



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, April 11, 2016**  
**7:00 pm**



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**1. APPROVAL OF AGENDA**

- 2. APPROVAL OF MINUTES** Regular Meeting 14 March 2016  
➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

- 4.1 The Kings Way Care LifeCare Alliance** Judy Lane (*See item 9.1.1*)
- 4.2 2015 Audited Rothesay Financial Statements** Treasurer Doug MacDonald, CPA, CA, CFP  
Auditors Teed Saunders Doyle & Co. Peter Logan, CPA, CA (*see Item 9.1.2*)

**5. CORRESPONDENCE FOR ACTION**

- 5.1 4 March 2016 Letter from Operation Lifesaver RE: Public – Rail Safety Week  
**Distribution to social media channels**
- 5.2 24 March 2016 Email from Deputy Mayor Grant RE: Street Lighting on Sierra Avenue  
**Refer to the Public Works and Infrastructure Committee**
- 5.3 31 March 2016 Letter from Symphony New Brunswick RE: Cancellation of Camerata  
**Refer to the Finance Committee**
- 5.4 8 April 2016 Memorandum from Town Manager Jarvie RE: UMNb Sustainability Project
- 31 March 2016 Email from Eddie Oldfield, (UMNB CCEI) RE: Participation in Climate Change and Energy Initiative (CCEI), with attachments

**Accept recommendations**

**6. CORRESPONDENCE - FOR INFORMATION**

- 6.1 17 March 2016 Letter to Lakefield Elementary School RE: Rothesay Common
- 6.2 18 March 2016 Letter from Minister Melanson, DTI/Finance RE: Des. Highway Funding
- 6.3 22 March 2016 Letter to resident RE: Japanese Knotweed
- 6.4 31 March 2016 Memo from Fire Chief Ireland RE: Fire Prevention Act appointments
- 6.4.1 1 March 2016 Memo from Office of the Fire Marshal with attachments
- 6.5 2014/2015 NB Police Commission Annual Report (*Full report available-Town Hall*)
- 6.6 1 April 2016 Letters between DTI District Engineer Kerr and MS Bike Tour
- 6.6.1 21 March 2016 Ltr from MS Society to Rothesay RE: Bike Tour w/o attachments
- 6.7 2014/2015 SJ Multicultural & Newcomer's Resource Center Annual Report (*Full report available-Town Hall*)

## ROTHESAY

Regular Council Meeting  
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6.8 8 April 2016 Thank you letter to resident RE: Various Community Improvements

### 7. REPORTS

#### 7.0 April 2016

#### Report from Closed Session

7.1 24 February 2016 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)  
Meeting Minutes

24 February 2016 KRJBPC Chief's Report

31 December 2015 KRJBPC Statement of Financial Position

31 December 2015 KRJBPC Statement of Operations

29 February 2016 KRJBPC Statement of Financial Position

29 February 2016 KRJBPC Statement of Operations

7.2 29 February 2016 Draft unaudited Rothesay General Fund Financial Statements

29 February 2016 Draft unaudited Rothesay Utility Fund Financial Statements

7.3 15 March 2016 Draft Parks and Recreation Committee Meeting Minutes

7.4 23 March 2016 Draft Public Works and Infrastructure Committee Meeting Minutes

➤ 6 April 2016 Report prepared by DO McLean RE: Grove Avenue/Hampton Road RA-5 Crosswalks

7.5 23 March 2016 Draft Utilities Committee Meeting Minutes

➤ Broadway Street

7.6 23 March 2016 Draft Heritage Preservation Review Board Meeting Minutes

7.7 1 April 2016 Draft EMO Committee Meeting Minutes

➤ EMO Costs Summary

7 April 2016 Report prepared by DPDS White

31 March 2016 Email from Counc. MacDonald RE: Financial Costs for EMO

7.8 6 April 2016 Ad Hoc Rail Committee Report

7.9 March 2016 Monthly Building Permit Report

7.10 7 April 2016 Capital Projects Summary

### 8. UNFINISHED BUSINESS

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#### TABLED ITEMS

**8.1 Traffic By-law 1-14** (Tabled June 2014)

*No action at this time*

**8.2 Water By-law** (Tabled June 2015)

*No action at this time*

**8.3 16 Lot Subdivision off Appleby Drive** (Tabled December 2015)

*No action at this time*

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## ROTHESAY

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### **8.4 Emergency Measures By-law 1-16**

4 April 2016

Memorandum from Town Clerk Banks with attachments

## **9. NEW BUSINESS**

### **9.1 BUSINESS ARISING FROM DELEGATIONS**

#### **9.1.1 The Kings Way *LifeCare Alliance***

28 March 2016

Letter from Judy Lane RE: Request for Co-Sponsorship of the Age of Disruption Tour

**Refer to the Finance Committee**

#### **9.1.2 2015 Audited Rothesay Financial Statements**

7 April 2016

Memorandum from Treasurer MacDonald

31 December 2015

Draft Rothesay Consolidated Financial Statements

### **9.2 Award – Internal Audit Consultant Services – Rothesay IC Review #PG-2016-01**

8 April 2016

Report prepared by Treasurer MacDonald

7 April 2016

Memorandum from Counc. MacDonald

### **9.3 Award – Almon Lane and Peters Lane Reconstruction – Contract T-2016-007**

6 April 2016

Report prepared by DO McLean

### **9.4 Award – 2016 Asphalt Resurfacing and Microseal Placement – Contract T-2016-001**

6 April 2016

Report prepared by DO McLean

## **10. NEXT MEETING**

**Oath of Office Ceremony**

**Monday, May 30, 2016**

**Regular meeting**

**Monday, June 13, 2016**

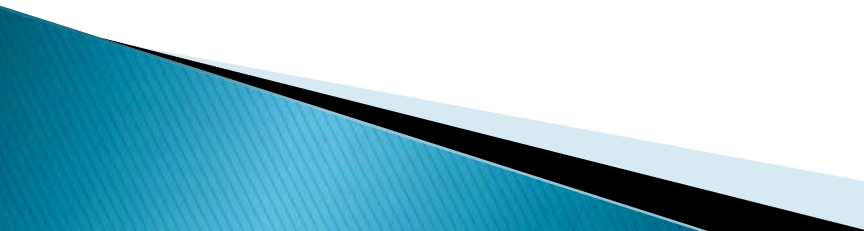
## **11. ADJOURNMENT**

# Consolidated Financial Statements Year Ended December 31, 2015

See Agenda item 9.1.2 for detailed financial statements



# Overview

- ▶ Differences between final audited financial statements and monthly operating financial statements
    1. Consolidated – includes operating results and balance sheets of the Town general funds (capital and operating), water and sewer utility funds (capital and operating), reserve funds, and the proportionate share of the jointly controlled entities (KRJBPC, KVFD and KPL)
    2. Capital asset purchases are reflected as asset additions even if the expenditure is financed from operating revenue
    3. Amortization is recorded on all capital assets except for land – asset disposals recorded as an expense
    4. Debt repayments are not reflected as an expense
    5. Liabilities are recognized for pension, sick leave and retirement allowances as determined by the actuary
- 

# Highlights

2016 April 11 Open Session FINAL 017

## Jointly Controlled Entities

	2015	2014	2013
KRJBPC	41.02%	41.02%	41.07%
KVFD	41.65%	41.65%	41.57%
KPL	40.05%	40.05%	40.05%

Allocations are determined based upon funding formulas and contracts

# Highlights

## Reconciliation of Annual PSAS Surplus (Deficit)

	2015	2014
General Operating Fund	\$ 3,776,991	\$ 3,521,673
General Capital Fund	(1,966,080)	(3,663,110)
Utility Operating Fund	1,000,654	1,203,628
Utility Capital Fund	(662,146)	(735,544)
General Fund Reserves	136,731	1,289,733
Utility Fund Reserves	12,103	24,641
Jointly Controlled Entities	<u>25,180</u>	<u>(1,754)</u>
Total	<u>\$2,323,433</u>	<u>\$ 1,639,267</u>

# Highlights

## Reconciliation of 2015 Annual Operating Fund Surplus (Deficit)

	General	Utility
PSAS surplus	\$ 3,776,991	\$ 1,000,654
2 <sup>nd</sup> Previous year	84,025	(73,777)
Fund transfers	(3,075,540)	(491,204)
Pension liability adjustment	(106,100)	–
Loan principal repayment	<u>(669,000)</u>	<u>(407,138)</u>
Surplus for funding requirements	<u>\$ 10,376</u>	<u>\$ 28,535</u>

# Highlights

2016April11OpenSessionFINAL020

## Consolidated Financial Statements Year Ended December 31, 2015 Highlights

	Budget 2015	Actual 2015	Actual 2014	Actual 2013
Revenue:				
Property tax warrant	\$ 14,718,978	\$ 14,718,978	\$ 14,246,281	\$ 14,073,003
Water and sewer user fees	2,491,800	2,512,438	2,412,895	2,271,412
Unconditional grant	116,262	116,262	209,568	315,881
Conditional Government transfers	1,096,500	1,120,193	1,336,347	642,597
Other revenues	787,043	1,318,603	931,004	1,434,652
Total revenue	<u>\$ 19,210,583</u>	<u>\$ 19,786,474</u>	<u>\$ 19,136,095</u>	<u>\$ 18,737,545</u>

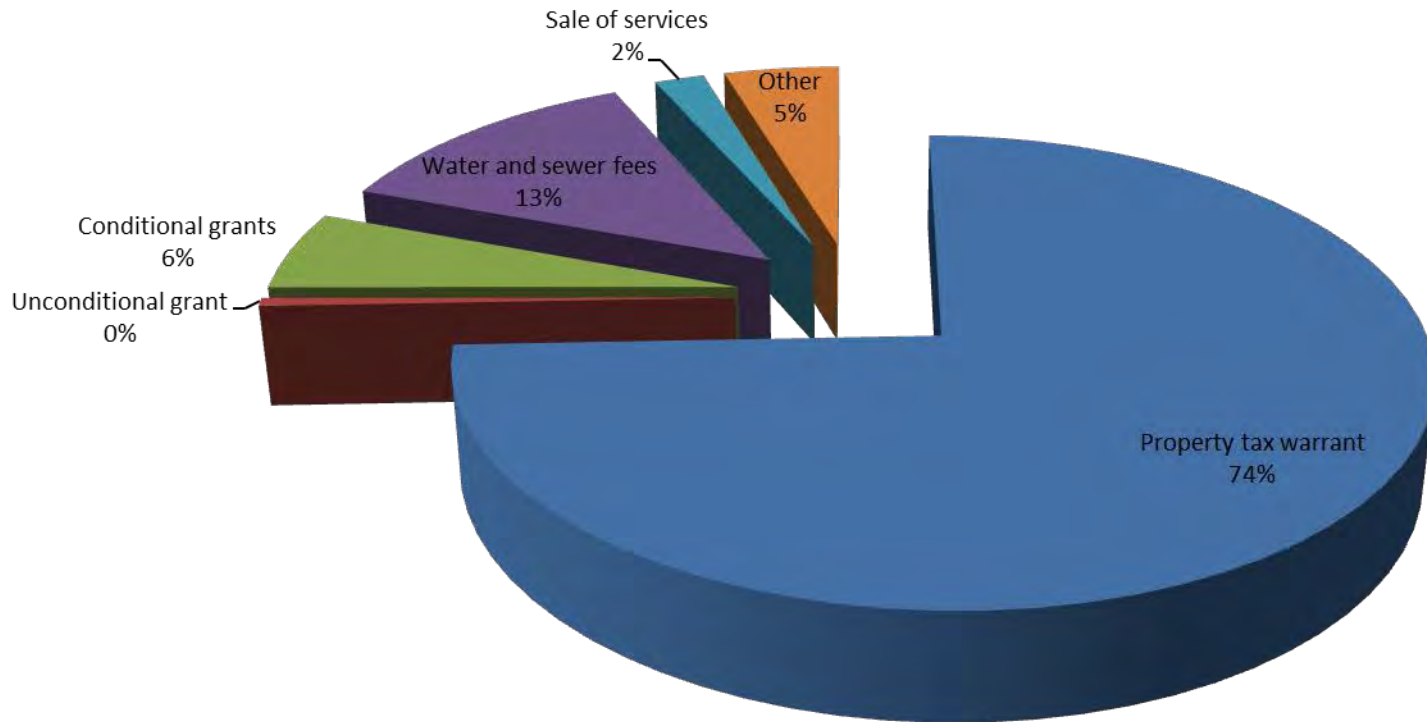
Conditional Government transfers includes Gas Tax funds used during the year (\$100,000), and RDC grants (\$977,000)

Other revenue includes recreational programs, building rent, permits and legal settlement income

# Highlights

2016April11OpenSessionFINAL021

## 2015 Revenue by Source



# Highlights

2016April11OpenSessionFINAL022

- ▶ Comments re revenue
  - 1.03% increase in property tax warrant
  - 1.34% increase in total revenue

	2015	2014	2013
Property tax rate	\$1.20	\$1.19	\$1.19
Municipal Tax base	\$1,226,581,500	\$1,197,166,750	\$1,182,605,300
Property tax warrant	\$14,718,978	\$14,246,281	\$14,073,003

	2015	2014	2013
Annual sewer rate	\$340	\$320	\$300
Base water rate per cm	\$1.06	\$1.00	\$0.90
Total revenue	\$2,512,438	\$2,412,895	\$2,271,412

# Highlights

2016April11OpenSessionFINAL023

## Consolidated Financial Statements

Year Ended December 31, 2015

### Highlights

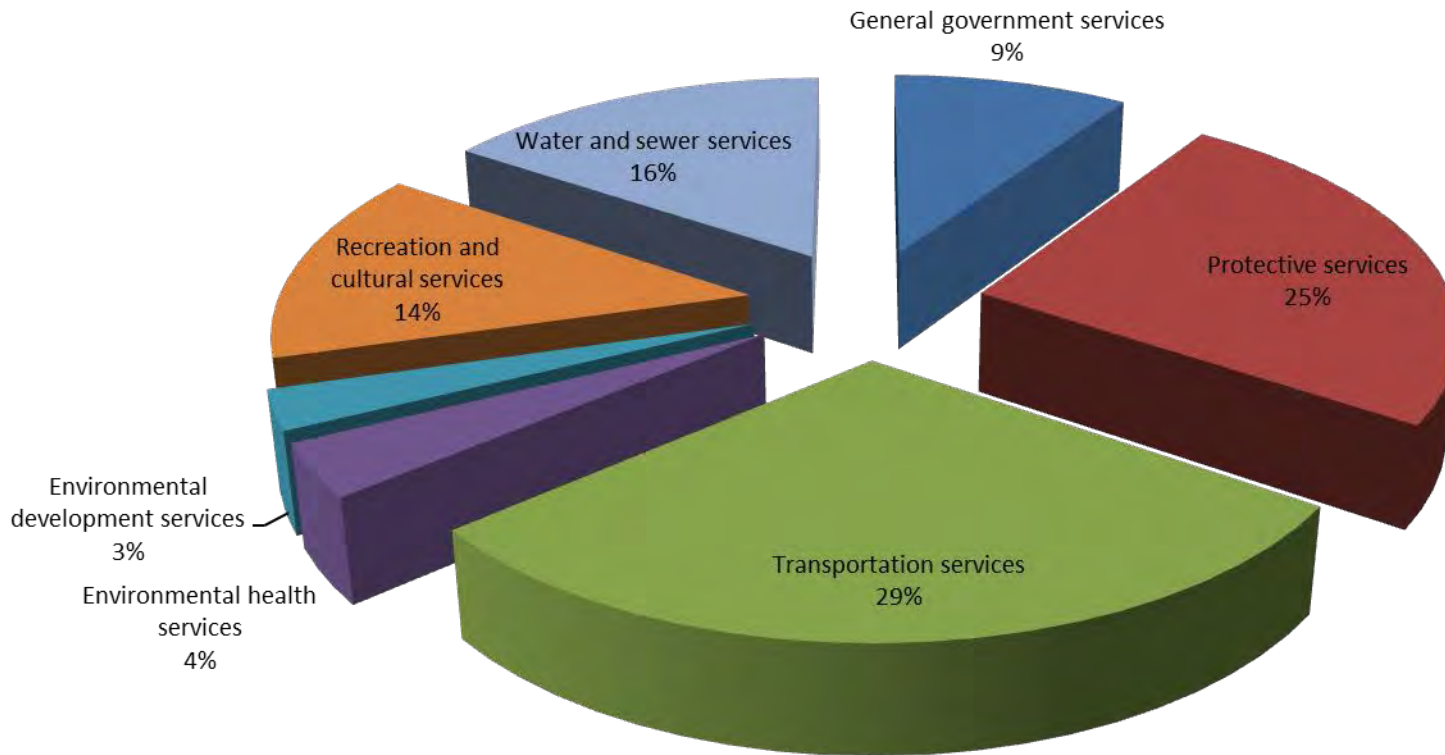
	Budget	Actual	Actual	Actual
Expenditures	2015	2015	2014	2013
General government services	\$ 1,880,540	\$ 1,656,609	\$ 1,598,344	\$ 1,703,586
Protective services	4,569,897	4,359,563	4,254,824	4,178,935
Transportation services	5,039,726	5,145,979	5,859,229	4,819,857
Environmental health services	633,000	659,525	710,520	686,719
Environmental development services	619,122	493,057	426,342	414,983
Recreation and cultural services	2,405,409	2,425,631	2,215,255	2,331,416
Water and sewer services	2,471,021	2,722,677	2,432,314	2,147,986
Total expenditures	\$ 17,618,715	\$ 17,463,041	\$ 17,496,828	\$ 16,283,482



# Highlights

2016April11OpenSessionFINAL024

## 2015 Expenses by Function



# Highlights

2016April11OpenSessionFINAL025

## Capital Asset Continuity

	2015	2014
Opening NBV balance	\$75,852,438	\$72,694,995
Asset additions	8,340,921	7,704,724
Amortization	(3,727,912)	(3,488,481)
Asset disposals	(187,510)	(1,060,549)
Change in ownership *	–	1,749
Closing NBV balance	\$80,277,937	\$75,852,438
Proceeds on disposal	\$ 2,167	\$ 30,866
Loss on disposal	\$185,343	\$ 1,029,683

\* Jointly controlled entities

# Highlights

2016April11OpenSessionFINAL026

## New Capital additions by major projects

	Additions	
Transportation		
Detention pond	\$ 1,800,000	
French Village Road	300,000	
Works Dept bldings	150,000	
Equipment	150,000	\$2,400,000
Utility		
Renforth Drive	\$320,000	
Gondola Point Road	450,000	\$ 770,000
Recreation		
Common	\$2,300,000	
Equipment	125,000	
McGuire Centre	100,000	\$2,525,000

# Highlights

2016April11OpenSessionFINAL027

## Statement of Financial Position

	2015	2014	2013
Non-financial assets	\$80,345,843	\$75,916,837	\$72,743,714
Net debt	\$14,089,187	\$11,983,614	\$10,451,171
Equity	\$66,256,656	\$63,933,223	\$62,292,543
Net debt per capita	\$1,179	\$1,003	\$875

## Debt service cost

	General	Water & Sewer
Ratio of debt service costs to total expenses	4.91%	22.98%
Maximum allowable	20%	50%

# Highlights

2016April11OpenSessionFINAL028

## Long term debt

	2015	2014	2013
General fund	\$7,407,000	\$5,926,000	\$3,722,000
Water & sewer	\$7,320,244	\$7,376,449	\$6,800,653
KRJBPC	\$548,848	\$594,790	\$637,344

New debt – Recreation (Renforth Park) - \$ 300,000  
- Transportation (pond) - \$1,500,000  
- Transportation (Anna Ave) - \$ 350,000  
- Water – (GPR) \$ 350,000

## Rothsay share of Accrued Benefits

	Rothsay	KRJBPC	KVFD	Total
Sick leave	\$ 17,700	\$ 5,455	\$282,631	\$ 305,786
Retirement allowance	\$311,200	\$334,363	\$153,339	\$ 798,902
Pension	\$239,100	\$375,374	\$436,784	\$1,051,258





NE-1-2-79

**Operation Lifesaver**

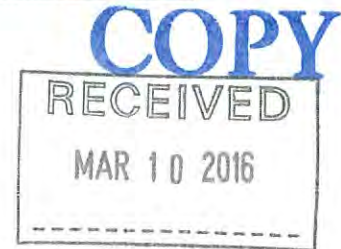
901 - 99 Bank Street  
Ottawa, Ontario K1P 6B9  
**Telephone** (613) 564-8094  
**Fax** (613) 567-6726  
**e-mail**  
[admin@operationlifesaver.ca](mailto:admin@operationlifesaver.ca)

**Opération Gareautrain**

901 - 99, rue Bank  
Ottawa, Ontario K1P 6B9  
**téléphone** (613) 564-8094  
**télécopieur** (613) 567-6726  
**courriel**  
[admin@operationlifesaver.ca](mailto:admin@operationlifesaver.ca)

March 4, 2016

Office of the Clerk  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5



Dear Sir / Madam:

Canada's 14<sup>th</sup> annual national **Public - Rail Safety Week** will be held from April 25 to May 1, 2016. The purpose of this significant event is to raise rail safety awareness among all Canadians and to highlight the ongoing commitment of communities such as yours, along with the rail industry, its member companies and their employees, in order to make Canada's rail network even safer.

Once again this year, **Operation Lifesaver** is proud to support the various activities and events that will be taking place throughout **Public - Rail Safety Week** across the country to raise public awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens.

Your City Council can be a powerful ally for our public awareness campaign by adopting the enclosed draft resolution to support **Public - Rail Safety Week** in your community. Should you require additional information about Operation Lifesaver and rail safety, please consult [www.operationlifesaver.ca](http://www.operationlifesaver.ca).

Thank you in advance for supporting this request and **Public - Rail Safety Week**. We would greatly appreciate it if you would send us a copy of your resolution and please tell us how you will be promoting rail safety in your community this year.

Stephen Covey  
President  
Operation Lifesaver

Mike Regimbal  
National Director  
Operation Lifesaver

Encl.

Draft Resolution

**RESOLUTION IN SUPPORT OF PUBLIC - RAIL SAFETY WEEK**

**Whereas** *Public - Rail Safety Week* is to be held across Canada from April 25 to May 1, 2016;

**Whereas** it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

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

**Whereas** Operation Lifesaver has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor \_\_\_\_\_

seconded by Councillor \_\_\_\_\_

It is hereby **RESOLVED** to support national *Public - Rail Safety Week*, to be held from April 25 to May 1, 2016.

From: [REDACTED]  
To: [REDACTED]  
Subject: Item for April Council  
Date: March-24-16 6:43:41 AM

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Hi Mary Jane,

Could you please add the following item to April Council Agenda?

Street Lighting on Sierra Avenue

I have recently heard from three residents of Sierra Ave re the lack of street lights there. The issues raised are in all three cases safety- related: concerns re fear of hitting pedestrians when driving at night, and fear of walking at night in such a dark neighborhood.

There is a streetlight at the top, at the Hampton Road, and another at the bottom, at the playground, but nothing in between. And there is a turn partway down the street, which hides the light at the top of the street from the bottom, and vice versa.

I would like this issue to go to the public Works and Infrastructure Committee for investigation please.

Thanks,  
Nancy

Nancy Grant  
Deputy Mayor

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





Symphony  
New Brunswick  
Symphonie  
Nouveau-Brunswick

2016April11OpenSessionFINAL032



March 31, 2016

His Worship William Bishop  
Mayor  
Town of Rothesay  
70 Hampton Road  
Rothesay, N.B., E2E 5L5

Dear Bill,

Further to my letter of September 2, 2015, I wish to advise that we have been forced to cancel plans for a June tour of Camerata New Brunswick which would have included a performance in Rothesay as well as a recording session. This has resulted from a decision by the Regional Development Corporation not to renew funding to the Symphony which had been in place for the previous three seasons and which had permitted us to expand our season to include many of the small community concerts presented during this period.

We have not entirely abandoned our tours. As a substitute, we are extending the April tour of the larger symphony to include concerts in Florenceville-Bristol and Miramichi. Because this program will be presented at the Imperial, it did not make sense to perform it in Rothesay. As you know, a large part of our audience in Saint John are Rothesay residents.

We have been advised that the Town of Rothesay has reserved funding of \$2,500 for the Symphony and we hope this amount can still be contributed. The connections between Rothesay and the Symphony are extensive – including several of our board members, several symphony musicians and a large number of our donors and patrons. A substantial amount in our endowment fund has originated from Rothesay residents. I am certain the Town has a continuing interest in supporting the Symphony due to these many connections, so I am hoping the grant can be provided. Next season (which is as yet unannounced), one of our concerts will feature a Rothesay resident as guest soloist. This is expected to be a very innovative and exciting program and we are really looking forward to it.

This is a financially challenging year for the Orchestra, so the help is needed as we try to close a funding gap before our year-end on June 30. We have been very grateful for the help provided in past years and we hope it can be continued.

Yours very truly

G. Reid Parker  
President



## INTEROFFICE MEMORANDUM



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TO	:	Mayor Bishop & Council
FROM	:	John Jarvie
DATE	:	8 April 2016
RE	:	Participation in UMN-B-FCM Local Governments for Sustainability Project

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### Recommendation

It is recommended Council pass the following motions:

1. WHEREAS **UMNB** Climate Change & Energy Initiative (CCEI) aims to offer a maximum of support to its participating members for the realization of GHG Inventory, Local Action Plan;  
WHEREAS the **town of Rothesay** is interested to act against climate change impacts and challenges;  
The **town of Rothesay** is committed to become a member of Partners for Climate Protection (PCP) program and authorizes the execution of the related agreement (Attach A)
2. Authorize an allocation of \$9,000 in the 2017 budget to participate in the program; and
3. Pass the attached resolution to join the FCM-ICLEI Partners for Climate Change Program. (Attach B)

The Town, along with many others Anglophone municipalities in New Brunswick, has been approach to participate in a program to reduce greenhouse gas emissions. Although Town operations have been conscious of reducing unnecessary equipment use, many operational activities generate greenhouse gas. To date Rothesay has not participated in any structured programs toward greenhouse gas reduction.

Attached is background information to this request. Council will note that a number of other municipalities have chosen to become part of this project. The funding for the project will come largely from the Federation of Canadian municipalities green municipal fund with a municipal contribution from all the participants at 10%. The requested contribution is \$9,000 which may be paid in 2016 or 17 or half in each year. The financial commitment is contingent on a successful application for funding from FCM and other partners. Among the municipalities committed to participating in the project are the following:

1. Grand Bay Westfield
2. Quispamsis
3. Sussex
4. Perth Andover
5. Dalhousie
6. McAdam
7. Petitcodiac
8. Rexton

Decisions of others are pending.

## Agreement & Resolution Between UMNb and Town of Rothesay

### A. UMNb's ENGAGEMENT

**UMNB** will provide services to produce the deliverables to achieve the three first milestone of FCM Partners for Climate Protection (PCP) program:

MILESTONE 1: Create a baseline emissions inventory and forecast

MILESTONE 2: Set emissions reduction targets

MILESTONE 3: Develop a local action plan

### B. MUNICIPALITY'S ENGAGEMENT

- i. The **Town of Rothesay** will provide help and resources to **UMNB** to realize the three first PCP Milestones
- ii. The **Town of Rothesay** will adopt by resolution\* the **CCEI Local Action Plan** at the end of the project.

*\*To receive the FCM subsidy, UMNb will have to transmit the resolution to FCM.*

### C. MUNICIPALITY'S CONTRIBUTION

According to the UMNb grid, the **Town of Rothesay** requested cash contribution is: \$9,000

No payment of the financial contribution by the municipality shall be required prior to confirmation of the project by the FCM Green municipal Fund (GMF).

*Please note that it is possible that **UMNB** obtain additional grants to the Federation of Canadian municipalities (FCM) Green municipal funds (GMF). Insofar as **UMNB** will get additional funding, the requested municipality's contribution may be reduced\*.*

*\* Note that according to GMF criteria of eligibility, the municipality shall finance in cash a minimum of 10% costs related to services and deliverables.*

### D. CONDITIONAL PARTNERSHIP AGREEMENT

The agreement is conditional to FCM financing acceptance. In case of FCM refusal to finance the UMNb initiative/project, the agreement becomes invalid.

### E. PARTNERS SIGNATURES

WHEREAS **UMNB** Climate Change & Energy Initiative (CCEI) aims to offer a maximum of support to its participating members for the realization of GHG Inventory, Local Action Plan; WHEREAS the **Town of Rothesay** is interested to act against climate change impacts and challenges;

The **Town of Rothesay** is committed to become a member of Partners for Climate Protection (PCP) program.

The **Town of Rothesay** is committed to contribute financially to a maximum amount of **\$9,000** cash.

SIGNED IN TWO (2) COPIES, IN THE MUNICIPALITY OF \_\_\_\_\_, PROVINCE OF NEW BRUNSWICK,

DATED FROM:

The **Town of Rothesay**

\_\_\_\_\_  
Name

\_\_\_\_\_ Raymond Murphy, Executive Director  
UMNB

## Join the FCM–ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program

**WHEREAS** the International Panel on Climate Change (IPCC) concludes in its 2007 *Fourth Assessment Report* that “there is new and stronger evidence that most of the warming observed over the last 50 years is attributable to human activities”;

**WHEREAS** the IPCC concludes that human influences on the climate have likely contributed to a rise in the sea level during the latter half of the 20<sup>th</sup> century, changed wind and temperature patterns, and likely increased the risk of heat waves, the area of land affected by drought since the 1970s, and the frequency of heavy precipitation;

**WHEREAS** the *IPCC Special Report on Emission Scenarios* (SRES, 2000) projects an increase in global greenhouse gas (GHG) emissions of 25 to 90 per cent between 2000 and 2030;

**WHEREAS** the IPCC observes that warming resulting from human influences could lead to some abrupt or irreversible impacts, depending on the rate and magnitude of climate change;

**WHEREAS** the IPCC anticipates the following impacts from climate change over the next century for North America:

- Decreased snow pack, more winter flooding, and reduced summer flows resulting from warming in western mountains, exacerbating competition for over-allocated water resources;
- Increased aggregate yields of rain-fed agriculture by five to 20 per cent, but with important variability among regions; and major challenges for crops that are grown close to their highest suitable temperature or that depend on highly used water resources;
- Increased number, intensity and duration of heat waves for cities that currently experience them, creating potential for adverse health impacts; and
- Increased stress on coastal communities and habitats as a result of the interaction of climate change impacts and development and pollution;

**WHEREAS** GHGs (e.g. carbon dioxide, methane, nitrous oxide), released from burning coal, oil and natural gas and from cutting trees and clearing land for agriculture and development, are the primary cause of climate change;

**WHEREAS** the *World Mayors and Municipal Leaders Declaration on Climate Change 2005* asserts the need for joint authority and global action on climate change;

**WHEREAS** municipal investments in building retrofits, community energy systems, water conservation, renewable energy technologies, waste reduction, landfill gas capture, fleet management, public transit and other sustainable measures reduce operating costs, help maintain community services, protect public health and contribute to sustainable community development while cutting GHG emissions contributing to climate change;



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS





**WHEREAS** the Federation of Canadian Municipalities (FCM) and ICLEI-Local Governments for Sustainability have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

**WHEREAS** over 200 municipal governments across Canada representing more than 75 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program;

**WHEREAS** PCP participants commit to working toward reducing GHG emissions in municipal operations by a suggested target of 20 per cent below 2000 levels, and a suggested target of six per cent below 2000 levels in the community within 10 years of joining the PCP program;

**WHEREAS** the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target and vision, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

**BE IT RESOLVED** that the municipality of \_\_\_\_\_ communicate to FCM its participation in the PCP program and its commitment to achieve the milestones set in the PCP five-milestone framework;

**BE IT FURTHER RESOLVED** that the municipality of \_\_\_\_\_ appoint the following:

- a) Corporate staff person (Name) \_\_\_\_\_  
(Contact number) \_\_\_\_\_
- b) Elected official (Name) \_\_\_\_\_  
(Contact number) \_\_\_\_\_

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS



## Next steps

2016April11OpenSessionFINAL038

1. Send this resolution to [pcp@fcm.ca](mailto:pcp@fcm.ca) to confirm your municipality's participation in the PCP program.
2. Contact a PCP program officer at 613-907-6346 or [pcp@fcm.ca](mailto:pcp@fcm.ca) to discuss how you can get started, request an orientation package, and connect with communities that are already involved.
3. Consider applying to FCM's Green Municipal Fund (GMF) to secure a 50 per cent grant toward the completion of milestones 1, 2 and 3.
4. Visit the FCM website at [<www.fcm.ca/pcp>](http://www.fcm.ca/pcp) for more information on the PCP program, and on municipal sustainability.
5. Create a joint council–staff committee to facilitate the implementation of the PCP milestones and to build commitment within the municipal corporation and the community.
6. Identify existing municipal staff and fiscal resources, as well as potential community or business partnerships, that can be used to support the achievement of the PCP milestones.



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS



**From:** Eddie Oldfield [REDACTED]  
**Sent:** March-31-16 2:39 PM  
**To:** Mary Jane Banks  
**Subject:** FW: UMN  
Initiative

Hi Mary Jane Banks:

Enclosed is: a letter for your Council consideration, a template resolution to join Partners for Climate Protection (free).... and the template agreement with UMN which will be introduced to Council for consideration later in the year.

The letter describes the project in a nutshell and what is being requested. To participate in the UMN initiative, we require a copy of the resolution to join Partners for Climate Protection (PDF enclosed), and a simple statement of interest from the Town of Rothesay to participate in the UMN CCEI initiative.

Funding is being applied for from FCM Green Municipal Fund and the Province. If/Once FCM funding is approved we will contact participating municipalities to confirm their potential contributions. The cost to participating municipalities will be around 10% (shared) of the project cost. Cost can be split over two years (or all in the second year).

Our target is 12 municipalities. We have resolutions from 7 municipalities (including Grand-Bay Westfield, Sussex, Perth Andover, Dalhousie, Rexton, Petitcodiac, McAdam), 4 pending decisions by Councils (expected) of Quispamsis, Saint John, Woodstock, Edmundston. We would like to add Rothesay – in particular we feel there is synergy for co-tendering and planning with respect to energy and transportation, and projects designed to reduce greenhouse gas emissions.

I would be happy to make a presentation to Council.

Sincerely,

Eddie Oldfield  
[REDACTED]





March 31, 2016

## For Mayor and Council

### Town of Rothesay

## Invitation to participate in Climate Change and Energy Initiative (CCEI)

### Background

"Paris climate 2015", the Conference of the Parties to the UN Framework Convention on Climate Change, COP21, facilitated countries to sign an important agreement for the environment aimed at limiting greenhouse gas emissions and global warming. New Brunswick has already announced its target to reduce GHG emissions to 10% below the level of 1990 by 2020 and to reduce the GHG emissions between 75 and 85% below the level of 2001 by 2050. Communities play a vital role in meeting provincial and national emissions reduction targets.

*The UMNB Climate Change and Energy Initiative (CCEI) is a unique opportunity to advance your corporate and community-wide GHG inventories, produce a local action plan of high-quality that identifies projects to reduce GHG emissions, improve energy efficiency, integrate renewables, reduce costs, keep energy dollars local, create new revenues, foster job creation, and to meet the needs of your community now and for future generations.*

**Be part of the solution! Realize your greenhouse gas inventory and your local action plan for the reduction of GHG emissions.** The UMNB CCEI project aims to engage 12 municipalities in an 18 month project to develop and update energy and GHG emissions inventories and Local Action Plans.

### Request

**We request Town of Rothesay Council to consider a resolution to join the UMNB CCEI initiative, and join Partners for Climate Protection** (if not already a member. Free). The contribution by the Town of Rothesay for participating in the UMNB CCEI would be between \$9 to \$12K maximum (split over two years), for the production of a high-quality GHG inventory, Local Action Plan, Community Energy Plan/Mapping, and further project identification.

### Project Description

Participants will obtain high-quality GHG emissions inventories and Local Action Plans, and associated energy mapping and community energy planning. The inventories include corporate and community-wide energy and emissions data, and the Local Action Plans identify opportunities and projects eligible for further GMF funding, with targets for GHG emissions reduction.

UMNB aims to engage twelve municipalities (both UMNB and non-UMNB members) to pass resolutions by April 2016, to participate in the project. These resolutions will be attached with UMNB's submission to the FCM GMF (Green Municipal Fund). Municipal contributions are dependent on successful funding from FCM and NB ETF. If funding is approved, the anticipated project start date would be in the Fall of this year.



UMNB will submit the funding application to FCM GMF for 50% of the project cost. We have applied to NB Environmental Trust Fund for %35 – 40% of the project cost (over two years), and municipalities that participate in UMNB CCEI contribute 10% of the project cost globally (shared among participants and ranked according to their municipal tax assessment and population).

UMNB participates in the QUEST NB Caucus, [www.questcanada.org](http://www.questcanada.org) where we engage with municipalities across N.B., as well as with provincial government (Department of Energy & Mines), energy utilities, and other stakeholders, to discuss ways to advance Smart Energy Communities in N.B.. The UMNB CCEI initiative will develop Local Action Plans that are designed to help municipalities advance to Smart Energy Communities.

It is worth noting that UMNB passed the motion at our AGM, to pursue this project and engage YHC Environnement because they have a strong record of producing high quality energy and emissions inventories, action plans, project design and development (including energy projects). YHC recently completed a similar project with AFMNB, involving 17 francophone municipalities in New Brunswick. YHC's president, Yves Hennekens, is Chair of the QUEST Caucus in Quebec, while Eddie Oldfield is the Chair of the QUEST Caucus in New Brunswick. UMNB looks forward to collaborating with YHC and QUEST on this important initiative.

**Stand out and become a model for other municipalities and communities!**

We will make sure that your efforts and achievements are recognized in New Brunswick and in Canada and you can become a model, an example in a sector or a problem that particularly affects you. We will follow-up for you with Partners for Climate Protection (PCP), Federation of Canadian Municipalities (FCM) and we will inform you of the most appropriate opportunities for your municipality, including through Community Energy Planning and mapping.

Thank you for your consideration of our request to participate.

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Contact:

Eddie Oldfield

Advisor to UMNB CCEI

Tel. [REDACTED]

## Join the FCM–ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program

**WHEREAS** the International Panel on Climate Change (IPCC) concludes in its 2007 *Fourth Assessment Report* that “there is new and stronger evidence that most of the warming observed over the last 50 years is attributable to human activities”;

**WHEREAS** the IPCC concludes that human influences on the climate have likely contributed to a rise in the sea level during the latter half of the 20<sup>th</sup> century, changed wind and temperature patterns, and likely increased the risk of heat waves, the area of land affected by drought since the 1970s, and the frequency of heavy precipitation;

**WHEREAS** the *IPCC Special Report on Emission Scenarios* (SRES, 2000) projects an increase in global greenhouse gas (GHG) emissions of 25 to 90 per cent between 2000 and 2030;

**WHEREAS** the IPCC observes that warming resulting from human influences could lead to some abrupt or irreversible impacts, depending on the rate and magnitude of climate change;

**WHEREAS** the IPCC anticipates the following impacts from climate change over the next century for North America:

- Decreased snow pack, more winter flooding, and reduced summer flows resulting from warming in western mountains, exacerbating competition for over-allocated water resources;
- Increased aggregate yields of rain-fed agriculture by five to 20 per cent, but with important variability among regions; and major challenges for crops that are grown close to their highest suitable temperature or that depend on highly used water resources;
- Increased number, intensity and duration of heat waves for cities that currently experience them, creating potential for adverse health impacts; and
- Increased stress on coastal communities and habitats as a result of the interaction of climate change impacts and development and pollution;

**WHEREAS** GHGs (e.g. carbon dioxide, methane, nitrous oxide), released from burning coal, oil and natural gas and from cutting trees and clearing land for agriculture and development, are the primary cause of climate change;

**WHEREAS** the *World Mayors and Municipal Leaders Declaration on Climate Change 2005* asserts the need for joint authority and global action on climate change;

**WHEREAS** municipal investments in building retrofits, community energy systems, water conservation, renewable energy technologies, waste reduction, landfill gas capture, fleet management, public transit and other sustainable measures reduce operating costs, help maintain community services, protect public health and contribute to sustainable community development while cutting GHG emissions contributing to climate change;



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**WHEREAS** the Federation of Canadian Municipalities (FCM) and ICLEI-Local Governments for Sustainability have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

**WHEREAS** over 200 municipal governments across Canada representing more than 75 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program;

**WHEREAS** PCP participants commit to working toward reducing GHG emissions in municipal operations by a suggested target of 20 per cent below 2000 levels, and a suggested target of six per cent below 2000 levels in the community within 10 years of joining the PCP program;

**WHEREAS** the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target and vision, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

**BE IT RESOLVED** that the municipality of \_\_\_\_\_ communicate to FCM its participation in the PCP program and its commitment to achieve the milestones set in the PCP five-milestone framework;

**BE IT FURTHER RESOLVED** that the municipality of \_\_\_\_\_ appoint the following:

- a) Corporate staff person (Name) \_\_\_\_\_  
(Contact number) \_\_\_\_\_
- b) Elected official (Name) \_\_\_\_\_  
(Contact number) \_\_\_\_\_

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



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## Next steps

2016April11OpenSessionFINAL044

1. Send this resolution to [pcp@fcm.ca](mailto:pcp@fcm.ca) to confirm your municipality's participation in the PCP program.
2. Contact a PCP program officer at 613-907-6346 or [pcp@fcm.ca](mailto:pcp@fcm.ca) to discuss how you can get started, request an orientation package, and connect with communities that are already involved.
3. Consider applying to FCM's Green Municipal Fund (GMF) to secure a 50 per cent grant toward the completion of milestones 1, 2 and 3.
4. Visit the FCM website at [<www.fcm.ca/pcp>](http://www.fcm.ca/pcp) for more information on the PCP program, and on municipal sustainability.
5. Create a joint council–staff committee to facilitate the implementation of the PCP milestones and to build commitment within the municipal corporation and the community.
6. Identify existing municipal staff and fiscal resources, as well as potential community or business partnerships, that can be used to support the achievement of the PCP milestones.



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# Agreement & Resolution

## Between UMNb and Town of Rothesay

### A. UMNb's ENGAGEMENT

**UMNB** will provide services to produce the deliverables to achieve the three first milestone of FCM Partners for Climate Protection (PCP) program:

MILESTONE 1: Create a baseline emissions inventory and forecast

MILESTONE 2: Set emissions reduction targets

MILESTONE 3: Develop a local action plan

### B. MUNICIPALITY'S ENGAGEMENT

- i. The **Town of Rothesay** will provide help and resources to **UMNB** to realize the three first PCP Milestones
- ii. The **Town of Rothesay** will adopt by resolution\* the **CCEI Local Action Plan** at the end of the project.

*\*To receive the FCM subsidy, UMNb will have to transmit the resolution to FCM.*

### C. MUNICIPALITY'S CONTRIBUTION

According to the UMNb grid, the **Town of Rothesay** requested cash contribution is: \$9,000

No payment of the financial contribution by the municipality shall be required prior to confirmation of the project by the FCM Green municipal Fund (GMF).

*Please note that it is possible that **UMNB** obtain additional grants to the Federation of Canadian municipalities (FCM) Green municipal funds (GMF). Insofar as **UMNB** will get additional funding, the requested municipality's contribution may be reduced\*.*

*\* Note that according to GMF criteria of eligibility, the municipality shall finance in cash a minimum of 10% costs related to services and deliverables.*

### D. CONDITIONAL PARTNERSHIP AGREEMENT

The agreement is conditional to FCM financing acceptance. In case of FCM refusal to finance the UMNb initiative/project, the agreement becomes invalid.

### E. PARTNERS SIGNATURES

WHEREAS **UMNB** Climate Change & Energy Initiative (CCEI) aims to offer a maximum of support to its participating members for the realization of GHG Inventory, Local Action Plan;  
WHEREAS the **Town of Rothesay** is interested to act against climate change impacts and challenges;

The **Town of Rothesay** is committed to become a member of Partners for Climate Protection (PCP) program.

The **Town of Rothesay** is committed to contribute financially to a maximum amount of **\$9,000** cash.

SIGNED IN TWO (2) COPIES, IN THE MUNICIPALITY OF \_\_\_\_\_, PROVINCE OF NEW BRUNSWICK,

DATED FROM:

The **Town of Rothesay**

\_\_\_\_\_  
Name

\_\_\_\_\_ Raymond Murphy, Executive Director  
UMNB

# Council Resolution to Join the FCM–ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program

2016 April 11 Open Session FINAL 047

**WHEREAS** the International Panel on Climate Change (IPCC) concludes in its 2007 Fourth Assessment Report that “there is new and stronger evidence that most of the warming observed over the last 50 years is attributable to human activities”;

**WHEREAS** the IPCC concludes that human influences on the climate have likely contributed to a rise in the sea level during the latter half of the 20th century, changed wind and temperature patterns, and likely increased the risk of heat waves, the area of land affected by drought since the 1970s, and the frequency of heavy precipitation;

**WHEREAS** the IPCC Special Report on Emission Scenarios (SRES, 2000) projects an increase in global greenhouse gas (GHG) emissions of 25 to 90 per cent between 2000 and 2030;

**WHEREAS** the IPCC observes that warming resulting from human influences could lead to some abrupt or irreversible impacts, depending on the rate and magnitude of climate change;

**WHEREAS** the IPCC anticipates the following impacts from climate change over the next century for North America:

- Decreased snow pack, more winter flooding, and reduced summer flows resulting from warming in western mountains, exacerbating competition for over-allocated water resources;
- Increased aggregate yields of rain-fed agriculture by five to 20 per cent, but with important variability among regions; and major challenges for crops that are grown close to their highest suitable temperature or that depend on highly used water resources;
- Increased number, intensity and duration of heat waves for cities that currently experience them, creating potential for adverse health impacts; and
- Increased stress on coastal communities and habitats as a result of the interaction of climate change impacts and development and pollution;

**WHEREAS** GHGs (e.g. carbon dioxide, methane, nitrous oxide), released from burning coal, oil and natural gas and from cutting trees and clearing land for agriculture and development, are the primary cause of climate change;

**WHEREAS** the World Mayors and Municipal Leaders Declaration on Climate Change 2005 asserts the need for joint authority and global action on climate change;

**WHEREAS** municipal investments in building retrofits, community energy systems, water conservation, renewable energy technologies, waste reduction, landfill gas capture, fleet management, public transit and other sustainable measures reduce operating costs, help maintain community services, protect public health and contribute to sustainable community development while cutting GHG emissions contributing to climate change;

**WHEREAS** the Federation of Canadian Municipalities (FCM) and ICLEI–Local Governments for Sustainability have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;



**WHEREAS** over 200 municipal governments across Canada representing more than 75 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program;

**WHEREAS** PCP participants commit to working toward reducing GHG emissions in municipal operations by a suggested target of 20 per cent below 2000 levels, and a suggested target of six per cent below 2000 levels in the community within 10 years of joining the PCP program;

**WHEREAS** the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target and vision, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

**BE IT RESOLVED** that the municipality of \_\_\_\_\_ communicate to FCM its participation in the PCP program and its commitment to achieve the milestones set in the PCP five-milestone framework;

**BE IT FURTHER RESOLVED** that the municipality of \_\_\_\_\_ appoint the following:

a) Corporate staff person

(Name) \_\_\_\_\_

(Contact number) \_\_\_\_\_

b) Elected official

(Name) \_\_\_\_\_

(Contact number) \_\_\_\_\_

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

2016April11OpenSessionFINAL049

# Overview

**Quest NB** – Advancing Smart Energy Communities in N.B. with funding from NB Environmental Trust Fund and NB Power

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**UMNB CCEI Project** – Partners for Climate Protection – Energy and Emissions Inventory and Local Action Plans

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**AMANB** – Improving Resiliency of NB Municipalities, with funding from NB Environmental Trust Fund

**By Eddie Oldfield**

Tel. 506-206-2883 / Email: [eoldfield@questcanada.org](mailto:eoldfield@questcanada.org)



"Get Your Spatial Quotient"



# **Eddie Oldfield, Spatial Quest Solutions**



- **Previous: Director of NB Climate Change Hub, 2001-2012,** funded by Natural Resources Canada, NB Environmental Trust Fund
- **Owner/Principal, Spatial Quest Solutions 3+ years**
  - **Clients:** QUEST, AMANB, Health Canada, JIBC, CEA, GNB, others
  - **Domains:** Energy, Resiliency, Health, Mapping
  - **Services:** Project Management, Mapping Services, Exercise Facilitation, Education & Research projects, Municipal Initiatives

## **Appointed/Volunteer:**

- Chair, QUEST NB Caucus 4+ years
- Chair, OGC Health Domain Working Group 3+ years
- Member, Resilient Communities Working Group, National Platform for Disaster Risk Reduction 4+ years

***Recipient, Queen Elizabeth II Diamond Jubilee Medal***



# Advancing Smart Energy Communities in New Brunswick

With support from:



## QUEST PLUS-Level Subscribers



# QUEST

- **QUEST** is national non-profit, with 8 Provincial Caucuses
  - 10<sup>th</sup> Annual Conference, in Calgary, October 2016
  - **QUEST NB Caucus:** 40+ Participants, diverse sectors
  - **QUEST NB Projects:** *Advancing Smart Energy Communities and Community Energy Planning in New Brunswick*
- \*See: <http://www.questcanada.org/our-network/caucus/nb>
- *What is a Smart Energy Community? Visit:*  
<http://www.questcanada.org/thesolution>

# Smart Energy Communities:

2016 April 11 Open Session FINAL 053



## 1. Integrate Conventional Energy Networks

- So that the electricity, natural gas, thermal / district energy, and transportation fuel networks in a community are better coordinated to match energy needs with the most efficient available energy source.

## 2. Make Smart Land Use Decisions

- Recognizing that poor land use can result in energy waste.

## 3. Harness Local Energy Opportunities

- Renewable electricity (solar, wind), renewable natural gas, heat capture, geothermal, and other energy opportunities tailored to the specific community.



# Community Energy Planning Workshops and Table Exercise

2016 April 11 Open Session FINAL 054



- Sackville – CEP exercise
- Saint John – CEP exercise
- Bathurst – CEP exercise
- Dalhousie – CEP exercise
- Report & presentations online:

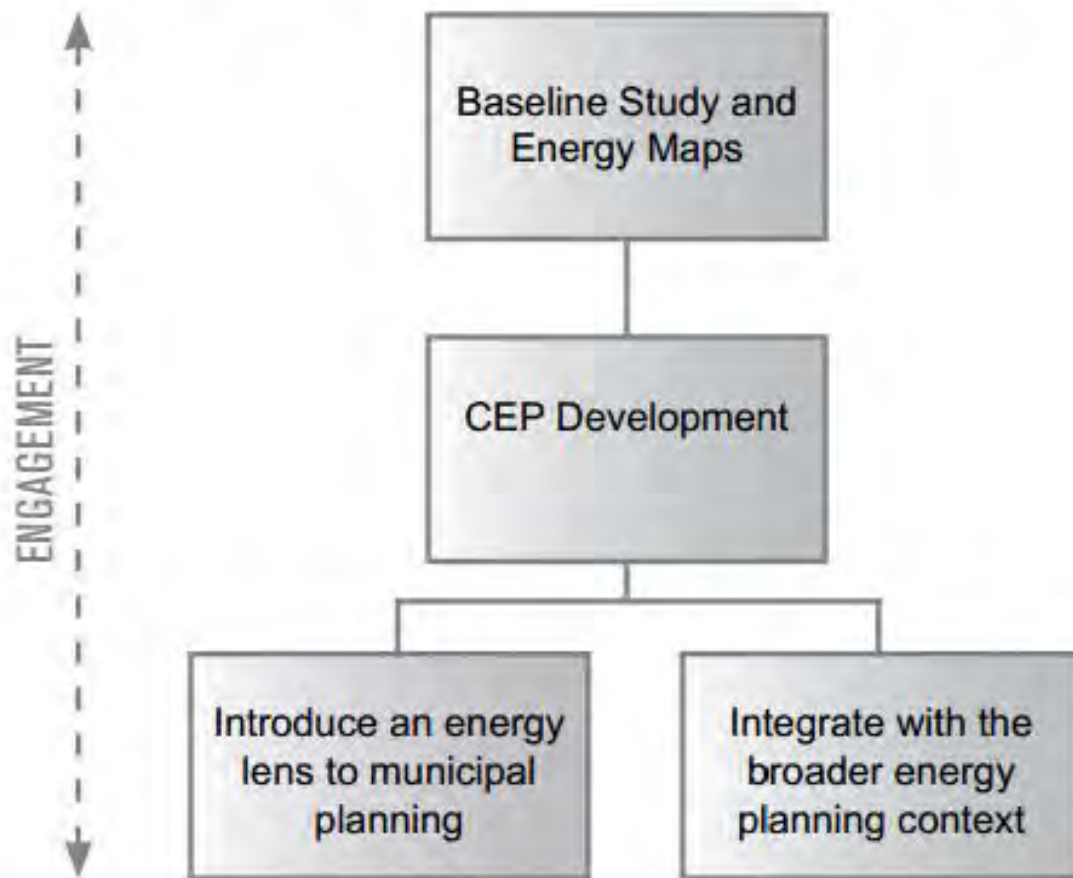
<http://gettingtoimplementation.ca/resources/workshopresources/>





# Becoming a Smart Energy Community

FIG. 1 COMMUNITY ENERGY PLANNING PROCESS



Source: QUEST, Community Energy Planning Primer for Ontario

# Community Energy Planning Primer

- Content Review near completion
- Finalization – Content, Translation, Layout, Graphics
- ***Launch in March 2016***
- Distribution to Municipalities
- Encourage Municipalities to use as a guide for advancing Community Energy Plans/Projects

# Webinars

2018 April 11 Open Session FINAL 057

(January-March 2016)

- Solar Industry Trends and Micro-Grids
- PCP Plans and Process – local examples including solar
- Engaging NB communities within PCP (UMNB CCEI project)
- Falls Brook Centre – work on energy
- Energy and Efficiency Services and Financing Mechanisms
- Heating with wood pellets - projects completed and in operation
- N.B. Municipal Perspectives on Community Energy
- CityInSight - a city-scale energy, emissions and finance model
- Launch of CEP Primer for NB Municipalities

Visit: <http://energysmartnb.ca> See webinars under 'Energy' Tab

# Activities Planned - 2016

- Applied to NB Environmental Trust Fund to facilitate new project:
  - Inventory of CEPs (plans, policies, projects in N.B.)
  - CEP workshops for RSC regions in N.B.
  - Webinars
- Caucus Meetings
- Atlantic Region Forum
- New Documents (regulatory, planning related)



# Climate Change & Energy Initiative (CCEI)

## *Projet sur les changements climatiques et l'énergie (PCCE)*

- GHG Inventory / *Inventaire GES*
- Local Action Plan / *Plan d'action local*
- Integration of CEP opportunities



## OBJECTIVES AND PROJECT MISSION

- **Key Deliverables:** PCP Milestones 1-3 for each participating municipality.
  1. GHG Inventory
  2. Targets
  3. Local Action Plan (for council adoption) + CEP
- **Develop tools, projects, initiatives that support UMNb members**
- **Develop knowledge and expertise of UMNb and its members** to respond to environmental, energy, and economic challenges and opportunities in New Brunswick
- **Financing of the project is being sought by UMNb:**
  - Up to 50% from FCM Green Municipal Fund.
  - *Participating municipalities will need to provide 10% of financing (a criteria for FCM funding)*
  - Complimentary funding was requested from NB Environmental Trust Fund.
- **Timeframe / Workplan**
  - There will be 4 to 6 months between submission of the proposal to announcement of funding.
  - Anticipated Project start in August 2016.
  - 12 to 18 months from confirmation of funding to completion of project.

## THE APPROACH

The project will be undertaken by YHC with support of Spatial Quest in New Brunswick, for the UMNB. This approach will enable UMNB to produce at least possible cost the realization of **GHG inventories** and high-quality **Local Action Plans**. These will also:

- ✓ **Identify model projects** for municipalities in New Brunswick (with cost savings, new revenue potential, GHG emission reductions);
- ✓ Identify projects that are **aligned with financing** of government and FCM GMF funding categories;
- ✓ **Foster capacity** of municipalities, toward the realization of community energy, infrastructure projects, 'green' urbanization, innovative and adapted to local and regional needs.
- ✓ **Develop expertise** in New Brunswick in relation to climate change, GHG emissions reduction, and smart energy communities.



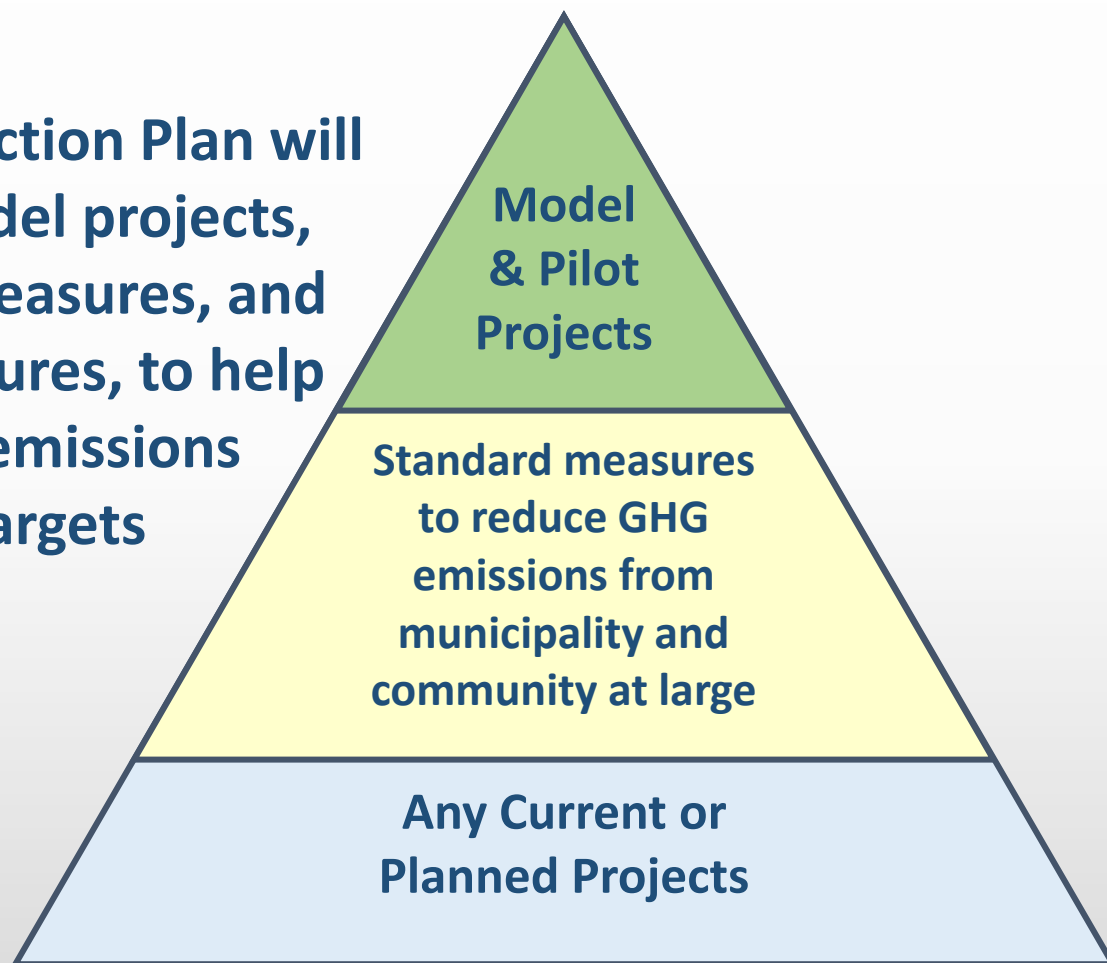
## THE QUEST APPROACH

One of the goals of this project is to advance Smart Energy Communities in New Brunswick, using the QUEST Community Energy Planning approach

The Local Action Plan elaboration for each participating municipality will incorporate community energy planning (CEP) methodology:

A CEP provides a holistic view of how energy is used and generated for the community. A CEP methodology helps to identify areas where conservation and efficiency measures can be focused, to assess the potential for local generation, particularly renewable energy, and the utilization of smart grid technology, and look at the energy implications of land-use, future growth and prosperity.

**The Local Action Plan will include model projects, standard measures, and other measures, to help meet GHG emissions reduction targets**



**Waste**

**Brownfields**

**Transport**

**Water**

**Energy**

## Project Examples:

**Energy  
Efficiency**

**Biogas  
capture**

**Energy  
Production**

**Sites for  
Renewable  
Energy  
Production:**

- Solar
- Biomass
- Geothermal
- Wind

**Clean fuel  
networks (EV)**

**Public Transit  
and Mobility**

**Fleet  
Management**

**Water  
treatment  
facilities :**

- Efficiency
- Biogas  
capture
- Energy  
Production  
And  
Conservation

**LED Lighting  
Building  
Design  
(Efficiency)  
Renewables**

**Smart  
Systems  
Infrastructure  
Integration**

## THE APPROACH

**Waste**

**Brownfields**

**Transport**

**Water**

**Energy**

### Financing Resources

- ✓ 50% Green Municipal Fund, FCM
- ✓ 10% minimum from participating municipalities
- ✓ Complimentary funding requested from NB Environmental Trust Fund

### Objective:

To identify and realize projects for each participating municipality:

- ✓ That will be innovative NB examples
- ✓ That improve quality of life in communities (including economic and environmental)
- ✓ That help achieve GHG reduction and economic goals
- ✓ That focus on energy and emissions in municipal operations and community-at-large
- ✓ Develop expertise among members of UMNb / NB Municipalities
- ✓ Are aligned with GMF funding categories, other infrastructure funds, and energy procurement policies (renewable content)

### OVERVIEW OF MUNICIPAL GHG EMISSIONS FROM PREVIOUS PROJECT WITH AFMNB

Corporate and Community-wide GHG emissions.

Corporate – actual data

Community - estimated data

Can compare between municipalities:

- GHG emissions vary for municipalities
- The energy needs and sources used are also different by community

	Population	Émissions de GES (tonnes d'éq. CO <sub>2</sub> )		GES / habitant (tonnes)	
		Corporatif	Collectivité	Corporatif	Collectivité
<b>PACC</b>	<b>48 500</b>	<b>14 091</b>	<b>630 450</b>	<b>0,291</b>	<b>13,0</b>
<b>1 Bas-Caraquet</b>	1 380	357	15 633	0,259	11,3
<b>2 Bertrand</b>	1 137	194	11 862	0,171	10,4
<b>3 Clair</b>	857	664	13 163	0,775	15,4
<b>4 Dieppe</b>	23 310	5 094	295 866	0,219	12,7
<b>5 Eel River Crossing</b>	1 209	293	11 679	0,242	9,7
<b>6 Kedgwick</b>	2 089	331	27 743	0,158	13,3
<b>7 Lamèque</b>	1 432	446	19 343	0,311	13,5
<b>8 Paquetville</b>	706	248	8 855	0,351	12,5
<b>9 Petit-Rocher</b>	1 908	683	21 988	0,358	11,5
<b>10 Pointe-Verte</b>	967	298	8 484	0,308	8,8
<b>11 Richiboucto</b>	1 286	679	21 614	0,528	16,8
<b>12 Rogersville</b>	1 170	282	13 988	0,241	12,0
<b>13 Saint-Léolin</b>	488	84	5 413	0,172	11,1
<b>14 Saint-Louis-de-Kent</b>	930	428	10 961	0,460	11,8
<b>15 Saint-Quentin</b>	2 095	595	33 230	0,284	15,9
<b>16 Shippagan</b>	2 603	1 492	39 096	0,573	15,0
<b>17 Tracadie</b>	4 933	1 923	71 532	0,390	14,5

### OVERVIEW OF MUNICIPAL GHG EMISSIONS FROM PREVIOUS PROJECT WITH AFMNB

Electricity Consumption represents 82% of GHG emissions from municipalities in the project.

For a majority of communities, the biggest potential reduction of GHG emissions is in energy efficiency, renewable electricity production, and other forms of heating.

TABEAU 3 : TOTAL DES ÉMISSIONS DE GES CORPORATIVES PAR SOURCE ÉNERGÉTIQUE POUR LES PARTICIPANTS

Énergie consommée	2013			
	Volume	Unité	(teCO <sub>2</sub> )	%
Électricité	24 984 183	kWh	11 242,9	82,6%
Gaz naturel	349 040	M3	664,1	4,9%
GNC	0	Litres	0,0	0,0%
Diésel	267 745	Litres	718,5	5,3%
Essence	246 389	Litres	601,1	4,4%
Énergie de quartier	0	GJ	0,0	0,0%
Éthanol (10%)	0	Litres	0,0	0,0%
Biodiésel	0	Litres	0,0	0,0%
Mazout	88 301	Litres	241,5	1,8%
Propane	92 061	Litres	142,1	1,0%
Déchets solides	0	Litres	0,0	
<b>Total</b>			<b>13 610,2</b>	

The UMNBC CCEI will result in GHG inventories and analysis, and a local action plan, with community energy opportunities identified, for each participating municipality. These are published on a webpage, and submitted to the FCM.

### VILLE DE PLESSISVILLE

Mise à jour : janvier 2015

#### ACTIONS MISES EN ŒUVRE PAR LA MUNICIPALITÉ :



Transport



Bâtiments



Matières  
résiduelles



Service  
d'autopartage  
avec véhicules  
électriques



Autres

#### POUR L'ADMINISTRATION MUNICIPALE :

Réduire les émissions de GES de 20 % d'ici 2020

Niveau de référence, projection et cible

	Année	
	Référence 2009	Échéance 2020
(tonnes d'équivalent CO <sub>2</sub> )		
1 Niveau des émissions (Champ 1 + Champ 2)	578,2	
2 Objectif		20,0 %
3 Niveau des émissions (cible) (ligne 1 - ligne 4)		462,6
4 Total des réductions à atteindre (ligne 1 - ligne 3)		115,6



[CLICK FOR WEBSITE ACCESS](#)

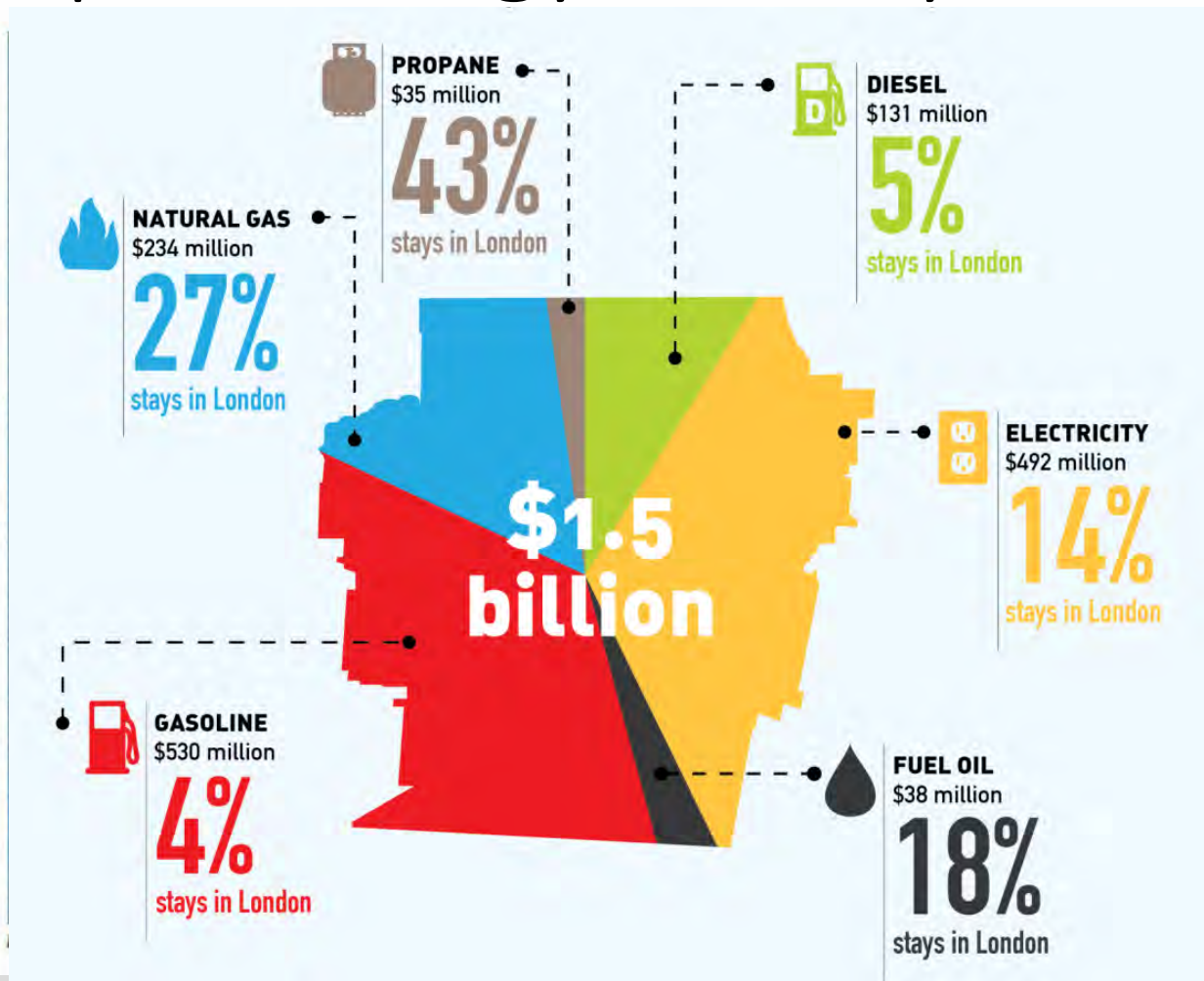


## ***Next Steps***

- Collect Resolutions to Participate (+Join PCP if needed)
- Letters of Interest, Agreement to cost
- Application to FCM / ETF by UMNB
- Anticipate start date August 2016
- Duration 18 months
- 10 to 15 communities
- UMNB is principal applicant; Need lead community
- YHC and SQS (both QUEST members) Services

# Addendum 1

# Maps – Energy Density / GHGs



# Community Energy Mapping

2016 April TO Open Session FINAL 072



# Community Energy Mapping

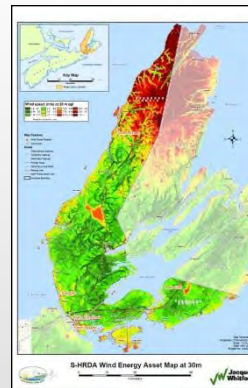
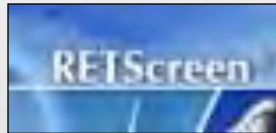
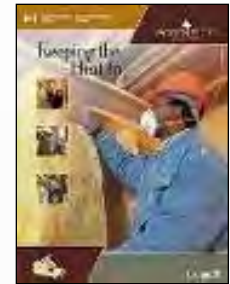
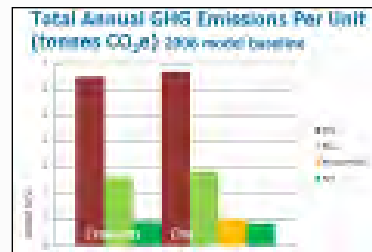
2018 April 11 Open Session FINAL 073

**Data  
Collection**

**Modelling**

**Decision Support**

**Implementation**



**Visioning &  
Target Setting**

**Select  
Scenarios**

**Select  
Actions**

**Implementation &  
Monitoring**



# Areas of Application

2016April11OpenSessionFINAL074

## End-use or demand characterization

- Housing and building energy
- Transportation

## District Energy 'Prospecting'

- Clusters of buildings with loads that can be matched
- Aging boilers



## Renewable Energy Technology Integration

- Resource assessment
- Pre-feasibility for RETs



# Addendum 2



# Resiliency Planning Charrette 2014

## • Results

- 40+ participants
- Identified Hazards of Concern, Vulnerabilities to Climate Change Impacts, via presentations & discussion
- Learned about CC Adaptation in New Brunswick, MRAT, FCM, City approach, RDRP, 10 Essentials for DRR (UN ISDR)
- Exchanged views on strengths, weaknesses, needs / opportunities, actions and strategies. Key findings next
- Scored on 10 Essentials (high level). Key findings next.
- Report and presentations published online



<http://www.amanb-aamnb.ca/AMANB-Workshops>

[Click Here for Report](#)

New Brunswick  
Nouveau Brunswick

"Your Environmental Trust Fund at Work"  
"Votre Fonds en fiducie pour  
l'Environnement au travail"

## Resiliency Planning Charrette 2014

- **Scored on 10 Essentials** (high level – 12 municipalities, 40 people)
  - **Strengths - 25% self-identified:** Organization, EM Capacity, Rebuild efforts
  - **Areas for Improvement – 75% to 90%:** Hazard/Risk Assessment to Inform Plans, Invest in and maintain infrastructure to cope with climate change, apply risk compliant building regulations and land use planning principles, protect ecosystems and natural buffers to mitigate floods, storm surges and other hazards, EM Capacity, Organization and Rebuild approaches/policy.
  - **Weaknesses most in common:** **Assign Budget, Education and Training**
- **Feedback / Resulting Actions:**
  - Charrette very well received. Increased awareness, skills and competencies. Participants expressed need for webinars, hazard & risk assessment tools, policy and resources, and shared interest to update EMR plan / local plan review, collaboration, follow-up workshops/training.
  - An ETF grant was given to AMANB to conduct Webinars, meetings and telephone survey with municipalities in 2015. Key findings next.

# Improving Resiliency of NB Municipalities

## Webinars / Meetings / Survey 2015

- **Results**

- 17 Webinars / Expert speakers and resources
- 99 participants + 31 accessed recordings to date
- A summary and recordings are available online
- 17 Meetings with individual municipalities
- 42 telephone interviews ~ 40% of municipalities
- Summary Report – Key Findings Next Slide
- Increased awareness, skills and competencies



"Your Environmental Trust Fund at Work"  
"Votre Fonds en fiducie pour  
l'Environnement au travail"

## Improving Resiliency of NB Municipalities

### Webinars / Meetings / Survey 2015

#### Key Findings:

**17 Webinars:** In addition to presentations on tools, resources, approaches, maps, research, recommendations were made by speakers and participants for: improved land use regulation, planning and zoning best practices (municipal policy, rural areas), infrastructure and coastal risk assessments, and flood risk reduction; wider use & accessibility of risk assessment tools; need for skills/HR, provincial collaboration, guidance, information, regional capacity building and funding for mitigation. Similar to municipal needs expressed during our Charrette in 2014, and 17 individual meetings in 2015.

**Survey Results:** 42 telephone interviews ~ 40% of municipalities

- **Awareness:** 17% very high, **46% high**, 19% medium, 17% very low
- **Definition of Resiliency:** 78% provided a definition (differing); 22% unknown (generally those more removed from EM activities; or in small communities with little experience)
- **Tools Identified** (aware of or in-use):
  - **Flood Tools (various) – 83%**
  - Provincial EM Guide – 17%
  - Resiliency Planning Tools – 17%
  - Climate change Adaptation Tools or Plan – 12%
  - Exercises – 7%

## Improving Resiliency of NB Municipalities

### Webinars / Meetings / Survey 2015

- **Weaknesses/Barriers:**

- **Resources:** Financial (68%), HR Capacity (29%), Small Pop/Ltd Resources(15%) Time
- Public Support 29% (because of cost, ageing demographic, or illiteracy)
- Political Support 22% (because of cost / ltd resources, capacity)
- Communication 17% (illiteracy, communications infrastructure, interoperability)
- Collaboration 15% (especially with developers, and among orders of government)
- Tools 10%

- **Needs / Opportunities:**

- **Training and Information – Total: 80% of respondents self-identified:**
  - Training & Education 34%
  - Communications (ICS, data sharing, public engagement, council presentations) 24%
  - Exercises 12%
  - Preparedness
  - Increase Priority for Council
  - Promote 72hr kit and beyond
  - Better information resources on where to get help
  - Interoperability

## Improving Resiliency of NB Municipalities

### Webinars / Meetings / Survey 2015

***Flood Risk: 59% of respondents self-identified:***

- Flood Risk Assessment – 32%
- Storm Water Management – 20%
- Minimum Elevation
- Coastal Adaptation

***Better Building: 46% of respondents self-identified:***

- Buildings & Infrastructure 44%
- Asset Management

***Alliances: 42% of respondents self-identified:***

- Local or Lateral Alliances and Partnerships 32%
- Work with REMCs / RSCs
- Look at CAER (Alberta Model)

***Cost: 42% of respondents self-identified:***

- Reduce Cost (through resiliency measures) 22%
- Access funding 10%
- Budget
- Share Resources
- Provincial Support
- Look at liability issues / required policy

***Power: 34% of respondents self-identified:***

- Install auxiliary power
- Inventory of Generator Fed Facilities
- Requirement for new buildings to have ability for auxiliary power
- Vegetation Management
- Develop on-site renewable heat and power sources

***Plan: 29% of respondents self-identified:***

- Renew / Update Official Plan, EM Plan 15%
- Regional Plan Development 10%
- Update EMO Plan post disaster 5%

***Land Use: 29% of respondents self-identified:***

- Land use planning / zoning
- Risk Assessment
- Mapping

***Other: 10% of respondents self-identified:***

- Embed in Operations; Better Forecasting;
- Use of Tools

## Improving Resiliency of NB Municipalities

### Webinars / Meetings / Survey 2015

- **Who is responsible for resiliency planning:**
  - **Nobody:** 34%
  - EM Committee: 32% (sometimes with volunteers; sometimes established with local EMO Operations & Responders)
  - CAO: 27% (either entirely responsible or committee coordinator/chair)
  - Mayor and Council: 24% (involved in decision-making, committees)
  - RSC/Rural: 7%
  - Fire Chief: 5% (probably higher, also others such as police officers)
- ***For those who answered Nobody, who should be responsible:***
  - Mayor and Council – 36% (for Council decisions, participate in RSCs or Committees)
  - RSC/Rural – 29%
  - Committee – 21 %
  - CAO 7%
  - Fire Chief 7%



## Improving Resiliency of NB Municipalities

### Webinars / Meetings / Survey 2015

- **Have a Resiliency Plan**
  - No – 85%
  - Yes – 5%
  - Don't know/unspecified – 10%
  - Have an EM Plan – 61% (assume all do, but some respondents are not involved)
  - Have a Climate Change Adaptation Plan – 15% (note: many actions are being taken)
- **Wants a Resiliency Plan:** All – 100%, some interested to incorporate into existing process / plan.
- **Indicated Interest in Webinars:** All – 100%

**Note:** we had good repeat participants, good diversity from August to Dec. 2015; but we need to work toward higher participation rate / increase # of municipalities

# Planned for 2016

- **New Project of AMANB:**
  - *“Facilitating NB Municipal Professionals to **Continuously** Improve Local Resiliency”*
  - Applied to NB Environmental Trust Fund
- **Key Deliverables:**
  - Up to 5 mini-workshops, in RSCs, with REMCs
  - 5 webinars (expert topics, municipal dialogue)
  - Exchange of tools, resources, best practices

# Benefits Summary

- Energy cost savings, new revenue generation
- Environmental Performance, GHG reduction
- Improved Resiliency / cost avoidance
- Economic development, innovative projects, adoption of local solutions, adaptive to the needs of each community
- Improved Quality of Life





2018 April 10 Open Session FINAL 085

# ROTHESAY

*150 Years Proud 1860-2010*



70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

[Rothesay@rothesay.ca](mailto:Rothesay@rothesay.ca)  
[www.rothesay.ca](http://www.rothesay.ca)

17 March 2016

Mrs. MacGillivray's Grade One Class  
Lakefield Elementary School  
9 Kensington Avenue  
Quispamsis, New Brunswick  
E2E 2T8

Dear Students,

On behalf of Rothesay Council, I want to thank you for your letter and the kind words for the Rothesay Common. We are glad that members of the community, such as your class, are enjoying the facilities. The changes to the Rothesay Common were made to provide everyone with an improved space to participate in many outdoor recreational activities, including skating. With the warmer weather approaching, the Rothesay Common rink has closed for the season, but the town of Rothesay has many events and activities planned for the whole family year-round. I can tell from the picture that many of you young adventurers have explored the new playground too!

Thank you again for the letter and the picture, and for helping make the Rothesay Common a fun place to be.

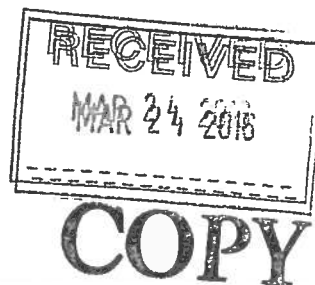
Sincerely,

William J. Bishop  
Mayor

Cc: Rothesay Council

File No. 32-93

March 18, 2016



Mr. William Bishop, Mayor  
Town of Rothesay  
70 Hampton Road  
Rothesay NB E2E 5L5

Dear Mayor Bishop:

I am pleased to advise you that under our 2016 program for improvements to provincially designated highways in municipalities, my department is prepared to partner with your town on the following project estimated at \$974,000 plus non-recoverable HST.

Route 100 (Rothesay Road) from Rothesay Corner to East Riverside Kingshurst Park, curb and gutter and asphalt paving, a distance of approximately 2 km.

The municipal contribution for eligible items on this project is \$243,500 (25%).

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

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

The town's tender package for 2016 construction should be submitted to Mr. James Hoyt, P.Eng., Acting Director of Design, for approval.

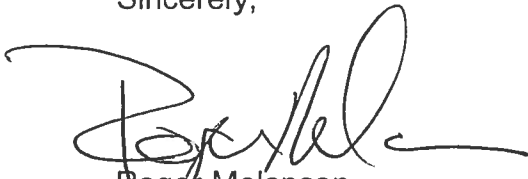
Where projects are approved by the Department for tender by the municipality, the tender advertisements must identify provincial participation. The funds are being provided with the understanding and agreement that the municipality must follow the spirit of the Crown Construction Contracts Act and Regulations,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



Mr. William Bishop, Mayor  
March 18, 2016  
Page 2

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Roger Melanson', with a large, stylized initial 'R'.

Roger Melanson  
Minister of Finance/Minister of Transportation and Infrastructure

c.c. Alan Kerr, District Engineer – Saint John  
Clerk



2016 April 11 Open Session FINAL 089

ROTHESAY

*150 Years Proud 1860-2010*



70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothsay@rothesay.ca  
www.rothesay.ca

22 March 2016

[REDACTED]  
[REDACTED] Hibbard Lane  
Rothesay, New Brunswick  
[REDACTED]

Dear [REDACTED]

**RE: Japanese Knotweed on Hibbard Lane**

Thank you for your correspondence dated 24 January 2016. It was forwarded to Rothesay Council in February and subsequently referred to Town staff for a report. The Town Horticulturalist prepared a report of his findings and, at the request of Council, a copy is enclosed for your information, along with the memorandum prepared by Town Manager Jarvie.

The report notes Town staff have been working on a solution for Japanese Knotweed for a number of years. However; staff have been met with various obstacles in eradicating the infestation. In addition to the measures already in place, the town of Rothesay has also reached out to other professionals with expertise in vegetation management for information and possible assistance. Furthermore, the Town plans to inform and educate residents on the topic of Japanese Knotweed using Town social media and the R Insider newsletter. As the report indicates, the eradication of Japanese Knotweed is an ongoing process with many challenges.

If you require further information on the status of Japanese Knotweed in New Brunswick, I invite you to contact the Provincial Department of Agriculture, Aquaculture and Fisheries at DAAF-MAAP@gnb.ca or by phone at (506) 453-2666.

Sincerely,

Mary Jane Banks, BComm  
Town Clerk

Encl.





# ROTHESAY

## INTEROFFICE MEMORANDUM



---

TO	:	Mayor Bishop & Council
FROM	:	John Jarvie
DATE	:	10 March 2016
RE	:	Japanese Knotweed

---

### Recommendation

It is recommended that the resident raising the issue be advised of the action to be taken, provided with the attached information and invited to contact the Provincial Department of Agriculture, Aquaculture and Fisheries for more detailed information on the status of Japanese Knotweed in New Brunswick.

### Background

At its February meeting Council received a letter from a Hibbard Lane resident inquiring about the Town's approach to managing Japanese Knotweed. The letter was referred to staff for a report. The Town Horticulturist visited the site and conducted some research. His report is attached.

Staff also consulted with the Integrated Pest Management Specialist – Weed Management at NB Agriculture, Aquaculture and Fisheries. He advised that there is no enacted legislation in the Province regarding the control of invasive plant species such as Japanese Knotweed. Attached are his detailed comments. The *Residential Properties Maintenance and Occupancy Code Approval Regulation - Municipalities Act* contains the following section:

- 7(1)An inspector who has determined the presence of a pest in, on or in the vicinity of any plant may
- (a) order that the plant be treated in the manner and location, by the persons, within the period of time and in accordance with any other directions set out in the order, or

### Analysis

There have been no reports to date of a rapid expansion of the Japanese Knotweed plant in any areas of Rothesay such as to justify a bylaw regulating its cultivation or requiring its removal on private property. Town staff often remove it through mechanical means on a seasonal basis in the CN right-of-way at the foot of Fox Farm Road. Staff will visit the Hibbard Lane site later in the spring to better assess the extent of the infestation and coordinate any action required with the property owners in the vicinity.

### Financial Implications

The type of monitoring activity described can be readily absorbed into the normal workload of the Town Parks staff through the growing season.

---

Japanese knotweed has been established in New Brunswick for many years. It was originally planted at homes and farmsteads to provide ground cover and quick re-growth by early settlers. In New Brunswick, it spreads mainly by rhizome and usually not by seed. Japanese knotweed can cause issues when it establishes in native and riparian areas, where it can crowd out native species. In managed areas, it tends to 'stay put' unless there is a disturbance nearby (bare ground, change in land management etc.). Japanese knotweed can be very aggressive in other regions (United Kingdom, British Columbia) although it seems to be less aggressive here, perhaps due to climate, genotype or land use.

The New Brunswick Invasive Species Council is a volunteer organization to help foster education and awareness and encourage actions to help detect, prevent and manage invasive species in New Brunswick. I have attached their field guide, which covers some information on Japanese knotweed. *Other good websites are listed below:*

<http://www.weedinfo.ca/en/weed-index/view/id/POLCU>

<http://www.invadingspecies.com/invaders/plants-terrestrial/japanese-knotweed/> - highly recommend the PDF at the bottom of this page - **Best Management Practices in Ontario - Japanese Knotweed**

There are some control comments in the attached field guide and useful information on the websites listed, especially the Best Management Practices Document. Control of this species is a difficult process and usually takes multiple years. Ultimately, the decision for control is up to the land owner. NBDAAF does not regulate the control of this species, but can help provide control advice (usually recommend the strategy in the BMP document).

Gavin Graham M. Sc., P. Ag.  
IPM Specialist – Weed Management  
Provincial Minor Use Coordinator  
NB Department of Agriculture, Aquaculture and Fisheries

REPORT ON JAPANESE KNOTWEED INFESTATION  
ON VARIOUS PROPERTIES IN THE TOWN OF ROTHESAY

Prepared by: R.J. Linfield C.L.P:

The problem:

On January 26<sup>th</sup> 2016 I was forwarded a letter that had been sent to the town the day before by [REDACTED] of [REDACTED] Hibbard Lane in the town of Rothesay regarding Japanese Knotweed.

In the letter [REDACTED] inquired if the town had a specific management plan in place to deal with infestations of this invasive plant on town owned properties. The short answer to this question is, "NO".

Following [REDACTED] letter there was a newspaper article in the Telegraph Journal on February 10<sup>th</sup> that seemed to indicate that the presence of Japanese Knotweed in the town of Rothesay came as a complete surprise. This is not the case. I for one have been aware of this noxious weed ever since I first began working for the town in 2008. The worst cases of infestation are along the C.N. Rail right-of-way that passes through the town and certain stretches of river bank area along the Kennebecasis River.

One of the town employees that I work with had shared with me that he has been fighting Japanese Knotweed in the town parks system ever since he first began working here, which was in 2000, so this has been an ongoing struggle with us for more than 15 years now.

What we have been doing in response:

We in the parks department have attempted to control this pest only in areas that are under our direct sphere of influence, i.e. park lands and park greenbelts. We face three major hurdles in our fight against this very aggressive invader.

1. The town has a self-imposed ban on the use of chemical pesticides on all town owned properties.
2. Many of the most severely infested areas are adjacent to other severely infested properties which we have no control over, i.e. C.N. Rail right-of-ways.
3. Until now, a lack of public knowledge and or concern.

Because of these hurdles we have only been attempting to control this plant by the use of mechanical mowing. In most of the areas where we have encountered a problem with this plant we are able to maintain a turf barrier between it and other features that it could encroach on. It is easily controlled in these areas because the plant does not have the ability to continue to spread into areas that are frequently mowed.

We have been forced to remove one bed area that we were maintaining on C.N. property down off Station Road. We could not continue to attempt control by hand removal methods due to a shortage of labor to carry out this method. We pulled all the ornamental plant material out of the bed and sodded it over so we can control the knotweed with mowers.

We have a similar situation beginning to develop in a rose hedge that currently separates the parking lot at East Riverside Kinghurst park from the rail road tracks that run through there. Just down the road from there we have already lost a native plant garden that was in behind the Kennebecasis River Monument. We attempted to control the pest there for a number of years by hand but it was a losing battle. It would grow back into the bed area from the adjoining C.N. property almost as fast as we would dig it out. We gave up and now we just have it mowed once or twice a year to keep it from encroaching on the monument itself.

We have been asked by Council in the past two years to clear knotweed along Rothesay Road so that people could see the river. We have done this but in the process we have run afoul of the C.N. Rail people who have shown up on the work sites and told our crews to stay away from their right-of-ways. The slashing down of the Knotweed is only a temporary fix anyway because of the extremely fast rejuvenation rate of the plant. In order to have a satisfactory solution we will need to follow an entirely different avenue of attack.

#### Other things we have considered:

**Physical Removal:** As already mentioned we do attempt control of this pest by hand digging it but eventually it is victorious due to a lack of manpower on our part. In very small areas we can keep it under control this way but only if it has no ready source nearby from which to continue sprouting.

**Physical Barriers:** We cannot prevent it from encroaching using physical barriers like we do with some plants because its roots too deep for that, up to 3 meters, which is far in excess of what is reasonable for installing a physical barrier. This method was employed in Point Pleasant park in Halifax, N.S. where they covered an infested area with tarps for three years in an attempt to smother the plants out. Not only did the tarps require constant maintenance but the results were less than satisfactory.

**Biological control:** While there are different biological controls being tested there is currently no effective biological control on the market. Tests being done in this potential field of control, (since 2000 at least) are slow due to the fact that no one knows what other harmful effects to our environment may be done by releasing yet another non-native species into our habitat.

**Steaming/Burning:** These methods produce the same conditions as mowing does basically with varying degrees of effectiveness and the potential danger of wildfire.

#### Where does that leave us?

We come back to the use of chemical pesticide control. A place we very much wanted to avoid.

I have been in contact with a Rothesay resident, Mr. Shawn Hingley (Highland Vegetation Management Inc.), who is in the business of vegetation management and he has been kind enough to share with me what is probably the most current information on this topic in our region. I will base the rest of this report on what I have been able to learn from this information.

What I have recently added to my own understanding of this subject:

"There is very little research in Canada on this invasive weed, and although there is a wealth of information in Europe and elsewhere, it is important to learn more about the plant in this environment." (excerpt from: Biology, Ecological Impacts, and Management of Japanese Knotweed (*Polygonum cuspidatum* syn. *Fallopia japonica*) in Nova Scotia by Todd Larsen. This excerpt is from Larsen's thesis that was submitted as part of the requirements for his Master of Science degree at Dalhousie University in Halifax, Nova Scotia, March 2013.

A psyllid insect may be released under test conditions in Nova Scotia as a potential biological control agent in 2015, so it is important to have a deep knowledge of the local knotweed biology and impact on the ecosystem. The commercial availability of such biological controls as the before mentioned insect or other associated products are many years into the future so play no part in this report, other than to highlight the fact that other methods need to be considered for the control of this pest. If small, contained knotweed populations actually contribute to local biodiversity, then it may not be as imperative to eliminate this 'weed'. However, if it is a nuisance plant in certain areas then a tested herbicide plan would be greatly beneficial. (Larsen 2013)

A long-term, integrated management plan is often recommended to control knotweed. For such a plan to be brought to fruition in the town of Rothesay and too be effective, all property owners involved would have to work in close cooperation. The town of Rothesay's Parks Department has been using **Integrated Pest Management** (I.P.M.) practises ever since 2008 when the first professional horticulturist was hired. With the province wide ban on a large number of chemical pesticides several years ago I.P.M. has become the standard by which people practice vegetation management in New Brunswick. We in the Parks Department have been utilizing the services of provincially licenced and I.P.M. certified technicians when wide scale pesticide applications need to be carried out on Town-owned properties. Under provincial legislation you are required to apply for special permits to carry out these types of activities and heavy fines could be incurred if the proper channels are not followed.

I will not go into details about what the recommended herbicide treatment for knotweed is at this time because many obstacles need to be removed before this process can even be entertained let alone put into practice.

I will recap what has already been laid out in this report:

- 1) A Japanese Knotweed issue has been brought to our attention
- 2) We have been aware of the infestation for a number of years
- 3) We have attempted to control it with what tools are currently at our disposal
- 4) There are various stakeholders to consider in this issue
- 5) It is obvious we cannot control this pest without the cooperation of the other stakeholders
- 6) The Parks Department is reaching out to other professionals with expertise in vegetation management for information and possible assistance
- 7) The Town has a self-imposed ban on the use of chemical pesticides on Town properties so any use of herbicides to control this pest will have to be approved.
- 8) Once approved the course of action for an I.P.M. management plan will have to be drawn up by the Town Horticulturist.



# Kennebecasis Valley Fire Department

---

*Office of the Fire Chief*

To: Mary Jane Banks, Town Clerk – Director of Administrative Services  
From: Fire Chief Bill Ireland  
Re: Appointments under the *Fire Prevention Act*  
Date: March 31, 2016

You may be in receipt of correspondence from the Fire Marshal regarding appointments under the *Fire Prevention Act*. This memo is intended to advise you that the proposed policy changes referenced in the Fire Marshal's correspondence will not require any action by the Town of Rothesay.

The new policy is intended to modernize the appointment process which will now include a vulnerable sector check for appointees as well as a provincially issued ID card. The existing Town of Rothesay *Fire Protection By-law* satisfies the Town's obligations to appoint a Fire Chief, Deputy Chief and Fire Prevention Officers as local assistants to the Fire Marshal under the *Fire Prevention Act* and no further action is necessary by the Town.

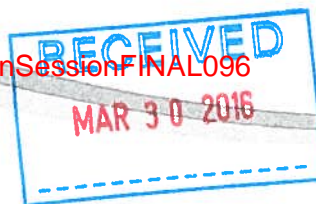
The Kennebecasis Valley Fire Department will ensure that our existing appointments under the *Fire Prevention Act* comply with the new requirements before the deadline of October 1, 2016.

If you have any questions or require additional information please feel free to contact me directly.



MEMO – March 2016

2016 April 11 Open Session FINAL 096



RE: Appointments under the *Fire Prevention Act*

The New Brunswick *Fire Prevention Act* (FPA) grants legal authority to those who perform specific tasks under the *Act*, which include the following:

- Suppression and prevention of fires, including 24 hour entry to any building or premises or to take any action considered necessary to extinguish a fire to prevent it from spreading.
- Fire investigations
- Fire safety inspections

Appointees are also provided protection from liability with respect to anything in good faith done or omitted to be done by a fire investigator, a fire prevention officer, a local assistant or a person authorized to act on behalf of the fire marshal under subsection 4(4.1) in the execution of his or her duties under the *Act* or regulations.

As such, the Office of the Fire Marshal is recommending that all those responsible for the administration of local service district or municipal fire departments ensure that the following positions hold appointments under the *FPA*.

- Fire Chief
- Deputy Fire Chief
- Fire Investigator
- Fire Prevention Officer

Commencing **April 1<sup>st</sup>, 2016**, the OFM will launch a new appointment process which will include the requirement for applicant's to obtain a **Vulnerable Sector Check** and will see appointees receive government identification cards. Particulars of this new process can be found on the attached Office of the Fire Marshal **Policy #1200**

**Please note: All existing appointments under the FPA will terminate effective October 1<sup>st</sup> 2016.**

I encourage you to ensure that necessary documentation for each appointment is forwarded to the OFM, at the address or fax noted on the application forms, at your earliest convenience in order to ensure that the authority to conduct the above noted provisions are or continue to be in place.

Should you have any questions or concerns do not hesitate to contact your Regional Fire Marshal at (506) 453-2004.

Regards,

Douglas Browne Fire Marshal





**Objet - Nominations en vertu de la *Loi sur la prévention des incendies***

La *Loi sur la prévention des incendies* du Nouveau-Brunswick accorde l'autorité juridique aux personnes qui exercent des fonctions précises en vertu de la *Loi*, dont les suivantes :

- La suppression et la prévention des incendies, y compris l'entrée 24 heures par jour dans tout bâtiment ou local quelconque ou la prise de toute mesure jugée nécessaire pour éteindre un incendie afin de l'empêcher de se propager.
- Les enquêtes d'incendies
- Les inspections de sécurité-incendie

Les personnes nommées sont également protégées contre toute responsabilité civile à l'égard de tout ce qu'un enquêteur d'incendie, un agent de prévention des incendies, un assistant local ou une personne autorisée à agir au nom du prévôt des incendies en vertu du paragraphe 4 (4.1) de la *Loi sur la prévention des incendies* fait ou omet de faire de bonne foi dans l'exécution de ses fonctions en vertu de la *Loi* ou des règlements d'application.

En tant que tel, le Bureau du prévôt des incendies recommande que tous les responsables de l'administration du district de services locaux ou des services d'incendie municipaux fassent en sorte que des personnes soient nommées en vertu de la *Loi sur la prévention des incendies* aux postes suivants.

- Chef du service d'incendie
- Chef adjoint du service d'incendie
- Enquêteur d'incendie
- Agent de prévention des incendies

À compter du **1<sup>er</sup> avril 2016**, le Bureau du prévôt des incendies va lancer un nouveau processus de nomination qui comprendra l'exigence pour les candidats d'obtenir une **vérification du secteur vulnérable**, et verra à ce que les personnes nommées à ces postes reçoivent une carte d'identité gouvernementale. Les détails de ce nouveau processus se trouvent dans la **Politique 1200** du Bureau du prévôt des incendies ci-jointe.

**Veuillez noter que toutes les nominations actuelles en vertu de la *Loi sur la prévention des incendies* prendront fin le 1<sup>er</sup> octobre 2016.**

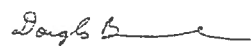
Je vous invite à faire en sorte que toute la documentation nécessaire à chaque nomination soit transmise dès que possible au Bureau du prévôt des incendies, à l'adresse indiquée sur le formulaire de demande de nomination, ou par télécopieur au numéro indiqué sur le formulaire, de manière à ce que l'autorité de mener à bien les dispositions précitées soit en place et continue d'être en place.



Pour toute question ou préoccupation, n'hésitez pas à communiquer avec votre prévôt régional des incendies au 506-453-2004.

2016April11OpenSessionFINAL098

Cordialement,



Le prévôt des incendies,  
Douglas Browne

---

Department of Public Safety  
Ministère de la Sécurité publique

<b>Appointments Under the Fire Prevention Act</b>		New	Office of the Fire Marshal	1200
Policy Title		New or Amended	Division / Branch / Section	Policy #
Fire Marshal		March 2016	April 2016	2021
Approved by		This policy was approved on:	This version takes effect on:	This policy will be reviewed by:
1.	<b>Purpose</b>	To inform local and municipal government administrators, who are responsible for the fire services within their territorial jurisdictions, of the requirement and procedural processes of Fire Marshal appointments under the <i>Fire Prevention Act</i> (FPA)		
2.	<b>Legislative Authority</b>	<i>Fire Prevention Act, Sections 2(2) and 6(1)</i>		
3.	<b>Scope</b>	<p>This section outlines the responsibility of rural and municipal agencies involved with the appointment of a fire chief, deputy chief, fire investigator and/or fire prevention officer within their territorial jurisdictions.</p> <p>The responsibility of initiating procedures to appoint any of the above noted positions the FPA is that of the local government authority having jurisdiction.</p> <p>The internal criteria that will generally influence whether an individual is successfully appointed or has an appointment renewed are as follows:</p> <ul style="list-style-type: none"> <li>• Recommendation from the appropriate authority having jurisdiction such as the Mayor, Town Clerk, Local Service district manager, Fire Chief;</li> <li>• Successful outcome of a Vulnerable Sector Check;</li> <li>• Completion of Local Assistant/FPA training seminar provided by the OFM;</li> <li>• Any required training specified by the Fire Marshal for such an appointment.</li> </ul>		
4.	<b>Definitions</b>	NA		

5.	<b>Policy Guidelines</b>	In order to ensure the legal authority and liability protection to conduct or direct fire suppression, prevention, investigation and or fire safety inspection efforts, every person holding the title of Fire Chief, Deputy Chief, Fire Investigator and/or Fire Prevention Officer in Province of NB should be appointed by the Fire Marshal.
6.	<b>Procedures Process Maps / Guidelines/ Forms</b>	<p>Upon designating an individual to hold the position of fire chief or deputy fire chief of a local fire brigade, the local authority is responsible to inform the Fire Marshal of such a designation and forward appropriate documentation for appointment under the <i>FPA</i> directly to the Office of the Fire Marshal.</p> <p>Such documentation will include but is not limited to:</p> <ol style="list-style-type: none"> <li>1) Application for appointment;</li> <li>2) Completed Vulnerable Sector Check;</li> <li>3) Signed form authorizing the OFM to use the appointees picture on file with Service New Brunswick from his/her Motor Vehicle license.</li> </ol> <p>All forms required for the above noted appointment(s) are available on the OFM website or by contacting the Office of the Fire Marshal.</p>
7.	<b>Policy Owner</b>	Fire Marshal (506) 453-2004
8.	<b>Related Policy</b>	Administrators may refer to Policies 1201- 1205 for information on specific appointments and the general procedures used by the OFM regarding the appointment process.
9.	<b>Involved Agencies</b>	Local Government agencies

Department of Public Safety  
Ministère de la Sécurité publique

<b>Appointments Under the Fire Prevention Act – Local Assistant</b>		Amended	Office of the Fire Marshal	1202
Policy Title		New or Amended	Division / Branch / Section	Policy #
Fire Marshal		March 2016	April 2016	2021
Approved by		This policy was approved on:	This version takes effect on:	This policy will be reviewed by:
1.	<b>Purpose</b>	To inform local and municipal government administrators, who are responsible for the fire services within their territorial jurisdictions, of the requirement and procedural process of ensuring that those persons filling the role of a <b>Fire Chief</b> and/or <b>Deputy Chief</b> are appointed as a Local Assistant under the <i>Fire Prevention Act (FPA)</i> .		
2.	<b>Legislative Authority</b>	New Brunswick <i>Fire Prevention Act</i> , Sections 6(1)		
3.	<b>Scope</b>	<p>This section outlines the responsibility of local service district and municipal agencies involved with the appointment of a fire chief and/or deputy chief within their territorial jurisdictions.</p> <p>The responsibility of initiating procedures to appoint a fire chief and or deputy fire chief under the <i>FPA</i> is that of the local government authority having jurisdiction.</p> <p>The internal criteria that will generally influence whether an individual is successfully appointed or has their appointment renewed as a Local Assistant under the <i>FPA</i> are as follows:</p> <ul style="list-style-type: none"> <li>• Recommendation from the appropriate authority having jurisdiction such as the Mayor, Town Clerk, Local Service district manager or in the case of a deputy chief, the fire chief.</li> <li>• Successful outcome of a Vulnerable Sector Check,</li> <li>• Completion of Local Assistant/<i>FPA</i> training seminar provided by the OFM.</li> </ul>		
4.	<b>Definitions</b>	NA		

5.	<b>Policy Guidelines</b>	In order to ensure the legal authority and liability protection to conduct or direct fire suppression, prevention, investigation and or fire safety inspection efforts, every person holding the title of Fire Chief and or Deputy Chief in Province of NB should be appointed by the Fire Marshal as a Local Assistant under the <i>FPA</i> .
6.	<b>Procedures Process Maps / Guidelines/ Forms</b>	<p>Upon designating an individual to hold the position of fire chief or deputy fire chief of a local fire brigade, the local authority is responsible to inform the Fire Marshal of such a designation and forward appropriate documentation for appointment under the <i>FPA</i> directly to the Office of the Fire Marshal.</p> <p>Such documentation will include but is not limited to:</p> <ol style="list-style-type: none"> <li>1) Application for appointment;</li> <li>2) Completed Vulnerable Sector Check;</li> <li>3) Signed form authorizing the OFM to use the appointees picture on file with Service New Brunswick from his/her Motor Vehicle license.</li> </ol> <p>Authorities granted to a fire chief and/or deputy chief under the <i>FPA</i> will be dependent upon the delegated authorities required within their territorial jurisdiction.</p> <p>All forms required for the above noted appointment(s) are available on the OFM website or by contacting the Office of the Fire Marshal.</p>
7.	<b>Policy Owner</b>	Fire Marshal (506) 453-2004
8.	<b>Related Policy</b>	Administrators may refer to Policy 1200 for specific procedures used by the OFM regarding the internal appointment process.
9.	<b>Involved Agencies</b>	<b><i>Local Government agencies.</i></b>

<b>Appointments Under the Fire Prevention Act – Fire Prevention Officer</b>		Amended	Office of the Fire Marshal	1203
Policy Title		New or Amended	Division / Branch / Section	Policy #
Fire Marshal		March 2016	April 2016	2021
Approved by		This policy was approved on:	This version takes effect on:	This policy will be reviewed by:
1.	<b>Purpose</b>	To inform/provide direction to local, municipal and or provincial government administrators, who are responsible for the fire safety inspection services within their territorial jurisdictions, of the requirement and procedural process of ensuring that those persons filling the role of a <b>Fire Prevention Officer</b> are appointed as such under the <i>Fire Prevention Act (FPA)</i> .		
2.	<b>Legislative Authority</b>	New Brunswick <i>Fire Prevention Act</i> , Sections 2(2)		
3.	<b>Scope</b>	<p>This section outlines the responsibility of rural, municipal and provincial government agencies involved with the appointment of a Fire Prevention Officer within their territorial jurisdictions.</p> <p>The responsibility of initiating procedures to appoint a Fire Prevention Officer under the <i>FPA</i> is that of the local government authority having jurisdiction.</p> <p>The internal criteria that will generally influence whether an individual is successfully appointed or has their appointment renewed as a Fire Prevention Officer under the <i>FPA</i> are as follows:</p> <ul style="list-style-type: none"> <li>• Recommendation from the appropriate authority having jurisdiction such as the Mayor, Town Clerk, Local Service district manager, Fire Chief;</li> <li>• Successful outcome of a Vulnerable Sector Check;</li> <li>• Meets the qualifications set forth by the OFM;</li> <li>• Is employed as a Fire Prevention Officer within the Province of NB;</li> <li>• Completion of Local Assistant/FPA training seminar provided by the OFM</li> </ul>		



4.	<b>Definitions</b>	Fire Prevention Officer – a person who is appointed by the Fire Marshal to carry out limited authority of the Fire Prevention Act and its regulations throughout the province.
5.	<b>Policy Guidelines</b>	In order to ensure the legal authority and liability protection to conduct fire safety inspections and relevant fire prevention efforts, every person holding the title of Fire Prevention Officer in Province of NB should be appointed by the Fire Marshal as a Local Assistant under the <i>FPA</i> .
6.	<b>Procedures Process Maps / Guidelines/ Forms</b>	<p>Upon designating an individual to hold the position of Fire Prevention Officer, the local authority is responsible to inform the Fire Marshal of such a designation and forward appropriate documentation for appointment under the <i>FPA</i> directly to the Office of the Fire Marshal.</p> <p>Such documentation will include but is not limited to:</p> <ol style="list-style-type: none"> <li>1) Application for appointment;</li> <li>2) Completed Vulnerable Sector Check;</li> <li>3) Signed form authorizing the OFM to use the appointees picture on file with Service New Brunswick from his/her Motor Vehicle license.</li> <li>4) Proof of any relevant training (certificates, etc.)</li> </ol> <p>All forms required for the above noted appointment(s) are available on the OFM website or by contacting the Office of the Fire Marshal.</p> <p>Persons holding the appointment of Fire Prevention Officer will receive an appropriate designation as a statement of willingness to carry out the authority of ss. 11, 12, 13(3), 16, 19(3) and 21(1) and 23 of the <i>Fire Prevention Act</i>.</p>
7.	<b>Policy Owner</b>	Fire Marshal (506) 453-2004
8.	<b>Related Policy</b>	Administrators may refer to Policy 1200 for specific procedures used by the OFM regarding the internal appointment process.
9.	<b>Involved Agencies</b>	<b><i>Local Government agencies.</i></b>

Department of Public Safety  
Ministère de la Sécurité publique

<b>Appointments Under the Fire Prevention Act – Fire Investigator</b>		Amended	Office of the Fire Marshal	1204
Policy Title		New or Amended	Division / Branch / Section	Policy #
Fire Marshal		March 2016	April 2016	2021
Approved by		This policy was approved on:	This version takes effect on:	This policy will be reviewed by:
1.	<b>Purpose</b>	To inform/provide direction to local, municipal and or provincial government administrators, who are responsible for the fire safety inspection services within their territorial jurisdictions, of the requirement and procedural process of ensuring that those persons filling the role of a <b>Fire Investigator</b> are appointed as such under the <i>Fire Prevention Act (FPA)</i> .		
2.	<b>Legislative Authority</b>	New Brunswick <i>Fire Prevention Act</i> , Sections 2(2)		
3.	<b>Scope</b>	<p>This section outlines the responsibility of rural, municipal and provincial government agencies involved with the appointment of a Fire Investigator within their territorial jurisdictions.</p> <p>The responsibility of initiating procedures to appoint a Fire Investigator under the <i>FPA</i> is that of the local government authority having jurisdiction.</p> <p>The internal criteria that will generally influence whether an individual is successfully appointed or has their appointment renewed as a Fire Fire Investigator under the <i>FPA</i> are as follows:</p> <ul style="list-style-type: none"> <li>• Recommendation from the appropriate authority having jurisdiction such as the Mayor, Town Clerk, Local Service district manager, Fire Chief;</li> <li>• Successful outcome of a criminal record check;</li> <li>• Meets the educational requirements set forth by the OFM;</li> <li>• Is <b>employed</b> as a fire investigator;</li> <li>• Completion of Local Assistant/<i>FPA</i> training seminar provided by the OFM</li> </ul>		

**Department of Public Safety**  
**Ministère de la Sécurité publique**

4.	<b>Definitions</b>	Fire Investigator – a person who is appointed by the Fire Marshal to carry out limited authority of the Fire Prevention Act and its regulations throughout the province.
5.	<b>Policy Guidelines</b>	In order to ensure the legal authority and liability protection to conduct fire safety inspections and relevant fire prevention efforts, every person holding the title of Fire Investigator in Province of NB should be appointed by the Fire Marshal as a Local Assistant under the <i>FPA</i> .
6.	<b>Procedures Process Maps / Guidelines/ Forms</b>	<p>Upon designating an individual to hold the position of Fire Prevention Officer, the local authority is responsible to inform the Fire Marshal of such a designation and forward appropriate documentation for appointment under the <i>FPA</i> directly to the Office of the Fire Marshal.</p> <p>Such documentation will include but is not limited to:</p> <ol style="list-style-type: none"> <li>1) Application for appointment;</li> <li>2) Completed Vulnerable Sector Check;</li> <li>3) Signed form authorizing the OFM to use the appointees picture on file with Service New Brunswick from his/her Motor Vehicle license.</li> <li>4) Proof of relevant training (certificates, etc.)</li> </ol> <p>All forms required for the above noted appointment(s) are available on the OFM website or by contacting the Office of the Fire Marshal.</p> <p>Persons holding the appointment of Fire Investigator will receive an appropriate designation as a statement of willingness to carry out the authority of ss. 7(4), 7(5), 7(6), 7(7), 7(8) and 23 of the <i>Fire Prevention Act</i>.</p>
7.	<b>Policy Owner</b>	Fire Marshal (506) 453-2004
8.	<b>Related Policy</b>	Administrators may refer to Policy 1200 for specific procedures used by the OFM regarding the internal appointment process.
9.	<b>Involved Agencies</b>	<b><i>Local Government agencies.</i></b>

# New Brunswick Police Commission



Annual Report  
**2014–2015**


**From the Minister to the Lieutenant-Governor**

The Honourable Jocelyne Roy Vienneau  
Lieutenant-Governor of New Brunswick

May it please your Honour:

It is my privilege to submit the Annual Report of the New Brunswick Police Commission, Province of New Brunswick, for the fiscal year April 1, 2014 to March 31, 2015.

Respectfully submitted,



Honourable Stephen Horsman  
Minister

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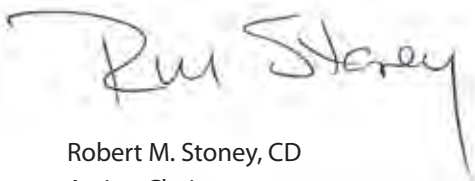
**From the Acting Chair to the Minister**

Honourable Stephen Horsman  
Minister of Public Safety and Solicitor General

Sir:

I am pleased to be able to present the Annual Report describing operations of the New Brunswick Police Commission for the fiscal year 2014–2015.

Respectfully submitted,



Robert M. Stoney, CD  
Acting Chair

# Acting Chair's message

Fiscal year 2014–2015 was a very active period for the New Brunswick Police Commission.

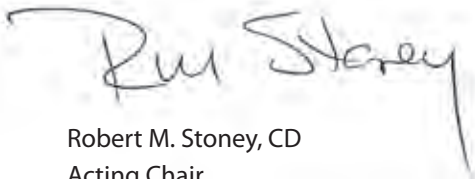
Our main focus of effort has been on four specific fronts, namely: advocating for amendments to the *Police Act*; addressing the issue of 'adequacy of policing'; championing the increased awareness of Post-Traumatic Stress Disorder in first responders; and participating in the annual police audit cycle with the Director of Crime Prevention and Policing Standards, with a focus on leave management processes.

Progress has been made on advancing the realization by all stakeholders that the *Police Act* requires amendments. We are hopeful that a formalized process will commence shortly, under the stewardship of the Department of Public Safety, which will facilitate an open, frank and constructive examination of various aspect of the *Police Act*.

Post-Traumatic Stress Disorder (PTSD) is an insidious and debilitating mental illness that has a preponderant impact on first responders. In keeping with the Commission's public awareness mandate, we have been championing the increased awareness of PTSD throughout the year in the form of panel discussions, seminars and supporting officers' personal initiative activities to gain further training as first-line responders for mental health awareness.

The concept of 'adequacy of policing' is not defined in the *Police Act* and it has become necessary to commence an outreach program to various municipalities and regional police boards to explain the Commission's role in assessing whether a specific police force is meeting a community's needs in an adequate fashion. As well, in the hope of providing more intellectual rigor to the concept of 'adequacy', the Commission has embarked on discussions with the New Brunswick academic community to commence a research project on this subject, with a view to the creation of an 'adequacy algorithm' that would encapsulate both the objective and subjective criteria that would apply to policing in general and policing within the context of a particular community within the province.

Our mission is "to safeguard the public interest in New Brunswick policing". It is a task we strive to achieve every day, and through our efforts in 2014–2015, we at the New Brunswick Police Commission believe that the public confidence in New Brunswick's police forces and the individual men and women who police our communities remains strong and continues to grow.

A handwritten signature in black ink, reading "R M Stoney". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Robert M. Stoney, CD  
Acting Chair



COPY

50 Crown Street, Suite 105  
Saint John, N.B., E2L 2X6

April 1, 2016

RECEIVED  
APR 06 2016

Whitney Machin  
Coordinator, Development  
MS Society, Atlantic  
1-109 Ilsley Avenue, Unit 1  
Dartmouth, Nova Scotia  
B3B 1S8

RE: Whitney Machin – 12<sup>th</sup> Annual RONA- MS Bike Tour- 2016

Dear Ms. Machin

The Department of Transportation & Infrastructure has received your letter requesting permission to use a portion of the Province's highway system for your 12<sup>th</sup> Annual RONA MS Bike Tour, June 25<sup>th</sup> & 26<sup>th</sup>, 2016, from Sussex to Rothesay and return. As noted, the Routes involved are 121, 100 and 845. The Department has no objections to this worthwhile endeavor as long as the following stipulations are followed:

- Town of Sussex, Village of Norton, Town of Hampton, Town of Quispamsis and the Town of Rothesay to be notified of your event and approval obtained.
- R.C.M.P. and the Kennebecasis Regional Police to be notified of this event for their assistance.
- Safety being a major concern, having enough support staff to make this a successful and safe event.
- Event/Route signage is not permitted to be attached to any existing DTI signs.

The Department commends your organization in this worthwhile endeavor and if you have any further concerns, please contact us at the Saint John office at 643-7463.

Sincerely,



Alan Kerr, P.Eng.  
District Engineer

cc: Town of Sussex  
Village of Norton  
Town of Hampton  
Town of Quispamsis  
Town of Rothesay







Atlantic Division  
109 Ilsley Ave, Unit 1  
Dartmouth, NS B3B 1S8  
Telephone: (902) 468-8230  
Toll Free: 1 800-268-7582  
Fax: (902) 468-5328  
www.mssociety.ca

Division de l'Atlantique  
109, avenue Ilsley, bureau 1  
Dartmouth (Nouvelle-Écosse) B3B 1S8  
Téléphone: (902) 468-8230  
Sans frais: 1 800-268-7582  
Télécopie: (902) 468-5328  
www.scleroseenplaques.ca

New Brunswick Department of Transportation  
50 Crown Street, Suite 105  
Saint John NB  
E2L 2X6

March 21<sup>st</sup>, 2016

**Re: 2016 MS Bike – Sussex to Saint John (June 25<sup>th</sup> & 26<sup>th</sup>, 2016)**

Dear Sir/Madam,

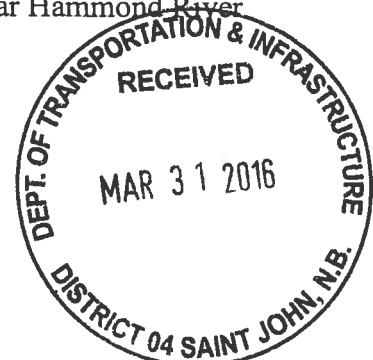
I am writing to notify you of the 12<sup>th</sup> annual MS Bike scheduled for the weekend of June 25<sup>th</sup> & 26<sup>th</sup>, 2016. This event is projected to raise over \$125,000 for the MS Society of Canada, Atlantic Division and will see approximately 130 cyclists ride from Sussex to Saint John (Rothesay), and back again the next day.

Please find enclosed a map that details the planned route for the 2016 event. Cyclists will only be on the planned route between 8:00 am – 4:00 pm each day. There will be 5-6 rest stops along the route where cyclists can refresh with water, juice, and snacks. Each of these rest stops will be set up off the shoulder of the road, and will consist of 2 x 6 ft. tables and a portable toilet. In some cases we have arranged to use private property for these stops. In all circumstances, the rest stops will be clear from traffic. All participants will visit Rest Stops #1, #2, and #3. At Rest Stop #3 a small lunch will be served, and then the participants have the option of travelling on one of two routes. The participants will then rejoin at Rest Stop #5 and continue onwards to the overnight location. A verbal description of the route is attached. The planned rest stops are as follows:

Rest Stop Locations

Start Point	Golden Jubilee Hall in Sussex
Rest Stop #1	Intersection of Route 880 and Route 121 in open gravel area
Rest Stop #2	Norton Legion
Rest Stop #3	Kredl's Corner Market
Rest Stop #4	Gravel Area across from Irving on Hwy #100 near Hammond River
Water Stop #1	641 Route #845 (Challenge Route)
Rest Stop #5	End of Gondola Point Road
Overnight	Rothesay Netherwood School

*\* reverse all stops on the way back the next day*

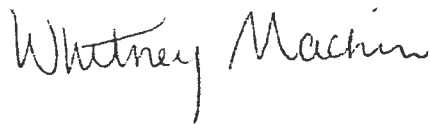


The MS Society of Canada has been hosting MS Bike events for over two decades, with the safety of participants, volunteers, and the public as the top priority. There will be 8-10 support vehicles (regular cars and vans) on route at all times, which will transport the Canadian Ski Patrol (First-Aid) and amateur radio operators. Our events do not require any stoppage of normal traffic along the route, although many times the Police/RCMP will close particular streets within 1 km of the start/finish points and escort cyclists for a short period of time. All local authorities will be notified of our event and will respond accordingly should they be needed. All cyclists MUST obey the regular rules of the road.

**It would be greatly appreciated if you could confirm the above route as being acceptable and free of any planned road works or construction. Should you have any questions, concerns, or require further information, please do not hesitate to contact me at my toll free number 1-800-268-7582. Alternatively, I may be contacted via email at the following address: whitney.machin@mssociety.ca**

We look forward to having your support in this very important event for the MS Society. Please confirm by return correspondence that approval for this event is granted by your township.

Sincerely,

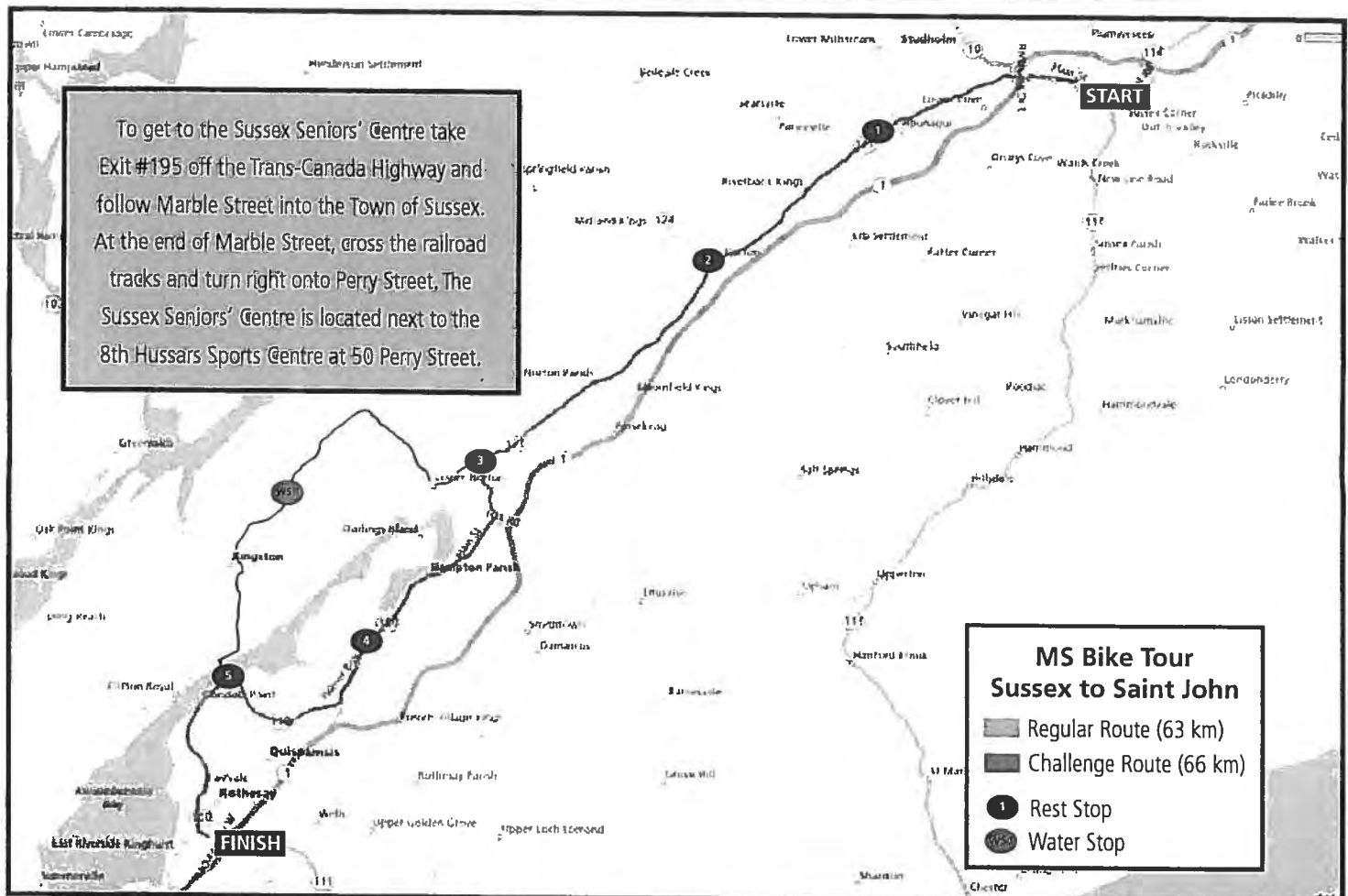


Whitney Machin  
Development Coordinator  
MS Society of Canada, Atlantic Division

To be a leader in finding a cure for multiple sclerosis and enabling people affected by MS to enhance their quality of life.

Être un chef de file dans la recherche sur le remède de la sclérose en plaques et permettre aux personnes  
aux prises avec cette maladie d'améliorer leur qualité de vie.

# Route Map & Directions



## Rest Stop Guide

Rest Stop # 1	9 km	Gravel area at the corner of Hwy 121 and Hwy 880
Rest Stop # 2	19 km	Norton Legion on Hwy 121 (Day 2 Lunch Stop)
Rest Stop # 3	35 km	Kredl's Corner Market on Hwy 121 The optional challenge route section begins here on Day 1 and ends here on Day 2 (Day 1 Lunch Stop)
Rest Stop # 4	47 km	Gravel area near Hammond River across from the old Irving gas station on Hwy 100
<b>Challenge Route Water Stop # 1</b>	45 km	Driveway at 641 Route 845
Rest Stop # 5	55 km 58 km 75 km	At gate to Gondola Point Ferry The optional challenge route section begins here on Day 1 and ends here on Day 2
Finish	63 km 66 km	Rothersey Netherwood School

## Challenge Route Extension

Cyclists may choose to take the challenge route and ride the more difficult, hilly section between Kredl's and the Gondola Point Ferry. Participants will rejoin the regular route for the final leg of the ride after making this detour. As with the rest of the ride, the challenge route is supported with full services.

**2016 MS Bike – Sussex to Saint John (June 25<sup>th</sup> & 26<sup>th</sup>)**

Please find attached a map of the planned route(s) for the 2016 MS Bike. All participants will travel on the same main route (Purple) until Rest Stop #3 (Kredl's Corner Market) where participants will have the option of either travelling on the 'Challenge Route' (Blue) or the 'Main Route' (Purple). The participants will rejoin at Rest Stop #5 (Gondola Point Road). The same routes are to be used on both days, with a return to Sussex via the reverse of the route travelled on day one.

**As the 'Main Route' (Purple) travels on roads not easily read on a map, a verbal description of this route is provided below.**

*\*Please Note: Routes and Rest Stops are subject to change at any time prior to event.*

**2016 MS Bike "Main Route" Description – June 25<sup>th</sup>**

- **0km Start at the Sussex Seniors Centre in Sussex**  
Right on Leonard Drive  
Right on Main Street  
Left on Hwy #121 (Hwy. Access Road across new highway)  
Left to continue on Hwy #121
- **9km Rest Stop #1 – Gravel area on right at the corner of Hwy #121 and Hwy #880**  
Continue on Hwy #121
- **19km Rest Stop #2 – Norton Legion on Right**  
Continue on Hwy #121
- **35km Rest Stop #3 – Kredl's Corner Market on Right**  
Continue on Hwy #121  
Right on Kennebecasis River Rd.  
Right on Main Street  
Continue on Hwy #100
- **47km Rest Stop #4 – Rite Way Auto near Hammond River across from the Potting Shed.**  
Right on Hampton Road  
Right on Route 119 (towards Gondola Pt. Ferry)  
Left (through path) on Gondola Point Road
- **55km Rest Stop #5 - End of Gondola Point Road**
- **63km Left into Rothesay Netherwood School to Finish**
  
- **Challenge Route Water Stop – House #641 on Route #845**

**\*\*\*\*\* REVERSE ROUTE ON RETURN TO SUSSEX – JUNE 26<sup>th</sup> \*\*\*\*\***





**Atlantic Division**  
109 Ilsley Ave, Unit 1  
Dartmouth, NS B3B 1S8  
Telephone: (902) 468-8230  
Toll Free: 1 800-268-7582  
Fax: (902) 468-5328  
www.mssociety.ca

**Division de l'Atlantique**  
109, avenue Ilsley, bureau 1  
Dartmouth (Nouvelle-Écosse) B3B 1S8  
Téléphone: (902) 468-8230  
Sans frais: 1 800-268-7582  
Télécopie: (902) 468-5328  
www.scleroseenplaques.ca

Town of Rothesay  
70 Hampton Road  
Rothesay NB  
E2E 5L5



March 21<sup>st</sup>, 2016

**Re: 2016 MS Bike – Sussex to Saint John (June 25<sup>th</sup> & 26<sup>th</sup>, 2016)**

Dear Sir/Madam,

I am writing to notify you of the 12<sup>th</sup> annual MS Bike scheduled for the weekend of June 25<sup>th</sup> & 26<sup>th</sup>, 2016. This event is projected to raise over \$125,000 for the MS Society of Canada, Atlantic Division and will see approximately 130 cyclists ride from Sussex to Saint John (Rothesay), and back again the next day.

Please find enclosed a map that details the planned route for the 2016 event. Cyclists will only be on the planned route between 8:00 am – 4:00 pm each day. There will be 5-6 rest stops along the route where cyclists can refresh with water, juice, and snacks. Each of these rest stops will be set up off the shoulder of the road, and will consist of 2 x 6 ft. tables and a portable toilet. In some cases we have arranged to use private property for these stops. In all circumstances, the rest stops will be clear from traffic. All participants will visit Rest Stops #1, #2, and #3. At Rest Stop #3 a small lunch will be served, and then the participants have the option of travelling on one of two routes. The participants will then rejoin at Rest Stop #5 and continue onwards to the overnight location. A verbal description of the route is attached. The planned rest stops are as follows:

Rest Stop Locations

Start Point	Golden Jubilee Hall in Sussex
Rest Stop #1	Intersection of Route 880 and Route 121 in open gravel area
Rest Stop #2	Norton Legion
Rest Stop #3	Kredl's Corner Market
Rest Stop #4	Gravel Area across from Irving on Hwy #100 near Hammond River
Water Stop #1	641 Route #845 (Challenge Route)
Rest Stop #5	End of Gondola Point Road
Overnight	Rothesay Netherwood School

*\* reverse all stops on the way back the next day*

The MS Society of Canada has been hosting MS Bike events for over two decades, with the safety of participants, volunteers, and the public as the top priority. There will be 8-10 support vehicles (regular cars and vans) on route at all times, which will transport the Canadian Ski Patrol (First-Aid) and amateur radio operators. Our events do not require any stoppage of normal traffic along the route, although many times the Police/RCMP will close particular streets within 1 km of the start/finish points and escort cyclists for a short period of time. All local authorities will be notified of our event and will respond accordingly should they be needed. All cyclists MUST obey the regular rules of the road.

**It would be greatly appreciated if you could confirm the above route as being acceptable and free of any planned road works or construction. Should you have any questions, concerns, or require further information, please do not hesitate to contact me at my toll free number 1-800-268-7582. Alternatively, I may be contacted via email at the following address: whitney.machin@mssociety.ca**

We look forward to having your support in this very important event for the MS Society. Please confirm by return correspondence that approval for this event is granted by your township.

Sincerely,



Whitney Machin  
Development Coordinator  
MS Society of Canada, Atlantic Division

To be a leader in finding a cure for multiple sclerosis and enabling people affected by MS to enhance their quality of life.

Être un chef de file dans la recherche sur le remède de la sclérose en plaques et permettre aux personnes  
aux prises avec cette maladie d'améliorer leur qualité de vie.

The Saint John  
Multicultural & Newcomers  
Resource Centre Inc.



Centre d'accueil  
multiculturel et des nouveaux  
arrivants de Saint John Inc.

Bill Bishop  
70 Hampton Road  
Rothesay, NB  
E2E 5L5



Dear Mayor Bill Bishop,

I am forwarding a copy of The Saint John Multicultural & Newcomer's Resource Centre's (SJMNR) Annual Report for the fiscal year 2014-2015. The report highlights some salient features of how we are helping newcomers in making Saint John their home. We continue to see growth patterns in our existing and new programs and activities. You may also check out our video on Youtube at the following link, which will help give you a glimpse of who we are and what we do:

<https://www.youtube.com/watch?v=TPYirzKUhPI>

We look forward to the coming year as we continue to work towards meeting the cultural, social and economic needs of our newcomers as we help them integrate in the community we call home.

Please feel free to connect with us via social media at SJMNR on Facebook or LinkedIn or follow us on twitter at @welcometosj.

Thank you for your interest and support of The SJMNR and the people we seek to serve.

Sincerely,

Mohamed Bagha

*Managing Director*





2016 April 11 Open Session FINAL 118

ROTHESAY

*150 Years Proud 1860-2010*



8 April 2016

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

[REDACTED]  
[REDACTED]  
Rothesay, NB  
[REDACTED]

Dear [REDACTED]:

Re: Suggestions for Public Works

This is to thank you for your letters suggesting various improvements to the amenities in various parts of Rothesay. Council appreciates when residents take time and effort to propose projects intended for the betterment of our community.

With respect to your suggestion for more landscaping to screen the new playground at the Common Hedge at Common, more vegetation may be added once the newly planted material s well established and evaluated.

The Town is considering an installation of the pedestrian signal lights you suggest on Grove this year. Depending on their effectiveness other locations may be added.

The concept for a 'Boardwalk' between the tracks and Rothesay Road would be an expensive and complex project, particularly if burying both sets of overhead wires was implemented. Private land acquisition would be required. A somewhat similar concept was considered in 2000 and abandoned at that time largely due complexity in resolving proximity issues with CN. In any event the paving projects for 2016 do not include paving the stretch of Rothesay Road described in your concept so some additional consideration may be given to the idea.

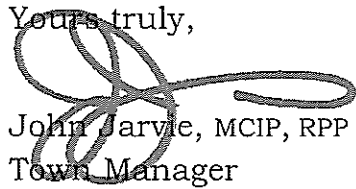
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Explore our past / Explorez notre passé  
Discover your future / Découvrez votre avenir

Grand Bay-Westfield • Quispamsis • Rothesay • St. Martins • Saint John

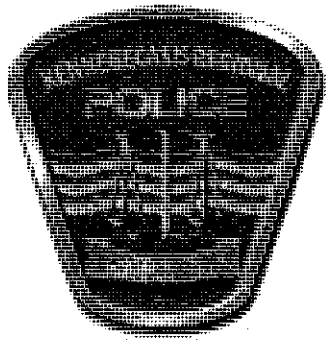
Rothsay Council appreciates receiving your views in these topics and you may be assured they will be considered as future, related Town projects are planned.

Yours truly,

A handwritten signature in black ink, appearing to read 'John Jarvie', with a stylized flourish extending to the right.

John Jarvie, MCIP, RPP  
Town Manager

Cc : Rothsay Council



# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

ADDRESS ALL CORRESPONDENCE TO:

126 MILLENNIUM DRIVE  
QUISPAMIS, N.B.  
E2E 6E6

TELEPHONE: (506) 847-6300  
FAX: (506) 847-6313  
E-MAIL: [krpfadmin@nbpolice.ca](mailto:krpfadmin@nbpolice.ca)

Dr. Matt Alexander  
Chairperson

---

**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS MEETING  
HELD AT  
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS  
ON WEDNESDAY FEBRUARY 24, 2016  
AT 3:30 P.M.**

**REGULAR MEETING**

**PRESENT:** Matt Alexander, Chair      Nancy Creamer, Vice-Chair  
Linda Sherbo      Bill Artiss  
Gary Clark      Peter Bourque  
Cherie Madill      Chief McIntyre  
Debi Stewart

**ABSENT:** Danny Dobson      Emil Olsen  
Bill McGuire

The Chairman requested a Motion for the Approval of the Agenda of the Regular Meeting of February 24, 2016. **Moved by Gary Clark and Seconded by Nancy Creamer. MOTION CARRIED.**

The Chairman further requested a Motion for the Approval of the Minutes of the Regular Meeting of January 27, 2016. **Moved by Bill Artiss and Seconded by Peter Bourque. Mrs. Sherbo asked a question as it related to the procedure for the Election of Officers of the Board. This process, which is usually carried out in January of each year was explained for the benefit of all Board Members. MOTION CARRIED.**

**Kennebecasis Regional Joint  
Board of Police Commissioners  
February 24, 2016  
Page 2**

**REGULAR MEETING**

**Declaration of Conflict of Interest** – The Chairman asked if there were any Conflicts of Interest. None were received and the meeting continued.

**SECRETARY-TREASURER'S REPORT**

Ms. Madill presented the Pre-Audited Financial Statements for the period ending December 31, 2015.

**STATEMENT OF FINANCIAL POSITION (PSAB)**

The cash is \$350,000 compared to the 2014 figure of \$531,000.

The Sick Pay/Retirement Investments has not changed substantially as the markets have gone up and down and the fair market value went down at the end of December.

The Accounts Receivable are the secondments and have been going on all year.

The Sales Tax is the HST and this has been filed for the last half of 2015.

The Accounts Payable are the normal payables.

The Accrued Pension Liability – This figure is provided to us from Morneau Sheppel and has to be reflected in our books. This is something that would not have to be paid at this point as it is something that will continue for years. What this figure reflects is our portion of the pension liability as it related to the whole pension plan. This figure is less than in 2015.

Debenture – This is the new Debenture which was obtained in December.

Tangible capital Assets - There are changes reflected in this category which occur every year. Anything over \$10,000 in value becomes capitalized.

**Kennebecasis Regional Joint  
Board of Police Commissioners  
February 24, 2016  
Page 3**

**REGULAR MEETING**

Prepaid Expenses - This is at \$78,000 which is higher than in 2015 because of the insurance which is due January 1.

**SCHEDULE OF TANGIBLE CAPITAL ASSETS**

Cherie referred the board members to the bottom of the page where there is an explanation of the additions and deletions for 2015 to the Capital Assets and anything over the value of \$10,000 has to be capitalized. Some of the items were the encryption of the 25 hand held radios, 17 in car radios with encryption, new security cameras for the police headquarters building, and three new vehicles and equipment.

The disposals in the capital assets were three vehicles and reflected is the cost on the books and the actual sale prices.

**STATEMENT OF OPERATIONS (Pre Audit and Pre PSAB)**

This is the statement that the board is accustomed to seeing every month with the exception of the addition of another column – *Actual to Budget Variance*.

The Fees category reflects \$72,000 and the year previous was actually higher because in 2014 the RCMP reimbursed us for overtime hours for our members who were involved in some special operations.

Secondments - As the board is aware, we have two extra secondments in 2015 and therefore this figure is higher than the year before.

Salaries Crime Control - \$3.2 million and we budgeted \$3.228. The reason for this is lower was because we had two LTD situations and two Maternity Leaves in 2015.

Benefits are lower than what was budgeted. As a result, in 2016, this figure was reduced in the budget.

Communications – There was a figure of \$95,000 for 2015 and we budgeted \$45,000 this was because of the hand held radios.

**Kennebecasis Regional Joint  
Board of Police Commissioners  
February 24, 2016  
Page 4**

**REGULAR MEETING**

Policing General – We spent \$58,000 in 2015 and we budgeted \$30,000. This is because we purchased some handguns, ammunition and the maintenance agreement on the LiveScan. These are some of the items which increased the expenses in this category.

Mr. Clark asked why the Taxi and Traffic By-Law category was over what we budgeted for. The Chief explained this could be a result of increased taxi's and operators being licensed.

**Vehicles**

New Vehicles was right on budget. The equipment was other equipment purchase for the vehicles. The Drone is contained in the Crime Control Equipment category.

**Building**

Maintenance Costs – The Board new this would be over budget due to the new security camera system, repairs on the garage doors and siding of the building as well as the purchase of the storage container.

The grounds category is slightly over budget. There was some repairs to parking lot lighting and changing some of them to LED and slightly higher costs associated with summer and winter maintenance of the grounds.

Interest on the Debenture is lower than what was budgeted. Cherie explained that when the budget is prepared we have no way of knowing what the interest rate will be on the Debenture at that time.

**Administration**

Benefits are slightly under budget and this has been lowered in the 2016 Budget.

The surplus is \$114,006.86.

**Kennebecasis Regional Joint  
Board of Police Commissioners  
February 24, 2016  
Page 5**

**REGULAR MEETING**

**Telecom Fund**

The Telecom Fund has a deficit of \$96.57.

Cherie explained that this is the normal statements which she provided each month to the Board.

Cherie referred the Board Members to Page 3a entitled Statement of Operations PSAB for the period ending December 31, 2015.

She referred them to the Revenue Category and line item "unrealized gains/losses". This showed an -\$36,474.50 which was the losses in the retirement fund for 2015. This is a PSAB item and we have to reflect the market value on the balance sheet.

Benefits – The Pension Plan deficit is less as the pension plan investments are doing better and as a result our liability is less.

Communications – This PSAB is because the hand held radios were capitalized. Equipment amortization we have to capitalize them over their life.

Vehicles – All new vehicles have been moved and capitalized as they were over \$10,000 as well as the 17 in-car radios as they too were over \$10,000. We also had to report a loss/gain on the sale of any vehicles and we sold 3 vehicles of which we had a loss of \$720.00.

There was a brief discussion with respect to secondments and our term police officers.

Building – The only PSAB Adjustment was the new camera system on the exterior of the police headquarters building.

Debenture Principal – This is in our normal budget but following the rules of PSAB this must be removed from this sheet.

The PSAB surplus reflected is \$477,000 as a result of the PSAB figures.



**Kennebecasis Regional Joint  
Board of Police Commissioners  
February 24, 2016  
Page 6**

**REGULAR MEETING**

**Moved by Gary Clark and Seconded by Bill Artiss to accept the Secretary-Treasurer's Report as circulated. MOTION CARRIED.**

**CHIEF'S REPORT**

The Chief reviewed the Major Crime Report with the members of the Board.

He also reviewed some of the training courses that members have been attending.

**Moved by Nancy Creamer and Seconded by Peter Bourque to accept the Chief's Report. MOTION CARRIED.**

**COMMITTEE REPORTS**

Building – Nothing to report.

Personnel – Nothing to report.

Finance – Nothing to report

Transportation – Nothing to report.

Communications – Nothing to report.

Regional Service Commission – Nothing to report.

Insurance Committee – Mr. Bourque advised that the Board was aware that the Drone had been purchased and that he was looking into the costs associated with the different coverages for insurance. He explained that there are two aspects to this insurance one is the liability and the other is the physical damage. Mr. Bourque explained to the Board all of the aspects in respect to obtaining insurance. A brief discussion took place in this regard.

**Moved by Peter Bourque and Seconded by Nancy Creamer that the Board purchase insurance for the Drone with a premium in the amount of \$978.00 for physical damage and liability insurance (5 million dollar limit) in the amount of \$2,000. The Chief advised that he will be looking at increasing the training. MOTION CARRIED.**

**Kennebecasis Regional Joint  
Board of Police Commissioners  
February 24, 2016  
Page 7**

**REGULAR MEETING**

**CORRESPONDENCE**

Mr. Alexander advised that there were two pieces of correspondence, one from the New Brunswick Police Commission and the other from the Town of Quispamsis.

**MOVED by Gary Clark and Seconded by Linda Sherbo to receive and file the correspondence from the New Brunswick Police Commission. MOTION CARRIED.**

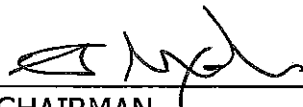
**MOVED by Bill Artiss and Seconded by Nancy Creamer to receive and file the correspondence from the Town of Quispamsis. MOTION CARRIED.**

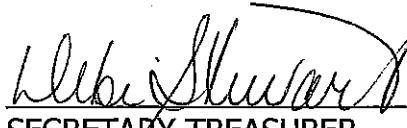
**NEW BUSINESS**

Ms. Sherbo asked for an explanation as it related to the election of officers of the Board. It was explained to Ms. Sherbo that in accordance with the existing policing agreement between the two Municipalities that elections for the position of Chair and Vice Chair and Secretary Treasurer need to be held in January of each year. She was wondering why changes to the Chair and Vice Chair were being done as there is a Municipal Election in May and a number of the board members terms expire in May. It was explained that the fact that there is a Municipal Election has no bearing as it relates to the election of officers. If the situation ever developed that either the Chair or Vice Chair was an elected official and failed to become re-elected we would simply need to hold another election and fill the position involved.

**Moved by Gary Clark to ask Bill Artiss to represent the Board and participate in the March Meeting of the New Brunswick Police Act Review. Seconded by Nancy Creamer. MOTION CARRIED.**

**MOVED BY Peter Bourque and Seconded by Linda Sherbo to Adjourn.  
MOTION CARRIED.**

  
CHAIRMAN

  
SECRETARY-TREASURER

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**PSAB STATEMENT OF FINANCIAL POSITION**  
**PREAUDIT As at December 31, 2015**

	<u>2015</u>	<u>2014</u>
<b>-----Financial assets-----</b>		
Cash - General	\$350,889.42	\$531,931.79
Sick Pay/ Retirement Investments	767,901.34	750,677.42
Accounts Receivable	97,797.38	63,636.42
Sales tax recoverable	51,403.96	42,783.85
	<u>\$1,267,992.10</u>	<u>\$1,389,029.48</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	275,514.27	381,043.90
Vested sick leave/retirement accrual	815,121.89	743,162.89
Sick leave replacement	13,298.53	13,298.53
Accrued pension benefit liability	915,100.00	1,140,800.00
Debenture payable	<u>1,338,000.00</u>	<u>1,450,000.00</u>
	<u>3,357,034.69</u>	<u>3,728,305.32</u>
<b>NET ASSETS (DEBT)</b>	<u>-2,089,042.59</u>	<u>-2,339,275.84</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,594,248.05	3,407,400.83
Accumulated amortization	<u>-1,287,059.62</u>	<u>-1,161,977.85</u>
	2,307,188.43	2,245,422.98
Unamortized Debenture costs	11,287.59	7,016.25
Prepaid expenses	<u>78,053.20</u>	<u>45,318.95</u>
	<u>2,396,529.22</u>	<u>2,297,758.18</u>
<b>ACCUMULATED SURPLUS</b>	<u>307,486.63</u>	<u>-41,517.66</u>
 Assets	 3,664,521.32	 3,686,787.66
Liabilities	3,664,521.32	3,686,787.66

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**December 31, 2015**

	<u>2015</u>			<u>2014</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
<b>Millennium Drive</b>				
Land	194,247.55			194,248
Building - Roof	42,676.66			42,677
Mechanical	250,627.82			250,628
Electrical	330,542.64			330,543
Other	520,640.03			520,640
Structure	1,106,997.29			1,106,997
	2,251,484.44	0.00		2,251,484
Accumulated amortization	-624,238.90	-65,856.83		-690,095.73
Net book value of Building	1,627,245.54	-65,856.83	0.00	1,561,388.71
Paving	52,600.16			52,600
Accumulated amortization	-24,985.07	-2,630.01		-27,615.08
Net book value of paving	27,615.09	-2,630.01	0.00	24,985.08
Landscaping	3,268.36			3,268
Accumulated amortization	-3,104.95	-163.41		-3,268.36
Net book value of landscaping	163.41	-163.41	0.00	163
<b>Furnishings</b>	177,329.73			177,330
Accumulated amortization	-84,231.63	-8,866.49		-93,098.12
Net book value of furnishings	93,098.10	-8,866.49	0.00	84,231.61
<b>Machinery &amp; equipment</b>	61,695.71			61,696
Accumulated amortization	-44,916.24	-1,766.05		-46,684.29
Net book value of equipment	16,777.47	-1,766.05	0.00	15,011.42
<b>Information technology equipment</b>	142,374.50	136,354.63		278,729.13
Accumulated amortization	-91,524.63	-27,959.13		-119,483.76
Net book value of IT equipment	50,849.87	108,395.50	0.00	159,245.37
<b>Vehicles</b>	524,400.38	118,765.17	-68,272.58	574,892.97
Accumulated amortization	-288,974.42	-80,112.44	62,272.58	-306,814.28
Net book value of vehicles	235,425.96	38,652.73	-6,000.00	268,078.69
<b>Total Tangible Capital assets</b>	3,407,400.83	255,119.80	-68,272.58	3,594,248.05
<b>Total Accumulated amortization</b>	-1,161,977.64	-187,354.36	62,272.58	-1,287,059.62
<b>Net Book Value</b>	2,245,422.99	67,765.44	-6,000.00	2,307,168.43

**Additions:****Information Technology:**

Encrypted 25 hand held radios	43,454.56
17 in car radios with encryption	65,057.07
New camera system for building	27,843.00
	136,354.63

**Vehicles with equipment:**

2016 Dodge Ram	50,760.36
2015 Dodge Charger	34,002.41
2015 Dodge Charger	34,002.41
	118,765.18

**Total Additions****255,119.81****Disposals:**

	cost on books	sold for
2006 Dodge Charger	35,728.25	2,025.00
2004 Jeep Grand Cherokee	2,000.00	1,505.00
2008 Dodge Charger	30,544.33	1,750.00
<b>Total Disposals</b>	<b>68,272.58</b>	<b>5,280.00</b>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**    Page 3  
**PreAUDIT & PrePSAB**                      **STATEMENT OF OPERATIONS**  
**TWELVE MONTHS ENDING DECEMBER 31, 2015**

	----- TWELVE MONTHS -----				Actual to
	-----		PRIOR YR BUDGET		Budget
	--ACTUAL--				Variance
<b>REVENUE:</b>					
Fees	\$72,413.70	54%	\$90,502	\$47,000	25,414
Taxi & Traffic Bylaw	6,312.86	26%	3,833	5,000	1,313
Interest income	6,392.66	28%	7,145	5,000	1,393
Retirement interest & dividends	18,052.09	-5%	19,502	19,000	-948
Secondments	312,667.00	44%	193,844	217,661	95,006
	<u>\$415,838.31</u>	42%	<u>314,826</u>	<u>293,661</u>	<u>122,177</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	\$3,200,491.35	-1%	\$3,008,773	3,228,772	-28,281
Benefits	571,626.16	-16%	556,664	681,898	-110,272
Training	33,494.02	-12%	56,528	38,000	-4,506
Equipment	19,072.91	-5%	16,614	20,000	-927
Equip repairs & IT support	4,854.23	21%	4,028	4,000	854
Communications	95,540.08	112%	61,731	45,000	50,540
Office function	15,542.18	-9%	16,212	17,000	-1,458
Leasing	12,074.98	38%	9,631	8,750	3,325
Policing-general	58,227.40	108%	51,814	28,001	30,226
Insurance	10,980.00	-2%	10,687	11,221	-241
Uniforms	48,166.30	34%	68,281	36,000	12,166
Prevention/p.r.	5,636.85	-37%	7,246	9,000	-3,363
Investigations	27,809.45	-4%	58,866	29,000	-1,191
Detention	25,888.48	0%	25,955	25,860	28
Taxi & Traffic Bylaw	1,363.34	173%	103	500	863
Auxillary	1,441.53	-4%	2,482	1,500	-58
Public Safety	30,481.00	9%	27,946	28,000	2,481
	<u>4,162,690.26</u>	-1%	<u>3,983,561</u>	<u>4,212,502</u>	<u>-49,812</u>
<b>VEHICLES</b>					
Fuel	87,182.62	-24%	104,359	115,000	-27,817
Maint./repairs	89,085.20	5%	86,560	85,000	4,085
Insurance	20,317.00	-13%	22,241	23,353	-3,036
New vehicles	114,297.09	0%	84,332	114,000	297
Equipment	93,085.46	333%	10,443	21,500	71,585
	<u>403,967.37</u>	13%	<u>307,935</u>	<u>358,853</u>	<u>45,114</u>

## TWELVE MONTHS ENDING DECEMBER 31, 2015

	-----TWELVE MONTHS -----		Actual to	
	--ACTUAL--		Budget	
EXPENDITURE continued:			Variance	
			PRIOR YR BUDGET	
<b>BUILDING</b>				
Maintenance	83,425.90	138%	58,342	35,000
Cleaning	22,251.63	-5%	22,528	23,500
Electricity	43,898.08	-7%	37,107	47,000
Taxes	43,737.48	-4%	40,237	45,754
Insurance	5,223.00	-1%	5,022	5,273
Grounds	12,761.54	42%	22,042	9,000
Interest on Debenture	53,953.38	-22%	72,257	69,000
Debenture Principal	112,000.00	7%	102,000	105,000
	<u>377,251.01</u>	<u>11%</u>	<u>359,535</u>	<u>339,527</u>
				<u>37,724</u>
<b>ADMINISTRATION</b>				
Salaries	592,028.00	0%	581,831	590,424
Benefits	99,726.52	-13%	101,948	115,133
Professional Fees	34,532.89	-16%	34,333	41,000
Travel/Training	11,806.37	-9%	11,907	13,000
Board Travel/Expenses	3,505.57	-30%	3,444	5,000
Insurance	1,220.00	-2%	1,188	1,247
Bank service fees	221.04		906	
Labour Relations	8,164.42	-18%	11,077	10,000
Sick Pay/Retirement	53,906.91	1%	46,297	53,207
Retirement int & dividends	18,052.09	-5%	19,502	19,000
2nd prior year (surplus) deficit	-123,015.00		-20,227	-123,015
	<u>700,148.81</u>	<u>-3%</u>	<u>792,206</u>	<u>724,996</u>
	5,228,219.14	-2%	5,128,411	5,342,217
<b>CONTRIBUTED BY MEMBERS</b>	5,342,226.00		5,240,652	5,342,217
<b>SURPLUS (DEFICIT)</b>	<u>\$114,006.86</u>		<u>\$112,241</u>	<u>\$0 (\$113,998)</u>
<b>TELECOM FUND</b>				
City of SJ telecomm services	303,900.00	0%	295,000	303,900
Data Networking charges	9,385.56		8,683	9,150
Retirees health insurance	1,358.97		2,675	1,500
2nd prior year (surplus) deficit	-4,881.96	0%	1,663	-4,882
	<u>309,762.57</u>		<u>308,021</u>	<u>309,668</u>
<b>CONTRIBUTED BY MEMBERS</b>	309,666.00		305,860	309,668
<b>SURPLUS (DEFICIT)</b>	<u>(\$96.57)</u>		<u>(\$2,161)</u>	<u>\$0</u>
<b>Total surplus (deficit)</b>	\$113,910.29		\$110,080	

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS** pg 5  
**NOTES TO THE FINANCIAL STATEMENTS**  
**December 31, 2015**

**STATEMENT OF FINANCIAL POSITION**

BANK balance		350,889	at December 31
ACCOUNTS PAYABLE balance	275,514		
	-----		
Current Accounts Payable		275,514	Paid in January
		-----	
Extra (Shortfall) in bank account		75,375	

*Prepays* include insurance, property taxes and Managed Health Care's deposit

**STATEMENT OF OPERATIONS**

*Revenue:*

- \* Secondments -Two new secondments started this summer
- \* Fees are down due to RCMP reimbursing for some overtime & expenses on joint investigations in 2014

*Crime Control:*

- \* Salaries under budget due to two sergeants on LTD, two maternity leaves and two new secondments (now have four) being replaced with temporary term employees
- \* Benefits Health insurance 2015: \$137,382 2014: \$133,789  
Retirees health insurance costs less by \$1,806 (retirees paid more than the costs)  
In 2014 the retirees paid \$2,133 less than the actual costs
- \* Policing - general is up by the costs of the fingerprint scanner maintenance contract, ammo and 12 new handguns

*Building:*

- \* Maintenance is up due to replacing two heaters in the garage bays, repairs on the video cameras, increasing security in the front reception area, repairs to the siding & garage doors, painted outside wall, bought a storage container and replaced the video camera system \$28k

*Vehicles:*

- \* New vehicles - bought three new vehicles and sold three vehicles (for \$5,280 total)
- \* New equipment - bought 25 in-car radios \$65k, total station \$8k, 3 in-car video systems \$5k and upgraded some software

*Administration:*

- \* Benefits Health Insurance 2015: \$19,310 2014: \$22,605

*Telecom:*

- \* Retirees health insurance (Retirees paid less than the actual cost of their plan) \$1,359  
In 2014 the retirees paid \$2,674 less than the actual costs



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**PSAB**  
**STATEMENT OF OPERATIONS**  
**TWELVE MONTHS ENDING DECEMBER 31, 2015**

Page 3a

	--ACTUAL--		----- BUDGET-----		
			PRIOR YR	PSAB	CASH
REVENUE:					
Fees	\$72,413.70	54%	\$90,502	\$47,000	\$47,000
Taxi & Traffic Bylaw	6,312.86	26%	3,833	5,000	5,000
Interest income	6,392.66	28%	7,145	5,000	5,000
Retirement interest & dividends	18,052.09	-5%	19,502	19,000	19,000
Unrealized gains/losses	-36,474.50	0%	24,182	-36,475	PSAB
Secondments	312,667.00	44%	193,844	217,661	217,661
	<u>\$379,363.81</u>	48%	<u>339,008</u>	<u>257,186</u>	<u>293,661</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	\$3,200,491.35	-1%	\$3,008,773	\$3,228,772	\$3,228,772
Benefits	383,044.08	-22%	437,503	493,316	681,898 PSAB
Training	33,494.02	-12%	56,528	38,000	38,000
Equipment	19,072.91	-5%	16,614	20,000	20,000
Equip repairs & IT support	4,854.23	21%	4,028	4,000	4,000
Communications	52,085.52	16%	44,795	45,000	45,000 PSAB
Office function	15,542.18	-9%	16,212	17,000	17,000
Leasing	12,074.98	38%	9,631	8,750	8,750
Policing-general	58,227.40	108%	34,153	28,001	28,001
Insurance	10,980.00	-2%	10,687	11,221	11,221
Uniforms	48,166.30	34%	68,281	36,000	36,000
Prevention/p.r.	5,636.85	-37%	7,246	9,000	9,000
Investigations	27,809.45	-4%	58,866	29,000	29,000
Detention	25,888.48	0%	25,955	25,860	25,860
Taxi & Traffic Bylaw	1,363.34	173%	103	500	500
Auxillary	1,441.53	-4%	2,482	1,500	1,500
Public Safety	30,481.00	9%	27,946	28,000	28,000
Equipment amortization	38,591.67	0%	26,056	38,592	PSAB
	<u>3,969,245.29</u>	-2%	<u>3,855,859</u>	<u>4,062,512</u>	<u>4,212,502</u>
VEHICLES					
Fuel	87,182.62	-24%	104,359	115,000	115,000
Maint./repairs	89,085.20	5%	85,398	85,000	85,000
Insurance	20,317.00	-13%	22,241	23,353	23,353
New vehicles	811.91				114,000 PSAB
Equipment	28,028.39	30%	10,443	21,500	21,500 PSAB
Amortization	80,112.44	0%	53,673	80,112	
Loss (Gain) on sale of vehicle:	720.00	0%	1,800	720	PSAB
	<u>306,257.56</u>	-6%	<u>277,914</u>	<u>325,685</u>	<u>358,853</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
PSAB

Page 4a

STATEMENT OF OPERATIONS  
TWELVE MONTHS ENDING DECEMBER 31, 2015

EXPENDITURE continued:	--ACTUAL--		----- BUDGET-----		
			PRIOR YR	PSAB	CASH
BUILDING					
Maintenance	55,582.90	59%	48,124	35,000	35,000 PSAB
Cleaning	22,251.63	-5%	22,528	23,500	23,500
Electricity	43,898.08	-7%	37,107	47,000	47,000
Taxes	43,737.48	-4%	40,237	45,754	45,754
Insurance	5,223.00	-1%	5,022	5,273	5,273
Grounds	12,761.54	42%	22,042	9,000	9,000
Interest on Debenture	50,836.29	-23%	69,574	65,883	69,000 PSAB
Debenture Principal					105,000 PSAB
Amortization	71,767.34		71,497	71,767	PSAB
	<u>306,058.26</u>	1%	<u>316,131</u>	<u>303,177</u>	<u>339,527</u>
ADMINISTRATION					
Salaries	592,028.00	0%	581,831	590,424	590,424
Benefits	62,608.60	-20%	78,509	78,015	115,133 PSAB
Professional Fees	34,532.89	-16%	34,333	41,000	41,000
Travel/Training	11,806.37	-9%	11,907	13,000	13,000
Board Travel/Expenses	3,505.57	-30%	3,444	5,000	5,000
Insurance	1,220.00	-2%	1,188	1,247	1,247
Bank service fees	221.04		906		
Labour Relations	8,164.42	-18%	11,077	10,000	10,000
Sick Pay/Retirement	53,906.91	0%	46,297	53,907	53,207
Retirement int & dividends	18,052.09	-5%	19,502	19,000	19,000
2nd prior year (surplus) deficit	-123,015.00		-20,227		-123,015
	<u>663,030.89</u>	-18%	<u>768,767</u>	<u>811,593</u>	<u>724,996</u>
	4,865,228.19	-7%	4,879,663	5,245,781	5,342,217
CONTRIBUTED BY MEMBERS	5,342,226.00		5,240,652	5,342,217	5,342,217
SURPLUS (DEFICIT)	<u>\$476,997.81</u>		<u>\$360,989</u>	<u>\$96,436</u>	<u>\$0</u>
TELECOM FUND					
City of SJ telecomm services	303,900.00	0%	295,000	303,900	303,900
Data Networking charges	9,385.56		8,683	9,150	9,150
Retirees health insurance	1,358.97		2,675	1,500	1,500
2nd prior year (surplus) deficit	-4,881.96		1,663		-4,882
	<u>309,762.57</u>		<u>308,021</u>	<u>314,550</u>	<u>309,668</u>
CONTRIBUTED BY MEMBERS	309,666.00		305,860	309,668	309,668
SURPLUS (DEFICIT)	<u>(\$96.57)</u>		<u>(\$2,161)</u>	<u>(\$4,882)</u>	<u>\$0</u>
Total surplus (deficit)	\$476,901.24		\$358,828	\$91,554	

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**Reconciliation of Annual Surplus**  
**Year ended December 31, 2015**

page 6

	<u>2015</u>	<u>General Operating</u>	<u>General Capital</u>	<u>Telecom</u>
<b>Detailed Reconciliation of Annual Surplus</b>				
CC surplus (deficit) from operations - PSAB	476,997.81	476,997.81		
TC surplus (deficit) from operations - PSAB	-96.57			-96.57
Adjustments to annual surplus (deficit) for PSAB requirements:				
Post employment benefits (pension) liability	-225,700.00	-225,700.00		
Capitalize vehicles & equipment	-255,119.80	-255,119.80	255,119.80	
Loss on disposal of tangible capital assets	720.00	720.00	-720.00	
Proceeds from disposal of tangible capital assets	5,280.00	5,280.00	-5,280.00	
Unrealized gain on investments	36,474.50	36,474.50		
Amortization expense	187,354.35	187,354.35	-187,354.35	
Long term debt principal repayment	-112,000.00	-112,000.00		
Total Surplus (deficit)	<u>113,910.29</u>	<u>114,006.86</u>	<u>61,765.45</u>	<u>-96.57</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
STATEMENT OF FINANCIAL POSITION  
As at February 29, 2016**

	<u>2016</u>	<u>2015</u>
<b>-----Financial assets-----</b>		
Cash - General	\$367,837.23	\$352,323.31
Sick Pay/ Retirement Investments	770,552.66	753,736.99
Accounts Receivable	67,034.30	75,164.39
Sales tax recoverable	60,952.75	49,571.69
	<u>\$1,266,376.94</u>	<u>\$1,230,796.38</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	214,133.40	149,798.25
Vested sick leave/retirement accrual	816,792.90	746,222.46
Sick leave replacement	13,298.53	13,298.53
Accrued pension benefit liability	915,100.00	1,140,800.00
Debenture payable	1,338,000.00	1,450,000.00
	<u>3,297,324.83</u>	<u>3,500,119.24</u>
<b>NET ASSETS (DEBT)</b>	<u>-2,030,947.89</u>	<u>-2,269,322.86</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,594,248.05	3,407,400.83
Accumulated amortization	-1,287,059.62	-1,161,977.85
	<u>2,307,188.43</u>	<u>2,245,422.98</u>
Unamortized Debenture costs	11,092.23	6,496.71
Prepaid expenses	74,112.16	63,660.37
	<u>2,392,392.82</u>	<u>2,315,580.06</u>
<b>ACCUMULATED SURPLUS</b>	<u>361,444.93</u>	<u>46,257.20</u>
 Assets	 3,658,769.76	 3,546,376.44
Liabilities	3,658,769.76	3,546,376.44

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**February 29, 2016**

	2016			2015	
	TANGIBLE CAPITAL ASSETS				
	Balance beginning of year	Additions	Disposals	Balance end of year	
<b>Millennium Drive</b>					
Land	194,247.55			194,247.55	194,248
Building - Roof	42,676.66			42,676.66	42,677
Mechanical	250,627.82			250,627.82	250,628
Electrical	330,542.64			330,542.64	330,543
Other	520,640.03			520,640.03	520,640
Structure	1,106,997.29			1,106,997.29	1,106,997
	2,251,484.44	0.00		2,251,484.44	2,251,484
Accumulated amortization	-690,095.73			-690,095.73	-624,239
Net book value of Building	1,561,388.71	0.00	0.00	1,561,388.71	1,627,245
Paving	52,600.16			52,600.16	52,600
Accumulated amortization	-27,615.08			-27,615.08	-24,985
Net book value of paving	24,985.08	0.00	0.00	24,985.08	27,615
Landscaping	3,268.36			3,268.36	3,268
Accumulated amortization	-3,268.36			-3,268.36	-3,105
Net book value of landscaping	0.00	0.00	0.00	0.00	163
<b>Furnishings</b>	177,329.73			177,329.73	177,330
Accumulated amortization	-93,098.12			-93,098.12	-84,232
Net book value of furnishings	84,231.61	0.00	0.00	84,231.61	93,098
<b>Machinery &amp; equipment</b>	61,695.71			61,695.71	61,696
Accumulated amortization	-46,684.29			-46,684.29	-44,918
Net book value of equipment	15,011.42	0.00	0.00	15,011.42	16,778
<b>Information technology equipment</b>	278,729.13			278,729.13	142,375
Accumulated amortization	-119,483.76			-119,483.76	-91,525
Net book value of IT equipment	159,245.37	0.00	0.00	159,245.37	50,850
<b>Vehicles</b>	574,892.97			574,892.97	524,401
Accumulated amortization	-306,814.28			-306,814.28	-288,974
Net book value of vehicles	268,078.69	0.00	0.00	268,078.69	235,427
<b>Total Tangible Capital assets</b>	3,594,248.05	0.00	0.00	3,594,248.05	3,407,402
<b>Total Accumulated amortization</b>	-1,287,059.62	0.00	0.00	-1,287,059.62	-1,161,978
<b>Net Book Value</b>	2,307,188.43	0.00	0.00	2,307,188.43	2,245,424

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**TWO MONTHS ENDING FEBRUARY 29, 2016**

	----- TWO MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	\$8,190.00	5%	\$4,490	\$7,833	\$47,000
Taxi & Traffic Bylaw	4,383.35	426%	3,214	833	5,000
Interest income	711.91	-29%	878	1,000	6,000
Retirement interest & dividends	2,651.32	-12%	3,060	3,000	18,000
Secondments	64,577.46	36%	31,097	47,333	284,000
	<u>\$80,514.04</u>	34%	<u>42,739</u>	<u>60,000</u>	<u>360,000</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	\$539,841.93	-4%	\$488,542	562,903	\$3,377,418
Benefits	103,316.07	-11%	98,734	115,914	695,484
Training	6,278.15	-1%	4,588	6,333	38,000
Equipment		-100%		3,333	20,000
Equip repairs & IT support	517.91	-22%		667	4,000
Communications	8,755.28	-10%	8,841	9,717	58,300
Office function	2,797.26	-1%	2,497	2,833	17,000
Leasing	1,758.21	0%	1,839	1,767	10,600
Policing-general	5,713.58	5%	3,951	5,417	32,500
Insurance	1,881.16	1%	1,830	1,867	11,200
Uniforms	12,386.29	106%	6,910	6,000	36,000
Prevention/p.r.	782.02	-48%	874	1,500	9,000
Investigations	2,989.61	-38%	3,510	4,833	29,000
Detention	4,310.00	0%	4,310	4,310	25,860
Taxi & Traffic Bylaw	258.57	210%	259	83	500
Auxillary	70.33	-72%	311	250	1,500
Public Safety	4,666.67	0%	4,667	4,667	28,000
	<u>696,323.04</u>	-5%	<u>631,663</u>	<u>732,394</u>	<u>4,394,362</u>
<b>VEHICLES</b>					
Fuel	12,679.81	-31%	13,336	18,333	110,000
Maint./repairs	11,136.57	-21%	11,431	14,167	85,000
Insurance	3,386.16	-2%	3,386	3,454	20,724
New vehicles	18,968.42	0%		19,000	114,000
Equipment		-100%		3,583	21,500
	<u>46,170.96</u>	-21%	<u>28,153</u>	<u>58,537</u>	<u>351,224</u>

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**STATEMENT OF OPERATIONS**  
**TWO MONTHS ENDING FEBRUARY 29, 2016**

	[-----TWO MONTHS-----]				
	--ACTUAL--			PRIOR YR	-----BUDGET-----
<b>EXPENDITURE continued:</b>					
<b>BUILDING</b>					
Maintenance	5,773.05	-8%	5,056	6,250	37,500
Cleaning	3,796.14	-5%	3,797	4,000	24,000
Electricity	10,877.12	39%	9,443	7,833	47,000
Taxes	7,210.95	-6%	7,290	7,654	45,925
Insurance	905.34	2%	870	888	5,328
Grounds	3,930.27	136%	2,803	1,667	10,000
Interest on Debenture	5,258.52	-12%	9,350	6,000	36,000
Debenture Principal	21,333.34	11%	18,667	19,167	115,000
	<u>59,084.73</u>	<u>11%</u>	<u>57,276</u>	<u>53,459</u>	<u>320,753</u>
<b>ADMINISTRATION</b>					
Salaries	99,782.05	-1%	95,825	100,974	605,842
Benefits	21,711.46	13%	18,399	19,185	115,110
Professional Fees	4,962.11	-38%	4,072	8,000	48,000
Travel/Training	4,905.75	126%	5,468	2,167	13,000
Board Travel/Expenses	113.03	-86%	58	833	5,000
Insurance	209.00	1%	203	207	1,244
Bank service fees	172.71		321		
Labour Relations	3,225.31	94%		1,667	10,000
Sick Pay/Retirement		-100%		9,967	59,800
Retirement int & dividends	2,651.32	-16%	3,060	3,167	19,000
2nd prior year (surplus) deficit	-18,781.16		-20,502	-18,781	-112,687
	<u>118,951.58</u>	<u>-7%</u>	<u>106,904</u>	<u>127,385</u>	<u>764,309</u>
	<u>840,016.27</u>	<u>-8%</u>	<u>781,257</u>	<u>911,775</u>	<u>5,470,648</u>
<b>CONTRIBUTED BY MEMBERS</b>	<u>911,773.84</u>		<u>890,371</u>	<u>911,775</u>	<u>5,470,648</u>
<b>SURPLUS (DEFICIT)</b>	<u>\$71,757.57</u>		<u>\$109,114</u>	<u>\$0</u>	<u>\$0</u>
<b>TELECOM FUND</b>					
City of SJ telecomm services	53,345.67	0%	50,650	53,346	320,074
Data Networking charges	1,620.46		1,483	1,712	10,273
Retirees health insurance	-279.03		315	250	1,500
2nd prior year (surplus) deficit	360.20	0%	-814	360	2,161
	<u>55,047.30</u>		<u>51,634</u>	<u>55,668</u>	<u>334,008</u>
<b>CONTRIBUTED BY MEMBERS</b>	<u>55,669.00</u>		<u>51,611</u>	<u>55,668</u>	<u>334,008</u>
<b>SURPLUS (DEFICIT)</b>	<u>\$621.70</u>		<u>(\$23)</u>	<u>\$0</u>	<u>\$0</u>
<b>Total surplus (deficit)</b>	<b>\$72,379.27</b>		<b>\$109,091</b>		



KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS pg 5  
 NOTES TO THE FINANCIAL STATEMENTS  
 February 29, 2016

**STATEMENT OF FINANCIAL POSITION**

BANK balance		367,837	at February 29
ACCOUNTS PAYABLE balance	214,133		
Debenture costs paid in June & December	-26,397		
		-----	
Current Accounts Payable		187,737	Paid in March
		-----	
Extra (Shortfall) in bank account		180,100	

*Prepays* include insurance, property taxes and Managed  
 Health Care's deposit

**STATEMENT OF OPERATIONS**

*Revenue:*

- \* Taxi & Traffic bylaw - annual taxi fees are renewed for the year in January
- \* Secondments - still have all four but were only sure of three when doing 2016 budget

*Crime Control:*

- \* Salaries - one officer out on LTD, an officer on maternity leave and four are on secondments. They are currently being replaced by temporary term constables.
- \* Benefits Health insurance 2016: \$22,786 2015: \$19,321  
 Retirees health insurance costs more by \$804 (retirees paid less than the costs)  
 In 2015 the retirees paid \$2,480 less than the actual costs

*Building:*

- \* Electricity up due to higher winter power bills
- \* Grounds are up over budget because of the snowplowing costs

*Vehicles:*

- \* New vehicles - bought new vehicle for major crime  
 and sold two vehicles

*Administration:*

- \* Benefits Health Insurance 2016: \$6,583 2015: \$3,757

*Telecom:*

- \* Retirees health insurance (Retirees paid more than the actual cost of their plan) -\$279  
 In 2015 the retirees paid \$315 less than the actual costs

# Town of Rothesay

## General Fund Financial Statements

February 29, 2016

### **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
Capital Project Listing - February	G11
Capital Project Listing - March - Draft	G12

# Town of Rothesay

## Balance Sheet - Capital General Fund 2/29/16

### ASSETS

Capital Assets - General Land	3,220,477
Capital Assets - General Fund Land Improvements	5,705,990
Capital Assets - General Fund Buildings	3,631,554
Capital Assets - General Fund Vehicles	1,744,024
Capital Assets - General Fund Equipment	1,681,428
Capital Assets - General Fund Roads & Streets	34,787,458
Capital Assets - General Fund Drainage Network	16,873,831
Capital Assets - Under Construction - General	754,083
	<hr/>
	68,398,843
Accumulated Amortization - General Fund Land Improvements	(1,820,170)
Accumulated Amortization - General Fund Buildings	(1,919,087)
Accumulated Amortization - General Fund Vehicles	(911,714)
Accumulated Amortization - General Fund Equipment	(603,456)
Accumulated Amortization - General Fund Roads & Streets	(15,788,896)
Accumulated Amortization - General Fund Drainage Network	(5,533,575)
	<hr/>
	(26,576,898)
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	<u><u>\$ 41,821,945</u></u>

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	1,360,762
Total Long Term Debt	7,407,000
	<hr/>
Total Liabilities	<u>\$ 8,767,762</u>
Investment in General Fund Fixed Assets	33,054,184
	<hr/>
	<u><u>\$ 41,821,945</u></u>

**Town of Rothesay**  
Balance Sheet - General Fund Reserves  
2/29/16

ASSETS

BNS General Operating Reserve	538,195
BNS General Capital Reserves	1,396,058
BNS - Gas Tax Reserves - GIC	3,786,887
Gen Reserves due to/from Gen Operating	257,277
	<u>\$ 5,978,417</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,640,193
Invest. in General Capital Reserve	1,256,507
General Gas Tax Funding	145,661
Invest. in General Operating Reserve	793,658
Invest. in Land for Public Purposes Reserve	91,233
Invest. in Town Hall Reserve	51,166
	<u>\$ 5,978,418</u>

Town of Rothesay  
Balance Sheet - General Operating Fund  
2/29/16

CURRENT ASSETS

Cash	522,327
Receivables	474,057
HST Receivable	99,851
Inventory	18,619
Gen Operating due to/from Util Operating	541,800
Total Current Assets	<u>1,656,654</u>
Other Assets:	
Projects	328,826
	<u>328,826</u>
TOTAL ASSETS	<u><u>1,985,480</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,648,838
Other Payables	315,351
Gen Operating due to/from Gen Reserves	257,277
Gen Operating due to/from Gen Capital	(1,360,762)
Accrued Sick Leave	17,700
Accrued Pension Obligation	345,200
Accrued Retirement Allowance	311,200
Def. Rev-Quispamsis/Library Share	37,783
TOTAL LIABILITIES	<u><u>1,572,587</u></u>

EQUITY

Retained Earnings - General	(313,136)
Surplus/(Deficit) for the Period	726,029
	<u>412,893</u>
	<u><u>1,985,480</u></u>

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## Town of Rothesay

Statement of Revenue & Expenditure  
2 Months Ended 2/29/16

	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	1,246,820	1,246,820	2,493,640	2,493,640	0		14,961,842
Sale of Services	31,878	30,900	64,270	61,300	2,970		345,700
Services to Province of New Brunswick	5,000	5,000	10,000	10,000	0		60,000
Other Revenue from Own Sources	4,859	7,753	10,833	15,506	(4,673)		106,779
Unconditional Grant	9,916	9,916	19,831	19,831	0		118,987
Conditional Transfers	0	0	0	0	0		21,500
Other Transfers	0	0	285,418	285,192	226		1,135,192
	<u>\$1,298,473</u>	<u>\$1,300,389</u>	<u>\$2,883,993</u>	<u>\$2,885,470</u>	<u>-\$1,477</u>		<u>\$16,750,000</u>
<b>EXPENSES</b>							
General Government Services	119,953	124,382	409,085	433,621	24,536		2,032,455
Protective Services	344,339	351,891	693,872	699,860	5,988		4,744,123
Transportation Services	314,964	307,745	599,671	615,490	15,819		3,365,331
Environmental Health Services	45,602	49,000	93,280	99,000	5,720		638,000
Environmental Development	52,564	53,678	95,450	101,056	5,607		641,022
Recreation & Cultural Services	84,832	106,662	265,848	311,841	45,993		1,903,676
Fiscal Services	355	350	758	700	(58)		3,425,393
	<u>\$962,609</u>	<u>\$993,708</u>	<u>\$2,157,964</u>	<u>\$2,261,569</u>	<u>\$103,604</u>		<u>\$16,750,000</u>
Surplus (Deficit) for the Year	<u>\$335,864</u>	<u>\$306,681</u>	<u>\$726,029</u>	<u>\$623,901</u>	<u>\$102,127</u>		<u>\$ -</u>

## Town of Rothesay

Statement of Revenue & Expenditure  
2 Months Ended 2/29/16

	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	1,860	2,600	2,310	5,200	(2,890)		31,200
Town Hall Rent	900	1,633	1,977	3,267	(1,290)		19,600
Arena Revenue	29,118	26,167	59,983	51,833	8,150	1	230,000
Community Garden	0	0	0	0	0		900
Recreation Programs	0	500	0	1,000	(1,000)	2	64,000
	<u>31,878</u>	<u>30,900</u>	<u>64,270</u>	<u>61,300</u>	<u>2,970</u>		<u>345,700</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	4,255	7,083	9,433	14,167	(4,733)		85,000
Police Fines	0	0	0	0	0		13,741
Recycling Dollies & Lids	283	0	283	0	283		0
Interest & Sundry	261	417	483	833	(350)		5,000
Miscellaneous	60	253	618	506	112		3,038
History Book Sales	0	0	16	0	16		0
	<u>4,859</u>	<u>7,753</u>	<u>10,833</u>	<u>15,506</u>	<u>(4,673)</u>		<u>106,779</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	0	0	0	0	0		20,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>21,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	285,418	285,192	226		285,192
Utility Fund Transfer	0	0	0	0	0		850,000
	<u>0</u>	<u>0</u>	<u>285,418</u>	<u>285,192</u>	<u>226</u>		<u>1,135,192</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
Legislative							
Mayor	2,513	2,975	5,072	5,950	878		36,475
Councillors	7,927	8,187	15,839	16,373	535		104,059
Regional Service Commission 9	0	0	1,262	1,875	614		7,500
Other	325	417	625	833	208		11,000
	<u>10,765</u>	<u>11,578</u>	<u>22,797</u>	<u>25,032</u>	<u>2,235</u>		<u>159,034</u>
Administrative							
Office Building	12,240	7,675	17,947	15,350	(2,597)	3	153,100
Solicitor	7,803	2,917	7,803	5,833	(1,969)	4	35,000
Administration - Wages & Benefits	67,383	75,916	137,144	151,832	14,688	5	985,200
Supplies	2,761	7,075	10,175	17,450	7,275		97,900
Professional Fees	8,343	4,167	8,343	8,333	(10)		50,000
Other	5,614	4,263	25,447	24,708	(739)		67,337
	<u>104,143</u>	<u>102,012</u>	<u>206,858</u>	<u>223,506</u>	<u>16,648</u>		<u>1,388,537</u>



## Other General Government Services

Community Communications	0	583	496	1,167	671	7,000
Civic Relations	5	208	1,612	1,917	305	4,000
Insurance	0	0	157,283	157,000	(283)	157,000
Donations	5,040	10,000	20,040	25,000	4,960	67,000
Cost of Assessment	0	0	0	0	0	239,884
Property Taxes - L.P.P.	0	0	0	0	0	10,000
	<u>5,045</u>	<u>10,792</u>	<u>179,431</u>	<u>185,083</u>	<u>5,653</u>	<u>484,884</u>
	<u>119,953</u>	<u>124,382</u>	<u>409,085</u>	<u>433,621</u>	<u>24,536</u>	<u>2,032,455</u>

## Protective Services

Police						
Police Protection	186,140	190,925	377,928	377,928	0	2,244,033
Crime Stoppers	0	0	0	0	0	2,800
	<u>186,140</u>	<u>190,925</u>	<u>377,928</u>	<u>377,928</u>	<u>0</u>	<u>2,246,833</u>
Fire						
Fire Protection	145,559	145,695	291,118	291,390	272	1,939,032
Water Costs Fire Protection	0	0	0	0	0	375,000
	<u>145,559</u>	<u>145,695</u>	<u>291,118</u>	<u>291,390</u>	<u>272</u>	<u>2,314,032</u>
Emergency Measures						
911 Communications Centre	10,808	11,147	22,293	22,293	0	133,758
EMO Director/Committee	606	2,083	848	4,167	3,319	25,000
	<u>11,415</u>	<u>13,230</u>	<u>23,141</u>	<u>26,460</u>	<u>3,319</u>	<u>158,758</u>
Other						
Animal & Pest Control	1,225	792	1,685	1,583	(102)	9,500
Other	0	1,250	0	2,500	2,500	15,000
	<u>1,225</u>	<u>2,042</u>	<u>1,685</u>	<u>4,083</u>	<u>2,398</u>	<u>24,500</u>
Total Protective Services	<u>344,339</u>	<u>351,891</u>	<u>693,872</u>	<u>699,860</u>	<u>5,988</u>	<u>4,744,123</u>

**Transportation Services****Common Services**

Administration (Wages & Benefits)	146,408	137,777	288,709	275,553	(13,156)	1,784,982
Workshops, Yards & Equipment	47,511	45,792	94,776	91,583	(3,193)	580,500
Engineering	0	417	23	833	811	5,000
	<u>193,919</u>	<u>183,985</u>	<u>383,507</u>	<u>367,970</u>	<u>(15,538)</u>	<u>2,370,482</u>

Street Cleaning & Flushing	0	0	0	0	0	35,000
Roads & Streets	0	6,917	4,352	13,833	9,481	83,000
Crosswalks & Sidewalks	546	1,302	1,028	2,603	1,575	14,349
Culverts & Drainage Ditches	0	5,000	0	10,000	10,000	60,000
Snow & Ice Removal	107,165	93,667	184,662	187,333	2,671	512,000
	<u>107,711</u>	<u>106,885</u>	<u>190,042</u>	<u>213,770</u>	<u>23,728</u>	<u>704,349</u>

Street Lighting	10,991	12,167	21,861	24,333	2,472	146,000
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**Traffic Services**

Street Signs	0	833	0	1,667	1,667	10,000
Traffic Lanemarking	0	0	0	0	0	26,000
Traffic Signals	676	2,083	1,341	4,167	2,826	25,000
Railway Crossing	1,522	1,500	2,630	3,000	370	18,000
	<u>2,197</u>	<u>4,417</u>	<u>3,971</u>	<u>8,833</u>	<u>4,863</u>	<u>79,000</u>

**Public Transit**

Public Transit - Comex Service	0	0	0	0	0	62,000
Public Transit - Other	145	292	290	583	294	3,500
	<u>145</u>	<u>292</u>	<u>290</u>	<u>583</u>	<u>294</u>	<u>65,500</u>

<b>Total Transportation Services</b>	<u>314,964</u>	<u>307,745</u>	<u>599,671</u>	<u>615,490</u>	<u>15,819</u>	<u>3,365,331</u>
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**Environmental Health Services**

Solid Waste Disposal Land Fill	13,882	17,500	30,642	35,000	4,358	210,000
Solid Waste Disposal Compost	902	2,333	2,295	4,667	2,372	28,000
Solid Waste Collection	21,505	21,667	43,009	43,333	324	260,000
Solid Waste Collection Curbside Recycling	9,314	7,500	16,817	15,000	(1,817)	90,000
Clean Up Campaign	0	0	517	1,000	483	50,000
	<u>45,602</u>	<u>49,000</u>	<u>93,280</u>	<u>99,000</u>	<u>5,720</u>	<u>638,000</u>

**Environmental Development Services****Planning & Zoning**

Administration	45,362	45,851	77,943	82,203	4,260	443,900
Planning Projects	0	0	0	0	0	100,000
Heritage Committee	0	625	0	1,250	1,250	7,500
	<u>45,362</u>	<u>46,476</u>	<u>77,943</u>	<u>83,453</u>	<u>5,510</u>	<u>551,400</u>

**Economic Development Comm.**

Tourism	7,202	7,202	14,404	14,404	0	86,422
	0	0	3,103	3,200	97	3,200
	<u>7,202</u>	<u>7,202</u>	<u>17,507</u>	<u>17,604</u>	<u>97</u>	<u>89,622</u>
	<u>52,564</u>	<u>53,678</u>	<u>95,450</u>	<u>101,056</u>	<u>5,607</u>	<u>641,022</u>

**Recreation & Cultural Services**

Administration	18,041	16,467	36,721	32,933	(3,788)		242,315
Beaches	0	0	0	0	0		57,784
Rothsay Arena	22,946	26,799	46,702	53,598	6,896		276,381
Memorial Centre	2,471	4,583	5,522	9,167	3,645		63,000
Summer Programs	336	375	695	750	55		56,049
Parks & Gardens	20,008	32,265	45,129	64,529	19,401	9	546,400
Rothsay Common Rink	9,868	8,000	10,716	16,000	5,284	10	36,600
Playgrounds and Fields	1,214	9,000	2,706	18,000	15,294	11	108,000
Regional Facilities Commission	0	0	97,533	97,518	(16)		390,071
Kennebecasis Public Library	7,131	7,131	14,263	14,263	(0)		85,576
Big Rothsay Read	0	83	0	167	167		1,000
Special Events	2,715	1,625	5,758	4,250	(1,508)		36,500
Rothsay Living Museum	103	333	103	667	564		4,000
	<u>84,832</u>	<u>106,662</u>	<u>265,848</u>	<u>311,841</u>	<u>45,993</u>		<u>1,903,676</u>

**Fiscal Services**

Debt Charges							
Interest	355	350	758	700	(58)		256,393
Debt Payments	0	0	0	0	0		830,000
	<u>355</u>	<u>350</u>	<u>758</u>	<u>700</u>	<u>(58)</u>		<u>1,086,393</u>

Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,179,000
Reserve Funds	0	0	0	0	0		150,000
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,339,000</u>
	<u>355</u>	<u>350</u>	<u>758</u>	<u>700</u>	<u>(58)</u>		<u>3,425,393</u>

# Town of Rothesay

Variance Report - General Fund

2 month ending February 28, 2016

Note #		Actual	Budget	Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Arena Revenue	\$ 59,983	\$ 51,833	\$ 8,150	Commercial rentals higher than budget
2	Recreation Programs	\$ -	\$ 1,000	\$ (1,000)	Fundy Soccer rent on hold
<b>Expenses</b>					
<b>General Government</b>					
3	Office Building	\$ 17,947	\$ 15,350	\$ (2,597)	Meeting room construction
4	Solicitor	\$ 7,803	\$ 5,833	\$ (1,970)	Strong Court action
5	Administration - Wages & Benefits	\$ 137,144	\$ 151,832	\$ 14,688	Timing
<b>Protective Services</b>					
<b>Transportation</b>					
6	Roads & Streets	\$ 4,352	\$ 13,833	\$ 9,481	Timing
7	Culverts & Ditches	\$ -	\$ 10,000	\$ 10,000	Timing
<b>Environmental Health</b>					
8	Curbside Recycling	\$ 16,817	\$ 15,000	\$ (1,817)	Cost of dollies
<b>Environmental Development</b>					
<b>Recreation &amp; Cultural Services</b>					
9	Parks & Gardens	\$ 45,129	\$ 64,529	\$ 19,400	Timing
10	Rothesay Common Rink	\$ 10,716	\$ 16,000	\$ 5,284	Power slightly less than anticipated
11	Playgrounds & Fields	\$ 2,706	\$ 18,000	\$ 15,294	Timing

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Original BUDGET	CURRENT Y-T-D	Remaining Budget
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General Government									
12010560	General Gov't Equipment Purchases G-2016-005		75,000	-					75,000
Total General Government			75,000	-					75,000
Protective Services									
12011560	Protective Serv. Equipment Purchases P-2016-004		26,000	-					26,000
Total Protective Services			26,000	-					26,000
Transportation									
12013060	Oakville Acres Pathways T-2016-011		50,000	18,460					31,540
12021360	Transportation Equipment Purchases T-2016-002		343,000	68,199					274,801
12024360	Curb & Sidewalk Parkdale/Chapel T-2016-006		250,000	-					250,000
12024260	Almon/Peters Reconstruction T-2016-007		350,000	5,906					344,094
12024460	Asphalt Resurfacing T-2016-009		600,000	19,687					580,313
12024560	Microseal Resurfacing T-2016-010		385,000	-					385,000
12023860	Engineering 2017 Streets T-2017-001		130,000	895					129,105
Unassigned			455,000	-					455,000
Total Transportation			2,563,000	94,687					2,418,313
Recreation									
12020860	Recreation Equipment Purchases R-2016-003		285,000	22,023					262,977
12012060	Arena Upgrade R-2016-008		30,000	9,166					20,834
Total Recreation			315,000	31,189					283,811
Total			2,979,000	125,876					2,803,124
Carryovers									
Funded from Reserves									
12016560	Miller Field Building R-2013-08			61,458					
12023060	French Village Road T-2015-010 (Phase 3 2015)			13,800					
12023560	Salt Shed Improvements T-2014-021			96,137					
12023960	In House Almon/RAS Church/Golf Club T-2015-005			4,492					
12023360	Wells Trail R-2014-019			6,241					
12018160	2013 Rothesay Common Upgrade R-2013-01			2,362					
Total				\$ 184,490					
Total			\$	310,365					
Funding:									
General Government			26,000						75,000
Protective Services			2,563,000						26,000
Transportation			315,000	300,000					1,763,000
Recreation			2,979,000						315,000
Total			5,883,000	300,000					2,179,000

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## Town of Rothesay

Capital Projects 2016  
General Fund  
3 Months Ended 3/31/16

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	
<b>General Government</b>				
12010560 General Gov't Equipment Purchases G-2016-005	75,000	-	75,000	
Total General Government	75,000	-	75,000	
<b>Protective Services</b>				
12011560 Protective Serv. Equipment Purchases P-2016-004	26,000	-	26,000	
Total Protective Services	26,000	-	26,000	
<b>Transportation</b>				
12013060 Oakville Acres Pathways T-2016-011	50,000	20,146	29,854	
12021360 Transportation Equipment Purchases T-2016-002	343,000	73,887	269,113	
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006	250,000	-	250,000	
12024260 Almon/Peeters Reconstruction T-2016-007	350,000	16,218	333,782	
12024460 Asphalt Resurfacing T-2016-009	600,000	19,687	580,313	
12024560 Microseal Resurfacing T-2016-010	385,000	-	385,000	
12023860 Engineering 2017 Streets T-2017-001	130,000	895	129,105	
Unassigned	455,000	-	455,000	Unassigned
Total Transportation	2,563,000	110,687	2,402,313	Street Trees 10,000 RA5 River Rd 60,000 Designated Highway 250,000 Master Drive Site 125,000 Bicycle Racks 10,000 455,000
<b>Recreation</b>				
12020860 Recreation Equipment Purchases R-2016-003	285,000	22,023	262,977	
12012060 Arena Upgrade R-2016-008	30,000	9,166	20,834	
Total Recreation	315,000	31,189	283,811	
Total	\$ 2,979,000	\$ 141,876	\$ 2,787,124	
<b>Carryovers</b>				
<b>Funded from Reserves</b>				
12016560 Miller Field Building R-2013-08		68,358		
12023060 French Village Road T-2015-010 (Phase 3 2015)		14,151		
12023560 Salt Shed Improvements T-2014-021		97,751		
12023960 In House Almon/RA5 Church/Golf Club T-2015-005		63,586		
1202360 Wells Trail R-2014-019		6,241		
12018160 2013 Rothesay Common Upgrade R-2013-01		2,362		
	\$	252,449		
Total	\$	394,325		
<b>Funding:</b>				
General Government	26,000			75,000
Protective Services	2,563,000			26,000
Transportation	315,000	300,000	150,000	1,763,000
Recreation	2,979,000			315,000
	\$ 5,883,000	\$ 300,000	\$ 150,000	\$ -
				\$ 350,000
				\$ 2,179,000

2016April11OpenSessionFINAL151

# Town of Rothesay

## Utility Fund Financial Statements

February 29, 2016

### Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Capital Project Listing - February	U6
Capital Project Listing - March - Draft	U7



## Town of Rothesay

## Capital Balance Sheet

As at 2/29/16

ASSETS

## Assets:

Capital Assets - Under Construction - Utilities	930,735
Capital Assets Utilities Land	178,555
Capital Assets Utilities Buildings	417,867
Capital Assets Utilities Equipment	15,542
Capital Assets Utilities Water System	24,396,874
Capital Assets Utilities Sewer System	15,920,217
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
	<hr/>
	42,121,832

Accumulated Amortization Utilites Buildings	(286,227)
Accumulated Amortization Utilites Water System	(5,244,366)
Accumulated Amortization Utilites Sewer System	(7,107,045)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Equipment	(10,877)
Accumulated Amortization Utilites Roads & Streets	(1,478)
	<hr/>
	(12,692,023)

TOTAL ASSETS	<hr/>
	29,429,809

LIABILITIES

## Current:

Util Capital due to/from Util Operating	47,077
Total Current Liabilities	<hr/>
	47,077

## Long-Term:

Long-Term Debt	7,320,244
Total Liabilities	<hr/>
	7,367,320

EQUITY

## Investments:

Investment in Fixed Assets	22,062,487
Total Equity	<hr/>
	22,062,487

TOTAL LIABILITIES & EQUITY	<hr/>
	29,429,807

# Town of Rothesay

Utility Reserve Balance Sheet

As at 2/29/16

## ASSETS

### Assets:

Bank - Utility Reserve	1,313,755
Due from Utility Operating	(0)
TOTAL ASSETS	<u>\$ 1,313,755</u>

## EQUITY

### Investments:

Invest. in Utility Capital Reserve	970,980
Invest. in Utility Operating Reserve	98,212
Invest. in Sewage Outfall Reserve	244,564
TOTAL EQUITY	<u>\$ 1,313,755</u>

# Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 2/29/16

## ASSETS

### Current assets:

Accounts Receivable Net of Allowance	316,040
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>317,240</u>

### Other Assets:

Projects	<u>87,028</u>
	87,028

TOTAL ASSETS	<u>\$ 404,268</u>
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## LIABILITIES

Accrued Payables	50,948
Due from General Fund	541,800
Due from (to) Capital Fund	(47,077)
Due to (from) Utility Reserve	(0)
Deferred Revenue	<u>21,354</u>
Total Liabilities	567,026

## EQUITY

### Surplus:

Opening Retained Earnings	30,281
Profit (Loss) to Date	<u>(193,039)</u>
	<u>(162,758)</u>

TOTAL LIABILITIES & EQUITY	<u>\$ 404,268</u>
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Town of Rothesay  
Utilities Operating Income Statement  
2 Months Ended 2/29/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	0	2,058	5,874	4,117	1,758		962,000
Meter and non-hookup fees	0	0	0	0	0		35,000
Water Supply for Fire Prot.	0	0	0	0	0		375,000
Local Improvement Levy	0	0	0	0	0		55,000
Sewerage Services	0	0	0	0	0		1,520,000
Connection Fees	100	5,000	5,500	10,000	(4,500)		60,000
Interest Earned	4,178	3,333	8,772	6,667	2,106		40,000
Misc. Revenue	525	250	825	500	325		3,000
<b>TOTAL RECEIPTS</b>	<b>4,803</b>	<b>10,642</b>	<b>20,972</b>	<b>21,283</b>	<b>(312)</b>		<b>3,050,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	0	0	0		255,000
Audit/Legal/Training	0	1,000	17	2,000	1,983		15,000
Purification/Treatment	6,837	24,167	23,221	48,333	25,113	1	304,000
Transm./Distribution	2,072	8,083	4,437	16,167	11,730	2	97,000
Power & Pumping	4,096	3,917	7,619	7,833	215		47,000
Billing/Collections	92	250	92	500	408		3,000
Water Purchased	0	83	72	167	95		1,000
Misc. Expenses	1,002	1,250	1,266	2,500	1,234		15,000
<b>TOTAL WATER SUPPLY</b>	<b>14,099</b>	<b>38,750</b>	<b>36,724</b>	<b>77,500</b>	<b>40,776</b>		<b>737,000</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	0	0	0		595,000
Audit/Legal/Training	664	1,833	1,127	3,667	2,540		29,000
Collection System	328	4,833	1,892	9,667	7,774		86,000
Lift Stations	1,096	2,417	2,158	4,833	2,675		29,000
Treatment/Disposal	3,705	5,267	7,469	10,533	3,065		68,000
Misc. Expenses	996	582	996	1,164	167		6,982
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>6,789</b>	<b>14,932</b>	<b>13,642</b>	<b>29,864</b>	<b>16,221</b>		<b>813,982</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	5,000	0	10,000	10,000		60,000
Interest on Long-Term Debt	0	0	0	0	0		258,980
Principal Repayment	0	0	0	0	0		451,393
Transfer to Reserve Accounts	0	0	0	0	0		90,000
Capital Fund	0	0	0	0	0		475,000
Prev. Yrs Deficits	0	0	163,644	163,645	1		163,645
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>5,000</b>	<b>163,644</b>	<b>173,645</b>	<b>10,001</b>		<b>1,499,018</b>
<b>TOTAL EXPENSES</b>	<b>20,888</b>	<b>58,682</b>	<b>214,010</b>	<b>281,009</b>	<b>66,999</b>		<b>3,050,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(16,085)</b>	<b>(48,040)</b>	<b>(193,039)</b>	<b>(259,725)</b>	<b>66,687</b>		<b>0</b>

# Town of Rothesay

Variance Report - Utility Operating  
2 Months Ended February 29, 2016

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
Expenditures					
Water					
1	Purification/Treatment	23,221	48,333	25,112	Maintenance, chemicals less than expected
2	Transmission/Distribution	4,437	16,167	11,730	Timing
Sewer					
			-	-	

2016April11OpenSessionFINAL157

# Town of Rothesay

Capital Projects 2016

Utility Fund

2 Months Ended 2/29/16

Original BUDGET	CURRENT Y-T-D	Remaining Budget
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## WATER

12043730	Almon/Peters Reconstruction - Water - T-2016-007	425,000	-	425,000
12043830	Water Plant Aux Building W-2016-002	200,000	-	200,000
12043930	Water Tank Mixing System W-2016-001	25,000	-	25,000
12043430	Well Development - Watershed W-2014-014	250,000	10,349	239,651
		<u>\$ 900,000</u>	<u>\$ 10,349</u>	<u>\$ 889,651</u>

## SEWER

12042330	Wastewater Treatment Design - S-2014-016	7,500,000	-	7,500,000
1203430	Almon/Peters Reconstruction - Sewer - T-2016-007	425,000	-	425,000
12043030	Response Unit - Sewer - S-2016-003	80,000	-	80,000
		<u>8,005,000</u>	<u>-</u>	<u>8,005,000</u>

## Total Approved

<u>8,905,000</u>	<u>10,349</u>	<u>8,894,651</u>
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## Carryovers

### Funded from Reserves

12043330	Water Treatment Plant Upgrade W-2014-013	72,615
12043130	Gondola Pt. Rd W-2015-001	1,791
12043630	McGuire Centre Extension W-2015-003	2,273
		<u>\$ 76,679</u>
		<u>\$ 87,028</u>

## Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	900,000	80,000		5,000,000	425,000	475,000
Sewer	8,005,000	80,000	-	\$ 5,000,000	\$ 3,350,000	\$ 475,000
	<u>8,905,000</u>	<u>80,000</u>	<u>-</u>	<u>\$ 5,000,000</u>	<u>\$ 3,350,000</u>	<u>\$ 475,000</u>

# Town of Rothesay

Capital Projects 2016

Utility Fund

3 Months Ended 3/31/16

Draft!

Original BUDGET	CURRENT Y-T-D	Remaining Budget
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## WATER

12043730	Almon/Peters Reconstruction - Water - T-2016-007	425,000	155	424,845
12043830	Water Plant Aux Building W-2016-002	200,000	-	200,000
12043930	Water Tank Mixing System W-2016-001	25,000	-	25,000
12043430	Well Development - Watershed W-2014-014	250,000	25,180	224,820
		<u>\$ 900,000</u>	<u>\$ 25,334</u>	<u>\$ 874,666</u>

## SEWER

12042330	Wastewater Treatment Design - S-2014-016	7,500,000	-	7,500,000
12033430	Almon/Peters Reconstruction - Sewer - T-2016-007	425,000	155	424,845
12043030	Response Unit - Sewer - S-2016-003	80,000	-	80,000
		<u>8,005,000</u>	<u>155</u>	<u>8,004,845</u>

## Total Approved

<u>8,905,000</u>	<u>25,489</u>	<u>8,879,511</u>
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## Carryovers

### Funded from Reserves

12043330	Water Treatment Plant Upgrade W-2014-013	72,615
12043130	Gondola Pt. Rd W-2015-001	1,791
12043630	McGuire Centre Extension W-2015-003	-
		<u>3,626</u>
		<u>\$ 70,780</u>

<u>\$ 96,269</u>
------------------

## Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	900,000	80,000		5,000,000	425,000	475,000
Sewer	8,005,000	80,000	-	\$ 5,000,000	\$ 3,350,000	\$ 475,000
	<u>8,905,000</u>	<u>80,000</u>				



2016April11OpenSessionFINAL160  
**ROTHESAY**  
**PARKS & RECREATION COMMITTEE**  
**MEETING MINUTES**  
Tuesday, March 15<sup>th</sup>, 2016



**DRAFT**

**PRESENT:** Pat Palmer, Vice Chair  
Susan Harley  
Chip Smith  
Jon LeHeup  
Jane MacEachern  
Maureen Desmond  
Brendan Kilfoil  
Councillor Miriam Wells, Chair  
Councillor Bill McGuire  
Director of Recreation Charles Jensen  
Facilities Coordinator Ryan Kincade  
Recreation Coordinator Keri Flood  
Town Manager John Jarvie (arrived at 7:15)  
Recording Secretary Bev Côté

**ABSENT:** Tracy Langley

The meeting was called to order at 6:30 p.m. by Counc. Wells

**1. APPROVAL OF MINUTES**

**MOVED** by Counc. McGuire and seconded by Chip Smith to approve the minutes of the January 19<sup>th</sup> meeting.

**CARRIED.**

**2. APPROVAL OF AGENDA**

**MOVED** by Susan Harley and seconded by Jane MacEachern to approve the agenda as circulated.

**CARRIED.**

**3. DELEGATIONS**

**3.1 KV Girls Softball – Council referral**

Counc. Wells welcomed Kelly Lynch and Stacy Blois. K. Lynch gave a brief presentation to the committee stating their main issue is field time or lack thereof. With the opening of the new field in Wells in 2017 they would like to see the town assign the field to the KV Girls Softball Association and also re-assign the 1<sup>st</sup> Thursday night slot at the Renforth Fitzgerald Field to the younger groups. Director Jensen will set up a meeting with the various baseball and softball associations along with the Town of Quispamsis to work out a schedule. A brief discussion followed.

**4. REPORTS**

**N/A**



**DRAFT**

## **5. UNFINISHED BUSINESS**

### **5.1 Rothesay Common Update**

Counc. Wells informed the committee that the skating surface officially closed the end of the March Break (Sunday, March 13<sup>th</sup>). Even the week of the March Break there were days that they struggled with the weather. Director Jensen noted that since December 21<sup>st</sup> there were 72 skating days and 16 days the rink was closed due to weather and/or ice conditions; in comparison the outdoor rink in K Park had 12 days of skating. Counc. Wells also noted that the proposed fence was tabled at the Heritage Meeting. There are a few items that need to be addressed before next season; corners around the benches, the green surface that attracts the sun and causes melting, cubbies on the wall, hooks in the washrooms, slippery surface outside the door of the building as well as where the Zamboni goes in and out, and mud/leaves in the ice were an issue later in the season. J LeHeup, lives across the street, informed the committee that there were no noise issues at all; it had the feel of a Norman Rockwell painting.

### **5.2 Wells Park Project**

Director Jensen noted that all projects are on target with the Ball Field opening in 2017 and the dog park should be ready mid-summer 2016. The trail is ready to be paved. Town staff will build a shed on site to house equipment purchased.

### **5.3 Multi-Purpose Facility**

Counc. Wells informed the committee that there is no news. It was suggested that residents either speak with their MLA or write a letter and inform the various user groups to do the same.

### **5.4 Arthur Miller Field House Update**

Director Jensen noted that work continues on the building and they are now in the process of putting the siding on.

### **5.5 KV Girls Softball Request**

See 3.1. Received and filed

## **6. NEW BUSINESS**

### **6.1 Shipyard Road Boat Dock Repairs**

Director Jensen received an email requesting repair work be done on the dock which is on town owned land. TM Jarvie mentioned that the dock has not been in use for approximately 17 years as there is no room to turn around and parking is an issue. It was noted that there is no boat dock in Rothesay that is not private with the exception of K Park which also requires work to be done. Miller Park Beach area would be more suitable for a dock as there is plenty of room to turn and parking is available. A brief discussion followed on various boat dock locations, Director Jensen will do an inventory of boat docks in the Valley.

**DRAFT**

**7. CORRESPONDENCE FOR ACTION**

**N/A**

**8 DATE OF NEXT MEETING**

April 19<sup>th</sup>, 2016

**9. ADJOURNMENT OF MEETING**

**MOVED** by Susan Harley that the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:35 p.m.

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Chairperson

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Recording Secretary



## **PUBLIC WORKS and INFRASTRUCTURE COMMITTEE MEETING**

March 23, 2016

Rothesay Town Hall – Sayre Room

8:30 a.m.

**PRESENT:** COUNCILLOR MATT ALEXANDER, CHAIRPERSON  
RAHA MOSCA, VICE CHAIRPERSON (*left the meeting at 10:30 a.m.*)  
COUNCILLOR PETER LEWIS  
SCOTT SMITH  
SHAWN PETERSON (*left the meeting at 10:24 a.m.*)

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

**ABSENT:** RYAN SCOVILLE

Chairperson Alexander called the meeting to order at 8:30 a.m.

### **1. APPROVAL OF AGENDA:**

**MOVED** by S. Peterson and seconded by Counc. Lewis to approve the agenda as circulated.

**CARRIED.**

### **2. APPROVAL OF MINUTES:**

2.1 Regular meeting of February 17, 2016.

**MOVED** by S. Smith and seconded by R. Mosca to approve the Minutes of February 17, 2016 as circulated.

**CARRIED.**

### **3. DELEGATIONS:**

3.1 Robinson Street Trevor Shea

Chairperson Alexander welcomed Trevor Shea, Don Shea, Tammy Mehan, Deputy Mayor Grant, and Councillor Bill McGuire to the meeting. Mr. Trevor Shea thanked the Committee and circulated copies of his PowerPoint presentation. He noted the goal is to present the information and search for a solution. Mr. Shea commented on the following: DO McLean's visit to the property; the storm water path that flows from Charles Crescent down to Hampton Road; the flow of water on both sides of Robinson Street; the amount of water draining into the stream between the neighbouring Robinson Street properties and the catch basin between Robinson Street and Weeden Avenue; and the impact of rainfall. He noted the following: when Robinson Street was developed there were two culverts which handled the runoff water appropriately; there is now only one pipe which is inadequate to handle the amount of water; prior to the installation of the two culverts there was a natural retention pond, between Robinson Street and Weeden Avenue, with a controlled outlet allowing water to flow to the river; there is a natural slope in the area between the two streets that is approximately 25' (or more) in height; improvements could be made to enhance the use of the natural

retention area; since 1972 there have been events that have contributed to the amount of water in the Robinson Street system including, the development of the wooded area at the end of Robinson Street, the construction of two courts, a full street, Chapel Hill Estates, the Atlantic Superstore, six units on Rosedale Avenue, and development on Marr Road; the storm water that originally filtrated through the ground of the wooded area is now going into the drain basins on both sides of Robinson Avenue; the water has been directed across from the left side of Robinson Street to the underground pipe on the right side which then exits onto his and his neighbour's property; the retention pond behind the Atlantic Superstore directs the water underground to the pipe that exits on his property; after amalgamation (in 1998) the Town made a decision to divert all storm water on the north side of the McKay Highway to the river; and he expressed concern regarding if any consideration was given to the impact on the properties. He further noted: he felt encouraged at a Council meeting when Mayor Bishop expressed a need for the Town to provide assistance to the situation; the basement door is five feet above the dry stream bed not four inches; misinterpreted information can delay solutions; previous correspondence noted landowners are responsible for their water runoff; however, if a wall is built on his property it could negatively affect his neighbour's properties and Weeden Avenue residences.

Chairperson Alexander invited Tammy Mehan to share her experience during the events of September 30, 2015. Ms. Mehan thanked Trevor and his father for their help and research, and noted the following: she is a single mother of three children and has lived on Robinson Street for sixteen years; \$55,000 worth of damages occurred the night of September 30, 2015 which included damages to a car, and her basement; she is worried every time it rains, fearing her house may flood again; the event was traumatizing for the children, financially devastating, and time consuming; her house had never flooded before; she took pictures and reported the flooding to the Town the next morning; stairs were ripped off of the shed; there was a significant amount of water in the garage; and there is ongoing concern mold may present itself if the house did not dry properly.

Chairperson Alexander thanked Mr. Shea and Ms. Mehan. The Committee made the following comments: a request for Ms. Mehan's photos from the flood; an inquiry regarding how long the water took to drain and insurance coverage available for both homeowners; installing more culverts would not ensure prevention of flooding; there has been increased amounts of rainfall over the years; there is no curbing on Robinson Street; the elevation of Robinson Street and Weeden Street are almost the same; installing bigger pipes would send more water to Weeden Avenue; there was no geysering in the drain by the Superstore to indicate the retention pond was not functioning properly; and the stormwater management plans for Superstore and Marr Road were developed to ensure no additional runoff occurs. It was noted the water drained within a few hours and only Ms. Mehan had partial insurance coverage. There was general discussion regarding the pros and cons of possible solutions. It was noted an engineering firm has been contacted to investigate the issue and provide an independent opinion.

#### **4. REPORTS & PRESENTATIONS:**

N/A

**5. UNFINISHED BUSINESS****5.1 Update on Capital Projects.**

Clarification was requested on the Master Drive Site Development project. DO McLean advised it is an addition to the salt storage shed.

**5.2 Update on RA-5 crosswalks**

The poles have arrived. One pole is unable to have an additional arm attached which does not meet design requirements of the Town. The cost of reordering the pole, including installation, would add approximately \$16,000 to the budgeted cost. It was noted it is not a usual design manufactured by the company which could have contributed to the error. It was further noted the additional costs were anticipated when the initial order was placed. Concern was expressed regarding pedestrian safety if the original design is not followed.

**MOVED** by Counc. Lewis and seconded by R. Mosca a full report on the RA-5 crosswalks be sent to Council.

**CARRIED.**

**5.3 Update on solid waste**

The Committee received the tonnage report for information.

**5.4 Update on Almon and Peters Lane**

Counc. Alexander noted almost all the residents of Almon Lane and Peters Lane attended the information session and seemed happy overall with the proposed design. There was an inquiry regarding how much notice was given to the residents. It was noted the residents were informed by the Town in advance, and it was also promoted in the KV Style paper. It was further noted notice was given to Committee members the day of and it was suggested Committee members should be given more notice in advance of the meeting.

**5.5 Update on Traffic By-Law**

No news to report.

**5.6 Streets and Sidewalks By-law**

Counc. Alexander advised he made some revisions and will send them to DO McLean.

**5.7 Update on Kaitlyn Street**

It was noted the Town has contacted the individual that designed the subdivision to discuss why the subdivision was designed as it was before any changes are made. The Town is waiting on a response.

**5.8 Update on Church Avenue parking**

The Committee inquired if data relating to the number of cars compared to the time of day was available. DO McLean advised the equipment used during the data collection was not able to track that information. There was a brief discussion regarding Town equipment used to track speed data and traffic counts. It was noted the speed sign on Gondola Point Road near the Rothesay Common is able to track vehicle counts related to time of day. There was a lengthy discussion regarding possible solutions for parking on Church Street and the pros and cons of each. The Committee requested a full report be prepared, for the next meeting, which includes layouts and measurements for potential options.

**5.9 Update on Dunedin/Horton Road Intersection**

The Committee agreed to move the item to the meeting next month.

**5.10 Update on Solar LED crosswalk indicators**

The Committee agreed to receive the pamphlet for information. It was noted the cost per crosswalk would be approximately \$10,000.

[REDACTED]

[REDACTED]

[REDACTED]

**5.12 Update on Maiden Lane and Goldie Court**

DO McLean advised he met with both homeowners and provided them with copies of the video inspections.

*Shawn Peterson left the meeting at 10:24 a.m.*

**6. NEW BUSINESS:****6.1 Traffic calming initiatives on Gondola Point Road**

DO McLean proposed a solution similar to a raised crosswalk except the original profile will be maintained. The crosswalk near the Lily Lake Pavilion in Saint John was used as an example. DO McLean advised in addition to slowing traffic this option would be aesthetically pleasing. He added the Town has a certain amount of materials on hand already. The Committee inquired about how many are suggested, and if it would diminish the effect of other crosswalks. It was noted three locations are suggested; one by the corner of Rothesay Road and Gondola Point Road, one by Church Street, and the last by the post office. It was noted this option could not occur near the 30 km zone by Almon Lane since there is no sidewalk. There was a brief discussion on the effectiveness of various existing crosswalks. The Committee requested a report be prepared determining cost and specific locations.

*Raha Mosca left the meeting at 10:30 a.m.*

**7. CORRESPONDENCE FOR ACTION:****7.1 18 February 2016 Letter from residents RE: Request for Traffic Lights on Marr Road at (Rec'd 9 March 2016) Glenwood Drive**

It was noted more information is needed such as traffic counts and distance to the traffic lights at Marr Road and Clark Road. It was suggested a report be prepared and reviewed at the next Committee meeting.



7.2 8 March 2016 Email to resident RE: Street Light Outage Charles Crescent  
DO McLean gave background information to the Committee. DO McLean indicated a developer may have installed the light because Town policy prevents the Town from installing a light in that location. It is unsure which party was responsible for the power to the light beforehand. The Committee agreed to have a letter sent to notify the resident of the Committee's decision to uphold Town policy and deny the request.

**8. CORRESPONDENCE FOR INFORMATION:**

8.1 18 March 2016 Letter to residents RE: Elizabeth Parkway  
RECEIVED FOR INFORMATION

8.2 18 March 2016 Letter to resident RE: Dobbin St.  
RECEIVED FOR INFORMATION

**9. DATE OF NEXT MEETING:**

The next meeting will be held on Wednesday, **April 20, 2016.**

**10. ADJOURNMENT**

**MOVED** by Scott Smith and seconded by Counc. Lewis the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 10:35 a.m.

---

CHAIRPERSON

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RECORDING SECRETARY




70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**April 11, 2016**

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

**SUBMITTED BY:**

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

**DATE:** April 6, 2016

**SUBJECT:** Grove Avenue / Hampton Road Crosswalk

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council:

- 1) Determine if additional, non-standard measures for pedestrian protection are required for crossing the right turn lane from Grove Avenue to Hampton Road; and if so
- 2) Authorize the Director of Operations to proceed with the unbudgeted purchase of a *pedestrian-actuated warning system for uncontrolled crosswalks* at a cost of \$8,181.20 to be installed at the right turn lane from Grove Avenue onto Hampton Road.

### **ORIGIN**

At their meeting of May 2015 Rothesay Council requested that staff review the possibility of “protecting” the crossing from the sidewalk on Grove Avenue to the refuge island at the intersection of Grove Avenue and Hampton Road.



## **BACKGROUND**

The signalized crossing at Grove Avenue and Hampton Road, in its current configuration is standard in every aspect of its installation. There are two pedestrian activation buttons, one on each side of Hampton Road, two upright poles, two davit arms, two hanging beacons and two pole mounted beacons. This infrastructure protects the pedestrian crossing Hampton Road at the intersection by emitting audible tones instructing the pedestrian and alerting motorists with flashing beacons.

## **DISCUSSION**

Standard intersections with right “slip” lanes, channelizing islands and signalized crossings include pedestrian activated signals between the islands, also commonly referred to as pedestrian refuge islands, on each corner of the intersection. Such is the case at the Marr Road / Hampton Road Intersection and the Campbell Drive, Route 111 Intersection in Rothesay. It is not standard practice to increase the protected length of crossing by extending signal protection to the right turn “slip” lanes.

Under Council’s direction staff, with the assistance of a reputed traffic engineering consultant, reviewed several options to provide some type of protection for the crossing of the right turn “slip” lane from Grove Avenue to Hampton Road. The RA-5 crosswalk that already existed at this intersection was undergoing a planned aesthetic upgrade in 2015 and it was seemingly an opportune time to implement control to protect the movement in question. The initial plan was to install an additional davit arm on the RA-5 pole located in the refuge island that would extend over the “slip” lane and include an additional hanging beacon. The thought process was that a pedestrian activated button could be placed at the “slip” lane such that depressing the button would activate the beacons over the “slip” lane and across Hampton Road such that the entire pedestrian movement was protected. Though no cost estimates were provided the signal control supplier was of the opinion that, though non-standard and very much a “one-of” installation, the programming was possible to make this happen. Staff proceeded under the understanding that during the upgrade of the overhead poles, the modifications would be made, the additional davit arm and beacon would be installed and the programming would be upgraded to allow for the entire movement across the “slip” lane and Hampton Road to be protected.

The decorative poles that arrived, after a significant wait time, are unable to be mounted with an additional davit arm and therefore a third pole would be necessary to place the hanging beacon over the “slip” lane. During discussions around placement of a third pole it was pointed out by the traffic consultant that the non-standard configuration of the intersection could potentially cause liability issues for the town; flashing amber RA-5 beacons provide indication to motorists that pedestrians are crossing. Once the pedestrian has crossed the beacons may continue to flash through a timed cycle, however motorists advance through the still flashing beacons as there are no further pedestrians in sight. The beacons are not red and do not indicate that a full stop is necessary until the beacons cease to flash. The concern is that should a pedestrian activate the light on Grove to cross the “slip” lane, which in turn activated the beacons on Hampton Road, a motorists, not seeing any pedestrians, could advance through the lights just as the pedestrian was reaching the refuge island and attempting to cross Hampton, protected by the flashing beacons.

There were several other issues why the traffic consultant and staff have recommended against connecting the RA-5 crossing at the intersection with some form of pedestrian protection to cross the "slip" lane.


In the interest of finding a solution to protect the pedestrian movement across the "slip" as requested by Council, Staff proposes the placement a solar powered, *pedestrian-actuated warning system for uncontrolled crosswalks* on each side of the "slip" lane. This signal would operate entirely independently of the RA-5 crossing on Hampton Road thus avoiding the potential conflicts mentioned above as well as avoiding longer delays for traffic on Hampton Road owing to increased signal time.

### **FINANCIAL IMPLICATIONS**

The 2015 General Fund Capital Budgets included a combined amount of \$100,000 for the installation of RA-5 crosswalks at Church Avenue and Gondola Point Road and Rothesay Road at The Riverside Golf Club as well as and aesthetic upgrade of the existing RA-5 at the Grove Avenue and Hampton Road Intersection. No additional funds were included in the budget to provide added measures beyond the standard installation at Grove Avenue and Hampton Road. The installation of a third decorative pole and modifications to the controller system at this intersection will cost \$24,860.00 and the installation will be non-standard and not recommended by a third party consultant. The installation of an independent solar powered pedestrian activated crosswalk signal at this intersection will cost \$8,181.20.

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Report Prepared by:   
Brett McLean, Director of Operations

Report Reviewed by:   
Doug MacDonald, Treasurer



2016 April 14 Open Session FINAL171

**ROTHESAY**

**DRAFT**



**Utilities Committee Meeting**

March 23, 2016

Rothesay Town Hall – Sayre Room

5:30 p.m.

**PRESENT:** COUNCILLOR MATT ALEXANDER, CHAIRPERSON  
PAUL BOUDREAU, VICE CHAIRPERSON  
MARK MCALOON  
STEPHEN WAYCOTT

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

**ABSENT:** BLAINE JUSTASON

Chairperson Alexander called the meeting to order at 5:32 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by P. Boudreau and seconded by M. McAloon to approve the agenda as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES:**

2.1 Regular meeting of February 17, 2016.

**MOVED** by P. Boudreau and seconded by M. McAloon to approve the Minutes of February 17, 2016 as circulated.

**CARRIED.**

**3. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATION:**

N/A

**5. UNFINISHED BUSINESS:**

5.1 Update on water exploration

DO McLean noted there are promising results from the geotechnical drilling. He added the Town is waiting on a report from the BDC for the next steps.

5.2 Update on Wells Park

It was noted at the regular meeting on March 14, 2016 Council approved the purchase of a vehicle to groom trails in the Wells Park area. It was further noted the ball field requires time to allow the grass to grow.

### 5.3 Update on Capital Program.

It was noted a site visit was done related to pump selection for the Wastewater Collection Upgrade and that the Town has engaged Dillon Engineering for design and construction supervision. There was general discussion regarding pre-purchasing of the pumps for the 5 stations. Storage opportunities for the pumps, if pre-purchased, were discussed. It was noted the Town plans to submit an application for government funding early for Phase II to ensure the project is registered when and if funding is available.

### 5.4 Update on Engineering Design Services for Wastewater Treatment Plant Pumping Stations and Transmission Lines

**Dealt with above.**

### 5.5 Update on Almon and Peters Lane

The project has gone out to tender and will close on April 5, 2015. It was noted almost everyone from the area of Almon Lane and Peters Lane came to the information session. Counc. Alexander indicated residents seemed generally satisfied that their concerns were understood by the Town.

## 6. NEW BUSINESS:

### 6.1 Discussion of Annual Water System Report

#### ➤ 2015 Municipal Wastewater System Annual Report

DO McLean advised the report is sent to the provincial government and subsequently passed on to the federal government. There was a lengthy discussion regarding suspended solids and removal methods.

#### ➤ 2015 Municipal Water System Annual Report

There was general discussion regarding the Water Treatment Facility Production Data and the yearly permeate and reject values. There was an inquiry about the cause of the significant reduction of permanganate in 2013. DO McLean advised he could not recall the specific reason but would look into it and return to the Committee. It was noted over recent years the Town has participated in a healthy program of well cleaning. In 2014 four wells were cleaned, followed by three wells in 2015. There was an inquiry relating to how the Town determines a leak in the pipes. DO McLean advised a leak is typically discovered from specialized equipment that uses sound to detect leaks, a reduction in system pressure, a drop in the water tank levels, water percolating up through the seams of asphalt, or irregular usage data. It was noted Council approved the purchase of a van to be outfitted for the Utilities Department to help store and transport equipment securely.

The Committee inquired if there were any water loss issues in the Almon Lane and Peters Lane area. It was noted no issues of water loss have occurred; the main issues are quality and pressure related concerns resulting from aged pipes.

**7. CORRESPONDENCE FOR ACTION:**

7.1 14 March 2016 Letter from resident RE: Broadway Street Back-up

DO McLean advised homes in the Kennebecasis Park area have sanitary sewers that connect to the main line and in between the connection is a back-up prevention device with an inspection chamber. He added in this situation the blockage was caused by materials broken off from the device (flapper valve) and lodged in the pipe between the residence and the main line. It was noted the resident is requesting reimbursement for the services acquired to rectify the situation. The Town's Sewage By-law 1-15 states the following: the main line of the sewer system shall be maintained and operated by the Town; any blockage in a sewer from the building to the main line of sewer system shall be the responsibility of the Owner; and if a blockage referred to in Section 8.2 (between the main line and the building), on examination by the Engineer, is found to have been caused by a negative grade or rupture in the portion of the lateral located within the Town's right-of-way, the costs of the repairs shall be the responsibility of the Town.

DO McLean noted the Town has accepted responsibility for the maintenance of the backflow devices and the inspection chambers in the area. There was general discussion regarding the age of the chambers, and overall maintenance including cost to replace the materials. There was a brief discussion regarding the invoices submitted by the service providers. The Committee commented on the following: a precedent could be set if the reimbursement is agreed to; would the Town be responsible for a blockage in the same location of the pipe if caused by other materials; and notifying residents of the existence of the chambers in order to help identify potential issues. The Committee agreed the Town should record written documentation regarding specific Town responsibilities in similar situations for future reference. DO McLean advised he would prepare a document for the Committee to review at the next meeting.

**MOVED** by M. McAloon and seconded by P. Boudreau the Utilities Committee recommend Council approve reimbursement of services acquired to the resident of Broadway Street in the amount of \$450.80.

**CARRIED.**

**8. CORRESPONDENCE FOR INFORMATION:**

N/A

**9. DATE OF NEXT MEETING:**

The next meeting is scheduled for Wednesday, April 20, 2016.

**10. ADJOURNMENT**

**MOVED** by S. Waycott and seconded by P. Boudreau the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:30 p.m.

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CHAIRPERSON

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RECORDING SECRETARY





# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Recording Secretary Utilities Committee
DATE	:	March 23, 2016
RE	:	Motions Passed at March 23, 2016 Meeting

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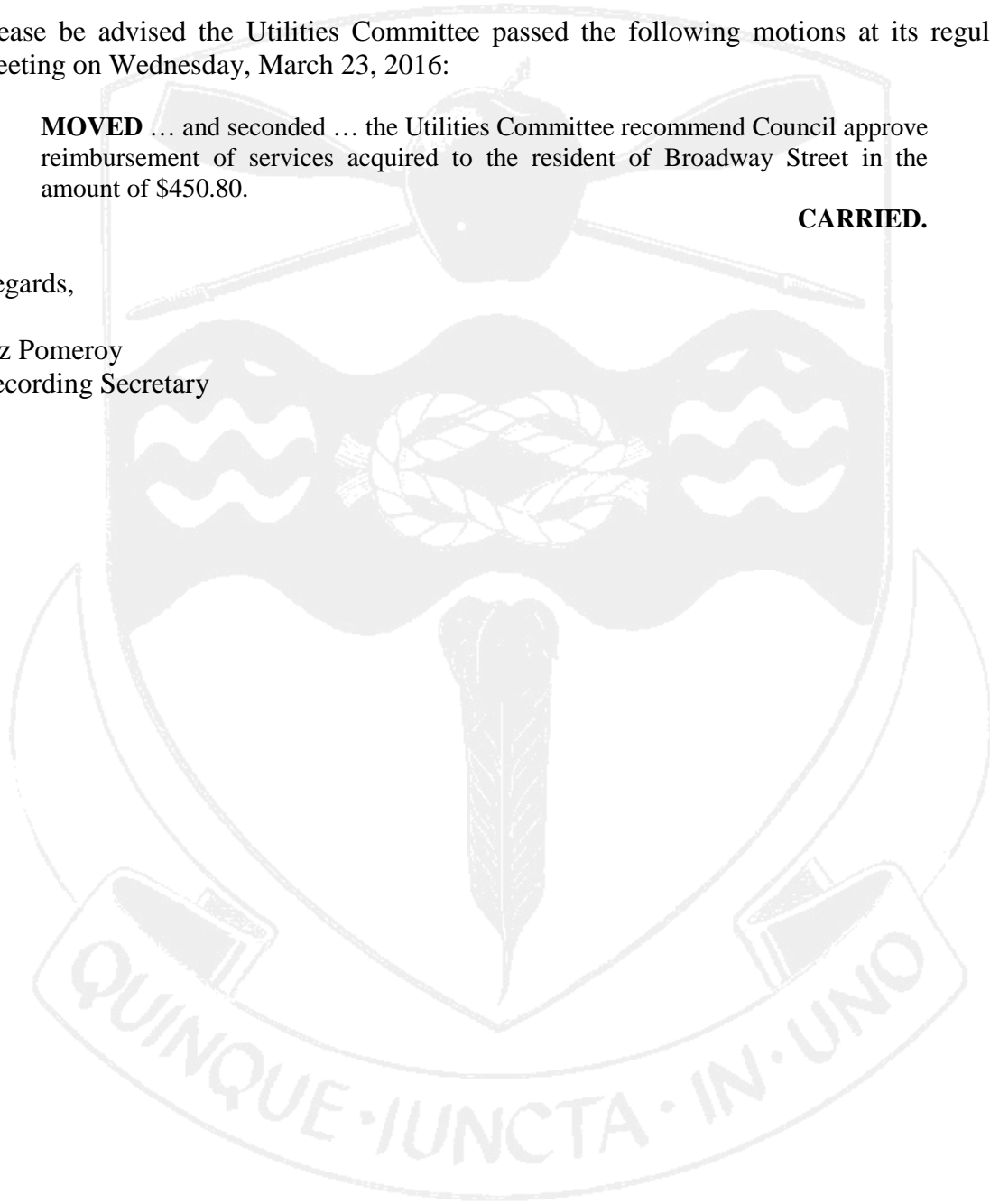
Please be advised the Utilities Committee passed the following motions at its regular meeting on Wednesday, March 23, 2016:

**MOVED** ... and seconded ... the Utilities Committee recommend Council approve reimbursement of services acquired to the resident of Broadway Street in the amount of \$450.80.

**CARRIED.**

Regards,

Liz Pomeroy  
Recording Secretary





ROTHESAY  
HERITAGE PRESERVATION REVIEW BOARD  
MEETING  
Rothesay Town Hall  
Wednesday, March 23, 2016  
7:00 p.m.



**PRESENT:** GREG MURDOCK, VICE CHAIRPERSON  
RANDOLPH GIFFIN  
J.P. FOISY  
KATHERINE GRANT  
JON LEHEUP

DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** JIM BAIRD, CHAIRPERSON  
COUNCILLOR MIRIAM WELLS  
HOWARD PEARN

Vice Chairperson Murdock called the meeting to order at 7:00 p.m.

1. APPROVAL OF AGENDA:

**MOVED** by J. LeHeup and seconded by R. Giffin the agenda be approved as circulated.

ON THE QUESTION:

DPDS White noted the Rothesay Common fencing application will not be on the agenda since a revised design has not been prepared in time.

**CARRIED.**

2. APPROVAL OF MINUTES:

2.1 Regular meeting of Wednesday, February 24, 2016

**MOVED** by K. Grant and seconded by R. Giffin the minutes of 24 February 2016 be adopted as circulated.

**CARRIED.**

3. REPORTS: None

4. NEW BUSINESS:

4.1 **2 Hampton Road**

OWNER:

PID:

PROPOSAL:

**David Forgie**

David Forgie

00255992

Heritage Permit – Barrier Free Accessibility Ramps

Dr. Forgie attended the meeting. DPDS White noted additional drawings were submitted to Town staff the day prior to the meeting. He further noted on June 17, 2015 the Heritage Board discussed a revised proposal for 2 Hampton Road agreeing that, “the wheelchair ramp, railings, windows, roof shingles, siding and brackets will come before the Board at a later date for approval.” As required by the Board’s motion the applicant now seeks a Heritage Permit for the proposed front entrance stairs and barrier-free accessibility ramps. Photos were presented displaying the proposed layout of the new ramps and railings. It was noted when discussed previously the Board expressed concern with the ramp obstructing the view of the rock wall foundation. Dr. Forgie advised the new design depicts a U-shaped ramp which will make the ramp more compact, and expose the rock wall foundation.

**DRAFT****ROTHESAY**Heritage Preservation Review Board  
Meeting Minutes

-2-

23 March 2016

Discussion ensued regarding: entry to the building, materials for the ramp and railings, consistency of the Heritage area style, shrubs to provide an aesthetically pleasing look to the ramp, and time constraints for the proposed work. Dr. Forgie noted the following: the entry to the building will be in the alcove between the buildings; natural cedar will be used for construction of the ramp; shrubs will be planted to enhance the look of the ramp; and he hopes to begin construction of the ramp at the end of the month in the warmer weather. It was noted accessibility ramps have only recently been incorporated into architectural designs. With little to no historical comparisons available, the Board expressed difficulty in providing guidance. The Board made the following comments regarding the railings: black broad iron would give the design an industrial appearance; however, incorporating wood into the railings would add a Heritage appeal and reduce the industrial look. There was general discussion regarding: lack of detail provided in the application; a possible option to table the application pending more detail submitted by the applicant; and frequency of changes to the application. It was noted the applicant is requesting approval of the ramps only, not the railings. It was further noted since Heritage Permits are required, certain processes must be followed for building owners in the Heritage area.

**MOVED** by J. LeHeup and seconded by K. Grant the Heritage Preservation Review Board;

- Issue a Heritage Permit (Certificate of Appropriateness) for barrier-free accessibility ramps to the existing building located at 2 Hampton Road PID 00255992 subject to the following condition:
  - All ramps to be constructed of natural eastern white cedar with a natural finish; and
  - The applicant shall return to the Board detailed drawings on the railings for review and approval.

**CARRIED.**

Dr. Forgie thanked the Board and noted he would return in the spring to discuss an application for siding for the building. Dr. Forgie left the meeting.

**Meeting Addendum:**

The Board expressed concern regarding lack of detailed information provided in applications. It was suggested staff encourage applicants to provide as much detail as possible before submitting an application. DPDS White noted some applicants express time constraints that require a timely response. He added staff strives to balance providing efficient services to residents while ensuring sufficient information is delivered to the Board in order to make informed decisions. It was further noted the Board's purpose is to review applications and provide guidance relating to Heritage preservation as opposed to directing applicants on design plans. Concern was expressed regarding multiple applications for individual projects. It was noted complete and detailed applications would give the Board more of an opportunity to discuss and resolve any issues with the initial design, and in turn reduce unnecessary additional applications.

5. OLD BUSINESS: None

6. CORRESPONDENCE FOR INFORMATION: None

7. DELEGATIONS: None

8. DATE OF NEXT MEETING:

8.1. The next meeting will be held on **Wednesday, April 20, 2016.**





**ROTHESAY**  
Heritage Preservation Review Board  
Meeting Minutes

23 March 2016

9. ADJOURNMENT  
**MOVED** by J. LeHeup and seconded by J.P. Foisy the meeting be adjourned.  
The meeting adjourned at 7:48 p.m.

**CARRIED.**

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CHAIRPERSON

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RECORDING SECRETARY



2016April11OpenSessionFINAL178

**ROTHESAY**

Emergency Measures Committee

Friday, April 1, 2016 at 3:30 pm

**SAYRE ROOM ROTHESAY TOWN HALL**

**PRESENT:** Chairperson Peter Lewis  
Councillor Bill McGuire

DPDS Brian White  
Town Manager John Jarvie (*Arrived at 3:52 p.m.*)

**ABSENT:** Mayor Bill Bishop  
Bill Artiss

The meeting began at 3:30 p.m.

DPDS White reported comments and concerns regarding the EMO plan have been received and were focused on the following: declaration of a State of Local Emergency (SOLE), sandbagging during flooding, Emergency Operations Centre (EOC) signage, and contingency planning for evacuation and rescue of homes of the riverside of the rail tracks and including pet relocation. He advised a declaration of a State of Local Emergency occurs when a municipality is overwhelmed during an emergency, and requires additional resources and assistance. He noted activating the EOC and initiating primary emergency actions occurs before a declaration of a State of Local Emergency is made. It was noted evacuation can occur without a declaration of a SOLE.

Clarification was requested regarding the location of the EOC command and control center. It was noted the Common Room in Town Hall would function as the EOC command headquarters, while Council would assemble in the Sayre Room during the event. DPDS White advised Council would act as the policy support system for the EOC by providing advice and assisting with decisions e.g. recommendations for the evacuation of residents. He noted individuals entering Town Hall will be directed to a security reception area and then instructed where to go. All essential personnel will be given badges to signify their positions. It was noted there is sufficient room within the EOC headquarters for all necessary technology and equipment. The Common Room will be equipped with pop up power stations to charge electronic devices. It was suggested a staff train in the mock set-up and tear-down of the EOC take place after all equipment and resources are gathered.

Counc. Lewis suggested a financial breakdown of the cost of the EOC be provided to Council to compare materials purchased to assets already available to the Town. It was noted the cost of the generator for Town Hall would not be included since the decision was made in 2015, before Town Hall was designated as an EOC during emergencies, to ensure Town Hall would be operational during power outages. There was general discussion regarding the EMO budget and emergency measures training opportunities. DPDS White advised an Incident Command System training session for senior staff is scheduled for **Tuesday, April 5, 2016**. Staff will be joined by representatives from the Kennebecasis Regional Police Force, Susan Deuville of the Town of Quispamsis, and Mike Carr of the Saint John Fire Department. It was further noted training is important to be maintained annually, and costs could be reduced through a cost sharing program with other

municipalities.

The following topics were discussed:

**Contingency Planning** – It was noted that contingency planning is a work in progress. DPDS White advised he spoke with Deputy Fire Chief Dan McCoy regarding plans for emergency evacuation and rescue of Kennebecasis Park and other riverside residents including all homes located on the riverside of the railroad tracks.

**Pets** – DPDS White advised a contingency plan for pets had not been discussed. It was agreed a plan for pets would be included in the emergency action plan dependent upon the circumstances and resources available to the Town during an emergency. The Wells dog park and the McGuire Center tennis courts were suggested as possible options to relocate pets during emergencies. It was noted pet owners are likely to assume responsibility for their pets during emergencies.

*Town Manager Jarvie arrived at the meeting at 3:52 p.m.*

DPDS White updated Town Manager Jarvie on what had been discussed previously in the meeting.

**Flooding** – Town Manager Jarvie advised that the Town, in the past, has not assumed responsibility for sandbagging homes during floods. The following concerns were expressed: not enough staff available to assist, water can rise from under the ground, and Town policy prevents vehicles from travelling in certain levels of water which affects the transportation of sand. It was noted sandbagging priorities will be determined during emergencies based on resources available and situational circumstances.

**Signage** – Is signage necessary for inside and outside the EOC? DPDS White advised it is unlikely the public will visit the EOC during an emergency. If so, the reception area will assist in directing individuals to where they need to go. It is expected Council and members of the EOC will know where to go during the event. DPDS White presented vests, each a different colour, to help easily identify specific individuals during an emergency e.g. Chief of Planning (blue vest), Chief of Operations (orange vest), EOC Director (green vest) etc. DPDS White advised the roles indicated on the vests were not determined by current Town staff positions, external individuals could assume the roles. For example, as Director of Planning and Development Services for the Town, DPDS White is not presumed to be the Director of Planning during an emergency. The roles are determined by the EOC. It was suggested Town senior staff undertake these positions for the following reasons: staff are already accustomed to working together, jobs could be interchangeable, and training opportunities are available. It was noted the Incident Commander in the field is likely to be either the Fire Chief or Police Chief.

**Media** – It was noted there is no designated area for the media. It was suggested, to maintain a structured environment, the media could be directed to the Rothesay arena and updated throughout the course of the emergency.

**Radios** – There was general discussion on communication procedures during an emergency. Town Manager Jarvie advised the Town is looking into procuring hand held radios. Council McGuire advised the Kennebecasis Regional Police Force recently purchased 25 encrypted TMR2 hand held digital radios. He added he would discuss with the Police Chief about the possibility of acquiring one or two radios.

It was noted adaptations to the plan may need to be made after the tabletop exercise and/or a real emergency. Town Manager Jarvie advised the CN tabletop exercise will be held on **Tuesday, April 12, 2016** and will focus mainly on communication procedures. There was general discussion regarding individual responsibilities of the Town, CN, and the Kennebecasis Regional Police Force, and the Kennebecasis Valley Fire Department. DPDS White presented a short video example of emergency incident command system response during a highway collision. He noted first responders such as the Kennebecasis Valley Fire Department and Kennebecasis Regional Police Force are likely to initiate an incident action plan and the Town will provide assistance as necessary however the majority of these incidents will not require activation of the Town's EOC.

There was consensus to recommend Council:

- Give Reading by Section, to By-law 1-16, "Rothesay Emergency Measures By-law",
- Give 3<sup>rd</sup> Reading by Title and Enactment to By-law 1-16, "Rothesay Emergency Measures By-law"; and
- Adopt the Emergency Measures Plan subject to additional information regarding a contingency plan for pets, sandbagging during flooding, and signage.

The meeting adjourned at 4:36 p.m.

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Chair

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Recording Secretary



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**April 11, 2016**

**TO:** Mayor Bishop and Rothesay Council

**SUBMITTED BY:**   
John Jarvis, Town Manager

**DATE:** Thursday, April-07-16

**SUBJECT:** Emergency Measures Planning - Budget

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**ORIGIN:**

In an email forwarded to Staff on March 31, 2016 Councilor MacDonald expressed concerns regarding the "financial cost...to set up a fully independent (EMO) centre". As a result of Councilor MacDonald's request, at the April 1, 2016 meeting of the Rothesay EMO Committee Council. Lewis suggested a financial breakdown of the cost of the EOC be provided to Council to compare materials purchased to assets already available to the Town. It was noted the cost of the generator for Town Hall would not be included since the decision was made in 2015, before Town Hall was designated as an EOC during emergencies, to ensure Town Hall would be operational during power outages.

**BACKGROUND:**

Staff note that Council has allocated a 2016 budget amount of \$25,000 toward emergency planning. To date Staff have spent \$2500 accounting for Staff training, incident command vests, EMO log books and other miscellaneous supplies.

As noted earlier in this memo Staff have chosen Town Hall as the location for the emergency coordination centre primarily to make efficient use of both existing office space, equipment, materials and Staff resources. Staff understand that a fully equipped EOC should be sufficient for prolonged operation of the fully staffed EOC. The following is a recommended supply list:

<b>Recommended Equipment/Supply</b>	<b>Status</b>
<b>Communications equipment</b>	Purchase new communications equipment (handsets, cell phones, NBTMR radios)
<b>Furniture - desks/tables and chairs for all positions, conference tables and chairs</b>	Use existing town hall furniture, etc.
<b>Computers and printers</b>	Purchase 1 rugged laptop, & use existing town hall computers and printers
<b>EOC forms and logs</b>	Done
<b>Copier &amp; copy paper</b>	Use existing town hall supplies
<b>Supplies and office equipment (pens, pencils, staplers/staples, note paper)</b>	Use existing town hall supplies
<b>Emergency generator</b>	In progress

<b>Kitchen equipment and supplies</b>	Purchase larger fridge with larger freezer capacity and small kitchen appliances (crock pot, toaster oven, etc.)
<b>Flashlights/emergency lighting</b>	Purchase flashlights
<b>Uninterruptible Power Supply (UPS) for computers</b>	Use existing town hall supplies
<b>TV, AM/FM Radio</b>	Use existing town hall supplies / purchase radio
<b>Displays, maps, charts, white boards</b>	Use existing town hall supplies / purchase flipcharts and whiteboards
<b>Administrative</b>	Use existing town hall supplies
<b>First Aid and Sanitary Supplies</b>	Use existing town hall supplies
<b>Blankets and other items for a sleeping area</b>	Logistics Section Chief to supply or requisition as necessary during a prolonged event
<b>Janitorial Supplies</b>	Use existing town hall supplies
<b>Food supply</b>	Logistics Section Chief to supply as necessary during prolonged activation of the EOC.

The major expenditures anticipated for the remainder of 2016 would include the following:

- A. \$3-\$6k Communications (purchase of 3-4 low cost handsets and utilization of existing telephone lines, purchase of 3 low cost cell phones and purchase of 1-2 new NBTMR digital radios).
- B. \$2-\$4k Purchase of rugged weatherproof laptop for mapping support to the ECC and onsite incident commander.
- C. \$4-\$5k Additional Staff training in Incident Command / Emergency Coordination Centre Management
- D. \$3-\$4k Miscellaneous administrative and office materials (flashlights, flip charts, white boards, name badges, signs/placards, kitchen upgrades, etc.)

Staff are confident that the anticipated expenditures for EMO planning in 2016 would not exceed the Council allocated budget of \$25,000.



Report prepared by: Brian L. White, MCIP, RPP  
Director of Planning and Development Services

**From:** [REDACTED]  
**Date:** March 31, 2016 at 10:30:18 PM ADT  
**To:** Bill Bishop [REDACTED], Peter Lewis  
[REDACTED] Bill McGuire [REDACTED] John  
Jarvie [REDACTED]  
**Cc:** Matthew Alexander [REDACTED] Miriam Wells  
[REDACTED] Pat Gallagher Jette  
[REDACTED]  
**Subject:** EMO Plan

As Chair of the Finance Committee, I have a concern with the EMO draft plan in terms of there being no indication of what the financial cost will be to set up a fully independent centre.

When Council voted in November to part ways with Quispamsis, one of the main reasons was concerns of the cost that Quispamsis had set out as being Rothesay's initial buy in to their command centre and ongoing costs.

The initial cost to Rothesay to partner with Quispamsis would have been \$38,038 for the capital cost and \$15,073 as Rothesay's share of ongoing cost.

To date ,Rothesay has committed \$200,000 plus for a generator for town hall and from my read of the draft EMO plan, the following would result in financial costs:

- incident command centre
- secondary communications equipment
- info displays and office equipment
- servers
- plotters
- phone lines,fax,cell phones
- computers
- stores and supplies

There may be other items I missed.

This presumably does not include staff time required to maintain plans and data current.

I believe for Council to make an informed decision on this matter that a 2-3 year budget be provided so that there are no surprises later on.

Blair

Sent from my iPad

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



# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Bishop & Council
FROM	:	John Jarvie
DATE	:	6 April 2016
RE	:	Final Report of ad hoc Rail Committee

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On behalf of Deputy Mayor Grant and the ad hoc Committee on Rail Safety, attached please find the Final Report of the Committee. This is being tabled with Council for information and for future action as this and future Councils may see fit.

### **Recommendation**

It is recommended the Final Report of the ad hoc Committee on Rail Safety be received and forwarded to Council at a later date for consideration of the recommendations.



# Rothsay ad hoc Committee

on

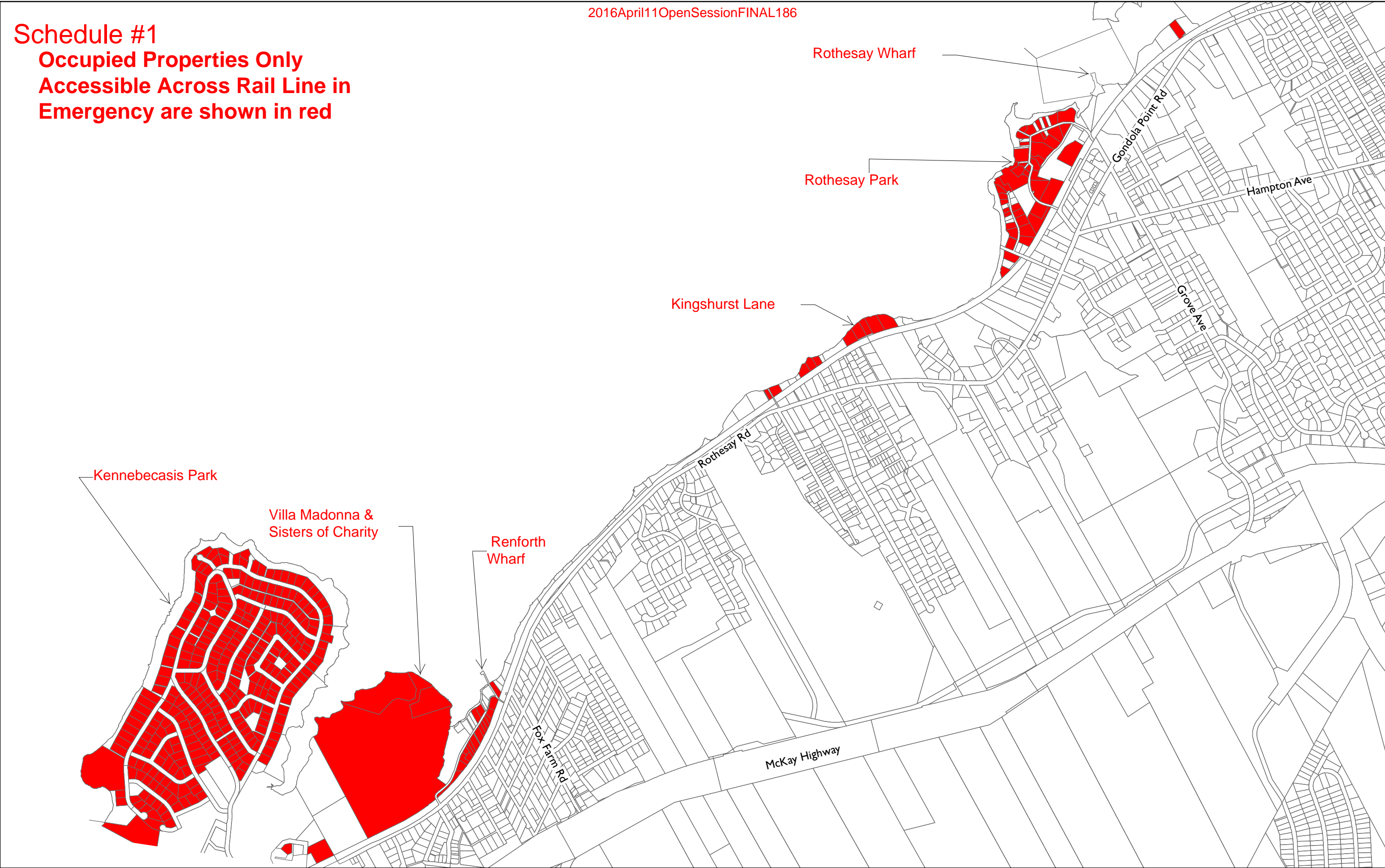
# RAIL SAFETY

Final Report

**Spring 2016**



Schedule #1  
Occupied Properties Only  
Accessible Across Rail Line in  
Emergency are shown in red



## Introduction

This is the final report of the ad hoc Rail Committee established by motion of Council January 1, 2015. This report is intended to convey the current status of the assigned mandate and recommend future actions related to rail safety issues in Rothesay.

## Background

The rail line has been a physical feature in the town for over 100 years. At one time the rail road provided convenient access from seasonal and permanent homes in Rothesay for workers travelling to and from Saint John. Over the years the nature of the rail traffic has changed. Since the discovery of more oil in the US Midwest, more of the feedstock for the Irving oil refinery arrives by rail. This in turn has resulted in longer trains and greater concern with the nature of the products being shipped. This has been exacerbated by a number of derailments including the catastrophic accident in the small community of Lac Megantic in Québec.

As the town has grown and changed the popularity of river frontage as the site for permanent homes has also increased. The allure of the river has continued to attract residents to homes only accessible after crossing the rail line. With trains approaching 2 miles in length these homes are cut off from access for several minutes by passing trains travelling 40 miles per hour. Thus, even when no accident takes place, there may be delays in response time of emergency services.

The Sussex subdivision of CN rail runs for 7.8 kilometres through Rothesay. At present there are 408 houses within the Rothesay boundaries which can only be accessed by crossing the tracks. There is also an elementary school located in Kennebecasis Park and housing approximately 200 students which can only be reached by crossing the railroad tracks. Seniors housing at Sisters of Charity and the Villa Madonna and the Bill McGuire Memorial Centre are also located between the tracks and the River.

As shown on Schedule one, the rail line is a major physical feature of the town. A buffer of 100 meters from the tracks includes a large portion of the developed area of the community. A second feature which may influence responses to emergencies is the boundary with the City of Saint John. The largest number of homes (341) effected by the rail line are located in the Hastings Cove and Kennebecasis Park residential subdivisions. This boundary crosses the



entrance to the subdivisions at an acute angle leaving the vast majority of the homes in Rothesay while the railroad track crossing is in the City of Saint John at that location. It is equipped with gates.

There are twelve rail line crossings within the Rothesay boundaries. Of these, six are 'public' including two of which are grade separated. There are gates at only one of the crossings.

There are six 'private' crossings including one at the East Riverside Kingshurst Park which is only used for pedestrian and

Town service vehicles. Three of the private crossings serve single properties and two houses are located at the end of a small lane at an extension of Gibbon Road. A sixth 'private' crossing provides to five homes at the end of Kingshurst Lane.

Some buildings in Rothesay are located in close proximity to the rail line with several fewer than 20 metres from the nearest rail and in one case fewer than 10 metres.

## Committee work

In November of 2013 Council, on a motion of the Deputy Mayor, approved the formation of an ad hoc Committee on the Entrance to Kennebecasis Park. The committee held its first meeting in February 2014 after an invitation to interested residents. Fifteen residents took part including Deputy Mayor Nancy Grant and Councillor Mariam Wells. At the invitation of the Town, the City of Saint John nominated Councillor Gerry Lowe. The committee met five times and reported on a number of aspects. Meeting guests included CN personnel and representatives of the Federation of Canadian Municipalities (by phone), Transport Canada and Irving Oil. The minutes of the meetings are part of the files on the topic maintained at the Town Hall.

The committee's initial work consisted of an examination of three aspects related to the interface of the rail and the community. These included:

- General rail safety,
- Access in and out of Kennebecasis Park other isolated neighborhoods' and
- Emergency Planning for Rail Issues.

These aspects were reviewed by subcommittees who reported at a meeting in July with recommendations as follows.

### Rail Safety

- Council examine and consider adopting new proximity guidelines, pertaining to development close to the tracks;
- That the unsatisfactory state of some of the rail lines and the crossings be brought to the attention of CN so that crossing improvement can be part of the major rebuild that is planned;
- That, despite the nuisance of whistles, they are an important component of rail safety, especially in the absence of lights or gates at most crossings;
- That consultation be arranged with neighbouring communities to ensure sharing of information and cooperation on rail safety issues and discussion of possible alternative routes in the future; and
- That the public be informed of the work and progress of the committee.

## Committee Members

### Emergency Planning:

**Chair:** Bill Artiss

Councillor Miriam Wells

Will MacEachern

David Creber

Gary Gower

Innis McCready

### Rail Safety:

**Chair:** Dr. Christine Davies

Deputy Mayor Dr. Nancy Grant (Chair of the ad hoc Committee)

Allen Rosevear

Hank Scarth

Jim Crosby

### K-Park Entrance:

**Chair:** Jane Barry

John Oxley

Councillor Gerry Lowe

John Wheatley

Peter Jolly



### Safe Access to Neighbourhoods (KPark)



- Access options should include a helicopter landing pad in K-Park as a first priority.
- The sewage lagoon route be upgraded to allow access to Villa Madonna or continue to the Fox Farm Road crossing;
- Work with Kennebecasis Development Inc. to allow for a secondary access to Kennebecasis Park through the Mt. Loyal Road; and
- A long term solution may be a new entrance to Kennebecasis Park through the Drury Cove Road.

### Emergency Measures

- Base a new Rothesay Emergency Plan on the NB EMO Planning Guide;
- Develop an Evacuation Plan;
- Plan for establishing “Warming Stations”; and
- Develop a new List of Contacts

A variety of other topics was discussed by the committee during its various meetings; these included a discussion of participation with *Saferail* communities that was helpful in recognizing the concerns of Rothesay residents are shared by those of many other communities. Consideration of the nuisance of train whistles versus their effectiveness and the cost of improved warning infrastructure at crossings led to a suggestion of more thought about adding gates and flashing lights. Distribution of rail safety materials provided by CN suggests that more such joint initiatives are possible with other schools in the community.



## Committee Results

The Committee worked effectively with the EMO Committee to encourage the establishment of the Bill McGuire Memorial Centre as a reception centre in disaster or power outage conditions and to insure an update of Rothesay emergency preparedness plan. While it is difficult to attribute to the ad hoc committee the final results in these various areas, the following are noteworthy during the course of the committee’s mandate.

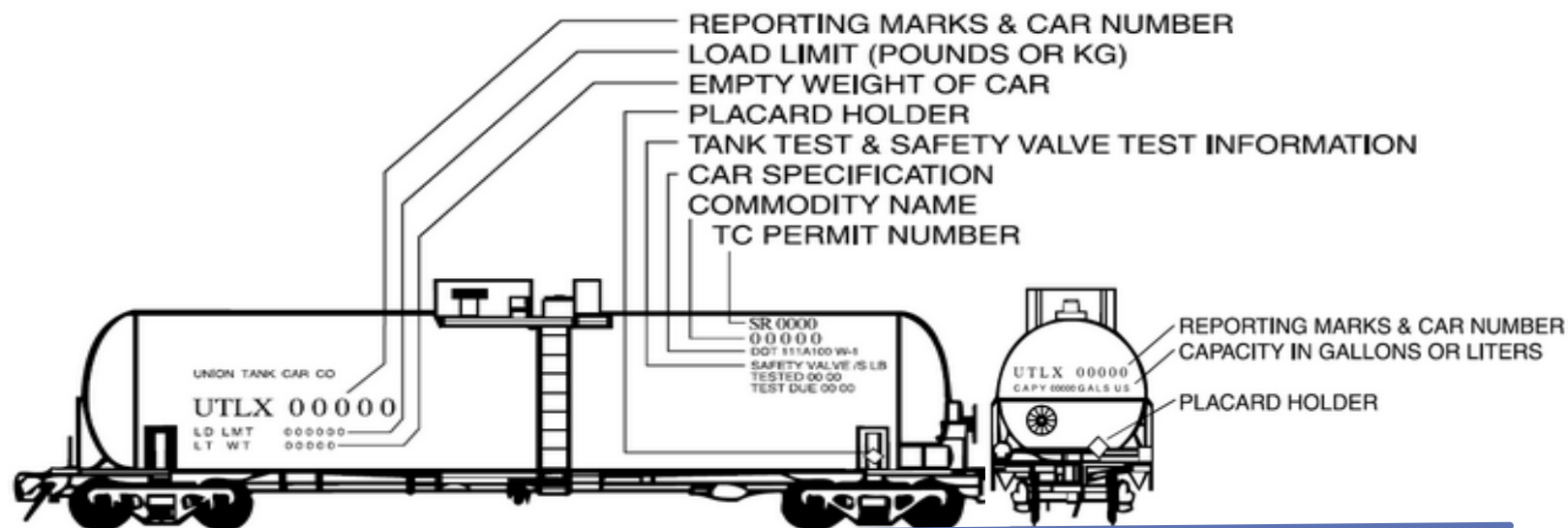
- Council approval of an agreement for an alternate access over the lands of Kennebecasis Developments Inc.,
- development of effective relationship and communication channels with CN,
- CN rail line improvements (welded rails) and cleanup,
- meetings with CN regarding emergency preparedness and exercise of preparedness plans,
- distribution of rail safety information provided by CN to Kennebecasis Park Elementary School,

- discussions with City staff regarding alternate access to Kennebecasis Park Hastings Cove through Drury Cove,
- validation of existing alternate access by emergency first responders, and
- application of Proximity Guidelines to a specific situation.

## Final Recommendations

The following are the recommendations of the Committee for further action:

1. **Monitor changes in government policy regarding regulation of rail roads;**
2. **Continue discussions with the City of Saint John regarding the value of a connection between Drury Cove and Hasting Cove/Kennebecasis Park;**
3. **Include maintenance of alternate connection to KPark/Hastings Cove over Bishop's lands in regular road maintenance schedule;**
4. **Continue to develop emergency response plans for homes between rail line and River;**
5. **Pursue more information on the 'risk assessment' developed by CN for the rail line through Rothesay;**
6. **Maintain regular communication with CN rail concerning emergency planning, rail line maintenance and other topics of common interest; and**
7. **Continue steps to making the Kingshurst Lane crossing a 'public' crossing.**



## Appendices

The following resources were identified during the work of the Committee as having potential application to improved rail safety in Rothesay..

### Emergency Response Guidebook 2012

**Guide to aid first responders in quickly identifying the specific or generic hazards of the material(s) involved in the incident, and protecting themselves and the general public during the initial response phase of the incident.**

<http://wwwapps.tc.gc.ca/saf-sec-sur/3/erg-gmu/erg/ergmenu.aspx>

### The Grade Crossing Improvement Program (GCIP).

**Funded under section 12 of the Railway Safety Act (RSA), provides a contribution of up to 50 percent of the cost of a crossing improvement project. The maximum contribution to a recipient for a single project is limited to \$550,000.**

[http://www.tc.gc.ca/eng/railsafety/publications-768.htm#program\\_overview](http://www.tc.gc.ca/eng/railsafety/publications-768.htm#program_overview)

### Grade Crossing Regulations

**Federal Regulations apply in respect of public grade crossings and private grade crossings.**

<http://gazette.gc.ca/rp-pr/p2/2014/2014-12-17/html/sor-dors275-eng.php>

### Guidelines for New Development in Proximity to Railway Operations

**Developed by the FCM/RAC Proximity Initiative with stakeholders from government, freight, passenger, and commuter railway operators, municipal councillors and mayors, municipal urban planners, the Federation of Canadian Municipalities and the Railway Association of Canada.**

[http://www.proximityissues.ca/asset/image/reference/guidelines/2013\\_05\\_29\\_Guidelines\\_NewDevelopment\\_E.pdf](http://www.proximityissues.ca/asset/image/reference/guidelines/2013_05_29_Guidelines_NewDevelopment_E.pdf)

### Emergency Directive and Rules Respecting Key Trains and Key Routes Comparison Table

**Complete within six months from the date of this Emergency Directive, a Risk Assessment that will determine the level of risk associated with each Key Route over which a Key Train is operated by the company. Note information not released to municipalities.**

<http://www.tc.gc.ca/eng/railsafety/railsafety-997.html>

# March 2016 Building Permit Report

<i>Date</i>	<i>Permit Number</i>	<i>Property Location</i>	<i>Nature of Construction</i>	<i>Value of Construction</i>	<i>Building Permit Fee</i>
2016/03/01	2016-14	143 Green Road	Detached Garage	\$15,000.00	\$108.75
2016/03/03	2016-15	16 Cove Crescent	Windows	\$6,800.00	\$49.00
2016/03/03	2016-16	161 Green Road	Windows	\$1,750.00	\$20.00
2016/03/03	2016-17	20 Charles Crescent	Windows	\$7,300.00	\$52.00
2016/03/03	2016-18	138 James Renforth Drive	Electrical Generator Installation	\$7,800.00	\$56.00
2016/03/04	2016-19	9 Ellis Drive	Enclosed Porch	\$25,000.00	\$181.25
2016/03/04	2016-20	2870 McKay Highway	Interior Restaurant Renovation	\$230,000.00	\$1,667.50
2016/03/08	2016-21	Gondola Point Road and Station Road	Crosswalk Installation	\$0.00	\$0.00
2016/03/08	2016-22	2526 Rothesay Road	Crosswalk (Across from Golf Club)	\$0.00	\$0.00
2016/03/09	2016-23	20 Dunedin Road	Interior Renovations Structural	\$1,500.00	\$20.00
2016/03/09	2016-24	16 Master Drive	Electrical Generator	\$86,600.00	\$627.85
2016/03/09	2016-25	70 Hampton Road	Electrical Generator	\$196,430.00	\$1,424.11
2016/03/09	2016-26	26 McGuire Road	Electrical Generator	\$196,430.00	\$1,424.11



2016 April 11 Open Session FINAL 193

<i>Date</i>	<i>Permit Number</i>	<i>Property Location</i>	<i>Nature of Construction</i>	<i>Value of Construction</i>	<i>Building Permit Fee</i>
2016/03/09	2016-27	10 Crestline Road	Electrical Upgrade	\$9,500.00	\$67.00
2016/03/11	2016-28	25 Forest Rd.	Renovation	\$15,000.00	\$108.75
2016/03/14	2016-29	38 Marr Road	Siding and Windows	\$14,000.00	\$101.92
2016/03/14	2016-30	14 Crestline Road	Siding and Windows	\$26,000.00	\$188.50
2016/03/14	2016-31	45 Gondola Point Road	Deck	\$7,500.00	\$54.37
2016/03/15	2016-32	76 Hampton Road	Sunroom Replacement	\$12,000.00	\$87.00
2016/03/18	2016-33	8 Crosswind Crescent	Storage Shed	\$2,000.00	\$20.00
2016/03/18	2016-34	78 Park Dr.	Siding, Windows and Deck	\$60,000.00	\$435.50
2016/03/18	2016-35	54 Longwood Drive	Single Family	\$180,000.00	\$1,305.00
2016/03/24	2016-36	9 Watercrest Lane	Electrical Upgrade	\$1,500.00	\$20.00
2016/03/24	2016-37	14 Paige St.	Single Family	\$110,000.00	\$797.00
2016/03/31	2016-38	52 Bel-Air Ave.	Single Family	\$180,000.00	\$1,305.00
2016/03/31	2016-39	54 Bel-Air Ave.	Single Family	\$180,000.00	\$1,305.00
2016/03/31	2016-40	61 Marr Road Unit 3	Interior Renovations new Restaurant	\$15,000.00	\$108.75
2016/03/31	2016-41	395 Gondola Point Road	Fence	\$4,900.00	\$35.00

**Date**      **Permit Number**      **Property Location**      **Nature of Construction**      **Value of Construction**      **Building Permit Fee**

2016April11OpenSessionFINAL194

2016/03/31      2016-42      69 FoxFarm Road      Siding      \$2,000.00      \$20.00

	Value of Construction	Building Permit Fee
Monthly Total March. 2016 **	<u>\$1,594,01.00</u>	<u>\$11,589.36</u>
Summary for 2016 to Date**	<u>\$2,376,10.00</u>	<u>\$17,781.86</u>

Monthly Total March. 2015	<u>\$651,200.00</u>	<u>\$4,727.00</u>
Summary for 2015 to Date **	<u>\$981,200.00</u>	<u>\$7,119.25</u>
**Excludes Water / Sewage Fees		

Steven Nason, CBCO Steve Nason

Building Inspector



2016 April 11 Open Session FINAL 195

# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Bishop & Council  
FROM : John Jarvie  
DATE : 7 April 2016  
RE : Capital Project – Status Report

The following is a list of 2016 capital projects underway and the current status of each along with continuing projects from 2015.

PROJECT	BUDGET	\$ TO 31/03/16*	COMMENTS
Curb/gutter/sidewalk - Eriskay	\$0.55M	2%	Engineering only in 2015 due to condition of sewer system – design report received
Engineering 2016 streets	60,000	21%	Consultant engaged; design work complete
Cross-walk signals Grove/ Church/Golf Club	140,000	45%	Operational at Church and Grove Golf Club installed to be activated when asphalt available
Recreation equipment	160,000	81%	Zamboni delivered, Dobbin St. playground installed, KPark rink house completed
Miller Field Building	120,000	95%	Roof shingled, windows installed; siding ongoing
Wells Trail	\$0.67M	95%	Trail base in, culverts installed, wooden bridges substantially complete, paving when plants open
Wells Ballfield	\$0.67M	95%	Field fenced, levelled and seeded with grass growing; dog park topsoil & seed when soil dried.
Rothsay Common Upgrade	\$2.4M	92%	95% complete, deficiencies addressed in spring.
Transportation Equipment	470,000	42%	Skid steer & SUVs delivered, backhoe deferred
Wastewater Collection Upgrade	\$7.5M	-	Dillon Eng. engaged for design & construction supervision; design work progressing
Secondary Plan – Hillside area	\$52,000	-	Open House held, comments being compiled
2017 Resurfacing Design	60,000	-	RFP pending
2016 Street Resurfacing	985,000	-	Award recommended at Monday Council mtg
Acquisition of Vehicles (2) Works	130,000	-	Purchase orders issued
Acquisition of Backhoe	230,000	-	Tender pending
Almon/Peters Ln Upgrades	\$1.2M	-	Tender for award at Monday Council mtg
Arena Lobby Roof repairs	30,000	-	Some repairs complete; work ongoing
Common additions	30,000	-	Discussed with Heritage Pres Board & Rec Com
Crosswalk – Gondola Pt Rd/River Rd	60,000	-	Poles ordered to replace Rothesay Corner set
Curb & Sidewalk - Parkdale/Chapel	250,000	-	Project awarded to exp Eng.; design underway
General Specification for Contracts	40,000	-	RFP pending
IT Upgrades	75,000	-	New server network expected early summer
KVFD Capital	26,000	-	To be claimed when purchase completed
Master Dr. Site Development	125,000	-	Design Underway
Misc Equipment (Transportation)	63,000	45%-	2 Blowers received; mulcher to come later
McGuire Centre Parking Lot	125,000	-	Included in 2016 resurfacing tender
Oakville Acres Detention Pd - Paths	50,000	40%	Construction underway with own forces ongoing
Oakville Ln Improvements design	30,000	-	RFP pending
Parks Garage Roof repairs	20,000	-	Work awarded at March meeting; not yet started
Renforth Wharf cathodic protection	60,000	-	Design and procurement underway
Wells Park Entrance paving	20,000	-	To be included with trail paving in 2015 project

\* Funds paid to this date.



# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	4 April 2016
RE	:	Rothesay Emergency Measures By-law 1-16

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### RECOMMENDATION:

- Ø Council give Reading by Section, to By-law 1-16, "Rothesay Emergency Measures By-law"
- Ø Council give 3<sup>rd</sup> Reading by Title and Enactment to By-law 1-16, "Rothesay Emergency Measures By-law"

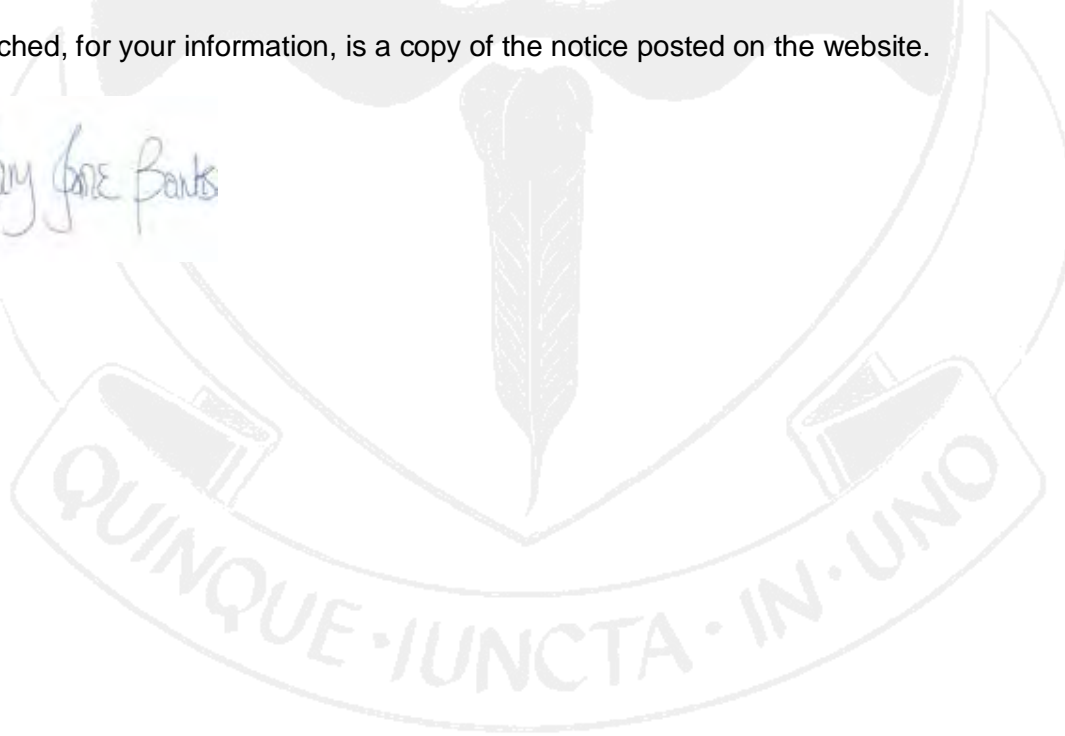
### BACKGROUND

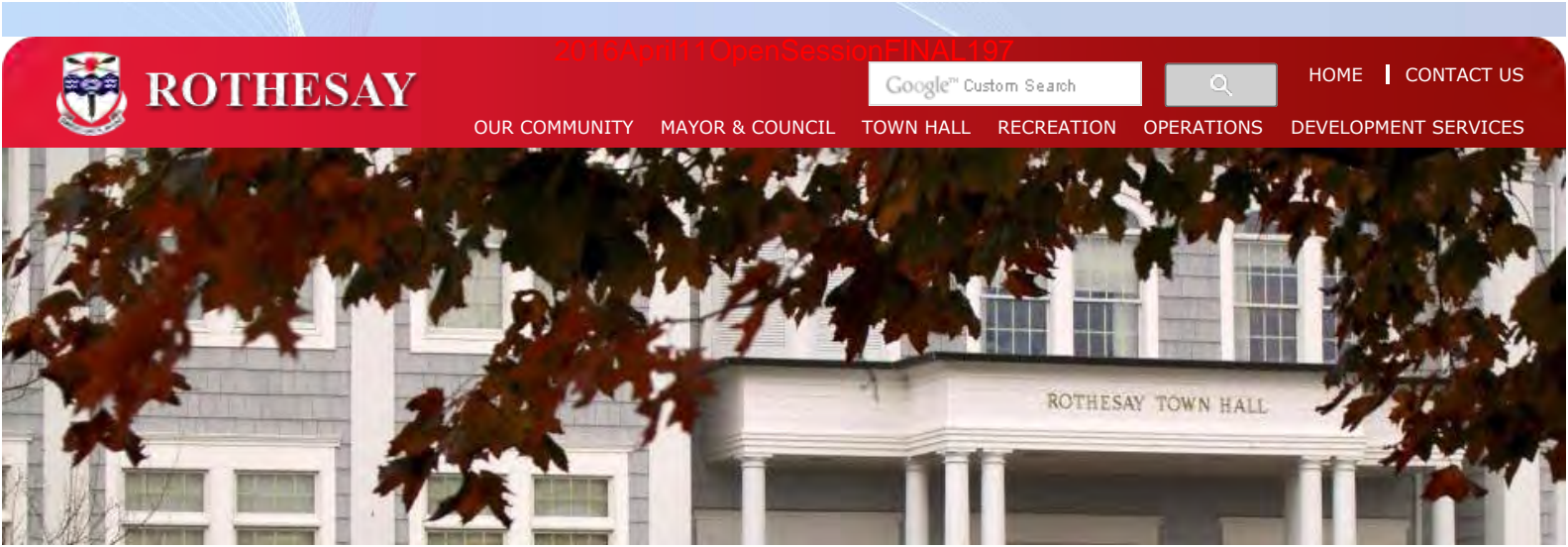
By-law 1-16, "Rothesay Emergency Measures By-law" was given First Reading at the February 8<sup>th</sup> Council meeting and Second Reading at the March 11<sup>th</sup> meeting. At that time, Council authorized posting of the By-law to the Town website, which was done on March 22<sup>nd</sup>.

The Emergency Measures Committee reviewed the final draft, as attached, at its meeting on Friday, April 1, 2016. There was consensus at the meeting to recommend to Council to enact the By-law.

Attached, for your information, is a copy of the notice posted on the website.

*Mary Jane Banks*





ROTHESAY

2016 April 10 Open Session FINAL 197

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## By-law Notices / Hearings

### PUBLIC NOTICE – By-law 1-16

In accordance with the Municipalities Act, RSNB (1973) Chapter M-22 and amendments thereto, notice is hereby given that Rothesay Town Council has given 1<sup>st</sup> and 2<sup>nd</sup> Reading by Title, to the following By-law:

[By-law 1-16 – “Rothesay Emergency Measures By-law”](#)

A copy of By-law 1-16 is available online for review. A copy is also available for review in the Clerk’s office during regular business hours, exclusive of civic holidays (70 Hampton Road, Rothesay, NB).

By-law 1-16 will be on the Council agenda for Monday, April 11, 2016, at which time it will be considered for Reading by Section, 3<sup>rd</sup> Reading by Title, and Enactment.

Mary Jane E. Banks, BComm  
Town Clerk - Rothesay

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2016 April 14 Open Session FINAL 18  
**ROTHESAY EMERGENCY MEASURES BY-LAW**

**BY-LAW 1-16**

The Council of the town of Rothesay, under the authority vested in it by the *Emergency Measures Act*, RSNB 2011 c. 147, and amendments and regulations thereunder and by Section 7(1) of the *Municipalities Act*, R.S.N.B. 1973, c. M-22, and amendments thereto, enacts as follows:

**DEFINITIONS**

In this By-law:

**Act** means the *Emergency Measures Act*, RSNB 2011 c. 147 and amendments and regulations thereunder;

**Committee** means an Emergency Measures Committee appointed by Council, to consist of not fewer than two (2) members of Council and the Town Manager. Two (2) members of the Committee shall constitute a quorum;

**Council** means the Mayor and Councillors of Rothesay;

**Disaster** means any real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack or sabotage, which endangers property, the environment or the health, safety or welfare of the civil population;

**EMO Director** means a person appointed by the Town to prepare and coordinate an Emergency Measures Plan for the Town and to fulfill other duties as may be prescribed by Council;

**Emergency** means a present or imminent event in respect of which the municipality believes prompt coordination of action or regulation of persons or property must be undertaken to protect property, the environment or the health, safety or welfare of the civil population;

**Emergency Measures Organization** means the New Brunswick Emergency Measures Organization established under the Act;

**Emergency Measures Plan** means a plan, programs or procedures adopted by Rothesay Council that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property and the environment in the event of such an occurrence;

**Emergency Operations Centre (EOC)** means the central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level during an emergency, and ensuring the continuity of Rothesay operations;

**Emergency Operations Group** means a complement of Rothesay staff and representatives of first responder organizations, as appointed by the EMO Director to operate the Emergency Operations Centre who are responsible for the implementation of the Emergency Measures Plan in accordance with the procedures outlined therein;

**Rothesay Emergency Measures Organization** means the Rothesay Emergency Measures Organization pursuant to the Rothesay Emergency Measures Plan;

**Minister** means the Minister of Public Safety of the province of New Brunswick;

**Municipality** means the town of Rothesay;

**Quorum** means a majority of the full number of members of a council (*Municipalities Act*);



**State of Local Emergency** means a state of local emergency declared by the municipality, pursuant to Subsection 10(2) of the *Act*, or renewed pursuant to Subsection 18(2) of the same *Act*;

**State of Emergency** means a state of emergency declared by the Minister pursuant to Subsection 10(1) of the *Act*, or renewed pursuant to Subsection 17(2) of the same *Act*.

## **ADMINISTRATION**

1. Council shall establish and maintain the Rothesay Emergency Measures Organization, pursuant to the Rothesay Emergency Measures Plan.
2. The EMO Director shall chair the Emergency Operations Group of the municipality.
  - a) In addition to any other powers and duties set out in this By-law, the EMO Director in co-operation with the Emergency Operations Group shall prepare all plans, programs and estimates of expenditures relating to the establishment, maintenance and operation of the Emergency Measures Plan which shall be submitted to the Council for approval.
3. The Emergency Measures Committee shall be responsible for advising Council on the development of emergency measures plans.
4. Subject to the approval of the Council and within the terms of the Emergency Measures Plan, the Emergency Operations Group may negotiate on behalf of the municipality with other municipalities; with the Government of New Brunswick; with the Government of Canada or other agencies, or any of them, for the purpose of mutual aid; for the formation of joint organizations; for the employment of their members or resources.

## **DECLARATION OF A STATE OF LOCAL EMERGENCY**

5. Before or upon the occurrence of a local emergency, the Mayor, or Deputy Mayor or any two (2) members of the Council may call members of the Council to meet anywhere in the Town for the purpose of declaring a state of local emergency. As soon as a quorum is present, the meeting shall be called to order.
  - a) Only such matters as pertaining directly to the state of local emergency shall be considered by Council.
  - b) In the case where a meeting cannot be convened, the senior elected official present shall contact the New Brunswick Emergency Measures Organization requesting the Minister to declare a state of emergency in the municipality.
6. Rothesay Council may declare by resolution, as set out in **Schedule A**, a state of local emergency, when satisfied that an emergency exists, or may exist, in all or any part of the municipality.
7. Upon the declaration of a state of local emergency:
  - a) the EMO Director shall designate an Emergency Operations Centre and notify members of the Emergency Operations Group;

- b) every reasonable effort shall be made to notify all members of Council and each member of Council shall endeavour to keep the Emergency Operations Centre advised of his/her whereabouts during the state of local emergency;
- c) all employees, servants and agents of the municipality shall advise the Emergency Operations Centre of their whereabouts and shall carry out such duties as ordered by the EMO Director or the Emergency Operations Group.

### **PUBLICATION OF A STATE OF LOCAL EMERGENCY**

- 8. When a state of local emergency has been declared by the municipality, the municipality shall immediately cause the details of the declaration to be communicated or published by those means that the municipality considers the most likely to make the contents of the declaration to be known to the civil population of the area affected, in the general form as outlined in **Schedule B**.

### **POWERS**

- 9. Upon the declaration of a state of local emergency, in addition to the power and duties set out herein and without restricting the authority as set out, the EMO Director and those persons authorized to carry out the duties assigned under the Emergency Measures Plan shall have the express powers set out as follows:
  - a) to cause the Emergency Measures Plan to be implemented;
  - b) to acquire or utilize or cause the acquisition or utilization of any personal property by confiscation or by any means considered necessary;
  - c) to authorize or require any person to render the aid that the person is competent to provide;
  - d) to control or prohibit travel to or from any area or on any road, street or highway;
  - e) to provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social and other essential services;
  - f) to cause the evacuation of persons and the removal of livestock and personal property threatened by a disaster or emergency, and make arrangements for the adequate care and protection thereof;
  - g) to authorize any person properly identified as authorized by the Minister, or by the Emergency Measures Organization or by the Rothesay Emergency Measures Organization to enter into any building or upon any land without warrant;
  - h) to cause the demolition or removal of any building, structure, tree or crop if the demolition or removal is necessary or advisable for the purposes of reaching the scene of a disaster, of attempting to forestall its occurrence or of combatting its progress;
  - i) to procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies, and the use of property, services, resources or equipment, and
  - j) to order the assistance, with or without remuneration, of persons needed to carry out the provisions mentioned in this section.



## **TERMINATION OF A STATE OF LOCAL EMERGENCY**

10. A state of local emergency ends when:

- a) the area identified by the municipality in its declaration of a state of local emergency is included in an area identified by the Minister in his/her declaration of a state of emergency, or
- b) it is terminated by the Minister when, in his/her opinion, an emergency no longer exists in the area identified by the municipality in its declaration of a state of local emergency, or
- c) it is terminated by the municipality when, in its opinion, an emergency no longer exists in the area identified by the municipality in its declaration of a state of local emergency, or
- d) seven (7) days after the day on which it was declared.

11. When a state of local emergency has been terminated, the municipality shall immediately cause the details of the declaration to be communicated or published by those means that the municipality considers the most likely to make the contents of the declaration to be known to the civil population of the area affected, in the general form as outlined in **Schedule C**.

## **RENEWAL OF A STATE OF LOCAL EMERGENCY**

12. A state of local emergency may be renewed by the municipality, with the approval of the Lieutenant-Governor in Council, if it has not been terminated in accordance with Section 11.

13. When a state of local emergency has been renewed, the municipality shall immediately cause the details of the declaration to be communicated or published by those means that the municipality considers the most likely to make the contents of the declaration to be known to the civil population of the area affected, in the general form as outlined in **Schedule D**.

## **INDEMNITY**

14. No person shall have any claim against the municipality or its agents for any claims for damages of whatsoever nature or kind, which may be caused at any time in the carrying out of the provisions of this By-law or the *Act*.

## **PENALTIES**

15. A person commits an offence punishable under Part II of the *Provincial Offences Procedures Act* as a Category “F” offence who:

- a) violates any provisions of this By-law or who suffers or permits any act or thing to be done in contravention or violation of any provisions herein;
- b) neglects or fails to do any act or thing required under the provisions of this By-law;
- c) obstructs the municipality or any person authorized under this By-law in the performance of any action, matter or thing authorized by this By-law;
- d) fails to comply with any direction, order or requirement made pursuant to this By-law.

## **SEVERABILITY**

16. If any part of this By-law shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this By-law.

## ENFORCEMENT

17. When implementing an Emergency Measures Plan pursuant to this By-law, any person properly identified as authorized by the Minister, by the Emergency Measures Organization or by the Rothesay Emergency Measures Organization has the right at any time to enter on any property.

## REPEAL PROVISIONS

18. By-law No.9-98, *Emergency Measures By-Law*, and amendments thereto, enacted on June 8, 1998 is hereby repealed.
19. The repeal of By-law No.9-98, *Emergency Measures By-Law*, of the town of Rothesay, shall not affect any penalty, forfeiture or liability incurred before such repeal or any proceeding for enforcing the same completed or pending at the time of repeal; nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any matter or thing whatsoever completed, existing or pending at the time of repeal.

## EFFECTIVE DATE

20. This By-law comes into effect immediately on the date of enactment.

FIRST READING BY TITLE : 8 February 2016

SECOND READING BY TITLE : 14 March 2016

(Advertised as to content on Rothesay  
website in accordance with  
Municipalities Act, RSNB 1973 c. M-22) 22 March 2016

READING BY SECTION :

THIRD READING BY TITLE  
AND ENACTED :

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## SCHEDULE A

### **Declaration of a State of Local Emergency**

*(Section 10(2) of the Emergency Measures Act of New Brunswick)*

**WHEREAS** the area herein described is or may soon be encountering an emergency that requires the increased powers of the Emergency Measures Act, RSNB c. 147 and the Rothesay Emergency Measures Plan, to prevent harm or damage to property, or the environment;

**EMERGENCY AREA:** The town of Rothesay, in the County of Kings in the Province of New Brunswick, in the area of: \_\_\_\_\_

**NATURE OF THE EMERGENCY:** \_\_\_\_\_

**AND WHEREAS** the undersigned is satisfied that an emergency or threat of an emergency exists in the above noted town;

**THE UNDERSIGNED HEREBY DECLARES** pursuant to Section 10(2) of the Emergency Measures Act of N.B., A State of Local Emergency in the Town noted above as of and from \_\_\_\_\_ o'clock in the \_\_\_\_\_ of the \_\_\_\_\_.

**THIS DECLARATION OF A STATE OF LOCAL EMERGENCY** shall exist until \_\_\_\_\_ o'clock in the \_\_\_\_\_ of the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Dated at** \_\_\_\_\_, in the County of Kings, Province of New Brunswick, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Signed:** \_\_\_\_\_ **Position** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Position** \_\_\_\_\_

**DATE:** \_

## SCHEDULE B

### **Public Announcement following the Declaration of a State of Local Emergency**

The Council of the town of Rothesay declares that a State of Local Emergency exists or may exist in

the area of \_\_\_\_\_

due to \_\_\_\_\_

(Enter a description of the nature of the emergency)

**The public is advised that for the duration of the emergency, the local authority may take any action it deems necessary to deal with the event.**

**Signed:**\_\_\_\_\_ **Position** \_\_\_\_\_

**Signed:**\_\_\_\_\_ **Position** \_\_\_\_\_

**DATE:**\_\_\_\_\_

## SCHEDULE C

### **Public Announcement following termination of a State of Local Emergency**

The Council of the town of Rothesay has determined a State of Local Emergency **NO LONGER EXISTS** in the area of \_\_\_\_\_

due to \_\_\_\_\_

(Enter a description of the nature of the emergency)

**and hereby TERMINATES the State of Local Emergency declared from at**  
\_\_\_\_\_ o'clock in the \_\_\_\_\_ of the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

**Signed:** \_\_\_\_\_ **Position** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Position** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SCHEDULE D**

**Public Announcement following renewal of  
a State of Local Emergency**

The Council of the town of Rothesay has renewed the State of Local Emergency in the area of

\_\_\_\_\_

due to \_\_\_\_\_

(Enter a description of the nature of the emergency)

**The public is advised that for the duration of the emergency, the local authority may take any action it deems necessary to deal with the event.**

DATE: \_\_\_\_\_

**APPROVAL OF LIEUTENANT-GOVERNOR IN COUNCIL**

Signed: \_\_\_\_\_ Position \_\_\_\_\_

Signed: \_\_\_\_\_ Position \_\_\_\_\_

DATE: \_\_\_\_\_



THE KINGS WAY *LIFECARE ALLIANCE*

Giving Purpose and Meaning to Every Life

Kings Way Care Centre  
Kennebec Manor  
Kings Way Supportive Living

March 28<sup>th</sup>, 2016

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

RE: April 11th Council meeting  
Request for co-sponsorship of \$3,000 to bring the Age of Disruption Tour to the  
Kennebecasis Valley

Dear Mayor and Councilors,

Thank you for receiving our request to co-sponsor the Age of Disruption tour that is scheduled to visit the Maritimes in June of this year. We are asking you to consider a three-way sponsorship between Quispamsis (\$3,000), Rothesay (\$3,000) and the Kings Way LifeCare Alliance Foundation (\$1,500) for a total community sponsorship of \$7,500 to host one day of the tour here in the Kennebecasis Valley.

For the past eight years the Kings Way LifeCare Alliance has been leading culture change in senior care in New Brunswick. Today we are raising the bar again to create a bigger, broader conversation on aging—how we view and experience aging as a society transforming the negative stereotypes on aging as well as how we will redesign our communities and social programs to ensure that we will meet the expectations, needs and financial challenges related to an aging population.

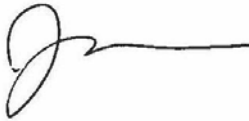
As a leader in senior care we are now leading a conversation on changing how we view and experience aging. To help us move this conversation forward, we are bringing Dr. Bill Thomas, an expert and world leader in aging back to the Maritimes. He is currently doing a weekly tour in the United States focused on changing the conversation around aging and we would like to bring his tour here to the Kennebecasis Valley as well as five other cities across both New Brunswick and Nova Scotia (Fredericton, Moncton, Halifax and Sydney). Attached please find further details and sponsorship opportunities related to the tour.

Having this event in the Valley would provide you with an opportunity to be a leader in helping older adults live healthy and well in our community. This event will also give you more insight into future planning considerations and opportunities for redesigning municipal services to support our aging population. Finally, hosting this event will draw upwards of 300-400 people to the local Valley economy the day of the event.

We are grateful to both towns for partnering with and supporting our organization. From our bus, our capital campaign as well as the new neighbourhood playground. You have always been supportive in partnering for the greater good of our community as well as for the quality of life of the older adults living at Kings Way Care Centre. We all have a vested interest in this topic because we are all aging together. Thus, we hope you will consider co-sponsoring this event and help us move forward with the aging conversation.

Thank you for taking the time to consider this request. Please feel free to contact me by email at [judy.lane@kwlifecare.ca](mailto:judy.lane@kwlifecare.ca) or 506-636-2654 if you have any questions.

Sincerely,

A handwritten signature in dark ink, consisting of a stylized 'J' followed by a horizontal line.

Judy Lane, RN BBA

CEO-Kings Way LifeCare Alliance  
Maritime Captain-Dr. Thomas Tour



## **Age of Disruption Tour Sponsorship Proposal Information**

As you may already know, we are all getting older and as a society we are not prepared to meet the expectations and needs of tomorrow's seniors. Today, adults over the age of 50 living in the Kennebecasis Valley make up thirty-five percent of its population. This is projected to double in the next fifteen years. Our aging population will affect everyone and everything including the communities in which we live, our public services that we all value, business, the economy, our values, and human dignity. Communities around the world have started to review and change their policies to support more age friendly practices so that older adults can continue to enjoy a good quality of life.

Intertwined within our communities are the social programs (housing and care) that we hold near and dear to our hearts. However, the impact of the aging demographic combined with the fiscal state of our province will not only drive change in how and where we live as we get old, but also how we redesign our services to sustain a doubling of this demographic. There is much work to be done over the next decade from community planning, redesigning services, housing and transportation to changing how we view aging and the role it plays in society.

As a leader in this community and province we are once again leading a conversation on changing how we view and experience aging. To help us move this conversation forward, we are bringing Dr. Bill Thomas, a geriatrician, expert and world leader in healthy aging and care back to the Maritimes. Most of his work is now focused on helping society view aging through a positive lens and helping policy makers transform their systems to support healthy aging and care. He has created a weeklong tour to facilitate that change in mindset from the current thinking that old people are an expense and burden on society to one where we appreciate the critical role they actually play in society. His 2016 tour is now crisscrossing the United States reaching over 30 cities and impacting thousands of people.

The Maritime tour is planned to spend one day each in five cities across both New Brunswick and Nova Scotia in June of this year. We are engaging many stakeholders in this weeklong event through coordination, participation and sponsorship. To date, we have Cathy Rogers, Minister of Social Development, the Atlantic Institute on Aging, the Alzheimer's Society, and various researchers from local universities, care organizations, physicians, and the nursing home association helping to coordinate and participate. We will be inviting seniors, their families and care staff to all of the events.

The tour in each city includes:

- A workshop on dementia bringing together those living with dementia, their families, staff and physicians. Dr. Thomas will also be featuring a film premiere by the director of the award-winning documentary Alive Inside.
- A community building lunch with Dr. Thomas—moving our province forward.
- An evening theatre production—his signature event on changing the conversation on aging

As well, in each city local organizers are also planning special events. For example, in Fredericton Dr. Thomas will be meeting with Minister Cathy Rogers and her newly appointed Council on Aging as well as with all the academic researchers in the province. I think these conversations have the potential to make great strides in moving NB forward. We are also working on engaging other stakeholders such as educators and politicians and special interest groups related to aging. The whole week will draw significant conversation as well as media coverage.

The cost of the 5 city tour is \$65,000 and we are looking to organizations that are involved in some way with seniors to help sponsor this event. Although the Dr. Thomas Tour company is a nonprofit organization and he is giving his time for free, there are still costs associated with this tour including his 11 member cast and crew, lodging, food, transportation as well as venue costs.

We have split this cost into 50% sponsorship coming from Atlantic or provincial companies and 50% coming from local organizations. Locally this translates into \$7,500 to be raised in each city. We are asking the Town of Quispamsis and Rothesay to partner with us to lead the way in building better communities to support our aging population.

For your contribution, you will receive recognition as a Community Sponsor in the media, as well as from the stage. You will also receive tickets to all of the events. I have enclosed a package which details the opportunities further.

Quispamsis and Rothesay are both known as community leaders in the province. Through your collective leadership, you have created great communities where people want to live and enjoy quality of life. Let's work together to lead the way in helping our older adults continue to experience that quality of life as they age.



2016 April 14 Open Session FINAL 211

# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Doug MacDonald
DATE	:	April 7, 2016
RE	:	Audited Financial Statements

---

The draft audited consolidated financial statements for the year-ended December 31, 2015 are enclosed for your consideration.

Staff and auditor comments are included via presentation to Council.

I recommend Council adopt the following motions:

**MOVED** by \_\_\_\_\_ and seconded by \_\_\_\_\_ resolved that Council approves Rothesay's 2015 audited financial statements and authorizes the Mayor and Treasurer to sign the financial statements.

**MOVED** by \_\_\_\_\_ and seconded by \_\_\_\_\_ resolved that Council authorize the Mayor and Treasurer to sign the audit communication letter from Teed Saunders Doyle & Co.

**MOVED** by \_\_\_\_\_ and seconded \_\_\_\_\_ resolved that Council appoints Teed Saunders Doyle & Co to complete the audit of Rothesay's 2016 financial statements at a fee to be negotiated.

**ROTHESAY**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2015**

**DRAFT**

DECEMBER 31, 2015

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## INDEPENDENT AUDITORS' REPORT

To His Worship The Mayor and Members of Council  
Rothesay, New Brunswick

We have audited the consolidated statement of financial position of Rothesay as at December 31, 2015, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**DRAFT**

Independent Auditors' Report to His Worship The Mayor and Members of Council of Rothesay (cont'd)

*Opinion*

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of Rothesay as at December 31, 2015, and the results of its operations and changes in net debt for the year then ended in accordance with Canadian public sector accounting standards.

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB  
April 11, 2016

**DRAFT**

**CONSOLIDATED STATEMENT OF OPERATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2015**

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	<u>2015</u> Budget (Note 27)	<u>2015</u> Actual	<u>2014</u> Actual
<b>REVENUE (Note 2)</b>			
Property tax warrant	\$ 14,718,978	\$ 14,718,978	\$ 14,246,281
Unconditional grant	116,262	116,262	209,568
Conditional government transfers (Note 28)	1,096,500	1,120,193	1,336,347
Services other governments	66,306	78,237	80,903
Sale of services (Note 28)	384,700	320,036	334,691
Other own source (Note 28)	135,729	566,748	207,680
Water and sewer user fees	2,491,800	2,512,438	2,412,895
Sundry income	<u>200,308</u>	<u>353,582</u>	<u>307,730</u>
	<u>19,210,583</u>	<u>19,786,474</u>	<u>19,136,095</u>
<b>EXPENDITURE (Notes 2 and 28)</b>			
General government services	1,880,540	1,656,609	1,598,344
Protective services	4,569,897	4,359,563	4,254,824
Transportation services	5,039,726	5,145,979	5,859,229
Environmental health services	633,000	659,525	710,520
Environmental development services	619,122	493,057	426,342
Recreation and cultural services	2,405,409	2,425,631	2,215,255
Water and sewer services	<u>2,471,021</u>	<u>2,722,677</u>	<u>2,432,314</u>
	<u>17,618,715</u>	<u>17,463,041</u>	<u>17,496,828</u>
<b>ANNUAL SURPLUS FOR THE YEAR</b>	<u>\$ 1,591,868</u>	2,323,433	1,639,267
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>		63,933,223	62,292,543
<b>CHANGE IN PERCENTAGE OWNERSHIP OF CONTROLLED ENTITIES</b>		<u>-</u>	<u>1,413</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		<u>\$ 66,256,656</u>	<u>\$ 63,933,223</u>



**DRAFT**

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**

**S AT DECEMBER 31, 2015**

	<u>2015</u>	<u>2014</u>
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Notes 2, 3 and 4)	\$ 7,970,752	\$ 7,650,318
Accounts receivable (Notes 2, 3 and 5)	1,468,605	1,437,352
Investments (Notes 2, 3 and 10)	<u>312,645</u>	<u>305,921</u>
	<u>\$ 9,752,002</u>	<u>\$ 9,393,591</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (Notes 2, 3 and 9)	\$ 2,709,821	\$ 2,172,721
Deferred revenue (Note 8)	3,699,330	2,961,974
Long term debt (Notes 2, 3 and 11)	15,276,092	13,897,239
Accrued pension obligation (Notes 2 and 16)	1,051,258	1,300,753
Accrued sick leave (Notes 2 and 15)	305,786	287,523
Accrued retirement allowance (Notes 2 and 16)	<u>798,902</u>	<u>756,995</u>
	<u>23,841,189</u>	<u>21,377,205</u>
<b>NET DEBT</b>	<u>(14,089,187)</u>	<u>(11,983,614)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Notes 2 and 21)	124,340,605	116,624,404
Accumulated amortization (Notes 2 and 21)	<u>(44,062,668)</u>	<u>(40,771,966)</u>
	80,277,937	75,852,438
Inventory (Note 2)	18,624	23,881
Prepaid expenses	44,652	37,640
Unamortized debenture costs	<u>4,630</u>	<u>2,878</u>
	<u>80,345,843</u>	<u>75,916,837</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 66,256,656</u>	<u>\$ 63,933,223</u>

**CONTINGENT LIABILITY** (Note 17)

**COMMITMENT** (Note 18)

**APPROVED BY:**

\_\_\_\_\_ Mayor

\_\_\_\_\_ Town Treasurer

DRAFT

**CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT  
S AT DECEMBER 31, 2015**

	<u>2015</u>	<u>2014</u>
Annual surplus	\$ 2,323,433	\$ 1,639,267
Acquisition of tangible capital assets	(8,340,921)	(8,259,823)
Proceeds on disposal of tangible capital assets	2,167	585,965
Amortization of tangible capital assets	3,727,912	3,488,481
Change in percentage ownership of tangible capital assets	-	(1,749)
Loss on disposal of tangible capital assets	<u>185,343</u>	<u>1,029,683</u>
	(2,102,066)	(1,518,176)
Acquisition of inventories	(18,624)	(23,881)
Acquisition of prepaid assets	(44,652)	(37,640)
Acquisition of unamortized debenture costs	(4,630)	(2,878)
Consumption of inventories	23,881	22,476
Use of prepaid assets	37,640	24,039
Consumption of unamortized debenture costs	<u>2,878</u>	<u>2,204</u>
	(2,105,573)	(1,533,856)
Change in percentage ownership	<u>-</u>	<u>1,413</u>
Increase in net debt	(2,105,573)	(1,532,443)
Net debt - beginning of year	<u>(11,983,614)</u>	<u>(10,451,171)</u>
Net debt - end of year	<u>\$ (14,089,187)</u>	<u>\$ (11,983,614)</u>

**APPROVED BY:**

\_\_\_\_\_ Mayor

\_\_\_\_\_ Town Treasurer

DRAFT

**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2015**

	<u>2015</u>	<u>2014</u>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 2,323,433	\$ 1,639,267
Loss on disposal of tangible capital assets	185,343	1,029,683
Amortization of tangible capital assets	3,727,912	3,488,481
Accounts receivable	(31,253)	639,405
Accounts payable and accrual liabilities	537,100	274,515
Deferred revenue	737,356	(29,826)
Accrued sick leave	18,263	4,326
Change in accrued pension obligation	(249,495)	(189,186)
Change in accrued retirement allowance	41,907	28,572
Change in inventory/prepaid expenses/unamortized debenture costs	<u>(3,507)</u>	<u>(15,680)</u>
	<u>7,287,059</u>	<u>6,869,557</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	(8,340,921)	(8,259,823)
Change in percentage ownership of capital assets	-	(1,749)
Proceeds on disposal of tangible capital assets	<u>2,167</u>	<u>585,965</u>
	<u>(8,338,754)</u>	<u>(7,675,607)</u>
<b>FINANCING TRANSACTION</b>		
Long term debt (net)	<u>1,378,853</u>	<u>2,737,242</u>
<b>INVESTING TRANSACTION</b>		
Increase in investments	(6,724)	(57,131)
Sale of guaranteed investment certificate	<u>-</u>	<u>-</u>
	<u>(6,724)</u>	<u>(57,131)</u>
<b>CHANGE IN PERCENTAGE OWNERSHIP</b>	<u>-</u>	<u>1,413</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	320,434	1,875,474
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>7,650,318</u>	<u>5,774,844</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 7,970,752</u>	<u>\$ 7,650,318</u>

**DRAFT**

# FINANCIAL STATEMENTS TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

## 1. PURPOSE OF THE ORGANIZATION

Rothesay ("the Town") was incorporated as a town by the Province of New Brunswick Municipalities Act on January 1, 1998 and was approved for status as a Municipality effective January 1, 1998 by an amendment of New Brunswick Regulation 85-6 under the Municipalities Act. As a municipality, Rothesay is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting Standard ('PSAS') financial statements is on the financial position of the Town and the changes thereto. The consolidated statement of financial position includes all of the assets and liabilities of the Town and its jointly controlled entities.

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

### Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt 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 Town and which are owned or jointly controlled by the Town.

The entities included in the consolidated financial statements are as follows:

- Rothesay
- Kennebecasis Regional Joint Board of Police Commissioners (KRJPC)
- Kennebecasis Valley Fire Department Inc. (KVFD)
- Kennebecasis Public Library

Interdepartmental and organizational transactions and balances are eliminated.

The jointly controlled entities have been proportionately consolidated at the following rates:

	<b><u>2015</u></b>	<b><u>2014</u></b>
Kennebecasis Regional Joint Board of Police Commissioners	41.02%	41.02%
Kennebecasis Valley Fire Department Inc.	41.65%	41.65%
Kennebecasis Public Library	40.05%	40.05%

Changes in ownership percentages have been accounted for as an adjustment to accumulated surplus (deficit).

**DRAFT**

2016 April 14 Open Session FINAL221

ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

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

#### Budget

The budget figures contained in these consolidated financial statements were approved by Council on December 15, 2014 and the Director of Community Finances on January 13, 2015.

#### 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 losses reported in income. All other financial instruments are reported at amortized costs, and tested for impairment at each reporting date. Transactions costs on the acquisition, sale or issue of financial instruments are expensed when incurred.

#### Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks and short term deposits with original maturities of three months or less.

#### 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 expenses are incurred.

Other revenue is recorded when it is earned.

#### Expenditure Recognition

Expenditures are recorded on an accrual basis.

#### Measurement Uncertainty

The preparation of the consolidated 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 expenses 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:

- the allowance for doubtful accounts;
- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets; and
- post employment benefits liability.

#### Inventories

Inventories are valued at the lower of cost and net realizable value with cost being determined on the first in, first out basis.

**DRAFT**

2016 April 11 Open Session FINAL222

ROTHESAY

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

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

#### Capital Reserves

The use of the Capital Reserve Funds is restricted to capital acquisitions. The intention is to use these funds for future capital acquisitions and reduce future borrowing requirements.

#### Operating Reserves

The use of these funds is restricted to payment of operating expenses.

#### Tangible Capital Assets

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

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	10-75 years
Buildings	20-40 years
Vehicles	3-25 years
Machinery and equipment	3-20 years
Roads and streets	5-75 years
Storm sewer	25-60 years
Water and wastewater networks	30-60 years

Assets under construction are not amortized until the asset is available for productive use.

#### Segmented Information

The Town is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Town's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

##### General Government Services

This department is responsible for the overall governance and financial administration of the Town. This includes council functions, general and financial management, legal matters and compliance with legislation, as well as civic relations.

##### Protective Services

This department is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

##### Transportation Services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related functions.

##### Environmental Health Services

This department is responsible for the provision of waste collection and disposal.



**DRAFT**

## **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2015**

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

#### **Segmented Information (cont'd)**

##### Environmental Development Services

This department is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

##### Recreation and Cultural Services

This department is responsible for the maintenance and operation of recreational and cultural facilities including arena, parks and playgrounds and other recreational and cultural facilities.

##### Water and Sewer Services

This department is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

The Town has documented a schedule of segmented disclosure in Note 23.

##### Post Employment Benefits

The Town recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Town has a sick leave benefit as documented in Note 15 and a pension plan and retirement allowance as documented in Note 16.

### **3. FINANCIAL INSTRUMENTS**

The Town 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 Town's risk exposure and concentration as of December 31, 2015:

##### Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Town is exposed to credit risk from its accounts receivable. The Town minimizes credit risk through ongoing credit management.

##### Liquidity Risk

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

##### Currency Risk

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

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2016 April 11 Open Session FINAL224**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2015****3. FINANCIAL INSTRUMENTS (cont'd)**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 Town manages exposure through its normal operating and financing activities. The Town is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

**4. CASH**

	<b>2015</b>	<b>2014</b>
Unrestricted	\$ 549,441	\$ 2,514,768
Restricted - reserve funds	7,281,210	5,003,813
Restricted - controlled entities	<u>140,101</u>	<u>131,737</u>
	<b><u>\$ 7,970,752</u></b>	<b><u>\$ 7,650,318</u></b>

**5. ACCOUNTS RECEIVABLE**

	<b>2015</b>	<b>2014</b>
Due from the Federal Government and its agencies (Note 6)	\$ 504,041	\$ 850,601
Due from the Province of New Brunswick (Note 7)	356,627	10,037
Water and sewer	542,526	484,063
Arena	32,004	37,564
Other	<u>33,407</u>	<u>55,087</u>
	<b><u>\$ 1,468,605</u></b>	<b><u>\$ 1,437,352</u></b>

**6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES**

	<b>2015</b>	<b>2014</b>
Canada Revenue Agency (HST refund)	\$ 504,041	\$ 450,147
Canada-New Brunswick Gas Tax	<u>-</u>	<u>400,454</u>
	<b><u>\$ 504,041</u></b>	<b><u>\$ 850,601</u></b>

**7. DUE FROM PROVINCE OF NEW BRUNSWICK**

	<b>2015</b>	<b>2014</b>
Regional Development Corporation	\$ 356,627	\$ -
Department of Transportation	<u>-</u>	<u>10,037</u>
	<b><u>\$ 356,627</u></b>	<b><u>\$ 10,037</u></b>



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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

**8. DEFERRED REVENUE**

	<b>2015</b>	<b>2014</b>
Government transfers - Gas Tax	\$ 3,640,193	\$ 2,939,285
Deferred revenue - Quispamsis	37,783	-
Deferred revenue - K-Park Levy (Note 14)	<u>21,354</u>	<u>22,689</u>
	<b><u>\$ 3,699,330</u></b>	<b><u>\$ 2,961,974</u></b>

**9. ACCOUNTS PAYABLES AND ACCRUED LIABILITIES**

	<b>2015</b>	<b>2014</b>
Accounts payable - trade	\$ 2,303,265	\$ 1,710,918
Bid deposits	20,721	21,721
Accrued interest	59,474	61,674
Accrued liabilities	244,871	215,614
Accounts payable - other	<u>81,490</u>	<u>162,794</u>
	<b><u>\$ 2,709,821</u></b>	<b><u>\$ 2,172,721</u></b>

**10. INVESTMENTS**

The investments represent the Town's proportionate share of the investments of the KRJPC. The investments consist of short term notes, Canadian equities and foreign equities and are recorded at fair market value. The unrealized gain (loss) on the investments at December 31, 2015 was \$(1,545) (2014 - \$13,507). The investments are restricted for future payment of retirement benefits.

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2015**

**11. LONG TERM DEBT**

(a) General Capital Fund

	<b>Balance January 1, 2015</b>	<b>Issued during year</b>	<b>Redeemed during year</b>	<b>Balance December 31, 2015</b>
New Brunswick Municipal Financing Corporation				
Debentures:				
BD24 1.05% - 2.50%, due 2015, OIC # 99-22	\$ 85,000	\$ -	\$ 85,000	\$ -
BF22 1.35% - 2.2%, due 2016, OIC # 00-18	144,000	-	71,000	73,000
BA17 0.95% - 5.00%, due 2019, OIC # 08-03, 08-63	534,000	-	98,000	436,000
BB26 1.00% - 4.50%, due 2019, OIC # 08-63, 08-82	714,000	-	132,000	582,000
BG18 1.65% - 3.80%, due 2027, OIC # 10-12, 11-71, 99-77	996,000	-	112,000	884,000
BL26 1.2% - 3.7%, due 2034, OIC # 03-88, 11-71, 13-08	3,453,000	-	171,000	3,282,000
BN17 1.05% - 3.15%, due 2025, OIC # 10-12, 13-08	<u>-</u>	<u>2,150,000</u>	<u>-</u>	<u>2,150,000</u>
	<u>\$ 5,926,000</u>	<u>\$ 2,150,000</u>	<u>\$ 669,000</u>	<u>\$ 7,407,000</u>

Principal payments required during the next five years for the General Capital Fund are as follows:

2016 - \$830,000; 2017 - \$774,000; 2018 - \$794,000; 2019 - \$815,000; 2020 - \$556,000

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

11. LONG TERM DEBT (cont'd)

	Balance January 1, 2015	Issued during year	Redeemed during year	Balance December 31, 2015
<u>(b) Water and Sewer Capital Fund</u>				
New Brunswick Municipal Financing Corporation				
Debentures:				
AY18 3.30% - 4.85%, due 2018, OIC # 96-60, 96-72	\$ 240,000	\$ -	\$ 13,000	\$ 227,000
AZ29 2.10 - 4.95%, due 2018, OIC # 03-0092	504,000	-	118,000	386,000
BF23 1.35% - 3.45%, due 2021, OIC # 00-18	1,510,000	-	73,000	1,437,000
BG19 1.65 - 3.80%, due 2027, OIC # 11-0045	478,000	-	11,000	467,000
BH23 1.35 - 3.80%, due 2032, OIC # 00-0018	657,000	-	29,000	628,000
BL27 1.2% - 3.7%, due 2034, OIC # 11-0045	1,000,000	-	22,000	978,000
BN18 1.05% - 3.15%, due 2025, OIC # 15-38	-	350,000	-	350,000
	<u>4,389,000</u>	<u>350,000</u>	<u>244,000</u>	<u>4,473,000</u>

Canada Mortgage and Housing Corporation

CMHC 3.70%, due 2030 OIC # 09-119, 09-139, 10-012	<u>2,987,449</u>	<u>-</u>	<u>140,205</u>	<u>2,847,244</u>
	<u>\$ 7,376,449</u>	<u>\$ 350,000</u>	<u>\$ 384,205</u>	<u>\$ 7,320,244</u>

Approval of the Municipal Capital Borrowing Board has been obtained for the long term debt.

The Water and Sewer Capital Fund contains long term debt of \$616,054 (2014 - \$639,436) issued to fund local improvement projects. The debt will be repaid over a period of time through the collection of local improvement levies.

Principal payments required during the next five years for the Water and Sewer Capital Fund are as follows:

2016 - \$451,393; 2017 - \$467,773; 2018 - \$668,352; 2019 - \$343,137; 2020 - \$355,136

In 2018, debenture AY18 will mature with a final amount due of \$200,000, however it is expected that \$185,000 of this payment will be refinanced during that year for an additional ten years.

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2015**

**11. LONG TERM DEBT (cont'd)**

(c) Jointly Controlled Entity - KRJBPC (proportionate share)

	<b>Balance January 1, 2015</b>	<b>Issued during year</b>	<b>Redeemed during year</b>	<b>Balance December 31, 2015</b>
New Brunswick Municipal Financing Corporation				
Debentures:				
AT63 3.75% - 4.375%, due 2015, OIC # 03-53	\$ 392,561	\$ -	\$ 392,561	\$ -
BL45 1.2% - 3.1%, due 2024, OIC # 02-66, 03-53	202,229	-	18,459	183,770
BN35 1.05% - 3.15%, due 2025, OIC# 03-53	-	365,078	-	365,078
	<u>\$ 594,790</u>	<u>\$ 365,078</u>	<u>\$ 411,020</u>	<u>\$ 548,848</u>

Principal payments required during the next five years are as follows:

2016 - \$52,506; 2017 - \$53,326; 2018 - \$54,146; 2019 - \$55,377; 2020 - \$56,608

Total Long term debt:

	<b>2015</b>	<b>2014</b>
General Capital Fund	\$ 7,407,000	\$ 5,926,000
Water and Sewer Capital Fund	7,320,244	7,376,449
Controlled Entity - KRJPC	<u>548,848</u>	<u>594,790</u>
	<u>\$ 15,276,092</u>	<u>\$ 13,897,239</u>

**12. LAND FOR PUBLIC PURPOSES**

In accordance with the Community Planning Act, the Town has the authority to set aside up to 10% of any land subdivided, or up to 8% of the monetary value of such land, as a reserve. As well, any proceeds on the sale of public lands must be reserved. These funds can only be used for the purchase or development of public lands and are included in the Reserve Funds (Note 25).

**13. SEWER OUTFALL RESERVE**

In accordance with an agreement with the Municipality of Quispamsis, Rothesay and the Municipality of Quispamsis are required to fund, on an annual basis, an amount to cover the operating and maintenance costs associated with the shared sewer effluent line and outfall pipe. The contributions are made on a per unit basis, with Rothesay contributing \$1 per unit and the Municipality of Quispamsis contributing \$2 per unit. Any accumulated amounts are transferred to the Water and Sewer Capital Reserve Fund for future capital expenditures. At December 31, 2015, the balance in this reserve was \$244,282 (2014 - \$228,026).

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

**14. DEFERRED REVENUE**

In 2002, the Town issued a special warrant of assessment to the residents of Kennebecasis Park for local improvements made to the area. The assessment will be invoiced annually over a period of 30 years. A number of residents paid the entire levy amount in the first year, and as a result, the prepayment has been recorded as deferred revenue to be amortized over 29 years.

**15. ACCRUED SICK LEAVE**

Rothesay provides sick leave that accumulates at a rate of 18 hours per month. All employees can accumulate to a maximum of 2,400 hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

KVFD provides sick leave that accumulates at a rate of 18 hours per month while the employees sick bank is below 1,000 hours, and at 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 sick leave hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

An actuarial valuation in accordance with PSA 3255, was performed for each plan, the 44 employee plan for Rothesay and the 36 employee plan for KVFD. The actuarial method used was the Projected Unit Credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Town's and KVFD's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3%;
- the discount rate used to determine the accrued benefit obligations is 3.17%;
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave varies with age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of general revenue as they come due.

The consolidated unfunded liability consist of:

	Estimated <b>2015</b>	<b>2014</b>
Rothesay	\$ 17,700	\$ 9,000
KRJPC	5,455	5,455
KVFD	<u>282,631</u>	<u>273,068</u>
	<u>\$ 305,786</u>	<u>\$ 287,523</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

**16. POST EMPLOYMENT BENEFITS PAYABLE**

Retirement Allowance Program

Rothesay's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks. The employee must be 55 years of age to receive the benefit.

The accrued liability is based on an actuarial valuation as at December 31, 2014, which used a discount rate of 3.17% and an annual salary increase rate of 3%. The liability was determined using the projected unit credit method pro-rated on service to the date the maximum benefit is earned.

KVFD's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks based on a minimum of ten years service. The employee must be of retirement age of 55.

The accrued liability is based on an actuarial valuation as at December 31, 2013, which used a discount rate of 4.1% and an annual salary increase rate of 3%.

KRJBPC's retiring employees are entitled to accumulate the greater of fifty percent of unused sick leave credits or one month's standard salary for every five years, or any part thereof, of service to a maximum of 6 months.

The accrued liability is based on an actuarial valuation as at July 31, 2013, which used a discount rate of 6% and an annual salary increase rate of 3%.

The consolidated unfunded liability consist of:

	<b>2015</b>	<b>2014</b>
Rothesay	\$ 311,200	\$ 306,000
KVFD	153,339	146,150
KRJBPC	<u>334,363</u>	<u>304,845</u>
Balance at end of year	<u>\$ 798,902</u>	<u>\$ 756,995</u>

KVFD and KRJBPC have internally restricted funds for their liabilities

Pension Obligation

Employees of Rothesay, KVFD and KRJBPC participate in the New Brunswick Municipal Employees Pension Plan (NBMEPP). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2013 and resulted in an overall NBMEPP accrued benefit obligation of \$89,646,600 based on the accounting basis.



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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2015**

**16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)**

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2014:

- the expected inflation rate is 2.25% (prior 2.35%);
- the discount rate used to determine the accrued benefit obligation is 5.9% (prior 5.6%);
- the expected rate of return on assets is 5.9% (prior 5.6%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARS) is 14.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2013 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$5,171,300, a decrease of \$6,410,600 from the December 31, 2012 deficit of \$11,581,900. Based on the assumptions as at December 31, 2013, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2013, the NBMEPP provides benefits for 189 retirees. Total benefits payments to retirees and terminating employees during 2015 are estimated to be approximately \$3,111,400 (actual 2014, \$3,042,900) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.6%. Each municipality contributes an amount that equals their employees contributions amounts. Pension fund assets are invested in short term securities, bonds, Canadian equities and foreign equities. Combined employees and municipalities contributions for 2015 are estimated to be approximately \$5,645,200 (actual 2014, \$5,499,700) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to Rothesay:

- The average age of the 45 active employees covered by the NBMEPP is 46.2 (as at Dec 31, 2013);
- benefit payments were \$127,100 in 2014 and were estimated to be \$133,700 in 2015; and
- combined contributions were \$383,400 in 2014 and were estimated to be \$395,000 in 2015.

The following summarizes the NBMEPP data as it relates to KVFD:

- The average age of the 38 active employees covered by the NBMEPP is 45.4 (2014 - 45.9);
- benefit payments were \$296,800 in 2014 and were estimated to be \$302,100 in 2015; and
- combined contributions were \$446,300 in 2014 and were estimated to be \$454,800 in 2015.

The following summarizes the NBMEPP data as it relates to KRJBPC:

- The average age of the 41 active employees covered by the NBMEPP is 41.7;
- benefit payments were \$321,100 in 2014 and were estimated to be \$327,900 in 2015; and
- combined contributions were \$590,100 in 2014 and were estimated to be \$606,000 in 2015.

**DRAFT****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2015****16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)**

In addition to determining the position of the NBMEPP as it relates to Rothesay and the other controlled entities as at December 31, 2013 and December 31, 2014, NBMEPP's actuary performed an extrapolation of the December 31, 2014 accounting valuation to determine the estimated position as at December 31, 2015. The extrapolation assumes assumptions used as at December 31, 2015 remain unchanged from December 31, 2014. The extrapolation also assumes assets return 5.9%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	<b>Estimated Jan 1, 2015 to Dec 31, 2015</b>	<b>Jan 1, 2014 to Dec 31, 2014</b>
<b>Accrued Benefit Liability</b>		
Accrued benefit liability at beginning of period	\$ 1,300,753	\$ 1,489,991
Change in ownership percentage	-	380
Adjustment to actual	(4,076)	(38,170)
Pension expense for the year	171,084	250,936
Employer contributions	<u>(416,503)</u>	<u>(402,384)</u>
Accrued benefit liability at end of period	<b><u>\$ 1,051,258</u></b>	<b><u>\$ 1,300,753</u></b>

In summary, the consolidated accrued benefit liability is estimated to be \$1,051,258 as at December 31, 2015. The December 31, 2014 liability was estimated in the prior year. The actual liability was calculated to be \$1,296,676. The difference of \$4,076 has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

	<b>Estimated Jan 1, 2015 to Dec 31, 2015</b>	<b>Jan 1, 2014 to Dec 31, 2014</b>
Rothesay	\$ 239,100	\$ 345,200
KVFD	436,784	487,597
KRJBPC	<u>375,374</u>	<u>467,956</u>
	<b><u>\$ 1,051,258</u></b>	<b><u>\$ 1,300,753</u></b>

The financial position as it relates to the accrued benefit liability is shown as follows and illustrates the unamortized amounts being recognized in pension expense over time:

	<b>Estimated Jan 1, 2015 to Dec 31, 2015</b>	<b>Jan 1, 2014 to Dec 31, 2014</b>
<b>Reconciliation of Funded Status at End of Period</b>		
Accrued benefit obligation	\$ 13,081,049	\$ 12,144,900
Plan assets	<u>(12,667,344)</u>	<u>(11,534,847)</u>
Plan deficit	413,705	610,053
Unamortized experience losses	<u>637,553</u>	<u>686,623</u>
Accrued benefit liability at end of period	<b><u>\$ 1,051,258</u></b>	<b><u>\$ 1,296,676</u></b>



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The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	<b>Estimated Jan 1, 2015 to Dec 31, 2015</b>	<b>Jan 1, 2014 to Dec 31, 2014</b>
<b>Reconciliation of Accrued Benefit Obligation</b>		
Accrued benefit obligation at beginning of period	\$ 12,144,900	\$ 11,395,685
Change in ownership percentage	-	2,052
Current service cost	607,335	601,608
Benefits payments	(394,029)	(382,432)
Interest for period	722,842	644,411
Experience loss during period	<u>-</u>	<u>(116,424)</u>
Accrued benefit obligation at end of period	<u><b>\$ 13,081,048</b></u>	<u><b>\$ 12,144,900</b></u>

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	<b>Estimated Jan 1, 2015 to Dec 31, 2015</b>	<b>Jan 1, 2014 to Dec 31, 2014</b>
<b>Reconciliation of Plan Assets</b>		
Plan assets at beginning of period	\$ 11,534,847	\$ 10,110,901
Change in ownership percentage	-	1,849
Employer contributions	416,503	405,041
Employee contributions	416,503	406,302
Benefit payments	(394,029)	(382,432)
Return on plan assets during period	<u>693,520</u>	<u>993,186</u>
Plan assets at end of period	<u><b>\$ 12,667,344</b></u>	<u><b>\$ 11,534,847</b></u>

Total expense related to pensions include the following components:

	<b>Estimated Jan 1, 2015 to Dec 31, 2015</b>	<b>Actual Jan 1, 2014 to Dec 31, 2014</b>
<b>Pension Expense</b>		
Employer current service cost	\$ 190,833	\$ 195,307
Interest on accrued benefit obligation	722,842	644,412
Expected return on assets	(693,521)	(578,298)
Amortization of unrecognized balances		
Prior service savings	(3,700)	6,100
Experience loss	<u>(45,370)</u>	<u>(10,579)</u>
Pension expense	<u><b>\$ 171,084</b></u>	<u><b>\$ 256,942</b></u>

The pension expense is included in the statement of operations.

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2015**

**17. CONTINGENT LIABILITY**

In the normal course of operations, the Town becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2015 cannot be predicted with certainty, it is the opinion of management and council that resolution of these matters will not have a material adverse effect.

**18. COMMITMENTS**

Solid Waste Collection and Transportation Services

In 2014, the Town entered into a contract for solid waste collection and transportation services from January 2015 to December 2018. The Town reserves the right to extend contract for an additional two years. The following are minimum annual payments for the next three years.

2016	\$249,500
2017	\$249,500
2018	\$249,500

**19. SHORT TERM BORROWING**

Operating Borrowing

As prescribed in the Municipalities Act, borrowing to finance General Operating Fund operations is limited to 4% of the Municipality's budget. Borrowing to finance Water and Sewer Fund operations is limited to 50% of the operating budget for the year. In 2015, the Town has complied with these restrictions.

Capital Funds

At December 31, 2015, there were short-term funds totaling \$1,360,762 (2014 - \$nil) borrowed from other funds and no short-term funds (2014 - nil) borrowed from a financial institution to provide interim funding for capital projects in the General Capital Fund.

At December 31, 2015, there were short-term funds totaling \$47,077 (2014 - \$67,077) borrowed from other funds and no short-term funds (2014 - nil) borrowed from a financial institution to provide interim funding for capital projects in the Water and Sewer Capital Fund.

Interim Borrowing Capital Funds

The Town has remaining outstanding authority for short-term borrowings as follows:

General Capital Fund, OIC # 10-0012	\$ 1,130,000
General Capital Fund, OIC # 13-0008	<u>2,400,000</u>
	<u>\$ 3,530,000</u>
Water and Sewer Capital Fund, OIC # 15-0069	\$ 2,500,000
Water and Sewer Capital Fund, OIC # 15-0069 - interim financing	<u>5,000,000</u>
	<u>\$ 7,500,000</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

**19. SHORT TERM BORROWING (cont'd)**

Inter-fund Borrowing

The Municipal Financing Reporting Manual requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

Amounts outstanding at year end are inter fund regular payables or in some cases, a short term loan may exist from the reserve account. Where a loan is in place, interest is paid to the reserve account at a rate that equates what the account would have earned had it been in the bank. These loan amounts are paid off within the following year and council is given a summary at year end to be fully informed of these transactions.

**20. WATER AND SEWER FUND DEFICIT**

The Municipalities Act requires Water and Sewer Fund deficit amounts to be absorbed into one or more of four Operating Budgets commencing with the second next ensuing year; the balance of the deficit at the end of the year consists of:

	<b><u>2015</u></b>	<b><u>2014</u></b>
2015 Surplus	\$ 28,535	\$ -
2014 Deficit	(163,645)	(163,645)
2013 Deficit	<u>-</u>	<u>(73,776)</u>
	<b><u>\$ (135,110)</u></b>	<b><u>\$ (237,421)</u></b>

**DRAFT****ROTHESAY****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2015****21. SCHEDULE OF TANGIBLE CAPITAL ASSETS**

	Land	Buildings and Leasehold Improvements		Vehicles	Machinery and Equipment	Infrastructure			Sewer	Subtotal	Assets Under Construction		2015 Total	2014 Total
		Land Improvements				Roads and Streets	Storm Sewer	Water						
COST														
Balance - beginning of year	\$ 3,638,910	\$ 5,871,290	\$ 7,963,894	\$ 3,096,523	\$ 2,170,579	\$ 35,007,469	\$ 16,873,829	\$ 24,396,875	\$ 15,920,217	\$ 114,939,586	\$ 1,684,818	\$ 116,624,404	\$ 111,282,962	
Change in percentage ownership	-	-	-	-	-	-	-	-	-	-	-	-	-	2,784
Add: Net additions during the year	1,184,699	492,709	2,276,011	154,996	899,607	969,943	1,183,030	806,005	130,537	8,097,537	1,448,929	9,546,466	8,259,823	
Less: Disposals during the year	-	-	(46,740)	(28,006)	-	(526,956)	(1,516)	-	(21,502)	(624,720)	(1,205,545)	(1,830,265)	(2,921,565)	
Balance - end of year	4,823,609	6,363,999	10,193,165	3,223,513	3,070,186	35,450,456	18,055,343	25,202,880	16,029,252	122,412,403	1,928,202	124,340,605	116,624,404	
ACCUMULATED AMORTIZATION														
Balance - beginning of year	-	1,883,758	2,954,104	1,458,201	800,542	15,790,375	5,533,575	5,244,366	7,107,045	40,771,966	-	40,771,966	38,587,967	
Change in percentage ownership	-	-	-	-	-	-	-	-	-	-	-	-	-	1,035
Add: Amortization during the year	-	326,038	244,425	256,718	211,189	1,655,319	316,800	477,869	239,554	3,727,912	-	3,727,912	3,488,281	
Less: Accumulated amortization on disposals	-	-	(27,508)	(25,544)	-	(377,316)	(467)	-	(6,375)	(437,210)	-	(437,210)	(1,305,517)	
Balance - end of year	-	2,209,796	3,171,021	1,689,375	1,011,731	17,068,378	5,849,908	5,722,235	7,340,224	44,062,668	-	44,062,668	40,771,966	
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$ 4,823,609	\$ 4,154,203	\$ 7,022,144	\$ 1,534,138	\$ 2,058,455	\$ 18,382,078	\$ 12,205,435	\$ 19,480,645	\$ 8,689,028	\$ 78,349,735	\$ 1,928,202	\$ 80,277,937	\$ 75,852,438	
Consists of:														
General Fund Assets	\$ 4,405,177	\$ 4,060,325	\$ 2,740,391	\$ 748,336	\$ 1,723,073	\$ 18,382,078	\$ 12,205,435	\$ -	\$ -	\$ 44,264,815	\$ 1,682,466	\$ 45,947,281	\$ 42,040,475	
Water & Sewer Fund Assets	178,555	-	1,255,310	-	40,561	-	-	19,480,645	8,689,028	29,644,099	245,736	29,889,835	29,211,277	
Controlled Entities	239,877	93,878	3,026,443	785,802	294,821	-	-	-	-	4,440,821	-	4,440,821	4,600,686	
	\$ 4,823,609	\$ 4,154,203	\$ 7,022,144	\$ 1,534,138	\$ 2,058,455	\$ 18,382,078	\$ 12,205,435	\$ 19,480,645	\$ 8,689,028	\$ 78,349,735	\$ 1,928,202	\$ 80,277,937	\$ 75,852,438	

**DRAFT****ROTHESAY****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2015****22. SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR JOINTLY CONTROLLED ENTITIES**

<b>COST</b>	<b>Land</b>	<b>Land Improvements</b>	<b>Buildings</b>	<b>Vehicles</b>	<b>Machinery and Equipment</b>	<b>Assets Under Construction</b>	<b>2015 Total</b>	<b>2014 Total</b>
Balance - beginning of year	\$ 239,877	\$ 123,271	\$ 3,914,473	\$ 1,352,501	\$ 473,607	\$ -	\$ 6,103,729	\$ 5,991,022
Change in percentage ownership	-	-	-	-	-	-	-	2,784
Add: Net additions during the year	-	-	-	77,782	72,548	-	150,330	122,950
Less: Disposals during the year	-	-	-	(28,006)	-	-	(28,006)	(13,027)
Balance - end of year	<u>239,877</u>	<u>123,271</u>	<u>3,914,473</u>	<u>1,402,277</u>	<u>546,155</u>	<u>-</u>	<u>6,226,053</u>	<u>6,103,729</u>
<b>ACCUMULATED AMORTIZATION</b>								
Balance - beginning of year	-	21,557	748,788	546,488	186,210	-	1,503,043	1,258,600
Change in percentage ownership	-	-	-	-	-	-	-	1,035
Add: Amortization during the year	-	7,836	139,242	95,531	65,124	-	307,733	254,794
Less: Accumulated amortization on disposals	-	-	-	(25,544)	-	-	(25,544)	(11,386)
Balance - end of year	<u>-</u>	<u>29,393</u>	<u>888,030</u>	<u>616,475</u>	<u>251,334</u>	<u>-</u>	<u>1,785,232</u>	<u>1,503,043</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 239,877</u>	<u>\$ 93,878</u>	<u>\$ 3,026,443</u>	<u>\$ 785,802</u>	<u>\$ 294,821</u>	<u>\$ -</u>	<u>\$ 4,440,821</u>	<u>\$ 4,600,686</u>

**DRAFT****ROTHERSAY****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2015****23. SCHEDULE OF SEGMENT DISCLOSURE****REVENUE**

	<u>General</u>	<u>Protective</u>	<u>Transportation</u>	<u>Environmental Health</u>	<u>Environmental Development</u>	<u>Recreation and Culture</u>	<u>Water and Sewer</u>	<u>2015 Consolidated</u>	<u>2014 Consolidated</u>
Property tax warrant	\$ 1,648,527	\$ 4,356,817	\$ 5,136,923	\$ 662,354	\$ 485,726	\$ 2,428,631	\$ -	\$ 14,718,978	\$ 14,246,281
Sale of service	35,085	-	-	-	-	284,951	-	320,036	334,691
Services provided to other governments	-	-	78,237	-	-	-	-	78,237	80,903
Other own source	370,374	54,516	-	-	141,858	-	-	566,748	207,680
Unconditional grant	13,021	34,414	40,575	5,232	3,837	19,183	-	116,262	209,568
Conditional government transfers	40,713	-	-	-	-	979,480	100,000	1,120,193	1,336,347
Water and sewer user fees	-	-	-	-	-	-	2,512,438	2,512,438	2,412,895
Sundry and interest	77,730	213,173	-	-	-	5,262	57,417	353,582	307,730
	<u>2,185,450</u>	<u>4,658,920</u>	<u>5,255,735</u>	<u>667,586</u>	<u>631,421</u>	<u>3,717,507</u>	<u>2,669,855</u>	<u>19,786,474</u>	<u>19,136,095</u>

**EXPENDITURE**

Salaries and benefits	829,579	3,403,198	1,095,793	-	329,214	626,831	582,738	6,867,353	6,811,849
Goods and services	743,086	744,738	1,596,146	659,525	163,843	1,161,191	1,120,516	6,189,045	5,689,583
Interest	2,756	26,306	56,075	-	-	118,236	263,652	467,025	434,866
Other	26,363	295	169,921	-	-	-	15,127	211,706	1,072,049
Amortization	54,825	185,026	2,228,044	-	-	519,373	740,644	3,727,912	3,488,481
	<u>1,656,609</u>	<u>4,359,563</u>	<u>5,145,979</u>	<u>659,525</u>	<u>493,057</u>	<u>2,425,631</u>	<u>2,722,677</u>	<u>17,463,041</u>	<u>17,496,828</u>
Surplus (deficit) for the year	<u>\$ 528,841</u>	<u>\$ 299,357</u>	<u>\$ 109,756</u>	<u>\$ 8,061</u>	<u>\$ 138,364</u>	<u>\$ 1,291,876</u>	<u>\$ (52,822)</u>	<u>\$ 2,323,433</u>	<u>\$ 1,639,267</u>



**DRAFT****ROTHESAY****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2015****24. RECONCILIATION OF ANNUAL SURPLUS**

	<b>General Operating Fund</b>	<b>General Capital Fund</b>	<b>Water and Sewer Operating Fund</b>	<b>Water and Sewer Capital Fund</b>	<b>General Operating Reserve Fund</b>	<b>General Capital Reserve Fund</b>	<b>Water and Sewer Operating Reserve Fund</b>	<b>Water and Sewer Capital Reserve Fund</b>	<b>Jointly Controlled Entities</b>	<b>Total</b>
2015 annual surplus (deficit)	\$ 3,776,991	\$ (1,966,080)	\$ 1,000,654	\$ (662,146)	\$ 5,412	\$ 131,319	\$ 513	\$ 11,590	\$ 25,180	\$ 2,323,433
Adjustments to annual surplus (deficit) for funding requirements										
Second previous year's surplus (deficit)	84,025	-	(73,777)	-	-	-	-	-	49,600	59,848
Transfers between funds										
Transfer elimination	1,500	-	-	-	(1,500)	-	-	-	-	-
Transfer elimination	-	100,000	-	350,000	-	(100,000)	-	(350,000)	-	-
Transfer elimination	(1,695,736)	1,695,736	(388,856)	388,856	-	-	-	-	-	-
Transfer elimination	(1,381,304)	-	(102,348)	-	171,304	1,210,000	-	102,348	-	-
Long term debt principal repayment	(669,000)	669,000	(407,138)	407,138	-	-	-	-	-	-
Provision for Pension liability	(106,100)	-	-	-	-	-	-	-	(143,395)	(249,495)
Provision for sick leave accrual	-	-	-	-	-	-	-	-	9,564	9,564
Provision for retirement	-	-	-	-	-	-	-	-	-	-
Accumulated amortization on disposal of capital assets	-	(411,666)	-	-	-	-	-	-	(25,544)	(437,210)
Deferred Gas tax revenue	-	-	-	-	-	700,908	-	-	-	700,908
Unrealized gains on investments	-	-	-	-	-	-	-	-	14,962	14,962
Amortization expense	-	2,679,534	-	740,644	-	-	-	-	307,734	3,727,912
Total adjustments to 2015 annual surplus (deficit)	(3,766,615)	4,732,604	(972,119)	1,886,638	169,804	1,810,908	-	(247,652)	212,921	3,826,489
2015 annual surplus (deficit) for funding requirements	\$ 10,376	\$ 2,766,524	\$ 28,535	\$ 1,224,492	\$ 175,216	\$ 1,942,227	\$ 513	\$ (236,062)	\$ 238,101	\$ 6,149,922

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**DRAFT****ROTHESAY****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2015****25. STATEMENT OF RESERVES****ASSETS**Cash and short term investments  
Accounts receivable from other funds

	<u>General Operating Reserve</u>	<u>General Capital Reserve</u>	<u>Water and Sewer Operating Reserve</u>	<u>Water and Sewer Capital Reserve</u>	<u>Land for Public Purpose</u>	<u>2015 Total</u>	<u>2014 Total</u>
	\$ 787,397	\$ 5,181,569	\$ -	\$ 1,312,244	\$ -	\$ 7,281,210	\$ 5,003,813
	5,463	(89,327)	97,954	(97,954)	88,295	4,431	399,933
	<u>\$ 792,860</u>	<u>\$ 5,092,242</u>	<u>\$ 97,954</u>	<u>\$ 1,214,290</u>	<u>\$ 88,295</u>	<u>\$ 7,285,641</u>	<u>\$ 5,403,746</u>
	<u>\$ 792,860</u>	<u>\$ 5,092,242</u>	<u>\$ 97,954</u>	<u>\$ 1,214,145</u>	<u>\$ 88,295</u>	<u>\$ 7,285,496</u>	<u>\$ 5,403,746</u>

**ACCUMULATED SURPLUS****REVENUE**Other government transfers  
Transfers from Operating Funds  
Interest

	\$ -	\$ 800,908	\$ -	\$ -	\$ -	\$ 800,908	\$ 800,908
	170,000	1,210,000	-	102,348	1,304	1,483,652	136,338
	4,952	31,319	513	11,590	461	48,835	69,082
	<u>174,952</u>	<u>2,042,227</u>	<u>513</u>	<u>113,938</u>	<u>1,765</u>	<u>2,333,395</u>	<u>1,006,328</u>

**EXPENDITURES**Transfers to General Operating Fund  
Transfer to General Capital Fund  
Transfers to Water and Sewer  
Capital Fund

	-	-	-	-	1,500	1,500	150,000
	-	-	-	-	-	-	2,024,246
	-	100,000	-	350,000	-	450,000	410,000
	-	100,000	-	350,000	1,500	451,500	2,584,246
	<u>\$ 174,952</u>	<u>\$ 1,942,227</u>	<u>\$ 513</u>	<u>\$ (236,062)</u>	<u>\$ 265</u>	<u>\$ 1,881,895</u>	<u>\$ (1,577,918)</u>

**ANNUAL SURPLUS (DEFICIT)****Name of Investment****Principal  
Amount****Interest  
Rate****Date of  
Maturity**Cashable GIC \$ 404,895 1.15% January 14, 2016  
Cashable GIC 401,803 0.75% January 21, 2016  
Cashable GIC 599,405 0.05% September 26, 2016  
Cashable GIC 2,380,790 0.76% December 21, 2016



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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2015**

**25. STATEMENT OF RESERVES (cont'd)**

**Council Resolutions regarding transfers to and from reserves:**

Moved by Counc. MacDonald and seconded by Counc. Alexander that the sum of \$1,200,000 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects. CARRIED.

Moved by Counc. MacDonald and seconded by Counc. Lewis that the sum of \$170,000 be transferred from the General Operating Fund to the General Operating Reserve Fund to cover future operating costs. CARRIED.

Moved by Counc. MacDonald and seconded by Counc. Alexander that the sum of \$10,000 be transferred from the General Operating Fund to the Capital Reserve Fund (Town Hall) for the year 2015. CARRIED

Moved by Counc. MacDonald and seconded by Counc. McGuire that Gas Tax Funding in the amount of \$800,908 for the year 2015, be transferred to the General Capital Reserve Fund (Gas Tax). CARRIED.

Moved by Counc. MacDonald and seconded by Counc. Wells that the sum of \$1,303.56 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions. CARRIED.

Moved by Counc. MacDonald and seconded by Counc. Wells that the sum of \$1,500.00 be transferred from the Land for Public Purposes Reserve Fund to the General Operating Fund to cover costs of refunds. CARRIED.

Moved by Counc. MacDonald and seconded by Counc. Wells that \$88,320 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees. CARRIED.

Moved by Counc. MacDonald and seconded by Counc. Wells that \$100,000 be transferred from the General Capital Reserve Fund (Gas Tax) to the Utility Capital Fund to cover project costs. CARRIED.

Moved by Counc. MacDonald and seconded by Counc. Wells that \$350,000 be transferred from the Utility Capital Reserve Fund to the Utility Capital Fund to cover project costs. CARRIED.

Moved by Counc. MacDonald and seconded by Counc. Wells that \$4,000 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve. CARRIED.

Moved by Counc. MacDonald and seconded by Counc. Lewis that \$10,416 received from Quispamsis for Sewage Outfall be transferred to the Utility Capital Reserve Fund. CARRIED.

I hereby certify that the above are true and exact copies of resolutions adopted at a special meeting of Council on December 14, 2015.

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Clerk,  
Rothesay

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Date

**DRAFT**

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

## 26. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS

	<u>KV Fire</u>	<u>Police</u>	<u>Library</u>	<u>2015 Total</u>	<u>2014 Total</u>
<b>ASSETS</b>	\$ <u>1,611,596</u>	\$ <u>1,503,186</u>	\$ <u>2,186,797</u>	\$ <u>5,301,579</u>	\$ <u>5,496,287</u>
<b>LIABILITIES</b>	\$ <u>942,847</u>	\$ <u>1,377,058</u>	\$ <u>17,521</u>	\$ <u>2,337,426</u>	\$ <u>2,558,590</u>
<b>ACCUMULATED SURPLUS (DEFICIT)</b>	\$ <u>668,749</u>	\$ <u>126,128</u>	\$ <u>2,169,276</u>	\$ <u>2,964,153</u>	\$ <u>2,937,697</u>
<b>REVENUE</b>	\$ 1,914,932	\$ 2,488,983	\$ 79,434	\$ 4,483,349	\$ 4,365,053
<b>EXPENDITURES</b>	<u>1,910,993</u>	<u>2,345,823</u>	<u>200,077</u>	<u>4,456,893</u>	<u>4,275,944</u>
	3,939	143,160	(120,643)	26,456	89,109
<b>CHANGE IN PERCENTAGE OWNERSHIP</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,413</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	\$ <u>3,939</u>	\$ <u>143,160</u>	\$ <u>(120,643)</u>	\$ <u>26,456</u>	\$ <u>90,522</u>

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Rothesay's proportionate share.

**DRAFT****ROTHESAY****NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2015****27. OPERATING BUDGET TO PSA BUDGET****REVENUE**

Property tax warrant  
Unconditional transfers from other governments  
Conditional transfers from Federal or Provincial governments  
Services other governments  
Other own source  
Sale of services  
Other transfers  
Water and sewer user fees  
Sundry income  
Surplus (deficit) of second previous year

	Operating Budget General	Operating Budget Water and Sewer	Amortization TCA	Controlled Entities	Transfers	Total
	\$ 14,718,978	\$ -	\$ -	\$ -	\$ -	\$ 14,718,978
	164,262	-	-	-	(48,000)	116,262
	26,500	-	-	-	1,070,000	1,096,500
	66,306	-	-	-	-	66,306
	87,729	-	-	-	48,000	135,729
	384,700	-	-	-	-	384,700
	810,000	-	-	-	(810,000)	-
	-	2,873,800	-	-	(382,000)	2,491,800
	5,000	35,000	-	160,308	-	200,308
	84,025	(73,776)	-	-	(10,249)	-
	<u>16,347,500</u>	<u>2,835,024</u>	<u>-</u>	<u>160,308</u>	<u>(132,249)</u>	<u>19,210,583</u>

**EXPENDITURES**

General government services  
Protective services  
Transportation services  
Environmental health services  
Environmental development services  
Recreation and cultural services  
Fiscal services  
Long term debt repayments  
Interest  
Transfer from General Operating Fund to  
General Capital Reserve Fund  
Transfer from General Operating Fund to  
General Capital Fund  
Transfer from Water and Sewer Operating Fund to Water  
and Sewer Capital Reserve Fund  
Transfer from Water and Sewer Operating Fund to Water  
and Sewer Operating Capital Fund  
Water and Sewer

	2,053,519	-	35,000	-	(207,979)	1,880,540
	4,567,051	-	185,026	4,196,998	(4,379,178)	4,569,897
	3,355,933	-	2,247,000	-	(563,207)	5,039,726
	633,000	-	-	-	-	633,000
	619,122	-	-	-	-	619,122
	1,791,344	-	519,708	76,975	17,382	2,405,409
	669,000	416,705	-	-	(1,085,705)	-
	186,031	269,063	-	-	(455,094)	-
	432,500	-	-	-	(432,500)	-
	2,040,000	-	-	-	(2,040,000)	-
	-	188,298	-	-	(188,298)	-
	-	500,000	-	-	(500,000)	-
	-	<u>1,460,958</u>	<u>741,000</u>	<u>-</u>	<u>269,063</u>	<u>2,471,021</u>
	<u>16,347,500</u>	<u>2,835,024</u>	<u>3,727,734</u>	<u>4,273,973</u>	<u>(9,565,516)</u>	<u>17,618,715</u>
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (3,727,734)</u>	<u>\$ (4,113,665)</u>	<u>\$ 9,433,267</u>	<u>\$ 1,591,868</u>

Surplus (deficit)

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

**28. REVENUE AND EXPENDITURES SUPPORT**

	<b>2015 Budget</b>	<b>2015 Actual</b>	<b>2014 Actual</b>
<b>REVENUE</b>			
Sale of services			
Community Centre	\$ 91,600	\$ 27,351	\$ 29,573
Rental revenue	12,100	8,574	25,339
Recreational programs	<u>281,000</u>	<u>284,111</u>	<u>279,779</u>
	<u>\$ 384,700</u>	<u>\$ 320,036</u>	<u>\$ 334,691</u>
Other own source			
Permits and fines	\$ 128,000	\$ 196,404	\$ 158,248
Miscellaneous	<u>7,729</u>	<u>370,344</u>	<u>49,432</u>
	<u>\$ 135,729</u>	<u>\$ 566,748</u>	<u>\$ 207,680</u>
Conditional government transfers			
Canada Day grants	\$ 1,500	\$ 2,500	\$ -
ACOA Grant	-	-	83,213
Province of New Brunswick	970,000	976,980	365,103
Gas Tax revenue	100,000	100,000	830,000
Other government grants	<u>25,000</u>	<u>40,713</u>	<u>58,031</u>
	<u>\$ 1,096,500</u>	<u>\$ 1,120,193</u>	<u>\$ 1,336,347</u>
<b>EXPENDITURE</b>			
General government services			
Legislative			
Mayor	\$ 35,600	\$ 33,079	\$ 31,701
Councilors	104,000	103,459	96,902
Fundy Regional Service Commission	7,235	6,983	9,095
Other	<u>17,000</u>	<u>5,789</u>	<u>6,368</u>
	<u>163,835</u>	<u>149,310</u>	<u>144,066</u>
Administrative			
Administration	772,500	674,607	619,245
Office building	182,000	128,526	163,198
Solicitor	35,000	33,645	20,562
Supplies	104,900	30,085	30,363
Other	<u>76,161</u>	<u>117,984</u>	<u>108,398</u>
	<u>1,170,561</u>	<u>984,847</u>	<u>941,766</u>
Financial management			
Professional fees	<u>50,000</u>	<u>27,450</u>	<u>38,547</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<b>2015 Budget</b>	<b>2015 Actual</b>	<b>2014 Actual</b>
General government services (cont'd)			
Other			
Civic relations	7,000	3,109	3,125
Community communications	9,000	5,513	5,085
Insurance	146,166	145,993	142,726
Property tax - land for public purposes	10,000	7,537	8,295
Grants to organizations	38,500	37,312	32,328
Cultural support	10,000	-	6,000
Cost of assessment	237,957	237,957	232,250
Interest	2,521	2,756	11,117
Loss on disposal of tangible capital assets	-	-	(1,321)
Amortization	<u>35,000</u>	<u>54,825</u>	<u>34,360</u>
	<u>496,144</u>	<u>495,002</u>	<u>473,965</u>
	<u>\$ 1,880,540</u>	<u>\$ 1,656,609</u>	<u>\$ 1,598,344</u>
Protective services			
Fire			
Administration	\$ 257,937	\$ 263,803	\$ 245,546
Firefighting force	1,358,518	1,340,616	1,381,223
Telecommunications	8,130	7,381	6,088
Insurance	14,369	13,219	13,535
Prevention and training	18,534	16,792	12,967
Facilities	88,458	85,461	94,044
Fleet	43,785	36,896	39,550
Operations	18,326	19,840	21,617
Water costs	11,240	11,240	10,883
Retirement allowance	19,551	19,551	17,197
Other	833	694	2,237
Amortization	<u>108,172</u>	<u>108,172</u>	<u>103,465</u>
	<u>1,947,853</u>	<u>1,923,665</u>	<u>1,948,352</u>
Crimestoppers	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
Police			
Crime Control	1,650,613	1,505,861	1,567,984
Vehicle Fleet	133,301	92,469	91,246
Property	96,203	97,385	101,449
Administration	303,009	292,918	296,655
Retirement allowance	29,906	29,518	26,991
Communications	129,028	129,067	125,668
Other	14,962	14,962	(9,919)
Loss on disposal of tangible capital assets	295	295	738
Amortization	<u>76,854</u>	<u>76,854</u>	<u>60,932</u>
	<u>2,434,171</u>	<u>2,239,329</u>	<u>2,261,744</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

**28. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<b>2015 Budget</b>	<b>2015 Actual</b>	<b>2014 Actual</b>
Protective services (cont'd)			
Other			
Emergency measures	144,010	131,405	-
Animal control	12,000	6,662	11,736
Interest	24,063	26,306	24,954
Other	<u>5,000</u>	<u>29,396</u>	<u>5,238</u>
	<u>185,073</u>	<u>193,769</u>	<u>41,928</u>
	<u>\$ 4,569,897</u>	<u>\$ 4,359,563</u>	<u>\$ 4,254,824</u>
Transportation services			
Common			
Wages and benefits	\$ 1,158,253	\$ 1,095,793	\$ 1,081,375
Workshop, yard and equipment maintenance	578,500	536,924	611,779
Engineering	<u>15,000</u>	<u>5,215</u>	<u>6,234</u>
	<u>1,751,753</u>	<u>1,637,932</u>	<u>1,699,388</u>
Roads and Streets			
Roadway surfaces	83,000	142,872	73,192
Crosswalks and sidewalks	18,000	15,052	13,186
Culverts and drainage ditches	40,000	28,191	15,388
Storm sewers	40,000	20,816	29,924
Street cleaning	35,000	41,634	6,954
Snow and ice removal	459,000	505,313	489,690
Street lighting	147,680	138,585	141,886
Street signs	10,000	13,233	5,777
Traffic lane marking	24,000	20,038	17,936
Traffic signals and signs	18,000	26,361	39,604
Railway crossing signals	24,000	18,317	20,970
Public transit - Comex Service	88,500	81,095	85,500
KV committee for the disabled	2,500	2,500	-
Interest	51,293	56,075	86,592
Loss on disposal of tangible capital assets	-	169,921	1,027,318
Amortization	<u>2,247,000</u>	<u>2,228,044</u>	<u>2,105,924</u>
	<u>3,287,973</u>	<u>3,508,047</u>	<u>4,159,841</u>
	<u>\$ 5,039,726</u>	<u>\$ 5,145,979</u>	<u>\$ 5,859,229</u>



**DRAFT**ROTHESAY  
2016 April 11 Open Session FINAL 247**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2015****28. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<b>2015 Budget</b>	<b>2015 Actual</b>	<b>2014 Actual</b>
Environmental health services			
Solid waste disposal	\$ 230,000	\$ 205,642	\$ 222,235
Solid waste compost	28,000	27,447	27,407
Solid waste collection	270,000	258,055	425,489
Curbside recycling	70,000	113,907	-
Clean up campaign	<u>35,000</u>	<u>54,474</u>	<u>35,389</u>
	<u>\$ 633,000</u>	<u>\$ 659,525</u>	<u>\$ 710,520</u>
Environmental development services			
Environmental planning and zoning	\$ 529,500	\$ 403,531	\$ 338,891
Greater Saint John Economic Development Agency, Inc.	86,422	86,423	84,348
Tourism	<u>3,200</u>	<u>3,103</u>	<u>3,103</u>
	<u>\$ 619,122</u>	<u>\$ 493,057</u>	<u>\$ 426,342</u>
Recreation and cultural services			
Administration	\$ 218,800	\$ 245,872	\$ 260,842
Beaches	60,800	51,040	47,133
Rothesay Arena	263,500	281,984	199,552
Memorial Centre	63,000	57,623	53,115
Summer programs	176,500	189,857	202,124
Rothesay Common	-	9,940	-
Parks and gardens	531,000	489,162	471,746
Regional Facilities Commission	350,472	350,472	309,324
Kennebecasis Public Library Inc	76,975	74,035	96,224
Special events	31,500	35,053	28,515
Big Rothesay read	1,000	1,868	-
Living museum	4,000	996	1,543
Apartment buildings	-	120	46,946
Loss on disposal of capital assets	-	-	(5,806)
Interest	108,154	118,236	55,740
Amortization	<u>519,708</u>	<u>519,373</u>	<u>448,257</u>
	<u>\$ 2,405,409</u>	<u>\$ 2,425,631</u>	<u>\$ 2,215,255</u>
Water and sewer services			
Water System			
Administration	\$ 274,000	\$ 257,635	\$ 247,194
Purification maintenance and treatment	262,348	359,128	232,276
Source of supply - purchase of water	1,200	388	1,365
Transmission and distribution	87,000	199,948	103,064
Power and pumping	48,000	46,010	37,506
Billing and collecting	<u>3,000</u>	<u>4,303</u>	<u>1,323</u>
	<u>675,548</u>	<u>867,412</u>	<u>622,728</u>



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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

**28. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<b>2015 Budget</b>	<b>2015 Actual</b>	<b>2014 Actual</b>
Sewer System			
Administration	606,360	580,671	603,983
Sewer collection system	85,800	176,867	100,825
Sewer lift stations	19,000	26,184	27,669
Treatment and disposal	74,250	52,120	76,348
Loss on disposal of tangible capital asset	<u>-</u>	<u>15,127</u>	<u>8,754</u>
	<u>785,410</u>	<u>850,969</u>	<u>817,579</u>
Interest	269,063	263,652	256,463
Amortization	<u>741,000</u>	<u>740,644</u>	<u>735,544</u>
	<u>1,010,063</u>	<u>1,004,296</u>	<u>992,007</u>
	<u>\$ 2,471,021</u>	<u>\$ 2,722,677</u>	<u>\$ 2,432,314</u>



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**April 11, 2016**

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

**SUBMITTED BY:**

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

**DATE:** 8 April 2016

**SUBJECT:** Award – Internal Audit Consultant Services  
Rothesay IC Review # PG-2016-01

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#### **RECOMMENDATION**

If Council determines that the contract should be awarded to a firm with no prior involvement in reviewing the financial controls of the Town:

Award Rothesay IC Review # G-2016-01 to the firm of Ernst & Young Inc. for a total bid amount of \$22,374.00 (including HST).

OR

If Council determines the perceived benefit of engaging a firm different than the external auditor is not worth the additional cost:

Award Rothesay IC Review # G-2016-01 to the firm of Teed Saunders Doyle & Co. for a total bid amount of \$14,238.00 (including HST).

#### **ORIGIN**

Council, at its meeting of March 14, 2016, instructed staff to issue a call for proposals for a qualified consulting firm to work with Council and Senior Staff on an internal control review.

#### **BACKGROUND**

The internal control review will evaluate the adequacy of the internal controls to ensure all funds due to the Town are collected and deposited into the appropriate Town bank accounts. It will also review that all Town funds are appropriately disbursed and that any assets of a consumable nature are appropriately utilized in accordance with Town policies and best practices and are recorded in the Town's accounts in a complete, timely and appropriate manner.

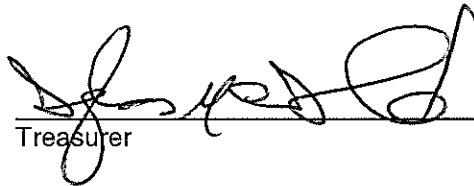
The primary reason for the difference in fees proposed is directly related to the time commitment proposed for the project. The Teed Saunders proposal suggests a commitment of 59 hours versus 108 hours by Ernst & Young. Staff believes the primary reason for this difference is that Teed Saunders has invested time as part of the external audit process which serves as a foundation for the internal audit assignment. Therefore, fewer direct hours are required to complete the internal audit review.

The decision regarding the most appropriate proposal depends upon the value and benefit assigned to the engagement of a firm who has had no prior involvement with the Town (i.e. "a fresh set of eyes"). Is this perceived benefit worth the additional cost of approximately \$7,500?

### **FINANCIAL IMPLICATIONS**

As part of the 2016 Budget approval process Council allocated \$20,000 to General Government Professional Fees budget for the provision of Internal Control review services. After the applicable HST rebate the fee proposal by Teed Saunders Doyle & Co is a net cost to the Town of \$13,000.00 and the proposal by Ernst & Young Inc. is a net cost to the Town of \$20,500.00.

Report prepared by:

  
Treasurer

Memo to: Mayor Bishop and Members of Rothesay Council

From: Councillor, Blair R MacDonald, Chair Finance Committee

Re: Internal Audit Proposal Request

A request for proposals to provide Internal Audit Consulting Services to the Town of Rothesay was issued on March 21, 2016 with a closing date of April 5, 2016. Three proposals were received. The Finance Committee (absent Mayor Bishop) and the Town Manager and Treasurer met on April 8th to review the proposals .

The proposals were reviewed on the basis of the most projected overall benefit to the Town of Rothesay from the assignment.

A recommendation is being made to appoint Ernest & Young Inc to carry out the review at a fee of \$19,800 plus HST.

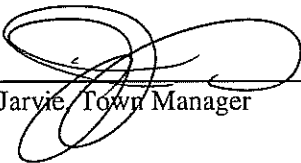


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**April 11, 2016**

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

**SUBMITTED BY:**

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

**DATE:** April 6, 2016

**SUBJECT:** Contract T-2016-007  
Almon Lane and Peters Lane Reconstruction

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council:

- 1) Award Contract T-2016-007: Almon Lane and Peters lane Reconstruction to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$1,088,227.29 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

### **ORIGIN**

The 2016 General Fund and Utility Fund Capital Budgets include items for the reconstruction of Almon Lane and Peters Lane.

### **BACKGROUND**

The watermains and sanitary sewers on Almon Lane and Peters Lane are old and in need of renewal. The street surface on both lanes has also deteriorated to a point beyond rehabilitation. There is no continuous storm sewer on Almon Lane or Peters Lane. Council has approved a combined total of \$1,200,000 in the 2016 General and Utility Fund Capital Programs to renew the aged infrastructure and install a storm sewer system on the two lanes. The necessary borrowing authority has been obtained from the Municipal Capital Borrowing Board.

### TENDER RESULTS

The tender closed on April 5, 2016 and three bids were submitted. All three bids were deemed compliant by the Tender Opening Committee. The results were as follows:

- |  |                 |
|--|-----------------|
| 1. Galbraith Construction Ltd., Saint John, NB | \$ 1,088,227.29 |
| 2. Terraex, Saint John, NB                     | \$ 1,442,077.75 |
| 3. Debly Enterprises Ltd., Saint John, NB      | \$ 1,498,528.03 |

The Engineer's estimate for the project was \$1,214,642.85

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

### FINANCIAL IMPLICATIONS

The anticipated completion cost is as follows:

	Total incl. HST	HST rebate	Subtotal	Diff from \$1,200,000 Budget
Consulting Fees	66,291.45	5,614.95	60,676.50	
Construction costs	1,088,227.29	92,173.81	996,053.48	
Subtotal	1,154,518.74	97,788.76	1,056,729.98	143,270.02

The 2016 General Fund and Utility Fund Capital Budgets included a combined amount of \$1,200,000 for the project. The difference between the estimated completion cost of the tendered project and the budget is \$143,270.02.

Report Prepared by:   
Brett McLean, Director of Operations

Report Reviewed by:   
Doug MacDonald, Treasurer

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

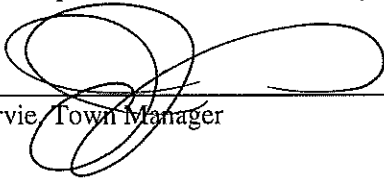


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**April 11, 2016**

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

**SUBMITTED BY:**

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

**DATE:** April 6, 2016

**SUBJECT:** Contract T-2016-001  
Asphalt Resurfacing and Microseal Placement

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council:

- 1) Award Contract T-2016-001: Asphalt Resurfacing and Microseal Placement to the low tenderer, Debly Enterprises Ltd., at the (reduced scope) tendered price of \$2,438,359.20 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

\*\*\*\*\* see proposed scope reductions below

### **ORIGIN**

The 2016 General Fund Capital Budget includes funding for the resurfacing of asphalt and chip seal streets in Rothesay as follows:

#### **Asphalt Resurfacing**

- Progress Court
- Highbrook Court
- Barbara Court
- Lori Court
- Wendy Court
- Galway Court
- Grist Street



- Kent Street
- North Street \*\*\*\*\*
- Ballpark Avenue
- Birchview Terrace
- McGuire Centre Parking Lot (base rebuild plus drainage)

#### Microseal Placement

- Naomi Street
- Terri Street \*\*\*\*\*
- Esther Street
- James Street
- Luke Street
- Robin Lane \*\*\*\*\*
- Wells Lane
- Acre Court
- Chantale Street (plus base rebuild) \*\*\*\*\*

### BACKGROUND

In addition to the Council approved list of streets for asphalt resurfacing and microseal placement, the 2016 General Fund Capital budget included funding for the Town share of a potential cost shared project between the Town and the province to resurface Rothesay Road between East Riverside Kingshurst Park and Rothesay Corner. The provincial share of this project was approved during the tender phase for the asphalt resurfacing and microseal project and, with the province's consent; the additional work on Rothesay Road was included in the tender.

### TENDER RESULTS

The tender closed on April 5, 2016 and three bids were submitted. All three bids were deemed compliant by the Tender Opening Committee. The results for the tendered scope were as follows:

1. Debly Enterprises Ltd., Saint John, NB	\$ 2,709,559.20
2. NRB Construction Company, Saint John, NB	\$ 2,789,981.30
3. Classic Construction Ltd, Saint John, NB	\$ 2,819,406.50

The Engineer's estimate for the project was \$2,214,800.00

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

### FINANCIAL IMPLICATIONS

The anticipated completion cost is as follows:

	Total incl. HST	HST rebate	Subtotal	Diff from \$2,090,500 Budget
Consulting Fees	91,075.75	7,714.20	83,361.55	
Tender costs	2,709,559.20	229,502.06	2,480,057.14	
Subtotal	2,800,634.95	237,216.26	2,563,418.69	472,918.69

The 2016 General Fund Capital Budget included a combined amount of \$1,360,000 for the project. The Provincial government has approved a grant in the amount of \$730,500.00 for a total of \$2,090,500.00.

The section of Rothesay Road that will be rehabilitated under the partnership with the province has concrete curb on both sides of the street and concrete sidewalk on one side of the street. The type of construction is such that the concrete sidewalk and curb were cast monolithically and as such, cannot be separated. As a result, the concrete sidewalk must be replaced within the project limits. The 2016 capital budget did not include funding for the replacement of the concrete sidewalk within the project limits on Rothesay Road. The tendered price, from the low bidder, to complete the sidewalk work is \$232,780.00. The remainder of the difference between the tender price and the budget is primarily owing to the fact that the price per square metre of microseal is 40% higher than it has been in previous years.

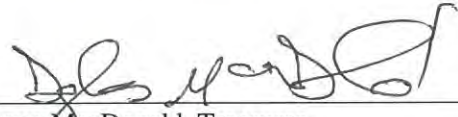
It is proposed that the Rothesay Road sidewalk be funded from the Gas Tax Reserve that has been specifically identified for the construction of sidewalks and trails (\$232,780.00). It is proposed that the limits of the contract be reduced to account for the additional budget overage (\$240,138.69) in the following manner:

- Chantale Street Rebuild final surface treatment (\$75,000) be deferred until 2017 (it is common practice to place base asphalt course in one year and surface course in a subsequent year);
- Robin Lane microseal placement (\$45,000) be deferred until 2017 as the street was newly chipsealed in 2015;
- Terri Street microseal placement (\$25,000) be deferred until 2017 as the Town has been made aware of work planned in the immediate area that could damage a newly surfaced street;
- North Street Asphalt resurfacing (\$55,000) be deferred until 2017;
- Rothesay Road concrete gutter (\$40,000) be deleted in favour of concrete barrier curb which will increase the width of the cycling lane.

Report Prepared by:

  
Brett McLean, Director of Operations

Report Reviewed by:

  
Doug MacDonald, Treasurer

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