



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, February 8, 2016
7:00 pm



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 11 January 2016

Business Arising from Minutes

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Attendance Matters, Anglophone South School District Lori Wall

5. CORRESPONDENCE FOR ACTION

5.1 7 January 2016 Letter from Lynn Forbes Gautier, Cathedral Restoration Project RE:
Request for letter of support with background information

Provide a letter of support

5.2 19 January 2016 Letter from resident RE: Parking for the Common

Refer to the Public Works and Infrastructure Committee

5.3 12 January 2016 Letter from resident RE: Rothesay Boardwalk

Refer to the Parks and Recreation Committee and the Public Works and Infrastructure Committee

5.4 24 January 2016 Letter from resident RE: Japanese Knotweed on Hibbard Lane

Refer to Staff

5.5 25 January 2016 Letter from Jill Logan, St. Joseph's Hospital Foundation RE: Dragon Boat Festival

Approve the request

5.6 27 January 2016 Letter from Elementary Literacy Inc. RE: Request for Support

Refer to the Finance Committee

5.7 28 January 2016 Email to Rothesay Council RE: Fairvale Outing Association Snow Plowing

29 January 2016 Email from Counc. MacDonald RE: Fairvale Outing Association Snow Plowing

Approve the recommendation

5.8 31 January 2016 Memorandum from Counc. Alexander RE: Use of Historical Photos

Authorize Use

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6. CORRESPONDENCE - FOR INFORMATION

- 6.1 20 January 2016 Letter to Brian Gillis RE: Active Transportation Plan – Implementation
- 6.2 29 January 2016 Letter from P.R.O. Kids RE: Advisory Committee 2016 Executive
- 6.3 2 February 2016 Email from Darcy LeBlanc, Discover Saint John RE: Area 506 Festival with attachment
- 6.4 3 February 2016 Memorandum from Treasurer MacDonald RE: December Financial Statements

7. REPORTS

- 7.0 **February 2016** **Report from Closed Session**
- 7.1 16 November 2015 Kennebecasis Public Library Board Meeting Minutes
- November 2015 KPL Librarian's Report
- November 2015 KPL Building Manager's Report
- 30 November 2015 KPL Comparative Income Statement
- 7.2 25 November 2015 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes
- 25 November 2015 KRJBPC Chief's Report
- 30 November 2015 KRJBPC Statement of Financial Position
- 30 November 2015 KRJBPC Statement of Operations
- 7.3 19 January 2016 Draft Parks and Recreation Committee Meeting Minutes
- 7.4 20 January 2016 Draft Public Works and Infrastructure Committee Meeting Minutes
 - Motions (various)
- 7.5 20 January 2016 Draft Utilities Committee Meeting Minutes
 - Almon Lane and Peters Lane
- 7.6 1 February 2016 Draft Planning Advisory Committee Meeting Minutes
 - Millennium Drive Proposal
- 7.7 27 January 2016 Draft Emergency Measures Committee Meeting Minutes (*see item 9.4*)
- 7.8 January 2016 Monthly Building Permit Report
- 7.9 4 February 2016 Capital Projects Summary

8. UNFINISHED BUSINESS

TABLED ITEMS

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

No action at this time

8.2 Water By-law (Tabled June 2015)

No action at this time

8.3 Amending Agreement and Variance (47 Clark Road) (Tabled December 2015)

No action at this time

8.4 16 Lot Subdivision off Appleby Drive (Tabled December 2015)

No action at this time

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8.5 Disposal of Town Owned Lands

2 February 2016 Information Report prepared by DPDS White

8.6 Remembrance Day at Rothesay Common

5 February 2016 Memorandum from Town Manager Jarvie

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 Anglophone South School District Presentation Receive for information

9.2 Greenpoint North Lawn Care Inc. (Weedman) – Line of Credit Reduction

19 January 2016 Report prepared by DRP Jensen

14 January 2016 Letter from David Thompson RE: Successful Tender for
Contract No. 2012-12-ParksTurf

9.3 Utility Fund Borrowing Application – Almon Lane and Peters Lane

28 January 2016 Report submitted by Town Manager Jarvie

9.4 EMO By-law

4 February 2016 Memorandum from Town Clerk Banks with attachment

9.5 Fleet Vehicle Purchase

9.5.1 General Fund

1 February 2016 Report prepared by DO McLean

9.5.2 Utility Fund

1 February 2016 Report prepared by DO McLean

10. NEXT MEETING

10.1 Special meeting Monday, February 22, 2016

2 February 2016 Memorandum from Town Clerk Banks

Regular meeting Monday, March 14, 2016

11. ADJOURNMENT



2016Feb8OpenSessionFINAL_014

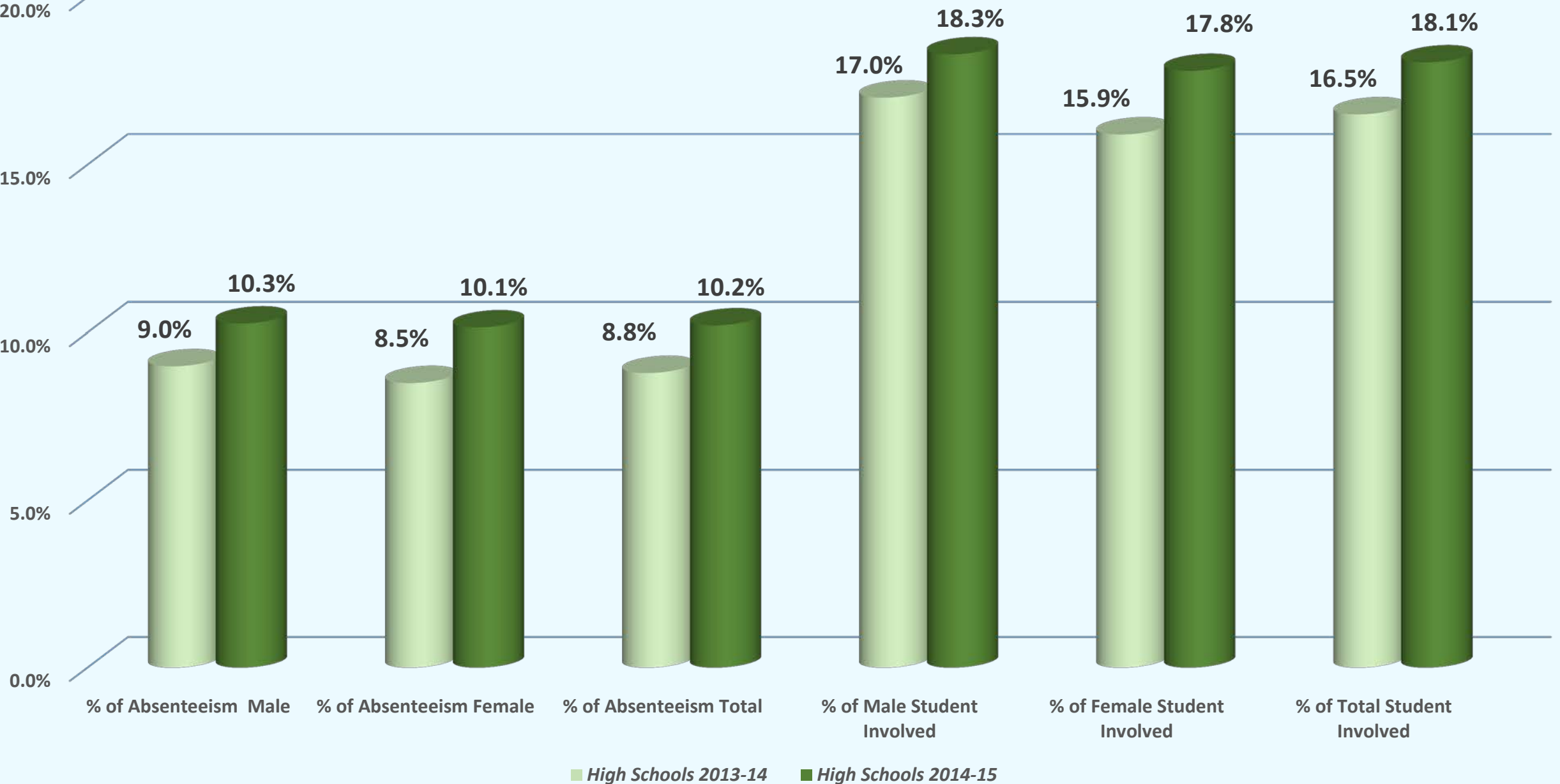
Attendance Matters

- NBTA Forum with partners held April 2013
- A common theme in the discussions - attendance and tardiness are issues in K-12 in NB

- Data shared with DEC and the need for a focus on attendance added to the District Improvement Plan (2014-15)

ASD-S High School Attendance Historical Overview

2016Feb8OpenSessionFINAL_017



ASD-S K-8 Attendance Historical Overview

2016Feb8OpenSessionFINAL_018

20.0%

15.0%

10.0%

5.0%

0.0%

5.7% **5.8%**

5.4% **5.4%**

5.6% **5.6%**

6.2% **5.9%**

5.9% **5.5%**

6.1% **5.7%**

% of Absenteeism Male

% of Absenteeism Female

% of Absenteeism Total

% of Male Student
Involved

% of Female Student
Involved

% of Total Student
Involved

■ K-8 2013-14 ■ K-8 2014-15

Working Group formed to chart the journey:

- Debbie Thomas, Dir of Schools, Saint John
- Paul Smith, Dir of Schools, Hampton
- Jenny MacDougall, Dir of Schools, St. Stephen
- Elizabeth Horgan, Inclusion Facilitator
- Helen Johnston, Inclusion Facilitator
- Lori Wall, Inclusion Facilitator
- Erica Lane, Community Engagement Coordinator
- Suzanne LeBlanc Healey, Dir of Curriculum & Instruction
- Kate McLellan, Dir of Educational Support Services
- Marc Godin, Data and Accountability
- Zoë Watson, Superintendent

February 2015

- All ASD-S High School Principals met to discuss beliefs and values about attendance; to share initiatives that have worked to improve attendance and to identify challenges

April 2015

- Two similar focus groups of Principals and Vice Principals (elementary and middle school) met

May/June 2015

- Focus groups of students from 7 high schools and 2 middle schools across ASD-S were facilitated by committee members. Schools were asked to form a 'mixed group' of students for the discussion

Why do students come to school?

- School is welcoming
- Feel safe at school
- Feel pride in the school
- To get a job or post secondary
- Parent expectations
- Social and friends
- Extracurricular activities
- Teachers
- Pressure of society to do well

Why do students not come to school?

- Lack of family support
- Abuse at home
- Need to work to support the family
- Substance abuse
- Not motivated
- Not feeling like they are part of school
- Anxiety and depression
- Anger issues
- Pressure to do well
- Relationship issues
- Struggling academically
- Schedule is not suitable
- Can't get the courses they want

We learned

- Students need to feel they belong and are part of the school community
- Teachers can make a huge difference
- Teachers can help you if you get behind
- When teachers care, students do not want to disappoint them by not coming to school

- Vice Principals – initiative was shared at the May meeting
- Principals – Summary of student feedback shared at the June meeting and 9 schools received all comments from their school

September 2015

- Launch of Attendance Matters and awareness campaign for students, staff, families and communities on the importance of school attendance and being on time

Tools Developed:

- Video
- Posters
- Brochure
- Family letter of introduction
- Message for ASD-S and school websites
- On-going use of Twitter & Synervoice

Opportunities for Sharing Attendance Matters

- Grade 6 and 9 transition days
- Open House events
- ASD-S PSSC Orientation
- Media
- Parent Focus Groups
- Staff Meetings
- Sharing our brochures, video and posters with community partners
- Encourage more focus groups of students

Data

- High schools will receive attendance data every two weeks
- Elementary and middle schools each term

- All schools have ESS teams and in 2015-16 a Core Leadership Team, and attendance will be part of their discussions
- All schools will have an attendance strategy as part of their School Improvement Plan (SIP)
- Schools and PSSCs will be engaged in the discussion about the initiative and attendance guidelines.

- Continued focus on Positive Behaviour Intervention Supports (PBIS) and Mental Health & Fitness from the District Improvement Plan
- Students need to feel 'connected' and welcome.
- Can we do more?

- ASD-S will provide opportunities for school leaders to share best practices and what is making a difference

In conclusion, we would like to thank you for the opportunity to present this evening. The students of ASD-S are our future and your future employees. Working together we can make a difference in drawing attention to the importance of being on time and attending school on a regular basis.

From: [Lynn Forbes Gautier](#)
To: [Mary Jane Banks](#)
Subject: Letter of support
Date: January-07-16 3:03:05 PM

Hi Mary Jane,

Thanks so much for agreeing to present to the Town Council a request for a letter of support for the Cathedral Restoration & Waterloo Village Revitalization Projects in Saint John.

I have attached suggested copy below But of course, phrase it according to your preferences. - Lynn Forbes Gautier

To all interested parties:

The Cathedral Restoration & Waterloo Village Revitalization Projects currently underway in Saint John aim to restore iconic treasures of the city of Saint John and of New Brunswick and have the enthusiastic support of a broad base of individual and corporate stakeholders, including the Town of Rothesay.

The 160-year-old landmark church is a Provincial Heritage Place and the centerpiece of an iconic city neighbourhood. In addition to the restoration of this cultural and heritage treasure, built largely by Irish immigrants, the Revitalization Projects include the repurposing of the former St. Vincent's High School as affordable housing in this inner city area. These aspects of the projects are currently underway. Additional plans include the digitalization and increased accessibility of centuries of genealogical and historical archives and the preservation of cultural and heritage art and artifacts. The quarterly Concerts in the Cathedral series has drawn thousands of patrons to this unique performance venue, as well.

Located in a designated "priority neighbourhood," this urban renewal project has been endorsed by businesses and property owners in the area and beyond. The project transcends religious affiliation. Listed on the Canadian Register of Historic Places, the properties are designated Provincial Heritage Places and represent the best of Saint John's and New Brunswick's storied heritage.

We applaud the revitalization efforts as they are "New Brunswick wide" in their impact, as the cathedral, the seat of a diocese that spans 8 of the 14 counties in NB, represents 50 % of the province's population/communities.

The Town of Rothesay commends the Cathedral Heritage Foundation for its undertaking of these important heritage and infrastructure projects as models of urban renewal and civic and provincial treasures and of public-private partnerships.

Sincerely,

From: [Lynn Forbes Gautier](#)
To: [Mary Jane Banks](#)
Subject: Thanks Mary Jane!
Date: January-07-16 3:03:31 PM
Attachments: [image004.png](#)

My coordinates below.... - Lynn

Lynn Forbes Gautier

Executive Director
Cathedral Restoration Project
One Bayard Drive
Saint John, NB E2L 3L5
506.653.6967



Visit www.dioceseofsaintjohn.org
To support the Cathedral Restoration Project



The Cathedral of the Immaculate Conception in Saint John, NB is a building of national importance and is a designated Provincial Heritage Place. Built by Irish immigrants, it is the centerpiece of Saint John's Waterloo Village neighbourhood regarded far and wide as the centre of world-class health care services, community outreach, education and heritage services in Saint John, as well as the Province. It is also an important arts & cultural venue and an iconic centre for a community, a city and the province.

Our built heritage represents the very best of our past. The revitalization of the Waterloo Village neighbourhood is important to the current renaissance in Saint John. Long identified with the world-class health services, superior education, social justice and community outreach programs in the region, it will be revitalized as a model of conservation and urban redevelopment.

The former St. Vincent's High School building is being transformed into modern apartments bringing affordable housing to the area. Community greenspaces and a memorial garden will enhance the neighbourhood for all.

Concerts, cultural events, and genealogy/heritage discovery services have been making this a destination for residents and tourists alike; enhancing these would focus deserved recognition on the city of Saint John as the "Most Irish City in Canada."

Projects include the revitalization of the Waterloo Village Neighbourhood ("Cathedral Block") as an Arts, Cultural and Heritage District, model urban renewal project and vibrant tourism destination with critical job creation potential.

The year 2017 marks the 175th anniversary of the Diocese of Saint John and should be celebrated accordingly on its own merits, as well as for its connections to Partridge Island, as New Brunswick's entry to Canada for Irish ancestors in mid-1800s forward.

Mayor William Barber

2016 Feb 8 Open Session FINAL_038

RECEIVED

JAN 19 2016

My name is George Super, the
purchased a home at [REDACTED]
In 1969 through the Veteran Land
Act when there were only 5 houses on
the street. I always try to look
at the positive side of situations.

There has been some negative
publicity concerning the parking
situation near the fine new
Outdoor Rink and Skating House.

It may already have been
considered but if not, I
would suggest Church Ave be
widened all the way to
Gondola Pt. Rd. same as the
upper part, mainly used by
St. Pauls Church. Secondly,
the Short Cut from Church Ave
to Gondola Pt Road could be
closed for a few parking spaces.
I know of no other intersection
in Town like this. Also it
is wondered if 'Our Lady'
would allow limited parking.

2016Feb8OpenSessionFINAL_039
Although I was born in Kings Co.,
I have lived in many areas of
Canada and now can compare
to Rotheray and our first class
Police + Fire Depts and general
Town Management and Infrastructure.

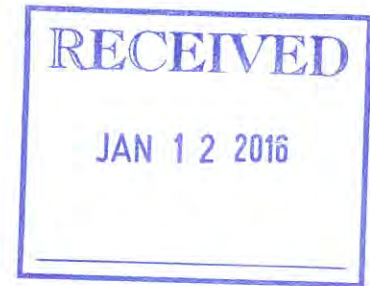
Yours Truly
George L. Cooper.
[REDACTED]
Rotheray.

January 12, 2016

Town of Rothesay

Mayor and Council

Subject: Rothesay Boardwalk



Ladies and Gentlemen:

As an urban design and streetscape advocate, I have written to the Town of Rothesay and Council on a number of occasions. My goal is always to suggest ideas that are practical solutions that will bring benefit to our beautiful town and its very engaged citizens.

This idea, the Rothesay Boardwalk, has already been suggested to both Mayor Bishop, verbally and in a written letter dated March 14, 2014, and Councillor Lewis in a verbal communication at my home in 2014. It appears to have gone nowhere!

The idea is an inexpensive wooden boardwalk placed on grade along the west side (water side) of Rothesay Road between the two anchor parks of East Riverside and Renforth. Previously I was suggesting some areas would need to be structural where the bank is quite steep, but I now propose a modified at-grade only solution.

When Councillor Lewis and I spoke he expressed concern regarding any structures close to the railway R.O.W. I believe we will be able to alleviate any concern the railway may have by building all at grade and realigning a small portion of Rothesay Road easterly in the subject area.

Two recent events have prompted me to try to bring this forward one last time.

In the January 11, 2016 Town Council Meeting "package", I noted plans regarding the repaving and partial reconstruction of Rothesay Road along the exact stretch that is the subject area; between the two parks of East Riverside and Renforth.

As with the recent streetscape upgrades that occurred in the Hampton Road Business District, the rather small changes being proposed can be principally paid for by the Province along this provincially designated highway. The only incremental costs are some small realignments in just a couple of places along Rothesay Road, new curb, sidewalk and the absolutely necessary undergrounding of all utility lines in a joint trench on the eastern (houses) side of Rothesay Road placed under the new poured concrete sidewalk. Unlike the Hampton Road upgrade, there would be no utility line "crossovers" as all the lines are for the houses on the easterly (land) side. Costs can be further reduced by having private sector contractors bid for the necessary work as opposed to NB Power doing all the work themselves.

I would suggest the wooden at-grade boardwalk be paid with private donations and funds. If there is sufficient public support I suspect a number of citizens might step up to help fund this idea. Perhaps the creation of a charitable foundation for parks, ceremonial plantings, benches etc. can be established.

There would be some costs, less than \$3000.00 each, incurred by the immediate area residents as they would need new electrical entrances installed. I believe the significant benefit to them of having the ugly utility lines removed from their beautiful water views, as well as the property value improvements that comes from streetscaping, will more than offset these costs.

There has been some discussion about a walkway along the waterfront between these two parks in the past. Concerns from the Department of the Environment, the Railway Company, the fact that ice and the spring freshet would destroy any sort of boardwalk or indeed any walkway, as well as the fact that much of this waterfront is privately owned, means this is not a viable possibility.

The town owned right-of-way that exists between the road curb and the railway, however, does provide an extraordinary opportunity to build a boardwalk at grade. This existing ROW was recently used for the water and sewerage upgrades for Kennebecasis Park, and now offer us the possibility to create a truly wonderful and lasting addition to our beautiful Town.

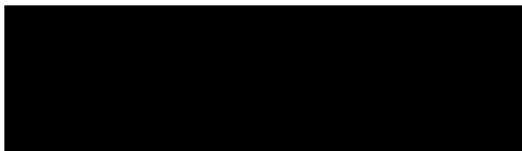
The second thing that prompted me to try one last time is the fact we are completing the Trans Canada Trail. This new boardwalk would be a very high profile portion of the trail and draw a large number of walkers. The good news is we already have ample parking for visitors and walkers at the East Riverside and Renforth parks. Additional ample parking is available at the Bill McGuire Centre. We may also be able to complete a portion of the at-grade boardwalk this year and early next year in order to have an official dedication as part of our 150 anniversary celebrations!

If Council is interested in pursuing this, may I suggest you issue a tender for preliminary design work and get exact cost estimates. I do know streetscaping upgrades qualify for various Federal and Provincial Infrastructure grants. This was communicated to me by both levels of government.

I would be pleased to volunteer my time to help with this project and help promote this wonderful opportunity for our community. I am not alone in supporting this vision, and others are willing to volunteer as well.

Please let me know if you would like to discuss this further and if there is anything I can do to help.


Sincerely,



Alan Good

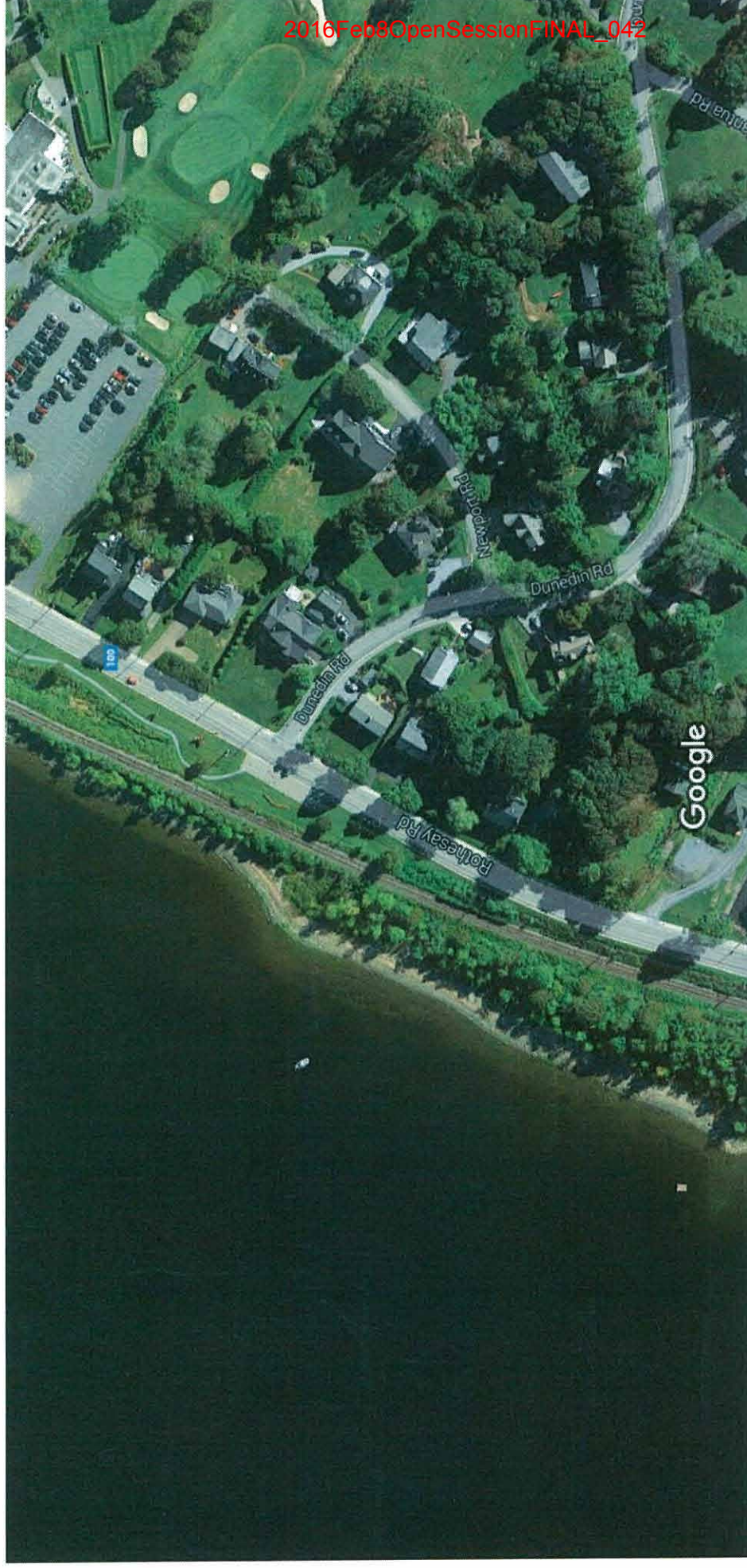


Rothsay, NB



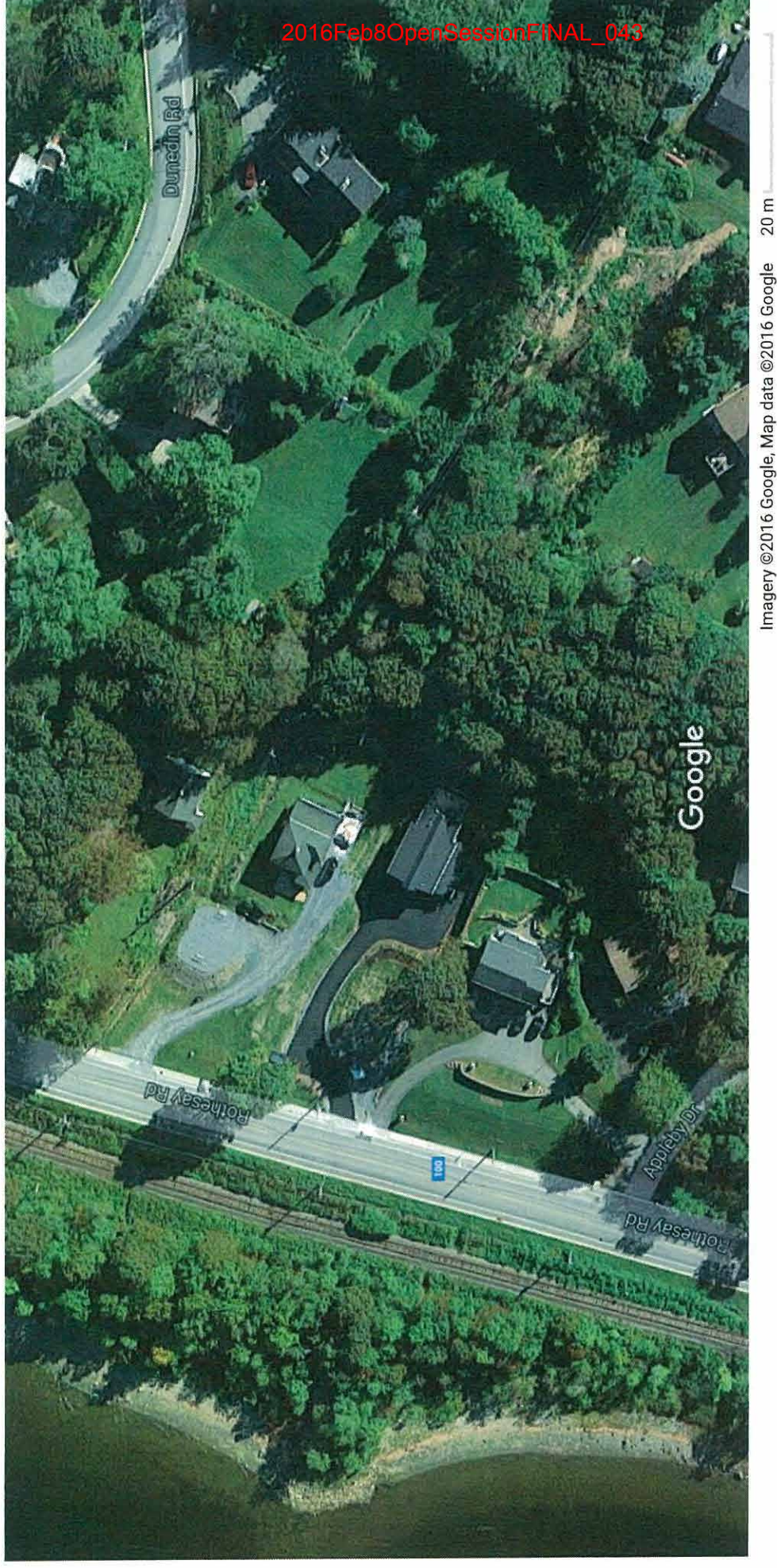
www.StreetscapeCanada.com

Create at-grade board walk on existing path west (water) side of Rothesay Rd.

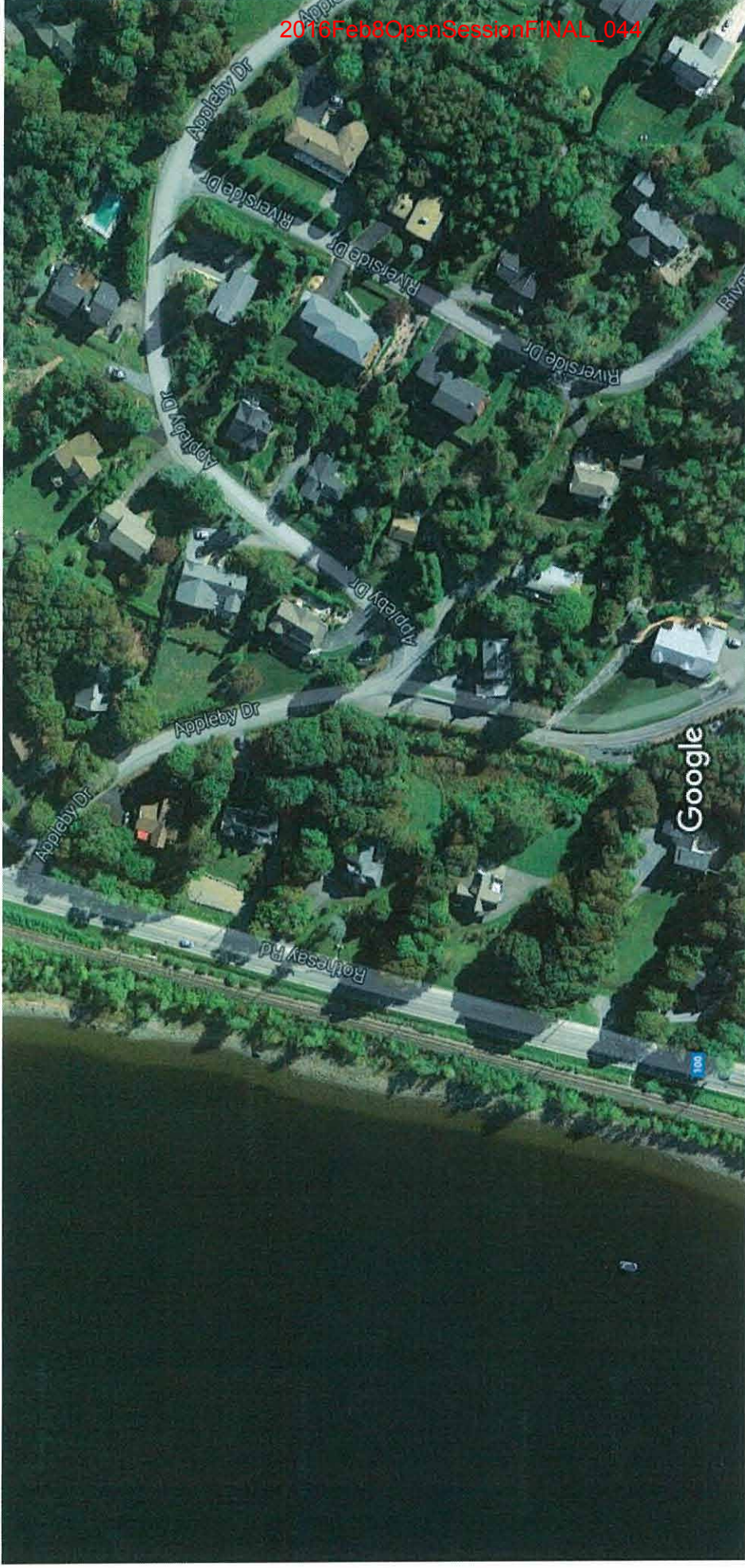


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Google Maps Slight realignment required toward the east (right) side of this section



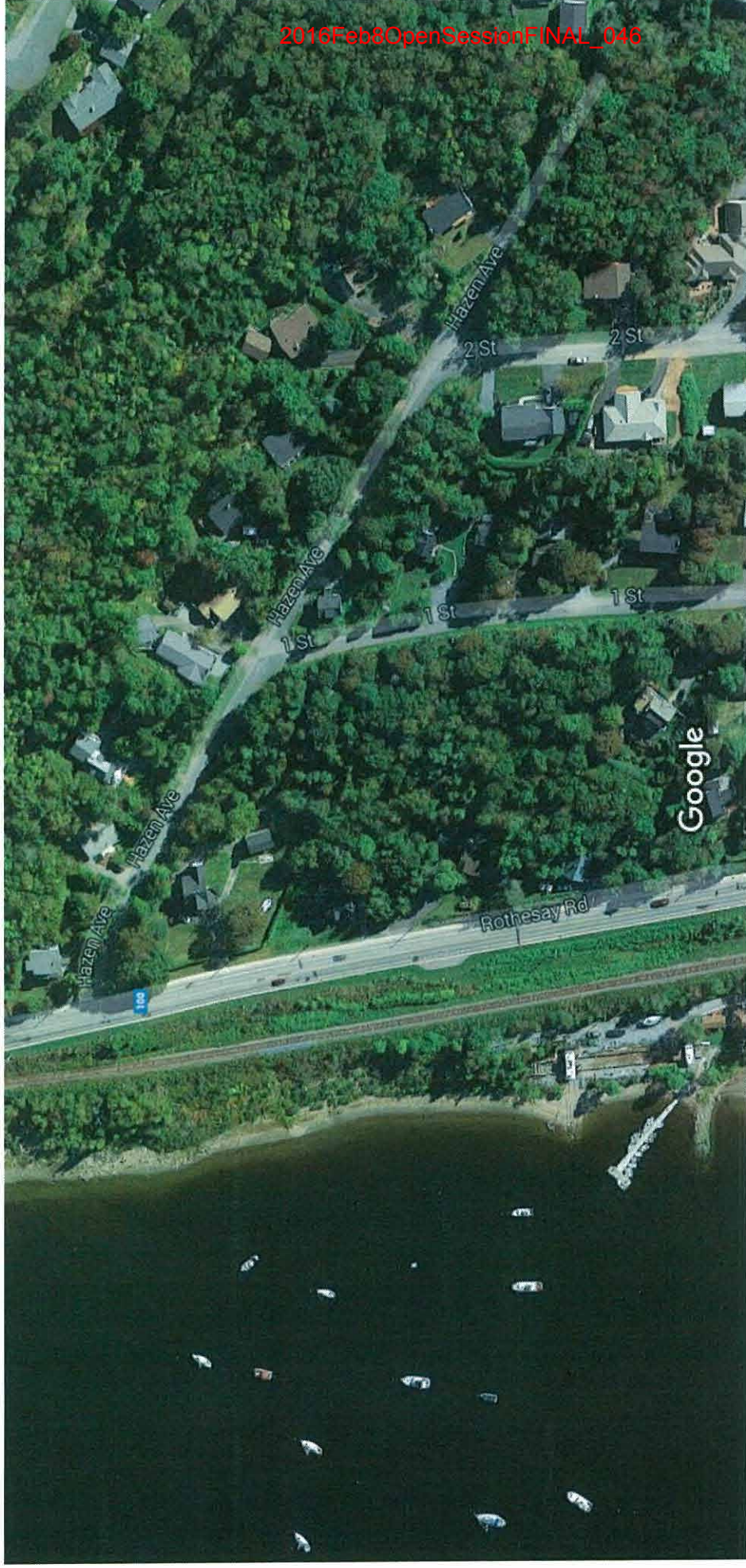
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No new alignment required here although it might be a good idea if budget permits



Imagery ©2016 Google, Map data ©2016 Google

20 m



Gavin Langille

[REDACTED]
Rothesay, NB
[REDACTED]

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

January 24th 2016

To whom it may concern:

I would like to inform the Rothesay town Council of a recent discovery of Japanese knotweed growing on Hibbard Lane. For those unfamiliar with Japanese knotweed, this is considered to be one of the most aggressive invasive species in North America, which if left unchecked is capable of rapid growth and destruction of local flora along with damage to roadways, concrete foundations, infrastructure etc.

In Japan, where the plant originates, there are natural fungi that prevent growth and proliferation of the plant. However, in areas such as North America and the United Kingdom, the growth of the plant can be quite rapid. The root system can grow to be 3 meters deep, thus excavation is not a successful method of removal. Of note, the United Kingdom does not allow citizens to remove the plant on their own due to the risk of spreading and worsening an infestation.

Does the town of Rothesay have a specific management plan for addressing Japanese knotweed? I look forward to working with the town to try to eradicate this invasive species as quickly and effectively as possible.

Sincerely,

Gavin Langille



2016Feb8OpenSessionFINAL_048

January 25, 2015

Mr. Michael A. Gillis
Foundation Chairman

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



Dear Mayor Bishop,

On behalf of St. Joseph's Hospital Foundation, I would like to thank you, the Town of Rothesay and your staff for your continued support of the Saint John Dragon Boat Festival and St. Joseph's Hospital Foundation.

This year's Festival is scheduled for August 27th and we would like to ask the Town of Rothesay for your support by allowing us to once again hold the Festival in the Renforth Park area.

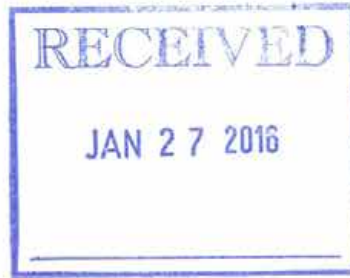
As I'm sure you're aware, the Foundation has hosted the event for eleven very successful years on James Renforth Drive and we cannot thank you enough for generously allowing us to use your Ball Field, Community Center, Park and Wharf area. The setting has been ideal and the community welcoming and supportive.

This year's Festival will raise funds for a "Little Things Matter" Campaign. Our goal will be to touch every department within St. Joe's, purchasing a list of little extras that will go a long way in patient care and comfort. A few of the items included on the list are: specialized patient safety Wandering Bracelets for our Health & Aging patients, a Fetal Heart Doppler for Women's Health and a new Phlebotomy Chair for our Specimen Lab.

Your sponsorship of this fundraiser is what allows us to continue to direct 100% of all donations directly to our hospital projects. Your support, along with the support of other sponsors, has made a real difference in our ability to host this unique community event and we hope you will consider continuing our partnership. If you have any questions regarding the Festival or this request, please do not hesitate to contact me by telephone at 632-5497 or by email at jill.logan@horizonnb.ca.

Sincerely,

Jill Logan
Special Events Co-Ordinator
St. Joseph's Hospital Foundation



Erin Schryer, PhD
Executive Director
Elementary Literacy Inc.
210 Crown St
Saint John, NB, E2L 3V8

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

Dear Mayor Bishop and Council

I am writing you on behalf of Elementary Literacy Inc., a provincial non profit organization working in close collaboration with both the public and private sector to improve early childhood literacy rates across New Brunswick, with a request for support. Below I explain the rationale for our organization, specifically what we are doing to improve literacy in the province, and how you can help. I thank you in advance for your attention to this important matter.

New Brunswick adult reading levels are among the lowest in Canada. Here, more than half of adults struggle to read and write well. Based on research that indicates difficulties with learning to read emerge early, Elementary Literacy Inc. is collaborating with schools, families and communities to directly and effectively support reading success for more students. Our literacy programs match grade struggling grade two readers with volunteer mentors for reading together one-on-one, after school, twice a week.

Importantly, our programs are evidence-based and effective. Last year the average child participant increased two reading levels over just ten weeks while teachers reported overwhelmingly that participants increased their reading confidence and interest over the same time period. Last school year Elementary Literacy Inc. served 150 schools across New Brunswick and just under 1000 students. This year we are on-track to serve roughly 1100 students as we are recruiting volunteers for over 180 schools, and 3 school in your municipality.

As a CRA registered not-for-profit organization, Elementary Literacy Inc. relies on donations to continue operations and to expand programming to new schools and students across the province. Our programs are offered as a free service to both Francophone and Anglophone schools and the average cost of offering our programming is \$1500 per school.



To support the continued delivery of our reading programs in schools across New Brunswick, businesses, municipalities and individuals are being invited to support a school in their community by contributing to our inaugural "Adopt a School" campaign. To adopt a school, please fill out the attached form and attach a cheque payable to *Elementary Literacy Inc.* or contribute directly at elfnb.com/clefnb.com. Using either option you will be able to direct your contribution toward the school, or schools, of your choice. To date, more than 35 schools have been adopted. To see a list of adopted schools and donors please visit <http://www.elfnb.com/get-involved/adopt-a-school/>.

We encourage you to learn more about this important campaign and join our early reading movement by visiting our website at elfnb.com. Help us write a brighter story for New Brunswick, one page at a time. Help us TURN THE PAGE.

Sincerely,
Mary Schryer
333-6961

On behalf of:
Erin Schryer



Adopt-A-School Registration

_____ would like to adopt _____
insert individual/business/organization name insert school name(s)

for (please check):

- ☐ one year (\$1500 per school)
- ☐ two years (\$3000 per school)
- ☐ three years (\$4500 per school)

Cheques can be made out to “Elementary Literacy Inc.” and mailed to:
Elementary Literacy Inc., 210 Crown Street, PO Box 2350, Saint John, NB, E2L 3V8

To show our gratitude for your generous donation to the “Adopt a School” campaign, an advertisement demonstrating your organization’s contribution to *Elementary Literacy Inc.* in support of Elf or Clef at a specific school will be custom designed and shared in the following ways:

- ◆ on *Elementary Literacy Inc.*’s Facebook and Twitter sites (3400+ followers)
- ◆ on our website
- ◆ directly with the school(s) supported
- ◆ in a Brunswick News Inc. newspaper

From: [John Jarvie](#)
To: [REDACTED]
Subject: Fw: Fairvale Outing Association (FOA)
Date: January-28-16 10:24:10 PM

Hello All:

To follow is an email on behalf of the Fairvale Outing Association (FOA) requesting the Town plow the FOA parking lot for the rest of the winter. The FOA has been told the Town will not plow the lot beyond Sunday (end of January).

Town forces do not plow private property. However if Council was to decide otherwise, the parking lot could be continue to be plowed for the remainder of the winter.

Please let me know your thoughts on this.

Thanks

John

Sent from my BlackBerry 10 smartphone on the Bell network.

Original Message

From: Scott And Sue Cochrane [REDACTED]
Sent: jeudi 28 janvier 2016 6:44 PM
To: John Jarvie
Subject: Fairvale Outing Association (FOA)

Hi John

You had asked me to send an email concerning our meeting on Friday January 22 nd

As I explained to you I had just seen the letter that Bret McLean had written to FOA concerning the snow plowing of the parking lot the evening before, just before I left for my vacation on Saturday 23 rd.

When I spoke to Bret the previous year on this matter, at no time that I can remember was it stated that this would only be a one year thing for 2014-2015. If the snow plowing were to cease at the end of January as is indicated in Bret's letter, it places them in a very difficult position trying to find an alternate plower this late in the winter.

The parking lot is used by the school buses to pick up children from the area and thus is a safety factor as the busses do not have to stop on the very busy Gondola Point Road at a very busy intersection.

The FOA provides a number of things for the local community such as Bingo on Thursday evenings, Crib on Wednesday evenings, TOPS on Wednesdays and Monday's, Square Dancers on Tuesday evenings. FOA receives a small fee to help cover some of the costs of the hall from these events.

In addition they do cater to functions for a fee.

I have spoken to both Alice Mullett - President (847-4739) and Nancy Shipley - Treasurer (847-5465) and they both agree that should the Town wish to avail themselves of the use of the hall that there would be no problem nor any cost.

I am away on vacation returning late on Wednesday February 10 th and would request time to put together a presentation to Council as to why the Town should continue with the snow plowing of the parking lot.

Respectfully submitted

Scott Cochrane

Sent from my iPad

From: [Blair MacDonald](#)
To: [John Jarvie](#)
Cc: [REDACTED]
Subject: Re: Fairvale Outing Association (FOA)
Date: January-29-16 1:41:59 AM

As I said in my earlier e-mail on this issue, I see this facility as a community centre that is operated on behalf of the citizens of Rothesay at very little cost to the Rothesay taxpayers and the least the Town can do to assist this community group is to continue to plow the snow.

If the cost to operate and maintain the McGuire Centre was compared to the cost of plowing the snow at the Outing Association, I believe it quickly becomes obvious that the Fairvale Outing Association is making a contribution to a segment of Rothesay citizens far greater than the cost of plowing the snow.

I would ask the Town Clerk to include the following motion on the February agenda:

Whereas the Fairvale Outing Association provides a facility which enables many Rothesay citizens of all ages to utilize the facility for a variety of programs be it moved that in recognition of these benefits that the Town of Rothesay continue to plow the snow at the Association's property for the 2015/2016 winter season and look at entering into a long term arrangement of mutual benefit to both parties.

Blair R MacDonald
Councillor, Town of Rothesay

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

> On Jan 28, 2016, at 10:24 PM, John Jarvie <JohnJarvie@rothesay.ca> wrote:

>

> Hello All:

> To follow is an email on behalf of the Fairvale Outing Association (FOA) requesting the Town plow the FOA parking lot for the rest of the winter. The FOA has been told the Town will not plow the lot beyond Sunday (end of January).

> Town forces do not plow private property. However if Council was to decide otherwise, the parking lot could be continue to be plowed for the remainder of the winter.

> Please let me know your thoughts on this.

> Thanks

> John

>

>

> Sent from my BlackBerry 10 smartphone on the Bell network.

> Original Message

> From: Scott And Sue Cochrane [REDACTED]

> Sent: jeudi 28 janvier 2016 6:44 PM

> To: John Jarvie

> Subject: Fairvale Outing Association (FOA)

>

>

> Hi John

> You had asked me to send an email concerning our meeting on Friday January 22 nd

> As I explained to you I had just seen the letter that Bret McLean had written to FOA concerning the snow plowing of the parking lot the evening before, just before I left for my vacation on Saturday 23 rd.

> When I spoke to Bret the previous year on this matter, at no time that I can remember was it stated that this would only be a one year thing for 2014-2015. If the snow plowing were to cease at the end of January as is indicated in Bret's letter, it places them in a very difficult position trying to find an alternate plower this late in the winter.

2016Feb8OpenSessionFINAL_054

- > The parking lot is used by the school buses to pick up children from the area and thus is a safety factor as the busses do not have to stop on the very busy Gondola Point Road at a very busy intersection.
- > The FOA provides a number of things for the local community such as Bingo on Thursday evenings, Crib on Wednesday evenings, TOPS on Wednesdays and Monday's, Square Dancers on Tuesday evenings. FOA receives a small fee to help cover some of the costs of the hall from these events.
- > In addition they do cater to functions for a fee.
- > I have spoken to both Alice Mullett - President (847-4739) and Nancy Shipley - Treasurer (847-5465) and they both agree that should the Town wish to avail themselves of the use of the hall that there would be no problem nor any cost.
- > I am away on vacation returning late on Wednesday February 10 th and would request time to put together a presentation to Council as to why the Town should continue with the snow plowing of the parking lot.
- > Respectfully submitted
- > Scott Cochrane
- >
- > Sent from my iPad

TO: Mayor and Council
FROM: Councillor Alexander
DATE: 31 January 2016
RE: Use of Historical Photos

The, "Rothesay, New Brunswick: The First 150 Years" book (hereafter referred to as 'the book') records the history of Rothesay between 1860 and 2010. Throughout the book there are photographs showing various aspects of the community. Those photographs provide a glimpse of what life was like in years gone by.

Through my social media posts, I enjoy keeping members of our community apprised of current events. I also try to include tidbits about Rothesay's past. In future postings, I would like to use photographs such as those contained in the book because as they say, "a picture is worth a thousand words".

The inside front cover of the book (*i.e.*, ISBN 978-0-9866347-0-3), which is copyrighted to the Town of Rothesay, contains the statement below.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publisher.

Motion

The town of Rothesay gives written permission to Matthew Alexander to use photographs from the book, "Rothesay, New Brunswick: The First 150 Years".



2016Feb8OpenSessionFINAL_056
ROTHESAY

150 Years Proud 1860-2010



20 January 2016

Brain Gillis

[REDACTED]
Rothesay, NB
[REDACTED]

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Mr. Gillis:

Re: Active Transportation Plan - Implementation


Thank you for your letter of January 6th reviewed at the Council meeting on January 11th. I have been delegated to provide a response.

No one Council member will assume the responsibility to pursue the Active Transportation Plan (Plan). The entire Town Council takes the implementation of the Plan seriously and Council has taken a number of actions toward its implementation.

Council is not held to strict adherence to the schedule of initiatives in the Plan as being more important than projects in other aspects of its mandate. Nevertheless the Town will continue to look for opportunities to incorporate Active Transportation measures into its capital projects and road maintenance activities. Town resources have been particularly limited in the past few years (for example in 2016 the growth in the assessment base is less than 1%) and choices must be made.

Once again, thank you for encouraging progress on active transportation in Rothesay.

Yours truly,


John Carvie, MCIP, RPP
Town Manager

Cc : Rothesay Council

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

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



**P.R.O. Kids
Advisory Committee**

Chair

COUNCILLOR GARY CLARK

Quispamsis Representative

Vice Chair

MATTHEW BEDARD

Member

Past Chair

KATHRYN DAVISON

Member

Co-Secretary

KATIE LANGMAID

Grand Bay-Westfield Representative

Co-Secretary

NATALIE YOUNG

Member

LISA FRECHETTE

Member

JEFF KELLEY

Member

COUNCILLOR JOHN MACKENZIE

Saint John Representative

COUNCILLOR SHIRLEY MCALARY

Saint John Representative

ANDREW MILLER

Member

RAYLENE RICE

Member

ROB SCOTT

Member

COUNCILLOR MIRIAM WELLS

Rothesay Representative

DAVID DOBBELSTEYN

P.R.O. Kids Manager

KEVIN WATSON

Recreation Manager

LISA CAISSIE

Communications

DR. SUSAN SANDERSON, MD

Paediatric Consultant

January 29th, 2016

Mayor William J. Bishop, and Members of Council,

Your Worship and Councillors,

Re: P.R.O. Kids Advisory Committee 2016 Executive

At the January 20th, 2016 meeting of the P.R.O. Kids Advisory Committee, the following members were elected to serve as the Executive for 2016:

Chair: Councillor Gary Clark

Vice Chair: Matthew Bedard

Past Chair: Kathryn Davison

Respectfully Submitted,

David Dobbelsteyn
Manager
P.R.O. Kids



Mary Jane Banks

From: Mary Jane Banks
Sent: February-02-16 1:55 PM
To: John Jarvie
Subject: FW: Festival Area 506 2016
Attachments: Festival Area 506_.pdf

for Council?


Mary Jane

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

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

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Respectez l'environnement, réfléchissez avant d'imprimer

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From: LeBlanc, Darcy [<mailto:Darcy@discoversaintjohn.com>]
Sent: February-02-16 11:43 AM
Subject: Festival Area 506 2016

Hi there!

I am reaching out to the Towns and Cities of New Brunswick to take part in a new festival that will launch this summer called Festival Area 506 on the Saint John waterfront.

Festival Area 506 is throwing a spotlight on everything that is New Brunswick. If you are a NB city/town, you don't want to miss out on showcasing your culture, artists, chefs/food and distinct unique value to our province.

An example of how your city or town can showcase your local culture - *You will be given a Shipping Container to utilize for the weekend and you are encouraged to make that container a showpiece from your town/city :

**Imagine for instance that your town has major game! First of all, the entire container is run by a restaurant group from your city. They bake all their own bread and pastries Saturday morning in preparation for the Festival. They make their own ice cream, the casual bistro is authentic Acadian. Your signature boozy slushy drink thing is made with Grand Marnier. You have a crêpe kiosk. What more could a festival goer want?*

**When you spend your day walking from mini-city to mini-town, you become very aware of a certain amount of geographic determinism in various cities' foods. What stands out is that your local community has a German Restaurant that is second to none —It's heavy, Black Forest fare: wursts and spaetzle and a (surprisingly credible) sauerbraten, but the design of your shipping container boasts artists who are seriously cool and beyond talented. Don't forget the fresh*

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potato chips that are tossed in paprika and served warm. There's also a pretty decent selection of beers, crafted from your city/town. Don't forget your local musician who comes out on the hour to showcase your city/town's talent.

These shipping containers have the ability to showcase NB cuisine, culture, history, and architecture and will be displayed in individual containers spaced along a promenade for festival goers. Containers should feel familiar to your community/city/town/reserve. This is a fantastic tourism opportunity for your City or Town.

Please take a look at the attached information and let me know if you have interest in being a part of this New Brunswick celebration☺



Darcy LeBlanc
Festivals and Events Manager
[Discover Saint John](#)
T: 506-635-2710 | C: 506-721-2918



www.facebook.com/discover saintjohn
www.twitter.com/VisitSaintJohn

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Le présent courriel (y compris toute pièce jointe) s'adresse uniquement à son destinataire, qu'il soit une personne ou un organisme, et pourrait comporter des renseignements privilégiés ou confidentiels. Si vous n'êtes pas le destinataire du courriel, il est interdit d'utiliser, de revoir, de retransmettre, de distribuer, de disséminer, de copier ou d'imprimer ce

2016 Feb 8 Open Session FINAL_060

courriel, d'agir en vous y fiant ou de vous en servir de toute façon. Si vous avez reçu le présent courriel par erreur, prière de communiquer avec l'expéditeur et d'éliminer l'original du courriel, ainsi que toute copie électronique ou imprimée de celui-ci, immédiatement. Nous sommes reconnaissants de votre collaboration.

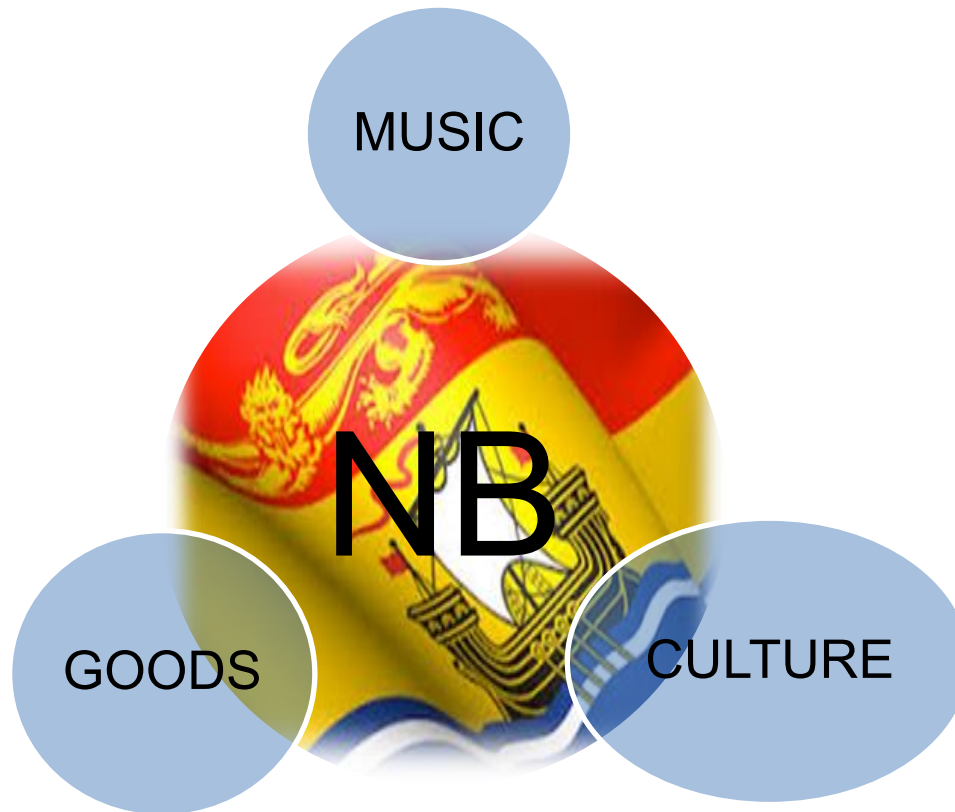


AR
2016 EA
506



MUSIC. CULTURE. GOODS.
UNDENIABLY NEW BRUNSWICK

THE BIG IDEA



THE BIG IDEA

- FESTIVAL: MUSIC + ARTS + CULTURE
- NEW BRUNSWICK DAY LONG WEEKEND
 - PRIDE OF PLACE
- ICONIC + PROGRESSIVE + UNEXPECTED
 - ASPIRATIONAL

MEET THE TEAM



Darcy LeBlanc
Festival & Events Manager
Discover Saint John



Craig Allen
Owner
Craig Allen Agency



Shawn Verner
Owner
Bourbon Quarter Restaurant



Lauren McKelvey
Marketing Manager
Moosehead Breweries Ltd.



Ray Gracewood
Sr. Director Sales & Marketing
Moosehead Breweries Ltd.

VISION & MISSION



VISION

THE EPICENTER OF NEW BRUNSWICK PRIDE.

MISSION

TO CREATE ENGAGING EXPERIENCES AND ENGAGED NEW BRUNSWICKERS.

A BALANCE OF ICONIC AND PROGRESSIVE MUSIC, ARTS, CULTURE AND
PRODUCTS THAT INSTILLS A SENSE OF PRIDE AND OWNERSHIP.

AR
2016 EA
506



AGENDA

JULY 29TH – AUGUST 1ST, 2016

AGENDA - FRIDAY

KICKING THINGS OFF -- BUZZ CREATION!

Uptown 506 Takeover!

- Local restaurants to host independent music and arts shows
- Partner with Third Shift and local businesses to bring uptown to life

Passport to 506 Festival!

- Tying it all together – partners feature a NB themed menu item as a free sample.
- Get your passport stamped!
- Participating accounts to wear 506 t-shirts to elevate brand experience.



AGENDA - SATURDAY

CELEBRATING NEW BRUNSWICK PRIDE!

Showcasing New Brunswick Success

- Street closure to showcase New Brunswick partners and create engaging experiences.
 - Ganong/Irving/Sabian/Moosehead/NBPower/NBMuseum/etc.

The Village of New Brunswick

Towns and cities challenged to house their shipping containers to represent their culture.

Contest for event goes to vote for the best container

Highlighting New Brunswick Artists

An evening of entertainment by the best NB has to offer

- Featuring artists – Matt Andersen/ Tomato-Tomato/ David Myles/ WTFunk/Vogue Dots/ 1775 etc.
- Coast Guard Site
- Accessible ticket pricing



AGENDA - SUNDAY

WELCOME TO THE BIG SHOW

The Village of New Brunswick

- Shipping container village continues

Showcasing New Brunswick Success

- Street closure to showcase New Brunswick partners and create engaging experiences continues

4pm Music Kickoff!

- Music at the Coast Guard site begins
 - 11pm Big name finishes
 - Fireworks!
- Festivities continue with Free EDM party at King Square!

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ARCADE FIRE
FLORENCE + THE MACHINE
KENDRICK LAMAR KYGO
THE AVETT BROTHERS ALT-J
THE DECEMBERISTS WEEZER
THE BLACK KEYS ST. VINCENT
NAS OF MONSTERS AND MEN
HOT CHIP STROMAE INTERPOL
BEN HARPER & THE INNOCENT CRIMINALS
EDWARD SHARPE & THE MAGNETIC ZEROS

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Shipping Container Village



2016Feb8OpenSessionFINAL_072

New Brunswick's Showplace

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2016 EA
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MUSIC
CULTURE
GOODS

Festival Area 506 is throwing a spotlight on everything that is New Brunswick. If you are a NB city/town, you don't want to miss out on showcasing your culture, artists, chefs/food and distinct unique value to our province. Area 506 Festival launches this 2016!

Festival Area 506 Shipping Container Village will be housed on Long Wharf, the waterfront of Saint John. There are 30 -40 Shipping Containers to be filled and owned by towns/cities and or reserves. The NB Village will open on July 30th at 10:00am.

This will be a relaxing and scenic experience, and will give tourists and visitors an overview of the beautiful province that we are in.



New Brunswick's Showplace

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2016 EA
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MUSIC
CULTURE
GOODS

As you stroll around, you'll transition from one city/town to the next. While each shipping container is next to the other, you'll never get the sense that you're in two places at once. To enhance the experience, the owners of the container that come from the city/town you're visiting will be eager to talk about their culture.

Each container in the Village has items that are only found there. From candy to food/wine/clothing, from CDs to paintings, there's no end to the "treasures" waiting to be found.

On the final evening of Festival Area 506 the Village will present "Illuminations, NB EDM Party". This spectacular presentation is centered around the Village on Long Wharf where lasers and dancing combine in a choreographed display will be performed by EDM DJ's.

Festival Area 506 is a not to be missed New Brunswick Day Weekend Festival. It hopes to feature wineries, breweries and cuisine from around the province.



Time is of the essence....grab your
container quick!



MUSIC
CULTURE
GOODS

If you would like to take ownership of one of the Area 506 Containers this summer to showcase your culture, please contact Festivals and Events Manager Darcy LeBlanc at Discover Saint John.

Contact Information:

Darcy@discoversaintjohn.com

506-635-2710



2016 Feb 8 Open Session FINAL_075
ROTHIESAY
MEMORANDUM



TO : John Jarvie
FROM : Doug MacDonald
DATE : February 3, 2016
RE : December Financial Statements

We are in the process of finalizing the internal financial statements for the year ended December 31, 2015.

These statements typically get delayed longer than the normal procedure as we ensure all 2015 accruals are recorded. It is also possible additional adjustments are required as part of the external audit process. Finally, the Finance Committee has not had an opportunity to meet prior to the upcoming Council meeting.

Therefore, December internal financial statements will not be available for Council at the meeting scheduled for February 8, 2016.

Financial statements were provided for the period ending November 30, 2015 and reviewed by Council at the January meeting. I have reviewed the preliminary financial results for the year ended December 31, 2015 and concluded there are no significant additional variances nor unexpected results compared to the November results as reported to Council.

We expect to report operating surpluses for both the General and Utility Funds once the accounting is completed.

For Information of Council.

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

In Attendance: Mr. P. Pugsley, Vice Chair; Mrs. H. Crawford, Treasurer; Deputy Mayor L. O'Hara; Deputy Mayor Dr. N Grant; Mrs. J. Arsenault; Mr. P. Shedd; Mrs. A. Stickings.

Regrets: Mr. D. Steeves; Mrs. J. Miller; Ms. T. Bartlett

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

Disposition of Minutes

It was moved by Deputy Mayor Dr. Grant to approve the minutes of the October 14th meeting. Mrs. Crawford seconded the motion and the motion carried.

Communications

- a. October 15th, 2015 Letter to the Honorable Mayor Driscoll and Council of the town of Quispamsis and the Honorable Mayor Bishop and Council of the town of Rothesay, re: The Kennebecasis Public Library 2016 Budget
- b. November 9th, 2015 Letter to [REDACTED] re: Initial Term not Renewed

Discussion ensued regarding the Kennebecasis Public Library 2016 Budget presentation to Mayors and Council.

[REDACTED]

Report of the Librarian

See attached.

Mrs. Stickings presented the Librarian's Report.

Mr. Pugsley moved to accept the Librarian's report as presented. Mr. Shedd seconded the motion and the motion carried.

Financial Statement

Mrs. Crawford presented the Finance Committee report for the period ending October 31, 2015.

Discussion ensued regarding the Restricted Fund. Discussion ensued regarding the Donation from Friends of KPL. Discussion ensued regarding the Restricted Fund line. Deputy Mayor O'Hara proposed to move the Donations from KPL from Restricted Funds to Operating.

Mrs. Crawford put forth that the budget forecast will be discussed at a meeting with Ms. Bartlett, Mrs. Miller, Mrs. Crawford and Mrs. Stickings this month.

Deputy Mayor O'Hara moved that the Donations from KPL budget line be moved from Restricted Funds to Operating Budget. Mrs. Crawford seconded and the motion carried.

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

Facilities Management

See attached.

Mr. Shedd presented the Facilities Management Report.

Deputy Mayor Dr. Grant moved to accept the Facilities Manager's report as presented. Deputy Mayor O'Hara seconded and the motion carried.

[REDACTED]

Mrs. Crawford read an email from Mr. Steeves sent at 5:25 on December 18th, regarding the possibility of presenting the [REDACTED] position to [REDACTED]. Mr. Pugsley brought up discussion regarding reporting structure, remuneration, scheduling, job description, severance, terms of agreement. Deputy Mayor Dr. Grant approved in principal moving forward with a contract.

Mr. Pugsley stated to authorize Mr. Steeves to proceed working out an agreement as the Board is satisfied with [REDACTED] ability to perform the position.

Deputy Mayor O'Hara moved that Mr. Steeves further negotiate and conclude and write up a contract that will give [REDACTED] the role of [REDACTED] based on the previous requirement of the [REDACTED] position. Deputy Mayor Dr. Grant seconded and the motion carried.



Deputy Mayor O'Hara moved that Mr. Steeves further negotiate and conclude the proceedings that will offer [REDACTED] the role of [REDACTED] based on the previous requirements of the previous [REDACTED] Deputy Mayor Dr. Grant seconded, and the motion carried.

Marketing Advisory Committee

No news.

New and Unfinished Business

Holiday Hours

Mrs. Stickings proposed the Holiday Hours with the request to close the library at 5:00pm on Tuesday, December 22nd, Tuesday, December 29th and to close the library at 3:00pm on Thursday, December 31st.

Mrs. Crawford moved acceptance of the Holiday Hours proposal. Mr. Shedd seconded and the motion carried.

Mr. Pugsley stated the requirement the annual meeting of the Friends of KPL. Deputy Mayor O'Hara moved that the annual meeting of the Members of the Friends of KPL be held on Wednesday, December 2nd at 8:30am. Mr. Shedd seconded, and the motion carried.

Adjournment: As there was no other business, Mr. Pugsley moved that the meeting be adjourned at 7:05 P.M.

Next Meeting: The next meeting is scheduled for January 20th, 2016 at 6:00pm at the Library.

Respectfully submitted,

Alison Stickings

Acting Library Director and Recording Secretary to the Board

Agenda

Kennebecasis Public Library Board

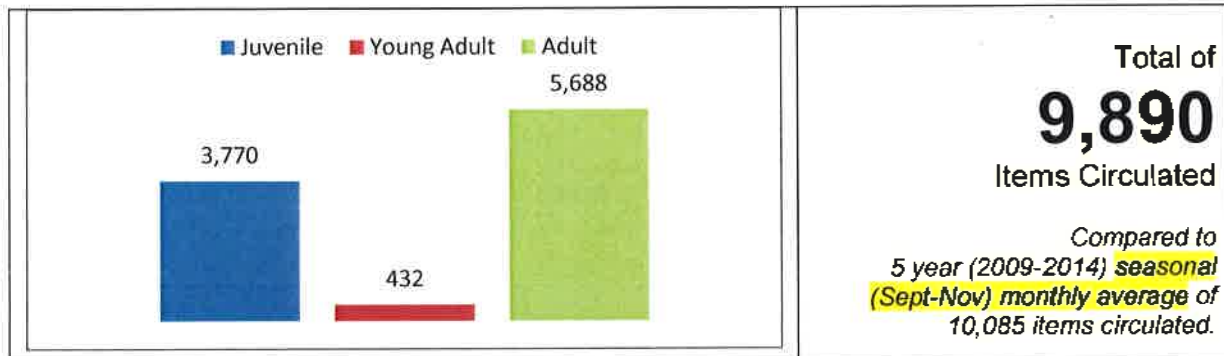
Wednesday, January 20th, 6:00 p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. December 2, 2015 Letter to Mr. D. Steeves, Chairperson re: Resignation submission from the role of Treasurer to the Kennebecasis Public Library Board
 - b. December 7, 2015 Letter to the Honorable Mayor Bishop and council of Rothesay re: Portion of \$7,000 sewer monies bestowed to the Board returned to the Town
 - c. December 7, 2015 Letter to the Honorable Mayor Driscoll and council of Quispamsis re: Portion of \$7,000 sewer monies bestowed to the Board returned to the Town
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Cleaning Contract
 - b. Strategic Planning 2016
 - c. New Board Members

Librarian's Report January 2016

Key Performance Indicators: NOVEMBER 2015

Circulation



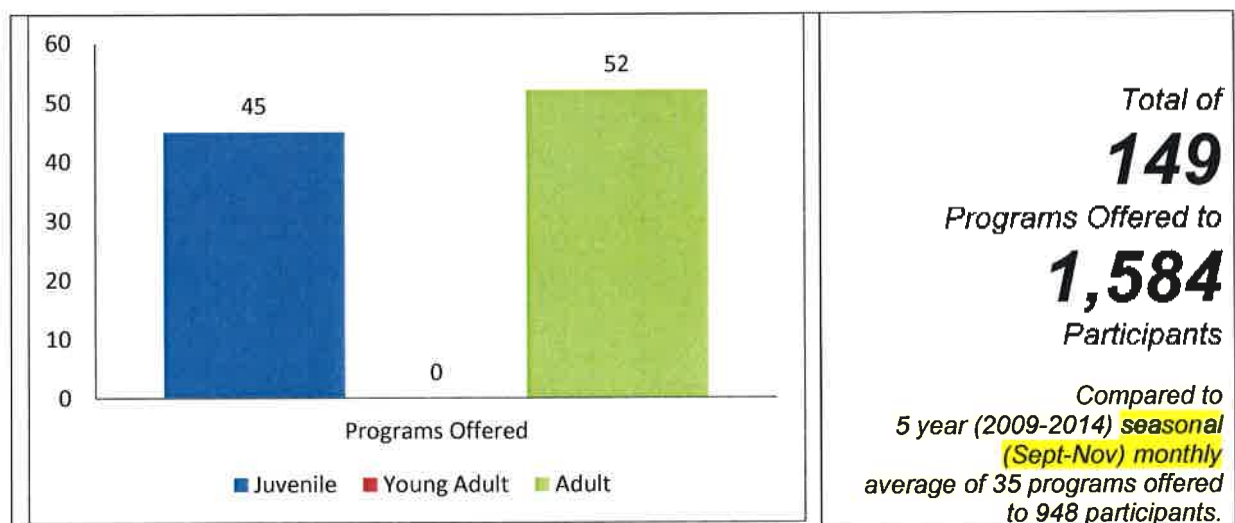
Foot Traffic

Total of **7,473** People through our Doors.

- Compared to seasonal (September-November 2014*) monthly average of 5,406

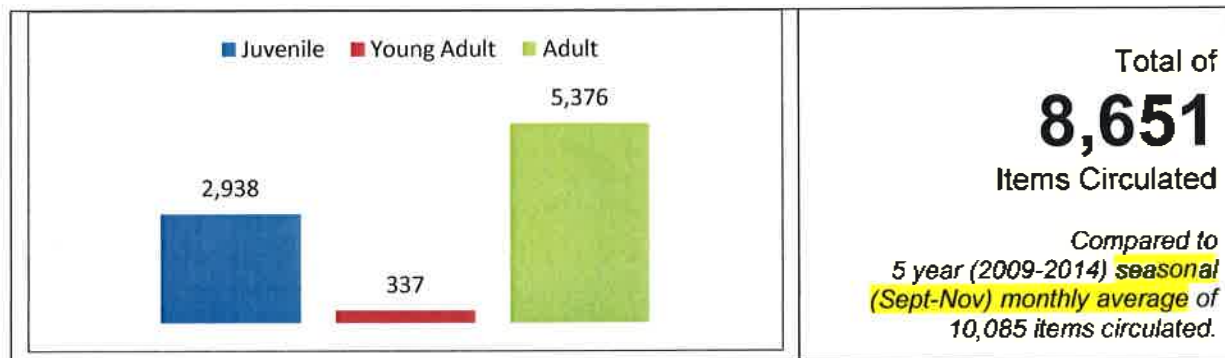
*Note: Foot traffic data not available prior to September 2013.

Programs



Key Performance Indicators: DECEMBER 2015

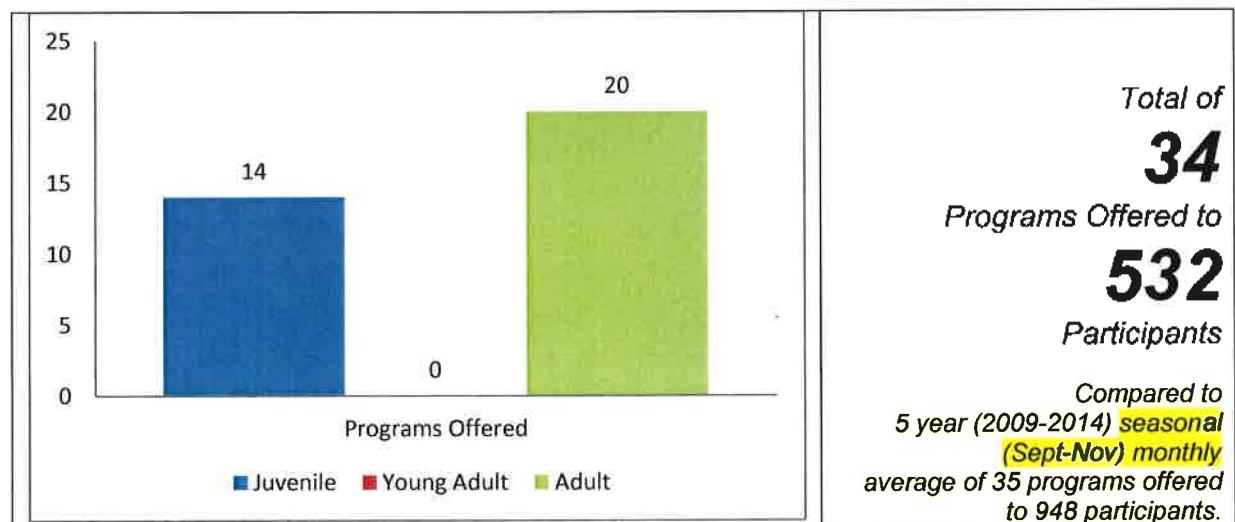
Circulation



Foot Traffic

- Total of **6,104** People through our Doors.
 - Compared to seasonal (September - November 2014*) monthly average of 5,406.
 - *Note: Foot traffic data not available prior to September 2013.

Programs





Building and Grounds

The Facilities Managers Report will be presented.

Staffing and Volunteers

[REDACTED]

The library is pleased to welcome [REDACTED] and [REDACTED] Industry Canada Youth Interns, to the library from November until March. Their mandate is to offer computer classes and tutorials to library patrons and members of the community.

Programs and Collections

- The Winter Program offerings are currently being featured on the electronic sign.
- Members of the outreach Peat Drive Seniors book club have recently enjoyed a selection entitled "The Inn at Rose Harbor " by Debbie Macomber. The club meets once a month.
- The adult book club met in the month of December and January and enjoyed the selections "The Invention of Wings" by Sue Monk Kidd and "Bridge to Terabithia" by Katherine Patterson.
- Ruth Rayburn-Arsenault, a local artist is displaying her artwork at the library in December and January and hosted an open house to showcase her work.
- [REDACTED], a Youth Industry Canada Intern, presented a financial presentation at Rothesay High School to two grade twelve classes in December.
- Artwork from students at Quispamsis Middle School is on display in the children's section for the month of December and January.
- Our fall programming continues to be well attended with Toddlertime and Big Kid Storytime at full attendance. The Cartoon Class for ages eight and up and Saturday Lego Club hosted by our intern Corey Robichaud in the Multipurpose Room are popular with patrons. Babies in the library, an annual library program was offered with full registration. The volunteer run adult programs continue to see lots of interest.
- The Newcomers Coffee Hour, a weekly program facilitated by members of the community is bringing new immigrants to the library.



- The Holiday puppet show "A Substitute Rudolph" was a success with two performances and a total of 115 attendants. Our three youth interns dressed as elves and handed out candy canes to the excited children.
- The library is pleased to offer one-one computer tutorials for our patrons led by our three Youth Interns.
- The Children's area has been transformed. Mr. Shedd cut the high shelving which results in a brighter space with increased light coming through the windows, optimal sightlines and provides ease of access to the collection for youth. The collection was rearranged and new signage created to highlight each section and the junior AV material was moved into the children's area.
- The library hosted a Christmas Open House on Friday, December 11th to coincide with the puppet show. We served hot apple cider and sweets. Our patrons appreciated this special day.
- The library remained open in the evening during the Kennebecasis Valley Santa Claus Parade on Saturday November 28th. The event was successful with 291 people through our doors to enjoy Christmas carols sung by Wendy and Friends and hot chocolate graciously donated by Tim Hortons.
- The library hosted a community information session facilitated by NB Power on the topic of winter emergency preparedness. The public appreciated this program offering.
- The library was featured in two Telegraph Journal articles in December. The articles focused on newcomers programming and newcomers youth and their participation at the library.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Alison Stickings'.

Alison Stickings

Acting Library Director and Recording Secretary to the Board

Building Managers Report

We have been able to get a number of things done in the past month that needed doing.

Complete a list of small jobs within the building

Arrange and complete the lowering of Library shelving in Children section

Clean and organize storage rooms

Repair and paint all study rooms

Finish cleaning tender

Recycled material such as cardboard and paper

Assist staff with small projects.

There is further investigation into the heating system its operation and maintenance. We striving to reduce heating and energy cost for the building. Talks with the design engineers and the company that maintains the HVAC system are ongoing.

The large storage room is in cleaning out stage so it can be converted into a meeting room.

Phil Shedd CET

Kennebecasis Public Library Inc.							
Comparative Income Statement (DRAFT)							
Period ending November 30, 2015							
	a	b	c		d	e	
	Restricted Fund	Operating YTD Actual	Year To Date Budget	Year To Date Variance Better (Worse)		Annual Budget	
REVENUE							
Library Service - Rothesay		70,818	67,618	3,200		73,765	6,147
Library service - Quispamsis		108,830	101,231	7,599		110,434	9,203
Room Rentals, Printer and copies		2,759	4,583	(1,824)		5,000	417
Grants		2,715	0	2,715			
Donations	1,882	0	0				
Donation from Friends of KPL	4,294	0	0				
Interest Income (Savings)		2	0	2		0	-
Previous Year's Surplus		2,747	2,747	0		2,997	250
TOTAL REVENUE	6,176	187,871	176,180	11,691		192,196	16,016
EXPENSE							
Operations Expenditures							
Other Expenditures - Restricted Fun	421						
Books, restricted fund	1,871						
Small Equipment and Furniture		6,940	5,900	(1,040)		5,900	-
Total Capital Expenditures	2,292	6,940	5,900	(1,040)		5,900	0
Wages							
Wages		14,349	8,952	(5,397)		9,252	300
EI Expense		320	0	(320)		0	-
CPP Expense		461	0	(461)		0	-
WCB Expense		100	0	(100)		0	-
Total Casual Labour		15,230	8,952	(6,278)		9,252	300
General & Administration Expenses							
Building Maintenance		54,827	47,790	(7,036)		52,135	4,345
Grounds Maintenance		14,249	16,248	1,999		18,748	2,500
Property Management Service		7,124	20,735	13,611		22,619	1,884
Office		7,581	8,349	768		9,108	759
Utilities		34,624	38,172	3,548		42,478	4,306
Accounting, audit and legal		7,614	7,750	136		8,000	250
Professional Development		579	2,000	1,421		2,000	-
Insurance		5,713	6,188	474		6,750	563
Public Relations		1,198	2,750	1,552		3,000	250
Communications		5,602	5,964	361		6,506	542
Miscellaneous Expense		573	1,700	1,127		2,700	1,000
Program Exp		1,664	2,750	1,086		3,000	250
Total General & Admin Expenses		141,348	160,396	19,048		177,044	16,648
TOTAL EXPENSE	2,292	163,518	175,248	11,730		192,196	16,948
NET INCOME (Deficit)	3,884	24,353	932	23,421		0	(932)
			</				



2016 Feb 8 Open Session FINAL_086 KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

ADDRESS ALL CORRESPONDENCE TO:

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

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

Gary Clark
Chairperson

**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS MEETING
HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS
ON WEDNESDAY NOVEMBER 25, 2015
AT 3:30 P.M.**

REGULAR MEETING

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

The Chairman requested a Motion for the Approval of the Agenda of the Regular Meeting of November 25, 2015. **Moved by Danny Dobson and Seconded by Linda Sherbo. MOTION CARRIED.**

The Chairman further requested a Motion for the Approval of the Minutes of the Regular Meeting of October 28, 2015. **Moved by Bill Artiss and Seconded by Nancy Creamer. MOTION CARRIED.**

A further Motion was requested for the Approval of the Minutes of the Special Meeting of November 9, 2015. **Moved by Emil Olsen and Seconded by Danny Dobson. MOTION CARRIED.**

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Board of Police Commissioners
November 25, 2015
Page 2**

REGULAR MEETING

Declaration of Conflict of Interest – Mr. Dobson advised that he would be declaring a Conflict of Interest if there were any transportation issues to be discussed.

SECRETARY-TREASURER'S REPORT

Ms. Madill presented the Financial Statements for the period ending October 31, 2015.

Statement of Financial Position - At present there is a cash balance of \$693,000.00 and she advised she wanted to speak later with respect to the Debenture cheques which will be paid out in the first part of December in the amount of \$957,000.00. We have been approved for the new Debenture Issue effective December 18, 2015. She explained that there is a lag there of 11 days wherein we will be required to have financing in place to cover the difference between the cash balance and the cheques for the Debenture payments.

The Sick Pay Investments at present are \$800,000.

The accounts receivable is comprised of secondments and HST which are outstanding.

The accounts payable are all current.

Mr. Dobson asked if Cherie could explain to the benefit of the new Board Members what the Sick Pay Investment is for. Cherie explained that an actuarial comes in every three years and tell us the average age of our officers and when they might retire and advise how much money is required to be put aside for when the officers retire. This is included in the budget as well so that this fund is maintained. This fund is called Sick Leave/Retirement because when a member retires they are entitled to 1/2 their accumulated sick leave or 1 month's salary for every 5 years of service or part thereof. Mr. Dobson asked Cherie for clarification that if a member retires then the money he/she would be entitled to would come from this account. She advised this was the case. Mr. Dobson asked if there was a Motion of the Board when funds were paid from this account upon the retirement of a member or if it was following the Collective Agreement. Cherie explained that it is in the Collective Agreement.

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Board of Police Commissioners
November 25, 2015
Page 3**

REGULAR MEETING

Statement of Operations –

REVENUE

Under the fees category the statement shows \$58,000 as compared to a budgeted amount of \$39,000. The secondments category shows \$251,000 as compared to the budgeted amount of \$180,000. These two categories are contributing to our overall surplus in the amount of \$90,000 and can be seen in the in the actual revenue of \$337,000 as it is compared to the budgeted figure of \$244,000. She explained further why the revenue was up over the budgeted amount.

EXPENDITURES

Salaries and Benefits - This category is under budget. Some of the reasons why is that Cst. Daley's salary for the year is incorporated in the budget and she is on maternity leave which is a lower rate and also due to the fact that we have temporary term constables to fill the vacancies of the regular members who are seconded.

Public Safety Category – The amount of \$30,481.00 is an annual cost which is usually paid in the fall.

Vehicles – The truck purchase is reflected in this figure.

Building - This category is slightly over budget. This is because of the work that was done to the garage, the exterior painting of the building as well as the purchase of the storage container.

Administration – She pointed out that there is no figure in the line item sick pay retirement. We usually wait until the end of the year to do this to make sure that we are on line with the budget and there are enough funds and then we make that maintenance payment. This figure also is contributing to the surplus because we have \$44,000 in this category budgeted which has not been spent yet.

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Board of Police Commissioners
November 25, 2015
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REGULAR MEETING

She further explained that the category Labor Relations may change with the on-going negotiations.

Ms. Madill explained that at present we have a \$309,000 surplus.

Mr. Olsen suggested that this surplus be watched carefully and could, if approved by the Towns, form part of a Contingency Fund.

TELECOM FUND

The telecom fund is presently in a deficit position in the amount of \$758.42 due to the retiree's health insurance.

Mr. Dobson brought up the issue of the Debenture and the 11 days that we will require financing for.

Cherie explained that we have a motion prepared and what it consists of is she and the Chair have to sign a Demand Note for \$890,000, which needs to be approved by the Board. This Demand Note is being put in place to cover the two Debenture payments which will come out of the bank on the 7th and 8th of December.

Mr. Dobson felt that we did not need to draw down \$890,000 if we have the cash flow in the bank during that 10 or 11 day period. Cherie explained that we could probably take the amount down some. Mr. Dobson suggested that we talk to the bank and ask them to float the Board an overdraft for a certain amount instead of going for a demand loan.

Mr. Dobson felt that we didn't need a demand loan at this point and felt that we should have an overdraft on our account for a period of 10 days. Cherie explained that at present we have an overdraft of \$100,000. **Moved by Mr. Dobson that we increase our overdraft up to \$600,000 to cover our bridge financing as it relates to the Debenture payments for a period of two weeks. Seconded by Bill Artiss.** Mrs. Creamer asked what would be the difference in interest rate between the over draft and line of credit. Mr. Dobson advised it would be very close. On the question, Mrs. Sherbo and Mr. Alexander abstained from the vote.

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Page 5**

REGULAR MEETING

Mr. McGuire asked for a brief explanation of the Debenture issue.

Mr. Dobson explained that the Board has a Debenture on the police headquarters building which is our mortgage and it is coming due on December 7th. On December 7th we have to pay that Debenture. The new Debenture being issued from the Province will not be until 10 or 11 days later. This forms a gap where we need funds for a two week period. We are carrying a surplus of cash at the bank, and today it is in the vicinity of \$600,000. There will be bills coming out of that but there will be money going in at the first of the month, so at the end of the year you could have a surplus of cash in the bank account. Cherie's suggestion by the bank was to authorize an \$800,000 demand loan and he explained that we don't need \$800,000. What we need is the difference between what is in our bank account to \$890,000 and bridge that. So a line of credit or an overdraft to bridge that amount, and we may not even need it. His suggestion is not to authorize the Demand Loan but to go back to the bank and ask them for a line of credit overdraft at the same interest rate to carry us through this 10 day period up to \$600,000.

Mr. Alexander explained there are still a lot of unanswered questions with respect to the costs and even if the bank will allow this. Mr. Dobson and Cherie explained that we have done this before when we were building this building. Mr. Clark explained that the bank has already approved the \$890,000 demand loan.

MOTION CARRIED.

Moved by Matt Alexander and Seconded by Peter Bourque to accept the Secretary-Treasurer's report as circulated. MOTION CARRIED.

CHIEF'S REPORT

Chief McIntyre explained that the new trunk radio system that all Forces will be getting involved with, he reminded the board that we purchased 25 hand held radios at a hugely reduced price that will be used on this trunk radio system. The only thing that these radios did not come with was the RCMP approved 256 bit encryption. This encryption provides huge confidentiality. He went on to say that this trunk radio

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REGULAR MEETING

system is expected to go on line in the policing community in the third quarter of 2016. We are about to spend, as was previously discussed approximately \$62,000 to get seventeen mobile radios that are fixed in the cars, that are 256 bit encrypted. The other item that was left, and was budgeted for was \$40,000 to take our hand held radios and get the encryption cards added to those radios. The Bell Mobility individual who we deal with, he is trying to get this price reduced and it looks like the encryption for the 25 hand held radios could come in around \$52,000. We budgeted \$40,000 for 2017. There are a couple of options that the Board is presented with and for consideration. One would be to move forward with the entire radio package this year out of the surplus and subsequently reduce the 2017 budget by \$40,000 or of the 25 radios, we get half of them done this year and half next year so that we are not over budget next year. In other words if it comes in at \$27,000 this year and \$27,000 next year instead of \$40,000 next year.

Chief McIntyre referred to the Motion previously made by Mr. Olsen as it related to the purchase of the Drone, which was subject to a suitable demonstration. Mr. Olsen advised that this demonstration was conducted and was quite acceptable. There were board members in attendance for the demonstration.

In respect to the radio's Mr. Olsen was in favor of getting everything completed in 2015. The Chief explained that this would cover off the encryption of the 25 hand held radios and should be in area of \$52,000. He asked if this is the Board's wish to do this in 2015. The Chief advised that if Cherie is confident that the money is there to move forward then we could reduce next year's budget by \$40,000 and all the radios would be completed in 2015.

MOVED by Emil Olsen to move ahead with the encryption of the 25 hand held radios that we now have plus the purchase of the in-car radios as well and to reduce the 2016 Budget by \$40,000 and reissue same to the two Towns.

SECONDED by Bill McGuire. Mr. Dobson asked if there was any possibility that this price would be reduced in 2016. The Chief explained that the in car radios are \$3,697.00 each plus tax. The antenna on the car will have to be changed as well. The cost will be \$2,300 - \$2,800 for each hand held radio to upgrade to the 256 bit encryption. This total would be in the area of \$52,000. These figures are being worked

**Kennebecasis Regional Joint
Board of Police Commissioners
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Page 7**

REGULAR MEETING

on and could be reduced. The Chief advised that if we had not purchased the hand held radios when we did, the new portable would have cost \$4,617.00 each plus tax if we were purchasing them today and we saved \$1,700.00 on each portable. **MOTION CARRIED.**

The Chief explained that the Major Crime and Street Crime units have been very busy. The Integrated Street Crime unit has been very busy as well.

The Chief advised that we are presently hosting a week long training course on Mental Health. There will be 4 week long training sessions. All members of our Force as well as members from the Saint John Police Force and Correctional Services have been in attendance.

There was a brief discussion with respect to Proceeds of Crime.

Mr. Clark reminded the Board members about the Christmas Function being held as well as the Fill the Truck event being held on December 5, 2015 at the KV Superstore.

MOVED by Bill McGuire and SECONDED by Emil Olsen to receive and file the Chief's Report as circulated. MOTION CARRIED.

COMMITTEE REPORTS

Personnel: Nothing at this time.

Negotiations: As mentioned earlier, negotiations are presently going back and forth.

Building and Grounds: The Chief advised that he met with the Building and Grounds Committee and advised that a request had been put out for proposals for our snow removal, plowing and salting and sanding of our police headquarters lot. Three replies were received one was in the amount of \$12,654.00 another in the amount of \$11,243.00 and the third was in the amount of \$6,717.00 taxes included which was from Urban Landscaping. Chief McIntyre advised that he was pleased with the work performed by Urban Landscaping during the 2014/2015 winter season. **MOVED by Emil Olsen that we accept the tender received from Urban Landscaping for**

**Kennebecasis Regional Joint
Board of Police Commissioners
November 25, 2015
Page 8**

REGULAR MEETING

the snow removal needs for the 2015-2016 season. SECONDED by Nancy Creamer. MOTION CARRIED.

Insurance: Mr. Bourque advised that he now has the renewal figures for our insurance for 2016. The premium came in at \$560.00 less than 2015. The Liability Insurers have offered the same premium for the next three years. Mr. Bourque asked if this was something that the Board would be interested in securing. This was discussed. Mr. Olsen suggested that we should continue for the next three years. Mr. Bourque advised that at the end of 2016 we should be tendering as the three year term will have expired then. **MOVED by Peter Bourque and SECONDED by Bill McGuire to accept the Insurance Policy and premiums for 2016 as presented by Cain Insurance. MOTION CARRIED.**

MOVED by Emil Olsen and Seconded by Nancy Creamer that we continue with Cain Insurance for the next three years. Mr. Bourque wanted to point out that if we experienced a major loss this may change. He explained that this is a contingent policy. Mr. Dobson expressed that the way he understands this issue is that the insurance company is offering the same coverage at the same rate for the next three years as long as our experience stays the same as it is now, however he asked Mr. Bourque that he doesn't see any up-side or down side to this. Mr. Bourque explained that this deals with the liability portion only. This is not our car coverage. Mr. Dobson asked what the premium was on the liability portion of our policy. Mr. Bourque advised it was \$7,166. Mr. Dobson then asked what the total policy premium was. Mr. Bourque advised it was \$38,000. Mr. Dobson pointed out that this is not even one-third of our policy premium. Mr. Bourque explained what issues would increase this liability portion or our insurance. Mr. Bourque thought this should be discussed at more length. Mr. Dobson suggested that the Committee should review this and bring this back to the Board. **Mr. Olsen withdrew his original Motion, the Seconder agreed. MOVED by Emil Olsen that this issue be referred back to the Insurance Committee to investigate further and come back to the Board with a recommendation. SECONDED by Nancy Creamer. MOTION CARRIED.**

Finance: Nothing to Report.

**Kennebecasis Regional Joint
Board of Police Commissioners
November 25, 2015
Page 9**

REGULAR MEETING

Transportation: The Chief advised that the fuel tender was put out for 2016 and the Transportation Committee met to review same. Two tenders were received. One was for 4 cents off the posted pump price and the recommended proposal is from Imperial Oil, the same who we is currently supplying our fuel needs, at 4.5 cents per liter off the posted pump price. In addition, the Force will continue to enjoy the points program. When the committee met Mr. Olsen asked approximately how many liters were consumed by the Force during the year and what would that equate to at 4.5 cents off. The Chief advised this was looked into this and the consumption was a little over 100,000 liters so this would be an approximate \$4,500 saving. **MOVED by Linda Sherbo that we accept the tender of Imperial Oil Limited for the supply of fuel for 2016. SECONDED by Emil Olsen. MOTION CARRIED.**

Communications: Nothing to report.

Policy Committee: Nothing to report.

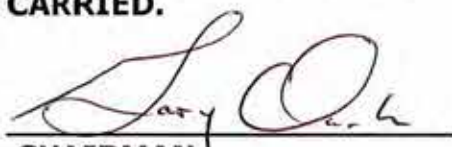
Regional Service Commission: Nothing to report.

Correspondence: Nothing to report.

NEW BUSINESS: Nothing to report.

Mrs. Sherbo brought up a question as it related to Mr. Artiss being at meetings in respect to Police Act changes and she wondered if an update was available. Mr. Artiss advised that 21 out of 30 issues were dealt with and there are still 10 outstanding. He advised that he will be attending another meeting on November 26 and 27 to deal with the remaining 10 issues. Mr. Artiss gave an overview of what is being reviewed and the processes in place. There was a brief discussion in this regard. The Chair and Board thanked Mr. Artiss for all his time and effort on this Committee.

MOVED BY Emil Olsen and Seconded by Peter Bourque to adjourn. MOTION CARRIED.



CHAIRMAN



SECRETARY

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

	<u>2015</u>	<u>2014</u>
-----Financial assets-----		
Cash - General	\$775,458.84	\$675,866.84
Sick Pay/ Retirement Investments	803,318.16	724,020.18
Accounts Receivable	48,094.30	35,038.50
Sales tax recoverable	38,585.52	30,708.65
	<u>\$1,665,456.82</u>	<u>\$1,465,634.17</u>
----Liabilities-----		
Accounts payable and accrued	514,113.69	364,953.41
Vested sick leave/retirement accrual	760,157.30	705,041.32
Sick leave replacement	13,298.53	12,850.00
Accrued pension benefit liability	1,140,800.00	1,283,400.00
Debenture payable	<u>1,450,000.00</u>	<u>1,552,000.00</u>
	<u>3,878,369.52</u>	<u>3,918,244.73</u>
NET ASSETS (DEBT)	<u>-2,212,912.70</u>	<u>-2,452,610.56</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,407,400.83	3,306,648.98
Accumulated amortization	<u>-1,161,977.85</u>	<u>-1,041,192.63</u>
	2,245,422.98	2,265,456.35
Unamortized Debenture costs	4,158.78	2,907.43
Prepaid expenses	<u>55,036.74</u>	<u>18,029.34</u>
	<u>2,304,618.50</u>	<u>2,286,393.12</u>
ACCUMULATED SURPLUS	<u>91,705.80</u>	<u>-166,217.44</u>
 Assets	 3,970,075.32	 3,752,027.29
Liabilities	3,970,075.32	3,752,027.29

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

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

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
ELEVEN MONTHS ENDING NOVEMBER 30, 2015

Page 3

	----- ELEVEN MONTHS -----				
	-----ACTUAL-----		PRIOR YR -----	BUDGET-----	
REVENUE:					
Fees	\$63,989.58	49%	\$62,458	\$43,083	\$47,000
Taxi & Traffic Bylaw	6,137.86	34%	3,633	4,583	5,000
Interest income	6,071.84	32%	6,441	4,583	5,000
Retirement interest & dividends	16,994.41	-2%	17,026	17,417	19,000
Secondments	284,278.54	42%	193,491	199,523	217,661
	<u>\$377,472.23</u>	40%	<u>283,049</u>	<u>269,189</u>	<u>293,661</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	\$2,891,455.37	-2%	\$2,730,939	2,959,708	\$3,228,772
Benefits	525,525.71	-16%	510,240	625,073	681,898
Training	30,508.45	-12%	53,406	34,833	38,000
Equipment	19,072.91	4%	15,272	18,333	20,000
Equip repairs & IT support	2,259.75	-38%	4,028	3,667	4,000
Communications	47,473.45	15%	57,947	41,250	45,000
Office function	15,297.53	-2%	14,233	15,583	17,000
Leasing	11,024.55	37%	8,558	8,021	8,750
Policing-general	49,917.11	94%	47,955	25,668	28,001
Insurance	10,065.00	-2%	9,796	10,286	11,221
Uniforms	41,884.10	27%	53,120	33,000	36,000
Prevention/p.r.	5,193.28	-37%	5,386	8,250	9,000
Investigations	26,514.25	0%	56,312	26,583	29,000
Detention	23,705.00	0%	23,210	23,705	25,860
Taxi & Traffic Bylaw	1,363.34	197%	103	458	500
Auxillary	1,441.53	5%	409	1,375	1,500
Public Safety	30,481.00	19%	27,931	25,667	28,000
	<u>3,733,182.33</u>	-3%	<u>3,618,845</u>	<u>3,861,460</u>	<u>4,212,502</u>
VEHICLES					
Fuel	80,774.35	-23%	97,165	105,417	115,000
Maint./repairs	76,755.11	-1%	79,817	77,917	85,000
Insurance	18,623.88	-13%	20,388	21,407	23,353
New vehicles	118,538.92	13%	43,620	104,500	114,000
Equipment	89,786.95	356%	2,639	19,708	21,500
	<u>384,479.21</u>	17%	<u>243,629</u>	<u>328,949</u>	<u>358,853</u>

2016 Feb 8 Open Session FINAL 098
STATEMENT OF OPERATIONS
ELEVEN MONTHS ENDING NOVEMBER 30, 2015

EXPENDITURE continued:	-----ELEVEN MONTHS -----				
	-----ACTUAL-----		PRIOR YR	-----BUDGET-----	
BUILDING					
Maintenance	50,743.68	58%	35,790	32,083	35,000
Cleaning	20,546.85	-5%	20,329	21,542	23,500
Electricity	39,026.45	-9%	32,695	43,083	47,000
Taxes	40,092.69	-4%	39,944	41,941	45,754
Insurance	4,787.75	-1%	4,603	4,834	5,273
Grounds	11,330.29	37%	20,640	8,250	9,000
Interest on Debenture	51,422.25	-19%	66,697	63,250	69,000
Debenture Principal	102,666.63	7%	93,500	96,250	105,000
	<u>320,616.59</u>	<u>3%</u>	<u>314,198</u>	<u>311,233</u>	<u>339,527</u>
ADMINISTRATION					
Salaries	540,523.27	0%	525,737	541,222	590,424
Benefits	90,683.25	-14%	92,350	105,539	115,133
Professional Fees	32,038.60	-15%	31,893	37,583	41,000
Travel/Training	10,935.76	-8%	11,945	11,917	13,000
Board Travel/Expenses	2,854.00	-38%	1,515	4,583	5,000
Insurance	1,118.37	-2%	1,089	1,143	1,247
Bank service fees	112.04		645		
Labour Relations	2,763.38	-70%	11,077	9,167	10,000
Sick Pay/Retirement		-100%		48,773	53,207
Retirement int & dividends	16,994.41	-2%	17,026	17,417	19,000
2nd prior year (surplus) deficit	-112,763.75		-18,541	-112,764	-123,015
	<u>585,259.33</u>	<u>-12%</u>	<u>674,736</u>	<u>664,580</u>	<u>724,996</u>
	4,646,065.23	-5%	4,568,359	4,897,032	5,342,217
CONTRIBUTED BY MEMBERS	<u>4,897,040.50</u>		<u>4,803,931</u>	<u>4,897,032</u>	<u>5,342,217</u>
SURPLUS (DEFICIT)	<u>\$250,975.27</u>		<u>\$235,572</u>	<u>\$0</u>	<u>\$0</u>
TELECOM FUND					
City of SJ telecomm services	278,575.00	0%	270,417	278,575	303,900
Data Networking charges	8,506.84		7,906	8,388	9,150
Retirees health insurance	1,766.72		3,514	1,375	1,500
2nd prior year (surplus) deficit	-4,475.13	0%	1,525	-4,475	-4,882
	<u>284,373.43</u>		<u>283,362</u>	<u>283,862</u>	<u>309,668</u>
CONTRIBUTED BY MEMBERS	<u>283,860.50</u>		<u>280,372</u>	<u>283,862</u>	<u>309,668</u>
SURPLUS (DEFICIT)	<u>(\$512.93)</u>		<u>(\$2,990)</u>	<u>\$0</u>	<u>\$0</u>
Total surplus (deficit)	\$250,462.34		\$232,582		

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

STATEMENT OF FINANCIAL POSITION

BANK balance		775,459	at November 30
ACCOUNTS PAYABLE balance	514,114		
Debtenture costs paid December	-124,742		

Current Accounts Payable		389,372	Paid in December

Extra (Shortfall) in bank account		386,087	

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

STATEMENT OF OPERATIONS

Revenue:

* Secondments -Two new secondments started this summer

Crime Control:

* Salaries under budget due to two sergeants on LTD for the first 1/2 of the year, a maternity leave and two new secondments (now have four)

* Benefits Health insurance 2015: \$127,502 2014: \$124,250
 Retirees health insurance costs less by \$228(retirees paid more than the costs)
 Last November 2014 the retirees paid \$3,093 less than the actual costs

* Policing - general is up by the costs of the fingerprint scanner maintenance contract, ammo and some new handguns

Building:

* Maintenance is up due to replacing two heaters in the garage bays, repairs on the video cameras, increasing security in the front reception area, repairs to the siding & garage doors, and bought a storage container

Vehicles:

* New vehicles - bought three new vehicles and sold three vehicles (for \$5,280 total)

Administration:

* Benefits Health Insurance 2015: \$18,099 2014: \$20,453
 * Sick Pay/Retirement - contribution made at year end

Telecom:

* Retirees health insurance (Retirees paid less than the actual cost of their plan) \$1.767
 Last November 2014 the retirees paid \$3,514 less than the actual costs



ROTHESAY
PARKS & RECREATION COMMITTEE
MEETING MINUTES
Tuesday, January 19th, 2016



DRAFT

PRESENT: Councillor Miriam Wells, Chair
Susan Harley
Tracy Langley
Chip Smith
Pat Palmer, Vice Chair (left @ 7:40)
Brendan Kilfoil
Maureen Desmond (arrived @ 6:50)
Director of Recreation Charles Jensen
Town Manager John Jarvie
Facilities Coordinator Ryan Kincade
Recreation Coordinator Keri Flood
Recording Secretary Bev Côté

ABSENT: Jon LeHeup
Jane MacEachern
Councillor Bill McGuire

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

1. APPROVAL OF MINUTES

MOVED by Chip Smith and seconded by Tracy Langley to approve the minutes of the November 24th, 2015 meeting.

CARRIED.

2. APPROVAL OF AGENDA

MOVED by Susan Harley and seconded by Brendan Kilfoil to approve the agenda as circulated.

2.1 Election of Officers

Director Jensen called three times for nominations from the floor for Chairperson. Chip Smith nominated Counc. Wells for Chair. There being no other nominations, Counc. Wells was elected Chairperson by acclamation.

Director Jensen called three times for nominations from the floor for Vice Chairperson. Susan Harley nominated Pat Palmer for Vice Chair. There being no other nominations, Pat Palmer was elected Vice Chairperson by acclamation.

2.2 2016 Meeting Schedule

Councillor Wells inquired as to the March meeting date and wondered if the date could be changed back to the original date. Director Jensen will look into it. Received and filed.

3. DELEGATIONS

3.1 Curling on the Rothesay Common

Kevin Kyle

Kevin Kyle and Felipe Marin gave a brief presentation to the Committee with regards to a "Curling Fun Day" on Saturday, March 5th at the Rothesay Common. They noted that this event would showcase the new facility, promote curling, and help celebrate 50 years of curling at Riverside. It would be a full one day (9am – 6pm) event with two sheets, all curling supplies will be supplied by them, rings would be scored not painted, ice will be pebbled and in the event of inclement weather it would be held at Riverside. The ask is that they are permitted to confirm that the ice would be suitable for the event, 2 hours before event have access to the ice to set up the sheets and flood the ice, during the event have access to water for pebbling, advertise the event, and access to power for hot chocolate. Concerns were raised that this event is being held on a Saturday; do we really want to give up the whole day this early in our tenure? Director Jensen suggested changing the time from 9am – 6pm to 10am – 2pm so the current schedule will not be altered too much. They will be in touch with Director Jensen as the day approaches. A brief discussion followed.

4. REPORTS

5. UNFINISHED BUSINESS

5.1 Rothesay Common Update

Director Jensen gave a brief update on the Rothesay Common. The plant was turned on December 19th to prepare for the opening on December 21st. The opening was very well attended with many positive comments. Since the opening the skating surface has been closed twice due to rain and once due to snow. The plant works well; it can freeze rain in about 2 hours. If town staff were flooding the surface as in years past there would have been no skating to date due to weather conditions. The building is staffed from 10am to a little after 10pm and a security company patrols around 10:45 and they send a daily report to Director Jensen. Only real issue was opening night. There have been some complaints with regards to parking. TM Jarvie informed the committee that the speed limit has been reduced to 30km and is being monitored. There was a discussion as to the current ice schedule; staff is documenting requests for more hockey slots. Director Jensen will bring the numbers to next meeting.

5.2 Wells Park Project

Director Jensen informed the committee that the project is now shut down; there is still work to be done on the Dog Park and barricades for the trail. He noted that there is money in the budget for a small building for grooming materials and there is interest from the local cross country ski group to help develop trails. TM Jarvie also noted that the Town has asked the Government to turn over the road across from Dolan Road with the hopes it will help to reduce dumping.

5.3 Multi-Purpose Facility

Counc. Wells informed the committee that a committee for Fund Raising has been struck up and that news in the paper has been positive. TM Jarvie noted that the Federal money is Gas Tax, would prefer not to use it. A brief discussion followed.

DRAFT

5.4 Arthur Miller Field House Update

Director Jensen reported that the project is moving along, trusses are up; time line for completion is Spring.

6. NEW BUSINESS

6.1 Webcam at the Rothesay Common

Director Jensen noted that although it is a good idea cost is an issue. It would be nice to have webcams at Renforth as well. There are security cameras in both locations as well as the Arthur Miller Fields. It was mentioned if the Weather Network could somehow tie into the Common. A brief discussion followed.

6.2 Disposal of Town Owned Land (PID's 30022453 & 00259036)

memo – Brian White DPDS Jan 19/16

TM Jarvie reviewed DPDS White memo with regards to the properties located at Crosswind Crescent and 8 Kingswood asking the committee if one or both of these parcels of land have any recreational purpose. Parcel A (Crosswind) has a beautiful view and would make a great park area and Parcel B (Kingswood) is in a residential area. A brief discussion followed.

Moved by Tracy Langley and seconded by Brendan Kilfoil that the Committee declare 8 Kingswood (PID30022453) surplus to the Town and dispose of the land accordingly by public tender.

CARRIED

Moved by Brendan Kilfoil and seconded by Maureen Desmond that the Committee recommend that Council retain the land off Crosswind Crescent (PIDs 00259036 & 30278691) as land for a public park.

CARRIED

6.3 P.R.O. Kids Hockey Tournament

email – David Dobbelsteyn, Jan 6.16

Director Jensen reviewed the request from P.R.O. Kids who are looking for a donation of Ice Time at the Rothesay Arena for a Fund Raising Tournament being held April 15th–17th.

Moved by Brendan Kilfoil and seconded by Chip Smith that the Town donate ice time at the Rothesay Arena to P.R.O. Kids Fund Raising Tournament April 15th – 17th, as proposed by Director Jensen.

CARRIED

6.4 Rothesay Common post and beam fencing

Director Jensen showed a brief power point presentation for the proposed Post and Beam Fencing. He noted that safety and maintenance are a real concern; two staff members must be present when the ice is being flooded. The fence would be all wood, possibly teak, no aluminum or plastic, it will be removed when the skating season is over, and the cost is \$30,000 which is in the budget. The proposal must also go through the Heritage Board.

DRAFT

Moved by Tracy Langley and seconded by Susan Harley the Parks & Recreation approve a post and beam fencing system for the Rothesay Common rink for the 2016-17 skating season.

CARRIED

Two nays were recorded.

7. CORRESPONDENCE FOR ACTION

7.1 Fundy Wellness Network Event

Recreation Coordinator Flood informed the committee that Deputy Mayor Grant would be speaking at the opening of Winter Fest. Rothesay's Winter Fest events will be held on Saturday, February 13th with a storm date of Sunday, February 14th at the Bill McGuire Memorial Centre, Renforth Wharf, Curling at Riverside and the Rothesay Common. Third Space artist Michael McCormack will begin the installation of the ice sculptures on February 5th and conclude with a gathering at the Bill McGuire Memorial Centre on February 13th and an artist talk on February 14th.

8 DATE OF NEXT MEETING

February 16, 2016

9. ADJOURNMENT OF MEETING

MOVED by Chip Smith that the meeting be adjourned.

CARRIED.

The meeting adjourned at 8:15 p.m.

Chairperson

Recording Secretary



PUBLIC WORKS and INFRASTRUCTURE COMMITTEE MEETING

January 20, 2016

Rothesay Town Hall – Sayre Room

8:30 a.m.

PRESENT: COUNCILLOR MATT ALEXANDER, CHAIRPERSON
COUNCILLOR PETER LEWIS
SCOTT SMITH
RYAN SCOVILLE
RAHA MOSCA, VICE CHAIRPERSON (*left the meeting at 10:33 a.m.*)
SHAWN PETERSON

TOWN MANAGER JOHN JARVIE
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN
RECORDING SECRETARY LIZ POMEROY

Chairperson Alexander called the meeting to order at 8:33 a.m.

1. ELECTION OF OFFICERS

Town Manager Jarvie called three times for nominations from the floor for Chairperson. Counc. Lewis nominated Counc. Alexander as Chairperson. There being no other nominations, Counc. Alexander was elected Chairperson by acclamation.

Town Manager Jarvie called three times for nominations from the floor for Vice Chairperson. Raha Mosca nominated herself. There being no other nominations, Raha Mosca was elected Vice Chairperson by acclamation.

Meeting Addendum:

Chairperson Alexander welcomed newcomer Shawn Peterson to the Committee.

1.1 Approval of Committee Meeting Dates

MOVED by Counc. Lewis and seconded by S. Smith the proposed Committee meeting dates be approved as circulated.

CARRIED.

2. APPROVAL OF AGENDA:

MOVED by Counc. Lewis and seconded by R. Scoville to approve the agenda as circulated, with the following amendments:

Item 6.3 *A discussion of collection issues be included in the item.*

CARRIED.

3. APPROVAL OF MINUTES:

MOVED by S. Smith and seconded by R. Mosca to approve the Minutes of December 16, 2015 as circulated.

CARRIED.

4. DELEGATIONS:

N/A

5. REPORTS & PRESENTATIONS:

N/A

6. UNFINISHED BUSINESS

6.1 Update on Capital Projects.

DO McLean gave background information regarding the Capital Projects to the new Committee member. The 2016 Streets Engineering has been approved by Council and will go to tender late February or early March. The RA-5 crosswalk bases and conduit have been installed. The poles are scheduled to be delivered in February.

6.2 Update on RA-5 crosswalks.

Dealt with above in item 6.1.

6.3 Update on solid waste

It was noted the recycling amounts are increasing. There was an inquiry regarding the drop in solid waste amounts in the month of February between 2014 and 2015. It was suggested with a drastic reduction such as this, a typo may have occurred. It was noted the Spring Clean-up in May 2014 may have reduced solid waste significantly in residences. The 2014 Storm Clean-up could likely be the cause for the reduction in compost between 2014 and 2015. It was further noted the information does not include the amount of pick-ups which could be reason for some variations. There was general discussion regarding the curbside recycling program and the dolly presented at the last meeting. It was noted the dolly price for residents is still being discussed and assembly is required.

MOVED by Counc. Lewis and seconded by R. Mosca the Public Works and Infrastructure Committee recommend Council authorize Town Staff to purchase 50 recycling bin dollies to be assembled and offered to residents for purchase at cost.

CARRIED.

6.4 Update on Almon and Peters Lane

DO McLean gave background information to the new Committee member. It was noted the Almon Lane and Peters Lane report dated January 14, 2016 includes the information regarding the meetings with the residents and the issues that arose throughout the planning process. It was further noted Town Staff met individually with 11 of 15 property owners and the responses were all positive in nature. DO McLean advised a motion is needed to move forward with the issuance of a tender. There was general discussion with regards to the proposed design.

MOVED by Counc. Lewis and seconded by S. Smith the Public Works and Infrastructure Committee advise Rothesay Mayor Council to move forward with the issuance of a public tender for the reconstruction of Almon Lane and Peters Lane in 2016.

CARRIED.

6.5 Update on video inspections - Maiden Lane, Goldie Court, Gondola Point Rd., and Kaitlyn Street

DO McLean advised the video inspection of the residence on Gondola Point Road could not be completed as the condition of the pipe requires opening the pipe at another location. This can be done

during the work on the Almon Lane and Peters Lane project. The Committee agreed the item will remain on the agenda until any action can be taken.

The video inspection on Maiden Lane and Goldie Court determined there were no constrictions and the pipe is in good condition. It was noted the issue was related to the heavy rainfall of September 30, 2015 causing the storm sewer system to be surcharged. It was suggested DO McLean send copies of the video inspections to the residents to demonstrate the issues and include letters of advice for solutions. There was a general discussion relating to the following: causes of floods in residences, maintenance on older homes, and government contributions during catastrophic events.

There were two possible mechanisms of failure which could have resulted in the Kaitlyn Street flooding. Possible solutions discussed included installation of back-flow preventers and grouting and sealing sump pits around sewer cleanouts. DO McLean advised he has not yet met with the homeowners for a follow-up. The Committee agreed the item be left on the agenda for the next meeting.

6.6 Clarification on drainage issue on Elizabeth Parkway

It was noted a raised culvert is generally the result of an improper installation. A proper base is needed to handle the freeze/thaw cycles and if installed incorrectly a culvert may rise. There was general discussion relating to the area, and ditches.

6.7 Update on Church St. Parking

The Committee agreed there are two issues. The first is safety concerns regarding parking on both sides of the street on both Gondola Point Road and Church Street. The second is the amount of parking available to residents wishing to use the Common. There was discussion regarding the following: concern for the safety of children when exiting vehicles; altering the direction of traffic; peak times for parking; bus routes; widths of both Church Street and Gondola Point Road; angled parking; one sided parking; parking during the opening of the Common; costs and impacts of implementing suggested solutions; and estimated use of the Common during the summer months. DO McLean advised he will investigate the Church Street matter further and the Committee agreed to keep the item on the agenda.

MOVED by S. Smith and seconded by S. Peterson the Public Works and Infrastructure Committee recommend Council limit parking to one side of the street on Gondola Point Road.

CARRIED.

6.8 Update on painted crosswalk in K-Park

MOVED by R. Scoville and seconded by Counc. Lewis a crosswalk be painted and a sign installed on Forest Road at the end of the pathway between Forest Road and Broadway Street in the spring.

CARRIED.

6.9 Discussion on Robinson Street

DO McLean requested direction from the Committee regarding the next course of action. It was noted a letter was sent to the resident stating DO McLean's offer to discuss possible solutions for the homeowner to implement. No reply has been received and Council has requested a report back. It was suggested DO McLean contact the homeowner to open the dialogue once more and unless a response is provided within a certain timeframe the item should not be discussed further.

MOVED by S. Smith and seconded by Counc. Lewis that DO McLean contact the resident (Robinson Street) to offer his services to discuss possible solutions for the homeowner to implement,

and if a reply is not received from the homeowner in a two week timeframe, the matter shall not be discussed further.

CARRIED.

6.10 Update on Traffic By-Law

DO McLean advised the Traffic By-Law was submitted to the Registrar of Motor Vehicles for review in 2014. DO McLean advised he contacted the registrar to follow-up and no information on the By-law was found. With the Committee's approval DO McLean suggested resubmitting the Traffic By-law with the submission dates included. The Committee agreed.

6.11 Runner Signage in Bike Lane

MOVED by S. Peterson and seconded by R. Scoville the Public Works and Infrastructure Committee recommend to Council to keep the bike lane signage as is, as it is in agreement with the Motor Vehicle Act; and a letter be written to notify the resident of the decision.

CARRIED.

7. NEW BUSINESS:

7.1 Spring Clean Up Dates

MOVED by R. Mosca and seconded by Counc. Lewis the Spring Clean-Up take place the weeks of May 23-27th for solid waste and May 30-June 3rd for organic material.

CARRIED.

7.2 Discussion on Plow Markers

DO McLean inquired about the Committee's thoughts on snowplow markers. It was noted markers are a proactive method in helping snow plow operators gauge where the asphalt ends. With regards to the request to plow beyond the asphalt to provide more room for pedestrians to walk, it was noted there are no sidewalks in the area and the Town, in association with the Motor Vehicle Act, does not encourage pedestrians to walk in an area with no sidewalks for safety reasons.

7.3 Access Control to the Wells Trail

Concern was expressed with regard to use of the trail by motorized vehicles. DO McLean advised bollards will be put in place on the foot bridge, and boulders will be placed at both ends of the trail to deter motorized vehicles. The Committee inquired about possible signage. It was suggested signage would be likely be discussed by the Parks and Recreation Committee.

7.4 Streets and Sidewalks By-Law

It was noted the Committee will review for edits and report back to Council. There was an inquiry regarding availability of the list of permits authorized. It was noted because of privacy issues individual permit information is not provided to the public; with the exception of the redacted general building permit information provided for Open Session of Council.

R. Mosca left the meeting at 10:33 a.m.

7.5 Fairvale Elementary School Sign Installation

MOVED by Counc. Lewis and seconded by S. Smith the Public Works and Infrastructure Committee recommend Council approve the installation of a Fairvale Elementary School sign in the Town's right of way on the corner of Isaac Street and Gondola Point Road.

CARRIED.

Meeting Addendum:

The committee agreed to keep the rest of the items on the agenda for the next meeting. It was suggested the Committee keep their current kits for the information regarding the carryover items.

ITEMS KEPT FOR NEXT MEETING:

8. CORRESPONDENCE FOR ACTION:

8.1 Dunedin Road and Horton Road Intersection

15 December 2015 Email from Counc. Lewis RE: Dunedin Road and Horton Road Intersection

6 January 2016 Email from Andrew McKay RE: Request to Appear

6 December 2015 Letter from Catherine Chiasson RE: Proposed 16 Lot Subdivision

8 December 2015 Letter from Catherine & Paul-Emile Chiasson RE: Proposed 16 Lot Subdivision

7 December 2015 Email from Chris Bell RE: Objection to Proposed 16 Lot Subdivision

9 December 2015 Email from Chris Bell RE: Objection to Proposed 16 Lot Subdivision

9 December 2015 Email from Tom Mueller RE: Permission to address next Council Meeting

9 December 2015 Email from Michael Start RE: Appleby Development

8.2 14 January 2016 Email to Julien Leblanc, CN RE: Kingshurst Lane private grade crossing reassignment

16 December 2015 Email from Julien Leblanc, CN RE: Kingshurst Lane private grade crossing reassignment

15 February 2010 Letter to Canadian National Eastern Canada Region RE: Proposed Public Crossing – Mile 79.03 Sussex Subdivision

8.3 24 December 2015 Letter from resident RE: Rothesay Common and Solar LED Crosswalks for Hampton Road

9. CORRESPONDENCE FOR INFORMATION:

9.1 15 December 2015 Letter to James Hoyt, NB Transportation & Infrastructure RE: Five Year Program – Provincially Designated Highways in Rothesay

22 December 2015 Letter from Roger Melanson, Minister of Transportation & Infrastructure RE: Municipal Designated Highway Program

10. DATE OF NEXT MEETING:

The next meeting will be held on February 17, 2016.

11. ADJOURNMENT

MOVED by R. Scoville and seconded by S. Smith the meeting be adjourned.

CARRIED.

The meeting adjourned at 10:45 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Public Works & Infrastructure Committee
DATE : January 20, 2016
RE : Motions Passed at January 20th Meeting

Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, January 20, 2016:

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council authorize Town Staff to purchase 50 recycling bin dollies to be assembled and offered to residents for purchase at cost.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee advise Rothesay Mayor Council to move forward with the issuance of a public tender for the reconstruction of Almon Lane and Peters Lane in 2016.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council limit parking to one side of the street on Gondola Point Road.

CARRIED.

MOVED ... and seconded ... a crosswalk be painted and a sign installed on Forest Road at the end of the pathway between Forest Road and Broadway Street in the spring.

CARRIED.

MOVED ... and seconded ... that DO McLean contact the resident (Robinson Street) to offer his services to discuss possible solutions for the homeowner to implement, and if a reply is not received from the homeowner in a two week timeframe, the matter shall not be discussed further.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend to Council to keep the bike lane signage as is, as it is in agreement with the Motor Vehicle Act; and a letter be written to notify the resident of the decision.

CARRIED.

MOVED ... and seconded ... the Spring Clean-Up take place the weeks of May 23-27th for solid waste and May 30-June 3rd for organic material.

CARRIED.

ROTHESAY

TO: Mayor and Council

FROM: Public Works and Infrastructure Committee

Recording Secretary

RE: Motions Passed

2016Feb8OpenSessionFINAL_110

-2-

January 20, 2016

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council approve the installation of a Fairvale Elementary School sign in the Town's right of way on the corner of Isaac Street and Gondola Point Road.

CARRIED.

Liz Pomeroy
Recording Secretary





ROTHESAY

Utilities Committee Meeting

January 20, 2016

Rothesay Town Hall – Sayre Room

5:30 p.m.

PRESENT: COUNCILLOR MATT ALEXANDER, CHAIRPERSON
PAUL BOUDREAU, VICE CHAIRPERSON
STEPHEN WAYCOTT
BLAINE JUSTASON
MARK MCALOON

TOWN MANAGER JOHN JARVIE
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN
RECORDING SECRETARY LIZ POMEROY

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

1. ELECTION OF OFFICERS

Town Manager Jarvie called three times for nominations from the floor for Chairperson. Stephen Waycott nominated Counc. Alexander as Chairperson. There being no other nominations, Counc. Alexander was elected Chairperson by acclamation.

Town Manager Jarvie called three times for nominations from the floor for Vice Chairperson. Paul Boudreau nominated himself. There being no other nominations, Paul Boudreau was elected Vice Chairperson by acclamation.

1.1 Approval of Committee Meeting Dates

MOVED by B. Justason and seconded by P. Boudreau the proposed Committee meeting dates be approved as circulated.

CARRIED.

2. APPROVAL OF AGENDA

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

CARRIED.

3. APPROVAL OF MINUTES:

MOVED by P. Boudreau and seconded by S. Waycott to approve the Minutes of December 16, 2015 as circulated.

CARRIED.

4. DELEGATIONS:

N/A

5. REPORTS & PRESENTATION:

N/A

6. UNFINISHED BUSINESS:**6.1 Update on water exploration.**

Counc. Alexander gave background information to the new Committee member. DO McLean explained new developments can increase the draw on the Town's water supply. He noted the Town is working with the Dept. of Environment to increase the amount of water the Town is allowed to withdraw from the Carpenters Pond well field. He reported options are being explored however, a secondary source has not yet been found.

6.2 Update on Wells Park.

DO McLean advised gates will be put in place at the entrance to the well field to deter access for motorized vehicles on the trail.

6.3 Update on Water By-Law

DO McLean noted the initial capital fees and recurring fees that would be incurred was the main concern raised at the meeting with the multi-unit building owners group. DO McLean explained the revision to the By-law, should it be approved by Council, would require the multi-residential properties to be connected to the Town water system; and use Town water as their sole potable water source. The building owners group agreed the By-law revision would be unfair as it would cause them undue financial hardship and any additional cost would eventually be borne by their tenants. There was general discussion regarding: costs for renters, the vacancy rate in New Brunswick, and the impacts of connecting or not connecting multi-residential properties to the Town water supply. The Committee agreed to keep the item on the agenda.

MOVED by S. Waycott and seconded by P. Boudreau to receive the Water By-law report prepared by DO McLean dated 15 January 2016 for information.

CARRIED.

6.4 Update on Capital Program.

DO McLean gave background information on the various capital projects in 2015 and 2016 to the new Committee member. He noted the request for proposal for the engineering design services for wastewater treatment plant pumping stations and transmission lines closes on February 2, 2016 and will likely be awarded at the March Council meeting. There was a brief discussion regarding interest surrounding the request for proposal.

6.5 RFP – Engineering Design Services for Wastewater Treatment Plant Pumping Stations and Transmission Lines

Dealt with above in item 6.4

6.6 Update on Almon and Peters Lane

Counc. Alexander gave background information to the new Committee member. It was noted one resident did not wish to meet, another could not be reached, and another resident was unable to meet with Town Staff. Of the residents that Town Staff met with, there was overall positive feedback. There was an inquiry regarding the estimated time of completion for the project. It was noted if tender is awarded in April the project may be completed as of September. There was general discussion regarding the proposed design.

MOVED by B. Justason and seconded by S. Waycott the Utilities Committee advise Rothesay Mayor Council to move forward with the issuance of a public tender for the reconstruction of Almon Lane and Peters Lane in 2016.

CARRIED.

7. NEW BUSINESS:

7.1 Operator Certification

DO McLean advised the renewal of a Certificate of Approval is required every five years. Rothesay's Utility renewal took place in 2015 with certain conditions to be met on January 1, 2015 and January 1, 2016. With the Wastewater Treatment Plant work in progress, a Certificate of Approval has been approved for operating outside of compliance for the January 1, 2015 condition. A letter has been written requesting permission to operate outside compliance in relation to the January 1, 2016 condition. DO McLean will report back at the next meeting.

8. CORRESPONDENCE FOR ACTION:

N/A

9. CORRESPONDENCE FOR INFORMATION:

N/A

10. DATE OF NEXT MEETING:

The next meeting will be February 17, 2016.

11. ADJOURNMENT

MOVED by P. Boudreau and seconded by B. Justason the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:30 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Recording Secretary Utilities Committee
DATE	:	January 20, 2016
RE	:	Motions Passed at January 20 th Meeting

Please be advised the Utilities Committee passed the following motions at its regular meeting on Wednesday, January 20, 2016:

MOVED ... and seconded ... the Utilities Committee advise Rothesay Mayor Council to move forward with the issuance of a public tender for the reconstruction of Almon Lane and Peters Lane in 2016.

CARRIED.

Regards,

Liz Pomeroy
Recording Secretary



ROTHESAY
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall
Monday, February 1, 2016
5:30 p.m.



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

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

The meeting was called to order at 5:31 p.m.

**1. ELECTION OF OFFICERS (WELCOME TO NEW COMMITTEE MEMBERS)
STAFF**

DPDS White called three times for nominations from the floor for Chairperson. Laurie Gale nominated Bill Kean as Chairperson and Counc. Wells seconded the nomination. There being no other nominations, Bill Kean was elected Chairperson by acclamation.

Chairperson Kean called three times for nominations from the floor for Vice Chairperson. Tracy Langley nominated Laurie Gale and Counc. Lewis seconded the nomination. There being no other nominations, Laurie Gale was elected Vice Chairperson by acclamation.

1.1 APPROVAL OF THE AGENDA

MOVED by Laurie Gale and seconded by Colin Boyne to approve the agenda as circulated.

CARRIED.

1.2 PAC PROCEDURE POLICY – 2016 MEETING SCHEDULE

MOVED by Counc. Lewis and seconded by Counc. Wells the proposed Committee meeting dates be approved as circulated.

CARRIED.

1.3 CODE OF ETHICS

The Committee received the Code of Ethics for information.

2. APPROVAL OF MINUTES

2.1 Regular Meeting of December 7th , 2015

MOVED by Counc. Wells and seconded by Tracy Langley the minutes of 7 December 2015 be adopted as circulated.

CARRIED.

3. OLD BUSINESS

3.1 Millennium Drive Proposal

OWNERS:

PID:

PROPOSAL:

Pat Shea

Sandra J. Shea & Scott Brothers Ltd.

00173443 & 30227086

Withdrawal of Application

Laurie Gale declared a conflict of interest and left the room.



ROTHESAY

Planning Advisory Committee Meeting
Minutes

1 February 2016

MOVED by Counc. Wells and seconded by Tracy Langley the Planning Advisory Committee accept the withdrawal of the application as submitted by Mr. Pat Shea, Jr., on behalf of the property owners Scott Brothers Ltd. and Mrs. Sandra J. Shea, and forward the notice of withdrawal to Council.

CARRIED.

Laurie Gale returned to the meeting.

4. NEW BUSINESS

4.1 10 Cedar Drive **James M. Estey**
OWNER: James M. Estey
PID: 00239194
PROPOSAL: Attached Garage Sideyard Variance Application By-law 2-10
 (Zoning)

Jacqueline Estey and Town Manager Jarvie attended the meeting. DPDS White explained the application was a request to add an attached two-car garage to the eastern side of the dwelling that is abutting 193 Renshaw Road. It was noted Mr. Estey’s request to vary the minor side yard setback is as follows:

	R1B Zone Standard	Proposed	Variance
Minor Side yard setback from eastern boundary	4 metres	0.6 metres	75% - 3m

DPDS White noted the existing building meets all required setbacks with the exception that the proposed attached garage would not meet the required 4m setback from the property boundary of 193 Renshaw Road. In this case it would require a setback of 0.6m instead of 1m as originally stated in the report. He further noted the proposed garage would not be parallel to the property line, this would result in the setback increasing along the length of the garage. Images were displayed showing stakes marking the driveway entrance and framing demonstrating the layout of the proposed attached garage. It was noted a grade difference between the two neighboring properties (10 Cedar Drive and 193 Renshaw Road) is one of the reasons Staff support the application. DPDS White advised if the Committee approves the recommendation a Surveyor’s Location Certificate will be required before the area is backfilled in order to ensure the garage is in the proper location. In addition, the recommendation prohibits outside storage near the garage in order to prevent compost bin placement in close proximity to the property line.

Chairperson Kean thanked DPDS White for his presentation and invited Jacqueline Estey to speak. Ms. Estey noted the neighbors have been very accommodating and she would be happy to answer any questions the Committee may have. It was noted Staff visited the site to explore other possibilities for placement and discovered this proposal was the best option.

MOVED by Counc. Wells and seconded by Craig Pinhey the Planning Advisory Committee:

- Grant a variance from the Rothesay By-Law No. 2-10 allowing for a reduced minor setback of 0.6 m for a proposed attached 2-car garage with the following conditions:
 - The applicant is required to submit the following:
 - a Surveyor's **Location Certificate** to confirm compliance with the building’s required setbacks, the certificate shall:
 - Be based on an actual site inspection and measurements;
 - Verify the siting of the building foundation wall, setback from property boundary(s) for the corners of the proposed building; and
 - Be prepared by personnel qualified to practice Land Surveying in New Brunswick.



ROTHESAY

Planning Advisory Committee Meeting
Minutes

1 February 2016

- The Surveyor's **Location Certificate** shall be provided to the Development Officer prior to any back-filling of the foundation excavation; and
- Outside storage is prohibited in the required 4m sideyard area abutting 193 Renshaw Road unless completely screened by an opaque fence at least 2m high and screened from view to the satisfaction of the Development Officer.

CARRIED.

5. DATE OF NEXT MEETING(S)

The next meeting will be held on Monday, April 4, 2016.

6. ADJOURNMENT

MOVED by Laurie Gale and seconded by Tracy Langley the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:45 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHERSEY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	2 February 2016
RE	:	Millennium Drive proposal

RECOMMENDATION:

- Council accept the withdrawal of the May 4, 2015 application for the lands off Millennium Drive, identified as PID#s 30227086 and 00173443

BACKGROUND:

The attached staff report dated 28 January 2016 was reviewed by the Planning Advisory Committee at its regular meeting on Monday, February 1, 2016. At that time, the following motion was passed:

MOVED ... and seconded ... the Planning Advisory Committee accept the withdrawal of the application as submitted by Mr. Pat Shea, Jr., on behalf of the property owners Scott Brothers Ltd. and Mrs. Sandra J. Shea, and forward the notice of withdrawal to Council.

CARRIED.

Mary Jane Banks

QUINQUE JUNCTA IN UNO



To: Chair and Members of Rothesay Planning Advisory Committee
From: Brian L. White, MCIP, RPP
Director of Planning and Development Services
Date: Thursday, January 28, 2016
Subject: Application Withdrawal – Millennium Drive Proposal

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

ORIGIN:

An application received by the Planning Advisory Committee on May 4th, 2015 from Mr. Pat Shea, Jr., on behalf of the property owners, requesting a development agreement to allow for a commercial retail shopping district on lands bounded by the northern edge of Millennium Drive and the eastern edge of Campbell Drive.

BACKGROUND:

On Monday, June 22, 2015 Council held a public meeting at the Bill McGuire Memorial Centre, in which the applicant presented their development proposal to the public for the properties on Millennium Drive (PID#s 30227086 and 00173443), to allow the community to become familiar with the proposal and provide comment. On August 10th, 2015 Staff submitted summarized report of the public feedback regarding the application to Council and the applicant. Staff have met with the applicants several times over the last months, and after long consideration the applicants have decided to withdraw their application.

Staff have been notified in person by representatives of both landowners that they are withdrawing the application. Staff believe that at least one of the two land owners intends to resubmit.

Recommendation:

It is recommended THAT the Planning Advisory Committee:

- A. Accept withdrawal of the application as submitted by Mr. Pat Shea, Jr., on behalf of the property owners Scott Brothers Ltd. and Mrs. Sandra J. Shea, and forward the notice of the withdrawal to Council.

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

Date: Thursday, January 28, 2016



ROTHESAY
2016 Feb 8 Open Session FINAL_120
Emergency Measures Committee
Wednesday, January 27, 2016 at 2:30 pm
SAYRE ROOM ROTHESAY TOWN HALL



PRESENT: Chairperson Peter Lewis
Councillor Bill McGuire
Bill Artiss
DPDS Brian White
Town Manager John Jarvie

DRAFT

ABSENT: Mayor Bill Bishop

The meeting was called to order at 2 p.m.

Town Manager Jarvie reported that he, Brian White and Bill Artiss met yesterday to review the By-Law. The intent is to have the new EMO By-Law go to Council at February's meeting for first and second reading. The intention is to have the EMO Committee recommend to Council to adopt the By-Law. It will be sent out tomorrow for the Committee to review; the Clerk will review it as well.

Town Manager Jarvie gave the Committee an update on the upcoming EMO exercise. He stated it will be a tabletop exercise and is scheduled to take place on April 12th, the day after April Council meeting. It will take place at Town Hall in its entirety. Council will gather to declare a State of Emergency and the exercise will unfold from there. Different scenarios will be introduced throughout the exercise for Council, Town Staff and/or the appropriate parties involved to act upon. Even though it's a tabletop exercise it will be realistic – the weather that day will be considered during the exercise.

Bill Artiss stated that the part of the rationale behind the By-Law is such that if a State of Emergency is declared, a "meeting of Council" would take place; it's not a formal Council meeting; therefore, no quorum is needed or the presence of the Town Clerk. He offered to meet with Council members if there were any questions in this regard.

MOVED by Counc. McGuire that the EMO Committee submit to Council the draft EMO By-Law at the Council meeting on February 8, 2016 for first and second readings.

CARRIED.

Town Manager Jarvie reported a special meeting with Council will take place on February 22nd to bring Council up to date on this exercise and to review the plan/roles and expectations. Another meeting can take place after if Council feels it is necessary.

Town Manager Jarvie stated once the tabletop exercise has been completed, a letter will be submitted to the Province of New Brunswick detailing the exercise completed by the Town.

Councillor Lewis inquired if the EMO Committee should have training? DPDS White remarked that the EMO plan has specific and separate roles for Council and EOC members. DPDS did state that a basic emergency measures training course is available on-line which takes approximately 10 hours to complete.

The meeting was adjourned at 2.30 p.m.

Chair

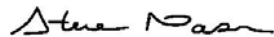
Recording Secretary

January 2016 Building Permit Report

<i>Date</i>	<i>Permit Number</i>	<i>Property Location</i>	<i>Nature of Construction</i>	<i>Value of Construction</i>	<i>Building Permit Fee</i>
2016/01/13	2016-01	11 Turnbull Court	Renovation	\$2,500.00	\$20.00
2016/01/13	2016-02	7 Parkdale Place	Electrical Upgrade	\$2,000.00	\$20.00
2016/01/14	2016-03	248 Bradley Lake Road	Renovation	\$300,000.00	\$2,175.00
2016/01/21	2016-04	1 Fox Farm	Renovation to Exterior	\$5,000.00	\$36.25
2016/01/26	2016-05	69 Marr Road Unit E	Interior Renovations Commercial	\$65,000.00	\$471.25
2016/01/28	2016-06	33 Ball Park Road	Electrical Upgrade	\$1,000.00	\$20.00
2016/01/28	2016-07	161 Green Road	Windows	\$2,000.00	\$20.00
2016/01/28	2016-08	1936 Rothesay Rd.	General Renovations	\$45,000.00	\$326.25
2016/01/29	2016-09	17 Frances Ave.	Electrical Upgrade	\$2,500.00	\$20.00

	Value of Construction	Building Permit Fee
Monthly Total Jan. 2016 **	<u>\$425,000.00</u>	<u>\$3,108.75</u>
Summary for 2016 to Date**	<u>\$425,000.00</u>	<u>\$3,108.75</u>
Monthly Total Jan. 2015	<u>\$170,000.00</u>	<u>\$1,232.25</u>
Summary for 2015 to Date **	<u>\$170,000.00</u>	<u>\$1,232.25</u>
**Excludes Water / Sewage Fees		

Steven Nason, CBCO



Building Inspector



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Bishop & Council
FROM : John Jarvie
DATE : 4 February 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 15/01/16*	COMMENTS
Curb/gutter/sidewalk - Eriskay	\$0.55M	2%	Engineering only in 2015 due to condition of sewer system
Engineering 2016 streets	60,000	21%	Consultant engaged
Cross-walk signals Grove/ Church/Golf Club	140,000	36%	Equipment ordered; civil work complete, poles scheduled for February
Recreation equipment	160,000	81%	Zamboni delivered, Dobbin St. playground installed, KPark rink house completed,
Miller Field Building	120,000	47%	foundation work complete, floor, walls erected, roof shingled and windows installed.
Wells Trail	\$0.67M	95%	Trail base in, culverts installed and wooden bridges substantially complete, contractor estimate 85% complete
Wells Ballfield	\$0.67M	95%	Field fenced, levelled and seeded with grass growing; dog park grading complete
Rothsay Common Upgrade	\$2.4M	92%	90% complete and on schedule.
Transportation Equipment	470,000	42%	Skid steer delivered, SUVs delivered, backhoe deferred to 2016,
Wastewater Collection Upgrade	\$7.5M	-	Engineering RFP closed; recommend Feb 22
2017 Resurfacing Design	60,000	-	RFP pending
2016 Street Resurfacing	985,000	-	Tender drawings underway
Acquisition of Vehicles (2) Works	130,000	-	Recommendations on Current Mtg. Agenda
Acquisition of Backhoe	230,000	-	Tender pending
Almon/Peters Ln Upgrades	\$1.2M	-	Detailed design underway
Arena Lobby Roof repairs	30,000	-	
Common additions	30,000	-	
Crosswalk – Gondola Pt Rd/River Rd	60,000	-	Poles ordered
Curb & Sidewalk - Parkdale/Chapel	250,000	-	RFP issued, closing Feb 22 nd , award Mar Council
General Specification for Contracts	40,000	-	RFP pending
IT Upgrades	75,000	-	underway
KVFD Capital	26,000	-	To be claimed when purchase completed
Master Dr. Site Development	125,000	-	Design Underway
Misc Equipment (Transportation)	63,000	-	Equipment ordered
McGuire Centre Parking Lot	125,000	-	Design underway
Oakville Acres Detention Pd - Paths	50,000	-	Design complete; rock fill purchased.
Oakville Ln Improvements design	30,000	-	RFP pending
Parks Garage Roof repairs	20,000	-	
Renforth Wharf cathodic protection	60,000	-	Design and procurement underway
Wells Park Entrance paving	20,000	-	To be included with trail paving in 2015 project

* Funds paid to this date.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 8, 2016

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: 2 February 2016

SUBJECT: Disposal of Town Owned Land (PIDs 30022453 & 00259036)

RECOMMENDATION

It is recommended that Rothesay Council pass the following RESOLUTION

WHEREAS Rothesay Council has received and reviewed information regarding the possible disposal of 8 Kingswood Avenue (PID 30022453);

Be it therefore resolved that Rothesay Council declares 8 Kingswood Avenue (PID30022453) to be surplus to the needs of Rothesay; and

WHEREAS 8 Kingswood Avenue (PID30022453) has been declared surplus;

Be it further resolved that Rothesay Council hereby directs Staff to sell said lands by PUBLIC TENDER; and

WHEREAS Rothesay Council has received and reviewed information regarding the possible disposal of land off Crosswind Crescent (PIDs 00259036 & 30278691);

Be it further resolved that Rothesay Council shall retain the land off Crosswind Crescent (PIDs 00259036 & 30278691) as land for public recreational purposes.

It is further recommended that this report be released to the public.

ORIGIN

On September 8th, 2015 Rothesay Council did receive a letter from a resident requesting the sale of publically owned land. Subsequently, at the September 14th, 2015 open session of Council the following Motion was passed as follows:

MOVED by Counc. Gallagher Jette and seconded by Counc. McGuire the letter RE: Sale of Town lands dated 7 September 2015 be referred to staff for a report on possible disposal of PID#s 30022453 and 00259036.

ON THE QUESTION:

It was noted one property would be suitable for a house but the other may require some work.

CARRIED.

On January 19, 2016 the Parks and Recreation Committee reviewed the submitted Staff report and made recommendations as follows:

Moved by Tracey Langley and seconded by Brendan Kilfoil that the Committee declare 8 Kingswood (PID30022453) surplus to the Town and dispose of the land accordingly by public tender.

CARRIED

Moved by Brendan Kilfoil and seconded by Maureen Desmond that the Committee recommend that Council retain the land off Crosswind Crescent (PIDs 00259036 & 30278691) as land for a public park.

CARRIED

SALE OF LAND BY PUBLIC TENDER

The process of declaring land surplus includes the following steps:

1. Staff have identified the potential surplus parcels and circulated the information to all Town departments to ensure that all Town interests or future uses for the property have been considered;
2. Staff submitted a report and recommendation to the Parks and Recreation Committee regarding the candidate surplus parcels and have forwarded the Committee's recommendation to Council;
3. Should Council declare parcels to be surplus Staff would then prepare a polling notice regarding the sale of lands by public tender and distribute to local residents;
4. Staff would also prepare a public offering and advertise a "Notice of Tender for Surplus Town Property" being posted to the Town's Website in addition to the public advertising in a local newspaper.
5. Proposals received would be analyzed for best value with a Staff recommendation brought forth to Town Council based on the best value to Rothesay; and
6. Accepted offer(s) to purchase are then transferred to the prospective purchaser through an Agreement of Purchase and Sale with the successful bidder.

Surplus Town property is sold on an "as is, where is" basis and the Town will make no warranty whatsoever with regard to title. Offers must include a 10% non-refundable deposit prior to the offer being recommended to Council for acceptance. Should the property not successfully be disposed of by the above mentioned process, it will be re-advertised for sale by Public Tender at a later date. The Town retains the right to reject any or all offers to purchase.



Report Prepared by: Brian L. White, MCIP, RPP
Date: Wednesday, January 27, 2016



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Parks & Recreation Committee

January 19th, 2016

TO: Chair Miriam Wells; and
Members of Parks and Recreation Committee

SUBMITTED BY:

Brian White, Director of Planning & Development Services

DATE: 11 January 2016

SUBJECT: Disposal of Town Owned Land (PIDs 30022453 & 00259036)

INFORMATION REPORT

ORIGIN

On September 8th, 2015 Rothesay Council did receive a letter from a resident (see attached) requesting the sale of publically owned land. Sequently, at the September 14th, 2015 open session of Council the following Motion was passed as follows:

MOVED by Counc. Gallagher Jette and seconded by Counc. McGuire the letter RE: Sale of Town lands dated 7 September 2015 be referred to staff for a report on possible disposal of PID#s 30022453 and 00259036.

ON THE QUESTION:

It was noted one property would be suitable for a house but the other may require some work.

CARRIED.

Staff have conducted an internal review of the subject parcels with regard to retaining the land or whether the parcels could be declared surplus. If a property is declared surplus, it is the intention that the Town would then sell the lands by public tender through advertisement and with notification to all surrounding and adjacent property owners. The process of declaring land surplus would include the following steps:

1. Candidate surplus parcels are identified and circulated to all Town departments to ensure that all Town interests or future uses for the property have been considered;
2. Staff prepare a report and recommendation to both the Parks and Recreation Committee and the Planning Advisory Committee (if necessary) regarding the candidate surplus parcels and forward the Committee(s) recommendation(s) to Council;

3. Staff prepare a polling notice regarding the candidate surplus lands and distribute to local residents;
4. All members of the public and interested stakeholders are afforded the opportunity to speak regarding candidate surplus lands at a scheduled Council meeting;
5. Should Council deem the parcel surplus to the Town's needs a public proposal call would be initiated to secure offers to purchase;
6. Staff would prepare a public offering and advertise a "Notice of Tender for Surplus Town Property" being posted to the Town's Website in addition to the public advertising in the local newspaper.
7. Proposals received would be analyzed for best value with a Staff recommendation brought forth to Town Council based on the best benefit to Rothesay; and
8. Accepted offer(s) to purchase are then transferred to the prospective purchaser through an Agreement of Purchase and Sale with the successful bidder.

BACKGROUND

In April 2013 the Town began improvements to the municipal drinking water distribution system by decommissioning two obsolete water storage tanks. Following their decommissioning a concrete water storage tanks near 38 Grove Avenue and 5 Crosswinds Crescent and a steel water storage tank at 8 Kingswood Avenue were both demolished and the sites remediated to an undisturbed and clean site condition.

The two vacant individual parcels of land in question are located off Crosswind Crescent (PID 00259036 & 30278691) and 8 Kingswood Avenue (PID 30022453) and further described as follows:

PARCEL A - (PIDs 00259036 & 30278691) Crosswind Crescent

The Crosswind Crescent Parcel A holding consists of two separate parcels PIDs 00259036 & 30278691. The larger of the two parcels (PID 00259036) was created in 1970 as a municipal drinking water stand pipe (tank) site when it was subdivided from land owned by Arthur J Kennedy and William Arthur Steele.



In the original 1970 plan of subdivision the parcel included Right of Way access to Grove Avenue across lands now identified as 1 Crosswind Crescent (PID 30311294). In 2010 the land off Crosswind Crescent was developed as part of the planned 14 lot subdivision. In March of 2010 the Director of Development Services prepared a Staff report to the Planning Advisory Committee regarding the proposed subdivision that report notes the following:

*Land for public purposes was taken with the initial development of Highland Ave. As such, the developer is not required to provide additional land. The water tower off Grove Ave. will be demolished in the near future and **the Town has expressed an interest in developing the property as a public park to allow for excellent views of the river and valley.** As acknowledgement of the Town's intentions, the developer is providing land for public purposes off Crosswind Crescent to enable access to the water tower property.*

Accordingly in 2010, a 252.95m² parcel (PID 30278691) was registered as Land for Public Purposes to be used for public park access to the original water tank site.

The Crosswind Crescent Property is designated Low Density Residential and zoned Single Family Residential – Large Serviced Zone (R1A) and is owned by Rothesay. The Property is 1393.54m² (Approximately 0.34 acres) with no frontage on Crosswind Crescent or Grove Avenue. The land is currently undeveloped and is maintained with grass while a few trees are found on the southern corner of the property.

No recreational or park infrastructure exists on the property; the property has the following conditions:

- A small plateau near the centre of the property surrounded by slopes up to 30°.
- Slopes greater than 30° delineate the southern boundary;
- Property tax assessment value of \$50,600.00 (both PIDs);
- Property is surrounded by private land on all sides with Town-Owned access to Crosswind Crescent;
- The property has no significant ecological or heritage significance; and
- The property is not needed to provide transportation or road improvements.



Figure 1 – View(s) toward Kennebecasis River from Crosswind Property

PARCEL B - (PID 30022453) 8 Kingswood Avenue

8 Kingswood Avenue was created as a residential building lot in August 1978 as part of Phase 3 on the Hillcrest Park Subdivision. It had been used until the summer of 2012 as a municipal drinking water stand pipe (tank) site, since then it remains vacant.



It is designated Low Density Residential and zoned Single Family Residential – Large Serviced Zone (R1A) and is owned by the Town of Rothesay. The property is 2089.9m² in size (approximately 0.52 acres) with 47.2m (154.9ft) of frontage along Kingswood Avenue. The land is currently undeveloped and is maintained as open space with grass and trees, no recreation or park infrastructure exists on the property; the property has the following features:

- Mostly flat, level ground – No significant slopes;
- Public Utility Easements along the North and West Boundaries;
- Property tax assessment value of \$68,300.00
- No significant ecological or heritage significance; and
- The property is not needed to provide transportation or road improvements or public access to undeveloped lands.



Figure 2 - View(s) of Kingswood Property

FINANCIAL IMPLICATIONS

The Community Planning Act (Section 77(10)) requires that all money realized through the sale of land for public purposes (LPP) is to be paid into a special account, and that the money in that account is to be expended for acquiring or developing land for public purposes.

Only a small portion of the Crosswind Crescent land is LPP nevertheless, Staff recommend that should the land be disposed of that the revenues received both parcels be directed toward developing the LPP fund.

The Kingswood property is not designated as land for public purposes accordingly any revenue acquired through disposal would be directed to general capital reserves.

RECOMMENDATION:

It is recommended THAT the Parks and Recreation Committee:

- A. Recommend that Council declare 8 Kingswood Avenue (PID 30022453) surplus to the Town and dispose of the lands accordingly by public tender.
- B. Recommend that Council retain lands off Crosswind Crescent (PIDs 00259036 & 30278691) as land for a public park.

ATTACHMENTS

MAP 1	Parcel A
MAP 2	Parcel B
Attachment A	Letter from Resident RE: Crosswind Crescent Land

Report Prepared by:	Darcy Hudson, Development Technician
Report Reviewed by:	Charles Jensen, Director of Parks and Recreation
Report Reviewed by:	Brett McLean, Director of Operations
Report Reviewed by:	Doug MacDonald, Treasurer

Crosswind Crescent Lot



2016Feb8OpenSessionFINAL_132
8 Kingswood Ave





Mayor William Bishop and
Councillors,
Town of Rothesay,
70 Hampton Road, Rothesay, N.B.
E2E 5L5
September 7, 2015

Your Worship and Council:

RE: Lot of Land PID259036

I am a resident of the Town of Rothesay having resided here for the past 41 years and having built four new homes. I currently reside at 13 Crosswind Crescent. This is a large home and I now wish to move to a smaller one level. Having noticed the small vacant lot of land where the town water tower was formally located, I am enquiring if there is a possibility of purchasing this lot from the town.

Your response to my enquiry would be appreciated.

Thank you,
Sincerely,

Blaine Justason
13 Crosswind Crescent
Rothesay, N.B.
E2E 0P6

Telephone: 847-2169



INTEROFFICE MEMORANDUM



TO	:	Mayor Bishop & Council
FROM	:	John Jarvie
DATE	:	5 February 2016
RE	:	Remembrance Day at Rothesay Common

Recommendation:

It is recommended Council receive this memorandum for information.

Background:

At one time the service on Remembrance Day was held at the Cenotaph on the Common. It was organized by the Legion and was intended for the entire Valley. There were several years when the inclement weather drove the event indoors, first at Lions Club on Market Street in Quispamsis and latterly at Kings Valley Wesleyan Church on Hampton Road. At some point it was thought that an indoor event was preferred by the veterans who, as they aged, were thought to prefer the warmth of the indoor setting. With the opening of the qPlex the official event was reallocated there.

As the event gradually moved inside there were others who thought it important to continue to honour the war dead at the cenotaph erected in their memory. A service was held at the cenotaph organized by Rory Grant with support of St. Paul's Church and the present priest, Reverend Canon Albert Snelgove. Others have participated but these have been the constants. The last few years the day has seen pleasant weather and the number of attendees increase; several hundred persons of all ages have typically been seen making their way toward the Common from around the area in the hour before the service.

The service typically involves singing the national anthem, various readings including *In Flanders Fields*, the participation of some school children, the reading of the names on the memorial by veterans and the singing of *God Save the Queen*. Early versions sometimes suffered from poor audio quality but this has been overcome in recent years with the rental of a high quality sound system.

Deputy Mayor Grant has suggested there may be a role for the Town in supporting the service and its organizers. At present the only participation of the Town corporation is to insure the flags are lowered and returned to regular height the following morning, the park groomed to best advantage and electric power sources checked in advance of the 11th. Staff has approached the organizers to ask how the Town might assist further.

The organizers are principally Mr. Rory Grant and Canon Snelgrove, the Rector at St. Paul's Church. Both intend to continue and, while appreciating the assistance the Town now provides, had no specific requests for additional direct assistance at this time. They were advised the Town is fully supportive of their efforts and is in no way suggesting any changes to how the service is carried on. They were invited to consider anything the Town might do and advise us.

Mr. Grant did suggest that with importance of the cenotaph as a memorial to World War veterans, it would be wonderful if the Legion could be represented at the service.

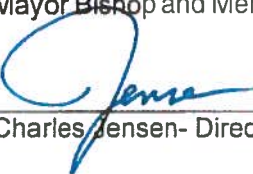


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 8, 2016

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:


Charles Jensen- Director of Parks and Recreation

DATE: January 19, 2016

SUBJECT: Reduction of Line of Credit for Greenpoint North Lawn Care Inc.(Weedman)

RECOMMENDATION

It is recommended that Rothesay Council direct staff to reduce the standby letter of credit for contract number 2012-12-ParksTurf to \$26,018.04 which represents 50% of the value of the remaining one year contract.

BACKGROUND

As indicated in attached letter from Weedman this process was also done last year. Rothesay Council agreed to a reduction in the LOC of 25%, Weedman is simply asking that the same process be followed for this season.

Weed Man

44 Orion Court
Dartmouth, NS B2Y 4W6
(902) 468-9333

January 14, 2016

Town of Rothesay
70 Hampton Road
Rothesay, NB E2L 5L5
Attention: Town Clerk

Dear Sir/Madam

Re: Successful Tender for Contract No.: 2012-12-ParksTurf

Please accept this letter as a formal request to Town Council to reduce the value of the standby letter of credit provided to the Town by Greenpoint North Lawn Care Inc. o/a Weed Man.

Weed Man was the successful bidder on this tender, and in March 2013, provided to the Town a standby letter of credit in the amount of \$104,072.14. This letter of credit was equal to 50% of the total value of the four year contract, and was provided in lieu of a performance bonus.

Three years has elapsed and Weed Man has met its obligation to date under the contract. The financial risk to the Town associated with nonfullfillment has been reduced by 75%. Last year, 2015, the Town granted our request to reduce the letter of credit by 50%. Accordingly, Weed Man requests that the value of the letter of credit be reduced by a further 25% of the original amount to \$26,0180.04. This new amount will be equal to 50% of the value of the remaining one year contract.

If Council consents to this request, we will instruct our bank to issue a new letter of credit in the revised amount.

We thank you for considering our request. We also thank you for the business. We value our ongoing business relationship with the Town.

Yours Truly,


David Thompson

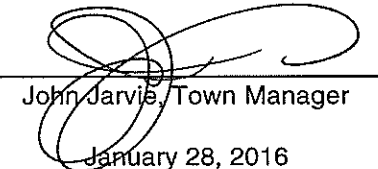


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 8, 2016

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:


John Jarvie, Town Manager

DATE: January 28, 2016

SUBJECT: Debt Application

RECOMMENDATION

Council approve the following motion:

Be it resolved that the Municipality of ROTHESAY submit to the Municipal Capital Borrowing Board an application for authorization to borrow money in an amount not to exceed \$850,000 for the following:

Purpose	Term	Amount
NAME OF FUND: Utility		
Water and sewer system expansion	30 YRS	\$850,000

BACKGROUND and DISCUSSION

The 2016 Utility Capital Plan includes a project for the expansion of the water and sewer system along Almon and Peters Lane. The total estimated cost of the improvements to be funded by obtaining new debt is in the range of \$850,000.

The Director of Operations has provided a description of the project, including estimated costs of each component (attached).

As part of the application process we must submit our capital plan and financial projections for the next five years indicating the effect on utility expenditures, debt levels, utility rates, etc. assuming all items in the capital plan proceed. We must demonstrate our capacity to fund the projects as planned.

I have also attached the capital plan summary (including the summary of funding sources) available for the next three years (Attachment "A"). The major components of the plan include the completion of Phase 1 WWTF infrastructure upgrades and proposed Phase 2 WWTF treatment plant. Phase 2 is dependent upon receipt of financial support from other levels of Government. While these Phase 2 projects are only expected to proceed when, or if, that support is confirmed, for projection purposes we must include the projects as currently envisioned.

Additional specific capital priorities have not been identified beyond 2016 however we have assumed annual spending of \$475,000 from operating revenues.

Also attached as Item "B" is the "Debt Profile and Budget Projections" that will be submitted in support of the debt application.

The budget projections assume a 3.5% growth in operating expenditures and a loan interest rate of 5%. Should the assumptions be incorrect there could a material impact on the projections and on our ability to fund all the capital plans.

The Finance Committee did not have sufficient numbers to hold an official meeting in advance of Council and prior to the MCBF filing deadline.

Project Description:

Water and Sewer System Expansion

The renewal project on Almon Lane and Peters Lane, two intersecting lanes in a very old neighborhood in Rothesay, consists of the following:

- Replacement of 385m of terra cotta sanitary sewer on Almon Lane which is in very poor condition, has minimal grade, has inflow and infiltration issues owing to its age and possibly includes combined sewer flows. The new sanitary sewer will be installed with gasketed PVC pipe which will be structurally sound, installed with proper grade and will eliminate inflow and infiltration. During construction cross connections which allow combined sewer flow in the sanitary system will be identified and eliminated; construction of a dedicated storm sewer system forms part of the overall project. The expected cost for this sanitary sewer renewal is in the order of \$275,000.
- Replacement of 145m of terra cotta sanitary sewer on Peters Lane which is in very poor condition, has minimal grade, has inflow and infiltration issues owing to its age and possibly includes combined sewer flows. The existing sanitary sewer on Peters Lane also contains discontinuities with a portion of the flow directed towards Almon Lane and a portion of the flow directed towards Church Avenue. The new sanitary sewer will be installed in a continuous manner such that all flow is directed towards Almon Lane. The new sewer will consist of gasketed PVC pipe which will be structurally sound, installed with proper grade and will eliminate inflow and infiltration. During construction cross connections which allow combined sewer flow in the sanitary system will be identified and eliminated; construction of a dedicated storm sewer system forms part of the overall project. The expected cost for this sanitary sewer renewal is in the order of \$150,000.
- Replacement of 385m of existing 100mm cast iron watermain on Almon Lane which is in poor condition, undersized to provide proper fire flow pressures and has a history of breaks causing disruption to service and potential health risks to customers. The new watermain will be constructed with minimum 200mm gasketed PVC pipe and will include properly restrained joints and fittings. The expected cost for this watermain renewal is in the order of \$275,000.
- Replacement of 145m of existing 100mm cast iron watermain on Peters Lane which is in poor condition, undersized to provide proper fire flow pressures and has a history of breaks causing disruption to service and potential health risks to customers. The new watermain will be constructed with minimum 200mm gasketed PVC pipe and will include properly restrained joints and fittings. The expected cost for this watermain renewal is in the order of \$150,000.

ROTHESAY

UTILITY FUND: DEBT PROFILE AND BUDGET PROJECTIONS

Prepared By

DAM

Assumption - capital per existing budget

Projections

Operating & Maintenance exp.

3.50%

	Budget 2015	Budget 2016	PROJECTION			
			2017	2018	2019	2020
USER CHARGE RATE	\$545	\$572	\$585	\$620	\$660	\$702
% INCR/ PREV YR		5%	2%	6%	6%	6%
NUMBER OF EQUIV USERS -	4,338	4,350	4,350	4,350	4,350	4,350
REVENUE						
USER CHARGE REVENUE	\$2,364	\$2,482	\$2,544	\$2,696	\$2,870	\$3,055
WATER COST TRANSFER	350	375	388	410	430	450
OTHER TRANSFERS	60	55	55	55	55	55
CONNECTION & SERVICE CHARGES	95	95	95	-	-	-
INTEREST & OTHER REVENUES	40	43	40	40	40	40
SURPLUS OF PREVIOUS YEARS	-	-	-	-	-	-
TOTAL REVENUE	2,909	3,050	3,122	3,201	3,395	3,600
EXPENDITURE						
DEBT COST	\$686	\$770	\$942	\$963	\$1,103	\$1,249
OPERATING & MAINTENANCE	1,461	1,551	1,615	1,674	1,727	1,786
CAPITAL FROM BUDGET	500	475	475	475	475	475
RESERVES	188	90	90	90	90	90
OTHER: DISCOUNTS, LOSS						
DEFICIT OF PREVIOUS YEAR(S)	74	164	0	0	0	0
TOTAL EXPENDITURES	2,909	3,050	3,122	3,202	3,395	3,600
SURPLUS / (DEFICIT)	(\$0)	\$0	\$0	(\$0)	\$0	\$0
DEBT COST PROJECTION						
PRESENT DEBT SERVICE COST	686	710	712	712	682	682
INTERIM FINANCING & OTHER CHARGES	0	0	0	0	0	0
	<u>YEAR</u>	<u>RATE</u>	<u>TERM</u>	<u>AMT</u>		
REFINANCING						
MFC AY18	2018	5.00%	10	\$185		24
MFC BF23	2021	5.00%	10	\$956		
MFC BG19	2027	5.00%	10	\$303		
MFC BL27	2034	5.00%	10	\$429		
O/S Authority						
MO 15-0069	2018	5.00%	15	\$902	87	87
MO 15-0069	2018	5.00%	20	\$300	24	24
MO 15-0069	2018	5.00%	30	\$1,298	84	84
Interim financing	2016	5.00%		\$5,000	0	0
PLANNED BORROWING						
5yr Capital Plan	2017	5.00%	30	\$850	55	55
5yr Capital Plan	2019	5.00%	30	\$2,250		146
5yr Capital Plan	2020	5.00%	30	\$2,250		146
TOTAL DEBT SERVICE COST	686	770	942	963	1,103	1,249
CHANGE OVER PREV YR		12.2%	22.3%	2.2%	14.5%	13.3%
DEBT SERVICE COST TO GROSS EXP	23.58%	25.25%	30.17%	30.07%	32.48%	34.70%
PROPORTION OF USER FEES TO SERVICE DEBT	\$129	\$145	\$176	\$186	\$214	\$244

Town of Rothesay

Three Year Utilities Capital Plan Detail

UTILITY CAPITAL PLAN - 2016

WATER CAPITAL PLAN - 2016

	2016	Capital Reserves	Grants	Gas Tax/ Infrastructure	Operating	Borrow
Peters lane	\$ 150,000	\$ -		\$ -	\$ -	\$ 150,000
Almon Lane	275,000	-			-	275,000
Buildings	200,000	-			200,000	-
Mixing system	25,000	-			25,000	-
Supply development	250,000	-			250,000	-
	<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 475,000</u>	<u>\$ 425,000</u>

SEWER CAPITAL PLAN - 2016

Peters lane	\$ 150,000	\$ -		\$ -	\$ -	\$ 150,000
Almon Lane	275,000	-			-	275,000
Response Unit	\$ 80,000	80,000				
WWTF Phase 1	7,500,000	-	5,000,000	-	-	2,500,000
	<u>\$ 8,005,000</u>	<u>\$ 80,000</u>	<u>\$ 5,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,925,000</u>
TOTAL CAPITAL 2016	\$ 8,905,000	\$ 80,000	\$ 5,000,000	\$ -	\$ 475,000	\$ 3,350,000

UTILITY CAPITAL PLAN - 2017

WATER CAPITAL PLAN - 2017

	2016	Capital Reserves	Grants	Gas Tax/ Infrastructure	Operating	Borrow
Water System Improvements	\$ 200,000				\$ 200,000	-
	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ -</u>

SEWER CAPITAL PLAN - 2017

WWTF Phase 2	\$ 8,000,000	\$ 450,000	\$ 5,300,000	\$ -	\$ -	\$ 2,250,000
Sewer system improvements	275,000				275,000	
	<u>\$ 8,275,000</u>	<u>\$ 450,000</u>	<u>\$ 5,300,000</u>	<u>\$ -</u>	<u>\$ 275,000</u>	<u>\$ 2,250,000</u>
TOTAL CAPITAL 2017	\$ 8,475,000	\$ 450,000	\$ 5,300,000	\$ -	\$ 475,000	\$ 2,250,000

UTILITY CAPITAL PLAN - 2018

WATER CAPITAL PLAN - 2018

Water System Improvements	\$ 200,000				\$ 200,000	-
	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ -</u>

SEWER CAPITAL PLAN - 2018

WWTF Phase 2	\$ 8,000,000	\$ 450,000	\$ 5,300,000	\$ -	\$ -	\$ 2,250,000
Sewer system improvements	275,000			-	275,000	-
	<u>\$ 8,275,000</u>	<u>\$ 450,000</u>	<u>\$ 5,300,000</u>	<u>\$ -</u>	<u>\$ 275,000</u>	<u>\$ 2,250,000</u>
TOTAL CAPITAL 2018	\$ 8,475,000	\$ 450,000	\$ 5,300,000	\$ -	\$ 475,000	\$ 2,250,000



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Banks
DATE	:	4 February 2016
RE	:	Emergency Measures By-law

RECOMMENDATION:

- First Reading, by Title, be given to By-law 1-16, "Rothesay Emergency Measures By-law"

Attached for your review is a draft copy of By-law 1-16, "Emergency Measures By-law". The EMO Committee held a meeting on January 27th and has recommended 1st and 2nd Reading, by Title of By-law 1-16.

Staff is recommending First Reading by Title at this time to allow for further edits to be made to the By-law. It is the intention to have the final version of By-law 1-16 ready for enactment at the proposed Council meeting on February 22, 2016.

Mary Jane Banks

QUINQUE JUNCTA IN UNO

ROTHESAY EMERGENCY MEASURES BY-LAW

BY-LAW 1-16

DRAFT

BY-LAW - EMERGENCY PLANNING BY-LAW

The Council of the town of Rothesay, under the authority vested in it by the *Emergency Measures Act*, RSNB 2011 c. 147, and the Regulations thereunder and by Section 7(1) of the *Municipalities Act*, R.S.N.B. 1973, c. M-22, and the amendments thereto, enacts as follows:

DEFINITIONS

In this by-law:

Emergency means a present or imminent event in respect of which the municipality believes prompt coordination of action or regulation of persons or property must be undertaken to protect property, the environment or the health, safety or welfare of the civil population.

Emergency Measures Organization means the New Brunswick Emergency Measures Organization established under section 3 of the New Brunswick *Emergency Measures Act*.

Emergency Measures Plan means a plan, program or procedure adopted by Council of Rothesay that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property and the environment in the event of such an occurrence;

Municipal Emergency Measures Organization means the Municipal Emergency Measures Organization pursuant to the Emergency Measures Plan;

Municipality means the town of Rothesay.

State of Local Emergency means a state of local emergency declared by the Municipality, pursuant to Subsection 10(2) of the New Brunswick *Emergency Measures Act*, or renewed pursuant to Subsection 18(2) of the same Act.

THE DIRECTOR

The Council shall appoint a Director who shall chair the Emergency Operations Group of the Organisation;

In addition to any other powers and duties set out in this by-law, the Director in co-operation with the Emergency Operations Group shall prepare all plans, programs and estimates of expenditures relating to the establishment, maintenance and operation of the Emergency Measures Plan which shall be submitted to the Council for approval;

The municipality shall establish an Emergency Operations Centre and, as required, shall implement the Emergency Response Plan in accordance with the procedures outlined therein.

NEGOTIATIONS

Subject to the approval of the Council and within the terms of the Emergency Response Plan, the Emergency Operations Group may negotiate on behalf of the Municipality with other municipalities; with the Government of New Brunswick; with the Government of Canada or other agencies, or any of them, for the purpose of mutual aid; for the formation of joint organisations; for the employment of their members or resources.

LOCAL EMERGENCY

Upon the occurrence of a local emergency, the Mayor, or Deputy Mayor or any two members of the Council may call members of the Council to meet for the purpose of declaring a state of local emergency.

Only such matters as pertain directly to the state of local emergency may be considered by the Council at a meeting under this section.

A formal record shall be kept of all such matters as are discussed at a meeting under this section, including decisions made, formal motions, and financial commitments.

The Council may meet from time to time during the continuation of a state of local emergency as circumstances require, upon the call of the Mayor or Deputy Mayor or any two members of the Council and the provisions of this section shall apply in such meeting.

DECLARATION OF A STATE OF LOCAL EMERGENCY

1. Upon the declaration of a state of local emergency, in addition to the power and duties set out herein and without restricting the authority as set out, the Director and those persons authorised to carry out the duties assigned under the emergency Response Plan shall have the express powers set out as follows:
 - a) to cause an emergency response plan to be implemented;
 - b) to acquire or utilise or cause the acquisition or utilisation of any personal property by confiscation or any means considered necessary;
 - c) to authorise or require any qualified person to render aid of such type as that person may be qualified to provide;
 - d) to control or prohibit travel to or from any area or on any road, street or highway;
 - e) to provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social and other essential services;
 - f) to cause the evacuation of persons and the removal of livestock and personal property threatened by a disaster or emergency, and make arrangements for the adequate care and protection thereof;
 - g) to authorise any person properly identified as authorised by the Minister, or by the Emergency Measure Organisation or by the Municipal Emergency Measures Organisation to enter into any building or upon any land without warrant;
 - h) to cause the demolition or removal of any building, structure, tree or crop where the demolition or removal is necessary or advisable for the purposes of reaching the scene of a disaster, of attempting to forestall its occurrence or of combatting its progress;
 - i) to procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies, resources or equipment; and
 - j) to order the assistance, with or without remuneration, of persons needed to carry out the provisions mentioned in this section.
2. A declaration under this section shall identify the nature of the emergency and the area in which it exists.

3. The state of local emergency declaration is made when there is a present or imminent event that endangers or is likely to endanger the health, safety or welfare of persons, property or welfare within the municipality that cannot be controlled by the normal services and resources of the municipality and is declared as such by the Council.
4. On declaring a state of local emergency, the municipality shall immediately forward a copy of the declaration to the Minister.
5. Upon the declaration of a state of local emergency;
 - a) every reasonable effort shall be made to notify all members of Council and each member of Council shall keep the Emergency Operations Centre advised of his/her whereabouts during the state of local emergency;
 - b) all employees servants and agents of the Municipality shall advise the Emergency Operations Centre of their whereabouts and shall carry out such duties as are from time to time, ordered by the Director or the Emergency Operations Group.
6. Upon the declaration of a state of local emergency, the municipality may forthwith procure food, clothing, medicine, equipment, goods and services of any kind for use therein, the payment of which shall be made by the municipality.
7. The Council, upon the recommendation of staff may for the duration of the state of local emergency, appoint members of the public to assist the emergency services of the municipality.

PUBLICATION OF A STATE OF LOCAL EMERGENCY

When a state of local emergency has been declared by the municipality the municipality shall immediately cause the details of the declaration to be communicated or published by those means that the municipality considers the most likely to make the contents of the declaration to be known to the civil population of the area affected.

TERMINATION OF A STATE OF LOCAL EMERGENCY

The municipality may terminate a state of local emergency when, in its opinion, an emergency no longer exists in that area, or seven days after the day on which it was declared.

RENEWAL OF A STATE OF LOCAL EMERGENCY

A state of local emergency may be renewed by the municipality with the approval of the Lieutenant-Governor in Council if it has not been terminated as above.

MUTUAL AID AGREEMENTS

Rothsay may from time to time enter into Mutual Aid Agreements with other municipalities. These are to be governed by the rules and regulations set out in the Emergency Measures Act.

ENFORCEMENT

Right of entry: When implementing an emergency measures plan under this Act or the regulations, any person properly identified as authorized by the Minister, by the Emergency Measures Organization or by the municipal emergency measures organization has the right at any time to enter on any property.

Offences and penalties: A person commits an offence punishable under Part 2 of the Provincial Offences Procedure Act as a category F offence who

- (a) obstructs the Minister, a municipality, a committee established under this Act or any person in the performance of any action, matter or thing authorized by this Act, or
- (b) violates or fails to comply with a direction, order or requirement made under this Act or the regulations.

A person who violates or fails to comply with a provision of the regulations commits an offence punishable under Part 2 of the Provincial Offences Procedure Act as a category B offence.

REPEAL PROVISIONS

By-law No.9-98, *Emergency Measures By-Law*, and amendments thereto, enacted on June 8, 1998 is hereby repealed.

The repeal of By-law No.9-98, *Emergency Measures By-Law*, of the Town of Rothesay, shall not affect any penalty, forfeiture or liability incurred before such repeal or any proceeding for enforcing the same completed or pending at the time of repeal; nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any matter or thing whatsoever completed, existing or pending at the time of repeal.

EFFECTIVE DATE

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

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ BY SECTION NUMBER :

THIRD READING BY TITLE
AND ENACTED :

MAYOR

CLERK



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 8, 2016

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: February 1, 2016

SUBJECT: Fleet Vehicle Purchase – General Fund

RECOMMENDATION

It is recommended that the Fleet Vehicle be a 2016 Ford 150 truck quoted by Downey Ford Sales at a base price of \$43,354.50 plus applicable taxes and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2016 General Fund Capital Budget included funds to purchase and upfit (as required) a Fleet Vehicle to serve the Rothesay Works Department.

BACKGROUND

The purchase of fleet vehicles for the town has historically been undertaken by issuing a public call for tenders through the New Brunswick Opportunities Network. This approach has failed to yield a wide cross section of bidders for the Town to choose from.

In May of 2015 the Director of Operations convened a meeting of several local vehicle retailers and asked the question “why don’t you answer our vehicle tender calls?” The meeting brought to light many concerns the retailers had, produced many points of view and generally assisted the Town in preparing a more fair and consistent method of purchasing vehicles that all the retailers could support.

The purchasing method that was discussed was to build and price similar vehicles, from various manufacturers, that suited the Town's current needs and then provide the (online generated) build sheets to the various retailers for firm pricing. The retailers were all satisfied with the open, transparent nature of this method and understood that the lowest price from the exercise would represent the winning bid.

DISCUSSION

This method was employed for the purchase of two SUV's in 2015 and again for this current purchase.

The result of the process was that all of the retailers who were given build sheets returned pricing to the Town. The results are listed below and the recommendation for award is based on lowest price received.

Requests for pricing closed on February 1, 2016 with the following results:


1. Ford150	Downey Ford Sales	\$43,354.50 plus hst
2. Dodge Ram 1500	Dobson Chrysler Dodge	\$43,488.00 plus hst
3. GMC Sierra 1500	Brett Chev Cadillac	\$47,243.88 plus hst
4. Toyota Tundra	Saint John Toyota	\$48,728.50 plus hst

FINANCIAL IMPLICATIONS

The purchase of this fleet vehicle will be charged against the 2016 General Fund Capital Budget. Assuming award to the low bidder, Downey Ford Sales, a budget analysis has been completed.

The analysis concludes that a total amount of \$50,000 was provided in the General Fund Capital Budget and that the delivered cost of the 2016 Ford will be \$44,841.04 including the Town's eligible HST at the current rate. The budget was set at \$50,000 assuming upfit costs over and above the purchase price such as the addition of a laptop computer with a fixed vehicle mount and road temperature sensing hardware.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

Town of Rothesay

2016 BUDGET YEAR

	Operating	Reserves	Gas Tax	Provincial	Borrow
Municipal Streets					
Asphalt Surface Course, Various Streets.	600,000	300,000	300,000		
Wells; Microsurfacing treatment	385,000	385,000			
Street Trees	10,000	10,000			
RA5 River road	60,000	60,000			
Almon Lane Street (including come curb)	100,000				100,000
Peters Lane Street (including some curb)	50,000				50,000
Oakville Acres paths and footbridges	50,000	50,000			-
	1,255,000	805,000	300,000	-	150,000
Municipal Curb & Sidewalk					
Curb and Gutter, Sidewalk improvements, Various Streets.			-		
Curb and Sidewalk Parkdale/Chapel (5 year plan)	250,000	100,000	150,000		
	250,000	100,000	-	150,000	-
Municipal Drainage					
Almon Lane storm	125,000		-		125,000
Peters Lane storm	75,000		-		75,000
General renewal of existing					
	200,000	-	-	-	200,000
Municipally Designated Highways					
Hampton Road, Henderson to Rothesay Road (Rothesay share)	250,000	250,000		-	
	250,000	250,000	-	-	-
Municipal Design Studies/future engineering					
Oakville Lane Storm Sewer/street design 2017	30,000	30,000			
2017 Asphalt program design	60,000	60,000			
General Specification for contracting	40,000	40,000			
	130,000	130,000	-	-	-
Municipal Buildings & Structures					
Master Drive Site Development (salt shed)	125,000	125,000			
Bicycle racks (Town Hall, Arena, McGuire, AMF)	10,000	10,000			
	135,000	135,000	-	-	-
Municipal Equipment Replacement Program					
Backhoe replacement (deferred from 2015)	230,000	230,000	-		
→ Replace RO69 (3/4 ton service vehicle),	50,000	50,000			-
Blower for third trackless	15,000	15,000			
Blower for skidsteer	20,000	20,000			
Tree mulcher for skidsteer	28,000	28,000			
	343,000	343,000	-	-	-
2016 Municipal Capital Plan Totals					
2016 Municipal Streets Plan	1,255,000	805,000	300,000	-	150,000
2016 Municipal Curb & Sidewalk Plan	250,000	100,000	-	150,000	-
2016 Municipal Drainage Plan	200,000	-	-	-	200,000
2016 Municipal Buildings	135,000	135,000	-	-	-
2016 Designated Highways Plan:	250,000	250,000	-	-	-
2016 Municipal Design Studies	130,000	130,000	-	-	-
2016 Municipal Equipment Replacement Program	343,000	343,000	-	-	-
2016 ESTIMATED CAPITAL WORKS PROGRAM	\$ 2,563,000	\$ 1,763,000	\$ 300,000	\$ 150,000	\$ -
					\$ 350,000



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 8, 2016

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:

John Jarvie, Town Manager

DATE: February 1, 2016

SUBJECT: Fleet Vehicle Purchase – Utility Fund

RECOMMENDATION

It is recommended that the Fleet Vehicle be a 2016 Ford Transit : quoted by Downey Ford Sales at a base price of \$35,295.50 plus applicable taxes and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2016 Utility Fund Capital Budget included funds to purchase and upfit (as required) a Fleet Vehicle to serve the Rothesay Water & Sewer Department.

BACKGROUND

The purchase of fleet vehicles for the town has historically been undertaken by issuing a public call for tenders through the New Brunswick Opportunities Network. This approach has failed to yield a wide cross section of bidders for the Town to choose from.

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The result of the process was that all of the retailers who were given build sheets returned pricing to the Town. The results are listed below and the recommendation for award is based on lowest price received.

Requests for pricing closed on February 1, 2016 with the following results:

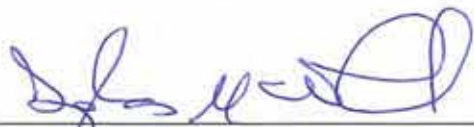
1. Ford Transit	Downey Ford Sales	\$35,295.50 plus hst
2. Dodge Promaster	Dobson Chrysler Dodge	\$38,955.00 plus hst
3. Sprinter	Tristar Mercedes	\$46,790.00 plus hst

FINANCIAL IMPLICATIONS

The purchase of this fleet vehicle will be charged against the 2016 Utility Fund Capital Budget. Assuming award to the low bidder, Downey Ford Sales, a budget analysis has been completed.

The analysis concludes that a total amount of \$80,000 was provided in the Utility Fund Capital Budget for the purchase and upfit of this vehicle. The delivered cost of the base 2016 Ford will be \$36,505.71 including the Town's HST rebate at the current rate. Quotes will be requested from various suppliers for the upfit of this vehicle to meet the requirements of the Water & Sewer Department. A recommendation for award of the upfit work will be brought to Council at a future date.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

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

UTILITY CAPITAL PLAN - 2016

UTILITY CAPITAL PLAN - 2016		Original 2016	Revisions	Revised 2016	Capital Reserves	Grants	Gas Tax/ Infrastructure	Operating	Borrow
WATER CAPITAL PLAN - 2016									
Peters Lane	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	150,000
Almon Lane	275,000	-	275,000	-	-	-	-	-	275,000
Water Plant Bldg, Aux Bldg	200,000	-	200,000	-	-	-	-	200,000	-
Water tank mixing system	25,000	-	25,000	-	-	-	-	25,000	-
Supply development	250,000	-	250,000	-	-	-	-	250,000	-
	<u>\$ 900,000</u>	<u>\$ -</u>	<u>\$ 900,000</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 475,000</u>	<u>\$ 425,000</u>
SEWER CAPITAL PLAN - 2016									
WWTF Phase 1	\$ 7,500,000	\$ -	\$ 7,500,000	\$ -	\$ -	\$ 5,000,000	\$ -	\$ -	2,500,000
Response unit	<u>80,000</u>	-	<u>80,000</u>	-	80,000	-	-	-	-
Peters Lane	150,000	-	150,000	-	-	-	-	-	150,000
Almon Lane	275,000	-	275,000	-	-	-	-	-	275,000
	<u>\$ 8,005,000</u>	<u>\$ -</u>	<u>\$ 8,005,000</u>		<u>\$ 80,000</u>	<u>\$ 5,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,925,000</u>
TOTAL CAPITAL 2016	\$ 8,905,000	\$ -	\$ 8,905,000		\$ 80,000	\$ 5,000,000	\$ -	\$ 475,000	\$ 3,350,000



ROTHERSEY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Banks
DATE	:	2 February 2016
RE	:	Special Meeting of Council

As you are aware, there is a working session scheduled for Monday, February 22, 2016.

Staff are requesting Council schedule a (brief) special Open Session meeting to be held on **Monday, February 22, 2016 at 7 pm**, prior to the working session to review/award two Requests for Proposals (Waste Water Treatment upgrades and the Secondary Planning preparation), and there may be other agenda items. There are five weeks between the February and March Council meetings (typically only four) and staff are requesting the special meeting to move these projects forward.

RECOMMENDATION:

Council schedule a special Open Session meeting for Monday, February 22, 2016 at 7:00 p.m.