

# ROTHESAY

COUNCIL MEETING

Rothesay Town Hall

**Monday, March 9, 2015**

**7:00 pm**



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## 1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular meeting 9 February 2015  
**Business Arising from Minutes**

## 3. OPENING REMARKS OF COUNCIL

### 3.1 DECLARATION OF CONFLICT OF INTEREST

## 4. DELEGATIONS

n/a

## 5. CORRESPONDENCE FOR ACTION

- 5.1 10 February 2015 Email from D/M Grant RE: letter of thanks

**Refer to Clerk for letter**

## 6. CORRESPONDENCE - FOR INFORMATION

- 6.1 5 February 2015 Letter (via email) from Rothesay resident RE: Rothesay Common  
6.1.1 24 February 2015 Letter from Rothesay resident RE: Rothesay Common  
6.1.2 25 February 2015 Letter from Rothesay resident RE: Rothesay Common (via email)  
6.2 19 February 2015 Letter (copy) from Quispamsis to Fundy Regional Service  
Commission RE: Regional Policing  
6.3 18 February 2015 Letter (copy) from Quispamsis to Minister Kenny (DoELG) RE:  
Waste Packaging and Paper Stewardship Program (copy of  
presentation)  
6.4 3 March 2015 Letter from Rothesay property owner RE: Proposed By-law 2-15  
water utility fees (**see Item 8.2.2**)

## 7. REPORTS

### 7.0 March 2015

#### **Report from Closed Session**

- 7.1 19 November 2014 Kennebecasis Public Library (KPL) Board meeting minutes  
November 2014 KPL Librarian's Report  
31 October 2014 Comparative Income Statement (KPL)  
21 January 2015 Kennebecasis Public Library (KPL) Board meeting minutes  
January 2015 KPL Librarian's Report  
30 November 2014 Comparative Income Statement (KPL)  
2014 KPL Annual Report

## ROTHESAY

Regular Council Meeting

Agenda

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9 March 2015

- 7.2 10 December 2014 Kennebecasis Valley Fire Department (KVFD) Inc. Board meeting minutes  
31 October 2014 KVFD Statement of Operations with budget variances  
10 December 2014 KVFD Chief's Report  
Jan – Nov 2014 KVFD Response Type Report
- 7.3 31 December 2014 Draft unaudited Rothesay Utility Fund Financial Statements  
31 December 2014 Draft unaudited Rothesay General Fund Financial Statements  
31 January 2015 Draft unaudited Rothesay Utility Fund Financial Statements  
31 January 2015 Draft unaudited Rothesay General Fund Financial Statements  
3 March 2015 Draft Finance Committee meeting minutes
- Actuarial services  
4 March 2015 Memorandum from Treasurer MacDonald
  - Funding requests (3)  
4 March 2015 Memorandum from Treasurer MacDonald  
25 February 2015 Mayor's Donations Report
- 7.4 17 February 2015 Draft Parks and Recreation Committee meeting minutes
- 7.5 18 February 2015 Draft Utilities Committee meeting minutes
- Water service lateral
  - Water By-law 2-15 Public Hearing (**see item 8.2.2**)
- 7.6 18 February 2015 Draft Rothesay Heritage and Preservation Review Board meeting minutes
- 7.7 February 2015 Building Permits Summary Report
- 7.8 2 March 2015 Draft Planning Advisory Committee meeting minutes
- Summer Haven Crescent

## 8. UNFINISHED BUSINESS

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### TABLED ITEMS

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

*No action at this time*

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#### 8.2 Water and Sewer By-laws

##### 8.2.1 Sewer By-law 1-15 – **Reading in Entirety, 3<sup>rd</sup> Reading and Enactment**

27 February 2015 Memorandum prepared by DO McLean

##### 8.2.2 Water By-law – Public Hearing

27 February 2015 Memorandum prepared by DO McLean

#### 8.3 Contract Award Oakville Acres **[remove from table]**

27 February 2015 Memorandum prepared by DO McLean

**ROTHESAY**

Regular Council Meeting

Agenda

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9 March 2015

**8.4 Connection Fees – 171 Gondola Point Road**

26 February 2015

Memorandum from Town Manager Jarvie

**9. NEW BUSINESS**

**9.1 Salt Storage Shed**

27 February 2015

Memorandum prepared by DO McLean

**10. NEXT MEETING**

**10.1 June Council meeting date**

**Regular Meeting**

**Monday, April 13, 2015**

**11. ADJOURNMENT**

2015March9OpenWEB\_004

**From:** Mary Jane Banks  
**To:** [REDACTED]  
**Cc:** [Council iPad Email Distribution](#); [John Jarvie](#)  
**Subject:** RE: Response to Town Memos  
**Date:** February-06-15 11:34:03 AM

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Thank you for your email, received on Thursday, February 5th.

The Council agenda deadline was Noon on Wednesday, February 4, 2015. Your letter will be included on the March Rothesay Council agenda.

Mary Jane

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

MaryJaneBanks@rothesay.ca  
p (506)848-6664  
f (506)848-6677

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Respectez l'environnement, réfléchissez avant d'imprimer

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

-----Original Message-----

[REDACTED]

Sent: February-05-15 3:32 PM  
To: Bill Bishop; Nancy Grant; Matthew Alexander; Bill McGuire; Peter Lewis; Pat Gallagher Jette; Blair MacDonald; Miriam Wells; Mary Jane Banks  
Cc: Michael Edwards; [pye.kelsey@telegraphjournal.com](mailto:pye.kelsey@telegraphjournal.com)  
Subject: Response to Town Memos

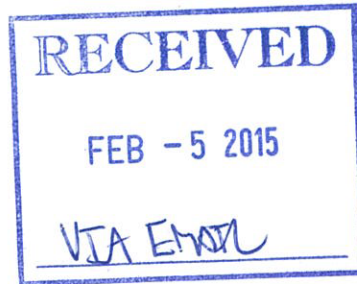
Dear Mayor and Council

the attached letter is provided in response to the Town Manager's memos to you on December 18th 2013 and May 9th 2014 regarding the Rothesay Common Upgrade Project. I would also draw your attention to concerns I have raised regarding the Heritage Bylaw and concerns regarding the general direction in which the Town's finances appear to be headed.

I look forward to your response.

[REDACTED]





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

Dear Mayor and Council;  
You may recall that on December 9th, 2013, I presented the results of analysis done on the Rothesay Common outdoor rink component of the Rothesay Common Upgrade project.

My analysis compared the business as usual case, which assumed a worst-case ice-in season of approximately 28 days, to the available skating days for the Town's proposed new outdoor rink using local meteorological data.

As requested, I forwarded my presentation to the Town clerk after my Council appearance. While I received no feed back from the Town as to the substance of the report, I learned through an access to information request, that the Town Manager had prepared two responses to council that took issue with my figures and conclusions. I was not made aware of those memos nor did anyone from the town seek any clarification from me on the figures used or give me an opportunity to defend my analysis.

The purpose of this letter is to respond to Mr. Jarvie's memos of 18th of December 2013, [REDACTED] Notes") and May 9th, 2014, ("Re Common Upgrade - Next Steps"); and to provide you with an update on costing analysis for the outdoor rink project for the Common based on the information we obtained from the RTI request and from other sources. This letter is also intended to alert you to concerns regarding the Certificate of Appropriateness issued by the Heritage Preservation Board.

**Mr. Jarvie's Memo 18th December 2013**

**Scope of Original Costing**

The Town manager's memo suggests my analysis was confined to the cost of "artificial ice". This was clearly not the case. **My analysis compared a business as usual scenario, including a worst case for ice-in of just three weeks, to incremental benefit derived from the proposed outdoor rink project as envisaged by the Town. We then calculated the costs associated with the Town's proposed rink project**

Had I evaluated the difference in benefit cost of an insulated concrete pad, a passive system, versus the Town's mechanical option, a case might have been made to net out some common costs. However, that was clearly not the case. My evaluation was clearly based on what the MCBB has called the "Outdoor Rink project".

## Capital Costs

The Jarvie memo's conclusion that the rink's capital cost should be \$620,000 is at odds with the decision document issued by the Municipal Capital Borrowing Board (Copy attached). It requires the Town to repay the borrowed funds for the **"outdoor ice rink" over 10 years** not the 15 years that the Town had requested.

In their decision document, the MCBB set the **10 year repayment amount at paragraph (a) (ii), in the amount of \$1,496,000**. In light of this information, we have updated the debt service charge in our analysis to reflect an annual repayment of interest and capital for the outdoor rink of \$179,376. This is an increase of \$57,376 over our original estimate.

The \$1.496m is almost 2 and 1/2 times greater than the estimate in Mr. Jarvie's memo. The updated figure of **\$179,376 for debt service cost is almost 3 times** the figure quoted in the Town Manager's memo of 9th May 2014. The debt service calculated in Mr. Jarvie's second memo was **"<\$60,000"**.

## Energy Consumption/Costs

Mr. Jarvie's memo of 9th May also estimates the power costs for the outdoor rink at \$16,000. Documents obtained under RTI would suggest this number is not realistic.

In an email from April 2nd 2014, Mr. Barry Brown, of the Town of Quispamsis indicated their power bill increased by **\$8500** during the November to March period, when their outdoor ice surface was installed. That logically infers \$8,500.00 is the seasonal power cost for the Quispamsis outdoor rink, which runs from about early December until the end of February or early March.

In a May 9th, 2014 email to Charles Jenson, Paul Taljaard, of equipment supplier CIMCO, from Halifax, made the following observation:

***"The pad at Quispamsis is 4,400sq.ft [30TR] your proposed area is 13,876sq.ft, which is almost 4 times more surface area, the loop to the right as you look at the drawing will require some additional flow, resulting in a plant that is essentially 4 times bigger at 120TR."***

The CIMCO email also provided a range of seasonal power costs from a low of \$15,520 to \$27,936. Mr. Jarvie's memo reported in at the lower end of the range at, **"approximately \$16,000."**

While we don't have Mr. Taljaard's assumptions for climatic conditions, we do have the operating numbers from Quispamsis provided to the Town the month before.

All town staff had to do was multiply the Quispamsis seasonal cost by a factor of four to get an approximate annual power bill for the 4 times larger Rothesay Common rink. This would have resulted in an estimated power cost of **\$34,000**, (higher than CIMCO's upper limit).

In light of this information we have amended our estimate of seasonal power costs to reflect three months, not the four months of operation that we assumed. Based on actual Quispamsis operating costs and factoring in the relative size of the Common rink and the comments by CIMCO, we have reduced our seasonal power costs to \$34,000. **It's worth noting that outdoor rinks require about 40% more ice making capacity with incrementally higher operating costs than indoor facilities of the same size.**

### Other Operating Costs

We calculate that Mr.Jarvie's memo also pegs labour cost at approximately \$24,000. We believe our number of \$30,000 reflects more closely the figure especially as the equipment will require substantially more attention than the current natural ice operation in addition to ice maintenance.

This brings us to our revised table of partial costs for the Common's outdoor rink project:

Seasonal Cost	Commons Rink with ice making
Loan Repayment	\$179,376
Electricity	\$34,000
Seasonal maint Plant & Equip	\$10,000
Direct Labour & Supervision	\$30,000
Total Seasonal	\$253,376

### What we didn't include

The seasonal cost for the Common outdoor rink, without considering taxes, depreciation, insurance, or any other miscellaneous costs, is \$253,376. (Note: In our estimation of labour costs we did not net out labour costs associated with the existing outdoor operation as the Town has indicated on several occasions that they were not using incremental resources to maintain the existing rink. The costs above are, therefore, incremental costs based on the increased demands of the new facility. This compares with the Jarvie memo of annual costs of \$100,000, which represents a significant understatement of costs, in my opinion.

### Getting to an Estimated Cost for Each Incremental Skating Day

Our December 2013 analysis began with a calculation of a season of 46 days based on the new Rothesay Common system's operating parameters, 2012/2013 Environment Canada weather data and the City of Toronto's best practises. We compared that to an anecdotal three week average season for outdoor natural ice.

However, as we've see this year, if the Town makes a consistent effort to maintain ice, keeping it regularly flooded and cleaned, the natural ice season can be longer than we estimated for our analysis. We have already had ice on the Common for more than 4 weeks with a high expectation that we will have ice until at least the middle of February, at least 44 days.

While it may be unfair to use this season of exceptional effort by Town staff to make the case that incremental skating days may differ by as little as 2 days from our 2012/2013 calculation of a 46 day season with artificial ice, it should give Council pause for thought as to whether or not the annual spending of a minimum of \$253,376 for somewhere between 2 and 22 additional skating days is good value given the considerable cost to taxpayers.

That brings me to a final calculation, the cost per day of the additional days of skating that your project will buy the Town of Rothesay, assuming a minimum 22 days of natural ice versus a total 44 days of skating with your new rink:

$$\text{\$253,376} \div \text{22(additional days)} = \text{\$11,517 per incremental skating day.}$$

That \$11,517 is very difficult to justify for a facility that, from our observations through this January, is very lightly used.

As I stated before Council on December 9th, 2013, after nearly thirty years of evaluating public spending, **I have never observed a project with so little incremental benefit for the added cost to tax payers or the public in general, as this project.** The Town even at this late date has not made anything close to a responsible business case for the Rothesay Common Upgrade project.

We did not look in detail, at the remainder of the \$2.4 million spend, but it is difficult to make a case for the remaining million dollar spending, with the argument that it is adding facilities for kids or promoting a healthy lifestyle. That is assuming no changes have been made to the project that was described to the Heritage Preservation Board.

Your project actually means less capacity for summer use by reducing the basketball courts from three to two courts. According to your MCBB application for borrowing approval, your budget for playground equipment is only 1% of your total budget. *(If the Town decides to reconfigure the project to retain the third basket ball court and build a hockey rink, for example, then the implications for the certificate of appropriateness and the restrictive covenant would also have to be considered.)*

### **Rothesay Heritage Bylaw issues**

The Common's service building appears not to meet the provisions of the Rothesay Heritage Bylaw both in terms of height and in its width to height proportions relative to the building beside it.

The Town's Director of Development Services, Brian White stated in a memo to the Heritage Preservation Board on September 26th, 2013, on page 6 that, the Heritage Bylaw states,

*"That the height of a development shall not be less than 80% and no more than 120% of the average height of adjacent buildings, fronting upon the same side of the street."*

Mr. White's memo then observes that the [service] building,

*"height 8.27m is 137% greater than the 6m height of the old medical Clinic at 12 Gondola Point Road".*

This clearly does not meet the requirements of the bylaw as it is outside the permitted variance of 120%.

Additionally, Mr. White observes a another problem with Bylaw compliance. On page 5 of his memo he outlines the Bylaw requirement that,

*“The height/width ratio of the facades of a development shall not vary by more than 10% from the height/width ratio of the facades of existing buildings constructed prior to 1950 and not substantially altered, within the same block as the development, fronting upon the same side of the street”.*

Mr. White then states,

*“The nearest building on the Common block and of Heritage value is the Old Medical Clinic (Circa 1877) which is a two story Second Empire building situated on the northern boundary of Rothesay Common at 12 Gondola Point Road. The Old Medical Building has a height ~6m and a width of ~12m and a width to height ratio of 2, whereas the 14.416m width and 8.27m height of the proposed building results in a width ratio of 1.74. The applicant would require a 13% variance from the height/width ratio.”*

That exceeds the up to 10% variance allowed by the Bylaw. This building, then, exceeds the maximum variance permitted under the Heritage Bylaw in two instances.

The Heritage Preservation Board's authority to issue a Certificate of Appropriateness is covered under subsection 13(1) of the Municipal Heritage Preservation Act:

*“Where a board considers that this Act or a by-law under this Act and any other Act or a by-law or regulation under such other Act respecting zoning and planning development **has been complied with** and all certificates, permits and approvals have been obtained under such Acts, regulations or by-laws, the board shall issue a certificate of appropriateness subject to such terms and conditions as the board considers necessary.”* (my emphasis)

I cannot find any reference to authority vested in the Heritage Preservation Board giving it the power to issue a Certificate of Appropriateness without meeting subsection 13(1) of the Municipal Heritage Act.

To this end, I would request, from Council, a written opinion on the question of whether the points raised in Mr. White's memo of Thursday, September 26th, 2013, to the Heritage Preservation Board, were valid at the time the Certificate was issued and if they were, then under what authority can the Rothesay Heritage Preservation Board issue a certificate of Appropriateness for a development that does not comply with the provisions of the Town's Heritage Bylaw?

The Rothesay Council should consider delaying any further decision on this development, if there is any risk whatsoever that the Municipal Heritage Act has not been complied with, as to do otherwise raises the potential for a legal challenge, imperilling both the Town's investment in the Commons project as well as the borrowing authority issued by Minister Fitch in 2013.

If the Town is considering any changes to the development, for example changing the rink/oval configuration and building a hockey rink, the Town should also consider implications of this for the Certificate of Appropriateness and the restrictive covenant prohibition on building on the Common.

## Conclusion

I have enclosed a copy of the document, "Rothesay General Fund: Debt Profile & Budget Projections". I urge Councillors to consider the Town's forecasted: **"Tax rates", the "Outstanding debt", "Outstanding debt per capita", and "Borrowing Limits"** as set out in this document for the forecast period.

While I realize Council or staff have removed some planned borrowing, it hasn't taken all borrowing off the table. The worrying trends in this 2013 document can also be found in the debt profile and Budget projections that Council submitted to the Municipal Capital Borrowing Board in June of 2014. These should trip red lights for anyone concerned about the financial direction of Rothesay. While today's ratios may be acceptable, the trends being established by this Council are not.

Considering the basic municipal infrastructure needs of Rothesay, especially Rothesay East, and the potential implications of new water and sewer standards, Council should be looking at ways to reduce tax rates ahead of what may be coming along in significant added costs for water and sewer services to ratepayers or in providing a measure of equity in the standard of municipal infrastructure throughout the community. That is instead of funding projects that add significantly to the Town's operating costs without generating growth in the tax base.

In addition, the Town should safeguard the investments it does make by ensuring they are not subject to legal challenge.

I would appreciate a response from Council on the points that I have raised.

Sincerely yours,





**ROTHESAY GENERAL FUND DEBT PROFILE & BUDGET PROJECTIONS**

2015 March 9 Open WEB\_011

P648

Prepared By: Susan Johnson  
 Hearing Date: 11-Mar-13  
 2011 Population: 11,947  
 Cost of Money: 5.00%

Variables:  
 Unconditional Grant  
 Non-tax Revenues  
 Other Exps  
 Municipal Tax Base  
 Projections (See Note):  
 2.00%  
 2.00%  
 2.00%

('000)	ACTUAL		***** PROJECTIONS *****			
	2011	BUDGET 2013	2014	2015	2016	2017
<b>REVENUE</b>						
NON-TAX REVENUE	\$721	\$728	\$743	\$758	\$773	\$788
UNCONDITIONAL GRANT (*)	414	306	206	107	107	107
OTHER GRANTS	122	75	27	27	27	27
OTHER TRANSFERS	675	675	675	675	675	675
SURPLUS 2ND PREV YR	146	8				
<b>TOTAL REVENUE</b>	<b>\$2,077</b>	<b>\$1,792</b>	<b>\$1,651</b>	<b>\$1,567</b>	<b>\$1,582</b>	<b>\$1,597</b>
<b>WARRANT</b>	<b>\$13,342</b>	<b>\$14,073</b>	<b>\$15,800</b>	<b>\$16,619</b>	<b>\$17,278</b>	<b>\$17,649</b>
<b>EXPENDITURE</b>						
DEBT COST	\$1,014	\$883	\$2,210	\$2,602	\$3,047	\$2,971
CAPITAL FROM BUDGET	3,434	2,029	2,040	2,130	1,430	1,330
WATER COST TRANSFER	250	250	250	250	250	250
TRANSFER TO RESERVE	293	300	300	300	970	1,270
OTHER EXPENDITURES	10,420	12,403	12,651	12,904	13,162	13,426
DEFICIT - 2ND PREVIOUS YEAR						
<b>TOTAL EXPENDITURE</b>	<b>\$15,411</b>	<b>\$15,865</b>	<b>\$17,452</b>	<b>\$18,186</b>	<b>\$18,859</b>	<b>\$19,246</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$9</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>MUNICIPAL TAX BASE</b>	<b>\$1,121,202</b>	<b>\$1,182,605</b>	<b>\$1,206,257</b>	<b>\$1,230,383</b>	<b>\$1,254,990</b>	<b>\$1,280,090</b>
<b>TAX RATE</b>	<b>\$1.19</b>	<b>\$1.19</b>	<b>\$1.31</b>	<b>\$1.35</b>	<b>\$1.38</b>	<b>\$1.38</b>
<b>DEBT PROFILE</b>						
PRESENT DEBT SERVICE COST	\$1,014	\$865	\$809	\$581	\$496	\$420
INTERIM FINANCING & OTHER CHARGES	0	18	60	60	60	60
<b>REFINANCING</b>						
	<b>YEAR</b>	<b>RATE</b>	<b>TERM</b>	<b>AMT</b>		
MC AR24	2014	5.00%	10	\$573		
MC BG18	2027	5.00%	5			
<b>O/S AUTHORITY</b>						
009-0059	2000	5.00%	15	\$3,000		
010-0012	2010	5.00%	10	\$2,980	289	289
011-0071	2011	5.00%	20	\$2,575	386	386
<b>PLANNED BORROWING</b>						
Application	2013	5.00%	15	\$3,105	207	207
PLANNED BORROWING	2013	5.00%	20	\$2,000	299	299
PLANNED BORROWING	2014	5.00%	20	\$8,900	160	160
PLANNED BORROWING	2015	5.00%	20	\$6,800	546	546
					530	530
<b>TOTAL DEBT SERVICE COST</b>	<b>\$1,014</b>	<b>\$883</b>	<b>\$2,210</b>	<b>\$2,602</b>	<b>\$3,047</b>	<b>\$2,971</b>
<b>DEBT RATIOS</b>						
DEBT SERVICE COST/GROSS EXP.	2011	2013	2014	2015	2016	2017
OUTSTANDING DEBT - DEC 31	6.6%	5.6%	12.7%	14.3%	16.2%	15.4%
O/S DEBT / MUNIC ASSMNT BASE	\$3,994	\$3,772	\$22,885	\$28,007	\$32,934	\$31,322
OUTSTANDING DEBT PER CAPITA	0.4%	0.3%	1.8%	2.3%	2.7%	2.5%
MUNICIPAL ASSESSMENT	\$334	\$316	\$1,916	\$2,344	\$2,757	\$2,622
	\$1,106,840	\$1,168,267	\$1,191,633	\$1,215,465	\$1,239,775	\$1,264,570
<b>DEBT SERVICE COST PORTION OF TAX RATE</b>						
\$50,000 RES ASSESS	\$0.08	\$0.07	\$0.17	\$0.19	\$0.22	\$0.21
TOTAL TAXES ON \$50,000	\$39	\$33	\$83	\$97	\$111	\$106
RESIDENT ASSESSMENT	\$595	\$595	\$655	\$675	\$688	\$689
<b>BORROWING LIMITS:</b>	\$500	\$500	\$500	\$500	\$500	\$500
Annual - 2% of Municipal Assessment		\$ 23,365				
Cumulative - 6% of Municipal Assessment		\$ 70,096				

(\*) For MCBB analysis purposes, the grant for 2014-17 is based on information available as of November 30, 2012.

This analysis represents council's budget projections and the impact of future borrowing from 2014 to 2017.

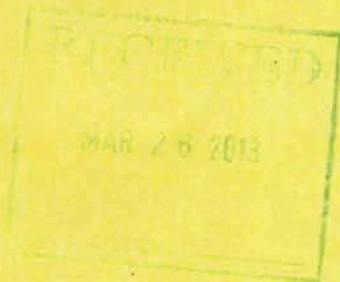
Date: Mar. 6, 2013  
 Mayor: W. J. Bishop  
 Treasurer: Susan Johnson

Per Cap debt  
 B-72 X



2015March9OpenWEB\_012

RTI-007 August 12, 2014



March 26, 2013

**VIA FAX ONLY**

Ms. Susan Johnson, Treasurer  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5

Dear Ms. Johnson:

Please find attached ministerial approval number 13-0008 confirming the decision of the Municipal Capital Borrowing Board regarding your recent application.

The ministerial approval can be used to obtain interim financing pursuant to section 4(2) of the *Municipal Capital Borrowing Act*. When your project is completed and the total cost to the municipality is known, long-term financing can be arranged with the New Brunswick Municipal Finance Corporation. The Corporation will advise you when an issue is to be marketed.

*Please note that the requested term not to exceed 15 years relating to Recreation and Cultural Services have been reduced to terms not to exceed 10 years (outdoor ice rink) and not to exceed 5 years (landscaping) as per the MCBB policy guidelines.*

← Here

*In addition, the town's application for authorization to borrow \$100,000 under Recreation and Cultural services for park upgrades to the Arthur Miller Field House has been tabled pending receipt of project details and cost estimates.*

If, for any reason, you will not be using this authorization to borrow or if you have any questions, please do not hesitate to contact Karen Miller at 444-5251.

Sincerely,

Stephen Battah, Vice-Chair  
Municipal Capital Borrowing Board

Enclosure





RTI-003 August 12, 2014

March 11, 2013

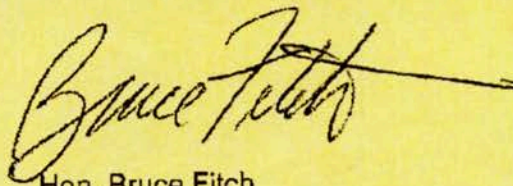
13-0008

Under subsection 4(3) of the Municipal Capital Borrowing Act, the Minister of Environment and Local Government approves an authorization granted by the Municipal Capital Borrowing Board on March 11, 2013 for the municipality "Rothesay":

(a) to obtain for capital expenses, by way of a loan or by the issue and sale of debentures to the New Brunswick Municipal Finance Corporation amounts not exceeding:

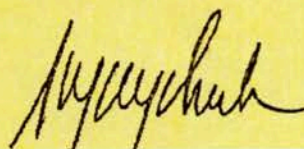
- (i) \$467,000 for Recreation & Cultural Services for a term not to exceed five years;
- (ii) \$1,496,000 for Recreation & Cultural Services for a term not to exceed ten years; ← here
- (iii) \$737,000 for Recreation & Cultural Services for a term not to exceed fifteen years;
- (iv) \$305,000 for Transportation Services for a term not to exceed fifteen years; and

(b) to borrow, for temporary purposes pending the issue and sale of debentures referred to in paragraph (a), the funds referred to in paragraph (a), from a chartered bank, trust company, credit union or the New Brunswick Municipal Finance Corporation at an interest rate not exceeding the chartered bank's prime rate, which borrowing may be evidenced by securities having a term to maturity of less than one year.

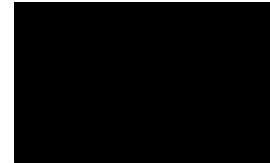
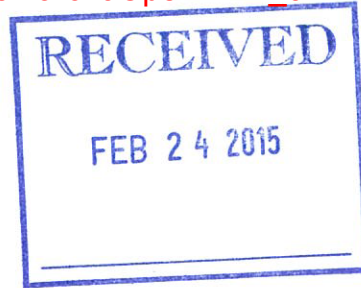


Hon. Bruce Fitch  
Minister of Environment and Local Government

This is to certify that the foregoing is a true copy of a Resolution of the Municipal Capital Borrowing Board of the Province of New Brunswick, made on the 11<sup>th</sup> day of March 2013.







Dear Mayor and Councillors;

I would like to express my concern regarding the basis for the perception that 80% of Rothesay citizens were in favour of the planned changes on the Rothesay Common. This information was reported in the February 10/15 issue of the Telegraph Journal. A Rothesay official explained that the 80% figure was based on an analysis of the Open House Comment forms which were available at the meetings or for downloading.

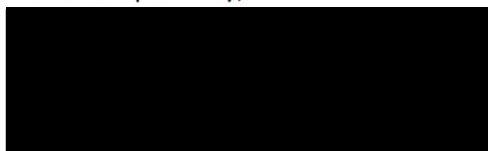
Surely the Council would feel an obligation to ensure that the forms were completed by Rothesay residents? The comment forms which I received at the Open Houses and were also available for downloading did not have any signature line.

A further question is; how was the analysis conducted? Was it undertaken by just the Glenn Group or Town Hall employees? Was each question on the Comment forms analysed separately? The Comment forms were an open style which allowed citizens in the same answer to be positive about some ideas (such as improved drainage), while expressing their concerns about a larger building and less flexible skating surface. It would have to be read carefully to see if there was a clear positive response to all that was in the Concept Plan. How was this dealt with in the analysis?

For the first time in Rothesay Common's history, the Common is being substantially and expensively altered in a manner that will change the simple character of this space. I feel that the major construction changes of artificial ice surface and much larger rink house are contrary to the heritage of a simple Common space which has existed there for so many decades.

If such a change is the will of the majority of Rothesay residents, then it needs to be clearly indicated in a more balanced and inclusive manner than just reading the Comment forms. At the very least, petitions and separate letters on this subject should be included in the analysis.

Yours respectfully,



2015March9OpenWEB\_015

**From:** Mary Jane Banks  
**To:** [REDACTED]  
**Subject:** RE: Letter  
**Date:** February-25-15 11:43:23 AM

---

Thanks for your letter Susan.

The next Council meeting will be held on Monday, March 9th and your letter will be forwarded to Council at that time.

Enjoy your day and be safe in this winter wonderland.....

Mary Jane

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

MaryJaneBanks@rothesay.ca  
p (506)848-6664  
f (506)848-6677

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

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

[REDACTED]  
[REDACTED]  
Sent: February-25-15 10:38 AM  
To: Mary Jane Banks  
Subject: Letter

Hello Mary Jane

Please include this letter in the Mayor & Councillors Packet today Many thanks [REDACTED]

February 25, 2015

Mayor Bishop and Council  
Town Hall  
Rothesay, NB

Dear Mayor Bishop and Councillors

Perhaps Deputy Mayor Grant was not living here at the time and does not realize that Rothesay Corner and the Rothesay Common ceased to be the Centre of Rothesay years ago when Mr. Sobey moved his grocery business to the Hampton Road and the Town of Rothesay built the new Town Hall near the High Schools.

The Deputy Mayor also suggests that the idea of replacing the natural ice surface on the Common with artificial ice arose from The Master Plan of 2009. The ADI Report does not recommend artificial ice for the Common. To say that the Plan to Upgrade the Common is Community driven is not true.

We all know that our tax dollars were used to purchase land on Scott Avenue. Good people were relocated against their wishes and a large piece of property is now vacant; the plan to build an new ice surface near the present arena with the ability to share the ice making plant, the Zamboni and parking is the logical place to locate another ice surface at substantially lower cost.

It disturbs me greatly that people come to this community, admire its qualities, purchase homes, and then proceed to rearrange the village green! They vote to build something that hundreds of people signed on the dotted line to say "Leave the Common Alone".

This is injustice personified.

Respectfully yours

A black rectangular redaction box covering the signature of the sender.



Office of the Clerk . Town of Quispamsis  
12 Landing Court | P.O. Box 21085 | Quispamsis, NB | E2E 4Z4  
T: 506 849 5738 | F: 506 849 5799 | csnow@quispamsis.ca



February 19, 2015

Mayor Grace Losier, Chairperson  
Fundy Regional Service Commission  
Place 400  
400 Main Street, Suite 1010  
Saint John, NB E2K 4N5

Dear Madame Chair:

**RE: BGT CONSULTING'S REGIONAL POLICING MODEL PRESENTATION**

On behalf of the Council of the Town of Quispamsis, I would like to thank you for your letter of February 5, 2015 concerning the above referenced subject.

This will confirm the Quispamsis Town Council, at its February 17, 2015 Regular Meeting, passed the following Resolution:

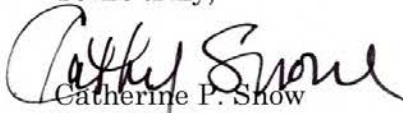
**MOVED BY . . .** *The Fundy Regional Service Commission be informed that the Town of Quispamsis is not interested in receiving a Presentation from BGT Consulting on their report entitled, "Request to Develop a Single Police Service Delivery Model";*

*And, the Town of Quispamsis is not interested in allocating funding towards a Comprehensive Study on Policing;*

*And further, the Town of Quispamsis respectfully requests the Fundy Regional Service Commission to no longer pursue the matter of Regional Policing.*

Trusting Council's resolution responds to your correspondence of February 5, 2015.

Yours truly,

  
Catherine P. Snow  
Town Clerk

Cc: Mayor & Council, Town of Rothesay  
Kennebecasis Regional Police Board of Commissioners



**Office of the Mayor Town of Quispamsis**  
12 Landing Court | P.O. Box 21085 | Quispamsis, NB | E2E 4Z4  
T: 506 849 5778 | F: 506 849 5799 | quispamsis@quispamsis.ca

February 18, 2015

The Honourable Brian Kenny  
Minister of Environment & Local Government  
P. O. Box 6000  
Fredericton, NB E3B 5H1

Dear Honourable Kenny:

**RE: FRAMEWORK AND IMPLEMENTATION PLAN FOR A WASTE  
PACKAGING AND PAPER STEWARDSHIP PROGRAM – PROVINCE OF  
NEW BRUNSWICK – (EPR – EXTENDED PRODUCER RESPONSIBILITY)**

Please be informed the Council of the town of Quispamsis, at its February 17, 2015 Regular Meeting, passed the following resolution concerning the above referenced subject:

*Whereas, the Quispamsis Town Council has received an Information Session given by Recycle New Brunswick, (copy enclosed), and*

*Whereas there are already several models for the Recycling Plastic Printed Paper (PPP) as an Extended Producer Responsibility (EPR) programs implemented across the country, which could serve as a template for New Brunswick; and,*

*Whereas, Quispamsis has been and continues to investigate curbside recycling,*

**Be it Resolved:**

*The Quispamsis Town Council hereby endorses the Extended Producer Responsibility Program - "Plastic and Printed Paper Management" and requests Recycle NB to continue the legislative process with a planned implementation date of January 1, 2017.*

**Motion Carried**

Page Two (Cont'd.) . . .

Page Two

February 18, 2015

Minister of Environment & Local Government (Cont'd.)

A copy of Giroux Environmental Consulting Ltd.'s Report can be accessed at <http://www.recyclenb.com/images/uploads/Atlantic-Proposed-Framework-and-Implementation-Plan-E.pdf>. I am also enclosing a copy of Recycle NB's "Moving Beyond Waste" presentation that was presented to Council at its February 17, 2015 meeting.

We trust that the Government of New Brunswick recognizes the many benefits, both economic and environmental, realized by enacting the necessary legislation to permit the implementation of the Waste Packaging and Paper Stewardship Program throughout the Province, and ideally, as proposed in Giroux Environmental Consulting Ltd.'s May 29, 2014 *Final Framework and Proposed Implementation Plan Report*, across Atlantic Canada.

Sincerely,



G. Murray Driscoll  
Mayor

Cc: The Honourable Brian Gallant, Premier of New Brunswick  
Mr. Blaine Higgs, MLA, Quispamsis  
Mr. Gary Crossman, MLA, Hampton  
Regional Service Commission, c/o Jack Keir, Executive Director  
Mr. Pat McCarthy, CEO, Recycle New Brunswick  
Mayor & Council, Town of Rothesay  
UMNB, c/o Raymond Murphy, Executive Director  
AMANB, c/o Danielle Charron, Executive Director





## Provincial agency

- Recycle NB created in 2008
- To manage waste reduction programs for designated materials and provide environmental stewardship for New Brunswick.
- Self-supporting agency
- Board of Directors





# MOVING **BEYOND** WASTE

## VISION

All waste materials in New Brunswick are managed in a sustainable and environmentally responsible way.

## PARTNERSHIPS



## Extended producer responsibility

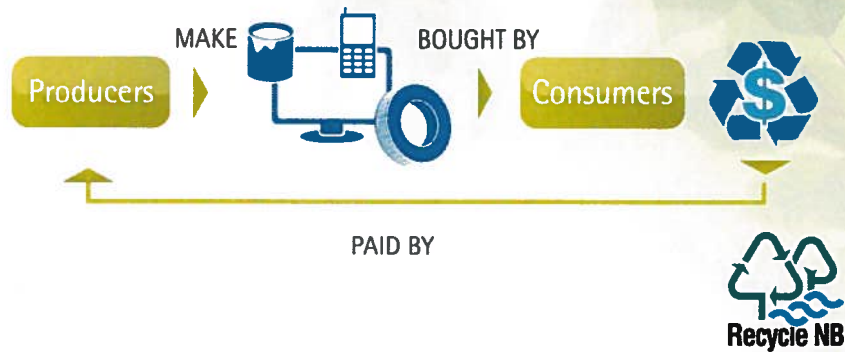
### HOW EXTENDED PRODUCER RESPONSIBILITY WORKS

Typical waste management system  
tax payers bear the costs



## Extended producer responsibility

Extended producer responsibility shifts cost of waste management from tax payers to producers



## Advantages of EPR programs

- Shift costs from taxpayers
- Create partnerships with industry
- Provide incentive to redesign and manage end-of-life product disposal
- Create “green” packaging
- A framework for continuous program development and improvement
- Better use of resources
- Waste-free New Brunswick



## Building on success



## Tire program



- Generates \$5 million in revenue annually
- Creates jobs and value added products
- 1 million tires a year diverted from landfill
- 98.7% recovery rate
- 750 recycling locations



## First EPR program - paint



- \$1 million revenue
- 237,000 litres of paint recycled yearly
- 62 tonnes of paint containers recycled yearly
- 74 % recycled into new paint products
- 59 collection locations



## Oil and glycol program



- Program launched Jan. 1, 2014
- \$2.5 million revenue
- Partnership with SOGHUOMA
- 154 collection facilities



*Just one litre of used oil  
could pollute one million  
litres of drinking water*



## Looking ahead



Electronic Waste



Packaging and  
printed paper (PPP)



## Packaging & Printed Paper (PPP) Study

- Study completed in 2014
- Harmonized for Atlantic Provinces





## Jurisdictional Review - PPP

	Current Programs			New Programs	
	Manitoba	Ontario	Québec	BC	Saskatchewan
<b>% Net Costs Paid by Industry</b>	<b>80%</b>	<b>50%</b>	<b>100%</b>	<b>100%</b>	<b>75%</b>
<b>Model</b>	<u>Shared</u> Since 2011	<u>Shared</u> Since 2003	<u>Shared</u> Since 2005	Full EPR some municipal contract collection (Launched May 2014)	Shared (Launch January 2015)
<b>Performance</b>	Diversion 54%	Diversion 64%	Diversion 65%		
<b>Value</b>	\$11M	\$105M	\$128M	\$75M (est)	



## Framework Model - PPP

- Municipalities would continue to:
- Operate curbside and depot collection programs
  - Be responsible for materials processing
  - Sell recyclables to end markets
- Producers would fund municipal costs (agreements)
- Municipalities still promote and educate
  - Public investment retained (trucks, MRF's etc.)
  - Incremental change/upgrading over time



## Framework Model - PPP

Statistics	NB
Population served	
Provincial population	751,171
Population access to recycling %	100%
Packaging and paper diversion	
Amount consumed per capita (kg)	78
The total market of packaging and paper (t/per capita by population)	58,757
Target % collection (Example of 60% provinces may choose a different %)	60%
Target tonnage (t / % of market)	35,254
Preliminary producer obligation amount for supply chain costs and promotion and education reimbursement	
Packaging and paper net \$/t	425
Packaging and paper total \$	\$ 14,983,112
Producer obligation at 80% reimbursement	80%
Producer obligation \$ at 80% reimbursement	\$11,986,490
Producer obligation at 100% reimbursement	100%
Producer obligation \$ at 100% reimbursement	\$14,983,112



## Elements - PPP

- RSC 1 (Edmundston) \$800,000
- RSC 2 (Campbellton) \$638,000
- RSC 3 (Nepisiquit-Chaleur) \$925,000
- RSC 4 (Péninsule acadienne) \$617,000
- RSC 5 (Northumberland) \$949,000
- RSC 6 (Kent) \$620,000



## Elements - PPP

- RSC 7 (Westmorland Albert )	\$3,427,000
- RSC 8 (Sussex)	\$1,419,000
- RSC 9 (Fundy)	\$1,679,000
- RSC 10(South West)	\$ 935,000
- RSC 11 (Fredericton)	\$2,119,000
- RSC 12 (Valley)	\$ 850,000



## Elements - PPP

### Priority Designated PPP Materials

- Dry and clean paper (fine paper)
- Newspapers, flyers
- Glossy magazines, catalogues
- Paper egg cartons
- Paperbacks & phone books
- Corrugated cardboard
- All plastic containers, tubs and lids
- All plastic bags : grocery, retail, bread, dry cleaning & frozen food bags, bubble wrap.
- Glass bottles and jars
- Steel & aluminum cans; aluminum foil & plates
- Paper packaging coated in wax or plastic
- Aseptic packaging





## Elements - PPP

### Other Designated PPP Materials

- Aerosol containers
- Plant pots
- Plastic clamshells
- Hot and cold drink cups
- Disposable plates
- Take-out and home delivery food service packaging
- Flower box/wrap
- Food wraps provided by the grocer for meats, fish, cheese, etc.
- Prescription bottles
- Gift wrapping/tissue paper



## MOVING **BEYOND** WASTE

- Recycling leaders
- Share your views on recycling
- Help your community recycle
- Support innovation
- Value added recycling
- Reduce, reuse, recycle



## Margaret Mead

“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.”







Quispamsis Mayor Murray Driscoll PHOTO: KATÉ BRAYDON/TELEGRAPH-JOURNAL

February 19, 2015

Telegraph  
Journal

# Quispamsis council looks to industry to cover costs of recycling

**BRUCE BARTLETT**  
TELEGRAPH-JOURNAL

**QUISPAMISIS** • Tires, paint and engine oil are now part of a provincial recycling program that's paid for as part of the purchase price of the products.

Recycle NB administers this program.

Quispamsis council is hoping more products that are traditionally recycled, such as paper and plastic, will be included in new stewardship programs paid for in the purchase price, instead of in the municipal tax rate.

On Tuesday night, Mayor Murray Driscoll told council that an extended-producer responsibility program for packaging and printed paper could turn out to be a win-win situation for everyone.

A number of years ago, Recycle NB started a tire stewardship program that added \$3 to the price of every tire to cover the cost of recycling it at the end of its life. The mandate has now expanded to include paint, oil and glycol. Recycle NB is set up to administer programs to manage any products designated by the minister of environment in a way that assures a clean and healthy environment.

Driscoll says Recycle NB is working with its counterparts in Atlantic Canada to come up with a list of products to be recycled in a way that is paid for

by the users as part of the cost of purchase.

Late last year, Quispamsis said it was not interested in joining forces with communities in the Fundy Regional Service Commission to offer curbside recycling due to the cost.

At the time, Driscoll has said he thought the town could run its own curbside recycling program cheaper than the option proposed by Fundy Region Solid Waste.

In November 2014, a nine-person waste diversion committee presented three options for the future of waste collection in the region.

The first option was to stick with the way things are, while upgrading blue bin infrastructure. Option two replaced composting for recycling, while the third option, which is the most expensive, had municipalities paying for both curbside recycling and composting. The committee recommended option three and Quispamsis opted out.

At this week's council meeting, Driscoll presented a study prepared by Giroux Environmental Consulting for Recycle NB, which details ways to put more of the costs of recycling on the companies that produce plastic and paper.

It lists three options that included the status quo, where homeowners either pay for garbage removal through their taxes or by hiring someone to remove

it; shared responsibility where the costs are shared by the producers of recyclable items and the community; and full extended producer responsibility, where the producer pays to dispose of the item at the end of its useful life.

Ontario, Quebec, Manitoba and Saskatchewan already use a shared-responsibility model and recover some of the costs of dealing with recyclable items that go into garbage from the industries that produce them, Driscoll said.

British Columbia has opted for a full EPR program and industry pays the municipalities to deal with recycling the products. The full EPR system is also used in Germany, Austria and Sweden, according to the material presented to Quispamsis council.

"My hope is that legislation will be in place this year (in New Brunswick)," Driscoll said.

New Brunswick could look at what is happening in other provinces and adjust extended producer responsibility to meet the needs of people in this province, he said.

"My interest is in taking the cost from the taxpayer in a tax rate, and placing it on industry and those who buy the plastic or paper products that need to be recycled," he said.

Driscoll is hopeful the legislation will be in place in New Brunswick by 2017.



March 3, 2015

Town of Rothesay  
Hampton Rd  
Rothesay, NB

Attention: Mary Jane Banks

Re: 33 & 37 Dobbin St  
Rothesay, NB



Dear: Mayor & Council & Utilities Committee

Firstly, I would like to thank the Town Treasurer, Doug MacDonald, for bringing to our attention proposed changes to the water by-law in his letter to us dated February 17, 2015. Also, for his insight on what costs the potential changes would be to us, in my meeting with him on February 27, 2015.

The costs are staggering and excessively high. Each building would cost \$18,000.00 + for the "access fee hook-up".

Then additional cost to us for meter charges, digging & running pipes, plumbing, repairs (landscaping & paving, etc) will be substantial. I do not have the costs for any of this at this time.

Then if I understood Mr MacDonald correctly, we would receive an annual water bill of \$6000-7500+ per building.

If you were to implement these changes we would definitely be negatively impacted and experience financial hardship, which we cannot afford. These are not charges that we can pass on to our tenants. We have good tenants who are good people, but unfortunately they are mostly fixed income and the working poor. To say the least, the landlord/rental business is extremely trying these last number of years. Rents are down, vacancy rates are high. Very tough times for any and all landlords.

Also, the added costs would have a significantly negative effect on the market value of these properties.

All this said, my wife and I would greatly appreciate it if you would vote to turn down the proposed changes to the water by-law.

Thank you for your consideration.

Yours truly,

Charles Turnbull

## Agenda

### Kennebecasis Public Library Board

Wednesday, November 19, 2014, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
  - a. November 7, 2014 letter received from Town of Rothesay RE.  
Kennebecasis Public Library Board Appointment
- 4.) Report of the Librarian
- 5.) Committee Reports
  - a. Financial
  - b. Marketing Advisory Committee
- 6.) New and Unfinished Business
  - a. Holiday Hours
  - b. Orientation Package for New Trustees
  - c. KV Santa Claus Parade Night
  - d. Library Highlight: Children's Section

A meeting of the Board of Trustees, Kennebecasis Public Library was held on November 15, 2014 at 6:00pm at the Library.

**In Attendance:** Mrs. H. Crawford, Chair; Mr. P. Pugsley, Vice Chair; Deputy Mayor L. O'Hara, Mr. K. Wright, Mrs. D. Brennan, Mr. P. Shedd, Mr. B. Steeves, Ms. T. Bartlett.

**Regrets:** Deputy Mayor Dr. N. Grant

**Call to Order:** Mr. D. Steeves called the meeting to order at 6:00pm, and welcomed Mr. Brian Steeves, Director of the Fundy Library Region, to the meeting.

### **Disposition of Minutes**

It was moved by Deputy Mayor O'Hara to approve the minutes of the October 15, 2014 meeting as amended. Mr. Wright seconded, and the motion carried.

### **Communications**

Mr. D. Steeves shared that a letter dated November 7, 2014 from the Town of Rothesay which advised that the Town granted the Board's request to re-appoint Mrs. Crawford. Mrs. Crawford's renewed term will expire December 31, 2015.

### **Report of the Librarian**

See attached.

Ms. Bartlett provided an update on the status of the electronic sign. Discussion ensued. It was moved by Mr. Pugsley that the sign is to be used for library use messages only. Mr. Wright seconded and the motion carried.

Ms. Bartlett stated that no further updates had been received from Sentry regarding estimated repair times for the out-of-service self checkout machine. Ms. Bartlett advised that the warranty period was due to expire January 31, 2015, and that the Library had received a boiler-plate service maintenance agreement from Sentry to commence February 1, 2015. Discussion ensued. Mr. Pugsley requested that Ms. Bartlett compile a file with a complete record of both machines' performance history. This record is to be used to determine if the Library has grounds to counter-offer an extension of the warranty period equal to the months one or both of the machines have been down. Ms. Bartlett is to forward the service maintenance agreement received to date to Mr. Pugsley for his review.

Ms. Bartlett presented quotes to repair the stair landing deficiency. Discussion ensued. Mr. Pugsley moved to accept Option 1 (supply and install carpet tile on landings, including removal of existing flooring) and award the work to Commercial Carpet at a cost of \$3,309 plus HST. Mrs. Crawford seconded, and the motion carried. Mr. Pugsley moved that Talon can do civil work up to a value of \$1,500 without competitive bids, and limited to an emergency. For work orders valued above \$1,500, Talon may not bid and must work with the Library Director to develop specs and solicit three competitive quotes. Mr. Wright seconded, and the motion carried.

### Financial Statements

Mrs. Crawford advised that the outstanding items remaining to be paid out of the capital project included the stairwell deficiency, Bird hold-back, and the final payment to the architect. Discussion ensued. Mrs. Crawford moved that a request be sent to both Towns for a funds transfer of their portion for the aforementioned items. Mr. Pugsley seconded, and the motion carried.

Mrs. Crawford distributed copies of the Comparative Income Statement for the month of October, dated November 17, 2011. Discussion ensued. Mr. Crawford moved to accept the Financial Statement as presented. Mr. Pugsley seconded, and the motion carried.

Mrs. Crawford presented a spreadsheet detailing projections for year-end. Deputy Mayor O'Hara moved to authorize Ms. Bartlett to order painting on the three priority areas identified in the Librarian's Report, and to purchase children's furniture for programs and the children's area, for a combined cost not exceeding \$5,000. Mrs. Crawford seconded, and the motion carried.

Mr. D. Steeves suggested that the Board develop a facility life cycle plan in order to help inform future budget planning. Mr. D. Steeves suggested that this plan should be shared with the Town Councils. Mr. Pugsley agreed that this was sound due-diligence, and should be looked into further.

### Marketing Advisory Committee

Mr. D. Steeves advised that the Marketing Advisory Committee had not met since the last meeting. Ms. Bartlett requested that the Committee meet soon after the electronic sign was operational, in order to develop guidelines for message content and standards. Ms. Bartlett is to advise Mr. D. Steeves when the sign is operational so a meeting can be scheduled.

## New and Unfinished Business

### *Holiday Hours*

Ms. Bartlett proposed that the Library assume holiday hours and close at 5pm on Tuesdays and Thursdays for the weeks of December 22-January 3. Mr. Pugsley moved to accept the holiday hours as presented, Mrs. Crawford seconded, and the motion carried.

### *Orientation Package for New Trustees*

Ms. Bartlett presented a list of documents to be included in the package for new trustees. This marked the completion of the trustee orientation task identified in the 2014 strategic plan.

### *KV Santa Clause Parade Night*

Ms. Bartlett shared that the Library will remain open until 8:30pm the night of the Santa Claus Parade on Saturday, November 22<sup>nd</sup>. Circulation services will not be available during that time. The Library will provide the public with a warm place to watch the parade, and gather after the parade. Staff are planning to play holiday music and serve hot chocolate to guests.

### *Library Highlight: Children's Section*

Ms. Bartlett gave a tour of the Children's section of the Library, and shared opportunities for future improvements, including creating a cozy reading nook in the raised oval area, and revamping the Activity Room into a play area.

### *KV Camera Club Request After Hours Request*

The KV Camera Club asked Ms. Bartlett if it would be possible to pay a staff member to keep the Library open after 8:30pm in order for their monthly meetings not be cut short. Discussion ensued regarding staffing regulations and security concerns. Mr. B. Steeves pointed out if the Board were to enter into the proposed arrangement with the KV Camera Club, they would in fairness need to be prepared to offer the same accommodations to other community groups. Due to the aforementioned concerns of staffing regulations, security, and sustainability, the Board unanimously agreed to turn down the KV Camera Club's proposal. Ms. Bartlett is to convey the Board's decision to the KV Camera Club.



*Friends of the Library Company*

Mrs. Crawford moved to proceed with the formation of a Friends of the Kennebecasis Public Library Inc. Mr. Wright seconded, and the motion carried. Mrs. Crawford and Mr. Pugsley are to prepare the application, letters patent, and by-laws.

**Adjournment:** As there was no other business, Mr. Wright moved that the meeting be adjourned at 8:20 P.M.

**Next Meeting:** The next meeting is scheduled for January 21, 2014 at 6pm at the Library.

Respectfully submitted,



Tiffany Bartlett

Library Director and Secretary to the Board

## Librarian's Report November, 2014

### Building and Grounds

#### *New and Unfinished Business*

- Electronic Sign
  - Bird showed up announced on October 31, 2014 to install the conduit. Ms. Bartlett has sent a request for funding for the full holdback amount for Bird to both Towns.
  - Creative Services fixed the wording on the electronic sign to a lower case p in publique.
  - Creative Services has contracted the electrical to New Wave Electrical. Creative Services is to notify Ms. Bartlett of the connection date by end-of-day November 17, 2014.
  - On November 14, 2014 Ms. Bartlett and Laskey took webinar training on the Ignite software for creating and displaying electronic sign messages. Mr. Goudreau, NBPLS Technical Support Analyst installed the Ignite software on November 17, 2014.
- Talon and Ms. Bartlett identified 9,200 square feet of drywall that requires paint touch-ups. Talon solicited three quotes for this work, as follows:
  - Talon \$6,650 plus HST
  - Custom Painting \$7,100 plus HST
  - EBM Services Ltd. \$9,300.
  - As the painting quotes were much higher than expected Ms. Bartlett has requested Talon to re-quote on three priority areas: wall of Literacy Along the River Mural, Computer Lab, and Study Room 1.
- A significant increase in power consumption was identified in the September 2014 power bill which was \$4,924.78 compared to \$2,416 in September 2013.
  - Ms. Bartlett immediately notified Talon and asked for them to investigate.
  - Talon engaged with Controls and Equipment to conduct a comprehensive inspection of building systems that utilize significant amounts of energy and are monitored via the DDC including the electrical boilers, HVAC systems, lift pumps, hot water duct heater supply, and hot water radiant panels.
  - Mrs. Crawford, Ms. Bartlett, and Mr. Shedd met with Mr. Berriault of Talon on Wednesday, November 12 to discuss Talon's findings detailed in the

- Power Consumption Report. Mr. Berriault reported that all systems are operating as intended.
- October's bill indicates the increase in power consumption trend continued. The bill was \$4,215.68 compared to \$3,352.14 in October 2013.
- Mr. Berriault is to request that Controls and Equipment take apart the two boilers to ensure they are working properly.
- Ms. Bartlett has contacted NB Power to request that an energy advisory come out to assess power usage locally.
- The new monitor is still on order for the self checkout. The machines are under warranty until January 31, 2015. This item was first brought to Sentry's attention on August 13<sup>th</sup> 2014.
  - Technical Service Analyst Mr. Goudreau has made multiple requests to Sentry for a shipping tracking number.
  - Ms. Bartlett contacted Sentry's National Account Manager, Mr. Lorenc, in mid-October requesting an update and explanation. Mr. Lorenc explained that the monitor is on back-order from the supplier.
  - Mr. Lorenc offered to extend the maintenance agreement for two additional months free of charge (February 1, 2015 - March 31, 2016).
  - No further updates have been received from Sentry.
- Mrs. Bartlett requested Talon to solicit a competitive quote for improving the stairwell aesthetic, which has not been received as of November 17.
- Ms. Bartlett has requested that Talon order the winter mats for the entrances.

### *Finished Business*

- Carpets throughout the building were cleaned in late October.

### *Facility Management KPIs : October 2014*

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

## Staffing

Michael Flawn and Stephanie LeBlanc have been approved for the two Industry Canada Youth Internship positions. Ms. LeBlanc started November 17 and will be working 22 hours a week. Mr. Flawn will start December 1<sup>st</sup> and will be working 24.5 hours a week. Both positions terminate March 28, 2015. The interns will be delivering computer classes, e-borrowing workshops, and one-on-one computer help to the public. In addition they'll also be providing support to staff to increase their comfort-ability with various IT applications.

## Programs

- Artwork from Rothesay Park School Grade 7 students is on display throughout the month of November in the Children's section.
- Artwork by Mike and Pattie Johnson is on display throughout the month of November in the Adult and downstairs area.
- The KV Woodworkers have a display of their artwork in the glass cabinets.
- A picture of staff dressed up for Halloween has become our most liked Facebook post yet with 32 likes!
- Another 4-week beginner computer class block was offered in October. 11 people attended, with an additional 6 added to a waiting list for the upcoming block in mid-November. Participants are very appreciative of the staff's patience and that they get to set the pace of each class.
- Babies in the Library is being offered during November. The program started out at maximum registration (20 sets of babies and parents/caregivers), with more continually being added to the waiting list.
- The 4-week Baby Sign Language program wrapped up in November. Parents walked away with handmade placemats featuring the various signs they learned in the classes.
- The Infant Massage 4-week workshop offered by Talk With Me starts November 20<sup>th</sup>. This highly anticipated workshop is full, with families being added to the waiting list.
- "The Three Little Pigs" was October's puppet show, which had over 110 attendees between the morning and afternoon shows.
- Families enjoyed making Halloween-themed crafts at our second Family Crafternoon in October. Participants made their own slime, paint blob monsters, fluttering ghosts, and pumpkin.



- Biweekly children's Saturday matinee in October featured the Halloween-themed films *Hocus Pocus* and *Frankweenie*.
- The Teen Book Club read *Daughter of Smoke and Bone*, *World War Z*, and *Watership Down* in October-November.
- The Hunger Games was the theme of October's Teen Trivia Night. Unfortunately no one attended. This program has subsequently been cancelled due to low turnouts.
- Several new members have joined the Wednesday Painters Circle, Scrabble Club, and Knit Wits Knitting Circle.
- The volunteer recruited to administer the French Conversation Group has proven to be unreliable and staff have had to take over this program for the interim. Attendance for this weekly program has ranged from 0-3 participants. Staff will reassess the viability of program for 2015.
- The Library is actively recruiting a volunteer to run the KV Writer's Circle.
- Residents from Kingsway Care Centre and Parkland Shannex continue to enjoy the bi-weekly movie matinees. Ms. Bartlett has also extended invitations to residents of the Seniors Housing Building on Peat Drive.
- The VolunTeens have been hard at work cutting out snowflakes and circles for a Frozen-inspired holiday décor inside the Library.

Respectfully submitted,

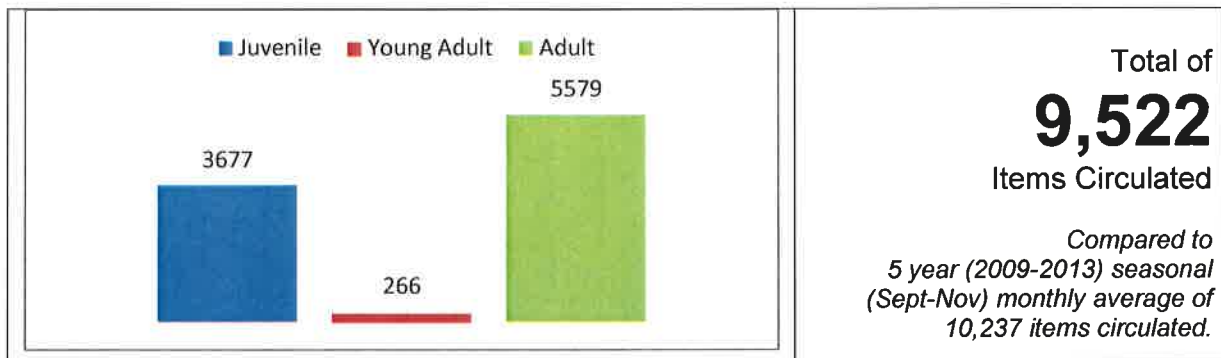


Tiffany Bartlett

Library Director and Secretary to the Board

## Key Performance Indicators: November 2014

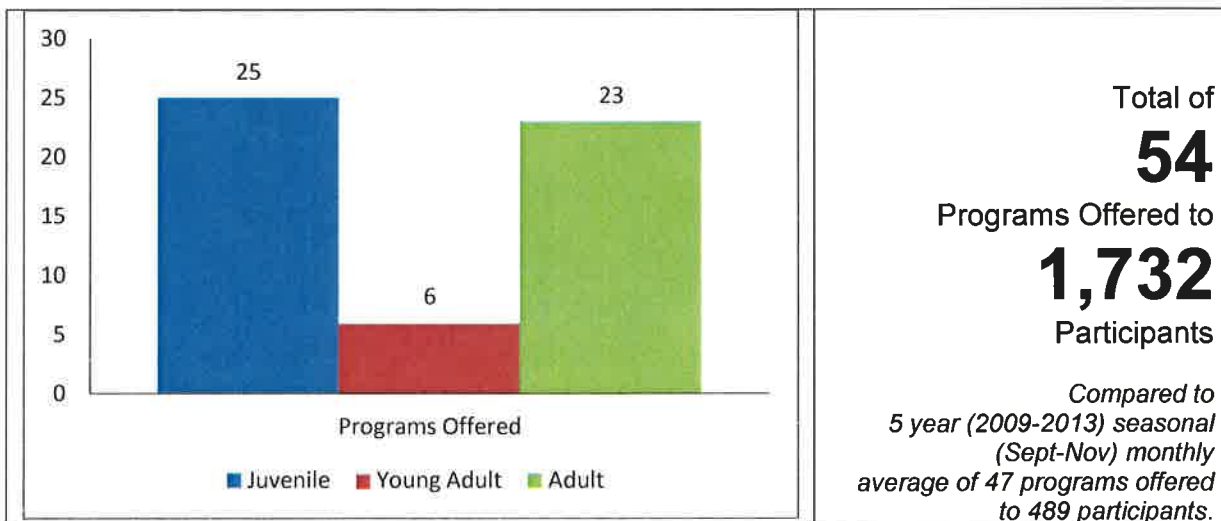
### Circulation



### Foot Traffic

- Total of **6,411** People through our Doors.
  - Compared to seasonal (Oct-Nov 2013\*) monthly average of 5,733. \*Note: Foot traffic data not available prior to September 2013.

### Programs



Kennebecasis Public Library Inc.		OPERATING FUND							
Comparative Income Statement (DRAFT)									
Period ending October 31, 2014									
	Restricted Fund	Operating YTD Actual	Year To Date Budget	Year To Date Variance Better (Worse)	Annual Budget	Budget Balance			
<b>REVENUE</b>									
Library Service - Rothesay		62,111	62,111	(0)	74,533	12,422			
Library service - Quispamsis		92,990	92,987	3	111,584	18,597			
Room Rentals, Printer and copies		4,171	4,150	21	5,000	850			
Grants		2,284	0	2,284					
Donations		2,190	0	0					
Restricted Donations		1,100	0	0					
Interest Income (Savings)		19	0	19	0	-			
Previous Year's Surplus		0	0	0	1,328	1,328			
<b>TOTAL REVENUE</b>	<b>3,290</b>	<b>161,575</b>	<b>159,247</b>	<b>2,327</b>	<b>192,445</b>	<b>33,198</b>			
<b>EXPENSE</b>									
Operations Expenditures									
Other Expenditures - Restricted Fund	2,280								
Cap. Exp - Books, restricted fund	542								
Books and Materials - OPERATING		7,733	8,333	600	10,000	1,667			
Small Equipment and Furniture		5,362	5,000	(362)	5,900	900			
Total Capital Expenditures	2,821	13,095	13,333	238	15,900	2,567			
Part Time Student Wages									
Wages		7,283	7,800	517	7,800	-			
El Expense		98	0	(98)	0	-			
CPA Expense		150	0	(150)	0	-			
Total Casual Labour		7,531	7,800	269	7,800	0			
General & Administration Expenses									
Building Maintenance		38,454	35,538	(2,916)	42,645	7,108			
Grounds Maintenance		13,150	11,000	(2,150)	14,000	3,000			
Property Management Service		16,120	29,167	13,047	35,000	5,833			
Office		5,247	4,917	(331)	5,900	983			
Utilities		35,126	36,175	1,049	44,770	8,595			
Accounting, audit and legal		675	0	(675)	5,000	5,000			
Professional Development		1,525	2,000	475	2,000	-			
Insurance		5,490	5,500	10	6,600	1,100			
Public Relations		986	2,500	1,514	2,500	-			
Communications		5,167	5,250	83	6,330	1,080			
Miscellaneous Expense		1,408	1,300	(108)	2,400	1,100			
Program Exp		1,731	1,383	(348)	1,600	217			
Total General & Admin Expenses		125,079	134,729	9,650	168,745	34,016			
<b>TOTAL EXPENSE</b>	<b>2,821</b>	<b>145,706</b>	<b>155,863</b>	<b>10,157</b>	<b>192,445</b>	<b>36,583</b>			
<b>NET INCOME (Deficit)</b>	<b>469</b>	<b>15,869</b>	<b>3,385</b>	<b>12,484</b>	<b>(0)</b>	<b>(3,385)</b>			

17/11/2014

C:\Users\User\Desktop\Client Folders\Library\FinnsStatements by Fund 31Oct2014 Income

## Agenda

### Kennebecasis Public Library Board

Wednesday, January 21, 2015, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
  - a. December 31, 2014 letter received from Town of Rothesay RE. Rothesay Commission Appointment
  - b. January 6, 2015 letter received from the Town of Quispamsis RE. Kennebecasis Public Library's 2015 Budget
  - c. January 7, 2015 letter received from the Town of Rothesay RE. 2015 Budget – Kennebecasis Public Library
  - d. January 15, 2015 letter sent to the Town of Quispamsis RE. Yield Sign on corner of Hampton Road and Landing Court.
- 4.) Report of the Librarian
- 5.) Committee Reports
  - a. Financial
  - b. Marketing Advisory Committee
    - i. Digital Message Board Guidelines
- 6.) New and Unfinished Business
  - a. Private citizen's request for a National Day of Mourning (April 28) message to be featured on electronic sign
  - b. Library Highlight: Library Facebook page and new strategies for expanding post reach



A meeting of the Board of Trustees, Kennebecasis Public Library was held on January 21, 2015 at 6:00pm at the Library.

**In Attendance:** Mr. D. Steeves, Chair; Mr. P. Pugsley, Vice Chair; Mrs. H. Crawford, Treasurer; Deputy Mayor L. O'Hara, Deputy Mayor Dr. N. Grant, Mrs. J Miller, Mr. P. Shedd, Ms. T. Bartlett.

**Regrets:** Mrs. D. Brennan

**Call to Order:** Mr. D. Steeves called the meeting to order at 6:00pm, and welcomed Mrs. Miller to the Board.

### **Disposition of Minutes**

It was moved by Mrs. Crawford to approve the minutes of the November 19, 2014 meeting. Mr. Pugsley seconded, and the motion carried.

### **Communications**

Mr. Steeves shared a December 31, 2014 letter received from the Town of Rothesay RE. Rothesay Commission Appointment, providing details of Mrs. Miller's appointment to the Board.

Ms. Bartlett shared a January 6, 2015 and a January 7, 2015 letter, from the Town of Quispamsis and the Town of Rothesay respectively, which advised that the 2015 operating budget request had been approved by the Joint Finance Committee.

Ms. Bartlett advised that a letter dated January 15, 2015 had been sent to the Town of Quispamsis to thank those responsible for moving the yield sign that had been obstructing the view of the library's electronic sign.

### **Report of the Librarian**

See attached.

Ms. Bartlett shared she had not received findings or recommendations from NB Power following their December 19 energy audit. Discussion ensued. Ms. Bartlett is to ask

Talon and NB Power why the condenser is running in the winter. Mr. Shedd is to follow up with Mr. Ford of Fundy Engineering to see if the building was designed to be heated by one electric furnace only, and if it is possible to shut one off. Ms. Bartlett advised that

the Board Executive had negotiated with Sentry for a free five month extension to a standard 12-month service maintenance agreement for the self checkouts. The extension amounts to a total savings of \$975. Discussion ensued. Mr. Pugsley moved that the service maintenance agreement be signed and submitted as amended, Deputy Mayor O'Hara seconded, and the motion carried.

Ms. Bartlett shared that the public has responded favorably to the revamp of the Children's Activity Room into a Play Area. Ms. Bartlett recommended that the Smartboard in the Children's Activity Room be moved to the lower atrium where it would receive more use. Mr. Pugsley moved that Ms. Bartlett proceed with her proposal.

Ms. Bartlett advised that the final work orders for the capital project had been completed and paid for. Mrs. Crawford is to engage Teed Saunders Doyle & Co. to perform the audit of the capital project, which will be presented to the Towns.

Ms. Bartlett related several concerns regarding recent service from Talon, as well as the janitorial. Discussion ensued. Ms. Bartlett is to set-up an in-person meeting between Talon and Mr. Steeves, Mrs. Crawford, Mr. Shedd, and Ms. Bartlett.

Ms. Bartlett presented quotes from Xerox and Diversified for a lease for a new public printer and coin-op print control. Discussion ensued. Deputy Mayor O'Hara moved to accept the quote from Diversified. Deputy Mayor Grant seconded, and the motion carried.

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

## Financial Statements

Mrs. Crawford distributed a Comparative Income Statement for the month of November, dated November 30, 2014. Discussion ensued. Mr. Crawford moved to accept the Financial Statement as presented. Mr. Pugsley seconded, and the motion carried.

## Marketing Advisory Committee

Mr. D. Steeves advised that the Marketing Advisory Committee meet in early December to draft message content and format guidelines for the electronic sign. Discussion ensued. Mrs. Crawford moved to accept the Digital Message Board Guidelines as presented, Deputy Mayor Grant seconded, and the motion carried.

## New and Unfinished Business

*Private citizen's request for a National Day of Mourning (April 28) message to be featured on electronic sign*

Deputy Mayor O'Hara presented this request, and provided background information on the National Day of Mourning. Discussion ensued. After consulting the Digital Message Board Guidelines, the Board unanimously agreed, that because the library's open hours would remain unchanged on April 28, a National Day of Mourning message would not be featured on the library's sign. Ms. Bartlett suggested that library staff could create a display on workplace safety resources, and advised that the library's flag would be flown at half-mast on April 28. Mr. Pugsley requested that a letter be sent to the inquiring citizen to explain the Board's decision.

*Library Highlight: Library Facebook page and new strategies for expanding post reach*

Ms. Bartlett provided a brief tour of the library's Facebook page, and shared new strategies identified by the library's interns to expand post reach.

**Adjournment:** As there was no other business, Mr. Steeves moved that the meeting be adjourned at 8:05 P.M.

**Next Meeting:** The next meeting is scheduled for February 18, 2015 at 6pm at the Library.

Respectfully submitted,



Tiffany Bartlett  
Library Director and Secretary to the Board

## Librarian's Report January 2015

### Building and Grounds

#### *New and Unfinished Business*

- Ongoing Investigation into Increased Power Consumption Trend
  - This concerning trend has carried forward into November and December. November 2014 power bill was 38% higher than 2013; December 2014 was 19% higher than 2013.
  - This investigation has been hampered by the fact that the automated systems control center was not activated until winter 2014. Historical data for the settings of various systems in the fall 2013 is consequently not available.
  - C&E inspected both boilers in late November. They ohmed out the coils, checked the electrical connections, and took amp readings. They found no issues, and reported everything was operating well within the range it should be.
  - Ms. Bartlett and Mr. Shedd met onsite with Brent Lockhart of NB Power on December 19 to do a full energy audit of the building.
    - Mr. Lockhart's initial evaluation is that the increase is the result of a combination of heat, ventilation and humidity.
    - Mr. Lockhart advised for the settings to not be adjusted until he could review the Library file in more detail with his NB Power coworkers.
    - As of January 14, 2015, NB Power has not made any recommendations for energy saving measures.
- The new monitor for the self checkout arrived at the Library on November 27, 2014. Forty-one days later, on January 7, 2015, Sentry sent a technician to install it. The technician discovered that the replacement monitor was defunct – the touch sensitivity feature did not work on the lower-half of the screen. Sentry shipped a new monitor which arrived on January 9, and was installed on January 13. As of January 13, the machine is up and running.
- Ms. Bartlett has engaged the Kennebecasis Valley Fire Department to determine the best location on each level to put people with mobility issues in the event of an emergency evacuation. Ms. Bartlett has also requested the Department's help with organizing an upcoming staff-only fire drill as a means to determine time targets and areas for improvement.



## *Finished Business*

- In late November it was identified that fan motors on six LG Evaporator fan sections needed to be replaced. Talon secured a quote from C&E for a staggering \$4,340 plus HST for labour and civil work (replacement parts covered under warranty). Ms. Bartlett requested a revised quote from C&E which would break out the labour and the civil work, and a second competitive quote. C&E did not supply a revised quote. After consulting with Mr. Steeves, and Mrs. Crawford, Ms. Bartlett issued the work order to McNamara Refrigerating at \$1,980 plus HST. The work was performed in late December.
- In December Ms. Bartlett issued the work order to Talon to paint the three highest priority areas (Literacy Along the River mural wall, Study Room 1, and the Computer Lab) at a total cost of \$675 plus HST.
- The stairs leading down from Hampton Road were missed in the snow removal contract with Urban Landscaping. The stairs were added to the contract at an additional charge of \$575.
- The Town of Quispamsis proactively moved back the traffic Yield sign on the corner of Hampton Road and Landing Court to un-obstruct the view of the electronic sign for those traveling southeast on the Hampton Road.
- Staff have received multiple compliments from families regarding these changes made by staff to the children's department in December:
  - Tables were moved out of the raised oval area and (new) child and (re-purposed) adult sized furniture were brought in to create a "cozy reading nook." There hadn't been any soft seating in the children's area previously.
  - The family drop-in table moved to the main level to be closer to the computers. This is a higher-traffic area and participation at the table has increased since the move.
  - Staff moved a periodical shelf previously sitting in the middle of the department entrance to a corner, which has significantly improved sight lines from the information desk.
  - As the Children's Activity Room is not large enough to host programs, staff decided to revamp it into a play area. It currently houses the mega lego blocks.
  - Student interns are working on creating a hospitable breast feeding nook in the Children's Activity Room. As a start they are making mobiles to hang above the rocking chair.

- Capital Project Updates
  - The electronic sign powered up for the first time on November 25, 2014. Creative Services provided excellent customer service throughout this project and demonstrated understanding and patience throughout the conduit set-backs. Full payment for the quoted price of \$30,598.10 (plus HST) has been made to Creative Services.
  - The final Bird holdback payment was made in-full for \$14,232.87 (plus HST).
  - The stair landing deficiency was fixed by Commercial Carpet in late-December. Payment pending receipt of funds transfer from Towns.
  - The following requests for fund-transfers have been granted by both Towns:
    - Estimate of \$1,000 for audit of capital project.
    - Final payable to Architect (\$1,443.23 incl. HST)

#### *Facility Management KPIs : December 2014*

- **Maintenance Up-to-Date and On-Schedule**
  - Un-Satisfactory.
    - Ms. Bartlett has reported to Talon multiple ongoing issues with the janitorial. Observable improvement has not been made.
    - Ms. Bartlett has shared her concerns with Talon in November and again in December that the Maintenance Binder has not been consistently updated following each site visit.
- **Service Response Times**
  - Un-Satisfactory.
    - On Nov. 21 Ms Bartlett forwarded an information request from NB Power regarding building systems to Talon for them to address. On Dec. 10, following several in-person and email follow-up inquiries from Ms. Bartlett, Talon provided incomplete information. This caused an undue delay for NB Power's onsite building audit and the advancement of the power consumption investigation.
- **Receipt of Weekly Action Report**
  - Un-Satisfactory.
    - Last Weekly Facilities Update Report was received on October 27, 2014.

## Staffing and Volunteers

Kyle Graham (0.5) submitted his resignation in late November. Jocelyne Cormier (0.5) is working full-time to cover the vacant position.

We were delighted to receive a third Industry Canada Youth Internship position, at 35 hours a week from January 5 – March 28, 2015. Cheyanne Fulton was the successful candidate following the standard job posting and interviews. In addition to providing IT instruction to the public and staff, Cheyanne has been tasked with several other special projects.

Ms. Bartlett met with Janet Miller, the newly appointed representative from Rothesay, on January 6 to deliver her trustee orientation and to provide a tour of the Library.

We accepted our first-ever co-op student from Kennebecasis Valley High School as a trial venture for the Fall 2014 term. This proved to be a positive partnership for the Library, the student, and the school's co-op program. Ms. Bartlett plans to extend invitations to Rothesay High School and Kennebecasis Valley High School co-op programs for the Fall 2015 term, with the limit of 1-2 placements available per term.

## Programs (Nov. 20-Present)

- The Library remained open during the evening of the KV Christmas Parade on Saturday, Nov. 22. Located directly on the parade route, we offered a place indoors for the public to watch the parade, use the restroom, or simply warm-up. Coloring sheets were provided for children, hot chocolate was served, and holiday music was played, including an hour-long live piano music performance by a volunteer. The evening was a success with 190 people coming through.
- The Library hosted a community information session facilitated by NB Power on November 25. Over 60 people attended, and several commented on their way out that they appreciated both the information presented and the opportunity to provide in-person customer feedback.
- The Library hosted a Personal Disaster Preparedness Presentation by Red Cross on December 4. The event was advertised in-house and online, but unfortunately no one attended.
- Artwork from Rothesay Elementary School was on display in the Children's section in December. Artwork from Quispamsis Elementary is on display for the month of January. These displays continue to bring the students and their families into the Library to find their artwork.

- Artwork by students of Fabiola Martinez was on display throughout the month of December in the adult areas. Fabiola hosted an Open House which was very well-attended by the student's families, friends and school teachers.
- Artisan quilts by Carla Perkins are on display throughout the month of January in the adult areas. Over 30 people attended Mrs. Perkin's open house on January 8.
- Olive, the Other Reindeer was our holiday puppet show. Library volunteers made wonderful props and puppet costumes. A library intern dressed as an elf greeted families as they arrived. This was one of our highest attended puppet shows yet with 150 attendees between the morning and afternoon shows.
- A talented volunteer has stepped forward to assume ownership over the KV Writers Circle. Four new members joined its monthly meeting in January.
- The increase in IT programming made possible by the three student interns has been embraced by our patrons. Throughout the month of January the interns are offering a combined weekly total of 12 hours of one-on-one computer help, 6 hours a week dedicated to e-reader and e-borrowing, and a weekly 1.5 hour beginner computer class offered to 11 participants.
- Staff launched a "Play it Forward" Gently-Used Toy Drive the first of January. Wish list items include wooden puzzles, a play kitchen, and toy vehicles to enhance the play area in the Children's Activity Room. Also on the list are Lego for a future Lego Club program, and board games for future Family Game Night programs. Response to the Toy Drive has been overwhelming.
- Promotions of our ample study spaces are underway for the high school exam period. Staff will be bringing back the popular "Stress Buster Station" featuring play doh, coloring books, etc., for students who need a break while studying in the Library.

Respectfully submitted,



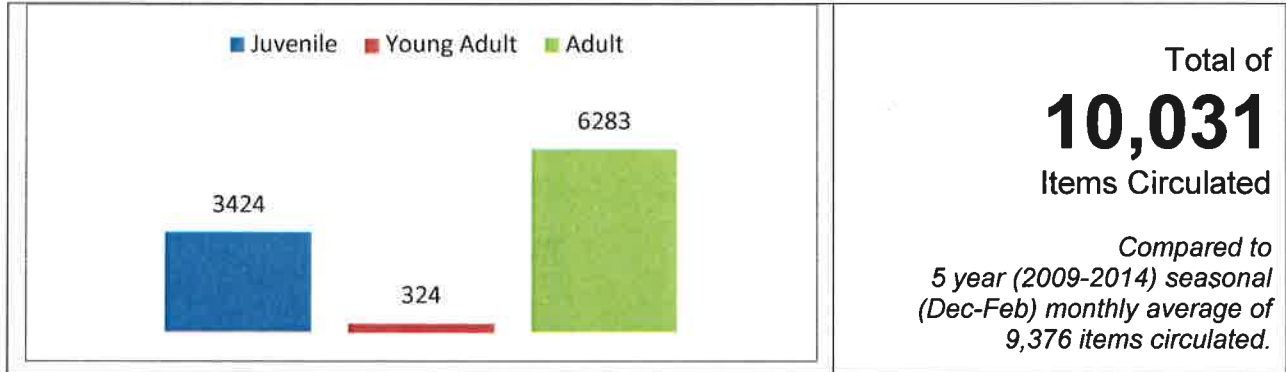
Tiffany Bartlett

Library Director and Secretary to the Board



## Key Performance Indicators: January 2015

### Circulation



### Foot Traffic

- Total of **6,874** People through our Doors.
  - *Compared to seasonal (Dec 2013-Feb 2014\*) monthly average of 5,831. \*Note: Foot traffic data not available prior to September 2013.*

### Programs



Kennebecasis Public Library Inc.		OPERATING FUND				
Comparative Income Statement (DRAFT)						
Period ending November 30, 2014						
	Restricted Fund	Operating YTD Actual	Year To Date Budget	Year To Date Variance Better (Worse)	Annual Budget	Budget Balance
<b>REVENUE</b>						
Library Service - Rothesay		68,322	68,322	(0)	74,533	6,211
Library service - Quispamsis		102,289	102,285	4	111,584	9,299
Photocopies	0	1,600	715	885	780	
Printer	0	1,967	1,650	317	1,800	
Room Rentals	0	1,000	2,200	(1,200)	2,420	
Room Rentals, Printer and copies		4,566	4,565	1	5,000	435
Grants		2,284	0	2,284		
Donations	2,660	0	0	0		
Restricted Donations	1,100	0	0	0		
Interest Income (Savings)		20	0	20	0	-
Previous Year's Surplus		0	0	0	1,328	1,328
<b>TOTAL REVENUE</b>	<b>3,760</b>	<b>177,480</b>	<b>175,172</b>	<b>2,308</b>	<b>192,445</b>	<b>17,273</b>
<b>EXPENSE</b>						
Operations Expenditures						
Other Expenditures - Restricted Fun	2,427					
Cap Exp - Books, restricted fund	562					
Books and Materials - OPERATING		9,194	9,167	(28)	10,000	833
Small Equipment and Furniture		6,560	5,900	(660)	5,900	-
Total Capital Expenditures	2,989	15,754	15,067	(688)	15,900	833
Part Time Student Wages						
Wages		7,283	7,800	517	7,800	-
EI Expense		98	0	(98)	0	-
CPP Expense		150	0	(150)	0	-
Total Casual Labour		7,531	7,800	269	7,800	0
General & Administration Expenses						
Building Maintenance		44,071	39,091	(4,980)	42,645	3,554
Grounds Maintenance		15,980	12,000	(3,980)	14,000	2,000
Property Management Service		19,070	32,083	13,013	35,000	2,917
Office		5,865	5,408	(456)	5,900	492
Utilities		39,509	40,464	955	44,770	4,306
Accounting, audit and legal		1,264	0	(1,264)	5,000	5,000
Professional Development		1,625	2,000	375	2,000	-
Insurance		6,039	6,050	11	6,600	550
Public Relations		1,476	2,500	1,024	2,500	-
Communications		5,696	5,775	79	6,330	555
Miscellaneous Expense		1,475	1,400	(75)	2,400	1,000
Program Exp		2,000	1,467	(533)	1,600	133
Total General & Admin Expenses		144,070	148,239	4,169	168,745	20,507
<b>TOTAL EXPENSE</b>	<b>2,989</b>	<b>167,355</b>	<b>171,105</b>	<b>3,750</b>	<b>192,445</b>	<b>21,340</b>
<b>NET INCOME (Deficit)</b>	<b>771</b>	<b>10,125</b>	<b>4,067</b>	<b>6,058</b>	<b>(0)</b>	<b>(4,067)</b>

there's more happening here than you think.

YOUR COMMUNITY GATHERING PLACE

Serving the communities of Quispamsis and Rothesay

almost **86,500** visitors in 2014

that's 295 visits per day



that would fill **1,601** school buses each carrying 54 passengers



Town of Rothesay Population

11,947 {2011 Census}

Town of Quispamsis Population

17,866 {2011 Census}

**3x the combined population!**

Annual Library Foot Traffic

86,467 {2014}

A YEAR IN REVIEW

## Our Mission

The Kennebecasis Public Library enriches the lives of the residents of the Kennebecasis Valley by fostering the pursuit of knowledge, creativity, community and joy through the free and equitable access of ideas, information and experiences.

## OUR IMPACT IN 2014



**653** new patrons



that's equal to

**47%** of the population of Quispamsis and Rothesay



**1,354** active borrowers per month



**366** WiFi users per month



**662** public computer uses per month

"Google can bring you back 100,000 answers. A librarian will bring you back the right one."  
- Neil Gaiman

**17,746** reference questions answered





art exhibit openings ♦ babies in the library ♦ baby sign language ♦ book clubs ♦ computer classes ♦ crafternoons ♦ e-borrowing clinics ♦ french conversation group ♦ infant massage ♦ knit wits ♦ kv writers circle ♦ literacy tutors ♦ movies ♦ newcomers coffee hour ♦ one-on-one IT help ♦ painters circle ♦ public information sessions ♦ puppet shows ♦ reading buddies ♦ resume workshops ♦ scrabble club ♦ story times ♦ summer reading club ♦ teen advisory group ♦ teen trivia ♦ volunteers ♦ and more!



1,200 programs

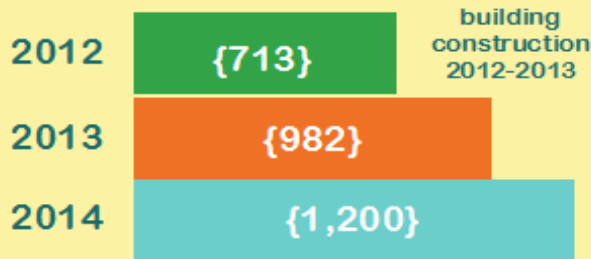
offered to

16,274 participants



average participants per program

PROGRAMS OFFERED

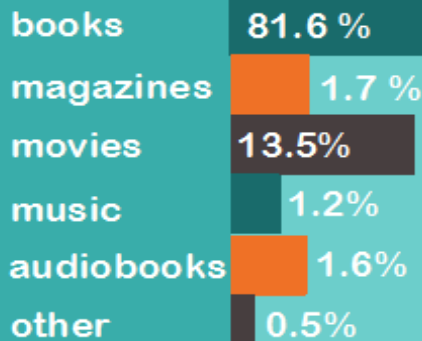


PROGRAMS BY AUDIENCE



450 items

borrowed per day, excluding eResources



44 holds placed per day

PLUS! Average of 214 patrons accessing Electronic Library NB per month (eBooks)

126,184 total = an increase from last year

My two favourite things in life are libraries and bicycles. They both move people forward without wasting anything. - Peter Golkin



on our shelves



+ 5,674 items added

54,190 books

1,951 music

2,351 magazines

920 audiobooks

3,641 movies

368 other

= 63,421 local items to choose from



**YOU BELONG HERE**

Hospitable. Enriching. Respectful. Excellent.

2014

2015March9OpenWEB\_058

# HIGHLIGHTS

1<sup>st</sup> full-year ...

... in our new building!



We acquired a new way to communicate with you via a roadside sign.



Members of the public adopted 17 new puppets via the 2014 Adopt-A-Puppet Drive.

1,408 people enjoyed a puppet show



Fred Willar and students from Quispamsis Elementary School and the Kennebecasis Valley High School created the "Literacy Along the River" mural for our children's department. The mural was unveiled on June 5, 2014.



Our renovated building won the 2014 Premier's Community Award for Outstanding Energy Efficiency.



14 art exhibits featuring works by local artists and students.

We adopted a new library logo:



Library operations were enhanced by 2,392.5 hours of volunteer support.



COMMUNITY PARTNERSHIPS

Thank you to our community program partners: Anglophone South School District ; Asian Heritage Society of New Brunswick, Saint John Chapter ; Fog Lit Festival ; Kingsway Care Centre ; Parkland Shannex ; and Talk With Me: Early Language Services.



Follow us on Facebook for the latest updates!



# THANK YOU!

YOU help to make our library an integral part of our community. Thank you to the Town of Quispamsis and the Town of Rothesay, to our dedicated board members and volunteers, and to our loyal library patrons.

# Library Staff



HALLOWEEN 2014

From left to right: Madaline Boutilier , Andrea Dixon, Tiffany Bartlett, Marilyn Howe, Victoria Laskey  
Absent: Jocelyne Cormier, Kyle Graham



The Kennebecasis Public Library is one of ten libraries in the Fundy Library Region.



In December 2014 the town-appointed representatives on the Library's Board of Directors included: Denise Brennan • Heather Crawford (Treasurer) • Dr. Nancy Grant • Elizabeth O'Hara • Philip Pugsley (Vice Chair) • Philip Shedd • Daryl Steeves (Chair) • Kevin Wright



Public domain icons courtesy of [www.iconfinder.com](http://www.iconfinder.com)



1 Landing Court, Quispamsis NB  
506-849-5314  
[www.kvlibrary.org](http://www.kvlibrary.org)

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING  
FIRE STATION ONE, CAMPBELL DRIVE  
DECEMBER 10, 2014**

---

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

Regrets: None

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1.0 Call to Order

Chair Gallagher Jette called the meeting to order at 6:20 pm.

2.0 Chair's Remarks

Chair Gallagher Jette thanked all of the Commissioners for their work over the past year.

3.0 Approval of Agenda

Moved by B. Shanks and seconded by K. Miller, that the agenda be approved.

**CARRIED**

4.0 Disclosure of Interest

None

5.1 Approval of Previous Minutes

Moved by K. Miller and seconded by L. O'Hara, that the minutes of November 12, 2014 be approved as submitted.

On the question:

On page 3, item 9.2, second paragraph - Commissioner MacDonald stated he spoke to Mrs. McGraw and he believed she must have misunderstood the question posed by



Mrs. Carpenter as she stated that she believes there is a liability there and we should fund it if we have a surplus. It was agreed to continue this discussion under Item 8.0 New Business.

**CARRIED**

6.0 Unfinished Business

None

7.0 Correspondence

None

8.0 New Business

8.1 Timing of Financial Statements to Council

Commissioner MacDonald asked what the turnaround is for the Fire Department's draft monthly financial statements as a question was asked at their last council meeting (Town of Rothesay).

Chief Ireland explained that for this meeting (December) the draft financial statements as of October 31, 2014 will be reviewed. At the next Board meeting (January), this meeting's minutes will be approved and along with the draft financial statements, the Chief's Report and the Response Summary will be sent to both towns via email within days, usually the next day. Commissioner Miller stated he felt there were being distributed in a timely manner. It was also noted that the Executive Assistant, Carlene MacBean, maintains a spreadsheet to track the dates of approval and distribution of minutes and financial statements.

8.2 Regional Agreement Update

Commissioner Young requested the Regional Agreement and policies be reviewed for wording and updating due to the self-administration of the department. Commissioner Shanks offered to work with Chief Ireland on this.

Moved by B. Shanks and seconded by B. MacDonald that Chief Ireland have the regional fire agreement reviewed and a report back to the Board within 90 days.

**CARRIED**



8.3 Item 7.1 from November 12, 2014 minutes

Moved by B. MacDonald and seconded by R. McIntyre, refer to the Finance Committee to look at the option that any surplus from the 2014 budget be allocated towards the unrecorded accumulated vacation retirement pay for future use.

**CARRIED**

9.0 Financial

9.1 Draft Financial Statements for the Ten Months Ended October 31, 2014

Moved by B. Shanks and seconded by B. MacDonald, that the Draft Financial Statements for the Ten Months Ended October 31, 2014 be received and filed.

**CARRIED**

10.0 Business Arising from Committee of the Whole

10.1 Recommendation for Auditor

Moved by B. Shanks and seconded by L. O'Hara, to approve recommendation of the Finance Committee of the appointment of Teed Saunders Doyle & Company as the department's auditors for 2015.

**CARRIED**

10.2 Retirement Allowance – Transfer of Funds

Moved by K. Miller and seconded by B. Shanks, to approve the recommendation of the Finance Committee to transfer the remaining budgeted balance of \$38,500 from the 2014 budget to the retirement allowance.

**CARRIED**

Moved by K. Miller and seconded by R. Young, to approve the recommendation of the Finance Committee to transfer an additional \$11,500 to the retirement allowance from the year end surplus to bring the 2014 contribution to \$50,000 as recommended by the auditor.

**CARRIED**

Moved by K. Miller and seconded by B. MacDonald, to approve the recommendation of the Finance Committee that upon the completion of the 2014 audit and subject to the availability of surplus funds from the 2014 Operating Budget, to approve the transfer of \$49,193 to fund the retirement allowance deficit from 2013 as recommended by the auditor.

**CARRIED**

### 10.3 Life Insurance Benefits

Moved by B. MacDonald and seconded by R. Young to enhance the life insurance benefit for the non-union employees at a cost of \$876 to go into effect for January 1, 2015.

On the vote:

Yea - P. Gallagher Jette, B. MacDonald, R. McIntyre, R. Young, B. Shanks  
and K. White

Nay – K. Miller, L. O'Hara

**CARRIED**

## 11.0 Reports

### 11.1 Chief's Report

Chief Ireland stated he has spoken with the consultant regarding the study on a new station. The report will be received in January to then be reviewed by the Board.

Moved by K. Miller and seconded by B. Shanks, the Chief's Report be received and filed.

**CARRIED**

### 11.2 Response Summary

Moved by B. MacDonald and seconded by K. Miller, the Response Summary be received and filed.

**CARRIED**

11.3 Meeting Schedule


Upon discussion by the Board, it was decided that the first meeting in 2015 will be held the second Wednesday in February and then every two months after that. It was noted, that if required, a meeting may be called on the other months provided the appropriate notice deadlines are met.

12.0 Adjournment

Moved by L. O'Hara that the meeting be adjourned at 7:03 pm.

**Date of next meeting – February 11, 2015 at 5:30 pm**

Respectfully submitted,

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
TREASURER

# Kennebecasis Valley Fire Department Inc.

Statement of Operations with Budget Variances  
For the 10 months ending October 31, 2014

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2014
<b>REVENUE:</b>				
Members Contributions	\$3,584,765	\$3,584,764	(\$0)	\$4,236,541
Local Service Districts	\$70,111	\$70,110	\$0	\$84,133
Revenue Fee Structure	\$70	\$1,060	\$990	\$70
Rebate on Property Tax	\$44,498	\$43,063	(\$1,435)	\$44,498
Misc. Revenue	\$0	\$2,298	\$2,298	\$0
Interest Income C/A	\$2,500	\$4,107	\$1,607	\$3,000
Surplus/ Deficit 2nd Previous	\$6,394	\$6,394	\$0	\$6,394
	<u>\$3,708,338</u>	<u>\$3,711,797</u>	<u>\$3,461</u>	<u>\$4,374,636</u>
<b>EXPENSES:</b>				
<b>ADMINISTRATION:</b>				
Admin. Wages and Benefits	\$364,766	\$350,790	(\$13,976)	\$442,400
Convention/ Dues/ Training	\$11,500	\$11,443	(\$57)	\$15,000
Professional Services	\$1,000	\$271	(\$729)	\$24,500
Office Supplies / Copy Machine/ S/C	\$5,183	\$5,579	\$397	\$6,219
Computer Hardware/Software/IT	\$7,739	\$7,845	\$106	\$10,688
Station Telephone/ Internet	\$8,756	\$8,522	(\$234)	\$11,670
Postage/ Misc. Exp	\$2,958	\$1,115	(\$1,843)	\$3,550
	<u>\$401,902</u>	<u>\$385,565</u>	<u>(\$16,337)</u>	<u>\$514,027</u>
<b>FIREFIGHTING FORCE:</b>				
Salaries Basic	\$1,830,034	\$1,778,714	(\$50,320)	\$2,233,500
Overtime	\$48,462	\$59,145	\$10,684	\$60,000
Force Benefits	\$476,480	\$464,313	(\$12,166)	\$545,000
Clothing/Uniform Maintenance	\$18,750	\$20,244	\$1,494	\$22,500
Medical and Fitness Training	\$11,183	\$9,753	(\$1,430)	\$14,800
Career Recognition	\$3,500	\$3,559	\$59	\$3,500
Holiday Relief Wages & Overtime	\$222,824	\$221,824	(\$1,000)	\$259,000
Holiday Relief Benefits	\$68,243	\$57,805	(\$10,438)	\$80,800
Volunteer Expenses	\$78,128	\$11,272	(\$66,856)	\$95,256
	<u>\$2,757,603</u>	<u>\$2,627,630</u>	<u>(\$129,973)</u>	<u>\$3,314,356</u>
<b>TELECOMMUNICATIONS</b>				
Cellular Telephone	\$3,167	\$2,738	(\$428)	\$3,800
Communication Equipment	\$10,000	\$9,050	(\$950)	\$11,800
Maintenance/ Repairs	\$2,500	\$1,163	(\$1,337)	\$3,000
	<u>\$15,667</u>	<u>\$12,951</u>	<u>(\$2,716)</u>	<u>\$18,600</u>
<b>INSURANCE:</b>				
Insurance	\$34,000	\$32,497	(\$1,503)	\$34,000
	<u>\$34,000</u>	<u>\$32,497</u>	<u>(\$1,503)</u>	<u>\$34,000</u>
<b>PREVENTION AND TRAINING</b>				
Firefighter/Co. Officer Training	\$19,100	\$18,782	(\$318)	\$28,600
Fire Prevention and Public Education	\$5,000	\$2,170	(\$2,830)	\$5,000
Training Supplies	\$1,000	\$408	(\$594)	\$1,000
	<u>\$25,100</u>	<u>\$21,358</u>	<u>(\$3,742)</u>	<u>\$34,600</u>
<b>FACILITIES</b>				
Station 1 Operating	\$147,106	\$154,164	\$7,058	\$159,144
Station 2 Operating	\$18,083	\$16,824	(\$1,259)	\$21,700
Station 2 Rent	\$38,398	\$38,398	(\$0)	\$46,078
Station Supplies	\$8,333	\$6,574	(\$1,760)	\$10,000
	<u>\$211,921</u>	<u>\$215,960</u>	<u>\$4,039</u>	<u>\$236,922</u>



# Kernebecasis Valley Fire Department Inc.

## Statement of Operations with Budget Variances

for the 10 months ending October 31, 2014

	BUDGET	ACTUAL	VARIANCES	BUDGET
	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	2014
			(Under Budget)	
continued				
<b>FLEET</b>				
Vehicle Fuel	\$32,583	\$28,057	(\$4,525)	\$41,500
Vehicle Registration	\$400	\$423	\$23	\$400
Vehicle Lease Payments	\$7,575	\$7,334	(\$241)	\$8,700
Vehicle Maint & Repairs	\$49,000	\$40,338	(\$8,662)	\$60,000
	<u>\$89,558</u>	<u>\$76,153</u>	<u>(\$13,405)</u>	<u>\$110,600</u>
<b>OPERATIONS</b>				
New Equipment	\$16,070	\$14,992	(\$1,078)	\$18,400
Maint & Repairs - Equipment	\$8,500	\$10,554	\$2,054	\$12,000
Maint & Repairs - Bunker Gear	\$4,000	\$378	(\$3,622)	\$6,000
Medical Supplies	\$2,083	\$3,204	\$1,121	\$2,500
Firefighter Supplies	\$3,333	\$1,911	(\$1,422)	\$4,000
Health & Safety	\$1,250	\$541	(\$709)	\$1,500
H&S Cause Determination	\$833	\$165	(\$668)	\$1,000
	<u>\$36,070</u>	<u>\$31,745</u>	<u>(\$4,324)</u>	<u>\$45,400</u>
<b>WATER COSTS:</b>				
Water Costs - Rothesay	\$18,457	\$18,457	\$0	\$22,148
Water Costs - Quispamsis	\$3,982	\$3,982	\$0	\$3,982
	<u>\$22,439</u>	<u>\$22,439</u>	<u>\$0</u>	<u>\$26,130</u>
<b>OTHER:</b>				
Miscellaneous	\$1,251	\$4,854	\$3,603	\$1,501
Retirement Allowance	\$29,946	\$29,946	\$0	\$38,500
	<u>\$31,197</u>	<u>\$34,800</u>	<u>\$3,603</u>	<u>\$40,001</u>
	<u>\$3,625,456</u>	<u>\$3,461,088</u>	<u>(\$164,358)</u>	<u>\$4,374,636</u>
<b>SURPLUS (DEFICIT) FOR THE PERIOD</b>	<u>\$82,882</u>	<u>\$250,699</u>	<u>\$167,819</u>	<u>(\$0)</u>

# Kennebecasis Valley Fire Department Inc.

## Budget Variances Analysis

For the 10 months ending October 31, 2014

Note #	Description	Budget YTD	Actual YTD	Variance (Under Budget)	Details
1	Administration	\$401,902	\$385,585	(\$16,337)	- Variance relates to non-replacement of ADC
2	Firefighting Force	\$2,757,603	\$2,627,630	(\$129,973)	- A Holiday Relief FF is replacing employee on LTD - Volunteer honorariums less than budgeted - donation to Volunteer Firefighters' Assoc. reduced - partial use of planned contingency
3	Fleet	<u>\$89,558</u>	<u>\$76,153</u>	<u>(\$13,404)</u>	- Maintenance and repair to fleet as needed
	Material Variances (greater than \$5,000)	\$3,249,063	\$3,089,348	<u>(\$159,714)</u>	

### Invoices over \$2,000

For the month of October 2014

#### Recurring Monthly Invoices

	Description		
10/01/2014	Assumption Life	\$25,079	Group Benefits
10/01/2014	Town of Quispemis	\$5,507	Rent - Station 2
10/09/2014	Receiver General	\$30,235	payroll liabilities
10/09/2014	BMO	\$71,029	net wages 10/09/2014
10/23/2014	Receiver General	\$30,153	payroll liabilities
10/23/2014	BMO	\$72,733	net wages 10/23/2014
10/31/2014	CIBC Mellon	\$34,996	Pension -Oct
10/31/2014	I.A.F.F. Local 3591	\$5,870	Union Dues

#### Non-Recurring Invoices

10/11/2014	BMO Mastercard	\$4,122.96	Training Fees/ 50% to be reimbursed
10/30/2014	Nova Fire Equipment Ltd	\$4,017.15	Capital, 2 sets of bunker gear



# Kennebecasis Valley Fire Department

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

December 10, 2014

## **Retirement**

On December 29th, department members will gather at Station One to celebrate the career of Firefighter George Cole. Firefighter Cole joined the department in 1973 and was presented with his Federal 40-year Exemplary Service Medal at our long service recognition ceremony held earlier this year. Firefighter Cole was the second full-time firefighter hired by the Rothesay Fire Department in 1975.

## **Off-road Rescue**

On the evening of November 28<sup>th</sup>, the KVFD was dispatched to a report of two hikers lost in the bog at the top of the Fox Farm Road. The hikers had become disoriented and had spent several hours attempting to find their way back to the highway. They were wet and cold and in the first stages of hypothermia. KVFD personnel assisted by two KVPF members used a variety of technical and non-technical search and tracking techniques to eventually locate the lost hikers and transport them back to the staging area and into two ambulances. Training, preparation, and resourcefulness resulted in the coordinated effort that ultimately prevented a dangerous situation from becoming a tragic event. This truly was a team effort that put physical fitness, technical rescue skills and problem solving abilities to the test.

## **Department hosts Fire Cadets**

Four fire school cadets from Holland College are currently doing their on-the-job (OJT) training with our department and will be with us for the next two months. Our department has become a destination of choice for the Maritime based fire schools when placing their cadets for the OJT portion of their training and we have found this to be a mutually beneficial program to participate in.

## **Annual Christmas Program**

Once again the members of our department will be volunteering their time and talents to support local families by coordinating donations and collecting and distributing toys and meals to needy families in our community. This is the 32<sup>nd</sup> consecutive year that the members of the fire department have played a significant role in the Greater Saint John Christmas Exchange.

Reponse Types	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	2014 YTD	2013 YTD
<b>Kennebecasis Valley Fire Department (01/01/2014-30/11/2014)</b>													
Fire/explosion - dollar loss [10]	4	3	5	3	4	2	6	3	4	2	2	38	37
Rubbish/grass fire - no dollar loss [12]	2	0	1	2	10	4	7	3	1	3	1	34	63
Chimney Fire [13]	1	1	1	1	1	0	0	0	1	0	0	6	9
<b>Total Fire [10-19]</b>	<b>7</b>	<b>4</b>	<b>7</b>	<b>6</b>	<b>15</b>	<b>6</b>	<b>13</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>3</b>	<b>78</b>	<b>109</b>
Rescue - Miscellaneous [30]	1	1	0	0	0	0	3	0	0	0	1	6	7
Vehicle Accident [31]	15	4	2	7	6	5	6	8	9	8	9	79	81
<b>Total Rescue or Resuscitation call [30-39]</b>	<b>16</b>	<b>5</b>	<b>2</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>9</b>	<b>8</b>	<b>9</b>	<b>8</b>	<b>10</b>	<b>85</b>	<b>88</b>
Public Hazard - gasoline or fuel spill [41]	1	0	0	0	0	2	0	0	1	0	0	4	8
Public Hazard - power line down / utility pole hazard [43]	1	2	4	2	3	0	52	0	0	0	5	69	46
Public Hazard - miscellaneous [49]	1	0	1	0	1	1	5	1	1	2	1	14	17
<b>Total Public hazard [40-49]</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>57</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>87</b>	<b>71</b>
Gas Leak - propane [51]	1	0	1	1	1	0	1	1	0	1	1	8	3
Gas Leak - response to carbon monoxide detector alarm [53]	0	1	2	0	0	0	1	0	0	0	3	7	9
<b>Total Gas leak [50-59]</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>15</b>	<b>12</b>
Public Service - first aid [62]	43	52	52	41	38	41	51	52	41	42	44	497	545
Public Service - assist police or other agency [63]	1	0	0	1	0	0	0	2	3	0	2	9	2
Public Service - mutual aid [65]	1	2	0	1	0	0	0	1	1	0	4	10	19
Public Service - animal rescue [66]	1	0	0	0	0	0	0	0	0	0	0	1	3
Public Service - flooding [67]	5	0	4	1	0	0	8	0	0	0	0	18	4
Public Service- miscellaneous [69]	4	4	2	1	0	0	8	2	2	6	1	30	12
<b>Total Public services [60-69]</b>	<b>55</b>	<b>58</b>	<b>58</b>	<b>45</b>	<b>38</b>	<b>41</b>	<b>67</b>	<b>57</b>	<b>47</b>	<b>48</b>	<b>51</b>	<b>565</b>	<b>585</b>
Alarm No Fire - accidental miscellaneous [70]	4	4	2	1	5	5	6	2	7	5	2	43	24
Alarm No Fire - smoke or steam mistaken [71]	2	0	1	0	0	1	1	0	1	3	1	10	12
Alarm No Fire - sprinkler surge or discharge [72]	0	0	1	0	0	1	0	0	0	0	0	2	3
Alarm No Fire - detector activated [73]	3	1	4	0	3	6	11	9	5	7	8	57	64
Alarm No Fire - unknown odours [75]	0	0	1	0	0	0	0	0	1	0	1	3	7
Alarm No Fire - miscellaneous [79]	4	2	0	4	3	1	2	5	1	1	1	24	15
<b>Total Alarm no fire - No malicious intent [70-79]</b>	<b>13</b>	<b>7</b>	<b>9</b>	<b>5</b>	<b>11</b>	<b>14</b>	<b>20</b>	<b>16</b>	<b>15</b>	<b>16</b>	<b>13</b>	<b>139</b>	<b>125</b>
False Alarm (Mischief) - municipal alarm system [81]	0	0	0	0	0	0	0	0	0	0	0	0	0
False Alarm (Mischief) - miscellaneous [89]	0	0	0	0	0	0	0	1	1	1	0	3	8
<b>Total False alarm - Mischief [80-89]</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>8</b>
<b>Total Reponse Types Kennebecasis Valley Fire</b>	<b>95</b>	<b>77</b>	<b>84</b>	<b>66</b>	<b>75</b>	<b>69</b>	<b>168</b>	<b>90</b>	<b>80</b>	<b>81</b>	<b>87</b>	<b>972</b>	<b>1001</b>

**TOWN OF ROTHESAY**

**Utility Fund Financial Statements**

**December 31, 2014**

**DRAFT**

**Attached Reports:**

<b>Capital Balance Sheet</b>	<b>U1</b>
<b>Reserve Balance Sheet</b>	<b>U2</b>
<b>Operating Balance Sheet</b>	<b>U3</b>
<b>Operating Income Statement</b>	<b>U4</b>
<b>Variance Report</b>	<b>U5</b>
<b>Capital Project Funding</b>	<b>U6</b>



## Town of Rothesay

### Capital Balance Sheet

As at 12/31/14

#### 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
	39,417,462

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

Util Capital due to/from General Reserve	270,000
TOTAL ASSETS	27,884,965

#### LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	7,376,449
Total Liabilities	7,443,525

#### EQUITY

Investments:

Investment in Fixed Assets	20,441,439
Total Equity	20,441,439
TOTAL LIABILITIES & EQUITY	27,884,964

**Town of Rothesay**  
Utility Reserve Balance Sheet  
As at 12/31/14

ASSETS

Assets:

Bank - Utility Reserve	1,547,793
Due from Utility Operating	0
<b>TOTAL ASSETS</b>	<b><u>\$ 1,547,793</u></b>

EQUITY

Investments:

Invest. in Utility Capital Reserve	1,222,181
Invest. in Utility Operating Reserve	97,586
Invest. in Sewage Outfall Reserve	228,026
<b>TOTAL EQUITY</b>	<b><u>\$ 1,547,793</u></b>

**Town of Rothesay**  
 Utilities Fund Operating Balance Sheet  
 As at 12/31/14

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		482,863
Accounts Receivable - Misc.		1,200
Total Current Assets		<u>484,063</u>
Other Assets:		-
TOTAL ASSETS		<u>\$ 484,063</u>

LIABILITIES

Accrued Payables		54,711
Due from General Fund		711,073
Due from (to) Capital Fund		(67,077)
Deferred Revenue		22,689
Total Liabilities		<u>721,396</u>

EQUITY

Surplus:		
Opening Retained Earnings		(73,687)
Profit (Loss) to Date		(163,645)
		<u>(237,332)</u>
TOTAL LIABILITIES & EQUITY		<u>\$ 484,065</u>

**Town of Rothesay**  
**Utilities Operating Income Statement**  
 12 Months Ended 12/31/14

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	199,435	215,205	859,098	887,300	(28,202)	1	887,300
Meter and non-hookup fees	8,118	8,500	32,870	34,000	(1,130)		34,000
Water Supply for Fire Prot.	0	0	350,000	350,000	0		350,000
Local Improvement Levy	733	0	60,001	60,704	(703)		60,704
Sewerage Services	0	0	1,388,444	1,355,840	32,604	2	1,355,840
Connection Fees	5,000	1,470	98,850	59,200	39,650	3	59,200
Interest Earned	3,866	2,833	47,515	34,000	13,515	4	34,000
Misc. Revenue	0	0	5,990	3,000	2,990		3,000
<b>TOTAL RECEIPTS</b>	<b>217,151</b>	<b>228,008</b>	<b>2,842,769</b>	<b>2,784,044</b>	<b>58,725</b>		<b>2,784,044</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	58,125	58,125	232,500	232,500	0		232,500
Audit/Legal/Training	2,775	3,372	5,655	14,880	9,225	5	14,880
Purification/Treatment	61,118	23,124	232,276	233,800	1,525		233,800
Transm/Distribution	(5,283)	0	103,064	100,900	(2,164)		100,900
Power & Pumping	3,041	3,783	37,506	48,400	10,894	6	48,400
Billing/Collections	91	250	1,323	3,000	1,677		3,000
Water Purchased	0	0	1,365	0	(1,365)		0
Misc. Expenses	3,039	0	9,039	17,000	7,961		17,000
<b>TOTAL WATER SUPPLY</b>	<b>122,906</b>	<b>88,655</b>	<b>622,726</b>	<b>650,480</b>	<b>27,754</b>		<b>650,480</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	135,625	135,625	542,500	542,500	0		542,500
Audit/Legal/Training	5,000	7,360	5,547	33,860	28,313	7	33,860
Collection System	1,036	11,337	100,825	82,800	(18,025)	8	82,800
Lift Stations	7,844	1,200	27,669	34,400	6,731		34,400
Treatment/Disposal	4,448	4,620	76,348	75,200	(1,148)		75,200
Misc. Expenses	2,885	96	7,063	10,500	3,437		10,500
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>156,838</b>	<b>160,238</b>	<b>759,952</b>	<b>779,260</b>	<b>19,308</b>		<b>779,260</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	7,661	3,334	7,661	10,000	2,339		10,000
Interest on Long-Term Debt	49,629	47,648	248,802	246,824	(1,978)		246,824
Principal Repayment	185,000	185,000	424,204	424,204	0		424,204
Transfer to Reserve Accounts	102,850	154,437	102,850	154,437	51,587	9	154,437
Capital Fund	701,379	380,000	701,379	380,000	(321,379)	10	380,000
Prev. Yrs Deficits	0	0	138,839	138,839	0		138,839
<b>TOTAL FISCAL SERVICES</b>	<b>1,046,520</b>	<b>770,419</b>	<b>1,623,735</b>	<b>1,354,304</b>	<b>(269,431)</b>		<b>1,354,304</b>
<b>TOTAL EXPENSES</b>	<b>1,326,264</b>	<b>1,019,312</b>	<b>3,006,414</b>	<b>2,784,044</b>	<b>(222,370)</b>		<b>2,784,044</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(1,109,112)</b>	<b>(791,304)</b>	<b>(163,645)</b>	<b>0</b>	<b>(163,645)</b>		<b>0</b>

# Town of Rothesay

Variance Report - Utility Operating  
12 months ending December 31, 2014

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
<b>Revenue</b>					
1	Sale of Water	859,098	887,300	(28,202)	Institutional sales and Multi-Res under budget
2	Sewerage Services	1,388,444	1,355,840	32,604	Residential services higher than budgeted
3	Connection Fees	98,850	59,200	39,650	Includes apartment building
4	Interest Earned	47,515	34,000	13,515	Outstanding receivable balances
<b>Water System Expenses</b>					
5	Audit/Legal/Training	5,655	14,880	9,225	Not used
6	Power & Pumping	37,506	48,400	10,894	NB Power costs less than expected
<b>Sewerage Collection and Disposal</b>					
7	Audit/Legal/Training	5,547	33,860	28,313	Not used
8	Collection System	100,825	82,800	(18,025)	Eriskay/Ball Park Rd sewer repairs
<b>Fiscal Services</b>					
9	Transfers to Reserves	102,850	154,437	51,587	See memo
10	Capital Fund	701,379	380,000	(321,379)	See memo



# Town of Rothesay

Capital Projects 2014  
Utilities Fund

February-23-15

	CURRENT	Reserves	Gas Tax	Grants	Operating	Borrow	
Y-T-D							Total water spending in general
Water transfer from General Capital	261,450.00	-	-	-	261,450.00	-	Maiden Lane \$ 133,568
12043030 Water System Supply Development	22,310.89	-	-	-	22,310.89	-	Gondola Point Road 309,324
12043330 Water Treatment Plan Upgrade W-2014-013	684,999.46	-	-	-	684,999.46	-	Hampton Road 58,558
12042730 Chlorine Contact Chamber/Membrane Racks 2013 W-2013-24	331,564.93	-	-	-	16,564.39	684,999.46	Allocated in 2013 to utility 240,000
12043430 Well Development - Watershed W-2014-014	142,826.25	-	-	-	142,826.25	-	Net transfer \$ 261,450
	1,443,151.53	-	-	-	443,151.53	1,000,000.00	
Sewer transfer from General Capital	50,963.00	-	-	-	50,963.00	-	Total sewer spending in general
12043530 Green Road/Alexander Rd Sewer S2014-015	322,655.42	-	230,000.00	-	92,655.42	-	Maiden Lane \$ 119,000
12031130 Wastewater Feasibility Study	48,872.85	-	-	-	48,872.85	-	Gondola Point Road 91,963
12042330 Wastewater Treatment Design - S-2014-016	245,736.38	180,000.00	-	-	65,736.38	-	Allocated in 2013 to utility 210,963
	668,227.65	180,000.00	230,000.00	-	258,227.65	-	Gas Tax used in 2014 60,000
Total Utilities Capital	2,111,379.18	180,000.00	230,000.00	-	701,379.18	1,000,000.00	Maiden lane 80,000
							Gondola Point Rd 20,000
							Net transfer \$ 50,963
Funding:	Revised 2014	Reserves	Gas Tax	Grants	Operating	Borrow	Total
Water	1,443,151.53	-	-	-	443,151.53	1,000,000.00	\$ 312,413
Sewer	668,227.65	180,000.00	230,000.00	-	258,227.65	-	
	2,111,379.18	180,000.00	230,000.00	-	701,379.18	1,000,000.00	
Original Budget	1,945,000.00	-	565,000.00	-	380,000.00	1,000,000.00	

2015 March 9 Open WEB\_075

# Town of Rothesay

## General Fund Financial Statements

**DRAFT**

December 31, 2014

**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 Funding	G11

# Town of Rothesay

## Balance Sheet - Capital General Fund 12/31/14

### 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)
	<hr/>
	<u>\$ 40,299,481</u>

### 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
	<hr/>
Investment in General Fund Fixed Assets	34,941,719
	<hr/>
	<u>\$ 40,299,481</u>

**Town of Rothesay**  
 Balance Sheet - General Fund Reserves  
 12/31/14

ASSETS

BNS General Reserve	616,177
BNS General Reserves Investment Account	184,931
BNS - General Reserves - GIC	3,532,306
Gen Reserves due to/from Gen Operating	(207,462)
	<u>\$ 4,125,952</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	54,783
General Gas Tax Funding	115,048
Invest. in General Operating Reserve	617,908
Invest. in Land for Public Purposes Reserve	88,031
Invest. in Town Hall Reserve	40,898
	<u>\$ 4,125,953</u>

**Town of Rothesay**  
 Balance Sheet - General Operating Fund  
 12/31/14

**CURRENT ASSETS**

Cash	1,278,523
Receivables	509,140
HST Receivable	412,179
Inventory	23,881
Gen Operating due to/from Util Operating	711,072
Total Current Assets	<u>2,934,794</u>
Other Assets:	
Projects	<u>(0)</u>
	<u>(0)</u>
<b>TOTAL ASSETS</b>	<u><u>2,934,794</u></u>

**CURRENT LIABILITIES AND EQUITY**

Accounts Payable	1,444,311
Other Payables	421,575
Gen Operating due to/from Gen Reserves	(207,462)
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>2,973,462</u>

**EQUITY**

Retained Earnings - General	(324,087)
Surplus/(Deficit) for the Period	<u>285,418</u>
	<u>(38,669)</u>
	<u><u>2,934,793</u></u>



2015March9OpenWEB\_080

## Town of Rothesay

Statement of Revenue & Expenditure  
12 Months Ended 12/31/14

	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	1,187,190	1,187,191	14,246,281	14,246,285	(4)		14,246,285
Sale of Services	37,244	29,142	322,542	311,200	11,342		311,200
Services to Province of New Brunswick	12,043	5,526	80,903	66,306	14,597		66,306
Other Revenue from Own Sources	17,490	18,370	229,072	128,039	101,033		128,039
Unconditional Grant	17,464	17,464	209,568	209,567	1		209,567
Conditional Transfers	0	0	506,347	26,500	479,847		26,500
Other Transfers	343,750	193,750	1,077,103	927,103	150,000		927,103
	<u>\$1,615,181</u>	<u>\$1,451,442</u>	<u>\$16,671,816</u>	<u>\$15,915,000</u>	<u>\$756,816</u>		<u>\$15,915,000</u>
<b>EXPENSES</b>							
General Government Services	197,574	216,905	1,820,463	2,020,500	200,037		2,020,500
Protective Services	360,917	311,088	4,494,444	4,465,800	(28,644)		4,465,800
Transportation Services	374,828	303,660	3,202,043	3,244,100	42,057		3,244,100
Environmental Health Services	55,124	56,250	710,520	715,000	4,480		715,000
Environmental Development	44,669	43,203	435,002	547,200	112,198		547,200
Recreation & Cultural Services	78,464	81,413	1,658,900	1,745,400	86,500		1,745,400
Fiscal Services	3,470,033	2,576,639	4,065,026	3,177,000	(888,026)		3,177,000
	<u>\$4,581,609</u>	<u>\$3,589,158</u>	<u>\$16,386,397</u>	<u>\$15,915,000</u>	<u>-\$471,397</u>		<u>\$15,915,000</u>
Surplus (Deficit) for the Year	<u>-\$2,966,428</u>	<u>-\$2,137,716</u>	<u>\$285,418</u>	<u>-\$0</u>	<u>\$285,419</u>		<u>\$ (0)</u>

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Town of Rothesay

G6

Statement of Revenue & Expenditure  
12 Months Ended 12/31/14

	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	5,890	1,500	28,598	18,000	10,598	1	18,000
Town Hall Rent	577	0	13,191	0	13,191	2	0
Arena Revenue	29,410	27,042	221,272	228,000	(6,728)	3	228,000
Community Garden	0	0	975	900	75		900
Recreation Programs	1,367	600	58,507	64,300	(5,793)	4	64,300
	<u>37,244</u>	<u>29,142</u>	<u>322,542</u>	<u>311,200</u>	<u>11,342</u>		<u>311,200</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	3,527	5,417	104,120	65,000	39,120	5	65,000
Police Fines	13,293	12,000	54,128	48,000	6,128		48,000
Scott Avenue Revenue	0	0	12,148	3,600	8,548		3,600
Interest & Sundry	(2,293)	417	9,243	5,000	4,243		5,000
Miscellaneous	2,963	537	49,182	6,439	42,743	6	6,439
History Book Sales	0	0	250	0	250		0
	<u>17,490</u>	<u>18,370</u>	<u>229,072</u>	<u>128,039</u>	<u>101,033</u>		<u>128,039</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	1,500	(1,500)		1,500
Grant - Other	0	0	506,347	25,000	481,347	7	25,000
	<u>0</u>	<u>0</u>	<u>506,347</u>	<u>26,500</u>	<u>479,847</u>		<u>26,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	152,103	152,103	0		152,103
Utility Fund Transfer	193,750	193,750	775,000	775,000	0		775,000
Transfer fr. Operating Reserve	150,000	0	150,000	0	150,000	8	0
	<u>343,750</u>	<u>193,750</u>	<u>1,077,103</u>	<u>927,103</u>	<u>150,000</u>		<u>927,103</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	2,566	2,967	31,701	35,600	3,899		35,600
Councillors	7,471	8,667	96,902	104,000	7,098		104,000
Regional Service Commission 9	0	0	9,095	10,500	1,405		10,500
Other	125	1,417	6,368	17,000	10,632	9	17,000
	<u>10,162</u>	<u>13,050</u>	<u>144,066</u>	<u>167,100</u>	<u>23,034</u>		<u>167,100</u>
<b>Administrative</b>							
Office Building	26,672	13,458	175,103	206,500	31,397	10	206,500
Solicitor	1,303	4,167	20,562	50,000	29,438	11	50,000
Administration - Wages & Benefits	135,942	146,564	873,615	925,300	51,685		925,300
Supplies	6,849	8,667	68,962	104,000	35,038	12	104,000
Professional Fees	15,776	22,750	38,547	31,000	(7,547)	13	31,000
Other	(857)	4,332	69,800	73,017	3,217		73,017
	<u>185,684</u>	<u>199,938</u>	<u>1,246,589</u>	<u>1,389,817</u>	<u>143,228</u>		<u>1,389,817</u>

CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Other General Government Services</b>						
Community Communications	0	750	5,085	9,000	3,915	9,000
Civic Relations	378	396	3,125	4,750	1,625	4,750
Insurance	0	0	142,726	143,300	574	143,300
Donations	1,350	2,771	32,328	44,250	11,922	44,250
Cost of Assessment	0	0	232,250	232,250	0	232,250
Property Taxes - L.P.P.	0	0	8,295	20,033	11,738	20,033
Cultural Support	0	0	6,000	10,000	4,000	10,000
	<u>1,728</u>	<u>3,917</u>	<u>429,808</u>	<u>463,583</u>	<u>33,775</u>	<u>463,583</u>
	<u>197,574</u>	<u>216,905</u>	<u>1,820,463</u>	<u>2,020,500</u>	<u>200,037</u>	<u>2,020,500</u>
<b>Protective Services</b>						
<b>Police</b>						
Police Protection	165,361	167,769	2,149,727	2,181,000	31,273	2,181,000
Crime Stoppers	0	0	2,800	2,800	0	2,800
	<u>165,361</u>	<u>167,769</u>	<u>2,152,527</u>	<u>2,183,800</u>	<u>31,273</u>	<u>2,183,800</u>
<b>Fire</b>						
Fire Protection	185,774	132,517	1,852,493	1,787,000	(65,493)	1,787,000
Water Costs Fire Protection	0	0	350,000	350,000	0	350,000
	<u>185,774</u>	<u>132,517</u>	<u>2,202,493</u>	<u>2,137,000</u>	<u>(65,493)</u>	<u>2,137,000</u>
<b>Emergency Measures</b>						
911 Communications Centre	9,422	9,385	122,450	122,000	(450)	122,000
EMO Field Exercise	0	0	0	6,000	6,000	6,000
	<u>9,422</u>	<u>9,385</u>	<u>122,450</u>	<u>128,000</u>	<u>5,550</u>	<u>128,000</u>
<b>Other</b>						
Animal & Pest Control	360	1,000	11,735	12,000	265	12,000
Other	0	417	5,238	5,000	(238)	5,000
	<u>360</u>	<u>1,417</u>	<u>16,973</u>	<u>17,000</u>	<u>27</u>	<u>17,000</u>
<b>Total Protective Services</b>	<u>360,917</u>	<u>311,088</u>	<u>4,494,444</u>	<u>4,465,800</u>	<u>(28,644)</u>	<u>4,465,800</u>

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)	120,126	130,585	1,633,945	1,642,000	8,055	1,642,000
Workshops, Yards & Equipment	109,588	41,767	630,816	573,600	(57,216)	16 573,600
Engineering	158	3,333	6,234	40,000	33,766	17 40,000
	<u>229,872</u>	<u>175,685</u>	<u>2,270,995</u>	<u>2,255,600</u>	<u>(15,395)</u>	<u>0</u> <u>2,255,600</u>
<b>Street Cleaning &amp; Flushing</b>						
Streets	0	26,000	6,954	52,000	45,046	18 52,000
Roads & Streets	6,428	9,083	64,232	105,000	40,768	19 105,000
Crosswalks & Sidewalks	2,512	1,267	13,186	24,000	10,814	24,000
Culverts & Drainage Ditches	1,205	1,000	45,312	90,000	44,688	20 90,000
Snow & Ice Removal	69,574	52,500	489,690	390,000	(99,690)	21 390,000
	<u>79,719</u>	<u>89,850</u>	<u>619,374</u>	<u>661,000</u>	<u>41,626</u>	<u>661,000</u>
<b>Street Lighting</b>						
	12,324	11,833	141,886	142,000	114	142,000
<b>Traffic Services</b>						
Street Signs	2,727	1,250	5,777	15,000	9,223	15,000
Traffic Lanemarking	0	0	17,936	30,000	12,064	30,000
Traffic Signals	28,329	2,750	39,604	33,000	(6,604)	33,000
Railway Crossing	1,730	2,167	20,970	26,000	5,030	26,000
	<u>32,787</u>	<u>6,167</u>	<u>84,287</u>	<u>104,000</u>	<u>19,713</u>	<u>104,000</u>
<b>Public Transit</b>						
Public Transit - Comex Service	19,982	20,000	83,762	80,000	(3,762)	80,000
Public Transit - Other	145	125	1,738	1,500	(238)	1,500
	<u>20,127</u>	<u>20,125</u>	<u>85,500</u>	<u>81,500</u>	<u>(4,000)</u>	<u>22</u> <u>81,500</u>
<b>Total Transportation Services</b>	<u>374,828</u>	<u>303,660</u>	<u>3,202,043</u>	<u>3,244,100</u>	<u>42,057</u>	<u>3,244,100</u>
<b>Environmental Health Services</b>						
Solid Waste Disposal Land Fill	17,698	18,750	222,235	225,000	2,765	225,000
Solid Waste Disposal Compost	1,868	2,083	27,407	25,000	(2,407)	25,000
Solid Waste Collection	35,064	35,417	425,489	425,000	(489)	425,000
Local Solid Waste Collection	116	0	116	0	(116)	0
Clean Up Campaign	378	0	29,971	40,000	10,029	40,000
Arthur Clean Up	0	0	5,302	0	(5,302)	0
	<u>55,124</u>	<u>56,250</u>	<u>710,520</u>	<u>715,000</u>	<u>4,480</u>	<u>715,000</u>
<b>Environmental Development Services</b>						
<b>Planning &amp; Zoning</b>						
Administration	32,172	32,245	329,376	412,500	83,124	23 412,500
Planning Projects	7,369	2,500	18,175	30,000	11,825	24 30,000
Heritage Committee	0	1,250	0	15,000	15,000	25 15,000
	<u>39,541</u>	<u>35,995</u>	<u>347,551</u>	<u>457,500</u>	<u>109,949</u>	<u>457,500</u>
<b>Economic Development Comm.</b>						
Tourism	5,128	7,208	84,348	86,500	2,152	86,500
	0	0	3,103	3,200	97	3,200
	<u>5,128</u>	<u>7,208</u>	<u>87,451</u>	<u>89,700</u>	<u>2,249</u>	<u>89,700</u>
	<u>44,669</u>	<u>43,203</u>	<u>435,002</u>	<u>547,200</u>	<u>112,198</u>	<u>547,200</u>

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CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Recreation &amp; Cultural Services</b>						
Administration	19,478	16,606	260,842	237,500	(23,342)	26 237,500
Apartment Buildings	0	0	47,199	34,000	(13,199)	27 34,000
Beaches	0	0	47,133	53,400	6,267	53,400
Rothsay Arena	23,970	24,549	214,639	279,500	64,861	28 279,500
Memorial Centre	4,767	4,125	54,015	57,500	3,485	57,500
Summer Programs	290	250	53,021	59,500	6,479	59,500
Parks & Gardens	21,550	22,932	483,234	494,700	11,466	494,700
Playgrounds and Fields	3,802	5,017	87,712	107,800	20,088	29 107,800
Regional Facilities Commission	0	0	309,324	310,000	676	310,000
Kennebecasis Public Library	3,402	6,269	71,724	75,000	3,276	75,000
Big Rothsay Read	0	83	0	1,000	1,000	1,000
Special Events	1,192	1,250	28,515	31,500	2,985	31,500
Rothsay Living Museum	13	333	1,543	4,000	2,457	4,000
	<u>78,464</u>	<u>81,413</u>	<u>1,658,900</u>	<u>1,745,400</u>	<u>86,500</u>	<u>1,745,400</u>
<b>Fiscal Services</b>						
Debt Charges						
Interest	87,409	119,639	178,402	216,000	37,598	30 216,000
Debenture Payments	172,000	172,000	676,000	676,000	0	676,000
	<u>259,409</u>	<u>291,639</u>	<u>854,402</u>	<u>892,000</u>	<u>37,598</u>	<u>892,000</u>
<b>Transfers To:</b>						
Capital Fund for Capital Expenditures	2,752,524	1,975,000	2,752,524	1,975,000	(777,524)	31 1,975,000
Capital Projects Funded by Grants	448,100	0	448,100	0	(448,100)	0
Reserve Funds	0	300,000	0	300,000	300,000	32 300,000
Town Hall Reserve Transfer	10,000	10,000	10,000	10,000	0	10,000
	<u>3,210,624</u>	<u>2,285,000</u>	<u>3,210,624</u>	<u>2,285,000</u>	<u>(925,624)</u>	<u>2,285,000</u>
	<u>3,470,033</u>	<u>2,576,639</u>	<u>4,065,026</u>	<u>3,177,000</u>	<u>(888,026)</u>	<u>3,177,000</u>

G9



# Town of Rothesay

Variance Report - General Fund

G10

12 months ending December 31, 2015

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	\$ 28,598	\$ 18,000	\$ 10,598	Rate increase and fully booked
2	Town Hall Rent	\$ 13,191	\$ -	\$ 13,191	None budgeted
3	Arena Revenue	\$ 221,272	\$ 228,000	\$ (6,728)	Commercial and Minor Hockey
4	Recreation Programs	\$ 58,507	\$ 64,300	\$ (5,793)	Soccer revenue down
5	Licenses & Permits	\$ 104,120	\$ 65,000	\$ 39,120	More building permits issued
6	Miscellaneous Revenue	\$ 49,182	\$ 6,439	\$ 42,743	Sale of used equipment/vehicles
7	Grants - Other	\$ 506,347	\$ 25,000	\$ 481,347	Designated Highway Grant, ACCOA (funding capital projects)
8	Transfer from Reserve	\$ 150,000	\$ -	\$ 150,000	To cover Snow Removal deficit
			Total \$	700,689	
			Variance per Statement \$	756,816	
			Explained	92.58%	
<b>Expenses</b>					
<b>General Government</b>					
9	Legislative - Other	\$ 6,368	\$ 17,000	\$ 10,632	Fewer participants to FCM
10	Office Building	\$ 175,103	\$ 206,500	\$ 31,397	Fewer repairs done than expected
11	Solicitor	\$ 20,562	\$ 50,000	\$ 29,438	Fewer legal issues
12	Supplies	\$ 68,962	\$ 104,000	\$ 35,038	Info System purchases not made
13	Professional Fees	\$ 38,547	\$ 31,000	\$ 7,547	Code of ethics and safety policy review
			Total \$	178,493	
			Variance per Statement \$	1,852,493	
			Explained	92.58%	
<b>Protective Services</b>					
14	Police Protection	\$ 2,149,727	\$ 2,181,000	\$ 31,273	Budget reduced in January
15	Fire Protection	\$ 1,852,493	\$ 1,787,000	\$ 65,493	Budget increased in Jan., \$49,000 capital items expensed
			Total \$	3,981,220	
			Variance per Statement \$	765,493	
			Explained	92.58%	
<b>Transportation</b>					
16	Workshops, Yards & Equipment	\$ 630,816	\$ 573,600	\$ 57,216	Fuel and Vehicle Repairs over budget
17	Engineering	\$ 6,234	\$ 40,000	\$ 33,766	Not used
18	Street Cleaning & Flushing	\$ 6,954	\$ 52,000	\$ 45,046	Not used
19	Roads & Streets	\$ 64,232	\$ 105,000	\$ 40,768	Repairs and asphalt costs lower than expected
20	Culverts & Drainage ditches	\$ 45,312	\$ 90,000	\$ 44,688	Fewer repairs required
21	Snow & Ice Removal	\$ 489,690	\$ 390,000	\$ 99,690	Salt & Sand purchases
22	Public Transit	\$ 85,500	\$ 81,500	\$ 4,000	Includes repairs to bus shelters
			Total \$	1,307,122	
			Variance per Statement \$	680,122	
			Explained	92.58%	
<b>Environmental Health &amp; Development</b>					
23	Planning - Administration	\$ 329,376	\$ 412,500	\$ 83,124	Position vacant, software purchases not made
24	Planning Projects	\$ 18,175	\$ 27,500	\$ 30,000	Not used
25	Heritage Committee	\$ -	\$ 15,000	\$ 15,000	Not used
			Total \$	370,551	
			Variance per Statement \$	1,091,549	
			Explained	92.58%	
<b>Recreation &amp; Cultural Services</b>					
26	Administration - Wages & Benefits	\$ 260,842	\$ 237,500	\$ 23,342	Allocation of Wages with Arena
27	Apartment Buildings	\$ 47,199	\$ 34,000	\$ 13,199	Power \$11,000 over budget, testing of wells
28	Rothesay Arena	\$ 214,639	\$ 279,500	\$ 64,861	Wages \$38,000 under budget, Power \$35,000 under
29	Playgrounds & Fields	\$ 87,712	\$ 107,800	\$ 20,088	Maint. Costs, mikes under budget
			Total \$	530,392	
			Variance per Statement \$	1,225,624	
			Explained	92.58%	
<b>Fiscal Services</b>					
30	Interest	\$ 178,402	\$ 216,000	\$ 37,598	No short term borrowing required
31	Capital Fund for Capital Expenditures	\$ 3,200,624	\$ 1,975,000	\$ 1,225,624	See memo
32	Transfer to Reserves	\$ -	\$ 300,000	\$ 300,000	See memo
			Total \$	3,378,426	
			Variance per Statement \$	1,225,624	
			Explained	92.58%	

2015 March 9 OpenWEB 085

# Town of Rousesay

02/23/2015

Year End Outlook Reserves Gas Tax/Infrastructure Grants Operating Borrow Transfer to Utility

General Government	-	-	-	-	-	-	-	-
Town Hall Improvements G-2014-008	-	-	-	-	-	-	-	-
Total General Government	-	-	-	-	-	-	-	-

Protective Services	49,363.36	-	-	-	49,363.36	-	-	-
Protective Serv. Equipment Purchases P-2014-011	49,363.36	-	-	-	49,363.36	-	-	-
Total Protective Services	49,363.36	-	-	-	49,363.36	-	-	-

Transportation	57,533.35	-	-	-	57,533.35	-	-	-
Oakville Acres T-2014-005	20,984.49	-	-	-	20,984.49	-	-	-
Asphalt T-2013-10	563,422.28	-	-	-	441,142.28	-	-	2,280
Gondola Pt. Rd - Rousesay Rd to Sprucewood T-2013-11	410,385.46	-	-	-	127,817.46	-	-	202,568
Malden Lane T-2013-12	7,408.89	-	-	-	7,408.89	-	-	-
Clark Rd/Gondola Point Rd Intersection Design	1,010,694.12	472,000.00	100,000.00	-	438,694.12	-	-	-
Green Road Reconstruction T-2014-001	40,785.54	-	-	-	40,785.54	-	-	-
Sidewalks - Strong Court T-2014-018	439,314.96	-	-	-	439,314.96	-	-	-
Asphalt/Microsealing T-2014-002	176,824.42	-	-	-	176,824.42	-	-	-
Grove/Gondola Point/Vincent T-2014-004	368,882.84	368,000.00	-	-	882.84	-	-	-
Transportation Equipment Purchases T-2014-006	363,329.88	-	-	-	363,329.88	-	-	-
French Village Road T-2014-007	1,181,740.80	560,000.00	300,000.00	-	8,182.80	-	-	8,558
Hampton Road Reconfiguration T-2014-012	169,782.92	-	-	-	169,782.92	-	-	-
Salt Shed Improvements T-2014-021	385,941.52	-	-	-	20,841.52	-	-	-
Designated Highway	-	-	-	-	-	-	-	-
Total Transportation	5,197,031.47	1,400,000.00	600,000.00	365,100.00	2,313,525.47	305,000.00	-	213,406.00

Recreation	83,475.86	-	-	-	19,783.25	-	-	83,475.86
2013 Rousesay Common Upgrade R-2013-01	19,783.25	-	-	-	40,137.29	-	-	2015 loan
Hampton Road A/T Plan R-2013-03	123,137.29	-	-	-	75,465.58	-	-	-
Rentforth Park Upgrade R-2013-06	75,465.58	-	-	-	26,281.16	-	-	2014 loan
Major Recreation Facility R-2013-07	26,281.16	-	-	-	157,999.60	-	-	-
Kennebecasis Public Library Capital Contribution	157,999.60	-	-	-	117,266.85	-	-	-
Recreation Equipment Purchases R-2014-009	117,266.85	-	-	-	105,478.19	-	-	-
Memorial Centre Improvements R-2014-010	105,478.19	-	-	-	21,874.76	-	-	-
Wells Trail	21,874.76	-	-	-	-	-	-	-
Wells Ballfield, Splash Pad	730,762.54	-	-	-	538,005.52	-	-	-
Total Recreation	5,977,157.37	1,400,000.00	600,000.00	448,100.00	2,900,894.35	414,757.02	-	213,406.00

Total	5,977,157.37	1,400,000.00	600,000.00	448,100.00	2,900,894.35	414,757.02	-	213,406.00
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Expensed in 2013 re Malden Lane  
Total due from Utility

Revised Budget	5,977,157.37	-	-	-	-	-	-	99,007.00
General Government	47,000.00	47,000.00	-	-	-	-	-	312,413.00
Protective Services	57,000.00	57,000.00	-	-	-	-	-	-
Transportation (\$8,320,000)	4,935,000.00	1,475,000.00	320,000.00	365,000.00	1,685,000.00	1,090,000.00	-	-
(Oakville Acres not spent and Des High reduced)	520,000.00	25,000.00	-	80,000.00	290,000.00	125,000.00	-	-
Recreation (\$8,795,000)	5,559,000.00	1,604,000.00	320,000.00	445,000.00	1,975,000.00	1,215,000.00	-	-
(Common and multipurposes bldg deferred)	-	-	-	-	-	-	-	-

**TOWN OF ROTHSAY**

**Utility Fund Financial Statements**

**January 31, 2015**

**Attached Reports:**

**Capital Balance Sheet**

**U1**

**Reserve Balance Sheet**

**U2**

**Operating Balance Sheet**

**U3**

**Operating Income Statement**

**U4**

**Town of Rothesay**  
**Capital Balance Sheet**  
 As at 1/31/15

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 - Utilites Buildings	(72,095)
Accumulated Amortization - Utilites Water System	(4,821,820)
Accumulated Amortization - Utilites 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

27,884,965

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

27,884,964

**Town of Rothesay**  
Utility Reserve Balance Sheet  
As at 1/31/15

ASSETS

Assets:

Bank - Utility Reserve	1,549,029
Due from Utility Operating	(33,930)
<b>TOTAL ASSETS</b>	<b><u>\$ 1,515,100</u></b>

EQUITY

Investments:

Invest. in Utility Capital Reserve	1,223,179
Invest. in Utility Operating Reserve	63,708
Invest. in Sewage Outfall Reserve	228,213
<b>TOTAL EQUITY</b>	<b><u>\$ 1,515,100</u></b>



**Town of Rothesay**  
 Utilities Fund Operating Balance Sheet  
 As at 1/31/15

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	312,939
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>314,139</u>
Other Assets:	
Projects	4,665
	<u>4,665</u>
 TOTAL ASSETS	 <u>\$ 318,803</u>

LIABILITIES

Accrued Payables	54,711
Due from General Fund	618,998
Due from (to) Capital Fund	(67,077)
Due to (from) Utility Reserve	(33,930)
Deferred Revenue	22,689
Total Liabilities	<u>595,391</u>

EQUITY

Surplus:	
Opening Retained Earnings	(163,556)
Profit (Loss) to Date	(113,031)
	<u>(276,587)</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 318,805</u>

**Town of Rothesay**  
**Utilities Operating Income Statement**  
**1 Months Ended 1/31/15**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	(1)	1,901	(1)	1,901	(1,902)		890,400
Meter and non-hookup fees	0	0	0	0	0		30,000
Water Supply for Fire Prot.	0	0	0	0	0		350,000
Local Improvement Levy	0	0	0	0	0		60,000
Sewerage Services	52	0	52	0	52		1,473,400
Connection Fees	0	0	0	0	0		65,000
Interest Earned	3,892	2,917	3,892	2,917	976		35,000
Misc. Revenue	375	417	375	417	(42)		5,000
<b>TOTAL RECEIPTS</b>	<b>4,319</b>	<b>5,234</b>	<b>4,319</b>	<b>5,234</b>	<b>(916)</b>		<b>2,908,800</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	0	0	0		243,000
Audit/Legal/Training	0	1,000	0	1,000	1,000		15,000
Purification/Treatment	24,735	21,487	24,735	21,487	(3,247)		262,348
Transm/Distribution	8,018	7,250	8,018	7,250	(768)		87,000
Power & Pumping	2,986	4,000	2,986	4,000	1,014		48,000
Billing/Collections	0	250	0	250	250		3,000
Water Purchased	0	100	0	100	100		1,200
Misc. Expenses	810	1,333	810	1,333	523		16,000
<b>TOTAL WATER SUPPLY</b>	<b>36,549</b>	<b>35,421</b>	<b>36,549</b>	<b>35,421</b>	<b>(1,129)</b>		<b>675,548</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	0	0	0		567,000
Audit/Legal/Training	372	1,833	372	1,833	1,461		28,860
Collection System	1,195	4,817	1,195	4,817	3,622		85,800
Lift Stations	1,210	1,583	1,210	1,583	373		19,000
Treatment/Disposal	4,247	5,788	4,247	5,788	1,541		74,250
Misc. Expenses	0	875	0	875	875		10,500
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>7,024</b>	<b>14,896</b>	<b>7,024</b>	<b>14,896</b>	<b>7,872</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	73,776	73,776	73,776	73,776	0		73,776
<b>TOTAL FISCAL SERVICES</b>	<b>73,776</b>	<b>73,776</b>	<b>73,776</b>	<b>73,776</b>	<b>0</b>		<b>1,447,842</b>
<b>TOTAL EXPENSES</b>	<b>117,349</b>	<b>124,093</b>	<b>117,349</b>	<b>124,093</b>	<b>6,743</b>		<b>2,908,800</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(113,031)</b>	<b>(118,858)</b>	<b>(113,031)</b>	<b>(118,858)</b>	<b>5,828</b>		<b>0</b>

# Town of Rothesay

## General Fund Financial Statements

January 31, 2015

**Includes:**

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

# Town of Rothesay

## Balance Sheet - Capital General Fund 1/31/15

### 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)
	<hr/>
	<u><u>\$ 40,299,481</u></u>

### LIABILITIES AND EQUITY

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

**Town of Rothesay**  
 Balance Sheet - General Fund Reserves  
 1/31/15

ASSETS

BNS General Operating Reserve	616,669
BNS General Capital Reserves	185,062
BNS - Gas Tax Reserves - GIC	3,055,366
Gen Reserves due to/from Gen Operating	269,478
	<u>\$ 4,126,574</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	54,822
General Gas Tax Funding	115,048
Invest. in General Operating Reserve	618,400
Invest. in Land for Public Purposes Reserve	88,093
Invest. in Town Hall Reserve	40,927
	<u>\$ 4,126,575</u>

**Town of Rothesay**  
**Balance Sheet - General Operating Fund**  
**1/31/15**

**CURRENT ASSETS**

Cash	2,364,541
Receivables	123,497
HST Receivable	444,035
Inventory	23,881
Gen Operating due to/from Util Operating	618,997
Total Current Assets	<u>3,574,950</u>
Other Assets:	
Projects	<u>23,787</u>
	<u>23,787</u>
<b>TOTAL ASSETS</b>	<b><u><u>3,598,737</u></u></b>

**CURRENT LIABILITIES AND EQUITY**

Accounts Payable	1,630,157
Other Payables	335,330
Gen Operating due to/from Gen Reserves	269,478
Gen Operating due to/from Gen Capital	568,238
Accrued Sick Leave	9,000
Accrued Pension Obligation	400,753
Accrued Retirement Allowance	306,000
<b>TOTAL LIABILITIES</b>	<b><u><u>3,518,955</u></u></b>

**EQUITY**

Retained Earnings - General	(122,694)
Surplus/(Deficit) for the Period	<u>202,474</u>
	<u>79,781</u>
	<b><u><u>3,598,736</u></u></b>



2015March9OpenWEB\_096  
**Town of Rothesay**

Statement of Revenue & Expenditure  
 1 Months Ended 1/31/15

	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	1,226,582	1,226,582	0		14,718,978
Sale of Services	32,172	33,650	32,172	33,650	(1,478)		384,700
Services to Province of New Brunswick	5,525	5,526	5,525	5,526	(1)		66,306
Other Revenue from Own Sources	5,176	7,727	5,176	7,727	(2,551)		140,729
Unconditional Grant	9,689	9,689	9,689	9,689	0		116,262
Conditional Transfers	0	0	0	0	0		26,500
Other Transfers	84,025	84,025	84,025	84,025	0		894,025
	<b>\$1,363,168</b>	<b>\$1,367,198</b>	<b>\$1,363,168</b>	<b>\$1,367,198</b>	<b>-\$4,030</b>		<b>\$16,347,500</b>
<b>EXPENSES</b>							
General Government Services	313,217	339,812	313,217	339,812	26,594		2,053,519
Protective Services	322,564	327,210	322,564	327,210	4,647		4,567,051
Transportation Services	281,928	293,895	281,928	293,895	11,967		3,355,933
Environmental Health Services	41,412	45,000	41,412	45,000	3,588		633,000
Environmental Development	36,165	49,067	36,165	49,067	12,903		619,122
Recreation & Cultural Services	165,135	174,245	165,135	174,245	9,110		1,791,344
Fiscal Services	272	417	272	417	144		3,327,531
	<b>\$1,160,693</b>	<b>\$1,229,646</b>	<b>\$1,160,693</b>	<b>\$1,229,646</b>	<b>\$68,953</b>		<b>\$16,347,500</b>
Surplus (Deficit) for the Year	<b>\$202,474</b>	<b>\$137,552</b>	<b>\$202,474</b>	<b>\$137,552</b>	<b>\$64,922</b>		<b>\$ -</b>

## Town of Rothesay

Statement of Revenue & Expenditure  
1 Months Ended 1/31/15

	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	1,080	1,833	1,080	1,833	(753)		22,000
Town Hall Rent	377	800	377	800	(423)		69,600
Arena Revenue	30,715	30,417	30,715	30,417	298		228,000
Community Garden	0	0	0	0	0		900
Recreation Programs	0	600	0	600	(600)		64,200
	<u>32,172</u>	<u>33,650</u>	<u>32,172</u>	<u>33,650</u>	<u>(1,478)</u>		<u>384,700</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	1,682	6,667	1,682	6,667	(4,984)		80,000
Police Fines	0	0	0	0	0		48,000
Interest & Sundry	2,215	417	2,215	417	1,799		5,000
Miscellaneous	1,264	644	1,264	644	619		7,729
History Book Sales	15	0	15	0	15		0
	<u>5,176</u>	<u>7,727</u>	<u>5,176</u>	<u>7,727</u>	<u>(2,551)</u>		<u>140,729</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	0	0	0	0	0		25,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>26,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	84,025	84,025	84,025	84,025	0		84,025
Utility Fund Transfer	0	0	0	0	0		810,000
	<u>84,025</u>	<u>84,025</u>	<u>84,025</u>	<u>84,025</u>	<u>0</u>		<u>894,025</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	2,416	2,967	2,416	2,967	551		35,600
Councillors	7,912	8,667	7,912	8,667	755		104,000
Regional Service Commission 9	1,656	1,809	1,656	1,809	153		7,235
Other	225	1,417	225	1,417	1,192		17,000
	<u>12,208</u>	<u>14,859</u>	<u>12,208</u>	<u>14,859</u>	<u>2,651</u>		<u>163,835</u>
<b>Administrative</b>							
Office Building	5,221	10,750	5,221	10,750	5,529		190,000
Solicitor	0	2,917	0	2,917	2,917		35,000
Administration - Wages & Benefits	64,580	68,990	64,580	68,990	4,411		975,000
Supplies	29,148	27,075	29,148	27,075	(2,073)		104,900
Professional Fees	0	4,167	0	4,167	4,167		50,000
Other	19,430	20,097	19,430	20,097	667		76,161
	<u>118,379</u>	<u>133,995</u>	<u>118,379</u>	<u>133,995</u>	<u>15,616</u>		<u>1,431,061</u>

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CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Other General Government Services</b>						
Community Communications	496	750	496	750	254	9,000
Civic Relations	2,726	3,333	2,726	3,333	607	7,000
Insurance	144,993	146,166	144,993	146,166	1,173	146,166
Donations	34,415	40,708	34,415	40,708	6,293	48,500
Cost of Assessment	0	0	0	0	0	237,957
Property Taxes - L.P.P.	0	0	0	0	0	10,000
	<u>182,630</u>	<u>190,958</u>	<u>182,630</u>	<u>190,958</u>	<u>8,327</u>	<u>458,623</u>
	<u>313,217</u>	<u>339,812</u>	<u>313,217</u>	<u>339,812</u>	<u>26,594</u>	<u>2,053,519</u>
<b>Protective Services</b>						
<b>Police</b>						
Police Protection	168,566	168,566	168,566	168,566	(0)	2,191,352
Crime Stoppers	0	2,800	0	2,800	2,800	2,800
	<u>168,566</u>	<u>171,366</u>	<u>168,566</u>	<u>171,366</u>	<u>2,800</u>	<u>2,194,152</u>
<b>Fire</b>						
Fire Protection	144,459	143,222	144,459	143,222	(1,237)	1,861,889
Water Costs Fire Protection	0	0	0	0	0	350,000
	<u>144,459</u>	<u>143,222</u>	<u>144,459</u>	<u>143,222</u>	<u>(1,237)</u>	<u>2,211,889</u>
<b>Emergency Measures</b>						
911 Communications Centre	9,539	9,539	9,539	9,539	0	124,010
EMO Director/Committee	0	1,667	0	1,667	1,667	20,000
	<u>9,539</u>	<u>11,206</u>	<u>9,539</u>	<u>11,206</u>	<u>1,667</u>	<u>144,010</u>
<b>Other</b>						
Animal & Pest Control	0	1,000	0	1,000	1,000	12,000
Other	0	417	0	417	417	5,000
	<u>0</u>	<u>1,417</u>	<u>0</u>	<u>1,417</u>	<u>1,417</u>	<u>17,000</u>
<b>Total Protective Services</b>	<u>322,564</u>	<u>327,210</u>	<u>322,564</u>	<u>327,210</u>	<u>4,647</u>	<u>4,567,051</u>

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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)	136,446	138,221	136,446	138,221	1,775	1,765,753
Workshops, Yards & Equipment	38,361	45,458	38,361	45,458	7,097	585,500
Engineering	949	1,250	949	1,250	301	15,000
	<u>175,757</u>	<u>184,930</u>	<u>175,757</u>	<u>184,930</u>	<u>9,173</u>	<u>2,366,253</u>
<b>Street Cleaning &amp; Flushing</b>						
Roads & Streets	0	0	0	0	0	35,000
Crosswalks & Sidewalks	37	1,667	37	1,667	1,630	83,000
Culverts & Drainage Ditches	427	767	427	767	340	18,000
Snow & Ice Removal	0	1,000	0	1,000	1,000	80,000
	<u>88,877</u>	<u>86,267</u>	<u>88,877</u>	<u>86,267</u>	<u>(2,610)</u>	<u>459,000</u>
	<u>89,340</u>	<u>89,700</u>	<u>89,340</u>	<u>89,700</u>	<u>360</u>	<u>675,000</u>
<b>Street Lighting</b>						
	12,485	12,307	12,485	12,307	(178)	147,680
<b>Traffic Services</b>						
Street Signs	0	833	0	833	833	10,000
Traffic Lanemarking	0	0	0	0	0	24,000
Traffic Signals	602	1,500	602	1,500	899	18,000
Railway Crossing	1,100	2,000	1,100	2,000	900	24,000
	<u>1,702</u>	<u>4,333</u>	<u>1,702</u>	<u>4,333</u>	<u>2,632</u>	<u>76,000</u>
<b>Public Transit</b>						
Public Transit - Comex Service	0	0	0	0	0	87,000
KV Committee for the Disabled	2,500	2,500	2,500	2,500	0	2,500
Public Transit - Other	145	125	145	125	(20)	1,500
	<u>2,645</u>	<u>2,625</u>	<u>2,645</u>	<u>2,625</u>	<u>(20)</u>	<u>91,000</u>
<b>Total Transportation Services</b>	<u>281,928</u>	<u>293,895</u>	<u>281,928</u>	<u>293,895</u>	<u>11,967</u>	<u>3,355,933</u>
<b>Environmental Health Services</b>						
Solid Waste Disposal Land Fill	18,086	19,167	18,086	19,167	1,081	230,000
Solid Waste Disposal Compost	1,822	2,333	1,822	2,333	512	28,000
Solid Waste Collection	21,505	22,500	21,505	22,500	995	270,000
Solid Waste Collection Curbside Recycling	0	0	0	0	0	70,000
Clean Up Campaign	0	1,000	0	1,000	1,000	35,000
	<u>41,412</u>	<u>45,000</u>	<u>41,412</u>	<u>45,000</u>	<u>3,588</u>	<u>633,000</u>
<b>Environmental Development Services</b>						
<b>Planning &amp; Zoning</b>						
Administration	28,737	35,824	28,737	35,824	7,087	457,000
Planning Projects	0	4,167	0	4,167	4,167	50,000
Heritage Committee	0	625	0	625	625	7,500
	<u>28,737</u>	<u>40,615</u>	<u>28,737</u>	<u>40,615</u>	<u>11,879</u>	<u>514,500</u>
<b>Economic Development Comm.</b>						
Tourism	7,202	7,202	7,202	7,202	(0)	86,422
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,200</u>
	<u>7,202</u>	<u>7,202</u>	<u>7,202</u>	<u>7,202</u>	<u>(0)</u>	<u>89,622</u>
	<u>35,939</u>	<u>47,817</u>	<u>35,939</u>	<u>47,817</u>	<u>11,879</u>	<u>604,122</u>

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CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Recreation &amp; Cultural Services</b>						
Administration	18,963	16,350	18,963	16,350	(2,613)	235,800
Beaches	0	0	0	0	0	60,800
Rothesay Arena	25,155	20,774	25,155	20,774	(4,381)	263,500 G9
Memorial Centre	3,819	5,042	3,819	5,042	1,223	63,000
Summer Programs	255	0	255	0	(255)	58,700
Parks & Gardens	17,315	27,331	17,315	27,331	10,016	531,000
Playgrounds and Fields	2,360	9,817	2,360	9,817	7,456	117,800
Regional Facilities Commission	87,618	87,618	87,618	87,618	0	350,472
Kennebecasis Public Library	6,147	6,148	6,147	6,148	1	73,772
Big Rothesay Read	0	83	0	83	83	1,000
Special Events	3,502	750	3,502	750	(2,752)	31,500
Rothesay Living Museum	0	333	0	333	333	4,000
	<u>165,135</u>	<u>174,245</u>	<u>165,135</u>	<u>174,245</u>	<u>9,110</u>	<u>1,791,344</u>
<b>Fiscal Services</b>						
Debt Charges						
Interest	272	417	272	417	144	186,031
Debenture Payments	0	0	0	0	0	669,000
	<u>272</u>	<u>417</u>	<u>272</u>	<u>417</u>	<u>144</u>	<u>855,031</u>
<b>Transfers To:</b>						
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>272</u>	<u>417</u>	<u>272</u>	<u>417</u>	<u>144</u>	<u>3,327,531</u>

# TOWN OF ROTHESAY

## FINANCE COMMITTEE

March 3, 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 h) UNBSJ. The minutes of the December 11, 2014 were accepted as presented.

### **Election of Officers**

Mayor Bishop nominated Councillor Blair MacDonald as Chair, and Deputy Mayor Nancy Grant seconded. After a further call for nominations, none was received, and Councillor MacDonald accepted. Mayor Bishop then nominated Deputy Mayor Grant as Vice-Chair and, with no further nominations, was accepted.

### **December 2014 Draft Financial Statements**

Treasurer MacDonald explained we ended up with a surplus in the General Fund and a deficit in the Utilities Fund. This was a result of Utility Capital work being done in the General Fund, and not allocated to Utilities until after Reserves could be transferred. The surplus will be revenue the General fund in 2016. Likely this amount would have been transferred to Reserves. \$50,000 of the Utilities deficit is specifically for sewer repairs needed before year end. It was noted the \$305,000 under borrowings, should be moved to the Hampton Road project. There was a brief review of the Snow Removal costs, and we expect to be approximately \$30,000 over budget to the end of February. It was agreed to refer these statements to Council (NG/BB)

### **January 2015 Draft Financial Statements**

The January statements were accepted as presented and will be referred to Council (NG/BB).

### **Actuarial Reports**

Treasurer MacDonald explained these reports are mostly for the information of the committee. They are required every three years and are just for our employees. The financial statements shown reflect the amounts in the reports for Sick Leave and Retirement Allowance. It was agreed (NG/BB) to recommend to Council the terms of engagement letters be signed.

### **Legal Costs**

A discussion arose around Councillor Jette's email to Chairman MacDonald. Most of our legal costs stem from bylaw enforcement, some as a unit cost and some with an hourly rate. Some of the land purchases have legal costs capitalized. It was agreed staff should investigate further, perhaps asking



neighbouring communities what their costs are, and possibly obtaining hourly rates from the lawyers we use. This should be reviewed for the next Finance Committee meeting.

### **French Village Correspondence**

The Town Manager's memo was reviewed as a bit of history, and potential response to the resident. There was a significant infrastructure deficit of the Wells area at amalgamation as this was normal development for a local service district. The province did not supply any funds in lieu of land for public purposes. There is a reluctance to pave roads if there will be Utilities available in the future. After a brief discussion, it was suggested perhaps it is time to poll the residents of the area to see if they would be interested in access to Water & Sewer. The committee requested a draft response be prepared relating to the concerns expressed including further information on capital plans (i.e Anna and other major routes), the possibility of a Local Improvement Levy and user costs for Water & Sewer, etc.. If possible, any correspondence may be drafted such that it would be available to address concerns, and be available to, all residents. The next Finance Committee will review at its next meeting.

### **Donations**

Treasurer MacDonald reviewed his list, and the Mayor agreed there had been no rejections since the last list. This list should go to Council with additional information on year to date amounts for both the Mayor and Donations.

After a brief discussion on each the following were agreed:

1. NB Medical Trust – Inform the group funds were not available for 2015, but they should contact the Clerk to request to make a presentation to Council for the 2016 budget considerations.
2. Walk for Alzheimer's – recommend to Council to deny the request
3. Loyalist City Newschasers – donate \$200 under the Mayor's authority
4. Kennebecasis Valley Figure Skating Club – recommend to Council to deny the request
5. YMCA – Staff to find the original motion and bring back to next meeting
6. UNBSJ – 50<sup>th</sup> Anniversary Dinner, \$300 for two tickets – approved under the Mayor's authority.

### **Next Meeting**

The next meeting is set for Tuesday, April 7, 9:30 a.m. in the Sayre Room. The final 2014 financial statements should be available for review.



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# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Doug MacDonald
DATE	:	March 4, 2015
RE	:	Actuarial Services

---

The Finance Committee, at its meeting on March 3, 2015 reviewed terms of engagement with Morneau Shopell regarding the triannual review of our Retirement Allowance and Sick Leave benefit programs. The related memo to the committee follows.

The committee recommends Council adopt the following motions:

The Treasurer be authorized to sign the Terms of Engagement with Morneau Shopell for the December 31, 2014 Retirement Allowance Accounting Valuation.

The Treasurer be authorized to sign the Terms of Engagement with Morneau Shopell for the December 31, 2014 Sick Leave Accounting Valuation.



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# ROTHESAY MEMORANDUM



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TO	:	Finance Committee
FROM	:	Doug MacDonald
DATE	:	February 25, 2015
RE	:	Actuarial Reports

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To comply with Public Sector Accounting Standards we are required to complete an actuarial valuation of our accrued retirement allowance and sick leave benefits at least once every three years. The review is to be completed for the year ended December 31, 2014.

The following correspondence is enclosed for your information:

1. Terms of Engagement for the December 31, 2014 Retirement Allowance Accounting Valuation – to be signed by the Treasurer
2. Actuarial Valuation of the Retirement Allowance Program for Employees of the Town of Rothesay as at December 31, 2014
3. Terms of Engagement for the December 31, 2014 Sick Leave Accounting Valuation – to be signed by the Treasurer
4. Actuarial Valuation of the Sick Leave Program for Employees of the Town of Rothesay as at December 31, 2014

The key items from the correspondence relates to the assumptions used and the effect on the financial liability recorded by the Town. For the key assumptions associated with each program refer to Table 1 on page 2 of the Terms of Engagement.

As at December 31, 2014 the accrued retirement allowance to be reported in the financial records is \$306,000 (resulting in a reduction of \$17,500 in the 2014 expense).

As at December 31, 2014 the accrued sick leave to be reported in the financial records is \$9,000 (resulting in a reduction of \$14,200 in the 2014 expense).



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# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO : Mayor & Council  
FROM : Treasurer Doug MacDonald  
DATE : March 4, 2015  
RE : Finance Committee Motions

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The following funding requests were discussed at the Finance Committee meeting Tuesday, March 3<sup>rd</sup>. Following are the recommendations:

NB Medical Trust – deny funding for 2015 as this was not a budgeted item. Have them contact the Clerk to request to appear before Council for the 2016 budget consideration.

Walk for Alzheimer's - recommend to deny the request

KVFSC – recommend to deny the request



**Officers of the New  
Brunswick Medical  
Education Trust**

Donald Craig, MD, Chair

Pamela Jarrett, MD

Allison Kennedy, MD

David Marr, MD

Nathalie Godbout, LLB

Martha T. Zed, CEO  
(506) 650-5187 (M)  
martha.zed@nbmedtrust.ca

Mary Jane Ryan  
Administrative Assistant  
(506) 648-7073  
maryjane.ryan@nbmedtrust.ca

New Brunswick  
Medical Education Trust  
PO Box 22061  
Saint John, NB  
E2K 4T7

[www.NBMedTrust.ca](http://www.NBMedTrust.ca)

January 27, 2015

Mayor Bill Bishop and Council  
Town of Rothesay  
70 Hampton Road  
Rothesay, N.B. E2E 5L5

Dear Mayor Bishop and Councillors:

I am writing to request the New Brunswick Medical Education Trust be considered as a grant application for the 2015 year.

As you are aware, the New Brunswick Medical Education Trust has given over \$700,000 to New Brunswick medical students who commit to return to New Brunswick to live and work.

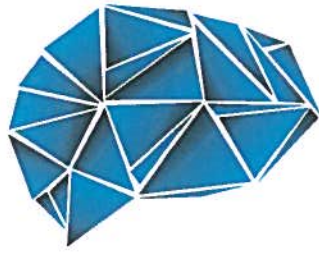
I have reviewed your new Grants Policy and I feel our Trust meets most, if not all, of your criteria. A scholarship of \$10,000 promotes Rothesay as a place to live, work and play.

Our Trust Officers live in Rothesay. We are a successful non-profit, which provides considerable public service to Rothesay citizens by supporting excellence in both medical education and access to medical care.

We hope you will give serious consideration to our request.

Sincerely,

Dr. Donald Craig, Chair  
New Brunswick Medical Education Trust  
cc: Dr. David Marr  
Michael Doyle



**WALK FOR  
ALZHEIMER'S**  
MAKE MEMORIES  
MATTER

February 19<sup>th</sup>, 2015

Rothesay Town Council  
Town of Rothesay  
70 Hampton Rd.  
Rothesay, NB E2E 5L5

To whom it may concern:

The Alzheimer Society of New Brunswick will be hosting our 12<sup>th</sup> annual Walk event on May 31, 2015 in Rothesay NB. The *Walk for Alzheimer's* is a province wide event, held in 9 communities across New Brunswick. The money that we raise during the event will enable us to continue providing, as well as expand, our education programs and support services to those in our own community who have been impacted by Alzheimer's disease and related dementias. There are currently over 14,000 New Brunswick families living with the disease and by 2038 that number is projected to more than double, with 15 new cases each day.

The Alzheimer Society of New Brunswick receives no core funding from government and primarily relies on the generous donations made by those in our community and from the fundraising campaigns that are held throughout the year. There are a number of ways that you can help:

- Coming on board as a community level sponsor at the \$500 level (please see attached)
- Forming a team from your business to join us on May 31<sup>st</sup> and collecting pledges. You can register online at [www.walkforalzheimers.ca](http://www.walkforalzheimers.ca) which launches in January 2015, or by contacting myself

I hope that you will join us as we *Make Memories Matter* and thank you again for your consideration and support. Please feel free to contact me anytime if you have any questions or would like to discuss this further.

Sincerely,

Emily Blaney  
Saint John Regional Coordinator  
Tel: (506)634-8722 Fax: (506)648-9404  
E-mail: [saintjohn@alzheimernb.ca](mailto:saintjohn@alzheimernb.ca)

Charitable Registration # 89328 0263 RR0001



SCHEDULE A

Application for Rothesay Municipal Grant

App. No.: \_\_\_\_\_ App. Date: February 19th 2015

Applicant: Alzheimer Society of New Brunswick (Saint John Area Office)

Address: 152 Westmorland Rd. Saint John NB E2J 2E7

Contact: Emily Blaney: Regional Coordinator Tel. 506-634-8722

Email: saintjohn@alzheimernb.ca

**Organization Description:** The Alzheimer Society is a non-profit organization with no core government funding. The mission of the Alzheimer Society of NB is to alleviate the personal and social consequences of Alzheimer's and related diseases through the provision of support, education, and advocacy and to promote the search for a cause and cure.

**Amount Requested:** \$ 500-\$1000

**Descriptions of proposed event or activity:** The Walk for Alzheimer's is an annual event hosted across the province on May 31st 2015! In the last ten years this event has grown to include 9 walk locations across New Brunswick, and nearly \$100,000 in annual revenues. The family friendly event attracts over 1,000 participants of all generations. This year, the Alzheimer Society will be hosting it's first Walk in Rothesay NB! The event will take place on Sunday May 31st from 1:00pm-4:00pm at the Rothesay Commons.

**Project costs:** N/A

**Benefits to town of Rothesay:** With New Brunswick being the second oldest aging population across Canada, the need for increased numbers of programs and services for families impacted by dementia is in high demand. The support from the Town of Rothesay at our biggest fundraiser of the year, would allow us to expand our programs and services in the area, like the Memory Cafe that we currently have operating at St. Paul's Church in Rothesay NB. The citizens of Rothesay have been incredibly supportive of our efforts, and we see between 40-50 people attend the Memory Cafe each month, the support from the town itself would show that Alzheimer's Research and Care is an important issue to the town. For information on advertising opportunities that accompany a community level sponsorship, please see the attached sponsorship package.

Finance Committee review date (if applicable): \_\_\_\_\_



**WALK FOR**  
**ALZHEIMER'S**  
MAKE MEMORIES  
MATTER

WALK FOR ALZHEIMER'S  
LA MARCHÉ POUR L'ALZHEIMER

MAY 31 2015 / 31 MAI 2015

*Société Alzheimer Society*

NEW BRUNSWICK / NOUVEAU BRUNSWICK





**WALK FOR  
ALZHEIMER'S  
MAKE MEMORIES  
MATTER**

# What a Difference 12 years can make!

## **We are Doing What We Can... But it is not Enough**

The Alzheimer Society of New Brunswick is leading the charge to turn the tide of dementia. We provide quality programs and services to individuals with dementia, and to their families and care providers. We inform government of the issues that are important to New Brunswickers living with dementia, and advocate for change. We fund both biomedical and quality of life research to ensure that we are providing help for today, and hope for tomorrow.

As we confront the increases in the demands on our programs and services, we struggle with trying to do more with less. Receiving no core funding from government, our fundraising efforts are the only means to support our mission. We struggle with a competitive appeal for donor support, and a public consciousness that has not yet grasped the significance of the issue of Alzheimer's disease and related dementias in our province.

### **The Rising Tide**

In New Brunswick, there are over 14,000 New Brunswickers currently living with Alzheimer's disease or a related dementia, 15% of which are under the age of 65. Each day, 7 New Brunswickers develop this disease. This year it is expected that 700 New Brunswickers will die with dementia. Currently, this disease costs New Brunswickers \$260 million each year in direct health costs alone, and cumulatively in less than 30 years, the economic cost of care for this disease will be over 19.5 billion dollars in our province. If nothing changes, by 2038, the numbers of people in NB with Alzheimer's disease or a related dementia will increase to over 24,000

There is no question about it; Alzheimer's and related dementias will be the health, social and economic crisis of the 21st Century. The first wave of baby boomers will turn 65 in 2011, entering the years of highest risk. Now more than ever is the time to act.

### **What is the history of "Walk for Alzheimer's"?**

Formally known as the "Walk for Memories", the first Walk event was hosted in Fredericton in 2004 with great success, raising \$16,500. In the last ten years this event has grown to include 9 walk locations across New Brunswick, and nearly \$100,000 in annual revenues. The family friendly event attracts over 1,000 participants of all generations. In 2014, we continued to see growth and participation from the families we serve! We are excited to see what we can accomplish in 2015!!

### **What your support will help us to increase:**

- Public awareness, and encourage early diagnosis and treatment, while empowering New Brunswickers to practice better brain health.
- Referral relationships with physicians, and continue to make the public more aware of our programs and services to prevent families being in crisis.
- Expand educational programs for individuals with the disease and their families into more communities and be able to offer these programs more frequently.
- Creative ways to build skills and confidence in these caregivers using a means that suits their needs. We know that for every individual diagnosed with Alzheimer's disease or a related dementia, at least 2 or 3 loved ones also need our help along this journey.
- Contributions into research funding.

**The Alzheimer Society of New Brunswick and its 5 Regional Resource Centres provides a number of programs and services to those diagnosed and their families and friends, at all stages of their progression.**

### **SUPPORT SERVICES**

Our support and information groups, our toll-free support and information lines and community-based offices provide safe and comfortable environments for people to seek assistance, share experiences, and learn ways to live well with the disease.

### **INFORMATION & EDUCATION**

Through our education programs, workshops, website, free information sheets and brochures and other resources, we provide knowledge and skills that help those diagnosed with the disease and their families navigate the Alzheimer's journey.

### **PUBLIC AWARENESS & ADVOCACY**

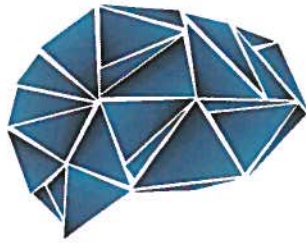
Public policy & the delivery of dementia care must reflect the reality of people with the disease, their families and caregivers. The Society leads a provincial effort to transform dementia care in New Brunswick. We also give people the tools to participate in influencing government & the health care system to ensure that it meets their needs.

### **RESEARCH**

Research will enhance understanding about the disease and inform better care. The Alzheimer Society is the leading fundraiser in support of dementia research in Canada. Each year in New Brunswick, we fund research through the Alzheimer Society Research Program to find the causes and cure and to improve the lives of those already affected by it.

### **MediAlert SAFELY HOME**

This nation-wide wandering registry is made possible with support of the RCMP and local police. People with dementia can become lost even in familiar places. For those that care for someone with Alzheimer's disease or other dementias, the scenario they likely fear most involves that person getting lost and coming to harm. How does it work? Personal information and a hotline number are engraved on a MediAlert bracelet or necklace that's worn full-time by a person with dementia. Should they ever go missing, police can quickly identify them by calling the 24-hour Emergency Hotline.



**WALK FOR  
ALZHEIMER'S**  
MAKE MEMORIES  
MATTER

Sponsorship Levels & Benefits	Platinum \$5,000	Gold \$3,000	Silver \$2,500	Bronze \$1,500	Community Partner \$500
Your company name will be invited to have a promotional display in the refreshments area at Walk location(s) <i>*Contingent on sponsorship level*</i>	3 Locations	2 Locations	1 Location		
Your company banner (provided by you) will be displayed at Walk location(s) <i>*Contingent on sponsorship level*</i>	3 Locations	2 Locations	1 Location	1 Location	
Your company name and logo will be displayed on the New Brunswick page of Walk for Alzheimer's website <i>*Contingent on sponsorship level*</i>					
Your company name will be positioned on recognition signage at Walk location(s) <i>*Contingent on sponsorship level*</i>	3 Locations	2 Locations	1 Location	1 Location	1 Location
Your company will be acknowledged in the bilingual April edition of the "Between Us" newsletter. Deadline: April 10, 2015					

"I've been told that I'm too young, too healthy, too capable to have the disease. It can be a hidden illness for years, but when you have it, the impact is unquestionable. I thank all people who support the work of the Alzheimer Society. They are the catalyst for reducing that impact."

Jim from BC





# *Société Alzheimer Society*

Alzheimer Society of New Brunswick  
320 Maple Street, Suite 100  
Fredericton, NB E3A 3R4  
Tel: (506) 459-4280  
Fax: (506) 452-0313  
1-800-664-8411  
[www.alzheimernb.ca](http://www.alzheimernb.ca)

[www.walkforalzhiemers.ca](http://www.walkforalzhiemers.ca)

**SCHEDULE A**

**Application for Rothesay Municipal Grant**

App. No.: \_\_\_\_\_ App. Date: February 26, 2015

Applicant: Kennebecasis Valley Figure Skating Club

Address: PO Box 4539, Rothesay, NB, E2E 5X2

Contact: John Paixao Tel. 506 - 343 - 2355

Email: john.paixao@fcb.ca / kvfsc.rothesay@gmail.com

Organization Description: KVFS is a not for profit club that provides the community a variety of skating programs, ranging from learn to skate to competitive programs. Our skaters range from preschool to high school age. We have active and engaged volunteers, including many of our older skaters. The club strives to be financially responsible in order to offer affordable programs.

Amount Requested: \$ 440.00 (Ice Costs for the Day) - \$110/hr - normal rate = \$165

Descriptions of proposed event or activity: On Saturday, March 14th, our club is hosting our Year End Ice Show at the Rothesay Arena. The Show is an opportunity for all our skaters to celebrate their accomplishments, for our Club to enhance and promote the sport of figure skating and being active and a way for our club to host a fun and free community event for our local area residents.

Project costs: Ice Costs - \$440.00 / Coaches - \$200.00 / Programs - \$200.00 / Skaters Treat bags - \$100.00 Costumes & Production Costs - \$500.00 / Volunteer Appreciation - \$200.00

Benefits to town of Rothesay: The club currently has over 150 skaters, mostly comprised of local skaters aged 7 and under. These families are all establishing roots and memories in the town. Some are even reliving memories from when they learned to skate at the rink. Our goal is to have parents, grandparents and friends join us at the rink for a FREE community event. A fun and enjoyable saturday afternoon at the local rink with family and neighbors, watching our kids having fun, being active and engaged in our great community. Most of our older skaters, whom actively volunteer for our club, have also had great success at the provincial level - so it will be a great showcase.

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





2015 March 9 Open WEB\_114

# ROTHESAY MEMORANDUM



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TO : Council  
FROM : Doug MacDonald  
DATE : February 25, 2015  
RE : Donations Report

---

Pursuant to the Grants and Donations Policy (Clause 8) the Mayor has received the following requests in December, 2014 to February, 2015:

Organization	Request	Decision
Cdn Red Cross (Awards Dinner)	\$240	Approved
Harbour Lights	\$100	Approved
Cdn Cancer Society (East Indian dinner tickets)	\$250	Approved
Kingsway Lifecare (Chocolate dinner tickets)	\$200	Approved
NB Building Officials Assoc (sponsorship)	\$100	Approved
DARE Program	\$200	Approved
Hospice (dinner tickets)	\$250	Approved
LCNC (Loyalist City News Chasers) (re back packs)	\$200	Approved
UNBSJ (anniversary dinner)	\$300	Approved
Junior Achievement (event sponsorship and ticket)	\$250	Approved



2015Marsh9OpenWEB\_115

## ROTHESAY

### PARKS & RECREATION COMMITTEE MEETING MINUTES Tuesday, February 17<sup>th</sup>, 2015



**DRAFT**

PRESENT: Councillor Miriam Wells, Chair  
Councillor Bill McGuire  
Pat Palmer, Vice Chair  
Jane MacEachern  
Maureen Desmond  
Susan Harley  
Chip Smith  
Jon LeHeup

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

ABSENT: Brendan Kilfoil  
Tracy Langley

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

#### 1. APPROVAL OF MINUTES

**MOVED** by Chip Smith and seconded by Jane MacEachern to approve the minutes of the January 20<sup>th</sup>, 2015 meeting.

**CARRIED.**

#### 2. APPROVAL OF AGENDA

**MOVED** by Counc. McGuire and seconded by Jon LeHeup to approve the agenda as circulated with the addition of **5.5 Code of Ethics**

**CARRIED.**

##### 2.1 Meeting dates

Counc. Wells noted that on the agenda are the scheduled meeting dates for the 2015 Parks & Recreation Committee Meetings.

#### 3. DELEGATIONS

#### 4. REPORTS

#### 5. UNFINISHED BUSINESS

## **5.1 Rothesay Common Update**

Councillor Wells informed the committee that the Tender was passed at the February Council Meeting and will now go forward. Director Jensen noted that he has talked with Dan Glenn and a meeting will be set up with Bird Construction. The start date is tentative, hoping for mid-March. There is some misinformation circulating with respect to the number of additional days the ice surface will be used and the cost of the chiller/ice plant. The surrounding schools and daycares will be able to book ice time more readily as well as special programs will be arranged, for example Senior Skating, Parent and Tot Skating, Mayor's Tree Lighting to name a few. Key points that the committee can relay to residents is that this project is not only the ice surface but includes a great playground, additional summer activities, paths can be cleared in the winter for walking, great facility for Concerts on the Common and the drainage issue will be corrected.

## **5.2 Wells Park Project**

Director Jensen informed the Committee the tender will be out in March and back to Council in April. Also looking at the possibility of developing additional multi-purpose trails in the Wells Park area that could be used for hiking, mountain biking and cross country skiing.

## **5.3 Multi-Purpose Facility**

TM Jarvie informed the committee that the Town is waiting on the Regional Development Corporation. The minister's executive assistant was contacted regarding the possibility of a meeting while their cross province tour was going on but unfortunately this was not possible. There are 4 – 6 rinks looking for funding, waiting on the provincial budget, possibly in April.

## **5.4 K-Park Right-Of-Way on Town Owned Land**

Director Jensen spoke with DDS White; he will have a visual presentation for the next Parks & Recreation Committee meeting.

## **5.5 Code of Ethics**

TM Jarvie gave a brief description of the Code of Ethics noting that members, if you haven't already, to please sign the copy in their binders.

## **6. NEW BUSINESS**

### **6.1 Renforth Wharf Docking Options**

Director Jensen gave a brief explanation of the docking situation at the Renforth Wharf. Three years ago a floating dock was put in place to add more room to load and off load. Last summer signage was placed to notify boat owners that there is a time limit for docking as some were left for longer periods of time. Director Jensen noted that the orientation of the dock will change, add extensions to the dock which will allow for 3 – 4 boats to dock.

### ***MEETING ADDENDUM***

Director Jensen wanted to inform the committee that he and Recreation Coordinator Holder had a meeting with some very passionate seniors with regards to indoor pools in the area. For 7 years the seniors used the Amsterdam Inn's pool twice a week but just recently the Inn took that time away from them. They now have nowhere in the Valley to

go and have sent letters to both Quispamsis and Rothesay with regards to an indoor pool. Vice Chair Palmer informed the committee that operating costs for an indoor pool are extremely high. It has been suggested that they use the facilities at the Aquatic Center, which Rothesay supports, but parking is an issue for them.

**7. DATE OF NEXT MEETING**

March 17<sup>th</sup>, 2015

**8. ADJOURNMENT OF MEETING**

**MOVED** by Counc. McGuire that the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:00 p.m.

\_\_\_\_\_  
Chairperson

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



# ROTHESAY



**UTILITIES COMMITTEE MEETING**  
**Wednesday, February 18, 2015**  
**5:30 p.m.**

**DRAFT**

**PRESENT:** COUNC. MATT ALEXANDER  
PAUL BOUDREAU  
DR. BRIAN CRAIG  
STEPHEN WAYCOTT

DIRECTOR OF OPERATIONS – BRETT MCLEAN  
TOWN MANAGER — JOHN JARVIE  
RECORDING SECRETARY – WENDY DORAN

**ABSENT:** BLAINE JUSTASON

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

**1. APPROVAL OF AGENDA:**

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

**CARRIED.**

**2. APPROVAL OF MINUTES:**

**MOVED** by S. Waycott and seconded by P. Boudreau to approve the Minutes of January 21, 2015 as circulated.

**CARRIED.**

**3. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATIONS:**

N/A

**5. OLD BUSINESS:**



**Meeting Addendum:**

There was a general discussion with respect to the motion that went before Council at the last meeting regarding connection fees. Town Manager Jarvie reported that Staff is to prepare a report on connection fees.

5.1 Update on on-going work at the Water Plant:

DO McLean reported that commissioning has been scheduled with General Electric. Both the exterior and interior of the building are complete and the furniture should be delivered in the near future. DO McLean suggested a tour of the Water Plant for the next meeting in March.

5.2 Request for financial assistance with water service lateral failure (Crescent Drive):

The consensus at the last meeting was that the Town would partner with the Claimants with respect to costs incurred to repair damages caused from the incident last August. Both homeowners provided invoices to the Town detailing costs.

**MOVED** by B. Craig and seconded by P. Boudreau that the Town pay half of each homeowners' claims with respect to damages incurred with respect to the water service lateral failure that occurred in August 2014.

**CARRIED.**

5.3 Septic tank issue – 25 Broadway

DO McLean reported a decision was made in favour of the Town. There was a question as to what would happen if the Claimants appealed the Decision. DO McLean stated if this were to happen, the Claimants would be appealing the Decision and the Town would not be involved with any further proceedings. He noted there is a small window of time to appeal.

**6. NEW BUSINESS:**

6.1 Treasurer's Memo regarding to changes to Water By-Law:

DO McLean reported the Water By-Law is before Council at the moment with first and second readings done. Town Manager Jarvie stated the purpose of this memo is to ensure that Council fully understands the By-Law before it is passed. A lengthy discussion took place with the Committee in agreement that an information session should take place before third and final reading.



**MOVED** by B. Craig and seconded by P. Boudreau to recommend to Council that an information session take place with respect to changes to the Water By-Law before final reading takes place.

**CARRIED.**

6.2 On-call operations – town vehicle use

A discussion took place with respect to town employees bringing town vehicles home when on call. After a lengthy discussion the Committee agreed this is a Town Staffing issue and that the current standard practice should not change.

**7. CORRESPONDENCE FOR ACTION:**

**N/A**

**8. DATE OF NEXT MEETING:**

**March 18, 2015 at 5:30 p.m.**

**9. ADJOURNMENT**

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

**CARRIED.**

Meeting adjourned at 6.15 p.m.

\_\_\_\_\_  
Chairperson

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



2015March9OpenWEB\_121

# ROTHESAY MEMORANDUM



---

TO : Mayor and Council  
FROM : Recording Secretary - Utilities Committee  
DATE : February 23, 2015  
RE : Motions passed at Regular Meeting of Feb. 18<sup>th</sup>, 2015

---

Please be advised the Utilities Committee passed the following motions at its regular meeting on Wednesday, February 18, 2015:

**MOVED** by ... and seconded by ... to recommend to Council that an information session take place with respect to changes to the Water By-Law before final reading takes place.

**CARRIED.**

**MOVED** by ... and seconded by ... that the Town pay half of each homeowners' claims with respect to damages incurred with respect to the water service lateral failure that occurred in August 2014.

**CARRIED.**

Wendy Doran  
Recording Secretary



# ROTHESAY



## HERITAGE PRESERVATION REVIEW BOARD

**DRAFT**

Wednesday, February 18<sup>th</sup>, 2015  
7:00 p.m.

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

**ABSENT:** HOWARD PEARN  
LORRAINE FORBES

### 1. ELECTION OF OFFICERS:

DDS White called three times for nominations from the floor for Chairperson. Counc. Wells nominated Michael Wennberg as Chair and was seconded by J. Baird. There being no other nominations, Michael Wennberg was elected Chair by acclamation.

Chair Wennberg called three times for nominations from the floor for Vice Chairperson. Counc. Wells nominated Jim Baird as Vice Chair and was seconded by R. Giffin. There being no other nominations, Jim Baird was elected Vice Chair by acclamation.

Chair Wennberg called three times for nominations from the floor for Secretary. J. Baird nominated Wendy Doran as Secretary and was seconded by Counc. Wells. There being no other nominations, Wendy Doran was elected Secretary by acclamation.

Chair Wennberg called the Heritage Preservation Review Board meeting to order at 7:10 p.m.

### 2. APPROVAL OF AGENDA:

**MOVED** by Counc. Wells and seconded by G. Murdock to approve the agenda as circulated.  
**CARRIED.**

**DRAFT****3. APPROVAL OF MINUTES:**

**MOVED** by Counc. Wells and seconded by R. Giffin to approve the minutes as circulated.

**CARRIED.**

**4. DELEGATIONS:**

N/A

**5. REPORTS & PRESENTATIONS:****5.1 Distribution of Heritage Board Resource Learning Materials (Staff Presentation)**

The calendar for 2015 meetings was reviewed by the Board. DDS White provided all members with the Code of Ethics as it pertains to the Procedural By-Law. All members were asked to sign the Code of Ethics and bring the copy with them to the next meeting. DDS White agreed to send all members the Procedural By-Law in its entirety via e-mail and place on the agenda for next meeting. DDS White briefed the Board on the Heritage Conservation Act and the role of the Heritage Preservation Review Board as well as Certificates of Appropriateness. DDS White distributed reading materials (A Guide to Canadian Architectural Styles and Rothesay The First 150 Years) for the Board's background reference. There was a discussion with respect to the possibility of updating the 2001 Streetscape Plan and the need for an expiry date on Certificates of Appropriateness. Chair Wennberg requested that DDS White provide copies of the Staff reports for the Rothesay Common Upgrade Project and 2 Hampton Road (Rothesay Chiropractic Clinic – Addition) for the benefit of the two new Board members.

**6. NEW BUSINESS:**

N/A

**7. OLD BUSINESS:****7.1 Update on Rothesay Common Upgrade Project & Common Bridge Redesign Project**

DDS White reported that the Glenn Group was contracted to provide design options for the bridges on the Common. For the benefit of new members, DDS White and Chair Wennberg gave background information on the purpose of the bridge redesign. DDS White provided the Board with the Glenn Group's two different conceptual designs for the bridge along with quotations for each design. It was noted there is no capital budget set aside in the Town's 2015 budget for bridge redesign/construction. A lengthy discussion followed with respect to bridge design; the condition of the current bridges, potential option to replace the bridges after the Common Upgrade project is complete and what, if any, disturbance there would be to the newly upgraded Common; and the absence of a Certificate of Appropriateness for the original bridges. It was agreed that DDS White would e-mail the bridge documents to the members not in attendance at this meeting and would have this item on the agenda for the next meeting.

***Meeting Addendum:***

DDS White will have update on the work completed at Rothesay Park School for the next meeting.

**ROTHESAY**

Heritage Preservation Review Board  
Minutes

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18 Feb 2015



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

**9. DATE OF NEXT MEETING:**  
April 15, 2015 @ 7p.m.

**10. ADJOURNMENT:**  
**MOVED** by Counc. Wells to adjourn the meeting.

**CARRIED.**

The meeting adjourned at 8:05 p.m.

\_\_\_\_\_  
Chairperson

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

# February 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>
2015/02/17	2015-003	4 Heritage Lane	Interior Renovations and repairs	\$160,000.00	\$1,160.00

	<b>Value of Construction</b>	<b>Building Permit Fee</b>
<b>Monthly Total Feb. 2015 **</b>	<b><u>\$160,000.00</u></b>	<b><u>\$1,160.00</u></b>
<b>Summary for 2015 to Date**</b>	<b><u>\$939,000.00</u></b>	<b><u>\$7,368.50</u></b>

Steven Nason, CBCO Steve Nason  
 Building Inspector

<b>Monthly Total Jan 2014</b>	<b><u>\$21,500.00</u></b>	<b><u>\$661.00</u></b>
<b>Summary for 2014 to Date</b>	<b><u>\$917,500.00</u></b>	<b><u>\$6,687.50</u></b>
**		
**Excludes Water / Sewage Fees		





~~2015 March 9 Open WEB 126~~  
**ROTHESAY**  
**PLANNING ADVISORY COMMITTEE**  
MEETING MINUTES  
Monday, March 2, 2015  
Common Room, Rothesay Town Hall



PRESENT: Laurie Gale, Vice Chairperson  
Colin Boyne  
Ewen Cameron  
Tracy Langley  
Craig Pinhey

**DRAFT**

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

ABSENT: Bill Kean, Chairperson  
Councillor Peter Lewis  
Councillor Miriam Wells

Vice Chair Laurie Gale called the meeting to order at 5:30 p.m.

**1. AGENDA**

**MOVED** by Tracy Langley and seconded by Craig Pinhey the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES**

**MOVED** by Tracy Langley and seconded by Colin Boyne the minutes of 2 February 2015 be adopted as circulated.

**CARRIED.**

**3. OLD BUSINESS**

n/a

**4. NEW BUSINESS**

**4.1 20 Gibbon Road A. E. McKay Builders Ltd.**  
OWNER: A. E. McKay Builders Ltd.  
PID: 00238956, 30124440, 30181036  
PROPOSAL: Assent of Plan of Subdivision for Public Street  
(Summer Haven Crescent)

**MOVED** by Tracy Langley and seconded by Craig Pinhey the matter be removed from the table.

**CARRIED.**

No representatives were in attendance. DPDS White gave a brief summary of the proposal, noting a public hearing had been held in May 2014 to approve the rezoning and development. The development is for not more than seven lots for seven single family dwellings. The final plan of subdivision is ready to be filed in the registry office and requires the assent of Council for the public street, "Summer Haven Crescent".



**MOVED** by Tracy Langley and seconded by Ewen Cameron the Planning Advisory Committee recommends that Council, pursuant to Section 56(2) of the *Community Planning Act*, give Assent to the Amending Subdivision Plan Dwg No. 3478 dated January 21, 2015 prepared by Kierstead Quigley and Roberts Ltd. showing a Public Street as “Summer Haven Crescent” located off 20 Gibbon Road.

**CARRIED.**

**4.2 DRAFT Zoning Handbook and General Reference Guide**

DPDS White gave a general summary of the draft Zoning Handbook reference guide. He noted the format is user-friendly and will be publicly available once approved. DPDS White advised the Committee the Municipal Plan and Zoning By-law will be reviewed this year as required and the handbook is a complementary document to the Zoning By-law.

Committee members were requested to provide their comments before the April 7<sup>th</sup> Committee meeting. It was noted the current Municipal Plan and Zoning By-law are available for review on the Town website.

**5. NEXT MEETING**

The next Committee meeting will be held on **Tuesday**, April 7, 2015.

**6. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 5:50 p.m.

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Chairperson

---

Recording Secretary



2015March9OpenWEB\_128

# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Planning Advisory Committee Recording Secretary  
DATE : 3 March 2015  
RE : Subdivision Plan Assent "Summer Haven Crescent"

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Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, March 2, 2015:

**MOVED** ... and seconded ... the Planning Advisory Committee recommends that Council, pursuant to Section 56(2) of the *Community Planning Act*, give Assent to the Amending Subdivision Plan Dwg No. 3478 dated January 21, 2015 prepared by Kierstead Quigley and Roberts Ltd. showing a Public Street as "Summer Haven Crescent" located off 20 Gibbon Road.

**CARRIED.**

**RECOMMENDATION:**

Council, pursuant to Section 56(2) of the *Community Planning Act*, give Assent to the Amending Subdivision Plan Dwg No. 3478 dated January 21, 2015, prepared by Kierstead Quigley and Roberts Ltd., showing a Public Street as "Summer Haven Crescent" located off 20 Gibbon Road.



**To:** Chair and Members of Rothesay Planning Advisory Committee

**From:** Brian L. White, MCIP, RPP  
Director of Planning and Development Services

**Date:** Friday, February 20, 2015

**Subject:** Assent of Plan of Subdivision for Public Street (Summer Haven Crescent)

<b>Applicant:</b>	A.E. McKay	<b>Property Owner:</b>	A.E. McKay Builders Ltd.
<b>Mailing Address:</b>	380 Model Farm RD Quispamsis, NB E2G 1L8	<b>Mailing Address:</b>	380 Model Farm RD Quispamsis, NB E2G 1L8
<b>Property Location:</b>	20 Gibbon Road	<b>PID:</b>	00238956; 30124440; 30181036
<b>Plan Designation:</b>	Low Density	<b>Zone:</b>	R1E
<b>Application For:</b>	Assent of Plan of Subdivision for Public Street		
<b>Input from Other Sources:</b>	Director of Operations		

### Request to Remove TABLED Motion

On Monday April 7, 2014 the Planning Advisory Committee (PAC) did consider McKay Builders' application for the rezoning of the property subject to a development agreement that would permit the subdivision of 7 lots for 7 single family homes. During PAC's deliberations the following Motion was TABLED pending clarification from Staff:

That Council vest the Future Public Street located off Gibbon Road providing access to (PIDs # 00238956; 30124440, 30181036) as shown on Tentative Plan Dwg No. T-0477D as a Public Street in accordance with Section 56 of the Community Planning Act.

Staff now request that the Motion be removed from the Table.

### Origin:

Subsequent to a public hearing and input from the PAC on May 12, 2014 Rothesay Council rezoned the lands located at 20 Gibbon Road to the Single Family Residential – Small Lot Zone [R1E]. Council also authorized the Mayor and Clerk to enter into a Development Agreement with A.E. McKay Builders Ltd. to allow for the development of a subdivision containing not more than seven (7) lots for seven (7) single family dwellings. On January 15, 2015 the development agreement with McKay Builders was registered on title as document #34546482. McKay Builders has now submitted a final amending plan of subdivision (See Attachment A) and is requesting that Council assent to this plan showing a public street.

### Background:

In conjunction with the approvals for the proposed development Council has previously accepted the amount of \$4,656.96 as cash in lieu to satisfy the Land for Public Purposes requirements. Council also approved the name of "Summer Haven Crescent" for the new public street.

In order to file a plan of subdivision containing a new proposed PUBLIC STREET Council must give assent pursuant to Section 56(2) of the Community Planning Act. The Act also requires that prior to Council's Assent the PAC must review the requirement for land for public purposes and the conditions pursuant to 56(4.1) of the Act as follows:

- 56(4.1)** In making a recommendation in respect of streets under paragraph (2)(a), an advisory committee or commission shall give consideration to
- a) the topography of the land proposed for subdivision,
  - b) the creation of lots suitable for the intended use thereof,
  - c) having street intersections and interceptions as nearly as possible being at right angles, and
  - d) the provision of
    - i. convenient access to the proposed subdivision and to lots within it, and

- ii. convenient further subdividing of the land proposed for subdivision or the subdividing of adjoining land.

Staff and PAC have previously received and discussed the suitability of the proposed subdivision and forwarded positive recommendations to Council. The proposed road is being constructed under supervision of professional civil engineers to Town specifications and is subject to review and acceptance by the Director of Operations. Staff are recommending that PAC recommend assent of the plan of subdivision showing the proposed public street.

**Recommendation:**

Staff recommend that the Planning Advisory Committee:

- A. Recommend that Council pursuant to Section 56(2) of the Community Planning Act give Assent to the Amending Subdivision Plan Dwg No. 3478 dated January 21, 2015 prepared by Kierstead Quigley and Roberts Ltd. showing a Public Street as “Summer Haven Crescent” located off 20 Gibbon Road.

**Attachments:**

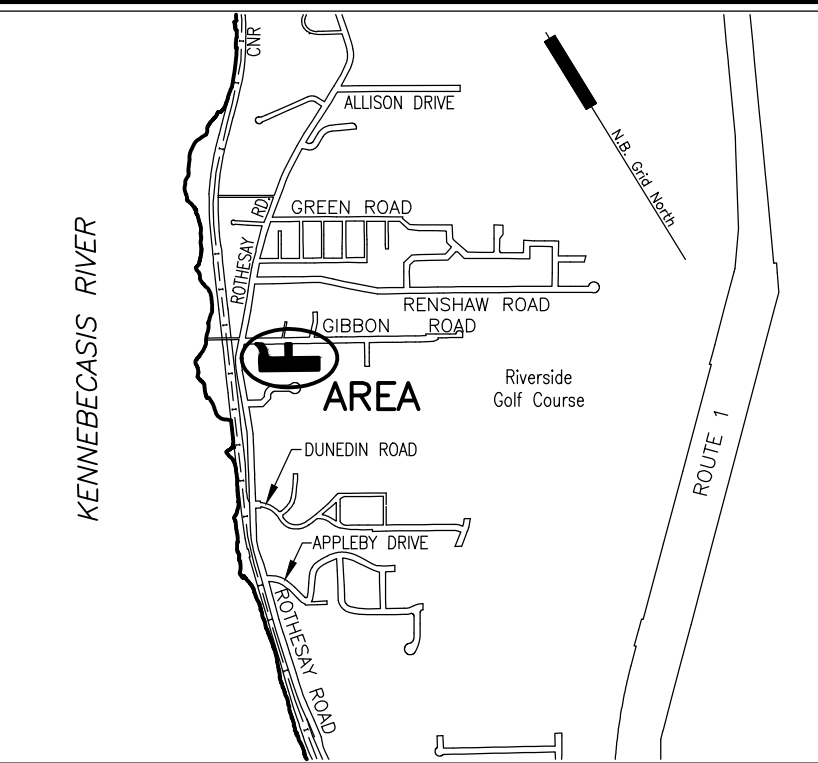
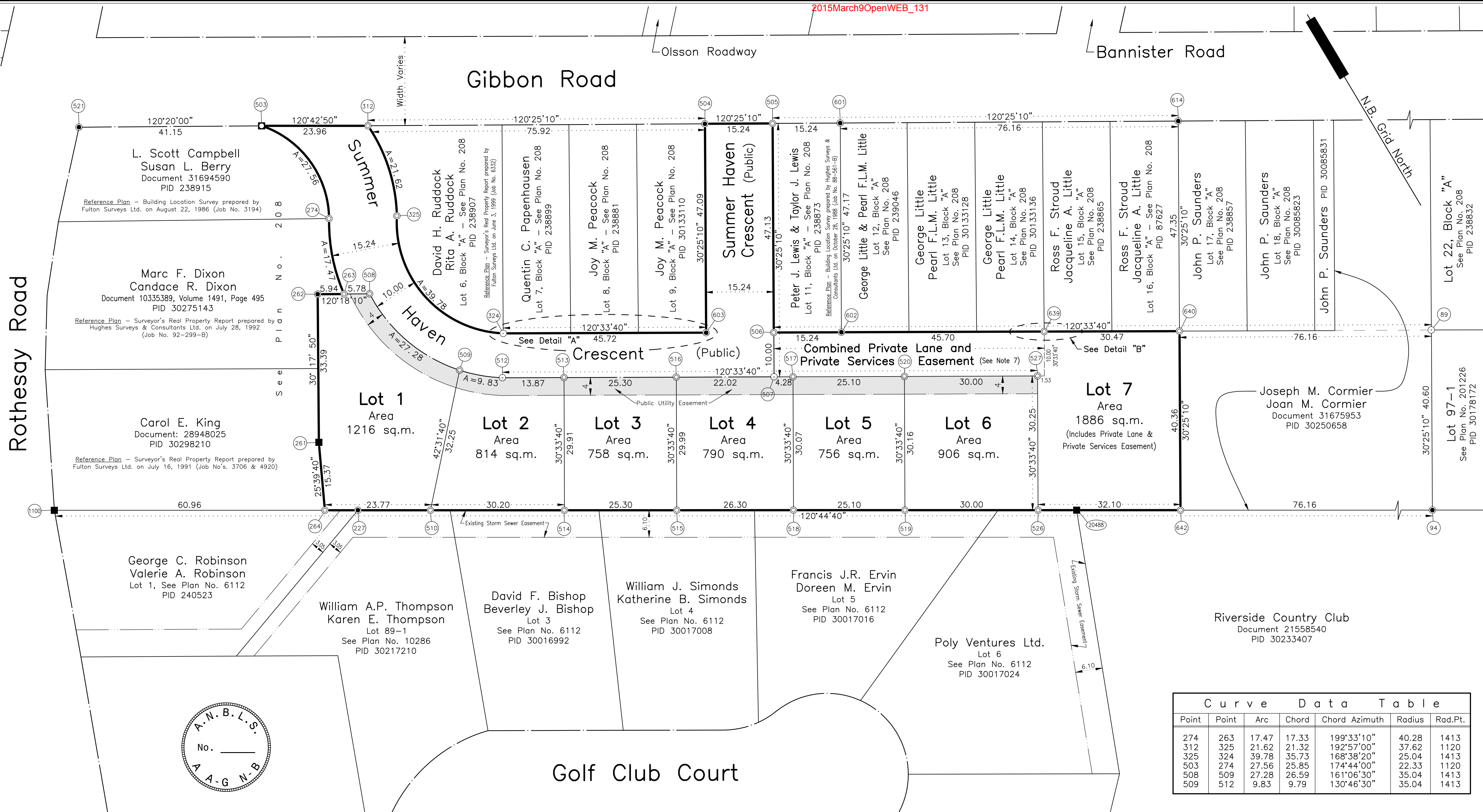
Attachment A                      Amending Subdivision Plan Dwg No. 3478



Report Prepared by: Brian L. White, MCIP, RPP

Date:    Friday, February 20, 2015





**Key Plan**  
Scale = 1:25,000

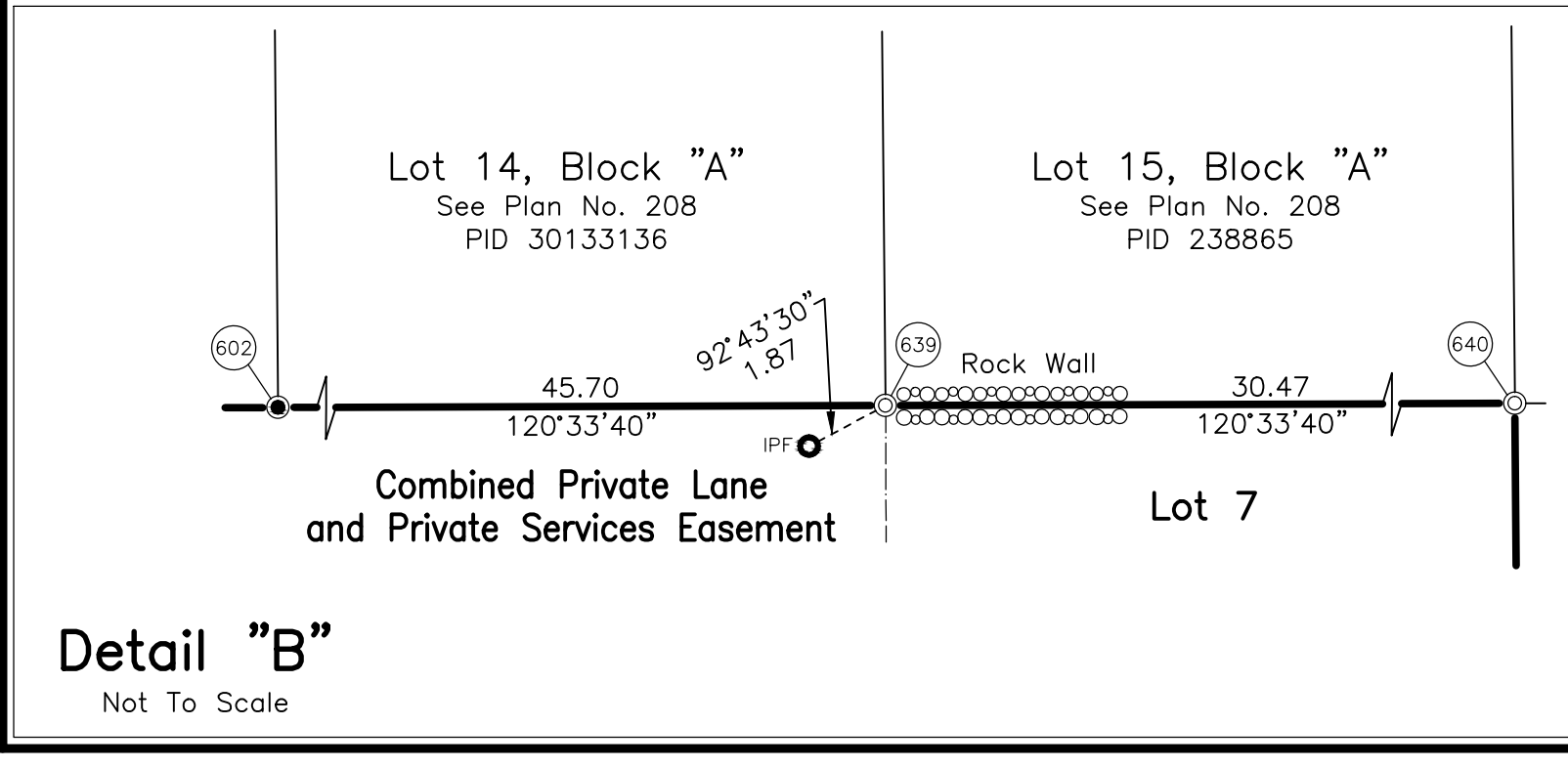
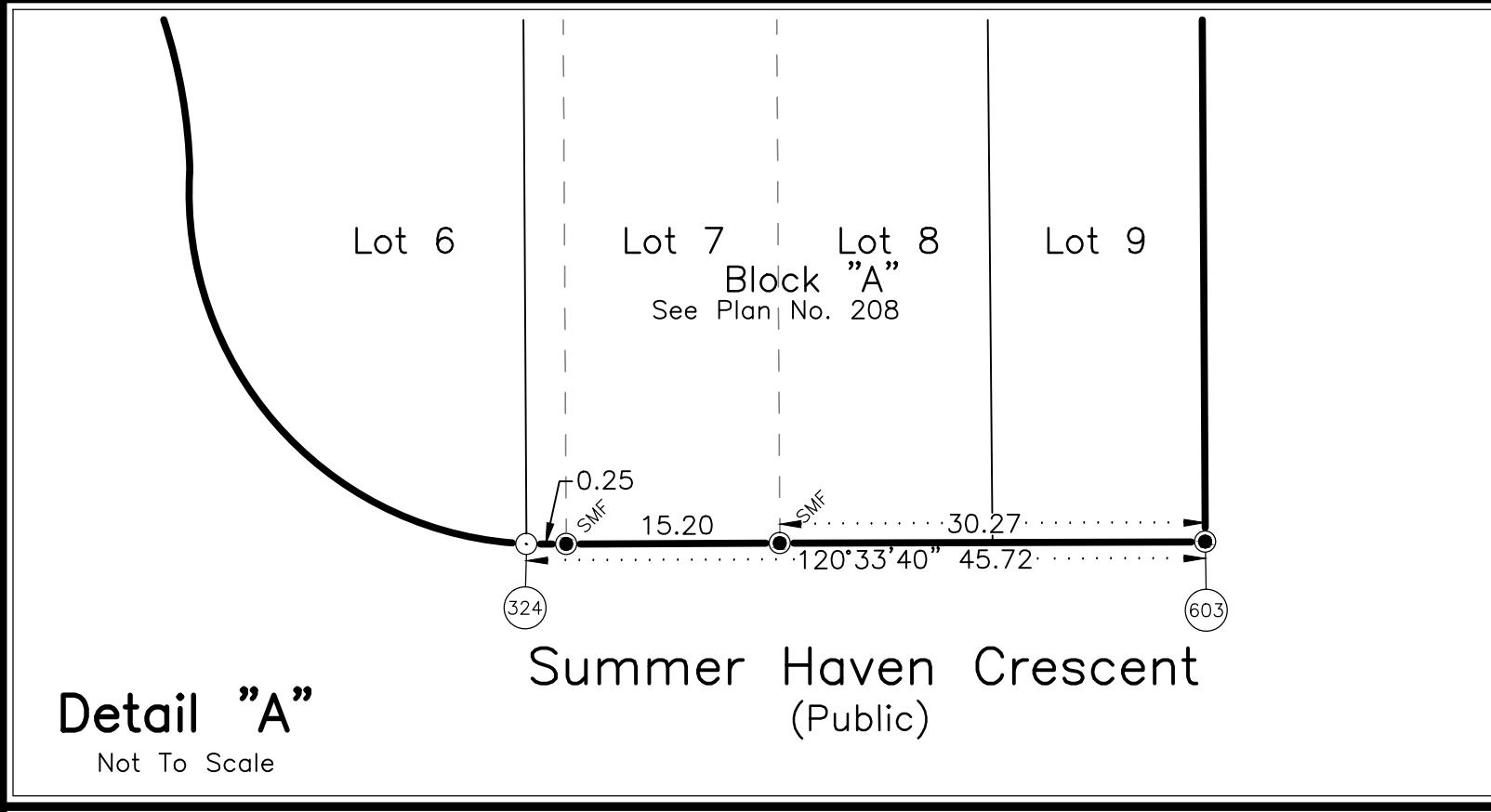
**LEGEND:**  
 ● SMF - Standard survey marker found  
 ○ SMS - Standard survey marker set  
 ■ BOLT Fd. - Bolt found  
 □ IBF - Square iron bar found  
 ○ IPF - Iron pipe found  
 ○ CALC - Calculated point  
 ○ NBCM - N.B. Co-ordinate Monument  
 sq.m. - Square metres  
 A - Arc R - Radius  
 Rad.Pt. - Radius point  
 C - Centreline  
 --- Line not to scale  
 - - - - - Fence  
 PID - Parcel identifier number  
 HPN - High precision network  
 (100) - Tabulated co-ordinate reference  
 A.M.B.L.S. - Association of N.B. Land Surveyors  
 ACS - Active Control Station  
 OBS - Observed value

**NOTES:**  
 1. Azimuths and Co-ordinate values refer to the NEW BRUNSWICK GRID CO-ORDINATE SYSTEM (HPN) and were derived from the tabulated New Brunswick Co-ordinate Monuments. Computations performed and co-ordinate values shown are based on the New Brunswick Stereographic Double Projection and the NAD83 (CSRS) ellipsoid.  
 2. Azimuths are rounded to the nearest 10 seconds.  
 3. Distances are in METRES and are rounded to the nearest CENTIMETRE.  
 4. Lands dealt with by this plan are bounded thus  
 5. Peripheral information and adjacent names were derived from various sources and should be verified.  
 6. All plans and documents referenced are recorded in the Kings County Registry Office or in the Land Titles Office for the District of New Brunswick.  
 7. This area is for the purpose of a "Private Lane" to access Lots 5, 6 and 7 combined with a "Private Services Easement" for the installation and maintenance of utility services such as water, sewer, storm, hydro and communications. The Town of Rothesay will not upgrade or maintain this "Private Lane" and the utility services in the future. All maintenance services and improvements will be the responsibility of the property owners of Lots 5, 6, and 7. The ownership of this area will be a part of Lot 7.  
 8. This plan amends "Plan of Riverside Park", plan dated May 15, 1920 and filed October 7, 1922 as No. 208.  
**REASON FOR AMENDMENT:**  
 • To alter the existing lot lines and create 7 new residential building lots.  
 • To create Summer Haven Crescent as a Public Street.  
 • To depict the location of the "Private Lane" and "Private Services Easement" over Lot 7 in favour of Lots 5 and 6.  
 • To create Public Utility Easements as shown.

**Curve Data Table**

Point	Point	Arc	Chord	Chord Azimuth	Radius	Rad.Pt.
274	263	17.47	17.33	199°33'10"	40.28	1413
312	325	21.62	21.32	192°57'00"	37.62	1120
325	324	39.78	35.73	168°38'20"	25.04	1413
503	274	27.56	25.85	174°44'00"	22.33	1120
508	509	27.28	26.59	161°06'30"	35.04	1413
509	512	9.83	9.79	130°46'30"	35.04	1413

**APPROVALS:**



**N.B. Grid Co-ordinate Values (HPN)**

Point	Easting	Northing	Monument
89	2538830.938	7374776.413	See Plan #201226
94	2538810.381	7374741.401	SMF
227	2538585.631	7374875.091	SMF
261	2538585.903	7374892.745	IBF
262	2538602.747	7374921.575	SMF
263	2538607.875	7374918.578	SMS
264	2538579.246	7374878.889	SMS
274	2538613.675	7374934.911	SMS
312	2538631.899	7374948.412	SMS
324	2538634.159	7374892.608	CALC
325	2538627.121	7374927.633	SMS
503	2538611.302	7374960.647	BOLT Fd.
504	2538697.370	7374909.969	SMF
505	2538710.512	7374902.253	SMS
506	2538686.649	7374861.613	SMS
507	2538681.586	7374852.990	SMS
508	2538612.866	7374915.681	CALC
509	2538621.476	7374890.600	SMS
510	2538599.678	7374866.735	SMS
512	2538628.893	7374884.104	CALC
513	2538640.838	7374877.051	SMS
514	2538625.631	7374851.297	SMS
515	2538647.375	7374838.363	SMS
516	2538662.624	7374864.187	SMS
517	2538685.270	7374850.814	SMS
518	2538669.979	7374824.918	SMS
519	2538691.551	7374812.086	SMS
520	2538706.883	7374838.052	SMS
521	2538575.787	7374981.427	SMF
526	2538717.334	7374796.749	SMS
527	2538732.716	7374822.798	SMS
601	2538723.654	7374894.537	SMF
602	2538699.772	7374853.864	SMF
603	2538673.527	7374869.362	SMF
614	2538789.331	7374855.974	SMF
639	2538739.121	7374830.629	SMS
640	2538765.355	7374815.139	SMS
642	2538744.922	7374780.339	SMS
1100	2538526.855	7374910.053	IBF
1120	2538594.351	7374946.107	Rad.Pt.

**N.B. Grid Co-ordinate Values (HPN)**

Point	Easting	Northing	Monument
1338	2538256.792	7374426.344	NBCM(OBS-HPN)
1339	2538659.109	7375299.570	NBCM(OBS-HPN)
1413	2538647.843	7374913.577	Rad.Pt.
20488	2538724.796	7374792.310	IBF
28149	2487601.199	7437047.558	NBCM(ACS-HPN)
28155	2628800.997	7456492.126	NBCM(ACS-HPN)
28156	2534232.573	7362095.001	NBCM(ACS-HPN)

**PUBLIC UTILITY EASEMENTS:**

These easements vest in Bell Aliant Regional Communications, Limited Partnership and the New Brunswick Power Corporation pursuant to Section 56(4.02) of the Community Planning Act and Regulation 84-217.

The easements shown on this plan conform to the requirements of the following Utility Companies:

For Bell Aliant Regional Communications, Limited Partnership

For The New Brunswick Power Corporation

**TITLE DATA:**  
 PID's 238956, 30085500, 30124440 & 30181036  
 Owner: A.E. McKay Builders Ltd.  
 Document: 33188898  
 Registered: 2013-10-08  
 Release of Right of Way  
 Document 286455, Volume 953, Page 153  
 Registered: 1992-01-23  
**SIGNATURE OF OWNER:**  
 Andrew E. McKay, President - A.E. McKay Builders Ltd.

**ATTACHMENT A**  
 Amending Subdivision Plan  
 Riverside Springs  
 Subdivision  
 Town of Rothesay  
 Kings County, N.B.

Scale = 1:500

**KIERSTEAD QUIGLEY and ROBERTS Ltd.**  
 Saint John, New Brunswick

Dated: January 21, 2015  
 Gerald R. Roberts, NBSL #308, CLS #1331

Job No. 11-0099  
 Book 405, Pages 4-10  
**Dwg. No. 3478**



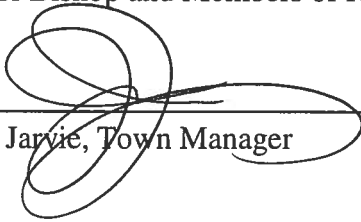


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**March 9, 2015**

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

**SUBMITTED BY:**

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

**DATE:** February 27, 2015

**SUBJECT:** By-law 1-15: Sewage

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council:

1. Give third reading to By-law 1-15: Sewage.

### **ORIGIN**

The Sewage By-law was last revised in 2004. The Utilities Committee has reviewed the 2004 By-law and recommend acceptance of revisions attached as Bylaw 1-15: Sewage. First and Second Readings of Bylaw 1-15 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 Sewage 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:

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

CARRIED

## DISCUSSION

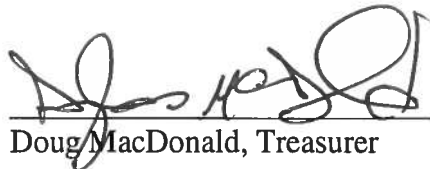
A final copy of By-law 1-15 has been attached to this report.

The Sewage By-Law was largely unchanged from the 2004 version. The revisions are mainly grammatical with the addition/ clarification of some of the definitions and the rewording of Section 9.2 – Sewer Service Charge as being included in Schedule “B” of the By-law.

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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).*

**BY-LAW 1-15**  
**SEWAGE 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 "Sewage By-law".

**DEFINITIONS**

2. In this By-law, unless otherwise stated:
  - a) "Biochemical Oxygen Demand" or "BOD" means the quantity of oxygen expressed in milligrams per litre, utilized in the biochemical oxidation of matter within a one hundred and twenty hour period at a temperature of twenty degrees centigrade as determined in procedures set forth in "Standard Methods";
  - b) "Building Sanitary Drain" means that part of the lowest horizontal piping of a drainage system which collects wastewater from drainage pipes inside the walls of the building and conveys it to the building sewer which begins one metre outside the inner face of the building walls;
  - c) "Building Sanitary Sewer" means the extension of the building sanitary drain to the lateral;
  - d) "Building Storm Drain" means that part of the lowest horizontal piping within a building which conducts water or storm water to a building storm sewer;
  - e) "Building Storm Sewer" means the extension from the building storm drain to the storm sewer main or other discharge point;
  - f) "Chemical Oxygen Demand" or "COD" means the quantity of oxygen expressed in milligrams per litre, utilized in the chemical oxidation of organic matter under standard laboratory procedure, according to "Standard Methods";
  - g) "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;
  - h) "Committee" means the Water and Sewerage Committee of Rothesay, as appointed by the Mayor;
  - i) "Council" means the Mayor and Council of Rothesay;
  - j) "Dwelling unit" means a separate set of living quarters with a private entrance from outside the premises or from a common hallway or stairway inside;
  - k) "Domestic wastewater" means wastewater derived principally from dwellings;
  - l) "Effluent" means treated wastewater ;

- m) "Engineer" means the Town Engineer or his designate;
- n) "Equivalent User Units" means the rate at which non-single family residential users are charged for maintenance, construction and use of the sewer system; calculated with an average residential household as the base single unit;
- o) "Grease" means total oil and grease extracted from aqueous solution or suspension according to the laboratory procedures set forth in "Standard Methods", and includes, but is not limited to, hydrocarbons, esters, oils, fats, waxes and high molecular fatty acids;
- p) "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;
- q) "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;
- r) "Interceptor" means a receptacle that is installed to prevent oil, grease, sand or other materials from passing into the sewer system;
- s) "Lateral" means that portion of a sewer used to extend a sanitary sewer across a street, roadway or right-of-way to connect to a building sanitary sewer at a point one (1) metre outside the inner face of the building walls;
- t) "Matter" includes any solid, liquid, or gas;
- u) "May" is construed as permissive;
- v) "Natural Outlet" is any outlet from a natural watercourse into another watercourse, pond, ditch or lake, or other body of surface or groundwater;
- w) "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 the executors, administrators and assigns of such person.
- x) "Person" means any individual, partnership, company, public or private corporation, or agency of the Province of New Brunswick, agency or any other legal entity;

- y) "pH" means the measure of the intensity of the acid or alkaline condition of a solution determined by the hydrogen ion concentration of the solution in accordance with the "Standard Methods";
- z) "Phenolic Compounds" means hydroxyl derivatives of benzene and its condensed nuclei, concentrations of which shall be determined by "Standard Methods";
- aa) "Plumbing Fixture" means a receptacle, appliance, apparatus, or other device which receives liquid, water or wastewater, and/or discharges it;
- bb) "Premises" means a building, which may contain more than one dwelling unit, institutional unit, industrial unit, and/or commercial unit, connected to the water and/or sewer system of the Town by one service connection to each system;
- cc) "Professional Engineer" means a registered member in good standing of the Association of Professional Engineers and Geoscientists of New Brunswick;
- dd) "Provincial Regulations" means the requirements and provisions of the Province of New Brunswick contained in any Provincial Statute or in any Regulation or Order made pursuant to the authority of any Statute of New Brunswick;
- ee) "Public sewer" means a sewer to which all Owners of abutting properties have equal rights, and is controlled by the Town and shall include both sanitary and storm sewers;
- ff) "Residential Use" means the permitted uses for land that is zoned residential in the Zoning By-law;
- gg) "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;
- hh) "Sanitary Sewer" means a sewer for the collection and transmission of domestic, commercial, and industrial wastewater or any of them, and to which uncontaminated or cooling water, storm, surface, and groundwater are not intentionally admitted;
- ii) "Sanitary Sewer Service" means any sanitary sewer operated by or on behalf of the Town to which Owners of premises are connected by a building sanitary sewer;
- jj) "Separator" means tanks with capacity "Separator" means tanks with capacity exceeding 2000 litres using density variations to separate insoluble petroleum from water, as regulated by the New Brunswick Department of Environment and Local Government;
- kk) "Sewage" means wastewater;

- ll) "Sewer" means a pipe, conduit, drain, open channel, or ditch used for the collection and transmission of wastewater, stormwater, or uncontaminated process or cooling water;
- mm) "Sewer Service Charge" means the charge to property Owners for maintenance, construction and provision of sewer services;
- nn) "Sewerage System" means all pipes, mains, equipment, buildings and structures for collecting, pumping or treatment of wastewater and operated by the Town but does not include a storm sewer;
- oo) "Shall" is construed as being mandatory;
- pp) "Specifications for Developers" means the standards adopted by the municipality as a minimum standard for new construction of streets and services within the Town;
- qq) "Sump Pump" means an automatic or manual pump provided and/or installed to discharge storm water and any other water other than wastewater from a sump pit, covered or uncovered; constructed inside or outside a building where gravity drainage is not possible or practical;
- rr) "Standard Methods for the Examination of Water and Wastewater" (herein referred to as "Standard Methods") means the analytical and examination procedures provided in the edition current at the time of testing, published jointly by the American Public Health Association and the American Water Works Association or any publication by or under the authority of the Canadian Standards Association deemed appropriate by Council;
- ss) "Storm Sewer" means a sewer that carries storm water and surface water, street wash and other wash waters or drainage, but excludes domestic water and industrial wastes;
- tt) "Storm Water" means surface water from rain, snow or ice melting and running off from the surface of a drainage area;
- uu) "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;
- vv) "Suspended Solids" means an insoluble matter that can be removed by filtration through a standard glass fibre filter as provided by "Standard Methods";
- ww) "Town" means the town of Rothesay or the area contained within its municipal boundaries as the context requires;
- xx) "Uncontaminated Water" means any water, including water from a public or private water works, to which no matter has been added as a consequence of its use, or to modify its use, by any person, and may include cooling water;



- yy) "Waste" means any material discharged into the sewerage system;
- zz) "Wastewater" means any liquid waste containing animal, vegetable, mineral, or chemical matter in solution or suspension carried from any premises;
- aaa) "Watercourse" means the bed and shore of every river, stream, lake, creek, pond, spring, lagoon, swamp, marsh, wetland, ravine, gulch, or other natural body of water and the water therein, and any channel, ditch, reservoir, drain, land drainage works, or other man-made surface feature, whether it contains or conveys water or not.
- 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 by the Mayor. Appointments to the Committee may include members of Council, who may be appointed for a term as determined by the Mayor, and others whose appointments shall be made for two years. Members are eligible for re-appointment.
- 3.2 Council may refer any matter related to the sewer utility to the Utilities Committee for comment and the Committee shall provide Council with a written response to any matter referred by Council.
4. **USE OF PUBLIC SEWER SERVICES**
- No person shall discharge into the public sewer system matter of any type or at any temperature or in any quantity which may be or may become a health or safety hazard to people working on the public sewer system, or which may be or may become harmful to the public sewer system, or which may cause the public sewer system effluent to contravene any requirements of any applicable federal or provincial legislation, or which may interfere with the proper operation of the public sewer system, or which may impair or interfere with any sewage treatment process, or which is or may result in a hazard to any person, animal, property, or vegetation.
- 4.1 **SANITARY SEWER**
- 4.1.1 No person shall discharge or cause to be discharged any storm water, surface water, ground water, roof run-off, sub-surface drainage, cooling water, or polluted industrial water into the sanitary sewer system.
- 4.1.2 Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or to a natural outlet.
- 4.1.3 Except as herein provided, no person shall construct or maintain within the Town any privy, privy vault, or cesspool or other facility intended or used for the disposal of sewage; with the exception of septic tanks approved by the New Brunswick Department of Health and operated in accordance with this By-law.

- 4.1.4 Prior to connection to a public sanitary sewer, the Owner of any premises situated within the Town, used for human occupancy, employment, recreational, institutional or other purposes is hereby required, at his own expense, to install suitable plumbing fixtures/facilities therein.
- 4.1.5 The Owner of any premises situated within the Town, used for human occupancy, employment, recreational, institutional or other purposes and abutting on any street or right-of-way in which there is now located a public sanitary sewer is hereby required, at his own expense, to connect directly with the public sanitary sewer in accordance with the provisions of this By-law, provided that such public sanitary sewer is within thirty (30) metres of the Owner's property line.
- 4.1.6 Except as otherwise provided in this By-law, no person shall discharge, release, suffer or cause to be discharged into any sanitary sewer or any public or private connections to any sanitary sewer any of the following:
- (a) Matter of a type or quantity that has or may emit a toxic or poisonous vapour or a chemical odour that may interfere with the proper operation of the sewerage system, constitute a hazard to any person, animals or property, or create any hazards or become harmful in the receiving waters of the sewerage system;
  - (b) Noxious or malodorous gases or substances capable of creating a public nuisance except human wastes, including, but not limited to, hydrogen sulphide, mercaptans, carbon disulphide, other reduced sulphur compounds, amines and ammonia;
  - (c) Ashes, cinders, sand, potters clay, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood or other solid or viscous substances capable of causing obstruction to the flow of sewers or other interference with the proper operation of the sewerage system;
  - (d) Wastewater which consists of two or more separate liquid layers;
  - (e) Animal fat or flesh in particles larger than will pass through a screen having openings not larger than 6 millimeters square;
  - (f) Explosive matter, gasoline, benzene, naphtha, fuel oil or other flammable or explosive matter or wastewater containing any of these in any quantity;
  - (g) Waste which, either by itself or upon the reaction with other material, becomes highly coloured;
  - (h) Wastes containing herbicides, pesticides or xenobiotics including, but not limited to, polychlorinated biphenols (PCB's);

- (i) Atomic wastes and radioactive materials except as may be permitted under the *Atomic Energy Control Act* (Canada) currently in force and regulations thereunder;
- (j) Wastewater or uncontaminated water having a temperature in excess of 75 degrees Celsius;
- (k) Wastewater having a pH less than 6.0 or greater than 9.5 or having any other corrosive or scale forming properties capable of causing damage or hazards to the sewerage system or people working on the sewerage system;
- (l) Wastewater that will create tastes or odours in drinking water supplies, making such waters unpalatable after conventional water purification treatment;
- (m) Matter of any type or at any temperature or in any quantity which may cause the sludge from the sewerage system to fail to meet the criteria relating to contaminants for spreading the sludge on agricultural lands, under New Brunswick Department of Environment and Local Government guidelines for sewage sludge utilization on agricultural lands;
- (n) Effluent from geothermal heat extraction systems;
- (o) Sewage containing dyes or colouring materials which pass through a sewage works and discolour the sewage works effluent;
- (p) Wastewater containing any of the following in excess of the indicated concentrations:
- |                           |                       |
|---------------------------|-----------------------|
| Aluminum (Al)             | 50.0 Milligrams/Litre |
| Antimony (Sb)             | 5.0 Milligrams/Litre  |
| Arsenic (As)              | 1.0 Milligram/Litre   |
| Barium (Ba)               | 5.0 Milligrams/Litre  |
| Beryllium (Be)            | 5.0 Milligrams/Litre  |
| Bismuth (Bi)              | 5.0 Milligrams/Litre  |
| Cadmium (Cd)              | 2.0 Milligram/Litre   |
| Chlorides expressed as Cl | 1500 Milligrams/Litre |
| Chromium (Cr)             | 5.0 Milligrams/Litre  |
| Cobalt (Co)               | 5.0 Milligrams/Litre  |
| Copper (Cu)               | 1.0 Milligrams/Litre  |
| Cyanide expressed as HCN  | 2.0 Milligrams/Litre  |
| Fluorides expressed as F  | 10.0 Milligrams/Litre |
| Iron (Fe)                 | 50.0 Milligrams/Litre |
| Lead (Pb)                 | 5.0 Milligrams/Litre  |
| Manganese (Mn)            | 5.0 Milligrams/Litre  |
| Mercury (Hg)              | 0.1 Milligrams/Litre  |
| Molybdenum (Mo)           | 5.0 Milligrams/Litre  |
| Nickel (Ni)               | 5.0 Milligrams/Litre  |
| Phenolic Compounds        | 1.0 Milligrams/Litre  |

Phosphorus (P)	100.0 Milligrams/Litre
Sulphates expressed as SO <sub>4</sub>	1500 Milligrams/Litre
Sulphide expressed as H <sub>2</sub> S	2.0 Milligrams/Litre
Selenium (Se)	5.0 Milligrams/Litre
Silver (Ag)	2.0 Milligrams/Litre
Tin (Sn)	5.0 Milligrams/Litre
Zinc (Zn)	5.0 Milligrams/Litre

- (q) Wastewater of which the BOD exceeds three hundred fifty (350) milligrams per litre;
- (r) Wastewater containing more than five hundred (500) milligrams per litre of suspended solids;
- (s) Wastewater of which the COD exceeds one thousand (1000) milligrams per litre.
- (t) Wastewater containing more than one hundred (100) milligrams per litre of fat, grease, or oil, and, in the case of mineral oils, in concentrations exceeding fifteen (15) milligrams per litre;
- (u) Any matter in such quantities which exert excessive chlorine requirements so as to constitute a significant load on the wastewater treatment works;
- (v) Septic tank sludge, wastes from marine vessels or vehicles or sludge from sewage treatment plants;
- (w) Any waters or wastes containing substances for which special treatment or disposal practices are required by applicable provincial or federal legislation.

4.1.7 No person shall connect a sump pump to a sanitary sewer.

4.1.8 The discharge of each of the matters or materials referred to in Section 4.1.6 into any sanitary sewer, or into any public or private connections to any sanitary sewer, in a concentration in excess of the limits stated constitutes a separate offence.

4.1.9 In determining whether a matter or material referred to in section 4.1.6 has been discharged into the sanitary sewer in excess of the limits established, the measurement of the concentration of the matter or material is the concentration which existed immediately before the matter or material was placed into the plumbing fixture or facility ultimately connected to the sanitary sewer and not the concentration that resulted as a result of the matter or material being diluted after or while being placed into the plumbing fixture or facility.

4.1.10 When required by the Town or by the New Brunswick Department of Environment and Local Government, petroleum interceptors and separators shall be installed as below:

- a) Petroleum interceptors and separators shall be installed so that the wastewater effluent discharges to the sanitary sewer system. Wastewater effluent from each device shall not display visible free-floating petroleum and total influent shall not exceed the maximum design flow for the unit.
- b) Petroleum interceptors shall be of obvious watertight construction with a secondary storage area to collect separated petroleum. A direct connection of any part of a petroleum interceptor and a waste oil storage system which will under any circumstances allow overflow or backflow of the waste oil to enter the interceptor shall not be permitted. Petroleum interceptors shall be designed for the particular installation by a professional engineer.
- c) Each and any separator shall be approved by the New Brunswick Department of Environment and Local Government.

4.1.11 The discharge of contents of a septic tank or any similar waste into the sanitary sewer system shall be only with the approval of the Council; and only at such points and under such conditions as the Engineer may specify.

## 4.2 **STORM SEWER**

4.2.1 Except as otherwise provided in this By-law, no person shall discharge, release, suffer, or cause to be discharged into any storm sewer, public or private connections to any storm sewer any of the following:

- a) Wastewater or uncontaminated water having a temperature in excess of 75 degrees Celsius;
- b) Wastewater having a pH less than 6.0 or greater than 9.5 or having any other corrosive or scale forming properties capable of causing damage or hazards to the storm sewer system or people working on the public sewer system;
- c) Explosive matter, gasoline, benzene, naphtha, fuel oil, or other flammable or explosive matter or wastewater containing any of these in any quantity;
- d) Wastewater containing more than 15 milligrams per litre of solvent extractable material;
- e) Water which consists of two or more separate liquid layers;
- f) Water containing colour or coloured matter, which water would require a dilution in excess of four parts of distilled water to one part of such water to produce a mixture the colour of which is not distinguishable from that of distilled water;

- g) Water of which the BOD exceeds fifteen (15) milligrams per litre;
- h) Water containing more than fifteen (15) milligrams per litre of suspended solids;
- i) Water containing any matter which will not pass through a screen having openings not larger than 6 millimeters square;
- j) Matter of a type or quantity that has or may emit a toxic or poisonous vapour or a chemical odour that may interfere with the proper operation of the storm sewer system, constitute a hazard to humans, animals or property, or create any hazard or become harmful in the receiving waters of the storm sewer system;
- k) Noxious or malodorous gases or substances capable of creating a public nuisance, including, but not limited to, hydrogen sulphide, mercaptans, carbon disulphide, other reduced sulphur compounds, amines and ammonia;
- l) Effluent from petroleum interceptors or separators;
- m) Effluent from geothermal heat extraction systems;
- n) Water containing any of the following in excess of the indicated concentrations:

Arsenic (As)	1.0 Milligram/Litre
Barium (Ba)	0.1 Milligrams/Litre
Cadmium (Cd)	0.1 Milligram/Litre
Chromium (Cr)	1.0 Milligrams/Litre
Copper (Cu)	1.0 Milligrams/Litre
Cyanide expressed as HCN	0.1 Milligrams/Litre
Lead (Pb)	1.0 Milligrams/Litre
Mercury (Hg)	0.001 Milligrams/Litre
Nickel (Ni)	1.0 Milligrams/Litre
Phenolic Compounds	0.02 Milligrams/Litre
Tin (Sn)	1.0 Milligrams/Litre
Zinc (Zn)	1.0 Milligrams/Litre
Pesticides	0.0 Milligrams/Litre
Herbicides	0.0 Milligrams/Litre

4.2.2 Except as otherwise specifically provided in this By-law, all tests, measurements, analyses and examinations of water or wastewater, its characteristics or contents shall be carried out in accordance with Standard Methods. Sampling methods, location, times, durations and frequencies are to be determined on an individual basis by the Engineer.



**5. APPLICATION FOR SERVICE**

- 5.1 All costs and expenses incident to the installation and connection of the building sanitary sewer and/or building storm sewer to the sewerage system and/or storm sewer system shall be borne by the Owner.
- 5.2 The Owner shall indemnify the Town from any loss or damage that may directly or indirectly be occasioned by the installation of the building sanitary sewer and/or building storm sewer.
- 5.3 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, S.N.B. (1983), Chapter O-0.2* as amended.
- 5.4 No unauthorized person shall uncover, make any connection with, or openings into, use, alter or disturb any public sewer without first having obtained a written permit from the Engineer.
- 5.5 No person shall connect any storm sewer to any sanitary sewer.
- 5.6 Any permit granted under this By-law may be suspended or revoked by the Engineer if, the sewage facility approved by such permit is not being installed or maintained in compliance with the provisions of this By-law or the conditions upon which the permit was issued.
- 5.7 Owners of properties planned for subdivision that cannot effectively be served by the present Town sewage system shall:
- a) be restricted from developing such properties until growth in the general area can support the extension of the present system; or
  - b) shall be required to construct a private sewage treatment system or other facilities capable of meeting all provincial legislation, regulations, and orders.
- 5.8 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, observing, or supervising the installation or maintenance of the public sewer service. The Town shall have the right to suspend service to any Owner who refuses such access or does not respond to requests by the Engineer for such access.
- 5.9 Where Council is of the opinion that it is necessary to construct a road or street in connection with providing public sewer service, it may undertake such work and authorize same by resolution.

**6. CONNECTION TO PUBLIC SEWER SYSTEM**

- 6.1 Where Council undertakes to extend the sanitary sewer system, Council may adopt a schedule setting out the time within which all Property Owners within the specified areas, shall be required to connect a building sanitary sewer line from any dwelling or building drain to the sanitary sewer and shall give such property Owners at least three (3) months calendar notice in writing of such time limit.
- 6.2 Any person who intends to connect a building sewer line from any dwelling or building drain to the public sewer, shall submit an application for a permit in the form set out in Schedule "A", accompanied by such plans, specifications or other information required to properly describe the work. No permit shall be issued under this section until such fees, as outlined in Schedule "B" have been paid to the Town. 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.
- 6.3 The size, shape, alignment, materials or construction of a building sewer line and methods to be used in excavating, placing of the pipe, joining testing and backfilling the trench shall be as specified in the "Specifications for Developers" and shall be subject to the supervision and approval of the Engineer.
- 6.4 The diameter of the pipe installed on residential properties shall be not less than one hundred millimetres (100 mm), and the pipe installed on commercial, institutional and industrial premises shall not be less than one hundred, fifty millimetres (150mm) in diameter. The slope shall not be less than one percent (1%).
- 6.5 Whenever possible, the building sanitary sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building sanitary drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building sanitary drain shall be lifted by an approved means and discharged to the building sanitary sewer.
- 6.6 Existing building sewers may be used when they are found, on examination and test by the Engineer, to be of acceptable standard, and conform to other specifications of this By-law.
- 6.7 All costs and expenses incident to the extension of the building sewer to the sewer system shall be borne by the Property Owner, who shall own and maintain the extension. Streets, rights-of-way, sidewalks, parkways or any other public property disturbed in the course of this work shall be restored to the satisfaction of the Engineer.
- 6.8 The Town may grant a permit for the installation of a private sewage system where the cost of installation and connection of the building sanitary sewer would be excessive due to the location of the building. The private sewage system shall meet all the legislative requirements of the Province of New Brunswick or any department or departments thereof.

- 6.9 The Owner or their Agent shall notify the Engineer when the building sanitary sewer is ready for inspection and connection to the lateral. No portion of the building sanitary sewer or connection to the lateral shall be covered over until such is inspected and approved by the Engineer or the Engineer's designate.

**7. BACKWATER VALVES**

- 7.1 Backwater valves shall be installed on building sanitary drains inside the foundation walls on all new building construction regardless of foundation elevation and installed in accordance with good trade practices.
- 7.2 Where an existing lateral has outlets which are below the level of the street above the sanitary sewer to which it connects, the property Owner shall, at their own expense, install a backwater valve in the building drain within 60 days of being so directed by the Town.
- 7.3 A person who fails to install a backwater valve as required by this section is guilty of an offence.
- 7.4 Any person connecting a building storm drain into the storm sewer system shall install a backwater valve on the building storm drain.

**8. MAINTENANCE AND BLOCKAGE**

- 8.1 The main line of the sewer system shall be maintained and operated by the Town.
- 8.2 Any blockage in a sewer from the building to the main line of the sewer system shall be the responsibility of the Owner.
- 8.3 If a blockage referred to in Section 8.2, on examination by the Engineer, is found to have been caused by a negative grade or rupture in the portion of the lateral located within the Town's right-of-way, the costs of the repairs shall be the responsibility of the Town.

**9. SANITARY SEWER SERVICE RATES**

- 9.1 Every Owner of land on which any building is situated that
- (a) fronts on any street, right-of-way, or highway in which a sewer line is situated;
  - (b) fronts on any right-of-way which connects to a street or highway in which a sewer is situated; or
  - (c) Council has ordered connected to a sewerage system;
- shall pay to the Town an annual "Sewer Service Charge".
- 9.2 The annual "Sewer Service Charge" shall be the amount outlined in Schedule "B".

- 9.3 A lot upon which no building has been constructed and which has less than the minimum frontage or area for a lot served by either a sewer system or by both sewer and water systems, under the Zoning By-law, is exempt from the sewer service charge, as long as the lot remains vacant.
- 9.4 An Owner of land on which a building is situated that fronts on any street or highway in which a sewer is situated, or that fronts on a right-of-way which connects to such a street or highway, is not liable to pay the sewer service charge if the Engineer certifies that it would be impractical to connect any building on the land to the sewer.
- 9.5 Sewer service 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 sewer line has been installed or the year in which a building on the property has been connected to the sewer system, whichever is earlier.
- 9.6 The sewer service charge shall be invoiced annually.
- 9.7 The sewer service 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 sewer service charge is not paid in full, the amount owing to the Town shall bear interest at a rate set by resolution of Council, 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 "B".
- 9.7.1(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 (\$500.) that is in arrears for longer than one year.
- (i) Such payment schedule may be for a period of no longer than twenty-four (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 twenty-four (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)The authorization of a payment schedule in accordance with Section 9.7.1 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 9.7.1, 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.
- 9.8 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.
- 9.9 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.
- 9.10 For the purposes of this By-law, a sewer has been installed when the Engineer has certified to Council that the system or project of which the sewer forms part is substantially complete.
- 9.11 Every person connecting to the sewer shall pay a connection fee as outlined in Schedule "B". 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.
- 9.12 The sewer connection fee is a lien, and bears interest and may be collected in the same manner as the sewer service charge hereinbefore mentioned.
- 9.13 Nothing in this By-law makes the Town responsible for any part of a sewer connection that is not in a public street, right-of-way, highway, or sewer easement.

## **10. PENALTIES**

- 10.1 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 on summary conviction 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.

10.2 The provisions of Sections 9 and 10 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.

11. **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.

12. **BY-LAWS REPEALED**

By-laws 6-04 relating to the Rothesay sewerage system is hereby repealed.

13. **EFFECTIVE DATE**

This By-law comes into effect on the **30th day of March 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

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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 SEWER SYSTEM Schedule "A"

I he undersigned hereby applies/apply to: uncover, make a connection with or opening into, and/or use the Rothesay Sewer 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 grant to the Town Engineer or his authorized agent the right to enter the property for the purpose of inspection of the Sewer Service.
3. I/We hereby agree to abide by and be subject to all the terms and conditions set forth in By-Law 1-15, Sewage by-Law, Rothesay and, in particular, I/we agree to pay the Town the sewer service charges and fees that may be set from time to time pursuant to the Sewage 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 Sewer 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

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

Permit # \_\_\_\_\_  
Per \_\_\_\_\_  
Date \_\_\_\_\_



**ROTHESAY**  
 2015 March 9 Open WEB\_151  
**SEWER SERVICE**  
**FEES and CHARGES**  
 Schedule "B"



**PERMIT and CONNECTION FEES**

Sewer permit fee (Section 6)	\$ 100.00 (non-refundable)
Sewer system connection (section 9)	\$1,000.00
Sewer system connection – non-residential	\$1,000.00 per equivalent user unit

**SEWER SERVICE CHARGE** (Section 9)\*

\*Owners who choose not to connect to the sewer system, when access to the system is available, shall be invoiced the annual sewer service charge.

Each equivalent user unit                      \$ 340.00

<b><u>Equivalent user units</u></b>	<b><u>Equivalent</u></b>
Single family residential home	1
Residence with rental apartment or self contained unit	2
Apartment building with 3 units	3
Apartment building with 4 units and above	0.75 per unit
Townhouses	1 per unit
Commercial – strip mall	1 per unit
Commercial – other	Defined by signed agreement
Institutional (Schools)	Based on number of students and staff <sup>+</sup>
Institutional – other	Defined by signed agreement

<sup>+</sup> Total of students and staff divided by number of persons per average household (3.2). Result multiplied by ¾ of a year facility is in use. Result divided by percentage of day in attendance at facility (3 [8/24]).

In the case of RCS-Netherwood, the number of boarders would be used in the formula but a factor of 1 would apply for the percentage of the day in attendance.

**INTEREST**(Section 9)                      1.25% per month, compounded monthly

**NSF CHEQUES** (Section 9)                      \$25.00 fee per occurrence




70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**March 9, 2015**

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

**SUBMITTED BY:**

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

**DATE:** February 27, 2015

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

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council:

1. Set a date for a Public Hearing for the Bylaw 2-15: Water.

### **ORIGIN**

First and Second Readings of Bylaw 2-15: Water were approved by Rothesay Mayor and Council at their meeting of February 9, 2015. The Utilities Committee, at their meeting of February 18, 2015, passed a motion recommending that Council hold a Public Hearing to review the Bylaw prior to Third Reading.

### **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:

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

CARRIED


## DISCUSSION

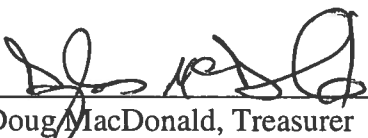
A copy of the final revision of the By-law has been attached to this report.

The Water By-Law was also largely unchanged with the exception of one major addition under section 4.15 whereby all uses other than single family residential dwellings will connect to and exclusively use Town Water where it is available. This is a substantive change and it means that all apartment complexes, duplexes, commercial, industrial or institutional uses that are in serviced areas (ie. are now paying the fixed water rate) will connect to and use Town water. Though not written specifically in the By-law, the Committee's recommendation is that upon third reading and adoption of the revised Water By-law, all non-single family land uses in serviced areas be identified and that a letter be sent to the property owners advising them of the change and allowing them a period of 24 months to become compliant with the By-law.

By-law 2-15 will continue to be proofed by staff until such time as third reading is approved by Council.

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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 : February 5, 2015  
RE : Water By-law Changes

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We have reviewed the accounting records to determine the accounts affected by the proposed changes to the water by-law (i.e. the new requirement for commercial and multi-unit residential properties to connect to and use the Town water system).

Our records indicate there are currently six (6) commercial properties and eleven (11) multi-unit residential properties that have access to the water system but have chosen not to connect or use the service. These properties are invoiced a nominal fixed charge each quarter per the fee schedule contained in Schedule E of By-law 7-04.

Once the By-law change is affected the following connection fees would be due:

	Permit	Connection Fees
Commercial	\$ 500.00	\$ 25,000.00
Multi-unit residential	\$1,400.00	\$147,375.00

In addition to the properties above there are capital projects contemplated which would add to the existing serviced areas. For example, the proposed water project on Gondola Point Road would add at least six (6) multi-residential properties to the system. The connection fee associated with these properties at the current rate would be approximately \$57,000.

Customer #	Commercial Sewer	WATMUL	WATCOM	WATFEE	WATFIX	Usage	Units	Water Chrg	Notes	Permit	Access Fee	Potential Fees
123608	300				X	0.00	1	\$ -	Vacant lot	none until property developed		
123671	320		X				1	\$ 45.00		\$ 100.00	\$ 5,000.00	
123725	960			X		0.00	3	\$ 45.00		\$ 100.00	\$ 5,000.00	
123719	320			X		0.00	1	\$ 45.00		\$ 100.00	\$ 5,000.00	
123727	320			X		0.00	1	\$ 45.00		\$ 100.00	\$ 5,000.00	
124032	320			X		0.00	1	\$ 45.00		\$ 100.00	\$ 5,000.00	
124262	320						1	\$ -	no water available	water not yet available		
123666	320						1	\$ -	no water available	water not yet available		
										\$ 500.00	\$ 25,000.00	



Acct #	Sewer	WATMUL	WATCOM	WATFEE	WATFIX	Usage	Units	Water Chrg	Notes	Permit	Potential Fees
											Access Fee
123672	1,200.00			X		0.00	3.75	\$ 45.00			100.00 \$ 5,625.00
123670	1,200.00			X		0.00	3.75	\$ 45.00			100.00 \$ 5,625.00
124337	1,920.00			X		0.00	6	\$ 45.00			100.00 \$ 9,000.00
124126	2,880.00			X		0.00	9	\$ 45.00			100.00 \$ 13,500.00
123957	2,880.00			x		0.00	9	\$ 45.00			100.00 \$ 13,500.00
388439	5,280.00				X	0.00	16.5	\$ 45.00	4 buildings		400.00 \$ 24,750.00
450834	960.00			X		0.00	3	\$ 45.00			100.00 \$ 4,500.00
124318	3,840.00						12	\$ -	s/b charged		100.00 \$ 18,000.00
124489	3,840.00						12	\$ -	s/b charged		100.00 \$ 18,000.00
124488	3,840.00						12	\$ -	s/b charged		100.00 \$ 18,000.00
124351	3,600.00						11.25	\$ -	s/b charged		100.00 \$ 16,875.00
											1,400.00 \$ 147,375.00
124339	6,480.00						20.25	\$ -	no water availabl	water not yet available	
124345	3,840.00						12	\$ -	no water availabl	water not yet available	
123778	1,440.00						4.5	\$ -	no water availabl	water not yet available	
124060	1,440.00						4.5	\$ -	no water availabl	water not yet available	
124114	2,400.00						7.5	\$ -	no water availabl	water not yet available	
124115	2,880.00						9	\$ -	no water availabl	water not yet available	
124362	960.00						3	\$ -	no water availabl	water not yet available	
124363	2,880.00						9	\$ -	no water availabl	water not yet available	
124118	960.00						3	\$ -	no water availabl	water not yet available	
124151	2,880.00						9	\$ -	no water availabl	water not yet available	

Acct #	Sewer	WATMUL	WATCOM	WATFEE	WATFIX	Usage	Units	Water Chrg	Notes	Permit	Potential Fees	Access Fee
124257	2,880.00						9	\$ -	no water availabl	water not yet available		
123764	2,880.00						9	\$ -	no water availabl	water not yet available		
124511	2,880.00						9	\$ -	no water availabl	water not yet available		
124316	2,880.00						9	\$ -	no water availabl	water not yet available		
124315	2,880.00						9	\$ -	no water availabl	water not yet available		
124314	2,880.00						9	\$ -	no water availabl	water not yet available		
124313	2,880.00						9	\$ -	no water availabl	water not yet available		
124255	2,880.00						9	\$ -	no water availabl	water not yet available		
124319	2,880.00						9	\$ -	no water availabl	water not yet available		
124317	2,880.00						9	\$ -	no water availabl	water not yet available		
124502	2,880.00						9	\$ -	no water availabl	water not yet available		
123627	2,880.00						9	\$ -	no water availabl	water not yet available		
124119	2,880.00						9	\$ -	no water availabl	water not yet available		
124120	2,880.00						9	\$ -	no water availabl	water not yet available		
123875	3,840.00						12	\$ -	no water availabl	water not yet available		

**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) "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;
- p) "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;
- q) "Service Connection" means any piping system that conveys water from a water main to any premises;
- r) "Shall" is construed as being mandatory;
- s) "Specifications for Developers" means the standards adopted by the municipality as a minimum standard for new construction of streets and services within the Town;
- t) "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;
- u) "Town" means the town of Rothesay or the area contained within its municipal boundaries as the context requires;
- v) "Water" and "Water Supply" means the water supplied to consumers for the purposes herein specified;
- w) "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;

- x) "Water User Charge" means the amount charged for maintenance, construction, and operation of the water system.
- 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.
- 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:
- fronts on any street, right-of-way or highway in which a water line is situated;
  - fronts on any right-of-way, which connects to a street or highway in which a water line is situated; or
  - 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) 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> day of March 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 :

\_\_\_\_\_  
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 MAIN and WEST WATER SYSTEMS Schedule "A"

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 Main and West Water Systems 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

## 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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2013 March 9 Open WFS Y74

**ROTHESAY**  
**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

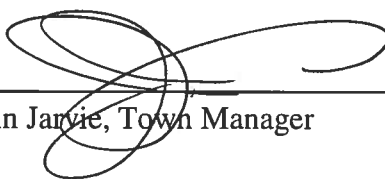


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**March 9, 2015**

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

**SUBMITTED BY:**

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

**DATE:** February 27, 2015

**SUBJECT:** Contract T-2014-005: Oakville Acres Flood Detention Pond

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council:

Award Contract T-2014-005: Oakville Acres Flood Detention Pond to the low tenderer, Fairville Construction Ltd., at the tendered price of \$1,117,792.61 (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 an item for the construction of a detention pond to mitigate flooding in the Oakville Acres subdivision.

### **BACKGROUND**

In 2008 and again in 2009 residences in the Oakville Acres subdivision experienced significant flooding. CBCL Consulting Engineers were hired by the Town to investigate and identify the source of the flooding and propose actions to mitigate such events in the future. As an

immediate (interim) measure to improve the situation whereby homes were flooded through perimeter drains and basement floor drains, Rothesay installed a dedicated storm sewer that conveyed these drains to a discharge location outside of the flood zone. This dedicated storm sewer has been referred to in various reports as the “Clear Water Sewer”.

The next step for CBCL engineers was to define the catchment area that contributed to the flooding. It was determined that the catchment was split almost in half by the municipal border with 56% of the area in Rothesay and 44% of the area in Quispamsis. In the years following the installation of the Clear Water Sewer, CBCL continued to review options to solve, or drastically reduce, the probability of such flood events occurring again. The Town also opened dialogue with Quispamsis regarding responsibility for the storm water and the possibility of cost sharing a solution.

The review exercise yielded a detention pond as the most feasible option to mitigate flooding in the future. The location and size of the pond have changed slightly over the past 5 years; however the basic design has remained the same. Vacant land within the catchment area has been acquired by the Town in Rothesay and in Quispamsis to allow for the greatest level of detention during heavy rainfall events.

During discussions with Quispamsis throughout the design phase, one of the major hurdles to building the detention pond was the location of the Dow Road sanitary sewer lift station owned and operated by Quispamsis. This lift station had been identified for replacement at some point in the future and to expedite Rothesay’s detention pond project Quispamsis agreed to move up the schedule of construction to allow the pond to be built and allow the area currently occupied by the Dow Road station to be flooded. Quispamsis did impose stipulations which included confirmation from Rothesay that the elevation of the detention pond weir would not exceed a height of (geodetic) 26.5 m and that Quispamsis be allowed to construct a sidewalk along a portion of Pettingill Road that would be wholly in Rothesay on property owned by Rothesay. The attached letters from Quispamsis Mayor Driscoll dated December 12, 2012, February 13, 2013 and May 28, 2013 clearly define the stipulations. To date the weir has been designed and was tendered at (geodetic) 26.5 m, the Quispamsis sidewalk extending into Rothesay along Pettingill Road has been built and the Dow Road station has been decommissioned.

During the design phase for the detention pond project CBCL, on behalf of Rothesay, met with the Quispamsis Town Engineer and Utility Manager to review the project. During the tender phase CBCL, on behalf of Rothesay, hand delivered a set of tender drawings to the Quispamsis Town Engineer. The Engineer had a list of questions which were answered by CBCL in email format. A follow up email from the Quispamsis Town Engineer (attached) appears to suggest that Quispamsis has added further stipulations to the list.

## **DISCUSSION**

The recent email from Quispamsis suggesting further stipulations is troublesome. Rothesay staff are of the opinion that the issues raised by Quispamsis have been fully addressed. The commitments made by Rothesay with respect to weir height and availability of land for the

Pettingill Road sidewalk have been fulfilled. It is time for Quispamsis to honor their commitment and allow the pond to be constructed and the lands formerly occupied by the Dow Road lift station to be flooded; As such, the tender for construction was advertised by Rothesay on the New Brunswick Opportunities Network (NBON) on January 7, 2015.

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

- |   |                |
|---|----------------|
| 1. Fairville Construction Ltd., Saint John, NB  | \$1,117,792.61 |
| 2. Galbratih Construction Ltd., Saint John, NB  | \$1,260,025.71 |
| 3. Turf Masters Landscaping Ltd., Elderbank, NS | \$1,304,615.51 |
| 4. Debly Enterprises Ltd., Saint John, NB       | \$1,343,954.20 |
| 5. Tarraex Inc., Saint John, NB                 | \$1,402,533.40 |
| 6. Dexter Construction Ltd., Moncton, NB        | \$1,483,497.90 |
| 7. Gulf Operators Ltd., Saint John, NB          | \$1,619,001.85 |
| 8. Philson Ltd, Fredericton, NB                 | \$1,630,447.62 |
| 9. Heron Enterprises Ltd., Saint John, NB       | \$1,741,106.26 |

The Engineer’s estimate for the project was \$1,275,648.33.

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.

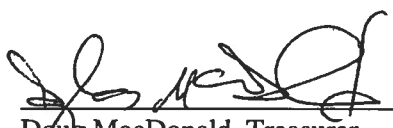
**FINANCIAL IMPLICATIONS**

The 2015 General Fund Capital Budget included an amount of \$2,000,000.00 for the design, construction and construction management of the Oakville Acres Flood Detention Pond project. The anticipated completion cost of the overall project is as follows:

	Total incl. HST	HST rebate	Subtotal
Consulting Fees	251,085.99	21,267.19	229,505.92
Construction costs	1,117,792.61	94,678.02	1,023,114.58
<b>Total</b>	<b>1,368,878.60</b>	<b>115,945.21</b>	<b>1,252,933.39</b>



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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



## INTEROFFICE MEMORANDUM

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TO : Mayor Bishop & Council  
FROM : John Jarvie  
DATE : 26 February 2015  
RE : Connection Fees – 171 Gondola Point Road

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### Recommendation:

It is recommended Council approve an adjustment to the time the connection fee is required to be paid for water and sewer services for a new apartment building at 171 Gondola Point Road so that the amount is due and payable on or before June 30<sup>th</sup>, 2018.

### Origin:

At the February Council meeting the following motion was passed:

**MOVED** by Counc. MacDonald and seconded by Deputy Mayor Grant the matter of payment of connection fees for 171 Gondola Point Road be referred to the Town Manager for a recommendation at the March Council meeting on how to proceed.

### Background:

At the January 12th Council meeting the following motion was passed:

**MOVED** by Counc. Alexander and seconded by Counc. McGuire that Adam Hoar be allowed 36 months to pay the connection fee (at current By-Law rates) based on the size of the development and the considerable infrastructure costs to date borne by A. Malcolm Properties Ltd.

### Amending motion:

**MOVED** by Counc. Lewis and seconded by Counc. MacDonald the following be inserted following "36 months":

*“, from the time of the issuance of the occupancy permit,”*

At that meeting Council had received a recommendation from the Water & Sewer Committee that the time for payment of the connection fee for 171 Gondola Point Road be extended for 36 months. The Committee subsequently requested clarification of Council's intention since the Council motion further extended the period for payment and attached the payment to the issuance of an occupancy permit, a request that had previously been turned down with respect to another party. The Committee is concerned that tying the payment of the fees to the issuance of the occupancy permit would be contrary to its previous decision and perhaps to the relevant Bylaws.

After hearing representations from the developer, the Water & Sewer Committee was not persuaded the connection fees for the project are excessive. However in recognition of the time period required to complete construction and occupy a large apartment building, the Committee was prepared to recommend an extraordinary time period for the payment to be made. The Committee has expressed concern that deviating from the practice of payment required at the time the connection permit is issued will be seen to be unfair to other parties. Council will note that both the Water and Sewer bylaws refer to the fees being payable prior to the issuance of a Building Permit.

6.2 Any person who intends to connect a building sewer line from any dwelling or building drain to the public sewer, shall submit an application for a permit in the form set out in Schedule “A”, accompanied by such plans, specifications or other information required to properly describe the work. No permit shall be issued under this section until such fees, as outlined in Schedule “B” have been paid to the Town. 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.

**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.

**Discussion**

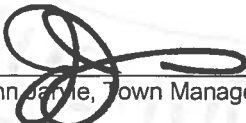
Requiring the payment of the connection fees at the time the connection permit is issued generally insures that the required fees are paid before any disturbance is made to the Town systems and helps to avoid the Town having to take steps to collect the fees after a building is occupied. The requirement to pay the fees before a building permit is issued provides a simple and direct method to insure fees are paid before work begins. Deviating from the normal administrative practices is undesirable as staff is left with attempting to explain to past and future developers how the procedure is applied.

In my view the connection fee calculated for the project at 171 Gondola Point Road is fair and reasonable in the context of the Water and Sewer bylaws. Extending the time for payment of the fees is a concession to the developer in recognition of the construction period and the time period necessary to achieve full occupancy. Deviating from the normal procedure regarding the activity triggering the payment is likely to result in further requests and leads to an ad hoc approach to the application of Town policy and potentially a lack of fairness.

**Financial Implications**

The financial implications of the proposed deferral of the payment depend on the perspective from which it’s viewed. If the connection fee was due and payable in say, June and not paid until July 1<sup>st</sup> 2018, the interest due on the outstanding balance would be more than \$36,000. If the money was paid to the Town in June and invested for 36 months, it would generate less than \$2,500. If the developer borrowed the money for the three year period at say 5% interest, his cost would be about \$10,000.

Report Prepared by:

  
\_\_\_\_\_  
John Darnie, Town Manager

Reviewed by:

  
\_\_\_\_\_  
Doug MacDonald, Treasurer

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





70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**March 9, 2015**

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

**SUBMITTED BY:**

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

**DATE:** February 27, 2015

**SUBJECT:** Salt Storage Shed Expansion- Master Drive

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council:

Award construction of the footing, foundation walls and heated concrete floor for the Master Drive Salt Storage Shed Expansion to Wheaton Construction at their quoted price of \$38,500.00 plus HST, and further that the Director of Operations be authorized to issue a Purchase Order in that regard.

### **ORIGIN**

The 2015 General Fund Capital Budget includes an item for the construction of an addition to the Salt Storage Shed located at Master Drive.

### **BACKGROUND**

As the Town's inventory of equipment has grown to meet the needs of the community the ability to properly store the equipment has not. Storage space is at a premium at the Master Drive location. The current practice of sharing space between the Parks/Rec and Works department

during certain times of the year is causing confusion, is leading to equipment that should be protected from the elements being stored outside and is also leading to increased travel times to retrieve equipment from a location in the City that is owned by the Town.

## DISCUSSION

The addition to the Salt Storage Shed will function mainly as dry, unheated storage for Trackless sidewalk plows, tractors and small equipment such as saws, blowers, mowers etc. The planned building will be insulated with a provision for infloor heating to allow greater flexibility for future use.

The building is fairly simple in its design and staff is of the opinion that professional design services or the engagement of a general contractor are not required. Phase I will be the foundation and floor construction and will be supervised by Works staff. The quotation for this phase includes all necessary excavation, backfill, compaction (and testing), site grading and restoration. Future phases will include framing, roof, mechanical/electrical and interior finish and insulation. Typical sections and a building layout will be drafted by the Town's Engineer and permits will be obtained through the Town's Development Services office.

Quotes for the first phase were requested from four (4) contractors. Two contractors responded with quotes for the work as follows:

- |  |              |
|--|--------------|
| 1. Wheaton Construction Ltd., Saint John, NB | \$ 38,500.00 |
| 2. Classic Construction Ltd., Saint John, NB | \$ 42,300.00 |

The other two contractors who reviewed the project specs declined the offer to submit quotes for this project.

The Engineer's estimate for this phase of the project was \$40,000.00

The quotes were reviewed by staff and were found to be formal in all respects. Staff is of the opinion that the low bidder has the necessary resources and expertise to perform the work, and recommend acceptance of their quote. There is an advantage to completing Phase I now such that future phases are completed and the building is ready for use when the changeover period between departments arrives in May.

**FINANCIAL IMPLICATIONS**

The General Fund Capital Budget includes an amount of \$50,000.00 for the construction of Phase I of the Salt Storage Shed expansion project. The anticipated completion cost of all phases of the project is expected to be:

	Total incl. HST	HST rebate	Subtotal	Budget
Phase I (actual cost)	43,505	3,684.91	39,820.09	50,000
Future Phases (estimated/ not included in 2015 Budget)	84,750	7,178.40	77,571.60	0
Total (estimated)	128,255.00	10,683.31	117,391.69	

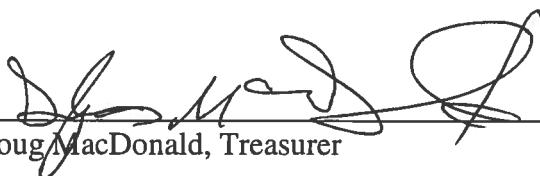
Future Phases of the project will be issued for quotations in March/April. Once an acceptable quote has been received for each phase staff will draft a report to Council outlining the costs and asking that funds to cover the costs be allocated from Reserves.

Funding for the overall project was included in the 2014 Capital Budget. The early onset of cold weather and the inability of staff to procure quotations from the contracting community lead to the deferral of the project to 2015. During the budget process it was determined that an additional \$50,000 over and above the 2014 Capital allocation, would be required to successfully complete this project. The additional \$50,000 required was included as new funding in the 2015 budget, however the remaining 2014 funds were not carried forward as part of the 2015 budget, rather they were put into Reserves at the end of 2014. Once the true costs of future phases of the project are known, Council will be asked to adopt a motion to take those funds back out of Reserves to cover the project costs.

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Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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