

ROTHESAY

COUNCIL MEETING

Rothesay Town Hall

Tuesday, October 13, 2015

7:00 pm



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular meeting 14 September 2015
Business Arising from Minutes

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

- 4.1 NB Trails Association Angela Morin (*see item 7.4*)
4.2 KV Oasis Youth Centre Yennah Hurley, Executive Director (*see item 9.1*)

5. CORRESPONDENCE FOR ACTION

- 5.1 23 September 2015 Letter from Fundy Regional Service Commission RE: 2016 Draft budget review

Refer to Finance Committee

- 5.2 24 September 2015 Letter from Andrew McKay, A.E. McKay Builders Ltd. RE: Secondary planning area study.

Refer to Staff for a Report

- 5.3 1 October 2015 Letter from resident RE: Basement flood on Gondola Point Road

Refer to Staff for a Report

- 5.4 7 October 2015 Letter from resident RE: Flood and Sewer back-up on Monaco Drive

Refer to Staff for a Report

- 5.5 7 October 2015 Letter from resident RE: Maiden Lane and Goldie Court Flooding

Refer to Staff for a Report

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 23 September 2015 Letter from Mayor Bishop to Minister Kenny RE: Provincial Electronics recycling program
6.2 2 October 2015 Letter from the Municipal Capital Borrowing Board RE: Borrowing
6.3 4 October 2015 Letter from residents RE: Almon Lane and Peters Lane Project

7. REPORTS

7.0 October 2015 Report from Closed Session

- Legal Services

- 7.1 20 May 2015 Kennebecasis Public Library (KPL) Board meeting minutes
May 2015 KPL Librarian's Report
30 April 2015 KPL Comparative Income Statement

ROTHESAY

Regular Council Meeting

Agenda

-2-

13 October 2015

- | | | |
|------|-------------------|--|
| | 17 June 2015 | KPL Board meeting minutes |
| | June 2015 | KPL Librarian's Report |
| | 31 May 2015 | KPL Comparative Income Statement |
| 7.2 | 24 June 2015 | Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes |
| | 31 August 2015 | KRJBPC Statement of Financial Position |
| 7.3 | 9 September 2015 | Kennebecasis Valley Fire Department Inc. (KVFD) Board meeting minutes |
| | 31 July 2015 | KVFD Statement of Operations with Budget Variances |
| | 12 August 2015 | KVFD Chief's Report |
| | 31 July 2015 | KVFD Response Report |
| 7.4 | 31 August 2015 | Draft unaudited Rothesay General Fund Financial Statements |
| | 31 August 2015 | Draft unaudited Rothesay Utility Fund Financial Statements |
| | 22 September 2015 | Draft Finance Committee Meeting Minutes |
| 7.5 | 22 September 2015 | Draft Parks and Recreation Committee Meeting Minutes |
| | | ➤ Active Transportation Plan |
| | | ➤ TELUS Cup Banners |
| | | ➤ Trans Canada Trail |
| 7.6 | 23 September 2015 | Draft Public Works and Infrastructure Meeting Minutes |
| | | ➤ Three way stop - Lyman/Donlyn Dr. |
| | | ➤ Crosswalk request Clark/Spruce/Dobbin |
| | | ➤ 1 October 2015 Letter from resident RE: Flood on Robinson Street |
| | | ➤ 1 October 2015 Letter from resident RE: Flood on Robinson Street |
| 7.7 | 23 September 2015 | Draft Utilities Committee Meeting Minutes |
| | | ➤ Residential Connection Fee |
| 7.8 | 30 September 2015 | Draft Rothesay Living Museum Committee Meeting Minutes |
| 7.9 | September 2015 | Monthly Building Permit Report |
| 7.10 | September | Capital Projects Summary |
| 7.11 | 24 September 2015 | PRO Kids Report |

8. UNFINISHED BUSINESS**TABLED ITEMS****8.1 Traffic By-law 1-14** (Tabled June 2014)*No action at this time***8.2 Water By-law** (Tabled June 2015)*No action at this time***8.3 Kennebecasis Public Library expansion project Audit** (Tabled August 2015)

6 October 2015 Memorandum from Treasurer MacDonald

ROTHESAY

Regular Council Meeting

Agenda

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13 October 2015

22 July 2015 Kennebecasis Public Library expansion project Audit report

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

KV Oasis Centre – Letter requesting financial support

ADMINISTRATION

9.2 Designated Highway Funding

Memorandum from Town Manager Jarvie

9.3 Disaster Relief Funding

Memorandum from Town Manager Jarvie

10. NEXT MEETING

Regular meeting Monday, November 9, 2015

11. ADJOURNMENT



TRANS CANADA TRAIL SENTIER TRANSCANADIEN

Presentation: Rothesay Council

13/10/2015



AS OF MAY,
2015

2015Oct13OpenSessionFINAL_014

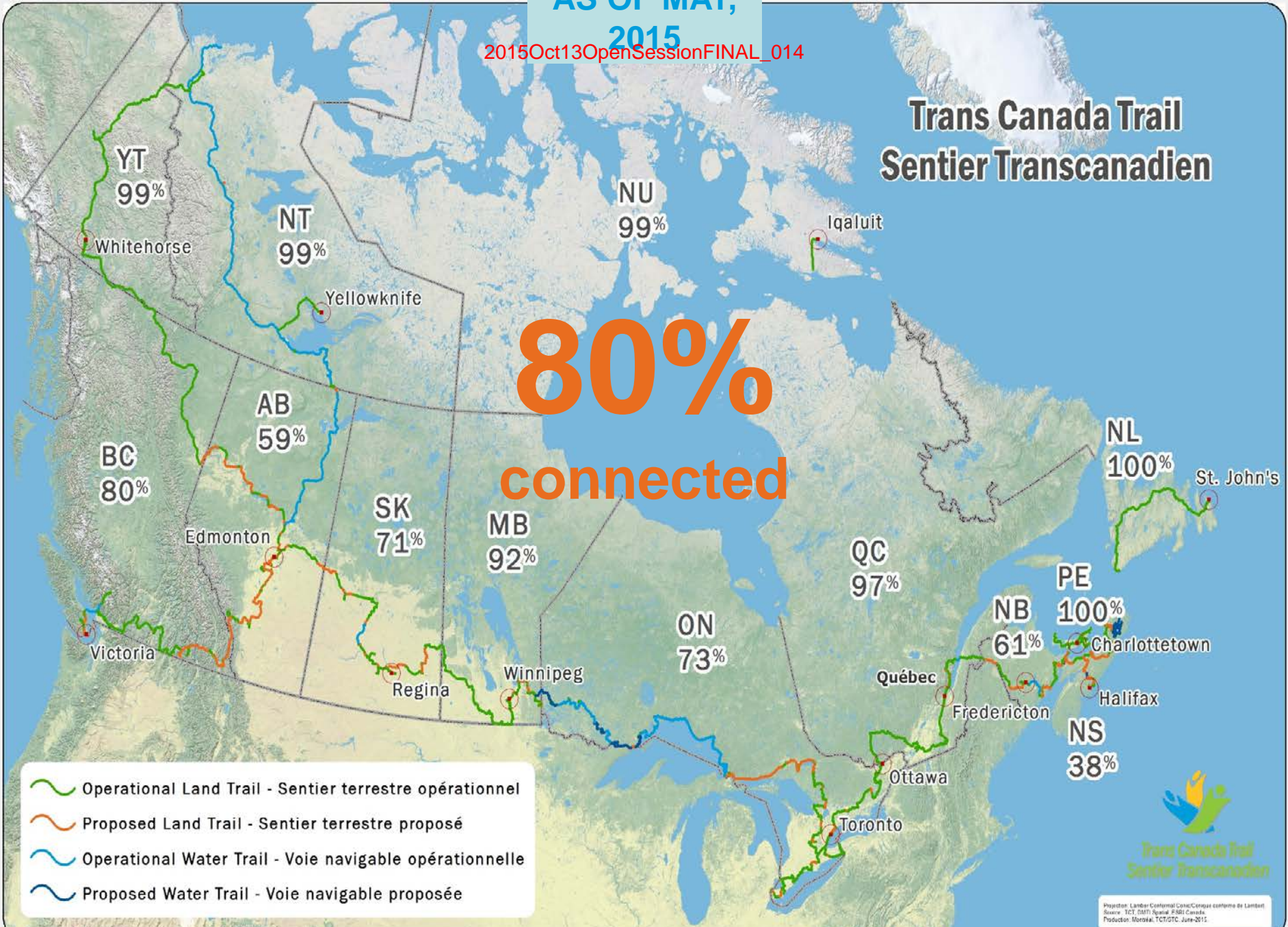
Trans Canada Trail Sentier Transcanadien

80%
connected

-  Operational Land Trail - Sentier terrestre opérationnel
-  Proposed Land Trail - Sentier terrestre proposé
-  Operational Water Trail - Voie navigable opérationnelle
-  Proposed Water Trail - Voie navigable proposée



Projection: Lambert Conformal Conic/Conque conforme de Lambert
Source: TCT, SMT, OpenStreetMap, IGN Canada
Production: Morozki, TCT/GTC, Juin 2015



THE TCT IS CANADA'S NATIONAL TRAIL

- The completed Trail will span nearly 24,000 km.
- It will connect Canadians for coast to coast to coast.
- It will link to all the provincial and territorial capital cities, as well as almost 1,000 other Canadian communities
- And be one of the longest network of recreational trails in the world.



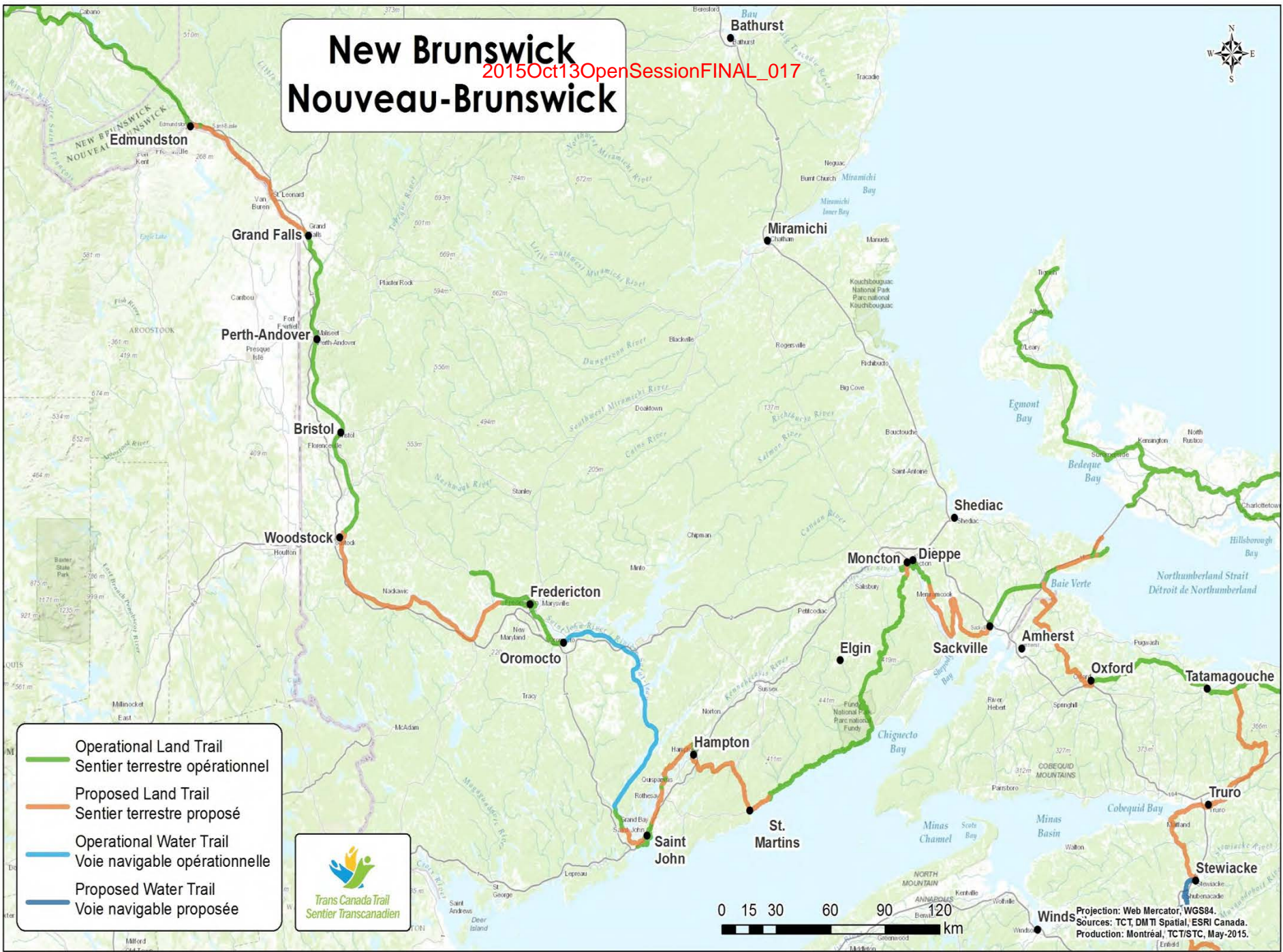
A TRAIL TO SHOWCASE EACH REGION OF THE COUNTRY



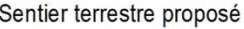

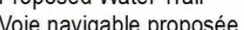
- The trail is composed of 500 individual trails supported by local trail groups and volunteers.
- The Trail will link each region across the country and celebrate each region's unique and special character.
- The Trail will provide opportunities to paddle, hike and cycle.



New Brunswick Nouveau-Brunswick

2015Oct13OpenSessionFINAL_017



-  Operational Land Trail
-  Sentier terrestre opérationnel
-  Proposed Land Trail
-  Sentier terrestre proposé
-  Operational Water Trail
-  Voie navigable opérationnelle
-  Proposed Water Trail
-  Voie navigable proposée



Projection: Web Mercator, WGS84.
Sources: TCT, DMTI Spatial, ESRI Canada.
Production: Montréal, TCT/STC, May-2015.

New Brunswick Trails Council

2015 Oct 13 Open Session FINAL_018



- Advocate the concerns of non-motorized trail users
- Advocate the development and maintenance of a quality non-motorized trail network to standards that meet the needs of trail users



- Promote enhanced health, wellness, and enjoyment for residents and visitors through responsible use of a safe non-motorized trail network



New Brunswick Trails Council

2015Oct13OpenSessionFINAL_019



- Non-profit organization since 1994
- Volunteer board of directors
 - 3 full time staff
- Relations with various GNB departments
- NB Trail Partner to Trans Canada Trails.



2015Oct130OpenSessionFINAL_020

Getting to 100% Connection in New Brunswick






New Brunswick Nouveau-Brunswick

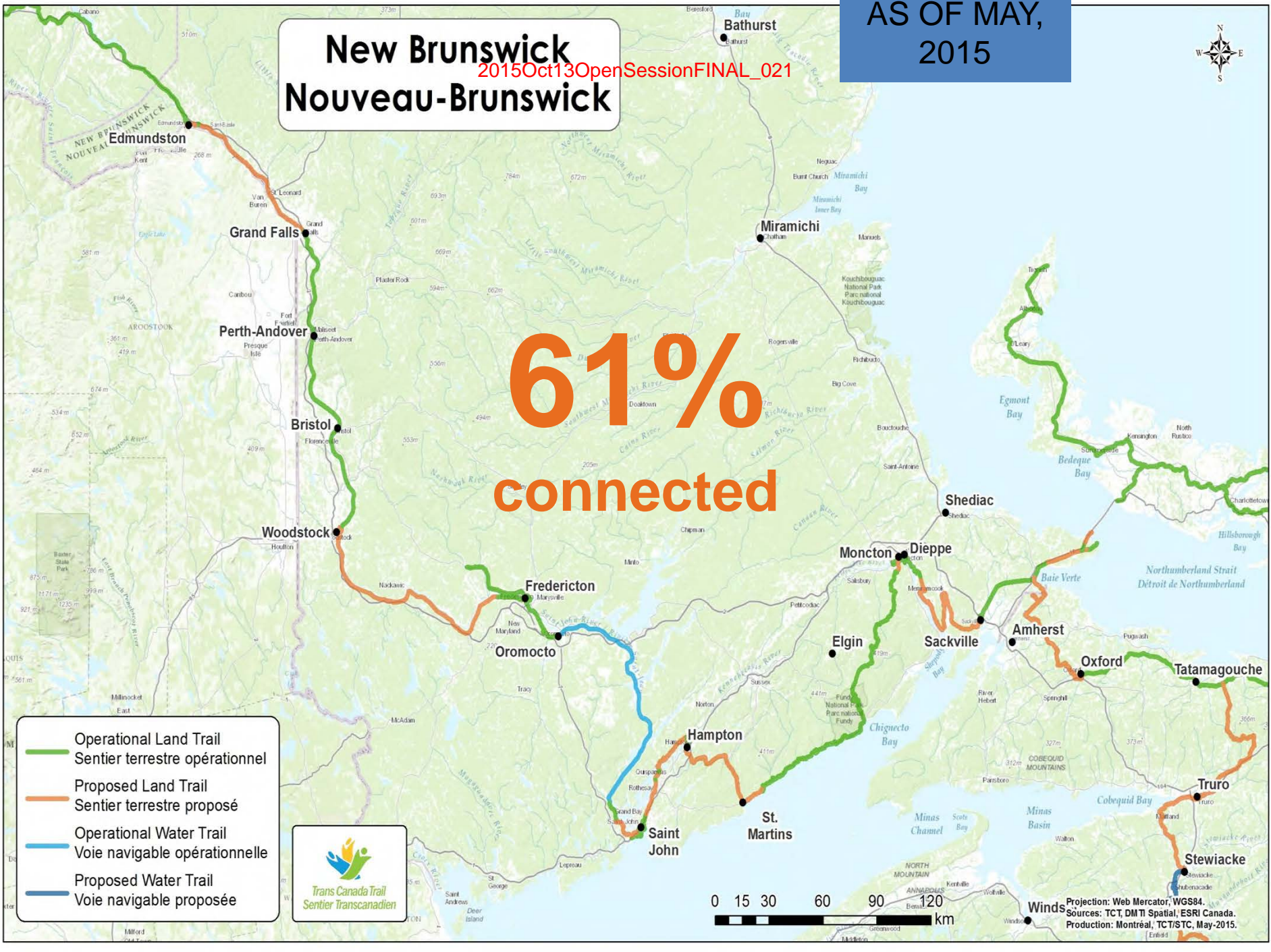
2015Oct13OpenSessionFINAL_021

61% connected

-  Operational Land Trail
Sentier terrestre opérationnel
-  Proposed Land Trail
Sentier terrestre proposé
-  Operational Water Trail
Voie navigable opérationnelle
-  Proposed Water Trail
Voie navigable proposée



Projection: Web Mercator, WGS84.
Sources: TCT, DMTI Spatial, ESRI Canada.
Production: Montréal, TCT/STC, May-2015.

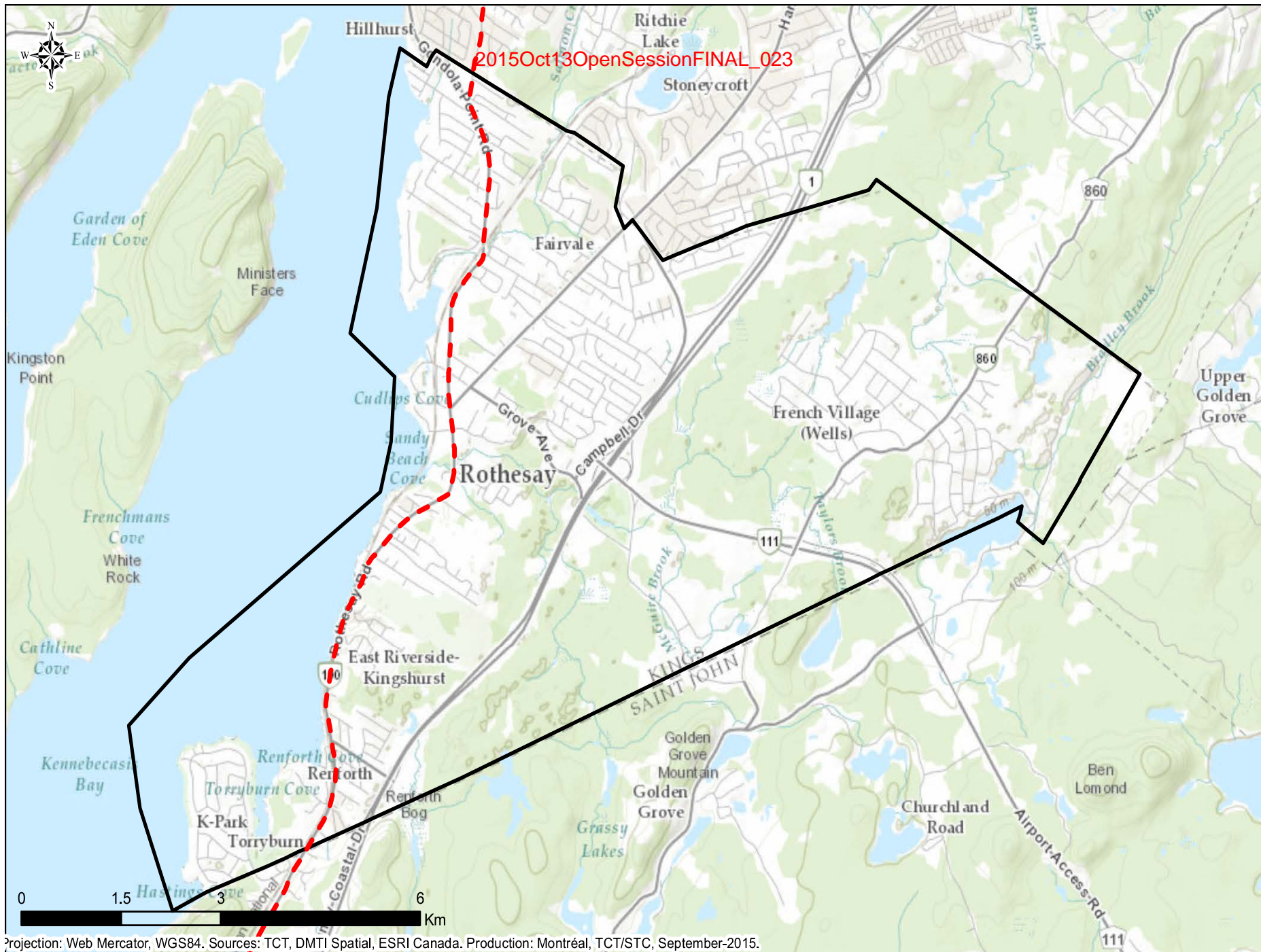


Connection Strategy - Rothesay

2015 Oct 13 Open Session FINAL 022

Benefits of the Road Cycling Route:

- Link your community to the TCT
- Fit with Active Transportation objectives
- Connect the Trail to local amenities in Rothesay
- Encourage Cycling Tourism
- Slow down visitors and encourage them to stay longer
- Use existing infrastructure that is already being maintained by taxpayers.



2015Oct13OpenSessionFINAL_023

2015 Oct 13 Open Session FINAL_024

Roadway Signage

12 x 24



Connection Strategy - Rothesay

2015 Oct 13 Open Session FINAL 025

NB Trails and Trans Canada Trails is here to ask The Town of Rothesay:

- To support the roadway connection through Rothesay
- To support the proposed TCT signage program at strategic locations along roadway connections through Rothesay.



Thank you!





October 7, 2015

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

Dear Members of Council,

The Kennebecasis Valley Oasis Youth Centre is a non-profit organization that will be opening its doors in spring of 2016 in the valley. Oasis strives to bring a brand new multifaceted entity to the River Valley area that will give our youth the recourses they need to develop and learn new skills, engage with their peers, express themselves creatively and access medical attention if they are in need. Mental health is the single biggest issue facing young Canadians, today. Oasis believes in providing preventative recourses to catch signs early and prevent them from developing into more serious problems.

The impact on the youth in the Kennebecasis River Valley area will be transformational as these alternative learning programs are either unavailable or very hard to access in our community. 25% of adolescents are suffering with anxiety and mental health issues, and that is only what is reported. Oasis hopes to serve approximately 120 youth every day using the resources at our centre. This means we will be helping an average of 1,000 youth every week.

To help the Kennebecasis Valley Oasis Youth Centre to be a success, we depend on your support for our project. That is why we are requesting a donation of \$25,000 a year for three years to help us with the operational costs of the youth centre.

You will be helping the youth of the Kennebecasis River Valley area find a safe and inviting place today and for years to come. Thank you for your consideration.

Kindest regards,

Heinz Schaerer,
Board Chair, Kennbecasis Valley Oasis Youth Centre

Todd Stephen,
Shinning Brighter Together Campaign Chair



September 28, 2015

Re: Letter of Support
C/O Mrs. Yennah Hurley
Executive Director
Kennebecasis Valley Oasis Youth Centre
Quispamsis, NB

RECEIVED
OCT 07 2015

To Whom It May Concern:

I have been in discussion with Mrs. Hurley for approximately one year regarding the Oasis Youth Center project. She has dedicated significant time to developing a strategy for fund raising and community engagement in order to move this concept from vision to reality. Her passion for the project is infectious; and it is gratifying to see all that has been accomplished as she moves into the next phase of development.

Youth Impact Jeunesse Inc. provides an array of services to at-risk youth and their families in five New Brunswick communities including: Moncton, Sussex, Quispamsis, Saint John and Fredericton. In Moncton the agency operates a youth resource center called Youth QUEST Central (YQC). Some streams of service at YQC may be applicable to Oasis Youth Center. I am thinking in particular of programs that help young people increase their education and expand their employment opportunities. It may be possible to replicate such programs at the Oasis Youth Center.

Kennebecasis Valley Oasis Youth Center is based on a community identified need and will be a welcome addition to Quispamsis. Youth Impact fully supports the initiative. If operating funding can be identified to support service delivery Youth Impact is open to having an onsite presence at the Oasis Youth Center.

I wish Mrs. Hurley every success in the upcoming capital campaign and I will be available to support her efforts as necessary in the coming year.

Yours sincerely,

Mel Kennah
Executive Director
Youth Impact Jeunesse Inc.

Choose Your Future • Votre avenir, votre choix



Big Brothers Big Sisters
of Saint John

2015Oct13OpenSessionFINAL_029

September 9, 2015

Mrs. Yennah Hurley
Executive Director
Kennebecasis Valley Oasis Youth Centre
Quispamsis, New Brunswick

Dear Yennah,

It is with pleasure that I am able to write this letter on behalf of Big Brothers Big Sisters of Saint John in support of the Kennebecasis Valley Oasis Youth Centre. It is very exciting to see this long-overdue and much needed development taking shape.

Big Brothers Big Sisters has been providing one-to-one and group mentoring programs, both in-school and in the community for over 43 years. We currently serve a high number of young people in the valley and we are excited with the potential of partnering with the Oasis Youth Centre to reach more children and youth in need of mentoring supports. In fact, our Go Girls and Game On group programs would be an ideal fit for the Centre along with our Teen Mentoring program which would provide High School youth with an opportunity to volunteer and develop their skills.

We look forward to future discussions about the possible ways we could work together to support the youth in the valley.

Well done!

Sincerely,

A handwritten signature in cursive script that reads "Laurie Collins".

Laurie Collins
Executive Director
laurie.collins@bigbrothersbigsisters.ca



39 King St. Saint John, N.B. E2L 4W3 Phone: 635-1145 Fax: 633-7781
www.bigbrothersbigsisters.ca/saintjohn

start something

RECEIVED
OCT 07 2015

Family Matters Counselling Services

11 Gondola Point Road, Suite 100
Rothesay, N.B.
E2E 5V5

T 506 849 2777

F 506 849 6759

September 7, 2015

Mrs. Yennah Hurley
Executive Director
Kennebecasis Valley Oasis Youth Centre
Quispamsis, New Brunswick

Dear Mrs. Yennah Hurley

Family Matters Counselling has been doing counselling in the Kennebecasis Valley for the last 10 years. We are very excited about the development of the KV Oasis Youth Centre as a much needed resource in our community and are in full support of the project. It is our intention to utilize a space at the center to offer counselling services on a weekly basis when Oasis is open for business.

It is our understanding that an official offer will be presented, negotiated and agreed upon and that this letter states only our intention. However, even at this planning stage, it is our objective to join with you at the KV Oasis Youth Center.

Sincerely,

Andrea M. Northrup

RECEIVED
OCT 07 2015

Dr. Edward Yuzda
Community Mental Health Services, 55 Union Street
Saint John, New Brunswick
E2L 5B7

August 25, 2015

Mrs. Yennah Hurley
Executive Director
Kennebecasis Valley Oasis Youth Centre
Quispamsis, New Brunswick

Dear Mrs. Yennah Hurley

As a Psychiatrist who has worked in the Saint John area for over 15 years, a resident of Rothesay, and a father, I am well aware of the gaps in the resources for youth in the Kennebecasis Valley area and am most certainly in support of the KV Oasis Youth Centre and much needed resources it will provide to fill some of those gaps. Further to this support, I am submitting this letter with the intent to rent a space at the KV Oasis Youth Centre, from which I will see patients at least once a week, upon the intended time of opening in May of 2016. I will also commit to serve on the KV Oasis Clinical Committee starting immediately.

Conditions include but are not limited to:

- A 10x10ft space
- Furnished appropriately
- Admin support for booking appointments and possible Medicare paperwork
- Parking/snow removal/signage
- Marketing and Promotions
- A defined and mutually agreed upon Rental Agreement.

I understand that this letter is not an official offer and all details will be negotiated and executed through a formal Agreement.

Sincerely,

Dr. Ward Yuzda

2015Oct13OpenSessionFINAL_032

madd

Saving Lives, Supporting Victims

SAINT JOHN & AREA CHAPTER
199 Chesley Drive, Linden Place, Saint John, New Brunswick, Canada, E2K 2S9

E-mail: maddstj@nb.aibn.com Website www.madd.ca/saintjohn

6184 Fax (506) 671-6083

RECEIVED
OCT 07 2015

October 07 2015

To Whom It May Concern:

MADD Saint John & Area chapter's geographical territory covers Grand Bay/Westfield through to Sussex.

Our mission is To Stop Impaired Driving and Support the Victims of this Violent Crime.

The local chapter would more than willing to support, the Kennebecasis Valley Oasis Youth Centre once opened in the valley. The local chapter has many programs, guest speakers, that would be of interest to the youth. The chapter would welcome the opportunity to partner with the Youth Centre to help in educating the youth on the dangers of drinking and driving.

Sincerely



Gina Hooley
Chapter President

RECEIVED
OCT 07 2015

Oasis Board Members



Todd Stephen
Partner
Owens MacFadyen Group
Capital Campaign Chair



Nancy Creamer-Ervin
VP & Portfolio Manager
TD Wealth
Capital Campaign Honorary Chair



Heinz Schaerer
VP International Sales
Bumble Bee Seafoods International
Oasis Board Chair



Kevin Perry
Leasing Manager
Northrup Properties
Oasis Board Vice Chair

- | | |
|-------------------------|---------------------------------------|
| Michael Costello..... | Legal Council |
| Larry Cain..... | Treasurer |
| Alicia Walls..... | Secretary |
| Stephanie Tomilson..... | Public Relations |
| Mary Jane Banks..... | Policy and Procedures Committee |
| Heather Taylor..... | Youth Advisory Committee Rep. |
| Dr. Wendy Stewart..... | Clinical and Research Committee Chair |
| Laun-Marie Scott..... | Youth Events Committee |
| Pat Grannan..... | Building Committee |

Community Partners

Department of Education and Anglophone -
School District South
Rothsary Netherwood School
University of New Brunswick Saint John
Canadian Mental Health Association
Dalhousie Medicine (Saint John)
Kennebecasis Regional Police Force
Boys & Girls Club of Saint John
Family Matters
Yoga Haus
Nela's Kitchen
Big Brothers and Big Sisters

First Steps Housing
Youth Impact
Kennebecasis Valley Outreach
St James the Less Anglican Church
Kings Valley Wesleyan Church
St Mark's Catholic Church
St. David's Church
AIDS Saint John
ACCESS NB
X-change NB
YMCA



Focusing on the health and well-being of our youth

Kennebecasis Valley Oasis Youth Centre

PO Box 21046 Quispamsis, NB E2E 4Z4

connect@kvoasis.com

www.kvoasis.com

Shining brighter together!
campaign



Our Mission

To provide safe, comfortable, accessible, multifaceted and stigma-free spaces in which to promote activities and programs which enhance and develop youth and families within our community.

Our Vision

To have a community-driven and supported center where all youth are welcomed and valued

Opening spring 2016, Oasis will support the youth in our community by:

- Welcoming youth ages 12 - 25
- Serving the greater Kennebecasis River Valley: Rothesay, Quispamsis, Kingston Peninsula and Hampton
- Providing support with councillors, physicians and a sexual health nurse
- Hosting guest speakers, education programs, workshops, fundraisers, jam sessions, fitness, music, dance, art and cooking classes
- Offering use of seminar space, work room and games room
- Operating a student-led business initiative

Did you know?

Mental health is the single biggest issue facing young Canadians. Early intervention is the best prevention.

- Suicide is among the leading cause of death in Canada's youth, second only to accidents
- We have an increasing rate of eating disorders in our community's youth
 - ~ 80% of the youth in our community don't know where to go for help
 - ~ 75% of mental health problems arise before the age of 25
 - ~ 70% of the youth in our community have been bullied
 - ~ 30% of our grade 9-12 students are using drugs
 - ~ 45% of youth, grades 9-12 consume excessive amounts of alcohol at least once a month

How you can make a difference!

We need YOUR financial support and In-kind services for the start-up and development of the first ever valley youth centre. Your support will provide operational funds for the development of programs, job creation and a safe and welcoming place for our youth.

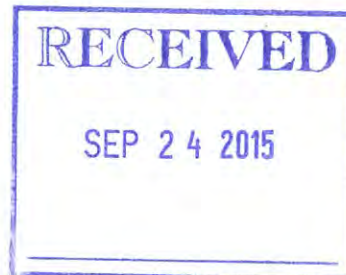
Workshops

- Youth empowerment
- Leadership and entrepreneurship
- Healthy eating and lifestyle
- Suicide prevention
- Drug and alcohol addiction
- Dealing with depression
- Building self-esteem
- Music lessons
- Career guidance
- Anti-bullying & cyber bullying
- Life skills management
- Leading with Laughter
- Sexual health





September 23, 2015



John Jarvie
Town Manager
Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5

Dear Mr. Jarvie:-

At the meeting of the Board of the Fundy Regional Service Commission, held September 22, 2015 the following motion was adopted.

Motion: To have the Board Members take the 2016 draft budget to their respective communities for their information as required by the legislated 45 day notice and then bring back any comments or concerns to the October meeting; at which time the vote to approve will take place.

Attached you will find the 2016 Draft budget for you review.

If you require any further information or have any questions please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Marc MacLeod', written over a horizontal line.

Marc MacLeod
Executive Director



2016 Budget

DRAFT COPY

Highlights of Budget Include:

- *no tip fee increase*
 - *reduction in fees for cooperative services to municipalities and LSD's*
 - *reduction in fees for local planning to LSD's and participating municipalities*
 - *no new borrowing*
 - *further reduction in debt*
-

Fundy Regional Service Commission
 Operating Fund Budget
 For the Year ended December 31, 2016

2015 Oct 13 OpenSessionFINAL_037

	Budget 2015	Budget 2016
Revenue		
Corporate and Local Planning Services		
Contributions from LSD	272,127	107,243
Contributions from Municipalities	65,764	44,198
Contributions from Landfill	296,165	208,951
Second Previous Surplus	71,345	184,044
Sub-total	<u>705,401</u>	<u>544,436</u>
Landfill		
Tipping Fees		
Municipal/Business Solid Waste	6,912,000	6,912,000
Construction & Demolition	224,000	224,000
Tires	3,000	3,000
International Ship's Waste	5,000	5,000
Asbestos	5,600	5,600
Compostable Organics	224,000	224,000
Electronics Recycling	5,000	5,000
Paint Revenue	3,600	3,600
Electrical Generation	150,000	150,000
Interest	0	0
Sale of Compost	5,000	5,000
Recycling	180,000	180,000
Other	30,000	30,000
Surplus of second previous year	98,587	166,370
Sub-total	<u>7,845,787</u>	<u>7,913,570</u>
Total Revenue	<u>8,551,188</u>	<u>8,458,006</u>
	Less: Contributions to Corporate	296,165
		208,951
Expenditures		
	2016 Budget Total Revenue	8,255,023
		8,249,055
CORPORATE SERVICES		
Corporate		
Governance	63,000	68,000
Administration	330,298	208,585
Subtotal Corporate	<u>393,298</u>	<u>276,585</u>
Cooperative & Regional Planning Services		
Regional Planning	2,500	2,500
Regional Policing Collaboration	2,500	2,500
Regional Emergency Measures Planning	2,500	2,500
Regional Sport, Recreation & Culture	2,500	2,500
Infrastructure Planning & Cost-Sharing		
Subtotal Cooperative & Regional Planning Services	<u>10,000</u>	<u>10,000</u>
Local Planning Services		
Planning Services	161,106	98,350
Inspection Services	140,997	159,501
Subtotal Planning & Building Inspection Services	<u>302,103</u>	<u>257,851</u>
CORPORATE SERVICES SUB-TOTAL	<u>705,401</u>	<u>544,436</u>
LANDFILL SERVICES		
Solid Waste Administration		
Office and Administration	69,350	67,875
Professional Services	79,500	124,500
Site Security	19,800	4,200
Personnel	195,663	180,799
Insurance	147,000	130,200
Property Taxes	250,000	233,100
Sub-total Administration	<u>761,313</u>	<u>740,674</u>
Environmental Health & Safety		
Wages/Benefits	79,933	81,855
Administration	5,850	6,750
Domestic Well Sampling	10,800	11,100
On Site Well Sampling	42,500	44,500
Sub-total Environmental H & S	<u>139,083</u>	<u>144,205</u>
Household Hazardous Waste		
Disposal Cost	20,000	25,000
Electrical	2,875	5,000
Building Maintenance	3,000	3,000
Equipment	4,500	4,500
Sub-total Household HW	<u>30,375</u>	<u>37,500</u>
Public Education		
Wages and Benefits	137,296	140,314
Advertising, tours, promotional materials	97,500	90,600
Administration	23,950	23,550
Sub-total Public Education	<u>258,746</u>	<u>254,464</u>

2015Oct13OpenSessionFINAL_038

	Budget 2015	Budget 2016
	\$	
Landfill		
Cover Material	130,000	130,000
Site Labour	660,472	677,120
Site non-labour operation (cell)	366,284	380,684
Site maintenance - roads, grounds, misc.	29,550	32,800
Equipment Replacement Reserve - Landfill	0	0
Special waste handling	7,700	8,500
Sub-total Landfill	1,194,006	1,229,104
Scalehouse		
Equipment Replacement Reserve	0	0
Wages/Benefits	142,419	145,021
Scale Equip/Supplies/Bank Fees	33,460	37,300
Sub-total Scalehouse	175,879	182,321
Gas Management/Electrical Generation		
Labour	92,746	91,859
Administration	18,000	14,940
Electricity	3,000	3,000
Equipment Replacement	0	0
Equipment Repairs/Fuels	98,600	98,950
Sub-total GMElectrical Generation	212,346	208,749
Fiscal Services/Other		
Debt Cost Landfill	286,255	172,672
Composting	338,947	338,379
Cell Construction Fund	842,784	0
Capital Expenditures financed from Operating	650,000	1,461,000
2nd previous year deficit	0	0
Contributions to Corporate	296,165	208,951
Perpetual Care Fund	117,424	126,237
Host Community Enhancement	86,291	86,722
Support to CMEI	23,672	23,790
Sub-total Fiscal Services/Other	2,641,538	2,417,751
Leachate		
Leachate management	542,947	537,437
Sedimentation Ponds	41,000	34,500
Sub-total Leachate Management	583,947	571,937
Waste Diversion - Recycling Depot Program		
Equipment Replacement Reserve - drop off depot	0	0
Operations - Drop off depot	726,521	775,390
Sub-total Recycling Depot Program	726,521	775,390
Waste Diversion - MRF		
Labour	363,845	405,034
Equipment Replacement	25,000	25,000
Operations	145,950	150,375
Sub-total MRF	534,795	580,409
Waste Diversion - Composting Program - Plant/Carts		
Equipment/Bldg Replacement Reserve - Composting	0	0
Processing	587,238	771,066
Sub-total-Composting-Plant	587,238	771,066
LANDFILL EXPENDITURES SUB-TOTAL	7,845,787	7,913,570
	8,551,188	8,458,006
Excess revenue over expenditure for the period	0	0
Less: Contributions to Corporate	296,165	208,951
2016 Budget Total Expenditures	8,255,023	8,249,055
	Budget 2015	Budget 2016
Tonnage summary		
MSW	64,000	64,000
C & D	8,000	8,000
Special		
Tires	20	20
International Ships Waste	25	25
Asbestos	80	80
Special Waste	0	0
Organics	8,000	8,000
	80,125	80,125

Impact of Regional Service Commission Budget on Communities In Region 9													
	Community Data		Solid Waste			Planning			Cooperative & Regional Planning			TOTAL IMPACT *	
	2015 Tax Base	2011 Population	2015 Tipping Fee	2016 Tipping Fee	Additional Tipping Fee	2015	2016	Additional Cost 100% Tax Base	2015	2016 Base+50% Pop	Municipal	LSDs + Martins	
Communities In Fundy			0	0.008				-\$ 165,346	\$ 47,834		-\$18,722	-\$167,727	
Grand Bay West Field	\$369,387,450	5,117	108	108	0				2,624	\$ 1,826	-\$798		
Quispamsis	\$1,625,550,200	17,886	108	108	0				10,133	\$ 7,102	-\$3,031		
Rothsay	\$1,226,581,500	11,947	108	108	0				7,235	\$ 5,046	-\$2,189		
Saint John	\$6,628,903,190	70,063	108	108	0				41,085	\$ 28,381	-\$12,704		
St. Martins	\$21,547,900	314	108	108	0	4,529	1,733	2,796	158	\$ 110	-\$2,844		
Greenwich	\$72,765,100	1,047	108	108	0	14,966	5,853	9,113	524	\$ 368	-\$9,269		
Westfield West (East)	\$142,534,950	2,108	108	108	0	29,935	11,466	18,469	1,053	\$ 732	-\$18,791		
Petersville	\$30,791,700	497	108	108	0	6,537	2,477	4,060	241	\$ 166	-\$4,135		
Musquash	\$469,462,200	1,200	108	108	0	98,370	37,764	60,606	1,793	\$ 1,250	-\$61,149		
Kingston	\$252,454,600	2,952	108	108	0	51,596	20,308	31,288	1,617	\$ 1,138	-\$31,767		
Rothsay	\$21,906,500	347	108	108	0	4,509	1,762	2,747	167	\$ 117	-\$2,797		
Saint Martins	\$64,223,200	1,145	108	108	0	13,639	5,166	8,473	533	\$ 369	-\$8,637		
Simonds	\$197,674,000	3,544	108	108	0	41,747	15,901	25,846	1,644	\$ 1,140	-\$26,350		
Fairfield	\$14,628,800	284	108	108	0	3,125	1,177	1,948	129	\$ 89	-\$1,988		
Totals	\$11,138,411,290	118,451	0	268,953	0	268,953	103,607	165,346	68,938	\$ 47,834	-\$18,722	-\$167,727	
Incorporated	\$9,871,970,240	105,327											
LSD	\$1,266,441,050	13,124											
(St. Martins)	\$21,547,900												
	\$1,287,988,950												
			Surplus	51,623	\$ 166,561				\$ 19,722	\$ 17,483			
			total	320,576	\$ 270,168				\$ 88,660	\$ 65,317			

2016 Payments

Mun

LSD

\$ 1,826
\$ 7,102
\$ 5,046
\$ 28,381
\$ 1,843

\$ 6,221
\$ 12,198
\$ 2,643
\$ 39,014
\$ 21,446
\$ 1,879
\$ 5,535
\$ 17,041
\$ 1,266
\$ 44,198
\$ 107,243
\$ 151,441

\$ 184,044

335,485
\$ 335,485



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 handwritten signature in black ink, appearing to be "A. McKay", written over the typed name and company name.

cc: Berton Cosman
Heather & Leroy Hatfield

TO:

Town of Rothesay

Request to find solution to repeated flooding of basement from storm water (█ Gondola Point Rd)

As a result of the heavy rains on the evening of 30 Sep 2015 we, once again, encountered flooding of our basement floor with storm water run off. The ingress of water is greater than the outflow capacity of the sump pump. The latter was replaced in mid-2014 following a similar incidence in June 2014. This event coincided with a flushing of an old storm drain which apparently runs under our house. At that time the contractor engaged by the town had problems retracting his hose from the pipe. The end was eventually located in the neighbouring property, owned by John and Adrienne Buckley. Following this event we had the sump pump replaced with one of larger capacity and the back flow preventer valve in the floor drain next to the sump well was also replaced. In both instances, it did not appear that there was any water entering via the drain hole, nor did it appear to be exiting – rather the water was pouring in around the pipe. At that time we were told that further investigations (via camera) would be carried out to check for possible breaks in this system. We were never advised if this was carried out.

The rate of water in- flow would indicate that this was more than just surface water from around our house. Our suspicion is that water is entering from this old drainage system which definitely is coming from Almon Lane (that is the location of the flushing vehicle in 2014). Anecdotally this system, at one time, started in the Rothesay Common.

In our opinion the Town needs to acknowledge existence of this drainage system and take measures to deactivate it so as not to permit run off underneath our house.

We would appreciate immediate attention to this matter.

Respectfully,

[REDACTED]

[REDACTED]

Rothesay , NB

E2E 5J9

[REDACTED]


[REDACTED]

01 Oct 2015









Rothesay, NB
E2E 2N9

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

To His Worship the Mayor and Members of Town Council,

As residents of the Town of Rothesay, located at  Monaco Drive, we wish to bring forward our concerns of continued flooding and sewer backup issues in our neighbourhood. The recent construction of the retention pond will not solve downstream issues as culverts are too small to handle the amount of water. Particularly, at the intersection of Seville Row and Monaco Drive, water coming from multiple directions overflows the street crossing into yards and drainage systems not meant to handle the levels of water. For the second time in a little over a year, on September 30th, this culvert has not been able to handle the extreme levels of water. In addition, the sewer has backed up spilling into our basement, displacing our family, damaging contents, and causing multiple insurance claims which will likely put our home in a high risk category. We would like to know when the issue of increased culvert capacity is going to be addressed, allowing water to continue to flow to the stream instead of through yards and homes.

I would like this issue to be included on the council agenda for October 13th, 2015.

Sincerely,



From: [REDACTED]
To: [Matthew Alexander](#)
Cc: [Bill Bishop](#); [Miriam Wells](#); [Brian White](#); [Mary Jane Banks](#); [Brett McLean](#); [REDACTED]
Subject: Above Ground and In-house flooding: Maiden Lane and Goldie Court Storm Water Sewer issues
Date: October-07-15 3:53:37 PM

Matthew,

In discussion with Brian White and following protocol established by the town of Rothesay, I am writing voice my concerns about the capability of the Maiden Lane Main Storm Water sewer trunk to appropriately handle surface run off associated with precipitation events. Further expanding on this, in-home flooding and above ground flooding is being experienced on or around civic addresses in the vicinity of Maiden Lane / Goldie Court / Rothesay Road over the past 2 years, because the Maiden Lane Main Storm Water sewer trunk appears not to have capability to collect, transfer and effectively remove the water through its piping network.

I have lived at [REDACTED] Maiden Lane for 14 years and have experienced above significant ground flooding and to a lesser extent in home flooding only in recent times, basically since Phase I (Rothesay road to Goldie Court) of the Maiden Lane road infrastructure project was completed. Since that time, we the residents of Goldie Court and Maiden Lane have had multiple incidents of including above ground and in home flooding when the Maiden Lane Main Storm Water sewer trunk flowing down Maiden Lane toward Rothesay road reaches capacity. These incidents include but are not limited to Hurricane Arthur last year and the rain storm last week. I can provide you details on the particular dates is so desired.

As such I am making a formal request to the Town of Rothesay provide me with additional information that will aid in our collective understanding and resolution of the in-home flooding and above ground flooding being experienced on or around civic addresses in the vicinity of Maiden Lane / Goldie Court / Rothesay Road. Per this request - what is causing the Maiden Lane Main storm water sewer trunk to backup and cause the flooding on my property or my neighbors properties? To answer this question, information that the Town of Rothesay should have is required.

- 1.) Original system capability pre Maiden Lane Road reconstruction including the storm sewer system volumetric capability, design details including Main Storm Water sewer trunk piping diameter, layout system elevations, location of collection nodes and flood spillover
- 2.) Maiden Lane Main Storm Sewer system capability post Maiden Lane Road reconstruction project completion including volumetric capability, design details including Main Storm Water sewer trunk piping diameter, layout and system elevations, location of collection nodes, flood spillover, namely onto my property and engineering records certifying the design capability of the system
- 3.) Documentation / records from the Town Engineer inspection department certifying Main Storm Water sewer piping trunk with the was constructed properly (elevations, piping diameter, type of construction material) met engineering drawings and specifications
- 4.) Copies of maintenance service records (flushing and upkeep and video inspections) indicating proper upkeep to maintain the Maiden Lane Main storm water sewer trunk at its design capability since the reconstruction of Maiden Lane over the past two years.
- 5.) Information regarding recent changes associated with new or reconstructed subdivision storm water sewer system runoffs that have upstream or downstream interconnectivity with Maiden Lane Main storm water sewer trunk. Design details and system discharge capabilities. If Maiden Lane system has design capability, what else could be compromising its ultimate relief capability and causing the back-up and subsequent flooding.

What actions are being proposed by the Town of Rothesay to effectively troubleshoot, develop and implement appropriate mitigation to eliminate / restore the system capability such that is has the same or better capability that existed prior to the Maiden Lane reconstruction project and flooding becoming a major issue. I am willing to assist

you in your troubleshooting actions and development of appropriate mitigations.

I formally request that appropriate Town of Rothesay Engineering Resources be applied to resolve in-home flooding and above ground flooding being experienced on or around civic addresses in the vicinity of Maiden Lane / Goldie Court / Rothesay Road.

We are willing to walk the system with town staff to educate them on my perspective of what, where, when, and how it is happened. Hopefully we can collectively come to appropriate resolution that eliminates flooding described above.

Regards,

A large black rectangular redaction box covering the signature area.



2015 Oct 13 Open Session FINAL_049

ROTHESAY

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70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

23 September 2015

Honourable Brian Kenny
Minister of Environment and Local Government
Marysville Place
Box 6000
Fredericton, NB
E3B 5H1

Dear Minister Kenny:

RE: Provincial Electronics recycling program

Rothesay Council expressed its unanimous support for the recycling of electronic products in New Brunswick at its regular meeting on September 14, 2015.

As you may be aware, Rothesay recently introduced a curbside recycling program for paper, plastics and tin in our community and it has been well-received by residents. In the first two weeks of the program over 20 tonnes of fibre and 7 tonnes of plastic/tin have been diverted from the landfill.

Rothesay Council applauds your Department for taking the initiative to introduce an electronics recycling program for the province and we encourage you and your staff to continue moving forward with the collaborative partnerships necessary to bring this program to fruition.

Sincerely,

William J. Bishop
Mayor

cc. Rothesay Council

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

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

2015Oct13OpenSessionFINAL_050



October 2, 2015

VIA FAX ONLY

Mr. Doug MacDonald, Treasurer
Town of Rothesay
70 Hampton Road
Rothesay, N.B. E2E 5L5

Mr. MacDonald:

Please find attached ministerial approval number 15-0069 confirming the decision of the Municipal Capital Borrowing Board regarding your recent application.

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

If, for any reason, you will not be using this authorization to borrow or if you have any questions, please do not hesitate to contact Lise Plourde-Fanjoy at (506) 444-5251.

Sincerely,

Alexandra Ferris, CA
Secretary
Municipal Capital Borrowing Board

Enclosure

C. Lise Plourde-Fanjoy, Environment and Local Government



2015Oct13OpenSessionFINAL_051



September 14, 2015

15-0069

Under subsection 4(3) of the Municipal Capital Borrowing Act, the Minister of Environment and Local Government approves an authorization granted by the Municipal Capital Borrowing Board on September 14, 2015 for the municipality "Rothesay":

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

- (i) \$902,000 for Environmental Health Services (Utility) for a term not to exceed fifteen years;
- (ii) \$300,000 for Environmental Health Services (Utility) for a term not to exceed twenty years;
- (iii) \$1,298,000 for Environmental Health Services (Utility) for a term not to exceed thirty years;
- (iv) \$5,000,000 (Interim Financing) for Environmental Health Services (Utility) for a term not to exceed three years; and

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

Hon. Brian Kenny
Minister of Environment and Local Government

This is to certify that the foregoing is a true copy of a Resolution of the Municipal Capital Borrowing Board of the Province of New Brunswick, made on the 14th day of September 2015.

[REDACTED]
Rothesay, New Brunswick E2E 5X3

October 4, 2015



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

Re: T-2016-01 Almon Lane and Peters Lane Reconstruction Project – Project Review Summary

On September 23, 2015, the Neighbors of Almon Lane and Peters Lane (NAPL) were invited to a design review session with WSP represented by David Kozak, P.Eng. Of the 16 property owners invited to the session, 12 were present at the meeting indicating a strong interest by the property owners about any proposed upgrades or changes to the Lanes. We appreciate being involved in this preliminary design review and it is our understanding that as the project and options emerge, more such sessions will occur.

Four preliminary designs were presented by David Kozak during the meeting. At this point in time, there is not enough design detail or information for the property owners to make an informed choice, however, we wanted to provide the following feedback for consideration in the design process as it moves forward:

1. **Preservation of the tree canopy and historic ambiance of the Lanes:** WSP has had an arborist on site to do a survey of the trees. Some due to age and health will be removed, however, preservation of this canopy needs to be one of the guiding principles of the design process.
2. **Curbs:** In all design options presented to date, rolled curbs were along both sides of the Lanes. The extensive use of curbing would change the historic character of the Lanes. In previous communication with David Irving the need for curbs was described, by Town Council, as “proper functioning of the drainage system”.¹ However, there are other options that were brought forward at the review meeting with WSP, that could alleviate existing drainage concerns on the Lanes. NAPL believes that any property specific drainage issues can be addressed on an individual basis without the installation of curbs everywhere. For example, at the meeting it was noted that the ditch at the south west corner of Almon and Peters Lane generally has no water in it until the point where the drainage from the Oland property empties into it. As mentioned at the meeting, the opportunity to install a catch basin at the above intersection and to direct it to the existing ditch should be explored. In the same manner the addition of a few strategic catch basins coupled with proper grading could rectify existing drainage issues on the Lanes.

3. **Maintain the current asphalt surface widths:** In various communications with property owners it has been noted “ The general direction to the engineering firm is to replace what is there.”ⁱⁱ In another communication it was stated “Through this reconstruction, the roadway will not be widened, no sidewalk will be installed, and no parking areas will be added.”ⁱⁱⁱ August 10th Council minutes clearly states “The road bed will not be widened and no parking areas will be added.”^{iv} At the September 23rd meeting with WSP there was a discussion about TAC (Transportation Association of Canada) standards and “best practices in design.” We respect this view, however, we would suggest that these standards for minimum roadbed widths are applicable in new construction, and common sense and good judgement also have a place in the application of these standards in situations such as Almon and Peters Lane. By definition a Lane is “a narrow way or passage between hedges, fences, walls, or houses” and maintaining that character and charm is important to NAPL.
4. **No change in existing traffic flow patterns:** The need to change traffic flow was discussed in relation to the widths of the existing roadbed and TAC standards. In at least two communications to property owners it was stated that “there is no intention to change the role of the Lanes within the traffic network.”^v The Lanes are narrow, but that is part of their charm. People who use the lanes understand the protocol for traffic management, ie you move over and slow down as required to allow for uninhibited traffic flow. Given the role of the Lanes within the traffic network is not to change, a change to the existing traffic flow pattern would disrupt the mode of operation and subsequently lead to more problems than would be solved.
5. **Existing water and sanitary are aging and not up to current standards:** It is our understanding that the Town has prioritized the piping infrastructure project, as this is some of the oldest within the town of Rothesay ie assumed to be the original piping. There is also a further concern that in case of a fire the water serving the Lanes would not perform satisfactorily.^{vi} We understand and appreciate the concern about the age of the infrastructure and the impact of a catastrophic failure would have on the neighborhood.

Over the past several months, NAPL has worked in a collaborative manner with the Town on this project. Councillor Alexander has stated a number of times that this collaborative model is one the town would like to utilize on future projects. At various council meetings, Mayor and council have expressed their concerns that this project maintain the character and charm of the existing Lanes, something of high priority to NAPL as well. We look forward to additional design review sessions and understanding what other non curbed options may exist in upgrading the piping infrastructure that respect, and are bounded by, the concerns and feedback we have provided in this letter

Respectfully,

NAPL Property Owners

David and Jennifer Irving Pliny

Mr. and Mrs. Northrup pending, currently out of town

Connie Oland Connie Oland

Doug and Christian Kochel pending

Christian Turnbull currently out of province

Bruce and Caryn Urquhart Caryn Urquhart

Prissy Leger Prissy Leger

Terry and Mary McInerney M. McInerney Mary McInerney

John and Marcia Ross John Ross Marcia Ross

Susan Pitre responding under separate covers

Margie Sanford pending -

Cynthia Keddy Cynthia Keddy

Doug and Margaret Bailey pending, currently out of province

Matt Hurly and Ann Jansen Matt Hurly

ⁱ September 14, 2015, Council Agenda, item 6.2 , 6.2.1

ⁱⁱ September 14, 2015, Council Agenda, item 6.2.1

ⁱⁱⁱ September 14, 2015, Council Agenda, item 6.2.1.1

^{iv} August 10, 2015 Council Minutes, item 5.7

^v September 14, Council Agenda ,items 6.2.1, 6.2.3

^{vi} September 14, Council Agenda, Item 6.2.1



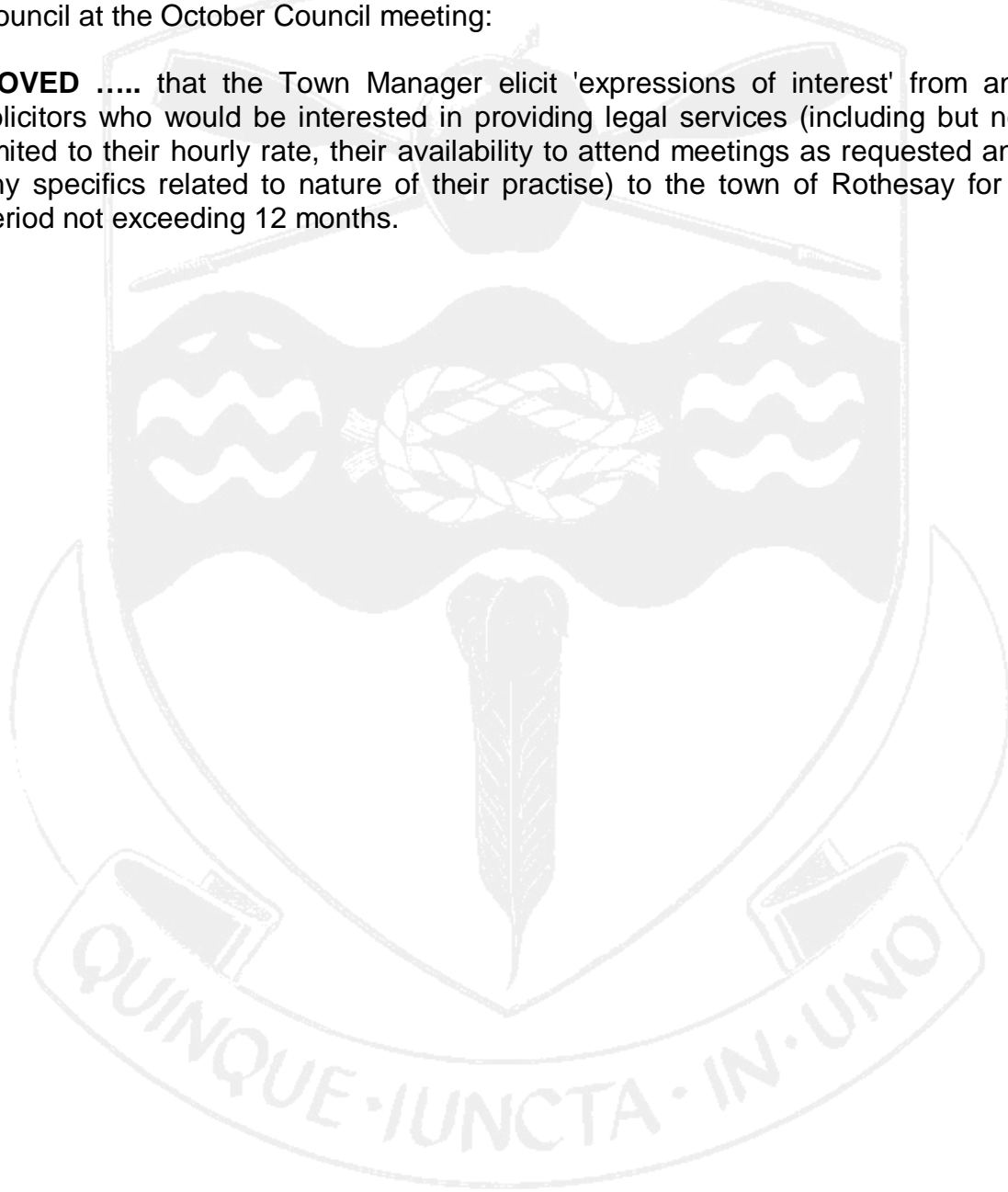
ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 1 October 2015
RE : Legal Services

Councillor Gallagher Jette has requested the following motion be considered by Council at the October Council meeting:

MOVED that the Town Manager elicit 'expressions of interest' from any solicitors who would be interested in providing legal services (including but not limited to their hourly rate, their availability to attend meetings as requested and any specifics related to nature of their practise) to the town of Rothesay for a period not exceeding 12 months.



Agenda

Kennebecasis Public Library Board

Wednesday, May 20, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Purchasing Policy
 - b. Summer Hours (start date June 20th)
 - c. Collection Security System

A meeting of the Board of Trustees, Kennebecasis Public Library was held on May 20, 2015 at 6:00pm at the Library.

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

Regrets: Mr. P. Pugsley, Vice Chair; Mrs. J. Arsenault

Call to Order: Mrs. Crawford called the meeting to order at 5:55pm.

Disposition of Minutes

It was moved by Deputy Mayor O'Hara to approve the minutes of the April 15 meeting. Mr. Shedd seconded, and the motion carried.

Communications

N/A

Report of the Librarian

See attached.

Mrs. Crawford shared the results of the hiring process for the part-time Facilities Manager position. Ed Johnston, the successful candidate, will start work on June 1, 2015. Mr. Shedd explained his role as the Facilities Manager Liaison to the board. Discussion ensued.

Mr. Shedd reported on the meeting that he and Ms. Bartlett had with NB Power to go over the findings of the energy pulse meter. Discussion ensued. Mr. Shedd will enlist Mr. Johnson to follow-up on the insights provided by NB Power to ensure the facility is operating at optimal energy conservation levels.

Ms. Bartlett added that the inspections for the fire sprinkler, alarm, and extinguishers had been completed.

Ms. Bartlett presented a quote from Ernie's Landscaping to sweep and remove the debris for both parking lots at a value of \$1,375 plus HST. Discussion ensued. Mr. Shedd moved to accept the quote as presented, Deputy Mayor Dr. Grant seconded, and the motion carried.

Ms. Bartlett shared that the staff has been very pleased with the performance of Sowon Suh and Mallory Roberts, the current incumbents in the Fall/Winter/Spring Student Library Assistant positions, and requested authorization to rehire both students for the 2015-2016 term. Deputy Mayor O'Hara moved to rehire Mallory Roberts and Sowon Suh for the 2015-2016 term. Deputy Mayor Dr. Grant seconded, and the motion carried.

Financial Statement

Mrs. Crawford presented the Financial Statement for the Period Ending April 30, 2015. Discussion ensued. Mrs. Crawford recommended that the Board should consider budgeting for automated door access on the lower level in the future. Mrs. Crawford also suggested that room rentals be promoted on Facebook and the electronic sign to drum up revenue.

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

Marketing Advisory Committee

Mr. Steeves stated that the Committee had not met recently. Mr. Steeves and Ms. Bartlett will be working towards planning a Runners for Readers – Walkers for Words marathon as a publicity/fundraiser event for later summer, early fall.

New and Unfinished Business

Purchasing Policy

Mr. Steeves requested that Mr. Shedd, Mr. Johnson, and Ms. Bartlett prepare a proposal to be presented to the Board at the June meeting.

Summer Hours

Deputy Mayor Dr. Grant moved for the Library to adopt summer hours, effective June 15. Mr. Shedd seconded, and the motion carried.

Collection Security System

Deputy Mayor O'Hara moved that efforts be made to enhance the existing security system. Deputy Mayor Dr. Grant seconded, and the motion carried.

Adjournment: As there was no other business, Mr. Steeves moved that the meeting be adjourned at 7:00 P.M.



Next Meeting: The next meeting is scheduled for June 17, 2015 at 6pm at the Library.

Respectfully submitted,

Tiffany Bartlett
Library Director and Secretary to the Board

Librarian's Report

May 2015

Building and Grounds

New and Unfinished Business

- Ernie's Landscaping provided a quote of \$1,375 to sweep and remove debris from the parking lots.
- The doorknob on the exterior door on the upper level fell off the week of April 20th. This is the third door knob to fall off. Mr. MacPhee ordered a replacement from Hardware Specialists, Saint John.

Finished Business

- Both the Library and Talon Property Management signed a Mutual Agreement for the Termination of the Site Services contract, effective April 30, 2015. Talon returned the key and their inventory of library documents the week of May 6th.
- Ownership of contracts with Jani-King and Ernie's Landscaping were reassigned from Talon to the Library. Ms. Bartlett secured a copy of the respective Certificates of Insurance for the Library's files.
- The Library's flag was flown at half-mast on April 28th in recognition of the National Day of Mourning. A display of resources relevant to the National Day of Mourning was featured inside the library.
- The new printer and coin-op was installed on April 23rd. The print control feature included in the PC Reservation software has been activated. This new feature requires patrons to pay for their print jobs prior to releasing the print job. Both the staff and the patrons have found the new printing system to be user-friendly.
- The new computers ordered as part of the evergreen plan were installed, and two of the older models were repurposed to become public access catalogues, one of which was placed in the Adult Collection area to facilitate ease of access for patrons.

Staffing and Volunteers

A job description and job ad for a part-time Facilities Manager position was developed by the Board Executive. The job ad was posted: inside the Library, on the Library's Facebook page, on Kijiji; on the NB Jobs database; and an ad was placed in the Saturday, April 25 edition of the Telegraph Journal. The job posting was open for two weeks: April 17-May 1st. Mr. Steeves, Mrs. Crawford, Mr. Shedd, and Ms. Bartlett screened applicants, and interviews were conducted on May 11. The Board applied for Workers Compensation with WorkSafe NB, to take effective May 25.

Mr. Shedd has volunteered to be the Board liaison responsible for overseeing the activities of the Facilities Manager employee.

Mrs. Laskey and Ms. Bartlett are sharing the library's administrative workload in lieu of a full-time Acting Library Director. Interviews for the Acting Library Director position are currently in-progress. The the Library has received an interim 36.25 hours per week of additional support at the Library Clerk level.

The Friends of the Library incorporation received full funding for a nine week Literacy Tutor summer student position via the Canada Summer Jobs program.

As of May 10th, libraries across the province are still awaiting news of the number of summer student positions granted via the SEED and PEP student employment programs.

The two Fall/Winter/Spring Student Assistant positions will finish for the summer the week of June 13th. The staff has been very pleased with the performance of Mallory Roberts and Sowon Suh, the current incumbents. Ms. Bartlett respectfully requests Board approval to rehire these students for the 2015-2016 Fall/Winter/Spring term.

The Library has accepted a one-week internship for a student from Rothesay Netherwood School in June. The high school intern will be trained on assessing donations to be added to the library's collection.

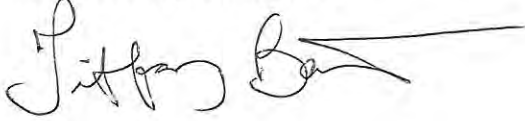
Ms. Bartlett will be participating in a Grant Writing Workshop which is being delivered as part of the Spring Session of the Association of Professional Librarians of New Brunswick (APLNB). APLNB is renting the Library's Multi-Purpose Room for the event.

Programs

- Saturday volunteers supported library staff in the delivery of a "Welcome to Kindergarten Bag Day" on April 25. The twenty-five participants moved through stations featuring various kindergarten activities including coloring, writing, play doh, fishing for letters, numbers, reading, etc.
- Ms Bartlett provided a Library Information Booth and read the feature story "The Little Mouse, the Red Ripe Strawberry and the Big Hungry Bear" at the Closing Party of the inaugural KV3C "KV Little Reads" closing party on Sunday, April 19.
- May is Asian Heritage Month. A multi-media Asian art exhibit put together by volunteers from the Asian Heritage Society of Saint John and the Saint John Multicultural Association is on display throughout the Library. On Wednesday, May 13th the Library will be hosting a Lunch and Learn session on Asian Health and Wellness.
- A Saint John Free Public Library (SJFPL) Main Branch employee facilitated a public demo of the SJFPL 3D printer at the Library on Saturday, May 9th.
- The Library hosted the launch of the "The Soldiers of the Valley" book and video project, produced by the KV Memory Project on Thursday May 7. The project was researched, written and produced by student-historians from Kennebecasis Valley High School, with contributions from students of Lakefield Elementary School, Fairvale Elementary School, and Rothesay High School. Over 150 people attended the launch.
- The Library received two visits from authors participating in the 2015-2016 Hackmatack: Atlantic Canada Children's Book Choice Award via the Canada Council for Arts grant. Three classes from Lakefield Elementary attended a reading by Hazel Hutchins, author of "The Great Bike Rescue" on May 3. On May 4th, the Library arranged for the visit from Étienne Poirier, author of "Qu'est-ce qui fait courir Mamadi?" to be held at the École des Pionniers.
- On Saturday, May 16th at 2pm, the Library will welcome Kingston Peninsula author Susan White, who will be reading from her new young adult book "The Memory Chair."
- Artwork from students at Rothesay Park Middle School is on display in the Children's Section of the Library this month.
- Toddler and Big Kid Story Times will wrap up the end of May.
- "Reading Tails" is the animal-centric theme of the 2015 Summer Reading Club program.
- The English version of "Babies at the Library" was offered to 19 sets of parents and babies in May.

- In light of the May 8th public announcement of the termination of the provincial New Brunswick Public Library Service Bookmobiles, staff will be promoting the enhanced provincial Books-By-Mail service.

Respectfully submitted,



Tiffany Bartlett

Library Director and Secretary to the Board

Kennebecasis Public Library Inc. Comparative Income Statement (DRAFT) Period ending April 30, 2015	OPERATING FUND					b - e Annual Budget Variance
	a Restricted Fund	b Operating YTD Actual	c Year To Date Budget	d Year To Date Variance Better (Worse)	e Annual Budget	
REVENUE						
Library Service - Rothersey		24,588	24,588	0	73,765	(49,177)
Library service - Quispamsis		37,830	36,811	1,019	110,434	(72,604)
Photocopies	0	836	593	243	1,780	(944)
Printer	0	20	600	(580)	1,800	(1,780)
Room Rentals	0	180	473	(293)	1,420	(1,240)
Room Rentals, Printer and copies		1,036	1,667	(631)	5,000	(3,964)
Donations	1,542	0	0	0	0	0
Interest Income (Savings)		1	0	1	0	1
Previous Year's Surplus		999	999	0	2,997	(1,998)
TOTAL REVENUE	1,542	64,455	64,065	389	192,196	(127,741)
EXPENSE						
Operations Expenditures						
Other Expenditures - Restricted Fun	306					0
Cap Exp - Books, restricted fund	200					0
Small Equipment and Furniture		4,350	4,400	50	5,900	1,550
Total Capital Expenditures	507	4,350	4,400	50	5,900	1,550
Part Time Student Wages						
Wages		2,210	900	(1,310)	9,252	7,042
Total Casual Labour		2,210	900	(1,310)	9,252	7,042
General & Administration Expenses						
Building Maintenance		17,104	17,378	275	52,135	35,031
Grounds Maintenance		8,121	10,498	2,377	18,748	10,627
Property Management Service		7,124	7,540	416	22,619	15,495
Office		3,266	3,036	(230)	9,108	5,842
Utilities		18,029	16,256	(1,773)	42,478	24,449
Accounting, audit and legal		525	1,000	475	8,000	7,475
Professional Development		524	0	(524)	2,000	1,476
Insurance		2,290	2,250	(40)	6,750	4,460
Public Relations		356	1,000	644	3,000	2,644
Communications		2,071	2,169	98	6,506	4,435
Miscellaneous Expense		335	800	465	2,700	2,365
Program Exp		214	1,000	786	3,000	2,786
Total General & Admin Expenses		59,959	62,927	2,968	177,044	117,085
TOTAL EXPENSE	507	66,518	68,227	1,708	192,196	123,969
NET INCOME (Deficit)	1,035	(2,064)	(4,161)	2,098	0	(2,064)

Agenda

Kennebecasis Public Library Board

Wednesday, June 17, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 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

A meeting of the Board of Trustees, Kennebecasis Public Library was held on June 17, 2015 at 6:00pm at the Library.

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

Regrets: Mrs. J. Arsenault

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 May 20th meeting. Deputy Mayor Dr. Grant seconded, and the motion carried.

Communications

Ms. Bartlett reported that no news had been received regarding the hiring of an Acting Library Director. Mr. Pugsley suggested that Mr. Steeves, on behalf of the board, send a letter to Brian Steeves, Regional Director, requesting an update on the hiring process.

Report of the Librarian

See attached.

As one the top three highest circulating libraries in the province, the Library will be participating in a provincial pilot for processing interlibrary holds traffic. Each month the library process on average between 450-650 items coming and going to fill holds. The new processing method for these items is projected to significantly cut down on staff time.

The Library is partnering with the Quispamsis Arts and Culture to pilot a Little Lending Library. The Arts and Culture Park is the ideal location for the pilot as library staff can keep a close eye on it, and restock as necessary. If the public responds positively to this new initiative, the Library will look into establishing a similar Little Library in Rothesay next summer.

Financial Statement

Mrs. Crawford moved acceptance of the Financial Statement for the Period Ending May 31, 2015. Mr. Shedd seconded, and the motion carried.

Facilities Management

See attached.

Mr. Shedd circulated copies of the Facilities Management report prepared by Mr. Ed Johnston, Facility Manager.

Mr. Shedd moved to approve the Homestar quote valued at \$275 to hid the Smartboard cables. Deputy Mayor O'Hara seconded, and the motion carried.

Mr. Shedd will ask Mr. Johnson to get a second quote for the chair rails in the study rooms using different material.

Mr. Shedd moved acceptance of the Facilities Management Report. Mrs. Miller seconded, and the motion carried. Mr. Steeves asked Mr. Shedd to pass on kudos to Mr. Johnson the amount of work he'd accomplished in the short time he'd been there. Mr. Steeves also requested that Mr. Johnson be invited to the next board meeting scheduled for September.

Marketing Advisory Committee

Mr. Steeves moved that the *Runners for Readers, Walkers for Words* event be held on August 19th, and that all funds raised go to the Kennebecasis Public Library collection. Mr. Pugsley seconded, and the motion carried. The cost to participate will be \$25 with a honorary medal, and \$20 without medal – roughly equal to the cost of purchasing one book for the Library. Books purchased with funds raised will receive an honorary *Runners for Readers, Walkers for Words* bookplate. Mr. Steeves made a call for volunteers to help with the event.

New and Unfinished Business

Purchasing Policy

Tabled to September meeting.

Summer Meetings

Mr. Steeves suggested that the Board not formally meet again until September 16, 2015, unless something urgent arised.

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

Next Meeting: The next meeting is scheduled for September 16, 2015 at 6pm at the Library.

Respectfully submitted,



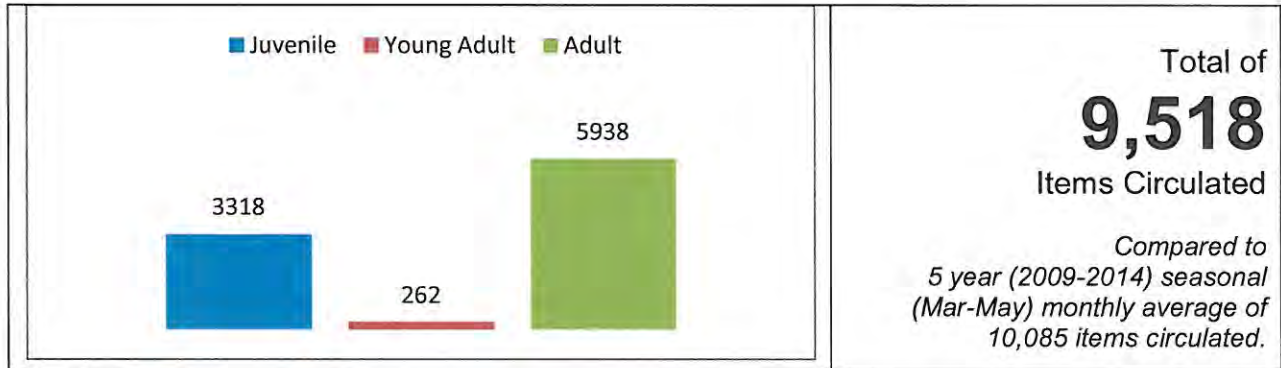
Tiffany Bartlett
Library Director and Secretary to the Board

Librarian's Report

June 2015

Key Performance Indicators: May 2015

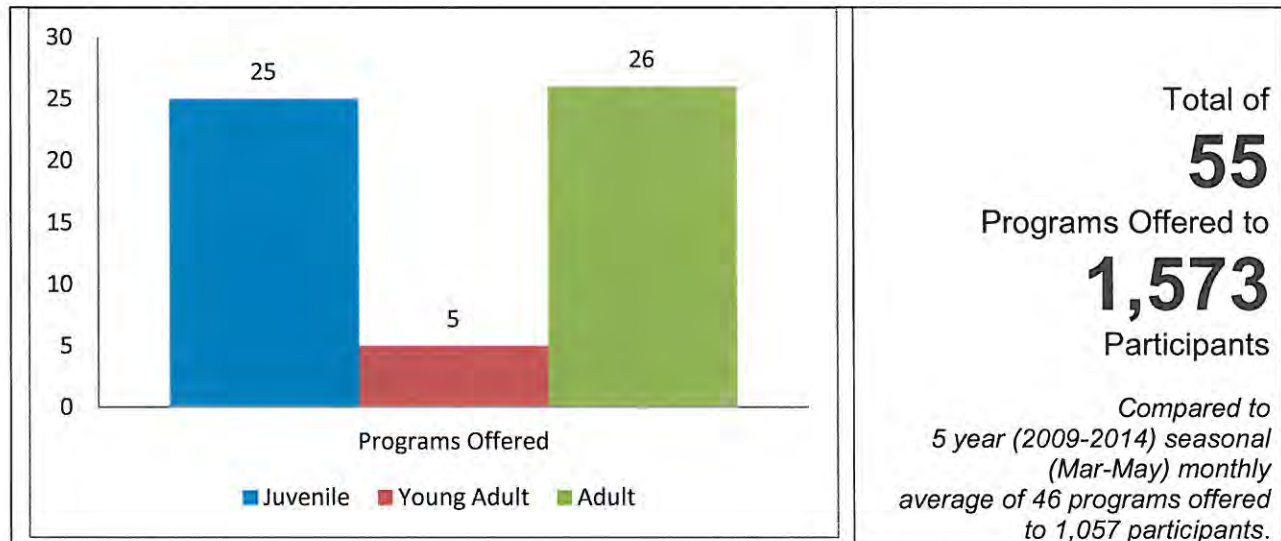
Circulation



Foot Traffic

- Total of **7,746** People through our Doors.
 - Compared to seasonal (March - May 2014*) monthly average of 6,607. *Note: Foot traffic data not available prior to September 2013.

Programs



Building and Grounds

Please note that this section has been superseded by the Facilities Management Report prepared by Mr. Johnston, Facilities Manager. Report to be presented by Mr. Shedd at the meeting.

Staffing and Volunteers

Ed Johnston, a Rothesay resident, commenced in his role as Facilities Manager on June 1st. Ed has elected to work 2-3 hours in the morning Monday-Friday. Staff appreciates the dependability and accessibility of this schedule.

The library received a total of 6 summer student positions – one less than 2014. Ms. Bartlett and Ms. Laskey conducted interviews the week of May 25. The positions were filled as follows:

- **Literacy Tutor** (One 9-week Canada Summer Jobs position): Samantha MacMullin (returning).
- **Literacy Tutors** (Two 8-week SEED positions): Gabrielle Cormier and Lydia Mainville (returning).
- **Summer Reading Club Program Assistants** (Two 8-week SEED positions): Nicholas Diggle (returning) and Lachlan Glasgow.
- **Summer Reading Club Program Activity Leader** (One 12-week SEED-NBPLS position): Robert McPhee.

As of June 12th, hiring approval for the Acting Library Director position has not been received.

The library welcomed a one-week co-op student from RNS the week of June 8-12. The student worked on creating a Summer Reading Club mural for the front entrance and preparing a backlog of 2-300 DVD donations to be sent to cataloguing.

Mallory Roberts and Sowon Suh accepted the offer to continue in the role as Student Assistants for the 2015-2016 Fall/Winter/Spring term.

Ms. Bartlett attended a Grant Writing Workshop facilitated by John Wong, CFRE, on Saturday, June 4. The workshop was very informative, and Ms. Bartlett is currently preparing an application for the New Horizons for Seniors Program on behalf of the Library.

Programs and Collections

- An advertisement for Meeting Room Reservations is currently being featured on the electronic sign.
- Talk With Me offered Baby Signing during the month of May.
- Members of the outreach Peat Drive Seniors book club have recently enjoyed “Nightfall” by Nelson DeMille and “Sight of the Stars” by Belva Plain. The Club has elected to continue meeting throughout the summer.
- The extra literacy tutor position opens up tutoring to an additional 18 students, bringing the total to 54 students who will be reached this summer. Registration for literacy tutoring will open on Thursday June 18th.
- Paintings by Irene LeBlanc are on display throughout the month of June.
- Carvings by the KV Woodworkers are on display throughout the month of June. The Woodworkers are planning a public reception and demonstration at the Library for June 25.
- The extra literacy tutor position opens up tutoring to an additional 18 students, bringing the total to 54 students who will be reached this summer. Registration for literacy tutoring will open on Thursday June 18th.
- Kaleidoscope artwork from students at Rothesay Park School is on display in the Children’s Section of the Library this month.
- Summer hours commence June 15.
- The library has welcomed numerous class visits from local schools throughout May and June. During the visits students enjoy a story, a tour, and a craft.
- Mr. McPhee, Summer Reading Club Leader, has started making visits to classes in local schools to promote the “Reading Tales” 2015 Summer Reading Club.

- Staff has been supporting Mr. McPhee with the program planning and community networking. To compliment the animal-centric theme, Ms. Bartlett is seeking outside specialists such as vet, zoo employee, St. John Ambulance Therapy Dog owner, etc., to facilitate information sessions as part of the Reading Club.
- The Library is piloting a Little Free Library with the Town of Quispamsis in the Arts & Culture park. To learn more about Little Free Libraries, check out: <http://littlefreelibrary.org/>.

Respectfully submitted,



Tiffany Bartlett

Library Director and Secretary to the Board

Facilities Manager Report: June 2015

New and Unfinished Business

- HVAC maintenance - (Controls and Equipment) was last completed January 31, 2015 and is due again in July or August. After review of the current agreement, I feel as if some changes are required to better reflect the Library operation. On June 12, I met with Marty Tucker the Service Manager for C&E. We discussed the current agreement and both concluded that what is currently in place does not reflect the building systems. We also discussed current controls program and agreed work is required in this area as well. He will get back to me this week as to when we can be presented with a new maintenance agreement that reflects building. He also said that I will be able to access (free - no cost) time with the controls programmer so I can better understand how controls sequence works and also be able to have access to building controls program... I do believe they will come to the table and assist to make controls sequence better which will improve on current energy consumption. For the time being electric boilers were manually shut off. More answers will be provided for next board meeting.
- Cleaning (Jani-King) - Reviewed current agreement and met with Myles Milligan and Davis Hilton on June 05. The meeting was to discuss areas that I hoped to see improvement and to implement a log book system (log book installed on volunteer counter). As well I requested a binder in the cleaning closet that contains safety training of staff who clean at the Library. A meeting will also take place on June 16 so I can meet with Davis and Mary (meeting did occur). On a side note the manufactures rep of the carpet tiles stopped in and she wanted to contact Jani-King to offer suggestions on how to better clean the flooring. I will discuss with Davis tomorrow. Additional cost to cover square footage not part of original agreement scope. Equates to one hour of cleaning time daily. Cleaning scope includes changing of lights. I do not like to see this in cleaning agreements. This task should not be completed by cleaners. I will change bulbs that I can do. The pot lights may require the services of an electrician. **Price to clean carpet received from Jani-King \$2850.00 plus tax for board review.**
- Landscaping (Ernie's Landscaping) - Met with Rodney Lamrock to request that inside locked fence (were condensers are located) be trimmed. We discussed current agreement. **I have suggested that 2 fertilizer applications be completed and weed control also take place once.** There is trimming required on the hill behind guardrail (lower parking lot) that should also take place

New and Unfinished Business Continued...

sometime this year. Overall mowing and trimming is acceptable. Have requested price for bark mulch of beds in front entrance.

- Snow removal (Urban) - I am meeting with Urban on June 17 to discuss the damage caused to the guardrail in the lower parking lot.
- **Parking lot line painting (Suershot) - Received a price to spray lines. Price is \$800 plus tax.**
- Mens and Ladies Washrooms Lower Level - Repaired two small leaks on the mens and ladies sinks. Changed cartridges on mens waterless urinals. The cartridge replacement is required every 7000 uses. I used the inventory we had on hand. I would like to order replacements. Supplier is JF Taylor Limited. Price is \$75 each plus tax and shipping.
- Small projects (Homestar) - Had Mark from Homestar in to look at a few small projects:
 - Fix pocket door in childrens area \$150 plus. Have asked Homestar to complete ASAP.
 - **Hide cables at smartboard \$275 plus.**
 - Install door openers lower level entrance (price not received).
 - Supply and Install chair rail in lower level study room 1 2 3 and 4. install 1x6 oak along side of walls to take the abuse from desk and chairs. Approximately 100 ft to be attached to walls and holes to be plug with oak plugs. **Two coats of clear stain to be install at shop before install \$1000 plus tax.**
- Additional garbage cans. Approximately 10 small and 1 larger can located on lower level open area close to sink. Price for large can same as existing (stainless) \$400 plus tax. Same large can painted white is \$150 plus tax. 10 small steel cans \$150 total \$15 each plus tax
- Had one of the pot lights start to flicker on main level entrance area. These lights have a 5 year warranty as confirmed by Nedco the lighting supplier. A new light motor was being shipped by manufacturer under warranty. The part was received. Replacement parts for these lights - very expensive. At present light is not flickering....
- Recommend pricing up exterior hoods that should be installed on north elevation exterior louvers. My understanding snow entered and caused damage last winter. If this happened once this will be an ongoing issue in the future. After morning discussion with Tiffany I will seek pricing from MC Ventilation.

New and Unfinished Business Continued...

- Window Cleaning - Requested pricing from two vendors and estimated at \$2500 for 2 years (Able Window Cleaners incumbent and New York Window Cleaning). Price is due on Wednesday June 17.
- Security gates - It was requested to see if the alarm portion of the security gates could be shut off. After review of 3M manual it would appear that this cannot be done and powering down the system is the only option. This would result in the patron counter not working as well.
- Purchasing Policy for Library - this is not complete for board meeting today. I will have this completed over the next couple of weeks for review. I will require further input on what will trigger various spend level approval and the vote of the board.
- May I suggest at some point in time a hard look taken at storage areas and extra material be sold, disposed or donated.

Finished Business

- Installed new NB flag.
- Legislated Maintenance Requirements - Building is in good shape as it relates to legislated inspections. I completed monthly inspections of the fire extinguishers and this is something that I will do each month. Perhaps additional tactile signage in the future so extinguishers can be easily located should the need ever be necessary. Fire Alarm system annual inspection is current. Sprinkler system inspection is current. Elevator is inspected every second month following elevator manufacture best practice. Backflow preventers were inspected and are current. All exits are free and clear of obstructions.

Kennebecasis Public Library Inc.		OPERATING FUND					
Comparative Income Statement (DRAFT)							
Period ending May 31, 2015		a	b	c	d	e	b - e
	Restricted Fund	Operating YTD Actual	Year To Date Budget	Year To Date Variance Better (Worse)	Annual Budget	Available to spend	Annual Budget Variance
REVENUE							
Library Service - Rothesay		30,736	30,735	0	73,765	43,030	(43,030)
Library service - Quispamsis		47,288	46,014	1,274	110,434	64,420	(63,146)
Room Rentals, Printer and copies		1,574	2,083	(509)	5,000	2,917	(3,426)
Donations	1,782	0	0	0	0	0	0
Interest Income (Savings)		1	0	1	0	-	1
Previous Year's Surplus		1,249	1,249	0	2,997	1,748	(1,748)
TOTAL REVENUE	1,782	80,848	80,082	766	192,196	112,114	(111,348)
EXPENSE							
Operations Expenditures							
Other Expenditures - Restricted Fun	342						0
Cap Exp - Books, restricted fund	200						0
Small Equipment and Furniture		4,350	4,500	150	5,900	1,400	1,550
Total Capital Expenditures	543	4,350	4,500	150	5,900	1,400	1,550
Part Time Student Wages							
Wages		2,210	2,600	390	9,252	6,652	7,042
Total Casual Labour		2,310	2,600	290	9,252	6,652	6,942
General & Administration Expenses							
Building Maintenance		21,494	21,723	229	52,135	30,412	30,641
Grounds Maintenance		10,152	11,248	1,096	18,748	7,500	8,596
Property Management Service		7,124	9,425	2,301	22,619	13,194	15,495
Office		3,412	3,795	383	9,108	5,313	5,696
Utilities		20,016	19,056	(960)	42,478	23,422	22,462
Accounting, audit and legal		771	1,250	479	8,000	6,750	7,229
Professional Development		579	0	(579)	2,000	2,000	1,421
Insurance		2,860	2,813	(48)	6,750	3,938	3,890
Public Relations		356	1,250	894	3,000	1,750	2,644
Communications		2,565	2,711	145	6,506	3,795	3,941
Miscellaneous Expense		354	925	571	2,700	1,775	2,346
Program Exp		214	1,250	1,036	3,000	1,750	2,786
Total General & Admin Expenses		69,896	75,445	5,549	177,044	101,599	107,148
TOTAL EXPENSE	543	76,556	82,545	5,989	192,196	109,651	115,640
NET INCOME (Deficit)	1,239	4,291	(2,463)	6,754	0	2,463	4,291



2015 October 13 Open Session FINAL 1075
**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: krpadmin@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, JUNE 24, 2015
AT 4:00 P.M.**

REGULAR MEETING

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

ABSENT: Emil Olsen

Mr. Clark advised the Board that he had invited Mrs. Creamer to attend the Regular Meeting of the Board this date and he introduced her to the Board Members. Mrs. Creamer is the new appointee from Quispamsis and will be replacing Mr. Friars whose term expires at the end of June.

The Chairman brought the Regular meeting to Order and requested a Motion for the Approval of the Agenda for the meeting of June 24, 2015. **Moved by Bill McGuire and Seconded by Matt Alexander. MOTION CARRIED.**

Mr. Clark requested a Motion for the Approval of the Minutes of the Regular Meeting of May 27, 2015. **Moved by Gordon Friars and Seconded by Linda Sherbo. MOTION CARRIED.**

**Kennebecasis Regional Joint
Board of Police Commissioners
June 24, 2015
Page 2**

REGULAR MEETING

The Chairman asked if there were any Declarations of Conflict of Interest. Mr. Dobson declared a conflict in respect to any Transportation items.

SECRETARY-TREASURER'S REPORT

Ms. Madill referred the Board members to the Financial Statements for the period ending May 31, 2015 which were contained in their packages.

She advised that our cash is similar to the year previous and the sick pay retirement fund had a deposit made in April and this is the reason for the increase over 2014.

The Accounts Receivable are the secondments and the sales tax is the HST. The accounts payable are just the regular payables.

There were no substantial changes to the Statement of Financial Position from the previous month.

The Statement of Operations contained on page 3 of the document was reviewed next. Cherie explained that the revenue is slightly under budget because of the secondments. The accident reports and criminal record checks are similar to the previous year. There is \$111,000.00 in revenue and the budget was \$122,000.00 resulting in \$11,000.00 under budget. This \$11,000 is comprised of the benefits calculations in respect to the secondments which was included in the budget calculations but subsequently we were advised that these benefit figures were not to be included in the reimbursement for one of our seconded officers. We now have two additional secondments so this category will be over our budgeted figure as the year progresses.

Expenditures – Crime control salaries and benefits is also because of the secondments and the Chief delayed hiring of temporary term personnel resulting in this category being \$95,000 under budget in salaries and \$38,000 under budget for benefits. She indicated that we will more than likely end up with a surplus in this area come the end of the year.

Equipment Category is slightly under budget and communications is over budget because we pay for the radio license for the whole year at the beginning of the year.

REGULAR MEETING

Policing General is up over budget presently as we purchase ammunition for training purposes for the carbine rifles. Also included in this category is a maintenance agreement for the fingerprint scanner. Investigations is under budget in the amount of \$6,000.00. The total crime control is 1.6 million and we budgeted 1.7. This is the reason that we have a surplus.

Vehicle Category - Fuel is under budget due to the lower fuel prices. Maintenance and repairs is under budget as well. Under the new vehicles category we presently have two new vehicles and there will be a third which will be discussed later in the meeting. We have not spent anything yet in the category of equipment in the vehicles. There will be an invoice coming from the City of Saint John for the installation of the lap tops.

Building - The building maintenance is up over budget due to the replacing of the two heaters in the garage. Electricity is over budget but should even out over the summer months. The remaining categories are on line with budget and the prior year. The total category is up approximately \$5,000 due to the two items mentioned.

Administration – We spent \$277,000 in this category and the main reason is the sick pay retirement fund which is not paid until the end of the year.

TELECOM FUND

We paid to the City of Saint John \$126,000 so far this year and the year before was \$122,000 and as the Chief indicated this is an approximate 3% increase over the year before. There is a deficit in this category of \$567.00 which is due to the retirees' health plan.

At present we have a surplus of \$153,000 as compared to the 2014 surplus at this time of \$178,000.

Our Bank Client Services Manager is present and the bank was going through the fees that we have been being charged. Mr. Dobson spoke to bank representatives as well and the Bank is going to reverse these charges. Our agreement has been for many years to be similar to the Town of Rothesay's and we are now back to that situation.

Mr. Dobson reminded Cherie about the Debenture that is up for renewal. Cherie explained that in order to apply for another Debenture to replace the one that is up for renewal she would require a Motion by the Board.

**Kennebecasis Regional Joint
Board of Police Commissioners
June 24, 2015
Page 4**

REGULAR MEETING

MOVED By Danny Dobson that Be it resolved that the Secretary/Treasurer and the Chair be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Kennebecasis Regional Joint Board of Police Commissioners debenture in the principal amount of \$890,000 on such terms and conditions as are recommended by the New Brunswick Municipal Finance Corporation, and be it resolved that the Kennebecasis Regional Joint Board of Police Commissioners agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture. SECONDED BY Matt Alexander. MOTION CARRIED.

Mr. Artiss brought up the discussion with respect to the Reserve Fund. He explained that a number of entitles in the Valley have Reserve Fund. Mr. Dobson advised that the Board's conscientious was to approach the Town again in respect to this topic of Reserve Fund.

Moved by Danny Dobson and Seconded by Bill McGuire to accept the Secretary-Treasurer's report as circulated. MOTION CARRIED.

CHIEF'S REPORT

Chief McIntyre reviewed the Major Crime Report. He further advised that the Carbine training is complete now and he wanted to express to the Board that this was a considerable investment on their behalf and the Force is probably the first Municipal/Regional Agency in the Province to have our training completed and all of the weapons in place. In meeting with Cst. Marsh the Chief expressed to him that the majority of the Board members are unaware of what the carbines are all about. The Chief asked the board members if there was any interest in individual members attend the range to view a carbine demonstration for the board members. The Chief asked if anyone has an interest in this to send him an e-mail and he will see to setting up a date and time.

Cst. Marsh and Cst. Ivey will be attending Gagetown to provide training to RCMP members on a cost recovery basis.

REGULAR MEETING

Public Safety Audit – The Chief advised that this Audit was forwarded to all members of the Board. The Auditor he had nothing but positive comments to offer regarding the audit which was performed. The Audit and results were discussed. Chief McIntyre suggested that a copy of this Audit be provided to both Towns.

Moved by Mr. Dobson, that if the Chief feels it appropriate, that a letter to the Management Team and to the Members be forwarded from the Board to congratulate them on the Public Safety Audit, Seconded by Bill McGuire. MOTION CARRIED.

Moved by Danny Dobson and Seconded by Linda Sherbo to receive and file the Chief's Report. MOTION CARRIED.

Committee Reports

Personnel – Nothing to report.

Building and Grounds – Nothing to report.

Insurance - Mr. Bourque advised he has been speaking with our insurance broker in respect to the coverage discussed at previous meetings. Even though this is not available it may be available when we renew. Mr. Dobson suggested that in relation to the Public Safety Audit that his might be something that should be mentioned to our broker and this, may in turn merit some decrease in the premiums.

The Chief advised the board that the New Brunswick Police Commission is also performing their own Audits. In 2016 one of the Audits which will be performed is that of succession planning. The one completed this year was the sick time record keeping. When asked what he wanted to see come from this audit was a record keeping system which was more automated as the one maintained by Debi is all manual and very time consuming. He was looking for a good quality software. The auditor who attended our office from the NB Police Commission obtained our information and this would be complied with other organizations and the findings were to be available within a couple of weeks. The Chief advised that he contacted the Police Commission inquiring about the report. The Chief was advised that a problem had occurred in that one agency would not provide the information and everything is at a standstill at present.

**Kennebecasis Regional Joint
Board of Police Commissioners
June 24, 2015
Page 6**

REGULAR MEETING

Finance – Nothing to report.

Transportation - Mr. Dobson declared a conflict and left the meeting at 4:30 p.m.

Mr. Bourque reminded the Board that we had budgeted for three vehicles this year and we are in receipt of two. The transportation committee met with the Chief and Sgt. Scott and investigated the possibility of going to tender for a 4-Wheel Drive pick-up truck with a crew cab. Sgt. Scott advised that the costs associated should be in the area of \$34,000-\$35,000. This purchase would be within the realm of what the Board has previously done.

MOVED By Peter Bourque to go to tender for the purchase of a 4 x 4 – Pick-Up with a Crew Cab and police package. Seconded by Bill McGuire. MOTION CARRIED.

Mr. Dobson returned to the meeting at approximately 4:40 p.m.

Communication – Nothing further to report.

Policy Committee - Matt Alexander advised the only item was the small ad hoc committee to meet with respect to the Reserve Fund. Mr. Dobson asked if this committee would meet prior to the fall. It was suggested that this meeting should be held soon.

Regional Service Commission - Nothing to report.

The Chair advised that he has prepared a new Committee List effective July. If any member has any questions with respect to the Committees to let him know. With respect to the Negotiations Committee it is comprised of the Chair, Vice Chair, and Danny Dobson.

CORRESPONDENCE

The Chair advised that a letter was received from the Town of Quispamsis regarding the departure of Mr. Friars from the Board. **MOVED by Linda Sherbo and Seconded by Danny Dobson to receive and file. MOTION CARRIED.**

The next piece of correspondence was from the Province appointing Bill Artiss to the Board as the Provincial Representative effective May 25, 2015. **MOVED by Matt**

REGULAR MEETING

Alexander and Seconded by Bill McGuire to receive and file. MOTION CARRIED.

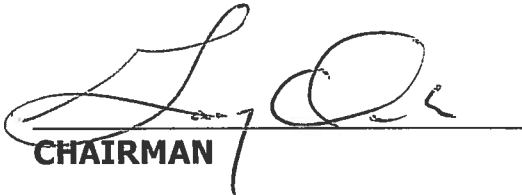
NEW BUSINESS

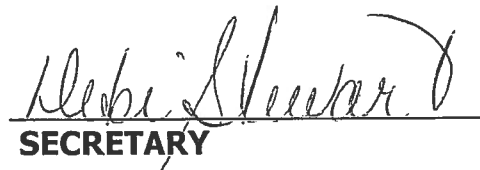
Mr. Tim Tower from the Bank of Nova Scotia was introduced to the Board. Mr. Tower is the new account manager for the Board's account. Cherie advised Tim that she had explained to the board that the Boards account is in line with that of the Town of Rothesay again, that is where we were before, and that the service fees we had been charged since November will be reversed and we are getting interest on the account at Prime minus 2 and that the Bank would help us out with the interim financing should we need it in respect to the Debenture in the event that it doesn't go through and get approved. Mr. Dobson asked if there was any way of getting a better rate. He advised that he will be looking into this for the Board.

Mr. Friars spoke briefly to the Board as this was his last meeting.

Mr. Clark thanked Nancy Creamer for attending the meeting.

MOVED by Bill McGuire and Seconded by Matt Alexander to adjourn. MOTION CARRIED.


CHAIRMAN


SECRETARY

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

	<u>2015</u>	<u>2014</u>
-----Financial assets-----		
Cash - General	\$597,960.65	\$658,563.56
Sick Pay/ Retirement Investments	798,280.42	719,714.80
Accounts Receivable	14,533.63	36,262.26
Sales tax recoverable	39,868.07	8,003.37
	<u>\$1,450,642.77</u>	<u>\$1,422,543.99</u>
----Liabilities-----		
Accounts payable and accrued	244,945.46	360,191.86
Vested sick leave/retirement accrual	755,119.56	700,735.94
Sick leave replacement	13,298.53	12,850.00
Accrued pension benefit liability	1,140,800.00	1,283,400.00
Debenture payable	1,450,000.00	1,552,000.00
	<u>3,604,163.55</u>	<u>3,909,177.80</u>
NET ASSETS (DEBT)	<u>-2,153,520.78</u>	<u>-2,486,633.81</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,407,400.83	3,306,648.98
Accumulated amortization	-1,161,977.85	-1,041,192.63
	<u>2,245,422.98</u>	<u>2,265,456.35</u>
Unamortized Debenture costs	4,938.09	3,578.41
Prepaid expenses	68,459.12	63,218.83
	<u>2,318,820.19</u>	<u>2,332,253.59</u>
ACCUMULATED SURPLUS	<u>165,299.41</u>	<u>-154,380.22</u>
Assets	3,769,462.96	3,754,797.58
Liabilities	3,769,462.96	3,754,797.58

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

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

STATEMENT OF OPERATIONS
EIGHT MONTHS ENDING AUGUST 31, 2015

	----- EIGHT MONTHS -----				
	--ACTUAL--		PRIOR YR	BUDGET	
REVENUE:					
Fees	\$42,083.74	34%	\$47,314	\$31,333	\$47,000
Taxi & Traffic Bylaw	5,727.95	72%	3,433	3,333	5,000
Interest income	4,398.68	32%	4,273	3,333	5,000
Retirement interest & dividends	11,956.67	-6%	12,721	12,667	19,000
Secondments	188,043.19	30%	140,154	145,107	217,661
	<u>\$252,210.23</u>	29%	<u>207,895</u>	<u>195,774</u>	<u>293,661</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	\$2,064,834.12	-4%	\$1,980,288	2,152,515	\$3,228,772
Benefits	403,454.51	-11%	398,960	454,599	681,898
Training	29,400.42	16%	24,271	25,333	38,000
Equipment	7,108.38	-47%	10,896	13,333	20,000
Equip repairs & IT support	1,623.66	-39%	2,865	2,667	4,000
Communications	33,608.67	12%	46,768	30,000	45,000
Office function	7,423.33	-35%	8,268	11,333	17,000
Leasing	7,056.19	21%	5,851	5,833	8,750
Policing-general	23,628.02	27%	14,364	18,667	28,001
Insurance	7,320.00	-2%	7,125	7,481	11,221
Uniforms	33,981.41	42%	41,895	24,000	36,000
Prevention/p.r.	4,024.01	-33%	3,512	6,000	9,000
Investigations	10,057.39	-48%	9,267	19,333	29,000
Detention	17,240.00	0%	16,880	17,240	25,860
Taxi & Traffic Bylaw	794.48	138%	103	333	500
Auxillary	1,343.68	34%	134	1,000	1,500
Public Safety	18,666.67	0%	18,667	18,667	28,000
	<u>2,671,564.94</u>	-5%	<u>2,590,114</u>	<u>2,808,335</u>	<u>4,212,502</u>
VEHICLES					
Fuel	58,525.89	-24%	73,552	76,667	115,000
Maint./repairs	53,859.05	-5%	52,775	56,667	85,000
Insurance	13,544.64	-13%	14,827	15,569	23,353
New vehicles	62,724.81	-17%	-2,200	76,000	114,000
Equipment	1,087	-100%	1,087	14,333	21,500
	<u>188,654.39</u>	-21%	<u>140,041</u>	<u>239,235</u>	<u>358,853</u>

STATEMENT OF OPERATIONS
EIGHT MONTHS ENDING AUGUST 31, 2015

-----EIGHT MONTHS-----
--ACTUAL-- PRIOR YR ----- BUDGET-----

EXPENDITURE continued:

BUILDING

Maintenance	31,631.18	36%	22,029	23,333	35,000
Cleaning	14,768.89	-6%	14,720	15,667	23,500
Electricity	30,412.20	-3%	24,573	31,333	47,000
Taxes	29,158.32	-4%	29,050	30,503	45,754
Insurance	3,482.00	-1%	3,348	3,515	5,273
Grounds	9,176.29	53%	19,873	6,000	9,000
Interest on Debenture	37,398.00	-19%	48,507	46,000	69,000
Debenture Principal	74,666.64	7%	68,000	70,000	105,000
	<u>230,693.52</u>	2%	<u>230,100</u>	<u>226,351</u>	<u>339,527</u>

ADMINISTRATION

Salaries	391,831.25	0%	382,528	393,616	590,424
Benefits	70,174.00	-9%	71,938	76,755	115,133
Professional Fees	25,327.65	-7%	25,578	27,333	41,000
Travel/Training	8,058.09	-7%	7,302	8,667	13,000
Board Travel/Expenses	1,134.39	-66%	1,395	3,333	5,000
Insurance	813.36	-2%	792	831	1,247
Bank service fees	-85.50		242		
Labour Relations	2,402.41	-64%	10,485	6,667	10,000
Sick Pay/Retirement		-100%		35,471	53,207
Retirement int & dividends	11,956.67	-6%	12,721	12,667	19,000
2nd prior year (surplus) deficit	-82,010.00		-13,485	-82,010	-123,015
	<u>429,602.32</u>	-11%	<u>499,496</u>	<u>483,331</u>	<u>724,996</u>
	3,268,304.94	-8%	3,251,856	3,561,478	5,342,217

CONTRIBUTED BY MEMBERS
SURPLUS (DEFICIT)

	<u>3,561,484.00</u>		<u>3,493,768</u>	<u>3,561,478</u>	<u>5,342,217</u>
	<u>\$293,179.06</u>		<u>\$241,912</u>	<u>\$0</u>	<u>\$0</u>

TELECOM FUND

City of SJ telecomm services	202,600.00	0%	196,667	202,600	303,900
Data Networking charges	6,076.15		5,681	6,100	9,150
Retirees health insurance	2,119.84		2,584	1,000	1,500
2nd prior year (surplus) deficit	-3,254.64	0%	1,109	-3,255	-4,882
	<u>207,541.35</u>		<u>206,041</u>	<u>206,445</u>	<u>309,668</u>

CONTRIBUTED BY MEMBERS
SURPLUS (DEFICIT)

	<u>206,444.00</u>		<u>203,907</u>	<u>206,445</u>	<u>309,668</u>
	<u>(\$1,097.35)</u>		<u>(\$2,134)</u>	<u>\$0</u>	<u>\$0</u>

Total surplus (deficit)

\$292,081.71

\$239,778

NOTES TO THE FINANCIAL STATEMENTS

August 31, 2015

STATEMENT OF FINANCIAL POSITION

BANK balance		597,961	at August 31
ACCOUNTS PAYABLE balance	244,945		
Debenture costs paid December	-83,497		

Current Accounts Payable		161,449	Paid in September

Extra (Shortfall) in bank account		436,512	

Prepays 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: \$91,291 2014: \$95,207
Retirees health insurance costs less by \$101 (retirees paid more than the costs)
Last August 2014 the retirees paid \$963 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: \$13,447 2014: \$15,443

* Sick Pay/Retirement - contribution made at year end

Telecom:

* Retirees health insurance (Retirees paid less than the actual cost of their plan) \$2,119
Last August 2014 the retirees paid \$2,584 less than the actual costs

2015October13OpenSessionFINAL_087
KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE
SEPTEMBER 9, 2015

Present: Chair Libby O'Hara
Vice Chair Blair MacDonald
Secretary Treasurer Kirk Miller
Commissioner Pat Gallagher Jette
Commissioner Robert McIntyre
Commissioner Brian Shanks
Commissioner Katrina White
Commissioner Roger Young

Chief Bill Ireland
Carlene MacBean, Executive Assistant

1.0 Call to Order

Chair O'Hara called the meeting to order at 6:00pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

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

CARRIED

4.0 Disclosure of Interest

Commissioner Shanks notified the Board he will remove himself from the discussion of item 7.3.

5.1 Approval of Previous Minutes

Moved by R. Young and seconded by K. White, that the minutes of June 10, 2015 be approved as submitted.

CARRIED

6.0 Unfinished Business

6.1 Amendment to Regional Fire Protection Agreement Update

Chief Ireland reported he has not heard from either Town on this. Vice Chair MacDonald stated the Rothesay Council has referred this item to the Town Manager and Chair O'Hara believed Quispamsis has sent a letter to the Town of Rothesay with some questions.

Moved by B. Shanks and seconded by K. White to table until the next meeting.

CARRIED

6.2 Amendment to By-Law 1A – Bonding of Treasurer - Correspondence

Upon discussion it was felt that the correspondence received from the insurance company did not clarify the issue.

Moved by B. Shanks and seconded by B. MacDonald, Chief Ireland to contact the insurance company and request clarification on this matter.

CARRIED

6.3 By-Law 1A – Updated with terms of the Finance & Personnel Committees

Moved by B. Shanks and seconded by B. MacDonald to accept By-Law 1A as updated.

CARRIED

7.0 Correspondence

7.1 Letter to Both Towns re: Suggested Amendments to the Regional Fire Protection Agreement

Moved by B. Shanks and seconded by B. MacDonald, to receive and file.

CARRIED

7.2 Letter to Corinne Carpenter re: Financial Records

Moved by K. White and seconded by B. Shanks, to receive and file.

CARRIED

7.3 Letter from Town of Quispamsis re: Joint EMO for Quispamsis and Rothesay

Commissioner Shanks removed himself from the meeting at 6:10 pm.

Upon discussion it was decided that the Board will have to wait until both towns have come back with their thoughts on this.

Moved by R. Young and seconded by B. MacDonald to receive and file.

CARRIED

Commissioner Shanks returned to the meeting at 6:20 pm.

8.0 New Business

8.1 Standard of Response Coverage Policies

8.1.1 Medical First Response

8.1.2 Technical Rescue

8.1.3 Hazardous Materials

8.1.4 Fire Prevention

8.1.5 Fire and Life Safety Education (Public Education)

Chief Ireland stated these policies define the services that the department already provides.

Moved by R. Young and seconded by R. McIntyre to approve the formalization of 8.1.1 through 8.1.5

CARRIED

8.2 Fertilizer Storage

Moved by R. Young and seconded by B. Shanks to receive and file.

CARRIED

8.3 Air Miles Donation

Moved by R. Young and seconded by B. MacDonald to approve the recommendation made by Chief Ireland.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Seven Months Ended July 31, 2015

Moved by B. Shanks and seconded by B. MacDonald, that the Draft Financial Statements for the Seven Months Ended July 31, 2015 be received and filed.

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 Ratification of Policies from July Committee Meetings

10.1.1 Paid Leave Policy – Non-Union Staff

10.1.2 Retirement Benefit Policy – Non-Union Staff

Moved by B. Shanks and seconded by B. MacDonald to table to the next Board meeting so that a report can come back from the Personnel Committee.

CARRIED

10.1.3 Amendment to Purchasing Policy

Moved by K. Miller and seconded by B. Shanks to accept as provided.

CARRIED

11.0 Reports

11.1 Chief's Report

Chief Ireland reported the department has responded to two significant structure fires in the past week – one on Model Farm Road and one on North Street which left a young family removed from their home.

The union organized a charity bike ride in support of cancer research at the SuperStore which raised \$10,000. Chair O'Hara congratulated them on the amount raised and requested that anytime the department has events the Board receive an email.

The Chief stated there have been some issues opening the new elementary school, the Chris Saunders Memorial Elementary School. They are having a problem with their fire pump so the sprinklers are not working. The province contacted the fire department and a compensation package has been reached to provide a fire truck and two firefighters on site in order for the school to open.

Moved by B. Shanks and seconded by R. McIntyre to receive and file.

CARRIED

11.2 Response Summary

Moved by B. Shanks and seconded by R. McIntyre to receive and file.


CARRIED

12.0 Adjournment

Moved by R. Young that the meeting be adjourned at 7:45 pm.

Date of next meeting – October 7, 2015 at 5:30 pm

Respectfully submitted,



CHAIR



TREASURER

Kennebecasis Valley Fire Department Inc.

2015 October 13 Open Session FINAL_092

9.1

Statement of Operations with Budget Variances For the 7 months ending July 31, 2015

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2015	
REVENUE:					
1	Members Contributions	\$2,728,444	\$2,728,444	(\$0)	\$4,433,722
2	Local Service Districts	\$51,214	\$51,214	\$0	\$87,796
3	Revenue Fee Structure	\$35	\$35	\$0	\$70
4	Rebate on Property Tax	\$44,000	\$43,979	(\$21)	\$44,000
5	Misc. Revenue	\$0	\$617	\$617	\$0
6	Interest Income C/A	\$1,750	\$3,089	\$1,339	\$3,000
7	Surplus/ Deficit 2nd Previous	(\$9,756)	(\$9,756)	\$0	(\$9,756)
8		<u>\$2,815,688</u>	<u>\$2,817,623</u>	<u>\$1,936</u>	<u>\$4,558,632</u>
EXPENSES:					
ADMINISTRATION:					
9	Admin. Wages and Benefits	\$326,631	\$321,383	(\$5,248)	\$548,400
10	Convention/ Dues/ Training	\$8,000	\$5,246	(\$2,754)	\$20,000
11	Professional Services	\$0	\$0	\$0	\$24,500
12	Office Supplies / Copy Machine/ S/C	\$4,275	\$4,643	\$368	\$7,328
13	Computer Hardware/Software/IT	\$7,952	\$6,067	(\$1,885)	\$12,000
14	Station Telephone/ Internet	\$7,050	\$5,844	(\$1,206)	\$14,100
15	Postage/ Misc. Exp	\$1,025	\$545	(\$479)	\$3,550
16		<u>\$354,932</u>	<u>\$343,730</u>	<u>(\$11,202)</u>	<u>\$629,878</u>
FIREFIGHTING FORCE:					
17	Salaries Basic	\$1,323,688	\$1,315,707	(\$7,979)	\$2,285,613
18	Overtime	\$35,558	\$23,601	(\$11,954)	\$60,000
	Vacation Pay on Retirement	\$8,185	\$6,821	(\$1,364)	\$14,187
19	Force Benefits	\$371,691	\$372,820	\$1,129	\$558,600
20	Clothing/Uniform Maintenance	\$13,467	\$7,887	(\$5,580)	\$26,400
21	Medical and Fitness Training	\$7,000	\$5,349	(\$1,651)	\$15,400
22	Career Recognition	\$1,750	\$644	(\$1,106)	\$3,500
23	Holiday Relief Wages & Overtime	\$148,236	\$164,454	\$16,218	\$268,900
24	Holiday Relief Benefits	\$54,184	\$47,260	(\$6,924)	\$93,040
25	Volunteer Expenses	\$12,175	\$9,518	(\$2,657)	\$20,300
26		<u>\$1,975,929</u>	<u>\$1,954,082</u>	<u>(\$21,867)</u>	<u>\$3,345,940</u>
TELECOMMUNICATIONS					
27	Cellular Telephone	\$2,637	\$2,063	(\$574)	\$4,520
28	Communication Equipment	\$4,600	\$4,841	\$241	\$12,000
29	Maintenance/ Repairs	\$1,750	\$565	(\$1,185)	\$3,000
30		<u>\$8,987</u>	<u>\$7,468</u>	<u>(\$1,519)</u>	<u>\$19,520</u>
INSURANCE:					
31	Insurance	\$34,500	\$31,739	(\$2,761)	\$34,500
32		<u>\$34,500</u>	<u>\$31,739</u>	<u>(\$2,761)</u>	<u>\$34,500</u>

Kennebecasis Valley Fire Department Inc

2015 October 15 Open Session FINAL_093

Statement of Operations with Budget Variances For the 7 months ending July 31, 2015

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE	BUDGET 2015	
continued.					
			(Under Budget)		
PREVENTION AND TRAINING					
33	Firefighter/Co. Officer Training	\$16,000	\$12,421	(\$3,579)	\$32,000
34	Fire Prevention and Public Education	\$5,098	\$1,684	(\$3,414)	\$10,000
35	Training Supplies	\$700	\$280	(\$420)	\$2,500
36		<u>\$21,798</u>	<u>\$14,386</u>	<u>(\$7,412)</u>	<u>\$44,500</u>
FACILITIES					
37	Station 1 Operating	\$139,159	\$149,445	\$10,286	\$177,682
38	Station 2 Operating	\$12,658	\$12,669	\$10	\$21,700
39	Station 2 Rent	\$27,417	\$27,417	\$0	\$47,000
40	Station Supplies	\$5,833	\$4,445	(\$1,389)	\$10,000
41		<u>\$185,067</u>	<u>\$193,975</u>	<u>\$8,908</u>	<u>\$256,382</u>
FLEET					
42	Vehicle Fuel	\$21,500	\$15,893	(\$5,607)	\$43,000
43	Vehicle Registration	\$325	\$324	(\$1)	\$425
44	Vehicle Lease Payments	\$1,700	\$1,089	(\$611)	\$1,700
45	Vehicle Maint & Repairs	\$32,500	\$33,769	\$1,269	\$60,000
46		<u>\$58,025</u>	<u>\$51,075</u>	<u>(\$6,950)</u>	<u>\$105,125</u>
OPERATIONS					
47	New Equipment	\$9,331	\$5,140	(\$4,191)	\$16,000
48	Maint & Repairs - Equipment	\$8,187	\$9,085	\$898	\$12,000
49	Maint & Repairs - Bunker Gear	\$500	\$310	(\$190)	\$6,000
50	Medical Supplies	\$2,042	\$2,394	\$352	\$3,500
51	Firefighter Supplies	\$2,333	\$319	(\$2,015)	\$4,000
52	Health & Safety	\$875	\$243	(\$632)	\$1,500
53	H&S Cause Determination	\$583	\$694	\$111	\$1,000
54		<u>\$23,852</u>	<u>\$18,184</u>	<u>(\$5,668)</u>	<u>\$44,000</u>
WATER COSTS:					
55	Water Costs - Rothesay	\$17,110	\$17,110	\$0	\$22,813
56	Water Costs - Quispamsis	\$3,131	\$3,131	\$0	\$4,174
57		<u>\$20,240</u>	<u>\$20,240</u>	<u>\$0</u>	<u>\$26,987</u>
OTHER:					
58	Miscellaneous	\$1,167	\$1,173	\$6	\$2,000
59	Retirement Allowance	\$29,167	\$29,167	\$0	\$50,000
60		<u>\$30,333</u>	<u>\$30,339</u>	<u>\$6</u>	<u>\$52,000</u>
61		<u>\$2,711,663</u>	<u>\$2,665,197</u>	<u>(\$46,466)</u>	<u>\$4,558,832</u>
62	PROJECTED BUDGET SURPLUS (DEFICIT)	<u>\$104,024</u>		<u>\$48,401</u>	<u>\$0</u>
63	ACTUAL SURPLUS (DEFICIT) FOR THE PERIOD		<u>\$152,426</u>		

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000
For the 7 months ending July 31, 2015

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
9	Admin Wages & Benefits	\$326,631	\$321,383	(\$5,247)	Reduced hours for accountant, reduced benefit costs
	Firefighting Force				
17	Salaries	\$1,323,686	\$1,315,707	(\$7,979)	Result of retirement and personnel on LTD
18	Overtime	\$35,556	\$23,601	(\$11,954)	as required
20	Clothing/Uniform Maintenance	\$13,467	\$7,887	(\$5,580)	as required
23	Holiday Relief Wages & Overtime	\$148,236	\$164,454	\$16,218	HRRF orientation
24	Holiday Relief Benefits	\$54,184	\$47,260	(\$6,924)	Benefit costs due to staff movement less than budgeted
37	Station 1 Operating	\$139,159	\$149,445	\$10,286	New AC unit
42	Vehicle Fuel	\$21,500	\$15,893	(\$5,607)	as required
	Material Variances	\$2,062,417	\$2,045,631	(\$16,786)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000

For the months of May to July 2015

Recurring Monthly Invoices		Amount	Description
05/01/15	Assumption Life	\$24,698	Group Benefits
05/01/15	Town of Quispamsis	\$5,725	Rent - Station 2
05/07/15	Receiver General	\$42,318	payroll liabilities
05/07/15	BMO	\$65,246	net wages 05/07/2015
05/22/15	Receiver General	\$40,872	payroll liabilities
05/22/15	BMO	\$63,002	net wage 05/21/2015
05/31/15	CIBC Mellon	\$39,868	Pension May 2015
05/31/15	I.A.F.F. Local 3591	\$6,988	Union Dues
06/01/15	Assumption Life	\$23,768	Group Benefits
06/01/15	Town of Quispamsis	\$5,725	Rent - Station 2
06/04/15	Receiver General	\$42,019	payroll liabilities
06/04/15	BMO	\$65,917	net wages 06/04/2015
06/18/15	Receiver General	\$44,598	payroll liabilities
06/18/15	BMO	\$68,735	net wage 06/18/2015
06/30/15	CIBC Mellon	\$39,566	Pension June 2015
06/30/15	I.A.F.F. Local 3591	\$6,988	Union Dues
07/01/15	Assumption Life	\$24,548	Group Benefits
07/01/15	Town of Quispamsis	\$5,725	Rent - Station 2
07/01/15	Town of Rothesay	\$5,703	Water - quarterly
07/02/15	Receiver General	\$43,244	payroll liabilities
07/02/15	BMO	\$71,072	net wages 07/02/2015
07/16/15	Receiver General	\$42,913	payroll liabilities
07/16/15	BMO	\$70,448	net wage 07/16/2015
07/30/15	CIBC Mellon	\$59,011	Pension July 2015
07/30/15	BMO	\$76,141	net wage 07/30/2015
07/30/15	Receiver General	\$43,006	payroll liabilities
07/31/15	I.A.F.F. Local 3591	\$10,451	Union Dues
07/31/15	Worksafe NB	\$3,033	July liabilities
Non-Recurring Invoices		Amount	Description
05/13/15	NB Municipal Advisory Corp	\$2,250	EAP
05/31/15	Green Ice Shoe Ltd.	\$2,000	FF Boots
08/30/15	Controls & Equipment Ltd	\$10,396	install new AC unit
07/06/15	G LeBlanc Fire Truck Repairs	\$6,571	O1,repairs to sheaves and lacing in ladder
07/13/15	Custom Communications Inc.	\$2,463	mobile communications



Kennebecasis Valley Fire Department

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

August 12, 2015

HRFF Recruitment and Resignations

The four candidates selected to advance to the final stage of the overall evaluation process completed their training at the end of July. Following the recent resignation of two existing HRFF, three permanent vacancies existed. The Department is pleased to welcome:

HRFF Scott Hatt – Havelock, NB

HRFF Keith Gallant – Saint John, NB

HRFF Arthur Cull – Windsor, NS

The fourth candidate has been placed on our eligibility list for any future openings.

Structure Fire – Fairvale Elementary

In the early morning hours of August 6th, KVFD was dispatched to a fire alarm activation at the Fairvale Elementary school. Upon arrival, the first due Officer reported a portable classroom fully engulfed in flames with fire extending into a second portable classroom. The incident was immediately upgraded to send more resources to the scene.

Crews were able to contain the fire and prevent it from spreading into the school. Unfortunately, the fire did involve the large bales of recycled rubber material which were stored in close proximity to the portable classrooms. Once the fire threat to the buildings had been stopped, the Incident Commander focused on limiting the environmental damage being caused by the burning rubber material and the water being used to suppress the fire. Fire personnel canvassed the neighbourhood asking residents to close windows and shut down air handling systems. A system to divert and capture water run-off was set-up and the long, hot process of removing and extinguishing the burning rubber was completed. The cause of the fire was determined to be arson and the KRPF has laid charges against nine young offenders in relation to this and other recent minor fire events.

Structure Fire – James Renforth Drive

On August 10, KVFD was dispatched to James Renforth Drive for a possible basement fire. Upon arrival, crews discovered light smoke and heat conditions from a fire that had self-extinguished. The heat of the fire had ruptured a domestic water pipe and the leaking water helped to prevent the fire from spreading. The dwelling was unoccupied at the time and had no working smoke alarms. The cause of the fire was accidental and is electrical in nature.

Training

The department was recently given the opportunity to conduct some live training exercises at a vacant residential building owned by the Town of Quispamsis that was slated for demolition. Over the course of a week, firefighters had the opportunity to simulate fire conditions using artificial smoke to practice search and rescue, transitional fire attack and ventilation techniques. In total, a combined 315 hours of training was completed.

HomeSafe Program

The Department's voluntary home fire safety inspection program is underway with approximately 18 inspections completed to date. The initial feedback and response has been excellent and we expect requests for inspections to increase as the public becomes more familiar with this value added service.

Response Types	Jan	Feb	Mar	April	May	June	July	2015 YTD	2014 YTD
Kennebecasis Valley Fire Department (01/01/2015-31/07/2015)									
Fire/explosion - dollar loss [10]	4	6	1	3	4	2	1	21	27
Rubbish/grass fire - no dollar loss [12]	3	0	0	2	10	6	8	29	26
Chimney Fire [13]	1	3	1	1	0	0	0	6	5
Total Fire [10-19]	8	9	2	6	14	8	9	56	58
Rescue - Miscellaneous [30]	1	0	1	1	0	0	1	4	5
Vehicle Accident [31]	14	9	9	7	6	11	6	62	45
Total Rescue or Resuscitation call [30-39]	15	9	10	8	6	11	7	66	50
Public Hazard - gasoline or fuel spill [41]	0	0	0	1	0	0	2	3	3
Public Hazard - power line down / utility pole hazard [43]	0	3	0	5	0	2	0	10	64
Public Hazard - miscellaneous [49]	1	0	2	1	1	2	1	8	9
Total Public hazard [40-49]	1	3	2	7	1	4	3	21	76
Gas Leak - propane [51]	0	2	1	0	1	0	0	4	5
Gas Leak - response to carbon monoxide detector alarm [53]	4	3	0	1	0	0	0	8	4
Total Gas leak [50-59]	4	5	1	1	1	0	0	12	9
Public Service - first aid [62]	66	46	66	54	45	61	53	391	318
Public Service - assist police or other agency [63]	2	2	0	1	1	0	2	8	2
Public Service - mutual aid [65]	1	2	2	2	0	0	1	8	4
Public Service - animal rescue [66]	0	0	0	0	0	0	0	0	1
Public Service - flooding [67]	0	0	0	0	2	0	0	2	18
Public Service- miscellaneous [69]	3	3	2	1	0	0	3	12	19
Total Public services [60-69]	72	53	70	60	46	61	59	421	362
Alarm No Fire - accidental miscellaneous [70]	7	2	7	2	1	3	1	23	27
Alarm No Fire - smoke or steam mistaken [71]	1	0	0	0	5	2	2	10	5
Alarm No Fire - sprinkler surge or discharge [72]	1	0	1	0	0	1	0	3	2
Alarm No Fire - detector activated [73]	6	4	10	2	6	3	9	40	28
Alarm No Fire - unknown odours [75]	0	2	2	0	0	0	0	4	1
Alarm No Fire - miscellaneous [79]	3	4	7	1	0	1	4	20	16
Total Alarm no fire - No malicious intent [70-79]	18	12	27	5	12	10	16	100	79
False Alarm (Mischief) - municipal alarm system [81]	0	0	0	0	0	0	0	0	0
False Alarm (Mischief) - miscellaneous [89]	0	1	0	0	1	0	1	3	0
Total False alarm - Mischief [80-89]	0	1	0	0	1	0	1	3	0
Total Response Types Kennebecasis Valley Fire	118	92	112	87	81	94	95	679	634

Town of Rothesay

General Fund Financial Statements

August 31, 2015

Includes:

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

Town of Rothesay

Balance Sheet - Capital General Fund 8/31/15

ASSETS

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

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)
	<u>(26,576,898)</u>

\$ 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
8/31/15

ASSETS

BNS General Operating Reserve	618,654
BNS General Capital Reserves	185,487
BNS - Gas Tax Reserves - GIC	3,472,374
Gen Reserves due to/from Gen Operating	478
	<u>\$ 4,276,992</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,339,739
Invest. in General Capital Reserve	55,008
General Gas Tax Funding	131,601
Invest. in General Operating Reserve	621,385
Invest. in Land for Public Purposes Reserve	88,192
Invest. in Town Hall Reserve	41,066
	<u>\$ 4,276,993</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 8/31/15

CURRENT ASSETS

Cash	2,646,966
Receivables	102,721
HST Receivable	286,760
Inventory	23,881
Gen Operating due to/from Util Operating	97,174
Total Current Assets	<u>3,157,501</u>
Other Assets:	
Projects	<u>2,540,496</u>
	<u>2,540,496</u>
 TOTAL ASSETS	 <u><u>5,697,998</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,863,162
Other Payables	306,934
Gen Operating due to/from Gen Reserves	478
Gen Operating due to/from Gen Capital	568,238
Accrued Sick Leave	9,000
Accrued Pension Obligation	345,200
Accrued Retirement Allowance	306,000
Def. Rev-Quispamsis/Library Share	37,783
TOTAL LIABILITIES	<u>3,436,795</u>

EQUITY

Retained Earnings - General	249,325
Surplus/(Deficit) for the Period	<u>2,011,877</u>
	<u>2,261,202</u>
	<u><u>5,697,997</u></u>

Town of Rothsay

Statement of Revenue & Expenditure
8 Months Ended 8/31/15

	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	9,812,652	9,812,652	0		14,718,978
Sale of Services	11,519	13,900	192,208	184,975	7,233		384,700
Services to Province of New Brunswick	5,525	5,526	44,200	44,204	(4)		66,306
Other Revenue from Own Sources	21,312	7,727	506,516	85,819	420,697		140,729
Unconditional Grant	9,689	9,689	77,508	77,508	0		116,262
Conditional Transfers	1,286	10,000	5,286	21,500	(16,214)		26,500
Other Transfers	0	0	489,025	489,025	0		894,025
	<u>\$1,275,912</u>	<u>\$1,273,423</u>	<u>\$11,127,396</u>	<u>\$10,715,683</u>	<u>\$411,713</u>		<u>\$16,347,500</u>
EXPENSES							
General Government Services	93,164	112,193	1,336,597	1,485,382	148,784		2,053,519
Protective Services	324,190	319,788	3,300,694	3,287,899	(12,795)		4,567,051
Transportation Services	204,402	216,733	2,187,739	2,226,987	39,248		3,355,933
Environmental Health Services	113,806	55,667	444,090	403,833	(40,257)		633,000
Environmental Development	37,088	46,845	353,058	418,184	65,126		619,122
Recreation & Cultural Services	163,138	167,856	1,189,221	1,286,178	96,957		1,791,344
Fiscal Services	320	417	304,119	305,380	1,261		3,327,531
	<u>\$936,107</u>	<u>\$919,498</u>	<u>\$9,115,519</u>	<u>\$9,413,843</u>	<u>\$298,324</u>		<u>\$16,347,500</u>
Surplus (Deficit) for the Year	<u>\$339,805</u>	<u>\$353,925</u>	<u>\$2,011,877</u>	<u>\$1,301,841</u>	<u>\$710,037</u>		<u>\$ -</u>

Town of Rothesay
Statement of Revenue & Expenditure
8 Months Ended 8/31/15

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	3,140	1,833	14,475	14,667	(192)		22,000
Town Hall Rent	852	800	5,712	6,400	(688)		69,600
Arena Revenue	0	667	125,233	116,208	9,025		228,000
Community Garden	0	0	840	900	(60)		900
Recreation Programs	7,527	10,600	45,948	46,800	(852)		64,200
	<u>11,519</u>	<u>13,900</u>	<u>192,208</u>	<u>184,975</u>	<u>7,233</u>		<u>384,700</u>
Other Revenue from Own Sources							
Licenses & Permits	9,253	6,667	108,060	53,333	54,727	1	80,000
Police Fines	0	0	13,293	24,000	(10,707)	2	48,000
Interest & Sundry	2,043	417	17,276	3,333	13,942	3	5,000
Miscellaneous	10,000	644	367,720	5,153	362,568	4	7,729
History Book Sales	16	0	167	0	167		0
	<u>21,312</u>	<u>7,727</u>	<u>506,516</u>	<u>85,819</u>	<u>420,697</u>		<u>140,729</u>
Conditional Transfers							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	1,286	10,000	2,786	20,000	(17,214)	5	25,000
	<u>1,286</u>	<u>10,000</u>	<u>5,286</u>	<u>21,500</u>	<u>(16,214)</u>		<u>26,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	84,025	84,025	0		84,025
Utility Fund Transfer	0	0	405,000	405,000	0		810,000
	<u>0</u>	<u>0</u>	<u>489,025</u>	<u>489,025</u>	<u>0</u>		<u>894,025</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,413	2,967	21,819	23,733	1,915		35,600
Councillors	7,927	8,667	71,213	69,333	(1,879)	6	104,000
Regional Service Commission 9	0	0	5,328	5,426	98		7,235
Other	760	1,417	4,814	11,333	6,519	7	17,000
	<u>11,100</u>	<u>13,050</u>	<u>103,174</u>	<u>109,826</u>	<u>6,652</u>		<u>163,835</u>
Administrative							
Office Building	9,001	10,750	109,791	143,000	33,208	8	190,000
Solicitor							
Administration - Wages & Benefits	66,225	68,990	533,665	585,481	51,816	9	975,000
Supplies	1,879	6,542	58,893	78,733	19,840	10	104,900
Professional Fees	0	3,056	25,067	37,778	12,711		50,000
Other	4,959	5,097	52,421	55,774	3,353		76,161
	<u>82,064</u>	<u>97,351</u>	<u>800,669</u>	<u>924,099</u>	<u>123,430</u>		<u>1,431,061</u>

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Other General Government Services						
Community Communications	0	750	2,861	6,000	3,139	9,000
Civic Relations	0	333	2,726	5,667	2,940	7,000
Insurance	0	0	145,993	146,166	173	146,166
Donations	0	708	35,680	45,667	9,987	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
	0	1,792	432,754	451,456	18,702	458,623
	93,164	112,193	1,336,597	1,485,382	148,784	2,053,519
Protective Services						
Police						
Police Protection	168,550	168,566	1,516,953	1,517,090	136	2,191,352
Crime Stoppers	0	0	2,800	2,800	0	2,800
	168,550	168,566	1,519,753	1,519,890	136	2,194,152
Fire						
Fire Protection	141,618	138,600	1,318,538	1,307,489	(11,049)	11 1,861,889
Water Costs Fire Protection	0	0	350,000	350,000	0	350,000
	141,618	138,600	1,668,538	1,657,489	(11,049)	11 2,211,889
Emergency Measures						
911 Communications Centre	9,539	9,539	85,853	85,853	(0)	124,010
EMO Director/Committee	0	1,667	0	13,333	13,333	12 20,000
	9,539	11,206	85,853	99,186	13,333	144,010
Other						
Animal & Pest Control	0	1,000	3,651	8,000	4,349	12,000
Other	4,483	417	22,898	3,333	(19,564)	13 5,000
	4,483	1,417	26,549	11,333	(15,216)	17,000
Total Protective Services	324,190	319,788	3,300,694	3,287,899	(12,795)	4,567,051

Transportation Services

Common Services						
Administration (Wages & Benefits)	134,566	135,555	1,148,687	1,157,986	9,299	1,765,753
Workshops, Yards & Equipment	29,976	45,458	376,468	403,667	27,199	585,500
Engineering	0	1,250	970	10,000	9,030	15,000
	<u>164,542</u>	<u>182,263</u>	<u>1,526,124</u>	<u>1,571,653</u>	<u>45,528</u>	<u>2,366,253</u>
Street Cleaning & Flushing						
Street Cleaning & Flushing	0	3,571	9,255	20,714	11,459	35,000
Roads & Streets	11,961	7,967	43,172	51,133	7,962	83,000
Crosswalks & Sidewalks	986	167	5,510	14,933	9,423	18,000
Culverts & Drainage Ditches	7,029	6,000	29,826	61,000	31,174	80,000
Snow & Ice Removal	0	0	365,004	303,433	(61,571)	459,000
	<u>19,976</u>	<u>17,705</u>	<u>452,767</u>	<u>451,214</u>	<u>(1,552)</u>	<u>675,000</u>
Street Lighting						
Street Lighting	11,592	12,307	93,299	98,453	5,154	147,680
Traffic Services						
Street Signs	5,945	833	12,659	6,667	(5,993)	10,000
Traffic Lanemarking	0	0	20,038	24,000	3,962	24,000
Traffic Signals	680	1,500	22,212	12,000	(10,212)	18,000
Railway Crossing	1,108	2,000	12,588	16,000	3,412	24,000
	<u>7,732</u>	<u>4,333</u>	<u>67,498</u>	<u>58,667</u>	<u>(8,831)</u>	<u>76,000</u>
Public Transit						
Public Transit - Comex Service	0	0	43,260	43,500	240	87,000
KV Committee for the Disabled	0	0	2,500	2,500	0	2,500
Public Transit - Other	559	125	2,291	1,000	(1,291)	1,500
	<u>559</u>	<u>125</u>	<u>48,051</u>	<u>47,000</u>	<u>(1,051)</u>	<u>91,000</u>
Total Transportation Services	<u>204,402</u>	<u>216,733</u>	<u>2,187,739</u>	<u>2,226,987</u>	<u>39,248</u>	<u>3,355,933</u>

Environmental Health Services

Solid Waste Disposal Land Fill	16,081	19,167	134,206	153,333	19,127	230,000
Solid Waste Disposal Compost	2,155	2,333	17,842	18,667	825	28,000
Solid Waste Collection	21,505	22,500	172,037	180,000	7,963	270,000
Solid Waste Collection Curbside Recycling	74,064	11,667	74,134	23,333	(50,800)	70,000
Clean Up Campaign	0	0	45,872	28,500	(17,372)	35,000
	<u>113,806</u>	<u>55,667</u>	<u>444,090</u>	<u>403,833</u>	<u>(40,257)</u>	<u>633,000</u>

Environmental Development Services

Planning & Zoning

Administration	29,334	33,601	279,080	309,036	29,956	457,000
Planning Projects	0	4,167	0	33,333	33,333	50,000
Heritage Committee	0	625	7,527	5,000	(2,527)	7,500
	<u>29,334</u>	<u>38,393</u>	<u>286,607</u>	<u>347,370</u>	<u>60,763</u>	<u>514,500</u>
Economic Development Comm.						
Economic Development Comm.	7,202	7,202	57,614	57,615	1	86,422
Tourism	0	0	3,103	3,200	97	3,200
	<u>7,202</u>	<u>7,202</u>	<u>60,717</u>	<u>60,815</u>	<u>98</u>	<u>89,622</u>
	<u>36,536</u>	<u>45,595</u>	<u>347,323</u>	<u>408,184</u>	<u>60,861</u>	<u>604,122</u>

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Recreation & Cultural Services

Administration	19,447	16,517	174,665	165,433	(9,231)	24	235,800
Apartment Buildings	0	0	120	0	(120)		0
Beaches	16,038	23,320	44,355	60,800	16,445	25	60,800
Rothesay Arena	13,023	18,899	152,156	168,172	16,017	26	263,500
Memorial Centre	4,693	4,542	39,411	44,833	5,422		63,000
Summer Programs	19,652	20,057	47,898	55,786	7,887		58,700
Parks & Gardens	65,309	60,391	336,029	369,751	33,723	27	531,000
Playgrounds and Fields	10,722	9,817	51,514	78,533	27,019	28	117,800
Regional Facilities Commission	0	0	262,854	262,854	0		350,472
Kennebecasis Public Library	6,147	6,148	49,177	49,181	5		73,772
Big Rothesay Read	0	83	0	667	667		1,000
Special Events	8,105	7,750	30,063	27,500	(2,563)		31,500
Rothesay Living Museum	0	333	980	2,667	1,686		4,000
	<u>163,138</u>	<u>167,856</u>	<u>1,189,221</u>	<u>1,286,178</u>	<u>96,957</u>		<u>1,791,344</u>

Fiscal Services

Debt Charges							
Interest	320	417	94,119	95,380	1,261		186,031
Debenture Payments	0	0	210,000	210,000	0		669,000
	<u>320</u>	<u>417</u>	<u>304,119</u>	<u>305,380</u>	<u>1,261</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>320</u>	<u>417</u>	<u>304,119</u>	<u>305,380</u>	<u>1,261</u>		<u>3,327,531</u>

Town of Rothesay

Variance Report - General Fund

8 months ending August 31, 2015

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Licenses & Permits	\$ 108,060	\$ 53,333	\$ 54,727	Apartment Building, housing starts
2	Police Fines	\$ 13,293	\$ 24,000	\$ (10,707)	2nd quarter not received yet
3	Interest & Sundry	\$ 17,276	\$ 3,333	\$ 13,943	Cash on hand
4	Miscellaneous Revenue	\$ 357,720	\$ 5,153	\$ 352,567	Legal settlement
5	Grants - Other	\$ 2,786	\$ 20,000	\$ (17,214)	Less grants received, cash not received yet
			Total \$	393,316	
			Variance per Statement \$	411,713	
			Explained	95.53%	
Expenses					
General Government					
6	Councillors	\$ 71,213	\$ 69,333	\$ (1,880)	FCM
7	Legislative Other	\$ 4,814	\$ 11,333	\$ 6,519	Development seminars not used (related to above)
8	Office Building	\$ 109,791	\$ 143,000	\$ 33,209	Maintenance costs lower than expected
9	Administration - Wages & Benefits	\$ 533,665	\$ 585,481	\$ 51,816	Position vacant
10	Supplies	\$ 58,893	\$ 78,733	\$ 19,840	Info systems purchases not made yet
Protective Services					
11	Fire Protection	\$ 1,318,538	\$ 1,307,489	\$ (11,049)	Budget error
12	EMO Director/Committee	\$ -	\$ 13,333	\$ 13,333	Not used yet
13	Protective Services - Other	\$ 22,898	\$ 3,333	\$ (19,565)	Hydrant repairs
Transportation					
14	Workshops, Yards & Equipment	\$ 376,468	\$ 403,667	\$ 27,199	Small equipment purchases not made yet
15	Culverts & Ditches	\$ 29,826	\$ 61,000	\$ 31,174	Timing
16	Snow & Ice Removal	\$ 365,004	\$ 303,433	\$ (61,571)	Salt, sand, equipment rentals
17	Traffic Signals	\$ 22,212	\$ 12,000	\$ (10,212)	Replaced damaged Opticom
Environmental Health & Development					
18	Solid Waste Disposal - Land Fill	\$ 134,206	\$ 153,333	\$ 19,127	Tonnage down
19	Curbside Recycling	\$ 74,134	\$ 23,333	\$ (50,801)	Includes bins
20	Clean Up Campaign	\$ 45,872	\$ 28,500	\$ (17,372)	Tonnage more than double 2014
21	Planning - Administration	\$ 279,080	\$ 309,036	\$ 29,956	Software & Equipment purchases not made yet
22	Planning Projects	\$ -	\$ 33,333	\$ 33,333	Not started yet
23	Heritage Committee	\$ 7,527	\$ 5,000	\$ (2,527)	Rothesay Common Heritage issue
Recreation & Cultural Services					
24	Administration	\$ 174,665	\$ 165,433	\$ (9,232)	Wages & Benefits over budget
25	Beaches	\$ 44,355	\$ 60,800	\$ 16,445	Wages \$13,000 under budget
26	Rothesay Arena	\$ 152,156	\$ 168,172	\$ 16,016	Wages \$25,000 under budget, Maint. \$6,000 over
27	Parks & Gardens	\$ 336,029	\$ 369,751	\$ 33,722	Staff moved to Trans and late hiring casual
28	Playgrounds & Fields	\$ 51,514	\$ 78,533	\$ 27,019	Maintenance late starting
Fiscal Services					
			Total \$	174,499	
			Variance per Statement \$	298,324	
			Explained	58.49%	

Town of Rothesay

Capital Projects 2015
General Fund
8 Months Ended 8/31/15

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax/Infrastructure	Grants	Operating	Borrow
General Government								
12021860 Town Hall Improvements G-2014-008	315,000	0	315,000				315,000	
Total General Government	315,000	0	315,000				315,000	
Protective Services								
12011560 Protective Serv. Equipment Purchases P-2015-003	25,000	12,409	12,591				25,000	
Total Protective Services	25,000	12,409	12,591				25,000	
Transportation								
12013060 Oakville Acres T-2014-005	2,000,000	881,501	1,118,499					2,000,000
120211360 Transportation Equipment Purchases T-2015-001	470,000	19,805	450,195				470,000	
12022760 Asphalt/Microsealing T-2014-002 (Phase 3 2015)	680,000	448,811	231,189				330,000	350,000
12023060 French Village Road T-2015-010 (Phase 3 2015)	310,000	11,936	298,064				310,000	
12023560 Salt Shed Improvements T-2014-021	75,000	72,684	2,316	40,000			35,000	
12023760 Curb & Gutter Eriskay/Iona T-2015-004	315,000	7,461	307,539		275,000		40,000	
12023860 Engineering 2016 Streets T-2016-001	60,000	7,126	52,874				60,000	
12023960 In House Almon/RA5 Church/Golf Club T-2015-005	140,000	3,955	136,045				140,000	
12024060 Drainage Improvements Eriskay/Iona	240,000	6,304	233,696		240,000		140,000	
2014 Project Carry-Overs	0	62,993	-62,993					
Capital Projects Reversed	0	-48,126	48,126					
Total Transportation	4,290,000	1,474,451	2,815,549	40,000	515,000		1,385,000	2,350,000
Environmental Health								
Recreation								
12012060 Arena Upgrade	25,000	24,756	244				25,000	
12016560 Miller Field Building R-2013-08	120,000	13,127	106,873				120,000	
12018160 2013 Rothesay Common Upgrade R-2013-01	2,400,000	515,002	1,884,998					2,400,000
12020860 Recreation Equipment Purchases R-2015-002	160,000	120	159,880	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	228,665	436,335		485,000		180,000	180,000
12023460 Wells Ballfield R-2014-020	665,000	262,813	402,187		485,000		180,000	180,000
Total Recreation	4,135,000	1,053,338	3,081,662	110,000	0	970,000	295,000	2,760,000
Total	\$ 8,765,000	\$ 2,540,197	\$ 6,224,803	\$ 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
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
9 Months Ended 9/30/15

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding:		Grants	Operating	Borrow
				Reserves	Gas Tax/Infrastructure			
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	938,282	1,061,718					2,000,000
12021360 Transportation Equipment Purchases T-2015-001	470,000	19,805	450,195				470,000	
12022760 Asphalt/Microsealing T-2014-002 (Phase 3 2015)	680,000	448,811	231,189				330,000	350,000
12023060 French Village Road T-2015-010 (Phase 3 2015)	310,000	11,936	298,064				310,000	
12024160 French Village Road Phase 3 T-2015-010	310,000	299	309,701				310,000	
12023560 Salt Shed Improvements T-2014-021	75,000	72,684	2,316	40,000			35,000	
12023760 Curb & Gutter Eriskay/Iona T-2015-004	315,000	7,461	307,539		275,000		40,000	
12023860 Engineering 2016 Streets T-2016-001	60,000	7,126	52,874				60,000	
12023960 In House Almon/RA5 Church/Golf Club T-2015-005	140,000	3,955	136,045				140,000	
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	4,600,000	1,531,531	3,068,469	40,000	515,000		1,695,000	2,350,000
Recreation								
12012060 Arena Upgrade	25,000	24,756	244				25,000	
12016560 Miller Field Building R-2013-08	120,000	13,127	106,873				120,000	
12018160 2013 Rothesay Common Upgrade R-2013-01	2,400,000	523,514	1,876,486					2,400,000
12020860 Recreation Equipment Purchases R-2015-002	160,000	229	159,771	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	228,665	436,335			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	1,061,958	3,073,042	110,000	0	970,000	295,000	2,760,000
Total	\$ 9,075,000	\$ 2,605,898	\$ 6,469,102	150,000	515,000	970,000	2,330,000	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	16,460,000			150,000	2,765,000	3,535,000	2,350,000	7,660,000

Town of Rothesay

Utility Fund Financial Statements

August 31, 2015

Attached Reports:

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

Town of Rothesay

Capital Balance Sheet

As at 8/31/15

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	930,735
Capital Assets Utilities Land	178,555
Capital Assets Utilities Buildings	417,867
Capital Assets Utilities Equipment	15,542
Capital Assets Utilities Water System	24,396,874
Capital Assets Utilities Sewer System	15,920,217
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
	<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	<u><u>29,429,809</u></u>
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LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	7,353,380
Total Liabilities	<u>7,150,457</u>

EQUITY

Investments:

Investment in Fixed Assets	22,279,351
Total Equity	<u>22,279,351</u>

TOTAL LIABILITIES & EQUITY	<u><u>29,429,807</u></u>
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Town of Rothesay

Utility Reserve Balance Sheet

As at 8/31/15

ASSETS

Assets:

Bank - Utility Reserve	1,532,986
TOTAL ASSETS	<u>\$ 1,532,986</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	1,229,175
Invest. in Utility Operating Reserve	64,020
Invest. in Sewage Outfall Reserve	239,791
TOTAL EQUITY	<u>\$ 1,532,986</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 8/31/15

ASSETS

Current assets:		
Accounts Receivable Net of Allowance		402,074
Accounts Receivable - Misc.		1,200
Total Current Assets		<u>403,274</u>
Other Assets:		
Projects		1,114,129
		<u>1,114,129</u>
 TOTAL ASSETS		 <u>\$ 1,517,403</u>

LIABILITIES

Accrued Payables		47,211
Due from General Fund		97,174
Due from (to) Capital Fund		202,924
Deferred Revenue		22,689
Total Liabilities		<u>369,997</u>

EQUITY

Surplus:		
Opening Retained Earnings		(448,970)
Profit (Loss) to Date		1,596,377
		<u>1,147,407</u>
 TOTAL LIABILITIES & EQUITY		 <u>\$ 1,517,404</u>

Town of Rothesay
Utilities Operating Income Statement
8 Months Ended 8/31/15

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	16	0	462,722	453,114	9,608	1	890,400
Meter and non-hookup fees	0	0	18,879	15,000	3,879		30,000
Water Supply for Fire Prot.	0	0	350,000	350,000	0		350,000
Local Improvement Levy	0	0	59,269	60,000	(731)		60,000
Sewerage Services	113	0	1,473,677	1,473,400	277		1,473,400
Connection Fees	13,500	6,500	61,620	39,000	22,620	2	65,000
Interest Earned	5,357	2,917	38,914	23,333	15,581	3	35,000
Misc. Revenue	525	417	3,150	3,333	(183)		5,000
TOTAL RECEIPTS	19,512	9,833	2,468,231	2,417,181	51,050		2,908,800
WATER SUPPLY							
Share of Overhead Expenses	0	0	121,500	121,500	0		243,000
Audit/Legal/Training	83	1,000	2,243	8,000	5,757		15,000
Purification/Treatment	21,760	21,487	137,400	176,399	38,999	4	262,348
Transm/Distribution	2,819	7,250	41,103	58,000	16,897	5	87,000
Power & Pumping	7,900	4,000	30,544	32,000	1,456		48,000
Billing/Collections	103	250	932	2,000	1,068		3,000
Water Purchased	0	100	161	800	639		1,200
Misc. Expenses	3,680	1,333	8,582	10,667	2,084		16,000
TOTAL WATER SUPPLY	36,345	35,421	342,466	409,365	66,899		675,548
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	283,500	283,500	0		567,000
Audit/Legal/Training	109	1,833	1,890	14,667	12,777		28,860
Collection System	1,651	10,417	8,147	44,133	35,986		85,800
Lift Stations	701	1,583	21,673	12,667	(9,006)	6	19,000
Treatment/Disposal	1,109	5,788	34,672	51,100	16,428		74,250
Misc. Expenses	0	875	4,449	7,000	2,551		10,500
TOTAL SWGE COLLECTION & DISPOSAL	3,570	20,496	354,331	413,067	58,735		785,410
FISCAL SERVICES							
Interest on Long-Term Debt	0	0	77,281	77,281	0		269,063
Principal Repayment	0	0	24,000	24,000	0		416,705
Transfer to Reserve Accounts	0	0	0	0	0		188,298
Capital Fund	0	0	0	0	0		500,000
Prev. Yrs Deficits	0	0	73,776	73,776	0		73,776
TOTAL FISCAL SERVICES	0	0	175,057	175,057	0		1,447,842
TOTAL EXPENSES	39,914	55,917	871,854	997,489	125,635		2,908,800
NET INCOME (LOSS) FOR THE PERIOD	(20,403)	(46,083)	1,596,377	1,419,692	176,685		0

Town of Rothesay

Variance Report - Utility Operating
8 Months Ended August 31, 2015

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	462,722	453,114	9,608	Residential use higher than expected
2	Connection Fees	61,620	39,000	22,620	New housing starts
3	Interest Earned	38,914	23,333	15,581	Interest on accounts receivable
Water Supply					
4	Purification/Treatment	137,400	176,399	38,999	Timing re chemicals and maintenance
5	Transmission / Distribution	41,103	58,000	16,897	Timing, water breaks
Sewerage Collection and Disposal					
6	Lift Stations	21,673	12,667	(9,006)	Equipment replacement

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Town of Rothesay

Capital Projects 2015

Utilities Fund

8 Months Ended 8/31/15

	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax /Infrastructure	Grants	Operating	Borrow
Water								
12041730 CCME Characterization	0	724	-724					
12043130 Gondola Pt. Rd W-2015-001	310,000	297,841	12,159					310,000
12043630 McGuire CentreExtension W-2015-003	110,000	29,321	80,679				110,000	
12043430 Well Development - Watershed W-2014-014	250,000	115,571	134,429	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	429,516	70,484					500,000
12040030 Capital Projects Reversed	0	-4,636	4,636					
Total Water Capital	1,380,000	1,023,209	356,791	70,000	-	-	500,000	810,000
Sewer								
12031130 Wastewater Feasibility Study	0	26,825	-26,825					
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	87,642	7,412,358	-	-	5,000,000	-	2,500,000
Total Utilities Capital	\$ 8,880,000	\$ 1,110,850	\$ 7,769,150	\$ 70,000	\$ -	\$ 5,000,000	\$ 500,000	\$ 3,310,000

Town of Rothesay

Capital Projects 2015

Utilities Fund

9 Months Ended 9/30/15

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget	Funding: Reserves	Gas Tax /Infrastructure	Grants	Operating	Borrow
Water								
12041730 CCME Characterization	0	755	-755					
12043130 Gondola Pt. Rd W-2015-001	310,000	297,841	12,159					310,000
12043630 McGuire CentreExtension W-2015-003	110,000	29,321	80,679				110,000	
12043430 Well Development - Watershed W-2014-014	250,000	115,571	134,429	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	429,516	70,484					500,000
12040030 Capital Projects Reversed	0	-4,636	4,636					
Total Water Capital	1,380,000	1,023,240	356,760	70,000	-	-	500,000	810,000
Sewer								
12031130 Wastewater Feasibility Study	0	26,825	-26,825					
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	90,920	7,409,080	-	-	5,000,000	-	2,500,000
Total Utilities Capital	\$ 8,880,000	\$ 1,114,160	\$ 7,765,840	\$ 70,000	\$ -	\$ 5,000,000	\$ 500,000	\$ 3,310,000

TOWN OF ROTHESAY

FINANCE COMMITTEE

September 22, 2015

In attendance:

Councillor Blair MacDonald, Chair

Mayor Bill Bishop

Deputy Mayor Nancy Grant

Town Manager John Jarvie, when noted

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 2:05. The agenda was accepted with the addition of 5a) Budget Process, and under 7) Special Olympics.(NG/BB) The minutes were accepted as presented.(NG/BB) We were advised an application to the Canada 150 has not yet been made, but there is still time. Deputy Mayor Grant declared a conflict with the Symphony New Brunswick request.

August Financial Statements

General Fund – Currently showing a net surplus, and cash on hand. The costs of the recycling bins have been expensed, offset by the legal settlement. Any costs associated with purchasing land are included in the value of the land. Town Manager Jarvie arrived at the meeting. The Miller Field Building renovations will proceed, and the town staff is building the new rink house for Kennebecasis Park.

Utility Fund – Treasurer MacDonald advised the revenue from Connection Fees should be offset to Transfers to Reserves. The costs of the Feasibility Study will likely be rolled into the WWTP. The financial statements were accepted as presented. (NG/BB)

Capital Project Cost Update

Treasurer MacDonald reviewed his memo, noting that revisions to the budget have been approved by Council. There was a brief discussion on the timing of repairs to Eriskay, and Almon Lane. We are trying to do Engineering work in one year for projects the next.

Insurance Coverage

Treasurer MacDonald reviewed the coverage and advised he will meet with the agent on Oct. 6th. The amount of liability was questioned, as was the coverage on the marina, and who the Councillors & staff covered are. It was agreed to proceed with option #3.

Internal Controls Review Memo

Chairman MacDonald is concerned the Finance Committee and Council are not fulfilling their oversight requirements. There has been a lack of management letters from the auditors in recent years. There was a lengthy discussion. It was agreed Town Manager Jarvie will draft a proposal

on a review, above and beyond the audit, including the scope and objectives. Chairman MacDonald offered to help.

Budget Process

Chairman MacDonald is concerned the Committee is not getting enough detail on the budget. It seems to be just last year's numbers plus a percentage. Town Manager Jarvie advised we have extensive detail for each department. Department budgets are prepared by staff and reviewed by their respective committees before referred to Finance. The Finance Department prepares the whole package and presents it to the Finance Committee. There was a lengthy discussion. The Committee would like to meet with the department heads. It was agreed staff will present a working document budget for discussion at the meeting on Oct. 27th.

HST Review

Treasurer MacDonald said he had been contacted by a company to do a review on a contingency basis, but at 35%, which he thought was quite high. It was agreed he should investigate further, including checking with Oromocto. It was suggested this be done after the 2015 audit.

Donations

The committee would like a list of in-kind expenses relating to the Dragon Boat Festival. 2016 will be the last year of our commitment to Dalhousie Medicine. After a brief discussion, it was agreed to include NB Medical Education Trust in the 2016 budget for Council's approval. We will ask Special Olympics to fill out our form to see if anyone is from Rothesay, then the Mayor will approve or not. Deputy Mayor Grant left the meeting. There was a brief discussion on Symphony New Brunswick, but we need to determine what funds they have received in the past. Deputy Mayor Grant returned to the meeting.

Next Meeting

The next meeting is set for Tuesday, October 27 at 1:30. The meeting adjourned at 4:20.

Chairman Blair MacDonald

Recording Secretary Ellen K. Steeves



ROTHESAY

PARKS & RECREATION COMMITTEE MEETING MINUTES Tuesday, September 22nd, 2015



DRAFT

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

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

ABSENT: Susan Harley
Maureen Desmond

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 Jane MacEachern to approve the minutes of the May 19th, 2015 meeting.

CARRIED.

2. APPROVAL OF AGENDA

MOVED by Chip Smith and seconded by Tracy Langley to approve the agenda as circulated with the addition of **5.5 Summer Update** and **6.4 Rothesay Common Sponsorship**.

CARRIED.

3. DELEGATIONS

3.1 Trans Canada Trail

**Rebecca Breen NB Trails Council
Angela Morin – Trans Canada Trail**

Councillor Wells welcomed Rebecca Breen from New Brunswick Trails Council and Angela Morin from Trans Canada Trail. The following information was provided to the committee through a PowerPoint presentation by NB Trail Council:

- ▶ Mission is to advocate the concerns of non-motorized trail users, to advocate the development and maintenance of a quality non-motorized trail network to standards that meet the needs of trail users and promote enhanced health, wellness, and enjoyment for residents and visitors

- ▶ They are a non-profit organization since 1994, is made up of a voluntary Board of Directors with 3 full time staff, and are partnered with many preservation, wellness, Trans Canada Trail, and active trail user groups
- ▶ As of May 2015 80% of the trail is connected, once completed it will be 24000Km in length, the longest in the world, with opportunities to paddle (1400km), hike and cycle. The goal for completion is 2017
- ▶ As of August 2015, 61% of the New Brunswick trail is connected
- ▶ Within Rothesay the plan is to follow the infrastructure along the roadway from Rothesay Road to Gondola Point Road to Vincent Road and on through to Quispamsis

A brief discussion followed.

Moved by Brendan Kilfoil and seconded by Counc. McGuire, the committee recommends Council endorse the request from the Trans Canada Trail, more specifically:

- ▶ To support the roadway connection through Rothesay
- ▶ To support the proposed TCT signage program at strategic locations along roadway connections through Rothesay

CARRIED

3.2 Active Transportation

Brian Gillis - resident

Mr. Gillis appeared before the committee with a PowerPoint presentation with respect to Active Transportation within Rothesay. He has asked for a "Champion" from this committee as well as from Council to help promote active transportation. Some points made were: his 8 year quest for active transportation, to promote safe cycling for all, new bike lanes, paved shoulders, shoulders mowed when necessary, and signage when construction is happening, cleaning of the roads through said construction zones, widening of some roads, etc. Also noted was the possibility of a new trail off Gondola Point Road, behind Kaitlyn Street, to meet up with the Quispamsis Trail, this could be accomplished if tapped into the resources of the running and skiing communities. Counc Wells noted that the basis of why this committee meets is to promote activity amongst the residents. Director Jensen along with DO McLean work collectively when it comes to roads within the town, active transportation is thought of when money is spent. A brief discussion followed.

Moved by Jane MacEachern and seconded by Counc. McGuire, the Parks & Recreation Committee supports the Active Transportation Plan, budget permitting.

CARRIED

4. REPORTS

5. UNFINISHED BUSINESS

5.1 Rothesay Common Update

Director Jensen informed the committee that the project is on schedule with completion the end of November early December. Cement was poured today and over the next few weeks it will look substantially different; landscaping will be done and sod will be laid as opposed to seeding. Ice surface will be ready for a ribbon cutting ceremony with the possibility of a tree lighting ceremony.

5.2 Wells Park Project

Director Jensen noted the project is moving along, ball field is seeded but will not be in use until the Fall of 2016. The trail should be ready for mid-November 2015.

5.3 Multi-Purpose Facility

Counc. Wells noted that the town is in a holding pattern until funds are available.

5.4 Arthur Miller Field House Update

Director Jensen reported that quotes are being finalized.

5.5 Summer Update

Recreation Coordinator Holder reported that the Playground Group numbers were very similar to last year with swimming numbers down a bit for the first session. Director Jensen reported that the Day Camp numbers, run by the YMCA for the second summer, were up a bit from last year. He also noted that Canada Day went well as did the Concert on the Common Series. The shed in K Park was built by Town Staff to keep the cost down and is close to completion. Parks staff should be commended for the beautiful baskets, planters, and the islands that adorned Hampton Road, Town Hall and around the Common. All plants, including the Fall Mums, were grown in the greenhouse. Rothesay Park School is in talks with the Parks Department to start a project that will have students walking to the greenhouse to learn the ins and outs of growing plants from seeds and plugs.

6. NEW BUSINESS

6.1 Active Transportation

See 3.1

6.2 Bill McGuire Centre Phase 2

Director Jensen informed the committee that Phase 2 is under construction with about 3-4 weeks remaining. The water line project on James Renforth will provide town water to the building this fall. The area around the McGuire Centre, including the outside renovations to the building, the tennis court being redone, the park and wharf area updated makes for a beautiful backdrop for the Trans Canada Trail.

6.3 TELUS Cup – request for use of lamp posts for banners

Director Jensen referred to the letter from Aaron Kennedy, Town of Quispamsis, with an ask of using the Town's lamp posts for banners advertising the TELUS Cup March 28, 2015 to April 25, 2015.

Moved by Jon LeHeup and seconded by Counc. McGuire, subject to the Sign By-law, recommends to Council to allow TELUS Cup banners on the Town lampposts on Hampton Road for the period from March 28, 2016 to April 25, 2016.

CARRIED

6.4 Rothesay Common Sponsorship

Counc. Wells had mentioned that several residents had approached her with the idea of some form of sponsorship for the Rothesay Common, for example: purchase a bench, a tree, sold tiles similar to Harbour Station, Wall of Fame in the Rink House etc. The thought was that it would be a great tie to the community. After a brief discussion it was stated that the ownership of the project is with the Town.

7. DATE OF NEXT MEETING

October 20th, 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



ROTHESAY MEMORANDUM

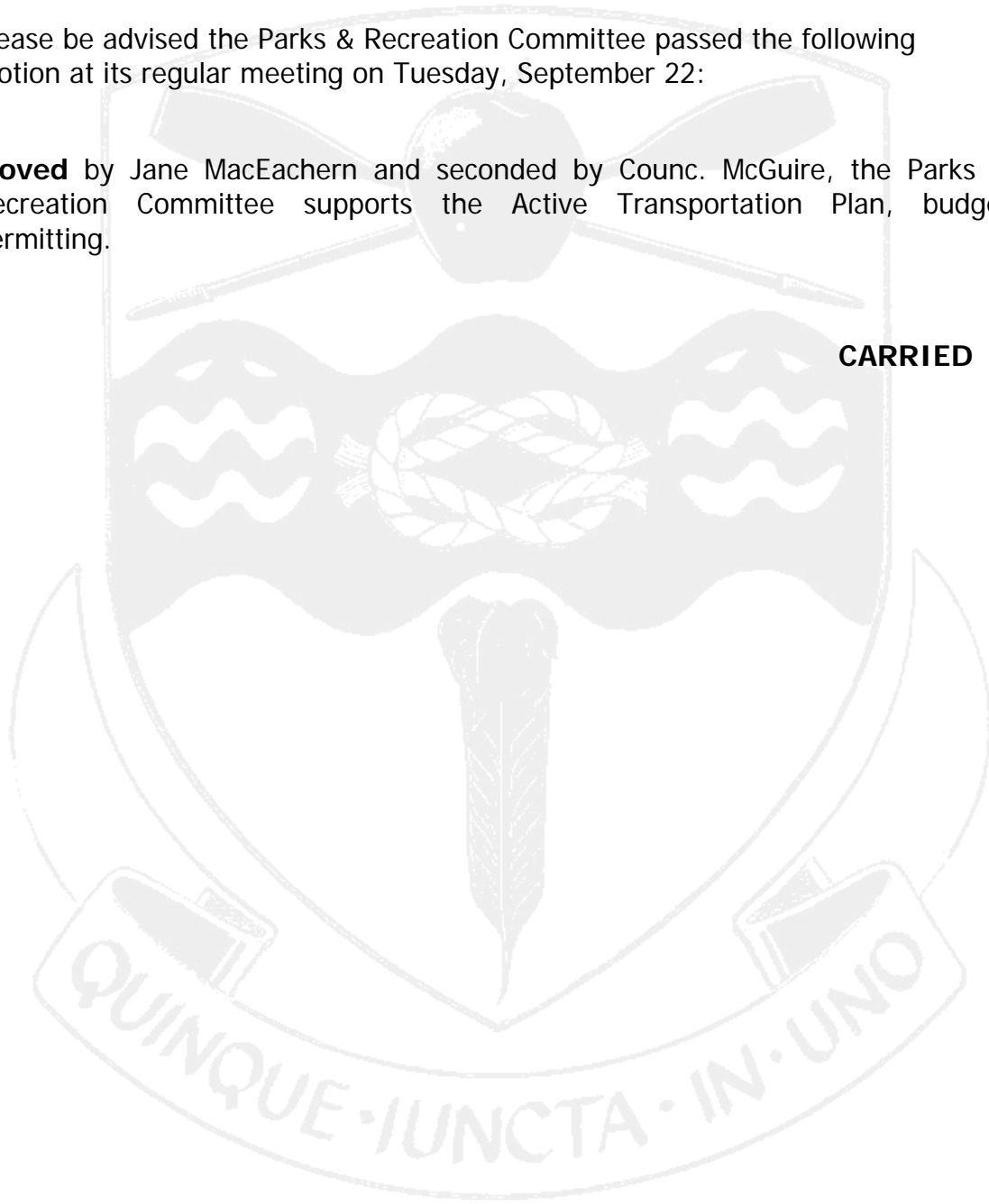


TO : Mayor and Council
FROM : Recording Secretary Parks & Recreation Committee
DATE : September 22, 2015
RE : Active Transportation

Please be advised the Parks & Recreation Committee passed the following motion at its regular meeting on Tuesday, September 22:

Moved by Jane MacEachern and seconded by Counc. McGuire, the Parks & Recreation Committee supports the Active Transportation Plan, budget permitting.

CARRIED





ROTHESAY MEMORANDUM

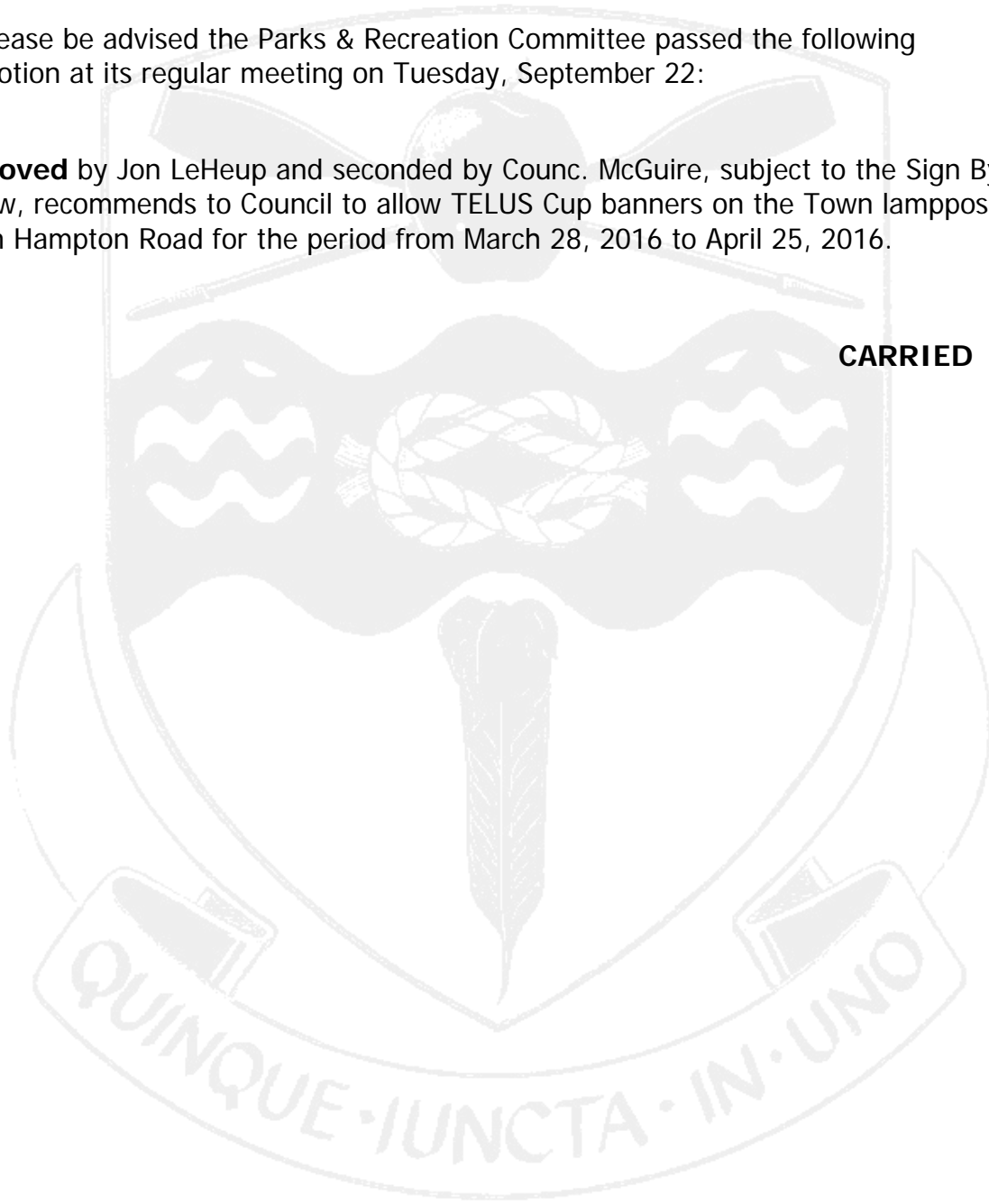


TO : Mayor and Council
FROM : Recording Secretary Parks & Recreation Committee
DATE : September 22, 2015
RE : TELUS Cup request

Please be advised the Parks & Recreation Committee passed the following motion at its regular meeting on Tuesday, September 22:

Moved by Jon LeHeup and seconded by Counc. McGuire, subject to the Sign By-law, recommends to Council to allow TELUS Cup banners on the Town lampposts on Hampton Road for the period from March 28, 2016 to April 25, 2016.

CARRIED





ROTHESAY MEMORANDUM



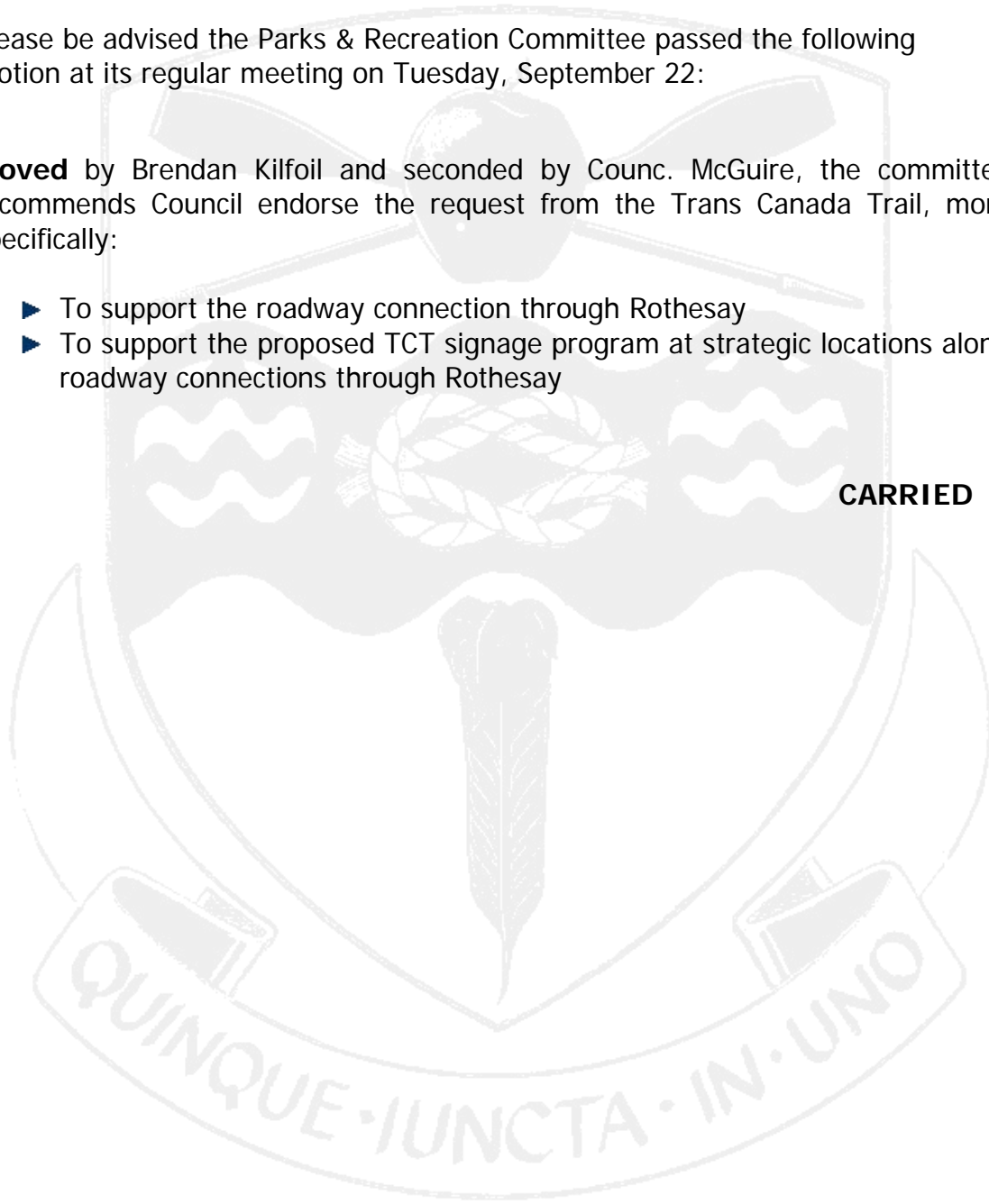
TO : Mayor and Council
FROM : Recording Secretary Parks & Recreation Committee
DATE : September 22, 2015
RE : Trans Canada Trail

Please be advised the Parks & Recreation Committee passed the following motion at its regular meeting on Tuesday, September 22:

Moved by Brendan Kilfoil and seconded by Counc. McGuire, the committee recommends Council endorse the request from the Trans Canada Trail, more specifically:

- ▶ To support the roadway connection through Rothesay
- ▶ To support the proposed TCT signage program at strategic locations along roadway connections through Rothesay

CARRIED





ROTHESAY



PUBLIC WORKS and INFRASTRUCTURE COMMITTEE MEETING

Wednesday, September 23rd, 2015
8:30 a.m.

DRAFT

PRESENT: SCOTT SMITH
RAHA MOSCA
COUNC. MATT ALEXANDER
COUNC. PETER LEWIS
DIRECTOR OF OPERATIONS – BRETT MCLEAN
TOWN MANAGER – JOHN JARVIE
RECORDING SECRETARY – WENDY DORAN

ABSENT: RYAN SCOVILLE

Chairperson Alexander called the Meeting to order at 8.35 a.m.

1. APPROVAL OF AGENDA:

One additional item was added to the agenda as follows:

3.1 Paul Kitchen – RNS: Discussion on Recycling Program for the 12 residences on RNS Property.

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 R. Mosca to approve the Minutes of August 19th, 2015 as circulated.

CARRIED.

3. DELEGATIONS:

3.1 Paul Kitchen, headmaster of Rothesay Netherwood School, attended the meeting to discuss collection of recyclables from the residences on school property. Mr. Kitchen maintains that while the residences are on school property, they are single family residences and should be afforded the same opportunities as other single family residences in the community. Town Manager Jarvie stated that while this is a valid point, RNS is an institution and Rothesay does not provide curbside collection services to businesses or institutions. He also went on to state that the lanes and driveways where the residences are located belong to school property and not the town; there

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could be potential for liability issues. A short discussion followed. The Committee agreed that DO McLean would prepare a financial analysis and generate a report for the Committee to review and, if the Committee members were agreeable, make a recommendation to Council. Town Manager Jarvie advised Mr. Kitchen that it may be in the New Year of 2016 before he received anything back from Council.

DRAFT

4. REPORTS & PRESENTATIONS:

4.1 Compost & tonnage report:

Counc. Alexander noted that it appears the tonnage on garbage collection are creeping up but that it should decrease with the implementation of curbside recycling. He also noted that compost collection has decreased somewhat; he surmises this could be attributed to lack of interest, the smell of the carts, or animals getting into them. Since recycling is picked up the same week as compost, he is hopeful that residents who do not compost faithfully may start doing so if they are recycling.

Town Manager Jarvie reported that 10.5 tonnes of paper and 3.5 tonnes of plastic and tins were picked up the first week of the recycling program. Fundy Region Solid Waste Commission reported the quality of recycled material was very good.

One area of concern, Town Manager Jarvie noted, were residents living in apartments, approximately 800 residents. Once the public bins are removed in October, they will have no place to take their recyclables. Another issue was a small number of residents reporting having issues with the size and weight of the bins when full and they had inquired about wheels for the carts. A discussion followed regarding the possibility of having a recycling depot at the Works Garage and the possibility of ordering wheel kits for the recycling bins.

5. UNFINISHED BUSINESS:

5.1 Update on Capital Projects:

DO McLean reported the following:

- Gondola Point Road (utility project): the road should be completely paved by the end of the day today and all that is left are minor housekeeping items to clean up.
- Oakville Acres: is now complete with the exception of some clean up items near Monaco Drive.

5.2 Update on RA-5 Crosswalks:

DO McLean reported that they are still waiting on delivery of the poles.

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.

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



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.

DRAFT

7.4 E-mail from resident requesting a crosswalk to be installed on Clark Road at Spruce Street:

11 Sep 2015

E-mail from resident

DO McLean reported this has been on the town's agenda for quite some time. The issue is that the developer plans to extend Dobbin Street through Lennox Drive all the way to Clark Road in the area of Spruce Street. The town has been waiting for the developer to finalize plans for the road extension which will include sidewalk. The concern is that if the town installs a crosswalk it will not align with the proposed extension and will take in work that would otherwise be borne as offsite costs for the developer.

MOVED by Counc. Lewis and seconded by R. Mosca that DO McLean send a letter to the resident explaining that a crosswalk at Clark Road to Dobbin Street is on the Town's agenda but there are several factors for the delay, such as the Developer's plans to extend Dobbin Street to Clark Road at the area where the crosswalk would be installed.

CARRIED.

7.5 E-mail from resident regarding drainage issues on their property.

12 Sep 2015

Letter from resident.

DO McLean reported he met with the resident and the problem has been fixed.

7.6 Letter from residents regarding the reconfigured section of Vincent Road/Gondola Point Road and the resulting issues for residents coming out of Jones Avenue onto Vincent Road.

18 Aug 2015

Letter from residents

DO McLean reported that he had spoken with the resident regarding the issues and was surprised to see a letter go to Council. He stated that he told the resident that the Town was looking at a plan to solve his concerns on the intersection and that he advised the resident of the Town's street light policy and unfortunately his request does not fall within the policy. A discussion followed. DO McLean will prepare a consolidation report to bring back to the Committee for their review regarding reconfiguring the intersection of Jones and Vincent as part of future capital.

Meeting Addenda:

Lists of streets for paving/microseal in 2016:

DO McLean provided the Committee with the proposed streets scheduled for paving/microseal that will be included 2016's operating budget. A brief discussion following pertaining the budget process (capital budget vs. the operating budget.)

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DRAFT

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

9. **DATE OF NEXT MEETING:**
October 21, 2015

10. **ADJOURNMENT:**
MOVED by R. Mosca and seconded by Counc. Lewis to adjourn the meeting.

CARRIED.

Meeting adjourned at 10.10 a.m.

Chairperson

Recording Secretary



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Public Works & Infrastructure Committee
DATE : October 6, 2015
RE : Motions Passed at September 23rd Meeting

Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, September 23, 2015:

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

CARRIED.

MOVED by ... and seconded by ... that DO McLean send a letter to the resident explaining that a crosswalk at Clark Road to Dobbin Street is on the Town's agenda but there are several factors for the delay, such as the Developer's plans to extend Dobbin Street to Clark Road at the area where the crosswalk would be installed.

CARRIED.

Wendy Doran
Recording Secretary

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From: [REDACTED]
To: [Brian White](mailto:brianwhite@rothesay.ca); [Mary Jane Banks](mailto:MaryJaneBanks@rothesay.ca); nancy.grant@rothesay.ca
Cc: ["Don"](#)
Subject: FW: 14 Robinson Street flood
Date: October-01-15 7:02:42 PM

I sent this along today but just found out that it bounced back. I'm sending it with one of the 3 pictures and the other two will be along.

Thanks,

From: [REDACTED]
Sent: Thursday, October 01, 2015 2:41 PM
To: 'brianwhite@rothesay.ca' <brianwhite@rothesay.ca>; 'MaryJaneBanks@rothesay.ca' <MaryJaneBanks@rothesay.ca>; 'nancy.grant@rothesay.ca' <nancy.grant@rothesay.ca>
Cc: [REDACTED]
Subject: [REDACTED] Robinson Street flood

Hello Brian and Mary Jane. Thanks again Brian for hearing my concerns over the phone today. Mary Jane, please forward this email to the council members and mayor as I would like to make sure it is a matter of public record.

After speaking with Brian today regarding the flooding I experience last night in my basement, due to an overflowing run off "stream" (it is only classed as run off by the department of the environment) I wanted to express my concerns, call for an immediate solution and echo the statements my father made last night at 1:30 last night in an email to some members of the council.

The flooding at my house should never have happened because for 8ish years my family has been asking the town of Rothesay to respond to a water drainage problem on my property at [REDACTED] Robinson Street. Numerous emails, power point presentations, photographs and emails have stated that the town of Rothesay, over the past 30 years and most immediately since 2006, has authorized an excessive and irresponsible amount of water to be directed onto my property. This has led to last night's flooding which will cause financial damage that will affect my family for years to come. My children were traumatized last night as they screamed in the house, late at night, while their family rushed to stem the flow of water into the basement. The worst part of all this is that on July 8th, 2012 I submitted an email in response to the development of the property at 23 Marr road which stated that I was not opposed to the development, as long as "not a single drop of water is added to the stream on my property". Again and again, despite my requests: the town has added more water to this bottleneck in the system.

As my father suggested, all of this could have been avoided if the town had properly examined our proposal to add another pipe under the road which would lead to a natural catch basin between Robinson and Weedan Ave. We have asked for this solution for too long to be finally flooded due to inaction on the town's part. I'm very disheartened and depressed about the current situation and am calling for a response to this water issue. Brian White just said on the phone that the area is a "top priority" for which I thanked him whole-heartedly.

I would also like to request or at least ask the town to consider the idea of financial compensation for the damage that has occurred to my basement. This water is the direct result of a lack of response to the aforementioned emails and I would appreciate the town's consideration on this matter.

Thank you for listening and please reply in due haste,

[REDACTED]
[REDACTED]
[REDACTED]

Attach: please view these pictures which show the water levels at my house, a marker tree in the front yard which is quite near the road and the storm drain at the top of the catch basin, nearly maxed out. Understand that these photos were taken AFTER the worst of the rain, once the water levels had dropped at least 5 inches.

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From: [REDACTED]
To: [Mary Jane Banks](#)
Cc: [Blair MacDonald](#); nancy.grant@rothesay.ca; [Bill Bishop](#); matt.alexander@rothesay.ca
Subject: Please forward to council
Date: October-01-15 1:42:39 AM

Good morning! It is now 1:20am (October 1, 2015) and I've just returned from my son's house on Robinson Drive where tonight both he and his neighbour were flooded. Back in August I wrote Council (as I have on several occasions) explaining the need for a fix for storm water running between 12 and 14 Robinson - a situation made progressively worse over the years by decisions which have allowed greater amounts of water to enter the "stream" as a means of getting water to the river.

And yet, while we keep adding to the problem, we have not examined the water course that takes the water down hill to the river.

I have repeatedly said it was just a question of time before my son's house would flood - something which should never have happened. The house is on a hill ... it should not flood!

Several years ago when the town hooked the infrastructure coming down Robinson to one of the two culverts under the road, assurances were aired that the property in question would never flood as the catch basin was roughly 3" below the basement door. Tonight, the water was roughly 1 - 2 feet above the drain basin.

People should not have to go through such turmoil. This situation was totally avoidable if only the Town had enhanced the infrastructure under the road.

Unless steps are taken now, a repeat of what happened tonight will happen again.

An angry resident,

[REDACTED]

Life is a blink in slow motion. (*DJS, 2014*)









ROTHESAY



UTILITIES COMMITTEE MEETING Wednesday, September 23, 2015

DRAFT

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

ABSENT: BRIAN CRAIG

Counc. Alexander called the meeting to order at 5.35 p.m.

1. APPROVAL OF AGENDA:

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

CARRIED.

2. APPROVAL OF MINUTES:

MOVED by P. Boudreau and seconded by B. Justason to approve the Minutes of August 19, 2015 as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

N/A

5. OLD BUSINESS:

5.1 Update on water exploration:

DO McLean reported no viable source of water has been found. There have been discussions with the Dept. of Environment about increasing the daily withdrawal rate from the wells at Carpenter's Pond. Dept. of Environment is willing to work with the town and DO McLean is optimistic there will be progress in the next several months.

DRAFT

5.2 Update on Wells Park:

DO McLean reported that the trails and the ballfield are almost complete. The dog park has been relocated due to wet ground in the original area. There will be signs on the trails stating no motorized vehicles allowed on the trails and bollards are to be installed at the trailheads and watercourse crossings as well. Substantial completion for this project is expected to be November 15th.

5.3 Update on Water By-Law:

DO McLean has no update to report.

5.4 Update on operational issues at Hillside Storage Tank:

DO McLean reported the interior work on the tank still has to be completed. He did note that there was an issue of water shortage during the 2 week period of dry weather before the extreme rainfall experienced at the end of August. Water levels recovered fairly quickly after the extreme rainfall event.

5.5 Update on Capital Program:

DO McLean the following:

- Paving commenced on Gondola Point Road this week;
- Well #1 was cleaned last month and Well #8 was cleaned two weeks ago. DO McLean noted that before Well #8 was cleaned they were drawing 6.2 litres per second. After the well was cleaned, that amount increased to 15.8 litres per second which demonstrates how important the well cleaning program is ; and
- The water plant is essentially complete. GE will be on site in October for final commissioning.

5.6 Update on well cleaning:

See item 5.5.

5.7 Update on sewer back-up on Wiljac Street:

Counc. Alexander presented a short video supplied by the homeowner. The video, dated September 17, 2015, showed the blockage on the original pipe which is now disconnected. As shown on the video, the blockage occurred approximately 8.5 feet in from the spot where the lateral connects to the manhole. The Committee reviewed the cost analysis DO McLean provided that detailed the costs incurred by the Town to install the new line to the property line. A lengthy discussion followed. DO McLean will provide a report to the Committee with detailed information of the sequence of events, costs incurred by both the Town and the resident and all supporting documentation including relevant sections of the Water & Sewer By-Law.

DO McLean stated he will contact the resident to discuss before a formal response is sent.

DRAFT

**6. NEW BUSINESS:
N/A**

**7. 7.1 Letter from resident regarding connection fee rates (for Developers):
10 Sep 2015 Letter from resident**

DO McLean reported he had a discussion with the resident and explained the context of the word "Developer" which means any developer who is paying to develop an area and contributes to providing the infrastructure to do so. The resident disagrees and stated that his interpretation of "Developer" is such that if anyone declares themselves a "Developer" then the discounted rate for "Developers" should apply. The resident is looking to have water service brought into his residence which currently exists and the water main is already installed in front of his property. DO McLean maintains that, given the circumstances, even if the resident is a "Developer" the scope of work proposed in this situation does not apply to the spirit of the meaning "Developer" in the By-Law. A lengthy discussion followed pertaining to the wording of the By-Law.

MOVED by P. Boudreau and seconded by B. Justason that the property owner be required to pay the connection rate for a residential property, as outlined in the Water & Sewer By-Law, of \$2,500.00.

CARRIED.

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

**9. DATE OF NEXT MEETING:
October 21st at 5:30 p.m.**

10. ADJOURNMENT

MOVED by S. Waycott and seconded by P. Boudreau to adjourn the meeting.

CARRIED.

Meeting adjourned at 6.30 p.m.

Chairperson

Recording Secretary



2015 October 13 Open Session FINAL_143

ROTHESAY MEMORANDUM



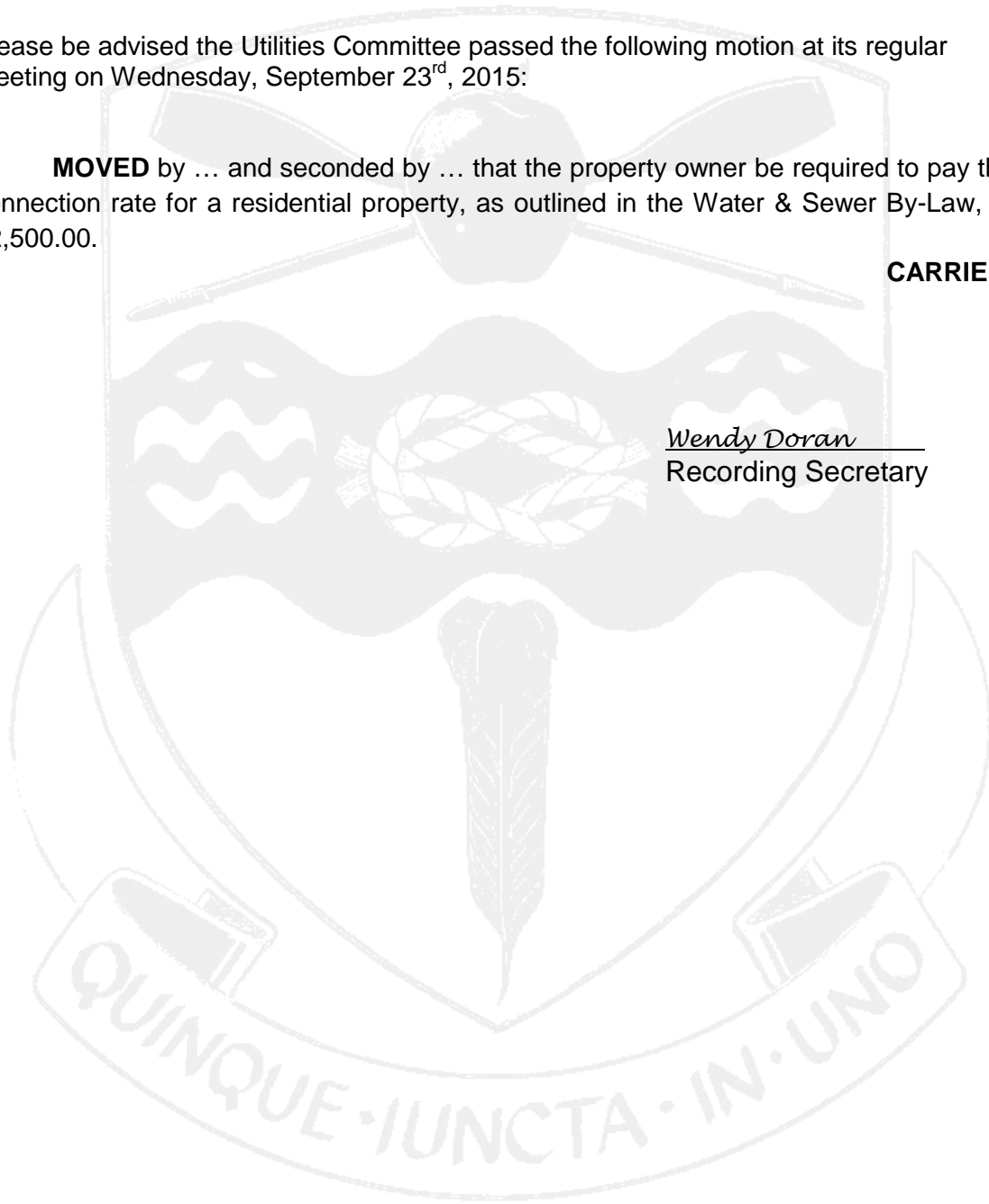
TO : Mayor and Council
FROM : Recording Secretary - Utilities Committee
DATE : October 6, 2015
RE : Recommendation from Utilities Committee re: Water By-Law

Please be advised the Utilities Committee passed the following motion at its regular meeting on Wednesday, September 23rd, 2015:

MOVED by ... and seconded by ... that the property owner be required to pay the connection rate for a residential property, as outlined in the Water & Sewer By-Law, of \$2,500.00.

CARRIED.

Wendy Doran
Recording Secretary





2015 October 13 Open Session FINAL_144

ROTHESAY

ROTHESAY LIVING MUSEUM COMMITTEE GENERAL MEETING

Renforth Room, Rothesay High School Tuesday,
September 29, 2015
3:45 p.m.



DRAFT

PRESENT: ROGER BROWN, Chair
LARRY GREER, Vice Chair
COUNC. WELLS
JILL WALLACE
JUDE CARSON
DAVID LOCKE
ANDREW PETERS
BRIAN PERKINS
MARGE SEELY
ANN KING
BARRY KING

TOWN CLERK – MARY JANE BANKS
RECORDING SECRETARY – LIZ POMEROY

ABSENT ANITA BUSH

1. CALL TO ORDER

Roger Brown called the meeting to order at 3:50 p.m.

2. APPROVAL OF MINUTES – May 26, 2015

MOVED by J. Carson and seconded by L. Greer to approve the Minutes of May 26, 2015, as circulated.

CARRIED.

3. BUSINESS ARISING:

3.1 Project updates

3.1.1 “James Renforth of Gate’s Head” books

R. Brown showed the Committee copies of the book and inquired whether a Rothesay Living Museum (RLM) stamp should be placed inside. Counc. Wells noted a stamp would increase awareness of the Rothesay Living Museum in the community. The Committee agreed and B. Perkins stated he will give the stamps to R. Brown before the books are dispersed.

3.1.2 Supplies purchase

R. Brown advised the supplies requested by B. Perkins had been purchased.

3.1.3 Display Unit refit

R. Brown reported the display unit has been reinforced, is much stronger and will be put to use this fall.

3.1.4 Kennebecasis Public Library display

R. Brown stated he was unable to reach his contact at the library. He will follow up and report back.

**3.1.5 Artifacts Storage****3.1.5.1 Kings County Museum**

R. Brown reported the artifacts are currently being processed at their new home in the Kings County Museum. The contributions were well received in Hampton and he says the Committee has full access to the artifacts. J. Carson noted she has documentation that was used in writing the history book and suggested that should go to the Museum as well.

3.1.5.2 Kennebecasis Public Library

Discussed in 3.1.4 above.

3.2 Mission Statement/website updates (set meeting date)**3.2.1 Committee member biographies (forms)**

A meeting date was set for September 30, 2015. J. Carson agreed to attend the meeting to assist with the logo. Town Clerk Banks explained the biography submission forms to the Committee and the information being requested. Counc. Wells noted the biographies would give more insight into the experience of being on a committee and it may inspire more individuals to become involved.

3.3 Rothesay Park School – 100 year anniversary**3.3.1 Partnership with Committee/Rothesay Common project**

A discussion took place around the suggestion of connecting the Rothesay Park School 100 year anniversary and the grand opening of the Rothesay Common. The joint effort could draw more people to both events. However, one event could distract public attention from the other if both are on the same day. Concern was expressed with considering the Common Upgrade as a heritage project. There was a brief discussion with respect to both events and it was clarified the Living Museum Committee would function in a supportive role to any initiative the Rothesay Park School PSSC may wish to organize to commemorate the 100th anniversary. J. Carson noted the importance of publicity for the school anniversary. R. Brown will attend the next PSSC meeting to convey the Committee's support and suggest resources such as photographs and artifacts, and the possibility of having an area for people to drop off photos, documents, etc. they may have related to the history of the communities. It was also suggested the Rothesay Heritage Trust be contacted to determine their interest in providing support as well.

4. NEW BUSINESS:**4.1 Rothesay Common building – photo display**

Town Clerk Banks advised she spoke with the Director of Recreation C. Jensen about the possibility of pictures inside the Rothesay Common skate house. C. Jensen agreed it would be a good idea and will provide more information with respect to the space available once the project is further along. The Committee agreed to proceed. There was a discussion on rotating the pictures, materials needed, as well as collecting artifacts and building a larger inventory. B. Perkins will begin selecting inventory for the skate house.

There was a general discussion with respect to projects for 2015. It was noted there are ongoing projects at the Fairvale Mall and local schools, in addition to the possibility of an installation in the Rothesay Common building and a possible Open House at Rothesay Park School. R. Brown noted the importance of collecting additional photos and other artifacts. L. Greer asked if there was a master inventory list. B. Perkins indicated there is an inventory of the 72 framed pictures but could not recall if there was a master inventory list.

MOVED by L. Greer and seconded by Counc. Wells to request Council include \$4,000 in the 2016 budget for the Rothesay Living Museum.

CARRIED.



4.2 Committee member input on future direction for Committee

(project ideas, focus – mission statement)

A discussion took place examining the large effort the Committee was already engaged in. It was decided amongst the Committee a mission statement must first be confirmed to provide clarification to the community regarding the objective of the Rothesay Living Museum (RLM). Reflections were made on: the online and physical presence of the RLM, and the continually evolving historic timeline which has led to recent events included in the RLM. Town Clerk Banks, D. Locke and R. Brown will report their progress on the mission statement after their meeting on September 30, 2015.

5. DATE OF NEXT MEETING

The next meeting will be held on November 24, 2015

6. ADJOURNMENT

MOVED by L. Greer and seconded by Counc. Wells to adjourn the meeting.

CARRIED.

The meeting was adjourned at 4:50 p.m.

Chairperson

Recording Secretary

September 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>
2015/09/02	2015-176	9 Weeden Ave.	Windows	\$3,000.00	\$21.75
2015/09/02	2015-177	110 Hampton Road	Demolition	\$500.00	\$0.00
2015/09/03	2015-178	32 Dolfred Rd.	Siding	\$14,000.00	\$101.50
2015/09/03	2015-179	52 Highland Ave.	Storage Shed	\$3,000.00	\$21.75
2015/09/03	2015-180	3014 Rothesay Road	Windows	\$3,000.00	\$21.75
2015/09/03	2015-181	9 Dobson Lane	Electrical Upgrade	\$2,980.00	\$20.00
2015/09/10	2015-182	4 Maplecrest Drive	Siding and Windows	\$9,500.00	\$69.00
2015/09/03	2015-183	32 Crescent Dr.	Storage Shed	\$3,000.00	\$21.75
2015/09/11	2015-184	2 Hampton Road	Addition (commerical)	\$275,000.00	\$1,994.00
2015/09/18	2015-185	16 Ball Park Rd.	Electrical Upgrade	\$1,500.00	\$20.00
2015/09/18	2015-186	21 Elizabeth Parkway	9 Windows and 1 Door	\$9,800.00	\$71.00
2015/09/17	2015-187	14 Beach Drive	Interior Renovations Fire Restoration	\$184,343.00	\$1,336.48
2015/09/15	2015-188	35 Grove Ave.	Windows (5-used)	\$1,000.00	\$20.00

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<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>
2015/09/17	2015-189	24 Steeves Cres.	Electrical Upgrade	\$2,500.00	\$20.00
2015/09/16	2015-190	2 Bridle Path Lane	Single Family	\$600,000.00	\$4,350.00
2015/09/18	2015-191	28 Monaco Dr.	Decks	\$1,000.00	\$20.00
2015/09/18	2015-192	5 Hibbard Lane	Storage Shed	\$4,000.00	\$29.00
2015/09/21	2015-193	15 Larsen Drive	Windows	\$13,000.00	\$94.25
2015/09/23	2015-194	57 Elizabeth Parkway	Renovation & New Roof	\$5,000.00	\$36.26
2015/09/25	2015-195	116 French Village Road	Detached Garage	\$14,000.00	\$101.00
2015/09/25	2015-196	4 Argona Court	Storage Shed	\$2,000.00	\$20.00
2015/09/25	2015-197	142 Green Road	Storage Shed	\$5,000.00	\$36.25
2015/09/28	2015-198	57 Bel-Air Ave.	Single Family	\$180,000.00	\$1,300.00
2015/09/29	2015-199	230 Eriskay Dr.	Electrical Upgrade	\$25,000.00	\$181.25
2015/09/29	2015-200	6 Galway Court	Detached Garage	\$13,000.00	\$94.25
2015/09/30	2015-201	2870 Route 1 MacKay Highway	Electrical Upgrade (Generator)	\$25,000.00	\$181.25

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

2015 October 13 Open Session FINAL_149

	Value of Construction	Building Permit Fee
Monthly Total Sept. 2015 **	<u>\$1,400,123.00</u>	<u>\$10,182.49</u>
Summary for 2015 to Date**	<u>\$13,996,164.00</u>	<u>\$108,807.85</u>
Monthly Total Sept. 2014	<u>\$559,200.00</u>	<u>\$4,250.79</u>
Summary for 2014 to Date **	<u>\$9,381,001.83</u>	<u>\$72,149.03</u>
**Excludes Water / Sewage Fees		

Steven Nason, CBCO

Steve Nason

Building Inspector

**INTEROFFICE MEMORANDUM**

TO : Mayor Bishop & Council
 FROM : John Jarvie
 DATE : 9 October 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 8/10/15*	COMMENTS
Oakville Acres Detention Pond	\$2.0M	60%	Project substantially complete, formal opening event to be scheduled
Asphalt Resurfacing	190,000	96%	Neil, Wiljac, Alexander & Burnett complete; Domville Lane is scheduled for Saturday, Oct. 17.
Micro-seal Resurfacing	140,000	100%	Florence, Raymond and Wanda completed.
French Village Rd resurfacing	310,000	4%	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	12%	RFP closes October 27 th .
Cross-walk signals Grove/Church/Golf Club	140,000	3%	Equipment ordered; installation in November
Recreation equipment	160,000	-	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 and under review.
Wells Trail	\$0.67M	36%	Trail base in, culverts and wooden bridges begun, contractor estimate 70% complete
Wells Ballfield	\$0.67M	40%	Field fenced, levelled and seeded with grass growing; dog park grading complete
Rothesay Common Upgrade	\$2.4M	22%	80% complete and on schedule.
McGuire Centre Site Work	100,000	9%	Project scheduled for early Nov completion.
James Renforth Water Ext	110,000	26%	Project underway, est. completion: end of Oct.
Gondola Point water line	310,000	96%	Complete except for minor cleanup
Transportation Equipment	470,000	14%	Skid steer delivered, SUVs on order, backhoe deferred to 2016,
Water Treatment Plant Upgrade	\$0.7M	83%	Changes in plant complete, membranes installed, system commissioning and calibration remain
Wellfield Development	250,000	46%	Alternative sites being investigated.
Wastewater Collection Upgrade	\$7.5M	-	Engineering RFP pending – expect to be called in early December

*Funds paid to this date.



2014 Annual Report

*Serving the Municipalities of Saint John,
Quispamsis, Rothesay and
Grand Bay-Westfield.*



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P.R.O. Kids

Positive Recreation Opportunities for Kids



Providing Today's Youth A Positive Tomorrow!



Dear Friends,



In 2014 P.R.O. Kids enjoyed its most successful year, both with fundraising and the number of children assisted through the program.

Together with generous donors, a strong Advisory Committee, volunteers and the continued support from the Greater Saint John municipalities, **in 2014 P.R.O. Kids assisted over 1,200 children** enabling them to participate in recreational activities of their choice.

Building on that energy, P.R.O. Kids is planning for similar success in 2015 and aims to reach even more children. By removing barriers created by financial circumstances, our youth can be offered the opportunity to be a part of their community which encourages growth and confidence allowing them to become strong, stay in school and make positive choices for their future.

Early in 2014 P.R.O. Kids underwent a change in our office with former Manager Tammy DeSaulniers moving to another opportunity after six years building relationships between the organization and the community. Tammy worked with David Dobbelsteyn as he moved into the position of Manager and a smooth transition took place with David bringing his experience and enthusiasm from which P.R.O. Kids has benefited greatly in his first year with the organization.

On behalf of the P.R.O. Kids Advisory Committee, I am so grateful for the commitment our community has given to its children and youth to allow dreams to become reality. I look forward to the success that P.R.O. Kids will have in 2015 and in the future.

Kathryn Davison
Chair
P.R.O. Kids Advisory Committee



What is P.R.O. Kids?

P.R.O. Kids is a non-profit program operating out of the Growth & Community Development Service of the City of Saint John that matches children and teens up to (and including) the age of 18 with organized, registered recreation activities. P.R.O. Kids receives support from organizations, businesses and service providers who donate spaces in their programs, provide financial or “in kind” assistance, and/or donate supplies, equipment and transportation to and from activities and programs. Children and youth from Saint John have had the opportunity to apply to this program since 2002 and the program expanded in 2005 so that families in Quispamsis, Rothesay and Grand Bay-Westfield could also apply for funding through the program.

P.R.O. Kids is a proactive and confidential service offered to all children and youth in Saint John, Quispamsis, Grand Bay-Westfield and Rothesay. All administration costs are covered by the municipalities, allowing 100% of the funds received through donations, grants and fundraisers to go directly to the children and youth of our community.



P.R.O. Kids Vision

All children and youth in Greater Saint John have the opportunity to participate in the arts, cultural, recreation, and sport activity of their choice.

P.R.O. Kids Mission

To provide assistance to as many children and youth as possible who are unable to participate in sport, art, recreation or cultural activities due to financial limitations.



Why is P.R.O. Kids Essential?

Benefit to the Community

Poverty is a social issue that impacts a significant portion of our community, shown by Saint John's staggering poverty rate of 30.2% (Based on Taxfiler [T1FF] Data – SJ Human Development Council 2012). If we ever hope to overcome it, we must break the cycle by assisting the next generation. Financial barriers are not limited to people defined in the official poverty statistics. For a variety of reasons, hardship is being experienced by a growing number of families.

Since 2002, P.R.O. Kids has assisted over 7000 local children and youth, giving them the chance to participate in many different recreation activities. Without a program such as P.R.O. Kids, these children would have been unable to participate in these activities due to financial limitations. Placing applicants through the P.R.O. Kids program assists in reducing negative poverty statistics and helps to better our community.

By supporting P.R.O. Kids, you are removing barriers for participation. Placing children and youth in activities through the P.R.O. Kids program will not only affect these children; it will also positively affect their families and friends, those who are involved in the activity in which they participate, and the community at large. The children placed through the program will be encouraged to achieve their full potential and uncover their unique talents. They will feel a sense of belonging and community, will have an increase in self-esteem, and will have a chance to live a healthy, active life.

P.R.O. Kids Has assisted over 7000 children and youth

Benefits of Recreation

In addition, there are numerous benefits to the community when children get involved in recreation activities, as recreation...

- ✓ Builds healthy communities and a healthy lifestyle
- ✓ Is an investment in the future of our young people
- ✓ Fosters cooperation and good citizenship
- ✓ Promotes positive behaviours
- ✓ Encourages community involvement
- ✓ Develops leadership skills
- ✓ Develops physical and creative skills
- ✓ Provides fun and enjoyment
- ✓ Is an important tool in crime prevention
- ✓ Strengthens families
- ✓ Promotes healthy development
- ✓ Builds social skills
- ✓ Lowers rates of illness and associated costs
- ✓ Results in higher grades
- ✓ children and youth stay in school longer



How Are Children linked to Leisure Activities?

Children and youth, their parent/guardian, or an agency working with the child apply for help placing the child/youth in an activity of their choice. At least one reference is required with each application. References verify that the child would benefit from a program/activity and the family could not afford the costs associated with participation. A reference can be a teacher, coach, clergy, social worker, neighbour, group leader, etc.

After receiving an application, P.R.O. Kids staff verifies if the applicant has financial need. Upon determining that a child is in need, the applicant is placed on a waitlist that is processed on a first come, first served basis. When an application reaches the top of the waitlist, the P.R.O. Kids Manager then matches the applicant with an activity by providing funding or matching the child/youth with a donated space. The P.R.O. Kids team fully respects the sensitivities, preferences and individuality of the client in making these critical decisions.

The P.R.O. Kids Team

The success of P.R.O. Kids is due in large part to the efforts of its Advisory Committee & Staff.

First Name	Last Name	Role
Kathryn	Davison	Chair
Lisa	Caissie	Member
Gary	Clark	Quispamsis Councillor
Connie	Coffin	Member
Patrick	Darrah, CM, O.N.B	member
Lisa	Frechette	Member
Charles	Jensen	Rothsay Representative
Katie	Langmaid, CA	Grand Bay - Westfield Representative
John	MacKenzie	Saint John Councillor
Shirley	McAlary	Saint John Councillor
Andrew	Miller	Member
Dr. Susan	Sanderson, MD	member
Rob	Scott	Member
Jeff	Kelley	Member
Raylene	Rice	Member
Natalie	Young	Member
David	Dobbelsteyn	Staff – P.R.O. Kids Manager
Kynesha	Leadbetter	Staff – P.R.O. Kids Support Coordinator



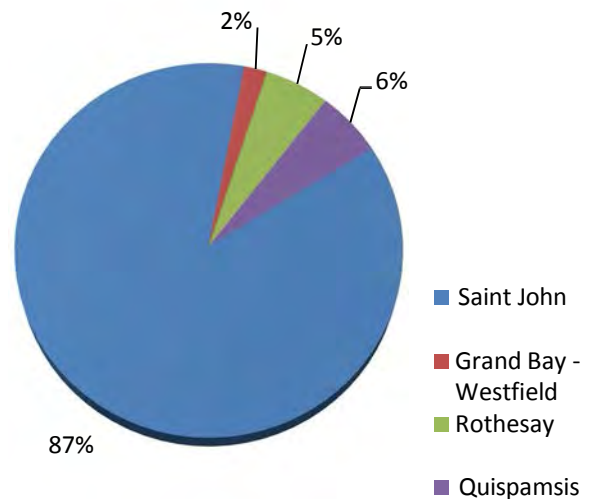
Children Assisted in 2014

2014 was a banner year for P.R.O Kids. We assisted over 1200 Children in a wide variety of activities all across Greater Saint John. In line with Saint John's new by-laws requiring children to wear helmets, P.R.O. Kids assisted hundreds of children with helmets this past year both at the Mayors Cup and through a new Community Police Helmet program.

P.R.O. Kids also started a new 4 New Pilot Projects: (1) SPARC with PALS (Partners Assisting Local Schools); (2) Mayor's Cup; (3) Community Police Officer Helmet Program; & (4) A Hockey Swap Program.

Children Assisted in 2014	
Placements of Children in Activities	847
SPARC Program	40
Mayor's Cup	250
Community Police Helmet Program	70
Hockey Equipment Swap Program	35
Total	1242

Placements by Municipality



Breakdown by Region

PLACEMENT SUMMARY - GRAND BAY - WESTFIELD

Activity	Participants	Age Breakdown														Gender		
		<6	6	7	8	9	10	11	12	13	14	15	16	17	18	M	F	
Cheerleading	2		1							1								2
Dance	5	1	1		1			1							1			5
Gymnastics	1	1																1
Hockey	4	1			1		1						1				4	
Skating	2	1				1											2	
Soccer	1				1												1	
Swimming	1		1															1
Total Placed	16	4	3	0	3	1	1	1	0	1	0	0	1	1	0	7	9	



PLACEMENT SUMMARY - QUISPAMIS																		
Activity	Participants	Age Breakdown														Gender		
		<6	6	7	8	9	10	11	12	13	14	15	16	17	18	M	F	
Baseball	1								1								1	
Basketball	3		1	1									1				2	1
Baton Twirling	1	1																1
Cheerleading	2	1							1									2
Dance	7	2		1		2	1		1								2	5
Football	4										3		1				4	
Gymnastics	2			1								1						2
Hockey	11						2	3	1	1	1	2	1				10	1
Horseback Riding	5		1			1			1	2							2	3
Skating	4	2	2														2	2
Soccer	4		1					1			1		1				3	1
Summer Camp	2										1	1					2	
Volleyball	1											1						1
Total Placed	47	6	5	3	0	3	3	4	5	6	4	5	3	0	0	28	19	

PLACEMENT SUMMARY - ROTHESAY																		
Activity	Participants	Age Breakdown														Gender		
		<6	6	7	8	9	10	11	12	13	14	15	16	17	18	Male	Female	
Baseball	1		1														1	
Basketball	1							1									1	
Boxing	1									1							1	
Cheerleading	4	1							2			1						4
Dance	4		1									1	2					4
Gymnastics	6	3	1		1		1											6
Hockey	12	1	1	2	3	1	2		1		1						11	1
Judo	1				1												1	
Karate	1	1															1	
Music Lessons - Drum	1									1							1	
Music Lessons - Guitar	2				1			1									2	
Music Lessons - Piano	1											1						1
Music Lessons - Tuba	1									1								1
Skating	3					1		1		1								3
Soccer	1											1						1
Swimming	5	2	1				1	1									5	
Theatre Arts	1					1												1
Total Placed	46	8	5	2	6	3	4	4	3	4	1	4	2	0	0	24	22	



Activity	Total	PLACEMENT SUMMARY - SAINT JOHN															Gender	
		Age Breakdown															M	F
		<6	6	7	8	9	10	11	12	13	14	15	16	17	18			
Art	5					1	2					2					2	3
Badminton	2									1			1					2
Ball Hockey	5				1		2	1	1								5	
Baseball	2				1						1						2	
Basketball	9	1		1	1	1			1		1		1	1	1		8	1
Baton Twirling	1									1								1
Bowling	2				1				1									2
Boxing	7							1			3	2			1		7	
Cheerleading	79	3	2	5	8	8	5	9	6	5	13	5	5	5			4	75
Choir	4							2	1			1					3	1
Dance	92	20	14	16	8	4	11	2	3	3	3	6	1	1			11	81
Fencing	2								1			1					2	
Fitness Memberships	1											1					1	
Football	7	1							1		2		1	1	1		6	1
Girl Guides	12		2		2	1			3	1	1	1	1					12
Gymnastics	18	5	4	1	1	2	3	2									1	17
Hockey	104	2	4	4	8	7	18	15	11	8	11	5	9	2			87	17
Horseback Riding	9				1					2		1	1	2	2		2	7
Judo	4								1		1				1	1	3	1
Jujitsu	17		6	5	1	2	3										9	8
Karate	4				1	1	1	1									2	2
Kick Boxing	1												1				1	
Music Lessons: Drum	3			1	1	1											3	
Music Lessons: Guitar	5					1	1			1	1	1					4	1
Music Lessons: Piano	6					4			1				1				2	4
Music Lessons: Theory	1									1							1	
Music Lessons: Violin	1														1			1
Music Lessons: Voice	3			1	1							1						3
Scouts	1	1															1	
Skating	50	3	1	3	4	4	6	4	3	6	5	3	3	4	1		29	21
Skiing	1														1		1	
Soccer	20	3	3				4	2	3		3	1	1				14	6
Summer Camp	17		2		1	1	2	3	6		2						9	8
Swimming	173	52	18	16	19	14	13	19	13	3	4		2				108	65
Synchronized Swimming	1						1											1
Taekwondo	25	3	1	3	4	6	4	2	2								20	5
Theatre Arts	24	7	3	5	1		1	1	1	3	1		1				6	18
Tumbling	5	1			1			1	1		1						1	4
Water Polo	1												1				1	
Total Placed	724	102	60	61	66	58	80	72	57	38	54	26	28	19	3	356	368	

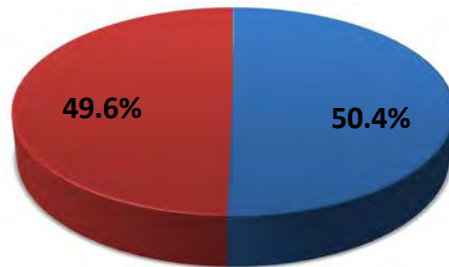


Gender Ratio of Placements



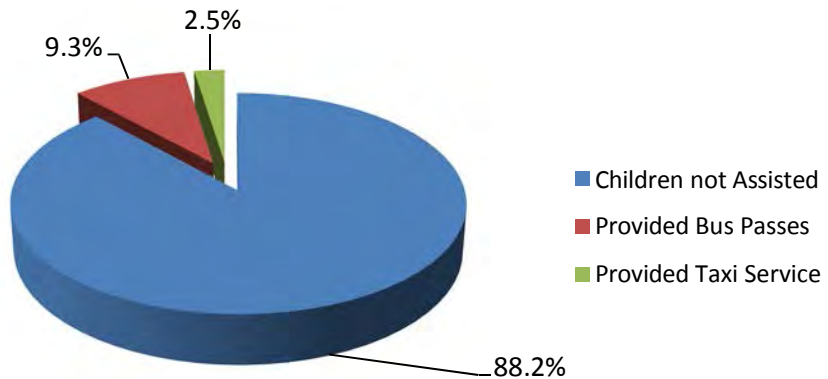
425 females and 419 males

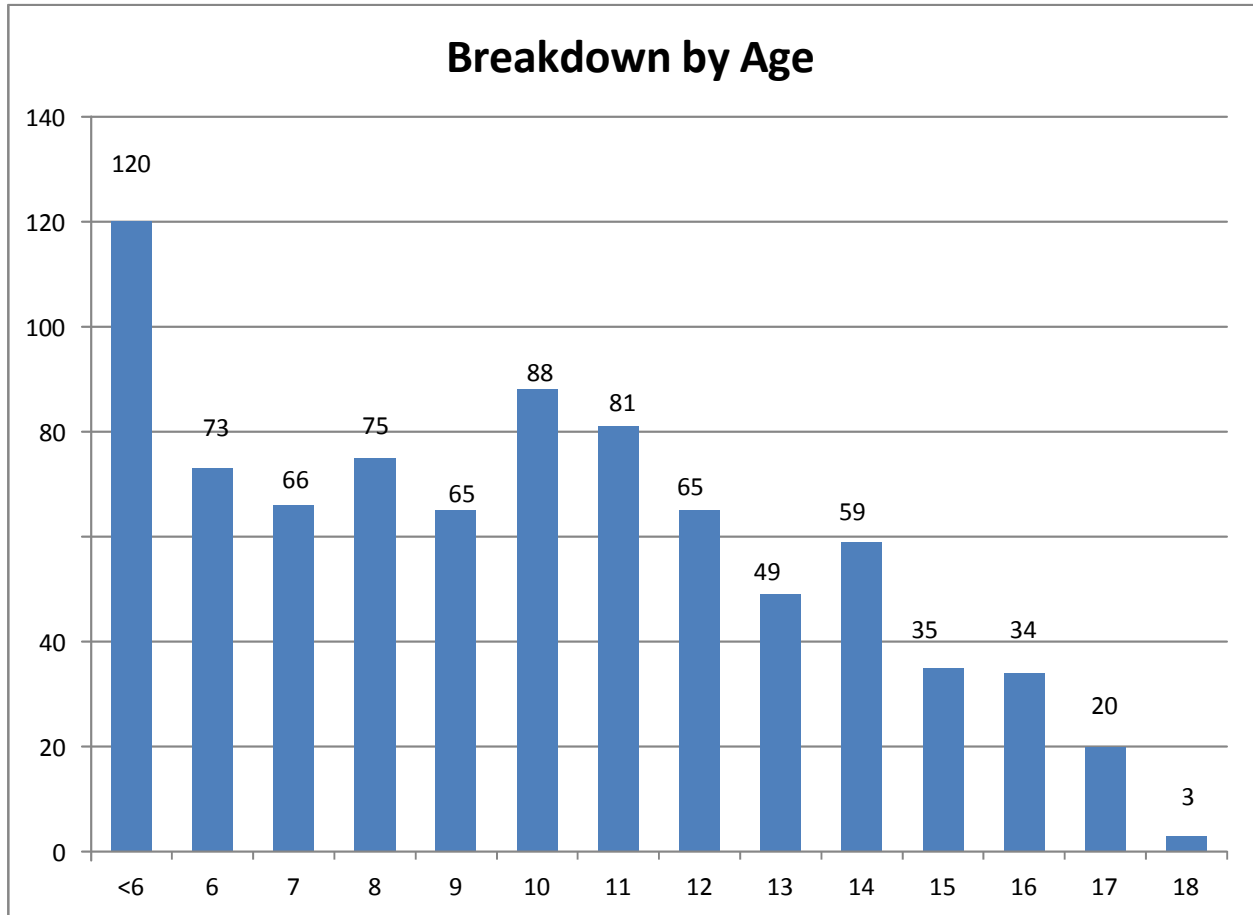
■ Females ■ Males



Children Assisted With Transportation

P.R.O. Kids does not just provide a space in a program for a child, P.R.O. Kids will also assist that child in getting to their activity if they have no means of transportation. We typically will assist families with bus passes. We will provide taxi service if the family does not live near a bus route or if their program is not accessible by Saint John Transit.



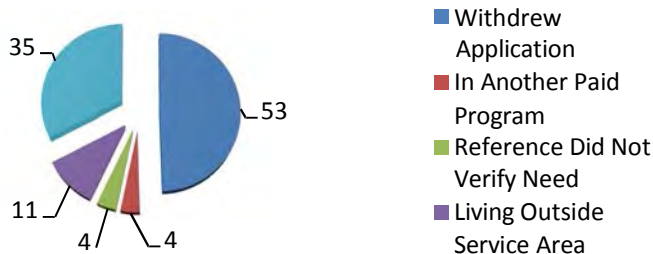


87.7 % of the participants in the P.R.O. Kids program in 2014 were children age 14 and under.

P.R.O. Kids tries to assist every family who applies. Sometimes we are unable to assist applicants for a variety of reasons. In some cases we are still able to assist these applicants by other means: In 2014 P.R.O. Kids received 22 Applications from beyond our service area. We were able to accommodate 11 Applicants by arranging funding for them with other youth serving agencies that provide support outside Greater Saint John.

Applicants Not Placed In 2014

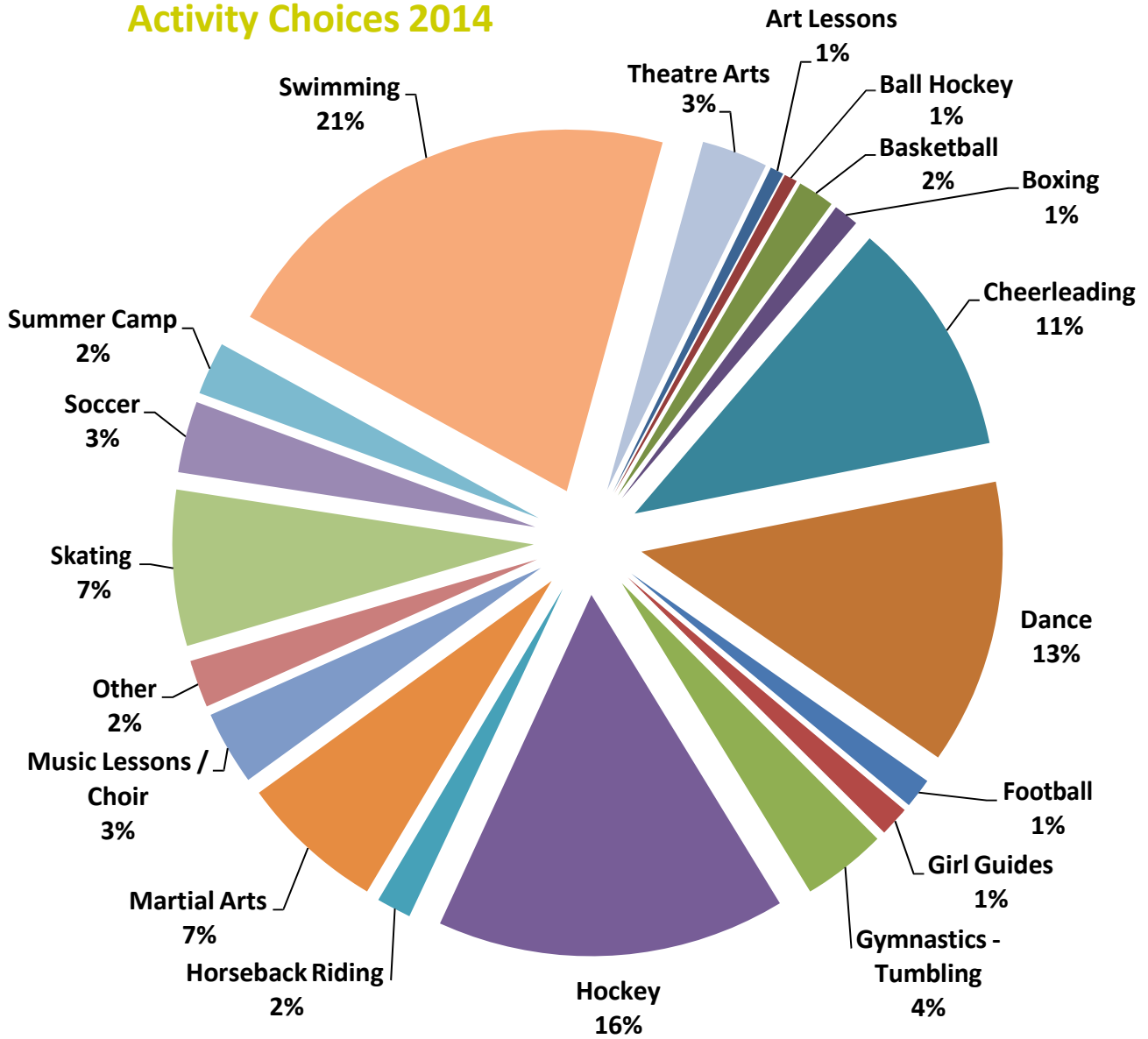
Total: 107



P.R.O. Kids Placed
89 % of all
Applicants in 2014



Activity Choices 2014



Other:

- | | |
|-----------------------|----------------|
| Skiing | Scouts |
| Volleyball | Water Polo |
| Badminton | Baton Twirling |
| Bowling | Fencing |
| Synchronized Swimming | Baseball |

*P.R.O. Kids Places
Children and Youth in
over 120 different
Sports and Recreation
Programs Across
Greater Saint John!*



2014 Financial Results

Year End December 31, 2014

(Prepared by Staff, City of Saint John)

OPENING BALANCE, Forward from December 31, 2013 **\$38,290.21**

RECEIPTS

Grants	\$105,912.80
Donations Corporate & Personal	\$36,164.20
Golf Tournaments	\$36,008.00
Annual Dinner	\$30,126.50
Other Fundraisers	\$18,970.00
Arena Signage Program	\$8,462.78

TOTAL REVENUES **\$235,644.28**

EXPENDITURES **Equipment & Registration Fees**

PLACEMENT COSTS

Art	\$415.00
Basketball	\$670.00
Cheerleading	\$35,290.00
Dance	\$22,471.25
Fitness	\$446.07
Football	\$965.00
Girl Guides	\$1,125.00
Gymnastics	\$4,100.00
Hockey	\$32,388.55
Horseback Riding	\$4,147.74
Martial Arts	\$13,075.00
Music Lessons	\$9,544.69
Skating	\$6,709.00
Soccer	\$1,375.00
Summer Camp	\$3,963.35
Swimming	\$9,988.38
Theatre Arts	\$7,465.50
Water Polo, Synchronized	\$503.65
Other Sports / Recreation Activities	\$1,220.00
	\$155,863.18

TRANSPORTATION COSTS

Bus Passes	\$8,455.00
Taxi	\$3,724.00
	\$12,179.00

EQUIPMENT COSTS

Equipment - All Types	\$14,124.11
	\$14,124.11

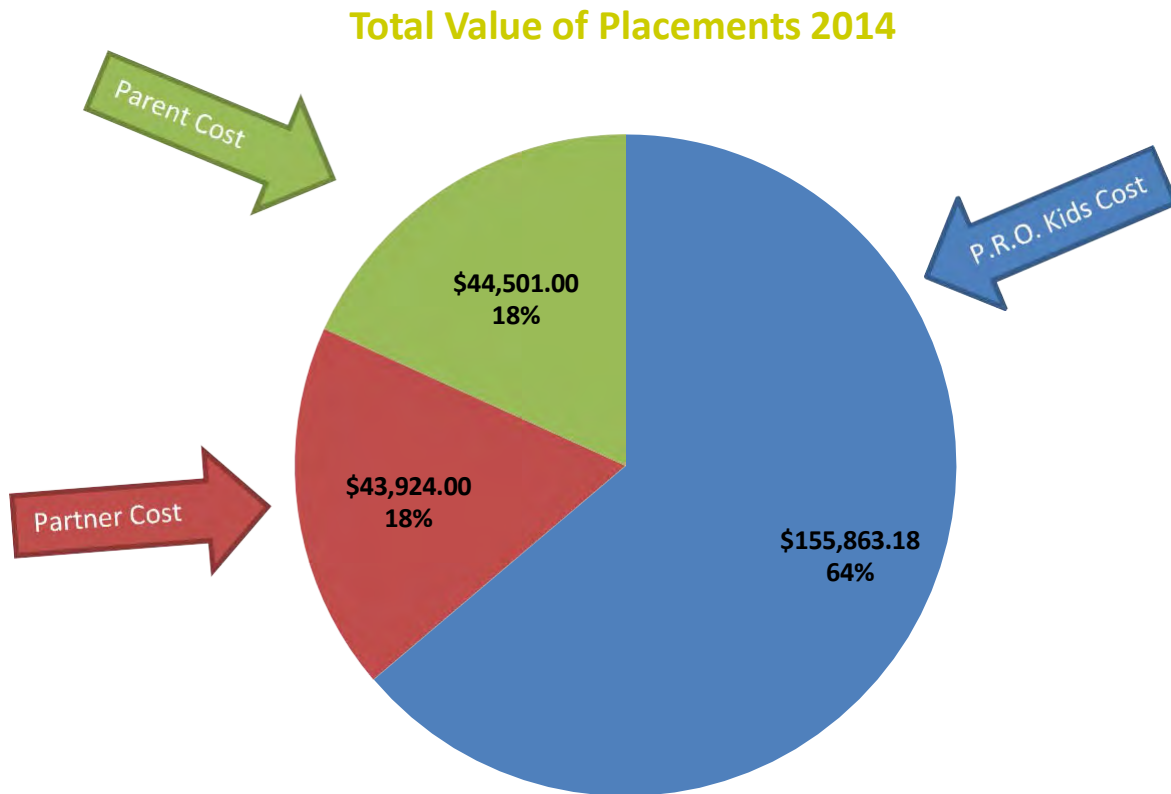
TOTAL EXPENSES **\$182,166.29**

CLOSING BALANCE **\$91,768.20**



Value of Placements

P.R.O. Kids is able to assist so many children due to the generosity of our community partners. We have over 120 sports and recreation service providers in Greater Saint John who provide donated, matching, or discounted spaces for P.R.O. Kids to use to place children. All Parents are asked to help assist with the cost of their own child's activity and in a sense 'pay-it-forward' ensuring that P.R.O. Kids has funds to help more children in need.



Placement cost per child (Avg.)	Value
P.R.O. Kids (Donations)	\$184
Service Provider - In Kind	\$52
Parent Contribution	\$53
Total	\$289

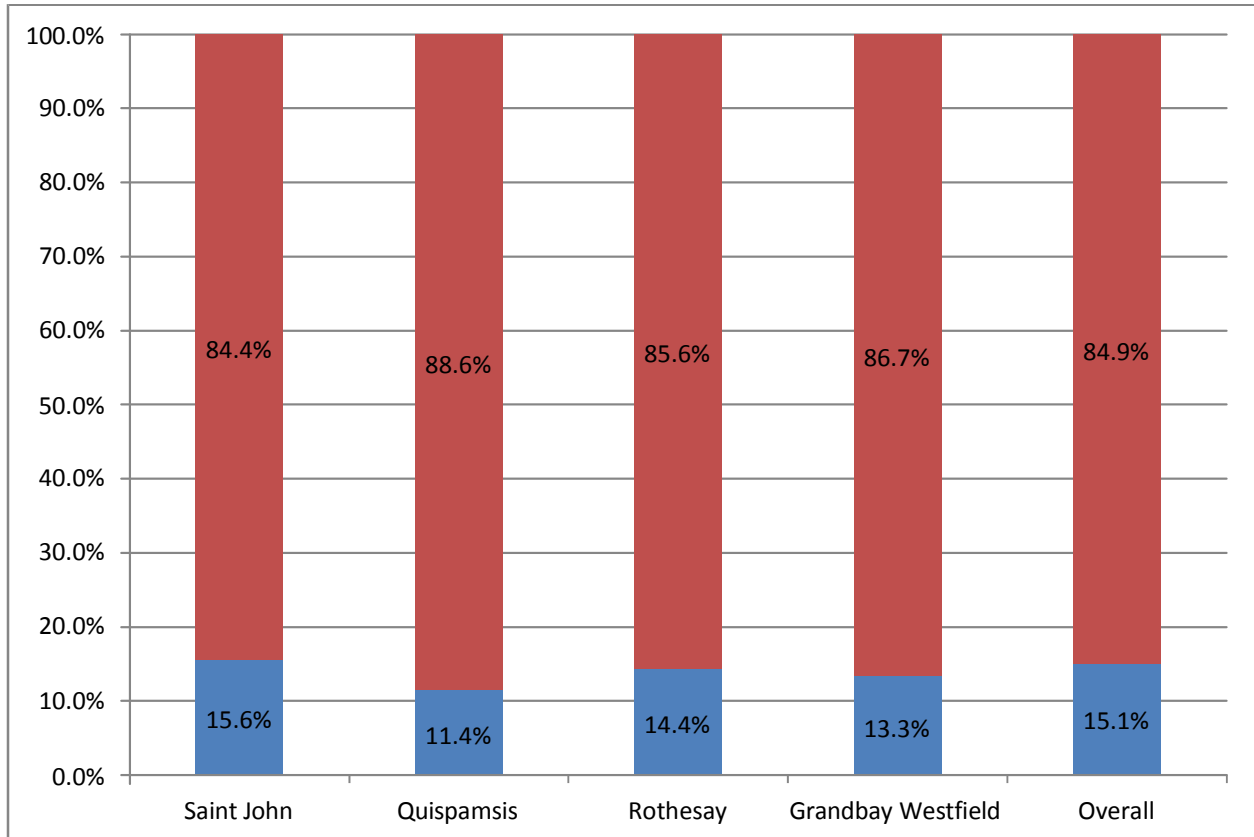
Contributor	Total Value of Placements 2014
P.R.O. Kids Cost	\$155,863.18
Partner Value	\$43,924.00
Parent Contribution	\$44,501.00
Total	\$244,288.18

Municipal Funding of P.R.O. Kids provides a 3 to 1 Return on Investment!



Current Regional Service Level of P.R.O. Kids - 2014

Based on statistics of child poverty in Greater Saint John (Based on Taxfiler [T1FF] Data – SJ Human Development Council 2012), P.R.O. Kids is currently assisting roughly **15%** of all children who are living in poverty in our region!



Children in Poverty Assisted by P.R.O. Kids vs. Children in Poverty Not Assisted by P.R.O. Kids

We still have a ways to go to see our vision of all children and youth in Greater Saint John having the opportunity to participate in the arts, cultural, recreation, and sport activity of their choice.

Thanks to the ongoing support of our Municipal Partners, Donors & Sponsors, Service Providers and various stakeholders, we are slowly getting closer to a Greater Saint John where financial need is no longer a barrier to a child playing on a sports team or joining a recreation program.



What's New With P.R.O. Kids in 2014?

GET ON BOARD – Arena Advertising Campaign

The City of Saint John Common Council approved the proceeds from the municipal arena advertising program to directly benefit P.R.O. Kids. All proceeds will place disadvantaged youth in the recreational, sport, arts or cultural activity of their choice.

Options for Advertising are:

Rink Board Signs

Wall Signs

In-Ice Logo:

Ice Machine Wrap:



Wall Signs, Rink Boards, & In-Ice Logos
Peter Murray Arena

Advertisers can contact the P.R.O. Kids office or visit the P.R.O. Kids website for more information. This program generated almost \$8500 in its first year, and as we are just starting out we are barely at 15% capacity – **Lots of Room to Grow!**

Mayor's Cup – Skateboard Competition

P.R.O. Kids was a major sponsor for the Mayor's Cup at the Station One Skate Park on Canada Day. This event brought hundreds of participants and spectators. P.R.O. Kids passed out 250 Helmets to skateboarders so that every participant could play safely.



SPARC Program

Sports, Arts, Recreation, Culture

"Necessity is the mother of invention"



P.R.O. Kids Staff speak with every single parent of the hundreds of P.R.O. Kids applicants each year. In many cases the parents have no idea what kind of activity their child wants to participate in because their child has never had a chance to try. Based on this need, P.R.O. Kids created a new Pilot program with PALS (Partners Assisting Local Schools) at Lorne Middle School.

The premise is simple: P.R.O. Kids gives every single student at a school a chance to receive 3 hours of instruction in 2 different activities (6 hours total). These activities are hosted by actual professionals and are held offsite (Gyms, Studios, Arenas, etc.), after school on each Monday of the 2014-2015 school year. PALS provides transportation for these students and teachers to go to these activities.

If a student discovers that they have found a new passion in their activity, they can arrange with their parents to register permanently in that program. If their parents cannot afford to place their child in that program, P.R.O. Kids will provide a space for that child to take that activity.

As this is a pilot program – we partnered with **Lorne Middle School**, a priority neighborhood school in Saint John and the City of Saint John PALS partner school. Each student gets the opportunity to participate in two of the following activities:

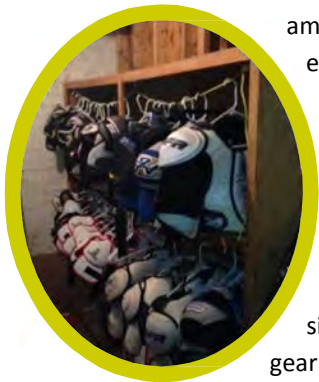
Due to the success of the program so far, we plan on expanding the program to at least 1 additional priority neighbourhood school in the fall of 2015

Community Police Helmet Program

Saint John Common Council recently passed a by-law requiring all skateboarders and cyclists to wear helmets. Many families cannot afford the cost of purchasing a helmet for their children. To meet this need, P.R.O. Kids has partnered with the Saint John Community Police Officers to help get helmets to kids in need. If a police officer catches a young person riding a bike or skateboard without a helmet they give that child a 'ticket'. The child needs to get a parent to sign that ticket, and then the parent and child can come down to see their local community police officer and can trade in their 'ticket' for a brand new helmet.



Hockey Equipment Swap Program



P.R.O. Kids receives a significant amount of new and gently used equipment every year. P.R.O. Kids passes out this gear to families in need. Families are spending a significant amount of money on equipment. Take Hockey for instance – the average cost to outfit a single youth with new hockey gear is roughly \$740. This coupled with the rising cost of registrations, now between roughly \$400 per year, puts hockey out of reach for many families.

To meet this need P.R.O. Kids setup a new equipment swap program at the Carleton Community Centre. We partnered with volunteers from our local hockey leagues, and would give equipment to children in need. Kids and their parents could bring in old gear that is too small, and trade them in for something larger.

Families can make an appointment with the P.R.O. Kids office to access our equipment for their children. P.R.O. Kids was able to assist over 130 youth with the cost of Hockey registration this year. This program was able to assist 35 additional youth in need, so that their parents could save money on buying gear and afford hockey registration more easily.

P.R.O. Kids Events & Fundraising in 2014

Fed Ex Express Canada & Skate to Great:

FedEx Express Canada, Skate to Great, The Saint John Sea Dogs and local fans rallied together to donate used skates and hockey equipment at Harbour Station on March 5th to support local kids playing hockey. Fed Ex also donated \$5000 to P.R.O. Kids to help children from families with financial need in the Greater Saint John Area participate in recreation programs. The equipment was used at our new equipment exchange program at the Carleton Community Centre.



P.R.O. Kids Annual Dinner:



We Hosted our Annual Dinner at the Delta in May. Our Theme was ‘Get on Board’ a play on words with our new arena advertising campaign. Our Guest speaker was Deborah Fisher the coordinator of PALS and our auctioneer was Joe Boyce. The dinner was attended by over 300 guests and as always the food was amazing. We raised over \$30,000 to support kids in need.

Dickie Crossman Memorial Golf Tournament:

This annual golf tournament, held at Rockwood Park Golf Course the second Saturday in July, was started by the friends and family of the late Dickie Crossman.. In 2014, a total of \$13,000 was raised. This event has raised over \$100,000 in support of P.R.O. Kids.



Rocky's Golf Tournament & Football Pool:



Bill & Norma Eaton and their dedicated staff at Rocky's hosted a series of fundraisers for P.R.O. Kids throughout the year, culminating with their sold-out Rocky's golf tournament. The amount raised by Rocky's this year to support P.R.O. Kids was presented to P.R.O. Kids in December and was over \$19,000!

Mayor's Reception:

In December, Mayor Mel Norton hosted a reception at City Hall along with the Mayors of Greater Saint John and members of Council to formally thank all of our major sponsors in 2014. The event was well attended and the Mayor handed our plaques to all of our Premier Financial Sponsors (\$10,000+)



Grants, Donations & In-Kind Support Received in 2014

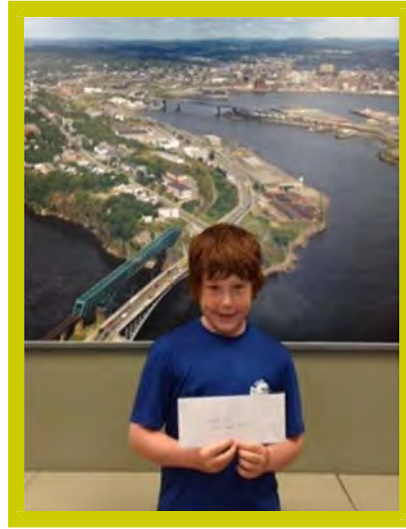
Acadia Broadcasting (97.3 the Wave & Country 94.1)

Acadia Broadcasting was a Major sponsor this year and supported P.R.O. Kids by announcing our annual dinner in the weeks leading up to our Gala & promoting the Skate to Great Event with Fed-Ex at Harbour Station.



Atlantic Women in Law Enforcement

The Atlantic Women in Law Enforcement (AWLE) held their annual conference in Saint John in October. AWLE members always support a local charity at their conferences and this year they chose P.R.O. Kids. These dedicated women took up a collection and raised \$800.



Alternative Measures Program:

The Alternative Measures Program is an alternative way to deal with non-violent, low-risk offenders. Part of the program requires the offender to perform community service and/or make a donation to a non-profit or charitable program of their choice. P.R.O. Kids receives donations through this program at various times throughout the year.

Birthday Donations

Andy Lake & Aiden Hazen both decided that they would have birthday parties, and instead of receiving gifts, they asked each guest to make a donation to P.R.O. Kids instead. The leadership and generosity of these kids resulted in hundreds of dollars in donations to P.R.O. Kids. Thank You Andy & Aiden!

Brent Kelly Memorial Five Miler:

The Brent Kelly Memorial Five Miler is held each spring. All money raised is used to benefit youth in the Saint John area in memory of the late Brent Kelly. In 2014, P.R.O. Kids received a donation of \$2,500 from the Brent Kelly Memorial Fund to benefit the program during the annual basketball tournament.

Brian Lund Memorial Fund – Greater Saint John Community Foundation

Friends and family of the late Brian Lund rallied to inaugurate the Brian Lund Memorial Fund, a permanently endowed fund entrusted to the Greater Saint John Community Foundation, in his honour. This fund will benefit P.R.O. Kids annually. Brian Lund had an active interest in helping young people build self-confidence, working with the Rainbows Program and mentoring high school students and was a supporter of P.R.O.Kids. In 2014, donations from the fund amounted to \$6,470.



Brian D. Munro Professional Corporation:

Mr. Brian Munro kindly donated over \$1800 to P.R.O. Kids. Mr. Munro is a lawyer in the Saint John area.

Canadian Tire JumpStart Charities:

Canadian Tire JumpStart is a charitable program created by the Canadian Tire Foundation for Families to help kids in need participate in organized sports and recreation. The program is delivered through local Chapters located in communities across the country. P.R.O. Kids is the largest recipient of support in Greater Saint John, and Jumpstart and P.R.O. Kids work together to assist the majority of P.R.O. Kids applicants.

Donations in Memoriam

P.R.O. Kids is often selected as a charity of choice when a loved one passes away. We wish to express our condolences & thanks to the families and friends who in their time of grief made donations in memory of the following people who passed away:

Mike McGraw, Margaret Dalton, William Henry James, Richard King, Henry Flood & Abbie Colwell

Hockey Clubs:

The Rusty Blades & P.R.O. Kids Old Pros take up collection after each of their hockey games and give the proceeds to P.R.O. Kids.

Jersey Days & Sports Day in Canada

OSCO Construction Group & Saint John Energy both held Jersey Days at work. Employees could make a donation to wear a jersey at work. At Saint John Energy, employees also had the opportunity to run on a treadmill with Saint John Energy donating \$10 for each km its employees ran at work. Both organizations each raised over \$800 for P.R.O. Kids



**Milford Park Committee -
Donnie Dwyer Park Opening:**

The Milford Park Committee & Investors Groups held a BBQ at the official opening of the Donnie Dwyer Park. All proceeds were donated to P.R.O. Kids.

MindCare

P.R.O. Kids received a Grant for \$5000 from MindCare in May. MindCare supports numerous mental wellness initiatives and P.R.O. Kids receives a significant amount of referrals from Health Care Professionals who want their patients to take a program that P.R.O. Kids provides.

**Peter Landers Memorial Golf
Tournament:**

Joel & Colin Landers have hosted a Golf Tournament in honour of their late father Peter Landers for the past two years. Peter was instrumental in having children play hockey through PRO Kids. The Peter Landers Golf Tournament raised \$2,250 for P.R.O. Kids in 2014

Sisters of Charity

The Sisters of Charity are heavily involved in numerous anti-poverty initiatives and are very well known in Greater Saint John for their service to our community. This year they made a \$1000 donation to P.R.O. Kids.

**The New Brunswick Children's
Foundation:**

In December of 2014, P.R.O. Kids was awarded a \$10,000 grant from the New Brunswick Children's Foundation (formerly known as the New Brunswick Protestant Orphans' Home).

TELUS Atlantic Community Board:

The TELUS Community Boards operate on the principle "We Give Where We Live". To that end the TELUS Atlantic Community Board provided P.R.O. Kids with a grant of \$10,000 in November to support applicants and help kick-start our new SPARC program.

Telegraph Journal:

The Telegraph Journal was our print sponsor for our Annual Dinner

Thandi's

Thandi's made a donation to P.R.O. Kids as part of their Chinese New Year celebrations

**United Commercial Travelers of
America: Jack Kidd Council #755:**

The U.C.T. Jack Kidd Council contributed \$10,000 as title sponsor of our annual fundraising dinner. They are huge supporters of youth in our community and have been long-time supporters of P.R.O. Kids



2014 Sponsors



Support from local businesses, organizations and individual citizens are key factors in the success of the P.R.O. Kids program. The P.R.O. Kids Advisory Committee gratefully acknowledges the generous support of our sponsors, donors and program partners from 2014:

Municipal Partners



The City of Saint John



Thank you to the City of Saint John and the Towns of Quispamsis, Rothesay and Grand Bay-Westfield for covering all administration costs, allowing 100% of all donations to go directly toward helping the children and youth of Greater Saint John.

Primary Smile Sponsor (\$50,000+) - Responsible for 250+ smiles

A smile is the placement of 1 child



Premier Smile Sponsors (\$10,000+) Responsible for 50+ smiles



New Brunswick
Children's Foundation



Atlantic Canada
community board®



Major Smile Sponsors (\$5,000+) - Responsible for 25+ smiles

Fed Ex Canada

Community Foundation -
Brian Lund Memorial Fund

MindCare

Activity Sponsors (\$1,000+) Responsible for 5+ smiles

Alternative Measures Program

Brent Kelly Memorial Fund

Brian D. Munro Professional Corporation

City of Saint John Mayor's Office

City of Saint John Leisure Services

Moosehead Breweries Ltd.

Fluor Canada

97.3 The Wave and Country 94

Fisher Foundation

Martin Dumouchel

Peter Landers Memorial Golf Tournament

Rusty Blades Hockey

P.R.O. Kids Old Pros

Sisters of Charity I.C.

Vito's Dining Room & Lounge

Telegraph Journal



Family & Child Sponsors (200+) Responsible for 1-5 smiles

Adam & Lisa Caissie	David Crossman	Libby O'Hara	Rusty Blades Hockey
Aiden Hazen	David Gaigneur	LIUNA Local 900	Saint John Energy
Andy Lake	Dawn Carpenter Burley	Marc and June Creamer	Saint John Hockey Officials (Glenn Hurley)
Anthony Cosman	Doiron's Sports Excellence	Mary Patricia Cosgrove	Scott Estey
Ashlee Scott	Domino's Pizza	McGill Consulting Ltd.	Sean Crossman
Atlantic Women in Law Enforcement Brian Munro Professional Corporation	Dr. David Clifford and Dr. Cindy McCormick Drs. Frank and Susan Sanderson	Milford Park Committee Neil Manson	Shannex Incorporated Sisters of Charity of the Immaculate Conception
Bud White	Emera Brunswick Pipeline Family Plus Life	OSCO Group Services Limited	Social Development St John CBC and Main Branch
Cal Hatfield	Solutions Fundy Minor Football (Bruce Watts) George "Big"	P.R.O. Kids Paul Zed	Susan Mott
Canaport LNG	Georgoudis George "Medium"	Peter H. MacPhail	TD
Carleton Community Center CBCL	Georgoudis Innovatia INC	Port SJ Province of New Brunswick	Telus Thandi's INC
Chief Kevin Clifford	Irving Oil	Recycling	The Fisher Foundation
City of Saint John Human Resources Department Cleve's Source for Sports Colleen A. Maloney- Hazen	JD Irving Limited John Brittain	Richard Hewey Rob Burke	Tom Gibbons Town of Grand Bay- Westfield
Colleen Hickey	John Marino	Rob Scott	Town of Quispamsis
Connie Coffin	Kelly Patterson	Robert L. Boyce	Town of Rothesay
Dana Martin	Ken Gents Oldtimers Hockey Club	Royal Bank of Canada	Wayne Wolfe
David Craig	Lancaster Thunder Bantam B	Russell Holt	William Vaughan



Friends of P.R.O. Kids

Alexya Heelis	Danny Jardine	Jeffrey Warr	Patrick Colwell
Alycia Worden	David Connell	Jennifer Murphy	Paul Richard
Andrew Gillen	David Reid	John Brittain	Phil Traverse
Andrew Miller	Deb Armstrong	John Mattheus	Phil Walsh
Andrew Thompson	Deborah Armstrong	Jonathan Biemko	Phillip Moss
Angela Hart	Dorothy & Art Shephard	Kaitlyn Keith	QM Construction Ltd.
Ann Lester	Dr Edward J Doherty	Kara Hachey	Rink Rockets
Ashlee SALLESE	Ed Reardon	Kathryn Davison	Robert and Darlene Brown
Athar Malik	Emilyos Paraskevopoulos	Katie Langmaid	Robert Creamer
Bailey Vending Service	Ervine Buckley	Ken Nauffts	Robin Elliott
Barb McGill	Fiona Siobhan Dohan	Kevin DeSaulniers	Rogers
Barbara and Peter McGill	Gary Davis	Kevin Ferguson	Saint John Energy
Barbara J. Johnson	Gayle Sohi	Kevin Watson	Saint John Portland PC Association
Barbara McGill	Glen Porter	KVMHA Peewee AA	Scott and Jennifer Murray
Barry Freeze	Go Go Gymnastics Inc.	Lindy-Lou	Scott Darling
Brenda Sarty	Harm Singh	Lita Dobbelsteyn	Scott Mugridge
Brenton Kean	Helen Bridgeo Forbes	Lori Logue	Shirley Robinson
Brian and Gloria Dobbelsteyn	Holly McKay	Margaret Willow Edwards	Stephen & Julia Johnson
Bruce and Kim Northrup	Ironwood Enterprises Inc.	Mark Rice	Steven Smith
Chris Hatt	J Mowery	Merina Farrell	Suzanne Young
Saint John City Market	J. Carl Killen	Michael & Sara Oland	Tammy DeSaulniers
Clea Vye	Jacqueline Hamilton	Michael Hugenholtz	Terry Rickitts
Cox & Palmer	Jamie Dobbelsteyn	Mrs. Amy Blount	SJMNRC
Dan MacPherson	Janice Hornyak	Ms Colleen Hickey	Tim Ricketts
Dana and Jill Cleveland	Jean Murray	Nancy Davison	Vaughn Yorke



Program Partners in 2014

Amanda's School of Dance	Fundy Fencing	KV Minor Hockey Association	Saint John High School Saint John
Baton Explosion	Fundy Gymnastics	Lakewood Heights Karate	Multicultural & Newcomers Resource Centre
Boys & Girls Club of Saint John	Fundy Minor Football Association	Lancaster Little League Lancaster Minor	Saint John Skating Club
Camp Medley	Fundy Soccer Association	Basketball Association Lancaster Minor	Saint John Soccer Club
Camp Rotary	Girl Guides of Canada	Hockey Association	Saint John Speed Skating Club
Canada Games Aquatic Centre	Go Go Gymnastics	Long & McQuade	Saint John YM-YWCA
Carleton Community Centre Cheerleading	Golden Gloves Boxing Club	Midget Major AAA Vitos	Saint John Youth Minor Hockey Association
Caton's Island	Good Life	Music From the Heart	Saint Malachy's Memorial High School
Centre Stage School of Dance	Harry Miller Middle School	Nerepis Soccer Club	School Boy Hockey
Champion Spirit Athletics Cheerleading	Interaction Children's Theatre Company	Okuden	Scouts Canada
Chang Yong Tae Kwon Do	Jonathan Kipping Drum Lessons	Poley Mountain Port City Dance	Shimpokai Judo
Cia Paulista Brazilian Ju-Jitsu	Judo Kai Kan Ju-Jitsu	Academy Quispamsis Skating Club	Sienna Arts
Dan Northrup Training Stables	Kennebecasis Valley Panthers Volleyball	River Valley Female Hockey	Simonds High School Sky Athletics All-Star Cheerleading
Dance Zone	Kid Sing	Rock of Ages	Snider Mountain Ranch
Danceability	Kim's Academy of Dance	Rockwood Park Stables	Surf City Synchro
DayTripping	Kio Karate	Rotary Boy's Choir	The Studio Dance School
Dr. Kevin Langford	Kiyo Kan Judo Club	Rothesay Ballet School	TNT Stables
East Coast Spirit All Star Cheerleading	KV Basketball Association	Saint John Art Club	Top Corner Hockey
East Saint John Minor Basketball League	KV Golden Gloves	Saint John Arts Centre	Urban Dance Company
Experidance	KV Karate	Saint John Badminton Club	Veronica's Music
Fairview Bowling Lanes	KV Minor Baseball		



Conclusion

P.R.O. Kids enjoyed another successful year in 2014. Through the hard work and dedication of the P.R.O. Kids Advisory Committee, staff, and on account of tremendous community support, 1242 children were able to participate in positive, life changing recreation activities this past year.

Over 7,000 placements have been made since the inception of P.R.O. Kids in 2001 but there is still much work to be done. Since the regionalization of the P.R.O. Kids program in February 2005, awareness of the program has continued to grow, leading to a significant increase in the number of applications received. The issue of poverty continues to threaten the future of our community. We anticipate even more children and families will request assistance this year, and we will continue to provide our service to these families and make a difference – 1 child at a time.



Mayor's Reception ~ December 2014



P.R.O. Kids goal is to provide assistance to as many children & youth in the Greater Saint John area that are unable to participate in sport, art, recreation, and cultural activities due to financial limitations.

P.R.O. Kids

Positive Recreational Opportunities for Kids

City of Saint John

171 Adelaide Street, P.O. Box 1971

Saint John, NB, E2L 4L1

Phone: (506) 642-7529

Fax: (506) 658-2902

prokids@saintjohn.ca

www.prokidssj.ca



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald
DATE : October 6, 2015
RE : KPL Capital Audit

Recommendations:

- 1) Remove item re KPL capital audit from the table
- 2) Audit report from Teed Saunders Doyle & Co regarding the KPL capital audit be received and filed

The attached audit report from Teed Saunders Doyle & Co dated July 22, 2015 regarding the library expansion project was presented at the Council meeting dated August 10, 2015. Council decided to table the correspondence pending clarification of some financial issues by the Treasurer.

These issues have been resolved to my satisfaction therefore I recommend the correspondence be received and filed.

39 Canterbury Street
P.O. Box 6668
Saint John
New Brunswick
E2L 4S1

Tel (506) 636-9220
Fax (506) 634-8208
E-mail tsdsj@tsdca.com

2015October13OpenSessionFINAL_183

**TEED
SAUNDERS
DOYLE & CO.**
Chartered Accountants
Independent member of DFK International

July 22, 2015

Kennebecasis Public Library Inc.
1 Landing Court
Quispamsis, NB
E2E 4R2

ATTENTION: Ms. Tiffany Bartlett

Dear Tiffany:

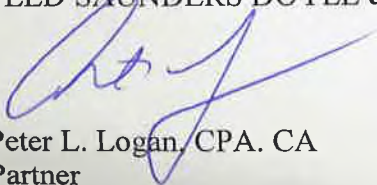
Please find enclosed the audit report pertaining to the library expansion project.

A copy of this report has been sent to Quispamsis and Rothesay.

Please do not hesitate to contact me if you have any questions.

Yours very truly,

TEED SAUNDERS DOYLE & CO.


Peter L. Logan, CPA, CA
Partner

PLL/smp

Enclosure

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



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

39 Canterbury Street
P.O. Box 6668
Saint John
New Brunswick
E2L 4S1

Tel (506) 636-9220
Fax (506) 634-8208
E-mail tsdsj@tsdca.com

2015October13OpenSessionFINAL_184

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

Independent member of DFK International

INDEPENDENT AUDITORS' REPORT

To the Directors of the Kennebecasis Public Library Inc.;

We have audited the financial information pertaining to the library expansion project costs in accordance with the agreement between the Kennebecasis Public Library Inc, Quispamsis and Rothsay dated January 1, 2011 (the 'Agreement'). This financial information is the responsibility of the Kennebecasis Public Library Inc. Our responsibility is to express an opinion on this financial information based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial information is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial information. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the financial information.

In our opinion, this financial information presents fairly, in all material respects, the project costs and allocations pursuant to Schedule B under the Agreement. This report is solely for the information of the Kennebecasis Public Library, Quispamsis and Rothsay and is not intended to be and should not be used for any other purpose.

Teed Saunders Doyle & Co.

CHARTERED ACCOUNTANTS

Saint John, NB
June 30, 2015

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



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

Kennebecasis Public Library Inc.
 Library Expansion Project
 Audit Results - 12/31/14

Total audited project costs \$ 5,903,475

Cost allocation:

Quispamsis	56.70%	3,347,270
Rothsay	43.30%	2,556,205
		<u>\$ 5,903,475</u>

Total Contributions:

	Contribution	Actual Cost	Amount Due
Quispamsis	3,371,149	3,347,270	23,879
Rothsay	2,562,459	2,556,205	6,254



October 7, 2015

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

Dear Members of Council,

The Kennebecasis Valley Oasis Youth Centre is a non-profit organization that will be opening its doors in spring of 2016 in the valley. Oasis strives to bring a brand new multifaceted entity to the River Valley area that will give our youth the recourses they need to develop and learn new skills, engage with their peers, express themselves creatively and access medical attention if they are in need. Mental health is the single biggest issue facing young Canadians, today. Oasis believes in providing preventative recourses to catch signs early and prevent them from developing into more serious problems.

The impact on the youth in the Kennebecasis River Valley area will be transformational as these alternative learning programs are either unavailable or very hard to access in our community. 25% of adolescents are suffering with anxiety and mental health issues, and that is only what is reported. Oasis hopes to serve approximately 120 youth every day using the resources at our centre. This means we will be helping an average of 1,000 youth every week.

To help the Kennebecasis Valley Oasis Youth Centre to be a success, we depend on your support for our project. That is why we are requesting a donation of \$25,000 a year for three years to help us with the operational costs of the youth centre.

You will be helping the youth of the Kennebecasis River Valley area find a safe and inviting place today and for years to come. Thank you for your consideration.

Kindest regards,

Heinz Schaerer,
Board Chair, Kennbecasis Valley Oasis Youth Centre

Todd Stephen,
Shinning Brighter Together Campaign Chair

**INTEROFFICE MEMORANDUM**

TO : Mayor Bishop & Council
FROM : John Jarvie
DATE : 7 October 2015
RE : Proposed Funding for Designated Highway Improvements

In recent years the Province has made capital funding available on a discretionary basis for resurfacing provincial roads within municipal boundaries. The typical amount of annual funding for the entire province has been in the order of \$7 - 9M. In the spring the Town was contacted through UMN (memorandum attached) with a proposal from Transportation and Infrastructure (DTI) that would have Towns contribute 25% of the costs of improvement projects. A letter indicating support for such an approach was sent to DTI (attached). Nothing further was received until staff contacted DTI in August only to be told there was no funding allocated for Rothesay (and information wouldn't be provided on which municipalities received funding, in what amounts and for what projects).

It should be noted that due to the very limited funding available, Rothesay funding requests have typically been limited to resurfacing with costs for other aspects such as curb and gutter and storm sewer borne by the Town.

On September 25th documentation was received regarding a proposal for a different approach to the allocation of funding based on a more complex formula and related to the method used to determine the Community Funding grant. Attached is a description with an example of how this is to be calculated along with a list showing the implications to most of the municipalities in the Province. Although the percentage contribution required of Rothesay in this model is slightly less than the 25% base, the approach introduces an ability to pay aspect which is undesirable. This method also applies the 'groupings' of municipalities which distinguishes municipalities according to a theoretical role they play and therefore should be eligible for greater support.

More information is to be made available on this approach and opportunities to comment in the coming days and staff will monitor and report to Council as a clearer picture emerges.

Recommendation:

It is recommended Council:

1. receive this memorandum for information; and
2. direct that a revised five year plan for designated road funding be submitted taking into account any highway reconstruction, highway widening, culvert replacement, ditching, storm sewer and curb and gutter on the provincial roadways identified as priorities.



**Transportation
Transports**
P.O. Box/C.P. 6000
Fredericton, NB E3B 5H1

Date : April 2, 2015 **Ref./Réf. :**

To/Dest. : Cities of New Brunswick Association
Union of Municipalities of New Brunswick
L'association francophone des municipalités du Nouveau-Brunswick

From/Exp. : Robert Sharpe, Director, Design Branch

Copies : Hon. Roger Melanson, Minister
Sadie Perron, Acting Deputy Minister
Dale Forster, ADM and Chief Engineer

Subject/objet : Municipal Designated Highway Program Supplementary Funding

Funding for the Municipal Designated Highway (MDH) Program has been increased to \$25 million as part of the government's Strategic Infrastructure Initiative. The increased funding level will continue at \$25 million for 2016, 2017 and 2018.

Types of work eligible for MDH funding includes;

- Highway paving
- Highway reconstruction
- Highway widening
- Culvert replacement
- Ditching
- Storm sewer
- Curb and gutter (Sidewalks are not eligible)

Projects will be chosen from the priorities listed in the 5-year plans for improvements to provincially designated highways submitted annually by the municipalities.

The 2015 construction season is a transition year in which some projects will be funded the same as in past years and some will be funded under the new proposed partnering funding model.

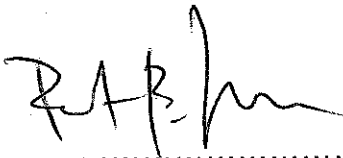
The Department is proposing a partnering funding model as follows:

- Cities: 50% DTI / 50% city
- Towns: 75% DTI / 25% town
- Villages: 90% DTI / 10% village

Project tendering and administration will be done by the Department or the municipality as mutually agreed.

If tendered by the Department, municipalities will be invoiced for their share of the project costs at the end of the construction season with payment due by March 31 of the following year.

Please inform your membership of our proposal and we would appreciate if you could provide us with your comments in the coming days.



.....
ROBERT SHARPE, Director/Directeur



14 April, 2015

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

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

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

Dear Mr. Sharpe:

Re: Municipal Designated Highway Program -
Supplementary Funding

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

Philosophy

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

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

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

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

...2

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

Application of the Proposed Policy

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

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

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

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

Timing

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

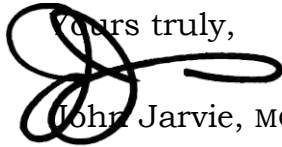
1. municipalities have already prepared and submitted their budgets and set their tax rates so finding the additional funds to match the provincial contribution may be a challenge for some;
2. unless a decision to adopt such a policy is made quickly, it will be unlikely that the money can be spent 2015.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

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

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

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

Yours truly,



John Jarvie, MCIP, RPP

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

Proposed model for municipal contribution to Provincial Designated Highways Program

Basic Premise :

- Starts with a standard contribution rate for all municipalities - 25% leverage factor
- The contribution rate is adjusted based on two factors:
 - The local road burden relative to others
 - The tax base per road km* adjusted for equalization relative to others

* lane kms could possibly be used if local lane Kms data is available for cities and towns

Methodology :

1. Municipalities are compared by group* rather than by municipal status
2. The contribution % is adjusted for each group based on the above noted factors
3. The contribution % of each municipality is then adjusted from their group % based on the same factors within each group.

* Municipalities are grouped for purposes of the Community Funding and Equalization Formula for better comparability

Example:

Part I. Contribution for Group A (Fredericton, Moncton and Saint John)

1. *Municipal Road burden :*

Local road Kms = 92% of total kms compared to 75% for all municipalities

Municipal road burden index = 121.8%

Adjustment for municipal road burden = -21.8%

2. *Municipal Fiscal Capacity :*

Tax base/road km. adjusted for equalization = \$15,197,019 vs. \$8,782,002 for all municipalities

Municipal Fiscal Capacity Index = 173.4%

Adjustment for fiscal capacity = 73.4%

3. *Total Adjustment :*

$$\begin{aligned} &= \text{Municipal road burden adjustment} + \text{Municipal Capacity adjustment} \\ &= -21.8\% \quad + \quad 73.4\% \\ &= 51.2\% \end{aligned}$$

4. *Group A contribution :*

$$\begin{aligned} &= \text{Standard contribution} + (\text{Standard contribution} \times \text{Total Adjustment}) \\ &= 25\% + (25\% \times 51.2\%) \\ &= 25\% + 12.8\% \\ &= 37.8\% \end{aligned}$$

Part II. Municipal Contribution

City of Saint John

1. *Municipal Road burden :*

Local road Kms = 96% of total kms compared to 92% for group A

Municipal road index = 104%

Adjustment for municipal road burden = -4.1%

2. *Municipal Fiscal Capacity :*

Tax base/road km. adjusted for equalization = \$12,291,420 compared to \$15,197,019 for group A

Municipal Capacity Index = 81%

Adjustment for capacity = -19.1%

3. *Total Adjustment :*

$$\begin{aligned} &= \text{Municipal road burden adjustment} + \text{Municipal Capacity adjustment} \\ &= -4.1\% \quad + \quad -19.1\% \\ &= -23.2\% \end{aligned}$$

4. *Municipal contribution :*

$$\begin{aligned} &= \text{Group A contribution} + (\text{Group A contribution} * \text{Total Adjustment}) \\ &= 37.8\% \quad + \quad (-23.2\% \quad X \quad 37.8\%) \\ &= 37.8\% \quad - \quad 8.8\% \\ &= 29\% \end{aligned}$$

Proposed model for municipal contribution to Provincial Designated Highways Program / Modèle proposé pour la contribution municipale
 pour le Programme de routes désignées provinciales
 2015 October 30th Session PRVAL_195

	Total Kms	Provincial % of total	Municipal % of total	Municipal Road Burden Index	Adjustment to sharing for municipal road burden	Tax base/total road km adjusted for equalization	Municipal Fiscal Capacity Index	Adjustment to sharing for capacity	Total adjustment to sharing	Adjusted contribution level from base of 25%
	Kms total	% de km provinciaux	% de km municipaux	Indice du fardeau routier municipal	Ajustment au partage pour le fardeau routier municipal	Assiette fiscale / km de routes totales ajustée pour la péréquation	Indice de la capacité fiscale municipale	Ajustment au partage pour la capacité fiscale	Ajustement total au partage	Contribution ajusté à partir de la base de 25%
PART I - calculation of contribution by Group		ÉTAPE I - calcul de la contribution par groupe								
GROUP A / GROUPE A	1476.994	8.10%	91.90%	122%	-21.8%	15,197,019	173%	73.0%	51.2%	37.8%
GROUP B / GROUPE B	883.234	17.15%	82.85%	110%	-9.8%	9,239,171	105%	5.2%	-4.6%	23.8%
GROUP C / GROUPE C	653.287	17.02%	82.98%	110%	-10.0%	8,336,094	95%	-5.1%	-15.1%	21.2%
GROUP D / GROUPE D	438.652	7.80%	92.20%	122%	-22.2%	10,105,473	115%	15.1%	-7.2%	23.2%
GROUP E / GROUPE E	1223.283	38.21%	61.79%	82%	18.1%	4,531,101	52%	-48.4%	-30.3%	17.4%
GROUP F / GROUPE F	844.830	55.94%	44.06%	58%	41.6%	2,929,610	33%	-66.6%	-25.1%	18.7%
TOTAL	5520.281	24.58%	75.42%			8,782,002				
PART II - calculation of municipal contribution		ÉTAPE II - calcul de la contribution par municipalité								
GROUP A / GROUPE A										
Fredericton	369.718	14.05%	85.95%	94%	6.5%	18,491,755	122%	21.7%	28.2%	48.4%
Moncton	474.162	8.48%	91.52%	100%	0.4%	16,507,653	109%	8.6%	9.0%	41.2%
Saint John	633.114	4.35%	95.65%	104%	-4.1%	12,291,420	81%	-19.1%	-23.2%	29.0%
TOTAL	1476.994	8.10%	91.90%			15,197,019				
GROUP B / GROUPE B										
Bathurst	143.022	18.10%	81.90%	99%	1.1%	8,195,201	89%	-11.3%	-10.2%	21.4%
Campbellton	62.960	17.36%	82.64%	100%	0.2%	10,706,199	116%	15.9%	16.1%	27.7%
Dalhousie	43.876	24.05%	75.95%	92%	8.3%	7,014,317	76%	-24.1%	-15.8%	20.1%
Dieppe	158.456	14.24%	85.76%	104%	-3.5%	17,668,606	191%	91.2%	87.7%	44.8%
Edmundston	198.139	20.75%	79.25%	96%	4.3%	7,626,171	83%	-17.5%	-13.1%	20.7%
Miramichi	276.781	14.62%	85.38%	103%	-3.1%	6,126,486	66%	-33.7%	-36.7%	15.1%
TOTAL	883.234	17.15%	82.85%			9,239,171				
GROUP C / GROUPE C										
Caraquet	80.621	22.84%	77.16%	93%	7.0%	5,080,257	61%	-39.1%	-32.0%	14.4%
Grand-Sault/Grand Falls	77.190	21.17%	78.83%	95%	5.0%	7,394,637	89%	-11.3%	-6.3%	19.9%
Oromocto	81.615	13.11%	86.89%	105%	-4.7%	13,622,490	163%	63.4%	58.7%	33.7%
Sackville	97.277	14.54%	85.46%	103%	-3.0%	6,102,822	73%	-26.8%	-29.8%	14.9%
Shediac	63.148	11.46%	88.54%	107%	-6.7%	9,829,229	118%	17.9%	11.2%	23.6%
Shippagan	31.063	23.92%	76.08%	92%	8.3%	8,142,094	98%	-2.3%	6.0%	22.5%
St. Stephen	49.151	23.31%	76.69%	92%	7.6%	8,990,342	108%	7.8%	15.4%	24.5%
Sussex	42.073	13.79%	86.21%	104%	-3.9%	10,104,836	121%	21.2%	17.3%	24.9%

	Total Kms	Provincial % of total	Municipal % of total	Municipal Road Burden Index	Adjustment to sharing for municipal road burden	Tax base/total road km adjusted for equalization	Municipal Fiscal Capacity Index	Adjustment to sharing for capacity	Total adjustment to sharing	Adjusted contribution level from base of 25%
	Kms total	% de km provinciaux	% de km municipaux	Indice du fardeau routier municipal	Ajustement au partage pour le fardeau routier municipal	Assiette fiscale / km de routes totales ajustée pour la péréquation	Indice de la capacité fiscale municipale	Ajustement au partage pour la capacité fiscale	Ajustement total au partage	Contribution ajustée à partir de la base de 25%
Tracadie (former town)	74.942	12.46%	87.54%	105%	-5.5%	6,728,725	81%	-19.3%	-24.8%	16.0%
Woodstock	56.207	18.40%	81.60%	98%	1.7%	9,164,849	110%	9.9%	11.6%	23.7%
TOTAL	653.287	17.02%	82.98%	100%		8,336,094				
GROUP D / GROUPE D										
Quispamsis	187.928	5.60%	94.40%	102%	-2.4%	8,649,858	86%	-14.4%	-16.8%	19.3%
Riverview	124.409	10.40%	89.60%	97%	2.8%	12,705,305	126%	25.7%	28.5%	29.8%
Rothsay	126.315	8.53%	91.47%	99%	0.8%	9,710,498	96%	-3.9%	-3.1%	22.5%
TOTAL	438.652	7.80%	92.20%			10,105,473				
GROUP E / GROUPE E										
Belledune	86.349	32.02%	67.98%	110%	-10.0%	4,475,442	99%	-1.2%	-11.2%	15.5%
Beresford	45.941	17.54%	82.46%	133%	-33.4%	6,925,331	153%	52.8%	19.4%	20.8%
Blacks Harbour	16.862	45.80%	54.20%	88%	12.3%	4,517,136	100%	-0.3%	12.0%	19.5%
Boucliche	39.485	26.11%	73.89%	120%	-19.6%	5,233,495	116%	15.5%	-4.1%	16.7%
Cap-Pelé	41.585	42.42%	57.58%	93%	6.8%	4,521,363	100%	-0.2%	6.6%	18.6%
Chipman	24.844	67.12%	32.88%	53%	46.8%	3,578,243	79%	-21.0%	25.8%	21.9%
Clair	14.817	60.16%	39.84%	64%	35.5%	4,898,751	108%	8.1%	43.6%	25.0%
Doaktown	28.191	42.77%	57.23%	93%	7.4%	2,294,047	51%	-49.4%	-42.0%	10.1%
Florenceville-Bristol	42.238	58.84%	41.16%	67%	33.4%	4,850,775	107%	7.1%	40.4%	24.5%
Grand Bay-Westfield	65.996	23.87%	76.13%	123%	-23.2%	6,028,055	133%	33.0%	9.8%	19.1%
Grand Manan	81.967	100.00%	0.00%	0%	100.0%	2,426,169	54%	-46.5%	53.5%	26.7%
Grande-Anse	26.117	48.04%	51.96%	84%	15.9%	2,096,831	46%	-53.7%	-37.8%	10.8%
Hampton	57.083	20.23%	79.77%	129%	-29.1%	6,216,549	137%	37.2%	8.1%	18.8%
Hartland	15.160	20.31%	79.69%	129%	-29.0%	5,537,805	122%	22.2%	-6.7%	16.2%
Hillsborough	22.826	28.66%	71.34%	115%	-15.5%	4,314,206	95%	-4.8%	-20.2%	13.9%
Kedgwick (former village)	13.611	20.76%	79.24%	128%	-28.2%	4,631,692	102%	2.2%	-26.0%	12.9%
Lamèque	20.842	35.49%	64.51%	104%	-4.4%	5,127,407	113%	13.2%	8.8%	18.9%
McAdam	22.625	30.43%	69.57%	113%	-12.6%	3,883,720	86%	-14.3%	-26.9%	12.7%
Memramcook	125.491	40.11%	59.89%	97%	3.1%	2,905,905	64%	-35.9%	-32.8%	11.7%
Minto	48.337	46.17%	53.83%	87%	12.9%	3,525,857	78%	-22.2%	-9.3%	15.8%
Nackawic	19.722	31.63%	68.37%	111%	-10.6%	4,691,030	104%	3.5%	-7.1%	16.2%
Neguac	51.809	34.58%	65.42%	106%	-5.9%	2,593,404	57%	-42.8%	-48.6%	8.9%
Perth-Andover	33.362	31.74%	68.26%	110%	-10.5%	4,061,015	90%	-10.4%	-20.8%	13.8%
Petit-Rocher	19.211	24.30%	75.70%	123%	-22.5%	6,808,345	150%	50.3%	27.8%	22.3%
Petitcodiac	28.018	37.02%	62.98%	102%	-1.9%	3,890,586	86%	-14.1%	-16.1%	14.6%

	Total Kms	Provincial % of total	Municipal % of total	Municipal Road Burden Index	Adjustment to sharing for municipal road burden	Tax base/total road km adjusted for equalization	Municipal Fiscal Capacity Index	Adjustment to sharing for capacity	Total adjustment to sharing	Adjusted contribution level from base of 25%
	Kms total	% de km provinciaux	% de km municipaux	Indice du fardeau routier municipal	Ajustment au partage pour le fardeau routier municipal	Assiette fiscale / km de routes totales ajustée pour la péréquation	Indice de la capacité fiscale municipale	Ajustment au partage pour la capacité fiscale	Ajustement total au partage	Contribution ajusté à partir de la base de 25%
Plaster Rock	17.011	29.02%	70.98%	115%	-14.9%	4,874,565	108%	7.6%	-7.3%	16.1%
Rexton	16.182	46.36%	53.64%	87%	13.2%	4,849,781	107%	7.0%	20.2%	20.9%
Richibucto	18.226	22.87%	77.13%	125%	-24.8%	5,777,741	128%	27.5%	2.7%	17.9%
Rogersville	17.802	40.66%	59.34%	96%	4.0%	4,460,439	98%	-1.6%	2.4%	17.8%
Saint Andrews	36.959	9.23%	90.77%	147%	-46.9%	7,568,615	167%	67.0%	20.1%	20.9%
Saint-Antoine	20.976	24.78%	75.22%	122%	-21.7%	5,909,832	130%	30.4%	8.7%	18.9%
Saint-Léonard	15.499	28.82%	71.18%	115%	-15.2%	5,907,983	130%	30.4%	15.2%	20.1%
Saint-Louis de Kent	9.179	47.58%	52.42%	85%	15.2%	7,134,258	157%	57.5%	72.6%	30.1%
Saint-Quentin	24.783	17.23%	82.77%	134%	-34.0%	5,869,945	130%	29.5%	-4.4%	16.7%
Salisbury	26.765	30.41%	69.59%	113%	-12.6%	6,235,911	138%	37.6%	25.0%	21.8%
St. George	27.412	32.27%	67.73%	110%	-9.6%	4,863,682	107%	7.3%	-2.3%	17.0%
TOTAL	1223.283	38.21%	61.79%			4,531,101				
GROUP F / GROUPE F										
Alma	21.021	75.48%	24.52%	56%	44.3%	1,222,808	42%	-58.3%	-13.9%	16.1%
Aroostook	5.942	56.63%	43.37%	98%	1.6%	3,012,125	103%	2.8%	4.4%	19.6%
Atholville (former village)	16.911	43.22%	56.78%	129%	-28.9%	7,592,089	259%	159.2%	130.3%	43.1%
Baker Brook	11.058	81.46%	18.54%	42%	57.9%	2,970,072	101%	1.4%	59.3%	29.8%
Balmoral	28.968	62.81%	37.19%	84%	15.6%	3,638,526	124%	24.2%	39.8%	26.2%
Bas-Caraquet	29.314	20.53%	79.47%	180%	-80.4%	2,809,746	96%	-4.1%	-84.5%	2.9%
Bath	9.195	51.33%	48.67%	110%	-10.5%	3,353,195	114%	14.5%	4.0%	19.5%
Bertrand	35.478	53.39%	46.61%	106%	-5.8%	1,999,064	68%	-31.8%	-37.6%	11.7%
Blackville	28.350	67.69%	32.31%	73%	26.7%	2,142,427	73%	-26.9%	-0.2%	18.7%
Cambridge-Narrows	64.564	96.37%	3.63%	8%	91.8%	1,434,523	49%	-51.0%	40.7%	26.4%
Canterbury	9.031	63.84%	36.16%	82%	17.9%	2,175,441	74%	-25.7%	-7.8%	17.3%
Centreville	11.718	53.52%	46.48%	105%	-5.5%	3,070,774	105%	4.8%	-0.7%	18.6%
Charlo	46.431	31.93%	68.07%	155%	-54.5%	1,915,107	65%	-34.6%	-89.1%	2.0%
Dorchester	11.140	64.25%	35.75%	81%	18.9%	5,551,516	189%	89.5%	108.4%	39.0%
Drummond	11.410	63.96%	36.04%	82%	18.2%	4,756,144	162%	62.3%	80.5%	33.8%
Eel River Crossing (former village)	17.105	58.81%	41.19%	93%	6.5%	3,822,752	130%	30.5%	37.0%	25.7%
Fredericton Junction	20.983	62.46%	37.54%	85%	14.8%	2,207,556	75%	-24.6%	-9.8%	16.9%
Gagetown	41.118	49.01%	50.99%	116%	-15.7%	1,450,563	50%	-50.5%	-66.2%	6.3%
Harvey	6.272	39.59%	60.41%	137%	-37.1%	3,595,422	123%	22.7%	-14.4%	16.0%
Lac Baker	32.730	67.47%	32.53%	74%	26.2%	1,498,709	51%	-48.8%	-22.7%	14.5%

Proposed model for municipal contribution to Provincial Designated Highways Program / Modèle proposé pour la contribution municipale
 pour le programme de routes désignées provinciales

2015 October 30 Open Session FINAL_198

	Total Kms	Provincial % of total	Municipal % of total	Municipal Road Burden Index	Adjustment to sharing for municipal road burden	Tax base/total road km adjusted for equalization	Municipal Fiscal Capacity Index	Adjustment to sharing for capacity	Total adjustment to sharing	Adjusted contribution level from base of 25%
	Kms total	% de km provinciaux	% de km municipaux	Indice du fardeau routier municipal	Ajustment au partage pour le fardeau routier municipal	Assiette fiscale / km de routes totales ajustée pour la péréquation	Indice de la capacité fiscale municipale	Ajustment au partage pour la capacité fiscale	Ajustement total au partage	Contribution ajusté à partir de la base de 25%
Le Goulet	12.648	31.26%	68.74%	156%	-56.0%	3,379,801	115%	15.4%	-40.7%	11.1%
Maisonnette	10.643	48.21%	51.79%	118%	-17.6%	3,182,648	109%	8.6%	-8.9%	17.1%
Meductic	9.672	83.31%	16.69%	38%	62.1%	1,550,902	53%	-47.1%	15.1%	21.6%
Millville	8.024	69.68%	30.32%	69%	31.2%	2,166,084	74%	-26.1%	5.1%	19.7%
New Maryland	30.731	12.67%	87.33%	198%	-98.2%	11,183,375	382%	281.7%	183.5%	53.1%
Nigadoo	15.649	44.34%	55.66%	126%	-26.3%	3,742,262	128%	27.7%	1.4%	19.0%
Norton	72.761	62.39%	37.61%	85%	14.6%	1,153,454	39%	-60.6%	-46.0%	10.1%
Paquetville	13.832	43.70%	56.30%	128%	-27.8%	3,441,749	117%	17.5%	-10.3%	16.8%
Pointe-Verte	17.324	48.26%	51.74%	117%	-17.4%	3,225,247	110%	10.1%	-7.4%	17.4%
Port Elgin	7.941	27.49%	72.51%	165%	-64.6%	3,257,952	111%	11.2%	-53.4%	8.7%
Riverside-Albert	9.584	48.05%	51.95%	118%	-17.9%	2,380,027	81%	-18.8%	-36.7%	11.9%
Rivière-Verte	13.392	37.93%	62.07%	141%	-40.9%	3,260,147	111%	11.3%	-29.6%	13.2%
Saint-André (former village)	5.535	74.94%	25.06%	57%	43.1%	4,400,831	150%	50.2%	93.3%	36.2%
Sainte-Anne-de-Madawaska	19.857	51.17%	48.83%	111%	-10.8%	2,849,007	97%	-2.8%	-13.6%	16.2%
Sainte-Marie-Saint-Raphaël	15.959	39.31%	60.69%	138%	-37.8%	3,319,048	113%	13.3%	-24.5%	14.2%
Saint-François-de-Madawaska	8.783	60.25%	39.75%	90%	9.8%	3,786,207	129%	29.2%	39.0%	26.0%
Saint-Hilaire	7.010	46.45%	53.55%	122%	-21.6%	3,324,144	113%	13.5%	-8.1%	17.2%
Saint-Isidore	16.998	57.99%	42.01%	95%	4.6%	2,911,707	99%	-0.6%	4.0%	19.5%
Saint-Léolin	15.058	44.64%	55.36%	126%	-25.7%	2,481,311	85%	-15.3%	-41.0%	11.1%
St. Martins	6.055	73.82%	26.18%	59%	40.6%	3,558,695	121%	21.5%	62.1%	30.4%
Stanley	17.498	71.10%	28.90%	66%	34.4%	1,723,400	59%	-41.2%	-6.8%	17.5%
Sussex Corner	16.307	42.93%	57.07%	130%	-29.5%	6,256,595	214%	113.6%	84.0%	34.5%
Tide Head	15.464	64.85%	35.15%	80%	20.2%	4,262,645	146%	45.5%	65.7%	31.0%
Tracy	19.366	70.79%	29.21%	66%	33.7%	1,845,497	63%	-37.0%	-3.3%	18.1%
TOTAL	844.830	55.94%	44.06%			2,929,610				
GROUP TOTAL DES GROUPE	5520.281	24.58%	75.42%			8,782,002				



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Bishop & Council
FROM : John Jarvie
DATE : 7 October 2015
RE : Disaster Relieve Funding – Potential Cost to Municipalities

Following disasters, the Provincial Government may provide funding to compensate for some of the costs incurred by municipalities in responding to the event. Some of this money comes from the Government of Canada based on an agreement with the Province. The present formula requires the Province to pay the first dollar of claims and then a declining proportion as the total amount climbs. At the latest Union of Municipalities of New Brunswick Annual Conference there was a presentation from the Provincial Department of Public Safety proposing that municipalities pay a portion of the costs.

Attached is some material circulated at the presentation including the results of a scenario where the municipalities affected by Tropical Storm Arthur would be responsible for the first dollar of any claims up to a maximum of their population.

Any downloading of financial responsibility from other orders of government to municipalities will be viewed as undesirable. Beyond that Council should be aware that the narrow scope of the expenses eligible for reimbursement means that there are usually cost to the Town that are ineligible, but nevertheless required, in response to cleanup conditions and other factors. At the very least there are opportunity costs when staff do cleanup work during times when their attention would normally focus on other activities.

Recommendation:

It is recommended that this initiative be monitored and a letter be sent to the Minister responsible protesting such a policy.

Cost to municipalities for DFA Arthur if a \$1/capita deductible had been in place

Municipality	Population	total DFA claim	\$1/capita deductible	% claim represented by deductible
1 Meductic	228	\$27,823	\$228	0.8%
2 Eel River Crossing	1209	\$87,100	\$1,209	1.4%
3 Gagetown	698	\$15,473	\$698	4.5%
4 Fredericton	56224	\$1,210,000	\$56,224	4.6%
5 McAdam	1284	\$25,804	\$1,284	5.0%
6 Caraquet	4169	\$66,421	\$4,169	6.3%
7 Balmoral	1719	\$22,037	\$1,719	7.8%
8 St. Andrews	1889	\$22,841	\$1,889	8.3%
9 Sainte-Marie-Saint-Raphaël	955	\$9,795	\$955	9.7%
10 New Maryland	4232	\$38,475	\$4,232	11.0%
11 Grand Bay/Wesfield	5117	\$42,673	\$5,117	12.0%
12 Neguac	1678	\$9,736	\$1,678	17.2%
13 Rothesay	11947	\$62,188	\$11,947	19.2%
14 Paquetville	706	\$3,485	\$706	20.3%
15 Bathurst	12275	\$58,774	\$12,275	20.9%
16 Oromocto	8932	\$28,954	\$8,932	30.8%
17 Doaktown	793	\$2,226	\$793	35.6%
18 Saint John	70063	\$133,500	\$70,063	52.5%
19 Chipman	1236	\$2,348	\$1,236	52.6%
20 Upper Miramichi	2373	\$3,215	\$2,373	73.8%
21 Sussex Corner	1495	\$1,925	\$1,495	77.7%
22 Qusipamsis	17886	\$22,236	\$17,886	80.4%
	207108	\$1,897,031	\$207,108	10.9%

Disaster Financial Assistance

- Changes to the Disaster Financial Assistance Arrangements (DFAA)
- DFA cost sharing



Changes to DFAA

First \$1/capita	100% prov	
Next \$2/capita	50% prov / 50% fed	
Next \$2/capita	25% prov / 75% fed	
Balance	10% prov / 90% fed	



Changes to DFAA

First \$1/capita	100% prov	First \$3 / capita
Next \$2/capita	50% prov / 50% fed	Next \$6 / capita
Next \$2/capita	25% prov / 75% fed	Next \$6 / capita
Balance	10% prov / 90% fed	Balance



\$10M event

old policy

new policy

<i>old policy</i>			<i>new policy</i>	
prov	fed		prov	fed
\$750,000	\$0	100% prov	\$2,250,000	\$0
\$750,000	\$750,000	50% prov / 50% fed	\$2,250,000	\$2,250,000
\$375,000	\$1,125,000	25% prov / 75% fed	\$812,500	\$2,437,500
\$625,000	\$5,625,000	10% prov / 90% fed	--	--
\$2,500,000	\$7,500,000	TOTAL	\$5,312,500	\$4,687,500
25%	75%		53%	47%



\$14M event (Arthur)

prov	fed		prov	fed
\$750,000	\$0	100% prov	\$2,250,000	\$0
\$750,000	\$750,000	50% prov / 50% fed	\$2,250,000	\$2,225,000
\$375,000	\$1,125,000	25% prov / 75% fed	\$1,125,000	\$3,375,000
\$1,025,000	\$9,225,000	10% prov / 90% fed	\$275,000	\$2,475,000
\$2,900,000	\$11,100,000	TOTAL	\$5,900,000	\$8,100,000
21%	79%		42%	58%



Deductibles

- Deductible for homeowners and small businesses
- No deductible for municipalities and LSDs



Solutions needed

Other provinces:

- Apply same deductible as under policy to municipalities
- Levy a per capita charge
- Pay portion of costs based on total tax base or % of total costs incurred



Cost to municipalities for DFA Arthur if a \$1/capita deductible had been in place

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Chipman	1236	\$2,348	\$1,236	52.6%
Upper Miramichi	2373	\$3,215	\$2,373	73.8%
Sussex Corner	1495	\$1,925	\$1,495	77.7%
Qusipamstis	17886	\$22,236	\$17,886	80.4%
	207108	\$1,897,031	\$207,108	10.9%

