

# ROTHESAY

COUNCIL MEETING

Rothesay Town Hall

**Monday, May 11, 2015**

**Immediately following a public hearing**



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## 1. APPROVAL OF AGENDA

2. **APPROVAL OF MINUTES** Regular meeting 13 April 2015  
**Business Arising from Minutes**

## 3. OPENING REMARKS OF COUNCIL

### 3.1 Declaration of Conflict of Interest

## 4. DELEGATIONS

- 4.1 **Breast Feeding Friendly Communities (Dept of Public Health) Kellie Sisk, BN RN**  
*(See Item 9.1)*

## 5. CORRESPONDENCE FOR ACTION

- 5.1 14 April 2015 Letter from resident RE: utility fee increases

**Refer to Town Manager for a response and Utilities Committee for information**

- 5.2 28 April 2015 Letter from resident RE: commercial property snowplowing (Hampton Road)

**Refer to Town Manager**

- 5.3 5 May 2015 Request from the Monarchist League of Canada RE: Celebration of the Queen's reign

## 6. CORRESPONDENCE - FOR INFORMATION

- 6.1 Various (March) Responses to residents RE: Common upgrade project

- 6.2 14 April 2015 Letter to NB Transportation and Infrastructure RE: municipal designated highway program – supplementary funding

- 6.3 14 April 2015 Letter of support to Saint John Dragon Boat Festival

- 6.4 15 April 2015 Letter of thanks from Estey Group RE: East Riverside Kingshurst Park crosswalk

- 6.5 15 April 2015 Letter of thanks from Junior Achievement

- 6.6 27 April 2015 Letter of thanks from a resident for Rothessay Common ice rink

- 6.7 1 May 2015 Email from a resident RE: curb side recycling

## 7. REPORTS

- 7.0 **May 2015 Report from Closed Session**

- 7.1 2014 Annual Report Kennebecasis Valley Fire Department

- 7.2 25 March 2015 Kennebecasis Public Library (KPL) Board meeting minutes

March 2015 KPL Librarian's Report

28 February 2015 KPL Comparative Income Statement

## ROTHESAY

Regular Council Meeting

Agenda

-2-

11 May 2015

- 7.3 25 March 2015 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes
- 31 March 2015 KRJBPC Statement of Financial Position
- 7.4 31 March 2015 DRAFT Unaudited Utility Fund Financial Statements
- 31 March 2015 DRAFT Unaudited General Fund Financial Statements
- 7.5 21 April 2015 Draft Parks and Recreation Committee meeting minutes
  - Town owned lands in Kennebecasis Park
- 7.6 22 April 2015 DRAFT Public Works and Infrastructure Committee meeting minutes
  - Gondola Point Rd/Isaac Street sightlines
  - LED crosswalk at Highland Avenue/Eriskay Drive
- 7.7 April 2015 Monthly Building Permit Summary Report
- 7.8 4 May 2015 DRAFT Planning Advisory Committee meeting minutes
  - Millennium Drive development concept

## 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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### BUSINESS ARISING FROM PUBLIC HEARING

#### 8.2 Water By-law 2-15

7 May 2015 Memorandum from Town Manager Jarvie

#### 8.3 Comex service – proposed changes

5 May 2015 Memorandum from Town Manager Jarvie

#### 8.4 Curbside recycling

8 May 2015 Memorandum from Town Manager Jarvie

## 9. NEW BUSINESS

### BUSINESS ARISING FROM DELEGATIONS

#### 9.1 Breast Feeding Friendly Communities (Dept of Public Health)

Powerpoint presentation Kellie Sisk, BN RN

### ADMINISTRATIVE

#### 9.2 Fishing shack debris

29 April 2015 Email from Counc. Wells

**ROTHESAY**

Regular Council Meeting

Agenda

-3-

11 May 2015

**9.3 Committee Appointments**

6 May 2015 Memorandum from Nominating Committee (KRJBPC)

**RECREATION**

**9.4 Arthur Miller Fields Building**

29 April 2015 Memorandum from R. Kincade to Town Manager Jarvie

**OPERATIONS**

**9.5 Engineering Design and Construction Management Services T-2015-004**

**Eriskay Drive/Iona Avenue**

5 May 2015 Memorandum prepared by DO McLean

**10. NEXT MEETING**

Please note the next regular meeting of Council will be **Monday, June 15, 2015.**

**11. ADJOURNMENT**

Town of Rothesay  
70 Hampton Rd  
Rothesay NB E2E 5L5

RECEIVED  
APR 14 2015

To Mayor Bishop and Council:

I would like to address the increases in my April 2015 Utilities Bill. I feel the increases over the last three years excessive and require a detailed explanation and justification.

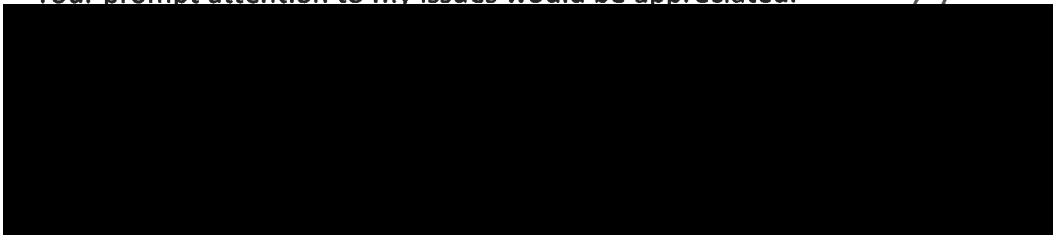
My first question relates to the **K-Park Water Q423\_91**, Jan 1 to Mar 31 2015 which was estimated at \$47.70. The same period of time in 2014 was \$39.00 and in 2013 \$27.00. The difference is in two years of \$20.70 dollars which is **43.39%** increase. The difference in Cu M usage was 1 CuM therefore in 2014 we paid \$1/CuM and in 2015 we are paying \$1.06/CuM. I feel perhaps I missed the memo re all the rate changes. (I will remind the council that in 2013 the rate was 0.90/CuM). While I appreciate the quality of the water I question the rationale behind the rate increase.

I would like to also address the **Renforth Water Fixed rate** which was stable throughout 2013 to 2014 at \$45.00 however this year has jumped to \$47.70 a **6%** increase. I would request a written explanation for the increase.

Finally I would like to address the **Renforth Sewer Residential Levy** reminding the Mayor and Council that the sewer water from K park and parts of Renforth flows to an open settlement pond lacking any aeration and from which the "filtered"(?) effluent flows into the Kennebecasis River. The sewer rate has increased by 13.3% since 2013. I did contact the engineering department last year and was assured that no more lagoon systems will be built small comfort for those of us in K Park. We have yet to see any substantive changes to the K Park lagoon which would justify a 13.3% increase. I would like to know how the additional \$40.00 I and all residents in the area have been assessed is being spent.

The overall increase has resulted in an increase of **15.3%** from 2013. I am sure few individuals have seen their incomes increase by 15.3% over the same time period. I request a written response.

Your prompt attention to my issues would be appreciated.



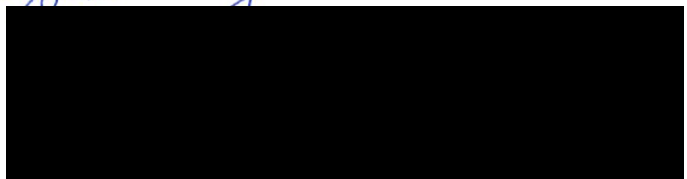
To Town of Pottersville & The Mayor &  
Concil

2015 May 11 Open Session FINAL\_028

APR 28 2015

I want to know why that Home Star were  
allow to plow the snow from the Puddle Creek in to  
the brook & plugged up my weeping tile from the  
house. I had to shovel a path & dig up the  
end of pipe so the water would not come in my  
house I did this 8 times this year. I operate  
of the pay loader thinks he can plow the snow in to the  
Brook, I had to call the police & our town office  
to see if they were allowed, I was told they were  
not allow because it has fish in it & it runs  
stead all year long. The brook run down by the  
super store on the main Road & also comes across the  
high way up there some where

Sincerely,  
Jim. Thank you



## 2015May11OpenSessionFINAL\_029

**From:** [Dominion Secretary](#)  
**To:** [Rothesay Info](#)  
**Subject:** A request to the Mayor to organize a simple civic ceremony on September 9th to mark The Queen's reign  
**Date:** May-05-15 8:05:35 PM  
**Attachments:** [ucexport=download&id=0B3rssuAHYtSPZy1JNWx2UXV5cGs&revid=0B3rssuAHYtSPcFF6cUJTZIIrNnFNvmlXaVhBMDdEZVGa213PQML\\_Mayors" Attachments for Sept 9 compressed.pdf](#)

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### THE MONARCHIST LEAGUE OF CANADA

A REQUEST THAT YOU JOIN A CHAIN OF SIMILAR EVENTS BY  
ORGANIZING  
A BRIEF, SIMPLE, HEARTFELT NOON-TIME CEREMONY  
IN YOUR MUNICIPALITY ON WEDNESDAY, SEPTEMBER 9, 2015  
TO CELEBRATE THE QUEEN'S REIGN, LONGEST IN OUR MODERN  
HISTORY

*(Si vous préférez, nous vous ferons parvenir cette lettre et les pièces jointes en français sur demande)*

May, 2015

Dear Mayor Bishop,

Buckingham Palace has calculated that on September 9 The Queen's reign will surpass that of Canada's other great Mother of Confederation, Queen Victoria. On that date, our Monarch will have served us and the Commonwealth for the longest period in our modern history.

None of us needs to be reminded of how remarkable a woman is Elizabeth II. Monarchists or republicans, Canadians agree that our Sovereign has shown the ideals to which we might all aspire and which reflect our country's traditions and the best of its contemporary way of life: inclusiveness, stability, friendship, service, dignity, defiance of stereotypes of age and gender, to name but a few.

In that spirit of service, I am writing you and some 3,500 of your fellow mayors across the country, to ask that your municipal government consider organizing a brief, simple, heartfelt noon-time ceremony, preferably outdoors, at your town or

city hall or some other central place in your community on September 9. This would allow citizens to share a tribute to The Queen on this special day, and so join a chain of municipalities large and small across Canada in a public demonstration of thanks, loyalty and deep affection.

The attached documents are designed to provide a template for such an event. You are of course free to follow the suggestions as written, or to improve upon them in order to reflect local circumstances and resources. Additionally, together with our friends at Canadian Heritage, we can send you materials for distribution to those attending.

Those attachments include - a suggested **Order of Events** for a 15-20 minute celebration with some suggestions for planning it; a **draft message to The Queen** to inform her of the event; a **Proclamation**; a **tribute to The Queen** if the speaker prefers to use it or borrow from it in addition to or rather than compose his/her own remarks; the **Oath of Allegiance** should you choose to include a (re)-affirmation of loyalty in the proceedings; the text of the **Royal Anthem** in English and French; an **order form** to obtain print materials for distribution.

We look forward to hearing from you about how your municipality decides to mark this significant moment in our nation's life. We stand ready to assist you in any way we can.

Sincerely yours,

Robert

Robert Finch, Dominion Chairman  
The Monarchist League of Canada  
La Ligue monarchiste du Canada  
PO Box 1057/CP 1057  
Lakeshore West PO  
OAKVILLE, ON L6K 0B2  
[www.monarchist.ca](http://www.monarchist.ca)  
[domsec@sympatico.ca](mailto:domsec@sympatico.ca)



# The Monarchist League of Canada

2015May11OpenSessionFINAL\_031

## La Ligue Monarchiste du Canada

A suggested Order of Events for a 15-20 minute event and a few suggestions for planning

- The Mayor welcomes those present and invites them to join in singing the National Anthem
- The Mayor, Town Crier or a federal/provincial elected official reads the Proclamation
- The Mayor reads the Message sent from the municipality to The Queen, together with any reply that has been received
- A guest speaker delivers a 5-minute tribute to The Queen
- A Citizenship Judge or other official leads those present in re-affirming their Allegiance (NB - it may be that a Citizenship Judge could use the occasion to swear in new citizens, and then invite the audience to re-affirm their own Allegiance, especially appropriate in that persons born in Canada may never previously had the opportunity to do so. Local Members of Parliament are generally very happy to organize citizenship ceremonies.)
- A local religious leader offers a brief non-denominational prayer for Her Majesty
- The Mayor concludes the ceremony by inviting everyone to join in singing the Royal Anthem (NB - on this occasion it might be appropriate to sing two verses of the Anthem, attached. If so, you will need to copy and distribute them.)
- Refreshments follow if budget/volunteers and time permit

### Planning Tips

- On September 9, the school year will have only recently begun in many locations. It may be wise to contact a local principal now re: possible availability of a school band to accompany the Anthems. In any event, it would be ideal for principals to arrange to bring or encourage their students to attend the ceremony - or if this is not feasible, to organize their own in their assembly hall.
- Distributing timely media releases encourages citizen participation and might result in service club or local businesses offering to provide/serve simple refreshments.
- Have a rainy day plan for outside celebrations
- Resist the temptation to add a string of speeches or other features to a ceremony designed to reflect the simplicity of our Monarchy and the limited time availability of many potential attendees at lunchtime. If you wish to add an element to the suggested program, then you might consider omitting another.
- Something to keep in mind: an unmiked strong voice to begin the singing is always preferable to a "soloist" quality voice for the Anthems. Especially if a soloist sings into a mike, many attendees will not themselves sing.





Name of Municipality, date

Formal salutation: Most Gracious Sovereign OR May it Please Your Majesty  
Less formal salutation: Your Majesty OR Dear Queen Elizabeth

We, the Mayor, Council and residents of Name of Municipality, will be gathering at noon on September 9th to celebrate the singular longevity of your Reign as Queen of Canada, (to renew our Allegiance to you) and to reflect on all you mean to us as Monarch and friend during so many decades. (We remember with pride your presence in our community in Date/Event). That you may enjoy many more years of health and happiness is the heartfelt wish of every one of us. Name of Mayor.

If this is sent directly to the Palace (The Private Secretary to The Queen, Buckingham Palace, London SW1 1AA, United Kingdom) **well in advance** (preferably 2-3 weeks) there is a good chance that a reply will be received in time to be read at the event.



*We, as proud Canadians, composed of the residents of \_\_\_\_\_ gathered at \_\_\_\_\_ at Noon on the 9th of September, 2015, celebrate the momentous day when our Queen, a Mother of our Confederation, becomes the longest-reigning Sovereign of Canada. During more than 63 years as our Monarch, The Queen has united Canada by her example of inclusiveness, dedication and selfless service, of which we are deeply proud; and which we pledge to try to mirror in our own lives. We send Her Majesty today our loyalty and love, together with the hope that she will reign in health and happiness for many years to come. God Save The Queen!*



We are gathered today to mark The Queen's reign as Monarch of Canada having become the longest in modern history. With each other, our fellow Canadians and many people throughout the Commonwealth, we honour a Monarch who embodies the Canadian state, and a woman of faith and principle whom we deeply admire.

As our Monarch, The Queen is part of Parliament, ensuring that we are a nation governed by law and not by the whims of a dictator, nor even of an elected leader subject to the shifting sands of popularity: for their power is lent by the Crown on behalf of us all, and according to the rules we have made. She guarantees a neutral judiciary, and enhances national identity in countless ways. Her image appears on all our coinage, as well as many postage stamps and bank notes. She sets a tone of stability, one reinforced as we look forward in the fullness of time to the reigns of her successors, Charles, William and George. Entrenched in our Constitution, she is at once a human being and the incarnation of a bedrock institution of Canada, giving authority to both the federal government and the provincial governments. She is the fount of Honour, recognizing Canadians for their good deeds, and encouraging others to do the same.

As our friend, The Queen exemplifies the ideal of service, freely given. As a figure of unity, she denies herself the expression of personal opinions in favour of listening what we have to say. She is the particular friend and trusted Ally of our First Nations peoples. She defies stereotypes of age, continuing at age 89 to show that a busy schedule, interest in others and engagement with communities is a recipe for happiness and longevity we might all wish to emulate. She does not follow style nor seek to be a "personality" - she is herself!

She has been with us in Canada from sea to sea to sea, in large cities and rural hamlets, meeting us, encouraging us, spreading happiness and a sense of common values and shared purpose wherever she journeys. She has been and in memory remains forever a central part of every significant occasion in our national life, from the Opening of the St Lawrence Seaway in 1959 to Expo '67 to the Montreal Olympics, the final Patriation of our Constitution, Canada 125, the Anniversaries of D-Day and Vimy and recently of Ypres; and, God willing, she will join us in the great party for Canada 150 in 2017.

First coming to Canada as Princess in 1951 when Vincent Massey was Governor General, and Louis St Laurent her Prime Minister, she has known all their successors, and met many of us who see in her, yes, the mysterious enchantment of monarchy; but much more the down-to-earth hard work of a woman whom we admire - a granny and great-grandmother now - but always, a Mother of our Confederation and constant companion in the ups and downs of our nation's life. "I am no fair weather friend," she once observed on Parliament Hill. How true!

She is the only Monarch most of us have ever known - how fortunate we are! What a challenge to all her fellow Canadians that we might live our lives inspired by her good example. And that, in a nutshell, is why we are gathered here today. To say thank you, and well done and long life - God bless and keep her!



NB: The Oath is an individual act. So while on this occasion it may be recited corporately, it is subscribed to individually - thus the "I" with "my name" rather than "we" as its form. The choice of swearing or affirming respects the scruples of individuals who have a religious or other objection to "swearing" an oath. The concluding words may be omitted by some for similar reasons.

*I, MY FIRST AND LAST NAME, do solemnly swear (OR affirm) that I will be faithful and bear true Allegiance to Her Majesty Queen Elizabeth the Second, Queen of Canada, Her Heirs and Successors. (So help me God.)*

## The Royal Anthem of Canada

God save our gracious Queen,  
Long live our noble Queen,  
God Save The Queen!  
Send her victorious,  
Happy and glorious,  
Long to Reign over us:  
God Save The Queen!

Dieu protège la reine  
De sa main souveraine!  
Vive la reine!  
Qu'un règne glorieux  
Long et victorieux,  
Rende son peuple heureux.  
Vive la reine!

Our loved Dominion bless  
With peace and happiness  
From shore to shore.  
And may our peoples be  
Loyal, united, free:  
True to Herself and Thee  
Forevermore.

Notre pays benisse  
Avec bonheur et paix:  
Parmi nos mers.  
Et que nos peuples soient  
Loyaux, libre et uni,  
Fidèles à Reine et Toi:  
Ainsi notre prière!



Materials you may request at no charge

## FROM THE DEPARTMENT OF CANADIAN HERITAGE

### REQUEST FROM:

Andrée St-Louis Agente d'information et de distribution | Information and Distribution Officer  
State Ceremonial | Cérémonial d'État Patrimoine Canadien | Canadian Heritage  
[ceremonialetSymboles-CeremonialandSymbols@pch.gc.ca](mailto:ceremonialetSymboles-CeremonialandSymbols@pch.gc.ca) | (819) 934-5436

- copies of A Crown of Maples - a glossy-paged and copiously-illustrated with excellent text about the role of the Canadian Crown
- the Diamond Jubilee Canadian Official Portrait of The Queen, a litho on heavy paper suitable for framing or dry-mounting for public distribution.  
*Canadian Heritage additionally MAY be able to supply hand-held paper Canadian Flags on sticks and Canadian Flag pins. You will need to inquire of Andrée.*

## FROM THE MONARCHIST LEAGUE OF CANADA

### REQUEST FROM:

[domsec@sympatico.ca](mailto:domsec@sympatico.ca)

Requests will be compiled nationally and delivered to you by the last week of August

- copies of Monarchy, the Canadian Way - a colour flyer with basic information about the Canadian Crown (probably the most suitable item to distribute at a public event)
- copies of The Canadian Monarchy - an illustrated booklet about the role of the Canadian Crown, simpler and less heavy in weight than A Crown of Maples
- if your city/town Hall does not display a current picture of The Queen, we have a limited supply the Diamond Jubilee Canadian Official Portrait, a litho on heavy paper suitable for framing or dry-mounting. 1 or 2 per municipality: unfortunately we cannot supply copies for public distribution.



2015May11OpenSessionFINAL\_038

# ROTHESAY

*150 Years Proud 1860-2010*



70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

23 March 2015



**RE: Rothesay Common upgrade**

On behalf of Rothesay Council, thank you for your correspondence, dated 24 February 2015, with respect to the Rothesay Common upgrade project.

Rothesay Council held its regular meeting on Monday, March 9, 2015, at which time Council reviewed your correspondence and passed a motion to receive/file.

Please contact the undersigned at your convenience if I can be of any further assistance.

Sincerely,

Mary Jane E. Banks  
Town Clerk

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2015 May 11 Open Session FINAL\_039

# ROTHESAY

*150 Years Proud 1860-2010*

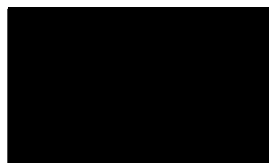


70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

23 March 2015



**RE: Rothesay Common upgrade**

On behalf of Rothesay Council, thank you for your correspondence received via email, dated 25 February 2015, with respect to the Rothesay Common upgrade project.

Rothesay Council held its regular meeting on Monday, March 9, 2015, at which time Council reviewed your correspondence and passed a motion to receive/file.

Please contact the undersigned at your convenience if I can be of any further assistance.

Sincerely,

Mary Jane E. Banks  
Town Clerk

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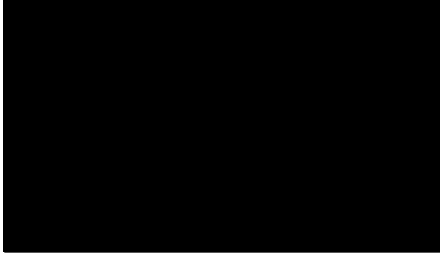
2015 May 11 Open Session FINAL\_040

# ROTHESAY

*150 Years Proud 1860-2010*



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



**FILE COPY**

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

[Redacted]

Re: Your Letter - 4/02/15

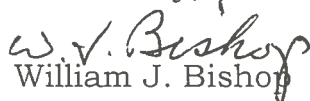
Thank you for your letter of February 4<sup>th</sup>. Your research and diligence in presenting your views is impressive indeed. Your views and advice on the finances of the Town and its priorities have been carefully considered. It is seldom in my 30+ years as a local councillor that I have seen a rate payer take the time and energy to examine a municipal matter in such detail.

As you know, after considering the many aspects of the Rothesay Common upgrade project, Council has decided to proceed. Unfortunately this decision does not please everyone in the Town. Nevertheless Council has weighed the interests of the community as we understand them and have decided to move forward. We believe the appearance and functionality of the Rothesay Common will be improved noticeably through the execution of this project.

As demonstrated by the winter we have been experiencing, the vagaries of weather are difficult to predict. This, along with a desire to provide a dependable recreation opportunity, is the key reason the Council has elected to provide for an ice plant as part of the project.

Once again thank you for your participation in the activities of the town of Rothesay.

Yours truly,

  
William J. Bishop  
Mayor

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Grand Bay-Westfield • Quispamsis • Rothesay • St. Martin's • Saint John



14 April, 2015

New Brunswick Transportation & Infrastructure  
P. O. Box 6000  
Fredericton, NB  
E3B 5H1

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

Attention: **Robert Sharpe, Director, Design Branch**

Dear Mr. Sharpe:

Re: Municipal Designated Highway Program -  
Supplementary Funding

Rothesay Council has reviewed your memorandum of April 2<sup>nd</sup> sent to the municipal associations. The following are some observations in response.

### **Philosophy**

The concept of municipalities contributing to the cost of provincial highway improvements does not seem unreasonable at a high level given that local traffic constitutes a significant portion of traffic on designated highways.

The significant increase in the funds available for designated highways is a positive step in addressing a growing infrastructure deficit in the provincial road network.

The adoption of the proposed approach requiring municipalities to cost share a responsibility which has heretofore been solely that of the Province, may be considered to be premature in the context of provincial/municipal transfers. For example, some municipalities may prefer the \$25 million be added to the core funding formula for the Community Funding Grant.

It is quite possible that the total required expenditure on Designated Highway improvements is greater than the annual \$65-70 million figure in the PowerPoint presentation. Municipalities have adapted to the preferences expressed by the administrators of the program over the years and not included elements such as curb and gutter, storm sewer and culvert replacement in the five year plan. If in fact the Government intends that such improvements are eligible under the program, the five year plans need to be reviewed and such aspects of projects included.

...2

It is unclear what justifies the variation in contribution amongst the cities, towns and villages and why local service district property taxpayers are not asked to contribute to the improvements in their area.

### **Application of the Proposed Policy**

The five year plans need to be open to modification from year to year in the fall as priorities are identified within the following year's budget and to incorporate aspects such as culvert replacement, ditching, storm sewer and curb and gutter that typically have not been included in approved projects.

We believe many municipalities have not been submitting full cost of projects as the Department's policy seems to have been to limit designated highway funding to recapping. The other items listed have likely been paid by the municipalities independently and/or may not be included in the submissions for the five-year plan. To illustrate:

Rothesay has applied for a grant in the amount of \$220,000 for repaving a section of Route 100. In the Town's capital budget an amount of \$95,000 is also allocated to selectively replace curb. In other words Rothesay has budgeted to pay 30% of the total project cost.

There is nothing in the policy that relates to how priorities are to be established amongst municipal projects. The reliability of funding from year to year and the ability to predict and depend on future funding allocations is important to good management of municipal resources.

### **Timing**

There are several difficulties with the timing of this announcement for its application in 2015:

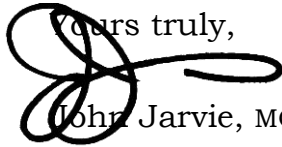
1. municipalities have already prepared and submitted their budgets and set their tax rates so finding the additional funds to match the provincial contribution may be a challenge for some;
2. unless a decision to adopt such a policy is made quickly, it will be unlikely that the money can be spent 2015. (This was a common problem in the past and it would be preferable if municipalities were advised of their funding in the previous year for proper budgeting.)

Rothesay Council applauds the Department for looking at creative ways to address the growing deficiencies in the condition of provincial designated highways. Assuming an early adoption of this revised policy and the capacity to modify the project to include all its components, Rothesay will move forward with the project listed for 2015 in its five year capital improvement plan.

We are capable of administering such a project with Town staff and would not be drawing on the administrative resources of the Department. This is of course dependent on timely approval for the project.

Thank you for providing the opportunity to comment on this important proposal. We look forward to a positive response to our capital funding request.

Yours truly,



John Jarvie, MCIP, RPP

Cc : Hon. Roger Melanson, Minister  
Ted Flemming, MLA  
Rothesay Mayor & Council  
Sadie Perron, Acting Deputy Minister  
Dale Forster, ADM and Chief Engineer  
Raymond Murphy, E/D, UMNB



2015May11OpenSessionFINAL\_044

# ROTHESAY

*150 Years Proud 1860-2010*



70 Hampton Road  
Rothesay, NB  
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F: 506-848-6677

Rothesay@rothesay.ca  
www.rothesay.ca

14 April 2015

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

Dear Mrs. Logan:

**RE: 11<sup>th</sup> Annual Saint John Dragon Boat Festival – August 29, 2015**

Rothesay Council reviewed your correspondence dated 18 March 2015 at its regular meeting in April. I am pleased to advise Council has once again shown its unanimous support to continue our partnership with the Foundation in hosting the *11<sup>th</sup> Annual Saint John Dragon Boat Festival* at Renforth Park.

Rothesay Council, staff and the community as a whole are pleased to be involved with this community fundraising event that benefits patients served by St. Joseph's Hospital. We look forward to a continued partnership with your organization to ensure the greater Saint John region remains a great place to live, work and play.

On behalf of Rothesay Council and staff, I wish you every success as you celebrate this eleventh year of the *Saint John Dragon Boat Festival*.

Sincerely,

Nancy Grant  
Deputy Mayor

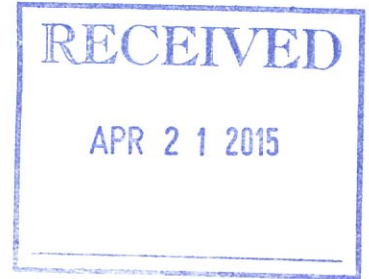
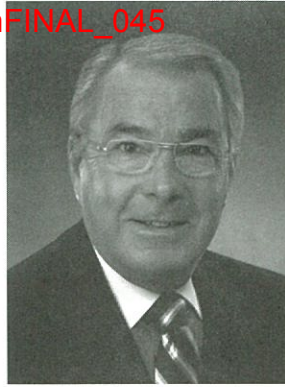
cc. Rothesay Council  
Charles Jensen, Recreation

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

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

*From the desk of*  
**Mac Estey**

*email: mac@esteygroup.com*



15 Apr 2015

Mayor and Council

Town of Rothesay

Re: East Riverside –Kingshurst Park Crosswalk

I have just been informed by Town staff that the park crosswalk that I suggested in 2013 is now a budgeted item. I know that dealing with two levels of government on provincial roads is cumbersome, and time consuming, but the end result, is worth the wait. Hopefully, installation can be in time for this season. Safer access to the park, etc. for young and old alike is welcomed, and I thank you for seeing this through to reality. It is just another progressive step to maintaining our beautiful place in which to live.

Sincerely,

Mac Estey



P.O. Box 217, 215 City Road  
Saint John, NB, E2L 3Y2  
Tel: 634-1288  
Fax: 634-0909  
[www.esteygroup.com](http://www.esteygroup.com)

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2015 May 11 Open Session FINAL\_046



Junior Achievement of New Brunswick  
PO Box 631, Stn. A  
Fredericton, NB E3B 5A6  
T: (506) 455-6552 F: (506) 454-5752  
E: jafrednb@nb.aibn.com  
www.janewbrunswick.org

6.5

April 15, 2015

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

RECEIVED  
APR 22 2015

**Attention: Mayor Bill Bishop**

Dear Mayor Bishop,

On behalf of the Board of Directors of Junior Achievement of New Brunswick, I would like to thank you for your investment in the 30<sup>th</sup> Annual Futures Unlimited Banquet at the Saint John Trade & Convention Centre on April 14th. The gala event proved to be another tremendous success due largely in part to your generous support! Please find enclosed your charitable receipt.

Junior Achievement continues to prosper because of the continued support from our business community in terms of finances and the volunteers who work with our young people. Without the commitment of individuals like you our programs would never receive the recognition that New Brunswickers have so generously bestowed upon us.

It is the sincere belief of Junior Achievement New Brunswick that our programs will foster the spirit of free enterprise and your assistance in accomplishing this goal is sincerely appreciated.

Thank you for your investment in Junior Achievement, and making the 30<sup>th</sup> Annual Futures Unlimited Banquet a truly rewarding experience for our achievers. Investing in our youth is investing in our future!

Sincerely,

Dave Evans  
Regional Manager  
Junior Achievement New Brunswick

Thank you so much for your support! It means a lot to us and to the kids.

Dave

Enclosure: Charitable Receipt

JA Bathurst  
PO Box 455  
Bathurst, NB E2A 3Z4  
T: (506) 548-3700  
F: (506) 547-7404  
E: jaje@nb.aibn.com

JA Southeastern NB  
PO Box 631, Stn. A  
Fredericton, NB E3B 5A6  
T: (506) 457-7420  
F: (506) 454-5752  
E: jamtn@nb.aibn.com

JA Southwestern NB  
PO Box 22009  
Lansdowne Postal Outlet  
Saint John, NB E2K 4T7  
T: (506) 634-8409  
F: (506) 454-5752  
E: jastj@nb.aibn.com

JA Northwestern NB  
PO Box 391  
Edmundston, NB E3V 3L1  
T: (506) 455-6552  
F: (506) 454-5752  
E: jaedm@nb.aibn.com

RECEIVED

APR 28 2015

2015May11OpenSessionFINAL\_047

Town of Rottusay

Rottusay N.B.  
April 27<sup>th</sup> 2015

Mayor William & Council;

Just a very short note to congratulate you and thank you on funding and hiring the ice-maker for the "Village Rink" Miss Zamboni! She did an excellent job despite the weather which we were blessed with this past winter. Most people would have thrown in the watering can & hose and gone home. We were ploughed and flooded every possible day and the ice was excellent.

Even at age 85 I had the pleasure of skating several times. Thank heavens the "no sticks" rule was not enforced, because the first couple of times it was the only thing that kept me upright.

Next winter however you should give thought to upgrading the Rink House. The doors & door handles need immediate attention (one did not work at all and the other was suspect. (A fire would have been a major problem.) I did call at the Town Office to report this condition and was assured it would have attention.

On behalf of all the Kids I again thank you for a great season of skating.



2015May11OpenSessionFINAL\_048

**From:** [Matthew Alexander](#)  
**To:** [Mary Jane Banks](#)  
**Subject:** Fwd: Curb Side Recycling  
**Date:** May-01-15 9:07:14 AM

---

Hi Mary Jane:

The letter below came in this morning.

Thanks,

Matt

[REDACTED]

[REDACTED]

**From:** [REDACTED]  
**Date:** May 1, 2015 at 8:35:14 AM ADT  
**To:** <[nancygrant@rothesay.ca](mailto:nancygrant@rothesay.ca)>, <[mattalexander@rothesay.ca](mailto:mattalexander@rothesay.ca)>, <[miriamwells@rothesay.ca](mailto:miriamwells@rothesay.ca)>, <[billbishop@rothesay.ca](mailto:billbishop@rothesay.ca)>, <[billmcguire@rothesay.ca](mailto:billmcguire@rothesay.ca)>, <[blairmacdonald@rothesay.ca](mailto:blairmacdonald@rothesay.ca)>, <[peterlewis@rothesay.ca](mailto:peterlewis@rothesay.ca)>, <[patgallagherjette@rothesay.ca](mailto:patgallagherjette@rothesay.ca)>  
**Subject:** Curb Side Recycling

Mayor and Council,

I'm writing to express my disappointment in the Fundy Region Solid Waste Commissions decision to adopt a wait and see attitude towards curb side recycling. We are a family of five who recycle everything we can, which makes for a number of trips to the blue bins and I'm getting tired of getting there and finding them full. I have said before, that I would be willing to accept an increase in my property taxes to accommodate curb side recycling and I will say it again. Other regions have had this service for years and I feel like we are being left behind. My disappointment is to the point that I may just start putting it all in black garbage bags and let the Service Commission sort it out when it reaches Crane Mountain. We as a community need to be forward thinkers on this and implement it without our neighbouring communities, to be the leaders and challenge the status quo.

Thank You,

2015May11OpenSessionFINAL\_049



Sent from my BlackBerry 10 smartphone.

2015May11OpenSessionFINAL\_050



# Kennebecasis Valley Fire Department



## 2014 Annual Report



*Chief Ireland:*

*I'm sorry, but I don't know their names although I'm sure that they told me. What I do know is that without their rapid response and intervention I probably would not be writing this note to you. It was Tuesday morning in a blizzard when we called 911 because of a suspected (and in fact actual) heart attack,*

*Your guys were first on scene to our house in K Park. Neither roads nor driveway had been plowed. In they came with all their kit. Calmly, professionally and reassuringly they did their stuff. And when the ambulance came and I was loaded on the stretcher they all helped to drive that stretcher down the long driveway through waist-deep snow to the ambulance.*

*I can't tell you how grateful I am for their help. You should be proud of your team!  
Thanks,  
Rick,*



# Table of Contents

VISION/MISSION	3
CHIEF'S MESSAGE	4
ORGANIZATION CHART	5
MEMBERSHIP	6
BUDGET	7
STATISTICS	9
OPERATIONS	13
SIGNIFICANT EVENTS	14
COMMENDATIONS	15
FIRE PREVENTION	16
TRAINING	18
TRAINING ACHIEVEMENTS	19
UNION PRESIDENT'S MESSAGE	20
PERSONNEL ACHIEVEMENTS	21
IN MEMORY OF	25



## Vision Statement

The vision conveys a sense of destiny, discovery and direction. It articulates where the KVFD wants to be ten years from today.

***The Kennebecasis Valley Fire Department is recognized as a first-class fire service that protects people and property contributing to the prosperity of the communities in the coverage area.***

## Mission Statement

The mission statement summarizes KVFD's nature and purpose. The mission conveys a sense of who we are, what we do and why we do it.

***The Kennebecasis Valley Fire Department protects people and property by ensuring public safety and efficient fire protection and prevention.***

## Strategic Goal

The overarching strategic goal is:

***The Kennebecasis Valley Fire Department will ensure that facilities, services and personnel provide safe, superior and cost-effective fire services and emergency response tailored to the needs of the coverage area.***



## Fire Chief's Message



It is with great pride that I present the 2014 Kennebecasis Valley Fire Department Annual Report which summarizes the Department's activities in 2014.

It seems that each year my letter of introduction focuses on the many changes that have taken place within our organization over the past twelve months; 2014 is no different. Many significant changes and improvements took place thanks to the support of The Joint Board of Fire Commissioners.

Our department's management structure was improved by the creation of two new positions with the title of Platoon Chief. The department also changed the role that volunteer members perform to support our organization. These changes in structure and deployment allow us to maximize the capacity of our on-duty personnel and appropriately match our resources to community needs and expectations.

*I want to convey my sincere thank you to you and all members of the Kennebecasis Valley Fire Department for the excellent and prompt work in putting out the fire at my home in Rothesay. Your prompt attention to extinguishing the flames most definitely saved my house. Just a few more minutes and it would have been a very different story. – William T.*

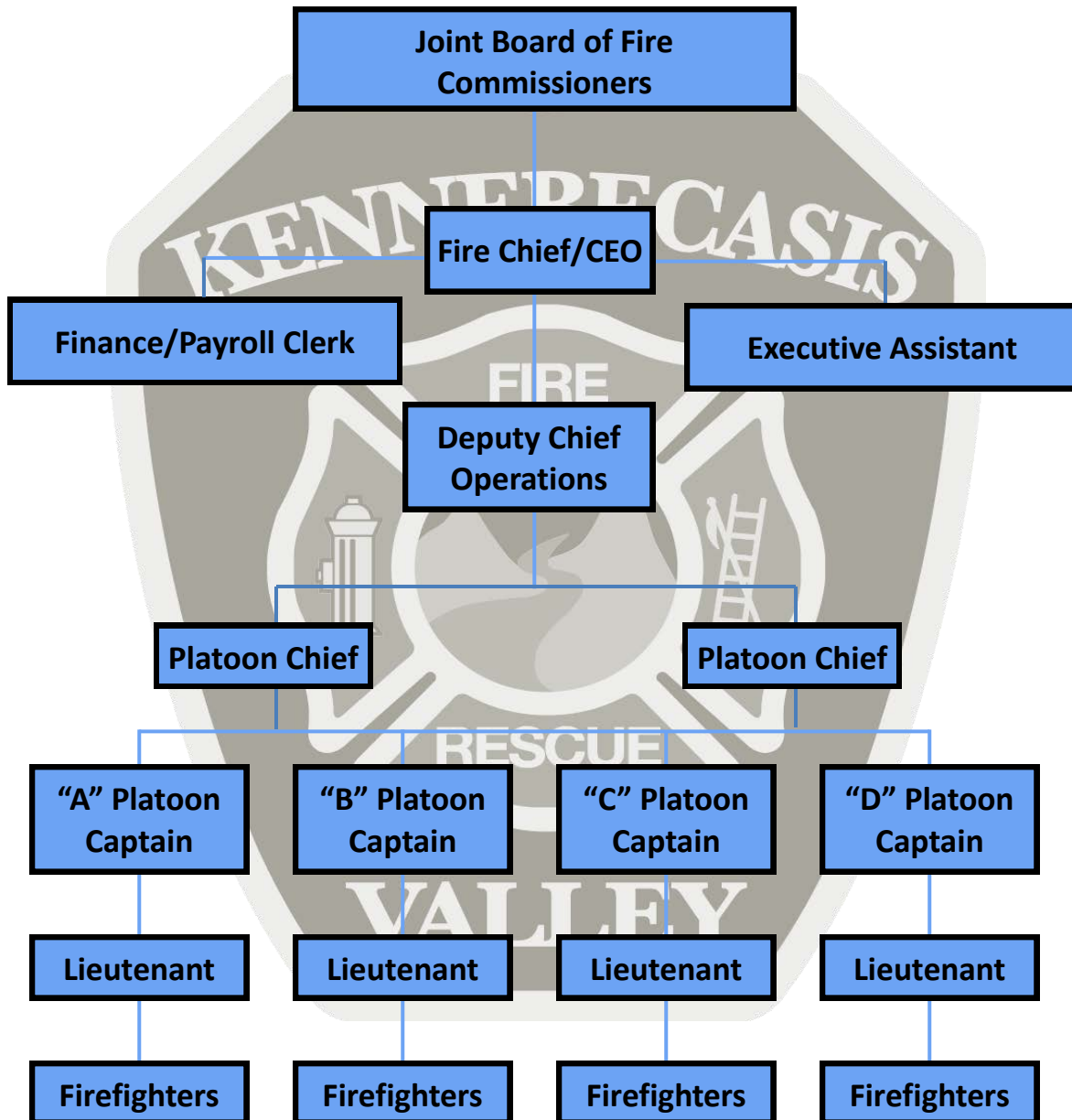
In 2014, we welcomed our new Department Chaplain Bruce Smith who will help strengthen our holistic approach to member health and wellness. We lost a combined 103 years of firefighting experience to retirement, but also added eight new faces to our group. We acquired new equipment and undertook specialized training in order to provide more service to the community.

Despite all of the changes some things remained the same. Our reliance on evidence-based decision making continued to move us towards our vision to be "recognized as a first-class fire service that protects people and property while contributing to the prosperity of the community". Our members continued to deliver effective and efficient service to our community as evidenced by the positive feedback I received - some of which is highlighted throughout this report. And as always, I remained proud, humbled and honoured to be able to lead such a courageous, committed and compassionate group of firefighters.

Bill Ireland, CFO  
Fire Chief/CEO



## Organizational Chart







**BOARD OF FIRE COMMISSIONERS**

Chair – Pat Gallagher Jette

Vice-Chair – Libby O’Hara

Treasurer – Kirk Miller

Blair MacDonald

Robert McIntyre

Katrina White

Brian Shanks

Roger Young

**ADMINISTRATIVE STAFF**

Bill Ireland, Fire Chief/CEO

Carlene MacBean, Executive Assistant

Corinne Carpenter, Finance/Payroll Clerk

**COMMAND STAFF**

Dan McCoy, Deputy Fire Chief

Kevin Clynick, Platoon Chief (A + B Platoons)

Michael Boyle, Platoon Chief (C + D Platoons)

**STATION 1**

Captain William Gentleman

Captain Mark McCully

Captain Paul Thompson

Captain Roger Finlay

Senior Firefighter Paul Nixon

Senior Firefighter Shawn White

Senior Firefighter Grant Graham

Senior Firefighter Robert MacLeod

Firefighter Daniel Richard

Firefighter Robert Hamilton

Firefighter Karey Madill

Firefighter Eric Boyle

Firefighter Bruce LeBlanc

Firefighter Scott Carr

Firefighter Karen Trecartin

Firefighter Nicholas Arsenaault

Holiday Relief Firefighter Joel Armstrong

Holiday Relief Firefighter Justin Cowan

Holiday Relief Firefighter Nathan Ashfield

Holiday Relief Firefighter Nathan Garrett

**STATION 2**

Lieutenant John Codling

Lieutenant J. Reggie Verner

Lieutenant Douglas Barrett

Lieutenant James LeBlanc

Firefighter Scott Dunbar

Firefighter Andrew Boyle

Firefighter Roy Chase

Firefighter Paul Broderick

Firefighter Paul Spinks

Firefighter Michael Nixon

Firefighter Keith Scichilone

Firefighter Donald Kearney

Firefighter Shane Johnson

Firefighter Andrew Steeves

Firefighter Shane Day

Firefighter Matthew McCully

Holiday Relief Firefighter Harry Ludford

Holiday Relief Firefighter Bradley Ingersoll

Holiday Relief Firefighter Anthony Storey

Holiday Relief Firefighter Craig Buck

**FIREGROUND INCIDENT TECHNICIANS**

Mark Braydon

William (Ed) Gaynes

Hayley O’Brien

Matthew Snelgrove

Brandon Ferguson

Jimmy Stewart

Stephen Noseworthy

Jonathan Stanley

Jamie Allison

Ben Morrison

Aaron Stewart

Adam Holly

Dan Desjardins

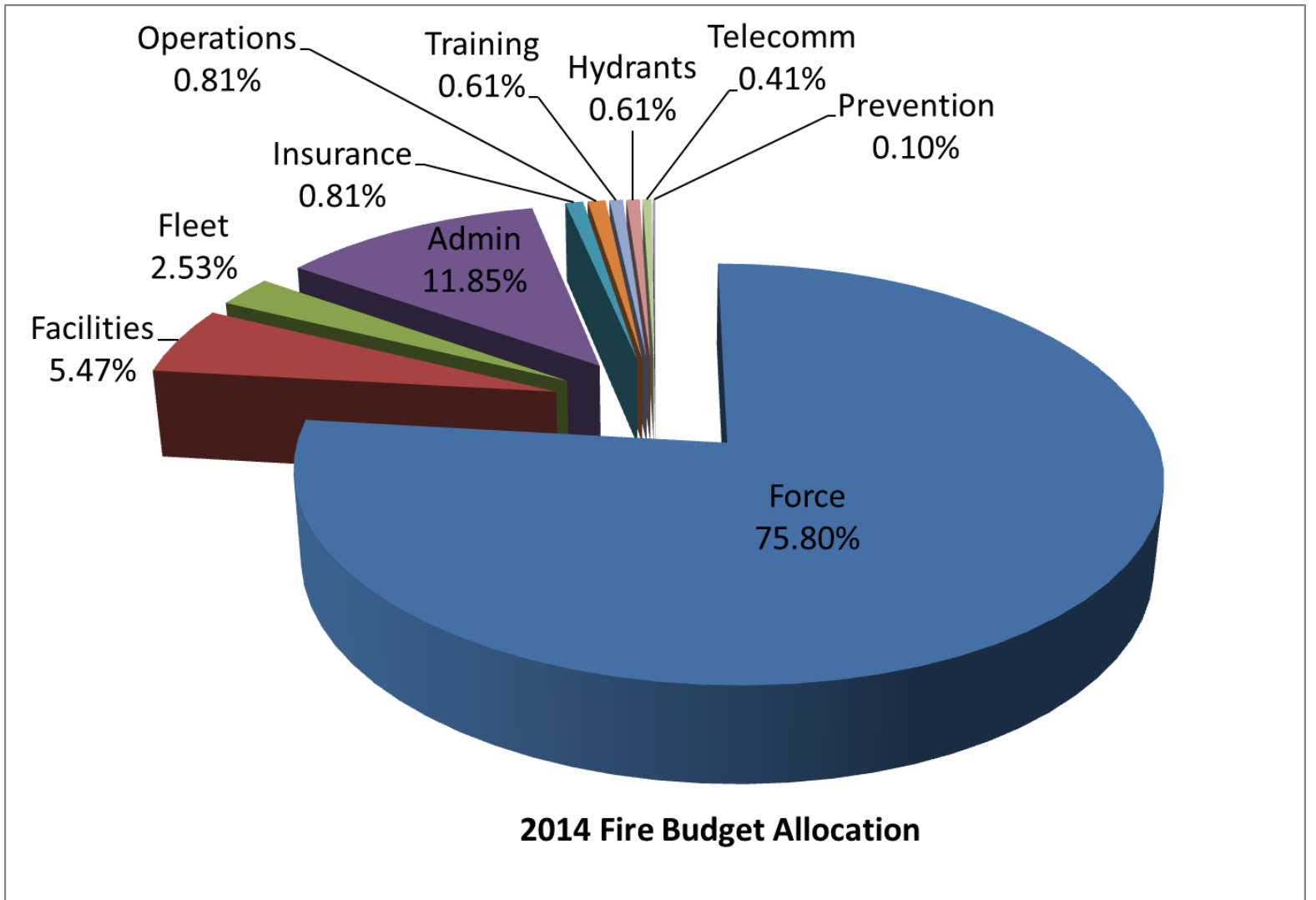
David Dickeson

**CHAPLAIN**

Bruce Smith



# BUDGET



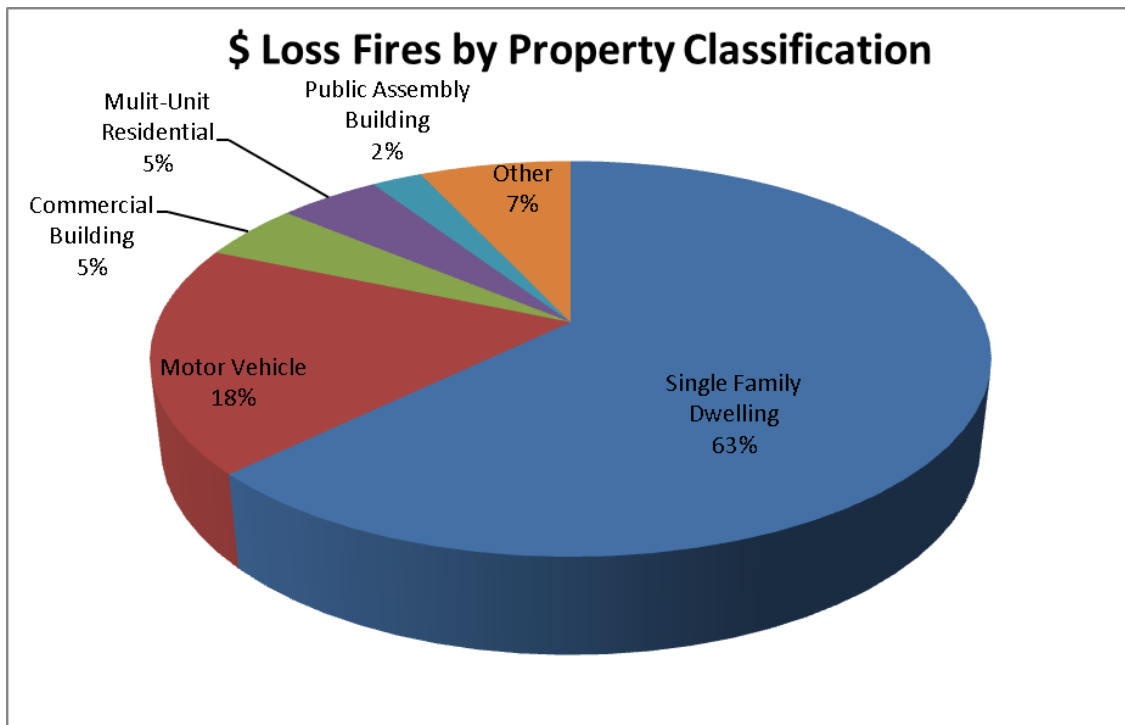
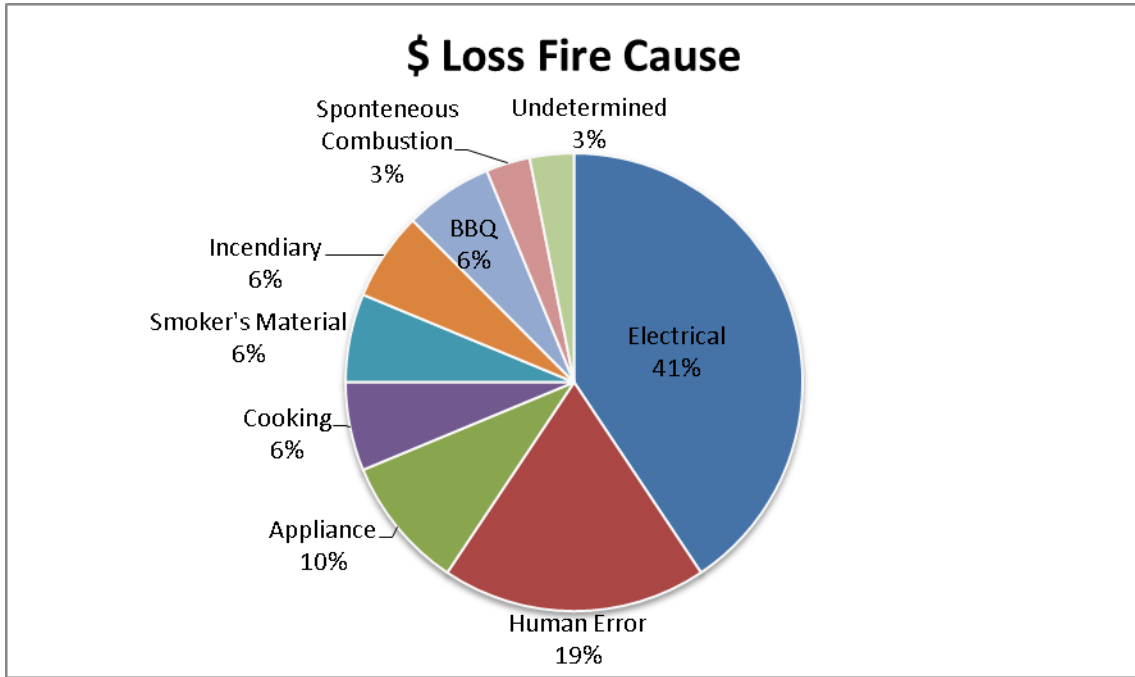


# BUDGET

<b>ANNUAL OPERATING BUDGET</b>					
<b>EXPENSES:</b>	2010	2011	2012	2013	2014
<b>ADMINISTRATION:</b>	\$ 439,089	\$ 432,513	\$ 459,340	\$ 491,546	\$ 514,027
<b>FIREFIGHTING FORCE:</b>	\$ 2,466,950	\$ 2,676,180	\$ 2,873,656	\$ 3,123,306	\$ 3,314,356
<b>TELECOMMUNICATIONS:</b>	\$ 13,000	\$ 15,000	\$ 14,500	\$ 17,120	\$ 18,600
<b>INSURANCE:</b>	\$ 44,000	\$ 47,364	\$ 36,000	\$ 35,000	\$ 34,000
<b>PREVENTION AND TRAINING</b>	\$ 27,200	\$ 26,600	\$ 28,000	\$ 34,500	\$ 34,600
<b>FACILITIES</b>	\$ 229,610	\$ 232,407	\$ 235,735	\$ 236,397	\$ 236,922
<b>FLEET:</b>	\$ 91,600	\$ 89,000	\$ 103,600	\$ 111,900	\$ 110,600
<b>OPERATIONS:</b>	\$ 57,500	\$ 63,500	\$ 42,300	\$ 32,800	\$ 45,400
<b>WATER COSTS:</b>	\$ 21,464	\$ 22,295	\$ 23,868	\$ 24,763	\$ 26,130
<b>OTHER:</b>					
<b>Miscellaneous</b>	\$ 4,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
<b>Retirement Allowance</b>		\$ 33,100	\$ 36,000		\$ 38,500
<b>TOTAL BUDGETED EXPENSES</b>	\$ 3,395,095	\$ 3,639,459	\$ 3,854,499	\$ 4,108,832	\$ 4,374,635



# Statistics





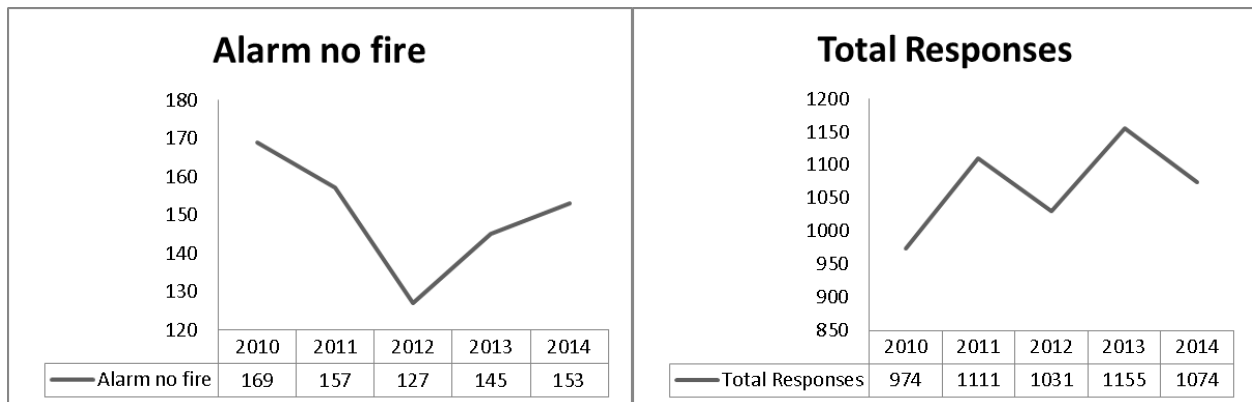
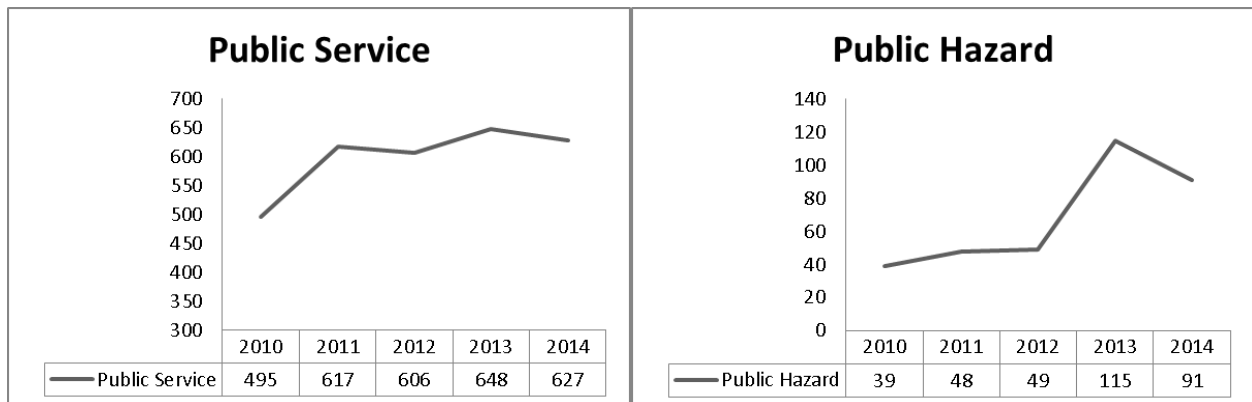
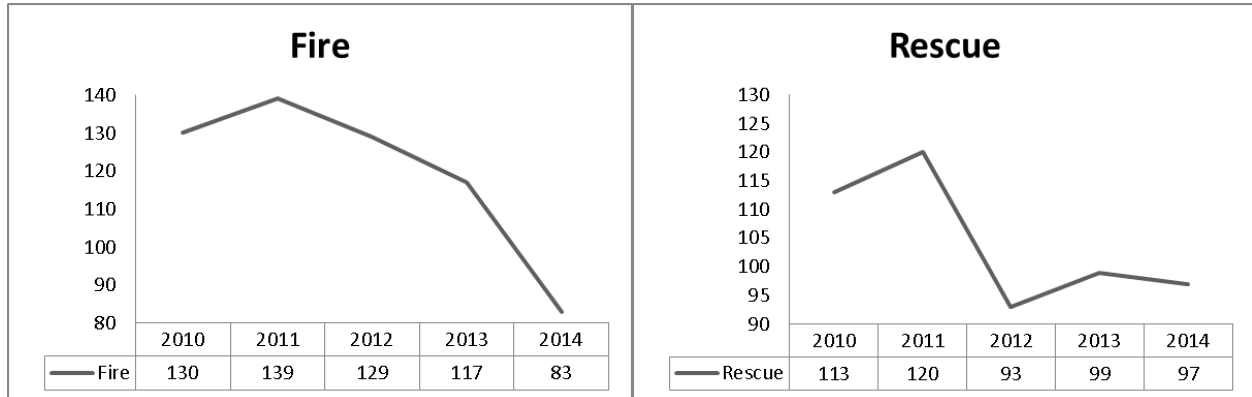
<b>Kennebecasis Valley Fire Department 2014 Responses by Community</b>	<b>Rothesay</b>	<b>Quispamsis</b>	<b>LSD &amp; Outside Coverage Area</b>	<b>2014 Total</b>
Fire/explosion - dollar loss	16	22	4	42
Rubbish/grass fire - no dollar loss	18	16	0	34
Chimney Fire	4	3	0	7
<b>Total Fire</b>	<b>38</b>	<b>41</b>	<b>4</b>	<b>83</b>
Rescue - Miscellaneous	5	1	0	6
Vehicle Accident	39	45	7	91
<b>Total Rescue or Resuscitation call</b>	<b>44</b>	<b>46</b>	<b>7</b>	<b>97</b>
Public Hazard - gasoline or fuel spill	2	3	0	5
Public Hazard - power line down / utility pole hazard	40	32	1	73
Public Hazard - miscellaneous	7	6	0	13
<b>Total Public hazard</b>	<b>49</b>	<b>41</b>	<b>1</b>	<b>91</b>
Gas Leak - propane	6	5	0	11
Gas Leak - response to carbon monoxide detector alarm	5	3	0	8
<b>Total Gas leak</b>	<b>11</b>	<b>8</b>	<b>0</b>	<b>19</b>
Public Service - first aid	264	278	9	551
Public Service - assist police or other agency	4	6	0	10
Public Service - mutual aid	0	0	11	11
Public Service - animal rescue	0	1	0	1
Public Service - flooding	12	10	0	22
Public Service- miscellaneous	16	16	0	32
<b>Total Public services</b>	<b>296</b>	<b>311</b>	<b>20</b>	<b>627</b>
Alarm No Fire - accidental miscellaneous	27	17	1	45
Alarm No Fire - smoke or steam mistaken	6	5	0	11
Alarm No Fire - sprinkler surge or discharge	0	2	0	2
Alarm No Fire - detector activated	22	43	0	65
Alarm No Fire - unknown odours	1	3	0	4
Alarm No Fire - miscellaneous	14	12	0	26
<b>Total Alarm no fire - No malicious intent</b>	<b>70</b>	<b>82</b>	<b>1</b>	<b>153</b>
False Alarm (Mischief) - municipal alarm system	0	0	0	0
False Alarm (Mischief) - miscellaneous	2	2	0	4
<b>Total False alarm - Mischief</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
<b>Total Reponse Types Kennebecasis Valley Fire</b>	<b>510</b>	<b>531</b>	<b>33</b>	<b>1074</b>
<b>Percentage by Community</b>	<b>47.5%</b>	<b>49.4%</b>	<b>3.1%</b>	<b>100%</b>



<b>Kennebecasis Valley Fire Department 5 Year Comparision</b>	<b>2010 Total</b>	<b>2011 Total</b>	<b>2012 Total</b>	<b>2013 Total</b>	<b>2014 Total</b>	<b>5 Year Average</b>
Fire/explosion - dollar loss	40	43	30	41	42	
Rubbish/grass fire - no dollar loss	83	84	91	64	34	
Chimney Fire	7	12	8	12	7	
<b>Total Fire</b>	<b>130</b>	<b>139</b>	<b>129</b>	<b>117</b>	<b>83</b>	<b>120</b>
Rescue - Miscellaneous	10	12	13	7	6	
Vehicle Accident	103	108	80	92	91	
<b>Total Rescue or Resuscitation call</b>	<b>113</b>	<b>120</b>	<b>93</b>	<b>99</b>	<b>97</b>	<b>104</b>
Public Hazard - gasoline or fuel spill	16	10	11	9	4	
Public Hazard - power line down / utility pole hazard	13	30	17	81	70	
Public Hazard - miscellaneous	10	8	21	25	17	
<b>Total Public hazard</b>	<b>39</b>	<b>48</b>	<b>49</b>	<b>115</b>	<b>91</b>	<b>68</b>
Gas Leak - propane	4	5	6	5	11	
Gas Leak - response to carbon monoxide detector alarm	9	12	9	16	8	
<b>Total Gas leak</b>	<b>13</b>	<b>17</b>	<b>15</b>	<b>21</b>	<b>19</b>	<b>17</b>
Public Service - first aid	366	577	567	600	551	
Public Service - assist police or other agency	80	5	10	3	10	
Public Service - mutual aid	6	8	8	22	11	
Public Service - animal rescue	0	3	1	3	1	
Public Service - flooding	2	9	1	7	22	
Public Service- miscellaneous	41	15	19	13	32	
<b>Total Public services</b>	<b>495</b>	<b>617</b>	<b>606</b>	<b>648</b>	<b>627</b>	<b>599</b>
Alarm No Fire - accidental miscellaneous	39	29	31	26	45	
Alarm No Fire - smoke or steam mistaken	13	17	17	12	11	
Alarm No Fire - sprinkler surge or discharge	10	3	0	3	2	
Alarm No Fire - detector activated	75	74	54	76	64	
Alarm No Fire - unknown odours	10	11	8	7	5	
Alarm No Fire - miscellaneous	22	23	17	21	26	
<b>Total Alarm no fire - No malicious intent</b>	<b>169</b>	<b>157</b>	<b>127</b>	<b>145</b>	<b>153</b>	<b>150</b>
False Alarm (Mischief) - municipal alarm system	2	2	4	1	0	
False Alarm (Mischief) - miscellaneous	3	5	8	9	4	
<b>Total False alarm - Mischief</b>	<b>5</b>	<b>7</b>	<b>12</b>	<b>10</b>	<b>4</b>	<b>8</b>
<b>Total Incident situation unclassified</b>	<b>10</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Total Reponse Types Kennebecasis Valley Fire</b>	<b>974</b>	<b>1111</b>	<b>1031</b>	<b>1155</b>	<b>1074</b>	<b>1069</b>



## Five Year Trend 2010-2014



*I just have to thank-you and the Fire Department for your quick response and help on Christmas Day when you received our call for help! I don't even know how to thank-you!! After breathing in all that smoke and hardly being able to breathe, I have a much deeper appreciation for all that you do. You are all very brave and deserving of the very best.  
Thank-you again from the bottom of my heart!  
Cheryl*



## Operations Division



Our overall response total for 2014 was slightly lower than 2013. We see each year that weather related incidents continue to be a factor for our department. These types of incidents have been classified as low frequency and low risk, meaning that they don't happen often, usually in the spring, and there isn't a significant risk to the public. With weather pattern changes in our four seasons we see these incidents becoming more frequent, although the risk factor would still be considered low. When these incidents occur they are over a short duration (12-24 hrs) however they

create a significant call volume which overwhelms our daily operational complement and requires additional staffing to operate apparatus to handle the significant number of calls. As an example, during a storm in July the department responded to fifty-two calls in a little more than twenty-four hours.

Fire related calls declined by 33% due mainly to the 50% reduction in the number of rubbish and grass fires. Unfortunately, our response to dollar loss fires increased by one over the previous year to 42. In 2014, there were nine fires that required in-depth investigation by the Department. Of the nine investigated, seven were classified as accidental in nature and two were considered incendiary. Of the accidental fires, four were caused by an electrical malfunction, one was caused by materials too close to a heating source and two were caused by improperly discarded smoking materials.

In 2014, the Department enhanced its operational structure with the hiring of two Platoon Chiefs. The addition of these positions provides Incident Command Staff supervision on shift 24 hours a day. They have been a welcomed addition to our suppression operations.

The department also added and upgraded its equipment inventory. Some of the extrication equipment used by the department was old technology and created challenges with the new vehicles on the roads today. The upgrade to these tools allows us to meet those challenges as well making all of our equipment interchangeable. As well, the department replaced a number of its air cylinders to carbon fibre from aluminum. The lighter weight of the new cylinders helps to prevent fatigue and exhaustion of our members. Also, we have purchased new firefighting nozzles which will provide increased water flow to help combat the fire dynamics found today in new home construction.

The department also invested in our ability to provide Remote off Road Rescue response. The department purchased specialty equipment needed for this type of response and trained all personnel on its use.

I would like to express my thanks to our members for their dedication and hard work. We look forward to meeting the many challenges that 2015 will bring.

Dan McCoy, CFO, CFI  
Deputy Fire Chief





## Significant Fire Incidents



### April 13<sup>th</sup> – Allan-A-Dale Lane

First arriving crews reported a large column of black smoke and visible flames from the rear of this raised bungalow. The proximity of a large propane cylinder added to the complexity of this incident with the fire extending into the roof. No injuries to the occupants and fire crews were able to salvage a large quantity of personal possessions for the owners.



### June 8<sup>th</sup> – Sixth Street

Fire was venting through the window of this mini-home when crews arrived creating an exposure risk to the neighbouring residence. An aggressive interior attack prevented the fire from spreading beyond the room of origin, but the interior of the home suffered significant smoke and heat damage.



### August 24<sup>th</sup> – Rothesay Road

A KRPF officer on patrol noticed smoke coming from the basement of this unoccupied residence and alerted our department. A water tower operation using Quint 1 was required to finally bring this stubborn fire under control.



### October 14<sup>th</sup> – French Village Road

Flames were through the roof of this vacant residence when crews arrived on scene. This building had been the site of two previous fires and was completely destroyed by this blaze.



## Recognition for Heroic Actions



Pictured – HRFF Craig Buck, A/Lieutenant Robert MacLeod, FF Nick Arsenault, FF Eric Boyle

### Letter of Commendation

A Letter of Commendation was presented to the crew of D Platoon, Station 1 in recognition of their response to an on-shore report of a swamped canoe sinking in heavy swells on the Kennebecasis River. The skillful and professional manner in which they performed their duties resulted in the rescue of two civilians who were struggling to swim to safety. Training, preparation and the unified synchronization of their assignments resulted in a rapid response that ultimately prevented a dangerous situation from becoming a tragic event for two local families. This truly was a team effort when every second mattered and because of their contribution the lives of two young people were saved.

A Letter of Commendation is given to firefighters who clearly distinguish themselves by performing their duty in a manner which exemplifies our department credo of courage, commitment and compassion.



## Fire Prevention Division



The Kennebecasis Valley Fire Department maintains an active approach to fire prevention within the community with a focus on life safety and education. Through the use of social media, elementary school life safety education, the “Firefighter for a Day” program, fire department open house and station tours we strive to deliver life safety education in many different ways. With development underway, the Department is proud to also be introducing a new initiative to focus on safety in the home through our new “HomeSafe” program.

Continuing on a solid record of fire and life safety education, the Kennebecasis Valley Fire Department has again been very active in public fire prevention education over the past year. Last year, we were able to provide station tours to over 180 preschool and school age children and conducted over 30 site visits to community events, day cares, and participated in numerous school fire drills.

We continue to offer a car seat installation program with certified car seat technicians and performed many installations in 2014.

Our efforts in the school system have continued with Grade 3 students with an emphasis on providing information on fire safety and the importance of a home fire escape plan. This runs in conjunction with our “Firefighter for a Day” program.

Continuing with our social media presence on Twitter and Facebook, we provide information on fire safety, updating the public on EMO and weather warnings, and keeping you informed of our emergency incidents. The fall of 2014 was focused on the development of our newly updated website, [www.kvfire.ca](http://www.kvfire.ca), which was officially launched in early 2015.



### Community Partnerships – Parkland in the Valley

Each year KVFD cooperates with Parkland in the Valley in providing fire and life safety education to the clients there, and continued this education in 2014. From the Parkland in the Valley website:

“It’s a trusted partnership,” says John Campbell, General Manager of Parkland in the Valley. “The KVFD meets with us regularly not just for inspections but they also meet with our staff and clients on emergency preparedness. This brings a great deal of comfort to our campus by ensuring public safety as well as efficient fire protection and prevention.

It is important for everyone working and living at Parkland in the Valley to understand how the building is designed to keep them safe and to know their role in the event of a fire emergency. When KVFD visits to participate in these annual education sessions they take the time to review safety protocol and also explain what actions will be taken by the fire department when they arrive in an emergency situation. This detailed level of communication enables the prevention of harmful situations and provides important opportunities to educate clients about life safety skills in the event that an emergency does occur.

KVFD’s commitment to Parkland in the Valley also benefits the firefighters. The Department has taken special efforts to understand the clientele of Parkland in the Valley and how best to work with this population in an emergency situation and they have also used Jubilee Hall as a training ground for firefighters on building construction, elevator training and high rise operations.”



**Fire Prevention Week**



This year our department participated in Fire Prevention Week with the theme of “Working Smoke Alarms Save Lives” in conjunction with the Office of the Fire Marshal. Through the use of social media including Facebook and Twitter, as well as public displays at Canadian Tire and the Superstore, the message was to check your smoke alarms monthly and be aware of the age of your smoke detectors and when to replace the batteries.

**Open House**



The Open House is an annual event when members of the public are encouraged to tour the fire station and sit inside various types of emergency response vehicles. This year we demonstrated how to use a fire extinguisher on real flames and an auto extrication demonstration, showing how we use our rescue tools to help those injured and trapped in a car accident.

During the open house, firefighters provide continuous tours of the fire station, presentations on how to properly don firefighter personal protective equipment as well as a review of smoke alarm safety and how to crawl under smoke. There is a free barbeque, fire safety information pamphlets and handouts for children.

**Firefighter for a Day Contest**

Each year we hold the “Firefighter for a Day” contest for Grade 3 students where they must complete a home escape plan for their family. All of these students within our community have the opportunity to participate in the contest. In the beginning of each school year all Grade 3 English and French classes are visited and are provided a home escape plan grid as well as directions on how to complete it. They are encouraged to bring it home to work on with their families and then return it to the school office upon completion. The contest winner’s home escape plan must indicate two ways out of every room, where their smoke alarms are located and also where their family meeting place is located.



The winner of the “Firefighter for a Day” contest for 2014, Joseph Andreani of the Kennebecasis Park Elementary School, was picked up at school by a fire truck and spent the day with KVFD members as an honorary firefighter. He was provided with his own personal protective equipment and participated in various activities with the on duty firefighters such as a station tour, equipment demonstrations, a ride in the fire engine, and lunch with the crew. Joseph was also presented a certificate declaring him an honorary firefighter and driven home by a fire truck at the end of the day.

Mike Boyle  
Platoon Chief



## Training Division



In 2014, our mission to “protect people” was enhanced by increasing the level of service available to our community. Lt. Reg Verner was successful in acquiring his off-road rescue instructor designation through the NBCC Miramichi Fire Service Training program and introduced a new and complex skill set to all KVFD firefighters expanding our technical rescue capabilities. Each platoon was subjected to a two day training session that incorporated a number of low angle rescue scenarios and every member was certified to the National Fire Protection Association (NFPA) 1006 Technical Rescuer Professional Qualification Standard for off-road and rope rescue. This training and equipment adds to our existing repertoire of technical rescue services which includes ice rescue, water rescue, and vehicle rescue.

This year the department hired four new holiday relief firefighters who began learning and developing new skills under the guidance of Lt. John Codling. After completion of their orientation training they were assigned to a Platoon and supervised by shift company officers.

The Zone 2 training trailer was utilized so that new policy could be developed then practiced in the area of firefighter Mayday and Rapid Intervention. The objective is to have a fully equipped rescue team on scene and in a ready state to deploy for rescuing injured and trapped firefighters.

A new training schedule was developed in 2014 to be implemented in early 2015 that would see every firefighter receive training on every day shift consisting of fire operations, medical first responder or special technical operations.

This year the department hosted four Holland College fire academy cadets during their eight week on-the-job-training (OJT) assignment. Each was assigned to one of the four platoons and took advantage of their opportunity to experience how our department interacts with the community from an emergency response and philanthropic perspective.

For the third consecutive year six members of the department attended the Fire Department Information Conference (FDIC) Atlantic which is a focal point for educational seminars directed at emergency responders.

Four of the department’s members also took advantage of the continuing education fire service management program offered at Dalhousie University.

Kevin Clynick  
Platoon Chief



## 2014 Education & Training Certifications

### Certificate in Fire Service Leadership

Senior Firefighter Paul Nixon  
Senior Firefighter Robert MacLeod

### Fire Service Instructor I

Captain Roger Finlay  
Senior Firefighter Paul Nixon  
Senior Firefighter Robert MacLeod

### Program Evaluation and Statistics

Senior Firefighter Shawn White

### Disaster Management and the Fire Service

Senior Firefighter Shawn White

### Coaching the Emergency Vehicle Operator II

HR Firefighter Harry Ludford  
HR Firefighter Bradley Ingersoll  
HR Firefighter Anthony Storey  
HR Firefighter Chris Mason

### Fire Investigator I

Captain Roger Finlay  
Captain Mark McCully  
Captain Bill Gentleman  
Lieutenant Doug Barrett

### Fire and Life Safety Educator

Platoon Chief Mike Boyle

### Fire Investigator Level II

Captain Roger Finlay  
Captain Mark McCully  
Lieutenant Doug Barrett

### Atlantic Fire Department Information Conference

Lieutenant John Codling  
Lieutenant Reg Verner  
Firefighter Donald Kearney  
Firefighter Paul Spinks  
HR Firefighter Andrew Steeves  
HR Firefighter Nathan Garrett

### Forensic Investigation Photography

Deputy Chief Dan McCoy

### Human Resource Management – Michigan State University

Fire Chief Bill Ireland

### Workforce Management and Development – Michigan State University

Fire Chief Bill Ireland

*We just wanted to say thank-you to the firefighters who spent the morning at our Free Fun Fair with us recently. We appreciated that they came, walked around, talked to people and helped us reach out into our community. It made our day that much more successful.  
Pastor Barry Todd*



## Message from the President of IAFF Local 3591

2014 should be defined as the “Year about Change” for the Kennebecasis Firefighters.

Unfortunately, the year began on a solemn note, as we lost one of our Retirees Barry Hamilton to a courageous battle with cancer. Barry spent over 25 years proudly serving the citizens of the Kennebecasis Valley, and we will forever remember his great smile and his singing Elvis Presley hits throughout the firehouse.

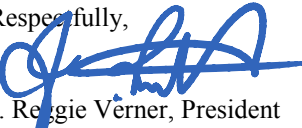
We also said good bye to three contributing members of our Association. Jim Smith, retired as a Captain and member of Local 3591 after 30 plus years of service, former member Alick Taylor retired after 30 plus years of service, in which he ended his career with the Command Staff as Assistant Deputy Chief. Local 3591 also said goodbye to Mike Boyle, who was serving as Secretary of our Local when he was promoted to a newly formed Platoon Chief and joined the ranks of KVFD’s Command Staff. Mike served this local with selflessness, compassion and leadership and we are certain he will continue these traits in his new role and new career within the KVFD. We would like to wish Mike, Jim and Alick all the best in their future endeavours.

2014 was not just about goodbyes, as our family became larger in 2014. We had four new members join our ranks and we proudly swore them into our fraternity in May.

As we endured so much change, it was imperative for our organization to forge ahead and continue to serve our communities both professionally on the job but also doing many charitable events while off duty. Local 3591 have been entrenched with our charitable donations, so much that we have founded our own *Non- Profit* Organization to better serve the needs of our two great communities. At the end of 2014, we launched the first of its kind for Firefighters in this region the ‘*Kennebecasis Firefighters Charitable Society.*’ To further this commitment we recognized a need to have a proper facility. As a result, we have joined forces with the *Fairvale Outing Association* and have moved our Office to our new location on River Road in Rothesay. We hope that collectively we will be a formidable force, working to better serve our communities.

We have ended 2014 on such a positive note, we look forward to sharing our vision and effort with all of the great families in which we serve. We have launched a new logo, to exemplify what 2014 means to us...**Change!**

Respectfully,

  
J. Reggie Verner, President  
Kennebecasis Firefighters Union  
IAFF 3591



KENNEBECASIS FIREFIGHTERS  
**CHARITABLE  
SOCIETY** 



# *Kennebecasis Valley Fire Department Personnel Achievements*

## **Retirements**

Assistant Deputy Chief Alick Taylor – 32 years service

Captain James Smith – 31 years service

Firefighter George Cole – 40 years service



## **Promotions**

Mike Boyle – Senior Firefighter to Platoon Chief

Mark McCully – Captain (term) to Captain

J. Reggie Verner – Lieutenant (term) to Lieutenant

Grant Graham – Firefighter to Senior Firefighter

Shane Day – Full-time Firefighter (term) to Full-time Firefighter

Shane Johnson – Holiday Relief Firefighter to Full-time Firefighter

Andrew Steeves – Holiday Relief Firefighter to Full-time Firefighter

## **New Members**

Platoon Chief Kevin Clynick

Holiday Relief Firefighter Harry Ludford

Holiday Relief Firefighter Bradley Ingersoll

Holiday Relief Firefighter Anthony Storey

Holiday Relief Firefighter Chris Mason

Auxiliary Member Jamie Allison

Auxiliary Member David Dickeson

Auxiliary Member Brandon Ferguson





## 2014 Long Service Recognition Ceremony

Our member's career achievements from January 1, 2012 to December 31, 2013 were honoured on March 29, 2014 at the Quispamsis Civic Building. This bi-annual event demonstrates the dedication and commitment each one of our members has to the community.

### *Federal Fire Services Exemplary Service Awards*

#### **Second Bar - 40 Years of Service**

*Presented by: MP Rodney Weston*



Firefighter George Cole

#### **First Bar - 30 Years of Service**

*Presented by: MP Rodney Weston*



Captain Bill Gentleman



Lieutenant (ret) Raymond McCaskill



Firefighter Eric Boyle

Not Pictured:  
Lieutenant (ret) Eric Hardy  
Firefighter Robert Hamilton



### Exemplary Service Medal - 20 Years of Service

*Presented by: MP Rodney Weston*



Firefighter Bruce LeBlanc

## *Provincial Fire Services Awards*

### First Bar - 35 years

*Presented by: The Honourable Hugh Flemming, MLA & Regional Fire Marshal Jeff Cross*



Assistant Deputy (ret) Alick Taylor

### Service Medal - 25 years

*Presented by: The Honourable Hugh Flemming, MLA & Regional Fire Marshal Jeff Cross*



Lieutenant John Codling



Firefighter Eric Boyle



## *Provincial Fire Services Awards*

### **Service Pin – 15 Years**

*Presented by: The Honourable Hugh Flemming, MLA & Regional Fire Marshal Jeff Cross*



Lieutenant Doug Barrett



Senior Firefighter Mike Boyle



Senior Firefighter Paul Nixon



Senior Firefighter Shawn White



Firefighter Mike Nixon



Volunteer Firefighter Mark Braydon



# Barry M. Hamilton

March 9, 1950 – February 17, 2014



On February 17, 2014, our department was deeply saddened by the loss of retired firefighter Barry Hamilton after a courageous battle with cancer. Barry joined the department as a volunteer in 1984 and became a full-time member in 1986. He retired from active duty in June of 2010.

Barry's joy for life and his job was contagious and he was always smiling and singing while on-duty. He had a real talent for keeping the fire apparatus in top condition and our equipment was always "parade-ready" when Barry was at work. After his retirement, Barry continued to be involved with the department and was a regular at our Tuesday morning hockey games where he impressed our younger members with his scoring touch and stamina.



Barry's passing was a stark reminder about the high incidence of cancer in our profession and has served to make our department safer for present and future members. New policies and procedures have been put into place and the department has made a significant investment in the health and welfare of our members.

A committed "family man" who touched the lives of many, Barry is dearly missed by his fire department family.



# Kennebecasis Valley Fire Department Inc.

## Headquarters

7 Campbell Drive  
Rothesay, New Brunswick  
E2E 5B6



## PHONE NUMBERS:

Station One	506-848-6601
Station Two	506-848-6602
Fire Chief	506-848-6604
Deputy Chief	506-848-6605
Platoon Chief	506-647-0280
Executive Assistant	506-848-6649
Finance/Payroll	506-848-6610

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

For additional copies of this report please call the Kennebecasis Valley Fire Department at 506-848-6649 or email [admin.kvfd@nb.aibn.com](mailto:admin.kvfd@nb.aibn.com).

## Agenda

### Kennebecasis Public Library Board

Wednesday, ~~March 18~~, 6:00 p.m.

Storm date: March 25

JCB.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
  - a. Financial
  - b. Marketing Advisory Committee
- 6.) New and Unfinished Business
  - a. Purchasing Policy

A meeting of the Board of Trustees, Kennebecasis Public Library was held on March 25, 2015 at 6:00pm at the Library.

**In Attendance:** 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, Mrs. J. Arsenault, Ms. T. Bartlett.

**Regrets:** Mr. D. Steeves, Chair.

**Guests:** Mr. B. Steeves, Fundy Library Regional Director, Mr. P. Logan, Teed Saunders Doyle & Co.

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

### **Disposition of Minutes**

It was moved by Mrs. Crawford to approve the minutes of the February 18, 2015 meeting. Mr. Pugsley seconded, and the motion carried.

### **Communications**

Ms. Bartlett reported that a letter dated February 18, 2015 was received from the Town of Quispamsis to notify that Jennifer Arsenault had been appointed to replace Denise Brennan on the Board, effective March 1, 2015. Philip Pugsley's term had also been extended until January 31, 2017.

### **Library Director Transition**

Mr. Steeves addressed the upcoming staffing change in the Library Director position. Ms. Bartlett will commence a one year secondment in the role as Acting Assistant Regional Director at the Fundy Library Regional office effective April 27, 2015. An open competition for a full-time Acting Library Director of the Kennebecasis Public Library will be posted shortly, following an unsuccessful internal competition. Mr. Steeves and Ms. Bartlett presented the option for Ms. Bartlett to maintain her Secretary to the Board duties in order to maintain continuity for board related business. Discussion ensued and concerns were raised. Deputy Mayor Grant moved that in consultation with Ms. Bartlett, the Executive review the situation and by-laws and bring a recommendation to the next meeting.



## Presentation of 2014 Financial Statements

Mr. Logan of Teed Saunders Doyle & Co. presented the 2014 financial statements. Discussion ensued. Mr. Logan reported a \$138 deficit for the 2014 operating budget. Mrs. Crawford moved to approve the 2014 audited statements as presented. Deputy Mayor Grant seconded, and the motion carried.

## Report of the Librarian

See attached.

Ms. Bartlett shared that the Fire Marshall had made an unannounced site visit on March 25, 2015. The Fire Marshall asked to see the annual Fire Pump and Sprinkler Inspection report, and Ms. Bartlett was unable to locate these in the binder that Talon is to keep updated onsite. Talon was unable to locate the report(s) immediately when prompted by Ms. Bartlett. Discussion ensued. Mr. Pugsley recommended as follow-up to the February 23, 2015 stakeholder meeting, the Board should send a letter to Talon notifying them of the Board's continued dissatisfaction with service. The Executive is to prepare and send the letter and request a formal response from Talon prior to the next regular meeting.

Ms. Bartlett stated that NB Power had been in touch, and planned to have a temporary energy pulse meter installed in the coming few weeks as part of the ongoing power consumption investigation. Mr. Shedd is to reach out to Daryl Ford of Fundy Engineering to request their assistance with determining optimal energy-saving system settings. Ms. Bartlett is to arrange a meeting between Fundy Engineering, Controls & Equipment, and Talon.

Ms. Bartlett reminded the Board of the Library's upcoming Annual Appreciation event for adult volunteers is scheduled for April 10, 2015 at 2pm. A separate pizza party event for the volunteers will be held on April 25.

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

## Financial Statements

Mrs. Crawford distributed copies of Comparative Income Statement for the Period Ending February 28, 2015, dated 16/03/2015. Discussion ensued.

Mrs. Crawford shared that she and Ms. Bartlett had met with the Board's Accountant to identify minor efficiencies that could be made to the financial reporting process that should help to reduce accounting and bookkeeping fees.

Mr. Crawford moved to accept the Financial Statement as presented. Deputy Mayor O'Hara seconded, and the motion carried.

### **Marketing Advisory Committee**

No updates.

### **New and Unfinished Business**

#### *Purchasing Policy*

Item tabled to next meeting.

**Adjournment:** As there was no other business, Deputy Mayor O'Hara moved that the meeting be adjourned at 8:15 P.M.

**Next Meeting:** The next meeting is scheduled for April 15, 2015 at 6pm at the Library.

Respectfully submitted,

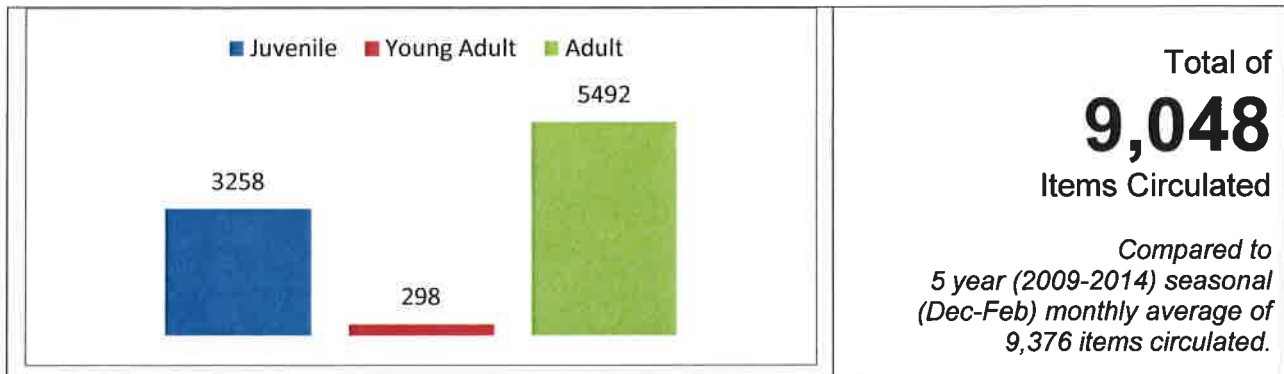


Tiffany Bartlett  
Library Director and Secretary to the Board

## Librarian's Report, March 2015

### Key Performance Indicators: February 2015

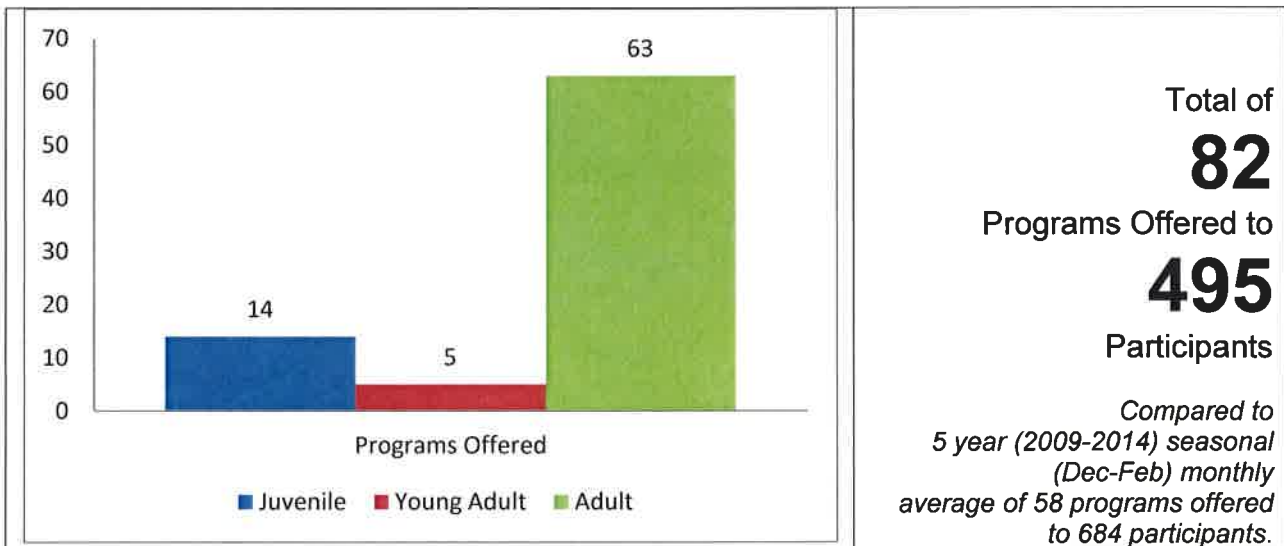
#### Circulation



#### Foot Traffic

- Total of **5,974** 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



Note: In February the Library was closed a total of 22.5 hours due to inclement weather.

## Building and Grounds

### *New and Unfinished Business*

- Mr. Steeves, Mr. Shedd, Mrs. Crawford, and Ms. Bartlett met with Blair MacPhee, CEO of Talon Property Management, on February 23<sup>rd</sup> to discuss facility management performance issues.
  - Areas of concerns that were discussed included: changes to Talon's staffing; inadequate help with the identification and achievement of cost-savings and price effectiveness; and inconsistencies in reporting to the Library Director.
  - Mr. MacPhee appointed himself to be the primary Talon contact for the Library, and shared some insight into the cause behind Talon's staffing turn-over.
  - Mr. MacPhee committed to scheduling the weekly walk-through at a time that the Library Director was present. Mr. MacPhee arranged for the Talon Office to send the Weekly Facilities Update report on a regular basis to the Library Director.
- Mr. MacPhee and Ms. Bartlett met with Brent Lockhart and Marc LeJeune of NB Power on March 12 for a second energy audit of the building. Unfortunately, Mr. MacPhee and Ms. Bartlett were not able to adequately answer all of NB Power's questions regarding the intricacies of the system's configuration. NB Power has recommended the following steps:
  - NB Power to supply and install a temporary pulse meter reader which will collect data at 15min intervals for 1-3 weeks.
  - NB Power to share aforementioned data with Controls and Equipment and will collaborate with them, as well as Fundy Engineering, to determine cause of energy consumption and demand spikes, and to identify energy efficiency tweaks that could be made to the system.
- Bird provided Mrs. Crawford with the contractor and supplier information for the both the exterior doors and interior glass doors.
  - Talon has arranged for Interior Visions, the installer of the glass doors, to come out and inspect the installation of Multi-Purpose Room door the last week of March. They will not make any commitments until they inspect the work. The glass doors are no longer under warranty.
  - The replacement handle for the exterior door is still on order. Talon is tracking down the hardware supplier to determine if these are covered under warranty.

- Mrs. Bartlett approved the work order to remove and store the glass doors to the Children's Activity Room, for a cost of \$270 plus HST. The work is being performed on March 13 by Reliable Door and Window.
- Ms. Bartlett has requested for Talon to solicit quotes for repairing and painting the wall in the Children's Activity Room, following the move of the Smartboard, as well as for moving the custom curtain to the Smartboard in the Computer Lab.

### *Finished Business*

- The Smartboard in the Children's Activity Room was moved to the downstairs atrium.

### *Facility Management KPIs : February 2014*

- **Maintenance Up-to-Date and On-Schedule**
  - Needs Improvement
    - Mr. MacPhee was away on vacation the week of March 2-7. That week a walk-through was not scheduled with Ms. Bartlett, nor was any progress made on the open items in the Weekly Facilities Update report.
- **Service Response Times**
  - Needs improvement
    - See above. Mr. MacPhee's vacation prompted a week-long delay on non-urgent open items in the Weekly Facilities Update report.
    - The Library lost water following a power outage on March 11. Mr MacPhee was prompt responding to a staff call notifying him of the issue.
- **Receipt of Weekly Action Report**
  - Satisfactory.
    - Weekly Facilities Update Report being sent regularly since February 13<sup>th</sup>.

### **Staffing and Volunteers**

Ms. Bartlett will be filling in for a maternity leave at the Fundy Regional Office in the position of Acting Assistant Regional Director. This one-year appointment will take effect April 27, 2015. Ms. Bartlett will dedicate approximate one day per week to the Kennebecasis Library in order to fulfill her responsibilities to the Board and to continue to manage the Board's finances. A full-time temporary librarian will be hired to cover day-to-day library operations, programs, public relations, and staffing.

Ms. Bartlett met with Jennifer Arseneault, the newly appointed representative for the Town of Quispamsis, on Friday March 13 to deliver her Board orientation training.

## Programs and Collections

- The Industry Canada interns designed and delivered a daily interactive program as part of the Library's "March Break Adventure Camp." Each day centered around a particular theme. Themes included pirates, outer space, safari, etc. Almost 400 children and parents partook in these special March Break programs.
- In response to local interest for a community venue for quilters, Ms. Bartlett worked with a new volunteer to develop and promote a new volunteer-run program: Quilt Nook: A Community Quilting Circle. The group is meeting Monday mornings from 10:00-1:30pm in the Multi-Purpose Room.
- Patrons have commented that they enjoy passing by and looking in to see the quilters and the painters from Wednesday's Painters Circle in action.
- Artwork by Rothesay Elementary School students is on display this month in the Children's area.
- Talk With Me: Early Language Services is offering Infant Massage this month at the Library. The program has reached maximum registration.
- The 56 hours of IT support offered by the Industry Canada interns is fully booked this month. In addition to one-on-one appointments, they are also offering a 4-week beginner computer class. The intern's contracts ends on March 28. Our patrons are sorely going to miss them, as will our staff.
- The outreach senior's book club on Peat Drive discovered that they were unanimously Anne Perry fans after reading her mystery, *A Twisted Root* last month.
- Spring has sprung a little early in the Library. Volunteers have been busy hanging flower and crane decorations throughout the library.
- Staff and interns are working on several collection management projects this month:
  - The movie collection, a very popular collection with patrons, was moved to a more visible location on the three shelves behind the information desk, the former location of print reference.
  - The print reference collection is rarely used, as most reference resources are moving to the digital format. Keith MacKinnon, Head of Reference, came out to aggressively weed this collection. The collection was subsequently moved to a new location beside the adult non-fiction.

- The Young Adult collection has grown significantly since the expansion. The collection is being shifted to expand across another bay of shelving in order to make room for future growth.

Respectfully submitted,



Tiffany Bartlett,  
Library Director and Secretary to the Board

Kennebecasis Public Library Inc.		OPERATING FUND						
Comparative Income Statement (DRAFT)		a	b	c	d	e	e - c	b - e
Period ending February 28, 2015		Restricted Fund	Operating YTD Actual	Year To Date Budget	Year To Date Variance Better (Worse)	Annual Budget	Available to spend	Annual Budget Variance
<b>REVENUE</b>								
Library Service - Rothesay			12,294	12,294	0	73,765	61,471	(61,471)
Library service - Quispamsis			18,915	18,406	510	110,434	92,028	(91,519)
Room Rentals, Printer and copies			270	833	(563)	5,000	4,167	(4,730)
Donations	625		0	0	0			0
Previous Year's Surplus			250	500	(250)	2,997	2,498	(2,747)
<b>TOTAL REVENUE</b>		625	31,730	32,033	(303)	192,196	160,163	(160,466)
<b>EXPENSE</b>								
Operations Expenditures								
Other Expenditures - Restricted Fun	88							0
Small Equipment and Furniture		88	4,261	4,300	39	5,900	1,600	1,639
Total Capital Expenditures		88	4,261	4,300	39	5,900	1,600	1,639
Part Time Student Wages								
Wages			0	300	300	9,252	8,952	9,252
EI Expense			0	0	0	0	-	0
CPP Expense			0	0	0	0	-	0
Total Casual Labour			0	300	300	9,252	8,952	9,252
General & Administration Expenses								
Building Maintenance			8,505	8,689	184	52,135	43,446	43,630
Grounds Maintenance			4,493	6,348	1,855	18,748	12,400	14,255
Property Management Service			3,629	3,770	141	22,619	18,849	18,990
Office			1,446	1,518	72	9,108	7,590	7,662
Utilities			10,749	8,144	(2,605)	42,478	34,334	31,729
Accounting, audit and legal			0	500	500	8,000	7,500	8,000
Professional Development			300	0	(300)	2,000	2,000	1,700
Insurance			1,140	1,125	(15)	6,750	5,625	5,610
Public Relations			48	500	452	3,000	2,500	2,952
Communications			1,018	1,084	66	6,506	5,422	5,488
Miscellaneous Expense			160	400	240	2,700	2,300	2,540
Program Exp			29	500	471	3,000	2,500	2,971
Total General & Admin Expenses			31,518	32,578	1,060	177,044	144,466	145,526
<b>TOTAL EXPENSE</b>		88	35,779	37,178	1,399	192,196	155,018	156,417
<b>NET INCOME (Deficit)</b>		537	(4,049)	(5,145)	1,096	0	5,145	(4,049)





2015 May 13 Open Session FINAL 108  
**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS**

Gary Clark  
Chairperson

RECEIVED  
MAY 04 2015

ADDRESS ALL CORRESPONDENCE TO:

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

TELEPHONE: (506) 847-6300  
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**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS  
MEETING HELD AT  
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING  
126 MILLENNIUM DRIVE  
QUISPAMIS, NEW BRUNSWICK  
ON WEDNESDAY, MARCH 25, 2015  
AT 3:10 P.M.**

**REGULAR MEETING**

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

**ABSENT:** Gary Clark

Mr. Logan, from Teed Saunders Doyle referred the Board to the Draft Financial Statements contained in their packages. He advised that the Board's Finance Committee had met the day previous and reviewed these Statements in depth.

Mr. Logan referred to page one of the document, the Independent Auditors' Report of the Kennebecasis Regional Joint Board of Police Commissioners. He advised that their job is to review these statements and provide their Auditors report. Page 2 is the Auditors Opinion which is a clean opinion and that these statement do meet, in all material respects the standards for Canadian Public Sector accounting.

He explained that the biggest changes over the last three years with these new accounting practices is the recognition of the Police Commissions share of the Pension Liability for the New Brunswick Municipal Employees Pension Plan and the second item is that assets are depreciated. Previously there was no depreciation expense. He went

**Kennebecasis Regional Joint  
Board of Police Commissioners  
March 25, 2015  
Page 2**

**REGULAR MEETING**

on to say that obviously the largest expense is the police headquarters building. These are the main differences between what was previously done and the way things are done today with these new accounting rules.

Mr. Logan referred the members to page 4 of the document – “Statement of Operations”. This captures the twelve months of activity up until December 31, 2014. He pointed out that there are three columns on this page being the 2014 Budget, 2014 Actual and 2013 Actual.

The first line item was Revenue. This reflects the contributions by the member Municipalities for policing as well as the communication service. The *Other* category is explained in Note 14 which provides details. The 2014 actual *other revenue* was \$314,000 as compared to a budget of \$279,000. The main reason for the increase in actual as compared to budget was the secondments. The fees for public services was higher than budgeted as well. The *Investment Income* is what is earned on the investments that are set aside in the sick pay/retirement fund, the future retirement liability for the members.

The next Section is Crime Control and reflects the expenses for the year. The overall expenses were \$3.8 million on a budgeted figure of \$3.9 million. Salaries were under budget by \$70,000. The employees’ benefits were under budget as well which relates back to the pension. Under the new reporting the police force is required to show the liability for the pension plan which is the board’s share of that liability. There is an actuarial study done every year and our portion of the liability, as well as other organizations liabilities is split out. This liability dropped in 2014 and was reduced from 1.283 million to 1.14 million. The reason for the reduced liability is that there were additional contributions this year and the contribution rate had increased a couple of years ago and it is catching up. Also the investments within that pension plan are doing better. He explained that in the pension plan there is a liability for future benefits to be paid out but there are also investments that are offsetting against that. So these investments were better this year. When these adjustments are made to these statements, it shows that the benefit expense drops. This does not really factor into the funding because the board still maintains the funding surplus and deficits and are based on the cash amounts. When the budgets are presented to the towns it takes into consideration long term debt repayment, equipment to be purchased during the year

**REGULAR MEETING**

and these things under the previous way of preparing these statements, were treated as cash expenditures, but under the new accounting practices they are not. Any capital equipment that is purchased is set up as a fixed asset and long term debt repayment goes against the long term debt liability.

He went on to say that the Board is probably more interested in the funding model because this actually shows what the Towns will be providing. He went on to say that contained in this document is a reconciliation Note 12 on page 16. The first line is the surplus under the public sector accounting and the surplus for 2014 was \$340,263. The operating fund shows under surplus funding requirements \$112,687 and when the telecom is added there is approximately \$110,000 surplus. This is the figure that the towns and board looks at as it relates to cash flow. In 2014 the largest area of savings was in the crime control in the amount of about \$74,000 plus the miscellaneous income of which there was no budget for in the amount of \$35,000. This is where the operating fund surplus comes in. In the public sector accounting, the statements show the actual assets and depreciations but for the actual budget going to the Towns, these statements really don't show this and that is why the reconciliation is done to show what our funding surplus is. The monthly statements provided by Cherie show the board and Towns where they are in relation to the budget.

He next referred to Page 4 of the statement showing the total revenue for 2014 of \$5.825 million and expenses of \$5.5 million which included the depreciation for 2014 in the amount of \$148,000. The surplus in 2014 was \$316,000 versus \$215,000 the year previous. There was an unrealized gain on the investments which is recognized in the new accounting procedures. This is the difference in what was paid for the investments and what they were trading at, the market value. The surplus of \$340,000 at the end of 2014 and the deficit was \$381,000 and now it is down to \$41,512.

The next item discussed was the Statement of Financial position. This shows what comprises the deficit. The assets at the end of the year were \$536,000, accounts receivable were the Federal Government and their agencies was the HST recoverable and some secondments funding that was due to the end of the year. The investments were at \$745,000 and under the liability the Accrued liability was \$743,000. The investments now exceed the liability and therefore is a funded liability.

**REGULAR MEETING**

The total assets are \$1.386 million. The liabilities, the accounts payable from the normal operations were \$378,000 at the end of the year. The long term debt (building) is down to \$1.45 million. The accrued sick leave is noted here but it is also factored into the liability for the vested retirement benefits and is based on unused sick leave. The liability for vested benefits is \$743,163 for this year. There is also the liability for the pension. This is the New Brunswick Employees' Pension Plan which has dropped from 1.283 million last year to 1.140 this year. He explained that the benefits will probably grow consistently. The total debt is \$3.726 million and subtracting this from the assets leaves a net debt of \$2.3 million.

The next section is the Non-Financial Assets is \$3.4 million and would consist of the capital assets of the corporation and the largest asset in this category would be the building. In 2014 there was \$132,000 worth of assets purchased during the year from the operations. These are set up as a capital asset to be written off over time. The largest assets would be the vehicles that were purchased during 2014. The depreciation is also new and in 2014 we have reduced the capital assets by \$148,000. There were also some prepaid expenses and debenture costs. This leaves the non-financial assets at \$2.29 million and when this is reduced by the net debt the resulting deficit is \$41,521. This indicates that the assets should by the end of 2015 should put the board in a surplus position. Mr. Logan spoke briefly on the idea of setting up a reserve fund for any large outlays which may occur in respect to the building mainly because the building is now ten years old. In doing this, he explained that should an incident occur then the Board would not have to go back to the towns in this regard. Mr. Olsen asked if the Commission had the authority to set up a reserve. Mr. Logan suggested that this would be something that would have to go back to the Towns. The issue of establishing a Reserve Fund was discussed.

Mr. Logan advised that overall this was a good year and costs were kept under control. A few capital assets were added to the fleet and as far as the Audit goes the records are in good shape.

Mr. Dobson asked if the Addendum for the Investment Policy had been forwarded to his office and this had been done. Mr. Logan suggested that contact should be made with Mr. Orford to insure that these investments meet the tolerance level of the board and that the policy should be amended to reflect electronically traded funds or indexed funds.

**REGULAR MEETING**

Mr. Dobson asked if this was a clean audit or if there were any adjusted entries. Also if all controls were in place. Mr. Logan advised that a review is done as to the practices. There was nothing to be brought up.

**MOVED BY Danny Dobson that the Audited Financial Statements for the period ending December 31, 2014 be accepted as circulated. Seconded by Gordon Friars. MOTION CARRIED.**

As this is the last year for the quote provided by Teed Saunders Doyle to perform our annual audit, Mr. Logan advised he would forward a quote to Ms. Madill for services for the upcoming years.

Mr. Dobson asked if the fee charged by the Auditors was the same every year. Ms. Madill advised that this last quote was for three years and was the same cost each year. Mr. Logan will be sending her a proposal for the next three years. Mr. Dobson suggested that we wait until the next meeting to see the fee structure prior to appointing this firm to perform the Audit. He further asked if there was any obligation by the Board to entertain any other firms. Ms. Madill advised that the costs associated with the Audit performed is very fair. Once the quote is received from Teed Saunders Doyle at the next meeting the Board would look at it at that time.

**MOVED BY Danny Dobson and Seconded by Emil Olsen to adjourn the Regular Meeting and return to Committee of the Whole. MOTION CARRIED.**

**The Board returned to Committee of the Whole at approximately 3:35 p.m.**

**The Board returned to the Regular Meeting at 4:10 p.m.**

Mr. Alexander requested a motion for the approval of the Agenda for the Regular Meeting. Moved by Peter Bourque. Mr. Friars requested that the Transportation Committee Report as well as the Policy Committee reports be moved up as he has to leave the meeting early. Moved by Linda Sherbo and Seconded by Peter Bourque for these changed. Motion Carried.

Mr. Alexander requested a Motion for the Approval of the Minutes of February 26, 2015. Moved by Peter Bourque and Seconded by Bill McGuire. MOTION CARRIED.

**Kennebecasis Regional Joint  
Board of Police Commissioners  
March 25, 2015  
Page 6**

**REGULAR MEETING**

Mr. Alexander asked if there were any Conflicts of Interest. Mr. Dobson declared a conflict if there was anything transportation related. Mr. Friars advised that there was nothing specific to Mr. Dobson.

Transportation Committee - The Transportation Committee reviewed the document provided by the City of Saint John as it relates to the procurement of vehicles and the committee feels that there is no benefit to the Board in this regard and would make the recommendation that we do not join Saint John in their purchase policy and a letter drafted accordingly. Mr. Dobson pointed out that the City did not go forward with this endeavor. This item was discussed briefly. The Chief advised that this was not forwarded as an invitation and that a response is not necessary. **MOVED by Peter Bourque and Seconded by Gordon Friars that the Board is not interested in this type of endeavor. MOTION CARRIED.**

Policy Committee - Mr. Friars referred to last months' meeting with respect to the Respectful Workplace/Harassment Policy. He advised that he and Matt Alexander have not had a chance to meet in this regard. It was proposed at the last meeting that we request Cpl. Henderson and/or Cst. Daley to provide the training to the Board and this has not been done as of yet as we have the Commendations set for the April meeting and that maybe this could be looked at for the May meeting. At the last meeting the Board was left with looking through the documents and if they had any suggestions to bring them forth. Mr. Dobson did have a comment with relation to the accompanying of a person of their choice when they have a Hearing. Mr. Friars advised that this is something that would be looked at. Mr. Dobson advised he has an issue with this in that it should be a mutual agreement as to who accompanies them. This type of clause would have to be looked at and may be omitted completely to fit the Board. If anyone has any comments to advise himself or Matt Alexander.

Mr. Friars left the meeting at 4:20 p.m.

Personnel – Nothing to report.

Building and Grounds – Mr. Dobson advised the heaters have been installed in the garage.

Insurance – Nothing to report.

**REGULAR MEETING**

Finance – Nothing further.

Regional Service Commission - Mr. Olsen advised that the whole subject of Regional Policing has been dropped.

**SECRETARY-TREASURER'S REPORT**

Ms. Madill referred the Board to the Financial Statements for the period ending February 28, 2015 which were contained in their packages.

The present cash balance is \$352,000 as compared to \$279,000 last year. Payables are at \$149,000 resulting in a \$200,000 balance which of course contains the surplus. This surplus will be carried forward to 2016.

The accounts receivable are the monies outstanding from the Secondments which are billed quarterly. HST recoverable – These monies have been received for the last six months of 2014.

Statement of Operations - The revenue is presently under budget because the RCMP have advised that they will not be paying benefits for our seconded member and we budgeted as if we would receive these funds which will result in this category being under budget. Mr. Dobson asked what impact this would have for the full year and ask that these figures would be available for the next meeting.

Salaries are under budget due to the fact that we have two members on LTD and one member has just returned in March from Maternity Leave. Benefits are under budget as well because of the salaries.

Crime Control is presently at \$631,000 and we budgeted \$702,000 resulting in us being \$70,000 under budget.

Vehicles – Fuel is under budget at present. The lap tops in the vehicles are being installed.

**REGULAR MEETING**

Building – We have spent \$57,000 as compared to \$56,000 budgeted due to the electricity costs being up slightly.

Administration – We have spent \$106,000 compared to \$123,000 budgeted. This is due to no expenditures in the Labor Relations category and the sick pay retirement category, no funds are usually placed until the end of the year.

At present we have a surplus of \$109,000. The Telecom Fund has a deficit of \$23.38.

**Mr. Alexander requested a Motion to accept the Secretary-Treasurer's Report for the period ending February 28, 2015 as circulated. Moved by Bill McGuire and Seconded by Danny Dobson. MOTION CARRIED.**

Mr. Dobson advised that the Bank of Nova Scotia in November was going to start charging bank fees. Ms. Madill received an e-mail advising that the Bank will no longer be charging fees. Mr. Dobson requested that these fees be paid back for November/December/January/February. This is presently in the works.

The Chief advised that a letter had been received from the Saint John Board of Police Commissioners inviting the Senior Management of the Force to attend the Saint John Police Commission and give a presentation on our Strategic Plan. This was discussed with the Chair and correspondence was forwarded to the Saint John Board advising that we would not be attending but if they wished, they could attend our office for an informal discussion.

**CHIEF'S REPORT**

The Chief advised that Cst. Krystal Daley is continuing with her D.A.R.E. Presentations and the new D.A.R.E. Vehicle had arrived and is supplied by Port City Kia and will be decaled up shortly.

Registration for the Seniors Academy was overwhelming this year resulting in two, six week programs being held back to back.

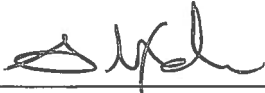
We are looking at an on-line application for the CPR/First Aid training.




**REGULAR MEETING**

The Chief wanted to point out to the Board that from time to time they may see in the newspaper reports of drug busts etc. in the City done by the Saint John Street Crime unit. He wanted to advise the Board that we have members participating in this unit. The Chief advised that Saint John is looking to rectifying these media reports and referring to this unit as an integrated unit consisting of our members and members of the RCMP.

**Mr. Alexander requested a Motion to Adjourn. Moved by Emil Olsen and Seconded by Bill McGuire. MOTION CARRIED.**



CHAIRMAN



SECRETARY

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

	<u>2015</u>	<u>2014</u>
<b>-----Financial assets-----</b>		
Cash - General	\$437,296.27	\$402,273.70
Sick Pay/ Retirement Investments	756,780.28	662,310.38
Accounts Receivable	94,757.03	94,171.55
Sales tax recoverable	13,324.76	10,993.77
	<u>\$1,302,158.34</u>	<u>\$1,169,749.40</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	246,648.18	208,163.23
Vested sick leave/retirement accrual	749,265.75	692,173.48
Sick leave replacement	13,298.53	12,850.00
Accrued pension benefit liability	1,140,800.00	1,283,400.00
Debenture payable	<u>1,450,000.00</u>	<u>1,552,000.00</u>
	<u>3,600,012.46</u>	<u>3,748,586.71</u>
<b>NET ASSETS (DEBT)</b>	<u>-2,297,854.12</u>	<u>-2,578,837.31</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,407,400.83	3,306,648.98
Accumulated amortization	<u>-1,161,977.85</u>	<u>-1,041,192.63</u>
	2,245,422.98	2,265,456.35
Unamortized Debenture costs	6,236.94	4,696.71
Prepaid expenses	<u>112,424.44</u>	<u>43,756.30</u>
	<u>2,364,084.36</u>	<u>2,313,909.36</u>
<b>ACCUMULATED SURPLUS</b>	<u>66,230.24</u>	<u>-264,927.95</u>
Assets	3,666,242.70	3,483,658.76
Liabilities	3,666,242.70	3,483,658.76

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

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

**STATEMENT OF OPERATIONS  
THREE MONTHS ENDING MARCH 31, 2015**

	-----  THREE MONTHS  -----				
	--ACTUAL--		PRIOR YR	-----	BUDGET-----
<b>REVENUE:</b>					
Fees	\$9,589.72	-18%	\$10,562	\$11,750	\$47,000
Taxi & Traffic Bylaw	3,789.00	203%	2,608	1,250	5,000
Interest income	1,315.18	5%	1,239	1,250	5,000
Retirement interest & dividends	6,102.86	28%	4,158	4,750	19,000
Secondments	46,645.83	-14%	52,558	54,415	217,661
	<u>\$67,442.59</u>	-8%	<u>71,125</u>	<u>73,415</u>	<u>293,661</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	\$743,870.55	-8%	\$717,400	807,193	\$3,228,772
Benefits	147,191.91	-14%	151,533	170,475	681,898
Training	7,985.35	-16%	12,329	9,500	38,000
Equipment		-100%		5,000	20,000
Equip repairs & IT support		-100%	404	1,000	4,000
Communications	13,653.49	21%	12,185	11,250	45,000
Office function	3,472.89	-18%	3,633	4,250	17,000
Leasing	3,039.70	39%	1,999	2,188	8,750
Policing-general	7,127.57	2%	5,697	7,000	28,001
Insurance	2,745.00	-2%	2,672	2,805	11,221
Uniforms	8,911.09	-1%	18,635	9,000	36,000
Prevention/p.r.	1,482.71	-34%	2,179	2,250	9,000
Investigations	4,805.27	-34%	3,415	7,250	29,000
Detention	6,464.34	0%	6,545	6,465	25,860
Taxi & Traffic Bylaw	258.57	107%		125	500
Auxillary	1,122.01	199%	83	375	1,500
Public Safety	7,000.00	0%	7,000	7,000	28,000
	<u>959,130.45</u>	-9%	<u>945,709</u>	<u>1,053,126</u>	<u>4,212,502</u>
<b>VEHICLES</b>					
Fuel	21,241.01	-26%	29,271	28,750	115,000
Maint./repairs	18,260.62	-14%	11,636	21,250	85,000
Insurance	5,079.24	-13%	5,560	5,838	23,353
New vehicles		-100%	-2,200	28,500	114,000
Equipment		-100%		5,375	21,500
	<u>44,580.87</u>	-50%	<u>44,267</u>	<u>89,713</u>	<u>358,853</u>

STATEMENT OF OPERATIONS  
THREE MONTHS ENDING MARCH 31, 2015

-----THREE MONTHS -----  
--ACTUAL-- PRIOR YR ----- BUDGET-----

**EXPENDITURE continued:**

**BUILDING**

Maintenance	8,422.72	-4%	5,305	8,750	35,000
Cleaning	5,493.32	-6%	5,382	5,875	23,500
Electricity	16,471.99	40%	13,387	11,750	47,000
Taxes	10,934.37	-4%	10,894	11,439	45,754
Insurance	1,305.75	-1%	1,256	1,318	5,273
Grounds	4,897.42	118%	3,041	2,250	9,000
Interest on Debenture	14,024.25	-19%	18,190	17,250	69,000
Debenture Principal	27,999.99	7%	25,500	26,250	105,000
	<u>89,549.81</u>	5%	<u>82,955</u>	<u>84,882</u>	<u>339,527</u>

**ADMINISTRATION**

Salaries	146,325.44	-1%	142,215	147,606	590,424
Benefits	27,111.20	-6%	28,033	28,783	115,133
Professional Fees	14,283.73	39%	6,697	10,250	41,000
Travel/Training	5,468.04	68%	4,217	3,250	13,000
Board Travel/Expenses	297.29	-76%	152	1,250	5,000
Insurance	305.01	-2%	297	312	1,247
Bank service fees	492.55				
Labour Relations	360.97	-86%	2,243	2,500	10,000
Sick Pay/Retirement		-100%		13,302	53,207
Retirement int & dividends	6,102.86	28%	4,159	4,750	19,000
2nd prior year (surplus) deficit	-30,753.75		-5,057	-30,754	-123,015
	<u>169,993.34</u>	-6%	<u>182,956</u>	<u>181,249</u>	<u>724,996</u>

	1,195,811.88	-10%	1,184,762	1,335,554	5,342,217
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**CONTRIBUTED BY MEMBERS  
SURPLUS (DEFICIT)**

	<u>\$139,744.62</u>		<u>\$125,401</u>	<u>\$0</u>	<u>\$0</u>
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**TELECOM FUND**

City of SJ telecomm services	75,975.00	0%	73,750	75,975	303,900
Data Networking charges	2,225.22		2,089	2,288	9,150
Retirees health insurance	459.25		147	375	1,500
2nd prior year (surplus) deficit	-1,220.49	0%	416	-1,221	-4,882
	<u>77,438.98</u>		<u>76,402</u>	<u>77,417</u>	<u>309,668</u>

**CONTRIBUTED BY MEMBERS  
SURPLUS (DEFICIT)**

	<u>77,416.50</u>		<u>76,464</u>	<u>77,417</u>	<u>309,668</u>
	<u>(\$22.48)</u>		<u>\$62</u>	<u>\$0</u>	<u>\$0</u>

**Total surplus (deficit)**

\$139,722.14

\$125,463

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

**STATEMENT OF FINANCIAL POSITION**

BANK balance		437,296	at March 31
ACCOUNTS PAYABLE balance	246,648		
Debenture costs paid in June & December	-41,245		
		-----	
Current Accounts Payable		205,403	Paid in April
		-----	
Extra (Shortfall) in bank account		231,893	
 <i>Prepays</i> include insurance, property taxes and Managed Health Care's deposit			

**STATEMENT OF OPERATIONS**

*Crime Control:*

- \* Salaries under budget due to two sergeants on LTD
- \* Benefits Health insurance 2015: \$30,341 2014: \$38,115
  - Retirees health insurance costs \$1,937 (retirees paid less than the costs of health plan)
  - Last March 2014 the retirees paid \$103 more than the actual costs

*Administration:*

- \* Benefits Health Insurance 2015: \$5,133 2014: \$5,662

*Telecom:*

- \* Retirees health insurance (Retirees paid less than the actual cost of their plan) \$459
  - Last March 2014 the retirees paid \$147 less than the actual costs

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**TOWN OF ROTHESAY**  
**Utility Fund Financial Statements**  
**March 31, 2015**

**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 Listing - March</b>	<b>U7</b>
<b>Capital Project Listing - April - DRAFT</b>	<b>U8</b>

**Town of Rothesay**  
Capital Balance Sheet  
As at 3/31/15

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

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

Current:

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

Long-Term:

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

EQUITY

Investments:

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

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

Utility Reserve Balance Sheet

As at 3/31/15

## ASSETS

## Assets:

Bank - Utility Reserve	1,551,195
Due from Utility Operating	(23,514)
TOTAL ASSETS	<u>\$ 1,527,681</u>

## EQUITY

## Investments:

Invest. in Utility Capital Reserve	1,224,921
Invest. in Utility Operating Reserve	63,799
Invest. in Sewage Outfall Reserve	238,961
TOTAL EQUITY	<u>\$ 1,527,681</u>

**Town of Rothesay**  
 Utilities Fund Operating Balance Sheet  
 As at 3/31/15

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	2,028,676
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>2,029,876</u>
Other Assets:	
Projects	362,402
	<u>362,402</u>
 TOTAL ASSETS	 <u>\$ 2,392,278</u>

LIABILITIES

Accrued Payables	54,711
Due from General Fund	826,681
Due from (to) Capital Fund	(67,077)
Due to (from) Utility Reserve	(23,514)
Deferred Revenue	22,689
Total Liabilities	<u>813,490</u>

EQUITY

Surplus:	
Opening Retained Earnings	(163,556)
Profit (Loss) to Date	1,742,345
	<u>1,578,789</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 2,392,279</u>

**Town of Rothesay**  
**Utilities Operating Income Statement**  
**3 Months Ended 3/31/15**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	234,147	234,682	234,194	234,682	(488)		890,400
Meter and non-hookup fees	9,518	7,500	9,518	7,500	2,018		30,000
Water Supply for Fire Prot.	350,000	350,000	350,000	350,000	0		350,000
Local Improvement Levy	59,269	60,000	59,269	60,000	(731)		60,000
Sewerage Services	1,476,767	1,473,400	1,476,819	1,473,400	3,419		1,473,400
Connection Fees	2,500	6,500	2,500	6,500	(4,000)	1	65,000
Interest Earned	3,491	2,917	10,802	8,750	2,052		35,000
Misc. Revenue	300	417	825	1,250	(425)		5,000
<b>TOTAL RECEIPTS</b>	<b>2,135,991</b>	<b>2,135,415</b>	<b>2,143,926</b>	<b>2,142,082</b>	<b>1,844</b>		<b>2,908,800</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	60,750	60,750	60,750	60,750	0		243,000
Audit/Legal/Training	1,020	1,000	1,020	3,000	1,980	2	15,000
Purification/Treatment	28,993	25,987	61,519	68,962	7,444	3	262,348
Transm/Distribution	4,568	7,250	21,104	21,750	646		87,000
Power & Pumping	3,864	4,000	10,123	12,000	1,877		48,000
Billing/Collections	359	250	450	750	300		3,000
Water Purchased	133	100	133	300	167		1,200
Misc. Expenses	328	1,333	1,137	4,000	2,863		16,000
<b>TOTAL WATER SUPPLY</b>	<b>100,014</b>	<b>100,671</b>	<b>156,237</b>	<b>171,512</b>	<b>15,275</b>		<b>675,548</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	141,750	141,750	141,750	141,750	0		567,000
Audit/Legal/Training	320	1,833	1,110	5,500	4,390		28,860
Collection System	5,112	4,817	6,573	14,450	7,877		85,800
Lift Stations	4,459	1,583	6,955	4,750	(2,205)	4	19,000
Treatment/Disposal	5,288	10,588	15,062	22,163	7,100	5	74,250
Misc. Expenses	0	875	118	2,625	2,507		10,500
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>156,930</b>	<b>161,446</b>	<b>171,568</b>	<b>191,237</b>	<b>19,669</b>		<b>785,410</b>
<b>FISCAL SERVICES</b>							
Interest on Long-Term Debt	0	0	0	0	0		269,063
Principal Repayment	0	0	0	0	0		416,705
Transfer to Reserve Accounts	0	0	0	0	0		188,298
Capital Fund	0	0	0	0	0		500,000
Prev. Yrs Deficits	0	0	73,776	73,776	0		73,776
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>73,776</b>	<b>73,776</b>	<b>0</b>		<b>1,447,842</b>
<b>TOTAL EXPENSES</b>	<b>256,943</b>	<b>262,117</b>	<b>401,581</b>	<b>436,526</b>	<b>34,944</b>		<b>2,908,800</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>1,879,048</b>	<b>1,873,299</b>	<b>1,742,345</b>	<b>1,705,556</b>	<b>36,788</b>		<b>0</b>

# Town of Rothesay

Variance Report - Utility Operating  
3 Months Ended March 31, 2015

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
<b>Revenue</b>					
1	Connection Fees	2,500	6,500	4,000	Timing
<b>Expenditures</b>					
<b>Water</b>					
2	Audit/Legal	1,020	3,000	1,980	timing
3	Purification/Treatment	61,519	68,962	7,443	timing re testing and maintenance
<b>Sewer</b>					
4	Lift Stations	6,955	4,750	(2,205)	Equipment replacement
5	Treatment/Disposal	15,062	22,163	7,101	Timing

# Town of Rothesay

Capital Projects 2014

Utilities Fund

3 Months Ended 3/31/15

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>Water</b>			
12041730 CCME Characterization	0	357	-357
12043130 Gondola Pt. Rd W-2015-001	310,000	0	310,000
12043630 McGuire CentreExtension W-2015-003	110,000	0	110,000
12043430 Well Development - Watershed W-2014-014	250,000	3,699	246,301
12042730 Membrane Racks W-2013-24	210,000	60,000	150,000
12043330 Water Treatment Plant Upgrade W-2014-013	500,000	295,677	204,323
Total Water Capital	1,380,000	359,733	1,020,267
<b>Sewer</b>			
12031130 Wastewater Feasibility Study	0	2,669	-2,669
12042330 Wastewater Treatment Design - S-2014-016	7,500,000	0	7,500,000
Total Sewer Capital	7,500,000	2,669	7,497,331
Total Utilities Capital	<u>\$ 8,880,000</u>	<u>\$ 362,402</u>	<u>\$ 8,517,598</u>
<b>Funding:</b>			
Water	Grants	Reserves	Operating
	700,000	70,000	500,000
Sewer	700,000	800,000	-
	<u>\$ 700,000</u>	<u>\$ 870,000</u>	<u>\$ 500,000</u>
			<u>Borrow</u>
			<u>810,000</u>
			<u>1,500,000</u>
			<u>\$ 2,310,000</u>

# Town of Rothesay

Capital Projects 2014

Utilities Fund

4 Months Ended 4/30/15

**DRAFT!**

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>Water</b>			
12041730 CCME Characterization	0	357	-357
12043130 Gondola Pt. Rd W-2015-001	310,000	0	310,000
12043630 McGuire CentreExtension W-2015-003	110,000	0	110,000
12043430 Well Development - Watershed W-2014-014	250,000	15,120	234,880
12042730 Membrane Racks W-2013-24	210,000	0	210,000
12043330 Water Treatment Plant Upgrade W-2014-013	500,000	299,093	200,907
Total Water Capital	1,380,000	314,571	1,065,429
<b>Sewer</b>			
12031130 Wastewater Feasibility Study	0	2,669	-2,669
12042330 Wastewater Treatment Design - S-2014-016	7,500,000	0	7,500,000
Total Sewer Capital	7,500,000	2,669	7,497,331
Total Utilities Capital	\$ 8,880,000	\$ 317,239	\$ 8,562,761
<b>Funding:</b>			
Water		Operating	Borrow
	70,000	500,000	810,000
Sewer	700,000	-	1,500,000
	700,000	500,000	2,310,000
	\$ 870,000	\$ 500,000	\$ 2,310,000

# Town of Rothesay

## General Fund Financial Statements

March 31, 2015

**Includes:**

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

# Town of Rothesay

## Balance Sheet - Capital General Fund 3/31/15

### 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
	<u>65,906,380</u>

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)
	<u>(25,606,899)</u>

\$ 40,299,481

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(568,238)
Total Long Term Debt	5,926,000

Total Liabilities \$ 5,357,762

Investment in General Fund Fixed Assets 34,941,719

\$ 40,299,481



**Town of Rothesay**  
Balance Sheet - General Fund Reserves  
3/31/15

ASSETS

BNS General Operating Reserve	617,531
BNS General Capital Reserves	185,238
BNS - Gas Tax Reserves - GIC	3,063,796
Gen Reserves due to/from Gen Operating	267,978
	<u>\$ 4,134,543</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	54,875
General Gas Tax Funding	123,478
Invest. in General Operating Reserve	619,262
Invest. in Land for Public Purposes Reserve	86,676
Invest. in Town Hall Reserve	40,967
	<u>\$ 4,134,543</u>

**Town of Rothesay**  
 Balance Sheet - General Operating Fund  
 3/31/15

**CURRENT ASSETS**

Cash	2,112,516
Receivables	83,065
HST Receivable	136,465
Inventory	23,881
Gen Operating due to/from Util Operating	826,680
Total Current Assets	<u>3,182,606</u>
Other Assets:	
Projects	93,503
	<u>93,503</u>
<b>TOTAL ASSETS</b>	<u><u>3,276,110</u></u>

**CURRENT LIABILITIES AND EQUITY**

Accounts Payable	764,871
Other Payables	366,122
Gen Operating due to/from Gen Reserves	267,978
Gen Operating due to/from Gen Capital	568,238
Accrued Sick Leave	9,000
Accrued Pension Obligation	431,800
Accrued Retirement Allowance	306,000
<b>TOTAL LIABILITIES</b>	<u><u>2,714,009</u></u>

**EQUITY**

Retained Earnings - General	(122,694)
Surplus/(Deficit) for the Period	684,793
	<u>562,100</u>
	<u><u>3,276,109</u></u>

## 2015May11OpenSessionFINAL\_114

## Town of Rothesay

Statement of Revenue & Expenditure  
3 Months Ended 3/31/15

	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	3,679,745	3,679,745	0		14,718,978
Sale of Services	30,678	30,650	91,409	97,950	(6,541)		384,700
Services to Province of New Brunswick	5,525	5,526	16,575	16,577	(2)		66,306
Other Revenue from Own Sources	22,854	19,727	31,431	35,182	(3,751)		140,729
Unconditional Grant	9,689	9,689	29,066	29,066	0		116,262
Conditional Transfers	0	0	0	0	0		26,500
Other Transfers	202,500	202,500	286,525	286,525	0		894,025
	<u>\$1,497,827</u>	<u>\$1,494,673</u>	<u>\$4,134,751</u>	<u>\$4,145,044</u>	<u>-\$10,293</u>		<u>\$16,347,500</u>
<b>EXPENSES</b>							
General Government Services	166,995	182,670	564,422	637,286	72,864		2,053,519
Protective Services	679,569	674,410	1,324,725	1,326,031	1,306		4,567,051
Transportation Services	332,672	333,695	978,565	914,984	(63,581)		3,355,933
Environmental Health Services	34,716	44,000	111,499	133,000	21,501		633,000
Environmental Development	52,442	69,067	141,733	170,402	28,669		619,122
Recreation & Cultural Services	102,682	114,127	328,358	375,999	47,641		1,791,344
Fiscal Services	387	417	654	1,250	596		3,327,531
	<u>\$1,369,463</u>	<u>\$1,418,387</u>	<u>\$3,449,957</u>	<u>\$3,558,952</u>	<u>\$108,995</u>		<u>\$16,347,500</u>
Surplus (Deficit) for the Year	<u>\$128,364</u>	<u>\$76,286</u>	<u>\$684,793</u>	<u>\$586,091</u>	<u>\$98,702</u>		<u>\$ -</u>

**Town of Rothesay**  
Statement of Revenue & Expenditure  
3 Months Ended 3/31/15

	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	1,930	1,833	3,510	5,500	(1,990)	1	22,000
Town Hall Rent	577	800	1,591	2,400	(809)		69,600
Arena Revenue	27,671	27,417	84,808	88,250	(3,442)	2	228,000
Community Garden	0	0	0	0	0		900
Recreation Programs	500	600	1,500	1,800	(300)		64,200
	<u>30,678</u>	<u>30,650</u>	<u>91,409</u>	<u>97,950</u>	<u>(6,541)</u>		<u>384,700</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	7,422	6,667	10,539	20,000	(9,461)	3	80,000
Police Fines	13,293	12,000	13,293	12,000	1,293		48,000
Interest & Sundry	1,785	417	5,496	1,250	4,246		5,000
Miscellaneous	338	644	1,983	1,932	51		7,729
History Book Sales	16	0	120	0	120		0
	<u>22,854</u>	<u>19,727</u>	<u>31,431</u>	<u>35,182</u>	<u>(3,751)</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	0	0	84,025	84,025	0		84,025
Utility Fund Transfer	202,500	202,500	202,500	202,500	0		810,000
	<u>202,500</u>	<u>202,500</u>	<u>286,525</u>	<u>286,525</u>	<u>0</u>		<u>894,025</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	2,636	2,967	7,393	8,900	1,507		35,600
Councillors	8,072	8,667	23,750	26,000	2,250		104,000
Regional Service Commission 9	0	0	1,710	1,809	98		7,235
Other	2,148	1,417	2,648	4,250	1,602		17,000
	<u>12,855</u>	<u>13,050</u>	<u>35,502</u>	<u>40,959</u>	<u>5,457</u>		<u>163,835</u>
<b>Administrative</b>							
Office Building	51,078	55,750	62,349	77,250	14,901	4	190,000
Solicitor	0	2,917	0	8,750	8,750		35,000
Administration - Wages & Benefits	62,196	68,990	185,452	206,971	21,519	5	975,000
Supplies	9,206	10,908	42,548	46,025	3,477		104,900
Professional Fees	19,639	14,167	19,639	22,500	2,861		50,000
Other	3,834	5,097	26,916	30,290	3,374		76,161
	<u>145,953</u>	<u>157,829</u>	<u>336,903</u>	<u>391,786</u>	<u>54,883</u>		<u>1,431,061</u>

## 2015May11OpenSessionFINAL\_116

CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
G7						
<b>Other General Government Services</b>						
Community Communications	0	750	496	2,250	1,754	9,000
Civic Relations	0	333	2,726	4,000	1,274	7,000
Insurance	0	0	145,993	146,166	173	146,166
Donations	650	708	35,265	42,125	6,860	48,500
Cost of Assessment	0	0	0	0	0	237,957
Property Taxes - L.P.P.	7,537	10,000	7,537	10,000	2,463	10,000
	<u>8,187</u>	<u>11,792</u>	<u>192,017</u>	<u>204,541</u>	<u>12,524</u>	<u>458,623</u>
	<u>166,995</u>	<u>182,670</u>	<u>564,422</u>	<u>637,286</u>	<u>72,864</u>	<u>2,053,519</u>
<b>Protective Services</b>						
<b>Police</b>						
Police Protection	168,550	168,566	505,651	505,697	45	2,191,352
Crime Stoppers	0	0	0	2,800	2,800	2,800
	<u>168,550</u>	<u>168,566</u>	<u>505,651</u>	<u>508,497</u>	<u>2,845</u>	<u>2,194,152</u>
<b>Fire</b>						
Fire Protection	136,556	143,222	424,853	429,667	4,814	1,861,889
Water Costs Fire Protection	350,000	350,000	350,000	350,000	0	350,000
	<u>486,556</u>	<u>493,222</u>	<u>774,853</u>	<u>779,667</u>	<u>4,814</u>	<u>2,211,889</u>
<b>Emergency Measures</b>						
911 Communications Centre	9,539	9,539	28,618	28,618	(0)	124,010
EMO Director/Committee	0	1,667	0	5,000	5,000	20,000
	<u>9,539</u>	<u>11,206</u>	<u>28,618</u>	<u>33,618</u>	<u>5,000</u>	<u>144,010</u>
<b>Other</b>						
Animal & Pest Control	0	1,000	680	3,000	2,320	12,000
Other	14,924	417	14,924	1,250	(13,674)	5,000
	<u>14,924</u>	<u>1,417</u>	<u>15,604</u>	<u>4,250</u>	<u>(11,354)</u>	<u>17,000</u>
<b>Total Protective Services</b>	<u>679,569</u>	<u>674,410</u>	<u>1,324,725</u>	<u>1,326,031</u>	<u>1,306</u>	<u>4,567,051</u>

6

## 2015May11OpenSessionFINAL\_117

G8

	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)	146,890	138,221	418,336	414,664	(3,672)		1,765,753
Workshops, Yards & Equipment	96,907	85,458	190,584	176,375	(14,209)	7	585,500
Engineering	0	1,250	949	3,750	2,801		15,000
	<u>243,797</u>	<u>224,930</u>	<u>609,870</u>	<u>594,789</u>	<u>(15,081)</u>		<u>2,366,253</u>
Street Cleaning & Flushing	517	0	517	0	(517)		35,000
Roads & Streets	1,675	7,967	2,022	11,300	9,278		83,000
Crosswalks & Sidewalks	376	767	2,091	2,300	209		18,000
Culverts & Drainage Ditches	99	1,000	99	3,000	2,901		80,000
Snow & Ice Removal	72,463	82,267	323,593	250,800	(72,793)	8	459,000
	<u>75,130</u>	<u>92,000</u>	<u>328,322</u>	<u>267,400</u>	<u>(60,922)</u>		<u>675,000</u>
Street Lighting	11,639	12,307	35,857	36,920	1,063		147,680
<b>Traffic Services</b>							
Street Signs	0	833	0	2,500	2,500		10,000
Traffic Lanemarking	0	0	0	0	0		24,000
Traffic Signals	628	1,500	(2,365)	4,500	6,865		18,000
Railway Crossing	1,333	2,000	3,946	6,000	2,054		24,000
	<u>1,961</u>	<u>4,333</u>	<u>1,582</u>	<u>13,000</u>	<u>11,418</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	0	0	2,500	2,500	0		2,500
Public Transit - Other	145	125	434	375	(59)		1,500
	<u>145</u>	<u>125</u>	<u>2,934</u>	<u>2,875</u>	<u>(59)</u>		<u>91,000</u>
<b>Total Transportation Services</b>	<u>332,672</u>	<u>333,695</u>	<u>978,565</u>	<u>914,984</u>	<u>(63,581)</u>		<u>3,355,933</u>
<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill	12,260	19,167	43,561	57,500	13,939	9	230,000
Solid Waste Disposal Compost	951	2,333	3,425	7,000	3,575		28,000
Solid Waste Collection	21,505	22,500	64,514	67,500	2,986		270,000
Solid Waste Collection Curbside Recycling	0	0	0	0	0		70,000
Clean Up Campaign	0	0	0	1,000	1,000		35,000
	<u>34,716</u>	<u>44,000</u>	<u>111,499</u>	<u>133,000</u>	<u>21,501</u>		<u>633,000</u>
<b>Environmental Development Services</b>							
<b>Planning &amp; Zoning</b>							
Administration	45,240	55,824	116,408	127,471	11,063		457,000
Planning Projects	0	4,167	0	12,500	12,500	10	50,000
Heritage Committee	0	625	390	1,875	1,485		7,500
	<u>45,240</u>	<u>60,615</u>	<u>116,798</u>	<u>141,846</u>	<u>25,048</u>		<u>514,500</u>
Economic Development Comm.	7,202	7,202	21,606	21,605	(0)		86,422
Tourism	0	0	3,103	3,200	97		3,200
	<u>7,202</u>	<u>7,202</u>	<u>24,709</u>	<u>24,805</u>	<u>97</u>		<u>89,622</u>
	<u>52,442</u>	<u>67,817</u>	<u>141,507</u>	<u>166,652</u>	<u>25,145</u>		<u>604,122</u>

## 2015May11OpenSessionFINAL\_118

CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Recreation &amp; Cultural Services</b>						
Administration	35,720	36,350	70,978	69,050	(1,928)	235,800
Apartment Buildings	120	0	120	0	(120)	0
Beaches	0	0	0	0	0	60,800
Rothesay Arena	21,928	20,774	68,051	62,321	(5,730)	11 263,500
Memorial Centre	14,426	12,542	20,147	22,125	1,978	63,000
Summer Programs	541	0	796	0	(796)	58,700
Parks & Gardens	21,470	27,331	52,496	81,992	29,497	531,000
Playgrounds and Fields	1,463	9,817	4,489	29,450	24,961	12 117,800
Regional Facilities Commission	0	0	87,618	87,618	0	350,472
Kennebecasis Public Library	6,147	6,148	18,441	18,443	2	73,772
Big Rothesay Read	0	83	0	250	250	1,000
Special Events	868	750	5,222	3,750	(1,472)	31,500
Rothesay Living Museum	0	333	0	1,000	1,000	4,000
	<u>102,682</u>	<u>114,127</u>	<u>328,358</u>	<u>375,999</u>	<u>47,641</u>	<u>1,791,344</u>
<b>Fiscal Services</b>						
Debt Charges						
Interest	387	417	654	1,250	596	186,031
Debenture Payments	0	0	0	0	0	669,000
	<u>387</u>	<u>417</u>	<u>654</u>	<u>1,250</u>	<u>596</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>387</u>	<u>417</u>	<u>654</u>	<u>1,250</u>	<u>596</u>	<u>3,327,531</u>

G9

# Town of Rothesay

## Variance Report - General Fund

3 months ending March 31, 2015

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	\$ 3,510	\$ 5,500	(1,990)	Timing
2	Arena Revenue	\$ 84,808	\$ 88,250	(3,442)	Minor Hockey rentals down
3	Licenses & Permits	\$ 10,539	\$ 20,000	(9,461)	Timing
			Total \$	(14,893)	
			Variance per Statement \$	(10,293)	
			Explained	144.69%	
<b>Expenses</b>					
<b>General Government</b>					
4	Office Building	\$ 62,349	\$ 77,250	14,901	Maintenance costs lower than expected
5	Administration - Wages & Benefits	\$ 185,452	\$ 206,971	21,519	One position vacant
6	Protective Services	\$ 14,924	\$ 1,250	(13,674)	Hydrant repairs
<b>Transportation</b>					
7	Workshops, Yards & Equipment	\$ 190,584	\$ 176,375	(14,209)	Fuel costs
8	Snow & Ice Removal	\$ 323,593	\$ 250,800	(72,793)	Salt & Sand, extra equipment
<b>Environmental Health</b>					
9	Solid waste - land fill	\$ 43,561	\$ 57,500	13,939	Less tipping fee than expected
<b>Environmental Development</b>					
10	Planning Projects	\$ -	\$ 12,500	12,500	Not used yet
<b>Recreation &amp; Cultural Services</b>					
11	Rothesay Arena	\$ 68,051	\$ 62,321	(5,730)	Maintenance, Zamboni expenses higher than expected
12	Playgrounds & Fields	\$ 4,489	\$ 29,450	24,961	Timing
			Total \$	(18,586)	
			Variance per Statement \$	(108,995)	
			Explained	17.05%	



**Town of Rothesay**  
 Capital Projects 2015  
 General Fund  
 3 Months Ended 3/31/15

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding Reserves	Gas Tax/Infrastructure	Grants	Operating	Borrow
<b>General Government</b>								
Town Hall Improvements G-2014-008	315,000	0	315,000				315,000	
Total General Government	315,000	0	315,000				315,000	
<b>Protective Services</b>								
Protective Serv. Equipment Purchases P-2015-003	25,000	7,054	17,946				25,000	
Total Protective Services	25,000	7,054	17,946				25,000	
<b>Transportation</b>								
Oakville Acres T-2014-005	2,000,000	20,470	1,979,530					
Transportation Equipment Purchases T-2015-001	470,000	14,918	455,082					
Asphalt/Microsealing T-2014-002	990,000	1,639	988,361					
Salt Shed Improvements T-2014-021	75,000	0	75,000					
Curb & Gutter Eriskay/Iona T-2015-004	315,000	0	315,000					
Engineering 2016 Streets T-2016-001	60,000	0	60,000					
In House Almon/RA5 Church/Golf Club T-2015-005	140,000	0	140,000					
Drainage Improvements Eriskay/Iona	240,000	0	240,000					
2014 Project Carry-Overs	0	23,851	-23,851					
Total Transportation	4,290,000	60,878	4,229,122	40,000	515,000	315,000	1,405,000	2,650,000
<b>Recreation</b>								
Arena Upgrade	25,000	0	25,000					
Miller Field Building R-2013-08	120,000	0	120,000					
2013 Rothesay Common Upgrade R-2013-01	2,400,000	9,675	2,390,325					
Major Recreation Facility R-2013-07	6,750,000	0	6,750,000					
Recreation Equipment Purchases R-2015-002	160,000	15	159,985					
Memorial Centre Improvements R-2014-010	100,000	231	99,769					
Wells Trail R-2014-019	665,000	15,650	649,350					
Wells Ballfield R-2014-020	665,000	0	665,000					
Total Recreation	10,885,000	25,571	10,859,429	110,000	2,250,000	3,220,000	295,000	5,010,000
<b>Total</b>	<b>15,515,000</b>	<b>93,503</b>	<b>15,421,497</b>	<b>150,000</b>	<b>2,765,000</b>	<b>\$3,535,000</b>	<b>\$2,040,000</b>	<b>\$7,660,000</b>
<b>On Hold</b>								
Land assembly	300,000							
Designated Highway	315,000							
Tree Replacement	20,000							
<b>Total Approved</b>	<b>16,150,000</b>							

**Town of Rothesay**  
 Capital Projects 2015  
 General Fund  
 4 Months Ended 4/30/15

DRAFT!

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding Reserves	Gas Tax/Infrastructure	Grants	Operating	Borrow
<b>General Government</b>								
Town Hall Improvements G-2014-008	315,000	0	315,000					
Total General Government	315,000	0	315,000				315,000	
<b>Protective Services</b>								
Protective Serv. Equipment Purchases P-2015-003	25,000	7,054	17,946					
Total Protective Services	25,000	7,054	17,946				25,000	
<b>Transportation</b>								
Oakville Acres T-2014-005	2,000,000	33,424	1,966,576					
Transportation Equipment Purchases T-2015-001	470,000	19,805	450,195					
Asphalt/Microsealing T-2014-002	990,000	1,639	988,361					
French Village Road T-2014-007	0	2,011	-2,011					
Salt Shed Improvements T-2014-021	75,000	0	75,000					
Curb & Gutter Eriskay/Iona T-2015-004	315,000	0	315,000					
Engineering 2016 Streets T-2016-001	60,000	0	60,000					
In House Almon/RA5 Church/Golf Club T-2015-005	140,000	0	140,000					
Drainage Improvements Eriskay/Iona	240,000	0	240,000					
2014 Project Carry-Overs	0	24,861	-24,861					
Total Transportation	4,290,000	81,740	4,208,260			40,000	515,000	315,000
							1,405,000	2,650,000
<b>Recreation</b>								
Arena Upgrade	25,000	0	25,000					
Miller Field Building R-2013-08	120,000	0	120,000					
2013 Rothesay Common Upgrade R-2013-01	2,400,000	9,675	2,390,325					
Major Recreation Facility R-2013-07	6,750,000	0	6,750,000					
Recreation Equipment Purchases R-2015-002	160,000	15	159,985					
Memorial Centre Improvements R-2014-010	100,000	1,958	98,042					
Wells' Trail R-2014-019	665,000	63,254	601,746					
Wells Ballfield R-2014-020	665,000	0	665,000					
Total Recreation	10,885,000	74,902	10,810,098			110,000	2,250,000	3,220,000
							295,000	5,010,000
<b>Total</b>	\$ 15,515,000	\$ 163,697	\$ 15,351,303	\$ 150,000	\$ 2,765,000	\$ 3,535,000	\$ 2,040,000	\$ 7,660,000
<b>On Hold</b>								
Land assembly	300,000							
Designated Highway	315,000							
Tree Replacement	20,000							
<b>Total Approved</b>	16,150,000							



2015May14OpenSessionFINAL\_122

**ROTHESAY**  
PARKS & RECREATION COMMITTEE  
MEETING MINUTES  
Tuesday, April 21<sup>st</sup>, 2015



**DRAFT**

PRESENT: Councillor Miriam Wells, Chair  
Councillor Bill McGuire  
Maureen Desmond  
Tracy Langley  
Chip Smith  
Jon LeHeup  
Pat Palmer, Vice Chair  
Jane MacEachern  
Brendan Kilfoil (arrived @ 6:40)

Director of Recreation Charles Jensen  
Facilities Coordinator Ryan Kincade  
Town Manager John Jarvie  
Recreation Coordinator Alex Holder  
DPDS Brian White  
GIS Coordinator Nick DeMerchant  
Recording Secretary Bev Côté

ABSENT: Susan Harley

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 Maureen Desmond to approve the minutes of the March 17<sup>th</sup>, 2015 meeting.

**CARRIED.**

**2. APPROVAL OF AGENDA**

**MOVED** by Tracy Langley and seconded by Counc. McGuire to approve the agenda as circulated.

**CARRIED.**

**3. DELEGATIONS**

**4. REPORTS**

**5. UNFINISHED BUSINESS**

**5.1 Rothesay Common Update**

Director Jensen informed the committee that the 1<sup>st</sup> project meeting was held with Bird Construction, Dan Glenn and Rothesay staff. The start date is slated for June 1<sup>st</sup> with equipment moving on site in mid-May.

**DRAFT**

## 5.2 Wells Park Project

Director Jensen informed the committee that the Tender will be posted April 22<sup>nd</sup> with approval for the May Council meeting.

## 5.3 Multi-Purpose Facility

TM Jarvie informed the committee that there is nothing further to report.

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

DPDS White informed the committee that Council referred the issue of public access and amenity development on Town recreational lands in Kennebecasis Park to this committee for further study and recommendation back to council. A complaint was received that a resident was blocking access to the water. DPDS White gave a brief explanation of the 2012 Active Transportation plan including a description of the trails and the Implementation Plan which includes K Park. The following options were presented:

- 1) Maintain the status quo for the time being and the Town will continue to manage the land as is
- 2) The Town should investigate options to divest of the land to a "homeowners association" in trust
- 3) The town should study the feasibility of the land as a developed recreational trail asset
- 4) Table this item pending a Committee field trip and more detailed analysis by staff

A brief discussion followed. GIS Coordinator DeMerchant gave a PowerPoint demonstration showing the possible trail which would be a 3.2 km loop around the park starting at the lagoon, finishing near Broadway where the sidewalk can take you back to the starting point. The following points were discussed:

- At present the Town does not maintain any paths
- Residents who live on the water would have concerns if these paths were opened to the public while others who live in K Park would love access
- Should the Town allow all Rothesay residents to know about these access points
- If a trail was designed could it be done in steps, plans are 5 years away
- Studies have been done that show vandalism on trails near homes are less susceptible
- Trails are the #1 request, they get people out and about
- Should the Town put the K Park Association on notice for their input
- Once the lagoon is decommissioned there will be a beautiful parkland
- To deal with all the access points some will require a safe set of stairs which would cost the Town money
- This is a Parks & Recreation issue as the land is zoned Recreational

A lengthy discussion followed.

**Moved by** Pat Palmer and seconded by Jon LeHeup, the Parks & Recreation Committee recommends that Council direct staff to continue maintaining the status quo for recreation areas in K-Park and that for the time being the Town manage the access issues through enforcement of the By-law.

**CARRIED**

**DRAFT**

**6. NEW BUSINESS**

**6.1 Arthur Miller Field House**

Director Jensen informed the committee that money for the addition to the building, located at the Arthur Miller Fields, is in the Capital Budget. Plans are to add on to the existing building; extend the foundation, add public washrooms, new siding for the entire building and change the roof line. Town staff will manage the operation to keep the costs down.

**7. DATE OF NEXT MEETING**

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

**8. ADJOURNMENT OF MEETING**

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

**CARRIED.**

The meeting adjourned at 7:25 p.m.

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Chairperson

---

Recording Secretary



# ROTHESAY MEMORANDUM



---

TO : Mayor and Council  
FROM : Recording Secretary Parks & Recreation Committee  
DATE : April 21<sup>st</sup>, 2015  
RE : K Park Right of Way on Town owned land

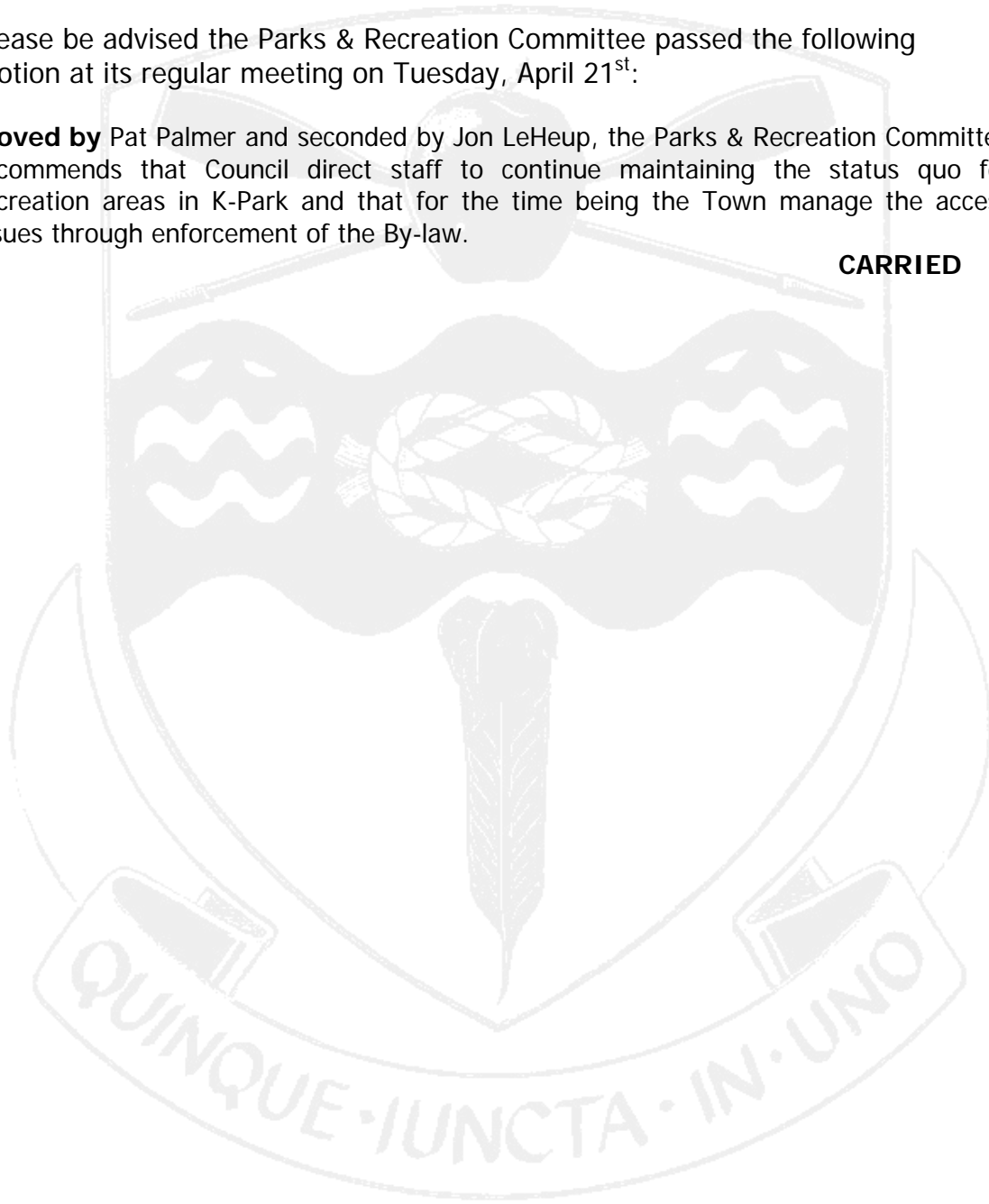
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**DRAFT**

Please be advised the Parks & Recreation Committee passed the following motion at its regular meeting on Tuesday, April 21<sup>st</sup>:

**Moved by** Pat Palmer and seconded by Jon LeHeup, the Parks & Recreation Committee recommends that Council direct staff to continue maintaining the status quo for recreation areas in K-Park and that for the time being the Town manage the access issues through enforcement of the By-law.

**CARRIED**





# ROTHESAY



## PUBLIC WORKS and INFRASTRUCTURE COMMITTEE MEETING

Wednesday, April 22<sup>nd</sup>, 2015  
8:30 a.m.

**DRAFT**

- PRESENT:** FRED NELSON  
RAHA MOSCA  
RYAN SCOVILLE  
COUNC. PETER LEWIS  
DIRECTOR OF OPERATIONS – BRETT MCLEAN  
TOWN MANAGER – JOHN JARVIE  
RECORDING SECRETARY – WENDY DORAN
- ABSENT:** COUNC. MATT ALEXANDER  
SCOTT SMITH

Vice Chairperson Raha Mosca called the Meeting to order at 8.40 a.m.

### 1. APPROVAL OF AGENDA:

**MOVED** by Counc. Lewis and seconded by F. Nelson to approve the Agenda as circulated.

**CARRIED.**

### 2. APPROVAL OF MINUTES:

**MOVED** by Counc. Lewis and seconded by F. Nelson to approve the Minutes of March 18<sup>th</sup>, 2015 as circulated.

**CARRIED.**

### 3. DELEGATIONS:

Cindy Millican re: proposed development on Eriskay Drive. Cindy Millican was not present at the meeting. R. Mosca tabled this item.

### 4. REPORTS & PRESENTATIONS:

N/A

**DRAFT****5. UNFINISHED BUSINESS:**

## 5.1 Five year Capital Plan - Sidewalks:

DO McLean reported the five year capital plan for sidewalks was adopted by Council at their meeting of April 13, 2015.

## 5.2 Update on Grove Avenue/Hampton Road intersection:

DO McLean reported that the Town is currently working on costs. The plan is to take the aluminum poles from this intersection and use them at Golf Club Court/Rothesay Road. The poles at Grove Avenue/Hampton Road will be replaced with ones that match the Heritage style poles and lights used in the Common. The ped button in the island will be eliminated; once the button by the Post Office is activated, the crosswalk on Hampton Road and on the right turn lane on Grove Avenue will light up to enable pedestrians to safely cross in either direction. This solution should satisfy concerned residents about safely crossing this intersection and eliminates the need to remove the hedge at the corner.

## 5.3 Update on traffic calming on Gondola Point Road:

DO McLean reported that exp. confirmed the sightlines along Gondola Point Road/Isaac Street are deficient with respect to TAC Guidelines. Town Manager Jarvie expressed concern that what DO McLean is proposing will likely turn into an expensive project. He stated that certain things need to be taken into consideration such as: tearing up asphalt that still has life left, removing and reinstalling sidewalks, and any pipe work the town may consider to install at the same time. A lengthy discussion followed with the following points raised/discussed:

- A question was raised with respect to the volume of traffic in this area; DO McLean stated that next to Hampton Road, Gondola Point Road is one of the busiest roads in the town. Counc. Lewis proposed the town request a report from the Police with respect to traffic volume and/or incidents in the recent past on this stretch of road;
- Logistics were discussed such as widening the road to accommodate lowering the road; acquisition of the property currently for sale needed to carry out the work; and resale of the property once work is completed;
- Liability issues with the roadway geometry as it exists; and
- Traffic Safety Audit – Town Manager Jarvie advised the town received an estimate several years ago to complete an audit of all roadways in the Town and the price was in the vicinity of \$500,000.00.

DO McLean pointed out the reason this item is still on the agenda is that he is looking for interest of the Committee to investigate and pursue this. All agreed that more investigation needs to take place.



**MOVED** by Counc. Lewis and seconded by R. Scoville that the town investigate further DO McLean's proposal to improve the intersection and sightlines along Gondola Point Road/Isaac Street and to obtain a police report with respect to traffic volume/incidents on the stretch of Gondola Point Road/Isaac Street.

**CARRIED.**

## 6. NEW BUSINESS:

### 6.1 NBDTI – Provincially designated highway funding model improvements:

Town Manager Jarvie reported the Department of Transportation has announced that funding has increased to \$25 Million for 2015, 2016, 2017 and 2018 and includes the following work: highway paving, highway reconstruction, highway widening, culvert replacement, ditching, storm sewer and curb and gutter. The Department of Transportation is proposing a partnering funding model in which the towns in the Province would share a 75/25% split - 75% Province, 25% Towns. Town Manager Jarvie responded to the letter and outlined some concerns such as the philosophy, application of the proposed policy and the timing. In conversation with other municipalities, Town Manager Jarvie stated he felt the larger municipalities were more receptive to this proposal more than towns and villages. This year Rothesay plans to pave a section of Hampton Road from Henderson Lane to Rothesay Corner, which is a designated highway. Town Manager Jarvie had stated in his letter to the Province concerns over the new funding and the fact that Rothesay has already budgeted and committed their own funds for this project which is roughly 30% of the cost to include items of work not formerly covered by the program. Town Manager Jarvie had not received back a response from the Province to his reply.

**MOVED** by Counc. Lewis and seconded by F. Nelson that letters from the Department of Transportation and Rothesay's response, dated 2 April 15 and 14 April 15 respectively, be received and filed.

**CARRIED.**

## 7. CORRESPONDENCE FOR ACTION:

7.1 E-mail from resident requesting 4-way stop on the corners of Highland Avenue and Eriskay Drive.

9 April 15

E-mail from resident

DO McLean reported there have been numerous reports of speeders in this area; KRPF has conducted several blitzes on the area in the past. A discussion took place with respect to other alternatives to a 4-way stop.

**MOVED** by Counc. Lewis and seconded by R. Scoville that the town investigate the cost of LED Lighted crosswalks at the intersection of Highland Avenue and Eriskay Drive.

**CARRIED.**

**ROTHESAY**

Public Works & Infrastructure Committee

Minutes

2015May11OpenSessionFINAL\_129

22 April 2015

**DRAFT**

8. **DATE OF NEXT MEETING:**  
**May 20<sup>th</sup>, 2015 at 8:30 a.m.**

9. **ADJOURNMENT:**  
**MOVED** by Counc. Lewis and seconded by F. Nelson to adjourn the meeting.

**CARRIED.**

Meeting adjourned at 9:35 a.m.

\_\_\_\_\_  
Chairperson

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



# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Recording Secretary Public Works & Infrastructure Committee  
DATE : May 8, 2015  
RE : Motions Passed at April 22<sup>nd</sup> Meeting

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Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, April 22, 2015:

**MOVED** by Counc. Lewis and seconded by R. Scoville that the town investigate further DO McLean's proposal to improve the intersection and sightlines along Gondola Point Road/Isaac Street and to obtain a police report with respect to traffic volume/incidents on the stretch of Gondola Point Road/Isaac Street.

**CARRIED.**

**MOVED** by Counc. Lewis and seconded by R. Scoville that the town investigate the cost of LED Lighted crosswalks at the intersection of Highland Avenue and Eriskay Drive.

**CARRIED.**

Wendy Doran  
Recording Secretary

# April 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>
2015/04/02	2015-008	41 Bel-Air Ave	Single Family	\$175,000.00	\$1,268.75
2015/04/07	2015-009	19 Master Drive.	Addition to Storage Building	\$38,500.00	\$279.15
2015/04/08	2015-010	8 Almon Lane	Windows	\$11,705.00	\$84.86
2015/04/08	2015-011	2 John St.	Interior Renovations	\$50,000.00	\$362.50
2015/04/15	2015-012	45 Broadway Ave.	Windows	\$5,000.00	\$36.00
2015/04/15	2015-013	5 Rockhaven Place	Siding and Windows	\$26,000.00	\$188.50
2015/04/16	2015-014	270 Eriskay Dr	Single Family	\$325,000.00	\$2,356.00
2015/04/15	2015-015	9 Parkdale Ave	Electrical Upgrade	\$1,450.00	\$20.00
2015/04/30	2015-016	48 Bel-Air Ave. (Duplex)	Single Family	\$140,000.00	\$1,015.00
2015/04/30	2015-016	46 Bel-Air Ave. (Duplex)	Single Family	\$140,000.00	\$1,015.00
2015/04/30	2015-017	55 Bel-Air Ave.	Single Family	\$180,000.00	\$1,305.00
2015/04/30	2015-018	51 Bel-Air Ave.	Single Family	\$180,000.00	\$1,305.00
2015/04/30	2015-019	53 Bel-Air Ave.	Single Family	\$180,000.00	\$1,305.00

<i>Date</i>	<i>Permit Number</i>	<i>Property Location</i>	<i>Nature of Construction</i>	<i>Value of Construction</i>	<i>Building Permit Fee</i>
2015/04/30	2015-020	26 Beach Dr.	Storage Shed	\$1,000.00	\$20.00
2015/04/30	2015-021	49 Charles Crescent	Front Door	\$1,000.00	\$20.00

	<b>Value of Construction</b>	<b>Building Permit Fee</b>
<b>Monthly Total April 2015 **</b>	<b><u>\$1,545,655.00</u></b>	<b><u>\$10,580.76</u></b>
<b>Summary for 2015 to Date**</b>	<b><u>\$2,435,855.00</u></b>	<b><u>\$17,700.01</u></b>
<b>Monthly Total April 2014</b>	<b><u>\$728,650.00</u></b>	<b><u>\$5,351.42</u></b>
<b>Summary for 2014 to Date **</b>	<b><u>\$2,148,650.00</u></b>	<b><u>\$16,240.17</u></b>
<b>**Excludes Water / Sewage Fees</b>		

Steven Nason, CBCO *Steve Nason*  
 Building Inspector



**ROTHESAY**  
2015 May 11 Open Session FINAL 133  
**PLANNING ADVISORY COMMITTEE**



MEETING MINUTES  
Monday, May 4, 2015  
Common Room, Rothesay Town Hall

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

**DRAFT**

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

ABSENT: Councillor Miriam Wells

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

**1. AGENDA**

**MOVED** by Laurie Gale and seconded by Tracy Langley the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES**

**MOVED** by Counc. Lewis and seconded by Colin Boyne the minutes of 30 March 2015 be adopted as circulated.

**CARRIED.**

**3. OLD BUSINESS**

n/a

**4. NEW BUSINESS**

**4.1 51 Ball Park Avenue Kim Scott**  
OWNER: Patricia Anne Burnett  
PID: 30008858  
PROPOSAL: Home occupation

Ms. Scott was in attendance. DPDS White gave a brief summary of the proposal. He noted there were four responses received from polling and the main concerns related to on-site parking and the possibility of additional businesses in the future. DPDS White noted there are strict requirements for home occupations under the Zoning By-law. Ms. Scott advised there are currently two vehicles associated with the household, there will only be one patron at a time and no on-street parking. She also advised the Committee of the following: two on-site inspections have been done by the Cosmetology Association of New Brunswick; an inspection has been done by the provincial plumbing inspector and an electrician, a temporary work permit has been issued by the Cosmetology Association pending the decision of the Planning Advisory Committee.

**MOVED** by Laurie Gale and seconded by Craig Pinhey the Planning Advisory Committee approve the operation of a personal service nail care salon from the residential dwelling located at 51 Ball Park Avenue (PID 30008858) as a Conditional Use subject to Section 5.3 of By-law 2-10 Home Occupation Requirements.

**CARRIED.**

#### 4.2 67 Marr Road

**David Bishop**

OWNER: Tangled Roots Holding Ltd.

PID: 30166797

PROPOSAL: Conditional use (ballet school/martial arts studio)

Mr. Bishop was in attendance. DPDS White gave a brief summary of the proposal. The following comments were made: multiple buildings are permitted on a property zoned light industrial if traffic safety is addressed; the building floor plan allocates approximately 50% to each use; staff are recommending the installation of a curb and landscape island to further delineate access to the building and for pedestrian safety; the current floor plan and building elevations are slightly different and the proposal is for a vinyl/brick covering with more windows on the front than initially shown. There was a brief discussion with respect to the civic numbering of the buildings for emergency services.

**MOVED** by Laurie Gale and seconded by Tracy Langley the Planning Advisory Committee grant a 20% variance for a reduced side yard setback of 6 meters for the proposed building to be located at 67 Marr Road (PID:30166797).

**CARRIED.**

**MOVED** by Laurie Gale and seconded by Counc. Lewis the Planning Advisory Committee approve the minor institutional uses (ballet school / martial arts studio) as a conditional use of the proposed building to be located at 67 Marr Road (PID:30166797) with the following condition:

1. The applicant shall construct curbed landscaped areas to define driveway entrances to the proposed building and to separate the main vehicle circulation route from Marr Road to the rear lot light industrial businesses.

**CARRIED.**

#### 4.3 Millennium Drive

**Pat Shea**

OWNERS: Scott Brothers Ltd. and Sandra Shea

PIDS: 30227086 and 00173443

PROPOSAL: Development agreement Millennium Park zone

Mr. Pat Shea, Jr. was in attendance. DPDS White gave a brief summary of the proposal. He advised the Committee the proposal is being presented for information and the only decision to be made is whether to recommend a public meeting. The following comments were made: approximately 56.4 acre site, proposal for 15 commercial buildings and about 450,000 sq.ft of commercial space; creation of a new public street; includes a hotel, commercial sites, restaurants and a larger "anchor" retail store.

There was general discussion with respect to the following: 60 foot buffer along Wedgewood Drive properties; the process to be followed; requirements under the Municipal Plan and Zoning By-law and variances that may be required.

Mr. Shea advised the proposal was modelled after other developments in Atlantic Canada done by their consultant. He indicated there is some flexibility in the plan but a

great deal of work has already been done on the road system and traffic control system. He commented various components can be controlled by the Town in the development agreement (building facades, lighting, location of loading zones, etc.

DPDS White advised there is a significant amount of work to be done by the developer, staff, the Committee and Council with respect to the proposal. A stormwater management plan is being prepared, along with a traffic impact study. He noted if Council decides to proceed with a public meeting, the area property owners will be notified.

**MOVED** by Counc. Lewis and seconded by Craig Pinhey the Planning Advisory Committee recommend to Council to schedule a public meeting on behalf of the applicant to allow the community to become familiar with the proposal and provide comment.

**CARRIED.**

**5. NEXT MEETING**

The next Committee meeting will be held on Monday, June 1, 2015.

**6. ADJOURNMENT**

**MOVED** by Craig Pinhey and seconded by Laurie Gale the meeting be adjourned.

**CARRIED.**

The meeting adjourned into an information session at 6:10 p.m.

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Chairperson

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Recording Secretary





# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 6 May 2015  
RE : Millennium Drive development concept

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Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, May 4, 2015:

**MOVED** by Counc. Lewis and seconded by Craig Pinhey the Planning Advisory Committee recommend to Council to schedule a public meeting on behalf of the applicant to allow the community to become familiar with the proposal and provide comment.

**CARRIED.**

**RECOMMENDATION:**

Council schedule a meeting on behalf of the applicant on Monday, June 22, 2015 at 7:00 p.m. at the Bill McGuire Memorial Centre, 95 James Renforth Drive, whereby the applicant will be required to present their proposal to the public for the properties on Millennium Drive (PID#s 30227086 and 00173443), to allow the community to become familiar with the proposal and provide comment.

*Mary Jane Banks*

QUINQUE JUNCTA IN UNO



**To:** Chair and Members of Rothesay Planning Advisory Committee  
**From:** Brian L. White, MCIP, RPP  
 Director of Planning and Development Services  
**Date:** Monday, April 27, 2015  
**Subject:** Commercial Development of Millennium Drive Lands

<b>Applicant:</b>	Pat Shea	<b>Property Owner:</b>	
<b>Mailing Address:</b>	J.P.J Enterprises Ltd. PO Box 4694 Rothesay, NB, E2E 5X4	<b>Mailing Address:</b>	PID 30227086 (40.02 acres) Scott Brothers Ltd. PO Box 4697 Rothesay, NB, E2E 5X4  PID 00173443 (16.38 Acres) Sandra J. Shea PO Box 4694 Rothesay, NB, E2E 5X4
<b>Property Location:</b>	Lands off Millennium Drive	<b>PID:</b>	30227086 & 00173443
<b>Plan Designation:</b>	Business Park	<b>Zone:</b>	Millennium Park (MP)
<b>Application For:</b>	Development Agreement		
<b>Input from Other Sources:</b>	Director of Operations		

**ORIGIN:**

An application from Mr. Pat Shea Jr., on behalf of the property owners requesting a development agreement for the development of commercial retail shopping district on lands bounded by the northern edge of Millennium Drive, the eastern edge of Campbell Drive. (See Attachment A)

**BACKGROUND:**

The subject property is 56.4 acres of land zoned Millennium Park Zone [MP] that abuts Campbell Drive, Millennium Drive and the residential neighbourhood along Wedgewood Drive to the north. The Rothesay Municipal Plan notes that this property is “*highly desirable for commercial enterprises for its excellent location with exposure to passing traffic on the Mackay Highway and convenient access to the Saint John Airport and the Provincial highway system. The location of this area, together with the accessibility to the major highway corridor in New Brunswick, is considered to be prime real estate for commercial development.*”

The proposal includes 15 commercial buildings with an aggregate total of 41,871 square meters (450,695 square feet) of commercial floor space. The entire proposal includes a mixture of uses permitted in the Millennium Park zone as follows:

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| 1. retail stores/shopping centre | 4. personal service establishment |
| 2. restaurants                   | 5. hotel                          |
| 3. professional services         | 6. office space                   |

The approval process for any new development within the Millennium Park zone is subject to a development agreement. The flexibility of a development agreement is necessary as part of the process for bringing the agreement into place, requires that the applicant present their proposal in a public forum. This will allow the community to become familiar with the proposal, provide comment and in this manner ensure that the agreement addresses community principles and is complementary to the existing neighbourhood.

Should Council decide to proceed with this application Staff will present to PAC a detailed review of the proposed project relative to the zoning by-law. Staff are already aware that variances will be required. Nevertheless, PAC will note that it has the authority and option of granting any reasonable variance as may be desirable to carry out a particular proposal, including for example increasing the size of a proposed retail store.



Figure 1 - Subject Lands with View Toward the MacKay Highway Route 1

In consideration of such a proposal Council may consider additional architectural design standards to ensure developments meet the overall vision of the community subject to a Development Agreement. (See Attachment B)

**Development Agreement:**

The proposed commercial master plan is subject to Council’s discretionary approval regarding the conditions of the development agreement. A development agreement would include details where by the applicant agrees to submit, prior to commencing any work on the facility, the following plans meeting the requirements as described in the applicable Town By-laws are required such as follows;

- A. a legal subdivision plan for final approval and registration;
- B. engineering drawings and a commitment to upgrade intersections, construct new public streets, sidewalks; and
- C. a storm water management plan.

**Recommendation:**

It is recommended THAT the Planning Advisory Committee:

- A. Recommend that Council schedule a public meeting on behalf of the applicant to allow the community to become familiar with the proposal and provide comment.

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

Date: Monday, April 27, 2015

**Attachments:**

- Map 1 Property Location
- Attachment A Proposed Site Plan
- Attachment B Architectural Renderings



00173443

30227086

**ROTHSAY**  
Map 3 - Lands on Millenium Drive  
PIDs 30227086 & 00173443



20 METRE TREE BUFFER  
EXISTING MATURE TREES TO REMAIN

FULL ACCESS TO BE PROVIDED FOR PHASE 1  
RIGHT-IN / RIGHT-OUT ACCESS TO BE CONSTRUCTED  
IN PHASE 2

PUBLIC COMMON OPEN SPACE

PUBLIC PARK

WEDGE WOOD DRIVE

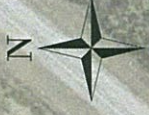
CAMPBELL DRIVE

LACEY DRIVE

MILLENNIUM DRIVE

ROUTE 1 WESTBOUND

ROUTE 1 EASTBOUND



No.	Revision	CHK By	Date

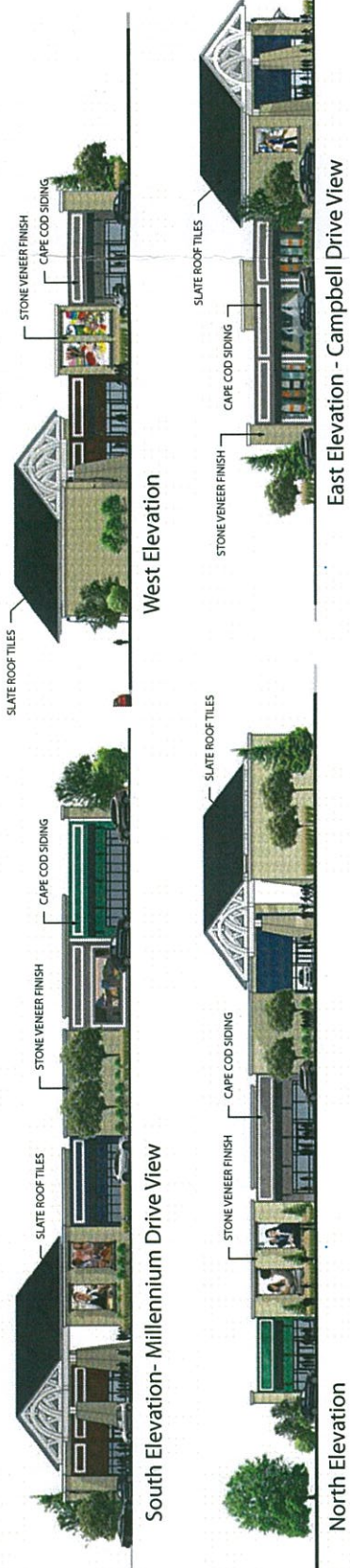
FOR INFORMATION ONLY

Client Name	
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Checked By:	JTGB
Designed By:	JTGB
Scale:	
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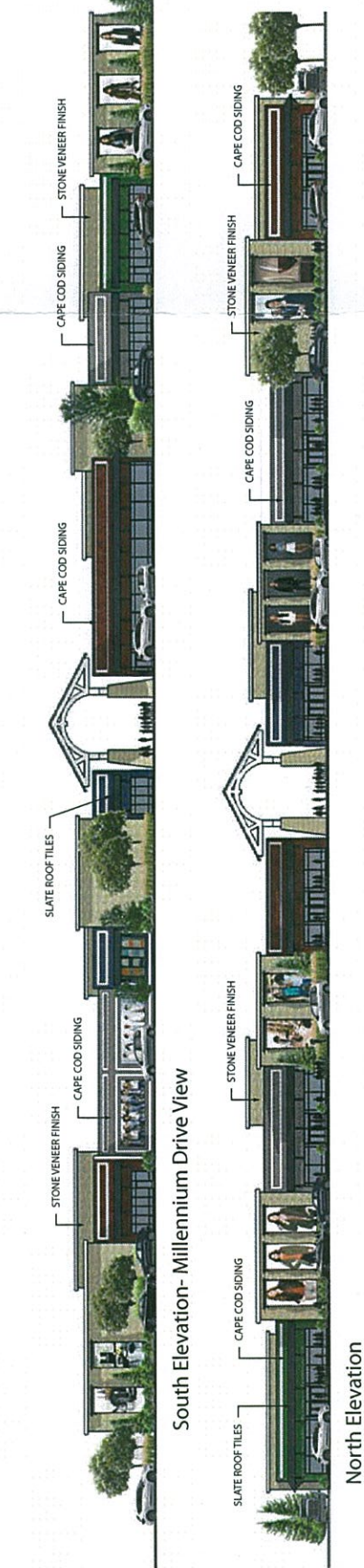
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• BUILDINGS • EARTH & ENVIRONMENT • ENERGY •  
• INDUSTRIAL • INFRASTRUCTURE • SUSTAINABILITY

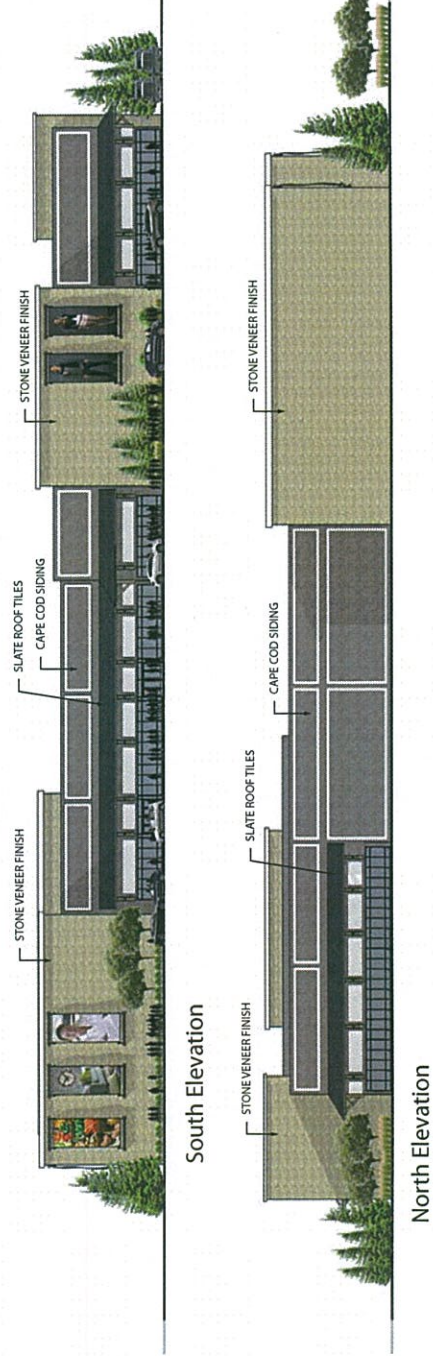
Project Title		COMMERCIAL DEVELOPMENT MILLENNIUM PARK ROTTHESAY, NB	
Project No.		FRE-00222307-A0	
Sheet No.	9-1	Rev. No.	0
Scale			
The above is a conceptual plan.			



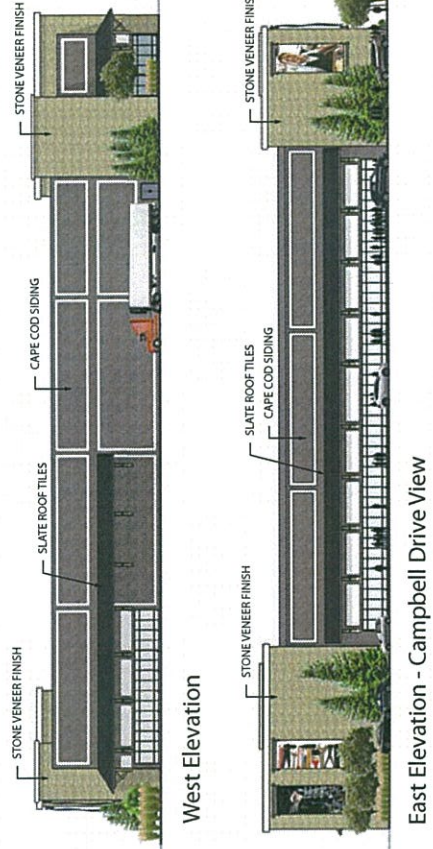
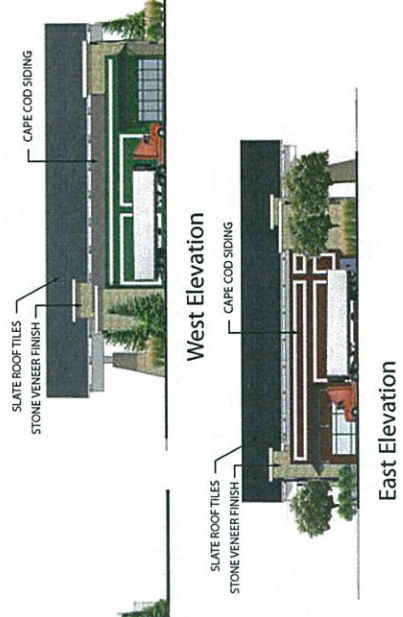
Building 'A' - Corner of Campbell and Millennium Drive



Building 'B' - Strip Mall on Millennium Drive



Building 'C' - Big Box Store





2015May11OpenSessionFINAL\_142

# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO : Mayor Bishop & Council  
FROM : John Jarvie  
DATE : 8 May 2015  
RE : Water Bylaw Amendments

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### **Recommendation**

it is recommended that Council table 3<sup>rd</sup> reading of the Water Bylaw 2-15 and direct staff to prepare a report in response to the issues raised at the public hearing.

### **Background**

The utilities committee has reviewed the water bylaw and recommended a series of changes. The change which has attracted the most attention from affected property owners and it may be considered to be the most substantial, is a requirement for all commercial buildings and multi-unit residential buildings to be connected to and use water from the municipal system where it is available. The following are some points to provide background and explanation regarding the purpose and need for these amendments.

*How many properties are affected?* Attached is a map showing the properties which would be required to connect and use Town water if the bylaw is passed. In total there are 16 properties affected, five commercial and 11 multiunit residential properties. The following is a list of the civic addresses to which water is available but which are not connected to the Town system.

- 83 Hampton Road, Fairvale Mall
- 93 Hampton Road, Orient Express
- 118 Hampton Road, Victor's Grooming
- 129 Hampton Road, C.S. Branch Limited
- 48 Marr Road, Apple Autoglass

Other properties would be required to connect as and when the system is expanded but these would be relatively small in number as most of the established business area is served by the municipal water system.

In addition to the five commercial buildings, 11 residential buildings were identified as having water available from the municipal system but not currently connected. These are as follows:

- 33 Dobbin Street
- 35 Dobbin Street
- 37 Dobbin Street
- 84 Hampton Road
- 87 Hampton Road
- 12 Marr Road
- 14 Marr Road
- 30 Marr Road
- 53 Marr Road (Kingsview)
- 66 Marr Road
- 4 Scribner Crescent

There are multiunit residential buildings in other parts of the municipality which would be required to connect to the Town's water system at such time as the system is expanded. The most immediate is the Miller apartment development on Gondola Point Road where the water line is to be extended during this construction season. At this location there are at least six (6) multi-residential buildings. Other locations will depend on the extension of the water system and the specific analysis can be done associated with each expansion.

*Why is this change being proposed?* Existing users are bearing the cost of upgrades to the system while protection is afforded (fire, contamination and loss of supply) for a great many more so the amendment is seen as providing greater equity in the system. It is expected that a greater number of users on the system will result in less water being wasted to maintain quality. Spreading the cost of the utility over more users allows for greater stability of rates. For water users on the system increases revenue and contributes to a reduction in the percentage of cost borne by the sewer component.

*Are these properties already receiving benefits from the municipal water system?* The presence of the water infrastructure in close proximity to the properties listed affords their owners peace of mind in the case of a failure of their private system, improves fire protection to the buildings due to the availability of fire hydrants and may reduce their insurance premiums depending on specific practices of their underwriter. It could also be argued that the use of the Town water system by other properties in the vicinity reduces the demand on the ground water on which their wells depend.

*What is the benefit to the property owners to connect and use town water?* Property owners hooking up to the town system are guaranteed supply upon the water at provincial standards. These standards include regular testing and the availability and analysis of the supply as well as monitoring of the quantities available for both drinking and fire protection. Those properties on the town system generally have water available during power outages.

*What is the additional revenue to the utility?* Staff estimate that the new revenue will be approximately \$51,000 per year for additional fixed teams and consumption charges. This represents an approximately 6% increase in annual revenues.

*What are the costs to the property owners if the bylaw is adopted?* There are two basic kinds of costs one of which is the payments required to the Town Bylaw for hookup and installation. Second is the cost to actually installing a pipe from the Town system to the building. These latter costs are site-specific and depend on distance involved and also the quality of the plumbing system within the building. Attached is a list of the connection costs imposed by the bylaw based on staff's understanding of the occupancy the buildings at present. Staff suggests that the town utility be responsible for providing the lateral from the main to the property line. (This is in place for many of the buildings but may be required to be installed in some cases. Property owners requested book up typically bear this cost when the lateral is not in place)

*Is there sufficient water in the well field to supply these additional users?* The Director of Operations has estimated that an additional 35,000 m<sup>3</sup> will be required to serve these new customers. Although the capacity exists, it will be necessary to continue to prospect for additional high-quality water supplies to insure capacity for future users and an adequate buffer against unexpected reductions in source water or sudden losses inconsistent due to fire or large leakage.



**Process**

Following the public hearing the matter should be referred to staff for a report in response to the issues raised. This report would offer possible options for changes to the draft Water Bylaw and the implementation of any changes. Third reading would be given when Council is satisfied any changes area appropriate.

Commercial							
Customer	Name	Address	Commercial	Units	Water Chrg	Potential Fees	
						Permit	Access Fee
124045	[REDACTED]	[REDACTED]	5,780.00	17	\$ 274.75	\$ 100.00	0*
123671	[REDACTED]	[REDACTED]	340	1	\$ 190.80	\$ 100.00	\$ 5,000.00
123725	[REDACTED]	[REDACTED]	1020	3	\$ 572.40	\$ 100.00	\$ 5,000.00
123727	[REDACTED]	[REDACTED]	340	1	\$ 190.80	\$ 100.00	\$ 5,000.00
124032	[REDACTED]	[REDACTED]	340	1	\$ 190.80	\$ 100.00	\$ 5,000.00
						\$ 500.00	\$ 20,000.00
	* previously paid						

MULTI RESIDENTIAL							
	Name	Address	Units	Water Chrg	Notes	Potential Fees	
						Permit	Access Fee
123672	[REDACTED]	[REDACTED]	3.75	\$ 47.70		\$ 100.00	\$ 5,625.00
123670	[REDACTED]	[REDACTED]	3.75	\$ 47.70		\$ 100.00	\$ 5,625.00
124337	[REDACTED]	[REDACTED]	6	\$ 47.70		\$ 100.00	\$ 9,000.00
124126	[REDACTED]	[REDACTED]	9	\$ 47.70		\$ 100.00	\$ 13,500.00
123957	[REDACTED]	[REDACTED]	9	\$ 47.70		\$ 100.00	\$ 13,500.00
388439	[REDACTED]	[REDACTED]	16.5	\$ 47.70	4 buildings	\$ 400.00	\$ 24,750.00
450834	[REDACTED]	[REDACTED]	3	\$ 47.70		\$ 100.00	\$ 4,500.00
124318	[REDACTED]	[REDACTED]	12	\$ 47.70		\$ 100.00	\$ 18,000.00
124489	[REDACTED]	[REDACTED]	12	\$ 47.70		\$ 100.00	\$ 18,000.00
124488	[REDACTED]	[REDACTED]	12	\$ 47.70		\$ 100.00	\$ 18,000.00
124351	[REDACTED]	[REDACTED]	11.25	\$ 47.70		\$ 100.00	\$ 16,875.00
						\$1,400.00	\$147,375.00

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

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

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

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

Per \_\_\_\_\_

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

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 Water System FEES AND CHARGES, BY-LAW 2-15 Schedule "E"



### WATER METER RENTAL RATES (Section 5.2)

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

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

#### Fixed Charge Component:

#### ROTHESAY WATER SYSTEM

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

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

### INTEREST (Section 7)

1.25% per month, compounded monthly.

### NSF CHEQUES (Section 7)

\$25.00 fee per occurrence

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

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

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

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

### DISCONNECTION/RECONNECTION FEES (Section 4.11.1)

Disconnection fee	\$25.00
Reconnection fee	\$25.00

### DISPUTE SETTLEMENT (Section 5.13)

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

Meter reading fee	\$75.00
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# ROTHESAY

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

2015May11OpenSessionFINAL\_162



## INTEROFFICE MEMORANDUM

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TO : Mayor Bishop & Council  
FROM : John Jarvie  
DATE : 5 May 2015  
RE : Proposed Changes to Comex Service and Cost

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### Recommendation

It is recommended that Council approve changes to the Comex commuter bus services, Route 52, as follows:

- the number of runs each weekday morning to be reduced from six to three and each weekday afternoon from six to four;
- the route to be operated in both directions (on Hampton and Rothesay roads) on all runs;
- a stop to be added at the intersection of Hampton Road and Sierra Avenue; and
- service to the McAllister Mall and Parkside Road in Quispamsis to be eliminated from this route.

### Background

The above changes have been approved by Quispamsis Council and involve a greater change in that Town since the eastern-most portion of the route is to be eliminated.

Attached is a memorandum from the Treasurer describing the proposed changes in more detail and some background to the proposed changes and cost implications. Although route #53 is referenced, Rothesay does not directly contribute financially to the cost of this route.

If Council approves of these changes, it is expected they will be implemented early in July. Changes in financial charges will be determined when the ridership numbers stabilizes in the fall in time for the 2016 budget.



# ROTHESAY

## MEMORANDUM



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TO	:	John Jarvie
FROM	:	Doug MacDonald
DATE	:	April 20, 2015
RE	:	COMEX service

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The following memo summarizes our discussions with Saint John Transit and Quispamsis regarding proposed route changes to the Kennebecasis Valley Comex service. Changes to the fee schedule have already been implemented as of April 1, 2015. The purpose of the discussions is to determine if the service can be maintained such that it meets the needs of the current ridership but at a reduced cost.

### **Current State:**

Saint John Transit currently provides Comex service to the Kennebecasis Valley on weekdays through two distinct runs; 1) Route #53 – Quispamsis Comex; and 2) Route #52 – Kennebecasis Valley Comex. Route maps and schedules are attached but in summary the current services are as follows:

Route #53 consists of morning runs from Kings Square, down the Marr Road, along Gondola Point Road to the Vincent Road, to the Qplex, out to the Park and Ride at the end of the arterial (“Parkside Road”), to the City using the McKay Highway, and to King’s Square using the Crown Street exit. The direction is reversed in the afternoon. There are currently three trips in the morning (leaves King’s Square at 6:45, 7:50, and 8:55) and three trips in the afternoon (leaving King’s Square at 3:45, 4:50, and 5:55). The last morning run to the City includes a stop at the McAllister Place mall before proceeding to King’s Square. There are no scheduled stops in Rothesay associated with this route and the Town pays nothing directly toward its operation.

Route #52 consists of morning runs beginning from Kings Square using the McKay Highway out to Parkside Road (at the Gondola Point Arterial), down the Hampton Road through Quispamsis and Rothesay, back on the highway at the Rothesay Ave interchange, and to King’s Square using the Crown Street exit. The direction is reversed in the afternoon. There are currently six trips in the morning (the first run leaves Parkside Road at 6:15 and subsequent runs from King’s Square at 6:25, 7:05, 7:35, 8:20 and 8:50) and six trips in the afternoon (leaving King’s Square at 3:25, 3:55, 4:40, 5:10, 5:55 and 6:25). The last morning and afternoon runs include a stop at the McAllister Place mall.

Route#52, due to the frequency of the trips, utilizes two buses to provide the service. The aggregate cost of the KV Comex is approximately \$315,000. These costs are funded by revenue generated from users of the service (\$140,000) and grants from Rothesay (\$87,500) and Quispamsis (\$87,500).

## **ROTHESAY**

TO: John Jarvie

FROM: Doug MacDonald 2015May11OpenSessionFINAL\_165

RE: Changes to Comex Service

-2-

(5/05/15)

### **Future State:**

Route #53 is funded completely by Quispamsis therefore we have not been party to discussions with Saint John Transit regarding proposed changes to the service. However, we understand the proposal being considered will maintain the same route but reduce the number of trips from three in each segment to two. I believe the plan is to eliminate the last morning run (8:55) and the first afternoon run (3:45). There would no longer be a stop at the McAllister Place mall.

Proposed changes to Route #52 are as follows:

- a. Reduce the number of trips from six in the morning and afternoon to three in the morning and four in the afternoon. Scheduled morning departure times would be from the KV Baptist Church at 6:30am and King's Square at 7:05 and 8:15. Afternoon departure times from King's Square would be at 4:05; 4:45; 5:15 and 6:25.
- b. The trip route would utilize the Hampton Road from the Rothesay Avenue interchange to the KV Baptist Church in both directions.
- c. The route would no longer include Parkside Road nor a stop at McAllister Place mall.
- d. An additional scheduled stop would be added at Sierra Ave.

In summary there are three fewer trips to the City in the morning and two fewer to the Valley in the afternoon and all runs use the Hampton road in both directions.

### **Financial Summary**

The primary cost saving is generated by the reduced frequency of the trips. The proposed revised schedule only requires one bus plus one charter run to provide the service versus two in the current model.

The primary unknown variable is the effect that these scheduling changes will have on ridership. Revenue from users of the service currently covers approximately 45% of the cost. Saint John Transit officials believe any reduction of service will result in a loss of riders.

The changes do result in fewer trips however an attempt was made to maintain the most popular portions of the current schedule. The additional afternoon trip at 4:45 is proposed as this is currently a popular run but as it does not "fit" in a schedule which utilizes one bus. Therefore, a second bus is added as a "charter" service to complete this run. The estimated gross cost to provide the revised schedule is \$210,000 (\$160,000 for the full bus plus \$50,000 for the charter portion).

# ROTHESAY

TO: John Jarvie

FROM: Doug MacDonald 2015May11OpenSessionFINAL\_166

RE: Changes to Comex Service

-3-

(5/05/15)

## **Financial Summary (continued)**

The following table provides financial implications under three scenarios; A) current service; B) no change in ridership revenue; C) a 25% reduction in ridership revenue; and D) a 50% reduction in ridership revenue.

	A	B	C	D
Gross cost	\$ 315,000	\$ 210,000	\$ 210,000	\$ 210,000
Revenue generated	<u>140,000</u>	<u>140,000</u>	<u>105,000</u>	<u>70,000</u>
Net cost	<u>\$ 175,000</u>	<u>\$ 70,000</u>	<u>\$ 105,000</u>	<u>\$ 140,000</u>
Cost per town	<u>\$ 87,500</u>	<u>\$ 35,000</u>	<u>\$ 52,500</u>	<u>\$ 70,000</u>

While actual ridership results are difficult to predict, based upon the Saint John Transit experience in similar circumstances, the projection is the actual result will be somewhere between options C and D. In summary, the proposed changes should result in an annual cost reduction to Rothesay of between \$17,500 and \$35,000.

Additional cost savings could be realized by eliminating the “charter” portion of the service however, given the popularity of the current 4:40 run, has the potential for much more dramatic reduction in ridership and associated revenues.

## **Recommendation**

As Route #52 is a shared regional service funded by both communities, any changes to the schedule must be approved by both Councils. Quispamsis Council considered the proposed changes to Route#52 at its regularly scheduled meeting on Tuesday April 21<sup>st</sup>. The Council agreed to adopt the revisions as proposed.

I believe the suggested changes achieve a balance between maintaining a service level that is currently supported by the community and a reduction in the cost of that service. Therefore, I recommend adopting the proposal presented by Saint John Transit as outlined above.

# #52 Kennebecasis Valley Comex

2016 May 10 Open Session FNA C-167

Monday to Friday / Du lundi au vendredi

	Place King's Square	Centre d'achats McAllister Place	Ch. Parkside Rd.	Église United Baptist Church	Parc Arts & Culture Park (Quispemisic)	Lila Court	Ariane Rothésay Arena	Rue Church St. / Ch. Gondola Pt. Rd.	Riverside Golf Course	Parc Kennebecasis Park	Centre d'achats McAllister Place	Place King's Square
	LEAVE/DEPART											ARRIVE/ARRIVEE
A.M.	6:25*	6:15*	6:20*	6:27*	6:28*	6:31*	6:32*	6:35*	6:41*			6:58*
	7:05*	6:45*	6:50*	6:57*	6:58*	7:01*	7:02*	7:05*	7:11*			7:28*
	7:35*	7:30*	7:35*	7:42*	7:43*	7:46*	7:47*	7:50*	7:56*			8:13*
	8:20*	8:00*	8:05*	8:12*	8:13*	8:16*	8:17*	8:20*	8:26*			8:43*
	8:50*	8:45*	8:50*	8:57*	8:58*	9:01*	9:02*	9:05*	9:11*			9:28*
		9:15*	9:20*	9:27*	9:28*	9:31*	9:32*	9:35*	9:41*	9:51*		10:01*

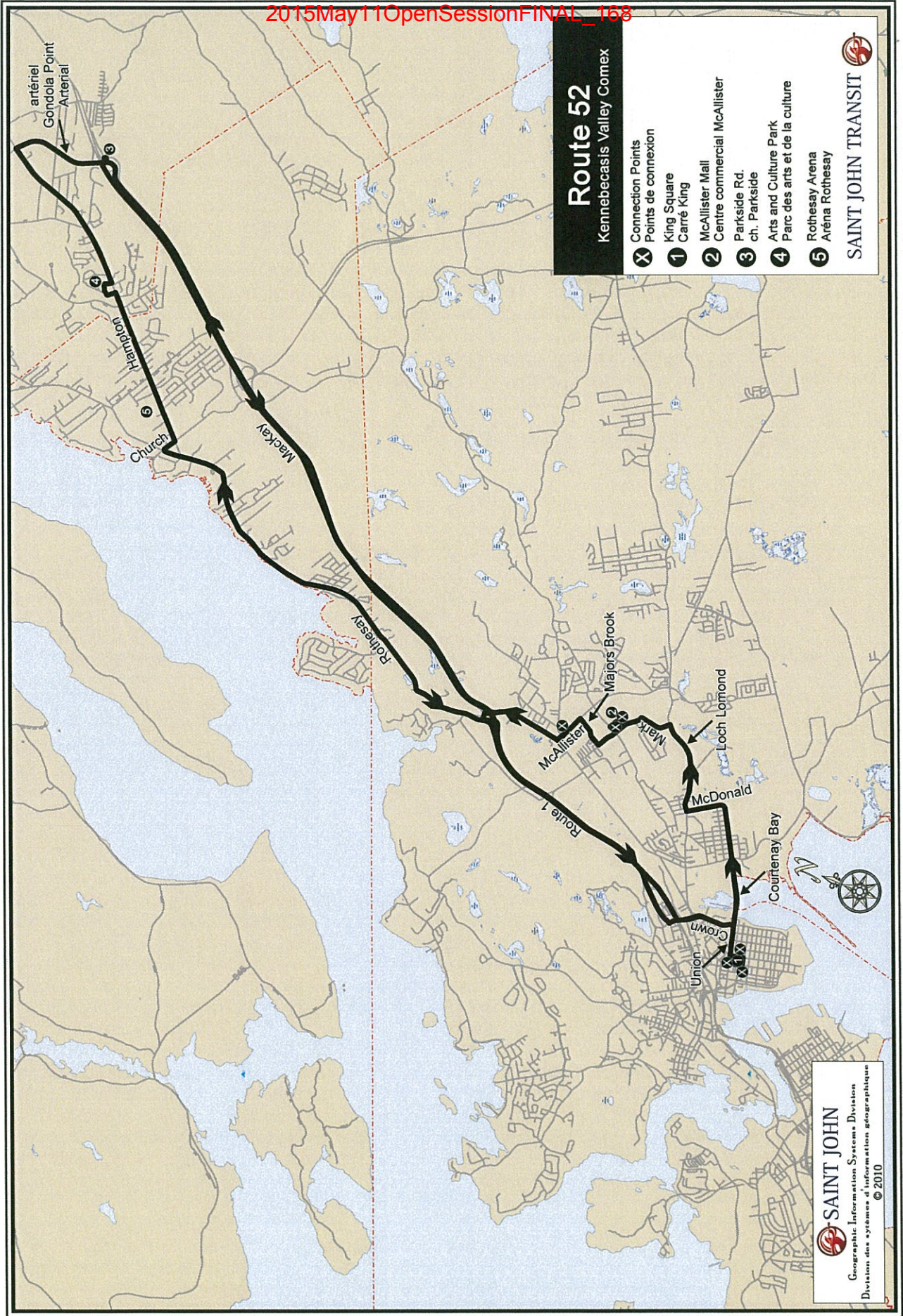
	Place King's Square	Centre d'achats McAllister Place	Parc Kennebecasis Park	Riverside Golf Course	Ch. Gondola Pt. Rd. / Rue Church St.	Ariane Rothésay Arena	Lila Court	Parc Arts & Culture Park (Quispemisic)	Église United Baptist Church	Parkside Road	Centre d'achats McAllister Place	Place King's Square
	LEAVE/DEPART											ARRIVE/ARRIVEE
P.M.	3:25*	3:40*	3:44*	3:47*	3:48*	3:51*	3:53*	3:59*	4:04*			4:35*
	3:55*	4:10*	4:14*	4:17*	4:18*	4:21*	4:23*	4:29*	4:34*			5:05*
	4:40*	4:55*	4:59*	5:02*	5:03*	5:06*	5:08*	5:14*	5:19*			5:50*
	5:10*	5:25*	5:29*	5:32*	5:33*	5:36*	5:38*	5:44*	5:49*			6:20*
	5:55*	6:10*	6:14*	6:17*	6:18*	6:21*	6:23*	6:29*	6:34*			7:05*
	6:25*	6:37*	6:47*	6:51*	6:54*	6:55*	6:58*	7:00*	7:06*	7:11*		7:35*



Trips marked with an asterisk (\*) are wheelchair accessible.

Les trajets indiqués d'un astérisque (\*) sont accessibles aux personnes en fauteuil roulant.





# Route 52

Kennebecasis Valley Comex

Connection Points  
Points de connexion

- 1 King Square  
Carré King
- 2 McAllister Mall  
Centre commercial McAllister
- 3 Parkside Rd.  
ch. Parkside
- 4 Arts and Culture Park  
Parc des arts et de la culture
- 5 Rothsley Arena  
Aréna Rothsley

 SAINT JOHN TRANSIT

 SAINT JOHN  
Geographic Information Systems Division  
Division des systèmes d'information géographique  
© 2010

# #53 Quispamsis Comex

Monday to Friday / Du lundi au vendredi

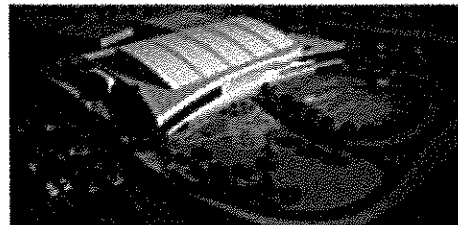
	Leave King's Square	Epiphany Rothsey Baptist Church	Vincent Rd. & Legend Ln.	Vincent Rd. Alderbrook & Yukon Dr.	plex	Ch Parkside Rd.	Centre d'activités McAllister Place	Arrive King's Square
A.M.	6:45*	7:09*	7:10*	7:11*	7:14*	7:21*		7:45*
	7:50*	8:14*	8:15*	8:16*	8:19*	8:26*		8:50*
	8:55*	9:19*	9:20*	9:21*	9:24*	9:31*	9:48*	10:00*

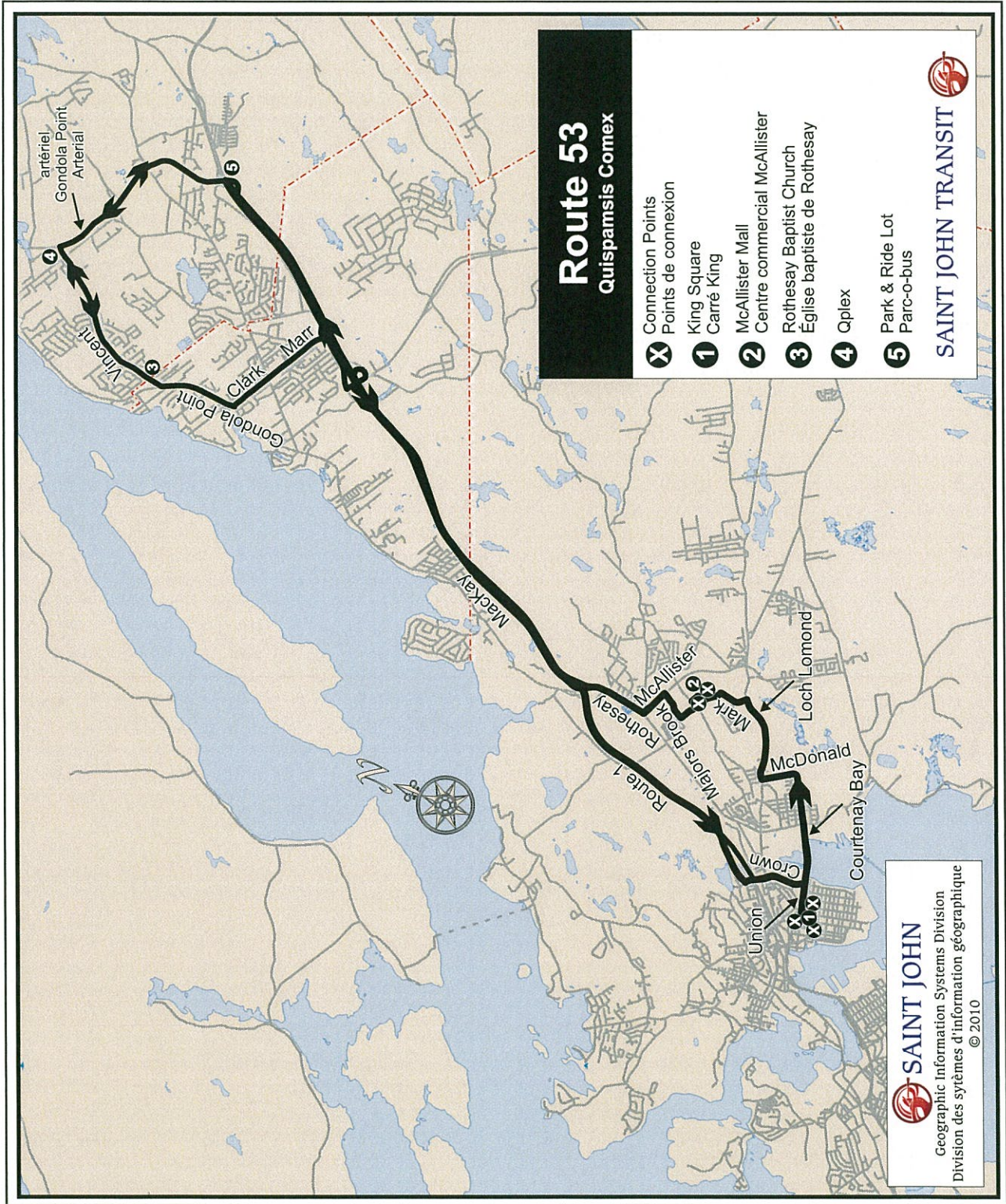
	Leave King's Square	Centre d'activités McAllister Place	Ch Parkside Rd.	plex	Vincent Rd. Alderbrook & Yukon Dr.	Vincent Rd. & Legend Ln.	Epiphany Rothsey Baptist Church	Arrive King's Square
P.M.	3:45*		4:09*	4:16*	4:19*	4:20*	4:21*	4:45*
	4:50*		5:14*	5:21*	5:24*	5:25*	5:26*	5:50*
	5:55*	6:07*	6:24*	6:31*	6:34*	6:35*	6:36*	7:00*



Trips marked with an asterisk (\*) are wheelchair accessible.

Les trajets indiqués d'un astérisque (\*) sont accessibles aux personnes en fauteuil roulant.







# ROTHESAY



## INTEROFFICE MEMORANDUM

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TO : Mayor Bishop & Council  
FROM : John Jarvie  
DATE : 8 May 2015  
RE : Curbside Recycling

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### Recommendation

It is recommended Council approve in principle the initiation of a curbside recycling collection service be implemented as soon as possible with a detailed report on the options, timing and cost to be presented at the June Council meeting.

### Background

As has been noted in the media, the Fundy Regional Service Commission has elected not to proceed with a curbside recycling program at this time. It is unclear when such a program may be initiated, however 3 to 5 years would likely be the earliest that such a system would be begin. At that time a determination will be required as to the nature of the service and the number of streams to be sorted. At present a curbside collection system would require the material to be sorted into at least two streams, one fiber and one blended plastic and tins. Cardboard might also be separated. This would be consistent with the current sorts for material collected at the blue bins.

In conversation with staff at the Commission it was suggested that a single stream with all material sorted at the landfill site might be favoured in future but this would require a new sorting facility. A new collection system would also have to be established and bins purchased.

If such was the case, a two stream curb side collection system could continue for a time with the materials simply delivered to the sorting facility with further sortation taking place there. At some point it would likely make sense to convert to the single stream depending on costs and system capacity. There is also an alternative to use clear plastic bags purchased by residents.

When the garbage hauling contract was tendered last year, a provision was included for collecting recyclable materials. This provision requires that the hauler (FERO) be given a minimum of six months' notice if the Town wishes to implement a recyclable collection system at curbside. The cost of this service is to be \$7,500 per month including net HST until December 31<sup>st</sup>, 2018; rising to \$8,000 in 2019 and 2020. In anticipation of this possibility, \$70,000 was included in the operating budget for 2015. We have contacted FERO and are waiting to learn if Fero would begin the service in advance of the six months' notice period. This then would mean a start no earlier than mid-November; a less than optimal time to implement such a system.

To operate the system it is anticipated that the customers would be provided with a pair of containers, one for fibre and one for plastics and tins. It is estimated that cost of these containers is in the range of \$90,000-\$100,000. There is no funding allocated in the capital budget for acquisition of the containers. If plastic bags were used, the direct cost to the Town would be avoided but the FRSC is incapable of processing the recyclables without a capital expenditure for additional equipment. The storage of 8000 containers could present problems if not coordinated with start-up of the program.

2015May11OpenSessionFINAL\_172

# Breastfeeding Friendly Communities



**PRESENTATION TO  
ROTHESAY TOWN COUNCIL**

**PUBLIC HEALTH NURSE  
KELLIE SISK BN RN**

**MAY 11<sup>TH</sup> , 2015**

# Breastfeeding in New Brunswick

2015May11OpenSessionFINAL\_173



- Breastfeeding can improve the health of our population by reducing the risk of diseases and illnesses.
- 80% of mothers choose to breastfeed their newborn baby
- Only 26% are still exclusively breastfeeding at 4 months

# Breastfeeding in New Brunswick

2015May11OpenSessionFINAL\_174



- Research suggests that many women stopped breastfeeding earlier than they had planned to
- Many mothers who choose to breastfeed face stigma in public places
- They are often told:
  - ✦ “you’re not allowed to do that here”
  - ✦ “that’s disgusting”
  - ✦ “there’s a bathroom down the hall”

*A Breastfeeding Friendly Community* helps mothers feel comfortable breastfeeding anywhere, anytime.



It also benefits the entire community...



# Breastfeeding Friendly Communities...



**Attract Young Families**

# Breastfeeding Friendly Communities...



**Improve Health**

# Breastfeeding Friendly Communities...



Save Money

# Breastfeeding Friendly Communities...



Protect the Environment

# Breastfeeding Friendly Communities...



Provide Food Security

# You can make a difference

2015May11OpenSessionFINAL\_181

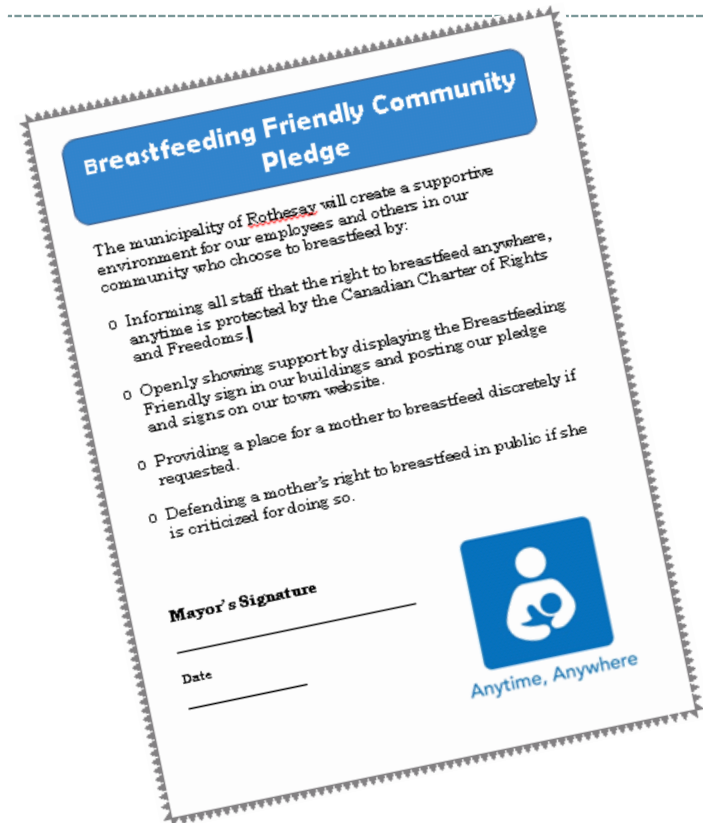


- By supporting and creating an environment where families feel welcome to breastfeed anytime, anywhere, you can spark a positive social change that can impact:
  - *Health*
  - *Food Security*
  - *Economics*
  - *Environment*



# Breastfeeding Friendly Community Pledge

We invite the Town of Rothesay to sign the pledge!



# N.B. Breastfeeding Friendly Communities

- Shédiac
- Quispamsis
- New Maryland
- Woodstock
- Bath
- Florenceville-Bristol
- Perth Andover
- St-Quentin
- Edmundston
- Grand Falls
- Kedgwick
- Grand Bay-Westfield





*Thank you!*



2015May11OpenSessionFINAL\_185

**From:** [Miriam Wells](#)  
**To:** [Council iPad Email Distribution](#)  
**Subject:** Trash from the fishing shacks  
**Date:** April-29-15 1:22:45 PM

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I have heard from several people concern of the debris left behind by the fishing shacks. I watched yesterday as the ice broke up and the strong north wind blew the mess from the Renforth Wharf area into K-Park. Will the Town of Rothesay help residents with the mess that arrived on their property? Is the Renforth Fishing Association in any responsible for the clean up?

I also wonder whether we can demand that fishing shacks have their owner's names and phone numbers on them so that when shacks are left behind to go out with the ice their owners can be held responsible for the clean up? I understand this is expected now but I am not sure how well it is enforced.

Mary Jane, please put this email and issue in the agenda for our next Council meeting. I would like to have an answer for residents about this problem and hope that we can collectively come up with a solution.

Many thanks,

Miriam

Sent from my iPad

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



2015 May 11 Open Session FINAL\_186

# ROTHESAY MEMORANDUM



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TO : Mayor and Council  
FROM : Nominating Committee  
DATE : 6 May 2015  
RE : Kennebecasis Regional Joint Board of Police Commissioners  
appointment

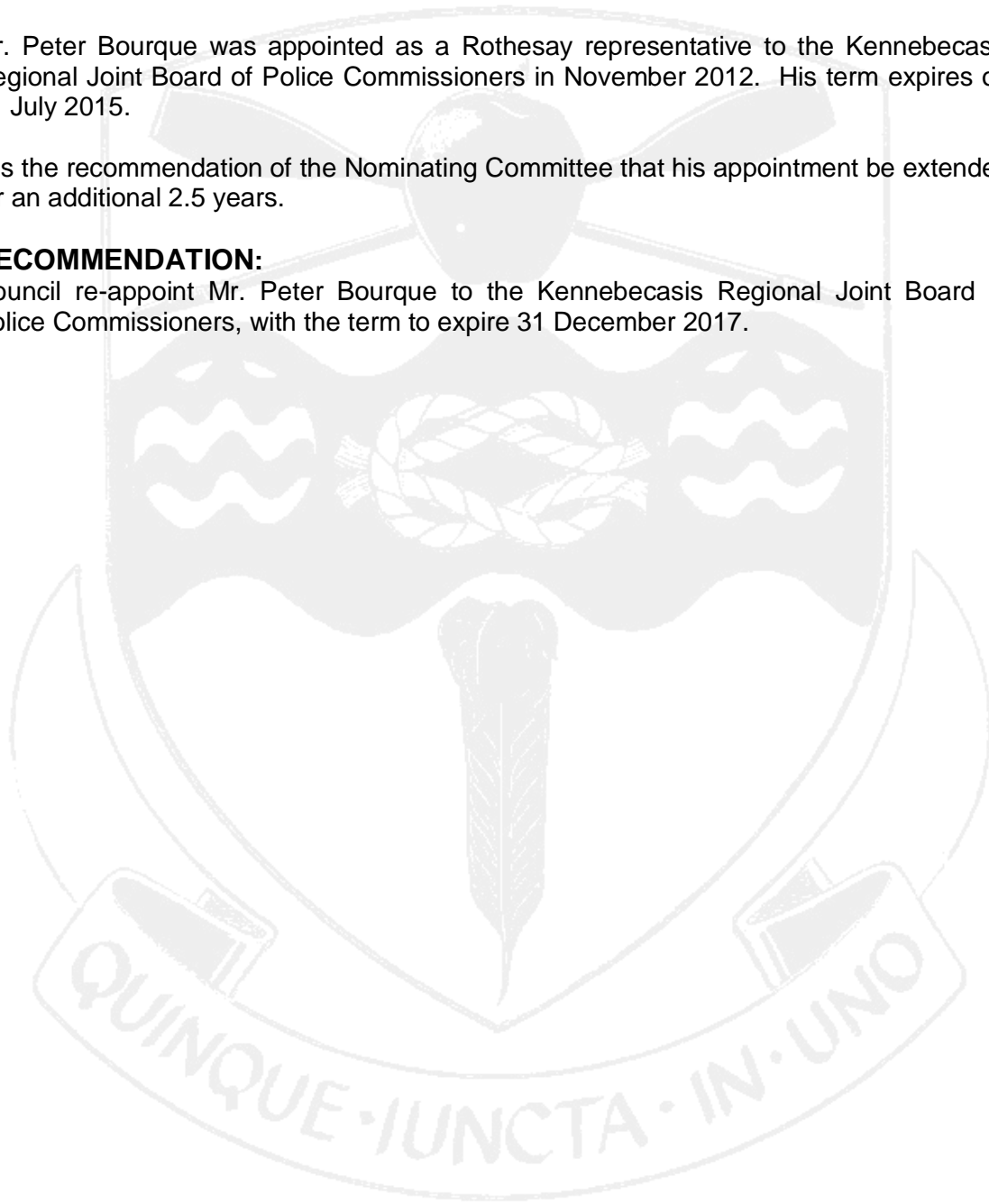
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Mr. Peter Bourque was appointed as a Rothesay representative to the Kennebecasis Regional Joint Board of Police Commissioners in November 2012. His term expires on 31 July 2015.

It is the recommendation of the Nominating Committee that his appointment be extended for an additional 2.5 years.

**RECOMMENDATION:**

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





2015 May 11 Open Session FINAL\_187  
**ROTHESAY**  
**INTEROFFICE MEMORANDUM**



---

TO : John Jarvie, Town Manager  
FROM : Ryan Kincade, Recreation Facilities Coordinator  
DATE : April 29<sup>th</sup>, 2015  
RE : Arthur Miller Field Building

---

**Origin:**

In 2007 Rothesay acquired the property that is located at 48 Hampton Road. Construction of the Arthur Miller Fields was completed in June of 2008. The house located on site was converted to a home for Fundy Soccer and has been used as office space for the club since that time. Staff is of the opinion that having a full time occupant of the building is important and has led to fewer acts of vandalism since the facility opened. The building has been examined and staff is confident that when the work is complete the building will complement the top quality facility that is Arthur Miller Fields.

**Background:**

In the fall of 2014, Council approved \$120,000.00 in the Capital Budget to complete an exterior renovation and add accessible washrooms to the Arthur Miller Field Building. Staff approached CTS engineering to complete a package with a scope of the work planned to begin in the spring of 2015. The exterior renovation will include a complete overhaul of the existing building, including new asphalt shingled roofing, cape cod siding, windows, and wheelchair ramps, as well as the addition of publicly accessible washrooms. Washrooms will be available to field users as well as citizens using Steele-Kennedy Park which is located adjacent to the Arthur Miller Fields.

Staff is of the opinion the engagement of a general contractor is not required to complete this project. The Town's Engineer and Facilities Coordinator will work together as the general contractor for the retrofit and addition of the washrooms. All necessary permits will be obtained through the Town's Development Services Department.

Staff will solicit quotes from each construction discipline and complete the project within this budget, if Council authorizes such an expenditure, and report back on the final costs once construction has been completed.

**ROTHERSAY**

TO: Mayor and Council

FROM: Ryan Kincade

RE: Arthur Miller Field Building

2015May11OpenSessionFINAL\_188

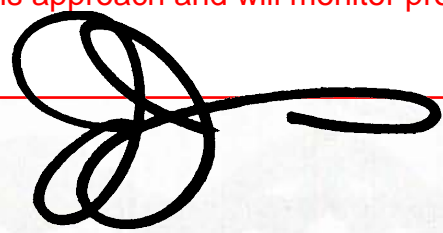
-2-

**Recommendation:**

It is recommended Council authorize:

Authorize staff, acting as the general contractor for the Town to proceed with the construction of exterior renovations to the Arthur Miller Field Building, including the addition of public washrooms, within the amount of the allocated budget of \$120,000.

While somewhat different from the Town's usual procurement process, it is believed the staff possess the required competence to deal with this project on a component basis. This will be done by obtaining competitive quotes for the significant parts of the project and ensuring the required coordination. I approve of this approach and will monitor progress.

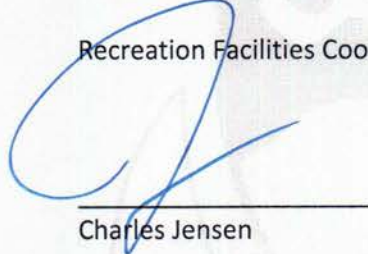


Respectfully submitted,



Ryan Kincade

Recreation Facilities Coordinator



Charles Jensen

Director of Parks & Recreation



Brett McLean

Director of Operations



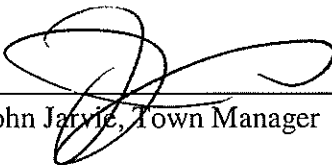


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

Rothesay Council  
May 11, 2015

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

**SUBMITTED BY:**

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

**DATE:** May 5, 2015

**SUBJECT:** Engineering Design and Construction Management Services  
T-2015-004: Curb, Sidewalk and Storm Sewer Installation  
Eriskay Drive / Iona Avenue

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council:

1. Accept the proposal submitted by Brunswick Engineering and Consulting Inc. in the amount of \$85,543.27 to provide design and construction management services for contract T-2015-004: Curb, Sidewalk and Storm Sewer Installation on Eriskay Drive / Iona Avenue and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

### **ORIGIN**

The 2015 General Fund Capital Budget includes funding for the installation of new curb, sidewalk and storm sewer on Eriskay Drive and Iona Avenue between Hampton Road and Highland Avenue.

### **BACKGROUND**

Rothesay's Policy for the construction of new sidewalks states that priority will be given to neighborhoods surrounding schools; particularly the catchment areas within which students would be

required to walk to school. Preference is given to elementary schools, followed by secondary schools. The neighborhood of Eriskay Drive / Iona Avenue between Hampton Road and Highland Avenue meets the requirements of the policy and, as such, was included in the 2015 Capital (Sidewalk Expansion) Budget approved by Mayor and Council at their meeting of December 9, 2014. In order to construct a sidewalk in close proximity to a street, it is necessary to construct a barrier curb. The installation of barrier curb creates a situation where water that would normally flow to ditches collects on-street and for this reason it is necessary to install underground storm drainage as well. Underground storm drainage construction on Eriskay / Iona was also included in the 2015 Capital Budget.

## DISCUSSION

On March 20, 2015 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, nine (9) compliant submissions were received from consulting engineering firms on April 1, 2015. Proposals were received from the following firms:

amec foster wheeler	Moncton, NB
Brunswick Engineering & Consulting Inc.	Saint John, NB
CBCL Consulting Engineers Limited	Saint John, NB
Crandall Engineering Ltd.	Saint John, NB
Dillon Consulting Limited	Saint John, NB
exp Services Inc.	Saint John, NB
Hatch Mott MacDonald	Rothesay, NB
Opus International Consultants (Canada) Limited	Fredericton, NB
WSP	Saint John, NB

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

John Jarvie, Town Manager  
Brett McLean, Director of Operations

Subsequent to the Technical Proposal Analysis, the committee jointly discussed the information presented and opened the sealed envelopes containing the Financial Proposals for each submission. The upset price contained in each proposal was evaluated, ranked and combined with the scores from the Technical Proposal Analysis.

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The highest ranked overall submission following this process was the proposal submitted by Brunswick Engineering and Consulting. The Brunswick submission did not carry the lowest overall price; however it was below the average price for all submissions and deemed to be the best total value for the following reasons:

- Lowest hourly rate for Part F, the cost of which is variable based on actual construction duration;
- More detailed geotechnical program which will determine potential implications during the design phase as opposed to encountering issues during construction;
- More detailed quality assurance program which will ensure the contractor is completing the work properly as construction progresses;
- More inclusive proposal that identified and accounted for disbursements during the design phase such as mileage, video inspection etc. which other proposals considered to be extra to the upset fee; and
- Inclusion of lab testing to determine the suitability of existing material for re-use during construction.

### **FINANCIAL IMPLICATIONS**

The 2015 General Fund Capital Budget included an amount of \$515,000 for the design, construction and construction management of the Eriskay Drive / Iona Avenue Curb, Sidewalk and Storm Sewer project. Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget. Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

Consultant	Fees (inc HST)	HST rebate	Subtotal	Budget Item	% of Budget Item
Brunswick	85,543.27	7,245.59	78,297.68	515,000	16

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Report Prepared by:  Brett McLean, Director of Operations

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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).*