
<b>Protective Services</b>			
12011560 Protective Serv. Equipment Purchases P-20	136,000	1,308	134,692
<b>Total Protective Services</b>	<b>136,000</b>	<b>1,308</b>	<b>134,692</b>
<b>Transportation</b>			
12021360 Transportation Equipment Purchases T-202	600,000	295,481	304,519
12024360 Floating Dock T-2021-014	0	132,173	132,173
12027560 Stormwater Master Plan T-2020-013	200,000	45,975	154,025
12027960 Intersection Improvement Spruce/Clark T-	300,000	0	300,000
12027760 2021 Asphalt Engineering T-2021-001 Unassigned	2,020,000	756,289	1,263,711
12027460 Designated Highway	1,100,000	19,454	1,080,547
<b>Total Transportation</b>	<b>4,220,000</b>	<b>1,249,371</b>	<b>2,970,629</b>
<b>Recreation</b>			
12020860 Recreation Equipment Purchases R-2020-01	25,000	0	25,000
12027160 Wells Field Replacement R-2020-002	250,000	1,776	248,224
12020760 Trail Development R-2020-007	50,000	0	50,000
12027860 2021 Wells Building R-2021-002	61,000	16,369	44,631
12012060 Arena Renovation R-2020-011	600,000	4,526	595,474
<b>Total Recreation</b>	<b>986,000</b>	<b>22,671</b>	<b>963,329</b>
<b>Carryovers</b>			
12027660 Traffic Study T-2020-014	0	17,941	-17,941
12026860 Church Avenue Reconstruction T-2019-002	0	4,759	-4,759
	0	22,700	-22,700
<b>Total</b>	<b>\$ 5,500,000</b>	<b>\$ 1,322,323</b>	<b>\$ 4,177,677</b>

	Budget
Street sweeper	325,000
Sidewalk plow	200,000
RO83 1/2Ton	50,000
Highway Signs	25,000
	<hr/>
	600,000

2021 Budget and Funding Allocation

Funding	2021	Operating	Reserve	Borrow	Gas Tax	Grant
General Government	158,000	158,000				
Protective Services	136,000	136,000				
Transportation	4,220,000	2,285,000	200,000	300,000	610,000	825,000
Recreation	986,000	136,000	250,000		600,000	
<b>Total</b>	<b>\$ 5,500,000</b>	<b>\$ 2,715,000</b>	<b>\$ 450,000</b>	<b>\$ 300,000</b>	<b>\$ 1,210,000</b>	<b>\$ 825,000</b>

# Town of Rothesay

## Utility Fund Financial Statements

June 30, 2021

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Capital Summary

U6

## Town of Rothesay

Capital Balance Sheet

As at 2021-06-30

ASSETS

## Assets:

Capital Assets - Under Construction - Utilities	1,523,835
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,953,740
Capital Assets Utilities Equipment	803,922
Capital Assets Utilities Water System	27,756,293
Capital Assets Utilities Sewer System	24,095,854
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	<hr/>
	56,628,657
Accumulated Amortization Utilites Buildings	(725,668)
Accumulated Amortization Utilites Water System	(8,223,909)
Accumulated Amortization Utilites Sewer System	(8,955,197)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(30,341)
Accumulated Amortization Utilites Equipment	(222,747)
Accumulated Amortization Utilites Roads & Streets	(19,067)
	<hr/>
	(18,218,960)
	<hr/>
TOTAL ASSETS	<u><u>38,409,697</u></u>

LIABILITIES

## Current:

Util Capital due to/from Util Operating	(850,000)
Total Current Liabilities	<hr/> (850,000)

## Long-Term:

Long-Term Debt	9,006,548
Total Liabilities	<hr/> 8,156,548

EQUITY

## Investments:

Investment in Fixed Assets	30,253,149
Total Equity	<hr/> 30,253,149
TOTAL LIABILITIES & EQUITY	<u><u>38,409,697</u></u>

**Town of Rothesay**  
Balance Sheet - Utilities Fund Reserves  
2021-06-30

ASSETS

BNS Utility Capital Reserve # 00241 12	1,264,441
Util Reserves due to/from Util Oper	16,826
	<u>\$ 1,281,267</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	880,429
Invest. in Utility Operating Reserve	105,730
Invest. in Sewerage Outfall Reserve	295,109
	<u>\$ 1,281,267</u>

**Town of Rothesay**  
 Utilities Fund Operating Balance Sheet  
 As at 2021-06-30

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	1,112,075
Total Current Assets	1,112,075
Other Assets:	
Projects	927,056
	927,056
<b>TOTAL ASSETS</b>	<b>\$ 2,039,130</b>

LIABILITIES

Accrued Payables	41,133
Due from General Fund	(826,722)
Due from (to) Capital Fund	850,000
Due to (from) Utility Reserve	16,826
Deferred Revenue	13,346
Total Liabilities	94,584

EQUITY

Surplus:	
Opening Retained Earnings	48,220
Profit (Loss) to Date	1,896,327
	1,944,547
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 2,039,130</b>

Town of Rothesay  
Utilities Operating Income Statement  
6 Months Ended 2021-06-30

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	268,459	279,270	604,137	568,961	35,176	1	1,127,500
Meter and non-hookup fees	13,630	11,800	27,673	23,600	4,073		47,200
Water Supply for Fire Prot.	0	0	330,000	330,000	0		330,000
Local Improvement Levy	0	0	61,859	62,000	(141)		62,000
Sewerage Services	(770)	0	1,804,468	1,800,000	4,468		1,800,000
Connection Fees	31,450	5,833	38,250	35,000	3,250		70,000
Interest Earned	9,973	6,667	54,122	40,000	14,122	2	80,000
Misc. Revenue	1,213	561	3,250	3,363	(113)		6,727
Infrastructure Grants	1,000	0	1,000	0	1,000	3	0
Surplus - Previous Years	0	0	34,573	34,573	0		34,573
<b>TOTAL RECEIPTS</b>	<b>324,955</b>	<b>304,130</b>	<b>2,959,332</b>	<b>2,897,497</b>	<b>61,835</b>		<b>3,558,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	105,000	105,000	210,000	210,000	0		420,000
Audit/Legal/Training	144	792	6,256	7,750	1,494	4	12,500
Purification & Treatment	32,127	33,333	229,552	220,000	(9,552)	5	420,000
Transmission & Distribution	638	10,833	27,213	65,000	37,787		130,000
Power & Pumping	3,462	3,500	24,811	21,000	(3,811)		42,000
Billing/Collections	1,000	0	4,206	0	(4,206)	6	0
Water Purchased	122	63	636	375	(261)		750
Misc. Expenses	0	1,250	3,262	7,500	4,238		15,000
<b>TOTAL WATER SUPPLY</b>	<b>142,492</b>	<b>154,771</b>	<b>505,937</b>	<b>531,625</b>	<b>25,689</b>		<b>1,040,250</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	157,500	157,500	315,000	315,000	0		630,000
Audit/Legal/Training	0	625	7,089	10,750	3,661		14,500
Collection System Maintenance	6,840	2,667	14,024	16,000	1,976		64,000
Sewer Claims	0	1,667	10,004	10,000	(4)		20,000
Lift Stations	5,121	5,833	22,943	35,000	12,057	7	70,000
Treatment/Disposal	5,766	6,417	49,168	53,500	4,332		92,000
McGuire Road Operating	0	1,583	3,543	9,500	5,957		19,000
Misc. Expenses	459	1,167	4,390	7,000	2,610		14,000
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>175,685</b>	<b>177,458</b>	<b>426,161</b>	<b>456,750</b>	<b>30,589</b>		<b>923,500</b>
<b>FISCAL SERVICES</b>							
Interest on Long-Term Debt	95,998	99,312	112,222	115,536	3,314		300,617
Principal Repayment	13,000	13,000	13,000	13,000	0		515,357
Other Debt Charges/Bank Charges	0	0	0	0	0		8,276
Transfer to Reserve Accounts	0	0	5,686	0	(5,686)		70,000
Capital Fund Through Operating	0	0	0	0	0		700,000
<b>TOTAL FISCAL SERVICES</b>	<b>108,998</b>	<b>112,312</b>	<b>130,908</b>	<b>128,536</b>	<b>(2,372)</b>		<b>1,594,250</b>
<b>TOTAL EXPENSES</b>	<b>427,175</b>	<b>444,541</b>	<b>1,063,005</b>	<b>1,116,911</b>	<b>53,906</b>		<b>3,558,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(102,219)</b>	<b>(140,411)</b>	<b>1,896,327</b>	<b>1,780,586</b>	<b>115,741</b>		<b>(0)</b>

# Town of Rothesay

Variance Report - Utility Operating  
6 Months Ended June 30, 2021

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	604,137	568,961	35,176	Covid grant revenue in Jan
2	Interest Earned	54,122	40,000	14,122	Conservative budget estimate
3	Infrastructure Grants	1,000	-	1,000	Balance of contribution from 2020
Expenditures					
Water					
4	Purification /Treatment	229,552	220,000	(9,551)	Timing of exepnditures
5	Transmission / Distribution	27,213	65,000	37,787	Timing of exepnditures
6	Billing/Collection	4,206	-	(4,206)	Budget erro
Sewer					
7	Lift Stations	\$ 22,943	\$ 35,000	\$ 12,057	Timing of expenditures
Fiscal Services					

2021 August 9 Open Session FINAL\_089

## Town of Rothesay

Capital Projects 2021  
Utility Fund

6 Months Ended 2021-06-30

	Original BUDGET	Revisions	CURRENT Y-T-D	Remaining Budget		
<b>WATER</b>						
12045330 Station Road Water Line Replacement W-2020-003	400,000		0	400,000		
12044330 Shadow Hill Watermain W-2020-002	250,000		0	250,000		
12043430 Well Development - Quality W-2021-004	290,000		34,957	255,043		
12045730 College Hill Water Line S-2020-001	708,000		0	708,000		
12045830 Hillside Tank Heater & Mixer W-2021-001	60,000		64,415	-4,415		
12030030 Misc Projects-Water-Filtration Building			49,872	-49,872		
12039930 Maliseet Water Line			34,118	-34,118		
	<u>\$ 1,708,000</u>	<u>\$ -</u>	<u>\$ 183,361</u>	<u>\$ 1,524,639</u>		
<b>SEWER</b>						
12046030 Turnbull Court Design S-2021-001	1,000,000		0	1,000,000		
12044830 Sewer Costs in Asphalt Contract T-2021-005	95,000		0	95,000		
12045430 Conversion to Digital Radio S-2020-006	35,000		9,261	25,739		
12044130 WWTP Design Phase 2 S-2017-001	1,500,000		29,148	1,470,853		
12045930 Seville Sewer Repair S-2021-007	100,000		0	0		
	<u>2,730,000</u>	<u>-</u>	<u>38,408</u>	<u>2,591,592</u>		
<b>Total Approved</b>	<u>4,438,000</u>	<u>-</u>	<u>221,769</u>	<u>4,116,231</u>		
<b>Carryovers</b>						
Funded from Reserves						
12042330 Wastewater Treatment Plant - S-2014-016-A	-		3,709	-3,709		
12045030 Turnbull Court Design S-2020-001	-		685,365	-685,365		
12045630 Brock Court/Goldie Court Service Renewal W-2020	-		16,213	-16,213		
	<u>0</u>	<u>0</u>	<u>705,286</u>	<u>-705,286</u>		
	<u>4,438,000</u>	<u>-</u>	<u>927,056</u>	<u>3,410,944</u>		
<b>Funding:</b>						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	1,708,000	240,000	603,000	115,000	60,000	470,000
Sewer	2,730,000		150,000	710,000	1,640,000	230,000
	<u>\$ 4,438,000</u>	<u>\$ 240,000</u>	<u>\$ 753,000</u>	<u>\$ 825,000</u>	<u>\$ 1,700,000</u>	<u>\$ 700,000</u>



## Town of Rothesay

2021-06-30

219500-60

## Donations/Cultural Support

Budget  
2021

Paid to date

KV3C	2,500.00	
NB Medical Education Trust	5,000.00	5,000.00
KV Food Basket	5,000.00	
Fairweather Scholarship	1,000.00	1,000.00
KV Oasis	2,500.00	-
Saint John Theatre Company	1,000.00	1,000.00
Symphony NB	2,500.00	
Vocational Training Centre	6,000.00	
sub	<u>25,500.00</u>	<u>7,000.00</u>

Other:	8,500.00	
Junior Achievement		300.00
RNS Youth for Youth		100.00
Make-A-Wish Canada		500.00
Compassionate Grief Centre		1,000.00
YMCA		1,000.00
sub	<u>8,500.00</u>	<u>2,900.00</u>

34,000.009,900.00

G/L Balance

9,900.00

2021-06-30

211200-60

Mayor's Expense	10,000.00	
Cell		125.15

10,000.00125.15

G/L Balance

125.15

Other:

Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
KV Committee for the Disabled	5,500.00	-	Transportation
PRO Kids	7,500.00		Recreation

59,800.0012,825.15



# ROTHESAY

2021 August 9 Open Session FINAL\_091

ROTHESAY HIVE ADVISORY COMMITTEE MEETING  
BY WEBEX VIDEOCONFERENCE  
Pursuant to the *Local Governance Act* and the Province of New  
Brunswick State of Emergency (declared 19 March 2020)  
**Tuesday, July 20, 2021 at 10:00 a.m.**



**DRAFT**

**PRESENT:** COUNCILLOR HELEN BOYLE  
MIRIAM WELLS, CHAIRPERSON  
NANCY HASLETT  
JILL JENNINGS  
DR. SHAWN JENNINGS  
WILLA MAVIS  
DIANE O'CONNOR, VICE-CHAIRPERSON  
NEA STEPHENSON  
JULIE ATKINSON  
ROBERT TAYLOR  
JEAN PORTER MOWATT  
AGE-FRIENDLY COMMUNITY COORDINATOR KIRSTIN DUFFLEY  
RECREATION COORDINATOR KERI FLOOD

ANNIE DUNN – DIAL A RIDE

**ABSENT:** MAYOR NANCY GRANT, *ex-officio member*  
CHRISTINA BARRINGTON  
ANGELA CAMPBELL  
TOWN MANAGER JOHN JARVIE  
RECORDING SECRETARY LIZ POMEROY

Chairperson Wells called the videoconference to order at 10:05 a.m. All members were connected remotely.

## 1. ADMINISTRATION

N/A

## 2. APPROVAL OF AGENDA

**MOVED** by D. O'Connor and seconded by J. Atkinson the agenda be approved as circulated.

**CARRIED.**

## 3. APPROVAL OF MINUTES

3.1 Rothesay Hive Advisory Committee meeting of June 22, 2021.

**MOVED** by N. Stephenson and seconded by Counc. Helen Boyle the minutes of June 22, 2021 be adopted as circulated with the modification to 7.1 adding that Keri Flood was also present at the virtual meeting with Phyllis Mockler-Caissie.

**CARRIED.**

## 4. DECLARATION OF CONFLICT OF INTEREST

N/A

# ROTHESAY



## 5. DELEGATIONS

### 5.1 Annie Dunn, Dial a Ride Region 2

***Robert Taylor joined the meeting by phone at 10:14am***

***Jill Jennings and Shawn Jennings joined the meeting by video at 10:15am.***

***Jean Porter Mowatt joined the meeting by video at 10:20am***

A. Dunn explained the Dial A Ride Program that is just beginning in Region 2.

- It is extremely similar to what is going on in other parts of New Brunswick. For example, there is a Dial A Ride program in Charlotte County; a program called Rural Rides in the Moncton area and there are other similar programs up north.
- It is a volunteer run program where individuals can volunteer their time. Their commitment can be as little as half a day a month. They will work with volunteers to make a schedule that works for them.
- This program helps transport people to things like the doctor appointments, the food bank, and grocery stores. Sometimes it's as simple as getting out of isolation and visiting a recreation facility for the afternoon
- The cost of the ride is \$0.41 a kilometer. A. Dunn noted that if someone cannot afford to pay the fee they will work with the client to make sure they get the ride anyway. They don't want to leave anyone out.
- M. Wells asked about insurance for volunteers. A. Dunn explained volunteers need to have a 2 million dollar liability on their personal insurance policy which she said most people have. A. Dunn mentioned for people who don't have 2 million dollar liability on their insurance policy they have some money set aside for those who can't afford to pay the extra cost to add that to their insurance policy. Once a volunteer has been working with the program for 6 months they can reimburse them for the cost of the added insurance policy. M. Wells asked who would be liable if there was a bad accident and if the driver could be sued. A. Dunn explained that the 2 million dollar liability policy would typically cover any damages that were caused but suggested asking the insurance company for clarification. A. Dunn explained that Dial A Ride currently doesn't carry any liability insurance but are looking to getting insurance once they become incorporated. M. Wells asked if A. Dunn could look into the insurance piece a little bit more as it may be a barrier for some individuals who want to volunteer for this program.
- M. Wells asked who pays the \$0.41 per kilometer. Would it be the individual or the Rothesay Hive? A. Dunn noted that some organizations sponsor and pay the fee for clients to go to the center. S. Jennings mentioned that the KV Committee for Disabled persons has 2 accessible vehicles for an accessible transportation service. In this instance the town of Rothesay pays 60% and the client pays 40% for each ride. S. Jennings noted that the cost for a one way drive from the valley to the SJ Regional Hospital is \$40. So the client would pay \$16 and the Town would pay \$24. A round trip from KV to the SJRH would be \$80 so the client would pay 40% (\$32) and the Town would pay 60% (\$48).
- S. Jennings asked A. Dunn whether or not there were accessible vehicles available for this program. A. Dunn said this is something they are exploring. They are looking into who provides these vehicles. It is on their radar and are working hard to try and make their program accessible to all. S. Jennings suggested that A. Dunn work with the KV Committee for Disabled person to look into a possible partnership.

# ROTHESAY

2021 August 9 Open Session FINAL\_093  
Rothesay Hive Advisory Committee (via video conference)  
Minutes

-3-

20 July 2021

**DRAFT**

- When asked what the next steps were in regards to this program A. Dunn said they are looking for volunteers to get this program rolled out. She also noted that it would be great if the Town and the Rothesay Hive could help with promotion.
- N. Stephenson asked if there was a vetting process for volunteers. A. Dunn explained that they require all volunteers to complete a social development check for vulnerability, a criminal record check, provide proof of insurance, a driving abstract and two references. A. Dunn noted there is potential to be reimbursed for these things.

## **Annie Dunn left the meeting by video at 10:30am.**

- M. Wells mentioned that there is a Town Councillor who owns a taxi company. Councillor Dave Brown owns Valley Taxi. Counc. Helen Boyle is going to ask Councillor Brown what the cost would be to use Valley Taxi for transportation and to get more details on whether or not he is interested in a possible partnership. S. Jennings asked if she could inquire on whether Valley Taxi has any accessible vehicles.

## **6. UNFINISHED BUSINESS**

### **6.1 Age-Friendly community Designation**

K. Duffley created a draft mandate for the proposed new Age Friendly Advisory Committee. M. Wells asked to make a change under VII 2. to remove “ing” from the word “identifying”. M. Wells asked the committee if there were any other questions with the draft mandate. She explained the mandate will go to council with the background information so that council will understand why the committee is recommending the proposed changes.

**Motion for a recommendation to Council to dissolve the Rothesay Hive Advisory Committee MOVED** by W. Mavis and seconded by R. Taylor to dissolve the Rothesay Hive Advisory Committee.

**CARRIED.**

**Motion for a recommendation to Council to establish an Age Friendly Advisory Committee MOVED** by D. O’Connor and seconded by J. Atkinson to establish an Age Friendly Advisory Committee.

**CARRIED.**

## **7. NEW BUSINESS**

### **7.1 Rothesay Hive Programming Update**

K. Duffley reported that the calendar for August was released yesterday. There are two exercise programs every Monday and their monthly Book Club meeting. K. Duffley noted that due to low numbers, Latin Line Dancing would not return until the fall. People are busy with summer activities and seeing family now that restrictions have been lifted. K. Duffley is monitoring Government of New Brunswick Path to Green phases to see when we can return to normal programming at the Rothesay Hive.

# ROTHESAY

Rothsay Hive Advisory Committee (via video conference)  
Minutes

2021 August 9 Open Session FINAL\_094

-4-

20 July 2021

## 8. CORRESPONDENCE FOR INFORMATION

### 8.1 Rothsay Elementary School Greenhouse



M. Wells explained this will be a great partnership for people who have downsized and don't have a garden or people whose gardens are disturbed by wildlife. A representative from Rothsay Elementary School would like to meet in August. K. Duffley will invite her to the August 17 committee meeting. M. Wells mentioned there is a gardening club in Rothsay that may be interested in partnering for this initiative. K. Flood suggested connecting with the Scribner Park and K. Park community garden members as well.

### 8.2 File of Life

K. Duffley noted the Police and Fire will be covering costs. Rothsay Hive will help distribute. D. O'Connor suggested having an in-person information session later in the fall. K. Duffley said they were really keen to do several presentations.

**OTHER** – D. O'Connor asked the committee for suggestions for Fall, Winter and Spring Speaker Series Sessions. She is planning on doing a hybrid program with some in-person sessions and some virtual sessions.

## 9. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, August 17, 2021 at 10:00 a.m.

## 10. ADJOURNMENT

**MOVED** by S. Jennings and seconded by Counc. Helen Boyle the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 10:46 a.m.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTHESAY

## WORKS AND UTILITIES COMMITTEE MEETING BY VIDEOCONFERENCE

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

**Wednesday, July 28, 2021 at 5:30 p.m.**



**DRAFT**

**PRESENT:** DEPUTY MAYOR ALEXANDER, CHAIRPERSON  
COUNCILLOR DAVE BROWN  
SHAWN CARTER (*joined the videoconference at 5:45 p.m.*)  
ANN McALLISTER  
CYNTHIA VANBUSKIRK

TOWN MANAGER JOHN JARVIE  
RECORDING SECRETARY LIZ HAZLETT

**ABSENT:** PETER GRAHAM, VICE CHAIRPERSON  
MARK McALOON  
DIRECTOR OF OPERATIONS BRETT McLEAN

Chairperson Alexander called the videoconference to order at 5:37 p.m. Town Manager Jarvie was experiencing a technical issue and could not be heard.

### 1. APPROVAL OF AGENDA

**MOVED** by A. McAllister and seconded by Counc. Brown the agenda be approved as circulated.  
**CARRIED.**

### 2. APPROVAL OF MINUTES

2.1 Regular Works and Utilities Committee meeting of June 24, 2021.

**MOVED** by Counc. Brown and seconded by C. VanBuskirk the minutes of June 24, 2021 be adopted as circulated.

**CARRIED.**

### 3. DECLARATION OF CONFLICT OF INTEREST

N/A

### 4. DELEGATIONS

N/A

### 5. REPORTS & PRESENTATIONS

N/A

### 6. UNFINISHED BUSINESS:

6.1 Capital Projects Summary

Counc. Brown relayed a request from a resident for a status update regarding the paving of Parkdale Avenue. Chairperson Alexander noted it is likely Parkdale Avenue and Highland Avenue will be paved in succession following the completion of the Highland Avenue project. He suggested Counc. Brown send an email to Town staff to confirm.

## 6.2 Solid Waste Tonnage Report

Chairperson Alexander reminded the Committee of the plastic bag ban that came into effect June 30, 2021. Counc. Brown noted he spoke with a representative of a company in Saint John that recycles plastic bags to repurpose them into new bags – some of which are biodegradable. He relayed he was invited to tour the facility and was informed some individuals do not prefer the recycled bags because they are tan in colour rather than white. He noted the region is fortunate to have a resource to recycle plastic bags. He suggested this is something the Town could have explored which may have been an alternative to a complete ban. Chairperson Alexander noted he was unaware of this option until now. Counc. Brown offered to forward an email from the company which provides more information, including a link to a promotional video. A. McAllister noted she supports the ban as plastic bags contribute to litter – their gradual elimination will help reduce the adverse impact on the environment.

S. Carter joined the videoconference.

## 6.3 Discussion on Private Lanes Policy

The Committee agreed to defer the discussion to the next meeting because of the absence of some Committee members and staff, and the inability to communicate with Town Manager Jarvie. It was suggested a map be prepared identifying the private lanes and services provided, using the highlighted colours in the addendum prepared by C. VanBuskirk – blue: winter maintenance, white: no service, yellow: winter and garbage service, and green: garbage service.

## 7. CORRESPONDENCE FOR ACTION

7.1 17 June 2021 Email from resident RE: Request for pedestrian crossing on Marr Road  
Chairperson Alexander explained a Public Hearing is scheduled for August 16, 2021 to discuss a proposal for an apartment building on Chapel Road. The proposal may require the installation of traffic signals at the intersection of Chapel Road and Marr Road, which would be a prime location for a crosswalk. The Committee expressed interest in sending a response acknowledging the issue is on the Town's radar and could be resolved pending the discussion and outcome of the proposal. There was a brief discussion suggesting a crosswalk near Chapel Road is preferable to one located at the intersection of Campbell Drive and Marr Road.

7.2 18 June 2021 Letter from Applewood Park Association RE: Parking on Dobbin Street  
Chairperson Alexander summarized the correspondence noting the issue pertains to vehicles parking on the sidewalk when visiting McPhee's Bakery. Counc. Brown suggested the issue may stem from COVID-19 restrictions which limited the capacity of the business. Once the restrictions are lifted, as the Province transitions to the Green Phase, the issue may resolve itself. He noted the letter does not specify dates but he has witnessed the problem over the last month. The Committee agreed a response should be sent encouraging the individual to monitor the situation, following the transition to Green Phase, and should the problem continue, the issue can be revisited.

The technical issue was resolved and Town Manager Jarvie could now be heard.

**ROTHESAY**

Works and Utilities Committee ~~(via video conference)~~ <sup>2021 August 10 Open Session FINAL\_097</sup>  
Minutes

-3-

28 July 2021

7.3 30 June 2021 Email from resident RE: Fence

The Committee discussed the history and location of the fence, and viewed an aerial image of the property. The author specified a concern regarding the danger of children playing in the yard near an 8 foot drop at the edge of the property. Town Manager Jarvie advised the intent is to install a chain link fence, at a cost of roughly \$5,000, in the location of the existing fence. Should the author desire a fence of a different style, a cost sharing arrangement can be discussed. He confirmed Town staff perform regular maintenance in the area and have completed work to address the landscaping concerns mentioned in the correspondence.

**8. NEW BUSINESS:**

N/A

**9. CORRESPONDENCE FOR INFORMATION:**

N/A

**10. DATE OF NEXT MEETING**

The next meeting is scheduled for Wednesday, August 18, 2021.

**11. ADJOURNMENT**

**MOVED** by A. McAllister and seconded by Counc. Brown the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:05 p.m.

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CHAIRPERSON

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RECORDING SECRETARY





2021 August 9 Open Session FINAL\_098

# BUILDING PERMIT REPORT

7/1/2021 to 7/31/2021

<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>
07/05/2021	BP2021-00060	65 HIGHLAND	DECK	\$2,000.00	\$20.00
07/09/2021	BP2021-00072	44 WEDGEWOOD DR	ABOVE GROUND POOL	\$5,000.00	\$36.25
07/16/2021	BP2021-00094	27 CLARK RD	STORAGE SHED	\$3,000.00	\$21.75
07/13/2021	BP2021-00099	5 SUMMERHAVEN	FENCE	\$1,000.00	\$20.00
07/12/2021	BP2021-00102	70 LONGWOOD DRIVE	SINGLE FAMILY	\$300,000.00	\$2,175.00
07/05/2021	BP2021-00111	1 CHANTALE ST	DECK	\$1,500.00	\$20.00
07/02/2021	BP2021-00112	119 GIBBON RD	ABOVE GROUND POOL	\$400.00	\$20.00
07/20/2021	BP2021-00115	50 WANDA CRES	SINGLE FAMILY	\$200,000.00	\$1,450.00
07/13/2021	BP2021-00116	41 FIRST ST	DECK	\$12,000.00	\$87.00
07/23/2021	BP2021-00117	139 FRENCH VILLAGE RD	DECK	\$17,000.00	\$123.25
07/02/2021	BP2021-00118	19 SALMON	ABOVE GROUND POOL	\$3,000.00	\$21.75
07/13/2021	BP2021-00120	12 VICTORIA CRES	SINGLE FAMILY	\$230,000.00	\$1,667.50
07/14/2021	BP2021-00121	100 GONDOLA RD	FENCE	\$17,000.00	\$123.25



# BUILDING PERMIT REPORT

7/1/2021 to 7/31/2021

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<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>
07/06/2021	BP2021-00122	2020 ROTHESAY RD	FENCE	\$1,200.00	\$20.00
07/06/2021	BP2021-00123	10 JOHN ST	IN GROUND POOL	\$105,000.00	\$761.25
07/14/2021	BP2021-00124	57 GIBBON RD	DECK	\$6,000.00	\$43.50
07/09/2021	BP2021-00125	20 EYDIE DR	DECK	\$25,000.00	\$181.25
07/07/2021	BP2021-00126	7 MARK AVE	SIDING	\$3,642.00	\$29.00
07/09/2021	BP2021-00127	4 MAIDEN LN	WINDOWS	\$3,119.00	\$29.00
07/19/2021	BP2021-00128	6 CHURCH AVE	FENCE	\$5,000.00	\$36.25
07/13/2021	BP2021-00129	4 MULBERRY LN	DEMOLITION	\$0.00	\$500.00
07/14/2021	BP2021-00130	8B SCRIBNER CRES	WINDOWS	\$7,600.00	\$58.00
07/19/2021	BP2021-00132	4 HIBISCUS CT	DECK	\$13,000.00	\$94.25
07/16/2021	BP2021-00133	2663 ROTHESAY RD	RENOVATION	\$2,200.00	\$21.75
07/21/2021	BP2021-00134	53 PARK DR	SIDING AND WINDOWS	\$49,000.00	\$355.25
07/22/2021	BP2021-00136	3 BANKS LN	ABOVE GROUND POOL	\$6,800.00	\$50.75



2021 August 9 Open Session FINAL 100

# BUILDING PERMIT REPORT

7/1/2021 to 7/31/2021

Date	Building Permit No	Property Location	Nature of Construction	<i>Value of Construction</i>	<i>Building Permit Fee</i>
<b>Totals:</b>				<b>\$1,019,461.00</b>	<b>\$7,966.00</b>
<b>Summary for 2021 to Date:</b>				<b>\$4,872,201.00</b>	<b>\$36,711.50</b>

**2020 Summary**

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
<b>Monthly total:</b>	<b>\$1,458,831.00</b>	<b>\$11,712.50</b>
<b>Summary to Date:</b>	<b>\$5,138,511.00</b>	<b>\$39,220.25</b>



# ROTHESAY



## INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 4 August 2021  
 RE : Capital Project – Status Report

The following is a list of 2021 capital projects, holdover 2019 and 2020 capital projects and the status of each along with a continuing project from 2016.

	PROJECT	BUDGET	\$ TO 30/06/21*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
2019	Secondary Plan road design	50,000	-	Wiljac – decision tabled
	Turnbull Ct sewer replacement	\$1.11M	90%	Pipework complete, pump station under construction
2020	Production Wells	250,000	60%	Final meeting with Provincial regulators pending
	Town Hall (elevator)	120,000	50%	Delayed by Covid restrictions
	Fleet Renewal	675,000	60%	1 Ton truck to be purchased; one truck to be delivered
	Scribner Field replacement (Wells)	550,000	70%	Work underway
	Arena renovations	1.02M	60%	Structural improvements underway, seating removed; work to be completed in spring 2021
	College Hill Water line	750,000	100%	Project complete and line fully operational
	IT equipment & software	38,000		
	2021 Street Resurfacing	1,610,000	2%	Work underway
	2021 Curb & Sidewalk	285,000		Highland Avenue Sidewalk substantially complete
	2021 Designated Highways	1,100,000		Funding denied
2021	Drainage Study	200,000	8%	Field survey work complete, video inspection 70% complete
	Intersection Improve Spruce & Clark	300,000		Equipment received, design complete, August tender
	Fleet/Equipment	600,000	50%	Sidewalk tractor received, Sweeper and 2 trucks to be tendered
	Parks Equipment	25,000		
	Trails	50,000		
	Wells Ballfield	250,000		
	Wells New Building	61,000	26%	Grant application submitted
	Arena Renovations	600,000	40%	Completion expected by August 31
	WWTP Phase II design	1,000,000	2.5%	Funding Application announcement pending, technical advisor in place, RFP for design services draft complete
	Production Wells (#7)	290,000	12%	Regulatory permitting underway
Shadow Hill Court water	400,000		Preliminary design and cost estimates complete	
Storage Tank heating	60,000	100%	Installed and operating	
Station Rd, cast iron line replacement	250,000		Deferral approved at June Council meeting	
Turnbull Ct sewer replacm't Phase II	1,000,000		Design and easement negotiation underway	
Seville Sewer repair	100,000		Survey and design complete, tender to be advertised	
SCADA	35,000	26%	In design phase	
Asphalt related sewer work	95,000		Included with 2021 tender	

\* Funds paid to this date.



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**9 August 2021**

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

**SUBMITTED BY:** original signed by Town Clerk  
Town Clerk Mary Jane Banks

**DATE:** 29 July 2021

**SUBJECT:** Amendment to By-law 2-14 Schedule B – Standing Committees

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### **RECOMMENDATION**

- Council authorizes the dissolution of the Rothesay Hive Advisory Committee
- Council hereby adopts the revised Schedule B, “Standing Committees”, dated 9 August 2021 and forming a part of By-law 2-14, “A By-law of the Municipality of Rothesay Respecting the Procedure and Organization of Council”; more specifically the creation of and new mandate for the Age-Friendly Advisory Committee.

### **BACKGROUND**

Rothesay entered into an agreement with the greater Saint John YMCA for the operation of the Rothesay Hive in February 2019, which required the establishment of an advisory committee. The agreement with the YMCA was not renewed and the Town has been providing sole oversight for the Rothesay Hive.

The Rothesay Hive Advisory Committee has been working toward a renewal of Rothesay’s Age-Friendly status, through the provincial designation program and had determined that changes are required to meet the requirements to renew the designation. Additional information is provided in the attached memorandum from the Age-Friendly Community Coordinator (21 July 2021), outlining the recommendations from the Rothesay Hive Advisory Committee.

Amendments are required to By-law 2-14, Schedule B – Standing Committees to create the new Age-Friendly Advisory Committee and to approve the mandate for the new Committee.

An amended copy of By-law 2-14, Schedule B – Standing Committees is attached – changes are highlighted in yellow.

### **ATTACHMENTS**

9 August 2021	Amended Schedule B (By-law 2-14) – Standing Committees ( <i>edits highlighted</i> )
21 July 2021	Recommendation from Rothesay Hive Advisory Committee

## Schedule B – Standing Committees

B-1. The following standing committees of Council are hereby established to provide advice to Council on matters related to their mandate.

- i. Personnel Committee
- ii. Finance Committee
- iii. Nominating Committee
- iv. Parks and Recreation Committee
- v. Works and Utilities Committee
- vi. Rothesay Living Museum Committee
- vii. Age-Friendly Advisory Committee

### Committees required by statute

- viii. Planning Advisory Committee
- ix. Heritage Preservation Board
- x. Emergency Measures Committee
- xi. Appeals Committee (Unightly Premises)

### Legislative appointments

B-2. The Mayor shall serve as the representative for Rothesay on the Fundy Regional Service Commission. The Deputy Mayor shall serve as the alternate representative.

B-3. At the first regular meeting of Council following the quadrennial election and periodically as he shall deem appropriate, Council members to the following standing committees shall be appointed by the Mayor:

Personnel	3
Finance	4
Nominating	2
Parks and Recreation	2
Works and Utilities	2
Rothesay Living Museum	1
Planning Advisory	2
Rothesay Heritage Preservation	1
Review Board	
Emergency Measures Committee	2
Appeals Committee	8
Age-Friendly Advisory Committee	1

The Nominating committee shall recommend to Council for approval, appointments of eligible voters of the municipality to the standing committees, as a minimum, as follows:

Parks & Recreation	6
Works and Utilities	5
Rothesay Living Museum	4
Planning Advisory	6
Rothesay Heritage Preservation Review Board	6
Age-Friendly Advisory Committee	10

B-4. The Nominating Committee shall recommend to Council for approval one student appointee, who is a Rothesay resident, to the Parks and Recreation Committee who is in good standing at Rothesay High School.

B-4. The Nominating Committee shall use, where possible, the following guidelines for appointees to the Age-Friendly Advisory Committee and every effort will be made to secure representation from the various geographical areas in Rothesay:

- 1 staff representative from Rothesay High School
- 1 staff representative from a Rothesay Elementary or Middle School
- 6 Rothesay residents, Age 55+
- 1 Rothesay resident under the age of 55
- 1 representative from disability-related organizations

B-5. The following are the mandates of the Standing Committees established under Section B-1.

### **STANDING COMMITTEES STATEMENT**

Council has established a number of standing committees to assist in carrying out the work of the Town, which committees function in an advisory capacity to Council. For these committees to function effectively it is necessary to set out the responsibilities and authority of each Committee and indicate its statutory and reporting functions. The purpose of the Committees is not to participate in the administration of day-to-day operations but rather to assist Council in determining policy and priorities and/or by making decisions in areas specifically delegated by Council.

The business of a particular committee shall be limited to the issues within its mandate as listed but should a committee consider it appropriate, it may meet with another committee or other parties to review a particular matter or to make suggestions regarding a particular course of action. The Committees may meet with interest groups or individuals to gather information. The Committees report only to Council and reports from Committees shall not be released to other parties by Committee members. Media liaison shall be directed to the Mayor.

The Town Manager may attend all Committee meetings as deemed appropriate.

## **STANDING COMMITTEE MANDATES**

### **I Personnel Committee**

This Committee is responsible for:

1. establishing policy on personnel related matters
2. making recommendations to Council re: procedures to ensure proper selection of the Town Manager
3. approving the job description and objectives for the Town Manager
4. assessing the performance of the Town Manager by ascertaining the views of Council members and producing a consolidated assessment report for Council approval and review with the Town Manager
5. establishing the parameters for salary adjustments
6. recommending to Council the appointment of municipal officers under the Act, in consultation with the Town Manager
7. recommending, in consultation with the Town Manager, changes in organizational structure, and addition or deletion of positions
8. conducting or causing to be conducted exit interviews with departing senior staff

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Town Manager and Human Resources Clerk as required.

### **II Finance Committee**

This Committee is responsible for advising Council on matters related to:

1. meetings with the Auditors at the planning and post audit stages, the Auditor recommendations and management's response, draft audited financial statements, and the appointment of Auditors
2. the system of internal controls for protection of the Town's assets, detecting accounting/financial reporting errors and detecting frauds or defalcations
3. insurance coverage and risk management policies
4. key financial information that will be provided to the Province or made public
5. the preparation and adoption of the annual operating and capital budgets
6. any proposed changes in accounting policies and any accounting significant accounting estimates
7. 5 year capital budgets and financing sources
8. monthly internal financial statements
9. the Town's banking services

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Treasurer and additional staff support as required.

### **III Nominating Committee**

This Committee is responsible for advising Council on matters related to:

1. determination of eligible voters suitable for appointment to standing committees, joint boards and commissions and the terms of office for said appointments

The Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Town Clerk and additional support staff as required.



#### **IV Parks and Recreation Committee**

This Committee is responsible for advising Council on matters related to:

1. the Rothesay Recreation Master plan
2. selection of ongoing recreation programs
3. identification of facilities needs and capital expenditures related to recreation
4. parks, playgrounds and sports fields maintenance standards
5. the service level or standards for municipal recreation facilities such as the Rothesay Arena, Bill McGuire Memorial Centre and Rothesay Common & rink house
6. cooperation on regional recreational activities and programs
7. Town entrance and ornamental signage and landscaping

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Director of Recreation Services and additional support staff as required.

#### **V Works and Utilities Committee**

This Committee is responsible for advising Council on matters related to:

1. the service level or standards and/or exceptions thereto, for:
  - street, boulevard and sidewalk maintenance
  - public parking areas
  - municipal buildings
  - street signage
  - traffic control devices
  - garbage collection and recycling
  - municipal vehicles
  - water and sewer utility services
  - utility rates and charges
  - improvements/expansions to the water utility system
  - improvements/expansions to the sewerage system (By-law 1-15 terminology)
  - improvements/expansions to the stormwater management system
  - operational budgets
2. capital and major maintenance project priorities related to municipal operations and utilities
3. financing for capital works and utilities projects
4. related matters as referred by Council

This Committee will meet at least quarterly or at the call of the Chair. Staff support will include the Director of Operations and additional support staff as required.

#### **VI Rothesay Living Museum Committee**

This Committee is responsible for advising Council on matters related to:

1. ways and means of protecting, preserving and promoting the heritage and history of Rothesay and its founding communities
2. developing and strengthening the relationship between Rothesay schools and the municipality
3. encouraging the participation of the public who are interested in recording and publicizing the heritage of the community

The Committee may create an advisory group (non-voting committee members) of like-minded individuals to strive for representation of the five founding communities.

The Committee may also enter agreements with like-minded groups as a means to further its endeavours and be allocated a modest annual budget by Council for ongoing operations.

This Committee will meet quarterly or at the call of the Chair. Staff support will be assigned by the Town Manager as required.

## **VII Age-Friendly Advisory Committee**

The main purpose of the Age-Friendly Advisory Committee is to make the town of Rothesay a more Age-Friendly community. This Committee is responsible for advising Council on matters related to:

1. recommendations to Council and other Town Committees with regard to opportunities and initiatives for the eight domains of an age-friendly community (outdoor spaces and buildings, transportation, housing, social participation, respect and social inclusion, civic participation and employment, communication and information, community support, and health services).
2. promotion of the concept of age-friendliness and identifying opportunities for collaboration with community partners, including in the private, non-profit, and public sectors.
3. re-assessment of the Age-Friendly Action Plan every three years to maintain the provincial Age Friendly designation.
4. oversight of the Rothesay Hive Age Friendly Community Centre.
5. the establishment of working groups as deemed necessary by the Committee to fulfill its mandate.
6. such other matters as may arise from time to time related to age-friendly activities in the community.

This Committee will meet monthly or at the call of the Chair. Staff support will include the Age-Friendly Community Coordinator and additional support staff as required. The Committee shall report to Council through the Committee Council member.

## **COMMITTEES REQUIRED BY STATUTE**

The following committees are required by provincial legislation and governed by municipal by-laws as noted. Where there is a conflict between this by-law and the statute, the provincial legislation will prevail.

### **VII Planning Advisory Committee (PAC)**

The responsibilities of this committee are as set out in By-law 1-99, "A By-law to Establish a Planning Advisory Committee" and in accordance with the Community Planning Act. This Committee will meet monthly or at the call of the Chair. This Committee may call public meetings. Staff support will include the Development Officer and additional support staff as required.

### **VIII Heritage Preservation Board**

The responsibilities of this Board are as set out in By-law 1-07, "Heritage Preservation By-law", and in accordance with the Heritage Conservation Act, SNB 2009, c. H-4.05 and amendments thereto. This Board will meet at least quarterly or at the call of the Chair. Staff support will include the Development Officer and additional support staff as required.

### **IX Emergency Measures Committee**

The responsibilities of this committee are as set out in By-law 1-16, "Emergency Measures Action Plan By-law" and the Emergency Measures Act, RSNB 2011, c. 147.

This committee will meet at the call of the Chair. Staff support will include the Town Clerk and additional support staff as required.

### **X Appeals Committee (Unsightly Premises)**

The responsibilities of this committee are as set out in the Local Governance Act and regulations thereunder. This committee will meet as required in accordance with the legislation. Staff support will include the Town Clerk and additional support staff as required.

#### ***Revision March 11, 2019***

Schedule B – revised to include establishment, composition and responsibilities of the Rothesay Hive Advisory Committee.

#### ***Revision February 8, 2021***

Schedule B – revised to reflect the change in mandate and composition of the Rothesay Hive Advisory Committee to reflect the suspension of the agreement with the YMCA.

#### ***Revision August 9, 2021***

Schedule B – revised to reflect the dissolution of the Rothesay Hive Advisory Committee and the creation and new mandate for the Age-Friendly Advisory Committee.



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**9 August 2021**

**TO:** Town Clerk, Mary Jane Banks

**SUBMITTED BY:** Rothesay Hive Advisory Committee

**DATE:** 21 July 2021

**SUBJECT:** Recommendations from Rothesay Hive Advisory Committee

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**RECOMMENDATION**

The Rothesay Hive Advisory Committee is recommending that Council consider the following:

- Dissolve the Rothesay Hive Advisory Committee.
- Establish an Age-Friendly Advisory Committee with the recommended mandate (Attachment A).

**ORIGIN**

The Rothesay Hive Advisory Committee reviewed the requirements for the Provincial Age-Friendly Designation and a new Committee mandate at the July 20, 2021 meeting. The Committee has made a recommendation to dissolve the Rothesay Hive Advisory Committee and establish an Age-Friendly Advisory Committee.

**BACKGROUND**

The Rothesay Hive Advisory Committee is working to meet the recommended actions from the Age-Friendly Recognition Assessment Team under the Provincial Seniors and Healthy Aging Secretariat. Re-establishing an Age-Friendly Advisory Committee was the primary recommendation in order to successfully renew Rothesay's Age-Friendly Status.

The new Age-Friendly Advisory Committee mandate will have a wider community focus on age-friendly initiatives in Rothesay. The work of the Rothesay Hive Advisory Committee will fall under the new Age-Friendly Advisory Committee. The Age-Friendly Advisory Committee's mandate reflects the requirements from the Province of New Brunswick's Age-Friendly Community Designation program.

The new committee will help Rothesay meet the requirements of the designation as well as continue to ensure that age-friendly initiatives remain a top priority in the community. The new Committee will better reflect the importance that Rothesay places on age-friendliness into the future and all the initiatives that the Town is currently accomplishing in the community.

The Rothesay Hive Advisory Committee recognizes all the work that has been accomplished to date for age-friendly initiatives and believes that ensuring the continued success of these initiatives as well as the continued recognition from the Province of New Brunswick as an age-friendly community is a positive endeavour for the community as a whole.

**ATTACHMENTS**

Attachment A Recommended Mandate for the Age-Friendly Advisory Committee



Report Prepared by: Kirstin Duffley, Age-Friendly Community Coordinator

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

**ATTACHMENT A: Recommended Mandate for the Age-Friendly Advisory Committee**

Please be advised, during the July 20, 2021 meeting, the Rothesay Hive Advisory Committee recommended the Age-Friendly Advisory Committee mandate to read as follows:

At the first regular meeting of Council following the quadrennial election and periodically as deemed appropriate, Council members shall be appointed by the Mayor to the following standing committees:

- Age-Friendly Advisory Committee 1

The Nominating committee shall recommend to Council for approval, appointments of eligible voters of the municipality to the standing committees, as a minimum, as follows:

- Age-Friendly Advisory Committee 10

The Nominating Committee shall use, where possible, the following guidelines for appointees to the Age-Friendly Advisory Committee:

- 1 staff representative from Rothesay High School
- 1 staff representative from a Rothesay Elementary or Middle School
- 6 Rothesay residents, Age 55+
- 1 Rothesay resident under the age of 55
- 1 representative from disability-related organizations

Every effort will be made to secure representation from the various geographical areas in Rothesay on the Age-Friendly Advisory Committee.

**Age-Friendly Advisory Committee**

The main purpose of the Age-Friendly Advisory Committee is to make the town of Rothesay a more Age-Friendly community. This Committee is responsible for advising Council on matters related to:

1. Recommendations to Council and other Town Committees with regard to opportunities and initiatives for the eight domains of an age-friendly community (outdoor spaces and buildings, transportation, housing, social participation, respect and social inclusion, civic participation and employment, communication and information, community support, and health services).
2. Promotion of the concept of age-friendliness and identify opportunities for collaboration with community partners, including in the private, non-profit, and public sectors.
3. Re-assessment of the Age-Friendly Action Plan every three years to maintain the provincial Age Friendly designation.
4. Oversight of the Rothesay Hive Age Friendly Community Centre.
5. The establishment of working groups as deemed necessary by the Committee to fulfill its mandate.
6. Such other matters as may arise from time to time related to age-friendly activities in the community.

This Committee will meet monthly or at the call of the Chair. Staff support will include the Age-Friendly Community Coordinator and additional support staff as required. The Committee shall report to Council through the Council Appointee.



2021 August 9 Open Session FINAL\_112

# ROTHESAY MEMORANDUM



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TO : Mayor Grant and Rothesay Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 5 August 2021  
RE : Council meeting start time

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**RECOMMENDATION:**

- Receive for information

**FOR INFORMATION:**

Rothesay Council passed motions at the April 14, 2020 and May 11, 2020 Council meetings in response to the Provincial State of Emergency and Mandatory Order (March 19, 2020). The motions waived procedures related to public hearings, presentations to Council and the meeting start time.

The province of New Brunswick did not renew the Mandatory Order on 30 July 2021. As a result, Council procedures are once again in accordance with Rothesay Procedural By-law 2-14; more particularly that Council meetings will be held in person in the Common Room at Rothesay Town Hall, **commencing at 7:00 p.m.**

Please note the Public Hearing for Monday, August 16 has been scheduled for 6:00 p.m. by motion of Council.

*Original signed by  
Mary Jane Banks  
Town Clerk*

