



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, June 13, 2016
7:00 pm



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

Regular Meeting

11 April 2016

Oath of Office Ceremony

25 May 2016

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

- **Loyalist City Ribfest** June 16 – 19, 2016
- **Mayor's Challenge Charity Race** August 27, 2016 (Noon)
- Saint John Dragon Boat Festival**

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Sculpture Saint John Diana Alexander

5. CORRESPONDENCE FOR ACTION

- 5.1 Various Emails between resident and Town Clerk RE: Wastewater Treatment Upgrade (with attachments)

Refer to staff

- 5.2 10 May 2016 Letter from resident RE: Relief of payment for Sewer fees

Refer to the Utilities Committee

- 5.3 19 May 2016 Email from Bernard Beukeveld RE: Railway Safety with attachment
2 June 2016 Email from Bernard Beukeveld to Standing Committee on Transportation, Infrastructure and Communities (TRAN) RE: Wheel Indicator Load Detector with attachments
6 June 2016 Email from Bernard Beukeveld RE: Oil Train Derails in Columbia River Gorge

Refer to staff

- 5.4 7 June 2016 Email from resident RE: Community Garden

Refer to staff

- 5.5 7 June 2016 Letter from Canada 150 International Women's Orchestra RE: Request for letter of support with attachment

Provide letter of support

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 Various Congratulatory Correspondence RE: Election
6.2 20 April 2016 Letter to Minister Melanson RE: Designated Highway Funding
6.3 21 April 2016 Letter to Wayne Long, MP RE: Wastewater Treatment Plant Funding

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- 6.4 26 April 2016 Letter from the Fairvale Outing Association RE: Thank you
- 6.5 28 April 2016 Letter from Public Health Inspection RE: Licensing Requirements for Public Markets
- 6.6 10 May 2016 Letter from Medical Education Foundation RE: Thank you/Invite
- 6.7 12 May 2016 Email from Robin Goldstein, Partners for Climate Protection RE: Welcome

7. REPORTS

7.0 June 2016

Report from Closed Session

- 7.1 17 February 2016 Kennebecasis Public Library (KPL) Board Meeting Minutes
- February 2016 KPL Librarian's Report
- 31 January 2016 KPL Comparative Income Statement
- 29 February 2016 KPL Comparative Income Statement
- 16 March 2016 Kennebecasis Public Library (KPL) Board Meeting Minutes
- March 2016 KPL Librarian's Report
- 31 March 2016 KPL Comparative Income Statement
- 20 April 2016 Kennebecasis Public Library (KPL) Board Meeting Minutes
- April 2016 KPL Librarian's Report
- 30 April 2016 KPL Comparative Income Statement
- April 2016 KPL Building Maintenance Report
- 2015 KPL 2015 Audited Financial Statements
- 7.2 23 March 2016 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes
- 31 March 2016 KRJBPC Statement of Financial Position
- 27 April 2016 KRJBPC Meeting Minutes
- 30 April 2016 KRJBPC Statement of Financial Position
- 11 April 2016 Letter from Chief McIntyre RE: 2015 Audited Financial Statements
- 2015 KRJBPC 2015 Audited Financial Statements
- 7.3 9 December 2015 Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes
- 9 December 2015 KVFD Chief's Report
- 30 November 2015 KVFD Response Report
- 13 April 2016 KVFD Board Meeting Minutes
- 13 April 2016 KVFD Chief's Report
- 31 March 2016 KVFD Response Report
- 2015 KVFD 2015 Audited Financial Statements
- 25 April 2016 KVFD Annual Report
- 7.4 2015 Fundy Regional Service Commission 2015 Audited Financial Statements
- 7.5 30 April 2016 Draft unaudited Rothesay General Fund Financial Statements
- 30 April 2016 Draft unaudited Rothesay Utility Fund Financial Statements
- 3 June 2016 Draft Finance Committee Meeting Minutes

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- 7.6 20 April 2016 Draft Public Works and Infrastructure Committee Meeting Minutes
- Marr Road/Glenwood Drive traffic lights
 - GEO Stackhouse Ltd. contract (**See Item 9.6**)
 - Sierra Avenue streetlight
 - Highland Avenue/Grove Avenue curb
- 7.7 20 April 2016 Draft Heritage Preservation Review Board Meeting Minutes
- 7.8 6 June 2016 Draft Planning Advisory Committee Meeting Minutes
- 104 Hampton Road (PID: 30246979) – Public Hearing
 - 11 Terri Street (PID: 30169288) – Cash in Lieu of Land for Public Purposes
- 7.9 April 2016 Monthly Building Permit Report
- May 2016 Monthly Building Permit Report
- 7.10 9 June 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

9. NEW BUSINESS

BUSINESS ARISING FROM DELEGATIONS

9.1 Sculpture Saint John Presentation

ADMINISTRATION

9.2 Mayor's Special Committee – Open and Transparent Town Government

8 June 2016 Memorandum from Town Manager Jarvie

PLANNING and DEVELOPMENT

9.3 Assent for Public Road (Bel-Air Avenue) – Rothesay Landings

2 June 2016 Report prepared by DPDS White

OPERATIONS

9.4 Kaitlyn Street Remedial Work

6 June 2016 Report prepared by DO McLean

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9.5 Grove Avenue/Hampton Road Intersection: Right Turn Slip Lane Pedestrian Crossing

(Motion to remove from table)

3 June 2016

Report prepared by DO McLean

9.6 Contract 2010-001RD Geo. W. Stackhouse & Sons Ltd.: Winter Maintenance Services

3 June 2016

Report prepared by DO McLean

9.7 Master Drive Site Development

3 June 2016

Report prepared by DO McLean

9.8 Rothesay Road Project

9 June 2016

Memorandum from Town Manager Jarvie

7 June 2016

Memorandum from Treasurer MacDonald

10. NEXT MEETING

Regular meeting

Monday, July 11, 2016

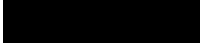
11. ADJOURNMENT

From: "**Peter Wilkins**" <loyalistcityribfest@gmail.com>
Date: Sun, Jun 5, 2016 at 8:31 AM -0700
Subject: Loyalist City RibFest
To: "Nancy Grant" <NancyGrant@rothesay.ca>

Mayor Grant and Council:

On June 16-19, the Saint John Y Service Club (formerly the Saint John Y's Men's Club) will be hosting the 2nd annual Loyalist City RibFest at Exhibition Park. The success of last year's event not only assisted the Saint John Y's Men's Club to continue the great work that we do in the Community but also resulted in significant donations being made to the Y Strong Kids Campaign as well as the Big Brothers/Big Sisters organization in Saint John. We estimate that nearly 40,000 people from Saint John and the surrounding area took part in this event and we hope this year will be even bigger.

We invite you as Mayor and Council of Rothesay to participate in the Official Opening/Ribbon Cutting ceremony of the event. The Official Opening will take place on Thursday June 16 at 12:45 p.m. sharp, on the main stage at RibFest.

It is our hope that you will be able to attend to help us kick off this major event. If you have any questions or require further information, I can be reached at this address, or at 

We look forward to seeing you on the 16th.

Regards,
Peter Wilkins, Chair
Loyalist City RibFest
Exhibition Park, Saint John
Brought to you by the Saint John Y's Men's Club

Saint John
Dragon Boat
Festival



2016June13OpenSessionFINAL_006

Régate de
Barques-dragons
de Saint John

August 27, 2016

8AM to 5PM | Renforth
Wharf | Rothesay, NB

THE MAYOR'S CHALLENGE CHARITY RACE!



Date: Saturday, August 27, 2016
Time: High Noon
Location: Renforth Park
Marshall: Former Mayor Bill Bishop



- A regional effort in support of a regional resource:
St. Joseph's Hospital
- A tribute to the Great Race of 1871

**I, Rothesay Mayor Nancy Grant, hereby challenge the municipalities of
Grand Bay – Westfield, Quispamsis, and Saint John to compete,
with Rothesay, in:**

THE MAYOR'S CHALLENGE "NOT SO GREAT" CHARITY RACE!

RULES:

- (1) 20 Paddlers + 1 Drummer per boat (8 female paddlers minimum)
- (2) Drummers will be the Mayors
- (3) One Race Only: "Do or Die"
- (4) Winner's flag to fly at Renforth Park for one week





Mayor and Council
Town of Rothesay
20 Hampton Road
E2E 5L5

Dear Mayor Grant,

In 2012 The New Brunswick International Sculpture Symposium held its first event called Sculpture Saint John. In two short months we will once again be welcoming artists from around the world for our third symposium, to be held August 4th- September 17th.

We have accomplished a great deal in a short amount of time including welcoming 65,000 visitors to our site, creating an International Sculpture Trail between Maine and New Brunswick and creating a mobile app for smart phones to attract visitors to our community partners.

The Town of Rothesay began this journey with us and is home to Jo Kley's sculpture "The Ark". When we complete the symposium this year we will have 22 pieces of public art between Riverview, Fredericton and St Stephen. We have two more symposiums planned for 2018 and 2020 at which point we will have 38 sculptures throughout New Brunswick, creating a lasting legacy to be enjoyed for generations.

As you begin a new term of Town Council I would like to ask for the opportunity to make a presentation to council at the next meeting to update you on Sculpture Saint John and the progress we have made over the past four years. Thank you in advance.

Sincerely

Diana Alexander
Executive Director
New Brunswick International Sculpture Symposium
Sculpture Saint John

From: rothesay-noreply@thepulsegroup.ca
To: [Rothesay Info](#)
Subject: Website Contact message
Date: April-07-16 2:21:11 PM

Name: [REDACTED]
Street Address: [REDACTED] Jones Ave
Phone: [REDACTED]
Email: [REDACTED]
Comments: To the Mayor and all the Councillors

I'm requesting copies of all the documents, correspondence, emails, reports, feasibility studies or any other record that pertains to the Waste water collection and treatment process in the Town of Rothesay in the last 4 years, particularly that which pertains to the so called upgrade.

To the staff. I want this on the agenda of the next Council meeting. If it doesn't meet requirements for any reason phone me at [REDACTED]

From: Mary Jane Banks
To: [REDACTED]
Subject: Rothesay Council agenda
Date: April-08-16 9:33:48 AM

Good morning, [REDACTED]

This will acknowledge your comments received via the Town's website with respect to wastewater collection/treatment and financial/procurement practices.

I can advise the agenda deadline for the April 11 Council meeting was noon on Wednesday, April 6th. Your request will be held until the next Council meeting in June (municipal elections are being held in May).

With respect to the financial/procurement practices, I can advise the matter will be on the Council agenda, which will be posted on the website by the end of the day today.

You can find the agenda here (by end of day): <http://www.rothesay.ca/mayor-and-council/agendas/>

Thanks for your inquiries and enjoy your day.


Mary Jane

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

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677

 **Before printing, please think about the environment**
Respectez l'environnement, réfléchissez avant d'imprimer

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

From: [REDACTED]
To: [Mary Jane Banks](#)
Subject: Re: Email to Council RE: waste water collection and treatment in Rothesay
Date: June-06-16 3:25:55 PM

Please include it

[REDACTED]

Eat REAL Food

On Monday, June 6, 2016 3:12 PM, Mary Jane Banks <MaryJaneBanks@rothesay.ca> wrote:

Here is a copy of your request:

"I'm requesting copies of all the documents, correspondence, emails, reports, feasibility studies or any other record that pertains to the Waste water collection and treatment process in the Town of Rothesay in the last 4 years, particularly that which pertains to the so called upgrade"

I believe you were previously provided with a copy of the Staff Report that was on the Council agenda on February 22, 2016 (copy attached for reference) and am unclear whether this provided the information you were requesting.

Thanks for your quick response.

Mary Jane

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

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677



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From: [REDACTED]
Sent: June-06-16 3:01 PM
To: Mary Jane Banks
Subject: Re: Email to Council RE: waste water collection and treatment in Rothesay

Would you refresh my memory as to what I requested


Eat REAL Food

On Monday, June 6, 2016 2:34 PM, Mary Jane Banks <MaryJaneBanks@rothesay.ca> wrote:

Good afternoon 

Further to your request received via the Town website on April 7th and my response of April 8th, can you confirm by Wednesday, June 8 at noon you still wish the request to be forwarded to Town Council for the June 13, 2016 meeting.

Thanks and I look forward to hearing from you.

Enjoy your day.

Mary Jane

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

MaryJaneBanks@rothesay.ca <mailto:MaryJaneBanks@rothesay.ca>

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70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 22, 2016

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: February 22, 2016

SUBJECT: Engineering Design and Construction Management Services
S-2014-016: Wastewater Collection System Upgrades

RECOMMENDATION

It is recommended that Rothesay Mayor and Council:

1. Accept the proposal submitted by Dillon Consulting, in the amount of \$721,978.23 to provide design and construction management services for contract S-2014-016: Wastewater Collection System Upgrades and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2016 Utility Fund Capital Budget includes funding for the Wasterwater Collection System project.

BACKGROUND

The Rothesay wastewater collection system currently discharges to two facultative lagoons near Kennebecasis Park and one aerated lagoon at Henderson's Cove in the area formerly known as Fairvale. The proposed collection system upgrade project will replace old piping and infrastructure and construct new infrastructure to allow for all collected wastewater to be directed to one treatment

source located in the area of the existing Fairvale lagoon. This project has been approved under the Building Canada Fund with one third of the funding from the federal government, one third from the provincial government and one third from the Rothesay utility fund.

DISCUSSION

On December 29, 2016 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, six (6) compliant submissions were received from consulting engineering firms on February 2, 2016. Proposals were received from the following firms:

amec foster wheeler	Moncton, NB
CBCL Consulting Engineers Limited	Saint John, NB
Crandall Engineering Ltd.	Saint John, NB
Dillon Consulting Limited	Saint John, NB
exp Services Inc.	Saint John, NB
WSP	Moncton, NB

The proposals were submitted in sealed envelopes with the Technical and Financial proposals being submitted under separate cover. A review Committee consisting of the following staff completed an independent analysis and ranking of each Technical Proposal:

John Jarvie, Town Manager
Brett McLean, Director of Operations

Subsequent to the Technical Proposal Analysis, the committee jointly discussed the information presented and opened the sealed envelopes containing the Financial Proposals for each submission. The upset price contained in each proposal was evaluated, ranked and combined with the scores from the Technical Proposal Analysis.

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The highest ranked overall submission following this process was the proposal submitted by Dillon Consulting. The Dillon submission also carried the lowest overall price.

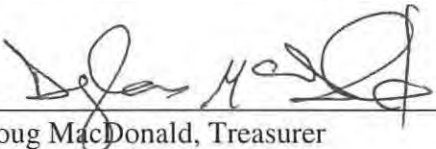
FINANCIAL IMPLICATIONS

The 2016 General Fund Capital Budget included an amount of \$7,500,000 for the design and construction of the wastewater collection system upgrade project. Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget. Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

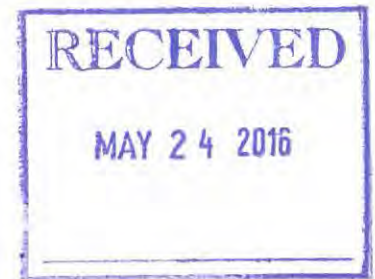
Consultant	Fees (inc HST)	HST rebate	Subtotal	Budget Item (expected overall cost)	% of overall Budget Item
Prelim and detailed design and construction management	721,978.23	61,152.20	660,826.03	7,500,000	8.81

The design and construction management portion of the work to be completed under this consultant engagement in 2016 and 2017 will be \$660,826.03 including the Town's eligible HST rebate at the current rate.

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).



Mayor & Council

Town of Rothesay

70 Hampton Rd

Rothesay NB E2S 1A4

May 10,2016

To Whom it May Concern

We are applying for relief of payment of our " Sewer Residential Tax" [REDACTED]. We purchased a property at [REDACTED] Cameron Rd, Rothesay NB on March 23,2016 . The house on the property is being demolished and we are building a new home in the near future.

There is no need for sewage service at this time. We will advise when hook up is required.

Thanking you advance for approval of our request

Sincerely

[REDACTED]

[REDACTED] Acre Ct

Rothesay NB

[REDACTED]

From: Bernard Beukeveld [REDACTED]
Sent: May-19-16 3:08 PM
To: Mary Jane Banks
Cc: Nancy Grant; gclark@quispamsis.ca; [REDACTED]
Subject: Bernard beukeveld: RAILWAY SAFETY 2016
Importance: High

May 19, 2016

Subject: RAILWAY SAFETY 2016

To whom it my concern.
Presentation on May 17, 2016 at Quispamsis, N.B. Council meeting

My name is Bernard Beukeveld, and I am a retired Corporate Safety Advisor, with extensive experience in Safety.

It has been suggested that I share this information with Rothesay Town Council and Mayor Elect .
I respectfully request Ms Mary Jane Banks, Clerk – Town of Rothesay to include this e mail in the correspondence section of the next Council Agenda of June 13, 2016, Thank You

Yours in Safety,

Bernard Beukeveld
Corporate Safety Officer (R)

Tel: [REDACTED]

E Mail: [REDACTED]

PS

Mayor Elect: Gary Clark, Quispamsis, will be in touch with Mayor Elect, Rothesay

From: Bernard Beukeveld [REDACTED]
Sent: May-11-16 9:12 PM
To: Snow, Cathy
Cc: [REDACTED]
Subject: Bernard beukeveld: RAILWAY SAFETY 2016
Importance: High

May 11, 2016

Subject: RAILWAY SAFETY 2016

Town of Quispamsis – letter of concern: Bernard Beukeveld

To all Council members

For your consideration – Thank You

Bernard Beukeveld
Corporate Safety Officer (R)

[REDACTED]

[REDACTED]

Town of Quispamsis, N.B.
Municipal Council – Correspondence
Attention: Ms Catherine P. Snow, Town Clerk

E Mail: csnow@quispamsis.ca

Subject: RAILWAY SAFETY 2016

May 11, 2016

To members of Quispamsis Town Council,

My name is Bernard Beukeveld, and I am a retired corporate safety advisor.
I have extensive experience in corporate safety.

We just experience the fourth (4) rail derailment in New Brunswick at Sisson Ridge – Plaster Rock area, and many others throughout Canada. This begs the question, what will it take in incidents, to have the Class 1 Railways (an oligopoly / duopoly industry) adopt more stringent standards in operations and maintenance of right away?

The author Harry Bruce in his book: “The Pig that Flew”, the Battle to Privatised Canadian National on page forty eight (48), eludes to the technology of Wheel Indicator Load Detector (WILD) that measures the impact (stressors) that a rotating wheel impacts on the rail since 1993. This value is expressed as kips.

The American Association of American Railways (AARW) has a voluntary kip action level of eighty to ninety (80/90 kip), which they look onto as an opportunistic action repair level for freight car wheels. Class 1 railways are all members member of the AARW.

CN is the leader in North America in capturing this date with forty one (41) Wild sensors in their Wayside Inspection System (WIS), nine hundred (900) units are in their infrastructure. *CN Leadership in Safety 2016, publication.

The Class 1 railways, because, it is an voluntary industrial standard, have being operating with much higher opportunistic WILD (kip) levels of addressing impact stressors on their rail.

Transport Canada – Rail Safety, has no authority to write any orders, because the “Standard is not written into law”

However the “Transportation Safety Board of Canada” (TSBC) which is the official Federal Organization that investigates railway derailment for the Government of Canada, time again, may allude to the WILD values (expressed in kip) been in the incident mix.

Please see attached: Railway Investigation Report R13T0060, Main-Track Train Derailment, 03 April 2013, page 31, 32, 33,34, and other Investigation Reports by Transport Safety Board of Canada – Rail Division.

This organization also investigated the Mississauga Incident in 1979. Tanker car loaded with Chlorine derailed on account of a failed axle. Two hundred thousand (200,000) persons were evacuated!

Friction bearings were banned on main line - rolling stock, and roller bearing were introduced throughout North America – no more friction bearings for this operation!

The Lac Megantic incident, tank car standard and operating rules were upgraded and enforced by Transport Canada – Rail Safety.

Could it be that WILD values and Track standards (every 39 feet) are not stringent enough with the operational conditions in the twenty first century ?

We are operating longer freight trains (up to two hundred – 200) , heavier axle loads and more motive power - five diesel locomotives and more, maybe with the capacity of over twenty thousand (20,000 HP), still in the “LAST SPIKE”, nineteen century technology transporting and pulling freight trains.

Have we allowed the Class 1 duopoly, railways in their quest for economic benefits, fly under the radar , and, not having the hidden “Root Causes” addressed by the Government of Canada , legislative branch for rail safety?

One of the hidden “Root Cause” may well be the WILD standard, captured for over twenty three (23) years by the Class 1 railways, and their laissez-faire attitude.

The present day WILD- kipp values are brought forward as ‘Best Industry Practices’ by Mr. Jim Vena, Executive Vice-President and Chief Operating Officer at CN.*

*Leadership in Safety 2016 – An Overview of CN’s Safety Management System.

It is my opinion that the Class 1 railways in Canada – can do better on “Key Trains” and “Key Route” haulage, with the WILD values !

What can we do?

I am requesting that my Council write a letter under the signature of Your Worship on Quispamsis, N.B. letter head to the Transportation, Infrastructure and Communities(TRAN Committee).

Expressing concerns with the lack of enforceable WILD standards on rolling freight stock, and the antiquated standards in Regulations regarding “Key Trains”, and “Key Routes” maintenance.

The Chair of the TRAN Committee is the Honourable Judy Sgro, M.P.

Her chief of Staff in her office is Mr. Greg McClinchey, and any correspondence can be directed to him.

Mr. McClinchey will see to it that all Committee member will receive copies in both official languages.

His E Mail address is greg.mcclinchey@parl.gc.ca

Any community or organization and individual can write the TRAN Committee with their concern regarding rail safety and it will be forwarded.

The committee mandate is to bring forward Railway Safety concerns.

However the Committee can not address any area of concern if they do not receives same!

Any concerns about railway safety should be send quickly, because the TRAN Committee is in now in session!

You also can copy same to the, the Honourable Marc Garneau, M.P., Minister of Transportation.

E Mail: marc.garneau@parl.gc.ca

The foregoing are my opinions and no other organization or person/persons can lay claim to same.

Yours in Safety,
Bernard Beukeveld,
Corporate Safety Advisor (R)

[REDACTED]
Quispamsis, N.B. [REDACTED]

Tel: [REDACTED]

PS

I respectfully request that this correspondence by place on my next Council Agenda of May 17, 2016, under correspondence, Thank You.

I also request to address council on the above subject, Thank You

Attention:

Standing Committee on Transport, Infrastructure and Communities (TRAN)

House of Commons, Ottawa, Ontario K1A 0A6

E Mail: judy.sgro.a1@parl.gc.ca

June 2, 2016

Subject:

Wheel Indicator Load Detector (WILD), and, RAILWAY SAFETY 2016, on Canadian class 1 railways.

To the Honourable; Ms Judy Sgro, Chair, and all Honourable Members,

Mandate letter to Minister of Transport, Honourable Marc Garneau, M.P., from the Prime Minister of Canada;

...As Minister of Transport, your overarching goal will be to ensure that Canada's transportation system supports our ambitious economic growth and job creation agenda. Canadians require a transportation system that is safe, reliable and facilitates trade and the movement of people and goods. I will expect you to encourage maximum alignment between the strategic goals of our plans for roads, ports and airports so that our systems are integrated, sustainable and allow Canadians and businesses to more easily engage globally...

Members,

My name is Bernard Beukeveld, and I am a retired corporate Safety Advisor. I have extensive experience in corporate safety .

The following are my opinions.

Just in recent time we experienced three (3) rail derailment in the province of New Brunswick.

The collection of WILDs data within Canadian Class 1 Railways is well documented since 1993! * in The Battle to Privatize Canadian National "The Pig That Flew" by Harry Bruce, page 48.

Canadian Railways pride themselves on the twenty three years of working with this technology.

CN has forty one (41) WILD sensors deployed on the rail infrastructure. *

* CN Leadership in Safety 2016,. An Overview of CN's Safety Management System.

Subject:

Wheel Indicator Load Detector (WILD), and, RAILWAY SAFETY 2016, on Canadian class 1 railways.

Also in CN publication “Delivering Responsible – sustainable report, in their “Our Sustainable Commitment statement under Safety:

“ Be the safest railroad in North America by establishing an uncompromising safety culture and implementing a management system designed to minimize risk and drive continuous improvement”

However they have not to my knowledge adopted the volunteer minimum standard of the American Association of Railways (AAR) WILD standard of 90 kips (90,000 lbs), rotational wheel impact on it's rail.

In the Globe and Mail of April 12, 2016 on page s 6 the article by reporter Mr. William Grimes (Challenger Shuttle) on the passing of Mr. Robert Ebeling, Engineer/Conservationists, is very telling on the lack of movement on issues.

We only need to look at some incidents, i.e.,
The Mississauga, Ontario incident in 1979
The Lac Megantic, Quebec incident
The breaking of the dykes in New Orleans, USA
The breaking of the dykes in February 1953 in Holland,
(because of inaction), with the loss of 1800 souls!
The Dutch Government committed many billions of dollars for repairs
(DELTA PROJECTS) and a further fourty billion in preventive measures up to the
year 2100!

In Canada, we only need to read a number of
“Transportation Safety Board of Canada”, Railway Investigation Reports:

Railway Investigation Report R13Too60, Main -Track Train Derailment April 3, 2013 (CPR)

Railway Investigation Report R11V0039, Main-Track Train Derailment February 12,2011 (CN)

Railway Investigation Report R03T0064, Parry Sound Subdivision, February 13, 2003 (CPR)

Subject:

Wheel Indicator Load Detector (WILD), and, RAILWAY SAFETY 2016, on Canadian class 1 railways.

Railway Investigation Report R01H005, North Bay Subdivision, March 12, 2001, others.

These reports have all something in common, that is, they all draw attention to the WILD issues and it's kip values used by the class 1 railways in Canada.

The Association American of Railways (AAR) recommended a WILD value of 90 kips (90 000 lb force) as an opportunistic, volunteer repair window on freight car wheels.

Canadian Class 1 Railways are members of the AAR.

Transport Canada-Rail Safety, has no authority to write orders, because the "Standard is not written into law". And the class 1 railways roll – on!

The foregoing does not imply that the railways are not following Regulations.

In my opinion, it is the lack of the inclusion of AAR volunteer WILD values into operating standards in Canadian REGULATIONS.

We must be aware that the kips value of the AAR is a minimum standard.

That said, for to long the duopoly/oligopoly of railways have the flexibility to operate under these conditions.

However we as a Nation, are the recipients of the inaction by this industry, and it is flying under the radar!

The recently introduce: Canada Transportation Act review Report on February 25, 2016, by the Honourable Marc Garneau, M.P., authored by the Honourable David Emerson, P.C., O.B.C.. This report (Emerson Report) is in two (2) volumes and has five hundred fourteen pages(514) from two hundred twenty seven (227) submissions, and, is silent on WILD values!

It gives the transportation sector , looking forward twenty five (25) years, a wide berth to be the economic driver for the Nation.

Where is the looking forward document on Class 1 railways infrastructure standard of operations?

However there is a cost to the Nation that in my opinion that needs to be looked at:

Greater exposure to rail derailments

Slower trains

Infrastructure damage

Environmental damage/clean-up cost

Public safety

Subject:

Wheel Indicator Load Detector (WILD), and, RAILWAY SAFETY 2016, on Canadian class 1 railways.

EMO expense and sorrows, i.e., Lac Megantic – 47 fatalities and up to ¾ billion dollars for rebuilding and public liability.

Mr. Jim Vena, Executive Vice President and Chief Operating Officer of Canadian National Railways, in his appearance before the TRAN Committee on April 13, 2016, in his approximately 10 minutes intro to the Committee spoke of “SAFETY Commitment”, twenty four (24) times.* Evidence/minutes , 1540-1550. And the gentleman is correct, if you read the Company’s Leadership in Safety 2016, an overview of CN ‘s Safety Management System (SMDS).

Not ones did the gentleman bring up the subject of WILD and the AAR recommendation for same,

It is in this silence that the Class 1 railways in Canada are missing the opportunity for improvement in their running an efficient railway.

That is, the silent “ROOT CAUSE” of a number of rail derailment are not being addressed!

Costing the class 1 railways, millions of dollars in the aforementioned areas.

Further, delivery schedules are not met with tied up tracks! Customers are not happy. Slower speeds on their freight trains, just to name a few.

Twenty three (23 years), and laissez-faire, to maintain those volunteer standard.

These being promoted as best industrial practices by this industry

Yours in Safety,
Bernard Beukeveld
Corporate Safety Advisor (R)

[REDACTED]
Quispamsis, N.B. [REDACTED]

[REDACTED]

“What can I do today to make life better for Canadians...”

Rt. Hon. Justin Trudeau, P.C., M.P.
Prime Minister of Canada

Subject:

Wheel Indicator Load Detector (WILD), and, RAILWAY SAFETY 2016, on Canadian class 1 railways.

PS:

A read in the following Canadian “Rail Regulations”;

- 1 Rules Respecting Key Trains and Key Routes, February 12, 2016 version, also referenced as “Key Train Rules”
- 2 The “Railway Freight Car Inspection and Safety Rules”, also referred to as the (Freight Car Safety Rules”, December 9, 2014
- 3 Rules Respecting Track Safety, May 25, 2012, also reference a Track Safety Rules (TSR)
- 4 The “Railway Safety Management System (SMS) Regulations, 2015 SOR (Statutory Orders and Regulations) 2015-26
Railway Safety Act (/eng/act/R-4.2,

The AAR – WILD value are not to be found!

The SMS twelve (12) components in section 5, **Processes, Procedures, Plans and Methods**, with sixty (60) or more subcomponents, developed in the **laissez-faire model**

The SMS lacks any measurement –numerically to track improvement in it’s many sections!

The secondary rail route, Moncton, N.B., to Saint John, N.B., a “Key Route”, had an upgrade in 2014 to accommodate twenty first century freight rail traffic.

That being, longer trains, additional diesel power, higher axle loads.

This upgrade was executed with “Steam Engine era” technology. Tie plates and rail secured on crossties with spikes!

A cursory look at various railway crossings on that “Key Route” in 2016, shows spike pull-out, close to two (2)”, crossties in poor conditions, crossties surrounded with mud – very little evidence of ballast.

Subject:

Wheel Indicator Load Detector (WILD), and, RAILWAY SAFETY 2016, on Canadian class 1 railways.

These conditions are permitted in the “Rail Regulations”, as long as the “Rail Gauge” can be maintained for every thirty nine (39) feet of track.

My question is; why not use the latest fastening technology on “Key Route”. The use of this technology will see a higher safety factor, less maintenance, fewer speed restrictions, and longer rail live!

In the Globe and Mail of April 12, 2016 on page s6 the article by reporter Mr. William Grimes (Challenger Shuttle) on the passing of Mr. Robert Ebeling, Engineer/Conservationists, is very telling on the lack of movement on issues.

We only need to look at some incidents, i.e.,
The Mississauga, Ontario incident in 1979
The Lac Megantic, Quebec incident
The breaking of the dykes in New Orleans, USA
The breaking of the dykes in February 1953 in Holland,
(because of inaction), with the loss of 1800 souls!
The Dutch Government committed many billions of dollars for repairs
(DELTA PROJECTS) and a further fourty billion in preventive measures up
to the year 2100!

It is my sincere hope that the AAR –WILD will make it into the Canadian Railway Regulations, with a strong enforcement section.

Canadians will be well served with a safer rail industry.

CC:

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E Mail: alaina.lockhart.c1c@parl.gc.ca

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Honourable Blaine Higgs, MLA – Quispamsis, N.B.

E Mail: blaine.higgs@gnb.ca

Mayor Don Darling and Council, City of Saint John, N.B.

E Mail: don.darling@saintjohn.ca

Please read Reuters New Bulletins, Thank You

Subject:

Wheel Indicator Load Detector (WILD), and, RAILWAY SAFETY 2016, on Canadian class 1 railways.

REUTERS News Bulletin:

11 Dec 2014 14:13 ET



Dec 11 (Reuters) - A Canadian Pacific Railway Ltd train carrying crude and other cargo derailed in April 2013 because of a broken wheel, which Canada's transport safety watchdog said could have been replaced but was not due to differing guidelines on when repairs should be made.

Four days before the incident the wheel exceeded the American Association of Railroads' (AAR) removal threshold in a trackside test, but under CP's higher threshold, which is similar to that of other major railways, it remained in service, said the Transportation Safety Board (TSB).

After the test, "... CP could have set the car out immediately, replaced the No. 1 wheel set and charged the car owner for the work in accordance with AAR rules," said the TSB in its report, released on Thursday.

Regulations do not force railways to replace wheels based on trackside tests in Canada or the United States, an issue the Canadian watchdog raised in a 2011 advisory. Transport Canada promised a "comprehensive review" but on Thursday the TSB said "to date, there have been no tangible developments."

The TSB said AAR rules are based on technical studies done in the early 1990s. It said CP's thresholds were "established primarily by industry practice and in order to manage the volume of wheels removed," not an engineering analysis.

Wheel Impact Load Detectors, installed along train tracks, can catch problems with wheels before they fail, but railways decide which readings merit a repair.

Under AAR rules, wheels are to be removed if a detector registers an impact of 90,000 pounds or greater. Members must accept equipment that meets AAR standards, but can take other equipment at their discretion.

In its report, the TSB said CP does not necessarily remove wheels unless they measure above 130,000 pounds, which is typical of the industry. Under CN Rail's guidelines, trains are slowed and suspect cars removed above 150,000 pounds.

On March 30, 2013, the wheel that would later fail registered an impact of 103,900 pounds, the TSB said. It met AAR removal criteria five other times between December 2012 and the accident.

While the vast majority of freight trains reach their destination without incident, crude oil shipments have put the industry under new pressure to prevent derailments.

CP did not immediately respond to a request for comment. (Reporting by Allison Martell; Editing by Bernard Orr)

CN Rail struggled with track improvements after fiery derailments

29 Apr 2016 12:00 ET



By Allison Martell

NEW YORK, April 29 (Reuters) - Canada's biggest railway struggled to keep some heavily used track in adequate repair even after a string of derailments last year showed the danger of moving oil on poorly maintained track, documents obtained by Reuters show.

Three trains derailed along one 296 mile (476 km) section of Canadian National Railway Co track in northern Ontario in February and March last year. The third train spilled crude oil in and around a river near the town of Gogama, igniting a fire that burned for days.

More than 100 pages of correspondence and inspection reports obtained by Reuters under Canada's freedom of information law show that a March inspection by Transport Canada, the ministry responsible for rail safety, found a number of problems with the track. * Emphases added

But the documents also show that during a July inspection, months after normal operations resumed, inspectors found new track problems, including rail that had been secured with too few bolts, and defective ties. CN brought its trains back up to normal speeds in late May. (Graphic: <http://tmsnrt.rs/1reqKif>)

CN Rail told Reuters the July inspection ultimately uncovered 57 defects, including 10 that required temporary speed reductions. Seven of those 10 were on the main line. CN said the defects found in July were repaired by Sept. 3.

Transport Canada lifted its March safety notice on Dec. 15, 2015, signaling that it believed safety problems in the area had been resolved. But the regulator has not conducted a track inspection since July. Evidence that problems persisted after the first inspection has one residents' group wondering how definitive the ministry's all-clear is.

"Wow. It wasn't taken care of," said Natalie Sear-Beland, spokeswoman for the Gogama Citizens' Committee, a group formed last year, after learning about the July inspection results.

Sear-Beland said the town has been "completely in the dark" about track conditions, and she fears there could be another accident.

"We have heard nothing from Transport Canada," she said. "If Transport Canada were more hands on, more often, I think they wouldn't have as many problems."

CN says it took "decisive action" after the derailments, adopting new procedures, audits and checklists to prevent maintenance errors, increasing inspections, raising some internal track repair standards, and increasing engineering supervision in the region.

"We believe the citizens of Gogama should be reassured by Transport Canada's satisfaction with the current condition of the Ruel Subdivision," the railway said in a statement.

The railway's overall accident rate improved in 2015, coming in below the industry average, CN said.

"CN is investing heavily in people, process, capital and technology to minimize risk and continually reduce accidents and injuries," said Sam Berrada, vice-president for safety and sustainability, in an e-mailed statement.

RAILS AND HUMAN FACTORS

Transport Canada, made aware of the Gogama resident group's concerns said: "Canada maintains one of the safest rail transportation systems in the world as a result of shared efforts between numerous partners including governments, railway companies and communities."

Investigations into last year's cluster of derailments are still ongoing, but CN said it believed they were "likely caused by a combination of track conditions, inadequate process controls and human factors."

The documents show Transport Canada sent CN a safety notice on March 12, 2015, days after the Gogama derailment, saying that defective rail conditions may have played a role. "As such, there is risk that another derailment may occur before the root cause is found," it warned.

Inspectors monitored CN's track repairs and the railway's work to determine causes in the months after the derailments.

Last year, a Reuters analysis found that CN's safety record had deteriorated in 2014, as accidents in Canada linked to poor track conditions spiked. There was no similar pattern at the competing Canadian Pacific Railway Ltd. CN blamed the trend on bad weather and heavy traffic, and later promised to spend C\$500 million upgrading track in Western Canada. (<http://reut.rs/1rnzkv5>)

The railway has not suffered a severe derailment since the Gogama accident, but the inspection reports describe defects that could have increased the risk of accidents along a line that carries oil trains from Western Canada to refineries on the east coast.

Ian Naish, a former director of rail and pipeline investigations at the Transportation Safety Board, reviewed the inspection reports, and said they showed CN did not meet minimum track safety standards designed to prevent derailments.

"There are lots of places where they weren't in compliance," he said. On the seven defects serious enough to require speed restrictions on the main line, Naish said: "It seems to me there shouldn't be any, if they are doing regular inspections."

Of the 10 defects that required speed restrictions, CN said eight involved track geometry, and two involved ties.

Frances Gelinas, the member of provincial parliament who represents the area, said Gogama, which depends on tourism revenue, is still feeling the effects of the derailment.

"It is life before the derailment, and life after the derailment. Nothing is the same," she said. "Recruiting tourists to come and hunt and fish in Gogama is really tough."

Some local residents have retained a civil litigator, James Wallbridge, but Wallbridge said they have not yet decided how to proceed.

"We are going to review the cleanup efforts and we should be in a position to make some decisions by the end of May," he said.

CN declined to comment on how the cause of the derailments might affect its liability, or whether any damages could be material.

(Reporting by Allison Martell; Editing by Tomasz Janowski)

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From: Bernard Beukeveld [REDACTED]
Sent: June-06-16 2:31 PM
To: Mary Jane Banks
Subject: FW: Bernard Beukeveld: RAILWAY SAFETY 2016 - For your background info; OIL TRAIN DERAILES IN COLUMBIA RIVER GORGE FYI ; Visit this site <http://ecowatch.com>
Importance: High

From: Bernard Beukeveld [REDACTED]
Sent: June-06-16 2:30 PM
To: gclark@quispamsis.ca; eohara@quispamsis.ca; 'lloughery@quispamsis.ca'; 'quispamsis@quispamsis.ca'; kmiller@quispamsis.ca; 'eolsen@quispamsis.ca'; 'prioux@quispamsis.ca'; [REDACTED] 'emo@gnb.ca'; 'Snow, Cathy'; 'bshanks@quispamsis.ca'
Cc: 'alaina.lockhart@parl.gc.ca'; 'Alaina.Lockhart.c1@parl.gc.ca'; 'wayne.long@parl.gc.ca'; 'Wayne.Long.A1@parl.gc.ca'; 'blaine.higg@gnb.ca'; 'bruce.northrup@gnb.ca'; 'kvfireland.kvfd@nb.aibn.com'; 'dmccoy.kvfd@nb.aibn.com'
Subject: Bernard Beukeveld: RAILWAY SAFETY 2016 - For your background info; OIL TRAIN DERAILES IN COLUMBIA RIVER GORGE FYI ; Visit this site <http://ecowatch.com>
Importance: High

June 6, 2016

RAILWAY SAFETY 2016

Hi, this may be interesting you: "Oil Train Derails in Columbia River Gorge, Rally Calls for Ban on 'Bomb Trains'!" This is the link: <http://ecowatch.com/2016/06/05/oil-train-derails-ban-bomb-trains/>

Yours in Safety

Bernard Beukeveld

Corporate Safety Officer (R)

Tel: [REDACTED]

Transportation Safety Board
of Canada



Bureau de la sécurité des transports
du Canada

RAILWAY INVESTIGATION REPORT R13T0060



MAIN-TRACK TRAIN DERAILMENT

**CANADIAN PACIFIC RAILWAY
FREIGHT TRAIN 420-02
MILE 9.41 HERON BAY SUBDIVISION
WHITE RIVER, ONTARIO
03 APRIL 2013**

Canada

The Transportation Safety Board of Canada (TSB) investigated this occurrence for the purpose of advancing transportation safety. It is not the function of the Board to assign fault or determine civil or criminal liability.

Railway Investigation Report R13T0060

Main-track train derailment

Canadian Pacific Railway

Freight train 420-02

Mile 9.41 Heron Bay Subdivision

White River, Ontario

03 April 2013

Summary

On 03 April 2013, at about 0750 Eastern Daylight Time, Canadian Pacific Railway freight train 420-02 was proceeding eastward at 34.9 miles per hour on the Heron Bay Subdivision when it experienced an undesired emergency brake application at Mile 9.16 near White River, Ontario. Subsequent inspection determined that 22 cars (19 loads and 3 empties) had derailed, 7 of which were dangerous goods tank cars loaded with petroleum crude oil (UN 1267). During the derailment, a number of cars rolled down an embankment. Two of the dangerous goods tank cars released approximately 101 700 litres of product, and another non-dangerous goods tank car released approximately 18 000 litres of product. There were no injuries.

Le présent rapport est également disponible en français.

Factual information

On 29 March 2013, Canadian Pacific Railway (CP) freight train 118-29 departed Edmonton, Alberta. Prior to departure, CP 118-29 received a mechanical inspection and a No. 1 air brake test performed by certified car inspectors. CP 118-29 travelled eastward from Edmonton to Thunder Bay, Ontario, without incident.

As governed by *Canadian Rail Operating Rules* (CROR) Rule 110, CP 118-29 was subjected to a number of roll-by inspections at crew change-out locations and by crew members of trains met en route. CP 118-29 also traversed a number of wayside inspection systems (WISs), which included wheel impact load detectors (WILDs) and hot bearing detectors (HBDs). No significant defects were identified during any of the inspections. Upon arrival at Thunder Bay, dangerous goods (DGs) tank car DBUX 302383 (loaded with petroleum crude oil, UN 1267) and a number of other cars were set out and then added to CP freight train 420-02 (the train).

At 1800¹ on 02 April 2013, the train departed Thunder Bay destined for Toronto, Ontario. The train arrived at Schreiber, Ontario, at 0240 on 03 April 2013. After a crew change, 3 cars were set out, and the train departed Schreiber at 0321. The train now consisted of 3 locomotives and 111 cars (47 loads and 64 empties). Twenty-two of the loaded cars were tank cars transporting DGs. The train was 8198 feet long and weighed 9535 tons.

The train crew consisted of a locomotive engineer, a conductor who was also receiving on-the-job training as a locomotive engineer trainee, and a brakeperson. The train crew met fitness and rest standards and were familiar with the Heron Bay Subdivision.

Subdivision and track information

In the vicinity of the accident, the CP Heron Bay Subdivision is Class 4 single main track that extends westward from White River (Mile 0.0) to Schreiber (Mile 118.3). Train movements on the subdivision are governed by the centralized traffic control (CTC) system, as authorized by the CROR and controlled by a rail traffic controller (RTC) located in Montréal, Quebec. The authorized speed for freight trains in the area was 45 mph.

The track structure in the vicinity of the derailment consisted of 115-pound continuous welded rail (CWR), rolled in 2001 and 2004 by manufacturers Nippon and Rocky Mountain respectively. In the vicinity of the accident, there was a 3°, 33-minute, left-hand curve, with an average superelevation of 3.5 inches. The rail was in good condition. It was set into double-shouldered tie plates, secured to No. 1 hardwood ties with 5 spikes per plate, and box-anchored every other tie. The cribs were full, and the ballast shoulders ranged from 12 to 18 inches beyond the ends of the ties.

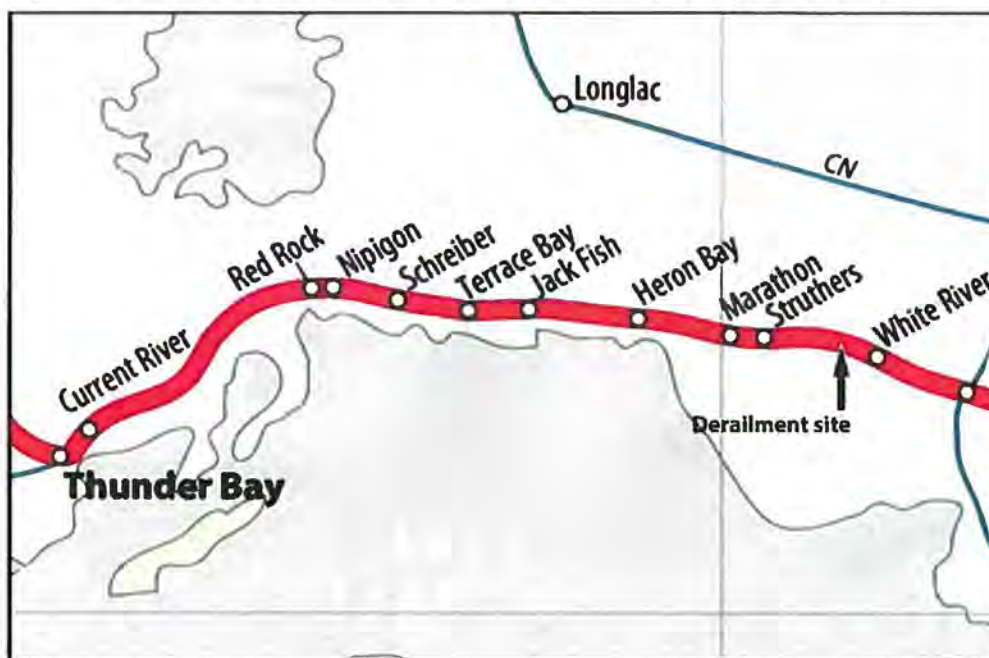
¹ All times are Eastern Daylight Time.

The track was visually inspected in accordance with Transport Canada (TC)-approved *Track Safety Rules* on 01 April 2013, with no defects observed. The 2 most recent track geometry tests were conducted on 01 August 2012 and on 27 November 2012, respectively. Although some priority and urgent defects were identified, they were corrected subsequent to the testing. No other defects were observed.

The accident

At about 0750, the train was proceeding eastward at 34.9 mph when it experienced an undesired emergency brake application at Mile 9.16 of the Heron Bay Subdivision near White River, Ontario (Figure 1).

Figure 1. Derailment location (source: Canadian Pacific Railway [CP] System Rail map)



Subsequent inspection determined that 22 cars (19 loads and 3 empties) had derailed, 7 of which were DG tank cars loaded with petroleum crude oil (UN 1267). During the derailment, 4 DG tank cars rolled down an embankment. Two of the DG tank cars, and a third tank car loaded with canola oil, released product. There were no injuries.

The temperature at the time of the occurrence was -11°C . The sky was clear.

Emergency response and deployment

The Transportation Safety Board of Canada (TSB) was advised of the occurrence at 0905 and deployed investigators at 0930. CP dispatched emergency responders and commenced site mitigation activities. At 1030, while en route, TSB investigators contacted CP site officials. A discussion ensued, and CP officers on site were permitted to move cars not involved in the derailment, but were instructed to protect the point of derailment and other derailed cars. If it was necessary to move other cars to address environmental concerns, TSB investigators were to

be consulted, and any cars or areas that were to be disturbed were to be documented and photographed. CP employees had local radio communication and cell phone coverage within the vicinity of the accident site.

The TSB arrived at White River at about 2230. Local residents reported that there had been a fire on the derailment site, and the local fire department had responded earlier that evening. Fire department logs indicate that the fire department was dispatched to a flare-up of released product at the accident site at 2055. The fire was extinguished, and the fire department returned to the station at 2255.

The TSB arrived on site at about 2330. There was no formal incident command structure in place, there was no sign-in sheet to keep track of staff on site, and no safety briefing was conducted to review any potential dangers of released product. Access to the site was virtually unrestricted, with no visible safety perimeter. During a subsequent meeting with CP officials, the TSB was informed that about 5 barrels (900 litres) of petroleum crude oil (crude oil) had leaked from the tanks. A more detailed site inspection was planned for the following day.

Overnight, CP's environmental consultant implemented a site air monitoring/sampling plan. No community or perimeter monitoring was initiated, as it was deemed unnecessary. On 04 April 2013, the Ontario Ministry of the Environment confirmed that one of the tank cars containing crude oil had lost most of its load the previous day. CP revised its estimate of the amount of product lost to about 63 000 litres. On 10 April 2013, the CP estimate was again revised to approximately 101 700 litres of crude oil and 18 000 litres of canola oil.

Site examination

On 04 April 2013, the initial TSB site examination commenced. Minor rail damage was observed on the head of the south rail at about Mile 12.4. The damage continued intermittently, primarily on curves on the south rail up to the derailment area, where a broken rail was observed in the low rail of a 3°, 33-minute, left-hand curve at Mile 9.41 (Photo 1). Several large pieces of a wheel rim were located near the broken rail.

Subsequent examination identified that DG tank car DBUX 302383 (loaded with petroleum crude oil, UN 1267), the 34th car from the head end, sustained a broken R1 wheel (south rail) of the trailing truck. A non-condemnable slid flat was observed on the mate (L1) wheel tread in line with a suspected fracture origin on the R1 wheel. The car was upright, had not derailed, and was located east of the derailment site (Photo 2).

Photo 1. Broken south rail at Mile 9.41 (looking east)



Photo 2. Broken R1 wheel (source: CP Police)



The 35th car did not derail; however, the following 22 cars (lines 36–57) derailed primarily to the low (south) side of the curve. A number of the cars slid down a 90-foot embankment and came to rest in various positions (Figure 2).

Figure 2. Diagram of the derailment site



While on site, the smell of crude oil was prevalent. During site remediation, a CP subcontractor operating a bulldozer equipped with a sideboom tipped over and fell partway down the embankment while trying to move a car. The operator sustained minor injuries, but refused medical attention and returned to work.

Following site mitigation, the 3 tank cars that released product were off-loaded, then re-positioned and cleaned in preparation for detailed examination. The broken rail, the No. 1 wheel set from DBUX 302383, and the recovered wheel pieces were removed and forwarded to the TSB Laboratory for examination. Tank car DBUX 302383 was forwarded to CP Agincourt Yard in Toronto for brake force testing.

Crude oil

Crude oil, an unrefined petroleum product, can be refined to produce products such as gasoline, diesel fuel, and other petrochemicals. Crude oil can range in viscosity and varies in colour from black to yellow, depending on its hydrocarbon composition.

The *Transportation of Dangerous Goods Regulations* (TDG Regulations), Part 2, set forth the requirements for classifying Class 3 flammable liquids. Class 3 flammable liquids are further divided into 3 packing groups (PGs), with PG I having the highest hazard and PG III, the lowest. The PGs are defined by the flash point, which is the temperature at which the product's vapours can ignite in controlled circumstances, and by the boiling point of the product. The criteria for each PG are as follows:

- PG I, if the product has an initial boiling point of 35°C or less at an absolute pressure of 101.3 kPa and any flash point
- PG II, if the product has an initial boiling point greater than 35°C at an absolute pressure of 101.3 kPa and a flash point less than 23°C
- PG III, if the criteria for inclusion in PG I or II are not met.

Products with lower flash points (i.e., PG I and II) are more prone to ignition at ambient temperatures when involved in a transportation accident (i.e., they typically generate more flammable vapours at normal ambient temperatures). TSB Laboratory Report LP148/2013, released publicly on 06 March 2014 as part of the Lac-Mégantic investigation (TSB Rail Investigation Report R13D0054), determined that the crude oil involved in that accident had been categorized as PG III, but met the PG II criteria, and had volatility comparable to that of a condensate or gasoline product.

In this occurrence, the waybill information for TILX 198203 and TILX 192186 described the product as petroleum crude oil, UN 1267, Class 3 flammable liquid, PG II.

The 2012 Emergency Response Guidebook

Guide 128 of the *2012 Emergency Response Guidebook* identifies potential hazards of the product and provides guidance for emergency response and public safety. Under Potential hazards, the guide states the following, in part, about flammable liquids of the type that includes crude oil:

- They are lighter than water, are highly flammable, and “will be easily ignited by heat, sparks or flames.”²
- “[V]apors are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements, tanks).”³ These “vapors may form explosive mixtures with air” and “may travel to source of ignition and flash back.”⁴
- They are associated with a “vapor explosion hazard indoors, outdoors or in sewers,”⁵ and “containers may explode when heated.”⁶

With regard to emergency response and public safety, the guide states, in part, that water spray, fog, or regular foam should be used to fight fire, and straight streams of water should not. Because these products have a very low flash point, water spray may be inefficient and vapour suppressing foam may be necessary to reduce vapours. For a spill or leak, the guide specifies the following:

² Transport Canada (in coordination with United States Department of Transportation and Secretariat of Transport and Communications of Mexico), *2012 Emergency Response Guidebook* (2012), Guide 128: Flammable Liquids (Non-Polar/Water-Immiscible), p. 194.

³ Ibid.

⁴ Ibid.

⁵ Ibid.

⁶ Ibid.

- Consider initial downwind evacuation for at least 300 meters (1000 feet).

[...]

- ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).
- All equipment used when handling the product must be grounded.
- Do not touch or walk through spilled material.
- Stop leak if you can do it without risk.
- Prevent entry into waterways, sewers, basements or confined areas.

[...]

- Absorb or cover with dry earth, sand or other non-combustible material and transfer to containers.
- Use clean non-sparking tools to collect absorbed material.⁷

Incident command

When dealing with Class 3 flammable liquid PG II products in an emergency response situation, industry best practice requires that a formalized incident command structure (ICS) be established to manage the response.

ICS has been used extensively by the military, firefighters, police services, and hazardous material emergency response teams, and has been incorporated into law in the United States since March 1990.⁸ ICS is a response management system, developed to organize people, equipment, and resources to respond to any emergency situation, including fire and hazardous materials incidents. In Canada, when ICS is established for fire and hazardous materials incidents, the local fire chief or provincial fire official (fire commissioner) may assume the role of incident commander. When a fire chief or provincial official is not directly involved, the senior railway company officer on site will usually implement ICS and manage remediation activities.

A properly implemented ICS would comprise, but not be limited to

- an incident commander who is responsible for overview of the incident;
- ICS command staff with clear lines of responsibility and consisting of a public information officer, site safety officer, logistics and planning officer, and other positions, depending on the size and complexity of the incident;
- a site perimeter with adequate security to control access;
- a dedicated command post to facilitate meetings and briefings;

⁷ Ibid., pp. 194–195.

⁸ Occupational Safety and Health Administration (OSHA), *United States Code of Federal Regulations* Title 29 (29 CFR), standard 1910.120, *Hazardous Waste Operations and Emergency Response* (effective March 1990).

- a controlled site entry access point;
- a site control system, with sign-in sheets and tags to keep track of all personnel on site and coordinate activities;
- oversight of all interventions to ensure that they are appropriate and use equipment that is compatible for the product involved (in the case of flammable liquids, this would include use of non-sparking tools, intrinsically safe electronics and grounded equipment to prevent igniting a flare-up); and
- oversight of mitigation activities to ensure that they are properly coordinated and supervised for safety.

Site environmental mitigation

Initially, containment and collection trenches were constructed to remove the released crude oil and canola oil. These efforts prevented the released products from reaching the White River. Following the fire that flared up on the evening of 03 April 2013, the White River Fire Department, with aid from other fire departments, were on site 24 hours a day for the duration of the cleanup, beginning on 04 April 2013.

Site monitoring commenced with the installation of 27 groundwater monitoring wells and collection of surface water samples from multiple locations along the White River. Impacted soil (about 12 000 m³) was excavated and placed into lined containment cells on site. Between 08 April and 04 September 2013, about 2.6 million litres of oily water was removed for off-site treatment at an Ontario Ministry of the Environment (MOE)-approved facility in Thunder Bay, Ontario. Solid products released during the derailment were either disposed of at an approved landfill or were recycled.

Between 07 August and 09 September 2013, approximately 20 210 tonnes of impacted soil was transported to a landfill owned by the Ontario Ministry of Natural Resources (MNR) located in Havilland, Ontario. Following the soil excavation activities, an additional 12 monitoring wells were installed. Recovered groundwater samples showed 2 limited areas with petroleum hydrocarbon concentrations above the applicable MOE standards, and 5 additional monitoring wells were installed to further delineate the identified impacts. CP subsequently implemented a chemical oxidation injection program to further remediate the groundwater. The first phase of the site restoration plan was completed in 2013. Supplemental work will be completed at a later date, once the observed minor groundwater exceedances have been fully remediated.

Examination of tank cars that released product

As a result of the derailment, 3 tank cars released product (Table 1). Although these cars sustained various impacts, the tank shells retained their integrity. Damage was sustained by the top fittings and the bottom fittings, resulting in the release of product.

Table 1. Summary of tank car and product release information

Car	Position in Train	Built date	Tank car design	Product	Product weight (lbs)	Product specific gravity	Litres (estimated by weight)	Estimated loss (litres)
TILX 198203	39th	June 2007	DOT-111A100W1, non-insulated	Crude oil	194 880	0.825	107 372	3221
TILX 192186	40th	September 2005	DOT-111A100W1, non-insulated	Crude oil	191 690	0.825	105 615	98 481
PROX 76346	41st	December 1994	DOT-111A100W1, jacketed and insulated	Canola oil	184 637	0.915	91 722	18 190

Car TILX 198203

The top of car TILX 198203 sustained impact damage that had deformed and stretched one of the hinged manway hold-down bolts (eyebolts). This damage resulted in small leaks from the manway, which stopped when the hold-downs were tightened by emergency responders. The protective housing was torn off, and a small amount of product leaked from the 1-inch air/vapour valve fitting that had sheared off. The leak was plugged with a wooden dowel. There were no other leaks or damage to the top fittings (Photo 3).

There was no impact damage to the bottom outlet valve (BOV). The BOV nozzle and cap assembly were still intact. The handle for the BOV had separated at the valve as designed, and the skid protection functioned as intended (Photo 4).

Photo 3. Car TILX 198203 top fittings



Photo 4. Car TILX 198203 bottom outlet valve (BOV) and skid protection



Car TILX 192186

Car TILX 192186 overturned and came to rest with the BOV in the upright position (Photo 5). Impact damage to the top of the car had torn the protective housing for the load/unload arrangement from its hinges. Both the 2-inch-diameter liquid valve fitting and the 1-inch-diameter air/vapour valve fitting had sheared off, resulting in the release of product (Photo 6).

Photo 5. Car TILX 192186, as it came to rest (source: CP Police)



The BOV nozzle and cap had sheared off below the BOV as intended. In this arrangement, the BOV handle was mounted to the valve shaft and was perpendicular to the longitudinal axis of the car. As the car rolled down the embankment, the BOV handle was torn from its retainer, moved to the open position, and bent up against the tank car, such that it could not be closed by emergency responders (Photo 7). Product was released from the open BOV until the car came to rest with the BOV in an upright position. With the car overturned, the open BOV facilitated a more rapid release of product from the damaged top fittings.

Photo 6. Car TILX 192186 top fittings



Photo 7. Car TILX 192186 BOV and bent handle



Car PROX 76346

Impact damage sustained by the top of car PROX 76346 had torn away one of the hinged manway eyebolts, which created an air leak (Photos 8 and 9).

Photo 8. Top of car PROX 76346



Photo 9. Missing manway tie-down



The tank car thermal jacket near the BOV was extensively damaged (Photo 10). The BOV sustained impact damage, and the nozzle and cap assembly had sheared off as designed. The BOV handle was torn from the retainer and bent, but did not break away. As a result, the BOV was partially open and released product (Photo 11), but responders were still able to close the BOV. With the BOV partially open, the manway air leak accelerated the product release.

Photo 10. Car PROX 76346 jacket damage



Photo 11. Partially open BOV of car PROX 76346



Tank car top fitting and bottom outlet valve protection

Top fitting protection

Top fitting protection requirements are outlined in the Association of American Railroads (AAR) *Manual of Standards and Recommended Practices* (MSRP), under Specification M-1002, Section C, Part III. The standard in place at the time of the car construction did not require that all non-pressure tank cars be equipped with rollover protection. However, when such protection was specified, the protective housing structure had to meet specific design criteria.

In 2010, the standard was revised⁹ and required that all non-pressure tank cars constructed after 01 July 2010 that would be used to transport hazardous materials in either PG I or II (e.g., petroleum crude oil) must be equipped with protective housings for top fittings to provide rollover protection in the event of a derailment. Specifically, the protective housing must be able to withstand

- a force equal to the weight of the fully loaded tank car (1 W), less the weight of the trucks, in the longitudinal direction; and
- a force equal to ½ the weight of the fully loaded tank car (½ W) in the horizontal or vertically downward direction without overstressing the tank shell or nozzle.

The AAR supports application of this standard to older DOT/TC cars to allow them to continue in flammable liquid service.

Bottom outlet valve

The AAR standard in effect at the time that the subject cars were manufactured¹⁰ specified that, for the protection of bottom discontinuities on non-pressure tank cars, BOV handles (unless stowed separately) must be designed to bend or break free on impact, or the handle in the closed position must be located above the bottom surface of the skid. This requirement is also cited in the current Canadian tank car standard CAN/CGSB-43.174-2005. The requirement remains unchanged in both standards.

Previous National Transportation Safety Board Recommendation regarding bottom outlet valves

Following an investigation into the Canadian National Railway (CN) freight train derailment in Cherry Valley, Illinois, United States (2009), the United States National Transportation Safety Board (NTSB) determined that “existing standards and regulations for the protection of bottom outlet valves on tank cars do not address the valves’ operating mechanisms and therefore are insufficient to ensure that the valves remain closed during accidents.”¹¹ The NTSB

⁹ Association of American Railroads (AAR), *Manual of Standards and Recommended Practices* (MSRP), (01 July 2010), Specification M-1002, Section C, Part III, Appendix E, subsection E10.00 (b)(8), p. 226.

¹⁰ Association of American Railroads (AAR), *Manual of Standards and Recommended Practices* (MSRP), (01 September 1992), Specification M-1002, Section C, Part III, Appendix E, subsection E10.00 (b)(8), p. E12.

¹¹ United States National Transportation Safety Board (NTSB), Accident Report NTSB/RAR-12-01, *Derailed of CN Freight Train U70691-18 With Subsequent Hazardous Materials Release and Fire, Cherry Valley, Illinois, June 19, 2009* (Washington, DC: 14 February 2012), p. 88.

recommended to the United States Pipeline and Hazardous Materials Safety Administration (PHMSA) that it

Require that all bottom outlet valves used on newly manufactured and existing non-pressure tank cars are designed to remain closed during accidents in which the valve and operating handle are subjected to impact forces. (R12-6)¹²

To date, the recommended changes have not been made. With about 228 000 Class 111 tank cars currently in service in North America, of which over 141 000 are used to transport DGs, these types of releases continue to occur during derailments.

Tank car DBUX 302383

Car DBUX 302383 was constructed in 2007 under AAR certificate No. F071004B. It was a 100-ton, general-purpose DOT111A100W1 tank car, equipped with 100-ton trucks, roller bearings of 6 ½ X 12 inches, and 36-inch wheels. Between January 2011 and February 2012, the car had 4 minor repairs. On 28 February 2012, the car required a change out of the No. 2 wheel set due to a high wheel impact at the L2 wheel location. This high wheel impact had been identified by a WILD.

A review of the No. 1 wheel set WILD history for this car, dating back to December 2012, was conducted. The results are summarized in Table 2.

¹² Ibid, p. 90.

Table 2. Wheel impact load detector (WILD) history of No. 1 wheel set for tank car DBUX 302383

Date	WILD site	Railway	Train speed (mph)	Load/empty	Position	Measured impact (kips)	Calculated impact at 50 mph (kips)
16 December 2012	Carseland, Alberta	CP	30.5	Load	L1	79	108.1
		CP	30.5	Load	R1	77.8	104.6
16 December 2012	Mortlach, Saskatchewan	CP	41.7	Load	L1	72.9	80.9
		CP	41.7	Load	R1	89.2	100.1
02 February 2013	Georgeville, Minnesota	CP	49.2	Load	L1	84.7	85.5
		CP	49.2	Load	R1	82.8	83.6
29 March 2013	Airdrie, Alberta	CP	40.5	Load	L1	71.4	80.3
		CP	40.5	Load	R1	72.9	81.7
29 March 2013	Carseland, Alberta	CP	54.3	Load	L1	83.7	83.7
		CP	54.3	Load	R1	81.6	81.6
30 March 2013	Mortlach, Saskatchewan	CP	50.2	Load	L1	85.9	85.9
		CP	50.3	Load	R1	103.9	103.9
30 March 2013	Grand Coulee, Saskatchewan	CP	34.1	Load	L1	85.6	110.7
		CP	34.1	Load	R1	82.5	105.5
30 March 2013	Poplar Point, Manitoba	CP	39.4	Load	L1	66.2	75.2
		CP	39.4	Load	R1	85.3	99.1
31 March 2013	Thunder Bay, Ontario	CP	35.5	Load	L1	75.7	92.9
		CP	35.5	Load	R1	69.5	84.5

The WILD data for the R1 wheel of car DBUX 302383 revealed that 7 of the 9 impacts were measured at speeds between 30 and 42 mph, which are well below the usual train speed of 50 mph for measured wheel impacts.

Due to the observed wheel tread slid flat on the failed No. 1 wheel set, tank car DBUX 302383 was subsequently subjected to brake shoe force testing at CP's Agincourt Yard in Toronto on 09 May 2013. The braking system functioned as designed.

Wheel impact load detectors

The development and installation of WILD technology was an industry initiative that has enhanced rail safety by proactively identifying wheels with tread defects that can generate high impact loads so that the wheels can be removed before they cause damage to track infrastructure or rolling stock components, or before the wheel fails in service.

WILD systems are usually installed on tangent track with a track speed of 50 mph, with the objective of recording the measured impact at track speed. The measured wheel impact force is directly related to speed; therefore, the faster the train travels, the greater the measured wheel impact will be when a wheel tread defect is present. Similarly, a reduction of train speed through a WILD site will reduce measured wheel impacts. Train crews are generally aware of the relationship between the measured wheel impact force and speed, and are also aware that, if the train passes through a WILD site at a lower speed, it will often result in a lower reading.

These wayside systems measure the impact load of a wheel on the rail, usually through a strain-based system or accelerometer-based system. The strain-based system quantifies the force applied to the rail through a mathematical relationship between the applied load and the deflection at the base of the rail. The strain gauges are physically mounted on the web of rail, about halfway down from the top of the rail head. Strain in the rail is used as a direct measure of the load at the rail head. The unit of measure for wheel impacts is the kip.¹³

The TC-approved *Railway Freight Car Inspection and Safety Rules* do not have any provisions for condemning in-service wheels due to high wheel impact loads. There are currently no regulatory requirements or thresholds governing WILD use in Canada or the United States. In response to TSB's Rail Safety Advisory (RSA) 11/11, entitled "Broken Wheels with Previous AAR Condemnable WILD Readings", TC indicated that

- it would be creating a joint TC-industry forum to undertake a comprehensive review of wayside inspection system (WIS) and WILD criteria; and
- from this review, TC may create guidelines, standards, or rules governing the use of WIS, including WILD.

To date, there have been no tangible developments.

¹³ A kip is equivalent to a load of 1000 pounds of dead weight.

Association of American Railroads wheel impact load detector removal thresholds

Rule 41 of the 2013 *Field Manual of the AAR Interchange Rules* sets forth the following criteria for determining steel wheel defects:

Rule 41

STEEL WHEEL DEFECTS – OWNER’S RESPONSIBILITY

1. Condemnable at Any Time

[...]

r. Wheel Out-of-Round or 90,000 Pounds (90 kips) or Greater Impact.

(1) Detected by a wheel impact load detector reading 90,000 pounds (90 kips) or greater for a single wheel. The detector used must meet the calibration and validation requirements of Appendix F. The detector must reliably measure peak impacts and must provide a printable record of such measurements. Device calibration records must be maintained. Wheels with condemnable slid flat spot(s) are handling line responsibility and must not be billed otherwise.

[...]

2. Condemnable When Car Is on Shop or Repair Track for Any Reason

[...]

f. Detected by a Wheel Impact Load Detector reading from 80 kips to less than 90 kips for a single wheel. The detector used must have been calibrated per Appendix F. The detector must reliably measure peak impact and must provide a printable record of such measurements. Device calibration records must be maintained. Wheels with condemnable slid flat spots are handling line responsibility and must not be billed otherwise. This will be considered an Opportunistic Repair for the repairing party.

[...]

HANDLING LINE RESPONSIBILITY – CONDEMNABLE AT ANY TIME

1. Slid Flat:

a. 2 inches or over in length.

b. 2 or more adjoining spots each 1½ inch or over in length.¹⁴

¹⁴ Association of American Railroads (AAR), *Field Manual of the AAR Interchange Rules* (2013), pp. 292, 313, 316, and 319.

The AAR Wheels, Axles, Bearings and Lubrication (WABL) Committee was responsible for the development and implementation of Rule 41. Its decision to use 90 kips as the condemning limit was based on a number of technical studies that were conducted during the early 1990s.¹⁵ Engineering analysis from these studies supports 90 kips as a reasonable wheel-removal threshold to limit the damage to both equipment and track infrastructure.

Railway wheel impact load detector thresholds

In addition to the AAR condemning limits for wheel impacts, railways have developed their own removal thresholds. The railway thresholds are based on the operating practices and conditions of each railway and, as such, railway removal thresholds vary throughout the industry.

Railway WILD thresholds have evolved over time and evaluate the measured impact and the calculated impact for a given wheel. The measured impact is the actual wheel impact force recorded at track speed, which is usually 50 mph. Canadian Class I railways will also typically adjust the measured impact value using a speed-corrected algorithm to produce a calculated impact. The algorithm is a proactive measure that takes an actual impact level at a slower speed and estimates it using linear progression to an impact at 50 mph. This calculation allows a railway to evaluate all wheel impacts to a normalized speed of 50 mph. However, the algorithm for each railway can be different and is sensitive to wheel defect type, low speed conversion, and assumed linearity. The calculated speed is not considered to be as accurate as the measured value.

For CP, the relationship between measured and calculated wheel impacts at various speeds is presented in Table 3.

Table 3. Measured and calculated wheel impacts at various speeds (source: CP)

Train speed (mph)	Nominal weight per wheel (kips)	Measured wheel impact (kips)	Calculated wheel impact at 50 mph (kips)
30	33	90	128
35	33	90	114
40	33	90	104
50	33	90	90

¹⁵ S. Kalay and A. Tajaddini, Transportation Technology Center, Inc., Research R-754, *Condemning Wheels Due to Impact Loads: Preliminary Survey – Six Railroads' Experience* (February 1990); A. Tajaddini and S. Kalay, Transportation Technology Center, Inc., Research R-810, *Vehicle/Track System Response Due to Condemnable Wheel Tread Defects* (April 1992); S. Kalay, Transportation Technology Center, Inc., Research R-829, *Wheel Impact Load Detector Tests and Development of Wheel-Flat Specification* (May 1993); D.R. Ahlbeck, Transportation Technology Center, Inc., Research R-851, *Evaluation of Railroad Wheel Impact Load Damage Factors* (October 1993); and D.R. Acharya, T.S. Guins, S. Kalay and A. Tajaddini, Transportation Technology Center, Inc., Research R-855, *Economic Analysis of High Impact Load Wheels* (December 1993).

Canadian Pacific Railway thresholds

Presently, CP requires a car to be bad-ordered¹⁶ immediately for measured wheel impacts of ≥ 130 kips or calculated wheel impacts¹⁷ of ≥ 150 kips recorded in northern Ontario. For the remainder of the CP system, the WILD guidelines require a car to be bad-ordered immediately for measured wheel impacts of ≥ 140 kips or calculated wheel impacts of ≥ 170 kips. When this designation occurs, the train speed is reduced, and the car is set off at the next designated location for repair.

For calculated impacts of ≥ 90 kips, CP requires the car to be bad-ordered when empty. This requirement allows the car to proceed to destination with no restrictions and to be repaired once it is empty.

For calculated impacts of between 90 and 110 kips, CP has a number of opportunistic threshold limits (OP1 to OP4). In these cases, CP flags the car in its car information management system, but does not bad-order the car. The car can proceed to destination without restrictions and may be repaired when operationally convenient. However, the car may also return to service without removal of the subject wheel set.

CP's WILD thresholds were established primarily by industry practice and in order to manage the volume of wheels removed for WILD impacts. CP has no engineering analysis of WILD data to support the WILD removal thresholds contained in its guidelines.

CP has no formal company instructions that require train crews to reduce speed through a WILD site. Train crews are expected to traverse WILD sites at track speed.

Canadian National Railway thresholds

CN has the following WILD alarm threshold requirements for measured (peak) impacts of 140+ kips:

- For cars with a single measured impact over 160 kips, or 200 kips for a calculated impact, the rail traffic controller (RTC) must immediately restrict the speed of the train to 25 mph. If the recorded impact is on an inbound train, the car must be set out at the terminal. If the recorded impact is on an outbound train, the car must be set out at the first designated siding. The car will be bad ordered with Code WI by the RTC mechanical service representative (RTC Mech), who will advise the responsible repair personnel.
- For cars with a single measured impact between 150 and 159 kips, the RTC must immediately restrict the speed of the train to 10 mph less than the speed recorded at the WILD. The RTC will then decide whether the car should be set out at the inbound terminal (if inbound) or at the first designated set-out location (if outbound). If neither set-off location is practical, the car can be moved to another convenient location for set-

¹⁶ Flagged in an electronic system and sent for repair.

¹⁷ All thresholds based on calculated impact values also imply that the measured impact values are at least greater than or equal to 90 kips, as per the *Field Manual of the AAR Interchange Rules*, Rule 41, A.1.r.

off but should never move beyond the next location, where it will receive a certified car inspection (CCI). The car will be bad ordered with Code WI by the RTC Mech, who will advise the responsible repair personnel.

- For cars with a single measured impact between 140 and 149 kips, the RTC must immediately restrict the speed of the train to 5 mph less than the speed recorded at the WILD. If the temperature at the WILD is -25°C (-13°F) or colder, the speed reduction must be 10 mph less than the speed recorded at the WILD. The RTC will then decide whether the car should be set out at the inbound terminal (if inbound) or at the first designated set-off location (if outbound). If neither set-off location is practical, the car can be moved to another convenient location for set-off but should never move beyond the next location, where it will receive a CCI. The car will be bad ordered with Code WI by the RTC Mech, who will advise the responsible repair personnel.

In each of these cases, the subject wheel must be replaced before the car is placed back into service.

CN also has the following maintenance guidelines for handling cars with measured (peak) impacts between 80 and 139 kips:

- Cars arriving from interchange to CN with wheel impacts are automatically identified.
- Wheel set removal between 80 and 89 kips when a car is on a shop or repair track.
- Automatically identify wheels with impacts between 90 and 139 kips.
- Wheel impacts between 90 and 139 kips are removed selectively according to AAR guidelines at CCI locations.

TSB Laboratory examinations

The TSB Laboratory examined the 3 leaking tank cars (TILX 192186, TILX 198203, and PROX 76346) to determine the adequacy of the protection provided. It also examined the broken rail removed from the area of the curve containing the suspected initial point of derailment, and the failed R1 wheel from car DBUX 302383.

Tank cars

The following observations were made:

- The top fitting protective housings of cars TILX 192186 and TILX 198203 were torn off at the hinges and failed to protect the top fittings from damage. Consequently, the top fittings on both tank cars were sheared off and released product.
- The light steel construction and blunt profile of the top fitting protective housings on cars TILX 192186 and TILX 198203 did not adequately address the dynamics and related impact forces involved in a rollover derailment.
- The BOV skid protection on all 3 derailed tank cars functioned as designed.
- The BOV handles on tank cars TILX 192186 and PROX 76346 remained attached to the BOV throughout the derailment sequence and opened the respective valves. The BOV handle on TILX 192186 was deformed in such a way that it prevented subsequent closure of the valve. Both BOV handle designs met the current AAR standard.

Broken rail

Two 28-foot-long sections of rail, one from the north side of the curve and the other from the adjacent south side, and several small pieces of rail were examined. The following observations were made:

- Rail wear was within the allowable limits.
- The fractures on the south rail were the result of instantaneous overstress, with no indication of progressive cracking.
- There was no indication of previous rail defects.

Failed No. 1 wheel set

The failed R1 and mate L1 wheels were both manufactured by Griffin Wheel at its plant in Kansas City, Kansas, United States, in March 1998. The wheels were heat-treated, Class C, 36-inch, CH36 design (1-wear cast steel wheels). The wheels were originally mounted on the axle in April 1998 by CP. The locking plate markings (PRXL N 06 07) identified that Progress Rail Services Corporation in Louisville, Kentucky, United States, mounted new bearings in June 2007. The wheels were reprofiled prior to bearing installation.

The following observations were made:

- Both wheels were within the allowable wear limits.
 - The original rim thickness for this type of wheel was 27/16 inch. The measured rim thickness for both wheels was 20/16 inch, which is above the minimum allowable rim thickness of 7/8 inch for 36-inch diameter wheels.
 - The wheel set was mounted on a test stand and rotated to measure wheel run-out. Wheel run-out measurements showed a maximum deflection of 0.034 inch for the R1 wheel and 0.042 inch for the L1 wheel, which are below the maximum allowable wheel run-out of 0.070 inch.
- The R1 wheel showed no sign of overheating, while the L1 wheel tread exhibited heat checking around the entire wheel circumference.
- The R1 wheel met the AAR standards for wheel chemical composition and hardness.
- A qualitative assessment of residual compressive stress in the wheels was conducted using radial saw cuts. A compressive residual stress is created in Class C wheels during heat treating to enhance resistance to crack propagation in the wheel tread. The results of testing indicated that the wheels retained similar amounts of residual compressive stress in the wheel treads. Residual stress was not considered to be a contributing factor.
- There was a non-condemnable slid flat on the L1 wheel tread. The slid flat was directly in line with the fracture origin on the R1 wheel. As the wheels and the axle rotate as a unit, a slid flat on the L1 mate wheel means that there was likely a slid flat on the R1 wheel at the same relative location.
- A deep but non-condemnable shell was partially hidden beneath the tread surface of the slid flat area on the L1 mate wheel (Photo 12). The shell was further exposed as material came loose during cutting for metallographic sample preparation, which demonstrates

that subsurface shelling can occur, yet remain undetected, as it is covered by tread surface material.

Photo 12. Shell on L1 mate wheel tread contained within non-condemnable slid flat

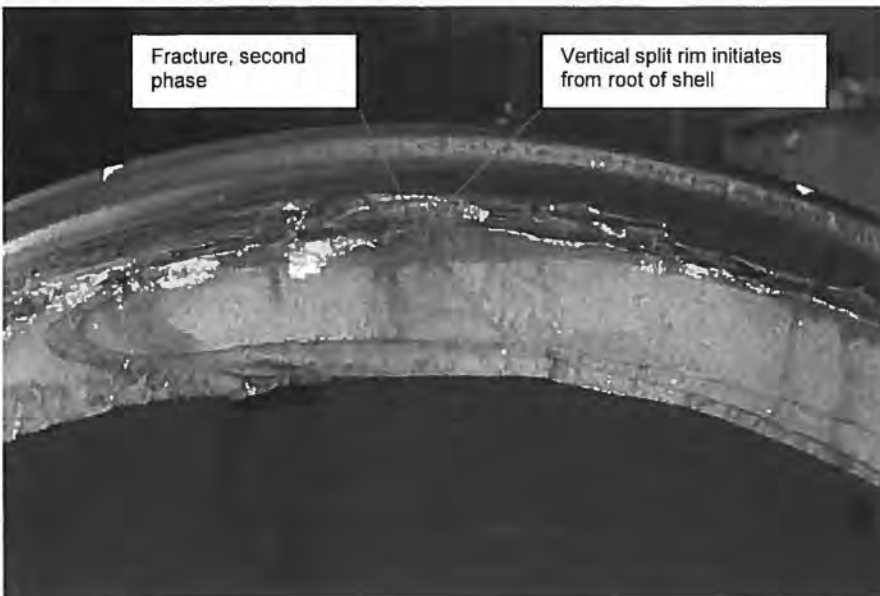


Detailed failed R1 wheel examination

The R1 wheel exhibited 3 phases of fracture:

1. During the first phase, a growth of shells occurred subsurface to the wheel tread. The shelling extended about 1/3 of the way around the circumference of the wheel, coincident with the larger separated portions of the wheel rim. Subsurface fatigue cracking was also present. Polishing in these zones indicated that the portions of the shelled tread surface were in situ for an extended period of time before fully separating.
2. The second phase of fracture was the initiation of the vertical split rim (VSR) at the root of a shell (i.e., origin), located about 1/2 inch below the running surface of the wheel tread (Photo 13). The darker surface colouration indicated that this phase of the fracture had been developing for some time, but for less time than the initial subsurface shelling (i.e., first phase).

Photo 13. Vertical split rim (VSR) fracture origin and second phase of failure



3. The third phase of fracture occurred in the form of a VSR, which progressed about $\frac{3}{4}$ of the way around the wheel circumference and resulted in the separation of approximately 80 inches of the outboard rim (Photo 14). The fracture topography indicated that the final VSR failure was rapid and had propagated circumferentially from the extremities of the second phase of the fracture.

Photo 14. Outboard view depicting the extent of wheel fracture

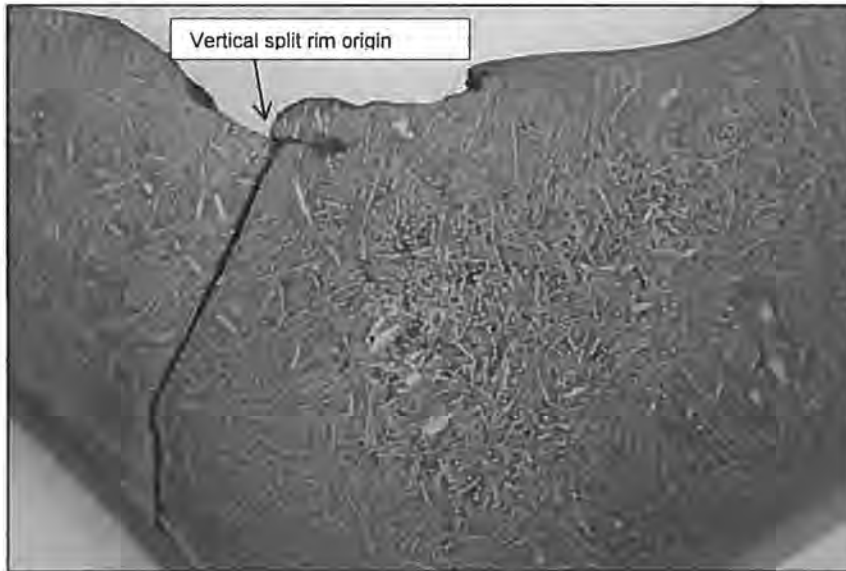


Macroscopic examination

Macroscopic examination of a radial cross-section taken from the R1 wheel adjacent to the origin area revealed the following:

- The macrostructure was composed of a mixture of dendrites. The areas near the tread surface and the outer surface of the wheel displayed smaller dendrites, which became progressively larger (i.e., coarser) toward the centre of the core material (Photo 15).

Photo 15. Cross-section of failed R1 wheel near vertical split rim origin



- This is considered to be normal structure in castings, since the material near the surface of the wheel cools quickly, creating smaller dendrites than in the central portions, where the material cools slower and the dendrites grow larger.
- The fracture origin was close to the coarser dendrite structure near the centre of the rim section. The orientation of the larger dendrites was roughly parallel to the fracture plane. Coarser dendrites facilitate more rapid crack propagation, as there is less resistance to cracking.

Metallographic examination of the R1 wheel determined the following:

- Near the fracture origin, there were secondary cracks extending from the free surface and initiating subsurface.
- There were no abnormal voids or inclusions observed in the wheel material adjacent to where the VSR originated.
- The R1 wheel exhibited a finely grained, pearlitic microstructure, which is normal for a Class C wheel.

Vertical split rim wheel failure

The VSR wheel failure phenomenon continues to be studied by researchers and is not yet fully understood. This type of wheel failure, which can be initiated by rolling contact fatigue or a spall, tends to originate at the bottom of a shell on the wheel tread.¹⁸ In a study conducted by the Transportation Technology Center, Inc. (TTCI),¹⁹ which examined 24 broken wheels, VSR was identified as the wheel failure mode 71% of the time. Furthermore, 12 of the broken wheels examined had historical WILD data available. Six of these 12 wheels had recorded impact loads that exceeded 90 kips prior to failure.

Previous derailments related to wheel impacts

Rail steel is known to have reduced fracture toughness and ductility at low temperatures, particularly if a rail defect, which can act as a stress raiser, is present. It is also recognized by the industry that wheels producing high impact loads may cause damage to equipment (such as wheels, axles, bearings, and journals) and to track infrastructure, often in the form of broken rails.

The TSB has investigated 6 accidents (including this occurrence) that were caused by either broken wheels or broken rails resulting from wheel impacts (Appendix A). In each of these accidents, company WILD records identified cars with recorded impacts that exceeded AAR WILD removal criteria (90 kips) but did not meet company WILD wheel set removal thresholds. In 4 of these accidents, the wheels subsequently failed as a result of a VSR. Because there are no regulations that require wheel removal for a recorded impact, the cars and wheel sets remained in service and subsequently caused a derailment.

Transportation Safety Board of Canada Lac-Mégantic investigation

On 05 July 2013, at about 2250 Eastern Daylight Time, Montreal, Maine & Atlantic Railway (MMA) freight train MMA-002, en route from Montréal, Quebec, to Saint John, New Brunswick, was stopped at Nantes, Quebec (Mile 7.40 of the Sherbrooke Subdivision), the designated MMA crew-change point. The train, consisting of 5 head-end locomotives, 1 VB car (i.e., special-purpose caboose), 1 box car, and 72 Class 111 tank cars carrying flammable liquids (petroleum crude oil, UN 1267, Class 3), was then secured on the main track and left unattended on a descending grade.

Shortly before 0100 on 06 July 2013, the unattended train started to move and gathered speed as it rolled uncontrolled down the descending grade toward the town of Lac-Mégantic, Quebec. Sixty-three Class 111 tank cars and the box car derailed near the centre of the town. Most of the derailed cars released their contents due to tank car damage. The released product ignited

¹⁸ A spall is a wheel tread defect resulting from a thermal event, such as wheel slide, whereby high temperatures occur followed by rapid cooling by the surrounding metal, resulting in a patch of hard brittle martensite.

¹⁹ Transportation Technology Center, Inc., Technology Digest TD-09-008, *Broken Wheel Inspections* (March 2009).

almost immediately, resulting in a large pool fire that burned for more than a day. The petroleum crude oil that did not burn permeated and contaminated the downtown soil, with some crude oil reaching the Chaudière River and Mégantic Lake. The 63 derailed tank cars were transporting 6.72 million litres of petroleum crude oil from the Bakken field in North Dakota. During the derailment, approximately 5.98 million litres (89%) of product was released. This derailment is among the largest on-land oil spills in North American history.

Forty-seven people were fatally injured. Many buildings, vehicles, and the railway tracks were destroyed. About 2000 people were initially evacuated from the surrounding area.²⁰

Association of American Railroads Circular OT-55-N and Transportation Safety Board of Canada Rail Safety Recommendation R14-02

In January 1990, based on recommendations of the Inter-Industry Task Force on the Safe Transportation of Hazardous Materials by Rail, the AAR issued Circular OT-55 (OT-55), entitled Recommended Railroad Operating Practices for Transportation of Hazardous Materials. OT-55 gave the rail industry routing guidance for selected dangerous goods, including poisonous-by-inhalation (PIH) or toxic-by-inhalation (TIH) products and radioactive materials. It defined a list of TIH products (over 200, including chlorine and anhydrous ammonia). Furthermore, it identified technical and handling requirements for “key trains” and “key routes.” Following the Lac-Mégantic accident, the definition of a “key train” was revised²¹ to include any train containing 1 or more cars of PIH or TIH material, such as anhydrous ammonia, ammonia solutions, spent nuclear fuel or high-level radioactive waste, or containing 20 car loads, or intermodal portable tank loads, of any combination of other hazardous materials (e.g., crude oil). Some of the other essential elements of OT-55-N are the following:

- Key routes must have wayside defective bearing sensors spaced not more than 40 miles apart.
- In the event that a hot box detector indicates an abnormal bearing in a key train, further speed restrictions and car handling requirements are imposed.

Although OT-55-N is not applicable in Canada, OT-55-N or similar operating restrictions are necessary to alleviate many of the shortcomings identified in the Lac-Mégantic investigation and other investigations involving the release of dangerous goods. In October 2013, CN extended these measures to its Canadian operations, and by late April 2014, CP had also fully implemented the requirements. The TSB indicated that an approach based on OT-55-N, strengthened with a requirement to conduct route planning and analysis, would be a positive step to improve the safety of transporting DGs by rail. Subsequently, on 23 January 2014, the Board recommended that

²⁰ TSB Rail Investigation Report R13D0054

²¹ Association of American Railroads (AAR), Circular No. OT-55-N (CPC-1258) (effective 05 August 2013).

The Department of Transport set stringent criteria for the operation of trains carrying dangerous goods, and require railway companies to conduct route planning and analysis as well as perform periodic risk assessments to ensure that risk control measures work.

TSB Recommendation R14-02

Response by Transport Canada to Transportation Safety Board of Canada Recommendation R14-02

On 23 April 2014, in response to TSB Recommendation R14-02, TC issued an emergency directive pursuant to section 33 of the *Railway Safety Act* entitled *Rail Transportation of Dangerous Goods*. It required railways carrying DGs to implement minimum operating practices for “key trains” to address the Board’s recommendation and manage the immediate safety issue, including speed restrictions for trains carrying DGs, expansion of inspection requirements on restricted rail routes, and the completion of risk assessments for rail transportation “key routes.”

The emergency directive defined a “key train” as an engine with cars

1. that includes one or more loaded tank cars of dangerous goods that are included in Class 2.3, Toxic Gases and of dangerous goods that are toxic by inhalation subject to Special Provision 23 of the *Transportation of Dangerous Goods Regulations*; or
2. that includes 20 or more loaded tank cars or loaded intermodal portable tanks containing dangerous goods, as defined in the *Transportation of Dangerous Goods Act, 1992* or any combination thereof that includes 20 or more loaded tank cars and loaded intermodal portable tanks.²²

The directive defined a “key route” as

any track on which, over a period of one year, is carried 10,000 or more loaded tank cars or loaded intermodal portable tanks containing dangerous goods, as defined in the *Transportation of Dangerous Goods Act, 1992* or any combination thereof that includes 10,000 or more loaded tank cars and loaded intermodal portable tanks.²³

Among other criteria, the directive also required that the railways

[...]

3. Not operate a Key Train with any cars not equipped with roller bearings.
4. Perform an inspection of any bearing on a Key Train reported defective by a Wayside Defective Bearing Detector. If any such inspection confirms that a bearing on a car of a Key Train is defective, companies are to set off that car from the Key Train or must only operate the Key Train at a safe speed not

²² Transport Canada (TC), Emergency Directive Pursuant to Section 33 of the *Railway Safety Act: Rail Transportation of Dangerous Goods* (23 April 2014).

²³ Ibid.

exceeding 15 MPH until the car with the defective bearing is set off. If the inspection performed on a bearing of a car of a Key Train reported by a Wayside Defective Bearing Detector fails to confirm a defect in a bearing, companies must not operate the Key train at a speed exceeding 30 MPH until the next Wayside Defective Bearing Detector. If a defect in a bearing of the same car of a Key Train is reported by two consecutive Wayside Defective Bearing Detectors, companies must set off that car from the Key Train or must only operate the Key Train at a safe speed not exceeding 15 MPH until the car with the defective bearing is set off.²⁴

The directive contains no other criteria to limit “key train” operations in the event that another type of wayside device, such as a WILD, detects an abnormal condition.

The emergency directive was put in place for 6 months, and was renewed for another 6 months pending further consultation with stakeholders, including the Federation of Canadian Municipalities, unions, and to reflect consideration of any additional United States requirements that may be established.

In April 2014, TC also issued Protective Direction 33. Under the direction, an emergency response assistance plan (ERAP) is now required for UN 1267 (crude oil) carried in tank cars. Going forward, an approved ERAP will ensure that responders demonstrate knowledge of an incident command system and that they provide evidence of being able to work within such a system through a combination of training and experience.

In addition, TC issued a ministerial order under section 19 of the *Railway Safety Act*, requiring railways carrying DGs to formulate and submit for approval within 180 days new rules based on these operating practices to further improve the safe transportation of DGs by rail in the long term.

Board assessment of Transport Canada response to Transportation Safety Board of Canada Recommendation R14-02 (June 2014)

In the Board’s assessment of TC’s response to R14-02, it was highlighted that

TC has accepted the recommendation and has issued an Emergency Directive that requires railways to set improved criteria for the operation of trains carrying dangerous goods, to conduct route planning and analysis, and to perform initial and periodic risk assessments. Further consultations with stakeholders will be conducted and the Emergency Directive may be renewed and modified based on any new information. The Emergency Directive will require risk assessments to be conducted on key routes over which key trains operate. It will require that such routes meet enhanced inspection and maintenance requirements. However, key routes are defined as a route over which 10 000 car loads of dangerous goods are transported annually. This threshold may limit the number of routes subject to these safety measures. A rigorous analysis should be conducted of the 10 000-car threshold to determine which routes with trains carrying

²⁴ Ibid.

dangerous goods will be excluded and whether the safety deficiency identified in R14-02 will be addressed.

TC also issued a Ministerial Order requiring railways carrying dangerous goods to formulate and submit for approval new rules to improve their operating practices for the safe and secure transportation of dangerous goods. If the new rules contain the same scope of activities or more, but are strengthened to include more railway routes, the risk posed by movements of dangerous goods could be significantly reduced. However, the proposed rules have not yet been developed and the outcome cannot be known until the process is finalized. Therefore, the Board assesses the response to Recommendation R14-02 as having **Satisfactory Intent**.²⁵

TSB Laboratory reports

The following TSB Laboratory reports were completed and are available from the TSB upon request:

- LP 072/2013 – Examination of Wheel Set and Rail
- LP 073/2013 – Field Examination of Tank Cars

²⁵ TSB, Assessment of the Response to Rail Safety Recommendation R14-02 – R13D0054: Route planning and analysis for trains transporting dangerous goods (issued 23 January 2014), Board Assessment of Response to R14-02 (June 2014), available at <http://www.bst-tsb.gc.ca/eng/recommendations-recommendations/rail/2014/rec-r1402.asp> (last accessed on 24 November 2014).

Analysis

The train was handled in accordance with regulations and company instructions. Track records and inspections did not reveal any track defects in the area of the derailment. The analysis will focus on the R1 broken wheel on tank car DBUX 302383, the detection of potential vertical split rim (VSR) wheel failures, company and regulatory overview of wheel impact load detector (WILD) thresholds, tank car top fitting protective housings and bottom outlet valves (BOV), and company emergency response.

The accident

The marks observed on the head of the south rail extending eastward from Mile 12.4 identified that the initial point of derailment (POD) coincided with the broken low (south) rail of the curve at Mile 9.41. The marks were consistent with damage caused by a broken wheel that was striking the head of the south rail. The 34th car from the head end (dangerous good [DG] tank car DBUX 302383) had sustained a broken R1 wheel (south side) in the trailing truck. All rail fractures recovered from the POD were determined to be the result of instantaneous overstress failure. Therefore, it is likely that the derailment occurred when an impact from the broken R1 wheel of the 34th car (DBUX 302383) fractured the south rail (low rail) in the curve at Mile 9.41 of the Heron Bay Subdivision, which subsequently resulted in the 36th to 57th trailing cars derailling.

Tank car DBUX 302383 R1 broken wheel

The R1 wheel fractured due to a VSR, resulting in the separation of about 80 inches of the outboard wheel rim. The VSR originated about ½ inch below the surface of the wheel tread at the root of a shell.

The failed R1 wheel was manufactured with a rim thickness of 27/16 inch. Service wear and re-profiling had reduced the rim thickness to 20/16 inch, which was well above the Association of American Railroads (AAR) minimum of 14/16 inch. However, separation of the tread surface due to subsurface cracking and shelling further reduced the effective rim thickness by another 8/16 inch to 12/16 inch. With less than half of the original rim thickness remaining, the stress on the rim material was increased and was applied at a point deeper in the wheel core material.

Toward the centre of the wheel core material, the macrostructure consisted of coarser, larger dendrites. The fracture origin was closer to the coarser dendrite structure near the centre of the rim section, and the orientation of the larger dendrites was roughly parallel to the fracture plane. Once the crack progressed deeper into the rim material, the larger size and orientation of the dendrite structure near the centre of the wheel rim facilitated a more rapid VSR crack development. Wheel wear and tread surface deterioration due to shelling combined to create a stress environment in the rim that the material could no longer resist. The R1 wheel failure occurred when the VSR crack reached a critical size and the rim could no longer support normal service loads.

The material properties and wear for both wheels were within allowable limits, and no abnormal voids or inclusions were observed in the wheel material adjacent to the VSR fracture origin. A non-condemnable slid flat and shell were present on the L1 wheel tread, directly opposite the fracture origin of the failed R1 wheel. Since the wheels and the axle rotate as a unit, the presence of a slid flat on the L1 wheel tread indicates that a slid flat was likely present on the failed R1 wheel tread at the same relative location. Therefore, it is considered likely that shelling of the R1 wheel tread began as a result of a non-condemnable slid flat.

Generally, slid flats may be caused by braking system problems or a hand brake that is not fully released. However, subsequent brake shoe force testing on tank car DBUX 302383 determined that the braking system functioned as designed.

Wheel impact load detector history of tank car DBUX 302383 R1 wheel

Based on the WILD data recorded between December 2012 and the date of the accident for the R1 wheel of tank car DBUX 302383, the following was determined:

- In total, 6 of the 9 impacts met AAR Rule 41 removal criteria.
- One of the 9 impacts met AAR Rule 41 A.1.r (i.e., condemnable at any time; remove for a measured impact in excess of 90 kips). On 30 March 2013, the R1 wheel recorded a measured impact of 103.9 kips at Mortlach, Saskatchewan.
- Five of the 9 impacts met the AAR Rule 41 A.2.f (i.e., condemnable when the car is on a repair track; remove for a measured impact of between 80 and 90 kips). The same 5 of 9 impacts that were recorded correspond to calculated impacts of between 90 and 110 kips. While this would appear to meet Canadian Pacific Railway (CP) WILD guidelines for opportunistic repair (i.e., calculated impacts of between 90 and 110 kips), the CP WILD guidelines also indicate that the opportunistic repairs are to be considered when the measured impact values are greater than or equal to 90 kips. Therefore, when using the CP WILD guidelines, AAR Rule 41 A.2.f will never apply.

Following the impact of 103.9 kips, CP could have set the car out immediately, replaced the No. 1 wheel set and charged the car owner for the work in accordance with AAR rules. However, the impact did not meet the CP WILD threshold of ≥ 140 kips and, in the absence of any regulatory requirement for WILD thresholds, the car was subsequently allowed to proceed to destination because it was loaded. Despite recording a wheel impact that was condemnable under AAR Rule 41, CP WILD guidelines permitted the R1 wheel on tank car DBUX 302383 to remain in service until it failed 4 days later.

Association of American Railroads and Canadian Pacific Railway wheel impact load detector thresholds

WILD systems were developed and installed primarily as an industry initiative. They provide an additional level of safety and complement the visual inspection of trains performed by railway personnel. They are used as a preventive tool to identify high-impact wheels so that such wheels can be removed before they cause damage to track infrastructure or to rolling stock.

AAR Rule 41 states that a wheel that records a measured (actual) WILD impact of 90 kips (or greater) is condemnable at any time. This means that the railway can stop the train, set out the car, remove the wheel, and recover wheel change-out costs from the car owner. Similarly, any wheel with a measured WILD impact from 80 kips to less than 90 kips is condemnable when the car is on a shop or repair track for any reason. In these cases, railways can also recover wheel change-out costs from the car owner.

In comparison, CP immediately bad-orders a car, and requires that train speed be reduced and that the car be set off at the next accessible location for repair, if a car records

- a measured wheel impact of ≥ 130 kips or a calculated wheel impact of ≥ 150 kips in northern Ontario
- a measured wheel impact of ≥ 140 kips or a calculated wheel impact of ≥ 170 kips anywhere else on the CP system.

For measured impacts of ≥ 90 kips, CP requires the car to be bad-ordered when empty, in which case the car can proceed to destination with no restrictions. For calculated impacts of between 90 kips and 110 kips, CP flags the car in its car information management system, but does not bad-order the car. The car can proceed to destination without restrictions and may be repaired when operationally convenient but can also return to service without repair.

Transport Canada Emergency Directive and Association of American Railroads Circular OT-55-N

A primary safety concern related to the transportation of DGs by rail is prevention of a catastrophic release in a densely populated or environmentally sensitive area. Route planning for the transportation of DGs identifies the route with the lowest overall risk to the public. Route planning must cover the entire route, and each route needs to be evaluated to ensure that the safest route is chosen. Once the safest route is selected, the risk posed by carrying dangerous commodities can be reduced by proactively examining all aspects of operations over the entire route to ensure that the identified risks are adequately mitigated. Such an assessment should include the use of all available wayside detection systems.

The occurrence train would now be considered a “key train” under both the Emergency Directive and OT-55-N definitions. The train would now be subject to other operating restrictions, such as route planning, restriction of maximum speed to 50 mph, requirement for additional inspections on “key routes,” and monitoring of roller bearings using wayside hot bearing detectors (HBDs). While the importance of monitoring roller bearings to protect against catastrophic bearing failure is well understood, it is also important to protect against high wheel impact loads, which can result in a wheel failure and/or broken rail that can cause a derailment. To protect against high wheel impact load damage, Canadian Class I railways have implemented WILD technology throughout their networks over the past 20 years. This technology has enhanced rail safety by proactively identifying wheels with tread defects that can generate high impact loads, so that the wheels can be removed before they cause damage to track infrastructure or rolling stock components. While both Transport Canada’s (TC) Emergency Directive pursuant to section 33 of the *Railway Safety Act* and AAR Circular OT-55-N require roller bearings to be monitored by wayside HBDs, neither require rolling stock to be monitored using WILD technology, which could further mitigate the risk posed by transporting DGs.

Wheel impact load detector recorded impacts and subsequent wheel vertical split rim failure

The Transportation Safety Board of Canada (TSB) has investigated 6 accidents (including this occurrence) that were caused by either broken wheels or broken rails resulting from wheel impacts above 90 kips. In each of these occurrences, company WILD records identified cars with recorded impacts that exceeded the current AAR WILD criteria for wheel removal. However, the recorded impacts did not exceed the company WILD removal thresholds. In 3 of these accidents, the wheels subsequently failed as a result of a VSR.

A study conducted by the Transportation Technology Center, Inc. (TTCI) examined 24 broken wheels and determined that VSR was the wheel failure mode 71% of the time. Available WILD data, which were reviewed for 12 of the broken wheels, revealed that, similarly to this accident, 50% (6 of 12) of these wheels recorded impact loads that exceeded 90 kips prior to wheel failure.

The TSB investigations and the TTCI study demonstrated that 9 of 15 cases (60%) recorded a wheel impact that was condemnable under AAR Rule 41. However, the railway's WILD guidelines permitted the wheel to remain in service. In each of the 9 cases, the wheel sustained a VSR failure a short time later. While the VSR wheel failure phenomenon continues to be studied and is not yet fully understood, there may be a correlation between elevated measured WILD impacts and the subsequent VSR failure of the wheel.

Although CP requires a car to be bad-ordered when empty for measured impacts of ≥ 90 kips, it does not take immediate action in such circumstances. Consequently, as demonstrated in this accident, a loaded car can remain in service and travel a great distance to destination with no restrictions. Under such conditions, if railway WILD guidelines do not provide adequate guidance for dealing with wheel impacts that are condemnable under AAR Rule 41, there is an increased risk that wheels with emerging defects, such as a VSR, will not be identified and removed from service before progressing to failure.

Train speed through wheel impact load detector sites

CP and Canadian National Railway (CN) use WILD results that are normalized for a speed of 50 mph. Because the measured wheel impact force is directly related to speed, any reduction of train speed at the WILD site will reduce the measured wheel impacts.

A review of WILD data for the DBUX 302383 R1 wheel revealed that 7 of the 9 impacts were measured at speeds between 30 and 42 mph, which are well below the train speed of 50 mph for measured wheel impacts. If train speed through a WILD site is less than 50 mph, greater variability occurs when wheel impacts are assessed, which increases the risk that defective wheels will not be immediately identified and will remain in service.

Regulatory oversight of wheel impact load detector technology

The TC-approved *Railway Freight Car Inspection and Safety Rules* have no provisions for condemning wheels due to recorded high impacts. Furthermore, there are currently no regulatory requirements or guidelines in Canada or the United States governing the use of wayside inspection systems (WIS), including WILDs. Consequently, the location of WILD sites,

the distance between them, and the intervention thresholds differ for each railway. Railways can also alter WILD thresholds at any time to satisfy operational needs. While TC had indicated that it would create a joint forum to conduct a comprehensive review of WIS and WILD criteria in 2011, to date there have been no developments.

Although causal links have long been established between high wheel impact loads and rail failures, the discussion surrounding WILD thresholds has always centred on what the removal threshold should be. AAR Rule 41 identifies that a wheel that records a measured (actual) WILD impact of 90 kips (or greater) is condemnable at any time, while a wheel with a measured WILD impact from 80 kips to less than 90 kips is condemnable when the car is on a shop or repair track for any reason. The AAR thresholds are based on engineering analysis that supports them as reasonable wheel-removal thresholds for limiting the damage to equipment and track infrastructure.

In contrast, industry WILD thresholds vary between companies. The industry removal threshold for a measured impact typically ranges from 130 to 140 kips, which is approximately 50% greater than the AAR Rule 41 condemning limit of 90 kips. These WILD thresholds were established primarily by industry practice that was based on operational needs and set at a magnitude that makes it easier to manage the volume of wheels removed for WILD impacts. There is no engineering analysis of WILD data to support the industry WILD removal thresholds.

Railways operating on their own lines in Canada are governed by the TC-approved *Railway Freight Car Inspection and Safety Rules* and, consequently, are not bound by the AAR Rule 41 condemning criteria for wheel impacts. Since the rules have no provisions for condemning wheels due to recorded high impacts, railways are permitted to establish their own thresholds and can alter the thresholds at any time. The increasing use of WILD technology has been a positive development in improving railway safety. However, in the absence of regulatory oversight for WILD technology, company guidelines for WILD thresholds may not be sufficiently robust, which increases the risk that wheels with elevated impact readings may not always be removed from service in a timely manner.

Tank car top fitting and bottom outlet valve protection

If a loaded tank car comes to rest in an inverted position after the top fittings have been compromised during a derailment, product leakage can occur from the top fittings. Similarly, if it comes to rest in an upright position and the BOV has been compromised, product can be released from the BOV. Also, if the top fittings and the BOV are compromised, the fitting that comes to rest in the highest position can act as a vent, which greatly increases the rate of flow from the other compromised appurtenance. Therefore, in order to minimize and mitigate product release during a derailment, protection of both the top fittings and the BOV is necessary.

In this accident, the top fitting protective housings on both tank cars transporting crude oil (TILX 192186 and TILX 198203) had failed. During the derailment, the longitudinal movement of the inverted tank cars sheared off the blunt, upright top fitting protection and the top fittings themselves. The light steel construction and blunt profile of the top fitting protective housings on TILX 192186 and TILX 198203 did not adequately protect against the dynamics involved in a rollover derailment.

Approximately 3200 litres of crude oil leaked from the 1-inch air/vapour valve fitting that had sheared off from car TILX 198203. The leak was subsequently plugged with a wooden dowel by responders. There were no other leaks or damage to the top fittings or BOV.

TILX 192186 had both its 2-inch-diameter liquid valve fitting and 1-inch-diameter air/vapour valve fitting sheared off, which resulted in the release of crude oil. As the car rolled down the embankment, the BOV handle was torn from its retainer, moved to the open position, and bent up against the tank car such that it could not be closed by emergency responders. Crude oil was released from the open BOV until the car came to rest with the BOV in an upright position. With TILX 192186 overturned, the BOV that was stuck in the open position acted as a vent and facilitated a more rapid release of about 98 500 litres of crude oil from the damaged top fittings.

PROX 76346 had one of its manway eyebolts torn off, which created an air leak. During the derailment, the BOV handle was torn from its retainer, but did not break away as designed. It remained attached to the BOV and partially opened the valve. Although the PROX 76346 BOV handle was deformed and responders were still able to close the valve, the open BOV, combined with the air leak at the manway, facilitated the release of about 18 000 litres of canola oil.

The BOV handles on tank cars TILX 192186 and PROX 76346 remained attached to the BOV throughout the derailment, and subsequently opened and facilitated product release, despite meeting the AAR standards. This problem with BOV handles had been identified in other accident investigation reports, and in 2012, prompted the United States National Transportation Safety Board (NTSB) to recommend design changes to ensure that BOVs remain closed during derailments. However, at the time that this accident occurred, the recommended changes had not been made, and consequently, these types of releases continue to occur during derailments. Although the BOV handle designs met the AAR standards, the handles were still able to be moved to the open position during the accident. If BOV handles continue to be exposed without adequate protection, there is an increased risk of product release during derailments.

The shells of tank cars TILX 192186, TILX 198203 and PROX 76346 maintained their integrity, yet product was still released as a result of damage sustained by the tank car appurtenances. Although the top and bottom fitting arrangements met design criteria, the fittings were not adequately protected and were either sheared off or forced open during the derailment. In this occurrence, the tank car top and bottom fitting arrangements were inadequate to protect against product release during the derailment and contributed to the severity of the release.

Initial emergency response and site control

Due to the relatively remote location of the derailment, TSB investigators did not arrive at the site until late evening. Prior to TSB's arrival, CP emergency responders arrived on site and commenced site mitigation activities. While efforts were made to coordinate site activities with the TSB investigators (while en route), communications were sometimes limited, CP company officers were not always available, and updates with regard to the release of crude oil were not forthcoming. In this case, there were significant gaps in the CP response to the release of highly volatile crude oil. Specifically,

- there was no formal CP incident command structure (ICS) or command post in place;
- access to the site was virtually unrestricted, with no safety perimeter;

- there was no method for keeping track of who was accessing the site and how many people were on site;
- no site safety briefings were conducted to review any potential dangers of released product and to review coordination of activities;
- there was no mention of the fire that had ignited earlier that evening;
- important product and release information was not readily available for responders. At about 2330 on 03 April 2013, CP initially informed the TSB that about 5 barrels (900 litres) of crude oil had leaked from the 2 tank cars. The TSB later learned that, earlier in the day, environmental and CP company officials were already aware that at least 1 of the tank cars (TILX 192186) containing crude oil had lost most of its load (98 500 litres); and
- insufficient overview of site mitigation activities may have placed responding personnel at risk. During site remediation, a CP subcontractor operating a bulldozer equipped with a sideboom tipped over and fell partway down the embankment while trying to move a car.

When an accident occurs, it is important that as much accurate information as possible is relayed to appropriate agencies as quickly as possible. It is equally important that updates to the initial report be provided as soon as additional information becomes available. When DGs are involved, industry and emergency response best practice requires that a formalized ICS and protocols be implemented to coordinate all site activities and ensure the safety of all responding agencies and personnel. If information outlining the amount and type of DG product released is not communicated to emergency responders, and site control measures are not implemented to minimize exposure and hazards, there is an increased risk that personnel on site will be subjected to circumstances that can lead to injury.

Findings

Findings as to causes and contributing factors

1. The derailment occurred when an impact from the broken R1 wheel of the 34th car (DBUX 302383) fractured the south rail (low rail) in the curve at Mile 9.41 of the Heron Bay Subdivision, which subsequently resulted in the 36th to 57th trailing cars derailing.
2. The R1 wheel fractured due to a vertical split rim, resulting in the separation of about 80 inches of the outboard wheel rim.
3. The vertical split rim originated about ½ inch below the surface of the wheel tread at the root of a shell.
4. Once the crack progressed deeper into the rim material, the larger size and orientation of the dendrite structure near the centre of the wheel rim facilitated a more rapid vertical split rim crack development.
5. Wheel wear and tread surface deterioration due to shelling combined to create a stress environment in the rim that the material could no longer resist.
6. The R1 wheel failure occurred when the vertical split rim crack reached a critical size and the rim could no longer support normal service loads.
7. Shelling of the R1 wheel tread likely began as a result of a non-condemnable slid flat.
8. Despite recording a wheel impact that was condemnable under Association of American Railroads Rule 41, the wheel impact load detector guidelines of Canadian Pacific Railway permitted the R1 wheel on tank car DBUX 302383 to remain in service until it failed 4 days later.
9. The tank car top and bottom fitting arrangements were inadequate to protect against product release during the derailment and contributed to the severity of the release.

Findings as to risk

1. If railway wheel impact load detector guidelines do not provide adequate guidance for dealing with wheel impacts that are condemnable under Association of American Railroads Rule 41, there is an increased risk that wheels with emerging defects, such as a vertical split rim, will not be identified and removed from service before progressing to failure.
2. In the absence of regulatory oversight for wheel impact load detector technology, company guidelines for wheel impact load detector thresholds may not be sufficiently robust, which increases the risk that wheels with elevated impact readings may not always be removed from service in a timely manner.

3. If train speed through a wheel impact load detector site is less than 50 miles per hour, greater variability occurs when wheel impacts are assessed, which increases the risk that defective wheels will not be immediately identified and will remain in service.
4. If bottom outlet valve handles continue to be exposed without adequate protection, there is an increased risk of product release during derailments.
5. If information outlining the amount and type of dangerous goods product released is not communicated to emergency responders, and site control measures are not implemented to minimize exposure and hazards, there is an increased risk that personnel on site will be subjected to circumstances that can lead to injury.

Other findings

1. There may be a correlation between elevated measured wheel impact load detector impacts and the subsequent vertical split rim failure of the wheel.
2. While both Transport Canada's Emergency Directive pursuant to section 33 of the *Railway Safety Act* and Association of American Railroads Circular OT-55-N require roller bearings to be monitored by wayside hot bearing detectors, neither require rolling stock to be monitored using wheel impact load detector technology, which could further mitigate the risk posed by transporting dangerous goods.

Safety action

Safety action taken

Transportation Safety Board of Canada

Rail Safety Advisory Letter 15/13

On 26 November 2013, the Transportation Safety Board of Canada (TSB) issued Rail Safety Advisory Letter 15/13, entitled Operating Lever Design for Tank Car Bottom Outlet Valve. The letter outlined that the bottom outlet valve (BOV) operating levers of tank cars TILX 192186 and PROX 76346 met Association of American Railroads (AAR) design requirements yet failed to prevent product loss, as both levers were bent and both BOVs opened and facilitated the release of substantial amounts of product. The letter indicated that, with over 228 000 Class 111 tank cars currently in service in North America and their propensity for BOV operating lever failure resulting in product loss during accidents, Transport Canada (TC) may wish to review the BOV operating lever design requirements for Class 111 tank cars.

Transport Canada

In response to Rail Safety Advisory Letter 15/13, TC indicated the following:

- TC's Transportation of Dangerous Goods (TDG) Directorate will continue to communicate with the AAR regarding this problem with BOVs, which appears to be limited to the quarter-turn, straight-through ball valve. Unfortunately, most cars in crude oil service are equipped with the quarter-turn ball valve.
- Many of the detailed requirements applicable to service equipment are found in the AAR Specification for Tank Cars, Specification M-1002. Appendix E of Specification M-1002 contains requirements for the protection of BOVs in section 10.1. These requirements are cited in the current Canadian tank car standard, CAN/CGSB-43.147-2005, and in the proposed TC tank car standard, TP 14877.
- Docket T10.7.5 was formed by the AAR Tank Car Committee to investigate the behaviour of BOVs in derailments and propose possible solutions. The TDG Directorate participates on the T10.7.5 Task Force, which is now close to providing new regulatory text for adoption in Specification M-1002.

The latest revised draft proposed at the January 2014 AAR Tank Car Committee states the following:

10.1.2.8 Bottom Outlet Actuation

10.1.2.8.1 For cars ordered built new before ****, bottom outlet valve handles, unless stowed separately, must be designed to either bend or break free on impact, or the handle in the closed position must be located above the bottom surface of the skid.

10.1.2.8.2 Cars ordered built new on or after **** equipped with bottom outlet valves must have handles in a configuration specified below:

Handle that is stowed separately:

- Handles that are stowed separately must be equipped with a coupling as shown in Fig. *** and valves must be equipped with a coupling as shown in Fig. ***, Figure for illustration purposes only.
- Provision must be made for handle stowage to prevent loss of handle due to stresses or shocks incident to transportation.

Handle that is located completely within the skid:

- Handles can remain coupled to the valve provided they remain completely within the skid when in the closed position, and be equipped with a closed-position locking mechanism that requires a shear force in excess of TBD (e.g., 1/2 " diam) pounds at the locking mechanism to operate the valve when locked.

Handle that is disengaged from the valve when in the closed position:

- Handles that are not stowed separately and located outside of the skid:
 - When in the closed position must be located above the bottom surface of the skid, and be disengaged from the valve.
 - When in the closed position must be equipped with a means to prevent unintended engagement with the valve.
 - When in the open position must remain engaged (coupled) with the valve.

Alternate means of actuation are permitted, if approved by the AAR Tank Car Committee meeting the intent of these rules.

10.1.2.8.3 Fully open valve position must be clearly discernible from the side of the car when viewed at the bottom skid level.

10.1.2.8.4 The valve operating mechanism must ensure against the operation of the valve due to stresses or shocks incident to transportation.

As part of the North American push to increase the safety of Class 111 tank cars, a study of BOV general performance in transport and possible retrofit of existing BOV actuating devices built to the old standard will be undertaken by the AAR Tank Car Committee and the DOT 111 Task Force of this Committee.

The TDG Directorate will continue to participate in these discussions at the AAR Tank Car Committee to ensure that these proposed requirements provide an increased level of safety for BOVs.

Association of American Railroads

Tank car bottom outlet valve operating handle design

In November 2013, in its response to a United States Pipeline and Hazardous Materials Safety Administration (PHMSA) Advanced Notice of Proposed Rulemaking (ANPRM), the AAR recommended that additional safety upgrades be required to those tank cars built since 2011, including design modifications relating to bottom outlets. Specifically, the AAR Tank Car Committee is proposing that upgrades be required to protect BOVs and valve handles to reduce the likelihood of the valve being damaged or actuating during a derailment. The AAR supports

a requirement for this improvement on any car, new or currently in service, that is operating in flammable liquid service.

This report concludes the Transportation Safety Board's investigation into this occurrence. The Board authorized the release of this report on 05 November 2014. It was first released on 11 December 2014.

Correction

Canadian National provided updated information on its wheel impact load detector thresholds after this report was released. The section entitled "Canadian National Railway thresholds" now contains the updated information.

This correction was approved by the Board on 28 January 2015 and the corrected version of the report was released on 30 January 2015.

Visit the Transportation Safety Board's website (www.bst-tsb.gc.ca) for information about the Transportation Safety Board and its products and services. You will also find the Watchlist, which identifies the transportation safety issues that pose the greatest risk to Canadians. In each case, the TSB has found that actions taken to date are inadequate, and that industry and regulators need to take additional concrete measures to eliminate the risks.

Appendix A – Previous derailments related to wheel impacts

- **R99H0010** – On 30 December 1999, Canadian National Railway (CN) freight train U-783-21-30 was travelling westward on the north track of the Saint-Hyacinthe Subdivision. At Mile 50.84, near Mont-Saint-Hilaire, Quebec, the train derailed, and cars fouled the adjacent south main track. At about the same time, CN freight train M-306-31-30 was travelling eastward on the south track and collided with the cars of train U-783-21-30, which had just derailed. Two crew members on train M-306-31-30 were fatally injured in the accident.

The report identified that an existing pre-crack was sufficient to initiate rail failure under the effect of stresses induced on the rail by the combination of low ambient temperatures and wheel impact loads of 103 to 112 kips, which were above Association of American Railroads (AAR) condemning criteria, but below CN company wheel impact load detector (WILD) threshold limits.

- **R03T0030** – On 23 January 2003, while travelling at 34 mph, Canadian Pacific Railway (CP) freight train 213-22 was handling 92 cars (23 loads, 69 empties) when it derailed 29 cars at Mile 78.2 of the White River Subdivision. The temperature at the time was -20°C.

The derailment occurred when the R2 wheel on the 10th car from the head end experienced a vertical split rim (VSR) failure. Impacts from the broken wheel caused the south rail to fail, resulting in the derailment. Two days previously, the same wheel had recorded a measured impact of 99 kips while travelling at a speed of 30 mph, which equates to a calculated impact of 136.5 kips. While the measured impact force was above the AAR's condemning limit of 90 kips, both the measured and calculated impacts were below CP's WILD removal thresholds. Consequently, no maintenance action was initiated for the wheel set after the impact measurement.

- **R03T0064** – On 02 February 2003, while travelling at 37.5 mph, CP freight train 938-12 was inspected at a WILD site near Raith, Ontario, about 59 miles (95 km) west of Thunder Bay, Ontario. Although there were no wheel impacts greater than 140 kips, 4 of the recorded impacts were between 90 kips and 116 kips, which correlated to calculated impacts of between 109 kips and 144 kips. No maintenance action was taken or required. On 13 February 2003, CP freight train 938-12 was proceeding southward at 42.5 mph when it derailed 21 cars at Mile 39.5 of the Parry Sound Subdivision near Nobel, Ontario. The investigation determined that wheel impacts from the head-end portion of the train that were greater than the AAR Rule 41 condemning limit of 90 kips, but below CP's threshold of 140 kips, likely initiated a brittle fracture from the root of the pre-crack through the base of the rail, facilitating a final catastrophic rail failure.
- **R11V0039** – On 12 February 2011, CN coal train C-751-51-11 was travelling westward on the Nechako Subdivision at about 45 mph when it experienced a train-initiated emergency brake application at Mile 93.45, near Fort Fraser, British Columbia. Upon examination, it was determined that a total of 36 cars had derailed.

The derailment occurred as the L2 wheel on car BCNE 900534 failed catastrophically when the wheel experienced a VSR failure. The fracture originated at the base of a shell that had developed as a result of rolling contact fatigue and extended through the unsupported portion of the wheel tread throughout $\frac{1}{4}$ of the wheel circumference.

Less than 3 hours before the derailment, the wheel recorded a WILD reading of 94.4 kips at a WILD site located about 78 miles in advance of the derailment site. On 3 other occasions in the previous 1 $\frac{1}{2}$ months, the same wheel recorded impacts of over 80 kips. The investigation also determined that company WILD policies may not provide adequate guidance to identify emerging wheel defects when wheel impacts are above the AAR Rule 41 condemning limits but below company thresholds.

- **R11T0072** – On 27 March 2011, CN freight train M30511-26, transporting 97 loaded and 19 empty cars, was proceeding westward at about 50 mph on the Kingston Subdivision when a train-initiated emergency brake application occurred, and 25 cars derailed near Port Hope, Ontario (Mile 268.50). The derailment occurred as the R4 wheel on tank car PROX 43452 failed catastrophically when the wheel experienced a VSR failure. The fracture originated at the base of a shell, about $\frac{1}{4}$ inch below the tread surface. The fracture origin developed as a result of rolling contact fatigue and extended through the unsupported portion of the wheel tread throughout $\frac{1}{4}$ of the wheel circumference.

Between 29 December 2010 and 27 March 2011, the PROX 43452 R4 wheel recorded 5 WILD impacts that exceeded the AAR Rule 41 condemnable limit of 90 kips. These included a reading of 94.2 kips on the day of the derailment. Despite multiple WILD readings that exceeded AAR WILD thresholds, and numerous opportunities for a targeted inspection and/or removal of the wheel in the 3 months prior to the accident, the wheel remained in service until it failed.

From: Nancy Grant
Sent: June-07-16 7:56 AM
To: Mary Jane Banks
Subject: Fwd: Community Garden

Hi MJ,

Could you please put this request on the agenda for June 13 Council?

Thanks, Nancy

Dr. Nancy Grant
Mayor

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

----- Forwarded message -----

From: [REDACTED]
Date: Mon, Jun 6, 2016 at 8:22 PM -0300
Subject: Community Garden
To: "Nancy Grant" <NancyGrant@rothesay.ca>
Cc: [REDACTED]

Good evening Nancy

Further to our conversation this morning I wish to confirm that the Vestry of St Paul's Anglican Church would like the Town of Rothesay to consider using church property for a community garden.

The property is behind the post office and would be accessed from Hampton Road.

Cheers

[REDACTED]
[REDACTED] Gondola Point Road
Rothesay, New Brunswick
[REDACTED]
[REDACTED]
[REDACTED]

June 7, 2016

Dr. Ludmila Knezkova-Hussey

[REDACTED]

Rothsay, N.B.

[REDACTED]

Website: www.ludmilaknezkovahussey.ca

Subject: Global historic event – *CANADA 150 International Women's Orchestra*
Request for letter of support

Dear Mayor and Council,

Firstly, I would like to introduce myself.

I am an internationally renowned concert pianist and composer who founded the Ludmila Knezkova-Hussey International Piano Competition in New Brunswick. 85 different countries have participated in the Ludmila Knezkova-Hussey International Piano Competitions in the last 23 years. My international studies have exposed me to so many musicians and composers from different countries, cultures, and to different periods of music throughout history that I feel compelled to share these experiences with my audience through creating historical events in the classical music world. Among these events is my 2004 Grand **Opera-Ballet "Traversées"**. It premiered as the first opera documenting Acadian History in the New World, with music composed and scored by myself and a Libretto written by Acadian writer/dramatist, former New Brunswick's Lieutenant Governor Herménégilde Chiasson. It featured **"L'Orchestre de la Garde Républicaine"**, from Paris, France. It was held in New Brunswick. The event was sold out, over 3000 tickets.

Reaching coast-to-coast television audiences, the 90-minute Dreamsmith Entertainment **documentary "Flying on the Moon – The Ludmila Story"** was a state-of-the-art presentation initially filmed and aired nationwide on the Canadian Broadcasting Corporation's "Opening Night" series on January 16, 2003. It was produced in collaboration and distribution with the CBC then its acclaimed reception warranted numerous rebroadcasts on Bravo, ARTV, Radio Canada and the CBC networks. It offered a sensitive portrait of the artistic life of Ludmila Knezkova-Hussey in her wide-ranged capacities as composer, concert-pianist, teacher and impresario. This film won the top award, the prestigious 'Chris Award', at the 52nd Columbus International Film and Video Festival, September 2004, in the category of "Performing Arts" (USA).

Please find attached a summarized overview outlining the benefits of the creation of the *CANADA 150 International Women's Orchestra*. This assembly of women from many different nationalities, races, languages, cultures and faiths would be unique in that it has never been attempted before in the world's history. In recognition of the Canadian origins of this orchestra, exemplary Canadian musicians will be participating – representing First Nations, the Anglophone, Francophone, and Multicultural Communities. At least fifty percent of the symphony orchestra's members will be Canadian musicians from various

provinces and territories in Canada. Also, a minimum of one internationally renowned female musician per country will be selected to join the orchestra from 40 different countries.

CANADA 150 International Women's Orchestra. will promote, build and nurture educational, business, and cultural relationships around the world. It will demonstrate to the world that Canada, and most particularly, the Province of New Brunswick, is aligned with the entrepreneurial spirit which attracts business, potential immigration and global cooperation.

Canada, as Country of Origin for the ***CANADA 150 International Women's Orchestra***, will illustrate the Canadian values of human justice, freedom and multiculturalism. This orchestra will promote and affirm the creative talents, technical skills, artistic growth, knowledge, and opportunities for youth available in our province. This project will confirm that our community is both locally involved and globally-minded.

Benefits for the Province of New Brunswick:

This orchestra will further brand New Brunswick on the International cultural scene, positioning our region as entrepreneurial in the arts which will attract business and foster growth in this sector.

The creation of this orchestra will have worldwide repercussion. Given the importance and current rise of women's issues globally, it will resound in today's world, and be recognized historically.

We are planning on producing the event in October 2017.

I think this project will demonstrate the Province of New Brunswick's worldwide leadership role in the advancement of women. **Music is the best ambassador for cooperation and enrichment** based on mutual tolerance, respect and dialogue. **Dynamic diplomacy through music.**

Given your experience and interest in fostering international relationships, I would like to draw your attention to the ***CANADA 150 International Women's Orchestra*** project.

I would very much appreciate to receive a letter of support for this project as the Mayor of Rothesay, New Brunswick, as well as the council's support.

I have attached a more detailed outline and overview of the project. Thank you in advance.

With great respect,

Dr. Ludmila Knezkova-Hussey.

For additional information:

<http://www.ludmilaknezkovahussey.ca>

Celebrating Canada's 150th Anniversary with the World

Canada is a rich and dynamic country that is home to more than 34 million people who belong to a diverse spectrum of cultures. As Canada's 150th anniversary approaches, it is important to reflect on the Canadian experience and what it means to be Canadian.

The 150th anniversary of Confederation is a major national milestone. This is a tremendous opportunity to bring the world to Canada (and New Brunswick). By using this occasion to invite the citizens of the world to celebrate with us, we can make 2017 a very significant year in federal and provincial history by connecting Canadians with these global citizens, strengthening community and provincial bonds as well as building bridges that provide us with positive cultural and economic relationships on a global scale. This event will endorse New Brunswick and highlight the province's value as an important and precious part of Canada and as a choice place in which to live and invest.

To celebrate Canada's 150th anniversary, a women's orchestra will be founded in New Brunswick and will be named in honour of this milestone. This orchestra is the most creative way of taking this celebration to an international stage, dignifying the occasion, and giving all Canadians something to be proud of. The founding of this orchestra, which will be known as the ***CANADA 150 International Women's Orchestra***, will illustrate the Canadian values of human justice, freedom, and multiculturalism.

In recognition of the Canadian origins of this orchestra, exemplary Canadian musicians representing First Nations, Anglophone, and Francophone communities will participate. At least 50 per cent of the symphony orchestra's members will be Canadian musicians from various provinces and territories in Canada. Also, a minimum of one internationally renowned female musician per country from forty different countries will be selected to join the orchestra.

The existence of this orchestra will inspire and encourage women of all ages and nationalities to become culturally and artistically engaged in prominent positions within the world of music. The *Canada 150 International Women's Orchestra* will support the vibrancy of music and how music impacts all aspects of life—education, the arts, the economy, and society—without prejudice or partiality.

This orchestra will be founded in New Brunswick, Canada, and will provide global cultural leadership through the promotion and development of top female classical musical talent. The committee will organize large-scale concerts featuring Canadian and internationally renowned female classical musicians. Performances will honour female Canadian composers who have a significant place in the country's history and will lead to research, international discovery, and recognition of previously unheralded female composers and their works. The performances will allow us to connect with our past by recognizing and promoting exceptional Canadian people, places, achievements, and events that have shaped, and continue to shape, our country.

This assembly of women from many different nationalities, races, languages, cultures, and faiths will be unique in that it is unprecedented in the world's musical history. The creation of this orchestra will truly be a major event in the history of women and a significant milestone for the world of music.

The creation of this orchestra will have worldwide significance. Given the increased awareness of women's issues globally, it will resound in today's world and will be recognized historically. (One example of how women's issues are relevant in Canada is that the current government has recognized the role of women by appointing them to 50 per cent of the cabinet positions.) Participants in this event, whether musicians, students, volunteers, or audience members, will be invited to delve into the history of women and to shed light on women's studies.

The event will captivate the attention and imagination of not only all Canadians but also the whole world. There are over 1,100 symphony orchestras in over ninety countries, but an international women's orchestra has never before existed in musical history. The legacy that this event will create will last forever.

How will the project allow Canadians to participate actively in, rather than passively observing, its activities?

This upcoming event will be a great opportunity for many communities in New Brunswick to share a momentous experience. Not only will members of the community experience this event through the media, but also individuals in these communities will have the chance to personally engage and share in cultural exchanges with the orchestra members. It will be an opportunity for Canadian communities to come together to celebrate the region's rich history and achievements and also to learn world history first-hand, through discussions and activities with women from many nations. These discussions will prompt everyone involved to reflect on changes and challenges ahead for community advancement and will provide an outlet for community members to explore ways to define themselves in 2017 and beyond.

To visually showcase the diversity of the world, each woman will wear her traditional national or cultural garment. Each country will be introduced, and its representative musician will be announced. The event will demonstrate that women from different countries and backgrounds can work together to create something beautiful while maintaining their own cultural identities.

The Canada 150 International Women's Orchestra will build and nurture educational, business, and cultural relationships around the world. It will demonstrate to the world that Canada—and most particularly, the province of New Brunswick—is aligned with an entrepreneurial spirit that attracts business, potential immigration, and global cooperation. As Canada will be the country of origin for the Canada 150 International Women's Orchestra, the organization will exhibit and bring attention to national values such as human rights, freedom, and multiculturalism. This orchestra will promote and affirm the creative talents, technical skills, growth, knowledge, and

opportunities for youth available in our province. This project will confirm that our community is both local and global.

What experience does the Ludmila Knezkova-Hussey International Piano Competition have in producing an event of this calibre?

An organization with the ability to build a world-class female orchestra of this calibre is a unique and rare gift for the world. The Ludmila Knezkova-Hussey International Piano Competition has exceptional experience in creating events in the classical music world.

Here are some examples:

- This organization premiered the opera *Traversées*, the first opera documenting Acadian history in the New World. The music was composed and scored by Dr. Ludmila Knezkova-Hussey, and the libretto was written by Acadian writer/dramatist and former Lieutenant Governor Herménégilde Chiasson, with *l'Orchestre de la Garde républicaine* from Paris, France, along with vocal and choral soloists. This event was held in Bathurst, New Brunswick, in 2004. The event sold out. With over two thousand tickets sold, the arena was full. In commemoration of the event, a bronze plaque was installed at the K.C. Irving Regional Centre in 2008. Dr. Knezkova-Hussey published the book "*Traversées: Un voyage particulier. A personal journey*" in commemoration of the four-hundredth anniversary of the arrival of the first Acadian settlers from France.

Testimonial



We tell the stories of our past in order to better understand where we are headed in the future.

In June 2004, two of New Brunswick's cultural icons - Ludmila Knezkova-Hussey and His Honour Herménégilde Chiasson came together to create the opera-ballet "Traversées", a vivid tale celebrating the 400th anniversary of the French presence in North America and the founding of l'Acadie.

My wife Roxanne and I had the opportunity to attend the once-in-a-lifetime world premiere as New Brunswick talent teamed up with an orchestra from France to tell a uniquely New Brunswick story that at the same time celebrates the universal determination and resilience of the human spirit.

Like all who shared in this extraordinary experience, we were moved by the story, the music and the talent on display. It was a testament to the great talent here in New Brunswick and a perfect way to commemorate an important anniversary.

The great Maria Callas once said that an opera stayed a part of her life long after she left the opera house. For all who attended that world premiere in June 2004, I am certain the memory of "Traversées" will stay with us for a very long time.

Thank you for creating this beautiful and important work. And thank you for allowing us to share in it.

Hon. Shawn Graham

Premier of the Province of New Brunswick

- The double concerto *Tabula Rasa* was composed by Dr. Knezkova-Hussey for symphony orchestra, piano, and choral ensemble or soloist and was premiered by the Vienna Chamber Orchestra (WKO), from Austria, in front of an audience of three thousand people in Bathurst, New Brunswick.
- The artistic life of Dr. Knezkova-Hussey has been immortalized in a ninety-minute documentary produced by Dreamsmith Entertainment in collaboration with the CBC. “Flying on the Moon – The Ludmila Story” was aired nationwide on CBC’s *Opening Night* series on January 16, 2003. The documentary has been rebroadcast on networks such as Bravo, ICI ARTV, Radio Canada, and the CBC many times. In September 2004, the documentary won a prestigious Chris Award, the highest honour at the 52nd annual Columbus International Film + Video Festival, in the category of Performing Arts (USA).
- The winning competitors of the 2000 Ludmila Knezkova-Hussey International Piano Competition performed their concerto with the famed *Orchestre symphonique de Montréal*. This was the first appearance of the symphony in the Atlantic Provinces, a coup for the province of New Brunswick and certainly for the city of Bathurst.
- The internationally respected judges for the Ludmila Knezkova-Hussey International Piano Competitions have included, amongst many others, such gifted concert pianists as Gunta Boza (Latvia), Professor Detlef Kraus (Germany), Gloria Saarinen (Canada), David Finko and Bruce Polay (the United States), and Glacy Antunes De Oliveira (Brazil).

How do we ensure that local youth have an opportunity to lead, contribute to, and enjoy the 2017 celebrations?

This event will be hosted by the Ludmila Knezkova-Hussey International Piano Competition, a non-profit organization since 1993. Besides the piano competition committee, many other groups and organizations will be involved in organizing the artistic activities of this two-week competition and festival. The event will engage not only Anglophone and Francophone groups but also other groups that are a vital part of our community, such as First Nations communities and multicultural organizations.

The *CANADA 150 International Women’s Orchestra* will take part in gala concerts that are the feature presentation of the Ludmila Knezkova-Hussey International Piano Competition and Festival. These concerts will be held in Saint John and Fredericton with audiences upwards of two thousand people. The diverse and accomplished group of women that will make this

orchestra so remarkable will attend public schools and universities for the purpose of engaging local youth.

Here are some ways that the project will involve local youth in rewarding experiences:

- UNB students of both Canadian and international backgrounds will play a significant role in this event. A student committee will be formed in order to assist in these celebrations. Students involved will gain great experience in helping to organize such an event and make it a success, and they will have the great privilege of mingling with some of the world's most accomplished musicians.
- High school students will also have an opportunity to meet and perform with the musicians of the *CANADA 150 International Women's Orchestra*. Joint concerts will take place. These concerts will be memorable and exhilarating experiences for New Brunswick students.
- Public school students will meet and greet international piano students during piano competition week.
- Children and students with special needs will be given a chance to perform in public (performing solo recitals and with the International Women's Orchestra). This experience will give them a sense of accomplishment and will encourage them to believe in themselves and their bright futures.
- First Nations communities will be engaged in several ways. Several musicians of First Nations heritage will be part of the orchestra. First Nations artists and young people will perform during the opening and closing ceremonies and throughout the festival's two-week itinerary. First Nations youth will also take part in master classes.
- New Brunswick piano students and students from across Canada will participate in the Ludmila-Knezkova Hussey International Piano Competition. The competition has two age categories: 17 and under, and 32 and under.
- International participants will also be in these age groups.

The Ludmila Knezkova-Hussey International Piano Competition burst onto the musical landscape of New Brunswick, Canada, and the world, in 1993. This competition has given some of the world's most gifted young professional pianists the chance to perform for an international jury of distinguished concert musicians and critics. This competition provides an opportunity for piano students to come together to participate in a challenging piano competition. As these students strive for excellence, the experience enhances their expertise and level of achievement. This has already been demonstrated by previous participants of this competition, students from more than seventy countries.

This organization, the Ludmila Knezkova-Hussey International Piano Competition, will offer an extraordinary experience to all who take part. This will include the opportunity to perform for a distinguished musical audience, to listen to other young artists, to discuss performances with jurors after the competition, and for those who are selected to go forward to the later stages, to

perform a concerto with one of the best symphonies in the world, the *CANADA 150 International Women's Orchestra*.

This orchestra will not be the first renowned orchestra to take part in the Ludmila Knezkova-Hussey International Piano Competitions. Others include *l'Orchestre symphonique de Montréal*, Canada; the Vienna Chamber Orchestra (WKO) from Austria; *l'Orchestre de la Garde républicaine*, from Paris, France (which belongs to the President of France); and many more. All of these orchestras have come to New Brunswick to perform during the Ludmila Knezkova-Hussey International Piano Competition, and the performances have been overwhelmingly beautiful experiences for all the people of New Brunswick.

What initiatives could the province undertake in 2017 to create a lasting legacy?

One of the most distinct ways to commemorate Canada's 150th anniversary is to create a permanent musical and historical legacy that will be passed on to future generations and will become part of Canadian history. The formation of the first ever International Women's Orchestra will be recorded in world history, and what a beautiful way to celebrate this momentous year.

What local legacies will remain a part of our community and a part of the country?

Our community will have an outstanding musical legacy. One example of this is the creation of a symphonic composition by Dr. Knezkova-Hussey titled *Reveries and Reveilles: Themes and Variations on the Lives of Women*. This composition will be created to celebrate Canada's 150th anniversary. Notice the description of this piece in a quote from the composer herself:

"Composed for piano and symphony orchestra, this work is inspired by diaries and private lives of influential Canadian women. In the past half-century, women's achievements in many fields have emerged from historical obscurity into greater visibility, yet women locally and globally still struggle, privately and in public, against forces that limit their contributions to the worlds they inhabit. Musically articulating the diversity and commonality of these struggles, the composition celebrates lives of great significance, while honouring laborious collective steps toward social and cultural equity."

The composition will take the form of variations, each presenting a musical "portrait" of a historically remarkable Canadian woman whose life dramatically captures the spirit of her times. Specific experiences, ideas, actions, and legacies will be translated into musical terms – rhythms, discords, and harmonies – to generate a unifying theme suggesting the emotional, intellectual, and spiritual cords that connect every woman's life to others.

As a composer and concert pianist, I am always looking for unusual creative inspiration. This project marks a long-desired opportunity to grow through research and interactions with Canadian women, with its intense focus on composing a work that will render women's experiences widely accessible through the "universal" language of music. My efforts to delight and challenge my audience will bring to the larger public a vision of artistic unity that draws on the histories and philosophies of exceptional women in diverse times and places. As a major composition, it will stimulate further opportunities through performances, particularly with an international women's orchestra, and likewise garner media attention, bringing a new, exciting dimension of the Arts to the people of New Brunswick and broader national and international audiences."

What role can different local organizations play in preparing to celebrate 2017?

By helping to organize the event and by artistically participating.

What local accomplishments and histories do we want to highlight and commemorate in 2017?

Performances will honour female Canadian composers who have a significant place in the country's history and will lead to research, international discovery, and recognition of previously unheralded female composers and their works. A goal of this project is to premiere and shed light on many unknown compositions written by Canadian women.

Benefits for the Province of New Brunswick.

Not only will this event have a great cultural and historical impact on the province, but also a great economic benefit is anticipated. A strong cultural scene helps to create employment and retain citizens because open-minded global citizens look for cultural experiences. Art and culture also expose people to new ideas, making citizens more innovative. Of course, art stimulates the mind and contributes to social and personal growth as well. This orchestra will further brand New Brunswick on the international cultural scene, positioning our region as entrepreneurial in the arts, which will attract business and foster growth in this sector.



Office of the Mayor Town of Quispamsis

12 Landing Court | P.O. Box 21085 | Quispamsis, NB | E2E 4Z4
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April 4, 2016



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

Dear Mayor Bishop:

This is to acknowledge and thank you for your letter of March 1, 2016 confirming you will not be reoffering as a candidate in the May 2016 municipal election.

The Quispamsis Town Council would like to take this opportunity to extend best wishes to you on your upcoming retirement as an elected municipal official. Your long and dedicated service initially to the residents of the Village of East-Riverside Kingshurst, and then expanded to the amalgamated Town of Rothesay, is to be applauded.

You are also to be commended for your many contributions to the greater Kennebecasis Valley community including being part of the original six KV Councils who regionalized our police, fire and library services. Your influence extended beyond the Valley as a participant in many discussions and decisions that were made at the Greater Saint John Regional Mayors table, the Regional Facilities Commission, Regional Service Commission and Enterprises Saint John.

Your remarkable and dedicated political career serving the community over the past 40 years, as well as being a long term educator in the community, has been valued and you will be greatly missed. It goes without saying; we wish you, Norma and your family all the best in your retirement years!

Sincerely,

G. Murray Driscoll
Mayor

GMD/cps



May 17, 2016

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

Dear Mayor Grant:

On behalf of New Brunswick Community College (NBCC), we wish to congratulate you on your recent election as Mayor of Rothesay. I have every confidence that you will provide great leadership to your community.

As a collaborative, learner-centred college, NBCC makes many important contributions to New Brunswick's social and economic prosperity. Our graduates are employed in high numbers and the vast majority of these employed graduates (86%) are working here in New Brunswick. In addition to our regular programs, NBCC is making new strides in applied research and innovation, as well as in support of entrepreneurship and community leadership.

NBCC has built strong relationships with the communities in our six College regions and we look forward to working with you as Mayor and your Council to transform lives and communities. I would welcome the opportunity to show you around our Saint John Campus so you can learn more about the contribution we are making to the social and economic prosperity of your community. In the near future we will also be launching the engagement process for our next five-year strategic plan and we hope you will contribute your voice to shaping the future of NBCC.

Please don't hesitate to contact us if you have any questions or are interested in learning more about NBCC.

Yours sincerely,



Marilyn Luscombe
President and CEO



2016June13OpenSessionFINAL_088

YMCA of
Greater Saint John
191 Churchill Blvd.
Saint John, NB E2K 3E2
Tel: 693-9622 Fax: 634-0783



Nancy Grant
70 Hampton Road
Rothesay, New Brunswick
E2E 5L5

May 18, 2016

Dear Mayor Grant,

On behalf of the YMCA of Greater Saint John I would like to congratulate you on your successful candidacy within this past municipal election. This is an exciting time for all communities within the Saint John area, and with your leadership and guidance as mayor, Rothesay will continue to prosper.

On September 2, 2015 the YMCA of Greater Saint John opened its doors to the community of Greater Saint John. On this day we began a new era for the YMCA of Greater Saint John and we're excited to continue to grow and help *Build healthy communities*. With the continued support from the Town of Rothesay we as an association will continue to meet our mission of being a charity that inspires individuals, families and communities to be healthy in spirit, mind and body.

I would personally like to invite you, your council and your family to the Saint John Regional Y for a Volunteer Appreciation Day, which will thank all those who were involved with the Syrian Refugee Resettlement Effort completed by our Newcomer Connections team. This event will be held on Sunday June 5, 2016 from 2:00pm until 4:00pm.

We are excited for the opportunity to work with you and your council on building a stronger Saint John and surrounding community. In working together we will be able to accomplish many initiatives to better the lives of our community members.

Sincerely yours,

A handwritten signature in black ink that reads 'Shilo Boucher'.

Shilo Boucher, CPA, CA
President & CEO
YMCA of Greater Saint John

Building healthy
communities



GRAND BAY- WESTFIELD



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May 24, 2016

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

Your Worship and Council:

On behalf of Council please accept our sincere congratulations on your recent election as Mayor and Council of your community.

We look forward to working co-operatively with each municipality in the Region during the new term of office with its many challenges.

Once again congratulations and best wishes.

Sincerely,

Grace Losier
Mayor

GL/lt



2016 June 13 Open Session FINAL_090



150 Years Proud 1860-2010



20 April 2016

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

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

Attention: Hon. Roger Melanson, Minister

Dear Minister Melanson:

Re: 2016 Provincially Designated Highways Funding

Thank you for your letter of March 18th regarding the 2016 improvements to provincially designated highways in Rothesay. Rothesay Council was very pleased to receive your letter and pleased as well to award the tender for the work on April 11th.

Rothesay is very happy to work with your Department to improve this busy route in the New Brunswick highway system for all users. The additional funding for highway improvements is a positive step in maintaining these roadways and we look forward to similar funding in the future years of the program.

Should you be in the area, we would be happy to review our road improvement plans with you and also to discuss other aspects of provincial/municipal transfers.

Yours truly,

William J. Bishop
Mayor

Cc : Rothesay Council



2016 June 13 Open Session FINAL_091

ROTHERSAY

150 Years Proud 1860-2010



21 April 2016

Member of Parliament Saint John - Rothesay
1 Market Square
Suite N306
Saint John
E2L 4Z6

Attention: Wayne Long, MP

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Mr. Long:

Re: Application for Funding – Rothesay Wastewater Treatment Project

Attached please find a completed application to the New Building Canada Fund for Phase II of the wastewater treatment project for the Town. Phase I, at a total cost of \$7.5M, is currently under way and securing funds now for Phase II will allow its timely design and start of construction. The cost estimates set out in the form were prepared for the original submission in 2014 with a cost estimate for Phase II of \$15,850,000. This was revised recently to \$17.7M to reflect cost increases for a start in winter/spring 2017.

We note the required funding exceeds the previous limit for the Small Communities Fund component of the New Building Canada Fund.

We have reviewed the project and find that it is impractical to design the project within the maximum cost limitations of the Small Communities Fund. Please advise how you think we should proceed.

Yours truly,

William J. Bishop
Mayor

Enc. Completed Application form – Rothesay Wastewater
Treatment Plant

Cc : Rothesay Council

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

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



April 26, 2016

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

Dear Mayor Bishop:

On behalf of the Fair Vale Outing Association, we would like to thank you for attending our "Celebrating the Soul of Community" Dinner on behalf of the Town of Rothesay. You helped to make this event a great success. It is the volunteers in any organization which help to put the Soul in Community. We appreciate all that you do.

We look forward to celebrating our volunteers in the community again next year.

Sincerely,

A handwritten signature in black ink that reads "Alice Mullett".

Alice Mullett, President

Fair Vale Outing Association



Health Protection Branch
Public Health Inspection
55 Union Street, 5th floor
P.O. Box 93
Saint John, NB
E2L 3X1



April 28, 2016

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

Re: Food Premises Licensing at Public Markets

Dear Mayor and Council:

This letter is to inform you of changes relating to licensing requirements for public markets in New Brunswick.

Effective April 1, 2016, the *Food Premises Regulation 09-138* under the *Public Health Act* now requires licensing of food premises at public markets. Those preparing potentially hazardous foods in a home kitchen to sell from a public market, storing potentially hazardous foods at a market location, and/or preparing foods at a market location will require a food premises licence.

The applicable licensing fees will be as follows:

Food vendors at public markets	Class 3	Class 4
Operating less than 160 days/year	\$0	\$0
Operating 160 or more days/year	\$50	\$265

If you have any questions, please do not hesitate to contact this office at 506-658-3022.

Sincerely,

Douglas Walth

Douglas Walker
Regional Director, Health Protection, South Region.



The New Brunswick
Medical Education Trust
Compte fiduciaire d'éducation
médicale du Nouveau-Brunswick

2016 June 13 OpenSessionFINAL_095

**Officers of the New
Brunswick Medical
Education Foundation
Inc.**

Donald Craig, MD, Chair

May 10, 2016

Pamela Jarrett, MD

Allison Kennedy, MD

David Marr, MD

Nathalie Godbout, LLB

Ron Outerbridge, CA

Dr. Nancy Grant, Mayor
Councilors
Town of Rothesay
70 Hampton Road
Rothesay, N.B. E2E 5L5



Dear Mayor Grant:

Congratulations on your recent election as the Mayor of Rothesay!

Thank you so much for the letter dated March 2, 2016 in which you included a Town of Rothesay one-year \$5000.00 commitment to fund a medical education scholarship. We will be awarding that scholarship in mid-May. Invitations to our annual celebration occurring **June 15, 2106 at the Grand Hall, UNBSJ**, will be sent over the next week.

The Directors of the New Brunswick Medical Education Foundation would welcome you to present the scholarship on behalf of the Town of Rothesay.

Sincerely,

Martha Zed, CEO
New Brunswick
Medical Education Foundation Inc.
Enclosure: receipt

Martha T. Zed, CEO
(506) 650-5187 (M)
marthatzed@gmail.com
Fax: (506) 648-7324

Mary Jane Ryan
Administrative Assistant
(506) 648-7073
maryjane.ryan@nbmedtrust.ca
Fax: (506) 648-7324

New Brunswick Medical
Education Foundation Inc.
PO Box 22061
Saint John, NB
E2K 4T7
Phone: (506) 648-7073
Fax: (506) 648-7324

www.NBMedTrust.ca

CRA No. 810513523RR0001

*P.S. June 15 5:30
at Grand Hall U.N.B.S.J.
Hope to see you there -*

From: Robin Goldstein [mailto:rgoldstein@fcm.ca]
Sent: May-12-16 12:41 PM
To: Mary Jane Banks
Subject: Welcome to the Partners for Climate Protection Program!

Dear Ms. Banks,

I'm writing on behalf of the Partners for Climate Protection (PCP) program at the Federation of Canadian Municipalities. I recently received a copy of the Town of Rothesay's municipal council resolution to join the PCP program from Eddie Oldfield at QUEST. Congratulations on making this commitment to take action on climate change, participate in the green economy and improve the quality of life in your community!

The Town of Rothesay is now being registered as a member in the PCP program. This will be reflected on our [website](#) in the next few weeks, and will be mentioned in our upcoming electronic newsletter. I will also be mailing out a welcome letter and an orientation package to your mayor and council. This package includes an engraved frame for your woodcut PCP Milestone Trophy (see image attached), which will allow you to display your milestone achievements as you complete them. You can find the key information from the orientation package on our website, including the [PCP overview brochure](#) and [milestone toolkit](#).

As the program officer for PCP, I will be your contact person for resources and recognition within the PCP program. I understand that you'll be collaborating with several New Brunswick municipalities on your first three milestones as part of UMNb's Climate Change and Energy Initiative, and that the UMNb will be submitting a joint funding application to FCM's Green Municipal Fund.

If you have any questions about the PCP program or the resources available, don't hesitate to contact me.

With good wishes,

Robin

Robin Goldstein

Program Officer, Knowledge Services (PCP) | National Programs
Agente de programme, services à la connaissance (PPC) |
Programmes nationaux
T. 613-907-6392



A meeting of the Board of Trustees, Kennebecasis Public Library was held on February 17th, 2016 at 6:00pm at the Library.

In Attendance: Mr. D. Steeves, Chair; Deputy Mayor L. O'Hara; Deputy Mayor Dr. N Grant; Mrs. J. Miller; Ms. A. Donovan; Mr. K. Winchester; Ms. T. Bartlett; Mrs. A. Stickings.

Regrets: Ms. D. Hennessey

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

Disposition of Minutes

It was moved by Ms. Miller to approve the minutes of the January 20th meeting. Deputy Mayor Dr. Grant seconded, and the motion carried.

Communications

- January, 2016 Letter to Mr. D. Steeves, Chairperson re: 2016 Library Budget Approval from the Town of Quispamsis

Report of the Librarian

See attached.

Mrs. Stickings presented the Librarian's Report.

Mrs. Miller moved to accept the Librarian's report as presented. Deputy Mayor Dr. Grant seconded and the motion carried.

Ms. Bartlett brought up the subject of installing two vending machines at the library. Ms. Bartlett indicated there were two quotes from two companies. Discussion ensued regarding the installation of vending machines at the library. Deputy Mayor O'Hara brought up the need for healthy options. Mr. Winchester agreed. Ms. Bartlett brought up the idea of providing balanced choices. Mr. Steeves asked if the money raised would go into Friends. Ms. Bartlett indicated this was correct.

Deputy Mayor O'Hara move to proceed with going forward with getting the information on vending machines and to choose which company you would have install the machines and where and to what goes in them. Mrs. Miller seconded, and the motion carried.

Discussion ensued regarding contacting the Fire Marshall to approve the installation of the vending machines at the library.

Mrs. Miller moved to accept the Librarian's report as presented. Deputy Mayor Dr. Grant seconded and the motion carried.

Financial Statement

Ms. Bartlett presented the Financial Statement for the period ending December 31st, 2015.

Deputy Mayor Dr. N. Grant asked about the small equipment and furniture line. Ms. Bartlett explained that computers were bought with the 2015 budget. Ms. Bartlett indicated the library will not have that expense in 2016.

Ms. Bartlett proposed meeting with the new treasurer and book keeper to talk about reconfiguring the budget presentation.

Deputy Mayor O'Hara asked about summer job grants. Ms. Bartlett explained that the programs are still pending.

Deputy Mayor Dr. N. Grant asked about salaries it is to do with property management service vs. wages.

Deputy Mayor O'Hara moved acceptance of the Financial Statement. Deputy Mayor Dr. Grant seconded, and the motion carried.

Mr. Steeves brought up subject of the absence of a vice-chair. Ms. Jennifer Arsenault has submitted her resignation from the Kennebecasis Public Library Board. Mr. Steeves indicated ex officio positions should not be on the executive. Mr. Steeves asked if Ms. Miller would consider the position of Vice-Chair. Mr. Steeves indicated that her role as head of the Marketing Advisory Committee Chair would be rescinded. Mrs. Miller accepted the role of Vice-Chair to the Board. Mr. Steeves indicated that the two positions needed to be filled are head of the Marketing Advisory Committee and the Finance Chair. Mr. Steeves explained role of each position. Mr. Winchester accepted the position of Treasurer and Ms. Donovan accepted the position of Marketing Advisory Committee.

Facilities Management

Mr. Steeves presented the Facilities Management report. Mr. Steeves asked about the state of the lift station float. Ms. Bartlett indicated it was general maintenance. Mr. Winchester brought up the idea of using a local company to monitor the system.

Marketing Advisory Committee

No news.

New and Unfinished Business

New Library Hours

Ms. Bartlett introduced the NBPLS policy regarding the new opening hours. She presented that the library will commence the new opening hours on March 1st year round. Discussion ensued around the new policy regarding hours of opening. Mr. Steeves brought up the idea of publicizing the new hours as Public Service Announcements and in the Valley Viewer. Mrs. Miller brought up the idea of posting the new opening hours to Facebook, and social media.

Personnel Updates and Closed Sessions

Deputy Mayor Dr. Grant raised the issue of the Board Meeting minutes open sessions and the minutes are placed on the town websites. The previous two Board meeting minutes contained information about personnel matters.

Deputy Mayor Dr. N. Grant moved that we have a closed portion to our meeting to discuss personnel issues. Deputy Mayor O'Hara seconded, and the motion carried.

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

Next Meeting: The next meeting is scheduled for March 16, 2016 at 5:00pm at the Library.

Respectfully submitted,

Alison Stickings



Acting Library Director and Recording Secretary to the Board

Agenda

Kennebecasis Public Library Board

Wednesday, March 16th, 5:00 – 9:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Audited Financial Statement
 - b. Strategic Planning

Librarian's Report March 2016

Key Performance Indicators: February 2016

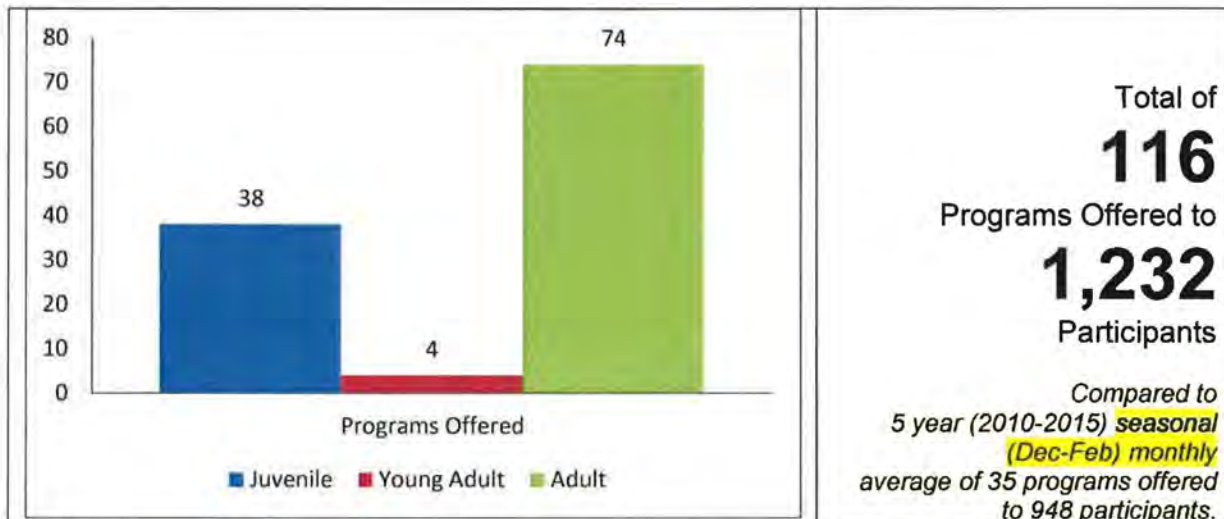
Circulation



Foot Traffic

- Total of **7,666** People through our Doors.
 - Compared to seasonal (December - February 2015*) monthly average of 5,406. *Note: Foot traffic data not available prior to September 2013.

Programs





Building and Grounds

The Facilities Managers Report will be presented.

Staffing and Volunteers

The staff received regional training from the Fundy region on e-Library services specifically, the electronic library catalogue and e-books.

Programs and Collections

- The new Library Hours were implemented on March 1, 2016.
- The Winter Program offerings are currently being featured on the electronic sign.
- Members of the outreach Peat Drive Seniors book club have recently enjoyed a selection entitled "Fool Me One" by Fern Michaels. The club meets once a month at their place of residence.
- The adult book club met in the month of March and enjoyed the selections "David and Goliath" by Malcom Gladwell.
- The interns offered computer classes in the computer lab with topics ranging from basic computing skills to more advanced skills.
- Artwork from students at Quispamsis Middle School, Zendoodles and Castles is on display in the children's area.
- Our winter programming continues to be well attended with Toddlertime and Big Kid Storytime at full attendance. Builder's Club attendance is consistently upwards of 40 participants. The three children's programs have attracted Newcomers to the library, specifically Syrian Refugees from the community who are visiting the library with their sponsors.
- The adult volunteer programs, Newcomers Groups, Scrabble Club, Painter's Circle and Knit Wits continue to draw community members to the library. A new Writer's Circle began in March, It is a volunteer run adult program and they meet once a month in the evening and currently have seven members. The library showed two adult movie matinees in February.



- The March Break programs were developed and presented by our three Youth Interns. The activities included two puppet shows entitled Wrinkles' Riddles and Star Wars with 150 attendants for both shows. Children's programming during March Break included crafts, stories and music centered around the themes Building and Crafts, Mysteries and Riddles and Pirates and Sharks. There were approximately 50 attending these programs. The library hosted two children's movie marathons during March Break.
- The library saw an influx of patrons over the March Break partaking in the children's activities as well as using the many resources available at the library such as computer usage and enjoying the displays created by the staff. Specific examples of foot traffic are Monday, 370 patrons, Tuesday, 421 patrons and Wednesday 373 patrons.

Respectfully submitted,

Alison Stickings

Acting Library Director and Recording Secretary to the Board

Kennebecasis Public Library Inc.		2016June13OpenSessionFINAL_104					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending January 31, 2016	a	b	c	b - c	d	b - d	
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>	
REVENUE							
Library Service - Rothesay		7,131	7,131	0	85,576	(78,445)	
Library service - Quispamsis		10,676	10,676	0	128,106	(117,431)	
Room Rentals, Printer and copies		160	275	(115)	3,300	(3,140)	
Grants		0	0	0		0	
Donations	0	0	0			0	
Donation from Friends of KPL	0	0	0				
Interest Income (Savings)		0	0	0	0	0	
Interest (Building)		0	0	0	0	0	
Miscellaneous Income		85	0	85	0	85	
Building Contribution - Rothesay		0	0	0	0	0	
Building Contribution - Quispamsis		0	0	0	0	0	
Previous Year's Surplus		99	12	88	138	(39)	
TOTAL REVENUE	0	18,151	18,093	(27)	217,120	(199,054)	
EXPENSE							
Operations Expenditures							
Other Expenditures - Restricted Fun	0					0	
Books, restricted fund	656					0	
Small Equipment and Furniture		112	525	413	6,300	6,188	
Total Capital Expenditures	656	112	525	413	6,300	6,188	
Wages							
Wages		1,886	1,750	(136)	27,800	25,914	
EI Expense		51	42	(10)	500	449	
CPP Expense		83	52	(32)	620	537	
WCB Expense		0	0	0	0	0	
Total Casual Labour		2,021	1,843	(178)	28,920	26,899	
General & Administration Expenses							
Building Maintenance		3,989	5,404	1,415	64,845	60,856	
Grounds Maintenance		2,630	2,900	270	22,825	20,195	
Property Management Service		0	0	0	0	0	
Office		784	759	(25)	9,100	8,316	
Utilities		4,957	5,600	643	49,902	44,945	
Accounting, audit and legal		0	500	500	9,200	9,200	
Professional Development		200	0	(200)	2,000	1,800	
Insurance		969	567	(402)	6,800	5,831	
Public Relations		0	250	250	3,000	3,000	
Communications		500	710	210	8,520	8,020	
Miscellaneous Expense		55	200	145	2,700	2,645	
Program Exp		47	250	203	3,000	2,953	
Total General & Admin Expenses		14,132	17,139	3,008	181,892	167,760	
TOTAL EXPENSE	656	16,264	19,508	3,243	217,112	200,848	
NET INCOME (Deficit)	(655.96)	1,886.68	(1,414)	3,216	8	1,793	

Kennebecasis Public Library Inc.		2016 June 13 Open Session FINAL 105					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending February 29, 2016		a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>		<u>Annual Budget</u>	<u>Annual Budget Variance</u>
REVENUE							
Library Service - Rothesay		14,263	14,263	0		85,576	(71,314)
Library service - Quispamsis		21,351	21,351	0		128,106	(106,755)
Room Rentals, Printer and copies		525	550	(25)		3,300	(2,775)
Donations		295	0	0			0
Miscellaneous Income			1,085	0	1,085	0	1,085
Previous Year's Surplus			198	23	175	138	60
TOTAL REVENUE		295	37,422	36,187	150	217,120	(180,783)
EXPENSE							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fun		0					0
Books, restricted fund		665					0
Small Equipment and Furniture			112	1,050	938	6,300	6,188
Total Capital Expenditures		665	112	1,050	938	6,300	6,188
<u>Wages</u>							
Wages			3,493	3,500	7	27,800	24,307
EI Expense			40	83	43	500	460
CPP Expense			151	103	(48)	620	469
Total Casual Labour			3,685	3,687	2	28,920	25,235
<u>General & Administration Expenses</u>							
Building Maintenance			6,904	10,808	3,903	64,845	57,941
Grounds Maintenance			5,171	5,800	629	22,825	17,654
Office			1,384	1,518	134	9,100	7,716
Utilities			10,321	11,100	779	49,902	39,581
Accounting, audit and legal			954	1,000	46	9,200	8,246
Professional Development			0	0	0	2,000	2,000
Insurance			1,938	1,133	(804)	6,800	4,863
Public Relations			19	500	481	3,000	2,981
Communications			1,011	1,420	409	8,520	7,509
Miscellaneous Expense			219	400	181	2,700	2,481
Program Exp			47	500	453	3,000	2,953
Total General & Admin Expenses			27,967	34,179	6,212	181,892	153,925
TOTAL EXPENSE		665	31,763	38,915	7,152	217,112	185,349
NET INCOME (Deficit)		(369.56)	5,658.87	(2,729)	7,303	8	4,565

A meeting of the Board of Trustees, Kennebecasis Public Library was held on March 16th, 2016 at 5:00pm at the Library.

In Attendance: Mr. D. Steeves, Chair; Mrs. J. Miller, Vice Chair; Mr. K. Winchester, Treasurer; Deputy Mayor Dr. N Grant; Mrs. D. Hennessy; Mrs. A. Donovan; Ms. T. Bartlett

Regrets: Deputy Mayor L. O'Hara, Mrs. A. Stickings

Guests: Mr. P. Logan, Teed Saunders Doyle & Co.

Call to Order: Mr. Steeves called the meeting to order at 5:00pm.

Presentation of 2015 Financial Statements

Mr. Logan of Teed Saunders Doyle & Co. presented the 2015 financial statements. Discussion ensued. Mr. Logan reported a \$3,834 surplus for the 2015 operating budget. Mrs. Hennessy moved to approve the 2015 audited statements as presented. Deputy Mayor Dr. Grant seconded, and the motion carried.

Disposition of Minutes

It was moved by Deputy Mayor Dr. Grant to approve the minutes of the February 17th meeting. Mrs. Hennessy seconded, and the motion carried.

Communications

N/A

Report of the Librarian

See attached.

Ms. Bartlett presented the Librarian's Report on behalf of Mrs. Stickings. Discussion ensued.

Ms. Bartlett stated that her one-year secondment to the Fundy Library Region Office is scheduled to end on May 13th and that she is looking forward to resuming her position as Library Director full-time as of May 16th.

Mrs. Miller moved to accept the Librarian's report as presented. Deputy Mayor Dr. Grant seconded and the motion carried.

Facilities Management

Mrs. Hennessy presented the Facilities Management report. Discussion ensued. Mrs. Miller moved to award the 2016 landscaping contract to Ernie's Landscaping for a total value of \$4,200 before HST. Mrs. Donovan seconded, and the motion carried. Deputy Mayor Dr. Grant moved to accept the Facility Manager's report as presented. Mrs. Hennessy seconded, and the motion carried.

Financial Statement

Ms. Bartlett presented two Financial Statements for the periods ending January 31, 2016 and February 29, 2016. Discussion ensued. Mr. Steeves requested that compliments be passed on to the book keeper for the improvements made to the statements' formatting. All agreed.

Deputy Mayor Dr. Grant moved acceptance of the aforementioned Financial Statements. Mrs. Hennessey seconded, and the motion carried.

Marketing Advisory Committee

N/A

New and Unfinished Business

Strategic Planning

Ms. Bartlett delivered a report and presentation on the Strategic Plan developed in 2014. Information provided included: overview of strategic statements, goals, actions undertaken to fulfill these priority initiatives, and KPI trends for 2014-2015. Discussion ensued.

Mr. Steeves led the board through a detailed review of the mission, vision and values statements to verify the statements' accuracy and continued relevancy. Next, Mr. Steeves asked the Board to consider if the key result areas for 2014-2015 should be carried for 2016. Discussion ensued. The consensus was for Promotion, Programs, and Operations to persist as the key result areas for 2016.

Mr. Steeves proposed that the board tackle one of the three key result areas at the next three consecutive meetings. All agreed. The strategic statement and goals for Operations will be defined at the April meeting; Promotion will be discussed at the May Meeting; and Programs will be discussed at the June meeting.



Adjournment: As there was no other business, Mr. Steeves moved that the meeting be adjourned at 8:30 P.M.

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

Respectfully submitted,

Tiffany Bartlett
Library Director and Secretary to the Board

Agenda

Kennebecasis Public Library Board

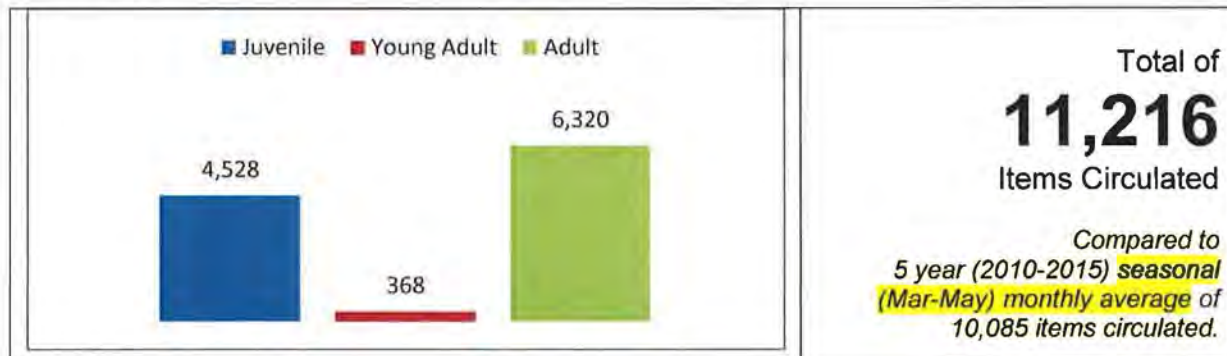
Wednesday, April 20th, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Operations strategic statement and goals
- 7.) Other
 - a. Public Library Festival and Book Sale May 6 & 7

Librarian's Report April 2016

Key Performance Indicators: March 2016

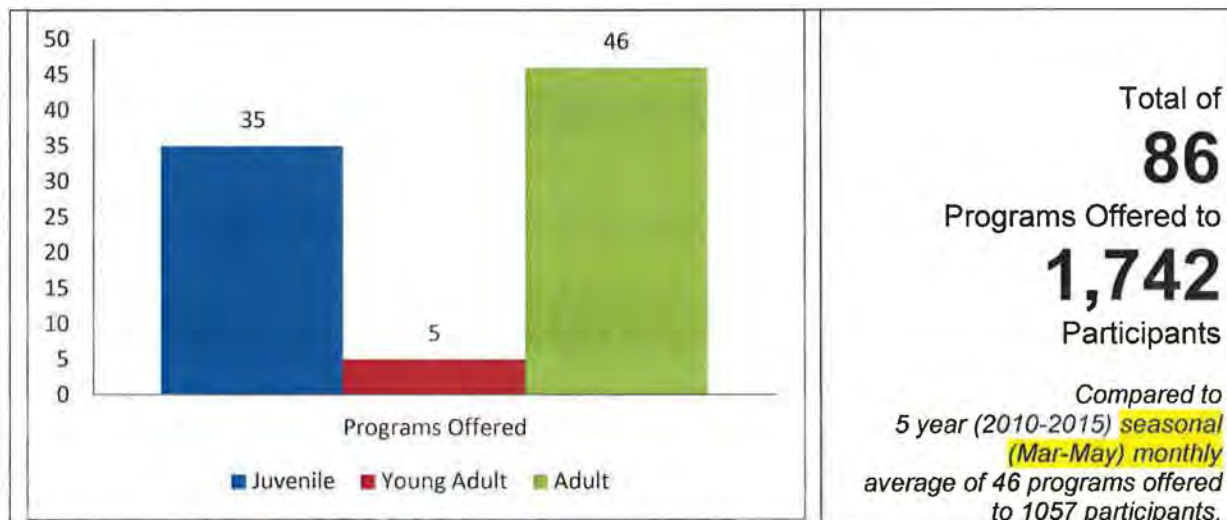
Circulation



Foot Traffic

- Total of **8,456** People through our Doors.
 - Compared to seasonal (March - May 2015*) monthly average of 7,836. *Note: Foot traffic data not available prior to September 2013.

Programs



Building and Grounds

The Facilities Managers Report will be presented.

Staffing and Volunteers

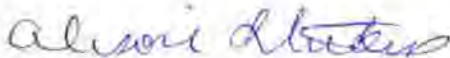
The three Youth Interns finished their term positions.

Programs and Collections.

- The Spring Program offerings are currently being featured on the electronic sign.
- Artwork from students at Harry Miller Middle School is on display in the children's area.
- The Vending Machine from Tracey's Vending was installed in the lower level of the library.
- The adult book club met in the month of March and enjoyed the selection "Punishment" by Linden McIntyre.
- Volunteers from the Canadian Revenue Agency hosted free income tax clinics in the evenings and on Saturday. Attendance was steady and the community appreciated this program offering.
- The Hackmatack Atlantic book award vote was held at Rothesay Elementary School and École des Pionniers. The library will be hosting an author reading at the end of April to highlight the Hackmatack program.
- Library staff performed a puppet show entitled "The Gingerbread Man". This show was well attended with 100 children and caregivers in the audience.
- Three Kindergarten to grade two classes from Quispamsis Elementary School had a tour and orientation of the library. Each student was given a library card and signed out one book.
- Our spring programming continues to be well attended with Toddlertime and Big Kid Storytime at full attendance. Builder's Club attendance is a strong program offering bringing many families to the library.
- The adult volunteer programs, Writer's Group, Newcomers Groups, Scrabble Club, Painter's Circle and Knit Wits continue to draw community members to the library. The library showed three movie matinees for adults and a children's movie on the professional development day.

- Ms. Bartlett has registered for the 2016 Atlantic Provinces Library Association Conference taking place in Halifax from May 29 to June 1. The theme of the conference is "Libraries: Supporting Bodies and Minds." To help reduce costs, Ms. Bartlett is sharing travel and accommodation with the Director of the Sussex Regional Library.
- Commencing the first week of June, the Library will have a monthly column in KV Style. The column will be 400-450 words and will highlight various features of the buffet of library services and resources available both locally and provincially. While Ms. Bartlett will be the primary author, there will be flexibility for guest writers.

Respectfully submitted,



Alison Stickings

Acting Library Director and Recording Secretary to the Board

Kennebecasis Public Library Inc.		2016June13OpenSessionFINAL 113					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending March 31, 2016		a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>		<u>Annual Budget</u>	<u>Annual Budget Variance</u>
REVENUE							
Library Service - Rothesay		21,394	21,394	0		85,576	(64,182)
Library service - Quispamsis		32,027	32,027	0		128,106	(96,080)
Room Rentals, Printer and copies		1,440	825	615		3,300	(1,860)
Grants		0	0	0			0
Donations	375	0	0				0
Restricted Donations	0	0	0				0
Donation from Friends of KPL	0	0	0				
Interest Income (Savings)		0	0	0		0	0
Interest (Building)		0	0	0		0	0
Miscellaneous Income		1,085	0	1,085		0	1,085
Building Contribution - Rothesay		0	0	0		0	0
Building Contribution - Quispamsis		0	0	0		0	0
Previous Year's Surplus		298	35	263		138	160
TOTAL REVENUE	375	56,243	54,280	878		217,120	(161,962)
EXPENSE							
Operations Expenditures							
Other Expenditures - Restricted Fun	36						0
Books, restricted fund	665						0
Books and Materials - OPERATING		-	0	0		0	0
Small Equipment and Furniture		465	1,575	1,110		6,300	5,835
Total Capital Expenditures	701	465	1,575	1,110		6,300	5,835
Wages							
Wages		7,206	5,250	(1,956)		27,800	20,594
EI Expense		77	125	48		500	423
CPP Expense		207	155	(52)		620	413
WCB Expense		0	0	0		0	0
Total Casual Labour		7,490	5,530	(1,960)		28,920	21,430
General & Administration Expenses							
Building Maintenance		14,861	16,211	1,350		64,845	49,984
Grounds Maintenance		7,711	8,700	989		22,825	15,114
Property Management Service		0	0	0		0	0
Office		2,080	2,277	197		9,100	7,020
Utilities		15,581	15,900	319		49,902	34,321
Accounting, audit and legal		7,028	6,600	(428)		9,200	2,172
Professional Development		0	0	0		2,000	2,000
Insurance		2,906	1,700	(1,206)		6,800	3,894
Public Relations		19	750	731		3,000	2,981
Communications		1,516	2,130	614		8,520	7,004
Miscellaneous Expense		341	600	259		2,700	2,359
Program Exp		79	750	671		3,000	2,921
Total General & Admin Expenses		52,123	55,618	3,495		181,892	129,769
TOTAL EXPENSE	701	60,079	62,723	2,644		217,112	157,033
NET INCOME (Deficit)	(325.56)	(3,835.93)	(8,443)	3,522		8	(4,929)

Agenda

Kennebecasis Public Library Board

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

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Operations strategic statement and goals
- 7.) Other
 - a. Public Library Festival and Book Sale May 6 & 7

A meeting of the Board of Trustees, Kennebecasis Public Library was held on April 20th, 2016 at 6:00pm at the Library.

In Attendance: Mr. D. Steeves, Chair; Mrs. J. Miller, Vice-Chair, Deputy Mayor L. O'Hara; Ms. D. Hennessey; Ms. A. Donovan; Mr. K. Winchester; Ms. T. Bartlett; Mrs. A. Stickings.

Regrets: Deputy Mayor Dr. N Grant

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

Disposition of Minutes

It was moved by Deputy Mayor O'Hara to approve the minutes of the March 16th meeting. Ms. Hennessey seconded, and the motion carried.

Communications

N/A

Report of the Librarian

See attached.

Mrs. Stickings presented the Librarian's Report.

Ms. Bartlett shared that Ms. Stickings will be leaving at the end of April and that she will be returning to the Kennebecasis Public Library.

Ms. Bartlett presented the New Brunswick Public Library Service's plan to open the five Resource Centres in the province seven days a week. Discussion ensued regarding the new opening hours.

Ms. Bartlett discussed the hiring of Summer Reading Club Students and proposed to the Board members to spread the word about students applying for summer positions.

Ms. Miller moved to accept the Librarian's report as presented. Ms. Hennessey seconded and the motion carried.

Financial Statement

Mr. Winchester presented the Financial Statement for the period ending March 31st, 2016. Discussion ensued regarding the financial statement.

Ms. Hennessey moved to accept the Financial Statement. Deputy Mayor O'Hara seconded, and the motion carried.

Mr. Winchester proposed a motion to accept the audited statement, Ms. Miller seconded and the motion carried.

Facilities Management

Ms. Hennessey presented the Facilities Management report. Discussion ensued regarding the Facilities Management report

Deputy Mayor O'Hara put forth a motion to have Ms. Hennessey discuss with Mr. Shedd the parameters of the maintenance contracts.

Deputy Mayor O'Hara moved to accept the Facilities Management report. Ms. Miller seconded and the motion carried.

Marketing Advisory Committee

N/A

New and Unfinished Business

Discussion ensued regarding the Library's new Strategic Plan under the heading Operations.

Adjournment: As there was no other business, Mr. Steeves moved that the meeting be adjourned at 7:35 P.M.

Next Meeting: The next meeting is scheduled for May 18, 2016 at 6:00pm at the Library.

Respectfully submitted,

 **Bartlett**
Library Director.

Alison Stickings
Acting Library Director and Recording Secretary to the Board

Librarian's Report April 2016

Key Performance Indicators: March 2016

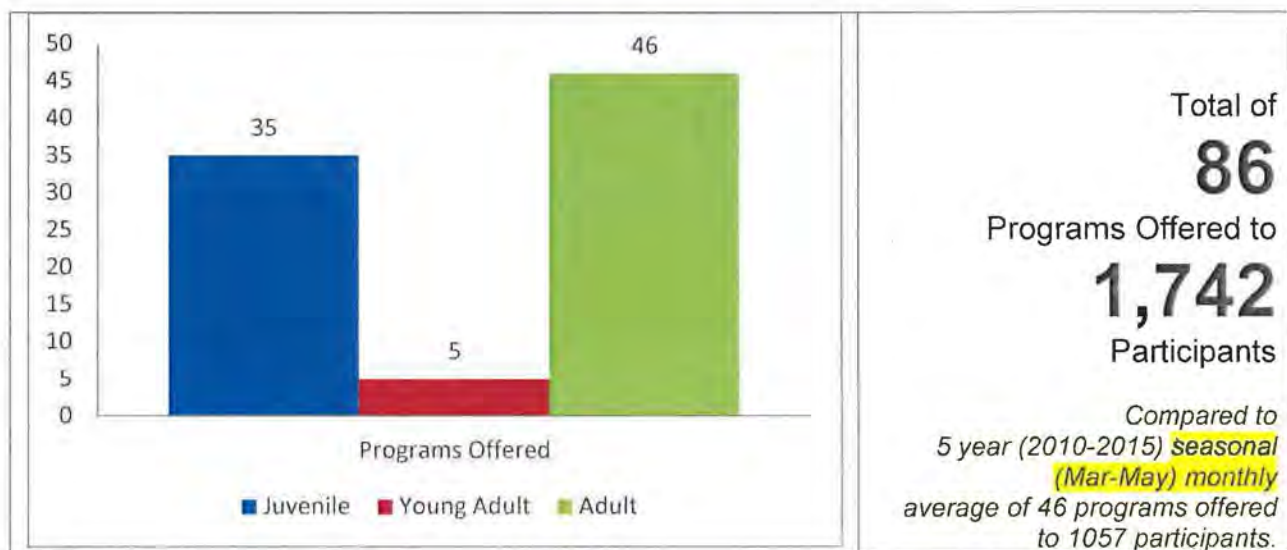
Circulation



Foot Traffic

- Total of **8,456** People through our Doors.
 - Compared to seasonal (March - May 2015*) monthly average of 7,836. *Note: Foot traffic data not available prior to September 2013.

Programs



Building and Grounds

The Facilities Managers Report will be presented.

Staffing and Volunteers


The three Youth Interns finished their term positions.

Programs and Collections.

- The Spring Program offerings are currently being featured on the electronic sign.
- Artwork from students at Harry Miller Middle School is on display in the children's area.
- The Vending Machine from Tracey's Vending was installed in the lower level of the library.
- The adult book club met in the month of March and enjoyed the selection "Punishment" by Linden McIntyre.
- Volunteers from the Canadian Revenue Agency hosted free income tax clinics in the evenings and on Saturday. Attendance was steady and the community appreciated this program offering.
- The Hackmatack Atlantic book award vote was held at Rothesay Elementary School and École des Pionniers. The library will be hosting an author reading at the end of April to highlight the Hackmatack program.
- Library staff performed a puppet show entitled "The Gingerbread Man". This show was well attended with 100 children and caregivers in the audience.
- Three Kindergarten to grade two classes from Quispamsis Elementary School had a tour and orientation of the library. Each student was given a library card and signed out one book.
- Our spring programming continues to be well attended with Toddlertime and Big Kid Storytime at full attendance. Builder's Club attendance is a strong program offering bringing many families to the library.
- The adult volunteer programs, Writer's Group, Newcomers Groups, Scrabble Club, Painter's Circle and Knit Wits continue to draw community members to the library. The library showed three movie matinees for adults and a children's movie on the professional development day.

- Ms. Bartlett has registered for the 2016 Atlantic Provinces Library Association Conference taking place in Halifax from May 29 to June 1. The theme of the conference is "Libraries: Supporting Bodies and Minds." To help reduce costs, Ms. Bartlett is sharing travel and accommodation with the Director of the Sussex Regional Library.
- Commencing the first week of June, the Library will have a monthly column in KV Style. The column will be 400-450 words and will highlight various features of the buffet of library services and resources available both locally and provincially. While Ms. Bartlett will be the primary author, there will be flexibility for guest writers.

Respectfully submitted,


Library Director

Alison Stickings

Acting Library Director and Recording Secretary to the Board

Kennebecasis Public Library Inc.
Comparative Income Statement (DRAFT)
Period ending April 30, 2016

2016 June 13 Open Session FINAL 120

OPERATING FUND

	a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>
REVENUE						
Library Service - Rothesay		28,525	28,525	0	85,576	(57,051)
Library service - Quispamsis		42,702	42,702	0	128,106	(85,404)
Room Rentals, Printer and copies		1,630	1,100	530	3,300	(1,670)
Grants		0	0	0		0
Donations	452	0	0			0
Restricted Donations	0	0	0			0
Donation from Friends of KPL	0	0	0			
Interest Income (Savings)		0	0	0	0	0
Interest (Building)		0	0	0	0	0
Miscellaneous Income		1,101	0	1,101	0	1,101
Building Contribution - Rothesay		0	0	0	0	0
Building Contribution - Quispamsis		0	0	0	0	0
Previous Year's Surplus		397	46	351	138	259
TOTAL REVENUE	452	74,355	72,373	881	217,120	(143,866)
EXPENSE						
Operations Expenditures						
Other Expenditures - Restricted Fun	75					0
Books, restricted fund	665					0
Books - Savings Purchase	405					
Books and Materials - OPERATING			0	0	0	0
Small Equipment and Furniture		465	2,100	1,635	6,300	5,835
Total Capital Expenditures	1,145	465	2,100	1,635	6,300	5,835
<u>Wages</u>						
Wages		8,501	7,000	(1,501)	27,800	19,299
EI Expense		111	167	55	500	389
CPP Expense		258	207	(51)	620	362
WCB Expense		0	0	0	0	0
Total Casual Labour		8,870	7,373	(1,497)	28,920	20,050
<u>General & Administration Expenses</u>						
Building Maintenance		20,464	21,615	1,151	64,845	44,381
Grounds Maintenance		8,332	10,150	1,818	22,825	14,493
Property Management Service		0	0	0	0	0
Office		2,871	3,036	165	9,100	6,229
Utilities		19,988	20,000	12	49,902	29,914
Accounting, audit and legal		7,421	6,900	(521)	9,200	1,779
Professional Development		225	0	(225)	2,000	1,775
Insurance		3,875	2,267	(1,608)	6,800	2,925
Public Relations		49	1,000	951	3,000	2,951
Communications		2,023	2,840	817	8,520	6,497
Miscellaneous Expense		546	800	254	2,700	2,154
Program Exp		84	1,000	916	3,000	2,916
Total General & Admin Expenses		65,878	69,608	3,730	181,892	116,014
TOTAL EXPENSE	1,145	75,213	79,081	3,868	217,112	141,899
NET INCOME (Deficit)	(692.70)	(858.02)	(6,707)	4,748	8	(1,967)

Building Maintenance Report April 2016

Past month has seen the continuation of spot repairs and painting.

Various inspections – fire alarm system, Sprinkler system, fire extinguisher, backflow devices and fire pump test.

Multipurpose room - cracked filled damaged areas and completely painted.

Awarded- summer mowing to Ernie's Landscaping.

Talks with C+E regarding the heat pumps and the ability to make them work harder and as well be able to monitor them inhouse.

Philip Shedd

1 Landing Court
Quispamsis, NB
E2E 4R2

May 24, 2016

Mary Jane Banks
Town of Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5



Hi Mary Jane,

Please find enclosed the 2015 Financial Statements for the Kennebecasis Public Library Inc. The Board approved this final version of the 2015 Statements at their April 20, 2016 general meeting.

If you have any questions please don't hesitate to contact me at (506) 849-5316 or Tiffany.Bartlett@gnb.ca.

I hope all is well with you, Mary Jane!

Take care,

A handwritten signature in black ink, appearing to read "Tiffany Bartlett".

Tiffany Bartlett
Library Director and Secretary to the Board

CC: Cathy Snow, Town of Quispamsis

KENNEBECASIS PUBLIC LIBRARY INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2015

KENNEBECASIS PUBLIC LIBRARY INC.

2016 June 13 Open Session FINAL_124

DECEMBER 31, 2015

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**TEED
SAUNDERS
DOYLE & CO.**

Chartered Professional Accountants

An Independent Member of
DFK Canada Inc. and DFK International

INDEPENDENT AUDITORS' REPORT

To the Directors of the Kennebecasis Public Library Inc.

We have audited the statement of financial position of the Kennebecasis Public Library Inc. as at December 31, 2015 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

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



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

Independent Auditors' Report to the Directors of the Kennebecasis Public Library Inc.
(cont'd)

Basis for Qualified Opinion

In common with many charitable organizations, the Library derives revenues from the general public in the form of donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of revenues from donations was limited to the amounts recorded in the records of the Library and we were not able to determine whether any adjustments might be necessary to these revenues, annual surplus (deficit), assets and net assets.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Kennebecasis Public Library Inc. as at December 31, 2015 and the results of its operations, changes in net assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick
March 16, 2016

KENNEBECASIS PUBLIC LIBRARY INC.

2016June13OpenSessionFINAL_127

STATEMENT OF FINANCIAL POSITION**AS AT DECEMBER 31, 2015**

	2015	2014
FINANCIAL ASSETS		
Cash and cash equivalents (Notes 2, 3 and 4)	\$ 36,779	\$ 54,238
Accounts receivable (Notes 2 and 3)		
General	1,938	493
Federal Government and its agencies (Note 5)	14,533	21,967
Due from related party (Notes 2, 3 and 7)	<u>478</u>	<u>-</u>
	<u>\$ 53,728</u>	<u>\$ 76,698</u>
LIABILITIES		
Accounts payable and accrued liabilities (Notes 2 and 3)	\$ 43,749	\$ 36,307
Deferred revenue - donations (Note 2, 6 and 9)	-	677
Member Municipalities (Notes 2, 3 and 7)	<u>-</u>	<u>29,588</u>
	<u>43,749</u>	<u>66,572</u>
NET ASSETS	<u>9,979</u>	<u>10,126</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Notes 2 and 10)	6,037,911	6,030,745
Accumulated amortization (Notes 2 and 10)	<u>(643,147)</u>	<u>(336,759)</u>
	5,394,764	5,693,986
Prepaid expenses	<u>11,675</u>	<u>13,539</u>
	<u>5,406,439</u>	<u>5,707,525</u>
ACCUMULATED SURPLUS	<u>\$ 5,416,418</u>	<u>\$ 5,717,651</u>

COMMITMENTS (Note 8)**APPROVED BY:**

_____ Director

_____ Treasurer

KENNEBECASIS PUBLIC LIBRARY INC.

2016June13OpenSessionFINAL_128

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2015

	2015 Budget (Note 12)	2015 Actual	2014 Actual
REVENUE (Note 2)			
Contributions by Municipalities - operating (Note 7)	\$ 184,199	\$ 185,196	\$ 186,117
Contributions by Municipalities - capital (Note 7)	-	-	48,062
Miscellaneous income	-	93	-
Interest and sundry income	5,000	3,001	5,049
Donations - restricted (Notes 6, 7 and 9)	-	6,529	4,092
Grants (Note 7)	<u>-</u>	<u>3,516</u>	<u>2,284</u>
	<u>189,199</u>	<u>198,335</u>	<u>245,604</u>
EXPENDITURE (Note 2)			
Building and grounds maintenance	93,502	83,701	87,098
Insurance	6,750	7,651	6,631
Office	9,108	7,897	6,467
Wages	9,252	20,863	10,038
Professional development	2,000	760	1,625
Professional fees	8,000	8,547	7,892
Public relations	3,000	1,819	1,476
Program supplies	3,000	1,969	2,000
Utilities	42,478	42,684	44,488
Communications	6,506	6,108	6,216
Purchase of books and materials	-	6,529	13,282
Operating equipment and maintenance	5,900	3,326	7,563
Miscellaneous	2,700	1,326	2,903
Amortization	<u>306,388</u>	<u>306,388</u>	<u>225,710</u>
	<u>498,584</u>	<u>499,568</u>	<u>423,389</u>
ANNUAL DEFICIT			
FOR THE YEAR (Note 11)	\$ <u>(309,385)</u>	(301,233)	(177,785)
ACCUMULATED SURPLUS -			
BEGINNING OF YEAR		<u>5,717,651</u>	<u>5,895,436</u>
ACCUMULATED SURPLUS -			
END OF YEAR		\$ <u>5,416,418</u>	\$ <u>5,717,651</u>

KENNEBECASIS PUBLIC LIBRARY INC.

2016 June 13 Open Session FINAL_129

STATEMENT OF CHANGES IN NET ASSETS**AS AT DECEMBER 31, 2015**

	<u>2015</u>	<u>2014</u>
Annual deficit	\$ (301,233)	\$ (177,785)
Acquisition of tangible capital assets	(7,166)	(48,063)
Amortization of tangible capital assets	<u>306,388</u>	<u>225,710</u>
	<u>(2,011)</u>	<u>(138)</u>
Acquisition of prepaid assets	(11,675)	(13,539)
Use of prepaid assets	<u>13,539</u>	<u>5,731</u>
	<u>1,864</u>	<u>(7,808)</u>
Decrease in net assets	(147)	(7,946)
Net assets - beginning of year	<u>10,126</u>	<u>18,072</u>
Net assets - end of year	\$ <u><u>9,979</u></u>	\$ <u><u>10,126</u></u>

KENNEBECASIS PUBLIC LIBRARY INC.

2016 June 13 Open Session FINAL_130

STATEMENT OF CASH FLOWS**FOR THE YEAR ENDED DECEMBER 31, 2015**

	<u>2015</u>	<u>2014</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual deficit	\$ (301,233)	\$ (177,785)
Amortization of tangible capital assets	306,388	225,710
Accounts receivable - General	(1,445)	(493)
Accounts receivable - Federal Government and its agencies	7,434	125,808
Due from related party	(478)	-
Accounts payable and accrued liabilities	7,442	(10,498)
Deferred revenue	-	(16,839)
Deferred revenue - donations	(677)	677
Member Municipalities	(29,588)	(107,298)
Change in prepaid expenses	<u>1,864</u>	<u>(7,808)</u>
	<u>(10,293)</u>	<u>31,474</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	<u>(7,166)</u>	<u>(48,063)</u>
NET DECREASE IN CASH AND CASH EQUIVALENTS	(17,459)	(16,589)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>54,238</u>	<u>70,827</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 36,779</u>	<u>\$ 54,238</u>

KENNEBECASIS PUBLIC LIBRARY INC.

2016June13OpenSessionFINAL_131

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

1. PURPOSE OF THE ORGANIZATION

Kennebecasis Public Library Inc. (the "Library") was incorporated without share capital under the laws of the Province of New Brunswick to establish, maintain and operate a public library for the benefit of the members of the communities of Rothesay and Quispamsis. These municipalities have each agreed to pay a proportional share, based on population, of the net budgeted operating costs of the Library on a monthly basis. The Library qualifies as a charitable organization and, as such, is exempt from income taxes. Books, reading materials and employee salaries paid by the Province of New Brunswick are not included in these financial statements.

On January 1, 2011, the Library entered into an Agreement with Rothesay and Quispamsis for the renovation and expansion of the Library building whereby the Towns agree to share the cost of this project in an amount not to exceed six million dollars. Construction relevant to this project was initiated in January 2012 and substantial completion was recognized on February 22, 2013.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Library are the representations of management prepared in accordance with Canadian generally accepted accounting principles for New Brunswick municipalities by the Department of Local Government, as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada.

The Library adopted Public Sector Accounting Standards ("PSAS") as of January 1, 2011.

The focus of PSAS financial statements is on the financial position of the Library and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Library.

Significant aspects of the accounting policies adopted by the Library are as follows:

Reporting Entity

The financial statements reflect the assets, liabilities, revenues, expenditures and changes in net assets and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Library and which are owned or controlled by the Library. The Library does not have any organizations or enterprises that require consolidation.

Interdepartmental and organizational transactions and balances are eliminated.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains and losses reported in annual surplus (deficit). All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale or issue of financial instruments are expensed when incurred.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Cash and Cash Equivalents

Cash and cash equivalents include cash balances on deposit with banks.

Revenue Recognition

Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred.

Other revenue is recorded when it is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenditures during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from those estimates.

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets; and
- the recoverability of tangible capital assets.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets, less any residual value when applicable, are amortized on a straight-line basis over their estimated useful lives as follows:

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	15 years
Building	20-40 years
Furniture and equipment	5 years

During the year, the Library changed its useful life estimates on the mechanical, electrical and certain components of the building from 40 years to 20 years straight-line. This change in estimate is being applied prospectively. The Library regularly reviews its capital assets to eliminate obsolete items.

Economic Dependence

The Library receives funding from Quispamsis and Rothesay, which accounts for a significant portion of revenues.

KENNEBECASIS PUBLIC LIBRARY INC.

2016June13OpenSessionFINAL_133

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

3. FINANCIAL INSTRUMENTS

The Library is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Library's risk exposure and concentration as of December 31, 2015:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Library is exposed to credit risk from its accounts receivable. The risk is minimized as the majority of the amounts receivable are due from the Federal Government.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Library is exposed to this risk mainly in respect of its receipt of funds from the contributing municipalities, patrons and other related sources, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the Library's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Library is not exposed to foreign currency risk as it does not hold foreign currencies.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is not exposed to interest rate risk as it does not have any interest bearing debt.

4. CASH AND CASH EQUIVALENTS

	<u>2015</u>	<u>2014</u>
Unrestricted	\$ 36,779	\$ 53,139
Restricted	<u>-</u>	<u>1,099</u>
	<u>\$ 36,779</u>	<u>\$ 54,238</u>

The restricted cash in the prior year was for the remaining costs of the building expansion project.

5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2015</u>	<u>2014</u>
Canada Revenue Agency (HST refund)	<u>\$ 14,533</u>	<u>\$ 21,967</u>

KENNEBECASIS PUBLIC LIBRARY INC.

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NOTES TO FINANCIAL STATEMENTS**DECEMBER 31, 2015****6. DEFERRED REVENUE**

The Library receives restricted donations specific to the purchase of books, materials and related supplies (Note 9).

7. RELATED PARTY TRANSACTIONS

The Library is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Library. During the year, the Library recognized the following contributions from the Towns as revenue:

	<u>2015</u>	<u>2014</u>
Quispamsis - Operating	\$ 114,088	\$ 114,393
Rothesay - Operating	<u>71,108</u>	<u>71,724</u>
	<u>\$ 185,196</u>	<u>\$ 186,117</u>
Quispamsis - Capital	\$ -	\$ 27,251
Rothesay - Capital	<u>-</u>	<u>20,811</u>
	<u>\$ -</u>	<u>\$ 48,062</u>

The accounts payable to member municipalities are non-interest bearing and have no set terms of repayment. The balance at year end consists of:

	<u>2015</u>	<u>2014</u>
Quispamsis	\$ -	\$ 23,986
Rothesay	<u>-</u>	<u>5,602</u>
	<u>\$ -</u>	<u>\$ 29,588</u>

During the year, Friends of Kennebecasis Public Library was created to increase the Library's eligibility for grants. In 2014, the Library only received 50% funding because the Government classified the Board as being publicly funded due to the funds the Board received and administed on behalf of the municipalities. In 2015, the Friends of Kennebecasis Public Library applied for the CSJ grant and the Library received 100% funding. Friends of Kennebecasis Public Library's revenue gets flowed through to the Library to grants or to donations. In 2015, \$3,516 was received as Summer Student Grants while \$3,970 was received as donations.

KENNEBECASIS PUBLIC LIBRARY INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

8. COMMITMENTS

Controls & Equipment Ltd. - Building Automation & HVAC Service Agreement

In 2014, the Library committed \$4,600 payable over 2 semi annual installments to Controls & Equipment Ltd. commencing on January 27, 2014. During the year, total payments of \$4,714 were made toward this commitment. This agreement shall continue from year to year with an annual increase in costs no greater than the inflation index as published by Statistics Canada.

KONE Inc. - Elevator Maintenance Agreement

In 2014, the Library committed \$196 payable each month over a period of fifteen years to KONE Inc. commencing on June 1, 2014. During the year, the monthly payment increased to \$207, with total payments of \$2,423 being made.

Talon Property Management Inc. - Site Maintenance Service Contract

During the year, the contract was terminated.

National Leasing - Photocopier Lease Contract

In 2013, the Library committed \$109 per month payable over 66 months commencing on July 1, 2013. During the year, total payments of \$1,308 were made. The minimum annual payments due over the next three years are: 2016 - \$1,308; 2017 - \$1,308; and 2018 - \$1,308.

Ultra Alarm Services - Fire Alarm Contract

During the year, the Library committed for one year \$475 commencing on November 27, 2015. During the year, total payments of \$24 were made.

9. DEFERRED REVENUE - DONATIONS

	<u>2015</u>	<u>2014</u>
Balance - beginning of year	\$ 677	\$ -
Add: Contributions during the year	5,852	4,769
Less: Expenditures during the year	<u>(6,529)</u>	<u>(4,092)</u>
Balance - end of year	<u>\$ -</u>	<u>\$ 677</u>

KENNEBECASIS PUBLIC LIBRARY INC.

2016June13OpenSessionFINAL_136
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

10. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Land Improvements</u>	<u>Building</u>	<u>Furniture and Equipment</u>	<u>2015 Total</u>	<u>2014 Total</u>
COST						
Balance - beginning of year	\$ 337,544	\$ 250,572	\$ 5,005,484	\$ 437,145	\$ 6,030,745	\$ 5,982,682
Add: net additions during the year	-	-	-	7,166	7,166	48,063
Less: disposals during the year	-	-	-	-	-	-
Balance - end of year	<u>337,544</u>	<u>250,572</u>	<u>5,005,484</u>	<u>444,311</u>	<u>6,037,911</u>	<u>6,030,745</u>
ACCUMULATED AMORTIZATION						
Balance - beginning of year	-	25,058	187,383	124,318	336,759	111,049
Add: amortization during the year	-	16,705	201,537	88,146	306,388	225,710
Less: accumulated amortization on disposals	-	-	-	-	-	-
Balance - end of year	<u>-</u>	<u>41,763</u>	<u>388,920</u>	<u>212,464</u>	<u>643,147</u>	<u>336,759</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 337,544</u>	<u>\$ 208,809</u>	<u>\$ 4,616,564</u>	<u>\$ 231,847</u>	<u>\$ 5,394,764</u>	<u>\$ 5,693,986</u>

KENNEBECASIS PUBLIC LIBRARY INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

11. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)

	<u>General Operating Fund</u>	<u>Capital Fund</u>	<u>Total</u>
2015 annual surplus (deficit)	\$ <u>5,155</u>	\$ <u>(313,556)</u>	\$ <u>(308,401)</u>
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	2,997	-	2,997
Capital purchased through Operating Fund	(7,168)	7,168	-
Amortization expense	<u>-</u>	<u>306,388</u>	<u>306,388</u>
Total adjustments to 2015 annual surplus	<u>(4,171)</u>	<u>313,556</u>	<u>309,385</u>
2015 annual surplus for funding requirements	\$ <u><u>984</u></u>	\$ <u><u>-</u></u>	\$ <u><u>984</u></u>

KENNEBECASIS PUBLIC LIBRARY INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

12. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget <u>General</u>	Amortization <u>TCA</u>	<u>Transfers</u>	<u>Total</u>
REVENUE				
Rothsay	\$ 73,765	\$ -	\$ -	\$ 73,765
Quispamsis	110,434	-	-	110,434
Surplus of second previous year	2,997	-	(2,997)	-
Interest grants and sundry income	<u>5,000</u>	<u>-</u>	<u>-</u>	<u>5,000</u>
	<u>192,196</u>	<u>-</u>	<u>(2,997)</u>	<u>189,199</u>
EXPENDITURE				
Building and grounds maintenance	93,502	-	-	93,502
Insurance	6,750	-	-	6,750
Office	9,108	-	-	9,108
Student wages	9,252	-	-	9,252
Professional development	2,000	-	-	2,000
Professional fees	8,000	-	-	8,000
Public relations	3,000	-	-	3,000
Utilities	42,478	-	-	42,478
Communications	6,506	-	-	6,506
Programs	3,000	-	-	3,000
Operating equipment and maintenance	5,900	-	-	5,900
Miscellaneous	2,700	-	-	2,700
Amortization	<u>-</u>	<u>306,388</u>	<u>-</u>	<u>306,388</u>
	<u>192,196</u>	<u>306,388</u>	<u>-</u>	<u>498,584</u>
Deficit	\$ <u>-</u>	\$ <u>(306,388)</u>	\$ <u>(2,997)</u>	\$ <u>(309,385)</u>



2016 June 13 Open Session FINAL 139

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

ADDRESS ALL CORRESPONDENCE TO:

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

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

Dr. Matt Alexander
Chairperson

KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMIS, NEW BRUNSWICK
ON WEDNESDAY, MARCH 23, 2016
AT 4:00 P.M.

REGULAR MEETING

PRESENT: Matt Alexander, Chair Nancy Creamer, Vice-Chair
Linda Sherbo Bill Artiss
Emil Olsen Peter Bourque
Cherie Madill Chief McIntyre
Debi Stewart Mr. Peter Logan, Auditor

ABSENT: Danny Dobson Gary Clark
Bill McGuire

The Chairman requested an Approval of the Agenda of the Regular Meeting of March 23, 2016. **MOVED by Emil Olsen and SECONDED by Linda Sherbo.**
MOTION CARRIED.

The Chairman requested a Motion for the Approval of the Regular Minutes of February 24, 2016. **MOVED by Peter Bourque and SECONDED by Bill Artiss.** Ms. Sherbo pointed out that she should have asked her previous question in respect to the Minutes in this meeting and not Committee of the Whole. **MOTION CARRIED.**

**Kennebecasis Regional Joint
Board of Police Commissioners
March 23, 2016
Page 2**

REGULAR MEETING

The Chairman asked if there were any Declarations of Conflict of Interest. None were received and the meeting continued.

The Chair advised that the Auditors Report had already been presented in Committee of the Whole. **Moved by Emil Olsen to accept the Auditors Report and Financial Statements for the period ending December 31, 2015 as presented. Seconded by Bill Artiss. MOTION CARRIED.**

SECRETARY-TREASURER'S REPORT

Cherie Madill presented the Financial Statements for the period ending February 29, 2016.

The first page of the Statement is the Statement of Financial position. The Board's bank account presently is at \$367,000 as compared to last year at this time when it was \$352,000. The sick pay retirement investment is \$770,000 and in the liability section the figure is \$816,000. She explained that once the Audit is completed there is a payment made into the investment once we know there is a surplus and these figures will be closer in a month or two. We also have Sgt. Watson retiring and as a result the payment will be made will be the difference between what we would have in the budget and what we will be paying to Sgt. Watson for a retirement allowance.

The Accounts Receivable are the outstanding secondments and we also have sales tax recoverable. The prepaid expenses is mostly comprised of insurance which is payable at the beginning of the year and the telecom is billed quarterly and we pay this monthly.

Statement of Operations

Revenue – Presently we are over budget. In the fall we knew that there were three secondments but we were unsure if the fourth secondments was going to continue. Thus far it is continuing resulting in this line item being over budget.

The Taxi & Traffic Bylaw is over budget at the present time due to the licensing which takes place in the beginning of the year.

**Kennebecasis Regional Joint
Board of Police Commissioners
March 23, 2016
Page 3**

REGULAR MEETING

Expenditures – Salaries are under budget. We presently have one officer on LTD and one officer on Maternity Leave. The officer on LTD will be retiring May 1 and the officer on Maternity Leave will be returning in March. We also have four officers who are seconded and we are replacing them with Temporary Term Officers.

Equipment – Usually spent later in the year to insure there are no deficits going forward as a result of something unexpected.

Vehicles - Fuel is still under budget and we have purchased one new vehicle and sold two used vehicles.

Building – Grounds is slightly higher as a result of it being winter and the costs associated with snow removal are higher as compared to lawn maintenance.

Administration – The sick pay retirement is under budget because no deposit has been made yet.

Contributed by the Members was \$911,000 compared to total expenditures of \$840,000 resulting in a surplus of \$71,000. This is less than the year prior which at this time was \$109,000.

TELECOM FUND

The costs associated with the communications is a set fee. The retired member's costs have been less than what she has actually been paying. Mr. Olsen asked if the costs associated with the retired members is being looked at so that they are not over paying. He was advised that this is reviewed.

Cherie advised that the sick pay/retirement investments report is contained in the packages and the market value has decreased.

**The Chairman asked for a Motion to approve the Secretary Treasurer's report. MOVED BY Nancy Creamer and SECONDED BY Linda Sherbo.
MOTION CARRIED.**

**Kennebecasis Regional Joint
Board of Police Commissioners
March 23, 2016
Page 4**

REGULAR MEETING

CHIEF'S REPORT

Chief McIntyre advised that he had a request for the Chair and Board's consideration. He advised that the NBACP Fall Meetings were scheduled at the same time as the September Board Meeting. He wished to request that the September Board Meeting be moved to September 21, 2016 to enable him to attend the NBACP Meetings September 28-30, 2016 in Miramichi. **MOVED by Emil Olsen and SECONDED by Nancy Creamer to move the regularly scheduled Board Meeting for September to September 21, 2016. MOTION CARRIED.**

There was a brief discussion in relation to the Webinar Courses listed on the training area listed on the Chief's Report. **MOVED by Bill Artiss and Seconded by Emil Olsen to receive the Chief's Report. MOTION CARRIED.**

COMMITTEE REPORTS

Personnel – Nothing to report other than Sgt. Watson's retirement as was previously noted.

Building and Grounds – Nothing to report.

Insurance – Mr. Bourque advised that at the last meeting there had been a discussion in respect to the insurance on the Drone. It was approved by the board to spend \$2,000 + \$900 for insurance on the Drone. Mr. Bourque advised he returned to the broker to discuss this issue. He advised that as it stands at present the Drone liability insurance will be covered through in our existing policy at no charge. For the physical damage portion to the Drone the broker have agreed that the charge would be \$25.00/year for \$10,000 coverage and would have the same deductible as our vehicles in the amount of \$2,500.00. Mr. Bourque explained that the only cost for the Drone insurance will be the \$25.00.

Finance -- Nothing to report.

Transportation – Nothing to report.

**Kennebecasis Regional Joint
Board of Police Commissioners
March 23, 2016
Page 5**

REGULAR MEETING

Communications – Nothing to report. The Chief did mention that the Force is well positioned with respect to the hand held and vehicle radios for the new P25 compliant network system and we are still looking at the 3rd quarter of 2016 to come on line.

Policy Committee – Nothing to report.

Regional Service Committee – Nothing to report.

CORRESPONDENCE

The Chairman advised a letter had been received from the Mayor of Rothesay, Bill Bishop indicating that he is not reoffering and thanked the Board for their cooperation over the years. **MOVED by Bill Artiss and SECONDED by Emil Olsen to receive and file. MOTION CARRIED.**

The second piece of correspondence was received from Barry Ogden with respect to the Marigold Project. **MOVED by Bill Artiss and SECONDED by Nancy Creamer to receive and file. MOTION CARRIED.**

NEW BUSINESS

The Chairman advised that the last item was the New Brunswick Police Act Review and Mr. Artiss attended a meeting in Fredericton in this regard. Mr. Artiss advised that he did in fact attend a stakeholders meeting comprised of civic authorities. He explained that the Civic Authority in the Police Act is defined as a board, a joint board or where a board or joint board not been established the council and includes any person designated by the civic authority to act on the civic authorities behalf. He explained that Saint John has a Board because it is a Civic Authority, we have a joint board because there are two municipalities, BNPP has a joint board because it is comprised to four municipalities and where there isn't a board or a joint board it is actually the Council, the whole Council serves as the civic authority. He pointed out that there are a number of places in the Act where these words are used incorrectly. He explained that the objective was to review the civic authority's responsibilities and obligations regarding the Police Act and the ongoing review and gather suggested changes.

**Kennebecasis Regional Joint
Board of Police Commissioners
March 23, 2016
Page 6**

REGULAR MEETING

Nothing in respect to a discipline matter was looked at as this is the Chief's area. This group is just deals with the administration or oversight. A brief discussion took place. Mr. Artiss explained that there was a lot of discussion of the meaning of the word adequate. He advised of the following quotation out of the current Police Act "every municipality shall be responsible for providing and maintaining adequate police services". Mr. Artiss referred to the French version and in that version the word sufficient was used as opposed to adequate. He explained that there is a dramatic difference in that you could have a sufficient number of officers to fill all of the cars but if they don't have supervision and if they don't have training you could hardly say you are providing adequate police protection. This was discussed at length during his meeting. He explained that some of the smaller jurisdictions are really hung up on the costs and they are of the opinion that if the police force meets any of the imposed standards, then the service they provide is adequate.

Mr. Artiss further explained that there are number of places within the Act where the words municipalities, civic authorities and police boards are misused. In some areas of the Act they say that the police are employed by the Municipality and in other places it says the Police Board is the employer. Also, in a number of places the Act gives authority to the Municipality where it should be the civic authority. Mr. Artiss suggested that a review be done of the whole document to insure that these words are used in the correct context.

Some of the persons in attendance at this meeting expressed concerns about the powers of the Police Commission and they were of the opinion that the Province, particularly the Department of Public Safety should assume the role of providing oversight.

He further advised that there were discussions in relation to conflicts as it relates to what is contained in the Act and what might be contained in a Collective Agreement.

There was discussion as it related to the time limit as it relates to a service or policy complaint. The current Act uses the word immediately which can be subject to interpretation. The Police Commission has proposed that the word immediately be

**Kennebecasis Regional Joint
Board of Police Commissioners
March 23, 2016
Page 7**

REGULAR MEETING

replaced with 14 days. This also would refer to other portions of the Act where there are time limits.

There were discussions with respect to a service or policy complaint and that concerns the service or policy of the police officer as opposed to a conduct complaint which is dealt with in a very different manner.

The topic of suspension without pay was discussed.

He explained that going forward the review team has some academic individuals looking at the wording and the meaning of the words adequate and sufficient and a few other words and trying to look at other situations to see what words are being used.

Mr. Artiss advised that this group will be meeting again on May 17th and there is also a meeting to be held of the Review Team with the Police Association, the Police Commission, the Chiefs of Police and likely some representation of the civic authorities. No date has been set for this meeting.

Ms. Sherbo asked what the role was with respect to conduct and discipline as Board Members.

Chief McIntyre explained that if someone has a conduct complaint or a policy complaint the complaint can be made to the New Brunswick Police Commission, to the Chief or the civic authority. When the complaint does not involve the Chief or Deputy Chief Police then the civic authority would pass the complaint on to the Chief or the New Brunswick Police Commission to look at, most often it is the Chief. If the complaint is about the Chief of Police or the Deputy Chief then you would usually consult with the New Brunswick Police Commission and either the civic authority would appoint an investigator if they deemed it was appropriate or they would ask the New Brunswick Police Commission to do it on their behalf.


**Kennebecasis Regional Joint
Board of Police Commissioners
March 23, 2016
Page 8**

REGULAR MEETING

Nancy Creamer asked the members if they had heard about the student from KV who had completed the study on distracted driving. She was wondering if we should acknowledge him as a Police Force. The Chief thought we could invite him to our open meeting. This was discussed. **MOVED by Nancy Creamer and SECONDED by Emil Olsen to invite this young man to a meeting. MOTION CARRIED.**

Ms. Sherbo commented on the "Coffee with a Cop" initiative and thought it was a great idea. The Chief advised they are going to continue with the initiative until such time as the public interest drops off.

MOVED by Linda Sherbo and SECONDED by Bill Artiss to Adjourn. MOTION CARRIED.



CHAIRMAN



SECRETARY-TREASURER

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

	<u>2016</u>	<u>2015</u>
-----Financial assets-----		
Cash - General	\$504,373.23	\$437,296.27
Sick Pay/ Retirement Investments	780,825.54	756,780.28
Accounts Receivable	78,284.76	94,757.03
Sales tax recoverable	13,476.10	13,324.76
	<u>\$1,376,959.63</u>	<u>\$1,302,158.34</u>
---Liabilities-----		
Accounts payable and accrued	259,088.84	246,648.18
Vested sick leave/retirement accrual	819,574.96	749,265.75
Sick leave replacement	13,298.53	13,298.53
Accrued pension benefit liability	915,100.00	1,140,800.00
Debenture payable	1,338,000.00	1,450,000.00
	<u>3,345,062.33</u>	<u>3,600,012.46</u>
NET ASSETS (DEBT)	<u>-1,968,102.70</u>	<u>-2,297,854.12</u>
---Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,594,248.05	3,407,400.83
Accumulated amortization	<u>-1,287,059.62</u>	<u>-1,161,977.85</u>
	2,307,188.43	2,245,422.98
Unamortized Debenture costs	10,994.55	6,236.94
Prepaid expenses	42,950.41	112,424.44
	<u>2,361,133.39</u>	<u>2,364,084.36</u>
ACCUMULATED SURPLUS	<u>393,030.69</u>	<u>66,230.24</u>
 Assets	 3,738,093.02	 3,666,242.70
Liabilities	3,738,093.02	3,666,242.70

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

	<u>2016</u>			<u>2015</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
Millennium Drive				
Land	194,247.55			194,247.55
				194,248
Building - Roof	42,676.66			42,676.66
				42,677
Mechanical	250,627.82			250,627.82
				250,628
Electrical	330,542.64			330,542.64
				330,543
Other	520,640.03			520,640.03
				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
Furnishings	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
Machinery & equipment	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
Information technology equipment	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
Vehicles	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
Total Tangible Capital assets	3,594,248.05	0.00	0.00	3,594,248.05
				3,407,402
Total Accumulated amortization	-1,287,059.62	0.00	0.00	-1,287,059.62
				-1,161,978
Net Book Value	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
THREE MONTHS ENDING MARCH 31, 2016

	----- THREE MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	\$13,790.00	17%	\$9,590	\$11,750	\$47,000
Taxi & Traffic Bylaw	4,916.65	293%	3,789	1,250	5,000
Interest income	1,112.83	-26%	1,315	1,500	6,000
Retirement interest & dividends	4,453.07	-1%	6,103	4,500	18,000
Secondments	96,866.19	36%	46,646	71,000	284,000
	<u>\$121,138.74</u>	35%	<u>67,443</u>	<u>90,000</u>	<u>360,000</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	\$819,716.23	-3%	\$743,871	844,355	\$3,377,418
Benefits	156,211.94	-10%	147,192	173,871	695,484
Training	7,138.03	-25%	7,985	9,500	38,000
Equipment		-100%		5,000	20,000
Equip repairs & IT support	997.82	0%		1,000	4,000
Communications	15,896.10	9%	13,653	14,575	58,300
Office function	3,787.27	-11%	3,473	4,250	17,000
Leasing	2,620.32	-1%	3,040	2,650	10,600
Policing-general	9,538.48	17%	7,128	8,125	32,500
Insurance	2,821.74	1%	2,745	2,800	11,200
Uniforms	13,210.65	47%	8,911	9,000	36,000
Prevention/p.r.	1,274.99	-43%	1,483	2,250	9,000
Investigations	4,698.39	-35%	4,805	7,250	29,000
Detention	6,464.34	0%	6,464	6,465	25,860
Taxi & Traffic Bylaw	258.57	107%	259	125	500
Auxillary	70.33	-81%	1,122	375	1,500
Public Safety	7,000.00	0%	7,000	7,000	28,000
	<u>1,051,705.20</u>	-4%	<u>959,131</u>	<u>1,098,591</u>	<u>4,394,362</u>
VEHICLES					
Fuel	19,972.61	-27%	21,241	27,500	110,000
Maint./repairs	16,024.62	-25%	18,261	21,250	85,000
Insurance	5,079.24	-2%	5,079	5,181	20,724
New vehicles	18,968.42	-33%		28,500	114,000
Equipment		-100%		5,375	21,500
	<u>60,044.89</u>	-32%	<u>44,581</u>	<u>87,806</u>	<u>351,224</u>

STATEMENT OF OPERATIONS
THREE MONTHS ENDING MARCH 31, 2016

	-----THREE MONTHS-----				
	-----ACTUAL-----		PRIOR YR	-----BUDGET-----	
EXPENDITURE continued:					
BUILDING					
Maintenance	6,625.03	-29%	8,423	9,375	37,500
Cleaning	5,859.60	-2%	5,493	6,000	24,000
Electricity	15,490.66	32%	16,472	11,750	47,000
Taxes	11,038.03	-4%	10,934	11,481	45,925
Insurance	1,358.01	2%	1,306	1,332	5,328
Grounds	5,228.36	109%	4,897	2,500	10,000
Interest on Debenture	7,887.78	-12%	14,024	9,000	36,000
Debenture Principal	32,000.01	11%	28,000	28,750	115,000
	<u>85,487.48</u>	7%	<u>89,549</u>	<u>80,188</u>	<u>320,753</u>
ADMINISTRATION					
Salaries	151,201.47	0%	146,325	151,461	605,842
Benefits	33,900.69	18%	27,111	28,778	115,110
Professional Fees	7,552.16	-37%	14,284	12,000	48,000
Travel/Training	5,919.89	82%	5,468	3,250	13,000
Board Travel/Expenses	271.53	-78%	297	1,250	5,000
Insurance	313.50	1%	305	311	1,244
Bank service fees	330.90		493		
Labour Relations	3,430.10	37%	361	2,500	10,000
Sick Pay/Retirement		-100%		14,950	59,800
Retirement int & dividends	4,453.07	-6%	6,103	4,750	19,000
2nd prior year (surplus) deficit	-28,171.74		-30,754	-28,172	-112,687
	<u>179,201.57</u>	-6%	<u>169,993</u>	<u>191,077</u>	<u>764,309</u>
	1,255,300.40	-8%	1,195,811	1,367,662	5,470,648
CONTRIBUTED BY MEMBERS	1,367,660.76		1,335,556	1,367,662	5,470,648
SURPLUS (DEFICIT)	<u>\$112,360.36</u>		<u>\$139,745</u>	<u>\$0</u>	<u>\$0</u>
TELECOM FUND					
City of SJ telecomm services	80,018.50	0%	75,975	80,019	320,074
Data Networking charges	2,430.69		2,225	2,568	10,273
Retirees health insurance	-301.14		459	375	1,500
2nd prior year (surplus) deficit	540.30	0%	-1,220	540	2,161
	<u>82,688.35</u>		<u>77,439</u>	<u>83,502</u>	<u>334,008</u>
CONTRIBUTED BY MEMBERS	83,503.50		77,416	83,502	334,008
SURPLUS (DEFICIT)	<u>\$815.15</u>		<u>(\$23)</u>	<u>\$0</u>	<u>\$0</u>
Total surplus (deficit)	\$113,175.51		\$139,722		

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

pg 5

STATEMENT OF FINANCIAL POSITION

BANK balance		504,373	at March 31
ACCOUNTS PAYABLE balance	259,089		
Debenture costs paid in June & December	-39,595		

Current Accounts Payable		219,494	Paid in April

Extra (Shortfall) in bank account		284,879	

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

STATEMENT OF OPERATIONS

Revenue:

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

Crime Control:

- * Salaries - one officer out on LTD, an officer on maternity leave and four are on secondments. They are currently being replaced by temporary term constables.
- * Benefits Health insurance 2016: \$37,821 2015: \$30,341
 Retirees health insurance 2016: -\$290 2015: \$1,937
 In 2015 the retirees paid \$1,937 less than the actual costs

Building:

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

Vehicles:

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

Administration:

- * Benefits Health Insurance 2016: \$11,206 2015: \$5,133

Telecom:

- * Retirees health insurance 2016: -\$301 2015: \$459
 In 2015 the retirees paid \$459 less than the actual costs



Dr. Matt Alexander
Chairperson

2016 June 13 Open Session FINAL 152
**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS**

ADDRESS ALL CORRESPONDENCE TO:

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

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

**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMIS, NEW BRUNSWICK
ON WEDNESDAY, APRIL 27, 2016
AT 3:30 P.M.**

REGULAR MEETING

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

ABSENT: Peter Bourque

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

The Chairman requested a Motion for the approval of the Minutes of the Regular Meeting of March 23, 2016. **Moved by Nancy Creamer and Seconded by Linda Sherbo. MOTION CARRIED.**

**Kennebecasis Regional Joint
Board of Police Commissioners
April 27, 2016
Page 2**

REGULAR MEETING

Mr. Alexander wished to express the Board's thanks to Bill McGuire for his 10 years of service on the Board. A presentation was made to Mr. McGuire on behalf of the Board.

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.

The Chief introduced Benjamin d'Entremont and his father Greg to the Board. Ben made a presentation of his project he had done for the annual science fair. The topic he choose was one on distracted driving in the Kennebecasis Valley and Saint John areas. Ben is attending the National Science Fair in May.

SECRETARY TREASURER'S REPORT

Ms. Madill presented the Financial Statements for the period ending March 31, 2016.

The cash is presently at \$504,373.23. She advised that the deposit has been made to the Sick Pay Retirement fund from the 2015 surplus but deducted the David Watson Retirement allowance. The \$819,574.00 will be reduced by the Retirement Allowance due to Sgt. Watson in the approximate amount of \$45,000.00.

The Board was then referred to the Statement of Operations. She pointed out that the revenue is up mainly because of the fees in the amount of \$13,790 compared to the budgeted amount of \$11,750.00. The Secondments is over the budget as well because we budgeted for three and we have four. We were unaware at budgeting time if the fourth secondment was going to continue.

Expenditures - Salaries and benefits are slightly under budget. There is nothing abnormal from the month before and we are \$40,000 under budget from the month before.

Vehicles – Fuel is under budget as well as maintenance and repairs.

**Kennebecasis Regional Joint
Board of Police Commissioners
April 27, 2016
Page 3**

REGULAR MEETING

Mr. Olsen asked if with the secondments there is ever a point where this is detrimental to the Force. The Chief explained this was not the case as these seconded members positions are backfilled with Term Employees. The Chief further advised that the RCMP have requested one of our officers, who is a Master Carbine Trainer to train their members for a period of 8 weeks this summer. The RCMP will be reimbursing our Force for this member's wages during this seconded period. A Term Employee has been selected to back fill this seconded member's position.

Cherie continued and referred the members to the Building category in the Statement of Operations. The line item for Electricity is higher than budgeted because of the costs associated with heating during the winter. This should level out as the year moves forward.

Administration - There is nothing reflected under the category sick pay retirement as this is not done until the end of the year.

At present there is a surplus of \$112,360.38.

Telecom Fund – There is a credit under the retiree health insurance of \$301.00 and the data networking charges are under budget but do increase in July resulting in a surplus of \$815.15.

Cherie also point out that the TD Sick Pay Retirement Monthly statement was also attached. The value of the plan in March was \$781,000 versus market value in February of \$761,000. The deposit that was made would not have been received in March so it was not the deposit that made this increase but the market value.

MOVED by Bill Artiss and Seconded by Emil Olsen to accept the Secretary Treasurer's Report as circulated. MOTION CARRIED.

CHIEF'S REPORT

In addition to his report contained in the Board Packages, Chief McIntyre reviewed traffic statistics which were provided by Sgt. Scott.

**Kennebecasis Regional Joint
Board of Police Commissioners
April 27, 2016
Page 4**

REGULAR MEETING

Chief McIntyre also reviewed the Major Crime Report provided by Det. Sgt. MacDougall.

MOVED BY Bill McGuire and Seconded by Linda Sherbo to accept the Chief's Report as circulated. MOTION CARRIED.

COMMITTEE REPORTS

Personnel – The Chief advised that Sgt. Watson was retiring the 1st of May, 2016.

Mr. Alexander referred the Board to the Motion which was to be brought forward from Committee of the Whole which related to the Retirees Health Plan. **Moved by Danny Dobson that we engage the services of Todd Stephen of Owens MacFadyen at a cost of \$2,000, to review our health benefit package for the retired members of the Force. Seconded by Bill Artiss. MOTION CARRIED.**

Building and Grounds - Mr. McGuire advised that requests for proposals had been forth to areas companies for the grounds maintenance for the police headquarters building for the summer. Four proposals were received. The lowest proposal was received from Homestar and does meet all of our requirements. The Committee is recommending that we accept the proposal of Homestar in the amount of \$2,260.00 including taxes. There was a lengthy discussion in relation to the services provided. The Chief is to have a discussion with Homestar advising that if we are not satisfied with their work that we will be terminating the contact with 30 days' notice. **MOVED by Bill Artiss and Seconded by Linda Sherbo to accept the proposal of Homestar with these conditions. Nay votes received by Danny Dobson and Gary Clark. MOTION CARRIED.**

Mr. Olsen advised the Chair and board members that he had to leave the meeting as he had another meeting to attend.

Insurance – Nothing to Report.

Finance – Nothing to Report.

**Kennebecasis Regional Joint
Board of Police Commissioners
April 27, 2016
Page 5**

REGULAR MEETING

Transportation Committee – Nothing to report.

Communications –Chief McIntyre presented a short video relating to the new radio system coming on-line throughout the Province.

Policy Committee – Nothing to report.

Regional Service Commission – Nothing to report.

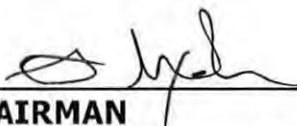
Mr. Artiss advised that there is another meeting scheduled on May 17th for the Police Act Review Committee. He advised that he has reviewed the Act and the Regulations and he will be forwarding documentation dealing with what is adequate and what is sufficient. Another item which has been raised is the costs of arbitration. The proposal is that the costs of arbitration should be split by all the parties. Another item is relating to the firing of individuals.

Ms. Sherbo asked if the document prepared by Mr. Artiss could be forwarded to the board members prior to his attendance at the meeting in mid-May. Mr. Artiss advised he would forward it to the Chief and he could then forward it to the members of the Board.


NEW BUSINESS

Mrs. Creamer wanted to wish Gary, Matt and Bill good luck in the up-coming Municipal Election.

MOVED BY Linda Sherbo and Seconded by Bill McGuire to adjourn. MOTION CARRIED.



CHAIRMAN



SECRETARY-TREASURER

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at April 30, 2016

	<u>2016</u>	<u>2015</u>
-----Financial assets-----		
Cash - General	\$568,175.99	\$453,557.59
Sick Pay/ Retirement Investments	781,716.77	792,368.01
Accounts Receivable	32,825.06	78,501.69
Sales tax recoverable	16,822.82	16,837.27
	<u>\$1,399,540.64</u>	<u>\$1,341,264.56</u>
----Liabilities-----		
Accounts payable and accrued	284,793.84	251,285.75
Vested sick leave/retirement accrual	820,466.19	749,207.15
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>3,371,658.56</u>	<u>3,604,591.43</u>
NET ASSETS (DEBT)	<u>-1,972,117.92</u>	<u>-2,263,326.87</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,594,248.05	3,407,400.83
Accumulated amortization	<u>-1,287,059.62</u>	<u>-1,161,977.85</u>
	2,307,188.43	2,245,422.98
Unamortized Debenture costs	10,896.87	5,977.17
Prepaid expenses	<u>93,105.24</u>	<u>119,143.28</u>
	<u>2,411,190.54</u>	<u>2,370,543.43</u>
ACCUMULATED SURPLUS	<u>439,072.62</u>	<u>107,216.56</u>
Assets	3,810,731.18	3,711,807.99
Liabilities	3,810,731.18	3,711,807.99

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
April 30, 2016

	<u>2016</u>			<u>2015</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
<i>Millennium Drive</i>				
Land	194,247.55			194,248
Building - Roof	42,676.66			42,677
Mechanical	250,627.82			250,628
Electrical	330,542.64			330,543
Other	520,640.03			520,640
Structure	1,106,997.29			1,106,997
	2,251,484.44	0.00		2,251,484
Accumulated amortization	-690,095.73			-624,239
Net book value of Building	1,561,388.71	0.00	0.00	1,627,245
Paving	52,600.16			52,600
Accumulated amortization	-27,615.08			-24,985
Net book value of paving	24,985.08	0.00	0.00	27,615
Landscaping	3,268.36			3,268
Accumulated amortization	-3,268.36			-3,105
Net book value of landscaping	0.00	0.00	0.00	163
<i>Furnishings</i>	177,329.73			177,330
Accumulated amortization	-93,098.12			-84,232
Net book value of furnishings	84,231.61	0.00	0.00	93,098
<i>Machinery & equipment</i>	61,695.71			61,696
Accumulated amortization	-46,684.29			-44,918
Net book value of equipment	15,011.42	0.00	0.00	16,778
<i>Information technology equipment</i>	278,729.13			142,375
Accumulated amortization	-119,483.76			-91,525
Net book value of IT equipment	159,245.37	0.00	0.00	50,850
<i>Vehicles</i>	574,892.97			524,401
Accumulated amortization	-306,814.28			-288,974
Net book value of vehicles	268,078.69	0.00	0.00	235,427
Total Tangible Capital assets	3,594,248.05	0.00	0.00	3,407,402
Total Accumulated amortization	-1,287,059.62	0.00	0.00	-1,161,978
Net Book Value	2,307,188.43	0.00	0.00	2,245,424

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
FOUR MONTHS ENDING APRIL 30, 2016

	----- FOUR MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	\$21,681.05	38%	\$15,146	\$15,667	\$47,000
Taxi & Traffic Bylaw	5,986.65	259%	4,532	1,667	5,000
Interest income	1,545.40	-23%	1,788	2,000	6,000
Retirement interest & dividends	5,344.30	-11%	6,044	6,000	18,000
Secondments	129,158.96	36%	62,376	94,667	284,000
	<u>\$163,716.36</u>	36%	<u>89,886</u>	<u>120,000</u>	<u>360,000</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	\$1,090,276.09	-3%	\$989,041	1,125,806	\$3,377,418
Benefits	214,121.97	-8%	197,665	231,828	695,484
Training	7,954.26	-37%	13,188	12,667	38,000
Equipment	1,321.83	-80%		6,667	20,000
Equip repairs & IT support	1,319.47	-1%	477	1,333	4,000
Communications	21,223.68	9%	17,794	19,433	58,300
Office function	4,621.07	-18%	5,007	5,667	17,000
Leasing	3,519.91	0%	3,927	3,533	10,600
Policing-general	11,252.22	4%	11,821	10,833	32,500
Insurance	3,762.32	1%	3,660	3,733	11,200
Uniforms	14,375.40	20%	10,845	12,000	36,000
Prevention/p.r.	1,324.99	-56%	3,041	3,000	9,000
Investigations	7,147.14	-26%	4,849	9,667	29,000
Detention	8,620.00	0%	8,620	8,620	25,860
Taxi & Traffic Bylaw	258.57	55%	259	167	500
Auxillary	70.33	-86%	1,222	500	1,500
Public Safety	9,333.33	0%	9,333	9,333	28,000
	<u>1,400,502.58</u>	-4%	<u>1,280,749</u>	<u>1,464,787</u>	<u>4,394,362</u>
VEHICLES					
Fuel	27,040.99	-26%	27,950	36,667	110,000
Maint./repairs	19,949.89	-30%	22,606	28,333	85,000
Insurance	6,772.32	-2%	6,772	6,908	20,724
New vehicles	18,968.42	-50%		38,000	114,000
Equipment		-100%		7,167	21,500
	<u>72,731.62</u>	-38%	<u>57,328</u>	<u>117,075</u>	<u>351,224</u>

STATEMENT OF OPERATIONS
FOUR MONTHS ENDING APRIL 30, 2016

	-----FOUR MONTHS-----					
	-----ACTUAL-----		PRIOR YR	-----BUDGET-----		
EXPENDITURE continued:						
BUILDING						
Maintenance	9,413.39	-25%	15,499	12,500	37,500	
Cleaning	7,608.50	-5%	7,190	8,000	24,000	
Electricity	19,531.47	25%	20,763	15,667	47,000	
Taxes	14,865.11	-3%	14,579	15,308	45,925	
Insurance	1,810.68	2%	1,741	1,776	5,328	
Grounds	5,345.24	60%	4,898	3,333	10,000	
Interest on Debenture	10,517.04	-12%	18,699	12,000	36,000	
Debenture Principal	42,666.68	11%	37,333	38,333	115,000	
	<u>111,758.11</u>	5%	<u>120,702</u>	<u>106,918</u>	<u>320,753</u>	
ADMINISTRATION						
Salaries	201,106.12	0%	194,983	201,947	605,842	
Benefits	43,695.17	14%	36,704	38,370	115,110	
Professional Fees	10,278.90	-36%	16,758	16,000	48,000	
Travel/Training	6,618.29	53%	5,468	4,333	13,000	
Board Travel/Expenses	417.95	-75%	297	1,667	5,000	
Insurance	418.00	1%	407	415	1,244	
Bank service fees	371.19		638			
Labour Relations	4,340.28	30%	361	3,333	10,000	
Sick Pay/Retirement		-100%		19,933	59,800	
Retirement int & dividends	5,344.30	-16%	6,044	6,333	19,000	
2nd prior year (surplus) deficit	-37,562.32		-41,005	-37,562	-112,687	
	<u>235,027.88</u>	-8%	<u>220,655</u>	<u>254,770</u>	<u>764,309</u>	
	1,656,303.83	-9%	1,589,548	1,823,549	5,470,648	
CONTRIBUTED BY MEMBERS	<u>1,823,547.68</u>		<u>1,780,742</u>	<u>1,823,549</u>	<u>5,470,648</u>	
SURPLUS (DEFICIT)	<u>\$167,243.85</u>		<u>\$191,194</u>	<u>\$0</u>	<u>\$0</u>	
TELECOM FUND						
City of SJ telecomm services	106,691.34	0%	101,300	106,691	320,074	
Data Networking charges	3,240.92		2,967	3,424	10,273	
Retirees health insurance	-498.73		409	500	1,500	
2nd prior year (surplus) deficit	720.40	0%	-1,627	720	2,161	
	<u>110,153.93</u>		<u>103,049</u>	<u>111,336</u>	<u>334,008</u>	
CONTRIBUTED BY MEMBERS	<u>111,338.00</u>		<u>103,222</u>	<u>111,336</u>	<u>334,008</u>	
SURPLUS (DEFICIT)	<u>\$1,184.07</u>		<u>\$173</u>	<u>\$0</u>	<u>\$0</u>	
Total surplus (deficit)	\$168,427.92		\$191,367			

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS pg 5
NOTES TO THE FINANCIAL STATEMENTS
April 30, 2016

STATEMENT OF FINANCIAL POSITION

BANK balance		568,176	at April 30
ACCOUNTS PAYABLE balance	284,794		
Debenture costs paid in June & December	-39,595		

Current Accounts Payable		245,199	Paid in May

Extra (Shortfall) in bank account		322,977	

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: \$51,082 2015: \$43,940
Retirees health insurance 2016: \$582 2015: \$449
In 2015 the retirees paid \$449 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: \$13,442 2015: \$7,397

Telecom:

- * Retirees health insurance 2016: -\$498 2015: \$409
This year with only one retiree the costs are less



Dr. Matt Alexander
Chairperson

2016 June 13 Open Session FINAL 162
**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS**



ADDRESS ALL CORRESPONDENCE TO:

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

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

April 11, 2016

Mayor and Councilors
Town of Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Dear Mayor and Councilors:

Please find enclosed a copy of the Audited Financial Statements of The
Kennebecasis Regional Joint Board of Police Commissioners for the year 2015.

We trust this meets with your approval.

Yours truly,

Stephen N. McIntyre, M.O.M.
Chief of Police

/dls

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

FINANCIAL STATEMENTS

DECEMBER 31, 2015

2015 June 13 Open Session FINAL 164
**KENNEBECASIE REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS**

DECEMBER 31, 2015

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Chartered Professional Accountants

An Independent Member of
DFK Canada Inc. and DFK International

INDEPENDENT AUDITORS' REPORT

To the Members of the Kennebecasis Regional Joint Board of Police Commissioners

We have audited the statement of financial position of the Kennebecasis Regional Joint Board of Police Commissioners as at December 31, 2015 and the statements of operations, changes in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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

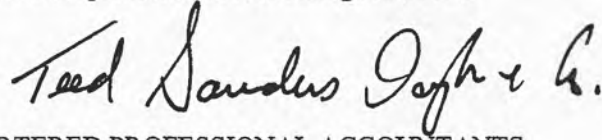


Fredericton Partners
John H. Landry Jeffrey E. Saunders
T.J. Smith Kenneth H. Kyle

Independent Auditors' Report to the Members of the Kennebecasis Regional Joint Board of Police
Commissioners (cont'd)

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2015 and the results of its operations and changes in net debt for the year then ended in accordance with Canadian public sector accounting standards.



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB
March 23, 2016

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS

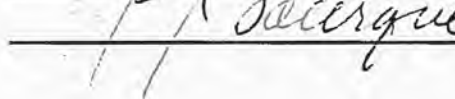
STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2015

	2015	2014
FINANCIAL ASSETS		
Cash (Notes 2, 3 and 4)	\$ 356,614	\$ 536,824
Accounts receivable (Notes 2 and 3)		
General	5,600	21,554
Federal Government and its agencies (Note 5)	143,601	82,785
Investments (Notes 2, 3, 6 and 8)	<u>762,177</u>	<u>745,786</u>
	<u>\$ 1,267,992</u>	<u>\$ 1,386,949</u>
LIABILITIES		
Accounts payable and accrued liabilities (Notes 2 and 3)	\$ 275,520	\$ 378,968
Long term debt (Notes 2, 3 and 7)	1,338,000	1,450,000
Accrued sick leave (Note 2)	13,299	13,299
Accrued liability for vested retirement benefits (Notes 2 and 8)	815,122	743,163
Post employment benefits payable (Notes 2 and 9)	<u>915,100</u>	<u>1,140,800</u>
	<u>3,357,041</u>	<u>3,726,230</u>
NET DEBT	<u>(2,089,049)</u>	<u>(2,339,281)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Notes 2 and 11)	3,594,248	3,407,401
Accumulated amortization (Notes 2 and 11)	<u>(1,287,060)</u>	<u>(1,161,976)</u>
	2,307,188	2,245,425
Unamortized debenture costs (Note 2)	11,288	7,016
Prepaid expenses	<u>78,053</u>	<u>45,319</u>
	<u>2,396,529</u>	<u>2,297,760</u>
ACCUMULATED SURPLUS (DEFICIT)	<u>\$ 307,480</u>	<u>\$ (41,521)</u>

COMMITMENTS (Note 10)

APPROVED BY:

 Commissioner
 Commissioner

~~2019 June 10 Open Session FINAL 168~~
**KENNEBECAS REGIONAL JOINT BOARD OF POLICE
 COMMISSIONERS**

**STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED DECEMBER 31, 2015**

	2015 Budget (Note 13)	2015 Actual	2014 Actual
REVENUE (Note 2)			
Contributions by member municipalities	\$ 5,651,886	\$ 5,651,892	\$ 5,546,512
Other (Note 14)	<u>293,659</u>	<u>415,838</u>	<u>314,826</u>
	<u>5,945,545</u>	<u>6,067,730</u>	<u>5,861,338</u>
EXPENDITURE (Notes 2 and 14)			
Crime control	4,062,512	3,969,246	3,855,860
Vehicle fleet	325,687	306,259	277,915
Property	303,177	306,058	316,131
Administration	811,593	786,046	788,994
Telecommunications	<u>314,550</u>	<u>314,645</u>	<u>306,357</u>
	<u>5,817,519</u>	<u>5,682,254</u>	<u>5,545,257</u>
ANNUAL SURPLUS FOR THE YEAR BEFORE UNREALIZED GAIN (LOSS) ON INVESTMENTS	128,026	385,476	316,081
UNREALIZED GAIN (LOSS) ON INVESTMENTS	<u>(36,475)</u>	<u>(36,475)</u>	<u>24,182</u>
ANNUAL SURPLUS FOR THE YEAR (Note 12)	\$ <u>91,551</u>	349,001	340,263
ACCUMULATED DEFICIT - BEGINNING OF YEAR		<u>(41,521)</u>	<u>(381,784)</u>
ACCUMULATED SURPLUS (DEFICIT) - END OF YEAR		\$ <u>307,480</u>	\$ <u>(41,521)</u>

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**KENNEBECAS REGIONAL JOINT BOARD OF POLICE
 COMMISSIONERS**

STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2015

	2015	2014
Annual surplus	\$ 349,001	\$ 340,263
Acquisition of tangible capital assets	(255,120)	(132,510)
Proceeds on disposal of tangible capital assets	5,280	2,200
Amortization of tangible capital assets	187,357	148,542
Loss on disposal of tangible capital assets	<u>720</u>	<u>1,800</u>
	<u>287,238</u>	<u>360,295</u>
Acquisition of prepaid assets	(78,053)	(45,319)
Use of unamortized debenture costs	(4,272)	(1,648)
Use of prepaid assets	<u>45,319</u>	<u>52,948</u>
	<u>(37,006)</u>	<u>5,981</u>
Decrease in net debt	250,232	366,276
Net debt - beginning of year	<u>(2,339,281)</u>	<u>(2,705,557)</u>
Net debt - end of year	<u>\$ (2,089,049)</u>	<u>\$ (2,339,281)</u>

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**KENNEBECAS REGIONAL JOINT BOARD OF POLICE
 COMMISSIONERS**

**STATEMENT OF CASH FLOWS
 FOR THE YEAR ENDED DECEMBER 31, 2015**

	2015	2014
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus	\$ 349,001	\$ 340,263
Loss on disposal of tangible capital assets	720	1,800
Unrealized loss (gain) on investments	36,475	(24,182)
Amortization of tangible capital assets	187,357	148,542
Receivable - General	15,954	(10,667)
Receivable - Federal Government and its agencies	(60,816)	12,244
Accounts payable and accrued liabilities	(103,448)	66,394
Change in accrued sick leave	-	449
Change in accrued liability for vested retirement benefits	71,959	55,148
Change in post employment benefits payable	(225,700)	(142,600)
Change in unamortized debenture costs/prepaid expenses	<u>(37,006)</u>	<u>5,981</u>
	<u>234,496</u>	<u>453,372</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(255,120)	(132,510)
Proceeds on disposal of tangible capital assets	<u>5,280</u>	<u>2,200</u>
	<u>(249,840)</u>	<u>(130,310)</u>
FINANCING TRANSACTION		
Change in long term debt	<u>(112,000)</u>	<u>(102,000)</u>
INVESTING TRANSACTION		
Purchases net of proceeds of investments	<u>(52,866)</u>	<u>(115,775)</u>
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	(180,210)	105,287
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>536,824</u>	<u>431,537</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 356,614</u>	<u>\$ 536,824</u>

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**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Regional Joint Board of Police Commissioners (the "Commission") provides police services to the region consisting of Quispamsis and Rothesay.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Commission are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Commission and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Commission.

Significant aspects of the accounting policies adopted by the Commission are as follows:

Budget

The budget figures contained in these financial statements were approved by the Board on October 8, 2014 and the Minister of Local Government on February 25, 2015.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains and losses reported in annual surplus. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

The investments of the Commission are held in the custody of TD Waterhouse Canada Inc.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks.

Unamortized Debenture Costs

Bond discounts are amortized over the life of the respective serial debenture.

Revenue Recognition

The contributions from the member municipalities are recognized as they are earned for the police and 911 services provided to the region, when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and sundry income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

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**KENNEBECAS REGIONAL JOINT BOARD OF POLICE
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NOTES TO FINANCIAL STATEMENTS

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenditure during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from these estimates.

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued vested retirement benefits; and
- accrued post employment benefits.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

<u>Asset type</u>	<u>Years</u>
Land improvements	10-20 years
Buildings	20-40 years
Vehicles	5 years
Machinery and equipment	10 years
Information technology equipment	3-5 years
Furniture and fixtures	20 years

Assets under construction are not amortized until the asset is available for productive use.

Post Employment Benefits

The Commission recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Commission has a vested retirement benefit as documented in Note 8 and a pension plan as documented in Note 9.

3. FINANCIAL INSTRUMENTS

The Commission is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Commission's risk exposure and concentration as of December 31, 2015:

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

3. FINANCIAL INSTRUMENTS (cont'd)

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Commission is exposed to credit risk from its accounts receivable. The Commission's credit risk is mitigated by the fact that its accounts receivable consist primarily of funds due from the Federal Government and the contributing municipalities.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Commission is exposed to this risk mainly in respect of its receipt of funds from its accounts receivable, long term debt, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the Commission's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Commission is not exposed to foreign currency risk as it does not hold foreign currencies.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Commission manages exposure through its normal operating and financing activities. The Commission is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

4. CASH

	2015	2014
Cash - operating	\$ 350,889	\$ 531,932
Cash - investments (Note 8)	<u>5,725</u>	<u>4,892</u>
	<u>\$ 356,614</u>	<u>\$ 536,824</u>

5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	2015	2014
Canada Revenue Agency (HST refund)	\$ 51,404	\$ 42,784
Secondments	<u>92,197</u>	<u>40,001</u>
	<u>\$ 143,601</u>	<u>\$ 82,785</u>

**KENNEBECAS REGIONAL JOINT BOARD OF POLICE
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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

6. INVESTMENTS

	2015	2014
Canadian short term notes	\$ 430,367	\$ 377,502
Canadian equity	335,355	335,355
Unrealized gain (loss) on investments	<u>(3,545)</u>	<u>32,930</u>
	<u>\$ 762,177</u>	<u>\$ 745,787</u>

The Commission has an investment policy in place to administer the governance of these investments. As at December 31, 2015, the investments were in compliance with the policy.

7. LONG TERM DEBT

	Balance January 1, 2015	Issued during year	Redeemed during year	Balance December 31, 2015
New Brunswick Municipal Financing Corporation				
Debtentures:				
AT 63-2005 3.75% - 4.375%, due 2015, OIC # 03-53	\$ 957,000	\$ -	\$ 957,000	\$ -
BL 45-2014 1.2% - 3.1%, due 2024, OIC# 02-66, 03-53	493,000	-	45,000	448,000
BN 35-2015 1.05% - 3.15%, due 2025, OIC # 03-0053	<u>-</u>	<u>890,000</u>	<u>\$ -</u>	<u>890,000</u>
	<u>\$ 1,450,000</u>	<u>\$ 890,000</u>	<u>\$ 1,002,000</u>	<u>\$ 1,338,000</u>

Principal payments required during the next five years are as follows:

2016	\$ 128,000
2017	130,000
2018	132,000
2019	135,000
2020	138,000

During the year, debenture AT 63-2005 matured with a final amount due of \$957,000, however \$890,000 of this debenture was refinanced during the year with debenture BN 35-2015.

8. ACCRUED LIABILITY FOR VESTED RETIREMENT BENEFITS

Police officers and administrative employees earn 1.5 days of sick leave for every month of service to a maximum of 250 days. In total, the maximum is 2,000 hours (based on an 8 hour day). At retirement, an employee is entitled to choose either 50% of his or her sick leave in salary to a maximum of 125 days (1,000 hours), or one month's salary for each five years of service (or fraction thereof) to a maximum of six month's salary. The Board has restricted the use of the investments (Notes 4 and 6) to cover the future obligations under this plan.

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**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

8. ACCRUED LIABILITY FOR VESTED RETIREMENT BENEFITS (cont'd)

An actuarial valuation was performed as at July 31, 2013 on the plan for 41 police officers and administrative employees in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The following summarizes the major assumptions in the valuation:

- Discount rate used was 6%;
- Salary increases 3% per annum; and
- retirement age 57 years old.

The activity for the year is as follows:

	2015	2014
Balance at beginning of year	\$ 743,163	\$ 688,015
Add: Vested retirement expense	71,959	65,799
Less: Retirement benefits paid	<u>-</u>	<u>(10,651)</u>
Balance at end of year	<u>\$ 815,122</u>	<u>\$ 743,163</u>

The actuarial valuation estimates the accrued benefit obligation to be \$711,684. The \$103,438 actuarial gain is being amortized over 15 years, which represents the expected average remaining service life of the related employees.

9. POST EMPLOYMENT BENEFITS PAYABLE

The Commission and its employees participate in the New Brunswick Municipal Employees Pension Plan ("NBMEPP"). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2013 and resulted in an overall NBMEPP accrued benefit obligation of \$89,646,600 based on the accounting basis.

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2014:

- the expected inflation rate is 2.25% (prior 2.35%);
- the discount rate used to determine the accrued benefit obligation is 5.9% (prior 5.6%);
- the expected rate of return on assets is 5.9% (prior 5.6%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARS) is 14.0 years (prior 14.0 years).

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The actuarial valuation prepared as at December 31, 2013 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$5,171,300, a decrease of \$6,410,600 from the December 31, 2012 deficit of \$11,581,900. Based on the assumptions as at December 31, 2013, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2013, the NBMEPP provides benefits for 189 retirees. Total benefit payments to retirees and terminating employees during 2015 are estimated to be approximately \$3,111,400 (actual 2014 - \$3,042,900) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.6%. Each municipality contributes an amount that equals their employees' contribution amounts. Pension Fund Assets are invested in Short Term Securities, Bonds, Canadian Equities and Foreign Equities. Combined employees and municipalities contributions for 2015 are estimated to be approximately \$5,645,200 (actual 2014 - \$5,499,700) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to the Commission:

- The average age of the 41 active employees covered by the NBMEPP is 41.7;
- Benefit payments were \$321,100 in 2014 and were estimated to be \$327,900 in 2015; and
- Combined contributions were \$590,100 in 2014 and were estimated to be \$606,000 in 2015.

In addition to determining the position of the NBMEPP as it relates to the Commission as at December 31, 2013 and December 31, 2014, NBMEPP's actuary performed an extrapolation of the December 31, 2014 accounting valuation to determine the estimated position as at December 31, 2015. The extrapolation assumes assumptions used as at December 31, 2015 remain unchanged from December 31, 2014. The extrapolation also assumes assets return of 5.9%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	Estimated Jan 1, 2015 to Dec 31, 2015	Jan 1, 2014 to Dec 31, 2014
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 1,140,800	\$ 1,291,300
Adjustment to 2014/2013 actual	(7,900)	(19,200)
Pension expense for the year	85,200	164,600
Employer contributions	(303,000)	(295,900)
Accrued benefit liability at end of period	<u>\$ 915,100</u>	<u>\$ 1,140,800</u>

In summary, the Accrued Benefit Liability as it related to the Commission is estimated to be \$915,100 as at December 31, 2015. This compares to \$1,291,300 as at January 1, 2014 and \$1,140,800 as at December 31, 2014. The December 31, 2014 liability was estimated in the prior year. The actual liability was calculated to be \$1,132,900. The difference of \$7,900 has been recorded in the current year.

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NOTES TO FINANCIAL STATEMENTS

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9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The financial position as it relates to the Accrued Benefit Liability is shown as follows and illustrates the unamortized amounts being recognized in Pension Expense over time:

	Estimated Jan 1, 2015 to Dec 31, 2015	Jan 1, 2014 to Dec 31, 2014
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 10,798,700	\$ 10,107,900
Plan assets	<u>10,543,800</u>	<u>9,686,000</u>
Plan deficit	254,900	421,900
Adjustment to 2014 actual	-	7,900
Unamortized experience gains	<u>660,200</u>	<u>711,000</u>
Accrued benefit liability at end of period	<u>\$ 915,100</u>	<u>\$ 1,140,800</u>

The following illustrates the reconciliation of Accrued Benefit Obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2015 to Dec 31, 2015	Jan 1, 2014 to Dec 31, 2014
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 10,107,900	\$ 9,679,500
Current service cost	419,600	424,800
Benefit payments	(327,900)	(321,100)
Interest for period	599,100	545,000
Experience gain during period	<u>-</u>	<u>(220,300)</u>
Accrued benefit obligation at end of period	<u>\$ 10,798,700</u>	<u>\$ 10,107,900</u>

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	Estimated Jan 1, 2015 to Dec 31, 2015	Jan 1, 2014 to Dec 31, 2014
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 9,686,000	\$ 8,668,100
Employer contributions	303,000	295,900
Employee contributions	303,000	294,200
Benefit payments	(327,900)	(321,100)
Return on plan assets during period	<u>579,700</u>	<u>748,900</u>
Plan assets at end of period	<u>\$ 10,543,800</u>	<u>\$ 9,686,000</u>

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**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Total Expense related to pensions include the following components:

	Estimated Jan 1, 2015 to Dec 31, 2015	Jan 1, 2014 to Dec 31, 2014
Pension Expense		
Employer current service cost	\$ 116,600	\$ 130,600
Interest on Accrued Benefit Obligation	599,100	545,000
Expected return on assets	(579,700)	(492,900)
Amortization of unrecognized balances	-	-
Experience gain	(50,800)	(18,100)
Pension expense	<u>\$ 85,200</u>	<u>\$ 164,600</u>

The Pension Expense is included in the Statement of Operations. The 2014 pension expense was estimated to be \$167,000. The difference between the 2014 estimated and actual expense has been recorded as an expense recovery of the current period.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

10. COMMITMENTS

Communications Services

The Board has entered into an agreement with the Saint John Police Commission to provide dispatch service to the Kennebecasis Valley and surrounding area. The future minimum annual payments over the next five years are:

2016	\$ 320,074
2017	337,108
2018	355,049
2019	373,944
2020	393,950

Detention Services

The Board has entered into an agreement with the Saint John Police Commission to provide detention services. The future minimum payments are \$25,000 per year through to 2017.

Operating Lease

The Board leases office equipment which have been accounted for as operating leases. The future minimum lease payments over the next five years are:

2016	\$ 3,652
2017	3,667
2018	3,667
2019	3,667
2020	917

Janitorial Services

The Board has entered into an agreement to provide janitorial services. The future minimum annual payments over the next two years are:

2016	\$ 20,004
2017	20,004

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

11. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Information Technology Equipment</u>	<u>Furniture and Fixtures</u>	<u>2015 Total</u>	<u>2014 Total</u>
COST									
Balance - beginning of year	\$ 194,248	\$ 55,869	\$ 2,251,485	\$ 524,400	\$ 61,695	\$ 142,375	\$ 177,329	\$ 3,407,401	\$ 3,306,649
Add: Net additions during the year	-	-	-	118,765	-	136,355	-	255,120	132,510
Less: Disposals during the year	-	-	-	(68,273)	-	-	-	(68,273)	(31,758)
Balance - end of year	<u>194,248</u>	<u>55,869</u>	<u>2,251,485</u>	<u>574,892</u>	<u>61,695</u>	<u>278,730</u>	<u>177,329</u>	<u>3,594,248</u>	<u>3,407,401</u>
ACCUMULATED AMORTIZATION									
Balance - beginning of year	-	28,090	624,239	288,974	44,918	91,524	84,231	1,161,976	1,041,192
Add: Amortization during the year	-	2,793	65,857	80,114	1,766	27,960	8,867	187,357	148,542
Less: Accumulated amortization on disposals	-	-	-	(62,273)	-	-	-	(62,273)	(27,758)
Balance - end of year	<u>-</u>	<u>30,883</u>	<u>690,096</u>	<u>306,815</u>	<u>46,684</u>	<u>119,484</u>	<u>93,098</u>	<u>1,287,060</u>	<u>1,161,976</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 194,248</u>	<u>\$ 24,986</u>	<u>\$ 1,561,389</u>	<u>\$ 268,077</u>	<u>\$ 15,011</u>	<u>\$ 159,246</u>	<u>\$ 84,231</u>	<u>\$ 2,307,188</u>	<u>\$ 2,245,425</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

2016June13OpenSessionFINAL_181

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

12. RECONCILIATION OF ANNUAL SURPLUS

	Operating Fund	Capital Fund	Telecommunications Fund	Total
2015 annual surplus (deficit) - PSAS	\$ 547,337	\$ (193,357)	\$ (4,979)	\$ 349,001
Adjustments to annual surplus for funding requirements				
Second previous year's surplus	123,015	-	4,882	127,897
Transfers between funds				
Transfer from operating fund to capital fund	(255,120)	255,120	-	-
Long term debt principal repayment	(112,000)	112,000	-	-
Accumulated amortization on disposal of tangible capital assets	-	(62,273)	-	(62,273)
Amortization expense	-	187,357	-	187,357
Unrealized loss on investments	36,475	-	-	36,475
Post employment benefits liability	(225,700)	-	-	(225,700)
Total adjustments to 2015 annual surplus (deficit)	(433,330)	492,204	4,882	63,756
2015 annual surplus (deficit) for funding requirements	\$ 114,007	\$ 298,847	\$ (97)	\$ 412,757

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

2016June13OpenSessionFINAL_182

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

13. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget <u>General</u>	Operating Budget <u>Telecommunications</u>	Amortization of Tangible Capital <u>Assets</u>	<u>Other</u>	<u>Total</u>
REVENUE					
Contributions by member municipalities	\$ 5,342,218	\$ 309,668	\$ -	\$ -	\$ 5,651,886
Other	293,659	-	-	-	293,659
Unrealized loss on investments	<u>-</u>	<u>-</u>	<u>-</u>	<u>(36,475)</u>	<u>(36,475)</u>
	<u>5,635,877</u>	<u>309,668</u>	<u>-</u>	<u>(36,475)</u>	<u>5,909,070</u>
EXPENDITURE					
Crime control	4,212,501	-	38,593	(188,582)	4,062,512
Vehicle fleet	358,853	-	80,114	(113,280)	325,687
Property	165,527	-	68,650	-	234,177
Administration	724,996	-	-	86,597	811,593
Telecommunications	-	309,668	-	4,882	314,550
Fiscal services					
Long term debt repayments	105,000	-	-	(105,000)	-
Interest	<u>69,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>69,000</u>
	<u>5,635,877</u>	<u>309,668</u>	<u>187,357</u>	<u>(315,383)</u>	<u>5,817,519</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (187,357)</u>	<u>\$ 278,908</u>	<u>\$ 91,551</u>

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**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
 COMMISSIONERS**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

14. REVENUE AND EXPENDITURE SUPPORT

	2015 Budget (Note 13)	2015 Actual	2014 Actual
OTHER REVENUE			
Secondments	\$ 217,661	\$ 312,667	\$ 193,844
Fees for public services	47,000	58,380	54,704
Investment income	24,000	24,445	26,646
Taxi and by-law	4,998	6,312	3,834
Other	<u>-</u>	<u>14,034</u>	<u>35,798</u>
	<u>\$ 293,659</u>	<u>\$ 415,838</u>	<u>\$ 314,826</u>
CRIME CONTROL			
Salaries	\$ 3,228,772	\$ 3,200,491	\$ 3,008,774
Employee benefits	493,316	383,045	437,504
Training	38,000	33,494	56,528
Telephone and mobile radios	45,000	52,086	44,795
Equipment	20,000	19,073	16,614
Office	17,000	15,542	16,212
Equipment leasing and repairs	12,750	16,929	13,659
General supplies	28,000	58,227	34,153
Insurance	11,221	10,980	10,687
Uniforms	36,000	49,608	70,763
Public relations	9,000	5,637	7,246
Detention of prisoners	25,860	25,888	25,955
Taxi and traffic bylaw	2,000	1,363	103
Public safety	28,000	30,481	27,946
Special investigation	29,000	27,809	58,866
Amortization	<u>38,593</u>	<u>38,593</u>	<u>26,055</u>
	<u>\$ 4,062,512</u>	<u>\$ 3,969,246</u>	<u>\$ 3,855,860</u>
VEHICLE FLEET			
Fuel	\$ 115,000	\$ 87,183	\$ 104,359
Repairs and maintenance	85,000	89,897	85,399
Insurance	23,353	20,317	22,241
Equipment for vehicles	21,500	28,028	10,443
Amortization	80,114	80,114	53,673
Loss on disposal of tangible capital assets	<u>720</u>	<u>720</u>	<u>1,800</u>
	<u>\$ 325,687</u>	<u>\$ 306,259</u>	<u>\$ 277,915</u>

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KENNEBECASIS REGIONAL JOINT BOARD OF POLICE
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

14. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2015 Budget (Note 13)	2015 Actual	2014 Actual
PROPERTY			
Taxes	\$ 45,754	\$ 43,737	\$ 40,237
Repairs and maintenance	58,500	77,835	70,651
Heat and power	47,000	43,898	37,107
Insurance	5,273	5,223	5,022
Grounds	9,000	12,762	22,042
Interest expense	65,883	50,836	69,574
Debenture cost amortization	3,117	3,117	2,684
Amortization	<u>68,650</u>	<u>68,650</u>	<u>68,814</u>
	<u>\$ 303,177</u>	<u>\$ 306,058</u>	<u>\$ 316,131</u>
ADMINISTRATION			
Salaries	\$ 590,424	\$ 592,028	\$ 581,831
Employee benefits	78,015	62,609	78,509
Professional fees	41,000	34,533	34,333
Insurance	1,247	1,220	1,188
Travel and training	13,000	11,806	11,906
Board expenses	5,000	3,506	3,445
Labour relations	10,000	8,164	11,077
Bank service fees	-	221	906
Provision for vested retirement benefits	<u>72,907</u>	<u>71,959</u>	<u>65,799</u>
	<u>\$ 811,593</u>	<u>\$ 786,046</u>	<u>\$ 788,994</u>
TELECOMMUNICATIONS			
Communications fee to Saint John Police Commission (Note 10)	\$ 313,050	\$ 313,286	\$ 303,683
Employee benefits	<u>1,500</u>	<u>1,359</u>	<u>2,674</u>
	<u>\$ 314,550</u>	<u>\$ 314,645</u>	<u>\$ 306,357</u>

2016 June 13 Open Session FINAL 185
KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE
DECEMBER 9, 2015

Present: Vice Chair Blair MacDonald Chief Bill Ireland
 Commissioner Robert McIntyre Carlene MacBean, Executive Assistant
 Commissioner Brian Shanks
 Commissioner Katrina White
 Commissioner Roger Young

Regrets: Chair Libby O'Hara
 Secretary Treasurer Kirk Miller
 Commissioner Pat Gallagher Jette

1.0 Call to Order

Vice Chair MacDonald called the meeting to order at 6:50 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by R. McIntyre and seconded by B. Shanks, that the agenda be approved.

CARRIED

4.0 Disclosure of Interest

None

5.1 Approval of Previous Minutes

Moved by R. Young and seconded by R. McIntyre, that the minutes of October 7, 2015 be approved.

CARRIED

6.0 Unfinished Business

6.1 Amendment to Regional Fire Protection Update

Chief Ireland reported no update, he is waiting to hear from the towns.

7.0 Correspondence

None

8.0 New Business

8.1 Ratification of Winter Services Contract

Moved by B. Shanks and seconded by R. McIntyre to accept the recommendation that Urban Landscaping be awarded the Winter Services contract for 2015 – 2017 for \$12,418.70.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Eight Months Ended August 31, 2015

Moved by B. Shanks and seconded by R. Young to receive and file the draft financial statements for the ten months ended October 31, 2015.

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 Finance Committee Report

Moved by B. Shanks and seconded by R. Young, to approve the recommendation of the Finance Committee to appoint Frank Cowan Company the insurance provider of the Kennebecasis Valley Fire Department effective January 1, 2016.

CARRIED

10.2 Personnel Committee Report

None

11.0 Reports

11.1 Chief's Report

Chief Ireland added to his report that all personnel participated in live fire training at the end of November. This was done by the Nova Scotia Fire School over a six day period.

Commissioner McIntyre wanted to express his appreciation to the firefighters who provided the float for Santa in the Kennebecasis Valley Santa Clause parade again this year and requested a letter be sent expressing the Fire Boards thanks for this and their work for the past 33 years on the Christmas families program.

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

CARRIED

11.2 Response Summary

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

CARRIED


12.0 Adjournment

Moved by B. McIntyre that the meeting be adjourned at 6:58 pm.

Date of next meeting – TBD

Respectfully submitted,


CHAIR


SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.

2016 June 13 Open Session FINAL_188

9.1

Statement of Operations with Budget Variances For the 10 months ending October 31, 2015

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2015
Line # REVENUE:				
1 Members Contributions	\$3,751,611	\$3,751,611	(\$0)	\$4,433,722
2 Local Service Districts	\$73,163	\$73,163	\$0	\$87,796
3 Revenue Fee Structure	\$70	\$9,035	\$8,965	\$70
4 Rebate on Property Tax	\$44,000	\$43,979	(\$21)	\$44,000
5 Misc. Revenue	\$0	\$2,113	\$2,113	\$0
6 Interest Income C/A	\$2,500	\$4,493	\$1,993	\$3,000
7 Surplus/ Deficit 2nd Previous	(\$9,756)	(\$9,756)	\$0	(\$9,756)
8	<u>\$3,861,588</u>	<u>\$3,874,638</u>	<u>\$13,050</u>	<u>\$4,558,832</u>
EXPENSES:				
ADMINISTRATION:				
9 Admin. Wages and Benefits	\$448,180	\$440,746	(\$7,433)	\$548,400
10 Convention/ Dues/ Training	\$12,000	\$9,433	(\$2,567)	\$20,000
11 Professional Services	\$0	\$0	\$0	\$24,500
12 Office Supplies / Copy Machine/ S/C	\$6,107	\$6,028	(\$79)	\$7,328
13 Computer Hardware/Software/IT	\$9,946	\$6,896	(\$3,050)	\$12,000
14 Station Telephone/ Internet	\$10,575	\$8,985	(\$1,590)	\$14,100
15 Postage/ Misc. Exp	\$2,600	\$3,284	\$685	\$3,550
16	<u>\$489,407</u>	<u>\$475,373</u>	<u>(\$14,034)</u>	<u>\$629,878</u>
FIREFIGHTING FORCE:				
17 Salaries Basic	\$1,845,686	\$1,841,020	(\$4,666)	\$2,285,813
18 Overtime	\$48,889	\$43,172	(\$5,717)	\$60,000
Vacation Pay on Retirement	\$8,185	\$6,821	(\$1,364)	\$14,187
19 Force Benefits	\$483,710	\$486,331	\$2,621	\$558,600
20 Clothing/Uniform Maintenance	\$18,133	\$14,320	(\$3,813)	\$26,400
21 Medical and Fitness Training	\$10,000	\$8,349	(\$1,651)	\$15,400
22 Career Recognition	\$3,500	\$644	(\$2,856)	\$3,500
23 Holiday Relief Wages & Overtime	\$228,893	\$231,765	\$2,872	\$268,900
24 Holiday Relief Benefits	\$78,222	\$65,259	(\$12,963)	\$93,040
25 Volunteer Expenses	\$15,850	\$10,644	(\$5,206)	\$20,300
26	<u>\$2,741,068</u>	<u>\$2,708,325</u>	<u>(\$32,743)</u>	<u>\$3,345,840</u>
TELECOMMUNICATIONS				
27 Cellular Telephone	\$3,787	\$2,979	(\$788)	\$4,520
28 Communication Equipment	\$8,100	\$5,036	(\$1,064)	\$12,000
29 Maintenance/ Repairs	\$2,500	\$565	(\$1,935)	\$3,000
30	<u>\$12,387</u>	<u>\$8,580</u>	<u>(\$3,787)</u>	<u>\$19,520</u>
INSURANCE:				
31 Insurance	\$34,500	\$31,739	(\$2,761)	\$34,500
32	<u>\$34,500</u>	<u>\$31,739</u>	<u>(\$2,761)</u>	<u>\$34,500</u>
PREVENTION AND TRAINING				
33 Firefighter/Co. Officer Training	\$17,000	\$12,702	(\$4,298)	\$32,000
34 Fire Prevention and Public Education	\$8,763	\$7,431	(\$1,332)	\$10,000
35 Training Supplies	\$1,500	\$553	(\$947)	\$2,500
36	<u>\$27,263</u>	<u>\$20,686</u>	<u>(\$6,578)</u>	<u>\$44,500</u>

Kennebecasis Valley Fire Department Inc.

2016 June 13 Open Session FINAL_189

Statement of Operations with Budget Variances

For the 10 months ending October 31, 2015

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE	BUDGET 2015
FACILITIES				
37 Station 1 Operating	\$157,120	\$161,435	\$4,315	\$177,682
38 Station 2 Operating	\$18,083	\$18,094	\$10	\$21,700
39 Station 2 Rent	\$39,167	\$39,167	\$0	\$47,000
40 Station Supplies	\$8,333	\$5,647	(\$2,686)	\$10,000
41	<u>\$222,703</u>	<u>\$224,342</u>	<u>\$1,639</u>	<u>\$256,382</u>
FLEET				
42 Vehicle Fuel	\$32,250	\$23,368	(\$8,882)	\$43,000
43 Vehicle Registration	\$325	\$324	(\$1)	\$425
44 Vehicle Lease Payments	\$1,700	\$1,089	(\$611)	\$1,700
45 Vehicle Maint & Repairs	\$49,000	\$46,590	(\$2,410)	\$60,000
46	<u>\$83,275</u>	<u>\$71,371</u>	<u>(\$11,904)</u>	<u>\$105,125</u>
OPERATIONS				
47 New Equipment	\$13,330	\$5,316	(\$8,015)	\$16,000
48 Maint & Repairs - Equipment	\$11,250	\$12,741	\$1,491	\$12,000
49 Maint & Repairs - Bunker Gear	\$2,000	\$1,630	(\$370)	\$8,000
50 Medical Supplies	\$2,917	\$3,706	\$789	\$3,500
51 Firefighter Supplies	\$3,333	\$2,289	(\$1,044)	\$4,000
52 Health & Safety	\$1,250	\$953	(\$297)	\$1,500
53 H&S Cause Determination	\$833	\$752	(\$81)	\$1,000
54	<u>\$34,913</u>	<u>\$27,386</u>	<u>(\$7,527)</u>	<u>\$44,000</u>
WATER COSTS:				
55 Water Costs - Rothesay	\$22,813	\$22,812	(\$1)	\$22,813
56 Water Costs - Quispamsis	\$4,174	\$4,174	\$0	\$4,174
57	<u>\$26,987</u>	<u>\$26,986</u>	<u>(\$1)</u>	<u>\$26,987</u>
OTHER:				
58 Miscellaneous	\$1,667	\$1,530	(\$137)	\$2,000
59 Retirement Allowance	\$41,667	\$41,667	\$0	\$50,000
60	<u>\$43,333</u>	<u>\$43,197</u>	<u>(\$137)</u>	<u>\$52,000</u>
61	<u>\$3,715,816</u>	<u>\$3,637,984</u>	<u>(\$77,832)</u>	<u>\$4,558,832</u>
62 PROJECTED BUDGET SURPLUS (DEFICIT)	<u>\$145,772</u>		<u>\$90,882</u>	<u>\$0</u>
63 ACTUAL SURPLUS (DEFICIT) FOR THE PERIOD		<u>\$236,654</u>		

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000
For the 10 months ending October 31, 2015

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
	Revenue Fee Structure	\$70	\$9,035	\$8,965	Fire Protection services for school
9	Admin Wages & Benefits	\$448,180	\$440,746	(\$7,434)	Reduced hours for accountant, reduced benefit costs
	Firefighting Force				
18	Overtime	\$48,889	\$43,172	(\$5,717)	as required
24	Holiday Relief Benefits	\$78,222	\$65,259	(\$12,963)	Benefit costs due to staff movement less than budgeted
25	Volunteer Expenses	\$15,850	\$10,644	(\$5,206)	as needed
42	Vehicle Fuel	\$32,250	\$23,368	(\$8,882)	as required
47	New Equipment	\$13,330	\$5,316	(\$8,015)	
	Material Variances	\$638,791	\$597,540	(\$39,250)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000
For the months of Sept and October 2015

Recurring Monthly Invoices		Amount	Description
09/01/15	Assumption Life	\$25,048	Group Benefits
09/01/15	Town of Quispamsis	\$3,917	Rent - Station 2
09/10/15	Receiver General	\$35,859	payroll liabilities
09/10/15	BMO	\$72,657	net wages 09/10/2015
09/24/15	Receiver General	\$32,556	payroll liabilities
09/24/15	BMO	\$75,042	net wage 09/24/2015
09/30/15	CIBC Mellon	\$38,759	Pension Sept 2015
09/30/15	I.A.F.F. Local 3591	\$7,243	Union Dues
10/01/15	Assumption Life	\$24,472	Group Benefits
10/01/15	Town of Quispamsis	\$3,917	Rent - Station 2
10/08/15	Receiver General	\$29,228	payroll liabilities
10/08/15	BMO	\$70,795	net wages 10/08/2015
10/22/15	Receiver General	\$28,783	payroll liabilities
10/22/15	BMO	\$70,599	net wage 10/22/2015
10/31/15	CIBC Mellon	\$38,325	Pension Oct 2015
10/31/15	I.A.F.F. Local 3591	\$7,243	Union Dues
Non-Recurring Invoices		Amount	Description
09/28/15	Atlantic Window Ltd	\$2,649.60	repair doors in bay
10/01/15	Town of Rothesay	\$5,705	quarterly water



Kennebecasis Valley Fire Department

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

December 9, 2015

Structure Fire Postpones Open House

A great example of the nature of our business occurred on the weekend of October 10-11. Just as crews were preparing to open the doors for our annual fire prevention week open house we were dispatched to a residential structure fire on Ryan Drive. With the station empty members who had come to help with the open house (assisted by some Board members) scrambled to develop a contingency plan. Meanwhile, on arrival at Ryan Drive crews found heavy fire coming from a back bedroom but were able to quickly knock the fire down. Unfortunately the home suffered fire damage to one bedroom and smoke damage throughout the house. One of the three occupants home at the time was transported to the hospital by Ambulance New Brunswick with smoke inhalation. Crews were also able to rescue five cats including one that required oxygen before being sent to emergency vet care.



Through the use of our social media tools and website, the open house was scheduled for the next day and was well attended. Later that weekend on Sunday night KVFD was dispatched to a structure fire on Damascus Road and arrived to find a mini-home heavily involved in fire which sustained major damage. The occupants were able to escape without injury thanks to properly working smoke alarms.

Special Visitor

This fall, a young Quispamsis girl living with autism made a video about firefighters. Platoon Chief Mike Boyle saw the video and invited Kate, her service dog Oakley and the rest of her family to visit fire station 1. Kate was given a special tour of the station and got to see all of our apparatus and equipment. More about Kate's visit and the great public response to this story can be found on our Facebook page and on Kate's blog:

<http://www.goteamkate.com/blog/girls-cant-do-what-kv-fire-department-gives-girl-with-autism-and-her-service-dog-a-private-tour>

Mutual Aid for Hampton Fire

On November 27th, one of the oldest buildings in Hampton was destroyed by fire. The building housed Pizza Delight along with a pool hall and apartments. KVFD initially sent a tanker as mutual aid and later in the morning we received a request for Quint 1. Although the building was destroyed, the apartment building next door was saved and there were no injuries. Our response included Quint 1 and Tank 1 along with 5 firefighters and the on duty Platoon Chief. We are glad we were able to assist our neighbouring department and received this nice message on our Facebook page:

"Hampton Fire Rescue would like to extend a BIG thank you to KVFD for all the apparatus and Manpower you provided us during the large incident we had in Hampton on Friday morning. We would also like to thank Chief Boyle and the crews from Tank 1 and Quint 1 for their quick response to the scene and providing us with whatever we needed. KVFD was on scene for over 6 hours. It's great to see communities pool their resources together to provide the citizens with the best possible service."

Department hosts Fire Cadets

Four fire school cadets from Holland College are currently doing their on-the-job (OJT) training with our department and will be with us for the next two months. Our department has become a destination of choice for the Maritime based fire schools when placing their cadets for the OJT portion of their training and we have found this to be a mutually beneficial program to participate in. This year two of the four cadets are also new members of our auxiliary program so this opportunity will certainly benefit their training and integration into our department.

Annual Christmas Program

Once again the members of our department will be volunteering their time and talents to support local families by coordinating donations and collecting and distributing toys and meals to needy families in our community. This is the 33rd consecutive year that the members of the fire department have played a significant role in the Greater Saint John Christmas Exchange.

Response Types Kennebecasis Valley Fire Department (01/01/2015-30/11/2015)	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	2015 YTD	2014 YTD
Fire/explosion - dollar loss [10]	4	6	1	3	4	2	1	9	3	7	3	43	38
Rubbish/grass fire - no dollar loss [12]	3	0	0	2	10	6	8	8	9	3	1	50	34
Chimney Fire [13]	1	3	1	1	0	0	0	0	0	0	0	6	6
Total Fire [10-19]	8	9	2	6	14	8	9	17	12	10	4	99	78
Rescue - Miscellaneous [30]	1	0	1	1	0	0	1	1	0	0	0	5	6
Vehicle Accident [31]	14	9	9	7	6	11	6	12	13	9	9	105	79
Total Rescue or Resuscitation call [30-39]	15	9	10	8	6	11	7	13	13	9	9	110	85
Public Hazard - gasoline or fuel spill [41]	0	0	0	1	0	0	2	0	0	0	1	4	4
Public Hazard - power line down / utility pole hazard [43]	0	3	0	5	0	2	0	0	2	8	1	21	69
Public Hazard - miscellaneous [49]	1	0	2	1	1	2	1	3	0	1	1	13	14
Total Public hazard [40-49]	1	3	2	7	1	4	3	3	2	9	3	38	87
Gas Leak - propane [51]	0	2	1	0	1	0	0	1	0	0	0	5	8
Gas Leak - response to carbon monoxide detector alarm [53]	4	3	0	1	0	0	0	0	0	3	0	11	7
Total Gas leak [50-59]	4	5	1	1	1	0	0	1	0	3	0	16	15
Public Service - first aid [62]	66	46	66	54	45	61	53	61	34	50	45	581	497
Public Service - assist police or other agency [63]	2	2	0	1	1	0	2	1	0	1	0	10	9
Public Service - mutual aid [65]	1	2	2	2	0	0	1	2	2	2	3	17	10
Public Service - animal rescue [66]	0	0	0	0	0	0	0	0	0	0	0	0	1
Public Service - flooding [67]	0	0	0	2	0	0	0	0	17	8	0	27	18
Public Service- miscellaneous [69]	3	3	2	1	0	0	3	4	4	1	3	24	30
Total Public services [60-69]	72	53	70	60	46	61	59	68	57	62	51	659	565
Alarm No Fire - accidental miscellaneous [70]	7	2	7	2	1	3	1	8	2	5	4	42	43
Alarm No Fire - smoke or steam mistaken [71]	1	0	0	0	5	2	2	1	1	3	1	16	10
Alarm No Fire - sprinkler surge or discharge [72]	1	0	1	0	0	1	0	1	0	0	0	4	2
Alarm No Fire - detector activated [73]	6	4	10	2	6	3	9	7	5	8	2	62	57
Alarm No Fire - unknown odours [75]	0	2	2	0	0	0	0	0	1	1	0	6	3
Alarm No Fire - miscellaneous [79]	3	4	7	1	0	1	4	3	0	1	0	24	24
Total Alarm no fire - No malicious intent [70-79]	18	12	27	5	12	10	16	20	9	18	7	154	139
False Alarm (Mischief) - municipal alarm system [81]	0	0	0	0	0	0	0	0	0	0	0	0	0
False Alarm (Mischief) - miscellaneous [89]	0	1	0	0	1	0	1	1	0	2	0	6	3
Total False alarm - Mischief [80-89]	0	1	0	0	1	0	1	1	0	2	0	6	3
Total Response Types Kennebecasis Valley Fire	118	92	112	87	81	94	95	123	93	113	74	1082	972

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE
APRIL 13, 2016**

Present: Vice Chair Blair MacDonald Chief Bill Ireland
Secretary Treasurer Kirk Miller Carlene MacBean, Executive Assistant
Commissioner Pat Gallagher Jette
Commissioner Robert McIntyre
Commissioner Brian Shanks
Commissioner Katrina White
Commissioner Roger Young

Regrets: Chair Libby O'Hara

1.0 Call to Order

Vice Chair MacDonald called the meeting to order at 6:49 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by K. Miller and seconded by R. McIntyre, that the agenda be approved with the following change:

- Item 9.3 be added to the agenda as "Reappointment of Auditors"

CARRIED

4.0 Disclosure of Interest

None

5.1 Approval of Previous Minutes

Moved by R. Young and seconded by R. McIntyre, that the minutes of December 9, 2015 be approved.

CARRIED

6.0 Unfinished Business

6.1 Election of Officers

6.1.1 Chair

6.1.2 Vice Chair

6.1.3 Treasurer

Upon discussion it was decided this should be tabled until after the municipal elections in May to allow for any changes to Board membership.

Moved by P. Gallagher Jette and K. White to table the election of officers.

CARRIED

7.0 Correspondence

- 7.1 Letter to both towns re: Reallocation of KVFD 2015 Operating to Capital for Vehicle Replacement
- 7.2 Letter from Town of Quispamsis re: Reallocation of KVFD 2015 Operating to Capital for Vehicle Replacement
- 7.3 Letter from Town of Rothesay re: Reallocation of KVFD 2015 Operating to Capital for Vehicle Replacement
- 7.4 Letter to IAFF Local 3591 re: Santa Claus Parade Thank You
- 7.5 Letter from Mayor Bill Bishop, Town of Rothesay
- 7.6 Memo to both towns re: Appointments under the Fire Prevention Act

Moved by B. Shanks and seconded by K. Miller to receive and file Items 7.1 to 7.6.

CARRIED

8.0 New Business

8.1 Mutual Aid Agreement

Moved by B. Shanks and seconded by K. Miller to authorize the Fire Chief to sign the mutual aid agreement on behalf of the Fire Board.

CARRIED

9.0 Financial

9.1 Draft Financial Statements for the Two Months Ended February 29, 2016

Moved by R. McIntyre and seconded by B. Shanks to receive and file the draft financial statements for the two months ended February 29, 2016.

CARRIED

9.2 Draft Audited Financial Statements for the Twelve Months Ended December 31, 2015

Moved by K. Miller and seconded by R. McIntyre to receive and file the draft audited financial statements for the twelve months ended December 31, 2015.

CARRIED

9.3 Reappointment of Auditors

Moved by P. Gallagher Jette and seconded by K. Miller to reappointment the accounting firm of Teed Saunders Doyle as the 2016 auditors of the Kennbecasis Valley Fire Department Inc with the fee to be determined.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

Vice Chair MacDonald stated he had attended the departments recent retirement reception and long service recognition ceremony and they were both well organized and well attended.

Chief Ireland noted that copies of the 2015 Annual Report are now available with each member receiving one. Platoon Chief Mike Boyle has done a great job on this document and he has also done a video which has been posted on the department website.

Moved by B. Shanks and seconded by K. Miller to receive and file the Chief's report and to distribute the annual report to both towns.

CARRIED

11.2 Response Summary

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

CARRIED

12.0 Adjournment

At the last Town of Rothesay council meeting, Commissioner Gallagher Jette reported she had stated that Vice Chair MacDonald has been an excellent Board member and that she felt he will be a real loss to the Board. Her opinion is that the this board works the way it should; issues come up, we listen to the Chief and we work together to make the decisions that are needed. She stated that she has really enjoyed being a member and thanked everyone.

Moved by B. McIntyre that the meeting be adjourned at 7:06 pm.

Date of next meeting – TBD

Respectfully submitted,


CHAIR


SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.

Statement of Operations with Budget Variances
For the 2 months ending February 29, 2016

	BUDGET	ACTUAL	VARIANCES	BUDGET
	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE (Under Budget)	2016
Line # REVENUE:				
1 Members Contributions	\$702,274	\$702,274	(\$0)	\$4,564,783
2 Local Service Districts	\$15,162	\$15,162	\$0	\$80,973
3 Revenue Fee Structure	\$0	\$0	\$0	\$100
4 Rebate on Property Tax	\$0	\$0	\$0	\$46,105
5 Misc. Revenue	\$0	\$0	\$0	\$0
6 Interest Income C/A	\$833	\$821	(\$13)	\$5,000
7 Surplus/ Deficit 2nd Previous	\$122,068	\$122,068	\$0	\$122,068
8	<u>\$840,338</u>	<u>\$840,325</u>	<u>(\$13)</u>	<u>\$4,829,029</u>
EXPENSES:				
ADMINISTRATION:				
9 Admin. Wages and Benefits	\$90,065	\$88,759	(\$1,305)	\$576,600
10 Convention/ Dues/ Training	\$2,500	\$2,238	(\$264)	\$20,000
11 Professional Services	\$0	\$0	\$0	\$33,500
12 Office Supplies / Copy Machine/ S/C	\$1,231	\$220	(\$1,011)	\$7,385
13 Computer Hardware/Software/IT	\$2,000	\$415	(\$1,585)	\$12,000
14 Station Telephone/ Internet	\$1,199	\$1,056	(\$143)	\$14,382
15 Postage/ Misc. Exp	\$596	\$123	(\$473)	\$2,550
16	<u>\$97,590</u>	<u>\$92,809</u>	<u>(\$4,781)</u>	<u>\$668,418</u>
FIREFIGHTING FORCE:				
17 Salaries Basic	\$393,767	\$390,521	(\$3,246)	\$2,421,592
18 Overtime	\$4,846	\$3,632	(\$1,214)	\$63,000
19 Vacation Pay on Retirement	\$0	\$0	\$0	\$28,308
20 Force Benefits	\$97,535	\$93,609	(\$3,925)	\$577,100
21 Clothing/Uniform Maintenance	\$2,517	\$1,345	(\$1,171)	\$27,000
22 Medical and Fitness Training	\$2,000	\$2,058	\$58	\$20,400
23 Career Recognition	\$0	\$0	\$0	\$4,000
24 Holiday Relief Wages & Overtime	\$26,162	\$26,460	\$298	\$314,000
25 Holiday Relief Benefits	\$10,612	\$11,216	\$604	\$91,700
26 Volunteer Expenses	\$5,470	\$5,662	\$192	\$21,000
27	<u>\$542,907</u>	<u>\$534,503</u>	<u>(\$8,403)</u>	<u>\$3,568,100</u>
TELECOMMUNICATIONS				
28 Cellular Telephone	\$968	\$794	(\$174)	\$5,810
29 Communication Equipment	\$100	\$31	(\$69)	\$12,000
30 Maintenance/ Repairs	\$510	\$0	(\$510)	\$3,060
31	<u>\$1,578</u>	<u>\$825</u>	<u>(\$753)</u>	<u>\$20,870</u>
INSURANCE:				
32 Insurance	\$33,500	\$32,987	(\$513)	\$33,500
33	<u>\$33,500</u>	<u>\$32,987</u>	<u>(\$513)</u>	<u>\$33,500</u>
PREVENTION AND TRAINING				
34 Firefighter/Co. Officer Training	\$2,400	\$1,887	(\$513)	\$32,000
35 Fire Prevention and Public Education	\$612	\$433	(\$179)	\$10,000
36 Training Supplies	\$100	\$4	(\$96)	\$2,500
37	<u>\$3,112</u>	<u>\$2,323</u>	<u>(\$789)</u>	<u>\$44,500</u>
FACILITIES				
38 Station 1 Operating	\$19,083	\$15,006	(\$4,078)	\$186,880
39 Station 2 Operating	\$3,617	\$3,617	(\$0)	\$21,700
40 Station 2 Rent	\$7,990	\$7,990	\$0	\$47,940
41 Station Supplies	\$1,750	\$441	(\$1,309)	\$10,500
42	<u>\$32,440</u>	<u>\$27,053</u>	<u>(\$5,387)</u>	<u>\$268,820</u>

Kennebecasis Valley Fire Department Inc.

Statement of Operations with Budget Variances

For the 2 months ending February 29, 2016

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2016
continued..				
FLEET				
43 Vehicle Fuel	\$6,154	\$1,664	(\$4,490)	\$40,000
44 Vehicle Registration	\$389	\$301	(\$88)	\$434
45 Vehicle Maint & Repairs	\$10,333	\$8,848	(\$3,487)	\$62,000
46	<u>\$16,876</u>	<u>\$8,811</u>	<u>(\$8,065)</u>	<u>\$102,434</u>
OPERATIONS				
47 New Equipment	\$2,666	\$1,459	(\$1,207)	\$16,000
48 Maint & Repairs - Equipment	\$875	\$1,674	\$799	\$13,000
49 Maint & Repairs - Bunker Gear	\$0	\$0	\$0	\$7,000
50 Medical Supplies	\$667	\$676	\$9	\$4,000
51 Firefighter Supplies	\$667	\$41	(\$625)	\$4,000
52 Health & Safety	\$250	(\$68)	(\$319)	\$1,500
53 H&S Cause Determination	\$167	\$0	(\$167)	\$1,000
54	<u>\$5,291</u>	<u>\$3,781</u>	<u>(\$1,510)</u>	<u>\$48,500</u>
WATER COSTS:				
55 Water Costs - Rothesay	\$5,874	\$5,874	\$0	\$23,497
56 Water Costs - Quispamsis	\$1,098	\$1,098	\$0	\$4,390
57	<u>\$6,972</u>	<u>\$6,972</u>	<u>\$0</u>	<u>\$27,887</u>
OTHER:				
58 Miscellaneous	\$333	\$379	\$46	\$2,000
59 Retirement Allowance	\$8,333	\$8,333	\$0	\$50,000
60	<u>\$8,667</u>	<u>\$8,712</u>	<u>\$46</u>	<u>\$52,000</u>
61	<u>\$748,933</u>	<u>\$718,777</u>	<u>(\$30,155)</u>	<u>\$4,829,029</u>
61 SURPLUS (DEFICIT) FOR THE PERIOD	<u>\$91,405</u>	<u>\$121,548</u>	<u>\$30,143</u>	<u>\$0</u>

Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000

For the months of January & February 2016

Recurring Monthly Invoices		Amount	Description
01/01/16	Assumption Life	\$25,092	Group Benefits
01/01/16	Town of Quispamsis	\$3,995	Rent - Station 2
01/01/16	Town of Rothesay	\$5,874	Water- quarterly
01/01/16	Andrew MacDonald Insurance	\$4,330	Volunteer insurance
01/14/16	Receiver General	\$45,883	payroll liabilities
01/14/16	BMO	\$71,263	net wages 01/14/2016
01/28/16	Receiver General	\$43,898	payroll liabilities
01/28/16	BMO	\$67,490	net wage 01/28/2016
01/31/16	CIBC Mellon	\$40,747	Pension Jan 2016
01/31/16	I.A.F.F. Local 3591	\$7,086	Union Dues
01/31/16	Worksafe	\$2,191	monthly assessment
02/01/16	Assumption Life	\$25,092	Group Benefits
02/01/16	Town of Quispamsis	\$3,995	Rent - Station 2
02/12/16	Receiver General	\$43,372	payroll liabilities
02/11/16	BMO	\$66,551	net wages 02/11/2016
02/25/16	Receiver General	\$44,604	payroll liabilities
02/25/16	BMO	\$69,217	net wage 02/25/2016
02/29/16	CIBC Mellon	\$40,671	Pension Feb 2016
02/29/16	I.A.F.F. Local 3591	\$7,175	Union Dues
02/29/16	Worksafe	\$2,550	monthly assessment
Non-Recurring Invoices		Amount	Description
01/13/16	Atlantic Bunker Gear	\$2,613	2015 expense - bunker gear cleaning
01/12/16	Carleton Uniforms	\$2,670	2015 expense - Uniforms
01/13/16	Chandler	\$3,322	2015 expense - volunteer pagers
01/13/16	Nova Fire Equipment	\$4,670	2015 expense - new equipment
01/13/16	Frontline Outfitters	\$5,290	2015 expense - uniforms
01/13/16	Dillon Consulting	\$5,650	2015 expense - completion of land study
01/18/16	Andrew MacDonald Insurance	\$4,300	Volunteer insurance
01/27/16	East Coast International Trucks	\$2,139	Repairs Engine 2
02/16/16	Lindsay Construction	\$4,296	Rain gutter and soffit repairs
02/17/16	Micmac Fire & Safety Source Ltd	\$4,183	new equipment and repairs to SCBA



Kennebecasis Valley Fire Department

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

April 13, 2016

Retirement Ceremony

On March 28th a large group of family, friends, invited guests and peers gathered to wish Captain Paul Thompson a happy retirement after 36 years in the fire service. Paul was "piped out" on his first official day of retirement and we wish him all the best in the years to come.



Promotions

As a result of Captain Thompson's retirement the following promotions became effective April 1, 2016:

Lieutenant John Codling to Captain

Senior Firefighter Shawn White to Lieutenant

Firefighter Royden Chase to Senior Firefighter

Holiday Relief Firefighter Nathan Ashfield to 3rd Class Firefighter

Other Achievements

Chaplain Bruce Smith successfully defended his thesis on April 1st and has earned his Doctorate of Ministry designation. Dr. Smith, D.Min has recently started hosting a chapel service at the fire station for our members and their families.

The KVFD has become a "registered agency" with the Centre for Public Safety Excellence, which is the first step in the accreditation process. I have appointed Platoon Chief Mike Boyle as our Accreditation Manager, and we will be travelling to Mississauga, ON later this month to attend a training seminar on the first stages of the accreditation process. This includes an in-depth community risk analysis, strategic planning and performance benchmarking. It is anticipated that the assessment process will take 36 months to complete.

Community Partnership

Last year, the Island View Lions Club (Quispamsis) raised \$2,000 which they used to donate towards the purchase of an additional A.E.D (defibrillator). Since all of our front line apparatus already carry an A.E.D., this donation permits us to equip the Platoon Chief's vehicle with one as well. This has the potential to increase our response capacity and/or reduce our response time to cardiac arrest incidents.

**Community Support**

Later this month when the Qplex hosts the 2016 Telus Cup hockey tournament; off-duty KVFD members will be volunteering their time to provide on-site first aid coverage for the event. Having trained first responders on site was a prerequisite for hosting the event and our members have graciously offered to provide this service while off-duty.

HRFF Hiring Process

With the recent retirement of Captain Paul Thompson and with two more members scheduled to retire later this summer, the department posted for holiday relief firefighters in February. A total of fifty-eight applications were received and twenty candidates were invited to participate in a pre-screening interview in April. It is anticipated that the final candidate selection process will be completed by early May, followed by 4-6 weeks of training before the new members are eligible to go on duty.

Fire Incidents

The department has responded to seven structure fire incidents to date in 2016 with the two most significant involving detached garages.

February 6, Lila Court, Quispamsis – Crews arrived to find heavy smoke coming from the front of a two-car, detached garage. The fire was quickly brought under control with only moderate radiant heat damage to the roof and soffit of the dwelling. The cause of the fire was deemed accidental.

April 3, Old Mill Lane, Rothesay – A huge ball of fire greeted first arriving crews as they approached a fully involved detached garage fire. The first priority was to stop the fire from spreading to the residence which was being threatened by the intense heat. The vinyl siding had melted as well as the vinyl soffit and the fire was moments from entering the attic. An excellent tactical decision by the crew directed the operations towards protecting the residence while the inferno in the garage still raged. Once adequate personnel were on scene, a second attack hose-line was deployed and the fire was extinguished. Although the garage and its contents were lost, the interior of the home was undamaged and the occupants were able to return to their residence.



Reponse Types Kennebecasis Valley Fire Department (01/01/2016-31/03/2016)	Jan	Feb	Mar	2016 YTD	2015 YTD
Fire/explosion - dollar loss [10]	0	6	3	9	11
Rubbish/grass fire - no dollar loss [12]	0	1	3	4	3
Chimney Fire [13]	0	0	0	0	5
Total Fire [10-19]	0	7	6	13	19
Rescue - Miscellaneous [30]	1	0	0	1	2
Vehicle Accident [31]	11	15	6	32	32
Total Rescue or Resuscitation call [30-39]	12	15	6	33	34
Public Hazard - gasoline or fuel spill [41]	0	1	0	1	0
Public Hazard - power line down / utility pole hazard [43]	0	2	1	3	3
Public Hazard - miscellaneous [49]	0	1	2	3	3
Total Public hazard [40-49]	0	4	3	7	6
Gas Leak - propane [51]	1	0	0	1	3
Gas Leak - response to carbon monoxide detector alarm [53]	0	0	2	2	7
Total Gas leak [50-59]	1	0	2	3	10
Public Service - first aid [62]	47	51	48	146	178
Public Service - assist police or other agency [63]	1	0	3	4	4
Public Service - mutual aid [65]	0	0	1	1	5
Public Service - animal rescue [66]	0	0	0	0	0
Public Service - flooding [67]	1	0	0	1	0
Public Service- miscellaneous [69]	2	1	1	4	8
Total Public services [60-69]	51	52	53	156	195
Alarm No Fire - accidental miscellaneous [70]	6	3	3	12	16
Alarm No Fire - smoke or steam mistaken [71]	2	1	1	4	1
Alarm No Fire - sprinkler surge or discharge [72]	1	0	0	1	2
Alarm No Fire - detector activated [73]	5	6	6	17	20
Alarm No Fire - unknown odours [75]	0	1	2	3	4
Alarm No Fire - miscellaneous [79]	1	0	2	3	14
Total Alarm no fire - No malicious intent [70-79]	15	11	14	40	57
False Alarm (Mischief) - municipal alarm system [81]	0	0	0	0	0
False Alarm (Mischief) - miscellaneous [89]	0	0	1	1	1
Total False alarm - Mischief [80-89]	0	0	1	1	1
Total Reponse Types Kennebecasis Valley Fire	79	89	85	253	322



Kennebecasis Valley Fire Department Inc.

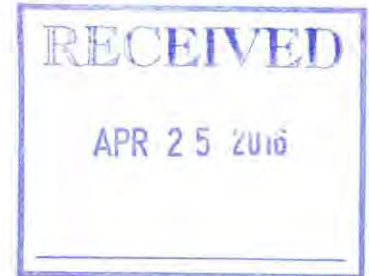
Chief Bill Ireland

Deputy Chief Dan McCoy

7 Campbell Drive, Rothesay, NB E2E 5B6
Phone (506) 848-6601 Fax (506) 848-6608
Email: admin.kvfd@nb.aibn.com

April 25, 2016

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



Your Worship and Members of Council:

On behalf of the Joint Board of Fire Commissioners, I am pleased to present the 2015 audited financial statements which present the financial position of the Kennebecasis Valley Fire Department Inc., as at December 31, 2015.

Of note is the operating fund surplus of \$54,534. In accordance with Section 12.10 of the Regional Fire Protection Agreement the funds in excess of the operating expenses will be credited to the operating budget for 2017. The Board will ensure appropriate and diligent management of these funds and will carefully consider their impact during our 2017 operating budget preparation.

Sincerely,

[Handwritten signature]
for : Kirk Miller

Treasurer,

Kennebecasis Valley Fire Department Joint Board of Fire Commissioners

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2015

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2016June13OpenSessionFINAL_207

DECEMBER 31, 2015

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**TEED
SAUNDERS
DOYLE & CO.**

Chartered Professional Accountants

An Independent Member of
DFK Canada Inc. and DFK International

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Kennebecasis Valley Fire Department Inc.

We have audited the statement of financial position of the Kennebecasis Valley Fire Department Inc. as at December 31, 2015 and the statements of operations, changes in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independent Auditors' Report to the Board of Directors of Kennebecasis Valley Fire Department Inc.
(cont'd)

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Kennebecasis Valley Fire Department Inc. as at December 31, 2015 and the results of its operations, changes in net debt and cash flows for the year then ended in accordance with Canadian public sector accounting standards.



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick
April 13, 2016

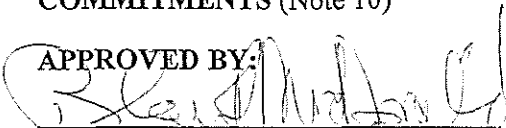
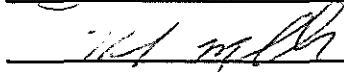
KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2016 June 13 Open Session FINAL_210 STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
FINANCIAL ASSETS		
Cash (Notes 2, 3 and 4)	\$ 641,733	\$ 597,025
Accounts receivable (Notes 2 and 3)		
Due from member municipalities (Note 6)	2,149	25,066
Federal Government and its agencies (Note 5)	<u>23,070</u>	<u>23,925</u>
	<u>\$ 666,952</u>	<u>\$ 646,016</u>
LIABILITIES		
Accounts payable and accrued liabilities (Notes 2 and 3)	\$ 168,291	\$ 231,964
Accrued sick leave liability (Notes 2 and 7)	678,587	655,625
Accrued liability for retirement pay allowance (Notes 2 and 8)	368,161	350,900
Post employment benefits payable (Notes 2 and 9)	<u>1,048,700</u>	<u>1,170,700</u>
	<u>2,263,739</u>	<u>2,409,189</u>
NET DEBT	<u>(1,596,787)</u>	<u>(1,763,173)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Notes 2 and 11)	5,602,664	5,499,879
Accumulated amortization (Notes 2 and 11)	<u>(2,400,239)</u>	<u>(2,140,523)</u>
	<u>3,202,425</u>	<u>3,359,356</u>
ACCUMULATED SURPLUS	<u>\$ 1,605,638</u>	<u>\$ 1,596,183</u>
COMMITMENTS (Note 10)		

APPROVED BY:


 _____ Chairperson

 _____ Treasurer

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2016June13OpenSessionFINAL_211
STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2015</u> Budget (Note 13)	<u>2015</u> Actual	<u>2014</u> Actual
REVENUE (Notes 2, 5 and 6)			
Contributions by member municipalities - operating	\$ 4,433,722	\$ 4,433,722	\$ 4,236,540
Contributions by member municipalities - capital	61,680	61,680	118,509
Local service districts	87,797	87,796	84,132
Fee structure	70	9,035	1,060
Interest	3,000	5,441	5,122
Miscellaneous	<u>-</u>	<u>-</u>	<u>2,298</u>
	<u>4,586,269</u>	<u>4,597,674</u>	<u>4,447,661</u>
EXPENDITURE (Note 2)			
Administration	612,772	602,952	496,834
Firefighting force	3,264,008	3,218,765	3,128,928
Telecommunications	19,520	17,722	14,617
Insurance	34,500	31,739	32,497
Prevention and training	44,500	40,318	31,133
Facilities	288,043	280,851	301,456
Fleet	255,590	239,051	240,211
Operations	77,592	81,227	79,405
Water costs	26,986	26,986	26,130
Retirement allowance	46,942	46,942	41,289
Other	<u>2,000</u>	<u>1,666</u>	<u>5,371</u>
	<u>4,672,453</u>	<u>4,588,219</u>	<u>4,397,871</u>
ANNUAL SURPLUS (DEFICIT)			
FOR THE YEAR (Note 12)	\$ <u>(86,184)</u>	9,455	49,790
ACCUMULATED SURPLUS - BEGINNING OF YEAR		<u>1,596,183</u>	<u>1,546,393</u>
ACCUMULATED SURPLUS - END OF YEAR		\$ <u>1,605,638</u>	\$ <u>1,596,183</u>
Amortization included in the above expenditure		259,716	248,416

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2016June13OpenSessionFINAL_212
STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
Annual surplus	\$ 9,455	\$ 49,790
Acquisition of tangible capital assets	(102,785)	(118,475)
Amortization of tangible capital assets	<u>259,716</u>	<u>248,416</u>
Decrease in net debt	166,386	179,731
Net debt - beginning of year	<u>(1,763,173)</u>	<u>(1,942,904)</u>
Net debt - end of year	\$ <u>(1,596,787)</u>	\$ <u>(1,763,173)</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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STATEMENT OF CASH FLOWS**FOR THE YEAR ENDED DECEMBER 31, 2015**

	<u>2015</u>	<u>2014</u>
INCREASE (DECREASE) IN CASH		
OPERATING TRANSACTIONS		
Annual surplus	\$ 9,455	\$ 49,790
Amortization of tangible capital assets	259,716	248,416
Accounts receivable - Due from member municipalities	22,917	(24,522)
Accounts receivable - Federal Government and its agencies	855	(8,394)
Accounts payable and accrued liabilities	(63,673)	107,712
Accrued sick leave liability	22,962	42,875
Accrued liability for retirement pay allowance	17,261	(61,300)
Post employment benefits payable	<u>(122,000)</u>	<u>(106,900)</u>
	147,493	247,677
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	<u>(102,785)</u>	<u>(118,475)</u>
NET INCREASE IN CASH	44,708	129,202
CASH - BEGINNING OF YEAR	<u>597,025</u>	<u>467,823</u>
CASH - END OF YEAR	<u>\$ 641,733</u>	<u>\$ 597,025</u>
REPRESENTED BY:		
Cash - operating	\$ 310,994	\$ 286,605
Cash - retirement allowance	<u>330,739</u>	<u>310,420</u>
	<u>\$ 641,733</u>	<u>\$ 597,025</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

1. PURPOSE OF THE ORGANIZATION

The Kennebecasis Valley Fire Department Inc. (the "Department") provides fire prevention, fire protection, fire-fighting, fire investigation services and medical first response to the Towns of Quispamsis, Rothesay and certain outlying areas.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Department are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

The Department adopted Public Sector Accounting Standards ("PSAS") as of January 1, 2011.

The focus of PSAS financial statements is on the financial position of the Department and the changes thereto. The Statement of Financial Position includes all of the assets and liabilities of the Department.

Significant aspects of the accounting policies adopted by the Department are as follows:

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains and losses reported in annual surplus. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Cash and Cash Equivalents

Cash and cash equivalents include cash balances with financial institutions.

Revenue Recognition

The contributions from the member municipalities and the local service districts are recognized when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and other income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Measurement Uncertainty

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenditure during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from these estimates.

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued sick leave liability;
- accrued retirement pay allowance; and
- accrued post employment benefits.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Buildings	20-40 years
Vehicles	4-25 years
Equipment	4-20 years

Assets under construction are not amortized until the asset is available for productive use.

During the year, the Department changed its useful life estimates on the vehicles from 8-25 years to 4-25 years and for equipment from 8-20 years to 4-20 years straight-line. This change in estimate is being applied prospectively. The Department regularly reviews its capital assets to eliminate obsolete items.

Post Employment Benefits

The Department recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Department has a retirement pay allowance as documented in Note 8 and a pension plan as documented in Note 9.

Economic Dependence

The Department receives funding from Quispamsis and Rothesay, which accounts for a significant portion of revenues.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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DECEMBER 31, 2015

3. FINANCIAL INSTRUMENTS

The Department is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Department's risk exposure and concentration as of December 31, 2015:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Department is exposed to credit risk from its accounts receivable. The Department's credit risk is mitigated by the fact that its accounts receivable consist primarily of funds due from the Federal Government and the contributing municipalities.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Department is exposed to this risk mainly in respect of its receipt of funds from its accounts receivable, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the Department's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Department is not exposed to foreign currency risk as it does not hold foreign currencies.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Department manages exposure through its normal operating activities. The Department is not exposed to significant interest rate risk as it does not have short term or long term debt.

4. CASH

	2015	2014
Cash - operating	\$ 310,994	\$ 286,605
Restricted cash - retirement allowance	<u>330,739</u>	<u>310,420</u>
	<u>\$ 641,733</u>	<u>\$ 597,025</u>

5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	2015	2014
Canada Revenue Agency (HST refund)	<u>\$ 23,070</u>	<u>\$ 23,925</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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DECEMBER 31, 2015

6. RELATED PARTY TRANSACTIONS

The Department is related to Quispamsis and Rothesay, as the two Municipalities jointly control the Department. During the year, the Department recognized the following contributions from the Towns as revenue:

	2015	2014
Quispamsis - Operating	\$ 2,592,693	\$ 2,471,866
Rothesay - Operating	<u>1,841,029</u>	<u>1,764,674</u>
	<u>\$ 4,433,722</u>	<u>\$ 4,236,540</u>
Quispamsis - Capital	\$ 36,068	\$ 69,146
Rothesay - Capital	<u>25,612</u>	<u>49,363</u>
	<u>\$ 61,680</u>	<u>\$ 118,509</u>

The amounts due from member municipalities are non-interest bearing and have no set terms of repayment.

7. ACCRUED SICK LEAVE LIABILITY

The Department provides every employee a sick leave entitlement that accumulates at a rate of 18 hours per month while the employee's sick bank is below 1,000 hours, and 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 hours and can take a leave with pay for an amount of time equal to the accumulated sick leave. All employees have 12 hours per year taken from their accumulated sick days and moved to a group sick bank until contributions collectively result in an accumulation of 3,000 working hours. For the purpose of the actuarial valuation described below, the group sick bank has been ignored since its use has been minimal in the past and its impact on the actuarial liability and normal cost is expected to be negligible.

An actuarial valuation was performed by Morneau Shepell as at December 31, 2014 on the 36 employee plan in accordance with PSA 3255. The actuarial method used was the projected unit credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Department's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3%;
- the discount rate used to determine the accrued benefit obligation is 3.17% (2014 - 3.17%);
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave is independent of age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of revenue as they come due.

The calculated unfunded liability as at December 31, 2015 is \$678,587 (2014 - \$655,625).

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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DECEMBER 31, 2015

8. ACCRUED LIABILITY FOR RETIREMENT PAY ALLOWANCE

Retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks salary based on a minimum of ten years service. This benefit only applies to employees who have reached the age of 55 years. Upon the death of a full-time employee prior to retirement, a prorated benefit equal to four weeks' regular salary for every five years of employment shall be paid to the employee's named beneficiary or estate.

An actuarial valuation was prepared by Morneau Shepell as at December 31, 2013 for the Departments 35 members in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The present value of the accrued liability as at December 31, 2015 is estimated to be \$368,161 (2014 - \$350,900).

The following summarizes the major assumptions in the valuation:

- Discount rate used was 4.1%;
- Salary increases 3% per annum; and
- retirement age of 60 years old.

The activity for the year is as follows:

	<u>2015</u>	<u>2014</u>
Balance at beginning of year	\$ 350,900	\$ 412,200
Add: Employer contributions	50,000	50,002
Interest earned	<u>3,058</u>	<u>3,374</u>
	403,958	465,576
Less: Retirement benefits paid	<u>(32,739)</u>	<u>(105,963)</u>
	371,219	359,613
Change in liability based on PSAS requirements	<u>(3,058)</u>	<u>(8,713)</u>
Accrued liability for retirement pay allowance at end of year	<u>\$ 368,161</u>	<u>\$ 350,900</u>

The Department has restricted \$330,739 (2014 - \$310,420) in cash towards the funding of this liability (Note 4).

9. POST EMPLOYMENT BENEFITS PAYABLE

The Department and its employees participate in the New Brunswick Municipal Employees Pension Plan ("NBMEPP"). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2013 and resulted in an overall NBMEPP accrued benefit obligation of \$89,646,600 based on the accounting basis.

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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DECEMBER 31, 2015

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following summarizes the major assumptions in the valuation as at December 31, 2014:

- the expected inflation rate is 2.25% (prior 2.35%);
- the discount rate used to determine the accrued benefit obligation is 5.9% (prior 5.6%);
- the expected rate of return on assets is 5.9% (prior 5.6%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSLS) is 14.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2013 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick.

On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$5,171,300, a decrease of \$6,410,600 from the December 31, 2012 deficit of \$11,581,900. Based on the assumptions as at December 31, 2013, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2013, the NBMEPP provides benefits for 189 retirees. Total benefit payments to retirees and terminating employees during 2015 are estimated to be approximately \$3,111,400 (actual 2014 - \$3,042,900) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.6%. Each municipality contributes an amount that equals their employees' contribution amounts. Pension Fund Assets are invested in Short Term Securities, Bonds, Canadian Equities and Foreign Equities. Combined employees and municipalities contributions for 2015 are estimated to be approximately \$5,645,200 (actual 2014 - \$5,499,700) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to the Department:

- The average age of the 38 active employees covered by the NBMEPP is 45.4 (2014 - 45.9);
- Benefit payments were \$296,800 in 2014 and were estimated to be \$302,100 in 2015; and
- Combined contributions were \$446,300 in 2014 and were estimated to be \$454,800 in 2015.

In addition to determining the position of the NBMEPP as it relates to the Department as at December 31, 2013 and December 31, 2014, NBMEPP's actuary performed an extrapolation of the December 31, 2014 accounting valuation to determine the estimated position as at December 31, 2015. The extrapolation assumes assumptions used as at December 31, 2015 remain unchanged from December 31, 2014. The extrapolation also assumes assets return of 5.9%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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DECEMBER 31, 2015

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Results of the extrapolation are as follows:

	Estimated Jan 1, 2015 to Dec 31, 2015	Jan 1, 2014 to Dec 31, 2014
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 1,170,700	\$ 1,277,600
Adjustment to actual	14,800	(34,800)
Pension expense for the year	90,600	155,900
Employer contributions	<u>(227,400)</u>	<u>(228,000)</u>
Accrued benefit liability at end of period	<u>\$ 1,048,700</u>	<u>\$ 1,170,700</u>

In summary, the Accrued Benefit Liability as it related to the Department is estimated to be \$1,048,700 as at December 31, 2015. This compares to \$1,277,600 as at January 1, 2014 and \$1,170,700 as at December 31, 2014. The December 31, 2014 liability was estimated in the prior year. The actual liability was calculated to be \$1,185,500. The difference of \$14,800 has been recorded in the current year.

The financial position as it relates to the Accrued Benefit Liability is shown as follows and illustrates the unamortized amounts being recognized in Pension Expense over time:

	Estimated Jan 1, 2015 to Dec 31, 2015	Jan 1, 2014 to Dec 31, 2014
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 9,918,900	\$ 9,311,500
Plan assets	<u>9,636,200</u>	<u>8,950,900</u>
Plan deficit	282,700	360,600
Adjustment to 2014 actual	-	(14,800)
Unamortized experience losses	<u>766,000</u>	<u>824,900</u>
Accrued benefit liability at end of period	<u>\$ 1,048,700</u>	<u>\$ 1,170,700</u>

The following illustrates the reconciliation of Accrued Benefit Obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2015 to Dec 31, 2015	Jan 1, 2014 to Dec 31, 2014
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 9,311,500	\$ 8,614,900
Current service cost	358,500	367,000
Benefit payments	(302,100)	(296,800)
Interest for period	551,000	484,400
Experience gain during period	<u>-</u>	<u>142,000</u>
Accrued benefit obligation at end of period	<u>\$ 9,918,900</u>	<u>\$ 9,311,500</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	Estimated Jan 1, 2015 to Dec 31, 2015	Jan 1, 2014 to Dec 31, 2014
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 8,950,900	\$ 7,728,200
Employer contributions	227,400	220,800
Employee contributions	227,400	225,500
Benefit payments	(302,100)	(296,800)
Return on plan assets during period	<u>532,600</u>	<u>1,073,200</u>
Plan assets at end of period	<u>\$ 9,636,200</u>	<u>\$ 8,950,900</u>

Total Expense related to pensions include the following components:

	Estimated Jan 1, 2015 to Dec 31, 2015	Jan 1, 2014 to Dec 31, 2014
Pension Expense		
Employer current service cost	\$ 131,100	\$ 141,500
Interest on Accrued Benefit Obligation	551,000	484,400
Expected return on assets	(532,600)	(437,000)
Experience gain	<u>(58,900)</u>	<u>(25,400)</u>
Pension expense	<u>\$ 90,600</u>	<u>\$ 163,500</u>

The Pension Expense is included in the Statement of Operations. The 2014 pension expense was estimated to be \$155,900. The difference between the 2014 estimated and actual expense has been recorded as an expense of the current period.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

10. COMMITMENTS

Computer Leases

The Department has entered into a lease agreement with National Leasing to provide use of computer equipment and accessories. In 2013, the Department committed to \$104 per month payable over 48 months commencing on May 1, 2013. The future minimum annual payments over the next two years are:

2016	\$	1,251
2017		417

Office Equipment Lease

The Department has entered into a lease agreement with Xerox Canada Ltd. to provide use of a photocopier. In 2013, the Department committed to \$544 per quarter payable over 66 months commencing on December 9, 2013. The future minimum annual payments over the next four years are:

2016	\$	2,177
2017		2,177
2018		2,177
2019		544

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

11. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Equipment</u>	<u>2015 Total</u>	<u>2014 Total</u>
COST						
Balance - beginning of year	\$ 60,049	\$ 2,367,868	\$ 2,730,831	\$ 341,131	\$ 5,499,879	\$ 5,381,404
Add: Net additions during the year	-	-	69,783	33,002	102,785	118,475
Less: Disposals during the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance - end of year	<u>60,049</u>	<u>2,367,868</u>	<u>2,800,614</u>	<u>374,133</u>	<u>5,602,664</u>	<u>5,499,879</u>
ACCUMULATED AMORTIZATION						
Balance - beginning of year	-	1,002,828	1,027,491	110,204	2,140,523	1,892,107
Add: Amortization during the year	-	75,659	150,465	33,592	259,716	248,416
Less: Accumulated amortization on disposals	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Balance - end of year	<u>-</u>	<u>1,078,487</u>	<u>1,177,956</u>	<u>143,796</u>	<u>2,400,239</u>	<u>2,140,523</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 60,049</u>	<u>\$ 1,289,381</u>	<u>\$ 1,622,658</u>	<u>\$ 230,337</u>	<u>\$ 3,202,425</u>	<u>\$ 3,359,356</u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

12. RECONCILIATION OF ANNUAL SURPLUS

	<u>Operating Fund</u>	<u>Capital Fund</u>	<u>Total</u>
2015 annual surplus (deficit) - PSAS	\$ <u>207,491</u>	\$ <u>(198,036)</u>	\$ <u>9,455</u>
Adjustments to annual surplus for funding requirements			
Second previous year's deficit	(9,756)	-	(9,756)
Transfer from operating fund to capital fund	(41,105)	41,105	-
Amortization expense	-	259,716	259,716
Provision for vested retirement benefits - pension	(122,000)	-	(122,000)
Change in amount recorded under PSAS sick leave accrual	22,962	-	22,962
Change in retirement allowance liability	<u>(3,058)</u>	<u>-</u>	<u>(3,058)</u>
Total adjustments to 2015 annual surplus (deficit)	<u>(152,957)</u>	<u>300,821</u>	<u>147,864</u>
2015 annual surplus for funding requirements	\$ <u><u>54,534</u></u>	\$ <u><u>102,785</u></u>	\$ <u><u>157,319</u></u>

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

2016 June 13 Open Session FINAL_225

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

13. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget <u>General</u>	Amortization and Long Term <u>Accruals</u>	<u>Transfers</u>	<u>Total</u>
REVENUE				
Contributions by member municipalities - operating	\$ 4,433,722	\$ -	\$ -	\$ 4,433,722
Contributions by member municipalities - capital	-	-	61,680	61,680
Local service districts	87,797	-	-	87,797
Fee structure	70	-	-	70
Interest	3,000	-	-	3,000
Surplus (deficit) of second previous year	<u>(9,756)</u>	<u>-</u>	<u>9,756</u>	<u>-</u>
	<u>4,514,833</u>	<u>-</u>	<u>71,436</u>	<u>4,586,269</u>
EXPENDITURE				
Administration	629,878	(17,106)	-	612,772
Firefighting force	3,345,940	(81,932)	-	3,264,008
Telecommunications	19,520	-	-	19,520
Insurance	34,500	-	-	34,500
Prevention and training	44,500	-	-	44,500
Facilities	212,384	75,659	-	288,043
Fleet	105,125	150,465	-	255,590
Operations	44,000	33,592	-	77,592
Water costs	26,986	-	-	26,986
Retirement allowance	50,000	(3,058)	-	46,942
Other	<u>2,000</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
	<u>4,514,833</u>	<u>157,620</u>	<u>-</u>	<u>4,672,453</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ (157,620)</u>	<u>\$ 71,436</u>	<u>\$ (86,184)</u>



Kennebecasis Valley Fire Department Inc.

Chief Bill Ireland

Deputy Chief Dan McCoy

2016 June 13 Open Session FINAL_226
7 Campbell Drive, Rothesay, NB E2E 5B6
Phone (506) 848-6601 Fax (506) 848-6608
Email: admin.kvfd@nb.aibn.com

April 25, 2016

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



Your Worship and Members of Council:

As an important stakeholder in our organization, it is with pleasure that I submit the 2015 Kennebecasis Valley Fire Department Annual Report to you for review. The annual report is used to communicate statistical performance orientated information from the Fire Chief to the Joint Board of Fire Commissioners.

In addition to statistical information, the report summarizes significant events from the past year and highlights the accomplishments of department members in 2015. If you have any questions regarding the report or require any additional copies please feel free to contact Fire Chief Ireland directly.

Sincerely,

for: Elizabeth O'Hara
Chair – Kennebecasis Valley Fire Department Joint Board of Fire Commissioners



2015 Annual Report



**Fire Department****2015 Annual Report**

For 91 years this fire department has existed to provide for the residents of the Kennebecasis Valley. From a volunteer department with a small chemical truck to the fire department we are today, we still serve the same purpose – keeping you safe. As demonstrated by the picture above, you can see that not only do we fight fires but also respond to accidents, on and off-road rescue, medical emergencies, and water rescue on ice and open water.

Our vision is to be recognized as a first-class fire service that protects people and property contributing to the prosperity of the communities in the coverage area.

Our mission is to protect people and property by ensuring public safety and efficient fire protection and prevention.

Our goal is to ensure that facilities, services and personnel provide safe, superior and cost-effective fire services and emergency response tailored to the needs of the coverage area.



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Message from the Fire Chief



As your fire chief I am focused on the goal of providing you with a superior, cost-effective fire service.

Effectiveness and **efficiency** are the performance goals the Joint Board of Fire Commissioners have adopted. By protecting people and property we can demonstrate our effectiveness. By using your tax dollars carefully to deliver services designed for the needs of the community we can demonstrate our efficiency.

Let's look at how we protected you and your property in 2015:

- Zero civilian injuries or fatalities related to fire in 2015.
- 105 fires extinguished.
- 120 motor vehicle collisions attended.
- 634 requests for medical assistance answered.
- 42 threats to public safety mitigated.
- 20 homes inspected.
- 76 visits in the community including special events and school fire drills attended.

Is our service cost-effective?

We are responsible for protecting nearly 11,000 private households and more than 300 commercial buildings with a combined assessed value of approximately \$2.8 billion. Your fire protection costs per \$1,000 of assessed value are the lowest among the nine

largest municipalities in New Brunswick. In fact, Rothesay and Quispamsis are the only municipalities among that comparator group with a fire protection cost below \$1.60 per \$1,000 of assessed value.

(Quispamsis \$1.58/Rothesay \$1.49)

During 2015, \$11,835,500 of property was threatened by fire yet only 11% of that value was actually lost. Your investment of approximately \$4.5 million into fire protection helped to save \$10,489,550 in assessed property value. Please turn to page 19 to find more detailed statistics regarding our performance in 2015.

Our performance goals are important but what is most important to me are the members of this department. In the pages that follow you'll see how they contribute to making the Kennebecasis Valley such a great (and safe) place to live. From creating an amazing experience for a special little girl, to raising funds for worthwhile causes, to just being there to help when it's needed - our firefighters work hard to keep you safe - all day and night, every day of the year.

Please enjoy reading and learning more about the Kennebecasis Valley Fire Department. If you have any questions or concerns, please feel free to contact me at 848-6649 or by email at kvfireland.kvfd@nb.aibn.com

Bill Ireland - CFO, Fire Chief



Our Members

The Kennebecasis Valley Fire Department responds to over 1000 calls annually and participates in dozens of community events each year. Our 40 firefighters, 14 volunteers, 4 management and 2 administrative staff make this possible.

In 2015 we had another long-serving member retire and also welcomed new faces into the department. Firefighter Paul Broderick retired after 45 years with our department and in June of this year we had firefighters Scott Hatt, Keith Gallant, and Arthur Cull join our ranks. Two of our firefighters, Anthony Storey and Craig Buck, moved on to join the Fredericton Fire Department, and Brad Ingersoll joined the Riverview Fire Department. We wish them well in their careers.

BOARD OF FIRE COMMISSIONERS

Chair – Libby O'Hara
 Vice-Chair – Blair MacDonald
 Treasurer – Kirk Miller
 Pat Gallagher Jette
 Robert McIntyre
 Katrina White
 Brian Shanks
 Roger Young

ADMINISTRATIVE STAFF

Bill Ireland, Fire Chief/CEO
 Carlene MacBean, Executive Assistant
 Corinne Carpenter, Accountant
 Bruce Smith, Chaplain

COMMAND STAFF

Dan McCoy, Deputy Fire Chief
 Kevin Clynick, Platoon Chief (A + B Platoons)
 Michael Boyle, Platoon Chief (C + D Platoons)





Fire Department

2015 Annual Report

Station 1 – Rothesay

Captain Bill Gentleman
 Captain Mark McCully
 Captain Paul Thompson
 Captain Roger Finlay

Senior Firefighter Paul Nixon
 Senior Firefighter Shawn White
 Senior Firefighter Grant Graham
 Senior Firefighter Bob MacLeod

Firefighter Dan Richard
 Firefighter Rob Hamilton
 Firefighter Karey Madill
 Firefighter Eric Boyle
 Firefighter Joel Armstrong
 Firefighter Bruce Leblanc
 Firefighter Karen Trecartin
 Firefighter Scott Carr

Holiday Relief Firefighter Harry Ludford
 Holiday Relief Firefighter Arthur Cull
 Holiday Relief Firefighter Justin Cowan
 Holiday Relief Firefighter Chris Mason
 Holiday Relief Firefighter Keith Gallant
 Holiday Relief Firefighter Scott Hatt
 Holiday Relief Firefighter Nathan Garrett





Fire Department

2015 Annual Report

Station 2 – Quispamsis

Lieutenant John Codling
Lieutenant Reg Verner
Lieutenant Doug Barrett
Lieutenant Jim Leblanc

Firefighter Keith Scichilone
Firefighter Paul Spinks
Firefighter Mike Nixon
Firefighter Nick Arsenault
Firefighter Shane Day
Firefighter Andrew Boyle
Firefighter Scott Dunbar
Firefighter Andrew Steeves
Firefighter Nathan Ashfield
Firefighter Shane Johnson
Firefighter Don Kearney
Firefighter Matt McCully





Fireground Incident Technicians

The Fireground Incident Technician is a volunteer position that supports fireground operations by supporting command staff with accountability, the role of a Chief's aide, and air management. Training is held every second Tuesday evening at Station 1.

Mark Braydon
Ed Gaynes
Brandon Ferguson
Ryan Kennedy
Stephen Noseworthy
Hayley O'Brien
Matt Snelgrove
Aaron Stewart
Jim Stewart
David Dickeson
Matt Gesner
Tom Heffernan
Andrew MacPherson
Liam Murphy





2015 Education & Training Certifications

Certificate in Fire Service Leadership - Dalhousie University

Senior Firefighter Mike Nixon
Firefighter Don Kearney

The Environment of the Fire Station

Senior Firefighter Mike Nixon
Firefighter Don Kearney
Firefighter Paul Spinks

Municipal Government & Service Delivery

Senior Firefighter Shawn White

Fire Service Strategic Planning - 1

Senior Firefighter Shawn White

Station Officer - Dealing with New Operations

Senior Firefighter Mike Nixon
Firefighter Don Kearney
Firefighter Paul Spinks

Station Officer – Dealing with People

Senior Firefighter Mike Nixon
Firefighter Don Kearney

Child Car Seat Installation

Lieutenant Doug Barrett
Firefighter Karen Trecartin
HR Firefighter Justin Cowan

Application of Major Fire and Life Safety Requirements for Fire and Building Inspectors – RJ Bartlett Engineering

Platoon Chief Mike Boyle

Fire Inspector Level I

Platoon Chief Mike Boyle
Lieutenant Doug Barrett
Lieutenant Jim LeBlanc

Aerial Apparatus Operator

Firefighter Shane Johnson
Firefighter Andrew Steeves
Firefighter Shane Day
Firefighter Joel Armstrong
HR Firefighter Nathan Ashfield

Atlantic Fire Department Information Conference

Senior Firefighter Robert MacLeod
Firefighter Keith Scichilone
Firefighter Matt McCully
Firefighter Bruce LeBlanc
Auxiliary Member Brandon Ferguson
Auxiliary Member David Dickeson

Ice Rescue Technician/Trainer

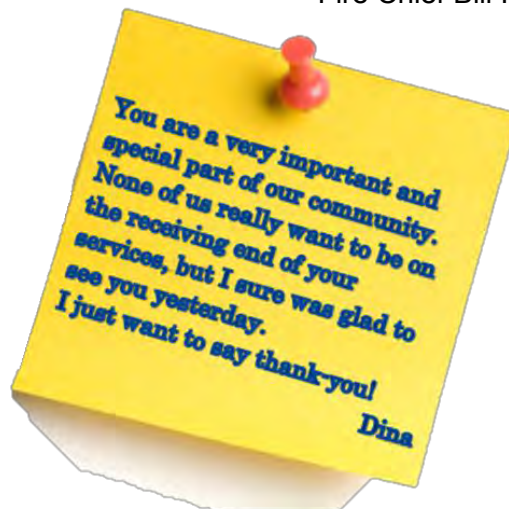
Senior Firefighter Paul Nixon

Leadership Foundations – University of New Brunswick

Platoon Chief Mike Boyle

Strategic Change Leadership – Michigan State University

Fire Chief Bill Ireland





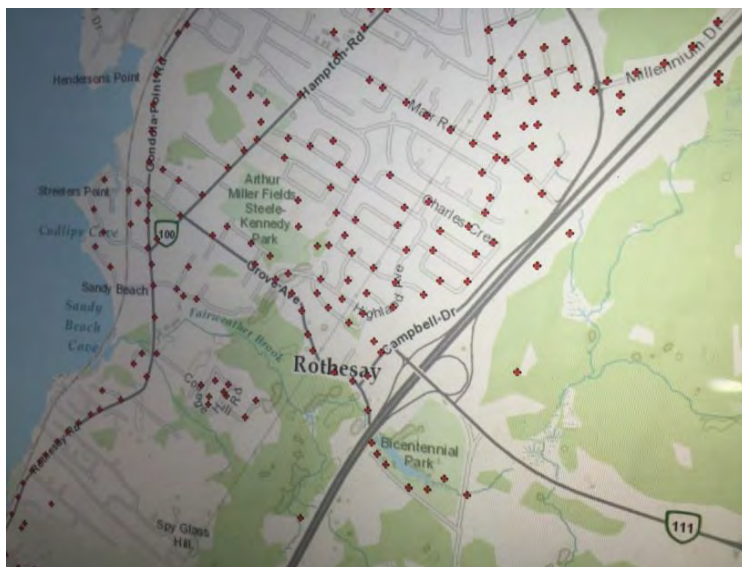
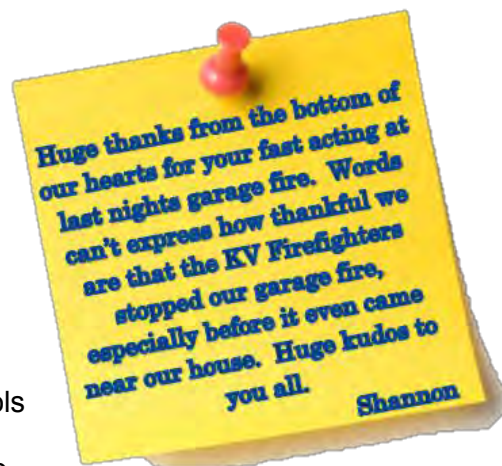
Protection

We exist to keep you safe and respond to over 1,000 emergency incidents annually. Working out of two fire stations, at 7 Campbell Drive in Rothesay and 12 Civic Drive in Quispamsis, the Kennebecasis Valley Fire Department provides coverage for a population of approximately 30,000 within a response area of 120 square kilometers.

Part of protecting our community is making sure we have the tools to do the job. Each year we use a significant portion of our capital budget to upgrade or acquire new tools and equipment. We also use funds from our operating budget to ensure we can meet the demands on our service.

In 2015, we spent \$32,000 upgrading our portable radios and breathing air cylinders. We also invested \$26,000 in new equipment including computer equipment, an off-road rescue trailer, training mannequins and portable pumps and fire hose.

2015 also saw the implementation of a mobile data unit project where iPads were installed in each of our engines, ladder truck, and command vehicle. These iPads provide real-time mapping and routing, information on fire hydrant location, and also provide information on hazardous materials, weather, and many other features. We are committed to embracing new technology and best practices in order to ensure we meet our goal of providing a cost-effective service.





Significant Fire Incidents



February 15 – Beach Drive

Crews responding to this fire incident were challenged by blizzard conditions. Upon arrival the lone occupant had escaped and was sheltered in the cab of the fire engine. A fire in the Venmar air handling unit had caused the residence to fill with black acrid smoke. A quick knock-down of the fire prevented further damage.



February 25 – Bradley Lake Road

Limited access caused by the heavy snow load made battling this residential fire exhausting for crews on scene. A second alarm and mutual aid for water supply was needed to bring this fire under control. There were no injuries but the home sustained significant fire damage.



May 5 – Hampton Road

Engine 2 reported an orange glow in the sky as soon as they left the station responding to this fire incident. The attached garage and loft were fully involved in fire upon our arrival. An aggressive fire attack using large volume hose lines prevented the fire from spreading further into the residence and limited the overall damage.



September 7 – North Street

A family of four safely evacuated this residence after being woken by their properly functioning smoke alarm. Crews battled a fire in the basement while Quint 1 was used to perform vertical ventilation and a search for fire extending into the roof.

**August 6 – School Avenue**

This intentionally set fire spread from a porta-potty, to bags of recycled rubber pellets, to two portable classrooms before being stopped. Environmental concerns regarding toxic smoke and water run-off required area residents to shelter in place until the incident was brought under control.

**October 10 – Ryan Drive**

A planned open house during Fire Prevention Week at Station 1 was cancelled when crews responded to this residential fire in French Village. After extinguishing the fire, crews rescued four cats and resuscitated a fifth kitten that was not breathing. One occupant was transported to hospital by EMS after suffering from smoke inhalation.

**August 30 – Model Farm Road**

This stubborn blaze travelled up an exterior wall and into the attic space making access difficult and conditions dangerous for fire department personnel. Crews were on scene for several hours before the fire was deemed under control.

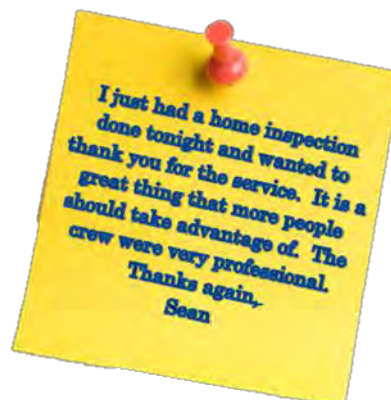
**October 12 – Damascus Road**

An electrical short circuit caused this fire which resulted in extensive damage to a mini-home and a vehicle parked in the driveway. Fortunately, all occupants were able to escape but the content loss was significant.

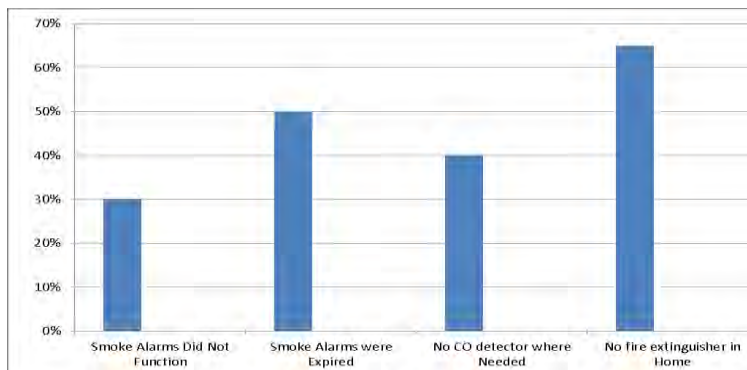


Prevention

In mid-2015, the Kennebecasis Valley Fire Department introduced its HomeSafe program which includes conducting free home fire safety inspections and doing door to door smoke alarm campaigns in conjunction with the Alarmed and Ready campaign held by the Office of the Fire Marshal. This is a free program offered by your fire department and is designed to help make you more safe at home. Our recommendations can help prevent a fire or increase your chance of survival if one does happen. After completing just over 20 inspections in homes throughout the Kennebecasis Valley last year, certain issues were found in the majority of homes. Of the 37 topics we cover in a home inspection, the following were found most frequently:



- Smoke Alarms Did Not Function - either a dead battery or faulty alarm meant that the smoke alarm did not work at all. Smoke alarms play a vital role in increasing your chance of survival in a fire.



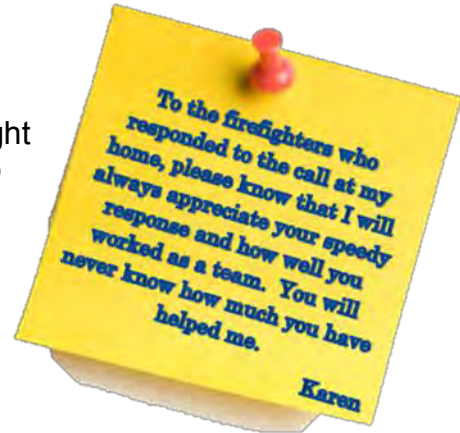
- Smoke Alarms Were Expired - This is still surprising to many, but smoke alarms will expire. Smoke alarms generally have a limited life of no more than 10 years. If an expiry date is not visible on the alarm, it is probably nearing 10 years old and should be replaced.
- No Carbon Monoxide Detector - If you use fuel burning appliances, have an attached garage, or if there is any other potential source of carbon monoxide (CO), you should have a CO detector. CO is a colourless, odourless, and tasteless gas that can poison you and your family with symptoms that can mimic the flu.
- No Fire Extinguisher In The Home - The Canada Safety Council recommends that you have at least one fire extinguisher in your home. What type, size, and where to locate one is something we can assist with during a home inspection.



Preparation

The firefighters of the KVFD need to know how to fight fires, respond to medical emergencies, perform auto extrication, and respond to water and remote rescues. We also get called for downed power lines, flooded basements, and many other varied requests for service.

In order to be ready to respond to all the things we get called for, our firefighters need to keep learning and training.



In 2015 our firefighters spent seven days training at a vacant house in Quispamsis practicing things like hose advancement and searching for victims in a smoke filled environment. In November, we also had the Mobile Burn Unit here from the Nova Scotia Fire School. This unit simulates a fire environment and our firefighters spent a week practicing in this unit. This unit is as close as we can get to simulating a real fire environment.



Crews conduct a size-up of the fire, advance hose lines into the unit while breathing air, search for victims, and actually extinguish fire while inside.

Our firefighters also spent time training on off road rescue, ice rescue, forcible entry, and many other training topics.





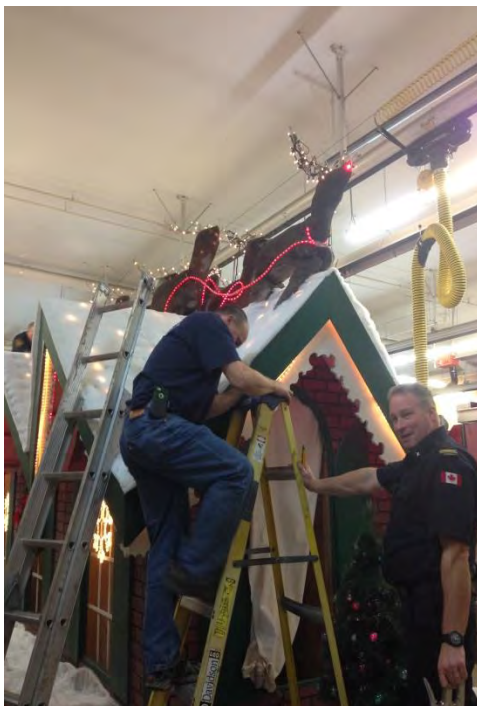
In addition to protecting the public we serve, we also need to be able to protect our own firefighters as well. Last year, we also added what is known as a “RIT Pack” that is a portable air supply used to help save our own firefighters if they ever run low on air inside a fire. This air pack is kept in the command vehicle and is available at all of our fire scenes. In 2015, our firefighters spent many hours training with the RIT pack and performing drills to enhance their teamwork.





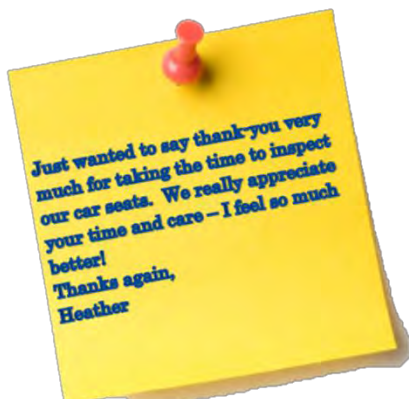
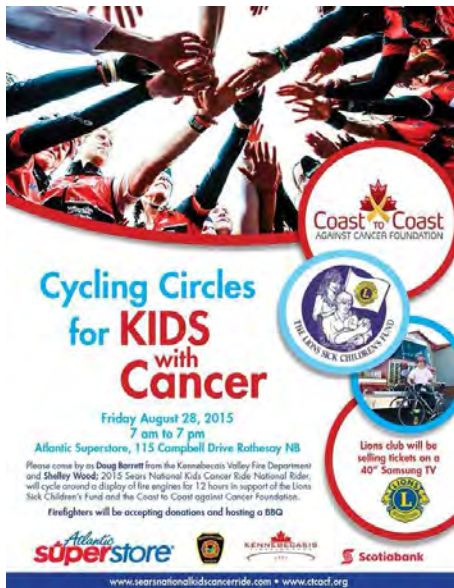
Public

From our open house and firefighter for a day contest to visiting schools, attending holiday events, and more, we enjoy spending time with our community outside of times when you need us in an emergency. In 2015, we hosted 29 tours of our fire station and visited 76 events in the community.



Thank-you for all your kind and professional service. My recovery from my car accident is slow but I am so grateful for what you have done.

Gilbert





Muscular Dystrophy

Local 3591 members partnered with Jeff Sparks and his "Walk for MD" campaign with a live concert featuring local bands at the Fairvale Outing Association and our Union Hall.

Canadian Breast Cancer Society

In October, our members wear Pink T-shirts for one complete rotation. Annually, the IAFF campaign raises money and awareness for a cure across North America.

Charitable Society

Throughout the year, our members engage in several fundraising events to raise funds for local charities and citizens in need of support. This year, our annual Road Toll held in July raised approximately \$4500.00 that went back to the people we serve.

Christmas Family Fund

Our annual Christmas Program was one of the largest ever. This year, we were able to support approximately 110 families in our communities. We are able to provide food and toys to families who are unable to give their family a Christmas they deserve.

Recognition Night

Local 3591 hosts an annual banquet each fall to recognize and show appreciation for the efforts put in by our members throughout the year. We also recognize the Union career of retirees and Years of Service Awards to the IAFF. 2015 retirees were Brother George Cole, and Brother Paul Broderick.





FIRE DEPARTMENT

2015 ANNUAL REPORT

Girls Can't Do What? KV Fire Department Gives Girl With Autism and Her Service Dog a Private Tour

*Taken with permission from Go Team Kate
www.goteamkate.com*

Kate's autism is not the first thing you'll notice about her. You'll notice her striking blue eyes, her penchant for superheroes and her love of being with people. Kate is busy with very little down time so when she decided recently that she wanted to make videos to teach people about important topics, I was quick to help her out. She made a video about sharing, not hitting and unfortunately a short video of what she remembers of her birth.

Most recently Kate decided to make a video about Fire Fighters (I told you she was into super heroes). This video made its rounds on social media and came to the attention of Michael Boyle, Platoon Chief at the Kennebecasis Valley Fire Department. He quickly reached out and asked if Kate would like to come for a Fire Station visit! Does Spiderman spin webs? Do the Ninja Turtles love pizza? YES, of course we would love to come visit the station.



You see, Kate was a firefighter for Halloween and her autism service dog, Oakley, was her "Fire Chief". Her sister was an "evil twin" with her bestie but prefers

to stay off camera for the most part. (Trust me, she was equally adorable). As we set out to make our rounds we

were lucky enough to see a KV Fire Department truck drive by, and guess what? They spotted Miss Kate and pulled over so she could jump in for a quick visit. She then talked about that visit the whole way around the neighbourhood. Her Sunday visit to the station couldn't come soon enough. Check out these photos of Halloween night before we get to the good stuff below.



After the excitement of Halloween we were hopeful that Kate might sleep in a little later than her usually 6:00am. We were in luck; she slept in until 6:08am. Anyway, she was too excited to sleep because today was the day she was going to the Fire Station. Off we went for a private tour. The firefighters all came out to greet us and show us around the station. Kate and Grace were V.I.P's (even if Grace was too shy to leave my side).

It was especially fitting that Firefighter Karen was there to take the lead on our tour to further encourage Kate that girls could be firefighters. This visit has done more for us than just allow a little girl the thrill of sitting in a fire truck. It has reminded us that our firefighters are community helpers in more ways than one and it has reminded us that girls rule! So, thank you KV Fire Department. From all of us, thank you!



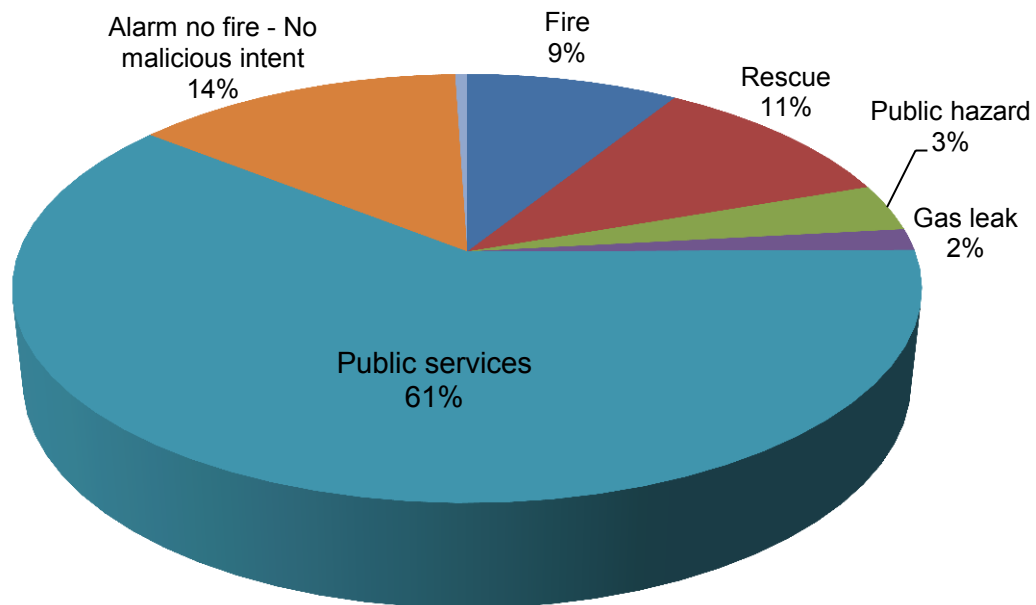


By the Numbers

ANNUAL OPERATING BUDGET					
EXPENSES:	2011	2012	2013	2014	2015
ADMINISTRATION:	\$ 432,513	\$ 459,340	\$ 491,546	\$ 514,027	\$ 629,878
FIREFIGHTING FORCE:	\$ 2,676,180	\$ 2,873,656	\$ 3,123,306	\$ 3,314,356	\$ 3,345,940
TELECOMMUNICATIONS:	\$ 15,000	\$ 14,500	\$ 17,120	\$ 18,600	\$ 19,520
INSURANCE:	\$ 47,364	\$ 36,000	\$ 35,000	\$ 34,000	\$ 34,500
PREVENTION AND TRAINING	\$ 26,600	\$ 28,000	\$ 34,500	\$ 34,600	\$ 44,500
FACILITIES	\$ 232,407	\$ 235,735	\$ 236,397	\$ 236,922	\$ 256,383
FLEET:	\$ 89,000	\$ 103,600	\$ 111,900	\$ 110,600	\$ 105,125
OPERATIONS:	\$ 63,500	\$ 42,300	\$ 32,800	\$ 45,400	\$ 44,000
WATER COSTS:	\$ 22,295	\$ 23,868	\$ 24,763	\$ 26,130	\$ 26,986
OTHER:					
Miscellaneous	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,000
Retirement Allowance	\$ 33,100	\$ 36,000		\$ 38,500	\$ 50,000
Total Other:	\$ 34,600	\$ 37,500	\$ 1,500	\$ 40,000	\$ 52,000
TOTAL BUDGETED EXPENSES	\$ 3,639,459	\$ 3,854,499	\$ 4,108,832	\$ 4,374,635	\$ 4,558,832



2015 Incidents by Call Type





Kennebecasis Valley Fire Department 2015 Responses by Community		Rothesay	Quispamsis	LSD & Outside Coverage Area	2015 Total
	Fire/explosion - dollar loss	21	21	3	45
	Rubbish/grass fire - no dollar loss	15	37	2	54
	Chimney Fire	1	5	0	6
	Total Fire	37	63	5	105
	Rescue - Miscellaneous	4	1	0	5
	Vehicle Accident	72	48	0	120
	Total Rescue or Resuscitation call	76	49	0	125
	Public Hazard - gasoline or fuel spill	3	2	0	5
	Public Hazard - power line down / utility pole hazard	9	13	1	23
	Public Hazard - miscellaneous	5	9	0	14
	Total Public hazard	17	24	1	42
	Gas Leak - propane	2	4	0	6
	Gas Leak - response to carbon monoxide detector alarm	5	8	0	13
	Total Gas leak	7	12	0	19
	Public Service - first aid	298	328	8	634
	Public Service - assist police or other agency	6	6	0	12
	Public Service - mutual aid	0	0	17	17
	Public Service - animal rescue	0	0	0	0
	Public Service - flooding	14	13	0	27
	Public Service- miscellaneous	15	8	0	23
	Total Public services	333	355	25	713
	Alarm No Fire - accidental miscellaneous	29	12	1	42
	Alarm No Fire - smoke or steam mistaken	8	8	1	17
	Alarm No Fire - sprinkler surge or discharge	3	1	0	4
	Alarm No Fire - detector activated	28	36	1	65
	Alarm No Fire - unknown odours	2	5	0	7
	Alarm No Fire - miscellaneous	16	10	0	26
	Total Alarm no fire - No malicious intent	86	72	3	161
	False Alarm (Mischief) - municipal alarm system	0	0	0	0
	False Alarm (Mischief) - miscellaneous	2	4	0	6
	Total False alarm - Mischief	2	4	0	6
Total Reponse Types Kennebecasis Valley Fire Department		558	579	34	1171
Percentage by Community		47.7%	49.4%	2.9%	100%



Kennebecasis Valley Fire Department 5 Year Comparision		2011 Total	2012 Total	2013 Total	2014 Total	2015 Total	5 Year Average
	Fire/explosion - dollar loss	43	30	41	42	45	
	Rubbish/grass fire - no dollar loss	84	91	64	34	54	
	Chimney Fire	12	8	12	7	6	
	Total Fire	139	129	117	83	105	115
	Rescue - Miscellaneous	12	13	7	6	5	
	Vehicle Accident	108	80	92	91	120	
	Total Rescue or Resuscitation call	120	93	99	97	125	107
	Public Hazard - gasoline or fuel spill	10	11	9	4	5	
	Public Hazard - power line down / utility pole hazard	30	17	81	70	23	
	Public Hazard - miscellaneous	8	21	25	17	14	
	Total Public hazard	48	49	115	91	42	69
	Gas Leak - propane	5	6	5	11	6	
	Gas Leak - response to carbon monoxide detector alarm	12	9	16	8	13	
	Total Gas leak	17	15	21	19	19	18
	Public Service - first aid	577	567	600	551	634	
	Public Service - assist police or other agency	5	10	3	10	12	
	Public Service - mutual aid	8	8	22	11	17	
	Public Service - animal rescue	3	1	3	1	0	
	Public Service - flooding	9	1	7	22	27	
	Public Service- miscellaneous	15	19	13	32	23	
	Total Public services	617	606	648	627	713	642
	Alarm No Fire - accidental miscellaneous	29	31	26	45	42	
	Alarm No Fire - smoke or steam mistaken	17	17	12	11	17	
	Alarm No Fire - sprinkler surge or discharge	3	0	3	2	4	
	Alarm No Fire - detector activated	74	54	76	64	65	
	Alarm No Fire - unknown odours	11	8	7	5	7	
	Alarm No Fire - miscellaneous	23	17	21	26	26	
	Total Alarm no fire - No malicious intent	157	127	145	153	161	149
	False Alarm (Mischief) - miscellaneous	5	8	9	4	6	
	Total False alarm - Mischief	7	12	10	4	6	8
Total Response Types Kennebecasis Valley Fire Department		1111	1031	1155	1074	1171	1108



Kennebecasis Valley Fire Department Inc.

Headquarters

7 Campbell Drive
Rothesay, New Brunswick
E2E 5B6



PHONE NUMBERS:

Station One	506-848-6601
Station Two	506-848-6602
Fire Chief	506-848-6604
Deputy Chief	506-848-6605
Platoon Chief	506-647-0280
Executive Assistant	506-848-6649
Finance/Payroll	506-848-6610

www.kvfire.ca

For additional copies of this report please call the Kennebecasis Valley Fire Department
at 506-848-6649 or email admin.kvfd@nb.aibn.com



May 20, 2016



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

Reference: Financial Statements for the Year Ended 31 December 2015

Dear Mayor and Council:

Pursuant to the requirements of Section 29(1) of the Regional Service Delivery Act, I am pleased to submit to you the Financial Statements of the Fundy Regional Service Commission for the year ended 31 December, 2015. The Fundy Regional Service Commission reviewed and adopted the Financial Statements at the March 22, 2016 meeting.

If you should have any further questions, please do not hesitate to contact me.

Regards,

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

Marc MacLeod
Executive Director

Encl: Auditor's Report and Financial Statements of the Fundy Regional Service Commission
for the Year Ended 31 December, 2015

FUNDY REGIONAL SERVICE COMMISSION

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

FUNDY REGIONAL SERVICE COMMISSION

2016June13OpenSessionFINAL_253

DECEMBER 31, 2015

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TEED SAUNDERS DOYLE & CO.

Chartered Professional Accountants

An Independent Member of
DFK Canada Inc. and DFK International

INDEPENDENT AUDITORS' REPORT

To the Members of the Fundy Regional Service Commission

We have audited the consolidated statement of financial position of the Fundy Regional Service Commission as at December 31, 2015, and the consolidated statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Commission as at December 31, 2015, and the results of its operations, changes in net financial assets (debt) and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Teed Saunders Doyle & Co.

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB

March 22, 2016

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



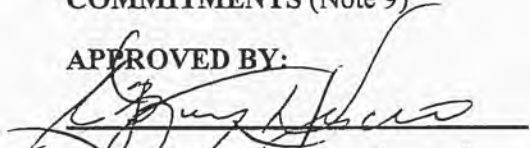
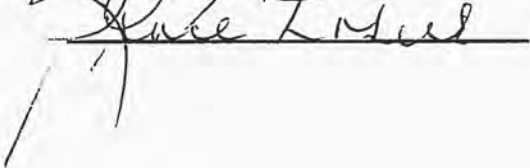
Fredericton Partners
John H. Landry Jeffrey E. Saunders
T.J. Smith Kenneth H. Kyle

FUNDY REGIONAL SERVICE COMMISSION
2016June13OpenSessionFINAL_255
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
FINANCIAL ASSETS		
Cash (Notes 2, 3 and 4)	\$ 532,984	\$ 1,182,838
Accounts receivable (Notes 2 and 3)	649,545	804,365
HST receivable	199,061	102,797
Investments (Notes 2, 3 and 5)	867,330	1,851,110
Investments restricted for future closure and post-closure costs (Notes 2, 3 and 8)	<u>1,100,032</u>	<u>1,041,984</u>
	<u>\$ 3,348,952</u>	<u>\$ 4,983,094</u>
LIABILITIES		
Accounts payable and accrued liabilities (Notes 2 and 3)	1,001,833	705,057
Security deposits (Note 2)	99,183	100,276
Long term debt (Notes 2, 3, 6 and 7)	1,200,000	1,790,000
Future closure and post-closure liability (Notes 2, 3 and 8)	<u>1,071,853</u>	<u>972,828</u>
	<u>3,372,869</u>	<u>3,568,161</u>
NET FINANCIAL ASSETS (DEBT)	<u>(23,917)</u>	<u>1,414,933</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Notes 2 and 11)	60,747,964	57,384,950
Accumulated amortization (Notes 2 and 11)	<u>(40,575,210)</u>	<u>(38,892,916)</u>
	20,172,754	18,492,034
Deferred financing charges (Note 2)	<u>5,289</u>	<u>8,766</u>
	<u>20,178,043</u>	<u>18,500,800</u>
ACCUMULATED SURPLUS	<u>\$ 20,154,126</u>	<u>\$ 19,915,733</u>

COMMITMENTS (Note 9)

APPROVED BY:

 Commission Member
 Commission Member

FUNDY REGIONAL SERVICE COMMISSION

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CONSOLIDATED STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2015

	2015 Under (Over)	2015 Budget (Note 15)	2015 Actual	2014 Actual
REVENUE (Notes 2 and 12)				
Member charges (Note 16)	\$ 4,760,370	\$ 7,249,891	\$ 2,489,521	\$ 2,511,288
Sales of services (Note 16)	(4,635,982)	835,200	5,471,182	6,043,628
Interest	(60,470)	-	60,470	122,203
Loss on disposal of tangible capital assets	<u>1,145</u>	<u>-</u>	<u>(1,145)</u>	<u>-</u>
	<u>65,063</u>	<u>8,085,091</u>	<u>8,020,028</u>	<u>8,677,119</u>
EXPENDITURE (Notes 2, 12 and 16)				
Landfill	(179,001)	6,629,818	6,808,819	6,723,040
Corporate services	117,960	393,298	275,338	329,396
Local planning services	146,935	302,103	155,168	162,029
Collaborative and regional planning services	1,415	10,000	8,585	5,533
Electrical generation	<u>25,754</u>	<u>518,502</u>	<u>492,748</u>	<u>452,666</u>
	<u>113,063</u>	<u>7,853,721</u>	<u>7,740,658</u>	<u>7,672,664</u>
ANNUAL SURPLUS (DEFICIT) BEFORE UNREALIZED LOSSES ON INVESTMENTS	(48,000)	231,370	279,370	1,004,455
UNREALIZED LOSSES ON INVESTMENTS	<u>40,977</u>	<u>-</u>	<u>(40,977)</u>	<u>(33,831)</u>
ANNUAL SURPLUS (DEFICIT) FOR THE YEAR (Note 13)	<u>\$ (7,023)</u>	<u>\$ 231,370</u>	238,393	970,624
ACCUMULATED SURPLUS - BEGINNING OF YEAR			<u>19,915,733</u>	<u>18,945,109</u>
ACCUMULATED SURPLUS - END OF YEAR			<u>\$ 20,154,126</u>	<u>\$ 19,915,733</u>

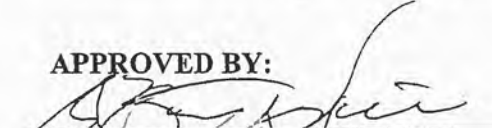
FUNDY REGIONAL SERVICE COMMISSION

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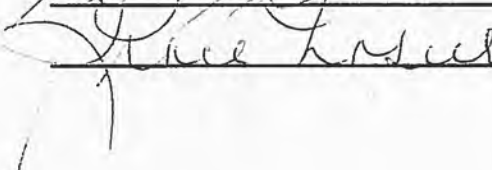
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (DEBT)**AS AT DECEMBER 31, 2015**

	2015	2014
Annual surplus (deficit)	\$ 238,393	\$ 970,624
Acquisition of tangible capital assets	(3,622,536)	(469,832)
Proceeds on disposal of tangible capital assets	92,665	-
Amortization of tangible capital assets	1,848,006	1,687,710
Loss on disposal of tangible capital assets	<u>1,145</u>	<u>-</u>
	<u>(1,442,327)</u>	<u>2,188,502</u>
Use of deferred financing	<u>3,477</u>	<u>16,603</u>
Increase (decrease) in net financial assets (debt)	(1,438,850)	2,205,105
Net financial assets (debt), beginning of year	<u>1,414,933</u>	<u>(790,172)</u>
Net financial assets (debt), end of year	\$ <u>(23,917)</u>	\$ <u>1,414,933</u>

APPROVED BY:



Commission Member



Commission Member

FUNDY REGIONAL SERVICE COMMISSION

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CONSOLIDATED STATEMENT OF CASH FLOWS**FOR THE YEAR ENDED DECEMBER 31, 2015**

	<u>2015</u>	<u>2014</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus (deficit)	\$ 238,393	\$ 970,624
Loss on disposal of tangible capital assets	1,145	-
Unrealized losses on investments	40,977	33,831
Amortization of tangible capital assets	1,848,006	1,687,710
Accounts receivable	154,820	(180,535)
HST receivable	(96,264)	57,499
Accounts payable and accrued liabilities	296,776	189,384
Security deposits	(1,093)	500
Future closure and post-closure liability	99,025	30,561
Change in deferred financing charges	<u>3,477</u>	<u>16,603</u>
	<u>2,585,262</u>	<u>2,806,177</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(3,622,536)	(469,832)
Proceeds on disposal of tangible capital assets	<u>92,665</u>	<u>-</u>
	<u>(3,529,871)</u>	<u>(469,832)</u>
FINANCING TRANSACTION		
Long term debt repayment	<u>(590,000)</u>	<u>(859,000)</u>
INVESTING TRANSACTIONS		
Proceeds net of purchases (purchases net of proceeds) of investments	983,780	(1,141,451)
Purchases net of proceeds of investments for future closure and post-closure costs	<u>(99,025)</u>	<u>(30,561)</u>
	<u>884,755</u>	<u>(1,172,012)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(649,854)	305,333
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>1,182,838</u>	<u>877,505</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 532,984</u>	<u>\$ 1,182,838</u>

FUNDY REGION SERVICE COMMISSION

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

1. COMMISSION MANDATE

The Fundy Regional Service Commission (the "Commission") began operations on January 1, 2013. The Commission assumed operations of the Fundy Region Solid Waste Commission and took ownership of its assets and liabilities after it was dissolved on December 31, 2012 under the Regional Service Delivery Act. This was assented to on June 13, 2012. The Commission is comprised of a representative of each Municipality and Local Service District.

The Commission's mandate is as follows:

- To develop regional planning strategies that foster sustainable development practices, encourage a coordinated development between communities that influence and guide the placement of important infrastructure, while serving as a tool for better protection, management and harmonization of urban and rural landscapes and resources;
- To provide land use planning services to all Local Services Districts and any Municipality that does not currently have the service;
- To provide solid waste disposal services to Municipalities and Local Service Districts;
- To provide a forum through which regional policing services can be reviewed and evaluated in order to make services more cost effective and efficient. In addition, the Commission will identify issues and common concerns within their region and provide direction on priorities for policing services;
- The Commission will be a source for communities to plan, coordinate and pool resources on a regional basis to enable a more effective response to emergencies; and
- The Commission will be an entity through which Municipalities and Local Service Districts come together and identify the needs, scope and financing of recreational facilities, as well as providing services in the way of development of agreements and assist with securing provincial funding on a fully regional or on a sub-regional basis.

The Provincial Government has issued to the Commission a Certificate of Approval to operate the landfill through to December 31, 2017.

FUNDY REGION SERVICE COMMISSION

2016June13OpenSessionFINAL_260

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Commission are the representations of management, prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada.

The focus of Public Sector Accounting ("PSA") financial statements is on the financial position of the Commission and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Commission.

Significant aspects of the accounting policies adopted by the Commission are as follows:

Budget

The budget figures contained in these financial statements were approved by the Commission on October 28, 2014 and were submitted to the Minister of Local Government on November 6, 2014.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains or losses reported in annual surplus. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Investments are managed in accordance with the New Brunswick Trustees Act.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand, balances with banks and GIC's having maturity dates of 90 days or less from the date of acquisition.

Deferred Financing Charges

Financing charges related to the issuance of long term debentures are deferred and amortized over the terms of the related debentures.

Revenue Recognition

Tipping fees are recorded when the waste is delivered to the landfill facility and when collection is reasonably assured. Recycling commodity sales are recognized upon the delivery of the recyclables to the customers and when collectibility of proceeds is reasonably assured. Investment and other income are recorded on an accrual basis and when collection is reasonably assured.

Collaborative and regional planning services and local planning services represent charges to local municipalities and local service districts in the area. They are based on a predetermined rate and are recorded on an accrual basis.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Employee Future Benefits

The commission does not have any employee future benefits.

FUNDY REGION SERVICE COMMISSION

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Measurement Uncertainty

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenditures during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from these estimates.

Examples of significant estimates include:

- the allowance for doubtful accounts;
- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- the recoverability of long term investments; and
- certain economic assumptions used in determining the provision for future closure and post-closure costs and the future closure and post-closure liability.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital asset, less any residual value when applicable, is amortized on a straight-line basis over the estimated useful lives as follows:

<u>Asset type</u>	<u>Estimated useful life</u>
Landfill site and roadways	Over the life of the landfill
Buildings - compost and material recycling facility	20 years
Buildings - other	Over the life of the landfill
Furniture and fixtures	10 years
Heavy equipment	5-20 years
Light equipment and vehicles	5-10 years
Containment cells	5 years

The Commission regularly reviews its capital assets to eliminate obsolete items.

Assets under construction are not amortized until the asset is available for productive use.

Future Closure and Post Closure Liability

The Commission accrues landfill closure and post-closure care requirements that include final covering and landscaping of the landfill, pumping of ground water and leachate from the site, and ongoing environmental monitoring, site inspection and maintenance. The reported liability is based on estimates and assumptions using the best information available to management as documented in Note 8.

Future events may result in significant changes to the estimated total expenses, capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate when applicable.

FUNDY REGION SERVICE COMMISSION

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Segmented Information

The Commission provides waste disposal, local planning and collaborative and regional planning services for the geographic area of the Fundy Region. For management reporting purposes, the Commission's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Services are provided by department as follows:

Solid Waste Services

This department provides solid waste disposal services to the Municipalities and Local Service Districts. This includes the operation of various recycling programs, the handling of hazardous waste and public education programs.

Local Planning Services

This department provides land use planning services to all local service districts and any municipality that does not currently have the service. This service includes the development of rural plans, the administration and enforcement of the plans, the issuance of building permits, conducting building inspections, and the approval of subdivisions, etc. The Commission encourages local service districts to develop common integrated plans, where possible and appropriate.

Collaborative and Regional Planning Services

Regional Planning

The Commission is responsible for the development of a Regional Plan, the aim of which would be to better coordinate and manage development and land use within the region. More specifically, the Regional Plan will focus on strategies that emphasize sustainable development practices, that encourage coordinated development between communities that influence and guide the location of significant infrastructure (e.g. major roadways, facilities, trails), and that enhance coordination of commercial/industrial development. The Regional Plan will also serve as an important tool in better managing, protecting and harmonizing urban and rural landscapes and resources.

Regional Policing Collaboration

The Regional Service Commission will serve as a forum through which the effectiveness and efficiency of policing services is reviewed and evaluated on a regional basis. In addition, the Commission will identify issues of common concern within the region and provide direction on priorities for policing services. The Regional Service Commission will identify ways in which police forces within a region can work together to share costs, reduce duplication and generally build stronger linkages with one another.

FUNDY REGION SERVICE COMMISSION

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Regional Emergency Measures Planning

The Regional Service Commission will serve as the vehicle through which Municipalities and Local Service Districts will plan, coordinate and pool resources on a regional basis in order to enable more effective responses to emergency situations. This will involve working closely with the New Brunswick Emergency Measures Organization (NB EMO) to develop regional emergency protocols (specifying mutual assistance agreements between communities), providing assistance in developing and maintaining local emergency measures plans, and facilitating training initiatives for regional and inter-regional emergency responses.

Regional Sport, Recreational, and Cultural Infrastructure Planning and Cost-Sharing

The Commission is responsible for facilitating the planning and cost-sharing of major sport, recreational and cultural facilities within the region.

The Commission is the entity through which Municipalities and Local Service Districts come together to identify and reach consensus on the need, the scope and the financing required for such new facilities (could include the expansion/renovation of existing facilities). Such agreements could be developed by the Commission on a fully regional or on a sub-regional basis and would cover both initial capital and ongoing operational costs. In order to secure provincial funding, the project proponents will be required to obtain support from those communities expected to benefit from the facilities.

The Commission is required to meet any provincial or other established standards associated with the services.

Electrical Generation

This department provides electricity to the Solid Waste operations and sells the excess electricity to Saint John Energy.

3. FINANCIAL INSTRUMENTS

The Commission is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Commission's risk exposure and concentration as of December 31, 2015.

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Commission is exposed to credit risk from customers. In order to reduce its credit risk, the Commission reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. The Commission manages its exposure to credit risk by requiring its customers to supply a security deposit or a letter of credit. The Commission has a significant number of customers which minimizes concentration of credit risk.

FUNDY REGION SERVICE COMMISSION

2016June13OpenSessionFINAL_264

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

3. FINANCIAL INSTRUMENTS (cont'd)

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Commission is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long term debt, accounts payable and accrued liabilities and other obligations.

Currency Risk

Currency risk is the risk to the Commission's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Commission is not exposed to foreign currency risk as it does not hold foreign currencies.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Commission manages exposure through its normal operating and financing activities. The Commission is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

4. CASH

	<u>2015</u>	<u>2014</u>
Cash - restricted for cell construction fund	\$ 90	\$ 90
Cash - unrestricted	<u>532,894</u>	<u>1,182,748</u>
	<u>\$ 532,984</u>	<u>\$ 1,182,838</u>

5. INVESTMENTS

	<u>2015</u>	<u>2014</u>
Investments - restricted for equipment replacement fund	\$ 199,475	\$ 197,491
Investments - restricted for cell construction fund	<u>667,855</u>	<u>1,653,619</u>
	<u>\$ 867,330</u>	<u>\$ 1,851,110</u>

6. LONG TERM DEBT

	<u>2015</u>	<u>2014</u>
N.B. Municipal Finance Corporation serial debenture, yearly repayment of principal and semi-annual interest at 1.5%-3.5%, matured on June 2, 2015.	\$ -	\$ 111,000
N.B. Municipal Finance Corporation serial debenture, yearly repayment of principal and semi-annual interest at 1.65%-2.45%, maturing June 4, 2017.	780,000	1,158,000

FUNDY REGION SERVICE COMMISSION

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

6. LONG TERM DEBT (cont'd)

	2015	2014
N.B. Municipal Finance Corporation serial debenture, yearly repayment of principal and semi-annual interest at 1.15%-2.35%, maturing July 12, 2019.	<u>420,000</u>	<u>521,000</u>
	<u>\$ 1,200,000</u>	<u>\$ 1,790,000</u>

Aggregate principal payments required over the next four years excluding balloon payments are as follows:

2016	\$ 488,000
2017	498,000
2018	106,000
2019	108,000

7. BORROWING AUTHORITY

Operating Borrowing

At December 31, 2015, there were no borrowings for operations (2014 - nil).

Capital Borrowing

At December 31, 2015, there were no borrowings for capital (2014 - nil).

Inter-fund Borrowing

The Municipal Financial Reporting Manual requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

8. FUTURE CLOSURE AND POST-CLOSURE LIABILITY

The Commission is responsible for the continued monitoring and treatment of the landfill site following its closure.

The accrued liability for post-closure costs have been determined based on estimated post-closure costs of \$313,004 per year, in future dollars, for a period of 30 years commencing in 2049.

Post-closure costs are discounted at a rate of 4.5% (6.5% nominal rate less 2% assumed inflation; 2014 - 4.5% - 6.5% nominal rate less 2% assumed inflation) for a current estimate of \$12,675,752 required by the end of 2048 to fund post closure expenses.

The landfill has a capacity estimated at 3,461,674 metric tonnes. At December 31, 2015, the landfill has 2,210,364 metric tonnes remaining.

At December 31, 2015, the estimated post closure liability is \$1,071,853 of which the Commission has funded with cash, bonds and equities with a cost of \$1,071,853 and a fair market value of \$1,100,032.

FUNDY REGION SERVICE COMMISSION

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

8. FUTURE CLOSURE AND POST-CLOSURE LIABILITY (cont'd)

Investment details are as follows:

	2015	2014
Canadian equities (Cost \$274,055; 2014 - \$265,557)	\$ 302,234	\$ 332,712
Corporate and government bonds	<u>797,798</u>	<u>709,272</u>
	<u>\$ 1,100,032</u>	<u>\$ 1,041,984</u>

Fair values have been determined based on quoted market rates supplied by CIBC Wood Gundy.

The bonds held by the Commission consist of a mix of corporate and government bonds with coupon rates ranging from 1.7% to 9.976% and with maturity dates ranging from 2016 to 2045. The bonds pay interest on a bi-annual basis and, regardless of interest rate fluctuations in the interim, the rate of interest is guaranteed as long as the bonds are held to maturity.

The maximum exposure to credit risk would be the fair value as indicated above.

9. COMMITMENTS

Crane Mountain Enhancement Inc.

The Commission has committed to provide \$20,000 annually (adjusted for inflation) to Crane Mountain Enhancement Inc. (CMEI) to fund operating expenditures for such time that the facilities are operated at the site. The annual payment is reduced accordingly if the cash or near cash assets of CMEI exceed \$60,000.

Host Community Enhancement Fund

In order to meet Provincial Government requirements, the Commission allocates a dedicated portion of the tipping fee to the Host Community Enhancement Fund for special projects designed to enhance the Facility and it's surrounding communities. For 2000 and subsequent years, while solid waste is received at the landfill site, the Commission has committed to provide \$75,000 per year (adjusted for inflation) to this Fund (Note 17). The Fund is administered by Crane Mountain Enhancement Inc. (formerly known as the Fundy Future Environment and Benefits Council) and the Commission.

10. GENERAL FUND SURPLUS/DEFICIT

The Regional Commission Act requires the Landfill Operating Fund, Electrical Generation Fund, Local Planning Services Fund and Collaborative & Regional Planning Services Fund surplus/deficit, as per the funding basis of accounting, amounts to be absorbed into Operating Budgets of the second ensuing year; the balance of the surplus/deficit at the end of the year consists of:

	2015	2014
2015 Surplus	\$ 269,349	\$ -
2014 Surplus	350,415	350,415
2013 Surplus	<u>-</u>	<u>169,932</u>
	<u>\$ 619,764</u>	<u>\$ 520,347</u>

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SAUNDERS
DOYLE & CO.
Chartered Professional Accountants

FUNDY REGION SERVICE COMMISSION
2016June13OpenSessionFINAL_267
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

11. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Landfill Site and Roadways</u>	<u>Buildings</u>	<u>Furniture and Fixtures</u>	<u>Heavy Equipment</u>	<u>Light Equipment/ Vehicles</u>	<u>Containment Cells</u>	<u>2015 Total</u>	<u>2014 Total</u>
COST									
Balance - beginning of year	\$ 1,173,460	\$ 17,210,001	\$ 4,827,677	\$ 44,377	\$ 9,262,534	\$ 1,074,302	\$ 23,792,599	\$ 57,384,950	\$ 57,089,632
Add: Net additions during the year	-	-	-	-	884,047	228,403	2,510,086	3,622,536	469,832
Less: Disposals during the year	-	-	-	-	(259,522)	-	-	(259,522)	(174,514)
Balance - end of year	<u>1,173,460</u>	<u>17,210,001</u>	<u>4,827,677</u>	<u>44,377</u>	<u>9,887,059</u>	<u>1,302,705</u>	<u>26,302,685</u>	<u>60,747,964</u>	<u>57,384,950</u>
ACCUMULATED AMORTIZATION									
Balance - beginning of year	-	6,290,319	2,238,535	44,377	6,206,526	871,723	23,241,436	38,892,916	37,379,720
Add: Amortization during the year	-	315,939	135,950	-	810,087	132,841	453,189	1,848,006	1,687,710
Less: Accumulated amortization on disposals	-	-	-	-	(165,712)	-	-	(165,712)	(174,514)
Balance - end of year	-	<u>6,606,258</u>	<u>2,374,485</u>	<u>44,377</u>	<u>6,850,901</u>	<u>1,004,564</u>	<u>23,694,625</u>	<u>40,575,210</u>	<u>38,892,916</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 1,173,460</u>	<u>\$ 10,603,743</u>	<u>\$ 2,453,192</u>	<u>\$ -</u>	<u>\$ 3,036,158</u>	<u>\$ 298,141</u>	<u>\$ 2,608,060</u>	<u>\$ 20,172,754</u>	<u>\$ 18,492,034</u>
Consists of:									
General Fund Assets	\$ 1,173,460	\$ 10,603,743	\$ 2,453,192	\$ -	\$ 2,152,875	\$ 298,141	\$ 2,608,060	\$ 19,289,471	\$ 17,535,323
Electrical Generation Fund Assets	-	-	-	-	-	883,283	-	-	883,283
	<u>\$ 1,173,460</u>	<u>\$ 10,603,743</u>	<u>\$ 2,453,192</u>	<u>\$ -</u>	<u>\$ 3,036,158</u>	<u>\$ 298,141</u>	<u>\$ 2,608,060</u>	<u>\$ 20,172,754</u>	<u>\$ 18,492,034</u>
									956,711

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DECEMBER 31, 2015

12. SCHEDULE OF SEGMENT DISCLOSURE

	<u>Landfill</u>	<u>Corporate Services</u>	<u>Local Planning Services</u>	<u>Collaborative and Regional Planning Services</u>	<u>Electrical Generation</u>	<u>2015 Consolidated</u>	<u>2014 Consolidated</u>
REVENUE							
Member charges	\$ 2,151,632	-	\$ 268,953	\$ 68,936	\$ -	\$ 2,489,521	\$ 2,511,288
Sales of services	5,323,595	-	-	-	147,587	5,471,182	6,043,628
Unrealized losses on investments	(40,977)	-	-	-	-	(40,977)	(33,831)
Loss on disposal of tangible capital assets	(1,145)	-	-	-	-	(1,145)	-
Interest	<u>60,470</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>60,470</u>	<u>122,203</u>
	<u>7,493,575</u>	<u>-</u>	<u>268,953</u>	<u>68,936</u>	<u>147,587</u>	<u>7,979,051</u>	<u>8,643,288</u>
EXPENDITURE							
Salaries and benefits	2,519,449	170,867	112,153	-	117,018	2,919,487	2,848,210
Goods and services	2,713,717	104,471	43,015	8,585	68,175	2,937,963	3,050,948
Amortization	1,540,451	-	-	-	307,555	1,848,006	1,687,710
Interest	<u>35,202</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,202</u>	<u>85,796</u>
	<u>6,808,819</u>	<u>275,338</u>	<u>155,168</u>	<u>8,585</u>	<u>492,748</u>	<u>7,740,658</u>	<u>7,672,664</u>
Surplus (deficit) for the year	<u>\$ 684,756</u>	<u>\$ (275,338)</u>	<u>\$ 113,785</u>	<u>\$ 60,351</u>	<u>\$ (345,161)</u>	<u>\$ 238,393</u>	<u>\$ 970,624</u>

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DECEMBER 31, 2015

13. RECONCILIATION OF ANNUAL SURPLUS

	<u>Landfill Operating Fund</u>	<u>Electrical Generation Fund</u>	<u>Local Planning Services Fund</u>	<u>Collaborative & Regional Planning Services Fund</u>	<u>Corporate Services Fund</u>	<u>Capital Fund</u>	<u>Capital Reserve Fund</u>	<u>Total</u>
2015 annual surplus (deficit)	\$ <u>2,302,799</u>	\$ <u>(37,607)</u>	\$ <u>113,785</u>	\$ <u>60,351</u>	\$ <u>(275,338)</u>	\$ <u>(1,941,817)</u>	\$ <u>16,220</u>	\$ <u>238,393</u>
Adjustments to annual surplus (deficit) for funding requirements								
Second previous year's surplus	98,587	-	51,623	19,722	-	-	-	169,932
Transfers between funds								
Transfer elimination	(867,785)	-	-	-	-	-	867,785	-
Transfer elimination	-	-	-	-	-	2,974,772	(2,974,772)	-
Transfer elimination	(647,765)	-	-	-	-	647,765	-	-
Transfer elimination	(37,607)	37,607	-	-	-	-	-	-
Transfer elimination	(207,338)	-	(12,932)	(55,068)	275,338	-	-	-
Long term debt principal repayment	(590,000)	-	-	-	-	590,000	-	-
Accumulated amortization on disposal of tangible capital assets	-	-	-	-	-	(165,712)	-	(165,712)
Amortization expense	-	-	-	-	-	1,848,006	-	1,848,006
Unrealized losses on investments	<u>40,977</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>40,977</u>
Total adjustments to 2015 annual surplus (deficit)	<u>(2,210,931)</u>	<u>37,607</u>	<u>38,691</u>	<u>(35,346)</u>	<u>275,338</u>	<u>5,894,831</u>	<u>(2,106,987)</u>	<u>1,893,203</u>
Annual surplus (deficit) for funding requirements	\$ <u><u>91,868</u></u>	\$ <u><u>-</u></u>	\$ <u><u>152,476</u></u>	\$ <u><u>25,005</u></u>	\$ <u><u>-</u></u>	\$ <u><u>3,953,014</u></u>	\$ <u><u>(2,090,767)</u></u>	\$ <u><u>2,131,596</u></u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2015****14. STATEMENT OF RESERVES**

	<u>2015</u>	<u>2014</u>
ASSETS		
Cash	\$ 90	\$ 90
Investments	867,330	1,851,110
Due from (to) Operating Fund	<u>(334,906)</u>	<u>772,081</u>
	<u>\$ 532,514</u>	<u>\$ 2,623,281</u>
ACCUMULATED SURPLUS	<u>\$ 532,514</u>	<u>\$ 2,623,281</u>
REVENUE		
Transfers from Operating Fund	\$ 867,785	\$ 951,082
Investment income	<u>16,220</u>	<u>76,682</u>
	<u>884,005</u>	<u>1,027,764</u>
EXPENDITURE		
Transfers to Capital Fund	<u>2,974,772</u>	<u>259,348</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ (2,090,767)</u>	<u>\$ 768,416</u>
<u>Name of Investment</u>		
Savings Account	<u>\$ 867,330</u>	<u>\$ 1,851,110</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

14. STATEMENT OF RESERVES (cont'd)

Resolutions regarding transfers to and from reserves:

Moved by Director Speight, seconded by Director Baxter that \$45,000.00 be transferred from the Capital Reserve Fund to the Capital Fund. Motion made on February 24, 2015.

Moved by Director Speight, seconded by Director Norton that \$25,000.00 be transferred from the Landfill Operating Fund to the Capital Reserve Fund. Motion made on December 8, 2015.

Moved by Director Norton, seconded by Director Seeley that \$842,785.00 be transferred from Landfill Operating Fund to the Capital Reserve Fund. Motion made on December 8, 2015.

Moved by Director Norton, seconded by Director Baxter that \$10,000.00 be transferred from the Capital Reserve Fund to the Capital Fund. Motion made on December 8, 2015.


Moved by Director Seeley, seconded by Director Rogers that \$235,940.62 after tax calculation be transferred from the Capital Reserve Fund to the Capital Fund. Motion made on December 8, 2015.

Moved by Director Rogers, seconded by Director Losier that \$57,751.00 after tax calculation be transferred from the Capital Reserve Fund to the Capital Fund. Motion made on December 8, 2015.

Moved by Director Losier, seconded by Director Speight that up to \$2,630,000.00 after tax calculation be transferred from the Capital Reserve Fund to the Capital Fund. Motion made on December 8, 2015.

Moved by Director Losier, seconded by Director Speight that \$115,995.00 plus HST be transferred from the Capital Reserve Fund to the Capital Fund. Motion made on December 8, 2015.

I hereby certify that the above are true and exact copies of resolutions adopted at Commission meetings.



Executive Director,
FUNDY REGIONAL SERVICE COMMISSION

MARCH 22, 2016
Date

FUNDY REGION SERVICE COMMISSION

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NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015

15. OPERATING BUDGET TO PSA BUDGET

	Corporate Services Budget	Collaborative & Regional Planning Services Budget	Local Planning Services Budget	Solid Waste Services Budget	Generation Facility Budget	Subtotal	Amortization of Tangible Capital Assets	Principal Debt Repayments	Transfers	Total
REVENUE										
Member charges	\$ -	\$ 68,938	\$ 268,953	\$ 6,912,000	\$ -	\$ 7,249,891	\$ -	\$ -	\$ -	\$ 7,249,891
Sales of services	-	-	-	685,200	150,000	835,200	-	-	-	835,200
Transfers from own and other funds	393,298	-	-	-	62,346	455,644	-	-	(455,644)	-
Surplus of second previous year	-	19,722	51,623	98,587	-	169,932	-	-	(169,932)	-
	<u>393,298</u>	<u>88,660</u>	<u>320,576</u>	<u>7,695,787</u>	<u>212,346</u>	<u>8,710,667</u>	<u>-</u>	<u>-</u>	<u>(625,576)</u>	<u>8,085,091</u>
EXPENDITURES										
Governance	63,000	-	-	-	-	63,000	-	-	-	63,000
Administration	330,298	-	-	-	-	330,298	-	-	-	330,298
Regional planning	-	2,500	-	-	-	2,500	-	-	-	2,500
Regional policing collaboration	-	2,500	-	-	-	2,500	-	-	-	2,500
Regional emergency measures planning	-	2,500	-	-	-	2,500	-	-	-	2,500
Regional sport, recreation and culture infrastructure	-	2,500	-	-	-	2,500	-	-	-	2,500
Planning and building inspection services	-	-	302,103	-	-	302,103	-	-	-	302,103
Operations - solid waste service	-	-	-	5,101,865	212,346	5,314,211	1,706,482	-	(25,000)	6,995,693
Long term debt repayments	-	-	-	590,000	-	590,000	-	(590,000)	-	-
Interest	-	-	-	31,728	-	31,728	-	-	-	31,728
Other financing charges	-	-	-	3,475	-	3,475	-	-	-	3,475
Transfer from General Operating Fund to General Capital Fund	-	-	-	650,000	-	650,000	-	-	(650,000)	-
Transfer from General Operating Fund to General Capital Reserve Fund	-	-	-	842,784	-	842,784	-	-	(842,784)	-
Transfer from General Operating Fund to Corporate Services Operating Fund	-	78,660	18,473	296,165	-	393,298	-	-	(393,298)	-
Transfer from General Operating Fund to Electrical Generation Operating Fund	-	-	-	62,346	-	62,346	-	-	(62,346)	-
Closure and post-closure expense	-	-	-	117,424	-	117,424	-	-	-	117,424
	<u>393,298</u>	<u>88,660</u>	<u>320,576</u>	<u>7,695,787</u>	<u>212,346</u>	<u>8,710,667</u>	<u>1,706,482</u>	<u>(590,000)</u>	<u>(1,973,428)</u>	<u>-7,853,721</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,706,482)</u>	<u>\$ 590,000</u>	<u>\$ 1,347,852</u>	<u>\$ 231,370</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

16. REVENUE AND EXPENDITURE SUPPORT

	<u>2015</u> Under (Over)	<u>2015</u> Budget	<u>2015</u> Actual	<u>2014</u> Actual
REVENUE				
Member charges				
Collaborative and regional planning services	\$ 2	\$ 68,938	\$ 68,936	\$ 88,897
Local planning services	-	268,953	268,953	344,495
Solid waste tipping fees	<u>4,760,368</u>	<u>6,912,000</u>	<u>2,151,632</u>	<u>2,077,896</u>
	<u>\$ 4,760,370</u>	<u>\$ 7,249,891</u>	<u>\$ 2,489,521</u>	<u>\$ 2,511,288</u>
Sales of services				
Tipping fees from other sources				
Industrial, commercial, institutional	\$ (4,700,084)	\$ -	\$ 4,700,084	\$ 5,184,132
Construction and demolition and special waste	4,481	241,200	236,719	458,282
Compostable organics	49,797	229,000	179,203	78,870
Recycling commodity sales	20,164	185,000	164,836	173,291
Electrical generation	2,413	150,000	147,587	90,325
Other	<u>(12,753)</u>	<u>30,000</u>	<u>42,753</u>	<u>58,728</u>
	<u>\$ (4,635,982)</u>	<u>\$ 835,200</u>	<u>\$ 5,471,182</u>	<u>\$ 6,043,628</u>
EXPENDITURE				
LANDFILL				
Administration				
Office and administration	\$ 11,446	\$ 69,350	\$ 57,904	\$ 53,331
Professional services	1,351	79,500	78,149	102,409
Personnel	4,108	215,463	211,355	193,279
Insurance	29,204	147,000	117,796	106,588
Property taxes	28,663	250,000	221,337	237,065
Amortization	<u>270</u>	<u>25,203</u>	<u>24,933</u>	<u>25,838</u>
	<u>75,042</u>	<u>786,516</u>	<u>711,474</u>	<u>718,510</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

16. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2015</u> Under (Over)	<u>2015</u> Budget	<u>2015</u> Actual	<u>2014</u> Actual
Operations				
Daily cover	15,091	130,000	114,909	101,510
Site labour	(58,605)	660,472	719,077	648,682
Site non-labour operation	53,146	366,284	313,138	418,539
Site maintenance	(5,920)	29,550	35,470	31,439
Scalehouse	(18,277)	175,879	194,156	168,143
Leachate management	(58,968)	583,947	642,915	854,303
Special waste handling	(5)	7,700	7,705	4,504
Environmental health and safety	(2,271)	139,083	141,354	133,569
Household hazardous waste	(13,817)	30,375	44,192	33,050
Support to CMEI monitoring and education	-	23,672	23,672	23,438
Host Community Enhancement Fund (Note 17)	-	86,291	86,291	85,346
Provision for future closure and post-closure costs	18,399	117,424	99,025	30,561
Interest on interim financing and long term debentures	-	12,715	12,715	31,540
Amortization	<u>(156,952)</u>	<u>815,735</u>	<u>972,687</u>	<u>907,802</u>
	<u>(228,179)</u>	<u>3,179,127</u>	<u>3,407,306</u>	<u>3,472,426</u>
Waste Diversion - Recycling Program				
Drop-off depot system	(135,193)	726,520	861,713	772,575
Amortization	<u>(681)</u>	<u>126,258</u>	<u>126,939</u>	<u>88,006</u>
	<u>(135,874)</u>	<u>852,778</u>	<u>988,652</u>	<u>860,581</u>
Waste Diversion - Composting Program				
Processing	36,805	587,238	550,433	491,362
Interest on interim financing and long term debentures	1	22,488	22,487	54,256
Amortization	<u>7,695</u>	<u>367,364</u>	<u>359,669</u>	<u>347,345</u>
	<u>44,501</u>	<u>977,090</u>	<u>932,589</u>	<u>892,963</u>
Public Education				
Personnel	47	137,296	137,249	130,251
Advertising, tours and promotional material	42,859	97,500	54,641	78,551
Administration	<u>1,891</u>	<u>23,950</u>	<u>22,059</u>	<u>16,204</u>
	<u>44,797</u>	<u>258,746</u>	<u>213,949</u>	<u>225,006</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

16. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2015</u> Under (Over)	<u>2015</u> Budget	<u>2015</u> Actual	<u>2014</u> Actual
Material Recycling Facility				
Labour	(6,569)	363,845	370,414	353,825
Fuels, lubes and maintenance	9,104	32,400	23,296	57,982
Processing	5,334	74,500	69,166	62,900
Miscellaneous	4,664	19,050	14,386	9,321
Electricity	(1,364)	20,000	21,364	23,899
Amortization	<u>9,543</u>	<u>65,766</u>	<u>56,223</u>	<u>45,627</u>
	<u>20,712</u>	<u>575,561</u>	<u>554,849</u>	<u>553,554</u>
	<u>\$ (179,001)</u>	<u>\$ 6,629,818</u>	<u>\$ 6,808,819</u>	<u>\$ 6,723,040</u>
CORPORATE SERVICES				
Administration	\$ 118,019	\$ 330,298	\$ 212,279	\$ 265,803
Governance	<u>(59)</u>	<u>63,000</u>	<u>63,059</u>	<u>63,593</u>
	<u>\$ 117,960</u>	<u>\$ 393,298</u>	<u>\$ 275,338</u>	<u>\$ 329,396</u>
LOCAL PLANNING SERVICES				
Administration	\$ (2,344)	\$ -	\$ 2,344	\$ 21,581
Planning services	135,371	161,106	25,735	16,508
Inspection services	<u>13,908</u>	<u>140,997</u>	<u>127,089</u>	<u>123,940</u>
	<u>\$ 146,935</u>	<u>\$ 302,103</u>	<u>\$ 155,168</u>	<u>\$ 162,029</u>
COLLABORATIVE AND REGIONAL PLANNING SERVICES				
Regional planning	\$ 2,500	\$ 2,500	\$ -	\$ 3,361
Regional policing collaboration	580	2,500	1,920	2,172
Regional emergency measures planning	2,500	2,500	-	-
Regional sport, recreation and culture infrastructure planning and cost sharing	<u>(4,165)</u>	<u>2,500</u>	<u>6,665</u>	<u>-</u>
	<u>\$ 1,415</u>	<u>\$ 10,000</u>	<u>\$ 8,585</u>	<u>\$ 5,533</u>
ELECTRICAL GENERATION				
Labour	\$ (24,272)	\$ 92,746	\$ 117,018	\$ 110,481
Administration	13,463	18,000	4,537	5,145
Equipment repairs and fuel	34,962	98,600	63,638	63,948
Electricity	3,000	3,000	-	-
Amortization	<u>(1,399)</u>	<u>306,156</u>	<u>307,555</u>	<u>273,092</u>
	<u>\$ 25,754</u>	<u>\$ 518,502</u>	<u>\$ 492,748</u>	<u>\$ 452,666</u>

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2015****17. HOST COMMUNITY ENHANCEMENT FUND EXPENSES**

		<u>2015</u>	<u>2014</u>
<u>Recipient</u>	<u>Project description</u>		
Inglewood School	Snowshoes and hiking poles	\$ -	\$ 2,501
	Apple trees and notebooks	715	-
	Environmental projects	-	561
KBM Community Centre	Cookware and cutlery	-	5,427
River Valley Track Committee	Lighting	14,434	-
RV Community Centre	Replace dehumidifiers	44,642	-
	Replace ammonia condenser	-	32,393
Grand Bay-Westfield Skateboard			
Park	Partial funding of equipment	-	10,343
Grand Bay Primary School	Butterflies	600	-
	Environmental projects	-	600
	Playground equipment	-	2,930
Grand Bay-Westfield Scouts	Tents and cookware	-	1,034
Westfield Elementary	WITS program	1,607	1,340
	Environmental projects	-	545
	Replace gym floor	7,000	-
River Road Community Alliance	Walk and Talk	-	300
	Advertising	-	177
Morna Heights Home and School	Technology cart and wireless point	-	1,680
	Environmental projects	-	600
	Chair and tables for the gym	6,066	-
	Milk refrigerator	2,167	-
Grand Bay Legion Branch 22	Renovations	-	2,560
Ketepec Scouts	Equipment	-	755
	Snowshoes and supplies	2,028	-

FUNDY REGION SERVICE COMMISSION

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NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**DECEMBER 31, 2015****17. HOST COMMUNITY ENHANCEMENT FUND EXPENSES (cont'd)**

		<u>2015</u>	<u>2014</u>
Martinon Community Centre	Heat pump	-	10,664
Grand Bay-Westfield			
Volunteer Firefighters	Furniture	-	3,087
	Beds	2,069	-
Friends of Blueberry Hill	Partial funding of overall project	-	5,019
	Signage and trails maintenance	4,963	-
RV Middle School	Environmental projects	-	495
Anglican Parish of Nerepis and St John	Community Gardens	<u>-</u>	<u>2,335</u>
		<u>\$ 86,291</u>	<u>\$ 85,346</u>

18. COMPARATIVE FIGURES

Certain of the prior year figures have been reclassified to conform with the presentation adopted in the current year.

Town of Rothesay

General Fund Financial Statements

April 30, 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 - April	G11
Capital Project Listing - May - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund

4/30/16

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
 4/30/16

ASSETS

BNS General Operating Reserve #214-15	788,869
BNS General Capital Reserves #2261-14	1,147,369
BNS - Gas Tax Reserves - GIC	3,794,722
Gen Reserves due to/from Gen Operating	257,299
	<u>\$ 5,988,259</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,640,193
Invest. in General Capital Reserve	1,257,685
General Gas Tax Funding	153,495
Invest. in General Operating Reserve	794,354
Invest. in Land for Public Purposes Reserve	91,318
Invest. in Town Hall Reserve	51,214
	<u>\$ 5,988,260</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 4/30/16

CURRENT ASSETS

Cash	1,586,350
Receivables	53,659
HST Receivable	194,272
Inventory	18,619
Gen Operating due to/from Util Operating	(529,043)
Total Current Assets	<u>1,323,857</u>
Other Assets:	
Projects	727,531
	<u>727,531</u>
TOTAL ASSETS	<u><u>2,051,388</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,390,327
Other Payables	360,799
Gen Operating due to/from Gen Reserves	257,299
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	37,783
TOTAL LIABILITIES	<u>1,253,446</u>

EQUITY

Retained Earnings - General	(207,036)
Surplus/(Deficit) for the Period	1,004,978
	<u>797,942</u>
	<u><u>2,051,388</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
4 Months Ended 4/30/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,246,820	1,246,820	4,987,279	4,987,281	(2)		14,961,842
Sale of Services	39,786	33,300	134,500	129,500	5,000		345,700
Services to Province of New Brunswick	5,000	5,000	20,500	20,000	500		60,000
Other Revenue from Own Sources	11,815	7,753	45,215	44,754	461		106,779
Unconditional Grant	9,916	9,916	39,662	39,662	0		118,987
Conditional Transfers	2,500	1,500	2,500	1,500	1,000		21,500
Other Transfers	0	0	497,918	497,692	226		1,135,192
	<u>\$1,315,836</u>	<u>\$1,304,289</u>	<u>\$5,727,574</u>	<u>\$5,720,389</u>	<u>\$7,185</u>		<u>\$16,750,000</u>
EXPENSES							
General Government Services	134,913	166,661	705,480	781,373	75,892		2,032,455
Protective Services	349,682	347,106	1,764,365	1,771,873	7,508		4,744,123
Transportation Services	331,151	362,335	1,223,048	1,330,569	107,521		3,365,331
Environmental Health Services	45,459	49,000	188,064	197,000	8,936		638,000
Environmental Development	78,293	64,882	213,474	219,616	6,142		641,022
Recreation & Cultural Services	227,911	246,789	626,680	688,792	62,111		1,903,676
Fiscal Services	433	350	1,485	1,400	(85)		3,425,393
	<u>\$1,167,844</u>	<u>\$1,237,123</u>	<u>\$4,722,596</u>	<u>\$4,990,623</u>	<u>\$268,026</u>		<u>\$16,750,000</u>
Surplus (Deficit) for the Year	<u>\$147,993</u>	<u>\$67,166</u>	<u>\$1,004,978</u>	<u>\$729,766</u>	<u>\$275,212</u>		<u>\$ -</u>

Town of Rothesay

Statement of Revenue & Expenditure
4 Months Ended 4/30/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	5,950	2,600	8,650	10,400	(1,750)	1	31,200
Town Hall Rent	877	1,633	3,731	6,533	(2,802)	2	19,600
Arena Revenue	28,376	27,667	117,537	109,667	7,870	3	230,000
Community Garden	1,320	900	1,320	900	420		900
Recreation Programs	3,263	500	3,263	2,000	1,263		64,000
	39,786	33,300	134,500	129,500	5,000		345,700
Other Revenue from Own Sources							
Licenses & Permits	10,639	7,083	27,598	28,333	(735)		85,000
Police Fines	0	0	13,741	13,741	0		13,741
Recycling Dollies & Lids	62	0	488	0	488		0
Interest & Sundry	677	417	1,802	1,667	135		5,000
Miscellaneous	421	253	1,554	1,013	542		3,038
History Book Sales	15	0	31	0	31		0
	11,815	7,753	45,215	44,754	461		106,779
Conditional Transfers							
Canada Day Grant	2,500	1,500	2,500	1,500	1,000		1,500
Grant - Other	0	0	0	0	0		20,000
	2,500	1,500	2,500	1,500	1,000		21,500
Other Transfers							
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
EXPENSES							
General Government Services							
Legislative							
Mayor	3,000	2,975	11,134	11,900	766		36,475
Councillors	7,912	8,187	31,662	32,747	1,085		104,059
Regional Service Commission 9	1,262	1,875	2,523	3,750	1,227		7,500
Other	50	417	900	1,667	767		11,000
	12,223	13,453	46,218	50,063	3,845		159,034
Administrative							
Office Building							
	2,702	7,675	70,542	77,408	6,866	4	153,100
Solicitor	3,050	2,917	10,853	11,667	814		35,000
Administration - Wages & Benefits	99,441	113,020	307,742	340,768	33,025	5	985,200
Supplies	3,081	10,375	22,446	34,900	12,454	6	97,900
Professional Fees	4,856	4,167	13,199	16,667	3,467		50,000
Other	3,893	4,263	35,051	33,234	(1,817)		67,337
	117,023	142,416	459,833	514,643	54,810		1,388,537

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	0	583	496	2,333	1,837		7,000
Civic Relations	2,467	208	4,079	2,333	(1,746)		4,000
Insurance	0	0	157,283	157,000	(283)		157,000
Donations	3,200	10,000	29,890	45,000	15,110	7	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
	5,667	10,792	199,429	216,667	17,237		484,884
	134,913	166,661	705,480	781,373	75,892		2,032,455
Protective Services							
Police							
Police Protection	186,140	186,140	750,208	750,208	0		2,244,033
Crime Stoppers	0	0	2,800	2,800	0		2,800
	186,140	186,140	753,008	753,008	0		2,246,833
Fire							
Fire Protection	145,559	145,695	582,235	582,779	544		1,939,032
Water Costs Fire Protection	0	0	375,000	375,000	0		375,000
	145,559	145,695	957,235	957,779	544		2,314,032
Emergency Measures							
911 Communications Centre	11,147	11,147	44,586	44,586	0		133,758
EMO Director/Committee	6,337	2,083	7,350	8,333	983		25,000
	17,483	13,230	51,936	52,919	983		158,758
Other							
Animal & Pest Control	500	792	2,185	3,167	981		9,500
Other	0	1,250	0	5,000	5,000		15,000
	500	2,042	2,185	8,167	5,981	8	24,500
Total Protective Services	349,682	347,106	1,764,365	1,771,873	7,508		4,744,123

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	G8
Transportation Services								
Common Services								
Administration (Wages & Benefits)	202,998	213,867	634,515	627,196	(7,319)	9	1,784,982	
Workshops, Yards & Equipment	48,112	44,792	202,900	222,167	19,267	10	580,500	
Engineering	0	417	7,213	1,667	(5,547)	11	5,000	
	<u>251,111</u>	<u>259,075</u>	<u>844,629</u>	<u>851,030</u>	<u>6,401</u>		<u>2,370,482</u>	
Street Cleaning & Flushing								
Street Cleaning & Flushing	3,628	5,000	3,628	10,000	6,372		35,000	
Roads & Streets	2,778	6,917	8,146	27,667	19,520	12	83,000	
Crosswalks & Sidewalks	2,613	1,302	4,063	5,206	1,143		14,349	
Culverts & Drainage Ditches	1,034	5,000	1,116	20,000	18,884	13	60,000	
Snow & Ice Removal	34,490	47,667	286,270	328,667	42,397	14	512,000	
	<u>44,543</u>	<u>65,885</u>	<u>303,223</u>	<u>391,540</u>	<u>88,316</u>		<u>704,349</u>	
Street Lighting								
Street Lighting	11,956	12,167	44,746	48,667	3,921		146,000	
Traffic Services								
Street Signs	0	833	0	3,333	3,333		10,000	
Traffic Lanemarking	3,744	5,000	3,972	5,000	1,028		26,000	
Traffic Signals	638	2,083	2,603	8,333	5,730		25,000	
Railway Crossing	3,642	1,500	7,923	6,000	(1,923)		18,000	
	<u>8,024</u>	<u>9,417</u>	<u>14,498</u>	<u>22,667</u>	<u>8,169</u>		<u>79,000</u>	
Public Transit								
Public Transit - Comex Service	15,373	15,500	15,373	15,500	127		62,000	
Public Transit - Other	145	292	579	1,167	587		3,500	
	<u>15,518</u>	<u>15,792</u>	<u>15,952</u>	<u>16,667</u>	<u>714</u>		<u>65,500</u>	
Total Transportation Services	<u>331,151</u>	<u>362,335</u>	<u>1,223,048</u>	<u>1,330,569</u>	<u>107,521</u>		<u>3,365,331</u>	
Environmental Health Services								
Solid Waste Disposal Land Fill	14,797	17,500	64,814	70,000	5,186		210,000	
Solid Waste Disposal Compost	1,654	2,333	4,890	9,333	4,444		28,000	
Solid Waste Collection	21,505	21,667	86,018	86,667	648		260,000	
Solid Waste Collection Curbside Recycling	7,504	7,500	31,824	30,000	(1,824)		90,000	
Clean Up Campaign	0	0	517	1,000	483		50,000	
	<u>45,459</u>	<u>49,000</u>	<u>188,064</u>	<u>197,000</u>	<u>8,936</u>	15	<u>638,000</u>	
Environmental Development Services								
Planning & Zoning								
Administration	64,567	45,944	175,039	173,997	(1,041)		443,900	
Planning Projects	6,525	11,111	6,525	11,111	4,586		100,000	
Heritage Committee	0	625	0	2,500	2,500		7,500	
	<u>71,091</u>	<u>57,680</u>	<u>181,563</u>	<u>187,608</u>	<u>6,045</u>		<u>551,400</u>	
Economic Development Comm.								
Tourism	7,202	7,202	28,807	28,807	0		86,422	
	<u>0</u>	<u>0</u>	<u>3,103</u>	<u>3,200</u>	<u>97</u>		<u>3,200</u>	
	<u>7,202</u>	<u>7,202</u>	<u>31,910</u>	<u>32,007</u>	<u>97</u>		<u>89,622</u>	
	<u>78,293</u>	<u>64,882</u>	<u>213,474</u>	<u>219,616</u>	<u>6,142</u>		<u>641,022</u>	

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	
Recreation & Cultural Services								G9
Administration	27,274	24,325	101,571	92,724	(8,846)	16	242,315	
Apartment Buildings	(57)	0	0	0	0		0	
Beaches	0	0	0	0	0		57,784	
Rothesay Arena	44,432	39,939	114,992	120,336	5,344	17	276,381	
Memorial Centre	(3,545)	4,583	18,951	26,333	7,382		63,000	
Summer Programs	1,228	1,375	2,173	2,500	327		56,049	
Parks & Gardens	40,018	57,876	106,378	154,670	48,293	18	546,400	
Rothesay Common Rink	6,474	4,000	28,453	25,500	(2,953)		36,600	
Playgrounds and Fields	6,799	9,000	23,137	36,000	12,863	19	108,000	
Regional Facilities Commission	97,533	97,518	195,067	195,036	(31)		390,071	
Kennebecasis Public Library	7,131	7,131	28,525	28,525	(0)		85,576	
Big Rothesay Read	0	83	0	333	333		1,000	
Special Events	0	625	6,700	5,500	(1,200)	20	36,500	
Rothesay Living Museum	623	333	733	1,333	600		4,000	
	<u>227,911</u>	<u>246,789</u>	<u>626,680</u>	<u>688,792</u>	<u>62,111</u>		<u>1,903,676</u>	
Fiscal Services								
Debt Charges								
Interest	433	350	1,485	1,400	(85)		256,393	
Debtenture Payments	0	0	0	0	0		830,000	
	<u>433</u>	<u>350</u>	<u>1,485</u>	<u>1,400</u>	<u>(85)</u>		<u>1,086,393</u>	
Transfers To:								
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>433</u>	<u>350</u>	<u>1,485</u>	<u>1,400</u>	<u>(85)</u>		<u>3,425,393</u>	

Town of Rothesay

Variance Report - General Fund

4 months ending April 30, 2016

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Bill McGuire Memorial Centre	\$ 8,650	\$ 10,400	\$ (1,750)	Timing
2	Town Hall Rent	\$ 3,731	\$ 6,533	\$ (2,802)	Vacancies
3	Arena Revenue	\$ 117,537	\$ 109,667	\$ 7,870	Spring rental
		Total		\$ 3,318	
		Variance per Statement		\$ 7,185	
		Explained		46.18%	
Expenses					
General Government					
4	Office Building	\$ 70,542	\$ 77,408	\$ 6,866	Maintenance costs not used yet
5	Administration - Wages & Benefits	\$ 307,742	\$ 340,768	\$ 33,026	Step increases not yet effective
6	Supplies	\$ 22,446	\$ 34,900	\$ 12,454	IS purchases not made yet
7	Donations	\$ 29,890	\$ 45,000	\$ 15,110	Timing
Protective Services					
8	Other	\$ -	\$ 5,000	\$ 5,000	No hydrants repairs necessary yet
Transportation					
9	Administration - Wages & Benefits	\$ 634,515	\$ 627,196	\$ (7,319)	Overtime over budget (timing)
10	Workshops, Yards & Equipment	\$ 202,900	\$ 222,167	\$ 19,267	Equipment purchases not made yet, fuel lower
11	Engineering	\$ 7,213	\$ 1,667	\$ (5,546)	Transportation Plan Update
12	Roads and streets	\$ 8,146	\$ 27,667	\$ 19,521	Asphalt and repairs lower than beudget
13	Culverts & Sidewalks	\$ 1,116	\$ 20,000	\$ 18,884	Fewer repairs required
12	Snow & Ice Removal	\$ 286,270	\$ 328,667	\$ 42,397	Sand purchases down
Environmental Health & Development					
15		\$ 188,064	\$ 197,000	\$ 8,936	Less tonnage than budgeted
Recreation & Cultural Services					
16	Administration	\$ 101,571	\$ 92,724	\$ (8,847)	Staff adjustments with Arena
17	Rothesay Arena	\$ 114,992	\$ 120,336	\$ 5,344	As above
18	Parks & Gardens	\$ 106,378	\$ 154,670	\$ 48,292	Timing
19	Playgrounds & Fields	\$ 23,137	\$ 36,000	\$ 12,863	Timing
20	Special Events	\$ 6,700	\$ 5,500	\$ (1,200)	Winterfest over budget
Fiscal Services					
				\$ -	
		Total		\$ 225,048	
		Variance per Statement		\$ 254,136	
		Explained		88.55%	

Town of Rothesay

Capital Projects 2016
General Fund
4 Months Ended 4/30/16

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
General Government			
General Gov't Equipment Purchases G-2016-005	75,000	7,281	67,719
Total General Government	75,000	7,281	67,719

Protective Services

Protective Serv. Equipment Purchases P-2016-004	26,000	-	26,000
Total Protective Services	26,000	-	26,000

Transportation

Engineering 2017 Streets T-2017-001	130,000	895	129,105
Transportation Equipment Purchases T-2016-002	363,000	51,892	200,867
Curb & Sidewalk Parkdale/Chapel T-2016-006	250,000	-	250,000
Almon/Peters Reconstruction T-2016-007	350,000	94,684	255,316
Asphalt Resurfacing T-2016-009	600,000	30,124	569,876
Microseal Resurfacing T-2016-010	385,000	-	385,000
Oakville Acres Pathways T-2016-011	50,000	32,866	17,134
Master Drive Site T-2016-012	125,000	10,235	114,765
RA5 River Road T-2016-013	60,000	28,960	31,040
Rothesay Road Designated Highway T-2016-014	250,000	-	250,000

Total Transportation	2,563,000	249,657	2,203,103
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Recreation

Recreation Equipment Purchases R-2016-003	285,000	36,845	248,155
Arena Upgrade R-2016-008	30,000	9,166	20,834

Total Recreation	315,000	46,011	268,989
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Total	\$ 2,979,000	\$ 302,949	\$ 2,565,811
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	Budget	Actual
Detail: Backhoe Replacement	230,000	
Replace RD69 3/4 ton service vehicle	50,000	
Blower for 3rd trackless	15,000	15,411
Blower for skidsteer	20,000	13,629
Tree mulcher for skidsteer	28,000	22,853
Street Trees	10,000	
Bicycle Racks	10,000	
	<u>363,000</u>	<u>51,892</u>

		Budget	Actual
Detail:	Common	30,000	
	Security Cameras	30,000	30,070
	Catholic Protection - Renforth Wharf	60,000	
	Wells Park paving	20,000	
	Parks Garage Roof	20,000	6,775
	McGuire Parking Lot	125,000	
		<u>285,000</u>	<u>36,845</u>

Carryovers

Funded from Reserves	
Miller Field Building R-2013-08	94,215
French Village Road T-2015-010 (Phase 3 2015)	14,151
Generators T-2015-001	110,241
Salt Shed Improvements T-2014-021	97,751
In House Almon/RA5 Church/Golf Club T-2015-005	65,327
Wells Trail R-2014-019	6,241
2013 Rothesay Common Upgrade R-2013-01	20,538
McGuire Centre/Golden Grove Imp. R-2013-20	5,730
	<u>\$ 414,193</u>

Total	2,979,000	\$	717,141	2,565,811
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	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
	<u>\$ 2,979,000</u>	<u>\$ 300,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 350,000</u>	<u>\$ 2,179,000</u>

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Town of Rothesay

Capital Projects 2016
General Fund
5 Months Ended 5/31/16

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget
General Government			
General Gov't Equipment Purchases G-2016-005	75,000	7,793	67,207
Total General Government	75,000	7,793	67,207
Protective Services			
Protective Serv. Equipment Purchases P-2016-004	26,000 -	4,986	30,986
Total Protective Services	26,000 -	4,986	30,986
Transportation			
Engineering 2017 Streets T-2017-001	130,000	895	129,105
Transportation Equipment Purchases T-2016-002	363,000	51,892	18,520
Curb & Sidewalk Parkdale/Chapel T-2016-006	250,000	9,127	240,873
Almon/Peters Reconstruction T-2016-007	350,000	105,726	244,274
Asphalt Resurfacing T-2016-009	600,000	33,315	566,685
Microseal Resurfacing T-2016-010	385,000	-	385,000
Oakville Acres Pathways T-2016-011	50,000	32,866	17,134
Master Drive Site T-2016-012	125,000	12,225	112,775
RAS River Road T-2016-013	60,000	56,822	3,178
Rothesay Road Designated Highway T-2016-014	250,000	-	250,000
Total Transportation	2,563,000	302,868	1,967,544
Recreation			
Recreation Equipment Purchases R-2016-003	285,000	37,970	247,030
Arena Upgrade R-2016-008	30,000	9,166	20,834
Total Recreation	315,000	47,136	267,864
Total	\$ 2,979,000	\$ 352,812	\$ 2,333,600

	Budget	Actual
Detail: Backhoe Replacement	230,000	
Replace R069 3/4 ton service vehicle	50,000	
Blower for 3rd trackless	15,000	15,411
Blower for skidsteer	20,000	13,629
Tree mulcher for skidsteer	28,000	22,853
Street Trees	10,000	
Bicycle Racks	10,000	
	363,000	51,892

	Budget	Actual
Detail: Common	30,000	
Security Cameras	30,000	31,195
Cathodic Protection - Renforth Wharf	60,000	
Wells Park paving	20,000	
Parks Garage Roof	20,000	6,775
McGuire Parking Lot	125,000	
	285,000	37,970

Carryovers	
Funded from Reserves	
Miller Field Building R-2013-08	101,859
Generators T-2015-001	292,588
French Village Road T-2015-010 (Phase 3 2015)	14,151
Salt Shed Improvements T-2014-021	97,751
In House Almon/RAS Church/Golf Club T-2015-005	65,650
Wells Trail R-2014-019	7,901
2013 Rothesay Common Upgrade R-2013-01	20,538
McGuire Centre/Golden Grove Imp. R-2013-20	5,730
Town Hall Improvements G-2014-008	24,139
Curb & Gutter Eriskay/Iona T-2015-004	4,476
	\$ 634,783
Total	2,979,000 \$ 987,594 2,333,600

	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

Town of Rothesay

Utility Fund Financial Statements

April 30, 2016

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Capital Project Listing - April

U6

Capital Project Listing - March - Draft

U7

Town of Rothesay

Capital Balance Sheet

As at 4/30/16

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
	<hr/>
	43,531,727

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 Improvement:	(42,031)
Accumulated Amortization Utilites Equipment	(15,330)
Accumulated Amortization Utilites Roads & Streets	(4,409)
	<hr/>
	(13,426,292)

TOTAL ASSETS

30,105,435LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	7,320,244
Total Liabilities	<hr/> 7,367,320

EQUITY

Investments:

Investment in Fixed Assets	22,738,114
Total Equity	<hr/> 22,738,114

TOTAL LIABILITIES & EQUITY

30,105,434

Town of Rothesay

Utility Reserve Balance Sheet
As at 4/30/16

ASSETS

Assets:

Bank - Utility Reserve	1,315,268
Due from Utility Operating	10,556
TOTAL ASSETS	<u>\$ 1,325,823</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	971,879
Invest. in Utility Operating Reserve	98,595
Invest. in Sewage Outfall Reserve	255,350
TOTAL EQUITY	<u>\$ 1,325,824</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 4/30/16

ASSETS

Current assets:

Accounts Receivable Net of Allowance	1,129,133
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>1,130,333</u>

Other Assets:

Projects	170,963
	<u>170,963</u>

TOTAL ASSETS

\$ 1,301,296

LIABILITIES

Accrued Payables	50,948
Due from General Fund	(529,043)
Due from (to) Capital Fund	(47,077)
Due to (from) Utility Reserve	10,556
Deferred Revenue	21,354
Total Liabilities	<u>(493,261)</u>

EQUITY

Surplus:

Opening Retained Earnings	30,281
Profit (Loss) to Date	1,764,276
	<u>1,794,557</u>

TOTAL LIABILITIES & EQUITY

\$ 1,301,296

Town of Rothesay
Utilities Operating Income Statement
4 Months Ended 4/30/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	(6,249)	2,058	282,450	255,811	26,640	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	(875)	0	1,513,158	1,520,000	(6,842)	2	1,520,000
Connection Fees	10,800	5,000	21,700	20,000	1,700		60,000
Interest Earned	3,779	3,333	16,724	13,333	3,391		40,000
Misc. Revenue	150	250	1,650	1,000	650		3,000
TOTAL RECEIPTS	7,605	10,642	2,279,595	2,248,894	30,700		3,050,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	63,750	63,750	0		255,000
Audit/Legal/Training	2,917	4,000	3,182	7,000	3,818		15,000
Purification/Treatment	7,872	24,167	57,552	110,667	53,115	3	304,000
Transm/Distribution	3,816	8,083	10,829	32,333	21,504	4	97,000
Power & Pumping	3,739	3,917	15,374	15,667	293		47,000
Billing/Collections	90	250	272	1,000	728		3,000
Water Purchased	0	83	156	333	177		1,000
Misc. Expenses	0	1,250	1,266	5,000	3,734		15,000
TOTAL WATER SUPPLY	18,434	41,750	152,382	235,750	83,368		737,000
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	148,750	148,750	0		595,000
Audit/Legal/Training	5,802	8,833	6,929	14,333	7,405	5	29,000
Collection System	1,577	4,833	12,445	19,333	6,888	6	86,000
Lift Stations	1,092	2,417	4,335	9,667	5,331	7	29,000
Treatment/Disposal	3,575	5,267	19,523	25,867	6,344	8	68,000
Misc. Expenses	3,950	582	7,311	2,327	(4,983)	9	6,982
TOTAL SWGE COLLECTION & DISPOSAL	15,996	21,932	199,293	220,277	20,985		813,982
FISCAL SERVICES							
Interest on Bank Loans	0	5,000	0	20,000	20,000		60,000
Interest on Long-Term Debt	0	0	0	0	0		258,980
Principal Repayment	0	0	0	0	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
TOTAL FISCAL SERVICES	0	5,000	163,644	183,645	20,001		1,499,018
TOTAL EXPENSES	34,429	68,682	515,318	639,672	124,354		3,050,000
NET INCOME (LOSS) FOR THE PERIOD	(26,825)	(58,040)	1,764,276	1,609,222	155,055		0

Town of Rothesay

2016June13OpenSessionFINAL_295

Variance Report - Utility Operating

4 Months Ended April 30, 2016

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of water	282,450	255,811	26,639	Q1 water usage increased from 2015
2	Sewerage Services	1,513,158	1,520,000	(6,842)	correction of town hall/institutional
Expenditures					
Water					
3	Purification/Treatment	57,552	110,667	53,115	Maintenance, chemicals less than expected
4	Transmission/Distribution	10,829	32,333	21,504	Timing (expense recorded in May)
Sewer					
5	Audit/lega/training	6,929	14,333	7,404	Training not completed yet, (June)
6	Collection system	12,445	19,333	6,888	Flushing & maint less than budgeted
7	Lift stations	4,335	9,667	5,332	Maintance less than budget
8	Treatment/disposal	19,523	25,867	6,344	Maintance less than budget
9	Misc. Expenses - Sewer	7,311	2,327	(4,984)	Clothing purchase Outflow Management report

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Town of Rothesay

Capital Projects 2016

Utility Fund

4 Months Ended 4/30/16

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
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	34,512	215,488
		<u>\$ 900,000</u>	<u>\$ 34,512</u>	<u>\$ 865,488</u>
SEWER				
12042330	Wastewater Treatment Design - S-2014-016	7,500,000	51,714	7,448,286
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>51,714</u>	<u>7,953,286</u>
Total Approved		<u>8,905,000</u>	<u>86,226</u>	<u>8,818,774</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 Centre Extension W-2015-003	- 3,626
		<u>\$ 84,737</u>
		<u>\$ 170,963</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>\$ 5,000,000</u>	<u>\$ 3,350,000</u>	<u>\$ 475,000</u>

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Town of Rothesay

Capital Projects 2016

Utility Fund

5 Months Ended 5/31/16

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
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>
SEWER				
12042330	Wastewater Treatment Design - S-2014-016	7,500,000	51,714	7,448,286
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>51,714</u>	<u>7,953,286</u>
Total Approved		<u>8,905,000</u>	<u>92,641</u>	<u>8,812,359</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 Centre Extension W-2015-003	- 3,626
		<u>\$ 84,737</u>
		<u>\$ 177,378</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 3, 2016

In attendance:

Mayor Nancy Grant

Councillor Grant Brenan

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Guests:

Deputy Mayor Matt Alexander

Town Manager Jarvie called the meeting to order at 4:00. He asked for nominations for Chairperson. Councillor Shea nominated the Mayor, and she respectfully declined. Councillor Shea then nominated Councillor Brenan, and he accepted the nomination. There were no other nominations, and Councillor Brenan took the Chair.

Funding Requests

- a) Kingsway Care Alliance – recommend to Council to approve \$3,000
- b) Symphony NB – Mayor Grant declared a conflict and left the room. After a brief discussion it was decided to recommend to Council to decline the request. The Mayor returned to the meeting.
- c) Brighten Group (SJ Regional Hospital Auxiliary) - As a table is often difficult to fill, it was suggested the Mayor get two tickets.
- d) Rotary Dinner - As this event is this evening, it was agreed the Mayor should approve \$300 and the Treasurer will write a letter with our apologies re being unable to attend.
- e) Rachel Farwell/Basketball NB – It was agreed the Treasurer should request the official policy form be filled out, as there is time before the activity.
- f) RHS – after a brief discussion, it was agreed Town Manager Jarvie will contact the high school to see what in kind services, such as table rentals, we can provide.

Signing Officers

It was agreed the new signing officers should be one of Mayor Grant, Deputy Mayor Alexander, Councillor Brenan and Councillor Miriam Wells, plus one staff member from the Town Manager, the Town Clerk or the Treasurer.

Next Meeting

It was agreed the next meeting will be June 16th at 9:30 a.m. in the Sayre Room. We will try to have regular meetings Thursdays mornings the week after the Council meeting. The meeting adjourned at 4:50 p.m.



PUBLIC WORKS and INFRASTRUCTURE COMMITTEE MEETING

April 20, 2016

Rothesay Town Hall – Sayre Room

8:30 a.m.

PRESENT: COUNCILLOR MATT ALEXANDER, CHAIRPERSON
RAHA MOSCA, VICE CHAIRPERSON (*left the meeting at 10:33 a.m.*)
COUNCILLOR PETER LEWIS
SCOTT SMITH (*left the meeting at 10:32 a.m.*)
SHAWN PETERSON
RYAN SCOVILLE (*left the meeting at 9:40 a.m.*)

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

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

1. APPROVAL OF AGENDA:

MOVED by S. Peterson and seconded by R. Mosca to approve the agenda as circulated, with the following additions:

Item 5.13	Kaitlyn Street
Item 5.14	Vehicle Tender and Maintenance

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of March 23, 2016.

MOVED by R. Mosca and seconded by Counc. Lewis to approve the Minutes of March 23, 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 if the Capital Projects Summaries report will be posted online. It was noted it would be.

5.2 Update on RA-5 crosswalks

DO McLean advised the Town is waiting for the asphalt plants to open in early May before the crosswalk at Golf Club Court can be activated. He noted the road between the pedestrian crossing at Golf Club Court and Rothesay Corner is scheduled to be repaved. Counc. Lewis expressed concern regarding recommendations emerging at Council meetings before approval at the committee level. Town Manager Jarvie advised the Committee minutes reflect a discussion and recommendation stating a report be sent to Council. There was lengthy discussion on the RA-5 crosswalks and the following was noted: a significant amount of money was spent and there is a need to have it done right; concern for resident safety if the system is not installed as Council directed; it is an unusual request; the single system may create safety concerns if drivers are unaware the system is connected; drivers may continue through the flashing lights if no pedestrian is in sight; and if a pedestrian has reached the second crossing as the driver is continuing through the lights, there is possibility of an accident occurring. DO McLean explained the design was described to the manufacturer as the installation of an additional davit arm on the RA-5 pole located in the refuge island that would extend over the "slip" lane and include an additional hanging beacon. The manufacturer agreed to the design. Design plans for the arm were sent back to the Town for approval. With the assumption there were no changes needed regarding the control panel the Town approved the arm design. When the poles were received it was discovered an additional arm could not be attached as designed, and the controller cabinet was unable to be upgraded. Staff recommended the placement of a solar powered, pedestrian-actuated warning system for uncontrolled crosswalks on each side of the "slip" lane. This signal would operate entirely independently of the RA-5 crossing on Hampton Road thus avoiding the potential conflicts and avoiding longer delays for traffic on Hampton Road owing to increased signal time. The Committee commented on the following: there should be an investigation surrounding which party was at fault for the error; approval from the Heritage Preservation Board is not required but DO McLean noted he will update the Board; cost of replacing the aluminum poles with the heritage style poles; the Kali-flash pedestrian crossing system; a suggestion to install a third shorter pole matching the heritage style with a solar powered, pedestrian-actuated warning system for uncontrolled crosswalks; poles removed from the Common can be refinished and used; placing the additional warning signal in advance of the "slip" lane to warn drivers earlier; and a zebra crosswalk or a crosswalk of a similar nature can be painted to draw attention to the crossing.

MOVED by Counc. Lewis and seconded by S. Peterson DO McLean investigate the installation of a 6ft pole, either refinished from the Common upgrade or purchased new, with a KALI-FLASH pedestrian warning system at the corner of Grove Avenue and Hampton Road and costs associated.

CARRIED.

5.3 Update on solid waste

There was general discussion with regards to the upcoming May implementation of curbside recycling for the town of Quispamsis. Concern was expressed noting the reduction of recycling depots could negatively affect recycling for small businesses. Town Manager Jarvie noted there is a recycling depot in Saint John which remains an option for those without curbside recycling. The following was discussed: a few carts for the recycling bins have been sold; complaints have been voiced regarding handling of the recycling bins during pick-up; the matter has been discussed with the company; recycling bin lids chewed up by street cleaning equipment and blown away by high

winds; recycling bins going missing; and Town policy on replacement of bins. S. Peterson questioned if the amounts for Spring Clean-Up were included with the regular solid waste and compost tonnages. It was noted the numbers would be separate. It was further noted regular solid waste and compost tonnages may be skewed depending on the number of pick-ups during the month.

5.4 Update on Almon and Peters Lane

DO McLean advised Council has awarded the tender at the April 11, 2016 regular meeting. There was an inquiry regarding if NB Power is aware the Town has scheduled work in the area. DO McLean advised he will notify NB Power. It was noted the water has been shut off and temporary water lines will be installed while work is completed. DO McLean advised the completion date is anticipated for early fall.

5.5 Update on Traffic By-Law

DO McLean gave background information. He noted the by-law is sent to the Department of Transportation and Infrastructure (DTI) for review and sent back to the Registrar's office for signature. DO McLean advised it has been sent to the DTI and the Registrar's office will notify the Town when it is received.

5.6 Streets and Sidewalks By-law

Counc. Alexander advised he submitted his revisions before the meeting began. S. Peterson inquired if the revised by-law could be emailed to the Committee for reference. It was noted it could.

5.7 Update on Maiden Lane and Goldie Court

DO McLean advised he met with both parties. The issue with Goldie Court, as stated in the letter, could be resolved by installing a backflow prevention device on the perimeter drain line, disconnecting the perimeter drain line altogether, or removing the catch basin on the low side of the driveway. He noted the issue with Maiden Lane requires more investigation. There is a possibility to re-pipe the drainage path however a survey should be done to identify potential concerns.

5.8 Traffic calming initiatives on Gondola Point Road - crosswalks

DO McLean advised 4 inch by 4 inch granite blocks were removed from the Common during the upgrade project and could be used as the border for the crosswalks. The interior would be made up of landscape stone on a concrete base. This creates an at-grade decorative crosswalk more visible than a stamped crosswalk, and audible when driven over it. It was noted: the stones are durable and have been known to last 10-20 years; the pieces are removable; the work will be done by Town staff; and the work can be scheduled in 2017 in coordination with other scheduled projects in the area. R. Mosca noted she preferred the second of the three suggested designs.

5.9 Update on traffic lights on Marr Road at Glenwood Drive

There was general discussion noting there is an insufficient amount of users to warrant the installation of traffic lights. It was noted there are only eleven homes on Glenwood Drive and the cross product of that number of potential pedestrians and the average annual daily traffic (AADT) on Marr Road is not sufficient to warrant a pedestrian crosswalk. In addition, the number of vehicular

movements from the eleven homes on Glenwood and the potential eighteen homes on Prince Albert do not produce a cross product with the AADT on Marr Road that would warrant traffic signals.

MOVED by Counc. Lewis and seconded by R. Scoville the Public Works and Infrastructure Committee recommend Council deny the request for the installation of traffic signals at the intersection of Marr Road/Glenwood Drive and (the future) Prince Albert Court.

CARRIED.

5.10 Update on Robinson St.

DO McLean advised Dillon Consulting Ltd. investigated the stream flow in the area and recommended to remove the catch basin, reinstate the two 750mm culverts, and redirect the water across the street. There was discussion on the following: cost, possible replacement of the 750mm pipes with 900mm pipes to adjust for increasing rainfall; maintaining the size of the upstream pipe as 600mm or increase to 900mm; significant useful life span left for Robinson Street; and there is an opportunity to be proactive and overdesign. It was noted pipe size can be increased when the culverts reach the end of their useful life span so as to reduce asphalt disruption. It was further noted the homeowner should be notified of the consultant's findings and Council's decision on a course of action.

MOVED by Counc. Lewis and seconded by R. Mosca the homeowner (of Robinson Street) be notified of the consultant's findings and any actions Council approves towards resolution of the issue.

CARRIED.

R. Scoville left the meeting at 9:40 a.m.

5.10 Update on WorkSafe incident

DO McLean advised two Town employees were hurt while operating the lift gate for a one tonne truck. A pin either came loose or wore away and in turn caused the truck's heavy load to drop. One worker fell and hit their head while the other was hit by a tire causing road rash. The incident was caused by equipment failure and was written up by WorkSafe. The Town has since implemented a training session on lift gates and inspection procedures which includes an inspection checklist before operation of equipment. DO McLean advised procedures for safety incidents are in place which include the appointment of a safety officer last November, creation of a joint health and safety committee, and Town policy to encourage reports of safety incidents. It was noted reports are anonymous and assist in identifying and preventing operational hazards.

5.12 Update on Designated Highway Funding

The following was noted: the Town will receive approximately 75% of the estimated project costs of \$974,000 (\$730,500), while the Town will contribute 25% or \$243,500; applications are made each year with a updated five year plan; applications are approved one year at a time; and the 25% contribution is part of a three year plan which will may change as government policy changes. There was an inquiry regarding if a storm sewer upgrade is scheduled during the work. DO McLean advised a video inspection will be done to identify any issues that may require Town action. A tentative start date in September is expected. It was further noted the Town intends to submit a tender early for next year's application. There was a brief discussion on cost of the project.

5.13 Kaitlyn Street

Counc. Alexander requested an update on the Kaitlyn Street issue. 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. Staff is of the opinion the following actions will resolve the issue: excavating and disconnecting the perimeter drain/storm sewer connections for the existing homes on Kaitlyn St, renewing the storm sewer manhole at the intersection of Isaac Street and Kaitlyn Street with a larger chamber; and removing debris and overgrowth from the open channel that parallels the railroad tracks at the rear of Kaitlyn Street homes. It was noted there are no apparent reasons not to disconnect the leads.

MOVED by Counc. Alexander and seconded by S. Peterson the residents of Kaitlyn Street be notified of the scheduled work and associated costs.

CARRIED.

5.14 Vehicle Tender and Maintenance

Counc. Lewis advised he would send a recommendation next meeting regarding a suggestion to transfer the vehicle tender decision process to the committee level. He added the Public Works and Infrastructure Committee would be preferred as most vehicle tenders are related to the Works Department and equipment. Counc. Lewis indicated the white Town vehicles in the Rothesay Arena parking lot do not seem to be washed. He suggested a company could be outsourced to wash the vehicles on scheduled weekends. Town Manager Jarvie advised there is a procedure regarding Town vehicle management that states the vehicles are to be washed once a month by Town employees. The following was noted: no budget for washing; the wash bay at Master Drive Works Garage could be used; and the vehicles represent the Town and should look presentable.

Meeting Addendum:

Counc. Lewis inquired if a report was created regarding the issue of Church Avenue parking. Town Manager Jarvie advised it is a work in progress. He stressed the importance of gathering all necessary information in order to present all possible options to the Committee to help the Committee make an informed decision. It was noted the item will remain on the agenda.

6. NEW BUSINESS:

6.1 Discussion on snowplowing contract routes

DO McLean advised the Town's contract for snowplowing ended April 15, 2016. He noted the following options were available: tender for service; "shadow tender" or price needed resources for the Town to assume the responsibilities; a hybrid option of accepting a tender and introducing Town responsibility for some roads; or extend the current contract. He noted there is no budgeted amount in the current year to purchase snowplowing equipment. There was a general discussion regarding purchasing and storage of salt with the closure of the Sussex salt mine. It was noted salt and sand must be stored in an environmentally approved location and a certificate of approval must be obtained.

MOVED by Counc. Lewis and seconded by R. Mosca the Public Works and Infrastructure Committee recommend Council extend the contract with GEO Stackhouse Ltd. for snow plowing for the 2016-2017 season.

CARRIED.

6.2 Discussion on Spring Clean-Up – Street Sweeping

There was an inquiry as to why debris remained on Hampton Road. DO McLean advised to collect all the debris would involve several passes of the street sweeper which would disrupt traffic on main roads. The following was noted: the sand is recycled, used to bed culverts, and as road sand to fill holes; and any snowplow markers placed by the Town are retrieved. DO McLean advised street sweeping is typically 3-4 weeks depending on the weather. Counc. Lewis noted the Town did a great job.

7. CORRESPONDENCE FOR ACTION:

7.1 24 March 2016 Email from Deputy Mayor Grant RE: Street Lighting on Sierra Avenue

There was general discussion and the following was noted: there are lights at the beginning and end of the street; the street is dark; Town policy does not allow the installation of a streetlight in the area; the policy would need to be reviewed to approve the request; and other residents may protest the light.

MOVED by S. Smith and seconded by Counc. Lewis the Public Works and Infrastructure Committee recommend Council uphold Town policy and deny the request to install a streetlight on Sierra Avenue.

CARRIED.

7.2 12 April 2016 Letter from resident RE: Grove Avenue Drainage

There was a discussion on the flow of water from Rothesay Elementary School down to Highland Avenue. DO McLean advised the addition of a curb on the one side of Highland Avenue will direct the water down Grove Avenue and into a catch basin as opposed to pooling in the area or creating ice hazards in winter weather. It was noted the curb will begin at civic 94 Highland Avenue and connect to Grove Avenue. There was a brief discussion on cost.

MOVED by Counc. Lewis and seconded by S. Peterson the Public Works and Infrastructure Committee recommend Council approve installation of one sided curb beginning at civic 94 Highland Avenue and connecting to Grove Avenue and further the homeowners be notified in advance of the work.

CARRIED.

S. Smith left the meeting at 10:32 a.m.

7.3 13 April 2016 Website contact message from resident RE: Deer Crossing Sign after Anna Avenue

DO McLean advised the Town does not have any “Deer Crossing” signs.

MOVED by S. Peterson and seconded by Counc. Lewis to deny the request to install a “Deer Crossing” sign after Anna Street.

CARRIED.

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

7.4 11 April 2016 Email from resident RE: Hillsvievw Crescent Speed Limit

It was noted the request would require a change to the traffic by-law, and a speed monitoring sign supplied by the Kennebecasis Valley Police Force would prove more effective.

MOVED by S. Peterson and seconded by Counc. Lewis to deny the request to install a 20 km speed limit sign on Hillsvievw Crescent and further request the Kennebecasis Valley Regional Police install a speed monitoring sign in the area.

CARRIED.

8. CORRESPONDENCE FOR INFORMATION:

9. DATE OF NEXT MEETING:

The next meeting will be held on **Wednesday, June 22, 2016.**

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 10:37 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

MEMORANDUM



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

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

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council deny the request for the installation of traffic signals at the intersection of Marr Road/Glenwood Drive and (the future) Prince Albert Court.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council extend the contract with GEO Stackhouse Ltd. for snow plowing for the 2016-2017 season.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council uphold Town policy and deny the request to install a streetlight on Sierra Avenue.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council approve installation of one sided curb beginning at civic 94 Highland Avenue and connecting to Grove Avenue and further the homeowners be notified in advance of the work.

CARRIED.

Liz Pomeroy
Recording Secretary



HERITAGE PRESERVATION REVIEW BOARD
MEETING

Rothsay Town Hall

Wednesday, April 20, 2016

7:00 p.m.



PRESENT: JIM BAIRD, CHAIRPERSON
GREG MURDOCK, VICE CHAIRPERSON
COUNCILLOR MIRIAM WELLS
RANDOLPH GIFFIN
KATHERINE GRANT
JON LEHEUP
HOWARD PEARN
J.P. FOISY

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

Chairperson Baird called the meeting to order at 7:02 p.m.

1. APPROVAL OF AGENDA:

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

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of Wednesday, March 23, 2016

MOVED by R. Giffin and seconded by J. LeHeup the minutes of 23 March 2016 be adopted as circulated.

CARRIED.

3. REPORTS: None

4. NEW BUSINESS:

4.1 **31 Gondola Point Road**

Our Lady of Perpetual Help Church

OWNER:

Roman Catholic Bishop of Saint John

PID:

30210231

PROPOSAL:

Heritage Permit – Replacement of Church Windows

DPDS White advised the applicant Don Bengay was unable to attend the meeting and Gerry White would represent the application in his place. DPDS White gave background information noting the church made a similar application in the summer of 2015 to replace a window on the front of the building. He added the current application is to replace a deteriorating rear window made of wood, with an exterior aluminum and wood window. DPDS White advised the replacement did not fall under the Heritage definition of maintenance because the materials of the window would differ from the original. He further noted the church has in the past replaced deteriorating materials with similar or higher quality materials. Counc. Wells suggested the Board approve a blanket Heritage Permit to reduce unnecessary additional applications for individual windows. Photographs and design plans were shown to demonstrate the change in windows and materials. It was noted the church was built eleven years ago and certain windows have displayed severe deterioration.

ROTHESAY

Heritage Preservation Review Board
Meeting Minutes

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20 April 2016

MOVED by Counc. Wells and seconded by G. Murdock the Heritage Preservation Review Board; Issue a Heritage Permit (Certificate of Appropriateness) for the replacement of all poor functioning and deteriorated wooden windows with combination extruded exterior aluminum and wood windows at 31 Gondola Point Road subject to the following condition(s):

- New windows shall match dimensions and appearance of the original;
- New windows shall match the muntin bar pattern and dimensions of the original; and
- Exterior aluminum to be white matching the building colour.

CARRIED.

Meeting Addendum:

DPDS White updated the Board on the installation of green heritage style poles for the traffic crosswalk signals on Rothesay corner. He noted they are fluted with brackets and detailing. He further noted the Public Works and Infrastructure Committee had discussed the installation of paved landscaping stones for the crosswalks in the area. The outside edge will be granite while the interior will be comprised of landscaped stones in a pattern or design. The Board noted the following: concern the stones may be torn up by the snowplows; different styles; decorative; importance of maintenance; and deterioration concerns. DPDS White advised he will keep the Board updated. Counc. Wells noted Mayor Bishop will be retiring after 44 years of service as a municipal politician. She invited the Board to a celebration for Mayor Bishop at the Shadow Lawn Inn on **Thursday, April 21, 2016 from 7 p.m. – 9 p.m.** H. Pearn inquired about the following previous Heritage items: the bridge proposal application for the Rothesay Common; replacement of the Rothesay Common pathway with paver stones; and if a decision has been submitted regarding the legal matter surrounding the Rothesay Common. The following was noted: from the Board’s recollection the bridge matter has been dealt with; the high cost was a contributing factor to the decision against the bridge; there was concern for maintenance and the growth of weeds in the paver stone pathways; and DPDS White advised there has been no decision as of yet on the legal matter. DPDS White noted he would keep the Committee updated on the recent items discussed.

- 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, May 18, 2016.**

9. ADJOURNMENT
MOVED by J. LeHeup and seconded by Counc. Wells the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:22 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall
Monday, June 6, 2016
5:30 p.m.



PRESENT: BILL KEAN, CHAIR
LAURIE GALE, VICE CHAIR
COUNCILLOR PETER LEWIS
COUNCILLOR DON SHEA
EWEN CAMERON
COLIN BOYNE

TOWN MANAGER JOHN JARVIE (*Arrived at 5:50 p.m.*)
TOWN CLERK MARY JANE BANKS
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
RECORDING SECRETARY LIZ POMEROY

ABSENT: CRAIG PINHEY

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

1. WELCOME NEW COMMITTEE MEMBER – COUNCILLOR SHEA

Chairperson Kean welcomed Counc. Shea to the Committee. He noted Counc. Shea had been a member of the Planning Advisory Committee during his previous term as a Rothesay Councillor.

1.1 APPROVAL OF THE AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Meeting of February 1, 2016

MOVED by Counc. Lewis and seconded by L. Gale the minutes of 1 February 2016 be adopted as circulated.

CARRIED.

3. OLD BUSINESS - NONE

4. NEW BUSINESS

4.1 11 Domville Lane Carol A. Greer

OWNER: Carol A. Greer

PID: 30274104

PROPOSAL: 1 Lot Subdivision – Road Frontage variance, development agreement and Cash in Lieu of LPP

MOVED by Counc. Shea and seconded by L. Gale the Planning Advisory Committee accept the applicant's request to withdraw the 1 Lot Subdivision application for 11 Domville Lane (PID: 30274104).

CARRIED.

Counc. Lewis declared a conflict of interest and left the meeting.

4.2 11 Terri Street Kevin Matthew Schyf

OWNER: Kevin Matthew Schyf

PID: 30169288

PROPOSAL: 1 Lot Subdivision – Road Frontage variance and Cash in Lieu of LPP

Kevin Schyf attended the meeting. DPDS White explained Mr. Schyf wished to subdivide a portion of land accessed off 11 Terri Street to allow for one new residential lot. Aerial photos of the property were displayed. DPDS White noted the following: the land is zoned for 1 acre Single

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Family Residential – Unserviced [R1C] lots; the proposed new 1.27 acre (5150m²) lot would be 28.8% larger than minimum 4000m² that is required; the land would be serviced by a well and onsite septic; a portion of the property is covered by a wetland and is subject to the Watercourse and Wetland Alteration Regulations of the Clean Water Act; this means any person working in or within 30 meters of a watercourse or wetland is required to obtain a Watercourse and Wetland Alteration permit prior to doing so; and the applicant had discussed the plans with the Department and it was determined a permit is not required. He further noted: the new lot meets the requirements of the Zoning By-law with the exception of a 9 meter frontage instead of the required 55 meters; Lot 16-1 would be accessed by a 10 meter right of way across an existing driveway on the parent lot of 11 Terri Street; and \$1840 is proposed as cash in lieu of Land for Public Purposes calculated as 8% of the market value (\$23,000) by an independent appraiser.

The Committee inquired if there was a reason cash was preferred as opposed to Land for Public Purposes. It was noted wetland may become unusable, and the wetland is already protected which does not provide any incentive to obtain land for conservation purposes. There was a brief discussion on the Watercourse and Wetland Alteration requirements. Mr. Schyf noted no construction will take place in the wetland area.

MOVED by Counc. Shea and seconded by L. Gale the Planning Advisory Committee grant a variance for Lot 16-1 being a lot with 9m of public road frontage and accessed by 10 meter wide right of way from the subdivision of 11 Terri Street (PID: 30169288)

CARRIED.

MOVED by Counc. Shea and seconded by L. Gale the Planning Advisory Committee recommend that Council accept the amount of **\$1840.00** as cash in lieu of Land for Public Purposes for the subdivision of 11 Terri Street to create Lot 16-1.

CARRIED.

Counc. Lewis returned to the meeting.
Town Manager Jarvie arrived at the meeting.

4.3 15 Dayspring Lane Gerald Jamer

OWNER: Dayspring Ministries Inc.

PID: 30064679

PROPOSAL: Single Family Dwelling as Secondary Use

Mr. Jamer was in attendance. DPDS presented the application and noted Mr. Jamer, on behalf of Dayspring Ministries, requested permission to install a single family dwelling as a conditional use on the property located at 15 Dayspring Lane (PID: 30064679). It was noted: the property is 47.8 acres; it is zoned Institutional Major; and the existing building has been used for various religious gatherings and community group events for over 37 years. Mr. Jamer advised a mobile home in the past had been situated on the property, however, its maintenance has gone beyond the scope of practical repair. He further noted the purpose for the addition of the single family dwelling is to house an individual on site to provide grounds keeping maintenance and “caretaker” services.

The Committee noted the single family dwelling would be classified as a secondary use. There was an inquiry regarding how the single family dwelling could be classified under a conditional use if it was intended to be used year round. DPDS White advised a conditional use provides the Committee with an opportunity to attach conditions to the agreement should any concerns be raised. The Committee expressed no concerns and suggested the agreement list the dwelling as a secondary use for the property as it supports the primary purpose.

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MOVED by L. Gale and seconded by E. Cameron the Planning Advisory Committee approve a single family dwelling as a secondary and conditional use located at 15 Dayspring Lane (PID: 30064679).

CARRIED.

4.4 68 Marr Road David Douglas Brown
OWNER: David Douglas Brown
PID: 30294623
PROPOSAL: Conditional Use – Self Storage Facility

Chairperson Kean noted Mr. Brown and his neighbour Mr. Cal Cipolla of 3 Holder Street were in attendance. DPDS White advised Mr. Brown's application was requesting the Planning Advisory Committee approve the use of the property 68 Marr Road for self-storage lockers as a conditional use. The following was noted: the property is 11,370.83 m² (2.8 acres) in area; it is zoned Light Industrial; existing currently on the property is an automotive body repair facility; the proposal includes six storage locker buildings each 60 feet long by 20 feet wide, and 12 feet 8 inches in height. DPDS White noted the applicant's proposal for storage lockers must conform to the following conditions listed in the By-law: it must be in a compound with screening, landscaping, limited height; 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; and 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.

Mr. Brown noted the self-storage lockers would better his property and make it aesthetically cleaner. Chairperson Kean invited Mr. Cal Cipolla to speak. Mr. Cipolla thanked the Committee and noted he also owns the vacant lot next to his property on 3 Holder Street. He further added over the past four years the applicant has negatively affected the value of his properties through noise disturbances (at all hours and on weekends and holidays), excavating a slope at the property line that does not conform to By-law standards, and failing to properly screen his property from the residential area. He is not against the application as long as the applicant adheres to proper By-law regulations. Mr. Cipolla requested the applicant: rectify the steep slope and restore the excavated land; correct the slope to measure appropriately as 2 feet for every 1 foot of property line; install a berm between the property line and the fence; take actions to create a noise barrier and ensure security and privacy are established; provide a bond to the Town for the work proposed; the work be under Town supervision to ensure proper completion; and provide a copy of the agreement to him to ensure the agreement is being followed in a timely manner. Other concerns raised were as follows: customers storing illegal or dangerous goods; business operation hours; surveillance; and lighting and screening of lights for the residential area. Mr. Cipolla distributed photos demonstrating the view from his property and the lack of screening. Chairperson Kean thanked Mr. Cipolla and noted while his concerns have been heard it is not the Committee's responsibility to determine unlawful activities.

Mr. Brown responded with the following: the land was excavated on his property line; there have been no issues of erosion; there will be 24 hour surveillance; tow truck equipment travels in and out of his property as a result of accidents happening at any hour; no excavating equipment is operated outside of normal business hours unless for the purpose of snow removal; and he is in agreement with the erection of a berm and a fence.

L. Gale inquired if the storage buildings could be developed on the other side of the site plan towards Iona Avenue. It was noted the suggested area is not at grade with the proposed location making it difficult to develop. The following was discussed: storage buildings would create less noise than the automotive repair business and provide noise barriers to the residential area; the storage buildings will not be developed all at once, however it is likely the rest will follow quickly; the height of the berm and fence; clear cutting the wooded area to accommodate the fence; tree maturity in relation to screening the property; site preparation; rental agreements; unheated and

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minimal lighting for the storage units; gated access; traffic conflicts; drainage; signage at the bottom of the driveway; unpaved parking lot; the grade comparison of Mr. Brown and Mr. Cipolla's properties; and the layout of the storage buildings (depth and direction).

MOVED 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:
- i. Not more than 6 self-storage locker buildings;
 - ii. Storage lockers shall not exceed 60 feet long by 20 feet wide;
 - iii. Maximum height of the locker buildings shall not exceed 4 meters;
 - iv. The enclosure for the self-storage facility compound shall have a solid fence at least two meters high facing Iona Avenue and Holder Street as an effective visual mitigation of the light industrial use of the property in accordance with the site plan submitted to PAC;
 - v. Interior access lanes between storage unit buildings shall be maintained and kept open and free from storage as required by the fire department to provide adequate access for fire protection. 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
 - vi. 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.

MOVED by Counc. Lewis and seconded by C. Boyne the Planning Advisory Committee table the approval of a Conditional Use – Self Storage Facility at 68 Marr Road (PID: 30294623) pending additional information regarding site layout and landscaping plans.

CARRIED.

4.5 154 Hampton Road Dr. Jeff Sheppard

OWNER: White Bay Enterprises Ltd.

PID: 00243162

PROPOSAL: Parking Lot Standards Variance

Chairperson Kean welcomed Dr. Sheppard to the meeting. DPDS White explained Dr. Sheppard was requesting the Planning Advisory Committee grant a variance to allow for a parking lot between the front wall of his building at 154 Hampton Road (PID: 00243162) and the front lot line. The proposed parking lot would consist of seven spaces. It was noted the ground floor of the building has been vacant since construction. Dr. Sheppard suggested the potential lessees of the space are reluctant to rent the space because of the lack of parking at or near the entrance. Staff is of two minds on the issue: on one hand a goal of the Town is to "improve the pedestrian environment and the appearance"; while another mission of the Town is to promote and encourage business growth. This has led to staff suggesting a landscaped plan of no less than fifty percent of the unpaved area of the front yard be required. Dr. Sheppard noted a last minute email sent to both he and DPDS White included a plan for additional landscaping. The additional landscaping includes a boxwood hedge along the property line in addition to the received proposed landscape plan. The following comments were made: concern regarding snow build up and management with additional landscaping; entrances are currently located on both sides of the building; the parking lot will not have curb; and the current amount of parking spaces for the size of the building seems higher than it should be.

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MOVED by Counc. Lewis and seconded by C. Boyne the Planning Advisory Committee:

- A. Grant a variance from the Rothesay By-Law No. 2-10 allowing for 7 parking spaces located between the front wall of 154 Hampton Road (PID: 00243162) and the front lot line of Hampton Road subject to the following conditions:
 - a. Submit for approval by the Development Officer a landscape plan for no less than fifty percent (50%) of the unpaved area of the front yard;
 - b. Such plan shall be drawn to an accurate scale, and illustrate the number of proposed plantings by type, the size of plantings at installation, the on-center spacing for plants, the calipher size of all trees at installation, existing vegetation and plantings, and proposed treatment of the area which shall be landscaped and which adhere to the minimum requirements as follows:
 - i. Minimum Plant Sizes: All plant materials must meet the following requirements:
 1. Two medium deciduous trees and one large coniferous tree at least 2" calipher (measured 6" above the ground.)
 2. Ornamental and flowering trees: 1 ½ " calipher
 3. Evergreen plants 5' tall
 4. Shrubs: 5 gal. container
 - c. Shrubs and ground cover must be planted at sufficient density to completely cover the minimum 50% landscaped area within five years of initial planting;
 - d. The property owner is responsible for maintaining the landscaped area as approved by the Development Officer and for the replacement of plant materials that have died, been damaged or removed, for a period of no less than five years from the date of this approval.

YEA votes recorded from: Counc. Lewis, Colin Boyne, and Chairperson Kean.

NAY votes recorded from: Ewen Cameron, Counc. Shea and Laurie Gale.

MOTION DEFEATED.

4.6 104 Hampton Road Brett Taylor

OWNER: Georgoudis Investments Ltd.

PID: 30246979

PROPOSAL: Rezoning to R4 Multi-unit Residential

Chairperson Kean noted Mr. Taylor was in attendance. DPDS White advised Mr. Taylor's application involved the rezoning of a 6,563.83 square meter parcel of land located at 104 Hampton Road (PID: 30246979) from Central Commercial (CC) to Multi-Unit Residential (R4) (under terms of a purchase and sale agreement with Georgoudis Investments Ltd.). He further noted the property is capable of being serviced with both sewer and water. The rezoning is to permit the development of two apartment buildings with Phase 1 being a 12 unit building, and Phase 2 being a 23 unit building. DPDS White displayed site plans of the proposed buildings and noted: a sidewalk would come across the driveway access; the proposed elevation of the buildings; and explained that an opportunity exists to allow for higher density residential development in association with commercial activities. It was noted this concept will provide increased pedestrian friendly opportunities for residents to visit Rothesay's central commercial area.

DPDS White explained the process and the next steps to advance the application. He advised the Committee's decision tonight would determine whether or not a recommendation was to be made to Council regarding the scheduling of a public hearing on the matter. If Council agrees a public hearing should be held, the application will make its way back to the Planning Advisory Committee for further review. It was noted if Council agrees to a public hearing staff will poll the area.

MOVED by Counc. Lewis and seconded by L. Gale the Planning Advisory Committee recommend that Council schedule a public hearing to consider the rezoning of 104 Hampton Road (PID: 30246979) from Central Commercial (CC) to Multi-Unit Residential (R4).

CARRIED.

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5. DATE OF NEXT MEETING(S)

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

6. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 7:11 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

MEMORANDUM



TO	:	Mayor Grant and Rothesay Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	8 June 2016
RE	:	Public Hearing 104 Hampton Road PID# 30246979

Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, June 6, 2016:

MOVED by Counc. Lewis and seconded by L. Gale the Planning Advisory Committee recommend that Council schedule a public hearing to consider the rezoning of 104 Hampton Road (PID: 30246979) from Central Commercial (CC) to Multi-Unit Residential (R4).

CARRIED.

RECOMMENDATION:

Council schedule a Public Hearing for Monday, August 8, 2016 at 7:00 p.m., in accordance with the *Community Planning Act* to consider the rezoning 104 Hampton Road (PID: 30246979) from Central Commercial (CC) to Multi-Unit Residential (R4) to permit the development of two apartment buildings with Phase 1 being a 12 unit building and Phase 2 being a 23 unit building.



To: Chair and Members of the Rothesay Planning Advisory Committee

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

Date: Wednesday, June 01, 2016

Subject: Rezoning to R4 Multi-unit Residential – 104 Hampton Road (PID:30246979)

Applicant:	Brett Taylor	Property Owner:	Georgoudis Investments Ltd
Mailing Address:	14 Wiltshire Drive Quispamsis, NB E2E 0E9	Mailing Address:	2 Peel Plaza Saint John, NB E2L 3G6
Property Location:	104 HAMPTON RD	PID:	30246979
Plan Designation:	Central Commercial	Zone:	Central Commercial
Application For:	Rezoning to R4 Multi-unit Residential		
Input from Other Sources:	None Required.		

Origin:

Rothesay's Planning Advisory Committee (PAC) has received an application from Mr. Brett Taylor (under terms of a purchase and sale agreement with Georgoudis Investments Ltd.) to rezone a 6,563.83 square meter parcel of land located at 104 Hampton Road (PID:30246979) from Central Commercial (CC) to Multi-Unit Residential (R4).

Background:

The property is designated Central Commercial and zoned Central Commercial is capable of being serviced with both sewer and water with direct access to Hampton Road. (See Map 1) The rezoning is requested in order to permit the development of two apartment buildings with Phase 1 being a 12 unit building and Phase 2 being a 23 unit building.



Figure 1 - 104 Hampton Road (center of picture)

Analysis:

The Municipal Plan for Rothesay includes the following passage with regard to encouraging this sort of residential development along Hampton Road as follows:

*While the Hampton Road is linear and the policy is to maintain the commercial activities central to Hampton Road, **the opportunity exists to allow for higher density residential development in association with commercial activities.** This concept is becoming very popular in larger urban centres to encourage a resettlement of the downtown core. The Council has expressed an interest in considering residential settlement patterns in association with commercial uses for the future, particularly in light of the anticipated high rate of development associated with the rapidly expanding energy sector in Saint John.*

Furthermore Policy 8.2.3 (c)¹ states specifically that high density residential associated with Hampton Road's commercial is something that is will be accommodated.

The proposal before PAC at the preliminary conceptual stage of development. The applicant has indicated that future development of the property (e.g. construction of buildings) will begin with a 12 unit building and more take several years to complete the second phase 23 unit building. The applicant intends that these buildings would be in compliance with the R4 zone requirements and the terms of a development agreement. Staff conducted a preliminary review of the applicant's proposed concept plan based upon the R4 zone requirements and established the following:

Lot Size

The property (PID 30246979) is 6,563.83m² (1.62 acres). The R4 zone requires 200m² of lot area per apartment unit the maximum unit density the property would yield is 32 units. The applicant's conceptual plan states a total density of 35 units requiring a variance of 9.4%.

Setbacks

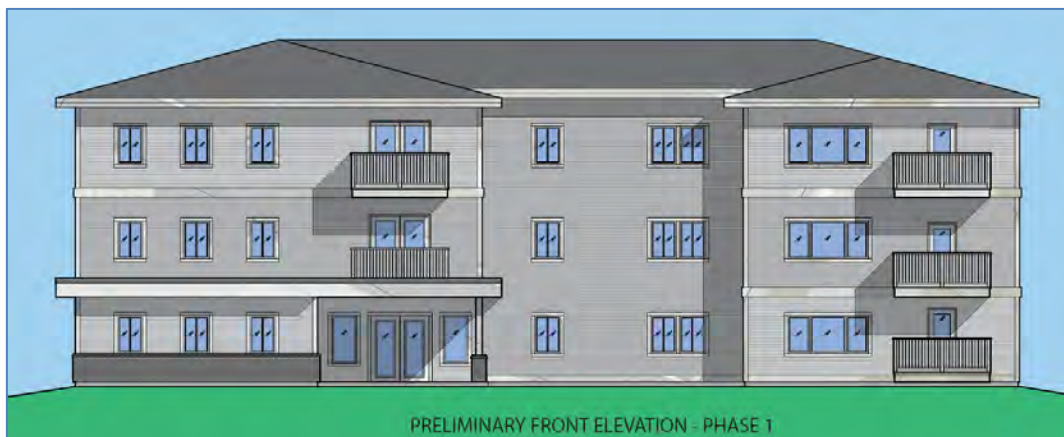
The proposed apartment and townhouse buildings are shown on the attached site plan. Notwithstanding that the plan is preliminary; the buildings do to comply with the applicable 7.5 meter minimum yard setback standards for the front, rear and major side yard as well as the 5 meter minimum minor side yard setback with one exception. The 12 unit building would require a 40% variance to allow a building 3m to the property line whereas the requirement is a 5 meter minimum minor side yard setback.

Parking

The R4 zone requires 1.5 parking spaces per 2 bedroom apartment unit (reduced requirements for single and bachelor units). To accommodate a proposed density of 35 apartment units would require 52 parking spaces the proposed concept plan only shows 44 parking spaces and would require a variance.

Building(s)

The Municipal Plan policy allows Council to consider roof type and pitch when considering a rezoning to R4; the elevation submitted indicates a common style 3 story apartment building with pitched roof and apartment balconies. All proposed buildings would be required to comply with the R4 zone maximum building height of 15m.



¹ 8.2.3 (c) Council will provide for a broad range of commercial uses and higher density residential development associated with the commercial uses in the Central Commercial Zone.

Area Compatibility

The Hampton Road central commercial area are characterized as Rothesay's "mainstreet" and improvements to the streetscape have been a focus for Council recognizing the need to improve the pedestrian environment and the appearance of the commercial area. The Municipal Plan includes policies to make the Hampton Road more pedestrian-friendly and by adding amenities such as more greenery and litter containers and controlling the proliferation of signage often found in areas of strip commercial development. The proposed higher density multi-unit apartment buildings and added population will reinforce the pedestrian amenities on Hampton Road and support the existing commercial businesses.

Density

The R4 zone allows development of apartments and attached housing at the highest density permitted by the Rothesay Municipal Plan, which is 20 units per acre or 50 units per hectare. The property has a potential maximum residential density of 32 units whereas the proposal is for a total density of 35 units including apartment and townhouse units.

Storm Water

The applicant has prepared a site plan that demonstrates some of the elements of their storm water management design should Council approve the rezoning request and development agreement the project will be required to comply with Schedule "D" – Storm water Standards of the Town's zoning by-law. Should the property be rezoned the applicant's responsibility for storm water will require that they address the following prior to the issuance of a development permit:

- Storm water treatment to trap suspended solids
- Storm water treatment to control hydrocarbon discharge
- Storm water discharge controls to match pre-development flows for all storm events (1 year to 100 year)

Landscaping

Although no landscaping details are provided, the zoning by-law requires that front yards shall be maintained with a minimum area of 60% in turf or other landscaping material such as trees, planting beds, hedges and walkways. Furthermore, that parking areas shall be screened from abutting lower density residential zones.

Summary

Staff have reviewed the applicant's proposal and have determined that at the preliminary stage the proposed project would meet the requirements of the R4 zone. Furthermore, Staff considers that the application would reinforce and support the central commercial designation of Hampton Road as specified in By-Law 1-10 the Rothesay Municipal Plan.

Development Agreement:

A rezoning to R4 would, subject to Council's discretionary approval, be subject to the approval of a Section 39 and/or Section 101 Development Agreement pursuant to the Community Planning Act. A development agreement would include details where by the applicant agrees to submit for approval by the Town, prior to commencing any work on the subdivision, the following plans, each meeting the requirements as described in the applicable Town By-laws;

- a) a legal subdivision plan;
- b) engineering drawings for utilities including road and sidewalk development,
- c) a storm water management plan; and
- d) landscaping and architectural plans and details

One final note, by Rothesay standards the proposed project is significant, and the potential impacts on public infrastructure roads, sidewalks, sewer, water and adjacent land owners requires that the applicant acknowledge their role and responsibility to cover the cost of necessary infrastructure capital improvement beyond the boundaries of their property in order to reduce the impact on taxpayers. Staff would anticipate that the capital cost of off-site infrastructure upgrades would be financed by the applicant.

Recommendation:

It is recommended THAT the Planning Advisory Committee:

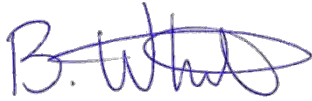
- A. Recommend that Rothesay Council schedule a public hearing to consider the rezoning of 104 Hampton Road (PID:30246979) from Central Commercial (CC) to Multi-Unit Residential (R4).

Polling

Should Council agree to set a public hearing date Staff will send out polling letters to notify the adjacent landowners of the application, variance requests and the date of the public hearing.

Attachments:

Map 1	Aerial Photo Location Map
Map 2	Zoning Map
Attachment B	Proposed Site Plan



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

Date: Wednesday, June 01, 2016

104 Hampton Road

2016 June 13 Open Session FINAL_320



GIS Services, Town of Rousesay



Author: GIS Services

Date: 6/1/2016

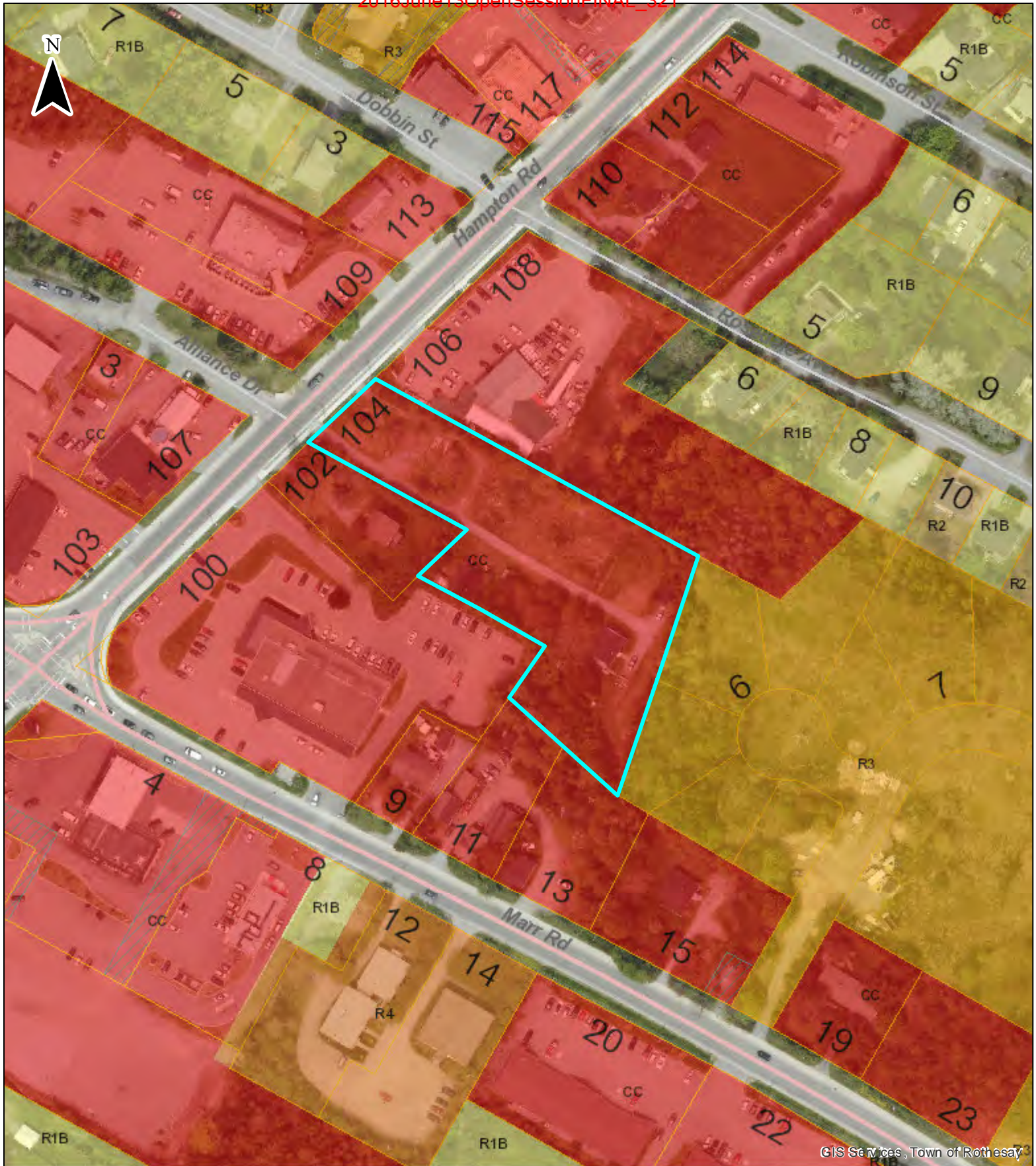
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0 40 80 120 Meters

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

104 Hampton Road

2016 June 13 Open Session FINAL_321



GIS Services, Town of Rothesay



Author: GIS Services

Date: 6/1/2016

Time: 1:04:25 PM

0 40 80 120 Meters

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



14 PARKING

PHASE '1'
447 sq.m

R7.5

7.5

3

ELEVATION



TOW

13 PARKING

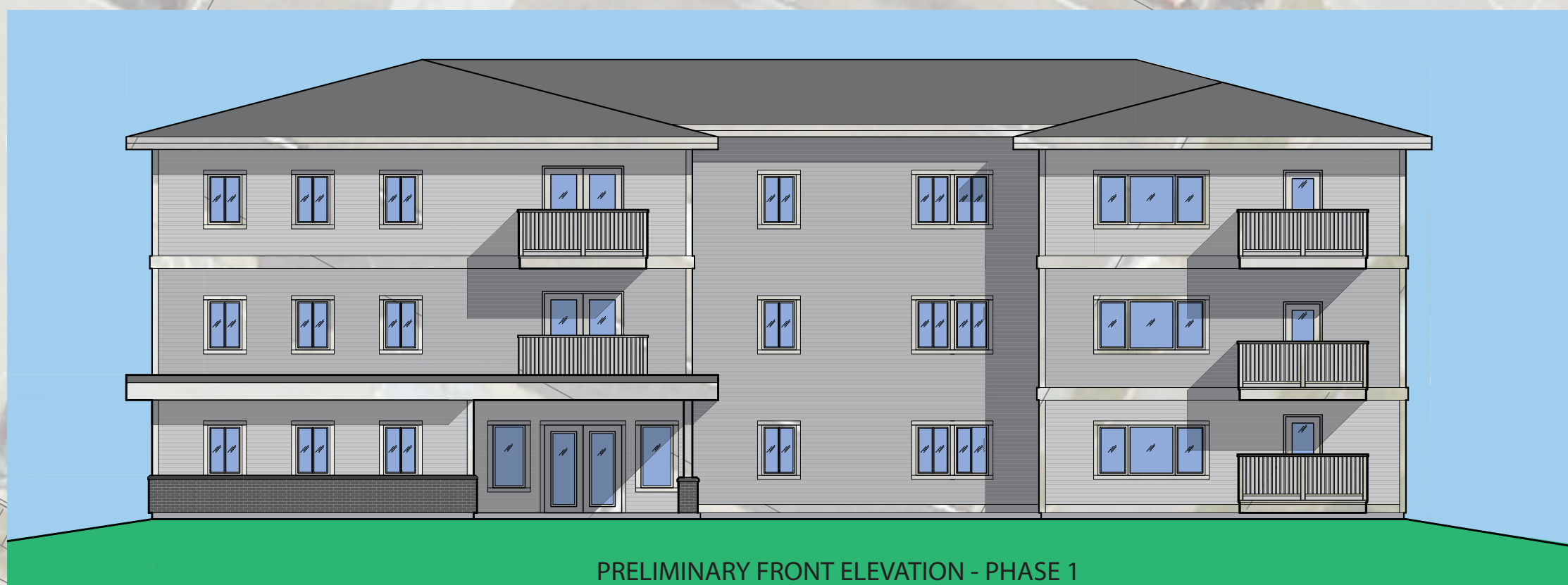
DUMPSTER
PARKING AREA

PHASE '2'
791 sq.m

PHASE '1' - 12 UNITS
- 15 PARKING SPACES
 GRADE
 LOBBY / VERTICAL CIRCULATION
 1 BED - 1 UNIT
 2 BED - 3 UNIT
 2ND FLOOR
 1 BED - 0 UNIT
 2 BED - 4 UNIT
 3RD FLOOR
 1 BED - 0 UNIT
 2 BED - 4 UNIT

PHASE '2' - 23 UNITS

- 29 PARKING SPACES**
- WALK OUT BASEMENT
 - LOBBY & COMMON SPACE
 - 1 BED - 1 UNIT
 - 2 BED - 1 UNIT
 - STORAGE
- 1ST FLOOR
 - 1 BED - 0 UNIT
 - 2 BED - 7 UNIT
- 2ND FLOOR
 - 1 BED - 0 UNIT
 - 2 BED - 7 UNIT
- 3RD FLOOR
 - 1 BED - 0 UNIT
 - 2 BED - 7 UNIT



ELEVATION 'A'

PRELIMINARY SITE PLAN & ELEVATION MAY 16, 2016



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Recording Secretary Planning Advisory Committee
DATE	:	June 6, 2016
RE	:	11 Terri Street

Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, June 6, 2016:

MOVED ... and seconded ... the Planning Advisory Committee recommend Council accept the amount of **\$1840.00** as cash in lieu of Land for Public Purposes for the subdivision of 11 Terri Street (PID: 30169288) to create Lot 16-1.

CARRIED.

Regards,

Liz Pomeroy
Recording Secretary



To: Chair and Members of the Rothesay Planning Advisory Committee

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

Date: Wednesday, June 01, 2016

Subject: 1 Lot Subdivision – 11 Terri Street (PID 30169288)

Applicant:	Kevin Matthew Schyf	Property Owner:	Kevin Matthew Schyf
Mailing Address:	11 Terri Street Rothesay, NB E2S 1A3	Mailing Address:	11 Terri Street Rothesay, NB E2S 1A3
Property Location:	Street address	PID:	30169288
Plan Designation:	Low Density	Zone:	Single Family Residential - Unserviced [R1C]
Application For:	1 Lot Subdivision - Road frontage variance and Cash in Lieu of LPP		
Input from Other Sources:	N/A		

Origin:

An application by Mr. Kevin Schyf, to subdivide a portion of land accessed off 11 Terri Street to allow for 1 new residential lot. (See Attachment A)

Background:

The subject land off Terri Street (PID # 30169288) is zoned for 1 acre Single Family Residential - Unserviced [R1C] lots. The proposed new 1.27 acre (5150m²) lot would be 28.8% larger than minimum 4000m² that is required and be serviced by a well and onsite septic. A portion of the property is covered by a wetland and is subject to the Watercourse and Wetland Alteration Regulations of the Clean Water Act. The regulations state that any person working in or within 30 metres of a watercourse or a wetland is required to obtain a Watercourse and Wetland Alteration permit prior to doing so. The applicant has discussed their plans with the Department and determined that a permit is not required.

Mr. Schyf's property 11 Terri Street is 37,056.91m² in area (9.1 acres), is zoned R1C and, has an existing residential dwelling on the property. The proposal to subdivide the property would create one new vacant lot (Lot 16-1) with access to Terri Street via a private right of way with the remaining land containing the existing single family dwelling. (see below)



The new lot would meet the requirements of the zoning by-law with the exception that Lot 16-1 would have just 9m of frontage and not the required 55m of frontage on Terri Street. Lot 16-1 will also be accessed by a 10 meter right of way across an existing driveway on the parent lot 11 Terri Street. In cases where a lot would not have the required frontage on a public street the PAC may approve a variance or alternate access provided that the access is advisable for the development of the land. The land at 9.1 acres has a great deal of potential density however quite limited by the lack of public road access and natural wetland conditions of the property. Staff believe the 9 meter frontage and 10 meter private "right of way" across 11 Terri Street is advisable for the development of the land.

The applicant is not proposing that the Town accept any land for public purposes. In lieu of land set aside under Section 5.1, Council requires that a sum of money be paid to the municipality in the amount of 8% of the market value of the land in the proposed subdivision. When the subdivision plan is submitted for approval the market value of the land is calculated using the value of \$13.50 per square meter stated in Schedule C of the By-law 4-10 for all proposed lots within the subdivision.

If the applicant disagrees with the Town's calculation of the land's market value they have the option of retaining, at their cost, a certified, independent appraiser to determine the true market value of the land. The applicant is disputing the Town's proposed market value of the land and supplied an appraisal value of \$23,000. Accordingly, the Town is prepared to accept \$1840.00 as 8% of the appraised amount of \$23,000.

The proposed cash in lieu of Land for Public Purposes amount of **\$1840.00** for the proposed lots Lot 16-1 complies with Rothesay Subdivision By-law No. 4-10.

Polling was conducted as per the standard procedure and as of Wednesday June 1, 2016 no responses had been received from the public regarding the proposed subdivision development of the lands.

Recommendation:

Staff recommended THAT the Planning Advisory Committee:

- A. Grant a variance for Lot 16-1 being a lot with 9 m of public road frontage and accessed by 10 meter wide right of way from the subdivision of 11 Terri Street (PID 30169288); and
- B. Recommend that Council accept the amount of **\$1840.00** as cash in lieu of Land for Public Purposes for the subdivision of 11 Terri Street to create Lot 16-1;

Attachments:

Map 1	Site Location Map
Attachment A	Proposed Subdivision Plan 11 Terri Street - Tentative Plan Drawing
Attachment B	Appraisal of Proposal Lot

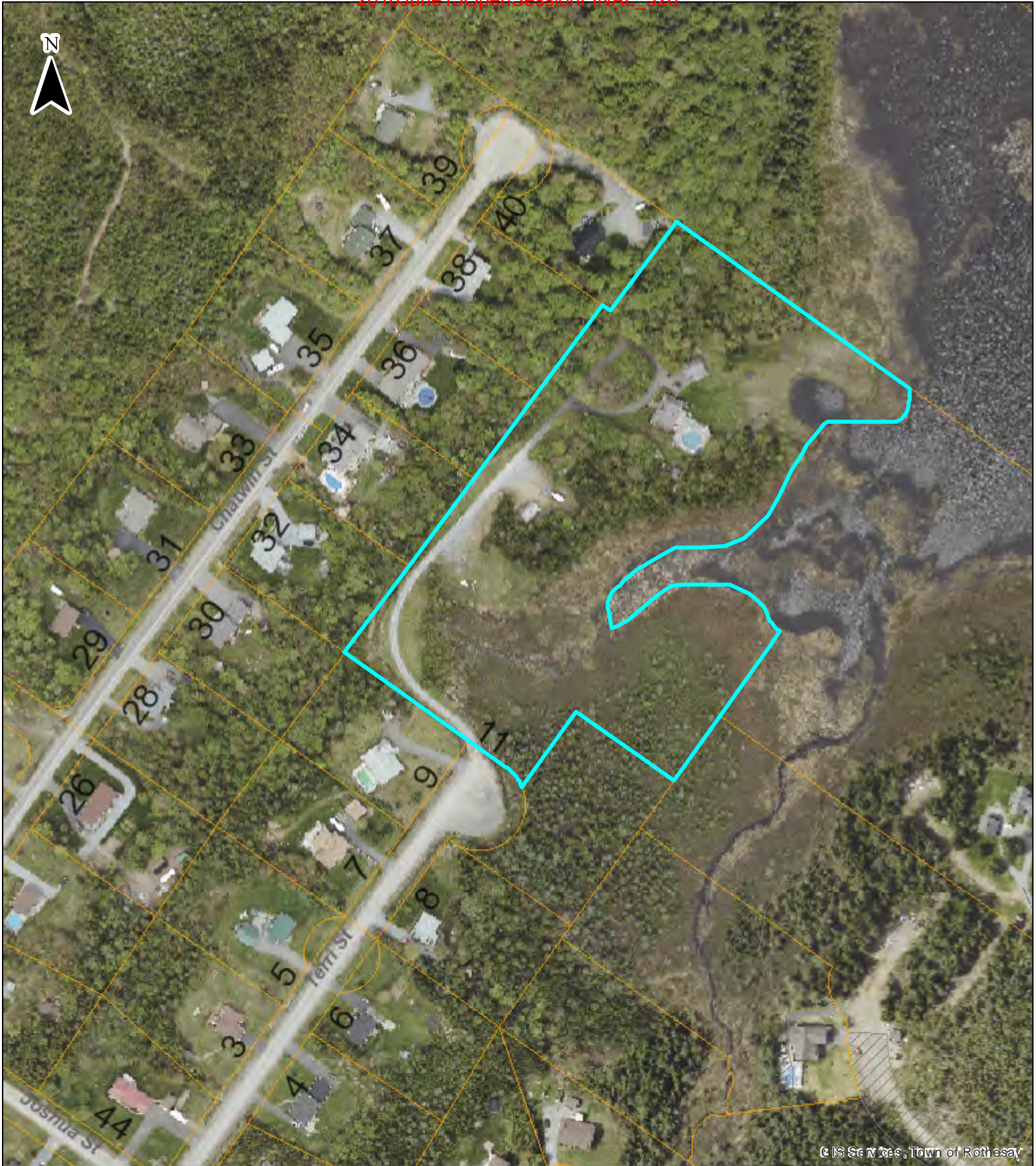


Report Prepared by: Brian L. White, MCIP, RPP

Date: Wednesday, June 01, 2016

11 Terri Street

2016 June 13 Open Session FINAL_326



© GIS Services, Town of Rothsay



Author: GIS Services

Date: 6/1/2016

Time: 4:02:35 PM

0 60 120 180
Meters

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



Tentative Plan
**Brookside Acres
Subdivision**
Town of Rothesay
Kings County, N.B.

Scale = 1:1000

April 4, 2016

Job No. 94-0025A

Dwg. No. T-0620

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

APPRAISAL OF

Vacant Residential Site

LOCATED AT:

Terri Street
Rothesay, NB

FOR:

Kevin Schyf
11 Terri Street
Rothesay, NB E2S 1A3

BORROWER:

N/A.

AS OF:

May 30, 2016

BY:

D.J. Ramier, CRA

Appraisals (Fundy) Ltd.
38 Sydney Street
Saint John, NB
E2L 2L3

May 31, 2016

Kevin Schyf

11 Terri Street
Rothesay, NB E2S 1A3

Address of Property: Terri Street
Rothesay, NB

Market Value: \$ 23,000

In accordance with your request and authorization an investigation, analysis and appraisal report on the above described property has been completed for the purpose of estimating the Market Value.

After careful consideration of all the factors that affect value, the market value was estimated to be as referenced above.

This estimate is subject to the limiting conditions attached to this appraisal and to which the reader's attention is specifically directed.

The following report presents the basis of all opinions expressed herein.

The information contained herein should be sufficient for your purposes. Should you require further information or clarification as to any portion of this report, please contact me.

I certify that I have no interest, present or contemplated in the property appraised.


Yours truly,



D.J. Ramier, CRA
CRA

RESIDENTIAL APPRAISAL REPORT

2016June13OpenSessionFINAL_330

REFERENCE:	CLIENT: Kevin Schyf		FILE NO.:	16-0395
CLIENT	ATTENTION:	APPRaiser: D.J. Ramier, CRA	 Appraisal Institute of Canada	
	ADDRESS:	COMPANY: Appraisals (Fundy) Ltd.		
	E-MAIL:	ADDRESS: 38 Sydney St. Suite 300		
	PHONE:	E-MAIL: appraise@nb.aibn.com		
	FAX:	PHONE: (506) 634 1274	FAX: (506) 634 2816	
SUBJECT	PROPERTY ADDRESS: Terri Street		CITY: Rothsay	
	LEGAL DESCRIPTION: Tentative Lot 16-1, No PID Assigned		PROVINCE: NB	
	MUNICIPALITY AND DISTRICT: Rothsay, NB		POSTAL CODE:	
	ASSESSMENT: Land \$ n/a. Imps \$ estimate Total \$ 15,000 Assessment Date: January 1, 2016 Taxes \$ 400+ Year 2016		EXISTING USE: residential OCCUPIED BY: Vacant	
ASSIGNMENT	NAME: N/A. Name Type: N/A.			
	PURPOSE OF THE APPRAISAL: To estimate market value (see definition herein) or <input type="checkbox"/> Other			
	INTENDED USE OF THE APPRAISAL: Establish Value for Site Servicing Costs			
	INTENDED USERS (by name or type): Town of Rothsay			
	REQUESTED BY: <input checked="" type="checkbox"/> Client above <input type="checkbox"/> Other			
	THIS APPRAISAL REPORT REPRESENTS THE FOLLOWING VALUE: (if not current, see comments) <input checked="" type="checkbox"/> Current <input type="checkbox"/> Retrospective <input type="checkbox"/> Prospective			
	<input type="checkbox"/> Update of original report completed on with an effective date of File No.			
	PROPERTY RIGHTS APPRAISED: <input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Other (see comments) OTHER OWNERSHIP: <input type="checkbox"/> Cooperative <input type="checkbox"/> Condominium/Strata <input type="checkbox"/> Other			
	MAINTENANCE FEE (if applicable): \$			
	IS THE SUBJECT A FRACTIONAL INTEREST, PHYSICAL SEGMENT OR PARTIAL HOLDING? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, see comments)			
NEIGHBOURHOOD	VALUE APPROACHES USED IN THE DEVELOPMENT OF THIS APPRAISAL: <input checked="" type="checkbox"/> DIRECT COMPARISON APPROACH <input type="checkbox"/> COST APPROACH <input type="checkbox"/> INCOME APPROACH			
	EXTRAORDINARY ASSUMPTIONS & LIMITING CONDITIONS An extraordinary assumption or limiting condition has been invoked in this appraisal report. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, see attached addendum.			
	HYPOTHETICAL CONDITIONS An hypothetical condition has been invoked in this appraisal report. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, see attached addendum.			
	JURISDICTIONAL EXCEPTION A jurisdictional exception has been invoked in this appraisal report. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, see attached addendum.			
	NATURE OF DISTRICT: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural		AGE RANGE OF PROPERTIES (years): From 10 To 30	
	TYPE OF DISTRICT: <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> Recreational <input type="checkbox"/> Agricultural		PRICE RANGE OF PROPERTIES: \$ 20,000 \$ 350,000	
	TREND OF DISTRICT: <input type="checkbox"/> Improving <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Transition <input type="checkbox"/> Deteriorating		lower end of value range represents vacant land	
	BUILT-UP: <input type="checkbox"/> Over 75% <input checked="" type="checkbox"/> 25 - 75% <input type="checkbox"/> Under 25% <input type="checkbox"/> Rural		MARKET OVERVIEW: Supply: <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor	
	CONFORMITY Age: <input type="checkbox"/> Newer <input type="checkbox"/> Similar <input type="checkbox"/> Older <input checked="" type="checkbox"/> n/a.		Demand: <input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor	
	Condition: <input type="checkbox"/> Superior <input type="checkbox"/> Similar <input type="checkbox"/> Inferior <input checked="" type="checkbox"/> n/a.		PRICE TRENDS: <input type="checkbox"/> Increasing <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Declining	
SITE	COMMENTS: The subject property is located in a residential subdivision which is one of several subdivisions developed in the area over the past 25+ years. Homes in the area are generally well maintained and consist mainly of 1 storey design. Subject site is situated along Terri Street, a short dead end street. Market conditions over the past several years has been soft.			
	SITE DIMENSIONS: 181.4' x 272.3'			
	SITE AREA: 1.27 <input type="checkbox"/> Sq. Ft. <input type="checkbox"/> Sq. M. <input checked="" type="checkbox"/> Acres <input type="checkbox"/> Hectares			
	Source: Tentative survey plan from Kierstead Quigley			
	TOPOGRAPHY: Front portion of the site would be classed as level with road grade, rear portion is wetland			
	CONFIGURATION: slightly irregular			
	ZONING: residential			
	Source: Rothsay website			
	DOES EXISTING USE CONFORM TO ZONING? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (see comments)			
	TITLE SEARCHED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
UTILITIES: <input checked="" type="checkbox"/> Telephone <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Natural Gas <input checked="" type="checkbox"/> Septic		WATER SUPPLY: <input type="checkbox"/> Municipal <input checked="" type="checkbox"/> Private Well <input type="checkbox"/> Other		
FEATURES: <input type="checkbox"/> Gravel Road <input checked="" type="checkbox"/> Paved Road <input type="checkbox"/> Lane <input type="checkbox"/> Sidewalk <input type="checkbox"/> Curbs		ELECTRICAL: <input checked="" type="checkbox"/> Overhead <input type="checkbox"/> Underground		
DRIVEWAY: <input type="checkbox"/> Private <input type="checkbox"/> Mutual <input checked="" type="checkbox"/> None <input type="checkbox"/> Single <input type="checkbox"/> Double		Surface: <input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Driveway <input type="checkbox"/> Street n/a.		
LANDSCAPING: <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor n/a.		CURB APPEAL: <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor n/a.		
COMMENTS: The subject site consists of a proposed lot located along a right-of-way which extends off the end of Terri Street. This right-of-way consists of an existing driveway. A second right-of-way extends off Terri Street, see plan. Proposed subject site contains 1.27 acres, virtually all of which is within the wetland buffer or regulated wetlands, see attached plan. The majority of the front portion of the site is level with street grade, having been landfilled over the years. The northern front corner of the site consists of a small uprising of land. Future plans to prepare the site for residential development includes levelling this upland portion of the site and using the fill to further prepare the remainder of the front portion of the site for development. This front area requires more fill before it would be suitable for residential construction. The utility of the subject site is limited due to the proximity of the wetlands which is considered a negative feature.				

2016June13OpenSessionFINAL_331

FILE NO.: 16-0395

REFERENCE:

[illegible]

2016June13OpenSessionFINAL_332

FILE NO.: 16-0395

REFERENCE:

LAND VALUE AS IF VACANT: \$ 25,000 SOURCE OF DATA: MLS/Office Files Comment: Vacant single family residential lots
were used to determine the market value of the subject site, as if vacant.

EXISTING USE: Vacant land

HIGHEST AND BEST USE OF THE LAND AS IF VACANT: ☒ Residential ☐ Other

HIGHEST AND BEST USE OF THE PROPERTY AS IMPROVED: ☒ Existing Residential Use ☐ Other

SUMMARY AND CONCLUSION: Highest and best use of the subject, both vacant or improved, is residential.

SUBJECT		COMPARABLE NO. 1			COMPARABLE NO. 2			COMPARABLE NO. 3		
		Description		\$ Adjustment	Description		\$ Adjustment	Description		\$ Adjustment
Terri Street Rothesay		Lot 13-01, Terri Street Rothesay			27 Featherstone Lane Quispamsis			Lot 13-42, Hutson Street Rothesay		
DATA SOURCE	n/a.	SNB			MLS			MLS		
DATE OF SALE	n/a.	Nov. 11, 2015			Sept. 22, 2015			Jan. 30, 2015		
SALE PRICE	\$ n/a.	\$ 20,000			\$ 35,000			\$ 46,000		
DAYS ON MARKET	n/a.	n/a.			75			7		
LOCATION	good	superior -2,000			inferior 5,250			superior -4,600		
SITE SIZE	1.27 acres	1.25 acres			1.36 acres			1.2 acres		
BUILDING TYPE	n/a.	n/a.			n/a.			n/a.		
DESIGN/STYLE	vacant lot	vacant lot			vacant lot			vacant lot		
AGE/CONDITION	n/a. n/a.	n/a. n/a.			n/a. n/a.			n/a. n/a.		
LIVEABLE FLOOR AREA	n/a.	n/a.			n/a.			n/a.		
ROOM-COUNT	Total Bdrms Baths	Total Bdrms Baths			Total Bdrms Baths			Total Bdrms Baths		
	- - -	- - -			- - -			- - -		
BASEMENT	n/a.	n/a.			n/a.			n/a.		
PARKING	n/a.	n/a.			n/a.			n/a.		
	physical features	inferior 5,000			superior -17,500			superior -23,000		
ADJUSTMENTS (Gross%, Net%, Dollar)		35.0 %	15.0 %	\$ 3,000	65.0 %	-35.0 %	\$ 12,250	60.0 %	-60.0 %	\$ 27,600
ADJUSTED VALUES		\$ 23,000			\$ 22,750			\$ 18,400		

COMMENTS: Sales contained herein were the most recent vacant lot sales available in the general area of the subject property. Sale 1 was considered the most comparable to the subject property. This vacant site is located in close proximity to the subject site and is also affected by the limited utility due to being partially situated within the wetlands. This sale was considered superior in location due to fronting on Terri Street and not requiring a right-of-way and inferior in terms of "physical features" due to requiring more land fill than the subject site, subject site is already partially landfilled. Sale 3 is also situated close to the subject and was considered to be superior in terms of location and physical features. Sale 2 is located in a nearby residential subdivision considered inferior to the subject location. All sales were similar in terms of land size to the subject site. Once adjusted, the sales produced a fairly tight range of value, i.e., \$18,400 to \$23,000. Most weight was given to sale 1 in our final analysis.

ESTIMATED VALUE BY THE DIRECT COMPARISON APPROACH (rounded): \$ 23,000

2016June13OpenSessionFINAL_333

FILE NO.: 16-0395

DIRECT COMPARISON APPROACH

RESIDENTIAL APPRAISAL REPORT

2016June13OpenSessionFINAL_334

REFERENCE:	ANALYSIS OF KNOWN CURRENT AGREEMENTS FOR SALE, OPTIONS, LISTINGS OR MARKETING OF THE SUBJECT: (minimum of one year) <u>None</u>	FILE NO.: 16-0395
SALES HISTORY	ANALYSIS OF SALE TRANSFER HISTORY: (minimum of three years) <u>Based on a brief search of MLS records, the subject property has not been exposed to the real estate market over the past 36 months.</u>	
EXPOSURE TIME	ANALYSIS OF REASONABLE EXPOSURE TIME: <u>The estimated length of time the property interest being appraised would have to be offered on the open market prior to a hypothetical sale at market value is between 30-120 days. Exposure time refers to the past and is not intended to indicate what the projected marketing time is for a property, "exposure time" refers to the past while "marketing time" refers to the future. Exposure time is the length of time a property would have been exposed to the market if sold on the effective date of the report. It is a retrospective estimate based upon an analysis of past events, assuming an open and competitive market. Exposure time is based on statistical information about days on market, information gathered through sales verification and interviews with market participants.</u>	
RECONCILIATION AND FINAL ESTIMATE OF VALUE	RECONCILIATION AND FINAL ESTIMATE OF VALUE: <u>See comments in the Direct Comparison Approach</u>	
DEFINITIONS	<p>UPON REVIEWING AND RECONCILING THE DATA, ANALYSES AND CONCLUSIONS OF EACH VALUATION APPROACH, THE MARKET VALUE OF THE INTEREST IN THE SUBJECT PROPERTY</p> <p>AS AT <u>May 30, 2016</u> (Effective Date of the Appraisal) IS ESTIMATED TO BE \$ <u>23,000</u></p> <p>THIS REPORT WAS COMPLETED ON: <u>May 31, 2016</u></p> <p>DEFINITION OF MARKET VALUE: The most probable price which a property should bring in a competitive and open market as of the specified date under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus.</p> <p>Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: buyer and seller are typically motivated; both parties are well informed or well advised, and acting in what they consider their own best interests; a reasonable time is allowed for exposure in the open market; payment is made in terms of cash in Canadian dollars or in terms of financial arrangements comparable thereto; and the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.</p> <p>(Source: Canadian Uniform Standards of Professional Appraisal Practice) <i>Note: If other than market value is being appraised, see additional comments.</i></p> <p>DEFINITION OF HIGHEST AND BEST USE: The reasonably probable and legal use of the property, that is physically possible, appropriately supported, and financially feasible, and that results in the highest value.</p> <p><u>n/a.</u></p>	
SCOPE	<p>The scope of the appraisal encompasses the due diligence undertaken by the appraiser (consistent with the terms of reference from the client, the purpose and intended use of the report) and the necessary research and analysis to prepare a report in accordance with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) of the Appraisal Institute of Canada. The following comments describe the extent of the process of collecting, confirming and reporting data and its analysis, describe relevant procedures and reasoning details supporting the analysis, and provide the reason for the exclusion of any usual valuation procedures.</p> <p>The appraisal issue that is the focus of this engagement has been discussed and defined with the client, the work required to solve the issue planned, and the necessary market data acquired, analyzed and reconciled into an estimate of market value in a manner typically expected in a "form" report.</p> <p>The specific tasks and items necessary to complete this assignment include a summary of the following:</p> <ol style="list-style-type: none"> 1. assembly and analysis of relevant information pertaining to the property being appraised, including listing and acquisition particulars if acquired within three years prior to the effective date of the appraisal; 2. an inspection of the subject property and the surrounding area; 3. assembly and analysis of pertinent economic and market data; 4. an analysis of land use controls pertaining to the subject property; 5. a summary discussion and statement of "Highest and Best Use", or most probable use; 6. a discussion of the appraisal methodologies and procedures employed in arriving at the indications of value; 7. inclusion of photographs, maps, graphics and addendum/exhibits when deemed appropriate; and 8. reconciliation of the collected data into an estimate of market value or market value range as at the effective date of the appraisal. <p>All data considered appropriate for inclusion in the appraisal is, to the best of our knowledge, factual. Due to the type of property being appraised and the nature of the appraisal issue, the findings have been conveyed in this "form" format.</p> <p>Other: <u>See Attached Addendum</u></p>	

RESIDENTIAL APPRAISAL REPORT

2016June13OpenSessionFINAL_335

REFERENCE:

FILE NO.: 16-0395

ORDINARY ASSUMPTIONS & LIMITING CONDITIONS

The certification that appears in this appraisal report is subject to compliance with the Personal Information and Electronics Documents Act (PIPEDA) and the following conditions:

1. This report is prepared at the request of the client and for the specific use referred to herein. It is not reasonable for any other party to rely on this appraisal without first obtaining written authorization from the client, the author and any supervisory appraiser, subject to the qualification in paragraph 11 below. Liability is expressly denied to any person other than the client and those who obtain written consent and, accordingly, no responsibility is accepted for any damage suffered by any such person as a result of decisions made or actions based on this report. Diligence by all intended users is assumed.
2. Because market conditions, including economic, social and political factors change rapidly and, on occasion, without warning, the market value estimate expressed as of the date of this appraisal cannot be relied upon as of any other date except with further advice from the appraiser and confirmed in writing.
3. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. No registry office search has been performed and the appraiser assumes that the title is good and marketable and free and clear of all encumbrances including leases, unless otherwise noted in this report. The property is appraised on the basis of it being under responsible ownership.
4. The subject property is presumed to comply with government regulations including zoning, building codes and health regulations and, if it doesn't comply, its non-compliance may affect market value.
5. No survey of the property has been made. Any sketch in the appraisal report shows approximate dimensions and is included only to assist the reader of the report in visualizing the property.
6. This report is completed on the basis that testimony or appearance in court concerning this appraisal is not required unless specific arrangements to do so have been made beforehand. Such arrangements will include, but not necessarily be limited to, adequate time to review the appraisal report and data related thereto and the provision of appropriate compensation.
7. Unless otherwise stated in this report, the appraiser has no knowledge of any hidden or unapparent conditions of the property (including, but not limited to, its soils, physical structure, mechanical or other operating systems, its foundation, etc.) or adverse environmental conditions (on it or a neighbouring property, including the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable. It has been assumed that there are no such conditions unless they were observed at the time of inspection or became apparent during the normal research involved in completing the appraisal. This report should not be construed as an environmental audit or detailed property condition report, as such reporting is beyond the scope of this report and/or the qualifications of the appraiser. The author makes no guarantees or warranties, express or implied, regarding the condition of the property, and will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. The bearing capacity of the soil is assumed to be adequate.
8. The appraiser is not qualified to comment on environmental issues that may affect the market value of the property appraised, including but not limited to pollution or contamination of land, buildings, water, groundwater or air. Unless expressly stated, the property is assumed to be free and clear of pollutants and contaminants, including but not limited to moulds or mildews or the conditions that might give rise to either, and in compliance with all regulatory environmental requirements, government or otherwise, and free of any environmental condition, past, present or future, that might affect the market value of the property appraised. If the party relying on this report requires information about environmental issues then that party is cautioned to retain an expert qualified in such issues. We expressly deny any legal liability relating to the effect of environmental issues on the market value of the subject property.
9. The analysis set out in this report relied on written and verbal information obtained from a variety of sources we considered reliable. Unless otherwise stated herein, we did not verify client-supplied information, which we believed to be correct.
10. The opinions of value and other conclusions contained herein assume satisfactory completion of any work remaining to be completed in a good and workmanlike manner. Further inspection may be required to confirm completion of such work.
11. The contents of this report are confidential and will not be disclosed by the author to any party except as provided for by the provisions of the Canadian Uniform Standards of Professional Appraisal Practice ("The Standards") and/or when properly entered into evidence of a duly qualified judicial or quasi-judicial body. The appraiser acknowledges that the information collected herein is personal and confidential and shall not use or disclose the contents of this report except as provided for in the provisions of the Canadian Uniform Standards of Professional Appraisal Practice (the "Standards") and in accordance with the appraiser's privacy policy. The client agrees that in accepting this report, it shall maintain the confidentiality and privacy of any personal information contained herein and shall comply in all material respects with the contents of the appraiser's privacy policy and in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA).
12. The appraiser has agreed to enter into the assignment as requested by the client named in the report for the use specified by the client, which is stated in the report. The client has agreed that the performance of this appraisal and the report format are appropriate for the intended use.
13. Written consent from the author and supervisory appraiser, if applicable, must be obtained before any part of the appraisal report can be used for any purpose by anyone except the client and other intended users identified in the report. Where the client is the mortgagee and the loan is insured, liability is extended to the mortgage insurer. Liability to any other party or for any other use is expressly denied regardless of who pays the appraisal fee. Written consent and approval must also be obtained before the appraisal (or any part of it) can be altered or conveyed to other parties, including mortgagees (other than the client) and the public through prospectus, offering memoranda, advertising, public relations, news, sales or other media.
14. This report form is the property of the Appraisal Institute of Canada (AIC) and for use only by AIC members in good standing. Use by any other person is a violation of AIC copyright. This appraisal report, its content and all attachments/addendums and their content are the property of the author who has signed this report (the author). The client, intended users and any appraisal facilitator are strictly forbidden and no permission is expressly or implicitly granted or deemed to be granted, to modify, alter, merge, publish (in whole or in part) screen scrape, database scrape, exploit, reproduce, decompile, reassemble or participate in any other activity intended to separate, collect, store, reorganize, scan, copy, manipulate electronically, digitally, manually or by any other means whatsoever this appraisal report, addendum, all attachments and the data contained within for any commercial, or other, use.
15. If transmitted electronically, this report will have been digitally signed and secured with personal passwords to lock the appraisal file. Due to the possibility of digital modification, only originally signed reports and those reports sent directly by the appraiser, can be relied upon without fault.
16. Where the intended use of this report is for financing or mortgage lending, and in accordance with the Office of the Superintendent of Financial Institutions Canada (OSFI) Residential Mortgage Underwriting Practices and Procedures B-20 (June 2012), it is the intended user's responsibility to grant mortgage loans on the basis of the borrower's demonstrated willingness and capacity to services his/her debt obligations.

n/a.

I certify that, to the best of my knowledge and belief that:

1. The statements of fact contained in this report are true and correct;
2. The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions and are my impartial and unbiased professional analyses, opinions and conclusions;
3. I have no past, present or prospective interest in the property that is the subject of this report and no personal and/or professional interest or conflict of with respect to the parties involved with this assignment;
4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment;
5. My engagement in and compensation for this assignment were not contingent upon developing or reporting predetermined results, the amount of value estimate, or a conclusion favouring the client;
6. My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP);
7. I have the knowledge and experience to complete this assignment competently, and where applicable this report is co-signed in compliance with the Canadian Uniform Standards of Professional Appraisal Practice;
8. Except as herein disclosed, no one has provided significant professional assistance to the person(s) signing this report;
9. As of the date of this report the undersigned has fulfilled the requirements of the Appraisal Institute of Canada Continuing Professional Development Program for members;
10. The undersigned is (are all) members in good standing of the Appraisal Institute of Canada.

CO-SIGNING AIC APPRAISER'S CERTIFICATION If an AIC appraiser has co-signed this appraisal report, he or she certifies and agrees that "I directly supervised the appraiser who prepared this appraisal report and, having reviewed the report, agree with the statements and conclusions of the appraiser, agree to be bound by the appraiser's certification and am taking full responsibility for the appraisal and the appraisal report."

PROPERTY IDENTIFICATION


ADDRESS: Terri Street CITY: Rothsay PROVINCE: NB POSTAL CODE: _____

LEGAL DESCRIPTION: Tentative Lot 16-1, No PID Assigned

BASED UPON THE DATA, ANALYSES AND CONCLUSIONS CONTAINED HEREIN, THE MARKET VALUE OF THE INTEREST IN THE PROPERTY DESCRIBED,

AS AT May 30, 2016 (Effective date of the appraisal) IS ESTIMATED TO BE \$ 23,000

APPRAISER

SIGNATURE: 
NAME: D.J. Ramier, CRA
AIC DESIGNATION (or Member Status): CRA
DATE SIGNED: May 31, 2016
PERSONALLY INSPECTED THE SUBJECT PROPERTY: ☒ YES ☐ NO
DATE OF INSPECTION: May 30, 2016
LICENSE INFO: (where applicable) NBAREA #222450

NOTE: For this appraisal to be valid, an original or a password protected digital signature is required.

SOURCE OF DIGITAL SIGNATURE SECURITY:

ATTACHMENTS AND ADDENDA: ☐ ADDITIONAL SALES ☐ EXTRAORDINARY ITEMS ☐ NARRATIVE ☒ PHOTOGRAPHS ☐ BUILDING SKETCH
☒ MAPS ☐ COST APPROACH ☐ INCOME APPROACH ☒ sales map ☒ Sale Photo's ☐

CO-SIGNING AIC APPRAISER (if applicable)

SIGNATURE: _____
NAME: _____
AIC DESIGNATION: _____
DATE SIGNED: _____
PERSONALLY INSPECTED THE SUBJECT PROPERTY: ☐ YES ☐ NO
DATE OF INSPECTION: _____
LICENSE INFO: (where applicable) _____


NOTE: For this appraisal to be valid, an original or a password protected digital signature is required.

RESIDENTIAL APPRAISAL REPORT - ADDENDUM

2016June13OpenSessionFINAL_336

REFERENCE:

FILE NO.: 16-0395

CLIENT	CLIENT:	Kevin Schyf	APPRAISER	APPRAISER:	D.J. Ramier, CRA	 Appraisal Institute of Canada	
	ATTENTION:			COMPANY:	Appraisals (Fundy) Ltd.		
	ADDRESS:	11 Terri Street		ADDRESS:	38 Sydney St. Suite 300		
		Rothsay, NB E2S 1A3			Saint John, NB, E2L 2L3		
	E-MAIL:			E-MAIL:	appraise@nb.aibn.com		
	PHONE:	FAX:		PHONE:	(506) 634 1274	FAX:	(506) 634 2816

EXTRAORDINARY ASSUMPTIONS & LIMITING CONDITIONS

An extraordinary assumption is a hypothesis, either supposed or unconfirmed, which, if not true, could alter the appraiser's opinions and conclusions (e.g. an absence of contamination where such contamination is possible, the presence of a municipal sanitary sewer where unknown or uncertain). An extraordinary limiting condition is a necessary modification or exclusion of a Standard Rule which must be explained and justified by the appraiser (e.g. exclusion of one or more valuation approaches). The appraiser must conclude before accepting the assignment which involves invoking an Extraordinary Limiting Condition that the scope of the work applied will result in opinions and conclusions which are credible. Both must accompany statements of each opinion/conclusion so affected.

Approval of the subdivision of proposed Lot #16-1 is permitted.

HYPOTHETICAL CONDITIONS

Hypothetical conditions may be used when they are required for legal purpose, for purposes of reasonable analysis or for purposes of comparison. Common hypothetical conditions include proposed improvements and prospective appraisals. For every Hypothetical Condition, an Extraordinary Assumption is required (see above). An analysis based on a hypothetical condition must not result in an appraisal report that is misleading or that relies on actions or events that would be illegal or improbable within the context of the assignment. Following is a description of each hypothetical condition applied to this report, the rationale for its use and its effect on the result of the assignment.

That the subject site appraised herein has been approved.

JURISDICTIONAL EXCEPTION

The Jurisdictional Exception permits the appraiser to disregard a part or parts of the Standards determined to be contrary to law or public policy in a given jurisdiction and only that part shall be void and of no force or effect in that jurisdiction. The following comments identify the part or parts disregarded, if any, and the legal authority justifying these actions.

N/A.

2016June13OpenSessionFINAL_337

FILE NO.: 16-0395

AIC Full 09/12
AICFULL12 03242014

Appraisals (Fundy) Ltd.

ADDENDUM

Borrower: N/A.

File No.: 16-0395

Property Address: Terri Street

2016June13OpenSessionFINAL_338

Case No.:

City: Rothesay

Province: NB

Postal Code:

Lender: Kevin Schyf

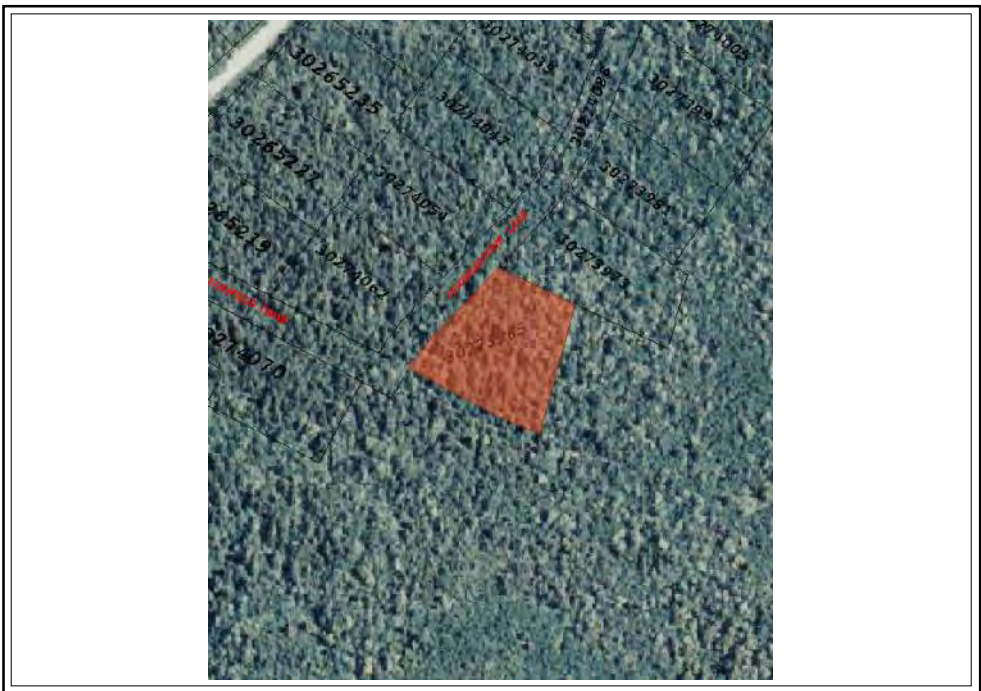
Additional Scope of Appraisal Items

- 1) Information regarding the site characteristics was gathered at the time of our inspection.
- 2) Information regarding the subject neighbourhood was gathered at the time of our inspection & from our office records.
- 3) Information regarding the site size, easements, etc. was abstracted from SNB records & our office records.
- 4) In estimating highest & best use, an analysis of the site was made. Current market conditions were also investigated.
- 5) Market data used in estimating land value was abstracted from MLS data & from our office records.
- 6) After assembling & analyzing the data defined within the scope of this assignment, a final estimate of market value was developed.

Borrower: N/A.	File No.: 16-0395
Property Address: Terri Street	2016June13OpenSessionFINAL 339 Case No.:
City: Rothesay	Prov.: NB P.C.:
Lender: Kevin Schyf	



Lot 13-01, Terri Street
 Rothesay
 Sale Date: Nov. 11, 2015
 Sale Price: \$ 20,000



27 Featherstone Lane
Quispamsis
Sale Date: Sept. 22, 2015
Sale Price: \$ 35,000



Lot 13-42, Hutson Street
 Rothesay
 Sale Date: Jan. 30, 2015
 Sale Price: \$ 46,000

Borrower: N/A.		File No.: 16-0395
Property Address: Terri Street	2016June13OpenSessionFINAL_340	Case No.:
City: Rothesay	Prov.: NB	P.C.:
Lender: Kevin Schyf		



Front Portion of Subject Site



Upland Portion of Subject Site



Wetland, Rear Portion of Subject Site

Borrower: N/A.		File No.: 16-0395
Property Address: Terri Street	2016June13OpenSessionFINAL_341	Case No.:
City: Rothesay	Prov.: NB	P.C.:
Lender: Kevin Schyf		



Wetland, Rear Portion of Subject Site



Subject Access
Driveway Leading to 11 Terri Street



Right-of-Way Leading off Terri Street

Borrower: N/A.	File No.: 16-0395
Property Address: Terri Street	Case No.:
City: Rothesay	Prov.: NB
Lender: Kevin Schyf	P.C.:



Borrower: N/A.	File No.: 16-0395
Property Address: Terri Street	Case No.:
City: Rothesay	Prov.: NB
Lender: Kevin Schyf	P.C.:



April 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>
2016/04/05	2016-44	110 Renshaw Rd.	Electrical Upgrade	\$2,000.00	\$20.00
2016/04/06	2016-45	14 Ball Park Ave.	Storage Shed	\$1,000.00	\$20.00
2016/04/06	2016-46	2 Camden Court	Above Ground Pool + Fence	\$20,000.00	\$145.00
2016/04/06	2016-47	1 John Street	Fence	\$3,000.00	\$21.75
2016/04/06	2016-48	2 Summer Haven	In Ground Pool	\$25,000.00	\$181.25
2016/04/13	2016-49	12 McGlaughin Drive.	Windows	\$11,500.00	\$83.00
2016/04/13	2016-50	3 Kildare Court	Electrical Upgrade	\$1,500.00	\$20.00
2016/04/13	2016-51	3 Bel-Air Ave.	Windows	\$26,000.00	\$188.50
2016/04/14	2016-52	4 Fall Lane	Deck	\$7,500.00	\$54.00
2016/04/14	2016-53	2700 Rothesay Road	Deck	\$8,741.00	\$63.37
2016/04/18	2016-54	12 Isaac St.	Storage Shed	\$2,000.00	\$20.00
2016/04/19	2016-55	5 Clark Road	Fence	\$800.00	\$20.00
2016/04/19	2016-56	16 Starkey Ave.	Electrical Upgrade	\$300.00	\$20.00

2016June13OpenSessionFINAL_345

<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>
2016/04/19	2016-57	4 Fall Lane	Storage Shed	\$6,500.00	\$47.00
2016/04/20	2016-58	6 Paige Street	Single Family	\$110,000.00	\$797.50
2016/04/21	2016-59	3 Usher Court	Single Family	\$400,000.00	\$2,900.00
2016/04/22	2016-60	1996 Rothesay Road	Deck	\$1,000.00	\$20.00
2016/04/22	2016-61	3153 Rothesay Road	Addition Sunroom	\$25,000.00	\$181.25
2016/04/25	2016-62	2384 Rothesay Rd.	Storage Shed	\$4,000.00	\$29.00
2016/04/25	2016-63	54 Gibbon Road	Storage Shed	\$4,000.00	\$29.00
2016/04/25	2016-64	3 Kidare Court	Fence	\$2,500.00	\$20.00
2016/04/25	2016-65	15 Cortland Place	Heat Pump (mini split)	\$3,000.00	\$21.75
2016/04/26	2016-66	9 Old Mill Lane	Detached Garage	\$17,000.00	\$123.25
2016/04/26	2016-67	20 Lennox Dr.	Siding	\$7,000.00	\$50.75
2016/04/26	2016-68	10 Ricketts Lane	Above Ground Pool	\$4,800.00	\$34.80
2016/04/26	2016-69	12 Starkey Ave.	Detached Garage	\$18,000.00	\$130.50
2016/04/27	2016-70	16 Hutson St.	Single Family	\$180,000.00	\$1,305.00
2016/04/27	2016-71	2738 Rothesay Road	Storage Shed	\$2,200.00	\$20.00

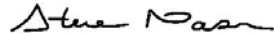
2016 June 13 Open Session FINAL_346

<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>
2016/04/29	2016-72	36 Hampton Road	Detached Garage	\$30,000.00	\$217.50
2016/04/29	2016-73	10 Isaac St.	Fence	\$1,000.00	\$20.00
2016/04/26	2016-74	9 Old Mill Lane	Window and Siding Repair	\$5,270.00	\$38.20
2016/04/29	2016-75	8 Almon Lanre	Fence and Deck Replacement	\$12,650.00	\$91.71
2016/04/29	2016-76	4 Church Ave.	Addition to Roof	\$12,000.00	\$87.00

	Value of Construction	Building Permit Fee
Monthly Total April 2016 **	<u>\$955,261.00</u>	<u>\$7,021.08</u>
Summary for 2016 to Date**	<u>\$3,331,271.00</u>	<u>\$24,812.94</u>

Monthly Total April 2015	<u>\$1,454,655.00</u>	<u>\$10,580.76</u>
Summary for 2015 to Date **	<u>\$2,435,855.00</u>	<u>\$17,700.01</u>
**Excludes Water / Sewage Fees		

Steven Nason, CBCO



Building Inspector

May 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>
2016/05/19	2016-100	13 Eydie Dr.	Deck	\$4,000.00	\$29.00
2016/05/19	2016-101	1 Doson Lane	Deck	\$2,000.00	\$20.00
2016/05/19	2016-102	7 Glenwood Dr.	Deck	\$900.00	\$20.00
2016/05/19	2016-103	25 Cameron Road	Single Family Demolition	\$0.00	\$500.00
2016/05/20	2016-104	76 Hampton Road	Above Ground Pool	\$30,000.00	\$217.50
2016/05/20	2016-105	19 Steeves Cres	Siding	\$7,500.00	\$54.00
2016/05/20	2016-106	40 Elizabeth Parkway	Fence	\$4,000.00	\$29.00
2016/05/20	2016-107	14 Monaco Drive	Deck	\$6,700.00	\$48.57
2016/05/20	2016-108	10 Zackery Court	Enclose Porch	\$3,000.00	\$21.75
2016/05/20	2016-109	16 Woodland Ave.	Siding	\$13,000.00	\$94.25
2016/05/20	2016-110	12 Summer Haven	Storage Shed	\$4,500.00	\$32.62
2016/05/04	2016-111	56 Bel-Air Ave.	Single Family	\$180,000.00	\$1,305.00
2016/05/02	2016-78	61 Park Drive	Attached Garage	\$20,689.00	\$150.00

2016June13OpenSessionFINAL_348

<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>
2016/05/02	2016-79	12 Cortland Place	Fence	\$3,100.00	\$22.50
2016/05/02	2016-80	12 Hutson St.	Storage Shed	\$1,500.00	\$20.00
2016/05/02	2016-81	82 Neil St.	Remove and Repair Rear of Home	\$2,500.00	\$20.00
2016/05/02	2016-82	6 Valley Road	Detached Garage	\$20,000.00	\$145.00
2016/05/02	2016-83	6 Valley Road	Pool House	\$15,000.00	\$108.75
2016/05/04	2016-84	61 Bel-Air Ave.	Single Family	\$180,000.00	\$1,305.00
2016/05/05	2016-85	39 Dolfred Rd.	Deck	\$5,300.00	\$38.42
2016/05/05	2016-86	10 Highcliff Court	Storage Shed	\$1,750.00	\$20.00
2016/05/05	2016-87	12 Ricketts Lane	Windows	\$4,500.00	\$32.62
2016/05/05	2016-88	2280 Rothesay Road	Electrical Upgrade	\$2,200.00	\$20.00
2016/05/13	2016-89	17 Hutson St.	Single Family	\$180,000.00	\$1,305.00
2016/05/10	2016-90	12 Parkdale Ave.	Windows,Deck Replacement	\$5,000.00	\$36.25
2016/05/10	2016-91	61 Gondola Point Road	Deck	\$20,000.00	\$145.00
2016/05/10	2016-92	6 Valley Road	Vinyl Siding and Windows	\$20,000.00	\$145.00
2016/05/16	2016-93	35 Broadway Ave.	Windows	\$1,500.00	\$20.00

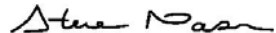
2016 June 13 Open Session FINAL_349

<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>
2016/05/16	2016-94	2016-94	Electrical Upgrade	\$1,500.00	\$20.00
2016/05/16	2016-95	43 Maliseet Dr.	Accessory Building	\$10,000.00	\$72.50
2016/05/16	2016-96	15 Kingswood Ave.	Deck and Fence	\$8,000.00	\$58.00
2016/05/16	2016-97 (2012-079)	17 Paige St	Single Family Reissue of existing Permit		
2016/05/06	2016-98	40 Elizabeth Parway	Fence	\$4,000.00	\$29.00
2016/05/02	2016-99	10 Appleby Drive.	Garage Addition	\$20,000.00	\$145.00

	Value of Construction	Building Permit Fee
Monthly Total May. 2016 **	<u>\$782,139.00</u>	<u>\$6,229.73</u>
Summary for 2016 to Date**	<u>\$4,113,410.00</u>	<u>\$31,042.67</u>

Monthly Total May. 2015	<u>\$1,822,600.00</u>	<u>\$14,221.00</u>
Summary for 2015 to Date **	<u>\$4,258,455.00</u>	<u>\$31,921.01</u>
**Excludes Water / Sewage Fees		

Steven Nason, CBCO



Building Inspector



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 9 June 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 31/05/16*	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 work being completed.
	Wells Trail	\$0.67M	103%	Project substantially complete, paving pending
	Wells Ballfield	\$0.67M	103%	Field fenced, levelled and seeded with grass growing; dog park fenced with topsoil & seed placed
	Rothsay Common Upgrade	\$2.4M	97%	substantially complete, deficiencies addressed
	Town Hall renovations	75,000	33%	Interview room complete, reception improvements by July
	Emergency Power	430,000	72%	All generators installed, to be commissioned in June
	Wastewater Collection Upgrade	\$7.5M	1%	Design nearing completion, public meeting June 15, first of 3 tenders to Council for July meeting
	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	3%	Tender awarded in April to Deby Construction, resurfacing complete on Barbara, Chantale, Grist, Galway, Highbrook, Kent, Progress and micro-seal streets.
	Acquisition of Vehicles Works/Utilities	130,000	-	Tenders awarded, vehicles to be delivered in June
	Acquisition of Backhoe	230,000	-	Tender pending
	Almon/Peters Ln Upgrades	\$1.2M	9%	Tender awarded at April Council mtg, ahead of schedule
	Arena Lobby Roof repairs	30,000	33%	Work Complete
	Common additions	30,000	-	Discussed with Heritage Pres Board & Rec Com
	Crosswalk – Gondola Pt Rd/River Rd	60,000	95%	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., nearing completion
	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 and mulcher received
	McGuire Centre Parking Lot	125,000	-	Inc. in 2016 resurfacing tender, substantially complete
	Oakville Acres Detention Pond Paths	50,000	66%	Construction underway with own forces
	Oakville Ln Improvements design	30,000	-	RFP pending
	Parks Garage Roof repairs	20,000	-	Job Completed
	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 paving in 2015 project

* Funds paid to this date.



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	8 June 2016
RE	:	Mayor's Special Committee – Open and Transparent Town Government

Recommendation

It is recommended Council establish a special committee in accordance with paragraph 108 of the Procedural By-law for the purpose of investigating and recommending means to improve the transparency of the activities of the town of Rothesay through optimum communication with its residents. This will result in a policy on Open and Transparent Government for the Town. The committee shall be composed of two Councillors appointed by Mayor Grant.

The mandate of the committee shall be as follows:

1. To determine the types of information the taxpayers would like to have available to them; and
2. The most effective channels for conveying such information.

The Committee shall be styled the 'Mayor's Special Committee on Open and Transparent Government.'

Background

During the election campaign a number of constituents suggested that they were not as informed as they would like regarding Town activities. This is a reoccurring theme to which Council may wish to give some specific attention.

Currently the Town staff send out several social media messages each week. These are gathered from senior staff and take the form of "Tweets" and Facebook messages. Longer articles are posted to the Town website. The content is usually related to ongoing capital projects, special events and occasionally Town operations.

It is unclear what content is implied when residents say they would like to be better informed or the Town does not communicate with them effectively. It is also unclear whether those expressing this view are regular social media users or receive what information they do get through the traditional media. Therefore the questions to be answered are as follows:

1. What does the Rothesay public want to know?
2. How would they most like to receive the information?

Understanding the answers to these questions will enable resources to be targeted most effectively. Making it public that the Council is seeking answers to these questions will also help to set the tone for the Council's communication with residents. The answers to these questions will provide guidance to the development of a clear communications plan for the Town.

It is suggested that a small Council committee be formed to review these questions and propose answers. A staff person would be assigned to assist.

The process could include asking the questions of Rothesay residents through social media, newspapers articles and radio soundbites and out on the Town webpage. Perhaps there could even be a prize for the most innovative suggestion for getting the message out. Following the opinion gathering process, the Committee would draft a strategy for consideration of Council. It is expected a report could be prepared for consideration at the September meeting. Timing could be important in order to get the maximum benefits of the community contact during the campaign.

Financial Analysis

The costs of the outcomes from the Committee's work are not yet known and will need to be assessed as part of its work. The Committee's activities will involve minor costs with some opportunity cost of staff time.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
June 13th, 2016

TO: John Jarvie, Town Manager

SUBMITTED BY:

Brian L. White, Director of Planning and Development Services

DATE: Thursday, June-02-16

SUBJECT: Rothesay Landings – Assent for Public Road (Bel-Air Avenue)

RECOMMENDATION:

It is recommended THAT the Rothesay Council:

Give Assent to the public street Bel-Air Avenue as shown on the plan of subdivision prepared by Kierstead Quigley and Roberts Ltd. labelled as Dwg. No. T-0141 in accordance with Section 56(1) of the Community Planning Act.

BACKGROUND:

In 2007 Rothesay did enter into a development agreement with Skymark Development Corporation for a 86 unit subdivision known as Rothesay Landings and the construction of a public street (Bel-Air Avenue). As required by Section 56 of the Community Planning Act the creation of a public street through subdivision process cannot be registered unless Council gives assent to the “laying out of public or future streets.”



Figure 1 - Rothesay Landings Subdivision (October 2015)

The attached plan of subdivision prepared by surveyors Kierstead Quigley and Roberts Ltd. labelled as Dwg. No. T-0141 proposes the final phase of the Rothesay Landing subdivision and the completion of Bel-Air Avenue. In order to have the designated road parcel vested as a public street Council must first give its assent in accordance with Section 56(1) of the Community Planning Act.

ATTACHMENTS:

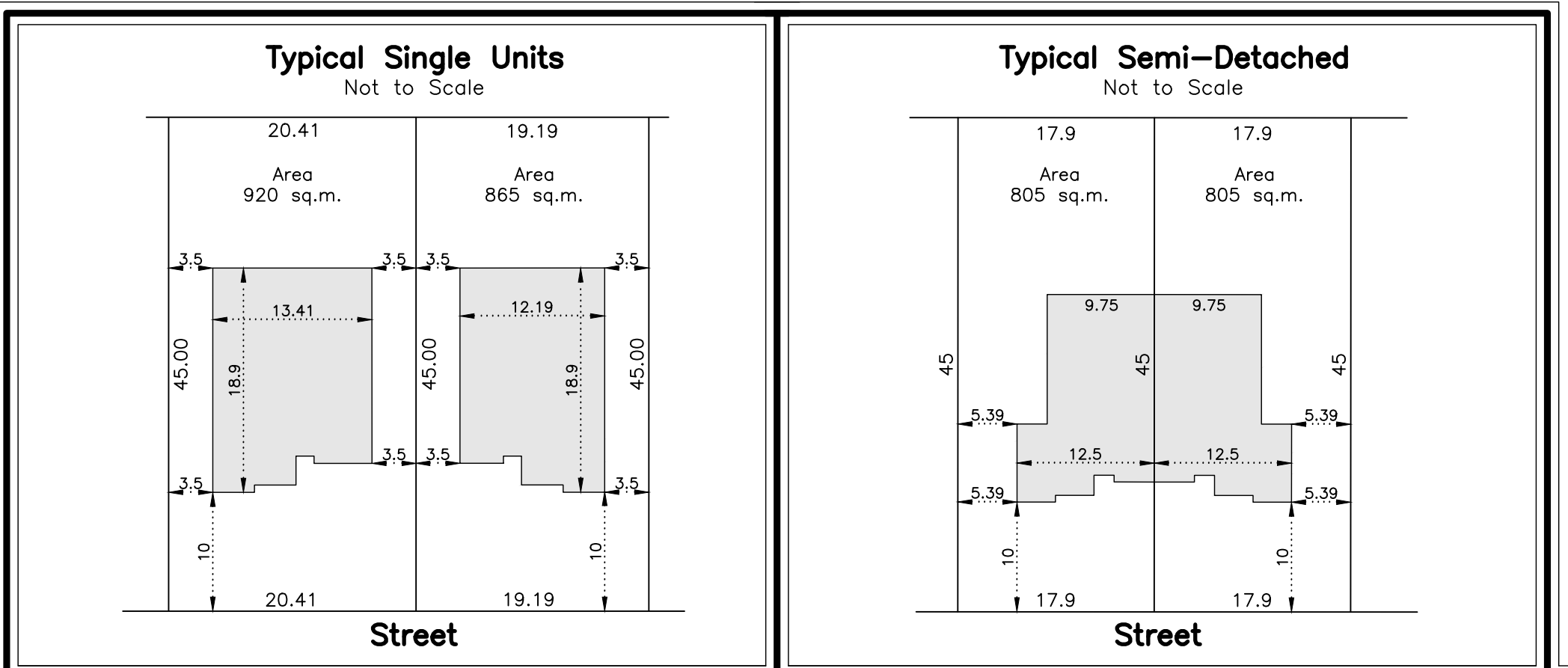
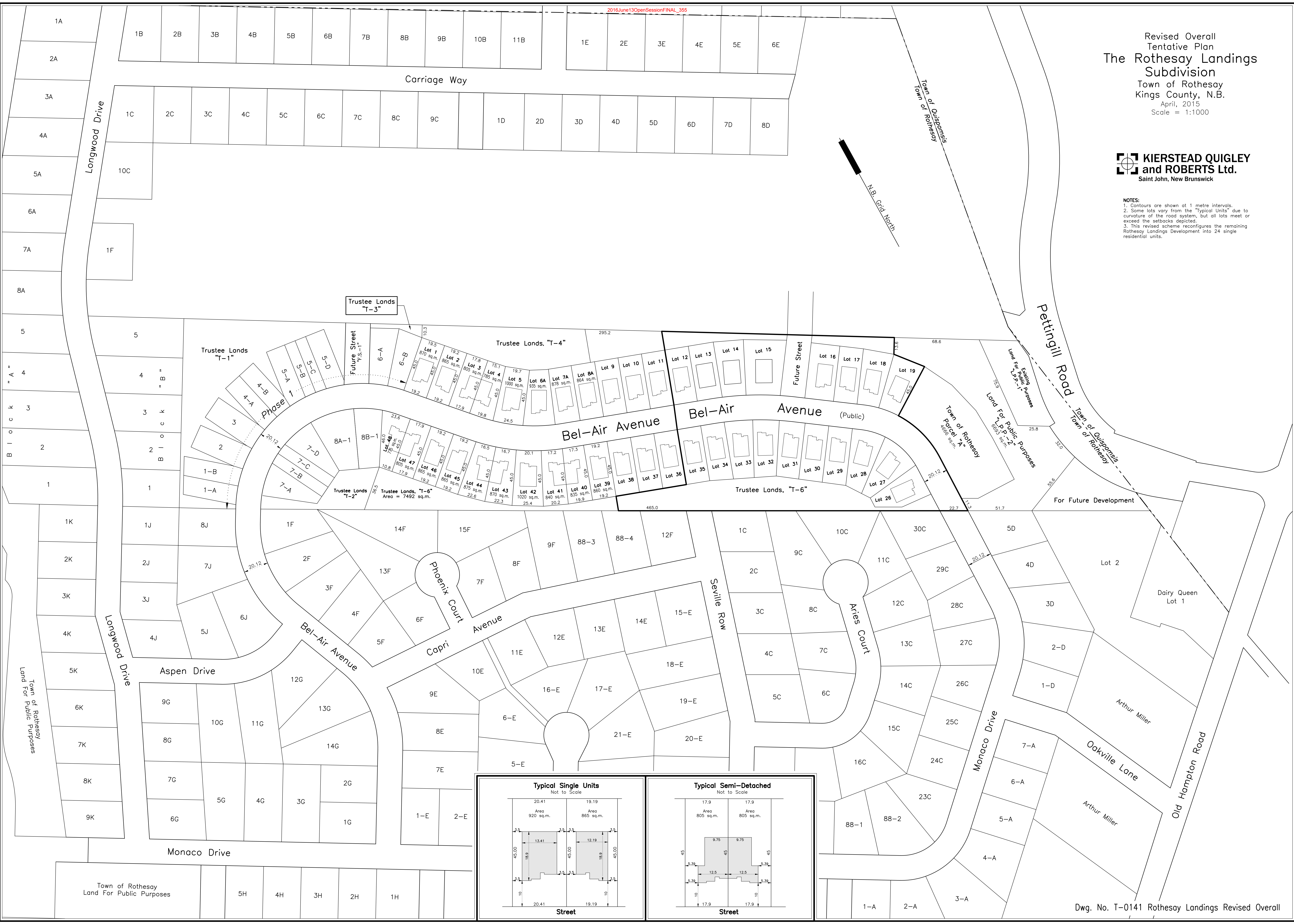
Attachment A

Kierstead Quigley and Roberts Ltd. labelled - Dwg. No. T-0141

Revised Overall
Tentative Plan
The Rothesay Landings
Subdivision
Town of Rothesay
Kings County, N.B.
April, 2015
Scale = 1:1000

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

NOTES:
1. Contours are shown at 1 metre intervals.
2. Some lots vary from the "Typical Units" due to curvature of the road system, but all lots meet or exceed the setbacks depicted.
3. This revised scheme reconfigures the remaining Rothesay Landings Development into 24 single residential units.





70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
June 13, 2016

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

John Jarvie, Town Manager

DATE: June 6, 2016

SUBJECT: Kaitlyn Street Remedial Work

RECOMMENDATION

It is recommended that Mayor and Council authorize the Director of Operations to purchase materials and direct operations staff to:

- 1) Excavate and install backflow prevention devices on each of the storm laterals connected the mainline storm sewer on Kaitlyn Street; and
- 2) Remove and replace the 1050 mm storm manhole at the intersection of Kaitlyn Street and Isaac Street with an 1800 mm diameter storm manhole; and
- 3) Remove debris and reshape the drainage channel behind the Kaitlyn Street homes that parallels the CN Rail track.

ORIGIN

On September 30, 2015 several homes along Kaitlyn Street experienced basement flooding and subsequently contacted the Town to determine if there was a systemic issue with the mainline storm sewer.

BACKGROUND

The homes that flooded on Kaitlyn Street on September 30, 2015 seemingly experienced the issue concurrently and via the same failure mechanism; backup of storm water from the mainline storm sewer on Kaitlyn Street through their basement floor drains and sump pits.

ANALYSIS

Staff visited the properties that experienced flooding during the cleanup stage and the remodelling stage. Staff is of the opinion that there were two possible modes of failure; firstly the sump pits that exist in each unit where the sanitary sewer system cleanout is located and secondly the basement floor drains which are connected to the perimeter drains and the mainline storm sewer under Kaitlyn Street.

The perimeter drains were tied into the mainline storm sewer under Kaitlyn Street during construction of the homes; however the contractor also included relief drains to the rear of the properties. Staff spoke with the original designers, the Town's building inspector and reviewed photographs taken during construction in effort to understand how subsurface drainage on the properties currently functions.

It was determined that the installation of backflow devices on the perimeter drain lines that connect to the mainline storm sewer would allow drainage under normal conditions and allow for protection when, and if, the mainline sewer was surcharged. Under surcharge conditions the perimeter drainage system could still function by draining to the rear of the properties; this would protect the basements from rising ground water levels. Increasing the size of the storm manhole at the junction of Kaitlyn Street and Isaac Street will allow rapid flowing storm water to enter and exit the junction point faster thus relieving the detention time in the system. Cleaning out the channel behind the Kaitlyn Street Homes will allow the storm water leaving the perimeter drainage system to exit the property faster and avoid rising ground water levels around the homes.

As part of the ultimate resolution to the flooding experienced on September 30, 2015 the Town is recommending that in conjunction with the external work to add backflow prevention, increase the size of the junction manhole at Isaac and Kaitlyn and clean out the drainage channel, the homeowners must agree to infill the sump pits in their individual basements with concrete and install a backflow device in the basement floor drain inside their homes. This shared solution will provide several layers of protection from future flooding events.

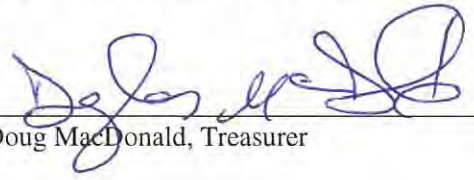
FINANCIAL IMPLICATIONS

The cost of materials is not expected to exceed \$10,000 and the work will be completed by Town forces as part of the 2016 summer work program.

Report Prepared by:


Brett McLean, Director of Operations

Report Reviewed by:


Doug MacDonald, Treasurer

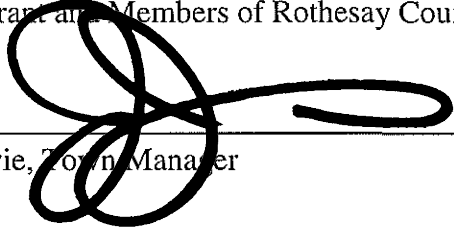
A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
June 13, 2016

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: June 3, 2016

SUBJECT: Grove Avenue / Hampton Road Intersection:
Right Turn Slip Lane Pedestrian Crossing

RECOMMENDATION

It is recommended that Mayor and Council:

- 1) Determine if signaling the right turn slip lane at the intersection of Grove Avenue and Hampton Road is desirable; and if so
- 2) Authorize the Director of Operations to issue a Purchase Order to Signalisation Kalitec Inc. in the amount of \$6,030.00 plus hst for the supply of 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.

ORIGIN

In May of 2015 Council, with a request from a resident for greater visibility of pedestrians crossing the Grove Avenue / Hampton Road intersection right turn slip lane, passed the following motion:

ON THE QUESTION:

There was a brief discussion with respect to the Grove Avenue/Hampton Road crosswalk and alterations that will be made so the hedge will not need to be removed. The crosswalk button will be moved from the island to the corner and a new heritage pole will be installed.

CARRIED.

BACKGROUND

In late 2014 the Grove Avenue / Hampton Road intersection was reconfigured to allow increased sight distance for motorist's turning from Grove Avenue onto Hampton Road. As part of the reconfiguration a traffic island was added and the existing RA-5 crosswalk activation button was moved to the traffic island from its previous location behind the Grove Avenue curb. This configuration is standard industry practice and exists in other locations in Rothesay, namely at the intersection of Marr Road, Clark Road and Hampton Road.

The standard protocol is for a pedestrian to cross the single lane right turn slip lane (which only experiences one-way traffic flow), take refuge in the traffic island, activate the pedestrian crossing light and cross Hampton Road (protected) when the signals activate.

A member of the public sent a letter to the Town soon after the intersection was reconfigured requesting that the right turn slip lane pedestrian crossing be "protected" by signals as well as the crossing on Hampton Road. The Public Works and Infrastructure Committee reviewed several options to fulfill this request without adversely affecting the safety and security of pedestrians and motorists. The April 2016 PWI Committee Meeting Minutes include a specific recommendation to table the item and allow the incoming Council to determine the level of protection required for this crossing.

***MOVED** by Counc. Alexander and seconded by Counc. Lewis to table, for the future Council, the unbudgeted purchase of a pedestrian-actuated warning system for uncontrolled crosswalks at cost of \$8,181.20 to be installed at the right turn lane from Grove Avenue onto Hampton Road pending more information on the design issue and what the specification was and a determination of the best way to rectify the situation.*

CARRIED.

ANALYSIS

The provider of the RA-5 signal hardware and software operating systems was contacted to determine if:

- 1) A single crosswalk control unit could provide signalization for two crossings (right turn slip lane and Hampton Road) simultaneously; and
- 2) The pole located in the traffic island could support davit arms with signal heads extending over Hampton Road and over the right turn slip lane on Grove Avenue.

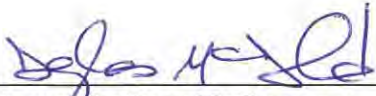
The answer to both of the above questions was no. Programming the controller to signalize two crossings would be possible with newer infrastructure, however the existing controller for the intersection is over 10 years old and has limited capacity to be upgraded with additional input/output signals. The decorative iron pole in the traffic island is not structurally capable of being mounted with an additional davit arm to extend over the right turn slip Lane.

The best solution to provide signal protection to the right turn slip lane at the Grove Avenue / Hampton Road intersection is to install dedicated crosswalk infrastructure, however such an installation would be non-standard and has the potential to confuse pedestrians and motorists. The Town's engineer is not recommending the installation of pedestrian crossing signals at this location.

FINANCIAL IMPLICATIONS

The cost of a dedicated RA-5 controller, decorative pole, davit arm and flashing signal heads for the right turn slip lane is in excess of \$20,000. The other option to protect the right turn slip lane crossing is to provide a solar power flashing LED pedestrian crossing system similar to installations completed by the City of Saint John. The installation of this type of system is non-destructive from an infrastructure standpoint as the signals (installed on each side of a pedestrian crossing) communicate via Bluetooth and are solar powered which negates the need to excavate and install underground wiring. The Town obtained pricing from two qualified suppliers for such a system, \$8,181.20 and \$6,030.00 plus hst.

The 2016 General Fund Capital Budget does not include funding for this expenditure.


Report Prepared by: Brett McLean, Director of Operations
Report Reviewed by: Doug MacDonald, Treasurer



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
June 13, 2016

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: _____
John Jarvie, Town Manager

DATE: June 3, 2016

SUBJECT: Contract 2010-001RD Geo. W. Stackhouse & Sons Ltd.:
Winter Maintenance Services

RECOMMENDATION

It is recommended that a one year extension of Contract 2010-001RD ending April 15, 2017 be awarded to Geo W. Stackhouse & Sons Ltd. In the amount of \$312,815.28 (plus HST), including an adjustment clause for the price of salt using 2016 as the baseline, and further that the Mayor and Town Clerk be authorized to execute an updated agreement in that regard.

ORIGIN

The current contract with Geo. Stackhouse expired on April 15, 2016. The 2016 General Fund Operating Budget includes funding to continue the use of contracted plow services in Rothesay.

BACKGROUND

The Town has historically provided "own forces" winter maintenance in the (former) communities of East Riverside, Rothesay and Fairvale and contracted with outside service providers for winter maintenance in the (former) communities of Renforth and Wells. The Town

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has been in a contract relationship with Geo. Stackhouse to provide winter maintenance services since November 2010. The current contract expired April 15th of this year.

ANALYSIS

The original contract was awarded as a base price per season with provisions (commencing in season 2), to adjust, or escalate, for fluctuations in fuel prices and addition of new streets throughout the life of the contract.

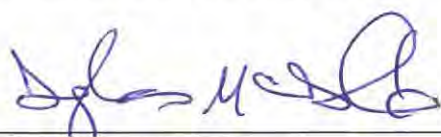
FINANCIAL IMPLICATIONS

The 2016 budget does not include funding for the purchase of machinery or the acquisition of staff to provide “own forces” winter maintenance services for the entire town of Rothesay; however there is potential value to the tax payer in doing so and that opportunity must be explored. Should the financial analysis yield a positive recommendation for “own forces” winter maintenance, it will take time to recruit and hire staff and order the required machinery. Staff proposes to extend the contract with Stackhouse for one more year, during which time the analysis will be done to determine the feasibility of phasing out contracted winter maintenance routes. The analysis will be completed in time for 2017 budget deliberations and presented to Council. The amount included in the 2017 budget for winter maintenance will reflect the final decision. The Stackhouse contract would expire in April of 2017 and there would be ample time to tender for a new contracted service or hire staff and purchase machinery to begin winter maintenance with “own forces” in November of 2017.

The 2016 portion of the proposed contract extension will be \$93,844.58. The 2016 General Fund Operating Budget included an amount of \$122,000.00 for winter maintenance services for the current contracted routes. The 2017 portion of the proposed contract extension would cost the Town \$216,215.28 plus hst.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

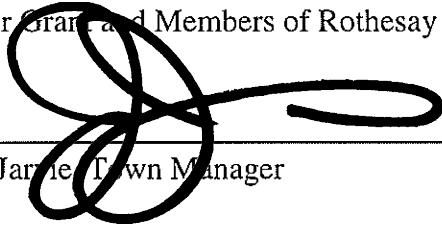
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70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
June 13, 2016

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jarrett, Town Manager

DATE: June 3, 2016

SUBJECT: Master Drive Site Development

RECOMMENDATION

It is recommended that the bid submitted by Wheaton Construction Ltd. in the amount of \$111,990.00 (plus hst) for the construction of two warehouse style buildings 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 two warehouse style buildings 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 buildings will be used for the dedicated storage of the two classes of signs.

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

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).



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 9 June 2016
RE : Rothesay Road Project

Recommendation

Staff recommends that the public open house on June 15th at the Town Hall include a question regarding perceived benefits of a washroom at the East Riverside Park and that the public also be invited to express their views through social media channels.

Background

As described at Monday's briefing session, the wastewater treatment project is the largest capital project the Town has undertaken. Phase I of the project involves the installation of pipework and pumping stations for the redirection of wastewater from the Kennebecasis Park, Renforth and East Riverside neighbourhoods to the Sagamore point lagoon site. The second phase of the project will be the design and construction of the wastewater treatment plant itself. Attached is a summary of the financial structure of the project prepared by the Treasurer.

Chief among the aspects of the project requiring Council decisions at this time are the inclusion of public restrooms in one or more of the wastewater pumping stations. The one most obvious opportunity is at the East Riverside Park. (Provision for washrooms could be included in the design of the Kennebecasis Park and Bill McGuire Centre installations as well).

Public washrooms obviously require monitoring and maintenance as well as replenishing supplies (paper, soap, etc.). The responsibility for maintaining public washrooms rests with the Parks and Recreation Department. It is estimated that supplies for washroom are in the \$1500-\$2000 range and labour costs for cleaning approximately \$2500-\$3000 range (the latter might be absorbed into the workforce schedule and might not result in an incremental cost). Checking the sites and ensuring they are secure would be incorporated into contracted services which staff will be examining for the 2017 budget.

Since the public is being advised of the project and asked to comment, the question of washrooms at East Riverside Park could be included in the feedback loop for the open house on June 15. Input could also be obtained using social media.



ROTHESAY

MEMORANDUM



TO : John Jarvie
FROM : Doug MacDonald
DATE : June 7, 2016
RE : WWTP Financing

There appears to be some confusion regarding the financing of the Waste Water Treatment Project (WWTP) and the concurrent infrastructure projects. It may be useful to provide an additional written summary:

There are two Phases relating to the WWTP as follows: a) Phase 1 – pipe installation and lift stations; and b) Phase 2 – treatment plant.

Phase 1 is estimated to have a total project cost of approximately \$7.5 million. Funding for the first phase has been approved through the Building Canada Fund and borrowing authority granted by the Municipal Capital Borrowing Board (MCBB). This phase is to be completed in calendar 2017.

Phase 2 is estimated to have a total project cost of approximately \$15 million although only very preliminary design discussions have been completed to date. Funding has NOT been obtained to date. However in preparing our projections we have assumed Build Canada support for two-thirds of the project (\$10 million), \$500,000 from utility capital reserves and \$4.5 million of new debt. This phase is projected to be constructed in calendar 2018 and 2019.

We have projected the cost of debt associated with Phase 1 and 2 of the sewer project to result in an increase to the sewer rate, once completed in 2019, of approximately \$100 per equivalent user.

Phase 1 of the project includes the installation of “force main” sewer pipe along a section of Rothesay Road roughly between Rothesay Corner and the Riverside Golf Course. Construction of the infrastructure will require replacement of the asphalt surface over the sewer “trench”.

This roadway is also a “Provincially Designated Highway” and in need of resurfacing in any case. The estimated total cost to resurface this section of roadway is \$974,000 plus HST. Funding has been obtained from the Province for 75% of the resurfacing cost (\$730,500) leaving an estimated net cost to the Town of \$243,500.

ROTHESAY

TO: John Jarvie

FROM: Doug MacDonald 2016June13OpenSessionFINAL_367

RE: WWTP Project

-2-

7/06/16

As the roadway is being resurfaced it is necessary to replace the sidewalk at the same time. The estimated cost of the sidewalk is \$232,800, funding to be from Gas Tax reserves.

In summary there are three components associated with Phase 1 as follows:

	Total Cost	Build Canada	PNB	Gas Tax	Town
Utility Fund					
Sewer project	\$7,500,000	\$5,000,000	-	-	\$2,500,000
General Fund					
Asphalt & curb	\$974,000	-	\$730,500	-	\$243,500
Sidewalk	<u>\$232,800</u>	<u>-</u>	<u>-</u>	<u>\$232,800</u>	<u>-</u>
	<u>\$8,706,800</u>	<u>\$5,000,000</u>	<u>\$730,500</u>	<u>\$232,800</u>	<u>\$2,743,500</u>