



# ROTHESAY

COUNCIL MEETING  
Rothesay Town Hall  
**Monday, July 11, 2016**  
**7:00 pm**



---

## 1. APPROVAL OF AGENDA

## 2. APPROVAL OF MINUTES

Regular Meeting

13 June 2016

### ➤ Business Arising from Minutes

## 3. OPENING REMARKS OF COUNCIL

### ➤ Presentation to Rothesay-Netherwood School students

### 3.1 Declaration of Conflict of Interest

## 4. DELEGATIONS

### 4.1 Michael Butler (see item 9.1)

## 5. CORRESPONDENCE FOR ACTION

- 5.1 29 June 2016 Letter (via email) from resident RE: Gondola Point Road/Church Ave.  
Intersection

**Refer to the Parks and Recreation Committee and Heritage Preservation Review Board for budget consideration**

- 5.2 6 July 2016 Email from resident RE: Dunedin Road pathway

**Refer to staff**

- 5.3 6 July 2016 Letter from Brian Gillis RE: Active Transportation with attachments

**Refer to the Public Works and Infrastructure Committee**

## 6. CORRESPONDENCE - FOR INFORMATION

- 6.1 15 June 2016 Letter from P.R.O. Kids Advisory Committee RE: Thank You  
6.2 16 June 2016 Letter from Mayor Darling RE: Election Congratulations  
6.3 23 June 2016 Letter from Amy Brown, recipient of the Medical Education Scholarship  
RE: Thank You  
6.4 30 June 2016 Letter from Grand Bay-Westfield RE: Saint John Dragon Boat Challenge

## 7. REPORTS

### 7.0 July 2016

### Report from Closed Session

### 7.1 July 2016

Fundy Regional Service Commission Update

### 7.2 25 May 2016

Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)  
Meeting Minutes

31 May 2016

KRJBPC Statement of Financial Position

### 7.3 31 May 2016

Draft unaudited Rothesay General Fund Financial Statements

31 May 2016

Draft unaudited Rothesay Utility Fund Financial Statements

## ROTHESAY

### Regular Council Meeting

#### Agenda

-2-

11 July 2016

- |     |              |   |
|-----|--------------|---|
|     | 16 June 2016 | Draft Finance Committee Meeting Minutes                         |
| 7.4 | 22 June 2016 | Draft Public Works and Infrastructure Committee Meeting Minutes |
|     |              | ➤ Almon Lane and Peters Lane curb                               |
|     |              | ➤ Master Drive Site Development ( <b>see item 8.4</b> )         |
|     |              | ➤ Parkdale Avenue/Chapel Road sidewalk                          |
|     |              | ➤ Donlyn Drive signage  |
|     |              | ➤ Hutson Street traffic controls                                |
| 7.5 | 22 June 2016 | Draft Utilities Committee Meeting Minutes                       |
|     |              | ➤ 14 Maplecrest Drive   |
|     |              | ➤ Capital Funds - Rehabilitation of Well #6                     |
|     |              | ➤ 4 Usher Court   |
|     |              | ➤ R064 Vehicle Replacement ( <b>see item 9.8</b> )              |
|     |              | ➤ 25 Cameron Road   |
|     |              | ➤ 9 Kingswood Avenue  |
| 7.6 | 22 June 2016 | Draft Heritage Preservation Review Board Meeting Minutes        |
|     |              | ➤ Great Places in Canada Contest                                |
| 7.7 | 27 June 2016 | Draft Planning Advisory Committee Meeting Minutes               |
| 7.8 | June 2016    | Monthly Building Permit Report                                  |
| 7.9 | 7 July 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 16 Lot Subdivision off Appleby Drive (Tabled December 2015)

*No action at this time*

---

#### 8.4 Master Drive Site Development **Remove from table**

4 July 2016 Report prepared by DO McLean

#### 8.5 Robinson Street Drainage

6 July 2016 Report prepared by DO McLean

## **ROTHESAY**

Regular Council Meeting

Agenda

-3-

11 July 2016

### **9. NEW BUSINESS**

#### **BUSINESS ARISING FROM DELEGATIONS**

**9.1** 7 July 2016 Letter from Michael Butler

### **ADMINISTRATION**

**9.2 Award – Disposal of Surplus property Tender #2016-GG01**

6 July 2016 Report prepared by Treasurer MacDonald

**9.3 Email and Town Records Policy**

6 July 2016 Memorandum from Town Clerk Banks with attachments

**9.4 Committee Appointments**

**9.4.1 Parks and Recreation Committee and Planning Advisory Committee**

21 June 2016 Memorandum from Town Clerk Banks

**9.4.2 Joint Advisory Group**

6 July 2016 Memorandum from Town Clerk Banks

### **OPERATIONS**

**9.5 Contract S-2014-016A: Wastewater Collection System Upgrades – Rothesay Road  
Forcemain**

4 July 2016 Report prepared by DO McLean

**9.6 Canada 150 Grant Application: Wells Multi-Use Path, Wells Park**

4 July 2016 Report prepared by DO McLean

**9.7 Contract R-2014-019-20: Wells Multi-Use Path, Wells Park**

30 June 2016 Report prepared by DO McLean

**9.8 Vehicle Fleet Purchase – Utility Fund**

30 June 2016 Report prepared by DO McLean

**9.9 Arthur Miller Field Building Renovations**

4 July 2016 Report prepared by DO McLean

### **10. NEXT MEETING**

**Regular meeting Monday, August 8, 2016**

### **11. ADJOURNMENT**

2009

- Review work done to our property
- Problems encountered, damage incurred to our property and house
- Town investigation, i.e. Adjuster's report

2010

- Review of meeting held with Mayor Bishop, John Jarvie, CBCL and Scott Hatcher

2015

- Access to information request is submitted

2016

- Privacy Commissioner's report summary
- Discuss Council's first attempt at a resolution
- Hearing is held on April 25 – discuss Justice Glennie's orders
- Teleconference is held in June between town lawyer, me and Justice Glennie (conflict of interest, RTIPPA and accountability)
- June hearing – discuss Justice Glennie's decision

Summary

- Final comments regarding the process, what was missed, lessons learned.
- Where should the town go from here with respect to RTIPPA
- Where should the town go with respect to our property

2016 July 11 Open Session FINAL 019

Dangerous problems at the intersection of Gondola Point Road and Church Avenue.

Since the opening of the new rink and rink house and playground on the Rothersey Common, I have become very concerned about the safety of children and all who are using the facilities. I have witnessed times when pucks or basketballs have gone across the Gondola Point Road, often followed by children chasing them. I have also seen drivers parking their cars along that same road to let their children out — and then opening their driver's door to get out themselves. The 30 kph speed limit does not guarantee the safety of these people. Cars are still parked on both sides of the road causing possible problems for through traffic.

I would suggest that a 6 ft. fence be constructed from the former Rothersey Medical Clinic to the slip road with Church Avenue. This would stop pucks, balls and other projectiles and their followers from dashing between parked cars and onto the Gondola Point Road. Another benefit would be that cars bringing children and others to the Common would be more likely to park along Church Avenue with its much reduced traffic. The proposed 6 ft. fence could be designed to add to the general beauty of the Common and the new facilities.

There is a related problem on one evening each year. At 6 pm on Christmas Eve all three local churches have their Christmas Eve services. With limited parking space of their own, many church goers have to park on both sides of Gondola Point Road and Church Avenue making for traffic problems. Add to that the attraction of the skating rink and the problem is greatly increased. Would it be possible to approach the three churches to stagger the times of these services?

**From:** [REDACTED]  
**To:** [Rothesay Info](#)  
**Subject:** [REDACTED] DUNEDIN ROAD  
**Date:** July-06-16 9:33:29 AM

---

Hello,

My name is [REDACTED] I live at [REDACTED] Dunedin road with my spouse, [REDACTED] and our two sons.

I am writing to inquire about the parameters around the right-of-way (driveway) that leads to our home.

We purchased the home in 2004, and we have been maintaining the driveway ever since (The previous owner, [REDACTED] maintained the driveway for the 35+ years she and her family lived here).

With the installation of the water line that runs through the trail behind our home and down Dunedin road, things have changed a fair bit for us. The town came and removed several trees to allow for the passageway, and placed three large boulders to stop any vehicles from entering the path. For 10 months of the year, the area where the trees have been removed and the 'entrance' to the trail (where the boulders are located) is a complete eye sore. An area that was once tree-dense now looks un kept. While the land is not ours, we feel that the town made significant efforts to return the construction areas to their original state, and in some occasions, enhance them.

Further, since the installation of the trail, we have lost our privacy, as people walk/bike/even dirt bike along the driveway/right-of-way to access the trail. Citizens have even gone as far as parking their cars and leaving them there for several hours while they explore the trail.

While [REDACTED] and I believe that the walking trail is a great addition to our community, we feel that we have had to pay an unfair price of letting go of our privacy, and feeling like we need to upkeep an area that was once tree-lined and private. Our frustration is only exasperated by the fact that we pay for the maintenance of the right- of-way/driveway in the form of snow removal and gravel delivery. We estimate that we have spent several thousand dollars on maintenance and snow removal since we purchased the home. We were happy to do this until we lost our privacy, and the esthetic. Now, it feels like the trade-off is unfair.

I have inquired about this issue several times with the town of Rothesay, and I am hoping to get an answer about our rights (can the town ask citizens to access the walking trail via Higginson) and responsibilities (maintenance) given the fact that a revised governing body is in place. Miriam Wells suggested that I reach out again in order to have my concerns properly addressed.

Thank you for your consideration,

[REDACTED]

[REDACTED] Dunedin Road

Rothsay

[REDACTED]





Rothsay Mayor and Council

July 6, 2016

Rothsay's active transportation (AT) system is getting developed to the point where it is practical to use bicycles rather than cars when traveling to destinations like the Common. In fact, if active transportation were promoted strongly it will at least partially address the parking issue at the Common. That is something to "tweet" about!

Promoting AT comes with the responsibility to ensure the safety of installed infrastructure is not compromised. When I travel around our community I'm constantly looking for situations that may put the safety of cyclists at risk. When a safety risk arises I try to promote the simplest cost effective solutions. Hence this submission to Council. This is presented as a general request even though specific instances are documented as examples.

Temporary construction signs are a fact of life during cycling season. I have reviewed many regulations for New Brunswick and cannot find any stipulation requiring the signs to be on the pavement blocking the bike lanes. Section 4 of the Work Area Traffic Control Manual for New Brunswick (WATCM) contains diagrams showing signage is to be a minimum of 1.5 metres from the traveled lane edge. Blocking the bike lanes and forcing cyclists into the vehicle lane is unsafe and unnecessary and in some of the pictures below limits safe access to the Common. Safety First -SFC Ltd provided traffic control for CN Rail when the Gondola Point Road overpass was being repaired. Their signs were not in the bike lanes or on the sidewalks but were still very visible.

I discussed construction signage with the local Occupational Health and Safety Officer to determine whether the Occupational Health and Safety Act stipulated sign locations. The Act does not. However, we did conclude that leaving signage in place, especially ones indicating flaggers, when no construction activity is happening may be a detriment to flaggers safety as they contribute to the rampant complacency motorists display toward the plethora of road side signs and may ignore it at the wrong time.

We also discussed, from a WorkSafeNB perspective, debris in the bike lanes caused by construction. WorksafeNB would insist on cleanup if construction debris was a safety issue to workers but when it was a risk to the public then it became a Motor Vehicle Act violation for the local police to address. I talked to the KV Police patrol division lead and confirmed that this is something they have authority for and would act on when requested. Gravel in the bike lanes is an extreme safety hazard but tax payers should not have to foot the bill for cleaning situations like the bike lanes on Marr road due to subdivision development.

Here are inexpensive ways to mitigate safety risks from signage and construction debris by making clear Rothsay's expectations and putting the responsibility on constructors.

1. Have Rothsay staff lead by example by not placing signs in bike lanes or on sidewalks, and not leaving flagger signage up when none are present.



2. Add a stipulation into tender packages indicating that the bike lanes and sidewalks are to be kept clear of signage and construction debris.
3. Add a stipulation into construction permits indicating that bike lanes and sidewalks are to be kept clear of signage and construction debris.
4. In the short term, please have town staff approach each party responsible for signs currently in the bike lanes and ask for them to be moved.

I respectfully request your formal reply on each of these four point.

Best regards,

  
Brian Gillis

████ Gondola Point Road

████



Rothesay road , signs in the bike lane, no flaggers present (similar situation on Grove Avenue)



Grove Avenue



Rothesay road signs in place evenings and weekends



Gondola Point Road



Hampton Road



Marr road



Marr road July 6th AM



## Section 4 – Installation and Inspection of Traffic Control Devices

### 4 Installation and Inspection of Traffic Control Devices

#### 4.1 Sign Installation

##### *Sign Supports*

Signs in Work Areas shall either be mounted on fixed or portable sign supports.

Fixed supports can either be constructed of wood or metal, and shall be installed directly into the ground. Wooden posts shall be a maximum size of 10 cm x 10 cm. Metal posts shall be a maximum size 5 cm x 5 cm, and have 11 mm diameter holes drilled on 25 mm centers on all four sides. Signs are not to be mounted in orange steel drums.

Portable sign supports may be used in place of fixed supports provided they have sufficient ballast to prevent them from being easily blown over or displaced by wind or passing vehicles. Sand-filled bags are recommended for providing extra ballast. Materials that may pose a hazard to road users, such as concrete blocks, shall not be used to provide ballast.

Alternate mounting devices shall be approved by the Department of Transportation and Infrastructure's Maintenance and Traffic Branch.

##### *Sign Spacing*

Signs shall be spaced so approaching road users have sufficient time to recognize the message and take any necessary action(s). The spacing shown in Table 4-1 shall be used as a minimum.

**Table 4-1: Minimum Sign Spacing in Work Areas**

Normal Posted Speed Limit (km/h)	Minimum Spacing (m)
50	50
60 - 70	75
80 - 90	100
100 - 110	150

In situations where the minimum spacing offers poor visibility to road users, such as on a hill or a curve where sight distance may be restricted, sign spacing should be increased accordingly. Similarly, the distance can also be increased where the minimum spacing causes signs to conflict with driveways.

##### *Sign Position and Height*

All signs on fixed supports shall be installed within a distance of 1.5 m to 4.0 m from the edge of the travelled lane, and oriented approximately 90 degrees to approaching traffic. In instances where portable sign supports cannot be placed at a minimum 1.5 m (due to narrow shoulders), the sign may be moved closer to the edge of the travelled lane provided it does not pose a hazard to approaching traffic.

# REFERENCE (WATCHM)

2016July11OpenSessionFINAL\_027

## Section 4 – Installation and Inspection of Traffic Control Devices

The mounting height varies depending on the sign size and the type of sign support. Figures 4-1 and 4-2 depict the proper sign position and mounting height for fixed and portable sign supports. Note: tabs are to be installed directly below the sign and shall not be installed on top or in front such that the sign is obscured. Signs should be mounted at a consistent height through the Work Area.

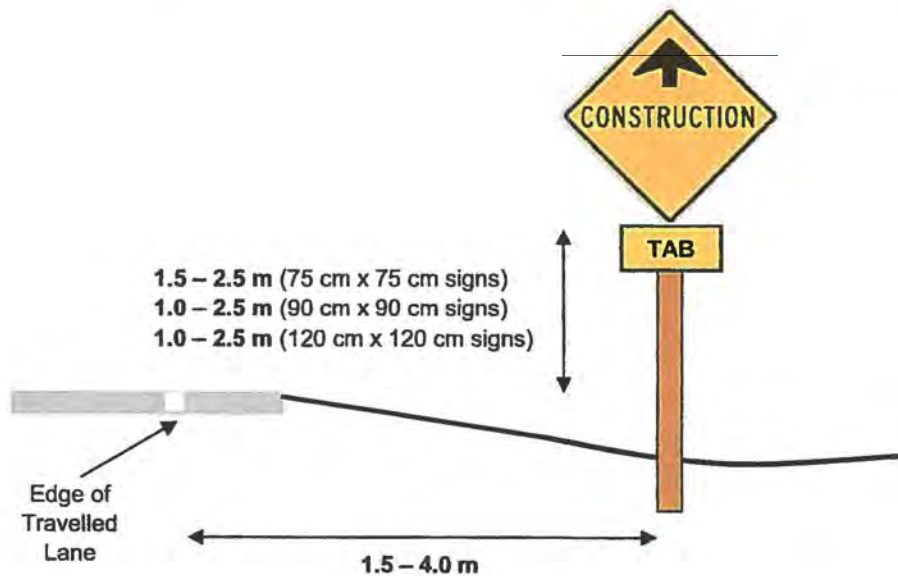


Figure 4-1: Sign Position and Height for Fixed Sign Supports

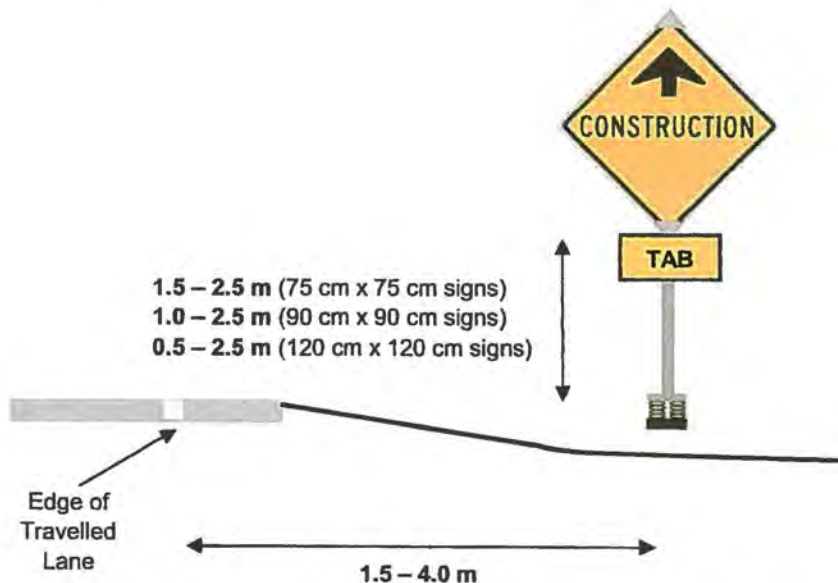


Figure 4-2: Sign Position and Height for Portable Sign Supports





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

June 15, 2016

*Chair*

**MAYOR 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*

**JESSICA MCPHERSON**  
*P.R.O. Kids Support Coordinator*

**LISA CAISSIE**  
*Communications*

On behalf of the P.R.O Kids Advisory Committee – **THANK YOU!**

Because of your help, our 2016 annual dinner successfully raised over \$30,000! These funds will help P.R.O. Kids provide additional spaces, equipment and transportation for local children in-need.

P.R.O. Kids is a very important service for families. Your willingness to invest in this program demonstrates your recognition that this is a concept that has immense impact on the lives of children and youth in Greater Saint John. Thanks again for all of your generosity and support.

**We hope we can count on your support again next year!**

Sincerely,

David Dobbelsteyn  
Manager,  
P.R.O. Kids

P.R.O. Kids - City of Saint John  
P.O. Box 1971 • Saint John, NB • E2L 4L1  
(506) 642-7529  
[PROKIDS@SAINTJOHN.CA](mailto:PROKIDS@SAINTJOHN.CA) • [WWW.PROKIDSSJ.CA](http://WWW.PROKIDSSJ.CA)





The City of Saint John

**Mayor Don Darling**  
Mayor's Office  
Bureau de maire



June 16, 2016

Mayor Nancy Grant and Council  
70 Hampton Road  
Rothesay, NB  
E2E 5L5

Your Worship and Council:

On behalf of Saint John Common Council please accept our sincere congratulations in your success in the recent election as Mayor and Council of Rothesay.

We look forward to working with our neighbouring municipalities over the next four years and beyond.

Once again congratulations and best wishes.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Darling".

Mayor Don Darling





COPY

Amy Brown  
[REDACTED] Highland Avenue  
Rothesay, NB  
[REDACTED]



Town of Rothesay Council  
c/o New Brunswick Medical Education Trust  
PO Box 22061  
Saint John, NB  
E2K 4T7

June 12, 2016

Dear Mayor Nancy Grant & Council,

I would like to express my sincere gratitude for the Town of Rothesay Medical Education Scholarship awarded through the New Brunswick Medical Education Foundation Inc. I was extremely happy and appreciative to learn that I was selected as the recipient for this generous award.

I have lived most of my life in the beautiful town of Rothesay and have recently finished my first year of medical school at Dalhousie Medicine New Brunswick. Within my school, I have become involved in clubs including the Surgery Interest Group and Mindfulness in Medicine. I have also helped to organize an anatomy lab session for third year Respiratory Therapy students. Currently, I am working on a research project to hopefully understand and improve the outcomes of cardiac surgery patients at the Saint John Regional Hospital. As I plan to enter the second year of my medical training and beyond, I look forward to continuing to be involved within my school and wider community with the help of this scholarship.

The Town of Rothesay Medical Education Scholarship has lightened my financial burden and will allow me to focus more on all aspects of my education. Your generosity is greatly appreciated and has reinforced my desire to give back to my school and community. Thank you for your confidence and willingness to help me in my medical education.

Sincerely,

A handwritten signature in black ink that reads "Amy Brown".

Amy Brown, MSc

MD Candidate, 2019  
Dalhousie University  
Faculty of Medicine



2016 July 10 Open Session FINAL 037

# GRAND BAY- WESTFIELD



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

T: 506-738-6400

F: 506-738-6424

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

June 30, 2016



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

Attention: Dr. Nancy Grant

Subject: Saint John Dragon Boat Festival Charity Race Challenge

Dear Ms Grant :

This is to advise the above noted subject was addressed by Town Council on June 27, 2016. The following resolution was duly enacted on that date:

“.....moved to accept participation in the “Mayors Challenge” and receive and file the Letter of June 16, 2016 from Dr. Nancy Grant, Mayor, Town of Rothesay Re: Challenge to Participate with Rothesay in “Mayors Challenge”....”

Sincerely,

Sandra Gautreau  
Town Manager

SG/hs





Dr. Matt Alexander  
Chairperson

2016 July 13 Open Session FINAL\_032  
**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: [kprfadmin@nbpolice.ca](mailto:kprfadmin@nbpolice.ca)**

---

**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS  
MEETING HELD AT  
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING  
126 MILLENNIUM DRIVE  
QUISPAMIS, NEW BRUNSWICK  
ON WEDNESDAY, MAY 25, 2016  
AT 3:30 P.M.**

**REGULAR MEETING**

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

**ABSENT:**    Gary Clark

The Chairman brought the Regular Meeting to order and requested a motion for the approval of the Agenda. **Moved by Peter Bourque and Seconded by Bill Artiss, MOTION CARRIED.**

Inspector Porter joined the meeting.

The Chairman requested a Motion for the approval of the Regular Meeting of April 27, 2016. **Moved by Nancy Creamer and Seconded by Danny Dobson. MOTION CARRIED.**

**Kennebecasis Regional Joint  
Board of Police Commissioners  
May 25, 2016  
Page 2**

**REGULAR MEETING**

The Chairman asked if there were any Declarations of Conflict of Interest. Mr. Dobson advised that if there were any discussions relating to transportation he would be declaring a conflict.

**SECRETARY TREASURER'S REPORT**

Cherie presented the April 30, 2016 financial statements. The present cash balance is \$568,000. The surplus is down in comparison to last year and she would explain this later in her presentation. The accounts receivable is lower due to the timing of the receipt of the secondments payments. Liabilities consist of accounts payable in the amount of \$284,000. Vested sick leave is \$820,000 which is supposed to be similar to the financial assets of \$781,000 but it is not because of the retirement of Sgt. Watson in May. Mr. Dobson raised a question in respect to the retirement allowance being paid to Sgt. Watson. Cherie explained that this would be paid out of the accrued liability. Mr. Dobson asked if this retirement allowance would be paid out of cash? Cherie explained that it will not come out of the investment at TD but will come out of our bank account. Mr. Dobson asked if the \$781,000 in investments would be reduced with the payment of Sgt. Watson's Retirement Allowance? Cherie advised it would not because when she did the year end deposit to the TD Investments she subtracted the amount being paid to Sgt. Watson prior to making the deposit to the Sick Leave/Retirement Investment Account at TD. Mr. Dobson asked if when Sgt. Watson's retirement allowance is paid the cash will be reduced by the amount of his retirement allowance and as well if the liability for the vested sick leave will be reduced by the same amount. Cherie advised that was correct and will make the investments and the liability closer in total.

**Statement of Operations**

Cherie explained that the fees, which consists of record checks, accident reports, fingerprints, is up over budget by \$6,000. Taxi and traffic by-laws is also over budget but will even out over the year because the taxi licensing is completed at the beginning of the year. The Secondment category is up over budget because we budgeted to have three secondments and we have four thus resulting in this category being over our budgeted amount.

Expenses - Salaries are under budget because we had a Maternity Leave, an officer who will be retiring, and because of the secondments. We have term officers backfilling

**Kennebecasis Regional Joint  
Board of Police Commissioners  
May 25, 2016  
Page 3**

**REGULAR MEETING**

these positions and who are paid at a lower rate of pay. As a result of the salaries being under budget the benefits are as well. Training is under budget at the present time but will be more on line once the fall arrives. The equipment category usually changes near the end of the year when the Chief sees what direction the budget is going.

The total crime control category is 1.4 million as compared to the budgeted amount of 1.464 million, resulting in crime control being down \$64,000.

Vehicles - Fuel is under budget by \$10,000 and maintenance and repairs are under budget by \$8,000. The new vehicle category reflects the purchase of one vehicle and we have two more to purchase. We have purchased no new equipment for the vehicles as of yet. We presently have \$72,000 in vehicles and we budgeted \$117,000 resulting in this category being under budget by \$45,000.

Building – The electricity category will even out over the year as well as the grounds category. This category is over budget by \$5,000 because of the higher costs associated with the use of electricity in the winter and the costs are higher for snow removal versus the summer lawn maintenance.

Administration - The largest item in this category is the sick pay retirement category which is not usually done until the end of the year resulting in this category being under budget. At present we have \$235,000 compared to the budgeted amount of \$254,000 and the sick pay retirement is the reason.

Telecom Fund – At present there is a surplus of \$369.00 which is a result of the Retirees Health Insurance.

Mr. Dobson initiated a brief discussion relating to our Sick Leave Investments Portfolio in relation to the fees we are being charged to manage same. It was decided that in the fall an ad hoc committee would be struck, to review this matter. Mr. Dobson suggested this be added to the Agenda for the September meeting.

**Kennebecasis Regional Joint  
Board of Police Commissioners  
May 25, 2016  
Page 4**

**REGULAR MEETING**

**MOVED by Peter Bourque and Seconded by Danny Dobson to accept the Secretary-Treasurer's report as circulated. MOTION CARRIED.**

**CHIEF'S REPORT**

In addition to his written report, Chief McIntyre advised that he will be attending a meeting on Friday in relation to the New Brunswick Policing Standards and official language requirements. There was a brief discussion in this regard and how it may impact our Police Force.

**MOVED by Nancy Creamer and Seconded by Linda Sherbo to accept the Chief's Report as circulated. MOTION CARRIED.**

**COMMITTEE REPORTS**

**Personnel Committee** - Nothing to report.

**Building and Grounds Committee** - Mr. Olsen advised that we have received quotes to construct a secure room to house the carbines. The quotes received were quite different as it related to costs associated with this construction. These were prepared and submitted without a "Scope of Work" being provided. The highest quote did provide a scope of work which the building committee finds quite acceptable for what is required. The Building Committee would like the Chief to remove all identification from the provided "Scope of Work" and forward same to the second bidder to ascertain what their price would be based on same to a maximum of \$8,800 + HST. Moved by Emil Olsen that the Police Commission authorize the Chief to make a comparison on those quotes and authorize him to determine and award the best quote for the job to the maximum of \$8,800 + HST. Seconded by Linda Sherbo. MOTION CARRIED.

**Insurance Committee** - Mr. Bourque advised that we were supposed to pay \$25.00 for an endorsement for the Drone Insurance but we have received correspondence indicating that there will be no charge for this insurance and it will be included in the Board's Policy.



**Kennebecasis Regional Joint  
Board of Police Commissioners  
May 25, 2016  
Page 5**

**REGULAR MEETING**

Chief McIntyre advised that we have utilized the drone wherein we assisted the RCMP and the Saint John Police Force in an investigation.

Chief McIntyre advised the Annual Bicycle and Assorted Items Auction will be here at our Station on June 4<sup>th</sup> beginning at 10:00 a.m.

Finance Committee – Nothing to report.

Transportation Committee – Nothing to report.

Communications Committee – Nothing to report.

Policy Committee – Nothing to report.


Regional Services Commission – Nothing to report.

**NEW BUSINESS**

Linda Sherbo commented that she appreciated receiving the documents from Mr. Artiss in relation to the Police Act Review Committee and asked how the meeting went that he attended. Mr. Artiss advised that the meeting went well and from the group he was in attendance with two individuals will be attending meetings at the end of June with the New Brunswick Police Commission, the New Brunswick Chief's of Police and Mr. Davidson and Mr. Secord as well as representatives from the Civic Authorities.

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

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

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



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

	<u>2016</u>	<u>2015</u>
<b>-----Financial assets-----</b>		
Cash - General	\$363,411.85	\$620,449.81
Sick Pay/ Retirement Investments	784,153.92	793,621.57
Accounts Receivable	65,113.79	32,443.50
Sales tax recoverable	21,203.10	27,249.65
	<u>\$1,233,882.66</u>	<u>\$1,473,764.53</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	174,286.41	398,815.94
Vested sick leave/retirement accrual	777,467.56	750,460.71
Sick leave replacement	13,298.53	13,298.53
Accrued pension benefit liability	915,100.00	1,140,800.00
Debenture payable	<u>1,338,000.00</u>	<u>1,450,000.00</u>
	<u>3,218,152.50</u>	<u>3,753,375.18</u>
<b>NET ASSETS (DEBT)</b>	<u>-1,984,269.84</u>	<u>-2,279,610.65</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,594,248.05	3,407,400.83
Accumulated amortization	<u>-1,287,059.62</u>	<u>-1,161,977.85</u>
	<u>2,307,188.43</u>	<u>2,245,422.98</u>
Unamortized Debenture costs	10,799.19	5,717.40
Prepaid expenses	<u>88,701.50</u>	<u>87,028.49</u>
	<u>2,406,689.12</u>	<u>2,338,168.87</u>
<b>ACCUMULATED SURPLUS</b>	<u>422,419.28</u>	<u>58,558.22</u>
Assets	3,640,571.78	3,811,933.40
Liabilities	3,640,571.78	3,811,933.40

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**May 31, 2016**

2016

2015

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

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**FIVE MONTHS ENDING MAY 31, 2016**

Page 3

	----- FIVE MONTHS -----				
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>-----BUDGET-----</u>	
<b>REVENUE:</b>					
Fees	\$28,951.05	48%	\$19,026	\$19,583	\$47,000
Taxi & Traffic Bylaw	6,586.65	216%	4,632	2,083	5,000
Interest income	2,028.13	-19%	2,236	2,500	6,000
Retirement interest & dividends	7,781.45	4%	7,298	7,500	18,000
Secondments	161,447.69	36%	77,924	118,333	284,000
	<u>\$206,794.97</u>	<u>38%</u>	<u>111,116</u>	<u>150,000</u>	<u>360,000</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	\$1,414,162.83	0%	\$1,250,065	1,407,258	\$3,377,418
Benefits	267,318.48	-8%	246,833	289,785	695,484
Training	8,478.30	-46%	16,798	15,833	38,000
Equipment	1,321.83	-84%	2,265	8,333	20,000
Equip repairs & IT support	1,319.47	-21%	709	1,667	4,000
Communications	25,734.89	6%	21,986	24,292	58,300
Office function	5,672.18	-20%	5,942	7,083	17,000
Leasing	4,399.95	0%	4,533	4,417	10,600
Policing-general	12,611.97	-7%	20,114	13,542	32,500
Insurance	4,702.90	1%	4,575	4,667	11,200
Uniforms	15,014.55	0%	14,427	15,000	36,000
Prevention/p.r.	1,727.60	-54%	3,161	3,750	9,000
Investigations	9,073.74	-25%	6,316	12,083	29,000
Detention	10,775.00	0%	10,775	10,775	25,860
Taxi & Traffic Bylaw	258.57	24%	259	208	500
Auxillary	70.33	-89%	1,222	625	1,500
Public Safety	11,666.67	0%	11,667	11,667	28,000
	<u>1,794,309.26</u>	<u>-2%</u>	<u>1,621,647</u>	<u>1,830,984</u>	<u>4,394,362</u>
<b>VEHICLES</b>					
Fuel	35,822.39	-22%	34,715	45,833	110,000
Maint./repairs	30,632.97	-14%	28,011	35,417	85,000
Insurance	8,465.40	-2%	8,465	8,635	20,724
New vehicles	18,968.42	-60%	65,980	47,500	114,000
Equipment		-100%		8,958	21,500
	<u>93,889.18</u>	<u>-36%</u>	<u>137,171</u>	<u>146,343</u>	<u>351,224</u>

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**FIVE MONTHS ENDING MAY 31, 2016**

Page 4

	-----FIVE MONTHS-----				
	--ACTUAL--		PRIOR YR -----BUDGET-----		
<b>EXPENDITURE continued:</b>					
<b>BUILDING</b>					
Maintenance	9,919.08	-37%	17,643	15,625	37,500
Cleaning	9,576.37	-4%	9,265	10,000	24,000
Electricity	22,510.72	15%	23,773	19,583	47,000
Taxes	18,692.19	-2%	18,224	19,135	45,925
Insurance	2,263.35	2%	2,176	2,220	5,328
Grounds	7,413.83	78%	5,738	4,167	10,000
Interest on Debenture	13,146.30	-12%	23,374	15,000	36,000
Debenture Principal	53,333.35	11%	46,667	47,917	115,000
	<u>136,855.19</u>	2%	<u>146,860</u>	<u>133,647</u>	<u>320,753</u>
<b>ADMINISTRATION</b>					
Salaries	252,813.86	0%	244,798	252,434	605,842
Benefits	54,631.62	14%	45,909	47,963	115,110
Professional Fees	19,672.23	-2%	19,024	20,000	48,000
Travel/Training	7,333.80	35%	7,848	5,417	13,000
Board Travel/Expenses	1,068.88	-49%	359	2,083	5,000
Insurance	522.50	1%	508	518	1,244
Bank service fees	458.57		542		
Labour Relations	4,340.28	4%	2,402	4,167	10,000
Sick Pay/Retirement		-100%		24,917	59,800
Retirement int & dividends	7,781.45	-2%	7,298	7,917	19,000
2nd prior year (surplus) deficit	-46,952.90		-51,256	-46,953	-112,687
	<u>301,670.29</u>	-5%	<u>277,432</u>	<u>318,462</u>	<u>764,309</u>
	2,119,928.95	-7%	2,071,994	2,279,437	5,470,648
<b>CONTRIBUTED BY MEMBERS</b>	<u>2,279,434.60</u>		<u>2,225,927</u>	<u>2,279,437</u>	<u>5,470,648</u>
<b>SURPLUS (DEFICIT)</b>	<u>\$159,505.65</u>		<u>\$153,933</u>	<u>\$0</u>	<u>\$0</u>

**TELECOM FUND**

City of SJ telecomm services	133,364.17	0%	126,625	133,364	320,074
Data Networking charges	4,051.15		3,709	4,280	10,273
Retirees health insurance	-622.73		1,295	625	1,500
2nd prior year (surplus) deficit	900.50	0%	-2,034	900	2,161
	<u>137,693.09</u>		<u>129,595</u>	<u>139,170</u>	<u>334,008</u>
<b>CONTRIBUTED BY MEMBERS</b>	<u>139,172.50</u>		<u>129,028</u>	<u>139,170</u>	<u>334,008</u>
<b>SURPLUS (DEFICIT)</b>	<u>\$1,479.41</u>		<u>(\$567)</u>	<u>\$0</u>	<u>\$0</u>

**Total surplus (deficit)**                      \$160,985.06                      \$153,366

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS** pg 5  
**NOTES TO THE FINANCIAL STATEMENTS**  
**May 31, 2016**

**STATEMENT OF FINANCIAL POSITION**

BANK balance		363,412	at May 31
ACCOUNTS PAYABLE balance	174,286		
Debenture costs paid in June & December	-65,991		
	-----		
Current Accounts Payable		108,295	Paid in June
		-----	
Extra (Shortfall) in bank account		255,117	

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

**STATEMENT OF OPERATIONS**

*Revenue:*

- \* Taxi & Traffic bylaw - annual taxi fees are renewed for the year in January
- \* Secondments - still have all four but were only sure of three when doing 2016 budget

*Crime Control:*

- \* Salaries - one officer out on LTD (retiring in May), an officer on maternity leave (Jan - Mar) and four are on secondments. They are currently being replaced by temporary term constables.
- \* Benefits Health insurance 2016: \$63,311 2015: \$57,822  
Retirees health insurance 2016: \$848 2015: \$-752  
In 2015 the retirees paid \$752 less than the actual costs

*Vehicles:*

- \* New vehicles - bought a new vehicle for major crime and sold two vehicles

*Building:*

- \* Electricity is up due to higher winter power bills
- \* Grounds are up over budget because of the snowplowing costs

*Administration:*

- \* Benefits Health Insurance 2016: \$16,802 2015: \$9,312

*Telecom:*

- \* Retirees health insurance 2016: \$-623 2015: \$1,295  
This year with only one retiree the costs are less

**Town of Rothesay**  
**General Fund Financial Statements**  
**May 31, 2016**

**Includes:**

General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G9
Capital Project Listing - May	G11
Capital Project Listing - June - Draft	G12

# Town of Rothesay

## Balance Sheet - Capital General Fund 5/31/16

### ASSETS

Capital Assets - General Land	4,405,176
Capital Assets - General Fund Land Improvements	6,198,699
Capital Assets - General Fund Buildings	4,721,320
Capital Assets - General Fund Vehicles	1,821,237
Capital Assets - General Fund Equipment	2,468,138
Capital Assets - General Fund Roads & Streets	35,230,445
Capital Assets - General Fund Drainage Network	18,055,344
Capital Assets - Under Construction - General	1,682,466
	<u>74,582,826</u>

Accumulated Amortization - General Fund Land Improvements	(2,138,372)
Accumulated Amortization - General Fund Buildings	(1,980,927)
Accumulated Amortization - General Fund Vehicles	(1,072,900)
Accumulated Amortization - General Fund Equipment	(745,068)
Accumulated Amortization - General Fund Roads & Streets	(17,063,968)
Accumulated Amortization - General Fund Drainage Network	(5,849,907)
	<u>(28,851,143)</u>

\$ 45,731,683

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	1,360,762
Total Long Term Debt	7,407,000

Total Liabilities \$ 8,767,762

Investment in General Fund Fixed Assets	36,963,922
---	------------

\$ 45,731,683



# Town of Rothesay

Balance Sheet - General Fund Reserves  
5/31/16

## ASSETS

BNS General Operating Reserve #214-15	789,353
BNS General Capital Reserves #2261-14	1,398,055
BNS - Gas Tax Reserves - GIC	3,794,722
Gen Reserves due to/from Gen Operating	7,299
	<u>\$ 5,989,429</u>

## LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,640,193
Invest. in General Capital Reserve	1,258,301
General Gas Tax Funding	153,495
Invest. in General Operating Reserve	794,839
Invest. in Land for Public Purposes Reserve	91,363
Invest. in Town Hall Reserve	51,239
	<u>\$ 5,989,430</u>

**Town of Rothesay**  
**Balance Sheet - General Operating Fund**  
**5/31/16**

**CURRENT ASSETS**

Cash	1,124,566
Receivables	22,900
HST Receivable	124,295
Inventory	18,619
Gen Operating due to/from Util Operating	(878,372)
Total Current Assets	<u>412,007</u>
Other Assets:	
Projects	<u>987,594</u>
	<u>987,594</u>
<b>TOTAL ASSETS</b>	<u><u>1,399,601</u></u>

**CURRENT LIABILITIES AND EQUITY**

Accounts Payable	796,571
Other Payables	345,185
Gen Operating due to/from Gen Reserves	7,299
Gen Operating due to/from Gen Capital	(1,360,762)
Accrued Sick Leave	17,700
Accrued Pension Obligation	239,100
Accrued Retirement Allowance	311,200
Def. Rev-Quispamsis/Library Share	<u>37,783</u>
<b>TOTAL LIABILITIES</b>	<u><u>394,076</u></u>

**EQUITY**

Retained Earnings - General	(207,036)
Surplus/(Deficit) for the Period	<u>1,212,561</u>
	<u>1,005,526</u>
	<u><u>1,399,602</u></u>

2016July11OpenSessionFINAL\_046

## Town of Rothesay

Statement of Revenue &amp; Expenditure

5 Months Ended 5/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,246,820	1,246,820	6,234,099	6,234,101	(2)		14,961,842
Sale of Services	22,190	19,400	156,690	148,900	7,790		345,700
Services to Province of New Brunswick	5,000	5,000	25,500	25,000	500		60,000
Other Revenue from Own Sources	12,431	7,753	57,645	52,507	5,138		106,779
Unconditional Grant	9,916	9,916	49,578	49,578	0		118,987
Conditional Transfers	0	0	2,500	1,500	1,000		21,500
Other Transfers	0	0	497,918	497,692	226		1,135,192
	<u>\$1,296,356</u>	<u>\$1,288,889</u>	<u>\$7,023,930</u>	<u>\$7,009,278</u>	<u>\$14,653</u>		<u>\$16,750,000</u>
<b>EXPENSES</b>							
General Government Services	113,546	118,132	819,027	899,505	80,478		2,032,455
Protective Services	533,041	537,801	2,297,406	2,309,674	12,268		4,744,123
Transportation Services	203,516	225,038	1,426,565	1,555,607	129,043		3,365,331
Environmental Health Services	72,016	88,000	260,080	285,000	24,920		638,000
Environmental Development	37,475	50,989	250,949	270,605	19,656		641,022
Recreation & Cultural Services	116,666	101,481	743,346	790,273	46,927		1,903,676
Fiscal Services	12,511	12,568	13,997	13,968	(29)		3,425,393
	<u>\$1,088,773</u>	<u>\$1,134,010</u>	<u>\$5,811,369</u>	<u>\$6,124,632</u>	<u>\$313,263</u>		<u>\$16,750,000</u>
Surplus (Deficit) for the Year	<u>\$207,584</u>	<u>\$154,879</u>	<u>\$1,212,561</u>	<u>\$884,646</u>	<u>\$327,916</u>		<u>\$ -</u>

## Town of Rothesay

Statement of Revenue & Expenditure  
5 Months Ended 5/31/16

65

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	390	2,600	9,040	13,000	(3,960)	1	31,200
Town Hall Rent	900	1,633	4,631	8,167	(3,536)	2	19,600
Arena Revenue	14,746	9,667	132,283	119,333	12,949	3	230,000
Community Garden	300	0	1,620	900	720		900
Recreation Programs	5,854	5,500	9,116	7,500	1,616		64,000
	22,190	19,400	156,690	148,900	7,790		345,700
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	9,980	7,083	37,578	35,417	2,162		85,000
Police Fines	0	0	13,741	13,741	0		13,741
Recycling Dollies & Lids	5	0	494	0	494		0
Interest & Sundry	901	417	2,703	2,083	619		5,000
Miscellaneous	1,529	253	3,084	1,266	1,818		3,038
History Book Sales	15	0	46	0	46		0
	12,431	7,753	57,645	52,507	5,138		106,779
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	0	0	0	0	0		20,000
	0	0	2,500	1,500	1,000		21,500
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	285,418	285,192	226		285,192
Utility Fund Transfer	0	0	212,500	212,500	0		850,000
	0	0	497,918	497,692	226		1,135,192
<b>EXPENSES</b>							
<b>General Government Services</b>							
Legislative							
Mayor	2,771	2,975	13,904	14,875	971		36,475
Councillors	8,906	8,187	40,568	40,933	366		104,059
Regional Service Commission 9	0	0	2,523	3,750	1,227		7,500
Other	0	1,417	900	3,083	2,183		11,000
	11,677	12,578	57,895	62,642	4,746		159,034
<b>Administrative</b>							
Office Building	6,663	7,675	77,205	85,083	7,878	4	153,100
Solicitor	15,562	2,917	26,415	14,583	(11,831)	5	35,000
Administration - Wages & Benefits	66,881	75,916	374,623	416,684	42,061	6	985,200
Supplies	2,616	7,075	25,062	41,975	16,913		97,900
Professional Fees	0	4,167	13,199	20,833	7,634		50,000
Other	5,811	4,263	40,861	37,496	(3,365)	7	67,337
	97,533	102,012	557,366	616,655	59,289		1,388,537

2016July11OpenSessionFINAL\_048

G7

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	2,744	583	3,239	2,917	(323)		7,000
Civic Relations	292	208	4,372	2,542	(1,830)		4,000
Insurance	0	0	157,283	157,000	(283)		157,000
Donations	1,300	2,750	31,190	47,750	16,560		67,000
Cost of Assessment	0	0	0	0	0		239,884
Property Taxes - L.P.P.	0	0	7,681	10,000	2,319		10,000
	4,336	3,542	203,765	220,208	16,443		484,884
	113,546	118,132	819,027	899,505	80,478		2,032,455
Protective Services							
Police							
Police Protection	186,140	186,140	936,348	936,348	0		2,244,033
Crime Stoppers	0	0	2,800	2,800	0		2,800
	186,140	186,140	939,148	939,148	0		2,246,833
Fire							
Fire Protection	335,705	336,390	917,941	919,169	1,228		1,939,032
Water Costs Fire Protection	0	0	375,000	375,000	0		375,000
	335,705	336,390	1,292,941	1,294,169	1,228		2,314,032
Emergency Measures							
911 Communications Centre	11,147	11,147	55,733	55,733	0		133,758
EMO Director/Committee	50	2,083	7,400	10,417	3,017		25,000
	11,197	13,230	63,133	66,149	3,017		158,758
Other							
Animal & Pest Control	0	792	2,185	3,958	1,773		9,500
Other	0	1,250	0	6,250	6,250	B	15,000
	0	2,042	2,185	10,208	8,023		24,500
Total Protective Services	533,041	537,801	2,297,406	2,309,674	12,268		4,744,123



2016July11OpenSessionFINAL\_049

08

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Transportation Services</b>							
<b>Common Services</b>							
Administration (Wages & Benefits)	133,989	136,570	768,505	763,766	(4,739)		1,784,982
Workshops, Yards & Equipment	36,171	43,792	239,071	265,958	26,888	9	580,500
Engineering	3,142	417	10,355	2,083	(8,272)	10	5,000
	<u>173,302</u>	<u>180,778</u>	<u>1,017,931</u>	<u>1,031,808</u>	<u>13,877</u>		<u>2,370,482</u>
<b>Street Cleaning &amp; Flushing</b>							
Streets	1,634	5,000	5,262	15,000	9,738		35,000
Roads & Streets	3,025	6,917	11,171	34,583	23,412	11	83,000
Crosswalks & Sidewalks	592	1,302	4,655	6,508	1,853		14,349
Culverts & Drainage Ditches	4,421	5,000	5,537	25,000	19,463	12	60,000
Snow & Ice Removal	0	1,667	286,270	330,333	44,064	13	512,000
	<u>9,671</u>	<u>19,885</u>	<u>312,895</u>	<u>411,425</u>	<u>98,530</u>		<u>704,349</u>
<b>Street Lighting</b>							
	11,396	12,167	56,142	60,833	4,692		146,000
<b>Traffic Services</b>							
Street Signs	3,798	833	3,798	4,167	369		10,000
Traffic Lanemarking	179	5,000	4,152	10,000	5,848		26,000
Traffic Signals	887	2,083	3,490	10,417	6,927		25,000
Railway Crossing	4,138	4,000	12,061	10,000	(2,061)		18,000
	<u>9,003</u>	<u>11,917</u>	<u>23,501</u>	<u>34,583</u>	<u>11,083</u>		<u>79,000</u>
<b>Public Transit</b>							
Public Transit - Comex Service	0	0	15,373	15,500	127		62,000
Public Transit - Other	145	292	724	1,458	734		3,500
	<u>145</u>	<u>292</u>	<u>16,097</u>	<u>16,958</u>	<u>861</u>		<u>65,500</u>
<b>Total Transportation Services</b>	<u>203,516</u>	<u>225,038</u>	<u>1,426,565</u>	<u>1,555,607</u>	<u>129,043</u>		<u>3,365,331</u>
<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill	6,580	17,500	71,394	87,500	16,106	14	210,000
Solid Waste Disposal Compost	2,556	2,333	7,446	11,667	4,221		28,000
Solid Waste Collection	21,505	21,667	107,523	108,333	810		260,000
Solid Waste Collection Curbside Recycling	7,504	7,500	39,328	37,500	(1,828)		90,000
Clean Up Campaign	33,872	39,000	34,389	40,000	5,611		50,000
	<u>72,016</u>	<u>88,000</u>	<u>260,080</u>	<u>285,000</u>	<u>24,920</u>		<u>638,000</u>
<b>Environmental Development Services</b>							
<b>Planning &amp; Zoning</b>							
Administration	27,949	32,051	202,988	206,049	3,061		443,900
Planning Projects	9,526	11,111	16,051	22,222	6,172		100,000
Heritage Committee	0	625	0	3,125	3,125		7,500
	<u>37,475</u>	<u>43,787</u>	<u>219,038</u>	<u>231,396</u>	<u>12,357</u>		<u>551,400</u>
<b>Economic Development Comm.</b>							
Tourism	0	7,202	28,807	36,009	7,202		86,422
	<u>0</u>	<u>0</u>	<u>3,103</u>	<u>3,200</u>	<u>97</u>		<u>3,200</u>
	<u>0</u>	<u>7,202</u>	<u>31,910</u>	<u>39,209</u>	<u>7,299</u>		<u>89,622</u>
	<u>37,475</u>	<u>50,989</u>	<u>250,949</u>	<u>270,605</u>	<u>19,656</u>		<u>641,022</u>

2016July11OpenSessionFINAL\_050

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	
<b>Recreation &amp; Cultural Services</b>								G9
Administration	19,181	16,467	120,752	109,191	(11,561)	15	242,315	
Beaches	0	0	0	0	0		57,784	
Rothsay Arena	17,022	10,919	132,014	131,255	(759)	16	276,381	
Memorial Centre	4,273	4,583	23,224	30,917	7,692		63,000	
Summer Programs	1,622	1,375	3,795	3,875	80		56,049	
Parks & Gardens	49,013	49,265	155,391	203,935	48,545	17	546,400	
Rothsay Common Rink	1,167	500	29,621	26,000	(3,621)		36,600	
Playgrounds and Fields	15,683	9,000	38,820	45,000	6,180		108,000	
Regional Facilities Commission	0	0	195,067	195,036	(31)		390,071	
Kennebecasis Public Library	7,131	7,131	35,657	35,657	(0)		85,576	
Big Rothsay Road	0	83	0	417	417		1,000	
Special Events	1,574	1,825	8,274	7,325	(949)		36,500	
Rothsay Living Museum	0	333	733	1,667	934		4,000	
	<u>116,666</u>	<u>101,481</u>	<u>743,346</u>	<u>790,273</u>	<u>46,927</u>		<u>1,903,676</u>	
<b>Fiscal Services</b>								
Debt Charges								
Interest	12,511	12,568	13,997	13,968	(29)		256,393	
Debt Payments	0	0	0	0	0		830,000	
	<u>12,511</u>	<u>12,568</u>	<u>13,997</u>	<u>13,968</u>	<u>(29)</u>		<u>1,086,393</u>	
<b>Transfers To:</b>								
Capital Fund for Capital Expenditures	0	0	0	0	0		2,179,000	
Reserve Funds	0	0	0	0	0		150,000	
Town Hall Reserve Transfer	0	0	0	0	0		10,000	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,339,000</u>	
	<u>12,511</u>	<u>12,568</u>	<u>13,997</u>	<u>13,968</u>	<u>(29)</u>		<u>3,425,393</u>	

# Town of Rothesay

## Variance Report - General Fund

5 months ending May 31, 2016

Note #		Actual	Budget	Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Bill McGuire Memorial Centre	\$ 9,040	\$ 13,000	\$ (3,960)	Timing
2	Town Hall Rent	\$ 4,631	\$ 8,167	\$ (3,536)	Vacancies
3	Arena Revenue	\$ 132,283	\$ 119,333	\$ 12,950	Spring rental
				Total	\$ 5,454
				Variance per Statement	\$ 14,653
				Explained	37.22%
<b>Expenses</b>					
<b>General Government</b>					
4	Office Building	\$ 77,205	\$ 85,083	\$ 7,878	Maintenance costs not used yet
5	Solicitor	\$ 26,415	\$ 14,583	\$ (11,832)	Kennebecasis Park land use issue
6	Administration - Wages & Benefits	\$ 374,623	\$ 416,684	\$ 42,061	Step increases not yet effective
7	Administration - Other	\$ 40,861	\$ 37,496	\$ (3,365)	WHSCC high
<b>Protective Services</b>					
8	Other	\$ -	\$ 6,250	\$ 6,250	No hydrants repairs necessary yet
<b>Transportation</b>					
9	Workshops, Yards & Equipment	\$ 239,071	\$ 265,958	\$ 26,887	Savings on fuel
10	Engineering	\$ 10,355	\$ 2,083	\$ (8,272)	Transportation plan update
11	Roads & Streets	\$ 11,171	\$ 34,583	\$ 23,412	Asphalt and repairs lower than budget
12	Culverts & Ditches	\$ 5,537	\$ 25,000	\$ 19,463	Fewer repairs required
13	Snow & Ice Removal	\$ 286,270	\$ 330,333	\$ 44,063	Sand purchases down
<b>Environmental Health &amp; Development</b>					
14	Solid Waste Disposal - Landfill	\$ 71,394	\$ 87,500	\$ 16,106	Less tonnage than budgeted
<b>Recreation &amp; Cultural Services</b>					
15	Administration	\$ 120,752	\$ 109,191	\$ (11,561)	Staff adjustments with Arena
16	Rothesay Arena	\$ 132,014	\$ 131,255	\$ (759)	As above on surplus, less new motor for ice plant
17	Parks & Gardens	\$ 155,391	\$ 203,955	\$ 48,564	Timing
<b>Fiscal Services</b>					
				Total	\$ 198,895
				Variance per Statement	\$ 313,263
				Explained	63.49%



2016July11OpenSessionFINAL\_052

## Town of Rothesay

Capital Projects 2016

General Fund

5 Months Ended 5/31/16

	Original BUDGET	CURRENT Y-T-D	Remaining Budget					
<b>General Government</b>								
General Gov't Equipment Purchases G-2016-005	75,000	7,793	67,207				iPads, server	
Total General Government	75,000	7,793	67,207					
<b>Protective Services</b>								
Protective Serv. Equipment Purchases P-2016-004	26,000	-	4,986					
Total Protective Services	26,000	-	4,986					
<b>Transportation</b>								
Engineering 2017 Streets T-2017-001	130,000	895	129,105					
Transportation Equipment Purchases T-2016-002	363,000	51,892	311,108	Detail:	Backhoe Replacement		Budget	Actual
Curb & Sidewalk Parkdale/Chapel T-2016-006	250,000	9,127	240,873		Replace R069 3/4 ton service vehicle		230,000	
Almon/Peters Reconstruction T-2016-007	350,000	105,726	244,274		Blower for 3rd trackless		15,000	15,411
Asphalt Resurfacing T-2016-009	600,000	33,315	566,685		Blower for skidsteer		20,000	13,629
Microseal Resurfacing T-2016-010	385,000	-	385,000		Tree mulcher for skidsteer		28,000	22,853
Oakville Acres Pathways T-2016-011	50,000	32,866	17,134		Street Trees		10,000	
Master Drive Site T-2016-012	125,000	12,225	112,775		Bicycle Racks		10,000	
RA5 River Road T-2016-013	60,000	56,822	3,178				363,000	51,892
Rothsay Road Designated Highway T-2016-014	250,000	-	250,000					
Total Transportation	2,563,000	302,868	2,260,132					
<b>Recreation</b>								
Recreation Equipment Purchases R-2016-003	285,000	37,970	247,030	Detail:	Common		Budget	Actual
Arena Upgrade R-2016-008	30,000	9,166	20,834		Security Cameras		30,000	
Total Recreation	315,000	47,136	267,864		Cathodic Protection - Renforth Wharf		30,000	30,070
					Wells Park paving		20,000	
					Parks Garage Roof		20,000	6,775
					McGuire Parking Lot		125,000	
Total	\$ 2,979,000	\$ 352,812	\$ 2,626,188				285,000	36,845

<b>Carryovers</b>					Previous Years	Total	Original Budget
<b>Funded from Reserves</b>							
Miller Field Building R-2013-08	101,859				57,528	159,387	120,000
2013 Rothesay Common Upgrade R-2013-01	20,538				2,465,325	2,485,863	2,400,000
Town Hall Improvements G-2014-008	24,139				11,211	35,350	75,000
Memorial Centre Improvements R-2014-010	5,730				223,027	228,757	225,000
French Village Road T-2015-010 (Phase 3 2015)	14,151				303,739	317,890	350,000
Wells Trail R-2014-019	7,901				960,486	968,387	665,000
Salt Shed Improvements T-2014-021	97,751				320,049	417,800	305,000
Curb & Gutter Eriskay/Iona T-2015-004	4,476				9,778	14,255	275,000
In House Almon/RA5 Church/Golf Club T-2015-005	65,650				49,440	115,089	140,000
Generators T-2015-001	292,588				25,292	317,880	430,000
	\$ 634,783	\$ -	\$ 4,425,875	\$ 5,060,658	\$ 4,985,000		

Total	2,979,000	\$ 987,594	\$ 2,626,188
-------	-----------	------------	--------------

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Funding:						
General Government	75,000					75,000
Protective Services	26,000					26,000
Transportation	2,563,000	300,000	150,000		350,000	1,763,000
Recreation	315,000					315,000
	\$ 2,979,000	\$ 300,000	\$ 150,000	\$ -	\$ 350,000	\$ 2,179,000

## 2016July11OpenSessionFINAL\_053

## Town of Rothesay

Capital Projects 2016  
General Fund  
6 Months Ended 6/30/16

DRAFT!

	Original BUDGET	CURRENT Y-T-D	Remaining Budget					
<b>General Government</b>								
12010560 General Gov't Equipment Purchases G-2016-005	75,000	7,793	67,207				iPads, server	
Total General Government	75,000	7,793	67,207					
<b>Protective Services</b>								
12011560 Protective Serv. Equipment Purchases P-2016-004	26,000	-	4,986					
Total Protective Services	26,000	-	4,986					
<b>Transportation</b>								
12023860 Engineering 2017 Streets T-2017-001	130,000	895	129,105					
12021360 Transportation Equipment Purchases T-2016-002	363,000	51,892	311,108	Detail:	Backhoe Replacement	Budget	Actual	
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006	250,000	9,127	240,873		Replace R069 3/4 ton service vehicle	50,000		
12024260 Almon/Peters Reconstruction T-2016-007	350,000	125,326	224,674		Blower for 3rd trackless	15,000	15,411	
12024460 Asphalt Resurfacing T-2016-009	600,000	431,500	168,500		Blower for skidsteer	20,000	13,629	
12024560 Microseal Resurfacing T-2016-010	385,000	125,192	259,808		Tree mulcher for skidsteer	28,000	22,853	
12013060 Oakville Acres Pathways T-2016-011	50,000	32,866	17,134		Street Trees	10,000		
12024660 Master Drive Site T-2016-012	125,000	12,225	112,775		Bicycle Racks	10,000		
12024760 RAS River Road T-2016-013	60,000	62,019	-			363,000	51,892	
12024860 Rothesay Road Designated Highway T-2016-014	250,000	-	250,000					
Total Transportation	2,563,000	851,042	1,711,958					
<b>Recreation</b>								
12020860 Recreation Equipment Purchases R-2016-003	285,000	37,970	247,030	Detail:	Common	Budget	Actual	
12012060 Arena Upgrade R-2016-008	30,000	9,166	20,834		Security Cameras	30,000	30,839	
					Cathodic Protection - Renforth Wharf	60,000		
Total Recreation	315,000	47,136	267,864		Wells Park paving	20,000		
					Parks Garage Roof	20,000	7,131	
					McGuire Parking Lot	125,000		
Total	\$ 2,979,000	\$ 900,985	\$ 2,078,015			285,000	37,970	
<b>Carryovers</b>								
Funded from Reserves								
12016560 Miller Field Building R-2013-08		98,503		Previous Years	Total	Original Budget		
12018160 2013 Rothesay Common Upgrade R-2013-01		20,538		47,628	146,131	138,500		
12021860 Town Hall Improvements G-2014-008		24,139		2,465,325	2,485,863	2,400,000		
12022460 Memorial Centre Improvements R-2014-010		5,730		11,211	35,350	75,000		
12023060 French Village Road T-2015-010 (Phase 3 2015)		14,151		223,027	228,757	225,000		
12023360 Wells Trail R-2014-019		7,901		303,739	317,890	350,000		
12023560 Salt Shed Improvements T-2014-021		97,751		960,486	968,387	665,000		
12023760 Curb & Gutter Eriskay/Iona T-2015-004		4,476		320,049	417,800	440,000		
12023960 In House Almon/RAS Church/Golf Club T-2015-005		65,713		9,778	14,255	275,000		
12024960 Generators T-2015-001		303,536		49,440	115,153	140,000		
				25,292	328,828	430,000		
	\$ 642,438	\$ -	\$ 4,415,975	\$ 5,058,413	\$ 5,138,500			
Total	2,979,000	\$ 1,543,424	\$ 2,078,015					
<b>Funding:</b>								
General Government	75,000					75,000		
Protective Services	26,000					26,000		
Transportation	2,563,000	300,000	150,000		350,000	1,763,000		
Recreation	315,000					315,000		
	\$ 2,979,000	\$ 300,000	\$ 150,000	\$ -	\$ 350,000	\$ 2,179,000		

# Town of Rothesay

## Utility Fund Financial Statements

May 31, 2016

### Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Capital Project Listing - May	U6
Capital Project Listing - June - Draft	U7

**Town of Rothesay**  
Capital Balance Sheet  
As at 5/31/16

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	245,735
Capital Assets Utilities Land	178,555
Capital Assets Utilities Buildings	1,557,372
Capital Assets Utilities Equipment	55,891
Capital Assets Utilities Water System	25,202,880
Capital Assets Utilities Sewer System	16,029,252
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
	<u>43,531,727</u>

Accumulated Amortization Utilites Buildings	(302,062)
Accumulated Amortization Utilites Water System	(5,722,235)
Accumulated Amortization Utilites Sewer System	(7,340,225)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Equipment	(15,330)
Accumulated Amortization Utilites Roads & Streets	(4,409)
	<u>(13,426,292)</u>

TOTAL ASSETS	<u><u>30,105,435</u></u>
--------------	--------------------------

LIABILITIES

Current:

Util Capital due to/from Util Operating	47,077
Total Current Liabilities	<u>47,077</u>

Long-Term:

Long-Term Debt	7,307,244
Total Liabilities	<u>7,354,320</u>

EQUITY

Investments:

Investment in Fixed Assets	22,751,114
Total Equity	<u>22,751,114</u>

TOTAL LIABILITIES & EQUITY	<u><u>30,105,434</u></u>
----------------------------	--------------------------

# Town of Rothesay

Utility Reserve Balance Sheet

As at 5/31/16

## ASSETS

## Assets:

Bank - Utility Reserve	1,316,075
Due from Utility Operating	10,556
TOTAL ASSETS	<u>\$ 1,326,631</u>

## EQUITY

## Investments:

Invest. in Utility Capital Reserve	972,234
Invest. in Utility Operating Reserve	98,954
Invest. in Sewage Outfall Reserve	255,443
TOTAL EQUITY	<u>\$ 1,326,631</u>



# Town of Rothesay

Utilities Fund Operating Balance Sheet  
As at 5/31/16

## ASSETS

### Current assets:

Accounts Receivable Net of Allowance	684,568
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>685,768</u>

### Other Assets:

Projects	206,483
	<u>206,483</u>

TOTAL ASSETS	<u>\$ 892,250</u>
--------------	-------------------

## LIABILITIES

Accrued Payables	50,948
Due from General Fund	(882,076)
Due from (to) Capital Fund	(47,077)
Due to (from) Utility Reserve	10,556
Deferred Revenue	21,354
Total Liabilities	<u>(846,295)</u>

## EQUITY

### Surplus:

Opening Retained Earnings	30,281
Profit (Loss) to Date	1,708,264
	<u>1,738,545</u>

TOTAL LIABILITIES & EQUITY	<u>\$ 892,251</u>
----------------------------	-------------------

Town of Rothesay  
Utilities Operating Income Statement  
5 Months Ended 5/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	5,874	2,058	288,325	257,869	30,456	1	962,000
Meter and non-hookup fees	0	0	9,838	8,750	1,088		35,000
Water Supply for Fire Prot.	0	0	375,000	375,000	0		375,000
Local Improvement Levy	0	0	59,073	55,000	4,073		55,000
Sewerage Services	(700)	0	1,512,458	1,520,000	(7,542)	2	1,520,000
Connection Fees	8,100	5,000	29,800	25,000	4,800		60,000
Interest Earned	6,255	3,333	22,980	16,667	6,313		40,000
Misc. Revenue	700	250	2,350	1,250	1,100		3,000
<b>TOTAL RECEIPTS</b>	<b>20,230</b>	<b>10,642</b>	<b>2,299,824</b>	<b>2,259,536</b>	<b>40,289</b>		<b>3,050,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	63,750	63,750	0		255,000
Audit/Legal/Training	5,413	1,000	8,595	8,000	(595)		15,000
Purification/Treatment	6,071	24,167	63,622	134,833	71,211	4	304,000
Transm/Distribution	21,156	8,083	31,985	40,417	8,432		97,000
Power & Pumping	4,587	3,917	19,961	19,583	(377)		47,000
Billing/Collections	101	250	373	1,250	877		3,000
Water Purchased	90	83	246	417	170		1,000
Misc. Expenses	9,181	1,250	10,447	6,250	(4,197)	5	15,000
<b>TOTAL WATER SUPPLY</b>	<b>46,597</b>	<b>38,750</b>	<b>198,979</b>	<b>274,500</b>	<b>75,521</b>		<b>737,000</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	148,750	148,750	0		595,000
Audit/Legal/Training	0	1,833	6,929	16,167	9,238	6	29,000
Collection System	94	4,833	12,540	24,167	11,627	7	86,000
Lift Stations	1,093	2,417	5,428	12,083	6,655	8	29,000
Treatment/Disposal	3,273	5,267	22,796	31,133	8,338	9	68,000
Misc. Expenses	282	582	7,592	2,909	(4,683)	10	6,982
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>4,741</b>	<b>14,932</b>	<b>204,034</b>	<b>235,209</b>	<b>31,175</b>		<b>813,982</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	5,000	0	25,000	25,000		60,000
Interest on Long-Term Debt	15,607	15,607	15,607	15,607	0		258,980
Principal Repayment	13,000	13,000	13,000	13,000	0		451,393
Transfer to Reserve Accounts	0	0	0	0	0		90,000
Capital Fund	0	0	0	0	0		475,000
Prev. Yrs Deficits	0	0	163,644	163,645	1		163,645
<b>TOTAL FISCAL SERVICES</b>	<b>28,607</b>	<b>33,607</b>	<b>192,251</b>	<b>217,252</b>	<b>25,001</b>		<b>1,499,018</b>
<b>TOTAL EXPENSES</b>	<b>79,946</b>	<b>87,289</b>	<b>595,264</b>	<b>726,961</b>	<b>131,697</b>		<b>3,050,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(59,716)</b>	<b>(76,647)</b>	<b>1,704,560</b>	<b>1,532,575</b>	<b>171,986</b>		<b>0</b>

# Town of Rothesay

Variance Report - Utility Operating  
5 Months Ended May 31, 2016

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of water	\$ 288,325	\$ 257,869	\$ 30,456	Q1 water usage increased from 2015
2	Sewerage Services	\$ 1,512,458	\$ 1,520,000	\$ (7,542)	correction of town hall/institutional
3	Interest Earned	\$ 22,980	\$ 16,667	\$ 6,313	Interest on accounts receivable
Expenditures					
Water					
4	Purification/Treatment	\$ 63,622	\$ 134,833	\$ 71,211	Maintenance, testing less than expected
5	Water Misc.	\$ 10,447	\$ 6,250	\$ (4,197)	Bulk purchase of meters
Sewer					
6	Audit/legal/training	\$ 6,929	\$ 16,167	\$ 9,238	Training not completed yet, (June)
7	Collection system	\$ 12,540	\$ 24,167	\$ 11,627	Flushing & maint. less than budgeted
8	Lift stations	\$ 5,428	\$ 12,083	\$ 6,655	Maintenance less than budget
9	Treatment/disposal	\$ 22,796	\$ 31,133	\$ 8,337	Maintenance less than budget
10	Misc. Expenses - Sewer	\$ 7,592	\$ 2,909	\$ (4,683)	Clothing purchase, Outflow Management report

2016July11OpenSessionFINAL\_059

# Town of Rothesay

Capital Projects 2016

Utility Fund

5 Months Ended 5/31/16

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12043730	Almon/Peters Reconstruction - Water - T-2016-007	425,000	-	425,000
12043830	Water Plant Aux Building W-2016-002	200,000	-	200,000
12043930	Water Tank Mixing System W-2016-001	25,000	-	25,000
12043430	Well Development - Watershed W-2014-014	250,000	40,927	209,073
		<u>\$ 900,000</u>	<u>\$ 40,927</u>	<u>\$ 859,073</u>

<b>SEWER</b>				
12042330	Wastewater Treatment Design - S-2014-016	7,500,000	80,819	7,419,181
12033430	Almon/Peters Reconstruction - Sewer - T-2016-007	425,000	-	425,000
12043030	Response Unit - Sewer - S-2016-003	80,000	-	80,000
		<u>8,005,000</u>	<u>80,819</u>	<u>7,924,181</u>

<b>Total Approved</b>		<u>8,905,000</u>	<u>121,746</u>	<u>8,783,254</u>
-----------------------	--	------------------	----------------	------------------

## Carryovers

### Funded from Reserves

12031130	Wastewater Feasibility Study	13,957
12043330	Water Treatment Plant Upgrade W-2014-013	72,615
12043130	Gondola Pt. Rd W-2015-001	1,791
12043630	McGuire CentreExtension W-2015-003	- 3,626
		<u>\$ 84,737</u>
		<u>\$ 206,483</u>

### Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	900,000				425,000	475,000
Sewer	8,005,000	80,000		5,000,000	2,925,000	-
	<u>8,905,000</u>	<u>80,000</u>	<u>-</u>	<u>\$ 5,000,000</u>	<u>\$ 3,350,000</u>	<u>\$ 475,000</u>

2016July11OpenSessionFINAL\_061

## Town of Rothesay

Capital Projects 2016

Utility Fund

6 Months Ended 6/30/16

DRAFT!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12043730	Almon/Peters Reconstruction - Water - T-2016-007	425,000	-	425,000
12043830	Water Plant Aux Building W-2016-002	200,000	-	200,000
12043930	Water Tank Mixing System W-2016-001	25,000	-	25,000
12043430	Well Development - Watershed W-2014-014	250,000	42,522	207,478
		<u>\$ 900,000</u>	<u>\$ 42,522</u>	<u>\$ 857,478</u>

<b>SEWER</b>				
12042330	Wastewater Treatment Design - S-2014-016	7,500,000	154,380	7,345,620
12033430	Almon/Peters Reconstruction - Sewer - T-2016-007	425,000	-	425,000
12043030	Response Unit - Sewer - S-2016-003	80,000	-	80,000
		<u>8,005,000</u>	<u>154,380</u>	<u>7,850,620</u>

<b>Total Approved</b>		<u>8,905,000</u>	<u>196,902</u>	<u>8,708,098</u>
-----------------------	--	------------------	----------------	------------------

**Carryovers**

Funded from Reserves

12031130	Wastewater Feasibility Study	13,957
12043330	Water Treatment Plant Upgrade W-2014-013	73,291
12043130	Gondola Pt. Rd W-2015-001	1,791
12043630	McGuire Centre Extension W-2015-003	- 3,626
		<u>\$ 85,413</u>
		<u>\$ 282,315</u>

**Funding:**

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	900,000				425,000	475,000
Sewer	8,005,000	80,000		5,000,000	2,925,000	-
	<u>8,905,000</u>	<u>80,000</u>	<u>-</u>	<u>\$ 5,000,000</u>	<u>\$ 3,350,000</u>	<u>\$ 475,000</u>



## TOWN OF ROTHESAY

### FINANCE COMMITTEE

June 16, 2016

In attendance:

Mayor Nancy Grant

Councillor Grant Brennan

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 9:21. The agenda was accepted with the addition of 2) b. NB Medical Education Trust. The minutes of June 3<sup>rd</sup> were accepted as presented, and Treasurer MacDonald advised the cheque to Kingsway had been released.

#### **Funding Request**

- a. Rothesay Liberal Association – It was agreed that if individual councillors would like to attend, they should cover the costs themselves. Town Manager Jarvie will advise Councillor Wells, who made the inquiry.
- b. NB Medical Education Trust – Mayor Grant want to update that she had been to the awards ceremony last night. Of the original 4 scholarships granted, 3 have finished their residency and have started practicing in the province. The other is specializing and continues his residency. She feels this shows that the scholarships are worthwhile, keeping doctors in the province.

#### **May 2016 Draft Financial Statements**

Treasurer MacDonald reviewed the highlights of the income statements for both the Utility Fund and the General Fund. He distributed a sheet with the history of average Water and Sewer rates. It was suggested it may be time for a review of the fixed and variable costs. The search for new water sources is an ongoing process. The Almon/Peters Lane project will need to be analyzed to allocate between Water, Sewer, and Transportation. Treasurer MacDonald also reviewed the history of the General Fund tax rates and assessments. He also reviewed the shared services of fire, police and library. There was a brief discussion on supplying Wells with water and sewer, but it would be very costly, and a limited number of additional users.

#### **Next Meeting**

The next meeting is set for Thursday, July 28, 2016 at 9:00 a.m. The meeting adjourned at 11:39.



**ROTHESAY**  
**Public Works and Infrastructure**  
**Committee Meeting**  
June 22, 2016  
Rothesay Town Hall – Sayre Room  
8:30 a.m.



**DRAFT**

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

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

**ABSENT:** RYAN SCOVILLE

Chairperson Alexander called the meeting to order at 8:34 a.m.

**1. APPROVAL OF AGENDA:**

**MOVED** by S. Smith and seconded by Counc. Wells to approve the agenda as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES:**

2.1 Regular meeting of April 20, 2016.

**MOVED** by S. Peterson and seconded by S. Smith to approve the Minutes of April 20, 2016 as circulated.

**CARRIED.**

**3. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATIONS:**

N/A

**5. UNFINISHED BUSINESS**

5.1 Update on Capital Projects.

S. Peterson inquired as to what remains to be completed for the Rothesay Common project. DO McLean advised some deficiencies have been addressed and are being dealt with accordingly. It was noted the original water main on Rothesay Road crosses to the other side of the road which is the cause for construction on both sides of Rothesay Road. DO McLean noted residents have been accommodating by using alternate routes. He added there is low traffic volume in the area and the expected completion date for the entire project, forcemain installation included, is the end of October.

### 5.2 Update on RA-5 crosswalks

DO McLean advised the RA-5 crosswalk at Golf Club Court is now fully operational. He reported Council approved the recommendation to purchase a solar powered LED flashing crosswalk system to be installed on the right turn slip lane at the intersection of Grove Avenue and Hampton Road. All preparation is complete, and the unit can be installed once it arrives. DO McLean noted he will contact the resident of the request to give a briefing on the new system. DO McLean reported the equipment is in place for the installation of the RA-5 crosswalk at River Road. He added he will be meeting with the resident adjacent to the crosswalk to notify the homeowner of the installation and receive feedback and/or concerns. There was a brief discussion on volume settings of similar crosswalks. It was noted the volume can be adjusted but the sound cannot be turned off. DO McLean will report back to the Committee after the meeting with the resident.

### 5.3 Update on solid waste

Chairperson Alexander noted a significant amount of residents participated in this year's Spring Clean-Up. DO McLean advised he has not seen the invoice yet to determine if the cost was on budget. It was noted last year's amount during the same time was higher as inclement weather caused items that may have been salvaged by "pickers" to be left for pick-up. DO McLean advised the cost to dispose of the compost material is increasing and other options may need to be explored for cost efficiency.

### 5.4 Update on Almon and Peters Lane

DO McLean advised work is ahead of schedule and on budget. He added Council must choose between a textured rolled curb and a standard rolled curb. It was noted the only difference between the two curbs is the aesthetic look and cost. The textured rolled curb is estimated at a higher cost than the standard rolled curb.

**MOVED** by Counc. Wells and seconded by S. Smith the Public Works and Infrastructure Committee recommend Council approve the installation of standard rolled curb for the Almon Lane and Peters Lane project.

**CARRIED.**

### 5.5 Update on Traffic By-Law

DO McLean noted the Registrar of Motor Vehicles sent comments and suggestions from the Department of Transportation and Infrastructure regarding edits to the Rothesay Traffic By-law. It was agreed the Committee will return with comments for the next meeting. There was a lengthy discussion regarding speed limits. It was suggested a consistent speed limit be used throughout school zone areas in the Town. The following comments were made: similar school zone speed limits within neighbouring municipalities would create consistency; roads have been designed in the past to accommodate vehicles travelling 10 km over the posted speed limit; drivers then become comfortable driving 10 km over the speed limit; and a suggestion was made for increased speed signage. It was noted additional speed signs could cause sign pollution.

**5.6 Streets and Sidewalks By-law**

DO McLean advised the By-law will be placed in final form for the next Committee meeting. The Committee can review the By-law and afterwards it will be sent to Council for first and second reading.

**5.7 Update on Maiden Lane and Goldie Court**

DO McLean advised a letter has been sent to the resident of Goldie Court identifying the cause of the issue and suggested solutions. He added a meeting will be scheduled with the residents of Maiden Lane to discuss the possibility of redirecting the drainage. Doing so requires permission from individual homeowners in the area. Counc. Wells inquired if the system could be upgraded. DO McLean advised upgrading the system would involve the installation of larger pipes which could create a bottleneck system.

**5.8 Update on Marr Road/Glenwood Drive traffic lights**

DO McLean advised Council accepted the Committee's recommendation to deny the request for the installation of traffic lights at Marr Road and Glenwood Drive. A letter was sent to notify the resident of the decision.

**5.9 Update on Rothesay Road**

DO McLean explained the tender for the forcemain installation will be awarded at the July Council meeting. He noted completing the curb and sidewalk portion of the project beforehand reduces traffic delays and the estimated completion time for the project. He added the Town investigated localized widening for bike lanes however the location of utility poles and right-of-way limits do not allow for it.

**5.10 Update on Kaitlyn Street**

DO McLean advised the Town hired a private firm to attend the site, conduct a complete video inspection of the interior of the storm sewer piping and prepare a written report of the condition, lateral locations and grade. Review of the findings determined the intersecting inlet flows are causing conditions inside the chamber that detain water in the chamber longer than necessary. DO McLean advised the Town has determined a solution and he will meet with the homeowners to discuss approval to implement.

**5.11 Update on Master Drive Site Development**

DO McLean advised the issue was brought to Council and tabled pending further details and drawings. It was noted: the two buildings would be additions to the main building as opposed to two separate buildings; the proposed design enables less weight on the roof and increased storage space; signs are currently housed in space occupied by the Parks and Recreation Department; and the proposal will free up this space. There was an inquiry regarding if a "spring clean-up" of materials might be scheduled to help free more space. DO McLean advised a certain amount of inventory must be maintained for efficient Town operations.

**MOVED** by R. Mosca and seconded by S. Smith the Public Works and Infrastructure Committee recommend Council accept the bid submitted by Wheaton Construction Ltd. in the amount of \$111,990.00 (plus hst) for the construction of two warehouse buildings at Master Drive and further that the Mayor and Clerk be authorized to execute the necessary contract documents in that regard.

**CARRIED.**

**5.12 Update on Parkdale Chapel Sidewalk tender**

DO McLean advised the sidewalk will run from Hampton Road along Parkdale Avenue and Chapel Road and onto Chapel Hill Boulevard. It will connect a high density area to Rothesay's commercial area. There was an inquiry regarding if the project could be split up to reduce costs. DO McLean advised splitting up the project could result in a higher cost if prices were to increase. After some discussion, the Committee agreed to recommend Council go to tender for the sidewalk installation.

**MOVED** by Counc. Wells and seconded by S. Smith the Public Works and Infrastructure Committee recommend Council issue a tender for installation of a sidewalk from Hampton Road along Parkdale Avenue and Chapel Road to Chapel Hill Boulevard.

**CARRIED.**

**5.13 Update on back-up power – generators**

DO McLean advised the generator has been moved from the Wastewater Treatment Plant to Town Hall. There was a test and the system is fully operational. The importance of maintaining Town operations during power outages was noted.

**6. NEW BUSINESS:**

**Meeting Addendum:**

Chairperson Alexander advised Council participated in an orientation session and bus tour of the Town. Included in the tour was a visit to the Works Garage. It was noted the age of vehicles in the Works Garage fleet has become a concern. DO McLean suggested nearing budget preparation time it would be in the Town's best interest to discuss options to bring the age of the fleet up to reliable standards.

**7. CORRESPONDENCE FOR ACTION:**

**7.1 28 April 2016 Letter from resident RE: Donlyn Drive Sign**

It was noted solutions to improve visibility would involve either placing a sign on the other side of Millennium Drive, or erecting a sign similar to those found on highways. After some discussion, the Committee agreed increasing signage on Donlyn Drive would encourage residents to use the street as a thoroughfare. It was noted discouraging increased traffic in the area would be of benefit to the neighbourhood.

**MOVED** by Counc. Wells and seconded by R. Mosca the Public Works and Infrastructure Committee deny the request for additional signage on Donlyn Drive.

**CARRIED.**



7.2 9 May 2016 Website Contact Message from resident RE: Request for Speed Bumps on Hutson Street

The Committee reviewed the request and after discussing determined speed bumps would generate noise pollution in the area. It was suggested the Town contact the Kennebecasis Police Department to request a speed radar sign be placed in the area.

**MOVED** by Counc. Wells and seconded by R. Mosca the Public Works and Infrastructure Committee deny the request to install speed bumps on Hutson Street, and further contact the Kennebecasis Valley Police Department to request a speed radar sign be placed in the area.

**CARRIED.**

7.3 8 June 2016 Email from Counc. Lewis RE: James Renforth Road curb with attachment DO McLean advised the curb was a recent addition and the lay-by in the area provides more room for traffic to maneuver around vehicles with boat trailers approaching from the opposite direction. The Committee noted they were unsure of the request. It was suggested if drawing attention to the curb is the intention of the correspondence the curb can be painted a bright colour to warn vehicles approaching. DO McLean advised he has received no previous complaints regarding the curb.

**MOVED** by S. Peterson and seconded by S. Smith the Public Works and Infrastructure Committee the email from Counc. Lewis RE: James Renforth Road curb with attachment dated 8 June 2016 be received for information.

**CARRIED.**

7.4 15 June 2016 Email from resident RE: Highland Avenue Streetlighting S. Peterson explained homeowners on Highland Avenue subdivision are required to follow specific covenants that detail the type of streetlight to be installed and maintained on their property. He noted there is a significant amount of streetlights not functioning which presents a safety issue to the area. He requested the Town prepare a letter to all homes in the Highland Avenue subdivision to provide a reminder of the homeowner's responsibility to maintain the streetlights and details to assist with maintenance, such as bulb type and locations for purchase. It was noted: the bulbs are inexpensive; electricians can be hired by homeowners to provide streetlight maintenance; and there is a similar covenant in Hastings Cove and Chapel Hill. It was suggested a general notice be posted to the Town website and social media to remind residents. Town Manager Jarvie advised the general notice would require significant Town resources to investigate the requirements of all streetlights in each area and field all inquiries.

**MOVED** by S. Peterson and seconded by R. Mosca the action of notifying the residents of Highland Avenue, Chapel Hill, and Hastings Cove of homeowners responsibility for streetlight maintenance be investigated further.

**CARRIED.**

**8. CORRESPONDENCE FOR INFORMATION:**

**9. DATE OF NEXT MEETING:**

The next meeting will be held on July 20, 2016.

**10. ADJOURNMENT**

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

The meeting adjourned at 10:05 a.m.

---

CHAIRPERSON

---

RECORDING SECRETARY



2016 July 11 Open Session FINAL\_069  
**ROTHESAY**  
**MEMORANDUM**



---

TO : Mayor and Council  
FROM : Recording Secretary Public Works & Infrastructure  
Committee  
DATE : June 27, 2016  
RE : Motions Passed at June 22, 2016 Meeting

---

Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, June 22, 2016:

**MOVED** ... and seconded ... the Public Works and Infrastructure Committee recommend Council approve the installation of standard rolled curb for the Almon Lane and Peters Lane project.

**CARRIED.**

**MOVED** ... and seconded ... the Public Works and Infrastructure Committee recommend Council issue a tender for installation of a sidewalk from Hampton Road along Parkdale Avenue and Chapel Road to Chapel Hill Boulevard.

**CARRIED.**

**MOVED** ... and seconded ... the Public Works and Infrastructure Committee deny the request for additional signage on Donlyn Drive.

**CARRIED.**

**MOVED** ... and seconded ... the Public Works and Infrastructure Committee deny the request to install speed bumps on Hutson Street, and further contact the Kennebecasis Valley Police Department to request a speed radar sign be placed in the area.

**CARRIED.**

Regards,

Liz Pomeroy  
Recording Secretary



2016 July 17 Open Session FINAL\_070  
**ROTHESAY**  
**Utilities Committee Meeting**  
June 22, 2016  
Rothesay Town Hall – Sayre Room  
5:30 p.m.



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

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

**ABSENT:** STEPHEN WAYCOTT

Chairperson Alexander called the meeting to order at 5:40 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by P. Boudreau and seconded by M. McAloon to approve the agenda as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES:**

2.1 Regular meeting of March 23, 2016.

**MOVED** by M. McAloon and seconded by B. Justason to approve the Minutes of March 23, 2016 as circulated.

**CARRIED.**

**3. DELEGATIONS:**

**3.1 Maplecrest Drive**

17 May 2016

15 April 2016

Peter Graham

Memorandum from DO McLean

Email from resident RE: Sewer line repair at 14 Maplecrest Drive with attachments

Chairperson Alexander welcomed Mr. Graham to the meeting. Mr. Graham thanked the Committee and described the timeline of events of the two back-up incidents. He expressed concern noting after he followed the Town's instructions the Town did not do its due diligence to investigate the matter properly, stating a lack of documentation and visits from Town representatives. He further noted deficiencies in the Town by-law omit the definition of rupture. DO McLean advised the intended definition of rupture in the by-law refers to issues with surcharging and pressure within the lateral originating from the mainline sewer, or breakage caused by Municipal work. In this case the blockage was caused by a collapsed section of pipe. Mr. Graham questioned the Town's report noting lack of details and insufficiencies regarding the cause of the break. He inquired as to what he could have done differently as a homeowner in the situation.

**ROTHESAY**

Committee Meeting Minutes

-2-

22 June 2016

Chairperson Alexander thanked Mr. Graham for his presentation. It was noted during the initial back-up the line was flushed to re-establish flow, but no video inspection of the lateral occurred to determine the cause of the blockage. With no previous documentation or request for Town assistance during the initial back-up a thorough report could not be generated. Town staff did visit the site of the second back-up during which time the break had not been discovered. At which time the break was discovered Town staff shift changes occurred and work had commenced before staff arrival. Mr. Graham noted lack of Town communication and need for sewer services for his family were deciding factors to start the work. After a lengthy discussion, the Committee agreed the cause of the collapsed pipe was inconclusive. However, since there were no indications the break was caused by rupture, no Municipal work had taken place in the area, and the break was located on the homeowner's portion of the lateral; the Committee agreed to uphold Town policy and recommend Council deny the request for reimbursement.

**MOVED** by P. Boudreau and seconded by M. McAloon the Utilities Committee recommend Council:

1. Uphold Town policy and deny the request for reimbursement to the homeowner of 14 Maplecrest Drive for costs associated with the repair of their sanitary sewer lateral; and
2. Authorize the return of the homeowner's Street Disturbance Bond in the amount of \$2500, upon completion of paving at a maximum of 12 months; and
3. Amend the Sewage By-law 1-15 to include the definition of "rupture" as the surcharging and pressure within a lateral originating from the mainline sewer, or breakage caused by Municipal work.

**CARRIED.**

**4. REPORTS & PRESENTATION:**  
N/A

**5. UNFINISHED BUSINESS:**

5.1 Update on water exploration

DO McLean explained the challenges of maintaining sufficient water levels for Town consumption. He noted with future developments generating more users, increasing the water levels will be a necessity. It was noted the Town is investigating options such as increasing withdrawal limits of the wells in Carpenters Pond, locating additional ground water sources, and treating surface water. DO McLean noted because of high maintenance requirements, treating surface water is not a preferred method. The process of well cleaning was explained. It was noted that before Well #8 was cleaned it produced 6.2 litres per second, after the well was cleaned the amount increased to 15.8 litres per second. DO McLean advised costs of well cleaning have increased. He added Well #6 cannot be used because of high amounts of sand in the unit. Restoring Well #6 would help maintain the water levels.

It was suggested while the Town has a positive relationship with BGC Engineering seeking out a third party opinion for water exploration may provide a fresh pair of eyes



**ROTHESAY**

Committee Meeting Minutes

-3-

22 June 2016

on the situation. There was an inquiry regarding water exploration in the Barsa area. There was discussion regarding previous use of the area as an asphalt plant. DO McLean noted it may be a viable solution however there is a high cost to purchase the land. It was noted depending on the long-term costs accumulated with water exploration the high cost of the land in Barsa may prove worthwhile.

**MOVED** by B. Justason and seconded by M. McAloon the Utilities Committee recommend Council yield capital funds towards the rehabilitation of Well #6.

**CARRIED.**

#### 5.2 Update on Wells Park

DO McLean advised the Parks and Recreation Department recently purchased a groomer for the Wells trail. Only two staff members are approved to operate the groomer. It was noted the item will be kept on the agenda as initiatives for Wells Park are ongoing.

#### 5.3 Update on Capital Program.

The Committee received the Capital Projects Summary for information.

#### 5.4 Update on Engineering Design Services for Wastewater Treatment Plant

##### Pumping Stations and Transmission Lines

##### ➤ Update on federal effluent regulations

An open house was held on June 15, 2016 at Town Hall to educate residents on the project and receive feedback. DO McLean described the design of the proposed pumping station at East Riverside park. The pumping station will consist of two buildings, a generator house and a wet well, with a breezeway in between. Building requirements include: back road access for boom trucks, distance from CN's right-of-way, and distance from the street to ensure sidewalk placement. He noted there is an option to install two washrooms at a cost of \$22,000. It was noted the washrooms will open and close on a similar schedule to the Arthur Miller Field Building and Rothesay Common washrooms. It was further noted the proposed washrooms would be preferred to portable washrooms and they would improve distance between washrooms on Rothesay Road. There was general discussion regarding the aesthetic design. DO McLean advised the tender for the sewer forcemain project closes on July 5, 2016 and will be presented to Council for award at the July 11, 2016 Council meeting.

#### 5.5 Update on Almon and Peters Lane

DO McLean advised the project is ahead of schedule and on budget. The estimated completion date is July 1, 2016. It was noted Council must choose between a textured rolled curb and a standard rolled curb. It was noted the only difference between the two curbs is the aesthetic look and cost. The textured rolled curb is estimated at a higher cost than the standard rolled curb.

#### 5.6 Certificate of Approval to Operate W-1101

**ROTHESAY**

Committee Meeting Minutes

-4-

22 June 2016

DO McLean advised the Certificate of Approval is a review process of the system and the operator that occurs every five years.

**5.7 Water consumption fee review Usher Court**

The owner of 4 Usher Court was issued a water bill in excess of \$1000 for first quarter water usage while in Florida. Investigation by Town staff identified a faulty pressure-reducing valve installed at the direction of the Town. After some discussion, the Committee agreed that the water bill should be reduced to the amount of water used in the first quarter of 2015. It was suggested that the work that Town's utility staff do in diagnosing water loss issues in households should be publicized.

**MOVED** by B. Justason and seconded by M. McAloon the Utilities Committee recommend Council approve the adjustment of the first quarter water bill for 4 Usher Court to the amount billed in 2015.

**CARRIED.****6. NEW BUSINESS:****6.1 Discussion on water system capacity**

DO McLean described some of the challenges involved in obtaining adequate water sources for the Town water system. It was noted that additional sources of supply will be required as a result of new development, for example several apartment buildings in the planning and development stages. The lack of success in finding a high yielding well was reviewed as well as the benefits of reducing the amount of water required to be wasted in maintaining water quality. Further information is to be brought to future meetings.

**6.2 RO64 Replacement**

The Committee reviewed the memo prepared by DO McLean regarding the purchase of an additional service truck not included in the 2016 budget. It was noted that the vehicle to be replaced was scheduled for 2017 however recent inspection indicated that a significant expenditure will be required to keep it roadworthy for another year. DO McLean proposed that an earlier quotation for a pickup truck for the Works Department be used to acquire a new service truck this year.

**MOVED** by P. Boudreau and seconded by M. McAloon the Utilities Committee recommend Council approve the purchase of a new service truck and it be the 2016 Ford vehicle quoted by Downey Ford sales at a base price of \$43,354.50 plus applicable taxes.

**CARRIED.****7. CORRESPONDENCE FOR ACTION:**

- 7.1 29 March 2016 Email from Deputy Mayor Grant RE: Water Fees
- 28 March 2016 Email from resident RE: Water Fees

**ROTHESAY**

Committee Meeting Minutes

-5-

22 June 2016

This item was reviewed and it was noted the information to the customer had not been sent until a short time prior to the billing. However it was further noted this was a courtesy notice. The committee received these emails for information.

7.2 10 May 2016 Letter from resident RE: Sewer Residential Tax Cameron Rd.  
It was noted the property owner had recently acquired the property and intends to move the house and construct a new dwelling at this location. It was noted that the house is currently on blocks waiting to be moved. The committee was informed that it is practice not to begin sewer billing until 6 months after the issuance of a building permit when a new building is constructed. As long as there is a building on the property, sewer bills are issued.

**MOVED** by P. Boudreau and seconded by M. McAloon that no adjustment to the current sewer residential tax practice be made for Cameron Road.

**CARRIED.**

7.3 1 June 2016 Letter from resident RE: Sewer Back Up on Kingswood Ave.  
It was determined that the sewer backup had occurred due to damage to the service when town staff was repairing a water line.

**MOVED** by B. Justason and seconded by P. Boudreau the Utilities Committee recommend Council approve payment by the Town for the bill of 9 Kingswood Avenue from the sewer servicing company in the amount of \$270.

**CARRIED.****8. CORRESPONDENCE FOR INFORMATION:**

N/A

**9. DATE OF NEXT MEETING:**

The next meeting will be held on July 20, 2016.

**10. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 7:17 p.m.

---

CHAIRPERSON

---

RECORDING SECRETARY



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Recording Secretary Utilities Committee
DATE	:	June 27, 2016
RE	:	Motions Passed at June 22, 2016 Meeting

---

Please be advised the Utilities Committee passed the following motions at its regular meeting on Wednesday, June 22, 2016:

**MOVED** ... and seconded ... the Utilities Committee recommend Council:

1. Uphold Town policy and deny the request for reimbursement to the homeowner of 14 Maplecrest Drive for costs associated with the repair of their sanitary sewer lateral; and
2. Authorize the return of the homeowner's Street Disturbance Bond in the amount of \$2500, upon completion of paving at a maximum of 12 months; and
3. Amend the Sewage By-law 1-15 to include the definition of "rupture" as the surcharging and pressure within a lateral originating from the mainline sewer, or breakage caused by Municipal work.

**CARRIED.**

**MOVED** ... and seconded ... the Utilities Committee recommend Council yield capital funds towards the rehabilitation of Well #6.

**CARRIED.**

**MOVED** ... and seconded ... the Utilities Committee recommend Council approve the adjustment of the first quarter water bill for 4 Usher Court to the amount billed in 2015.

**CARRIED.**

**MOVED** ... and seconded ... that no adjustment to the current sewer residential tax practice be made for Cameron Road.

**CARRIED.**

**MOVED** ... and seconded ... the Utilities Committee recommend Council approve payment by the Town for the bill of 9 Kingswood Avenue from the sewer servicing company in the amount of \$270.

**CARRIED.**

Regards,

Liz Pomeroy  
Recording Secretary



# ROTHESAY

## HERITAGE PRESERVATION REVIEW BOARD MEETING

Rothesay Town Hall

**Wednesday, June 22, 2016**

**7:00 p.m.**



**PRESENT:** COUNCILLOR TIFFANY MACKAY FRENCH  
J.P. FOISY  
RANDOLPH GIFFIN  
KATHERINE GRANT  
HOWARD PEARN

DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** JIM BAIRD, CHAIRPERSON  
GREG MURDOCK, VICE CHAIRPERSON  
JON LEHEUP

The Board elected J.P. Foisy to chair the meeting in absence of Chairperson Baird and Vice Chairperson Murdock.

J.P. Foisy called the meeting to order at 7:04 p.m.

### 1. APPROVAL OF AGENDA:

**MOVED** by H. Pearn and seconded by Counc. Mackay French the agenda be approved as circulated, with the following addition:

4.3 Great Places of Canada Contest

**CARRIED.**

### 2. APPROVAL OF MINUTES:

2.1 Regular meeting of Wednesday, April 20, 2016

**MOVED** by R. Giffin and seconded by H. Pearn the minutes of 20 April 2016 be adopted as circulated.

**CARRIED.**

### 3. REPORTS: None

### 4. NEW BUSINESS:

4.1 **3219 Rothesay Road**

**Rod Adams**

OWNER:

Horizon Management Limited

PID:

00256578

PROPOSAL:

Commercial Propane Tank Installation and Landscaping

Mr. Adams attended the meeting. DPDS White explained the applicant was requesting a Heritage Permit to allow for the installation of a commercial propane tank and associated landscaping on 3219 Rothesay Road. Photographs were displayed showing the existing layout and proposed location for the propane tank and hedge. It was noted the applicant intends to install a 420 lb propane tank on the rear of the building facing Station Road, and the tank will be screened by a four foot hedge. H. Pearn inquired if bollards will be installed similar to the existing 500 gallon tank. Mr. Adams advised two bollards will protect the new tank. The following was noted: the hedge will serve to screen both the existing tank and the proposed tank; the dumpster in the photograph has since been removed; a new sidewalk will provide access through the back door; the garage door bay will remain; and the property will be reopened as a retail selling space for patio heaters, outdoor gas fire pits, furnaces, chimney systems, and ductless heat pumps. There



**ROTHESAY**

Heritage Preservation Review Board  
Meeting Minutes

-2-

22 June 2016

was general discussion relating to the future maintenance and design plans for the building. It was further noted the building is undergoing maintenance and interior work in which a Heritage Permit is not required.

**MOVED** by R. Giffin and seconded by H. Pearn the Heritage Preservation Review Board;

- Issue a Heritage Permit for the installation of a 420 lb. propane tank at 3219 Rothesay Road (PID 00256578) subject to the following condition:
  1. The applicant shall install a hedge as a visual screen of the tank as seen from station road.

**CARRIED.**

Counc. Mackay French declared a conflict of interest and left the meeting.

**4.2 2 Hampton Road****Dr. David Forgie**

OWNER:

Dr. David Forgie

PID:

00255992

PROPOSAL:

Colour change to existing Heritage Permit

Dr. Forgie attended the meeting. DPDS White advised the applicant was requesting an amendment to the approved Heritage Permit of October 21, 2015 which would allow for the change in siding colour from the approved Smoke Blue to either Cool Slate or Seacoast Grey. Samples of the proposed colours were shown to the Board members. Dr. Forgie noted a poll was taken in his office and 65% of respondents preferred Cool Slate. The following comments were made: the darker shade would provide prominent contrast to the white of the building; uncertainty of colour precedents; and vinyl siding will be removed from the building. There was general discussion regarding Board members personal preference of colour.

DPDS White advised during the March 23, 2016 meeting the Board approved a Heritage Permit for the installation of barrier-free accessibility ramps to the existing building at 2 Hampton Road. The applicant was directed to return to the Board for approval of railings for the ramps. He noted the applicant is requesting approval of a wrought iron black metal railing for the ramps prepared by Paul Fontaine a blacksmith of Heritage Wrought Iron. The following comments were made: the proposed style aesthetically blends with the style of the Heritage District; the railings may require a pipe railing installed on the inside of the wrought iron railing in order to meet accessibility requirements; and the importance of a functional and code compliant railing. It was suggested the applicant request design plans from the blacksmith to ensure the railings meet accessibility requirements.

**MOVED** by J.P. Foisy and seconded by H. Pearn the Heritage Preservation Review Board amend the existing Heritage Certificate for a rear addition to an existing two story commercial building located at 2 Hampton Road (PID 00255992) in conformance with the following condition:

- a.) The building siding colour shall be PPG Seacoast Grey

**CARRIED.**

**MOVED** by H. Pearn and seconded by K. Grant the Heritage Preservation Review Board amend the existing Heritage Certificate for a rear addition to an existing two story commercial building located at 2 Hampton Road (PID 00255992) in conformance with the following condition:

- b.) The ramp railings shall be a wrought iron black metal railing by Heritage Wrought Iron subject to the approval of building code accessibility requirements determined by Rothesay's Building Inspector.

**CARRIED.**

**ROTHESAY**

Heritage Preservation Review Board  
Meeting Minutes

-3-

22 June 2016

Counc. Mackay French returned to the meeting.

**4.3 Great Places of Canada Contest**

DPDS White noted DRP Jensen suggested the Town nominate the Rothesay Common for the Great Places of Canada contest. DPDS White explained the Great Places in Canada contest was created by the Canadian Institute of Planners (CIP) to celebrate and share those places which make one's community unique and to recognize the vital work of Canada's professional planners. He noted there are two ways for a nomination to win: The Grand Prize is awarded by a jury of Professional Planners based on a variety of planning merits under each category and nominators receive a prize and a plaque is given to commemorate the place's new designation; and the People's Choice Awards are based solely on which place receives the most votes in each category. He added: the contest begins on June 22, 2016; nomination period ends on September 3, 2016; voting begins on September 10, 2016; voting period ends on September 24, 2016; the finalists are announced on October 13, 2016; and winners are announced in conjunction with the World Town Planning Day Events (November 4). The contest will require the Town to produce a video relating to the Rothesay Common. DPDS White estimated the cost of the video will range from \$1000 - \$1500. He noted the Heritage Preservation Review Board budget can provide sufficient funds to create the video.

The following comments were made: the contest is a positive outlet to showcase and celebrate the success of the Rothesay Common upgrade project; the majority of the video production can be done using Town resources; editing and preparing the final version will be outsourced; the video can be used for other purposes; the video will demonstrate Rothesay's heritage district; drone footage can be used; a script will be prepared by the Town to layout the scenes of the video; and music can be included.

**MOVED** by K. Grant and seconded by H. Pearn the Heritage Preservation Review Board recommend Council support the nomination of the Rothesay Common for the Great Places in Canada contest with funding support to come from the Heritage Board's 2016 budget to a maximum of \$1500.00.

**CARRIED.**

5. OLD BUSINESS: None

6. CORRESPONDENCE FOR INFORMATION: None

7. DELEGATIONS: None

8. DATE OF NEXT MEETING:

The next meeting will be held on **Wednesday, July 20, 2016.**

9. ADJOURNMENT

**MOVED** by J.P. Foisy and seconded by Counc. Mackay French the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:45 p.m.

---

CHAIRPERSON

---

RECORDING SECRETARY



2016 July 11 Open Session FINAL\_079

# ROTHESAY

## INTEROFFICE MEMORANDUM



---

TO	:	Heritage Preservation Review Board
FROM	:	Recording Secretary Liz Pomeroy
DATE	:	June 23, 2016
RE	:	Heritage Preservation Review Board Motions – June 2016

---

Please be advised the Heritage Preservation Review Board passed the following motion at its regular meeting on Wednesday, June 22, 2016:

**MOVED** ... and seconded ... the Heritage Preservation Review Board recommend Council support the nomination of the Rothesay Common for the Great Places in Canada contest with funding support to come from the Heritage Board's 2016 budget to a maximum of \$1500.00.

**CARRIED.**

Kind regards,

Liz Pomeroy  
Recording Secretary



**ROTHESAY**  
 PLANNING ADVISORY COMMITTEE  
 SPECIAL MEETING<sup>1</sup>  
 Rothesay Town Hall  
**Monday, June 27, 2016**  
**5:30 p.m.**



**PRESENT:** BILL KEAN, CHAIR  
 COUNCILLOR PETER LEWIS  
 COUNCILLOR DON SHEA  
 EWEN CAMERON  
 COLIN BOYNE

DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
 RECORDING SECRETARY LIZ POMEROY

**ABSENT:** LAURIE GALE, VICE CHAIR  
 CRAIG PINHEY  
 TOWN CLERK MARY JANE BANKS

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

**1.1 APPROVAL OF THE AGENDA**

**MOVED** by Counc. Shea and seconded by C. Boyne to approve the agenda as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES**

**2.1 Regular Meeting of June 6, 2016**

**MOVED** by Counc. Lewis and seconded by Counc. Shea the minutes of 6 June 2016 be adopted as circulated.

**CARRIED.**

**3. OLD BUSINESS – NONE**

**3.1 68 Marr Road David Douglas Brown**

OWNER: David Douglas Brown

PID: 30294623

PROPOSAL: Conditional Use – Self Storage Facility

**MOVED** by Counc. Shea and seconded by Counc. Lewis the Planning Advisory Committee remove 68 Marr Road (PID# 30294623) from the table.

**CARRIED.**

Mr. David Brown, Mr. Cal Cipolla, and Mr. Kelly Peters were in attendance. DPDS White advised the applicant has returned with a revised site plan and details regarding the fence. The following was noted: the revised site plan includes five storage buildings, the original site plan included six storage buildings; a 2.4 metre (8 ft) high fence with privacy fabric screening will be erected along the property; the privacy screening provides approximately 90% opacity; the buildings remain 60 feet long by 20 feet wide and 12 feet 8 inches in height; and the storage buildings have been positioned further away from the neighbouring property line. Photographs were shown demonstrating height and placement of the fence within the natural vegetation.

It was noted the storage lockers must conform to the following conditions listed in the zoning by-law:

<sup>1</sup>In lieu of a regular July meeting scheduled for July 4<sup>th</sup> 2016

**ROTHESAY**

Planning Advisory Committee Meeting  
Minutes

27 June 2016

By-Law Requirement	Proposed
10 meter building setback	All setbacks will be exceeded 2 Bldgs. @ 11.2 m 1 Bldg @ 15.7 m 1 Bldg. @ 20.17m 1 Bldg. @ 24.63m
in a compound with screening, landscaping, limited height; maximum height 10m	Buildings are 4m in height well below the maximum 10m permitted. Compound will be screened and landscaped in areas where natural vegetation is not retained.
setback distances shall be maintained with a minimum area of 40% in turf or other landscaping material such as trees, planting beds, hedges and walkways.	Setbacks will be left in the natural state and trees uncut to exceed the bylaw requirement.
a solid fence or a hedge at least two meters high shall be erected on any property line which abuts a residential or institutional zone.	The applicant is proposing a 2.4m (8ft) high chain link fence with privacy fabric screening the property.

DPDS White advised the proposal exceeds all by-law requirements. He added the storage locker buildings must be located where the site plan indicates.

Mr. Brown noted he, and his business, have been assets to the Rothesay community for over 14 years by providing numerous: donations, sponsorships, volunteer hours, employment and co-op opportunities, fire training facilities, and vehicle maintenance. He added he felt he was not portrayed appropriately at the previous meeting. He further noted: the revised site plan reduces the number of storage buildings which leads to lost revenue; the excavated slope is on his property; and there has been no evidence of erosion related issues. Chairperson Kean invited Mr. Cipolla to speak and noted his correspondence has been circulated to the Committee. Mr. Cipolla advised an additional email was sent. DPDS White advised it was not received before the meeting. Mr. Cipolla began by commending Mr. Brown on his charitable and community contributions. It was not his intention to negatively portray Mr. Brown only to bring attention to his actions against the by-laws. He noted his interest is in ensuring the project respects the by-laws and his quality of life. Mr. Cipolla expressed concerns regarding the lack of building permit before excavation of the property occurred, the lack of a tree retention plan, and requested restoration of natural vegetation around the property. He indicated if a building permit had been secured beforehand the applicant may not have been approved to clear cut the natural vegetation and excavate the slope.

Chairperson Kean advised the Committee is tasked with dealing with the application at hand. He noted any complaints regarding by-law enforcement can be directed to the Rothesay By-law Enforcement Officer. There was general discussion regarding the following: clauses within the Zoning By-law; Light Industrial zoning requirements which allow fences to be erected on the property line without a setback; and concern for fire department access to the storage lockers. Mr. Peters advised when designing the site plan he spoke with the Rothesay By-law Enforcement Officer and the Kennebecasis Valley Fire Department. Both the current 2010 and incoming 2015 building code regulations were followed. He noted access must be maintained from one side, as shown on the site plan. DPDS White advised the approval conditions require the storage buildings to be located as shown on the site plan. Should emergency access be an issue, the applicant then must return to the Committee to approve any changes. Mr. Brown advised the self-storage compound will be cleared of all obstructions.

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

- A. Approve the use of the property 68 Marr Road (PID #30294623) for self-storage lockers as a conditional use subject to the following conditions:
  - 1. Not more than 5 self-storage locker buildings;





**ROTHESAY**

Planning Advisory Committee Meeting  
Minutes

27 June 2016

- 2. Location of buildings and fencing shall conform to the site plan submitted for approval and dated June 17, 2016;
- 3. Storage lockers shall not exceed 60 feet long by 20 feet wide;
- 4. Maximum height of the locker buildings shall not exceed 4 meters;
- 5. The enclosure for the self-storage facility compound shall have a chain link fence 2.4 meters high with privacy screening (fabric or slats) facing Iona Avenue and Holder Street;
- 6. Interior access lanes between storage unit buildings shall be maintained and kept open and free from storage;
- 7. The width of the access lane(s) will be reviewed and approved by the Development Officer based on adequate access and maneuvering within the storage area; and
- 8. All exterior lighting shall be installed, maintained and shielded such that it does not create nuisance or negative impacts on adjacent residential land uses and shall be so arranged so as to not interfere with the vision of motor vehicle operators on adjacent public thoroughfares.

**CARRIED.**

**4. NEW BUSINESS**

**4.1 55 Ball Park Avenue NB Craft Brewers Market**

OWNER: Michael Hebert

PID: 30008833

PROPOSAL: Application for Home Occupation (E-Commerce)

Mr. Hebert attended the meeting. DPDS White explained the application and displayed a map of the location. It was noted the applicant intends to operate a company known as “NB Craft Brewers Market” from his home as an office for his E-Commerce (Online) business for distributing craft brewing supplies. The applicant indicated only small quantities of grains and yeast will be stored onsite and there will be minimal customer visits to the home as the main business is online.

**MOVED** by Counc. Shea and seconded by C. Boyne the Planning Advisory Committee grant approval to operate an E-Commerce business from the residential dwelling located at 55 Ball Park Avenue (PID# 30008833) as a Condition Use subject to Section 5.3 of By-law 2-10 Home Occupation Requirements.

**CARRIED.**

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

The next meeting will be held on Monday, August 2, 2016.

**6. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 6:10 p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
RECORDING SECRETARY

## June 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>
2016/06/01	2016-112	11 Godie Court	Stuctural repairs and Electricial	\$1,500.00	\$20.00
2016/06/01	2016-113	20 Dobbin Street	Electrical Upgrade	\$1,300.00	\$20.00
2016/06/01	2016-114	13 Ryan Dr	Electrical Upgrade	\$1,100.00	\$20.00
2016/06/02	2016-115	10 Summer Haven	Single Family	\$350,000.00	\$2,537.00
2016/06/02	2016-116	116 Park Drive	Demolition	\$0.00	\$500.00
2016/06/02	2016-117	9 Valley Rd.	Fence	\$2,000.00	\$20.00
2016/06/02	2016-118	39 College Hill Road	Detached Garage	\$100,000.00	\$725.00
2016/06/02	2016-119	2044 Rothesay Road	Deck	\$5,400.00	\$39.15
2016/06/06	2016-120	4 Tennis Court Road	Storage Shed	\$4,000.00	\$29.00
2016/06/02	2016-121	4 Sheryl Drive	Fence	\$4,500.00	\$36.62
2016/06/01	2016-122	9 Elmhurst St.	Window	\$2,800.00	\$20.00
2016/06/03	2016-123	23 Chapel Rd.	Storage Shed	\$3,000.00	\$21.75
2016/06/03	2016-124	10 Isaac St.	Deck	\$1,000.00	\$20.00

<i>Date</i>	<i>Permit Number</i>	<i>Property Location</i>	<i>Nature of Construction</i>	<i>Value of Construction</i>	<i>Building Permit Fee</i>
2016July11OpenSessionFINAL_084					
2016/06/03	2016-125	14 Crescent Dr.	Windows	\$5,400.00	\$37.80
2016/06/08	2016-126	2635 Rothesay Road	Roof Repair	\$2,000.00	\$20.00
2016/06/08	2016-127	27 Isaac Street	Storage Shed	\$4,500.00	\$36.62
2016/06/08	2016-128	16 Highland Ave.	Deck	\$5,000.00	\$36.26
2016/06/08	2016-129	23 Robinson Street	Siding	\$5,000.00	\$36.25
2016/06/08	2016-130	11 Paige Street	Fence	\$5,000.00	\$36.25
2016/06/08	2016-131	90 FrechVillage Rd.	Electrical Upgrade	\$1,500.00	\$20.00
2016/06/14	2016-132	11 Highland Ave.	Addition & Attached Garage	\$50,000.00	\$362.50
2016/06/14	2016-133	18 Charles Cres.	Electrical Upgrade	\$500.00	\$20.00
2016/06/14	2016-134	127 Park Dr.	Siding	\$22,000.00	\$159.50
2016/06/14	2016-135	23 Iona Ave.	Windows	\$2,500.00	\$20.00
2016/06/14	2016-136	8 Steves Cres.,	Electrical Upgrade	\$950.00	\$20.00
2016/06/15	2016-137	47 Clark Rd.	Commercial Building	\$90,000.00	\$652.50
2016/06/16	2016-138	3 Raymond Rd.	Storage Shed	\$1,500.00	\$20.00
2016/06/16	2016-139	22 Cameron Road	Deck	\$1,900.00	\$20.00

2016 July 11 Open Session FINAL\_085

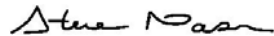
<i>Date</i>	<i>Permit Number</i>	<i>Property Location</i>	<i>Nature of Construction</i>	<i>Value of Construction</i>	<i>Building Permit Fee</i>
2016/06/16	2016-140	38 Sprucewood Ave.	Windows	\$20,000.00	\$145.00
2016/06/20	2016-141	23 Birchview Terrance	Deck	\$15,000.00	\$108.75
2016/06/21	2016-142	11 Turnbull Court	Deck	\$15,000.00	\$108.75
2016/06/21	2016-143	19 Clark Road	Electrical Upgrade	\$2,600.00	\$20.00
2016/06/21	2016-144	1850 Rothesay Road	Fence	\$1,800.00	\$20.00
2016/06/22	2016-150	11 Rodney Street	Siding	\$12,000.00	\$87.00
2016/06/28	2016-151	32 Forest Road	Addition	\$20,000.00	\$145.00
2016/06/28	2016-152	32 Forest Road	Siding	\$1,500.00	\$20.00

	<b>Value of Construction</b>	<b>Building Permit Fee</b>
<b>Monthly Total June. 2016 **</b>	<b><u>\$810,750.00</u></b>	<b><u>\$6,503.20</u></b>
<b>Summary for 2016 to Date**</b>	<b><u>\$4,924,160.00</u></b>	<b><u>\$37,545.87</u></b>

<b>Monthly Total June. 2015</b>	<b><u>\$6,308,820.00</u></b>	<b><u>\$47,830.08</u></b>
<b>Summary for 2015 to Date **</b>	<b><u>\$10,567,275.00</u></b>	<b><u>\$79,751.09</u></b>
<b>**Excludes Water / Sewage Fees</b>		

Steven Nason, CBCO



Building Inspector



2016July11OpenSessionFINAL\_086

# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 7 July 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.

2015 Projects carried

PROJECT	BUDGET	\$ TO 31/06/16*	COMMENTS
Curb/gutter/sidewalk - Eriskay	\$0.55M	2%	Engineering only in 2015 due to condition of sewer system – design report received
Engineering 2016 streets	60,000	21%	Consultant engaged, construction underway.
Miller Field Building	120,000	95%	Interior substantially complete. See Council Agenda item.
Wells Trail	\$0.67M	103%	Project substantially complete, paving pending. See Council Agenda item.
Wells Ballfield	\$0.67M	103%	Field fenced, levelled and seeded with grass growing; dog park fenced with topsoil & seed placed
Town Hall renovations	75,000	33%	Some reception improvements pending
Emergency Power	430,000	76%	All generators installed and commissioned and operational
Wastewater Collection Upgrade	\$7.5M	2%	First of 3 tenders to Council for July meeting, remainder for August/September (2 <sup>nd</sup> tender July 15 <sup>th</sup> )
Secondary Plan – Hillside area	52,000	31%	Open House held, concepts being developed
2017 Resurfacing Design	60,000	-	RFP pending
2016 Street Resurfacing	985,000	57%	Tender awarded in April to Deby Construction, resurfacing complete on Barbara, Birchview, Chantale, Grist, Galway, Highbrook, Kent, Progress and micro-seal streets.
Acquisition of Vehicles Works/Utilities	130,000	-	Tenders awarded, vehicles to be delivered in July
Acquisition of Backhoe	230,000	-	Tender pending
Almon/Peters Ln Upgrades	\$1.2M	10%	Tender awarded at April Council mtg, pipework, road base and curb complete, asphalt pending
Common additions	30,000	-	Discussed with Heritage Pres Board & Rec Com
Crosswalk – Gondola Pt Rd/River Rd	60,000	100%	Poles received and installed at Rothsay Corner, installation pending at River Road
Curb & Sidewalk - Parkdale/Chapel	250,000	4%	Design of project awarded to exp Eng., tender call July 15 <sup>th</sup>
General Specification for Contracts	40,000	-	RFP pending
IT Upgrades	75,000	10%	iPads deployed, new server network early summer
KVFD Capital	26,000	-	To be claimed when purchase completed
Master Dr. Site Development	125,000	10%	Recommendation for award at Monday Council meeting
Misc. Equipment (Transportation)	63,000	83%	2 Blowers & mulcher received (under budget by 17% total)
McGuire Centre Parking Lot	125,000	-	Complete (budget \$125,000 – completion cost \$178,000 owing to soft soils and contaminated material)
Oakville Acres Detention Pond Paths	50,000	66%	Construction underway with own forces
Oakville Ln Improvements design	30,000	-	RFP pending
Security Cameras	30,000	-	Equipment ordered
Renforth Wharf cathodic protection	60,000	-	Design and procurement underway
Wells Park Entrance paving	20,000	-	To be included with trail resurfacing.

\* Funds paid to this date.





70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**July 11, 2016**

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

**SUBMITTED BY:**

  
John Jarvie, Town Manager

**DATE:** July 4, 2016

**SUBJECT:** Master Drive Site Development

---

### **RECOMMENDATION**

It is recommended that:

- 1) this item be removed from the table; and
- 2) the bid submitted by Wheaton Construction Ltd. in the amount of \$111,990.00 (plus hst) for the construction of storage space at Master Drive be accepted and further that the Mayor and Clerk be authorized to execute the necessary contract documents in that regard.

### **ORIGIN**

The 2016 General Fund Capital Budget includes a project that is entitled *Master Drive Site Development*. The project consists generally of the construction of additional storage space to be attached to the building currently used for storing sand/salt mixture.

## **BACKGROUND**

The Town owns a significant inventory of permanent signs which include regulatory traffic signs, street identification signs, special event signs and all of the necessary appurtenances to install and maintain the same. The Town also owns a significant inventory of temporary signage which includes varying sizes of orange construction signs, traffic delineators, barricades, aluminum mounting stands and installation supplies. The permanent signs are currently housed in space occupied by the Parks Department and expansion of that operation necessitates relocating the sign inventory. The temporary signs are currently stored outside, exposed to the weather, which greatly reduces their luminous intensity and useful life. The proposed storage space will be used primarily for the dedicated storage of the two classes of signs.

## **DISCUSSION**

The building to which the new storage space will be attached is 40 feet wide and 100 feet long and the walls are 16 feet high. The interior of the building is sheathed with plywood and sand / salt mixture is placed in the building such that it applies pressure to the walls along the 100 foot dimension. The building has been in service for a number of years and the high walls with pressure on the inside have started to yield such that the long dimension the building is "bowing" along the top wall plate. Some time before the Town purchased the building over 10 years ago the previous owner placed metal props along the exterior of the building. These props provided local bracing, not continuous bracing, and they have now rusted to a point where they are failing to provide localized bracing. It is possible to create a project whereby the bowing wall is forced in and restrained from the inside with lateral chords that strengthen the truss chords however this would be an expensive project in itself and would provide no aggregate benefit outside stabilizing the building ie. providing additional needed space.

Adding a stable "side load" to the building in the form of an addition serves two purposes; stabilizing the building and providing additional storage space. The planed addition is placed in two separate parts (shown on the attached drawing) in order to achieve the following:

- 1) Provide the amount of storage space required;
- 2) Stabilize as much of the long dimension of the existing building as possible with no unsupported dimension exceeding 18 feet (whereas placing one addition in the centre creates unsupported dimensions in excess of 26 feet;
- 3) Keep the ridgeline of the additions below the eave line of the existing building negating the need to strengthen the existing roof to carry load from the addition;
- 4) Respect an encumbrance on the deed which requires the Town to maintain clear access within 20 feet of the property line for the purpose of large vehicle access to a neighboring property.

The existing building is built on a full concrete foundation with a strip footing. Building code does not permit the construction of an attached addition on a floating slab as differential movement between the segments of the building could occur. For this reason it is necessary, (though the interior floor loading does not require it), to have strip footing and foundation walls



2016July11OpenSessionFINAL\_089

to support any addition to the building. The area is very close to salmon creek and the insitu base soils are mainly alluvial silt and poor quality fill which has been placed over the years. Therefore the existing base soils have little or no bearing capacity and other engineered methods of base stabilization are required. Similar conditions were encountered when an addition was placed on the other side of the existing building last year. These base conditions and the necessary remediation increase the cost of an otherwise inexpensively finished small amount of storage space.

### ANALYSIS

With a detailed design and scope of work for the construction of the two buildings, three firms submitted pricing as follows:

Wheaton Construction, Rothesay, NB.	\$111,990
DRB Construction, Grand Bay, NB	\$112,175
MCL Construction, Quispamsis, NB	\$209,774

All bids were formal in all respects and staff is of the opinion that the low bidder has the necessary qualifications to complete the planned construction work.


### FINANCIAL IMPLICATIONS

It is reasonable to assume that unfinished storage space with a full foundation would cost in the realm of \$100 per square foot to build. The additions total approximately 864 square feet. This would typically translate into a completed cost of under \$90,000 however the base conditions increase the value of the project. The 2016 General Fund Capital budget includes an amount of \$125,000 to complete the work.

---



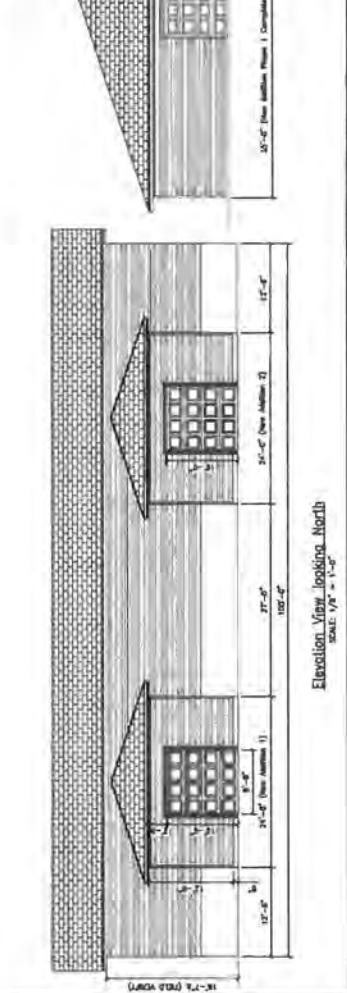
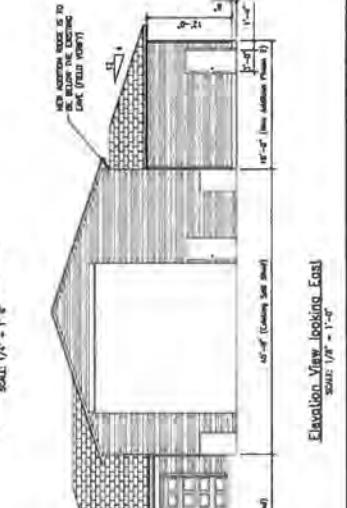
Report Prepared by: Brett McLean, Director of Operations



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).*

**Snow Loading (Specified Live)**  
SCALE: NTS





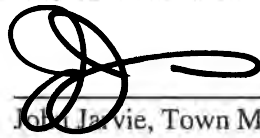


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**July 11, 2016**

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

**SUBMITTED BY:**

  
John Jarvie, Town Manager

**DATE:** July 6, 2016

**SUBJECT:** Robinson Street Drainage

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council authorize staff to proceed with addition of a 750mm diameter culvert under Robinson Street near the intersection with Rosedale Avenue.

### **ORIGIN**

A number of concerns have been raised with the Public Works Committee and Council surrounding the potential for storm water detention near cross culverts on Robinson Street to cause flooding.

### **BACKGROUND**

Several emails, letters and presentations have been made to Committee and Council by a property owner on Robinson Street over the last few years; the concerns related to two cross culverts under Robinson Road.

When the properties in question were developed there were two 750 mm diameter culverts which conveyed a small water course running parallel to Rosedale Avenue under and across Robinson Street. Over the years, one of those culverts was dedicated to flow approaching the stream crossing from another direction and the other pipe was left to convey the small water course under Robinson Street. The property owner has been concerned that the remaining single pipe was not of sufficient capacity to convey water from the small water course under Robinson Street in an extreme rain event.



The property owner who had raised the concerns over a number of years did experience side lot and basement flooding during an intense rain event on September 30, 2015.

### DISCUSSION

After the September 30<sup>th</sup> event the property owner contacted the Town and subsequently made a presentation, including their neighbor who also experience side lot and basement flooding, to the Public Works Committee. Following the presentation Committee recommended (and Council later approved the recommendation) that the Director of Operations engage a storm water management consultant to review the capacity of the existing culverts in question related to the quantity of water expected to arrive at the culverts in various return period events, namely the 5, 10 and 100 year storms.

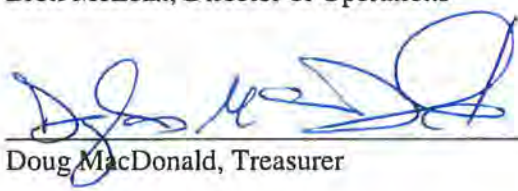
The consultant determined that the culvert that remains dedicated to draining the small water course parallel to Rosedale Avenue is of insufficient size to convey a low frequency, high intensity event like that of September 30, 2015 which was (loosely) categorized as a 1 in 60 year storm.

The recommendation from the consultant was to re-introduce a second 750 mm diameter culvert to augment conveyance of the small water course under and across Robinson Street. Staff has reviewed various options to satisfy the consultant recommendation one of which was to remove a manhole structure on one of the original 750 mm diameter culverts and redirect additional flows from Robinson Street to another location. The more cost effective solution is to install a new 750 mm cross culvert beside the existing 750 mm culvert such that the small water course which runs parallel to Rosedale Avenue can be conveyed under and across Robinson Street by two 750 mm diameter culverts as it originally was.

### FINANCIAL IMPLICATIONS

The work, if approved, would be completed by Town forces. The material costs for culvert pipe, backfill and sod replacement are expected to be in the order of \$5,000 to \$7,000. There are adequate resources in the 2016 General Fund Operational Budget to cover these costs.

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).*

2009

- Review work done to our property
- Problems encountered, damage incurred to our property and house
- Town investigation, i.e. Adjuster's report

2010

- Review of meeting held with Mayor Bishop, John Jarvie, CBCL and Scott Hatcher

2015

- Access to information request is submitted

2016

- Privacy Commissioner's report summary
- Discuss Council's first attempt at a resolution
- Hearing is held on April 25 – discuss Justice Glennie's orders
- Teleconference is held in June between town lawyer, me and Justice Glennie (conflict of interest, RTIPPA and accountability)
- June hearing – discuss Justice Glennie's decision

Summary

- Final comments regarding the process, what was missed, lessons learned.
- Where should the town go from here with respect to RTIPPA
- Where should the town go with respect to our property



70 Hampton Road  
Rothesay, NB  
E2E 5L5

**Rothesay Council**  
**July 5, 2016**

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

**SUBMITTED BY:**

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

**DATE:** 6 July 2016

**SUBJECT:** **Award – Disposal of Surplus property**  
**Tender # 2016-GG01**

---

**RECOMMENDATION**

It is recommended that the bid submitted by Scott and Jennifer Robinson in the amount of \$ 88,760.00 for the purchase of the Town interest in a vacant parcel of land identified with the civic address of 8 Kingswood Avenue (PID 30022453) be accepted and further that the Mayor and Clerk be authorized to execute the necessary contract documents in that regard.

**ORIGIN**

Council, at its meeting of February 8, 2016, directed staff to sell surplus Town land located at 8 Kingswood Avenue by Public Tender.

**BACKGROUND**

In April 2013 the Town began improvements to the municipal drinking water distribution system by decommissioning two obsolete water storage tanks, one of which was located at 8 Kingswood Avenue. Following its decommissioning the tank was demolished and the site remediated to an undisturbed and clean site condition. At the direction of Council (September 14, 2015) staff conducted an internal review as to whether the subject parcel could be declared surplus. On January 19, 2016 the parks and Recreation Committee reviewed the staff report and recommended 8 Kingswood Avenue be declared surplus to the Town and dispose of the land accordingly by public tender.

**DISCUSSION**

A Public Notice was prepared by staff requesting bids for the land located at 8 Kingswood Avenue. The Public notice was advertised in the Telegraph Journal as well as KV Styles magazine. The call for bids closed on Tuesday July 5, 2016.

In response to the tender call, three (3) compliant submissions were received as follows:

Scott and Jennifer Robinson	\$88,760.00
Chao Yu	\$77,100.00
Susan Webber	\$71,500.00

**FINANCIAL IMPLICATIONS**

The surplus land was part of the Utility Fund therefore proceeds received will be reflected as "other revenue" in the Utility for fiscal 2016.

Report prepared by:

  
\_\_\_\_\_  
Treasurer



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor Grant and Rothesay Council
FROM	:	Town Clerk Mary Jane Banks (head of the Public Body)
DATE	:	6 July 2016
RE	:	Email and Town Records Policy

---

### **RECOMMENDATION:**

Council approve the Email and Town Records Policy, prepared June 2016.

### **BACKGROUND:**

In 2015, a complaint was filed with the Office of the Access to Information and Privacy (ATIP) Commissioner, under the *Right to Information and Protection of Privacy Act*, SNB 2009, c R-10.6.

An investigation was carried out by the ATIP Commissioner's Office and the Final Reporting Letter (redacted), dated 21 January 2016 is attached for your information and review, with the approval of the Commissioner's office.

Further to the recommendation from the ATIP Commissioner in her Final Reporting Letter, the attached Email and Town Records Policy has been prepared. It has been provided to the Commissioner's office for review and comment. If there is further advice from the ATIP Commissioner's Office, Council will be advised.

Mary Jane Banks

QUINQUE JUNCTA IN UNO



Office of the Access  
to Information and  
Privacy Commissioner  
New Brunswick



Commissariat à l'accès  
à l'information et à la  
protection de la vie privée  
Nouveau-Brunswick

January 21, 2016

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

Dear Ms. Banks,

**Re: Complaint under the Right to Information and Protection of Privacy Act ("the Act")**  
**Applicant:** [REDACTED]

Please consider this as our Office's Reporting letter pursuant to the investigation we carried out for the above complaint.

We first set out in summary fashion and background facts of this case, and then provide our analysis and findings, and conclude with one recommendation.

#### BACKGROUND

- [REDACTED] submitted various requests for information to the Town, seeking a considerable amount of information, namely on July 14, 2013 and again on December 10, 2014.
- The information requested included email correspondence between Council members generated after an open-house held on April 10, 2013 in which Council members discussed the public reaction received about the Rothesay Common Upgrade project and offered as well their opinion of those opposed to the project.
- [REDACTED] requested this information from the Town after being advised by one Council member that emails of that nature existed because that councillor had seen these emails.
- [REDACTED] received a significant amount of information relevant to his requests from the Town; however, [REDACTED] did not receive any email in relation to the discussions regarding the public reaction to the project. On that latter point, the Town indicated to [REDACTED] that no relevant emails were found.
- Not satisfied with the Town's response, [REDACTED] filed a complaint with our Office on January 30, 2015.



Reporting Letter to the Town of Rothesay  
January 21, 2016  
Page 2 of 4

## INVESTIGATION

As part of our investigation of this matter, we met with Town officials to discuss how [REDACTED] requests were processed in this case and to obtain further details regarding how the Town's search for the emails was undertaken in its records management system.

Our investigation also included a meeting with all of members of Council and Mayor during which we presented an overview of the Town's obligations under the *Act*, parameters for conducting searches for electronic records relevant to right to information requests, and fielding questions from many about how the *Act* applied to the day-to-day work carried out by Council, in their private and elected councillor lives.

Due to the fact that this complaint arose out of concern for records that might have been missed during the Town's searches, we focused our investigation mainly on the Town's process and steps undertaken to conduct a thorough search for relevant records, as well as how the Town stores and manages records that are created by councillors as they go about their work in the community.

### Analysis and Findings - Search for relevant records

The *Act* allows members of the public to request and receive information relation to the activities and operations of the Town, and this encourages, among other things, transparency and openness in how the Town conducts its affairs. In that regard, the *Act* applies to all records created by the Town, its staff and council members when they perform a civic duty or function.

The *Act* applied to the information that was created when carrying out the public body's activities, notwithstanding where the information is recorded, stored and/or kept.

Records created can be in paper or electronic format, such as letters, memos, contracts, reports, or in electronic format such as emails. Records can be created and stored at the Town's offices, or created and stored on a personal computer, tablet, or smart phone; both types of records are equally subject to the *Act*.

It follows that when a public body receives a request for information, the legislation calls for the public body to conduct a comprehensive search of all its records in its custody or under its control. Those records created and stored off site are records under its control.

That search must identify and retrieve all the records that are relevant to the request, where ever those records may be located. The responsibility to ensure this is carried out falls upon the head of the public body in ensuring that all records have been identified during the search before providing a response under the *Act*.



Reporting Letter to the Town of Rothesay  
January 21, 2016  
Page 3 of 4

It also follows that when an individual is requesting access to email records, the public body must conduct a search of work email accounts; moreover, where employees also use a personal email account to conduct public body business, the personal email account must also be searched.

In this case, we understand that all Town staff and members of Council have a Town-issued email account where they are expected to conduct Town business. All emails that are sent to or received from a Town email account are tracked in the Town's archiver system.

We reviewed this mechanism of the system and found that it has every email since 2011, for its 30 users, and those of approximately 40 Town accounts. Even in cases where emails are deleted from a user's computer, those emails remain in the archiver. Also, emails contained in the system cannot be deleted from the system unless a full system upgrade is performed.

As a result, when conducting searches for email records as part of the processing of right to information requests, the Town searches through the archiver system that this enables the Town to identify any relevant emails. The system can be searched by using different parameters, including name, date, key words, etc.

In processing [REDACTED] request, the Town conducted two searches for email records through the archiver system; in each case, the Town failed to locate the emails. The Town also had discussions with [REDACTED] who provided the Town with more details to help focus the search for the emails; however, even with the clarifications, the Town was unable to locate the emails in question.

As all Town emails are captured by the archiver system, and the emails in question were not found, we asked that a search be conducted of the personal email accounts of those Council members and Town staff that use their personal email accounts to conduct town business. To ensure this was undertaken, members of council and town staff were asked to fill out a form attesting as to whether they use a personal email account, and if so, whether they searched for the relevant records, and what the searches revealed. These searches did not locate the emails that [REDACTED] requested.

Search results were as follows:

- 3 individuals indicated they do not use a personal email account to conduct Town business
- 1 individual indicated to sometime using a personal email account to conduct Town business and searched it and found one additional email, but that email was not relevant to [REDACTED] request
- 1 individual indicated not having a personal email account
- 8 individuals searched their personal email accounts but found no relevant emails
- 1 individual indicated that that her searches of personal email account were restricted to November 2013 or later, but not before that time.



Reporting Letter to the Town of Rothesay  
January 21, 2016  
Page 4 of 4

While the searches undertaken in this case failed to identify the emails that [REDACTED] was told existed, we have taken a thorough review of the searches and we find that the Town's efforts to locate the emails were adequate in the circumstances.

Notwithstanding these findings, we have remaining concerns about the fact that one individual was unable to search and retrieve emails beyond a certain date.

This means the Town will never know if there existed records that concerned Town business and were not archived.

### RECOMMENDATION

Given the facts and findings in this case, and based on the issues raised to search and locate relevant information pursuant to a request for information filed under the *Act*, we recommend that :

The Town implement guidelines with respect to the use of personal email accounts by staff and Council members to create and record Town business.

These guidelines should include a rule that personal email accounts to conduct Town business should only be used where necessary, and in those cases, staff or Council members must provide or forward a copy of such email created or received to the Town's archiver system, to ensure all emails are properly recorded, accounted for, stored and retained, and retrieval will take place to respond to an access to information requested received under the *Act*.

We will conduct a follow-up with the Town in the month of July of 2016 to ensure that this recommendation has been implemented.

This complaint case is now concluded and we are advising the Applicant of our findings and recommendation.

Thank you for your cooperation in this matter.

Respectfully,

Anne E. Bertrand, Q.C.  
Access to Information and Privacy Commissioner  
/ac



# ROTHESAY

## Policy

Topic: Email and Town Records	Date Prepared	June 2016
Application: Council and Town staff	Date Adopted	
	Mayor & Council:	
	Town Manager:	

### BACKGROUND

#### Right to Information Legislation

In 2012, municipalities (“public bodies”) became subject to the *Right to Information and Protection of Privacy Act*, SNB 2009, c R-10.6. In August 2012, Council appointed the Town Clerk as the “head” of the public body.

The Town has had numerous right to information requests since 2012. ALL records of the Town are subject to a search and may also be subject to disclosure. “Records” as defined in *the Act* means:

“a record of information in any form, and includes information that is written, photographed, recorded or stored in any manner, on any storage medium or by any means, including by graphic, electronic or mechanical means, but does not include electronic software or any mechanism that produces records.”

**ALL records, including emails,** are subject to search and disclosure under the legislation. **This includes any emails related to Town business that may have been created in PERSONAL email accounts.** Council members and Town staff are strongly discouraged from using personal email accounts for Town business. All Town business conducted electronically must be done through your @rothesay.ca email account.

The Town IT infrastructure supports an email archiving system that archives EVERY email through all @rothesay.ca accounts. Should you need to use your own personal email for Town business, please ensure copies are forwarded to the Town Clerk at [MaryJaneBanks@rothesay.ca](mailto:MaryJaneBanks@rothesay.ca). This will ensure all emails are properly recorded, accounted for, stored and retained, and retrieval can take place in response to a right to information request received under *the Act*.





# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor Grant and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	21 June 2016
RE	:	Committee appointments

---

The Nominating Committee held a meeting on Monday, June 20, 2016 to review Committee Applications and fill vacancies on the Parks and Recreation Committee and the Planning Advisory Committee.

**RECOMMENDATION:**

Council ratify the following appointments:

Parks and Recreation Committee     Mary Ann Gallagher (**term - December 31, 2017**)

Planning Advisory Committee     Elizabeth Ann Gillis (**term – December 31, 2017**)

*Mary Jane Banks*

QUINQUE JUNCTA IN UNO



# ROTHESAY

## MEMORANDUM



---

TO : Mayor Grant and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 6 July 2016  
RE : Joint Advisory Group with Quispamsis

---

### RECOMMENDATION:

Mayor Grant has requested the ratification of the following Council appointments to the Joint Advisory Group with Quispamsis, for a term expiring June 30, 2018:

Mayor Nancy Grant  
Councillor Grant Brenan

Deputy Mayor Matt Alexander  
Councillor Bill McGuire

### BACKGROUND:

In November 2010, the following motion was passed by Rothesay Council:

**MOVED** by Counc. Shea and seconded by Counc. Young:

Whereas Council on January 14, 2008 passed a motion to refer the question of amalgamation with Quispamsis to the incoming Council; and

Whereas the issue has not been discussed by Council since that date; and

Whereas the issue has surfaced in the media on a number of occasions; and

Whereas the Finn Report is most likely to be taken from the shelf at the provincial level; and

Whereas any decision to amalgamate would have to be based on a thorough study of the facts for and against;

**BE IT RESOLVED** that a letter be forwarded to Quispamsis asking if they are interested in discussing the matter.

### ON THE QUESTION:

Mayor Bishop noted this would be a fact-finding undertaking and there would be no point in both communities undertaking a study on their own.

Counc. Gallagher Jette asked where the initiative came from and noted the status quo was working fine. She questioned why Rothesay would consider moving in this direction. Counc. Cochrane questioned the context - whether in relation to the Finn Report or as between Rothesay and Quispamsis.

Mayor Bishop noted if Quispamsis was interested, then a framework would be approved. Counc. Kilfoil advised there was a great deal of misinformation in the media and it should be clarified, particularly with respect to tax rates, garbage collection and utilities. Counc. Mullett noted it cannot be considered until the implications are known and a study would be the first step.

**NAY votes recorded from Councs. Gallagher Jette and Kilfoil.**

**CARRIED.**

## ROTHESAY

TO: Mayor Grant and Council

FROM: Town Clerk Banks 2016July11OpenSessionFINAL\_104

RE: Joint Advisory Group

-2-

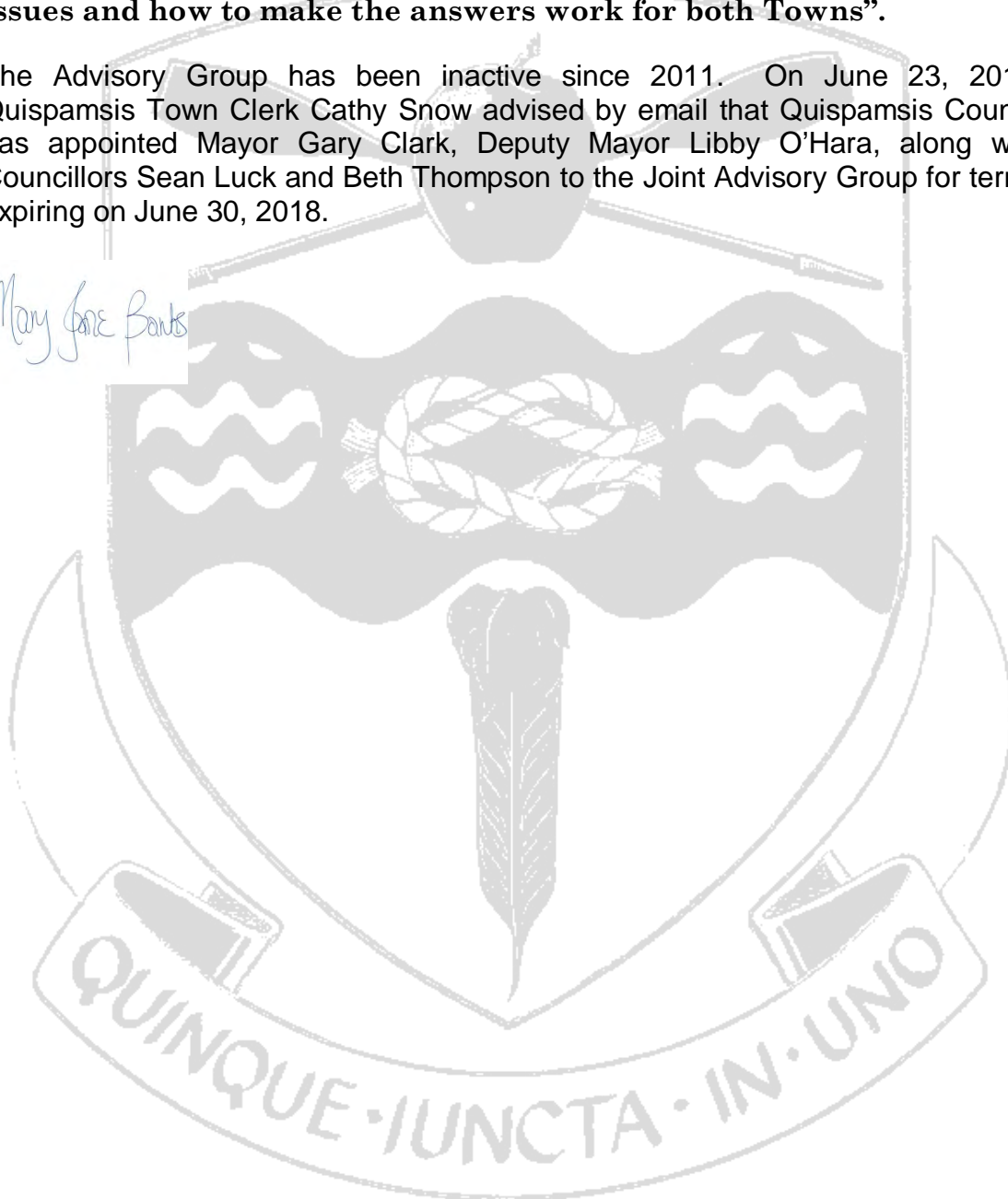
6 July 2016

Four representatives from each Council were appointed to the Advisory group, including both Mayors, both Deputy Mayors and two Councillors. The mandate for the group was identified as follows:

**“To investigate the pros/cons of regional cooperation and enhancement of services, by looking responsibly at the individual issues and how to make the answers work for both Towns”.**

The Advisory Group has been inactive since 2011. On June 23, 2016, Quispamsis Town Clerk Cathy Snow advised by email that Quispamsis Council has appointed Mayor Gary Clark, Deputy Mayor Libby O'Hara, along with Councillors Sean Luck and Beth Thompson to the Joint Advisory Group for terms expiring on June 30, 2018.

*Mary Jane Banks*

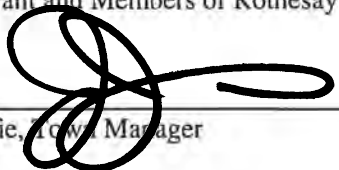




70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**July 11, 2016**

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

**SUBMITTED BY:**   
John Jarvie, Town Manager

**DATE:** July 4, 2016

**SUBJECT:** Contract S-2014-016A: Wastewater Collection System Upgrades – Rothesay Road  
Forcemain

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council:

Award Contract S-2014-016A: Wastewater Collection System Upgrades – Rothesay Road Forcemain to the low tenderer, Debly Enterprises Ltd., at the tendered price of \$1,649,596.23 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

### **ORIGIN**

The 2016 Utility Fund Capital Budget includes funding for the installation of a new sanitary sewer forcemain on Rothesay Road between the Riverside Golf and Country Club and Rothesay Corner.

### **BACKGROUND**

The Rothesay wastewater collection and treatment system has been under review for a number of years with a goal of meeting federal environment standards by December 31, 2020. The initial phase of the project, upgrades to the collection system, has been approved under a tri-level funding agreement with the provincial and federal governments. The collection system upgrades have been broken up into 3 separate projects, the first of which is the Rothesay Road Forcemain project.

### TENDER RESULTS

A detailed tender package including designs and specifications for the Rothesay Road Forcemain project was advertised on the New Brunswick Opportunities Network (NBON) on June 17, 2016. The tender closed on July 5, 2017 with the following results:

1. Debly Enterprises Ltd.,	Saint John, NB	\$ 1,649,596.23
2. Galbratih Construction Ltd.,	Saint John, NB	\$ 1,729,939.25
3. Keel Construction Ltd.,	Grand Bay, NB	\$ 1,853,158.99
4. TerraEx Ltd.,	Saint John, NB	\$ 1,903,784.75

The Engineer's estimate for the project was \$2,742,764.38

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work, and recommend acceptance of their tender.

### FINANCIAL IMPLICATIONS

The anticipated completion cost for the first of three parts of Phase I of the Wastewater Treatment program is as follows:

	Total incl. HST	Total after HST rebate	Total Budget for 3 parts of Phase I
Consulting Fees	240,659.41	221,978.70	721,978.23
Construction Costs	1,649,596.23	1,495,911.23	6,778,021.77
Total	1,890,255.64	1,717,889.93	7,500,000.00

The 2016 Utility Fund Capital Budgets included amounts totaling \$7,500,000 for the Phase I Collection System Upgrades project.

Report Prepared by:   
Brett McLean, Director of Operations

Report Reviewed by: \_\_\_\_\_  
Doug MacDonald, Treasurer

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





70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**July 11, 2016**

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

**SUBMITTED BY:**

John Jarvie, Town Manager

**DATE:** July 4, 2016

**SUBJECT:** Canada 150 Grant Application: Wells Multi-Use Path, Wells Park

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to issue a Purchase Order in the amount of \$17,500 plus hst to Crandall Engineering (Peter Allaby) to complete the preliminary design and grant application for a Canada 150 project that will connect Grove Avenue and the Wells Trail.

### **ORIGIN**

The 2015 General Fund Capital Budget includes items for the construction of a Multi-Use Path from Route 111 to the Wells Recreation Park and enhancements to the park including an off leash dog area and a softball field. The approved 5 year capital plan for sidewalk expansion includes funding for sidewalk installation between Grove Avenue and Dolan Road. ACOA is now accepting applications for legacy type projects to mark Canada's 150<sup>th</sup> anniversary.

### **BACKGROUND**

In August 2014 the provincial government, through the Regional Development Corporation, approved applications for funding for two distinct projects in the Wells community – a multi-use

trail through the woods from Route 111 to the Wells Recreation Park and enhancements to the park area including a soft ball field and an off leash dog park. The provincial grant included specific dates for the commencement and completion of the projects. The projects were designed by exp Services Inc. and the tender for construction was advertised by Rothesay on the New Brunswick Opportunities Network (NBON) on April 28, 2015

The project, as tendered, was a stand-alone project and the trail currently has no connectivity with Bicentennial Field, Campbell Drive or Grove Avenue.

### **TENDER RESULTS**

The tender closed on May 29, 2015 with the following results:

1. Debly Enterprises Ltd., Saint John, NB	\$1,574,925.13
2. Fairville Construction Ltd., Saint John, NB	\$1,826,977.79
3. Galbratih Construction Ltd., Saint John, NB	\$1,409,536.69
4. Heron Enterprises Ltd., Saint John, NB	\$1,423,529.02
5. Maguire Excavating Ltd., Saint John, NB	\$1,623,461.22
6. Spectrum Enterprises Inc., Moncton, NB	\$1,856,054.23

The Engineer's estimate for the project was \$1,449,000.00

Council approved award of the stand-alone project with an estimated completion value of \$1,525,000 and now that the project nears completion the final cost is expected to be \$1,610,000. The increased cost was mainly due to the discovery of soft soils.

### **DISCUSSION**

The original vision for this project included a connection between Grove Avenue and the Wells Trail such that a trail user could make their way from the Dunedin / Higginson area where the Hillside Trail begins all the way to the Wells Recreation Park on dedicated trail or sidewalk.

The major cost centre for the connection of the Hillside and Wells Trails has, and continues to be, the crossing of the Route 1 high speed off ramp at Route 111 and the crossing of Route 111 itself at Dolan Road. Town staff has discussed the project extensively with the Department of Transportation and Infrastructure's Design Branch, Traffic Maintenance Branch and Highway Corporation (which is responsible for the service agreement with Transfield Dexter Gateway Services). The eventual agreement for the implementation of safe crossings included a tunnel option under the single lane east bound off ramp and a fully signalized intersection at Route 111 and Dolan Road. The signalized intersection would render the long, right turn access from Route 111 to Dolan Road near the Bicentennial Field obsolete. The department is amenable to seeing the Town acquire the land currently occupied by the ramp in order to provide safer access to the ball field and increase parking.

Peter Allaby of Crandall Engineering, as the author of the 2012 Rothesay Active Transportation Plan, has been involved with the trail project for some time. The current proposal by Crandall would include surveying the entire construction area and creating preliminary plans that clearly define the scope and expected cost of the overall project. Mr. Allaby, as part of the engagement, would also complete and submit a Canada 150 Grant application on the Town's behalf.

### **FINANCIAL IMPLICATIONS**

There is no specific item in the 2016 budget to fund this engineering work. Staff will table a report with Council in the coming months to identify possible funding opportunities from cost savings on other capital projects as they near completion. The application process for the Canada 150 grant program is time sensitive therefore the necessary pre-design work and subsequent funding cannot be deferred to the 2017 budget.



Report Prepared by: Brett McLean, Director of Operations

Report Reviewed by: Doug MacDonald, Treasurer

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





70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**July 11, 2016**

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

**SUBMITTED BY:**

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

**DATE:** June 30, 2016

**SUBJECT:** Contract R-2014-019-20; Wells Multi-Use Path, Wells Park

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to reconfigure the application of hard surfacing for the Wells Recreation project as follows:

- 1) Paving of the main entrance road from French Village Road to the start of the new trail;
- 2) Paving the parking area between the main entrance road and the fence along the top of the retaining wall; and
- 3) Applying compacted  $\frac{1}{4}$  minus stone (the same treatment as the Hillside Trail) to the entire length of the trail.

### **ORIGIN**

The 2015 General Fund Capital Budget included items for the construction of a Multi-Use Path from Route 111 to the Wells Recreation Park and enhancements to the park including an off leash dog area and a softball field. Work continued into 2016 and carry-over funding to complete the project was included in the 2016 budget.

## **BACKGROUND**

In August 2014 the provincial government, through the Regional Development Corporation, approved applications for funding for two distinct projects in the Wells community – a multi-use trail through the woods from Route 111 to the Wells Recreation Park and enhancements to the park area including a soft ball field and an off leash dog park. The provincial grant included specific dates for the commencement and completion of the projects. The projects were designed by exp Services Inc. and the tender for construction was advertised by Rothesay on the New Brunswick Opportunities Network (NBON) on April 28, 2015.

## **TENDER RESULTS**

The tender closed on May 29, 2015 with the following results:

1. Debly Enterprises Ltd., Saint John, NB	\$1,574,925.13
2. Fairville Construction Ltd., Saint John, NB	\$1,826,977.79
3. Galbratih Construction Ltd., Saint John, NB	\$1,409,536.69
4. Heron Enterprises Ltd., Saint John, NB	\$1,423,529.02
5. Maguire Excavating Ltd., Saint John, NB	\$1,623,461.22
6. Spectrum Enterprises Inc., Moncton, NB	\$1,856,054.23

The Engineer's estimate for the project was \$1,449,000.00

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work, and recommend acceptance of their tender.

## **DISCUSSION**

During construction of the trail and park a number of soft soil conditions were encountered. Remedial measure were taken to allow the trail and park to be built which included undercutting of soft soils, installation of geogrid and geotextile and replacement of excavated fills with lightweight aggregates.

## **FINANCIAL IMPLICATIONS**

The 2014/15 General Fund Capital Budgets included amounts totaling \$1,445,000 for the overall Wells Multi-Use Path / Wells Park project. The anticipated completion cost is as follows:

	Total incl. HST	HST rebate	Subtotal	Completion cost
Consulting Fees (engagement)	140,063.50	11,863.50	128,200.00	128,200.00
Consulting fees (pre-engagement)	46,212.00	3,914.19	42,297.81	42,297.81



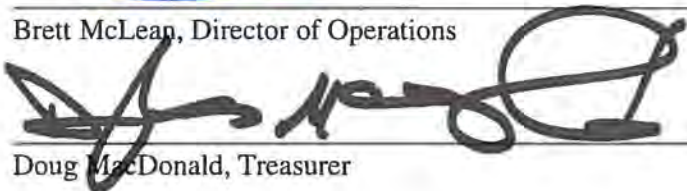
Clearing Costs	70,229.50	5,948.50	64,281.00	64,281.00
Construction costs	1,409,536.69	119,389.00	1,290,147.68	1,374,045
Total	1,666,041.69	141,115.19	1,524,926.49	1,608,824.00

The difference between the projected completion costs of the projects (\$1,608,824.00) and the original budgeted amount (\$1,445,000) is \$163,824.00.

When the tender was awarded Council was briefed that the award value and costs to date were \$1,524,926. This amount exceeded the budget by approximately \$80,000. The Treasurer demonstrated to Council at that time that the additional \$80,000 would be offset by funds previously obtained for the recreation department and would not result in additional borrowing however, would result in less available cash for projects anticipated in future years. Council adopted the recommendation, awarded the tender and the budget was adjusted to \$1,525,000.

Now that the project is nearing completion the expected completion cost of \$1,608,824 exceeds the award value by an additional \$83,824.00. This amount is the result of soft soil conditions encountered on both the trail and the parks projects. The additional \$83,824.00 can be funded from the same funds previously obtained for the recreation department and would not result in additional borrowing.

Report Prepared by:   
Brett McLean, Director of Operations

Report Reviewed by:   
Doug MacDonald, Treasurer

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

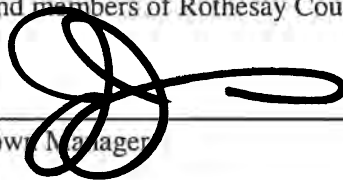


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

Committee Meeting  
July 11, 2016

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

**SUBMITTED BY:**

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

**DATE:** June 30, 2016

**SUBJECT:** Fleet Vehicle Purchase – Utility Fund

---

### **RECOMMENDATION**

It is recommended that a 2016 Ford F-150 vehicle quoted by Downey Ford Sales at a base price of \$43,354.50 plus applicable taxes be purchased as a fleet vehicle for the Rothesay Water and Sewer Utility 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 Utility 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.

At the request of Council, 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.

The build and price method was employed for the purchase of two SUV's in 2015 and again for the purchase of a pickup truck for the Works Department and a response van for the Utility Department in early 2016.

## DISCUSSION

The 2016 Utility Capital Budget did not contemplate the purchase of a pickup truck. The Utility currently owns and operates 4 service vehicles for 5 full time employees. One of the units in daily water and sewer operations is a 2006 Dodge vehicle that has 206,000 Km registered on the odometer. This vehicle is integral to daily operations. The truck successfully passed inspection in late summer 2015 and staff was of the opinion that one more year could be gained from the late model truck and therefore chose to recommend the purchase of a response van as a higher spending priority in 2016. Unfortunately now that we are approaching a safety inspection it has been determined that the vehicle needs significant suspension work as well as body work and structural frame work in order to safely fulfill its continued use. The cost to certify the vehicle is well beyond the worth and expected life of the vehicle. The Utility is faced with two options:

- 1) Rent a vehicle for the balance of the 2016 and include purchase of a new vehicle in 2017;  
or
- 2) Ask for Council approval to utilize the remaining budget from 2016 to purchase a vehicle now.

If Council agreed to proceed with option number 2, staff recommends that the vehicle be ordered directly according to an earlier call for the purchase of a pickup truck for the Works Department. This method clearly produced a good cross section of bids as noted below and it would yield the quickest supply of the new vehicle to replace the compromised unit currently in service.

The result of the process for purchasing the Works Department pickup truck 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,	Downey Ford Sales	\$43,354.50 plus hst
2. Dodge,	Dobson Chrysler Dodge	\$43,488.00 plus hst
3. General Motors,	Brett Chev Cadillac	\$47,243.88 plus hst
4. Toyota,	Saint John Toyota	\$48,728.50 plus hst

The low bidder has been contacted and is willing and able to provide a second pickup for the quoted price.

### 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. The delivered cost of the previously ordered response Van was \$36,505.71 and that the delivered cost of an additional 2016 Ford pickup will be \$45,212.67 including the Town's eligible HST at the current rate. The budget was set at \$80,000 and the total combined cost of 2 vehicles rather than 1 would be \$81,718.38. The upfit costs for the van would be additional to this amount and are expected to be in the order of \$5,000 to \$7,000. The existing "Reeding Box" would be repainted and installed on the new pickup truck. Staff will be able to find an offset within the overall capital budget envelope to cover the additional amount over and above the purchase price.

---

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug McDonald, Treasurer

### **Additional Notes:**

There have been questions from Council regarding vehicles purchased in the past and why they have certain options or are of a certain trim level. Each vehicle is uniquely specified by staff to suit its intended use, though there are some general requirements (mainly related to safe use by staff) that transcend the different vehicle uses. The following are a few points:

Pickup trucks, especially water/sewer department trucks, are as part of the operation routinely parked along, or on, sidewalks in Rothesay. The lateral movement from sidewalk back into flowing traffic is a very consistent one. This movement is very risky given the phenomenon of vehicle blind spots and the need for the driver to look fully over their shoulder. Our work force is above average age for similar (NB Municipal) workforces and this movement is difficult for some which leads to increased risk of side impact collisions. The addition of a blind spot information system on vehicles for the fleet has been our accepted norm of late. This system alerts the driver as to objects in the side-plane space. This feature is an additional measure of safety for staff and the motoring public when staff is moving from the curb into



flowing traffic. The BLIS option is not available on most base model vehicles regardless of the manufacturer.

Pickup trucks in service for the Town regularly mount 7 to 8 inch high barrier curbs to fulfill required tasks. This movement requires greater roadway clearance and subsequently vehicles have been purchased with minimum 18 inch wheels.

Pickup trucks in service for the Town are, in many cases, involved in the 24/7 on-call rotation. The need to get to a call-out is paramount for the operator. These call-outs happen before the roads have been plowed or maintained in many cases and therefore 4 wheel drive is an absolute requirement.

The Utility has to be able to reach the water storage reservoirs with service vehicles. The McLaughlin Tank is accessed via a dirt road through the woods from the back end of the Qusipamsis exit 141 park and ride Comex parking lot. The Hillside tank is accessed off the east bound lanes of the McKay Highway through a ditch and up the side of the backslope along an access built of coarse rock placed at 15% grade. Four wheel drive, added clearance and stiff suspension is required in this task.

The water utility uses liquid chlorine to disinfect the drinking water that is processed at the McGuire Road plant. The Town does not have a storage facility (or a license for one) to allow delivery of the chlorine in bulk. Staff members make the trip to the Saint John Industrial park to retrieve 4 – 45 gallon drums of chlorine each week. This action, which is essential to operating a potable water plant, requires a truck with heavy suspension as the chlorine barrels have a significant mass.

The utility staff spend a great deal of time in a service vehicle each day. As previously stated our workforce in general is older than average and we have had at least 3 of our 6 staff (including the coordinator) who have had back related health issues. Because we work outdoors and in all kinds of weather and because the staff are in and out of the vehicles all throughout the working day we have opted to provide a heated driver seat in the vehicles we purchase in an attempt to mitigate some of the back health issues related to sitting for long periods and extreme cold.

A number of the above points such as stiff suspension, better road clearance, payload capacity and four wheel drive could be accommodated by purchasing one ton service vehicles; and this has been the approach in the past. The unfortunate part of purchasing one ton vehicles is that the starting (municipal incentive) price is over \$50,000 and they generally operate on diesel which is more expensive than gasoline, less environmentally friendly and the vehicles are generally not as fuel efficient.

The points above can be accommodated in a half ton style pickup, however in order to get the options like four wheel drive, stiff suspension and blind spot system it is necessary to buy a higher-than-base class model. There has been an assertion by Council that the Town could be seen as buying higher class vehicles, however purchasing an upgraded half ton which services all of our needs is still cheaper in upfront capital and long term operating costs than to purchase a one ton vehicle. The environmental footprint point goes without saying, but it is less easily quantified.

The recommendation to shift away from one ton diesel powered vehicles in favour of half tons with option added to serve our needs has been the recommendation of the Director of Operations and continues to be. The aggregate benefit to the Town is that it allows staff to keep costs under control and has less of an impact on the water and sewer rates in this particular case.

Attached are pictures of the vehicle that staff is requesting replacement of; please note the odometer reading, scaling paint, failing under carriage and body rust. Utility customers rely on staff to operate the Utility consistently and without interruption. Staff are of the opinion that this unplanned vehicle



replacement request is justifiable given the importance of its service and minimal impact to the overall 2016 capital project envelope.











70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**July 4, 2016**

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

**SUBMITTED BY:**

  
John Jarvie, Town Manager

**DATE:** July 4, 2016

**SUBJECT:** Renovations to the Building at Arthur Miller Fields

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council receive the following for information.

### **ORIGIN**

Although there was not a formal motion of Council, staff was asked to provide a breakdown of the completion costs of the renovation project at the Arthur Miller Fields Building.

### **BACKGROUND**

Mayor and Council authorized the Director of Operations to obtain quotes from various construction disciplines and move forward with the addition of washrooms and other renovations to the exterior of the building at Arthur Miller Fields.

The project generally consisted of adding 400 square feet of public washroom space, adding a hip roof, adding an accessibility ramp and replacing the existing windows.

### **DISCUSSION**

The original budget for the addition and renovation work which was approved in the fall of 2014 was \$120,000. Once all of the quotes were received and a team was assembled to complete the project, the



cost was expected to be slightly higher. As a result, at their meeting of November 9, 2015 Council approved an adjusted budget of \$138,000.

During the course of the Construction three specific items came to light; namely:


- 1) A major mouse infestation inside the walls of the kitchen which led to removal of the stick framed cabinets, drywall and insulation and replacement of the kitchen cabinets with modular units;
- 2) Change of wall finish material in the public washroom space from drywall to a more durable product that would withstand potential vandalism (at the request of the Facility Manager); and
- 3) The sewer lateral was inaccessible for a direct connection of the new washrooms therefore the concrete wall of the old section of the building had to be core drilled and the new piping tied into the existing building's plumbing.

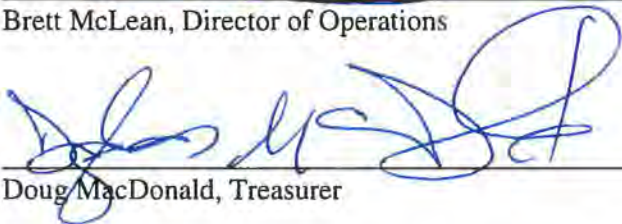
The original project contemplated a new aerial power service, however the location of the utility pole in front of the newly renovated building was somewhat of a detraction and a decision was made (prior to incurring the unexpected expenses above) to locate the power service underground. It was expected that the contingency amount included in the quotations would cover the underground power service costs.

### FINANCIAL IMPLICATIONS

The 2015 General Fund Capital Budget (Recreation) included \$138,000 for this project. The completion cost is \$156,059.91 which is \$18,059.91 over budget. The costs are broken down as follows:

Budget	cost	Hst rebate	subtotal
General contracting	147,470.92	12,490.91	134,980.01
Electrical	7,538.92	638.56	6,900.36
CTS (design drawings)	3,818.08	291.44	3,526.64
Mouse remediation	4,865.87	377.23	4,488.64
Bathroom wall upgrade	1,695.00	143.62	1,551.38
Additional plumbing	3,845.73	325.73	3,520.00
NB Power fees	1,194.01	101.13	1,092.88
Total			156,059.91

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).*







