



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, November 9, 2015
7:00 pm



1. APPROVAL OF AGENDA

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

3. OPENING REMARKS OF COUNCIL

- Remembrance Day at the QPlex (seated by 10:30 a.m.)
- KV Santa Claus Parade (6 p.m. at KVHS)

3.1 Declaration of Conflict of Interest

4. DELEGATIONS (*see item 9.1*)

- | | |
|--|-----------------------------------|
| 4.1 Cherry Brook Zoo | Lynda Collrin |
| 4.2 Saint John Theatre Company | Stephen Tobias |
| 4.3 Achieve Literacy Greater Saint John | Roxanne Fairweather, Chair |
| | Suzanne LeBlanc-Healy (ASD-South) |

5. CORRESPONDENCE FOR ACTION

- 5.1 20 October 2015 Letter from Kennebecasis Crime Stoppers RE: Financial Request
Refer to Finance Committee

- 5.2 29 October 2015 Email from resident RE: Request for runner signage in bike lanes
Refer to the Public Works and Infrastructure Committee

- 5.3 15 October 2015 Kennebecasis Public Library 2016 Budget
Refer to Finance Committee

- 5.4 19 October 2015 Kennebecasis Regional Joint Board of Police Commissioners 2016
Budget

Refer to Finance Committee

- 5.5 21 October 2015 Kennebecasis Valley Fire Department Inc. (KVFD) Capital Budget
2016

- 21 October 2015 KVFD Operating Budget 2016

Refer to Finance Committee

- 5.6 15 October 2015 Email from resident RE: Robinson Street Flooding with attachments
Refer to the Public Works and Infrastructure Committee

- 5.7 29 October 2015 Letter from Gorman Nason Lawyers RE: Church Avenue Flooding
with attached email from DO McLean RE: Rothesay Common
Upgrade Project

Refer to Staff for a Report

- 5.8 2 November 2015 Letter from resident RE: Kaitlyn Street Flooding

Refer to the Public Works and Infrastructure Committee

- 5.9 3 November 2015 Letter from Mrs. Sandra Shea RE: Millennium Drive Land

Refer to the Planning Advisory Committee

- 5.10 4 November 2015 Letter from resident RE: Drainage issue on Elizabeth Parkway

Refer to the Public Works and Infrastructure Committee

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6. CORRESPONDENCE - FOR INFORMATION

- 6.1 13 October 2015 Letter from Mayor Grace Losier RE: Regional Facilities Commission Budget
- 6.2 21 October 2015 Letter from Mayor Bishop to Rodney Weston RE: Sincere Thanks
- 6.3 28 October 2015 Letter from Mayor Bishop to Wayne Long RE: Congratulations
- 6.4 2 November 2015 Letter from Mayor Grace Losier RE: Canada Games Aquatic Centre 2016 Budget Approval
- 2 November 2015 Letter from Mayor Grace Losier RE: Saint John Arts Centre 2016 Budget Approval
- 2 November 2015 Letter from Mayor Grace Losier RE: Imperial Theatre 2016 Budget Approval
- 2 November 2015 Letter from Mayor Grace Losier RE: Harbour Station 2016 Budget Approval
- 2 November 2015 Letter from Mayor Grace Losier RE: Saint John Trade and Convention Centre 2016 Budget Approval

7. REPORTS**7.0 November 2015****Report from Closed Session**

➤ Council Remuneration

- 7.1 16 September 2015 Kennebecasis Public Library (KPL) Board meeting minutes
- September 2015 KPL Librarian's Report
- 30 September 2015 KPL Comparative Income Statement
- 7.2 1 October 2015 RCMP Annual Report Letter (*Full Report Available in Town Hall*)
- 7.3 30 September 2015 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Board Meeting Minutes
- 30 September 2015 Statement of Financial Position
- 7.4 30 September 2015 Draft unaudited Rothesay General Fund Financial Statements
- 30 September 2015 Draft unaudited Rothesay Utility Fund Financial Statements
- 28 October 2015 Draft Finance Committee Meeting Minutes
- 7.5 20 October 2015 Draft Parks and Recreation Committee Meeting Minutes
- 7.6 21 October 2015 Draft Public Works and Infrastructure Meeting Minutes
- 7.7 21 October 2015 Draft Utilities Committee Meeting Minutes
- 7.8 21 October 2015 Draft Heritage Preservation Review Board Meeting Minutes
- 7.9 2 November 2015 Draft Planning Advisory Committee Meeting Minutes
- Gibbon Road Subdivision
- Public Hearing for 47 Clark Road
- 7.10 October 2015 Monthly Building Permit Report
- 7.11 5 November 2015 Capital Projects Summary
- 7.12 1 October 2015 Letter from Bill Fraser, Minister – Tourism, Heritage and Culture and Jason Thorne, President – Recreation New Brunswick
- 1 October 2015 A Framework for Recreation in Canada 2015, Pathways to Wellbeing

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8. UNFINISHED BUSINESS

TABLED ITEMS

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

No action at this time

8.2 Water By-law (Tabled June 2015)

No action at this time

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 Cherry Brook Zoo

13 October 2015 2016 Budget Request

Refer to Finance Committee

9.1.2 Saint John Theatre Company

27 October 2015 Grant Application/Presentation

Refer to Finance Committee

9.1.3 Achieve Literacy Greater Saint John

15 October 2015 Update/Presentation

ADMINISTRATION

9.2 Town Hall Renovations

6 November 2015 Memorandum from Town Manger Jarvie

DEVELOPMENT SERVICES

9.3 Secondary Planning

4 November 2015 Information Report from DPDS White

OPERATIONS

9.4 Changing Climate/Infrastructure

4 November 2015 Memorandum from Councillor Alexander

9.5 Microseal Programs – Chatwin Street

4 November 2015 Email from Councillor Lewis RE: Chatwin Street with attachments

9.6 2016 Asphalt Resurfacing and Microseal Placement Programs – Engineering

3 November 2015 Information Report from DO McLean

9.7 Active Transportation/Transportation Study Update

3 November 2015 Information Report from DO McLean

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RECREATION

9.8 Renovations to the Building at Arthur Miller Fields

3 November 2015 Information Report from DO McLean

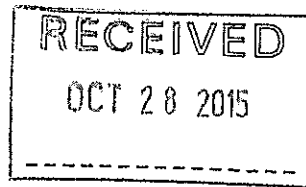
10. NEXT MEETING

Regular meeting Monday, December 14, 2015

11. ADJOURNMENT



KENNEBECASIS CRIME STOPPERS



COPY

12 Crestwood Drive
Rothesay, N.B.
E2E 5H4

October 20, 2015

Mayor & Council – Town of Rothesay
70 Hampton Road,
Rothesay, N.B.
E2E 5L5

RE: Budget Request – Year 2016


Dear Mayor & Council:

Since the inception of Kennebecasis Crime Stoppers in 1986, the Municipal Councils have been instrumental through financial support in helping us carry out the very important work that we do. In the past, we have received a significant share of our annual budget from contributions from each of the communities in the Kennebecasis Valley. In addition, we carry out various fundraising activities to ensure that sufficient funds are available to pay for the important TIPS that provide substantial aid to our police forces in solving crimes.

In consideration of our financial needs, we ask that the Mayor and Council of the Town of Rothesay to budget the amount of \$2800 to support the ongoing efforts of the Kennebecasis Crime Stoppers for the year 2016.

I thank you for your kind attention to this matter and should you need to contact me, I can be reached at 847-3942(home) or 653-1661(work).

Yours truly,



Tony Bamford
President

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

From: [REDACTED]

Sent: October-29-15 10:42 AM

To: Rothesay Info

Subject: Bike Lane Issue

Dear Mayor Bishop and Council,

I am writing to you in frustration regarding an issue that has progressively become worse in the past two years.

I am an avid runner who uses the bicycle lanes that have been painted on the Rothesay roads. I use this lane because I had a serious accident several years ago and I have two rods in my back. The tar surface is much easier than the cement sidewalks, and the fact that I can run today helps to keep me healthy and mobile.

There is not one occasion (and I run five times a week) in which I do not get harassed for being in the bike lane. Cars have intentionally swerved toward me, fists have been thrown in the air indicating I should move off the lane, and some cyclists have yelled at me as they have passed, telling me that this is their lane only. Please note that when an oncoming cyclist is approaching me, I make sure to move over to the side to insure adequate passing space. Also, I run in the opposite direction of cars so I see them as they approach.

I have discussed my rights with a lawyer, checked the motor vehicle act and looked at town bylaws. Also, police pass me regularly and I have never been stopped.

Could you please consider placing a painted drawing of a runner symbol in the bicycle lanes, much like the existing bike symbols. I think this would inform individuals that my (and other runners) presence is legal and might reduce the harassment, if not eliminate it totally. I notice that Quispamsis has signs on their streets that have not only a cycling wheel on it but also a running shoe.

I am a responsible citizen who loves my neighbourhood and appreciates that I live in an area where exercise is promoted and families are free to enjoy all the benefits of living in this community.

I hope that you may address this issue and resolve it in a manner that is suitable to those of us who want to continue running safely in our town. I look forward to hearing from you.

Respectfully,

[REDACTED]

October 15, 2015

William J. Bishop, Mayor
Town of Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Mayor Bishop and Councilors:

Re: The Kennebecasis Public Library 2016 Budget

The Board of Trustees of the Kennebecasis Public Library (the Board) respectfully submits its 2016 proposed operating budget, which you will find also attached to this e-mail.

The Board delivered the requested 0% increase for the 2015 budget submission. The 2015 actuals in several budget lines have come in significantly higher than what had been budgeted. The 2016 budget includes realized requirements for the significant increases in Grounds and Road Maintenance (+\$4,077), Professional Services (+\$1,200), and Utilities (+\$7,424). The Board has worked to reduce these costs as much as possible. From October 2014 to April 2015, the Board conducted an extensive investigation into the increased power consumption trend, which ultimately resulted in a \$4,000 credit issued by NB Power. The Library's existing janitorial contract is scheduled to expire January 31, 2016. The Board has issued an RFP for janitorial services in 2016. The lowest bid received to date is 39% higher (+\$8,000) than the existing budget.

In April 2015 the Board mutually agreed to terminate its facility management service contract with the provider. Commencing in May 2015, the Board employed a facility manager. The overall cost of facility management services has remained constant with this new arrangement; the change is reflected in the 2016 budget in Facilities Management (-\$22,620) and Wages (+\$19,668).

We will be attending the budget meeting on Monday, October 22nd to present our proposed budget to the Towns as per your request.

Sincerely,



Daryl Steeves
Chair, Board of Trustees
Kennebecasis Public Library



KENNEBECASIS PUBLIC LIBRARY

2016 Proposed Operating Budget Overview vs. 2015

Description	2016 Proposed Budget	2015 Budget	Change vs 2015 %	Change vs. 2015 \$	Note
Small Equipment and Furniture	6,300	5,900	7%	400	
Building Maintenance	64,845	52,135	24%	12,710	39% increase for new janitorial contract (+ \$8,000).
Grounds & Roads Mtce.	22,825	18,748	22%	4,077	
Facilities Management	0	22,620		-22,620	Moved to Wages in 2016
Utilities	49,902	42,478	17%	7,424	Based on 2015 actual plus 3%.
Communications	8,520	6,506	31%	2,014	
Insurance	6,800	6,750	1%	50	
Wages	28,920	9,252	213%	19,668	Includes \$22,620 for Facility Manager employee
Professional Services	9,200	8,000	15%	1,200	Based on 2015 actual.
Office Expenses	9,100	9,108	0%	-8	
Public Relations	3,000	3,000	0%	0	
Programs	3,000	3,000	0%	0	
Professional Development	2,000	2,000	0%	0	
Miscellaneous Expense	2,700	2,700	0%	0	
Total Operating Expenses	217,112	192,197	13%	24,915	
Revenue	-\$3,300	-\$5,000			Based on 2015 actual.
Deficit (Surplus) 2nd Previous Year	-\$138	-\$2,997			
Municipal Fundings - Operations	213,674	184,200	16%	29,474	

THANK YOU FOR YOUR SUPPORT!



2015 Nov 9 Open Session FINAL Q21

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

RECEIVED

OCT 19 2015

ADDRESS ALL CORRESPONDENCE TO:

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

TELEPHONE: (506) 847-6300

FAX: (506) 847-6313

E-MAIL: krpfadmin@nbpolice.ca

Gary Clark
Chairperson

October 19, 2015

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

Mayor and Councilors
Town of Quispamsis
12 Landing Court
P.O. Box 21085
Quispamsis NB
E2E 4Z4

Mayor and Members of Council:

As Chairperson of the Kennebecasis Regional Joint Board of Police Commissioners, I am pleased to present the enclosed copy of our 2016 Board and Police Force budget. You will note that we are unable to provide a Communications Budget at this time as the Board is currently in discussions with the Saint John Police Force Communications Centre with respect to the costing for our next 5 year agreement. We anticipate a resolve in the near future and as soon as we are in a position to advise further, we will forward a copy of the Communications Budget.

Further, it is our understanding that the police force will be making a presentation to the Joint Finance Committee on the 2016 budget, scheduled for Thursday, October 22 at 9:00 am to be held at the Quispamsis Town Hall. We look forward to such presentation.

Yours truly,

Gary Clark
Chair

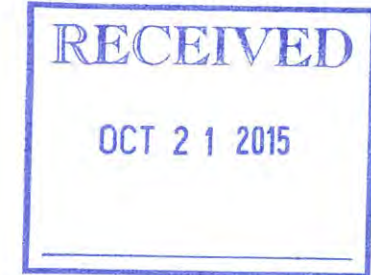
KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
CASH FLOW BUDGET 2016

	2015 BUDGET - Open Session Final				ACTUALS	
	2016	2015	2014	2015	2014	2013
CRIME CONTROL:	\$					
Salaries	3,377,418	3,228,772	3,078,665	3,205,000	3,008,773	2,829,012
Benefits	695,484	681,898	666,520	632,850	556,217	531,288
Training	38,000	38,000	38,000	38,000	56,528	28,526
Equipment	20,000	20,000	20,000	27,000	16,614	57,429
Equip repairs & IT support	4,000	4,000	4,000	4,000	4,028	2,639
Communications	58,300	45,000	45,000	52,300	61,731	41,821
Office function	17,000	17,000	17,000	18,000	16,212	19,625
Leasing	10,600	8,750	8,750	10,600	9,631	7,965
Policing-general	32,500	28,000	28,000	38,000	51,814	31,960
Insurance (+2%)	11,200	11,221	10,687	10,980	10,687	19,628
Uniforms	36,000	36,000	48,000	46,000	68,281	48,932
Community policing & P.R	9,000	9,000	9,000	9,000	7,246	6,959
Detention	25,860	25,860	25,320	25,860	25,955	25,835
Investigations	29,000	29,000	29,000	29,000	58,866	27,775
Auxillary	1,500	1,500	1,500	1,500	2,482	361
Taxi & Traffic Bylaw	500	500	500	900	103	
Public Safety (per PNB)	28,000	28,000	28,000	30,481	27,946	26,692
	4,394,362	4,212,501	4,057,942	4,179,471	3,983,114	3,706,447
	4.317%	3.809%	10.654%			
VEHICLES:						
Fuel	110,000	115,000	115,000	102,560	104,359	107,965
Maint./repairs	85,000	85,000	85,000	85,000	86,561	108,415
Insurance (+2%)	20,724	23,353	22,241	20,318	22,241	48,925
New vehicles	114,000	114,000	76,000	114,000	84,332	132,287
Vehicle technology equipment	61,500	21,500	21,500	81,300	10,443	15,203
	391,224	358,853	319,741	403,178	307,936	412,795
	9.021%	12.232%	-7.018%			
PROPERTY:						
Maintenance	37,500	35,000	35,000	92,300	58,342	44,692
Cleaning	24,000	23,500	23,500	23,500	22,527	22,078
Heat and power	47,000	47,000	47,000	46,800	37,107	41,347
Taxes (2015+5%incr)	45,925	45,754	43,575	43,738	40,237	41,464
Insurance (+2%)	5,328	5,273	5,022	5,223	5,022	8,460
Grounds	10,000	9,000	9,000	11,853	22,042	8,848
New Bldg debenture - int	36,000	69,000	73,000	56,200	72,257	76,798
- princ.	115,000	105,000	101,000	112,000	102,000	97,000
	320,753	339,527	337,097	391,614	359,534	340,687
	-5.530%	0.721%	-2.499%			
ADMINISTRATION:						
Salaries	605,842	590,424	573,443	589,250	581,831	559,233
Benefits	115,110	115,133	114,689	112,500	101,948	99,863
Professional Fees	48,000	41,000	41,000	41,000	35,239	39,877
Travel/Training	13,000	13,000	13,000	13,000	11,907	10,813
Insurance "E&O" + 2%	1,244	1,247	1,188	1,220	1,188	6,935
Labour Relations	10,000	10,000	10,000	8,000	11,077	9,362
Board expenses	5,000	5,000	5,000	4,500	3,445	2,879
	798,196	775,804	758,320	769,470	746,635	728,962
	2.886%	2.306%	2.173%			
REVENUE:						
- interest	-24,000	-24,000	-23,000	-25,000	-26,647	-22,587
- taxi & traffic bylaw	-5,000	-5,000	-6,000	-7,000	-3,833	-5,075
- other	-47,000	-47,000	-40,000	-52,000	-90,502	-90,257
- Secondments (3)	-284,000	-217,661	-210,231	-310,630	-193,844	-203,424
	-360,000	-293,661	-279,231	-394,630	-314,826	-321,343
	22.590%	5.168%	-386.511%			
SICK PAY/RETIREMENT ACCRUAL:						
Sick pay/ Retirement	59,800	53,207	48,010	53,000	46,297	57,849
Interest & dividends	19,000	19,000	19,000	19,000	19,502	17,227
	78,800	72,207	67,010	72,000	65,799	75,076
TOTAL BUDGET	\$5,623,335	\$5,465,231	\$5,260,879	\$5,421,103	\$5,148,192	\$4,942,624
INCREASE FROM PRIOR YEAR	2.893%	3.884%	3.854%			
2nd prior yr (surplus) deficit	-112,687	-123,015	-20,227	-123,015	-20,227	9,348
TOTAL CONTRIBUTION BY TOWN	\$5,510,648	\$5,342,216	\$5,240,652	\$5,298,088	\$5,127,965	\$4,951,972
	3.153%	1.938%	3.264%	5,342,216	5,240,652	5,074,987 towns
				44,128	\$112,687	\$123,015 surplus
				surplus		

Notes:

CC Equipment - evergreen computers & technical equipment

Kennebecasis Valley Fire Department Inc.



2016 Capital Budget Post JFC recommendations

2016 Operating Budget Post JFC recommendations

2016 Payroll related costs

2016 Non-payroll related costs

Analysis of Retirement Allowance

Employee expected retirement date

2013 Morneau Shepell Retirement Allowance Actuarial Valuation

Kennebecasis Valley Fire Department Inc.**2016 CAPITAL BUDGET**

Replace 2008 Ford Escape	\$ 50,000
Replace rooftop heat pumps units (2) - station 1	20,000
10 sets Firefighter turn out gear (Year 1 of 4)	25,000
Fitness Equipment	13,000
Auxiliary member personal protective equipment	11,000
Fire Hose	10,000
Station Design	450,000

Total	<u>\$ 579,000</u>
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Joint Finance Committees Recommendation

remove \$ 65,000	
Ford Escape	(50,000)
reduce 6 sets of Firefighter turn our gear	(15,000)
remove Station Design	(450,000)
Total reduction	<u>\$ (515,000)</u>

2016 CAPITAL BUDGET

Replace rooftop heat pump units (2) - station 1	20,000
4 sets Firefighter turn out gear	10,000
Fitness Equipment	13,000
Auxiliary member personal protective equipment	11,000
Fire Hose	10,000

Total	<u>\$ 64,000</u>
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post JFC recommendations

Kennebecasis Valley Fire Department Inc.

2015 Nov 9 Open Session FINAL_025

Operating Budget

Line No.	REVENUE:	BUDGET	BUDGET	BUDGET	Budget change 2015-2016	
		2015	2016	2016 Joint Finance Committee Recommendations	\$	%
1	Members Contributions	\$ 4,433,721	\$ 4,587,161	\$ 4,563,029	\$ 129,308	2.92%
2	Rebate of Property Tax	44,000	46,105	46,105	2,105	4.78%
3	Local Service Districts	87,797	93,194	92,727	4,930	5.61%
5	Revenue Fee Structure	70	500	100	30	42.86%
6	Misc. Revenue	-	-	-	-	-
7	Interest Income C/A	3,000	5,000	5,000	2,000	66.67%
8	Surplus/ (Deficit) 2nd previous year	(9,756)	122,068	122,068	131,824	-1351.27%
9		\$ 4,558,833	\$ 4,854,028	\$ 4,829,029	\$ 270,196	5.93%
EXPENSES:						
ADMINISTRATION:						
10	Admin. Wages and Benefits	\$ 548,400	\$ 576,600	\$ 576,600	\$ 28,200	5.14%
11	Convention/dues/training	20,000	20,000	20,000		
14	Professional Services	24,500	28,500	33,500	9000	36.74%
15	CPSE Accrediation		13,000			
16	Office supplies/Copy Machine/ S/C	7,328	7,385	7,385	58	0.79%
17	Computer hardware/software/IT	12,000	12,000	12,000	0	0.00%
18	Telephone/ Internet	14,100	14,382	14,382	282	2.00%
20	Postage / Misc. Exp.	3,550	3,550	2,550	-1000	-28.17%
21		\$ 629,878	\$ 675,417	\$ 666,417	\$ 36,540	5.80%
FIREFIGHTING FORCE:						
22	Salaries Basic	\$ 2,285,614	\$ 2,421,593	\$ 2,421,593	135979	5.95%
23	Overtime	60,000	70,000	63,000	3000	5.00%
24	Vacation Pay on Retirement	14,187	28,307	28,307	14120	99.53%
25	Force Benefits	558,600	577,100	577,100	18500	3.31%
27	Career Uniforms and maintenance	26,400	27,000	27,000	600	2.27%
28	Medical and Fitness Testing	15,400	20,400	20,400	5000	32.47%
29	Career Recognition	3,500	4,000	4,000	500	14.29%
30	Holiday Relief Wages and overtime	268,900	314,000	314,000	45100	16.77%
31	Holiday Relief Benefits	93,039	91,700	91,700	-1339	-1.44%
33	Volunteer Expenses	20,300	21,000	21,000	700	3.45%
34		\$ 3,345,940	\$ 3,575,100	\$ 3,568,100	\$ 222,160	6.64%
TELECOMMUNICATIONS:						
35	Cellular Telephones	\$ 4,520	\$ 5,810	\$ 5,810	1290	28.55%
36	Communication Equipment	12,000	12,000	12,000		
37	Maintenance / Repairs	3,000	3,060	3,060	60	2.00%
38		\$ 19,520	\$ 20,870	\$ 20,870	\$ 1,350	6.92%
INSURANCE:						
39	Insurance	\$ 34,500	\$ 34,500	\$ 33,500	(1,000)	-2.90%
40		\$ 34,500	\$ 34,500	\$ 33,500	\$ (1,000)	-2.90%
PREVENTION AND TRAINING:						
41	Firefighter / Co. Officer Training	\$ 32,000	\$ 32,000	\$ 32,000		
42	Fire Prevention	7,100	7,000	7,000	-100	-1.41%
43	Public Education	2,900	3,000	3,000	100	3.45%
44	Training Supplies	2,500	2,500	2,500		
45		\$ 44,500	\$ 44,500	\$ 44,500	\$ -	
FACILITIES:						
46	Station 1 Operating	\$ 177,684	\$ 186,680	\$ 186,680	8,996	5.06%
47	Station 2 Operating	21,700	21,700	21,700	-	
48	Station 2 Rent - Quispamsis	47,000	47,940	47,940	940	2.00%
49	Station Supplies	10,000	10,500	10,500	500	5.00%
50		\$ 256,384	\$ 266,820	\$ 266,820	\$ 10,437	4.07%

increase 10k negotiator, decrease 5k legal removed accreditation 13k

decreased 1k

decreased OT 7k

conservative estimate decreased 1K

FLEET:
 51 Fuel Vehicle
 52 Registration Vehicle
 53 Lease Vehicle Payments
 55 Vehicle Maint. & Repairs
 56

OPERATIONS:
 57 New Equipment
 58 Maint. & Repairs Equip.
 59 Maint. & Repairs Bunker Gear
 60 Medical supplies
 61 Firefighter supplies
 62 H&S/Cause determination
 63
WATER COSTS:
 64 Water Costs - Quispamsis
 65 Water Costs - Rothesay
 66
OTHER:
 67 Miscellaneous
 68 Retirement Allowance
 71
 72
 73 SURPLUS(DEFICIT) FOR THE PERIOD

BUDGET		BUDGET	BUDGET	Budget change 2015-2016		
2015		2016	2016 Committee Recommendations	\$	%	
\$	43,000	\$	44,000	\$	40,000	(3,000) -6.98%
	425		434		434	9 2.12%
	1,700		-		-	(1,700) -100.00%
	60,000		62,000		62,000	2,000 3.33%
\$	105,125	\$	106,434	\$	102,434	\$ (2,691) 1.25%
						\$4,000
\$	16,000	\$	20,000	\$	16,000	-
	12,000		13,000		13,000	1,000 8.33%
	6,000		7,000		7,000	1,000 16.67%
	3,500		4,000		4,000	500 14.29%
	4,000		4,000		4,000	-
	2,500		2,500		2,500	-
\$	44,000	\$	50,500	\$	46,500	\$ 2,500 14.77%
						\$4,000
\$	4,174	\$	4,390	\$	4,390	216 5.17%
	22,812		23,497		23,497	685 3.00%
\$	26,986	\$	27,887	\$	27,887	\$ 901 3.34%
\$	2,000	\$	2,000	\$	2,000	
	50,000		50,000		50,000	
\$	52,000	\$	52,000	\$	52,000	\$ -
\$	4,558,832	\$	4,854,028	\$	4,829,029	\$ 270,197 5.93%
\$	0	\$	(0)	\$	(0)	\$ 270,197

decreased by 4k

decreased by 4K

\$ 4,854,028
 \$ 4,829,029
 \$ 24,999

2015Nov9OpenSessionFINAL_027

Kennebecasis Valley Fire Department Inc.**"Payroll" related items- 2016 Budget**

		BUDGET 2015	BUDGET 2016	Budget change 2015-2016		Notes:
				\$	%	
EXPENSES:						
ADMINISTRATION:						
10	Admin. Wages and Benefits					
	Chief/Deputy/Platoon	\$ 389,099	\$ 408,547	\$ 19,448	5.00%	
	Chiefs/Deputy/Platoon Benefits	\$ 81,891	\$ 86,311	\$ 4,420	5.40%	
	Admin Asst/Finance	\$ 64,584	\$ 67,813	\$ 3,229	5.00%	
	Admin Asst/Finance Benefits	\$ 12,827	\$ 13,929	\$ 1,102	8.59%	
		\$ 548,400	\$ 576,600	\$ 28,200	5.14%	
FIREFIGHTING FORCE:						
21	Salaries Basic			-		
	Force - 32 positions - wages	\$ 2,285,613	\$ 2,421,593	\$ 135,980	5.95%	
23	Vacation Pay on Retirement	\$ 14,187	\$ 28,307	\$ 14,120	99.53%	3 employees
	Force Benefits - 32 positions	\$ 558,600	\$ 577,100	\$ 18,500	3.31%	
22	Overtime	\$ 60,000	\$ 63,000	\$ 3,000	5.00%	
67	Retirement Allowance	\$ 50,000	\$ 50,000	\$ -	0.00%	minimum contribution
29	Holiday Relief Wages and overtime	\$ 268,900	\$ 314,000	\$ 45,100	16.77%	
30	Holiday Relief Benefits	\$ 93,039	\$ 91,700	\$ (1,339)	-1.44%	
32	Volunteer Expenses	\$ 20,300	\$ 21,000	\$ 700	3.45%	
33		\$ 3,350,639	\$ 3,566,700	\$ 216,061	6.45%	

TOTAL Payroll Related Costs	\$ 3,899,039	\$ 4,143,300	\$ 244,261	6.26%
Full Budget	\$ 4,558,832	\$ 4,829,029	\$ 270,197	5.93%
Payroll Related as a % of Budget	85.53%	85.80%		

Kennebecasis Valley Fire Department Inc.

10/20/2015 1:10 PM

2015Nov9OpenSessionFINAL_028

NON payroll related items- 2016 Budget

	BUDGET 2015	JFC BUDGET 2016	Budget change 2015-2016	
			\$	%
EXPENSES:				
ADMINISTRATION:				
11 Convention/dues/training	20,000	20,000	-	
14 Professional Services	24,500	33,500	9,000	36.74%
15 CPSE Accrediation		-	-	
16 Office supplies/Copy Machine/ S/C	7,328	7,385	58	0.79%
17 Computer hardware/software/IT	12,000	12,000	(0)	0.00%
18 Telephone/ Internet	14,100	14,382	282	2.00%
19 Postage / Misc. Exp.	3,550	2,550	-	-28.17%
	\$ 81,478	\$ 89,817	\$ 9,340	10.24%
FIREFIGHTING FORCE:				
26 Career Uniforms and maintenance	26,400	27,000	600	2.27%
27 Medical and Fitness Testing	15,400	20,400	5,000	32.47%
28 Career Recognition	3,500	4,000	500	14.29%
	\$ 45,300	\$ 51,400	\$ 6,100	13.47%
TELECOMMUNICATIONS				
34 Cellular Telephones	4,520	5,810	1,290	28.55%
35 Communication Equipment	12,000	12,000	-	
36 Maintenance / Repairs	3,000	3,060	60	2.00%
	\$ 19,520	\$ 20,870	\$ 1,350	6.92%
INSURANCE:				
38 Insurance	34,500	33,500	(1,000)	-2.90%
	\$ 34,500	\$ 33,500	\$ (1,000)	-2.90%
PREVENTION AND TRAINING				
40 Firefighter / Co. Officer Training	32,000	32,000	-	
41 Fire Prevention	7,100	7,000	(100)	-1.41%
42 Public Education	2,900	3,000	100	3.45%
43 Training Supplies	2,500	2,500	-	
	\$ 44,500	\$ 44,500	\$ -	
FACILITIES				
45 Station 1 Operating	177,684	186,680	8,997	5.06%
46 Station 2 Operating	21,700	21,700	-	
47 Station 2 Rent - Quispamsis	47,000	47,940	940	2.00%
48 Station Supplies	10,000	10,500	500	5.00%
	\$ 256,384	\$ 266,820	\$ 10,437	4.07%
FLEET:				
50 Fuel Vehicle	43,000	40,000	(3,000)	-6.98%
51 Registration Vehicle	425	434	9	2.12%
52 Lease Vehicle Payments	1,700	-	(1,700)	-100.00%
54 Vehicle Maint. & Repairs	60,000	62,000	2,000	3.33%
	\$ 105,125	\$ 102,434	\$ (2,691)	-2.56%

NON payroll related items- 2016 Budget

2015Nov9OpenSessionFINAL_029

		BUDGET 2015	BUDGET 2016	Budget change 2015-2016		Notes:
				\$	%	
OPERATIONS:						
56	New Equipment	16,000	16,000	-		
57	Maint & Repairs Equip.	12,000	13,000	1,000	8.33%	
58	Maint & Repairs Bunker Gear	6,000	7,000	1,000	16.67%	
59	Medical supplies	3,500	4,000	500	14.29%	
60	Firefighter supplies	4,000	4,000	-		
61	H&S/Cause determination	2,500	2,500	-		
		\$ 44,000	\$ 46,500	\$ 2,500	5.68%	
WATER COSTS:						
63	Water Costs - Quispamsis	4,174	4,390	216	5.17%	
64	Water Costs - Rothesay	22,812	23,497	685	3.00%	
		\$ 26,986	\$ 27,887	\$ 901	3.34%	
OTHER:						
66	Miscellaneous	2,000	2,000	-		
		\$ 2,000	\$ 2,000	\$ -		
TOTAL Non-Payroll Related costs		\$ 659,793	\$ 685,729	25,936	3.93%	
Full Budget		\$ 4,558,832	\$ 4,829,029	270,197	5.93%	
Non-Payroll Related as a % of Budget		14.47%	14.20%			

From: [REDACTED]
Sent: October-15-15 6:34 PM **2015Nov9OpenSessionFINAL_030**
To: Matthew Alexander
Cc: Nancy Grant; [REDACTED] Mary Jane Banks; [REDACTED]
Subject: Flood issue at [REDACTED] Robinson

Dear Councilor Alexander,

I'm sending this letter at your request to both provide you with some information to better understand my concerns regarding flooding issues on my property at [REDACTED] Robinson Street and to call for your support when the matter is again discussed by the public works committee and the council (as a response to the motion that was carried at the last council meeting). I ask that you please ensure all documentation Council has received to date on the matter be made available to the committee when it meets (some of which I have re-submitted in attachments to this email for your convenience). Also, please feel free to follow-up on your suggestion, from the night of the meeting, that you visit the property to see the layout of the culverts first-hand.

First I would like to take a moment to thank both the Mayor and the council for hearing my concerns at this week's council meeting. It was very, very encouraging to hear everyone's genuine concern regarding the challenges my family (and my neighbor's families) has experienced with recent flooding. I'm feeling we may finally have some forward momentum that will, hopefully, lead to a permanent solution to the drainage issues at the culvert running under [REDACTED] Robinson Street on my property.

The purpose of this letter is to pull together some older information which my family has previously submitted to council regarding the need for a "fix" (likely a bigger or additional pipe) for the water. All of this should be in the town's records but I wanted everyone to feel informed. In fact, there were some interesting bits of misinformation shared at the meeting which I would like to address to help the committee and council make informed decisions on the matter. Please accept both this email, it's attachments and my follow-up emails (with any additional attachments).

I was concerned to hear that a letter was slated to be sent to me which more or less didn't commit to any further action (see public works draft minutes attachment). This letter was not sent, and, in this week's meeting, the council decided (at John Jarvie's suggestion) to send the letter with a note about how the matter was being reexamined ... again ... by public works. Those minutes state that, "In dry weather, the sill of the door to their basement is only 4" higher than the normal level of the stream". Last night, you were kind enough to listen to me describe how, when I measured it 2 hours prior, the grass under the sill of my door is 4" under said door, the stream, as they say in the minutes, "in dry weather", I measured to be at least 3 or more feet lower than my door. But the real proof is in an attached document (and corresponding email), with shots taken by town staff and reported by Scott Hatcher to my father way back in 2011. That town of Rothesay information states that the bottom of the culvert is around 5 feet lower than my door, which is to be honest, is a little lower than the "stream in dry weather" opposite my door. But there's quite a difference between 4 inches and 3 or more feet. I feel that such information impacted the public works committee's previous decisions – albeit based on the incorrect facts. I'm concerned that some of the decisions made by town engineers over the years may have been influenced by this misinformation (the source of which I certainly can't identify). Again, my goal is to ensure that the committee, the councilors and Mayor Bishop have all the information they need to move forward with this project.

The other attachments are either email correspondence between myself or my father and the town or they are documents which have been submitted to the town to express my concern over the lack of drainage at [REDACTED] Robinson. As you can see in this information, and as I mentioned in my email to the town on October 1, 2015 (after my basement had finally flooded), this property has had far too much water directed to the culvert(s) under Robinson which were originally installed there by my father and uncle decades ago. The catch basin which was installed to direct the "superstore" water and water coming down Robinson only halved the input (i.e. Water that can gather at the culvert/chokepoint) but also halved the output ... for a net change of close to zero. Even since then, the town has allowed more and more water to be added to the now single culvert (the completion of Rosedale and the new building

project on the Marr road behind my property). This system was not really tested by a tropical storm since it was installed, but October 1st ended up being worse flooding than we have ever experienced (including damage to my house), even worse than when we got 151 mm of rain over 12 hours during the tropical storm of a few years ago.

2015 Nov 9 Open Session FINAL_031

My reply to the application for the new housing development on the Marr road stated that I was not opposed to the buildings, or development in general, as long as “not a single drop of water is added to the stream”. Even if an engineer was to say, “the new retention pond going in behind Marr road (which wasn’t completed before the big rain the other day) will only let out as much rain as would normally fall into the stream before the development”, I would still be left thinking that they could never measure “that amount of rain” and that I am the only one who’s informal data could even begin to speak to the validity of such a plan. From my experience, since I built this house in 2005, more and more and more water has been added to my property by the town’s decisions to allow construction which follows the town’s direction for how to do so. I am asking for your support in finding a permanent solution that allows much, much more water to flow, uninterrupted, under Robinson Street and into the huge, natural catch basin between Robinson and Weedan Avenue, where it can be slowly released down towards the river at the same rate that it is currently released (since there is an exhaust culvert at the bottom of the catch basin on the Weedan Ave side, which crosses under that street).

Thank you very, very much for your consideration and patience. I await your reply and hopefully, a resolution to the drainage problem on my property. I would also ask that you please get back to me with the committee’s decision as it has a bearing on any future course-of-action.

CC. Deputy Mayor Grant, [REDACTED] Mary-Jane Banks (to add this information to the public record) and [REDACTED]
[REDACTED] and myself.

[REDACTED]
Rothestay

No. [redacted] Robinson Kn
 Date 4/27/2011 Page

No. [redacted]
 Date Page

CB 1.02 101.02

4 Reads 0.58 100.44

Sill of Door 0.91 100.11

INC 2.50 98.52
Calcut

+ 0.11 m
~~- 0.33 m~~

+ 1.59 m

entry station

Read

Extra Calcut

5.3 Update on implementation of curbside recycling;
Discussed in Item 4.1.

5.4 Update on intersection on Lyman Drive & Donlyn Drive:
DO McLean reported that this item was on last month's agenda. He went to the location and stated this was not an unreasonable request and would support the idea.

ROTHESAY

Public Works & Infrastructure Committee
Minutes

2015October13OpenSessionFINAL_130
23 Sep 2015

MOVED by Counc. Lewis and seconded by S. Smith for a three way stop to be installed at the intersection of Donlyn Drive and Lyman Drive.

CARRIED.

6. NEW BUSINESS:

n/a

DRAFT

7. CORRESPONDENCE FOR ACTION:

- 7.1 E-mail from resident regarding culvert/drainage issues;
26 Aug 2015 E-mail from resident
16 Nov 2011 Previous e-mail from DO McLean

DO McLean reported that has been an ongoing issue for several years. The resident maintains the drainage issues on the property are the Town's responsibility to fix. DO McLean stated the relevant issue is the stream on the property; in dry weather the sill of the door to their basement is only 4" higher than the normal level of the stream. When there is a heavy rain event, the stream overflows onto the property and comes close to their basement door. To date the resident has not received water in their basement. The house was built approximately 10 years ago. DO McLean noted DDS White has prepared a letter to the resident which the Committee agreed can be sent.

7.2 E-mail from resident asking for a crosswalk to be installed at the top of Clermont Lane (school driveway) and additional stop signs to make intersection a three way stop.

7 September 2015 E-mail from resident
See item 7.3.

7.3 E-mail from resident asking for a crosswalk to be installed at Eriskay Drive to the entrance of Rothesay Elementary School and for the brush at the corner of the intersection to be cut back to aid with visibility;

8 Sep 2015 E-mail from resident

DO McLean reported that several years ago the Town recommended to Rothesay Elementary School to re-align the driveway and the school declined. Now the parents want a better access with a crosswalk. DO McLean stated that the turn out of the school driveway is not safe and should be reconfigured but the area in question is not on town property; it belongs to the Dept. of Education. DO McLean received a telephone call yesterday from the Vice-Principal who wants to meet with the Town and discuss. Town Manager Jarvie stated that the Town is willing to meet with teachers and parents. DO McLean will report back at the next meeting.

Begin forwarded message:

From: "Scott Hatcher" <ScottHatcher@rothesay.ca>

Date: 17 May, 2011 9:30:24 AM ADT

To: [REDACTED]

Subject: RE: Robinson

[REDACTED]

Please find the attached. To summarize the measurements with respect to the threshold of the basement door:

The invert of the culvert (bottom of the inlet) is 1.59 meters below the door.

The top of the grate at the new Catch Basin placed last year is 0.11 meters (+/- 4 inches) below the door.

The road is 0.33 meters (+/- 1 foot) higher than the door.

Regards,

Scott

If you require further information or need clarification, please contact the undersigned.

Regards,

S. M. Hatcher, P. Eng.

Director of Operations

From: [REDACTED]
Sent: Monday, May 16, 2011 7:23 PM
To: Scott Hatcher
Subject: Robinson

Scott ... were you able to have one of the staff take "readings" on Robinson as per our conversation?

[REDACTED]

From: Brett McLean [<mailto:brettmclean@rothesay.ca>]
Sent: March-15-12 8:39 PM
To: [REDACTED] John Jarvie
Subject: Re: Culvert on Robinson

Good Evening:

An rfp went out to Genivar at the same time as all the others with an aim to have the ensuing proposal presented to Mayor and Council for approval at the March meeting; However the consultant didn't meet the deadline and I am still waiting on the proposal. I did meet with Genivar and highlighted the Robinson location and the potential for storage near Weeden as one of the items they need review.

I will have a memo on the April agenda related to this study.

Regards,
Brett



29 October 2015

File No. 50282

VIA EMAIL: rothesay@rothesay.ca

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

Dear Sir/Madam:

RE: Flooding 12 Church Avenue

I have been asked by James Crosby to notify the Town that flooding was experienced again at 12 Church Avenue on October 29, 2015, for the third time in the last 6 weeks. This degree of flooding has never been experienced before at that residence.

It has been a concern of Mr. Crosby's that the storm system which Mr. Brett McLean described in an email dated January 26, 2015, as "the decrepit old storm system that drains Church Street" would be inadequate to handle the increased water flowing from the Rothesay Common resulting from the current development.

Mr. Crosby is requesting that this matter be put on the agenda for the open session of Council at its next meeting and that the issue of how the additional storm water flowing from the Rothesay Common is being dealt with be discussed.

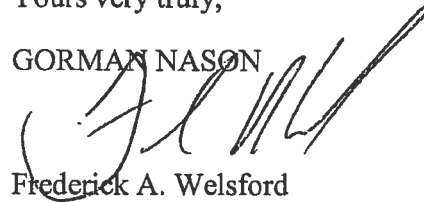
In addition could you please provide me with copies of all records relating to the issue of storm water management in connection with the current development on the Rothesay Common including records of any complaints, or concerns, as expressed by any residents as well as any storm water management plan as proposed, discussed or implemented. This is a request pursuant to the Right to Information and Protection of Privacy Act.

www.GormanNason.com

Please acknowledge receipt of this letter.

Yours very truly,

GORMAN NASON

A handwritten signature in black ink, appearing to read 'F. A. Welsford', is written over the printed name 'GORMAN NASON'.

Frederick A. Welsford

Direct Line: 636-7325

E-mail: faw@gormannason.com

FAW/ss

CC: Brett McLean

From: Brett McLean

Sent: January-26-15 1:51 PM

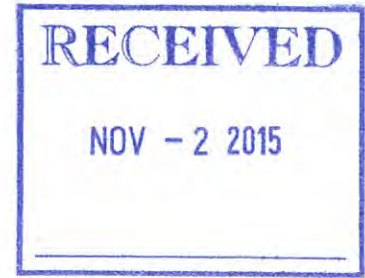
To: Charles Jensen

Subject: RE: Rothesay Common Upgrade Project 2015Nov9OpenSessionFINAL_038

The catchbasin on Church is connected to a decrepit old storm system that drains Church Street and one small lead from the playground area on the Common. This catchbasin is the one that we discussed and recommended that Dan and Chris not add further contribution to as part of the upgrade project; Therefore, all outlets from the new system to be installed on the common will be sized and directed accordingly without further impacting this basin at 12 Church or the system it is connected to. The design was done, and a management plan completed by Dillon to confirm, such that instances similar to the one in the picture do not occur in the future.

The system connected to the 12 Church basin requires upgrading at some future date, however it is a complex design plan as the current system passes through several private properties without easements. Land acquisition for the upgrade will be costly and time consuming. These issues will most likely be looked at with the upgrade of Almon Lane, and possibly Peters Lane, in 2016.

I have not done a clinical review of Glenn Group's drainage plan, however I have conferred with Dillon who did and I am satisfied with their professional experience and their recommendations to tweak Glenn's plan and drain the common without overwhelming adjacent lands (in reasonable return period storms). That being said, if we exceed 140 mm in 24 hours, aka the 100 year storm, a lot more of Rothesay than just the Common will become short term habitat for ducks!



November 2, 2015

Public Works and
Infrastructure Committee
Town of Rothesay
Attention: Mary Jane Brooks

Dear Committee Members:

I am writing to express our concerns regarding flooding to our home at [REDACTED] Kaitlyn Street in Rothesay on September 30, 2015. Our home is part of twenty two garden homes built by Darling Construction. It is four years old and we have occupied it since November of 2012. I would also bring to your attention the fact that six of the homeowners in our complex suffered similar damage.

In terms of damage as a result of water coming up through pipes in the basement, we are looking at close to \$20,000 when you consider furniture and other personal items. Our insurance covers \$10,000, so this is a significant and worrisome loss to us, primarily as we look to how to prevent this in the future.

As a result of discussions with several Town of Rothesay employees, Emergency Measures Staff, plumbers, excavation staff and numerous other professionals with knowledge of our problem, we are convinced that the water came from an overload of the town water system to which some of our drain tile piping is connected. There is a large catch basin on the front lawn of our property which was overflowing when I went out at 10:30 that night to help an aged neighbour. The water was also rushing down Isaac St. directly opposite our property and with a natural incline towards us. The case was similar on Paige St. which I understand also empties into the water drainage system of Kaitlyn St.

As senior citizens, this problem is very distressing and of great concern. We are not in a financial position to incur losses of this type with regularity and feel our home will be devalued if this situation is not corrected. Therefore, we are asking that you give serious consideration to helping us prevent a reoccurrence. Several suggestions for prevention have been made by experts for both the inside of our home and the infrastructure of the water drainage system of the Town of Rothesay. While we are sending this letter on our own behalf, the other property owners to whom I have spoken concur and will add their signature to our concerns. We look forward to hearing from you, and would be available to meet at your convenience.

Sincerely,

[REDACTED]



Mayor and Councilors
Town of Rothesay

November 3, 2015

Millennium Drive Development Proposal

My name is Sandra Shea and I am the owner of a narrow strip of land that is involved in the development proposal. I am not a developer and happen to own this property as it has been in the family for 90 years.

When the Town of Rothesay wanted to build Campbell Drive I turned over some land for the road. This did not benefit me personally as it divided up the property with no access allowed off Campbell Drive. At a later date I again gave land for Millennium Drive. We were told, at this time that commercial development would be allowed. Our concern was that by these two roads being built, our property assessment would be affected. This became true as the assessment went up 8 1/2 times in one year. Through a long process we had this amount reduced although the end result was still almost double what it was.

When we did get an inquiry, about 9 years ago, the public support for the project was overwhelming. From the information from the Town of Rothesay the total written letters/emails were 524 in favor and 232 opposed, with 3 unclear. This represents 69 percent in favor and it was still turned down. For this present proposal we are continually asked about this and the support is still very strong.

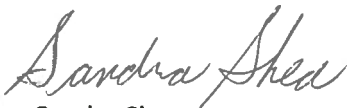
The Town of Rothesay commissioned a Company to make a report on the areas involved and it is my understanding that this report was in favor of commercial development. The region Chamber of Commerce also endorsed this and gave their support.

There were different suggestions made as to what could be done with this property and residential became a financial burden. This is due to the fact that the property is too narrow and just one side of a road could be used which would double the cost of the road and services. An engineer said that it would be \$300,000.00 to bring the sanitary sewer to the property. (This was a few years ago so now probably more) There is also a charge that the Town of Rothesay wants if the land is developed. (\$168,000.00)

I am a long time resident of this community and have supported the development of roads by turning over land. By doing this I have been put into the position of paying a lot in taxes and not being able to use the property.

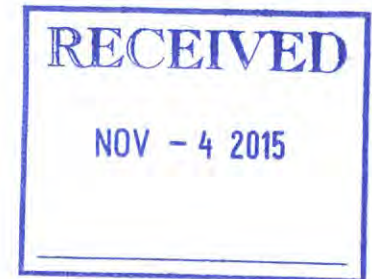
The proposed buffer of 20 meters, (double the requirement) with mature growth is very generous and is, in my opinion, the best solution to giving the local residents their privacy.

I am asking council to consider the proposal that is before them and was explained at the public hearing.


Sandra Shea

■ Robinson Street Rothesay ■

November 4th 2015



Attention Mayor and Council;

I am submitting this letter to you to address our concern regarding a persistent water drainage issue on our property located at [REDACTED] Elizabeth Parkway in Rothesay. We have owned this property since 1998 and have had continual water issues in the ditch surrounding our home due to improper drainage in this area but never to this extent as it is today. This issue has caused consistent freestanding water in our side ditch and the culvert to lift out of the ground. We have contacted the works department on several occasions to address and remedy this problem over the past several years. Each time we were advised to fix the issue ourselves as it is "our problem". With that being said, we out of pocket spent several thousand dollars to replace the culvert and driveway to only have the same problem resurface a few years later due to same issue of the water not being able to dissipate properly and effectively. As a tax payer in the town of Rothesay we do not feel that we should have to live with a constant stagnant water problem at the bottom of our lawn on Partridge Rd. This is a source of various insects and bacterial growth and is a health hazard. Please reconsider repairing this issue so we can maintain a beautiful property in the wonderful town of Rothesay where we love to live.

Sincerely,

[REDACTED]

[REDACTED] Elizabeth Parkway

Rothesay, NB

[REDACTED]







GRAND BAY- WESTFIELD



October 13, 2015

Mary Jane Banks
Town Clerk
Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5



P.O. Box 3001
Grand Bay-Westfield, NB
Canada E5K 4V3
T: 506-738-6400
F: 506-738-6424
www.town.grandbay-westfield.nb.ca

SUBJECT: Regional Facilities Commission Budget

Dear Mary Jane:

A review of the legislation governing the Regional Facilities Commission provides for specific dates regarding the delivery of budget information in regards to municipal contributions.

Section 10(3) of the Act requires the Commission to notify the Council of each participating municipality as to the total municipal contribution and the contribution of each participating municipality by October 15.

The Commission has met on September 24 and October 7 to review the budget submissions. The Commission is continuing their due diligence. The next available date for the members to meet is October 27.

This letter is to notify each of the Councils that the budget information will be provided following that meeting.

Regards,

Mayor Grace Losier, Chair
Regional Facilities Commission

cc: Deputy Mayor Rinehart,
Councillor McAlary
Councillor Blair McDonald
Mayor Murray Driscoll
Deputy Mayor O'Hara (Alternate)
Cathy Graham
Sherry O'Connor



2015Nov9OpenSessionFINAL_045
ROTHESAY

150 Years Proud 1860-2010



21st October, 2015

Rodney Weston
55 Norman Drive
Saint John, N.B.
E2J 4L8

70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
F: 506-848-6677
Rothesay@rothesay.ca
www.rothesay.ca

Dear Rodney:


Re: Sincere Thanks

While Monday's events have brought your time as a Member of Parliament to an end, at least for the time being, we are writing let to you know we will not forget your efforts on behalf of Rothesay while you served as our MP.

You have always been ready and available to assist the Town in dealing with the issues important to the Council and administration. We have appreciated your consideration of our requests and have found your advice to be pertinent and timely. Your courtesy and helpfulness is noteworthy in the ebb and flow of politics and we admire your purposefulness in establishing your priorities and pursuing them with vigour. We appreciate your assistance in finding funding sources for our projects and also your success in having the riding name changed to better reflect our geography.

We wish you the best in your future endeavours and are confident you will be successful in whatever they may be.

Yours truly,


William J. Bishop
Mayor

Cc : Rothesay Council



2015Nov9OpenSessionFINAL_046
ROTHESAY

150 Years Proud 1860-2010



28th October, 2015

Mr. Wayne Long, M.P.
14 Hitachi Crescent
Saint John, N.B.
E2M 0G4

70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
F: 506-848-6677
Rothesay@rothesay.ca
www.rothesay.ca

Dear Mr. Long:

Re: Congratulations

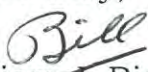
I am writing on behalf of Rothesay Council to extend our congratulations on your election as Member of Parliament for Saint John – Rothesay. We are sure you will have a busy time as you adjust to your new responsibilities. No doubt it will be very exciting and you will have many demands on your time.

The new Liberal government has presented an ambitious and positive platform and I'm sure will be bringing forward many new initiatives as the term unfolds. Of course Rothesay will want to understand these opportunities and take full advantage of them for the benefit of our citizens. For example the new Government's infrastructure initiative has the potential to be a key building block as we look to upgrade our utility systems and make other improvements to our road network and community facilities.

Please let us know when you might be available to meet with us to review current and future initiatives. I can be reached at 848-6662 or, in my absence, Town Manager, John Jarvie may be contacted at 848-6661 or JohnJarvie@Rothesay.ca.

We look forward to working with you as you champion the interests of Rothesay residents and others in the constituency.

Yours truly,


William J. Bishop
Mayor

Cc : Rothesay Council

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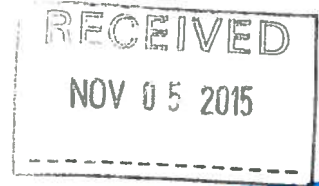
GRAND BAY - WESTFIELD

2015 Nov 9 Open Session FINAL_047



November 2, 2015

Mr. Brian Woods, Chairperson
Canada Games Aquatic Centre Commission
50 Union Street
Saint John, NB E2L 1A1



COPY

P.O. Box 3001
Grand Bay-Westfield, NB
Canada E5K 4V3

T: 506-738-6400

F: 506-738-6424

www.town.grandbay-westfield.nb

Dear Mr. Woods:

RE: 2016 BUDGET APPROVAL

I am writing to you on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2016 Operating Budget.

After careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request for 2016 in the amount of \$780,858 (plus the 2014 deficit of \$4,805 and prior year sick leave accrual of \$23,326 for a total funding of \$808,989). This is lower than the requested budget request of \$909,927.

I also wish to advise that, according to our General By-laws, we request that you appear before the Commission and provide us with a financial review of operations and projections to year end no later than May 31st of each year. A meeting will be scheduled for a date and time suitable to both parties.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Mayor Grace Losier, Chair
Regional Facilities Commission

cc: Mayor Murray Driscoll
Deputy Mayor Libby O'Hara
Deputy Mayor Shelley Rinehart
Councillor Shirley McAlary
Councillor Blair MacDonald
Cathy Snow, Town Clerk, Town of Quispamsis
✓ Mary Jane Banks, Town Clerk, Town of Rothesay
Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield

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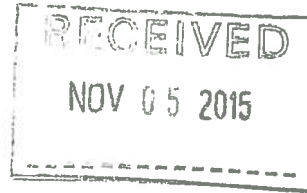
GRAND BAY - WESTFIELD

2015 Nov 9 Open Session FINAL 048



November 2, 2015

Mr. Andrew Kierstead
Executive Director
Saint John Arts Centre
20 Hazen Avenue
Saint John, NB E2L 5A5



COPY

P.O. Box 3001
Grand Bay-Westfield, NB
Canada E5K 4V3
T: 506-738-6400
F: 506-738-6424
www.town.grandbay-westfield.nb

Dear Mr. Kierstead:

RE: 2016 BUDGET APPROVAL

I am writing to you on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2016 Operating Budget.

After careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request for 2016 in the amount of \$125,000, as requested.

I also wish to advise that, according to our General By-laws, we request that you appear before the Commission and provide us with a financial review of operations and projections to year end no later than May 31st of each year. A meeting will be scheduled for a date and time suitable to both parties.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Mayor Grace Losier, Chair
Regional Facilities Commission

cc: Mayor Murray Driscoll
Deputy Mayor Libby O'Hara
Deputy Mayor Shelley Rinehart
Councillor Shirley McAlary
Councillor Blair MacDonald
Cathy Snow, Town Clerk, Town of Quispamsis
✓ Mary Jane Banks, Town Clerk, Town of Rothesay
Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield

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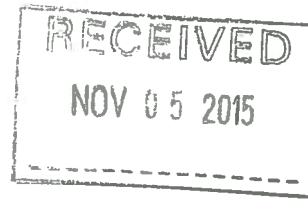
GRAND BAY- WESTFIELD

2015 Nov 9 Open Session FINAL_049



November 2, 2015

Mr. Gary Caines, President
Board of Directors
Imperial Theatre
24 King Street South
Saint John, NB E2L 5B8



P.O. Box 3001
Grand Bay-Westfield, NB
Canada E5K 4V3
T: 506-738-6400
F: 506-738-6424
www.town.grandbay-westfield.nb

COPY

Dear Mr. Caines:

RE: 2016 BUDGET APPROVAL

I am writing to you on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2016 Operating Budget.

After careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request for 2016 in the amount of \$517,000, as requested.

I also wish to advise that, according to our General By-laws, we request that you appear before the Commission and provide us with a financial review of operations and projections to year end no later than May 31st of each year. A meeting will be scheduled for a date and time suitable to both parties.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Mayor Grace Losier, Chair
Regional Facilities Commission

cc: Mayor Murray Driscoll
Deputy Mayor Libby O'Hara
Deputy Mayor Shelley Rinehart
Councillor Shirley McAlary
Councillor Blair MacDonald
Cathy Snow, Town Clerk, Town of Quispamsis
Mary Jane Banks, Town Clerk, Town of Rothesay
Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield

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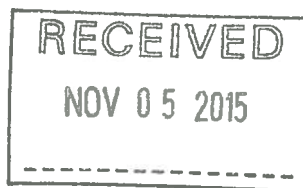


GRAND BAY- WESTFIELD



November 2, 2015

Mr. Ed Keyes, Chairperson
Harbour Station Commission
99 Station Street
Saint John, NB E2L 4X4



P.O. Box 3001
Grand Bay-Westfield, NB
Canada E5K 4V3
T: 506-738-6400
F: 506-738-6424
www.town.grandbay-westfield.nb

COPY

Dear Mr. Keyes:

RE: 2016 BUDGET APPROVAL

I am writing to you on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2016 Operating Budget.

After careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request for 2016 in the amount of \$704,026, as requested.

I also wish to advise that, according to our General By-laws, we request that you appear before the Commission and provide us with a financial review of operations and projections to year end no later than May 31st of each year. A meeting will be scheduled for a date and time suitable to both parties.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Mayor Grace Losier, Chair
Regional Facilities Commission

cc: Mayor Murray Driscoll
Deputy Mayor Libby O'Hara
Deputy Mayor Shelley Rinehart
Councillor Shirley McAlary
Councillor Blair MacDonald
Cathy Snow, Town Clerk, Town of Quispamsis
Mary Jane Banks, Town Clerk, Town of Rothesay
Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield

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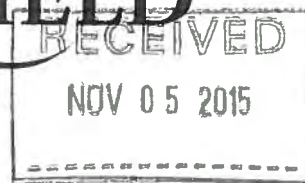


GRAND BAY - WESTFIELD

2015 Nov 9 Open Session FINAL_05



November 2, 2015



Councillor David Merrithew
Saint John Trade & Convention Centre Oversight Committee
c/o Saint John Trade & Convention Centre
One Market Square
Saint John, NB E2L 4Z6

P.O. Box 3001
Grand Bay-Westfield, NB
Canada E5K 4V3
T: 506-738-6400
F: 506-738-6424
www.town.grandbay-westfield.nb

COPY

Dear Councillor Merrithew:

RE: 2016 BUDGET APPROVAL

I am writing to you on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2016 Operating Budget.

After careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request for 2016 in the amount of \$491,833, as requested (plus estimated other funding to Hardman Group for operations of \$428,400 and the 2014 deficit of \$57,800 for a total funding of \$978,083).

I also wish to advise that, according to our General By-laws, we request that you appear before the Commission and provide us with a financial review of operations and projections to year end no later than May 31st of each year. A meeting will be scheduled for a date and time suitable to both parties.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Mayor Grace Losier, Chair
Regional Facilities Commission

cc: Mayor Murray Driscoll
Deputy Mayor Libby O'Hara
Deputy Mayor Shelley Rinehart
Councillor Shirley McAlary
Councillor Blair MacDonald
Cathy Snow, Town Clerk, Town of Quispamsis
Mary Jane Banks, Town Clerk, Town of Rothesay
Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield

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Agenda

Kennebecasis Public Library Board

Wednesday, September 16, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. June 18th 2015 Letter to Brian Steeves, Regional Director, re. Acting Library Director Appointment
 - b. June 19th 2015 Letter from Brian Steeves, Regional Director, re. Acting Library Director Appointment
 - c. July 2, 2015 Letter to BMO re. Closing of Capital Account
 - d. August 4, 2015 Letter to the Honorable Mayor Driscoll and Council re. Library Sewer Pump Failure
 - e. August 4, 2015 Letter to the Honorable Mayor Bishop and Council re. Library Sewer Pump Failure
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Purchasing Policy
 - b. 2016 Operating Budget Draft
 - c. Call for volunteer to represent Board of Trustees at the Regional Forum

A meeting of the Board of Trustees, Kennebecasis Public Library was held on September 16, 2015 at 6:00pm at the Library.

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

Regrets: N/A

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

Disposition of Minutes

It was moved by Deputy Mayor O'Hara to approve the minutes of the June 17th meeting. Mr. Shedd seconded, and the motion carried.

Communications

Discussion ensued regarding the closure of the BMO Capital account.

Discussion ensued regarding the monetary request for the sewer pump. Ms. Bartlett informed the Board that each town had forwarded their portion of the requested \$8,000 to cover the unforeseen capital expenditure.

Report of the Librarian

See attached.

Mrs. Stickings presented the Librarian's Report.

Deputy Mayor O'Hara moved to accept the Librarian's report as presented. Mr. Shedd seconded, and the motion carried.

Financial Statement

Mrs. Crawford presented the Financial Statement for the period ending August 31, 2015.

Mrs. Crawford moved acceptance of the Financial Statement. Mr. Shedd seconded, and the motion carried.

Facilities Management

See attached.

Ms. Bartlett advised that two items remained outstanding for the sewer pumps, phase protection and identifying the source of the continuous water flow. Discussion ensued. Mr. Shedd moved that the phase protection be installed immediately. Mr. Pugsley seconded, and the motion carried. Mr. Shedd will follow up with Mr. Irvine to arrange the phase protection installation, and will work with Mr. Irvine to troubleshoot the source of the water.

Ms. Bartlett shared that Mr. Johnston had discovered that the electrical panel directories are not labeled correctly. Mr. Johnston reached out to New Wave, the original contractor, requesting that they fix the problem free of charge. New Wave was not receptive to Mr. Johnston's request. Discussion ensued regarding Bird Construction follow up on commissioning agent/report.

Deputy Mayor O'Hara moved that the Chair send a letter to Bird Construction, with a copy to each town, identifying that the electrical panel directories have not been labeled correctly. Deputy Mayor Dr. Grant seconded, and the motion carried.

Ms. Bartlett presented three bids for the 2015-2016 snow clearing. Discussion ensued. Mr. Shedd moved to award the 2015-2016 snow clearing contract to Urban Landscaping. Deputy Mayor O'Hara seconded and the motion carried.

Ms. Bartlett presented two bids for the 2015-2016 window cleaning. Mr. Shedd moved to award the window cleaning contract to Able Window Cleaners. Deputy Mayor O'Hara seconded and the motion carried.



Discussion ensued regarding the Gardner's Club looking into providing gardening services for the library. The Margiold's project with school classes volunteering to plant flowers.

Ms. Bartlett presented the draft budget for 2016. Discussion ensued.

The next meeting will be held on October 14th to finalize the budget in advance of the October 22nd presentation to the Joint Finance Committee.

Marketing Advisory Committee

The committee will meet to evaluate the electronic sign.

New and Unfinished Business

Purchasing Policy – Tabled

Mr. Steeves appointed Mrs. Miller to be the board representative on the Regional Forum.

Mr. Steeves proposed holding a Strategic Planning meeting for 2016. Ms. Bartlett will propose dates for the meeting.

Adjournment: As there was no other business, Deputy O'Hara moved that the meeting be adjourned at 7:45 P.M.

Next Meeting: The next meeting is scheduled for October 14, 2015 at 6:00pm at the Library.

Respectfully submitted,

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

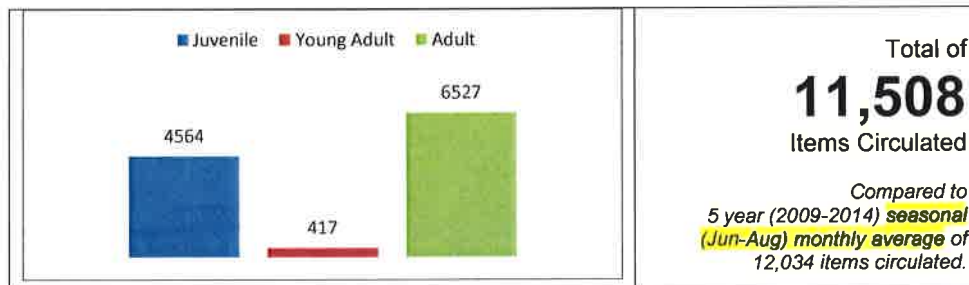
Alison Stickings

Acting Library Director and Recording Secretary to the Board

Librarian's Report September 2015

Key Performance Indicators: JUNE 2015

Circulation

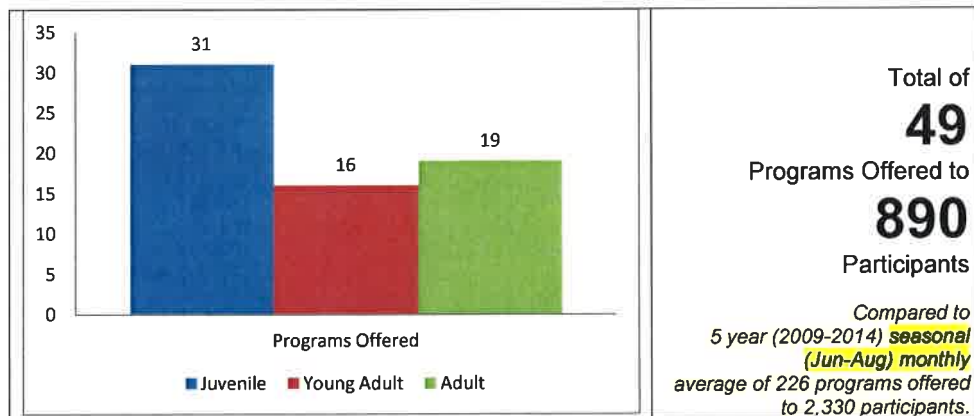


Foot Traffic

Total of **7,751** People through our Doors.

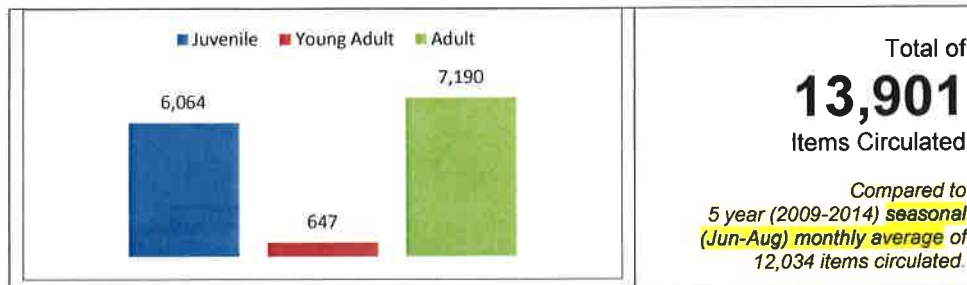
- Compared to seasonal **(June – August 2014*) monthly average of 8,093.** *Note: Foot traffic data not available prior to September 2013.

Programs



Key Performance Indicators: JULY 2015

Circulation

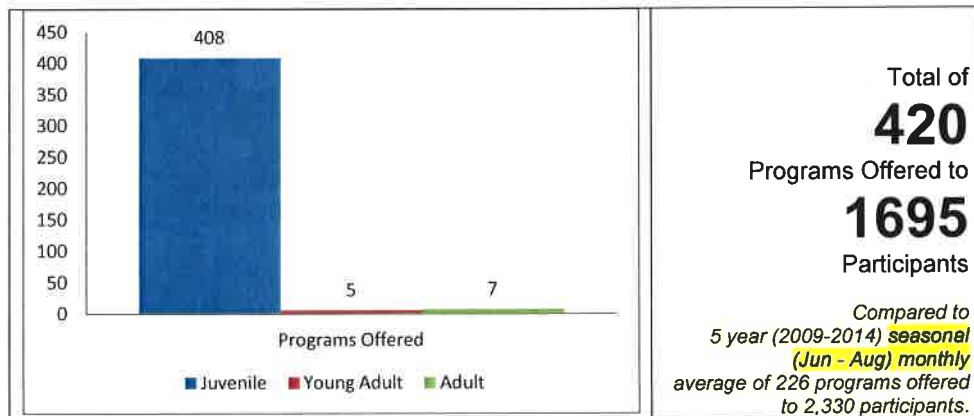


Foot Traffic

Total of **9,394** People through our Doors.

- o Compared to seasonal (June - August 2014*) monthly average of 8,093. *Note: Foot traffic data not available prior to September 2013.

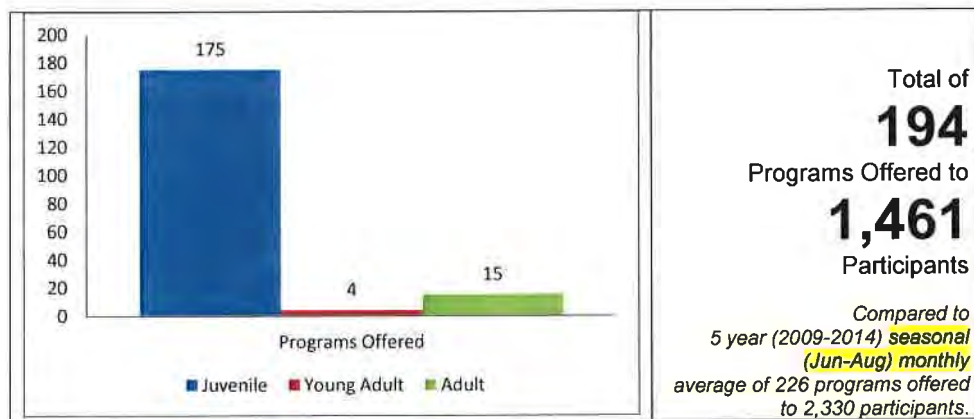
Programs



Key Performance Indicators: AUGUST 2015

CirculationFoot Traffic

- Total of **8,045** People through our Doors.
 - Compared to seasonal (June-August 2014*) monthly average of 8,093. *Note: Foot traffic data not available prior to September 2013.

ProgramsBuilding and Grounds

On June 24th it was determined that the exterior sewer pump station was not operating. An electrician was called to confirm power was available to both pumps, and it was. The circuit breakers tripped multiple times. A plumber was then called and determined the pumps had been out of service for a period of time as the sump was completely filled and spilling over. A Septic company was called to pump down the sump. The two pumps were removed and a temporary replacement pump was installed. An inspection of the two pumps determined that they were damaged beyond repair. A video inspection of the sewer line determined that it was intact. On July 30th the temporary replacement pump failed. A plumber was called to temporarily repair the pump. An emergency conference call was held on August 4th with the Board, and approval was given to order the two replacement pumps. These were installed on August 17th. **Items requiring further action: phase protection, and identifying the source of a continuous flow of water.**

Mr. Johnston identified that the electrical panel directories in the building are not correctly. Mr. Johnston had been back and forth with New Wave Electrical, the company contracted for the expansion, to make them aware of the situation and to request that

they correct the work for free. Nova Scotia asserted that they were not previously aware of the issue and were not receptive to performing the work for free.

Laminate on countertops in the Computer Lab and staff room were re-glued by Homestar.

In order to improve the safety of the door to the bathroom off of the Children's Play Area, Homestar repaired the door track in late June for the quoted price of \$150 plus HST.

The parking lot lines were repainted by Sure Shot in late August.

Jani-King cleaned carpets in July.

Scope for 2015-2016 snow clearing contract was submitted to Homestar, Urban Landscaping (incumbent) and Boyle Excavating.

Quotes for window cleaning contract received from Able Window Cleaning and New York Window Cleaning.

Mr. Johnston negotiated a revised Service Maintenance Agreement with Controls and Equipment which more accurately represents the building systems at no extra cost.

Mr. Johnston recommended the installation of exterior exhaust hoods to cover louvers and prevent snow from entering building, which has occurred in the past. Mr. Irvine is following-up on this recommendation.

The replacement door handle to the upper level exterior door, on order since July, has not arrived as of September 11th.

Staffing and Volunteers

Mrs. Alison Stickings was appointed to the role of Acting Library Director on June 23rd, and commenced in her new role on July 13th. Mrs. Stickings brings with her 12 years of experience working as a Librarian with various Nova Scotia Regional School Boards and holds a Masters of Library and Information Science from the University of Western Ontario.

Mr. Ed Johnston submitted his resignation as Facilities Manager with his last day effective August 21st.

Mr. John Irvine, a Saint John resident, commenced in his role as Facilities Manager on August 31st. It is a three month probationary contract. John has decided to work three days a week.

Mallory Roberts and Sowon Suh accepted the offer to continue in the role as Student Assistants for the 2015-2016 Fall/Winter/Spring term. We are excited to provide this opportunity to high school students to gain valuable work experience.

The library welcomed Corey Robichaud, an intern under the New Brunswick Youth Employment Program grant, who was hired for a total of 420 hours, approximately a 6 month period. An interview was conducted in July by Ms. Bartlett, Mrs. Laskey and Mrs. Stickings. He works 30 hours a week. Corey will enhance library programming by offering teen programming, and one on one computer tutorials.

A job advertisement is currently posted for two Industry Canada interns for the library.

Programs and Collections

- The Fall Program offerings are currently being featured on the electronic sign.
- Members of the outreach Peat Drive Seniors book club have recently enjoyed a Biography selection and "Plum Lucky" by Janet Evanovich. The club meets once a month.
- Paintings by David Strickland, a local artist were on display for the months of June and July. Fabiola Martinez's art students were on display for the month of August. The Kennebecasis Valley Quilting Guild is displaying their quilts for the month of September.

- Artwork from students at O'Spans Elementary School is on display in the Children's Section for the summer months.
- The Runners for Readers/Walkers for Words and Family Read and Run was a success with 50 participants and approximately \$700 raised for the collection. Medals and certificates were given to all participants.
- Winter hours commence September 15th.
- The Fall Program schedule is complete. The programs being offered this fall are
 - Toddler Time: a 6 week program offered to 18 - 36 months and is a pilot project with the Saint John Main Branch to offer streamlined, innovative programming.
 - Family Storytime: a 6 week program offered to all preschool age children.
 - Lego Club: a Saturday drop in club for all ages where kids can create.
 - Reading Buddies: a Volunteer run program where patrons register their children for one on one reading help.
 - Day Care Afternoon: a sign up program in which the library supplies a box of materials and books available to Day Care Educators to lead.
 - Newcomers Group: a conversation hour where newcomers can talk and learn.
 - Movie Matinee: a weekly adult program
 - Volunteer Run Programs: Scrabble Club, Painters Circle, Knit Wits
- The Summer Reading Club statistics:
 - 271 Children registered / 4641 Books read
 - There were 59 programs offered in July and August with 1352 children attending.
- Read to Me
 - 55 Children registered / 1164 Books read
- The Literacy Tutor statistics
 - 50 Children registered / 482 Sessions held
- The Summer Reading Club party
 - The party was a success with an Animal theme and 150 attendants. It was held outside with cake, games and prizes.

Respectfully submitted,



Alison Stickings

Acting Library Director and Recording Secretary to the Board

Kennebecasis Public Library Inc.											
Comparative Income Statement (DRAFT)											
Period ending September 30, 2015											
	a	b	c		d	e	e - c	b - e			
	Restricted Fund	Operating Actual	YTD Actual	Year To Date Budget	Year To Date Variance Better (Worse)	Annual Budget	Available to spend	Annual Budget Variance			
REVENUE											
Library Service - Rothesay		58,524		55,324	3,200	73,765	18,441	(15,241)			
Library service - Quispamsis		89,915		82,826	7,089	110,434	27,608	(20,519)			
Room Rentals, Printer and copies		2,164		3,750	(1,586)	5,000	1,250	(2,836)			
Grants		2,715		0	2,715			2,715			
Donations	1,882		0	0		0	-	0			
Interest Income (Savings)			2	0	2	2,997	749	(749)			
Previous Year's Surplus			2,248	2,248	0						
TOTAL REVENUE	1,882	155,567		144,147	11,420	192,196	48,049	(36,629)			
EXPENSE											
Operations Expenditures											
Other Expenditures - Restricted Fun	421										
Books, restricted fund	1,741										
Small Equipment and Furniture		4,706		5,000	294	5,900	900	1,194			
Total Capital Expenditures	2,162	4,706		5,000	294	5,900	900	1,194			
Wages											
Wages		11,874		8,052	(3,822)	9,252	1,200	(2,622)			
EI Expense		251		0	(251)	0	-	(251)			
CPP Expense		366		0	(366)	0	-	(366)			
WCB Expense		100		0	(100)	0	-	(100)			
Total Casual Labour		12,590		8,052	(4,538)	9,252	1,200	(3,338)			
General & Administration Expenses											
Building Maintenance		44,019		39,101	(4,918)	52,135	13,034	8,116			
Grounds Maintenance		13,300		14,248	948	18,748	4,500	5,448			
Property Management Service		7,124		16,965	9,841	22,619	5,654	15,495			
Office		6,501		6,831	330	9,108	2,277	2,607			
Utilities		30,885		29,976	(909)	42,478	12,502	11,593			
Accounting, audit and legal		7,067		2,250	(4,817)	8,000	5,750	933			
Professional Development		579		2,000	1,421	2,000	-	1,421			
Insurance		5,142		5,063	(80)	6,750	1,688	1,608			
Public Relations		1,023		2,250	1,227	3,000	750	1,977			
Communications		4,554		4,879	325	6,506	1,627	1,952			
Miscellaneous Expense		496		1,450	954	2,700	1,250	2,204			
Program Exp		1,657		2,250	593	3,000	750	1,343			
Total General & Admin Expenses		122,347		127,263	4,916	177,044	49,781	54,697			
TOTAL EXPENSE	2,162	139,643		140,315	672	192,196	51,881	52,553			
NET INCOME (Deficit)	(280)	15,924		3,832	12,092	0	(3,832)	15,924			

C:\Users\User\Desktop\Client Folders\Library\2015\Fins\Statements by Fund 30Sep2015 Income



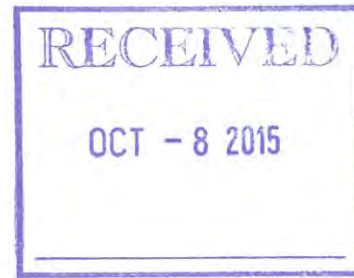
Royal Canadian
Mounted Police

Commanding Officer

Gendarmerie royale
du Canada

Commandant divisionnaire

2015Nov9OpenSessionFINAL_062



P.O. Box / C.P. 3900
Fredericton, NB E3B 4Z8

2015-10-01

Mayor Bill Bishop
Mayor of Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5

Dear Mayor Bishop:

It is my pleasure to present you with the RCMP in New Brunswick's 2014 Annual Report. The report highlights some of the successes we have seen over the past year, and the steps we have taken to address some of our challenges. These include:

- Information on our continued efforts to keep our communities safe from drugs and the threat of organized crime, including a section on J-Tornado, a three year joint-forces drugs and organized crime investigation aimed at disrupting the illegal drug trade in New Brunswick and the dismantling of an important organized crime group operating throughout our province.
- Our work to protect the most vulnerable citizens in our communities, including protecting children from the threat of online exploitation, our continued work with youth at-risk, our enhanced approach to domestic and intimate partner violence and our continued work in Aboriginal communities.
- Our efforts to make our roads safer, including the implementation of a National Impaired Driving Strategy, resulting in an 8.5% increase in impaired driving charges, and our strategic use of social media to raise awareness on the dangers associated with dangerous driving behaviours such as impaired driving, not wearing a seat belt and aggressive driving.

Maire Bishop,

J'ai le plaisir de vous présenter le rapport annuel de 2014 de la GRC au Nouveau-Brunswick. Dans ce rapport, on décrit certains succès que nous avons connus au cours de la dernière année, ainsi que les mesures prises pour relever certains défis. En voici quelques exemples :

- Nos efforts continus visant à protéger nos collectivités contre les drogues et le crime organisé, y compris une section sur l'opération J-Tornado, une enquête interpolices de trois ans visant à perturber le trafic de drogues au Nouveau-Brunswick et à démanteler un groupe criminel organisé important qui menait des activités partout dans la province.
- Notre travail visant à protéger les citoyens les plus vulnérables dans nos collectivités, y compris la protection des enfants contre l'exploitation en ligne, notre travail continu auprès de jeunes à risque, notre approche améliorée en matière de violence familiale et de violence entre partenaires intimes et notre travail continu auprès des collectivités autochtones.
- Nos efforts visant à augmenter la sécurité routière, y compris la mise en place de la Stratégie nationale de prévention de la conduite avec facultés affaiblies. Grâce à ces efforts, le nombre d'accusations relatives à la conduite avec facultés affaiblies a augmenté de 8,5 %. Le rapport traite de notre usage stratégique des médias sociaux pour mieux sensibiliser le public aux risques associés à la conduite avec facultés affaiblies, à l'omission de porter la ceinture de sécurité, à la conduite agressive et à d'autres comportements dangereux au volant.

Canada

The report also touches on our proven evidence-based and intelligence-led policing strategies that have allowed us to make better decisions about crime prevention and reduction in the communities we police. It speaks to our commitment to pursue greater integration and collaboration with our partners and continue the pursuit of evidence-based progressive policing solutions.

As in previous years, you will also find a section on each of our districts, highlighting their priorities and the work they are doing at the local level. This includes an update on their crime reduction and prevention initiatives, investigational successes, community engagement and their work towards safer roads.

Once again this past year, there was a tremendous amount of work done by all of our employees to continue making our communities even safer. A number of high-profile and major investigations were conducted along with the day-to-day general policing services our men and women provide. I also want to thank you for your ongoing support following the deaths of Cst. Doug Larche, Cst. Dave Ross and Cst. Fabrice Gevaudan in Moncton. The outpouring of kindness we received from across Canada and around the world meant a great deal to all of us and was greatly appreciated. As the Commanding Officer for the RCMP in New Brunswick, I look forward to continuing to work closely with employees, partners, communities and citizens to achieve our shared goal of continuing to make our province a safe place to live and work.

Yours truly,

On y décrit également nos stratégies policières éprouvées et axées sur les renseignements, qui nous ont aidés à prendre de meilleures décisions relativement à la prévention et à la réduction de la criminalité dans les collectivités que nous servons. Cela reflète notre engagement à favoriser une plus grande intégration et une plus grande collaboration avec nos partenaires et à adopter des solutions policières progressives fondées sur les faits.

Comme dans le passé, on trouve dans le rapport une section portant sur les priorités de chacun des districts et le travail accompli au niveau local, par exemple les initiatives de réduction et de prévention de la criminalité, les succès opérationnels, la participation au sein des collectivités et le travail visant à rehausser la sécurité routière.

Encore cette année, tous nos employés ont déployé énormément d'efforts pour rendre nos collectivités encore plus sûres. On a mené un certain nombre d'enquêtes d'envergure à haute visibilité en plus d'assurer les services de police quotidiens. Je tiens à vous remercier de votre soutien constant à la suite des décès des gendarmes Doug Larche, Dave Ross et Fabrice Gevaudan à Moncton. Les témoignages de sympathie venus de partout au Canada et d'ailleurs dans le monde ont été grandement appréciés. En tant que commandant de la GRC au Nouveau-Brunswick, je me réjouis à la perspective de continuer à travailler étroitement avec les employés, les partenaires, les collectivités et les citoyens afin d'atteindre notre but commun, qui est de faire de notre province un endroit sûr où vivre et travailler.

Je vous prie d'agréer, Madame, Monsieur, mes salutations distinguées.



Roger L. Brown
Assistant Commissioner / commissaire adjoint, O.O.M.
Commanding Officer / Commandant divisionnaire
"J" Division J

Encl./p.j.

*"Working together to build a safer New Brunswick -
Travaillons ensemble pour bâtir un Nouveau-Brunswick plus sûr"*



~~2015 Nov 9 Open Session FINAL 064~~
**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS**

Gary Clark
Chairperson

ADDRESS ALL CORRESPONDENCE TO:

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

TELEPHONE: (506) 847-6300
FAX: (506) 847-6313
E-MAIL: krpfadmin@nbpolice.ca

**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMIS, NEW BRUNSWICK
ON WEDNESDAY, SEPTEMBER 30, 2015
AT 4:00 P.M.**

REGULAR MEETING

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

The Chairman requested a Motion for the approval of the Agenda for the Regular Meeting of September 30, 2015. Moved by Bill McGuire and Seconded by Matt Alexander. **MOTION CARRIED.**

Approval of the Minutes of June 24, 2015, Moved by Danny Dobson and Seconded by Bill McGuire. Mr. Dobson pointed out a typographical error on Page 3. Amendment to be made. **MOTION CARRIED.**

The Chairman asked if there were any Conflicts of Interest. Mr. Dobson declared a Conflict if there were any matters dealing with transportation. This was noted.

**Kennebecasis Regional Joint Board of
Police Commissioners
September 30, 2015
Page 2**

REGULAR MEETING

SECRETARY TREASURER'S REPORT

Miss Madill presented the Financial Statements for the period ending August 31, 2015. Cherie referred to the Statement of Operations and the line item entitled revenue and that it is \$11,000 over in record checks and accident reports over what we had budgeted. We had budgeted for two secondments and we now have four resulting in the revenue category being \$57,000 over what was budgeted resulting in part of the surplus.

Crime Control Salaries are down by \$88,000 and benefits are down by \$50,000.

Total Crime Control is under budget by \$137,000.

The fuel category is under budget and the new vehicle category will be more on line once the new vehicle arrives and is outfitted.

The expenditures as it relates to the mobile radios will fall under this category.

Building – Maintenance costs are slightly over budget due to the changes to the garage door to accommodate the new identification vehicle. The total building category is \$4,000 over budget.

Administration Category – Presently under budget due to the category of labor relations.

At present there is a \$293,000 surplus. This will be reduced with the payment of the new vehicle, the purchase of the new building cameras and the purchase of the mobile radios in the vehicles the surplus will be approximately \$185,000. There are a number of categories where there have been no expenditures because the Chief usually waits until the fall of the year to insure that there are no major events which would cause the budget to be in a deficit position.

The Telecom Fund has a \$1,000 deficit mainly because of the retirees health plan.

MOVED BY Danny Dobson and Seconded by Emil Olsen to approve the Secretary Treasurer's report as circulated. MOTION CARRIED.

**Kennebecasis Regional Joint Board of
Police Commissioners
September 30, 2015
Page 3**

REGULAR MEETING

CHIEF'S REPORT

Chief McIntyre reviewed the Major Crime Unit Report for the Board Members.

MOVED BY Emil Olsen and Seconded by Peter Bourque to accept the Chief's Report as circulated. MOTION CARRIED.

COMMITTEE REPORTS

Personnel – Nothing to report. Mr. Dobson requested a short in-camera meeting following this Board Meeting.

Negotiations – Two meetings of the negotiating team have been held in preparation for negotiations. The Chief advised that the team wanted to move this forward but Mr. LeMesurier advised that under the Post Secondary Legislation what has to happen is that the Union has to provide us with a letter advising that they are ready to begin negotiations.

Building/Grounds – The Chief made reference to the quotation he had provided the board with respect to the painting and repairs to the exterior of the building as well as the caulking of the windows and asked if the Board wished to proceed with these items. **MOVED BY Emil Olsen and Seconded by Bill Artiss** that the quote received from MCL for repairs to the exterior (which are described in detail on the quote) including the caulking of the windows of the police headquarters building in the amount of \$8,900 + HST be accepted and that MCL be given the go ahead to move forward with these repairs and caulking of the exterior windows. The Chief asked if the painting of the white board is not unreasonable that he has the go ahead to move forward? The Board agreed he could go ahead.

MOVED BY Emil Olsen that the quote received from Dynamic Painting in the amount of \$3,900.00 in relation to the painting of the exterior of the police headquarters building be accepted with the addition of any white areas of the building which need to be painted (to a max of \$5,000) be accepted. SECONDED BY Bill Artiss. MOTION CARRIED.

**Kennebecasis Regional Joint Board of
Police Commissioners
September 30, 2015
Page 4**

REGULAR MEETING

MOVED BY Emil Olsen that the presented quote from Chubb Edwards be broken in to two parts, one representing inside cameras and the second to represent the outside cameras for a combined total not to exceed \$26,999.00 plus HST. SECONDED BY Bill Artiss. MOTION CARRIED.

MOVED BY Emil Olsen that we support the purchase of a Drone the price of which is not to exceed \$4,500. SECONDED by Bill McGuire. MOTION CARRIED.

Insurance - Mr. Bourque advised that he has met with the Broker and it will come in at a 1% - 2% increase for 2016. He further advised that he had explored the possibility of obtaining insurance as it relates defense costs for criminal charges and the premium is \$15,000 for \$100,000 total coverage. This coverage would exclude the members of the board and the Chief. This, he feels is not good value but advised that work is being done in the industry to look at this type of coverage. He did put the Broker on notice that we will be tendering in 2016.

Finance -

Mr. Dobson advised that we are looking into the possibility of some savings in premiums paid as it relates to the life insurance for the employees of the Board. Mr. Dobson provided the Board with some information in this regard.

2016 BUDGET

Miss Madill requested from the Board that she make one change in that she would move the \$40,000 from the equipment category in Crime Control to the category of equipment in Vehicles because it is for the vehicles. She would like to add an additional \$1,000.00 to the Building Category under property maintenance because of the maintenance agreement on the security cameras. This would result in the budget being 2.8% or 2.9% increase. There is some adjustments that are needed in relation to the projected figures and these figures will be worked upon. **MOVED BY Danny Dobson to accept the 2016 Budget as circulated with the slight adjustments to be made by the Secretary-Treasurer. SECONDED by Bill McGuire. MOTION CARRIED.**

**Kennebecasis Regional Joint Board of
Police Commissioners
September 30, 2015
Page 5**

REGULAR MEETING

TELECOM BUDGET- Moved by Danny Dobson that the Board request the Chief to forward correspondence to the City of Saint John requesting substantiation of the first year increase in their 2016 proposed fees for the telecom service. SECONDED BY Bill Artiss. MOTION CARRIED.

Ms. Madill asked if the telecom budget was approved to be forwarded to the Towns. Mr. Dobson advised that he would not be prepared to make a Motion in that regard and Mr. Clark advised that we will need to wait on its approval.


Transportation -Mr. Dobson declared a conflict and removed himself from the meeting. The Chairman requested a Motion for the ratification of an e-mail poll conducted July 13, 2015 wherein it was Moved by Peter Bourque and Seconded by Emil Olsen that the tender received from Dobson Chrysler for the purchase of one 2016 Ram 1500 Crew Cab 4 x 4 SSV in the amount of \$35,861.00 + HST be accepted. MOVED by Emil Olsen and Seconded by Peter Bourque to ratify this Motion. MOTION CARRIED.

Policy Committee – Moved by Emil Olsen that the discussion with respect to the Policy Committee Report be moved to Committee of the Whole. Seconded by Matt Alexander. MOTION CARRIED.

Regional Service Commission - Mr. Olsen advised that Murray Driscoll has now been appointed as Chair of the Commission.

Motion to Adjourn the Regular Meeting. Moved by Peter Bourque and Seconded by Linda Sherbo. MOTION CARRIED.

Motion to move back into Committee of the Whole, Moved and Seconded. Motion Carried.



CHAIRMAN



SECRETARY

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

	<u>2015</u>	<u>2014</u>
-----Financial assets-----		
Cash - General	\$736,039.11	\$693,214.92
Sick Pay/ Retirement Investments	799,341.91	721,068.95
Accounts Receivable	61,283.48	53,781.51
Sales tax recoverable	11,738.47	11,793.03
	<u>\$1,608,402.97</u>	<u>\$1,479,858.41</u>
----Liabilities-----		
Accounts payable and accrued	323,970.38	334,058.18
Vested sick leave/retirement accrual	756,181.05	702,090.09
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>3,684,249.96</u>	<u>3,884,398.27</u>
NET ASSETS (DEBT)	<u>-2,075,846.99</u>	<u>-2,404,539.86</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,407,400.83	3,306,648.98
Accumulated amortization	<u>-1,161,977.85</u>	<u>-1,041,192.63</u>
	2,245,422.98	2,265,456.35
Unamortized Debenture costs	4,678.32	3,354.75
Prepaid expenses	<u>36,344.33</u>	<u>31,742.75</u>
	<u>2,286,445.63</u>	<u>2,300,553.85</u>
ACCUMULATED SURPLUS	<u>210,598.64</u>	<u>-103,986.01</u>
Assets	3,894,848.60	3,780,412.26
Liabilities	3,894,848.60	3,780,412.26

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

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

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
NINE MONTHS ENDING SEPTEMBER 30, 2015

	----- NINE MONTHS -----				
	----- --ACTUAL--		PRIOR YR -----	BUDGET-----	
REVENUE:					
Fees	\$45,923.74	30%	\$51,851	\$35,250	\$47,000
Taxi & Traffic Bylaw	5,811.25	55%	3,458	3,750	5,000
Interest income	4,937.03	32%	5,003	3,750	5,000
Retirement interest & dividends	13,018.16	-9%	14,075	14,250	19,000
Secondments	219,951.16	35%	157,673	163,246	217,661
	<u>\$289,641.34</u>	32%	<u>232,060</u>	<u>220,246</u>	<u>293,661</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	\$2,340,554.28	-3%	\$2,219,663	2,421,579	\$3,228,772
Benefits	444,767.26	-13%	434,041	511,424	681,898
Training	26,130.77	-8%	27,095	28,500	38,000
Equipment	7,108.38	-53%	12,910	15,000	20,000
Equip repairs & IT support	1,623.66	-46%	2,865	3,000	4,000
Communications	37,497.33	11%	50,378	33,750	45,000
Office function	8,778.43	-31%	10,069	12,750	17,000
Leasing	8,659.76	32%	6,151	6,563	8,750
Policing-general	28,662.77	36%	17,667	21,001	28,001
Insurance	8,235.00	-2%	8,015	8,416	11,221
Uniforms	35,287.86	31%	43,936	27,000	36,000
Prevention/p.r.	4,302.00	-36%	4,014	6,750	9,000
Investigations	13,227.34	-39%	10,941	21,750	29,000
Detention	19,395.00	0%	18,990	19,395	25,860
Taxi & Traffic Bylaw	794.48	112%	103	375	500
Auxillary	1,343.68	19%	134	1,125	1,500
Public Safety	21,000.00	0%	27,931	21,000	28,000
	<u>3,007,368.00</u>	-5%	<u>2,894,903</u>	<u>3,159,377</u>	<u>4,212,502</u>
VEHICLES					
Fuel	67,013.89	-22%	81,984	86,250	115,000
Maint./repairs	61,903.93	-3%	61,847	63,750	85,000
Insurance	15,237.72	-13%	16,681	17,515	23,353
New vehicles	62,874.78	-26%	-2,200	85,500	114,000
Equipment		-100%	1,299	16,125	21,500
	<u>207,030.32</u>	-23%	<u>159,611</u>	<u>269,140</u>	<u>358,853</u>

STATEMENT OF OPERATIONS
NINE MONTHS ENDING SEPTEMBER 30, 2015

	-----NINE MONTHS -----					
	--ACTUAL--		PRIOR YR		BUDGET-----	
EXPENDITURE continued:						
BUILDING						
Maintenance	32,801.37	25%	24,764	26,250	35,000	
Cleaning	16,465.41	-7%	16,732	17,625	23,500	
Electricity	32,395.71	-8%	26,832	35,250	47,000	
Taxes	32,803.11	-4%	32,681	34,316	45,754	
Insurance	3,917.25	-1%	3,766	3,955	5,273	
Grounds	9,383.15	39%	20,640	6,750	9,000	
Interest on Debenture	42,072.75	-19%	54,571	51,750	69,000	
Debenture Principal	83,999.97	7%	76,500	78,750	105,000	
	<u>253,838.72</u>	0%	<u>256,486</u>	<u>254,645</u>	<u>339,527</u>	
ADMINISTRATION						
Salaries	440,410.37	-1%	430,153	442,818	590,424	
Benefits	76,717.61	-11%	78,204	86,350	115,133	
Professional Fees	27,433.05	-11%	27,658	30,750	41,000	
Travel/Training	8,753.97	-10%	9,266	9,750	13,000	
Board Travel/Expenses	1,374.43	-63%	1,395	3,750	5,000	
Insurance	915.03	-2%	891	935	1,247	
Bank service fees	-62.50		376			
Labour Relations	2,763.38	-63%	10,484	7,500	10,000	
Sick Pay/Retirement		-100%		39,905	53,207	
Retirement int & dividends	13,018.16	-9%	14,075	14,250	19,000	
2nd prior year (surplus) deficit	-92,261.25		-15,170	-92,261	-123,015	
	<u>479,062.25</u>	-12%	<u>557,332</u>	<u>543,747</u>	<u>724,996</u>	
	3,657,657.95	-9%	3,636,272	4,006,663	5,342,217	
CONTRIBUTED BY MEMBERS	<u>4,006,669.50</u>		<u>3,930,489</u>	<u>4,006,663</u>	<u>5,342,217</u>	
SURPLUS (DEFICIT)	<u>\$349,011.55</u>		<u>\$294,217</u>	<u>\$0</u>	<u>\$0</u>	
TELECOM FUND						
City of SJ telecomm services	227,925.00	0%	221,250	227,925	303,900	
Data Networking charges	6,886.38		6,422	6,863	9,150	
Retirees health insurance	2,072.12		2,973	1,125	1,500	
2nd prior year (surplus) deficit	-3,661.47	0%	1,248	-3,662	-4,882	
	<u>233,222.03</u>		<u>231,893</u>	<u>232,251</u>	<u>309,668</u>	
CONTRIBUTED BY MEMBERS	<u>232,249.50</u>		<u>229,395</u>	<u>232,251</u>	<u>309,668</u>	
SURPLUS (DEFICIT)	<u>(\$972.53)</u>		<u>(\$2,498)</u>	<u>\$0</u>	<u>\$0</u>	
Total surplus (deficit)	\$348,039.02		\$291,719			

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

STATEMENT OF FINANCIAL POSITION

BANK balance		736,039	at September 30
ACCOUNTS PAYABLE balance	323,970		
Debenture costs paid December	-83,497		

Current Accounts Payable		240,474	Paid in October

Extra (Shortfall) in bank account		495,565	
<i>Prepays</i> include insurance, property taxes and Managed Health Care's deposit			

STATEMENT OF OPERATIONS

Revenue:

- * Secondments - Two new secondments started this summer

Crime Control:

- * Salaries under budget due to two sergeants on LTD for the first 1/2 of the year and two new secondments (now have four)
- * Benefits Health insurance 2015: \$103,508 2014: \$104,674
Retirees health insurance costs less by \$85 (retirees paid more than the costs)
Last September 2014 the retirees paid \$324 less than the actual costs
- * Policing - general is up by the costs of the fingerprint scanner maintenance contract

Building:

- * Maintenance is up due to replacing two heaters in the garage bays, repairs on the video cameras & increasing security in the front reception area.

Vehicles:

- * New vehicles - bought two new vehicles in May and sold three vehicles for \$5,280 total

Administration:

- * Benefits Health Insurance 2015: \$14,715 2014: \$16,521
- * Sick Pay/Retirement - contribution made at year end

Telecom:

- * Retirees health insurance (Retirees paid less than the actual cost of their plan) \$2,072
Last September 2014 the retirees paid \$2,973 less than the actual costs

Town of Rothesay

General Fund Financial Statements

September 30, 2015

Includes:

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

Town of Rothesay

Balance Sheet - Capital General Fund 9/30/15

ASSETS

Capital Assets - General Land	3,220,477
Capital Assets - General Fund Land Improvements	5,705,990
Capital Assets - General Fund Buildings	3,631,554
Capital Assets - General Fund Vehicles	1,744,024
Capital Assets - General Fund Equipment	1,681,428
Capital Assets - General Fund Roads & Streets	34,787,458
Capital Assets - General Fund Drainage Network	16,873,831
Capital Assets - Under Construction - General	754,083
	<hr/> 68,398,843

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

\$ 41,821,945

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(568,238)
Total Long Term Debt	5,716,000

Total Liabilities \$ 5,147,762

Investment in General Fund Fixed Assets	36,674,184
---	------------

\$ 41,821,945

Town of Rothesay
Balance Sheet - General Fund Reserves
9/30/15

ASSETS

BNS General Operating Reserve	619,021
BNS General Capital Reserves	185,548
BNS - Gas Tax Reserves - GIC	3,472,374
Gen Reserves due to/from Gen Operating	(2,451)
	<u>\$ 4,274,492</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,339,739
Invest. in General Capital Reserve	55,027
General Gas Tax Funding	131,601
Invest. in General Operating Reserve	618,824
Invest. in Land for Public Purposes Reserve	88,221
Invest. in Town Hall Reserve	41,080
	<u>\$ 4,274,492</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 9/30/15

CURRENT ASSETS

Cash	1,609,362
Receivables	95,313
HST Receivable	407,935
Inventory	23,881
Gen Operating due to/from Util Operating	621,864
Total Current Assets	<u>2,758,355</u>
Other Assets:	
Projects	3,542,827
	<u>3,542,827</u>
TOTAL ASSETS	<u>6,301,182</u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,845,417
Other Payables	317,274
Gen Operating due to/from Gen Reserves	(2,451)
Gen Operating due to/from Gen Capital	568,238
Accrued Sick Leave	9,000
Accrued Pension Obligation	345,200
Accrued Retirement Allowance	276,295
Def. Rev-Quispamsis/Library Share	37,783
TOTAL LIABILITIES	<u>3,396,756</u>

EQUITY

Retained Earnings - General	249,325
Surplus/(Deficit) for the Period	2,655,100
	<u>2,904,425</u>
	<u>6,301,181</u>

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Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 9/30/15

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,226,582	1,226,582	11,039,234	11,039,234	0		14,718,978
Sale of Services	21,830	33,900	214,238	218,875	(4,637)		384,700
Services to Province of New Brunswick	5,525	5,526	49,725	49,730	(5)		66,306
Other Revenue from Own Sources	13,466	19,727	519,982	105,547	414,436		140,729
Unconditional Grant	9,689	9,689	87,197	87,197	0		116,262
Conditional Transfers	17,131	5,000	22,417	26,500	(4,083)		26,500
Other Transfers	202,500	202,500	691,525	691,525	0		894,025
	<u>\$1,496,721</u>	<u>\$1,502,923</u>	<u>\$12,624,318</u>	<u>\$12,218,606</u>	<u>\$405,711</u>		<u>\$16,347,500</u>
EXPENSES							
General Government Services	91,731	112,193	1,428,705	1,597,574	168,869		2,053,519
Protective Services	320,197	319,788	3,621,329	3,607,687	(13,642)		4,567,051
Transportation Services	187,567	224,158	2,375,306	2,451,145	75,839		3,355,933
Environmental Health Services	47,774	55,667	491,864	459,500	(32,364)		633,000
Environmental Development	32,284	46,845	387,652	465,029	77,377		619,122
Recreation & Cultural Services	169,438	121,686	1,359,933	1,407,864	47,931		1,791,344
Fiscal Services	309	417	304,428	305,797	1,369		3,327,531
	<u>\$849,300</u>	<u>\$880,753</u>	<u>\$9,969,217</u>	<u>\$10,294,596</u>	<u>\$325,378</u>		<u>\$16,347,500</u>
Surplus (Deficit) for the Year	<u>\$647,422</u>	<u>\$622,170</u>	<u>\$2,655,100</u>	<u>\$1,924,011</u>	<u>\$731,089</u>		<u>\$ -</u>

Town of Rothesay
Statement of Revenue & Expenditure
9 Months Ended 9/30/15

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	10,251	1,833	24,726	16,500	8,226	1	22,000
Town Hall Rent	177	15,800	6,089	22,200	(16,111)	2	69,600
Arena Revenue	704	10,667	125,937	126,875	(938)		228,000
Community Garden	0	0	840	900	(60)		900
Recreation Programs	10,698	5,600	56,646	52,400	4,246		64,200
	<u>21,830</u>	<u>33,900</u>	<u>214,238</u>	<u>218,875</u>	<u>(4,637)</u>		<u>384,700</u>
Other Revenue from Own Sources							
Licenses & Permits	10,115	6,667	118,176	60,000	58,176	3	80,000
Police Fines	0	12,000	13,293	36,000	(22,707)	4	48,000
Interest & Sundry	1,342	417	18,617	3,750	14,867	5	5,000
Miscellaneous	2,009	644	369,730	5,797	363,933	6	7,729
History Book Sales	0	0	167	0	167		0
	<u>13,466</u>	<u>19,727</u>	<u>519,982</u>	<u>105,547</u>	<u>414,436</u>		<u>140,729</u>
Conditional Transfers							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	17,131	5,000	19,917	25,000	(5,083)	7	25,000
	<u>17,131</u>	<u>5,000</u>	<u>22,417</u>	<u>26,500</u>	<u>(4,083)</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	84,025	84,025	0		84,025
Utility Fund Transfer	202,500	202,500	607,500	607,500	0		810,000
	<u>202,500</u>	<u>202,500</u>	<u>691,525</u>	<u>691,525</u>	<u>0</u>		<u>894,025</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,641	2,967	24,460	26,700	2,240		35,600
Councillors	7,927	8,667	79,140	78,000	(1,140)	8	104,000
Regional Service Commission 9	0	0	5,328	5,426	98		7,235
Other	225	1,417	5,039	12,750	7,711	9	17,000
	<u>10,793</u>	<u>13,050</u>	<u>113,967</u>	<u>122,876</u>	<u>8,909</u>		<u>163,835</u>
Administrative							
Office Building	5,497	10,750	115,288	153,750	38,462	10	190,000
Solicitor	0	2,917	20,832	26,250	5,418		35,000
Administration - Wages & Benefits	57,995	68,990	591,837	654,471	62,634	11	975,000
Supplies	10,033	6,542	68,997	85,275	16,278	12	104,900
Professional Fees	1,920	3,056	26,987	40,833	13,846		50,000
Other	4,431	5,097	56,943	60,871	3,927		76,161
	<u>79,875</u>	<u>97,351</u>	<u>880,885</u>	<u>1,021,450</u>	<u>140,565</u>		<u>1,431,061</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
G7							
Other General Government Services							
Community Communications	272	750	3,133	6,750	3,617		9,000
Civic Relations	0	333	2,726	6,000	3,274		7,000
Insurance	0	0	145,993	146,166	173		146,166
Donations	790	708	36,507	46,375	9,868		48,500
Cost of Assessment	0	0	237,957	237,957	0		237,957
Property Taxes - L.P.P.	0	0	7,537	10,000	2,463		10,000
	<u>1,062</u>	<u>1,792</u>	<u>433,853</u>	<u>453,248</u>	<u>19,395</u>		<u>458,623</u>
	<u>91,731</u>	<u>112,193</u>	<u>1,428,705</u>	<u>1,597,574</u>	<u>168,869</u>		<u>2,053,519</u>
Protective Services							
Police							
Police Protection	168,550	168,566	1,685,504	1,685,655	151		2,191,352
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>168,550</u>	<u>168,566</u>	<u>1,688,304</u>	<u>1,688,455</u>	<u>151</u>		<u>2,194,152</u>
Fire							
Fire Protection	141,618	138,600	1,460,156	1,446,089	(14,067)	13	1,861,889
Water Costs Fire Protection	0	0	350,000	350,000	0		350,000
	<u>141,618</u>	<u>138,600</u>	<u>1,810,156</u>	<u>1,796,089</u>	<u>(14,067)</u>		<u>2,211,889</u>
Emergency Measures							
911 Communications Centre	9,539	9,539	95,392	95,392	(0)		124,010
EMO Director/Committee	0	1,667	0	15,000	15,000	14	20,000
	<u>9,539</u>	<u>11,206</u>	<u>95,392</u>	<u>110,392</u>	<u>15,000</u>		<u>144,010</u>
Other							
Animal & Pest Control	490	1,000	4,579	9,000	4,421		12,000
Other	0	417	22,898	3,750	(19,148)	15	5,000
	<u>490</u>	<u>1,417</u>	<u>27,477</u>	<u>12,750</u>	<u>(14,727)</u>		<u>17,000</u>
Total Protective Services	<u>320,197</u>	<u>319,788</u>	<u>3,621,329</u>	<u>3,607,687</u>	<u>(13,642)</u>		<u>4,567,051</u>

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G8

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	117,696	135,555	1,266,382	1,293,541	27,158	16	1,765,753
Workshops, Yards & Equipment	28,187	45,458	404,655	449,125	44,470		585,500
Engineering	1,422	1,250	2,392	11,250	8,858		15,000
	147,305	182,263	1,673,429	1,753,916	80,487		2,366,253
Street Cleaning & Flushing							
Street Cleaning & Flushing	0	3,571	9,255	24,286	15,031	17	35,000
Roads & Streets	11,831	7,967	55,003	59,100	4,097		83,000
Crosswalks & Sidewalks	5,671	767	11,181	15,700	4,519		18,000
Culverts & Drainage Ditches	4,144	6,000	33,970	67,000	33,030		80,000
Snow & Ice Removal	0	0	365,004	303,433	(61,571)		459,000
	21,646	18,305	474,413	469,519	(4,893)	18	675,000
Street Lighting							
Street Lighting	11,410	12,307	104,710	110,760	6,050		147,680
Traffic Services							
Street Signs	(162)	833	12,498	7,500	(4,998)	19	10,000
Traffic Lanemarking	0	0	20,038	24,000	3,962	20	24,000
Traffic Signals	411	1,500	22,623	13,500	(9,123)		18,000
Railway Crossing	1,698	2,000	14,286	18,000	3,714		24,000
	1,947	4,333	69,444	63,000	(6,444)		76,000
Public Transit							
Public Transit - Comex Service	5,115	6,825	48,375	50,325	1,950		87,000
KV Committee for the Disabled	0	0	2,500	2,500	0		2,500
Public Transit - Other	145	125	2,436	1,125	(1,311)		1,500
	5,259	6,950	53,310	53,950	640		91,000
Total Transportation Services	187,567	224,158	2,375,306	2,451,145	75,839		3,355,933
Environmental Health Services							
Solid Waste Disposal Land Fill	17,931	19,167	152,137	172,500	20,363	21	230,000
Solid Waste Disposal Compost	2,245	2,333	20,087	21,000	913		28,000
Solid Waste Collection	21,505	22,500	193,541	202,500	8,959		270,000
Solid Waste Collection Curbside Recycling	6,093	11,667	80,227	35,000	(45,227)		70,000
Clean Up Campaign	0	0	45,872	28,500	(17,372)		35,000
	47,774	55,667	491,864	459,500	(32,364)	22	633,000
Environmental Development Services							
Planning & Zoning							
Administration	25,082	33,601	306,472	342,638	36,166	23	457,000
Planning Projects	0	4,167	0	37,500	37,500	24	50,000
Heritage Committee	0	625	7,527	5,625	(1,902)	25	7,500
	25,082	38,393	313,999	385,763	71,764		514,500
Economic Development Comm.							
Tourism	7,202	7,202	64,816	64,816	1		86,422
	0	0	3,103	3,200	97		3,200
	7,202	7,202	67,919	68,016	98		89,622
	32,284	45,595	381,917	453,779	71,862		604,122

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	
Recreation & Cultural Services								G9
Administration	16,046	15,517	190,710	180,950	(9,760)	26	235,800	
Apartment Buildings	0	0	120	0	(120)		0	
Beaches	6,543	0	50,930	60,800	9,870	27	60,800	
Rothsay Arena	50,071	22,649	202,226	190,821	(11,405)	28	263,500	
Memorial Centre	7,728	4,542	47,139	49,375	2,236		63,000	
Summer Programs	7,587	1,457	55,693	57,243	1,550		58,700	
Parks & Gardens	54,400	60,391	390,428	430,142	39,714	29	531,000	
Playgrounds and Fields	18,425	9,817	70,974	88,350	17,376	30	117,800	
Regional Facilities Commission	0	0	262,854	262,854	0		350,472	
Kennebecasis Public Library	6,147	6,148	55,324	55,329	5		73,772	
Big Rothsay Read	1,083	83	1,083	750	(333)		1,000	
Special Events	1,410	750	31,472	28,250	(3,222)		31,500	
Rothsay Living Museum	0	333	980	3,000	2,019		4,000	
	<u>169,438</u>	<u>121,686</u>	<u>1,359,933</u>	<u>1,407,864</u>	<u>47,931</u>		<u>1,791,344</u>	
Fiscal Services								
Debt Charges								
Interest	309	417	94,428	95,797	1,369		186,031	
Debtenture Payments	0	0	210,000	210,000	0		669,000	
	<u>309</u>	<u>417</u>	<u>304,428</u>	<u>305,797</u>	<u>1,369</u>		<u>855,031</u>	
Transfers To:								
Capital Fund for Capital Expenditures	0	0	0	0	0		2,040,000	
Reserve Funds	0	0	0	0	0		422,500	
Town Hall Reserve Transfer	0	0	0	0	0		10,000	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,472,500</u>	
	<u>309</u>	<u>417</u>	<u>304,428</u>	<u>305,797</u>	<u>1,369</u>		<u>3,327,531</u>	

9 months ending September 30, 2015

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	\$ 24,726	\$ 16,500	\$ 8,226	Price increase, fully booked
2	Town Hall Rent	\$ 6,089	\$ 22,200	\$ (16,111)	Vacancy
3	Licenses & Permits	\$ 118,176	\$ 60,000	\$ 58,176	Apartment Building, housing starts
4	Police Fines	\$ 13,293	\$ 36,000	\$ (22,707)	2nd quarter not received yet
5	Interest & Sundry	\$ 18,617	\$ 3,750	\$ 14,867	Cash on hand
6	Miscellaneous Revenue	\$ 369,730	\$ 5,797	\$ 363,933	Legal settlement
7	Grants - Other	\$ 19,917	\$ 25,000	\$ (5,083)	Less grants received, cash not received yet
			Total \$	401,301	
			Variance per Statement \$	405,711	
			Explained	98.91%	
Expenses					
General Government					
8	Councillors	\$ 79,140	\$ 78,000	\$ (1,140)	FCM
9	Legislative Other	\$ 5,039	\$ 12,750	\$ 7,711	Development seminars not used (related to above)
10	Office Building	\$ 115,288	\$ 153,750	\$ 38,462	Maintenance costs lower than expected
11	Administration - Wages & Benefits	\$ 591,837	\$ 654,471	\$ 62,634	Position vacant
12	Supplies	\$ 68,997	\$ 85,275	\$ 16,278	Info systems purchases not made yet
Protective Services					
13	Fire Protection	\$ 1,460,156	\$ 1,446,089	\$ (14,067)	Budget error
14	EMO Director/Committee	\$ -	\$ 15,000	\$ 15,000	Not used yet
15	Protective Services - Other	\$ 22,898	\$ 3,750	\$ (19,148)	Hydrant repairs
Transportation					
16	Workshops, Yards & Equipment	\$ 404,655	\$ 449,125	\$ 44,470	Small equipment purchases not made yet
17	Culverts & Ditches	\$ 33,970	\$ 67,000	\$ 33,030	Timing
18	Snow & Ice Removal	\$ 365,004	\$ 303,433	\$ (61,571)	Salt, sand, equipment rentals
19	Street Signs	\$ 12,498	\$ 7,500	\$ (4,998)	Construction signs
20	Traffic Signals	\$ 22,623	\$ 13,500	\$ (9,123)	Replaced damaged Opticom
Environmental Health & Development					
21	Curbside Recycling	\$ 80,227	\$ 35,000	\$ (45,227)	Full cost of bins included
22	Clean Up Campaign	\$ 45,872	\$ 28,500	\$ (17,372)	Tonnage more than double 2014
23	Planning - Administration	\$ 306,472	\$ 342,638	\$ 36,166	Software & Equipment purchases not made yet
24	Planning Projects	\$ -	\$ 37,500	\$ 37,500	Not started yet
25	Heritage Committee	\$ 7,527	\$ 5,625	\$ (1,902)	Rothesay Common Heritage issue
Recreation & Cultural Services					
26	Administration	\$ 190,710	\$ 180,950	\$ (9,760)	Wages & Benefits over budget
27	Beaches	\$ 50,930	\$ 60,800	\$ 9,870	Wages \$6,000 under budget
28	Rothesay Arena	\$ 202,226	\$ 190,821	\$ (11,405)	Settlement of 2014 Power
29	Parks & Gardens	\$ 390,428	\$ 430,142	\$ 39,714	Staff moved to Trans and late hiring casual
30	Playgrounds & Fields	\$ 70,974	\$ 88,350	\$ 17,376	Maintenance late starting
Fiscal Services					
			Total \$	162,498	
			Variance per Statement \$	325,378	
			Explained	49.94%	

Town of Rothesay

Capital Projects 2015
General Fund
9 Months Ended 9/30/15

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax/Infrastructure	Grants	Operating	Borrow
General Government								
12021860 Town Hall Improvements G-2014-008	315,000	0	315,000				315,000	
Total General Government	315,000	0	315,000	-	-	-	315,000	-
Protective Services								
12011560 Protective Serv. Equipment Purchases P-2015-003	25,000	12,409	12,591				25,000	
Total Protective Services	25,000	12,409	12,591	-	-	-	25,000	-
Transportation								
12013060 Oakville Acres T-2014-005	2,000,000	1,226,348	773,652				470,000	2,000,000
12021360 Transportation Equipment Purchases T-2015-001	470,000	96,743	373,257				330,000	350,000
12022760 Asphalt/Microsealing T-2014-002 (Phase 3 2015)	680,000	448,811	231,189				310,000	
12023060 French Village Road T-2015-010 (Phase 3 2015)	310,000	96,747	213,253				35,000	
12023560 Salt Shed Improvements T-2014-021	75,000	81,214	-6,214	40,000			40,000	
12023760 Curb & Gutter Eriskay/Iona T-2015-004	315,000	7,461	307,539		275,000		60,000	
12023860 Engineering 2016 Streets T-2016-001	60,000	18,945	41,055				140,000	
12023960 In House Almon/RAS Church/Golf Club T-2015-005	140,000	4,426	135,574					
12024060 Drainage Improvements Eriskay/Iona	240,000	6,304	233,696		240,000			
2014 Project Carry-Overs	0	62,993	-62,993					
Capital Projects Reversed	0	-48,126	48,126					
Total Transportation	4,290,000	2,001,866	2,288,134	40,000	515,000	-	1,385,000	2,350,000
Environmental Health								
Recreation								
12012060 Arena Upgrade	25,000	24,756	244				25,000	
12014060 Anniversary Park	0	2,514	-2,514					
12016560 Miller Field Building R-2013-08	120,000	13,127	106,873				120,000	
12018160 2013 Rothesay Common Upgrade R-2013-01	2,400,000	945,594	1,454,406				50,000	2,400,000
12020860 Recreation Equipment Purchases R-2015-002	160,000	4,716	155,284	110,000			100,000	
12022460 Memorial Centre Improvements R-2014-010	100,000	8,854	91,147				485,000	180,000
12023360 Wells Trail R-2014-019	665,000	252,704	412,296				485,000	180,000
12023460 Wells Ballfield R-2014-020	665,000	262,813	402,187					
Total Recreation	4,135,000	1,515,077	2,619,923	110,000	0	970,000	295,000	2,760,000
Total	\$ 8,765,000	\$ 3,529,352	\$ 5,235,648	\$ 150,000	\$ 515,000	\$ 970,000	\$ 2,020,000	\$ 5,110,000
On Hold								
Land assembly	300,000							300,000
Designated Highway	315,000					315,000		
Major Recreation Facility R-2013-07	6,750,000				2,250,000	2,250,000		2,250,000
Tree Replacement	20,000						20,000	
Total Approved	16,150,000			150,000	2,765,000	3,535,000	2,040,000	7,660,000

Town of Rothesay

Capital Projects 2015
General Fund
10 Months Ended 10/31/15

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax/Infrastructure	Grants	Operating	Borrow
General Government								
12021860 Town Hall Improvements G-2014-008	315,000	0	315,000				315,000	
Total General Government	315,000	0	315,000	-	-	-	315,000	-
Protective Services								
12011560 Protective Serv. Equipment Purchases P-2015-003	25,000	12,409	12,591				25,000	
Total Protective Services	25,000	12,409	12,591	-	-	-	25,000	-
Transportation								
12013060 Oakville Acres T-2014-005	2,000,000	1,226,348	773,652					2,000,000
12021360 Transportation Equipment Purchases T-2015-001	470,000	96,743	373,257				470,000	
12022760 Asphalt/Microsealing T-2014-002 (Phase 3 2015)	680,000	448,811	231,189				330,000	350,000
12023060 French Village Road T-2015-010 (Phase 3 2015)	310,000	96,747	213,253				310,000	
12023560 Salt Shed Improvements T-2014-021	75,000	81,214	-6,214	40,000			35,000	
12023760 Curb & Gutter Eriskay/Iona T-2015-004	315,000	7,461	307,539		275,000		40,000	60,000
12023860 Engineering 2016 Streets T-2016-001	60,000	18,945	41,055				60,000	
12023960 In House Almon/RA5 Church/Golf Club T-2015-005	140,000	4,426	135,574				140,000	
12024060 Drainage Improvements Eriskay/Iona	240,000	6,304	233,696		240,000			
2014 Project Carry-Overs	0	64,207	-64,207					
12029960 Capital Projects Reversed	0	-48,126	48,126					
Total Transportation	4,290,000	2,003,080	2,286,920	40,000	515,000	-	1,385,000	2,350,000
Recreation								
12012060 Arena Upgrade	25,000	24,756	244				25,000	
12014060 Anniversary Park	0	43,031	-43,031					
12016560 Miller Field Building R-2013-08	120,000	13,127	106,873				120,000	
12018160 2013 Rothesay Common Upgrade R-2013-01	2,400,000	1,460,880	939,120				2,400,000	
12020860 Recreation Equipment Purchases R-2015-002	160,000	24,127	135,873	110,000			50,000	
12022460 Memorial Centre Improvements R-2014-010	100,000	8,854	91,147				100,000	
12023360 Wells Trail R-2014-019	665,000	252,704	412,296		485,000		180,000	
12023460 Wells Ballfield R-2014-020	665,000	262,813	402,187		485,000		180,000	
Total Recreation	4,135,000	2,090,292	2,044,708	110,000	0	970,000	295,000	2,760,000
Total	\$ 8,765,000	\$ 4,105,781	\$ 4,659,219	150,000	515,000	970,000	2,020,000	5,110,000
On Hold								
Land assembly	300,000							300,000
Designated Highway	315,000					315,000		
Major Recreation Facility R-2013-07	6,750,000				2,250,000	2,250,000		2,250,000
Tree Replacement	20,000						20,000	
Total Approved	16,150,000			150,000	2,765,000	3,535,000	2,040,000	7,660,000

Town of Rothesay

Utility Fund Financial Statements

September 30, 2015

Attached Reports:

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

Town of Rothesay

Capital Balance Sheet

As at 9/30/15

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	930,735
Capital Assets Utilities Land	178,555
Capital Assets Utilities Buildings	417,867
Capital Assets Utilities Equipment	15,542
Capital Assets Utilities Water System	24,396,874
Capital Assets Utilities Sewer System	15,920,217
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
	<u>42,121,832</u>

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

TOTAL ASSETS

29,429,809LIABILITIES

Current:

Util Capital due to/from Util Operating	(202,924)
Total Current Liabilities	<u>(202,924)</u>

Long-Term:

Long-Term Debt	7,213,175
Total Liabilities	<u>7,010,252</u>

EQUITY

Investments:

Investment in Fixed Assets	22,419,556
Total Equity	<u>22,419,556</u>

TOTAL LIABILITIES & EQUITY

29,429,807

Town of Rothesay

Utility Reserve Balance Sheet

As at 9/30/15

ASSETS

Assets:

Bank - Utility Reserve	1,533,868
TOTAL ASSETS	<u>\$ 1,533,868</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	1,229,882
Invest. in Utility Operating Reserve	64,057
Invest. in Sewage Outfall Reserve	239,929
TOTAL EQUITY	<u>\$ 1,533,868</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 9/30/15

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	583,658
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>584,858</u>
Other Assets:	
Projects	1,163,768
	<u>1,163,768</u>
 TOTAL ASSETS	 \$ <u><u>1,748,626</u></u>

LIABILITIES

Accrued Payables	47,211
Due from General Fund	621,864
Due from (to) Capital Fund	202,924
Deferred Revenue	22,689
Total Liabilities	<u>894,688</u>

EQUITY

Surplus:	
Opening Retained Earnings	(448,970)
Profit (Loss) to Date	1,302,910
	<u>853,940</u>
 TOTAL LIABILITIES & EQUITY	 \$ <u><u>1,748,627</u></u>

Town of Rothesay
Utilities Operating Income Statement
9 Months Ended 9/30/15

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	214,904	218,854	677,626	671,968	5,658		890,400
Meter and non-hookup fees	9,305	7,500	28,184	22,500	5,684		30,000
Water Supply for Fire Prot.	0	0	350,000	350,000	0		350,000
Local Improvement Levy	0	0	59,269	60,000	(731)		60,000
Sewerage Services	935	0	1,474,612	1,473,400	1,212		1,473,400
Connection Fees	2,800	6,500	64,420	45,500	18,920	1	65,000
Interest Earned	4,704	2,917	43,618	26,250	17,368	2	35,000
Misc. Revenue	700	417	3,850	3,750	100		5,000
TOTAL RECEIPTS	233,348	236,187	2,701,579	2,653,368	48,211		2,908,800
WATER SUPPLY							
Share of Overhead Expenses	60,750	60,750	182,250	182,250	0		243,000
Audit/Legal/Training	211	1,000	2,453	9,000	6,547	6	15,000
Purification/Treatment	58,737	21,487	196,137	197,886	1,749		262,348
Transm/Distribution	3,856	7,250	44,959	65,250	20,291	4	87,000
Power & Pumping	5,563	4,000	36,107	36,000	(107)		48,000
Billing/Collections	3,084	250	4,016	2,250	(1,766)	5	3,000
Water Purchased	0	100	161	900	739		1,200
Misc. Expenses	565	1,333	9,148	12,000	2,852		16,000
TOTAL WATER SUPPLY	132,766	96,171	475,232	505,536	30,304		675,548
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	141,750	141,750	425,250	425,250	0		567,000
Audit/Legal/Training	0	1,833	1,890	16,500	14,610	6	28,860
Collection System	732	10,417	8,880	54,550	45,670	7	85,800
Lift Stations	509	1,583	22,182	14,250	(7,932)	8	19,000
Treatment/Disposal	317	5,788	34,989	56,888	21,899	9	74,250
Misc. Expenses	0	875	4,449	7,875	3,426		10,500
TOTAL SWGE COLLECTION & DISPOSAL	143,308	162,246	497,639	575,312	77,673		785,410
FISCAL SERVICES							
Interest on Long-Term Debt	110,536	110,314	187,817	187,595	(222)		269,063
Principal Repayment	140,205	140,205	164,205	164,205	0		416,705
Transfer to Reserve Accounts	0	0	0	0	0		188,298
Capital Fund	0	0	0	0	0		500,000
Prev. Yrs Deficits	0	0	73,776	73,776	0		73,776
TOTAL FISCAL SERVICES	250,741	250,519	425,798	425,576	(222)		1,447,842
TOTAL EXPENSES	526,816	508,936	1,398,669	1,506,424	107,755		2,908,800
NET INCOME (LOSS) FOR THE PERIOD	(293,467)	(272,748)	1,302,910	1,146,944	155,965		0

Town of Rothesay

Variance Report - Utility Operating
9 months ending September-30-15

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Connection Fees	64,420	45,500	18,920	New housing starts
2	Interest Earned	43,618	26,250	17,368	Interest on accounts receivable
Water Supply					
3	Audit/Legal/Training	2,453	9,000	6,547	Timing
4	Transmission / Distribution	44,959	65,250	20,291	Timing, water breaks
5	Billing/Collections	4,016	2,250	(1,766)	Postage for the year
Sewerage Collection & Disposal					
6	Audit/Legal/Training	1,890	16,500	14,610	Timing
7	Collection System	8,880	54,550	45,670	Flushing just starting
8	Lift Stations	22,182	14,250	(7,932)	Equipment replacement
9	Treatment/Disposal	34,989	56,888	21,899	Maintenance costs lower than expected

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Town of Rothesay

Capital Projects 2015

Utilities Fund

9 Months Ended 9/30/15

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax /Infrastructure	Grants	Operating	Borrow
Water								
12041730 CCME Characterization	0	1,213	-1,213					
12043130 Gondola Pt. Rd W-2015-001	310,000	314,158	-4,158					310,000
12043630 McGuire CentreExtension W-2015-003	110,000	29,722	80,278				110,000	
12043430 Well Development - Watershed W-2014-014	250,000	118,183	131,817	70,000			180,000	
12042730 Membrane Racks W-2013-24	210,000	154,872	55,128				210,000	
12043330 Water Treatment Plant Upgrade W-2014-013	500,000	443,593	56,407					500,000
12040030 Capital Projects Reversed	0	-4,636	4,636					
Total Water Capital	1,380,000	1,057,104	322,896	70,000	-		500,000	810,000
Sewer								
12031130 Wastewater Feasibility Study	0	42,570	-42,570					
12042330 Wastewater Treatment Design - S-2014-016	7,500,000	0	7,500,000	-		5,000,000		2,500,000
12049830 Unbudgeted Capital Items - Utilities	0	60,816	-60,816					
Total Sewer Capital	7,500,000	103,386	7,396,614	-	-	5,000,000	-	2,500,000
Total Utilities Capital	\$ 8,880,000	\$ 1,160,490	\$ 7,719,510	\$ 70,000	\$ -	\$ 5,000,000	\$ 500,000	\$ 3,310,000

Town of Rothesay

Capital Projects 2015

Utilities Fund

10 Months Ended 10/31/15

DRAFT

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax /Infrastructure	Grants	Operating	Borrow
Water								
12041730 CCME Characterization	0	1,213	-1,213					
12043130 Gondola Pt. Rd W-2015-001	310,000	314,158	-4,158					310,000
12043630 McGuire CentreExtension W-2015-003	110,000	29,722	80,278				110,000	
12043430 Well Development - Watershed W-2014-014	250,000	118,183	131,817	70,000			180,000	
12042730 Membrane Racks W-2013-24	210,000	154,872	55,128				210,000	
12043330 Water Treatment Plant Upgrade W-2014-013	500,000	443,593	56,407					500,000
12040030 Capital Projects Reversed	0	-4,636	4,636					
Total Water Capital	1,380,000	1,057,104	322,896	70,000	-		500,000	810,000
Sewer								
12031130 Wastewater Feasibility Study	0	42,570	-42,570					
12042330 Wastewater Treatment Design - S-2014-016	7,500,000	0	7,500,000			5,000,000		2,500,000
12043030 Water System Supply Development	0	3,279	-3,279					
12049830 Unbudgeted Capital Items - Utilities	0	60,816	-60,816					
Total Sewer Capital	7,500,000	106,664	7,393,336	-	-	5,000,000	-	2,500,000
Total Utilities Capital	\$ 8,880,000	\$ 1,163,768	\$ 7,716,232	\$ 70,000	\$ -	\$ 5,000,000	\$ 500,000	\$ 3,310,000

TOWN OF ROTHESAY

FINANCE COMMITTEE

October 28, 2015

In attendance:

Councillor Blair MacDonald, Chair

Mayor Bill Bishop

Deputy Mayor Nancy Grant

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 1:04. The agenda was accepted as presented. The minutes of September 22, 2015 were edited as follows: Under Internal Controls Review, the first two lines were deleted and the following added:

Chairman MacDonald stated that Council has a responsibility to ensure the adequacy of the Town's internal controls. To fulfill this responsibility he feels an independent review should be carried out on the internal controls currently in place and pointed out that the mandate of the external audit is not to carry out such a review.

The minutes were accepted as edited.

September Financial Statements

Treasurer MacDonald explained the Deferred Library amount. There was a brief discussion on renting of space in the Town hall. The recycling amount includes the full cost of the bins, but no collection charges as yet. There is still consulting work to be done on the town hall generator, but it should be installed this winter. The statements were accepted as presented. (NG/BB)

Insurance Coverage

Treasurer MacDonald met with our carrier, and instructed him to obtain quotes from other sources. He confirmed we have coverage of \$25m general liability.

Internal Control Review

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

HST Review

The sample agreement included shows a settlement amount of 35%. Treasurer MacDonald said this was high and should be negotiated to a lower percentage. The review should also not include items we are aware of. It was agreed Treasurer MacDonald should negotiate this and bring forward to Council for agreement.

Donations

There was a brief discussion on the donations listed and it was agreed to include these in our budget review for Council.

Budget Summary & Assumption Discussion

Treasurer MacDonald reviewed the meeting they had with the Assessor's office and the potential results. He stressed that this is an introductory document, meant for discussion purposes. He has not reviewed it with department heads, nor have they reviewed them with their committees. He reviewed the options: reducing Capital Through Operating/borrowing more, do less capital work, increasing the tax rate, or cutting operating costs. Debt costs are increasing on both General and Utilities. There was an extended discussion on this. The possible infrastructure program was discussion, whether it will be under the Gas Tax Fund or Build Canada or something different. It was agreed departments should aim at 3% maximum increase over the "normalized" outlook for 2015.

Next Meeting

The next meeting is set for Nov. 17th, 9:00 a.m. in the Sayre Room. The meeting adjourned at 3:09p.m.



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ROTHESAY
PARKS & RECREATION COMMITTEE
MEETING MINUTES
Tuesday, October 20th, 2015



DRAFT

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

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

ABSENT: Susan Harley
Jon LeHeup

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

1. APPROVAL OF MINUTES

MOVED by Counc. McGuire and seconded by Tracy Langley to approve the minutes of the September 22nd, 2015 meeting.

CARRIED.

2. APPROVAL OF AGENDA

MOVED by Counc. McGuire and seconded by Chip Smith to approve the agenda as circulated with the change of moving **6.1 Pickleball Recreational League** to **Delegations 3.2.**

CARRIED.

3. DELEGATIONS

3.1 K-Park docks

email from Jeff Clark Sept 14th

Residents Jeff Clark and Dick Daigle gave a brief presentation to the Committee. The current docks were purchased by the ratepayers and over the years volunteers have been putting the docks in and out. It has been the same residents volunteering their time and they would now like the town to take this over. They noted that the docks are a shared asset with the town and are not solely used by K-Park residents. Issues around the area are: lane uneven (requires grading), trees overgrown, boat ramp is cracked, parking and vehicle turn around, and there is a drainage issue. They are requesting the following:

- ▶ Add angle iron to both dock footings to fasten dock
- ▶ Add dock piles to improve stability
- ▶ Repairs to the black dock as well as the newer metal one
- ▶ Mow grass on a regular basis

Although it is a community asset the K-Park ratepayers have asked for this same request in the past and residents did not want people outside of the park to use it. If the town does take this on there will be signs and it will be advertised as a Rothesay Boat Dock. It was suggested that they poll the neighbours to let them know that this area could potentially be open to the public. The committee will look at the 2016 budget and check on the associated costs.

3.2 Pickleball Recreational League

email from Counc. Wells

Representatives of the Port City Pickleball Club, Beth Whalen and Pinnie Oulton, gave a brief presentation to the committee. Pickleball is a fast growing sport with 2.6 million playing worldwide. The requirements are a paddle and plastic ball. The club, located on the west side, has approximately 60 members. They are asking for support from the town in the purchase of 8 rackets, use of an indoor facility or sheltered outdoor area, net (\$225 x 2), balls (\$30) and lines painted on outdoor tennis courts. It was suggested that the club have someone work with the town to move the sport forward. Wells Tennis Courts were suggested as they are in an area protected from the wind; lines could be painted or taped on the ends and would not interfere with the tennis court lines. Staff would need to be on hand to hand out equipment, this could happen in the daytime as staff are there working with the playground program. A brief discussion followed.

4. REPORTS

4.1 Rothesay Arena 2016 Budget

Director Jensen noted that this budget is much the same as last years. The new Zamboni was up and running last week.

4.2 Park, Playgrounds, & Fields 2016 Budget

Director Jensen noted that Trail Maintenance was up with the washouts on the Hillside Trail and costs for the new trail at Wells. Safety training was also up to meet Provincial standards. A new mower for the slopes at the retention pond and Arthur Miller Field as well as the Parks own snow plow were also added. Question was asked as to where the request from the K-Park residents would go. Director Jensen will check with Director of Operations McLean as to the drainage and grading issues and to source out prices for the next meeting.

4.3 Recreation Department 2016 Budget

It was noted that the town was not making a profit at the McGuire Centre and wondered if the rates should be increased. Director Jensen mentioned that once the renovations were completed the price would go up. Director Jensen will do a cost analysis and report back to the committee.

4.4 2016 Operating Budget Increases and Capital Projects

Capital Projects include:

- ▶ McGuire Phase 3
- ▶ Security cameras at Wells, McGuire Centre, Arena and Arthur Miller Fields
- ▶ Arena lobby roof replacement
- ▶ Paving the front entrance to the Wells field (traffic will be on the rise with the new trail, ball field and dog park)
- ▶ Town Hall interior work, lobby area

Director Jensen mentioned that Peter Allaby do another study on bike lanes within Rothesay, possibly having bike lane signs only and not lanes in some areas. When roads are redone bike lanes can be added at that time. Two other items tagged are repairs to the Bill McGuire Centre parking lot and what would be the best course of action to connect the trails at the highway with lights suggested as being the least expensive. A brief discussion followed. It was discussed to add to the budget the house for sale near the Hillside Trail, buy the house and remove it for added parking. The area needs to be enhanced with a paved area. Also discussed was the possibility of grooming the trail for Cross Country Skiing.

5. UNFINISHED BUSINESS

5.1 Rothesay Common Update

Director Jensen informed the committee there was a meeting last week, the pad is in the building, chiller will be installed soon and will be turned on mid-November, and sod has been laid around the playground. The schedule remains for completion the end of November with an opening event in early December.

5.2 Wells Park Project

Director Jensen informed the committee that the project is moving along with the main bridge in but the boardwalk will not be paved until Spring. There is some work remaining in the dog park and the Ball Field will be ready for the Fall of 2016.

5.3 Multi-Purpose Facility

Counc. Wells noted that a meeting is scheduled for November 7th with the Minister responsible for the RDC.

5.4 Arthur Miller Field House Update

Director Jensen along with DO McLean have received some quotes which are over budget, possibly delaying the project until next year.

6. NEW BUSINESS

6.1 Pickeball Recreation League

email from Counc. Wells

Moved to Delegations 3.2

7. DATE OF NEXT MEETING

November 24th, 2015



8. ADJOURNMENT OF MEETING

MOVED by Counc. McGuire that the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:50 p.m.

Chairperson

Recording Secretary



DRAFT

PUBLIC WORKS and INFRASTRUCTURE COMMITTEE MEETING

October 21, 2015

Rothsay Town Hall – Sayre Room

8:30 a.m.

PRESENT: COUNC. MATT ALEXANDER, CHAIRPERSON
COUNC. PETER LEWIS
SCOTT SMITH
RYAN SCOVILLE

TOWN MANAGER – JOHN JARVIE
DIRECTOR OF OPERATIONS – BRETT McLEAN
RECORDING SECRETARY – LIZ POMEROY

ABSENT: RAHA MOSCA, VICE CHAIR

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

1. APPROVAL OF AGENDA:

Chairperson Alexander requested section 7 be moved ahead of section 5 on the agenda.

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

CARRIED.

2. APPROVAL OF MINUTES:

MOVED by S. Smith and seconded by Counc. Lewis to approve the Minutes of September 23, 2015 as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

N/A

(Section 7 moved ahead of Section 5)

7. CORRESPONDENCE FOR ACTION:

7.1 1 October 2015 Letter from resident RE: Basement flood on Gondola Point Road
Counc. Alexander explained the letter and noted there is an old pipe under the house that has not been disconnected. A suggestion to seal off the pipe during the work with Almon and Peters Lane was discussed. DO McLean advised an investigation via camera was attempted but unsuccessful as the old infrastructure would not allow it. DO McLean stated he will meet with the resident to see what can be done. The Committee agreed the issue will be discussed again at the next meeting.

7.2 1 October 2015 Letter from resident RE: Flood on Robinson Street
1 October 2015 Letter from resident RE: Flood on Robinson Street

Counc. Alexander explained letters were received from a resident and father of the resident reporting flooding in a basement on Robinson Street after the heavy rainstorm of September 30, 2015. The residents believe the development work done on Marr Road in 2012 has caused an excessive amount of water to be directed into the stream on the resident's

property. There was a discussion on the work done on Marr Road. The development plan was reviewed and approved (with changes) by DO McLean. DO McLean advised installing bigger pipes in the system would be very costly. There is concern about downstream capacity. DO McLean stated he is in conversation with the resident's father and is looking into the size of the existing pipes on Robinson.

A suggestion was made for an information campaign to be created to educate homeowners on flooding prevention methods. Recommendations included; backflow preventers, maintenance of properties, and assistance with clearing catch basins of blockages if near properties. Town Manager Jarvie suggested residents report when they experience a flood to create a database to determine patterns. He added the blockage on Campbell Drive which prevented water from reaching the Oakville Acres retention pond was an isolated incident. The blockage has since been cleared and solutions are being discussed. DO McLean advised the Committee crews were out working until the early hours in the morning and into the following week.

- 7.3 14 October 2015 Memorandum from Town Clerk Banks RE: Council Motion A/P Lane
4 October 2015 Letter from residents RE: Almon Lane and Peters Lane Project

DO McLean reported there will be another meeting with the residents to discuss a revised design. If the residents cannot be satisfied Council has moved to delay the project indefinitely.

- 7.4 14 October 2015 DO McLean Report WIB – Monaco
7 October 2015 Letter from resident RE: Flood and Sewer back-up on Monaco Drive

DO McLean suggested a letter be sent to the residents explaining the difference between stormwater flooding and sanitary sewer back-up, detailing the true mechanism of their basement flooding event on September 30 and recommending the installation of a backflow prevention device on their sanitary sewer lateral. The Committee agreed.

- 7.5 7 October 2015 Letter from resident RE: Maiden Lane and Goldie Court Flooding
DO McLean reported he had not been able to investigate the issue thoroughly. Counc. Lewis advised he spoke to a resident on Goldie Court who stated it seemed as if there was a blockage in the drainage system. There was a discussion on the previous work in the area. DO McLean advised there was no storm work done during the 2013 reconstruction project. It was noted there is a lot of tree canopy and leaves could block the catch basins. Town Manager Jarvie stated there were reports of water coming in basements only to drain shortly after. Town Manager Jarvie added this could have been caused by the heavy rains and storm surge. DO McLean will investigate further into the matter and report back to the Committee.

Counc. Alexander left the meeting at 9:15 a.m.

5. UNFINISHED BUSINESS:

- 5.1 Update on Capital Projects.

DO McLean reported things are winding down and he will be meeting tomorrow with the asphalt contractor. Domville Lane has not been paved yet. He noted there are a few things that must be finished up. He added the Wells trail is moving along nicely, work is currently being done on the boardwalk. DO McLean advised paving of the trail is being held off until spring to allow the trail base to settle. Oakville Acres has been completed and with the project under budget DO McLean suggested the Committee recommend to Council in November to put walking paths in.

- 5.2 Update on RA-5 crosswalks.

DO McLean stated there are few suppliers in Canada and the Town's supplier does not create inventory, the poles are made when the purchase order is received. There was a brief discussion of canceling the contract. DO McLean all other materials have been received. Town Manager Jarvie added there was a similar situation with the installation in front of the fire station. Counc. Lewis inquired if any preparations for the installation can be done in the meantime. DO McLean advised the electronic equipment has been received and the bases could be installed now. A brief discussion on the planned crosswalk on River Road followed. DO McLean stated he will speak with the owner and the tenant occupying the house near the

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

5.3 Update on solid waste

➤ Tonnage report

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

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

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

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

5.5 Update on intersection at Lyman Drive & Donlyn Drive.

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

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

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

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

5.8 Update on the intersection of Jones/Vincent Road

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

DO McLean directed the Committees attention to the proposed solution which involves re-aligning the intersections of Jones/Milne/Vincent. He added it is a costly solution which would require two property acquisitions however, with the amount of accidents and potential for accidents, realignment is the best course of action. The Committee discussed the following other options; increased signage in the area; increased visibility through opening the right hand turn; creation of speed bumps or a rumble strip; and putting in traffic lights at the intersection. DO McLean responded with the following comments; with increased signage the distance between signs would be too short; there is too much of a grade and removing the trees would not provide great visibility; as with signage the distance is too short to put speed bumps in, and there are noise concerns with rumble strips; traffic lights may be a viable option if accompanied with a "no right turn on red light" sign. Town Manager Jarvie stated the amount of traffic on Gondola Point Road is not likely to change. Counc. Lewis suggested an initial action of placing a counter to record the amount of traffic during peak hours. DO McLean added the counter will provide the number of cars as well as their speed. The Committee agreed a counter will be placed at the intersection and the findings will be discussed at the next Public Works Committee meeting.

6. NEW BUSINESS:

6.1 Discussion on flooding events occurring September 30, 2015
(see item 7.2)

6.2 Capital Projects 2016

Town Manager Jarvie advised a draft budget will be created in November. There was a brief discussion regarding the Almon and Peters Lane, the issue will be discussed in the next Committee meeting. Town Manager Jarvie explained the designated roads project in which the province requested a five year plan from the Town. There will be a new approach including 25 million annually for three years. Municipality contributions will be 25%. Town Manager Jarvie will resubmit the proposal with suggestions to include coverage for curbside and gutter work.

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

The next meeting will be November 18, 2015

10. ADJOURNMENT

MOVED by Counc. Lewis and seconded by R. Scoville to adjourn the meeting.

CARRIED.

The meeting adjourned at 10:30 a.m.

Chairperson

Recording Secretary



DRAFT

Utilities Committee Meeting
October 21, 2015
Rothesay Town Hall – Sayre Room
5:30 p.m.

PRESENT: COUNC. MATT ALEXANDER, CHAIRPERSON
DR. BRIAN CRAIG
BLAINE JUSTASON
PAUL BOUDREAU

DIRECTOR OF OPERATIONS – BRETT McLEAN
TOWN MANAGER – JOHN JARVIE
RECORDING SECRETARY – LIZ POMEROY

ABSENT: STEPHEN WAYCOTT

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

1. APPROVAL OF AGENDA

MOVED by B. Craig and seconded by P. Boudreau the agenda be approved as circulated.

2. APPROVAL OF MINUTES:

MOVED by P. Boudreau and seconded by B. Justason to approve the minutes of September 23, 2015 as circulated.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATION:

N/A

5. UNFINISHED BUSINESS:

5.1 Update on water exploration.

DO McLean reported good news from Carpenters Pond. The Department of Environment (Watershed and Wetland Sector) have approved the Town's request to drill more wells in the Carpenter's pond well field and potentially increase the daily water withdrawal limit. DO McLean stated he is in discussion with the province for a Watercourse and Wetland Alteration Application and that the watershed staff have agreed to expedite this process. No wells have been drilled at this point in time. DO McLean added he hopes the drilling process can begin in the next month.

5.2 Update on Wells Park.

DO McLean reported Wells Park is almost complete. At the October 20, 2015 Parks and Recreation Committee meeting potential ski trail routes were mapped. There is concern

regarding additional trails triggering a need or desire for washroom facilities in the area. The Committee agreed to keep the item on the agenda for progress updates.

5.3 Update on Water By-Law.

DO McLean reported a meeting has not been scheduled with the apartment building owners at this point in time.

5.4 Update on operational issues at Hillside Storage Tank.

DO McLean advised the parts have not arrived to repair the damaged mixing system and he is in contact with the supplier. The supplier suggested with the extreme cold weather during the winter, significant draw down in the tank could have caused the ice layer to fall and cause damage to the piping. Once the tank is drained, the new piping will be lowered to ensure sufficient distance from the normal top of the water level. B. Craig suggested heating the tank. DO McLean advised heating the tank would encourage bacteria to grow. He added the repair work will take approximately a week. The McLaughlin tank is fully operational in the meantime.

5.5 Update on Capital Program.

DO McLean reported everything is tidied up with the exception of James Renforth Drive. Problems occurred when some contaminated soils were discovered. DO McLean noted the following work is in progress; asphalt, water connection to the building; and decorative work. A timeline has been scheduled for a week to ten days for clean-up and then a week for restoration. There was a brief discussion regarding a residential water connection issue relating to property boundaries.

5.6 Update on sewer back-up on Wiljac Street

➤ 14 October 2015 DO McLean Report on Sewer back-up on Wiljac Street Counc. Alexander stated the report should be redacted. DO McLean gave a brief background of the report. It was concluded that all four sewer back-ups were caused by the same root mass along the lateral, which the resident refused to remove. Impartial professionals reported the root mass was on the resident's lateral between 6 and 10 feet away which was confirmed through video footage provided by the resident. Both the 2002 and 2015 sewer by-law adopted by Council state a clause whereby responsibility for the sanitary sewer lateral from the residence to the point of connection with the mainline sewer lies with the homeowner. DO McLean reported the Town did extend a service connection from the larger sewer main on Wiljac Street to the property line in 2015 which provided a clear and unobstructed location for the property owner to connect a new lateral. The Town incurred a cost of \$7,000 to install the service "drop" to the property. The resident has requested compensation for the sewer lateral flushing during the back-up events. It was recommended the homeowner be advised in writing as per clause 4.1.5 of the By-Law and 1-15, their request for compensation has been denied.

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

CARRIED.

5.7 Update on connection rate for Rothesay Road resident

The resident contacted the Town to inquire about the residential connection fee and stated he would come in to pay.

6. NEW BUSINESS:

6.1 Discussion on sanitary sewer back-ups occurring September 30, 2015

Counc. Alexander reported this was discussed in the Public Works and Infrastructure Committee meeting earlier in the day. He summarized; intense rain storms will increase in strength and frequency; climate change is currently happening; and an information campaign should be put into effect to help citizens prevent back-ups and other issues occurring during storms. Initial suggestions to include in the information campaign followed; installation of backflow preventers; cleaning or reporting of blockages in catch basins if near personal property; and other property maintenance tips to prevent potential problems. There was a lengthy discussion on the areas where flooding was reported after the September 30th storm. Town Manager Jarvie noted not all individuals contact the Town when problems occur, some call local businesses or other organizations to fix the issues. He suggested requesting individuals report the problems in order to create a map to identify patterns. A brief discussion ensued.

P. Boudreau inquired about the level of water in the Oakville Acres detention pond during the storm. DO McLean advised the levels were slightly below capacity. The pond was designed to the volume of approximately the 1/75 year storm, whereas September 30th has been classified as a 1/50 year storm.

6.2 Capital Projects 2016

DO McLean reported a draft budget will be prepared for the next Committee meeting. There was a brief discussion on projects in the works for next year. DO McLean gave a brief background on the Almon and Peters Lane project and advised the water main there is only four inches in diameter and made of cast iron which can contribute to contamination in other areas. It is also determined a four inch pipe does not allow for adequate fire flow. Counc. Alexander described his meeting with the residents to discuss viable options. Council agreed another meeting will be held and if there is no resolution the project will be delayed indefinitely. DO McLean reported a design has been tailored with the interests of both parties in mind and will be discussed with the residents.

7. CORRESPONDENCE FOR ACTION:

N/A

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

The next meeting will be November 18, 2015.

10. ADJOURNMENT

MOVED by P. Boudreau and seconded by B. Craig to adjourn the meeting.

The meeting adjourned at 6:30 p.m.

Chairperson

Recording Secretary



DRAFT

Heritage Preservation Review Board

Wednesday, October 21st, 2015 Rothesay
Town Hall – Common Room 7:00 p.m.

PRESENT: COUNC. MIRIAM WELLS
JIM BAIRD, VICE CHAIR
RANDOLPH GIFFIN
J.P. FOISY
GREG MURDOCK
LORRAINE FORBES
HOWARD PEARN

DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES – BRIAN WHITE
RECORDING SECRETARY – LIZ POMEROY

ABSENT: MICHAEL WENNBERG, CHAIRPERSON

Vice Chairperson Baird called the meeting to order at 7 p.m.

1. APPROVAL OF AGENDA:

MOVED by Counc. Wells and seconded by G. Murdock approve the agenda as circulated with the following additions:

- 1.1 *Appointment of Liz Pomeroy as Recording Secretary*
- 5.1 *St. Paul's Anglican Church*

CARRIED.

1.1 Appointment of Liz Pomeroy as Recording Secretary

MOVED by Counc. Wells and seconded by J.P. Foisy to appoint Liz Pomeroy as Recording Secretary.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of July 29, 2015

MOVED by Counc. Wells and seconded by H. Pearn the Minutes of July 29, 2015 be adopted as circulated.

CARRIED.

3. REPORTS: None

4. NEW BUSINESS:

- 4.1 Heritage Permit – 2 Hampton Road PID # 00255992

DPDS White welcomed David Forgie to the meeting. DPDS White explained on Wednesday, June 17th, 2015 the Heritage Preservation Review Board issued a Heritage Permit for expansion to an

existing two story commercial building located at 2 Hampton Road PID#00255992 in general conformance with Plans SP1, S1, A1-A5 in their entirety dated June 17th, 2015 along with the following conditions:

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

He noted the applicant Dr. David Forgie, requested that the Board review the siding colour, materials, roof shingles, and decorative soffit brackets.

DPDS White displayed current photos of the construction site as well as photos from work during the summer months. He directed the Committee's attention to the materials present including brackets from the original building to use as templates. H. Pearn inquired if the materials on the existing building were to be replaced. Dr. Forgie advised the materials used for the new building will also be used to replace the materials on the existing building. A brief discussion on the materials followed. Vice Chair Baird asked Dr. Forgie if he had anything to add. Dr. Forgie stated he preferred the darker slate to the smoke blue but would leave the decision to the Committee. L. Forbes advised darker colours can make a building look smaller but more substantial. J.P. Foisy inquired about other colours of buildings in the Heritage district. DPDS White noted there are no colours in the area that match the materials present. A brief discussion of the Heritage district with respect to colours followed noting; distance between other heritage buildings; and examples were provided including the Crosby building. Vice Chair Baird addressed the variety of opinions within the Committee. G. Murdock moved to approve staff's recommendation.

MOVED by G. Murdock and seconded by H. Pearn the Heritage Preservation Review Board amend the existing Heritage Certificate for a rear addition to an existing two storey commercial building located at 2 Hampton Road PID #00255992 in conformance with the following conditions:

- a) The building be clad in evolution series, 1x6 shiplap Fraser Wood Siding smoke blue in colour with contrasting white window trim, corner boards, and doors
- b) The decorative wooden soffit brackets shall be painted white and match the general dimensions, appearance and configuration the original brackets;
- c) Black / dark grey 3 tab asphalt shingles covering the lower porch roof section as well as the main roof.

CARRIED.

5. OLD BUSINESS:

G. Murdock declared a conflict of interest with respect to item 5.1 and excused himself to present on behalf of St. Paul's Anglican Church.

5.1 St. Paul's Anglican Church 6 Church Avenue

DPDS White acknowledged the request for St. Paul's Anglican Church came in on Wednesday of last week. However, he was unable include it in the agenda as he was away from the office Thursday and Friday. Mr. Murdock thanked the Committee for the opportunity to present. He introduced a solution to prevent snow and rain from entering the church's basement which involves building a new basement entry/exit roof. Mr. Murdock distributed copies of the application to the Committee. Highlights included - wood trim painted white; new 3-1/2" x 3-1/2" wood posts trimmed out to 5" x 5" painted white; reuse of the existing metal guardrail painted to match foundation; asphalt shingles to match existing; and swales for rainwater routing. The Committee commented on the following –gutters, walls, posts on existing foundation, water drip line, handrails and the existing light fixture. Mr. Murdock advised - no gutters or walls are needed; there will be a handrail; the posts will sit on the existing foundation wall; by digging down a bigger splash pad will be created for the water drip line; the existing light fixture will be kept; and a gravel strip will be put in front of the staircase. He noted his concern for time as winter is just around the corner.

MOVED by H. Pearn and seconded by L. Forbes to issue a Heritage Permit for the addition of a covering over the external exit stairwell as detailed in the A1 and A2 plans with materials mentioned for 6 Church Avenue (PID 30200406).

CARRIED.

6. CORRESPONDENCE FOR INFORMATION: None

7. DELEGATIONS: None

8. DATE OF NEXT MEETING:

The next meeting will be held November 18, 2015.

9. ADJOURNMENT

MOVED by Counc. Wells and seconded by H. Pearn to adjourn the meeting.

CARRIED.

The meeting adjourned at 7:35 p.m.

Chairperson

Recording Secretary



ROTHESAY
PLANNING ADVISORY COMMITTEE
MEETING MINUTES
Monday, November 2, 2015



DRAFT

PRESENT: BILL KEAN, CHAIRPERSON
LAURIE GALE, VICE CHAIRPERSON
COUNC. PETER LEWIS
COUNC. MIRIAM WELLS
COLIN BOYNE
EWEN CAMERON
TRACY LANGLEY
CRAIG PINHEY

TOWN MANAGER JOHN JARVIE
DIRECTOR PLANNING/DEVELOPMENT SERVICES (DPDS) BRIAN WHITE
TOWN CLERK MARY JANE BANKS
RECORDING SECRETARY LIZ POMEROY

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

1. APPROVAL OF AGENDA

MOVED by Counc. Wells and seconded by Counc. Lewis the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES

MOVED by Laurie Gale and seconded by Tracy Langley the minutes of 1 June 2015 be adopted as circulated.

CARRIED.

3. OLD BUSINESS

N/A

4. NEW BUSINESS

4.1 115 Campbell Drive - Temporary Use – Car Dealership Off-site Sales Event

DPDS White explained the application on behalf of Loch Lomond Mitsubishi is to operate a 4 day offsite car dealership sales event at 115 Campbell Drive (PID 30222145). He noted the property is zoned General Commercial and permits "motor vehicle sales" as a conditional use, however the applicant is not requesting a permanent car dealership. Mitsubishi's intention is to erect a tent 40 feet wide and 60 feet long and have a maximum of 50 cars on display. Advertising would consist of a banner, balloons and signage on individual cars, no additional signage is being requested. The target dates for the event are November 26th-28th. The tent would be set up the afternoon of the

26th and taken down on Sunday the 29th. DPDS White added the Superstore parking lot has ample parking to accommodate and the sales event is not expected to have any impact on available parking for the Superstore or Liquor Store.

MOVED by Counc. Wells and seconded by Tracy Langley to grant permission to Loch Lomond Mitsubishi to erect a 40 feet wide and 60 feet long tent and display no more than 50 cars as a car dealership for a four day sales event at 115 Campbell Drive (PID 30222145) as a temporary use.

CARRIED.

4.2 59 Gibbon Road - 1Lot Subdivision (Variance & Cash in Lieu)

Mr. Estey attended the meeting. DPDS White summarized the application noting the following: Mr. Estey intends to subdivide 59 Gibbon Road (PID 30313688); the property does meet the requirements for a lot but there are some variances; and the municipality must be granted cash or land in lieu.

DPDS White presented the following variances:

RIB Zone Lot Dimensions	LOT 15-2 New Vacant Lot	LOT 15-1 59 Gibbon Road
Minimum Lot Area: 1350 m ²	Proposed Lot Area 1287 m ² Variance of 4.6%	Proposed Lot Area 1687 m ²
Minimum Lot Frontage: 30 m	Frontage 25.99 m Variance of 13.36%	Frontage 30 m
Minimum Lot Depth: 45 m	Side yard lengths Greater than 54 m	Side yard lengths Greater than 54 m

All other aspects comply with the requirements. Chairperson Kean asked Mr. Estey if he had anything to add. Mr. Estey thanked DPDS White, the Committee and the Town for the cooperation and suggested Town staff make a site visit to view the property. The Committee questioned if the neighbours had any concerns and which way the property will front. Mr. Estey stated the neighbours had no concerns and the property will likely front on Gibbon Road but nothing has been finalized. There was a brief discussion on the layout of the property.

MOVED by Counc. Wells and seconded by Laurie Gale to grant variances for reduced frontage of 25.99 m and reduced lot area of 1287 m² for the proposed vacant LOT 15-2 to be subdivided from 59 Gibbon Road (PID 30313688).

CARRIED.

MOVED by Laurie Gale and seconded by Craig Pinhey to recommend that Council accept \$1,389.96 as cash in lieu of LPP for the proposed vacant LOT 15-2 to be subdivided from 59 Gibbon Road (PID 30313688).

CARRIED.

4.3 Vacant Land off Appleby Drive (16 Lot Subdivision Approval)

Andrew McKay and Joe Bent of A.E. McKay Builders Ltd. were in attendance. DPDS White reported Mr. McKay's application is to subdivide a portion of lands accessed off Appleby Drive to allow for 16 new single family home lots and a new public road connection to Higginson Avenue. DPDS White noted all the lots are quite large and meet all the requirements of the zoning by-law. Staff favor the proposal for connecting two large unconnected subdivisions and the connection is largely critical to staff's support of the proposal. DPDS White added staff have requested more information including: a traffic impact statement, details regarding how the subdivision will be serviced with water; assurance the easement will be extinguished in order to vest the public road; a proposal for Land for Public Purposes (LPP); polling notification; and reviews by the Police and Fire Departments. It was noted the information has been provided by Mr. McKay and is being processed.

MOVED by Counc. Lewis and seconded by Laurie Gale to table the application pending more information from the applicant.

CARRIED.

4.4 47 Clark Road (PID 30275234) – Micro-brewery Conditional Use / Similar or Compatible

Mr. Brodersen and Steve Russell were in attendance. DPDS presented the application. Mr. Russell's application is to operate a micro-brewery as a conditional use (licensed establishment) and as a similar or compatible use on 47 Clark Road identified as PID# 30275234. DPDS White noted the property is zoned Central Commercial (CC) which permits retail businesses by right and licensed establishments as a conditional use. The Committee was informed Mr. Russell's application is in a new building that is not yet constructed. DPDS White stated the following excerpts from the staff report:

- Mr. Russell's application to operate a micro-brewery manufacturing facility with onsite retail sales requires that the Committee consider the conditional use as a licensed establishment.

- Since the micro-brewing facility is not specifically listed in the zoning by-law as a permitted use Staff are recommending the Committee consider whether or not the use is sufficiently similar or compatible with other permitted uses in the CC zone.

- Brodersen Realty Ltd. Intends to make a separate application for the development of a fourth commercial building at 47 Clark Road.

- Regulatory requirements are such that Mr. Russell requires several licenses as follows: New Brunswick Liquor Manufacturing License, New Brunswick Brewer's Agency Store License (to sell for consumption off-site), and a New Brunswick Liquor Establishment License (special facility license for 25 persons or less for product tasting).

The Committee raised the following concerns: noise, smell, parking, venting and outside storage. Mr. Russell noted the brewing process is during business hours, twice a week for 2-3 hours so the noise and smell will be limited; the smell can be compared to that of a restaurant or bakery and is subject to personal appeal; venting will be out the side wall; the spent grains will be stored outside in sealed containers to prevent vermin access and picked up the next day by a local farmer to use as livestock feed or compost; and there is ample parking available. There was a brief discussion on approving a business for a building that has not been built yet.

MOVED by Counc. Wells and seconded by Laurie Gale to permit a micro-brewery with a special facility license not exceeding 25 persons as a conditional use at 47 Clark Road (PID 30275234).

Yea votes recorded from: Counc. Wells, Bill Kean, Laurie Gale, Colin Boyne, Ewen Cameron, Tracy Langley, and Craig Pinhey.

Nay vote recorded from: Counc. Lewis.

CARRIED.

MOVED by Counc. Wells and seconded by Tracy Langley to permit a micro-brewery as a similar or compatible use within the Central Commercial zone at 47 Clark Road (PID 30275234).

Yea votes recorded from: Counc. Wells, Bill Kean, Laurie Gale, Colin Boyne, Ewen Cameron, Tracy Langley, and Craig Pinhey.

Nay vote recorded from: Counc. Lewis.

CARRIED.

4.5 47 Clark Road (PID 30275234) Amending Agreement and Variance

Mr. Brodersen on behalf of his company Brodersen Realty requested a development permit for the construction of a 5000ft² commercial building on a lot containing 3 other existing commercial buildings. DPDS White noted the Committee at its regular meeting on Monday, October 7th, 2013 did grant a variance to Brodersen Realty Ltd. for the development of a fourth commercial building at 47 Clark Road. At the meeting the Committee recommended Council schedule a Public Hearing to consider an amending agreement with Brodersen Realty Ltd. for the development of a fourth commercial building and enhance landscaping. On November 12, 2013 the Public Hearing was held and Council expressed concerns regarding landscaping and subsequently tabled the

DRAFT

application requesting the applicant amend their proposal. On April 7th, 2014 Mr. Brodersen withdrew his application with the intention to resubmit.

DPDS White explained the process following the resubmission of the application. The Committee requested Mr. Brodersen expand on the changes made. Mr. Brodersen demonstrated the current and proposed work on the aerial image on screen. He noted a 6 foot hedge will be produced to provide a noise buffer; the walkway will be constructed once the other paving is underway; and ideally the groundwork is planned for the fall while construction will begin in the spring. There was a discussion regarding safety and efficient movement of traffic, parking, and consolidating the property.

MOVED by Counc. Wells and seconded by Laurie Gale to table granting a variance to Zoning By-law 2-10 permitting a fourth commercial building at 47 Clark Road (PID 30275234).

CARRIED.

MOVED by Counc. Wells and seconded by Tracy Langley to recommend that Council schedule a Public Hearing to consider an amending agreement with Brodersen Realty Ltd. for the development of a fourth commercial building at 47 Clark Road (PID 30275234).

CARRIED.

4.6 9 Carriage Way (PID 30228142) Home Occupation (Sales Office)

Mrs. Dou attended the meeting. DPDS White explained the application is for a home sales office. The following was noted: there will be a few sample parts in the office; polling has not been done; there will not be a lot of traffic; and the business is not intensive. Mrs. Dou explained neighbours are aware of the proposed business and no concerns have been raised. There will be no warehousing or distribution mostly outgoing sales calls and visits.

MOVED by Tracy Langley and seconded by Counc. Lewis to grant as a Conditional Use approval to operate a sales office from the residential dwelling located at 9 Carriage Way (PID 30228142) subject to Section 5.3 of By-law 2-10 Home Occupation Requirements.

CARRIED.

4.7 11 Marr Road (PID 00244608) Rebuild a Non-Conforming Dwelling

Verne Robichaud, Doreen Robichaud, and Jim Fillmore were in attendance. DPDS White stated the application is requesting permission to rebuild and enlarge a non-conforming dwelling on 11 Marr Road (PID 00244608). DPDS White added the Community Planning Act (Section 40 (2) b) states that if a non-conforming building is damaged to the extent of at least half of the whole building, the building shall not be repaired or restored or



used unless the advisory committee agrees. As Mr. Fillmore's proposal includes the demolition of more than 50% of the existing building the Committee's approval is required in order to rebuild. Mr. Fillmore produced a letter for the Committee stating approval of the construction from the Robichaud's neighbours. Mr. Fillmore added the aerial photo on screen was outdated and the yard had undergone a transformation including removal of multiple vehicles. There was a brief discussion on the other buildings on the property.

MOVED by Laurie Gale and seconded by Counc. Lewis to grant permission to remove the front portion of an existing non-conforming dwelling and rebuild and enlarge the residential dwelling on 11 Marr Road (PID 00244608).

CARRIED.

5. DATE OF NEXT MEETING

PAC Meeting Date	Application Deadline	Location
Dec. 7 th , 2015	Monday, Nov. 16 th	Common Room

6. ADJOURNMENT

MOVED by Laurie Gale and seconded by Tracy Langley to adjourn the meeting.

The meeting was adjourned at 6:40 p.m.

Chairperson

Recording Secretary



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Recording Secretary Planning Advisory Committee
DATE	:	4 November 2015
RE	:	59 Gibbon Road subdivision

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

MOVED and seconded to recommend that Council accept \$1,389.96 as cash in lieu of LPP for the proposed vacant LOT 15-2 to be subdivided from 59 Gibbon Road (PID 30313688).

CARRIED.

RECOMMENDATION:

Council accept \$1,389.96 as cash in lieu of land for public purposes for the proposed vacant LOT 15-2 to be subdivided from 59 Gibbon Road (PID 30313688).



To: Chair and Members of the Rothesay Planning Advisory Committee

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

Date: Friday, September 25, 2015

Subject: 1 Lot Subdivision – 59 Gibbon Road (PID 30313688) Lot Variance and Cash in Lieu

Applicant:	Gerald R. Roberts, Surveyor	Property Owner:	James M. Estey; and Susan M Estey
Mailing Address:	Kierstead Quigley & Roberts Ltd. 16 Fulton Lane Saint John, NB E2H 2W4	Mailing Address:	59 Gibbon Road Rothesay, NB E2H 1R3
Property Location:	59 Gibbon Road	PID:	30313688
Plan Designation:	Low Density	Zone:	Single Family Residential – Standard Zone [R1B]
Application For:	Cash in Lieu of Land for Public Purposes		
Input from Other Sources:			

Origin:

An application to subdivide 59 Gibbon Road (PID 30313688) made by Gerry Roberts, on September 15, 2015 on behalf of the owner Mr. James Estey.

Background:

59 Gibbon Road is a 2,972.16 m² (31992 sq.ft) lot zoned Single Family Residential – Standard Zone [R1B]. (see Attachment A) The proposal to subdivide the property would create one new vacant corner lot (Lot 15-2) with access to both Gibbon Road and Bannister Road with the remaining land Lot 15-1 containing an existing single family dwelling, pool and accessory structures. (see below)



Staff reviewed the Tentative Plan Drawing (see Attachment A) submitted by Mr. Roberts and can confirm that the parent Lot 15-1 would meet the required setbacks, building height, lot coverage and all other relevant requirements for a single family dwelling in the R1B zone. However, Lot 15-2 will require a variance to the lot size and frontage and a variance to the flankage setback in order to construct a new dwelling.

Analysis:

Staff reviewed the lot minimum lot dimensions for both proposed lots against the R1B zone requirements and found that the new lot requires variances as follows:

R1B Zone Lot Dimensions	LOT 15-2 New Vacant Lot	LOT 15-1 59 Gibbon Road
Minimum Lot Area: 1350 m ²	Proposed Lot Area 1287 m ² Variance of 4.6%	Proposed Lot Area 1687 m ²
Minimum Lot Frontage: 30 m	Frontage 25.99 m Variance of 13.36%	Frontage 30 m
Minimum Lot Depth: 45 m	Side yard lengths Greater than 54 m	Side yard lengths Greater than 54 m

Staff have no objection to the proposed subdivision.

Land for Public Purposes

Section 42 (3) g of the Community Planning Act gives Council the discretionary authority to determine what amount of money would be accepted as Cash in Lieu of Land for Public Purposes. In lieu of land set aside under Section 5.1¹, Council would ordinarily require that 8% of the market value of the proposed new LOT 15-2 be provided to the Town. When the subdivision plan is submitted for approval Staff calculate the market value of the new Lot using \$13.50 per square meter as stated in Schedule C of the By-law 4-10.

If the applicant disagrees with the Town's calculation of the land's market value of \$17,374.50 for LOT 15-2 then they have the option of retaining, at their cost, a certified, independent appraiser to determine the true market value of the land.

The formula for calculating a cash-in-lieu payment is as follows:

Value of Land per square meter	Total Area of Proposed Lot 15-2	Estimated Value of New Lot (\$13.50 x 1287m ²)	8% of Estimated Value (\$17,374.50 x 8%)
\$13.50 / m ²	1660 m ²	\$17,374.50	\$1,389.96

The proposed cash in lieu of Land for Public Purposes is **\$1,389.96** for the proposed vacant LOT 15-2.

Polling

The proposed subdivision requires no variance exceeding 25%, no new public street, complies with all other By-law requirements and is therefore not subject to polling. The subdivision request is before PAC as a matter of administrative procedure only and for the purpose of assisting Council in compliance with Section 42 (3) g of the Community Planning Act that requires Council to determine and accept cash in lieu of LPP.

¹ Rothesay Subdivision By-law No. 4-10: Section 5.1 Land For Public Purposes - Amount of Land to be Provided to the Town
As a condition of approval of a subdivision plan, land in the amount of ten percent (10%) of the area of the subdivision, exclusive of the public streets, at such a location as assented to by Council pursuant to the Act, is to be set aside as "Land for Public Purposes" and so indicated on the plan.

Recommendation:

It is recommended THAT the Planning Advisory Committee:

- A. Grant variances for reduced frontage of 25.99 m and reduced lot area of 1287 m² for the proposed vacant LOT 15-2 to be subdivided from 59 Gibbon Road (PID 30313688).
- B. Recommend that Council accept \$1,389.96 as cash in lieu of LPP for the proposed vacant LOT 15-2 to be subdivided from 59 Gibbon Road (PID 30313688).

Attachments:

Attachment A	Site Location Map
Attachment B	Proposed Subdivision Plan 59 Gibbon Road - Tentative Plan Drawing

A handwritten signature in blue ink, appearing to read "B. White", with a large, stylized flourish extending from the end.

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

Date: Friday, September 25, 2015

59 Gibbon Road

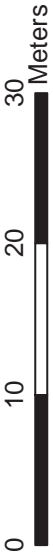


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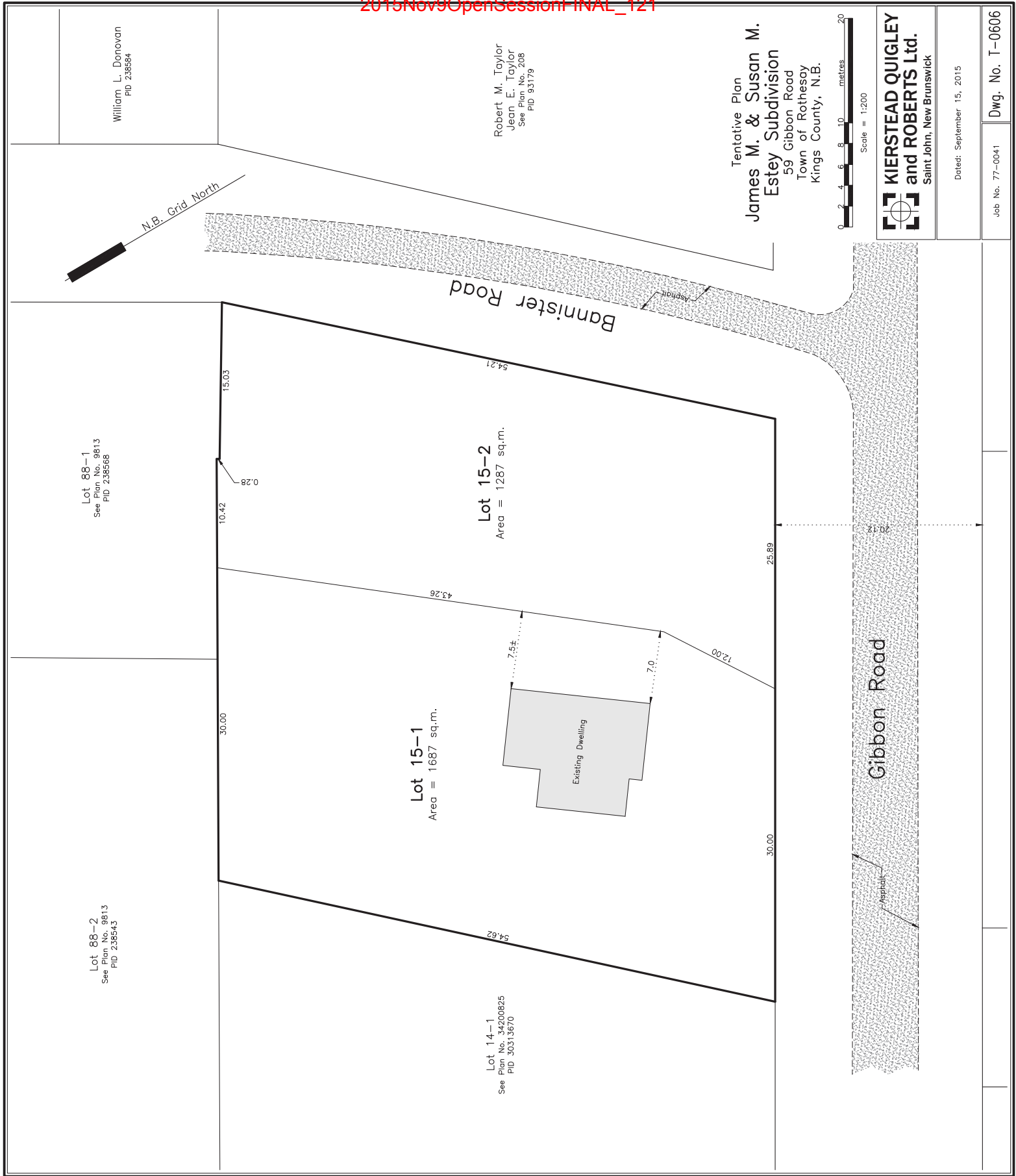
© 2015 State of New Jersey, Town of Rutherford



Author: GIS Services
Date: 9/25/2015
Time: 9:21:14 AM



* Note - This product is for informational purposes only and has not been prepared for, nor is suitable for, legal, engineering, or surveying purposes.





ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	4 November 2015
RE	:	47 Clark Road Public Hearing

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

MOVED ... and seconded ... to recommend that Council schedule a Public Hearing to consider an amending agreement with Brodersen Realty Ltd. for the development of a fourth commercial building at 47 Clark Road (PID 30275234).

CARRIED.

RECOMMENDATION:

Council schedule a Public Hearing, in accordance with the *Community Planning Act*, RSNB (1973) chapter C-12 and amendments thereto, for **Monday, December 14, 2015 at 7:00 p.m.**, to consider an amending agreement with Brodersen Realty Ltd. for the development of a fourth commercial building at 47 Clark Road (PID 30275234).



To: Chair and Members of Rothesay Planning Advisory Committee

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

Date: Tuesday, October 27, 2015

Subject: 47 Clark Road (PID 30275234) Amending Agreement and Variance

Applicant:	Philip Brodersen	Property Owner:	Brodersen Realty Ltd.
Mailing Address:	17 Crosswind Crescent, Rothesay, NB E2E 0P6	Mailing Address:	17 Crosswind Crescent, Rothesay, NB E2E 0P6
Property Location:	47 Clark Road	PID:	30275234
Plan Designation:	Central Commercial	Zone:	Central Commercial (CC)
Application For:	Variance (More than One Building on a Lot) – Amending of Development Agreement		
Input from Other Sources:	Director of Operations		

ORIGIN:

An application from Phil Brodersen, on behalf of his company Brodersen Realty requesting a development permit for the construction of an 4000ft² commercial building on a lot containing 3 other existing commercial buildings. (See Map 1)

BACKGROUND:

47 Clark Road is a 6966.66m² (1.7 acre) Central Commercial zoned property located near the intersection of Hampton Road and Clark Road. The Brodersen Realty proposal to construct a 4000ft² = 371.61m² (see Attachment A) would when combined with the other 3 existing buildings occupy 24.3% of the 1.72acre lot. The proposed building size, setbacks, and by-law requirements would comply with the Zoning By-law requirement with one exception in that “no more than one main building may be placed or erected on a lot”.¹

The property is also encumbered by two related Development Agreements that were entered into to allow for commercial development at 47 Clark Road. The Agreements (See Attachment B) are were registered in 2008 as document #25706699 and in 2010 as document #29006807.

The Planning Advisory Committee (PAC) at its regular meeting on Monday, October 7, 2013 did Grant a Variance to Brodersen Realty Ltd. for the development of a fourth commercial building at 47 Clark Road, identified as PID# 30275234. At that same meeting the PAC also recommended that Council schedule a Public Hearing to consider an amending agreement with Brodersen Realty Ltd. for the development of a fourth commercial building and enhanced landscaping. On November 12, 2013 Council held a Public Hearing regarding the proposal during which they expressed concerns regarding landscaping of the development and subsequently TABLED the application requesting that the applicant amend their proposal. On April 7, 2014 Mr. Brodersen withdrew his application noting that he intends to resubmit with plans that address Council’s concerns. Mr. Brodersen’s revised plan is attached as Attachment A.

VARIANCE:

Rothesay’s General Commercial zone includes a clause that allows for “the development of multiple buildings on one parcel of land may be permitted where it can be demonstrated that there is an adequate internal circulation system that provides for the safe and efficient movement of vehicles and pedestrians on the site.” Although the property is zoned Central Commercial there are several other instances along Hampton Road where multiple commercial buildings occupy one parcel of land. The applicant has not provided background materials or supporting studies to demonstrate that the site can provide adequate internal circulation for the safe and efficient movement of vehicles and pedestrians. Nevertheless,

¹ **Rothesay Zoning By-law No. 02-10;** Section 3. General Provisions; Part 3.1. Buildings Per Lot: In all zones, except as otherwise provided in this By-law, no more than one main building may be placed or erected on a lot, and no building or structure may be altered to become a second main building on a lot. This section does not apply to property registered under the provisions of the Condominium Property Act, R.S.N.B. 1973, c. C-16.

Staff have visited the site with the applicant and consulted with the Director of Operations. The result of the Staff review is that given the large size of the site and location of the proposed building at the rear of the site no circulation problems are anticipated. If problems do arise with site circulation it would be the applicants responsibility and liability to correct any deficiencies or issues.

Also important to note that should site traffic circulation issues arise the existing development agreement obligates the applicant to upgrade Alliance Drive to public road standards should the need arise. Should Alliance Drive be upgraded this would provide a second access point to the property that could alleviate potential circulation issues.

Amending Agreement

Notwithstanding, PAC's authority to grant a variance to the Zoning By-law the property in question is encumbered by two development agreements. These agreement represent a form of specific land use control and regulation that must also be satisfied and or amended prior to the issuance of a Development Permit. Should PAC decide to grant the requested variance the application would also require a Public Hearing in order to consider amending the Development Agreements.

Recommendation:

It is recommended THAT the Planning Advisory Committee:

- A. Grant a variance to Zoning By-law 2-10 permitting a fourth commercial building at 47 Clark Road (PID 30275234).
- B. Recommend that Council schedule a public hearing to consider an amending agreement with Brodersen Realty Ltd. for the development of a fourth commercial building at 47 Clark Road (PID 30275234).



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

Date: Tuesday, October 27, 2015

Attachments:

Map 1	Location of 47 Clark Road
Attachment A	Proposed Site Plan
Attachment B	Existing Development Agreements (Circa 2008 & 2010)

47 Clark Road

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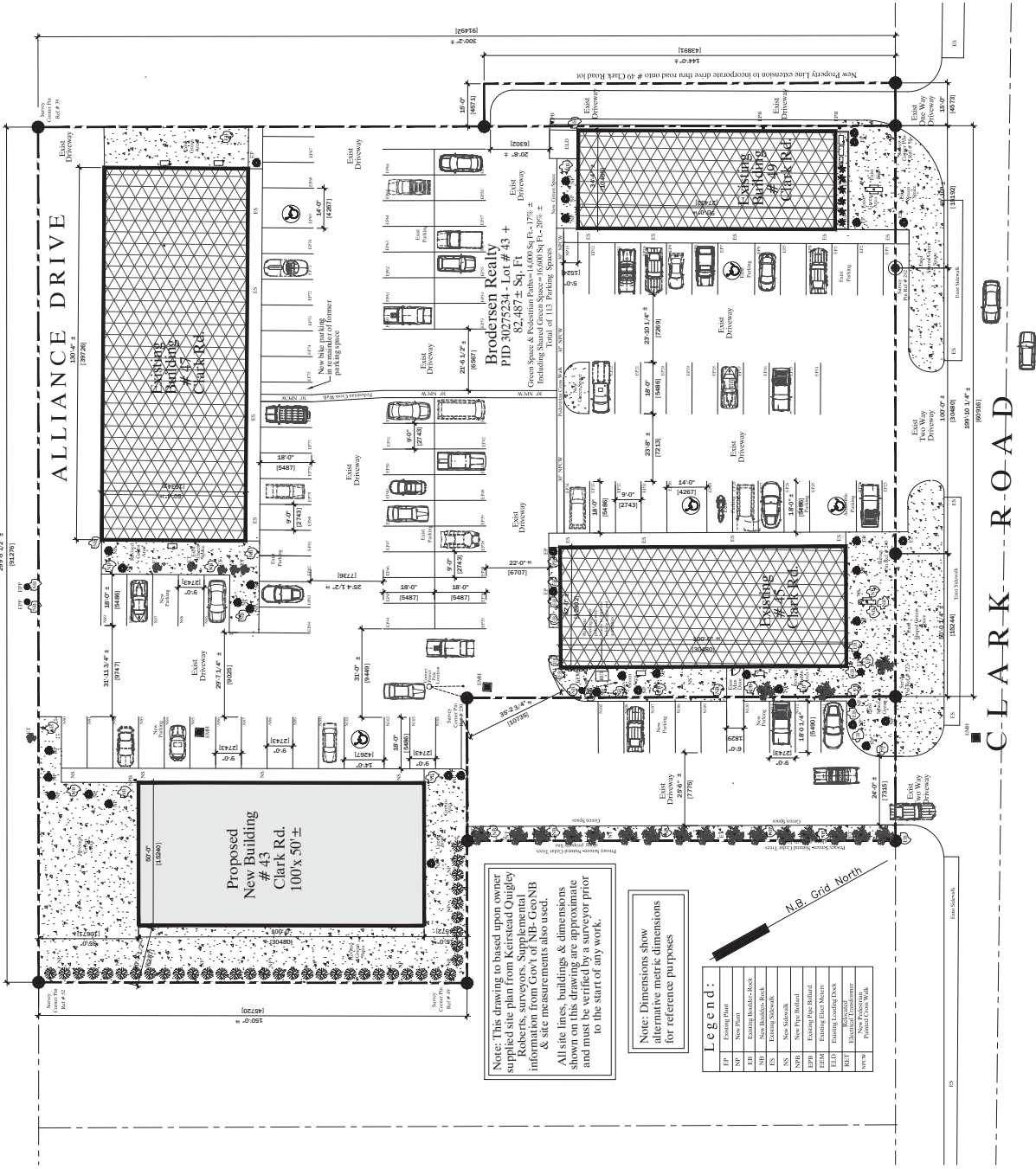
Author: GIS Services

Date: 10/27/2015

Time: 12:30:11 PM

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** Note - This product is for informational purposes only and has not been prepared for, nor is suitable for legal, engineering, or surveying purposes*



Rothsay

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DEVELOPMENT AGREEMENT (AMENDING)

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

Parcel Identifier
of Parcels Burdened
by Agreement:

PID 30244594, 242065, and 30130611

Owner of Land Parcel:

Brodersen Realty Ltd.

20 Partridge Road Rothsay, NB, E2H 2V2,

a duly incorporated company under the laws of
New Brunswick, having its head office in Rothsay,
in the County of Kings in the Province of New
Brunswick

Agreement with:

Rothsay

70 Hampton Road
Rothsay, N.B.
E2E 5L5

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

Purposes of Agreement:

Brodersen Realty Ltd. (hereinafter called the
"Developer") and Rothsay are desirous to enter
into an agreement with respect to the development
of the properties identified as PID #'s 30244594,
242065, and 30130611, generally situate at 47
Clark Road and herein after referred to as the lands
for commercial purposes;

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

Ownership

1. Upon the execution of this Agreement, the Developer shall provide the Town with a certificate of title from a lawyer authorized to practice law in New Brunswick certifying that the Developer is the owner in fee simple absolute to the lands.

Alliance Drive

2. The Developer will be responsible for the development and construction of Alliance Drive for the complete length of the subject property, or portions thereof, to Town standards as outlined in the Specifications for Developers including a cul-de-sac terminating the street at the request of Rothesay should the need arise. The road construction will be completed by the Developer within six months of notification by the Town.

Sanitary Sewer System

3. The Developer shall carry out, ensuring compliance with Town By-laws and Municipal Plan and subject to inspection and approval by Town representatives, and pay for the entire actual costs of the following:
 - (a) Engineering design, supply, installation, inspection and construction of all service lateral or laterals necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units. The Developer shall connect to the existing sanitary sewer system at a point on the Clark Road, the precise location of which shall be determined by the Town Engineer. Connection to the Town sewer system will be made by directional drilling unless otherwise approved by the Town Engineer.
 - (b) Providing and granting to the Town, its successors and assigns, unencumbered easements, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of the sanitary sewer inclusive of all pipes, laterals, fittings and precast concrete units crossing the Lands of the Developer.
 - (c) The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Town, with each such plan meeting the requirements as described in the Specifications for Developers (hereinafter referred to as the "Specifications for Developers").
 - (d) The Developer agrees that any wastewater, other than domestic sewage, must first pass through an oil/water separator (grease trap) prior to discharge into the Towns sewer system. The Town Engineer must approve the design of the oil/water separator (grease trap).
4. It is expressly agreed and understood that all connections to the Town sanitary sewer system shall be supervised by the Town Engineer or such other person as is designated by the Town and shall occur at the sole expense of the Developer.

5. In addition to and notwithstanding the payments committed elsewhere in this agreement the Developer agrees to pay the Town the sum of \$6,600 as connection fees and associated application fees, for connection to the Town sewer system for the development of two commercial buildings; each containing three units.

Water Supply

6. The Developer will be responsible for the development of water and storm services in accordance with Town standards as outlined in the Specifications for Developers within the Alliance Drive right of way for the complete length of the subject property.
7. The Developer shall carry out, ensuring compliance with the Town By-Laws and Municipal Plan and subject to inspection and approval by Town representatives, and pay for the entire actual costs of the following:
 - (a) Engineering design, supply, installation, inspection and construction of all service lateral or laterals necessary to connect to the existing Town water supply and be responsible for all pipes, laterals, fittings and precast concrete units. The service laterals shall be connected to the existing Town service laterals at a point on Alliance Drive, the precise location of which shall be determined by the Town Engineer.
 - (b) Providing and granting to the Town, its successors and assigns, unencumbered easements, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of the water supply system including the water service laterals.
 - (c) The Developer agrees to submit for approval by the Town, prior to commencing any work, any plans required by the Town, each plan to meet the requirements described in the Specifications for Developers.
8. The written certification of a Professional Engineer, licenced to practice in the Province of New Brunswick that the connection of service laterals and the connection to the existing town water supply has been satisfactorily completed and constructed in accordance with the Specifications for Developers is required prior to using the Lands for the specific proposal or prior to the occupation of any buildings or portions thereof to be constructed up the Lands pursuant to the specific proposal under this Agreement.
9. In addition to and notwithstanding the payments committed elsewhere in this agreement the Developer agrees to pay the Town the sum of \$10,200 connection fees and associated application fees for connection to the Town water system at the execution of this agreement for the development of two commercial buildings, each containing three units. The water supply shall be metered using a meter supplied by the Town and paid for by the Developer. The connection fee may be reviewed by the Town based on actual usage after 12 months from the date of connection to the municipal system and the connection fee amount adjusted accordingly.
10. The Town does not guarantee and nothing in this Agreement shall be deemed to be a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water. Further the Developer agrees to the following:

- (a) The water supply shall not be used to service any water-to-air heat pump or exchanger and that there shall be no inter-connection with domestic wells.
 - (b) The Developer agrees that a separate water meter shall be installed for each connection made to the Town Water System.
 - (c) The Developer agrees that the Town Council shall terminate the Developer's connection to the Town water system in the event that the Town finds that the Developer is drawing water for an unauthorized purpose or in the event that the Town deems it necessary in its absolute discretion.
11. It is expressly agreed and understood that all connections to the Town water mains shall be supervised by the Town Engineer or such other person as is designated by the Town and shall occur at the sole expense of the Developer.

Storm Water Control System

12. The Developer shall carry out, ensuring compliance with Town By-laws and Municipal Plan and subject to inspection and approval by Town representatives, and pay for the entire actual costs of the following:
- (a) Construction of a storm water control system including pipes, fittings, precast sections for manholes and catch basins within the right of way of Alliance Drive and on the subject lands. The Developer further agrees to submit to the Town Engineer detailed engineering plans (meeting the requirements as described in the Town Specifications for Developers) for a storm water control system which collects and controls storm water generated on the Lands and controls its disposal from the Lands.
 - (b) Providing and granting to the Town, its successors and assigns, unencumbered easements, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of the storm water control system.
 - (c) The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water control system, such plans required by the Town, each plan meeting the requirements as described in the Specifications for Developers.
 - (d) The written certification of the Town Engineer or such other person as designated by the Town that the construction of the said storm water control system has been satisfactorily been completed and constructed in accordance with the Specifications for Developers is required prior to using the Lands for the specific proposal or prior to the occupation of any buildings or portions thereof to be constructed upon the Lands pursuant to the specific proposal under this Agreement.
13. The Town agrees to recover a portion of the cost of development of the water and storm water systems in the Alliance Drive right of way and the development of Alliance Drive, if deemed necessary, from any future development along Alliance Drive based on a per linear meter basis and provide the appropriate reimbursement to the Developer.

Development of Site

14. The Developer shall create, install, construct and maintain landscaping and buffer areas (the "landscaping"), buildings, access and exit

driveways, parking areas, internal vehicle routes, loading/unloading areas, and fences, in accordance with the specifications on the site plan attached hereto as Schedule "A" (the "site plan"). Finish materials and detailing of the new buildings shall be consistent with the development at 51-53 Clark Road. The Developer shall maintain, at its own expense, the lands, buildings or structures shown on the site plan in a condition appropriate to the area in which it is located, such determination to be made in accordance with standards prescribed by the Council of the Town.

15. The Developer agrees to prepare at his expense and submit for approval by the Town prior to commencing any work on the landscaping, a detailed landscaping plan prepared by a qualified professional. The landscape plan must include a perimeter buffer a minimum of 3 metres in depth and be maintained in turf or other landscape material such as trees, planting beds, hedges of all property lines abutting the public street and residentially zoned lands and include street trees along Clark Road. The Developer agrees that a two metre high solid fence or a two metre high hedge will be provided between PID 00242040 and PID 30130611 and 30244594.

Local Improvements

16. The Developer agrees that a vegetative buffer of no less than 3m will be planted with grass and a mix of trees and shrubs, will be maintained along property lines abutting properties zoned residential. Further, the Developer agrees that any slopes will be stabilized with vegetation and maintained in a manner similar to the vegetative buffer. If the Town deems it necessary, additional trees may be required to be planted in the buffer. The location, size and type are to be determined by the Town or its representatives. The existing vegetative buffer along Alliance Drive shall be maintained to a width of no less than 3m.
17. The Developer agrees that any exterior light source on the building or the Lands is designed or shielded to direct light away from adjacent properties zoned residential.
18. The Developer agrees that the landscaping on the lands will extend to the curb or sidewalk edge on the Clark Road.
19. The Developer agrees that the property will have located in the rear or a side yard a garbage compound to temporarily store solid waste on the property prior to its regular collection. This compound shall be constructed of an opaque fence with a minimum height of 1.8 meters and shall not be situated adjacent to any residential property.

Snow Removal

20. The Developer shall devise a plan designating a snow storage area for the lands which is acceptable to the Town, and the Developer further expressly agrees to conform to such plan.

Site Plan and Building Permit

21. The Developer expressly agrees and understands that notwithstanding any provision of the Town's Building By-laws or any statutory By-law or regulatory provision to the contrary, the Building Inspector shall not issue a building permit to the Developer for work directly connected with the development of the lands, nor shall the Developer be entitled to such a permit unless and until:
 - (a) the Development Officer has approved:

- (i) the site plan referred to in this agreement illustrating the precise size, location and configuration of the landscaping, buildings, access and exit driveways, parking areas, internal vehicle routes, loading/unloading areas, concrete curbing and fences; and
 - (ii) the precise size, location, number, quality, and kind of vegetation, plants, trees, hedges and shrubs necessary to fulfill the requirements of the landscaping referred to in this agreement.
- (b) The Town has received a certificate from the Department of Environment for the Province of New Brunswick stating that there are no pending governmental or administrative actions or restrictions which may cause the proposed use of the lands not be in compliance with the current environmental laws.
- (c) The Developer deposits with the Town an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to the Town in a sum sufficient to ensure the completion of:
 - (i) the cost of executing the work approved by the Engineer pursuant this agreement; or
 - (ii) complete, to the satisfaction of the Town Engineer, the work required to be secured under the terms of this agreement within twelve (12) months of the delivery to the Town of the said security; and
 - (iii) the Letter of Credit shall contain a provision that upon the expiration of a twelve (12) month term it be renewed and extended without amendment from year to year until such time as the Town has accepted "final completion" of the work mentioned in this agreement by resolution of the Town Council and the Developer has been notified of such by registered mail.

Retaining Walls

22. The Developer agrees that the use of gabien basket retaining walls are not appropriate and will not be used for erosion protection or slope stability for the development. Any retaining walls required on the site will be designed by of a Professional Engineer, licensed to practice in the Province of New Brunswick.

Indemnification

23. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder except claims or actions resulting from the negligence of the Town, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured, evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.00). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, cancelled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out in paragraphs 2, 3, 7, and 12 as described in this Agreement.

Occupancy

24. The Developer expressly agrees and understands that it shall not occupy nor shall it allow the occupation of the development, notwithstanding any By-law or statutory provision to the contrary, until the Town Engineer has certified in writing that in his opinion the sanitary sewer system, water system, and the storm water control system as constructed are acceptable.

Notice

25. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid registered mail addressed to Brodersen Realty Ltd. C/O Philip T. Brodersen, 20 Partridge Road, Rothesay, New Brunswick, E2H 2V2 and to the Town if delivered personally or by prepaid mail addressed to the town of Rothesay, 70 Hampton Road, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

Reasonableness

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

This Agreement shall be binding upon and ensure to the benefit of the parties hereto and their respective heirs, administrators, successors and assigns.

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

Date: 16 JUNE, 2007 2008 ^{mb}

Witness:

[Signature]

Witness:

Deborah Aley

Deborah Aley

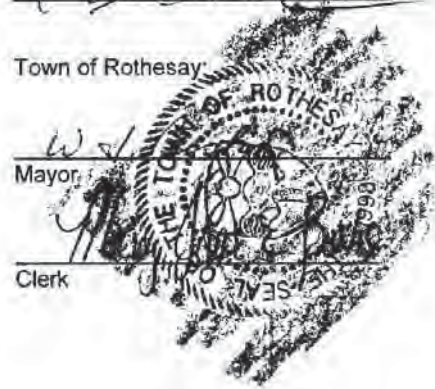
Brodersen Realty Ltd.

[Signature]

Town of Rothesay

Mayor:

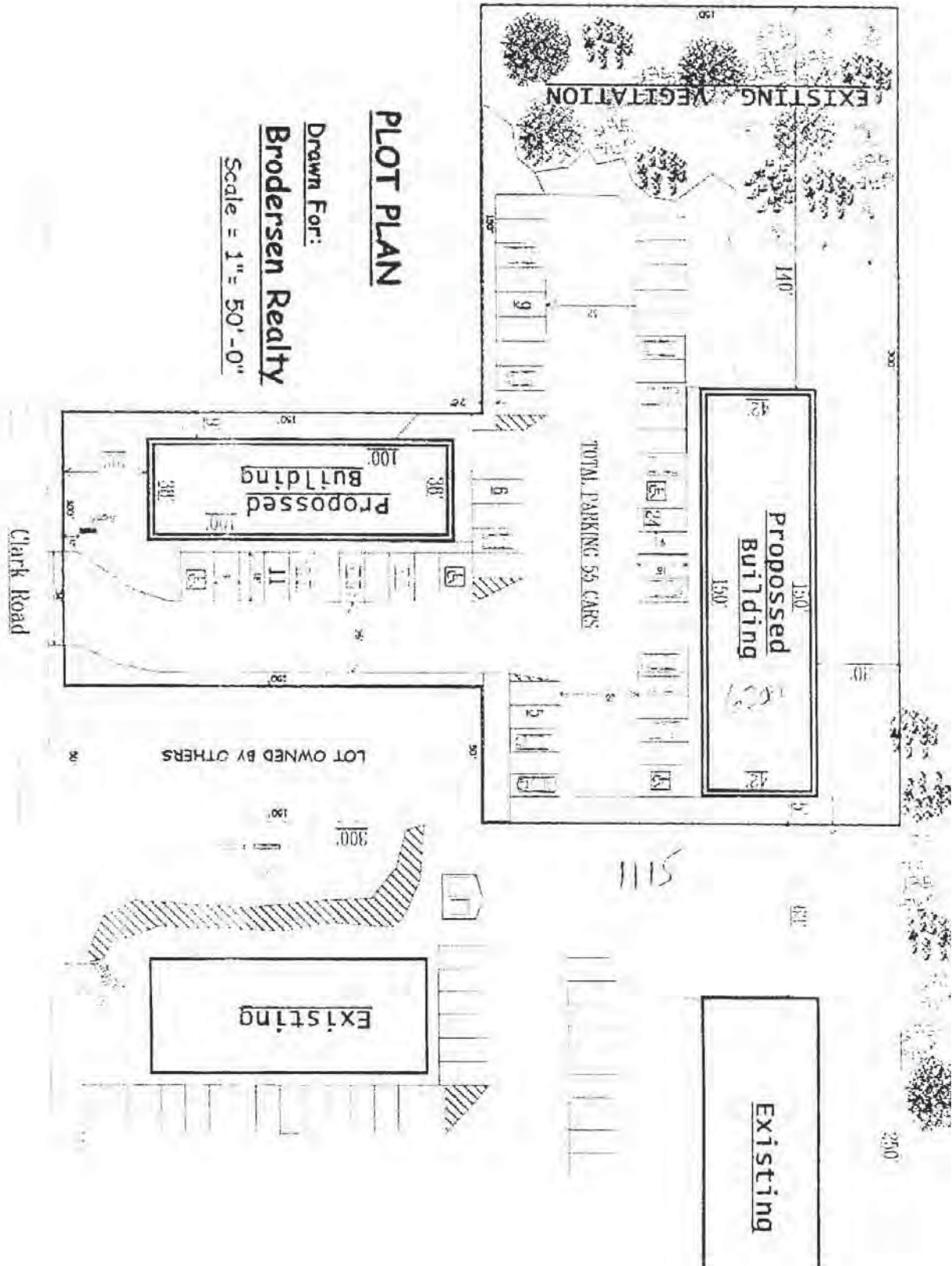
Clerk



PLOT PLAN

Brodersen Realty

Scale = 1" = 50'-0"



Form 45
AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: **Phil Brodersen**
 20 Partridge Road
 Rothesay, NB,
 E2H 2V2,

Office Held by Deponent: President

Corporation: **Brodersen Realty Ltd.**
 20 Partridge Road
 Rothesay, NB,
 E2H 2V2,

Place of Execution: Rothesay, Province of New Brunswick.

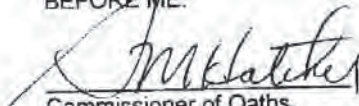
Date of Execution: _____, 2007.

I, **Phillip Brodersen**, the deponent, make oath and say:

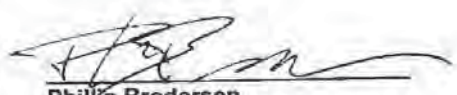
1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me, **Phillip Brodersen**, and as President I am duly authorized to execute the instrument on behalf of the corporation;
3. That the instrument was executed at the place and on the date specified above;

DECLARED TO ^{Rothesay} at ~~at Saint John~~)
 in the County of ~~Saint John~~)
 Province of New Brunswick, on '8')
 This 27 day of March, 2007.)

BEFORE ME:)


 Commissioner of Oaths,
 (Being a Solicitor) ~~2007~~

S.M. HATCHER
 Commissioner of Oaths
 My Commission Expires
 December 31, 2011.


Phillip Brodersen
 President Brodersen Realty Ltd.

Form 45
AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: **MARY JANE E. BANKS**

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

Office Held by Deponent: Clerk

Corporation: **Rothsay**

Other Officer Who Executed the Instrument: **WILLIAM J. BISHOP**

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

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: town of Rothsay, Province of New Brunswick.

Date of Execution: JUNE 16, 2007 *2008-11-17*

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

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

DECLARED TO at town of
Rothsay, in the County of Kings,)
and Province of New Brunswick,)
This 16 day of June, 2007 *2008-11-17*

BEFORE ME:

S.M. Hatcher
S.M. HATCHER
Commissioner of Oaths
My Commission Expires
December 31, 20//.

Mary Jane E. Banks
MARY JANE E. BANKS

DEVELOPMENT AGREEMENT (AMENDING)

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

Parcel Identifier
of Parcels Burdened
by Agreement:

PID 242073, 242040 and 30255624

Owner of Land Parcel:

Brodersen Realty Ltd.

20 Partridge Road Rothsay, NB, E2H 2V2,

a duly incorporated company under the laws of
New Brunswick, having its head office in Rothsay,
in the County of Kings in the Province of New
Brunswick

Agreement with:

Rothsay

70 Hampton Road
Rothsay, N.B.
E2E 5L5

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

Purposes of Agreement:

Brodersen Realty Ltd. (hereinafter called the
"Developer") and Rothsay entered into an
Agreement dated the and registered in the Kings
County Registry Office as Number 25706699 on
the 18th day of June, 2008 (the "Development
Agreement") with respect to the development of the
lands for commercial purposes at 47 Clark Road
identified as PID 30255624;

And the Developer and Rothsay are desirous of
amending certain provisions of the Development
Agreement;

And Brodersen Realty Ltd. (hereinafter called the
"Developer") and Rothsay are desirous to enter
into an agreement with respect to the development
of the properties identified as PID #'s 242073, and
242040, generally situate at 45 and 49 Clark Road
and herein after referred to as the Lands for
commercial purposes as a continuation of the
existing development at 47 Clark Road;

And Brodersen Realty Ltd. proposes to add two
buildings to the Lands, providing for an additional 6
units.

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

Sanitary Sewer System

1. The Developer shall carry out, ensuring compliance with Town By-laws and Municipal Plan and subject to inspection and approval by Town representatives, and pay for the entire actual costs of the following:
 - (a) Engineering design, supply, installation, inspection and construction of all service lateral or laterals necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units. The Developer shall connect to the existing sanitary sewer system at a point on the Clark Road, the precise location of which shall be determined by the Town Engineer. Connection to the Town sewer system will be made by directional drilling unless otherwise approved by the Town Engineer.
 - (b) Providing and granting to the Town, its successors and assigns, unencumbered easements, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of the sanitary sewer inclusive of all pipes, laterals, fittings and precast concrete units crossing the Lands of the Developer.
 - (c) The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Town, with each such plan meeting the requirements as described in the Specifications for Developers (hereinafter referred to as the "Specifications for Developers").
 - (d) The Developer agrees that any wastewater, other than domestic sewage, must first pass through an oil/water separator (grease trap) prior to discharge into the Towns sewer system. The Town Engineer must approve the design of the oil/water separator (grease trap).
2. It is expressly agreed and understood that all connections to the Town sanitary sewer system shall be supervised by the Town Engineer or such other person as is designated by the Town and shall occur at the sole expense of the Developer.
3. In addition to and notwithstanding the payments committed elsewhere in this agreement the Developer agrees to pay the Town the sum of **\$6,600** as connection fees and associated application fees, for connection to the Town sewer system for the development of two commercial buildings, one containing four units and the other containing two units.

Water Supply

4. The Developer shall carry out, ensuring compliance with the Town By-Laws and Municipal Plan and subject to inspection and approval by Town representatives, and pay for the entire actual costs of the following:
 - (a) Engineering design, supply, installation, inspection and construction of all service lateral or laterals necessary to connect to the existing Town water supply and be responsible for all pipes, laterals, fittings and precast concrete units. The service laterals shall be connected to the existing Town service laterals, the

precise location of which shall be determined by the Town Engineer.

- (b) Providing and granting to the Town, its successors and assigns, unencumbered easements, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of the water supply system including the water service laterals.
 - (c) The Developer agrees to submit for approval by the Town, prior to commencing any work, any plans required by the Town, each plan to meet the requirements described in the Specifications for Developers.
5. The written certification of a Professional Engineer, licenced to practice in the Province of New Brunswick that the connection of service laterals and the connection to the existing town water supply has been satisfactorily completed and constructed in accordance with the Specifications for Developers is required prior to using the Lands for the specific proposal or prior to the occupation of any buildings or portions thereof to be constructed up the Lands pursuant to the specific proposal under this Agreement.
6. In addition to and notwithstanding the payments committed elsewhere in this agreement the Developer agrees to pay the Town the sum of **\$11,600** connection fees and associated application fees for connection to the Town water system at the execution of this agreement for the development of two commercial buildings. The water supply shall be metered using a meter supplied by the Town and paid for by the Developer. The connection fee may be reviewed by the Town based on actual usage after 12 months from the date of connection to the municipal system and the connection fee amount adjusted accordingly.
7. The Town does not guarantee and nothing in this Agreement shall be deemed to be a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water. Further the Developer agrees to the following:
- (a) The water supply shall not be used to service any water-to-air heat pump or exchanger and that there shall be no inter-connection with domestic wells.
 - (b) The Developer agrees that a separate water meter shall be installed for each connection made to the Town Water System.
 - (c) The Developer agrees that the Town Council shall terminate the Developer's connection to the Town water system in the event that the Town finds that the Developer is drawing water for an unauthorized purpose or in the event that the Town deems in it necessary in its absolute discretion.
8. It is expressly agreed and understood that all connections to the Town water mains shall be supervised by the Town Engineer or such other person as is designated by the Town and shall occur at the sole expense of the Developer.

Storm Water Control System

9. The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water control system, such plans

required by the Town, each plan meeting the requirements as described in the Specifications for Developers.

10. The written certification of the Town Engineer or such other person as designated by the Town that the construction of the said storm water control system has been satisfactorily been completed and constructed in accordance with the Specifications for Developers is required prior to using the Lands for the specific proposal or prior to the occupation of any buildings or portions thereof to be constructed upon the Lands pursuant to the specific proposal under this Agreement.

Development of Site

11. The Developer shall create, install, construct and maintain landscaping and buffer areas (the "landscaping"), buildings, access and exit driveways, parking areas, internal vehicle routes, loading/unloading areas, and fences, in accordance with the specifications on the site plan attached hereto as Schedule "A" (the "site plan"). Finish materials and detailing of the new buildings shall be consistent with the development at 51-53 Clark Road. The Developer shall maintain, at its own expense, the Lands, buildings or structures shown on the site plan in a condition appropriate to the area in which it is located, such determination to be made in accordance with standards prescribed by the Council of the Town.
12. The Developer agrees to prepare at his expense and submit for approval by the Town prior to commencing any work on the landscaping, a detailed landscaping plan prepared by a qualified professional. The landscape plan must include a perimeter buffer a minimum of 3 metres in depth and be maintained in turf or other landscape material such as trees, planting beds, hedges of all property lines abutting the public street and residentially zoned lands and include street trees along Clark Road.

Local Improvements

13. The Developer agrees that a vegetative buffer of no less than 3m will be planted with grass and a mix of trees and shrubs, will be maintained along property lines abutting properties zoned residential. Further, the Developer agrees that any slopes will be stabilized with vegetation and maintained in a manner similar to the vegetative buffer. If the Town deems it necessary, additional trees may be required to be planted in the buffer. The location, size and type are to be determined by the Town or its representatives. The existing vegetative buffer along Alliance Drive shall be maintained to a width of no less than 3m.
14. The Developer agrees that any exterior light source on the building or the Lands is designed or shielded to direct light away from adjacent properties zoned residential.
15. The Developer agrees that the landscaping on the lands will extend to the curb or sidewalk edge on the Clark Road.
16. The Developer agrees that the property will have located in the rear or a side yard a garbage compound to temporarily store solid waste on the property prior to its regular collection. This compound shall be constructed of an opaque fence with a minimum height of 1.8 meters and shall not be situated adjacent to any residential property.

Snow Removal

17. The Developer shall devise a plan designating a snow storage area for

the lands which is acceptable to the Town, and the Developer further expressly agrees to conform to such plan.

Site Plan and Building Permit

18. The Developer expressly agrees and understands that notwithstanding any provision of the Town's Building By-laws or any statutory By-law or regulatory provision to the contrary, the Building Inspector shall not issue a building permit to the Developer for work directly connected with the development of the lands, nor shall the Developer be entitled to such a permit unless and until:
- (a) the Development Officer has approved:
 - (i) the site plan referred to in this agreement illustrating the precise size, location and configuration of the landscaping, buildings, access and exit driveways, parking areas, internal vehicle routes, loading/unloading areas, concrete curbing and fences; and
 - (ii) the precise size, location, number, quality, and kind of vegetation, plants, trees, hedges and shrubs necessary to fulfill the requirements of the landscaping referred to in this agreement.
 - (b) The Town has received a certificate from the Department of Environment for the Province of New Brunswick stating that there are no pending governmental or administrative actions or restrictions which may cause the proposed use of the lands not be in compliance with the current environmental laws.
 - (c) The Developer deposits with the Town an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to the Town in a sum sufficient to ensure the completion of:
 - (i) the cost of executing the work approved by the Engineer pursuant this agreement; or
 - (ii) complete, to the satisfaction of the Town Engineer, the work required to be secured under the terms of this agreement within twelve (12) months of the delivery to the Town of the said security; and
 - (iii) the Letter of Credit shall contain a provision that upon the expiration of a twelve (12) month term it be renewed and extended without amendment from year to year until such time as the Town has accepted "final completion" of the work mentioned in this agreement by resolution of the Town Council and the Developer has been notified of such by registered mail.

Retaining Walls

19. The Developer agrees that the use of gabien basket retaining walls are not appropriate and will not be used for erosion protection or slope stability for the development. Any retaining walls required on the site will be designed by of a Professional Engineer, licensed to practice in the Province of New Brunswick.

Indemnification

20. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder except claims or actions resulting from the negligence of the Town, and the Developer shall file with the Town prior

to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured, evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.00). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, cancelled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out in paragraphs 1, 4, and 9 as described in this Agreement.

Occupancy

21. The Developer expressly agrees and understands that it shall not occupy nor shall it allow the occupation of the development, notwithstanding any By-law or statutory provision to the contrary, until the Town Engineer has certified in writing that in his opinion the sanitary sewer system, water system, and the storm water control system as constructed are acceptable.

Notice

22. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid registered mail addressed to Brodersen Realty Ltd. C/O Philip T. Brodersen, 20 Partridge Road, Rothesay, New Brunswick, E2H 2V2 and to the Town if delivered personally or by prepaid mail addressed to the town of Rothesay, 70 Hampton Road, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

Reasonableness

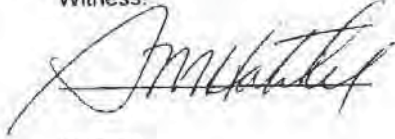
23. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement.

This Agreement shall be binding upon and ensure to the benefit of the parties hereto and their respective heirs, administrators, successors and assigns.

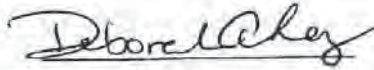
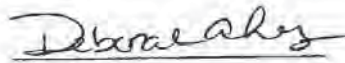
IN WITNESS HEREOF the parties have duly executed these presents the day and year first above written.

Date: JULY 22, 2010.

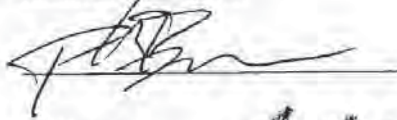
Witness:



Witness:



Brodersen Realty Ltd.



Rothsay:


Mayor


Clerk



PLOT PLAN
 Drawn For:
Brodersen Realty
 Scale = 1" = 40' - 0"

Existing

TOTAL PARKING 92 CARS

NEW BUILDING

NEW BUILDING

Clark Road
 191.0

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

Deponent: **Philip Brodersen**
 20 Partridge Road
 Rothesay, NB,
 E2H 2V2,

Office Held by Deponent: President

Corporation: **Brodersen Realty Ltd.**
 20 Partridge Road
 Rothesay, NB,
 E2H 2V2,

Place of Execution: Rothesay, Province of New Brunswick.

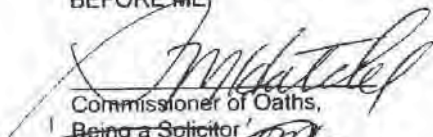

Date of Execution: July 21st, 2010.

I, **Phillip Brodersen**, the deponent, make oath and say:

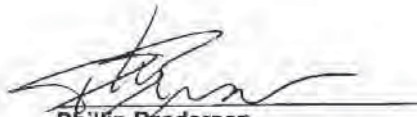
1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me, **Phillip Brodersen**, and as President I am duly authorized to execute the instrument on behalf of the corporation;
3. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Saint John,
 in the County of Saint John and
 Province of New Brunswick, on
 This 21st day of July, 2010.

BEFORE ME:


 Commissioner of Oaths,
 Being a Solicitor 

S.M. HATCHER
 Commissioner of Oaths
 My Commission Expires
 December 31, 2011.


Phillip Brodersen
 President Brodersen Realty Ltd

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

Deponent: **MARY JANE E. BANKS**

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

Office Held by Deponent: Clerk

Corporation: **Rothesay**

Other Officer Who Executed the Instrument: **WILLIAM J. BISHOP**

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

Office Held by Other Officer Who Executed the Instrument:

Mayor

Place of Execution: town of Rothesay, Province of New Brunswick.

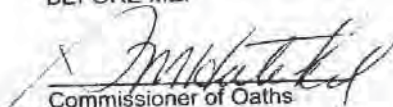
Date of Execution: JULY 22, 2010.

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

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

DECLARED TO at town of
 Rothesay, in the County of Kings,
 and Province of New Brunswick,
 This 22nd day of July, 2010.

BEFORE ME:


 Commissioner of Oaths

S.M. HATCHER

Commissioner of Oaths

My Commission Expires

December 31, 2011.


MARY JANE E. BANKS

October 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>
2015/10/02	2015-202	13 Iona Ave.	Detached Garage	\$25,000.00	\$181.25
2015/10/05	2015-203	39 Grove Ave.	Addition to Garage-Truss Replacement	\$15,000.00	\$108.75
2015/10/15	2015-204	231 Gondola Point Road	Windows	\$7,200.00	\$52.20
2015/10/15	2015-205	6 Bel-Air	Windows	\$20,800.00	\$150.80
2015/10/09	2015-206	61 Gondola Point Road	Garage Demo		\$500.00
2015/10/05	2015-207	19 Monaco Drive	Detached Garage	\$25,000.00	\$181.25
2015/10/13	2015-208	12 Summer Haven Lane	In Ground Pool	\$28,000.00	\$203.00
2015/10/19	2015-209	22 Paige Street	Single Family	\$205,000.00	\$1,486.25
2015/10/19	2015-210	57 Bel-Air Ave.	Single Family	\$180,000.00	\$1,305.00
2015/10/19	2015-211	9 Kildare Court	Interior Renovations For Attached Garage	\$5,500.00	\$39.87
2015/10/22	2015-212	14 Summer Haven	Single Family	\$325,000.00	\$2,356.25
2015/10/23	2015-213	14 Marr Road	Electrical Meter Installation	\$1,500.00	\$20.00
2015/10/26	2015-214	81 Longwood Dr.	Detached Garage	\$12,000.00	\$87.00

Date **Permit Number** **Property Location** **Nature of Construction** **Value of Construction** **Building Permit Fee**

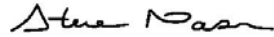
2015Nov9OpenSessionFINAL_149

2015/10/26	2015-215	70 Park Dr	Attached Garage Addition	\$40,000.00	\$290.00
2015/10/27	2015-216	395 Gondola Point Rd.	Demolition Garage	\$0.00	\$500.00
2015/10/27	2015-217	395 Gondola Point Rd.	Detached Garage	\$7,000.00	\$50.75
2015/10/28	2015-218	10 Master Drive	Salt Shed Addition	\$102,500.00	\$102.50
2015/10/30	2015-219	122 Park Drive	Storage Shed	\$2,500.00	\$20.00

	Value of Construction	Building Permit Fee
Monthly Total Oct. 2015 **	<u>\$1,002,000.00</u>	<u>\$7,634.87</u>
Summary for 2015 to Date**	<u>\$13,996,164.00</u>	<u>\$116,442.72</u>

Monthly Total Oct.. 2014	<u>\$513,200.00</u>	<u>\$4,418.55</u>
Summary for 2014 to Date **	<u>\$9,894,201.83</u>	<u>\$76,567.58</u>
**Excludes Water / Sewage Fees		

Steven Nason, CBCO



Building Inspector



INTEROFFICE MEMORANDUM



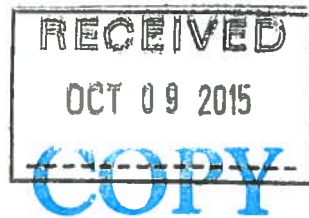
TO : Mayor Bishop & Council
FROM : John Jarvie
DATE : 5 November 2015
RE : Capital Project – Status Report

The following is a list of 2015 capital projects underway and the current status of each.

PROJECT	BUDGET	\$ TO 31/10/15*	COMMENTS
Oakville Acres Detention Pond	\$2.0M	62%	Project substantially complete, formal opening event to be scheduled
Asphalt Resurfacing	190,000	96%	Neil, Wiljac, Alexander & Burnett Domville Lane complete
Micro-seal Resurfacing	140,000	100%	Florence, Raymond and Wanda completed.
French Village Rd resurfacing	310,000	35%	Substantially complete
Curb/gutter/sidewalk - Eriskay	\$0.55M	2%	Engineering only in 2015 due to condition of sewer system
Anna Ave paving	350,000	65%	Job complete
Engineering 2016 streets	60,000	-	Recommendation on Agenda
Cross-walk signals Grove/ Church/Golf Club	140,000	3%	Equipment ordered; civil work in November
Recreation equipment	160,000	81%	Zamboni ordered for mid-Nov delivery, Dobbin St. playground installed, KPark rink house 90%,
Arena Upgrade	25,000	100%	Painting, lobby repairs, ammonia system, floor
Miller Field Building	120,000	11%	Quotes received, see Agenda Item.
Wells Trail	\$0.67M	38%	Trail base in, culverts installed and wooden bridges begun, contractor estimate 73% complete
Wells Ballfield	\$0.67M	40%	Field fenced, levelled and seeded with grass growing; dog park grading complete
Rothesay Common Upgrade	\$2.4M	61%	80% complete and on schedule.
McGuire Centre Site Work	100,000	9%	Project scheduled for end of Nov completion.
James Renforth Water Ext	110,000	31%	Project underway, est. completion: mid-Nov.
Gondola Point water line	310,000	100%	Complete
Transportation Equipment	470,000	22%	Skid steer delivered, SUVs on order, backhoe deferred to 2016,
Water Treatment Plant Upgrade	\$0.7M	89%	Changes in plant complete, membranes installed, system commissioning and calibration scheduled.
Wellfield Development	250,000	47%	Alternative sites being investigated.
Wastewater Collection Upgrade	\$7.5M	-	Engineering RFP pending – expect to be called in early December

*Funds paid to this date.

October 1, 2015



Le 1^{er} octobre 2015

To: New Brunswick Recreation Stakeholders

À l'intention des intervenants du milieu des loisirs

**Subject: Framework for Recreation in Canada
2015: Pathways to Wellbeing**

**Objet : Sur la voie du bien-être – Cadre
stratégique 2015 pour le loisir au Canada**

Dear Recreation Stakeholder:

Madame, Monsieur,

We are pleased to provide you with a copy of a document entitled "Framework for Recreation in Canada 2015: Pathways to Wellbeing".

Nous sommes fiers de vous offrir un exemplaire de *Sur la voie du bien-être – Cadre stratégique 2015 pour le loisir au Canada*.

The Framework is the result of a comprehensive process with various recreation stakeholder groups from across Canada. These consultations included facilitated engagements with national and provincial / territorial non-governmental organizations, municipal and provincial/territorial government officials, Aboriginal organizations, academics and various stakeholder groups at the community, municipal and provincial levels. This process has been a three year undertaking co-led by the Canadian Parks and Recreation Association, their partner provincial/territorial recreation organizations and provincial/territorial governments. The strong partnerships formed between governments and the recreation sector has led to the development of the Framework that is reflective of the needs and priorities of all parties.

Ce document est le fruit d'un processus exhaustif de consultation auquel ont pris part divers groupes d'intervenants en loisir de partout au Canada. Les consultations comprenaient notamment des discussions dirigées avec des organismes nationaux, provinciaux et territoriaux non gouvernementaux, des représentants de municipalités et de gouvernements provinciaux et territoriaux, des organismes autochtones, des universitaires et divers groupes d'intervenants à l'échelle communautaire, municipale et provinciale. Cette initiative de trois ans a été codirigée par l'Association canadienne des parcs et loisirs et leurs organismes partenaires de loisirs provinciaux et territoriaux, de même que par les gouvernements provinciaux et territoriaux. L'élaboration du cadre stratégique tient compte des besoins et des priorités de tous les partis concernés et a mené à de partenariats solides entre les gouvernements et le secteur des loisirs.

..2



On February 13, 2015 the Framework was endorsed by the Provincial/Territorial Ministers (excluding Québec) and supported by the Government of Canada. The Framework was also endorsed by the Canadian Parks and Recreation Association.

The principle purpose of the Framework is to guide and stimulate coordinated policies and practices in recreation that aim to improve the wellbeing of individuals, communities, and the built and natural environment.

Broad awareness, support and implementation of the Framework is essential given that responsibility for providing recreational opportunities rest with many stakeholders. In order to ensure the continuous advancement of the Framework's goals and priorities all stakeholders are encouraged to formally endorse the Framework. Endorsement does not equate to a commitment to implement all of the goals and priorities found within the Framework, but rather to use the Framework as a guiding document as policies, strategies and programs are developed.

You can help track momentum and uptake in New Brunswick by reporting your organization's endorsement of the Framework to Recreation New Brunswick via Jamie Shanks, Executive Director, at jshanks@recreationnb.ca. A Provincial Implementation Steering Committee will monitor and report back to stakeholders on uptake, progress and best practices resulting from the release of the Framework.

Le 13 février 2015, le cadre stratégique a reçu l'approbation des ministres provinciaux et territoriaux (sauf celui du Québec) et du gouvernement du Canada. Il a également été adopté par l'Association canadienne des parcs et loisirs.

Le but premier du cadre stratégique est de guider et de stimuler l'adoption de politiques et de pratiques coordonnées dans le domaine du loisir en vue d'améliorer le bien-être des individus et des communautés, et le développement des environnements naturels et bâtis.

La mise en œuvre du cadre stratégique nécessite une sensibilisation et un soutien à grande échelle puisque la responsabilité d'offrir des possibilités de loisir revient à de nombreux intervenants. Afin de favoriser la progression des priorités et des objectifs énoncés dans le cadre stratégique, tous les intervenants sont encouragés à appuyer officiellement ce dernier. Le fait d'appuyer le cadre stratégique ne signifie pas un devoir de réaliser toutes les priorités et tous les objectifs du cadre. Les intervenants sont invités plutôt à s'en servir comme guide pour élaborer des politiques, des stratégies et des programmes.

Vous pouvez nous aider à suivre la mise en application du cadre stratégique en signalant l'adoption de celui-ci par votre organisme à Jamie Shanks, directeur général de Recreation New Brunswick, à jshanks@recreationnb.ca. Un comité directeur provincial de mise en œuvre surveillera sa mise en application, les progrès réalisés et les pratiques exemplaires qui découleront du cadre stratégique, et en fera rapport aux intervenants.

Questions concerning the Framework may be directed to either Recreation New Brunswick or the Sport and Recreation Branch of the Department of Tourism, Heritage and Culture. The Framework can be accessed electronically on the Canadian Parks and Recreation Association's website at <http://www.cpra.ca/EN/main.php?action=cms.framework>.

Thank you for your continued efforts towards improving our communities and the wellbeing of all New Brunswickers.

Sincerely,



Hon. Bill Fraser
Minister - Tourism, Heritage and Culture



Jason Thorne
President - Recreation New Brunswick

Enclosure

Si vous avez des questions au sujet du cadre stratégique, veuillez communiquer avec Recreation New Brunswick ou la Direction du sport et des loisirs du ministère du Tourisme, du Patrimoine et de la Culture. Le document se trouve sur le site Web de l'Association canadienne des parcs et loisirs à l'adresse suivante :

<http://www.cpra.ca/FR/main.php?action=cms.framework>.

En terminant, nous tenons à vous remercier de vos efforts constants pour améliorer nos collectivités et le mieux-être de l'ensemble de la population du Nouveau-Brunswick.

Recevez, Madame, Monsieur, nos sincères salutations.



L'honorable Bill Fraser
Ministre – Tourisme, Patrimoine et Culture



Jason Thorne
Président – Recreation New Brunswick

p.j.

A Framework for Recreation in Canada 2015

Pathways to Wellbeing

A Joint Initiative of the Interprovincial Sport and Recreation Council
and the Canadian Parks and Recreation Association



January 2015

Également disponible en français sous le titre: Cadre stratégique pour les loisirs au Canada 2015 : Sur la voie, du bien-être

Available online at
lin.ca/national-recreation-framework and www.cpra.ca

For more information, contact the Canadian Parks and Recreation Association
Phone: (613) 523-5315
Email: info@cpra.ca

This paper is a collaborative effort of the provincial and territorial governments (except Quebec), the Canadian Parks and Recreation Association and the Provincial/Territorial Parks and Recreation Associations (including l'Association québécoise du loisir municipal).

The authors of this paper would like to acknowledge and thank the many participants in the engagement process for their insights and contributions leading up to the development of this document.

On February 13, 2015 in Prince George, British Columbia, a meeting of the Federal-Provincial-Territorial Ministers responsible for Sport, Physical Activity and Recreation took place. At this meeting, the Framework for Recreation in Canada 2015 was endorsed by Provincial and Territorial Ministers (excluding Quebec) and supported by the Government of Canada.

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Executive Summary

Recreation provides multiple pathways to wellbeing for individuals, communities, and for our built and natural environments. This paper and the Framework for Recreation in Canada 2015 which it describes allows for a timely re-visioning of recreation's capacity for achieving wellbeing.

Recreation has the potential to address challenges and troubling issues such as increases in sedentary living and obesity, decreased contact with nature, and inequities that limit recreation opportunities for some population groups.

Doing this requires a clear understanding and commitment to a shared vision, values and goals, as well as the development and implementation of action plans. The Framework provides a foundation for reflection, discussion and the development of such action plans.

The first part of the paper presents a renewed definition of recreation and explores the challenges and benefits of recreation today. It provides the rationale for investing in an evolved recreation strategy, and describes the need for collaboration with other initiatives in a variety of sectors.

A Renewed Definition of Recreation

Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

The second part of this paper describes a Framework for Recreation in Canada. The Framework provides a new vision, and suggests some common ways of thinking about the renewal of recreation, based on clear goals and underlying values and principles.

A Vision for Recreation in Canada

We envision a Canada in which everyone is engaged in meaningful, accessible recreation experiences that foster:

- Individual wellbeing
- Community wellbeing
- The wellbeing of our natural and built environments

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The Framework describes five goals and priorities for action under each goal. The goals are:



Goal 1: Active Living

Foster active living through physical recreation.



Goal 4: Supportive Environments

Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities.



Goal 2: Inclusion and Access

Increase inclusion and access to recreation for populations that face constraints to participation.



Goal 5: Recreation Capacity

Ensure the continued growth and sustainability of the recreation field.



Goal 3: Connecting People and Nature

Help people connect to nature through recreation.

Although this paper and the Framework it contains is primarily written for and by the recreation and parks field, its implementation requires discussion and collaboration with a broad range of stakeholders. Key partners for recreation include departments and not-for-profit organizations at all levels, and the private sector. These include stakeholders in sport, physical activity, health, urban planning, Aboriginal affairs, infrastructure development, rural development, natural resources and conservation, arts and culture, social development, tourism, justice, heritage, child development and active aging.

Our opportunity is to identify concrete ways to work together that enable all people in Canada to enjoy recreation and outdoor experiences in supportive physical and social environments.

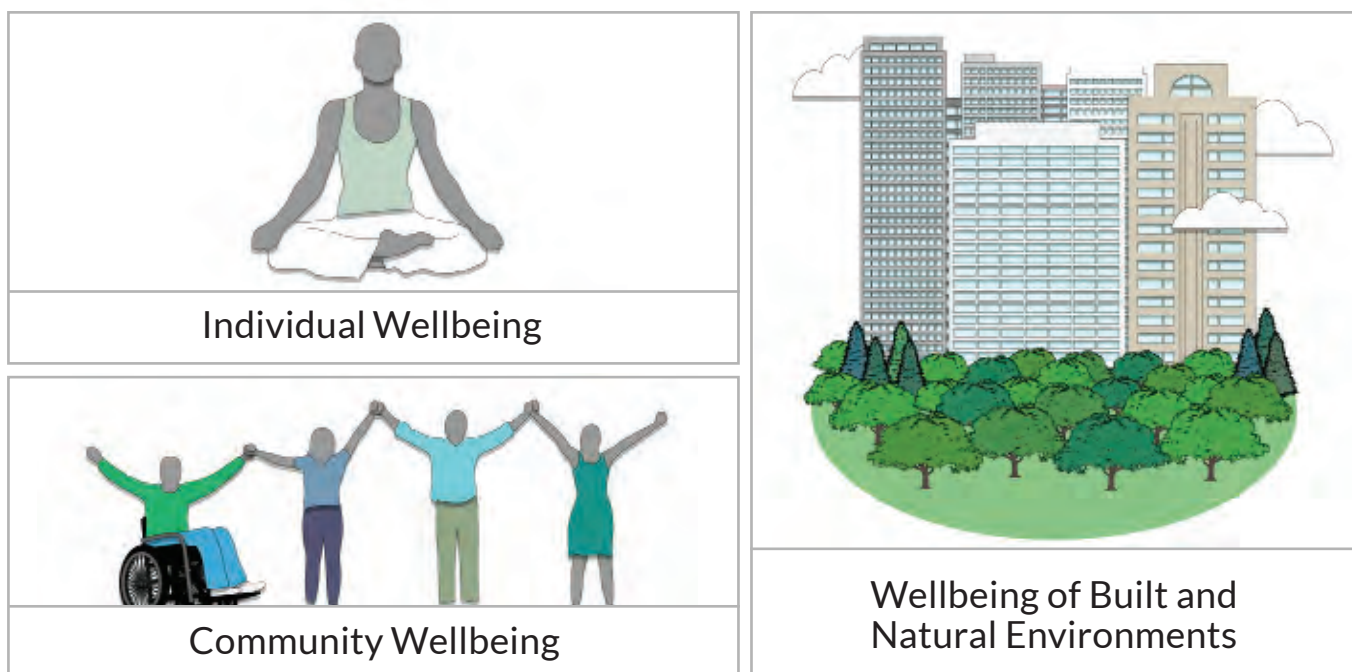
The development of the Framework is a co-led initiative by the provincial and territorial governments (except Quebec), the Canadian Parks and Recreation Association and the Provincial/Territorial Parks and Recreation Associations (including l'Association québécoise du loisir municipal). It is the result of a comprehensive consultation process that began at the 2011 National Recreation Summit.

This document and the Framework it describes is a call to action that invites leaders, practitioners and stakeholders in a variety of sectors to collaborate in the pursuit of common priorities, while respecting the uniqueness of individuals and communities across Canada. All provinces and territories (except Quebec) intend to implement the measures and recommendations outlined in the framework as they deem appropriate to their recreation system. The Framework presents an opportunity to return to traditional paths and to forge new ones that will ensure recreation's continued relevance and leadership in the journey to wellbeing. The time to move forward is now.

Introduction

Recreation fosters the **wellbeing** of individuals and **communities**, and of our built and natural environments. This paper and the Framework for Recreation in Canada 2015 that it describes allows for a timely re-visioning of recreation's capacity to foster wellbeing.

Recreation Fosters



Purpose of this Paper

This paper is designed to guide and stimulate coordinated policies and practices in recreation and related jurisdictions in Canada that aim to improve the wellbeing of individuals, communities, and the built and natural environments.

Structure of this Paper

The paper is divided into three parts:

- Part I ***Setting the Context*** provides a renewed definition of recreation, and explores the challenges and benefits of recreation today. It provides the rationale for investing in an evolved recreation strategy, and describes the need for collaboration and alignment with other sectors.

Part II *A Framework for Recreation in Canada* provides a new vision for recreation and suggests some common ways of thinking about this renewal, based on underlying values and principles. The Framework is a call to action, which invites leaders and stakeholders in a variety of sectors to collaborate in the pursuit of five goals and priorities for action.

Part III *Moving Forward* provides some ideas for next steps in implementing the Framework for Recreation in Canada.

Throughout this document, “recreation” is an umbrella term for recreation and parks, as well as recreational activities in physical activity, sport, arts, culture and heritage. When recreation in nature is discussed, the term “parks” may be specifically added to acknowledge the lead role of parks services.

While the Framework provides recommendations for all sectors (public, private and not-for-profit), it respects and does not override the jurisdiction of each governmental and non-governmental collaborator.

Infographics and Sidebars are used to provide additional evidence or to illustrate promising practices in policies and programs. These serve as examples only; the paper does not provide a scan of the many excellent initiatives across the country that address the key issues and priorities described in the paper.

A Glossary at the end of this paper helps clarify the meaning of key terms used in the text. Words highlighted in red are hyperlinked to the Glossary. The Endnotes section provides document sources, references and links to websites that provide additional information.

Revitalizing Recreation

Over the past 50 years, recreation and society have changed. Historically, recreation was considered a public good, which focused on outreach to vulnerable people, families and communities. In recent times, this has often shifted toward an individual-based, facility-focused, user-pay model. At the same time, we are witnessing rapid technological, economic, environmental, demographic and social changes.

This creates an urgent need for recreation to reaffirm historic values, while simultaneously adopting new ways of working that meet emerging needs. Underscoring this revitalization is a community development approach that empowers people and communities to work together to enhance wellbeing.

Recreation has the potential to address socio-demographic challenges and troubling issues such as increases in sedentary behaviour and obesity, decreased contact with nature, threats to the environment, and inequities that limit participation. These challenges can become opportunities but addressing them requires a commitment to a shared vision, values and goals, as well as the development and implementation of effective action plans. The Framework for Recreation in Canada 2015 provides a foundation for reflection, discussion and the development of such action plans.

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The **recreation field** has developed capacities that help address needs and achieve positive outcomes in a broad range of areas. Working with partners in sectors such as community design, physical activity, public health, crime prevention and natural resources, the recreation field has gained experience and skills in helping to create inclusive opportunities; develop healthy, engaged citizens; build healthy, active communities; enhance leadership; and build and protect spaces that are essential for participation in recreational experiences.¹ The benefits of recreation are discussed later in this section of the paper and are fully captured in the **National Benefits Hub**.

The Framework is the result of a comprehensive process of renewal that began at the 2011 National Recreation Summit.² It draws on reflections and recommendations from two years of consultations, discussions and debate at provincial, territorial and national levels. Throughout these conversations, three key messages emerged:

- High quality, accessible recreation opportunities are integral to a well-functioning society.
- The recreation sector can be a collaborative leader in addressing major issues of the day.
- All people and communities deserve equitable access to recreational experiences. Recreation must be accessible and welcoming to all.

Understanding Recreation

A Renewed Definition of Recreation

The evolution of the following definition from the one in the National Recreation Statement (1987)³ reflects the evolution of recreation in response to changes and challenges in Canadian society.

A Renewed Definition of Recreation

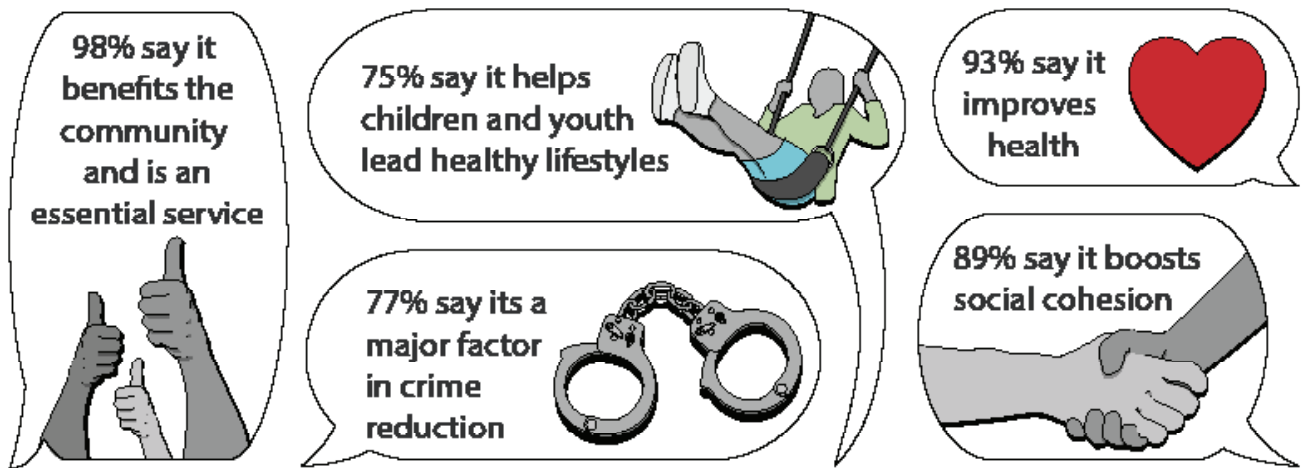
Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

Recreational experiences include participation in physical activity and sport, and in artistic, cultural, social and intellectual activities. Spiritual wellbeing may be enhanced through connecting with nature, helping others through volunteering, engaging in artistic expression and other forms of recreational experiences. Recreational activities can be structured and unstructured. Many are done with other people while others are done alone.

Recreation remains a fundamental human need in all ages and stages of life.⁴ People participate in recreational activities for fun, enjoyment, fitness and health, social interaction, creative expression, a desire to connect with nature, relaxation, and to enhance their quality of life. Most people also understand and support the beneficial role that recreation plays in community development.

The recreation field contains players from the public, not-for-profit and private sectors. **Public recreation** is the provision of recreation services by governments and non-governmental organizations for the benefit of individuals and communities.

What Canadians Say About Parks and Recreation ⁵



Who is Involved in Recreation?

The recreation field includes volunteers, paid staff, community groups, educators, researchers, organizations and governments that work collectively to enhance individual and community wellbeing through recreation. This includes stakeholders and service providers from the not-for-profit, private and public sectors.

Key partners for recreation include government departments and not-for-profit organizations at all levels, including those dealing in sport, physical activity, **health**, urban planning, infrastructure development, rural development, Aboriginal affairs, natural resources and conservation, arts and culture, social development, tourism, justice, heritage, child development and active aging. Educational institutions and educators are important partners in recreation, developing leaders through advanced recreation studies, providing spaces and programs in the community, teaching students about recreation, and developing and sharing knowledge.

Implementation of the Framework for Recreation in Canada 2015 will respect the existing roles and responsibilities of federal, provincial/territorial and municipal governments that are described in the National Recreation Statement (1987) and other existing governmental agreements addressing specific jurisdictional circumstances.

- The provinces and territories have primacy of jurisdiction for recreation, as they do for health and education⁶ (except on First Nations reserves as defined in federal legislation).
- Local government is the primary supplier of direct recreation services.
- The federal government plays a role in matters of national and international concern, and in collaboratively developing and supporting policies and funding mechanisms that enable all Canadians to participate in recreation.

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The Framework recognizes that governing bodies and organizations in Aboriginal communities are concerned with the management of matters that directly affect Aboriginal Peoples and their communities. These governing bodies may oversee services, policies, programs and infrastructure development in health, education, natural resources and conservation, cultural identity and community recreation. It also recognizes that spending on public recreation by local governments is significant. For example, in 2008 local governments in Canada spent \$9.189 billion on recreation (12.4% of total expenditures).⁷

Collaboration between and among all orders and levels of government is essential. According to the National Recreation Statement, there is an “expectation that independent provincial and territorial actions will be complemented by a commitment to work together on an interprovincial basis to meet mutual needs”.⁸

The Federal/Provincial/Territorial (F/P/T) Ministers Responsible for Sport, Physical Activity and Recreation provide a key platform for collective discussion of this Framework, and for considering action on the goals and priorities it describes. Outreach and inclusion of governing bodies and leaders in Aboriginal communities is also required.

The large and vibrant not-for-profit/voluntary sector in sport, recreation and nature conservation serves the general public, members, and specific population groups in all areas of the country. It has a rich history of reaching out to diverse groups who face constraints to participation. The sector employs recreation specialists and volunteers play a major role in their operations.

The private sector employs recreation specialists and provides opportunities for recreation and physical activity. Increasingly, innovative public-private partnerships in recreation have been shown to support park renewal efforts, sponsorship, product and service innovation, cooperative access to facilities, and the delivery of tourism products and services.

Challenges and Opportunities

Recreation has a rich history of enabling wellbeing. The Framework for Recreation in Canada 2015 builds on the National Recreation Statement (1987) and other existing federal, provincial/ territorial/ and local government agreements that respond to the realities of the day and to emerging trends and challenges in recreation. To address the critical challenges that lie ahead, the Framework recognizes the existing alignment of governmental responsibilities, as defined in the National Recreation Statement and other agreements, and is intended to increase intergovernmental collaboration. Drawing on the experiences of the past, the Framework looks to the future to find new ways to integrate previous agreements.

The challenge today is to build pathways to wellbeing in the midst of change and emerging issues, and to turn challenges into opportunities. Challenges and current trends are often interrelated and include:

Demographic changes. Four key trends provide both challenges and opportunities for recreation.

- The aging of the population means that many communities have a declining proportion of children and an increasing proportion of older adults. This is particularly evident in rural areas due to the migration of young people to urban centres to pursue education and work, and the desire of older people to “age in place” if possible.

- Canada's population is increasingly rich in diversity. Two demographic trends are particularly relevant: 1) since changes in immigration policies in the 1970s, newcomers to Canada come from all areas of the world; and 2) the Aboriginal community is younger and growing faster than the general population. These populations and other ethnocultural/racial groups enrich our recreational experiences with multiple languages, historical context and diverse cultural identities, while challenging recreation to respond to their unique needs and strengths.
- Rapid urbanization (80% of Canadians now live in cities) ⁹ means that people have less exposure to the healing power of nature. They have increased exposure to the human and environmental stresses that accompany urban development, such as high levels of traffic and high-rise housing. Urbanization holds many opportunities but also challenges recreation to develop and nurture programs and places and spaces, which contribute to a high quality of life, both socially and environmentally.
- At the same time, Canada's rural and remote areas face particular challenges in recreation due to small and decreasing population levels (in most but not all communities), a lack of funds and infrastructure, threats to the natural environment and traditional ways of life, increasing pressure on small numbers of volunteers to lead in many areas, and challenges related to transportation and distance.

Challenges to health. Modern lifestyles combined with changes in the social and physical environments have precipitated some negative trends in health. These include increases in:

- risk behaviours such as sedentary living, and risk factors for disease such as obesity
- chronic diseases such as diabetes and heart disease
- mental health concerns such as depression and youth suicide.

Economic inequities. While visible minority populations face some of the worst effects of Canada's growing economic inequality, this trend affects all Canadians. For example, family after-tax income inequality rose by 40.9 % between 1995 and 2011, with economic gains going primarily to higher-income families.¹⁰ Individuals and families with lower incomes typically have fewer opportunities for recreational experiences due to costs associated with transportation, equipment, some activities and facility rental.

Social challenges. Rapid changes associated with increasing inequities, persistent unemployment, rapid development, the use of social media instead of face-to-face interaction, and the loss of traditional supports have compounded feelings of isolation for many people, and negatively affected civic involvement, **social connectedness**, community engagement and **social cohesion**.

Addressing Sedentary Behaviour

The **Canadian Physical Activity Guidelines** have been developed to encourage children and youth to accumulate at least 60 minutes of moderate- to vigorous-intensity physical activity daily. Now, these guidelines are complemented by evidence-based **Sedentary Behaviour Guidelines** for children and youth.

These guidelines recommend that for health benefits, children and youth limit sedentary behaviour (i.e., screen time, sedentary transport, prolonged sitting and time spent indoors) during their free time each day. Guidelines are also provided for infants, toddlers and preschoolers at www.csep.ca.

New and emerging technologies. The recreation field is challenged to access and keep up with rapidly changing technologies, which offer opportunities for innovation, communication, improved efficiency and enhanced connections, especially with young people. At the same time, parents and leaders in public health and recreation are concerned about the increasing amounts of time people (especially children and youth) spend in sedentary and solitary digital pursuits, instead of active recreation and unstructured play. New technologies that encourage 24/7 connections have led to reductions in time available to pursue recreational experiences, and to challenges in achieving a balanced lifestyle.

Infrastructure deficit. Most communities in Canada have significant infrastructure deficits.¹¹ These deficits include the need to develop walking and cycling routes, facilities, and green spaces in order to meet the recreation requirements of growing communities, and to upgrade existing facilities to make them more functional and energy efficient. The opportunity for recreation is to contribute to an integrated community design and infrastructure planning process that considers what is built, and where it is located in relation to where people live and how they move through the community to get there.

At the same time, some communities on reserves and in remote areas still lack basic recreation facilities. Communities in the North that have recreation facilities face unique challenges in maintaining them. Strengthening the infrastructure for recreation, sport and physical activity is critical to strengthening the health, vitality and economies of local communities.

Threats to the natural environment. Failing fish stocks, extreme weather, decreasing biodiversity, new destructive species such as the spruce budworm and mountain pine beetle, the loss of green spaces to urban sprawl, and the warming of northern regions are all indicators of environmental stresses that directly affect the **spaces and places** where people enjoy recreational experiences. Growing threats to the natural environment have made the role of environmental stewardship increasingly important to the recreation field.

The evidence on the benefits of recreation and exposure to nature suggest that recreation and parks can address existing challenges with policies and practices that:

Enhance mental and physical wellbeing.¹³ Public recreation and parks services have an important role in enhancing physical activity, which in turn, is a critical factor in improved physical and mental health. Increased physical activity levels are associated with the presence of trails for walking, hiking and cycling, and organized events, including sport competitions and other attractions. For children, the presence of a playground within a nearby park is significantly associated with enhanced levels of physical activity. Among all ages, recreational experiences involving physical activity facilitate the maintenance of healthy weights, and thus a reduction in health care costs.

Participants in recreation report improvements in mental wellbeing, including increased self-esteem and life satisfaction. Recreation provides opportunities for personal growth and development for people of all abilities and can be especially helpful to people living with disabilities.

Enhance social wellbeing.¹⁴ Participation in recreational experiences is shown to enhance social wellbeing. For example, participation in after-school recreation programs provides many developmental opportunities for children and youth. For both children and adults, recreation can facilitate and support social relationships—through clubs, social organizations, participating on a team or making a new friend. Among youth, recreation can help decrease anti-social behaviours.

Help build strong families and communities.¹³ Recreation can be an important vehicle for promoting family cohesion, adaptability and resilience. Culture and recreation help build **social capital** in the form of arts, recreation and parks programs, and community celebrations, such as festivals, parades and block parties. Community events help keep neighbours in touch with each other and reinforce relationships that make neighbourhoods strong. Participation in cultural and artistic programs has been shown to promote social connectedness and social cohesion, and positively influence civic behaviour, mutual caring and voluntarism. Recreational activities can help build welcoming communities for people and families from diverse cultures.

Help people connect with nature^{15, 16, 17, 18} Enhancing opportunities to connect people with nature can result in both environmental and human benefits. **Natural playgrounds** (which incorporate natural elements like logs, flowers and trees) stimulate physically active and imaginative play and help children connect with nature. Studies have shown that exposure to the natural environment and green spaces have an independent, positive effect on health and health-related behaviours. From lowering blood pressure, to reducing stress levels, to supporting children's cognitive development, nature has a profound ability to support both physical and mental health. Nature-based recreation fosters a better understanding and appreciation for all aspects of nature. This may be especially important in Aboriginal communities, where fishing, hunting and nature conservation are traditional activities.

Recreation and parks has a key role as a steward of natural environments: protecting and interpreting parks, trails, waterways and wilderness areas, managing and balancing the needs of natural ecosystems with the needs of users, and minimizing any negative impacts resulting from services and programs.

Provide economic benefits by investing in recreation. Though economic benefit is not the primary driver for recreation service decisions, recreation is an important contributor to community economic development and cost reductions in other areas. Spending on recreation creates jobs, fosters tourism, and makes communities more attractive places in which to live, learn, work, play and visit. “Upstream” investments in recreation can lead to improvements in individual and community wellbeing, which helps to reduce costs in health care, social services and justice.¹⁹

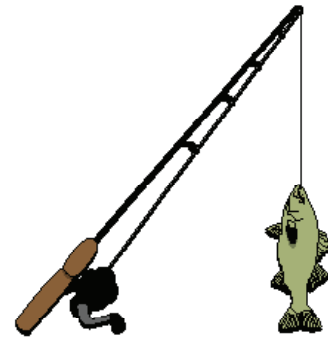
The Economic Case For Investing In Recreation



\$2.9 Billion
Labour income, jobs created by
Canada's parks (2009)²²



\$3, 773
Amount spent on recreation by
average Canadian household
(2012)²⁰



\$8.3 Billion
Total amount spent on
recreational fishing contributed
to local economies (2010)²⁴



\$134 Million
Amount spent by cyclists using
Quebec's Route Verte (2013)²¹



\$14.5 Billion
Amount Canadians spent on nature-
based recreational activities (2012)²⁵



\$6.8 Billion
Total health care costs of
physical inactivity in Canada²³

Convergence and Collaboration

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In recent years, a number of complementary strategies and frameworks have been developed, which address interrelated public policy at national, provincial and local levels. These include:

Active Canada 20/20: A Physical Activity Strategy and Change Agenda for Canada (2012) provides a vision and a change agenda to describe steps that will increase physical activity and reduce sedentary behaviour, thereby reducing health risks and achieving the many benefits of a society that is active and healthy. Recreation is identified as an important player in pursuing this agenda.²⁶

The Canadian Sport Policy (CSP, 2012) sets a direction for the period 2012-2022 for all governments, institutions and organizations committed to realizing the positive impacts of sport on individuals, communities and society. F/P/T Ministers responsible for Sport, Physical Activity and Recreation endorsed the policy in June 2012. CSP sets out 5 broad objectives, including “Recreational Sport: Canadians have the opportunity to participate in sport for fun, health, social interaction and relaxation”. Participants are introduced to the fundamentals of sport through programs delivered primarily by clubs, schools and local recreation departments. Participants develop sport-specific skills with an emphasis on fun, a positive attitude, healthy human development and remaining active for life.²⁷

Connecting Canadians with Nature. An Investment in the Well-Being of our Citizens was developed by the Canadian Parks Council on behalf of the F/P/T Ministers Responsible for Parks. The report synthesizes the growing body of evidence demonstrating the benefits of connecting with the natural world. Canada’s park leaders endorsed the paper in March 2014 and committed to working with various sectors to support experiences in nature that enhance Canadians’ collective health, prosperity, growth and productivity. This initiative positions park agencies to adapt to changing societal circumstances and enable increased opportunities for recreational experiences in nature.²⁸

The Declaration on Prevention and Promotion, which was adopted by Canada’s F/P/T Ministers of Health and of Health Promotion/Healthy Living in 2010, confirms that health and wellbeing is determined by “the physical and social conditions that people experience daily in the places where they live, learn, work and play”. The declaration calls upon a wide range of people and organizations in communities and across society to help create the conditions that reduce risks for poor health and support individuals in adopting healthy lifestyles.²⁹

Healthy Aging in Canada: A New Vision, A Vital Investment³⁰ a policy brief adopted by the F/P/T Committee of Officials Responsible for Seniors in 2006, specifically identifies recreation as critical to addressing priority areas in healthy aging such as social connectedness, physical activity and **age-friendly communities**. Canada has been a leader in developing Age-Friendly Communities in communities and cities of all sizes, and particularly in rural areas.³¹

IndigenACTION³² (2010) aims to foster partnerships that will help ensure Indigenous peoples in Canada have every opportunity to enhance their lives and their communities through recreation, sport, community fitness, and wellness. IndigenACTION, which was adopted by the Chief’s Assembly, is complementary to the Framework for Recreation in Canada described in this paper. There is clear alignment in terms of vision and direction; therefore, collaboration and convergence with this strategy is in order.

While recreation is unique, the Framework described in this document aligns well with all of these strategies. The fields of physical activity, sport, recreation, parks, the environment and health all share a common mandate to enhance the wellbeing of individuals, communities and the environment. Thus, there is a clear need to coordinate these strategies and frameworks, and to collaborate on specific actions and initiatives.

Strategies proposed by the parks, physical activity, sport and health sectors have historically involved the recreation sector. For example, recreation is a key delivery agent for sport and provides a variety of supports to local sports organizations. These include access to facilities, early skill development and exposure programs, ongoing sport play, coordination and communication, enhanced coaching capacity, allocation policies and subsidies, joint use agreements, sport hosting and sport tourism.

Similarly, the promotion of physical activity is a key priority for recreation. This includes the provision of physical activity programs for all age groups, ranging from active play for preschool children, to teen and adult fitness classes, to engaging older adults in ongoing activity. Many communities have worked with partners in public health, physical activity, sport and education to develop comprehensive community plans for active living. These plans include awareness campaigns, program opportunities and events, initiatives aimed specifically at inactive and vulnerable populations, and the development of supportive indoor and outdoor environments.

Our challenge and opportunity is to link these unique yet complementary efforts in ways that strengthen each sector while leveraging resources, and facilitating outcomes that meet common mandates and goals. This requires collaborative action and implementation, ongoing communication, knowledge sharing, common measurements, the sharing of resources, and joint efforts in service improvement.

Vision

Everyone engaged in meaningful, accessible recreation experiences, that foster:

Individual Wellbeing	Wellbeing of Natural & Built Environments	Community Wellbeing
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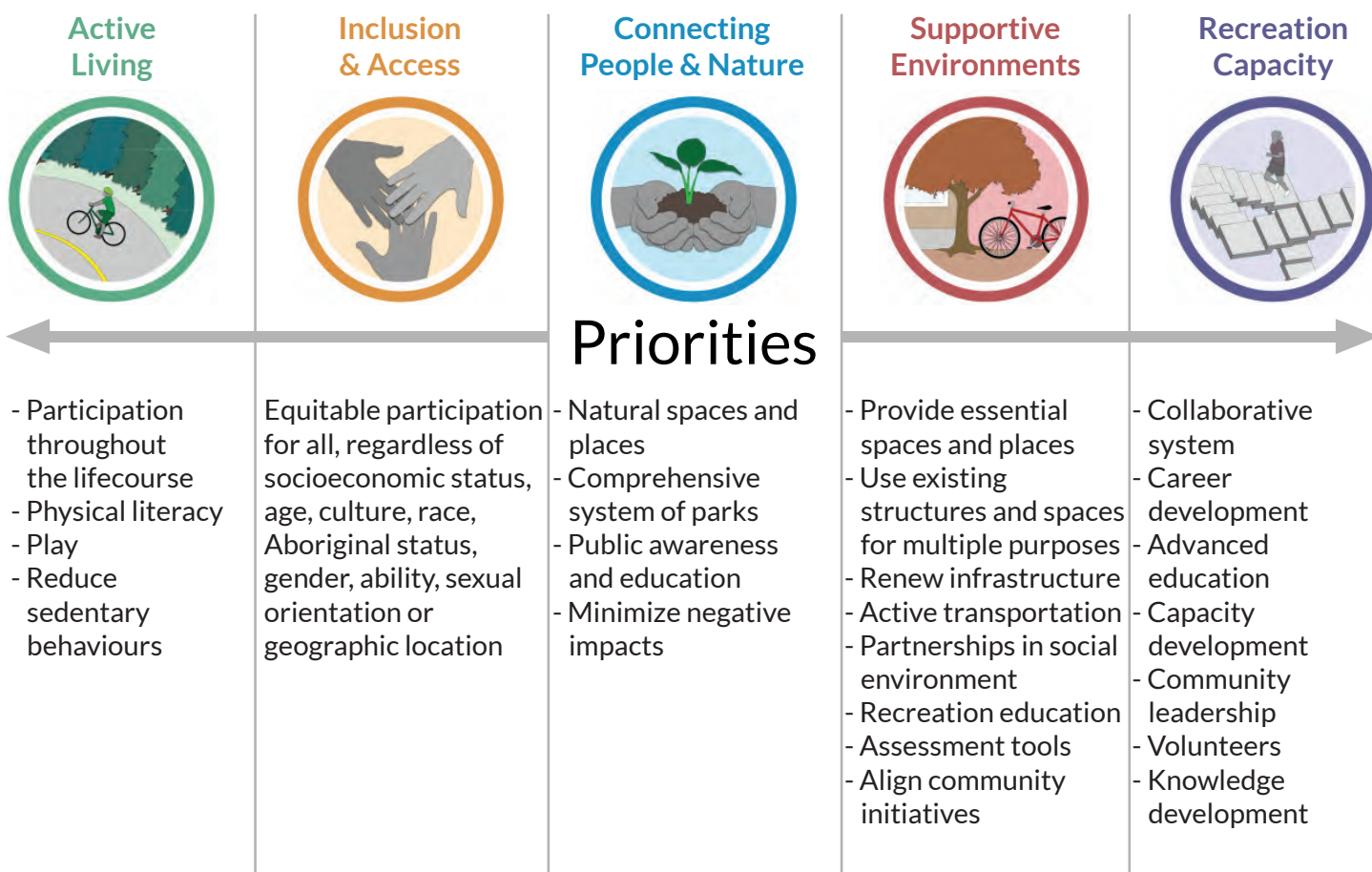
Values

Public Good	Inclusion & Equity	Sustainability	Lifelong Participation
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Principles of Operation

Outcome-Driven	Quality & Relevance	Evidence-Based	Partnerships	Innovation
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Goals



Priorities

We envision a Canada in which everyone is engaged in meaningful, accessible recreation experiences that foster:

- Individual wellbeing
- Community wellbeing
- The wellbeing of our natural and built environments

Values and Principles of Operation

Values

Values are deeply held beliefs that guide the decision-making, management and delivery of policies and practices.

Public Good

Through much of the 20th century, public recreation was regarded as a “public good.” The emphasis was on accessibility for all, outreach to disadvantaged groups and a belief in the universal benefits to the whole community, not just to users. In the 1990s, recreation departments and organizations came under increasing pressures for cost recovery and revenue generation, including increases in user fees. The community development and outreach functions that were historically part of the mandate of public recreation were often quietly marginalized, as the field shifted its focus to meet the demand from that portion of the population who could pay. Leaders in recreation have continued to stress the need for equitable recreational experiences for all, with a call for the renewed importance of public recreation’s historic mandate of addressing the inclusion of vulnerable populations. Quality recreation needs to be available to all, paid for by a combination of taxes and flexible user fees, which take into account economic circumstances. This does not mean denying services to people who have resources, but that they should not be served to the exclusion of those who face constraints to participation.

Inclusion and Equity

Inclusion is an organizational practice and goal in which all groups and individuals are welcomed and valued. Equity speaks to fairness in access to resources, opportunities and experiences.

Sustainability

To deliver quality recreational experiences, recreation requires a system that is sustainable, in terms of human resources, economics and the environment. Recreation values and stewards indoor and outdoor places and spaces in the built and natural environments. This requires balancing the needs of natural ecosystems with those of users, and providing sustainable facilities and services that minimize negative effects on the social and natural environments.

Lifelong Participation

Individuals and communities benefit from lifelong participation in recreational experiences, from early childhood to old age.

Active for a Lifetime

Canadian Sport for Life (CS4L) is a movement to improve the quality of sport and physical activity in Canada. It links sport, education, recreation and health, and aligns community, provincial and national programming. CS4L’s mission is to improve the health, wellness, and sporting experiences of all Canadians by advancing **physical literacy**, improving performance and increasing life-long participation in physical activity.

Source: Canadian Sport for Life: canadiansportforlife.ca

Principles of operation provide some “rules of the road” in how the field carries out its business.

Outcome Driven

Recreation is outcome-driven. It strives to help individuals and communities attain the outcomes they are seeking, such as improved health and wellbeing. It also focuses on indirect benefits to all, such as enhanced community cohesion and green environments that will serve generations to come.

Quality and Relevance

Recreation is committed to offering safe recreation experiences of the highest possible quality, while addressing the unique needs and capacities of each community, and the economic situation of individuals, families and communities.

Evidence-based

Recreation is committed to “fact based” decision-making— getting the best evidence and using it to guide policy and practice. Recreation integrates the best available research evidence with practitioner expertise and the characteristics, needs, capacities, values and preferences of those who are affected. This requires support for the systematic collection and analysis of data, the sharing of information, and the use of both quantitative and qualitative research methods, evaluation, and social and economic modeling.

Partnerships and Collaboration

Recreation relies on and nurtures partnerships and collaboration among:

- Public, not-for-profit and private providers of recreation and parks experiences
- Public and private planners and developers (urban and rural)
- All orders and levels of government (local, regional, provincial/territorial, federal and in Aboriginal communities)
- Multiple sectors and disciplines that influence wellbeing and share common goals, e.g. health, tourism, education, arts and culture, nature conservation, etc.
- People who care about and influence the wellbeing of individuals, families, communities and our natural and built environments, e.g. parents and other family members, elected officials, recreation staff, early childhood educators, caregivers, teachers, school boards, coaches and volunteer leaders in community programs.

Innovation. Recreation practitioners value innovation and recognize the benefits of ingenuity, the co-creation of new policies or services with people, and the creation and implementation of new ideas in design, program concepts, research and learning.

Quality Assurance Programming

HIGH FIVE® is an example of best practice in quality assurance programming for recreation and sport programs for children aged 6-12. HIGH FIVE provides a range of training, assessment tools and resources to ensure that organizations can deliver the highest quality programs possible. HIGH FIVE ensures leaders, coaches, and instructors have the tools and knowledge to nurture a child's mental health and create positive experiences for children. www.highfive.org



NOTE: The goals and priorities are numbered for ease of discussion and use; however, the ordering does not indicate levels of importance or priority. This will be determined by the organizations, communities and individuals who are using the Framework for Recreation in Canada 2015 to guide the development of their own action plans.

Goal 1

Active Living



Foster active living through physical recreation.

Participation in physical recreation is essential to building healthy, active individuals from infancy to older adulthood.

A solid evidence base supports the positive relationship between regular physical activity and healthy aging. For older people, participation in active recreation adds vitality and quality to life. It positively affects functional capacity, mental health, fitness levels, the prevention and management of chronic diseases and disability, and overall wellbeing. Engaging in physical activity with others can help older adults build social networks that promote overall health.³³

While unstructured **play** is important for all ages, the evidence suggests it is particularly critical for children in today's society. Over the last few decades, children's lives have become increasingly structured and media oriented, reducing their time in active unstructured play. This shift has contributed to increasing levels of physical inactivity, sedentary behaviour and excess weight in children and youth.^{34, 35, 36, 37} There is a particular concern for the missed opportunity of outdoor play, which has been shown to increase a child's capacity for creativity, problem-solving, and emotional and intellectual development.³⁸

The Canadian Physical Activity Guidelines provide recommendations about the amount of physical activity required for health benefits for older adults, adults, and youth and children, including preschoolers, toddlers and infants. These are complemented by the Canadian Guidelines for Sedentary Behaviour, which encourage children and youth to enjoy incidental movement, active play, active transportation and time outdoors, and discourage prolonged periods of sitting. For health benefits, this is good advice for all ages.³⁹

Individuals and families choose active living over sedentary behaviours when the "active choices are the easy choices." This requires the creation and maintenance of supportive environments for physically active recreation in the everyday settings where people live, work, play and learn. See Goal 4 for more discussion and priorities related to this.

The Economic Impact of Increased Physical Activity and Reductions in Sedentary Living⁴⁰

According to an analysis by the Conference Board of Canada (October 2014), small changes in physical activity and sedentary living can have substantial benefits. By getting 10% of Canadians with suboptimal levels of physical activity to be more active and less sedentary, the incidence of chronic conditions would be substantially reduced. With Canadians living healthier, more productive lives, GDP could increase by a cumulative \$7.5 billion between 2015 and 2040. In addition, health care spending on hypertension, heart disease, diabetes and cancer would potentially be reduced by \$2.6 billion within this same timeframe.

Source: Conference Board of Canada, 2014

Priorities

- 1.1 Enable participation in physically active recreational experiences throughout the lifecourse, continuing to focus on children and youth but expanding to meet the needs and foster the participation of the growing number of older people in Canada.
- 1.2 Incorporate physical literacy in active recreation programs for people of all ages and abilities. Physical literacy is recognized as a precondition for lifelong participation in and enjoyment of sport in the Canadian Sport Policy 2012.⁴¹
- 1.3 Support the child's right to play, and to participate freely and fully in "age-appropriate recreational experiences, cultural life, and artistic and leisure activities", as outlined in the United Nations Convention on the Rights of the Child.⁴² Enhance opportunities for children and youth to play outdoors and interact in nature in school, community and neighbourhood settings. Engage parents and provide safe, welcoming, low- or no-cost opportunities for families and multiple generations to experience the joy of spontaneous active play together.
- 1.4 Inform recreation leaders about the importance of reducing sedentary behaviours, and enable them to explore and implement strategies and interventions that address this important public health issue.

After-School Recreation Programs

Ontario's After School Program is an example of how recreation and community partners are working to enhance wellbeing among young people at risk. It provides programming for 21,000 children and youth, at low or no cost, who participate in fun, safe, supervised activities that focus on physical activity (including both recreation and sport), healthy eating/nutrition, personal health and wellness, and activities that address cultural identity and local needs. More than 130 not-for-profit recreational organizations, local governments and First Nations groups deliver programming in over 400 sites to at-risk children and youth (grades 1-12) during the hours of 3:00 p.m. – 6:00 p.m. throughout the school year. (2014).

For more information, visit www.mtc.gov.on.ca/en/sport/afterschool/after_school.shtml



Increase inclusion and access to recreation for populations that face constraints to participation.

More than any other service, recreation has the ability to reach all citizens, and to bring people together in a non-threatening, pleasurable atmosphere. However, a rebalancing of recreation is necessary if it is to strategically address the barriers and constraints to participation faced by some people, and to celebrate the rich diversity of Canada's population.

At its most basic, "diversity" refers to any and all differences between and among people. Acknowledging and valuing cultural, ethnic and racial diversity is vital to the prevention of prejudice and discrimination. At the same time, recreation needs to take into account other differences. Some of these are visible, such as variations in sex and gender, age, and ability. Others may be invisible, such as sexual orientation, education, hearing, religious beliefs, socioeconomic status and mental health concerns that affect wellbeing.

Inclusiveness celebrates diversity as a gift, rather than a deviation from the norm. Inclusive organizations value the perspectives and contributions of ALL people, and strive to incorporate the needs and viewpoints of diverse communities into all aspects of the organization and their services and programs.

Priorities

- 2.1 Develop and implement strategies and policies, which ensure that no families or individuals in Canada are denied access to public recreation opportunities as a result of economic disadvantage.
- 2.2 Enable people of all ages to participate in recreation. Address constraints to participation faced by children and youth from disadvantaged families and older adults who are frail and/or isolated.

Acting on Equity and Social Inclusion

In Moncton, New Brunswick, the Parks and Recreation Services Department addresses poverty and homelessness within their portfolio of services. A Community Development Officer of Social Inclusion facilitates programs and services for disadvantaged citizens in the city. He/she liaises with other local programs and community development staff. These efforts encourage a coordinated approach to reducing poverty and encouraging social inclusion in the community through parks and recreation (2014).

- 2.3 Build trust and participation through the provision of recreational opportunities and experiences that are respectful and appropriate for various ethnocultural groups. Actively engage persons of diverse and racialized backgrounds in developing, leading and evaluating recreation and park activities.
- 2.4 Recognize and enable the experience of Aboriginal peoples in recreation with a holistic approach drawn from traditional values and culture. Work with Aboriginal communities in pursuit of all five goals outlined in the Framework for Recreation in Canada 2015.
- 2.5 Enable and encourage women and girls of all backgrounds and circumstances to achieve their potential and participate fully in all types of recreation. Address the historical, cultural and social barriers to participation experienced by girls and women, and apply a gender equity lens when developing and monitoring policies, programs and practices.
- 2.6 Enact policies of nondiscrimination on the basis of gender identity and gender expression. Provide a welcoming and safe environment for people with all sexual orientations and sexual identities.
- 2.7 Provide leadership, support, encouragement, information, policies and programs that facilitate full participation in recreation by people of all abilities across all settings. Work with persons with disabilities and special needs to create inclusive opportunities and build leadership capacity. Ensure that recreation environments are accessible, and remove physical and emotional barriers to participation.
- 2.8 Address the unique challenges and capacities in rural and remote communities. Seek community leadership in decision-making regarding the provision of and access to appropriate spaces and places, opportunities and experiences in recreation.

Goal 3 2015Nov9OpenSessionFINAL_177 Connecting People and Nature



Help people connect to nature through recreation.

People have an inherent need to connect with the natural world and the recreation field plays a vital role in meeting that need. Connecting with nature is associated with improved cognitive, mental, and physical health, enhanced creativity and positive social behaviours. Communities also see economic benefits associated with ecotourism.⁴³

Traditionally, recreation has contributed to this goal through the provision and stewardship of outdoor places and spaces, and the development of enabling policies, programs and services related to natural environments. These activities continue to be essential components of recreation's role.

More recently, the need to increase appreciation of and exposure to nature through participation in the community design process has become increasingly important. Recreation contributes to creating walkable, safe, livable communities through the provision of parks, trails, waterways, community gardens and landscaped areas. Recreation supports policies, which ensure that neighbourhoods are designed to maximize opportunities for healthy, active living and exposure to nature.

For many people, urban parks may be one of the few connections that they experience with the natural world. Because of this, urban parks play an essential role in public health and wellbeing. Urban parks can serve as restorative environments in which individuals have the ability to view nature, to be active in nature, to observe plants and gardens, and to observe and encounter animals (both pets and wildlife).

Canadians Care About Nature



Percentage of Canadians in 2012

Who:

- 70% Spent time in nature
- 53% Participated in nature education
- 47% Travelled to experience nature
- 45% Reduced their ecological footprint
- 13% Volunteered in nature conservation

Most Popular Activities:

- 71% Picnics and relaxing in nature
- 64% Hiking, climbing, and horseback riding
- 41% Gardening and landscaping
- 21% Fishing
- 18% Birding



- 3.1 Work in partnership with community and provincial/territorial planners and Aboriginal communities to provide natural spaces and places in neighborhoods, communities and regions through the retention and addition of natural areas, forests, parks, trails and recreational waters (rivers, lakes, canals and beaches).
- 3.2 Work collaboratively at all orders and levels of government (local, regional, provincial/territorial, federal and with Aboriginal governing bodies) to create and maintain a coordinated, comprehensive system of parks and protected areas across Canada that allows year-round access to nature. Share best practices and findings in planning, design, management, ecosystem monitoring and public information.
- 3.3 Develop public awareness and education initiatives to increase understanding of the importance of nature to wellbeing and child development, the role of recreation in helping people connect to nature and the importance of sustainability in parks and recreation.
- 3.4 Ensure that operational policies and practices in parks and recreation limit the use of non-renewable resources and minimize negative impacts on the natural environment.

Goal 4 Supportive Environments

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Ensure the provision of supportive physical and social environments that encourage participation in recreation and help to build strong, caring communities.

Supportive physical and **social environments** help people explore their creativity and adopt healthy, active lifestyles by making “the healthy choices the easy choices”. They also facilitate community and family connectedness, which foster reciprocal caring—taking care of each other, our communities and our natural environment.

Some people (especially those who have had limited experiences with quality recreation) are unaware of the benefits of recreation and how to get involved. A lack of knowledge about available options and/or fears related to safety and entering new environments may limit their decisions about the use of their time outside of work or school.

Environments for recreation encompass many settings, including homes, schools, neighbourhoods, community spaces and places, rural places and the natural and built environments. Recreation has a leadership role to play in community building in all of these settings. Aligning with other community initiatives avoids duplication of efforts and helps to build social networks and voluntarism, as well as community norms of trust and cooperation.

Creating **supportive environments** for recreation has many dimensions including the implementation of policies and guidelines, innovative programming, social action, education and funding. All of these mechanisms are needed to ensure access to safe and effective spaces and places that are required to deliver a comprehensive mix of high quality recreational experiences.

Creating supportive physical environments includes the provision of essential facilities, the effective use of existing spaces and places, and addressing the decline of Canada’s **recreation and sport infrastructure**. It also includes the creation and maintenance of built environments that enable people to actively recreate as part of their daily activity and as a form of transportation.

Walking, biking, wheeling and skating are modes of **active transportation** and active recreation. Good walking environments and well-designed multipurpose trails encourage walking, cycling and wheeling and enable recreational experiences during daily commutes to work, school or other places in the community. Ideally, all parts of a well-maintained walking environment are integrated and connected to make it easy for pedestrians to move through the community to a variety of destinations.

- 4.1 Provide recreation facilities and outdoor spaces in under-resourced communities (including on-reserve and in remote and rural areas), based on community and/or regional needs and resources.
- 4.2 Work with partners to increase the use of existing structures and spaces for multiple purposes, including recreation (e.g. use of schools, churches, vacant land and lots).
- 4.3 Enable communities to renew recreational infrastructure as required and to meet the need for green spaces by:
 - securing dedicated government funding at all levels, as well as partnerships with the private and not-for-profit sectors for the necessary development, renewal and rehabilitation of facilities and outdoor spaces
 - developing assessment tools and evidence-based guidelines for investing and reinvesting in aging recreation infrastructure
 - developing and adopting innovative renewal strategies that will endure over time, use less energy and provide affordable access for all.
- 4.4 Lead and support community efforts and planning processes for active transportation and public transit. Participate in the planning and design of communities to encourage the placement of workplaces, schools, shops libraries, parks, and sport and recreation facilities in close proximity so that active modes of transportation are easier to use. Encourage development and maintenance of active transportation routes that connect people to the places they want to go.
- 4.5 Enhance mental and social wellbeing by creating supportive social environments in the settings where people live, learn, work and play. This requires strengthened partnerships with schools, social service groups, the arts community, law enforcement, transportation and urban planners, community organizations and the private sector.
- 4.6 Develop and implement targetted **recreation education** campaigns that increase knowledge about how recreation contributes to enjoyment and quality of life, and help people acquire the skills and attitudes they need to plan for making recreation a part of their lives.
- 4.7 Develop a common understanding of community wellbeing through the development and use of standardized assessment tools and indices that will help communities assess and measure their status on community wellbeing.
- 4.8 Adopt a strategic approach to community building that features alignment and collaboration with other community initiatives (e.g. Age-Friendly Communities, **Healthy Cities/Communities**, **Community Food Centres**).

Goal 5

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Recreation Capacity



Ensure the continued growth and sustainability of the recreation field.

Leaders in recreation include professional staff and volunteers. Both need the skills, knowledge and resources required to plan and deliver high-quality recreation services, based on specific community needs and strengths.

Volunteers in recreation make an impressive contribution to community cohesiveness, Canadian society and the economy. Volunteers need to be valued, trained and supported as an essential part of the delivery of recreational experiences in every community in Canada.

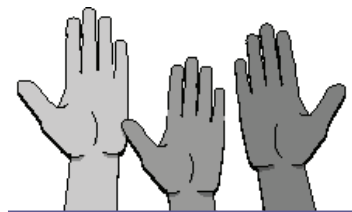
Leaders in recreation need to work within a connected, vibrant and comprehensive delivery system. This system requires ongoing nurturing and support to deliver a comprehensive mix of recreational experiences and sustain a viable system that Canadians can enjoy for generations to come.

The recreation field needs to recruit and inspire new leaders (of all ages) who can address emerging trends and have knowledge in a variety of areas, such as cultural diversity, emerging technologies, urban planning, active transportation and nature conservation. All who work in recreation need to acquire and attain the core competencies for recreation and the capacity to address changes in the physical and social environments that impact recreation.

Recreation provides many young people with opportunities for employment and for leadership and career development. For example, in 2013, 8.4% of youth (age 15-24) were employed in the Arts, Culture and Recreation sector in Canada.⁴⁶ These young leaders are critically important to the recreation workforce both today and in the future.

To be relevant and outcome-driven, leaders in recreation need timely access to emerging technologies as well as current evidence and information. A comprehensive **knowledge development** strategy including research, knowledge transfer, and monitoring and evaluation would address this need.

Canadians Volunteer in Recreation and Sport (2010)⁴⁵



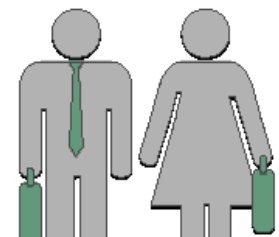
3.3 Million

Number of volunteers in recreation and sport



400 Million

Number of hours per year given by these volunteers



Over 208,000

Equivalent number of full-time jobs

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Academics and governments at all orders and levels undertake research and data collection to analyze recreation trends and issues in order to keep recreation policies and programs current and effective. In addition to theoretical and conceptual research, applied research projects, which identify promising approaches at the community level, are particularly important. The findings of research need to be shared broadly (knowledge transfer), with provincial/territorial recreation associations, communities, and other stakeholders and partners.

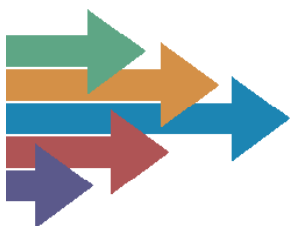
Priorities

- 5.1 Increase collaborative efforts among provincial/territorial governments, local governments, voluntary organizations, Aboriginal communities, the private sector and recreation associations to support and nurture a vibrant recreation system that serves as the primary means for achieving the vision and goals in this Framework.
- 5.2 Implement career awareness, preparation and development strategies to attract and educate new leaders.
- 5.3 Support advanced education in recreation. Use long-term market studies to inform curricula development and capture supply and demand needs in the industry.
- 5.4 Develop and implement high-quality training and competency-based capacity development programs for organizations and individuals (professionals and volunteers) working in recreation, particularly in under-resourced rural and remote areas.
- 5.5 Develop a strategy to enhance community-based leadership in recreation.
- 5.6 Rejuvenate and update volunteer strategies to reflect societal changes and take advantage of community and individual capacities. Engage volunteers of all ages and from all walks of life. Make a special effort to recruit and support volunteers from a variety of ethnocultural and racialized populations and other groups that face constraints to participation. Recognize and support the role of the not-for-profit sector in developing and engaging volunteers.
- 5.7 Support a pan-Canadian, comprehensive knowledge development strategy that increases support for:
 - recreation research and data collection carried out by universities and colleges, the not-for-profit sector, provincial/territorial, local and Aboriginal governments, with special attention to applied research at the community level
 - the national recreation information system so that all those planning and delivering recreation services have access to the latest evidence
 - collaborative efforts among governments, recreation associations and colleges and universities to develop new recreation programs and services that meet the evolving and expanding needs within communities.

Developing and Sharing Knowledge

The Leisure information Network (LIN) at www.lin.ca is a national knowledge-based digital forum for sharing information on individual and community wellbeing through recreation, parks, and active living. The Northern Links web site at www.northernlinks.org is an initiative of LIN that supports recreation and sport practitioners and volunteers in Canada's Aboriginal communities (both rural and urban) in creating more culturally relevant and engaging programming. The National Benefits HUB at <http://benefitshub.ca> is a living resource, which summarizes evidence on the value of recreation and parks services. Validation is provided for 49 outcome statements. LIN and the Benefits HUB are invaluable resources for policy development, planning, marketing, program/service development and evaluation.





The Framework for Recreation in Canada 2015 invites the field to think of its place in Canadian society in different ways. With a refreshed definition and vision, and a renewed sense of what is important, the Framework presents a rare opportunity to take a new path. This path will ensure recreation's continued relevance as an essential contributor to the wellbeing of individuals, communities, and the built and natural environments.

Embrace the Framework – Share it, Use It, Own It

The reader is encouraged to share this document widely and to talk about the Framework with colleagues, partners, policy-makers, community leaders, and others who are interested and involved in recreation. All stakeholders can use the Framework to guide decision-making, planning, resource allocation and the development of strategies, policies, programs and performance metrics.

Next Steps

Some actions going forward require strategic thinking, development and coordination at the national level. These will require the leadership of the Canadian Parks and Recreation Association (CPRA), intergovernmental Federal/Provincial/Territorial (F/P/T) mechanisms and Aboriginal communities. Not-for-profit organizations, provincial/territorial associations, local/regional governments, the private sector and stakeholders in education, health, sport, physical activity and the environment may take on initiatives that advance the Framework goals, either alone or in partnership.

Follow-up activities are both short- and long-term, and include action in the following areas:

Endorsement

The Framework for Recreation in Canada 2015 has been endorsed by the Canadian Parks and Recreation Association. In early 2015, it will be presented for endorsement by the Provincial/Territorial (P/T) Ministers responsible for Sport, Physical Activity and Recreation, and the P/T Recreation and Parks Associations. In the longer term, it is hoped that Aboriginal communities and many other stakeholders will support the ideas and directions outlined in the Framework. Community leaders, parents, caregivers, and the public will support and advocate for full inclusion in recreation as described in this document.

Communication

A first step in implementing the Framework for Recreation in Canada 2015 is to ensure it is top of mind within the recreation system. There are many ways to achieve this, which could include using the Framework as a topic for discussion and analysis at staff meetings, conferences and workshops. Building cross-Canada awareness and use of the Framework requires an effective national communications plan. Enhanced mechanisms for sharing best practices across Canada will inform leaders about concrete ways to address the challenges, opportunities and directions provided by the Framework.

Implementation

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It is suggested that the partnership of F/P/T governments, CPRA and the P/T Recreation and Parks Associations continue to work on the Framework for Recreation in Canada 2015 and that these organizations take on leadership and coordination roles at the national level. Governments at local, regional and provincial/territorial levels may use the Framework for Recreation in Canada 2015 to develop implementation action plans in areas of their jurisdiction. Non-governmental agencies and organizations working in recreation may develop action plans to address the goals and priorities identified in the Framework that are relevant and important in their communities. Other sectors and stakeholders (e.g. education, physical activity, sport, nature conservation, health) are encouraged to consider the relevance of the Framework in their area, how it may influence the work of their organizations, and how they might address the goals and priorities identified in the Framework. Employers and private sector providers of recreation may consider ways to support the ideas and goals described in this document.

It is recommended that an implementation group be formed. This group would be responsible for collating and sharing the action plans of governments and non-governmental organizations and for reporting on progress, in collaboration with evaluation efforts underway in sport and physical activity. This group would facilitate the development of indicators and metrics, as appropriate, and analyze longer-term pan-Canadian impacts. Recognizing that they are accountable to their own constituents, individual governments and organizations will be responsible for evaluating their own programs and activities and assessing their contributions.

Knowledge Development

The Framework for Recreation in Canada 2015 can become an integral part of post-secondary curricula, and used to identify research topics and inspire choices for professional development. The Leisure Information Network and Northern Links will continue to publish items related to the Framework, and the creation of a community-of-practice network could be explored.

Collaboration

Leaders in recreation will invite conversation about alignment and plans for partnership action with other sectors and stakeholders who share a mandate to enhance wellbeing among individuals, communities and in our built and natural environments. It is important to identify concrete ways to collaborate with other pan-Canadian initiatives in areas where visions overlap, strategies converge and resources can be shared (e.g. The Canadian Sport Policy 2012, Active Canada 20/20, Connecting Canadians with Nature). Work that is already underway will continue (e.g. the collaboration among F/P/T governments, Sport Canada, P/T associations, the Federation of Canadian Municipalities and CPRA to inventory and assess the state of sport and recreation facilities across the country).

While there are many steps along the path to an integrated, effective strategy for recreation in Canada, the Framework provides a roadmap and a bridge for how to get there. The vision is compelling—a future Canada in which everyone is engaged in meaningful, accessible recreation experiences that foster the wellbeing of individuals and communities and of our natural and built environments. The time to take action is now. Together, we can build pathways to wellbeing for all Canadians.

*Thank you to The Leisure Information Network (LIN) for their help in preparing this Glossary.

Aboriginal Peoples refers to the indigenous inhabitants of Canada when describing the Inuit, First Nations (Indians) and Métis people, without regard to their separate origins and identities.

Source: Inuit Tapiriit Kanatami, <https://www.itk.ca> (accessed September 2014)

Active transportation refers to any form of human-powered transportation, such as walking, cycling, using a wheelchair, in-line skating or skateboarding.

Source: Public Health Agency Canada, www.phac-aspc.gc.ca/hp-ps/hl-mvs/pa-ap/at-ta-eng.php (accessed September 2014)

Age-Friendly Communities. In an age-friendly community, the policies, services and structures related to the physical and social environment are designed to help older people “age actively”. In 2014, over 400 cities and communities in Canada were involved in this global movement.

Sources: 1) www.phac-aspc.gc.ca/seniors-aines/afc-caa-eng.php and 2) afc-hub.ca (accessed September 2014)

Canadian Physical Activity Guidelines and Canadian Sedentary Behaviour Guidelines.

The Canadian Physical Activity Guidelines (2011) describe the amount and types of physical activity that offer substantial health benefits to children (from infancy to age 12), youth, adults and older adults. The Canadian Sedentary Behaviour Guidelines provide recommendations to Canadian children and youth on limiting sedentary behaviour during discretionary time in order to reduce health risks.

Source: Canadian Society for Exercise Physiology, www.csep.ca (accessed September 2014)

Community/communities: a group of individuals who share common interests or characteristics, such as demography, geographic location, culture, etc., and who are perceived or who perceive themselves as distinct in some respect from the larger society within which it exists.

Source: Adapted from Dictionary.com

Community Food Centres provide places where people come together to garden and grow, cook, share and advocate for good food.

Source: cfccanada.ca (accessed September 2014)

Health is defined by the World Health Organization (WHO) as “a state of complete physical, social and mental wellbeing, and not merely the absence of disease or infirmity”. The Ottawa Charter for Health Promotion goes on to say, “Health is a resource for everyday life, not the object of living. It is a positive concept emphasizing social and personal resources as well as physical capabilities.”

Source: WHO: Constitution 1948 at www.who.int/governance/eb/who_constitution_en.pdf; WHO: Ottawa Charter Health Promotion, 1986 at www.who.int/healthpromotion/conferences/previous/ottawa/en (accessed September 2014)

Healthy Cities/Communities create and improve the physical and social environments and community resources, which enable people to mutually support each other in performing all the functions of life and developing to their maximum potential. Several cities and communities in Canada have adopted Healthy City strategies.

Source: WHO Healthy Settings. www.who.int/healthy_settings/types/cities/en (accessed September 2014)

Knowledge development in recreation is the creation, synthesis, exchange, and application of knowledge to strengthen recreation and improve wellbeing. It includes research of all types, monitoring and evaluation, the sharing of knowledge (sometimes called knowledge transfer) and program development.

Natural playgrounds are play environments that blend natural materials and vegetation (e.g. logs, sand, boulders, hills, trees and stumps) with varied landforms to provide unique, creative play areas for children. They are designed with the intent of helping children connect with nature.

Source: adapted from various sources

National Benefits Hub provides updated evidence for 50 outcomes statements about the benefits of recreation, the trends impacting benefits, and emerging promising practices.

Source: <http://benefitshub.ca> (accessed September 2014)

Physical literacy is the ability of an individual to move with competence and confidence in a wide variety of physical activities in multiple environments that benefit the healthy development of the whole person.

Source: Canadian Sport policy 2012 and Physical and Health Education Canada, 2010 http://canadiansporttourism.com/sites/default/files/docs/csp2012_en_lr.pdf (accessed March 2014)

Play is freely chosen and self-directed mental or physical activity that is undertaken for enjoyment and that is separate in some way from “real” life.

Source: Adapted from 1) The Value of Play I: The Definition of Play Gives Insights, by Peter Gray, published on Nov 8, 2008 in Freedom to Play, accessed March 2014 at www.psychologytoday.com/blog/freedom-learn/200811/the-value-play-i-the-definition-play-gives-insights; and 2) Discover Leisure Education, accessed March 2014 at www.indiana.edu/~nca/leisureed/play.html

Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

The **recreation field and system** includes stakeholders and providers from the not-for-profit, private and public sectors; including volunteers, paid staff, community groups, educators, researchers, organizations and governments that work collectively to enhance individual and community wellbeing through recreation.

Public recreation is the provision of recreation services by governments and non-governmental groups and organizations for the benefit of individuals and communities.

Recreation and sport infrastructure includes the construction, maintenance, repair, operation, and the supervision of facilities and outdoor areas. Indoor spaces and places include arenas, community centres and halls, indoor pools, cultural centres, senior and youth centres. Outdoor spaces and places include parks, playing fields, play-structures, trails, forested areas, outdoor pools, splash pads, pavilions, gardens,

waterfronts, marinas, outdoor courts (e.g. tennis, basketball), outdoor rinks and golf courses.

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Recreation education is the process of acquiring the knowledge, skills, and attitudes required for positive experiences in recreation. Recreation education helps individuals and communities understand opportunities, potentials and challenges in recreation; understand the impact of recreation on wellbeing; and gain knowledge, skills, and appreciation enabling full participation in recreation experiences.

Source: Adapted from Leisure education and physical literacy by Brenda Robertson, NRA 2011 National Summit, Accessed March 2014 at lin.ca/sites/default/files/attachments/Robertson%20summit%20talk.pdf

Social environment includes the formal and informal groups and networks to which people belong, the neighborhoods in which we live, the organization of the places where we work, worship, learn and play, and the policies we create to order our lives. The degree of social cohesion that exists in communities results from everyday interactions between people. It is embodied in such structures as civic, cultural and religious groups, family membership and informal community networks, and in norms of voluntarism, altruism and trust. The stronger these networks and bonds, the more likely it is that members of a community will co-operate for mutual benefit.

Source: Adapted from 1) Yen IH, Syme S. The social environment and health: A discussion of the epidemiologic literature. Annual Review of Public Health 1999; 20: 287-308, accessed March 2014 at www.annualreviews.org/doi/abs/10.1146/annurev.publhealth.20.1.287 and 2) WHO Glossary Health Promotion, 1998, accessed September 2014 at www.who.int/healthpromotion/about/HPG/en

Social capital: The features of social organization such as social networks, norms and social trust that facilitate coordination and cooperation for mutual benefit.

Source: Putnam, R. Social Capital: Measurement and Consequences. Isuma, Canadian Journal of Policy Research 2001;2(1):41-51, and Putnam, R. Bowling Alone: America's Declining Social Capital. Journal of Democracy, 1995; 6(1):65-78.

Social cohesion is an ongoing process of developing a community of shared values, shared challenges and equal opportunity, based on a sense of trust, hope and reciprocity.

Source: Adapted from Government of Canada's Policy Research Sub-Committee on Social Cohesion. Accessed March 2014 at www.parl.gc.ca/content/lop/researchpublications/prb0756-e.htm

Social connectedness: A person's number of close friends, frequency of interactions with family and friends, trust in neighbors, and level of participation in volunteer activities or community events all play a role in supporting well-being and can also influence health, both directly and indirectly. Together, these examples begin to describe social connectedness - the extent to which people interact with one another, either individually or through groups.

Source: Social Connectedness and Health, Wilder Research 2012. Accessed September 2014 at www.bcbsmnfoundation.org/system/asset/resource/pdf_file/5/Social_Connectedness_and_Health.pdf

Spaces and Places. Spaces are areas or expanses deliberately designed for specific processes or purposes, such as an urban park or a community garden. Spaces integrate people with nature and with each other, increase socialization within and between neighbourhoods and invite increased physical activity. Places are portions of those spaces, such as a specific building, structure, or location, e.g., splash pad or skate park within a larger park.

Source: Adapted from various sources

Supportive environments for recreation offer safe, enjoyable experiences, and empower people to expand their self-reliance, confidence and abilities to participate. They occur where people live (their homes and communities) and where they learn, work, worship and play. Supportive physical and social environments are structured to support a desired activity, action or outcome. Individuals are provided with encouragement, opportunities, access, and resources that enable this activity, action or outcome.

Source: Adapted from 1) WHO Glossary Health Promotion, 1998 accessed March 2014 at www.who.int/healthpromotion/about/HPR%20Glossary%201998.pdf?ua=1; and 2) Halton Active Living Bulletin, accessed March 2014 at lin.ca/sites/default/files/attachments/Bulletin%203%20-%20Supportive%20Environments.pdf and 3) Canadian Fitness and Lifestyle Research Institute Survey 2008, accessed March 2014 at www.cflri.ca/media/node/256/files/Bulletin_3.pdf

Wellbeing. The presence of the highest possible quality of life in its full breadth of expression, focused on but not necessarily exclusive to: good living standards, robust health, a sustainable environment, vital communities, an educated populace, balanced time use, high levels of democratic participation, and access to and participation in recreation and culture.

Source: Adapted from Canadian Index of Wellbeing, accessed March 2014 at uwaterloo.ca/canadian-index-wellbeing

The Framework vision incorporates:

- Individual wellbeing: Individuals with optimal mental and physical wellbeing, who are engaged and contributing members of their families and communities
- Community wellbeing: Communities that are healthy, inclusive, welcoming, resilient and sustainable
- The wellbeing of places and spaces: Natural and built environments that are appreciated, nurtured and sustained.

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Appendix A Acknowledgements

This paper is a collaborative effort of the provincial and territorial governments (except Quebec), the Canadian Parks and Recreation Association and the Provincial/Territorial Parks and Recreation Associations. It was prepared by the National Recreation Framework Working Group.

Thanks and acknowledgement is given to all those who contributed to the process of developing the Framework.





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Mary Jane Banks, BCom
Town Clerk
Town of Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5



Dear Ms. Banks

October 13, 2015

Please find enclosed from the Cherry Brook Zoo Incorporated a copy of documents sent to His Worship the Mayor William Bishop and Members of Town Council for your information. If you have any questions please do not hesitate to contact me. We would request, if possible, to make a short presentation to Mayor and Council.

- a) Audited Financial Statements for the last fiscal year
- b) Statements of anticipated receipts and disbursements for the current year 2015
- c) Budget Rationale
- d) Budget for the ensuing year 2016
- e) Other documents

I would appreciate it if you would see that the packages we have put together are made available to His Worship the Mayor and Members of Town Council.

Thank you for your assistance in this matter.
Sincerely

Lynda Collrin BSc, MSc
Volunteer Director Zoo Development / Primatologist
Cherry Brook Zoo Inc.

Cherry Brook Zoo Inc.
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Saint John, NB E2K 5H9
Phone (506) 634-1440
noahsark@bellaliant.net
www.cherrybrookzoo.com

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***BUDGET SUBMISSION
TO THE
TOWN OF ROTHESAY FOR 2016***

The Cherry Brook Zoo of Saint John Incorporated will continue to operate the zoo with high standards and ethics. We plan to join the Zoological Association of America and become accredited by this entity which will assist in obtaining animals which are recognized by the US Fish and Wildlife and by American Species Survival Programs thereby eliminating past roadblocks in acquiring animal species and still maintaining highly recognized standards of accreditation.

We will continue to employ adequate zoo staff and summer students; we will continue to work with co-op students, YMCA exchange students, and part time positions as needed. This year the Zoo employed 6 full time positions; 9 summer positions; two full time/ part time. That is a total of 17 jobs. This does not include jobs under entrepreneurial with food services and 2 Co-op students and our partnership with Tir na nOg Forestry School.

The Cherry Brook Zoo began as just that “a Zoo” but over the years has increased its operations to include a retail gift shop, 18 Hole Miniature Golf Course, The Vanished Kingdom Park, Birthday Parties, Seminars, Junior Zookeeper Day Camps, Volunteer Committees and an active Volunteer Animal Enrichment Program, etc. We have added many Special Events and have seen an increase in members of the public attending these events. Donors have played a large role in the operational funding of the zoo and have grown over the years. They have proven that the Zoo is an important part of our city with their actions year after year speaking to their desire to see the zoo not only continue but to grow. Despite the economic pressures currently being felt and extreme weather conditions we have managed to decrease our funding request over the last few years from \$150,000.00 to \$60,000.00 in 2016 which is a 60% decrease and to be honest I haven’t seen any other department of facility show this kind of financial restraint.

Despite decreasing our financial budget the last few years have seen new breeding stock arriving at the Zoo with the Damara Zebra (who produced their first young this year), Nilgai, Mouflon Sheep, and this year the arrival of a group of Zebu. We hope this fall to acquire African Lions (waiting for them to be born), Black Fallow Deer and possible Alpaca.

At the present time we are constructing a revamped Awareness and Discovery Centre which will include a new reptile display (Home Depot is supplying materials and personnel to build this exhibit). Ritchie’s Warehouse has supplied building supplies to expand and winterize the Zebu building that is being revamped at this time and an electrician has volunteered his services to supply heating to this building.

In 2016 we will be bringing in ponies for both rides and to expand our Summer Camp to include older children 13-16 years of age. We have a private citizen who is committed to building all necessary buildings and purchasing the ponies and all tack. We hope to approach the Saint John Pony Club in the future as a partner to decrease costs and increase revenue and a percentage of profits to them and expand programming to our Summer Programs.

So as you can see the support of the City of Saint John plays an integral role in employment, education of Summer Students, working in conjunction with School Co-op programs, and with various corporate and private entities.

With stabilized operational funding we will be able to actively approach all levels of funding for our capital strategic plan and move ahead on our projects. We have continued to maintain the zoo site and work on new displays and smaller projects with partners willing to donate time, materials and finances but feel the time has come for growth and expansion.

The Cherry Brook Zoo of Saint John Incorporated also plays an integral role in not only bringing tourism to our city but in keeping them here instead of driving through. With the exchange rate at a higher level we have experienced higher traffic to our facility with US visitors and local visitors. We are the only zoo in the Fundy Region and there is no duplication of our services and with a well thought out plan we can build on bringing ecotourism to our area and create overnight stays in a unique setting. I have attached a draft of our Strategic Plan so that you can see that dollars invested today will pay dividends in the future.

Like many in our area the extreme weather has played a major role in revenues and disbursements and we need to address this to both create winter excursions and expand programming or to limit the months the zoo is open when revenues are at their lowest. We realize just as you do that restraints must be put in place but at the same time know we must build on the future that is essential to seeing our city and our facilities grow to expand markets. Tourism is a growth market and we hope to build infrastructure that will both benefit the tourism market and also our communities and our city.

There are many positive projects heading our way which will bring employment, population growth and families and we need to prepare now for the future growth of our communities. We need to address the question what do we have to offer as quality of life indicators to bring young families to our city and a well-balanced tourism and recreation plan is part of that ideology. The Cherry Brook Zoo provides Conservation, Education, Recreation and global recognition for its work in behavioural studies and work with endangered species. We now need to move to growing what we have to meet the needs of the public and tourism sectors.

The Cherry Brook Zoo is a debt free facility and has never asked the City of Saint John for capital monies but has instead chosen to seek out partnerships and donors. We have been successful in the past and feel that we can find capital finances to grow the Zoo without looking to our municipal sponsors for capital commitments. It is because of our unique situation of being a not for profit charitable organization that we can find funding without looking to capital city financing We will continue to build this facility but can only do so if it is seen that our municipal leaders show their support in what we consider to be a low cost operations funding. Your leadership today will build the zoo tomorrow.

Cherry Brook Zoo Inc. Summary Statement of Operating Revenues & Disbursements					
Budgets Years : 2016, 2017, 2018					
		Budget	Audited	Budget	Budget
		Forecast	Report	Forecast	Forecast
		2014	2014	2015	2016
Revenues					
Gate Income/ Friends of the Zoo		\$145,000	\$108,580	\$115,000	\$115,000
Donations/Bequests		\$60,000	\$79,920	\$65,000	\$65,000
Donations In Kind non cash		\$12,000	\$12,800	\$15,000	
Spec. Event - Fund Raising		\$50,500	\$46,590	\$46,000	\$46,000
Retail Sales		\$30,000	\$22,227	\$22,000	\$25,000
Food Services		\$14,000	\$7,884	\$6,500	\$5,000
Miniature Golf		\$8,000	\$5,282	\$6,000	\$6,000
Grant City of Saint John		\$60,000	\$60,000	\$50,000	\$60,000
Grant Town of Quispamsis				\$2,500	\$2,500
Grant Town of Rothesay		\$5,000	\$5,000	\$5,000	\$5,000
Town of Hampton				\$1,000	\$1,000
Student Grant Provincial Government		\$7,654	\$7,107	\$7,111	\$7,700
Student Grant Federal Government		\$10,625	\$14,176	\$14,250	\$14,250
Student Aboriginal People's Council		\$11,818		\$10,580	\$10,000
Grant Workability		\$0	\$2,100	\$8,905	\$8,600
YMCA Exchange Student				\$2,200	\$2,200
Other Income			\$73		
Forestry School			\$2,969	\$10,000	\$10,000
Sub total revenue		\$414,597	\$374,708	\$387,046	\$383,250
Wages/Employee Benefits		\$255,500	\$229,273	\$229,500	\$214,350
Heat/Lights/Power		\$21,500	\$20,271	\$21,500	\$21,000
Vehicle Costs (gas, repairs, ins)		\$15,000	\$19,088	\$13,000	\$15,000
Animal Feed		\$17,000	\$13,979	\$13,000	\$13,000
Retail purchases		\$13,000	\$9,824	\$13,000	\$12,000
Accreditation					\$2,100
Insurance (property & liability)		\$11,000	\$8,616	\$6,600	\$10,000
Advertising & Promotion		\$8,000	\$4,652	\$8,000	\$7,000
Office & Administration		\$15,000	\$14,788	\$13,000	\$13,000
Animal Purchase		\$8,000	\$727	\$4,000	\$6,000
Bank Charges - all accounts		\$3,900	\$4,108	\$3,900	\$4,000
Interest on long term debt					
Dues and Memberships		\$4,500	\$2,405	\$3,500	\$3,500
Fundraising/Special Events		\$5,000	\$5,292	\$5,000	\$5,000
Animal Care - medical		\$7,000	\$5,586	\$5,000	\$6,000
Professional Fees		\$6,000	\$7,368	\$6,000	\$6,500
Repairs & Maintenance		\$26,000	\$14,195	\$20,000	\$23,000
Property Taxes		\$10,300	\$9,889	\$9,300	\$9,300
Telephone Services/Telecommunication		\$6,650	\$7,224	\$6,650	\$6,500
Training & Development		\$4,500	\$1,660	\$1,000	\$1,000
Food Services		\$5,000	\$5,606	\$5,000	\$4,000
Miscellaneous		\$1,000	\$3,346	\$1,000	\$1,000
		\$11,800			
Amortization non cash			\$5,566		
Sub total disbursements		\$414,597	\$393,463	\$387,950	\$383,250
Sub total revenue	\$	(\$454,597)	(\$374,708)	\$ (387,046)	\$ (383,250)
Year End/ Deficit		(\$40,000)	(\$18,755)	(\$904)	\$0

Gate – Gate has been reflected at a nominal increase and is a more conservative amount reflecting weather and is an attainable amount. There could be an increase discrepancy of 2-5% dependent on length of winter into spring i.e. the loss of gate income during March Break \$5,000.00 and the loss of revenue of special events such as Easter.

With capital construction, new attractions, new programming this is a variable.

Donations – include bequests and in-kind which is not a cash donation and is reflected in budget. Again the economy plays a role in donor dollars.

Partnerships - With a stabilized income from the City of Saint John Tir na nOg Forestry School may double the number of days for their Forestry School in the following year as they are concerned with the instability of zoo finances. They have already moved classes to Quispamsis this year. To ensure the ability of the zoo to acquire current and future partnerships the zoo needs to have stable funding for the upcoming years.

Sponsors- With sponsors acquired for Reptile exhibit, winterizing of new Zebu species and in the spring the construction and acquisition of ponies and tack and then forging a partnership with pony club will take time to market and deliver. This will also increase insurance costs for liability coverage. It will take time for a new market to reach a capacity for profit.

Grants from outlying areas are never guaranteed and we send proposals each year and appear before councils.

Wages reimbursement through grants – we hope to sustain the grants noted above but the workability is not a long term grant but for training. This is where our zoo staff has been brought back to four full-time until grant runs out and will hopefully gain enough finances through new initiatives of expanded programming to maintain this position.

Disbursements

Wages – Staff Wages at	\$214,350.00
Minus Grants	<u>\$ -42,750.00</u>
Wages Paid	\$171,600.00

Vehicle Expense – costs of maintaining 2006 truck which is used for multiple needs including hauling 1500 bales of hay, moving animals, plowing zoo parking lot and all pathways, picking up produce, monthly pickup of 2000 kg. of meat and supplies, maintenance of zoo supplies, watering animals, etc. is costing in maintenance especially with the extreme weather we have had and are expecting in 2015/2016. A hand pushed snow blower is also showing its age as well as the gator which is also constantly repaired. At this time we are not looking at replacement but in the near future will need to assess equipment required. We have been fortunate to have mechanics that do not charge for their labour but must charge for parts otherwise the costs would be much higher. We will look for a sponsor in this area.

Canadian Association of Accredited Zoos and Aquariums made a visit to the zoo in January of 2015 to inspect due to their concerns of financial viability. They have asked for quarterly reports as well as any negotiations with the City of Saint John. They reported back to the Accreditation Commission that the animals are well cared for and the premises maintained to standards but our finances are of great concern and could affect our accreditation status.

We have worked our budget to increase revenues and lower disbursements and have found sponsors to bring in new displays, assist in maintenance of the buildings and to build and supply animals for new programming. With a stable budget the Cherry Brook Zoo of Saint John Inc. could now turn to our Strategic Plan and aggressively go after financial sponsorship from private, corporate, foundation, and government funding to achieve a more streamline facility that offers more to both tourists and our citizens and create an under-utilized facility to higher standard that would appeal to everyone. With operational assistance the Cherry Brook Zoo could become one of the top tourist attractions in not only our city but in our province.

General Notations Summary statement

Dollar value of volunteers – approximately 5000 man hours are donated annually in support of zoo activities especially in positions related to revenue-generating special events, repairs and maintenance, catering, gardening and animal enrichment.

Grants from the City of Saint John are placed in the revenue column of the budget sheet to show impact on the net operational deficit. Similarly donations from the towns of Rothesay, Quispamsis, and Hampton are shown for the years granted.

We have considered closing the zoo during winter months and cutting another full time position but due to agreements with PALS, Rockwood Park Day Tripping, Family Plus, etc. we find it almost impossible to do such and would leave Office Administration without trained personnel. Regardless the animals require adequate care, safety of zoo staff must be maintained and repairs and maintenance must be carried out.

There is only one Zoo in the City of Saint John so there is no duplication of services. The future could see new buildings, new revenue streams and expanded programming and with the support of the City can we reach our potential in the future through their support with operational deficit. Our strategic plan looks to the City of Saint John to ensure that we can achieve our future goals. We have built and maintained a 2M dollar facility and have never asked the City for capital funding. We feel that we are an asset to the City of Saint John in tourism, recreation and education of our citizens, most importantly our youth and have a vision of the future that bodes well for all of our citizens and tourists. We also are an integral part of recreation in our city and add to the quality of life that will attract people to want to move to our city.

We provide jobs, we employ both full time and part time positions, and we employ youth and meet many prerequisites for entry into university and many specialized programs and have helped many of our young people to reach their goals of becoming doctors, veterinarians, teachers, special needs aides, and so much more. Our value is tangible and our reach is far as we act as ambassadors globally with our work with International Species Survival Programs ... we promote our city in a positive light and show that industry and conservation can coexist side by side.

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Cherry Brook Zoo of Saint John Inc.

Financial Statements
December 31, 2014

Wilshaw & Associates Professional Corporation
P.O. Box 519, Main Post Office
Saint John, N.B. E2L 3Z8
Telephone: (506) 849-3956
Fax: (506) 849-3966

June 25, 2015

Auditor's Report to the Members of Cherry Brook Zoo of Saint John Inc.

I have audited the accompanying financial statements of **Cherry Brook Zoo of Saint John Inc.** which comprise the statement of financial position as at December 31, 2014, and the statements of revenue and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-For-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Basis for Qualified Opinion

In common with many charitable organizations, the organization derives part of its revenue from the general public in the form of donations and bequests, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the company and I was not able to determine whether any adjustments might be necessary to revenues, excess expenditures and net assets.

Wilshaw & Associates Professional Corporation

Auditor's Report to the Members of Cherry Brook Zoo of Saint John Inc. (continued)

Qualified Opinion

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Cherry Brook Zoo of Saint John Inc. as at December 31, 2014, and the results of its operations for the year then ended in accordance with Canadian Accounting Standards for Not-For-Profit Organizations.

Pete Wilshaw, C.A.

Chartered Accountant

Cherry Brook Zoo of Saint John Inc.**Statement of Financial Position****As at December 31, 2014**

			2014	2013
	Operating Fund	Restricted Funds	Total	Total
	\$	\$	\$	\$
Assets				
Current assets				
Cash	12,026	-	12,026	3,616
Term deposits	-	5,422	5,422	30,212
Interest receivable	-	17	17	107
HST recoverable	-	-	-	3,061
Inventory	6,841	-	6,841	7,371
	18,867	5,439	24,306	44,367
Property, plant and equipment (note 5)	257	-	257	5,823
	19,124	5,439	24,563	50,190
Liabilities				
Current liabilities				
Accounts payable and accrued liabilities	8,832	-	8,832	19,031
HST payable	3,765	-	3,765	-
Payroll remittances payable	3,316	-	3,316	3,874
	15,913	-	15,913	22,905
Net assets				
Restricted	-	5,439	5,439	30,319
Unrestricted	3,211	-	3,211	(3,034)
	3,211	5,439	8,650	27,285
	19,124	5,439	24,563	50,190

Approved by the Board of Directors_____
Director_____
Director

Cherry Brook Zoo of Saint John Inc.**Statement of Changes in Net Assets****For the year ended December 31, 2014**

			2014	2013
	Operating Fund \$	Restricted Funds \$	Total \$	Total \$
Net assets (deficit) - Beginning of year	(3,034)	30,319	27,285	76,811
Excess revenue (expenditures) for the year	(18,755)	120	(18,635)	(49,526)
Inter-fund transfer	25,000	(25,000)	-	-
Net assets - End of year	3,211	5,439	8,650	27,285

Cherry Brook Zoo of Saint John Inc.**Statement of Revenue & Expenditures****For the year ended December 31, 2014**

	2014		2013
	Operating Fund	Restricted Funds	Total
	\$	\$	\$
Revenue			
Gate	98,370	-	98,370
Donations	92,720	-	92,720
Special events	46,590	-	46,590
Retail sales	22,227	-	22,227
Food services	7,884	-	7,884
MiniGolf	5,282	-	5,282
Friends of the Zoo	10,210	-	10,210
Forestry School	2,969	-	2,969
Grant - City of Saint John	60,000	-	60,000
Grant - Town of Rothesay	5,000	-	5,000
Student Grant - Provincial Government	7,107	-	7,107
Student Grant - Federal Government	14,176	-	14,176
Student Grant - New Brunswick Aboriginal Peoples Council	-	-	-
Workability	2,100	-	2,100
Other income	-	-	-
Interest	73	120	193
	<u>374,708</u>	<u>120</u>	<u>374,828</u>
Expenditures			
Wages and benefits	229,273	-	229,273
Heat, light and power	20,271	-	20,271
Vehicles	19,088	-	19,088
Feed	13,979	-	13,979
Retail purchases	9,824	-	9,824
Insurance	8,616	-	8,616
Advertising and promotion	4,652	-	4,652
Office expenses	14,788	-	14,788
Animal purchases	727	-	727
Bank charges and interest	4,108	-	4,108
Interest on long-term debt	-	-	-
Dues and memberships	2,405	-	2,405
Special events	5,292	-	5,292
Animal care	5,586	-	5,586
Professional fees	7,368	-	7,368
Repairs and maintenance	14,195	-	14,195
Property tax	9,889	-	9,889
Telecommunications	7,224	-	7,224
Travel and training	1,660	-	1,660
Food services	5,606	-	5,606
Miscellaneous	3,346	-	3,346
Amortization	5,566	-	5,566
	<u>393,463</u>	<u>-</u>	<u>393,463</u>
Excess revenue (expenditures) for the year	(18,755)	120	(18,635)
	<u>(18,755)</u>	<u>120</u>	<u>(18,635)</u>

Cherry Brook Zoo of Saint John Inc.**Statement of Cash Flows****For the year ended December 31, 2014**

	2014		2013
	Operating Fund \$	Restricted Funds \$	Total \$
Cash provided by (used in)			
Operating activities			
Excess revenue (expenditures) for the year	(18,755)	120	(18,635)
Item not affecting cash			
Amortization	5,566	-	5,566
	(13,189)	120	(13,069)
Changes in non-cash working capital balances			
Accounts receivable	-	-	-
Interest receivable	-	90	90
HST recoverable/payable	6,826	-	6,826
Inventory	530	-	530
Accounts payable and accrued liabilities	(10,199)	-	(10,199)
Payroll remittances payable	(558)	-	(558)
	(16,590)	210	(16,380)
Investing activities			
Decrease in term deposit	-	24,790	24,790
	-	24,790	24,790
Financing activities			
Repayment of long term debt	-	-	-
Interfund transfer	25,000	(25,000)	-
	25,000	(25,000)	-
Increase in cash	8,410	-	8,410
Cash – Beginning of year	3,616	-	3,616
Cash – End of year	12,026	-	12,026

Cherry Brook Zoo of Saint John Inc.

Notes to Financial Statements

December 31, 2014

1 Purpose of organization

The Cherry Brook Zoo of Saint John Inc. is a non-profit organization committed to maintaining accreditation standards of the Canadian Association of Zoological Parks and Aquariums and to maintaining the mandates of conservation, research, education and recreation.

The Cherry Brook Zoo of Saint John Inc. is incorporated under the laws of New Brunswick as a not-for-profit organization.

The organization is registered as a charitable organization under the Income Tax Act of Canada and, as such, is exempt from income taxes.

2 Going concern

The accompanying financial statements have been prepared using Canadian Accounting Standards for Not-For-Profit Organizations applicable to a going concern. The use of such standards may not be applicable because the organization has operated at a deficit for a number of years and has significantly depleted its internally restricted fund which was established in 2005 when the Zoo received bequests of \$415,000.

Management is currently taking steps to secure additional stable long term funding and is confident that it will be able to secure appropriate funding and to control operating costs and cash flows to enable it to continue as a going concern.

Accordingly, these financial statements do not reflect adjustments to the carrying value of assets and liabilities, the reported revenues and expenses and balance sheet classifications used that would be necessary if the going concern assumption were not appropriate.

3 Summary of significant accounting policies

Fund accounting

Revenues and expenses related to operations and zoological park and administrative activities are reported in the Operating Fund.

The restricted fund was initially set up in 2005 when the Board of Trustees internally restricted \$415,000 of bequests received during the year. These restricted funds have been designated as a contingency fund that may be used under certain circumstances for operational items as determined by the Board of Trustees.

Revenue recognition

The organization follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income is recognized as revenue of the appropriate fund when earned.

Cherry Brook Zoo of Saint John Inc.

Notes to Financial Statements

December 31, 2014

3 Summary of significant accounting policies (continued)

Grant revenue, gate fees and retail sales are recognized as revenue of the Operating Fund when received or receivable.

Volunteers' time contributions are not recognized in the financial statements due to the difficulty of determining their fair value.

Donated materials and services

Donated materials and services are recorded at fair market value where the value can be reasonably determined.

Inventory

Inventory is stated at the lower of cost and net realizable value.

Use of estimates

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-For-Profit Organizations requires management to make estimates and assumptions that affect the reported amount of assets, liabilities, revenues and expenses. Estimates are used for, but not limited to, accounting for amortization. Actual results could vary from those estimates.

Property, plant and equipment

Asset additions fully financed by current revenue are expensed in the year of purchase. Other property, plant and equipment are stated at cost less applicable government assistance and capital donations applied.

The cost of assets purchased and expensed to date is \$1,938,301 (2013 – \$1,938,301).

Amortization is provided for on property, plant and equipment using the following annual rates:

Building, enclosures and site improvements	5% straight-line
Equipment	20% declining balance
Vehicles, Mini Golf and displays	20% straight-line

Zoo animals

Zoo animals are expensed in the year of acquisition.

4 Financial Instruments and Risk Management

The organization's financial instruments consist of cash, term deposits, receivables and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of receivables and accounts payable approximates their carrying values, due to their short-term nature.

Cherry Brook Zoo of Saint John Inc.

Notes to Financial Statements

December 31, 2014**5 Property, plant and equipment**

	<u>2014</u>		<u>2013</u>	
	Cost	Accumulated	Net	Net
	\$	Amortization	\$	\$
		\$		
Buildings, enclosures and site improvements	163,247	163,246	1	1
Equipment	8,385	8,385	-	-
Vehicles	27,829	27,573	256	5,822
Mini Golf	26,061	26,061	-	-
Displays	5,590	5,590	-	-
	<u>231,112</u>	<u>230,855</u>	<u>257</u>	<u>5,823</u>

CHERRY BROOK ZOO INC.



STRATEGIC PLAN

Looking to the Future!

*Cherry Brook Zoo
Strategic Planning Committee
@copy write 2012 redraft 2015*

November 2013 updated 2014

Strategic Pathway: Short and Long Term Planning for the Cherry Brook Zoo

GOAL:

To create a sustainable facility that encompasses the Mission Statement of the Cherry Brook Zoo - to maintain accreditation standards - to maintain the mandates of Conservation, Research, Education and Recreation. The strategic pathway for this facility must include facilities that are themed for product packaging and marketability. The short term plans are prioritized be met in a 1-2 year time frame; Mid Term Plans are set in a 2-5 year time frame; the long range plan is scheduled in a 5-10 year time frame. Financial planning should include a more stable approach to the operational budget with not only expansion of animal related scenarios but revenue generating projects as a target goal.

Rationale:

The rationale behind this strategic plan should take into consideration the need for large scale tourism incentives available to the City of Saint John and the Fundy Region. The focus on product packaging by the Economic Development Department of Provincial Tourism is an indicator of the pathway in which this strategic plan should be developed. The plan should be concise and give programming designed for marketability. The Cherry Brook Zoo is located in the perfect setting to become one of the top tourist attractions in the southern region of the Province of New Brunswick. Tourism as an industry has been projected to have one of the highest potentials for bringing revenues into the region and the future goals of this facility should encompass this rationale. The Disney concept is based on strategic planning which should be incorporated into this strategic plan, not in the sense of amusement park facilities, but in the planning of themed and customer based attractions. By creating communities unto itself which will allow for a more stable financial budgeting process for the zoo by offering customers the whole experience as opposed to a partial experience. It is important that year round activities be instituted with special events on a monthly basis. The total package would in the future include activities broken down by season to encourage year round use of the facility.

Total costs short to mid-term projects	Estimates \$1,250,000.00
Cost overruns 5% contingency	\$ 75,000.00
	<u>\$1,325,000.00</u>

Does not include sponsored reptile display or Pony rides/ Camps

In summary The Cherry Brook Zoo must look to the future with plans that are insightful and allow for programming. As the zoo itself is dependent on weather conditions we must generate visitation even when the weather is not agreeable. By developing the overall facility as a destination with programming, overnight stays, special events and year round activities the zoo will be better equipped to sustain itself in the future. The vision of a community in itself will allow us the needed revenues to continue with the work of conservation, research and education. This is a means to an end. By coordinating a facility that can offer year round accommodations and activities we will not only benefit from this but the City of Saint John and the Province of New Brunswick will see the benefits of destination packaging to both local and tourism sectors alike. We will have created a unique facility, one that will draw tourists to our area and hopefully keep them in our city and province thereby creating spin off benefits to all concerned.

One should also note that strategic planning is a pathway to the future and must be flexible in order to change with the times. This strategic plan is meant to bring the Cherry Brook Zoo into the new millennium and should be used as a planning tool. Each phase will more than likely be subject to change based on timing, funding and the current needs of the facility, but should give us a goal oriented approach to attainable development.

Partnership with Tir na nOg Forestry School to be looked at and evaluated on current and future agreements which will augment finances to the zoo. As noted we will also seek partnerships with other organizations such as the Saint John Pony Club, etc.

SHORT TERM 1-2 Years

To achieve our goals the land issue must be cleared with either long term lease agreement or token dollar amount to purchase land needed for our plans.

Short Term

0.1 Awareness Centre

To revamp Awareness and Discovery Centre to include reptile housing and to add future insectarium to educate the issues facing both local and global species and the important role they play in the health of our planet and impact on pollination and control of species. To include an interactive area for both children and adults and to reinstate Children Have Their Say would also become an integral part of this building.

**** Sponsored by Home Depot and under construction at this time.**

0.2

Pony Rides and Summer Camp

Pony Rides and new addition to Summer Camp Programs – In 2016 we will be bringing in ponies for both rides and to expand our Summer Camp to include older children 13-16 years of age. We have a private citizen who is committed to building all necessary buildings and purchasing the ponies and all tack. We hope to approach the Saint John Pony Club in the future as a partner to decrease costs and increase revenue and a percentage of profits would be allotted to the club. Expansion of programming to our Summer Camps will build on a targeted age group for which there is little available and for urban youth to have the ability to work with and become familiar with hands on experience with ponies and horses. It may also lead to an urban experience for children with learning or intellectual issues to create a program to create a positive experience through animals. The possibilities are endless and we are pleased to be on the cusp of adding a new dimension to the zoo and our communities.

Details are being worked out now with funder and concrete plans should be in place in order to open in the spring of 2016. ** Funded

1. Primate Sanctuary

To build a completely new Primate Sanctuary at the northern area adjacent to the Vanished Kingdom Park that would provide ten foot ceilings to utilize as interior primate enclosure's and would allow year round viewing with central hallway viewing areas and also allow interior working hallway with chute area on exterior walls. This would enable us to facilitate larger areas both interior and exterior and to expand our primate populations. If possible a small food preparation area could then be used and there storage area for food stuffs. We would ideally like to see interior walls done in sprayed concrete to add texture and aesthetics and enable cleaning of the area to be undertaken. Outside areas would also be increased in size and allow more natural space. . We would like to look at a unique environmental refurbishment utilizing shipping containers as the outside framework for the primate building. This would be the ideal concept that would allow design flow and create a unique concept that would become the iconic space for working with international species programs in primates, a functional central area for education and opportunities for children activities as well as functioning area for zoo supporters. We would be a first to build an environmentally sound building utilizing refurbished shipping containers which would give a solid framework and allow for endless possibilities for shape, height and solid construction, would actually be a cost saving construction and bring global interest in design, construction and new environmentally conscious repatriations of formerly discarded structures. This would be on the forefront of environmental refurbishment in zoo construction in our city.

Short Term 2 yrs.

Cost estimate \$375,000.00

Seeking engineer at this time for conceptual and detailed drawings

2. Old Primate House

The old primate building would be freed up and would be converted to house a different display with many concepts that have been put forward and a clear consensus not been decided on; some possibilities are – an aviary, a mixed mammal exhibit, housing sloths/ Lemurs, etc. As sloths are not only a species at risk our desire to work with these species may be the determining factor when deciding what species would be housed in this space. This would enable us to expand animal population to include species that we have not been able to obtain due to proper space.

Short Term 1- 2 yrs.

The costs to convert to any of these projects would be possible and cost would reflect species decided on \$50,000.00

3. Safari Cabins **high priority**

To build a complex outside the perimeter fence with 7 overnight cabins – one for caretaker to be in residence to oversee facility (can be expanded in future to 10 cabins)

The cabins would be designed to have rustic cabin style with two bedrooms and all amenities including a barbecue and deck area. A central fire pit and a swimming pool would also be incorporated. A shelter, the Safari long house, would be constructed to facilitate board games, play area, etc. for inclement weather. Horse shoes, Bocchi Ball, Badminton Courts, fishing rods for the lake across from the camp would be made available to the guests as well. Entrance to the zoo would be included with their camp rental. Our target groups would be family and eco-tourism as they would have access to all that the 2200 acre Rockwood Park has to offer. This would also bring revenue to the zoo as all profits would go directly to Cherry Brook Zoo Inc. for operational/capital budgets.

The impact on tourism will greatly enhance the opportunity for Saint John to enter markets with the Safari Camp as a destination which will generate overnight stays in our city; this in conjunction with seasonal Night Safaris will result in extended overnight stays in the City of Saint John and the chance to keep visitors in the province. This opportunity to create a year round tourist destination in the province of New Brunswick will contribute to our overall tourism numbers. The location of this facility in the northern section of a 2200 acre park gives visitors the opportunity to utilize what is currently an under-utilized municipal park. With the construction and opening of The Safari Camp the Rockwood Park will be opened up to all who visit. Hiking and nature trails are a step away, fishing and swimming are also in close proximity. An 18 Hole Golf Course, Horseback riding, hay rides and sleigh rides are also found within the park area. Cross country skiing and sliding are right next door. The possibilities are limitless and new avenues will be opened to the tourism operators found within the park with which partnerships can be formed.

With each new opportunity comes the opportunity for employment for our citizens. The building of The Safari Camp will be a beginning of a new tourism destination and the infinite possibilities for job creation in our city and province. Other possible use is student housing during winter months for UNBSJ students.

Short Term 1-2 years

Cost Estimate **\$325,000.00**

4. Food Services

Throughout the years our food services have not been successful and after doing a market study it is found that the location is seen as the issue. The current Canteen and Seminar Room is daunting to the visiting public as well as the church kitchen making it impossible to do a menu that visitors expect. The relocation to outside the perimeter fence to a more accessible area is the consensus for a more viable operation. The current Commissary and Staff Rooms would be gutted and renovated into a properly functioning food service building and would still allow us to service small seminars and birthday parties, our overnight cabins, as well as the general public. We would look at a license for beer and wine as well. A new menu would also add to the viability of the venture for the public. The current Safari Meeting Room building would continue to offer seminar and meeting facilities and also serve as the center for our Junior Zookeeper Day Camp during summer months enabling us to expand this program to older age groups 14-16 years as there is a definite lack of summer programs for this sector. It would be used as the central area for the Tir na nOg Forestry School from September to June. We have heard from many parents that their child wants to come back to our camps at this age. It would also allow us to prepare these youth to transition to our Volunteer Program at the age of 16, therefore ensuring new volunteer youth in this program.

Cost Estimate

\$75,000.00

5. Indoor Miniature Golf Course

As most of the activities of the Cherry Brook Zoo are weather dependent we feel that enclosing our 18 Hole Miniature Golf Course would allow public use on a frequent basis. We have the course, the statues and all amenities and it only makes sense to create an indoor course due to weather conditions in our region. This would allow year round use and expand on potential customers. It would offer an affordable recreational experience for our communities. The area of the course could be expanded and would continue to remain outside the perimeter of the zoo adjacent to the new restaurant so that patrons could utilize this facility without cost of entering the zoo. It would provide a new revenue stream for the zoo and at the same time a family activity and exercise for our citizens.

Mid Term 2-3 years

Cost estimate **\$175,000.00**

6. Expansion of Animal Population

It is our desire to expand our animal population to give better value for dollars spent by visiting public. That being said it is felt that our role in working within the conservation aspect means it is vital that we incorporate more Species Survival Programs to our facility. The addition of new animal species will breathe new life into our facility and the space utilized to work in conservation and education is our main objective. We have already begun obtaining new species that are unique and begin breeding programs with new species. Once new primate sanctuary is built it will expand species

Short Term 1-2 years

ongoing on a yearly basis

Beginning financial support

\$ 50,000.00

7. Access to Zoo?

It is imperative that a more convenient and accessible transportation between the Cherry Brook Zoo and the entrance to Rockwood Park be devised to facilitate general public, cruise ship passengers, tourists that are in the park and the general bus service that goes to the entrance of Rockwood Park. Due to a large hill on the nature trail horse carts are not able to access this area. We realize that gas or diesel powered equipment is not valid through the nature trail so have begun looking at alternative routes. We are looking at various modes of transportation such as a gas powered double hitch tram. This would not just be transportation but a guided tour of area between the zoo and the entrance to the Park. There would be a fee charged that would cover costs as we see the increase in visitation as revenue generated for the zoo. The one obstacle to overcome is the route between the zoo and the entrance to Rockwood Park. We would like to think of a guided tour of interest to visitors as they wend their way to the Zoo. This is also a possible partnership to be evaluated.

Midterm 2-5 years

Cost estimate \$75,000.00

8. Expansion of Vanished Kingdom

The Vanished Kingdom Park has proven to be a valuable educational tool as well as a popular part of our zoo proper. It adds to our theme of Past, Present and Future. We would like to expand the area with animals from Canada and open a Canadian section to this site. This would incorporate the concept of think locally act globally to the forefront. An estimated minimum of 10 display areas would be required to make it viable.

Midterm 2-5 years

Cost estimate 125,000.00

Total costs short to mid-term projects
Cost overruns 5% contingency

Estimates	\$1,250,000.00
	<u>\$ 75,000.00</u>
	\$1,325,000.00

Long Term 5-10 years

FUTURE PLAN – possible concept to expand zoo to utilize an urban farm in future

9. Working Farm

We have given much thought to this addition which is a move away from working with exotic species. With the loss of the small family farm and urbanization taking over, the concept of a small working farm where city youth could encounter a hands on experience of interacting with farm animals and working on a small scale will allow us to operate under the organic farm ideals. To work to involve all of the surrounding communities we would incorporate a community garden and also grow our own vegetables and fruit (suitable in this areas climate) to give ownership to the urban dwellers. An urban farm will be something unique in our area and will again allow us to do hands on educational programs. The details are to be worked out but we feel that dairy cows are a must so that young people who have never milked a cow can be given this opportunity. Free run chickens, pigs, sheep and goats will also be incorporated. At this time this is in the conceptual stages and details are still to be worked out.

Marketing:

Target markets must be clearly identified and avenues of marketing should be identified. Adequate budget must be available to reach the local and tourism markets.

The marketing of the zoo falls into three categories:

- a) the tourism market/ eco-tourism and families/cruise ships/**
- b) the local market**
- c) other markets**

Social Media

Social media is a growing sector and is one of the ideal opportunities to not only promote the Cherry Brook Zoo and all it offers but gives us the chance to highlight our animal species and Species in Crisis. As of now in 2015 we have a web page, the Cherry Brook Zoo Face Book Page, two blog which appears on blogspot.com and WordPress and is automatically sent to our web site, Twitter. LinkedIn, Google, to name a few. We need to change website provider to allow easier access to our site and more interactive tools which will be undertaken in 2016.

We hope in the near future to install web cameras that will send images to the web so that we can obtain a larger global reach. These cameras will have their own IP address and will be portable and wireless so that we can have cameras outside and inside with night vision and robotic movement set on the schedule we choose.

Tourism Market:

The tourism market is the primary market for promotion. The highway signs were a priority and have been in place since 2000.

The provincial tourism guide is also an effective tool to attract this sector. Multi Day Adventure programming will be aimed at the tourism market once the Safari Cabins are operational.

The Provincial Day Adventures will be assessed on a yearly basis and once the long term strategic plan is in place product packages for multi day adventures can be put in place as our target markets expand.

Local Market:

The highway signs serve as a marketing tool for the local market as a constant reminder that the Cherry Brook Zoo exists and is open. Increase in visitation for

local market should result. The Day Adventure Guide is available in local markets as well and again increase in the zoos visitations will result.

Programming for local markets are identified for the 2016 year.

Junior Zookeeper Day Camp is a successful program which is targeted at the local market. This week long day camp will be advertised through the Kid's Directory as well as signage in the zoo itself. Small ads placed in the Saturday morning paper will also reach our identified markets as well as local radio stations. The camps are also promoted in all areas of social media. PSA's will also be utilized for this program. We have received requests that this program be expanded to incorporate a new section for children ages 13 to 16 and this will be hopefully ready for the spring of 2016.

Birthday Parties are targeted at the local market. This package has not been advertised to date, only through word of mouth and brochures available at the zoo, and all social media that we utilize; this area has shown successful growth and the potential to expand offering in types of parties and food items and the pony rides will enable us to offer more. From a miniature golf, tour of the zoo or pony rides party we can suit everyone's needs.

Our Halloween Haunted Zoo has gained in popularity each year and we have now created two events with one daytime event aimed at young children and our Night Tours. Advertisement for this is done on social media, print, and radio. Expanding this to a two targeted audience has enabled us to utilize the zoo in a more effective way and is something that we can build on in the future.

Other Markets: Schools and Groups:

This has been identified as another growth potential market. Direct marketing will be the main target, with identification of each market segment and direct approach implemented. The Traveling Touch Table is a product package and aggressive marketing to the target group should be implemented in the fall and winter of 2016 and in the future we will identify animal species that can accompany the presenters for added value.

Strategic Marketing:

The identified sectors of Tourism, Local, and Other markets will require expanded and identified marketing targets. The tourism sector would continue to utilize the highway signs and the Provincial Tourism Guides. The markets would expand from day adventures to multi day adventures and inclusion in the Winter Gold promotion by Provincial Tourism. Aggressive marketing would include Tour Planners and Bus Groups, Convention Planners, and Travel Planners. All these groups would be identified by Provincial Tourism and City of Saint John Convention Planners.

SUCCESSION PLAN:

Succession Plan- this has been discussed at Board level and it was agreed that this would be a gradual process. Within the next few years we will begin the process of bringing another party to live on site. After this is done we will be able to access and train over a two year period and then current Directors will move off site but maintain part time status and then as consulting stage until all are assured that the transition is complete. In order to do this we must have funding in place to provide onsite living and wages.



When I look back on my summers as a University student, I will not remember the days I spent at the beach, nor will I remember the times I spent driving around with friends. I will remember the sounds of a lioness's mighty roar, the urgent call of a peacock, and perhaps most vividly, the sounds of awe in children's voices as they ask me an endless amount of questions about the animal that is in front of them.

I do not sit behind a desk at a computer for my job. The animals I see in front of me each day provide me with a plethora of information, as do the kids I am lucky enough to learn from. I am supposed to be the counsellor, providing the eager minds with an abundance of knowledge on the animal kingdom. Instead, I find myself as the student, as I learn what it is to be naïve, carefree, and full of questions that I have grown afraid to ask.

As my second summer as a counsellor kicks off, I have come to grow attached to the kids that pass through the program, and I find myself searching for their names on the roster for upcoming weeks. Junior zookeepers that have completed the program multiple times prove to be a valuable asset by eagerly helping the younger campers, and the younger campers are excited to offer new ideas that bring a fresh face to zoo camp. Each child brings something unique to the table, and they most certainly know how to make the most out of every situation. I have worked with kids in other environments, and I have never had this many positive stories as I do from zoo camp. I have friends who are counsellors at other locations, and while they have horror stories of their campers, I have stories of how curious, caring, innovative, and hilarious my kids are. I can tell countless stories of how I have laughed until tears ran down my face, or the look of pride in a child's eyes as they hand me a card or a drawing that they made me, or my personal favourite, the quiet gleam of triumph that each child has when they are handed their certificate saying that they have completed the program.

People ask me how I manage to deal with kids all day, and while some days I may say I do not know, most days I ask them how they deal with people who are afraid to get messy all day. You have not seen carefree until you have seen a child go belly deep in muddy water to catch a frog, or a child feeding a llama a piece of a cedar tree from between their lips. My summers are not glamorous. I do not spend my time travelling to exotic places or getting my nails done. Instead I am running through the woods. In water up to my knees, walking llamas, and learning far more from the children I have been hired to teach than what I could ever learn from any office job.



To whom it may concern,

This was my third summer working at the Cherry Brook Zoo in Saint John and it has been one of my most productive times at the zoo so far. I keep returning to work here every summer both for the opportunity to work so closely with animals and because of my relationship with the staff that I count as friends and mentors that have assisted me greatly in my extended education with animals and husbandry.

This summer as proved to be very busy with large projects that required close team work and coordinating to accomplish, such as re-painting the monkey house, moving and setting up the new tool room, preparing the lion enclosure for future renovations, and helping set up the future reptile house for the zoo. All these projects helped build my team work skills as it required communicating and working closely with my co-workers both during work hours together and apart that made for an effective execution of well discussed plans.

As well as jobs that required team work I also had the opportunity to work on my own on small tasks that proved to be rewarding. I single handily built a large hay rack for our new zebras that allowed me to build on my familiarity with tools and amateur carpentry. I went further with this project and included the zoo camp children to help in making this a nice present for our new animals, they were allowed to paint their names as well as leave hand prints the ended up being a good advertisement for the program. Other solo projects included providing a guaranteed clean source of water for our emu by raising his water barrel using an old hay rack, and building a water bottle holder for the guinea pigs.

As in my previous summers the most enjoyable part of this job is working with like-minded people who make coming to work something to look forward too. I hope to return for my fourth summer next year.

August 22nd, 2015

To whom it may concern,

This summer was my sixth working as a zookeeper at the Cherry Brook Zoo. Like the ones before it, my internship at the zoo has been successful in a number of ways. I continue to develop a number of practical and leadership skills that will serve me in the future as I pursue a doctorate of veterinary medicine at the Atlantic Veterinary College in Prince Edwards Island.

My regular tasks included the care of multiple taxa of animals. Husbandry tasks included diet management, cleaning and biosecurity, behavioural enrichment endeavors as well as medical and non-medical record keeping. I also had the opportunity to assist in minor veterinary procedures, learn to administer injections to a variety of exotic animals and discuss deworming strategies with a dynamic team of coworkers and leaders. These incredible work experiences will serve me immensely in my future veterinary career. I also learned a variety of maintenance and practical skills taught by team of patient coworkers willing to teach and to work with me. With these skills I was able to tackle larger projects and assist with various maintenance endeavors.

I came to the zoo to spend my summer with the same goal in mind: to make a positive change. The zoo has offered me that platform and backed with a vibrant team of coworkers I feel like I attained that goal making my work here at the zoo fruitful, humbling and satisfying. I am grateful for every minute I spend in the zoo surrounded by the animals I have grown to respect immensely and as such will always carry with me everything I have learned spending my summer days at the Cherry Brook Zoo.

[REDACTED]



To whom it may concern,

Unlike a lot of my friends who spent their last summer before University going on crazy adventures, relaxing day in and day out, and making memories to last a lifetime; I spent my summer going on adventures and making unforgettable memories in one of my favourite places to be in the world. I spent my summer at the Cherry Brook Zoo.

I was fortunate enough to be recognized by the Aboriginals People Council as an aboriginal student and thus gained the opportunity to work at the Cherry Brook Zoo for my first of hopefully many summers. It was not however my first encounter with the zoo as I have volunteered since the summer of 2014 and this past winter I also completed a co-op program through my high school with them as well.

During my co-op experience I learned a lot about the animals we have in the zoo as well as what is truly needed for them each to have a wonderful life in our zoo. I had the opportunity to feed, water and clean out many enclosures; and as it was winter there was also countless opportunities to shovel snow. During this time at the zoo I further had the opportunity to help zookeepers with the roadkill we receive that is used to feed the cats. This taught me a lot about the anatomy of the deer (which is very similar to that of a human) as well as to value the death of an animal. I formed bonds with many animals as I visited them daily and really began to question whether I want to work as a doctor or a veterinarian. This summer however, was a little different. Working in the medicine garden I was not learning about the animals anymore, I was learning about myself. I learned about the lifestyle of aboriginal people and what it truly means to be one. I learned about the colors of the wheel and how each color represents a stage in the life of a human as well as how each calendar month represents a moon. I discovered what my calendar birthday represents in different tribes as well as my zodiac sign and really began to understand a bit about my culture.

Furthermore, the two of us girls working on the garden were fortunate enough to actually take part in a drumming ceremony performed by the elder Sheila. It was breathtaking how quickly drumming in unison with a group of people relaxed the drummers and some who had been in the ceremony before even began to sing along. I will not forget the faces of the visitors around us as they watched in awe as the garden seemed to come alive with the music. Every morning that I had the opportunity, I would walk down to the garden and sit and listen to all the animals that call the garden and the zoo their home. It was equally as alive and relaxing but in a silent way. There was many times a small chipmunk got very close to where I was sitting to eat the rose bush that was planted nearby and it was mesmerising to watch it eat and benefit from the hard work that everyone puts into the garden. I learned about countless plants and how people can benefit from their many uses. Many of which a lot of people do not know about to this day. I also learned about the cleansing properties of the plants used during a burning ceremony and how I can incorporate them into a daily lifestyle to help with headaches and many other things.

I truly hope that I am able to rejoin the zoo crew next summer as it was an unforgettable experience and I really enjoy working with the staff that is here. I love working with people who all want to see our zoo thrive and work on project after project to show how amazing our zoo truly is. I hope to learn more about my culture so that if one day I do decide to have children; and if they ask about my heritage they will not be met with the answer of "I do not really know" that I received.

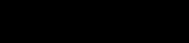


The summer before last I worked here. Same job, same familiar desk, same old rickety revolving chair; it even smelled the same. When I worked here that summer it was my first immersion in Native American culture. I didn't even know the name of the tribe I originated from until I had to include it in my paper work (by the way it's Passamaquoddy Maliseet). I learned a lot that summer, about my roots, and this time working here wasn't any different. I think the knowledge of all of it sunk in a little more; being respectful to all living things, the circle of life and all that. It's interesting to have a job that pushes you further into your ancestral past, not many jobs could fill that quota.

After regarding that, the work at the Cherry Brook Zoo was exactly what you'd think working at a zoo would be like. It was hot working outside; demanding a certain get-up-and-go attitude to get things done no matter what the temperature. Inside the gate people filed through with happy screaming children, elderly couples with their grandchildren, young families. People from all over the world would come in to walk through and see our animals. It was the most interesting thing to hear all different accents, hear all the comments about how colorful our money is and how odd it was to have a \$1 coin. It was a very rewarding job, being the entrance to something so exciting and exotic.

Everyone who works at the zoo is very involved with it. To staff and volunteers it's not "The Zoo" it's "Our Zoo". Thinking of it as something that's apart of them, rather than just a place they work at. I love seeing that sort of job satisfaction and connection to such a special and unique place in our city. Needless to say everyone who works and volunteers here loves animals, and it's definitely a job that requires a soft spot for our mammalian friends.

The zoo is a community; the people who come here to visit are our neighbors and friends. We greatly appreciate every dollar donated, every family trip, and every smiling face because it keeps us creating great memories for everyone who walks in the door.


Summer Student at the Cherry Brook Zoo
Position: Night Keeper

This has been my first summer working at the Cherry Brook Zoo and I will walk away with an overall great experience. Although I was only there for an eight-week period, I learned many things about animal husbandry, equipment upkeep, teamwork, and a comprehensive understanding into how a zoo is run. First and foremost, the staff was excellent to work with. Everyone was friendly, kind, and patient while I learned how to complete my duties. Although I have cared for animals my entire life, the keepers taught me many new techniques and skills that I will be able to use to ensure that the animals I care for in the future lead comfortable lives.

During my work term I collaborated with the keepers on numerous projects; the first of which was redoing the primate house. As a team we came up with a new colour scheme, and a plan to remove all the old furniture and shelving from the inside enclosures. Once the enclosures were gutted, we were able to complete the painting in one weekend. I was taught by one of the senior keepers to use a skill saw to cut new shelves for the enclosures. Once the shelves were back into place, we redecorated the enclosures with new furniture and nesting boxes. Through this experience I learned how to use tools that I had never before used, and gained some construction experience. This was a positive team involvement where I was able to express my input and have feedback given to me on my ideas.

Another project I was involved in was the beginning plans for our new reptile house. The building that previously housed the Awareness Center is currently in construction to become a reptile house. I was able to brainstorm with the keepers about tank placement and required structures that would have to be built to create proper enclosures. Since I did not have very much prior reptile experience, I learned a lot about their care and upkeep needs through this process.

This job provided me with lots of hands-on experience with animals, which is ideal considering that I am aspiring to be a veterinarian. I was able to work side by side with a vet twice during my work term. Since I have extensive knowledge of horses, I was able to successfully and correctly diagnose one of the miniature horses with impaction colic through observation of her behavior and physical symptoms. I aided the vet during the horse's treatment and monitored her for the next couple of days. My second experience with veterinary care at the zoo was with the foxes. Myself along with another keeper treated them for fleas with an ointment treatment, and also for internal parasites with an oral pill given daily. One of the foxes also had a hot spot on her tail that was treated daily with a topical spray.

Throughout the summer I helped with animal enrichment projects, and also did some on my own. I was encouraged to be creative, and think quickly and independently at this job. My passion for animals was nurtured and expanded as well. My experience at the Cherry Brook Zoo was well rounded and enjoyable; I hope to work there again next summer.

To whom it may concern,

This was my first summer working at the Cherry Brook Zoo as a camp counselor. I feel that I made good use of my time working at the Cherry Brook Zoo as it was a very productive summer; providing many learning opportunities to further my knowledge on both children and animals, therefore expanding my horizons in career options.

I also thoroughly enjoyed my summer working as a camp counselor because I enjoy working with children, and since I am considering pursuing a teaching route, having the opportunity to work in a similar field is good experience. All in all this summer has been one of the best summers yet, as the environment at the Cherry Brook Zoo is very pleasant, with many like minded peers to interact with.

Thus, I feel that I have become a more accomplished individual since working at the Cherry Brook Zoo as I now have experience in two possible fields of interest, and am now acquainted with several like minded peers working their way through university as well. I also feel as if I have become a more responsible individual after consistently working at a full time job for the duration of the summer, thus, prompting me to take my studies a step further. In conclusion, I am thankful for the opportunity I was given to work and be apart of the Cherry Brook Zoo for the summer of 2015.

Sincerely,

[REDACTED]

[REDACTED]
To whom it may concern,

Most teenagers spend their summers at the beach surrounded by their friends, with their biggest concerns being which movie they plan on seeing, or when they're going to the mall. I, on the other hand, was lucky enough to spend my summer surrounded by exotic animals, curious children, and coworkers that I have come to view and respect as mentors. I have been able to receive firsthand experience in my desired field of work, as well as had the chance to learn all about the responsibility it takes to watch over 20 kids each week, including creating bonds that I hope will continue throughout my time at the Cherry Brook Zoo.

I began as a volunteer, starting out in the spring of 2014, right after I turned 16, as I couldn't wait to contribute and be a part of the zoo. Mind you, I'm only 17, and considered the "baby" of the zoo crew, but none the less, I was fortunate enough to be offered a job there as a camp counselor. While working there I've been able to gain a lot of experience and knowledge about a bunch of different things. For example, I can tell you all about the species survival program. If there's one thing that I'm the most proud of, it's being able to teach kids about how to respect and learn from the animals that they see at the zoo.

This summer, I have seen countless kids walk into the first day of camp, some regular campers, but many fresh faces too. Regardless of whether they were new or not, they all left camp with crazy memories and stories that they won't forget. It was really something special seeing them light up with smiles as I answered all the questions they asked about each animal. By the end of the week you knew the kids really well, and you even got attached to some of them. They looked up to me with respect, and with eager minds. It was fun playing the games with the kids, and getting them to interact with the animals, while also teaching them!

Even though I was getting paid for the hours that I was there, I didn't feel as though I was working. The Cherry Brook Zoo has become my second home, and the people I work with my second family. I have learned so much from both the zookeepers and the other counselors. There's never a dull moment, always something new going on. This summer I've learned a lot about myself, and about what I'd like to do in the future. The two girls that I was lucky enough to work with have become more than just coworkers: they've become my friends. It was great to get the chance to work at the Cherry Brook Zoo this summer, and I would love to come back next year!

ROTHESAY

Policy

Topic:	Grants and Donations Policy	Date Prepared	Sept 2014
Application:	.	Date Adopted	14 Oct 2014
		Mayor & Council:	<i>original</i> <i>signed</i>
		Town Manager:	<i>original</i> <i>signed</i>

BACKGROUND:

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

CRITERIA:

- 1) Council will consider requests for financial support from **individuals** who:
 - a) are engaged in an activity for which they receive no income
 - b) have been a resident of the town for at least 12 months prior to the request
 - c) have not made a similar request within the preceding 36 months
 - d) are prepared to make a significant personal contribution to the activity
 - e) are not in arrears of any amount owing to the Town
 - f) have excelled in the field or activity for which funding is requested
 - g) might not otherwise be able to participate in the activity for which the funding is requested
- 2) Council will consider requests for financial support from **groups** that:
 - a) are a registered charity or not for profit group
 - b) have a mandate which includes public service to Rothesay citizens
 - c) include a substantial number of Town residents in their memberships
 - d) are not in arrears of any amount owing to the Town
 - e) do not have primarily religious or political objectives nor are affiliated with organizations which do
 - f) are not receiving funding from the Town through a regular funding arrangement, nor are associated with a group receiving regular funding
- 3) The activity to be funded should:
 - a) be beneficial to the Town or residents of the greater Saint John region
 - b) promote the Town or the greater Saint John region, as a place to live, work or play
 - c) reflect a need beyond the resources of the individual or group

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

SCHEDULE A

Application for Rothesay Municipal Grant

App. No.: _____ App. Date: _____

Applicant: The Saint John Theatre Company Inc.
Address: 112 Princess Street, Saint John NB, E2L 1K4
Contact: Stephen Tobias or Stephanie Munro Tel. 506-652-7582 ext 221
Email: stephen@saintjohntheatrecompany.com or admin@saintjohntheatrecompany.com

Organization Description: Regional Theatre organization serving the Greater Saint John area and southern NB. The company offers professional and community based work at the Imperial Theatre and at the BMO Studio Theatre. The company offers education outreach touring to schools as well.

Amount Requested: \$ 1,500.00

Descriptions of proposed event or activity: _____
The SJTC is seeking operation support for Education Programming which will impact Rothesay students
Also - cultural programming which benefits Rothesay residents who attend works at Imperial theatre or BMO Studio
Also - cultural & arts volunteering opportunities for Rothesay residents to participate in (both professional and community based)

Project costs: Operation budget for 2015-2016 season: \$650,000
We have budgeted \$20,000 - \$25,000 in total Municipal funding from various communities

Benefits to town of Rothesay: _____
SJTC will offer recognition package as program sponsor
-Tickets and invites to special events
- Advertising opportunities to promote the community to SJTC audience
- Assisting in the creation of cultural opportunities for citizens of Rothesay

Finance Committee review date (if applicable): _____

Recommendation to Council: _____ \$ _____

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FUNDY FRINGE FESTIVAL

SAINT JOHN'S HOTTEST FESTIVAL RETURNS
AUGUST 20th - 24th, 2014

WWW.FUNDYFRINGEFESTIVAL.COM  [fundyfringe festival](#)  [@fundyfringe fest](#)



<p>SAINT  JOHN THEATRE COMPANY</p> <hr/> <p>CANADIAN STAGES</p> <hr/> <hr/>	<p>SAINT  JOHN THEATRE COMPANY</p> <hr/> <p>STUDIO</p> <hr/> <hr/>
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SAINT  JOHN
THEATRE COMPANY

MAIN STAGE

TWO PLANKS AND A PASSION THEATRE
is on tour for the first time in nine years
Join us for our original production



937
The voyage of the St. Louis
award-winning theatre on tour

"5 stars...beautiful, poignant and haunting" - TWISI Review
"Extremely moving. 937 cuts directly to the emotional core...Unique and unexpected" - The Chronicle Herald


SAINT JOHN THEATRE COMPANY
CANADIAN STAGES

Saturday, April 18th, 2015
2:00pm & 7:30pm

Tickets are \$22.50 for adults or \$17.50 for students
1-888-311-9090 or 652-7582 or visit: www.ticketpro.ca
112 Princess Street, Saint John NB



New Brunswick  Financial Group  

937 at Rothesay High



An inspiring story about love during the Great War

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Mary's Wedding

by Stephen Massicotte

June 11th - 13th, 2015, 7:30pm

Directed by Scott Thomas
Featuring Pippa Wennberg & Neil Bonner

BMO Studio Theatre, 112 Princess St.
For tickets please call 1.888.311.9090
or visit www.ticketpro.ca

SAINT JOHN
THEATRE COMPANY
STUDIO



New Brunswick
Nouveau Brunswick

BMO Financial Group

BETRAYAL

BY HAROLD PINTER

SAINT JOHN
THEATRE COMPANY
STUDIO

DIRECTED BY ANDREA ARBOUR

FEBRUARY 4th-7th 2015, 7:30PM

BMO STUDIO THEATRE, 112 PRINCESS STREET

FOR TICKETS PLEASE CALL 1.888.311.9090 OR VISIT WWW.TICKETPRO.CA



New Brunswick
Nouveau Brunswick

BMO Financial Group



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EVERY GOOD BOY DESERVES FAVOUR

WRITTEN BY TOM STOPPARD
MUSIC BY ANDRÉ PREVIN

MARCH 18 - 21, 2015
SAINT JOHN, IMPERIAL THEATRE

A COMEDY FOR
ACTORS AND ORCHESTRA

DIRECTED BY DEAN TURNER,
CONDUCTED BY ANTONIO DELGADO

SAINT JOHN
THEATRE COMPANY
MAIN STAGE



Featuring an
excerpt from the
NB Symphony
Orchestra
Considie
Symphonique N.-B.

BMO Financial Group
TELEGRAPH JOURNAL
New Brunswick
TEED SAUNDERS DOYLE & CO.
Chartered Accountants

CANAPORT
LNG
CAPITOL
SAINT JOHN

F. Scott Fitzgerald's THE GREAT GATSBY adapted for stage by Simon Levy

SAINT JOHN
THEATRE COMPANY
MAIN STAGE

DIRECTED BY RON JENKINS
MAY 20-23, 2015
Imperial Theatre: 1-800-323-Show or 674-4100

BMO Financial Group
New Brunswick

the SOMERSET
229 churchill blvd.

TELEGRAPH JOURNAL

Aéroport de
SAINT JOHN
Airport



Canada Trust

MED chair



\$600,000 budget

2015Nov9OpenSessionFINAL_243

- 134 public performances
- 28 creative works
- Delivered projects to 18 different theatres in New Brunswick
- Opportunities for 175 local theatre practitioners and volunteers
- Largest and most frequent user of Imperial Theatre
- 135 engagements for theatre professionals
- Roughly 20,500 attendees – not including attendance at collateral events
- 7000 students reached

Over 250K in Corporate, Federal and Provincial Investment

2015Nov9OpenSessionFINAL_244

Over \$115,000 in provincial investment

- Operational Funding
- Strategic Initiatives Funding
- Summer Festival Support
- Literary Development
- Touring Initiatives
- Workforce Expansion
- Presentation

Over \$40,000 Federal Investment

- Canadian Heritage
 - BCAH Program
 - CAPF Program
- Canada Council
 - Travel Grants
 - Presentation Grants
- HRDC
 - Summer Employment
- CIC – Multi-cultural funding

Education & Community Outreach Impact

Programs in the following schools on 2014-2015

Simonds High – Saint John High – St Malachys Harbourview High School – St
Stephen High

Samuel De Champlain – RNS

KVHS – Rothesay High – Hampton High

Fredericton High School

Bernice McNaughton High School

Community Outreach Partners

Saint John Reads - Sistema NB - Saint John Boys and Girls Cubs

Tutta Musica - SJ Jewish Historical Museum

Crescent Valley Tenants Association - Saint John Free Public Library

Fog Lit Literary Festival – YMCA Newcomers Program



The War Bride

By Erin Keating
October 14-17, 2015

BMO Studio Theatre,
112 Princess St.
For tickets please call
1.888.311.9090
www.ticketpro.ca

SAINT JOHN
THEATRE COMPANY
STUDIO

2015Nov9OpenSessionFINAL_247

Student performance of The War Bride at The Fredericton Playhouse



New Brunswick
Nouveau Brunswick

BMO Financial Group



2015Nov9OpenSessionFINAL_248 The Wizard of Oz

By L. Frank Baum

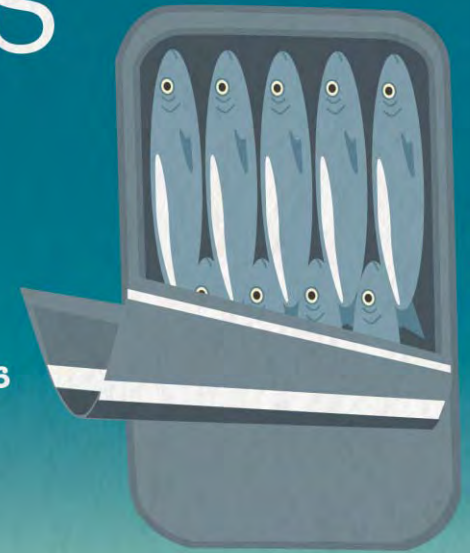
NOVEMBER 11-15, 2015

With Music and Lyrics by Harold Arlen and E.Y. Harburg. Background Music by Herbert Stothart. Dance and Vocal Arrangements by Peter Howard. Orchestration by Larry Wilcox. Adapted by John Kane for the Royal Shakespeare Company. Based upon the Classical Motion Picture owned by Turner Entertainment Co. and distributed in all media by Warner Bros.

NOISES Off!

By Michael Frayn,
Directed by Bob Doherty

MARCH 30 - APRIL 2, 2016



An Enemy of the People

By Henrik Ibsen,
Directed by Richard Rose

MAY 18 - 21, 2016
1-800-323-Show or 674-4100



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SUBSCRIPTIONS ARE ONLY \$25!

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From: [Roxanne Fairweather](#)
To: [Mary Jane Banks](#)
Subject: Achieve Literacy Greater Saint John
Date: October-15-15 4:44:19 PM
Attachments: [image001.png](#)

Good Afternoon,

Saint John has a concentration of specific and stubborn literacy issues.

Canada, as a whole, is falling behind the OEDC group in adult literacy and New Brunswick is second from the bottom in Canada even though our spending on education per child is equal to the national average.

New Brunswick has 56% of Anglophone adults and 64% Francophone adults reading below level 3, the ability to read and comprehend a training manual. We continue to feed this statistic by failing to address poor literacy scores during early childhood. UNB's Dr. Doug Willms confirms that first we 'Learn to Read' and then 'Read to Learn' and if children do not read at grade level by the end of Grade 2 their future academics and their future employment is extremely jeopardized. Long term research indicates that **60% of children who do not read at grade level by Grade 2 mature into adults who will rely on some form of social assistance**. Imagine the cost to government, for business and the impact on New Brunswick's economic development. A skilled and educated workforce is ***absolutely critical*** to growing the economy of New Brunswick.

I am a Co-Chair of *Achieve Literacy Greater Saint John*, a committee representing Saint John business, Elementary Literacy Friends Inc., the Business Community Anti-Poverty Initiative, PALS and the local school district. Our mandate summarized is to ensure that the right resources and strategies are in place from Kindergarten to Grade 2 to ensure 90% of Grade 2 children are reading at grade level.

I am requesting an opportunity for us to present to the Mayor and Council the following:

- Achieve Literacy Greater Saint John mandate
- Report on what we have accomplished
- Strategies for moving forward

Please advise a date and time that would be possible for us to present to the Mayor and Council.

Thank you,
Roxanne

Roxanne R. Fairweather

Chief Executive Officer – Innovatia Inc.

Office: (506) 640-4188 | Mobile: (506) 653-7787 | Toll-Free: (800) 363-3358

Email: roxanne.fairweather@innovatia.net



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Growing readers...one child at a time

November 9, 2015

Town of Rothesay

Why Achieve Literacy Saint John?

- According to the TD Report of 2013;
 - Canada
 - New Brunswick
 - Saint John
- Long term research indicates that **60% of children who do not read at grade level by Grade 2 mature into adults who will rely on some form of social assistance.**

Literacy Summit

The goals of the summit:

1. Create a deeper community awareness of the Literacy issue
2. Create a call to action
3. Begin to plan the vision

Our Mandate

Utilize a collaborative approach with community, education and other stakeholders, our committee will work to ensure that all children in our region, regardless of their socio-economical background, are provided access to the learning environments and support systems required to develop into successful readers.

**ensure that the right resources and strategies are in place from Kindergarten to Grade 2 to ensure 90% of Grade 2 children are reading at grade level by 2015-16.*

Goals

In the near-term, we will:

- Achieve the Provincial reading standard, in which 90% of students score at appropriate or higher levels on the Grade 2 Literacy Assessment in the 10 priority (achieving below 80%) schools in the Saint John region by the end of the 2015/2016 school year.

In the medium-term, we will:

- Support continued literacy initiatives in the 10 designated schools in the Saint John region for students in Grades 3-5.
- Identify tactics for achieving greater literacy rates for middle and high school students, increasing the rate of high school graduation in the Saint John region to 90% by 2020, including those students who live in low income neighborhoods.

Strategies

- **Learn** from other jurisdictions on best practices for increasing early literacy rates.
- **Recruit** 100 volunteers to assist Elementary Literacy Inc.
- **Lobby** all levels of government for an education policy priority with specific action items, including:
 - plan with tactics and timelines to reach the target of 90% of students reading at grade level at the end of Grade 2 by 2016.
 - changing educational policies and systems to better align with the literacy realities.

Strategies

- **Work** with and leverage stakeholder organizations to provide increased support for teachers and other literacy initiatives.
- **Establish** metrics and goals for effective measurement and implement a quarterly review & reporting policy.
- **Hold** specific stakeholders accountable, including:
 - **Politicians and senior government representatives**
 - **School District leadership**
 - **Business community leaders**
- **Launch** a community-wide education and awareness campaign to key stakeholders

Achieve Literacy Greater Saint John Accomplishments

- **April 8, 2014 1st annual Literacy Summit: Creating a Collective Impact**
 - Over 400 people in attendance
 - Mr. Craig Alexander, Sr. VP & Chief Economist for the TD Bank Group and author “Canada’s literacy and Numeracy Challenges Worsens”
 - Created awareness and a call to action of a critical obstacle to Saint John’s path to economic success
- **Coordinated volunteers with the individual schools and ELF :**

School Year	Students Mentored	Schools Offering Elf
2013 – 2014	65	10
Fall 2014	112	15
	<i>*Increase of 73%</i>	<i>*Increase of 50%</i>

Achieve Literacy Greater Saint John Accomplishments

- Having conversations about what is working within the school system with principals and coordinators to discuss their school results and lessons learned
- Identified grade 1 student's at risk and developed individualized plans to assist these students
- Fall of 2014 submitted articles & commentaries to the Telegraph Journal to raise awareness, topic included;
 - Importance of literacy
 - Closing the Education Gap
 - Base Education spend on need
 - Progress on continued effort
 - Early literacy needs to be championed
- Created an info-graphic showing issues and opportunities which was widely distributed to the Saint John community and the New Brunswick Business Council
- Lobbied all parties during election

Committee Members

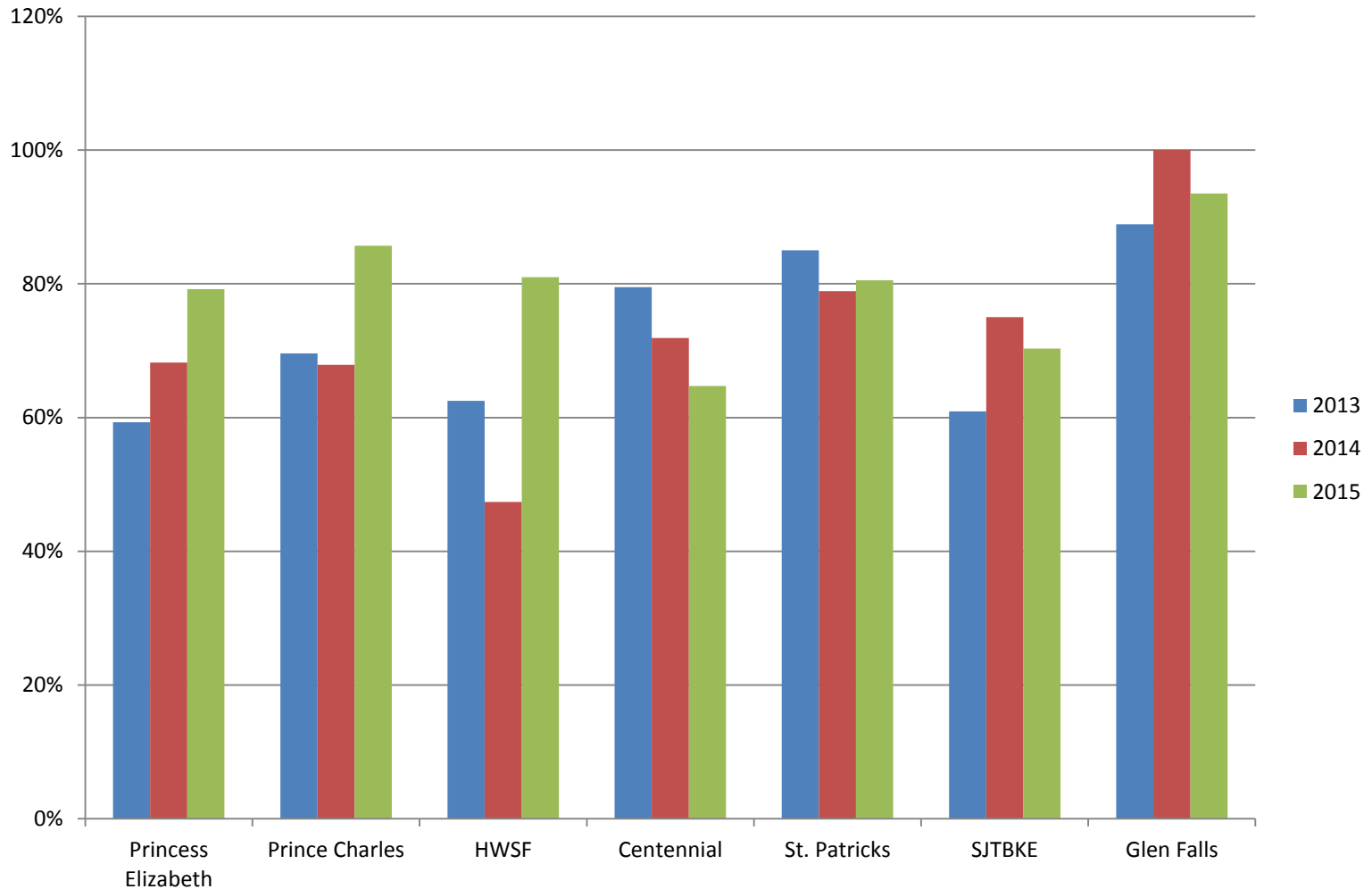
Chair

- Roxanne Fairweather – Co-CEO Innovatia

Committee Members:

- Erin Schryer, Executive Director, Elementary Literacy Inc.
- Monica Chaperlin, Executive Director, BCAP
- Lesley Dickson, Sr. Marketing Communications Specialist - Revolution Strategy
- David Duplisea, CEO, Saint John Region Chamber
- Deborah Fisher, PALS Coordinator
- Suzanne Leblanc-Healey, ASD-S, Acting Director of Curriculum and Instruction

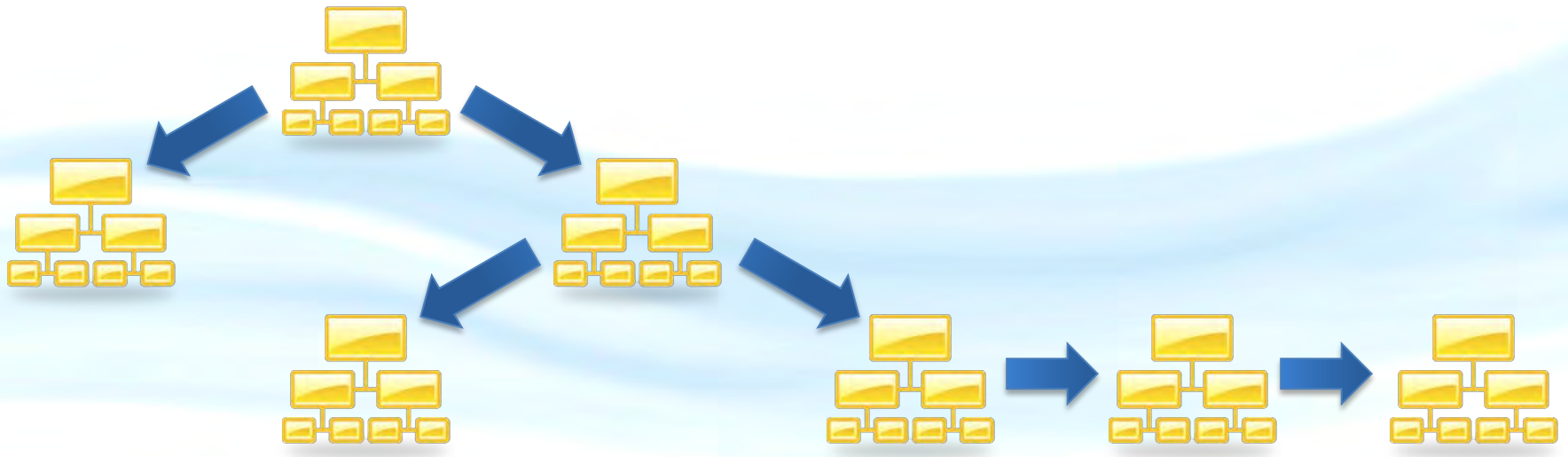
Inner City School Results



Team Effort with Grade 2 Focus

- Superintendent
- Director of Schools for Saint John
- Subject Coordinator
- Administrators (Principals & Vice-Principals)
- Literacy Leads
- Grade 2 teachers
- Parents
- Community School Coordinators
- Volunteers- PALS, ELF, corporate volunteers, etc.

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LIVING SJ – Working together to build a strong, vibrant city
Collective Leadership – Collective Impact

Priorities and Targets

NEIGHBOURHOODS

Transform low-income neighbourhoods into vibrant mixed income communities

By 2020, the low-income population in one neighborhood has been reduced by 15%.

EDUCATION

Close the education achievement gap

By 2017, 90% of all children will achieve grade 2 literacy standards.
By 2020, 90% of all students will graduate from high school.

HEALTH

Improve the health of residents through neighbourhood-based models of care

By 2020, every low-income neighborhood has a health care delivery model which demonstrates a return on investment

EMPLOYMENT

Education and training leads to employment for low-income residents

By 2017, 200 families on income assistance attain employment
By 2020, 500 families on income assistance attain employment.

EDUCATION Close the Education Achievement Gap Result Areas

- Vulnerable families have access to high quality early childhood education and childcare and are ready for kindergarten.
- **Every child achieves appropriate Grade 2 literacy levels, the foundation for school success.**
- Every child in a low-income neighbourhood has access to high quality in-school and out-of-school programs 12 months of the year to enrich their learning.
- Every child graduates from high school with appropriate skills for further education and employment.
- Every resident has opportunities for continuing education and training beyond high school

Looking to the Future

- Continue to measure and monitor activities and the impact of Achieve Literacy for Children at risk in grade 2
- Assess progress based on provincial results
- Monitor authenticity of all activities over the last year, analyze and see what needs to be changed or supported to move forward
- Communicate to the Saint John community in the fall (Chamber, ESJ, Rotary, Councils, etc.) to ensure people know who we are and the importance of the work we are doing
- Continue to drive volunteer commitment to ELF, PALS, etc. and coordinate with ASD-S

Looking to the Future

- Planning a winter event with a keynote speaker to draw attention to the collaborative work being done supporting;
 1. Primary research – Partnering with ELI, Erin Schryer, PhD
 2. Raising funds for other interventions in school system from a volunteer perspective – Partnering with the school system
 3. Working with parents to increase their literacy scores – Partnering with the Learning Exchange
 4. Bridging the gap between end of school year and summer break – Partnering with school system and ELF



INTEROFFICE MEMORANDUM



TO	:	Mayor Bishop & Council
FROM	:	John Jarvie
DATE	:	6 November 2015
RE	:	Town Hall Renovations

Recommendation

It is recommended that the following changes to the Town Hall be endorsed by Council:

1. add backup power
2. add power-operated front entrance
3. improve the reception area
4. renovate the foyer
5. re-carpet Town Hall Offices

at an estimated cost of \$207,000.

Background

The 2015 general fund budget includes an allocation for renovations to the Town Hall in an amount of \$315,000. At the present time a tenant for the upstairs of the building has not been identified; therefore it would be premature to make renovations to that space until tenant needs are clearer. There are some changes that have been suggested by members of Council and by staff which would enhance the use of the first floor space and deal with some specific deficiencies. In assessing the need for changes the nature and use of the building should be kept in mind. Although the building is public, its general Town usage is to house municipal staff functions and regular meetings of Council and its committees. Generally speaking these are smaller groups with occasional larger attendance at Council functions when topics are of particular interest to a segment of the community. It has been the practice of the Town to hold larger public meetings in a venue with larger capacity.

Specific improvements

The following are items, the need for which might be considered immediate as they address particular issues which are currently constraining the use of the space.

Backup power – it is proposed to add a diesel-fired generator which will allow Town functions to continue to operate in case of a power outage. This is important to maintain communication with the community at large and amongst staff. Backup power will also enable the building to be used as an operations centre in case of an emergency. The cost estimate for the acquisition and installation of backup power is in the range of \$91,000ⁱ plus the residual value of the existing generator.

Power assist for the main entrance door – the main door to the building used by the public is fairly heavy and sometimes difficult for those with the mobility issues to comfortably enter and leave. The cost for a push-button, power-operated set of doors is estimated at \$7,000.

Reception area improvements – with more and more issues related to security it is important that the staff to which the public has immediate access be properly equipped to respond to high

risk situations. These include the installation of a camera, panic buttons and a barricade to control the entrance. There are also some adjustments to the front desk reception area which would lead to greater efficiencies for the staff working there. These include removing the cabinet work behind the counter and replacing with furniture to provide more ergonomically appropriate work surfaces. The cost of these improvements is estimated at \$17,000.

The carpeting in the Town Hall offices also requires replacement and this is estimated to cost \$20,000.

There are some other improvements which, although desirable, could be deferred until the potential for a tenant becomes clearer.

Enlarge first floor washrooms - although tired, the first floor washrooms are adequate in size for the current number of Town staff and renters. Since the building does not have a full basement, the location of washrooms is constrained. If new, enlarged washrooms were to be added, the space currently taken up by the Sayre room would be converted to a suite of women's washrooms, the existing washrooms converted to a larger men's facility and a new meeting room constructed on the south side of the building. Cost estimate for this is \$87,000.

Changes to foyer – since the School District no longer occupies the other portion of the main floor, the reception counter is not staffed. This tends to make the foyer less welcoming. Two changes to the space are suggested. Removing the interior walls of the offices that overlook the stairwell at the second floor level would allow significantly more daylight. Creating a small interview room in the space previously used for the School District reception desk would allow clients for development services to be assisted more conveniently without being required to move to the rear of the building through the corridor network. The tile in the foyer is damaged and cracked in several areas and it is suggested this be replaced. The cost for these changes is estimated at \$37,000.

Financial Implications

Although some of the work could be completed in 2015, the majority would take place over the winter months and be part of the 2016 budget carryover from the current year. Improvements to the wash rooms can be budgeted once the use of the total building becomes clearer.

ⁱ In the original budget estimates for 2015 there was an allocation of \$240,000 for a generator for the Town Hall. After further examination and consultation with an electrical engineer it was determined that the existing generator at the water treatment plant cannot supply the full electrical load requirements. However it is adequate to meet the load requirements at the Town Hall. Therefore it is proposed to relocate the generator from the water plant to the Town Hall and purchase a new, larger capacity generator for the plant. The cost of the new generator installed at the water treatment plant is estimated at \$173,800. There is also a generator shown at an estimate of \$190,000 for the Works Garage. The latest estimate indicates that with Town staff installing the base the amount would be \$133,000. Because the generator being moved to the Town Hall is an asset in the Utility Fund, there would be a transfer of the asset charged to the General Fund at a depreciated value of \$.

2015 Budget for 2 generators = \$430,000.

Proposal to upgrade WTP generator and install generators at Town Hall and Works Garage =

\$173,800

137,600

94,100

\$405,500




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

**Rothesay Council
November 2, 2015**

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:



John Jarvis, Town Manager

DATE: 4 November 2015

SUBJECT: McKay Request to Prepare Secondary Plan on Schedule G Lands

INFORMATION REPORT

ORIGIN

On October 27, 2015 Staff and Council did receive a letter (see Attachment A) from Andrew McKay on behalf of his company A.E. McKay Builders Ltd. requesting that Council undertake a secondary planning process for land off Renshaw Road. (see Map 1)

BACKGROUND

Policy 5.2.3 (b) of the Municipal Plan states that in "larger undeveloped areas as shown on Schedule G, secondary planning will be required" the plan goes on with greater context as follows:

"There are several areas of Rothesay (Schedule G) that could be developed in the time frame of this Plan. When these areas are held by a single owner and/or are remote from residential development, individual developers negotiate with municipal staff and present proposals to the Planning Advisory Committee and Council. When there are several property owners involved and/or when there are nearby residents, it is appropriate to use additional planning tools such as Secondary Planning.

Preparation of a secondary plan will allow for coordination of roads, utilities, open space and recreation amenities and for input from residents in the vicinity. Several areas in Rothesay should only be developed once a secondary plan is in place.

These include the undeveloped area between the Riverside Country Club and Rothesay-Netherwood School, the area southwest of the Club and northeast of Maplecrest Drive."



Figure 1 - Highlighted Areas Schedule G

WHAT IS A SECONDARY PLAN?

Staff believe that redevelopment and infill development are preferred cost effective options over new development of green fields. While Staff believe that priority for future growth should be oriented towards infill development Rothesay's green fields may be appropriate when it will occur in areas that can be easily serviced without undue pressure on the Town's financial capability to finance and operate the necessary infrastructure.

The primary question for Rothesay posed through the letter submitted by McKay Builders is how to most cost-effectively provide services for the development of the study area and how to finance the extension of services including a development charge area and municipal infrastructure cost-sharing. Staff also recognize that there is a strong community preference to accommodate future growth in a manner that protects open space (e.g. SpyGlass Hill), thus protecting the natural and cultural landscape of Rothesay.

Secondary Plans establish local development policies to guide growth and development in defined areas of Rothesay where major physical changes are expected and desired.

A Secondary Plan:

- Promotes a desired type and form of physical development in a specific area.
- Guides both public and private capital investment in infrastructure and amenities.
- Establishes local development policies unique to an area that will guide growth and change in that area.
- Adapts and implements the objectives, policies, land use designations and overall planning approach of the Town's Municipal Plan to fit with local contexts.

Secondary Plans typically include large areas of under-utilized or undeveloped land that would benefit from redevelopment; areas targeted for major public or private investment; and areas where development is occurring, or proposed, at a scale, intensity or character which necessitates a reconsideration or reconfiguration of local streets, blocks, public works, open spaces or other public services or facilities.

A secondary plan would give Council a comprehensive understanding of how all development parcels fit together as a cohesive whole, with the appropriate pre-determined massing, density, built form, public realm and public services, among others. A Secondary Plan for subject lands would assign the details of the new neighbourhood to our zoning and municipal plan by-laws and may include the following components:

1. Concept level land use maps showing basic land uses, open spaces, park land, road layouts, storm water catchment areas / wetlands;
2. Concept level plans for sewer, water, and storm water servicing and transportation infrastructure for each study area;
3. Documentation of development densities to be applied throughout the study areas.
4. Selection of a population growth rate and forecast to determine capital infrastructure triggers and phasing
5. Documentation of the full build out period (25 years) and the long term servicing requirements and construction costs for all municipal infrastructure including operational impacts.

DISCUSSION

Rothesay as recently as 2009 assigned considerable Staff effort in the development of basic scenarios regarding the proposed collector road highway route 1 link location, and some analysis and assessment of issues and potential impacts on land use mix, transportation network and infrastructure phasing scenarios in order to determine a preferred development structure.

While a secondary plan was not prepared this earlier staff effort the work prepared would serve to further our understanding of the comprehensive fiscal impacts and affordability analysis, including cost-sharing responsibilities among all stakeholders (i.e. benefitting landowners, Rothesay) and funding mechanisms (i.e. development charges, area specific charges, etc.).

Staff believe that in order to advance the secondary planning process for development of the subject lands it will be necessary to contract a consultant to collect additional background information, identify issues and constraints to providing municipal water, sanitary sewers and stormwater management and to identify the transportation improvements necessary to accommodate development within the study area.

Staff are particularly aware that projected traffic increase with such development must be studied by transportation experts. Such expertise can project traffic volumes and directional propensities for the development phasing and ultimate build out of the land.

Should Council agree to undertake a secondary planning study Staff would recommend that such a study be overseen by a steering committee comprised of Staff from:

- Planning & Development Services
- Public Works and Infrastructure
- Parks & Recreation

Staff also believe that the consulting expertise be comprised of appropriate professionals with specialized strategic municipal planning and project management experience, municipal servicing experience, transportation planning experience, and good working knowledge of the Town

FINANCIAL IMPLICATIONS

Municipal Plan policy (14.2.3(a)) states that Council will undertake "secondary planning in the areas of the community as designated on Schedule G" and (policy (14.2.3(b))) states that Council will recover "some of the costs of detailed planning from benefiting property owners."

Unfortunately, the Municipal Plan states no specific statutory mechanism by which property owners would be obligated to participate in the cost of the Secondary Planning Study. Moreover, Staff believe that if the secondary plan study is to be financed in part on the basis of contributions from landowners within the Study Area that these contributions must be voluntary. Staff further believe that the secondary planning process should only advance once all financial contributions from the contributing landowners have been forwarded to the Town.

Subject to Council approval the budget for the Secondary Planning Study would be through the annual budget process. Staff estimate the budget for the Secondary Planning Study would range between \$75,000 and \$100,000 and that benefiting land owners should contribute no less than ½ of the total study cost.

ATTACHMENTS

MAP 1
Attachment A

Location Map of Subject Lands
Copy of A.E. McKay Correspondence



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

14.2. DETAILED PLANNING

14.2.1 CONTEXT

There are several areas of Rothesay that could be developed in the time frame of this Plan. When these areas are held by a single owner and/or are remote from residential development, individual developers negotiate with municipal staff and present proposals to the Planning Advisory Committee and Council. When there are several property owners involved and/or when there are nearby residents, it is appropriate to use additional planning tools. Preparation of a secondary plan will allow for coordination of roads, utilities, open space and recreation amenities and for input from residents in the vicinity. Several areas in Rothesay should only be developed once a secondary plan is in place. These include the undeveloped area between the Riverside Country Club and Rothesay-Netherwood School, the area southwest of the Club and northeast of Maplecrest Drive, on the northeastern boundary of the municipality and the area southeast of the Mackay Highway which is considered a longer term area for development.

Detailed planning is also important in functional areas to ensure resources are properly allocated and opportunities not missed. Therefore Rothesay will undertake planning for its various systems including transportation, utilities, drainage systems, public spaces and recreation facilities. In accordance with the Act, and to coordinate its capital expenditures across the various functions, a five-year capital plan will be reviewed and updated annually.

14.2.2 GOALS

- To coordinate the provision of all municipal services including development control through careful and timely planning of all facets of municipal operations.
- To provide opportunities for public participation in the municipal planning process.
- To efficiently and effectively implement the goals of this Plan.

14.2.3 POLICY

- a) Council will undertake secondary planning in the areas of the community as designated on Schedule G.
- b) Council will recover some of the costs of detailed planning from benefiting property owners.
- c) Council will ensure that secondary planning addresses zoning, road networks, municipal water, sewer and storm sewer systems, third party utilities, pedestrian networks, buffering and recreation needs.
- d) Council will undertake to perform detailed design of the proposed road presently indicated on Schedule C as generally connecting Grove Avenue to Fox Farm Road. It is anticipated that this road will develop in phases and the detailed design must minimize impact on existing neighbourhoods through interconnection with an indirect local street network while still maintaining efficient traffic flow and convenient access for all road users throughout the area.
- e) Council shall prepare a five-year transportation plan to assist in achieving the transportation policy outlined in the Municipal Plan.
- f) Council shall identify senior government funding opportunities to assist in achieving the objectives of the transportation plan.
- g) Council shall update its five-year transportation plan on an annual basis in conjunction with the annual Town budget process.
- h) Council shall involve the community in the design of major public spaces.
- i) Council will require that any major subdivision or other major development prepare detailed drainage plans.
- j) Council shall undertake to prepare a detailed recreation master plan to direct the future development of parks and recreation facilities in the community.
- k) Council will involve the public in the development of a recreation master plan.
- l) Council shall prepare five year capital plans to implement the policies contained in this Municipal Plan.
- m) Council shall update its five-year capital plan on an annual basis in conjunction with the annual Town budget process.

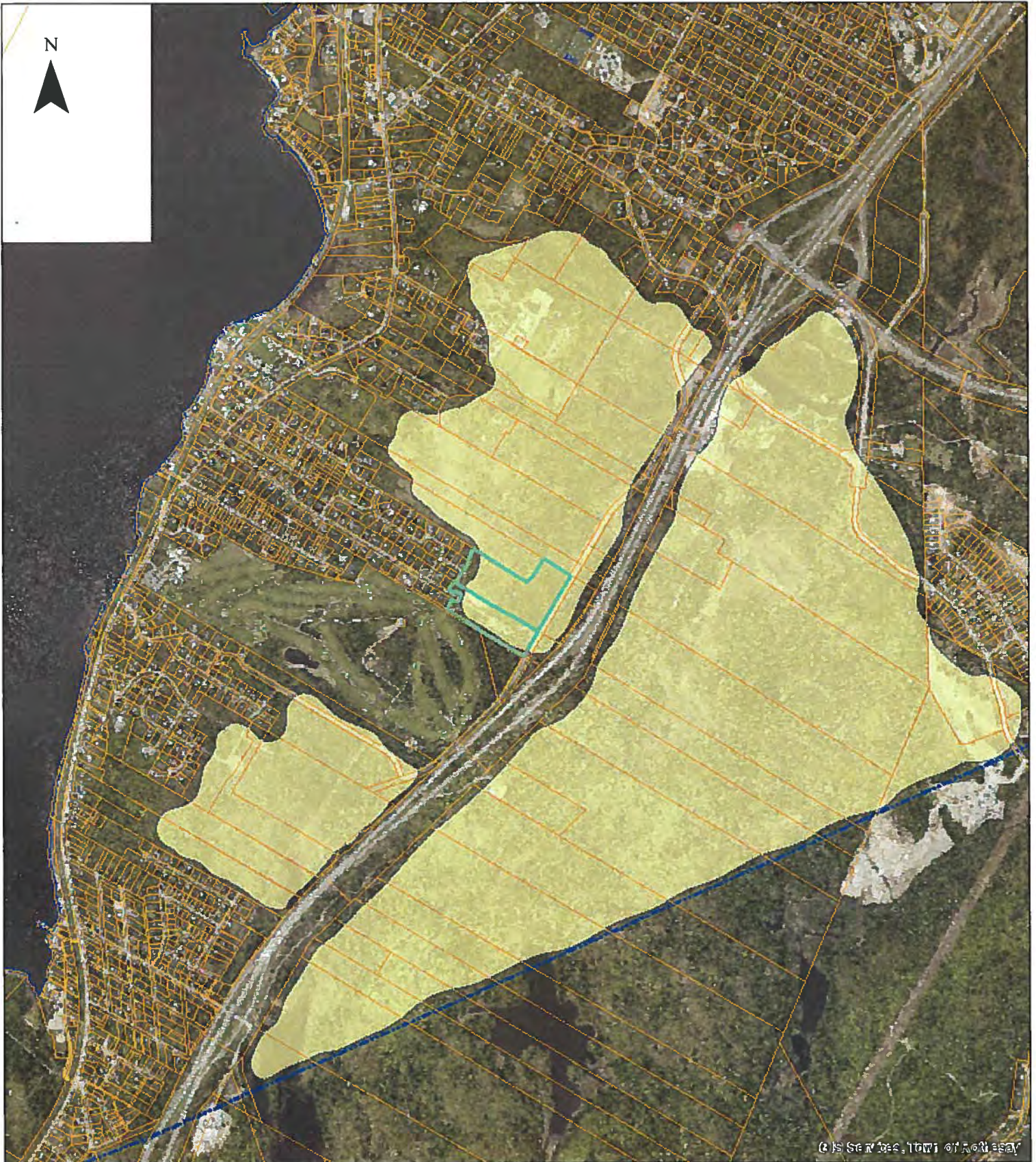
McKay Builders Parcels of Interest off Renshaw Road



Author: GIS Services
Date: 10/27/2015
Time: 2:25:23 PM



* Note - This product is for informational purposes only and has not been prepared for, nor is suitable for, legal, engineering, or surveying purposes.



**Location of Subject
Parcels within
Schedule G**

0 550 1,100 1,650 Meters

** Note - This product is for informational purposes only and has not been prepared for, nor is suitable for legal, engineering, or surveying purposes*



2015Nov9OpenSessionFINAL_275

Andrew McKay President / Sales

380 Model Farm Road, Quispamsis E2G 1L8 • Phone: 644-8104

September 24, 2015

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



Attn: Brian White
Director of Planning and Development Services

Dear Sir:

We have entered an agreement to purchase lands off the Renshaw Road from Berton Cosman and Heather & Leroy Hatfield.

As a result of our meetings with you, we were advised that their lands fall within Rothesay's secondary planning district which necessitates a study be undertaken by Council to determine the scope and nature of development that can occur there.

Accordingly, we request that you petition Council to fund and complete the study in order for us to determine our ability to complete the above purchase.

Thank you for your assistance in this matter.

Regards,

Andrew McKay
A.E. McKay Builders Ltd.

A large, stylized handwritten signature in black ink, appearing to be "AM", written over the typed name and company.

cc: Berton Cosman
Heather & Leroy Hatfield

TO: Mayor and Council
FROM: Councillor Alexander
DATE: 4 November 2015
RE: A Changing Climate, Aging Infrastructure and Infrastructure Renewal, Tracking Residential Flooding and Sewer Back-Ups, Tips for Preventing / Mitigating Residential Flooding and Sewer Back-Ups, and Requirements for New Developments

Summary

Our climate is changing and will continue to change. Under a changing climate, southern New Brunswick is experiencing more extreme and variable weather patterns. In recent years, Rothesay has been hit by Tropical Storms Hanna and Danny, Post Tropical Storm Arthur, and several intensive rainstorms. More frequent, heavy, and intense precipitation events is our new normal.

Existing Town infrastructure is sometimes overwhelmed during these severe precipitation events. Cataloguing our existing infrastructure in detail and identifying problem areas through event tracking may allow us to prioritize infrastructure renewal. In order to design new infrastructure, we also need to better understand the intensity of the precipitation events we are currently experiencing.

Residents of our community have also felt the effect of a changing climate. Some homes have been flooded and some sewers have backed-up into homes. There are actions our residents can take to prevent / mitigate this from happening in the future. The Town can assist our residents by providing them with information for protecting their property and buildings.

We also need to ensure that climate change adaptation and the management of surface water runoff is appropriately incorporated within all new developments. The implementation of surface water management programs at the outset of development may be one method of doing this.

Motions

Although much of the information described in this memorandum is being discussed at the Public Works and Infrastructure Committee, I felt it appropriate to bring it to apprise Council.

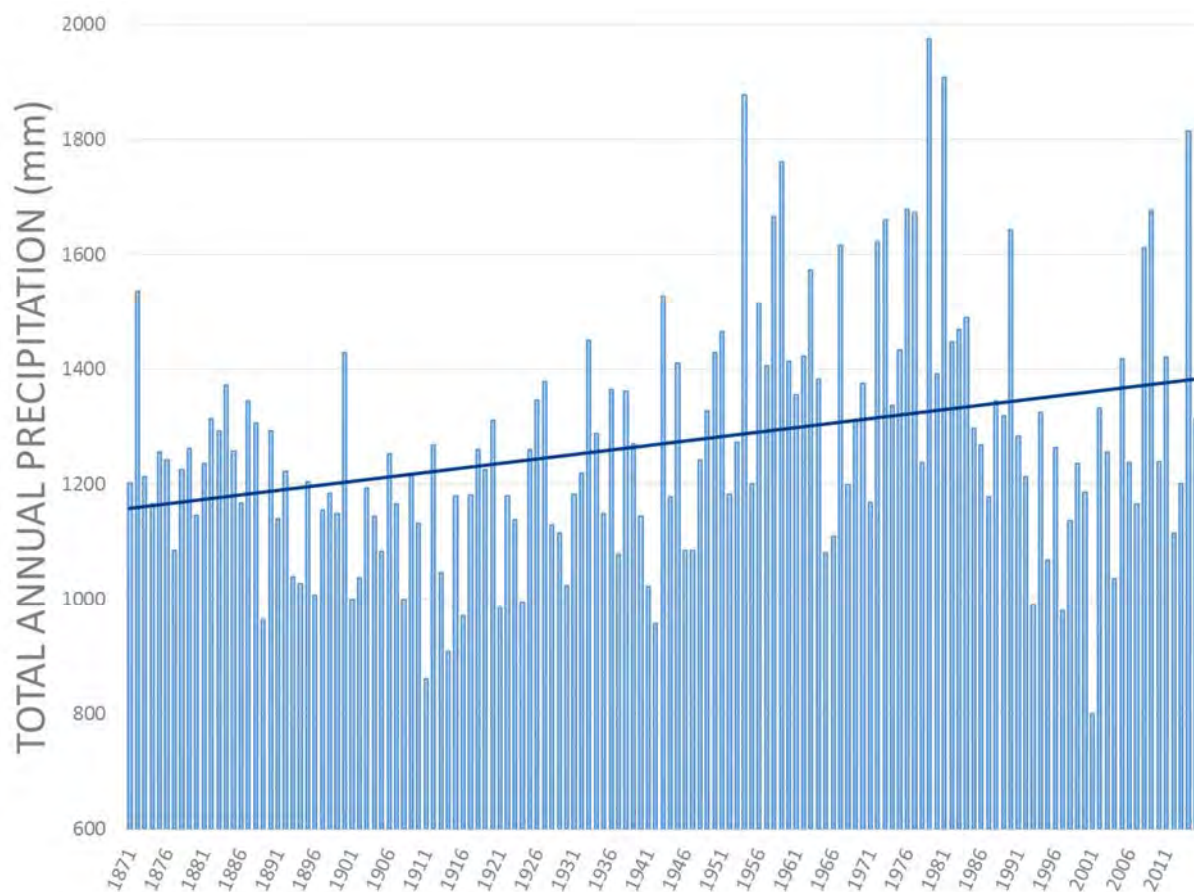
- M1. Staff to investigate and report back to Council on the cost of installing and operating a weather monitoring station appropriate for collecting data sufficient for measuring parameters (*e.g.*, temperature, hourly precipitation, wind speed and direction, *etc.*) necessary for use in the design of engineered infrastructure within the Town.
- M2. Staff to report to Council on what methods are currently in place to track existing infrastructure assets, such as their age, condition, and operability, and what information / studies may be necessary to assist with the ongoing management of the Town's infrastructure assets.
- M3. Staff to develop an easy-to-use and consistent method for residents to report residential flooding and / sewer back-ups.
- M4. Staff, together with the Public Works and Infrastructure Committee, develop a brochure on tips for preventing / mitigating residential flooding and a brochure on tips for preventing / mitigating residential sewer back-ups.
- M5. Staff investigate the requirement that stormwater management plans be implemented at the outset of construction for all new commercial, institutional, and multi-residential developments.

For those looking for more information on the basis of these motions, additional material is included on the next few pages.

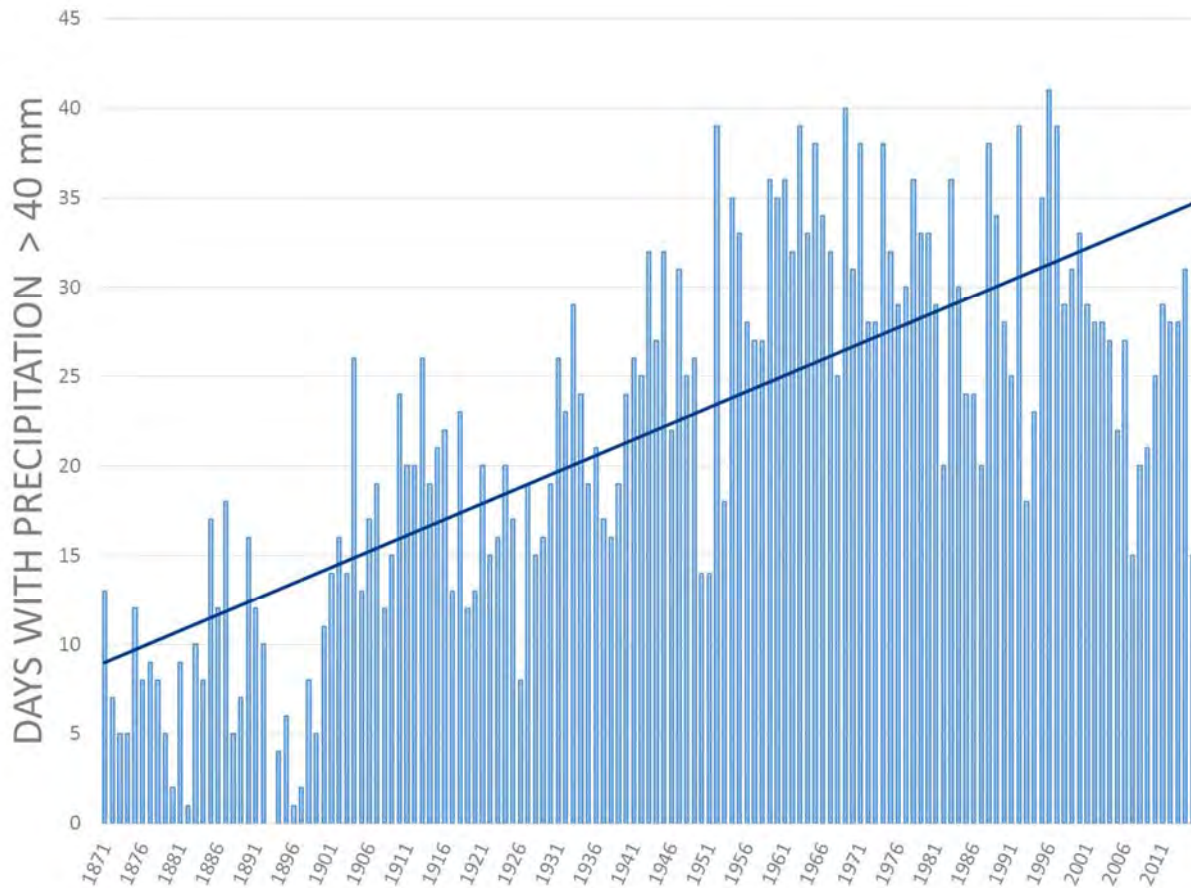
A Changing Climate

The International Panel on Climate Change (IPCC) defines climate change *as a change in the state of the climate that can be identified (e.g., using statistical tests) by changes in the mean and / or the variability of its properties, and that persists for an extended period, typically decades or longer and it can be due to natural variability or as a result of human activity.*

Historical climate data are available from Environment Canada for Saint John extending back to 1871. Review of the historical data (*i.e.*, 145 years) shows an average total annual precipitation increase of about 220 mm for the region.



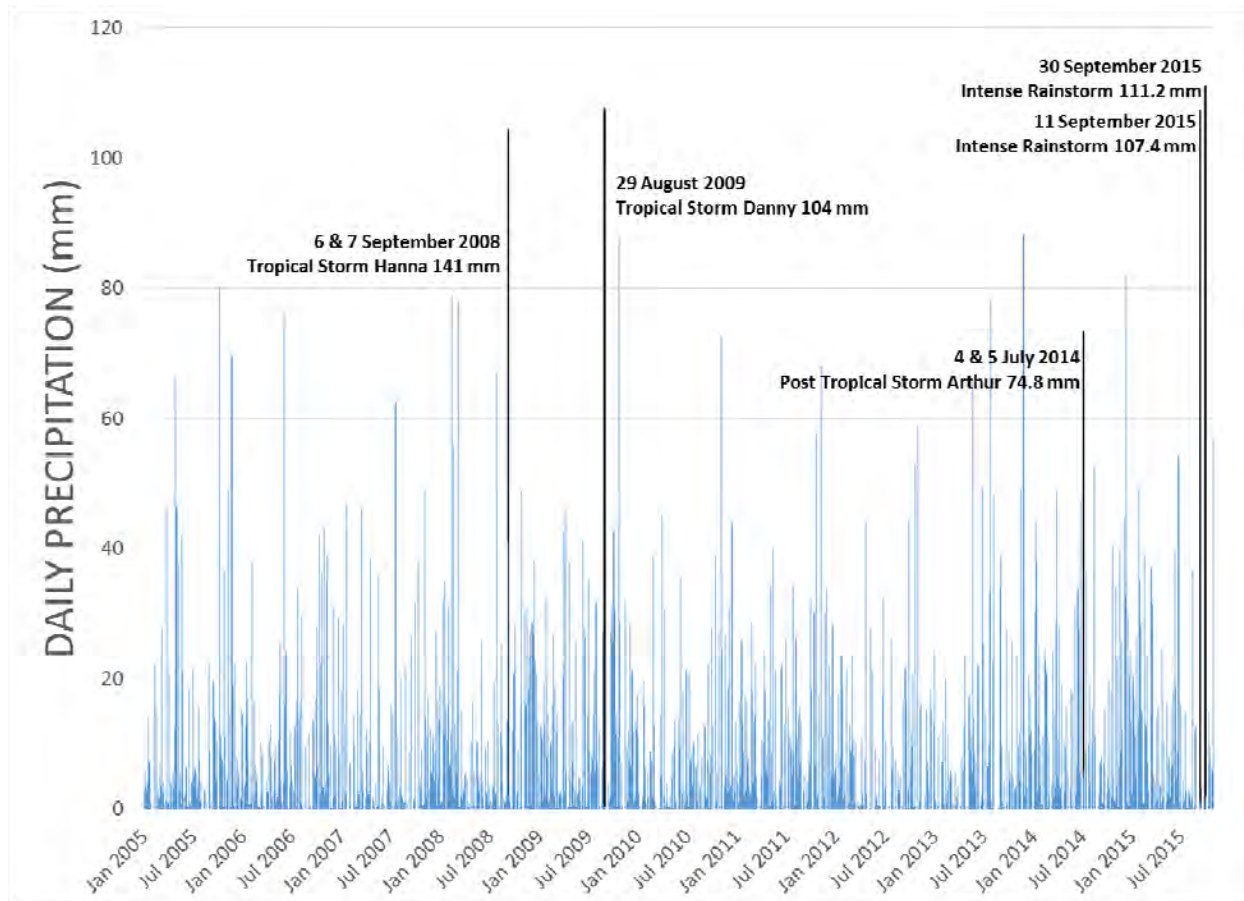
During the late nineteenth century, the average number of days per year when precipitation exceeded 40 mm was between 8 and 12. (Note: the 40 mm value was selected because it is generally considered the amount of precipitation required to saturate the ground to the point where localized flooding may occur.) Today, the average number of days per year when precipitation exceeds 40 mm is around 35. Extreme weather and associated flooding appear to be the new normal.



The rise in total annual precipitation and the increases in the frequency and severity of extreme weather events, such as hurricanes, post-tropical storms, and flash storms that are being experienced locally are the result of a changing climate. During the past decade in Rothesay, damage to property and infrastructure was reported during Tropical Storm Hanna on 6 & 7 September 2008, Tropical Storm Danny on 29 August 2009, Post-Tropical Storm Arthur on 4 & 5 July 2014, and the two extreme rainfall events in September 2015 (*n.b.*, these are events where disaster relief funding was requested in many New Brunswick communities due to widespread damage).

Although considerable data are available for total daily precipitation amounts for several locations across New Brunswick, rainfall intensity data are not available from Environment Canada's weather monitoring stations. Data may be available from other weather monitoring stations, such as the one at the Point Lepreau Nuclear Generating Station, but spatially, precipitation can be highly variable. For example, when up to 185 mm of precipitation fell in the St. George area on 13 & 14 December 2010, only 58.5 mm of precipitation was measured at the Saint John weather monitoring station.

Anecdotally, the intensity of precipitation during extreme events appears to be more severe now than in the past and indications are that extreme events will likely continue to increase in the foreseeable future. Temporal and spatial variations in precipitation intensity are extremely important in the precipitation-runoff process, but the quantity and quality of data available are lacking locally. Hourly measurements of precipitation made within Rothesay would be valuable for developing intensity, duration, and frequency curves, especially in light of the changing climate.



M1. Staff to investigate and report back to Council on the cost of installing and operating a weather monitoring station appropriate for collecting data sufficient for measuring parameters (e.g., temperature, hourly precipitation, wind speed and direction, etc.) necessary for use in the design of engineered infrastructure within the Town.

Aging Infrastructure and Infrastructure Renewal

Unpredictable extreme weather presents a challenge to infrastructure. In several instances within Rothesay, stormwater management infrastructure during recent heavy precipitation events was overwhelmed. This is not unique to our community, region, or Province. Like many other Canadian communities, some of Rothesay's infrastructure has been in place for many years. When that infrastructure was designed, it was likely done using design standards that did not contemplate a changing climate.

Typically, it is intended that infrastructure will be in place for extended periods of time. For example, much of the infrastructure built in the next decade will conceivably still be in use by 2040 to 2050. To increase the resilience of existing and new infrastructure, we must plan appropriately to manage for potential impacts as a result of a changing climate. In order to do this, we need to know what infrastructure is in place now as part of an overall asset management program. This will allow us to prioritize key infrastructure renewal.

M2. Staff to report to Council on what methods are currently in place to track existing infrastructure assets, such as their age, condition, and operability, and what information / studies may be necessary to assist with the ongoing management of the Town's infrastructure assets.

Tracking Residential Flooding and Sewer Back-Ups

Several letters from residents were included in the 13 October 2015 Council Package regarding flooding and sewer back-ups experienced during the 111.2 mm rainfall event on 30 September 2015, which was the largest single day precipitation event to occur in the past decade in the Greater Saint John area. Unbeknownst to Council and staff, some of these residents had experienced issues previously. It is likely that there was also damage to property and infrastructure within the Town that went unreported during that precipitation event and others.

It would be beneficial for residents to have an advertised mechanism for reporting flooding and sewer back-ups. The information to report would likely include property address, date of event, type of event (*i.e.*, flooding and / or sewer back-up), and damage experienced. Tracking this information would enable staff to identify areas where impacts were concentrated during specific events in order to identify areas where infrastructure needs to be reviewed and possibly upgraded.

M3. Staff to develop an easy-to-use and consistent method for residents to report residential flooding and / sewer back-ups.

Tips for Preventing / Mitigating Residential Flooding and Sewer Back-Ups

When water enters residences and outbuildings due to flooding and sewer back-ups, the damage, which can include cosmetic damage, structural damage, and mold, can be significant and expensive to repair and remediate. Individual property owners within the Town share in the responsibility and protection of their land and buildings from flooding and sewer back-ups.

There are many ways that individual property owners can play an active role in protecting their property from flooding, such as sloping ground away from their foundation, sealing windows and foundation cracks, directing water from downspouts away from their foundation, keeping eaves troughs free of leaves and debris, ensuring ditches and drainage swales are free of debris, and making sure storm drains and catch basins are clear. Similarly, there are ways to protect against sewer back-ups, such as installing a backflow preventer and a sump pump.

The Town can play a proactive role in educating property owners on what actions they can take in order to ensure their personal safety and reduce damage to their property.

M4. Staff, together with the Public Works and Infrastructure Committee, develop a brochure on tips for preventing / mitigating residential flooding and a brochure on tips for preventing / mitigating residential sewer back-ups.

Requirements for New Development

Preparing a greenfield site for development by clearing, levelling, infilling, and grading can affect the flow of surface water on that land and adjacent properties. Similarly, surface water flow can also be affected through the redevelopment of a brownfield site. Problems, such as flooding, can arise when the flow of surface water is altered.

Development requirements are in place to protect / mitigate potential effects from the alteration of surface water flow once new development is complete; however, complaints are sometimes received by staff and / or Council regarding the possible alteration of surface water flow and associated flooding within the Town when new developments are under construction.

M5. Staff investigate the requirement that stormwater management plans be implemented at the outset of construction for all new commercial, institutional, and multi-residential developments.

From: [Peter Lewis](#)
To: [Mary Jane Banks](#)
Subject: Chatwin Street
Date: November-04-15 6:39:19 AM

Mary Jane: Please add these pictures to the council package. This is Chatwin Street in Rothesay East. I think we have to revisit Microseal. Looks to me like its a waste of money. I would like to discuss this Monday Night thanks.












70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
November 9, 2015

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: November 3, 2015

SUBJECT: Engineering Design and Construction Management Services
2016 Asphalt Resurfacing and Microseal Placement Programs

RECOMMENDATION

It is recommended that the proposal submitted by Brunswick Engineering & Consulting Inc. in the amount of \$98,722.45 for the 2016 Asphalt Resurfacing and Microseal Placement Programs be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2015 General Fund Capital Budget includes funding for the design work associated with the asphalt resurfacing and microseal placement programs proposed for 2016.

BACKGROUND

As part of the 2015 General Fund Budget Mayor and Council approved a plan to issue an RFP for engineering design services in 2015 for the proposed 2016 asphalt resurfacing and microseal placement programs.

The Public Works and Infrastructure Committee have recommended the following list of streets for the 2016 programs:

Asphalt:

- Progress Court
- Highbrook Court
- Barbara Court
- Lori Court

- Wendy Court
- Barra Court
- Galway Court
- Grist Street
- Kent Street
- North Street
- Ballpark Avenue
- Birchview Terrace
- McGuire Road
-

Microseal:

- Terri Street
- Naomi Street
- Esther Street
- James Street
- Luke Street
- Robin Lane
- Wells Lane
- Acre Court

DISCUSSION

On October 8, 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, four (4) compliant submissions were received from consulting engineering firms on October 27, 2015. Proposals were received from the following firms:

- Brunswick Engineering & Consulting Inc.,
- CBCL Consulting Engineers Limited,
- Crandall Engineering Ltd.,
- exp Services Inc.

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 evaluation.

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 evaluation process was the proposal submitted by Brunswick Engineering even though it was not the lowest overall price.

The submission from Brunswick met all of the requirements of the proposal call, in a manner acceptable to the committee, with a cost effective bid for the project.


FINANCIAL IMPLICATIONS

The 2015 General Fund Capital Budget included an amount of \$60,000 for the preliminary and detailed design work. It is anticipated that the construction management component of the engagement will be included with the overall construction budget proposed for 2016. Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget however in this case a budget for the project has not yet been formalized. Town staff is of the opinion that the overall project cost will be in the order of 1.225 million dollars. Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

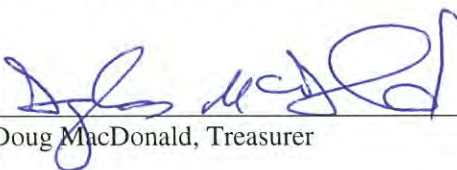
Consultant	Fees (inc HST)	HST rebate	Subtotal	2015 Budget	Budget Item (expected overall cost)	% of overall Budget Item
Prelim and detailed design (2015)	52,646.70	4,459.22	48,187.48	60,000	1,225,000	3.9
Project management (future overall budget)	46,075.75	3,902.65	42,173.10		1,225,000	3.5
Total	98,722.45	8,361.87	90,360.58	0	1,225,000	7.4

The preliminary and detailed design portion of the work to be completed under this consultant engagement in 2015 will be \$48,187.48. The 2015 budget of \$60,000 will be adequate to fund this work. The remainder of the engagement value, \$42,173.10, for project management will be included as part of the overall construction budget proposed for the future as this portion of the work will not be completed until the project moves forward. Council, by virtue of approving this consultant engagement, is not committing the Town to spending the additional \$42,173.10 until such time as they choose to move forward with the construction component of the project.

Report Prepared by:


Brett McLean, Director of Operations

Report Reviewed by:


Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
November 9, 2015

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: November 3, 2015

SUBJECT: Active Transportation / Transportation Study Updates

RECOMMENDATION

It is recommended that the Director of Operations be authorized to engage Crandall Engineering Ltd. (Peter Allaby) for an amount not to exceed \$10,000 (excluding hst) to combine the Active Transportation Study and Transportation Study reports into one document and include updates for projects completed since the studies were adopted by Council.

ORIGIN

The Active Transportation Study and the Transportation study were completed separately by the same consulting engineer. The studies contain overlapping priorities and the majority of the projects and initiatives proposed in each fall under the umbrella of Public Works.

BACKGROUND

The Transportation Study was commissioned in 2012 and completed in 2013. The plan included a list of proposed projects to be completed over the ten year period between 2012 and 2022. Priorities for the various projects were based on future (predictive modelled) traffic volumes.

The Active Transportation Plan was commissioned and completed in 2013. This plan was more aggressive than the transportation plan whereby initiatives set out in the plan to promote active transportation were prioritized over a 5 year period. The projects recommended by the plan were in large part related to the promotion of bicycle use, mainly derived from the idea that Rothesay become a more viable community for the recreational cyclist.

DISCUSSION

In recent months the Town has had several requests to complete all of the projects recommended in 2013 Active Transportation Study as the 5 year timeline recommended by the report is drawing closer. The AT Plan is not a Policy document nor is the list of recommendations contained within it obligatory; however the document is in the public domain and members of the cycling community are promoting completion of the recommendations. The cycling community is also requesting that the plan be more transportation centric as opposed to recreation centric and the precept of connectivity has been introduced at the Council and Committee level.

The transportation Study recommendations and Active Transportation Study recommendations have been a major guiding principle in the creation of yearly capital plans since their acceptance by Council. Each year staff from the Works and Recreation Departments discuss and debate the merits of the various projects as they relate to other competing and complimenting initiatives in Rothesay. In light of the fact that neither report has been formally updated since they were originally drafted and given the intertwining nature of the recommended projects in each, staff is of the opinion that it would be valuable to the Town to have the two documents combined into one all inclusive (updated) document.

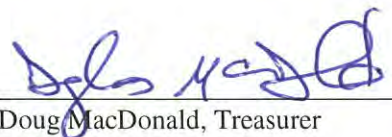
FINANCIAL IMPLICATIONS

The 2015 General Fund Capital Budget does not include an amount to combine these two studies; however there are a number of 2015 projects that have been deferred or cancelled. Therefore adequate funding is available in this budget to cover the costs of combining the studies without incurring an overall negative variance in the fund for 2015.

Report Prepared by:


Brett McLean, Director of Operations

Report Reviewed by:


Doug MacDonald, Treasurer

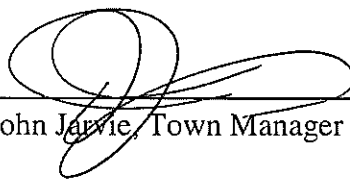


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
November 9, 2015

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: November 3, 2015

SUBJECT: Renovations to the Building at Arthur Miller Fields

RECOMMENDATION

It is recommended that Rothesay Mayor and Council:

1. Increase the renovation budget for the building at Arthur Miller Fields from \$120,000 to (a maximum of) \$138,000.

ORIGIN

The 2015 General Fund Capital Budget included an amount of \$120,000 to add public washrooms and renovate the existing building at the Arthur Miller Fields.

BACKGROUND

Mayor and Council have authorized the Director of Operations to obtain quotes from various construction disciplines and move forward with the addition of washrooms and other renovations to the exterior of the building at Arthur Miller Fields.

The project generally consists of adding 400 square feet of washroom space, adding a hip roof and replacing the existing windows.

DISCUSSION

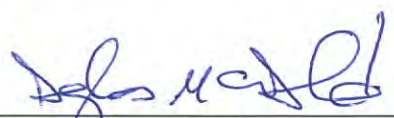
Quotes are now in and a contingent of subcontractors has been assembled to complete the project. The approved budget is sufficient to complete the general nature of the planned work ie. Add the washrooms, new roof and replace the windows. The current building is clad in white vinyl siding. The approved budget will allow for cladding the addition with vinyl siding and cleaning up the exterior of the existing portion of the building. Staff proposes to increase the budget by \$15,000 – \$18,000 to allow for recladding the entire existing building and the addition with better quality siding as opposed to a white vinyl product.

Recent renovations to the McGuire Centre included cement board siding. The Master Drive Works Facility and the McGuire Road Water Treatment Facility are clad with wood siding and Town Hall is clad with wood shingles. The added cost for upgraded cladding is somewhat offset by its longevity, resistance to normal wear and tear and options for dealing with tagging/ graffiti.

FINANCIAL IMPLICATIONS

The 2015 General Fund Capital Budget (Recreation) has additional funds available to cover the budget increase for the Arthur Miller Fields Building without showing an overall negative variance for 2015.


Report Prepared by: Brett McLean, Director of Operations


Report Reviewed by: Doug MacDonald, Treasurer

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