



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, July 13, 2015
7:00 pm



1. APPROVAL OF AGENDA

- 2. APPROVAL OF MINUTES** Regular meeting 15 June 2015
Business Arising from Minutes

3. OPENING REMARKS OF COUNCIL
3.1 Declaration of Conflict of Interest

4. DELEGATIONS

- 4.1 LED Streetlight Presentation** Nivanthi Amarakone & Marc LeJeune, NBPower
For information
- 4.2 Active Transportation Plan request** Brian Gillis, resident
(See Item 9.1)

5. CORRESPONDENCE FOR ACTION

- 5.1 17 June 2015** Email from Rothesay resident RE: Ball Park Avenue
Refer to Public Works and Infrastructure Committee

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 30 April 2015** Letter from Kingsway Care Centre RE: Greenhouse (rec'd 4 June/15)
- 6.2 17 June 2015** Letter to Premier Gallant RE: Rothesay Community Facility
- 6.2.1 26 June 2015** Response from Premier Gallant RE: Rothesay Community Facility
- 6.3 18 June 2015** Copy of email from Quispamsis resident to Quispamsis Council RE: curbside recycling
- 6.4 19 June 2015** Letter from Minister Kenny (Environment and Local Government) RE: Federal Gas Tax Fund
- 6.5 2 July 2015** Letter to Minister Landry RE: Deer Management plan participation
- 6.6 Various** Email and letter RE: Comex route reduction (2)

7. REPORTS

- 7.0 July 2015** **Report from Closed Session**
- 7.1 2014** Kennebecasis Regional Police Force Annual Quality Assurance Audit
- 27 May 2015** Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 31 May 2015** KRJBPC Statement of Financial Position
- 7.2 8 April 2015** Kennebecasis Valley Fire Department Inc. (KVFD) Board meeting minutes
- 28 February 2015** KVFD Statement of Operations with Budget Variances
- 8 April 2015** KVFD Chief's Report

ROTHESAY

Regular Council Meeting

Agenda

-2-

13 July 2015

- 31 March 2015 KVFD Response Report
- 7.3 17 June 2015 DRAFT Heritage Preservation Review Board meeting minutes
- 7.4 31 May 2015 DRAFT Unaudited Utility Fund Financial Statements
- 31 May 2015 DRAFT Unaudited General Fund Financial Statements
- 7 July 2015 DRAFT Finance Committee meeting minutes
- June 2015 Donations Request and Summary
 - Wells Project - Grant application
 - Legal fees
 - Phase I Waste Water Treatment Upgrades Funding Application
 - KV Players funding request
 - Donations summary
- 7.5 17 June 2015 DRAFT Public Works and Infrastructure Committee meeting minutes
 - Highland Ave/Eriskay Drive 4 – way stop
 - Hillview/Scribner Crescent sidewalk request
- 7.6 June 2015 Building Permits Summary Report

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 T-2015-004: Curb, Sidewalk and Storm Sewer Installation Eriskay Dr/Iona Ave

8 July 2015 Memorandum prepared by DO McLean

8.4 Emergency Measures

9 July 2015 Memorandum prepared by Town Manager Jarvie

9 March 2014 (*sic*) Letter to Quispamsis

Draft Kennebecasis Valley Regional Emergency Management Agreement

9. NEW BUSINESS

BUSINESS ARISING FROM DELEGATIONS

9.1 Active Transportation Plan Brian Gillis

8 July 2015 Email and pictures

Refer to Public Works and Infrastructure Committee & Parks and Recreation Committee

ROTHESAY

Regular Council Meeting
Agenda

-3-

13 July 2015

RECREATION

9.2 Dobbin Street playground replacement

29 June 2015 Memorandum prepared by Facilities Coordinator Kincade

9.3 R-2015-02 Zamboni

19 June 2015 Memorandum prepared by DRP Jensen

OPERATIONS

9.4 Contract W-2015-001/003: Gondola Point Road/James Renforth Drive waterline

8 July 2015 Memorandum prepared by DO McLean

9.5 T-2016-01 Almon Lane and Peters Lane Reconfiguration (Engineering Design and Construction Management Services)

8 July 2015 Memorandum prepared by DO McLean

9.6 Curbside recycling

10 July 2015 Memorandum from Town Manager Jarvie

10. NEXT MEETING

Regular meeting Monday, August 10, 2015

11. ADJOURNMENT

LED Street Light Replacement Program

Q & A

1. Why is NB Power replacing its current street lights with LEDs?

Since the 1980s NB Power, along with the rest of North America, has been using High Pressure Sodium (HPS) as the lighting technology of choice. Over 95 % of the current NB Power fleet of street lights are HPS, which are a product that has remained relatively unchanged in the last 30 years. There has not been a significant shift in lighting technology until recently, with the introduction of LED lighting into the North American street lighting market.

LED street lights use approximately 50-60% less energy compared to HPS and have a longer life, (88,000 hrs/ approximately 20 year design life vs. 30,000 hrs for HPS bulbs) requiring less maintenance and making them more economical to operate. NB Power customers are now requesting LED technology and the LED Street Light Replacement Program will help NB Power meet customer demand.

The cost of LED street lights has decreased over the last few years, making it more economical, and LED street lights are now passing NB Power's Demand Side Management (DSM) modeling for the first time. Because of this, an extensive and in-depth business case was presented to the Board of Directors in February 2012 and subsequently approved.

The quality and price of LED street lights now allow us to offer a product that better meets our customers' lighting needs.

2. How much will this program cost? Will this cause an increase in power rates?

The LED Street Light Replacement Program is an estimated \$30 million capital investment over five years. While that is a lot of money, it's important to note that the resulting savings from this program; through reduced energy consumption and reduction in maintenance expenses, will reduce overall costs. This will be a win-win situation for both our customers and NB Power.

3. Will there be a rate reduction for LED fixtures?

NB Power would not have embarked on this ambitious program if a business case had not existed. The only way to make that business case work was to look at this program from a competitively priced bulk-purchase, province-wide basis and to understand that a staggered and gradual approach to provincial replacement largely following the established HPS bulb replacement schedule was required, as not only was there the upfront cost of the LED street light purchase but the cost of the actual replacement itself. Reduced energy and capacity savings, as well as reduced maintenance costs, over a long period of time is needed to offset the investment in LED technology. Taking all points into consideration, NB Power has created a LED rate that offers 8% savings over comparable HPS rates. The 8% rate reduction was reviewed and approved by NB Power's Executive, presented to EUB staff on March 15, 2013 and NB Power received official written confirmation on March 27, 2013 from the Energy and Utilities Board that the new LED rates can become effective on April 1, 2013. NB Power is not aware of another utility in the world who is providing a rate reduction as a result of a large-scale LED Street Light replacement. Rate details can be found in the RSP→ <http://www.nbpower.com/html/en/about/operating/policies/rspn23.html>

4. How much energy will this save?

LED street lights use approximately 50-60% less energy than comparable HPS street lights. Current total energy consumption of all street lights in the province is approximately 45 GWh/year. Once all street lights are replaced with LEDs, the annual energy savings will be approximately 27 GWh, which is equivalent to the amount of electricity required to power 1,620 homes per year.

5. What does LED stand for and why are LED street lights better?

LED stands for 'light-emitting diode'. LED lights work very similarly to standard light bulbs except that LEDs are much smaller and contain no filament. Instead of a filament, an LED creates light using nothing but the movement of electricity along the path of its semiconductor.

LED street lights offer the following advantages for NB Power and our customers:

- Approximately 50-60% less energy compared to HPS (resulting in reduced GHG emissions)
- Longer life (88,000 hrs/20 year design life) / Lower OM&A costs
- Dark sky compliant (less light pollution)
- Whiter light (for better color rendition)
- Improved photometrics (more consistent light across roadway)

6. What is light pollution?

Light pollution is excessive or wasted artificial light. The International Dark-Sky Association (IDA) defines *light pollution* as: "Any adverse effect of artificial light including sky glow, glare, light trespass, light clutter, decreased visibility at night, and energy waste."

7. How many lights will be replaced?

Early in 2013 NB Power started using LED lights in new street light installations. Small scale replacements also took place in order to help develop a replacement process. Full scale replacement of existing HPS lights around the province commenced Spring 2013, and will take place over a 5 year period and the replacement areas are being determined by taking into consideration our planned maintenance cycles and strategic change-outs. NB Power has approximately 72,000 HPS fixtures that will be changed to LED. Roughly 22,000 fixtures in year one (Fiscal Year 2013-2014) and roughly 18,500 streetlights in year two (Fiscal Year 2014-2015) were replaced in multiple zones around the province. Approximately 16,000 streetlights will be changed in multiple zones located around the province in year three (Fiscal Year 2015-2016).

8. How will the lights be replaced?

NB Power has publically tendered for third-party contractors to install the majority of LED street lights. As part of NB Power's cost reduction efforts, an extensive planning exercise was recently completed to match internal staffing requirements to base-load work volumes around the province. Since the LED Street Light Replacement Program is a significant effort, internal staffing resources are not available in most areas around the province to replace street lights in addition to their regular work. Each year, NB Power will review its LED street light plans to determine the appropriate mix of third-party and internal crews to complete to work.

9. How is NB Power determining the order in which street lights around the province will be replaced?

NB Power will be considering the planned maintenance schedules that are already in place and grouping replacements into zones when developing a replacement schedule. This year (May-November 2015) NB Power will be replacing street lights using a staggered start date (weather and snow level dependent) in the following areas:

- Western – Fredericton, New Maryland, Hanwell and outlying areas
- Eastern – Moncton, Cap Pele, Beaubassin Est and outlying areas, Rothesay
- Northern – Outside Charlo to Bathurst

10. How will First Nations Communities in the province be included in this replacement program?

NB Power Lighting Services staff will work with NB Power First Nations Specialists on the replacement program in their respective communities.

11. How are communities and residents being informed of the program?

Municipalities will receive an initial letter from NB Power which will outline the program and provide contact information for follow-up. As part of the follow-up, Residential and Business Customer Advisors will be available to answer questions regarding the program.

12. Wouldn't it be more economical to simply replace the old lights as they burned out instead of replacing them all at once?

No. If NB Power had done this project by attrition it would take longer and it would be more expensive and challenging to manage the work.

NB Power typically replaces the bulbs in old luminaires (fixtures) approximately every 6 years. With the replacement program, the whole fixture is replaced. The replacement program therefore eliminates the need for planned maintenance, which results in cost savings that the customer will benefit from in the long term.

LED street lights also use approximately 50-60% less energy than traditional HPS lights. These lights will therefore reduce energy costs once the program is complete and these savings will help the program pay for itself. The longer lifespan of LEDs (88,000 hrs/20 year design life) also means that additional savings can be expected due to reduced maintenance and bulb replacement costs.

13. Who is the supplier of these lights?

The supplier is LED Roadway Lighting. Established in 2002, LED Roadway Lighting is a leading designer and manufacturer of LED based street and area lighting fixtures and control systems. LED Roadway Lighting is headquartered in Halifax, Nova Scotia, Canada, with a state of the art manufacturing facility in Amherst. The company currently has more than 300 municipal, utility, and commercial clients in more than 25 countries.

14. What is being done with the HPS street light fixtures that are being replaced?

These fixtures will be disassembled and the components will be sold and/or recycled.

15. What are the differences when comparing a HPS street light to a LED street light?

LED street lights offer a white light, compared to the yellow-orange light of a HPS fixture. LED street lights also provide a more precise light towards the road and sidewalk and they reduce light pollution into resident's homes, yards and towards the sky. The LED fixtures used by NB Power are certified by the International Dark Sky Association.

16. Who can I contact if I have any questions or concerns about the program?

For more information on the NB Power LED Street Light Replacement Program, please contact:

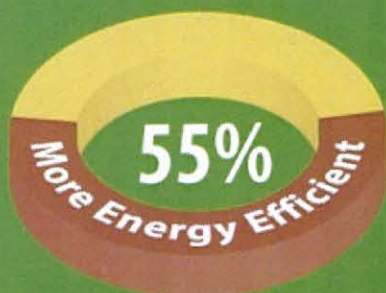
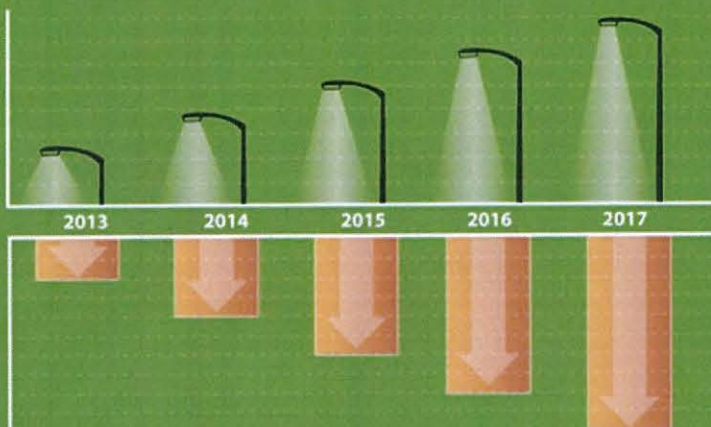
Eric Boldon
Product Specialist, Lighting Services
NB Power
eboldon@nbpower.com
458-6735

Blake Hunter
Manager, Products & Services
NB Power
bhunter@nbpower.com
458-3766

72,000
LED STREET LIGHTS

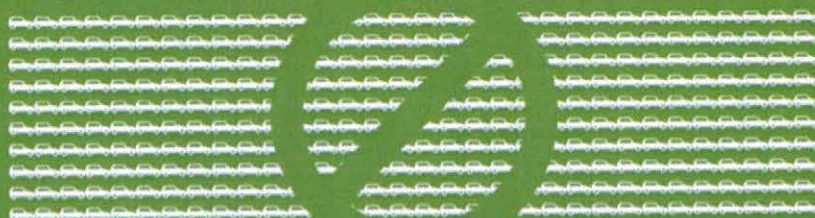
Between 2013 and 2017,
NB Power will replace 72,000
conventional street lights with
high efficiency LED street lights

27,000,000
KWH SAVED EACH YEAR



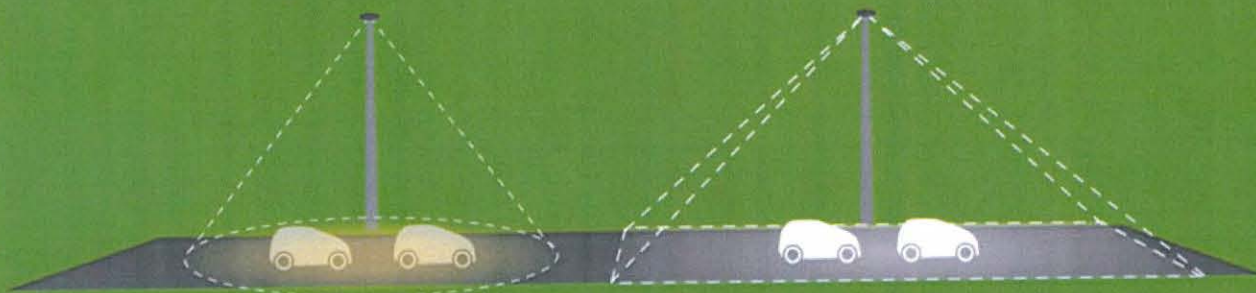
LED STREET LIGHTS ARE 55%
MORE ENERGY EFFICIENT THAN
TRADITIONAL LIGHTING

324,000 TONNES OF GREENHOUSE GASES WILL BE REDUCED OVER 20 YEARS

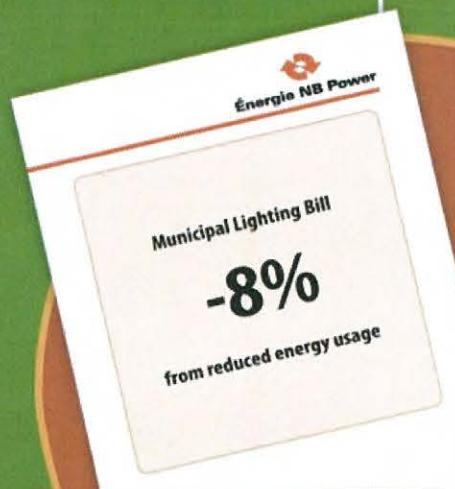
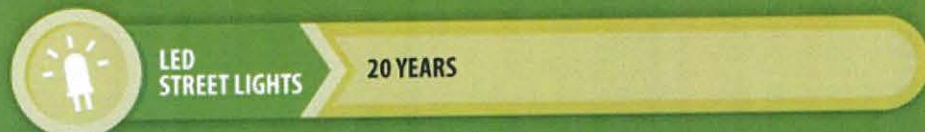


THIS WILL BE EQUIVALENT TO REMOVING
3,000 CARS FROM NEW BRUNSWICK ROADS

Increased Roadway Safety: LEDs produce a whiter light that is more focused on roadways and sidewalks



Reduced Maintenance Costs: LEDs last 20 years compared to 6 years for traditional bulbs, reducing maintenance



A
SHIFT is
underway

From: [REDACTED]
To: [Mary Jane Banks](#)
Subject: Re: To Mayor Bill Bishop & Council 2nd appeal part 2 photo
Date: June-17-15 12:40:52 PM

From: Michael Hebert
[REDACTED]
Sent: June-14-15 8:31 PM
To: Mary Jane Banks
Subject: Fwd: To Mayor Bill Bishop & Council 2nd appeal

This is my second appeal to you mayor Bishop and council. I wish to be heard at council again for the second time to have BallPark Ave resurfaced. Last year at the end of the year, public works department dumped a little bit of left over pave in a couple of cracks. The street has become even worse with all the rain and the harsh winter. I would like for you to look closely at the pictures, especially in the curve around the ballpark. The road is too narrow for 2 cars as shown by the ruts. It is dangerous especially at night when pedestrians are walking.

I am asking that BallPark be considered for widening of the curve, perhaps a retaining wall at the fence. Widening of the old part of the road from the start up to 39 or 37 BallPark. The entire street is in need of resurfacing. If this is not possible, at the very least the older part of the street (the last hole at the start of the newer part). My property tax assessments keep increasing every year so I expect to be able to drive on my street without fear of hitting another car or with the least possible damage to my own vehicle.

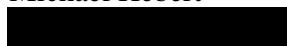
Please contact me if you have any questions. I'm looking forward to

2015July13OpenSessionFINAL_017

hearing from you.

Sincerely,

Michael Hebert























Begin forwarded message:

From: Michael Hebert

Subject: Fwd: RE: To Mayor
Bill Bishop & Council

Date: June 1, 2015 at 8:22:33
AM ADT

To: mikybear@icloud.com

Reply-To:
mikybear@nbnet.nb.ca

----- Forwarded Message -----

Subject: RE: To Mayor Bill Bishop &
Council

Date: Fri, 19 Jul 2013 20:41:25 +0000

From: Mary Jane Banks
<MaryJaneBanks@rothesay.ca>

Thanks very much for your quick
response.

Enjoy your weekend.

Mary Jane

Mary Jane E. Banks, BComm, NACLAA
II
Town Clerk - Rothesay
Director of Administrative Services
70 Hampton Road
Rothesay, NB E2E 5L5

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

 Before printing, please think about the
environment

Respectez l'environnement, réfléchissez
avant d'imprimer

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: Michael Hebert

Sent: July-18-13 7:19 PM
To: Mary Jane Banks
Subject: Re: To Mayor Bill Bishop & Council

Just letters and photo's please on agenda for action

On 18/07/2013 5:40 PM, Mary Jane Banks wrote:

Thank you for your email. For clarification, did you wish to appear before Council to speak as a delegation or are you requesting your letter and photos be included on the agenda for action?

Mary Jane

Mary Jane E. Banks,
BComm, NACLA II
Town Clerk - Rothesay
Director of Administrative Services
70 Hampton Road
Rothesay, NB E2E 5L5

MaryJaneBanks@rothesay.ca

p (506)848-6664
f (506)848-6677

 Before printing, please think about the environment
Respectez l'environnement, réfléchissez avant d'imprimer

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: Michael Hebert

Sent: July-17-13 9:13 PM
To: Mary Jane Banks
Subject: To Mayor Bill Bishop & Council

To Mayor Bishop and
Council

I am writing to be
heard by yourself and
council for the agenda
on August the 12th. I
have lived in Saint John
for over 20 years, 10
of them here in
Rothesay on Ball Park
ave.

The reason I write to
council is because I
would like the
township to consider
resurfacing Ball Park
ave this year. The
street has been
deteriorating steadily in
the last 3 years and
last year a poor attempt
to patch the holes at
the beginning of the
street have lifted and
are gone. Our street is
worse than Robinson st
was and Robinson was
done from top to
bottom last year. The
curve around the ball
park itself proves to be
dangerous and should
be made wider as many
pedestrian walking on
our street risk getting
hit by oncoming traffic
because the street is not
wide enough.

Please see attached
photos of the ongoing
deterioration of the
road surface

Thanks again for
consideration

Michael Hebert

From: [REDACTED]
To: [Mary Jane Banks](#)
Subject: Re: To Mayor Bill Bishop & Council 2nd appeal
Date: June-17-15 12:36:12 PM



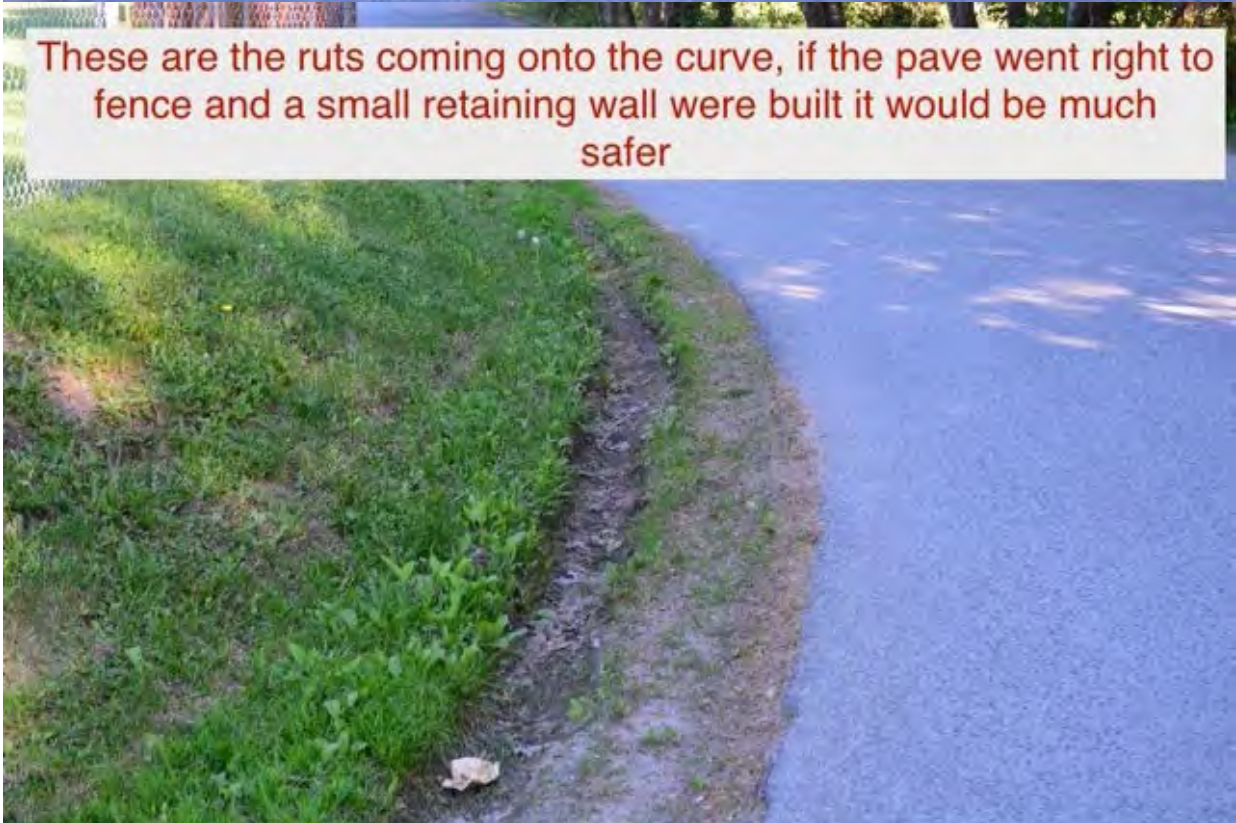


This is the ruts going towards Gondola Point Rd, it demonstrates
Cars leave the road as they try to pass each other

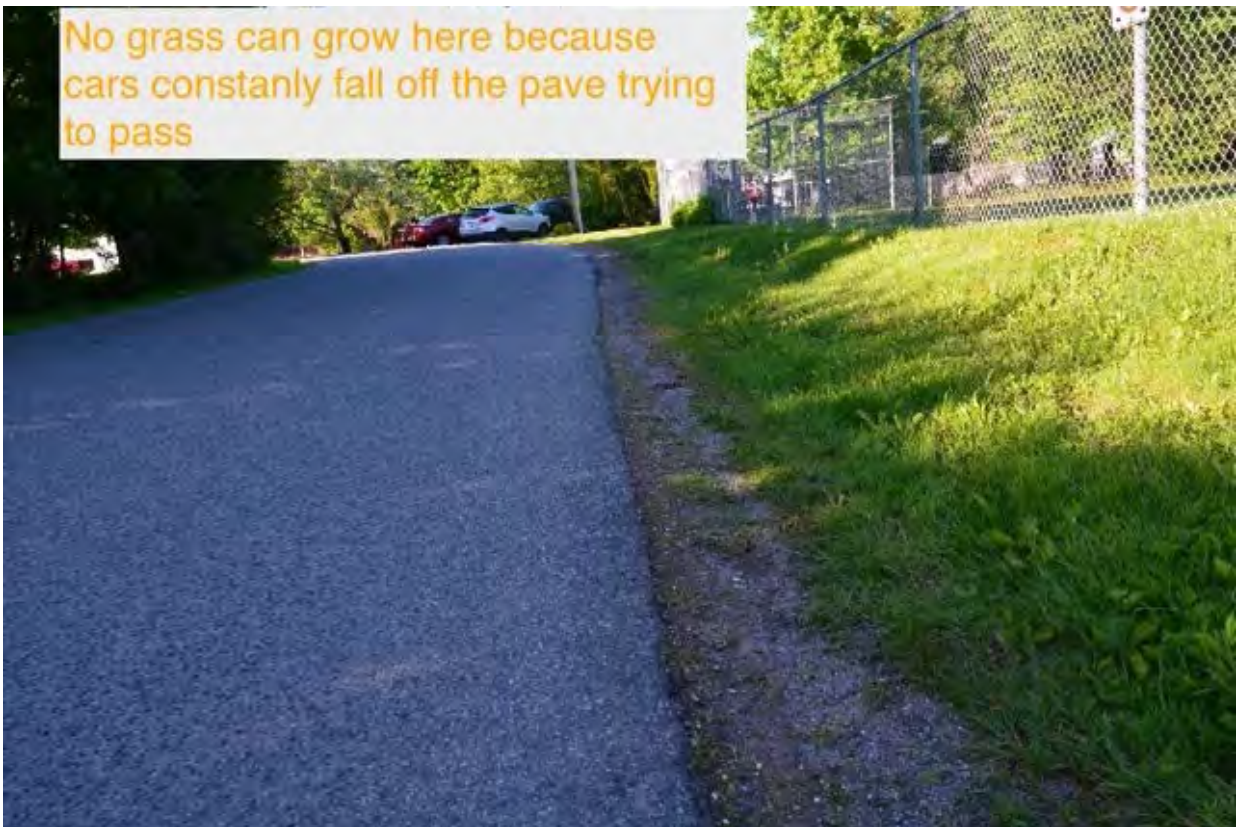




These are the ruts coming onto the curve, if the pave went right to fence and a small retaining wall were built it would be much safer

















Michael Hebert



April 30, 2015

RECEIVED
JUN 04 2015

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

Dear Mayor Bishop & Councillors;

On behalf of our residents, staff and Board of Directors, I want to extend our deepest appreciation for supporting our **Moments of Joy** Campaign. Your commitment to Kings Way LifeCare Alliance in support of our projects is deeply appreciated!

It is very comforting to know that you appreciate the needs of those living in our homes and that you have not forgotten that these individuals are still part of our community and still have needs just like many other citizens in our community.

Again, thank you for supporting quality of life in our community. We are well on our way to meeting our goals and are very hopeful that we will start the construction of our Year Round Greenhouse this fall.

Warmest regards,



Judy Lane, RN BBA
Chief Executive Officer



2015 July 13 Open Session FINAL_043
ROTHESAY

150 Years Proud 1860-2010



17 June 2015

Office of the Premier
P.O. Box 6000
Fredericton, N.B.
E3B 5H1

Attention: Hon. Brian Gallant, Premier

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Mr. Premier:

Re: Provincial Funding - Rothesay Community Facility

Thank you for taking time at the energy conference last Monday to discuss the request for funding that the town of Rothesay has submitted to the Regional Development Corporation. I'm sure you will agree that good recreation facilities make for healthy communities. The Rothesay arena was constructed more than 40 years ago and despite ongoing maintenance has reached the end of its useful life. Rothesay is desirous of replacing this facility with a modest, new building designed specifically to meet community needs. With a population of almost 12,000 we do not think that a single, community-scale rink is an unreasonable or excessive amenity.

We have had a funding request with RDC for more than a year. We are now faced with spending money to keep the existing facility operational. We share with your Government the objective of carefully managing our resources within our means. But it is now time to replace this asset as it has certainly exceeded its reasonable life.

I hope you will support this project and encourage Minister Boudreau to move it forward on the RDC agenda.

Thanks for your consideration.

Yours truly,


William J. Bishop

Mayor

Cc : Hon. V. Boudreau
: Hon. R. Doucet
: Hon. Ed Doherty
: Rothesay Council

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

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

RECEIVED
JUL 09 2015

June 26, 2015

His Worship William J. Bishop
Mayor of Rothesay
70 Hampton Road
Rothesay NB E2E 5L5

Dear Mr. Mayor:

Thank you for your letter dated June 17, 2015 regarding a recreation facility for Rothesay.

I note that you have also sent a copy of your correspondence to Honourable Victor Boudreau, Minister responsible for the Regional Development Corporation, for his consideration. He and his department will certainly be in touch.

Wishing you all the best with your future projects.

Yours truly,



Brian Gallant
Premier



From: [REDACTED]
To: [Driscoll, Murray](#)
Cc: [Snow, Cathy](#); [Emil Olsen](#); [Thompson, Beth](#); [O'Hara, Elizabeth](#); [Miller, Kirk](#); [Loughery, Lisa](#); [Clark, Gary](#); [Rioux, Pierre](#); [Rothsay Info](#); mbrennan@quispamsis.ca
Subject: Rothsay's leadership on curbside recycling
Date: June-18-15 10:03:02 PM

Your Worship,

I read with interest the decision by the Town of Rothsay to adopt curbside recycling for its residents at a reasonable cost. I am heartened by this decision, and pleased to see Rothsay will be able to introduce this modern-day service by early September.

Might the Town of Quispamsis adopt such a service for its residents?

I understand that it is your desire to wait for legislation that would allow for recycling costs to be covered by manufacturers, an appropriate consideration to be sure -- though it would appear that could take years to complete and implement.

There is an opportunity for Quispamsis to act more immediately and, at the same time, introduce a town-wide garbage and compost collection service through negotiation with private haulers, producing savings for ratepayers who now pay steeper costs out of pocket. At the same time, the Town could negotiate curbside collection with the hauler. It is entirely possible ratepayers would save money while enjoying an added service. The Town, of course, could opt to act in full faith of its ratepayers and put the tax increase it passed at the end of last year toward these costs.

The Town could also take pride in taking measures that are better for the environment. After all, there are a considerable number of people who trash recyclable material rather than haul it all to beat-up, overflowing big blue bins out in far-flung parking lots.

I look forward to your considered reply.

Sincerely,

Dave Stonehouse

[REDACTED],

June 19, 2015

RECEIVED
JUN 30 2015

His Worship William Bishop
Mayor of Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5

Your Worship:

**Subject: Federal Gas Tax Fund (GTF) – 2015 Allocation
Town of Rothesay – Reference No. (6934.076.0000)**

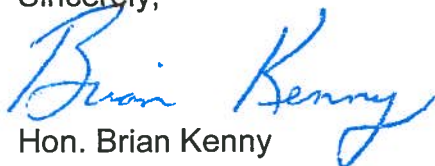
I am pleased to inform you that under the *Administrative Agreement on the Federal Gas Tax Fund*, an allocation of \$800,908 is available in 2015 for the Town of Rothesay to be invested in municipal infrastructure or capacity building projects as per your 2014-2018 Capital Investment Plan.

Upon our receipt of the Federal Gas Tax Fund transfer from the Government of Canada, we will transfer two equal payments to you in July and November of this year.

Please feel free to contact Mr. André Chenard, Director of the Community Funding Branch, at 506-457-4947 if you have any questions or concerns.

In closing, I wish you much success with your upcoming infrastructure projects.

Sincerely,


Hon. Brian Kenny
Minister

C. André Chenard, Director
Deidre Green, Assistant Deputy Minister



2 July 2015

Department of Natural Resources
Hugh John Flemming Forestry Centre
Box 6000
Fredericton, NB
E2B 5H1

ATTENTION: Denis Landry, Minister

Dear Mr. Landry:

RE: Deer Management Plan – Kennebecasis Valley

Rothesay Council has agreed to participate in the Kennebecasis Valley Deer Management Plan for the fall of 2015.

This will confirm that Rothesay is willing to act as the initial point of contact for interested landowners by providing the Department with the owner's name, Property Identification Number (PID), contact information and confirmation that the property falls within the Town's municipal boundaries. We understand the Department will then assess these properties to determine if they qualify for issuance of the special permits under the Kennebecasis Valley Deer Management Plan.

Thanks to you and your staff for your efforts to assist the municipalities of the Kennebecasis Valley in addressing the excessive deer population.

Sincerely,

William J. Bishop
Mayor

cc. Mayor Chorley, Hampton
Mayor Driscoll, Quispamsis
Deputy Mayor Doucet, Chair – Regional Deer Committee
Joe Kennedy, DNR
Rothesay Council

RECEIVED
JUL 02 2015

Town of Rothesay, NB
70 Hampton Road,
Rothesay, NB, E2E-5C5

June 23rd, 2015

Dear Mayor Bishop & Council,

Route Reductions; A Step In The Wrong Direction

As a resident of the town of Rothesay, an avid user of the KV Comex, and a parent who wishes to set a positive example for my children I am discouraged to learn of recent route reductions to the KV Comex public transit run effective July 6, 2015. My husband and I have been using the transit service for several years. However the new reduced schedule has basically eliminated this option for us. We are parents of two school aged children and need to be to work before 9:30am. This requirement does not allow us to take public transit into the City with the new schedule, even though it passes through our neighborhood. We will now be forced to drive in and out of town. I feel not enough has been done to incent passengers to take public transit. Unfortunately, Comex awareness and promotion have diminished over recent years.

Route reduction will not increase ridership. I feel this action is the first step in the abolishment of the Comex system. Reducing rider options makes the service less accessible for existing riders and less appealing new prospects; further reducing ridership – a self-perpetuating cycle in action.

Transportation accounts for over 25% of Green House Gas emissions in this Province. New Brunswick's use of public transit is one of the lowest in the country. I am frustrated when waiting for the bus each morning to see the line-up of vehicles, most with only one person, idling as they wait for traffic to crawl into Saint John. This is a huge problem in the Valley that requires a complex solution involving transit incentives as well as ongoing promotion and awareness. The first step should not be public transit cuts.

Upgraded parks and fancy traffic dividers do benefit the community. However I feel spending needs to be focused on the promotion and availability of viable public transit. I love living in the Valley. It is a beautiful place with wonderful people. However, we are overlooking the sustainability of our quality of life by choosing to cut spending in an area as critical as public transit. Let us continue to be progressive and spring board off of Rothesay's recent going-green decision to implement curb side recycling. Please keep public transit supported.

As a frequent rider, I see familiar faces every single day. Many have been using the service for years. This proves that once people depend on the service, they make it a lifestyle choice and are committed. To demonstrate commitment to this cause, I am willing to incent up to 10 new riders by subsidizing their bus passes by \$10 each for the first month... to get them to try the service. Will the town be willing to partner with residents to try an experiment by partially subsidizing the passes for new riders for a month to see if we can work together and save this service from proposed cuts?

Sincerely,


Lise Driscoll

cc: Mayor Driscoll & (Quispamsis) Council

From: [Bill Bishop](#)
To: [Mary Jane Banks](#)
Subject: FW: Expression of concern about reduction to Comex service
Date: June-24-15 2:20:21 PM

For your info. W.J.B.

William J. Bishop
Mayor
848-6662

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: Dee Stubbs-Lee [REDACTED]
Sent: June-23-15 9:55 AM
To: Bill Bishop; Nancy Grant; Matthew Alexander; Miriam Wells; Bill McGuire; Blair MacDonald; Peter Lewis; Pat Gallagher Jette
Cc: sjtransitcustomerservice@saintjohn.ca; quispamsis@quispamsis.ca
Subject: Expression of concern about reduction to Comex service

Dear Mayor Bishop and Town of Rothesay Council,

I am writing to express my extreme disappointment with your decision to allow the reduction of service on the KV Comex service (Route #52).

Although I am a homeowner in the City of John, I support a Rothesay institution, Touchstone Academy, at well in excess of \$10,000 per year between tuition and other school related fees. Both this investment in your community and my ongoing purchase of two monthly Comex passes at \$125/ month x 10 months per year for a total of another \$2500 per year are at risk as a result of the drastic reductions in service that will go into effect in July. Should my daughter no longer continue at that school through graduation that amounts to a loss of our family's investment in your community of over \$37,000.

Currently, I accompany my daughter on the bus to school most days from Saint John to Rothesay and then back to Saint John to transfer to a second bus. For me, this currently results in a one and a half hour commute to my office each day. While not entirely convenient, I strongly believe in supporting public transit for a number of economic, social, and environmental reasons, not the least of which is to set what I believe is a good example of environmental responsibility for my daughter. When the proposed route reductions come into effect, that one and a half hour commute will become more than two hours, and my daughter would have to arrive at school an hour early and will have to be on board the bus by 7am. We are therefore now considering other alternatives. All of the other regular customers (other professional people and university students, mainly) on the bus will be similarly inconvenienced.

I strongly believe that public transit services should be expanded whenever possible, and certainly not scaled back. To do so is short-sighted and a false economy, and marks a step backward for the economic future of Rothesay and of the greater Saint John area as a whole.

I urge the town of Rothesay to reconsider and continue to fully fund your share of the Comex service.

Thank you,

Dee A. Stubbs-Lee

CC – Town of Quispamsis, Saint John Transit Commission



KENNEBECASIS REGIONAL POLICE FORCE

2015 July 13 Open Session FINAL_051



ADDRESS ALL CORRESPONDENCE TO:

CHIEF OF POLICE
126 MILLENNIUM DRIVE
QUISPAMIS, N.B.
E2E 6E6

STEPHEN N. MCINTYRE, M.O.M.
CHIEF OF POLICE

E. STEPHEN PALMER
DEPUTY CHIEF OF POLICE

TELEPHONE: (506) 847-6300
FAX: (506) 847-6301
ADMIN: (506) 847-6313
E-MAIL: krpfadmin@nbpolice.ca
www.kennebecasisregionalpolice.com

Your File:

Our File:

June 26, 2015

Mayor and Councilors
Town of Rothesay
70 Hampton Road
Rothesay, New Brunswick
E2E 5L5

RE: 2014 KENNEBECASIS REGIONAL POLICE FORCE – ANNUAL QUALITY ASSURANCE AUDIT

Dear Mayor and Councilors,

At the regularly scheduled meeting of the Kennebecasis Regional Joint Board of Police Commissioners held on Wednesday, June 24, a motion was passed requesting that the Chief of Police forward a copy of our recently received Audit Review Report to the Mayor and Council of both Municipalities.

Perhaps to put this report into perspective, I will offer a short explanation with respect to the audit process which is conducted annually by the Director, Crime Prevention and Policing Standards Branch from the Department of Public Safety, Province of New Brunswick.

The purpose of the Quality Assurance Review is to assess the adequacy and effectiveness of all municipal/regional police forces in the province, by examining areas of common risk to police agencies, on behalf of the Minister of Public Safety. This review consists of two separate phases. Phase one consists of sending five selected risk activity questionnaires to all police forces for completion. The five selected during this annual review consist of:

- Quality of Investigation and Supervision
- Domestic and Intimate Partner Violence
- Police Officer Notebooks
- Use of Force
- Hazardous Pursuits

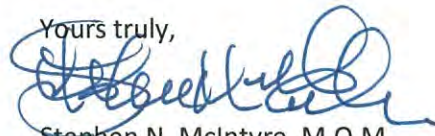
Police Forces were tasked to complete the self-review and to submit their results and findings to the Crime Prevention and Policing Standards Branch by a certain date. After the audit review personnel have an opportunity to review the submitted audit results, they then attend onsite at each police force and conduct a detailed review to confirm the results with respect to the above noted risk activities and in addition there are two additional areas of risk that are then reviewed, with no prior notice to the police service.

- Respectful Workplace
- Performance Evaluation

This onsite review was conducted at the Kennebecasis Regional Police Force in April of 2015 and the final report was delivered to the Force and Board early last week. Public Safety has advised that copies of the review are provided to the Chief of Police as well as the governing authority and in addition a complete copy of the review is posted on the website of the New Brunswick Police Commission. The Commission has the provincial mandate to determine the adequacy of policing within the province.

Our Board has had an opportunity to review this report and has certainly taken notice that we have achieved a very positive result, noting that there were no recommendations going forward, indicating a need for improvement in any of the selected areas of risk. A satisfactory result was achieved in each and every area and in addition, in the area of "Respectful Workplace" it is noted that KRPF is a leader in this risk activity throughout the province and that their policies and practices should be recommended for implementation in other police forces. In addition to the motion directing that a copy of the report be sent to both Rothesay and Quispamsis, the Board made a further motion that a congratulatory letter be forwarded to the Chief, Management Team and indeed all members both sworn and civilian, indicating the board's pleasure at receiving such a positive report. The Board recognizes that this type of result only comes about as a result of the hard work, dedication and professionalism of staff.

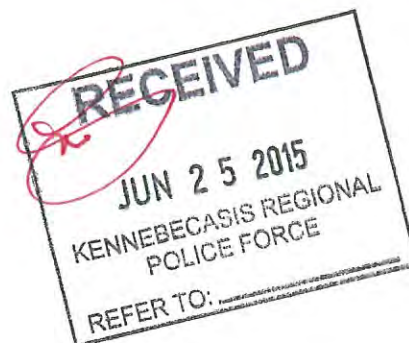
If there are any further questions with respect to this review, either the Board Chair and/or Chief of Police would be more than pleased to offer clarification as required.

Yours truly,

Stephen N. McIntyre, M.O.M.
Chief of Police



June 21, 2015

Chief Steve McIntyre
Kennebecasis Regional Police Force
126 Millennium Drive
Quispamsis,
New Brunswick, E2E-6E6



Dear Chief McIntyre:

RE: 2014 KRPF Annual Quality Assurance Review Report

Our review team would like to express our appreciation for your participation in the Quality Review conducted from April 13th, 2015 to April 15th, 2015. As you are aware from previous correspondence and discussions, the Crime Prevention and Policing Standards Branch continues to enhance the quality assurance process to make it more relevant to day to day police operations and ensure it is more closely aligned with the needs of the various municipal police agencies which are subject thereto.

The review process itself is an annual cycle of planning that sets out time periods when activities selected for review are actioned by the police force (Phase I) and then are followed up with an on-site review by trained Department of Public Safety employees (Phase II). Each selected activity is evaluated using comprehensive review guides that are subject to continual updates to stay current with existing policy and Policing Standards. Results from all nine municipal policing agencies are analyzed to identify trends that will be shared with the Minister of Public Safety and the New Brunswick Association of Chiefs of Police.

The attached report is our findings from the review of seven risk activities. I am very pleased to report there are no recommendations for improvement by the Kennebecasis Regional Police in the risk areas evaluated during the 2014 QA Process cycle. Further, the review team was pleased to discover some good processes and practices and that is also mentioned in the report. You and employees of your force are to be commended for the detail and diligence applied in ensuring compliance to policy and standards, as well as efforts employed to consistently improve the quality and level of service you provide citizens of the Kennebecasis Region.

Sincerely,



John Jurcina

Director, Crime Prevention and Policing Standards

c.c.: Mr. Gary Clark, Chairperson, KRPF Joint Board of Police Commissioners
The New Brunswick Police Commission

2014 Quality Assurance Review Report

Kennebecasis Regional Police Force

OVERVIEW

The Kennebecasis Regional Police Force (KRPF) provides around the clock police services to the town of Rothesay and the town of Quispamsis, which encompasses a total population of approximately 29,833 and a combined coverage area of approximately 91.79 square kilometers.

KRPF is comprised of 38 full-time police officers, including Chief Stephen McIntyre, Deputy Chief Steve Palmer, as well as four and a half civilian staff and eight auxiliary police officers. The KRPF offers service in both official languages with 29.9% of employees ready to speak either French or English.

KRPF has the province's fourth highest proportion of police officers with over 25 years of experience at 26.3%. The total percentage of female police officers in New Brunswick is 16.9% compared against 21.1% of the KRPF workforce being female, which is the second highest in New Brunswick.

In 2014 in New Brunswick, there were 1340 sworn police officers comprised of 885 RCMP officers and 455 Municipal/ Regional officers. The MPF staffing levels are stable and there were no new hires for 2013. KRPF is governed by the Kennebecasis Regional Joint Board of Police Commissioners.

Objective

The purpose of the Quality Assurance Review (Review) is to assess the adequacy and effectiveness of the police services provided by the Police Force by examining areas of common risk to police agencies on behalf of the Minister of Public Safety, pursuant to subsection 1.1(2)(c) of the New Brunswick *Police Act*.

Scope

The 2014 Review was completed in two phases. Phase I included sending risk activity questionnaires to the nine municipal police forces for completion of five identified risk activities, namely:

- Quality of Investigation and Supervision;
- Domestic and Intimate Partner Violence;
- Police Officer Notebooks;

Crime Prevention and Policing Standards

Review Date: April 13-15, 2015

2015July13OpenSessionFINAL_055
2014 Quality Assurance Review Report

- Use of Force; and
- Hazardous Pursuits.

Police forces were tasked to complete the self-review and to submit their results and findings to the Crime Prevention & Policing Standards (CPPS) Branch by December 12, 2014. In Phase II of the review CPPS staff visited each police force to validate the findings of the five self-reviewed risk activities and perform a review on an additional two risk areas:

- Respectful Workplace; and
- Performance Evaluation.

The reporting period for this QA review is **June 1, 2013 to May 31, 2014**. KRPF's on-site Review was conducted on April 13th, 14th, and 15th, 2015.

The focus of the review was to ensure the management of these risk activities was in compliance with the New Brunswick Policing Standards, the Municipal/Regional Police Forces Operational and Administrative Manuals and legal requirements. A snapshot of all reviewed activities is summarized in this report and includes a rating based on the following scale:

Rating	Description
Needs Improvement	The unit practices and controls are not adequate to ensure the unit's objectives are achieved effectively in this activity.
Meets Expectations	Overall, the activity's management meets provincial policing requirements. Any issues/opportunities for improvement noted are minor in that they do not affect the unit's ability to achieve its objectives.
Good Practice	Practices within the activity reviewed are noteworthy and should be recommended for implementation in other police departments.

Tracking of Recommendations

Recommendations made in this report were assigned an implementation Diary Date. The Police Force will review the corrective action and ensure it addresses the noted gap. Once corrective measures have been actioned, the Chief of Police will advise the Director of CPPS of each recommendation that has been addressed and the specific manner in which it has been resolved.

As there are no recommendations included in this report, no reporting compliance to the Director is necessary.

2014 Quality Assurance Review Report

Summary of Findings

Activity	Needs Improvement	Meets Expectation	Good Practice	Comments
Quality of Investigation and Supervision		X		The agency has the strongest and most comprehensive internal file management policy of police forces in NB. There are three layers of oversight with an Inspector having overall responsibility for quality investigations completed within acceptable time frames. Documentation is above average, victims, suspects and witnesses are treated with professionalism and compassion. Evidence handling practices are sound. Complex investigation capacity is high.
Domestic and Intimate Partner Violence		X		Solid policy process at KRPF with annual reviews conducted. Two current D/IPV related policies in place that are well communicated to members. Under-utilization of the KGB statement noted by KRPF during the self-review as well as by the review team.
Police Officer Notebooks		X		Notebooks are well maintained and meet the standards. KRPF have directed all platoon Sergeants to routinely conduct monthly checks for quality assurance.
Use of Force		X		Eight use of force incidents occurred during the reporting period, six of them requiring Use of Force reports. KRPF complies with New Brunswick Policing Standards and Operational Manual 6.10.
Hazardous Pursuits		X		There were two hazardous pursuits recorded by KRPF during the reporting period which complied with policy. KRPF is well equipped to handle pursuits and record them for evidentiary purposes.
Respectful Workplace			X	KRPF has internal and force specific Respectful Workplace / Harassment policy that was revised in 2015. Two members have completed the CPKN Harassment Awareness in the Workplace training and subsequently developed and delivered training on Respectful Workplace to all KRPF members. Strong display of respectful workplace leadership by management. Staff is professional and courteous and has a genuine respect for each other. KRPF is a leader in this risk activity. Good practices exhibited.

2014 Quality Assurance Review Report

Performance Evaluation		X		KRPF has policy on the completion of annual performance evaluations for sworn officers and civilian staff. All assessments are up to date, employees have a role to play in their own development and training is a priority for the Chief.
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PHASE 1 SELF-REVIEW RISK ACTIVITIES**QUALITY OF INVESTIGATION AND SUPERVISION**

To ensure that: operational files are properly investigated and adequately supervised; all occurrences are properly recorded and handled in a timely manner; and complainants and/or victims of crime are kept up to date with investigation outcomes.

Findings: Meets expectations

This self-review activity was completed to a very high standard. Corporal Mary Henderson calculated that there were 4344 files during the review period and randomly selected 30 files for a detailed examination. Form P161.1 (78-10021) was used to record compliance in 22 areas. Her findings were detailed in a report submitted to DPS and minor recommendations had already been acted on by the Chief prior to the on-site DPS review;

- when a person is queried on CPIC it needs to be recorded on the operational file
- supervisors need to use the TEXT review log feature on Versadex (RMS)
- A "Holding Facility Prisoner Form 0049" is to be completed in every case

KRPF have a check sheet for file conclusion. All employees are kept informed of policy changes through the use of internal email; for example, an email was sent out to remind all investigators what a Court Folder should look like. KRPF has the most extensive and comprehensive File Management policy of any police force in New Brunswick; reference Policy 36, last revised 2012-02-06. It is eighteen pages in length and is written in a straight forward manner that leaves no question on the expectations of the Chief on quality of investigation.

The following files were reviewed by the DPS on-site review team;

June 6, 2013; fraud and breach of probation

- Well documented, CPIC results on file easy to locate
- Signature of supervisor noted
- All court documentation on the left side of folder

Nov 18, 2013; theft under, trespass at night, breach of undertaking

- "Charge approval sheet" noted on file

Crime Prevention and Policing Standards

Review Date: April 13-15, 2015

2014 Quality Assurance Review Report

- Investigation involved a rash of crime
- Solid crime scene examination, glove sent for DNA examination by the crime lab
- DNA hit identified to a suspect
- Arrest and interrogation well documented by Cpl. Flynn
- Officer notes on file

November 13, 2013; forcible entry, assault, threats

- Entry added to CPIC noted on file
- Documentation is very good, investigation thorough
- Domestic violence, KGB statement on file
- Crown reduced charges (plea bargain)
- Reason for Crown actions are not noted on the file

October 1, 2013; break and enter

- Young offender file, rash of incidents (crime spree)
- Suspect identified and surveillance project put in place
- Female accomplice identified (Alternative measures outcome)
- Solid investigative work, significant number of interviews, KGB statements
- Handling of evidence was textbook perfect

Other files reviewed by the DPS team included; theft by a young offender; domestic assault where police recommended a charge and the Crown refused to prosecute; young offenders caught breaking into a shed; alleged assault on a three year old; death threats made by a female on an ex-partner; impaired driving. One of the twelve files reviewed showed a delay in investigation but the incident was a minor traffic infraction and reasons for the delays were documented on the operational file.

The flow of files at KRPF ensures a system of checks and balances that demands investigations are conducted within acceptable time frames. The platoon Sergeant conducts the initial review and assumes responsibility for assignment to the principle investigator with follow up review that promotes a fair distribution of workload. KRPF also have in-house support services that can be accessed quickly to respond to large or complex investigations. The Sergeant in charge of Major Crime is very experienced and KRPF have deep bench strength for a wide range of investigations. At the heart of operational file supervision is the Inspector who reads all files before they reach court and always on case conclusion. A third layer of file overview comes from the member in charge of court who is the liaison between the police force and the prosecutor's office.

Observation: Investigation quality is high and when combined with strong supervision of files it places KRPF as a leading modern agency that places a high value on professionalism

Crime Prevention and Policing Standards

Review Date: April 13-15, 2015

2014 Quality Assurance Review Report

and prompt service to all clients. KRPF are the only police force in NB using real-time video camera monitoring for all front line investigators and it is the future for accountability and evidence collection. On some files it was clear that the prosecutor's office would not approve charges without an unusually high threshold for probability of conviction. This was discussed with Chief McIntyre and relations with the Crown have suffered with the closing of the Hampton courthouse. It is a situation being monitored and under control.

No Recommendations

DOMESTIC AND INTIMATE PARTNER VIOLENCE

To ensure that appropriate investigative procedures and established protocols are followed, documented and that where appropriate, charges laid in cases surrounding domestic and intimate partner violence (D/IPV).

Findings: Meets expectations

KRPF policies are reviewed annually during the KRPF Internal Audit process. These policies are stored electronically on a shared drive on the computer. Two of KRPF policies related to this risk activity are K.R.P.F. 70, ODARA Policy revised October 29, 2014 and K.R.P.F. 15, Intimate Partner, Family Violence and Child Abuse Investigations revised October 30, 2014. The KRPF ODARA Policy is in line with the Provincial ODARA Protocol. The IPV policy sets out the investigating member's obligation to: generate a file on all D/IPV, Family Violence or Child Abuse complaints, whether they are criminal in nature or not; take KGB statements in D/IPV complaints; make immediate and appropriate referrals to provincial victim services and Social Development; enter all releases on an undertaking (Form 11.1) on CPIC immediately on release; all cases will be sent immediately to the Court Section upon completion of the investigation; any criminal allegation will be submitted to the Crown for review; if the investigation continues on past the officer's regular shift, the file will be forwarded to the NCO of the incoming shift to ensure completion of the file. This policy also makes reference to the Woman Victims of Abuse Protocols (WVAP). This policy encompasses good practices and rectifies gaps that have been identified in D/IPV investigations around the province.

Cst. Kelley McIntyre has been designated as the D/IPV, Women Abuse Program and Child Abuse Coordinator. Cpl. Mary Henderson has been designated as the ODARA Coordinator. Both officers have signed an acknowledgment of understanding of their duties relating to their roles as Coordinators. All D/IPV files must be reviewed by Cpl. Henderson and Sgt. Craig MacDougall, NCO Major Crime.

All KRPF members have been trained in D/IPV and the use of ODARA. KRPF completes all ODARA sheets for disclosure, advises the Crown prosecutor of the score and are using

Crime Prevention and Policing Standards

Review Date: April 13-15, 2015

2014 Quality Assurance Review Report

resources currently in place to manage those who score high risk on the ODARA. KRPF used to have a police-based Victim Assistance Coordinator however there is no one currently in that role. KRPF is considering bringing in a volunteer to fill that role.

Cpl. Cantello completed this self-review and indicated to the DPS review team that there was a challenge identifying D/IPV calls. Using the Statistical Sampling Table (Appendix B), 10 D/IPV files were identified for review out of a total number of 12 D/IPV calls during the reporting period of one year. This seems to be a low number for D/IPV calls considering the size of the force and compared to other forces the size of KRPF. KRPF noted that with the addition of the new D/IPV study codes it will be easier to search in the future. During the review team's on-site review of D/IPV files and review of Quality of Investigation and Supervision files, an additional four D/IPV files were found (three from the Quality of Investigation and one from the Use of Force files). KRPF's findings indicated that:

- Of the 10 cases:
 - In all but one case, more than one member responded;
 - In five cases, there were children present; and in one of those cases, no referral was made to Social Development;
 - Photographs were taken in five cases;
 - Weapons were used in two cases and were seized in both cases;
 - In four cases, victims reported injuries; in one of those cases the victim received medical attention;
 - Six arrests were made of the suspect; three of those suspects were released on an Undertaking to an OIC;
 - KGB statements were taken in seven cases;
 - In six cases a suspect statement was attempted or obtained;
 - In three cases a witness statement was attempted or obtained; (six were not applicable);
 - Five risk assessments were completed; (not yet trained on ODARA)
 - Nine victim service referrals were made;
 - In all cases the victim/complainant was kept updated;
 - In eight cases there was documented previous incidents of violence;
 - The 911 call was not obtained as evidence in any of the cases;
 - The Prosecutor's Information Sheet was adequate and the Crown review was documented in all cases; and
 - Charges were approved six cases.

The DPS on-site review consisted of reviewing ten files; six of the files reviewed by Cpl. Cantello and four additional files pulled from the records management system. Of the four additional files; in three of the files KGB statements were not obtained but in all the files arrests were made when needed, victim referrals were noted on file, complainants/victims were kept informed on file status and files moved efficiently to an appropriate conclusion.

2014 Quality Assurance Review Report

Observation:

Before the DPS review team arrived for the on-site review, Chief McIntyre had taken steps to ensure that K.G.B. statements will be obtained when appropriate as per the Procedures Section of the Operational Manual 4.1(1) (c-e) and the WVAP. The recent officer training in D/IPV and the use of ODARA when combined with the secondary review of all D/IPV remove the need for any recommendation for additional action. Although there are no recommendations in this risk area, continued diligence in addressing matters of D/IPV is strongly encouraged.

POLICE OFFICER NOTEBOOKS

To ensure Police Officer notebooks are properly compiled, complete, and accurate in order to support investigations, corroborate evidence, and maintain the credibility of a member's testimony in court.

Findings: Meets Expectations

Corporal Terry Middleton conducted the self-review of this activity and examined 16 notebooks using review guide matrix form P159.1 (78-10019 08/14). The quality of the notebooks and practices of the investigators met the standards. The basics of solid notebook maintenance were high; no notebooks had pages removed and all changes and deletions were properly recorded. The only finding out of the review was that supervisors did not examine notebooks on a regular basis; only 6 of the 16 notebooks had supervisor initials. This is a common finding at many police departments and was immediately remedied by the KRPF. All platoon Sergeants have been advised to conduct routine examinations and the KRPF Operational Checklist has been modified to serve as a reminder. The agency also has internal policy on Notebook maintenance and practices, reference KRPF Policy 47 dated 2006-02-24. Completed notebooks are kept in the property bond room.

No Recommendations**USE OF FORCE**

To ensure the reporting procedures in these incidents are followed and that the use of force is in compliance with the policies in place and the New Brunswick Policing Standards.

Findings: Meets expectations

Sgt. Peter Breen, a trained Use of Force Instructor has been designated KRPF's Use of Force Coordinator and has signed an acknowledgment of the Coordinator's responsibilities. Training provided to KRPF members includes: Firearms, baton, OC spray, hard and soft hands-on tactics and handcuffing. This is annual mandatory training and is included in the

Crime Prevention and Policing Standards

Review Date: April 13-15, 2015

2014 Quality Assurance Review Report

collective agreement. KRPF provides eight hours per year of use of force training and four hours per year of firearm training. KRPF is also in the process of training their members on the carbine with nineteen members left to train. In February 2014 KRPF put on Active Shooter training for its members. All KRPF members are current in their firearms and Conducted Energy Weapons (CEW) qualifications and re-certifications. The records of all use of force courses and training are kept on Versonnel Records Management which enables identification of re-certification requirements. Hard copies of certificates are also kept on file.

KRPF policy is reviewed annually through KRPF's internal audit process. Supervisors prepare a shift report that all supervisors receive and disseminate to their members which include any policy updates. Members may also be informed of policy updates through email, professional development, platoon meetings or monthly meetings between management and platoons. KRPF policies are maintained electronically on the shared drive of each computer. KRPF recently created a policy on Carbines.

KRPF's self-review of this risk activity noted that four of the use of force files they reviewed did not have the provincial form P114 completed and submitted to DPS. As a result, KRPF submitted the necessary reports to DPS with their self-review submissions. An email reminder was sent out to members on November 24, 2014 to ensure they completed P114 as indicated in the Operational Manual. As an added step, Sgt. Breen now performs a regular review of the records management system for files where use of force could have occurred.

The annual number of use of force reports (form P114) submitted by KRPF is low which is one factor supporting an observation that front line service providers resolve the majority of issues through effective communication skills or verbal direction. For this review eight incidents generating form P114 from 2013 and 2014 were examined and all incidents were within the acceptable parameters of the use of force continuum. Six of the incidents required reporting using form P114. Four of the incidents involved the firearm and two incidents involved both a firearm and CEW. KRPF's use of force incidents and reporting complied with the New Brunswick Policing Standards and Operational Manual 6.10.

No Recommendations

HAZARDOUS PURSUITS

To ensure persons the reporting procedures in these matters are followed and that the hazardous pursuit is in compliance with policies and the New Brunswick Policing Standards.

Findings: Meets Expectations

There were two hazardous pursuits during the reporting period. Force specific policy covers

Crime Prevention and Policing Standards

Review Date: April 13-15, 2015

2014 Quality Assurance Review Report

Operational Manual policies 3.7 and 3.8 and policy is reviewed annually. As with all of KRPF policies, the pursuit policy is available to the members electronically, which they can print should the need arise. Debriefings are held depending on the seriousness of the pursuit when they feel there is a need to have one.

KRPF has two hollow spike strips one secured in the trunk of a traffic unit and one in a patrol vehicle, which all officers have been trained to deploy. Communication centre recordings are kept at the communication centre and are available for download at any time. Patrol units are equipped with in-car digital video and retained as evidence for court. Hazardous Pursuit reports are recorded on the provincial form P100 and are completed in a timely manner before being forwarded to the Director of Crime Prevention & Policing Standards. All submitted P100 forms are stored in the administrative office. Findings of the review of this risk activity indicate KRPF is in compliance with the Operational Manual policy.

No Recommendations

PHASE II DPS ON-SITE REVIEW OF ADDITIONAL RISK ACTIVITIES

RESPECTFUL WORKPLACE

To ensure that police services have a respectful workplace policy in place that reflects the commitment to provide a working environment in which all individuals are treated with respect and dignity and have the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices.

Findings: Good practice

Observations by the DPS review team were that KRPF employees act in a professional manner, that officer deportment and interaction is friendly and there is a sense of teamwork and inclusiveness. Chief McIntyre and Deputy Chief Palmer place high value on employees treating each other with respect and dignity and if problems or issues surface that they can be dealt with fairly and effectively.

Deputy Chief Palmer and Union President Jason Murray co-chair the wellness committee and it is evident that there is mutual respect between the union and senior management. Most issues are dealt with on an informal and timely manner with and both management and union speaking positively of each other and their ability to work collaboratively in order to address concerns before they develop into problems.

Cst. Daley and Cpl. Henderson completed the course "Harassment Awareness in the

Crime Prevention and Policing Standards

Review Date: April 13-15, 2015

2014 Quality Assurance Review Report

Workplace” through the Canadian Police Knowledge Network (CPKN). Cpl. Henderson revised the former KRPF Respectful Workplace / Harassment Policy – KRPF 110, on February 3, 2015. Cpl. Henderson and Cst. Daley put together a PowerPoint presentation which is a condensed version of the CPKN training. All KRPF members have been given this training. During the on-site review of this risk activity members were asked about this training and positive feedback was received regarding the content and delivery of the in-service training. This in-house training is a good practice.

Workplace Harassment was included in the most recent annual internal review which was reviewed / approved on January 13, 2015. The results of the audit were shared by Chief McIntyre with the DPS review team. KRPF employees had previously been trained in 2011 on the Workplace Harassment policy by subject matter experts from the Halifax Regional Police with subsequent refresher training in February 2012. New employees hired in 2014 have read and signed off on this policy. There were no workplace harassment complaints in 2014.

Chief McIntyre expects his management team to lead by example and by all accounts employees expressed no hesitation to raise any issue that might ever present itself.

- The working relationships between sworn officers and civilian staff is judged to be strong and healthy;
- Organizational values of fairness, compassion and respect are evident in the way that employees deliver services to the community and how they treat one another in the building;
- There is a solid understanding of legislation, policies and guidelines by employees and the management team has established an open door policy for anyone to address issues when they arise;
- There is a robust wellness committee that organizes many force activities for all members and staff; and
- If a situation or incident cannot be resolved informally at the earliest opportunity or if its complexity requires a higher level of attention, the KRPF policy set out steps towards mediation or a formal procedure.

CPPS views KRPF as a leader in policy development, maintenance and informing their staff. A Respectful Workplace is clearly valued at KRPF, exhibiting good practices in this risk activity that could be a model for other police forces.

No Recommendations

PERFORMANCE EVALUATION

To ensure the police force has in place an appraisal system meant to encourage and support the development of employees. It should identify an assessment of performance and encourage career goals and potential.

Findings: Meets expectations

The KRPF have internal policy # 86 for performance management that was last revised on 2015-02-02. The policy applies to both sworn and civilian staff and clearly outlines the expectations of the Chief that performance management is a year-long process that is anchored in the use of timely feedback for both strong performance and guidance when required. The agency uses a "Performance and Development Review" document that addresses the following three competencies; Core, Technical and Functional. When completed it is very comprehensive and includes observations on dress and deportment, efforts to maintain fitness levels and respect in the workplace.

The review team conducted ten face-to-face interviews of both sworn officers and two civilians. All annual assessments have been conducted on schedule and employees reported that they had opportunities to discuss their performance with their supervisors and contribute written comments. The Chief has his annual review conducted by the Kennebecasis Regional Joint Board of Commissioners and the Deputy Chief completes performance reviews for the two Inspectors.

KRPF provide training opportunities for employees that are designed to advance the effectiveness and efficiency of the police force. The number and range of training courses is impressive when compared to other police agencies in the province. Chief McIntyre has a reputation for acquiring modern equipment and delivering the training and instruction needed to enhance officer safety.

SUMMARY

The CPPS review team was well received by the administration and members of the Kennebecasis Regional Police Force, creating a positive experience throughout the Quality Assurance review. It is important to note that KRPF have the most advanced and comprehensive system of self-audit of any police force in the Province of New Brunswick and that is confirmed by the fact there are no recommendations contained in this report. The coordinators of the risk activities were organized, professional, and diligent of their respective risk areas. The KRPF exhibited conformity with the New Brunswick Policing Standards, the Municipal / Regional Police Forces Operational Manual and meet expectations in six risk activities while exceeding standards (good practice) for "respectful workplace".

2014 Quality Assurance Review Report

Quality Assurance Reviewers:

Jennifer LeBlanc, Policing Consultant, Crime Prevention and Policing Standards

Rick Votour, Policing Consultant, Crime Prevention and Policing Standards

Distribution: Stephen McIntyre, Chief, Kennebecasis Regional Police Force

Gary Clark, Chairperson, KRPF Joint Board of Police Commissioners
126 Millennium Dr., Quispamsis, NB, E2E 6E6

CC via E-Mail to: New Brunswick Police Commission



2015 July 13 Open Session FINAL 087
**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS**

RECEIVED
JUL 02 2015

ADDRESS ALL CORRESPONDENCE TO:

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

TELEPHONE: (506) 847-6300

FAX: (506) 847-6313

E-MAIL: krpfadmin@nbpolic.ca

**Gary Clark
Chairperson**

**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMIS, NEW BRUNSWICK
ON WEDNESDAY, MAY 27, 2015
AT 3:00 P.M.**

REGULAR MEETING

PRESENT:	Gary Clark	Bill McGuire
	Gordon Friars	Matt Alexander
	Emil Olsen	Linda Sherbo
	Peter Bourque	Danny Dobson
	Cherie Madill	Chief Stephen McIntyre
	Debi Stewart	

The Chairman, Mr. Clark advised that there was correspondence received from the Town of Rothesay and will be added under Correspondence. He further asked for a Motion for the Approval of the Agenda for the meeting of May 27, 2015. **Moved by Gordon Friars and Seconded by Linda Sherbo, MOTION CARRIED.**

Mr. Clark pointed out that there was a slight error in the Minutes in that they should have reflected that he asked if we were within the costs allotted for the season for snow removal. The minutes would be amended accordingly.

Mr. Clark requested a Motion for the Approval of the Minutes of the Regular Meeting of April 29, 2015. **Moved by Bill McGuire and Seconded by Matt Alexander. MOTION CARRIED.**

REGULAR MEETING

The Chairman requested a ratification of the e-mail poll conducted regarding lawn care needs for 2015. The original motion in the poll was Moved by Danny Dobson and Seconded by Emil Olsen to accept the proposal of Y-Mow for 2015. **Moved by Gordon Friars and Seconded by Danny Dobson to ratify the e-mail poll conducted. MOTION CARRIED.**

The Chairman asked if there were any Declarations of Conflict of Interest. None were received and the meeting continued.

SECRETARY TREASURER'S REPORT

Ms. Madill presented the April Financial Statements. The first page was the Statement of Financial Position and she pointed out that the Cash is presently at \$453,000 as compared to last year at this time in the amount of \$436,000.

More funds have been placed in the Sick Pay/Retirement Investments but is not reflected on this Statement but will be reflected on the May Statement. Mr. Dobson asked if this was the maintenance payment. She advised it was. The Accounts Receivable category is the money owed for the secondments. The Sales Tax Recoverable category is very similar to 2014 and this is applied for every six months.

Statement of Operations

The Revenue line item is down due to one of the secondments being changed during the year in that repayment for this officer will be salary only. This category will increase during the year as we now have two more secondments.

The Salary and Benefits category of Crime Control is under budget due to the two secondments.

The Equipment line will be increased in May as software was purchased.

Vehicles

The fuel, maintenance and repairs categories are slightly under budget. Two new vehicles were purchased in May and this will be reflected in the May Statements.

REGULAR MEETING

Building - The Maintenance is slightly over budget as a result of repairs being made. Electricity costs are up due to the winter. The interest on the debenture is lower than the budget. This is due to the fact that we estimated the interests costs of this debenture during the 2015 Budget preparation.

Administration - Professional fees are over budget because of the audit fees being paid at the beginning of the year.

Labor Relations is presently under budget but may be used during negotiations.

At present there is a \$191,000 surplus. This should be reduced next month due to the purchase of two new vehicles.

Telecom Fund – At present there is a \$173.00 surplus.

Moved by Bill McGuire and Seconded by Peter Bourque to accept the Secretary-Treasurer's Report for the period ending April 30, 2015. MOTION CARRIED.

CHIEF'S REPORT

Chief McIntyre advised that we are still heavily involved in the carbine training which should be completed within the next couple of weeks.

The Chief reviewed the Major Crime Unit Report.

Moved by Matt Alexander and Seconded by Gordon Friars to receive and file the Chief's Report. MOTION CARRIED.

COMMITTEE REPORTS

Mr. Clark provided the Board Members with a copy of the committees with new members listed. The vacancies will be filled once the two new members are appointed to our Board.

Personnel – Nothing to report.

Building and Grounds – Nothing to report. Mr. Dobson just wanted to mention for the record that in our headquarters building, which is now 10 years old, is starting to

REGULAR MEETING

see some wear. He feels that we are going to have to start working on a Reserve Fund or start budgeting for repairs to the building. He feels we should take a hard look at the building at the end of the year and budget accordingly.

Insurance – Nothing to report.

Finance – Mr. Dobson asked if the bank fees have been reversed. Cherie advised they have not but has been in contact with the Bank of Nova Scotia and these fees should be reversed soon. Mr. Dobson requested that she call him if there is any issue with this.

Transportation - The Chief advised that one of our used police vehicles was sold for \$2,025.00.

Communication - Nothing to report. Mr. Dobson advised that he has just moved to a voice over internet program with respect to telephone services. He suggested that this may be something we could look at. This was discussed and the Chief advised he would speak to our Aliant representative in this regard.

Policy Committee – **Moved by Gordon Friars and Seconded by Matt Alexander to adopt the Respectful Workplace/Harassment Policy for the Board. MOTION CARRIED.**

Regional Service Commission - Mr. Olsen advised that Mayor Driscoll was elected the new Chair of the Regional Service Commission.

CORRESPONDENCE

Mr. Clark advised that he had just received a letter from the Town of Rothesay which advised that Mr. Peter Bourque was re-appointed to the Board with a term expiring December, 2017. **Moved by Bill McGuire and Seconded by Linda Sherbo to receive and file this correspondence. MOTION CARRIED.**

NEW BUSINESS

Mr. Friars made a motion to forward a letter to the Towns with relation to obtaining permission to create a Reserve Fund. Seconded by Peter Bourque.

REGULAR MEETING

On the question, Mr. Olsen suggested that documents be prepared and forwarded to both Towns explaining what the reserve fund would be used for. The Chair suggested that a committee meet with both Towns in this regard. Mr. Dobson suggested that we do some work regarding this prior to approaching the Towns. Some suggestions he made were that we would firstly ask them to allow us to accumulate a reserve fund, a formula and a policy on how we can withdraw from the reserve. What is required to be completed is a document be prepared for both Towns so that they can review same. Something similar to a business plan.

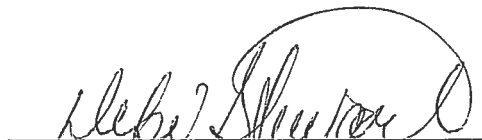
Mr. Friars suggested that his motion be amended and that it be added to strike an ad hoc committee to work on this and prepare the appropriate documentation. Motion Carried.

Mr. Clark asked if there were any volunteers for this committee. Mr. Dobson, Mrs. Sherbo, and Mr. Olsen will form the committee and Mr. Dobson suggested that Cherie be included as well.

MOVED BY Danny Dobson to adjourn. Seconded by Bill McGuire. MOTION CARRIED.



CHAIRMAN



SECRETARY

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

	<u>2015</u>	<u>2014</u>
-----Financial assets-----		
Cash - General	\$620,449.81	\$626,723.47
Sick Pay/ Retirement Investments	793,621.57	714,144.34
Accounts Receivable	32,443.50	36,121.95
Sales tax recoverable	27,249.65	20,658.01
	<u>\$1,473,764.53</u>	<u>\$1,397,647.77</u>
----Liabilities-----		
Accounts payable and accrued	398,815.94	418,594.06
Vested sick leave/retirement accrual	750,460.71	695,165.48
Sick leave replacement	13,298.53	12,850.00
Accrued pension benefit liability	1,140,800.00	1,283,400.00
Debenture payable	<u>1,450,000.00</u>	<u>1,552,000.00</u>
	<u>3,753,375.18</u>	<u>3,962,009.54</u>
NET ASSETS (DEBT)	<u>-2,279,610.65</u>	<u>-2,564,361.77</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,407,400.83	3,306,648.98
Accumulated amortization	<u>-1,161,977.85</u>	<u>-1,041,192.63</u>
	2,245,422.98	2,265,456.35
Unamortized Debenture costs	5,717.40	4,249.39
Prepaid expenses	<u>87,028.49</u>	<u>83,897.08</u>
	<u>2,338,168.87</u>	<u>2,353,602.82</u>
ACCUMULATED SURPLUS	<u>58,558.22</u>	<u>-210,758.95</u>
 Assets	 3,811,933.40	 3,751,250.59
Liabilities	3,811,933.40	3,751,250.59

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
May 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	510,421
Structure	1,106,997.29			1,106,997.29	1,106,997
	2,251,484.44	0.00		2,251,484.44	2,241,266
Accumulated amortization	-624,238.90			-624,238.90	-558,382
Net book value of Building	1,627,245.54	0.00	0.00	1,627,245.54	1,682,884
Paving	52,600.16			52,600.16	52,600
Accumulated amortization	-24,985.07			-24,985.07	-22,355
Net book value of paving	27,615.09	0.00	0.00	27,615.09	30,245
Landscaping	3,268.36			3,268.36	3,268
Accumulated amortization	-3,104.95			-3,104.95	-2,778
Net book value of landscaping	163.41	0.00	0.00	163.41	490
Furnishings	177,329.73			177,329.73	177,330
Accumulated amortization	-84,231.63			-84,231.63	-75,365
Net book value of furnishings	93,098.10	0.00	0.00	93,098.10	101,965
Machinery & equipment	61,695.71			61,695.71	44,035
Accumulated amortization	-44,918.24			-44,918.24	-43,027
Net book value of equipment	16,777.47	0.00	0.00	16,777.47	1,008
Information technology equipment	142,374.50			142,374.50	125,438
Accumulated amortization	-91,524.63			-91,524.63	-76,226
Net book value of IT equipment	50,849.87	0.00	0.00	50,849.87	49,212
Vehicles - Not general patrol	367,110.54			367,110.54	316,924
Accumulated amortization	-219,673.41			-219,673.41	-194,349
Net book value of not general patrol vehicles	147,437.13	0.00	0.00	147,437.13	122,575
Vehicles - General patrol	157,289.84			157,289.84	151,540
Accumulated amortization	-69,301.02			-69,301.02	-68,710
Net book value of general patrol vehicles	87,988.82	0.00	0.00	87,988.82	82,830
Total Tangible Capital assets	3,407,400.83	0.00	0.00	3,407,400.83	3,306,649
Total Accumulated amortization	-1,161,977.85	0.00	0.00	-1,161,977.85	-1,041,192
	2,245,422.98	0.00	0.00	2,245,422.98	2,265,457

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
FIVE MONTHS ENDING MAY 31, 2015

Page 3

	----- FIVE MONTHS -----				
	----- --ACTUAL--		PRIOR YR	----- BUDGET-----	
REVENUE:					
Fees	\$19,026.00	-3%	\$24,199	\$19,583	\$47,000
Taxi & Traffic Bylaw	4,632.35	122%	3,133	2,083	5,000
Interest income	2,235.89	7%	2,363	2,083	5,000
Retirement interest & dividends	7,297.82	-8%	7,151	7,917	19,000
Secondments	77,924.16	-14%	87,596	90,692	217,661
	<u>\$111,116.22</u>	-9%	<u>124,442</u>	<u>122,359</u>	<u>293,661</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	\$1,250,065.46	-7%	\$1,200,529	1,345,322	\$3,228,772
Benefits	246,832.69	-13%	249,519	284,124	681,898
Training	16,797.46	6%	20,669	15,833	38,000
Equipment	2,265.10	-73%	10,896	8,333	20,000
Equip repairs & IT support	709.46	-57%	748	1,667	4,000
Communications	21,986.05	17%	19,394	18,750	45,000
Office function	5,942.14	-16%	5,502	7,083	17,000
Leasing	4,533.11	24%	3,541	3,646	8,750
Policing-general	20,114.25	72%	7,861	11,667	28,001
Insurance	4,575.00	-2%	4,453	4,675	11,221
Uniforms	14,426.47	-4%	28,774	15,000	36,000
Prevention/p.r.	3,161.07	-16%	2,868	3,750	9,000
Investigations	6,316.44	-48%	7,202	12,083	29,000
Detention	10,775.00	0%	10,550	10,775	25,860
Taxi & Traffic Bylaw	258.57	24%	103	208	500
Auxillary	1,222.01	96%	127	625	1,500
Public Safety	11,666.67	0%	11,667	11,667	28,000
	<u>1,621,646.95</u>	-8%	<u>1,584,403</u>	<u>1,755,209</u>	<u>4,212,502</u>
VEHICLES					
Fuel	34,715.26	-28%	47,218	47,917	115,000
Maint./repairs	28,010.59	-21%	32,921	35,417	85,000
Insurance	8,465.40	-13%	9,267	9,730	23,353
New vehicles	65,979.81	39%	-2,200	47,500	114,000
Equipment		-100%		8,958	21,500
	<u>137,171.06</u>	-8%	<u>87,206</u>	<u>149,522</u>	<u>358,853</u>

STATEMENT OF OPERATIONS
FIVE MONTHS ENDING MAY 31, 2015

	-----FIVE MONTHS-----			-----		
	--ACTUAL--			PRIOR YR ----- BUDGET-----		
EXPENDITURE continued:						
BUILDING						
Maintenance	17,642.96	21%		10,427	14,583	35,000
Cleaning	9,265.18	-5%		8,944	9,792	23,500
Electricity	23,772.98	21%		18,622	19,583	47,000
Taxes	18,223.95	-4%		18,156	19,064	45,754
Insurance	2,176.25	-1%		2,092	2,197	5,273
Grounds	5,738.30	53%		4,659	3,750	9,000
Interest on Debenture	23,373.75	-19%		30,317	28,750	69,000
Debenture Principal	46,666.65	7%		42,500	43,750	105,000
	<u>146,860.02</u>	4%		<u>135,717</u>	<u>141,470</u>	<u>339,527</u>
ADMINISTRATION						
Salaries	244,798.19	0%		238,985	246,010	590,424
Benefits	45,909.16	-4%		47,585	47,972	115,133
Professional Fees	19,023.61	11%		19,502	17,083	41,000
Travel/Training	7,847.80	45%		6,002	5,417	13,000
Board Travel/Expenses	359.39	-83%		304	2,083	5,000
Insurance	508.35	-2%		495	520	1,247
Bank service fees	541.71					
Labour Relations	2,402.41	-42%		9,469	4,167	10,000
Sick Pay/Retirement		-100%			22,170	53,207
Retirement int & dividends	7,297.82	-8%		7,151	7,917	19,000
2nd prior year (surplus) deficit	-51,256.25			-8,428	-51,256	-123,015
	<u>277,432.19</u>	-8%		<u>321,065</u>	<u>302,082</u>	<u>724,996</u>
	2,071,994.00	-7%		2,003,949	2,225,924	5,342,217
CONTRIBUTED BY MEMBERS	2,225,927.50			2,183,605	2,225,924	5,342,217
SURPLUS (DEFICIT)	<u>\$153,933.50</u>			<u>\$179,656</u>	<u>\$0</u>	<u>\$0</u>
TELECOM FUND						
City of SJ telecomm services	126,625.00	0%		122,917	126,625	303,900
Data Networking charges	3,708.70			3,502	3,813	9,150
Retirees health insurance	1,295.17			1,228	625	1,500
2nd prior year (surplus) deficit	-2,034.15	0%		693	-2,034	-4,882
	<u>129,594.72</u>			<u>128,340</u>	<u>129,028</u>	<u>309,668</u>
CONTRIBUTED BY MEMBERS	129,027.50			127,442	129,028	309,668
SURPLUS (DEFICIT)	<u>(\$567.22)</u>			<u>(\$898)</u>	<u>\$0</u>	<u>\$0</u>
Total surplus (deficit)	\$153,366.28			\$178,758		

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

STATEMENT OF FINANCIAL POSITION

BANK balance		620,450	at May 31
ACCOUNTS PAYABLE balance	398,816		
Debenture costs paid in June & December	-68,742		

Current Accounts Payable		330,074	Paid in June

Extra (Shortfall) in bank account		290,375	

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

STATEMENT OF OPERATIONS

Crime Control:

* Salaries under budget due to two sergeants on LTD and two new secondments (now have four)

* Benefits Health insurance 2015: \$57,822 2014: \$62,307
 Retirees health insurance costs less by \$751 (retirees paid more than the costs)
 Last May 2014 the retirees paid \$580 more than the actual costs

Building:

* Maintenance is up due to replacing two heaters in the garage bays

Vehicles:

* New vehicles - bought two new vehicles in May and sold a vehicle for \$2,025

Administration:

* Benefits Health Insurance 2015: \$9,311 2014: \$10,745

Telecom:

* Retirees health insurance (Retirees paid less than the actual cost of their plan) \$1,295
 Last May 2014 the retirees paid \$1,228 less than the actual costs

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE
APRIL 8, 2015**

Present: Chair Libby O'Hara Chief Bill Ireland
Vice Chair Blair MacDonald Carlene MacBean, Executive Assistant
Commissioner Pat Gallagher Jette
Commissioner Robert McIntyre
Commissioner Brian Shanks
Commissioner Roger Young

Regrets: Secretary Treasurer Kirk Miller
Commissioner Katrina White

1.0 Call to Order

Chair O'Hara called the meeting to order at 6:37 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by P. Gallagher Jette and seconded by B. Shanks, that the agenda be approved.

CARRIED

4.0 Disclosure of Interest

None

5.1 Approval of Previous Minutes

Moved by P. Gallagher Jette and seconded by R. Young, that the minutes of February 11, 2015 be approved as submitted.

CARRIED

6.0 Unfinished Business

6.1 Station Location Study

Chief Ireland reported he expects the completed study for the Board meeting in June.

7.0 Correspondence

7.1 Letter from Town of Quispamsis re: Reappointment of Brian Shanks to Kennebecasis Valley Fire Department Inc.'s Board of Directors

Moved by P. Gallagher Jette and seconded by B. MacDonald, to receive and file.

CARRIED

8.0 New Business

8.1 Email from John Jarvie re: Insurance for First Aid Activities of Department and

8.2 Memo from Chief Ireland re: Medical Malpractice Insurance

The discussion on these two items was combined and the material was included to the Board for information purposes.

Moved by P. Gallagher Jette and seconded by R. McIntyre, to receive and file.

CARRIED

8.3 Amendment to Regional Fire Protection

Upon discussion it was agreed by the members present that more time for review was required.

Moved by B. MacDonald and seconded by P. Gallagher Jette to table this document until the next meeting.

On the question:

A document is to be created and distributed to all members prior to the next meeting containing the changes next to the original wording of the agreement.

CARRIED

Moved by B. Shanks and seconded by P. Gallagher Jette, Chief Ireland distribute a report on minimum staffing similar to what was previously presented during the strategic planning process.

On the question:

If the visuals are still available, to be brought to the next meeting.

CARRIED

8.4 Amendment to By-Law 1A

Upon discussion it was agreed by the members present that more time for review was required.

Moved by B. Shanks and seconded by B. MacDonald to table to next meeting.

CARRIED

8.5 Presentation of Annual Report

Moved by P. Gallagher Jette and seconded by B. Shanks, to move acceptance of the Kennebecasis Valley Fire Department 2014 Annual Report.

On the question:

A cover letter from the Board Chair will accompany the copies sent to both towns.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Two Months Ended February 28, 2015

Moved by B. Shanks and seconded by P. Gallagher Jette, that the Draft Financial Statements for the Two Months Ended February 28, 2015 be received and filed.

CARRIED

9.2 Auditors Presentation

Moved by B. Shanks and seconded by B. MacDonald the Chair and Treasurer be authorized to sign and distribute the 2014 audited statements.

CARRIED

10.0 Business Arising from Committee of the Whole

Moved by B. Shanks and seconded by P. Gallagher Jette, that the Board approves the Finance Committee's recommendation to use the capital funds originally designated for mobile data terminals (\$10,000) to purchase, rather than lease, the planned acquisition of a new computer system with the intent to save the department approximately \$4,000 in financing costs over a four year period.

CARRIED

11.0 Reports

11.1 Chief's Report

Moved by P. Gallagher Jette and seconded by R. McIntyre, the Chief's Report be received and filed.

CARRIED

11.2 Response Summary

Moved by P. Gallagher Jette and seconded by B. MacDonald, the Response Summary be received and filed.


CARRIED

12.0 Adjournment

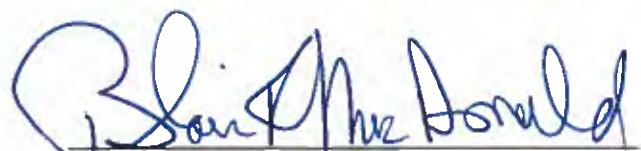
Moved by B. MacDonald that the meeting be adjourned at 7:44 pm.

Date of next meeting – June 10, 2015 at 5:30 pm

Respectfully submitted,



CHAIR



VICE CHAIR

Kennebecasis Valley Fire Department Inc.

Statement of Operations with Budget Variances
For the 2 months ending February 28, 2015

		<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCES</u>	<u>BUDGET</u>
		<u>YEAR TO DATE</u>	<u>YEAR TO DATE</u>	<u>YEAR TO DATE</u>	<u>2015</u>
				(Under Budget)	
Line #	REVENUE:				
1	Members Contributions	\$682,111	\$682,111	(\$0)	\$4,433,722
2	Local Service Districts	\$14,833	\$14,833	\$0	\$87,796
3	Revenue Fee Structure	\$0	\$0	\$0	\$70
4	Rebate on Property Tax	\$0	\$0	\$0	\$44,000
5	Misc. Revenue	\$0	\$0	\$0	\$0
6	Interest Income C/A	\$500	\$777	\$277	\$3,000
7	Surplus/ Deficit 2nd Previous	(\$9,756)	(\$9,756)	\$0	(\$9,756)
8		<u>\$687,488</u>	<u>\$687,765</u>	<u>\$277</u>	<u>\$4,558,832</u>
	EXPENSES:				
	ADMINISTRATION:				
9	Admin. Wages and Benefits	\$91,545	\$89,779	(\$1,765)	\$548,400
10	Convention/ Dues/ Training	\$1,000	\$1,092	\$92	\$20,000
11	Professional Services	\$0	\$0	\$0	\$24,500
12	Office Supplies / Copy Machine/ S/C	\$1,221	\$815	(\$407)	\$7,328
13	Computer Hardware/Software/IT	\$1,629	\$977	(\$653)	\$12,000
14	Station Telephone/ Internet	\$1,175	\$951	(\$224)	\$14,100
15	Postage/ Misc. Exp	\$0	\$0	(\$133)	\$3,550
16		<u>\$96,704</u>	<u>\$93,613</u>	<u>(\$3,090)</u>	<u>\$629,878</u>
	FIREFIGHTING FORCE:				
17	Salaries Basic	\$366,686	\$366,764	\$78	\$2,285,613
18	Overtime	\$11,111	\$7,988	(\$3,123)	\$60,000
	Vacation Pay on Retirement	\$0	\$0	\$0	\$14,187
19	Force Benefits	\$104,779	\$104,893	(\$86)	\$558,600
20	Clothing/Uniform Maintenance	\$4,400	\$885	(\$3,515)	\$28,400
21	Medical and Fitness Training	\$2,350	\$274	(\$2,076)	\$15,400
22	Career Recognition	\$0	\$315	\$315	\$3,500
23	Holiday Relief Wages & Overtime	\$34,906	\$35,987	\$1,081	\$268,900
24	Holiday Relief Benefits	\$13,959	\$12,855	(\$1,104)	\$93,040
25	Volunteer Expenses	\$4,750	\$3,195	(\$1,555)	\$20,300
26		<u>\$542,941</u>	<u>\$532,955</u>	<u>(\$9,986)</u>	<u>\$3,345,940</u>
	TELECOMMUNICATIONS				
27	Cellular Telephone	\$754	\$620	(\$134)	\$4,520
28	Communication Equipment	\$2,750	\$2,586	(\$164)	\$12,000
29	Maintenance/ Repairs	\$500	\$460	(\$40)	\$3,000
30		<u>\$4,004</u>	<u>\$3,666</u>	<u>(\$338)</u>	<u>\$19,520</u>
	INSURANCE:				
31	Insurance	\$34,500	\$31,739	(\$2,761)	\$34,500
32		<u>\$34,500</u>	<u>\$31,739</u>	<u>(\$2,761)</u>	<u>\$34,500</u>

Kennebecasis Valley Fire Department Inc.

Statement of Operations with Budget Variances

For the 2 months ending February 28, 2015

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE	BUDGET 2015
PREVENTION AND TRAINING				
33 Firefighter/Co. Officer Training	\$6,500	\$6,642	\$142	\$32,000
34 Fire Prevention and Public Education	\$0	\$0	\$0	\$10,000
35 Training Supplies	\$0	\$0	\$0	\$2,500
36	<u>\$6,500</u>	<u>\$6,642</u>	<u>\$142</u>	<u>\$44,500</u>
FACILITIES				
37 Station 1 Operating	\$11,818	\$11,590	(\$228)	\$177,682
38 Station 2 Operating	\$3,817	\$3,817	(\$0)	\$21,700
39 Station 2 Rent	\$7,833	\$7,833	\$0	\$47,000
40 Station Supplies	\$1,687	\$1,545	(\$122)	\$10,000
41	<u>\$24,933</u>	<u>\$24,585</u>	<u>(\$348)</u>	<u>\$256,382</u>
FLEET				
42 Vehicle Fuel	\$3,583	\$3,375	(\$208)	\$43,000
43 Vehicle Registration	\$325	\$324	(\$1)	\$425
44 Vehicle Lease Payments	\$1,090	\$1,089	(\$1)	\$1,700
45 Vehicle Maint & Repairs	\$5,000	\$3,843	(\$1,357)	\$60,000
46	<u>\$9,998</u>	<u>\$8,432</u>	<u>(\$1,567)</u>	<u>\$105,125</u>
OPERATIONS				
47 New Equipment	\$2,666	\$95	(\$2,571)	\$18,000
48 Maint & Repairs - Equipment	\$875	\$2,166	\$1,291	\$12,000
49 Maint & Repairs - Bunker Gear	\$0	\$310	\$310	\$6,000
50 Medical Supplies	\$583	\$1,308	\$725	\$3,500
51 Firefighter Supplies	\$667	\$140	(\$527)	\$4,000
52 Health & Safety	\$250	\$0	(\$250)	\$1,500
53 H&S Cause Determination	\$167	\$0	(\$167)	\$1,000
54	<u>\$5,208</u>	<u>\$4,019</u>	<u>(\$1,189)</u>	<u>\$44,000</u>
WATER COSTS:				
55 Water Costs - Rothesay	\$5,703	\$5,703	(\$0)	\$22,813
56 Water Costs - Quispamsis	\$1,044	\$1,044	\$0	\$4,174
57	<u>\$6,747</u>	<u>\$6,747</u>	<u>(\$0)</u>	<u>\$26,987</u>
OTHER:				
58 Miscellaneous	\$333	\$323	(\$11)	\$2,000
59 Retirement Allowance	\$8,333	\$8,333	\$0	\$50,000
60	<u>\$8,667</u>	<u>\$8,656</u>	<u>(\$11)</u>	<u>\$52,000</u>
61	<u>\$740,201</u>	<u>\$721,053</u>	<u>(\$19,148)</u>	<u>\$4,558,832</u>
62 PROJECTED BUDGET SURPLUS (DEFICIT)	<u>(\$52,713)</u>			<u>\$0</u>
63 ACTUAL SURPLUS (DEFICIT) FOR THE PERIOD		<u>(\$33,288)</u>		

Kennebecasis Valley Fire Department Inc.
Invoices over \$2,000
For the months of January & February 2015

Recurring Monthly Invoices		Description
01/01/15	Assumption Life	\$24,928 Group Benefits
01/01/15	Receiver General	\$39,791 payroll liabilities
01/01/15	Town of Quispamsis	\$5,725 Rent - Station 2
01/01/15	BMO	\$68,302 net wages 01/01/2015
01/01/15	Town of Rothesay	\$5,703 Water, quarterly payment
01/15/15	Receiver General	\$43,982 payroll liabilities
01/15/15	BMO	\$67,347 net wages 01/15/2015
01/29/15	Receiver General	\$41,664 payroll liabilities
01/29/15	BMO	\$66,396 net wage 01/29/2015
01/31/15	CIBC Mellon	\$56,423 Pension January 2015
01/31/15	I.A.F.F. Local 3591	\$7,243 Union Dues
02/01/15	Assumption	\$24,928 Group Benefits
02/01/15	Town of Quispamsis	\$5,725 Rent - Station 2
02/12/15	BMO	\$63,197 net wages 01/12/2015
02/12/15	Receiver General	\$40,882 payroll liabilities
02/26/15	BMO	\$68,960 net wages 02/26/2015
02/26/15	Receiver General	\$44,013 payroll liabilities
02/28/15	CIBC Mellon	\$39,333 pension - February
02/28/15	I.A.F.F. Local 3591	\$7,084 Union Dues
Non-Recurring Invoices		
01/01/15	Andrew MacDonald Insurance Services	\$3,083.00 insurance
01/02/15	Hovey Insurance	\$16,030.00 insurance
01/02/15	Hovey Insurance	\$15,709.00 insurance
02/02/15	Irving Energy	\$2,504.50 propane
02/03/15	Controls and Equipment	\$13,654.99 2014 expense, repairs to heating system
02/11/15	BMO Mastercard	\$2,621.97 expenses including training
02/17/15	G LeBlanc Fire Truck Repair	\$3,797.84 Capital expense, swivel for Q1 (installation)



Kennebecasis Valley Fire Department

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

April 8, 2015

Retirement

On Tuesday, March 31, 2015 the family and colleagues of FF Paul Broderick gathered at Station 1 to celebrate his last day as an active member of the KVFD. FF Broderick joined the department as a volunteer in 1970 and became a full-time member in 1980. He served this community as a firefighter for forty-five (45) years. The department has lost a combined 208 years of experience to retirement in the past 20 months.

HRFF Recruitment

The department posted for holiday relief firefighter positions in March and received 85 applications for two vacant positions. A short-list of the top 40 candidates begins the four stage selection process starting April 10th and the selection process is expected to be completed by July 1.

New Medical Specialist

Dr. Tushar Pishe, MD CCFP (EM) has been appointed as our Department Physician. Dr. Pishe will fill the role formally held by Dr. Quinn and will perform our annual medical evaluations as well as oversee our return to duty program.

Dr. Pishe was vetted by the Joint Fitness and Wellness Committee and comes highly recommended. Dr. Pishe is the Provincial Medical Director for the Department of Health, an Assistant Professor at Dalhousie University and Clinical Assistant Professor at Memorial University. He also works in the Emergency Department at Saint John Regional Hospital and is a Quispamsis resident.

NBAFC Convention

The Royal Firefighters Association is the host organization for the 2015 New Brunswick Association of Fire Chiefs Convention. The KVFD is the host department and the convention will be held at the Q-Plex, May 29-31. Deputy Chief Dan McCoy is expected to be elected as President of the Association at the AGM held in conjunction with the convention.

Structure Fire

On February 25th, crews battled heavy snow which significantly restricted access to extinguish a house fire at 393 Bradley Lake Road. There were no injuries but the residence suffered significant fire and smoke damage.

Reponse Types Kennebecasis Valley Fire Department (01/01/2015-31/03/2015)		Jan	Feb	Mar	2015 YTD	2014 YTD
Fire/explosion - dollar loss [10]		4	6	1	11	12
Rubbish/grass fire - no dollar loss [12]		3	0	0	3	3
Chimney Fire [13]		1	3	1	5	3
Total Fire [10-19]		8	9	2	19	18
Rescue - Miscellaneous [30]		1	0	1	2	2
Vehicle Accident [31]		14	9	9	32	21
Total Rescue or Resuscitation call [30-39]		15	9	10	34	23
Public Hazard - gasoline or fuel spill [41]		0	0	0	0	1
Public Hazard - power line down / utility pole hazard [43]		0	3	0	3	7
Public Hazard - miscellaneous [49]		1	0	2	3	2
Total Public hazard [40-49]		1	3	2	6	10
Gas Leak - propane [51]		0	2	1	3	2
Gas Leak - response to carbon monoxide detector alarm [53]		4	3	0	7	3
Total Gas leak [50-59]		4	5	1	10	5
Public Service - first aid [62]		66	46	66	178	147
Public Service - assist police or other agency [63]		2	2	0	4	1
Public Service - mutual aid [65]		1	2	2	5	3
Public Service - animal rescue [66]		0	0	0	0	1
Public Service - flooding [67]		0	0	0	0	9
Public Service- miscellaneous [69]		3	3	2	8	10
Total Public services [60-69]		72	53	70	195	171
Alarm No Fire - accidental miscellaneous [70]		7	2	7	16	10
Alarm No Fire - smoke or steam mistaken [71]		1	0	0	1	3
Alarm No Fire - sprinkler surge or discharge [72]		1	0	1	2	1
Alarm No Fire - detector activated [73]		6	4	10	20	8
Alarm No Fire - unknown odours [75]		0	2	2	4	1
Alarm No Fire - miscellaneous [79]		3	4	7	14	6
Total Alarm no fire - No malicious intent [70-79]		18	12	27	57	29
False Alarm (Mischief) - municipal alarm system [81]		0	0	0	0	0
False Alarm (Mischief) - miscellaneous [89]		0	1	0	1	0
Total False alarm - Mischief [80-89]		0	1	0	1	0
Total Reponse Types Kennebecasis Valley Fire		118	92	112	322	256



ROTHESAY



HERITAGE PRESERVATION REVIEW BOARD

DRAFT

Wednesday, June 17th, 2015
7:00 p.m.

PRESENT: MICHAEL WENNBERG
LORRAINE FORBES
COUNC. WELLS
JIM BAIRD
GREG MURDOCK
J.P. FOISY
DDS – BRIAN WHITE
RECORDING SECRETARY – WENDY DORAN

ABSENT: HOWARD PEARN
RANDOLPH GIFFIN

Chairperson M. Wennberg called the meeting to order at 7 p.m.

1. APPROVAL OF AGENDA:

Chairperson Wennberg requested that Item 8.1 be moved to Item 2.1.

MOVED by J. Baird and seconded by Counc. Wells to approve the agenda as amended.

CARRIED.

2. APPROVAL OF MINUTES:

MOVED by G. Murdock and seconded by J. Baird to approve the Minutes of May 9th, 2015 as circulated.

2.1 Meeting Schedule:

MOVED by Counc. Wells and seconded by J.P. Foisy to approve the meeting schedule for the remainder of 2015.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

5. NEW BUSINESS:

N/A

6. OLD BUSINESS:**6.1 7 Gondola Point Road – Heritage Permit Application St. David’s United Church (door replacement)**

At the last meeting the Board approved the colour “champagne” for the door replacement but that colour is no longer available. The church proposed a dark bronze colour that would also complement the brick exterior of the building.

MOVED by Counc. Wells and seconded by G. Murdock to approve to amend the Heritage Permit for 7 Gondola Point Road – door replacement to amend the colour from champagne to dark bronze.

CARRIED.

6.2 2 Hampton Road – UPDATE from June 25, 2014 Heritage Permit issued for a rear addition to an existing 2 storey commercial building.

David Forgie was present at the meeting. DDS White went over the original report and recommendations from the June 25, 2014 meeting for new Heritage Board members. Dr. Forgie outlined the revisions to the original plan which are:

- Porch will not extend along the whole length of the building;
- On the back of the addition the garage door is eliminated, the person door moved and four windows were added;
- Other windows on the top floor removed; and
- Wheelchair ramp added.

A lengthy discussion took place. The Heritage Board had concerns about the following:

- Brackets on all the window of the addition – what type would be used and if they were, in fact, necessary;
- The location of the wheelchair ramp as it would cover up the stone foundation on the original building which is an esthetically pleasing character feature. Dr. Forgie stated that the wheelchair ramp was planned to go in this area as it would be next to the wheelchair accessible parking spot which is to the south of the original building. There was a suggestion of moving it to the middle of the lot where the existing building will join the addition but Dr. Forgie was reluctant to the idea as there is a fairly old and beautiful crab apple tree there.
- Windows on the south of the building removed from the original plan. Dr. Forgie stated that there are some issues with code restrictions which is why the windows were removed from the plan. He would still like to see them there.

The Board agreed that the wheelchair ramp, railings, windows, roof shingles, siding and brackets will come before the Board at a later date for approval.

MOVED by Counc. Wells and seconded by L. Forbes that the Rothesay Heritage Preservation Review Board cancel the Heritage Certificate (Certificate of Appropriateness) dated June 25, 2014 issued to Rothesay Chiropractic Centre at 2 Hampton Road.

CARRIED.

MOVED by Counc. Wells and seconded by L. Forbes to issue a Heritage Certificate to allow for a rear addition to an existing two storey commercial building located at 2 Hampton Road PID #00255992 in general conformance with Plans SP1, S1, A1-A5 in their entirety dated June 17,

2015 along with the following conditions:

- Siding be replaced on existing structures with traditional clapboard profile Fraser wood siding **subject to Board review and approval;**
- Colour of all siding shall be contrasting grey to white window trim, corner boards, and decorative soffit brackets **subject to Board review and approval;**
- Windows shall be wood (Norwood) matching the general dimensions, appearance and configuration as shown on the plans;
- Black asphalt shingles on the lower roof and main roofing materials to be reviewed and **subject to approval by the Board.**
- Proposed front entrance stairs and wheelchair ramp and railings **subject to Board review and approval.**
- South facing elevation second storey windows subject to approval by the Development Officer.

CARRIED.

Chairperson Wennberg declared a conflict of interest with respect to Item 6.3 and excused himself from the meeting. Vice Chair Jim Baird assumed the Chair.

6.3 6 Church Avenue – Heritage Permit St. Paul's Anglican Church (Eaves trough and Heat Pump)

DDS White advised the Board that since the Board passed their motion at the last meeting positive improvements have been made. The cooling units of the heat pump are now on the interior at the back of the Church Hall and the pumps are at the back of the building.

MOVED by G. Murdock and seconded by J.P. Foisy to accept the changes the Church has made by moving the heat pumps to the back of the building and installing the cooling unit to the interior back wall of the Church Hall.

CARRIED.

A representative of the Church was present with samples of the eaves trough the Church plans to use. There was concern by one of the members of the Board that the eaves trough proposed was not in keeping with the character and design of the building, more so with the type of bracket that was proposed. A discussion followed.

MOVED by G. Murdock and seconded by J.P. Foisy that the Church may install eaves trough with metal brackets for a temporary period of not more than 24 months and subject to be reviewed in 12 months at a Rothesay Heritage Preservation Review Board meeting with the Applicant(s).

CARRIED.

Meeting Addendum:

Some members of the Board brought up concerns to DDS White with respect to Applicants' submissions to the Board, in particular, waiting until the meeting to provide drawings, samples, etc. All Applicants should have their submissions submitted to DDS White in their entirety before their Applications are brought to the Board for their consideration. DDS White assured the Board that he has been in contact with other Heritage Officers who deal with the same situations and would like to see what can be done so these instances do not occur.

ROTHESAY

Heritage Preservation Review Board

Minutes

2015July13OpenSessionFINAL_0719

DRAFT

17 June 2015

7. CORRESPONDENCE FOR INFORMATION:

N/A

8. DATE OF NEXT MEETING:

July 15, 2015 @ 7p.m.

9. ADJOURNMENT:

MOVED by G. Murdock and seconded by Counc. Wells to adjourn the meeting.

CARRIED.

The meeting adjourned at 9:10 p.m.

Chairperson

Recording Secretary

TOWN OF ROTHESAY

Utility Fund Financial Statements

May 31, 2015

Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Capital Project Listing - May	U6
Capital Project Listing - June - DRAFT	U7

Town of Rothesay

Capital Balance Sheet

As at 5/31/15

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
	<hr/>
	42,121,832

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

Util Capital due to/from General Reserve	270,000
	<hr/>

TOTAL ASSETS	<hr/> <hr/>
	29,699,809

LIABILITIES

Current:

Util Capital due to/from Util Operating	67,077
	<hr/>
Total Current Liabilities	67,077

Long-Term:

Long-Term Debt	7,363,449
	<hr/>
Total Liabilities	7,430,525

EQUITY

Investments:

Investment in Fixed Assets	22,269,282
	<hr/>
Total Equity	22,269,282

TOTAL LIABILITIES & EQUITY	<hr/> <hr/>
	29,699,807

Town of Rothesay
Utility Reserve Balance Sheet
As at 5/31/15

ASSETS

Assets:	
Bank - Utility Reserve	1,553,327
Due from Utility Operating	(23,514)
TOTAL ASSETS	<u>\$ 1,529,813</u>

EQUITY

Investments:	
Invest. in Utility Capital Reserve	1,226,631
Invest. in Utility Operating Reserve	63,888
Invest. in Sewage Outfall Reserve	239,295
TOTAL EQUITY	<u>\$ 1,529,813</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 5/31/15

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	579,496
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>580,696</u>
Other Assets:	
Projects	575,445
	<u>575,445</u>
 TOTAL ASSETS	 <u><u>\$ 1,156,140</u></u>

LIABILITIES

Accrued Payables	47,211
Due from General Fund	(91,605)
Due from (to) Capital Fund	(67,077)
Due to (from) Utility Reserve	(23,514)
Deferred Revenue	22,689
Total Liabilities	<u>(112,296)</u>

EQUITY

Surplus:	
Opening Retained Earnings	(448,970)
Profit (Loss) to Date	1,717,408
	<u>1,268,438</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>\$ 1,156,142</u></u>

2015July13OpenSessionFINAL_094

Town of Rothesay
Utilities Operating Income Statement
5 Months Ended 5/31/15

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	(145)	0	239,667	234,682	4,985		890,400
Meter and non-hookup fees	0	0	9,518	7,500	2,018		30,000
Water Supply for Fire Prot.	0	0	350,000	350,000	0		350,000
Local Improvement Levy	0	0	59,269	60,000	(731)		60,000
Sewerage Services	(1,162)	0	1,475,544	1,473,400	2,144		1,473,400
Connection Fees	9,100	6,500	37,600	19,500	18,100	1	65,000
Interest Earned	8,073	2,917	22,156	14,583	7,573	2	35,000
Misc. Revenue	450	417	2,025	2,083	(58)		5,000
TOTAL RECEIPTS	16,316	9,833	2,195,778	2,161,749	34,029		2,908,800
WATER SUPPLY							
Share of Overhead Expenses	0	0	60,750	60,750	0		243,000
Audit/Legal/Training	570	1,000	2,160	5,000	2,840		15,000
Purification/Treatment	7,477	21,487	81,883	111,937	30,054	3	262,348
Transm/Distribution	2,358	7,250	24,874	36,250	11,376		87,000
Power & Pumping	3,408	4,000	16,378	20,000	3,622		48,000
Billing/Collections	100	250	641	1,250	609		3,000
Water Purchased	0	100	133	500	367		1,200
Misc. Expenses	287	1,333	1,646	6,667	5,021		16,000
TOTAL WATER SUPPLY	14,200	35,421	188,465	242,353	53,888		675,548
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	141,750	141,750	0		567,000
Audit/Legal/Training	351	1,833	1,461	9,167	7,706		28,860
Collection System	37	4,817	5,905	24,083	18,179	4	85,800
Lift Stations	1,982	1,583	10,149	7,917	(2,232)	5	19,000
Treatment/Disposal	5,095	5,788	24,274	33,738	9,463	6	74,250
Misc. Expenses	3,140	875	3,448	4,375	927		10,500
TOTAL SWGE COLLECTION & DISPOSAL	10,606	14,896	186,986	221,029	34,043		785,410
FISCAL SERVICES							
Interest on Long-Term Debt	16,143	16,143	16,143	16,143	0		269,063
Principal Repayment	13,000	13,000	13,000	13,000	0		416,705
Transfer to Reserve Accounts	0	0	0	0	0		188,298
Capital Fund	0	0	0	0	0		500,000
Prev. Yrs Deficits	0	0	73,776	73,776	0		73,776
TOTAL FISCAL SERVICES	29,143	29,143	102,919	102,919	0		1,447,842
TOTAL EXPENSES	53,949	79,459	478,370	566,301	87,931		2,908,800
NET INCOME (LOSS) FOR THE PERIOD	(37,633)	(69,626)	1,717,408	1,595,447	121,961		0

Town of Rothesay

Variance Report - Utility Operating
5 Months Ended May 31, 2015

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Connection Fees	\$ 37,600	\$ 19,500	\$ 18,100	New housing starts
2	Interest Earned	\$ 22,156	\$ 14,583	\$ 7,573	Interest on Receivables
Expenditures					
Water					
3	Purification/Treatment	\$ 81,883	\$ 111,937	\$ 30,054	timing re chemicals and maintenance
Sewer					
4	Collection System	\$ 5,905	\$ 24,083	\$ 18,178	Fewer claims and maintenance
5	Lift Stations	\$ 10,149	\$ 7,917	\$ (2,232)	Equipment replacement
6	Treatment/Disposal	\$ 24,275	\$ 33,738	\$ 9,463	Maintenance less than expected

Town of Rothesay

Capital Projects 2015

Utilities Fund

5 Months Ended 5/31/15

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax /Infrastructure	Grants	Operating	Borrow
Water								
12041730 CCME Characterization	0	357	-357					
12043130 Gondola Pt. Rd W-2015-001	310,000	0	310,000					310,000
12043630 McGuire Centre Extension W-2015-003	110,000	0	110,000				110,000	
12043430 Well Development - Watershed W-2014-014	250,000	22,168	227,832	70,000			180,000	
12042730 Membrane Racks W-2013-24	210,000	154,872	55,128				210,000	
12043330 Water Treatment Plant Upgrade W-2014-013	500,000	331,298	168,702					500,000
12040030 Capital Projects Reversed	0	-4,636	4,636					
Total Water Capital	1,380,000	504,059	875,941	70,000	-		500,000	810,000
Sewer								
12031130 Wastewater Feasibility Study	0	10,570	-10,570					
12042330 Wastewater Treatment Design - S-2014-016	7,500,000	0	7,500,000	800,000	200,000	5,000,000		1,500,000
12049830 Unbudgeted Capital Items - Utilities	0	60,816	-60,816					
Total Sewer Capital	7,500,000	71,386	7,428,614	800,000	200,000	5,000,000	-	1,500,000
Total Utilities Capital	\$ 8,880,000	\$ 575,445	\$ 8,304,555	\$ 870,000	\$ 200,000	\$ 5,000,000	\$ 500,000	2,310,000

Town of Rothesay

Capital Projects 2015
Utilities Fund
6 Months Ended 30/06/2015

DRAFT

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax /Infrastructure	Grants	Operating	Borrow
Water								
12041730 CCME Characterization	0	724	-724					
12043130 Gondola Pt. Rd W-2015-001	310,000	9,642	300,358					310,000
12043630 McGuire Centre Extension W-2015-003	110,000	7,339	102,661				110,000	
12043430 Well Development - Watershed W-2014-014	250,000	39,260	210,740	70,000			180,000	
12042730 Membrane Racks W-2013-24	210,000	154,872	55,128				210,000	
12043330 Water Treatment Plant Upgrade W-2014-013	500,000	349,517	150,483					500,000
12040030 Capital Projects Reversed	0	-4,636	4,636					
Total Water Capital	1,380,000	556,718	823,282	70,000	-	-	500,000	810,000
Sewer								
12031130 Wastewater Feasibility Study	0	18,786	-18,786				20,000	
12042330 Wastewater Treatment Design - S-2014-016	7,500,000	0	7,500,000			5,000,000		2,500,000
12049830 Unbudgeted Capital - McGuire Centre Sewer	0	60,816	-60,816	70,000				
Total Sewer Capital	7,500,000	79,602	7,420,398	70,000	-	5,000,000	20,000	2,500,000
Total Utilities Capital	\$ 8,880,000	\$ 636,320	\$ 8,243,680	140,000	-	5,000,000	520,000	3,310,000

2015 July 13 Open Session FINAL_097

Town of Rothesay

General Fund Financial Statements

May 31, 2015

Includes:	
General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G9
Variance Report	G10
Capital Project Listing - May	G11
Capital Project Listing - June - DRAFT	G12

Town of Rothesay

Balance Sheet - Capital General Fund 5/31/15

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
	<hr/>
	68,398,843
Accumulated Amortization - General Fund Land Improvements	(1,820,170)
Accumulated Amortization - General Fund Buildings	(1,919,087)
Accumulated Amortization - General Fund Vehicles	(911,714)
Accumulated Amortization - General Fund Equipment	(603,456)
Accumulated Amortization - General Fund Roads & Streets	(15,788,896)
Accumulated Amortization - General Fund Drainage Network	(5,533,575)
	<hr/>
	(26,576,898)
	<hr/>
	<u><u>\$ 41,821,945</u></u>

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(568,238)
Total Long Term Debt	5,926,000
	<hr/>
Total Liabilities	<u>\$ 5,357,762</u>
Investment in General Fund Fixed Assets	36,464,184
	<hr/>
	<u><u>\$ 41,821,945</u></u>

Town of Rothesay
Balance Sheet - General Fund Reserves
5/31/15

ASSETS

BNS General Operating Reserve	618,379
BNS General Capital Reserves	185,433
BNS - Gas Tax Reserves - GIC	3,063,796
Gen Reserves due to/from Gen Operating	267,978
	<u>\$ 4,135,586</u>

LIABILITIES AND EQUITY

Gen Reserves due to/from Util Cap	270,000
Def. Rev - Gas Tax Fund - General	2,939,285
Invest. in General Capital Reserve	54,934
General Gas Tax Funding	123,478
Invest. in General Operating Reserve	620,111
Invest. in Land for Public Purposes Reserve	86,769
Invest. in Town Hall Reserve	41,010
	<u>\$ 4,135,586</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 5/31/15

CURRENT ASSETS

Cash	3,499,418
Receivables	73,831
HST Receivable	79,237
Inventory	23,881
Gen Operating due to/from Util Operating	(91,602)
Total Current Assets	<u>3,584,764</u>
Other Assets:	
Projects	<u>228,045</u>
	<u>228,045</u>
 TOTAL ASSETS	 <u><u>3,812,809</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	792,586
Other Payables	353,608
Gen Operating due to/from Gen Reserves	267,978
Gen Operating due to/from Gen Capital	568,238
Accrued Sick Leave	9,000
Accrued Pension Obligation	345,200
Accrued Retirement Allowance	306,000
TOTAL LIABILITIES	<u>2,642,609</u>

EQUITY

Retained Earnings - General	249,325
Surplus/(Deficit) for the Period	<u>920,874</u>
	<u>1,170,199</u>
	<u><u>3,812,808</u></u>

2015July13OpenSessionFINAL_102

Town of Rothesay

Statement of Revenue & Expenditure
5 Months Ended 31/05/2015

	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	6,132,908	6,132,908	0		14,718,978
Sale of Services	23,271	19,775	144,428	140,375	4,053		384,700
Services to Province of New Brunswick	11,050	5,526	27,625	27,628	(3)		66,306
Other Revenue from Own Sources	16,398	7,727	67,675	50,637	17,038		140,729
Unconditional Grant	9,689	9,689	48,443	48,443	0		116,262
Conditional Transfers	1,500	0	1,500	0	1,500		26,500
Other Transfers	0	0	286,525	286,525	0		894,025
	<u>\$1,288,489</u>	<u>\$1,269,298</u>	<u>\$6,709,103</u>	<u>\$6,686,515</u>	<u>\$22,588</u>		<u>\$16,347,500</u>
EXPENSES							
General Government Services	123,247	145,750	817,050	907,038	89,988		2,053,519
Protective Services	683,394	678,093	2,333,040	2,328,534	(4,505)		4,567,051
Transportation Services	265,906	318,310	1,554,060	1,528,438	(25,622)		3,355,933
Environmental Health Services	71,120	69,000	228,076	246,000	17,924		633,000
Environmental Development	58,664	60,403	237,482	277,649	40,167		619,122
Recreation & Cultural Services	129,864	139,042	601,740	701,619	99,879		1,791,344
Fiscal Services	15,892	16,040	16,780	17,707	927		3,327,531
	<u>\$1,348,087</u>	<u>\$1,426,638</u>	<u>\$5,788,228</u>	<u>\$6,006,985</u>	<u>\$218,757</u>		<u>\$16,347,500</u>
Surplus (Deficit) for the Year	<u>-\$59,598</u>	<u>-\$157,340</u>	<u>\$920,874</u>	<u>\$679,529</u>	<u>\$241,345</u>		<u>\$ -</u>

Town of Rothesay

Statement of Revenue & Expenditure
5 Months Ended 5/31/15

	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	2,445	1,833	7,510	9,167	(1,657)		22,000
Town Hall Rent	777	800	3,145	4,000	(855)		69,600
Arena Revenue	10,664	6,542	122,387	114,208	8,179		228,000
Community Garden	800	0	800	0	800		900
Recreation Programs	8,585	10,600	10,585	13,000	(2,415)	1	64,200
	23,271	19,775	144,428	140,375	4,053		384,700
Other Revenue from Own Sources							
Licenses & Permits	13,311	6,667	41,369	33,333	8,035	2	80,000
Police Fines	0	0	13,293	12,000	1,293		48,000
Interest & Sundry	2,571	417	10,109	2,083	8,025	3	5,000
Miscellaneous	500	644	2,753	3,220	(467)		7,729
History Book Sales	16	0	151	0	151		0
	16,398	7,727	67,675	50,637	17,038		140,729
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	1,500	0	1,500	0	1,500		25,000
	1,500	0	1,500	0	1,500		26,500
Other Transfers							
Surplus of 2nd Previous Year	0	0	84,025	84,025	0		84,025
Utility Fund Transfer	0	0	202,500	202,500	0		810,000
	0	0	286,525	286,525	0		894,025
EXPENSES							
General Government Services							
Legislative							
Mayor	4,054	2,967	13,861	14,833	972		35,600
Councillors	7,912	8,667	41,107	43,333	2,226		104,000
Regional Service Commission 9	0	0	3,519	3,618	98		7,235
Other	375	1,417	3,929	7,083	3,154		17,000
	12,341	13,050	62,417	68,868	6,451		163,835
Administrative							
Office Building	6,082	10,750	87,884	108,750	20,866	4	190,000
Solicitor	2,201	2,917	20,832	14,583	(6,249)	5	35,000
Administration - Wages & Benefits	94,431	102,548	343,130	378,510	35,380	6	975,000
Supplies	1,912	6,542	47,607	59,108	11,501		104,900
Professional Fees	0	3,056	25,067	28,611	3,544		50,000
Other	6,606	5,097	37,791	40,484	2,693		76,161
	111,232	130,909	562,311	630,046	67,735		1,431,061

Other General Government Services

Community Communications	0	750	2,861	3,750	889	9,000
Civic Relations	0	333	2,726	4,667	1,940	7,000
Insurance	0	0	145,993	146,166	173	146,166
Donations	(326)	708	33,205	43,542	10,336	48,500
Cost of Assessment	0	0	0	0	0	237,957
Property Taxes - L.P.P.	0	0	7,537	10,000	2,463	10,000
	(326)	1,792	192,322	208,124	15,802	458,623
	123,247	145,750	817,050	907,038	89,988	2,053,519

Protective Services

Police						
Police Protection	337,101	337,131	1,011,302	1,011,393	91	2,191,352
Crime Stoppers	0	0	2,800	2,800	0	2,800
	337,101	337,131	1,014,102	1,014,193	91	2,194,152

Fire

Fire Protection	327,215	318,800	893,685	891,689	(1,996)	1,861,889
Water Costs Fire Protection	0	0	350,000	350,000	0	350,000
	327,215	318,800	1,243,685	1,241,689	(1,996)	2,211,889

Emergency Measures

911 Communications Centre	19,078	19,078	57,235	57,235	(0)	124,010
EMO Director/Committee	0	1,667	0	8,333	8,333	20,000
	19,078	20,745	57,235	65,569	8,333	144,010

Other

Animal & Pest Control	0	1,000	1,733	5,000	3,267	12,000
Other	0	417	16,284	2,083	(14,200)	5,000
	0	1,417	18,017	7,083	(10,933)	17,000

Total Protective Services

	683,394	678,093	2,333,040	2,328,534	(4,505)	4,567,051
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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
2019 July 15 Open Session FINAL 103							
Transportation Services							
Common Services							
Administration (Wages & Benefits)	198,911	201,103	770,304	751,322	(18,983)	9	1,765,753
Workshops, Yards & Equipment	36,088	45,458	276,699	267,292	(9,407)		585,500
Engineering	0	1,250	949	6,250	5,301		15,000
	235,000	247,811	1,047,953	1,024,863	(23,089)		2,366,253
Street Cleaning & Flushing							
Streets	1,394	10,000	8,718	10,000	1,282		35,000
Roads & Streets	1,536	7,967	4,995	27,233	22,239		83,000
Crosswalks & Sidewalks	788	4,767	3,314	9,833	6,519		18,000
Culverts & Drainage Ditches	0	13,000	1,384	29,000	27,616		80,000
Snow & Ice Removal	93	12,000	363,989	303,433	(60,556)	10	459,000
	3,811	47,733	382,400	379,500	(2,900)		675,000
Street Lighting							
	11,268	12,307	58,614	61,533	2,920		147,680
Traffic Services							
Street Signs	6,568	833	6,715	4,167	(2,548)		10,000
Traffic Lanemarking	3,945	6,000	3,945	16,000	12,055		24,000
Traffic Signals	1,040	1,500	20,300	7,500	(12,800)	11	18,000
Railway Crossing	4,130	2,000	9,280	10,000	720		24,000
	15,683	10,333	40,240	37,667	(2,573)		76,000
Public Transit							
Public Transit - Comex Service	0	0	21,630	21,750	120		87,000
KV Committee for the Disabled	0	0	2,500	2,500	0		2,500
Public Transit - Other	145	125	724	625	(99)		1,500
	145	125	24,854	24,875	21		91,000
Total Transportation Services	265,906	318,310	1,554,060	1,528,438	(25,622)		3,355,933
Environmental Health Services							
Solid Waste Disposal Land Fill	11,887	19,167	77,987	95,833	17,846	12	230,000
Solid Waste Disposal Compost	3,696	2,333	8,534	11,667	3,133	12	28,000
Solid Waste Collection	21,505	22,500	107,523	112,500	4,977		270,000
Solid Waste Collection Curbside Recycling	0	0	0	0	0		70,000
Clean Up Campaign	34,033	25,000	34,033	26,000	(8,033)	13	35,000
	71,120	69,000	228,076	246,000	17,924		633,000
Environmental Development Services							
Planning & Zoning							
Administration	44,139	47,159	190,082	208,232	18,150		457,000
Planning Projects	0	4,167	0	20,833	20,833		50,000
Heritage Committee	7,137	625	7,527	3,125	(4,402)		7,500
	51,276	51,951	197,609	232,190	34,582		514,500
Economic Development Comm.							
Tourism	7,202	7,202	36,010	36,009	(1)		86,422
	0	0	3,103	3,200	97		3,200
	7,202	7,202	39,113	39,209	97		89,622
	58,478	59,153	236,721	271,399	34,678		604,122

CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services						
Administration	26,220	23,900	114,838	110,050	(4,788)	235,800
Apartment Buildings	0	0	120	0	(120)	0
Beaches	0	0	0	0	0	60,800
Rothsay Arena	22,327	24,256	114,548	110,476	(4,071)	263,500
Memorial Centre	4,426	4,542	26,875	31,208	4,334	63,000
Summer Programs	1,972	1,457	3,013	2,914	(99)	58,700
Parks & Gardens	61,088	66,756	117,283	183,579	66,296	531,000
Playgrounds and Fields	6,325	9,817	12,512	49,083	36,571	117,800
Regional Facilities Commission	0	0	175,236	175,236	0	350,472
Kennebecasis Public Library	6,147	6,148	30,736	30,738	3	73,772
Big Rothsay Read	0	83	0	417	417	1,000
Special Events	1,148	1,750	6,370	6,250	(120)	31,500
Rothsay Living Museum	210	333	210	1,667	1,457	4,000
	<u>129,864</u>	<u>139,042</u>	<u>601,740</u>	<u>701,619</u>	<u>99,879</u>	<u>1,791,344</u>
Fiscal Services						
Debt Charges						
Interest	15,892	16,040	16,780	17,707	927	186,031
Debenture Payments	0	0	0	0	0	669,000
	<u>15,892</u>	<u>16,040</u>	<u>16,780</u>	<u>17,707</u>	<u>927</u>	<u>855,031</u>
Transfers To:						
Capital Fund for Capital Expenditures	0	0	0	0	0	2,040,000
Reserve Funds	0	0	0	0	0	422,500
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>2,472,500</u>
	<u>15,892</u>	<u>16,040</u>	<u>16,780</u>	<u>17,707</u>	<u>927</u>	<u>3,327,531</u>

G9

Town of Rothesay

Variance Report - General Fund

5 months ending May 31, 2015

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Recreation Programs	\$ 10,585	\$ 13,000	(2,415)	Soccer Revenue slow to start
2	Licenses & Permits	\$ 41,369	\$ 33,333	\$ 8,036	New housing starts
3	Interest & Sundry	\$ 10,109	\$ 2,083	\$ 8,026	Cash on hand
		Total	\$ 13,647		
		Variance per Statement	\$ 22,588		
		Explained	60.42%		
Expenses					
General Government					
4	Office Building	\$ 87,884	\$ 108,750	\$ 20,866	Maintenance costs lower than expected
5	Solicitor	\$ 20,832	\$ 14,583	(6,249)	Council procedural questions
6	Administration - Wages & Benefits	\$ 343,130	\$ 378,510	\$ 35,380	Position vacant
Protective Services					
7	Fire Protection	\$ 893,685	\$ 891,689	(1,996)	Budget error
8	Protective Services - Other	\$ 16,284	\$ 2,083	(14,201)	Hydrant repairs
Transportation					
9	Administration - Wages & Benefits	\$ 770,304	\$ 751,322	(18,982)	Overtime
10	Snow & Ice Removal	\$ 363,989	\$ 303,433	(60,556)	Salt, sand, equipment rentals
11	Traffic Signals	\$ 20,300	\$ 7,500	(12,800)	Replaced damaged Opticom
Environmental Health & Development					
12	Solid Waste Disposal - Land Fill & Compost	\$ 86,521	\$ 107,500	\$ 20,979	Less tonnage
13	Clean Up Campaign	\$ 34,033	\$ 26,000	(8,033)	More tonnage
Recreation & Cultural Services					
14	Parks & Gardens	\$ 117,283	\$ 183,579	\$ 66,296	Staff moved to Trans and late hiring
15	Playgrounds & Fields	\$ 12,308	\$ 49,083	\$ 36,775	Maintenance late starting
Fiscal Services					
		Total	\$ 57,479		
		Variance per Statement	\$ 197,757		
		Explained	29.07%		

2015 July 13 Open Session FINAL_107

Town of Rothesay
Capital Projects 2015
General Fund
5 Months Ended 5/31/15

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax/Infrastructure	Grants	Operating	Borrow
General Government								
12021860 Town Hall Improvements G-2014-008	315,000	0	315,000				315,000	
Total General Government	315,000	0	315,000	-	-	-	315,000	-
Protective Services								
12011560 Protective Serv. Equipment Purchases P-2015-003	25,000	12,409	12,591				25,000	
Total Protective Services	25,000	12,409	12,591	-	-	-	25,000	-
Transportation								
12013060 Oakville Acres T-2014-005	2,000,000	89,557	1,910,443					2,000,000
12021360 Transportation Equipment Purchases T-2015-001	470,000	19,805	450,195				470,000	
12022760 Asphalt/Microsealing T-2014-002 (Phase 3 2015)	680,000	3,346	676,654				680,000	
12023060 French Village Road T-2015-010 (Phase 3 2015)	310,000	9,313	300,687				310,000	
12023560 Salt Shed Improvements T-2014-021	75,000	525	74,475	40,000			35,000	
12023760 Curb & Gutter Eriskay/Iona T-2015-004	315,000	0	315,000		275,000		40,000	
12023860 Engineering 2016 Streets T-2016-001	60,000	0	60,000				60,000	
12023960 In House Almon/RA5 Church/Golf Club T-2015-005	140,000	0	140,000				140,000	
12024060 Drainage Improvements Eriskay/Iona	240,000	0	240,000		240,000			
2014 Project Carry-Overs	0	31,086	-31,086					
12029960 Capital Projects Reversed	0	-68,299	68,299					
Total Transportation	4,290,000	85,333	4,204,667	40,000	515,000	-	1,735,000	2,000,000
Recreation								
12012060 Arena Upgrade	25,000	11,898	13,102				25,000	
12016560 Miller Field Building R-2013-08	120,000	13,127	106,873				120,000	
12018160 2013 Rothesay Common Upgrade R-2013-01	2,400,000	40,265	2,359,735					2,400,000
12020560 Major Recreation Facility R-2013-07	6,750,000	0	6,750,000		2,250,000	2,250,000		2,250,000
12020860 Recreation Equipment Purchases R-2015-002	160,000	0	160,000	110,000			50,000	
12022460 Memorial Centre Improvements R-2014-010	100,000	1,727	98,273				100,000	
12023360 Wells Trail R-2014-019	665,000	63,285	601,715		485,000			180,000
12023460 Wells Ballfield R-2014-020	665,000	0	665,000		485,000			180,000
Total Recreation	10,885,000	130,303	10,754,697	110,000	2,250,000	3,220,000	295,000	5,010,000
Total	\$ 15,515,000	\$ 228,045	\$ 15,286,955	150,000	2,765,000	3,220,000	2,370,000	7,010,000
On Hold								
Land assembly	300,000							300,000
Designated Highway	315,000					315,000		
Tree Replacement	20,000						20,000	
Total Approved	16,150,000			150,000	2,765,000	3,535,000	2,390,000	7,310,000

Town of Rothesay

Capital Projects 2015
General Fund
6 Months Ended 6/30/15

DRAFT!

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax/Infrastructure	Grants	Operating	Borrow
General Government								
12021860 Town Hall Improvements G-2014-008	315,000	0	315,000				315,000	
Total General Government	315,000	0	315,000	-	-	-	315,000	-
Protective Services								
12011560 Protective Serv. Equipment Purchases P-2015-003	25,000	12,409	12,591				25,000	
Total Protective Services	25,000	12,409	12,591	-	-	-	25,000	-
Transportation								
12013060 Oakville Acres T-2014-005	2,000,000	89,557	1,910,443				470,000	2,000,000
12021360 Transportation Equipment Purchases T-2015-001	470,000	19,805	450,195				680,000	
12022760 Asphalt/Microsealing T-2014-002 (Phase 3 2015)	680,000	60,479	619,521				310,000	
12023060 French Village Road T-2015-010 (Phase 3 2015)	310,000	10,808	299,192				35,000	
12023560 Salt Shed Improvements T-2014-021	75,000	980	74,020	40,000			40,000	
12023760 Curb & Gutter Eriskay/Iona T-2015-004	315,000	0	315,000		275,000		60,000	
12023860 Engineering 2016 Streets T-2016-001	60,000	0	60,000				140,000	
12023960 In House Almon/RA5 Church/Golf Club T-2015-005	140,000	0	140,000				240,000	
12024060 Drainage Improvements Eriskay/Iona	240,000	0	240,000					
2014 Project Carry-Overs	0	31,686	-31,686					
12029960 Capital Projects Reversed	0	-48,126	48,126					
Total Transportation	4,290,000	165,189	4,124,811	40,000	515,000	-	1,735,000	2,000,000
Recreation								
12012060 Arena Upgrade	25,000	11,898	13,102				25,000	
12016560 Miller Field Building R-2013-08	120,000	13,127	106,873				120,000	
12018160 2013 Rothesay Common Upgrade R-2013-01	2,400,000	40,265	2,359,735				2,400,000	
12020560 Major Recreation Facility R-2013-07	6,750,000	0	6,750,000		2,250,000	2,250,000	50,000	2,250,000
12020860 Recreation Equipment Purchases R-2015-002	160,000	0	160,000	110,000			100,000	
12022460 Memorial Centre Improvements R-2014-010	100,000	4,830	95,170				485,000	180,000
12023360 Wells Trail R-2014-019	665,000	63,285	601,715				485,000	180,000
12023460 Wells Ballfield R-2014-020	665,000	0	665,000					
Total Recreation	10,885,000	133,406	10,751,594	110,000	2,250,000	3,220,000	295,000	5,010,000
Total	\$ 15,515,000	\$ 311,003	\$ 15,203,997	150,000	2,765,000	3,220,000	2,370,000	7,010,000
On Hold								
Land assembly	300,000							300,000
Designated Highway	315,000				315,000			
Tree Replacement	20,000						20,000	
Total Approved	16,150,000				2,765,000	3,535,000	2,390,000	7,310,000

TOWN OF ROTHESAY

FINANCE COMMITTEE

DRAFT

July 7, 2015

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 9:28. The agenda was accepted with the following additions – 7a) Insurance Coverage Review, 7b) Purchasing Position, 7c) KV Players. (NG/BB). The minutes of May 21st were accepted as presented. Town Manager Jarvie mentioned there was no further news on the RDC.

General Fund Financial Statements May 31, 2015

There were a number of questions on the statements. There is still no tenant for upstairs and renovations may be on hold until then. One person from Parks was working on snow removal most of the winter. Staff will confirm what was charged to the Heritage Committee. We have not yet received much in the way of billing for capital projects. The statements were accepted as presented. (NG/BB)

Utility Fund Financial Statements May 31, 2015

There may be an issue with a leak in the water tank. The statements were accepted as presented. (BB/NG)

Memo re: Legal Fees

There was a brief discussion on rates; the rate scale shown should have an upper end of \$370 per hour versus \$360 noted on the memo. We have not yet received a billing on the Fero settlement. A schedule of legal fees compiled from the financial statements of comparable size was included. It was agreed this memo should go to Closed Session, with a summarized chart included. (NG/BB)

Audit Fees

Our audit fees should now be closer to pre-PSAB levels as we are doing more of the work ourselves, and TSD are doing all of our controlled entities. After a brief discussion, it was agreed to receive and file the memo.

Status of Funding Request – Canada 150

Town Manager Jarvie suggested we file an application to build the tunnel across the highway to join the Wells Trail with the rest of Rothesay. A rough estimate of this project is \$650,000 and

the Province is already a partner in the Well Trail. There was a brief discussion on options depending on how much funding we might get. It was mentioned the Steele Kennedy Park trail needs some repair work. It was agreed to **recommend to Council to make an application for this fund.** (NG/BB)

Debt Application

Treasurer MacDonald said this is the borrowing for Phase 1 of the Waste Water Treatment System. There are three phases, going on into 2018. We are depending on funding and are expecting an announcement shortly. There was a brief discussion on the future user rates. It was agreed it would be better to borrow now and leave the utility reserves intact on the expectation that borrowing costs could be higher in the later years of the Sewer Treatment Plant construction. It would still be two years before we borrow on this application. It was agreed to **recommend to Council to make an application to the MCBB for \$2,500,000.** (NG/BB)

Donations

It was agreed to forward the information to Council. It was also agreed to **recommend to Council to donate \$1,000 to KV Players for 2015.** (NG/BB)

Insurance

Treasurer MacDonald will do a summary of our coverage and the costs associated for the September meeting.

Purchasing Function

Treasurer MacDonald will follow up with the results from the Personnel Committee as to the report to file.

Internal Audit Review

Chairman MacDonald circulated a report on parameters for a review, focusing on the first three items. Treasurer MacDonald will start this review and prepare a draft report for September.

Next Meeting

The next meeting is set for TUESDAY, September 22, 2015, 9:30 in the Sayre Room. The meeting adjourned at 11:17.

Chairman Blair MacDonald

Recording Secretary Ellen K. Steeves



2015July13OpenSessionFINAL_112

ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Bishop & Council
FROM	:	John Jarvie
DATE	:	10 July 2015
RE	:	Wells Project - Linkage to North Side of Town

Recommendation:

It is recommended that Council authorize:

- a) further discussion with the Department of Transportation and Infrastructure to obtain their approval on the design; and
- b) an application for partial funding for the second phase of the project from senior levels of government.

Background:

The current Wells Project will connect the soccer field and parking lot off the French Village Road to a point on the east side of the airport arterial (route 111). The long-term goal is to extend from that point to connect to the sidewalk at the top of Grove Avenue. Attached is a sketch showing a proposed phase 2 of the project. This would extend the pedestrian network across the airport arterial and construct a new sidewalk to the south side of the Mackay Highway overpass. It is also proposed that a new parking lot and entrance to the Bicentennial ball field be developed. Access to the ball field would be from Dolan Road rather than from the heavily-travelled airport arterial as it is at present.

A key element is the crossing of the airport arterial. While this could be accomplished at grade with signage and signal lights, a tunnel under the airport arterial would provide a higher degree of pedestrian separation and safety.

Financial Implications:

The cost of this phase of the project was estimated in 2014 at \$640,150 with a concrete box culvert and \$525,150 with a metal arch culvert for the arterial crossing. It is hoped that a substantial portion of the cost would be provided by the Province through the Department of Transportation and Infrastructure as there will be benefits to the traffic movement in the area. It is also hoped that some grant funding may be obtained from the federal government. Approval of the recommendations at this time would allow some additional preliminary work to be done prior to a determination of a potential budget allocation for 2016.





ROTHESAY MEMORANDUM



TO : Mayor & Council
FROM : Doug MacDonald
DATE : July 7, 2015
RE : Legal fees

ORIGIN:

The purpose of this memo is to respond to a request for information from Council which was referred to the Finance Committee for a response. The specific request was addressed to the Committee as follows "In your capacity as chair of finance I am requesting that you make available certain documents -documents which would give us exact costs of our legal fees from 2013 to the present, as well as the hourly rates of the different lawyers retained."

There were additional issues reflected in related correspondence however I have limited the memo comments to the specific request. I have also limited my comments to a very general nature so as not to disclose information concerning any particular specific situation.

DISCUSSION:

The town accounts for legal expenditures in three broad "categories".

The first category is specific project related activities covering such services as reviewing tender proposals, construction disagreements, land acquisitions, etc. This type of expenditure is accounted for as part of the project cost. For example, on a land acquisition the town would record the legal charges as part of the cost of the land.

The second category is more general activities such as by-law enforcement, review of contracts, legal opinion letters, etc. This type of expenditure is accounted for as an annual expense through the general fund.

The third category relates to legal actions which the town initiates. This type of expenditure would be netted against the proceeds from a successful action or recorded as an expense should we not be successful.

SUMMARY:

Re category 1, unless there was a significant dispute relating to a construction project, there would be limited legal services required for projects. For example, there were legal expenses associated with the Oakville Acres project of

approximately \$20,000 in 2013, specifically related to the acquisition of land for the project. Total "project" legal fees over the past four years were as follows:

2012	\$12,425
2013	\$19,067
2014	\$19,991 (Oakville Acres)
2015	\$27,614 (Rothsay Common)

Re category 2, expenditures are all posted to one account (#212150-60 – solicitor) which enables a more thorough analysis of the expense. Our legal expenses recorded in this account for the past four years are as follows:

2012	Budget \$50,000	Actual General \$56,349
2013	Budget \$50,000	Actual General \$21,985 Utility \$5,481
2014	Budget \$50,000	Actual General \$20,562 Utility \$1,869
2015	Budget \$35,000	Actual to date \$20,832

(Note – the 2015 budget includes a separate account for by-law enforcement legal fees of \$15,000 – to date we have incurred \$575 of expenses)

Re category 3, these activities are very rare, there is one ongoing matter. To date, we have not been issued an invoice and I would expect the fee to be negotiated depending upon the final outcome.

In summary, legal fees incurred to May 31, 2015 are as follows:

	Category 1	Category 2	Category 3	Total
2012	\$ 12,425	\$ 56,349	\$ nil	\$ 68,774
2013	\$ 19,067	\$ 27,466	\$ nil	\$ 46,533
2014	\$ 19,991	\$ 22,431	\$ nil	\$ 42,422
2015	\$ 27,614	\$ 21,407	\$ nil	\$ 49,021

It should be noted that there are some legal services relating to ongoing cases for which we have not yet received an invoice and are therefore not included in the "actual to date" amount reported above.

The hourly rates charged depend upon the particular lawyer and the nature of the services provided. For many of the smaller matters we are not informed as to the hourly rate of the lawyer involved. However, for various "opinion" invoices issued during 2014 and 2015 the rate for senior members of the firm was in the range of \$330 to \$370 per hour.

OTHER INFORMATION:

Additional information was not specifically requested however I thought it would be useful to provide some context as to how the Rothesay legal expenses compare to similar municipalities.

As in our case, information relating to category 1 and 3 legal expenditures is not readily available however, there is some public information available for category 2 type annual legal expenses.

Quispamsis:

2012	Budget \$105,725	Actual \$131,780
2013	Budget \$115,000	Actual \$129,131
2014	Budget \$125,000	Actual \$150,000??
2015	Budget \$125,000	

Riverview

2012 Actual expense =	\$47,669
2013 Actual expense =	\$60,035
2014 Budget =	\$75,000
2015 Budget =	\$135,000

(Note – 2015 expected to increase due to union negotiations)

Miramichi

2011	Budget \$134,973	Actual \$131,858
2012	Budget \$133,393	Actual \$129,107
2013	Budget \$136,993	Actual

Bathurst

2011	Budget \$75,000	Actual \$139,547
2012	Budget \$40,000	Actual \$37,375
2013	Budget \$45,000	Actual \$74,019

Oromocto

2012	Budget \$30,000	Actual \$40,000
2013	Budget \$52,500	Actual \$?



Treasurer



ROTHESAY

MEMORANDUM



TO : Mayor & Council
FROM : Doug MacDonald, Treasurer
DATE : July 7, 2015
RE : Debt Application

The 2015 Utility Capital budget includes Phase 1 of the Waste Water Treatment upgrades including construction of a number of “lift stations” and installation of sewer pipelines. This is the first phase of a larger series of projects which are necessary to comply with changing environmental standards, the ultimate result being the construction of a waste water treatment facility and the closing of existing lagoons.

The completion of these projects is dependent upon the Town receiving funding from the other levels of Government. Applications have been submitted under the “Building Canada” program.

The Phase 1 application and our capital plan anticipate commencing final design and construction of the lift stations and associated piping in the fall of 2015. As we are planning to fund a significant portion of the cost with borrowed funds we must have approvals in place prior to construction.

The 2015 Utility Capital Budget included this phase of the project. Funding was anticipated as \$5 million (2/3) through “Build Canada” and 1/3 from the Town’s resources, either from borrowing, reserves, or Gas Tax. However, since we are to access Build Canada funds we are not permitted to also use Gas Tax resources, therefore, the Town funding will be from either reserves or borrowing. Due to the currently attractive lending climate, i.e. low interest rates available over extended amortization periods, the recommendation from the Finance Committee is to fund the Town’s share through borrowing. The draft loan application anticipates borrowing \$2.5 million for Phase 1 of the project.

The utility rate projection schedule attached shows the estimated effect of this borrowing on the utility finances. The annual cost of borrowing is \$163,000 per year based on a 30 year amortization and an interest rate of 5%, (approximately \$40 per equivalent user).

The projection also includes estimated debt costs of the remaining phases of the project (i.e. completion of the Waste Water Treatment facility) using the same assumptions. The additional phases, assuming an additional \$4.5 million in debt under the same repayment assumptions, sewer rates are projected to increase within five years by an additional \$70 per equivalent user.

ROTHESAY

TO:

FROM:

2015July13OpenSessionFINAL_118

RE:

-2-

(DATE)

The next regularly scheduled meeting of the MCBB is September 14th for which the application must be submitted on or before August 5th. Therefore, should Council wish to proceed in a timely fashion, approval to submit the borrowing application is required as soon as possible.

The committee recommends approval of the following motion:

Be it resolved that the Municipality of ROTHESAY submit to the Municipal Capital Borrowing Board an application for authorization to borrow money in an amount not to exceed \$2,500,000 for the following:

Purpose	Term	Amount
NAME OF FUND: Utility		
Waste Water Treatment Upgrade – Phase 1	30 YRS	\$2,500,000

I concur with the
recommendation



TOWN OF ROTHESAY, NB

OVERVIEW OF PLAN TO UPGRADE THE MUNICIPAL WASTEWATER COLLECTION AND TREATMENT SYSTEM

The Issue:

- The Town's existing three (3) treatment facilities do not consistently meet new treatment standards;
- The new CCME (Canadian Council of Ministers of the Environment) and WSER (Wastewater System Effluent Regulation_ standards do not permit "relaxed" performance standards for lagoons during winter operation;
- The existing treatment facilities are prone to flooding during spring freshet events;
- The existing facilities do not have surplus capacity to permit future growth of the Town;
- The existing treatment processes cannot be controlled to optimize efficiency;
- Several wastewater pumping stations do not have adequate capacity and do not have stand-by power supplies, resulting in discharges of untreated sewage to the Kennebecasis River during power outages.

The Action:

- The Town retained a qualified consulting firm, Crandall Engineering Ltd., to carry out a comprehensive "Feasibility Study of the Rothesay Wastewater Collection and Treatment System";
- Crandall was also retained to complete an "Environmental Risk Assessment Study" of the existing treatment facilities as required by the CCME for all treatment facilities;
- After the Town reviewed the Feasibility Study, Crandall was retained to carry out a "Pre-design Study" in order to provide the Town with detailed information on the system recommended, its operational requirements, performance capability, and capital and operating costs. This was presented to the Town in October 2014.

The Treatment Concept:

- The objective was to develop a collection and treatment concept that would provide the Town with a treatment facility that would take advantage of "best practice" technology to meet current and anticipated treatment objectives;
- The recommended concept was to convey all municipal wastewater to a single site where a modern wastewater treatment facility (WWTF) would have the capacity to treat present and future Town flows to 2047 while exceeding current treatment objectives and having the capability to provide advanced treatment for nitrogen reduction if it became required;
- The site for the new treatment facility is within the boundary of the existing Fairvale lagoon's Cell#1 so no new land is required and the site will be built up to avoid spring freshet flooding;
- This concept will see the decommissioning of the Renforth and Kennebecasis Park lagoons;
- The recommended treatment process is the Biological Nutrient Removal (BNR) process, which provides high CBOD₅ and TSS reduction, exceeding WSER requirements, and has the ability to reduce effluent nitrogen biologically, without using chemicals;
- This process also allows a high degree of Operator control to optimize treatment efficiency;
- The treated effluent will pass through an ultraviolet (UV) disinfection system before being directed to the Town's existing outfall to the Kennebecasis River;
- The system will include sludge removal and dewatering;
- The WWTF will have stand-by power for uninterrupted treatment during power outages;
- Crandall has developed a construction sequence that will ensure uninterrupted treatment during the construction and commissioning of the new system.

The Collection System Concept:

- In order to direct all wastewater to a single treatment site reconfiguring of a portion of the collection system is required;
- Areas in the south that went to the Renforth and K-Park lagoons must be directed northward;
- The existing system along the River which carries flows north to the Fairvale site must be increased in capacity to handle the flows from the south and new development;
- This will include upgrading or replacing several wastewater Pumping Stations (PS) for increased capacity, improved reliability, and adding stand-by power to major PS to maintain normal operation during power outages, avoiding raw wastewater discharge to the River;
- A new PS is required at the new WWTF which will also have stand-by power;
- A new Supervisory Control and Data Acquisition (SCADA) system is proposed to allow monitoring, data collection and processing, instant notification of alarms, etc., which will include the new WWTF process components and the key Pumping Stations.

The Benefits to the Residents of the Town of Rothesay:

- A modern wastewater treatment facility at a single location that will exceed required treatment standards on a year-round basis and have the capability for chemical-free nutrient removal;
- A treatment system with capacity for projected municipal growth to 2047;
- A treatment system that permits a high degree of operator control for most efficient operation;
- Elimination of flood risk to the WWTF during spring freshet, with attendant loss of wastewater to the River;
- Greatly improved collection system capacity and reliability, removing overflow occurrences;
- Stand-by power at key facilities will ensure normal operation of the system even during power outages;
- Improved water quality in the Kennebecasis River for recreational uses;
- The modern SCADA system will provide continuous monitoring of the system, allow remote checking of the operation/status of pumps and other equipment, record data for use in system operation and treatment performance reports now required annually, provide instant notification of problems, simplifying Operator control and documentation.

Financial Information and Requirements:

- This is a major upgrade of the Town of Rothesay wastewater collection and treatment system, and this is reflected in the projected cost of the work;
- The estimated capital cost of the wastewater collection system improvements required, including five (5) new or upgraded Pumping Stations, several kilometers of new sewer and force main piping, engineering services, contingency allowance, and HST at the Town's net rate, is \$7,500,000;
- The estimated capital cost of the new WWTF, including site development, engineering services, contingency allowance, and HST at the Town's net rate, is \$16,000,000;
- This project type is eligible for assistance under the Building Canada Fund which has equal contributions from the three levels of government; Crandall has prepared the applications for the Town to apply for this; it will require the support of our area MPs and MLAs;
- An Environmental Impact Assessment Registration of the project is required under the New Brunswick Clean Environment Act;
- When designed, an Approval to Construct is required from the NB DELG;
- If the Town receives the funding support required for this project, it can be fully implemented and operational by the end of 2018.

SECTION V - PROJECT COSTS

You are expected to provide detailed cost estimate with your application. Did you include a detailed cost estimate with your application?

☒ Yes ☐ No

Eligible Costs:

• Environmental Assessment Costs	
• Design / Engineering Costs	\$778,600.00
• Construction Costs	\$6,039,825.00
• Contingency Costs	\$430,000.00
• Signage Costs	
• Taxes (HST)	\$942,295.25
Gross Eligible Costs:	\$8,190,720.25
Tax Rebate:	\$693,777.82
Net Eligible Costs:	\$7,496,942.43

Cost Estimate Certification

Please indicate who has prepared these project cost estimates, as well as the date that the estimates were verified.

Name: Crandall Engineering Ltd. (Chris Gallant, P.Eng., Project Engineer, Pierre Plourde, P.Eng., Partner)

Date: October, 2014

Proposed Financing of Net Eligible Costs

Fiscal Year	Municipal Source(s)	Provincial (SCF)	Federal (SCF)	Other	Total
2014-15	107372.65	107372.65	107372.65		322117.95
2015-16	1665950.72	1665950.72	1665950.72		4997852.16
2016-17	613489.42	613489.42	613489.42		1840468.26
2017-18	112168.02	112168.02	112168.02		336504.06
2018-19					0
2019-20					0
2020-21					0
2021-22					0
2022-23					0
Total	2498980.81	2498980.81	2498980.81	0	7496942.43
% of Costs	33.33333333333336	33.33333333333336	33.33333333333336	0	100

Specify Other Funding Source 1:

Other Funding Amount 1:

Specify Other Funding Source 2:

Other Funding Amount 2:

Specify Other Funding Source 3:

Other Funding Amount 3:

Other Project Financing

Will the project require the borrowing of funds?

☒ Yes ☐ No

Will the project be for the benefit of commercial operations?

☐ Yes ☒ No

Do you have a plan to fund, operate, and maintain the asset over its lifecycle?

☒ Yes ☐ No

Will the contract award process be competitive, fair, and transparent (e.g., no sole-source contracts, no union-only processes) and consistent with the Agreement on Internal Trade and Canada's international trade obligations?

☒ Yes ☐ No

ROTHESAY		UTILITY FUND: DEBT PROFILE AND BUDGET PROJECTIONS					
Prepared By	Doug MacDonald						
Hearing Date:	11-May-15						
						Other Revs / Expenditures	1.40%
						Operating & Maintenance exp.	4.00%
						Equivalent Users	0.00%
Cost of Money:		5.00%					
		ACTUAL	BUDGET	***** PROJECTIONS *****			
		2013	2015	2016	2017	2018	2019
USER CHARGE FEES		\$477	\$545	\$566	\$616	\$664	\$679
% INCR/ PREV YR				4%	9%	8%	2%
NUMBER OF EQUIV USERS -		4,338	4,338	4,338	4,338	4,338	4,338
REVENUE							
USER CHARGE REVENUE		\$2,106	\$2,364	\$2,496	\$2,714	\$2,919	\$2,984
WATER COST TRANSFER		250	350	355	360	365	370
OTHER TRANSFERS		61	65	65	65	65	65
CONNECTION & SERVICE CHARGES		105	95	0	0	0	0
INTEREST & OTHER REVENUES		52	35	35	35	35	35
SURPLUS OF PREVIOUS YEARS		2	0				
TOTAL REVENUE		2,576	2,909	2,951	3,174	3,384	3,454
EXPENDITURE							
DEBT COST		\$703	\$686	\$731	\$894	\$1,040	\$1,045
OPERATING & MAINTENANCE		1,218	1,461	1,519	1,580	1,643	1,709
CAPITAL FROM BUDGET		625	500	500	500	500	500
RESERVES		104	188	200	200	200	200
OTHER: DISCOUNTS, LOSS		0	0	0	0	0	0
DEFICIT OF PREVIOUS YEAR(S)		0	74				
TOTAL EXPENDITURES		2,650	2,909	2,951	3,174	3,384	3,454
SURPLUS / (DEFICIT)		-\$74	\$0	\$0	\$0	\$0	\$0
DEBT PROFILE							
PRESENT DEBT SERVICE COST		703	671	671	671	671	505
INTERIM FINANCING & OTHER CHARGES		0	15	15	15	15	15
		YEAR	RATE	TERM	AMT		
REFINANCING							
MFC AY18		2018	5.00%	10	\$185	24	
MFC BF23		2021	5.00%	10	\$956		
MFC BG19		2027	5.00%	15	\$303		
MFC BL27		2034	5.00%	10	\$429		
O/S AUTHORITY							
PLANNED BORROWING							
Application		2015	5.00%	10	\$350	45	45
PLANNED BORROWING		2015	5.00%	30	\$2,500	163	163
PLANNED BORROWING		2016	5.00%	30	\$2,250	146	146
PLANNED BORROWING		2017	5.00%	30	\$2,250		146
TOTAL DEBT SERVICE COST		703	686	731	894	1,040	1,045
CHANGE OVER PREV YR		0.0%	-2.4%	6.6%	22.2%	16.4%	0.4%
DEBT SERVICE COST TO GROSS EXP		26.53%	23.58%	24.78%	28.16%	30.75%	30.25%
PROPORTION OF USER FEES TO SERVICE DEBT		\$127	\$129	\$140	\$174	\$204	\$205
INCREASE IN USER CHARGE FEES:							
DUE TO NEW DEBT 2015 Current				\$10			
DUE TO NEW DEBT 2015 Future				\$37			
DUE TO NEW DEBT 2016					\$34		
DUE TO NEW DEBT 2017						\$34	
DUE TO NEW DEBT 2018							\$0

Town of Rothesay

Three Year Utilities Capital Plan Detail

UTILITY CAPITAL PLAN - 2015

WATER CAPITAL PLAN - 2015

	Revised 2015	Capital Reserves	Grants	Gas Tax/ Infrastructure	Operating	Borrow
Gondola Point Road	\$ 310,000	\$ -		\$ -	\$ -	\$ 310,000
Replace Membranes in Water Filtration Tanks	210,000	-			210,000	-
Water plant carry forward	500,000	500,000				-
Almon Lane	-	-			-	-
McGuire Centre extension	110,000	-			110,000	
Supply development	250,000	70,000			180,000	-
	\$ 1,380,000	\$ 570,000	\$ -	\$ -	\$ 500,000	\$ 310,000

SEWER CAPITAL PLAN - 2015

Almon lane	\$ -	-		-	-	\$ -
WWTF Phase 1	7,500,000	-	5,000,000	-	-	2,500,000
	-				-	-
	\$ 7,500,000	\$ -	\$ 5,000,000	\$ -	\$ -	\$ 2,500,000

TOTAL CAPITAL 2015	\$ 8,880,000	\$ 570,000	\$ 5,000,000	\$ -	\$ 500,000	\$ 2,810,000
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Based upon current interest rates the cost of new debt above amortized over 30 years is approximately \$140,000 per year
2015 capital plan utilizes approximately 70% of available reserves

UTILITY CAPITAL PLAN - 2016

WATER CAPITAL PLAN - 2016

Water System Improvements	\$ 400,000				\$ 400,000	-
	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000	\$ -

SEWER CAPITAL PLAN - 2016

WWTF Phase 2	\$ 8,000,000	\$ 450,000	\$ 5,300,000	\$ -	\$ -	\$ 2,250,000
Sewer system improvements	100,000				100,000	
	\$ 8,100,000	\$ 450,000	\$ 5,300,000	\$ -	\$ 100,000	\$ 2,250,000

TOTAL CAPITAL 2016	\$ 8,500,000	\$ 450,000	\$ 5,300,000	\$ -	\$ 500,000	\$ 2,250,000
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UTILITY CAPITAL PLAN - 2017

WATER CAPITAL PLAN - 2017

Water System Improvements	\$ 400,000				\$ 400,000	-
	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000	\$ -

SEWER CAPITAL PLAN - 2017

WWTF Phase 2	\$ 8,000,000	\$ 450,000	\$ 5,300,000	\$ -	\$ -	\$ 2,250,000
Sewer system improvements	100,000			-	100,000	-
	\$ 8,100,000	\$ 450,000	\$ 5,300,000	\$ -	\$ 100,000	\$ 2,250,000

TOTAL CAPITAL 2017	\$ 8,500,000	\$ 450,000	\$ 5,300,000	\$ -	\$ 500,000	\$ 2,250,000
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ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Doug MacDonald
DATE	:	June, 2015
RE	:	Donations request and Summary

We have received a request from the Kennebecasis valley Players in the amount of \$1,000 in support of *The Emerging Artists Series* and/or the production of *The Addams Family*.

Rothsay has provided funding in previous years, including support in the amount of \$1,000 in 2014 to assist in the production of *Shrek, The Musical*.

For your information I have attached a summary indicating donations and cultural support contributions by the town to June 30, 2015.

The Finance Committee reviewed the request at its meeting of July 7, 2015 and recommended the following motion be presented to Council.

Moved by _____ and seconded by _____ Rothesay approve a donation in the amount of \$1,000 to The Kennebecasis Valley Players.

RECEIVED
JUN 25 2015

Dear Mayor Bishop and the Council of the Town of Rothesay,

We at The KV Players are writing to thank you again for supporting last year's production of *Shrek, The Musical*. We were pleased to perform on the Imperial Theatre stage and the production quality would not have lived up to expectations without your generosity. It was a positive and memorable experience for all involved, and we thank you for helping to make that possible.

For our 32nd Season this summer, we are pleased to bring *Shrek, The Musical* to the Kennebecasis Valley. As a result of using our official space in Kennebecasis Valley High School, we are able to provide more affordable tickets for this production. Our community has always been extremely supportive of our work, and we are pleased to give back the best way we know how: by providing reasonably priced, high quality entertainment for all ages!

We would like to inform you that because of your sponsorship last year, you will automatically be included in this year's program. It is our hope that because of your kindness and support, we will be able to promote your business even further at no extra cost. We feel that it is necessary for the people of the community to be aware of your willingness to support local theatre and performers.

Along with *Shrek, The Musical*, The KV Players will be launching a new initiative that will support the talents of up-and-coming theatre artists in New Brunswick. This event is entitled *The Emerging Artists Series*, and will include short plays from various regions of the province. These plays were awarded Outstanding Production status at the New Brunswick Drama Festival, and the event will provide these artists with the opportunity to showcase their talents to a new audience.

In August, we will be presenting the highly-acclaimed musical *The Addams Family*. In this hilarious show, the Addams ancestors come back to life, and, in typical Addams fashion, help with Wednesday's unlikely romance. This will be the musical's first production in the province, and is bound to be unforgettable!

As we begin this exciting season of community theatre, a sponsorship person from The KV Players will soon be visiting your business to discuss any potential interest you may have in sponsoring *The Emerging Artists Series* and/or *The Addams Family*. Much like last year, you will be included in the programs for these productions, and your support would go a long way in providing top notch entertainment for our community. We are appreciative of any support you are able to provide.

Thank you again for your kindness and generosity, and we look forward to keeping in touch with you as we strive to continue bringing the community together through the power of theatre.

Respectfully yours,



Suzanne Doyle Yerxa
Artistic Director, The Kennebecasis Valley Players

Town of Rothesay

6/30/15

Donations/Cultural Support

	Paid to date	Budget	
General (See below)	3,330.00	10,000.00	
KV3C		2,500.00	in kind
Kingsway Care Centre	10,000.00	10,000.00	
Fairweather Scholarship	1,000.00	1,000.00	
Dalhousie Medicine	5,000.00	5,000.00	
YMCA	10,000.00	10,000.00	
Cherry Brook Zoo	5,000.00	5,000.00	
Other		5,000.00	
	<hr/> 34,330.00	<hr/> 48,500.00	
Other:			
Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
KV Committee for the Disabled	2,500.00	2,500.00	Transportation
PRO Kids	7,500.00	7,500.00	Recreation
General:			
Canadian Cancer Society-East Indian Dinner Bronze Sponsor	250.00		
The Kings Way Life Care Alliance-4 tickets	200.00		
Hospice Greater Saint John-Hospice Valentine Gala	250.00		
Saint John Theatre Company	1,000.00		
D.A.R.E. Canada (Fundy) Inc.	200.00		
Junior Achievement of New Brunswick	350.00		
UNBSJ	300.00		
Rothesay Netherwood School-Art Show Sponsor Ad	300.00		
Noah Donovan	200.00		
Kennedy Sherwood	200.00		
Alzheimer Society of Saint John	40.00		
Coverdale Centre for Women Inc.	40.00		
	<hr/> 3,330.00		



ROTHESAY



PUBLIC WORKS and INFRASTRUCTURE COMMITTEE MEETING

Wednesday, June 17th, 2015
8:30 a.m.

DRAFT

PRESENT: FRED NELSON
RYAN SCOVILLE
SCOTT SMITH
COUNC. MATT ALEXANDER
DIRECTOR OF OPERATIONS – BRETT MCLEAN
TOWN MANAGER – JOHN JARVIE
RECORDING SECRETARY – WENDY DORAN

ABSENT: RAHA MOSCA
COUNC. PETER LEWIS

Chairperson Alexander called the Meeting to order at 8.40 a.m.

1. APPROVAL OF AGENDA:

MOVED by F. Nelson and seconded by R. Scoville to approve the Agenda as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

MOVED by R. Scoville and seconded by F. Nelson to approve the Minutes of March 18th, 2015 as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

N/A

5. UNFINISHED BUSINESS:

5.1 Update on potential 4-way stop on the corner of Highland and Eriskay:

DO McLean handed out information brochures on the type of light that is being proposed. He stated that while they are bright and intense looking, he was glad to see

the request made for a 4 way stop in this area as it would solve both pedestrian safety and speed issues.

MOVED by F. Nelson and seconded by S. Smith to recommend to Council to install a 4-way stop at the corner of Highland Avenue and Eriskay Drive.

CARRIED.

5.2 Update on traffic calming on Gondola Point Road:

DO McLean reported that the property on Gondola Point Road required to implement traffic calming has sold to another party. Exp. is looking at the vertical profile of the road in the area of the Isaac Street / Gondola Point Road intersection which will tie in to watermain design work currently underway. The profile work would not happen until 2016 or 2017.

6. NEW BUSINESS:

6.1 Update on three way stop on Iona Avenue:

DO McLean stated that residents seem to have accepted the three way stop and are using it appropriately. He has only had one telephone call since they have been installed and it was favorable.

6.2 Discussion on implementation of curbside recycling:

Counc. Alexander reported this issue went before Council this past Monday night and was adopted. Town Manager Jarvie showed the committee the types of containers that will be used: there is one for paper and one for plastic and tins. A dual compartment truck will be used to pick up the items. Town Manager Jarvie stated that that Fero would prefer if garbage and compost were collected on the same week and the following week recyclables picked up. By adopting this program, it is hoped that this will reduce the tipping fees the Town incurs each year. It is anticipated that curbside recycling will start the first week of September. The recycling depots will be removed shortly after that. Residents will be informed well in advance through possible literature delivered to their house, advertisements in newspapers and through social media.

6.3 Memorandum from Town Staff outlining dates of upcoming meetings:

MOVED by F. Nelson and seconded by S. Smith to adopt the Public Works & Infrastructure Committee meeting schedule for the remainder of 2015.

CARRIED.

6.4 Changes to Comex Bus Routes:

Town Manager Jarvie reported that changes will take effect July 1st. The changes had to be jointly agreed upon by both Rothesay and Quispamsis. Rothesay is adding an additional bus stop at Sierra Ave. A brief discussion followed.

DRAFT**7. CORRESPONDENCE FOR ACTION:**

7.1 Letter from Chapel Hill Estates Inc. re: work to be completed on Devonayer due to the watermain break last winter and issue with visibility of street signs:

27 April 2015 Letter from Chapel Hill Estates Inc.

DO McLean reported the issues with the pavement have been resolved. Branches will be trimmed to alleviate the issue with street sign visibility.

7.2 E-mail from resident re: curbside recycling

14 May 2015 E-mail from resident

E-mail to be received and filed.

7.3 E-mail from resident re: speed limit on Hillsvie Crescent/Scribner Crescent:

29 May 2015 E-mail from resident

MOVED by F. Nelson and seconded by R. Scoville that DO McLean write a letter to the resident advising that sidewalks are planned to be installed in the Hillsvie Crescent/Scribner Crescent area in the next 18 months as part of the Town's sidewalk plan and that DO McLean contact KRPf with respect to speed issues in that area.

CARRIED.

8. CORRESPONDENCE FOR INFORMATION:

8.1 Q&A from NB Power re: LED Street Light Replacement Program:

Town Manager Jarvie reported that all NB Power street lights in the town are scheduled to have LED bulbs by the end of October. The town hopes to see a savings of approximately 8%.

9. DATE OF NEXT MEETING:

July 15, 2015

10. ADJOURNMENT:

MOVED by F. Nelson and seconded by R. Scoville to adjourn the meeting.

CARRIED.

Meeting adjourned at 9:25 a.m.

Chairperson

Recording Secretary



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Recording Secretary Public Works & Infrastructure Committee
DATE	:	June 17, 2015
RE	:	Motions Passed at June 17 th Meeting

Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, June 17, 2015:

MOVED by F. Nelson and seconded by S. Smith to recommend to Council to install a 4-way stop at the corner of Highland Avenue and Eriskay Drive.

CARRIED.

MOVED by F. Nelson and seconded by R. Scoville that DO McLean write a letter to the resident advising that sidewalks are planned to be installed in the Hillview Crescent/Scribner Crescent area in the next 18 months as part of the Town's sidewalk plan and that DO McLean contact KRPF with respect to speed issues in that area.

CARRIED.

Wendy Doran
Recording Secretary

June 2015 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>
2015/06/01	2015-56	24 School Ave	Deck	\$2,000.00	\$20.00
2015/06/02	2015-57	103B Hampton Road	Electric Solar Panel Installation	\$4,000.00	\$20.00
2015/06/10	2015-58	15 Marr Road	Elect. Temp	\$1,000.00	\$20.00
2015/06/05	2015-59	171 Gondola Point Road	Demolition	\$0.00	\$500.00
2015/06/04	2015-60	57 Gibbon Rd	Single Family	\$250,000.00	\$1,812.00
2015/06/04	2015-61	43 Maliseet Dr	Temp. Power for Construction	\$1,500.00	\$20.00
2015/06/04	2015-62	141 Beauvista Ave.	Electrical Upgrade	\$2,000.00	\$20.00
2015/06/05	2015-63	47 Larsen Dr.	Renovation	\$18,500.00	\$134.12
2015/06/05	2015-64	39 Wedgewood Dr.	Doors	\$15,000.00	\$108.75
2015/06/05	2015-65	2374 Rothesay Road	Fence	\$3,000.00	\$22.00
2015/06/05	2015-66	2054/2056 Rothesay Road	Electrical Upgrade	\$1,500.00	\$20.00
2015/06/05	2015-67	17 Wanda Cres	Detached Garage	\$12,000.00	\$87.00
2015/06/05	2015-68	15 Paige St	Single Family	\$140,000.00	\$1,015.00

2015 July 13 Open Session FINAL_132

<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>
2015/06/08	2015-69	15 Marr Rd	New Commercial (Daycare)	\$300,000.00	\$2,175.00
2015/06/10	2015-70	9 Silverton Cres	Deck and Retaining Wall	\$2,700.00	\$20.00
2015/06/11	2015-71	22 Starkey Ave.	Electrical Upgrade	\$1,500.00	\$20.00
2015/06/15	2015-72	44 River Road	Detached Garage	\$14,700.00	\$106.57
2015/06/15	2015-73	34 Marr Road	Siding and Windows	\$19,500.00	\$141.37
2015/06/16	2015-74	162 Ridgeway St.	Storage Shed	\$1,200.00	\$20.00
2015/06/16	2015-75	15 Amberdale Dr.	Fence	\$4,400.00	\$32.00
2015/06/16	2015-76	48 Gondola Point Road	Repair to Front Porch	\$20,000.00	\$145.00
2015/06/16	2015-77	59 Gibbon Rd.	Windows	\$7,000.00	\$50.00
2015/06/16	2015-78	24 Chatwin St	Detached Garage	\$23,000.00	\$166.75
2015/06/05	2015-79	12 Kaitlyn Street (4 Unit Garden Home	Single Family	\$140,000.00	\$1,015.00
2015/06/05	2015-79	14 Kaitlyn Street (4 Unit Garden Home	Single Family	\$140,000.00	\$1,015.00
2015/06/05	2015-79	16 Kaitlyn Street (4 Unit Garden Home	Single Family	\$100,000.00	\$725.00
2015/06/05	2015-79	10 Kaitlyn Street (4 Unit Garden Home	Single Family	\$140,000.00	\$1,015.00
2015/06/16	2015-80	26 Paige Street	Storage Shed	\$1,000.00	\$20.00

2015 July 13 Open Session FINAL_133

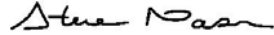
<i>Date</i>	<i>Permit Number</i>	<i>Property Location</i>	<i>Nature of Construction</i>	<i>Value of Construction</i>	<i>Building Permit Fee</i>
2015/06/17	2015-81	106 Park Dr.	Electrical Upgrade	\$4,000.00	\$30.00
2015/06/12	2015-82	16 Kirkpatrick Road	Electrical Upgrade	\$1,500.00	\$20.00
2015/06/18	2015-83	20 Holiday Dr.	Electrical Upgrade	\$1,500.00	\$20.00
2015/06/23	2015-84	3 Sunset Lane	Windows	\$20,000.00	\$145.00
2015/06/24	2015-85	22 Starkey Ave.	Addition	\$25,000.00	\$181.25
2015/06/24	2015-86	43 Gondola Point Road	In Ground Pool	\$40,000.00	\$290.00
2015/06/24	2015-87	7 Kingswood Ave.	Above Ground Pool/Deck	\$12,900.00	\$93.02
2015/06/24	2015-88	4 Church Ave.	Heat Pump	\$1,500.00	\$20.00
2015/06/25	2015-89	177 Gondola Point Rd	33 Unit Apartment Building	\$3,000,000.00	\$21,750.00
2015/06/26	2015-90	1 Millwood Lane	Electrical Upgrade	\$1,900.00	\$20.00
2015/06/26	2015-91	26 Forest Rd.	Storage Shed	\$3,000.00	\$22.00
2015/06/26	2015-92	3180 Rothesay Road	Fence	\$4,000.00	\$29.00
2015/06/26	2015-93	69 Highland Ave.	Storage Shed	\$4,500.00	\$33.00
2015/06/29	2015-94	12 Hutson Street	Single Family	\$225,000.00	\$1,631.25
2015/06/29	2015-95	43 Maliseet Dr	Single Family and Detached Garage	\$1,600,000.00	\$11,600.00

<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>
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2015 July 13 Open Session FINAL_134

	Value of Construction	Building Permit Fee
Monthly Total June 2015 **	<u>\$6,308,820.00</u>	<u>\$49,310.06</u>
Summary for 2015 to Date**	<u>\$10,567,275.00</u>	<u>\$79,751.09</u>

Steven Nason, CBCO



Building Inspector

Monthly Total June 2014	<u>\$589,281.43</u>	<u>\$4,768.97</u>
Summary for 2014 to Date **	<u>\$4,317,621.43</u>	<u>\$34,078.33</u>
**Excludes Water / Sewage Fees		



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 13, 2015

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:

John Jarvie, Town Manager

DATE: July 8, 2015

SUBJECT: T-2015-004: Curb, Sidewalk and Storm Sewer Installation
Eriskay Drive / Iona Avenue

RECOMMENDATION

It is recommended that Rothesay Mayor and Council:

1. Increase the scope of the curb, sidewalk and storm sewer project on Eriskay Drive / Iona Avenue to include renewal of the sanitary sewer, installation of a watermain and reconstruction of the two streets within the project limits; and
2. Defer construction of the Eriskay Drive / Iona Avenue curb, sidewalk, storm sewer, sanitary sewer, watermain and street reconstruction project to a future construction season; and
3. Increase the scope of the design and construction management services agreement with Brunswick Engineering and Consulting Inc. for the Eriskay Drive / Iona Avenue curb, sidewalk and storm sewer project to include sanitary sewer renewal, watermain installation and street reconstruction for an additional amount of \$65,000.00.

ORIGIN

The 2015 General Fund Capital Budget includes funding for the installation of new curb, sidewalk and storm sewer on Eriskay Drive and Iona Avenue between Hampton Road and Highland Avenue. During preliminary design it was determined that the existing sanitary sewer infrastructure is in poor repair.

BACKGROUND

At their meeting of May 11, 2015 Mayor and Council gave approval to staff to engage Brunswick Engineering and Consulting Inc. to design a project to install curb, sidewalk and storm drainage on Eriskay Drive and Iona Avenue between Hampton Road and Highland Avenue. The consultant engagement agreement was executed with Brunswick for the design work, including video inspection of the existing underground, and preliminary survey and design began in June.

DISCUSSION

The original project to install curb, sidewalk and storm drainage did not envision significant disruption to the existing asphalt surface on the two streets. A request was made to the Public Works Committee to review the General Fund project, as proposed, and increase the scope to include watermain installation as part of the project. The merits of adding water on Eriskay Drive and Iona Avenue, as well as the potential costs, were debated by the Committee and subsequently by Council. A decision was made, based on available information at the time, not to include a watermain as part of the project as it would cause significant disruption to the street surface and increase the cost of the project by the amount of the watermain construction plus the amount of asphalt resurfacing. However during the course of preliminary design work it was determined that the existing sanitary sewer was in poor condition. The condition of the sanitary sewer has led the consultant to make a recommendation to the Town to include renewal as part of this project. The sanitary sewer renewal project will cause significant disruption to the asphalt surface and staff is now recommending that Council include watermain installation as part of an expanded project on these two streets.

FINANCIAL IMPLICATIONS

The 2015 General Fund Capital Budget included an amount of \$515,000 for the design, construction and construction management of the Eriskay Drive / Iona Avenue Curb, Sidewalk and Storm Sewer project. Engineering fees for this portion of the work were previously approved by Council in the amount of \$85,543.27. The additional engineering work to design and manage the construction of the sanitary sewer renewal, watermain installation and street reconstruction will increase the consultant fees by \$65,000.00. The previously agreed engineering fees plus the additional fees are proposed to be funded from the 2015 budget amount of \$515,000. Staff is recommending that only design work be completed in 2015 and that the actual construction, (as well as the remaining 2015 budget amount), be deferred to a future construction season. The expected overall cost for the expanded project is in the order of \$1,250,000.

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).



INTEROFFICE MEMORANDUM



TO	:	Mayor Bishop & Council
FROM	:	John Jarvie
DATE	:	9 July 2015
RE	:	Kennebecasis Valley Fire Department Role in Emergency Preparedness

Recommendation:

The Rothesay EMO Committee recommends that the attached concept document, to have the senior staff of the Kennebecasis Valley Fire Department fill the role of Joint EMO Coordinator, be endorsed subject to clarification of details and further discussion with Quispamsis.

Background

For some time, members of Council have been dissatisfied with the state of emergency preparedness in the Town. Among the concerns are the state of the current plan which is approximately 15 years old and the lack of coordination carried out by the Director of the joint plan with Quispamsis. In the fall, Bill Artiss had been engaged to prepare a revised emergency preparedness plan and Council had budgeted significant expenditures to improve infrastructure capacity and readiness. A decision on whether to proceed independently or jointly with Quispamsis was seen as a critical next step.

On March 28th a letter was sent to Quispamsis setting out seven items important to Rothesay if joint provision for emergency preparedness is to continue (copy attached). On April 29th a meeting was held between Rothesay and Quispamsis representatives to discuss the content of the letter. This meeting was attended by the Mayors of both Towns as well as Council representatives and senior staff. At that meeting it was agreed that senior staff would meet with the Fire Chief to discuss the possibility of the KV Fire Department taking over the responsibility for coordinating EMO activities in the Valley. The meeting was held and the Chief's response was positive. He offered to prepare a proposal for how such a system might function.

A copy of the Chief's proposal is appended to this memorandum. The Rothesay EMO Committee met with Chief Ireland and Deputy Chief McCoy on July 6th. The Committee reviewed the memo and questioned Chief and Deputy on some aspects. While all potential implications were not resolved, it was agreed that the proposal by the Chief had merit and further discussion with Quispamsis should take place. It was also agreed that the matter should be forwarded to Council for an endorsement of the concept.

Identifying full-time, paid personnel to be charged with the responsibility of preparing for emergencies and overseeing the response when an emergency arises, seems reasonable. The experience and training of firefighters lends itself to such a role and a great many of the potential events identified in the hazard analysis would require active participation from the Department in its normal course of duties. The Chief has clearly stated that there would be no overhead cost for the Department assuming this role. Expenses required for training and equipping of Town staff and conducting exercises to test the plan would be incurred by the Towns in any event.



28 March 2014

Quispamsis
12 Landing Court
P.O. Box 21085
Quispamsis, NB
E2E 4Z4

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Attention: **Susan Deuille**, Acting Town Administrator

Dear Ms Deuille:

Re: Meeting re Joint EMO Committee

Further to our meeting on April 8th when the KV Joint EMO was discussed, Rothesay Council reviewed the matter in Committee on Monday night. Council supported the recommendation to have representatives attend a meeting with Quispamsis to discuss the Joint EMO option in more detail prior to finalizing any action on Rothesay's part.

In discussing how to proceed with EMO planning and response in Rothesay and whether a joint approach with Quispamsis was the most effective way for this to be done, several points were raised. The following were seen as pivotal to an effective joint arrangement.

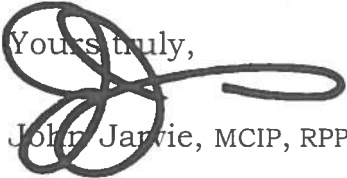
1. quarterly meetings, location to alternate between the two Towns;
2. each Town to notify the other in the case of an emergency in its community whether or not the other Town is involved;
3. the need for a new plan (Rothesay is in the process of preparing a new plan and would offer this for discussion).
4. the need for a new joint EMO Director (Rothesay favours the appointment of Deputy Chief McCoy.)
5. the need for a clear mandate for the EMO Director including regular communication with each Town;
6. cost to be kept to a minimum with no extra funding for the KVFD if the Deputy Chief assumes the EMO Director role; and
7. a small steering committee to be set up involving one senior staff member from each Town to meet with the EMO Director in preparation for the quarterly meetings and on other occasions as required.

...2

These are offered as a starting point for dialogue. No doubt there are other aspects Quispamsis representatives would want to discuss.

Susan, thank you for the invitation to meet. Please let me know some available times.

Yours truly,

A handwritten signature in black ink, appearing to be 'John Jarvie', written over the text 'Yours truly,'.

John Jarvie, MCIP, RPP

Cc : Mayor Bishop & Council

Kennebecasis Valley Regional Emergency Management Agreement

This agreement is not intended to replace existing procedures for dealing with "local" emergencies in either municipality.

Purpose

The Kennebecasis Valley Regional Emergency Management Agreement (KVREMA) is designed to provide a more robust and responsive Emergency Management capability across the Kennebecasis Valley. This capability compliments the existing model of providing protective services on a regional basis and allows the participating municipalities to plan, coordinate and pool resources on a regional basis in order to enable more effective responses to emergency situations.

The regional emergency management model is situated between the provincial and municipal levels of emergency management and allows for the development of regional emergency protocols which may specify mutual assistance agreements between communities, provide assistance in developing and maintaining local emergency measures plans, and facilitating training initiatives for regional and inter-regional emergency responses. It also facilitates a better coordinated regional response in emergencies affecting more than one municipality.

It is the aim of this Kennebecasis Valley Regional Emergency Management Plan:

- a) To provide for the earliest possible coordinated response in the event of an emergency or disaster which impacts or has the potential to impact both member municipalities;
- b) To mitigate the effects of an emergency and/or disaster in the Kennebecasis Valley for its inhabitants;
- c) 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; and
- d) To align Emergency Management planning with the joint regional approach to providing protective services.

Definitions

State of local emergency means "a state of local emergency declared by a municipality pursuant to subsection 11(2) of the "Emergency Measures Act of New Brunswick", or renewed pursuant to Section 18(2) of the Act".

Regional Event means "a present or imminent event in respect of which either or both municipalities believe that the event has the potential to extend beyond the boundaries of the originating municipality or will be widespread enough to impact people and/or property in both municipalities". When the capacity of the local authority is exceeded, or is likely to be exceeded, a regional response is activated and involves support provided from both participating municipalities.

Authority

The Fire Chief (or designate) shall perform the role of Regional Emergency Management Coordinator (REMC) and fulfill the duties of the position in accordance with the position description attached as Appendix A.

When the regional emergency system is activated, coordination of emergency response is delegated to the REMC. The REMC or designate will act on behalf of both municipalities as coordinator of all emergency services and resources used in the emergency.

The REMC may appoint an Emergency Site Manager (ESM) who may establish a site command post near the actual scene in order to manage and coordinate the overall emergency response operations.

When a substantial regional involvement is indicated or when there is a need to coordinate the regional response, a Regional Emergency Operations Centre (REOC) will be activated. The REMC will determine which municipal Emergency Operations Centre (EOC) will be used as the Regional Emergency Operations Centre (REOC). The REMC may assign the municipal EMO Director from the selected EOC location to act as REAC Manager.

Responsibilities of Each Municipality

- a) Each municipal council is responsible for the direction and control of the municipal emergency response unless the incident would be better managed as a "regional event"; and,
- b) Shall appoint a director of the municipal Emergency Measures Organization, and prescribe his/her duties which shall include the preparation and co-ordination of Emergency Measures Action Plans for the municipality;
- c) Shall appoint an emergency measures planning committee to develop an emergency measures plan;
- d) Shall prepare and approve emergency measures plans for their municipality;
- e) Establish, equip and maintain an Emergency Operations Centre (EOC) which may be used as the REOC during a regional event;
- f) Shall appoint one member of the emergency measures planning committee to the Regional Emergency Measures Committee;
- g) Shall appoint trained and qualified municipal employees to the Regional Emergency Management Team;
- h) Provide funding on an annual basis to support regional training exercises and initiatives.

Regional Emergency Management Team

Each municipality shall dedicate members for the Regional Emergency Management Team which shall be organized, trained, and maintained for the operation of the REOC in emergency situations. These members shall be appointed by the Municipal Council and the responsibility for training, scheduling, and deploying the team rests with the REMC.

The Regional Emergency Management Team shall:

- Be prepared to manage the expenditure of municipal funds required for the preservation of life and health;
- Co-ordinate municipal departments, agencies, and volunteer organizations in responding to the emergency;
- Consult with and co-ordinate emergency operations with vital public service agencies or institutions;
- Establish communications and work with key public and private sector organizations which are involved with or could be affected by the emergency situations;
- Provide administrative and logistic support to organizations involved; and
- Take such action as is necessary to minimize the effects of any emergency or disaster on the towns of Quispamsis and Rothesay and their inhabitants.

Activation

Following the initial emergency response, an on-site assessment will be conducted by the emergency services first responders. When it is determined that the emergency is beyond that of a normal response, they will (in consultation with other agencies as appropriate), determine the extent of the response that will be required to deal effectively with the emergency, and notify the municipalities accordingly.

The Kennebecasis Valley Regional Emergency Measures Plan may be activated, in whole or in part, for the following purposes:

- i. Upon the declaration of a state of local emergency by either Council;
- ii. Upon the declaration of a state of emergency by the Minister of Municipalities;
- iii. In response to an emergency or public safety circumstances, actual or anticipated, where the REMC is satisfied that it is appropriate to do so;
- iv. In support of operations of the municipality, where public safety is a concern and where the REMC is satisfied that it is appropriate to do so; and
- v. Training exercises.

Upon a state of local emergency being declared in either Municipality, the respective Councils shall do everything necessary for the protection of property, the environment and the health and safety of persons.

Resources

The primary resources utilized during an emergency will be the manpower, equipment and supplies of the municipalities. In the event that these prove inadequate, the REMC will access the various resources identified in each individual municipal Emergency Measures Action Plan or request assistance from the Province.

SIGNED THIS _____ DAY OF _____, 20____.

TOWN OF ROTHESAY

TOWN OF QUISPAMIS

Mayor

Mayor

Town Manager

Town Manager

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

Chair

Fire Chief

Appendix “A”

Regional Emergency Management Coordinator (REMC)

POSITION SUMMARY:

Reporting to each Municipal Council, the Regional Emergency Management Coordinator (REMC) is responsible for the implementation, maintenance and review of the Kennebecasis Valley Regional Emergency Management Agreement. The REMC will assume direction and control of the Emergency Management Operation during a regional event or as requested. The REMC is responsible for ensuring that the municipalities and their emergency operations centres are in a continuous state of readiness in the event of a municipal or regional emergency through ongoing planning, training, exercise, testing, and awareness initiatives. The REMC also provides guidance to Municipal Council and staff as required relating to Emergency Matters.

DUTIES

In conjunction with both Emergency Measures Action Committees the REMC will:

- Recommend the assumption of Regional control of an emergency operation, when it is exceeding the capacity of the municipality.
- Assume direction and control as authorized by the Kennebecasis Valley Regional Emergency Management Agreement.
- Coordinate the regional emergency response.
- Establish an REOC for the control and coordination of emergency operations.
- Provide emergency management expertise and support to the municipal control group during an emergency.
- Advise and assist local authorities in the implementation of their emergency response plans.
- Evaluate the existing municipal emergency response capability and identify additional needs to Council.
- Assist with each municipality's Hazard Identification and Risk Assessment Process.
- Develop and implement regional plans and procedures for an integrated regional response to emergencies including a mutual aid agreement.
- Ensure the designation and development of an appropriate municipal Emergency Operations Centre for each Town.
- Conduct annual training for the members of the Regional Emergency Management Team.
- Conduct an annual exercise to evaluate each municipality's emergency measures action plan and the regional action plan.
- Develop and implement a regional emergency management public awareness program.
- Request Provincial support or assistance when necessary
- Such other tasks as may be assigned

RECEIVED

JUL - 7 2015

Rothestay Mayor and Councillors

re: Active Transportation....the Trans Canada Trail....Bike Lanes

I would like to spend a few minutes with you at the council meeting July 13th 2015 to discuss Rothestay's Active Transportation Plan and its implementation. I am a long time supporter of, and believer in, the benefits of active transportation to our community. I want the Kenebecasis Valley to be the envy of all when it comes to getting between points of interest without using a car. I trust that my positive suggestions will be both beneficial and accepted.

Best regards,


Brian Gillis

bgillis402@rogers.com

847-2246

Here's what I'm looking for. A councillor (or two) to step forward and be the CHAMPION for Active Transportation to get FOCUS on some inexpensive but very positive practical work completed in the field. And, to get a CHAMPION on Town staff, give them ownership, create pride make active transportation a priority.

I want all Town staff thinking active transportation as the go about their daily routine and when new infrastructure is being planned and installed. I want the CHAMPION to instill a new culture. I want the CHAMPION riding their bike throughout Rothesay so they experience what other cyclists experience. I want the CHAMPION to be the conduit and contact from cycling groups to Town staff.

I want Rothesay to be the envy of all when it comes to active transportation.

I'm not asking for much.....let's look at these examples.

Bike racks

Glass on the road to be picked up.

Exhibit 1A..... K park grass trimming.



Exhibit 1B..... tree trimming

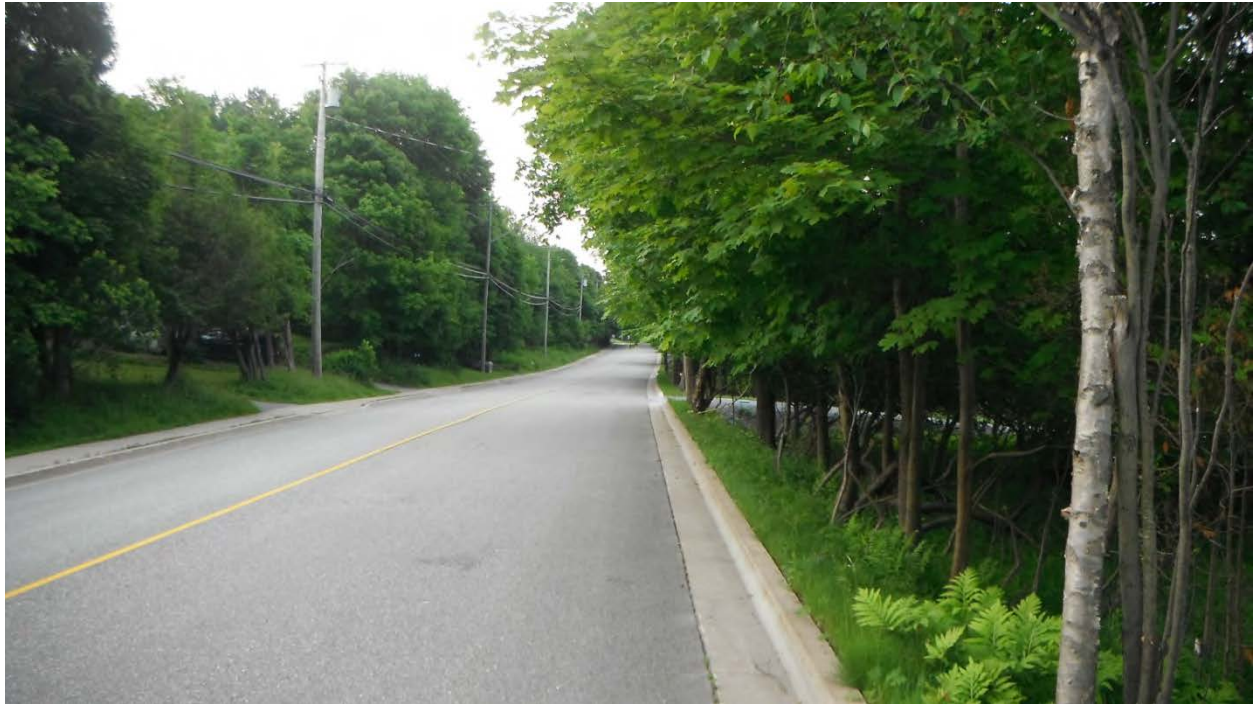


Exhibit 2.....bike lane extension.....proactive.....good neighbours to SJ



Exhibit 3A...single file at train overpass.....most congested



Exhibit 4Apavement repair



Exhibit 4B.....pavement repair



Exhibit 5.pdf

Exhibit 5.....implementation plan for bike lanes

ROTHESAY AT PLAN
IMPLEMENTATION PLAN SUMMARY

TABLE E.1

Type of AT Improvement	0-2 Years		3-5 Years		5-10 years		Total 10 Years	
	Km	Cost	Km	Cost	Km	Cost	Km	Cost
Bike Lanes and Signage (No Widening)	15.1	\$87,630	10.0	\$39,660	0.0	\$0	25.1	\$127,290
Road Widening for Bike Lanes	0.1	\$60,000	1.5	\$737,900	0.2	\$99,100	1.9	\$897,000
Paved Shoulders	1.5	\$132,300	2.9	\$263,300	0.6	\$28,500	4.9	\$424,100
Sidewalks and Crosswalks	1.9	\$271,800	4.1	\$665,100	11.5	\$1,613,300	17.5	\$2,450,200
Trail Development	6.8	\$451,350	7.3	\$1,185,550	5.5	\$1,354,700	19.6	\$2,971,600
Total		\$1,003,080		\$2,791,510		\$3,075,600		\$6,870,190

TABLE E.2

Route Description	0-2 Years		3-5 Years		5-10 years		Total 10 Years	
	Km	Cost	Km	Cost	Km	Cost	Km	Cost
Rothsay Road Bike Lanes	4.8	\$27,120	0.0	\$0	0.0	\$0	4.8	\$27,120
Gondola Point Road Bike Lanes	3.6	\$21,480	0.0	\$0	0.0	\$0	3.6	\$21,480
Vincent Road Shared Lanes	0.3	\$750	0.0	\$0	0.0	\$0	0.3	\$750
Hampton Road Bike Lanes	1.0	\$6,000	0.0	\$0	0.0	\$0	1.0	\$6,000
Church Avenue Shared Lanes	0.3	\$1,800	0.0	\$0	0.0	\$0	0.3	\$1,800
Grove Avenue Shared Lanes	1.5	\$8,100	0.0	\$0	0.0	\$0	1.5	\$8,100
Clark Road Bike Lanes	0.9	\$5,760	0.0	\$0	0.0	\$0	0.9	\$5,760
Marr Road Bike Lanes	1.4	\$8,160	1.1	\$1,800	0.0	\$0	2.5	\$9,960
French Village Road Bike Lanes & Signed Only Route	0.0	\$0	0.6	\$12,240	0.0	\$0	0.6	\$12,240
Fox Farm Road Bike Lanes	0.0	\$0	0.3	\$5,820	0.0	\$0	0.3	\$5,820
Highland Avenue Signed Route Only	0.0	\$0	1.0	\$2,400	0.0	\$0	1.0	\$2,400
Chapel Rd-Holland Dr Signed Route Only	0.0	\$0	0.9	\$2,400	0.0	\$0	0.9	\$2,400
Dorlin Drive Signed Route Only	0.0	\$0	1.3	\$3,000	0.0	\$0	1.3	\$3,000
Dobson Ln-Monaco Dr-Oakville Ln Signed Route Only	0.0	\$0	0.8	\$1,800	0.0	\$0	0.8	\$1,800
Horton Rd-Dunedin Rd Signed Route Only	0.0	\$0	0.8	\$1,800	0.0	\$0	0.8	\$1,800
Willac St-Neil St-Beauvise St Signed Route Only	0.0	\$0	0.6	\$1,800	0.0	\$0	0.6	\$1,800
Acadia Avenue Signed Route Only	0.0	\$0	0.1	\$600	0.0	\$0	0.1	\$600

TABLE E.3

Route Description	0-2 Years		3-5 Years		5-10 years		Total 10 Years	
	Km	Cost	Km	Cost	Km	Cost	Km	Cost
Gondola Point Road Bike Lanes at Rail Overpass	0.1	\$50,000	0.0	\$0	0.0	\$0	0.1	\$50,000
Hampton Road Bike Lanes, Pedestrian Refuge Islands	0.0	\$0	1.5	\$737,900	0.0	\$0	1.5	\$737,900
Campbell Drive Widening for Bike Lanes	0.0	\$0	0.0	\$0	0.2	\$99,100	0.2	\$99,100

TABLE E.4

Route Description	0-2 Years		3-5 Years		5-10 years		Total 10 Years	
	Km	Cost	Km	Cost	Km	Cost	Km	Cost
Campbell Drive Improvements	0.0	\$0	2.9	\$263,300	0.0	\$0	2.9	\$263,300
Millennium Drive Paved Shoulders	1.5	\$122,300	0.0	\$0	0.0	\$0	1.5	\$122,300
Willac St-Neil St-Beauvise St Paved Shoulder (one side)	0.0	\$0	0.0	\$0	0.6	\$28,500	0.6	\$28,500

TABLE E.5

Route Description	0-2 Years		3-5 Years		5-10 years		Total 10 Years	
	Km	Cost	Km	Cost	Km	Cost	Km	Cost
Rothsay Road Sidewalks either side and Crosswalks	0.58	\$80,600	0.36	\$50,500	3.46	\$484,900	4.4	\$616,000
Gondola Point Road Sidewalks either side	0.96	\$133,800	0.21	\$29,900	1.72	\$240,500	2.9	\$404,200
Vincent Road Sidewalk one side	0.00	\$0	0.00	\$0	0.23	\$32,500	0.2	\$32,500
Hampton Road Sidewalks, either side and Crosswalks	0.25	\$35,000	0.70	\$97,500	0.00	\$0	0.9	\$132,500
Church Avenue Sidewalk south side	0.00	\$0	0.24	\$33,800	0.00	\$0	0.2	\$33,800
Grove Avenue Sidewalk west side and a crosswalk	0.00	\$0	0.63	\$88,300	0.75	\$105,300	1.4	\$193,600
Clark Road Sidewalks and Crosswalks	0.00	\$0	0.83	\$115,600	0.00	\$0	0.8	\$115,600
Marr Road Sidewalk north side	0.00	\$0	0.00	\$0	1.30	\$182,000	1.3	\$182,000
French Village Road Sidewalk west side	0.00	\$0	0.00	\$0	0.56	\$78,000	0.6	\$78,000
Fox Farm Road Sidewalk east side	0.00	\$0	0.30	\$39,000	0.23	\$29,900	0.5	\$68,900
Campbell Drive Sidewalks	0.00	\$0	0.00	\$0	1.99	\$278,200	2.0	\$278,200
Highland Avenue Sidewalk replacement	0.00	\$0	0.00	\$0	0.79	\$110,500	0.8	\$110,500
Dorlin Drive Sidewalk one side	0.00	\$0	0.00	\$0	0.00	\$0	0.0	\$0
Oakville Lane Sidewalk one side	0.16	\$22,400	0.00	\$0	0.00	\$0	0.2	\$22,400

TABLE E.6

Route Description	0-2 Years		3-5 Years		5-10 years		Total 10 Years	
	Km	Cost	Km	Cost	Km	Cost	Km	Cost
French Village Connection RPP Surfaced Trail & Rue 111 Crossing	3.10	\$125,000	0.00	\$0	0.00	\$0	3.1	\$125,000
Hillside Trail RPP Surfaced Trail	2.50	\$265,000	0.70	\$112,500	0.00	\$0	3.2	\$377,500
Fairvale Trail Asphalt Surfaced Trail	0.00	\$0	0.00	\$0	1.40	\$205,000	1.4	\$205,000
Hillside Trail to Renshaw Rd Crusher Dust Surface	0.00	\$0	0.45	\$31,500	0.00	\$0	0.5	\$31,500
Hillside Trail to Horton Road RPP Surface	0.00	\$0	0.70	\$70,000	0.00	\$0	0.7	\$70,000
Chapel-Holland Connection Crusher Dust Surface	0.10	\$4,000	0.00	\$0	0.00	\$0	0.1	\$4,000
Dobson-Monaco Connection Crusher Dust Surface	0.27	\$18,900	0.00	\$0	0.00	\$0	0.3	\$18,900
K-Park Trail Crusher Dust Surface	0.00	\$0	1.10	\$85,000	0.00	\$0	1.1	\$85,000
Riverfront Trail Crusher Dust Surface	0.00	\$0	0.00	\$0	1.70	\$850,000	1.7	\$850,000
Oakville Drive Trail Crusher Dust Surface	0.00	\$0	0.85	\$79,500	0.00	\$0	0.9	\$79,500
Campbell Drive Trail Crusher Dust Surface	0.00	\$0	0.87	\$67,750	0.00	\$0	0.9	\$67,750
Wells Trail Crusher Dust Surface	0.00	\$0	0.85	\$52,500	0.00	\$0	0.9	\$52,500
Bradley Lake Trail Crusher Dust Surface	0.00	\$0	0.00	\$0	1.06	\$96,900	1.1	\$96,900
Neighbourhood Connections Crusher Dust Surface	0.85	\$38,450	1.81	\$103,900	1.29	\$32,800	3.9	\$235,150

Exhibit 6...Budget for off road recreation

GENERAL CAPITAL FUND BUDGET 2015 – HIGHLIGHTS

1. Total Capital Budget of \$16.15 million
2. Estimated borrowing to increase by \$7.66 million (assuming the recreational facility proceeds)

3. Transportation

- Street surfacing of \$1.46 million (includes completion of French Village Road, micro-sealing, and potential land acquisition)
- Storm sewers and drainage improvements of \$2.24 million (includes Oakville Acres detention pond)
- Curb and sidewalk improvements of \$365,000 (includes Eriskay/Iona sidewalk project)
- Equipment includes a new backhoe.

4. Recreation

- Buildings of \$7.015 million (includes \$6.75 million for phase 1 construction for a new multi-purpose recreation complex).
- Parks of \$3.73 million (includes \$2,400,000 for major improvements to the Rothesay Common and \$1.33 million for trails and parks in French Village).

Exhibit 7A.....Campbell drive



Exhibit 7B.....Foxfarm road



Exhibit 8.....Bicycle bylaw

TRICYCLES

36. No person shall ride or drive or tricycle on a highway unless the person is wearing a helmet.
37. No person or guardian of a person who is under sixteen (16) years of age shall authorize or knowingly permit that person to ride or operate a tricycle on a highway unless the person is wearing a helmet.

Rothsay Traffic By-law Page 6

38. No person shall ride or drive a bicycle upon any footpath or sidewalk except for the purpose of crossing such sidewalk.

Exhibit 9A.....Fairvale Trail

Town of Rothesay Rothesay Active Transportation Plan FRE-00205855-A0 November 2012

7.4.3 Fairvale Trail

The *Quispamsis Active Transportation* recommended a multi-use trail be constructed adjacent to the CN Rail corridor between Quispamsis Road and Gondola Point Road (in Rothesay). **The primary intent of this trail was to provide an AT route between the QPlex and the Rothesay Arena.** The opportunity and feasibility of this trail within the Town of Rothesay were reviewed as part of this study.

Review of CN Rail Corridor

Although CN indicated to Quispamsis that there was an opportunity to construct a trail within the rail right-of-way, it has been the experience of other municipalities, such as Kelowna, that CN's position can change and quash the trail plans. Therefore, it is recommended that the Town of Rothesay pursue options for a trail corridor adjacent to, but outside, the CN right-of-way. There appears to be an opportunity for a trail right-of-way or easement on the north side of the rail right-of-way, with limited property constraints. Sections of public lands or rights-of-way are available that would be sufficiently wide for a trail corridor. There is also an existing section of trail to the sewage lagoon that may have an existing easement in place.

Secondary and Neighbourhood Trail Connections

The Fairvale Trail is intended in the long term to be part of an inter-community multi-use trail, but even if constructed in isolation could serve an important role in Rothesay's local AT network. The trail passes by the ends of several residential streets, such as Burns Avenue, School Avenue, Isaac Street, Dobson Lane, and Kirkpatrick Road. With secondary trail connections from these streets to the Fairvale Trail, residents would have an access to an east-west AT link to Clark Road.

There is also a significant opportunity to extend a trail from Dobson Lane to Monaco Drive. This secondary trail would intersect with the Fairvale Trail, providing connectivity from Fairvale to Oakville Acres and Hampton Road. This north-south access does not currently exist.

Recommendations:

- 1. Initiate planning efforts to establish a corridor for a multi-use trail along the CN Rail rail-of-way from Gondola Point Road to the Quispamsis Boundary. A tentative alignment should be prepared and discussions initiated with landowners on the north side of the rail corridor.**
- 2. Initiate planning efforts to establish the secondary trail connections to nearby streets.**
- 3. Submit a request to CN Rail for a public rail crossing on the proposed Dobson-Monaco trail link.**
- 4. Coordinate plans with the Town of Quispamsis for a connection to their proposed railside trail**

Exhibit 9B...Trans Canada trail

10.4.2 **Trans Canada Trail**

The New Brunswick Trails Council (NB Trails) is working to establish a route for the Trans Canada Trail through southern New Brunswick. The current plan for the Kennebecasis Valley is to follow Rothesay Road and Gondola Point Road and then take the Gondola Point Ferry to the Peninsula and continue to Hampton.

At this point, NB Trails plans to use on-road routes through Rothesay and Quispamsis given the limited opportunity for off-road trails along the river; however, NB Trails has also indicated that if off-road routes can be identified then **there may be funding available from Trans Canada Trails for construction.** The only off-road option that appears to be viable for any distance is an alignment just north of Vincent Road from Gondola Point Road to Quispamsis Road. **The east end of this trail has already been constructed and Quispamsis has plans to extend it to the west.** The connection to Gondola Point Road would fall within the Rothesay Town Limits. **This trail would benefit both communities and would provide a nice option for the Trans Canada Trail.** It is recommended that both Rothesay and Quispamsis work on developing this trail connection and coordinate work with NB Trails.



2015 July 13 Open Session FINAL_156

ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	John Jarvie, Town Manager
FROM	:	Ryan Kincade, Recreation Facilities Coordinator
DATE	:	June 29 th 2015
RE	:	Dobbin Street playground

Origin:

Please be advised that a call for quotes was issued and closed at 12 o'clock noon local time, on Wednesday, June 24th, 2015 for playground structure for Dobbin Street. Dobbin Street playground replacement will be the last one out of ten playgrounds that needs to be replaced.

Little Tikes	\$19,854.00 HST Included
Kangaroo	\$21,435.93 HST Included
Blue Imp	\$23,792.15 HST Included

Recommendation:

The submission received is within the amount budgeted and it is recommended that Council award the project to the low bidder, Little Tikes, for the total amount of \$19,854.00

Amount included in 2015 budget \$30,000.00

Respectfully submitted,



Ryan Kincade

Recreation Facilities Coordinator



I concur with the
recommendation



2015 July 13 Open Session FINAL_157
ROTHESAY
INTEROFFICE MEMORANDUM



TO : John Jarvie, Town Manager
FROM : Charles Jensen
DATE : June 19/2015
RE : R-2015-02 Zamboni

BACKGROUND

The 2015 General Fund Capital Budget included funding for the purchase of a new ice resurfacer for the Rothesay Arena. The current machine was purchased in 2007 and will be moved to the Rothesay Common when it opens in December.

ANALYSIS:

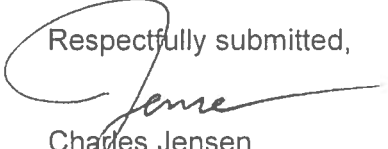
Since opening in 1972 the Rothesay arena has been serviced by a Zamboni ice resurfacer. Staff is of the opinion that Zamboni produces a top quality ice surface and that it is important we stay consistent in our equipment purchases. Quotes were solicited from the following companies:

Zamboni Company Ltd (Brantford, Ontario) - \$104 485.00 plus HST
Saunders Equipment Ltd (Fredericton, N.B.)- \$101 675.00 plus HST

FINANCIAL IMPLICATIONS:

An allocation of \$110 000 has been made in the 2015 General Fund Capital Budget for the purchase of this piece of equipment. As the equipment is related to the arena operation the Town is eligible for a full HST rebate, therefore our total cost is the quoted amount prior to HST. The quotation is within budget and it is recommended council award the sale to Saunders Equipment Ltd for the total quoted price of \$114,892.75 including HST.

Respectfully submitted,


Charles Jensen
Director of Parks and Recreation



I concur with the
recommendation



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 13, 2015

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: July 8, 2015

SUBJECT: Contract W-2015-001/003: Gondola Point Road and James Renforth Drive
Watermain Extensions

RECOMMENDATION

It is recommended that Rothesay Mayor and Council:

Award Contract W-2015-001/003: Gondola Point Road and James Renforth Drive Watermain Extensions to the low tenderer, MIDI Construction Ltd., at the tendered price of \$624,284.32 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2015 Utility Fund Capital Budget includes items for the installation of new watermain on Gondola Point Road between Miller Park and Isaac Street and on James Renforth Drive between Villa Drive and the Bill McGuire Memorial Centre.

BACKGROUND

The Rothesay potable water distribution system is made up of two major components; the eastern portion of the system that is fed from the treatment plant at Carpenters pond and through the McLachlan Tank to service (roughly) all of the customers east of Grove Avenue and the western portion of the system which is fed from the treatment plant at Carpenters pond and through the Hillside (roughly) servicing all of the customers west of Grove Avenue. The eastern system currently ends at Isaac Street. The western system, overtime, has been extended easterly along Gondola Point Road and currently ends near Miller Park. The proposed project on Gondola Point Road included in tender W-2015-001/003 would see the two portions of the system connected

to provide greater operational flexibility and improve overall water quality to customers while reducing wastage through flushing.

In late fall 2014 Council undertook an initiative with the Red Cross to designate the Bill McGuire Memorial Centre as the primary shelter/reception centre to serve the public in the event of a local emergency in Rothesay. The Red Cross had a number of criteria necessary to be satisfied in order to officially accept the Centre as an emergency shelter location. One of the criteria was an adequate supply of potable water. The Centre is currently serviced by a single well located on the property and testing determined that the well was not reliable to service the long term requirements of the Centre; as such Council included an item in the 2015 budget to extend a watermain from the nearest point in the Town water distribution system to the Bill McGuire Centre to ensure the required long term reliability.

ANALYSIS

It was originally anticipated that the new watermain on James Renforth Drive could be installed along the shoulder of the roadway which would avoid any significant amount of asphalt reinstatement. However, the number of (gravity) sanitary sewer pipe conflicts made it necessary to locate the watermain under the roadway. During the design phase it was also discovered that sanitary sewer piping in the area was in poor repair. It has been determined that the deficient sanitary piping is a system that will be required long term and will not be rendered obsolete by the proposed major collection system upgrade project.

TENDER RESULTS

The tender closed on July 7, 2015 with the following results:

1. Debly Enterprises Ltd., Saint John, NB	\$ 886,473.70
2. Galbratih Construction Ltd., Saint John, NB	\$ 798,919.04
3. Maguire Excavating Ltd., Saint John, NB	\$ 1,854,827.20
4. MIDI Construction Ltd., Saint John, NB	\$ 624,824.32

The Engineer's estimate for the project was \$637,545.00

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

FINANCIAL IMPLICATIONS

The anticipated completion cost is as follows:

	Total incl. HST	HST rebate	Subtotal	Difference from Budget
Consulting Fees GPR	50,930.25	4,313.83	46,616.41	
Construction costs GPR	388,132.40	32,875.16	35,257.24	
Subtotal GPR	439,062.65	37,189.00	401,873.65	-91,873.65 (extra water costs)
Consulting Fees JRD	16,977.09	1,437.97	15,539.12	
Construction Costs JRD	236,151.92	20,002.28	216,149.64	
Subtotal JRD	253,129.01	21,440.25	231,688.76	-121,688.76 (extra sewer cost)
Total	692,191.66	58,629.25	633,562.41	-213,562.41

The 2015 Utility Fund Capital Budgets included amounts totaling \$420,000 for the two projects. The difference between the estimated completion cost of the projects (\$633,562.41) and the original budgeted amount (\$420,000) is \$213,562.41. The cost overruns for the James Renforth Drive project are attributable to the poor condition of the existing sanitary sewer collection system. The cost overruns on Gondola Point Road are mainly related to the required depth of the watermain and subsequent quantity of asphalt to be reinstated.

We anticipate funding the additional costs as follows:

The two major sewer related changes added approximately \$125,000 to the cost of the McGuire Centre Watermain Extension project. While this component is not in the 2015 Utility Capital Budget, the Town Gas Tax plan for 2014 – 2018 includes anticipated sanitary sewer projects. The additional cost associated with the sewer component is to be funded from the Gas Tax reserve for sanitary projects.

We have obtained authority from the MCBB to borrow \$350,000 relating to the Gondola Point Road water component of the project (\$40,000 more than originally budgeted).

The additional funding required (\$50,000) will be accessed from the Utility Capital Reserve.

The following table outlines the final funding sources for the project costs.

Project	Borrowing (budgeted)	Utility Operating (budgeted)	Gas Tax (Sanitary sewer)	Utility Reserve	Subtotal
Gondola Point Water	350,000			50,000	400,000
James Renforth Drive Water		110,000			110,000
James Renforth Drive Sewer			125,000		125,000
Total	350,000	110,000	125,000	50,000	635,000

Report Prepared by:


Brett McLean, Director of Operations

Report Reviewed by:


Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 13, 2015

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:


John Jarvie, Town Manager

DATE: July 8, 2015

SUBJECT: Engineering Design and Construction Management Services
T-2016-001: Almon Lane and Peters Lane Reconstruction

RECOMMENDATION

It is recommended that Rothesay Mayor and Council:

1. Accept the proposal submitted by WSP, in the amount of \$108,429.15 to provide design and construction management services for contract T-2016-001: Almon Lane and Peters Lane Reconstruction and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2015 General Fund Capital Budget includes funding for the design work associated with the (future) reconstruction of Almon Lane and Peters Lane.

BACKGROUND

Almon Lane and Peters Lane are very narrow streets. The existing water and sanitary infrastructure is in poor condition and there is no continuous storm drainage system. The road surface and the underlying road base have deteriorated to a point beyond rehabilitation and will require complete reconstruction.

DISCUSSION

On June 18, 2015 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, six (6) compliant submissions were received from consulting engineering firms on July 3, 2015. Proposals were received from the following firms:

amec foster wheeler	Moncton, NB
CBCL Consulting Engineers Limited	Saint John, NB
Crandall Engineering Ltd.	Saint John, NB
Dillon Consulting Limited	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 independent analysis and ranking of each Technical Proposal:

John Jarvie, Town Manager
Brett McLean, Director of Operations

Subsequent to the Technical Proposal Analysis, the committee jointly discussed the information presented and opened the sealed envelopes containing the Financial Proposals for each submission. 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 WSP. The WSP submission did not carry the lowest overall price; however it was below the average price for all submissions and deemed to be the best overall total value for the Town.

FINANCIAL IMPLICATIONS

The 2015 General Fund Capital Budget included an amount of \$60,000 for the preliminary and detailed design work. It is anticipated that the construction management component of the engagement will be included with the overall construction budget proposed for 2016. Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget however in this case a budget for the project has not yet been formalized. Town staff is of the opinion that the overall project cost will be in the order of one million dollars. Assuming award by Council, an analysis has been completed 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	2015 Budget	Budget Item (expected overall cost)	% of overall Budget Item
Prelim and detailed design (2015)	42,137.70	3,569.11	38,568.59	60,000	1,000,000	4.2
Project management (future overall budget)	66,291.45	5,614.95	60,676.50		1,000,000	6.6
Total	108,429.15	9,184.06	99,245.09		1,000,000	10.8

The preliminary and detailed design portion of the work to be completed under this consultant engagement in 2015 will be \$38,568.59. The 2015 budget of \$60,000 will be adequate to fund this work. The remainder of the engagement value, \$60,676.50, for project management will be included as part of the overall construction budget proposed for the future as this portion of the work will not be completed until the project moves forward. Council, by virtue of approving this consultant engagement, is not committing the Town to spending the additional \$60,676.50 until such time as they choose to move forward with the construction component of the project.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Bishop & Council
FROM	:	John Jarvie
DATE	:	10 July 2015
RE	:	Curbside Recycling Bins - Pricing

Further to the motion of Council at the last meeting to proceed with the curbside recycling service in September, this is to advise that prices have been obtained for a set of two containers and one cover for each of the households served by the Town's collection contract.

The Treasurer has reviewed the bids and calculated that the lowest price for supply of the bins totals \$73,544.36 including HST (\$67,315 after HST rebate).

However there are characteristics of the lowest priced bins that could make them less than ideal. In particular the shape is such that the bins do not stack one on top of each other and the lids are only available with openings. Therefore we believe the best bid, meeting all the Town's needs, totals \$72,144 after HST rebate. We hope to have samples available at the Council meeting to demonstrate the difference between the two bin types.

Recommendation:

It is recommended that the curbside recycling bins be acquired from ORBIS Corporation at a total price of \$79,043.50.