

**7:00 p.m.**



October 2016 KPL Librarian's Report

**ROTHESAY**

## Regular Council Meeting

## Agenda

-2-

12 December 2016

- |      |  |  |
|------|--|--|
|      | 31 October 2016  | KPL Comparative Income Statement   |
| 7.3  | 26 October 2016  | Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes |
|      | 31 October 2016  | KRJBPC Statement of Financial Position   |
|      | 18 November 2016   | KRJBPC Chief's Report  |
|      | 17 November 2016   | KRJBPC Call Summary  |
| 7.4  | 12 October 2016  | Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes                   |
|      | 2017   | KVFD Draft Operating Budget  |
|      | 2017   | KVFD Draft Capital Budget  |
|      | 31 August 2016   | KVFD Statement of Operations   |
|      | 12 October 2016  | KVFD Chief's Report  |
|      | 30 September 2016  | KVFD Response Report   |
| 7.5  | 17 November 2016   | Draft Finance Committee Meeting Minutes  |
|      | 18 November 2016   | Draft Finance Committee Meeting Minutes  |
|      | 29 November 2016   | Draft Finance Committee Meeting Minutes  |
|      | 6 December 2016  | Donations Report   |
| 7.6  | 15 November 2016   | Draft Rothesay Living Museum Committee Meeting Minutes                             |
|      | ➤ OntheSpot.ca   |  |
| 7.7  | 22 November 2016   | Draft Emergency Measures Committee Minutes   |
| 7.8  | 22 November 2016   | Draft Parks and Recreation Committee Meeting Minutes                               |
| 7.9  | 23 November 2016   | Draft Public Works and Infrastructure Committee Minutes                            |
|      | ➤ Our Lady of Perpetual Help Parking                             |  |
|      | ➤ Fleet Expenditure (see item 9.2)                               |  |
| 7.10 | 23 November 2016   | Draft Utilities Committee Meeting Minutes  |
|      | ➤ 2017 Utility Fund Operating and Capital Budgets (see item 9.2) |  |
| 7.11 | 5 December 2016  | Draft Planning Advisory Committee Meeting Minutes                                  |
| 7.12 | November 2016  | Monthly Building Permit Report   |
| 7.13 | 8 December 2016  | Capital Projects Summary   |

**8. UNFINISHED BUSINESS**

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**TABLED ITEMS****8.1 Traffic By-law 1-14** (Tabled June 2014)*No action at this time***8.2 Water By-law** (Tabled June 2015)*No action at this time***8.3 16 Lot Subdivision off Appleby Drive** (Tabled December 2015)*No action at this time*

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## ROTHESAY

Regular Council Meeting

Agenda

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12 December 2016

### 8.4 Sewage By-law 1-15-1

6 December 2016      Memorandum from Town Clerk Banks  
DRAFT                      By-law 1-15-1

### 8.5 7 Hillcrest Drive – Rezoning **Remove from Table**

7 December 2016      Report prepared by DPDS White  
DRAFT                      By-law 2-10-27 (Amended)

## 9. NEW BUSINESS

### BUSINESS ARISING FROM DELEGATIONS

#### 9.1 Regional Recreation Plan

9 December 2016      Memorandum from Town Manager Jarvie  
6 December 2016      Regional Recreation Plan Summary Report

## FINANCE

### 9.2 2017 Rothesay Budget

#### 9.2.1 General Fund

7 December 2016      Memorandum from Treasurer MacDonald RE: Motions  
General Fund Budget highlights  
2017 General Fund Operating Budget  
2017 General Fund Capital Budget

#### 9.2.2 Utility Fund

7 December 2016      Memorandum from Treasurer MacDonald RE: Motions  
Utility Fund Budget highlights  
2017 Utility Fund Operating Budget  
2017 Utility Fund Capital Budget

#### 9.2.3 Reserve Motions

8 December 2016      Memorandum from Treasurer MacDonald RE: General Fund  
8 December 2016      Memorandum from Treasurer MacDonald RE: Utility Fund

### 9.3 Insurance Coverage

5 December 2016      Memorandum from Treasurer MacDonald

### 9.4 110 James Renforth Drive – Notice of Tender for Surplus Property

KV Style Advertisement

## RECEIVE FOR INFORMATION

## **ROTHESAY**

Regular Council Meeting

Agenda

-4-

12 December 2016

### **ADMINISTRATION**

#### **9.5 Council Term Priorities 2016-2020**

7 December 2016      Memorandum from Town Manager Jarvie

#### **9.6 Committee Appointments**

1 December 2016      Memorandum from the Nominating Committee

#### **9.7 Appointment of Special Committee on Seniors Issues**

7 December 2016      Memorandum from Town Manager Jarvie

#### **9.8 Dalhousie University Study “Age Friendly Rothesay”**

7 December 2016      Report prepared by DPDS White

### **OPERATIONS**

#### **9.9 Municipal Services Easement – Domville Lane**

8 December 2016      Memorandum from Town Manager Jarvie

#### **10. NEXT MEETING**

**Regular meeting      Monday, January 9, 2017**

#### **11. ADJOURNMENT**

2016December12OpenSessionFINAL\_023



# FUNDY REGIONAL SERVICE COMMISSION: REGIONAL RECREATION PLAN

# Purpose

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- ▶ December 14<sup>th</sup> FRSC votes on the Regional Recreation Plan
- ▶ Obtain support of this council member's vote
- ▶ Answer questions regarding the Plan

**FRSC Regional Recreation Plan**

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# Background

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- ▶ Motion: “Develop a regional recreation plan”
- ▶ Funding: Province NB
- ▶ Committee: Recreation Directors, NB Rec Consultant & Local Service Manager
- ▶ Consultant: Sierra Planning & Management

**FRSC Regional Recreation Plan**

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# Goal of Plan

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- ▶ Work in collaboration & cooperation with communities to find collective benefits for residents' needs in recreation.
  - ▶ Asset mapping
  - ▶ Demographic Review
  - ▶ Review Municipal Recreation Master Plans

**FRSC Regional Recreation Plan**

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# Assumptions

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1. FRSC region comprised of smaller regions
2. Communities are the primary delivery agency of recreation
3. Facility planning, funding and operation should be driven from the ground up, assisted and facilitated by Province & FRSC



# Recommendation

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- ▶ Framework for Discussion
  - ▶ Regional or sub-regional facilities
  - ▶ Potential communities included at beginning of planning process
  - ▶ Full understanding of costs & benefits
  - ▶ Develop cost sharing model

# Recommendation

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- ▶ Engage in capacity building in the LSDs and municipalities where relevant through education, information exchange and public outreach.
- ▶ Funding opportunity Recreation Leadership
  - ▶ With adoption of the plan

# Hampton Regional Multipurpose Facility

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- ▶ LSDs involved in planning
- ▶ Recreation Coordinator
- ▶ 4/5 LSDs to include in tax base

FRSC Regional Recreation Plan

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# FRSC Community Impact

2016December12OpenSessionFINAL\_031

	Local Planning		Regional & Cooperative Services	
		2017	2016	2017
Grand Bay-Westfield	\$0	\$0	\$1,826	\$1,555
Quispamsis	\$0	\$0	\$7,102	\$6,058
<b>Rothesay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,046</b>	<b>\$4,291</b>
Saint John	\$0	\$0	\$28,381	\$24,227
St. Martins	\$1,733	\$1,350	\$110	\$93
LSD Greenwich	\$5,853	\$4,648	\$368	\$315
LSD Westfield W/E	\$11,466	\$9,372	\$732	\$635
LSD Petersville	\$2,477	\$2,000	\$166	\$144
LSD Musquash	\$37,764	\$32,227	\$1,250	\$1,137
LSD Kingston	\$20,308	\$17,384	\$1,138	\$1,012
LSD Rothesay	\$1,762	\$1,383	\$117	\$100
LSD Saint Martins	\$5,166	\$4,072	\$369	\$315
LSD Simonds	\$15,901	\$12,452	\$1,140	\$972
LSD Fairfield	\$1,177	\$919	\$89	\$76
	<b>\$103,607</b>	<b>\$85,807</b>	<b>\$47,834</b>	<b>\$40,930</b>



# Community Impact - Breakdown

2016 December 12 Open Session FINAL\_032

	Local Planning			Regional and Cooperative Services		
	2017	Recreation	Planning & Other	2017	Recreation	Other Services
Grand Bay-Westfield	\$0	\$0		\$1,555	\$261	\$1,294
Quispamsis	\$0	\$0		\$6,058	\$1,018	\$5,040
<b>Rothsay</b>	<b>\$0</b>	<b>\$0</b>		<b>\$4,291</b>	<b>\$721</b>	<b>\$3,570</b>
Saint John	\$0	\$0		\$24,227	\$4,069	\$20,158
St. Martins	\$1,350	\$594	\$756	\$93	\$16	\$77
LSD Greenwich	\$4,648	\$2,045	\$2,603	\$315	\$53	\$262
LSD Westfield W/E	\$9,372	\$4,123	\$5,249	\$635	\$107	\$528
LSD Petersville	\$2,000	\$880	\$1,120	\$144	\$24	\$120
LSD Musquash	\$32,227	\$14,178	\$18,049	\$1,137	\$191	\$946
LSD Kingston	\$17,384	\$7,648	\$9,736	\$1,012	\$170	\$842
LSD Rothsay	\$1,383	\$608	\$775	\$100	\$17	\$83
LSD Saint Martins	\$4,072	\$1,791	\$2,281	\$315	\$53	\$262
LSD Simonds	\$12,452	\$5,478	\$6,974	\$972	\$163	\$809
LSD Fairfield	\$919	\$404	\$515	\$76	\$13	\$63
	<b>\$85,807</b>	<b>\$37,750</b>	<b>\$48,057</b>	<b>\$40,930</b>	<b>\$6,875</b>	<b>\$34,055</b>



# Regional Recreation

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- ▶ Agreement to work together to find mutually beneficial options for recreation services and facilities.
- ▶ An opportunity to assist Local Service Districts to grow and expand recreation.
- ▶ Strengthen regional recreation

**FRSC Regional Recreation Plan**

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November 2016



Dear Mayor Grant and Council:

The Town of Rothesay today placed the Veterans' Banners on the thirteen lampposts that were available. However, we had purchased seventeen this year; two will be hung at the qplex and two at the Branch.

We have had several requests from families who want to purchase a Banner for next year. The problem we face is where to place them. We understand that the cost is quite high to put the brackets on the lampposts. Is there a way that the Town could possibly pay to have more installed? If not on the lampposts then perhaps on utility poles (Sussex did this)? And there are other lampposts at Veterans' Park and on the Rothesay Common that would be ideal for the Banners.

Perhaps we could look for provincial funding or a corporate sponsor.

We are very pleased with what we have accomplished thus far and I know this will take off when people see them. I am so glad that the Town of Rothesay was on board for this.

Thank you for your attention to this matter.

Regards,

Heather McClintock  
Veterans' Banner Committee

(847-4186)

**From:** [Lee Robinson](#)  
**To:** [Rothesay Info](#)  
**Subject:** Support requested for Hammond River water quality project  
**Date:** November-21-16 3:35:24 PM  
**Attachments:** [Rothesay - Request for partnership.doc](#)

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For your consideration,

The Hammond River Angling Association is seeking confirmation of in-kind support for an upcoming water quality monitoring project. If you could kindly forward this email and attachment to the appropriate department/person, it would be appreciated. If the town decides to support this project, we would like a letter confirming the support, and the anticipated monetary value of this support.

Thank you so much,

Lee Robinson  
HRAA Director of Operations



## Hammond River Angling Association

10 Porter Road, Nauwigewauk  
New Brunswick, E5N 6X1  
506-832-1230

To whom it may concern,

The Hammond River Angling Association (HRAA) would like to investigate sources of poor water quality Palmer and Bradley Brook, and are requesting a partnership with the town of Rothesay.

HRAA water quality analyses have indicated these brooks have poor conditions for aquatic life and contain pollutants at concentrations above the acceptable limit designated by Health Canada for recreational use. In 2015, water quality results indicated unacceptably high levels of *E. coli*, low levels of dissolved oxygen, high water temperature, high total color units and high levels of turbidity in both Palmer and Bradley brook. High levels of nutrients and heavy metals were also measured in these brooks. These issues contribute to decreasing aquatic biodiversity in the area, poor aesthetics and health risks to recreational users of the river. Previous water quality monitoring efforts have indicated a non-point source of pollution in these areas, suggesting that several sources are contributing to poor water quality.

To isolate sources of pollution, the HRAA is designing an intensive water quality sampling survey to be completed in 2017. This survey will collect water samples and benthic macroinvertebrate communities, and qualify substrate composition at 20 locations in the Palmer and Bradley Brook sub-catchments. Currently, we are applying for funding with the *New Brunswick Environmental Trust Fund* to complete this project. We are writing to request in-kind support from the municipality, in the form of consultations and expertise, to help us obtain this grant.

Results from this project will allow us to prioritize management areas for future restoration projects. As a partner, the HRAA will request guidance from the town in selecting sampling sites. Once sampling is complete, results will be provided to the town. At this point we hope that appropriate members of the town's staff will meet with us to discuss priority restoration areas, and recommendations to avoid future pollution.

If you have any questions or requests, please do not hesitate to call or email (lee.robinson@hraa.ca). We appreciate your consideration and hope that we can work together to better our community and environment.

Thank you,  
Lee Robinson  
HRAA Director of Operations

HRAA- Salmon Restoration, Community Education and Watershed Management  
With Volunteers since 1977



November 7, 2016



Dr. Nancy Grant, Mayor  
Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5

Dear Dr. Grant:

Thank you for your letter dated October 5, 2016 concerning the Rothesay Recreation Project.

The town of Rothesay's Recreation Department has been a long standing and active partner in the Fundy Wellness Network; this leadership demonstrates that your community recognizes the important connection between wellness and strong, resilient, and healthy communities. As Minister responsible for wellness, it is very encouraging to learn more about your vision for creating an environment supportive of wellness for all ages. Your efforts to consider multipurpose recreation opportunities are key to engaging a broad segment of the population in their own wellness. I am also pleased to hear that you have reached out to the Regional Development Corporation for funding.

Due to my Legislature commitments I am unsure as to when I will be able to visit your facility. However, my executive secretary, Ljiljana Dabic, will be in contact with your office to schedule a visit when my schedule permits.

Thank you again for your commitment to wellness in your community.

Sincerely,

A handwritten signature in blue ink that reads "Stephen Horsman".

Hon. Stephen Horsman  
Minister of Families and Children



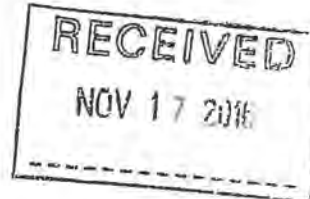
2016 December 12 Open Session FINAL 038

# Town of Grand Bay-Westfield

## Mayor's Office

Mayor Grace Losier  
609 River Valley Drive • P.O. Box 3001 • Grand Bay-Westfield, N.B. • E5K 4V3  
Tel: (506) 738-6433 • Fax: (506) 738-6424 • mayor@towngbw.ca

November 9, 2016



Mayor Nancy Grant & Council  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB  
E2E 5L5

COPY

Your Worship and Council:

On behalf of Town of Grand Bay-Westfield Council congratulations on receiving the 2016 People's Choice Public Space Award bestowed to the Rothesay Common that was announced this week by the Canadian Institute of Planners (CIP).

The Town of Rothesay is a very deserving of this honor.

Once again congratulations!

Sincerely,

A handwritten signature in dark ink, appearing to be "Grace Losier", written over a horizontal line.

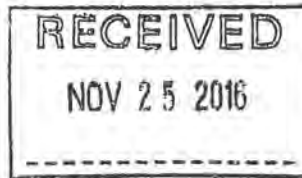
Grace Losier  
Mayor

GL/lt

Enclosure: (1)



November 22, 2016



Her Worship Nancy Grant  
Mayor of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5

**COPY**

Dear Madam Mayor:

On behalf of the Department of Environment and Local Government, I would like to take this opportunity to congratulate the Town of Rothesay on winning the Canadian Institute of Planners 2016 People's Choice Award for Public Space for the Rothesay Common.

The Rothesay Common has been a special and valued public space in the community since the 1930's. Today, the Common continues to be an important public space serving as a place for the residents to gather and participate in a variety of leisure activities. It is wonderful that this National award recognizes the Common as one of the great public spaces in Canada.

This is a great achievement by the Town of Rothesay.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Rousselle".

Hon. Serge Rousselle, Q.C.  
Minister





2016 December 12 Open Session FINAL 040

# GRAND BAY- WESTFIELD



November 15, 2016

RECEIVED

NOV 21 2016

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

T: 506-738-6400

F: 506-738-6424

[www.town.grandbay-westfield.nb](http://www.town.grandbay-westfield.nb)

Mayor Betty Ann Chatterton and Council  
Village of St. Martins  
73 Main St., Unit 2  
St. Martins, NB  
E2L 4V3

Dear Mayor Chatterton and Council Members:

Over the last number of years St. Martins has been our partner in economic development and all regional discussions in areas of mutual benefit and concern. This year as a region we would be excited if you came on as a full partner in the sharing of regional facilities. I'm sure you are aware that the municipalities of Quispamsis, Rothesay, Saint John and Grand Bay-Westfield already contribute to the operating deficits of Imperial Theatre, Harbour Station, the Trade and Convention Centre, the Arts Centre, and the Aquatic Centre and it would say a lot to the region if you were to become a partner as well. Whether or not you use them personally, to a business looking to start up, these are the kind of assets a region may boast about in order to make the case for choosing us! As your municipal partners we would be thrilled to have you as a full partner. As you deliberate for budget this year we hope you will give this your full consideration; it would say a lot as we move forward with our LSD Communities.

We look forward to hearing from you.

Sincerely,

GL:lt

On behalf of:

Gary Clark, Mayor Town of Quispamsis

✓ Nancy Grant, Mayor Town of Rothesay

Don Darling, Mayor City of Saint John



# KV OLD BOYS

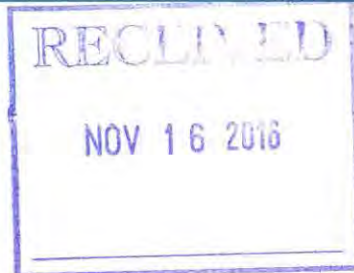
32 Wedgewood Drive  
Rothesay, New Brunswick  
E2E 3P7

Tel: 506-847-5895

Fax: 506-847-1369

Email: [kvob@nbnet.nb.ca](mailto:kvob@nbnet.nb.ca)

Making a good community better



November 15, 2016

Mary Jane Banks  
Town of Rothesay

Dear Town of Rothesay;

On behalf of the **KV OLD BOYS**, we would like to express our sincerest appreciation to you for sponsoring the 2016 Country & Western Show held on November 5th at the Kennebecasis Valley High School.

This event would not have been a success without the generous funding provided by our sponsors. Your support provides us with the opportunity to continue to build a terrific organization committed to assisting those within the community who, for whatever the reason, find themselves in need.

Planning for the **2017 Country & Western Show** has begun. The 2017 Country and Western Show is tentatively scheduled for November 4, 2017 at the Kennebecasis Valley High School

In all, the **2016 Country & Western Show** was a sellout for the fourth year in a row and raised an net amount over \$ 8,000.00 – our best year yet!

Once again, we say thank you and look forward to your continued support.

Sincerely,

Stephen Little  
2016 - President - 2017

A copy of our Show Handout is attached



# **Kennebecasis Valley Fire Department Inc.**

Chief Bill Ireland

Deputy Chief Dan McCoy

7 Campbell Drive, Rothesay, NB E2E 5B6  
Phone (506) 848-6601 Fax (506) 848-6608  
Email: [admin@kvfire.ca](mailto:admin@kvfire.ca)

November 25, 2016

Councilor Grant Brenan  
Chair, Rothesay Finance Committee  
70 Hampton Road  
Rothesay, NB  
E2E 5L5



Dear Councilor Brenan:

Further to your letter dated October 24, 2016; please be advised that at the November 23, 2016 meeting of the Joint Board of Fire Commissioners, the attached revisions to our operating and capital budgets were approved. These changes were made in order to comply with your committee's request to reduce our original budget submissions.

Unfortunately, we are unable to provide the final municipal cost share amounts until the 2017 property assessment information is released.

The Joint Board of Fire Commissioners appreciates the challenges both Municipalities are facing in controlling costs and trust that you will find this revised budget satisfactory.

Respectfully,

Kirk Miller  
Treasurer, Kennebecasis Valley Fire Department Inc.

cc Councilor Kirk Miller, Chair, Quispamsis Finance Committee  
Rothesay Mayor and Council  
Quispamsis Mayor and Council

**2016December12OpenSessionFINAL\_043**  
**Kennebecasis Valley Fire Department Inc.**

**Operating Budget**

Line No.	REVENUE:	BUDGET		BUDGET		BUDGET		Budget change 2016-2017	
		2016 Outlook	2016 Approved Budget	2017 PRESENTED	AMENDED			\$	%
1	Members Contributions	\$ 4,564,783	\$ 4,564,783	\$ 4,672,560	\$ 4,603,190	\$ 38,407	0.84%		
2	Rebate of Property Tax	44,588	46,105	45,281	45,281	(824)	-1.79%		
3	Local Service Districts	90,973	90,973	93,025	91,694	721	0.79%		
5	Revenue Fee Structure	35	100	-	-	(100)	-100.00%		
6	Misc. Revenue	227	-	-	10,000	10,000			
7	Interest Income C/A	4,791	5,000	5,000	5,000	-			
8	Surplus/ (Deficit) 2nd previous year	122,068	122,068	54,534	54,534	\$ (67,534)	-55.32%		
9		\$ 4,827,465	\$ 4,829,029	\$ 4,870,400	\$ 4,809,700	\$ (19,331)	-0.40%		
<b>EXPENSES:</b>									
<b>ADMINISTRATION:</b>									
10	Admin. Wages and Benefits	\$ 559,545	\$ 576,600	\$ 595,200	\$ 584,500	\$ 7,900	1.37%		
11	Convention/dues/training	16,000	20,000	20,000	16,000	(4,000)	-20.00%		
14	Professional Services	33,500	33,500	40,000	34,500	1,000	2.98%		
15	CPSE Accrediation			5,000	-	-			
16	Office supplies/Copy Machine/ S/C	7,385	7,385	7,700	7,700	314	4.26%		
17	Computer hardware/software/IT	10,000	12,000	12,000	10,000	(2,000)	-16.66%		
18	Telephone/ Internet	14,382	14,382	14,382	14,382	-			
20	Postage / Misc. Exp.	2,550	2,550	-	-	(2,550)	-100.00%		
21		\$ 643,362	\$ 666,417	\$ 694,282	\$ 667,083	\$ 664	0.10%		
<b>FIREFIGHTING FORCE:</b>									
22	Salaries Basic	\$ 2,394,924	\$ 2,421,593	\$ 2,465,885	\$ 2,473,502	\$ 51,909	2.14%		
23	Overtime	55,600	63,000	63,000	56,000	-7,000	-11.11%		
24	Vacation Pay on Retirement	9,436	28,307	18,514	9,698	(18,609)	-65.74%		
25	Force Benefits	559,217	577,100	582,200	578,000	900	0.16%		
27	Career Uniforms and maintenance	27,000	27,000	27,000	27,000	(0)			
28	Medical and Fitness Testing	20,400	20,400	20,400	20,400	0			
29	Career Recognition	4,000	4,000	3,000	3,000	(1,000)	-25.00%		
30	Holiday Relief Wages and overtime	314,000	314,000	303,000	303,000	(11,000)	-3.50%		
31	Holiday Relief Benefits	85,175	91,700	92,600	102,500	10,800	11.78%		
33	Volunteer Expenses	15,000	21,000	21,000	-	-21,000	-100.00%		
34		\$ 3,484,752	\$ 3,568,100	\$ 3,596,600	\$ 3,573,100	\$ 5,000	0.14%		
<b>TELECOMMUNICATIONS:</b>									
35	Cellular Telephones	\$ 5,810	\$ 5,810	\$ 6,610	\$ 6,610	\$ 800	13.76%		
36	Communication Equipment	12,000	12,000	12,000	10,000	-2,000	-16.67%		
37	Maintenance / Repairs	1,500	3,060	1,500	1,500	(1,560)	-50.98%		
38		\$ 19,310	\$ 20,870	\$ 20,110	\$ 18,110	\$ (2,760)	-13.23%		
<b>INSURANCE:</b>									
39	Insurance	\$ 32,987	\$ 33,500	\$ 33,317	\$ 33,317	(183)	-0.55%		
40		\$ 32,987	\$ 33,500	\$ 33,317	\$ 33,317	\$ (183)	-0.55%		
<b>PREVENTION AND TRAINING:</b>									
41	Firefighter / Co. Officer Training	\$ 32,000	\$ 32,000	\$ 40,000	\$ 36,000	\$ 4,000	12.50%		
42	Fire Prevention	7,000	7,000	7,000	7,000	0			
43	Public Education	3,000	3,000	3,000	3,000	0			
44	Training Supplies	2,500	2,500	2,500	2,000	-500	-20.00%		
45		\$ 44,500	\$ 44,500	\$ 52,500	\$ 48,000	\$ 3,500	7.87%		
<b>FACILITIES:</b>									
46	Station 1 Operating	\$ 164,033	\$ 186,680	\$ 168,329	\$ 168,329	\$ (18,351)	-9.83%		
47	Station 2 Operating	17,700	21,700	21,700	21,700	-			
48	Station 2 Rent - Quispamsis	47,940	47,940	48,907	48,907	967	2.02%		
49	Station Supplies	7,500	10,500	11,000	10,500	-			
50		\$ 237,173	\$ 266,820	\$ 249,936	\$ 249,436	\$ (17,384)	-6.33%		
<b>FLEET:</b>									
51	Fuel Vehicle	\$ 22,186	\$ 40,000	\$ 25,000	\$ 25,000	\$ (15,000)	-37.50%		
52	Registration Vehicle	434	434	550	550	116	26.73%		
55	Vehicle Maint. & Repairs	76,500	62,000	63,000	63,000	1,000	1.61%		
56		\$ 99,120	\$ 102,434	\$ 88,550	\$ 88,550	\$ (13,884)	-13.55%		
<b>OPERATIONS:</b>									
57	New Equipment	\$ 16,000	\$ 16,000	\$ 20,000	\$ 17,500	\$ 1,500	9.38%		
58	Maint. & Repairs Equip.	16,000	13,000	16,500	16,000	3,000	23.08%		
59	Maint. & Repairs Bunker Gear	7,000	7,000	7,000	7,000	-			
60	Medical supplies	4,000	4,000	4,500	4,500	500	12.50%		
61	Fire fighting supplies	2,000	4,000	3,500	3,500	(500)	-12.50%		
62	H&S/Cause determination	1,500	2,500	2,000	2,000	(500)	-20.00%		
63		\$ 46,500	\$ 46,500	\$ 53,500	\$ 50,500	\$ 4,000	8.60%		
<b>WATER COSTS:</b>									
64	Water Costs - Quispamsis	\$ 4,390	\$ 4,390	\$ 4,504	\$ 4,504	\$ 114	2.60%		
65	Water Costs - Rothesay	23,497	23,497	24,201	24,201	704	3.00%		
66		\$ 27,887	\$ 27,887	\$ 28,705	\$ 28,705	\$ 818	2.93%		
<b>OTHER:</b>									
67	Miscellaneous	\$ 2,000	\$ 2,000	\$ 2,900	\$ 2,900	\$ 900	45.00%		
68	Retirement Allowance	50,000	50,000	50,000	50,000	-			
71		\$ 52,000	\$ 52,000	\$ 52,900	\$ 52,900	\$ 900	1.73%		
72		\$ 4,687,590	\$ 4,829,029	\$ 4,870,400	\$ 4,809,700	\$ (19,330)	-0.40%		
73	SURPLUS FOR THE PERIOD	\$ 139,875							

## Kennebecasis Valley Fire Department Inc.

## Operating Budget

2017

Reduce operations budget to 2.50% of 2016 Outlook

Total Operational Budget Presented Oct 21/2016	4,870,400
Outlook as at 08/31/16	4,684,263
Changes:	

Decease Operating Budget to	4,801,370
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Required deductions	<u>69,030</u>
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## Detail of Changes :

Line 6	<b>Miscellaneous Revenue</b>	10,000
	sell 2009 Ford Escape	5,000
	Sell Hovercraft	5,000
Line 10	<b>Admin Wages &amp; Benefits</b>	10,700
	Maintain existing management structure	5,326
	Reduce EA hours	3,121
	Reduce Accountant hours	2,253
Line 11	<b>Convention, dues &amp; training</b>	4,000
Line 14	<b>Professional services</b>	5,500
Line 15	<b>CSPE Accreditation</b>	5,000
Line 17	<b>Computer/hardware/software/IT</b>	2,000
Line 22	<b>Force Wages</b>	(7,616)
	1st class not being replaced with 3rd class	
Line 23	<b>Overtime</b>	7,000
Line 24	<b>Vacation Pay on Retirement</b>	8,816
	Removed one retirement	
Line 25	<b>Force Benefits</b>	4,200
	Most benefits costs are finalized	
	reduced H&D costs from family	
	to current utilization ie some are single	
Line 31	<b>Holiday Relief Benefits</b>	(9,900)
	Most benefits costs are finalized	
Line 33	<b>Volunteer Expenses</b>	21,000
Line 36	<b>Communication Equipment</b>	2,000
Line 41	<b>Firefighter /Co. Officer training</b>	4,000
Line 44	<b>Training supplies</b>	500
Line 49	<b>Station supplies</b>	500
Line 57	<b>New Equipment</b>	2,500
Line 58	<b>Maintenance/Repairs Equipment</b>	500
<b>Total Deductions</b>		<u>70,700</u>
		(1,670)

**Kennebecasis Valley Fire Department Inc.    Kennebecasis Valley Fire Department Inc.**

2017 CAPITAL BUDGET

Upgrade U52 and acquire Trax for Rhino	\$ 30,000
SCBA cylinder replacement	15,000
Fitness Equipment	10,000
Washer/Extractor	19,000
Bunker Gear (Year 1 of 4)	35,000
Total	<u>\$ 109,000</u>

Station 2 Design	600,000
Total	<u><u>\$ 709,000</u></u>

2017 CAPITAL BUDGET - AMENDED

SCBA cylinder replacement	15,000
Fitness Equipment	10,000
Washer/Extractor	19,000
Bunker Gear (Year 1 of 4)	35,000
Total	<u>\$ 79,000</u>

Station 2 Design	110,000
Total	<u><u>\$ 189,000</u></u>

**Kennebecasis Valley Fire Department Inc.**

**Capital Budget**

**2017**

- 1 JFC approves the amount of \$189,000 to include \$110,000 for Station 2 design

<b>Capital Budget Presented October 21/2016</b>	<b>709,000</b>
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**Changes :**

Decrease Capital Budget to	189,000
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<b>Required Deductions</b>	<b><u>520,000</u></b>
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**Detail of Changes :**

Decrease station design to \$110,000	490,000
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Remove upgrade of rhino	30,000
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<b>Required Deductions</b>	<b><u>520,000</u></b>
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**From:** [Mary Jane Banks](#)  
**To:** [Liz Pomeroy](#)  
**Subject:** FW: Thank you to Town  
**Date:** November-28-16 12:21:41 PM

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For Council - thanks

> On Nov 28, 2016, at 10:42 AM, Jean [REDACTED] wrote:

>

> Good Morning Matt. Could you please extend the thanks of the Kaitlyn Street homeowners for the recently completed work to hopefully prevent further flooding to the residents. As the Town is aware, this was a difficult time for all concerned as we struggled with prevention to alleviate the water issues and the possibility of future flooding. We are appreciative of all that was done, and the support of the Mayor, Council and staff who listened to our concerns and who completed the work in a professional manner. Thank you. Jean McBrine, President, Kaitlyn Street Homeowners Association.

>

> Sent from my iPad

## Agenda

### Kennebecasis Public Library Board

Wednesday, October 19, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
  - a. 23 September 2016 letter from McTague Insurance RE: Commercial Package Policy
  - b. 26 September 2016 request from Quispamsis Elementary School to use Library as an off-site location for students and faculty to gather in the event of an emergency evacuation
  - c. 13 October 2016 letter to Mayor Grant and Councilors RE: The Kennebecasis Public Library 2017 Budget
  - d. 13 October 2016 letter to Mayor Clark and Councilors RE: The Kennebecasis Public Library 2017 Budget
- 4.) Report of the Librarian
- 5.) Committee Reports
  - a. Financial
  - b. Facilities Management
  - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
  - a. Annual General Meeting
  - b. Invitation to November 14<sup>th</sup> meeting of the Fundy Regional Forum
  - c. Energy East Photo Display Request

A meeting of the Board of Trustees, Kennebecasis Public Library was held on October 19, 2016 at 6:00pm at the Library.

**In Attendance:** Mr. D. Steeves, Chair; Mrs. J. Miller, Vice-Chair, Mr. K Winchester, Treasurer; Councilor Mr. D. Shea; Ms. D. Hennessey; Mrs. L. Hansen; Mrs. A. Watling (formerly Donovan); Ms. T. Bartlett

**Regrets:** Councilor L. Loughery

**Call to Order:** Mr. Steeves called the meeting to order at 6:05pm.

### **Disposition of Minutes**

It was moved by Ms. Hennessey to approve the minutes of the September 21, 2016 meeting. Mr. Shea seconded, and the motion carried.

### **Approval of Agenda**

Mr. Steeves asked for requests for additions to the agenda. Under New and Unfinished Business, Ms. Bartlett asked to add the Staff and Board Holiday Dinner. Mr. Steeves asked to also add Night of the Arts event.

### **Communications**

Ms. Bartlett shared a letter dated 23 September 2016 from McTague Insurance RE: Commercial Package Policy, which confirmed the November 1st expiry of the current policy.

On 26 September 2016 Ms. Bartlett was asked by the Quispamsis Elementary School (QES) to use the Library as an off-site location for students and faculty to gather in the event of an emergency evacuation. Ms. Bartlett advised that the Library could not accommodate this request as the size of the staff and students exceeded the Library's maximum occupancy.

Ms. Bartlett advised that the 2017 budget request had been submitted to the Mayor and Council of the Towns of Rothesay and Quispamsis, respectively, on the 13<sup>th</sup> of October, 2016.

### **Report of the Librarian**

Ms. Bartlett presented the Librarian's Report. See attached. Discussion ensued.

Ms. Bartlett advised of a complaint made from a parent regarding programming available to daycares. Discussion ensued. Ms. Bartlett mailed letters to all daycares in Rothesay and Quispamsis explaining the services open to them. These services include: puppet shows, daycare afternoon program, educator cards for daycare workers, and the children's art exhibit space. Discussion ensued.

Ms. Bartlett said that she had been contacted by the Quispamsis Lions Club requesting an in-person meeting to discuss the possibility of the Club potentially funding a future project for the Library. The meeting will be held later this month.

### **Financial Statement**

Mr. Winchester presented the Financial Statement for the period ending September 30, 2016. See attached. Discussion ensued.

Mr. Shea moved to accept the Financial Statement as presented. Ms. Hennessey seconded, and the motion carried.

### **Facilities Management**

Ms. Hennessey provided an oral report on behalf of Mr. Shedd. Mr. Shedd cleaned the windows in September.

### **Marketing Advisory Committee**

Mrs. Watling advised that meeting had been held with herself, Ms. Bartlett and one other person. At that meeting they had preliminary discussions about bookmarks and swag such as business cards, decals for cars, canvas bags, etc. Mr. Steeves suggested "I Break for Books" for a Library bumper sticker. Mrs. Watling and Ms. Bartlett will work more on wording for the promotional swag.

Future initiatives for the Marketing Advisory Committee include: reviewing outdoor sign content and effectiveness, setting up a Google Share calendar for the Committee, and assisting with promoting library fundraisers, such as the Runners for Readers event. Discussion ensued.

### **New and Unfinished Business**

#### *Invitation to November 14<sup>th</sup> meeting of the Fundy Regional Forum*

Ms. Bartlett extended the invitation to the next meeting of the Regional Forum, at which library trustees will have the opportunity to provide feedback on the draft version of the New Brunswick Public Library Service's Strategic Plan for 2017-2020.

### *Energy East Photo Display Request*

Ms. Bartlett explained a recent request for the Library to house a photo art display on the Energy East Pipeline. The last-minute nature of the request made it impossible to accommodate.

Discussion ensued. Mr. Steeves advised that the Library was a medium, and that all points of view are welcome. The Library cannot discriminate against community information display requests based on content. The Library reserves the right to request a clear statement of who the group responsible for the display represents.

### *Staff and Board Holiday Dinner*

Ms. Bartlett asked whether the Board wanted to proceed with a Holiday Dinner this year. Discussion ensued. It was decided that Ms. Bartlett would arrange a pizza party for library staff and board members (no partners) to be held at the Library in early December. Mr. Steeves noted the importance of this one opportunity a year for the board and staff to come together and socialize.

### *Night of the Arts*

Mr. Steeves put forward a proposition for a future Night of the Arts fundraiser held at the Library. Discussion ensued. Tickets would be sold for the event, and it would be held on an evening that the Library was not open to the public. Mr. Steeves asked if there were any objections. There were none. Mr. Steeves volunteered to head-up organizing the event on behalf of the Friends of the Library group.

**Adjournment:** As there was no other business, Ms. Hennessey moved that the meeting be adjourned at 7:45pm.

**Next Meeting:** The next meeting is scheduled for November 16, 2016 at 6:00pm at the Library.

Respectfully submitted,



Tiffany Bartlett  
Library Director and Secretary to the Board

## Librarian's Report October 2016

### Staffing and Volunteers

We received hiring approval back for one of our two Student Library Assistants. That student commenced work the week of October 13<sup>th</sup>. Student Assistants assist with routine tasks such as: replenishing displays, sanitizing toys, tidying spaces, watering plants, assisting with program prep, shelving, and shelf-reading.

We conducted an interview with an eligible candidate for the Youth Employment Fund – a federal program which covers 100% of the wages for a person aged 18-29 to work for 30 hours/week for six months. We will be promoting this program in-house and on our Facebook page in the hopes of attracting additional candidates.

### Programs

- September's puppet show was a reenactment of Julia Donaldson's *The Gruffalo*. Roughly 65 attended the morning show, and another 35 attended the afternoon.
- We partnered with the Fog Lit Festival to offer a special storytime with two visiting children's authors, Kate Inglis and Diane Carmel Léger, for ages 4-8 on Saturday October 1<sup>st</sup>.
- We received lots of positive feedback about our first-ever "Halloween Costume Swap." Over the course of several weeks, families dropped off gently used children's Halloween costumes and received one ticket per donated costume to pick out a "new to them" costume at the two-hour program on October 1<sup>st</sup>. We plan on offering this program again next year and will increase promotion.
- The four-week Infant Massage program offered by our partners from Talk With Me: Early Language Services is fully-subscribed to this month. They'll be back in November to offer a four-week Baby Sign Language program.
- The Runners for Readers Fundraiser event was cancelled due to low registrations.
- Parents and children are enjoying the quality tweaks we've made to our early-literacy storytime programs. Themes recently explored include: cats, dinosaurs, colors, fall, and elephants, to name a few.
- Letters were sent out to local daycares the week of October 11<sup>th</sup> inviting them to take part in the following library services: puppet shows, the daycare afternoon program, educator library card for daycare employees, and the rotating children's art exhibit.
- We featured a macro-photography exhibit by Bev England this month entitled "Overlooked Miracles." Roughly 80 people attended the Gala Opening on October 6.

- Ms. Bartlett is representing the Library on the local LINK committee, with an upcoming meeting scheduled for October 17<sup>th</sup>. The LINK program originated in ASD-S schools, and enables individuals with any kind of issue to access local services through a LINK companion.
- We held a special PD movie matinee of Disney's Cinderella (2015) on Friday, October 7.
- Ms. Bartlett is working with the Fog Lit committee to deliver two sessions of the Good Fit Book program in late October. In this program, elementary school students are paired with high school students and complete a quest which challenges them to navigate the library collection and find reading material which appeals to their interests and reading level.
- 

### **Collections and Spaces**

- We've received 11 new cake pans via anonymous donations.
- Volunteers are helping us with an over-due shelf-reading project of both the adult and juvenile collections.

Respectfully Submitted,



Tiffany Bartlett,

Library Director and Secretary to the Board

Kennebecasis Public Library Inc. <b>Comparative Income Statement (DRAFT)</b>						
OPERATING FUND						
Period ending October 31, 2016	a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>
<b>REVENUE</b>						
Library service - Rothesay		71,314	71,314	0	85,576	(14,263)
Library service - Quispamsis		106,755	106,755	0	128,106	(21,351)
Room Rentals, Printer and copies		2,510	2,750	(240)	3,300	(790)
Grants		0	0	0		0
Donations	512	0	0			0
Miscellaneous Income		1,153	0	1,153	0	1,153
Previous Year's Surplus		992	115	877	138	854
<b>TOTAL REVENUE</b>	<b>512</b>	<b>182,724</b>	<b>180,934</b>	<b>637</b>	<b>217,120</b>	<b>(35,550)</b>
<b>EXPENSE</b>						
Operations Expenditures						
Other Expenditures - Restricted Fun	350					0
Books, restricted fund	2,519					0
Books - Savings Purchase	405					
Small Equipment and Furniture		1,411	5,250	3,839	6,300	4,889
<b>Total Capital Expenditures</b>	<b>3,274</b>	<b>1,411</b>	<b>5,250</b>	<b>3,839</b>	<b>6,300</b>	<b>4,889</b>
<b>Wages</b>						
Wages		21,595	24,300	2,705	27,800	6,205
EI Expense		438	417	(22)	500	62
CPP Expense		739	517	(223)	620	(119)
WCB Expense		115	0	(115)	0	(115)
<b>Total Casual Labour</b>		<b>22,888</b>	<b>25,233</b>	<b>2,346</b>	<b>28,920</b>	<b>6,033</b>
<b>General &amp; Administration Expenses</b>						
Building Maintenance		52,132	54,038	1,905	64,845	12,713
Grounds Maintenance		15,187	17,425	2,238	22,825	7,638
Office		7,442	7,582	140	9,100	1,658
Utilities		43,508	40,796	(2,712)	49,902	6,394
Accounting, audit and legal		9,499	8,600	(899)	9,200	(299)
Professional Development		699	2,000	1,301	2,000	1,301
Insurance		9,688	5,667	(4,021)	6,800	(2,888)
Public Relations		1,342	2,500	1,158	3,000	1,658
Communications		5,231	7,100	1,869	8,520	3,289
Miscellaneous Expense		1,150	1,575	425	2,700	1,550
Program Exp		1,357	2,500	1,143	3,000	1,643
<b>Total General &amp; Admin Expenses</b>		<b>147,234</b>	<b>149,782</b>	<b>2,548</b>	<b>181,892</b>	<b>34,658</b>
<b>TOTAL EXPENSE</b>	<b>3,274</b>	<b>171,533</b>	<b>180,265</b>	<b>8,733</b>	<b>217,112</b>	<b>45,579</b>
<b>NET INCOME (Deficit)</b>	<b>(2,761.97)</b>	<b>11,190.69</b>	<b>668</b>	<b>9,369</b>	<b>8</b>	<b>10,029</b>



2016 December 12 Open Session FINAL\_035

# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

Dr. Matt Alexander  
Chairperson

ADDRESS ALL CORRESPONDENCE TO:

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

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

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KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS  
MEETING HELD AT  
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING  
126 MILLENNIUM DRIVE  
QUISPAMIS, NEW BRUNSWICK  
ON WEDNESDAY, OCTOBER 26, 2016  
AT 3:30 P.M.

**REGULAR MEETING**

**PRESENT:**

Matt Alexander, Chair (Rothesay)  
Nancy Creamer, Vice-Chair (Quispamsis)  
Linda Sherbo, (Rothesay)  
Peter Bourque (Rothesay)  
Emil Olsen (Quispamsis)  
Danny Dobson (Quispamsis)  
Gary Clark (Quispamsis)  
Bill Artiss (Provincial Representative)  
Chief Stephen McIntyre Ex-Officio Member of the Board  
Cherie Madill – Secretary Treasurer of the Board  
Deputy Chief Steve Palmer  
Inspector Jeff Giggey  
Debi Stewart – Secretary

**ABSENT:**

Tiffany Mackay French (Rothesay)

The Chairman brought the Regular Meeting to order and requested a Motion for the approval of the Agenda for the October 26, 2017 meeting. **MOVED by Emil Olsen and SECONDED by Peter Bourque. MOTION CARRIED.**

**Kennebecasis Regional Joint  
Board of Police Commissioners  
October 26, 2016  
Page 2**

**REGULAR MEETING**

The Chairman requested a Motion to approve the Minutes of the Regular Meeting of September 28, 2017. **Moved by Bill Artiss and Seconded by Nancy Creamer.** Mr. Clark pointed out a typographical error on page 2 of the Minutes. These will be corrected. **MOTION CARRIED.**

**DECLARATION OF CONFLICT OF INTEREST** - Mr. Dobson declared a conflict if there was any discussions in respect to transportation issues.

**SECRETARY TREASURER'S REPORT**

The Secretary-Treasurer presented the Financial Statements for the period ending September 30, 2016. She referred to page 1 which is the Statement of Financial position. Cash is presently \$637,000 compared to last year of \$736,000.

**Statement of Operations -**

Miscellaneous Income has increased \$12,000 over last year. Retirement Investment income is up because we sold some investments in the summer and there was a gain on the sale. Under the secondments category we only budgeted for three and we had four. This resulted in \$387,000 worth of revenue as compared to the budgeted amount of \$270,000 an increase of \$117,000 which forms part of the surplus.

**Crime Control –**

The first four categories, salaries, benefits, training and equipment are all under budget in the approximate amount of \$88,000. This is a result of Sgt. Watson's position has to be filled. Training just depends upon what courses are available. Equipment - The Chief usually holds off on purchasing any equipment until later in the year to make sure costs are covered if something unforeseen happens. This results in the Crime Control category being \$88,000 under budget.

**Vehicles -**

This category is under budget by \$118,000. The main reason for this is that we have two more vehicles to arrive and pay for.

**Kennebecasis Regional Joint  
Board of Police Commissioners  
October 26, 2016  
Page 3**

**REGULAR MEETING**

**Building –**

Electricity - This category is under budget due to the summer.

**Administration –**

Professional Fees - We budgeted for an Actuarial Study to be completed with respect to the Sick Pay/Retirement Investments. This is presently being done.

Labor Relations – These are professional fees such as lawyers etc. Mr. Artiss asked what has been paid thus far. Cherie advised that two or three legal bills. Mr. Artiss asked if the costs associated with the investigation have been paid and Cherie advised that they have not. Sick Pay Retirement money is only placed in this category at the end of the year once we see what the bottom line on the budget is.

We are presently \$32,000 under budget under the Administration category and which is contributing to the \$357,000 Surplus.

**Telecom Fund -**

This is mostly comprised of the Retirees health insurance and at present we only have one member. At present we have an \$820.00 credit. This results in a \$2,342.04 surplus.

Mr. Olsen asked that if at the end of the year this money is returned to the retired member. The Chief advised that we haven't been and that this figure could easily go the other direction. Cherie explained that the year before they were in a deficit position of \$2,000.

**Moved by Gary Clark and Seconded by Peter Bourque to accept the Secretary-Treasurers report as circulated. MOTION CARRIED.**

**Kennebecasis Regional Joint  
Board of Police Commissioners  
October 26, 2016  
Page 4**

**REGULAR MEETING**

**CHIEF'S REPORT**

The Chief reviewed his report as it was contained in the package. Nancy Creamer asked a question as to what we do for members to recognize their accomplishments. Chief McIntyre explained that this has been done a number of times and we usually host a small reception. There will be a few of these that will be coming up, not only the members who have attained the Corporal Rank but also the Acting Inspector and Acting Sgt. in Major Crime. Deputy Chief Palmer advised that this will have to be formalized. She feels that this is important. **Moved by Gary Clark and Seconded by Emil Olsen to accept the Chief's Report as circulated. MOTION CARRIED.**

**COMMITTEE REPORTS**

**Personnel** - The Chairman advised that in 8 or 9 days from now the Chief will be retiring. Deputy Chief Palmer will be promoted to Chief and Inspector Giggey will be promoted to Deputy Chief. The Chair advised that the Towns as well as the members have been made aware of this via e-mail. Chief McIntyre advised that Debi will be arranging a reception for Friday, November 4 from 12-4 in the Boardroom.

Mr. Artiss asked when the Board was going to look at the Acting Inspector position. Deputy Chief Palmer advised that a meeting is going to be held immediately following the Board Meeting for that purpose.

**Building and Grounds** - Linda Sherbo advised that following the last board meeting three quotes were obtained for the trimming of the shrubbery around the building. Y-Mow was the low bid and the work has been completed. The second item was the tender for the snow removal/salt/sanding of the parking lot for the upcoming winter season. Two proposals were received. One from Homestar in the amount of \$9,200.00 and the second from Urban Landscaping in the amount of \$6,836.75. **Moved by Linda Sherbo and Seconded by Gary Clark to accept the low tender from Urban Landscaping for the snow removal for the upcoming winter season. MOTION CARRIED.**

**Kennebecasis Regional Joint  
Board of Police Commissioners  
October 26, 2016  
Page 5**

**REGULAR MEETING**

**Insurance** – Mr. Bourque advised he met with our broker recognizing that we do not have an employee liability coverage. This type of coverage was not available and he has found out that this is now becoming available. He advised he has asked for a quote. He explained that what this covers that as an employer we make a wrong decision where our liability coverage in certain places does not apply. This additional coverage which is a new coverage available would cover us. He has requested a quote and when he has this figure, he will bring same to the Board. We are waiting for the final figure on our new policy for 2017. He further recommended that in 2017, mid-year that we put out a tender for insurance coverage.

**Finance** - Moved by Emil Olsen that a letter be forwarded to the two Municipalities in relation to an article in the paper today highlighting the costs of the policing incident in Moncton that exceeded 9 million dollars and that the Towns consider the establishment or allowing the Board to have a Contingency Fund with a cap for unknown investigations. Mr. Dobson suggested that we refer to the previous letter which was forwarded. Seconded by Bill Artiss. **MOTION CARRIED.**

**Transportation** - Mr. Dobson was going to declare a conflict but as this had nothing to do with cars he remained in the meeting. Linda Sherbo advised that she and Peter met with Inspector Giggey as Sgt. Scott was in Fredericton to discuss the ATV which was discussed at the last meeting. She explained that the Force is being called upon for to respond to calls where an ATV would be required. Gary Clark asked the Chief if there have been a number of incidents where an ATV would be required and if he could explain it a little more. Chief McIntyre advised that there are calls for service and there is pro-active enforcement. He went on to say that more results are probably received by acting pro-actively than responding to calls. He further advised that members have gone out with the RCMP responding to calls we receive for enforcement aspects. Inspector Giggey further added that with all the trails that are contained within the valley, our members have no way to respond. There was a discussion surrounding the purchase of an ATV. The Chief advised that when this idea of the ATV was brought forward, they were advised to go ahead with the Tender but the Board would reserve the right to look at this in November when we see where the Budget was going.

**Kennebecasis Regional Joint  
Board of Police Commissioners  
October 26, 2016  
Page 6**

**REGULAR MEETING**

Linda Sherbo advised that two tenders were received but the one received from the dealership in Bathurst did not meet the specifications. The second one received was from Can-Am in the amount of \$21,758.37 however the police package is included. This would be fully equipped. This was discussed at length.

**Moved by Gary Clark and Seconded by Emil Olsen to table this item to the November meeting pending the costs of the investigations that are currently underway. MOTION CARRIED.**

Linda Sherbo asked if she could provide the price of the trailer. The cost of the trailer is \$2,467.00 including taxes.

**Communication** – Nothing to report.

Policy Committee – Nothing to report. Mr. Artiss advised that there were some changes to be made.

Linda Sherbo had a question as it related to the committees. Mr. Dobson explained that at any time any of the committees can add members ad hoc under the Police Act. The formula is that there can never be more board members than ad hoc.

Regional Services Commission - Nothing to Report.

Sick Pay Retirement Ad Hoc - Page 8 - This is the same item and it keep getting moved forward. Mr. Dobson explained with everything that is going on it is moved forward again.

Ms. Madill asked if the Board would like the Mr. Orford to address the Board. Mr. Clark suggested that Mr. Orford be brought to the November meeting. Mr. Dobson suggested that we talk to Mr. Orford and see what his rates are and what he has been doing for us and then go out in the market and test this. Mr. Dobson went on to say that a committee should be struck to do this.

Nancy Creamer pointed out that Tiffany is not on any committees. Mr. Clark suggested that this be looked at in January when the Committees are looked at.

**Kennebecasis Regional Joint  
Board of Police Commissioners  
October 26, 2016  
Page 7**

**REGULAR MEETING**

Mr. Dobson pointed out that on the telecom fund the figure stands out in relation the health care for retired members. If there is a major event and one of the retirees spends \$25,000, this goes to the stop loss of \$10,000 but the cost to the Board would be \$10,000. He went on to say that this is a cost and is in contradiction to what the Agreement says. His question is, do we bill that retiree \$10,000? From what he understands from the Telecom from last year is that we didn't bill that overage, so it cost the Board \$2,000 in contradiction to what the Agreement is.

Chief McIntyre advised that a letter was sent to the retired members suggesting an opportunity to meet with Todd Stephen. The mission that Todd Stephen had was to inform these people that in the event they should suffer a catastrophic illness that there would be no coverage because the Collective Agreement says no cost to the Union or Employer. He was trying to encourage these members to meet with the people who do the Provincial Prescription Drug Plan. In the event that they wanted to remain on the plan for other services they could do that. After the meeting with Mr. Stephen one member is leaving our plan, one was going to think about it. The Chief advised that he would have to send a reminder letter to serve notice that should they find themselves with a catastrophic prescription drug situation, they would not have coverage.

The Chief suggested that the Committee prepare a letter and forward it to the Retirees that in the event that they find that their prescriptions exceed the monthly premium they will have to reimburse the Joint Board.

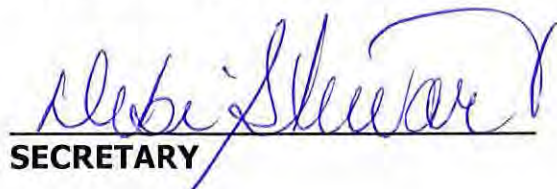
The Chief suggested that the Union Executive should meet the Board and explain the situation and to see if they would agree to remove the wording that you have the right to remain on the plan to an effective date.

Mr. Clark wanted to express his thanks to the Chief for all of his service and work and to enjoy his retirement and wished him all the best in health and to also to welcome the new Chief and Deputy Chief and he expressed that he looked forward to working with them both.

Linda Sherbo also expressed that it had been a pleasure to work with the Chief and she really enjoyed working with him and he was an outstanding police officer.

**The Chair asked for a Motion to Adjourn, Moved by Gary Clark and Seconded by Peter Bourque. MOTION CARRIED.**

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

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

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
STATEMENT OF FINANCIAL POSITION  
As at October 31, 2016**

	<u>2016</u>	<u>2015</u>
<b>-----Financial assets-----</b>		
Cash - General	\$750,096.15	\$693,920.27
Sick Pay/ Retirement Investments	799,183.55	800,903.01
Accounts Receivable	49,778.88	76,559.55
Sales tax recoverable	22,858.20	23,475.08
	<u>\$1,621,916.78</u>	<u>\$1,594,857.91</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	385,610.38	402,365.59
Vested sick leave/retirement accrual	792,497.19	757,742.15
Sick leave replacement	13,298.53	13,298.53
Accrued pension benefit liability	915,100.00	1,140,800.00
Debenture payable	1,338,000.00	1,450,000.00
	<u>3,444,506.10</u>	<u>3,764,206.27</u>
<b>NET ASSETS (DEBT)</b>	<u>-1,822,589.32</u>	<u>-2,169,348.36</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,594,248.05	3,407,400.83
Accumulated amortization	<u>-1,287,059.62</u>	<u>-1,161,977.85</u>
	2,307,188.43	2,245,422.98
Unamortized Debenture costs	10,310.79	4,418.55
Prepaid expenses	85,651.86	80,204.54
	<u>2,403,151.08</u>	<u>2,330,046.07</u>
<b>ACCUMULATED SURPLUS</b>	<u>580,561.76</u>	<u>160,697.71</u>
 Assets	 4,025,067.86	 3,924,903.98
Liabilities	4,025,067.86	3,924,903.98

2016 December 12 Open Session FINAL 063  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**October 31, 2016**

2016

2015

-----TANGIBLE CAPITAL ASSETS-----				
	Balance beginning of year	Additions	Disposals	Balance end of year
<b><i>Millennium Drive</i></b>				
Land	194,247.55			194,248
Building - Roof	42,676.66			42,677
Mechanical	250,627.82			250,628
Electrical	330,542.64			330,543
Other	520,640.03			520,640
Structure	1,106,997.29			1,106,997
	2,251,484.44	0.00		2,251,484
Accumulated amortization	-690,095.73			-624,239
Net book value of Building	1,561,388.71	0.00	0.00	1,627,245
Paving	52,600.16			52,600
Accumulated amortization	-27,615.08			-24,985
Net book value of paving	24,985.08	0.00	0.00	27,615
Landscaping	3,268.36			3,268
Accumulated amortization	-3,268.36			-3,105
Net book value of landscaping	0.00	0.00	0.00	163
<b><i>Furnishings</i></b>	177,329.73			177,330
Accumulated amortization	-93,098.12			-84,232
Net book value of furnishings	84,231.61	0.00	0.00	93,098
<b><i>Machinery &amp; equipment</i></b>	61,695.71			61,696
Accumulated amortization	-46,684.29			-44,918
Net book value of equipment	15,011.42	0.00	0.00	16,778
<b><i>Information technology equipment</i></b>	278,729.13			142,375
Accumulated amortization	-119,483.76			-91,525
Net book value of IT equipment	159,245.37	0.00	0.00	50,850
<b><i>Vehicles</i></b>	574,892.97			524,401
Accumulated amortization	-306,814.28			-288,974
Net book value of vehicles	268,078.69	0.00	0.00	235,427
<b>Total Tangible Capital assets</b>	3,594,248.05	0.00	0.00	3,407,402
<b>Total Accumulated amortization</b>	-1,287,059.62	0.00	0.00	-1,161,978
<b>Net Book Value</b>	2,307,188.43	0.00	0.00	2,245,424

2016December12OpenSessionFINAL\_064

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**TEN MONTHS ENDING OCTOBER 31, 2016**

Page 3

	----- TEN MONTHS -----				
	-----ACTUAL-----		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	\$85,275.96	118%	\$58,985	\$39,167	\$47,000
Taxi & Traffic Bylaw	7,499.90	80%	6,203	4,167	5,000
Interest income	4,531.04	-9%	5,487	5,000	6,000
Retirement investment income	22,811.08	52%	14,579	15,000	18,000
Secondments	308,874.50	31%	251,859	236,667	284,000
	<u>\$428,992.48</u>	<u>43%</u>	<u>337,113</u>	<u>300,000</u>	<u>360,000</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	\$2,788,938.54	-1%	\$2,620,988	2,814,515	\$3,377,418
Benefits	518,938.86	-10%	485,610	579,570	695,484
Training	19,203.12	-39%	28,741	31,667	38,000
Equipment	3,704.74	-78%	7,108	16,667	20,000
Equip repairs & IT support	3,509.14	5%	2,260	3,333	4,000
Communications	48,806.80	0%	42,209	48,583	58,300
Office function	11,133.52	-21%	10,572	14,167	17,000
Leasing	9,461.25	7%	9,763	8,833	10,600
Policing-general	24,930.69	-8%	36,290	27,083	32,500
Insurance	9,405.80	1%	9,150	9,333	11,200
Uniforms	36,927.42	23%	38,157	30,000	36,000
Prevention/p.r.	6,311.82	-16%	4,489	7,500	9,000
Investigations	28,002.43	16%	18,044	24,167	29,000
Detention	21,550.00	0%	21,550	21,550	25,860
Taxi & Traffic Bylaw	779.99	87%	1,105	417	500
Auxillary	1,119.45	-10%	1,344	1,250	1,500
Public Safety	23,333.33	0%	30,481	23,333	28,000
	<u>3,556,056.90</u>	<u>-3%</u>	<u>3,367,861</u>	<u>3,661,968</u>	<u>4,394,362</u>
<b>VEHICLES</b>					
Fuel	72,423.41	-21%	73,819	91,667	110,000
Maint./repairs	52,280.48	-26%	68,697	70,833	85,000
Insurance	16,930.80	-2%	16,931	17,270	20,724
New vehicles	54,813.84	-42%	112,239	95,000	114,000
Equipment	8,077.49	-55%	15,312	17,917	21,500
	<u>204,526.02</u>	<u>-30%</u>	<u>286,998</u>	<u>292,687</u>	<u>351,224</u>

2016 December 12 Open Session FINAL\_065

**STATEMENT OF OPERATIONS**  
**TEN MONTHS ENDING OCTOBER 31, 2016**

	-----TEN MONTHS-----					
	--ACTUAL--			PRIOR YR		-----BUDGET-----
<b>EXPENDITURE continued:</b>						
<b>BUILDING</b>						
Maintenance	28,946.83	-7%		47,663	31,250	37,500
Cleaning	19,107.53	-4%		18,100	20,000	24,000
Electricity	33,131.16	-15%		35,480	39,167	47,000
Taxes	36,877.84	-4%		36,448	38,271	45,925
Insurance	4,526.70	2%		4,353	4,440	5,328
Grounds	9,277.35	11%		9,383	8,333	10,000
Interest on Debenture	26,292.60	-12%		46,747	30,000	36,000
Debenture Principal	106,666.70	11%		93,333	95,833	115,000
	<u>264,826.71</u>	-1%		<u>291,507</u>	<u>267,294</u>	<u>320,753</u>
<b>ADMINISTRATION</b>						
Salaries	507,470.91	1%		490,637	504,868	605,842
Benefits	96,835.20	1%		84,340	95,925	115,110
Professional Fees	30,900.77	-23%		29,929	40,000	48,000
Travel/Training	8,800.09	-19%		10,493	10,833	13,000
Board Travel/Expenses	2,483.21	-40%		1,841	4,167	5,000
Insurance	1,045.00	1%		1,017	1,037	1,244
Bank service fees	896.28			-38		
Labour Relations	22,545.82	171%		2,763	8,333	10,000
Sick Pay/Retirement		-100%			49,833	59,800
Retirement int & dividends	22,811.08	44%		14,579	15,833	19,000
2nd prior year (surplus) deficit	-93,905.80			-102,513	-93,906	-112,687
	<u>599,882.56</u>	-6%		<u>533,048</u>	<u>636,924</u>	<u>764,309</u>
	4,196,299.71	-8%		4,142,301	4,558,873	5,470,648
<b>CONTRIBUTED BY MEMBERS</b>	4,558,869.20			4,451,855	4,558,873	5,470,648
<b>SURPLUS (DEFICIT)</b>	<u>\$362,569.49</u>			<u>\$309,554</u>	<u>\$0</u>	<u>\$0</u>
<b>TELECOM FUND</b>						
City of SJ telecomm services	266,728.34	0%		253,250	266,728	320,074
Data Networking charges	8,129.11			7,697	8,561	10,273
Retirees health insurance	-923.90			1,935	1,250	1,500
2nd prior year (surplus) deficit	1,801.00	0%		-4,068	1,801	2,161
	<u>275,734.55</u>			<u>258,814</u>	<u>278,340</u>	<u>334,008</u>
<b>CONTRIBUTED BY MEMBERS</b>	278,345.00			258,055	278,340	334,008
<b>SURPLUS (DEFICIT)</b>	<u>\$2,610.45</u>			<u>(\$759)</u>	<u>\$0</u>	<u>\$0</u>
<b>Total surplus (deficit)</b>	\$365,179.94			\$308,795		

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**October 31, 2016**

pg 5

**STATEMENT OF FINANCIAL POSITION**

BANK balance		750,096	at October 31
ACCOUNTS PAYABLE balance	385,610		
Debenture costs to be paid in December	-116,793		
	-----		
Current Accounts Payable		268,817	Paid in November
		-----	
Extra (Shortfall) in bank account		481,279	

*Prepays* include insurance, telecom services, property taxes and  
 Managed Health Care's deposit

**STATEMENT OF OPERATIONS**

*Revenue:*

- \* Taxi & Traffic bylaw - annual taxi fees are renewed for the year in January
- \* Secondments - have all four until the end of August (only sure of three when doing 2016 budget)

*Crime Control:*

- \* Salaries - one officer out on LTD (retired in May) and an officer on maternity leave (Jan - Mar).
- \* Benefits Health insurance 2016: \$129,233 2015: \$116,833
- Retirees health insurance 2016: \$1,275 2015: \$-389
- The retirees underpaid \$1,275 less than the actual costs in 2016

*Vehicles:*

- \* New vehicles - bought two new vehicles and sold two vehicles

*Building:*

- \* Debenture costs are different from budget due to debenture being renewed in Dec 2015  
 (2016 budget prepared in Sept 2015)

*Administration:*

- \* Benefits Health Insurance 2016: \$27,079 2015: \$17,061

*Telecom:*

- \* Retirees health insurance 2016: \$-924 2015: \$1,935
- This year with only one retiree the costs are less



# **KENNEBECASIS REGIONAL POLICE FORCE**

ADDRESS ALL CORRESPONDENCE TO:

CHIEF OF POLICE  
126 MILLENNIUM DRIVE  
QUISPAMIS, N.B.  
E2E 6E6

E. STEPHEN PALMER  
CHIEF OF POLICE

B. JEFFREY GIGGEY  
DEPUTY CHIEF OF POLICE  
[www.kennebecasisregionalpolice.com](http://www.kennebecasisregionalpolice.com)

TELEPHONE: (506) 847-6300  
FAX: (506) 847-6301 ADMIN: (506) 847-6313  
E-MAIL: [krpfadmin@nbpolice.ca](mailto:krpfadmin@nbpolice.ca)

Your File:  
Our File:  
November 18, 2016

## **KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**

### **RE: CHIEF OF POLICE REPORT – NOVEMBER**

#### **TRAINING:**

**FORENSIC IDENTIFICATION** – Canadian Police College, Ottawa, Ontario, October 24 – December 16, 2016. Cst. Mark Roberts is attending.

**VIOLENCE THREAT RISK ASSESSMENT** – Fredericton, N.B. November 1-2, 2016. Cst. Belliveau and Det. Cst. Mott attended.

**OUTLAW MOTOR CYCLE GANGS WORKSHOP** – R.C.M.P. Fredericton, N.B. November 3-4, 2016. Det. Cst. Nathan McIntyre, Det. Cst. MacEachern and Det. Cst. Lisson attended.

**CRITICAL INCIDENT STREET MANAGEMENT BASIC TRAINING** – Saint John Police Force November 8 & 9, 2016. Cpl. Henderson, Cst. Belliveau, Det. Cst. Mott, and Cst. Becker attended.

**OFFICER SAFETY/USE OF FORCE - RECERTIFICATION** – Atlantic Police Academy, Slemon Park, P.E.I. November 14-18, 2016. Det. Cst. Mark Ivey attended.

**AUDIT RISK ASSESSMENT** – Department of Public Safety, KRPF Boardroom, November 14, 2016. Chief Palmer, Deputy Chief Giggey, A/Insp. MacDougall, Sgt. Breen, Sgt. Scott, Cpl. Henderson, Det. Cpl. Flynn, Det. Cst. Mott, Cst. Daley, Cst. McLeod and Rebecca Moore attended.

Chief's Report  
November 18, 2016  
Page 2

### **ITEMS OF INTEREST**

Our annual fuel tender with respect to our fuel needs for 2017 closed, November 23 at 11:00 am. It is anticipated that the Transportation Committee will have a recommendation prepared for the Board Meeting.

The Annual Veterans' Dinner was held at Sobeys on November 2, 2016 and numerous members of our Force attended this event to serve the Veterans.

A Veteran's Breakfast was held at the Superstore on November 9, 2016 and members of the Force were in attendance as well.

The Annual Remembrance Day services were held at the q-Plex again this year and the Force was well represented.

On Saturday, November 12th our very own Cst. Shawn Toner participated with the Saint John Police Force in Christmas with the Cops. This was a fundraiser held at Imperial Theatre in support of The Empty Stocking Fund and Romero House. The show was a huge success and we are very proud of Cst. Toner's performance!

**STATISTICS** – Attached is a list of the November Call Summary for your review.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'S. Palmer', with a long horizontal line extending to the right.

Chief Steve Palmer

## NOVEMBER CALL SUMMARY

### Oct 17 - Nov 17, 2016

CALL TYPE	NUMBER OF CALLS
Assault	5
Assist Other Agency	6
Break & Enter	4
CDSA	4
Damage-Vandalism-Mischief	11
Dead Body	2
Dispute	4
Disturbance	7
Domestic Assault	2
Domestic Dispute	4
Family Services Act	4
Fight	2
Fraud	11
Harassment	13
Impaired Driving	12
Intoxicated Person	3
Liquor Control Act	1
Mental Health Act	14
Mischief	1
MVA	40
Parking-Driving	40
Person Missing	4
Person to Eject	1
Police to Fire	6
Police to Medical	5
Suspicious Activity	27
Theft	23
Threats	6
Warrants Issued	2
Vehicle Stops	220
Number of Tickets Written	130

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING  
FIRE STATION ONE, CAMPBELL DRIVE  
OCTOBER 12, 2016**

---

**Present:** Chair Roger Young  
Vice Chair Brian Shanks  
Treasurer Kirk Miller  
Commissioner Deb Armstrong  
Commissioner Grant Brennan  
Commissioner John Jarvie  
Commissioner Sean Luck  
Commissioner Robert McIntyre

Chief Bill Ireland  
Carlene MacBean, Executive Assistant

**Regrets:** Commissioner Grant Brennan

---

**1.0 Call to Order**

Chair Young called the meeting to order at 6:38 pm.

**2.0 Chair's Remarks**

None

**3.0 Approval of Agenda**

Moved by K. Miller and seconded by B. Shanks, to approve the agenda with the following change:

- Move Item 9.0 immediately after Item 3.0.

**CARRIED**

**4.0 Disclosure of Interest**

None

**5.0 Approval of Previous Minutes**

5.1 September 14, 2016

Moved by B. Shanks and seconded by S. Luck, that the minutes of September 14, 2016 be approved as presented.

**CARRIED**

6.0 Unfinished Business

6.1 Composition of Fire Board

6.1.1 Editorial from Telegraph Journal – Blair MacDonald

6.1.2 Letter from Telegraph Journal – Linda Sherbo

Moved by B. Shanks and seconded by K. Miller to receive and file.

On the question:

Chair Young opened the discussion by questioning the intentions of both municipalities regarding the future of the Fire Board and the role of the appointed municipal staff members. There is some concern, as evidenced by the attached correspondence regarding the nature and composition of the Fire Board.

Commissioner Armstrong indicated that she was asked to be on the Board as a Quispamsis representative because of her experience with labour relations and the upcoming contract negotiations. Her residency in Quispamsis satisfies the requirements for inclusion on the Board.

Commissioner Jarvie reviewed the history of the fire department and the creation of the Board of Fire Commissioners and pointed out that both Towns were acting in accordance with the provisions of the agreement. He indicated that Rothesay is concerned about the escalating costs of protective service salaries which have outpaced the growth in the tax base. He indicated that he believes Rothesay Council appointed him to the Board to participate in the contract negotiations.

Commissioner Armstrong then asked the question of whether the Board could vote to remove a Commissioner and it was discussed and agreed that only the appointing municipality could remove a Commissioner from the Board.

**CARRIED**

6.2 Fee for Service Request

6.2.1 Letter to Town of Rothesay re: Fee for Service – Second Request

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

On the question:

Commissioner Jarvie stated this was discussed at the Rothesay council meeting and referred to staff for report. This will go to the legislature by year end and that may take care of it.

**CARRIED**

6.3 Overview of Accreditation Process

Moved by B. Shanks and seconded by K. Miller to table to the next Board meeting.

**CARRIED**

7.0 Correspondence

7.1 Letters to 2016 Hires re: Congratulations

Moved by B. Shanks and seconded by K. Miller to receive and file.

**CARRIED**

8.0 New Business

None

9.0 Financial

9.1 Draft 2017 Operating and Capital Budgets

Moved by K. Miller and seconded by D. Armstrong to accept the draft 2017 operating budget as presented.

**CARRIED**

Moved by K. Miller and seconded by D. Armstrong to accept the draft 2017 capital budget as presented.

On the vote:

One Nay – J. Jarvie

Six Yeas – R. Young, B. Shanks, R. McIntyre, K. Miller, D. Armstrong, S. Luck

**CARRIED**

9.2 Draft Financial Statements for the Seventh Month Ended July 31, 2016

Moved by B. Shanks and seconded by K. Miller to receive and file.

**CARRIED**

9.3 Letter from BMO re: Renewal of Interest Rates

Moved by B. Shanks and K. Miller to receive and file.

On the question:

Commissioner Miller stated he would like to go to BMO and see if we can get a better rate. He would like to get some options and bring them back to the board regarding the retirement allowance.

**CARRIED**

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

Chief Ireland reminded all of the members of the open house this Saturday from 1100 to 1400 hours at Station One for Fire Prevention Week.

Moved by B. Shanks and seconded by K. Miller to receive and file.

**CARRIED**

11.2 Response Summary

Moved by B. Shanks and seconded by K. Miller to receive and file.

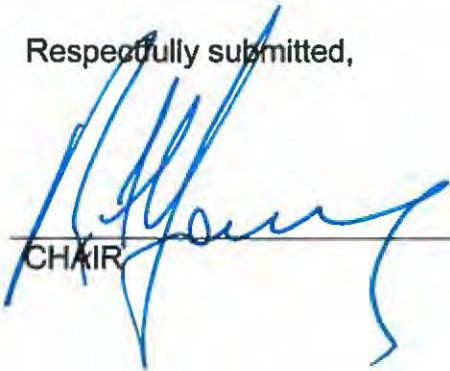
**CARRIED**

12.0 Adjournment

Moved by K. Miller that the meeting be adjourned at 7:09 pm.

**Date of next meeting – November 23, 2016**

Respectfully submitted,

  
\_\_\_\_\_  
CHAIR  
\_\_\_\_\_  
SECRETARY / TREASURER

DRAFT

Operating Budget

Line No.	REVENUE:	BUDGET	BUDGET	Budget change 2016-2017	
		2016 Approved Budget	2017	\$	%
1	Members Contributions	\$ 4,584,783	\$ 4,688,558	\$ 123,773	2.71%
2	Rebate of Property Tax	46,105	46,033	(1,072)	-2.33%
3	Local Service Districts	90,973	93,328	2,355	2.59%
5	Revenue Fee Structure	100	-	(100)	-100.00%
6	Misc. Revenue	-	-	-	-
7	Interest Income C/A	5,000	5,000	-	-
8	Surplus/ (Deficit) 2nd previous year	122,668	54,534	\$ (67,534)	-55.32%
9		\$ 4,829,029	\$ 4,886,451	\$ 57,421	1.19%
<b>EXPENSES:</b>					
<b>ADMINISTRATION:</b>					
10	Admin. Wages and Benefits	\$ 576,600	\$ 596,700	\$ 20,100	3.49%
11	Convention/dues/training	20,000	20,000	-	-
14	Professional Services	33,500	40,000	6,500	19.40%
15	CPSE Accreditation	-	5,000	5,000	-
16	Office supplies/Copy Machine/ S/C	7,385	7,700	314	4.26%
17	Computer hardware/software/IT	12,000	12,000	0	0.00%
18	Telephone/ Internet	14,382	14,382	-	-
20	Postage / Misc. Exp.	2,550	-	-2,550	-100.00%
21		\$ 666,417	\$ 695,781	\$ 29,364	4.41%
<b>FIREFIGHTING FORCE:</b>					
22	Salaries Basic	\$ 2,421,593	\$ 2,465,888	44,292	1.83%
23	Overtime	63,000	63,000	-	-
24	Vacation Pay on Retirement	28,307	18,514	-9,792	-34.59%
25	Force Benefits	577,100	595,900	18,800	3.26%
27	Career Uniforms and maintenance	27,000	27,000	0	0.00%
28	Medical and Fitness Testing	20,400	20,400	-	-
29	Career Recognition	4,000	3,000	-1,000	-25.00%
30	Holiday Relief Wages and overtime	314,000	303,000	-11,000	-3.50%
31	Holiday Relief Benefits	81,700	83,700	2,000	2.18%
33	Volunteer Expenses	21,000	21,000	-	-
34		\$ 3,568,100	\$ 3,611,400	\$ 43,300	1.21%
<b>TELECOMMUNICATIONS:</b>					
35	Cellular Telephones	\$ 5,810	\$ 6,610	800	13.76%
36	Communication Equipment	12,000	12,000	-	-
37	Maintenance / Repairs	3,060	1,500	-1,560	-50.98%
38		\$ 20,870	\$ 20,110	\$ (760)	-3.64%
<b>INSURANCE:</b>					
39	Insurance	\$ 33,500	\$ 33,317	(183)	-0.55%
40		\$ 33,500	\$ 33,317	\$ (183)	-0.55%
<b>PREVENTION AND TRAINING:</b>					
41	Firefighter / Co. Officer Training	\$ 32,000	\$ 40,000	8,000	25.00%
42	Fire Prevention	7,000	7,000	-	-
43	Public Education	3,000	3,000	-	-
44	Training Supplies	2,500	2,500	-	-
45		\$ 44,500	\$ 52,500	\$ 8,000	17.98%
<b>FACILITIES:</b>					
46	Station 1 Operating	\$ 186,650	\$ 168,081	(18,569)	-9.96%
47	Station 2 Operating	21,700	21,700	-	-
48	Station 2 Rent - Quispamsis	47,940	48,907	967	2.02%
49	Station Supplies	10,500	11,000	500	4.76%
50		\$ 266,820	\$ 249,688	\$ (17,132)	-6.42%
<b>FLEET:</b>					
51	Fuel Vehicle	\$ 40,000	\$ 25,000	(15,000)	-37.50%
52	Registration Vehicle	434	550	116	26.73%
53	Lease Vehicle Payments	-	-	-	-
55	Vehicle Maint. & Repairs	62,000	63,000	1,000	1.61%
56		\$ 102,434	\$ 88,550	\$ (13,884)	-13.55%
<b>OPERATIONS:</b>					
57	New Equipment	\$ 16,000	\$ 20,000	4,000	25.00%
58	Maint. & Repairs Equip.	13,000	16,500	3,500	26.92%
59	Maint. & Repairs Bunker Gear	7,000	7,000	-	-
60	Medical supplies	4,000	4,500	500	12.50%
61	Fire fighting supplies	4,000	3,500	(500)	-12.50%
62	H&S/Cause determination	2,500	2,000	(500)	-20.00%
63		\$ 46,500	\$ 53,500	\$ 7,000	15.05%
<b>WATER COSTS:</b>					
64	Water Costs - Quispamsis	\$ 4,246	\$ 4,504	258	6.08%
65	Water Costs - Rothesay	23,497	24,201	704	3.00%
66		\$ 27,743	\$ 28,705	\$ 962	3.47%
<b>OTHER:</b>					
67	Miscellaneous	\$ 2,000	\$ 2,900	\$ 900	45.00%
68	Retirement Allowance	50,000	50,000	-	-
71		\$ 52,000	\$ 52,900	\$ 900	1.73%
72		\$ 4,829,885	\$ 4,886,451	\$ 57,566	1.19%

**Kennebecasis Valley Fire Department Inc.****2017 CAPITAL BUDGET**

Upgrade U52 and acquire Trax for Rhino	\$ 30,000
SCBA cylinder replacement	15,000
Fitness Equipment	10,000
Washer/Extractor	19,000
Bunker Gear (Year 1 of 4)	35,000

Total	<u>\$ 109,000</u>
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Station 2 Design	600,000
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Total	<u><u>\$ 709,000</u></u>
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**Kennebecasis Valley Fire Department Inc.****DRAFT****"Payroll" related Items- 2017 Budget**

		BUDGET	BUDGET	Budget change 2016-2017	
		2016	2017	\$	%
<b>EXPENSES:</b>					
<b>ADMINISTRATION:</b>					
Admin. Wages and Benefits					
	Chief/Deputy/Platoon	\$ 408,547	\$ 428,979	\$ 20,432	5.00%
	Chiefs/Deputy/Platoon Benefits	86,311	88,583	2,272	2.63%
	Admin Asst/Finance	67,813	65,507	-2,306	-3.40%
	Admin Asst/Finance Benefits	13,929	13,630	-299	-2.14%
				\$ -	
10		\$ 576,600	\$ 596,700	\$ 20,099	3.49%
<b>FIREFIGHTING FORCE:</b>					
Salaries Basic					
22	Force - 32 positions - wages	\$ 2,421,593	\$ 2,465,886	\$ 44,292	1.83%
24	Vacation Pay on Retirement	28,307	18,514	-9,792	-34.59%
25	Force Benefits - 32 positions	577,100	595,900	18,800	3.26%
23	Overtime	63,000	63,000	0	0.00%
68	Retirement Allowance	50,000	50,000	0	0.00%
30	Holiday Relief Wages and overtime	314,000	303,000	-11,000	-3.50%
31	Holiday Relief Benefits	91,700	93,700	2,000	2.18%
33	Volunteer Expenses	21,000	21,000	0	0.00%
		\$ 3,566,700	\$ 3,611,000	\$ 44,300	1.24%
<b>TOTAL Payroll Related Costs</b>					
		\$ 4,143,300	\$ 4,207,700	\$ 64,399	1.55%
<b>Full Budget</b>					
		\$ 4,829,029	\$ 4,886,451	\$ 57,422	
<b>Payroll Related as a % of Budget</b>					
		85.80%	86.11%		

**Kennebecasis Valley Fire Department Inc.****DRAFT****NON payroll related items**

		BUDGET 2016	BUDGET 2017	Budget change 2016-2017	
				\$	%
<b>EXPENSES:</b>					
<b>ADMINISTRATION:</b>					
11	Convention/dues/training	\$ 20,000	\$ 20,000	\$ -	0.00%
14	Professional Services	33,500	40,000	6,500	19.40%
15	CPSE Accreditation	-	5,000	5,000	
16	Office supplies/Copy Machine/ S/C	7,385	7,700	315	4.26%
17	Computer hardware/software/IT	12,000	12,000	-	0.00%
18	Telephone/ Internet	14,382	14,382	0	0.00%
19	Misc. Exp.	2,550	-	(2,550)	-100.00%
		\$ 89,817	\$ 99,082	\$ 9,265	10.21%
<b>FIREFIGHTING FORCE:</b>					
27	Career Uniforms and maintenance	\$ 27,000	\$ 27,000	\$ (0)	0.00%
28	Medical and Fitness Testing	20,400	20,400	-	0.00%
29	Career Recognition	4,000	3,000	(1,000)	-25.00%
		\$ 51,400	\$ 50,400	\$ (1,000)	-1.95%
<b>TELECOMMUNICATIONS</b>					
35	Cellular Telephones	\$ 5,810	\$ 6,610	800	13.76%
36	Communication Equipment	12,000	12,000	-	0.00%
37	Maintenance / Repairs	3,060	1,500	(1,560)	-50.98%
		\$ 20,870	\$ 20,110	\$ (760)	-3.64%
<b>INSURANCE:</b>					
39	Insurance	33,500	33,317	(183)	-0.55%
		\$ 33,500	\$ 33,317	\$ (183)	-0.55%
<b>PREVENTION AND TRAINING</b>					
41	Firefighter / Co. Officer Training	\$ 32,000	\$ 40,000	\$ 8,000	25.00%
42	Fire Prevention	7,000	7,000	-	0.00%
43	Public Education	3,000	3,000	-	0.00%
44	Training Supplies	2,500	2,500	-	0.00%
		\$ 44,500	\$ 52,500	\$ 8,000	18.00%
<b>FACILITIES</b>					
46	Station 1 Operating	\$ 188,680	\$ 188,061	\$ (619)	-0.33%
47	Station 2 Operating	21,700	21,700	-	0.00%
48	Station 2 Rent - Quispamsis	47,940	48,907	967	2.02%
49	Station Supplies	10,500	11,000	500	4.76%
		\$ 268,820	\$ 269,668	\$ 848	0.31%
<b>FLEET:</b>					
51	Fuel Vehicle	\$ 40,000	\$ 25,000	\$ (15,000)	-37.50%
52	Registration Vehicle	434	550	116	26.73%
44	Vehicle Maint. & Repairs	62,000	63,000	1,000	1.61%
		\$ 102,434	\$ 88,551	\$ (13,883)	-13.50%
<b>OPERATIONS:</b>					
57	New Equipment	\$ 16,000	\$ 20,000	\$ 4,000	25.00%
59	Maint & Repairs Equip.	13,000	16,500	3,500	26.92%
60	Maint & Repairs Bunker Gear	7,000	7,000	-	0.00%
61	Medical supplies	4,000	4,500	500	12.50%
62	Fire fighting supplies	4,000	3,500	(500)	-12.50%
63	H&S/Cause determination	2,500	2,000	(500)	-20.00%
		\$ 46,500	\$ 53,500	\$ 7,000	15.05%
<b>WATER COSTS:</b>					
64	Water Costs - Quispamsis	\$ 4,248	\$ 4,657	\$ 411	9.69%
65	Water Costs - Rothesay	23,497	24,201	704	3.00%
		\$ 27,743	\$ 28,858	\$ 1,115	4.02%
<b>OTHER:</b>					
66	Miscellaneous	\$ 2,000	\$ 2,900	\$ 900	45.00%
		\$ 2,000	\$ 2,900	\$ 900	45.00%
<b>TOTAL Non-Payroll Related costs</b>		<b>\$ 665,584</b>	<b>\$ 678,908</b>	<b>\$ (13,324)</b>	<b>-2.00%</b>
<b>Full Budget</b>		<b>\$ 4,828,885</b>	<b>\$ 4,886,451</b>	<b>\$ 57,566</b>	<b>1.19%</b>
<b>Non-Payroll Related as a % of Budget</b>		<b>14.20%</b>	<b>13.89%</b>	<b>0.31%</b>	<b>-2.14%</b>

# Kennebecasis Valley Fire Department Inc.

## Statement of Operations with Budget Variances

For the 8 months ending August 31, 2016

		BUDGET	ACTUAL	VARIANCES	BUDGET
		YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	2016
				(Under Budget)	
<b>Line #</b>	<b>REVENUE:</b>				
1	Members Contributions	\$3,160,234	\$3,160,234	(\$0)	\$4,564,783
2	Local Service Districts	\$60,649	\$60,649	\$0	\$90,973
3	Revenue Fee Structure	\$70	\$35	(\$35)	\$100
4	Rebate on Property Tax	\$46,105	\$44,587	(\$1,518)	\$46,105
5	Misc. Revenue	\$0	\$227	\$227	\$0
6	Interest Income C/A	\$3,333	\$3,696	\$362	\$5,000
7	Surplus/ Deficit 2nd Previous	\$122,068	\$122,068	\$0	\$122,068
8		<u>\$3,392,459</u>	<u>\$3,391,495</u>	<u>(\$964)</u>	<u>\$4,829,029</u>
	<b>EXPENSES:</b>				
	<b>ADMINISTRATION:</b>				
9	Admin. Wages and Benefits	\$380,741	\$373,694	(\$7,047)	\$576,600
10	Convention/ Dues/ Training	\$9,000	\$10,146	\$1,146	\$20,000
11	Professional Services	\$1,500	\$1,692	\$192	\$33,500
12	Office Supplies / Copy Machine/ S/C	\$4,923	\$3,644	(\$1,279)	\$7,385
13	Computer Hardware/Software/IT	\$9,255	\$4,670	(\$4,584)	\$12,000
14	Station Telephone/ Internet	\$8,390	\$7,412	(\$977)	\$14,382
15	Postage/ Misc. Exp	\$1,359	\$178	(\$1,183)	\$2,550
16		<u>\$415,167</u>	<u>\$401,434</u>	<u>(\$13,733)</u>	<u>\$666,418</u>
	<b>FIREFIGHTING FORCE:</b>				
17	Salaries Basic	\$1,596,594	\$1,570,071	(\$26,523)	\$2,421,592
18	Overtime	\$39,192	\$25,646	(\$13,546)	\$63,000
19	Vacation Pay on Retirement	\$28,308	\$9,436	(\$18,872)	\$28,308
20	Force Benefits	\$423,673	\$404,042	(\$19,631)	\$577,100
21	Clothing/Uniform Maintenance	\$18,000	\$17,685	(\$314)	\$27,000
22	Medical and Fitness Training	\$10,800	\$10,800	(\$0)	\$20,400
23	Career Recognition	\$3,500	\$3,093	(\$407)	\$4,000
24	Holiday Relief Wages & Overtime	\$219,226	\$222,456	\$3,230	\$314,000
25	Holiday Relief Benefits	\$65,684	\$64,051	(\$1,632)	\$91,700
26	Volunteer Expenses	\$13,870	\$9,330	(\$4,540)	\$21,000
27		<u>\$2,418,846</u>	<u>\$2,338,611</u>	<u>(\$80,233)</u>	<u>\$3,588,100</u>
	<b>TELECOMMUNICATIONS</b>				
28	Cellular Telephone	\$3,873	\$3,043	(\$830)	\$5,810
29	Communication Equipment	\$6,138	\$2,936	(\$3,202)	\$12,000
30	Maintenance/ Repairs	\$2,040	\$0	(\$2,040)	\$3,060
31		<u>\$12,051</u>	<u>\$5,979</u>	<u>(\$6,072)</u>	<u>\$20,870</u>
	<b>INSURANCE:</b>				
32	Insurance	\$33,500	\$32,987	(\$513)	\$33,500
33		<u>\$33,500</u>	<u>\$32,987</u>	<u>(\$513)</u>	<u>\$33,500</u>
	<b>PREVENTION AND TRAINING</b>				
34	Firefighter/Co. Officer Training	\$14,400	\$9,474	(\$4,926)	\$32,000
35	Fire Prevention and Public Education	\$5,972	\$2,922	(\$3,050)	\$10,000
36	Training Supplies	\$2,200	\$2,190	(\$10)	\$2,500
37		<u>\$22,572</u>	<u>\$14,586</u>	<u>(\$7,986)</u>	<u>\$44,500</u>
	<b>FACILITIES</b>				
38	Station 1 Operating	\$148,633	\$139,136	(\$9,496)	\$186,680
39	Station 2 Operating	\$14,467	\$14,603	\$136	\$21,700
40	Station 2 Rent	\$31,960	\$31,960	\$0	\$47,940
41	Station Supplies	\$7,000	\$4,082	(\$2,918)	\$10,500
42		<u>\$202,059</u>	<u>\$189,761</u>	<u>(\$12,298)</u>	<u>\$266,820</u>

# Kennebecasis Valley Fire Department Inc.

Statement of Operations with Budget Variances  
For the 8 months ending August 31, 2016

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2016
continued..				
<b>FLEET</b>				
43 Vehicle Fuel	\$24,615	\$13,513	(\$11,102)	\$40,000
44 Vehicle Registration	\$434	\$301	(\$133)	\$434
Vehicle Lease Payments	\$0	\$0	\$0	\$0
45 Vehicle Maint & Repairs	\$41,333	\$48,853	\$7,520	\$62,000
46	<u>\$66,383</u>	<u>\$62,667</u>	<u>(\$3,715)</u>	<u>\$102,434</u>
<b>OPERATIONS</b>				
47 New Equipment	\$9,331	\$5,208	(\$4,123)	\$18,000
48 Maint & Repairs - Equipment	\$10,125	\$14,372	\$4,247	\$13,000
49 Maint & Repairs - Bunker Gear	\$2,000	\$1,064	(\$936)	\$7,000
50 Medical Supplies	\$2,667	\$2,919	\$252	\$4,000
51 Fire Fighting Supplies	\$2,667	\$947	(\$1,720)	\$4,000
52 Health & Safety	\$1,000	\$84	(\$916)	\$1,500
53 H&S Cause Determination	\$667	\$0	(\$667)	\$1,000
54	<u>\$28,456</u>	<u>\$24,594</u>	<u>(\$3,863)</u>	<u>\$46,500</u>
<b>WATER COSTS:</b>				
55 Water Costs - Rothesay	\$17,623	\$17,623	\$0	\$23,497
56 Water Costs - Quispamsis	\$3,293	\$3,293	\$0	\$4,390
57	<u>\$20,915</u>	<u>\$20,915</u>	<u>\$0</u>	<u>\$27,887</u>
<b>OTHER:</b>				
58 Miscellaneous	\$1,333	\$1,616	\$283	\$2,000
59 Retirement Allowance	\$33,333	\$33,333	(\$0)	\$50,000
60	<u>\$34,667</u>	<u>\$34,949</u>	<u>\$283</u>	<u>\$52,000</u>
61	<u>\$3,254,617</u>	<u>\$3,124,484</u>	<u>(\$130,131)</u>	<u>\$4,829,029</u>
61 <b>SURPLUS FOR THE PERIOD</b>	<u>\$137,843</u>	<u>\$267,012</u>	<u>\$129,167</u>	<u>\$0</u>

## Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000  
For the 8 months ending August 31, 2016

Line #	Description	Budget YTD	Actual YTD	Variance (Under Budget)	Details
9	Admin. Wages and Benefits	\$380,741	\$373,694	(\$7,047)	Finance Admin hours less than budgeted
	Firefighting Force:				
17	Salaries	\$1,596,594	\$1,570,071	(\$26,523)	Result of retirement and personnel on leave, recovery of wages from WSNB
18	Overtime	\$39,192	\$25,648	(\$13,548)	as required
19	Vacation pay on retirement	\$28,308	\$9,438	(\$18,872)	Retiree took vacation time in lieu of cash, only 2 of 3 employees retired
20	Force Benefits	\$423,673	\$404,042	(\$19,631)	# of employees utilizing single coverage, actual costs less than budget expectations
38	Station 1 Operating	\$148,833	\$139,138	(\$9,496)	Property tax and propane less than anticipated
42	Vehicle Fuel	\$24,615	\$13,513	(\$11,102)	as required
45	Vehicle Maintenance & Repair	\$41,333	\$48,853	\$7,520	E2 injectors replaced, other repairs as required
	<b>Material Variances</b>	<b>\$2,683,089</b>	<b>\$2,584,392</b>	<b>(\$98,697)</b>	

## Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000  
For the month of August 2016

Recurring Monthly Invoices		Amount	Description
08/01/16	Assumption Life	\$24,803	Group Benefits
08/01/16	Town of Quispamsis	\$3,895	Rent - Station 2
08/11/16	Receiver General	\$45,433	payroll liabilities
08/11/16	BMO	\$72,187	net wages 08/11/2016
08/25/16	Receiver General	\$44,247	payroll liabilities
08/25/16	BMO	\$75,914	net wage 08/25/2016
08/31/16	CIBC Mellon	\$39,885	Pension August 2016
08/31/16	I.A.F.F. Local 3591	\$8,458	Union Dues
Non-Recurring Invoices		Amount	Description
08/15/16	Cummings Fire & Safety Ltd	\$2,316	Vehicle maintenance



# Kennebecasis Valley Fire Department

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

October 12, 2016

### **Fire Prevention Week Activities**

The theme this year is "Don't Wait – Check the Date! Replace Smoke Alarms Every 10 years". Our efforts will be focused on education and awareness regarding the life span of smoke alarms. For the month of October, our social media effort will focus on facts about smoke alarms; if you are a social media user, please consider sharing these messages.

Our fire prevention week activities include a number of schools visits, our annual Firefighter For a Day contest, and static public information displays throughout the Valley.

### **Fire Department Open House – October 15<sup>th</sup> from 1100 to 1400**

The Open House is an opportunity for all members of the community to learn important fire safety information to ensure their families are HomeSafe. Visitors are encouraged to tour the fire station and sit inside various types of emergency response vehicles. Firefighters are available to answer questions about fire safety and assist with equipment demonstrations. There is a FREE barbeque and handouts for children. The event takes place rain or shine.

All Board members are invited and encouraged to attend this event. The open house has become one of our biggest annual events as a department and has been successful because of those involved. It's an opportunity to meet the public we serve and talk about who we are and the many ways we serve our community.

### **Charity Events**

On October 1<sup>st</sup>, members of IAFF Local 3591 volunteered their time to staff a boot drive on Marr Road to raise funds for the Canadian Breast Cancer Foundation. A special thanks to Scotiabank for matching the funds raised at this event.

Throughout the month of October each firefighting Platoon will be wearing pink t-shirts on one tour of duty to support awareness for breast cancer research during Breast Cancer Month. The t-shirts were produced and paid for by the members of IAFF Local 3591.

On Friday, October 14<sup>th</sup>, members of the KVFD will face-off against their public safety peers from the KRPF in a "bubble-soccer" match at the Kennebecasis Valley High School. The event starts at 7 pm and all proceeds from the event will be donated to the Canadian Mental Health Association.

### **Car Seat Clinic**

On Saturday, September 24<sup>th</sup>, the department hosted a free car seat clinic in support of Child Passenger Safety Week in Atlantic Canada. The department has four CPSAC certified Children's Restraint System Technicians who were available to assist parents with ensuring that their car seats were properly installed.

Fifteen local families took advantage of this one-day clinic and this number represents approximately the same number of car seats we assist with installing on an annual basis. This is just another example of the type of value added, ancillary public safety service the KVFD provides for the community.



Response Types Kennebecasis Valley Fire Department (01/01/2016-30/09/2016)	Jan	Feb	Mar	April	May	June	July	Aug	Sept	2016 YTD	2015 YTD
Fire/explosion - dollar loss [10]	0	6	3	3	1	4	1	0	1	19	33
Rubbish/grass fire - no dollar loss [12]	0	1	3	7	17	11	3	4	2	48	46
Chimney Fire [13]	0	0	0	2	1	0	0	0	0	3	6
<b>Total Fire [10-19]</b>	<b>0</b>	<b>7</b>	<b>6</b>	<b>12</b>	<b>19</b>	<b>15</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>70</b>	<b>85</b>
Rescue - Miscellaneous [30]	1	0	0	0	1	0	1	1	0	4	5
Vehicle Accident [31]	11	15	6	4	12	8	8	6	6	76	87
<b>Total Rescue or Resuscitation call [30-39]</b>	<b>12</b>	<b>15</b>	<b>6</b>	<b>4</b>	<b>13</b>	<b>8</b>	<b>9</b>	<b>7</b>	<b>6</b>	<b>80</b>	<b>92</b>
Public Hazard - gasoline or fuel spill [41]	0	1	0	1	0	0	0	1	0	3	3
Public Hazard - power line down / utility pole hazard [43]	0	2	1	1	0	0	0	1	1	6	12
Public Hazard - miscellaneous [49]	0	1	2	0	2	0	1	1	1	8	11
<b>Total Public hazard [40-49]</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>17</b>	<b>26</b>
Gas Leak - propane [51]	1	0	0	1	0	0	0	0	1	3	5
Gas Leak - response to carbon monoxide detector alarm [53]	0	0	2	2	2	2	0	0	3	11	8
<b>Total Gas leak [50-59]</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>14</b>	<b>13</b>
Public Service - first aid [62]	47	51	48	56	64	50	65	45	51	477	486
Public Service - assist police or other agency [63]	1	0	3	0	0	0	0	3	0	7	9
Public Service - mutual aid [65]	0	0	1	0	1	2	0	3	3	10	12
Public Service - animal rescue [66]	0	0	0	0	0	0	0	0	0	0	0
Public Service - flooding [67]	1	0	0	0	0	0	0	0	0	1	19
Public Service- miscellaneous [69]	2	1	1	0	2	3	1	1	1	12	20
<b>Total Public services [60-69]</b>	<b>51</b>	<b>52</b>	<b>53</b>	<b>56</b>	<b>67</b>	<b>55</b>	<b>66</b>	<b>52</b>	<b>55</b>	<b>507</b>	<b>546</b>
Alarm No Fire - accidental miscellaneous [70]	6	3	3	1	1	1	0	7	3	25	33
Alarm No Fire - smoke or steam mistaken [71]	2	1	1	0	2	1	1	1	0	9	12
Alarm No Fire - sprinkler surge or discharge [72]	1	0	0	0	0	0	0	0	0	1	4
Alarm No Fire - detector activated [73]	5	6	6	3	4	6	10	6	14	60	52
Alarm No Fire - unknown odours [75]	0	1	2	3	1	0	0	0	1	8	5
Alarm No Fire - miscellaneous [79]	1	0	2	2	0	5	1	3	7	21	23
<b>Total Alarm no fire - No malicious intent [70-79]</b>	<b>15</b>	<b>11</b>	<b>14</b>	<b>9</b>	<b>8</b>	<b>13</b>	<b>12</b>	<b>17</b>	<b>25</b>	<b>124</b>	<b>129</b>
False Alarm (Mischief) - miscellaneous [89]	0	0	1	1	0	0	1	1	2	6	4
<b>Total False alarm - Mischief [80-89]</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>4</b>
<b>Total Response Types Kennebecasis Valley Fire</b>	<b>79</b>	<b>89</b>	<b>85</b>	<b>87</b>	<b>111</b>	<b>93</b>	<b>93</b>	<b>84</b>	<b>97</b>	<b>818</b>	<b>895</b>

# TOWN OF ROTHESAY

## FINANCE COMMITTEE

November 17, 2016

In attendance:

Councillor Grant Brenan, Chair

Mayor Nancy Grant

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 9:00. The agenda was accepted with the addition of Imperial Theatre, Saint John Riptide, Amazatorium and KV Oasis. The minutes of October 21, 2016 were accepted as presented.

### **Donations**

Crimestoppers – This is a line item under Protective Services and was agreed to **recommend to Council to approve for \$2,800.00(NG/DS).**

P.A.R.T.Y. Program – This is under the Mayor's purview and was approved for \$500.00.

NB Medical Education Foundation – The most recent scholarship went to a Rothesay resident. After a brief discussion, it was agreed to **recommend to Council to approve for \$5,000.00, and not include the management fee (NG/DS).**

D.A.R.E Canada (Fundy) Inc. – Also under the Mayor's purview, it was agreed to include in the 2017 budget.

Rothesay Living Museum – A committee of Council, this is a line item under Recreation. It was **agreed to recommend to Council to approve for \$4,000.00 (NG/DS).**

KVHS - declined.

Saint John Riptide – This will be under the Mayor's purview, as are the Sea Dog tickets. The consensus of the committee was to support the purchase of tickets from both organizations. Treasurer MacDonald will arrange for the purchase of Seadog "Flex Tickets" for the remainder of the season and season tickets for the Riptide.

Imperial Theatre – After a brief discussion, it was agreed to **recommend to Council to approve for \$5,000.00 (NG/DS).**

Christmas with Cops – dealt with at Council.

Cherry Brook Zoo – It was agreed to decline this item, but request a long term plan and see if it is to Council's liking.

KV Council for the Disabled – This is a line item under Transportation Services and was agreed to **recommend to Council to approve for \$3,00.00(NG/DS).**

Saint John Theatre Company - After a brief discussion, it was agreed to **recommend to Council to approve for \$1,000.00 (NG/DS).**

Sculpture Saint John – After a brief discussion, this was declined at this time.

Saint John Fieldhouse Project – It was noted we would be interested in seeing a business plan for this project, and if the town would be approached in the future to cover operating expenses. It was declined until Council sees a business plan.

KV Food Bank – further information was requested, and the decision deferred until then.

KV Outreach – as above.

KV Oasis – we have also requested financial information on this, but the committee agreed to **recommend to Council to approve \$5,000. (NG/DS)**

PRO Kids – This is a line item in the Recreation budget and it was agreed to **recommend to Council to approve \$7,500 (DS/NG)**

#### **October 2016 Draft Financial Statements – Utility & General**

Treasurer MacDonald presented the statement, confirming we are currently showing a small surplus and does not expect any surprises before year end. There were some revisions to the capital budget over the year, and perhaps we should find a simple way to report these. There are payroll reallocations to be done, but the overall budget is positive. Treasurer MacDonald briefly explained the year end process for funding transfers. The statements were accepted as presented. (DS/NG).

#### **110 James Renforth Drive**

Treasurer MacDonald gave a brief history on the house, and put the question to the committee on how to dispose of it. Realtor, bids, or try bids first? That opens the question on how to choose a realtor. It was agreed we should finish the landscaping work, and put it out for bids. This is not necessary to go to Council at this point, but they should be informed.

#### **Compliance Report**

For information purposes.

**Internal Control Review**

It was agreed, the matrix report prepared last month should go to Council. The letter from B. MacDonald was received and filed. Mayor Grant noted the City does not have a code of ethics and it was agreed to let them have a copy of ours.

**Utility Fund Budget – Capital & Operating**

Both budgets were reviewed in detail. Treasurer MacDonald emphasized these are preliminary and will change as better information is available. We have three sources of funding, Operating, Reserves, and outside sources such as grants. Chairman Grant focuses on the budget over this year's outlook, as opposed to budget over budget. This **draft** shows no increase in rates; however it may be wise to increase the sewer rate marginally. It will be important to have explanations for any increase.

It was agreed to adjourn and resume tomorrow at 9:00 a.m. in the Sayre Room to discuss the General Fund Budgets. The meeting adjourned at 12:00.

# TOWN OF ROTHESAY

## FINANCE COMMITTEE

November 18, 2016

In attendance:

Councillor Grant Brenan, Chair

Mayor Nancy Grant

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 9:00 and the only item on the agenda is the General Fund budget, both Operating and Capital.

Treasurer MacDonald advised we still owe one more payment to Dalhousie Medicine for 2017 for \$5,000. After a brief discussion, it was agreed to pay this in 2016(NG/DS).

Treasurer MacDonald reviewed the process for the General Fund and stressed this is a draft, we are making changes daily with new information, and more is to come. We should have our assessment numbers by the end of next week, and we have used 2% as an estimate, maintaining the tax rate at \$1.21. At this point, however, that results in a \$500,000 deficit. A one cent increase is approximately \$125,000.

The budget was reviewed line by line. PWI have reviewed their Capital budget. Comparisons were made budget over budget and budget over year end outlook. There was a lengthy discussion on the Fire Dept.'s plan for Station 2. A number of Transportation projects were deferred or removed. A new fleet replacement plan was reviewed and included in the Capital budget.

There was a brief discussion on the ability to maintain the tax rate. It was felt Council doesn't realize the financial impact of various projects. It was suggested one or two Council members attend our committee meetings. It was agreed to meet again Nov. 29<sup>th</sup> at 9:00 a.m. and they would like to see a balance budget with no tax increase. The meeting adjourned at 1:13 p.m.

# Town of Rothesay

Finance Committee

Sayre Room

November 29, 2016

Councillor Grant Brenan, Chairman

Mayor Nancy Grant

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 9:00 a.m. The only item on the agenda is a 2017 budget review.

Starting with Utilities, Treasurer MacDonald noted there were no significant changes from the previous version. The actual expenses for the new debenture are now in Fiscal Services, and the estimates taken out. There was a lengthy discussion on increasing the Sewer rates. There was also a discussion on the use of the Gas Tax Fund. Town Manager Jarvie asked the committee to hold off on a decision of rates until we see “the whole picture”, including the General Fund tax rate. The Utilities Capital budget was reviewed, including the WWTP. We still aren’t sure of what the Operating costs will be, including power, transporting the waste, and a disposal fee.

On the General Fund, we still show a deficit of \$200,000. Staff has reviewed this line by line, and it is now down to the “bare bones” with the tax rate remaining the same and no cuts to services. Mayor Grant was concerned the budget would not reflect the goals Council has set out. The Capital budget was reviewed, and options between what was a “want” and what was a “need” were discussed. It is important that we keep our “base spending” for the Gas Tax Fund requirements. There is the option of moving a portion of the street resurfacing to Gas Tax, and the fleet requirements to Operating. It was suggested Mayor Grant talk with the other mayors about buying equipment cooperatively. Ellen left the meeting at 10:55. There were further discussions including

- Possible additional deductions in Recreation
- Rothesay Living Museum request
- There was a discussion on the budget process for Council
- Staff recommends a \$20 increase in the sewer rate and a one cent increase in the tax rate.

The meeting adjourned at 1:30.

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Grant Brenan, Chairman

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Ellen K. Steeves, Recording Secretary



# ROTHESAY

## MEMORANDUM



TO : Council  
FROM : Doug MacDonald  
DATE : December 6, 2016  
RE : Donations Report

The summary below represents donations and grants approved for the period from January 1 to November 30, 2016. The annual budget for 2016 is \$67,000.

	30/11/2016	
Donations/Cultural Support		
KV3C	2,500.00	in kind
NB Medical Education Trust	5,000.00	
Fairweather Scholarship	1,000.00	
KV Oasis	10,000.00	
Dalhousie Medicine	10,000.00	
Saint John Theatre Company	1,000.00	
YMCA	10,000.00	
Cherry Brook Zoo	5,000.00	
Alberta Fire Appeal	1,000.00	
sub	45,500.00	
Other:		
Notre-Dame-du-Mont-Carmel Church Fund	40.00	
Mission trip to Uganda	400.00	
KVMBA	250.00	
Kingsway Care Alliance	3,000.00	
RHS Volleyball	200.00	
Rotary Dinner	300.00	
Rothesay Netherwood Art Show	300.00	
KV Old Boys	150.00	
Sophia House (Tracy Friars - Let's Celebrate)	500.00	
SPCA/Animal Rescue in memory of Tony Henry's grandfather	50.00	
Royal Canadian Legion - Wreath	50.00	
St. Paul's United Church in memory	50.00	
Christmas with Cops	200.00	
Rothesay High School Interact Club	250.00	
Empty Stocking Fund Run Foundation	500.00	
Vimy dinner sponsorship	1,250.00	
sub	7,490.00	
	52,990.00	



2016December12OpenSessionFINAL\_091

# ROTHESAY

## ROTHESAY LIVING MUSEUM COMMITTEE GENERAL MEETING

Common Room – Rothesay Town Hall  
Tuesday, November 15, 2016  
3:30 p.m.



**DRAFT**

**PRESENT:** ROGER BROWN, CHAIRPERSON  
LARRY GREER, VICE CHAIRPERSON  
COUNC. LEWIS  
JUDE CARSON  
ANN KING  
BARRY KING  
DAVID LOCKE  
BRIAN PERKINS  
MARGE SEELY  
JILL WALLACE (*arrived at 3:46 p.m.*)

TOWN CLERK – MARY JANE BANKS  
RECORDING SECRETARY – LIZ POMEROY

**ABSENT:** ANITA BUSH  
ANDREW PETERS

### 1. CALL TO ORDER

Chairperson Brown called the meeting to order at 3:35 p.m.

### 2. APPROVAL OF MINUTES – July 12, 2016

**MOVED** by L. Greer and seconded by A. King to approve the Minutes of 12 July 2016 as circulated.

**CARRIED.**

### 3. PRESENTATIONS

#### 3.1 Canada 150 Celebration Keri Flood

Chairperson Brown welcomed Ms. Flood and Committee introductions were made. Ms. Flood distributed a handout with respect to the Rothesay Canada 150 Country Fair and highlighted the following: the Rothesay Canada 150 celebration event is in the early planning stages; an application for funding has been submitted to the Canadian Heritage funding program; the Town is expected to hear back with regard to funding in April 2017; the event will only take place once funding is confirmed; the idea is to have an Old Fashioned Family Picnic on the Rothesay Common and a Street Festival on Church Avenue on September 16, 2017 from 12:00 p.m. – 4:00 p.m.; various activities include local vendors and food trucks, a walk and talk with David Goss, old fashioned picnic games, and music on the Common with a re-enactment of the Canadian Confederation by KV Players; a live band will perform on the Rothesay Common stage (from 8:00 p.m. to 10:00 p.m.); and fireworks will begin at 10:00 p.m. Ms. Flood advised the Committee's participation is welcome and the level of involvement can be determined by the Committee.

The Committee inquired about the following: potential rain date; the walk and talk with David Goss; and if a specific request is being made regarding the Committee's participation. Ms. Flood advised: the rain date is the following Saturday, September 23, 2017; David Goss will prepare a walking route and provide historical tidbits of the area; and the Committee is welcome to participate in any way it sees fit.

There was general discussion with respect to potential options for the Committee's involvement. It was noted: since the Canada Day celebrations are relatively close to the Canada 150 event date it may not be beneficial to create a similar photo display; the Committee will be creating a display for the Kennebecasis Public Library in the summer of 2017; the "Rothesay, New Brunswick: The First 150 Years" book was the Committee's tribute to the Rothesay 150 celebrations; and a possible partnership with the Rothesay Park School could prevent potential weather damages to any possible displays. It was agreed the Committee will discuss the matter further, and will make no commitments until funding is confirmed in April 2017.

G. Wallace arrived at the meeting.

#### **4. BUSINESS ARISING:**

##### **4.1 Project updates**

##### **4.1.1 Logo Design**

B. Perkins displayed the current logo, and proposed adaptations for a new logo. He noted the following: restrictions associated with the Town's Coat of Arms posed a challenge to logo development; the design of Town Hall has many complexities which are not ideal for typical logo sizes; the logo must be simple and functional; as the Town coat of arms includes symbols of the five amalgamated communities and it is difficult to use single elements; and if Town Hall was used for the new logo he was unsure of how to represent the educational component of the Living Museum. The existing logo with the Rothesay High School building painted red as opposed to orange was circulated to the Committee. The colour change was meant to promote Town colours within the logo. B. Perkins advised the faded image of Town Hall in the existing banner logo would be sharpened to promote the features of the building. B. Perkins noted the proposed drawings were designed with the website interface in mind. A pen and ink rendition of Town Hall was displayed for reference.

The Committee discussed the following: the educational representation within the logo; a suggestion to include Rothesay Living Museum or its initials in the logo; the proper shade of Town colours; the existing logo's similarity to the Provincial Museum logos; and the preference of Town Hall reflected in the logo image. Suggestions for possible images included: Town Hall's cupola, the two flag poles located in front of Town Hall, the entry way of Town Hall, the Rothesay Common building, the shape of Rothesay on a map, and the lighthouse at Renforth Wharf.

**MOVED** by L. Greer and seconded by Counc. Lewis the item be tabled to allow B. Perkins to return next meeting with additional options after further exploration.

**CARRIED.**

#### **4.1.2 Fairvale Mall**

B. Perkins advised the new display is up. He noted he has received no feedback regarding the display. There was a brief discussion on the photographs obtained during the Rothsay Park School's 100<sup>th</sup> Anniversary event.

#### **4.1.3 Rothsay Barbershop**

It was noted the photographs removed from the Fairvale Mall display will be displayed in the Rothsay Barbershop.

#### **4.1.4 Website Search Tool**

D. Locke advised the website is hosted through Weebly.com at a cost of \$79 for two years. The existing package used by the Rothsay Living Museum website does not permit a search bar. A search bar can be installed on the website if the Committee approves an upgrade of the website package. The upgrade would cost approximately \$216 for two years.

**MOVED** by B. Perkins and seconded by L. Greer the website package be upgraded to the next level at a total cost of \$216 for two years, to allow for the installation of a search bar feature.

#### **ON THE QUESTION:**

L. Greer inquired if there was a way to determine how often the search feature is used. D. Locke advised he is unsure. It was noted: the search bar would speed up the overall search process; the search feature is likely to search relevant titles and may not be able to search specific references within PDFs; specific items can be searched within the Adobe PDF program; it is likely the website package can be upgraded at any time and the cost may be prorated; and if the search bar is not beneficial to the website it is likely the website can be returned to its existing state with no significant costs associated with the change. It was suggested the addition of a search feature would complement the overall concept of a Living Museum.

**CARRIED.**

#### **4.1.5 Kennebecasis Public Library Display (4-6 weeks, Summer 2017)**

It was noted the item was discussed earlier in the meeting (see item 3.1).

#### **4.1.6 Master Inventory List**

B. Perkins advised a report was completed by a summer student in the past, and he is in the process of locating it. Another inventory list exists for the Kings County Museum. There was a brief discussion. Chairperson Brown advised he and B. Perkins are planning to meet with the curator of the Kings County Museum but were waiting until the offseason when it is likely to be less busy.

**5. NEW BUSINESS:****5.1 Referral from Council – OntheSpot.ca**

Town Clerk Banks advised she contacted the representative Mr. Farris for further information; however, she did not receive a response. She noted it may be a costly enterprise at \$150 per month. She added she has discussed the item with the Director of Development and Planning Services Brian White and concluded there may be a possibility in the new year to create a similar map on the Town's website. The Committee discussed the following: high cost; the enterprise is in its infancy stage of development; safety concerns arising from taking pictures in the exact spots, for instance an old photo of the Rothesay Common may have been taken from the intersection at Rothesay Corner; and Provincial Archives ownership of related historic photographs.

**MOVED** by B. Perkins and seconded by Counc. Lewis the Rothesay Living Museum recommend Council not partner with OntheSpot.ca for a personalized Rothesay section of the app as the high cost outweighs the benefits.

**CARRIED.**

**5.2 Canada 150 – Volunteers for Committee**

It was noted the item was discussed earlier in the meeting. It was suggested the Committee members be polled with respect to interest in being a volunteer for the event. The following members expressed an interest in volunteering: G. Wallace, J. Carson, and R. Brown. It was noted Counc. Lewis will be assisting the event as a member of Council, and B. Perkins may be away at the time of the event.

**5.3 Website Upgrade – student**

Chairperson Brown advised to ensure content is uploaded to the Living Museum's website regularly it was suggested a student be hired to assist. The following comments were made: this will encourage youth participation in the Rothesay Living Museum; possible compensation; and a teacher must be available to supervise such work.

In response to an inquiry, Chairperson Brown noted he has discussed the idea with a representative from the school and they seemed amenable to the project. D. Locke suggested if the school has a multi-media class, students could create video content for the Rothesay Living Museum website and the Committee could issue a contest to determine which videos are uploaded. It was noted the Committee was unsure if the school had a multi-media class. Chairperson Brown advised including the item on the agenda was to gauge the Committee's thoughts on the idea. He noted the matter can be discussed further at a future meeting.

There was an inquiry regarding if the RLM.com website domain name can be changed to a .ca domain name. D. Locke advised he would look into the matter.

**5.4 Budget \$4000**

The 2017 Budget for the Rothesay Living Museum Committee was submitted to Council, and subsequently referred to the Finance Committee. It is expected the Committee should hear the results in the near future.

**5.5 Purchase for Containers**

Chairperson Brown suggested the Committee purchase L.L. Bean canvas tote bags to transport photographs and other items required for displays. On a recent personal trip to Bangor, Maine Chairperson Brown advised the L.L. Bean outlet store offered the bags at a discounted price of approximately \$30 each. The bags can be used to transport 7-8 framed photographs which is the typical amount for a display. It was noted cardboard can be cut to act as a barrier between framed photographs and L.L. Bean products are accompanied by a lifetime guarantee. It was suggested either Rothesay Living Museum or RLM be embroidered on the side of the bags depending on the cost of each option. In response to an inquiry, it was noted the bags will be used for delivery only and will not remain with the items once they have been delivered.

**MOVED** by L. Greer and seconded by G. Wallace the Committee approve the purchase of eight L.L. Bean canvas tote bags.

**CARRIED.**

**6. DATE OF NEXT MEETING**

It was agreed Chairperson Brown and Town Clerk Banks will set a date and notify the Committee beforehand based on the Committee's availability.

**Meeting Addendum:**

In response to an inquiry, it was noted all records in the custody or under the control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act and may be subject to disclosure. To protect the privacy of Committee members and their personal email accounts, Committee agenda packages and minutes are not emailed.

**7. ADJOURNMENT**

**MOVED** by L. Greer and seconded by B. Perkins to adjourn the meeting.

**CARRIED.**

The meeting adjourned at 4:48 p.m.

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Chairperson

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Recording Secretary



2016December12OpenSessionFINAL\_096

# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Recording Secretary Rothesay Living Museum Committee  
DATE : December 5, 2016  
RE : Motions Passed at November 15, 2016 Meeting

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Please be advised the Rothesay Living Museum Committee passed the following motions at its regular meeting on Tuesday, November 15, 2016:

**MOVED** ... and seconded ... the Rothesay Living Museum recommend Council not partner with OntheSpot.ca for a personalized Rothesay section of the app as the high cost outweighs the benefits.

**CARRIED.**

Respectfully submitted,

Liz Pomeroy



# ROTHESAY

Emergency Measures Committee  
Tuesday, November 22, 2016 at 5:30 p.m.  
SAYRE ROOM ROTHESAY TOWN HALL



PRESENT: MAYOR NANCY GRANT  
COUNCILLOR PETER LEWIS, CHAIRPERSON  
COUNCILLOR BILL McGUIRE

TOWN MANAGER JOHN JARVIE  
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES BRIAN WHITE  
RECORDING SECRETARY LIZ POMEROY

Chairperson Lewis called the meeting to order at 5:41 p.m.

## 1. ADOPTION OF AGENDA

**MOVED** by Counc. McGuire and seconded by Mayor Grant the agenda be approved as circulated.

**CARRIED.**

## 2. ACCESS TO KPARK

Town Manager Jarvie advised he spoke with the owners of the property but has not received confirmation of either an approval or refusal of the proposal. It was agreed Counc. Lewis and Town Manager Jarvie will contact the owners again and request an update within the next 60 days.

## 3. HAZARD IDENTIFICATION – CN

It was noted: as a result of rail related emergencies Transport Canada has introduced an emergency directive and rules for rail companies to follow in order to prevent future incidents; CN and other rail companies conduct risk assessments based on the several criteria prepared by Transport Canada; rail companies are not obligated to share their findings with municipalities; however municipalities can register to receive reports indicating which products are being transported through their respective areas. DPDS White advised on the website *Explosive-Crude-by-Rail.org* an address can be entered to determine its proximity to the blast zone. Town Manager Jarvie advised he plans to contact the Kennebecasis Valley Fire Department (KVFD) to inquire if they are receiving regular reports on dangerous goods transported by train through Rothesay, and a review of regular procedures for such matters. By receiving these reports emergency responders can identify possible emergencies and prepare appropriate equipment and methods to handle such incidents. An update will be prepared for the next meeting.

## 4. BUDGET 2016 EXPENDITURES

The following comments were made: the 3-4 low cost handsets refers to cellphones assigned to each Incident Command position, for instance the Chief of Operations; the cellphones help prevent confusion by allowing a single phone number to be associated with a position rather than a person that may not be occupying the position during an emergency; the New Brunswick Trunked Mobile Radios (NBTMR) may not be a required expenditure if the Kennebecasis Regional Police Department agrees to allow the Town to borrow one or two radios in the event of an emergency; the Police Department radios are in the process of

being equipped with unique coding to ensure secure transmissions between police departments; it is unclear if a non-coded radio will be available for Town use; and existing expenditures for the Emergency Measures Committee are under budget. DPDS White gave a brief summary of the items purchased. He noted: the kitchen supplies, radios, flashlights, and cellphones have not been purchased; and providing food to residents during an emergency will require a larger refrigerator than the existing one in Town Hall. There was a brief discussion with respect to the remaining items to be purchased. It was noted the purpose of the agenda item was to provide an update on the status of the items within the 2016 Emergency Measures Committee budget.

## **5. BUDGET 2017**

DPDS White advised the 2017 budget amount for the Emergency Measures Committee has not been confirmed. He added it is anticipated the Committee will require \$15,000 for 2017 expenditures. Since many of the emergency preparedness items have been purchased, or are in the Town's possession already, it is expected the majority of the 2017 budget will include maintenance items and staff training. It was noted some items such as the NBTMRs may carryover from the 2016 budget.

Counc. Lewis suggested in the interest of time Item 8 Draft Mutual Aid Agreement be brought forward on the agenda.

### **Item brought forward.**

## **8. DRAFT MUTUAL AID AGREEMENT**

Town Manager Jarvie advised the Draft Mutual Aid Agreement will be submitted to the town of Quispamsis for review after the Committee has had a chance to examine and provide feedback. The Committee briefly reviewed the document and agreed to submit any comments to Town staff by the following week.

## **6. RAIL CROSSINGS PROGRAM**

Town Manager Jarvie advised CN has provided the Town with an inventory of public rail crossings. The Town is tasked with providing characteristics of the roads at each public crossing. It was noted these inventories are expected to assist in identifying the repairs required at the crossings and advancing the repair process by prioritizing the highest risks. There was a brief discussion with respect to the installation of signalized arms at certain rail crossings in Rothesay to eliminate train whistling. It was noted rail crossings must be judged on various criteria in order to determine if the installation of signalized arms is warranted.

## **7. EMERGENCY PREPAREDNESS PLAN FORMAT**

Town Manager Jarvie advised the Provincial government has offered to reformat Rothesay's Emergency Preparedness Plan in order to achieve consistency throughout the Province. It is anticipated the reformatted plan will be completed and received by the Town before the end of the year.

## **8. DRAFT MUTUAL AID AGREEMENT**

Dealt with above.

**9. OTHER BUSINESS**

## Sentinel &amp; Everbridge – Mass Notification Systems

Town Manager Jarvie advised: he and DPDS White participated in a webinar for the Everbridge mass notification system; it was determined the Provincial government is a client of the Everbridge system as well as the Sentinel system; currently Sentinel is the Town's only emergency mass notification system; and switching to the Everbridge system may reduce overall costs. It was noted the Town will explore the Everbridge system further in 2017. Town Manager Jarvie advised there is need to further encourage all residents to sign up for the Town's Sentinel system. He added duplication of notices occurs if other channels of notification must be used for those residents not signed up for the Sentinel notifications. It was further noted in the event of large emergencies municipalities may request use of the Federal government's television notification system through a request to the Provincial government and subsequently the Federal government.

The Committee agreed the regular monthly meetings of the Emergency Measures Committee will be scheduled for 5:00 p.m. instead of 5:30 p.m.

**10. ADJOURNMENT**

**MOVED** by Counc. McGuire and seconded by Mayor Grant the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:30 p.m.

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Chair

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Recording Secretary



## ROTHESAY

### PARKS & RECREATION COMMITTEE MEETING MINUTES Tuesday, November 22<sup>nd</sup>, 2016



**DRAFT**

PRESENT: Susan Harley  
Maureen Desmond  
Councillor Miriam Wells, Chair  
Chip Smith  
Pat Palmer, Vice Chair  
Jane MacEachern  
Councillor Bill McGuire  
Mary Ann Gallagher  
Brendan Kilfoil  
Recreation Coordinator Keri Flood  
Director of Recreation Charles Jensen  
Facilities Coordinator Ryan Kincade  
Town Manager John Jarvie (arrived @ 6:50)  
Recording Secretary Bev Côté

ABSENT: Jon LeHeup

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

#### 1. APPROVAL OF MINUTES

**MOVED** by Counc. McGuire and seconded by Chip Smith to approve the minutes of the October 18<sup>th</sup>, 2016 meeting.

**CARRIED.**

#### 2. APPROVAL OF AGENDA

**MOVED** by Susan Harley and seconded by Chip Smith to approve the agenda as circulated with the addition of **6.4 Fairvale Outing Association**

**CARRIED.**

#### 3. DELEGATIONS

N/A

#### 4. REPORTS

N/A

#### 5. UNFINISHED BUSINESS

##### 5.1 Wells Park Project Update

Director Jensen noted that the Ball Field and Dog Park will be opened mid-May or as soon as it is dry. The official ribbon cutting and announcing the name of the trail will be held on Sunday, December 4<sup>th</sup> at 2pm.

**DRAFT****6. NEW BUSINESS****6.1 Name the Trail Contest Winner**

Recreation Coordinator Flood handed out a list of the suggestions that were submitted through the Town's Facebook page. As a reminder she noted that the contest rules stipulated that there be no names in the official name of the trail. The name will be "Wells Recreation Trail". A discussion followed with regards to naming the trails that branch off from the main trail.

**6.2 Rothesay Common awarded 2016 Great Place in Canada –People's Choice Public Space**

Director Jensen thanked all who voted. Recreation Coordinator Flood has checked to see if there is a plaque of some kind but has received no reply to date. An announcement will be made at the Mayor's Tree Lighting on Thursday, December 15<sup>th</sup>, 6:30pm – 8:30pm. Questions were raised as to the rubber that seemed to cause issues last year. Director Jensen said that it was gone and he is also addressing the corners of the bench.

**6.3 Christmas Light Contest**

Recreation Coordinator Flood informed the committee that an email was received suggesting a Christmas Light Contest to help with the spirit of the season. A contest will run on Facebook the same as the photo contest. The dates for submission will be December 1<sup>st</sup> – 23<sup>rd</sup> with voting taking place December 23<sup>rd</sup> – 30<sup>th</sup>. It was suggested that Colin McPhail be contacted for an article.

**6.4 Fairvale Outing Association – Council Referral**

Director Jensen informed the committee that the Fairvale Outing Association would like the Town to plow their parking lot. In the summer months the ball field across from the Outing Association is used on Monday and Tuesday evenings by the KVMB and parking for the parents is the parking lot at the Outing Association. Another evening for ball is required and the Town's ask is to make available 25 parking spaces on either Wednesday or Thursday evenings but the Association feels they do not have the parking available these nights as they use the building. We are trying to confirm how many parking lots could be available if we did paint lines so that perhaps KVMB could be accommodated for another night of baseball. Director Jensen will also check with the Pickleball league to see if this building would be suitable to play Pickleball. A brief discussion followed.

**7. CORRESPONDENCE FOR ACTION****N/A****8 DATE OF NEXT MEETING**

It was decided not to have the scheduled December meeting; the next meeting will be January 17<sup>th</sup>, 2017.

At this time Counc. Wells thanked members Pat Palmer, Susan Harley, Chip Smith and Jon LeHeup, whose terms are up, for their input and enthusiasm over the years.

**DRAFT**

**9. ADJOURNMENT OF MEETING**

**MOVED** by Chip Smith that the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:05 p.m.

\_\_\_\_\_  
Chairperson

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



**ROTHESAY**  
**Public Works and Infrastructure**  
**Committee Meeting**  
Wednesday, November 23, 2016  
Rothesay Town Hall – Sayre Room  
8:30 a.m.



**DRAFT**

**PRESENT:** COUNCILLOR MATT ALEXANDER, CHAIRPERSON  
COUNCILLOR MIRIAM WELLS  
SCOTT SMITH  
SHAWN PETERSON

DIRECTOR OF OPERATIONS (DO) BRETT McLEAN (*arrived at 8:38 a.m.*)  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** RAHA MOSCA, VICE CHAIRPERSON  
TOWN MANAGER JOHN JARVIE

Chairperson Alexander called the meeting to order at 8:32 a.m.

**1. APPROVAL OF AGENDA:**

**MOVED** by S. Peterson and seconded by Counc. Wells to approve the agenda as circulated, with the following addition:

Item 5.7 Update on Highland Avenue Streetlighting

**CARRIED.**

**2. APPROVAL OF MINUTES:**

2.1 Regular meeting of October 19, 2016.

**MOVED** by S. Smith and seconded by Counc. Wells to approve the Minutes of October 19, 2016 as circulated.

**CARRIED.**

**3. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATIONS:**

N/A

**5. UNFINISHED BUSINESS**

5.1 Update on Capital Projects.

It was noted the Rothesay Road project is almost complete; a few minor items remain.

**MOVED** by Counc. Wells and seconded by S. Peterson the Capital Projects Summary dated 10 November 2016 be received/filed.

**CARRIED.**

5.2 Update on solid waste

After a brief discussion, the Committee agreed a year-to-date report without a month-to-month comparison is sufficient for the monthly solid waste report.

DO McLean arrived at the meeting.

### 5.3 Update on Church Ave. parking

The Committee discussed the following: the two options of widening Church Avenue, and negotiating with Rothesay Park School for expansion and use of their parking lot; cost for both options; beneficial drainage and sanitary sewer work, including additional costs, the Town may undertake if Church Avenue is widened; existing drainage and effect on the Town's system in the vicinity of Church Avenue; the removal of three older trees in the Town's right-of-way next to Church Avenue at the recommendation of an arborist; loss of green space in the Town's right-of-way between the Rothesay Common and Church Avenue through the widening of Church Avenue; communication to the public regarding any decisions on the matter; additional signage for the decided course of action; public safety concerns if residents drop off children on Gondola Point Road to walk to the Common; police enforcement of parking restrictions; the option to designate Church Avenue to a one-way street and the effects on traffic; the existing traffic conditions on Church Avenue; and if approved, the use of gravel or asphalt for the expansion of the Rothesay Park School's parking lot. It was suggested, if the school agrees to the proposal, the Town expand the parking lot with gravel as a trial to determine public use and necessity of the addition before paving. It was further noted Town Manager Jarvie and the Director of Parks and Recreation Charles Jensen will reach out to Rothesay Park School.

There was a lengthy discussion with respect to possible overflow parking at the churches in the vicinity of the Rothesay Common.

**MOVED** by Counc. Wells and seconded by S. Smith the Public Works and Infrastructure Committee recommend Council authorize the Director of Operations to contact the Our Lady of Perpetual Help Church to inquire about possible Town use of the Church's parking lot for Rothesay Common overflow parking; and further signage be installed on the Common notifying residents of the available overflow parking area contingent upon the Church's approval.

**CARRIED.**

S. Peterson noted the previously discussed map depicting available parking spaces in the area of the Common may benefit the Town if shared with residents. He added only parking spots that do not require third party approval should be included on the map.

### 5.4 Update on Rothesay Road

The project is almost complete; minor items remain. In response to an inquiry, DO McLean advised the Town is waiting on Provincial approval for work in the area of the Taylor Brook Bridge. He added the bridge will be reinstated for pedestrian use during the winter. DO McLean showed the Committee a photograph of the proposed new barriers for the Taylor Brook Bridge, which are similar to those of the bridge over Fisher Lake at Rockwood Park. Counc. Wells suggested the Town advertise the reinstatement of the bridge for the winter over the Town website, social media, and other available channels to the public, as well as circulate the photograph of the proposed new barriers.

There was a brief discussion with respect to the minor disruption during the Rothesay Road construction project involving a faulty valve on College Hill Road. DO McLean advised the valve is

scheduled to be fixed Thursday, November 24, 2016 from 7:00 p.m. – 7:00 a.m. He added since the work is scheduled during the evening, the Town has offered to cover accommodation costs of the residents in the area during the scheduled work to reduce any inconvenience. It was noted the work should not cause any traffic concerns.

Counc. Wells noted she emailed DO McLean notifying the Town of various cracks in the sidewalk recently installed during the Rothesay Road project. DO McLean advised the Town is aware of the cracks and have discussed the problem with the contractor. As winter is approaching, the repair work is likely to be completed in the spring.

#### 5.5 Update on Parkdale/Chapel sidewalk

DO McLean advised the project is complete. He noted the Town received two complaints and a request with respect to restoration of residential properties behind the sidewalk. DO McLean noted staff are of the opinion the restoration work behind the sidewalk is adequate.

#### 5.6 Update on Ryan Drive

DO McLean advised a letter has been sent notifying the resident of Council's decision to proceed with the survey before December 31, 2016. He added an email with the letter has been forwarded to the resident as he is out of the country at this time. It was noted the survey was delayed in order to provide clarification regarding an inquiry of the resident. It was further noted Council has agreed should the deadline of December 31, 2016 pass with no response from the resident no further action will be taken on the matter.

#### 5.7 Highland Avenue Street-lighting

DO McLean advised he is waiting to receive a list of civic addresses to which the covenant applies before mailing out the letter. He added he has received calls from residents in Hastings Cove regarding the issue; however further research may be required as those covenants may not be similar to those of the Highland Avenue residences.

### **6. NEW BUSINESS:**

#### 6.1 10 Year Fleet Replacement Plan

The Committee reviewed the proposed ten year fleet replacement plan. The following was discussed: the aging fleet; CPI and inflation have not been factored into the plan; previous Town expenditures for vehicle replacement and repairs; depreciation; and trade in values. It was suggested the number of hours used and mileage be included in the description of the vehicles to better understand Town use of each vehicle during their lifespan. In response to inquiries, DO McLean advised older vehicles have been sold by the Town in the past, and the Town has hovered around \$450,000 for average annual vehicle replacement.

**MOVED** by Counc. Wells and seconded by S. Smith the Public Works and Infrastructure Committee recommend Council approve a one-time increase in fleet expenditure in the amount of \$940,000 in the 2017 budget, and further consider an annual budget amount of \$600,000 for fleet replacement expenditures in following years.

**CARRIED.**

**7. CORRESPONDENCE FOR ACTION:**

7.1 16 October 2016 Letter from resident RE: Request for a sidewalk on Donlyn Drive  
The following comments were made: the road is wide and provides ample space for pedestrians to travel safely; stop signs were installed by the Town in the past to deter speeding in the area; it is not a high density area, nor is there a school close by; a playground is located in the area; in 2012 with the anticipated construction of a seniors home in the area, Rothesay considered the installation of a sidewalk and approached the town of Quispamsis to develop a sidewalk on their respective side to create a connection to Hampton Road; and the proposal was denied by Quispamsis. There was a brief discussion on sidewalk snow-plowing. After a brief discussion, the Committee agreed a response be sent thanking the resident for the correspondence and advising of the Town's existing five-year sidewalk plan to which the request may be considered in the future.

7.2 31 October 2016 Letter from resident RE: Request for speed sign on Crestwood Drive  
DO McLean advised a speed sign has been installed in the area.

7.3 3 November 2016 Letter from resident RE: Request for road signs on Summer Haven  
DO McLean advised he will contact the developer with respect to the matter as the street is still owned by the developer.

7.4 4 November 2016 Letter from Fairvale Outing Association RE: Snow Removal with  
Attachments

It was noted the item is under discussion by the Parks and Recreation Committee, and will remain on the agenda for further exploration.

**8. CORRESPONDENCE FOR INFORMATION:**

N/A

**9. DATE OF NEXT MEETING:**

The next meeting will be held on **Wednesday, December 21, 2016.**

**10. ADJOURNMENT**

**MOVED** by Counc. Wells and seconded by S. Peterson the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 10:13 a.m.

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CHAIRPERSON

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RECORDING SECRETARY



2016December12OpenSessionFINAL\_107

# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Recording Secretary Public Works & Infrastructure Committee  
DATE : November 24, 2016  
RE : Motions Passed at November 23, 2016 Meeting

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Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, November 23, 2016:

**MOVED** ... and seconded ... the Public Works and Infrastructure Committee recommend Council authorize the Director of Operations to contact the Our Lady of Perpetual Help Church to inquire about possible Town use of the Church's parking lot for Rothesay Common overflow parking; and further signage be installed on the Common notifying residents of the available overflow parking area contingent upon the Church's approval.

**CARRIED.**

**MOVED** ... and seconded ... the Public Works and Infrastructure Committee recommend Council approve a one-time increase in fleet expenditure in the amount of \$940,000 in the 2017 budget, and further consider a regular annual budget amount of \$600,000 for fleet replacement expenditures in following years.

**CARRIED.**

Respectfully submitted,

Liz Pomeroy



**ROTHESAY**  
~~2016 December 12 Open Session FINAL 108~~  
**Utilities Committee Meeting**  
November 23, 2016  
Rothesay Town Hall – Sayre Room  
5:30 p.m.



DRAFT

**PRESENT:** COUNCILLOR MATT ALEXANDER, CHAIRPERSON  
MARK MCALOON  
STEPHEN WAYCOTT

DIRECTOR OF OPERATIONS (DO) BRETT McLEAN  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** PAUL BOUDREAU, VICE CHAIRPERSON  
BLAINE JUSTASON  
TOWN MANAGER JOHN JARVIE

Chairperson Alexander called the meeting to order at 5:41 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by M. McAloon and seconded by S. Waycott to approve the agenda as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES:**

2.1 Regular meeting of October 19, 2016.

**MOVED** by S. Waycott and seconded by M. McAloon to approve the Minutes of October 19, 2016 as circulated.

**CARRIED.**

**2. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATION:**

N/A

**5. UNFINISHED BUSINESS:**

5.1 Update on Wells Park

It was noted a grand opening for the Wells Trail will be held on December 4, 2016 at 2:00 p.m. in Wells Park. The grand opening will include a walkthrough of the trail and the reveal of the trail's name chosen from community member submissions. DO McLean advised the well road that offshoots from the trail will be finished for pedestrian access before the grand opening.

5.2 Update on Capital Program.

Chairperson Alexander gave a brief summary of the Town's Capital Projects in 2016. DO McLean advised: the foundation and wet wells have been installed for the Tennis Court, Renforth, and Kennebecasis Park lift stations; NB Power identified the pole requiring removal

in Kennebecasis Park is owned by Aliant and they have reached out to request approval to remove the pole; and work will begin for the East Riverside Kingshurst and Fairvale lift stations in the spring.

**5.3 Update on Wastewater Treatment Plant Pumping Stations and Transmission Lines  
Dealt with above.**

**5.4 Update on water exploration and the rehabilitation of Well #6**

DO McLean advised the work is complete and the results of the pump test have been submitted to the Department of Environment. The results demonstrate the well can sustainably pump approximately 16 liters per second (250 gallons per minute); before the rehabilitation the well could pump approximately 1.7 liters per second (27 gallons per minute). Further well testing will resume in 2017, and the Town will continue discussions with the Department of Environment to increase the Town's daily withdrawal limit for Carpenter's Pond.

**5.5 Residential Water Quality on Grove Ave.**

DO McLean advised the situation continues to be monitored. He noted no further issues have been reported by the homeowner.

**6. NEW BUSINESS:**

**6.1 2017 Budget**

➤ **2017 Utility Fund Operating Budget**

The Committee reviewed the 2017 Utility Fund Operating Budget and discussion ensued. DO McLean advised staff recommend no increase for the water rates in 2017. M. McAloon requested clarification regarding Line 17 Water Purchased. DO McLean advised because of it's location a single residence in Kennebecasis Park is serviced by a Saint John watermain and the resident's payment is transferred through the Town to the city of Saint John.

**MOVED** by M. McAloon and seconded by S. Waycott the Utilities Committee recommend Council approve the 2017 Utility Fund Operating Budget.

**CARRIED.**

➤ **2017 Utility Fund Capital Budget**

DO McLean advised staff have reduced Supply Development to \$150,000 rather than \$250,000; and \$1.5 million has been spent to date with respect to the \$7.5 million Wastewater Treatment Project.

**MOVED** by M. McAloon and seconded by S. Waycott the Utilities Committee recommend Council approve the 2017 Utility Fund Capital Budget with the revisions made by Town staff.

**CARRIED.**

**7. CORRESPONDENCE FOR ACTION:**

7.1 16 November 2016 Letter from resident RE: Request for Repair of Damaged Lateral DO McLean gave a brief summary of the issue noting: the resident encountered two sewage back-ups (October 2012 & September 2016); the resident had the initial back-up cleaned and no further inspection was done; and the second back-up in September of 2016 was cleaned and a video inspection was completed identifying a crack at the top of the lateral causing debris to catch and plug the lateral. DO McLean noted: he advised the resident the Town's By-law states the section of the lateral on the homeowner's property before it reaches the watermain on the street is the homeowner's responsibility; since the crack on the lateral is located on the homeowner's property it is determined to be the homeowner's responsibility; the homeowner indicated the lateral may have been damaged during the 2011 Town repairs to the storm sewer in Oakville Acres; and a neighbor two houses down from the homeowner encountered a similar issue. The following comments were made: the cracked section of the lateral is located roughly three feet under the ditch; if heavy equipment during the 2011 work had driven onto the ditch of the property above the lateral the weight could have caused the lateral to crack; the Town does not possess any photo logs of the work in Oakville Acres in 2011; CBCL noted their equipment operators typically do not travel that far onto resident's property during such projects; and if part of the road was dug up during the work and the other half used by traffic, heavy equipment may have resorted to driving onto the homeowner's property. DO McLean advised the Town could fix the lateral for a minor cost, however doing so may indicate the Town is accepting responsibility for the damaged lateral and in turn the damages to the homeowner's residence.

The Committee agreed further investigation of the matter is required. DO McLean advised he would contact CBCL for additional information regarding the work completed in Oakville Acres in 2011.

Mr. Thorne arrived at the meeting. He noted the following: he is unsure of what could have caused the crack other than the Town repair work in 2011; a neighbor two houses down had a similar issue; and in fear of further back-ups he feels the lateral should be fixed soon and the situation cannot wait until the Town completes its investigation into the matter. He indicated he is willing to help the Town's investigation any way he can. In response to an inquiry, Mr. Thorne noted there is no back-flow prevention device installed on the lateral. He added he was advised against the installation as it is not uncommon for the flaps to break and cause blockages in a pipe. There was general discussion with respect to the property. Chairperson Alexander thanked Mr. Thorne and noted the issue will be discussed further at the next Committee meeting. Mr. Thorne left the meeting.

S. Waycott suggested, since the cost to the Town to fix the lateral would be minor compared to the homeowner hiring another organization, the Town offer to fix the lateral and the homeowner pay the Town. It was noted the offer should be accompanied by an agreement stating the repair work does not indicate the Town accepts responsibility for the damages experienced by the homeowner. It was further noted should the investigation determine the

damage to the lateral was caused by Town construction, reimbursement for the homeowner could be explored. DO McLean noted he could contact the homeowner and discuss such an arrangement.

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

**9. DATE OF NEXT MEETING:**

The next meeting is scheduled for **Wednesday, December 21, 2016.**

**10. ADJOURNMENT**

**MOVED** by S. Waycott and seconded by M. McAloon the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:20 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTHERSEY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Recording Secretary Utilities Committee
DATE	:	November 24, 2016
RE	:	Motions Passed at November 23, 2016 Meeting

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Please be advised the Utilities Committee passed the following motions at its regular meeting on Wednesday, November 23, 2016:

**MOVED** ... and seconded ... the Utilities Committee recommend Council approve the 2017 Utility Fund Operating Budget.

**CARRIED.**

**MOVED** ... and seconded ... the Utilities Committee recommend Council approve the 2017 Utility Fund Capital Budget with the revisions made by Town staff.

**CARRIED.**

Respectfully submitted,

Liz Pomeroy  
Recording Secretary



**ROTHESAY**  
PLANNING ADVISORY COMMITTEE MEETING  
Rothesay Town Hall  
**Monday, December 5, 2016**  
**5:30 p.m.**



**PRESENT:** BILL KEAN, CHAIR  
COUNCILLOR PETER LEWIS  
COUNCILLOR DON SHEA  
COLIN BOYNE  
LAURIE GALE, VICE CHAIR  
ELIZABETH GILLIS  
CRAIG PINHEY

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

**ABSENT:** EWEN CAMERON

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

**1. APPROVAL OF THE AGENDA**

**MOVED** by L. Gale and seconded by Counc. Shea to approve the agenda as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES**

**2.1 Regular Meeting of November 7, 2016**

**MOVED** by L. Gale and seconded by Counc. Lewis the Minutes of 7 November 2016 be adopted as circulated.

**CARRIED.**

**3. NEW BUSINESS**

**3.1 71 Marr Road**

OWNER:

PID:

PROPOSAL:

**David Bishop**

David Bishop

30166797

Compatible Use – Commercial Fitness Facility

Mr. Bishop and Mr. Terry Blizzard, owner of Afterburn Performance Centre, were in attendance. DPDS White gave a brief summary of the application noting: the applicant is requesting permission to change the use of an existing commercial window and door retail business located in a light industrial building at 71 Marr Road to a commercial fitness facility; staff are recommending the applicant plant three trees along Homestead Road; staff are of the opinion that there is no reasonable expectation that the proposed fitness facility would create any negative impact on its Marr Road neighbors or create any land use conflicts; there is sufficient parking space available for the proposal; the applicant intends to add additional parking spaces; the traffic generated by the fitness facility would occur during off peak hours; the Municipal Plan has

**ROTHESAY**

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designated this land as General Commercial which allows for Light Industrial zoning as a limited and special consideration; and staff are of the opinion the proposed fitness facility is indeed a compatible use that represents a use in closer alignment with the Municipal Plan.

Counc. Shea inquired as to the correct mailing address of the property as two different P.O. Boxes are included in the application. Mr. Bishop advised the correct P.O. Box is numbered 4657. In response to an inquiry, Mr. Blizzard advised the building does have an emergency exit. Mr. Bishop advised he intends to plant the three trees recommended by staff on Homestead Road.

**MOVED** by L. Gale and seconded by C. Boyne the Planning Advisory Committee:

A. Approve the fitness facility as a compatible use of the existing building located at 71 Marr Road PID# 30166797 with the following condition:

1. The applicant shall supply and maintain for a period of (1) year the planting of 3 street trees calculated as one tree for each 10 meters measured along the linear center line of the private street "Homestead Road" right of way, planted in location(s) approved by the Town and where such trees are as follows:
  - a. Not smaller than six centimeters (6cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by the Development Officer.

**CARRIED.**

<b>3.2</b>	<b>40 River Road</b>	<b>Scott Trites</b>
	OWNER:	Scott Trites
	PID:	00241190
	PROPOSAL:	Accessory Structure Variance

The applicant was unable to attend the meeting. DPDS White noted: the applicant is requesting permission to allow for the construction of a 52 square meter addition to a garage at 40 River Road PID# 00241190; the total area of the proposed garage would be 110 square meters; staff have received inquiries from neighbors questioning if the garage will house a commercial business; staff have assured residents if the application is approved the garage would not be permitted to house a commercial business; the resident's intent is to store a boat in the garage; and staff are recommending the two adjoining properties be consolidated if the application is approved. There was a brief discussion on the property lines in the area.

**MOVED** by L. Gale and seconded by Counc. Lewis the Planning Advisory Committee:

- Grant a maximum accessory building size variance of 57% to allow for an accessory structure garage 110 square meters in size at 40 River Road PID# 00241190.

**CARRIED.**

**ROTHESAY**

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**4. OLD BUSINESS**

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**TABLED ITEMS**

- 4.1** 2709 Rothesay Road – 1 Lot Subdivision (**Tabled August 2016**)  
*No action at this time.*
- 

**5. DATE OF NEXT MEETING(S)**

The next meeting will be held on **Tuesday, January 3, 2017.**

**6. ADJOURNMENT**

**MOVED** by L. Gale and seconded by Counc. Lewis the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 5:42 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2016December12OpenSessionFINAL\_116

## BUILDING PERMIT REPORT

11/ 1/2016 to 11/30/2016

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/10/2016	BP2016-00214	24 MARR RD	DECK	\$1,550.00	\$20.00
11/14/2016	BP2016-00278	82 MARR ROAD	INTERIOR RENOVATIONS - COMMERCIAL	\$15,000.00	\$108.75
11/16/2016	BP2016-00283	69 MARR RD	ADDITION	\$50,000.00	\$362.50
11/15/2016	BP2016-00285	87 HIGHLAND AVE	IN GROUND POOL	\$34,000.00	\$246.50
11/01/2016	BP2016-00286	47 CLARK RD	NEW RETAIL (RENOVATIONS)	\$1,500.00	\$20.00
11/02/2016	BP2016-00287	222 GONDOLA POINT RD	SIDING AND WINDOWS	\$11,000.00	\$79.75
11/10/2016	BP2016-00288	75 FRENCH VILLAGE RD	ACCESSORY STRUCTURE	\$15,000.00	\$108.75
11/08/2016	BP2016-00290	2 JONES AVE	DETACHED GARAGE	\$29,500.00	\$217.50
11/14/2016	BP2016-00293	126 WILJAC ST	ATTACHED GARAGE	\$60,000.00	\$435.00
11/03/2016	BP2016-00294	37 GROVE AVE	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
11/14/2016	BP2016-00295	12 CHARLES CRES	RENOVATION	\$20,000.00	\$145.00
11/09/2016	BP2016-00297	118 HAMPTON RD	DEMOLITION	\$0.00	\$500.00
11/25/2016	BP2016-00298	60 BEL-AIR	SINGLE FAMILY	\$200,000.00	\$1,450.00
11/09/2016	BP2016-00299	14 WHITE LN	WINDOWS	\$3,000.00	\$21.75



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## BUILDING PERMIT REPORT

11/ 1/2016 to 11/30/2016

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/09/2016	BP2016-00300	10 FIRST ST	DECK	\$6,500.00	\$50.75
11/10/2016	BP2016-00301	13 POST RD	DECK	\$16,000.00	\$116.00
11/08/2016	BP2016-00302	13 ANNA AVE	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
11/22/2016	BP2016-00303	95 JAMES RENFORTH DR	UTILITY BUILDING	\$35,000.00	\$253.75
11/22/2016	BP2016-00304	6 TENNIS COURT	UTILITY BUILDING	\$35,000.00	\$253.75
11/22/2016	BP2016-00305	36 PARK DR	UTILITY BUILDING	\$35,000.00	\$253.75
11/09/2016	BP2016-00306	9 WOODLAND AVE	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
11/28/2016	BP2016-00308	11 CLARK RD	SIDING AND WINDOWS	\$22,000.00	\$159.50
11/22/2016	BP2016-00309	52 MARR RD	INTERIOR RENOVATIONS - COMMERCIAL	\$54,000.00	\$391.50
11/22/2016	BP2016-00310	4 BAYLEY RD	ELECTRICAL UPGRADE	\$2,700.00	\$21.75
11/22/2016	BP2016-00311	4 BRIDLE PATH LN	RENOVATION	\$55,000.00	\$398.75
11/28/2016	BP2016-00314	7 ALLISON	TEMPORARY ELECTRICAL	\$1,000.00	\$20.00



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## BUILDING PERMIT REPORT

11/ 1/2016 to 11/30/2016

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				708,750.00	\$5,695.00
Summary for 2016 to Date:				\$10,469,718.00	\$78,197.12
		<u>Value of Construction</u>	<u>Building Permit Fee</u>		
2015 Monthly total to Date:		\$308,020	\$2,760		
2015 Summary to Date:		\$15,294,184	\$119,112		



# ROTHESAY

## INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 8 December 2016  
RE : Capital Project – Status Report

The following is a list of 2016 capital projects underway and the current status of each along with continuing projects from 2015.

PROJECT	BUDGET	\$ TO 30/11/16*	COMMENTS
Town Hall renovations	75,000	47%	Complete –invoices outstanding
Wastewater Collection Upgrade (broken down below)	\$7.5M	25%	Three of three tenders awarded by Council, pumps delivered, piping work complete, pump stations at KPark and Renforth underway
WWTF Phase 1 – Forcemain	2,000,000		Project nearing completion
WWTF Phase 1 – lift stations (3)	1,600,000		Work underway
WWTF Phase 1 – lift stations (2)	3,400,00		Tender Approved
Pre-purchased pumps	500,000		Pumps delivered.
Rothesay Road Designated Highway, net cost	250,000	95%	curb completed; paving completed; restoration behind curb ongoing
Rothesay Road sidewalk	233,000	95%	95% complete
Secondary Plan – Hillside area	52,000	31%	Open House held, concepts being developed
2017 Resurfacing Design	60,000	-	Contract awarded, video inspections of sewers underway
Acquisition of Vehicles Works/Utilities	130,000	100%	Vehicles purchased, to be rigged
Acquisition of Backhoe	230,000	-	Tender awarded, delivery date December 20
Common additions	30,000	-	Discussed with Heritage Pres Board & Rec Com
Curb & Sidewalk - Parkdale/Chapel	250,000	135%	Project substantially complete, some restoration behind the curb on-going; award higher than original budget
General Specification for Contracts	40,000	-	RFP pending
KVFD Capital	26,000	-	To be claimed when purchase completed
Oakville Ln Improvements design	30,000	-	RFP awarded, design underway.
Renforth Wharf cathodic protection	60,000	93%	Project 90% complete.
Wells Park Entrance paving	20,000	100%	Complete

\* Funds paid to this date.



# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	6 December 2016
RE	:	Sewage By-law 1-15 - Amendment

---

### RECOMMENDATION:

- Reading in its Entirety be given By-law 1-15-1, "A By-law of the Municipality of Rothesay to Amend the Sewage By-law"
- 3<sup>rd</sup> Reading, by Title, and Enactment be given By-law 1-15-1, "A By-law of the Municipality of Rothesay to Amend the Sewage By-law"

### Background

At its regular meeting on 22 June 2016, the Utilities Committee reviewed a reimbursement request from a resident with respect to a sewer line collapse/repair on their property. The property owner gave a presentation and the matter was reviewed by the Committee. Following the discussion, the Committee recommended to Council to amend the Utilities By-law 1-15, noting the By-law does not include a definition of "rupture".

Council gave 1<sup>st</sup> and 2<sup>nd</sup> Reading to By-law 1-15-1 at the November Council meeting.

**BY-LAW NO 1-15-1  
A BY-LAW OF THE MUNICIPALITY OF ROTHESAY  
TO AMEND THE ROTHESAY SEWAGE BY-LAW**

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

**1. To Section 2 Definitions is added the following:**

PIPE RUPTURE means a break in a pipeline caused by nearby Town construction or by a significant change in pressure within the lateral.

**2. Council hereby authorizes the consolidation of By-law 1-15, and By-law 1-15-1.**

**EFFECTIVE DATE**

This By-law comes into effect on the date of final enactment thereof.

FIRST READING BY TITLE	<u>14 November 2016</u>
SECOND READING BY TITLE	<u>14 November 2016</u>
READ IN ITS ENTIRETY	<u></u>
THIRD READING BY TITLE AND ENACTMENT	<u></u>

Dr. Nancy Grant  
MAYOR

Mary Jane E. Banks  
CLERK



**To:** John Jarvie, Town Manager

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

**Date:** Wednesday, December 07, 2016

**Subject:** Rezoning Application - 7 Hillcrest Drive (R1A to R4)

<b>Applicant:</b>	Andrew McKay	<b>Property Owner:</b>	David E. Long, & Sharon A. Long
<b>Mailing Address:</b>	A.E. McKay Builders Ltd. 380 Model Farm RD Quispamsis, NB E2G 1L8	<b>Mailing Address:</b>	7 Hillcrest Drive Rothesay, NB E2E 5P6
<b>Property Location:</b>	7 Hillcrest Drive	<b>PID:</b>	00257139 & 30048847
<b>Plan Designation:</b>	Low Density	<b>Zone:</b>	Single Family Residential – Standard (R1B)
<b>Application For:</b>	Rezoning R1A to R4 Subject to a Development Agreement		
<b>Input from Other Sources:</b>	NA		

**Origin:**

At the regular November 14, 2016 meeting of Rothesay Council did consider Item 9.1 regarding

**9.1 BUSINESS ARISING FROM PUBLIC HEARING**

**7 Hillcrest Drive – Rezoning**

10 November 2016 Memorandum from Town Clerk Banks with attachments

**MOVED** by Counc. Shea and seconded by Counc. McGuire Council give 1<sup>st</sup> Reading by Title, to By-law 2-10-27, “A By-law to Amend the Zoning By-law”.

On the question Council debated the motion and passed the following Tabling motion as follows:

**MOVED** by Counc. Mackay French and seconded by Counc. Brennan Council table this matter and ask staff to work with the developer to submit a scaled back alternative proposal that provides a thoughtful and gradual transition from the surrounding single family homes.

**YAY votes recorded from: Deputy Mayor Alexander, Councs. Brennan, Mackay French, and Wells.**

**NAY votes recorded from: Councs. Lewis, McGuire, and Shea.**

**CARRIED.**

**Recommendation:**

In order to review the applicant’s revised proposal for 7 Hillcrest Drive Staff recommend that Council remove Item 9.1 from the Table.

### Background:

As directed by Council Staff met with the applicant to discuss revisions to the site plan, Attachment A represents their most recent submission. This most recent revision represents the third revision of the proposal and reduces the total number of residential units from 60 units down to 58 units and moves the larger condo buildings to border 9 Hillcrest Drive and 3 Silverton Crescent.

### File History:

On June 15, 2016 A.E. McKay Builders Ltd. did submit an application under a purchase and sale agreement with David and Sharon Long to develop the land at 7 Hillcrest Drive ( PIDs 00257139 & 30048847) as a multi-unit mixed density residential community.

### June Proposal

McKay Builders' original proposal (Figure 1) was received by Staff in June 2016. This rezoning request would have accommodated a 65 unit residential condominium complex comprised of two 24-unit condo buildings with underground parking, four 3-unit condo buildings, two 2-unit condo buildings and one 1-unit condo building.

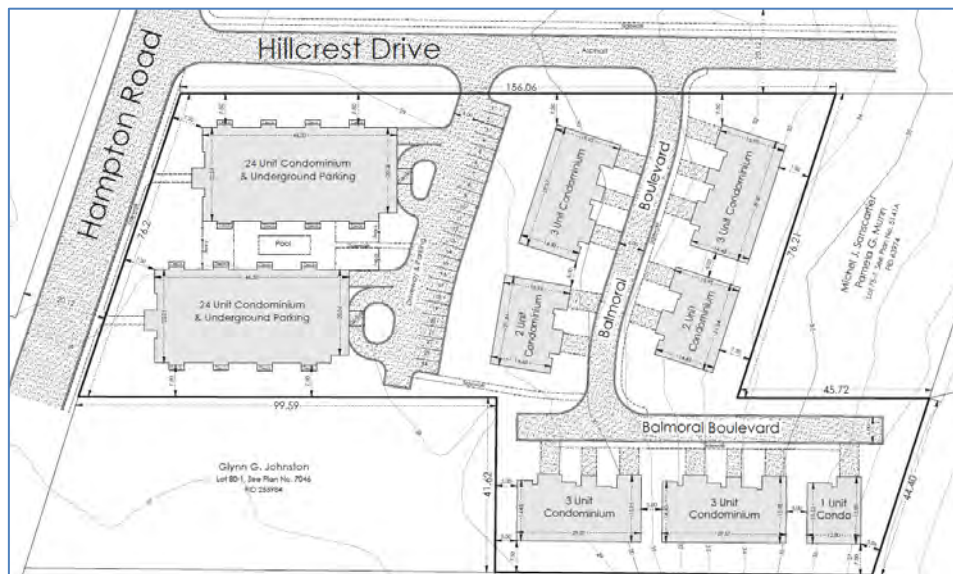


Figure 1 - June 2016 Proposal

On Wednesday, September 14th, 2016 Rothesay Council did hold a public hearing to consider the application to rezone the subject property. Approximately 130 members of the public attended the hearing with residents speaking both against the proposal and residents speaking in favour of the proposal.

## September Revision:

In response to the concerns expressed by the public during the September 14th, 2016 hearing the applicant did revise the proposal (Figure 2). McKay Builders' revised proposal saw the overall density<sup>1</sup> drop by 5 garden homes for a total of 60 residential units consisting of two 24-unit three story condo buildings and two 3-unit triplex buildings and three two-unit duplex buildings for total of 12 garden homes.

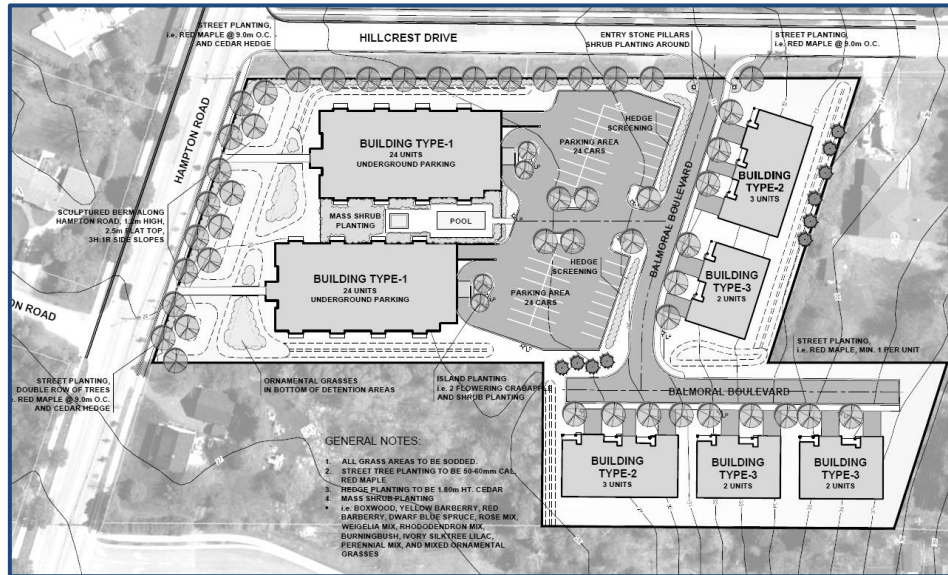


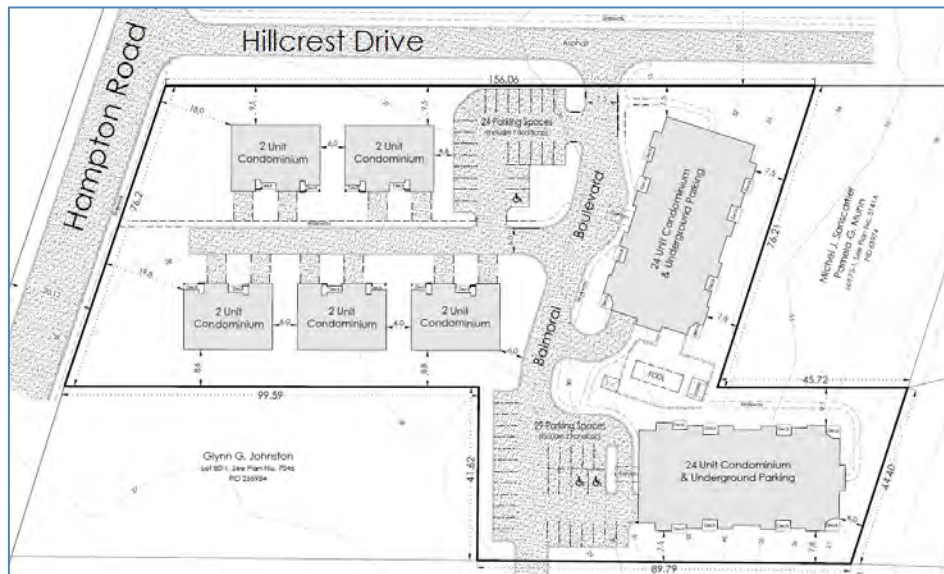
Figure 2 – September Revised Proposal

In response to the revised proposal Council also referred the revised application back to the Planning Advisory Committee to confirm its previous positive recommendation and to ensure that all interested parties are heard. On Tuesday, November 8, 2016 Council held a second public hearing to consider the revised proposal.

<sup>1</sup> Residential density - the number of residential dwelling units in any given area of land, sometimes expressed as residential units per acre.

### December Revision:

As previously noted Council did request on November 14, 2016 that the applicant make changes to their proposal, specifically to submit “a scaled back alternative proposal that provides a thoughtful and gradual transition from the surrounding single family homes.”



### Figure 3 - December Revised Proposal

The revised proposal (Figure 3) has been scaled back by removing two town homes so that the project has a total of 58 residential units, comprised of the two 24 unit apartment style condo buildings and 5 two unit duplex garden homes on the 3.85 acre property.

## Analysis

The applicant believes that the current revised proposal (58 units) is still an economically viable project while at the same time addressing Council's direction for a "scaled back alternative proposal that provides a thoughtful and gradual transition from the surrounding single family homes." The applicant has applied two methods of addressing Council's request the first being to reduce the total number of units from 60 to 58 units and the second to re-design the site plan such that the two 24 unit condo buildings are located at the furthest point from Hampton Road. Accordingly Staff have reviewed these two changes as follows:

### Density – Total Number of Residential Units

Staff have previously noted that the proposed number of residential units for the project has never attempted to “max-out” the theoretical R4 zone maximum of 77 residential units for the property. Indeed the current proposal at 58 units is 25% below the maximum number for the R4 zone. Moreover, Staff have attached a diagram (Attachment B) that demonstrates the total number of residential units per acre among other existing multi-unit residential projects in Rothesay.

Proposal Revision	Proposed No. of Units	R4 Max. No. of units	Percentage of R4 Max. Units
June Proposal	65 units	77 units	84%
September Revision	60 units	77 units	78%
December Revision	58 units	77 units	75%

The proposed revised project at 58 units can also be described as 15 units per acre which when compared to other similar residential projects represents the middle in the range of other existing multi-unit residential projects in Rothesay. (see Attachment B) Regardless of the location of the buildings on the property Council could choose to set the maximum project total at 58 residential units being 25% lower than the maximum R4 density. Staff are also aware that while the total number of units would not be unusual in Rothesay that the real issue is more related to perceptions that generically projects like this do not typically have compatible landscaping, aesthetics, building type, etc. to more established parts of

Rothestay. Staff believe that often, when residents say an area is too dense, they base this assessment on a perception that a development is ugly, has little vegetation or would cause parking problems in the neighbour. Consequently, project architecture, building layout and landscaping can make an enormous difference to community acceptance.

### Design – Architectural Style & Building Layout

In Staff's opinion total number of residential units proposed on the property is not the primary concern as much as the physical character of the project. As Rothestay grows and we are faced with more projects like this we should consider that architectural style, the layout of buildings and landscaping of the property plays a profound role in the success of our community. Any discussion of new multi-unit residential projects should be guided by a clear vision from the applicant of what the new development will look like and how it will function. Staff believe that fundamentally McKay Builders has given Rothestay a clear vision of what the project will look like in terms of architect, layout, and landscaping.

In terms of building location on the property Staff have previously noted that locating the 24 unit condo buildings to the rear or furthest location from Hampton Road is **not the best design** approach. Locating the buildings to the far side of the property will likely appease some residents however Staff believe this configuration is not beneficial to properties located at 9 Hillcrest Drive and 3 Silverton Crescent. Both 9 Hillcrest Drive and 3 Silverton Crescent properties would be directly next to both of the proposed larger condo buildings at distances of not more than 50 feet of separation. Staff are concerned that the closer proximity of these single family homes to the condos would be out of scale and not represent a "thoughtful and gradual transition from the surrounding single family homes" as specified by Council. Staff are also concerned that by placing the larger buildings on the highest elevations of the property would create a sense of much larger buildings. The location also impacts the streetscape on Hampton Road as the garden homes would not face the street. Staff also believe that the revised plan is not as pedestrian friendly as the previous revision, without the direct pedestrian connection of the buildings to Hampton Road and therefore reducing to overall appeal of the project.



Figure 4 - Proximity of Condo Buildings to 9 Hillcrest Drive

Conversely Staff are strongly convinced that the applicant's previous submission from September with the larger buildings located in the middle of the property does represent a better design more in keeping with Council's desire for "thoughtful and gradual transition from the surrounding single family homes." The September proposal is a design that gives thoughtful recognition of Hampton Road as Rothestay's main street by having front door entrances directly to the street and by proposing exceptional landscaping.

Staff acknowledge that throughout this process the community has expressed an intense desire to protect the distinctive characteristics that make Rothestay such a unique and desirable community. At the same time, residents acknowledged that doing nothing for our aging population is not an option. Staff believe that the architectural style, the layout of buildings and landscaping of the proposed development make this a project that will benefit our community and become a desired address in Rothestay.

**Recommendation:**

Staff recommend THAT the Council:

- A. Reject the "December Revision" revised proposal from A.E. McKay Builders Ltd.;
- B. Recommend that A.E. McKay Builders Ltd. replace the two proposed triplex units with duplexes and thereby reduce the total number of residential units on the "September Revision" to a 58 unit residential condominium complex at 7 Hillcrest Drive ( PIDs 00257139 & 30048847); and
- C. Give First Reading to BY-LAW 2-10-27 to rezone lands located at 7 Hillcrest Drive ( PIDs 00257139 & 30048847) from Single Family Residential Large Serviced R1A zone to Multi-Unit Residential (R4) subject to a development agreement.

**Attachments:**

Attachment A "December Revision" 58 unit revised proposal from A.E. McKay Builders Ltd.

Attachment B Diagram - Rothesay Density Units Per Acre



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

Date: Wednesday, December 07, 2016



I concur with the  
recommendation



*Andrew McKay* President / Sales

380 Model Farm Road, Quispamsis E2G 1L8 • Phone: 644-8104

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380 Model Farm Road  
Quispamsis, NB, E2G1L8

November 16, 2016

Mayor and Town Council  
70 Hampton Road  
Rothesay, NB, E2E5L5

Dear Mayor and Town Council:

This project is more than needed for the semi retired, retired, and your aging population in general, especially your widows and widowers with large homes who need to down size as big homes become too much. They want to do this and still keep a lot of the luxuries they are accustomed to. These units will be first class. It is important that they stay in a centrally located site preferably in walking distance to retail, banking, restaurants, and parks. This site has all of these. It's been my impression that Mayor and Council were looking for housing alternatives for our ageing population. This project will take care of this along with being priced reasonably so most people can purchase.

To provide and accommodate all the needs of the intended market, location is absolutely critical. In addition when contemplating a project of this type, the developer must be cognoscente of the feelings and attitudes of the surrounding neighbourhood and make every effort to ensure his project blends into the neighbourhood in as much of a seamless and accommodating manner to address any citizens concerns. After the last council meeting, I have met once again with the neighbours that live closest to the new development. I showed them my new layout and I was told that had this been the first proposal, they would not have opposed the development in the first place. Based on this, I feel we have now addressed the major concerns of the neighbours.

We have made every attempt with various design changes and I have clearly indicated in public meetings that I am prepared to make further changes keeping in mind that the project must also remain economically viable. This new plan does this well.

At the last council meeting, council tabled the project for further input and possible design changes by the developer. I have given careful thought in attempting to address both council and

citizens concerns, and have decided that the best way to do so and still keep the project viable is to resubmit a new revised plan with the enclosed changes.

1. The two 24 unit buildings were initially 7.5 meters from the Hampton road property line and were subsequently moved back to the closet point to the Hampton road property line being 20 meters. This may not have been sufficient in the mind of some members of council and residents and consequently to address this, we have now placed both of the 24 unit condo buildings to the rear of the property as shown on the attached plan. Please note that this allows the possibility of a secondary access that will tie into the municipal road leading to the soccer field. One building will be placed directly in front of the existing large tree line while the second building to the right will be placed in the middle of a thickly wooded area. Furthermore I am moving the garden home condominiums to the front of the property and you will note that I have further reduced the number of units from 12 to 10 consisting of 5 two unit buildings. In addition in order to keep our promise to provide additional parking for the project as a whole, we have maintained the integrity of the external parking areas also. It is also important to note that with regard to the 10 garden home units, the set back from the Hampton Highway will be 18.0 meters (60 feet) from the Hampton Road property line.

The overall view as a result of these changes from the Hampton Road will be 1 level garden homes, which will still be protected and hidden by a 4-5 foot berm with shrubs and trees behind as current landscape plan in developer's agreement shows.

I have arrived at the need for this project through consultation with clients over the past 4-5 years and in addition to speaking and meeting with people who have responded since the project became public. There is a clear and undeniable need for a project of this type and there are immediate and sustainable benefits to the town of Rothesay by way of providing for a substantial increase in the tax base and a further substantial increase in water and sewage fees. Another major benefit this project provides, is that it will insure that residents who must downsize have an alternative option. Based on the input from the over 40 people who have contacted us, 90% prefer a unit in the larger buildings over the garden homes. Since the last council meeting two weeks ago, I have had 3 more serious inquiries of people that wish to go on the list to purchase as soon as approved.

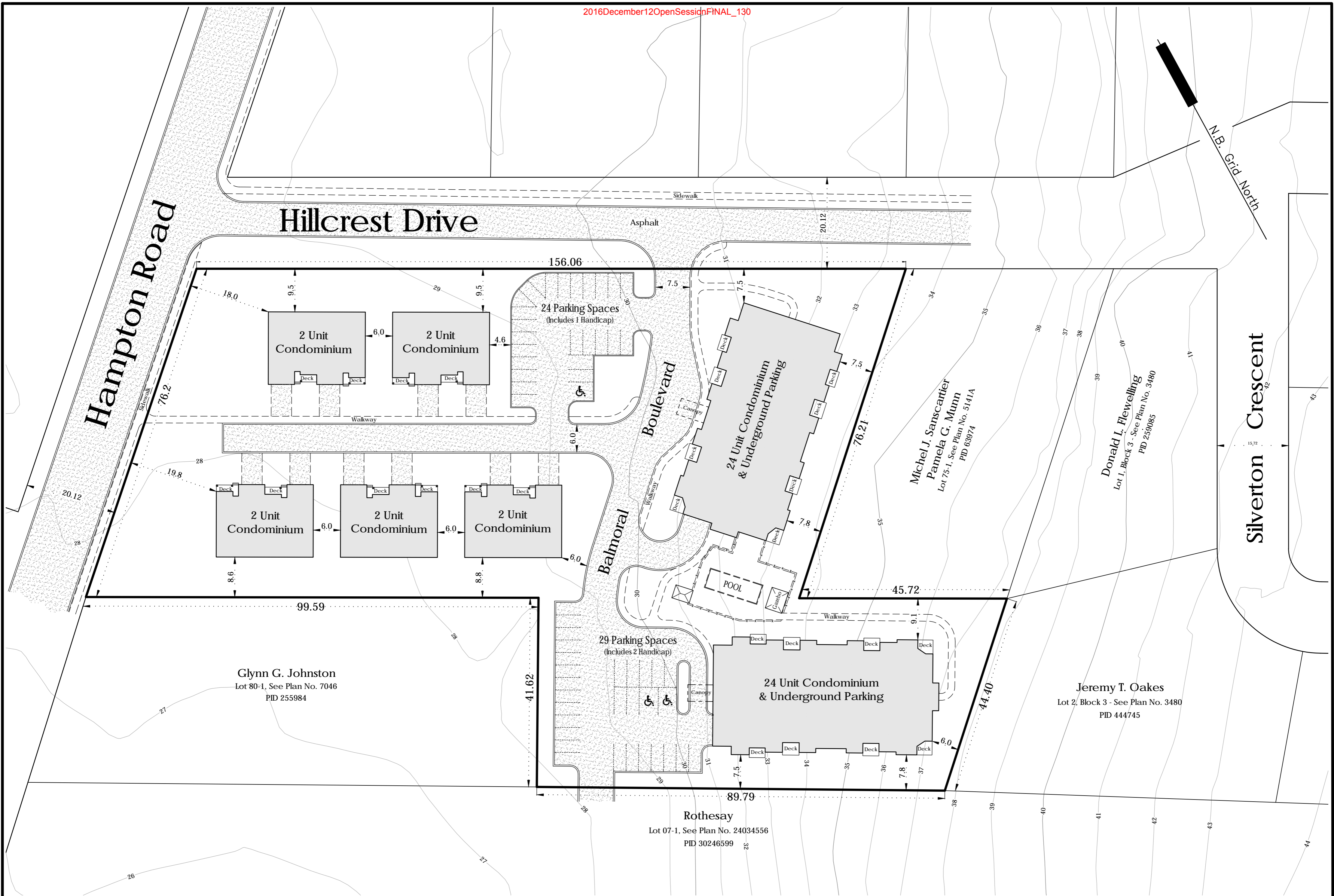
I believe we have made great efforts to address all major concerns and we now request council to take the proposal off the table and commence the process to approve the project with the new layout.

Thank you,



Andrew McKay

A.E. McKay Builders Ltd.

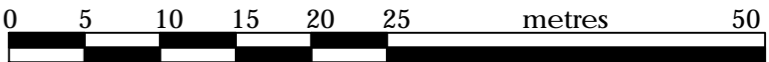


NOTE: This plan is for conceptual purposes only. Final dimensions, areas and location of property lines may vary slightly following field survey and lot calculations.

Contours refer to the Geodetic Datum and were derived from Municipal DTM data.

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

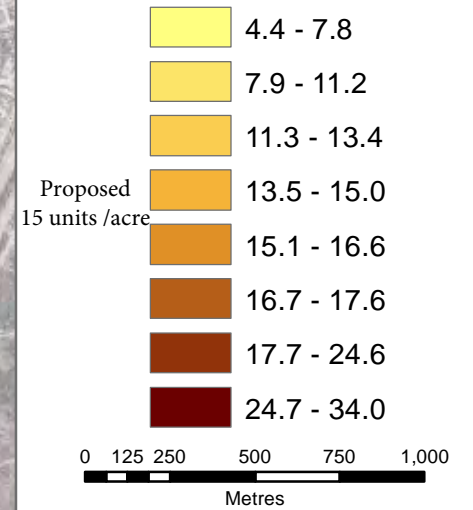
Site Plan  
**Central Park Condominium**  
7 Hillcrest Drive  
Town of Rothesay  
Kings County, N.B.



Scale = 1:500  
Job No. 15-0050  
Dated: November 28, 2016

Dwg. No. T-0608-D

## Density Units per Acre





**BY-LAW 2-10-27**  
**A BY-LAW TO AMEND THE ZONING BY-LAW**  
**(No.2-10 Rothesay)**

The Council of the town of Rothesay, under authority vested in it by Sections 34 and 74 of the Community Planning Act, R.S.N.B. (1973) Chapter C-12, and amendments thereto, hereby amends By-Law 2-10 "Rothesay Zoning By-law" and enacts as follows:

That Schedule A, entitled "Zoning" as attached to By-Law 2-10 "ROTHESAY ZONING BY-LAW" is hereby amended, as identified on the attached sketch, identified as Attachment "2-10-27".

The purpose of the amendment is to rezone lands located at 7 Hillcrest Drive (PIDs 00257139 & 30048847) from Single Family Residential – Large Serviced R1A to Multi-Unit Residential (R4) to allow for the development of 58 residential condominium units subject to the execution of a Development Agreement in accordance with Section 39 and Section 101 of the Community Planning Act, supra.

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE  
AND ENACTED :

---

MAYOR

---

CLERK





# ROTHESAY

## INTEROFFICE MEMORANDUM



---

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	9 December 2016
RE	:	Regional Recreation Plan

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### Recommendation

It is recommended that Council table the regional recreation plan and request that the Fundy Regional Service Commission undertake the analytical recommendations made in the plan before it adopts the actions, unsupported by data, recommended.

### Background

Encouraged by, and with some limited financial support from the Provincial Government, the Fundy Regional Service Commission has undertaken the preparation of a regional recreation plan. The intention of the plan seems to be the promotion of planning for recreation facilities on a regional basis. It is also geared to finding a *raison d'être* for the Commission. Built into the document is an assumption that the product of communities working together will be more efficient and/or economical than if they pursue their projects independently. While a popular conception, there is nothing in the report to support this assumption.

A key challenge for Rothesay in considering this document is the long outstanding request for provincial funding for a replacement for the 45 year old Rothesay Arena. Although a statement on page 42 suggests that the Rothesay arena project is past the point of consideration in a regional plan, were the recommendations of the report to be implemented before the Town has had an answer to its funding request, funding for the Rothesay project would undoubtedly be influenced. For example the paper speaks in glowing terms about a recreational facility proposed in Hampton as being 'regional' in scope. However the population to be served by this facility, including the population of the local service districts which have agreed to pay some portion of costs, is fewer than the Rothesay population. In a somewhat similar vein the Exhibition Park project is lauded although it does not serve the priority needs established in Rothesay. Put another way this approach would have the priorities of the accountable, elected officials, the Town Council, secondary to the collective wisdom of the Regional Service Commission, 44% of the voting members of which are not elected by anyone; this despite the fact that the Council members are the people who have been directly elected by the taxpayers paying the bill for the facility. In this context, and with concern that a legitimate Rothesay need for provincial capital funding will be secondary to regional concepts, support for this plan is difficult to recommend.

This plan contains a number of recommendations (36 plus several additional concept statements) including some which could directly affect Rothesay. These recommendations are grouped into several categories. The first of these is for the Commission to advocate for provincial incentives for working collaboratively (page 45). Recommending that the RDC prioritize collaborative projects for funding and that the provincial government establish a special fund for collaborative projects would not seem to be in Rothesay's best interest regarding a capital grant for a Rothesay arena replacement.

There are a number of statements in the document which could be challenged; for example on page 50 it reads: 'There is a fiscal imbalance with the City of Saint John shouldering a disproportionate responsibility to provide recreational assets and services for residents in the region;'. It goes on to state that the role of Saint John is 'the principal service provider' (of recreation services) and argues that the surrounding communities are subsidized by the City 'by virtue of the use of City facilities by non-residents'. Support for such a statement is far from adequate. In fact one of the recommendations (#5) is that a clarifying analysis be undertaken 'to determine the proportion of facility use by non-residents and the subsidy which is being provided to non-resident users'. No mention is made within this set of recommendations of the Greater Saint John Regional Facilities Commission (GSJRFC) funding from the towns; the fact that the Province has not seen fit to require the local service district taxpayers to contribute to this nor the 17+ million dollars in equalization funding that the City receives and that is not taken into account in the GSJRFC funding formula.

With respect to the addition of a regional recreation coordinator position under the aegis of the Regional Service Commission, this seems geared to benefit the local service districts almost entirely and the cost should be borne by those taxpayers at least until such time as a direct benefit to municipal taxpayers can be identified.

Given the above and other limitations in the document, I do not recommend Town Council support for this regional recreation plan in its current form.

---



## **Fundy Regional Service Commission Regional Recreation Plan**

### **Purpose**

To obtain this council member's support of the Regional Recreation Plan. The Fundy Regional Service Commission will vote on the plan at the December 14<sup>th</sup> Commission meeting.

### **Background**

One mandate of the Fundy Regional Service Commission is to work in collaboration and cooperation with communities, ensuring that Municipalities and Local Service Districts are better positioned to meet the service needs of residents for recreation assets and delivery. The Province of New Brunswick provided a funding opportunity of 75% of the cost to develop a regional recreation plan. Once the funding was confirmed, the FRSC made a motion to hire a consultant to develop a regional recreation plan. A committee of Recreation Directors from each municipality and the Local Services Manager was formed to oversee the project. In February 2016, the draft plan was brought forward to the Commission, at which time the Commission members approved a motion to move the vote until after the municipal election.

The consultant, Sierra Planning and Management, has a broad experience in recreation planning from across the country. They reviewed all existing municipal recreation plans and compiled an asset inventory. The plan recognizes that Recreation is managed at the local level, and Municipalities provide their own governance for service delivery. Furthermore, the Fundy Region is comprised of smaller regions where sub-regions will frequently be required for recreation planning. Two main themes emerge from the plan. The first recommends a framework for regional collaboration in recreation facility planning. This framework must begin at the onset of a project to ensure all partners realize a financial and community benefit from the facility and be driven from the local level. The second theme identifies the contrast in service delivery between municipalities and the rural regions. It recommends a FRSC led focus on capacity building in the LSD regions and small municipalities who rely on volunteers to deliver recreation.

### **Considerations**

The 2017 FRSC budget has been approved and includes the necessary funds to fulfill recommendations as outlined in the plan. There are no cost increases to the communities; in fact the 2017 budget saw a decrease over 2016.

To help implement this plan, the Province of NB has a funding mechanism available for 75% support of the annual salary of a Recreation Leadership Assistant at the RSC level. This position would be hired on a yearly basis with outcome driven projects focused on implementing the recommendations of the plan.

### **Future**

The Regional Recreation Plan will allow communities to explore and implement collaborative services or facilities to the benefit of all partners in regional recreation and will strengthen recreation opportunities in the rural regions.



2016December12OpenSessionFINAL\_137  
**ROTHESAY**  
**INTEROFFICE MEMORANDUM**



---

TO : Mayor & Council  
FROM : Doug MacDonald, Treasurer  
DATE : December 7, 2016  
RE : Motions for General Fund Capital and Operating Budgets 2017

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The Finance Committee recommends the following motions:

**Motion: General Capital Fund**

**RESOLVED** that the General Fund 2017 Capital Budget of \$5,148,000 be approved, as per attached.

**Motion: General Operating Fund**

**RESOLVED** that the sum of **\$16,895,000** be the total operating budget of the Municipality, that the sum of **\$15,331,622** be the Warrant of the Municipality for the ensuing year, and that the tax rate for the municipality be **\$1.2200**.

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of Rothesay.

**RESOLVED** that the Rothesay contribution to the 2017 budget of the Regional Facilities Commission be approved at \$397,780:

**RESOLVED** that the Rothesay contribution to the 2017 budget of Enterprise Saint John be approved at \$86,422:

**RESOLVED** that the 2017 budget of the Kennebecasis Public Library be approved at \$215,684 and the Rothesay contribution be approved as \$86,381:

**RESOLVED** that the 2017 operating budget of the Kennebecasis Valley Fire Department Inc. be approved at \$4,809,700 and the Rothesay contribution be approved as \$1,951,164.

**RESOLVED** that the 2017 capital budget of the Kennebecasis Valley Fire Department Inc. be approved at \$189,000 and the Rothesay contribution be approved as \$78,223.

**RESOLVED** that the 2017 operating budget of the Kennebecasis Joint Board of Police Commissioners be approved at \$5,589,522 and the Rothesay contribution be approved as \$2,281,831.

## ROTHESAY

TO:

FROM:

2016December12OpenSessionFINAL\_138

RE:

-2-

(DATE)

**RESOLVED** that the 2017 telecom budget of the Kennebecasis Joint Board of Police Commissioners be approved at \$348,978 and the Rothesay contribution be approved as \$139,753.

**RESOLVED** that the 2017 operating budget of the Rothesay Living Museum be approved at \$2,500.

**RESOLVED** that the following 2017 funding requests be approved as follows:

Rothesay High School	\$ 1,000	Fairweather Scholarship
KV3C	\$ 2,500	maximum, in kind
YMCA	<u>\$ 10,000</u>	3 <sup>rd</sup> year of 5 year commitment
Total	\$ 13,500	Donations & Cultural Support

**RESOLVED** that the 2017 funding request from the Saint John Theatre Company be approved in the amount of \$1,000.

**RESOLVED** that the 2017 funding request from the N.B. Medical Education Trust be approved in the amount of \$5,000.

**RESOLVED** that the 2017 funding request from the KV Oasis be approved in the amount of \$5,000.

**RESOLVED** that the 2017 funding request from the Imperial Theatre be approved in the amount of \$5,000.

**RESOLVED** that the 2017 funding request from the Saint John Fieldhouse project be approved in the amount of \$5,000.

**RESOLVED** that the 2017 funding request from the Kennebecasis Crime Stoppers be approved in the amount of \$2,800.

**RESOLVED** that the 2017 funding request from the KV Committee for Disabled persons be approved in the amount of \$3,000.

**RESOLVED** that the 2017 funding request from PRO Kids be approved in the amount of \$7,500.

**RESOLVED** that the 2017 funding request from Cherry Brook Zoo in the amount of \$5,000 be denied.

**RESOLVED** that the 2017 funding request from Ellipsis Productions in the amount of \$15,000 be denied.

**RESOLVED** that Council decline the opportunity to participate in the 2018 Saint John Sculpture Symposium.



# ROTHESAY



70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

## GENERAL OPERATING FUND BUDGET 2017 – HIGHLIGHTS

1. Total Operating Budget \$16,895,000, an increase of 0.87% over the 2016 budget
2. Overall property tax assessments up by 1.63%
3. Tax rate **increase of 1 cent to \$1.22** per \$100 of assessment
4. **Protective Services** budgets reflect the submissions from the Fire and Police Boards as well as EMO expenditures
5. **Transportation Services** reflect a decrease from the 2016 budget to reflect lower fuel and sand and salt expenditures.
6. **Environmental Health Services** includes garbage collection and disposal and has decreased due to a reduction in the volume of waste generated and a full year of curbside recycling
7. **Environmental Development Services** includes anticipated expenditures associated with the first year of a Municipal Plan review
8. **Recreation & Cultural Services** has increased to reflect operational increases including the maintenance of trail infrastructure, regional facilities, parks, etc.
9. **Fiscal Services** has increased by approximately \$150,000 to reflect the cost of new debt

### Total proposed expenditures by category are as follows:

General Government Services	\$ 2,039,000	12.1%
Protective Services	\$ 4,785,000	28.3%
Transportation Services	\$ 3,330,000	19.7%
Environmental Health Services	\$ 620,000	3.7%
Environmental Development (planning)	\$ 634,000	3.7%
Recreation and Cultural Services	\$ 1,992,000	11.8%
Fiscal Services (P&I)	\$ 1,238,000	7.3%
Capital Expenditures	\$ 2,257,000	13.4%

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# Town of Rothesay

## General Fund Master Budget 2017

	Year End Outlook	Budget 2016	Budget 2017
<b>REVENUE</b>			
Warrant of Assessment	\$ 14,961,842	\$ 14,961,842	\$ 15,331,622
Sale of Services	338,257	345,700	339,700
Services to Province of New Brunswick	63,000	60,000	60,000
Other Revenue from Own Sources	154,593	106,779	92,180
Unconditional Grant	118,987	118,987	119,968
Conditional Transfers	60,421	21,500	21,500
Other Transfers	1,135,192	1,135,192	930,030
	<u>\$ 16,832,292</u>	<u>\$ 16,750,000</u>	<u>\$ 16,895,000</u>
<b>EXPENSES</b>			
General Government Services	1,967,869	2,032,455	2,039,246
Protective Services	4,726,770	4,744,123	4,785,048
Transportation Services	3,177,153	3,365,331	3,329,876
Environmental Health Services	615,547	638,000	620,000
Environmental Development	572,103	641,022	633,947
Recreation & Cultural Services	1,949,001	1,903,676	1,991,932
	<u>13,008,442</u>	<u>13,324,608</u>	<u>13,400,049</u>
Fiscal Services	3,811,267	3,425,393	3,494,951
	<u>\$ 16,819,708</u>	<u>\$ 16,750,000</u>	<u>\$ 16,895,000</u>
Surplus (Deficit) for the Year	\$ 12,584	-\$ 0	-\$ 0

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	Year End Outlook	Budget 2016	Budget 2017
<b>REVENUE</b>			
<b>Sale of Services</b>			
Bill McGuire Memorial Centre	26,000	31,200	30,000
Town Hall Rent	8,000	19,600	10,000
Rental Revenue	9,440	10,000	10,000
Arena Revenue	244,200	230,000	236,200
Community Garden	1,620	900	1,500
Recreation Programs	48,997	54,000	52,000
	<u>\$ 338,257</u>	<u>\$ 345,700</u>	<u>\$ 339,700</u>
<b>Other Revenue from Own Sources</b>			
Licenses & Permits	91,230	85,000	85,000
Police Fines	13,741	13,741	-
Interest	10,000	5,000	5,000
Miscellaneous	34,000	3,038	1,680
Sale of Assets	4,772	-	-
Recycling Dollies, & Lids	750	-	500
History Book Sales	100	-	-
	<u>\$ 154,593</u>	<u>\$ 106,779</u>	<u>\$ 92,180</u>
<b>Conditional Transfers</b>			
Canada Day Grant	2,500	1,500	1,500
Grant - Other	57,921	20,000	20,000
	<u>\$ 60,421</u>	<u>\$ 21,500</u>	<u>\$ 21,500</u>
<b>Other Transfers</b>			
Surplus of 2nd Previous Year	285,192	285,192	10,030
Utility Fund Transfer	850,000	850,000	920,000
	<u>\$ 1,135,192</u>	<u>\$ 1,135,192</u>	<u>\$ 930,030</u>

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	Year End Outlook	Budget 2016	Budget 2017
<b>EXPENSES</b>			
<b>General Government Services</b>			
Legislative			
Mayor	33,976	36,475	37,100
Councillors	101,118	104,059	106,343
Regional Service Commission 9	5,046	7,500	4,291
UMNB-FCM Local Gov'ts for Sustainability	-	-	9,000
Other	8,000	11,000	13,000
	<u>\$ 148,140</u>	<u>\$ 159,034</u>	<u>\$ 169,734</u>
Administrative			
Office Building	132,463	153,100	142,700
Solicitor	55,000	35,000	50,000
Administration - Wages & Benefits	964,504	985,200	955,300
Supplies	89,500	97,900	133,900
Professional Fees	40,000	50,000	30,000
Other	70,000	67,337	84,724
	<u>\$ 1,351,467</u>	<u>\$ 1,388,537</u>	<u>\$ 1,396,624</u>
Other General Government Services			
Community Communications	6,500	7,000	8,000
Civic Relations	5,000	4,000	4,000
Insurance	162,197	157,000	167,090
Donations (see page 10)	47,000	67,000	42,000
Cost of Assessment	239,884	239,884	243,798
Property Taxes - L.P.P.	7,681	10,000	8,000
	<u>\$ 468,262</u>	<u>\$ 484,884</u>	<u>\$ 472,888</u>
	<u>\$ 1,967,869</u>	<u>\$ 2,032,455</u>	<u>\$ 2,039,246</u>

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	Year End Outlook	Budget 2016	Budget 2017
<b>Protective Services</b>			
Police			
Police Protection	2,239,327	2,244,033	2,281,831
Crime Stoppers	2,800	2,800	2,800
	<u>\$ 2,242,127</u>	<u>\$ 2,246,833</u>	<u>\$ 2,284,631</u>
 Fire			
Fire Protection	1,936,853	1,939,032	1,951,164
Water Costs Fire Protection	375,000	375,000	375,000
	<u>\$ 2,311,853</u>	<u>\$ 2,314,032</u>	<u>\$ 2,326,164</u>
 Emergency Measures			
911 Communications Centre	133,759	133,758	139,753
EMO Director/Committee	21,032	25,000	15,000
	<u>\$ 154,791</u>	<u>\$ 158,758</u>	<u>\$ 154,753</u>
 Other			
Animal & Pest Control	8,000	9,500	9,500
Other	10,000	15,000	10,000
	<u>\$ 18,000</u>	<u>\$ 24,500</u>	<u>\$ 19,500</u>
 Total Protective Services	<u>\$ 4,726,770</u>	<u>\$ 4,744,123</u>	<u>\$ 4,785,048</u>

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	Year End Outlook	Budget 2016	Budget 2017
<b>Transportation Services</b>			
Common Services			
Administration (Wages & Benefits)	1,771,913	1,784,983	1,834,278
Workshops, Yards & Equipment	495,783	580,500	535,245
Engineering	12,000	5,000	7,500
	<u>\$ 2,279,696</u>	<u>\$ 2,370,483</u>	<u>\$ 2,377,023</u>
Street Cleaning & Flushing	35,000	35,000	40,000
Roads & Streets	73,000	83,000	75,000
Crosswalks & Sidewalks	16,478	14,349	14,353
Culverts & Drainage Ditches	55,000	60,000	60,000
Snow & Ice Removal	440,143	512,000	470,000
	<u>\$ 619,621</u>	<u>\$ 704,349</u>	<u>\$ 659,353</u>
Street Lighting	145,543	146,000	146,000
Traffic Services			
Street Signs	5,000	10,000	15,000
Traffic Lanemarking	25,000	26,000	20,000
Traffic Signals	18,000	25,000	25,000
Railway Crossing	21,000	18,000	20,000
	<u>\$ 69,000</u>	<u>\$ 79,000</u>	<u>\$ 80,000</u>
Public Transit			
Public Transit - Comex Service	61,492	62,000	62,000
KV Committee for the Disabled	-	-	3,000
Public Transit - Other	1,800	3,500	2,500
	<u>\$ 63,292</u>	<u>\$ 65,500</u>	<u>\$ 67,500</u>
Total Transportation Services	<u>\$ 3,177,153</u>	<u>\$ 3,365,331</u>	<u>\$ 3,329,876</u>
<b>Environmental Health Services</b>			
Solid Waste Disposal Land Fill	188,681	210,000	190,000
Solid Waste Disposal Compost	23,681	28,000	25,000
Solid Waste Collection	260,908	260,000	260,000
Clean Up Campaign	92,003	90,000	90,000
Curbside Recycling	50,274	50,000	55,000
	<u>\$ 615,547</u>	<u>\$ 638,000</u>	<u>\$ 620,000</u>

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	Year End Outlook	Budget 2016	Budget 2017
<b>Environmental Development Services</b>			
<b>Planning &amp; Zoning</b>			
Administration	431,078	443,900	441,825
Planning Projects	50,000	100,000	100,000
Heritage Committee	1,500	7,500	2,500
	<b>\$ 482,578</b>	<b>\$ 551,400</b>	<b>\$ 544,325</b>
Economic Development Comm.	86,422	86,422	86,422
Tourism	3,103	3,200	3,200
	<b>\$ 89,525</b>	<b>\$ 89,622</b>	<b>\$ 89,622</b>
	<b>\$ 572,103</b>	<b>\$ 641,022</b>	<b>\$ 633,947</b>
<b>Recreation &amp; Cultural Services</b>			
Administration	266,135	234,815	243,246
Beaches	49,575	57,784	53,400
Rothesay Arena	300,095	276,381	313,080
Memorial Centre	56,487	63,000	65,000
Summer Programs	60,009	56,049	58,944
Parks & Gardens	538,648	546,400	568,400
Playgrounds and Fields	106,000	108,000	110,000
Common operations	53,950	36,600	48,401
Big Rothesay Read	-	1,000	300
Special Events	33,693	36,500	37,000
PRO Kids	7,500	7,500	7,500
sub total	<b>1,472,092</b>	<b>1,424,029</b>	<b>1,505,271</b>
Regional Facilities Commission	390,133	390,071	397,780
Kennebecasis Public Library	85,576	85,576	86,381
Rothesay Living Museum	1,200	4,000	2,500
	<b>\$ 1,949,001</b>	<b>\$ 1,903,676</b>	<b>\$ 1,991,932</b>

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	Year End Outlook	Budget 2016	Budget 2017
<b>Fiscal Services</b>			
Debt Charges			
Interest	251,267	256,393	252,951
Debenture Payments	830,000	830,000	985,000
	<u>\$ 1,081,267</u>	<u>\$ 1,086,393</u>	<u>\$ 1,237,951</u>
 Transfers To:			
Capital Fund for Capital Expenditures (see allocation on Page 12)	2,600,000	2,179,000	2,247,000
Reserve Funds	120,000	150,000	-
Town Hall Reserve Transfer	10,000	10,000	10,000
	<u>\$ 2,730,000</u>	<u>\$ 2,339,000</u>	<u>\$ 2,257,000</u>
	<u>\$ 3,811,267</u>	<u>\$ 3,425,393</u>	<u>\$ 3,494,951</u>

## GENERAL CAPITAL FUND BUDGET 2017 – HIGHLIGHTS

1. Total Capital Budget of \$5.148 million
2. Projects funded by operating revenue, Gas Tax and reserves, grants, no new debt incurred.
3. **Transportation**
  - Street surfacing of \$1.385 million (includes asphalt and micro-sealing)
  - Designated Highway and related sidewalk of \$510,000, contingent upon Provincial funding
  - Wells Trail connector to Grove Ave project of \$346,000 contingent upon external funding
  - Fleet replacement plan includes \$940,000 to replace old equipment
  - Building and Equipment includes a diesel storage tank and asphalt recycler.

# Town of Rothesay

Capital Plan Summary  
General Fund

## Services

	Total	Operating	Reserves	Gas Tax	Grants	Borrow
<b>GENERAL GOVERNMENT</b>						
Building (Town Hall)	40,000	-	40,000	-	-	-
IT (website, copier, MS Office)	55,000	55,000	-	-	-	-
	95,000	55,000	40,000	-	-	-
<b>PROTECTIVE (Fire Dept)</b>						
	78,500	78,500	-	-	-	-
	78,500	78,500	-	-	-	-
<b>TRANSPORTATION</b>						
Buildings (diesel storage tank)	90,000	90,000	-	-	-	-
Designated Highways	1,140,000	285,000	-	-	855,000	-
Drainage	-	-	-	-	-	-
Street surfacing (per approved list)	1,385,000	445,000	-	940,000	-	-
Curb & Sidewalks (connector and designated road)	1,262,000	346,000	-	225,000	691,000	-
Fleet (4 pieces per replacement plan)	940,000	940,000	-	-	-	-
Equipment (asphalt recycler)	110,000	-	110,000	-	-	-
	4,927,000	2,106,000	110,000	1,165,000	1,546,000	-
<b>RECREATION</b>						
Buildings	-	-	-	-	-	-
Fields (Scribner and trails)	40,000	-	40,000	-	-	-
Equipment (mower)	7,500	7,500	-	-	-	-
	47,500	7,500	40,000	-	-	-
<b>Total Capital Expenditures</b>	<b>\$ 5,148,000</b>	<b>\$ 2,247,000</b>	<b>\$ 190,000</b>	<b>\$ 1,165,000</b>	<b>\$ 1,546,000</b>	<b>\$ -</b>
	\$ 5,148,000					



# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor & Council
FROM	:	Doug MacDonald, Treasurer
DATE	:	December 7, 2016
RE	:	Motions for Utility Fund Capital and Operating Budgets 2017

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The Finance Committee recommends the following motions:

**Motion: Utility Capital Fund**

**RESOLVED** that the Utility Fund 2017 Capital Budget of \$7.2 million be approved, as per attached.

**Motion: Utility Operating Fund**

**RESOLVED** that pursuant to paragraph 189(4) of the Municipalities Act, the total budget for the Water and Sewerage Utility for the ensuing year would consist of total revenues of \$3,190,000 and total expenditures of \$3,190,000

**RESOLVED** that the sewer service charge in schedule "B" of by-law 1-15 be \$370.00 per equivalent user unit.



# ROTHESAY



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Canada E2E 5L5

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Rothesay@rothesay.ca  
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## UTILITY OPERATING FUND BUDGET 2017 HIGHLIGHTS

1. Total Revenue \$3,190,000
2. Revenue from sale of water of \$980,000; no change to water rates (base rate remains at \$1.15 per cubic metre and \$200 per annum fixed fee)
3. Revenue from sewerage services \$1,600,000; sewer rates are increased from \$350 per equivalent user to \$370 per equivalent unit
4. Total operating expenses increased by 5.5% to \$2,450,000, including the 7.2% increase in Principal and interest payments to reflect debt service charges

### - Expenses:

Water Supply	\$ 855,300
Sewer Collection and Disposal	768,750
Fiscal Services	825,950
Total	<u>\$ 2,450,000</u>

### - Revenue:

Sale of Water	\$ 980,000
Sewerage services	1,600,000
Other Revenue	610,000
	<u>\$ 3,190,000</u>

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# Town of Rothesay

2016 December 12 Open Session FINAL\_151

## 2016 UTILITY OPERATING FUND BUDGET

	2016 Outlook	2016 Budget	2017 Budget
<b>REVENUE</b>			
1 Sale of Water	\$ 980,000	\$ 962,000	\$ 980,000
2 Water Connection Fees	73,000	35,000	35,000
3 Meter and Non-Hookup Fees	35,400	35,000	37,500
4 Water Supply for Fire Protection	375,000	375,000	375,000
5 Sewerage Services	1,517,000	1,520,000	1,600,000
6 Sewer Connection Fees	52,000	25,000	25,000
7 Development infrastructure-			
8 Interest Earned	54,000	40,000	47,500
9 Transfer from operating reserve			
10 Prior Years surplus			28,535
11 Local improvement levy	59,000	55,000	59,000
12 Misc Revenue	108,000	3,000	2,465
<b>TOTAL REVENUE</b>	<b>\$ 3,253,400</b>	<b>\$ 3,050,000</b>	<b>\$ 3,190,000</b>

## EXPENDITURES

<b>WATER SUPPLY</b>			
13 Share of Overhead Expenses	\$ 255,000	\$ 255,000	\$ 368,000
14 Profess. Fees/Legal/Training	15,000	15,000	15,000
15 Purification/Treatment	300,000	304,000	310,000
16			
17 Water Purchased	900	1,000	1,000
18 Trans/Distribution	90,000	97,000	92,300
19 Power & Pumping	42,000	47,000	48,000
20 Billing and Collections	1,500	3,000	3,000
21 Other Expenses	15,000	15,000	18,000
<b>TOTAL WATER SUPPLY</b>	<b>\$ 719,400</b>	<b>\$ 737,000</b>	<b>\$ 855,300</b>

<b>SEWERAGE COLLECTION AND DISPOSAL</b>			
22 Share of Overhead Expenses	\$ 595,000	\$ 595,000	\$ 552,000
23 Profess. Fees/Legal/Training	29,000	29,000	29,000
24 Collection System	75,000	86,000	87,800
25 Lift Stations	25,000	29,000	29,000
26 Treatment/Disposal	60,000	68,000	65,450
27 Other Expenses	20,000	6,892	5,500
<b>TOTAL SEWERAGE COLL &amp; DISP</b>	<b>\$ 804,000</b>	<b>\$ 813,892</b>	<b>\$ 768,750</b>

\$ 1,523,400 \$ 1,550,892 \$ 1,624,050

<b>FISCAL SERVICES</b>			
28 Interest on Short Term Loans	\$ 25,000	\$ 60,000	\$ 65,000
29 Interest on Long Term Debt- Water	216,522	216,522	218,994
30 Interest on Long Term Debt- Sewer	42,548	42,548	55,182
31 Principal Repayment- Water	386,293	386,293	410,213
32 Principal Repayment- Sewer	65,100	65,100	76,560
	735,463	770,463	825,949
	2,258,863	2,321,355	2,449,999
33 Trf to Reserves - connect fees	125,000	60,000	60,000
34 Trf to Reserves-Dev infrastruc.			
35 Trsfr to Reserve Accts - other	67,000	30,000	80,000
36 Capital Fund	633,000	475,000	600,000
37 Prev Yrs Deficits	163,645	163,645	
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 1,724,108</b>	<b>\$ 1,499,108</b>	<b>\$ 1,565,949</b>

<b>TOTAL EXPENSES</b>	<b>\$ 3,247,508</b>	<b>\$ 3,050,000</b>	<b>\$ 3,189,999</b>
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<b>NET INCOME (LOSS)</b>	<b>\$ 5,892</b>	<b>\$ (0)</b>	<b>\$ 0</b>
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## UTILITY CAPITAL FUND BUDGET 2017 – HIGHLIGHTS

1. Capital Budget totals \$7.2 million;
2. The water budget of \$500,000 includes annual water supply development and tentative projects on Station Road and Hampton Road
3. The sewer budget of \$6,700,000 includes completion of the first phase of the waste water treatment facility upgrades which includes improvements to sewer lines and lift stations and the preliminary design of the treatment facility (subject to external funding).
4. Sewer system allowance includes \$300,000 to upgrade existing lines

# Town of Rothesay

## UTILITY CAPITAL PLAN - 2017

	2017	Capital Reserves	Grants	Gas Tax/ Infrastructure	Operating	Borrow
<b>WATER CAPITAL PLAN - 2017</b>						
Supply development	\$ 150,000				\$ 150,000	-
Hampton Road Watermain (contingent upon Central Park Development)	200,000	200,000			-	
Station Road Watermain	100,000				100,000	
Box and Lifting Davit for RO102	25,000				25,000	
Water tank mixing system	25,000				25,000	
	<u>\$ 500,000</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ -</u>

## SEWER CAPITAL PLAN - 2017

WWTF Phase 1	\$ 5,000,000	\$ -	\$ 3,333,333	\$ -	\$ -	\$ 1,666,667
Phase 2 design	\$ 1,400,000		\$ 933,333			\$ 466,667
Sewer system improvements	300,000	-		-	300,000	-
	<u>\$ 6,700,000</u>	<u>\$ -</u>	<u>\$ 4,266,667</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 2,133,333</u>
<b>TOTAL CAPITAL 2017</b>	<b>\$ 7,200,000</b>	<b>\$ 200,000</b>	<b>\$ 4,266,667</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 2,133,333</b>

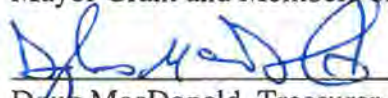
Carry over of WWTF Phase 1 funded from Build Canada and Debt



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TO : Mayor Grant and Members of Council

Submitted By:

  
Doug MacDonald, Treasurer

DATE : December 8, 2016

RE : General Fund Reserve Motions 2016

---

**Recommendation:**

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that the sum of \$400,000 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of Capital projects.

RESOLVED that Gas Tax Funding in the amount of \$840,952 for the year 2016, be transferred to the General Capital Reserve Fund (Gas Tax).

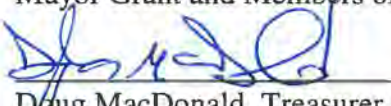
RESOLVED that the sum of \$421,668.96 be transferred from the General Capital Reserve (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

RESOLVED that the sum of \$4,687.60 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.



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TO : Mayor Grant and Members of Council

Submitted By:   
Doug MacDonald, Treasurer

DATE : December 8, 2016

RE : Water and Sewer Fund Reserve Motions 2016

---

**Recommendation:**

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that \$131,375.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

RESOLVED that the sum of \$331,375 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover the costs of Capital projects.

RESOLVED that \$4,000 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

RESOLVED that \$10,556.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.

RESOLVED that \$57,310.86 be transferred from the Utility Sewage Outfall Reserve Fund to the Utility Operating Fund to cover repairs to the sewage outfall system.



# ROTHESAY MEMORANDUM



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TO	Mayor and Council
FROM	Doug MacDonald
DATE	December 5, 2016
RE	Insurance Coverage

---

Recommendation:

The Mayor and Clerk be authorized to enter a contract with Cain Insurance Services Ltd. and Jardine Lloyd Thompson for Insurance coverage for the period from January 1, 2017 to December 31, 2017 at an aggregate fee of \$160,894.

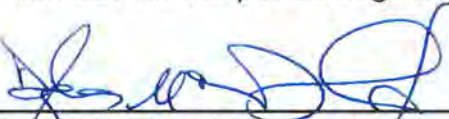
Background:

Cain Insurance Services Ltd. ("Cain") manages our insurance account and serves as our agent. There is no compelling reason in my opinion to change insurance agents at this time for the following reasons; Cain has developed an expertise in Municipal insurance and a wide range of similar clients in the Province; premiums have not increased significantly during the period since the last RFP was accepted; and the service provided during my tenure has been excellent. Also, outside expertise would be required to draft an appropriate RFP requiring the commitment of additional costs both in time and money.

Discussion:

In 2015, Cain was instructed to conduct a market review and contact various insurers to obtain quotes for services for the period beginning January 1, 2016. The report from Cain was received November 30, 2015 and was reviewed with the Treasurer. There was no substantive difference in the insurance packages offered or in the premiums quoted. In discussions with Cain Insurance there is no evidence to suggest these circumstances have changed during 2016 therefore a similar exercise was not warranted. The fee quote received from Cain Insurance Services for the period beginning January 1, 2017 is \$160,894, an increase of 2.95% over the prior period.

As there are no significant differences and given we are pleased with the service provided by our existing insurer, I recommend we renew the insurance coverage with JLT for the period beginning January 1, 2017.

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



# ROTHESAY - PUBLIC NOTICE

Tender No. 2016-GG02

**2016-10-10** **NOTICE OF TENDER FOR SUBSISTENCE PROPERTY** **157**



The town of Rothesay wishes to dispose of its interest in a residential building and parcel of land identified with the civic address of 110 James Renforth Drive (PID 00235119).



The property is designated 'Special Area' in the Municipal Plan and is zoned the same. The property is 1860.33m<sup>2</sup> in size (approximately 0.46 acres) with 33m (108.3ft) of frontage along James Renforth Drive. There is a 6 metre Municipal Service Easement along the northern property boundary. The land is currently developed with a single family dwelling situated near the centre of the lot. (See [www.rothesay.ca](http://www.rothesay.ca) for more information).

## TENDERS MUST:

- Be signed and indicate "Tender No. 2016-GG02".
- Quote the total amount of the bid being placed on the property.
- Be accompanied by a certified cheque or money order made payable to "Rothesay" in the amount of 10% of the total bid.

Tenders should be placed in a sealed envelope clearly marked  
"Tender No. 2016-GG02"

**Rothesay Town Hall**  
70 Hampton Road

Rothesay New Brunswick E2E 5L5, and will be accepted up to and including 2:00 p.m.,  
Tuesday, January 31, 2017.

The property is sold on an "as is" basis and the town of Rothesay will make no warranty whatsoever with regard to the condition of the property. The purchaser will be responsible for the payment of H.S.T., where applicable, and registration fees at the date of closing.

There will be a public tender opening beginning at 2:00 p.m., Tuesday, January 31, 2017 at Rothesay Town Hall, 70 Hampton Road, Rothesay, NB.

**The highest or any tender will not necessarily be accepted.** As the successful bidder's 10% bid deposit is non-refundable, bidders are encouraged to inspect the property prior to tendering a bid. Information may be obtained by contacting the Treasurer's Office at the town of Rothesay, at (506) 848-6600, or e-mail: [dougmacdonald@rothesay.ca](mailto:dougmacdonald@rothesay.ca)

Please refer to **Tender No. 2016-GG02** on all communications.



# ROTHESAY

## INTEROFFICE MEMORANDUM



---

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	7 December 2016
RE	:	Council Term Priorities 2016-20

---

### Recommendation

It is recommended:

- Council adopt the attached document as the record of priorities for the term of the current Council;
- Council direct the document be published on the Town website; and
- Further Council direct that the Town Manager develop work plans for the implementation of these goals, objectives and actions.

### Background

Council has met on several occasions to develop the goals and objectives contained in the attached document. Council has review draft documents and modifications have been made accordingly. Having developed the goals and objectives it is now appropriate to formally adopt these goals and objectives for use in guiding the work of Council and staff over the next four years.

It is also appropriate to now share with Rothesay taxpayers the priorities of Council for the term. To assist with this a short summary of the goals and objectives has also been prepared and is also attached. This will be used in a variety of formats to help share the priorities with the community and others.

---

# **PRIORITIES of ROTHESAY TOWN COUNCIL**

## **2016-2020**

Rothesay Council believes that its decisions and initiatives will be most effective and the resources of the municipality most productive if carried out within a framework of goals that clearly articulate the direction of the organization during its term in office. The following are the goals Council has adopted for the term.

- a) **To adopt a long term, sustainable fiscal strategy based on sound principles**
- b) **To plan & execute capital projects on time and budget**
- c) **To adopt a comprehensive Municipal Plan**
- d) **To revisit the Recreation Master Plan**
- e) **To develop an age-friendly community strategy**
- f) **To develop more effective communication channels with its citizens, neighbours and governments**





# 2016 – 2020 priorities

# Rothesay Council

# Finances

**To adopt a long term, sustainable fiscal strategy based on sound principles**

- To develop a 5 year financial plan
- To actively seek an improved position on Provincial transfers
- To establish financial management principles specific to Rothesay's circumstances
- To consider the economic implications of all new development proposals

# Infrastructure

**To plan & execute capital projects on time and on budget**

- Completion of WWTP project on budget; with operational costs identified and costed
- To complete 'Wells link' on budget
- To establish a 5 year plan for road resurfacing/improvements & other capital assets
- To develop a comprehensive policy on storm drainage

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# Municipal Plan

## To adopt a comprehensive Municipal Plan

- To identify at least 3 key policies that could contribute to greater affordability in the Rothesay housing market
- To encourage greater understanding regarding reasons and methods for barrier free access
- To ensure Rothesay's property condition bylaws are as effective as possible
- To maintain clear channels of communication with the public regarding the design of the municipal plan and development proposals within Rothesay
- To ensure policies and actions on all long-term Town initiatives are considered for inclusion in the municipal plan

# Recreation

## To revisit the Recreation Master Plan

- To ensure Rothesay recreation and park facilities and programs meet the needs of a wide range of residents
- Develop and implement a plan for Rothesay's primary recreation facility
- To ensure Rothesay trails are well maintained and expanded as resources and opportunities permit
- To review the Rothesay Recreation Master Plan
- To determine parking improvements required at the Rothesay Common
- To explore opportunities for partnerships associated with Town-owned facilities

# Seniors

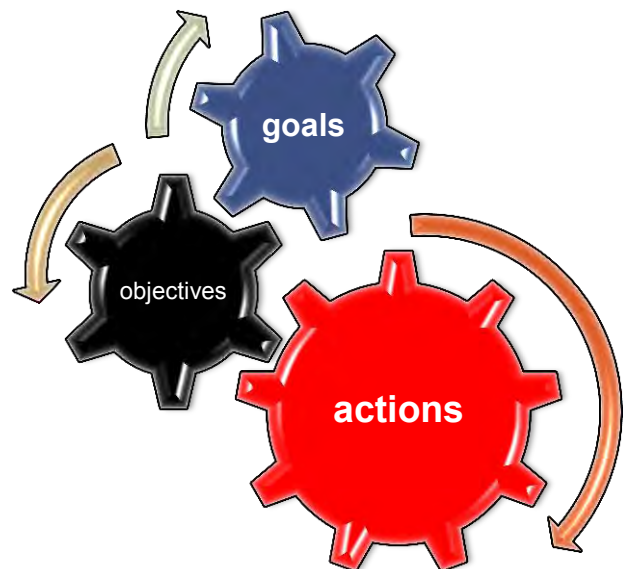
**To develop an age-friendly community strategy**

- To establish the Town position on its role in addressing seniors' issues
- To review Town policy and procedures for “age friendliness”
- To advocate for Rothesay seniors with the provincial and federal government

# Communication

**To develop more effective communication channels with its citizens, neighbours and governments**

- To develop quantitative and qualitative feedback metrics on effectiveness of Town communication channels
- To develop an effective communications plan based on recommendations from the Transparency Committee
- To maximize the benefits from revised municipal legislation
- To optimize benefits from participation in all municipal and regional arrangements



# ROTHESAY PRIORITIES

## PRIORITIES OF ROTHESAY TOWN COUNCIL

**2016 - 2020**

Rothesay Council believes that its decisions and initiatives will be most effective and the resources of the municipality most productive if carried out within a framework of goals that clearly articulate the direction of the organization during its term in office.

# ROTHESAY PRIORITIES

## PRIORITIES OF ROTHESAY TOWN COUNCIL 2016 - 2020

### INTRODUCTION

**T**his document is a record of the aspirations of the Rothesay Town Council for its four year term beginning with the municipal election in spring of 2016. The contents of this document are intended to be used as a measure against which decisions of Council and allocations of resources are to be compared.

The recommendations staff make to Council will be guided by these goals and action plans are being developed to achieve these goals. This document and the goals, objectives and plans it contains are public and are intended to inform Rothesay citizenry and allow residents to follow the progress toward these goals. The listed actions toward achieving the goals will be amended and expanded as progress is monitored and new opportunities identified. There will be regular progress reports and actions toward achieving the goals will be apparent as the Council goes about its regular business.

This document will be published on the Town website and available in other formats on request.

### BIASED TOWARD ACTION

The person  
who says it  
cannot be  
done should  
not interrupt  
the person  
doing it.

- *Chinese*  
*Proverb*

# To adopt a long term, sustainable fiscal strategy based on sound principles

## FINANCE

Some of the issues to be addressed include:

- What are the financial principles that should be followed in governing the Town?
- How are services and capital expenditures maintained in periods of low

growth?

- How can Council be sure new development contributes to fiscal capacity?
- What steps can be taken to ensure fair treatment with regard to Provincial fiscal transfers?

Objectives arising from this goal are:

### To establish financial management principles specific to Rothesay's circumstances.

#### ACTIONS

- Review current funding principles
- Establish debt tolerance levels
- Review best practices
- Define "sustainable" with respect to tax and utility rates
- Review in context of new *Municipalities Act*

The first iteration of this objective will be met by the end of the first quarter 2017.

### To develop a five year financial plan

#### ACTIONS

- Determine appropriate assumptions and applicable estimating techniques for tax base growth, utility customer growth, cost containment, inflation and funding sources
- Collate capital plans
- Update current four year projections

This objective will be met by the end of the first quarter 2017 and progress reported in each annual financial statement.

### To consider the economic implications of all new development proposals

#### ACTION

- Develop a model for analyzing the costs and benefits associated with development and infrastructure proposals including operating costs, infrastructure requirements and revenue generation

Draft completed by year end 2017 and incorporated into standard procedure in revised municipal plan.

### To actively seek an improved position on Provincial transfers

#### ACTION

- Prepare a report on current methods for provincial grant distribution and possible improvements
- Meet with key government officials regarding the findings of the report

Meetings underway by year end 2017.

# To plan & execute capital projects on time and budget

how will it be funded?

- How are capital expenditure decisions to be reached for optimal outcomes?
- How should the increased risk of overland flooding be addressed?

Objectives arising from this goal are:

## To establish a five year plan for road resurfacing/improvements & renewing other capital assets

### ACTION

identify criteria for prioritizing road resurfacing  
confirm procedure for obtaining consultant reports in advance of capital budgeting  
develop principles for drafting fleet management plan for approval by Council  
develop list of potential improvement projects or new Town infrastructure

These steps are to be completed by third-quarter 2017.

## Completion of WWTP project on budget; with operational costs identified and costed

### ACTIONS

complete and submit grant to FCM Green Fund for sludge treatment/disposal  
maintain regular contact with Department of Environment and Local Government and MP regarding awarding of grants for treatment plant design and subsequent construction  
clarify interest of Quispamsis in treatment option and negotiate agreement if required  
ensure design work includes full testing of site conditions and costing of mitigating measures prior to final commitments, ensure operating costs are estimated in detail  
provide annual modelling of future rate structure in response to evolving project costs

If funding available, project to be completed by 2020.

## To complete 'Wells link' on budget

### ACTIONS

endorse Small Communities Fund grant application\*  
review draft budget to ensure inclusion of all aspects  
finalize negotiations with NB Transportation and Infrastructure Department  
finalize land acquisition as required  
complete tendering and construction

\*(alternative funding to be identified if 2017 grant application unsuccessful)

Project complete by fourth quarter 2017 subject to funding.

## To develop a comprehensive policy on storm drainage

### ACTIONS

identify common types of storm drainage issues and typical mitigation measures  
establish role of municipality in responding to drainage issues on private property  
prepare a written material for posting on Town website and distribution to property owners

Draft report complete by July 2017.

## INFRASTRUCTURE

Some of the issues to be addressed include:

- How is capital funding of the WWTP confirmed and operational efficiencies achieved?
- What is the design for Wells link;

# To adopt a comprehensive Municipal Plan

## PLANNING

Some of the issues to be addressed include:

- Can a Municipal Plan be designed to act as the overall corporate direction for the Town?
- How can the municipal planning process improve communication with residents?
- What should be the Town policy regarding green space and the development of lands bordering the golf club?
- What should be the Town policy regarding affordable housing?
- What should be the Town policy regarding dangerous and unsightly premises?
- What should be the Town policy regarding accessibility for those with mobility challenges?
- How can a revised municipal plan contribute to achievement of other objectives?

Objectives arising from this goal are:

### **To ensure policies and actions on all long-term Town initiatives are considered for inclusion in the municipal plan**

#### ACTION

incorporate 5 year capital budget into municipal plan and update each year by schedule  
include recreation, servicing and drainage issues and policy in municipal planning process  
ensure municipal planning process is comprehensive and includes all key Rothesay policy

These initiatives are included in the municipal plan preparation process beginning in 2017.

### **To maintain clear channels of communication with the public regarding the design of the municipal plan and development proposals within Rothesay**

#### ACTIONS

design a comprehensive and collaborative process for the municipal plan review  
ensure process for municipal plan review is communicated thoroughly throughout the community  
review policy on communication to the public on development projects  
post full PAC agendas online in advance of meetings  
post approved building permits on Town website on timely basis in advance of appeal period  
include regular postings on progress during municipal plan review process

Practice in place by first quarter 2017.

### **To ensure Rothesay's property condition bylaws are as effective as possible**

#### ACTIONS

review provincial legislation for authority to police property conditions in Town  
review new legislation for expanded powers  
prepare review of best practice of comparable municipalities in New Brunswick  
prepare public report with recommendations on actions to be taken  
seek public input regarding recommendations

Report complete by third quarter 2018.

### **To identify at least 3 key policies that could contribute to greater affordability in the Rothesay housing market**

#### ACTIONS

determine working definition of 'affordability' in Rothesay market  
identify federal and provincial government programs directed toward improving affordability

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- summarize and review with developers who are active in Rothesay market
- establish potential policy opportunities for consideration in the municipal plan

Process completed by second quarter 2019.

**To encourage greater understanding regarding reasons and methods for barrier-free access**

- ACTIONS
- arrange meeting with KV committee for the disabled to discuss access issues
  - prepare an information bulletin describing requirements in the National Building Code and Rothesay bylaws concerning barrier-free access and include with application forms
  - post information regarding accessibility on Rothesay website

Actions completed by second quarter 2017.

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# To revisit the Recreation Master Plan

## RECREATION

Some of the issues to be addressed include:

- How to provide recreational facilities sufficient to meet community needs?
- Specifically, what kind of arena do residents want/need?
- What funding is available other than local property tax for a new arena/what is the cost of alternative(s)?
- What should happen to existing building if new building is constructed?
- Are users satisfied with current policy on use of facilities?
- Can more partnerships be developed around recreational uses of Town facilities?
- What are the opportunities for expanding municipal trails?
- What are the issues with parking around Rothesay Common?

Objectives arising from this goal are:

### To review the Rothesay Recreation Master Plan

#### ACTION

develop a process for reviewing the Recreation Master Plan with input from the Parks and Recreation Committee  
coordinate the master plan review with the municipal planning process, in particular public communication and participation

Master plan review complete by phase II of municipal plan process.

### To ensure Rothesay recreation and park facilities and programs meet the needs of a wide range of residents.

#### ACTIONS

include questions on satisfaction with recreation facilities and programs in regular communication with public and polling for public opinion.  
formally survey user groups biannually regarding satisfaction  
prepare a report on Rothesay recreational facilities relative to standards and in comparative communities on a regular basis (e.g. every 5 years)

Implement in coordination with communications plan and master plan review.

### Develop and implement a plan for Rothesay's primary recreation facility

#### ACTIONS

identify timeframe for decision  
identify funding parameters for preferred option  
analyze options for Rothesay arena if government funding not sufficient  
establish whether renovating the existing building is worth further consideration  
identify potential private sector participation  
determine direction on project

Final decision to be taken no later than 2019 budget.

### To ensure Rothesay trails are well-maintained and expanded as resources and opportunities permit

#### ACTIONS

develop standards for various types of trails  
prepare draft plan for future trail expansion  
identify seasonal maintenance costs for operation of Rothesay trails

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incorporate trail expansion and management policies into revised Recreation Master Plan

Complete for inclusion in Recreation Master Plan revisions.

**To explore opportunities for partnerships associated with Town-owned facilities**

ACTION

review literature for typical partnership opportunities

identify Rothesay opportunities for partnerships

develop a process for solicitation of partnerships

publicize partnership opportunities and contact high probability organizations

Complete by first quarter 2018.

**To determine any parking improvements required at the Rothesay Common**

ACTION

Incorporate parking limitations into Rothesay traffic by law

analyze costs of parking on neighbouring properties with permission of owners and developing

additional parking capacity where owners agree

monitor parking conditions on streets surrounding the Common

Any required construction complete by fourth quarter 2017.

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# To develop an age-friendly community strategy

- What needs to be done for Rothesay to be seen as an 'age-friendly' community?

Objectives arising from this goal are:

## To establish the Town position on its role in addressing seniors' issues

### ACTIONS

- invite Rothesay seniors to submit age-related issues (first quarter 2017)
- organize and host a seniors forum (second quarter 2017)
- consider establishment of advisory committee on seniors' issues (following seniors forum)
- prepare and publish report on issues/recommendations from seniors forum (Sept. 2017)
- organize and host follow-up seniors forum to review progress (Spring 2019)

## To review Town policy and procedures for "age friendliness"

### ACTIONS

- summarize current Town policy with seniors' implications (first quarter 2017)
- review policy of other key comparators and produce summary report (second quarter 2017)
- identify specific actions for Council and for policy to be included in the municipal plan (fourth quarter 2017)
- consider branding Rothesay as "age friendly community" (second quarter 2018)

## To advocate for Rothesay seniors with the provincial and federal government

### ACTION

- invite provincial government officials to participate in seniors forum (first quarter 2017)
- monitor provincial and federal policy regarding seniors housing (beginning first quarter 2017)
- consult with provincial government regarding results from seniors forum (first quarter 2018)

## To develop more effective communication channels with its citizens, neighbours and governments

### COMMUNICATION

Some of the issues to be addressed include:

- How can the Town be more effective in getting its message heard by its citizens?
- How can Council be confident it is

providing effective communication channels for residents?

- What can Council do to be seen as open in its decision making and engaging its citizenry?
- How can the Town foster regional and inter-municipal cooperation?
- With new municipalities legislation expected during the term, how should Rothesay respond?

Objectives arising from this goal are:

#### To develop an effective communications plan based on recommendations from the Transparency Committee

- establish parameters for items of Town business to be reported to the public
- identify social media and traditional media channels to be employed

Subject to the report of the Transparency Committee, to be completed by third quarter 2017.

#### To develop quantitative and qualitative feedback metrics on effectiveness of Town communication channels

ACTION

- identify criteria and select advisor on metrics to be used for determining effectiveness of Rothesay communication processes
- develop key metrics to identify success and identify means to capture data
- establish regular data capturing processes and reporting formats

In place and operational by year end 2017

#### To optimize benefits from participation in all inter-municipal and regional arrangements

ACTION

- prepare inventory of all inter-municipal and regional arrangements
- establish evaluation criteria regarding benefit to Rothesay
- categorize arrangements and prepare a summary report on each category including opportunities to optimize Rothesay participation

Report to be completed by mid-2018.

#### To maximize the benefits from revised municipal legislation

ACTIONS

- prepare a procedure for analyzing the pending changes to the Municipalities and Community Planning acts including prioritizing changes to be undertaken by Rothesay
- review and produce memoranda discussing the implications of new and unchanged legislation to the town including recommended changes to municipal bylaws and procedures
- prepare bylaw amendments based on foregoing review
- publish the results of the review for the benefit of Rothesay taxpayers

Review and amendments to be completed by year end 2018.

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# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	1 December 2016
RE	:	Committee Appointments

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The Nominating Committee is recommending the following appointments:

**Kennebecasis Regional Joint Board of Police Commissioners**

Richard McPhee	Term until December 31, 2018
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**Board of Fire Commissioners, Kennebecasis Valley Fire Department**

Counc. Miriam Wells	Term until May 31, 2018
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**Planning Advisory Committee**

Hilary Brock	Term until December 31, 2018
Andrew McMackin	Term until December 31, 2018
Bill Kean (re-appointment)	Term until December 31, 2017
Colin Boyne (re-appointment)	Term until December 31, 2018
Craig Pinhey (re-appointment)	Term until December 31, 2018

**Public Works and Infrastructure Committee**

Peter Graham	Term until December 31, 2018
Ivan Hachey	Term until December 31, 2018
Scott Smith (re-appointment)	Term until December 31, 2018

**Utilities Committee**

Stephen Waycott (re-appointment)	Term until December 31, 2018
Blaine Justason (re-appointment)	Term until December 31, 2018
Paul Boudreau (re-appointment)	Term until December 31, 2018

**Parks and Recreation Committee**

Kate Goodine (student)	Term until December 31, 2018
Chuck McKibbin	Term until December 31, 2018
Gary Myles	Term until December 31, 2018
Nathan Davis	Term until December 31, 2018

**Kennebecasis Public Library**

Daryl Steeves (re-appointment)	Term until December 31, 2017
Janet Miller (re-appointment)	Term until December 31, 2018

**Trade and Convention Centre**

Linda Nice (re-appointment)	Term until December 31, 2018
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**ROTHESAY**

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TO: Mayor and Council

FROM: Nominating Committee

RE: Committee Appointments

-2-

1 December 2016

**Heritage Preservation Review Board**

Greg Murdock (re-appointment)

Term until December 31, 2018

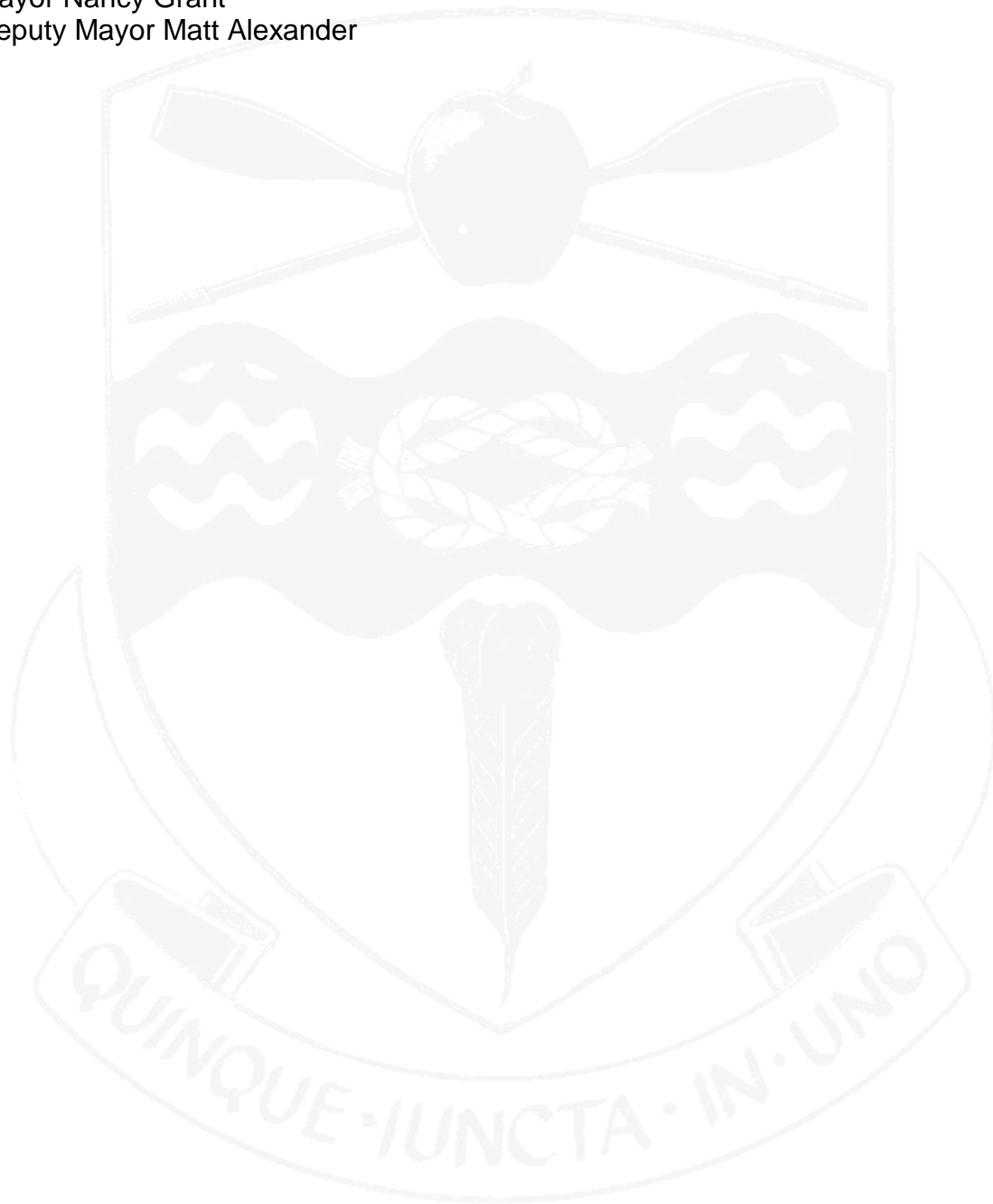
James Gallagher

Term until December 31, 2018

**Canada150 Community Leaders (FCM)**

Mayor Nancy Grant

Deputy Mayor Matt Alexander





# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	7 December 2016
RE	:	Appointment of Special Committee on Seniors Issues

---

### **Recommendation:**

It is recommended that Council consider the following resolution:

WHEREAS: Seniors are an increasingly significant demographic in Rothesay, as they are elsewhere in the Province, with 2011 Rothesay statistics showing:

- % of residents 55years and older - 31%
- % of residents 65 years and older - 14.2%
- # of residents 75 years and older - 695
- # of residents 85 years and older - 155

AND WHEREAS: Many Seniors express the desire to remain in Rothesay as they age, and Rothesay has no retirement homes or nursing homes,

AND WHEREAS: Many Seniors are increasingly expressing the desire to remain in their own homes for as long as possible, to "age in place",

AND WHEREAS: The Province has established an "age- friendly" strategy, and has published a Guide to Becoming an Age - Friendly Community,

Be it resolved that Rothesay Council establish a Special Committee on Seniors Issues in January 2017, with the following mandate:

### **To develop an 'age – friendly' community strategy.**

Objectives to include:

1. To solicit input from Rothesay Seniors to help identify age-related issues:
  - a. Solicit input from the general public.
  - b. Organize a Seniors Forum
  - c. Report on issues raised at the Forum
  - d. Engage Rothesay Seniors in the ongoing work to make the Town age- friendly
2. To Review Town policies, procedures, infrastructure (including housing options), and recreational opportunities, through the lens of age- friendliness, with a view to:
  - a. Identifying things which are age- friendly in Rothesay, and things which need improvement
  - b. Preparing an inventory of age- friendly assets
  - c. Identifying actions for consideration of Council
  - d. Preparing a report for Council
3. To consider the steps necessary to brand Rothesay as an age- friendly community in the provincial strategy.

## **Background**

Among the goals being considered for adoption by Council at this meeting is

### **To develop an 'age-friendly' community strategy**

To more fully define this goal, several objectives and actions have been set out. The objectives are as follows:

- To establish the Town position on its role in addressing seniors' issues
- To review Town policy and procedures for "age friendliness"
- To advocate for Rothesay seniors with the provincial and federal government

To achieve this goal and its objectives it is critical to establish the leadership team. A special committee can do this and ensure the work remains within the context of the municipal mandate and the Town's resource limitations. This leadership is also critical to engage with the seniors in the community and liaise with government officials responsible for this set of issues.

Should Council pass the resolution set out above, Mayor Grant intends to appoint Councillor Wells and Councillor Shea to serve on this Committee and to personally be actively involved in the work of the Committee. Councillor Wells has agreed to act as Chair. Citizen appointments to this Committee would be made by Council upon the recommendation of the Nominating Committee.

As per section 108 of the Procedural Bylaw, the Special Committee on Seniors Issues would report regularly to Council, and would cease to exist 24 months after its establishment, or when its final report is received by Council, whichever is earlier.

## **Financial Analysis**

There will be some costs for the Committee to meet the objectives set out. It is expected the resources required can be found in existing budget allocations. Should total expenditures beyond a notional \$5,000 be required, Council will be asked to consider a specific allocation from the Operating Reserve. Some opportunities for cost sharing and grants may also be explored.

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70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**

**December 12, 2016**

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

**SUBMITTED BY:**

John Jarvie, Town Manager

**DATE:** Wednesday, December-07-16

**SUBJECT:** Dalhousie University Study - "Age Friendly Rothesay"

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### **INFORMATION REPORT**

#### **ORIGIN**

Staff have investigated the opportunity to address one of Council's 2016-2020 Goals "To Develop an Age Friendly Community Strategy" by contacting the School of Planning within the Faculty of Architecture and Planning at Dalhousie University. The School of Planning offers a professional planning education to students at both the Bachelor and Master's levels.

#### **BACKGROUND**

In August of 2016 Staff contacted Dalhousie professors Jill Grant and John Zuck with a general inquiry regarding Mayor and Council's interest in addressing seniors' issues with some focus on affordable housing for seniors. Many discussions followed, resulting in Staff preparing terms of reference for a study project to be completed by students of the Master's Planning program.

On December 2, 2016 Staff was notified by Professor Zuck that students had selected the Rothesay project and that a team of four will undertake the project in the 2017 winter semester.

The students on this team are:

1. Sarah Bercu
2. Elizabeth Nicoll
3. Saira Shah, and
4. Cameron Thompson

These students will work with the Town's terms of reference to prepare a proposal for presentation at Dalhousie University on 24 January 2017. The general Terms of Reference for this study are described on the following pages.

## PROPOSED STUDY

### Town of Rothesay, New Brunswick **Rothesay as an Age Friendly Community**

Contact: Brian White, Director of Planning and Development Services  
Town of Rothesay  
70 Hampton Road  
Rothesay, New Brunswick  
Phone 506 848-6609  
Fax 506 848-6677  
brianwhite@rothesay.ca

This project offers students in the Master of Planning program at Dalhousie University an opportunity to explore the concept of Age Friendly Community in the Town of Rothesay, New Brunswick.

### The Town of Rothesay

Rothesay is situated in the Kennebecasis Valley, a quick 15 minute drive east from the City of Saint John. The Town of approximately 11,947 (2011 census) is one of the most attractive living environments in Atlantic Canada and seeks to provide exemplary levels of service to its citizens. It is a quiet suburban community that has something to offer children and adults of all ages.<sup>1</sup>

The Mayor and Town Council are highly motivated and focused on playing a leadership role in addressing issues for seniors and affordable housing. They need an assessment of what needs might be in the community and what the Town's role should be in addressing any problems identified.

### Planning for an Age Friendly Community

The Canadian population is aging. In 2011, Statistics Canada estimated that there were five million Canadians aged 65 and older. This figure is expected to double over the next 25 years to reach 10.4 million seniors by 2036. By 2051, approximately one Canadian in four will be 65 or older. In Rothesay, a town of 11,950 people located 10 minutes outside of the City of Saint John's urban core, our population of older residents 55+ is already 28% of the population.

As of the 2011 Census of Canada, 60% of the region's population lived in Saint John. Accordingly, the City functions as the urban core of the region, with most business and services concentrated within Saint John. Over the past fifteen years however, the region has experienced a shift whereby residents are moving out of Saint John in favour of the nearby towns of Quispamsis and Rothesay. Between 2001 and 2011, the Town of Quispamsis accounted for 84% of the region's population growth, and the Town of Rothesay for 9%.

The region is also characterized by a distinct pattern of income distribution, with higher incomes concentrated within the Towns of Rothesay, Quispamsis and Grand Bay-Westfield. The City of Saint John has the lowest median household income within the region.

In terms of housing choices there is a growing industry working on ways to enable elders to remain home longer rather than moving to congregate living situations. In Rothesay there will be many older residents with the resources to pay for the highest quality senior living, however, there will be as many or more that can't afford current and future housing. The group of seniors

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<sup>1</sup> <http://www.rothesay.ca/our-community/>

who have some financial resources but not enough for today's product represents a challenge for Rothesay, but it also represents a huge opportunity if we can figure out how to embrace it. For most residents of Rothesay the housing market seems to work well allowing our citizens to enjoy affordable, suitable housing in pleasant, stable neighbourhoods. On a national basis Rothesay ranks among the most affordable communities in Canada.

The Median Multiple indicator, recommended by the World Bank and the United Nations, rates affordability of housing by dividing the median house price by gross [before tax] annual median household income. Grades on this scale of 3 and under are deemed affordable, grades from 3.1 to 4.0 are rated as moderate, grades from 4.1 to 5.0 are considered serious, and grades of 5.1 and over indicate severe unaffordability. This formula results in a score of 2.5 for housing affordability in Rothesay.

A key deliverable for this project is adaptation of the World Health Organization's age friendly city guide and checklist of core age-friendly features to the Rothesay small town context as a standard for an age-friendly Rothesay. Rothesay expects that the age-friendly features checklist will be a useful tool for self-assessment and a guide for Council priorities. The planning team will conduct the Rothesay study with support from the Department of Planning and Development Services and the Department of Recreation.

The World Health Organization (WHO) defines an age friendly city/community as a place that has an "inclusive and accessible urban environment that promotes active aging". Within that definition, the WHO identified eight domains that influence the health and quality of life of older people, including:

1. Outdoor spaces and building;
2. Transportation;
3. Housing;
4. Social participation;
5. Respect and social inclusion;
6. Civic participation and employment;
7. Communication and information; and
8. Community support and health services.

## The Project

To conduct analysis and assessment of the Town of Rothesay, New Brunswick as an age-friendly community, with attention to housing. The purpose of this work is to explore issues and opportunities in planning for an inclusive community. The team is expected to compile all information, make an informed and well-expressed data analysis, and submit a well-detailed research report with all findings and recommendations for Rothesay Council.

The Town of Rothesay expects that the team will develop a research method that respects the New Brunswick Wellness Strategy in consultation with the Town of Rothesay.

The scope of work shall include:

- Discussion of what it means to be an age-friendly community;
- Analysis of the latest census data focusing on age, income and education;
- Analysis of existing housing stock including housing mix and ownership,
- Assessment of housing "affordability" in Rothesay;
- Population projections to assess future age-friendly needs;

- Identification of any relevant provincial legislation or programs;
- Analysis of how age-friendly Rothesay is, with attention to existing public policy, programs, services, and infrastructure;
- Suggestions for making Rothesay an exemplary age-friendly town.

The Dalhousie University team shall provide:

- A document in print and .pdf form that:
  - Describes the basic principles of an age-friendly community;
  - Identifies and assesses the age-friendly character of the Town of Rothesay;
  - Describes how policy, services, and infrastructure can help ensure that Rothesay is an age-friendly community
- Periodic presentations, including interim and final reports.
- Data files with complete documentation.

Planning staff in The Town of Rothesay agree to:

- Meet with the student group at least three times in the course of the project, for start-up, preliminary reporting, and final reporting;
- Provide resource material including geographic data;
- Provide feedback on work completed by the team to ensure that it supports the needs and interests of the Town as described above; and
- Reimburse students for travel and reproduction expenses.

A successful bid for the project will demonstrate an understanding of the issues presented by an aging population in an inclusive community and an ability to complete the project as described.

#### **FINANCIAL IMPLICATIONS**

Staff note that students are not paid for the project work however, travel expenses, report production costs, etc. will be covered by the Town of Rothesay. Staff have included an amount not exceeding \$5,000 in the 2017 Departmental budget toward the student expenses and anticipate an expenditure less than this amount.

#### **ATTACHMENTS**

*none*



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

Date: Wednesday, December 07, 2016



# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	8 December 2016
RE	:	Municipal Services Easement – Domville Lane

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### Recommendation

It is recommended that Council authorize the execution of the attached agreement with the owner of the property identified as PID 30054381.

### Background

There are two sewer lines crossing an undeveloped parcel of land on Domville Lane. The location of one of the lines makes the lot extremely difficult to develop. Storm water is also released from the Town system over this property. The owner has raised the issue of these lines in the past, perhaps as long as 35 years ago. As the owner has not wished to develop the property, nothing has been done to address the concerns. At this time the owner is desirous of clearly identifying the responsibility for maintaining the line and relocating it to allow the lot to be developed. There are some trees on the property which might be damaged in the relocation of the line and the owner would prefer to postpone the construction project in order to continue to enjoy the amenity of the trees.

Staff have reviewed the request and identified an appropriate alternative for the location of the line. A trunk sewer will remain on the property and the agreement includes an easement for that infrastructure as well. In addition the trunk sewer crosses the neighbouring property on which the owner's house is located. It has been agreed that an easement over that property would also be granted and this will come to Council in future.

The Director of Operations estimates that the cost of relocating the sanitary sewer line and installing a storm sewer line in the easement would be in the order of \$9-\$10,000 in today's dollars.

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MUNICIPAL SERVICES EASEMENT

THIS MUNICIPAL SERVICES EASEMENT made this \_\_\_\_\_ day of December, 2016.

BETWEEN:

**MARGARET E. WENNBERG**, of Rothesay, in the County of Kings and Province of New Brunswick, hereinafter called the “grantor”

OF THE FIRST PART

and

**ROTHESAY**, a municipal corporation, hereinafter called the “grantee”

OF THE SECOND PART

WITNESSETH THAT in consideration of the sum of One Dollar (\$1.00) now paid by the grantee to the grantor, the receipt whereof is hereby acknowledged, the grantor doth grant, convey and confirm unto the grantee, its successors and assigns, a six metre wide municipal services easement shown on Schedule “B” attached hereto (the “municipal services easement”) and right, to enter upon the municipal services easement comprising a portion of the lands owned by the grantor described in Schedule “A” attached hereto, for the purpose of laying down and constructing in a good and workmanlike manner sanitary sewer and storm sewer pipes and drains, in, through, under and upon the municipal services easement, and of keeping and maintaining them in good condition and repair; and for every such purpose the grantee shall have access to the municipal services easement, by its servants, agents, employees and workmen.

The grantee, its successors and assigns, shall in a good, careful and workmanlike manner: (i) disconnect, take up and remove the existing sanitary sewer pipe shown as ‘pipe to be removed’ on Schedule “B” from where it crosses the lands described in Schedule “A” attached hereto, ensuring no leakage or discharge of sewage onto or into the said lands; and (ii) relocate the sanitary sewer pipe and the outflow and runoff from the storm sewer pipe from their present locations crossing the lands described in Schedule “A” attached hereto, such that the relocated sanitary sewer pipe and the relocated storm sewer pipe are entirely within the boundaries of the municipal services easement; all such work to be completed within two months of receiving notice from the grantor, her heirs, executors, administrators and assigns, to do so; provided that no work will be carried on by the grantee, its successors and assigns, after November 1 or before March 31 in any year.

The grantee, its successors and assigns, will use its best efforts to have the pipes installed without damage to the trees on and to the northwest of the municipal services easement.

The grantee, for itself, its successors and assigns, covenants with the grantor, her heirs, executors, administrators and assigns, that it, the said grantee, will at its own cost

repair, restore and make good any and all damage caused by it and resulting to the said lands and premises or to the lawns, shrubs, trees and garden plots thereon, from the works described above (and with respect thereto within the time period set forth above) and the use of the municipal services easement by the grantee.

IN WITNESS WHEREOF the grantor has hereunto set her hand and seal and the grantee has caused its corporate seal to be hereunto affixed and these presents to be executed by its proper officers in that behalf on the day and year first hereinabove written.

SIGNED SEALED AND DELIVERED	)	
in the presence of:	)	
	)	
.....	)	_____
	)	Margaret E. Wennberg
	)	
	)	
	)	<b>Rothesay</b>
	)	
	)	by: _____
	)	Dr. Nancy Grant, Mayor
	)	
	)	and: _____
	)	Mary Jane Banks, Clerk
	)	

## SCHEDULE "A"

### PID 30054381

ALL that certain lot, piece or parcel of land situate, lying and being in the Town of Rothesay, in the County of Kings, in the Province of New Brunswick, known and distinguished as Lot 97-1 containing an area of 4691 square metres as shown upon an Amending Subdivision Plan, Domville Subdivision, Town of Rothesay, Kings County, N.B., prepared by Kierstead Quigley and Roberts Ltd. dated July 8th, 1997, approved by the Development Officer of the Town of Rothesay on August 20<sup>th</sup>, 1997 and filed in the Kings County Registry Office on August 28<sup>th</sup>, 1997 as Number 201158.

The foregoing parcel of land having been conveyed, in part, by John S. Mackeen et al to Michael D. Wennberg and Margaret E. Wennberg by deed dated August 30<sup>th</sup>, 1981 and registered in the Kings County Registry Office in Book 430 at Page 705 on September 1<sup>st</sup>, 1981 as Number 206665 and having been conveyed, in part, by Constance A. Harley to Michael D. Wennberg by deed dated July 31<sup>st</sup>, 1997 and registered in the Kings County Registry Office in Book 1351 at Page 235 on August 28<sup>th</sup>, 1997 as Number 329550.

TOGETHER WITH a full, free and uninterrupted right and liberty for the grantee and her successors in title, owners, tenants and occupiers for the time being of the said Lot 97-1 which is comprised, in part, of Lot Number 8 on a certain Plan of Domville Property situated at Rothesay, N.B. prepared by Gilbert G. Murdoch, Crown Land Surveyor, dated at Saint John, N.B. the 8<sup>th</sup> day of January, 1925, which plan is filed in the Kings County Registry Office as Number 239, for the grantee and her agents, servants, workmen and all other persons by the grantee or their permission, invitation or license at all times to pass to or from the said Lot 97-1, through, along, over and upon the roadway laid out on the said Plan of Domville Property hereinbefore referred to and therein described as "Beau Crescent" and "Isabel Avenue" respectively in common with the present owners of lots number 1, 2, 3, 4, 6 and 10 as shown upon the said Plan of Domville Property, their executors, administrators and assigns.

### **AND ALSO**

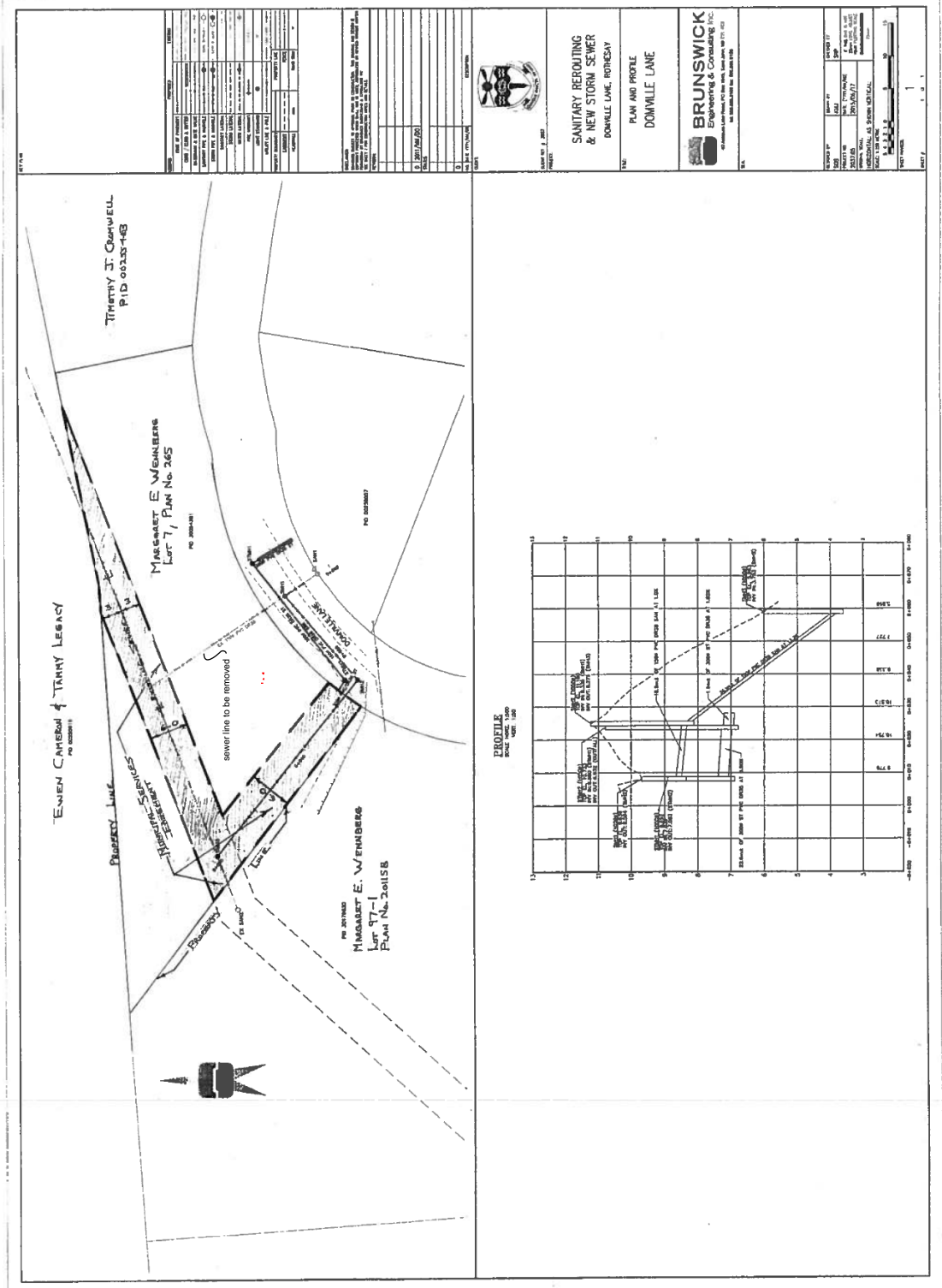
ALL that certain lot, piece or parcel of land situate lying and being at Rothesay so called in the Parish of Rothesay in the County of Kings and Province aforesaid, being the Lot designated by No. 7 on a certain plan of "Domville Property situate at Rothesay, N.B.", prepared by Gilbert G. Murdoch, Crown Lands Surveyor, and dated at Saint John, N.B., the eighth day of January, A.D. 1925, which said plan is filed in the Office of the Registrar of Deeds in and for the aforesaid County of Kings as Number 239, and the said Lot No. 7, hereby conveyed being bounded and described as follows, viz: Beginning on the northern side line of the northernmost portion of a reserved road known as Beau Crescent at a point thereon distant four hundred (400) feet measured westwardly and southwestwardly along the said line of the said Beau Crescent from the northwestern line of the road leading from the City of Saint John to Rothesay; going thence in a northwesterly direction along the line of division between the aforesaid Lot No. 7 and Lot No. 8 on the said Plan one hundred and ninety-five (195) feet more or less to the northern line of the aforesaid Domville property as marked and defined by the fence there now standing; thence in an easterly direction along the said line three hundred and twelve (312) feet to the line of division between the aforesaid Lot No. 7 and the adjoining Lot No. 5, thence in a southerly direction along the said line eighty-three (83) feet to the line of Beau Crescent herein first described and thence westwardly and southwestwardly along the same two hundred (200) feet to the place of beginning. Together also with the right and easement for the Grantee and his successors in title the owners or occupiers for the time being of the said lot number seven (7) or any part thereof and his and their families, agents, workmen, servants and contractors and other persons by his or their permission, invitation or license at all times to pass and move vehicles through, along, over and upon the roadways laid out on the said plan and thereon described and designated "Beau Crescent" and "Isabel Avenue" respectively in common with all other persons lawfully entitled thereto and generally to use the said "Beau Crescent" between the main highway from Saint John to Rothesay and any part of the said Lot number seven (7) as a means of access for all services and purposes usual for the ordinary enjoyment of the said lot number seven (7) at this and future times including without limiting the generality of the

foregoing the right to lay and maintain water pipes, sewers and conduits for wires and to erect and maintain poles and wires.

The foregoing parcel of land having been conveyed by John S. Mackeen et al to Michael D. Wennberg and Margaret E. Wennberg by deed dated August 30<sup>th</sup>, 1981 and registered in the Kings County Registry Office in Book 430 at Page 705 on September 1<sup>st</sup>, 1981 as Number 206665.

AND BEING the same lands and premises as described in a deed dated August 26, 1997 from Michael D. Wennberg, grantor, to Margaret E. Wennberg, grantee, duly registered in the Kings County Registry Office on August 28, 1997 in book 1352 at page 241 as Number 329551.

SCHEDULE "B"



PROVINCE OF NEW BRUNSWICK  
COUNTY OF SAINT JOHN

I, \_\_\_\_\_, a Notary Public duly commissioned, appointed and sworn in and for the Province of New Brunswick, residing therein and practising in the City of Saint John in the said Province, DO HEREBY CERTIFY that on the \_\_\_\_\_ day of December, in the year of our Lord Two Thousand and Sixteen, before me at the said City of Saint John personally came and appeared, MARGARET E. WENNBERG, named in the foregoing Municipal Services Easement, and she acknowledged that she signed, sealed, executed and delivered the said instrument as and for her act and deed to and for the uses and purposes therein expressed and contained.

IN TESTIMONY WHEREOF I, the said Notary Public have hereunto set my hand and affixed my Notarial Seal at the City of Saint John aforesaid the day and year in this certificate written.

\_\_\_\_\_  
NOTARY PUBLIC  
NEW BRUNSWICK

Form 45  
AFFIDAVIT OF CORPORATE EXECUTION

Deponent: Mary Jane Banks  
70 Hampton Road  
Rothesay, NB E2E 5L5

Office Held by Deponent: Clerk

Corporation: ROTHESAY

Other Officer Who Executed the Instrument: Dr. Nancy Grant

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, NB

Date of Execution: December \_\_\_\_, 2016

I, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me and the other officer specified above, as the officers duly authorized to execute the instrument on behalf of the corporation;
3. That the seal of the corporation was affixed to the instrument by order of the Board of Directors of the corporation;
4. That the instrument was executed at the place and on the date specified above;
5. That the ownership of a share of the corporation does not entitle the owner thereof to occupy the parcel described in the attached instrument as a marital home.

SWORN TO at Rothesay, New Brunswick )  
on December, \_\_\_\_, A.D. 2016. )  
BEFORE ME: )  
)  
)  
)  
)  
..... )  
A COMMISSIONER OF OATHS )  
Being a Solicitor )  
Raymond F. Glennie, Q.C. )

\_\_\_\_\_  
Mary Jane Banks