



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, June 15, 2015**  
**7:00 pm**



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**1. APPROVAL OF AGENDA**

- 2. APPROVAL OF MINUTES** Regular meeting 11 May 2015  
**Business Arising from Minutes**

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

**4. DELEGATIONS**

- 4.1 Cameron Road** Drew Schedler  
*see Item 9.1*

**5. CORRESPONDENCE FOR ACTION**

- 5.1 27 May 2015** Request from D/M Doucet, Regional Deer Committee Chair RE: Nuisance  
Deer Management Program 2015  
**Forward response confirming participation in 2015**

**6. CORRESPONDENCE - FOR INFORMATION**

- 6.1 Various (May)** Responses to residents RE: utility charges  
**6.2 14 May 2015** Letter to Department of Environment and Local Government RE: fishing  
shacks  
**6.3 25 May 2015** Letter to Kennebecasis Regional Joint Board of Police Commissioners RE:  
Board appointment

**7. REPORTS**

- 7.0 June 2015** **Report from Closed Session**  
**7.1 31 December 2014** Audited Fundy Regional Service Commission Consolidated Financial  
Statements  
**7.2 29 April 2015** Letter from Kennebecasis Valley Fire Department Treasurer  
**31 December 2014** Audited Kennebecasis Valley Fire Department Financial Statements  
**7.3 15 April 2015** Kennebecasis Public Library (KPL) Board meeting minutes  
**April 2015** KPL Librarian's Report  
**31 March 2015** KPL Comparative Income Statement

## ROTHESAY

Regular Council Meeting

Agenda

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15 June 2015

- 7.4 29 April 2015 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 30 April 2015 KRJBPC Statement of Financial Position
- 7.5 30 April 2015 DRAFT Unaudited Utility Fund Financial Statements
- 30 April 2015 DRAFT Unaudited General Fund Financial Statements
- 21 May 2015 Draft Finance Committee meeting minutes
- 7.6 6 May 2015 Draft Heritage Preservation Review Board meeting minutes
- 7.7 19 May 2015 Draft Parks and Recreation Committee meeting minutes
- 7.8 20 May 2015 Draft Utilities Committee meeting minutes
- Water By-law 2-15 – **refer to Item 8.2**
- 7.9 May 2015 Monthly Building Permits Summary Report
- 7.10 1 June 2015 Draft Planning Advisory Committee meeting minutes

## 8. UNFINISHED BUSINESS

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### TABLED ITEMS

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

*No action at this time*

#### 8.2 Water By-law

- 4 June 2015 Memorandum prepared by DO McLean
  - 25 May 2015 Memorandum from Treasurer MacDonald
  - DRAFT By-law 2-15 (amended)
- 

## 9. NEW BUSINESS

### BUSINESS ARISING FROM DELEGATIONS

#### 9.1 Changes to Cameron Road

- Various Email thread from Drew Schedler
- Undated Petition
- 10 May 2013 Memorandum from DO McLean to Drew Schedler
- 2015-2020 Five year sidewalk plan (approved 13 April 2015)

#### 9.2 Animal Control Contract

- 3 June 2015 Memorandum prepared by DPDS White

#### 9.3 Contract R-2014-019-20: Wells Multi-Use Path, Wells Park

- 3 June 2015 Memorandum prepared by DO McLean

#### 9.4 Curbside recycling

- 11 June 2015 Memorandum from Town Manager Jarvie

**ROTHESAY**

Regular Council Meeting  
Agenda

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15 June 2015

**10. NEXT MEETING**

**Special meeting**

**Monday, June 22, 2015 (McGuire Centre at 7:00 p.m.)**

**Regular meeting**

**Monday, July 13, 2015**

**11. ADJOURNMENT**

2015June15OpenSessionFINAL\_014

**From:** [Rob Doucet](#)  
**To:** [Mary Jane Banks](#); [Snow, Cathy \(csnow@quispamsis.ca\)](mailto:csnow@quispamsis.ca); [Megan O'Brien Harrison](#)  
**Subject:** Nuisance Deer Bow Hunt  
**Date:** May-27-15 3:55:29 PM

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Hi Mary Jane, Megan and Lisa.

Please forward to your mayor and councils for discussion and replies.

***Dear mayor and councils,***

***I am writing you as the chair of the KV Deer committee at a request of DNR Deer Biologist Joe Kennedy.***

***The minister of Natural Resources DENIS LANDRY is requesting a letter from Mayors of all 3 municipalities (Hampton, Quispamsis, Rothesay) that took part in the Nuisance Deer Bow Hunt in 2014.***

***Letters must state to minister, if their communities "are or are not" going to participate in the Nuisance Deer Management Program for fall, 2015 ?***

***Please review with your town councils and have confirmation letters in to the Minister of Natural Resources possible.***

Thanks in advance,

Bob Doucet

KV Deer Committee Chair

Deputy Mayor of the Town of Hampton





2015 June 15 Open Session FINAL 015  
**ROTHESAY**

*150 Years Proud 1860-2010*



11 May 2015

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothsay@rothesay.ca  
www.rothesay.ca

Dear [REDACTED]

Re: Letter to Council regarding Water Charges

Thank you for your letter of April 3<sup>rd</sup>. Council reviewed your letter at its April meeting and I have been directed to respond. I apologize for the delay in getting this to you.

I believe I understand your concern that you and a few of your neighbours are being singled out for this charge. Please be assured this is not the case. It is Town policy to charge the 'fixed fee', currently \$47.70 per quarter, to those properties to which municipal water is available but which are not connected to the Town system. This charge is levied, for example, on properties on Marr Road and Rothesay Road not connected to the Town water system.

Please note that the installation of the water line includes fire hydrants thus improving the fire suppression capacity in the neighbourhood and sometimes affecting house holders' insurance rates. While unfortunately it does not help you, the line will offer others in similar circumstances an alternative to drilling a new well.

You should also know that the Gondola Point Road water line is scheduled for extension this year to the end of Strong Court (at Fairvale Elementary School). This will add more potential customers and connect to a dead end line at that location.

Again, thank you for sharing your concerns with us.

Yours truly,

John Jarvie, MCIP, RPP  
Town Manager

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

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



2015 June 15 Open Session FINA1\_016



*150 Years Proud 1860-2010*



13 May, 2015



70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

Dear [REDACTED]

Re: Rothesay Utility Rates

Thank you for your letter received in the Town Hall April 14<sup>th</sup>. The Council considered your letter at its May the 11<sup>th</sup> meeting and have directed me to respond.

With respect to the first quarter water billing for 2015, access to the meter readers on private property were very difficult during last week of March due to the heavy snow accumulated in the yards. Accordingly single family residence readings were estimated rather than read. These will be reviewed during the next meter reading cycle in June and adjustments made as appropriate. The metered usage estimated for your property was 40 m<sup>3</sup> compared to the 39 cubic meters in 2014. Please note \$47.70 is the fixed component of the water charge and is constant irrespective of the volume of water used. The first quarter consumption charge shown in the Town system for your account is \$42.40.

The increase in the water fixed rate, which is consistent throughout the Rothesay system, is due to the continually increasing costs to pay for capital improvements to the system. In 2014/15 the Town invested more than \$1 million in upgrades to the water treatment plant and additional water source improvements. We note that the fixed rate component of the water charge has increased by less than 2% on average over the last 10 years and the commodity charge is actually less than it was in 2005.

...2

While it is true that the sewer rates have increased and there have been no changes at the lagoons at the entrance to Kennebecasis Park, the Town has spent considerable funds on planning for a major improvement to the wastewater treatment system. This improvement would result in the decommissioning of the lagoons to be replaced by a mechanical waste water treatment system in Fairvale. Current cost estimates suggest \$23-\$25M for this project with an investment by the utility in the order of eight million dollars. Grant applications have been submitted and we await a response from the other orders of government.

While it is true that cost of living indexes may not have risen as rapidly as the utility fees, is also true that a considerable investment has been made and will be made in the Rothesay sewer and water utilities. These investments are made in response to changing regulatory regimes as well as seeking to maintain and improve the quality of the potable water made available to residents and to the treatment of the wastewater in the community. Please be assured that the utility rates are carefully considered by Council in the preparation of the annual budget.

Thanks again for your comments.

Yours truly,



John Jarvis, MCIP, RPP

Cc : Utilities Committee





2015 June 15 Open Session FINAL\_018



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14 May 2015

NB Environment & Local Government  
P.O. Box 5001  
Saint John, NB  
E2L 4Y9

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Rothesay, NB  
Canada E2E 5L5  
T: 506-848-6600  
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Rothesay@rothesay.ca  
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Attention: **Patrick Stull, Regional Director**

Dear Patrick:

Re: Regulation of Fishing Shacks on Kennebecasis River

Thank you for taking time to meet with us Tuesday. We appreciate the opportunity to gain a better understanding of the Department's perspective on the regulation of the ice fishing activity off the Rothesay shoreline.

Rothesay recognizes the advantages of having a variety of winter recreation activities available for its residents. We are also appreciative that extreme weather conditions can affect the manner in which the activities are managed and occasionally result in undesirable results. However we would like to assure our residents that every possible step is taken to avoid pollution of the waterway due to the ice fishing activity. Rothesay will work with the Department to this end recognizing that the authority to regulate the activity belongs solely to the Province.

As discussed, the Town's view is that the activities of the ice fishers should be encouraged but only if they can take place without undue interference with the summer recreation activities on the River including boating, swimming and the accumulation of debris on the shores of the town.

To assist in avoiding ice fishing shacks, or parts thereof and associated debris being left on the River after spring break up Rothesay will do the following:

1. erect a sign provided by the Department to explain the new regulations applicable to ice fishing in New Brunswick (we would want such a sign to include a disclaimer of liability);

2. provide a holding area for shacks removed from the River by the Department when these shacks are not in compliance with the regulation;
3. assist in providing access to the River for proper snow management by others;
4. provide space for a meeting to be held in advance of the ice fishing season to inform ice fishers of the applicable regulations and expected conduct of their activities; and
5. consult with Town Council and neighbourhood residents regarding access to the River at Cameron Road with a view to encouraging ice fishing at this location to be relocated to Renforth.

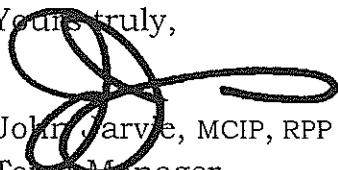
We understand it is the intention of the Department to inspect the ice fishing shacks on a regular basis during the 2016 fishing season and remove those that do not meet the regulations, particularly the regulation regarding contact information. Reinstatement will be dependent on meeting the requirements of the regulation at the cost of the owner of the shack.

We also understand it is the intent of the Department, as it is of Rothesay, to work with the individuals organizing the activity at the Renforth Wharf to cooperate to mutual advantage.

We are pleased to learn that the inspections of the Department has indicated that there were no chemicals present in the shacks left on the River this season.

I trust this is an accurate representation of Tuesday's discussions; please advise if otherwise. We look forward to working with you to ensure the 2016 ice fishing season is a success from all perspectives.

Yours truly,



John Jarvie, MCIP, RPP  
Town Manager

Cc : Mayor Bishop & Council



2015 June 15 Open Session FINAL\_020



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Rothesay, NB  
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Rothsay@rothesay.ca  
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25 May 2015

Councillor Gary Clark, Chair  
Kennebecasis Regional Joint Board  
of Police Commissioners  
c/o Chief Stephen McIntyre  
Rothesay Regional Police Force  
126 Millennium Drive  
Quispamsis, NB  
E2E 6E6

Dear Mr. Clark:

**RE : Rothesay representative**

Please be advised Rothesay Council passed the following motion at its regular meeting on Monday, May 11, 2015:

**MOVED** ... and seconded ... Council re-appoint Mr. Peter Bourque to the Kennebecasis Regional Joint Board of Police Commissioners, with a term to expire 31 December 2017.

**CARRIED.**

Contact information for Mr. Bourque remains unchanged. Please contact the undersigned if you have any questions or require any further information.

Sincerely,

Mary Jane E. Banks, BComm  
Town Clerk

cc. Peter Bourque

RECEIVED  
MAY 13 2015

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**FUNDY REGIONAL SERVICE COMMISSION**

**CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2014**



# FUNDY REGIONAL SERVICE COMMISSION

2015June15OpenSessionFINAL\_022

DECEMBER 31, 2014

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E2L 4S1

Tel (506) 636-9220  
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E-mail tsdsj@tsdca.com

**TEED  
SAUNDERS  
DOYLE & CO.**

**Chartered Accountants**

Independent member of DFK International

**INDEPENDENT AUDITORS' REPORT**

To the Members of the Fundy Regional Service Commission

We have audited the consolidated statement of financial position of the Fundy Regional Service Commission as at December 31, 2014, and the consolidated statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Consolidated Financial Statements*

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

*Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

*Opinion*

In our opinion, these consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Commission as at December 31, 2014, and the results of its operations, changes in net financial assets (debt) and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

*Teed Saunders Doyle & Co.*

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB  
April 28, 2015

Saint John Partners  
Andrew P. Logan Peter L. Logan  
Jean-Marc Poirier



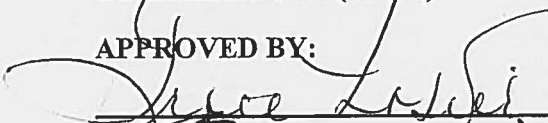
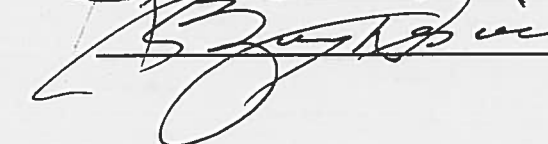
Fredericton Partners  
Brian J. Saunders Jeffrey E. Saunders  
John H. Landry Kenneth H. Kyle  
T.J. Smith

**FUNDY REGIONAL SERVICE COMMISSION**  
**2015 June 15 Open Session FINAL\_024**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2014**

	<u>2014</u>	<u>2013</u>
<b>FINANCIAL ASSETS</b>		
Cash (Notes 2, 3 and 4)	\$ 1,182,838	\$ 877,505
Accounts receivable (Notes 2 and 3)	804,365	623,830
HST receivable	102,797	160,296
Investments (Notes 2 and 3)	1,851,110	745,066
Investments restricted for future closure and post-closure costs (Notes 2, 3 and 7)	<u>1,041,984</u>	<u>1,009,847</u>
	<u>\$ 4,983,094</u>	<u>\$ 3,416,544</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (Notes 2 and 3)	705,057	515,673
Security deposits (Note 2)	100,276	99,776
Long term debt (Notes 2, 3, 5 and 6)	1,790,000	2,649,000
Future closure and post-closure liability (Notes 2, 3 and 7)	<u>972,828</u>	<u>942,267</u>
	<u>3,568,161</u>	<u>4,206,716</u>
<b>NET FINANCIAL ASSETS (DEBT)</b>	<u>1,414,933</u>	<u>(790,172)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Notes 2 and 10)	57,384,950	57,089,632
Accumulated amortization (Notes 2 and 10)	<u>(38,892,916)</u>	<u>(37,379,720)</u>
	18,492,034	19,709,912
Deferred financing charges (Note 2)	<u>8,766</u>	<u>25,369</u>
	<u>18,500,800</u>	<u>19,735,281</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 19,915,733</u>	<u>\$ 18,945,109</u>

**COMMITMENTS (Note-8)**

**APPROVED BY:**

 Commission Member  
 Commission Member

# FUNDY REGIONAL SERVICE COMMISSION

2015 June 15 Open Session FINAL\_025

## CONSOLIDATED STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2014

	<u>2014</u> Under (Over)	<u>2014</u> Budget (Note 14)	<u>2014</u> Actual	<u>2013</u> Actual
<b>REVENUE</b> (Notes 2, 11 and 15)				
Member charges	\$ 4,834,104	\$ 7,345,392	\$ 2,511,288	\$ 2,389,908
Sales of services	(5,188,428)	855,200	6,043,628	5,631,564
Interest	(122,203)	-	122,203	52,919
Gain on disposal of tangible capital assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,602</u>
	<u>(476,527)</u>	<u>8,200,592</u>	<u>8,677,119</u>	<u>8,078,993</u>
<b>EXPENDITURE</b> (Notes 2, 11 and 15)				
Landfill	(116,537)	6,606,503	6,723,040	6,812,874
Corporate services	65,087	394,483	329,396	252,590
Local planning services	163,422	325,451	162,029	262,546
Collaborative and regional planning services	4,467	10,000	5,533	-
Electrical generation	<u>(13,095)</u>	<u>439,571</u>	<u>452,666</u>	<u>450,173</u>
	<u>103,344</u>	<u>7,776,008</u>	<u>7,672,664</u>	<u>7,778,183</u>
<b>ANNUAL SURPLUS (DEFICIT) BEFORE UNREALIZED GAINS (LOSSES) ON INVESTMENTS</b>	(579,871)	424,584	1,004,455	300,810
<b>UNREALIZED GAINS (LOSSES) ON INVESTMENTS</b>	<u>33,831</u>	<u>-</u>	<u>(33,831)</u>	<u>67,783</u>
<b>ANNUAL SURPLUS (DEFICIT) FOR THE YEAR</b> (Note 12)	<u>\$ (546,040)</u>	<u>\$ 424,584</u>	970,624	368,593
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>			<u>18,945,109</u>	<u>18,576,516</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>			<u>\$ 19,915,733</u>	<u>\$ 18,945,109</u>

# FUNDY REGIONAL SERVICE COMMISSION

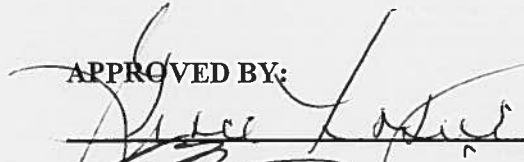
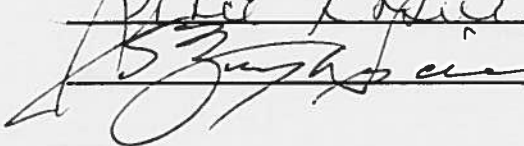
2015 June 15 Open Session FINAL\_026

## CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (DEBT)

AS AT DECEMBER 31, 2014

	<u>2014</u>	<u>2013</u>
Annual surplus	\$ 970,624	\$ 368,593
Acquisition of tangible capital assets	(469,832)	(151,532)
Proceeds on disposal of tangible capital assets	-	33,766
Amortization of tangible capital assets	1,687,710	1,985,452
Gain on disposal of tangible capital assets	<u>-</u>	<u>(4,602)</u>
	<u>2,188,502</u>	<u>2,231,677</u>
Use of deferred financing	16,603	11,962
Use of prepaid expenses	<u>-</u>	<u>126,230</u>
	<u>16,603</u>	<u>138,192</u>
Increase in net financial assets	2,205,105	2,369,869
Net debt, beginning of year	<u>(790,172)</u>	<u>(3,160,041)</u>
Net financial assets (debt), end of year	\$ <u>1,414,933</u>	\$ <u>(790,172)</u>

APPROVED BY:

 Commission Member  
 Commission Member



# FUNDY REGIONAL SERVICE COMMISSION

2015 June 15 Open Session FINAL\_027

## CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2014

	<u>2014</u>	<u>2013</u>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 970,624	\$ 368,593
Gain on disposal of tangible capital assets	-	(4,602)
Unrealized (gains) losses on marketable securities	33,831	(67,783)
Amortization of tangible capital assets	1,687,710	1,985,452
Accounts receivable	(180,535)	(171,141)
HST receivable	57,499	(41,769)
Accounts payable and accrued liabilities	189,384	(261,641)
Security deposits	500	6,304
Future closure and post-closure liability	30,561	93,958
Change in deferred financing charges/prepaid expenses	<u>16,603</u>	<u>138,192</u>
	<u>2,806,177</u>	<u>2,045,563</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	(469,832)	(151,532)
Proceeds on sale of tangible capital assets	<u>-</u>	<u>33,766</u>
	<u>(469,832)</u>	<u>(117,766)</u>
<b>FINANCING TRANSACTION</b>		
Long term debt repayment	<u>(859,000)</u>	<u>(1,448,000)</u>
<b>INVESTING TRANSACTIONS</b>		
Purchases net of proceeds of investments	(1,141,451)	(1,989)
Proceeds net of purchases (purchases net of proceeds) of investments for future closure and post-closure costs	<u>(30,561)</u>	<u>479,637</u>
	<u>(1,172,012)</u>	<u>477,648</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	305,333	957,445
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>877,505</u>	<u>(79,940)</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 1,182,838</u>	<u>\$ 877,505</u>

**FUNDY REGION SERVICE COMMISSION**  
**2015June15OpenSessionFINAL\_028**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2014**

**1. COMMISSION MANDATE**

The Fundy Regional Service Commission (the "Commission") began operations on January 1, 2013. The Commission assumed operations of the Fundy Region Solid Waste Commission and took ownership of its assets and liabilities after it was dissolved on December 31, 2012 under the Regional Service Delivery Act. This was assented to on June 13, 2012. The Commission is comprised of a representative of each Municipality and Local Service District.

The Commission's mandate is as follows:

- To develop regional planning strategies that foster sustainable development practices, encourage a coordinated development between communities that influence and guide the placement of important infrastructure, while serving as a tool for better protection, management and harmonization of urban and rural landscapes and resources;
- To provide land use planning services to all Local Services Districts and any Municipality that does not currently have the service;
- To provide solid waste disposal services to Municipalities and Local Service Districts;
- To provide a forum through which regional policing services can be reviewed and evaluated in order to make services more cost effective and efficient. In addition, the Commission will identify issues and common concerns within their region and provide direction on priorities for policing services;
- The Commission will be a source for communities to plan, coordinate and pool resources on a regional basis to enable a more effective response to emergencies; and
- The Commission will be an entity through which Municipalities and Local Service Districts come together and identify the needs, scope and financing of recreational facilities, as well as providing services in the way of development of agreements and assist with securing provincial funding on a fully regional or on a sub-regional basis.

The Provincial Government has issued to the Commission a Certificate of Approval to operate the landfill through to December 31, 2015.

**FUNDY REGION SERVICE COMMISSION**  
**2015June15OpenSessionFINAL\_029**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2014**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Commission are the representations of management, prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada.

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

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

Budget

The budget figures contained in these financial statements were approved by the Commission on October 22, 2013 and submitted to the Minister of Local Government on October 31, 2013.

Financial Instruments

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

Investments are managed in accordance with the New Brunswick Trustees Act.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand, balances with banks and GIC's having maturity dates of 90 days or less from the date of acquisition.

Deferred Financing Charges

Financing charges related to the issuance of long term debentures are deferred and amortized over the terms of the related debentures.

Revenue Recognition

Tipping fees are recorded when the waste is delivered to the landfill facility and when collection is reasonably assured. Recycling commodity sales are recognized upon the delivery of the recyclables to the customers and when collectibility of proceeds is reasonably assured. Investment and other income are recorded on an accrual basis and when collection is reasonably assured.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Employee Future Benefits

The commission does not have any employee future benefits.



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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

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

Measurement Uncertainty

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

Examples of significant estimates include:

- the allowance for doubtful accounts;
- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- the recoverability of long term investments; and
- certain economic assumptions used in determining the provision for future closure and post-closure costs and the future closure and post-closure liability.

Tangible Capital Assets

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

<u>Asset type</u>	<u>Estimated useful life</u>
Landfill site and roadways	Over the life of the landfill
Buildings - compost and material recycling facility	20 years
Buildings - other	Over the life of the landfill
Furniture and fixtures	10 years
Heavy equipment	5-20 years
Light equipment and vehicles	5-10 years
Containment cells	5 years

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

Assets under construction are not amortized until the asset is available for productive use.

Future Closure and Post Closure Liability

The Commission accrues landfill closure and post-closure care requirements that include final covering and landscaping of the landfill, pumping of ground water and leachate from the site, and ongoing environmental monitoring, site inspection and maintenance. The reported liability is based on estimates and assumptions using the best information available to management as documented in Note 7.

Future events may result in significant changes to the estimated total expenses, capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate when applicable.



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

Segmented Information

The Commission provides waste disposal, local planning and cooperative and regional planning services for the geographic area of Fundy Region. For management reporting purposes, the Commission's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Services are provided by department as follows:

Solid Waste Services

This department provides solid waste disposal services to the Municipalities and Local Service Districts. This includes the operation of various recycling programs, the handling of hazardous waste and public education programs.

Local Planning Services

This department provides land use planning services to all local service districts and any municipality that does not currently have the service. This service includes the development of rural plans, the administration and enforcement of the plans, the issuance of building permits, conducting building inspections, and the approval of subdivisions, etc. The Commission encourages local service districts to develop common integrated plans, where possible and appropriate.

Collaborative and Regional Planning Services

Regional Planning

The Commission is responsible for the development of a Regional Plan, the aim of which would be to better coordinate and manage development and land use within the region. More specifically, the Regional Plan will focus on strategies that emphasize sustainable development practices, that encourage coordinated development between communities that influence and guide the location of significant infrastructure (e.g. major roadways, facilities, trails), and that enhance coordination of commercial/industrial development. The Regional Plan will also serve as an important tool in better managing, protecting and harmonizing urban and rural landscapes and resources.

Regional Policing Collaboration

The Regional Service Commission will serve as a forum through which the effectiveness and efficiency of policing services is reviewed and evaluated on a regional basis. In addition, the Commission will identify issues of common concern within the region and provide direction on priorities for policing services. In addition, the Regional Service Commission will identify ways in which police forces within a region can work together to share costs, reduce duplication and generally build stronger linkages with one another.

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

**Regional Emergency Measures Planning**

The Regional Service Commission will serve as the vehicle through which Municipalities and Local Service Districts will plan, coordinate and pool resources on a regional basis in order to enable more effective responses to emergency situations. This will involve working closely with the New Brunswick Emergency Measures Organization (NB EMO) to develop regional emergency protocols (specifying mutual assistance agreements between communities), providing assistance in developing and maintaining local emergency measures plans, and facilitating training initiatives for regional and inter-regional emergency responses.

**Regional Sport, Recreational, and Cultural Infrastructure Planning and Cost-Sharing**

The Commission is responsible for facilitating the planning and cost-sharing of major sport, recreational and cultural facilities within the region.

The Commission is the entity through which Municipalities and Local Service Districts come together to identify and reach consensus on the need, the scope and the financing required for such new facilities (could include the expansion/renovation of existing facilities). Such agreements could be developed by the Commission on a fully regional or on a sub-regional basis and would cover both initial capital and ongoing operational costs. In order to secure provincial funding, the project proponents will be required to obtain support from those communities expected to benefit from the facilities.

The Commission is required to meet any provincial or other established standards associated with the services.

**Electrical Generation**

This department provides electricity to the Solid Waste operations and sells the excess electricity to Saint John Energy.

**3. FINANCIAL INSTRUMENTS**

The Commission is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Commission's risk exposure and concentration as of December 31, 2014.

**Credit Risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Commission is exposed to credit risk from customers. In order to reduce its credit risk, the Commission reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. The Commission manages its exposure to credit risk by requiring its customers to supply a security deposit or a letter of credit. The Commission has a significant number of customers which minimizes concentration of credit risk.

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**3. FINANCIAL INSTRUMENTS (cont'd)**

Liquidity Risk

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

Currency Risk

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

Interest Rate Risk

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

**4. CASH**

	<b>2014</b>	<b>2013</b>
Cash - restricted for equipment replacement fund	\$ -	\$ 546
Cash - restricted for cell construction fund	90	246,936
Cash - unrestricted	<u>1,182,748</u>	<u>630,023</u>
	<u>\$ 1,182,838</u>	<u>\$ 877,505</u>

**5. LONG TERM DEBT**

	<b>2014</b>	<b>2013</b>
N.B. Municipal Finance Corporation serial debenture, yearly repayment of principal and semi-annual interest at 1%-3.35%, matured November 6, 2014.	\$ -	\$ 258,000
N.B. Municipal Finance Corporation serial debenture, yearly repayment of principal and semi-annual interest at 1.5%-3.5%, maturing June 2, 2015.	111,000	220,000
N.B. Municipal Finance Corporation serial debenture, yearly repayment of principal and semi-annual interest at 1.65%-2.45%, maturing June 4, 2017.	1,158,000	1,528,000
N.B. Municipal Finance Corporation serial debenture, yearly repayment of principal and semi-annual interest at 2.75%-5.5%, matured July 8, 2014 at which time a final payment of \$643,000 was due.	-	643,000



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**5. LONG TERM DEBT (cont'd)**

	<u>2014</u>	<u>2013</u>
N.B. Municipal Finance Corporation serial debenture, yearly repayment of principal and semi-annual interest at 1.15%-2.35%, maturing July 12, 2019.	<u>521,000</u>	<u>-</u>
	<u>\$ 1,790,000</u>	<u>\$ 2,649,000</u>

Aggregate principal payments required over the next five years excluding balloon payments are as follows:

2015	\$ 590,000
2016	488,000
2017	498,000
2018	106,000
2019	108,000

**6. BORROWING AUTHORITY**

Operating Borrowing

At December 31, 2014, there were no borrowings for operations (2013 - nil).

Capital Borrowing

At December 31, 2014, there were no borrowings for capital (2013 - nil).

Inter-fund Borrowing

The Municipal Financial Reporting Manual requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

**7. FUTURE CLOSURE AND POST-CLOSURE LIABILITY**

The Commission is responsible for the continued monitoring and treatment of the landfill site following its closure.

The accrued liability for post-closure costs have been determined based on estimated post-closure costs of \$306,867 per year, in future dollars, for a period of 30 years commencing in 2049.

Post-closure costs are discounted at a rate of 4.5% (6.5% nominal rate less 2% assumed inflation; 2013 - 4.84% 7.34% nominal rate less 2.5% assumed inflation) for a current estimate of \$12,675,752 required by the end of 2048 to fund post closure expenses.

The landfill has a capacity estimated at 3,461,674 metric tonnes. At December 31, 2014, the landfill has 2,273,555 metric tonnes remaining.

At December 31, 2014, the estimated post closure liability is \$972,828 of which the Commission has funded with cash, bonds and equities with a cost of \$972,828 and a fair market value of \$1,041,984.

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**7. FUTURE CLOSURE AND POST-CLOSURE LIABILITY (cont'd)**

Investment details are as follows:

	<u>2014</u>	<u>2013</u>
Canadian equities (Cost \$263,555; 2013 - \$214,898)	\$ 332,711	\$ 282,477
Corporate and government bonds	<u>709,273</u>	<u>727,370</u>
	<u>\$ 1,041,984</u>	<u>\$ 1,009,847</u>

Fair values have been determined based on quoted market rates supplied by CIBC Wood Gundy.

The bonds held by the Commission consist of a mix of corporate and government bonds with coupon rates ranging from 1.475% to 9.976% with maturity dates ranging from 2015 to 2045. The bonds pay interest on a bi-annual basis and, regardless of interest rate fluctuations in the interim, the rate of interest is guaranteed as long as the bonds are held to maturity.

The maximum exposure to credit risk would be the fair value as indicated above.

**8. COMMITMENTS**

Crane Mountain Enhancement Inc.

The Commission has committed to provide \$20,000 annually (adjusted for inflation) to Crane Mountain Enhancement Inc. (CMEI) to fund operating expenditures for such time that the facilities are operated at the site. The annual payment is reduced accordingly if the cash or near cash assets of CMEI exceed \$60,000.

Host Community Enhancement Fund

In order to meet Provincial Government requirements, the Commission allocates a dedicated portion of the tipping fee to the Host Community Enhancement Fund for special projects designed to enhance the Facility and it's surrounding communities. For 2000 and subsequent years, while solid waste is received at the landfill site, the Commission has committed to provide \$75,000 per year (adjusted for inflation) to this Fund (Note 16). The Fund is administered by Crane Mountain Enhancement Inc. (formerly known as the Fundy Future Environment and Benefits Council) and the Commission.

Lease

The Commission entered into a lease for office premises in Place 400, Saint John, NB for a term of 3 years, expiring on December 31, 2015.

The future minimum annual lease payments over the next year for the office premises are \$11,758.

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**9. GENERAL FUND SURPLUS/DEFICIT**

The Regional Commission Act requires the Landfill Operating Fund, Electrical Generation Fund, Local Planning Services Fund and Cooperative & Regional Planning Services Fund surplus/deficit amounts to be absorbed into Operating Budgets of the second ensuing year; the balance of the surplus/deficit at the end of the year consists of:

	<u>2014</u>	<u>2013</u>
2014 Surplus	\$ 350,415	\$ -
2013 Surplus	169,932	169,932
2012 Deficit	<u>-</u>	<u>(244,502)</u>
	<u>\$ 520,347</u>	<u>\$ (74,570)</u>

# FUNDY REGION SERVICE COMMISSION

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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### 10. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	Land	Landfill Site and Roadways	Buildings	Furniture and Fixtures	Heavy Equipment	Light Equipment/ Vehicles	Containment Cells	2014 Total	2013 Total
<b>COST</b>									
Balance - beginning of year	\$ 1,173,460	\$ 17,210,001	\$ 4,827,677	\$ 44,377	\$ 9,147,050	\$ 1,197,205	\$ 23,489,862	\$ 57,089,632	\$ 57,039,970
Add: Net additions during the year	-	-	-	-	115,484	51,611	302,737	469,832	151,532
Less: Disposals during the year	-	-	-	-	-	(174,514)	-	(174,514)	(101,870)
Balance - end of year	<u>1,173,460</u>	<u>17,210,001</u>	<u>4,827,677</u>	<u>44,377</u>	<u>9,262,534</u>	<u>1,074,302</u>	<u>23,792,599</u>	<u>57,384,950</u>	<u>57,089,632</u>
<b>ACCUMULATED AMORTIZATION</b>									
Balance - beginning of year	-	5,961,355	2,099,978	44,377	5,431,263	956,594	22,886,153	37,379,720	35,466,974
Add: Amortization during the year	-	328,964	138,557	-	775,263	89,643	355,283	1,687,710	1,985,452
Less: Accumulated amortization on disposals	-	-	-	-	-	(174,514)	-	(174,514)	(72,706)
Balance - end of year	<u>-</u>	<u>6,290,319</u>	<u>2,238,535</u>	<u>44,377</u>	<u>6,206,526</u>	<u>871,723</u>	<u>23,241,436</u>	<u>38,892,916</u>	<u>37,379,720</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 1,173,460</u>	<u>\$ 10,919,682</u>	<u>\$ 2,589,142</u>	<u>\$ -</u>	<u>\$ 3,056,008</u>	<u>\$ 202,579</u>	<u>\$ 551,163</u>	<u>\$ 18,492,034</u>	<u>\$ 19,709,912</u>
Consists of:									
General Fund Assets	\$ 1,173,460	\$ 10,919,682	\$ 2,589,142	\$ -	\$ 2,099,296	\$ 202,579	\$ 551,163	\$ 17,535,322	\$ 18,653,677
Electrical Generation Fund Assets	-	-	-	-	956,712	-	-	956,712	1,056,235
	<u>\$ 1,173,460</u>	<u>\$ 10,919,682</u>	<u>\$ 2,589,142</u>	<u>\$ -</u>	<u>\$ 3,056,008</u>	<u>\$ 202,579</u>	<u>\$ 551,163</u>	<u>\$ 18,492,034</u>	<u>\$ 19,709,912</u>

# FUNDY REGION SERVICE COMMISSION

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2014

### 11. SCHEDULE OF SEGMENT DISCLOSURE

	Landfill	Corporate Services	Local Planning Services	Collaborative and Regional Planning Services	Electrical Generation	2014 Consolidated	2013 Consolidated
<b>REVENUE</b>							
Member charges	\$ 2,077,896	-	\$ 344,495	\$ 88,897	\$ -	\$ 2,511,288	\$ 2,389,908
Sales of services	5,953,303	-	-	-	90,325	6,043,628	5,631,564
Unrealized gains (losses) on investments	(33,831)	-	-	-	-	(33,831)	-
Gain on disposal of tangible capital assets	-	-	-	-	-	-	4,602
Interest	122,203	-	-	-	-	122,203	52,919
	<u>8,119,571</u>	<u>-</u>	<u>344,495</u>	<u>88,897</u>	<u>90,325</u>	<u>8,643,288</u>	<u>8,078,993</u>
<b>EXPENDITURE</b>							
Salaries and benefits	2,401,571	217,116	119,042	-	110,481	2,848,210	2,824,903
Goods and services	2,821,055	112,280	42,987	5,533	69,093	3,050,948	2,834,541
Amortization	1,414,618	-	-	-	273,092	1,687,710	1,985,452
Interest	85,796	-	-	-	-	85,796	133,287
	<u>6,723,040</u>	<u>329,396</u>	<u>162,029</u>	<u>5,533</u>	<u>452,666</u>	<u>7,672,664</u>	<u>7,778,183</u>
Surplus (deficit) for the year	<u>\$ 1,396,531</u>	<u>\$ (329,396)</u>	<u>\$ 182,466</u>	<u>\$ 83,364</u>	<u>\$ (362,341)</u>	<u>\$ 970,624</u>	<u>\$ 300,810</u>

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# FUNDY REGION SERVICE COMMISSION

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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### 12. RECONCILIATION OF ANNUAL SURPLUS

	Landfill Operating Fund	Electrical Generation Fund	Local Planning Services Fund	Collaborative & Corporate Regional Planning Services Fund	Capital Fund	Capital Reserve Fund	Total
2014 annual surplus (deficit)	\$ 2,769,873	\$ (89,249)	\$ 182,466	\$ 83,364	\$ (329,396)	\$ (1,687,710)	\$ 970,624
Adjustments to annual surplus (deficit) for funding requirements							
Second previous year's deficit	(244,502)	-	-	-	-	-	(244,502)
Transfers between funds							
Transfer elimination	(701,082)	-	-	-	-	701,082	-
Transfer elimination	-	-	-	-	259,348	(259,348)	-
Transfer elimination	(165,000)	-	-	-	165,000	-	-
Transfer elimination	-	(250,000)	-	-	-	250,000	-
Transfer elimination	(384,733)	384,733	-	-	-	-	-
Transfer elimination	-	(45,484)	-	-	45,484	-	-
Transfer elimination	(247,611)	-	(15,905)	(65,880)	-	-	-
Long term debt principal repayment	(859,000)	-	-	-	859,000	-	-
Accumulated amortization on disposal of tangible capital assets	-	-	-	-	(174,514)	-	(174,514)
Amortization expense	-	-	-	-	1,687,710	-	1,687,710
Unrealized losses on investments	(1,575)	-	-	-	-	35,406	33,831
Total adjustments to 2014 annual surplus (deficit)	(2,603,503)	89,249	(15,905)	(65,880)	329,396	727,140	1,302,525
Annual surplus (deficit) for funding requirements	\$ 166,370	\$ -	\$ 166,561	\$ 17,484	\$ -	\$ 768,416	\$ 2,273,149

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**DECEMBER 31, 2014**

**13. STATEMENT OF RESERVES**

	<u>2014</u>	<u>2013</u>
<b>ASSETS</b>		
Cash	\$ 90	\$ 247,482
Investments	1,851,110	709,659
Due from Operating Fund	<u>772,081</u>	<u>897,724</u>
	<u>\$ 2,623,281</u>	<u>\$ 1,854,865</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 2,623,281</u>	<u>\$ 1,854,865</u>
<b>REVENUE</b>		
Transfers from Operating Fund	\$ 951,082	\$ 808,187
Investment income	<u>76,682</u>	<u>17,704</u>
	<u>1,027,764</u>	<u>825,891</u>
<b>EXPENDITURE</b>		
Transfers to Capital Fund	<u>259,348</u>	<u>27,458</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 768,416</u>	<u>\$ 798,433</u>
<b><u>Name of Investment</u></b>		
Money Market Fund	\$ -	\$ 163,998
Savings Account	1,851,110	31,081
Bond Portfolio	-	364,206
Canadian Equities	<u>-</u>	<u>150,374</u>
	<u>1,851,110</u>	<u>709,659</u>

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**13. STATEMENT OF RESERVES (cont'd)**

**Resolutions regarding transfers to and from reserves:**

Moved by Director Driscoll, seconded by Director Speight that \$90,324.80 (\$8.45 per metric tonne) be transferred from the Capital Reserve Fund to the Capital Fund. Motion made on October 7, 2014.

Moved by Director Bishop, seconded by Director Driscoll that \$51,610.97 after HST rebate calculation be transferred from the Capital Reserve Fund to the Capital Fund. Motion made on December 16, 2014.

Moved by Director Rogers, seconded by Director Chatterton that \$45,050.00 after HST rebate calculation be transferred from the Capital Reserve Fund to the Capital Fund. Motion made on December 16, 2014.

Moved by Director Rathburn, seconded by Director Speight that an amount up to \$50,000 after HST rebate calculation be transferred from the Operating Fund to the Capital Reserve Fund. Motion made on December 16, 2014.

Moved by Director Bishop, seconded by Director Speight that \$24,995.00 before taxes be transferred from the Capital Reserve Fund to the Capital Fund. Motion made on October 28, 2014.

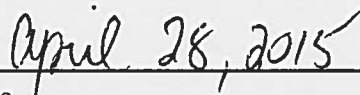
Moved by Director Bishop, seconded by Director Speight that \$25,000 be transferred from the Landfill Operating Fund to the Capital Reserve Fund. Motion made on December 16, 2014.

Moved by Director Driscoll, seconded by Director Rogers that \$250,000 be transferred from the Electrical Generation Operating Fund to the Capital Reserve Fund. Motion made on December 16, 2014.

Moved by Director Chatterton, seconded by Director Rathburn that \$225,000 be transferred from the Landfill Operating Fund to the Capital Reserve Fund. Motion made on December 16, 2014.

I hereby certify that the above are true and exact copies of resolutions adopted at Commission meetings.

  
\_\_\_\_\_  
Executive Director,  
FUNDY REGIONAL SERVICE COMMISSION

  
\_\_\_\_\_  
Date

# FUNDY REGION SERVICE COMMISSION

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

### 14. OPERATING BUDGET TO PSA BUDGET

	Corporate Services Budget	Collaborative & Regional Planning Services Budget	Local Planning Services Budget	Solid Waste Services Budget	Generation Facility Budget	Subtotal	Amortization of Tangible Capital Assets	Principal Debt Repayments	Transfers	Total
<b>REVENUE</b>										
Member charges	\$ -	\$ 88,897	\$ 344,495	\$ 6,912,000	\$ -	\$ 7,345,392	\$ -	\$ -	\$ -	\$ 7,345,392
Sales of services	-	-	-	705,200	150,000	855,200	-	-	-	855,200
	-	88,897	344,495	7,617,200	150,000	8,200,592	-	-	-	8,200,592
<b>EXPENDITURES</b>										
Governance	63,000	-	-	-	-	63,000	-	-	-	63,000
Administration	330,983	-	-	-	-	330,983	-	-	-	330,983
Regional planning	-	2,500	-	-	-	2,500	-	-	-	2,500
Regional policing	-	2,500	-	-	-	2,500	-	-	-	2,500
collaboration	-	2,500	-	-	-	2,500	-	-	-	2,500
Regional emergency	-	2,500	-	-	-	2,500	-	-	-	2,500
measures planning	-	2,500	-	-	-	2,500	-	-	-	2,500
Regional sport, recreation and	-	2,500	-	-	-	2,500	-	-	-	2,500
culture infrastructure	-	2,500	-	-	-	2,500	-	-	-	2,500
Planning and building	-	2,500	-	-	-	2,500	-	-	-	2,500
inspection services	-	2,500	-	-	-	2,500	-	-	-	2,500
Operations - solid waste	-	2,500	-	-	-	2,500	-	-	-	2,500
service	-	2,500	-	-	-	2,500	-	-	-	2,500
Long term debt	-	-	-	4,710,159	192,156	4,902,315	1,825,000	-	-	6,727,315
repayments	-	-	-	859,000	-	859,000	-	(859,000)	-	-
Interest	-	-	-	79,757	-	79,757	-	-	-	79,757
Other financing charges	-	-	-	21,062	-	21,062	-	-	-	21,062
Transfer from General Operating	500	-	325,451	-	-	325,451	-	-	-	325,451
Fund to General	-	-	-	-	-	-	-	-	-	-
Capital Fund	-	-	-	390,000	30,000	420,000	-	-	(420,000)	-
Transfer from General Operating	-	-	-	-	-	-	-	-	-	-
Fund to General Capital	-	-	-	476,082	250,000	726,082	-	-	(726,082)	-
Reserve Fund	-	-	-	-	-	-	-	-	-	-
Closure and post-closure	-	-	-	109,156	-	109,156	-	-	-	109,156
expense	-	-	-	244,502	-	244,502	-	-	(244,502)	-
Second previous year	-	-	-	108,784	-	108,784	-	-	-	108,784
deficit	-	-	-	-	-	-	-	-	-	-
Other Fiscal services	-	-	-	-	-	-	-	-	-	-
	394,483	10,000	325,451	6,998,502	472,156	8,200,592	1,825,000	(859,000)	(1,390,584)	7,776,008
Surplus (deficit)	\$ (394,483)	\$ 78,897	\$ 19,044	\$ 618,698	\$ (322,156)	\$ -	\$ (1,825,000)	\$ (859,000)	\$ 1,390,584	\$ 424,584



**FUNDY REGION SERVICE COMMISSION**  
**2015June15OpenSessionFINAL\_043**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2014**

**15. REVENUE AND EXPENDITURE SUPPORT**

	<b>2014</b> <b>Under (Over)</b>	<b>2014</b> <b>Budget</b>	<b>2014</b> <b>Actual</b>	<b>2013</b> <b>Actual</b>
<b>REVENUE</b>				
Member charges				
Collaborative and regional planning services	\$ -	\$ 88,897	\$ 88,897	\$ 70,240
Local planning services	-	344,495	344,495	281,565
Solid waste tipping fees	<u>4,834,104</u>	<u>6,912,000</u>	<u>2,077,896</u>	<u>2,038,103</u>
	<u>\$ 4,834,104</u>	<u>\$ 7,345,392</u>	<u>\$ 2,511,288</u>	<u>\$ 2,389,908</u>
Sales of services				
Tipping fees from other sources				
Industrial, commercial, institutional	\$ (5,184,132)	\$ -	\$ 5,184,132	\$ 4,904,653
Construction and demolition and special waste	(182,082)	276,200	458,282	304,753
Compostable organics	150,130	229,000	78,870	89,315
Recycling commodity sales	26,709	200,000	173,291	143,195
Electrical generation	59,675	150,000	90,325	140,884
Other	<u>(58,728)</u>	<u>-</u>	<u>58,728</u>	<u>48,764</u>
	<u>\$ (5,188,428)</u>	<u>\$ 855,200</u>	<u>\$ 6,043,628</u>	<u>\$ 5,631,564</u>
<b>EXPENDITURE</b>				
<b>LANDFILL</b>				
Administration				
Office and administration	\$ 21,532	\$ 74,864	\$ 53,332	\$ 59,612
Professional services	32,363	134,772	102,409	103,927
Personnel	7,395	200,674	193,279	259,089
Insurance	48,562	155,150	106,588	133,413
Property taxes	16,206	253,271	237,065	241,211
Amortization	<u>(2,978)</u>	<u>22,860</u>	<u>25,838</u>	<u>24,870</u>
	<u>123,080</u>	<u>841,591</u>	<u>718,511</u>	<u>822,122</u>



**FUNDY REGION SERVICE COMMISSION**  
**2015June15OpenSessionFINAL\_044**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2014**

**15. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<b>2014</b> <b>Under (Over)</b>	<b>2014</b> <b>Budget</b>	<b>2014</b> <b>Actual</b>	<b>2013</b> <b>Actual</b>
<b>Operations</b>				
Daily cover	38,750	140,260	101,510	110,992
Site labour	2,192	650,803	648,611	682,194
Site non-labour operation	(72,707)	345,832	418,539	369,809
Site maintenance	(15,779)	15,660	31,439	30,804
Scalehouse	(2,857)	165,286	168,143	162,105
Leachate management	(365,272)	489,031	854,303	493,874
Special waste handling	3,196	7,700	4,504	3,413
Environmental health and safety	3,211	136,780	133,569	130,486
Household hazardous waste	(9,220)	30,375	39,595	30,866
Support to CMEI monitoring and education	-	23,438	23,438	23,356
Host Community Enhancement Fund (Note 16)	1	85,347	85,346	85,049
Provision for future closure and post-closure costs	78,595	109,156	30,561	93,958
Interest on interim financing and long term debentures	5,522	37,062	31,540	69,601
Amortization	<u>220,050</u>	<u>1,127,852</u>	<u>907,802</u>	<u>1,227,011</u>
	<u>(114,318)</u>	<u>3,364,582</u>	<u>3,478,900</u>	<u>3,513,518</u>
<b>Waste Diversion - Recycling Program</b>				
Drop-off depot system	(110,001)	662,574	772,575	741,927
Amortization	<u>(8,160)</u>	<u>79,846</u>	<u>88,006</u>	<u>86,866</u>
	<u>(118,161)</u>	<u>742,420</u>	<u>860,581</u>	<u>828,793</u>
<b>Waste Diversion - Composting Program</b>				
Processing	125,648	554,154	428,506	505,488
Interest on interim financing and long term debentures	9,500	63,756	54,256	63,686
Amortization	<u>(29,388)</u>	<u>317,957</u>	<u>347,345</u>	<u>345,911</u>
	<u>105,760</u>	<u>935,867</u>	<u>830,107</u>	<u>915,085</u>
<b>Public Education</b>				
Personnel	699	130,950	130,251	120,882
Advertising, tours and promotional material	(46,811)	88,050	134,861	122,889
Administration	<u>2,396</u>	<u>18,600</u>	<u>16,204</u>	<u>14,120</u>
	<u>(43,716)</u>	<u>237,600</u>	<u>281,316</u>	<u>257,891</u>

**FUNDY REGION SERVICE COMMISSION**  
**2015June15OpenSessionFINAL\_045**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2014**

**15. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<b>2014</b> <b>Under (Over)</b>	<b>2014</b> <b>Budget</b>	<b>2014</b> <b>Actual</b>	<b>2013</b> <b>Actual</b>
<b>Material Recycling Facility</b>				
Labour	(54,128)	299,697	353,825	328,561
Fuels, lubes and maintenance	(2,832)	55,150	57,982	36,085
Building maintenance	-	-	-	6,286
Processing	4,600	67,500	62,900	50,558
Miscellaneous	3,633	13,025	9,392	5,894
Electricity	(3,899)	20,000	23,899	16,454
Amortization	<u>(16,556)</u>	<u>29,071</u>	<u>45,627</u>	<u>31,627</u>
	<u>(69,182)</u>	<u>484,443</u>	<u>553,625</u>	<u>475,465</u>
	<u>\$ (116,537)</u>	<u>\$ 6,606,503</u>	<u>\$ 6,723,040</u>	<u>\$ 6,812,874</u>
<b>CORPORATE SERVICES</b>				
Administration	\$ 65,680	\$ 331,483	\$ 265,803	\$ 189,046
Governance	<u>(593)</u>	<u>63,000</u>	<u>63,593</u>	<u>63,544</u>
	<u>\$ 65,087</u>	<u>\$ 394,483</u>	<u>\$ 329,396</u>	<u>\$ 252,590</u>
<b>LOCAL PLANNING SERVICES</b>				
Administration	\$ 26,072	\$ 47,653	\$ 21,581	\$ 65,389
Planning services	120,708	137,216	16,508	80,773
Inspection services	<u>16,642</u>	<u>140,582</u>	<u>123,940</u>	<u>116,384</u>
	<u>\$ 163,422</u>	<u>\$ 325,451</u>	<u>\$ 162,029</u>	<u>\$ 262,546</u>
<b>COLLABORATIVE AND REGIONAL PLANNING SERVICES</b>				
Regional planning	\$ 2,500	\$ 2,500	\$ -	\$ -
Regional policing collaboration	(3,033)	2,500	5,533	-
Regional emergency measures planning	2,500	2,500	-	-
Regional sport, recreation and culture infrastructure planning and cost sharing	<u>2,500</u>	<u>2,500</u>	<u>-</u>	<u>-</u>
	<u>\$ 4,467</u>	<u>\$ 10,000</u>	<u>\$ 5,533</u>	<u>\$ -</u>
<b>ELECTRICAL GENERATION</b>				
Labour	\$ (6,725)	\$ 103,756	\$ 110,481	\$ 106,197
Administration	14,855	20,000	5,145	19,852
Equipment repairs and fuel	1,452	65,400	63,948	54,957
Electricity	3,000	3,000	-	-
Amortization	<u>(25,677)</u>	<u>247,415</u>	<u>273,092</u>	<u>269,167</u>
	<u>\$ (13,095)</u>	<u>\$ 439,571</u>	<u>\$ 452,666</u>	<u>\$ 450,173</u>

**FUNDY REGION SERVICE COMMISSION**  
**2015June15OpenSessionFINAL\_046**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2014**

**16. HOST COMMUNITY ENHANCEMENT FUND EXPENSES**

		<u>2014</u>	<u>2013</u>
<u>Recipient</u>	<u>Project description</u>		
Inglewood School	Snowshoes and hiking poles	\$ 2,501	\$ -
	Ipads with stylus	-	3,472
	Environmental projects	561	549
KBM Community Centre	Cookware and cutlery	5,427	-
	Tables	-	5,454
Martinon Community Centre	Paving for parking lot/recreation area	-	11,894
RV Community Centre	Lighting	-	7,587
	Replace ammonia condenser	32,393	-
RV Volunteer Hunter Education	Sponsor young hunters	-	800
Grand Bay-Westfield Skateboard Park	Partial funding of equipment	10,343	10,343
Grand Bay Primary School	Ipads with stylus	-	3,472
	Environmental projects	600	554
	Playground equipment	2,930	-
Grand Bay-Westfield Scouts	Tents and cookware	1,034	-
	Trailer and lighting for storage shed	-	507
Westfield Elementary	WITS program	1,340	-
	Environmental projects	545	549
	Grow labs	-	1,375
River Road Community Alliance	Walk and Talk	300	300
	Advertising	177	155
RV Food Bank	Freezer and delivery	-	745
RV Girls Softball	Equipment for teams	-	1,611
Morna Heights Home and School	Technology cart and wireless point	1,680	-
	Tablets and Razz Kids subscription	-	2,554
	Environmental projects	600	585
Grand Bay Legion Branch 22	Renovations	2,560	-
Ketepec Scouts	Equipment	755	992
Ketepec Beavers	Equipment	-	955

**FUNDY REGION SERVICE COMMISSION**  
**2015June15OpenSessionFINAL\_047**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2014**

**16. HOST COMMUNITY ENHANCEMENT FUND EXPENSES (cont'd)**

		<u><b>2014</b></u>	<u><b>2013</b></u>
Martinon Community Centre	Heat pump	10,664	-
	Tables and chairs	-	1,234
RV Soccer	Goal nets	-	4,137
	Equipment	-	783
Grand Bay-Westfield			
Volunteer Firefighters	Furniture	3,087	2,694
Friends of Blueberry Hill	Partial funding of overall project	5,019	19,651
RV Middle School	Environmental projects	495	579
	Health and fitness equipment	-	566
Westfield Scouts	Pay It Forward	-	952
Anglican Parish of Nerepis and St John	Community Gardens	<u>2,335</u>	<u>-</u>
		<u><b>\$ 85,346</b></u>	<u><b>\$ 85,049</b></u>





# Kennebecasis Valley Fire Department Inc.

Chief Bill Ireland

2015 June 15 Open Session FINAL\_048

Deputy Chief Dan McCoy

7 Campbell Drive, Rothesay, NB E2E 5B6  
Phone (506) 848-6601 Fax (506) 848-6608  
Email: admin.kvfd@nb.aibn.com

April 29, 2015

Mayor William Bishop and Council  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB  
E2E 5L5



Your Worship and Members of Council:

On behalf of the Joint Board of Fire Commissioners, I am pleased to present the 2014 audited financial statements which present the financial position of the Kennebecasis Valley Fire Department Inc., as at December 31, 2014.

Of note is the operating fund surplus of \$122,068. While finishing the fiscal year under budget is generally viewed as a positive outcome, a variance of this scale warrants further explanation. As the Treasurer for the Joint Board, I wish to point out two exceptional decreases to our operating expenses which created a change in our anticipated need for funds for 2014.

1. Firefighting Force Salaries - \$46,542 under budget

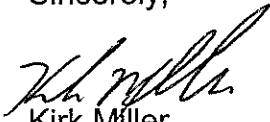
- A. The 2014 operating budget included funds to support a six month salary contingency for a member who was off work on a long term leave. This member was able to return to work ahead of schedule and a portion of the contingency funding was not required resulting in a reduced salary expense.
- B. A first-class firefighter was injured in 2013 and in 2014 received long-term disability benefits. The department replaced this first class firefighter with a third-class firefighter resulting in a decrease in salary expense due to the varying pay rates.

2. Volunteer Expenses - \$80,972 under budget

In 2014, the department made a significant change to the use and deployment of volunteer members. The rationale for this change was to improve the efficiency of our resources which resulted in an overall reduction of the cost for the program. The proposal to make this change was presented in 2013 but not approved until the second quarter of 2014, subsequent to the operating budget approval. The timing of the decision to change the volunteer program resulted in a substantially decreased expense.

In accordance with Section 12.10 of the Regional Fire Protection Agreement the funds in excess of the operating expenses will be credited to the operating budget for 2016. The Board will ensure appropriate and diligent management of these funds and will carefully consider their impact during our 2016 operating budget preparation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kirk Miller', written in a cursive style.

Kirk Miller

Treasurer,

Kennebecasis Valley Fire Department Joint Board of Fire Commissioners

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2014**

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2015June15OpenSessionFINAL\_051

DECEMBER 31, 2014

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E-mail tsdsj@tsdca.com

2015June15OpenSessionFINAL\_052

**TEED  
SAUNDERS  
DOYLE & CO.**  
**Chartered Accountants**

Independent member of DFK International

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Kennebecasis Valley Fire Department Inc.

We have audited the statement of financial position of the Kennebecasis Valley Fire Department Inc. as at December 31, 2014 and the statements of operations, changes in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

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

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Saint John Partners  
Andrew P. Logan     Peter L. Logan  
Jean-Marc Poirier



Fredericton Partners  
Brian J. Saunders     David H. Bradley  
Jeffrey E. Saunders     John H. Landry  
T.J. Smith     Kenneth H. Kyle

*Opinion*

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Kennebecasis Valley Fire Department Inc. as at December 31, 2014 and the results of its operations, changes in net debt and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

The financial statements for the year ended December 31, 2013 were audited by a different accounting firm. These figures have been provided for comparative purposes.

*Teed Saunders Doyle & Co.*

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick  
April 8, 2015

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

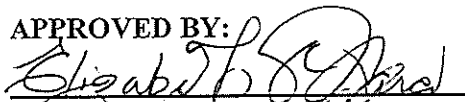
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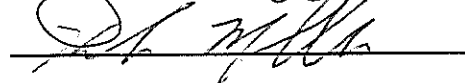
## STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2014

	<u>2014</u>	<u>2013</u>
<b>FINANCIAL ASSETS</b>		
Cash (Notes 2, 3 and 4)	\$ 597,025	\$ 467,823
Accounts receivable (Notes 2 and 3)		
Due from member municipalities (Note 6)	25,066	544
Federal Government and its agencies (Note 5)	<u>23,925</u>	<u>15,531</u>
	<u>\$ 646,016</u>	<u>\$ 483,898</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (Notes 2 and 3)	\$ 231,964	\$ 124,252
Accrued sick leave liability (Notes 2 and 7)	655,625	612,750
Accrued liability for retirement pay allowance (Notes 2 and 8)	350,900	412,200
Post employment benefits payable (Notes 2 and 9)	<u>1,170,700</u>	<u>1,277,600</u>
	<u>2,409,189</u>	<u>2,426,802</u>
<b>NET DEBT</b>	<u>(1,763,173)</u>	<u>(1,942,904)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Notes 2 and 12)	5,499,879	5,381,404
Accumulated amortization (Notes 2 and 12)	<u>(2,140,523)</u>	<u>(1,892,107)</u>
	<u>3,359,356</u>	<u>3,489,297</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 1,596,183</u>	<u>\$ 1,546,393</u>
<b>COMMITMENTS (Note 10)</b>		

APPROVED BY:

 Chairperson

 Treasurer

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2015 June 15 Open Session FINAL 055

## STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2014

	<u>2014</u> Budget (Note 14)	<u>2014</u> Actual	<u>2013</u> Actual
<b>REVENUE</b> (Notes 2 and 6)			
Contributions by member municipalities - operating	\$ 4,236,540	\$ 4,236,540	\$ 4,027,320
Contributions by member municipalities - capital	139,700	118,509	391,120
Local service districts	84,133	84,132	75,672
Fee structure	70	1,060	1,019
Interest	3,000	5,122	3,360
Miscellaneous	-	2,298	5,864
Gain on disposal of tangible capital assets	<u>-</u>	<u>-</u>	<u>11,724</u>
	<u>4,463,443</u>	<u>4,447,661</u>	<u>4,516,079</u>
<b>EXPENDITURE</b> (Note 2)			
Administration	502,892	496,834	475,757
Firefighting force	3,261,467	3,128,928	3,283,090
Telecommunications	18,600	14,617	10,518
Insurance	34,000	32,497	34,323
Prevention and training	34,600	31,133	31,296
Facilities	268,082	301,456	271,846
Fleet	255,854	240,211	235,171
Operations	72,903	79,405	54,900
Water costs	26,130	26,130	24,763
Retirement allowance	29,787	41,289	49,193
Other	<u>1,500</u>	<u>5,371</u>	<u>1,254</u>
	<u>4,505,815</u>	<u>4,397,871</u>	<u>4,472,111</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>			
<b>FOR THE YEAR</b> (Note 13)	\$ <u>(42,372)</u>	49,790	43,968
<b>ACCUMULATED SURPLUS -</b>			
<b>BEGINNING OF YEAR</b>		<u>1,546,393</u>	<u>1,502,425</u>
<b>ACCUMULATED SURPLUS -</b>			
<b>END OF YEAR</b>		\$ <u>1,596,183</u>	\$ <u>1,546,393</u>
Amortization included in the above expenditure		248,416	229,442



# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

## 2015 June 15 Open Session FINAL\_056 STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2014

	<u>2014</u>	<u>2013</u>
Annual surplus	\$ 49,790	\$ 43,968
Acquisition of tangible capital assets	(118,475)	(391,120)
Proceeds on disposal of tangible capital assets	-	11,724
Amortization of tangible capital assets	248,416	229,442
Gain on disposal of tangible capital assets	<u>-</u>	<u>(11,724)</u>
Decrease (increase) in net debt	179,731	(117,710)
Net debt - beginning of year	<u>(1,942,904)</u>	<u>(1,825,194)</u>
Net debt - end of year	<u>\$ (1,763,173)</u>	<u>\$ (1,942,904)</u>

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

2015June15OpenSessionFINAL\_057

**STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED DECEMBER 31, 2014**

	<u>2014</u>	<u>2013</u>
<b>INCREASE (DECREASE) IN CASH</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 49,790	\$ 43,968
Gain on disposal of tangible capital assets	-	(11,724)
Amortization of tangible capital assets	248,416	229,442
Accounts receivable - Due from member municipalities	(24,522)	3,246
Accounts receivable - Federal Government and its agencies	(8,394)	279
Accounts payable and accrued liabilities	107,712	(54,235)
Accrued sick leave liability	42,875	19,650
Accrued liability for retirement pay allowance	(61,300)	(9,600)
Post employment benefits payable	<u>(106,900)</u>	<u>37,400</u>
	<u>247,677</u>	<u>258,426</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	(118,475)	(391,120)
Proceeds on disposal of tangible capital assets	<u>-</u>	<u>11,724</u>
	<u>(118,475)</u>	<u>(379,396)</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	129,202	(120,970)
<b>CASH - BEGINNING OF YEAR</b>	<u>467,823</u>	<u>588,793</u>
<b>CASH - END OF YEAR</b>	<u>\$ 597,025</u>	<u>\$ 467,823</u>
<b>REPRESENTED BY:</b>		
Cash - operating	\$ 286,605	\$ 104,816
Cash - retirement allowance	<u>310,420</u>	<u>363,007</u>
	<u>\$ 597,025</u>	<u>\$ 467,823</u>

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

## 2015 June 15 Open Session FINAL\_058 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

### 1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Valley Fire Department Inc. (the "Department") provides fire prevention, fire protection, fire-fighting, fire investigation services and medical first response to the Towns of Quispamsis, Rothesay and certain outlying areas.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

The Department adopted Public Sector Accounting Standards ("PSAS") as of January 1, 2011.

The focus of PSAS financial statements is on the financial position of the Department and the changes thereto. The Statement of Financial Position includes all of the assets and liabilities of the Department.

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

#### Financial Instruments

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

#### Revenue Recognition

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

#### Expenditure Recognition

Expenditures are recorded on an accrual basis.

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

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

#### Measurement Uncertainty

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

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued sick leave liability;
- accrued retirement pay allowance; and
- accrued post employment benefits.

#### Tangible Capital Assets

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

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Buildings	20-40 years
Vehicles	8-25 years
Equipment	8-20 years

Assets under construction are not amortized until the asset is available for productive use.

#### Post Employment Benefits

The Department recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Department has a retirement pay allowance as documented in Note 8 and a pension plan as documented in Note 9.

#### Economic Dependence

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

### 3. FINANCIAL INSTRUMENTS

The Department is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Department's risk exposure and concentration as of December 31, 2014:



# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

### 3. FINANCIAL INSTRUMENTS (cont'd)

#### Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Department is exposed to credit risk from its accounts receivable. The Department's credit risk is mitigated by the fact that its accounts receivable consist primarily of funds due from the Federal Government and the contributing municipalities.

#### Liquidity Risk

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

#### Currency Risk

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

#### Interest Rate Risk

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

### 4. CASH

	<u>2014</u>	<u>2013</u>
Cash - operating	\$ 286,605	\$ 269,679
Restricted cash - retirement allowance	<u>310,420</u>	<u>198,144</u>
	<u>\$ 597,025</u>	<u>\$ 467,823</u>

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

	<u>2014</u>	<u>2013</u>
Canada Revenue Agency (HST refund)	<u>\$ 23,925</u>	<u>\$ 15,531</u>

### 6. RELATED PARTY TRANSACTIONS

The Department is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Department. During the year, the Department recognized contributions of \$4,236,540 (2013 - \$4,027,320) for operating and \$118,509 (2013 - \$391,120) for capital from the Towns as revenue. The amounts due from member municipalities are non-interest bearing and have no set terms of repayment.

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

## 2015June15OpenSessionFINAL\_061 NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

### 7. ACCRUED SICK LEAVE LIABILITY

The Department provides every employee a sick leave entitlement that accumulates at a rate of 18 hours per month while the employee's sick bank is below 1,000 hours, and 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 hours and can take a leave with pay for an amount of time equal to the accumulated sick leave. All employees have 12 hours per year taken from their accumulated sick days and moved to a group sick bank until contributions collectively result in an accumulation of 3,000 working hours. For the purpose of the actuarial valuation described below, the group sick bank has been ignored since its use has been minimal in the past and its impact on the actuarial liability and normal cost is expected to be negligible.

An actuarial valuation was performed on the 36 employee plan in accordance with PSA 3255. The actuarial method used was the projected unit credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Department's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3%;
- the discount rate used to determine the accrued benefit obligation is 3.17% as at December 31, 2014;
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave is independent of age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of revenue as they come due.

The calculated unfunded liability as at December 31, 2014 is \$655,625 (2013 - \$612,750).

### 8. ACCRUED LIABILITY FOR RETIREMENT PAY ALLOWANCE

Retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks salary based on a minimum of ten years service. This benefit only applies to employees who have reached the age of 55 years. Upon the death of a full-time employee prior to retirement, a prorated benefit equal to four weeks' regular salary for every five years of employment shall be paid to the employee's named beneficiary or estate.

An actuarial valuation was prepared by Morneau Shepell as at December 31, 2013 for the Departments 35 members in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The present value of the accrued liability as at December 31, 2014 is estimated to be \$350,900 (2013 - \$412,200). The following summarizes the major assumptions in the valuation:

- Discount rate used was 4.1%;
- Salary increases 3% per annum; and
- retirement age of 60 years old.

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

### 8. ACCRUED LIABILITY FOR RETIREMENT PAY ALLOWANCE (cont'd)

The activity for the year is as follows:

	<u>2014</u>	<u>2013</u>
Balance at beginning of year	\$ 412,200	\$ 421,800
Add: Employer contributions	50,002	-
Interest earned	<u>3,374</u>	<u>4,217</u>
	465,576	426,017
Less: Retirement benefits paid	<u>(105,963)</u>	<u>(63,010)</u>
	359,613	363,007
Change in liability based on PSAS requirements	<u>(8,713)</u>	<u>49,193</u>
Accrued liability for retirement pay allowance at end of year	\$ <u>350,900</u>	\$ <u>412,200</u>

The Department has restricted \$310,420 (2013 - \$363,007) in cash towards the funding of this liability (Note 4).

### 9. POST EMPLOYMENT BENEFITS PAYABLE

The Department and its employees participate in the New Brunswick Municipal Employees Pension Plan ("NBMEPP"). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2012 and resulted in an overall NBMEPP accrued benefit obligation of \$85,323,300 based on the accounting basis.

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality (which has now been updated for expected improvements in mortality for 2013 results). The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2013:

- the expected inflation rate is 2.35% (prior 2.35%);
- the discount rate used to determine the accrued benefit obligation is 5.6% (prior 5.5%);
- the expected rate of return on assets is 5.6% (prior 5.5%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSLS) is 14.0 years (prior 15.1 years).

The actuarial valuation prepared as at December 31, 2012 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$11,581,900, a decrease of \$1,047,700 from the December 31, 2011 deficit of \$12,629,600. Based on the assumptions as at December 31, 2012, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

### 9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

As at December 31, 2012, the NBMEPP provides benefits for 171 retirees. Total benefit payments to retirees and terminating employees during 2014 are estimated to be approximately \$2,745,900 (actual 2013 - \$2,678,900) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.6%. Each municipality contributes an amount that equals their employees' contribution amounts. Pension Fund Assets are invested in Short Term Securities, Bonds, Canadian Equities and Foreign Equities. Combined employees and municipalities contributions for 2014 are estimated to be approximately \$5,456,800 (actual 2013 - \$5,306,000) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to the Department:

- The average age of the 40 active employees covered by the NBMEPP is 45.9 (2013 - 45.1);
- Benefit payments were \$253,100 in 2013 and were estimated to be \$258,500 in 2014; and
- Combined contributions were \$442,800 in 2013 and were estimated to be \$456,000 in 2014.

In addition to determining the position of the NBMEPP as it relates to the Department as at December 31, 2012 and December 31, 2013, NBMEPP's actuary performed an extrapolation of the December 31, 2013 accounting valuation to determine the estimated position as at December 31, 2014. The extrapolation assumes assumptions used as at December 31, 2014 remain unchanged from December 31, 2013. The extrapolation also assumes assets return of 5.6%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	<b>Estimated Jan 1, 2014 to Dec 31, 2014</b>	<b>Jan 1, 2013 to Dec 31, 2013</b>
<b>Accrued Benefit Liability</b>		
Accrued benefit liability at beginning of period	\$ 1,277,600	\$ 1,240,200
Adjustment to actual	(34,800)	8,900
Pension expense for the year	155,900	233,000
Employer contributions	<u>(228,000)</u>	<u>(204,500)</u>
Accrued benefit liability at end of period	<u>\$ 1,170,700</u>	<u>\$ 1,277,600</u>

In summary, the Accrued Benefit Liability as it related to the Department is estimated to be \$1,170,700 as at December 31, 2014. This compares to \$1,240,200 as at January 1, 2013 and \$1,277,600 as at December 31, 2013. The December 31, 2013 liability was estimated in the prior year. The actual liability was calculated to be \$1,242,800. The difference of \$34,800 has been recorded in the current year.

The financial position as it relates to the Accrued Benefit Liability is shown as follows and illustrates the unamortized amounts being recognized in Pension Expense over time:



# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

### 9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

	Estimated Jan 1, 2014 to Dec 31, 2014	Jan 1, 2013 to Dec 31, 2013
<b>Reconciliation of Funded Status at End of Period</b>		
Accrued benefit obligation	\$ 9,204,000	\$ 8,614,900
Plan assets	<u>8,364,000</u>	<u>7,728,200</u>
Plan deficit	840,000	886,700
Adjustment to 2013 actual	-	34,800
Unamortized experience losses	<u>330,700</u>	<u>356,100</u>
Accrued benefit liability at end of period	<u>\$ 1,170,700</u>	<u>\$ 1,277,600</u>

The following illustrates the reconciliation of Accrued Benefit Obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2014 to Dec 31, 2014	Jan 1, 2013 to Dec 31, 2013
<b>Reconciliation of Accrued Benefit Obligation</b>		
Accrued benefit obligation at beginning of period	\$ 8,614,900	\$ 8,027,400
Current service cost	362,300	335,400
Benefit payments	(258,500)	(253,100)
Interest for period	485,300	443,800
Experience gain during period	<u>-</u>	<u>61,400</u>
Accrued benefit obligation at end of period	<u>\$ 9,204,000</u>	<u>\$ 8,614,900</u>

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	Estimated Jan 1, 2014 to Dec 31, 2014	Jan 1, 2013 to Dec 31, 2013
<b>Reconciliation of Plan Assets</b>		
Plan assets at beginning of period	\$ 7,728,200	\$ 6,486,200
Employer contributions	228,000	221,400
Employee contributions	228,000	221,400
Benefit payments	(258,500)	(253,100)
Return on plan assets during period	<u>438,300</u>	<u>1,052,300</u>
Plan assets at end of period	<u>\$ 8,364,000</u>	<u>\$ 7,728,200</u>

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

### 9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Total Expense related to pensions include the following components:

	Estimated Jan 1, 2014 to Dec 31, 2014	Jan 1, 2013 to Dec 31, 2013
<b>Pension Expense</b>		
Employer current service cost	\$ 134,300	\$ 114,000
Interest on Accrued Benefit Obligation	485,300	443,800
Expected return on assets	(438,300)	(362,000)
Experience (gain) loss	<u>(25,400)</u>	<u>19,300</u>
Pension expense	<u>\$ 155,900</u>	<u>\$ 215,100</u>

The Pension Expense is included in the Statement of Operations. The 2013 pension expense was estimated to be \$233,000. The difference between the 2013 estimated and actual expense has been recorded as an expense of the current period.

### 10. COMMITMENTS

#### Computer Leases

The Department has entered into two lease agreements with National Leasing to provide use of computer equipment and accessories. In 2011, the Department committed to \$242 per month payable over 48 months commencing on April 1, 2011. In 2013, the Department committed to \$104 per month payable over 48 months commencing on May 1, 2013. The future minimum annual payments over the next three years are:

2015	\$ 2,219
2016	1,251
2017	417

#### Office Equipment Lease

The Department has entered into a lease agreement with Xerox to provide use of a photocopier. In 2013, the Department committed to \$544 per quarter payable over 66 months commencing on December 9, 2013. The future minimum annual payments over the next five years are:

2015	\$ 2,177
2016	2,177
2017	2,177
2018	2,177
2019	544

#### Vehicle Lease

The Department has entered into a lease agreement with Toyota Financial Services to provide use of a truck. In 2011, the Department committed to \$544.59 per month payable over 48 months commencing on April 10, 2011. The future minimum annual payment over the next year is \$2,178.

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**

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**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2014**

**11. PRIOR YEAR FIGURES**

Certain of the prior year figures have been reclassified to conform with the presentation adopted in the current year.

# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

### 12. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Equipment</u>	<u>2014 Total</u>	<u>2013 Total</u>
<b>COST</b>						
Balance - beginning of year	\$ 60,049	\$ 2,367,868	\$ 2,700,807	\$ 252,680	\$ 5,381,404	\$ 5,124,759
Add: Net additions during the year	-	-	30,024	88,451	118,475	391,120
Less: Disposals during the year	-	-	-	-	-	(134,475)
Balance - end of year	<u>60,049</u>	<u>2,367,868</u>	<u>2,730,831</u>	<u>341,131</u>	<u>5,499,879</u>	<u>5,381,404</u>
<b>ACCUMULATED AMORTIZATION</b>						
Balance - beginning of year	-	927,169	882,237	82,701	1,892,107	1,797,140
Add: Amortization during the year	-	75,659	145,254	27,503	248,416	229,442
Less: Accumulated amortization on disposals	-	-	-	-	-	(134,475)
Balance - end of year	<u>-</u>	<u>1,002,828</u>	<u>1,027,491</u>	<u>110,204</u>	<u>2,140,523</u>	<u>1,892,107</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 60,049</u>	<u>\$ 1,365,040</u>	<u>\$ 1,703,340</u>	<u>\$ 230,927</u>	<u>\$ 3,359,356</u>	<u>\$ 3,489,297</u>

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# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

### 13. RECONCILIATION OF ANNUAL SURPLUS

	Operating Fund	Capital Fund	Total
2014 annual surplus (deficit) - PSAS	\$ 179,699	\$(129,907)	\$ 49,792
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	6,394	-	6,394
Amortization expense	-	248,416	248,416
Provision for vested retirement benefits - pension	(106,900)	-	(106,900)
Change in amount recorded under PSAS sick leave accrual	42,875	-	42,875
Total adjustments to 2014 annual surplus (deficit)	\$(57,631)	248,416	190,785
2014 annual surplus for funding requirements	\$ 122,068	\$ 118,509	\$ 240,577

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# KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2014

### 14. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget General	Amortization and Long Term Accruals	Transfers	Total
<b>REVENUE</b>				
Contributions by member municipalities	\$ 4,236,540	\$ -	\$ -	\$ 4,236,540
Contribution by members - capital	-	-	139,700	139,700
Local service districts	84,133	-	-	84,133
Fee structure	70	-	-	70
Interest	3,000	-	-	3,000
Surplus of second previous year	<u>6,394</u>	<u>-</u>	<u>(6,394)</u>	<u>-</u>
	<u>4,330,137</u>	<u>-</u>	<u>(6,394)</u>	<u>4,463,443</u>
<b>EXPENDITURE</b>				
Administration	514,027	(11,135)	-	502,892
Firefighting force	3,314,357	(52,890)	-	3,261,467
Telecommunications	18,600	-	-	18,600
Insurance	34,000	-	-	34,000
Prevention and training	34,600	-	-	34,600
Facilities	192,423	75,659	-	268,082
Fleet	110,600	145,254	-	255,854
Operations	45,400	27,503	-	72,903
Water costs	26,130	-	-	26,130
Retirement allowance	38,500	(8,713)	-	29,787
Other	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
	<u>4,330,137</u>	<u>175,678</u>	<u>-</u>	<u>4,505,815</u>
Deficit	\$ -	\$ (175,678)	\$ (6,394)	\$ (42,372)

A meeting of the Board of Trustees, Kennebecasis Public Library was held on April 15, 2015 at 6:00pm at the Library.

**In Attendance:** Mr. D. Steeves, Chair; Mr. P. Pugsley, Vice Chair; Mrs. H. Crawford, Treasurer; Mrs. J Miller, Mr. P. Shedd, Mrs. J. Arsenault, Ms. T. Bartlett.

**Regrets:** Deputy Mayor L. O'Hara, Deputy Mayor Dr. N. Grant

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

### **Disposition of Minutes**

It was moved by Mrs. Crawford to approve the minutes of the March 25, 2015 meeting. Mrs. Miller seconded, and the motion carried.

### **Communications**

N/A

### **Report of the Librarian**

See attached.

Mr. Steeves stated that after consulting at length with the Executive, he met with Mr. MacPhee, President of Talon on April 7th, and they reached a mutual agreement to terminate the Site Service Contract effective April 30, 2015.

Mr. Steeves presented two options for the future provision of facility management services: to put a request for proposals out to market again; or the Board could hire a part-time facilities manager employee. Discussion ensued. Mr. Steeves shared that he had consulted both Deputy Mayor Dr. Grant and Deputy Mayor O'Hara in advance, and that both were in favor of the employee approach. Further discussion ensued.

Mr. Shedd moved that the Board consider hiring an individual to act as manager of fiscal facilities, and to draw-up specifications for that role. Mr. Pugsley seconded, and the motion carried. Ms. Bartlett and Mr. Steeves are to create a job description and corresponding advertisement, which will be approved by the Executive prior to posting.

As an employee of the board, Mr. Steeves asked the Board to consider a committee or liaison to help oversee the activities of the facilities manager employee.

Mr. Shedd provided an update on the building systems settings review with Fundy Engineering. Mr. Pugsley asked Mr. Shedd to represent the Board at an upcoming meeting between Controls and Equipment and Fundy Engineering.

Mr. Shedd moved to accept the Librarian's Report as submitted. Mr. Pugsley seconded, and the motion carried.

### **Financial Statements**

Mrs. Crawford distributed copies of Comparative Income Statement for the Period Ending March 31, 2015, dated 15/04/2015. Discussion ensued.

Mrs. Crawford moved to accept the Financial Statement as presented.

### **Marketing Advisory Committee**

No updates.

### **New and Unfinished Business**

#### *Purchasing Policy*

Item tabled to next meeting.

#### *Secretary to the Board Position*

Mr. Steeves shared that he had consulted with both Deputy Mayor Dr. Grant and Deputy Mayor O'Hara, and that both were in favor of Ms. Bartlett retaining her Secretary title over the next year. Discussion ensued.

Mr. Pugsley moved that, based on information obtained from the Librarian and the Regional Director, that the Board understands that Ms. Bartlett will continue to retain the position of Library Director but is being lent to the Fundy Library Regional Office for one year. The Board therefore considers Ms. Bartlett to retain the qualifications of Board Secretary during the interim. Mr. Shedd seconded, and the motion carried.

**Adjournment:** As there was no other business, Mr. Pugsley moved that the meeting be adjourned at 7:25 P.M.

**Next Meeting:** The next meeting is scheduled for May 20, 2015 at 6pm at the Library.

Respectfully submitted,

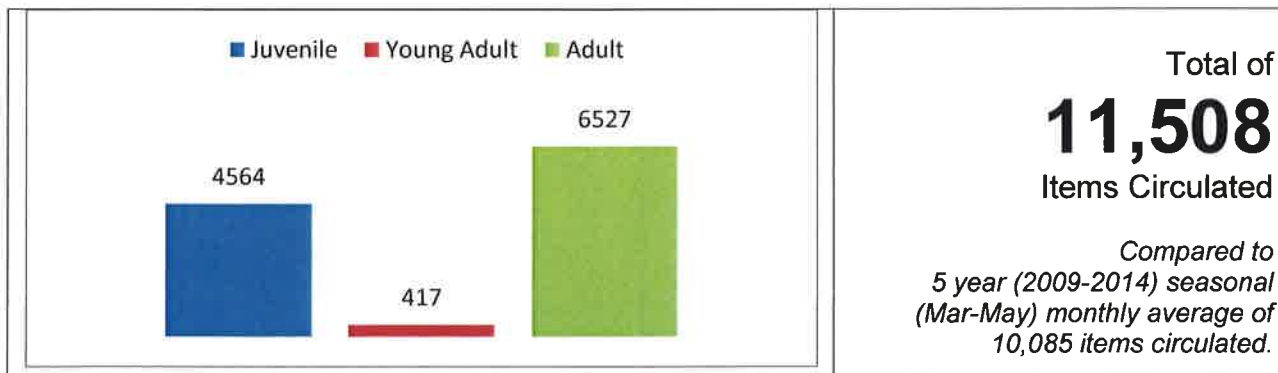


Tiffany Bartlett  
Library Director and Secretary to the Board

## Librarian's Report April 2015

### Key Performance Indicators: March 2015

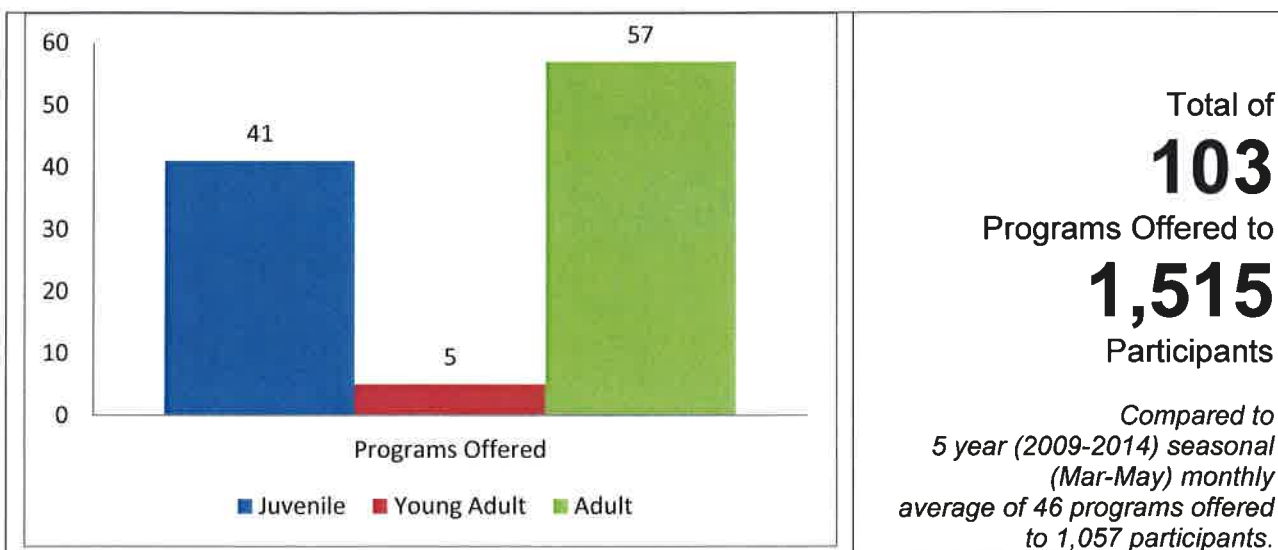
#### Circulation



#### Foot Traffic

- Total of **8,057** People through our Doors.
  - Compared to seasonal (March - May 2014\*) monthly average of 6,607. \*Note: Foot traffic data not available prior to September 2013.

#### Programs





## Building and Grounds

### *New and Unfinished Business*

- Mr. Steeves met with Mr. MacPhee of Talon Property Management on April 7, 2015. They arrived at a mutual agreement to terminate the Site Service Maintenance Contract effective April 30, 2015. Talon is now in the process of reassigning ownership of third-party contracts to the Library.
- Mr. Shedd reached out to Daryl Ford of Fundy Engineering to request their assistance with systems controls and settings. Fundy Engineering is reviewing the building's systems plans and the next step will be to meet on site with Controls and Equipment.
- NB Power is to install the temporary energy pulse meter the week of April 13.
- Interior Visions, the original installer, has quoted \$300 plus HST and a work guarantee to adjust and secure the Multi-Purpose Room door to the patch fitting at the top. The other option from Reliable Door is to swap out the door with another at a cost of \$450 plus HST, and the cost to change the sketching on the doors. Interior Visions has advised against the door-swap option.
- The annual backflow preventer inspection is scheduled with Plumbers R Us for this month.
- B&G Sprinklers was onsite April 7 to conduct the annual inspection of the fire pump and sprinkler system, as well as the annual inspection of the fire extinguishers.
- Ms. Bartlett has requested quotes to wash down the walls inside the Library. The walls are noticeably marked and stained. This is not covered in the scope of the Library's janitorial contract.
- Ms. Bartlett has requested quotes for a surface cleaning of the library's carpets. To be scheduled as soon as spring officially arrives.

### *Finished Business*

- Library staff created bilingual set-up guides which are now posted beside each Smartboard inside the Library. These guides are intended to support the public's use of this technology as part of their space rental.
- The wall in the Children's Activity Room was repaired and painted over the Easter weekend at a cost of \$250 plus HST.
- Talon tracked down the original supplier of the door hardware, Hardware Specialty of Saint John, and confirmed that the warranty for the door handles is 5 years. The replacement door handle for the lower level vestibule was replaced the week of April 10 at no cost.

### *Facility Management KPIs : March 2014*

- **Maintenance Up-to-Date and On-Schedule**
  - Unverified.
- **Service Response Times**
  - Unsatisfactory.
- **Receipt of Weekly Action Report**
  - Satisfactory.

### **Staffing and Volunteers**

The open competition for the Acting Library Director position will close April 24. Ms. Bartlett will continue to oversee all Library Director responsibilities until the position is filled.

The Industry Canada internship grant terminated the end of March.

### **Programs and Collections**

- Artwork by Harry Miller Middle School students is on display this month in the Children's area.
- Ms. Bartlett and an IC Intern delivered an information booth which highlighted the Electronic Library (eBook and eAudiobook collection) at the Illuminate: Quispamsis fair organized by Science-East at the Quispamsis Middle School on March 26. A total of 86 people were reached.
- "I'm a Library Volunteer, What's Your Superpower?" is the theme of our annual volunteer appreciation month. Mrs. Laskey and Ms. Bartlett awarded a superpower to each of our 42 Fall/Winter/Spring volunteers. Nearly 20 adult volunteers, some joined by their significant others, attended the Adult Volunteer Appreciation event on April 10. Mrs. Laskey did a wonderful job organizing the refreshments and decorations. A pizza party is scheduled for the teen volunteers on April 25.
- Ms. Bartlett has been collaborating with KV3C in the planning of the inaugural KV Little Reads, a week-long family literacy celebration scheduled for the week of April 13-19<sup>th</sup>. The Library will host an Early Literacy seminar for parents on Tuesday, April 14<sup>th</sup>, and Ms. Bartlett will be facilitating a Library information booth at the wrap-up party on April 19<sup>th</sup>.
- The Library is highlighting their resources and services for people with print disabilities this month. A collection map was created for self-guided tours of the Library's print disabilities resources. Selections of audio books on CD, talking

books, and Braille are on display, and promotions have been made for the Library's electronic sign and Facebook page.

- Keith MacKinnon, Head of Reference at the Saint John Free Public Library, will be providing a 3D printer demonstration at our location at 1pm on May 9<sup>th</sup>.
- Ms. Bartlett and Mrs. Laskey have been working with the Saint John Chapter of the Asian Heritage Society in the planning of a multi-media display and a Lunch & Learn program to be held at the Library as part of the Greater Saint John Asian Heritage Month celebrations in May. The theme this year is Asian Health and Wellness.
- Sue and Tandi Hooper of Hooper Studios are offering an "Introduction to Energy Medicine" free, interactive seminar at the Library on April 18<sup>th</sup>.
- Talk With Me: Early Language Services is offering a Baby Sign Language 4-week class at the Library this month.
- Library staff are offering the 4-week bébés à la bibliothèque program this month. The English version of the program will be offered in May.
- On Thursday, May 7 at 7pm, the Library will be hosting the launch of the "KV Memory Project," researched and compiled by students at the Kennebecasis Valley High School under the leadership of Mark Perry, teacher. The KV Memory Project features a narrative of each man and one woman from the Kennebecasis Valley who died while participating in World War I and World War II. The students based these narratives on primary and secondary sources, along with information gathered from interviews with family members and historians.
- Ms. Bartlett is preparing a proposal to the Rothesay High School and Kennebecasis Valley High School co-op program coordinators for an intergenerational IT Learning Exchange partnership for the 2015-2016 school year. Co-op students placed at the Library would offer one-on-one IT Help appointments to members of the public. The initial response to this proposal has been positive.

Respectfully submitted,



Tiffany Bartlett,  
Library Director and Secretary to the Board

Kennebecasis Public Library Inc.		OPERATING FUND									
Comparative Income Statement (DRAFT)		a	b	c	d	e	e - c	b - e			
Period ending March 31, 2015		Restricted Fund	Operating YTD Actual	Year To Date Budget	Year To Date Variance Better (Worse)	Annual Budget	Available to spend	Annual Budget Variance			
<b>REVENUE</b>											
Library Service - Rothesay			18,441	18,441	0	73,765	55,324	(55,324)			
Library service - Quispamsis			28,373	27,609	764	110,434	82,825	(82,061)			
Room Rentals, Printer and copies			790	1,250	(460)	5,000	3,750	(4,210)			
Donations		1,232	0	0				0			
Restricted Donations		0	0	0				0			
Interest Income (Savings)			1	0	1	0	-	1			
Previous Year's Surplus			749	749	0	2,997	2,248	(2,248)			
<b>TOTAL REVENUE</b>		<b>1,232</b>	<b>48,354</b>	<b>48,049</b>	<b>305</b>	<b>192,196</b>	<b>144,147</b>	<b>(143,842)</b>			
<b>EXPENSE</b>											
<b>Operations Expenditures</b>											
Other Expenditures - Restricted Fun		199						0			
Small Equipment and Furniture			4,261	4,300	39	5,900	1,600	1,639			
<b>Total Capital Expenditures</b>		<b>399</b>	<b>4,261</b>	<b>4,300</b>	<b>39</b>	<b>5,900</b>	<b>1,600</b>	<b>1,639</b>			
<b>Part Time Student Wages</b>											
Wages			2,210	600	(1,610)	9,252	8,652	7,042			
EI Expense			0	0	0	0	-	0			
CPP Expense			0	0	0	0	-	0			
<b>Total Casual Labour</b>			<b>2,210</b>	<b>600</b>	<b>(1,610)</b>	<b>9,252</b>	<b>8,652</b>	<b>7,042</b>			
<b>General &amp; Administration Expenses</b>											
Building Maintenance			12,152	13,034	881	52,135	39,101	39,983			
Grounds Maintenance			7,629	9,748	2,119	18,748	9,000	11,119			
Property Management Service			5,323	5,655	332	22,619	16,964	17,296			
Office			2,257	2,277	20	9,108	6,831	6,851			
Utilities			14,974	12,170	(2,804)	42,478	30,308	27,504			
Accounting, audit and legal			322	750	428	8,000	7,250	7,678			
Professional Development			524	0	(524)	2,000	2,000	1,476			
Insurance			1,719	1,688	(32)	6,750	5,063	5,031			
Public Relations			48	750	702	3,000	2,250	2,952			
Communications			1,558	1,626	68	6,506	4,880	4,948			
Miscellaneous Expense			178	600	422	2,700	2,100	2,522			
Program Exp			29	750	721	3,000	2,250	2,971			
<b>Total General &amp; Admin Expenses</b>			<b>46,713</b>	<b>49,047</b>	<b>2,335</b>	<b>177,044</b>	<b>127,997</b>	<b>130,331</b>			
<b>TOTAL EXPENSE</b>		<b>399</b>	<b>53,184</b>	<b>53,947</b>	<b>764</b>	<b>192,196</b>	<b>138,249</b>	<b>139,012</b>			
<b>NET INCOME (Deficit)</b>		<b>833</b>	<b>(4,830)</b>	<b>(5,898)</b>	<b>1,069</b>	<b>0</b>	<b>5,898</b>	<b>(4,830)</b>			

C:\Users\User\Desktop\Client Folders\Library\2015\Fins\Statements by Fund 31Mar2015 Income

15/04/2015



2015 June 15 Open Session FINAL 476  
**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS**

RECEIVED  
JUN 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@nbpolice.ca](mailto:krpfadmin@nbpolice.ca)

Gary Clark  
Chairperson

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**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS  
MEETING HELD AT  
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING  
126 MILLENNIUM DRIVE  
QUISPAMIS, NEW BRUNSWICK  
ON WEDNESDAY, APRIL 29, 2015  
AT 3:30 P.M.**

**REGULAR MEETING**

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

**ABSENT:** Danny Dobson

The Chairman requested a Motion to approve the Agenda of the Regular Meeting of April 29, 2015. **MOVED by Gordon Friars and Seconded by Linda Sherbo. MOTION CARRIED.**

The Chairman then requested a Motion for the Approval of the Minutes of the Regular Meeting of March 25, 2015. **MOVED by Bill McGuire and Seconded by Matt Alexander. MOTION CARRIED.**

There were no Declarations of Conflict of Interest and the meeting continued.

**SECRETARY TREASURER'S REPORT**

Ms. Madill provided the Financial Statements for the period ending March 31, 2015. The first page of the document, the Statement of Financial Position is very



**REGULAR MEETING**

similar to that of last month. She advised that a cheque has been written to TD Waterhouse from the 2014 surplus to be deposited to the Sick pay/Retirement Fund. The Accounts Receivable relates to the secondments. The prepaid expenses there is a property tax bill which has just been paid in the approximate amount of \$80,000. The Town of Quispamsis covers \$37,000 of the tax bill. Insurance is also contained in this category as it is paid at the beginning of the year. She next referred the board to the Statement of Operations. The revenue category is down slightly and was explained last month because the secondments for one of our officers will not include benefits which we thought it was. Salaries are under budget in the Crime Control category because two Sergeants are on LTD and we have two first class constables on secondments as well as two new secondments. This will result in four temporary term employees filling these position at a lower rate of pay. Communications is slightly over budget because we pay for the radio license for the full year. The building maintenance is up slightly due to the snow removal being paid at the first of the year and the lawn maintenance being later in the year and is less expensive.

Administration – The professional fees contains the costs associated with the Audit which was paid in March of this year as opposed to April of last year.

At present there is a surplus of \$139,000 due mostly to the categories of salaries and sick pay retirement.

The telecom fund has a \$22.00 deficit.

Mrs. Sherbo asked if the auditors had provided a quote for the next three years. Ms. Madill advised they had and the cost was \$7,000 + HST which is the same as the last three years.

Mr. Clark asked if the snow removal costs indicated was for the season. Cherie advised it was the contract price and the Chief added that there may be additional costs if a loader has to be brought in to move the banks from the entrances to increase visibility.

Mr. Clark asked how the company performed this year in relation to snow removal. The Chief advised that the service provided was great.

**MOVED by Matt Alexander and Seconded by Peter Bourque to accept the Secretary-Treasurer's report as circulated. MOTION CARRIED.**

## **REGULAR MEETING**

Ms. Madill presented the quotation from Teed, Saunders Doyle to perform our annual audit for the next three years in the amount of \$7,000.00 per year + HST. **Moved by Gordon Friars and Seconded by Bill McGuire to accept the quote from Teed Saunders Doyle to perform our Annual Audit at a cost of \$7,000.00 per year + HST. MOTION CARRIED.**

## **CHIEF'S REPORT**

Chief McIntyre advised the board that we completed our usual process in getting quotes from different lawn care businesses to provide lawn care for the up-coming season. Two of the quotes received were from firms we had utilized in previous years and we were not pleased with their performance. The two lower priced were exactly the same the third was much higher. It was suggested that another quote be obtained which has not been received yet. He advised he would conduct an e-mail poll once this quote is received for the board to make a decision as it relates to the awarding of this.

The Chief advised that this has been a very busy training month with members attending carbine training, DRE training as well as Search Warrant Courses. We have had a new PORS Upgrade performed and are the first in the Province to receive this.

The Chief advised he had a de-brief as it related to the Provincial Audit which was recently completed and he expects a very good report will be received. The Board will be provided with this Report as well. He further advised that he has not yet received a report for the New Brunswick Police Commission after their audit was completed as it relates to sick leave. Once this is obtained he will share same with the Board.

We are selling one of our old police vehicles and the closing is set for May 1.

**Moved by Gordon Friars and Seconded by Linda Sherbo to accept the Chief's Report as circulated. MOTION CARRIED.**

## **COMMITTEE REPORTS**

**Personnel** – Secondments previously discussed.

**Building and Grounds** – Previously discussed.

**Insurance** – Previously discussed.

**REGULAR MEETING**

**Finance** – Nothing to report

**Transportation** – Nothing to report

**Communications** – The Chief advised that the City of Saint John should be contacted in relation to the Communications Agreement which expires at the end of 2015.

**Policy Committee** – Mr. Friars advised that the only outstanding issue is the Workplace Harassment. Cpl. Henderson has advised that she is available for the training to the Board Members and that he has arranged to meet with Cpl. Henderson over the next few weeks to see how this can be incorporated into the Board's Policy. He advised he and Matt will discuss this and bring a draft to the Board hopefully for the next meeting along with having the training provided by Cpl. Henderson.

The Chief advised that one of the Provincial Audits covered Respectful Workplace and they were very pleased with the training program we have and were exceptionally pleased and surprised that the Board was undergoing this training as well.

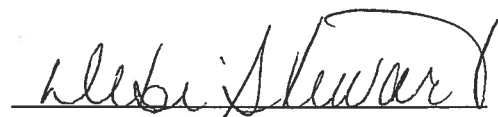
**Regional Service Commission** - Nothing to report.

Correspondence – Thank you note received.

**New Business** – Nothing to report.

**MOVED by Emil Olsen and Seconded by Bill McGuire to Adjourn. MOTION CARRIED.**

  
\_\_\_\_\_  
**CHAIRMAN**

  
\_\_\_\_\_  
**SECRETARY**



2015 June 15 Open Session FINAL 082

# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

ADDRESS ALL CORRESPONDENCE TO:

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

TELEPHONE: (506) 847-6300

FAX: (506) 847-6313

E-MAIL: [krpfadmin@nbpolice.ca](mailto:krpfadmin@nbpolice.ca)

Gary Clark  
Chairperson  
Cherie Madill  
Secretary-Treasurer

---

## E-MAIL POLL CONDUCTED ON MAY 11, 2015

An e-mail poll was conducted on May 11, 2015 and forwarded to all members of the Kennebecasis Regional Joint Board of Police Commissions with respect to the awarding of the contract for lawn care for the up-coming 2015 season. The following Motion was made

**"Moved by Danny Dobson and Seconded by Emil Olsen that the proposal from "Y-Mow" in the amount of \$3,252.00 + Tax be approved for our 2015 lawn care requirements."**

Responses were received as follows:

Emil Olsen	Yes	Peter Bourque	Yes
Bill McGuire	Yes	Danny Dobson	Yes
Gordon Friars	Yes	Linda Sherbo	Yes
Matt Alexander	Yes	Gary Clark	Yes

**MOTION CARRIED.**

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF FINANCIAL POSITION**  
**As at April 30, 2015**

	<u>2015</u>	<u>2014</u>
<b>-----Financial assets-----</b>		
Cash - General	\$453,557.59	\$436,558.40
Sick Pay/ Retirement Investments	792,368.01	712,852.03
Accounts Receivable	78,501.69	74,781.32
Sales tax recoverable	16,837.28	16,526.28
	<u>\$1,341,264.57</u>	<u>\$1,240,718.03</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	251,285.75	291,941.15
Vested sick leave/retirement accrual	749,207.15	693,873.17
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>3,604,591.43</u>	<u>3,834,064.32</u>
<b>NET ASSETS (DEBT)</b>	<u>-2,263,326.86</u>	<u>-2,593,346.29</u>
<b>----Non-Financial Assets-----</b>		
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	5,977.17	4,473.05
Prepaid expenses	<u>119,143.28</u>	<u>89,661.47</u>
	<u>2,370,543.43</u>	<u>2,359,590.87</u>
<b>ACCUMULATED SURPLUS</b>	<u>107,216.57</u>	<u>-233,755.42</u>
 Assets	 3,711,808.00	 3,600,308.90
Liabilities	3,711,808.00	3,600,308.90



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**April 30, 2015**

	<u>2015</u>			<u>2014</u>
	<u>TANGIBLE CAPITAL ASSETS</u>			
	Balance beginning of year	Additions	Disposals	Balance end of year
<b>Millennium Drive</b>				
Land	194,247.55			194,248
Building - Roof	42,676.66			42,677
Mechanical	250,627.82			250,628
Electrical	330,542.64			330,543
Other	520,640.03			510,421
Structure	1,106,997.29			1,106,997
	2,251,484.44	0.00		2,241,266
Accumulated amortization	-624,238.90			-558,382
Net book value of Building	1,627,245.54	0.00	0.00	1,682,884
Paving	52,600.16			52,600
Accumulated amortization	-24,985.07			-22,355
Net book value of paving	27,615.09	0.00	0.00	30,245
Landscaping	3,268.36			3,268
Accumulated amortization	-3,104.95			-2,778
Net book value of landscaping	163.41	0.00	0.00	490
<b>Furnishings</b>	177,329.73			177,330
Accumulated amortization	-84,231.63			-75,365
Net book value of furnishings	93,098.10	0.00	0.00	101,965
<b>Machinery &amp; equipment</b>	61,695.71			44,035
Accumulated amortization	-44,918.24			-43,027
Net book value of equipment	16,777.47	0.00	0.00	1,008
<b>Information technology equipment</b>	142,374.50			125,438
Accumulated amortization	-91,524.63			-76,226
Net book value of IT equipment	50,849.87	0.00	0.00	49,212
<b>Vehicles - Not general patrol</b>	367,110.54			316,924
Accumulated amortization	-219,673.41			-194,349
Net book value of not general patrol vehicles	147,437.13	0.00	0.00	122,575
<b>Vehicles - General patrol</b>	157,289.84			151,540
Accumulated amortization	-69,301.02			-68,710
Net book value of general patrol vehicles	87,988.82	0.00	0.00	82,830
<b>Total Tangible Capital assets</b>	3,407,400.83	0.00	0.00	3,306,649
<b>Total Accumulated amortization</b>	-1,161,977.85	0.00	0.00	-1,041,192
	2,245,422.98	0.00	0.00	2,265,457

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**FOUR MONTHS ENDING APRIL 30, 2015**

	----- FOUR MONTHS -----				
	-ACTUAL--		PRIOR YR	----- BUDGET-----	
<b>REVENUE:</b>					
Fees	\$15,146.00	-3%	\$17,199	\$15,667	\$47,000
Taxi & Traffic Bylaw	4,532.35	172%	3,083	1,667	5,000
Interest income	1,787.84	7%	1,773	1,667	5,000
Retirement interest & dividends	6,044.26	-5%	5,858	6,333	19,000
Secondments	<u>62,375.55</u>	-14%	<u>70,077</u>	<u>72,554</u>	<u>217,661</u>
	<u>\$89,886.00</u>	-8%	<u>97,990</u>	<u>97,887</u>	<u>293,661</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	\$989,040.97	-8%	\$952,666	1,076,257	\$3,228,772
Benefits	197,664.57	-13%	198,275	227,299	681,898
Training	13,187.74	4%	19,145	12,667	38,000
Equipment		-100%	9,862	6,667	20,000
Equip repairs & IT support	476.74	-64%	748	1,333	4,000
Communications	17,794.14	19%	15,655	15,000	45,000
Office function	5,007.03	-12%	5,349	5,667	17,000
Leasing	3,927.26	35%	2,565	2,917	8,750
Policing-general	11,821.47	27%	6,717	9,334	28,001
Insurance	3,660.00	-2%	3,562	3,740	11,221
Uniforms	10,845.34	-10%	22,859	12,000	36,000
Prevention/p.r.	3,041.49	1%	2,744	3,000	9,000
Investigations	4,848.71	-50%	5,327	9,667	29,000
Detention	8,620.00	0%	8,440	8,620	25,860
Taxi & Traffic Bylaw	258.57	55%		167	500
Auxillary	1,222.01	144%	83	500	1,500
Public Safety	<u>9,333.33</u>	0%	<u>9,333</u>	<u>9,333</u>	<u>28,000</u>
	<u>1,280,749.37</u>	-9%	<u>1,263,330</u>	<u>1,404,167</u>	<u>4,212,502</u>
<b>VEHICLES</b>					
Fuel	27,949.98	-27%	38,601	38,333	115,000
Maint./repairs	22,605.93	-20%	21,823	28,333	85,000
Insurance	6,772.32	-13%	7,414	7,784	23,353
New vehicles		-100%	-2,200	38,000	114,000
Equipment		-100%		7,167	21,500
	<u>57,328.23</u>	-52%	<u>65,638</u>	<u>119,618</u>	<u>358,853</u>

**STATEMENT OF OPERATIONS**  
**FOUR MONTHS ENDING APRIL 30, 2015**

	-----FOUR MONTHS -----			PRIOR YR ----- BUDGET-----		
<b>EXPENDITURE continued:</b>	-----ACTUAL-----					
<b>BUILDING</b>						
Maintenance	15,499.11	33%		9,033	11,667	35,000
Cleaning	7,189.84	-8%		7,243	7,833	23,500
Electricity	20,763.17	33%		16,483	15,667	47,000
Taxes	14,579.16	-4%		14,525	15,251	45,754
Insurance	1,741.00	-1%		1,674	1,758	5,273
Grounds	4,897.42	63%		3,472	3,000	9,000
Interest on Debenture	18,699.00	-19%		24,254	23,000	69,000
Debenture Principal	37,333.32	7%		34,000	35,000	105,000
	<u>120,702.02</u>	7%		<u>110,684</u>	<u>113,176</u>	<u>339,527</u>
<b>ADMINISTRATION</b>						
Salaries	194,982.60	-1%		189,396	196,808	590,424
Benefits	36,704.44	-4%		36,596	38,378	115,133
Professional Fees	16,757.48	23%		16,711	13,667	41,000
Travel/Training	5,468.04	26%		5,183	4,333	13,000
Board Travel/Expenses	297.29	-82%		246	1,667	5,000
Insurance	406.68	-2%		396	416	1,247
Bank service fees	638.38					
Labour Relations	360.97	-89%		3,251	3,333	10,000
Sick Pay/Retirement		-100%			17,736	53,207
Retirement int & dividends	6,044.26	-5%		5,858	6,333	19,000
2nd prior year (surplus) deficit	-41,005.00			-6,742	-41,005	-123,015
	<u>220,655.14</u>	-9%		<u>250,895</u>	<u>241,665</u>	<u>724,996</u>
	1,589,548.76	-11%		1,592,557	1,780,739	5,342,217
<b>CONTRIBUTED BY MEMBERS</b>	<u>1,780,742.00</u>			<u>1,746,884</u>	<u>1,780,739</u>	<u>5,342,217</u>
<b>SURPLUS (DEFICIT)</b>	<u>\$191,193.24</u>			<u>\$154,327</u>	<u>\$0</u>	<u>\$0</u>
<b>TELECOM FUND</b>						
City of SJ telecomm services	101,300.00	0%		98,333	101,300	303,900
Data Networking charges	2,966.96			2,796	3,050	9,150
Retirees health insurance	409.05			381	500	1,500
2nd prior year (surplus) deficit	-1,627.32	0%		554	-1,627	-4,882
	<u>103,048.69</u>			<u>102,064</u>	<u>103,223</u>	<u>309,668</u>
<b>CONTRIBUTED BY MEMBERS</b>	<u>103,222.00</u>			<u>101,952</u>	<u>103,223</u>	<u>309,668</u>
<b>SURPLUS (DEFICIT)</b>	<u>\$173.31</u>			<u>(\$112)</u>	<u>\$0</u>	<u>\$0</u>
<b>Total surplus (deficit)</b>	\$191,366.55			\$154,215		

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS** pg 5  
**NOTES TO THE FINANCIAL STATEMENTS**  
**April 30, 2015**

**STATEMENT OF FINANCIAL POSITION**

BANK balance		453,558	at April 30
ACCOUNTS PAYABLE balance	251,286		
Debenture costs paid in June & December	-54,993		
	<hr/>		
Current Accounts Payable		196,293	Paid in May
		<hr/>	
Extra (Shortfall) in bank account		257,265	

*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
- \* Benefits Health insurance 2015: \$43,940 2014: \$48,482
  - Retirees health insurance costs \$449 (retirees paid less than the costs of health plan)
  - Last April 2014 the retirees paid \$998 more than the actual costs

*Vehicles:*

- \* New vehicles - bought two new vehicles in May for \$64,470

*Administration:*

- \* Benefits Health Insurance 2015: \$7,397 2014: \$6,888

*Telecom:*

- \* Retirees health insurance (Retirees paid less than the actual cost of their plan) \$409
  - Last April 2014 the retirees paid \$381 less than the actual costs

# TOWN OF ROTHESAY

## Utility Fund Financial Statements

April 30, 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 - April	U6
Capital Project Listing - May - DRAFT	U7



**Town of Rothesay**  
Capital Balance Sheet  
As at 4/30/15

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	350,440
Capital Assets - Utilities Land	95,113
Capital Assets - Utilities Buildings	250,000
Capital Assets - Utilities Equipment	8,696
Capital Assets - Utilities Water System	23,285,567
Capital Assets - Utilities Sewer System	15,427,646
	<u>39,417,462</u>

Accumulated Amortization - Utilities Buildings	(72,095)
Accumulated Amortization - Utilities Water System	(4,821,820)
Accumulated Amortization - Utilities Sewer System	(6,908,582)
	<u>(11,802,497)</u>

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

TOTAL ASSETS	<u><u>27,884,965</u></u>
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LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	7,376,449
Total Liabilities	<u>7,443,525</u>

EQUITY

Investments:

Investment in Fixed Assets	20,441,439
Total Equity	<u>20,441,439</u>

TOTAL LIABILITIES & EQUITY	<u><u>27,884,964</u></u>
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# Town of Rothesay

## Utility Reserve Balance Sheet

As at 4/30/15

### ASSETS

Assets:

Bank - Utility Reserve	1,552,278
Due from Utility Operating	(23,514)
TOTAL ASSETS	<u>\$ 1,528,765</u>

### EQUITY

Investments:

Invest. in Utility Capital Reserve	1,225,790
Invest. in Utility Operating Reserve	63,844
Invest. in Sewage Outfall Reserve	239,131
TOTAL EQUITY	<u>\$ 1,528,765</u>

# Town of Rothesay

## Utilities Fund Operating Balance Sheet

As at 4/30/15

### ASSETS

Current assets:	
Accounts Receivable Net of Allowance	968,596
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>969,796</u>
Other Assets:	
Projects	288,890
	<u>288,890</u>
 TOTAL ASSETS	 \$ <u><u>1,258,686</u></u>

### LIABILITIES

Accrued Payables	47,211
Due from General Fund	(312,107)
Due from (to) Capital Fund	(67,077)
Due to (from) Utility Reserve	(23,514)
Deferred Revenue	22,689
Total Liabilities	<u>(332,798)</u>

### EQUITY

Surplus:	
Opening Retained Earnings	(163,556)
Profit (Loss) to Date	1,755,041
	<u>1,591,485</u>
 TOTAL LIABILITIES & EQUITY	 \$ <u><u>1,258,687</u></u>

## 2015June15OpenSessionFINAL\_093

Town of Rothesay  
Utilities Operating Income Statement  
4 Months Ended 4/30/15

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	5,618	0	239,812	234,682	5,130		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	(113)	0	1,476,705	1,473,400	3,305		1,473,400
Connection Fees	26,000	6,500	28,500	13,000	15,500	1	65,000
Interest Earned	3,281	2,917	14,083	11,667	2,416		35,000
Misc. Revenue	750	417	1,575	1,667	(92)		5,000
<b>TOTAL RECEIPTS</b>	<b>35,536</b>	<b>9,833</b>	<b>2,179,462</b>	<b>2,151,915</b>	<b>27,546</b>		<b>2,908,800</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	60,750	60,750	0		243,000
Audit/Legal/Training	570	1,000	1,590	4,000	2,410		15,000
Purification/Treatment	12,887	21,487	74,406	90,449	16,043	2	262,348
Transm/Distribution	1,412	7,250	22,516	29,000	6,484		87,000
Power & Pumping	2,846	4,000	12,970	16,000	3,030		48,000
Billing/Collections	90	250	541	1,000	459		3,000
Water Purchased	0	100	133	400	267		1,200
Misc. Expenses	222	1,333	1,360	5,333	3,974		16,000
<b>TOTAL WATER SUPPLY</b>	<b>18,028</b>	<b>35,421</b>	<b>174,265</b>	<b>206,933</b>	<b>32,668</b>		<b>675,548</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	141,750	141,750	0		567,000
Audit/Legal/Training	0	1,833	1,110	7,333	6,223	3	28,860
Collection System	(706)	4,817	5,867	19,267	13,399	4	85,800
Lift Stations	1,212	1,583	8,166	6,333	(1,833)		19,000
Treatment/Disposal	4,117	5,788	19,179	27,950	8,771	5	74,250
Misc. Expenses	189	875	307	3,500	3,193		10,500
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>4,812</b>	<b>14,896</b>	<b>176,380</b>	<b>206,133</b>	<b>29,753</b>		<b>785,410</b>
<b>FISCAL SERVICES</b>							
Interest on Long-Term Debt	0	0	0	0	0		269,063
Principal Repayment	0	0	0	0	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
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>73,776</b>	<b>73,776</b>	<b>0</b>		<b>1,447,842</b>
<b>TOTAL EXPENSES</b>	<b>22,840</b>	<b>50,317</b>	<b>424,421</b>	<b>486,842</b>	<b>62,421</b>		<b>2,908,800</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>12,696</b>	<b>(40,483)</b>	<b>1,755,041</b>	<b>1,665,073</b>	<b>89,968</b>		<b>0</b>



# Town of Rothesay

Variance Report - Utility Operating  
4 Months Ended April 30, 2015

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
<b>Revenue</b>					
1	Connection Fees	28,500	13,000	(15,500)	Timing
<b>Expenditures</b>					
<b>Water</b>					
2	Purification/Treatment	74,406	90,449	16,043	timing re testing and maintenance
<b>Sewer</b>					
3	Audit/Legal	1,110	7,333	6,223	timing
4	Collection Systems	5,867	19,267	13,400	timing of Property Tax
5	Treatment/Disposal	19,179	27,950	8,771	timing

# Town of Rothesay

Capital Projects 2015

Utilities Fund

4 Months Ended 4/30/15

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>Water</b>			
12041730 CCME Characterization	0	357	-357
12043130 Gondola Pt. Rd W-2015-001	310,000	0	310,000
12043630 McGuire CentreExtension W-2015-003	110,000	0	110,000
12043430 Well Development - Watershed W-2014-014	250,000	15,120	234,880
12042730 Membrane Racks W-2013-24	210,000	-23,714	233,714
12043330 Water Treatment Plant Upgrade W-2014-013	500,000	299,093	200,907
12040030 Capital Projects Reversed	0	-4,636	4,636
Total Water Capital	1,380,000	286,221	1,093,779
<b>Sewer</b>			
12031130 Wastewater Feasibility Study	0	2,669	-2,669
12042330 Wastewater Treatment Design - S-2014-016	7,500,000	0	7,500,000
Total Sewer Capital	7,500,000	2,669	7,497,331
Total Utilities Capital	\$ 8,880,000	\$ 288,890	\$ 8,591,110
<b>Funding:</b>			
Water			
Sewer			
	Grants	Reserves	Operating
	700,000	70,000	500,000
	700,000	800,000	-
	\$ 700,000	\$ 870,000	\$ 500,000
			\$ 2,310,000

# Town of Rothesay

Capital Projects 2014

Utilities Fund

5 Months Ended 5/31/15

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>Water</b>			
12041730 CCME Characterization	0	357	-357
12043130 Gondola Pt. Rd W-2015-001	310,000	0	310,000
12043630 McGuire CentreExtension W-2015-003	110,000	0	110,000
12043430 Well Development - Watershed W-2014-014	250,000	15,534	234,466
12042730 Membrane Racks W-2013-24	210,000	154,872	55,128
12043330 Water Treatment Plant Upgrade W-2014-013	500,000	331,298	168,702
12040030 Capital Projects Reversed	0	-4,636	4,636
Total Water Capital	1,380,000	497,425	882,575
<b>Sewer</b>			
12031130 Wastewater Feasibility Study	0	10,570	-10,570
12042330 Wastewater Treatment Design - S-2014-016	7,500,000	0	7,500,000
Total Sewer Capital	7,500,000	10,570	7,489,430
Total Utilities Capital	\$ 8,880,000	\$ 507,995	\$ 8,372,005

<b>Funding:</b>				
Water				
Sewer				
	Grants	Reserves	Operating	Borrow
	700,000	70,000	500,000	810,000
	700,000	800,000	-	1,500,000
\$	\$ 700,000	\$ 870,000	\$ 500,000	\$ 2,310,000

# Town of Rothesay

## General Fund Financial Statements

April 30, 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 - April	G11
Capital Project Listing - May - DRAFT	G12

# Town of Rothesay

## Balance Sheet - Capital General Fund 4/30/15

### ASSETS

Capital Assets - General Land	2,676,396
Capital Assets - General Fund Land Improvements	5,136,065
Capital Assets - General Fund Buildings	4,339,069
Capital Assets - General Fund Vehicles	1,455,040
Capital Assets - General Fund Equipment	1,600,860
Capital Assets - General Fund Roads & Streets	32,046,235
Capital Assets - General Fund Drainage Network	16,263,807
Capital Assets - Under Construction - General	2,388,908
	<hr/>
	65,906,380
Accumulated Amortization - General Fund Land Improvements	(1,601,601)
Accumulated Amortization - General Fund Buildings	(2,165,118)
Accumulated Amortization - General Fund Vehicles	(846,911)
Accumulated Amortization - General Fund Equipment	(498,749)
Accumulated Amortization - General Fund Roads & Streets	(15,195,991)
Accumulated Amortization - General Fund Drainage Network	(5,298,529)
	<hr/>
	(25,606,899)

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\$ 40,299,481

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### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(568,238)
Total Long Term Debt	5,926,000
	<hr/>
Total Liabilities	\$ 5,357,762
Investment in General Fund Fixed Assets	34,941,719
	<hr/>
	\$ 40,299,481
	<hr/>



**Town of Rothesay**  
Balance Sheet - General Fund Reserves  
4/30/15

ASSETS

BNS General Operating Reserve	617,962
BNS General Capital Reserves	185,337
BNS - Gas Tax Reserves - GIC	3,063,796
Gen Reserves due to/from Gen Operating	267,978
	<u>\$ 4,135,073</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	54,905
General Gas Tax Funding	123,478
Invest. in General Operating Reserve	619,694
Invest. in Land for Public Purposes Reserve	86,723
Invest. in Town Hall Reserve	40,989
	<u>\$ 4,135,073</u>

**Town of Rothesay**  
**Balance Sheet - General Operating Fund**  
**4/30/15**

**CURRENT ASSETS**

Cash	3,546,987
Receivables	62,568
HST Receivable	158,808
Inventory	23,881
Gen Operating due to/from Util Operating	(312,108)
Total Current Assets	<u>3,480,136</u>
Other Assets:	
Projects	<u>110,210</u>
	<u>110,210</u>
<b>TOTAL ASSETS</b>	<u><u>3,590,345</u></u>

**CURRENT LIABILITIES AND EQUITY**

Accounts Payable	822,093
Other Payables	327,458
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	431,800
Accrued Retirement Allowance	306,000
<b>TOTAL LIABILITIES</b>	<u><u>2,732,566</u></u>

**EQUITY**

Retained Earnings - General	(122,694)
Surplus/(Deficit) for the Period	<u>980,472</u>
	<u>857,778</u>
	<u><u>3,590,345</u></u>

2015June15OpenSessionFINAL\_101

## Town of Rothesay

Statement of Revenue & Expenditure  
4 Months Ended 4/30/15

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,226,582	1,226,582	4,906,326	4,906,326	0		14,718,978
Sale of Services	29,747	22,650	121,157	120,600	557		384,700
Services to Province of New Brunswick	0	5,526	16,575	22,102	(5,527)		66,306
Other Revenue from Own Sources	19,845	7,727	51,277	42,910	8,367		140,729
Unconditional Grant	9,689	9,689	38,754	38,754	0		116,262
Conditional Transfers	0	0	0	0	0		26,500
Other Transfers	0	0	286,525	286,525	0		894,025
	<u>\$1,285,863</u>	<u>\$1,272,173</u>	<u>\$5,420,613</u>	<u>\$5,417,217</u>	<u>\$3,397</u>		<u>\$16,347,500</u>
<b>EXPENSES</b>							
General Government Services	127,572	124,001	691,994	761,288	69,293		2,053,519
Protective Services	324,920	324,410	1,649,646	1,650,441	796		4,567,051
Transportation Services	299,454	295,145	1,278,019	1,210,129	(67,891)		3,355,933
Environmental Health Services	45,457	44,000	156,956	177,000	20,044		633,000
Environmental Development	37,086	46,845	178,818	217,247	38,428		619,122
Recreation & Cultural Services	143,518	186,577	471,877	562,577	90,700		1,791,344
Fiscal Services	234	417	888	1,667	779		3,327,531
	<u>\$978,241</u>	<u>\$1,021,395</u>	<u>\$4,428,198</u>	<u>\$4,580,348</u>	<u>\$152,149</u>		<u>\$16,347,500</u>
Surplus (Deficit) for the Year	<u>\$307,622</u>	<u>\$250,778</u>	<u>\$992,415</u>	<u>\$836,869</u>	<u>\$155,546</u>		<u>\$ -</u>

## Town of Rothesay

Statement of Revenue & Expenditure  
4 Months Ended 4/30/15

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	1,555	1,833	5,065	7,333	(2,268)		22,000
Town Hall Rent	777	800	2,368	3,200	(832)		69,600
Arena Revenue	26,915	19,417	111,724	107,667	4,057		228,000
Community Garden	0	0	0	0	0		900
Recreation Programs	500	600	2,000	2,400	(400)		64,200
	29,747	22,650	121,157	120,600	557		384,700
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	17,519	6,667	28,058	26,667	1,391		80,000
Police Fines	0	0	13,293	12,000	1,293		48,000
Interest & Sundry	2,041	417	7,537	1,667	5,871	1	5,000
Miscellaneous	270	644	2,253	2,576	(323)		7,729
History Book Sales	16	0	135	0	135		0
	19,845	7,727	51,277	42,910	8,367		140,729
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	0	0	0	0	0		25,000
	0	0	0	0	0		26,500
<b>Other Transfers</b>							
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
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	2,414	2,967	9,807	11,867	2,060		35,600
Councillors	9,445	8,667	33,195	34,667	1,471		104,000
Regional Service Commission 9	0	1,809	1,710	3,618	1,907		7,235
Other	906	1,417	3,554	5,667	2,112		17,000
	12,766	14,859	48,267	55,818	7,550		163,835
<b>Administrative</b>							
Office Building	19,454	20,750	81,803	98,000	16,197	2	190,000
Solicitor	18,631	2,917	18,631	11,667	(6,964)	3	35,000
Administration - Wages & Benefits	63,247	68,990	248,698	275,962	27,263	4	975,000
Supplies	3,147	6,542	45,695	52,567	6,872		104,900
Professional Fees	5,429	3,056	25,067	25,556	488		50,000
Other	4,268	5,097	31,184	35,387	4,203		76,161
	114,175	107,351	451,079	499,137	48,059		1,431,061

CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services						
Community Communications	2,365	750	2,861	3,000	139	9,000
Civic Relations	0	333	2,726	4,333	1,607	7,000
Insurance	0	0	145,993	146,166	173	146,166
Donations	(1,734)	708	33,531	42,833	9,302	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
	632	1,792	192,649	206,333	13,684	458,623
	127,572	124,001	691,994	761,288	69,293	2,053,519
Protective Services						
Police						
Police Protection	168,550	168,566	674,202	674,262	61	2,191,352
Crime Stoppers	2,800	0	2,800	2,800	0	2,800
	171,350	168,566	677,002	677,062	61	2,194,152
Fire						
Fire Protection	141,618	143,222	566,470	572,889	6,418	1,861,889
Water Costs Fire Protection	0	0	350,000	350,000	0	350,000
	141,618	143,222	916,470	922,889	6,418	2,211,889
Emergency Measures						
911 Communications Centre	9,539	9,539	38,157	38,157	(0)	124,010
EMO Director/Committee	0	1,667	0	6,667	6,667	20,000
	9,539	11,206	38,157	44,824	6,667	144,010
Other						
Animal & Pest Control	1,053	1,000	1,733	4,000	2,267	12,000
Other	1,360	417	16,284	1,667	(14,617)	5,000
	2,413	1,417	18,017	5,667	(12,350)	17,000
Total Protective Services	324,920	324,410	1,649,646	1,650,441	796	4,567,051

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CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Transportation Services</b>						
<b>Common Services</b>						
Administration (Wages & Benefits)	153,057	135,555	571,393	550,219	(21,174)	6 1,765,753
Workshops, Yards & Equipment	50,026	45,458	240,611	221,833	(18,777)	7 585,500
Engineering	0	1,250	949	5,000	4,051	15,000
	203,083	182,263	812,953	777,052	(35,901)	2,366,253
<b>Street Cleaning &amp; Flushing</b>						
Street Cleaning & Flushing	6,807	0	7,324	0	(7,324)	8 35,000
Roads & Streets	1,437	7,967	3,459	19,267	15,808	83,000
Crosswalks & Sidewalks	436	2,767	2,526	5,067	2,540	18,000
Culverts & Drainage Ditches	1,284	13,000	1,384	16,000	14,616	80,000
Snow & Ice Removal	30,169	40,633	353,762	291,433	(62,329)	9 459,000
	40,133	64,367	368,455	331,767	(36,688)	675,000
<b>Street Lighting</b>						
Street Lighting	11,488	12,307	47,346	49,227	1,881	147,680
<b>Traffic Services</b>						
Street Signs	147	833	147	3,333	3,187	10,000
Traffic Lanemarking	0	10,000	0	10,000	10,000	24,000
Traffic Signals	21,624	1,500	19,260	6,000	(13,260)	10 18,000
Railway Crossing	1,203	2,000	5,150	8,000	2,850	24,000
	22,975	14,333	24,557	27,333	2,777	76,000
<b>Public Transit</b>						
Public Transit - Comex Service	21,630	21,750	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	579	500	(79)	1,500
	21,775	21,875	24,709	24,750	41	91,000
<b>Total Transportation Services</b>	<b>299,454</b>	<b>295,145</b>	<b>1,278,019</b>	<b>1,210,129</b>	<b>(67,891)</b>	<b>3,355,933</b>
<b>Environmental Health Services</b>						
Solid Waste Disposal Land Fill	22,540	19,167	66,101	76,667	10,566	230,000
Solid Waste Disposal Compost	1,413	2,333	4,837	9,333	4,496	28,000
Solid Waste Collection	21,505	22,500	86,018	90,000	3,982	270,000
Solid Waste Collection Curbside Recycling	0	0	0	0	0	70,000
Clean Up Campaign	0	0	0	1,000	1,000	35,000
	45,457	44,000	156,956	177,000	20,044	633,000
<b>Environmental Development Services</b>						
<b>Planning &amp; Zoning</b>						
Administration	29,535	33,601	145,943	161,073	15,130	11 457,000
Planning Projects	0	4,167	0	16,667	16,667	12 50,000
Heritage Committee	0	625	390	2,500	2,110	7,500
	29,535	38,393	146,333	180,239	33,906	514,500
<b>Economic Development Comm.</b>						
Tourism	7,202	7,202	28,808	28,807	(0)	86,422
	0	0	3,103	3,200	97	3,200
	7,202	7,202	31,911	32,007	97	89,622
	36,737	45,595	178,244	212,247	34,003	604,122



	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	
<b>Recreation &amp; Cultural Services</b>								<b>G9</b>
Administration	17,640	17,100	88,618	86,150	(2,468)		235,800	
Apartment Buildings	0	0	120	0	(120)		0	
Beaches	0	0	0	0	0		60,800	
Rothesay Arena	24,170	23,899	92,221	86,220	(6,001)		263,500	
Memorial Centre	2,301	4,542	22,448	26,667	4,218		63,000	
Summer Programs	245	1,457	1,041	1,457	416		58,700	
Parks & Gardens	3,699	34,831	56,194	116,823	60,629	13	531,000	
Playgrounds and Fields	1,698	9,817	6,187	39,267	33,080	14	117,800	
Regional Facilities Commission	87,618	87,618	175,236	175,236	0		350,472	
Kennebecasis Public Library	6,147	6,148	24,588	24,591	2		73,772	
Big Rothesay Read	0	83	0	333	333		1,000	
Special Events	0	750	5,222	4,500	(722)		31,500	
Rothesay Living Museum	0	333	0	1,333	1,333		4,000	
	<u>143,518</u>	<u>186,577</u>	<u>471,877</u>	<u>562,577</u>	<u>90,700</u>		<u>1,791,344</u>	
<b>Fiscal Services</b>								
Debt Charges								
Interest	234	417	888	1,667	779		186,031	
Debenture Payments	0	0	0	0	0		669,000	
	<u>234</u>	<u>417</u>	<u>888</u>	<u>1,667</u>	<u>779</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>234</u>	<u>417</u>	<u>888</u>	<u>1,667</u>	<u>779</u>		<u>3,327,531</u>	

## Variance Report - General Fund

Note #

Actual

Better/(Worse)

## Description of Variance

\$	7,537	\$	1,667	\$	5,870	Cash on hand
----	-------	----	-------	----	-------	--------------

5,870  
3,397  
172.80%

Expenses  
General Government

		\$	\$	\$	Maintenance costs lower than expected	2015 July
2	Office Building	\$	81,803	\$	98,000	16,197
3	Solicitor	\$	18,631	\$	11,667	(6,964)
4	Administration - Wages & Benefits	\$	248,698	\$	275,962	27,264

## Protective Services

		Protective Services - Other	Hydrant repairs
5		\$ 16,284	\$ 1,667
			(14,617)

## Transportation

6	Administration - Wages & Benefits	\$	571,393	\$	550,219	\$	(21,174)	Additional snow clearing wages from Parks
7	Workshops, Yards & Equipment	\$	240,611	\$	221,833	\$	(18,778)	Fuel, vehicle repairs
8	Street Cleaning & Flushing	\$	7,324	\$	-	\$	(7,324)	Convulsated water
9	Snow & Ice Removal	\$	353,701	\$	291,433	\$	(62,268)	Salt, sand, contracts
10	Traffic Signals	\$	19,260	\$	6,000	\$	(13,260)	Replaced damaged Opticom

## Environmental Health &amp; Development

[illegible]

## Recreation & Cultural Services

[illegible]

## Fiscal Services

9	1
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Total	\$	24,582
ement	\$	152,149
ained		16.16%

# Town of Rothesay

Capital Projects 2015  
General Fund  
4 Months Ended 4/30/15

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax/Infrastructure	Grants	Operating	Borrow
<b>General Government</b>								
12021860 Town Hall Improvements G-2014-008	315,000	0	315,000				315,000	
Total General Government	315,000	0	315,000	-	-	-	315,000	-
<b>Protective Services</b>								
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	-
<b>Transportation</b>								
12013060 Oakville Acres T-2014-005	2,000,000	50,853	1,949,147					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	1,639	678,361				680,000	
12023060 French Village Road T-2015-01Q (Phase 3 2015)	310,000	2,011	307,989				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/RAS 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	24,861	-24,861					
Capital Projects Reversed	0	-82,444	82,444					
Total Transportation	4,290,000	17,250	4,272,750	40,000	515,000	-	1,735,000	2,000,000
<b>Recreation</b>								
12012060 Arena Upgrade	25,000	0	25,000				25,000	
12016560 Miller Field Building R-2013-08	120,000	3,227	116,773				120,000	
12018160 2013 Rothesay Common Upgrade R-2013-01	2,400,000	16,116	2,383,884					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	84,356	10,800,644	110,000	2,250,000	3,220,000	295,000	5,010,000
<b>Total</b>	\$ 15,515,000	\$ 114,014	\$ 15,400,986	150,000	2,765,000	3,220,000	2,370,000	7,010,000
<b>On Hold</b>								
Land assembly	300,000					315,000		300,000
Designated Highway	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  
5 Months Ended 5/31/15

**DRAFT!**

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax/Infrastructure	Grants	Operating	Borrow
<b>General Government</b>								
12021860 Town Hall Improvements G-2014-008	315,000	0	315,000				315,000	
Total General Government	315,000	0	315,000	-	-	-	315,000	-
<b>Protective Services</b>								
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	-
<b>Transportation</b>								
12013060 Oakville Acres T-2014-005	2,000,000	50,853	1,949,147					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	1,639	678,361				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	-	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					
Capital Projects Reversed	0	-82,444	82,444					
Total Transportation	4,290,000	30,777	4,259,223	40,000	515,000	-	1,735,000	2,000,000
<b>Recreation</b>								
12012060 Arena Upgrade	25,000	0	25,000				25,000	
12016560 Miller Field Building R-2013-08	120,000	3,227	116,773				120,000	
12018160 2013 Rothesay Common Upgrade R-2013-01	2,400,000	19,092	2,380,908					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	87,332	10,797,668	110,000	2,250,000	3,220,000	295,000	5,010,000
<b>Total</b>	\$ 15,515,000	\$ 130,518	\$ 15,384,482	150,000	2,765,000	3,220,000	2,370,000	7,010,000
<b>On Hold</b>								
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

## FINANCE COMMITTEE

May 21, 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 9:32. The agenda was accepted with the addition of Water Bylaw question. The minutes were accepted with one revision: Under Legal Costs, it should read "Most of our legal ISSUES stem from bylaw enforcement". Chairman MacDonald asked for a breakdown of audit fees.

### **General Fund April Financial Statements**

Chairman MacDonald asked for clarification on the Reserve balances, and what was budgeted for 2015. The Overtime shown is what is paid, and an accrual is done at the end of the year. The term "Projects" on the Operating Balance sheet is Work in Progress on projects so far this year. There was a brief discussion on hydrant repairs, and they are not necessarily as a result of being struck by plows. It has been a number of years since our last insurance review, and Chairman MacDonald asked if this could be put on the agenda in a few months. An accrual needs to be done for Enterprise Saint John, and will be corrected for Council's statements. The General Fund statements were accepted as corrected (NG/BB)

### **Utility Fund April Financial Statements**

There was a brief discussion on Connections Fees, and the statements were accepted as presented (BB/NG)

### **Memo Re: Legal Fees**

Treasurer MacDonald reviewed his memo, stressing that legal fees can fluctuate year over year, and that costs associated with a Capital project become a cost of that project. The hourly rates are not necessarily specified on the invoice. Even with a lawyer on retainer, we would likely need specialty advice frequently. Chairman MacDonald requested the memo be revised before it is sent to Council, including more research related to the legal costs included in capital projects.

### **Funding Requests**

There is no word yet on our application to borrow \$310,000 for Utilities. There will be new funding available for the Canada 150 celebrations. RDC is postponing any funding announcements until they review and publish their guidelines. It was suggested a meeting be held with Rick Doucet.

**Internal Controls**

There was an extended discussion on what the focus of the review should be. It would be a “value for money” review (as suggested in points 1 and 5), or a more legal and regulatory review. Our current auditors could do it, but it is above and beyond their scope. It was agreed the focus should be detailed or the fees could be excessive. Town Manager Jarvie suggested we produce a report in the next few months, giving background on controls currently in place and determine the focus required.

**Donations Summary**

Accepted as presented.

**Water Bylaw**

Deputy Mayor Grant was wondering if it would be beneficial to tender the residents’ portion of the construction costs as one. Town Manager Jarvie said there was a Water & Sewer Committee meeting last night, and a number of financial incentives were discussed. They will be making a recommendation at their next meeting.

There was a brief discussion on starting the budget process earlier, specifically with the outside agencies. It was suggested Council meet with the town representatives.

The next meeting is set for June 25, 9:30 a.m. The meeting adjourned at 11:44.





# ROTHESAY



## HERITAGE PRESERVATION REVIEW BOARD

Wednesday, May 6<sup>th</sup>, 2015  
7:00 p.m.

**DRAFT**

**PRESENT:** HOWARD PEARN  
LORRAINE FORBES  
JIM BAIRD  
GREG MURDOCK  
J.P. FOISY  
DPDS – BRIAN WHITE  
RECORDING SECRETARY – WENDY DORAN

**ABSENT:** MICHAEL WENNBERG  
COUNC. WELLS  
RANDOLPH GIFFIN

Vice Chair Jim Baird called the meeting to order at 7:10 p.m.

**1. APPROVAL OF AGENDA:**

**MOVED** by H. Pearn and seconded by L. Forbes to approve the agenda as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES:**

Vice Chair Jim Baird tabled the approval of the minutes to the next meeting.

**3. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATIONS:**

**5. NEW BUSINESS:**

5.1 6 Church Avenue PID 30200406 – Heritage Permit Application St. Paul's Anglican Church

(Eaves trough and heat pump.)

DPDS White addressed the Board. He stated that the church is seeking a Heritage Permit to install a heat pump and eaves trough along the side of the church hall. DPDS White recommended that the Heritage Preservation Review Board:

Issue a Heritage Permit (Certificate of Appropriateness) for the installation of eaves troughs and a heat pump to the Parish Hall located at 6 Church Street (PID 30200406) subject to the following conditions:

- a) Eaves trough be a complimentary white colour fastened to the fascia board along the west side length of the Parish Hall using low visibility brackets, including a single downspout located near the front (street side) of the Parish Hall; and
- b) A single LG model heat pump to be installed on the west side length of the Parish Hall with mature landscaping plant along the Church Avenue road frontage that will mitigate the aesthetic appearance of the heat pump.

Representatives from St. Paul's Anglican Church were present. They stated that the heat pumps are a donation to the church that will provide efficient cooling and heating to the church hall. They advised the Board that there are in fact two heat pumps to be installed. Eaves troughs are required along the side of the church hall to lessen the effect of roof drainage that occurs at the corner stairwell and landing to the basement door. With respect to the heat pumps, the Board was advised that the Church had 3 different companies in to do an analysis on the placement and all advised the Church that the side of the building was their best option.

A lengthy discussion followed and the following points were raised:

- Quantity of heat pumps. Staff understood that the original request was for one pump but the Board is advised by the Church there are in fact two;
- Location of the heat pumps – discussion on whether or not the pumps could in fact be installed at the back of the building;
- Conduits for heat pumps – discussion on how these would look on the side of the building, whether or not they could be installed inside the hall, if the freezeboard on the exterior of the building would need to be cut to facilitate the pipes into the building and what architectural elements would be suitable in order to make the conduits seem more like an architectural design feature;
- What type of trees/vegetation could be planted to help camouflage the heat pumps;
- Location of eaves trough;
- Type of brackets the church proposes to use for the eaves trough – the Church is proposing a metal style of bracket and the Board is concerned they are not in keeping with the Heritage feel of the building and would prefer to see wood brackets used;
- Placement of the brackets for eaves trough – the Church is proposing brackets will be placed every three feet; and
- Placement of downspouts.

**MOVED** by L. Forbes and seconded by G. Murdoch to issue a Heritage Permit (Certificate of Appropriateness) for the installation of two heat pumps to the Parish Hall located at 6 Church Street (PID 30200406) subject to the following conditions:

- 2 LG model heat pumps to be installed on the side of the Parish Hall with mature landscaping planted along the Church Avenue road frontage that will mitigate the aesthetic appearance of the heat pump and vertical boards be installed to mitigate

the appearance of the condenser unit piping.

**DRAFT****Amending Motion:**

**MOVED** by H. Pearn to amend the Heritage Permit (Certificate of Appropriateness) for the installation of two heat pumps to the Parish Hall located at 6 Church Street (PID 30200406) to add the following:

- eaves trough be a complementary white colour fastened to the new fascia board along the west side length of the Parish Hall using low visibility brackets, including a down spout located at the front (street side) of the Parish Hall and at the rear corner.

**Amending motion lost due to lack of seconder.**

Another lengthy discussion took place. Vice Chair Baird reminded the Board that there was still a motion brought to the floor and a vote was required.

**YEA vote recorded from L. Forbes**

**NAY votes recorded from G. Murdoch, H. Pearn, J.P. Foisy**

**Main motion defeated.**

**MOVED** by G. Murdoch and seconded by H. Pearn that representatives of the congregation of 6 Church Avenue consider all the comments made by the Heritage Preservation Review Board and return to the Board with more detailed drawings and plans with respect to the installation of the heat pumps, including an Engineer's report, and detailed plans with respect to the placement of the eaves trough and samples or model's numbers of the brackets that will be used.

**CARRIED.**

5.2 7 Gondola Point Road – Heritage Permit St. David's United Church (door replacement)

H. Pearn declared a conflict of interest and removed himself from the table.

DPDS White addressed the Board. He stated that the church is seeking a Heritage Permit (Certificate of Appropriateness) to replace the main entrance doors to the church. DPDS White recommended that the Heritage Preservation Review Board:

Issue a Heritage Permit (Certificate of Appropriateness) for the replacement of the main entrance doors and side lights to the church hall located at 7 Gondola Point Road (PID00255786) subject to the following condition:

- a) the door jams and side lights being painted aluminum champagne in colour and detailed with an Arts & Crafts style motif to present a better aesthetic appearance than the original doors.

Church representatives were present. They stated that the doors were installed in the late 1980's as part of a renovation wherein an addition was placed on the existing building. The main entrance doors join the two together. The existing doors are heavy, rusted and warped and the mechanics are now failing. DPDS White noted that Town Staff have no issue with the Church's application other than adding some character-defining features to the doors such as mullions and champagne coloured paint that would be factory installed. Staff noted that the existing doors are part of or symbolic of a heritage façade for the church hall.

**MOVED** by G. Murdoch and seconded by L. Forbes that the Heritage Preservation Review Board issue a Heritage Permit (Certificate of Appropriateness) for the replacement of the main

entrance doors and side lights to the church hall located at 7 Gondola Point Road (PID 00255786) subject to the following conditions:

- the door jams and side lights being painted an aluminum champagne in colour and details with an Arts & Craft style motif to present a better aesthetic appearance than the original doors.

**CARRIED.**

**ON THE QUESTION:**

There was discussion with respect to design on the doors. The suggestion of etching on the glass was brought forward. The church agreed to glass etching with something simple and clean.

Vice chair J. Baird stated that amendments to the motion had to be agreed to by both the mover and seconder. The mover and seconder agreed to the amendments.

**Amending motion:**

**MOVED** by G. Murdoch and seconded by L. Forbes that the main motion be amended to read "...the door jams and side lights being painted an aluminum champagne in colour and details with glass etching in the glass to present a better aesthetic appearance than the original doors."

**CARRIED.**

**Main motion, as amended CARRIED.**

**7. OLD BUSINESS:**

N/A

**8. CORRESPONDENCE FOR INFORMATION:**

N/A

**9. DATE OF NEXT MEETING:**

June 17, 2015 @ 7p.m.

**10. ADJOURNMENT:**

**MOVED** by L. Forbes to adjourn the meeting.

**CARRIED.**

The meeting adjourned at 9:15 p.m.

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Chairperson

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Recording Secretary



2015 June 15 Open Session FINAL\_115  
**ROTHESAY**  
**PARKS & RECREATION COMMITTEE**  
**MEETING MINUTES**  
Tuesday, May 19<sup>th</sup>, 2015



**DRAFT**

**PRESENT:** Councillor Miriam Wells, Chair  
Councillor Bill McGuire  
Maureen Desmond  
Tracy Langley  
Chip Smith  
Pat Palmer, Vice Chair  
Jane MacEachern  
Brendan Kilfoil

Director of Recreation Charles Jensen  
Facilities Coordinator Ryan Kincade  
Town Manager John Jarvie  
Recreation Coordinator Alex Holder  
Recording Secretary Bev Côté

**ABSENT:** Susan Harley  
Jon LeHeup

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

**1. APPROVAL OF MINUTES**

**MOVED** by Brendan Kilfoil and seconded by Pat Palmer to approve the minutes of the April 21<sup>st</sup> 2015 meeting.

**CARRIED.**

**2. APPROVAL OF AGENDA**

**MOVED** by Chip Smith and seconded by Tracy Langley to approve the agenda as circulated noting the date change of the September Meeting from September 15<sup>th</sup> to September 22<sup>nd</sup>.

**CARRIED.**

**3. DELEGATIONS**

**4. REPORTS**

**5. UNFINISHED BUSINESS**

**5.1 Rothesay Common Update**

Director Jensen informed the committee there was a meeting earlier in the day to discuss time lines. There are machines on site, the fence will be installed on Wednesday and the rink house is set to be demolished on Thursday. Completion of the project is projected for mid-November. The Concert on the Common will be moved over to the Oval close to Rothesay Park School. Canada Day will still take place on the Common.

**DRAFT**

## **5.2 Wells Park Project**

Director Jensen noted that the tender will be before Council at the June meeting. The area has been grubbed. A brief discussion followed.

## **5.3 Multi-Purpose Facility**

Director Jensen informed the committee that there is not much to report. TM Jarvie noted that in Saturday's paper there was an article with regards to a program initiated by the Province that the Town may be able to apply for. It is a high profile project that encourages new jobs, will maintain jobs and that the project would be a benefit to the community.

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

Director Jensen noted that the project was approved at the last Council Meeting. Town staff is now looking at quotes for Electrical, plumbing and outside work. Plans are to start in 3 – 4 weeks.

## **6. NEW BUSINESS**

### **6.1 Ice Fishing Shacks @ Renforth Park and Cameron Road**

Councillor Wells reported that wind has blown debris from the Renforth shacks down to the K-Park area. The Association at Renforth was out in kayaks to secure and pull in to shore some debris. There have been many complaints to the Town with regards to all the debris at both Renforth and Cameron Road although the Town has no jurisdiction. All complaints were referred to the Department of the Environment. The Town has met with Patrick Stull of Environment and he did note that it was their responsibility. In the future, they have guaranteed the Town, they will patrol the fishing shacks to make sure that all shacks have names and phone numbers posted and that "sleds" are on the bottom of the shacks. This year, with the amount of snow that we had, it weighted down the ice causing water to surface which froze the shacks in place. If the owners are not following the rules there could be fines imposed of up to \$1000. The Town has drone pictures of the Cameron Road area after the fires, this area is problematic as there is no association, and there is a possibility the Town could block access next year. It was asked if the police could be called with regards to littering but they have no jurisdiction, it would be the Mounties or the Coast Guard. A brief discussion followed.

## **7. DATE OF NEXT MEETING**

June 16<sup>th</sup>, 2015

## **8. ADJOURNMENT OF MEETING**

**MOVED** by Tracy Langley that the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:00 p.m.

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Chairperson

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Recording Secretary





# ROTHESAY



## UTILITIES COMMITTEE MEETING

Wednesday, May 20, 2015

**DRAFT**

**PRESENT:** COUNC. MATT ALEXANDER  
PAUL BOUDREAU  
DR. BRIAN CRAIG  
STEPHEN WAYCOTT  
BLAINE JUSTASON  
DIRECTOR OF OPERATIONS – BRETT MCLEAN  
TOWN MANAGER — JOHN JARVIE  
RECORDING SECRETARY – WENDY DORAN

Counc. Alexander called the meeting to order at 5.30 p.m.

**1. APPROVAL OF AGENDA:**

**MOVED** by P. Boudreau and seconded by B. Craig to approve the Agenda as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES:**

**MOVED** by P. Boudreau and seconded by S. Waycott to approve the Minutes of March 18, 2015 as circulated.

**CARRIED.**

**3. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATIONS:**

N/A

**5. OLD BUSINESS:**

5.1 Update on water exploration:

DO McLean reported that three additional locations have been found on what is considered to be the same fault line as the wells near the McLachlan tank and they look promising. Drilling is scheduled to start next week.

5.2 Update on Wells Park:

DO McLean reported the Director of Recreation is working on an active

transportation plan which may or may not have any bearing on watershed lands. DO McLean will keep the Committee updated.

**DRAFT****6. NEW BUSINESS:****6.1 Discussion on 2014 Annual Reports:**

Copies of the reports were distributed to the Committee members. There was a brief discussion on the Bill McGuire Centre well and the water line that will be installed on James Renforth Drive this summer that will put the Bill McGuire Centre and (possibly) eight additional houses on town water.

**6.2 Memorandum re: scheduled meeting dates for 2015:**

**MOVED** by B. Justason and seconded by P. Boudreau to adopt the scheduled meeting dates for Utilities Committee meetings for the remainder of the year as per the Memorandum issued by Town Staff dated 6 May 15.

**CARRIED.****6.3 Water By-law – Discussion pursuant to Public Hearing on 11 May 15:**

The committee agreed there were some valid points and good suggestions made by residents that attended the Public Hearing. A lengthy discussion took place. To summarize, the Committee agreed that something should be done to assist property owners in connecting to the system and to possibly assist with a payment plan for the connection fee over a period of time. Town Manager Jarvie stated that a report would need to go before Council at their June meeting and if the Committee had a recommendation it would have to go before Council at the same time. Staff will prepare the recommendation to circulate to the Committee in the next week and if all are agreeable, it will go before Council at their June meeting.

**7. CORRESPONDENCE FOR ACTION:****N/A****8. CORRESPONDENCE FOR INFORMATION:**

**8.1** Letter from resident expressing dissatisfaction over extra charges to their utility bill as a result of the proposed water line continuing up Gondola Point Road:

Received and filed.

**8.2** Letter from resident expressing concern over recent changes to utility rates:

Received and filed.

**9. DATE OF NEXT MEETING:**

**June 17, 2015 at 5:30 p.m.**

**10. ADJOURNMENT**

# ROTHESAY

Utilities Committee

Minutes

2015 June 15 Open Session FINAL\_119

20 May 2015

**MOVED** by B. Craig and seconded by S. Waycott to adjourn the meeting.

**DRAFT**

**CARRIED.**

Meeting adjourned at 7.00 p.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Recording Secretary

# May 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>
2015/05/01	2015-023	118 Dolan Road	Detached Garage	\$10,000.00	\$72.50
2015/05/04	2015-024	12 Robinson St.	Electrical Upgrade	\$2,500.00	\$20.00
2015/05/04	2015-025	15 Marr Road	Elect. Temp	\$1,000.00	\$20.00
2015/05/07	2015-026	18 Shipyard Rd.	Single Family	\$250,000.00	\$1,812.50
2015/05/05	2015-027	24 Hillcrest Drive	Electrical Upgrade	\$1,500.00	\$20.00
2015/05/11	2015-028	55 Donlyn Dr.	Enclosing front porch.	\$12,000.00	\$87.00
2015/05/06	2015-029	117 Wiljac Street	Renovation	\$5,500.00	\$40.00
2015/05/11	2015-030	63 Elizabeth Parkway	Deck	\$8,500.00	\$62.00
2015/05/12	2015-031	7 Pickett Lane	Single Family	\$489,000.00	\$3,545.00
2015/05/12	2015-032	42 Charles Cres	Attached Garage	\$40,000.00	\$290.00
2015/05/13	2015-033	9 Kingswood Ave.	Renovation	\$50,000.00	\$362.50
2015/05/14	2015-034	2720 Rothesay Rd.	Deck	\$0.00	\$0.00
2015/05/14	2015-035	35 Ball Park	Above Ground Pool	\$9,500.00	\$69.00

<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>
2015June15OpenSessionFINAL_121					
2015/05/14	2015-037	53 Gondola Point	Fence	\$6,000.00	\$43.50
2015/05/14	2015-038	36 Marr Road	Storage Shed	\$1,500.00	\$20.00
2015/05/14	2015-039	15 Marr Road	Demolition	\$0.00	\$500.00
2015/05/14	2015-040	15 Cortland Place	Fence	\$1,500.00	\$20.00
2015/05/15	2015-041	1 Edgemont Ln	Single Family	\$275,000.00	\$1,993.75
2015/05/15	2015-042	2965 Rothesay Road	Interior Renovations and Windows	\$50,000.00	\$362.50
2015/05/19	2015-043	149 James Renforth Dr.	Electrical Upgrade	\$500.00	\$20.00
2015/05/19	2015-044	40 Higginson Ave.	Above Ground Pool	\$25,000.00	\$181.25
2015/05/19	2015-045	24 Gondola Point Road	Demolition		\$500.00
2015/05/19	2015-046	24 Gondola Point Road	Utility Building/Public Change House	\$225,000.00	\$1,631.25
2015/05/27	2015-047	31 Frances Ave	Additron	\$18,000.00	\$130.00
2015/05/27	2015-048	7 Dobson Lane	Storage Shed	\$2,500.00	\$20.00
2015/05/27	2015-049	2747 Rothesay Road	Sun Room Renovation	\$10,600.00	\$28.00
2015/05/27	2015-050	29 Grove Ave.	Windows	\$17,000.00	\$123.25
2015/05/27	2015-051	172 Gondola Point Road	Renovations	\$80,000.00	\$580.00

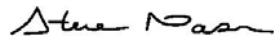
<i>Date</i>	<i>Permit Number</i>	<i>Property Location</i>	<i>Nature of Construction</i>	<i>Value of Construction</i>	<i>Building Permit Fee</i>
<b>2015 June 15 Open Session FINAL_122</b>					
2015/05/28	2015-052	6 Anita Dr.	Detached Garage	\$30,000.00	\$217.50
2015/05/28	2015-053	11 Allan Ave	Attached Garage/Addition	\$50,000.00	\$362.50
2015/05/27	2015-054	1 Goldie Court	Windows	\$1,500.00	\$20.00
2015/05/29	2015-055	2761 Rothesay Rd	Addition	\$150,000.00	\$1,087.00

	<b>Value of Construction</b>	<b>Building Permit Fee</b>
<b>Monthly Total May 2015 **</b>	<b><u>\$1,824,100.00</u></b>	<b><u>\$14,241.00</u></b>
<b>Summary for 2015 to Date**</b>	<b><u>\$4,258,455.00</u></b>	<b><u>\$31,921.01</u></b>

<b>Monthly Total May 2014</b>	<b><u>\$1,579,690.00</u></b>	<b><u>\$13,069.12</u></b>
<b>Summary for 2014 to Date **</b>	<b><u>\$3,728,340.00</u></b>	<b><u>\$29,309.36</u></b>
<b>**Excludes Water / Sewage Fees</b>		

Steven Nason, CBCO



Building Inspector





**ROTHESAY**  
**PLANNING ADVISORY COMMITTEE**  
**MEETING MINUTES**  
Monday, June 1, 2015  
Common Room, Rothesay Town Hall



**PRESENT:** Bill Kean, Chairperson  
Laurie Gale, Vice Chairperson  
Colin Boyne  
Ewen Cameron  
Tracy Langley  
Councillor Peter Lewis

DRAFT

Town Manager John Jarvie  
Director Planning/Development Services (DPDS) Brian White  
Administrator Mary Jane Banks

**ABSENT:** Craig Pinhey  
Councillor Miriam Wells

Chair Bill Kean called the meeting to order at 5:30 p.m.

**1. AGENDA**

**MOVED** by Laurie Gale and seconded by Counc. Lewis the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES**

**MOVED** by Laurie Gale and seconded by Tracy Langley the minutes of 4 May 2015 be adopted as circulated.

**CARRIED.**

**3. OLD BUSINESS**

Laurie Gale declared a conflict of interest and left the meeting room. Chairperson Kean noted there was a quorum and the meeting could continue.

**3.1 Millennium Drive**

**Pat Shea**

OWNERS:	Scott Brothers Ltd. and Sandra Shea
PIDS:	30227086 and 00173443
PROPOSAL:	Development agreement Millennium Park zone

Mr. Pat Shea Jr, Mr. Pat Shea Sr, Mr. Ron Scott and Mr. Rick Turner were in attendance. Chairperson Kean advised the Committee would not be making any decisions at this meeting. DPDS White will be reviewing the Information Report dated 29 May 2015 for the Committee and those in attendance. He also noted there will be a meeting on Monday, June 22, 2015 at 7:00 p.m. at the Bill McGuire Memorial Centre.

DPDS White reviewed the Information Report and presented the following (excerpts from report):

Zoning By-law 2-10 4.15. MILLENNIUM PARK ZONE [MP]		STAFF REVIEW
<b>Permitted Uses:</b>		
<p>Commercial - retail store (maximum floor area of 3000m<sup>2</sup>)</p> <ul style="list-style-type: none"> <li>- restaurants</li> <li>- professional services</li> <li>- personal service establishment</li> <li>- hotel</li> <li>- shopping centre (maximum floor area of 9000m<sup>2</sup>)</li> <li>- office</li> </ul> <p>By-law Definition of SHOPPING CENTRE “<i>means a development containing multiple units and one or more commercial uses that does not contain common interior areas, and is planned, developed, owned and managed as a single development.</i>”</p>		<p>The proposal includes 15 commercial buildings including a mixture of uses as permitted in the Millennium Park zone as follows:</p> <ol style="list-style-type: none"> <li>1. retail stores/shopping centre</li> <li>2. restaurants</li> <li>3. professional services</li> <li>4. personal service establishment</li> <li>5. hotel</li> <li>6. office space</li> </ol> <p>Several of the proposed buildings exceed the by-law requirement limitation of 3000m<sup>2</sup>; however, if the buildings are developed as a shopping centre they would comply with the by-law. Staff understand that much of the proposed development would be developed under the definition of Shopping Centre. The Shopping Centre definition is grounded heavily on the requirement for common ownership. That ownership requirement would only extend to the boundaries of each individual parcel meaning that it would be easy to meet the by-law requirement for the entire project to be considered as “shopping centre” as long as there were multiple owners and multiple retail units with no common interior areas.</p> <p>There is a single 12,570 m<sup>2</sup> (135,302 ft<sup>2</sup>) building on the property that does not meet the shopping centre maximum floor area of 9000m<sup>2</sup>. <b>The required variance for this building is a 39.6% increase in the permitted size.</b></p> <p>National chain big box retail stores are in the 60,000 to 140,000 square foot range. Mid-size retail stores, such as national book stores range from 25,000 to 45,000 square feet, or about the size of a large supermarket. Free-standing chain drugstores are generally 12,000-15,000 square feet but are growing in size as product offerings grow.</p>
<p>Residential - moderate density (up to 10 units/acre)</p> <ul style="list-style-type: none"> <li>- higher density (10 to 20 units/acre)</li> <li>- assisted living facility</li> </ul>		<p>Residential uses are permitted but not required. No residential uses are proposed no variance necessary.</p>
<p>Institutional - places of worship</p> <ul style="list-style-type: none"> <li>- schools</li> <li>- retirement complex</li> <li>- nursing home</li> <li>- libraries</li> </ul>		<p>Institutional uses are permitted but not required. No Institutional uses are proposed no variance necessary.</p>
<p>Public Space and Parkland</p> <ul style="list-style-type: none"> <li>- pedestrian walkways</li> <li>- municipal trail system</li> <li>- parks</li> </ul>		<p>Sidewalks and public parkland are proposed as permitted uses. No variance required.</p>
<p>Institutional and commercial uses shall have vehicular access only from Millennium Drive.</p>		<p>Proposed access to the development is only from Millennium Drive and complies with the by-law. No</p>

	variance required.
Only moderate density garden homes or town houses shall be developed adjacent to residentially zoned properties.	Restriction permits only moderate density residential "adjacent to" <sup>1</sup> properties on Wedgewood Drive. No development is proposed "adjacent to" residential properties being separated by a 20 meter undeveloped strip of land.
<b>Commercial and Institutional</b>	
Building Height Maximum: 12 m Minimum: 3 m	Most of the buildings are 1 and 2 storeys in height with the exception of the proposed 4 storey hotel. The typical height of each storey is based on the ceiling height of the rooms plus the thickness of the floors between each storey. Generally this is around 10 feet (3.0 m) total, therefore the tallest building proposed the 4 storey hotel would comply with maximum height of 12m (4 storeys x 3m per storey). No variance required.
Lot Size Minimum: 1500 m <sup>2</sup>	No variance required.
Building Area Minimum: 150 m <sup>2</sup>	No variance required.

<b>Building Placement</b>	
Buildings shall have at least one entrance that faces the nearest public street and is accessible to pedestrians from that street.	Requirement to have entrances face public street would be met no variance required.
Buildings shall be set back minimally from the street, subject to a development agreement.	Wide variety of building set backs are proposed, the requirement uses a general term "minimally" versus a specific measurement and allows for building placement as per a development agreement. No variance required
<b>Landscaping</b>	
Commercial development - A minimum of 30% landscaped area	Requirements can be met. No variance required.
A minimum landscape buffer of 10 m shall be provided adjacent to all residentially zoned properties. Mature trees and existing vegetation shall be maintained in this buffer.	The proposal includes a 20 m buffer between the residential properties on Wedgewood and the commercial development. The requirement for a buffer is therefore met and no variance required. Staff would recommend that a conservation easement be placed on this 20m buffer at the time of subdivision to ensure that the land remains as intended buffer.
<b>Parking</b>	
Parking requirements are set out as in Section 5.6.	The proposed siteplan for parking was prepared by the developer's consultants to meet or exceed the zoning by-law requirement. The development requires 2170 parking spaces and the developer is proposing 2250 parking spaces. Staff can confirm that the parking proposal does comply with the by-law and that no variance is required.  Staff believe the parking by-law requirement to be

<sup>1</sup> "Upon an examination of the various interpretations of the word "adjacent" as provided by counsel, it is apparent to the Board that in the context of the obvious goal of the by-law to impose a significant space between the PQ Zone and any residential zone, the word adjacent must only mean nearby and does not carry with it the implication that it also mean "beside"." Citation: Lafarge Canada Inc. v. P.A.C. Saint-John, 2002 NBAPAB 14 (CanLII), <<http://canlii.ca/t/269hd>>

	<p>somewhat excessive. As there are only 4,545 households<sup>2</sup> in Rothesay the amount of parking proposed represents an accommodation for 49.5% of the total number of Rothesay households. PAC could consider requesting that the developer submit a proposal for a reduced parking requirement; this would require a variance.</p>
<b>Pedestrian Connections</b>	
- Sidewalks shall be provided on both sides of all public streets, except for Millennium Drive, where a sidewalk shall be provided only on the north side of the street.	<p>The developer is proposing a new connecting public road that would have a public sidewalk and eliminate the need for a sidewalk along the Millennium Drive frontage. A variance is required.</p>
- Large blocks (over 400 m in length along any side) shall require pedestrian connections between adjacent streets.	<p>Requirements can be met. No variance required.</p>
- For large parcels with multiple buildings, pedestrian walkways shall connect all buildings to each other, to parking areas and to public sidewalks; pedestrian walkways shall connect to neighbouring properties where possible.	<p>Requirements can be met. No variance required.</p>
<b>Outside Storage/Display</b>	
- Outside storage shall only be permitted in enclosed compounds, located away from residential areas and not in the front yard of any property - Outside display will be permitted in commercial areas	<p>Requirements can be met. No variance required.</p>
<b>Stormwater Management</b>	
Sites, stormwater management, infrastructure and drainage shall be designed according to the guidelines in Section 5.9 and standards in Schedule D.	<p>Staff are still waiting for a preliminary report from the developer regarding storm water management; nevertheless, the by-law requirements can be met and no variance is anticipated.</p>

8.3.2 GOALS	Staff Comment
<ul style="list-style-type: none"> <li>To facilitate development of a range of uses that will support the integrated development concept.</li> </ul>	<p>No definition of “integrated development” is presented in the municipal plan. Staff see no specific requirements in the zoning by-law. A wide variety of land uses are permitted within the MP zone; however, there is no requirement to have multiple uses.</p>
<ul style="list-style-type: none"> <li>To take advantage of the many positive attributes of the area while enabling development, which are sustainable and meet the needs of the community.</li> </ul>	<p>As stated in the preamble, one of the positive attributes of the area is that it is “<i>prime real estate for commercial development</i>” the Goal indicates a inclination for development specific to meeting the retail or commercial needs of Rothesay, and also being sustainable. Staff would suggest that the developer investigate green building standards such as Leadership in Energy and Environmental Design (LEED) or similar rating system for green buildings.</p>
<ul style="list-style-type: none"> <li>To ensure there are minimal negative effects on</li> </ul>	<p>Goal of the plan does not define what</p>

<sup>2</sup> Statistics Canada. 2013. Rothesay, New Brunswick (Code 1305045) (table). National Household Survey (NHS) Profile. 2011 National Household Survey. Statistics Canada Catalogue no. 99-004-XWE. Ottawa. Released September 11, 2013.

the adjacent residential properties.	“minimal” means, whereas the goal could have been <b>no</b> negative effects, the use of the term “minimal” suggests some negative effects are acceptable. Also “negative effects” must be demonstrable and measurable in order to determine their ability to be mitigated or minimized.
<ul style="list-style-type: none"> <li>To coordinate development on Millennium Drive with that in Quispamsis to ensure that land uses across the two towns are complementary aesthetically and in their functionality.</li> </ul>	Staff have shared the applicant’s proposal with the development officer in Quispamsis and will meet to discuss any concerns.
<ul style="list-style-type: none"> <li>To ensure that the area is developed to a high standard of architectural design, sustainable design and landscape design.</li> </ul>	The applicant has enlisted the services of professional architects to develop architectural renderings of the typical proposed building facades. The landscaping is limited by the amount of parking required in order to be compliant with the zoning by-law parking lot design requirements.
<b>8.3.3 POLICY</b>	<b>Staff Comment</b>
a) Council will consider the development of standards which should address the following; <ul style="list-style-type: none"> <li>a. Energy efficiency</li> <li>b. Water conservation</li> <li>c. Waste water reduction</li> <li>d. Storm water control</li> <li>e. Light pollution minimization</li> <li>f. Parking lot design</li> <li>g. Landscaping</li> <li>h. Architectural design of buildings and structures</li> </ul>	Policy guides staff to prepare specific zoning controls or requirements. Policy does not obligate the developer.
b) Council will require that all developments for this designation be governed by Development Agreements. Further, Council will require that prior to approving such an agreement, the public has the opportunity to review the proposal.	Procedural requirements are specified in the zoning by-law and are being followed.
c) Council will establish high standards for any development in this area to ensure that the area reflects the image of a gateway into the community.	Policy guides staff to prepare specific zoning controls or requirements. Policy does not obligate the developer.
d) Council will require that development is designed and constructed to a high standard with landscaped space designed by a qualified professional;	Policy guides staff to prepare specific zoning controls or requirements. Policy does not obligate the developer.
e) Council will, through the Zoning By-law, provide for limitations on outside storage in commercial areas, provide for green space in all areas, limit the height of all buildings and minimize light pollution.	The MP Zone contains specific “ <b>Outside Storage/Display</b> ” controls and requirements that are being met in the current development proposal.
f) Council will require pedestrian pathways to be included in any design proposal such that there are adequate and appropriate connections between developments and residential properties.	The MP Zone contains specific “ <b>Pedestrian Connection</b> ” requirements that are being met in the current development proposal.
g) Council will require that the trail system identified in the Recreation Master Plan (2009) be developed in this area. As well, Council will require that adequate green space be provided in	Council could consider that the public sidewalk through the development is a necessary linkage that satisfies the Recreation Master Plan policy.

association with the overall development of the lands.	
h) Council may consider the appearance of buildings, the setbacks, parking lot design, lighting, landscaping, control of outside storage and display, provision of appropriate buffers for abutting residential properties and provide for an adequate and appropriate pedestrian circulation network.	Staff believe that the development proposal addresses all of the policy points.
i) All surface drainage shall be managed in such a way as to minimize downstream impacts. Where feasible, surface drainage shall be permitted to recharge the aquifer.	Staff are still waiting for the developer to submit a preliminary storm water management plan.

Chairperson Kean thanked DPDS White for his presentation, noting this is a preliminary review by the Committee and more specific detail will be provided prior to the Planning Advisory Committee making a recommendation to Council on a development agreement for the project. He noted residents will be given an opportunity to speak to the Committee during the process.

**MOVED** by Counc. Lewis and seconded by Tracy Langley the Information Report – Commercial Development of Millennium Drive Lands be received/filed.

**CARRIED.**

Chairperson Kean invited comments from the gallery with respect to procedure.

The following people spoke: Russell Glasgow, Barb Williams, Margaret Potts, Mary Alice Glasgow, Talbot Tozer, Clint MacGorman and Ian Patrick.

There was discussion with respect to the following: information to be made available to the public; opportunities for the public to speak to Council and the Planning Advisory Committee; variances required for the proposal and what studies are to be prepared by the developer. There were general questions with respect to the procedure and timeline.

DPDS White and Chairperson Kean advised of the following: the proposal generally meets the existing By-law with variances and polling will be conducted for variances to be reviewed by the Committee, a traffic impact study and stormwater management plan will be provided by the developer and a meeting schedule and additional information, including staff reports, will be posted to the Town website. DPDS White noted Council is required to approve the project under a development agreement and the Planning Advisory Committee will provide a recommendation to Council. Chairperson Kean advised the Planning Advisory Committee can defer or table its recommendation if the Committee requires additional information prior to making its recommendation. DPDS White noted Council can also defer or table its decision to obtain more information.

Chairperson Kean thanked those in attendance and noted the public meeting will be held on Monday, June 22, 2015 at 7:00 p.m. at the McGuire Centre, 95 James Renforth Drive.

## 5. NEXT MEETING

The next Committee meeting will be held on Monday, July 6, 2015.

**6. ADJOURNMENT**

**MOVED** by Tracy Langley and seconded by Colin Boyne the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:25 p.m.

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Chairperson

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Recording Secretary

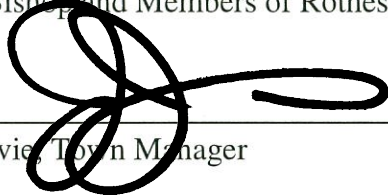




70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**June 15, 2015**

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

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

**DATE:** June 4, 2015

**SUBJECT:** By-law 2-15: Water Bylaw

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council:

1. Remove Bylaw 2-15: Water Bylaw from the table;
2. Read Bylaw 2-15: Water Bylaw (as amended) by Section number;
3. Give third reading by title and enactment to Bylaw 2-15: Water Bylaw (as amended).

### **ORIGIN**

First and second readings of Bylaw 2-15: Water Bylaw were approved by Rothesay Mayor and Council at their meeting of February 9, 2015.

### **BACKGROUND**

In early 2014 the Utilities Committee undertook the task of reviewing and revising the Water By-law. The 2004 By-law was divided into manageable sections for review during the periods between (monthly) committee meetings. Over the course of several meetings the By-law was reviewed in detail and suggestions from committee members and staff were debated. Consensus

on revisions, if any, was achieved for each section of the By-law before the Committee moved on to the next section. Once this process was complete, a final review was completed by all members and the revised, reformatted By-law was drafted by the secretary.

At their meeting of October 15, 2014 the Committee passed the following motion:

**Moved** by T. Langley and seconded by C. Northrup to send the Water By-law to Council for their approval.

**CARRIED**

At their regular meeting of February 9, 2015 Rothesay Mayor and Council gave first and second reading to Bylaw 2-15.

At their meeting of February 18, 2015, the Utilities Committee passed a motion recommending that Council hold a Public Hearing to introduce the Bylaw and receive comment from interested stakeholders prior to third reading. Council adopted the following motion at their meeting of March 9, 2015:

**MOVED** by Deputy Mayor Grant and seconded by Counc. Alexander Council schedule a public hearing for Monday, May 11, 2015 at 7 p.m., in accordance with the requirements for public hearings as outlined in the Community Planning Act, to give consideration to By-law 2-15, "Water By-law".

**CARRIED**

A public hearing was held on May 11, 2015 with a number of residents and business owners voicing concerns regarding enactment of the Bylaw. Third reading of the Bylaw was tabled to allow Mayor and Council time to process the information presented at the hearing, receive a recommendation from the Utilities Committee following the hearing and to gather information from the Treasurer and Director of Operations with respect to the impact of the Bylaw on stakeholders.

## **DISCUSSION**

A copy of the final revision of the By-law has been attached to this report.

The Water By-Law was largely unchanged from the 2004 version with the exception of one major addition under section 4.15 whereby certain classifications of users will be required connect to, and exclusively use, Town Water where it is available. This is a substantive change and it means that all apartment complexes, commercial and institutional uses that are in serviced areas (ie. are now paying the fixed water rate) shall connect to, and use, Town water. Section 4.15 was included in the first and second reading report to Council as follows:

4.15 Any owner of a commercial, institutional, or non-single family residential building on land abutting a street, right-of-way, or public place in which there is a water main shall connect to the main in a manner approved by the Town and use such main as its sole source of water.



The public hearing produced a number of concerns with a seemingly common theme: The amount of money required to connect and the timeframe in which to do so. The Utilities Committee deliberated on the various concerns raised at the hearing; however they focused on the central theme of time and cost to connect. As a result of the Committee's deliberations, the Treasurer has prepared a memo outlining their recommendations including classification of users, the rates that will be charged (Bylaw rates), the time over which a stakeholder is required to pay the connection fees and an option for a no interest loan to help offset site civil costs. The Treasurer's memo was circulated to the members of the Utilities Committee and they were subsequently polled (by email) resulting in unanimous agreement that the memo captured the intent of their recommendation to Council. The result of this recommendation has been to amend section 4.15 of the Bylaw from that which received first and second reading in February. The amendment removed the words "non-single family residential" from section 4.15, replacing it with "residential apartment complexes" and "residential apartment complex" was defined (in the bylaw) as any building having more than three residential dwelling units. The amended section 4.15 is as follows:

4.15 Any owner of a commercial property, institutional property or residential apartment complex situated on land abutting a street, right-of-way, or public place in which there is a watermain shall connect to the main in a manner approved by the Town and use such watermain as its sole source of water.

Section 7.6.1 d) was also amended to add the classification of users and the payment requirements related to each class as per the Treasurer's memo attached.

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).*



# ROTHESAY MEMORANDUM



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TO : John Jarvie  
FROM : Doug MacDonald  
DATE : May 25, 2015  
RE : Water By-Law

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Per our discussions I have summarized the suggestions of the Utilities Committee regarding public comments on the changes to the Water By-law.

The primary concern is the new requirement to mandate commercial, institutional and residential apartment property owners to connect and use the town water system where it is available (apartments defined as any residential building having more than 3 dwelling units).

The new regulation would result in the imposition of three immediate expenditures to the property owner; 1) connection permit fee (\$100 per property); 2) water system access fee (variable depending upon the number of equivalent users); and 3) construction costs to install a connection to the town system (variable depending upon the specific circumstances).

Once connected to the system, there are three usage charges; 1) water meter rental (payable over 3 years based on the size of the meter); 2) fixed usage charge (payable quarterly based on the size of the meter); 3) water usage fee (payable quarterly based on the quantity consumed).

The majority of the public comments expressed concerns regarding the capital costs associated with connecting to the water system, including connection fees charged by the town and construction costs to the property owner.

The Utilities Committee has suggested the following amendments to the proposed by-law to address these concerns.

There are three "classes" of property identified as a result of the by-law change;

- A) existing properties where water is available but not currently used;
- B) existing properties where water is not currently available but could be installed in future; and
- C) new construction where water is available.



# ROTHESAY

TO:  
FROM:  
RE:

2015 June 15 Open Session FINAL\_134

(DATE)

- Class A connection to the water system required on or before September 30, 2016 (i.e. the end of the next construction season)
- connection permit fee due at the start of construction
- water system access fee payable in 20 equal quarterly instalments starting in the first quarter of water use but not later than September 30, 2016
- the Town is responsible for the cost and installation of service from the main line to the residents property line (i.e. to the "curb stop")
- water meter rental charges payable over 5 yrs rather than 3 yrs
- Class B connection to the water system required on or before September 30 of the year following installation of the water line (i.e. the end of the next construction season)
- connection permit fee due at the start of construction
- water system access fee payable in 20 equal quarterly instalments starting in the first quarter of water use but not later than Sept. 30th
- the Town is responsible for the cost and installation of service from the main line to the residents property line (i.e. to the "curb stop")
- water meter rental charges payable over 5 yrs rather than 3 yrs
- Class C no proposed changes (i.e. all fees are payable upon issuance of the connection permit)

# ROTHESAY

TO:

FROM:

RE:

2015 June 15 Open Session FINAL\_135

(DATE)

In addition to the suggested changes to the by-law the committee has suggested two additional policy amendments.

The first is to clarify that any properties now connecting to the town water system are subject to an inspection to ensure the old service is completely disconnected.

The second is to establish a loan program to assist Class A and Class B property owners with their costs of connection (i.e. from the building to the "curb stop"). This program would be subject to an application process, including documentation of actual costs incurred, provision of appropriate security, etc. The suggestion is to provide an interest-free loan to the property owner to a maximum of \$5,000 repayable in equal quarterly instalments over five years.

Staff is suggesting the deferred charges (access fee and loan payments) would be invoiced each quarter as part of the normal billing cycle. Interest would be applied at the normal rate on any payments in arrears consistent with the current policy.

As an example, using a Class A 16 unit apartment building the fees payable to the town would be as follows:

Connection permit fee payable on or before Sept 30, 2016	<u>\$ 100.00</u>
Water system access fee (16 units * 75% * \$1,500) = \$18,000 payable in 20 equal quarterly instalments beginning not later than Sept. 30, 2016	\$ 900.00
Capital assistance loan (maximum of \$5,000) payable in 20 equal quarterly instalments beginning not later than Sept. 30, 2016	250.00
Water meter rental (assuming a 1.5 inch connection) payable in 20 equal quarterly instalments beginning not later than Sept. 30, 2016	16.50
Fixed water usage charge - current quarterly fee	274.75
Estimated quarterly usage @ current fee of \$1.06	<u>475.00</u>
Estimated total quarterly charges	<u>\$ 1,916.25</u>

(Translates to approximately \$40.00 per apartment per month not including any capital costs in excess of the \$5,000 loan)



**BY-LAW 2-15**  
**WATER BY-LAW**

The Council of Rothesay, under authority vested in it by Section 189 of the *Municipalities Act* R.S.N.B. (1973), Chapter M-22, and amendments thereto, hereby enacts as follows:

**TITLE**

1. This By-law may be cited as the “Water By-law”.

**DEFINITIONS**

2. In this By-law, unless otherwise stated:
  - a) “Commercial unit” means a separate set of quarters used for other than residential purposes with a private entrance from outside the premises or from a common hallway or stairway inside;
  - b) “Committee” means the Utilities Committee of Rothesay, as appointed by the Council;
  - c) “Council” means the Mayor and Council of Rothesay;
  - d) “Dwelling unit” means a separate set of residential quarters with a private entrance from outside the premises or from a common hallway or stairway inside;
  - e) “Engineer” means the Town Engineer or their designate;
  - f) “Equivalent User Units” means the rate at which non-single family residential users and commercial users are charged for maintenance, construction, and use of the water system; calculated with an average residential household as the base single unit;
  - g) “Fire Department” means the Kennebecasis Valley Fire Department Inc.;
  - h) “Industrial unit” means an area of land with or without buildings or structures on which activities take place pertaining to industry, manufacturing, commerce, trade, business, or institutions as distinguished from domestic dwellings;
  - i) “Institutional unit” means an area of land with or without buildings or structures on which activities take place pertaining to public or non-profit purposes, and without limiting the generality of the foregoing, may include such uses as schools, places of worship, indoor recreation facilities, community centres, public hospitals, and government buildings;
  - j) “May” is construed as permissive;



- k) "Meter" means a cold water measuring device calibrated in cubic metres owned and operated by the Town;
- l) "Owner" means the person in whose name the property is assessed under the *Assessment Act*, Chapter A-14, R.S.N.B. (1973) and amendments thereto, and includes executors, administrators, and assigns of such person;
- m) "Person" means any individual, partnership, company, public or private corporation, or agency of the Province of New Brunswick, agency or any other legal entity;
- n) "Premises" means a building, which may contain one or more dwelling unit, institutional unit, industrial unit, and/or commercial unit, connected to the water system of the Town by a single service connection to each system;
- o) "Residential Apartment Complex" means any building which includes more than three separate dwelling units;
- p) "Roadway" means that portion of a Rothesay street between the curb lines or the travelled portion of a street designed for vehicular traffic and, except where the context indicates otherwise, includes a crosswalk;
- q) "Rothesay Main Water" or "Rothesay Main Water System" means the water system for that area within the municipal boundary having its source of water supply from the Carpenters' Pond Watershed and such other sources as may be developed from time to time;
- r) "Service Connection" means any piping system that conveys water from a water main to any premises;
- s) "Shall" is construed as being mandatory;
- t) "Specifications for Developers" means the standards adopted by the municipality as a minimum standard for new construction of streets and services within the Town;
- u) "Street" means a Rothesay street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts, and retaining walls in connection therewith and, without restricting the generality of the foregoing, includes the full width of the right-of-way;
- v) "Town" means the town of Rothesay or the area contained within its municipal boundaries as the context requires;
- w) "Water" and "Water Supply" means the water supplied to consumers for the purposes herein specified;

~~v)x)~~ “Water System” means all of the property involved in the operation of the Rothesay water utility and watershed; including all land, wells, water lines and appurtenances, treatment plants, reservoirs, pumping stations, buildings and structures, and general property;

y) “Water User Charge” means the amount charged for maintenance, construction, and operation of the water system.

~~w)-~~

2.1 In this By-law where the context requires, the singular shall be taken to also mean the plural and references to the male or female gender shall be taken to include the other.

### 3. COMMITTEE

3.1 The Utilities Committee shall be appointed in accordance with the Rothesay Procedural By-law

3.2 Council may refer any matter related to the water utility to the Utilities Committee for comment and the Committee shall provide Council with a written response to any matter referred by Council.

### 4. WATER SYSTEM

4.1 Water shall not be furnished for any purpose other than domestic and fire protection purposes when, in the opinion of Council or the Engineer, the quality or efficiency of the water supply for domestic and fire protection purposes within the Town would thereby be impaired.

4.2 (a) The Town may, subject to the foregoing limitations, furnish water for purposes other than domestic and fire protection under an agreement in writing that the water supply may be discontinued temporarily or permanently by Council.

(b) When a development has been approved that includes a car wash facility, a recycle component shall be installed, operated, and maintained as part of the system, with a capacity to reclaim a minimum of 40 per cent and further shall be subject to Town approval.

4.3 Unless otherwise authorized by Council or the Engineer, the water supply to any premises shall be measured by a water meter, as regulated under Section 5 of this By-law.

4.4 The water supply shall be regularly tested in accordance with the *Clean Water Act*, R.S.N.B. (1973) Chapter C-6.1 and amendments thereto, and Approvals to Operate issued from time to time.

- 4.5 The locations, elevations, materials, and methods of installation for all public and private water mains, service pipes, and appurtenances shall be approved by the Engineer prior and after construction.
- 4.6 The Owner shall use construction methods which safeguard the public and private property and work shall be carried out in strict compliance with the *Occupational Health and Safety Act*, R.S.N.B. (1983), Chapter O-0.2 as amended.
- 4.7 No person, being an Owner, tenant, or occupant of a house, building, or other place within the Town supplied with water by the Town shall, without permission of Council or the Engineer:
- (a) lend or sell the water;
  - (b) give water away or permit it to be taken or carried; or
  - (c) use or apply it to the use or benefit of any other person.
- 4.8 The Town shall not be liable for any damage or injury caused or done by reason of the interruption of water supply, water system operation, water pressure or its variation, or drawing of a vacuum on the water system.
- 4.9 No person other than designated Town staff shall open or in any way interfere with any hydrant or valve in the Town; or in the case of Fire Department use, the Fire Chief or their designate.
- 4.10 The Engineer shall have right of access to all parts of an Owner's property or premises at all reasonable hours for the purpose of inspecting any water pipes, fittings or appliances. The Town shall have the right to suspend water service to any Owner who refuses such access or does not respond to requests by the Engineer for such access.
- 4.11 Water supply may be refused or discontinued at any time for:
- a) non-payment of water user charges;
  - b) non-payment of a water connection charge;
  - c) non-payment of any repair or maintenance related charge;
  - d) failure, in the opinion of the Engineer, of the plumbing, pipes, fittings, vents, fixtures, or other related devices on the premises necessary to comply with the requirements of this By-law or if any part of the water system of such premises is in any way unsuitable, dirty, unsanitary, or in an inaccessible place;
  - e) violation of any provision of this By-law;
  - f) the convenience of, and at the request of, the Owner and occupier of the premises; or
  - g) use above quarterly limit of 800 cubic meters per quarter.
- 4.12 Where a water supply has been discontinued under Section 4.11, the Owner shall

pay a disconnection fee, together with any amount in arrears and furthermore, a reconnection fee shall be paid before such supply will be restored. Said fees are outlined in Schedule "E".

- 4.13 No connection shall be made to the water system for the purpose of taking water therefrom except under the direct supervision of the Engineer.
- 4.14 Where maintenance of a sprinkler system or other fire fighting system requires the removal of unmetered water from the water system, the Owner shall obtain prior permission from the Engineer and shall notify the Fire Department dispatch personnel.
- 4.15 Any owner of a commercial, ~~institutional, or non-single family residential building on land abutting a street, right of way, or public place in which there is a water main shall connect to the main in a manner approved by the Town and use such main as its sole source of water~~ property, institutional property or residential apartment complex situated on land abutting a street, right-of-way, or public place in which there is a watermain shall connect such building to the main in a manner approved by the Town and use such watermain as its sole source of water.
- 4.16 No person shall make a connection to any water main of the Town unless a permit has been issued pursuant to this By-law, in the form as set out in Schedule "A". All installations shall be in accordance with the requirements of the "Specifications For Developers" subject to inspection by the Engineer.
- 4.17 Water shall not be supplied from the water system to any Owner's water system unless the Owner's water system and related plumbing is protected from frost and is approved by the Engineer and all costs and expenses incident to the installation and connection to the water system shall be borne by the Owner.
- 4.18 Every service connection to a premises shall have a stop drain shut-off valve, of a type approved by the Engineer, in an accessible position immediately inside the wall of the premises at the service entrance.
- 4.19 When an Owner's water system is found to have been installed in an unsatisfactory manner or in a manner insufficiently strong to resist the pressure to which it may be subjected or where water service pipes are not sufficiently protected from frost or where a person supplied with water has violated any provision of this By-law, the Engineer may direct that the water supply be discontinued until such Owner's water system is properly installed and approved and the person supplied has complied with the provisions of this By-law.
- 4.20 Where an Owner's water system requires a pressure reducing valve to control excess pressures, such valve, installation, and related costs shall be the

responsibility of the Owner, with said installation subject to approval of the Engineer.

- 4.21 No Owner or other person shall connect, cause to be connected, or allow to remain connected, any piping, fixture, fitting, container, or appliance, in a manner that, under any circumstances, could allow water, waste water, or any other substance to enter the Town's water system. The determination of whether or not such condition exists shall be made solely by the Engineer.
- 4.22 No person shall connect any of the following to a service connection, or a line connected to a service connection, without obtaining a permit from the Engineer:
- a) a booster pump;
  - b) a quick opening or quick closing valve;
  - c) a flush valve;
  - d) a heat pump;
  - e) a standpipe;
  - f) a large outlet which may occasion sudden large demands of short or long duration thereby requiring oversize pipe lines; or
  - g) any device which may affect the stability or regulation of water pressure in the water system.
- 4.23 An application for a permit to install a device such as described in Section 4.22 shall be made in the form as set out in Schedule "B" and shall be accompanied by plans and specifications and such other information as required by the Engineer to properly describe the work.
- 4.24 If a condition is found to exist which in the opinion of the Council or the Engineer, is contrary to Sections 4.21, 4.22, or 4.23 hereof, Council may either:
- a) shut off the service or services; or
  - b) give notice to the Owner to correct the fault within a specified period.
- 4.25 No person shall allow an alternate source of water supply to be connected to the water system.
- 4.26 In all new construction, where water hose connections are installed for purposes other than fire protection, such hose connections shall be fitted with atmospheric vacuum breakers.
- 4.27 Water services shall be discontinued by resolution of Council to any premises declared unfit for human occupation.

## 5. **METERED WATER**

- 5.1 All water meters installed by the Town or for the Town are and shall remain the property of the Town.

- 5.2 The rental of the water meter shall be a one-time charge, payable in one payment or quarterly for a period of three years, in accordance with the rates as outlined in Schedule “E”.
- 5.3 All new construction within the Town, where services are available, shall be required to have a water meter installed prior to activation or delivery of any water to the premises. Said installation shall be in accordance with the Standards and Requirements as set out in Schedule “C”.
- 5.4 Where the premises are connected to a private distribution system, the Owner shall provide for a metering vault.
- 5.5 Every Owner shall provide a place for a water meter which, in the opinion of the Engineer, is suitably located within the building at or near the point of entry of the water service pipe and on the Owner side of the shut-off valve, so the meter can be easily read and will not be exposed to freezing temperatures.
- 5.6 Every Owner shall provide a place for a remote meter reading device (outside register) that shall be located on the exterior of the building. This remote meter reading device shall be connected to the meter by means of a wire conductor.
- 5.7 Where the premises of an Owner are of such a nature that a meter cannot be properly installed in a building, or if the building is not sufficiently frost proof as to guarantee the safety of the meter, the Engineer may order the Owner to construct an approved frost proof chamber in which the meter can be installed.
- 5.8 Where the required meter is larger than 20 millimetres nominal pipe diameter, or services more than one above ground floor, it shall be valved on both sides. Where the required meter is larger than 20 millimetres nominal pipe diameter, or where the required meter is a turbine type, or compound type, the Owner shall provide a valved bypass arrangement, designed and installed to the satisfaction of the Engineer, to enable testing and servicing of the meter.
- 5.9 The Engineer shall have right of access to all parts of an Owner’s property or premises at all reasonable hours for the purpose of installing, removing, repairing, reading, testing, or inspecting meters or outside registers. The Town shall have the right to suspend water service to any Owner who refuses such access or does not respond to requests by the Engineer for such access.
- 5.10 No person shall remove or in any way interfere with any water meter affixed to a water service of the Town without approval of the Engineer.

- 5.11 The Owner shall be responsible for the meter on their service pipe and shall protect such water meter. The Owner shall be liable for any damage to the meter or outside register resulting from carelessness, hot water, steam, or the action of frost or any other cause not the fault of the Town or its agents and employees. The cost to the Town occasioned by the damage to the water meter or outside register shall be paid by the Owner. If, after the rendering of an invoice by the Town to the Owner for the cost, the invoice is not paid within thirty (30) days from the date rendered, the supply of water to the premises may be suspended until all charges are paid.
- 5.12 Meters shall be read every quarter and the water user charge shall be invoiced in accordance with Section 7 of this By-law.
- 5.13 Where an Owner requests a Town-owned water meter be tested for accuracy, a fee, as outlined in Schedule "E", shall be paid prior to the test being conducted. Such fee may be refundable only if the tested meter is found to register volumes higher by more than four percent of the standard test. The meter shall be tested by an independent, certified testing service in accordance with the "Statement of Standard Procedure, Settlement of Disputes", as set out in Schedule "D".
- 5.14 Where an Owner, or an Owner's agent, requests that the water meter be read at any time other than the time that it is normally read, the Owner shall be liable to pay a fee, as outlined in Schedule "E".

## **6. MAINTENANCE AND BLOCKAGE**

- 6.1 The main line of the water system shall be maintained and operated by the Town.
- 6.2 The service connection from and including the curb stop at the property line to the main line of the water system shall be maintained and operated by the Town.
- 6.3 The service connection from but NOT including the curb stop at the property line to the building, and all fixtures, piping, and appurtenances within the building shall be maintained and operated by the Owner.

## **7. RATES**

- 7.1 Every Owner of land on which any building is situated that:
- (a) fronts on any street, right-of-way or highway in which a water line is situated;
  - (b) fronts on any right-of-way, which connects to a street or highway in which a water line is situated; or
  - (c) Council has ordered connected to a water system;
- shall pay to the Town a "Water User Charge" for the construction, operation, and maintenance of the water system of the Town, as outlined in Schedule "E".



- 7.2 The “Water User Charge” shall be comprised of:
- (a) a fixed charge that shall be billed to each Owner of property connected to, or who has access to the system;
  - (b) a consumption charge based on the volume of water recorded by the meter on the service or as estimated in a manner approved by Council; and
  - (c) an annual stand-by charge for such buildings that are connected to the Town water system and are equipped with water sprinkler systems.
- 7.3 The fixed charge portion of the “Water User Charge” shall be set in accordance with the meter size and shall be reviewed periodically and approved by Council. Consumption rates per cubic meter and the annual stand-by charge shall be as outlined in Schedule “E”.
- 7.4 The “Water User Charge” shall be invoiced quarterly, including the fixed charge and consumption charge.
- 7.5 Owners who choose not to connect to the water system, when access to the system is available, shall be invoiced the fixed charge portion of the “Water User Charge”.
- 7.6 The water user charge payable by the Owner shall be paid to the Town on or before the end of the calendar month next following the date the invoice is mailed to such Owner and shall be payable whether or not the invoice is received by the Owner. If the account is not paid in full, the amount owing to the Town shall bear interest at a rate as outlined in Schedule “E” and such rate of interest shall be set forth on the invoice. A fee shall be charged to the account for “NSF” cheques, as outlined in Schedule “E”.
- 7.6.1(a) Where recommended by the Committee, the Town Manager may authorize a payment schedule for any account with an outstanding balance that includes at least five hundred dollars that is in arrears for longer than one year.
- (i) Such payment schedule may be for a period of no longer than 24 months and shall provide for payment of the outstanding balance including interest accrued to the date of the payment schedule as well as estimates of the new charges that would accrue during the payment period. The payment schedule may provide that, should the Owner make all payments due in accordance with the payment schedule, interest that would otherwise accrue on the outstanding balance during the payment period will be waived.
  - (ii) In exceptional circumstances and with the approval of Council, a payment schedule may exceed 24 months.
- (b) Where the Owner fails to make any payment by the date specified in the payment schedule, the full amount will become due and payable forthwith, including interest compounded in the normal fashion as if no payment schedule had ever been approved.

(c) An Owner remains obligated to pay to the Town actual new charges incurred during the payment period and not merely estimates that may have been included in a payment schedule.

(d) For Commercial properties, Institutional properties and Residential Apartment Complexes the following User Classes and payment schedule applies:

Class A) existing properties where water is available but not currently used:

- connection to the water system required on or before September 30;
- the connection permit fee is due at the start of construction;
- the water system access fee is payable in 20 equal quarterly instalments starting in the first quarter of water use but not later than September 30, 2016
- the Town is responsible for the cost and installation of service from the main line to the residents property line (i.e. to the “curb stop”)
- the water meter rental charge is payable over 5 years

Class B) existing properties where water is not currently available but is installed in future:

- connection to the water system required on or before September 30 of the year following installation of the water line
- the connection permit fee is due at the start of construction
- the water system access fee is payable in 20 equal quarterly instalments starting in the first quarter of water use but not later than September 30 in the year following the installation of the water main
- the Town is responsible for the cost and installation of service from the main line to the residents property line (i.e. to the “curb stop”)
- the water meter rental charges is payable over 5 years

Class C) new construction where water is available:

- All fees are payable upon issuances of the connection permit.

(d) The authorization of a payment schedule in accordance with Section 7.6.1 subsection (a) is merely an accommodation to an Owner by the Town and does not reduce or affect, except to the degree specifically stated in Section 7.6.1, the rights

of the Town including, without limitation, its rights to accrue and collect the charges and interest thereon due from an Owner to the Town under this By-law or to disconnect service to a property.

- 7.7 If the account or any part thereof remains unpaid at the end of the period hereinbefore mentioned, the Town may sue in its own name to recover the balance owing, including interest, as if the said amount were a debt due from the Owner to the Town.
- 7.8 After ten days notice in writing has been given to an Owner who is in arrears, which notice may be given by registered mail addressed to the Owner, postage prepaid, and without prejudice to any other rights which the Town may have, the Town may disconnect service to the property until such time as the account and the entire cost of disconnecting and reconnecting the service have been paid in full or arrangements for payment satisfactory to Council and approved in writing by the Town Manager have been made by the Owner.
- 7.9 For the purposes of this By-law, a water line has been installed when the Engineer has certified to Council that the system or project of which the water line forms part is substantially complete.
- 7.10 Water user charges shall be levied on the Owners of all properties liable to pay the same commencing at the beginning of the calendar year following the year in which a water line has been installed or the year in which a building on the property has been connected to the water system, whichever is earlier.

#### **SYSTEM ACCESS FEES**

- 7.11 Every person connecting to the water system shall pay a meter connection permit fee and water system access fee as outlined in Schedule "E". The fees shall include all inspection fees and charges associated with processing of the application, control and enforcement of "Specifications for Developers" and shall be paid in full prior to the issuance of a building permit water connection permit.
- 7.11.1 The Engineer, following standard practices and engineering principles, shall have discretion as to the size of the meter required.

- 7.12 The meter connection permit fee and water system access fee bear interest and may be collected in the same manner as the water user charge hereinbefore mentioned.
- 7.13 Nothing in this By-law makes the Town responsible for any part of a water connection that is not in a public street, right-of-way, highway, or water easement.

**8. PENALTIES**

- 8.1 Any person found violating any provision of this By-law or who suffers or permits any act or thing to be done in contravention or violation of any provision thereof, or neglects or fails to do any act or thing herein required, is liable to a fine as may be imposed for commission of an offence punishable under Part II of the *Provincial Offences Procedure Act*, R.S.N.B. (1973), Chapter P-22.1, and amendments thereto, as a Category C offence.
- 8.2 The provisions of Sections 7 and 8 are cumulative and optional and one or more of the remedies provided to the Town may be undertaken simultaneously at the option of the Town.

**9. SEVERABILITY**

If any part of this By-law shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this By-law.

**10. BY-LAWS REPEALED**

By-law 7-04 relating to the Rothesay water system is hereby repealed.

**11. EFFECTIVE DATE**

This By-law comes into effect on the ~~30<sup>th</sup>~~ 1<sup>st</sup> day of ~~March~~ July 2015.

FIRST READING BY TITLE : 9 February 2015

SECOND READING BY TITLE : 9 February 2015

READ BY SECTION NUMBER :  
(Advertised as to content on the Rothesay  
website in accordance with *Municipalities Act*  
R.S.N.B. (1973) Chapter M-22) (19 February 2015)

THIRD READING BY TITLE  
AND ENACTED :

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MAYOR

---

CLERK



**ROTHESAY**  
 70 Hampton Road, Rothesay, NB, E2E 5L5 (506) 848-6600 Fax (506) 848-6677  
 E-mail: rothesay@rothesay.ca Web site: www.rothesay.ca

## CONNECTION APPLICATION ROTHESAY WATER SYSTEM

The undersigned hereby applies/apply to connect the following property (the "property") to the Rothesay Water System.

PROPERTY OWNER(S): \_\_\_\_\_

PHONE: (HOME) \_\_\_\_\_ (BUSINESS) \_\_\_\_\_

PROPERTY LOCATION: Civic: \_\_\_\_\_ PID# \_\_\_\_\_

TYPE OF BUILDING: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

PROPOSED DATE OF HOOK-UP: \_\_\_\_\_

1. I/We represent that I am/we are the legal owners of the property.
2. I/We hereby agree to the Town Engineer or his authorized agent the right to enter the property for the purpose of inspection of the Water Service.
3. I/We hereby agree to abide by and be subject to all terms and conditions set forth in By-Law 2-15, Water By-Law, Rothesay and, in particular, I/we agree to pay the Town the water user rates and charges that may be set from time to time pursuant to the Water By-Law.
4. This agreement shall be binding on me/us and my/our successors and assigns.

I/We are aware of the requirements of Rothesay Building By-Law, Number 4-99, and my/our responsibilities thereunder, and I/we agree to use the above structure for the purpose stated only. I/We are aware construction methods used must safeguard public and private property and must be carried out in strict compliance with the Occupational Health and Safety Act, S.N.B. (1983), chapter O-0.2 as amended. I/We agree to permit and facilitate observation of the work covered under this Permit by the Building Inspector and public authorities at all times.

All records in the custody and control of the town of Rothesay are subject to the provisions of the *Right to Information and Protection of Privacy Act*, SNB 2009, c R-10.6. The collection of personal information on this form is for the purpose of issuing, renewing and/or administering a Rothesay Water System Application.

Collection is authorized in accordance with Town By-Laws and/or Legislation and may be subject to disclosure under the provisions of the *Right to Information and Protection of Privacy Act*, *supra*. Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).

\_\_\_\_\_  
 Signature of Property Owner

\_\_\_\_\_  
 Signature of Property Owner

Date: \_\_\_\_\_

**APPROVED FOR CONSTRUCTION**

Permit Fee \$ \_\_\_\_\_

Permit # \_\_\_\_\_

Connection Fee \$ \_\_\_\_\_

Per \_\_\_\_\_

Date \_\_\_\_\_



# ROTHESAY

## DEVICE INSTALLATION APPLICATION

### ROTHESAY WATER SYSTEM

#### Schedule "B"

PROPERTY OWNER(S): \_\_\_\_\_

PHONE: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

PROPERTY LOCATION: Civic: \_\_\_\_\_ PID# \_\_\_\_\_

TYPE OF DEVICE (Please check appropriate box)

<input type="checkbox"/>	Booster pump
<input type="checkbox"/>	Quick opening/quick closing valve
<input type="checkbox"/>	flush valve
<input type="checkbox"/>	heat pump
<input type="checkbox"/>	standpipe
<input type="checkbox"/>	large outlet (as described in By-Law 2-15, Water By-Law)
<input type="checkbox"/>	Other (please specify)

REASON: \_\_\_\_\_

Water pressure at outside tap (if required): \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPROVED FOR INSTALLATION**

**Permit Number** \_\_\_\_\_

**Per** \_\_\_\_\_

**Date** \_\_\_\_\_





# ROTHESAY

## STANDARDS & REQUIREMENTS for NEW CONSTRUCTION

### Schedule "C"

#### BE IT RESOLVED THAT:

- 1) only a Sensus SR type Cold Water Meter or an Engineer-approved equal shall be installed, complete with a remote touchpad readout located on the exterior of the building, with said meter and remote readout supplied by the town of Rothesay at the time of application for a Building Permit and all associated installation costs borne by the property owner;
- 2) the following standard specifications shall apply as if written out in full herein and references to standards or codes shall mean the latest edition of such publication adopted and published at the date of application to connect to the water system:

CANADIAN PLUMBING CODE  
CANADIAN STANDARDS ASSOCIATION  
AMERICAN WATER WORKS ASSOCIATION  
AMERICAN SOCIETY FOR TESTING MATERIALS

- 3) the following construction methods shall be followed:
  - 3.1 METERS: The property owner shall ensure the installation of the meter and associated equipment by a qualified licensed plumber and all meters shall be installed in a horizontal position with the register side facing upwards.
  - 3.2 FLUSHING: The inlet line shall be flushed prior to the installation of the water meter.
  - 3.3 PLACING INTO OPERATION: The property owner shall open the inlet shut-off valve slowly to allow the water meter to fill and trapped air to escape.
  - 3.4 LEAK TEST: All joints shall be leak tested and checked after the meter is placed into operation.
  - 3.5 REMOTE READOUT: The remote readout shall be installed on the exterior of the building on the driveway side of the building.
  - 3.6 WIRING: The property owner shall supply and install 18 gauge two conductor bell wire for use in connecting the meter with the exterior remote touchpad.
  - 3.7 VALVES: The property owner shall ensure the meter is isolated on either side of the meter.
  - 3.8 INSPECTION: The property owner shall permit and facilitate observation of the work by the town of Rothesay and its agents and public authorities at all times.





# ROTHESAY

## STATEMENT OF STANDARD PROCEDURE

### Schedule "D"



### Settlement of Disputes

BE IT RESOLVED THAT the method of settling and determining invoicing disputes with respect to the water utility system, shall be as follows:

1. Upon the request of the owner, and payment of a fee as set by resolution of Council, the Engineer will arrange the temporary replacement of the meter.
2. The meter of which accuracy is disputed shall be transported by the owner to a location designated by the Engineer, where the accuracy of the meter is to be checked and calibrated.
3. Any invoice issued based on a meter reading whose accuracy on testing is determined to be between ninety-six percent (96%) and one hundred, four percent (104%) shall be determined to be valid and full payment of the account required.
4. In the event that the accuracy of the meter is determined to be less than ninety-six percent (96%) or greater than one hundred, four percent (104%), the Engineer shall have the authority to estimate water consumption for the quarter and to make any necessary adjustments to the invoice.
5. In the event that the accuracy of the meter is determined to be less than ninety-six percent (96%) or greater than one hundred, four percent (104%), Council may refund the fee to the owner and the meter shall be replaced.



**ROTHESAY**  
2015 June 15 Open ADDENDUM\_  
**Rothesay Water System**  
**FEES AND CHARGES, BY-LAW 2-15**  
**Schedule "E"**



**WATER METER RENTAL RATES** (Section 5.2)

Meter size	Total	Quarterly (over 3 years)
5/8 inch	\$133.32	\$11.11
3/4 inch	\$175.56	\$14.63
1 inch	\$263.64	\$21.97
1 1/2 inch	\$329.52	\$27.46
2 inch	\$488.64	\$40.72

**WATER USER CHARGES** (Section 7)\*

**Fixed Charge Component:**

**ROTHESAY WATER SYSTEM**

Meter Size	Factor	Fixed Charge/qtr	Annual
5/8	1.00	\$ 47.70	\$ 190.80
3/4	1.44	\$ 68.69	\$ 274.76
1	2.56	\$ 122.11	\$ 488.44
1-1/2	5.76	\$ 274.75	\$ 1,099.00
2	10.24	\$ 488.45	\$ 1,953.80
4	40.96	\$ 1,953.79	\$ 7,815.16
6	92.16	\$ 4,396.03	\$ 17,584.12
8	163.84	\$ 7,815.17	\$ 31,260.68

\*Owners who choose not to connect to the water system, when access to the system is available, shall be invoiced the fixed charge component of the "water user charge".

**INTEREST** (Section 7)

1.25% per month, compounded monthly.

**NSF CHEQUES** (Section 7)

\$25.00 fee per occurrence

**STAND-BY SPRINKLER CHARGES** (Section 7)

Main Size	Annual Charge
4	\$1,000.00
6	\$1,250.00
8 or larger	\$1,500.00

**PERMIT CONNECTION AND SYSTEM ACCESS FEES** (Section 7)

- |   |                                 |
|---|---------------------------------|
| 1. Meter connection permit (any size meter)                           | \$ 100.00 (non-refundable)      |
| 2. Water system Access Fee:   |                                 |
| (i) in areas subject to local improvement charges and for developers  | \$1,500.00                      |
| (ii) in all other areas   | \$2,500.00                      |
| 3. Water System Access Fee - Commercial:                              |                                 |
| (i) Minimum Access Fee Charge (3 or less equivalent user units)       | \$5,000.00                      |
| (ii) Additional Access Fee Charge (more than 3 equivalent user units) | \$1,500.00/equivalent user unit |

**DISCONNECTION/RECONNECTION FEES** (Section 4.11.1)

Disconnection fee	\$25.00
Reconnection fee	\$25.00

**DISPUTE SETTLEMENT** (Section 5.13)

Accuracy Testing fee	\$25.00
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**METER READING REQUEST** (Section 5.14)

Meter reading fee	\$75.00
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**ROTHESAY**  
2015 June 15 Open ADDENDUM\_  
**Rothesay Water System**  
**FEES AND CHARGES, BY-LAW 2-15**  
**Schedule “E”**



**ROTHESAY MAIN WATER SYSTEM CONSUMPTION CHARGES (Per quarter)**

CHARGES PER QUARTER	up to 96 m <sup>3</sup>	over 96 up to 800 m <sup>3</sup>	above 800 m <sup>3</sup>	up to 72 m <sup>3</sup> /unit	above 72 up to 600 m <sup>3</sup> per unit	above 600 m <sup>3</sup> /unit	up to 3250 m <sup>3</sup>	above 3250 m <sup>3</sup>
Single family residence	\$ 1.06	\$ 1.59	\$ 2.39					
Residence with rental or self contained unit	\$ 1.06	\$ 1.59	\$ 2.39					
Apt bldg - up to 3 units	\$ 1.06	\$ 1.59	\$ 2.39					
Apt. bldg - 4 units or more				\$ 1.06	\$ 1.59	\$ 2.39		
Townhouses - individual meters	\$ 1.06	\$ 1.59	\$ 2.39					
Townhouses - group meters				\$ 1.06	\$ 1.59	\$ 2.39		
Commercial	\$ 1.06	\$ 1.59	\$ 2.39					
Institutional (schools)							\$ 1.09	\$ 1.59

**From:** Mary Jane Banks  
**To:** [REDACTED]  
**Subject:** RE: Official Request for Changes to Cameron Road  
**Date:** June-01-15 4:05:45 PM

---

Thanks for the clarification, Drew.


*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](mailto:MaryJaneBanks@rothesay.ca)

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**From:** Drew Schedler [REDACTED]  
**Sent:** June-01-15 3:53 PM  
**To:** Mary Jane Banks  
**Subject:** RE: Official Request for Changes to Cameron Road

Hello Mary Jane,

I do hereby confirm that all individuals who signed the petition are aware of my intended appearance before council on this issue.

A number of the signers went a step further to state that they would gladly provide additional aid in the form of appearances if required.

The Telegraph Journal has also expressed interest in this issue.

It is possible that all parties involved will be contacted for their points of view on the matter of the lack of a sidewalk on Cameron Road.

Thanks for all your great help Mary Jane.

Regards,

Drew

**Drew G Schedler**

*Founder:*

**AtEase Home Management Solutions**

9 Fir Lane

Rothsay, NB, E2E 2B1

506 847 9219

[drewschedler@outlook.com](mailto:drewschedler@outlook.com); [AtEasehms@gmail.com](mailto:AtEasehms@gmail.com)

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

---

From: [MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)

To: [REDACTED]

Subject: RE: Official Request for Changes to Cameron Road

Date: Thu, 28 May 2015 17:09:14 +0000

Hi Drew.

Thanks for the information.

It will be provided to Council for the June 15<sup>th</sup> Council meeting. Can you confirm the individuals signing the petition were aware it will be given to Rothsay Council at a public meeting?

As mentioned, delegations are limited to 10 minutes, unless extended by Council. The meeting starts at 7:00 p.m. in the Common Room and you will appear on the agenda as the first delegation.

The agenda is posted online the Friday before the Council meeting at <http://www.rothesay.ca/mayor-and-council/agendas/>

Your email and petition will be given to Council prior to the meeting. If you have any other information to be discussed, I would need copies before Noon on Wednesday, June 3<sup>rd</sup>.

Please feel free to contact me if you have any other questions.

Enjoy your day.


*Mary Jane*

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

[MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)

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**From:** Drew Schedler [REDACTED]

**Sent:** May-26-15 11:00 AM  
**To:** Mary Jane Banks  
**Subject:** RE: Official Request for Changes to Cameron Road

Hello Mary Jane,

Thank you for the prompt reply.

I have attached the documentation that I wish to present to this email - consisting of a petition currently signed by approximately 75 area residents.

I was very pleased, yet, not surprised, to find overwhelming support for a sidewalk on Cameron Road and that general sentiment indicates this initiative is long overdue.

My position throughout these proceedings has been to argue for the installation of a sidewalk on Cameron Road from Gondola Point Road to Fir Lane only.

The arguments for this development were and continue to be that this is by far the most dangerous portion of Cameron Road due to: 1) the bend in the road, 2) this portion is exceptionally narrow with a lack of any significant shoulder, and 2) traffic levels on Cameron Road far exceed its original 'country lane' construction.

However, the overwhelming response from area residents with whom I spoke personally on this matter was that Cameron Road should have a sidewalk along its entire length.

Many residents use this road on a daily basis to jog, walk their pets, their children, and frequently walk to enjoy one of the two parks or the two beaches in the area.

These residents described to me how they are concerned for their safety when walking on any portion of Cameron Road.

Can you please inform me a bit on procedure?

Does this documentation I have submitted need to be reviewed before an appearance before Council is granted?

Or may I expect and plan to appear before Council at this juncture of the proceeding?

Thanks for your time & consideration in this matter.

Regards,

Drew

**Drew G Schedler**

9 Fir Lane

Rothesay, NB, E2E 2B1

506 847 9219

---

From: [MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)

5June15OpenSessionFINAL\_155

To: [REDACTED]  
Subject: RE: Official Request for Changes to Cameron Road  
Date: Fri, 22 May 2015 12:29:59 +0000  
Good morning Drew.

Thanks for your email and voice mail.

The next Council meeting will be held on June 15 (by motion of Council) and I would require a copy of your documentation no later than Wednesday, June 3 at noon for consideration at the June meeting.

Delegations are limited to 10 minutes, unless extended by Council and the meeting starts at 7:00 pm in Council Chambers at 70 Hampton Road.

Please let me know if you have any other questions.

Enjoy your day.


*Mary Jane*

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

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**From:** Drew Schedler [REDACTED]  
**Sent:** May-21-15 3:00 PM  
**To:** Mary Jane Banks  
**Subject:** RE: Official Request for Changes to Cameron Road

Hello Mary Jane,

I am writing today to request an appearance before council regarding the Cameron Rd issue.  
I would like an update on the data that was gathered and its interpretation.  
I also have a petition for Council that presents the sentiment of area residents on this matter.

Can you please inform me of the steps I need to take to proceed?

Regards,  
Drew



**Drew G Schedler**

*Founder:*

**AtEase Home Management Solutions**

9 Fir Lane

Rothsay, NB, E2E 2B1

506 847 9219

[drewschedler@outlook.com](mailto:drewschedler@outlook.com); [AtEasehms@gmail.com](mailto:AtEasehms@gmail.com)

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

---

From: [MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)

To: [REDACTED]

Subject: RE: Official Request for Changes to Cameron Road

Date: Mon, 25 Mar 2013 14:58:47 +0000

Hi Drew.

I will be in touch with you before the end of the week to discuss your appearance before Council. I have not forgotten – we experienced a network failure late last week and I've just regained email access and am still reconfiguring data access.

Thanks for your patience.

Mary Jane

848-6664

---

**From:** Drew Schedler [REDACTED]

**Sent:** March-13-13 8:23 PM

**To:** Mary Jane Banks

**Subject:** RE: Official Request for Changes to Cameron Road

Hi Mary Jane,

Thanks, look forward to it.

Regards,

Drew

---

Subject: RE: Official Request for Changes to Cameron Road

Date: Wed, 13 Mar 2013 17:38:58 -0300

From: [MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)

To: [REDACTED]

Thanks for your email.

I will follow up with you early next week with respect to appearing before Council.

Enjoy your evening.

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](mailto:MaryJaneBanks@rothesay.ca)

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**From:** Drew Schedler [REDACTED]  
**Sent:** March-12-13 4:18 PM  
**To:** Mary Jane Banks  
**Cc:** Mayor Bill Bishop; John Jarvie  
**Subject:** RE: Official Request for Changes to Cameron Road

I would like to have the matters below heard by council to ensure that my concerns receive the best of all possible consideration, and that these matters get full and complete analysis and reckoning. Please schedule my presence at the next Council Meeting of April 8, 2013 if at all possible, using this email stream as my Official Request, with a Letter of Request for improvements attached. I am interested in discussing the possibility of a sidewalk being included in the 2014 capital plans.

Please reply with instructions on how to proceed, as well as in the event that any difficulties are encountered with my request or with the attached PDF files.

Regards & ALL best wishes,  
Drew

---

**From:** [REDACTED]  
**To:** [johnjarvie@rothesay.ca](mailto:johnjarvie@rothesay.ca)  
**CC:** [billbishop@rothesay.ca](mailto:billbishop@rothesay.ca); [maryjanebanks@rothesay.ca](mailto:maryjanebanks@rothesay.ca)  
**Subject:** RE: Official Request for Changes to Cameron Road  
**Date:** Mon, 14 Jan 2013 13:02:09 +0000  
Greetings John,

Thank you for communicating my concerns to the Traffic Sargent of Rothesay's Finest. These excessive speeds I spoke of are most active during evening rush hour as people are heading

home. Most of the drivers that I've noticed are booming down Cameron and turning on to Scicholone. The 40 KM limit is rarely observed. However, the speeding phenomena appears to be less apparent during the last few weeks with the advent of all the snow and winter conditions. The situation is very active when roads are clear and conditions are normal.

The lighting placement at Rose Lane is good news. This will certainly offset some of the issues we have discussed here. It is prudent to see what effect this lighting will have. Thank you for putting forward this request to NB Power. Have you an estimate on when these lights are expected to be placed?

I am still interested in exploring the issue of a sidewalk for Cameron Road. Interestingly, last week I measured the amount of clear road on Cameron Road. I also measured Gibbon Road, taking Gibbon as a 'control' street that never had issues for the time that I was there. After the most recent snowfall, clearance between the snow banks on Cameron Road was 18 feet four inches. The clearance between banks on Gibbon was 25 feet 7 inches. The width of the actual pavement on the streets measured at 20 feet on Cameron and 21 feet 8 inches on Gibbon. Cameron Road is indeed narrower than other streets in the jurisdiction.

Now, given that the average width of a car is 6 to 7 feet (not including the mirrors), two oncoming vehicles encountering one another on 18 feet of roadway leaves no room for pedestrians. To wit, on more than one occasion I personally have been walking Cameron Road with my children when two cars are approaching each other from opposite directions. One car in an oncoming traffic scenario is always forced to stop to allow the other car to pass because there is not enough room for two cars and pedestrian traffic. Thankfully, the drivers of these vehicles were observant and proactive enough to take these steps of creating a right-of-way. Walking on the street is the only pedestrian option on Cameron Road after plowing in winter. In other seasons the pedestrian options include a shoulder of less than 2 feet in most places, or in the ditch.

So, again, if Cameron Road was a quiet country lane, as was the case prior to the Scicholone thoroughfare, there would not be any issue and you and I would not be engaged in this dialogue. A sidewalk on this street would, under these conditions, be entirely unnecessary. However, you can see how a sidewalk would be viewed as an important addition under current conditions. This sidewalk would appear to be a natural and necessary outcome of not only Scicholone, but of the growth in the area over the past few years.

I am pleased to hear that you do not intend to be disputatious. I would like to continue dialogue on the viability/desirability of a sidewalk on Cameron Road, but I am not entirely sure if my concerns are best heard here via email, or at a Town Council meeting. Is there any way you can tell me if my concerns are adequately heard here or would be better voiced at a Town Council meeting? Would I be best served by presenting these matters in person

directly to a Committee, or will these emails serve as a written submission to Council? I will do whatever is deemed most likely to have this request taken under full consideration and brought to realization. Any direction you can give me on how best to achieve this objective would be greatly appreciated.

Regards & ALL best wishes,  
Drew

---

Subject: RE: Official Request for Changes to Cameron Road

Date: Fri, 4 Jan 2013 17:48:08 -0400

From: [JohnJarvie@rothesay.ca](mailto:JohnJarvie@rothesay.ca)

To: [REDACTED]

CC: [BillBishop@rothesay.ca](mailto:BillBishop@rothesay.ca); [MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca)

Good Evening Mr. Schedler:

With respect to street lighting policy, the Town pays for any existing street lighting in place at the time of amalgamation and for additional lights at intersections where these have not previously been in place. In the case of Cameron Road, NB Power has been asked to add lights at Aragona Court and at Rose Lane. Any additional lighting would only be installed as an exception to policy and after a formal request to the Council.

If you wish to make representations directly or be heard directly by Council, you may make a request to the Town Clerk in writing no later than noon on the Wednesday proceeding the Council meeting (the second Monday of each month) at which you wish to appear or submit a letter to Council by that time. The requests arising from such appearances or letters are typically referred to a Committee which advises Council on related matters, in this case the Public Works Committee. The Committee is composed of Councillors and volunteer appointments from the community. The Committee will hear the representations you wish to make and recommend action to Council. This is most likely to be the disposition of your request whether in person or in writing, however the choice is yours. You may contact Mary Jane Banks, the Town Clerk at 848-6604.

With respect to the cost estimate provided for the sidewalk, this was done simply to apprise you of the financial magnitude of your request.

I have communicated your assessments of traffic volumes and speeds to the Traffic Sargent at the Rothesay Regional Police.

You will appreciate that Town staff may have more objective means of determining recommendations for sidewalk priorities. For example Scichilone has been open to through traffic for more than 10 years so any recent traffic increases attributable to that source are unlikely.

In any event we are simply providing answers to your queries and don't intend to be argumentative. If you wish to have Council consider some specific course of action, please note the process described above.

Thanks

John

---

**From:** Drew Schedler [REDACTED]  
**Sent:** January-03-13 9:54 AM

**To:** John Jarvie  
**Cc:** Mayor Bill Bishop  
**Subject:** RE: Official Request for Changes to Cameron Road

Mr. Jarvie,

Thanks for your prompt reply.

Please supply me with the details of the lighting standards you are referring to. There is no lighting from the Cameron side of Gondola Point Road to Fir Lane, which represents a serious hazard.

The street light on the other side of Gondola Point Road near to the top of Cameron does nothing to light this intersection or the slight bend in the road just below it.

Please have someone investigate the lighting situation from Gondola Point Road to Fir Lane.

If you intend to take no action on this point please inform me of such.

It is unfortunate that you appear to be putting a price on the health and safety of my children and other residents of this area with respect to a sidewalk. I know of no other streets in Rothesay that are this narrow and this busy without sidewalks. I moved here from Gibbon Road, which was a wider and less busy road with no sidewalk. I had no problems on Gibbon Road and therefore felt no need to voice any concerns. Let me assure you that I am writing to you on these matters because the danger is real and I have witnessed it directly. I think that with some further investigation and a more encompassing view of the issues here you will have a better understanding of the severity. It would appear that the two factors of the road's narrowness and the traffic volume increases since Scicholone was made a thoroughfare have probably been left out of any developmental reckoning of the full impact of this change. When is the next opportunity for me to voice my concerns more broadly, such as a Town Hall meeting or some other venue? I feel that 2014 may be too long a wait for this issue.

Regards,  
Drew Schedler

---

Subject: RE: Official Request for Changes to Cameron Road

Date: Wed, 2 Jan 2013 17:03:16 -0400

From: [JohnJarvie@rothesay.ca](mailto:JohnJarvie@rothesay.ca)

To: [REDACTED]

CC: [BillBishop@rothesay.ca](mailto:BillBishop@rothesay.ca)

Good Afternoon Mr. Schedler:

Mayor Bishop has forwarded your email to me for a response.

Lighting on Cameron Road

Rothesay has a standard for the lighting on local streets. This standard specifies a street light at each intersection with other municipal streets. In this case that would mean seven street lights from and including Gondola Point Road to Ash Lane (on average one every 100 metres to Ricketts Lane). At the moment there is no light at Aragona Court and one will be added there. Streets lights are installed under contract with NB Power and no definite time frame is immediately available but a month or two is typical.

Sidewalk on Cameron Road

As a long time resident of Rothesay you will know there are many local streets without sidewalks including nearby streets such as Francis Avenue and River Road. The priorities for new sidewalks are school access routes and the commercial areas followed by the collector streets. Traffic volume are also a consideration. In some cases developers have included sidewalks on local streets although not required to do so by the Town.

There are no plans at present to add a sidewalk on Cameron Road. However your request will be

considered when reviewing sidewalk priorities and when capital plans are being developed for 2014. Incidentally it is estimated a sidewalk from Gondola Point Road to Scicholone Street would cost in excess of \$30,000 BEFORE drainage is considered.

Speed on Cameron Road

Your email suggests that vehicles are travelling at speeds far greater than the 40 kph limit on Cameron Road. I will forward your concerns to the Rothesay Police for a review of the situation. Thank you for sharing your views as a new resident in the Cameron Road area.

Regards

John Jarvie

John Jarvie, MCIP, RPP  
Town Manager  
Rothesay, NB  
E2E 5L5  
Tel: (506)848-6661  
Fax: (506) 649-8518

---

**From:** Drew Schedler [REDACTED]  
**Sent:** December-31-12 12:29 PM  
**To:** Mayor Bill Bishop  
**Subject:** FW: Official Request for Changes to Cameron Road

---

From: [REDACTED]  
To: [rothesay@rothesay.ca](mailto:rothesay@rothesay.ca); [stevenason@rothesay.ca](mailto:stevenason@rothesay.ca); [williambishop@rothesay.ca](mailto:williambishop@rothesay.ca)  
CC: [REDACTED]  
Subject: Official Request for Changes to Cameron Road  
Date: Mon, 31 Dec 2012 16:27:51 +0000  
Hello, my name is Drew Schedler.

I am writing to make an official request for some much needed improvements to Cameron Road. As a recent arrival to the Cameron Road area I am submitting these requests for the sake of the safety and security of my family as well as of all other residents associated with this road.

The requests I am making are two in number and are, in my estimation, entirely necessary and long overdue:

- 1) Adequate lighting along Cameron Road
- 2) A sidewalk on Cameron Road from Gondola Point Road

I live at 9 Fir Lane with a family of 7 that includes 4 young children and a teenager. I, my wife, and my four young children enjoy going for walks to Dobbin Park as well as to Jordan Miller Park which are both located at the bottom of Cameron Road. We are afraid to use Cameron Road to get there and find ourselves cutting through the woods at the vacant subdivision rather than risk the busy and narrow Cameron Road. Now that Cameron Road is a thoroughfare, the speed limit of 40 km is a wistful pipe dream. Most vehicles can be seen flying down Cameron to Scicholone at 65 to 70 km per hour. I do not think it is acceptable to walk my young children on this very narrow street that is now a very high traffic one. Since Scicholone Street has become a thoroughfare, Cameron Road is no longer a quiet country lane. In fact, Cameron is now a very busy and dangerous route. Therefore, I think it is necessary that a sidewalk be installed to AT LEAST Scicholone Street, which is used as a thoroughfare to Francis Avenue; but, more realistically, to the Jordan Miller Park on Rickett's Lane. This will ensure the safety of my children as well as the numerous other children that live in this area and frequent Cameron Road as pedestrians.



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My wife and I must also escort our children to and from the bus stop at the top of Cameron Road five days a week. Of course, we all must use Cameron Road to access Gondola Point Road and all points beyond. What would normally be simple daily tasks become very dangerous propositions when it is dark out on Cameron Road. There is approximately 1/2 a kilometer of Cameron Road, from Gondola Point Road to Fir Lane, that has absolutely no lighting. When I take my children to school in the morning the natural lighting can be very weak, and I am forced to walk with my children in the ditch to the bus stop. Also, if I am driving and turning on to Cameron from Gondola and there is a car waiting to exit Cameron, the visibility of anyone who may be walking up the street is at absolute zero. This area is extremely dangerous with no lighting and with such a narrow road.

I am concerned for anyone who has the inconvenience of having to walk Cameron Road anywhere between Gondola Point Road and Scicholone Street due to the inadequate lighting and the lack of a sidewalk. For all these abovementioned reasons I am firm in advocating for improved lighting and a sidewalk on Cameron Road. I have lived in Rothesay for almost the entirety of my 40 years, and would be very disappointed if these valid concerns are not addressed. Thanks to the Town of Rothesay in advance, and I look forward to hearing from the concerned parties about these matters that I have put forward.

Regards & ALL best wishes,

Drew Schedler

## PETITION TO THE TOWN OF ROTHESAY NEW BRUNSWICK

We, the undersigned, residents of Rothesay, New Brunswick, draw the attention of *The Mayor AND Town of Rothesay*, to the following: **THAT THE MAYOR AND TOWN OF ROTHESAY SATISFACTORILY ADDRESS THE DANGEROUS CONDITIONS ON CAMERON ROAD.**

THEREFORE, your petitioners call upon *The Mayor AND Town of Rothesay*, New Brunswick, to create conditions free from danger that guarantee safe passage for all pedestrians ambulating Cameron Road from Fir Lane to Gondola Point Road.

- |     | NAME              | ADDRESS                       |
|-----|-------------------|-------------------------------|
| 1.  | Kim Burns         | Aracoma Ct.                   |
| 2.  | Conrad Richard    | Aracoma Ct.                   |
| 3.  | Jill Selousne     | Aracoma Ct.                   |
| 4.  | Sharon Hildebrand | Aracoma Ct.                   |
| 5.  | Dominic Scott     | Aracoma Ct.                   |
| 6.  | Crista Kramer     | Cameron Rd.                   |
| 7.  | Mike Allen        | Cameron Rd.                   |
| 8.  | Charlotte Pierce  | Persimmon Lane                |
| 9.  | [Signature]       | Persimmon Lane                |
| 10. | Jane Clark        | 15 Cameron Rd<br>J. CLARK     |
| 11. | Nicole Bobeneau   | 15 Cameron Rd                 |
| 12. | Nicole Heekema    | 30 Cameron Rd                 |
| 13. | Mallan            | 339 Gondola Point Rd.         |
| 14. | Brenda Heekema    | 30 Cameron Rd, ROTHESAY, NB.  |
| 15. | Ally Heekema      | 30 Cameron Rd Rothesay, NB.   |
| 16. | Brenda Smith      | 4 Mulberry Lane Rothesay, NB. |
| 17. | Steve Smith       | " " " " " "                   |
| 18. | Kari Collier      | 6 Mulberry Lane Rothesay      |



THEREFORE, your petitioners call upon *The Mayor AND Town of Rothesay*, New Brunswick, to create conditions free from danger that guarantee safe passage for all pedestrians ambulating Cameron Road from Fir Lane to Gondola Point Road.

1. Hathubhan 9 Mulberry Lane
2. Gwen Logan 16 Dabean Lane
3. Boyan Bosien 2 Camden Crt
4. Jenny Bosien 2 Camden Crt
5. Dean Mercer 4 Camden Ct
6. Melina Mercer 4 Camden Ct.
7. Middle Hddat 5 Camden Ct.
8. Christine McParland 35 Cove Cres.
9. Th 3m (Lyan) 33 Cove Cr.
10. Alana (Joanna) 21 Eydie Drive
11. Barry Van Steen 21 Eydie Drive
12. Kristen 27 Cove Cres.
13. Carol Sorey 23 Cove Cres.
14. John Sorey 22 Cove Cres
15. Steve Rung 19 Cove CRES
16. Ed Potter 17 Cove Cres
17. Robert Quinn 16 Cove Cres
18. John McGuire 13 Cove Cres
19. Nathleen Bremor 11 Cove Cres
20. Carmen Gallagher 12 Cove Cres.
21. Jodi Stuart 602 Jenna Lane
22. Shen Sorey 10 Cove Cres.



THEREFORE, your petitioners call upon The Mayor AND Town of Rothesay, New Brunswick, to create conditions free from danger that guarantee safe passage for all pedestrians ambulating Cameron Road from Fir Lane to Gondola Point Road.

1. Richard Fabrizio 7 Cove Crescent
2. Joseph Marlette 13 Beach Dr.
3. Tim McCuskey 15 Beach Dr.
4. Ed Scholten 4 Eydie
5. J. Scholten Eydie
6. Mahe-Helene Crowley 9 Eydie
7. Lynn Lawson 8 Eydie
8. D. Hurley "
9. J. Weber Eydie
10. Dan Weber Eydie
11. Derek Richard Eydie, 12
12. John Hughes 16 Eydie Dr.
13. Sean Ward 211 Gondola Pt Rd
14. Stefanie Tsen 211 Gondola Pt Rd
15. Tanner McDevitt 205 GONDOLA PT RD.
16. Renaye Upham 205 Gondola Pt Rd.
17. Stan Elliott 56 River Rd.
18. Helen Elliott 56 River Road.
19. Chris Higgins 37 Cove Cres.
20. Chris Bates 43 Cove Cres
21. Susan Roblee 45 Cove Crescent
22. Robin McEvans 23 Beach Drive.

THEREFORE, your petitioners call upon *The Mayor AND Town of Rothesay*, New Brunswick, to create conditions free from danger that guarantee safe passage for all pedestrians ambulating Cameron Road from Fir Lane to Gondola Point Road.

1. Greg Evans 23 Beach Drive.
2. Thuli Omotoso 44 Cove Crescent
3. Bunmi Omotoso " " "
4. Mary McCue 40 Cove Crescent
5. John + Lisa Monahan 36 Cove Cres.
6. Rob Suter 30 Holiday Drive
7. Rebekah Garrett
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_





# ROTHESAY

## MEMORANDUM



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TO	:	Mr. Drew Schedler
FROM	:	Brett Mclean, Director of Operations
DATE	:	May 10, 2013
RE	:	Request for Sidewalk on Cameron Road

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Dear Mr. Schedler:

At their meeting of April 17, 2013 the Rothesay Public Works and Infrastructure Committee received your letter of March 12, 2013 which was referred from Council for examination.

I reviewed with Committee the concerns that you raised in your letter and in your presentation to Council on April 8th.

The Committee members passed a motion directing me place traffic counters on Cameron Road in the Zone between Gondola Point Road and Scicholone Street. I was also directed to conduct a speed survey in this zone.

There is a policy for the inclusion of sidewalks in Rothesay and I would like to inform you that Cameron Road does not fall high in the priority with respect to proximity to a school or being in an area with high density housing. This does not preclude the Council from making a decision to build a sidewalk on Cameron Road; however it does affect my recommendation to Council for such a project.

The traffic count and speed survey will be completed over the next several weeks and the results will be presented to the Public Works Committee. At that point, Committee will make a recommendation whether or not to advise Council to consider this capital project during the 2014 budget deliberations which will take place in the fall.

I would like to thank-you for taking the time to present your concerns to Council and for being an engaged citizen of our Community. Please feel free to contact me anytime with questions you may have in the future. Email is the optimal form of communication for me and my contact is [brettmclean@rothesay.ca](mailto:brettmclean@rothesay.ca)

Respectfully Submitted,

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Brett McLean, P. Eng.  
Director of Operations



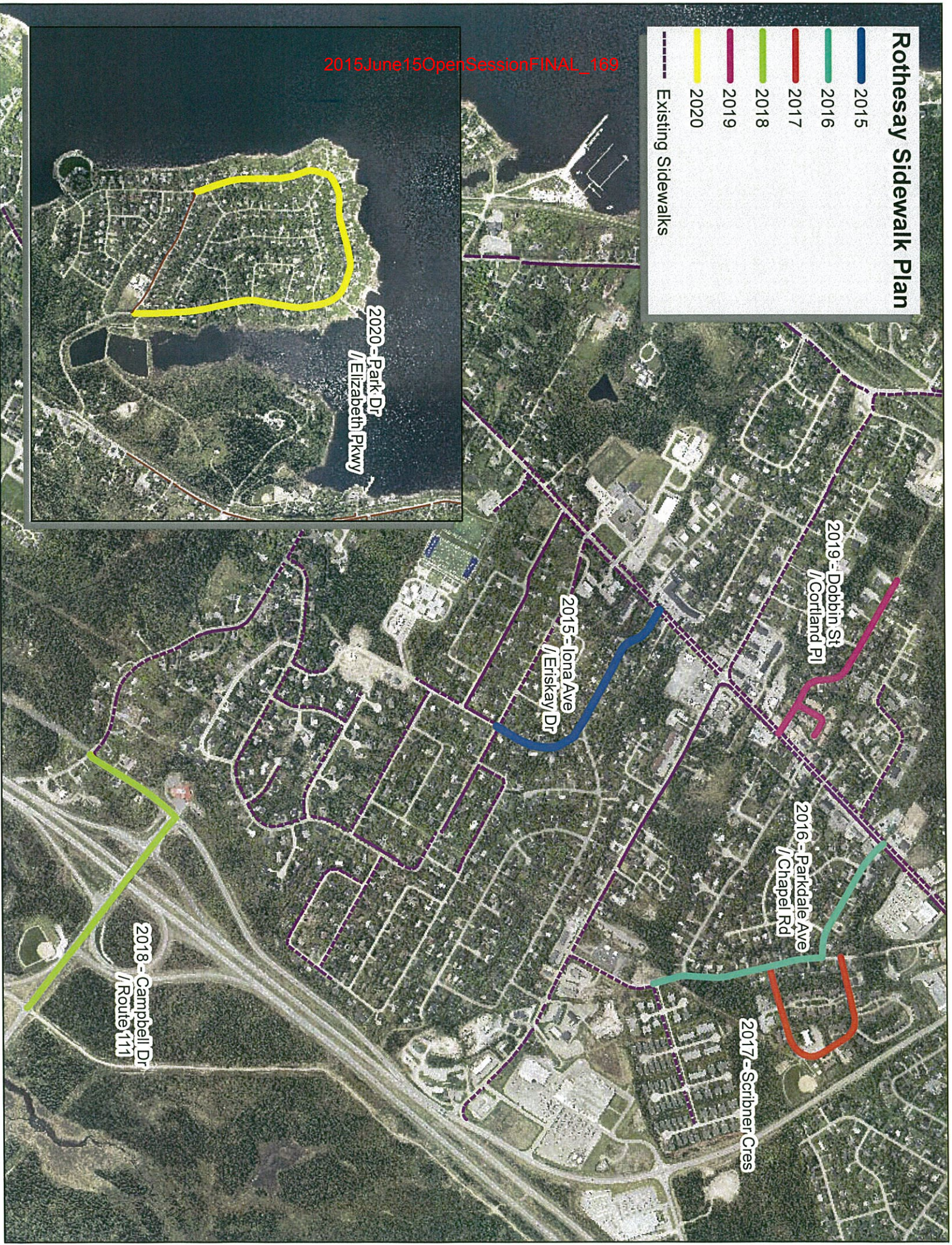
2015 June 15 Open Session FINAL 168  
Capital Construction Plan - Sidewalk 2015 - 2020

Year	Location	Length (m)	Projected cost
2015	Eriskay - Iona	636	\$216,240.00
2016	Parkdale - Chapel	827	\$281,180.00
2017	Scribner	618	\$210,120.00
2018	Grove - Route 111	775	\$263,500.00
2019	Dobbin - Cortland	640	\$217,600.00
2020	Park - Elizabeth Parkway	2071	\$704,140.00
Total (in 2015 dollars)			\$1,892,780.00



# Rothsay Sidewalk Plan

- 2015
- 2016
- 2017
- 2018
- 2019
- 2020
- Existing Sidewalks



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2020 - Park Dr  
/ Elizabeth Pkwy

2015 - Iona Ave  
/ Eiskay Dr

2019 - Dobbin St  
/ Cortland Pl

2016 - Parkdale Ave  
/ Chapel Rd

2017 - Scribner Cres

2018 - Campbell Dr  
/ Route 111





70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**June 15, 2015**

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

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvis, Town Manager

**DATE:** 3 June 2015

**SUBJECT:** Saint John SPCA-Animal Rescue Service Contract

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### **RECOMMENDATION**

It is recommended that Rothesay Council:

*Authorize the Mayor and Clerk to enter into a General Service Agreement with the SJSPCA-AR to provide the Town with services related to animal control in support of Rothesay By-Law 01-12 A By-law of the town of Rothesay Respecting Animal Control.*

### **BACKGROUND**

Early in 2015 Staff were contract by the SJSPCA-AR with a request to re-negotiate and into a new service agreement for services related to animal control, including the collection, confinement, release, and euthanization of animals and all other related services in support of the Animal Control By-Law 01-12.

Staff initiated a process to re-draft an existing and expired contract with the SJSPCA-AR. After several rounds of review and direction from Council Staff submitted the draft contract to legal counsel (Jay Phinney at Cox & Palmer) for review. Mr. Phinney's revised contract was then reviewed again by Staff and the SJSPCA-AR and the Final Draft is now presented for Council's endorsement. The drafted contract complies with the Animal Control By-Law 01-12 and represents several months of work and effort by Staff to prepare a service agreement that represents value for service for Rothesay residents.

### **FINANCIAL IMPLICATIONS**

Schedule A of the proposed contract (see Attachment A) includes a schedule of fees. Fees paid for this service have not been amended since 2008. The increase in fees proposed represents an annual average increase of approximately 3%. We have projected the total cost based upon recent history of activity and have concluded the anticipated annual cost of ~\$7,500.00 associated with the service agreement can be accommodated within the approved 2014/15 operating budget of \$12,000.00 for animal and pest control.

**ATTACHMENTS**

Attachment A

Proposed General Service Agreement with the SJSPCA-AR

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Report Prepared by:

Brian L. White, Director of Planning & Development Services



Financial Approval by:

Doug MacDonald, Treasurer

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**GENERAL SERVICE AGREEMENT**

This General Service Agreement (the "Agreement") dated this \_\_\_\_ day of May, 2015

BETWEEN

**ROTHESAY**  
70 Hampton Road  
Rothesay, New Brunswick  
E2E 5L5  
(hereinafter referred to as the "**Town**")

a body corporate under and by virtue of the Municipalities Act,  
RSNB 1973, Chapter M-22, located in the County of Kings and  
Province of New Brunswick.

-and-

**SAINT JOHN SHELTER LTD.,**  
295 Bayside Drive  
Saint John, New Brunswick  
E2J 1B1  
(hereinafter referred to as "**SJSPCA-AR**")

a company incorporated under the Companies Act of New  
Brunswick, doing business as Saint John SPCA Animal Rescue.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that, in consideration of the mutual covenants, conditions and promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby covenant and agree as follows:

**SERVICE AGREEMENT**

- 1) The Town hereby agrees to engage SJSPCA-AR to provide the Town with services related to animal control, including the collection, confinement, release, and euthanization of animals and all other related services in support of Rothesay By-Law 01-12 A By-law of the town of Rothesay Respecting Animal Control, Enacted under the Municipalities Act, Section 96(1), R.S.N.B. 1973, c.M-22 (the "**Animal Control By-law**").

**COMPENSATION**

- 2) The parties agree that for the services rendered by SJSPCA-AR as contained in this Agreement, the Town shall provide compensation to SJSPCA-AR in accordance with the terms outlined in Schedule "A" of this Agreement.
- 3) Unless otherwise specified, all references to currency herein are deemed to mean lawful money of Canada, and all amounts to be paid or calculated pursuant to this Agreement are to be paid or calculated in lawful money of Canada.
- 4) SJSPCA-AR shall credit to the benefit of the Town all fees and fines that are collected as outlined in this Agreement from the monthly billing statement submitted to the Town.
- 5) The parties agree that all requests for an animal control officer will be charged in accordance with the fees outlined in Schedule "A" and if additional service requests are completed by the animal control officer during the same initial trip, the fees shall be reduced as outlined in Schedule "A" for the second and each subsequent service request.
- 6) The Town shall pay the fees outlined in Schedule "A" for an unclaimed animal originating in the Town. The cost incurred by SJSPCA-AR for an unclaimed animal will be charged to the Town and a copy of the receipt will be issued. The Town agrees to reimburse SJSPCA-AR for the costs incurred by SJSPCA-AR as outlined in Schedule "A".
- 7) If an animal is required to be sheltered at the Town's request the fee shall be as outlined in Schedule "A".

- 8) SJSPCA-AR shall obtain the written permission (email, fax, etc.) from the Town prior to an unlicensed and untagged sheltered animal receiving non-life threatening veterinary care.

### **HOURS OF SERVICE**

- 9) SJSPCA-AR shall maintain regular non-emergency business hours from 8:00 a.m. to 8:00 p.m. Monday to Friday and hours of 9:00 a.m. to 5:00 p.m. on Saturdays, Sundays and statutory holidays in the Province of New Brunswick.
- 10) SJSPCA-AR shall dispatch an animal control officer on the same business day for all non-emergency service calls received before 3:00 p.m.
- 11) The Town agrees that SJSPCA-AR may dispatch an animal control officer on the following business day for all non-emergency service calls received after 3:00 p.m.
- 12) The parties agree to the following:
- i) The maximum response time for an emergency call shall not exceed one hour.
  - ii) The maximum response time for a non-emergency call made before 3:00 p.m. shall not exceed two hours.

### **PROCEDURES**

- 13) SJSPCA-AR shall respond to animal control service requests in accordance with this Agreement as directed by the following:
- i) employees of the Town, including Rothesay's Animal Control Officer, Development Officer, Town Manager or assigned delegates (the "**Town Staff**");
  - ii) the Town's after hours answering service; and
  - iii) members of the Kennebecasis Regional Police Force.
- 14) The parties agree that emergency calls for service shall be limited to the following:
- i) to collect, shelter and properly care for dogs or cats which have been injured;
  - ii) under the direction of the Town Staff or the Kennebecasis Regional Police Force, to collect, shelter and properly care for dogs which have bitten a person or another animal; and
  - iii) to collect, shelter and properly care for dogs running at large that pose an imminent threat of attack and that would present a substantial risk to the safety of the residents of the Town.
- 15) The parties agree that daytime calls for animal control service from 8:00 a.m. to 3:00 p.m. shall be directed by Town Staff and forwarded directly to SJSPCA-AR only when action appears to be required. SJSPCA-AR staff shall respond to the calls received unless a response is not deemed appropriate in consultation with Town Staff.
- 16) The parties agree that where the site of the second or any subsequent service request is more than ten (10) kilometers from the site of the initial service request, the fees shall be as outlined in Schedule "A".
- 17) SJSPCA-AR shall provide the Town with direct contact telephone numbers for animal control officers for the duration of the Agreement.

### **ADMINISTRATION**

- 18) SJSPCA-AR shall maintain the necessary spreadsheet or database software to record information on all service calls made under this Agreement and to record information on all animals that are collected under this Agreement. Such information shall be made available by SJSPCA-AR to the Town without reasonable delay upon formal written request.
- 19) The parties agree that the information collected by SJSPCA-AR shall contain no less than the following information, as applicable:
- i) Time of delivery or pickup
  - ii) Type of animal
  - iii) Approximate age of animal
  - iv) Condition of animal
  - v) Location of pickup
  - vi) Name of animal owner



- vii) Address of owner
- viii) Owner phone number
- ix) Email address of owner

20) SJSPCA-AR agrees to provide the Town with monthly reports for all services rendered during the month. Such reports shall be in a spreadsheet form that is acceptable to the Town and shall be conveyed to the Town no later than 4:00 p.m. on the 10th day, or the following business day, of each subsequent month.

#### **ANIMAL COLLECTION**

- 21) SJSPCA-AR agrees that when a collected animal is to be sheltered as a result of an onsite visit, the animal control officer shall contact the owner of a licensed and tagged animal by telephone when reasonably practical prior to the animal control officer returning to the shelter.
- 22) SJSPCA-AR agrees to return any animal that does not exhibit dangerous or aggressive behavior to the animal's owner following receipt of the applicable voluntary payment outlined in Schedule "A".
- 23) The parties agree that where the owner of an animal cannot be identified, the animal shall be made available for public adoption after a period of no less than five (5) days.
- 24) SJSPCA-AR shall seek the authorization (email or verbal) of the Town prior to accepting animals for sheltering that are dropped off. The parties agree that the applicable fee for sheltering animals that are dropped off shall be as outlined Schedule "A".

#### **ANIMAL RELEASE, SHELTERING AND EUTHANIZING**

- 25) SJSPCA-AR shall be responsible for the collection of the applicable fees and fines that are outlined in Schedule "A", as well as any applicable veterinary costs, prior to the release of an animal.
- 26) SJSPCA-AR shall comply with all applicable standards, codes of conduct, practices and procedures, including, but not limited to, those specified in *Schedule A Standards for Animal Care* and *Schedule B Standards For Destruction Of Animals* as outlined in the *General Regulation – Society for the Prevention of Cruelty to Animals Act*, NB Reg 2000-4.
- 27) SJSPCA-AR shall be responsible for, shall defend against, and shall indemnify and hold harmless the Town against any and all suits, claims, demands, losses, or actions made against the Town based upon, arising from or incident to the performance of Part 26 of this Agreement for the standards of animal care or the destruction of animals.
- 28) SJSPCA-AR shall NOT release a sheltered animal without the expressed permission of the Town as per Section 39 of the Animal Control By-law where such animal is as follows:
  - i) sheltered as a result of it having bitten a person;
  - ii) a dangerous dog that would in the opinion of the animal control officer pose a substantial risk to the safety of the residents of the Town; or
  - iii) infected or suspected of being infected with rabies, distemper, parvovirus or any other public health problem related to animal disease as identified by a professional of veterinary medicine.
- 29) The parties agree that the Town shall be solely responsible for the issuance of a dangerous dog agreement and a dangerous dog licence, as outlined under the Animal Control By-law.
- 30) The Town shall provide to the SJSPCA-AR copies of all dangerous dog agreements.
- 31) SJSPCA-AR shall collect, prior to the release of an animal and in addition to the requirements under Part 19 of this Agreement, the following information, as applicable:
  - i) proof of vaccination against rabies;
  - ii) proof of vaccination against distemper and parvovirus;
  - iii) photo(s) of the animal suitable for identifying the animal as may be necessary; and
  - iv) microchip (pet identification chip) information.

#### **ADDITIONAL SERVICES**

- 32) The Town agrees to supply SJSPCA-AR with all such dog license certificates, numbered (metallic) tags, and receipt forms as shall be required by SJSPCA-AR in order to carry out its

responsibilities under this Agreement.

- 33) SJSPCA-AR agrees to forward to the Town information regarding new dog licenses as soon as reasonably possible after the date of issuance.

#### **GENERAL LIABILITY INSURANCE:**

- 34) SJSPCA-AR shall procure and maintain throughout the duration of this Agreement comprehensive general liability insurance coverage that shall protect SJSPCA-AR from claims for damages for personal injury, including accidental and wrongful death, as well as from any and all services rendered pursuant to this Agreement, whether such services are performed by SJSPCA-AR, by any subcontractor, or by anyone employed directly or indirectly by either of them. Such insurance shall provide for limits of not less than two million dollars (\$2,000,000) per occurrence.

#### **WAIVER OF LIABILITY**

- 35) SJSPCA-AR shall indemnify and save harmless the Town against any liability, claim, demand, action or cause of action of any nature whatsoever, or any expense incident thereto, for injury to or death of a person or loss or damage to property, occurring on or pertaining to the services rendered throughout the duration of this Agreement.

#### **AUTOMOBILE LIABILITY INSURANCE:**

- 36) SJSPCA-AR shall maintain automobile liability insurance in respect of all licensed vehicles that shall have limits of not less than two million dollars (\$2,000,000) inclusive per occurrences for bodily injury, death, and damage to property, in the following forms endorsed to provide the owner of such vehicle with not less than thirty (30) days written notice in advance of any cancellation, change or amendment restricting coverage:
- i) Standard non-owned automobile policy including standard contractual liability endorsement.
  - ii) Standard owner's form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned or operated by or on behalf of SJSPCA-AR, any subcontractor, or anyone employed directly or indirectly by either of them.

#### **SAFETY**

- 37) SJSPCA-AR agrees that the services conducted in fulfilment of this Agreement shall be done in compliance with applicable federal, provincial and municipal laws, including, but not limited to, the *Occupational Health and Safety Act*, SNB 1983, c O-0.2, or any subsequent provincial safety legislation, as may be amended from time to time.
- 38) SJSPCA-AR agrees that the services conducted in fulfilment of this Agreement shall be performed in a safe and efficient manner to the complete satisfaction of both the Town and a WorkSafe NB compliance officer.
- 39) The Town shall not supervise, direct, have control over, nor shall the Town be responsible for SJSPCA-AR's means, methods, techniques, personal protective equipment, sequences or procedures, or for the safety precautions and programs incident thereto.
- 40) SJSPCA-AR further agrees that the services conducted in fulfilment of this Agreement shall be completed solely at the risk of SJSPCA-AR and the Town shall not be held responsible for any accident or injury resulting from the performance of this Agreement.

#### **TERM & NOTICE**

- 41) It is mutually understood and agreed to by the parties hereto that this Agreement shall continue in effect for a period of three (3) years from the date hereof. However, it is fully agreed by the parties hereto that after the initial contract period of three (3) years, this Agreement shall continue in effect unless it is terminated by either party by giving ninety (90) days prior written notice to the other party of their intention to terminate this Agreement or enter into a new Agreement.
- 42) Notices required or permitted to be given under this Agreement shall be in writing, in English, and shall be effectively given if delivered personally or sent by registered mail, courier,

facsimile or email to the following addresses:

to the Town:

**ROTHESAY**  
70 Hampton Road  
Rothesay, New Brunswick  
E2E 5L5  
Email: rothesay@rothesay.ca  
Phone (506) 848-6600  
Fax (506) 848-6677

to SJSPCA-AR:

**SAINT JOHN SHELTER LTD.,**  
295 Bayside Drive  
Saint John, New Brunswick  
E2J 1B1  
Email: manager@spcaanimalrescue.com  
Phone (506) 642-0920  
Fax (506) 634-6101

## **GENERAL**

- 43) The schedules attached to this Agreement shall, for all purposes of this Agreement, form an integral part of it. The parties to this Agreement hereby acknowledge and declare that the schedules are true and correct in substance and fact.
- 44) This Agreement, including all schedules attached hereto and all documents to be executed pursuant hereto, constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether written or oral. There are no conditions, covenants, agreements, representations, warranties or other provisions, express or implied, collateral, statutory or otherwise, relating to the subject matter hereof except as herein provided. No reliance is placed by any party hereto on any warranty, representation, opinion, advice or assertion of fact made by any party hereto or its directors, officers, employees or agents, to any other party hereto or its directors, officers, employees or agents, except to the extent that the same has been reduced to writing and included in this Agreement.
- 45) No amendment or variation of this Agreement shall be effective or binding upon the parties hereto unless it is set forth in writing and has been properly executed by each of the parties to this Agreement.
- 46) This Agreement is governed by the laws of the Province of New Brunswick and the laws of Canada applicable therein.
- 47) This Agreement is to be read with all changes in gender or number as required by the context. The term “including” means “including without limitation”.
- 48) Time is of the essence of this Agreement.
- 49) In the event any provision of this Agreement is deemed invalid or void, in whole or in part, by any court of competent jurisdiction, it is the intent of each party to this Agreement to have this Agreement interpreted in a manner that gives full force and effect to all remaining terms and provisions.
- 50) This Agreement may be executed in any number of counterparts and by different parties in separate counterparts, each of which, when so executed, shall be deemed to be an original and all of which taken together shall constitute one and the same agreement. Delivery by facsimile or by electronic transmission in portable document format (PDF) of an executed counterpart of this Agreement is as effective as delivery of an originally executed counterpart of this Agreement.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the date first above written.

Date: \_\_\_\_\_, 2015

Witness: **SAINT JOHN SHELTER LTD.**

\_\_\_\_\_  
Todd Crawford, Director  
Saint John SPCA Animal Rescue

\_\_\_\_\_  
Melody McElman, Director  
Saint John SPCA Animal Rescue

Witness: **ROTHESAY**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**SCHEDULE A**

The parties agree that all service requests must pertain to animals that originate from or have been collected within the municipal boundaries of Rothesay. Rothesay reserves the right to request specific details regarding the location of animals collected and or proof of the animal’s residency.

SERVICES TO BE PROVIDED BY SJSPCA-AR	FEES TO BE PAID BY ROTHESAY (excludes applicable taxes)
Monthly Administrative Fee	\$215 per month
Daytime Service Request 8:00 a.m. – 4:30 a.m.	\$105 per service request  \$40 for additional requests while animal control officer is attending an initial request in Rothesay  \$60 for additional requests while animal control officer is attending an initial request in Rothesay and the travel distance is greater than 10km.
After Hours Emergency Service Request 4:30 p.m. – 7:30 a.m.	\$165 per service request  \$75 for additional requests while animal control officer is attending an initial request in Rothesay  \$100 for additional requests while animal control officer is attending an initial request in Rothesay and the travel distance is greater than 10km.
Shelter Boarding Fee for unclaimed animal	\$15.00 per day per animal (maximum of 5 days as per By-law)
Adoption Preparation Fee for Animal Remaining Unclaimed	\$50.00 / per animal
Veterinary Costs	Reimbursement of costs incurred by SJSPCA-AR without markup
Euthanization Costs	Reimbursement of costs incurred by SJSPCA-AR without markup
Cremation of Animal Remains	Reimbursement of costs incurred by SJSPCA-AR without markup

FEES COLLECTED BY SJSPCA-AR	TO BE PAID BY ANIMAL OWNER <sup>1</sup>
Return Collected Animal onsite by Voluntary Payment to Animal Control Officer	\$105 for daytime requests and \$165 for after hour request (onsite payment only) + plus applicable fines.
Replacement tag for lost tag	\$10
Fine for failure to license an animal.	<b>\$50 First Offence</b> <i>\$100 for second and each additional offence</i>
Fine for animal running at large	<b>\$50 First Offence</b> <i>\$100 for second and each additional offence</i>
Shelter Boarding Fee	\$15.00 per day per animal
Veterinary Costs	Reimbursement of costs incurred by SJSPCA-AR without markup

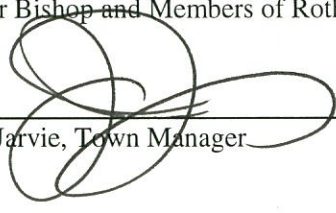
<sup>1</sup> The SJSPCA-AR agrees to credit to the benefit of the Town all fees and fines collected as per this Agreement from the monthly billing statement submitted to the Town.



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**June 15, 2015**

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

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

**DATE:** June 3, 2015

**SUBJECT:** Contract R-2014-019-20: Wells Multi-Use Path, Wells Park

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council:

Award Contract R-2014-019-20: Wells Multi-Use Path, Wells Park to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$1,409,536.69 (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 General Fund Capital Budget includes items for the construction of a Multi-Use Path from Route 111 to the Wells Recreation Park and enhancements to the park including an off leash dog area and a softball field.

### **BACKGROUND**

In August 2014 the provincial government, through the Regional Development Corporation, approved applications for funding for two distinct projects in the Wells community – a multi-use trail through the woods from Route 111 to the Wells Recreation Park and enhancements to the park area including a soft ball field and an off leash dog park. The provincial grant included specific dates for the commencement and completion of the projects. The projects were designed by exp Services Inc. and the tender for construction was advertised by Rothesay on the New Brunswick Opportunities Network (NBON) on April 28, 2015



## TENDER RESULTS

The tender closed on May 29, 2015 with the following results:

1. Debly Enterprises Ltd., Saint John, NB	\$1,574,925.13
2. Fairville Construction Ltd., Saint John, NB	\$1,826,977.79
3. Galbratih Construction Ltd., Saint John, NB	\$1,409,536.69
4. Heron Enterprises Ltd., Saint John, NB	\$1,423,529.02
5. Maguire Excavating Ltd., Saint John, NB	\$1,623,461.22
6. Spectrum Enterprises Inc., Moncton, NB	\$1,856,054.23

The Engineer's estimate for the project was \$1,449,000.00

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 2014/15 General Fund Capital Budgets included amounts totaling \$1,445,000 for the overall Wells Multi-Use Path / Wells Park project. The anticipated completion cost is as follows:

	Total incl. HST	HST rebate	Subtotal
Consulting Fees (engagement)	140,063.50	11,863.50	128,200.00
Consulting fees (pre-engagement)	46,212.00	3,914.19	42,297.81
Clearing Costs	70,229.50	5,948.50	64,281.00
Construction costs	1,409,536.69	119,389.00	1,290,147.68
Total	1,666,041.69	141,115.19	1,524,926.49

The difference between the revised estimated costs of the projects (\$1,525,000) and the original budgeted amount (\$1,445,000) is \$80,000. This amount is available from funds previously obtained for the recreation department and will not result in additional borrowing however, will result in less available cash for projects anticipated in future years.

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).



# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Bishop & Council
FROM	:	John Jarvie
DATE	:	12 June 2015
RE	:	Curbside Recycling Program Implementation

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### **Recommendation:**

It is recommended that Council approve the initiation of a curbside recycling service in addition to the existing garbage and compost collection at a 2015 cost not to exceed \$125,000.

### **Background:**

For several years staff have been researching the introduction of a service to collect recyclable materials at the end of driveways in residential neighbourhoods. This is a third waste stream along with compostable materials and garbage and is currently deposited in the blue bins managed by the Fundy Regional Service Commission (FRSC). Recently the Commission considered implementing a Region-wide curbside program but ultimately decided to continue the blue bin depot system in place for the past dozen years or more. There has also been discussion of a Province-wide recyclable initiative with funding coming from the packaging industry; however the details are unclear and the timing several years away.

The components of the curbside recycling service seem straightforward.

Public Information: In advance of the implementation of the service, Rothesay residents must receive information on the service and how to participate. FRSC has provided an outline of how this could be done and has offered to assist.

Sorting: Residents sort the materials into three groups, paper and boxboard, plastics and tins and corrugated cardboard. The corrugated cardboard is bundled and put alongside the fiber container and plastics and tins container at the end of the driveway once every other week. Although carts, bags and plastic bins may be used to hold the materials for collection, the nature of the current processing system at the sorting facility means that the materials must be sorted into two separate streams.

Collection: FERO will collect the materials and distribute them into a truck with two compartments which when full travels to the Crane Mountain sorting facility. The Town is responsible for collecting the materials and paying the cost of collection. The rate for this service was included in the 2014 tender awarded to FERO.

Processing: The FRSC staff at the facility sort, assemble and sell the materials.

To implement the service the following are required:

- confirmation that the hauler can begin the pickups – FERO has confirmed the capacity to implement the system effective September 2<sup>nd</sup>.
- acquisition of the curbside containers for each household – a minimum eight week lead time is required once the final order is confirmed (this is the critical item from a time and cost standpoint)

- design and implement the public information program – an outline of the proposed program is attached.

Each household will be provided with a pair of containers similar to those shown in the photo below.



The following is the graphic proposed to be printed on each container.



#### Financial Analysis:

The following is the budget proposed for the implementation of the service for 2015.

Public Education Program	Aug - Sept	5,000
Containers (2 per residence)	August	85,000
Collection & Hauling Contract	Sept – Dec*	30,000
Contingency		5,000
Total		125,000
Included in 2015 Budget		70,000
Cost to be amortized (over 60 months)		55,000
Monthly Cost over 5 years		8,500

\*ongoing costs at \$7,500/month



### **Description:**

The service is straightforward; residents will collect the material and place it in one of two containers at the end of the driveway every other week. Those who find they need larger capacity will be able to purchase additional containers from the Town or from local suppliers such as Kent Building Supplies. The success of the program will depend on the householders sorting material appropriately. Materials that are not acceptable for recycling at the Crane Mountain facility will be left behind in the containers. FERRO will be provided with appropriate stickers or other means of notifying householders concerning unacceptable materials.

FERRO has indicated that it would like to adjust the garbage and compost pickup such that they are collected on the same week with the recyclables collected on the alternate week.

The curbside recycling program is a companion service to the collection of garbage and compost currently provided to residential properties in single-family neighbourhoods. It is intended that, should a region-wide curbside program be implemented, the system could be adjusted. The Fundy Regional Service Commission has agreed to assist in the public education component of the service introduction. The adoption by Rothesay of curb side recyclable collection will enable the region to assess response to such a service and better plan for future regional initiatives. It will also allow future councils to consider other solid waste management initiatives such as limits on the amount of garbage collected at each household.

### **Public Education Program:**

It is imperative that the Rothesay residents being served by the curbside collection system understands its operation and the materials that are acceptable for the recycling. To this end the public education program will start several weeks prior to the delivery of the containers to each household. Regular updates to ensure residents are properly informed about the acceptable material will have to be delivered on an ongoing basis. The following is a draft program.

1. Curbside Recycling Announcement – 2 to 4 weeks prior to delivery of blue boxes. Photo opportunity time – mayor, council with blue / green box & recyclable materials. Good time to hire a photographer to take professional shots for usage in subsequent campaigns.

Includes the following information:

- i. When residents can expect to receive their blue boxes
- ii. Date of first blue box collection
- iii. Frequency of collection
- iv. When their collection will occur or how they find their collection schedule
- v. Who receives collection
- vi. What will be recycled and how
- vii. Closing of Recycling Depot at RHS (in concert with FRSW)

Messaging:

- Media Release
- Town's website – Newsletter; FRSW website – 'Rothesay curbside page'
- Social media
- *Recollect* (FRSW can place short messages in current collection reminders for Rothesay residents only)
- Ads in Valley Viewer / KV Style

2. Blue Box Roll Out – 2- 4 weeks prior to first collection. Kit delivered to households include:

- Stickers on both boxes
- Detailed list of acceptable & unacceptable items
- How to package / prepare items for set out
  - i. Note incorrect items will be left at the curb
- Schedule of collection dates
- Recollect – how to sign up for reminders.
- Ad in Valley Viewer / KV Style– “your blue box will be at your door this week”
- Host an open house where residents can ask questions face to face

3. Training

- All front line staff – Rothesay & FRSW
- Fero collection drivers
- Delivery staff for box roll-out to answer basic questions from residents

4. Other

Fero - must have agreement that the collection crew will reject unacceptable material at the curb. The hauler rejecting material at the curb will be essential to the success of the program. Also determine if they have any other limits regarding amount of material at the curb / household or weight restrictions per container.

FRSW – provide final list of acceptable / unacceptable items and a list of tips. For example: remove newspaper from plastic bag, before setting newspaper in blue box.

5. Possible concerns from residents:

- Litter from recycling boxes
  - stack blue box on top of grey box to prevent papers from blowing away
  - place all plastic bags inside one bag
- Frequency of collection and not having enough room to keep their recycling for 2 weeks.
  - option to purchase additional containers

### Timing

At this point we have been able to identify only one Canadian supplier of the curbside containers. Staff proposes to obtain the bins by competitive quote rather than a tender process. This should reduce the time necessary to source the bins and allow the program to begin at the most opportune time, early September.