

ROTHESAY

COUNCIL MEETING

Rothesay Town Hall

Monday, March 14, 2016

7:00 pm



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES
- | | |
|-----------------|------------------|
| Regular Meeting | 8 February 2016 |
| Special Meeting | 22 February 2016 |

Business Arising from Minutes

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS *(see item 9.1)*

- 4.1 Rothesay Netherwood School Curbside Recycling Paul Kitchen

5. CORRESPONDENCE FOR ACTION

- 5.1 22 February 2016 Email from Counc. Lewis RE: Logo and Call Numbers on Town Vehicles

Refer to Staff

- 5.2 18 February 2016 Letter from residents RE: Request for Traffic Lights on Marr Road at
(Rec'd 9 March 2016) Glenwood Drive

Refer to Staff

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 10 February 2016 Letter to resident RE: Runner Signage in Bike Lanes
- 6.2 10 February 2016 Letter to Lynn Forbes Gautier RE: Support for the Cathedral Restoration & Waterloo Village Revitalization Projects
- 6.3 11 February 2016 Letter to the Fairvale Outing Association RE: Snow Ploughing of Building Parking Lot
- 6.4 11 February 2016 Letter to St. Joseph's Hospital Foundation RE: Saint John Dragon Boat Festival 2016
- 6.5 2 March 2016 Letter from Lakefield Elementary School RE: Rothesay Common
- 6.6 11 March 2016 Letter from Barry Ogden RE: The Marigold Project

7. REPORTS

7.0 March 2016

Report from Closed Session

- 7.1 20 January 2016 Kennebecasis Public Library Board Meeting Minutes
- February 2016 KPL Librarian's Report
- 31 December 2015 KPL Comparative Income Statement

ROTHESAY

Regular Council Meeting

Agenda

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14 March 2016

- 7.2 27 January 2016 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)
Meeting Minutes
- 27 January 2016 KRJBPC Chief's Report
- 31 December 2015 KRJBPC Statement of Financial Position
- 31 December 2015 KRJBPC Statement of Operations
- 7.3 31 December 2015 Draft unaudited Rothesay General Fund Financial Statements
- 31 December 2015 Draft unaudited Rothesay Utility Fund Financial Statements
- 31 January 2016 Draft unaudited Rothesay General Fund Financial Statements
- 31 January 2016 Draft unaudited Rothesay Utility Fund Financial Statements
- 4 March 2016 Draft Finance Committee Minutes
- Funding requests
- 8 March 2016 Memorandum from Treasurer MacDonald
- Internal Review
- 11 March 2016 Memorandum from Town Manager Jarvie with attachments
- 7.4 16 February 2016 Draft Parks and Recreation Committee Meeting Minutes
- 7.5 17 February 2016 Draft Public Works and Infrastructure Committee Meeting Minutes
- 7.6 17 February 2016 Draft Utilities Committee Meeting Minutes
- 7.7 24 February 2016 Draft Heritage Preservation Review Board Meeting Minutes
- 7.8 1 March 2016 Rothesay Living Museum Committee Minutes
- 7.9 February 2016 Monthly Building Permit Report
- 7.10 10 March 2016 Capital Projects Summary

8. UNFINISHED BUSINESS

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*

8.4 Amending Agreement and Variance (47 Clark Road) **Remove from table**

3 March 2016 Recommendation Report prepared by DPDS White

8.5 Emergency Measures By-law 1-16

3 March 2016 Memorandum from Town Clerk Banks

ROTHESAY

Regular Council Meeting

Agenda

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14 March 2016

8.6 Japanese Knotweed

10 March 2016

Memorandum from Town Manager Jarvie with attached report from R. J. Linfield

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 Rothesay Netherwood School Curbside Recycling

Various

Excerpts from Committee/Council minutes

14 October 2015

Memorandum from DO McLean

4 December 2015

Letter to Paul Kitchen RE: RNS Curbside Recycling Request

9.2 Parks and Recreation Department – Equipment Purchase

24 February 2016

Memorandum from DRP Jensen

9.3 Roof Repair – Master Drive Building

2 March 2016

Memorandum from Town Manager Jarvie

24 February 2016

Memorandum from DRP Jensen

9.4 Application for Financing – Rothesay Common

7 March 2016

Memorandum from Treasurer MacDonald

9.5 Engagement of Engineering Consultant – Parkdale Avenue and Chapel Road Curb and Sidewalk Installation

8 March 2016

Report prepared by DO McLean

10. NEXT MEETING

Regular meeting

Monday, April 11, 2016

11. ADJOURNMENT

From: <PeterLewis@rothesay.ca>
Date: February 22, 2016 at 6:11:23 PM AST
To: [REDACTED]
Subject: Motion for logged vehicles.

Good Morning Mary Jane: Please add this motion to my earlier email regarding logged vehicles.

Motion: Effective May 1st 2016 all town owned vehicles and equipment bearing a license plate by the motor vehicle dept of the Province of New Brunswick are to have Town of Rothesay logos on at least the two sides of any unit. These logos are not to be magnetic. These units are to bear the town logo for the duration of ownership by the town and are to be removed upon the disposal of the units. A identification call number is to be installed on the two sides and rear of all Town owned vehicles and equipment. All new vehicles and equipment purchased by the town bearing a Province of New Brunswick license plate are to be logged and numbered before being put into service.

Sent from my iPad. Councillor Lewis

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.

From: Peter Lewis <PeterLewis@rothesay.ca>
Sent: Monday, February 22, 2016 5:08 PM
To: Mary Jane Banks
Subject: Fwd: Logoed town vehicles

Begin forwarded message:

From: "Peter Lewis" <PeterLewis@rothesay.ca>
To: [REDACTED]
Subject: Logoed town vehicles

Good Morning Mary Jane : Please add the following information to the March council meeting.

I have noticed recently that the magnetic Signage on some of our Town owned vehicles is not staying in place during this winter season. Does this pose a problem in identifying a Town owned vehicle against the numerous other same color Vehicles that are on the road. I feel that any Town owned vehicles and Equipment owned by the Town of Rothesay should have the Town logo permanently installed on them so that they cannot be removed or stolen from the units. These logos are easily removed when the units are sold.

I would also like to discuss putting call numbers on all town owned units so they are easily identifiable if someone has a question or concern about a certain unit operating within the town. A lot of units are the same make ,model and color so sometimes it is hard to get a plate number if there is a complaint by a resident. Example someone talking on a cell phone or

texting . The call number can be as simple as a 2 digit number that make all units easily identifiable. If it were displayed on the sides and rear of the units it could be easily seen.

Thanks Mary Jane. Have a great day. Peter Lewis.

Sent from my iPad. Councillor Lewis

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,February 18th, 2016

Mayor Bishop,

Rothesay Councillors,

And to whom it may concern,

We the residents of Glenwood Drive, Barra Court and the Marr Road would like to have Traffic lights installed on the Marr Road at Glenwood Drive for our safety and the safety of the neighbouring communities.

Whereas a new road is being built across from Glenwood Drive to accomodate the new subdivision now under construction, we have noticed many near accidents at the end of Glenwood Dr. where vehicles have had to turn quickly onto Glenwood Dr., or into the residential driveway next to Glenwood Dr.. Large trucks, Semis, Commercial vehicles etc. are all over the place there.

There are children and seniors that have to cross the Marr Rd. to get to the sidewalk on the other side of the Marr Rd. to go to Daycare, Drugstore, etc. We were very surprised when the new Daycare was built there on the Marr Rd. that lights weren't put in place at that time with all the little children in the cars that have to get in and out of there.

It is just a matter of time until someone has a bad accident there or a pedestrian is hit.

The speed limit is supposed to be 50km on the Marr Rd. but many people seem to exceed this.

The emergency vehicles are going down that Marr Rd at a tremendous speed and with so many seniors in the area with hearing impairments it would make sense to have lights that the emergency vehicles could change to go through as they have on Clark Rd. for instance.

The other problem that we are having is the large snowbanks when we are turning out of Glenwood Drive onto the Marr Road which leaves one completely visually restricted.

We thank you for your time and consideration in looking into this matter for us and hopefully we will soon see Traffic Lights on the Marr Rd. by Glenwood Dr.

Sincerely,

Some very concerned Residents of Rothesay

Forming part of and attached to Glenwood Dr., Barra Ct. and Marr Rd. Request

SIGNATURES

Les Gillet - Les Gillet 3. Barra Ct, Rothesay.
 M. Gillet - Melissa Gillet 3 Barra Ct. Rothesay.
 W. Arsenault - Wendy Arsenault 12 Glenwood Drive
 L. Peake 13 Glenwood Dr.
 Rowena Mayes - Rowena Mayes 8 Glenwood Dr.
 Arthur Mayes - Arthur Mayes 8 Glenwood Dr.
 Elizabeth Thompson 6 Glenwood Dr.
 Chris Hachey - Chris Hachey 7 Glenwood Dr.
 Angie Hachey - Angie Hachey 7 Glenwood Drive
 ETHEL LANGLAIS - Ethel Langlais 2 Glenwood Drive
 Gerard Langlais - Gerard Langlais " " "
 Milne Ltd. Vicki O'Neill 34 Marr Rd.
 Louise Caissie Law - Louise Caissie 34 Marr Rd.
 John Fleet John Fleet 34 Marr Rd.
 PETER SCOTT Peter Scott 36 Marr Rd.
 Vanessa Steadman Vanessa Steadman 38 Marr Rd.
 Marg McComber 39 Marr Rd.
 Kevin Xosie Marr Rd.
 Alan Poirier
 G. Seymour
 C. Baker

Forming part of and attached to Glenwood Dr., Barra Ct. and Marr Rd. Request

SIGNATURES

LEVEDA ROBINSON - Liveda Robinson
mike Gungor
Bill Moll

Jeanette Litus
Val Van Buskirk
Susan Ingraham Susan Ingraham 28 Main lot R Rothsay
Jessica Bishop 4 Glenwood Dr Rothsay
Laura & Joe Sears - Atlantic Driving Academy - 20 Marr Road Rothsay
Jennifer Howard - 20 Marr Rd

Jenny Fruta 20 Marr Rd Suite 500 Rothsay, N.B.
Yvonne Wylie - 20 Marr Rd, Suite 600 Rothsay, N.B.
Kelly De Courcy - 20-Marr Road, Rothsay, N.B. (crosswalk)
Christina Ouse
Jennifer Boelstra - Marr Rd.
Lindsay Carragher Marr Rd
Sarah Martin MARR RD.
Angie Litus - Spruce St, Rothsay
Courtney Kerlepatish - Marr rd.
Brian Murr MARR RD
Keri Farren - Marr Road
Cibastarae marr rd
Sandy Woods - 5 GLENWOOD DR.
Carol Adams " "



2016 March 14 Open Session FINAL_020

ROTHESAY

150 Years Proud 1860-2010



February 10, 2016

Via Email

Dear [REDACTED]

70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
F: 506-848-6677

Rothesay@rothesay.ca
www.rothesay.ca

RE: Runner Signage in Bike Lanes

Please be advised that Rothesay Council passed the following motion at its regular meeting on February 8, 2016.

MOVED ... and seconded ... Council keep the bike lane signage as is, as it is in agreement with the NB Motor Vehicle Act.

CARRIED.

Active transportation and recreational opportunities carry great importance within the Town of Rothesay. Council recognizes the increase in avid runners, cyclers, and active members of the Rothesay community. Your suggestion has come before Council and the Public Works and Infrastructure Committee and after deliberation and review of the NB Motor Vehicle Act, Council has agreed to keep the bike lane signage as is to prevent potential safety issues. The NB Motor Vehicle Act states,

“174(1) Where sidewalks are provided it is unlawful for any pedestrian to travel along or upon an adjacent roadway”

Painting a running symbol in the bike lanes could be said to be encouraging a disregard of the law and promoting unsafe use of a recreational amenity with limited space. The NB Motor Vehicle Act also states,

“174(1) Where sidewalks are not provided any pedestrians travelling along or upon a highway shall, when practicable, travel only on the extreme left side of the roadway or its shoulder, not more than two abreast, facing traffic which may approach from the opposite direction and shall give way to the left to traffic approaching on the roadway.”

Rothesay Council hopes you continue your recreational activities by taking advantage of many alternate areas Rothesay has to offer which may be more comfortable to run on and have lower traffic volumes.

Sincerely,

William J. Bishop
Mayor

Cc: Rothesay Council

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2016 March 14 Open Session FINAL 021

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
www.rothesay.ca

February 10, 2016

Lynn Forbes Gautier, Executive Director
Cathedral Restoration Project
One Bayard Drive
Saint John, NB E2L 3L5

Dear Ms. Forbes Gautier:

RE: Support Letter for the Cathedral Restoration & Waterloo Village Revitalization Projects

Please find enclosed a letter from the town of Rothesay regarding support for the Cathedral Restoration & Waterloo Village Revitalization Projects.

Sincerely,

Mary Jane Banks
Town Clerk



2016 March 14 Open Session FINAL 022

ROTHERSAY

150 Years Proud 1860-2010



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

10 February 2016

Dear Sir/Madam:

RE: Support Letter for the Cathedral Restoration & Waterloo Village Revitalization Projects

I am pleased to advise Rothesay Council unanimously supports the Cathedral Restoration & Waterloo Village Revitalization Projects currently underway in Saint John. These projects aim to restore iconic treasures of the city of Saint John and of New Brunswick and have the enthusiastic support of a broad base of individual and corporate stakeholders, including the town of Rothesay.

The 160-year-old landmark church is a Provincial Heritage Place and the centerpiece of an iconic city neighbourhood. In addition to the restoration of this cultural and heritage treasure, built largely by Irish immigrants, the Revitalization Projects include the repurposing of the former St. Vincent's High School as affordable housing in this inner city area. These aspects of the projects are currently underway. Additional plans include the digitalization and increased accessibility of centuries of genealogical and historical archives and the preservation of cultural and heritage art and artefacts. The quarterly Concerts in the Cathedral series have drawn thousands of patrons to this unique performance venue, as well.

Located in a designated "priority neighbourhood," this urban renewal project has been endorsed by businesses and property owners in the area and beyond. The project transcends religious affiliation. Listed on the Canadian Register of Historic Places, the properties are designated Provincial Heritage Places and represent the best of Saint John's and New Brunswick's storied heritage.

We applaud the revitalization efforts as they are "New Brunswick wide" in their impact, as the cathedral, the seat of a diocese that spans 8 of the 14 counties in NB, represents 50% of the province's population/communities.

The town of Rothesay commends the Cathedral Heritage Foundation for its undertaking of these important heritage and infrastructure projects as models of urban renewal and civic and provincial treasures and of public-private partnerships.

Sincerely,

William J. Bishop
Mayor

Cc: Rothesay Council

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2016 March 14 Open Session FINAL 023

ROTHESAY

150 Years Proud 1860-2010



11 February 2016

The Fair Vale Outing Association
8 River Road
Rothesay, NB
E2E 2C4

Attention: Ms. Alice Mullett, President

70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
F: 506-848-6677

Rothesay@rothesay.ca
www.rothesay.ca

Dear Ms. Mullett:

Re: Snow Ploughing of Building Parking Lot

Further to representations made on your behalf by Scott Cochrane, This is to confirm that Town forces will provide snow ploughing of the parking lot at your building at 8 River Road for the remainder of the 2016 winter season (now until mid-April). This will be done on a second priority basis i.e. after Town streets have been ploughed.

As a general policy Town resources do not provide such services on private property. If there is a desire to have this arrangement continue, it will be necessary to reach an agreement prior to the start of the 2016/17 winter service period (i.e. before November)

I trust this meets with your approval; if not, please advise.

Yours truly,

John Jarvie, MCIP, RPP
Town Manager

Cc : Rothesay Council
S. Cochrane
B. McLean, Director Operations

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2016 March 14 Open Session FINAL 024

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
www.rothesay.ca

11 February 2016

Jill Logan
Special Events Co-Ordinator
St. Joseph's Hospital Foundation
130 Bayard Drive
Saint John, NB
E2L 3L6

Dear Mrs. Logan,

RE: Saint John Dragon Boat Festival – 27 August 2016

Rothesay Council reviewed your correspondence dated 25 January 2016 at its regular meeting in February. I am pleased to advise there was unanimous support to continue our partnership with St. Joseph's Hospital Foundation in hosting the Saint John Dragon Boat Festival at Renforth Park.

Council, staff and the community as a whole are pleased to be involved with this community fundraising event that benefits patients served by St. Joseph's Hospital. We also look forward to a continued partnership with your organization to ensure the greater Saint John region remains a great place to live, work, and play. On behalf of Rothesay Council and staff, I wish you much success as you celebrate the twelfth anniversary of the Saint John Dragon Boat Festival.

Sincerely,

William J. Bishop
Mayor

Cc: Rothesay Council
Charles Jensen, Recreation

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x
x March 2, 2016

x Dear Mr. Bishop and councillors,

x Thank you for building the

x new rink. The playground is

x fun too. Our class went

x skating there and we had

x SO much fun. Our favourite

x part is the skating path

x that goes behind the trees.

x We can't wait to go back!

x From Mrs. Mac Gilvray's

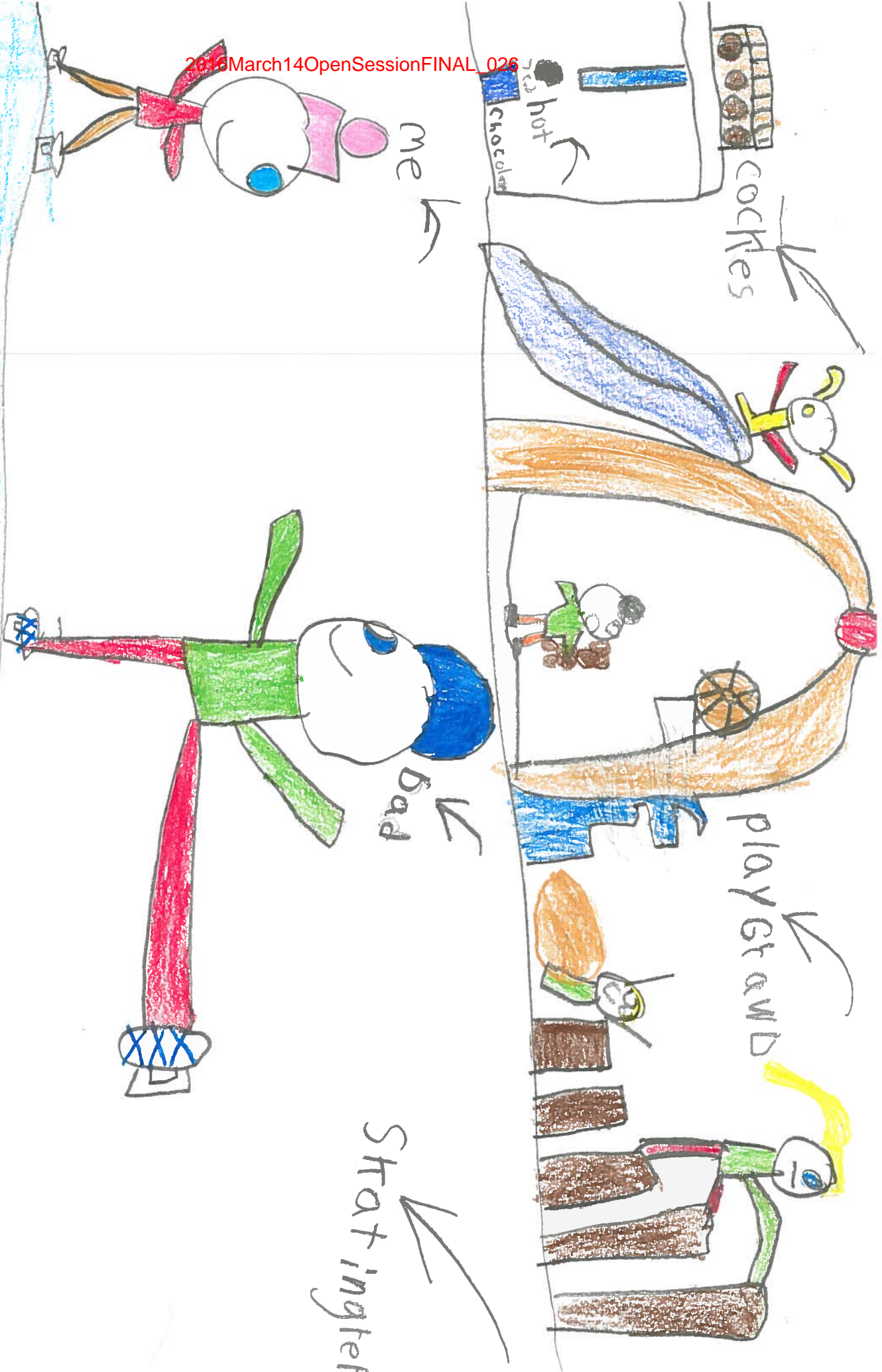
x Gr. One class, L.E.S.

x
x

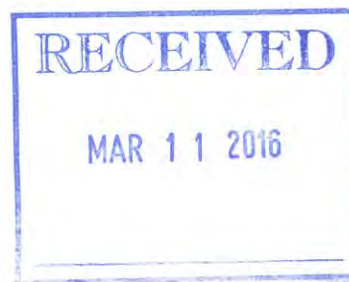
x We just picked one picture

x to show you.

x
x



Kate Lynn Moore



Dear Mayor and Council:

I am very pleased to report for the third year in a row we will surpass our own Guinness World Record for the number of citizens planting flowers-Marigolds .This is our 19th year and over 7,000 children from 56 schools from Sussex to Saint John to St. Stephen will be growing and planting Marigolds. This year we will surpass the 4 million mark of planting Marigolds and are just about at a point a whole generation of our citizens have done so . Our citizens and tourists love the idea that our children are improving our community. I have been told by police officers and gardeners that this , our Mural program and the planting of thousands of spruce seedlings by our students for close to 20 years has resulted in lower vandalism and graffiti issues .Our teachers , gardeners and recreational staffs have been a delight to work with .

Thank You for your support, we start at Christmas each year organizing the sponsors and ordering the trays, soil and seeds for our children. The children are presently growing their Marigolds in their classrooms and I encourage you to visit them .

Sincerely, Barry Ogden, The Marigold Project ,PO Box 6582 , Saint John , N B, E2K 4S65

A meeting of the Board of Trustees, Kennebecasis Public Library was held on January 20th, 2016 at 6:00pm at the Library.

In Attendance: Mr. D. Steeves, Chair; Deputy Mayor L. O'Hara; Deputy Mayor Dr. N Grant; Mrs. J. Miller; Ms. T. Bartlett; Mrs. A. Stickings.

Regrets: Mrs. J. Arsenault

Call to Order: Mr. Steeves called the meeting to order at 6:00pm.

Disposition of Minutes

It was moved by Deputy Mayor O'Hara to approve the minutes of the November 20th meeting. Mrs. Miller seconded, and the motion carried.

Communications

- December 2, 2015 Letter to D. Steeves, Chairperson re: Resignation submission from the role of Treasurer to the Kennebecasis Public Library Board
- December 7, 2015 Letter to the Honorable Mayor Bishop and council of Rothesay re: Portion of \$7,000 sewer monies bestowed to the Board returned to the Town
- December 7, 2015 Letter to the Honorable Mayor Driscoll and council of Quispamsis re: Portion of \$7,000 sewer monies bestowed to the Board returned to the Town

Discussion ensued regarding the good show of integrity and appreciation from the towns with the portion of the \$7,000 sewer monies being returned.

Ms. Bartlett brought up the possibility of signage for the library parking lot. Discussion ensued. It was indicated that this would be a beneficial addition for the library.

Ms. Bartlett brought up the possibility of purchasing an Arabic collection for the library. Discussion ensued and a decision was made not to go in this direction at this time.

Report of the Librarian

See attached.

Mrs. Stickings presented the Librarian's Report.

Deputy Mayor O'Hara moved to accept the Librarian's report as presented. Deputy Mayor Dr. Grant seconded and the motion carried.

Facilities Management

Mrs. Stickings presented the Facilities Management report. Mr. Steeves and Ms. Bartlett indicated that they were pleased with Mr. Shedd's performance and the work that has been accomplished in the library since the commencement of his position.

Financial Statement

Ms. Bartlett presented the Financial Statement for the period ending November 30th, 2015.

Ms. Bartlett indicated a surplus of between \$1500-\$3000 for the budget. Deputy Mayor Dr. Grant inquired about the difference between grants, donations and Friends of KPL. Ms. Bartlett indicated she would consult the accountant on this matter. Ms. Bartlett indicated that the library will be receiving a \$1000 deductible from Intact Insurance for a boiler issue claim. Ms. Bartlett indicated that new authorization is required on the Canada Revenue account.

Deputy Mayor Dr. Grant moved acceptance of the Financial Statement for the period ending November 30th, 2015. Mrs. Hennessey seconded, and the motion carried.

Marketing Advisory Committee

No news.

New and Unfinished Business

Cleaning Contract

Mr. Steeves indicated that the recommendation would be to not hire a single person for the cleaning contract due to cost and insurance. Mr. Steeves presented a motion to not proceed with a single position for the cleaning contract. Mrs. Miller moved acceptance of this motion. Deputy Mayor O'Hara seconded and the motion carried.

The scope of the contract was developed by Mr. Irvine and Mr. Shedd. Ms. Bartlett presented four quotes from different companies for the cleaning contract tender. The lowest bid was from Jani-King which is the company recommended by Mr. Shedd. Discussion ensued.



Deputy Mayor O'Hara moved that the cleaning contract be awarded to Jani-King with an option to renew annually. Mrs. Miller seconded, and the motion carried.

Strategic Planning

Mr. Steeves presented the need for a Strategic Planning session. It was brought forth that the library staff conduct the preliminary strategic planning session. Discussion ensued regarding this matter. The Strategic Planning meeting will occur on Wednesday, March 16th, 2016 after the Board meeting.

New Board Members

Mr. Steeves introduced and welcomed Mrs. Donna Hennessey, the new Board member to represent the Town of Rothesay.

Deputy Mayor O'Hara indicated that two new Board members have been appointed to represent the Town of Quispamsis.

Mr. Steeves put forth the request for volunteers to lead the committees. Mrs. Miller indicated she would lead the marketing committee. Mr. Steeves will send an email to the marketing committee and welcome Mrs. Miller with an electronic introduction after the next strategic planning committee. Mrs. Hennessey will act as a liaison to Mr. Shedd, Facilities Manager and present the Facility Management report at the Board meetings. At this time, there is no one appointed as Treasurer to the Board.

Adjournment: As there was no other business, Deputy Mayor O'Hara moved that the meeting be adjourned at 7 P.M.

Next Meeting: The next meeting is scheduled for February 17, 2016 at 6:00pm at the Library.

Respectfully submitted,

Alison Stickings

A handwritten signature in blue ink that reads 'Alison Stickings'.

Acting Library Director and Recording Secretary to the Board

Agenda

Kennebecasis Public Library Board

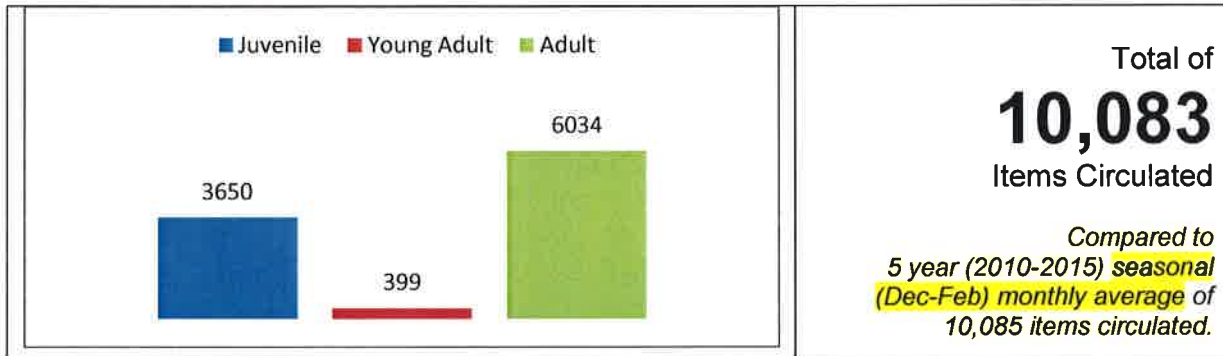
Wednesday, February 17th, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. January, 2016 Letter to Mr. D. Steeves, Chairperson re: 2016 Library Budget Approval from the Town of Quispamsis
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. New Library Hours
 - b. Personnel Updates & Closed Sessions

Librarian's Report February 2016

Key Performance Indicators: January 2016

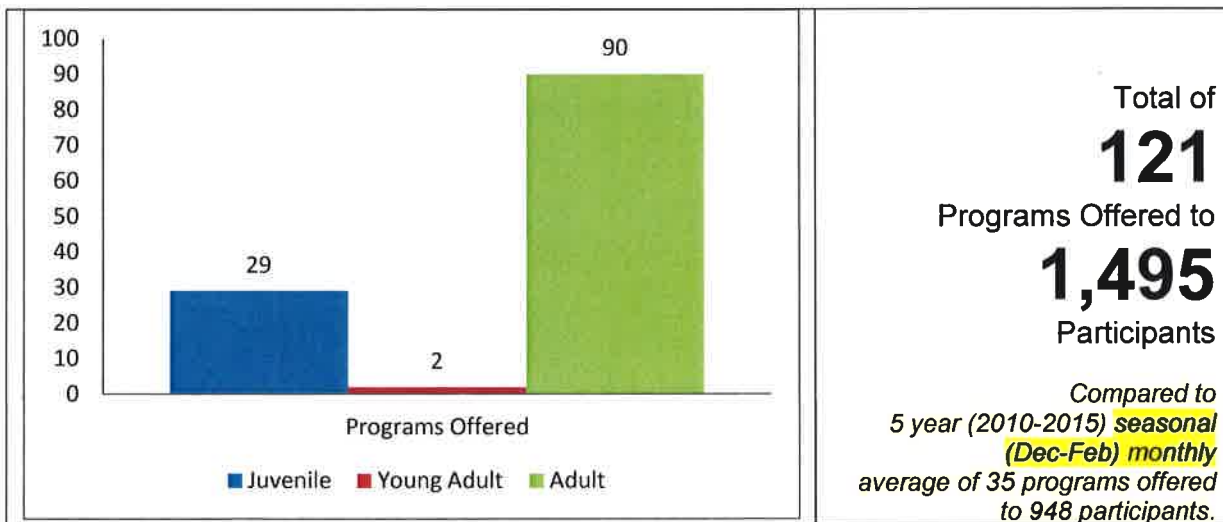
Circulation



Foot Traffic

- Total of **7,667** People through our Doors.
 - Compared to seasonal (December - February 2015*) monthly average of 5,406. *Note: Foot traffic data not available prior to September 2013.

Programs



Building and Grounds

The Facilities Managers Report will be presented.

Staffing and Volunteers

The library is pleased to welcome nine new Volunteers. The Volunteers participate in the Reading Buddies program shelve books, shelf read the collection and prepare decorations for the library. This program provides valuable experience for youth.

The staff received regional training from the Fundy region on Library Services for All.

Programs and Collections

- The Winter Program offerings are currently being featured on the electronic sign.
- Madaline Boutilier provided an orientation of the library to students from The Quispamsis Adult Learning Program.
- Members of the outreach Peat Drive Seniors book club have recently enjoyed a selection entitled "Shepherds Abiding" by Jan Karon. The club meets once a month.
- The adult book club met in the month of January and enjoyed the selections "All the Light we Cannot See" by Anthony Doerr.
- Our three youth interns are offering one on one computer tutorials. Patrons are benefiting and enjoying this program and are pleased that this service is available. The interns are also offering computer classes in the computer lab with topics ranging from basic computing skills to more advanced skills.
- Artwork from students at Quispamsis Middle School is on display in the children's area.
- Our winter programming continues to be well attended with Toddlertime and Big Kid Storytime at full attendance. The Cartoon Class for ages eight and up is facilitated by our youth intern, Corey Robichaud who uses the Smartboard to present his class. Saturday Lego Club with 40 participants in the Multipurpose Room is popular with patrons. The volunteer run adult programs, Knit Wits, Painter's Circle and Scrabble club continue to see lots of interest. Day Care Afternoon continues to draw daycares from the area.
- The library showed two movie matinees in January. Our patrons appreciate this program and attendance increased in January.



- The Valentine puppet show "Frog in Love" was a success with two performances and a total of 50 attendants.

Respectfully submitted,

A handwritten signature in blue ink that reads "Alison Stickings". The signature is written in a cursive, flowing style.

Alison Stickings

Acting Library Director and Recording Secretary to the Board

Kennebecasis Public Library Inc.						
Comparative Income Statement (DRAFT)						
Period ending December 31, 2015						
	a	b	c		d	e
	Restricted Fund	Operating YTD Actual	Year To Date Budget	Year To Date Variance Better (Worse)	Annual Budget	Available to spend
						b - e
						Annual Budget Variance
REVENUE						
Library Service - Rothesay		74,165	73,765	400	73,765	400
Library service - Quispamsis		111,031	110,434	597	110,434	597
Room Rentals, Printer and copies		2,999	5,000	(2,001)	5,000	(2,001)
Grants		3,516	0	3,516		3,516
Donations	2,559	0	0			0
Donation from Friends of KPL	3,970	0	0			0
Interest Income (Savings)		2	0	2	0	2
Interest (Building)		0	0	0	0	0
Miscellaneous Income		93	0	93	0	93
Building Contribution - Rothesay		0	0	0	0	0
Building Contribution - Quispamsis		0	0	0	0	0
Previous Year's Surplus		2,997	2,997	0	2,997	0
TOTAL REVENUE	6,529	194,803	192,196	2,514	192,196	2,514
EXPENSE						
Operations Expenditures						
Other Expenditures - Restricted Fun	631					0
Books, restricted fund	5,899					0
Small Equipment and Furniture		11,814	5,900	(5,914)	5,900	(5,914)
Total Capital Expenditures	6,529	11,814	5,900	(5,914)	5,900	(5,914)
Wages						
Wages		19,782	9,252	(10,530)	9,252	(10,530)
EI Expense		393	0	(393)	0	(393)
CPP Expense		587	0	(587)	0	(587)
WCB Expense		100	0	(100)	0	(100)
Total Casual Labour		20,863	9,252	(11,611)	9,252	(11,611)
General & Administration Expenses						
Building Maintenance		59,772	52,135	(7,637)	52,135	(7,637)
Grounds Maintenance		16,805	18,748	1,943	18,748	1,943
Property Management Service		7,124	22,619	15,495	22,619	15,495
Office		7,897	9,108	1,211	9,108	1,211
Utilities		42,684	42,478	(206)	42,478	(206)
Accounting, audit and legal		8,547	8,000	(547)	8,000	(547)
Professional Development		760	2,000	1,240	2,000	1,240
Insurance		7,651	6,750	(901)	6,750	(901)
Public Relations		1,819	3,000	1,181	3,000	1,181
Communications		6,108	6,506	398	6,506	398
Miscellaneous Expense		1,326	2,700	1,374	2,700	1,374
Program Exp		1,969	3,000	1,031	3,000	1,031
Total General & Admin Expenses		162,462	177,044	14,582	177,044	14,582
TOTAL EXPENSE	6,529	195,138	192,196	(2,942)	192,196	(2,942)
NET INCOME (Deficit)	0.00	(335.50)	0	(429)	0	(429)



2016 March 14 Open Session FINAL 036
**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS**

Gary Clark
Chairperson

ADDRESS ALL CORRESPONDENCE TO:

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

TELEPHONE: (506) 847-6300

FAX: (506) 847-6313

E-MAIL: krfadmin@nbpolice.ca

**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS MEETING
HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS
ON WEDNESDAY JANUARY 27, 2016
AT 3:30 P.M.**

REGULAR MEETING

PRESENT:

Gary Clark, Chair	Matt Alexander, Vice-Chair
Linda Sherbo	Bill Artiss
Danny Dobson	Bill McGuire
Emil Olsen	Nancy Creamer
Peter Bourque	Cherie Madill
Chief McIntyre	Debi Stewart

The Chairman requested a Motion for the Approval of the Agenda of the Regular Meeting of January 27, 2016. **Moved by Matt Alexander and Seconded by Bill Artiss. MOTION CARRIED.**

The Chairman further requested a Motion for the Approval of the Minutes of the Regular Meeting of November 25, 2015. **Moved by Linda Sherbo and Seconded by Bill Artiss.** Mr. Dobson pointed out there was a typo and the Secretary advised they would be changed accordingly. **MOTION CARRIED.**

A further Motion was requested for the Approval of the Minutes of the Special Meeting of December 11, 2015. **Moved by Matt Alexander and Seconded by Bill McGuire. MOTION CARRIED.**

**Kennebecasis Regional Joint
Board of Police Commissioners
January 27, 2016
Page 2**

REGULAR MEETING

ELECTION OF OFFICERS - 2016

Chief McIntyre requested nominations for the position of Chair of the Kennebecasis Regional Joint Board of Police Commissioners for 2016. Emil Olsen nominated Matthew Alexander for the position of Chair. Mr. Alexander was asked if he was prepared to accept and he indicated he was. Chief McIntyre asked 3 times if there were any further nominations for position of Chair. No further nominations were put forth and Matthew Alexander was appointed Chair.

Chief McIntyre requested nominations for the position of Vice-Chair of the Kennebecasis Regional Joint Board of Police Commissioners for 2016. Gary Clark nominated Nancy Creamer for the position of Vice-Chair. Mrs. Creamer was asked if she was prepared to accept. She confirmed she was. Chief McIntyre asked three times if there were any further nominations. None were received and nominations closed. Nancy Creamer was appointed Vice-Chair for 2016.

Moved by Danny Dobson and Seconded by Bill Artiss to reappoint Cherie Madill as Secretary-Treasurer of the Board. Ms. Madill was appointed Secretary-Treasurer of the Board.

Matthew Alexander took over the position of Chair of the meeting. Chief McIntyre advised that documents would be obtained from the Bank of Nova Scotia as it relates to signing authority and the Chair and Vice Chair would be contacted accordingly.

Declaration of Conflict of Interest – Mr. Dobson advised that he would be declaring a Conflict of Interest if there were any transportation issues to be discussed.

SECRETARY-TREASURER'S REPORT

Ms. Madill presented the Financial Statements for the period ending November 30, 2015.

**Kennebecasis Regional Joint
Board of Police Commissioners
January 27, 2016
Page 3**

REGULAR MEETING

Statement of Financial Position - At present there is a cash balance of \$775,000 as compared to the previous year \$675,000.00. She further advised that Mr. Dobson's suggestion of doing an overdraft as it related to the Debenture, which was discussed at the last meeting, was done and we were charged approximately \$129.00.

The Sick Pay Investments at November 30 were \$803,000 but she explained that she obtained the figures as at this date and these investments are down to \$755,000.

The accounts receivable is indicating \$48,000 owing and is in relation to our secondments and the billing which is done on a quarterly basis. The Sales Tax is the HST which we claim every six months.

The accounts payable are at \$514,000 goes against the \$775,000 cash balance. None of the other line items have changed since the previous month.

Statement of Operations –

REVENUE This line item is up \$20,000 over what was budgeted but is in line with last year. The Secondments category is higher than what was budgeted because of the two extra secondments that were realized part way through the year.

Crime Control salaries and benefits were under budget because of the two LTD we experienced as well as maternity leaves.

Communications was a little over budget and we have increased the 2016 budget to cover these extras.

Policing General is up over budget because of the purchase of ident supplies, the Live Scan maintenance agreement, purchase of firearms and ammunition.

Vehicles - The fuel costs are below budget due to the price of gasoline.

Vehicle equipment – The laptops were installed in the vehicles, three new in-car video systems were purchased, two new light units, seventeen in car radios with encryption

**Kennebecasis Regional Joint
Board of Police Commissioners
January 27, 2016
Page 4**

REGULAR MEETING

(\$65,000 which was approved at the November meeting), the purchase of a total station, four stop sticks and crash data software upgrade.

Mr. Clark pointed out that on the financial statement it is nice to see that under vehicles the maintenance and repairs category is less than other years. He attributes this to the purchasing of new vehicles more often.

Building – Up slightly over budget due to the purchase of the storage container and repairs and painting of the building.

Administration

Labor Relations – The Union Negotiations legal fees were \$2,200.00 thus resulting in this category being under budget.

As at the end of November there is a surplus of \$250,000. There are still bills being received and it is anticipated that the surplus will be in the range of \$100,000.

TELECOM FUND

There is presently a deficit of \$512.00 due to the retirees' health insurance.

Mrs. Sherbo asked if there had been any response as it related to the correspondence forwarded to both Towns in relation to the Contingency Fund. Mr. Clark advised that letters were sent and responses were received by both Towns and this was not approved.

Moved by Gary Clark and Seconded by Bill McGuire to accept the Secretary Treasurer's report as circulated. MOTION CARRIED.

**Kennebecasis Regional Joint
Board of Police Commissioners
January 27, 2016
Page 5**

REGULAR MEETING

CHIEF'S REPORT

In addition to his report contained in the packages, Chief McIntyre, for the benefit of the board members, reviewed the Major Crime Unit report. He further advised that Cst. Krystal Daley, our Public Information Officer is presently on Maternity Leave and Cst. Corey McAllister is filling in until her return in March. The Chief advised that he is doing a great job in this position. Once Cst. Daley returns we are looking at starting up the Seniors Police Academy again.

There was a brief discussion in respect to the proceeds of crime and the Chief explained how this process works.

Moved by Bill McGuire and Seconded by Nancy Creamer to accept the Chief's Report as circulated. MOTION CARRIED.

COMMITTEE REPORTS

Personnel – Nothing to report.

Negotiations – Completed and the Secretary was requested to remove this item from the up-coming Agendas.

Building and Grounds – Nothing to report.

Insurance – Mr. Bourque advised the Board that he was checking into insurance for the Drone as it relates to liability and physical damage. He hopes to have a report at the next meeting.

Finance – Nothing to report.

Transportation - **Mr. Dobson removed himself from the meeting at 4:10 p.m.** Mr. Olsen advised that Tenders were requested for one unmarked vehicle. Two tenders were received. **MOVED BY Emil Olsen to accept the lowest tender which was from Dobson Chrysler Dodge for a 2015 Chrysler 200 LX for \$21,474.00 plus HST. Mr. Olsen advised that Downey Ford also submitted a tender in the amount of \$25,829.00 plus HST. Seconded by Peter Bourque.**

**Kennebecasis Regional Joint
Board of Police Commissioners
January 27, 2016
Page 6**

REGULAR MEETING

Mr. McGuire asked what the vehicle was that Downey's quoted on and if the two vehicles were comparable. Mr. Olsen advised that these vehicles were similar with the exception that the Downey vehicle has a Turbo engine and it was a hybrid. Mr. Olsen further advised that the specifications were quite clear that we were looking for just a plain vehicle. He further advised that subsequently to the Transportation Committee reviewing the specifications and the tenders, Sgt. Scott also reviewed the documents and he forwarded an e-mail to the members of the Transportation Committee advising that the quotes were appropriate. **MOTION CARRIED.**

Mr. Dobson returned to the meeting at 4:16 p.m.

Communications – Nothing to report.

Policy Committee – Nothing to report.

Regional Services Commission – Nothing to report

Correspondence – None received


New Business – Nothing to report

Mr. Alexander wanted to thank Mr. Clark for his service during 2015 as the Chair of the Police Commission and for the good work in relation to the Negotiations.

MOVED BY Bill McGuire and Seconded by Peter Bourque to adjourn. MOTION CARRIED.



CHAIRMAN



SECRETARY

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

	<u>2015</u>	<u>2014</u>
-----Financial assets-----		
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>
----Liabilities-----		
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>
NET ASSETS (DEBT)	<u>-2,089,042.59</u>	<u>-2,339,275.84</u>
----Non-Financial Assets-----		
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>
ACCUMULATED SURPLUS	<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

	2015			2014	
	-----TANGIBLE CAPITAL ASSETS-----				
	Balance beginning of year	Additions	Disposals	Balance end of year	
Millennium Drive					
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	-624,238.90	-65,856.83		-690,095.73	-624,239
Net book value of Building	1,627,245.54	-65,856.83	0.00	1,561,388.71	1,627,245
Paving	52,600.16			52,600.16	52,600
Accumulated amortization	-24,985.07	-2,630.01		-27,615.08	-24,985
Net book value of paving	27,615.09	-2,630.01	0.00	24,985.08	27,615
Landscaping	3,268.36			3,268.36	3,268
Accumulated amortization	-3,104.95	-163.41		-3,268.36	-3,105
Net book value of landscaping	163.41	-163.41	0.00	0.00	163
Furnishings	177,329.73			177,329.73	177,330
Accumulated amortization	-84,231.63	-8,866.49		-93,098.12	-84,232
Net book value of furnishings	93,098.10	-8,866.49	0.00	84,231.61	93,098
Machinery & equipment	61,695.71			61,695.71	61,696
Accumulated amortization	-44,918.24	-1,766.05		-46,684.29	-44,918
Net book value of equipment	16,777.47	-1,766.05	0.00	15,011.42	16,778
Information technology equipment	142,374.50	136,354.63		278,729.13	142,375
Accumulated amortization	-91,524.63	-27,959.13		-119,483.76	-91,525
Net book value of IT equipment	50,849.87	108,395.50	0.00	159,245.37	50,850
Vehicles	524,400.38	118,765.17	-68,272.58	574,892.97	524,401
Accumulated amortization	-288,974.42	-80,112.44	62,272.58	-306,814.28	-288,974
Net book value of vehicles	235,425.96	38,652.73	-6,000.00	268,078.69	235,427
Total Tangible Capital assets	3,407,400.83	255,119.80	-68,272.58	3,594,248.05	3,407,402
Total Accumulated amortization	-1,161,977.64	-187,354.36	62,272.58	-1,287,059.62	-1,161,978
Net Book Value	2,245,422.99	67,765.44	-6,000.00	2,307,168.43	2,245,424

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
	<u>136,354.63</u>

Vehicles with equipment:

2016 Dodge Ram	50,760.36
2015 Dodge Charger	34,002.41
2015 Dodge Charger	34,002.41
	<u>118,765.18</u>

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
Total Disposals	<u>68,272.58</u>	<u>5,280.00</u>

Page 3

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

	----- TWELVE MONTHS -----				Actual to
	----- --ACTUAL--		PRIOR YR BUDGET		Budget Variance
REVENUE:					
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>
EXPENDITURE:					
CRIME CONTROL					
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>
VEHICLES					
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>

STATEMENT OF OPERATIONS
 TWELVE MONTHS ENDING DECEMBER 31, 2015

	-----TWELVE MONTHS -----				Actual to
	--ACTUAL--		PRIOR YR BUDGET		Budget
					Variance
EXPENDITURE continued:					
BUILDING					
Maintenance	83,425.90	138%	58,342	35,000	48,426
Cleaning	22,251.63	-5%	22,528	23,500	-1,248
Electricity	43,898.08	-7%	37,107	47,000	-3,102
Taxes	43,737.48	-4%	40,237	45,754	-2,017
Insurance	5,223.00	-1%	5,022	5,273	-50
Grounds	12,761.54	42%	22,042	9,000	3,762
Interest on Debenture	53,953.38	-22%	72,257	69,000	-15,047
Debenture Principal	112,000.00	7%	102,000	105,000	7,000
	<u>377,251.01</u>	<u>11%</u>	<u>359,535</u>	<u>339,527</u>	<u>37,724</u>
ADMINISTRATION					
Salaries	592,028.00	0%	581,831	590,424	1,604
Benefits	99,726.52	-13%	101,948	115,133	-15,406
Professional Fees	34,532.89	-16%	34,333	41,000	-6,467
Travel/Training	11,806.37	-9%	11,907	13,000	-1,194
Board Travel/Expenses	3,505.57	-30%	3,444	5,000	-1,494
Insurance	1,220.00	-2%	1,188	1,247	-27
Bank service fees	221.04		906		221
Labour Relations	8,164.42	-18%	11,077	10,000	-1,836
Sick Pay/Retirement	53,906.91	1%	46,297	53,207	700
Retirement int & dividends	18,052.09	-5%	19,502	19,000	-948
2nd prior year (surplus) deficit	-123,015.00		-20,227	-123,015	0
	<u>700,148.81</u>	<u>-3%</u>	<u>792,206</u>	<u>724,996</u>	<u>-24,847</u>
	5,228,219.14	-2%	5,128,411	5,342,217	113,998
CONTRIBUTED BY MEMBERS	5,342,226.00		5,240,652	5,342,217	0
SURPLUS (DEFICIT)	<u>\$114,006.86</u>		<u>\$112,241</u>	<u>\$0</u>	<u>(\$113,998)</u>
TELECOM FUND					
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>	
CONTRIBUTED BY MEMBERS	309,666.00		305,860	309,668	
SURPLUS (DEFICIT)	<u>(\$96.57)</u>		<u>(\$2,161)</u>	<u>\$0</u>	
Total surplus (deficit)	\$113,910.29		\$110,080		

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

	--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	
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
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
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	
	<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
Equipment	28,028.39	30%	10,443	21,500	21,500
Amortization	80,112.44	0%	53,673	80,112	
Loss (Gain) on sale of vehicles	720.00	0%	1,800	720	
	<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 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

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	<u>2015</u>	<u>General Operating</u>	<u>General Capital</u>	<u>Telecom</u>
Detailed Reconciliation of Annual Surplus				
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>

Town of Rothesay

General Fund Financial Statements

December 31, 2015

DRAFT!

Includes:

General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G9

Town of Rothesay

Balance Sheet - Capital General Fund 12/31/15

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
	<u>68,398,843</u>
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)
	<u>(26,576,898)</u>
	<u>\$ 41,821,945</u>

LIABILITIES AND EQUITY

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

Town of Rothesay
Balance Sheet - General Fund Reserves
12/31/15

ASSETS

BNS General Operating Reserve	787,397
BNS General Capital Reserves	1,394,682
BNS - Gas Tax Reserves - GIC	3,786,887
Gen Reserves due to/from Gen Operating	4,429
	<u>\$ 5,973,395</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,640,193
Invest. in General Capital Reserve	1,255,271
General Gas Tax Funding	145,661
Invest. in General Operating Reserve	792,860
Invest. in Land for Public Purposes Reserve	88,295
Invest. in Town Hall Reserve	51,116
	<u>\$ 5,973,396</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 12/31/15

CURRENT ASSETS

Cash	261,247
Receivables	425,837
HST Receivable	443,365
Inventory	18,619
Gen Operating due to/from Util Operating	650,318
Total Current Assets	<u>1,799,385</u>
Other Assets:	<u> </u>
	<u> </u>
TOTAL ASSETS	<u><u>1,799,385</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	2,102,632
Other Payables	367,266
Gen Operating due to/from Gen Reserves	4,429
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>1,825,448</u>

EQUITY

Retained Earnings - General	(36,094)
Surplus/(Deficit) for the Period	<u>10,030</u>
	<u>(26,064)</u>
	<u><u>1,799,385</u></u>

Town of Rothsay

Statement of Revenue & Expenditure
12 Months Ended 12/31/15

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,226,582	1,226,582	14,718,978	14,718,978	0		14,718,978
Sale of Services	29,493	46,275	320,036	384,700	(64,664)		384,700
Services to Province of New Brunswick	22,987	5,526	78,237	66,306	11,931		66,306
Other Revenue from Own Sources	25,520	19,727	588,195	140,729	447,466		140,729
Unconditional Grant	9,689	9,689	116,262	116,262	0		116,262
Conditional Transfers	976,980	0	1,020,193	26,500	993,693		26,500
Other Transfers	202,500	202,500	894,025	894,025	0		894,025
	<u>\$2,493,750</u>	<u>\$1,510,298</u>	<u>\$17,735,926</u>	<u>\$16,347,500</u>	<u>\$1,388,426</u>		<u>\$16,347,500</u>
EXPENSES							
General Government Services	188,865	194,193	1,850,274	2,053,519	203,245		2,053,519
Protective Services	334,160	319,788	4,596,425	4,567,051	(29,374)		4,567,051
Transportation Services	343,974	377,207	3,307,320	3,355,933	48,613		3,355,933
Environmental Health Services	47,920	55,667	659,526	633,000	(26,526)		633,000
Environmental Development	39,272	46,845	508,971	619,122	110,151		619,122
Recreation & Cultural Services	109,670	91,044	1,788,009	1,791,344	3,335		1,791,344
Fiscal Services	4,478,256	2,788,278	5,015,371	3,327,531	(1,687,840)		3,327,531
	<u>\$5,542,117</u>	<u>\$3,873,022</u>	<u>\$17,725,896</u>	<u>\$16,347,500</u>	<u>-\$1,378,396</u>		<u>\$16,347,500</u>
Surplus (Deficit) for the Year	<u>-\$3,048,367</u>	<u>-\$2,362,724</u>	<u>\$10,030</u>	<u>\$0</u>	<u>\$10,030</u>		<u>\$ -</u>

Town of Rothesay
Statement of Revenue & Expenditure
12 Months Ended 12/31/15

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	(723)	1,833	26,511	22,000	4,511		22,000
Town Hall Rent	931	15,800	8,574	69,600	(61,026)		69,600
Arena Revenue	28,842	28,042	218,708	228,000	(9,292)		228,000
Community Garden	0	0	840	900	(60)		900
Recreation Programs	442	600	65,403	64,200	1,203		64,200
	<u>29,493</u>	<u>46,275</u>	<u>320,036</u>	<u>384,700</u>	<u>(64,664)</u>		<u>384,700</u>
Other Revenue from Own Sources							
Licenses & Permits	10,196	6,667	141,888	80,000	61,888		80,000
Police Fines	13,741	12,000	54,516	48,000	6,516		48,000
Interest & Sundry	1,358	417	21,447	5,000	16,447		5,000
Miscellaneous	225	644	370,162	7,729	362,433		7,729
History Book Sales	0	0	183	0	183		0
	<u>25,520</u>	<u>19,727</u>	<u>588,195</u>	<u>140,729</u>	<u>447,466</u>		<u>140,729</u>
Conditional Transfers							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	976,980	0	1,017,693	25,000	992,693		25,000
	<u>976,980</u>	<u>0</u>	<u>1,020,193</u>	<u>26,500</u>	<u>993,693</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	84,025	84,025	0		84,025
Utility Fund Transfer	202,500	202,500	810,000	810,000	0		810,000
	<u>202,500</u>	<u>202,500</u>	<u>894,025</u>	<u>894,025</u>	<u>0</u>		<u>894,025</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,072	2,967	33,079	35,600	2,521		35,600
Councillors	8,004	8,667	103,459	104,000	541		104,000
Regional Service Commission 9	0	0	6,983	7,235	252		7,235
Other	250	1,417	5,789	17,000	11,211		17,000
	<u>11,325</u>	<u>13,050</u>	<u>149,311</u>	<u>163,835</u>	<u>14,524</u>		<u>163,835</u>
Administrative							
Office Building	8	12,750	135,388	190,000	54,612		190,000
Solicitor	12,559	2,917	33,645	35,000	1,355		35,000
Administration - Wages & Benefits	149,851	148,990	908,937	975,000	66,063		975,000
Supplies	10,159	6,542	89,280	104,900	15,620		104,900
Professional Fees	0	3,056	27,450	50,000	22,550		50,000
Other	4,274	5,097	68,842	76,161	7,319		76,161
	<u>176,850</u>	<u>179,351</u>	<u>1,263,542</u>	<u>1,431,061</u>	<u>167,519</u>		<u>1,431,061</u>

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Other General Government Services

Community Communications	0	750	5,513	9,000	3,487	9,000
Civic Relations	305	333	3,109	7,000	3,891	7,000
Insurance	0	0	145,993	146,166	173	146,166
Donations	384	708	37,312	48,500	11,188	48,500
Cost of Assessment	0	0	237,957	237,957	0	237,957
Property Taxes - L.P.P.	0	0	7,537	10,000	2,463	10,000
	<u>689</u>	<u>1,792</u>	<u>437,421</u>	<u>458,623</u>	<u>21,202</u>	<u>458,623</u>
	<u>188,865</u>	<u>194,193</u>	<u>1,850,274</u>	<u>2,053,519</u>	<u>203,245</u>	<u>2,053,519</u>

Protective Services

Police						
Police Protection	168,550	168,566	2,191,155	2,191,352	197	2,191,352
Crime Stoppers	0	0	2,800	2,800	0	2,800
	<u>168,550</u>	<u>168,566</u>	<u>2,193,955</u>	<u>2,194,152</u>	<u>197</u>	<u>2,194,152</u>

Fire

Fire Protection	141,618	138,600	1,885,008	1,861,889	(23,119)	1,861,889
Water Costs Fire Protection	0	0	350,000	350,000	0	350,000
	<u>141,618</u>	<u>138,600</u>	<u>2,235,008</u>	<u>2,211,889</u>	<u>(23,119)</u>	<u>2,211,889</u>

Emergency Measures

911 Communications Centre	9,539	9,539	124,010	124,010	(0)	124,010
EMO Director/Committee	7,395	1,667	7,395	20,000	12,605	20,000
	<u>16,934</u>	<u>11,206</u>	<u>131,405</u>	<u>144,010</u>	<u>12,605</u>	<u>144,010</u>

Other

Animal & Pest Control	560	1,000	6,661	12,000	5,339	12,000
Other	6,498	417	29,396	5,000	(24,396)	5,000
	<u>7,058</u>	<u>1,417</u>	<u>36,057</u>	<u>17,000</u>	<u>(19,057)</u>	<u>17,000</u>

Total Protective Services

	<u>334,160</u>	<u>319,788</u>	<u>4,596,425</u>	<u>4,567,051</u>	<u>(29,374)</u>	<u>4,567,051</u>
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Transportation Services

Common Services

Administration (Wages & Benefits)	147,889	195,412	1,722,384	1,765,753	43,369	1,765,753
Workshops, Yards & Equipment	57,715	45,458	567,011	585,500	18,489	585,500
Engineering	0	1,250	5,215	15,000	9,785	15,000
	<u>205,605</u>	<u>242,121</u>	<u>2,294,610</u>	<u>2,366,253</u>	<u>71,643</u>	<u>2,366,253</u>

Street Cleaning & Flushing	13,270	3,571	41,634	35,000	(6,634)	35,000
Roads & Streets	12,393	7,967	101,575	83,000	(18,575)	83,000
Crosswalks & Sidewalks	577	767	15,052	18,000	2,948	18,000
Culverts & Drainage Ditches	4,368	1,000	49,006	80,000	30,994	80,000
Snow & Ice Removal	76,934	83,267	505,313	459,000	(46,313)	459,000
	<u>107,542</u>	<u>96,571</u>	<u>712,581</u>	<u>675,000</u>	<u>(37,581)</u>	<u>675,000</u>

Street Lighting	10,936	12,307	138,585	147,680	9,095	147,680
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Traffic Services

Street Signs	736	833	13,233	10,000	(3,233)	10,000
Traffic Lanemarking	0	0	20,038	24,000	3,962	24,000
Traffic Signals	2,348	1,500	26,361	18,000	(8,361)	18,000
Railway Crossing	1,738	2,000	18,317	24,000	5,683	24,000
	<u>4,821</u>	<u>4,333</u>	<u>77,950</u>	<u>76,000</u>	<u>(1,950)</u>	<u>76,000</u>

Public Transit

Public Transit - Comex Service	14,925	21,750	78,225	87,000	8,775	87,000
KV Committee for the Disabled	0	0	2,500	2,500	0	2,500
Public Transit - Other	145	125	2,870	1,500	(1,370)	1,500
	<u>15,070</u>	<u>21,875</u>	<u>83,595</u>	<u>91,000</u>	<u>7,405</u>	<u>91,000</u>

Total Transportation Services	<u>343,974</u>	<u>377,207</u>	<u>3,307,320</u>	<u>3,355,933</u>	<u>48,613</u>	<u>3,355,933</u>
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Environmental Health Services

Solid Waste Disposal Land Fill	14,365	19,167	205,642	230,000	24,358	230,000
Solid Waste Disposal Compost	2,013	2,333	27,447	28,000	553	28,000
Solid Waste Collection	21,505	22,500	258,055	270,000	11,945	270,000
Solid Waste Collection Curbside Recycling	9,732	11,667	113,907	70,000	(43,907)	70,000
Clean Up Campaign	305	0	54,474	35,000	(19,474)	35,000
	<u>47,920</u>	<u>55,667</u>	<u>659,526</u>	<u>633,000</u>	<u>(26,526)</u>	<u>633,000</u>

Environmental Development Services

Planning & Zoning

Administration	32,069	34,852	410,890	472,000	61,110	472,000
Planning Projects	0	4,167	1,029	50,000	48,971	50,000
Heritage Committee	0	625	7,527	7,500	(27)	7,500
	<u>32,069</u>	<u>39,643</u>	<u>419,446</u>	<u>529,500</u>	<u>110,054</u>	<u>529,500</u>

Economic Development Comm.

Tourism	7,203	7,202	86,423	86,422	(1)	86,422
	<u>0</u>	<u>0</u>	<u>3,103</u>	<u>3,200</u>	<u>97</u>	<u>3,200</u>
	<u>7,203</u>	<u>7,202</u>	<u>89,526</u>	<u>89,622</u>	<u>96</u>	<u>89,622</u>

	<u>39,272</u>	<u>46,845</u>	<u>508,971</u>	<u>619,122</u>	<u>110,151</u>	<u>619,122</u>
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Recreation & Cultural Services

Administration	15,903	16,267	245,872	235,800	(10,072)	235,800
Apartment Buildings	0	0	120	0	(120)	0
Beaches	55	0	51,040	60,800	9,760	60,800
Rothesay Arena	31,906	24,774	281,984	263,500	(18,484)	263,500
Memorial Centre	3,864	4,542	57,623	63,000	5,377	63,000
Summer Programs	275	0	58,349	58,700	351	58,700
Parks & Gardens	32,502	27,331	517,399	531,000	13,601	531,000
Rothesay Common Rink	8,282	0	8,282	0	(8,282)	0
Playgrounds and Fields	9,905	9,817	106,455	117,800	11,345	117,800
Regional Facilities Commission	0	0	350,472	350,472	0	350,472
Kennebecasis Public Library	3,219	6,148	70,838	73,772	2,935	73,772
Big Rothesay Read	0	83	1,868	1,000	(868)	1,000
Special Events	2,101	1,750	35,053	31,500	(3,553)	31,500
Rothesay Living Museum	0	333	996	4,000	3,004	4,000
	<u>108,012</u>	<u>91,044</u>	<u>1,786,351</u>	<u>1,791,344</u>	<u>4,993</u>	<u>1,791,344</u>

Fiscal Services

Debt Charges						
Interest	90,353	73,778	200,468	186,031	(14,437)	186,031
Debenture Payments	242,000	242,000	669,000	669,000	0	669,000
	<u>332,353</u>	<u>315,778</u>	<u>869,468</u>	<u>855,031</u>	<u>(14,437)</u>	<u>855,031</u>

Transfers To:						
Capital Fund for Capital Expenditures	1,788,903	2,040,000	1,788,903	2,040,000	251,097	2,040,000
Capital Projects Funded by Grants	977,000	0	977,000	0	(977,000)	0
Reserve Funds	1,370,000	422,500	1,370,000	422,500	(947,500)	422,500
Town Hall Reserve Transfer	10,000	10,000	10,000	10,000	0	10,000
	<u>4,145,903</u>	<u>2,472,500</u>	<u>4,145,903</u>	<u>2,472,500</u>	<u>(1,673,403)</u>	<u>2,472,500</u>
	<u>4,478,256</u>	<u>2,788,278</u>	<u>5,015,371</u>	<u>3,327,531</u>	<u>(1,687,840)</u>	<u>3,327,531</u>

12 months ending December 31, 2015

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Town Hall Rent	\$ 8,574	\$ 69,600	\$(61,026)	Vacancy
2	Licenses & Permits	\$ 141,888	\$ 80,000	\$ 61,888	Apartment Building, housing starts
3	Interest & Sundry	\$ 21,447	\$ 5,000	\$ 16,447	Cash on hand
4	Miscellaneous Revenue	\$ 370,162	\$ 7,729	\$ 362,433	Legal settlement
5	Grants - Other	\$ 1,017,693	\$ 25,000	\$ 992,693	K-Park & Wells grant funds received
			Total \$	1,371,573	
			Variance per Statement \$	1,388,426	
			Explained	98.79%	
Expenses					
General Government					
6	Legislative Other	\$ 5,789	\$ 17,000	\$ 11,211	Development seminars not used
7	Office Building	\$ 135,388	\$ 190,000	\$ 54,612	Maintenance costs lower than expected
8	Administration - Wages & Benefits	\$ 802,837	\$ 975,000	\$ 172,163	Position filled late and fewer step increases
9	Supplies	\$ 79,121	\$ 98,358	\$ 19,237	Info systems purchases not made
10	Professional Fees	\$ 27,450	\$ 46,944	\$ 19,494	Internal Audit not started
Protective Services					
11	Fire Protection	\$ 1,885,008	\$ 1,861,889	\$(23,119)	Budget error
12	EMO Director/Committee	\$ 2,395	\$ 20,000	\$ 17,605	Not used
13	Protective Services - Other	\$ 29,396	\$ 5,000	\$(24,396)	Hydrant repairs
Transportation					
14	Administration (Wages & Benefits)	\$ 1,722,384	\$ 1,765,753	\$ 43,369	
15	Street Cleaning & Flushing	\$ 41,634	\$ 35,000	\$(6,634)	More flushing needed than expected
16	Roads & Streets	\$ 101,575	\$ 63,000	\$(38,575)	Storm damage at Taylor Brook
17	Culverts & Ditches	\$ 49,006	\$ 80,000	\$ 30,994	fewer repairs required than budgeted
18	Snow & Ice Removal	\$ 505,313	\$ 459,000	\$(46,313)	Salt, sand, equipment rentals
19	Traffic Signals	\$ 26,361	\$ 18,000	\$(8,361)	Replaced damaged Opticom
Environmental Health & Development					
20	Curbside Recycling	\$ 113,907	\$ 70,000	\$(43,907)	Full cost of bins included
21	Clean Up Campaign	\$ 54,169	\$ 35,000	\$(19,169)	Tonnage more than double 2014
22	Planning - Administration	\$ 410,890	\$ 472,000	\$ 61,110	Software & Equipment purchases not made
23	Planning Projects	\$ 1,029	\$ 50,000	\$ 48,971	Not started
Recreation & Cultural Services					
24	Administration	\$ 245,872	\$ 235,800	\$(10,072)	budget reallocation within recreation
25	Rothesay Arena	\$ 281,984	\$ 263,500	\$(18,484)	Settlement of 2014 Power
26	Rothesay Common Rink	\$ 8,282	\$ -	\$(8,282)	New
Fiscal Services					
27	Interest	\$ 200,468	\$ 186,031	\$(14,437)	New borrowings
28	Capital Fund for Capital Expenditures	\$ 1,788,903	\$ 2,040,000	\$ 251,097	Per Council
29	Capital Projects Funded by Grants	\$ 977,000	\$ -	\$(977,000)	Wells Trail & Field
30	Reserve Funds	\$ 1,370,000	\$ 422,500	\$(947,500)	Transfer per Council
			Total \$	(1,456,386)	
			Variance per Statement \$	(1,267,296)	
			Explained	114.92%	

Town of Rothesay

Project Listing - General - 2015

1/29/16

Funding:

Account Number	Description	Amount	Reserves	Gas Tax	Grants	Operating	Borrow
120115-60	Protective Serv. Equipment Purchases P-2015-003	20,757.96				20,757.96	
120120-60	Arena Upgrade	24,756.13				24,756.13	
120130-60	Oakville Acres T-2014-005	1,417,368.28				107,368.28	1,310,000.00
120140-60	Anniversary Park	45,665.22				45,665.22	
120150-60	Kennebecasis Public Library Capital Contribution	5,675.64				5,675.64	
120165-60	Miller Field Building R-2013-08	57,527.82					57,527.82
120180-60	2011 Asphalt exp 2008410-A0	13,005.54				13,005.54	
120181-60	2013 Rothesay Common Upgrade R-2013-01	2,315,958.89				131,958.89	2,184,000.00
120208-60	Recreation Equipment Purchases R-2015-002	129,180.65				129,180.65	
120209-60	Asphalt T-2013-10	6,157.77				6,157.77	
120212-60	Hampton Road Reconfiguration T-2014-012	579.20				579.20	
120213-60	Transportation Equipment Purchases T-2015-001	195,448.59				195,448.59	
120216-60	French Village Road T-2013-17	19,150.88				19,150.88	
120217-60	Monaco/Maliseet/Wanda Cr. Drainage T-2013-18	15,723.98				15,723.98	
120222-60	Stormwater Manage Guidelines	15,411.08				15,411.08	
120224-60	Memorial Centre Improvements R-2014-010	105,760.21				105,760.21	
120226-60	Green Road Reconstruction T-2014-001	9,311.00				9,311.00	
120227-60	Asphalt/Microsealing T-2014-002 (Phase 3 2015)	607,936.11				257,936.11	350,000.00
120229-60	Grove/Gondola Point/Vincent T-2014-004	2,240.98				2,240.98	
120230-60	French Village Road T-2015-010 (Phase 3 2015)	303,738.76				303,738.76	
120232-60	Sidewalks - Strong Court T-2014-018	32,929.14				32,929.14	
120233-60	Wells Trail R-2014-019	859,208.30			482,000.00	199,736.12	177,472.18
120234-60	Wells Ballfield R-2014-020	498,562.69			495,000.00	3,562.69	
120235-60	Salt Shed Improvements T-2014-021	150,266.51				150,266.51	
120237-60	Curb & Gutter Eriskay/Iona T-2015-004	9,778.23				9,778.23	
120238-60	Engineering 2016 Streets T-2016-001	12,548.25				12,548.25	
120239-60	In House Almon/RA5 Church/Golf Club T-2015-005	49,439.81				49,439.81	
120240-60	Drainage Improvements Eriskay/Iona	6,303.99				6,303.99	
120241-60	French Village Road Phase 3 T-2015-010	-				-	
120299-60	Capital Projects Reversed	48,126.44				48,126.44	
		6,844,902.81	-	-	977,000.00	1,788,902.81	4,079,000.00

Town of Rothesay

Utility Fund Financial Statements

December 31, 2015

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Town of Rothesay
Capital Balance Sheet
As at 12/31/15

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
	<u>42,121,832</u>

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)
	<u>(12,692,023)</u>

TOTAL ASSETS

29,429,809

LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

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

TOTAL LIABILITIES & EQUITY

29,429,807

Town of Rothesay

Utility Reserve Balance Sheet
As at 12/31/15

ASSETS

Assets:	
Bank - Utility Reserve	1,312,244
Due from Utility Operating	(0)
TOTAL ASSETS	<u>\$ 1,312,244</u>

EQUITY

Investments:	
Invest. in Utility Capital Reserve	969,863
Invest. in Utility Operating Reserve	98,099
Invest. in Sewage Outfall Reserve	244,282
TOTAL EQUITY	<u>\$ 1,312,244</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 12/31/15

Utilities Fund Operating Balance Sheet

ASSETS

Current assets:

Accounts Receivable Net of Allowance	537,841
Accounts Receivable - Misc.	4,685
Total Current Assets	<u>542,526</u>

Other Assets:

-

TOTAL ASSETS

\$ 542,526

LIABILITIES

Accrued Payables	52,948
Due from General Fund	650,318
Due from (to) Capital Fund	(47,077)
Due to (from) Utility Reserve	(0)
Deferred Revenue	21,354
Total Liabilities	<u>677,543</u>

EQUITY

Surplus:

Opening Retained Earnings	(163,552)
Profit (Loss) to Date	28,535
	<u>(135,017)</u>

TOTAL LIABILITIES & EQUITY

\$ 542,526

Town of Rothesay
Utilities Operating Income Statement
 12 Months Ended 12/31/15

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	207,503	218,432	887,261	890,400	(3,139)		890,400
Meter and non-hookup fees	9,294	7,500	37,478	30,000	7,478		30,000
Water Supply for Fire Prot.	0	0	350,000	350,000	0		350,000
Local Improvement Levy	1,335	0	60,603	60,000	603		60,000
Sewerage Services	(6,488)	0	1,467,832	1,473,400	(5,568)		1,473,400
Connection Fees	2,925	6,500	91,245	65,000	26,245		65,000
Interest Earned	4,478	2,917	57,417	35,000	22,417		35,000
Misc. Revenue	1,025	417	8,600	5,000	3,600		5,000
TOTAL RECEIPTS	220,071	235,765	2,960,436	2,908,800	51,636		2,908,800
WATER SUPPLY							
Share of Overhead Expenses	60,750	60,750	243,000	243,000	0		243,000
Audit/Legal/Training	2,519	4,000	4,972	15,000	10,028		15,000
Purification/Treatment	12,164	21,487	359,128	262,348	(96,780)		262,348
Transm/Distribution	39,046	7,250	114,662	87,000	(27,662)		87,000
Power & Pumping	3,489	4,000	46,010	48,000	1,990		48,000
Billing/Collections	91	250	4,303	3,000	(1,303)		3,000
Water Purchased	133	100	388	1,200	812		1,200
Misc. Expenses	0	1,333	9,663	16,000	6,337		16,000
TOTAL WATER SUPPLY	118,191	99,171	782,126	675,548	(106,578)		675,548
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	141,750	141,750	567,000	567,000	0		567,000
Audit/Legal/Training	5,000	8,693	6,923	28,860	21,937		28,860
Collection System	7,568	10,417	104,127	85,800	(18,327)		85,800
Lift Stations	1,361	1,583	26,184	19,000	(7,184)		19,000
Treatment/Disposal	5,970	5,788	52,120	74,250	22,130		74,250
Misc. Expenses	510	875	6,748	10,500	3,752		10,500
TOTAL SWGE COLLECTION & DISPOSAL	162,159	169,106	763,102	785,410	22,308		785,410
FISCAL SERVICES							
Interest on Long-Term Debt	59,982	65,615	263,652	269,063	5,411		269,063
Principal Repayment	213,933	223,500	407,138	416,705	9,567		416,705
Other Debt Charges/Bank Charges	2,905	0	2,905	0	(2,905)		0
Transfer to Reserve Accounts	92,320	188,298	92,320	188,298	95,978		188,298
Capital Fund	546,882	500,000	546,882	500,000	(46,882)		500,000
Prev. Yrs Deficits	0	0	73,776	73,776	0		73,776
TOTAL FISCAL SERVICES	916,022	977,413	1,386,673	1,447,842	61,169		1,447,842
TOTAL EXPENSES	1,196,371	1,245,690	2,931,902	2,908,800	(23,102)		2,908,800
NET INCOME (LOSS) FOR THE PERIOD	(976,300)	(1,009,924)	28,535	0	28,535		0

114516-20
114010-60

Town of Rothesay

Variance Report - Utility Operating

12 months ending December 31, 2015

Note #	Account Name	Actual YTD	Budget YTD	Variance	
				Better(worse)	Description of Variance
Revenue					
1	Meter & Non-Hookup Fees	\$ 37,478	\$ 30,000	\$ 7,478	More non-hookup charges
2	Connection Fees	\$ 91,245	\$ 65,000	\$ 26,245	New housing starts
3	Interest Earned	\$ 57,417	\$ 35,000	\$ 22,417	Interest on accounts receivable
Water Supply					
4	Audit/Legal/Training	\$ 4,972	\$ 15,000	\$ 10,028	Training not used
5	Purification/Treatment	\$ 359,128	\$ 262,348	\$ (96,780)	Cleaning of wells
6	Transmission/Distribution	\$ 114,662	\$ 87,000	\$ (27,662)	Hillside repairs
Sewerage Collection & Disposal					
7	Audit/Legal/Training	\$ 6,923	\$ 28,860	\$ 21,937	Training not used
8	Collection System	\$ 104,127	\$ 85,800	\$ (18,327)	Sewer breaks
9	Lift Stations	\$ 26,184	\$ 19,000	\$ (7,184)	Equipment replacement
10	Treatment/Disposal	\$ 52,120	\$ 74,250	\$ 22,130	Maintenance costs lower than expected
Fiscal Services					
11	Other Debt Charges/Bank Charges	\$ 2,905	\$ -	\$ (2,905)	New borrowings
12	Transfer to Reserves	\$ 92,320	\$ 188,298	\$ 95,978	Per Council
13	Capital Fund	\$ 546,882	\$ 500,000	\$ (46,882)	Per Council

Town of Rothesay

Project Listing - Utility - 2015

2/15/16

AMENDED

Funding:

Account Number Description Amount Reserves Gas Tax Grants Operating Borrow

120311-30	Wastewater Feasibility Study	72,739.79				72,739.79	
120400-30	Capital Projects Reversed	4,636.00				4,636.00	
120417-30	CCME Characterization	1,743.06				1,743.06	
120427-30	Membrane Racks W-2013-24	174,714.52				174,714.52	
120430-30	Water System Supply Development	-				-	
120431-30	Gondola Pt. Rd W-2015-001	448,524.71	98,524.71			-	350,000.00
120433-30	Water Treatment Plant Upgrade W-2014-013	454,505.71	104,505.71			100,000.00	250,000.00
120434-30	Well Development - Watershed W-2014-014	128,528.33				128,528.33	
120436-30	McGuire Centre Extension W-2015-003	320,762.26	146,969.58		100,000.00	73,792.68	
120498-30	Unbudgeted Capital Items - Utilities	1,596,882.38	350,000.00	100,000.00	-	546,882.38	600,000.00

Town of Rothesay

General Fund Financial Statements

January 31, 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	G11

Town of Rothesay

Balance Sheet - Capital General Fund 1/31/16

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
	<u>68,398,843</u>
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)
	<u>(26,576,898)</u>
	<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
	<u>\$ 8,767,762</u>
Total Liabilities	
Investment in General Fund Fixed Assets	33,054,184
	<u><u>\$ 41,821,945</u></u>

Town of Rothesay
Balance Sheet - General Fund Reserves
1/31/16

ASSETS

BNS General Operating Reserve	787,835
BNS General Capital Reserves	1,395,347
BNS - Gas Tax Reserves - GIC	3,786,887
Gen Reserves due to/from Gen Operating	7,277
	<u>\$ 5,977,346</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,640,193
Invest. in General Capital Reserve	1,255,868
General Gas Tax Funding	145,661
Invest. in General Operating Reserve	793,298
Invest. in Land for Public Purposes Reserve	91,186
Invest. in Town Hall Reserve	51,140
	<u>\$ 5,977,347</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 1/31/16

CURRENT ASSETS

Cash	165,891
Receivables	436,780
HST Receivable	485,362
Inventory	18,619
Gen Operating due to/from Util Operating	510,634
Total Current Assets	<u>1,617,287</u>
Other Assets:	
Projects	<u>216,298</u>
	<u>216,298</u>
 TOTAL ASSETS	 <u><u>1,833,584</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	2,079,977
Other Payables	311,526
Gen Operating due to/from Gen Reserves	7,277
Gen Operating due to/from Gen Capital	(1,360,762)
Accrued Sick Leave	17,700
Accrued Pension Obligation	239,100
Accrued Retirement Allowance	311,200
Def. Rev-Quispamsis/Library Share	37,783
TOTAL LIABILITIES	<u>1,643,801</u>
EQUITY	
Retained Earnings - General	(200,382)
Surplus/(Deficit) for the Period	<u>390,164</u>
	<u>189,783</u>
	<u><u>1,833,584</u></u>

Town of Rothesay

Statement of Revenue & Expenditure
1 Months Ended 1/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,246,820	1,246,820	1,246,820	1,246,820	0		14,961,842
Sale of Services	32,392	30,400	32,392	30,400	1,992		345,700
Services to Province of New Brunswick	5,000	5,000	5,000	5,000	0		60,000
Other Revenue from Own Sources	5,974	7,753	5,974	7,753	(1,779)		106,779
Unconditional Grant	9,916	9,916	9,916	9,916	0		118,987
Conditional Transfers	0	0	0	0	0		21,500
Other Transfers	285,418	285,192	285,418	285,192	226		1,135,192
	<u>\$1,585,520</u>	<u>\$1,585,081</u>	<u>\$1,585,520</u>	<u>\$1,585,081</u>	<u>\$439</u>		<u>\$16,750,000</u>
EXPENSES							
General Government Services	289,133	309,239	289,133	309,239	20,107		2,032,455
Protective Services	349,533	347,969	349,533	347,969	(1,564)		4,744,123
Transportation Services	284,707	310,661	284,707	310,661	25,954		3,365,331
Environmental Health Services	47,678	50,000	47,678	50,000	2,322		638,000
Environmental Development	42,886	55,711	42,886	55,711	12,826		641,022
Recreation & Cultural Services	181,015	205,179	181,015	205,179	24,164		1,903,676
Fiscal Services	403	350	403	350	(53)		3,425,393
	<u>\$1,195,356</u>	<u>\$1,279,110</u>	<u>\$1,195,356</u>	<u>\$1,279,110</u>	<u>\$83,755</u>		<u>\$16,750,000</u>
Surplus (Deficit) for the Year	<u>\$390,164</u>	<u>\$305,971</u>	<u>\$390,164</u>	<u>\$305,971</u>	<u>\$84,194</u>		<u>\$ -</u>

Town of Rothesay
Statement of Revenue & Expenditure
1 Months Ended 1/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	450	2,600	450	2,600	(2,150)		31,200
Town Hall Rent	1,077	1,633	1,077	1,633	(556)		19,600
Arena Revenue	30,865	25,667	30,865	25,667	5,198		230,000
Community Garden	0	0	0	0	0		900
Recreation Programs	0	500	0	500	(500)		64,000
	<u>32,392</u>	<u>30,400</u>	<u>32,392</u>	<u>30,400</u>	<u>1,992</u>		<u>345,700</u>
Other Revenue from Own Sources							
Licenses & Permits	5,178	7,083	5,178	7,083	(1,905)		85,000
Police Fines	0	0	0	0	0		13,741
Interest & Sundry	222	417	222	417	(194)		5,000
Miscellaneous	558	253	558	253	305		3,038
History Book Sales	16	0	16	0	16		0
	<u>5,974</u>	<u>7,753</u>	<u>5,974</u>	<u>7,753</u>	<u>(1,779)</u>		<u>106,779</u>
Conditional Transfers							
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>
Other Transfers							
Surplus of 2nd Previous Year	285,418	285,192	285,418	285,192	226		285,192
Utility Fund Transfer	0	0	0	0	0		850,000
	<u>285,418</u>	<u>285,192</u>	<u>285,418</u>	<u>285,192</u>	<u>226</u>		<u>1,135,192</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,559	2,975	2,559	2,975	416		36,475
Councillors	7,912	8,187	7,912	8,187	275		104,059
Regional Service Commission 9	1,262	1,875	1,262	1,875	614		7,500
Other	300	417	300	417	117		11,000
	<u>12,032</u>	<u>13,453</u>	<u>12,032</u>	<u>13,453</u>	<u>1,421</u>		<u>159,034</u>
Administrative							
Office Building	5,708	7,675	5,708	7,675	1,967		153,100
Solicitor	0	2,917	0	2,917	2,917		35,000
Administration - Wages & Benefits	69,760	75,916	69,760	75,916	6,156		985,200
Supplies	7,414	10,375	7,414	10,375	2,961		97,900
Professional Fees	0	4,167	0	4,167	4,167		50,000
Other	19,833	20,445	19,833	20,445	612		67,337
	<u>102,715</u>	<u>121,494</u>	<u>102,715</u>	<u>121,494</u>	<u>18,780</u>		<u>1,388,537</u>

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G7

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	496	583	496	583	87		7,000
Civic Relations	1,607	1,708	1,607	1,708	101		4,000
Insurance	157,283	157,000	157,283	157,000	(283)		157,000
Donations	15,000	15,000	15,000	15,000	0		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>174,386</u>	<u>174,292</u>	<u>174,386</u>	<u>174,292</u>	<u>(94)</u>		<u>484,884</u>
	<u>289,133</u>	<u>309,239</u>	<u>289,133</u>	<u>309,239</u>	<u>20,107</u>		<u>2,032,455</u>
Protective Services							
Police							
Police Protection	191,788	187,003	191,788	187,003	(4,785)		2,244,033
Crime Stoppers	0	0	0	0	0		2,800
	<u>191,788</u>	<u>187,003</u>	<u>191,788</u>	<u>187,003</u>	<u>(4,785)</u>		<u>2,246,833</u>
Fire							
Fire Protection	145,559	145,695	145,559	145,695	136		1,939,032
Water Costs Fire Protection	0	0	0	0	0		375,000
	<u>145,559</u>	<u>145,695</u>	<u>145,559</u>	<u>145,695</u>	<u>136</u>		<u>2,314,032</u>
Emergency Measures							
911 Communications Centre	11,485	11,147	11,485	11,147	(338)		133,758
EMO Director/Committee	242	2,083	242	2,083	1,842		25,000
	<u>11,726</u>	<u>13,230</u>	<u>11,726</u>	<u>13,230</u>	<u>1,503</u>		<u>158,758</u>
Other							
Animal & Pest Control	460	792	460	792	332		9,500
Other	0	1,250	0	1,250	1,250		15,000
	<u>460</u>	<u>2,042</u>	<u>460</u>	<u>2,042</u>	<u>1,582</u>		<u>24,500</u>
Total Protective Services	<u>349,533</u>	<u>347,969</u>	<u>349,533</u>	<u>347,969</u>	<u>(1,564)</u>		<u>4,744,123</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	142,301	137,777	142,301	137,777	(4,525)		1,784,982
Workshops, Yards & Equipment	47,265	45,792	47,265	45,792	(1,473)		580,500
Engineering	23	417	23	417	394		5,000
	<u>189,588</u>	<u>183,985</u>	<u>189,588</u>	<u>183,985</u>	<u>(5,604)</u>		<u>2,370,482</u>
Street Cleaning & Flushing							
Street Cleaning & Flushing	0	2,917	0	2,917	2,917		35,000
Roads & Streets	4,352	6,917	4,352	6,917	2,565		83,000
Crosswalks & Sidewalks	482	1,302	482	1,302	820		14,349
Culverts & Drainage Ditches	0	5,000	0	5,000	5,000		60,000
Snow & Ice Removal	77,497	93,667	77,497	93,667	16,170		512,000
	<u>82,331</u>	<u>109,802</u>	<u>82,331</u>	<u>109,802</u>	<u>27,471</u>		<u>704,349</u>
Street Lighting							
Street Lighting	10,870	12,167	10,870	12,167	1,297		146,000
Traffic Services							
Street Signs							
Street Signs	0	833	0	833	833		10,000
Traffic Lanemarking							
Traffic Lanemarking	0	0	0	0	0		26,000
Traffic Signals							
Traffic Signals	665	2,083	665	2,083	1,418		25,000
Railway Crossing							
Railway Crossing	1,108	1,500	1,108	1,500	392		18,000
	<u>1,773</u>	<u>4,417</u>	<u>1,773</u>	<u>4,417</u>	<u>2,644</u>		<u>79,000</u>
Public Transit							
Public Transit - Comex Service							
Public Transit - Comex Service	0	0	0	0	0		62,000
Public Transit - Other							
Public Transit - Other	145	292	145	292	147		3,500
	<u>145</u>	<u>292</u>	<u>145</u>	<u>292</u>	<u>147</u>		<u>65,500</u>
Total Transportation Services	<u>284,707</u>	<u>310,661</u>	<u>284,707</u>	<u>310,661</u>	<u>25,954</u>		<u>3,365,331</u>
Environmental Health Services							
Solid Waste Disposal Land Fill							
Solid Waste Disposal Land Fill	16,759	17,500	16,759	17,500	741		210,000
Solid Waste Disposal Compost							
Solid Waste Disposal Compost	1,393	2,333	1,393	2,333	940		28,000
Solid Waste Collection							
Solid Waste Collection	21,505	21,667	21,505	21,667	162		260,000
Solid Waste Collection Curbside Recycling							
Solid Waste Collection Curbside Recycling	7,504	7,500	7,504	7,500	(4)		90,000
Clean Up Campaign							
Clean Up Campaign	517	1,000	517	1,000	483		50,000
	<u>47,678</u>	<u>50,000</u>	<u>47,678</u>	<u>50,000</u>	<u>2,322</u>		<u>638,000</u>
Environmental Development Services							
Planning & Zoning							
Administration							
Administration	32,581	36,351	32,581	36,351	3,770		443,900
Planning Projects							
Planning Projects	0	8,333	0	8,333	8,333		100,000
Heritage Committee							
Heritage Committee	0	625	0	625	625		7,500
	<u>32,581</u>	<u>45,310</u>	<u>32,581</u>	<u>45,310</u>	<u>12,729</u>		<u>551,400</u>
Economic Development Comm.							
Economic Development Comm.	7,202	7,202	7,202	7,202	0		86,422
Tourism							
Tourism	3,103	3,200	3,103	3,200	97		3,200
	<u>10,305</u>	<u>10,402</u>	<u>10,305</u>	<u>10,402</u>	<u>97</u>		<u>89,622</u>
	<u>42,886</u>	<u>55,711</u>	<u>42,886</u>	<u>55,711</u>	<u>12,826</u>		<u>641,022</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	18,681	16,467	18,681	16,467	(2,214)		242,315 G9
Beaches	0	0	0	0	0		57,784
Rothesay Arena	23,755	26,799	23,755	26,799	3,044		276,381
Memorial Centre	3,050	4,583	3,050	4,583	1,533		63,000
Summer Programs	360	375	360	375	15		56,049
Parks & Gardens	25,121	32,265	25,121	32,265	7,144		546,400
Rothesay Common Rink	(2,596)	8,000	(2,596)	8,000	10,596		36,600
Playgrounds and Fields	1,492	9,000	1,492	9,000	7,508		108,000
Regional Facilities Commission	97,533	97,518	97,533	97,518	(16)		390,071
Kennebecasis Public Library	7,131	7,131	7,131	7,131	(0)		85,576
Big Rothesay Read	0	83	0	83	83		1,000
Special Events	3,043	2,625	3,043	2,625	(418)		36,500
Rothesay Living Museum	0	333	0	333	333		4,000
	<u>177,571</u>	<u>205,179</u>	<u>177,571</u>	<u>205,179</u>	<u>27,609</u>		<u>1,903,676</u>
Fiscal Services							
Debt Charges							
Interest	403	350	403	350	(53)		256,393
Debenture Payments	0	0	0	0	0		830,000
	<u>403</u>	<u>350</u>	<u>403</u>	<u>350</u>	<u>(53)</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>403</u>	<u>350</u>	<u>403</u>	<u>350</u>	<u>(53)</u>		<u>3,425,393</u>

Town of Rothesay

Capital Projects 2016
General Fund
1 Months Ended 1/31/16

	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
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						
12021360 Transportation Equipment Purchases T-2016-002	343,000	29,040	313,960			
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	9,838	590,162			
12024560 Microseal Resurfacing T-2016-010	385,000	-	385,000			
12023860 Engineering 2017 Streets T-2017-001	130,000	-	130,000			
Unassigned	505,000	-	505,000			
Total Transportation	2,563,000	44,784	2,518,216			
Recreation						
12020860 Recreation Equipment Purchases R-2016-003	285,000	-	285,000			
12012060 Arena Upgrade R-2016-008	30,000	9,166	20,834			
12018160 2013 Rothesay Common Upgrade R-2013-01	-	364	364			
Total Recreation	315,000	9,530	305,470			
Total	\$ 2,979,000	\$ 54,314	\$ 2,924,686			
Carryovers						
Funded from Reserves						
12016560 Miller Field Building R-2013-08		61,354				
12023560 Salt Shed Improvements T-2014-021		96,137				
12023960 In House Almon/RA5 Church/Golf Club T-2015-005		4,492				
		\$ 161,983				
Total		\$ 216,298				
Funding:						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
General Government	75,000					75,000
Protective Services	26,000					26,000
Transportation	2,563,000	300,000	150,000		350,000	1,763,000
Recreation	315,000					315,000
	\$ 2,979,000	\$ 300,000	\$ 150,000	\$ -	\$ 350,000	\$ 2,179,000

Town of Rothesay

Utility Fund Financial Statements

January 31, 2016

Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Capital Project Listing	U6

Town of Rothesay
Capital Balance Sheet
As at 1/31/16

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
	<u>42,121,832</u>

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)
	<u>(12,692,023)</u>

TOTAL ASSETS	<u><u>29,429,809</u></u>
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LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	7,321,175
Total Liabilities	<u>7,368,252</u>

EQUITY

Investments:

Investment in Fixed Assets	22,061,556
Total Equity	<u>22,061,556</u>

TOTAL LIABILITIES & EQUITY	<u><u>29,429,807</u></u>
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Town of Rothesay
Utility Reserve Balance Sheet
As at 1/31/16

ASSETS

Assets:	
Bank - Utility Reserve	1,312,974
Due from Utility Operating	(0)
TOTAL ASSETS	<u>\$ 1,312,974</u>

EQUITY

Investments:	
Invest. in Utility Capital Reserve	970,403
Invest. in Utility Operating Reserve	98,154
Invest. in Sewage Outfall Reserve	244,418
TOTAL EQUITY	<u>\$ 1,312,974</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 1/31/16

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	369,420
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>370,620</u>
Other Assets:	
Projects	20,567
	<u>20,567</u>
 TOTAL ASSETS	 <u>\$ 391,187</u>

LIABILITIES

Accrued Payables	52,948
Due from General Fund	510,634
Due from (to) Capital Fund	(47,077)
Due to (from) Utility Reserve	(0)
Deferred Revenue	21,354
Total Liabilities	<u>537,859</u>

EQUITY

Surplus:	
Opening Retained Earnings	30,281
Profit (Loss) to Date	(176,954)
	<u>(146,673)</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 391,187</u>

Town of Rothesay
Utilities Operating Income Statement
1 Months Ended 1/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	5,874	2,058	5,874	2,058	3,816		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	5,400	5,000	5,400	5,000	400		60,000
Interest Earned	4,594	3,333	4,594	3,333	1,261		40,000
Misc. Revenue	300	250	300	250	50		3,000
TOTAL RECEIPTS	16,168	10,642	16,168	10,642	5,526		3,050,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	0	0	0		255,000
Audit/Legal/Training	17	1,000	17	1,000	983		15,000
Purification/Treatment	16,384	24,167	16,384	24,167	7,783		304,000
Transm/Distribution	2,365	8,083	2,365	8,083	5,718		97,000
Power & Pumping	3,522	3,917	3,522	3,917	394		47,000
Billing/Collections	0	250	0	250	250		3,000
Water Purchased	72	83	72	83	11		1,000
Misc. Expenses	264	1,250	264	1,250	986		15,000
TOTAL WATER SUPPLY	22,624	38,750	22,624	38,750	16,126		737,000
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	0	0	0		595,000
Audit/Legal/Training	463	1,833	463	1,833	1,370		29,000
Collection System	1,564	4,833	1,564	4,833	3,269		86,000
Lift Stations	1,062	2,417	1,062	2,417	1,354		29,000
Treatment/Disposal	3,763	5,267	3,763	5,267	1,503		68,000
Misc. Expenses	0	582	0	582	582		6,982
TOTAL SWGE COLLECTION & DISPOSAL	6,853	14,932	6,853	14,932	8,079		813,982
FISCAL SERVICES							
Interest on Bank Loans	0	5,000	0	5,000	5,000		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	163,644	163,645	163,644	163,645	1		163,645
TOTAL FISCAL SERVICES	163,644	168,645	163,644	168,645	5,001		1,499,018
TOTAL EXPENSES	193,122	222,327	193,122	222,327	29,205		3,050,000
NET INCOME (LOSS) FOR THE PERIOD	(176,954)	(211,685)	(176,954)	(211,685)	34,732		0

Town of Rothesay

STATEMENT OF REVENUE, EXPENSES AND SURPLUS 1 MONTHS ENDED 1/31/16

		CURRENT MONTH	BUDGET FOR MONTH	ACTUAL YTD	BUDGET YTD	VARIANCE	ANNUAL BGT
REVENUE:							
14410140	Water Services Residential	-	-	-	-	-	772,310
14410240	Water Services Multi Resid.	-	-	-	-	-	16,000
14410340	Water Commercial	-	-	-	-	-	104,520
14410540	Water Institutional	-	-	-	-	-	26,800
14410640	Sale to Fire Department	5,874	2,058	5,874	2,058	3,816	24,700
14410740	Sprinkler standby chg . Comm.	-	-	-	-	-	9,500
14410840	Sprinkler standby chg . Instit	-	-	-	-	-	8,170
		5,874	2,058	5,874	2,058	3,816	962,000
14420150	Sewer Residential	-	-	-	-	-	1,150,300
14420250	Sewer Multi Resid.	-	-	-	-	-	161,100
14420350	Sewer Commercial	-	-	-	-	-	102,300
14420550	Sewer Institutional	-	-	-	-	-	106,300
		-	-	-	-	-	1,520,000
14450140	Water Connection Fees	3,200	2,917	3,200	2,917	283	35,000
14450250	Sewer Connection Fees	2,200	2,083	2,200	2,083	117	25,000
14490340	Non hookup water fee	-	-	-	-	-	35,000
		-	-	-	-	-	35,000
15620140	Int. earned on O/D-water	4,594	3,333	4,594	3,333	1,261	40,000
15900140	Misc Revenue	300	250	300	250	50	3,000
		4,894	3,583	4,894	3,583	1,311	43,000
15720040	Water Cost-Fire Prot.	-	-	-	-	-	375,000
15990040	Local Improvement Levy- K. Pk	-	-	-	-	-	55,000
	TOTAL REVENUE	16,168	10,642	16,168	10,642	5,526	3,050,000
EXPENSES:							
WATER							
24110040	Share of Overhead Trf	-	-	-	-	-	255,000
24110240	Legal Water	-	250	-	250	250	3,000
24110340	Audit Water	-	-	-	-	-	3,000
24110440	Training Water	-	750	-	750	750	9,000
24110540	Other Water	17	-	17	-	(17)	-
		17	1,000	17	1,000	983	15,000
24120040	Purific./Treatment Prop. taxes	-	-	-	-	-	14,000
24120140	Pur/Treat NB Power	3,891	4,167	3,891	4,167	276	50,000
24120240	Pur/Treat Maintenance	4,448	10,708	4,448	10,708	6,261	128,500
24120340	Pur/Treat Warranties Agreements	1,930	2,567	1,930	2,567	637	30,800
24120440	Pur/Treat Testing	6,115	3,600	6,115	3,600	(2,515)	43,200
24120540	Pur/Treat Chemicals	-	3,125	-	3,125	3,125	37,500
		16,384	24,167	16,384	24,167	7,783	304,000
24140040	Trans./Distribution	2,365	8,083	2,365	8,083	5,718	97,000
24150040	Power and Pumping other	92	167	92	167	75	2,000
24150140	Power/Pump NB Power	3,372	3,750	3,372	3,750	378	45,000
24150240	Pow/Pump Maint.	59	-	59	-	(59)	-
		3,522	3,917	3,522	3,917	394	47,000
24160040	Billing/Collections	-	250	-	250	250	3,000
24170040	Water Purchased	72	83	72	83	11	1,000
24190040	Water ground water meters misc	264	1,250	264	1,250	986	15,000

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	CURRENT MONTH	BUDGET FOR MONTH	ACTUAL YTD	BUDGET YTD	VARIANCE	ANNUAL BGT
TOTAL WATER	22,624	38,750	22,624	38,750	16,126	737,000
SEWER						
24210050 Share of Overhead Trf	-	-	-	-	-	595,000
24210250 Legal - Sewer	-	333	-	333	333	4,000
24210350 Audit - Sewer	-	-	-	-	-	7,000
24210450 Training - Sewer	463	1,500	463	1,500	1,037	18,000
	463	1,833	463	1,833	1,370	29,000
24220050 Collection system claims CN	394	2,167	394	2,167	1,773	26,000
24220150 Sew coll Flushing	-	1,000	-	1,000	1,000	40,000
24220250 Sew coll Maintenance	1,170	1,667	1,170	1,667	497	20,000
	1,564	4,833	1,564	4,833	3,269	86,000
24230050 Lift Stations Maintenance	-	1,250	-	1,250	1,250	15,000
24230150 Lift stns NB Power	1,062	1,167	1,062	1,167	104	14,000
	1,062	2,417	1,062	2,417	1,354	29,000
24240050 Treat/Disposal Chem testing	490	750	490	750	260	9,000
24240150 Treat/Disp NB Power	3,273	3,333	3,273	3,333	60	40,000
24240250 Treat/Disp Maint/rep	-	1,183	-	1,183	1,183	14,200
24240350 Treat/Disp prop. taxes LIL	-	-	-	-	-	4,800
	3,763	5,267	3,763	5,267	1,503	68,000
24290050 Other Sewer	-	582	-	582	582	6,982
TOTAL SEWER	6,853	14,932	6,853	14,932	8,079	813,982
FISCAL SERVICES						
28110040 Int on Temp Loans - W	-	5,000	-	5,000	5,000	60,000
28120040 Int on L.T. Debt	-	-	-	-	-	216,522
28130040 Principal Payments	-	-	-	-	-	386,293
28220050 Int on L.T. Debt	-	-	-	-	-	42,458
28230050 Principal Payments	-	-	-	-	-	65,100
28311040 Trf to Water Reserve	-	-	-	-	-	60,000
28313050 Trf to Sewer Reserve	-	-	-	-	-	30,000
28320040 Capital Fund-Water	-	-	-	-	-	475,000
28350040 Def.-Prev Yrs-Water	163,644	163,645	163,644	163,645	1	163,645
	163,644	168,645	163,644	168,645	5,001	1,499,018
TOTAL EXPENSES	193,122	222,327	193,122	222,327	29,205	3,050,000
SURPLUS(DEFICIT) FOR THE PERIOD	(176,954)	(211,685)	(176,954)	(211,685)	34,732	-

Town of Rothesay

Capital Projects 2016
Utility Fund
1 Months Ended 1/31/16

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
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	-	250,000
		<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ 900,000</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	-	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>-</u>	<u>8,905,000</u>
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Carryovers

Funded from Reserves

12043330	Water Treatment Plant Upgrade W-2014-013	16,502
12043130	Gondola Pt. Rd W-2015-001	1,791
12043630	McGuire Centre Extension W-2015-003	2,273
		<u>\$ 20,567</u>
		<u>\$ 20,567</u>

Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	900,000				425,000	475,000
Sewer	8,005,000	80,000		5,000,000	2,925,000	-
		<u>8,905,000</u>	<u>-</u>	<u>\$ 5,000,000</u>	<u>\$ 3,350,000</u>	<u>\$ 475,000</u>

TOWN OF ROTHESAY

FINANCE COMMITTEE

March 4, 2016

In attendance:

Councillor Blair MacDonald, Chair

Mayor Bill Bishop

Deputy Mayor Nancy Grant

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 10:36. The agenda was approved as presented as were the minutes of November 17 and November 25, 2015.

Funding Requests

After a brief discussion on each, it was agreed to make the following recommendations to Council:

Elementary Literacy Inc. – nothing approved at this time

Touchstone Academy – no sponsorship, but purchase 6 tickets to be divided between the three elementary schools in Rothesay, for the children to attend the event.

Cheryl Pazia - \$400, which is under the purview of the Mayor according to the policy.

Financial Statements

December 2015 – Both the General Fund and the Utility Fund are showing small surpluses and Treasurer MacDonald expects these to be the final numbers, although the audit is not yet complete. The audited financial statements will likely be presented in April.

January 2016 – The cost of power for the Common was questioned. The negative amount for January was the result of the reversal of the accrual for December and not yet received the bill for January at the time the statements were drafted. There will be further breakdowns of the charges for the Common. Everyone was pleased with the activity to date. The financial statements for both months and both funds were approved as presented.

Application for Financing

Town Manager Jarvie explained this is the second part of a two-step funding process for the Common. We had received the authority to borrow; this is to issue the debenture on the borrowing. There are no longer balloon payments, and we won't know the rate until it is issued, but the last debenture we received averaged 3%. This will be fully paid in 15 years. It was agreed to recommend to Council to pass the motion (NG/BB)

Internal Control Review

Chairman MacDonald described the materials that had been circulated at his request noting he had found them on the internet. He feels this is a good idea. Not that he doubts that the controls are in place, but to make sure they are documented for Councils assurance. Our auditors verify that the financial statements fairly represent our financial situation, but not necessarily that Town operational processes are the most effective and efficient, follow 'best practices'. There is \$20,000 in the budget for this and Chairman MacDonald feels if that is not enough, the scope of the proposal can be pared down. Most felt the timeline suggested in the proposal was not realistic. After a lengthy discussion it was agreed to send out the RFP, with open-ended timelines. (BB/NG)

Next Meeting

The next meeting will be at the call of the Chairman. The meeting adjourned at 12:05.

Blair MacDonald, Chairman

Ellen K. Steeves, Recording Secretary



ROTHESAY MEMORANDUM



TO : John Jarvie
FROM : Doug MacDonald
DATE : March 8, 2016
RE : Finance Committee

The minutes from the Finance Committee meeting of March 4, 2016 document discussion for which Council may require additional information.

Donations:

Two of the items were discussed as referrals from Council, "ELF" (request to sponsor a school) and Touchstone Academy "Amazeatorium" (request to sponsor the event). The third was a request not yet seen by Council to sponsor Cheryl Pazia (Mission Trip to Uganda). I have included the background information presented to the Committee in support of these applications as well as the Policy document as information.

The recommendation of the Committee is not to approve sponsorship of either request presented to Council. However, pursuant to his authority under clause 8 of the Grants and Donation Policy, the Mayor has agreed to the purchase of 6 tickets to the Touchstone event and a grant of \$400 to Ms. Pazia.

Recommended motions:

Council deny the sponsorship funding request submitted by Elementary Literacy Inc.

Council deny the sponsorship funding request submitted by Touchstone Academy

Internal Control Review:

The Finance Committee passed a motion directing staff to prepare a Request for Proposals regarding internal audit services. This matter has been in discussion by the Committee for a number of months. As the motion is general in nature Council may wish to have additional information therefore I have included the documentation provided to the Committee in support of the proposal as well as staff memos considered by the committee in its deliberations.

ROTHESAY

Policy

Topic: Grants and Donations Policy	Date Prepared	Sept 2014
Application:	Date Adopted	14 Oct 2014
	Mayor & Council:	
	Town Manager:	

BACKGROUND:

This policy provides guidance to Council in considering requests for financial support from groups to apply consistent criteria in evaluating requests. In accordance with the criteria outlined below, all requests for financial support shall be accompanied by the attached application (Shedule A)

CRITERIA:

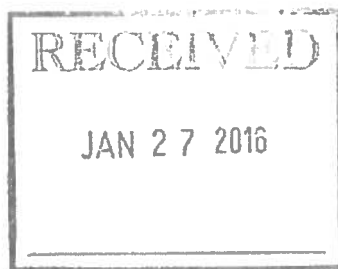
- 1) Council will consider requests for financial support from **individuals** who:
 - a) are engaged in an activity for which they receive no income
 - b) have been a resident of the town for at least 12 months prior to the request
 - c) have not made a similar request within the preceding 36 months
 - d) are prepared to make a significant personal contribution to the activity
 - e) are not in arrears of any amount owing to the Town
 - f) have excelled in the field or activity for which funding is requested
 - g) might not otherwise be able to participate in the activity for which the funding is requested

- 2) Council will consider requests for financial support from **groups** that:
 - a) are a registered charity or not for profit group
 - b) have a mandate which includes public service to Rothesay citizens
 - c) include a substantial number of Town residents in their memberships
 - d) are not in arrears of any amount owing to the Town
 - e) do not have primarily religious or political objectives nor are affiliated with organizations which do
 - f) are not receiving funding from the Town through a regular funding arrangement, nor are associated with a group receiving regular funding

- 3) The activity to be funded should:
 - a) be beneficial to the Town or residents of the greater Saint John region
 - b) promote the Town or the greater Saint John region, as a place to live, work or play
 - c) reflect a need beyond the resources of the individual or group
 - d) be a proposal to host an event of national or international importance

- 4) Council may consider requests at a Council meeting at which a presentation may be made by the requesting group or individual. Any presentation will be made in accordance with Town policy for Council delegations.

- 5) Requests for "in-kind" donations are subject to this policy.
- 6) Council will attempt to allocate funds consistently and fairly, and may require the applicant to complete an application form which would include the following information:
 - a) the name and address of the group or individual requesting funding
 - b) an explanation of how any Town donations would be used
 - c) the location, date, and time at which the activity will take place
 - d) the total costs of project and amount requested from the Town
 - e) the amount and sources of other support
 - f) an explanation of how the donation will benefit Rothsay and its residents
 - g) financial statements (for group application)
- 7) Council may budget for grants and donations but when the budgeted allocation has been utilized in a fiscal year, no further requests will be considered.
- 8) The Mayor has the authority under this policy to approve up to \$1,000 for donation requests, as long as there is sufficient room in the current year budget. The Mayor shall provide a regular report to Council indicating requests received in an amount of \$1,000 or less and the decision made regarding each request.
- 9) Requests for grants in excess of \$1,000 are to be forwarded to Council for a decision, with a recommendation from the Finance Committee.



Erin Schryer, PhD
Executive Director
Elementary Literacy Inc.
210 Crown St
Saint John, NB, E2L 3V8

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

Dear Mayor Bishop and Council

I am writing you on behalf of Elementary Literacy Inc., a provincial non profit organization working in close collaboration with both the public and private sector to improve early childhood literacy rates across New Brunswick, with a request for support. Below I explain the rationale for our organization, specifically what we are doing to improve literacy in the province, and how you can help. I thank you in advance for your attention to this important matter.

New Brunswick adult reading levels are among the lowest in Canada. Here, more than half of adults struggle to read and write well. Based on research that indicates difficulties with learning to read emerge early, Elementary Literacy Inc. is collaborating with schools, families and communities to directly and effectively support reading success for more students. Our literacy programs match grade struggling grade two readers with volunteer mentors for reading together one-on-one, after school, twice a week.

Importantly, our programs are evidence-based and effective. Last year the average child participant increased two reading levels over just ten weeks while teachers reported overwhelmingly that participants increased their reading confidence and interest over the same time period. Last school year Elementary Literacy Inc. served 150 schools across New Brunswick and just under 1000 students. This year we are on-track to serve roughly 1100 students as we are recruiting volunteers for over 180 schools, and 3 school in your municipality.

As a CRA registered not-for-profit organization, Elementary Literacy Inc. relies on donations to continue operations and to expand programming to new schools and students across the province. Our programs are offered as a free service to both Francophone and Anglophone schools and the average cost of offering our programming is \$1500 per school.



To support the continued delivery of our reading programs in schools across New Brunswick, businesses, municipalities and individuals are being invited to support a school in their community by contributing to our inaugural "Adopt a School" campaign. To adopt a school, please fill out the attached form and attach a cheque payable to *Elementary Literacy Inc.* or contribute directly at elfnb.com/clefnb.com. Using either option you will be able to direct your contribution toward the school, or schools, of your choice. To date, more than 35 schools have been adopted. To see a list of adopted schools and donors please visit <http://www.elfnb.com/get-involved/adopt-a-school/>.

We encourage you to learn more about this important campaign and join our early reading movement by visiting our website at elfnb.com. Help us write a brighter story for New Brunswick, one page at a time. Help us TURN THE PAGE.

Sincerely,
Mary Schryer
333-6961

On behalf of:
Erin Schryer



Adopt-A-School Registration

_____ would like to adopt _____

insert individual/business/organization
name

insert school name(s)

for (please check):

- one year (\$1500 per school)
- two years (\$3000 per school)
- three years (\$4500 per school)

Cheques can be made out to "Elementary Literacy Inc." and mailed to:
Elementary Literacy Inc., 210 Crown Street, PO Box 2350, Saint John, NB, E2L 3V8

To show our gratitude for your generous donation to the "Adopt a School" campaign, an advertisement demonstrating your organization's contribution to *Elementary Literacy Inc.* in support of Elf or Clef at a specific school will be custom designed and shared in the following ways:

- ◆ on *Elementary Literacy Inc.*'s Facebook and Twitter sites (3400+ followers)
- ◆ on our website
- ◆ directly with the school(s) supported
- ❖ in a Brunswick News Inc. newspaper

Touchstone Academy and Bell Aliant are pleased to present . . .



What is the AMAZEatorium?

Touchstone Academy is an independent, non-profit elementary school located in Rothesay, serving the greater Saint John area. The Touchstone approach to education is based on the belief that everyone is creative, inventive and imaginative, and our mission is to help kids **learn by doing**. At the AMAZEatorium, with the generous support of Bell Aliant, we transform the floor of Harbour Station into an amazing interactive learning playground for one day. When the doors open to the public, a colorful and fun-filled landscape of workshops, demonstrations, hands-on activities and exhibits, hosted by close to 100 community organizations, invites children to explore, experiment and create while they learn.

This year, the AMAZEatorium will highlight **environmental awareness** as our learning theme. Activities will be designed to provide kids with hands-on experiences of our world and how we can protect it. Discovering our fascinating planet through all five senses, kids will be inspired to become thoughtful, responsible members of their communities.

LEGO: Back By Popular Demand!

Kids love LEGO, and as educators, we know that LEGO helps kids bring their ideas to life. In 2015, we introduced **Robin Sather, Canada's only LEGO Certified Professional**, as our special feature guest. This year, Robin will be returning to the AMAZEatorium with even bigger LEGO models to inspire our guests! He will also be joined by **JK Brickworks**, an award-winning team of creative builders who recently designed a new kit for the LEGO company. Together, our LEGO experts will construct displays that showcase our beautiful planet, and will invite kids to imagine, design and build alongside them.



A Community Favourite

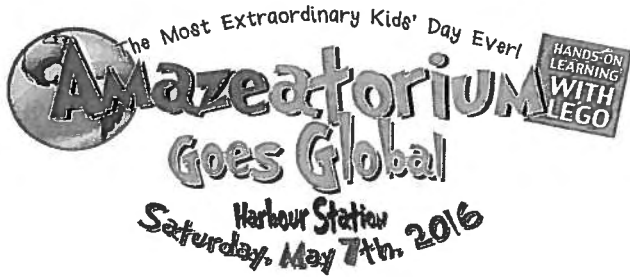
Now in its fifth year, the AMAZEatorium continues to attract a sell-out crowd of parents and children from the greater Saint John community and beyond. In previous years, attendance levels have reached the 5000 mark, dozens of local businesses and organizations have contributed in different ways, and hundreds of volunteers have ensured that everything runs smoothly. The AMAZEatorium is truly a collaborative project, allowing parents, educators and other members of our community to create an unforgettable day of hands-on learning for the kids of our region. Don't miss this opportunity to join us on May 7th as we "Go Global with LEGO!"

Want to get involved?

For more information about the AMAZEatorium, please get in touch!

Call: Julie Atkinson (506) 847-3038
Or Email: Julie@Touchstoneacademy.ca





Corporate Sponsorship Opportunities

Quality, innovative education is our best hope for strong communities and businesses in New Brunswick. An **AMAZEatorium** sponsorship package offers you the opportunity to be a part of a unique, community-driven initiative to provide hands-on learning for children and their families. Financial support makes the event possible, but we also value other forms of participation. If you have a creative idea for how your company can make the AMAZEatorium even more amazing, please let us know. We'd be happy to discuss customizing one of our packages for you.

Corporate Sponsorship Packages

Exclusive Co-Presenting Host & Sponsor

Reserved for Bell Aliant

Exclusive Environmental Discovery Sponsor

\$10,000

Please contact us for details of this exclusive, enhanced-visibility package

Exclusive LEGO Building Competition Package

\$4000

Includes:

- Large, prominently placed booth containing display of LEGO entries submitted by children, opportunity to present award ribbons and trophies stamped w/ your logo;
- Logo placement on print advertising;
- Logo placement on event webpage and in social media campaign;
- Logo placement on on-site event signage and program;
- 8 Early Entry passes and 12 General Admission tickets;

Learning Champion Package (Limited to 5)

\$3000

Includes:

- Large booth in a high traffic area to showcase your company via an interactive learning activity (optional);
- Logo placement on print advertising;
- Logo placement on event webpage;
- Logo placement on on-site event signage and program;
- 5 Early Entry passes and 10 General Admission tickets;

Learning Supporter Package (Limited to 8)

\$1200

Includes:

- Standard size booth to showcase your company via an interactive learning activity (optional);
- Logo placement on event webpage;
- Logo placement on event program;
- 8 General Admission tickets

For any questions or to reserve your sponsorship package, please contact:

**Julie Atkinson
(506) 847-3038**

Julie@Touchstoneacademy.ca



COPY

February 29, 2016

Dear Mayor Bishop and Town Council,

Last winter I had the privilege of travelling to Uganda, Africa to volunteer at Sanyu Babies' Home (<http://www.sanyubabies.com/index.html>), an orphanage in Kampala. I observed great need and had the opportunity to assist the over-worked staff in providing care to the children (age's newborn – 4 years) and help with general household chores.

Sanyu Babies' Home is a registered NGO caring for orphaned, abandoned, and destitute babies and children. Many of the children are found in garbage heaps, pit latrines, bus stops, and ditches alongside of the road.

In April of this year I will be returning to volunteer again in the same capacity. I have 29 years of childcare experience. I will be taking a month of unpaid leave from my daycare position to help care for these children.

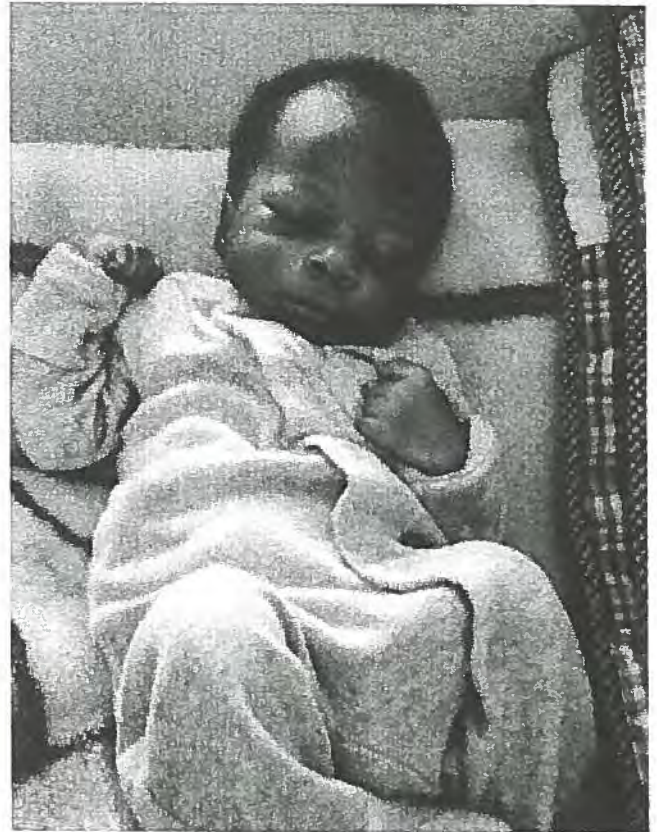
There are various fundraisers planned to help cover my expenses and help support the work of the orphanage.

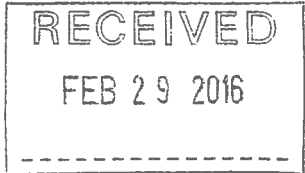
As a resident of Rothesay for over 50 years, I am applying to my home town to see if there would be any opportunity to be supported in this mission. My cost for the trip is \$4,000 which includes airfare, accommodations and meals at the orphanage, immunizations and medications, visa costs to enter the country, and transportation to and from the Entebbe airport. I have approximately 10% of my funds raised so far. Any funds received from the town would be used to help defray the above mentioned expenses.

Thank you for considering participating in this cause.

Cheryl Pazia

Cheryl Pazia





SCHEDULE A

Application for Rothesay Municipal Grant

App. No.: _____ App. Date: Feb 29, 2016

Applicant: Cheryl Pazia

Address: [Redacted]

Contact: _____ Tel. [Redacted]

Email: [Redacted]

Organization Description: _____

Amount Requested: \$ 1000.00

Descriptions of proposed event or activity: Mission Trip to Sanyu Babies' Home in Kampala, Uganda

Please see attached info. sheet

Project costs: \$ 4000.00

Benefits to town of Rothesay: Upon my return I could do a presentation for the Mayor & Town Council to challenge and inspire them to go out and make a difference in their world. I have shared last years experience to several women's groups at different churches and will be sharing it with the children at my work place next month.

Finance Committee review date (if applicable): _____
Recommendation to Council: _____ \$ _____



SANYU BABIES' HOME

Namirembe Hill,

P.O. Box 14162, Mengo, Kampala - Uganda

Tel. Off: 0414 - 274 032, Mob: 0712 - 370 950,

E-mail: sanyubabhome1@yahoo.com www.sanyubabies.com

Ref: 024/ED/16

9th February, 2016

TO WHOM IT MAY CONCERN

Re: Cheryl Pazia

This serves to confirm and verify that Cheryl Pazia holder of passport No. [REDACTED] has been accepted to volunteer at Sanyu Babies' Home – Kampala Uganda from 19th April, 2016 to 20th May, 2016.

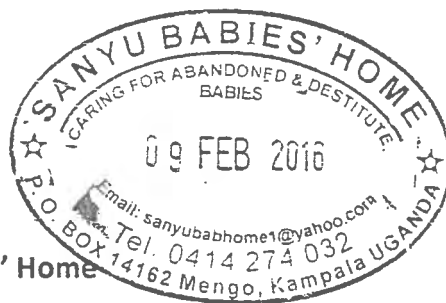
Sanyu Babies' Home is a Christian based organization taking care of abandoned children. We exist to provide Christ- like love to the babies and children deprived of parental love: and reintegrating them into community through reuniting them with their families, fostering or adoption.

The Home almost relies on people's generosity and volunteer's support. We therefore look forward to receiving Cheryl's support in terms of her volunteer services and donations to the babies.

Yours Sincerely,

Barbara Mutagubya

Director- Sanyu Babies' Home





INTEROFFICE MEMORANDUM

TO : Mayor Bishop & Council
FROM : John Jarvie
DATE : 11 March 2016
RE : Internal Review

Recommendation

The Finance Committee recommends that a Request for Proposals based on item 'A' (attached) be circulated with a completion date for the report to be determined.

Background

The capital budget contains an item called 'Internal Review' with an amount of \$20,000. This was included at the request of Councillor MacDonald and has been the topic of ongoing discussion at the Committee. Based on his understanding of the intentions of the Chair, the Treasurer has made a series of suggestions regarding how some aspects might be accomplished. These have not been considered satisfactory by the Chair. The Treasurer has compiled a summary of the work on this general topic done to date and that is appended to this memorandum.

Councillor MacDonald has noted that although the Town financial statements are prepared in accordance with Provincial standards and the annual audit is carried out by a qualified accounting firm, there could be benefits to a more detailed examination of various aspects of Town operations. To this end he has provided the outline attached as item 'A': PROPOSAL FOR INTERNAL AUDIT SERVICE PROPOSALS.

It's quite likely there are some potential improvements to how the Town carries out its business. A review of the methods by which Town business is conducted may well yield some constructive recommendations for changes to operational processes. The timing and broad extent of the terms of reference are cause for some concern.

Although the selection of a consultant to carry out such a project could be made at the April Council meeting, the substantive work will not be completed in time for review by the current Council. A new Council will not have an opportunity to have the proposal call reflect any particular questions incoming Councillors might have. We are not aware of any urgency to this work that would necessitate it being initiated before the new Council is in place. It has also been noted that April is a busy period in the accounting profession and, although some of the personnel best suited to executing the work may not be involved in tax preparation, this may not be an ideal time to solicit proposals for accounting work.

A second aspect of concern is the broad terms of reference in relation to the limited budget. It might be useful to limit the expected topics to be covered so as to attain more detailed analysis on a few topics rather than a high level overview on many. Council members not sitting on the Finance Committee may also want to suggest priority topic areas.

In summary we suggest this proposal be tabled until it can be reviewed by the incoming Council.

Item A

PROPOSAL FOR INTERNAL AUDIT SERVICE PROPOSALS

TOWN OF ROTHESAY

Internal Control can be defined as a process effected by an organization's governing body, management and other personnel designed to provide reasonable assurance regarding the achievement of the following objectives:

- Effectiveness and efficiency of operations
- Reliability and completeness of financial reporting
- Compliance with applicable laws and regulations

Internal controls can be defined in 5 broad categories:

- Control environment (beliefs, attitude, culture)
- Risk assessment (Town's risks and vulnerabilities)
- Control activities(policies and procedures to ensure policies are carried out)
- Information & Communication(identifying, capturing and communicating information -including accounting information -that allows people to perform their duties from a control and management prospective
- Monitoring (self assessment of controls over time)

A financial statement audit determines whether the Town's financial statements are free of material misstatement.

Auditors may assess risk at the maximum and not rely on the internal control system while performing their audit. Therefore internal controls may not be tested as thoroughly because the auditors rely more on substantive testing as considered more efficient time wise.

In contrast, an internal control review determines whether internal controls exist and are sufficient and may test whether controls are working as designed.

The Town of Rothesay (the "Town") invites proposals from qualified individuals and accounting firms ("Auditors") interested in providing internal audit services for the Town for a trial one year period.

PURPOSE

The internal audit process will be performed to determine that the operating procedures including internal controls are in place ,their adequacy and that these controls are working as designed. The

review will also comment on the adequacy of such controls and provide recommendations for improvement if appropriate.

TOWN PROFILE

The Town of Rothesay has a population of approximately 12,000. It is governed by an elected Mayor and 7 person Council. Staff consists of a Town Manager, Town Clerk, and Directors of Planning, Recreation and Works with a total staff complement of approximately 50. This excludes the joint (with Quispamsis) police and fire functions which are governed by separate independent entities governed and funded by both towns.

The operations of the Town are conducted by the General Fund and the Utility Fund. The budgets of these funds for 2015 are as follows:

General Operating: \$16,347,500 (\$550,000 from own sources, rest tax warrant, charges to Utility Fund)
General Capital : \$ 8,765,000

Utility Operating : \$ 2,908,000 (\$350,000 from General Operating for water for fire)
Utility Capital : \$1,380,000

Accounting/Finance Department consists of Treasurer and 2 other employees. Payroll done by HR clerk

Accounting Software:

SCOPE

The internal control audit 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 Auditor will be expected to:

- Develop a risk assessment of the Town's financial operations.

- Test and evaluate the Town's internal controls taking into account risk, control weaknesses, size and complexity of operations.

- Prepare reports which set out significant findings

- Recommend procedures to strengthen internal controls if appropriate

Areas that may be addressed include but are not necessarily limited to:

- Sale of services such as arena ,recreation programs, facility rentals, licenses & permits
- Utility billings
- Purchase, storage and use of parts, supplies and other consumables in the Recreation, Works and Utility Departments
- Vehicle/equipment purchase and maintenance
- Wages & benefits
- Cash management
- Purchasing
- Budgeting process
- adequacy of accounting system to provide appropriate data for Council, management purposes budgeting and benchmarking purposes

The Auditor will work with the Town Treasurer to develop a schedule for completion of the engagement with a final report expected to be available by April 30,2016.

The Auditor will report all findings to the Finance Committee who will be the liaison for reporting to Council

All working papers and reports must be retained for a minimum of 3 years and made available on request to the Town or parties designated by the Town.



ROTHESAY

MEMORANDUM



TO : John Jarvie
FROM : Doug MacDonald
DATE : March 8, 2016
RE : Finance Committee

The minutes from the Finance Committee meeting of March 4, 2016 document discussion for which Council may require additional information.

Donations:

Two of the items were discussed as referrals from Council, "ELF" (request to sponsor a school) and Touchstone Academy "Amazeatorium" (request to sponsor the event). The third was a request not yet seen by Council to sponsor Cheryl Pazia (Mission Trip to Uganda). I have included the background information presented to the Committee in support of these applications as well as the Policy document as information.

The recommendation of the Committee is not to approve sponsorship of either request presented to Council. However, pursuant to his authority under clause 8 of the Grants and Donation Policy, the Mayor has agreed to the purchase of 6 tickets to the Touchstone event and a grant of \$400 to Ms. Pazia.

Internal Control Review:

The Finance Committee passed a motion instructing staff to prepare a Request for Proposals regarding internal audit services. This matter has been in discussion by the Committee for a number of months. As the motion is general in nature Council may wish to have additional information therefore I have included the documentation provided to the Committee in support of the proposal as well as staff memos considered by the committee in its deliberations.



ROTHESAY MEMORANDUM



TO : Finance Committee
FROM : Doug MacDonald
DATE : March 3, 2016
RE : Internal Control review

As noted in the minutes from the Finance Committee meeting of November 17th, 2015 Councillor MacDonald has drafted a Proposal for consideration relating to the provision of Internal Audit services (see attached).

The related excerpts from previous Finance Committee minutes are as follows:

September 22, 2015:

Internal Controls Review Memo

Chairman MacDonald stated that Council has a responsibility to ensure the adequacy of the Town's internal controls. To fulfill this responsibility he feels an independent review should be carried out on the internal controls currently in place and pointed out that the mandate of the external audit is not to carry out such a review. There was a lengthy discussion. It was agreed Town Manager Jarvie will draft a proposal on a review, above and beyond the audit, including the scope and objectives. Chairman MacDonald offered to help.

October 28, 2015:

Internal Control Review

Treasurer MacDonald circulated a memo regarding this which included a recommendation to review the purchasing/payables system. After a brief discussion it was agreed to defer the recommendation pending further review by the committee, including whether the external auditor could complete the assignment.

For your information I have also enclosed the documentation presented to prior committee meetings regarding this topic including the following:

- Treasurer's memo dated August 28, 2015 discussed at the September 22nd Finance Committee meeting
- Treasurer's memo dated October 28, 2015 discussed at the October 28th Finance Committee meeting

The 2016 general fund operating budget included an amount of \$20,000 in professional fees for this type of review however, as mentioned in my memo dated October 28, 2015, we have not approached any professional services firm to determine the accuracy of this estimated fee.

PROPOSAL FOR INTERNAL AUDIT SERVICE PROPOSALS

TOWN OF ROTHESAY

Internal Control can be defined as a process effected by an organization's governing body, management and other personnel designed to provide reasonable assurance regarding the achievement of the following objectives:

- Effectiveness and efficiency of operations
- Reliability and completeness of financial reporting
- Compliance with applicable laws and regulations

Internal controls can be defined in 5 broad categories:

- Control environment (beliefs, attitude, culture)
- Risk assessment (Town's risks and vulnerabilities)
- Control activities(policies and procedures to ensure policies are carried out)
- Information & Communication(identifying, capturing and communicating information -including accounting information -that allows people to perform their duties from a control and management prospective
- Monitoring (self assessment of controls over time)

A financial statement audit determines whether the Town's financial statements are free of material misstatement.

Auditors may assess risk at the maximum and not rely on the internal control system while performing their audit. Therefore internal controls may not be tested as thoroughly because the auditors rely more on substantive testing as considered more efficient time wise.

In contrast, an internal control review determines whether internal controls exist and are sufficient and may test whether controls are working as designed.

The Town of Rothesay (the "Town") invites proposals from qualified individuals and accounting firms ("Auditors") interested in providing internal audit services for the Town for a trial one year period.

PURPOSE

The internal audit process will be performed to determine that the operating procedures including internal controls are in place ,their adequacy and that these controls are working as designed. The

review will also comment on the adequacy of such controls and provide recommendations for improvement if appropriate.

TOWN PROFILE

The Town of Rothesay has a population of approximately 12,000. It is governed by an elected Mayor and 7 person Council. Staff consists of a Town Manager, Town Clerk, and Directors of Planning, Recreation and Works with a total staff complement of approximately 50. This excludes the joint (with Quispamsis) police and fire functions which are governed by separate independent entities governed and funded by both towns.

The operations of the Town are conducted by the General Fund and the Utility Fund. The budgets of these funds for 2015 are as follows:

General Operating: \$16,347,500 (\$550,000 from own sources, rest tax warrant, charges to Utility Fund)
General Capital : \$ 8,765,000

Utility Operating : \$ 2,908,000 (\$350,000 from General Operating for water for fire)
Utility Capital : \$1,380,000

Accounting/Finance Department consists of Treasurer and 2 other employees. Payroll done by HR clerk

Accounting Software:

SCOPE

The internal control audit 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 Auditor will be expected to:

- Develop a risk assessment of the Town's financial operations.
- Test and evaluate the Town's internal controls taking into account risk, control weaknesses, size and complexity of operations.
- Prepare reports which set out significant findings
- Recommend procedures to strengthen internal controls if appropriate

Areas that may be addressed include but are not necessarily limited to:

- Sale of services such as arena ,recreation programs, facility rentals, licenses & permits
- Utility billings
- Purchase, storage and use of parts, supplies and other consumables in the Recreation, Works and Utility Departments
- Vehicle/equipment purchase and maintenance
- Wages & benefits

-Cash management

-Purchasing

-Budgeting process

-adequacy of accounting system to provide appropriate data for Council, management purposes budgeting and benchmarking purposes

The Auditor will work with the Town Treasurer to develop a schedule for completion of the engagement with a final report expected to be available by April 30,2016.

The Auditor will report all findings to the Finance Committee who will be the liaison for reporting to Council

All working papers and reports must be retained for a minimum of 3 years and made available on request to the Town or parties designated by the Town.



ROTHERSAY

MEMORANDUM



TO : Finance Committee
FROM : Doug MacDonald
DATE : October 28, 2015
RE : Internal Control review

Following up on my previous memo and comments from the Finance Committee I have been researching the issues around a more detailed review of internal controls. It appears the most important issue in engaging a professional advisor for such a review is to appropriately define the scope of work required.

I recommend the following:

Teed Saunders Doyle be engaged to complete a detailed review of the purchases/payable system utilized by the town specifically including a review of the tender procedures, purchasing policies (including compliance with applicable legislation), payables processing and related systems and controls. Expected deliverables include recommendations for improvements and an operations purchasing manual.

I am suggesting our current external auditor for this assignment as I believe it will be the most cost effective. They already have an understanding of the existing system and staff are normally scheduled for interim audit procedures in the fall and spring therefore it should be more efficient for them to complete the assignment.

I am suggesting we begin with the purchasing/payables system as this is the area where there is likely the most risk. The review could also identify whether the services of dedicated purchasing staff is recommended.

I have not approached Teed Saunders Doyle with this specific proposal in terms of their availability nor the range of cost associated with such a review.



ROTHESAY MEMORANDUM



TO	:	Finance Committee
FROM	:	Doug MacDonald, Treasurer
DATE	:	August 28, 2015
RE	:	Internal Control Review

The Finance Committee requested, at the meeting dated July 7, 2015, a draft report regarding "internal controls" implemented by the Town. The request is to specifically focus on internal controls used to achieve the following three goals;

1. Safeguard assets – protect assets from accidental loss or loss from fraud,
2. Ensure the reliability and integrity of financial information, and
3. Ensure compliance with local laws and regulations.

The purpose of this memo is to provide a high level review and report for the committee regarding the policies and procedures implemented by Town staff to meet these objectives.

Staff/Management Role

Some internal controls are established at the administration level; others are established by department managers. To achieve success, department management needs to (1) be knowledgeable about, and support institutional controls, and (2) implement practical and effective internal controls specific to the particular department.

In addition to development of specific policies and procedures the administrative level, including Council, establishes the tone and attitude necessary to ensure an effective control system. Administration level controls may be grouped in five general categories as follows:

1. Control Environment
 - a. Integrity and Ethical Values
 - b. Commitment to Competence
 - c. Management's Philosophy and Operating Style
 - d. Organizational Structure
 - e. Assignment of Authority and Responsibility
 - f. Human Resource Policies and Practices
2. Risk Assessment
 - a. Organizational Goals and Objectives
 - b. Risk Identification and prioritization
 - c. Managing Change

ROTHESAY

TO: Finance Committee
FROM: Doug MacDonald, Treasurer
RE: Internal Control Review

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August 28, 2015

3. Control Activities
 - a. Written Policies and Procedures
 - b. Control Procedures
 - c. Controls over Information Systems

4. Information and Communication
 - a. Access to information
 - b. Communication Patterns

5. Monitoring
 - a. Management Supervision
 - b. Outside Sources
 - c. Response Mechanisms
 - d. Self-Assessment Mechanisms

Based upon my observations, discussions with department managers and work experience over the past eighteen months I have the following general comments in relation to each of these categories.

Control Environment

Council has established a clear high expectation as to the tone and attitude toward controls. This includes the recent adoption of the Procedural By-Law containing a detailed code of ethics and agreed principles, established priorities and objectives, conflicts of interest, integrity and values. Job descriptions have been drafted for senior positions and staff has a clear understanding of their roles and responsibilities. Spending authority limits have been established and authority is delegated to those with sufficient experience. Training programs are provided to ensure staff is up-to-date on recent legislative changes, first-aid training, safety procedures, etc.

Staff belong to various professional organizations and provincial municipal bodies (such as the AMANB). These organizations provide updates regarding changes to legislation, accounting pronouncements, building codes, etc. There is active concern and effort to ensure compliance with the letter and intent of laws and regulations.

Management's approach shows concern and appreciation for accurate and timely reporting. Budget and other financial estimates are generally conservative. Realistic budgets are established and results are actively monitored. Corrective action is taken as necessary and lessons learned from mistakes applied so as not to be repeated.

While an organized staff evaluation process exists, the application of these principles is not consistent across all departments.

ROTHERSAY

TO: Finance Committee
FROM: Doug MacDonald, Treasurer
RE: Internal Control Review

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August 28, 2015

Risk Assessment

The long-term Municipal Plan is reviewed, as required by law, every five years. This process is in the preliminary stages for the next review. Part of the process is to identify and consider external risk factors (economic changes, new or changed legislation or regulations, technological developments, etc.).

Extensive studies are completed, including using external expertise, relating to road condition surveys, traffic management, water use, regional recreational opportunities, water quality monitoring. New Provincial regulations are expected to impose the need for a detailed Capital Asset Management Plan, at least for projects funded through the Gas Tax program. However, it is not clear, how much entity wide strategic planning is completed nor whether extensive cost/benefit analysis is performed prior to committing resources to projects.

Significant work has been completed regarding Emergency Measures programs to ensure appropriate responses as required.

Control Activities

Policies and procedures are documented, including most recently revisions to safety procedures, and they are understood by staff. Financial controls, policies and procedures are documented in areas such as cash receipts, purchasing, payroll, capital programs, financial statement preparation, etc. An appropriate segregation of duties is maintained, especially regarding cash management.

Reviews are completed at least monthly of actual financial results versus budgets, capital costs versus projections, uses of restricted reserve funds, debt management, accounts receivable, etc. Capital assets, i.e. machinery and equipment, are controlled by appropriate department heads.

Information system operations are documented and controlled by qualified personnel, access to the system, programs and data are controlled, and the system is maintained in a secure environment. Application controls exist within the software purchased and access is restricted to the appropriate staff level. Key data and programs are appropriately backed-up and maintained.

ROTHESAY

TO: Finance Committee
FROM: Doug MacDonald, Treasurer
RE: Internal Control Review

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August 28, 2015

Information and Communication

Information and reports are provided in a timely manner either as part of weekly senior staff meetings or as part of the Council kit preparation process. There is a positive working environment with trust and respect fostered between employees, supervisors and other departments.

The Town effectively complies with the Municipal Records Authority for New Brunswick with a dedicated program and staff to ensure information is accessible and available as required.

Formal by-laws are publicly available on the Town web site. Informal communication channels could be enhanced to ensure employees are kept informed of important matters and are able to communicate problems to persons with authority.

Monitoring

Budgets (operating and capital) are compared to actual results and deviations are followed up on a timely basis. Accounting policies are defined and adopted after appropriate consideration. Information provided by external bodies (auditors or provincial regulatory bodies) are considered and acted upon as soon as possible.

Root causes of inquiries or complaints are investigated and considered for internal control implications. For example, some water billing issues has resulted in a review of the meter reading and billing procedure.

Issues raised by oversight bodies (Finance Committee and Council) are researched and acted upon in a timely manner.

ROTHESAY

TO: Finance Committee
FROM: Doug MacDonald, Treasurer
RE: Internal Control Review

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August 28, 2015

Specific Financial Internal Controls

Management control systems are implemented by the Finance Department relating to specific financial areas. The broad control objectives are to ensure assets are protected (primarily cash), transactions are properly authorized, transactions are accounted for accurately, accounting policies are implemented, financial reporting is accurate, and appropriate monitoring occurs.

These objectives are achieved through a system that ensures an adequate segregation of duties is maintained and procedural controls are adopted.

An appropriate segregation of duties is accomplished by assigned incompatible duties to different staff members. For example, cash is received by the front desk personnel and posted to the accounting records on a daily basis, a different staff member receives the bank statements and reconciles the account which is then reviewed and approved by a senior staff member. The same person does not handle the asset (cash) and maintain the accounting records. Similarly a staff member prepares disbursement cheques and payments, payments are approved and processed through the bank by a different person, and the accounting is reconciled by a third person. Receipts and disbursements are not performed by the same staff member. The same segregation theory is applied to payroll processing and initial recording by another separate person.

Specific procedural controls are implemented in the following areas:

- Budgets and Planning
- Cash
- Investments
- Revenues and Receivables
- Capital Assets
- Procurement and Payables
- Employee Compensation
- Electronic Data Processing

Implementation of the purchasing policy is the primary control over day-to-day operations. The policy includes provision for the appropriate staff person to complete the following; authorize purchases; document the initial approval for payment; complete purchase order for any expenditure over \$100; major contracts are awarded with Council approval; final payment authorized with dual signatures; etc.

ROTHESAY

TO: Finance Committee
FROM: Doug MacDonald, Treasurer
RE: Internal Control Review

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August 28, 2015

External Auditor Role

In addition to staff oversight of the control environment the external auditors also conduct a review of the financial systems implemented by the Town. While this external review is not designed to address all the objectives noted above, it does provide the auditor with sufficient assurance that the financial records are adequately designed to produce complete and accurate financial information. The auditor reviews, tests and relies upon the internal controls adopted by the Town as part of their annual financial statement completion process. The relevant section of the auditors' report reads as follows:

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 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.

As noted, the external auditors' review is not designed for "expressing an opinion on the effectiveness of the entity's internal control". However there is an obligation under generally Accepted Auditing Standards to communicate with management and/or Council the following:

Canadian Auditing Standards 260 - Significant Findings from the Audit

16. The auditor shall communicate with those charged with governance: (Ref: Para. A16)

(a) The auditor's views about significant qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures. When applicable, the auditor shall explain to those charged with governance why the auditor considers a significant accounting practice, that is acceptable under the applicable financial reporting framework, not to be most appropriate to the particular circumstances of the entity; (Ref: Para. A17)

(b) Significant difficulties, if any, encountered during the audit; (Ref: Para. A18)

ROTHESAY

TO: Finance Committee
FROM: Doug MacDonald, Treasurer
RE: Internal Control Review

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August 28, 2015

(c) Unless all of those charged with governance are involved in managing the entity:

(i) Significant matters, if any, arising from the audit that were discussed, or subject to correspondence with management; and (Ref: Para. A19)

(ii) Written representations the auditor is requesting; and

(d) Other matters, if any, arising from the audit that, in the auditor's professional judgment, are significant to the oversight of the financial reporting process. (Ref: Para. A20)

This communication would include instances where the auditor observed significant deficiencies in the control environment and/or audit results indicating controls were not operating effectively.

I have reviewed the auditors' report for the years ended December 31, 2011, 2012, 2013 and 2014 (the period since new PSAB accounting regulations were introduced) and in all cases the report reads as follows:

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

AND

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of Rothesay as at December 31 " "... and the results of its operations and changes in net debt for the year then ended in accordance with Canadian public sector accounting standards."

In addition, we have no communication from the auditor relating to any of these audit years indicating there were any additional matters to be addressed.

Summary

In my opinion, these results provide assurance that the Town has an effective system of policies and procedures generating reliable, accurate, complete financial information in compliance with Canadian accounting standards. As noted in the preamble, the purpose of this document was to provide a high level overview of the control environment. Should Council wish, a much more detailed control review could be designed to review any or all control categories including completion of control checklists, interviews with staff, department assessments of effectiveness, documentation of specific procedures (i.e. cash management policies), detailed testing of compliance with documented processes, etc.



2016March14OpenSessionFINAL_116

ROTHESAY
PARKS & RECREATION COMMITTEE
MEETING MINUTES
Tuesday, February 16th, 2016



DRAFT

PRESENT: Pat Palmer, Vice Chair
Susan Harley
Chip Smith
Jon LeHeup
Jane MacEachern
Maureen Desmond
Brendan Kilfoil (arrived @ 6:45)
Director of Recreation Charles Jensen
Town Manager John Jarvie
Facilities Coordinator Ryan Kincade
Recreation Coordinator Keri Flood
Recording Secretary Bev Côté

ABSENT: Councillor Miriam Wells, Chair
Councillor Bill McGuire
Tracy Langley

The meeting was called to order at 6:30 p.m. by Vice Chair Palmer

1. APPROVAL OF MINUTES

MOVED by Chip Smith and seconded by Susan Harley to approve the minutes of the January 19th 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 Rothesay Board Walk – Alan Good – See 6.1

Vice Chair Palmer introduced Alan Good, a Rothesay Resident. Mr. Good presented to the Committee a Power Point presentation for a Rothesay Board Walk that would span from the park at Renforth to East Riverside Kingshurst Park and would maximize the enjoyment of the spectacular waterfront and streetscape. The proposed location would be between the road and the train tracks with no impact on the railway Right Of Way and would be a stunning addition to the Trans Canada Trail. Mr. Good noted issues would be the cost to realign portions of Rothesay Road as well as the reconstruction of Rothesay Road and the undergrounding of utility lines. The next steps would be a recommendation from this Committee and Council approval to proceed with a general plan and costing, consultation with Railway, NBDOE and neighbours and contact Federal and Provincial Funding Agencies. Vice Chair Palmer thanked Mr. Good for his presentation. TM Jarvie informed the committee that the water side of the railroad track is privately owned land and there

DRAFT

are some areas where there would not be enough room; Rothesay Road would need to be shifted. A brief discussion followed.

4. REPORTS

N/A

5. UNFINISHED BUSINESS

5.1 Rothesay Common Update

Director Jensen provided the committee with a Rothesay Common Daily Usage Chart; numbers were charted every two hours six times a day, from December 21st – February 7th, total usage - approximately 6468 skaters. Out of these seven weeks the surface was closed 5 full days and 4 half days due to weather. Staff will track to the end of the season. In similar winters to this in the past we would have had less than 10 skating days for the entire season. A few questions were raised, the new speed limit, is it possible to raise the speed to 40 km/hour or have the speed reduced only during operating hours? Have the churches been approached for parking in their lots? When skating season is over will the speed go back to normal? These questions and other issues will be addressed once the season is over. A brief discussion followed.

5.2 Wells Park Project

Director Jensen informed the committee that the trail is being used; about 25 – 30 members of the KV Walkers have enjoyed the trail. In preparation of purchasing a Groomer Town Staff went to the Town of Quispamsis to take a look at their Trail Groomer.

5.3 Multi-Purpose Facility

Director Jensen noted there was not much to report.

5.4 Arthur Miller Field House Update

Director Jensen reported that the project is moving along, it is now weather tight so work inside can be done.

5.5 KV Girls Softball Request

Director Jensen noted KV Girls Softball presented to Council but could not attend this meeting; they will attend the March 15th meeting.

6. NEW BUSINESS

6.1 Rothesay Board Walk – Council Referral – See 3.1

12 January 2016 email from resident

7. CORRESPONDENCE FOR ACTION

N/A

MEETING ADDENDA

M. Desmond wanted to bring a safety concern before the committee with regards to the building on the Rothesay Common. Just outside the doors, under the overhang, she knows of four people that have slipped on water on the concrete. Director Jensen is

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aware of the situation and is trying to come up with a solution. Staff cannot salt or sand the area in question as it would track onto and damage the ice surface. The area in front of the Zamboni doors is also an issue. It was suggested that a sign warning people that it is slippery will work for the present time.

8 DATE OF NEXT MEETING

March 15, 2016

9. ADJOURNMENT OF MEETING

MOVED by Chip Smith that the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:20 p.m.

Chairperson

Recording Secretary



PUBLIC WORKS and INFRASTRUCTURE COMMITTEE MEETING

February 17, 2016

Rothesay Town Hall – Sayre Room

8:30 a.m.

PRESENT: COUNCILLOR MATT ALEXANDER, CHAIRPERSON
RAHA MOSCA, VICE CHAIRPERSON (*Arrived at 8:39 a.m.*)
COUNCILLOR PETER LEWIS
SCOTT SMITH
SHAWN PETERSON

TOWN MANAGER JOHN JARVIE
RECORDING SECRETARY LIZ POMEROY

ABSENT: RYAN SCOVILLE
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN

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

1. APPROVAL OF AGENDA:

MOVED by S. Smith and seconded by S. Peterson to approve the agenda as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of January 20, 2016.

MOVED by Counc. Lewis and seconded by S. Peterson to approve the Minutes of January 20, 2016 as circulated, with the following amendments:

The following added to section 6.3: “S. Peterson suggested posting the solid waste tonnage report spreadsheets to the Town website.”

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

N/A

5. UNFINISHED BUSINESS

5.1 Update on Capital Projects.

It was noted the lower section of the summary shows the 2016 capital projects while the top portion consists of continuing projects from 2015. It was further noted the engineering was done in 2015 for the Curb/Gutter/Sidewalk project for Eriskay Drive.

5.2 Update on RA-5 crosswalks – pole delivery schedule

The poles are tentatively set to be shipped between the dates of February 26 – March 8, 2016. The bases are in at Church Avenue and Gondola Point Road. There was a brief discussion regarding installation.

5.3 Update on solid waste

Town Manager Jarvie advised the order for 50 recycling bin dollies has been confirmed, however, no ship date has been provided. It was noted it is likely more residents will inquire about the dollies once awareness builds around their use. HST will be charged with the purchase of each dolly. There was an inquiry regarding the lead time. It was noted there will likely be a short lead time as the manufacturer already has the product in stock. The Town has offered to assemble the dollies, unless residents request the dolly come unassembled.

5.4 Update on Almon and Peters Lane

It was noted Council has approved the authorization of an issuance of a public tender for the reconstruction of Almon Lane and Peters Lane in 2016. It was further noted the tender documents are in the process of being prepared and tentatively scheduled to be awarded at the April Council meeting. There was a brief discussion on the timeline of the project.

Raha Mosca arrived at 8:39 a.m.

5.5 Discussion on Robinson Street

It was noted the resident has requested to speak to the Committee at the next meeting. When notified of the date and time of the Committee meeting the resident declared a scheduling conflict. The resident suggested his father meet with the Committee in his place. There was a lengthy discussion regarding the background of the issue. The Committee determined it would be more appropriate to meet with the homeowner directly. There was a brief discussion regarding insurance claims, and the Disaster Financial Assistance Program from the Provincial Government for the victims of September's heavy rainfall.

MOVED by S. Smith and seconded by Counc. Lewis the resident be notified that the Committee wishes to meet with the homeowner directly.

CARRIED.

5.6 Update on Traffic By-Law – verbal report

Background information was provided to the Committee. It was noted the Traffic By-law has been resent to the Registrar of Motor Vehicles. It was further noted there has been no acknowledgement of receipt of the By-law, however, the Town intends to follow-up to ensure it has been received. There was general discussion regarding the 30 km/hour speed limit on Gondola Point Road. It was noted the radar speed sign on Gondola Point Road is portable and can be moved should speeding become an issue in another area.

5.7 Streets and Sidewalks By-law – review for submission to Council in April

It was requested the Streets and Sidewalks By-law be resent to the Committee to be reviewed for the next meeting.

6. NEW BUSINESS:

6.1 Snow Plowing Agreement with Quispamsis – Boundary Issues, verbal report

Town Manager Jarvie advised a mutually beneficial agreement will be made with the town of Quispamsis in which Rothesay will plow the full length of Christopher Lane and in exchange Quispamsis will plow Cantor Lane. This allows both towns to continue similar snow plowing routes close to the respective boundaries with minor adjustments.

7. CORRESPONDENCE FOR ACTION:

7.1 Dunedin Road and Horton Road Intersection

15 December 2015 Email from Counc. Lewis RE: Dunedin Road and Horton Road Intersection

There was general discussion regarding the alignment of the intersection, and the infrastructure in the area. It was noted the proposal for the sixteen lot subdivision on Appleby Drive was tabled pending completion of a secondary plan. The Committee agreed this item will be kept on the agenda to allow the Director of Operations to investigate the alignment of the intersection.

7.2 14 January 2016 Email to Julien Leblanc, CN RE: Kingshurst Lane private grade crossing reassignment

16 December 2015 Email from Julien Leblanc, CN RE: Kingshurst Lane private grade crossing reassignment

15 February 2010 Letter to Canadian National Eastern Canada Region RE: Proposed Public Crossing – Mile 79.03 Sussex Subdivision

Town Manager Jarvie advised the Town is waiting on further information from CN.

7.3 24 December 2015 Letter from resident RE: Rothesay Common and Solar LED Crosswalks for Hampton Road

It was noted installing more crosswalks on Hampton Road may have a negative effect on the flow of traffic. It was further noted any changes to Hampton Road, as a designated highway, would have to go through the Provincial Government. Clarification was requested, and it was determined the resident is suggesting solar LED crosswalk indicators be installed on new Hampton Road pedestrian crossings rather than additional crosswalks. It was noted the LED crosswalk indicators should be looked into further to determine if installation would be worthwhile.

7.4 12 January 2016 Letter from resident RE: Rothesay Boardwalk

Counc. Lewis inquired if the walking path from the parking lot to Riverside Park could be extended. Concern was expressed regarding how close the walking path is to the railway. It was noted years ago CN offered to put a fence along the stretch, the Town declined after considering the associated expenditures. There was general discussion regarding storm sewer and drainage work that would need to be done if the path was extended. It was noted the resident's suggestion to realign a portion of Rothesay Road, even during the repaving, would be an expensive proposition. It was noted in 2000 the option to install underground wiring in the area was explored, and it was determined the work would come at a substantial cost to the Town. There was a general discussion on underground wiring.

7.5 19 January 2016 Letter from resident RE: Common Parking

It was noted the issue is being investigated.



7.6 26 January 2016 Letter from resident RE: Request for a Hidden Driveway sign on Clark Road

Concern was expressed regarding the effectiveness of hidden driveway signs. It was noted once the crosswalk is installed at the intersection of Clark Road and Spruce Street, traffic speed is likely to decrease.

MOVED by S. Smith and seconded by S. Peterson the request for the installation of a hidden driveway sign on Clark Road be denied.

CARRIED.

8. CORRESPONDENCE FOR INFORMATION:

8.1 15 December 2015 Letter to James Hoyt, NB Transportation & Infrastructure RE: Five Year Program – Provincially Designated Highways in Rothesay – update from Town Manager Jarvie

Town Manager Jarvie advised a response has not yet been received. He explained the process the Town went through last year and compared it with the changes the Province made for this year's application process. There was a discussion regarding the projects scheduled in the five year plan. It was noted last year's low asphalt pricing enabled the Town to complete additional projects. Town Manager Jarvie explained an approach for the 2017 roadwork involves completing the engineering in the year prior in order to better identify any potential underground issues. He added if the asphalt is in decent condition it is beneficial to wait until the full life span of the asphalt is reached.

9. DATE OF NEXT MEETING:

The next meeting will be held on March 23, 2016.

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 10:17 a.m.

CHAIRPERSON

RECORDING SECRETARY



Utilities Committee Meeting

February 17, 2016

Rothesay Town Hall – Sayre Room

5:30 p.m.

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

TOWN MANAGER JOHN JARVIE
RECORDING SECRETARY LIZ POMEROY

ABSENT: DIRECTOR OF OPERATIONS (DO) BRETT McLEAN
STEPHEN WAYCOTT
BLAINE JUSTASON

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

1. APPROVAL OF AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of January 20, 2016.

MOVED by P. Boudreau and seconded by M. McAloon to approve the Minutes of January 20, 2016 as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATION:

N/A

5. UNFINISHED BUSINESS:

5.1 Update on water exploration.
No new updates to report.

5.2 Update on Wells Park.
No new updates to report.

5.3 Update on Capital Program.

It was noted the top portion consists of continuing projects from 2015 and the lower section of the summary shows the 2016 capital projects. It was noted the large quantity of black rock in the Oakville acres detention pond will be used to create walking trails

throughout the detention pond. It was noted the materials were purchased for an inexpensive cost and were good quality.

5.4 Purchase of Response Unit for Customer Service – verbal report

The tender has been awarded for a 2016 Ford Transit. There was a brief discussion on the intended use of the vehicle.

5.5 RFP – Engineering Design Services for Wastewater Treatment Plant Pumping Stations and Transmission Lines – Closed. Recommendation to Council on Feb. 22, 2016

Town Manager Jarvie advised the RFP for Engineering Design Services for Wastewater Treatment Plant Pumping Stations and Transmission Lines is now closed. There was a lengthy discussion regarding the following: number of proposals received, expectations of the RFP, methods of reducing infiltration, the next stages of the RFP process, funding, location of lift stations, overflow management, the wastewater treatment plant testing procedure, minor temporary disruptions for roadwork, scheduling, and project supervision. It was noted it is mandatory that services continue during construction. Town Manager Jarvie advised all infrastructure relating to the project will be tracked through Rothesay's digital mapping system.

5.6 Update on Almon and Peters Lane

It was noted Council has approved the authorization of an issuance of a public tender for the reconstruction of Almon Lane and Peters Lane in 2016. It was further noted the tender documents are in the process of being prepared and another meeting will be held with residents to provide an update of the next stages in the process.

6. NEW BUSINESS:

6.1 2015 Municipal Wastewater System Annual Report

Town Manager Jarvie explained the report to the Committee. There was a brief discussion on desired data values for the report.

6.2 Letter to Province RE: Exemption request for overflow management and timeline for submission of CSO-SSO Long-term plan

Counc. Alexander explained the letter. The Committee received the letter for information.

Meeting Addendum:

An additional letter to the Province from Crandall Engineering Ltd. RE: Removal of Lift Station Overflow Floatables was explained. The Committee received the letter for information.

Town Manager Jarvie advised the water treatment plant will be receiving a new generator, and the current generator will be moved to Town Hall. An additional generator will be purchased for the Works Garage. There was general discussion regarding back-up power in the event of an emergency. It was noted the internet at Town Hall is in the process of being connected to the internet at both the Rothesay Arena and the Works Garage.

7. CORRESPONDENCE FOR ACTION:

N/A

8. CORRESPONDENCE FOR INFORMATION:
N/A

9. DATE OF NEXT MEETING:
The next meeting will be held on March 23, 2016.

10. ADJOURNMENT

MOVED by P. Boudreau and seconded by M. McAloon the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:15 p.m.

CHAIRPERSON

RECORDING SECRETARY

ROTHESAY



HERITAGE PRESERVATION REVIEW BOARD
MEETING

Rothesay Town Hall

Wednesday, February 24, 2016

7:00 p.m.



PRESENT: JIM BAIRD, CHAIRPERSON
GREG MURDOCK, VICE CHAIRPERSON
COUNCILLOR MIRIAM WELLS
RANDOLPH GIFFIN
J.P. FOISY (*left at 7:32 p.m.*)
KATHERINE GRANT
JON LEHEUP

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

ABSENT: HOWARD PEARN

The meeting was called to order at 7:00 p.m.

1. ELECTION OF OFFICERS

DPDS White called three times for nominations from the floor for Chairperson. Counc. Wells nominated Jim Baird as Chairperson. There being no other nominations, Jim Baird was elected Chairperson by acclamation.

Chairperson Baird called three times for nominations from the floor for Vice Chairperson. J.P. Foisy nominated Greg Murdock as Vice Chairperson. There being no other nominations, Greg Murdock was elected Vice Chairperson by acclamation.

2. APPROVAL OF AGENDA

MOVED by Counc. Wells and seconded by J.P. Foisy the agenda be approved as circulated.

CARRIED.

3. APPROVAL OF MINUTES **Regular meeting of 16 December 2015**

MOVED by Counc. Wells and seconded by Randy Giffin the minutes of 16 December 2015 be adopted as circulated.

CARRIED.

4. REPORTS: None

Meeting Addendum:

The Board inquired if a decision had been rendered by the Provincial Planning Appeal Board concerning the early fall hearing regarding an appeal made relating to a decision made years ago about the Rothesay Common. DPDS White advised no decision had been made at this point in time.

5. NEW BUSINESS:

5.1	24 Gondola Point Road	Charles Jensen
	OWNER:	The town of Rothesay
	PID:	00441816
	PROPOSAL:	Heritage Permit – Rothesay Common Temporary Seasonal Fencing

Director of Recreation and Parks (DRP) Charles Jensen was in attendance. DPDS White explained to the new Board members that he would present the information regarding the application and then open the floor to any questions or comments. He noted the following: the town of Rothesay is applying to erect a temporary fence surrounding the Rothesay Common ice surface; the fence will be

ROTHESAYHeritage Preservation Review Board
Meeting Minutes

-2-

24 February 2016

seasonal and temporary since it will only be up for approximately 90 days during the skating season; and historical photos show a fence has been erected in the past. DRP Jensen noted the following: there are safety concerns regarding flooding the ice with the Zamboni when the facility is open to the public; the fence will provide a barrier to flood against; maintenance issues arise when snow melts onto the ice leading to freezing issues and ice quality issues; the current black curbing attracts the sun and has led to ice melting adjacent to the curb; the fence will provide a better skating experience during public skates and pond hockey; and the fence will promote a closed atmosphere when the ice is not open to the public. Pictures were displayed showing an ice surface in New Hampshire with a similar fencing style. Altered photos of the Rothesay Common were then shown to demonstrate how the fencing would look in place in different sizes, colours, and from different angles. It was noted the fence in the photos of the Rothesay Common was the same partial fence the Board viewed before the meeting.

There was discussion on the following: the materials used to build the fence; the height of the fence (3 feet compared to 4 feet); sturdiness; preference of colour (wood or white); and a comparison to the New Hampshire fence. It was noted if the fence was white it would blend in with the snow and not distract from the aesthetics. If the wood remained uncoloured some members agreed it would promote a heritage style, however, it could distract from the area as well. Concern was expressed regarding the following: the fence would distract from the natural setting; it could be seen as promoting hockey as the primary activity as opposed to skating; lack of inclusion in the initial proposal; less wood is more appealing; the overall need for the fence; and the possibility of a white kick plate replacing the black curbing.

J.P. Foisy left the meeting at 7:32 p.m.

It was noted it is too late in the season to erect the fence. There was a general discussion regarding what actions could be taken. It was suggested the applicant consider the comments made and return with a modified proposal and mock-up of the fence.

MOVED by Counc. Wells and seconded by G. Murdock the application be tabled pending revisions from the applicant.

Nay vote recorded from: Jon LeHeup

CARRIED.

6. OLD BUSINESS: None

7. CORRESPONDENCE FOR INFORMATION: None

8. DELEGATIONS: None

9. NEXT MEETING

The next meeting will be held on Wednesday, **March 23, 2016.**

10. ADJOURNMENT

MOVED by Counc. Wells and seconded by Randy Giffin the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:51 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
2016March14OpenSessionFINAL_128
ROTHESAY LIVING MUSEUM COMMITTEE
GENERAL MEETING

Renforth Room, Rothesay High School
Tuesday, March 1, 2016
3:45 p.m.



DRAFT

PRESENT: ROGER BROWN, CHAIRPERSON
LARRY GREER, VICE CHAIRPERSON
COUNC. WELLS
DAVID LOCKE
ANDREW PETERS
BRIAN PERKINS
ANN KING
BARRY KING

TOWN CLERK – MARY JANE BANKS
RECORDING SECRETARY – LIZ POMEROY

ABSENT: JUDE CARSON
ANITA BUSH
JILL WALLACE
MARGE SEELY

1. CALL TO ORDER

The meeting was called to order at 3:50 p.m.

2. ELECTION OF OFFICERS

Town Clerk Banks called three times for nominations from the floor for Chairperson. Counc. Wells nominated Roger Brown as Chairperson. There being no other nominations, Roger Brown was elected Chairperson by acclamation.

Chairperson Brown called three times for nominations from the floor for Vice Chairperson. Counc. Wells nominated Larry Greer. There being no other nominations, Larry Greer was elected Vice Chairperson by acclamation.

3. APPROVAL OF MINUTES – September 29, 2015

MOVED by Larry Greer and seconded by Counc. Wells to approve the Minutes of September 29, 2015 as circulated.

CARRIED.

4. BUSINESS ARISING:

4.1 Project updates

4.1.1 Mission Statement Approval

It was noted at the unofficial September 30, 2015 meeting Jude Carson offered to prepare a mission statement for the Committee to review. It was suggested the last line be amended since not all Museum artifacts are being stored at the Kings County Museum. Some are in schools and at the library.

MOVED by Larry Greer and seconded by Counc. Wells the mission statement be adopted as circulated with the following amendment:

Paragraph 4, line 1, "Many of the Museum's artifacts are now stored at the Kings County Museum."

and further that the amended mission statement be put on the Rothesay Living Museum website.

CARRIED.

4.1.2 Committee member biographies

The Committee was asked to complete their biography forms before the end of the meeting. It was noted the information provided will be put into a summary format and included on the website.

4.1.3 2016 RLM Budget approval

Town Clerk Banks advised the 2016 Rothesay Living Museum budget was approved by Council in the amount of \$4000.00.

4.1.4 Fairvale Mall – supplies purchase

Chairperson Brown gave background information regarding the display at the Fairvale Mall. Brian Perkins suggested the display in the fall be focused on the "101st School Season" showcasing artifacts and information collected during the Rothesay Park School's 100th Anniversary event on November 27th, 2015. The Committee was shown a physical display for the artifacts made with photo paper to create a lightweight display. Brian Perkins advised more supplies, such as paper and ink, are needed for the displays. It was noted, if possible, short descriptions of the photos should be included to provide the history and background information of the photographs. There was general discussion regarding supplies and cost.

MOVED by Counc. Wells and seconded by Ann King the Committee approve an amount of up to \$800 to be spent on materials.

CARRIED.

4.1.5 Artifacts Storage

4.1.5.1 Kings County Museum

It was noted many of the artifacts are being stored and displayed in the Kings County Museum. All artifacts in the Kings County Museum are catalogued. It was further noted members of the Rothesay Living Museum, Rothesay Council, and Town staff are able to remove and return artifacts should the need arise. Discussions with the Library continue regarding possible displays. Library representatives have expressed concern with permanent displays indicating space would be reduced for other organizations. There was general discussion regarding Library staff, and the location and operational hours of the Kings County Museum. It was noted the Kings County Museum is located near the old courthouse in Hampton, and Roger Brown will look into the hours for the Committee.

4.1.5.2 Kennebecasis Public Library

Dealt with above under 4.1.5.1.

4.2 Rothesay Park School – Summary 100 year anniversary celebration

Roger Brown read a thank you note, from the organizers of the event, aloud to the Committee. The guestbook from the event was passed around the table for the Committee to view. It was noted there was a strong turnout for the event. There was general discussion regarding the information and artifacts collected during the event.

4.3 Rothesay Common building – photo display

Concern was expressed regarding space available for the display. It was suggested 2-3 photos be displayed, and then rotated with different photos after a certain period of time. It was further suggested the photos in the rotation be inclusive of subject matter of the Common. It was noted at the Rothesay Park School 100th anniversary event, some attendees were able to identify individuals in the photos and provide descriptions of the photos.

5 NEW BUSINESS:

5.1 Master inventory of artifacts

It was noted a significant amount of inventory has been catalogued. Brian Perkins advised years ago a student hired under the Canada Works program assisted with cataloging and data entry of the Renforth collection, and the transcribing of the oral interviews. Roger Brown advised the framed photos in the schools have been labeled on the back with a number for simple reference and integrated into digital storage. It was suggested the rotation of the photographs be tracked to prevent a “wallpaper” effect.

There was an inquiry regarding user friendliness during an inventory search. It was noted the artifacts are categorized by community. It was suggested a system or method be created to help individuals search for specific items. It was noted it is an ongoing process.

5.2 Canada Day celebrations

It was suggested the Committee participate in the Canada Day celebrations on the Common, subject to confirmation of an event. It was further suggested a display of photos be part of the Committee’s participation in the event. It was noted Committee volunteers will be needed during the event and the matter should be discussed with the Director of Recreation and Parks (DRP) Charles Jensen and Recreation Coordinator Keri Flood. The Committee agreed the event could be used as another outlet to collect additional artifacts and information to help build the inventory. Business cards, and stickers – intended to be put in gifts such as books – with Rothesay Living Museum’s logo and contact information were suggested as methods to reach out to individuals and create more awareness for the Rothesay Living Museum. There was general discussion regarding suggestions for a logo. Brian Perkins offered to design a logo and bring it back to the Committee.

5.3 Other Business

Roger Brown advised during the search for copies of the “James Renforth of Gateshead: A Champion Sculler of the World” book, a gentleman by the name of Tom Brown donated a dozen copies to the Rothesay Living Museum. The copies have been distributed to schools, the library, and Town Hall. A copy of “Rothesay,

New Brunswick: The First 150 Years” accompanied with a thank you letter from Mayor Bishop will be sent to Tom Brown as a token of appreciation.

Town Clerk Banks advised at the regular Council meeting of February 8, 2016, Council passed a motion giving written permission to all members of Council for use of photographs from the book “Rothesay, New Brunswick: The First 150 Years” subject to the permission of the owners of the photos where identified. There was general discussion regarding copyrights of the photographs.

Concern was expressed regarding lack of historical artifacts and information within the Rothesay Living Museum relating to the Wells community. It was noted the Committee is continually searching for artifacts, and with events such as the Rothesay Park 100th anniversary more individuals are likely to come forward with personal historical items.

6 DATE OF NEXT MEETING

The next meeting is tentatively scheduled for June 21, 2016.

7 ADJOURNMENT

MOVED by L. Greer and seconded by Counc. Wells to adjourn the meeting.

CARRIED.

The meeting was adjourned at 4:50 p.m.

Chairperson

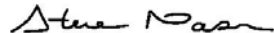
Recording Secretary

February 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>
2016/02/18	2016-10	12 McLaughlin Dr.	Electrical / Plumbing Upgrade	\$5,000.00	\$36.25
2016/02/19	2016-11	6 Summer Haven	Single Family	\$350,000.00	\$2,537.50
2016/02/26	2016-12	18 Frances Ave	Electrical Upgrade	\$2,500.00	\$20.00
2016/02/26	2016-13	19 Marr Road	Demolition	\$0.00	\$500.00

	Value of Construction	Building Permit Fee
Monthly Total Feb. 2016 **	<u>\$357,000.00</u>	<u>\$3,093.75</u>
Summary for 2016 to Date**	<u>\$782,000.00</u>	<u>\$6,202.50</u>
Monthly Total Feb. 2015	<u>\$160,000.00</u>	<u>\$1,160.00</u>
Summary for 2015 to Date **	<u>\$330,000.00</u>	<u>\$2,392.25</u>
**Excludes Water / Sewage Fees		

Steven Nason, CBCO



Building Inspector

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Bishop & Council
 FROM : John Jarvie
 DATE : 10 March 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 29/02/16*	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	36%	Poles installed at Church, Grove underway; Golf Club when asphalt available
Recreation equipment	160,000	81%	Zamboni delivered, Dobbin St. playground installed, KPark rink house completed
Miller Field Building	120,000	95%	foundation work, floor, walls complete, 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.
Rothesay 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 Engineering engaged for design & construction supervision; job meeting held
Secondary Plan – Hillside area	\$52,000	-	Crandall Eng engaged, initial mtgs/site visit held
2017 Resurfacing Design	60,000	-	RFP pending
2016 Street Resurfacing	985,000	-	Tender closes April 5; award at April 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 docs prepared; public meeting March 15
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	-	Engineering work on Monday agenda for award
General Specification for Contracts	40,000	-	RFP pending
IT Upgrades	75,000	-	New server network installed
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	-	Design underway; to be inc. in 2016 resurfacing
Oakville Acres Detention Pd - Paths	50,000	-	Construction underway with own forces
Oakville Ln Improvements design	30,000	-	RFP pending
Parks Garage Roof repairs	20,000	-	Job on Monday agenda for award
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.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 14, 2016

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: 3 March 2016

SUBJECT: 47 Clark Road (PID 30275234) – Amending Development Agreement

RECOMMENDATION REPORT

RECOMMENDATIONS

1. Staff recommend that Council remove the Amending Development Agreement for 47 Clark Road from the Table.
2. Staff and the Planning Advisory Committee recommend that Council authorize the Mayor and Clerk to enter into the amending agreement with Brodersen Realty Ltd. for the development of a fourth commercial building and enhanced landscaping and storm water management at 47 Clark Road (PID 30275234) as amended.

ORIGIN

On Monday, December 7, 2015 the Planning Advisory Committee passed the following motion with respect to the above-noted application:

MOVED ... and seconded ... the Planning Advisory Committee grant a variance to Zoning By-law 2-10 permitting a fourth commercial building at 47 Clark Road (PID 30275234) subject to the approval of the amending agreement.
CARRIED.

MOVED ... and seconded ... the Planning Advisory Committee recommend that Council authorize the Mayor and Clerk to enter into the amending agreement with Brodersen Realty Ltd. for the development of a fourth commercial building and enhanced landscaping and storm water management at 47 Clark Road (PID 30275234).
CARRIED.

At the meeting held on Monday, December 14, 2015 Rothesay Council passed the following motion with respect to the above-noted application:

MOVED ... and seconded ... the Amending Development Agreement for 47 Clark Road be tabled pending further review.

BACKGROUND

The application was Tabled pending the preparation of storm water management plan that would address the concern that the development may create negative offsite storm water impacts.

DISCUSSION

On March 2, 2016 Staff received a report and plan from Ms. Barb Crawford, P.Eng. of Dillon Consulting Limited on behalf of the applicant that addresses the storm water management requirements of the zoning by-law. Part 8 of the proposed Amending Agreement also includes the requirement that once complete the applicant will “provide to the Development Officer written Certification from a qualified professional engineer licensed to practice in the Province New Brunswick, that the storm water system and works have been satisfactorily completed and constructed to control the storm water in compliance with Schedule “D” – Storm Water Standards of Rothesay Zoning By-law No. 02-10.”

Staff have edited the proposed amending agreement to include the developer’s storm water management plan as a schedule to the agreement. Staff continue to support their original recommendation to Council that they enter into the proposed amending agreement.

ATTACHMENTS

Attachment A Proposed Amending Development Agreement as Amended to include
Proposed Storm Water Management Plan 47 Clark Road



Report Prepared by: Brian L. White, MCIP
Director of Planning & Development Services

AMENDING AGREEMENT
Land Titles Act, S.N.B. 1981, c.L-1.1, s.24

Parcel Identifier
of Parcel Burdened
by Agreement: **PID 30275234**

BETWEEN: **Brodersen Realty Ltd.**
17 Crosswind Crescent
Rothesay, New Brunswick, E2E 0P6
A body corporate, in the Province of New
Brunswick
(Hereinafter called the "Developer")

OF THE FIRST PART

- And -

Rothesay
70 Hampton Road
Rothesay, New Brunswick, E2E 5L5
A municipal body corporate, in the Province of New
Brunswick (Hereinafter called the "Town")

OF THE SECOND PART

WHEREAS the Developer is the registered owner of certain lands located at 47 Clark Road PID 30275234 and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND WHEREAS Rothesay entered into Development Agreements with Brodersen Realty Ltd. to allow for commercial development at 47 Clark Road which were registered at the Land Registry Office in Hampton, Kings County, New Brunswick as Document Number **25706699** and Document Number **29006807** (hereinafter called the "Existing Agreements");

AND WHEREAS the Developer wishes to amend the Existing Agreements (Document Number 25706699 and Document Number 29006807) to allow for the development of a fourth commercial building and enhanced landscaping at 47 Clark Road, identified as PID# 30275234 the "Lands" pursuant to the provisions of the *Community Planning Act*.

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in the consideration of the previous agreements and mutual covenants and agreements herein expressed and contained, the parties hereto covenant and agree as follows:

1. The number of commercial buildings situated on the Lands indicated on **Schedule A** shall not exceed four;
2. The fourth commercial building shall not exceed (5000 square feet) 465m²; and
3. The parking lot shall be landscaped with two (2) landscaped Islands each having a minimum size of not less than 13.5 m²

Schedules

4. The Developer shall develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with the following Schedules attached to this Agreement:
 - a) Schedule A Proposed Site Plan
 - b) Schedule B Proposed Storm Water Management Plan

Site Development

5. The Developer shall develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with this Agreement.
 - a. Maximum density shall not exceed four (4) commercial buildings.
 - b. The fourth commercial building shall not exceed 465m² and be located on the property generally as described on **Schedule A**.
6. The Developer expressly agrees and understands that notwithstanding any provision of the Town's Building By-Laws or any statutory by-law or regulatory provision to the contrary, the Building Inspector shall not issue a building permit to the Property Owner for work directly connected with the development of the Lands, nor shall the Property Owner be entitled to such a permit unless and until the Development Officer has approved the Site Plan submitted as part of the Development Permit process illustrating the precise size, location and configuration of the proposed buildings.
7. The Developer expressly agrees and understands that excepting as otherwise provided for herein, the development, subdivision and use of the Lands shall comply with the requirements of the Rothestay Zoning By-law 2-10 as may be amended from time to time.

Stormwater Management

8. The Developer expressly agrees to provide to the Development Officer written Certification from a qualified professional engineer licensed to practice in the Province New Brunswick, that the storm water system and works have been satisfactorily completed and constructed to control the storm water in compliance with Schedule "D" – Stormwater Standards of Rothestay Zoning By-law No. 02-10 as may be amended from time to time.

Landscaping

9. The Developer shall carry out, subject to inspection and approval by Town representatives, and pay for the entire actual cost of no less than two (2) landscaped Islands each having a minimum size of not less than 13.5 m² and generally located on the property as indicated on **Schedule B**; each landscaped island shall include the following:
 - a. low maintenance permanent landscaping materials such as beach stones; accent boulders; or decorative gravels;
 - b. one (1) high-branching deciduous shade trees in each island;
 - c. understory plantings, such as shrubs, perennials, ornamental grasses and other herbaceous ground covers.

Security & Occupancy

10. The Town and Developer agree that Final Occupancy of the proposed commercial building, as required in the Building By-law, shall not occur until all conditions above have been met to the satisfaction of the

Development Officer.

11. Notwithstanding Part 10 of this Agreement, the Town agrees that the Occupancy Permit may be issued provided the Developer supplies a security deposit in the amount of 110 percent of the estimated cost to complete the landscaping and storm water works with the following conditions:
- a. the Developer agrees to provide security in the form of a certified cheque or automatically renewing, irrevocable letter of credit issued by a chartered bank dispensed to and in favour of Rothestay;
 - b. the Developer agrees that if the landscaping or storm water works are not completed within a period not exceeding six months from the date of issuance of the Occupancy Permit, the Town may use the deposit to complete the landscaping or storm water works as set out in this Agreement;
 - c. the Developer agrees to reimburse the Town for 100% of all costs exceeding the security necessary to complete the landscaping or storm water works; and
 - d. the Town agrees that the security or unused portion of the security shall be returned to the Developer upon certification that the work has been completed and acceptable to the Development Officer.

Indemnification

12. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.⁰⁰). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, cancelled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

Notice

13. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to BRODERSEN REALTY LTD. 17 CROSSWIND CRESCENT, ROTHESAY, NEW BRUNSWICK, E2E 0P6 and to the Town if delivered personally or by prepaid mail addressed to ROTHESAY, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-laws

14. The Developer agrees to be bound by and to act in accordance with the By-laws of the Town and such other laws and regulations that apply or

may apply in future to the site and to activities carried out thereon.

Termination

15. The Town reserves the right and the Developer agrees that the Town has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not been completed satisfactorily such that the written certifications contemplated in this agreement could reasonably be issued within sixty (60) months of the execution of this Agreement.
16. If the Town terminates this Agreement, the Developer agrees that the Town may call the Letter of Credit described herein and apply the proceeds to the cost of completing the work or portions thereof as outlined in the agreement. If there are amounts remaining after the completion of the work in accordance with this agreement, the remainder of the proceeds shall be returned to the Institution issuing the Letter of Credit. If the proceeds of the Letter of Credit are insufficient to compensate the Town for the costs of completing the work mentioned in this agreement, the Developer shall promptly on receipt of an invoice pay to the Town the amounts required to complete the work.

Entire Agreement

17. This Agreement contains the whole agreement between the parties hereto as regards the lands outlined in the plan hereto annexed.

Severability

18. If any paragraph or part of this agreement is found to be illegal or beyond the power of the Town Council to execute, such paragraph or part or item shall be deemed to be severable and all other paragraphs or parts of this agreement shall be deemed to be separate and independent therefrom and to be agreed as such.

Reasonableness

19. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement.

Registration

20. A copy of this Agreement and every amendment and/or discharge of this Agreement shall be recorded at the Land Registry Office, in Hampton, New Brunswick and the Developer shall incur all costs in recording such documents.

Subsequent Owners

21. This Agreement shall be binding upon the parties thereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Lands which is the subject of this Agreement until this Agreement is discharged by Council.
22. Upon the transfer of title to any lot(s), the subsequent owner(s) thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable to the lot(s).

Rothsay & Brodersen Realty Ltd.

IN WITNESS HEREOF the parties have duly executed these presents the day and year first above written.

Date: _____, 2016

Witness:

Brodersen Realty Ltd.

Director

Witness:

Rothsay:

Mayor

Clerk

DRAFT

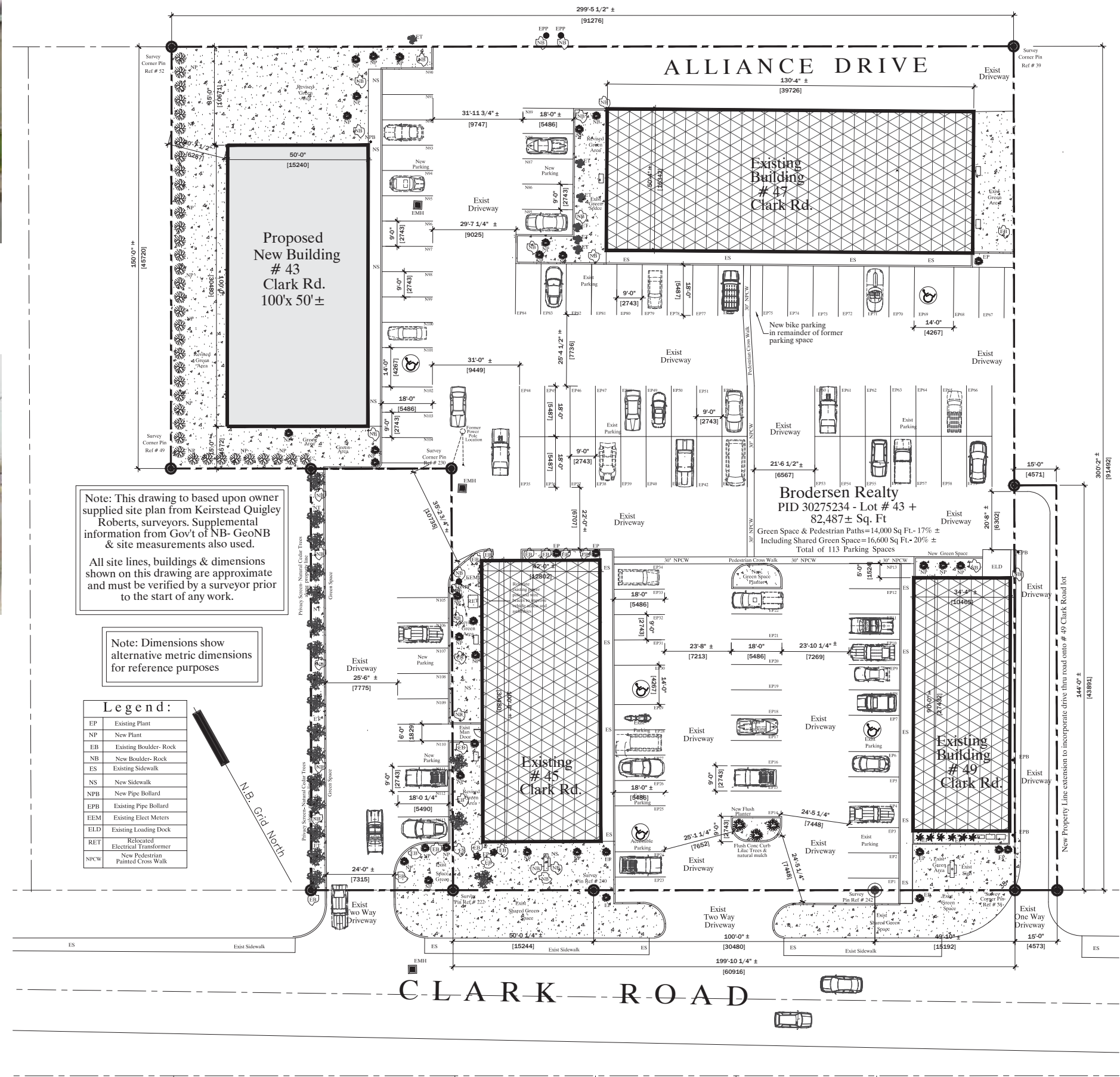


New End Planter with Lilac Trees
Southeast view from Clark Road



New End Planter with Lilac Trees
Northeast view from Clark Road

Jim Buckley- Fundy Drafting Services- Phone: 833-4320 // Email: jimbuckley@xplornet.com



F-1



Date: November 10, 2015
Cad Reference: (111-11-11 Clark Rd // New Pt // F-1)
Scale: 1/16" = 1'-0"
1: 192

Proposed Improvements to Existing Site Plan

Brodersen Realty
Clark Road Property

Project Title:

March 2, 2016



Town of Rothesay
 70 Hampton Road
 Rothesay, New Brunswick
 E2E 5L512

ATTENTION: Mr. Brett McLean, P.Eng.
 Director of Operations

RE: Brodersen Realty Ltd.
PID 30275234
Proposed Development

Dear Mr. McLean,

Dillon Consulting Limited (Dillon) is pleased to provide the Town with the following information regarding the proposed development at 43 Clark Road. Work was done in accordance with Rothesay Zoning By-law No. 02-10 Schedule "D".

The land is made up of one parcel of land, PID 30275234, owned by 606366 N.B. Ltd.

SITE INFORMATION

Access to the site is currently from Clark Road, via the existing commercial development made up of Java Moose, River & Trail, etc. No changes are proposed to the development access location from Clark Road.

STORM SEWER & STORMWATER MANAGEMENT

The site currently slopes toward Alliance Drive, an unused Town right of way to the rear of the property. Stormwater flows are currently directed to two existing culverts (300mm and 375mm) that discharge overland through various low lying areas and eventually discharge to Salmon Creek. It is the intent that the proposed system discharge to the same locations.

The parcel is 0.6967 ha. The parcel is made up of three major catchments - the catchment that contains the new development site is 0.3289 ha. **Table 1** below outlines the three catchment areas. Please see **Figure 1** for a visual representation of this area. **Table 2** below outlines the current surface areas in Catchment 2 contributing to the storm systems.

Table 1: Catchment Areas

Catchment	Contributing Area
1	0.1688 ha
2	0.3289 ha
3	0.1990 ha
Total:	0.6967 ha

274
 Sydney Street
 Suite 200
 Saint John
 New Brunswick
 Canada
 E2L 0A8

Telephone
 (506) 633-5000
 Fax
 (506) 633-5110

**Table 2: Catchment 2 - Current Surface Areas**

Area Type	CN Value	Contributing Area
Grass	39	0.1554 ha
Gravel	76	0.0225 ha
Roofs	98	0.0390 ha
Asphalt	98	0.1120 ha
Total:		0.3289 ha

The storm system in the development is to be designed to accommodate runoff from the proposed construction. There is no additional piping proposed. Most stormwater flow created by the proposed development will be directed to the proposed stormwater management swale and depressed storage. The remainder will be directed overland, through existing catch basins and culverts.

Table 3 is a summary of the existing development for 5 year 2 hour and 100 year 2 hour storm events.

Table 3: Summary of Existing Stormwater Flows

Existing Stormwater Flows Existing Development	
5 Year 2 Hour Event	130 lps
100 Year 2 Hour Event	228 lps

The attached **Figure 2** shows the proposed development. **Table 4** below outlines the proposed surface areas in Catchment 2 contributing to the storm systems.

Table 4: Catchment 2 - Proposed Surface Areas

Area Type	CN Value	Contributing Area
Grass	39	0.0733 ha
Gravel	76	0.0000 ha
Roofs	98	0.0855 ha
Asphalt	98	0.1701 ha
Total:		0.3289 ha

Table 5 is a summary of the proposed development for 5 year 2 hour and 100 year 2 hour storm events.

Table 5: Summary of Proposed Flows

Proposed Stormwater Flows Proposed Development	
5 Year 2 Hour Event	132 lps
100 Year 2 Hour Event	216 lps

Minor system drainage is considered to be a 1 in 5 year return period event, which is considered to provide safe and convenient use of streets, lot areas and other areas without surcharging. Major system drainage is typically designed to convey a 1 in 100 year return period event, thereby preventing loss of life and protecting structures from severe damage.



It is the intention that stormwater flows from the new commercial development building be held as noted on **Figure 3**. Stormwater will be held in the drainage detention area and rip-rap drainage swale (as shown) to recharge the groundwater and limit runoff from the property. The runoff required to be stored on the site during a 100 year 2 hour event to limit flows to existing conditions is approximately 33 m³. Storage available in the swales and rip-rap drainage basins is approximately 40 m³.

Roof drains from the proposed development will discharge to the rear of the property, onto splash pads at a minimum distance of 600mm from the foundation slab. The splash pads will direct flow to the drainage swale at the rear of the building.

It is proposed that two inlet control devices be installed in the existing catch basins in the parking lot. These are not required, but will aid in the overall stormwater discharge rate limiting the capacity of the existing storm pipe from 95 litres per second to approximately 50 litres per second. In major rain events, the catch basins may fill up, but will not exceed 150mm above the catch basin rim elevation before spilling, flowing overland toward the discharge point.

ROTHESAY ZONING BY-LAW NO. 02-10 – SCHEDULE “D” – STORMWATER STANDARDS

TOTAL SUSPENDED SOLIDS

Total Suspended Solids

Total Suspended Solids concentrations in the stormwater discharge from any type of development, either during or following construction, is not to exceed 25 mg/L. The effective opening size of the sieve or filter medium that is to be used in determining this concentration is 1.0 µm.

Commercial, institutional, industrial and multi-unit residential development with a property size in excess of 2,000m² (approximately 0.5 acres) and impervious areas in excess of 50% of the property, are required to have stormwater treatment facilities that will trap all particles with a diameter in excess of 75 µm during a flow that equals the magnitude of 30% of the two (2) year return period flow event. This requirement may be waived, at the discretion of the Director, for development with a low traffic turnover.

During storm events greater than 1 in 5 years, the total suspended solids will be collected in the grassed area surrounding the building and in the sumps of the two existing catchbasins. Runoff from rooftop areas is considered relatively clean (100% TSS removal). Runoff from grassed / landscaping areas is also considered relatively clean (80% TSS removal). Issues from TSS settlement are not anticipated.

In accordance with the Rothesay Zoning By-law No. 02-10 Schedule “D”, two existing catch basins on the site will be retrofitted with the Aqua Guardian – a TSS removal device similar to the Stormceptor. The Aqua Guardian will remove TSS in excess of 75 µm.



Silt fences will be placed (and maintained) along the rear property line by the developer during construction. All areas beyond the building envelopes shall be grassed or otherwise vegetated once construction is complete.

HYDROCARBONS

Hydrocarbons
Commercial, institutional, and industrial development with a property size in excess of 6,075 m² (approximately 1.5 acres) is required to have stormwater treatment facilities that will limit the discharge of hydrocarbons (expressed as total hydrocarbons) to less than 1 ppm or 1 mg/L.

In accordance with the Rothesay Zoning By-law No. 02-10 Schedule “D”, the Aqua Guardian device will remove hydrocarbons as noted in the by-law.

WATER & SANITARY SERVICES

The development will be serviced by the existing water and sanitary services. Connections will be made with the Town’s approval.

The proposed development will consist of 1 commercial building, approximately 600 m². Assuming sewage flows of 6 L/day per m², there will be approximately 0.04 L/s added to the sanitary sewer. Adding a peaking factor of 4.0, the approximate sanitary flow becomes 0.16 L/s. The ACSGM suggests adding an additional 0.16 L/s per gross hectare for peak extraneous flows. As a result, the peak domestic flow was calculated to be 0.22 liters per second.

CONCLUSION

If you have any questions regarding our submission, please contact the undersigned at your convenience.

Yours Truly,

DILLON CONSULTING LIMITED

Barb Crawford, P.Eng.

Encl.



ALLIANCE DRIVE

CRIST STREET

EXISTING BUILDING
#45 CLARK ROAD

EXISTING BUILDING
#47 CLARK ROAD

AREA OF DEVELOPMENT
APPROX. 6967m²

EXISTING BUILDING
#49 CLARK ROAD

CLARK ROAD

EXISTING R.O.W. (TYP.)

EXISTING PROPERTY LINE (TYP.)

LEGEND

	PERVIOUS	(1844m ²)
	IMPERVIOUS	(3053m ²)
	GRAVEL	(685m ²)
	ROOF	(1385m ²)



DATE MARCH 2016

PROJECT CIVIC #43 CLARK ROAD
TOWN OF ROTHESAY

PROJECT NO.
16-3273

TITLE SITE PLAN
PRE-DEVELOPMENT CONDITIONS

FIGURE NO.
1



ALLIANCE DRIVE

CRIST STREET

EXISTING BUILDING
#45 CLARK ROAD

EXISTING BUILDING
#47 CLARK ROAD

AREA OF DEVELOPMENT
APPROX. 6967m²




EXISTING BUILDING
#49 CLARK ROAD

CLARK ROAD

EXISTING R.O.W. (TYP.)

EXISTING PROPERTY LINE (TYP.)

LEGEND

	PERVIOUS	(969m ²)
	IMPERVIOUS	(4148m ²)
	ROOF	(1850m ²)



DATE MARCH 2016

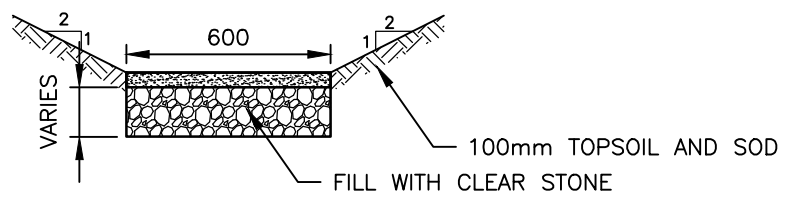
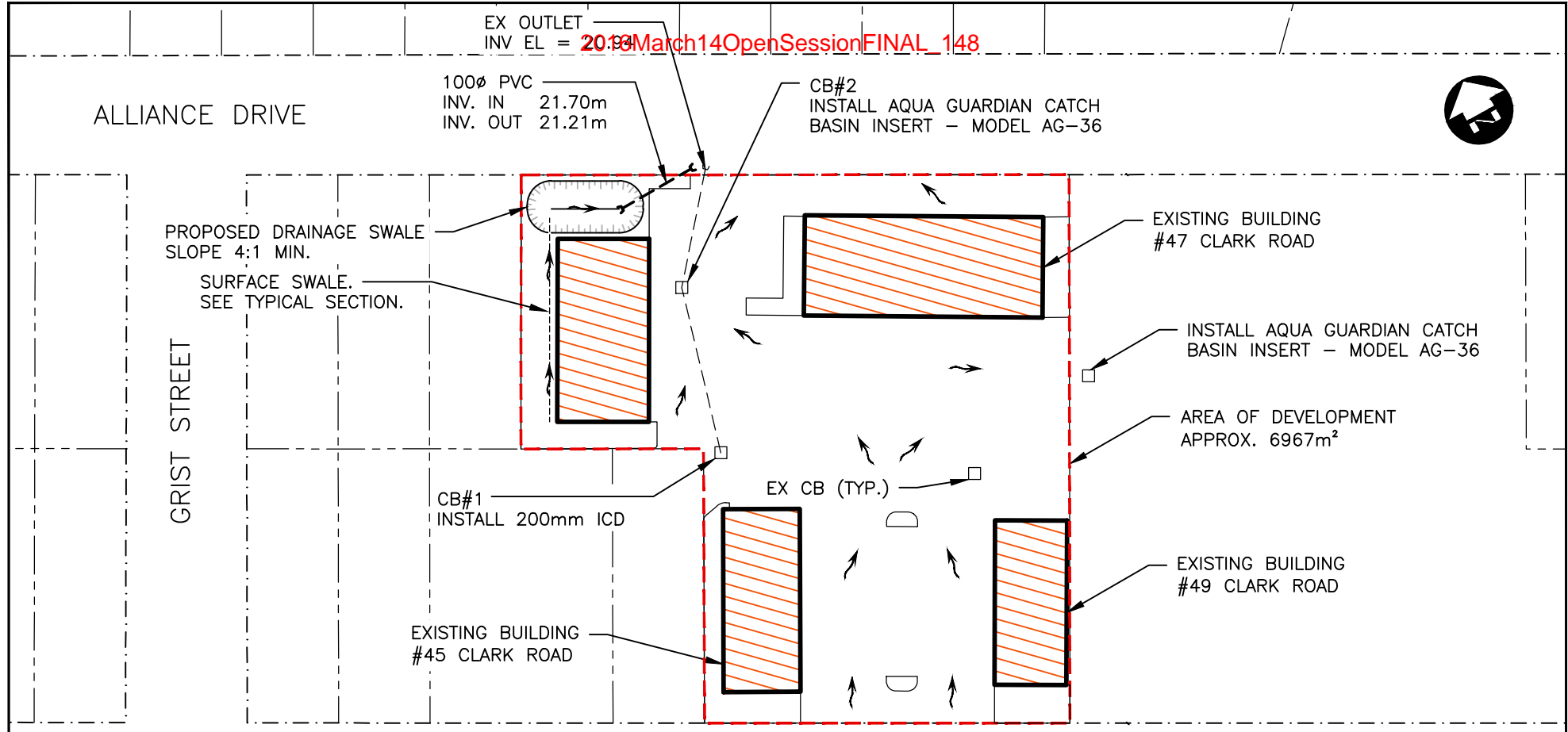
PROJECT CIVIC #43 CLARK ROAD
TOWN OF ROTHESAY

PROJECT NO.
16-3273

TITLE SITE PLAN
POST-DEVELOPMENT CONDITIONS

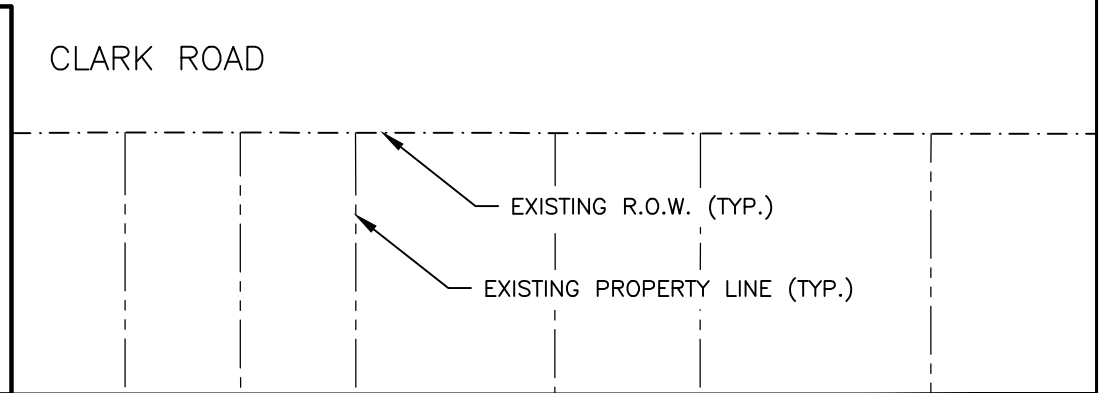
FIGURE NO.
2


2019 March 14 Open Session FINAL 148

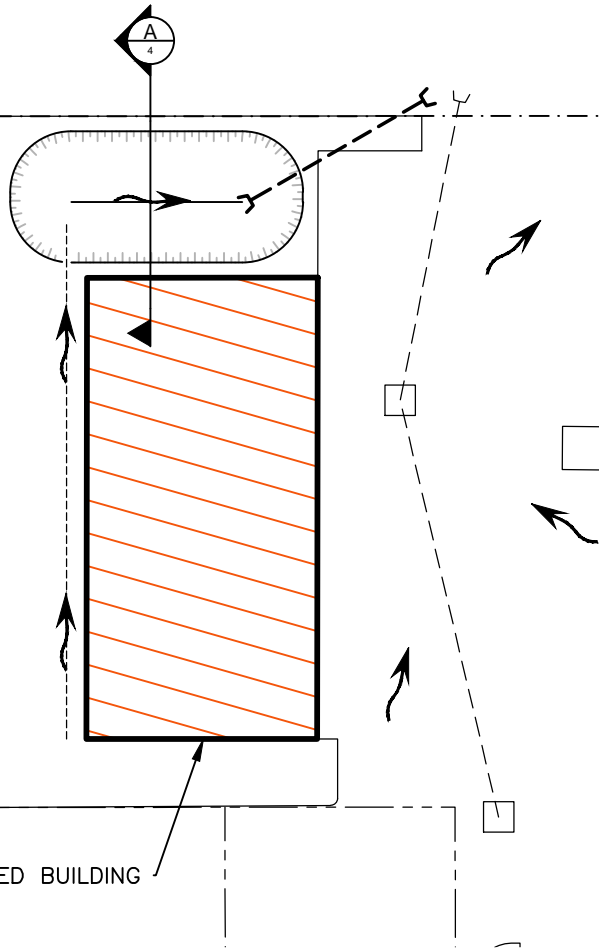


TYPICAL SURFACE SWALE SECTION
N.T.S.

NOTE: CLEAR STONE DEPTH VARIES FROM 0.4m DEPTH AT SOUTHERN END OF SWALE TO 0.6m DEPTH AT POND

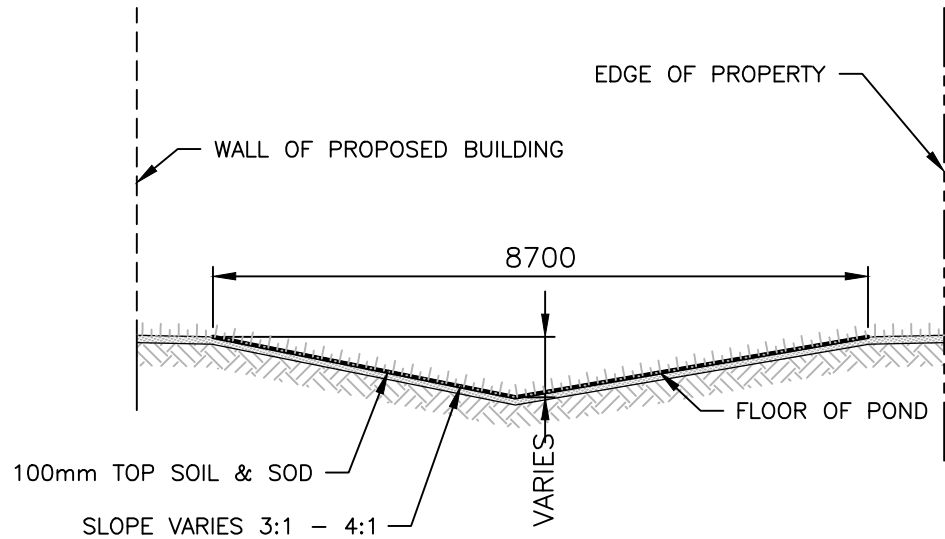


 DILLON CONSULTING	PROJECT	CIVIC #43 CLARK ROAD TOWN OF ROTHESAY	PROJECT NO.	16-3273
	DATE	MARCH 2016	TITLE	STORMWATER MANAGEMENT PLAN
			FIGURE NO.	3




PROPOSED BUILDING

A
4
KEYPLAN
N.T.S.



A
4
DRAINAGE SWALE SECTION
N.T.S.

 DILLON CONSULTING	PROJECT	CIVIC #43 CLARK ROAD TOWN OF ROTHESAY	PROJECT NO.	16-3273
	DATE	MARCH 2016	TITLE	DRAINAGE SWALE SECTION
			FIGURE NO.	4

Form 45
AFFIDAVIT OF CORPORATE EXECUTION
Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: **PHILIP BRODERSEN**
Brodersen Realty Ltd.
17 Crosswind Crescent
Rothesay, New Brunswick
E2E 0P6

Office Held by Deponent: **President**

Corporation: **Brodersen Realty Ltd.**

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2016.

I, **PHILIP BRODERSEN**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. The signature "**PHILIP BRODERSEN**" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
4. The Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,
in the County of Kings,)
and Province of New Brunswick,)
This ___ day of _____, 2016.)

BEFORE ME:)
)
_____)
Commissioner of Oaths)

PHILIP BRODERSEN

Form 45
AFFIDAVIT OF CORPORATE EXECUTION
Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: **MARY JANE E. BANKS**
Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Deponent: Clerk

Corporation: **Rothesay**

Other Officer Who Executed the Instrument: **WILLIAM J. BISHOP**
Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: **Mayor**

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2016.

I, **MARY JANE E. BANKS**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
6. That the attached instrument was executed by me and **WILLIAM J. BISHOP**, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
7. The signature "**William J. Bishop**" subscribed to the within instrument is the signature of William J. Bishop, who is the Mayor of the town of Rothesay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
8. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
9. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of
Rothesay, in the County of Kings,)
and Province of New Brunswick,)
This ___ day of _____, 2016.)

BEFORE ME:)
)
_____)
Commissioner of Oaths)

MARY JANE E. BANKS



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 3 March 2016
RE : Rothesay Emergency Measures By-law 1-16

RECOMMENDATION:

- Council give 2nd Reading by Title, to By-law 1-16, "Rothesay Emergency Measures By-law"

- Council authorize staff to advertise By-law 1-16, on the Town website, in accordance with Sections 11.1(1) and 12(1) to allow for reading by Section at the April Council meeting

BACKGROUND

By-law 1-16, "Rothesay Emergency Measures By-law" was given First Reading at the February 8th Council meeting.

On March 1, 2016, the By-law was reviewed in detail by Town Manager Jarvie, Town Clerk Banks and Bill Artiss. Some editing changes were made, along with formatting and numbering. The order of some sections has been changed to match the order of the *Emergency Measures Act*. As well, four schedules have been included that outline the format for a declaration, renewal or termination of a "state of local emergency".

The final revision, as attached, has also been reviewed by the Emergency Measures Committee.

It is the intention to advertise By-law 1-16 on the Town website, in accordance with the *Municipalities Act*, for a period of two weeks. At the April Council meeting, if no member of Council objects, the By-law will be read by section, and given 3rd reading by Title and Enactment.

Mary Jane Banks

QUINQUE JUNCTA IN UNO

2016/17 April 14 Open Session Final List

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 :

(Advertised as to content on Rothesay website in accordance with Municipalities Act, RSNB 1973 c. M-22)

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: _____



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 26th 2016 I was forwarded a letter that had been sent to the town the day before by Mr. Gavin Langille of [REDACTED] in the town of Rothesay regarding Japanese Knotweed.

In the letter Mr. Langille 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 Mr. Langille's letter there was a newspaper article in the Telegraph Journal on February 10th 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 it 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.

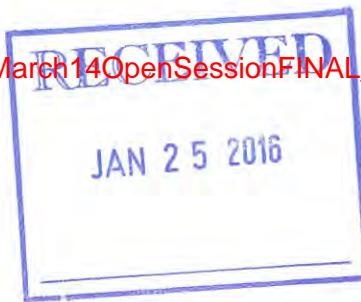
A psyllid insect may be released under test conditions in Nova Scotia as a potential biological control agent in 2015, so it is important to have a deep knowledge of the local knotweed biology and impact on the ecosystem. The commercial availability of such biological controls as the before mentioned 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 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.



Gavin Langille



Rothsay Town Council
70 Hampton Road,
Rothsay, NB,
E2E 5L5

January 24th 2016

To whom it may concern:

I would like to inform the Rothsay town Council of a recent discovery of Japanese knotweed growing on Hibbard Lane. For those unfamiliar with Japanese knotweed, this is considered to be one of the most aggressive invasive species in North America, which if left unchecked is capable of rapid growth and destruction of local flora along with damage to roadways, concrete foundations, infrastructure etc.

In Japan, where the plant originates, there are natural fungi that prevent growth and proliferation of the plant. However, in areas such as North America and the United Kingdom, the growth of the plant can be quite rapid. The root system can grow to be 3 meters deep, thus excavation is not a successful method of removal. Of note, the United Kingdom does not allow citizens to remove the plant on their own due to the risk of spreading and worsening an infestation.

Does the town of Rothsay have a specific management plan for addressing Japanese knotweed? I look forward to working with the town to try to eradicate this invasive species as quickly and effectively as possible.

Sincerely,

Gavin Langille



ROTHESAY



PUBLIC WORKS and INFRASTRUCTURE COMMITTEE MEETING

Wednesday, September 23rd, 2015
8:30 a.m.

PRESENT: SCOTT SMITH
RAHA MOSCA
COUNC. MATT ALEXANDER
COUNC. PETER LEWIS
DIRECTOR OF OPERATIONS – BRETT MCLEAN
TOWN MANAGER – JOHN JARVIE
RECORDING SECRETARY – WENDY DORAN

ABSENT: RYAN SCOVILLE

Chairperson Alexander called the Meeting to order at 8.35 a.m.

1. APPROVAL OF AGENDA:

One additional item was added to the agenda as follows:

3.1 Paul Kitchen – RNS: Discussion on Recycling Program for the 12 residences on RNS Property.

MOVED by S. Smith and seconded by Counc. Lewis to approve the Agenda as amended.

CARRIED.

2. APPROVAL OF MINUTES:

MOVED by S. Smith and seconded by R. Mosca to approve the Minutes of August 19th, 2015 as circulated.

CARRIED.

3. DELEGATIONS:

3.1 Paul Kitchen, headmaster of Rothesay Netherwood School, attended the meeting to discuss collection of recyclables from the residences on school property. Mr. Kitchen maintains that while the residences are on school property, they are single family residences and should be afforded the same opportunities as other single family residences in the community. Town Manager Jarvie stated that while this is a valid point, RNS is an institution and Rothesay does not provide curbside collection services to businesses or institutions. He also went on to state that the lanes and driveways where the residences are located belong to school property and not the town; there

could be potential for liability issues. A short discussion followed. The Committee agreed that DO McLean would prepare a financial analysis and generate a report for the Committee to review and, if the Committee members were agreeable, make a recommendation to Council. Town Manager Jarvie advised Mr. Kitchen that it may be in the New Year of 2016 before he received anything back from Council.

4. REPORTS & PRESENTATIONS:**4.1 Compost & tonnage report:**

Counc. Alexander noted that it appears the tonnage on garbage collection are creeping up but that it should decrease with the implementation of curbside recycling. He also noted that compost collection has decreased somewhat; he surmises this could be attributed to lack of interest, the smell of the carts, or animals getting into them. Since recycling is picked up the same week as compost, he is hopeful that residents who do not compost faithfully may start doing so if they are recycling.

Town Manager Jarvie reported that 10.5 tonnes of paper and 3.5 tonnes of plastic and tins were picked up the first week of the recycling program. Fundy Region Solid Waste Commission reported the quality of recycled material was very good.

One area of concern, Town Manager Jarvie noted, were residents living in apartments, approximately 800 residents. Once the public bins are removed in October, they will have no place to take their recyclables. Another issue was a small number of residents reporting having issues with the size and weight of the bins when full and they had inquired about wheels for the carts. A discussion followed regarding the possibility of having a recycling depot at the Works Garage and the possibility of ordering wheel kits for the recycling bins.

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

DO McLean reported the following:

- Gondola Point Road (utility project): the road should be completely paved by the end of the day today and all that is left are minor housekeeping items to clean up.
- Oakville Acres: is now complete with the exception of some clean up items near Monaco Drive.

5.2 Update on RA-5 Crosswalks:

DO McLean reported that they are still waiting on delivery of the poles.

5.3 Update on implementation of curbside recycling:

Discussed in Item 4.1.

5.4 Update on intersection on Lyman Drive & Donlyn Drive:

DO McLean reported that this item was on last month's agenda. He went to the location and stated this was not an unreasonable request and would support the idea.



ROTHESAY MEMORANDUM



TO : Public Works Committee
FROM : Brett Mclean, Director of Operations
DATE : October 14, 2015
RE : RNS Curbside Recycling collection

PURPOSE OF THE REPORT

The purpose of this report is to outline the factors surrounding solid waste, compost and curbside recyclables collection on the Rothesay Netherwood Campus.

BACKGROUND

The Headmaster of the Rothesay Netherwood School attended the September meeting of the Public Works and Infrastructure Committee to inquire about the collection of recyclable materials from the private residences on campus. There are 10 single family residences along Netherwood Lane on the Campus that are provided for school staff.

ANALYSIS

The Town does not provide solid waste or compost collection services for commercial, industrial, institutional or multi-residential properties in Rothesay. The residences on Netherwood Lane, though they are private single family residences provided for resident staff, are school residences and seemingly no different than the dormitory style residences provided for resident students.

The Headmaster, during his presentation, referred to the 10 residences as 10 “homes” no different than other homes in Rothesay that enjoy the collection service. Upon further investigation it has been determined that these “homes” do not have individual lot boundaries, do not have individual assessments and neither their occupants nor their owner (RNS) pays residential property tax to the town of Rothesay.

The Town, under historic agreements, does provide some public services to the Netherwood School such as partial plowing of the main street. Fero is willing to provide solid waste/compost/recyclable collection service to these “homes” for the same unit rate as other homes in Rothesay ie. Rothesay would pay the same additional amount as it would to add collection for 10 new residences in a subdivision; however, staff believes it would be an unfair waiving of solid waste/compost/recyclable collection policy to provide this service to these institutionally zoned residences on the RNS Campus.

Aerial photography of the campus and the residences in questions has been attached. The current assessment for the entire highlighted area is \$864,500 and the warrant of assessment (ie. The amount of tax monies received by the Town) is \$14,520 per year for the entire area including the 10 “homes”.

ROTHESAY

TO: Public Works Committee

FROM: Brett McLean

2016March14OpenSessionFINAL_171

RE: RNS Curbside Recycling

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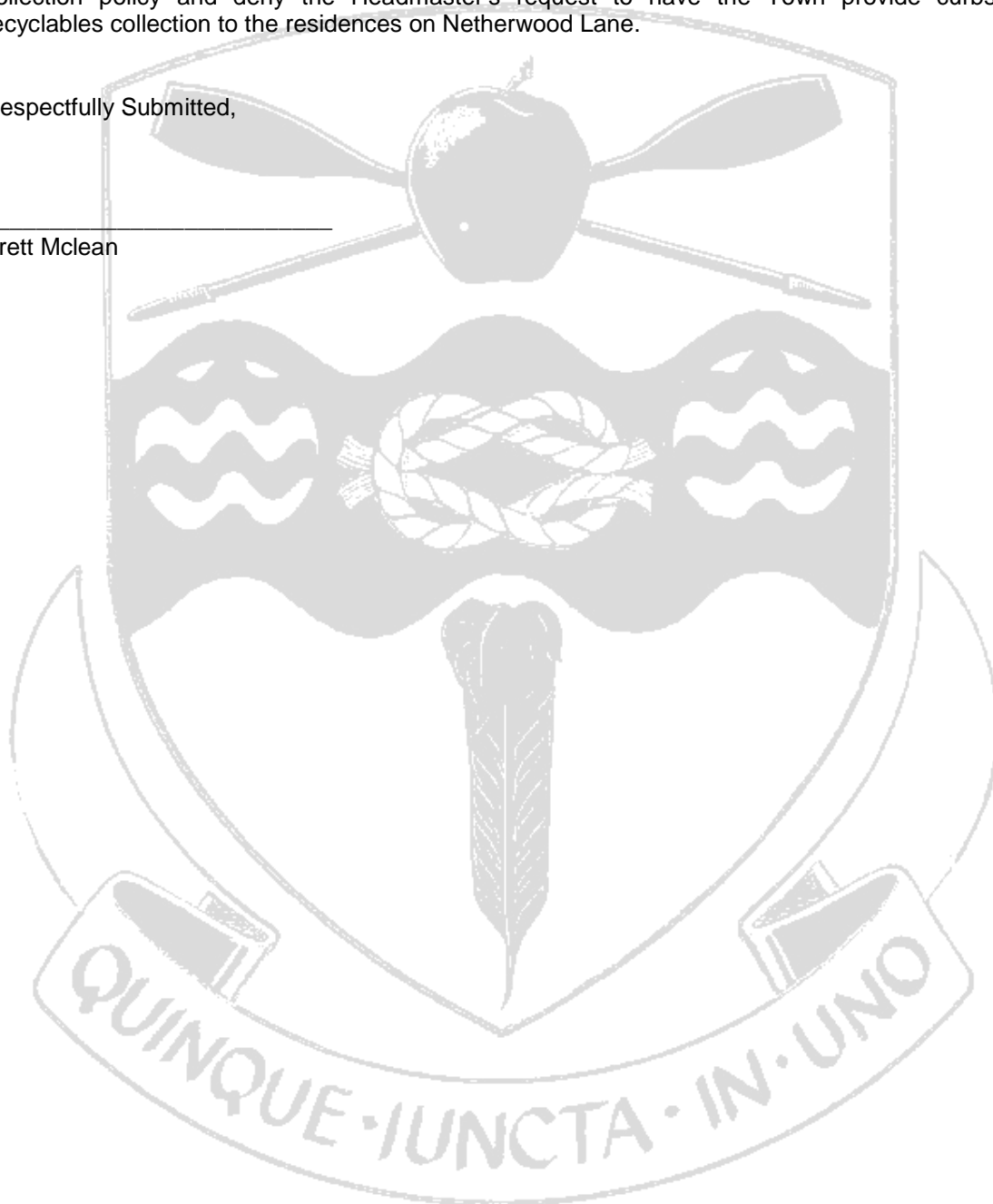
October 14, 2015

RECOMMENDATION

The 10 residences on Netherwood Lane are institutional properties and they do not generate sufficient revenue to allow the town to provide similar services as are provided to other residential properties in Rotheday. It is therefore recommended that the Committee uphold the current collection policy and deny the Headmaster's request to have the Town provide curbside recyclables collection to the residences on Netherwood Lane.

Respectfully Submitted,

Brett Mclean



crosswalk to discuss potential noise concerns. It is mandatory the crosswalk have audio signals for the visually impaired. It was suggested a standard audio level be maintained during the day and reduced slightly in the evenings. DO McLean stated there had been some requests for a crosswalk near the Arthur Miller field. With such close proximity to the Rothesay high school and Rothesay Road crosswalks there is concern of backing up traffic significantly on both Hampton Road and Rothesay Road. Town Manager Jarvie suggested the Town start a conversation with the City of Saint John regarding the possibility of a crosswalk near Kennebecasis Park. There was a discussion on the potential for traffic back-up on Rothesay Road which could result in individuals rerouting to the highway.

5.3 Update on solid waste

- Tonnage report

Town Manager Jarvie reported next week is the final week for the blue bins in the Rothesay High School parking lot. Individuals not involved in the curbside recycling program will have to take their recycling into the City of Saint John. Town Manager Jarvie directed the Committee's attention to the Garbage and Recycling Tonnage Report which states 13 metric tons of recycling was collected last week. The report showed a steady participation in the program. The winter weather raises some concerns and some individuals have requested another lid. Town Manager Jarvie noted additional lids would require a shipping cost. Other discussion highlights involved: the weight of the filled recycling bins as a barrier and creating a conversation with Fundy region solid waste to host another recycling depot. Town Manager Jarvie stated as a cost saving measure Fundy Region Solid Waste is not interested in continuing the depot. A brief discussion of potential depot locations and the addition of wheels to the bins took place. DO McLean stated individuals seem to be embracing the program as the compost amount measured approximately half of the weight of the garbage.

5.4 Update on financial analysis re: adding RNS to garbage collection

- 14 October 2015 DO McLean Report on RNS Curbside Recycling Collection

DO McLean reported Fero is obligated under their contract to provide solid waste/compost/recyclable collection service to these 10 residences for the same unit rate as other residences in Rothesay if the Town desires them to do so; however staff believe it would be an unfair waiving of solid waste/compost/recyclable collection policy to provide this service to these institutionally zoned residences on the RNS campus. The properties do not generate sufficient revenue to allow the Town to provide similar services as are provided to other residential properties in Rothesay. DO McLean continued to note if the Town begins to provide the services to the RNS institutionally zoned residences it may be expected to provide the same services to other commercial, industrial, institutional or multi-residential zoned properties. A brief discussion on the property assessment process followed. Concerns were expressed relating to the maintenance of the road and the weight of the garbage trucks. The following options were noted; the residences collective recycling being taken to a common pick up site and petitioning RNS's private garbage service to include recycling. Town Manager Jarvie suggested the matter be looked into further for possible solutions.

5.5 Update on intersection at Lyman Drive & Donlyn Drive.

DO McLean reported Council approved and a three-way stop has been installed at the intersection of Lyman Drive and Donlyn Drive. DO McLean suggested in the future the Town seek Police advice regarding speeding history in areas where requests from residents for the stop signs are received. The Committee agreed.

5.6 Update on drainage issue on Robinson Street (*see item 7.2*)

5.7 Update on intersection at Rothesay Elementary School driveway and Eriskay Drive.

DO McLean advised a sign has been put up and a crosswalk has been painted. DO McLean added he is in the process of scheduling a meeting with school staff. It is an ongoing issue and interested individuals seem happy with the work so far.

5.8 Update on the intersection of Jones/Vincent Road

- 14 October 2015 DO McLean Report on Jones/Vincent Road intersection including graphic

ROTHESAY COUNCIL

Open Session

Meeting Minutes

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9 November 2015

MOVED by Counc. MacDonald and seconded by Deputy Mayor Grant the Draft unaudited Rothesay Utility Fund Financial Statements dated 30 September 2015 be received/filed.

CARRIED.

MOVED by Counc. MacDonald and seconded by Counc. Gallagher Jette the Draft Finance Committee meeting minutes dated 28 October 2015 be received/filed.

ON THE QUESTION:

Counc. MacDonald noted the proposed HST audit is under review and the Committee is looking into an outside tax recovery consultant for input.

CARRIED.

7.5 20 October 2015 Draft Parks and Recreation Committee Meeting Minutes

MOVED by Counc. Wells and seconded by Counc. Lewis the Draft Parks and Recreation Committee meeting minutes dated 20 October 2015 be received/filed.

ON THE QUESTION:

Clarification was requested on McGuire Phase III. DRP Jensen reported there are renovation plans for a deck, new flooring, interior work, and new windows. Counc. MacDonald inquired about the K-Park docks. Counc. McGuire noted the K-Park docks are Town owned portable docks that can be taken in and out. He added the residents in previous years have taken over responsibility and have recently requested Town assistance with maintenance of the docks and surrounding area. There was a brief discussion on liability issues, signage, and costs.

CARRIED.

7.6 21 October 2015 Draft Public Works and Infrastructure Meeting Minutes

MOVED by Counc. Alexander and seconded by Counc. Lewis the Draft Public Works and Infrastructure Committee meeting minutes dated 21 October 2015 be received/filed.

ON THE QUESTION:

Counc. Alexander reported the Committee discussed the flooding and sewer back-up events occurring September 30, 2015. A discussion of Campbell Drive followed. Town Manager Jarvie noted the blockage preventing the water from reaching the Oakville Acres pond was an isolated incident and solutions are being explored to prevent similar issues in the future. **A brief discussion on the intersection at Jones/Vincent Road and Rothesay Netherwood School followed.**

CARRIED.

7.7 21 October 2015 Draft Utilities Committee Meeting Minutes

MOVED by Counc. Alexander and seconded by Counc. McGuire the Draft Utilities Committee meeting minutes dated 21 October 2015 be received/filed.

CARRIED.

MOVED by Counc. Alexander and seconded by Counc. MacDonald the homeowner be advised in writing as per clause 4.1.5 of Rothesay By-Law 1-15 Sewage By-Law, their request for compensation for additional sewer lateral flushing has been denied.

5. UNFINISHED BUSINESS:

5.1 Update on Capital Projects.

DO McLean reported there are only minor clean-up items left on French Village Road, James Renforth Drive and the McGuire Centre. Domville Lane has been completed.

5.2 Update on RA-5 crosswalks.

DO McLean reported they are still waiting on the delivery of the poles. The bases are being put in next week to create a quick install once the poles arrive. The bases for Rothesay Road are being done at the same time.

5.3 Update on solid waste

➤ Tonnage report

It was noted the numbers are stable. Clarification was requested regarding the construction and demolition amount. Town Manager Jarvie noted the number is representative of the new roof project on the storage building on Gondola Point Road. There was a discussion regarding the impact removing the blue bins had on residents. Apartment owners, building tenants and institutionally zoned property owners voiced complaints about the removal of the bins. Town Manager Jarvie noted Fundy Region Solid Waste intends to keep the blue bins by the Foodland in Quispamsis in place to service individuals in the Valley.

5.4 Update on RNS curbside recycling collection – verbal update

DO McLean reported he had spoken with Fundy Regional Solid Waste and they would investigate the operating procedures necessary to accommodate the request. There was a brief discussion on the possibility of creating a conversation with apartment building owners to gauge interest in providing a recycling service. DO McLean reported a response letter has not been sent to the headmaster of Rothesay Netherwood School regarding his request. He added other options should be explored further.

5.5 Update on basement flood on Gondola Point Road

Clarification was requested on the issue. DO McLean reported the residence is slated for storm sewer flushing. Once the storm sewer is flushed a video inspection will be used to identify the problem. DO McLean will report back to the Committee with an update.

5.6 Update on Almon and Peters Lane

Counc. Alexander noted this was an ongoing issue. DO McLean gave a description of the proposed plan. There was a discussion on the following: curbs, crowns, and water flow. It was noted the new configuration does not adjust the width of the lanes and meets all operational requirements. It was noted the issue has gone to Council and there was a motion to complete the engineering work and delay the project indefinitely should there be no agreement on a solution.

5.7 Update on Maiden Lane and Goldie Court Flooding – video inspection

DO McLean advised a video inspection will be done in the next week and a half. This will identify the issue and record the size of the pipes and if any bottlenecks exist. During the 2013 reconstruction project a video inspection did occur and no issues were apparent. There was a brief discussion on the capacity of the Rothesay Road storm sewer. DO McLean advised the resident has been notified of the plans for a video inspection.



4th December 2015

Rothesay Netherwood School
40 College Hill Road
Rothesay, NB
E2E 5H1

Attention: Paul Kitchen, Headmaster

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Mr. Kitchen:

Re: Request for Curbside Collection Service to Netherwood Lane


This is further to your request for solid waste collection service to be provided to twelve houses on the RNS campus. The curbside service was implemented in September for the properties served by Town garbage and compost collection.

Following your presentation on September 23rd, the Town's Public Works Committee discussed your submission and requested a staff report be prepared. After careful consideration of the staff report, the Committee choose to recommend to Council that services not be extended to the residences at Rothesay Netherwood School.

The reasons the Committee considered relevant were the Town's practice of providing the service only to residentially-zoned property other than multiple unit buildings, the incremental cost of providing the service, the nature of the development of Netherwood Lane (i.e. roads not constructed to Town standards) and setting a precedent that could be costly to sustain.

If, as you indicated in our phone conversation, you wish to ask Council to reconsider the matter at its December 14th meeting, the Town Clerk would need your written material by noon on the 9th.

Yours truly,


John Jarvie, MCIP, RPP
Town Manager

Cc : Town Clerk

ROTHESAY

Public Works and Infrastructure Committee
Meeting Minutes

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16 December 2015

5.4 Update on RNS curbside recycling collection

4 December 2015 Letter from Town Manager Jarvie to Paul Kitchen, Headmaster RNS
It was noted Paul Kitchen the Headmaster of Rothesay Netherwood may attend the next regular meeting of Council to discuss the issue further. Town Manager Jarvie advised the matter was discussed with FERO and a rough estimate of the cost was provided. Concern was expressed noting the street was not up to municipal standards. There was a general discussion on possible options.

5.5 Update on Almon and Peters Lane

Town Manager Jarvie showed the Committee the proposed design. It was noted Staff intend to meet with the residents soon.

Raha arrived at 8:51 a.m.

5.6 Update on video inspections - Maiden Lane, Goldie Court, Gondola Point Rd. and Kaitlyn Street

The Committee agreed to keep the item on the agenda for the next meeting.

5.7 Update on Runner signage in bike lanes

29 October 2015 Letter from resident RE: Request for runner signage in bike lanes

9 November 2015 Email from resident RE: Running in the bike lane

11 November 2015 Website Contact Message from resident RE: Runners in bike lane

Town Manager Jarvie noted the NB Motor Vehicle Act states it is unlawful for pedestrians to travel along or upon an adjacent roadway where sidewalks are available. It was discussed painting a symbol in the bike lanes could be said to be encouraging a disregard of the law.

5.8 Update on drainage issue on Elizabeth Parkway

4 November 2015 Letter from resident RE: Drainage issue on Elizabeth Parkway

There was general discussion regarding the issue and options available. The Committee agreed the resident should be contacted to discuss possible solutions.

5.9 Update on Gondola Point Road traffic/parking

1 December 2015 Email from Chief McIntyre

It was noted speeds signs of 30 km/hour have been installed in the area. The residents expressed gratitude for the signs. There is still concern of entering and exiting the townhouses when vehicles are parked in close proximity to the driveway. It was suggested the Town discuss possible solutions with Saint David's Church. It was noted if signs are painted on the road during the winter months it is unlikely they will get noticed under the snow. There was a discussion of traffic in the area and traffic calming solutions.

5.10 Update on Dobbin St. Flooding

11 December 2015 Memorandum from Town Clerk Banks with attachments

The matter was discussed at the regular Council meeting on December 14, 2015 and Council tabled the motion to approve a variance allowing a fourth building to be constructed on 47 Clark Road. The Committee noted the land occupied by Vito's and the Brodersen developments was zoned residential many years ago and later rezoned to commercial. Town Manager Jarvie advised the standards for storm water management have changed over the years. There was general discussion with the following comments: the rainfall on September 30, 2015 was heavier than usual; the development of 47 Clark Road did introduce more pavement into the area which reduces natural absorbency; if the new building is approved the owner must adhere to current stormwater standards for the whole property; home maintenance is important both internally and externally especially in older homes; and the issue was caused from an improper sanitary sewer and storm sewer connection at the residence. There was discussion on current drainage infrastructure in the Town and possible solutions. Two



2016 March 14 Open Session FINAL_177
ROTHESAY
INTEROFFICE MEMORANDUM



TO : John Jarvie
FROM : Charles Jensen
DATE : February 24/2016
RE : Equipment Quotations

Recommendation:

That council award the supply of a new 4WD Utility Vehicle to Hall Bros. Enterprises at the quoted price of \$11 859.60(HST inc)

Background:

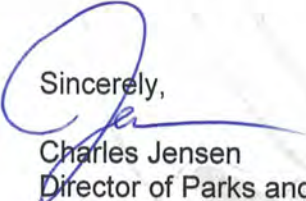
The 2016 operating budget included an amount of \$20 000 for the purchase of cross country ski grooming equipment. The current parks equipment inventory includes a 2009 4 x 4 Utility Vehicle (Bob Cat) which is used for trail work, ball fields, and various other parks department work. This vehicle will be included as a trade for new equipment that will serve the department on a year round basis.

Quotation Results :(inclusive of HST and trade in value of utility vehicle)

Green Diamond Equipment	\$12 447.02
Hall Bros. Enterprises Ltd.	\$11 859.60
Analysis:	\$10,855.20 net after HST rebate

Staff has reviewed the quotes and all were found to be formal in all respect and recommend acceptance of their bid.

Sincerely,


Charles Jensen
Director of Parks and Recreation


I concur with the
recommendation



Quote Summary

Prepared For:

Town Of Rothesay
70 Hampton Rd
Rothesay, NB E2E5L5
Business: 506-848-6617
jimlinfield@rothesay.ca

Prepared By:

John Smidt
70 Aiton Road
Sussex, NB E4E3R7
Phone: 506-432-6470
johnsmidt@green-diamond.ca

Quote ID: 12803267
Created On: 17 February 2016
Last Modified On: 29 February 2016
Expiration Date: 26 February 2016

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE HPX Diesel Green & Yellow (MY16)	██████████	██████████ X	1 =	██████████

Equipment Total

██████████

Trade In Summary	Qty	Each	Extended
2009 2300 - TL1031-114662	1	██████████	██████████
PayOff			\$ 0.00
Total Trade Allowance			██████████
Trade In Total			██████████

Quote Summary

Equipment Total	██████████
Trade In	██████████
JDC REG FEES	\$ 0.00
DOC FEE	\$ 0.00
SubTotal	██████████
GST/HST	██████████
Total	██████████
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 12,447.02

Sales Person: X _____

Accepted By: X _____



Hall Bros. Enterprises Ltd.

308 Route 124
Norton, N.B. E5T 1R2



Quote # 329049 Reference: Town of Rothesay RTV-X900
Prepared for:

Expires: 02/15/2016
By: Rory Reicker

Equipment

1 New Kubota #RTV-X900W 22HP DSL 2-HST 4WD ROPS

Qty	Item	Class	Description	Serial #
1	#RTV-X900W	Rtv900 Series	22HP DSL 2-HST 4WD ROPS	
4	ARTV5201C	Wheel Rtv Series	25X10-12 ATV Tire steel wheel	
1	K759120100	Rtv Series Tractor Group Code	RTV-X900W-A	

Notes:

1 New Camso tracks track kit

Qty	Item	Class	Description	Serial #
1	tracks		track kit	

Notes:

Trades

Year	Make	Model	Serial #	Description	Fuel Type	Hours	Over 60hp?	Trade Value	Liens
2010	Bobcat	2300		utility vehicle		355	False		\$0.00

Quote Summary

Notes:

Equipment Total	
Administration Fees	\$0.00
Other Taxable	\$0.00
Selling Price	
Less Trades	
Total After Trades	
GST/HST	
PST/QST	\$0.00
Non Taxable Environmental Charges	\$0.00
Other non taxable	\$0.00
Total	
Plus Liens	\$0.00
Cash Down Payment	\$0.00
Total After Cash Down Payment	\$11,859.60

To accept, please sign here and return to dealer





ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Bishop & Council
FROM : John Jarvie
DATE : 2 March 2016
RE : Roof Repair – Master Drive Building

Recommendation:

Staff recommend the roofing replacement of the parks garage at 16 Master Drive be awarded to the low bidder Fundy Roofing at the quoted price of \$7401.50 (HST inc.)

Background

The building at the Master Drive compound used for storing parks equipment and materials is one of the structures at the site which predates amalgamation. The materials and equipment stored in the building, as well as the building itself, could be damaged if this repair is not carried out. The net cost to the Town after HST rebate is \$6,775 on an approved budget figure of \$20,000. Please see the attached report from the Director, Parks & Recreation.



2016 March 14 Open Session FINAL_182
ROTHESAY
INTEROFFICE MEMORANDUM



TO : John Jarvie
FROM : Charles Jensen
DATE : February 24/2016
RE : Quotations for new roof Parks Garage

Background:

The 2016 capital budget included an amount of \$20,000 for the replacement of the parks garage roof at 16 Master Drive. There have been ongoing issues with water leaks and the continued deterioration of the roof is a concern.

Quotation Results :(inclusive of HST)

Dowd Home Improvements	\$9706.70
Dugay Roofing	\$8486.30
Fundy Roofing	\$7401.30

Analysis:

All quotes included aluminum drip edge, ice and water shield (6ft), synthetic underlay, lifetime warranty architectural shingles, ridge vent and a 5 year workmanship guarantee.

Staff has reviewed the quotes and all were found to be formal in all respects. Staff is of the opinion that the low bidder has the necessary resources and expertise to perform the work and recommend acceptance of their bid.

Recommendation:

It is recommended that the roof replacement of the parks garage at 16 Master Drive be awarded to the low bidder Fundy Roofing at the quoted price of \$7401.50 (HST inc.)

Sincerely,

Charles Jensen
Director of Parks and Recreation



ROTHESAY

MEMORANDUM



TO : John Jarvie
FROM : Doug MacDonald
DATE : March 7, 2016
RE : Application for Financing

Recommendation

I recommend Council adopt the following motion:

RESOLVED THAT the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of Rothesay debenture in the principal amount of \$2,400,000 on such terms and conditions as are recommended by the New Brunswick Finance Corporation, and be it resolved that the Municipality of Rothesay agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

Background

The town has previously obtained authority from the Municipal Capital Borrowing Board to fund the Common recreation project. The approval outstanding (Order in Council ("OIC")) is as follows:

OIC #	Date Approved	Amount	Term	Project Description
13-0008	March 11, 2013	\$ 167,000	5 Years	Recreation (Common)
13-0008	March 11, 2013	\$ 1,496,000	10 Years	Recreation (Common)
13-0008	March 11, 2013	\$ 737,000	15 Years	Recreation (Common)

The term of the debt is mandated by the MCBB when the borrowing authority is received depending upon the nature of the project. Based upon current interest rates the additional loan payment to be included in the 2017 budget is estimated to be approximately \$280,000.

Access to the funds is only available twice a year (normally late spring and early fall) via the Provincial Government Bond issuance process and the New Brunswick Municipal Finance Corporation ("NBMFC"). The deadline for submissions to the NBMFC for consideration in the current cycle is March 31st.

In summary, I recommend we apply for debt financing in an aggregate amount of \$2,400,000 relating to the above noted project.




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
March 14, 2016

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: March 8, 2016

SUBJECT: Engagement of Engineering Consultant – Parkdale Avenue and Chapel
Road Curb & Sidewalk Installation

RECOMMENDATION

It is recommended that Rothesay Mayor and Council:

Accept the proposal submitted by exp Services Inc. in the amount of \$39,166.93 to provide design and construction management services for the Parkdale Avenue and Chapel Road Curb & Sidewalk Installation project and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2016 General Fund Capital Budget includes funding for the installation of new curb and sidewalk on one side of Parkdale Avenue for the entire length of the street and for the installation of curb and sidewalk on one side on Chapel Road from Chapel Hill Boulevard to Parkdale Avenue.

BACKGROUND

At their meeting of April 13, 2015, with a recommendation from the Public Works and Infrastructure Committee, Council adopted a 5 year plan (2016 – 2019) to expand the existing sidewalk network in Rothesay. The plan centred on the current Council policy to build new sidewalks on a priority basis with the highest priority assigned to streets within the catchment area surrounding schools where children are required to walk followed by commercial business districts, areas of high density housing and finally residential housing development areas. The Parkdale Avenue and Chapel Road project was the 2016 project included in the 5 year plan.

DISCUSSION

On February 2, 2016 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, five (5) compliant submissions were received from consulting engineering firms on February 22, 2016. Proposals were received from the following firms:

Brunswick Engineering and Consulting Inc.	Saint John, NB
CBCL Consulting Engineers Limited	Saint John, NB
Crandall Engineering Ltd.	Saint John, NB
exp Services Inc.	Saint John, NB
WSP	Moncton, NB

The proposals were submitted in sealed envelopes with the Technical and Financial proposals being submitted under separate cover. A review Committee consisting of the following staff completed an analysis and ranking of each Technical Proposal:

John Jarvie, Town Manager
Brett McLean, Director of Operations

Each Committee member completed the Technical Proposal Analysis independently and then the members met to jointly discuss the information, combine the individual scores and arrive at consensus for the top ranked Technical submission. Following this exercise, the sealed envelopes containing the Financial Proposals for each submission were opened. The upset price contained in each proposal was evaluated, ranked and combined with the scores from the Technical Proposal Analysis.

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The highest ranked overall submission following this process was the proposal submitted by exp Services Inc. The exp submission carried the lowest overall price.

The weighting for technical content versus cost is different for every proposal call depending upon the complexity of the proposed project. For this particular project the Technical score was valued at

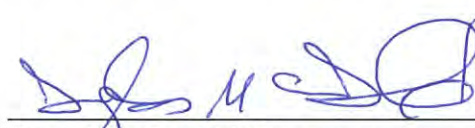
50% and the Financial scored was valued at 50%. The weighted ranking is such that the lowest overall score represents the best technical and financial value according to the Committee. The average weighted score (technical and financial) for this proposal was 3.0 with the highest being 3.85 and the lowest (exp) being 1.85. The average price was \$57,425.81 with the highest being \$78,874.00 and the lowest (exp) being \$39,166.93.

FINANCIAL IMPLICATIONS

The 2016 General Fund Capital Budget included an amount of \$250,000 for the design, construction and construction management of the Parkdale Avenue and Chapel Road Curb & Sidewalk Installation project. Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget item. Assuming award by Council, an analysis has been done for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

Consultant	Fees (inc HST)	HST rebate	Subtotal	Budget Item	% of Budget Item
exp	39,166.93	3,317.48	35,849.45	250,000	14.34


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).