



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, November 14, 2016
7:00 p.m.



1. APPROVAL OF AGENDA

- 2. APPROVAL OF MINUTES**
- | | |
|-----------------|-----------------|
| Regular Meeting | 11 October 2016 |
| Public Hearing | 8 November 2016 |

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

- | | |
|---|---------------------------------|
| 4.1 Prevent Alcohol and Risk Related Trauma Youth Program(P.A.R.T.Y) | George Scott |
| 4.2 Saint John Theatre Company | Stephen Tobias |
| 4.3 KV Committee for Disabled Persons | Dr. Shawn Jennings |
| 4.4 Ellipsis Productions/KV Players | Craig Lang (see item 9.2.4) |
| 4.5 Operation Red Nose | Paul Boudreau and Jen Butler |
| 4.6 Fairvale Outing Association | Scott Cochrane (see item 9.2.6) |

5. CORRESPONDENCE FOR ACTION

- 5.1 18 October 2016 Cherry Brook Zoo Grant Application

Refer to the Finance Committee

- 5.2 30 September 2016 Letter from the NB Medical Education Foundation RE: Medical Education Scholarship

Refer to the Finance Committee

- 5.3 13 October 2016 Letter from the Kennebecasis Valley Public Library RE: 2017 Budget

Refer to the Finance Committee

- 5.4 14 October 2016 Letter from the Kennebecasis Valley Fire Department Inc. RE: 2017 Budget

Refer to the Finance Committee

- 5.5 16 October 2016 Letter from resident RE: Sidewalk for Donlyn Drive

Refer to the Public Works and Infrastructure Committee

- 5.6 20 October 2016 Letter from Bill MacMackin RE: Greater Saint John Fieldhouse Project

Refer to the Finance Committee

- 5.7 25 October 2016 Letter from Kennebecasis Crimestoppers RE: 2017 Budget Request

Refer to the Finance Committee

- 5.8 31 October 2016 Letter from D.A.R.E. Canada (Fundy) Inc. RE: Request for Sponsorship

Refer to the Finance Committee

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14 November 2016

5.9 2 November 2016 Letter from the Rothesay Living Museum Committee RE: Budget

Refer to the Finance Committee

5.10 2 November 2016 Fax from Bullying Canada Inc. RE: Anti-Bullying Day December 16, 2016 with attachments

15 November 2016 DRAFT response letter to Bullying Canada Inc

Send response

5.11 25 October 2016 Email from the Federation of Canadian Municipalities RE: Canada 150 Community Leaders

Refer to the Nominating Committee

5.12 9 November 2016 Letter from resident RE: Internal Controls Review

Refer to the Finance Committee

6. CORRESPONDENCE - FOR INFORMATION

6.1 24 October 2016 Letter to the Kennebecasis Public Library RE: 2017 Annual Budget

24 October 2016 Letter to the Kennebecasis Regional Joint Board of Police Commissioners RE: Proposed Annual 2017 Budget

24 October 2016 Letter to the Kennebecasis Valley Fire Board RE: Proposed 2017 Annual Budget

6.2 28 October 2016 Letter to residents RE: Rothesay Road Construction

6.3 4 November 2016 Letter to the town of Quispamsis RE: Top 25 Friendliest Communities in Canada

7. REPORTS

7.0 November 2016 Report from Closed Session

7.1 Fundy Regional Service Commission (FRSC) Update

7.2 21 September 2016 Kennebecasis Public Library (KPL) Board Meeting Minutes

September 2016 KPL Librarian's Report

31 August 2016 KPL Comparative Income Statement

7.3 28 September 2016 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes

30 September 2016 KRJBPC Statement of Financial Position

7.4 14 September 2016 Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes

31 July 2016 KVFD Statement of Operations

14 September 2016 KVFD Chief's Report

31 August 2016 KVFD Response Report

7.5 30 September 2016 Draft unaudited Rothesay General Fund Financial Statements

30 September 2016 Draft unaudited Rothesay Utility Fund Financial Statements

21 October 2016 Draft Finance Committee Meeting Minutes

21 October 2016 Draft Joint Finance Committee Meeting Minutes

31 October 2016 Donations Report

1 November 2016 Field Regiment Sponsorship

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- 7.6 12 September 2016 Draft Emergency Measures Committee Minutes
- 7.7 17 October 2016 Draft Joint Advisory Committee Meeting Minutes
- 19 October 2016 Letter from the Joint Advisory Committee RE: Mutual Aid Agreement
- 7.8 18 October 2016 Draft Parks and Recreation Committee Meeting Minutes
- 7.9 19 October 2016 Draft Public Works and Infrastructure Committee Minutes
 - Dobbin Street
 - 2017 General Fund Operating & Capital Budgets
 - Grove Avenue/Hampton Road
- 7.10 19 October 2016 Draft Utilities Committee Meeting Minutes
- 7.11 7 November 2016 Draft Planning Advisory Committee Meeting Minutes
- 7.12 October 2016 Monthly Building Permit Report
- 7.13 10 November 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

9.1 BUSINESS ARISING FROM PUBLIC HEARING

7 Hillcrest Drive – Rezoning

10 November 2016 Memorandum from Town Clerk Banks with attachments

9.2 BUSINESS ARISING FROM DELEGATIONS

9.2.1 P.A.R.T.Y Program (see item 4.1)

RECEIVE FOR INFORMATION

9.2.2 Saint John Theatre Company (see item 4.2)

RECEIVE FOR INFORMATION

(Previously forwarded to the Finance Committee)

9.2.3 KV Committee for Disabled Persons (see item 4.3)

RECEIVE FOR INFORMATION

(Previously forwarded to the Finance Committee)

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9.2.4 Ellipsis Productions/KV Players

4 November 2016 Letter from Craig Lang RE: Alice

13 October 2016 Ellipsis Productions and the Kennebecasis Valley Players Grant
Application

RECEIVE FOR INFORMATION

(Previously forwarded to the Finance Committee)

9.2.5 Operation Red Nose (see item 4.5)

RECEIVE FOR INFORMATION

9.2.6 Fairvale Outing Association

4 November 2016 Letter from the Fairvale Outing Association RE: Snow Removal

11 February 2016 Letter to the Fairvale Outing Association RE: Snow Ploughing with
excerpt from February 2016 Council

Refer to the Public Works and Infrastructure Committee

9.3 Grants and Donation Policy

1 November 2016 Memorandum from Treasurer MacDonald

9.4 Sewage By-law 15-1- Amendment

1 November 2016 Memorandum from Town Clerk Banks with attachment

9.5 Nominating Committee Appointment

4 November 2016 Memorandum from Town Clerk Banks

9.6 Union of Municipalities of New Brunswick (UMNB) Participation

8 November 2016 Memorandum from Deputy Mayor Alexander

9.7 Funding Application – Wells Pedestrian Connection

10 November 2016 Memorandum from Town Manager Jarvie

10. NEXT MEETING

Special Budget Presentation (*proposed*) Monday, December 5, 2016

Regular meeting Monday, December 12, 2016

11. ADJOURNMENT

Welcome to the



What is the Party Program?

About Me

- ▶ Advanced Care Paramedic for 10 years
- ▶ Work in the SJ Area
- ▶ Have a passion for education and prevention as well as research.



What does PARTY stand for?

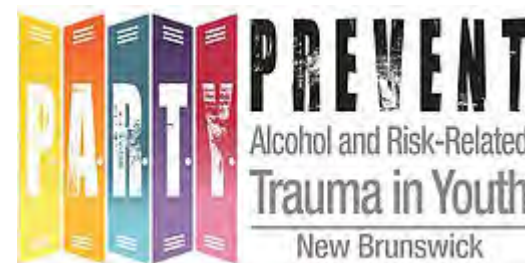
- ▶ Prevent
- ▶ Alcohol &
- ▶ Risk Related
- ▶ Trauma in
- ▶ Youth





History of the Party Program

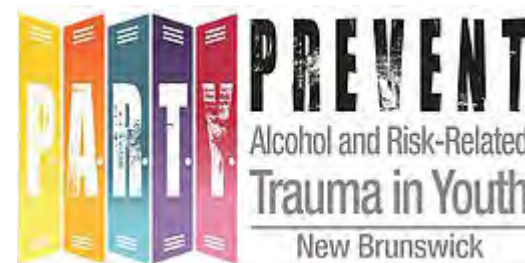
- ▶ Developed in Toronto as part of the injury prevention strategy of Sunnybrook Hospital in 1986
- ▶ Hospital based in ON.
- ▶ Students are brought to the hospital and shown the different units and speak with surgeons, etc.





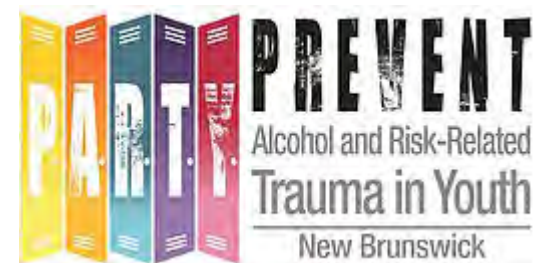
History of the Party Program

- ▶ Delivered all over the world in over 100 sites to over 1 million youth so far.
- ▶ Within NB we have 41 active Facilitators and trained 2195 students in 2013–2014



What is the Party Program

- ▶ Crash and Education Based
- ▶ Focusing on Prevention of Risky Behaviour as well as alcohol related events.
- ▶ Aimed at Grade 9 Students, however can be presented to anyone.
- ▶ No cost to the students



What is the Party Program con't

- ▶ Delivered over the course of a day
- ▶ Can be day long for a school based program
 - Mock Accident <https://www.youtube.com/watch?v=iCn9RZyn0FM>
- ▶ Delivered by community volunteers such as Police Officers, Paramedics, Nurses etc.
- ▶ Endorsed by the Department of Education, NB
 - So any school can host the program



What is the Party Program con't

- ▶ Program is based on research
- ▶ Shows that youth have fewer hospital visits related to trauma and injuries in the 4 months following a program.
- ▶ [Nova Scotia – Modified P A R T Y Results – 12 Months Post Program Analysis](#)
- ▶ [PLoS One February 2012 – Effect of an Injury Awareness Education Program on Risk-Taking Behaviors and Injuries in Juvenile Justice Offenders: A Retrospective Cohort Study](#)
- ▶ The Journal of Trauma March, 2011 – [10 Year Analysis on the Effectiveness of PARTY in Preventing Traumatic Injuries](#)



How can it help your school?

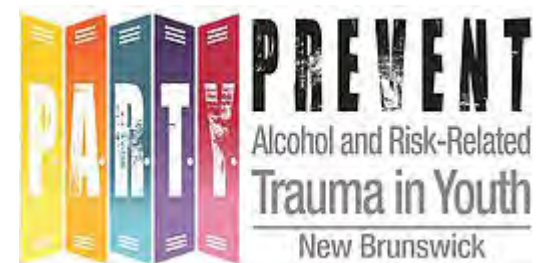
- ▶ Decrease injuries and deaths due to alcohol and risk related behaviour.
 - Within the SJ area, we have seen a decrease in injuries related to alcohol.
 - Whether its driving, accidents, trauma in general.
- ▶ Provide links to community resources for your students to identify with.
 - Gives the students a face to connect with.



Town of Rothesay

- ▶ How can you help us?
- ▶ Attend the day and observe the program.
- ▶ May 4th starting at 9am.

Questions?





Main-Stage at Imperial Theatre

2016 November 14 Open Session FINAL_037

"The Great Gatsby"



2016 November 14 Open Session FINAL_038

SJTC Studio

“The Diary of Anne Frank”



Anne Frank impact

2016November14OpenSessionFINAL_039

Partnership with Jewish Historical Museum

Partnership with SJ Free Public Library

Supported by SJTC Education Outreach Committee

15 performances – 13 sold out

4 special showings for students

1 special showing for SJ Newcomers (YMCA)

4 post-show Q&A sessions

6 pre-show engagement sessions (Cheryl Fury – UNBSJ)

2016November14OpenSessionFINAL_040

The Fundy Fringe Festival



Other projects include:

The Loyalist City Shakespeare

The Canadian Stages Series

The “Live @ The BMO” Music Series

SJTC: by the numbers 2015-2016

171 Performances

42 creative works

25 theatres in Southern NB

130 professional engagements

150 community based theatre makers

20,000 attended SJTC events

2016 November 14 Open Session FINAL_043

Mary's Wedding by Stephen Massicotte

An inspiring story about love during the Great War

Mary's Wedding

by Stephen Massicotte
Oct 15 - 18, 2014, 7:30pm



2016November14OpenSessionFINAL_044

Mary's Wedding production photo



Students from Bernice McNaughton HS who came to the BMO Studio to see M.W.



Post-Show student talk-back session led by Mare Lewell



Audience talk-back session with Marys Wedding cast and playwright, Stephen Massicotte

2016November14OpenSessionFINAL_047







The War Bride

By Erin Keating

The Fredericton Playhouse
October 21, 2015
Directed by Andrea Arbour

Meeting some War Brides at the BMO Studio

2016 November 14 OpenSessionFINAL_050



300 students at Fredericton Playhouse to see The War Bride

2016 November 14 Open Session FINAL_051



2016November14OpenSessionFINAL_052

Cast talk-back session at Playhouse



J. Marc Milner from Gregg Ctr speaks at War Bride Launch in Fredericton

2016 November 14 Open Session FINAL_063



TWO PLANKS AND A PASSION THEATRE
is on tour for the first time in nine years
Join us for our original production



937

The voyage of the St. Louis

award-winning theatre on tour

"5 stars...beautiful, poignant and haunting" - TWISI Review

"Extremely moving. 937 cuts directly to the emotional
core...Unique and unexpected" - The Chronicle Herald

SAINT JOHN
THEATRE COMPANY
CANADIAN STAGES



Saturday, April 18th, 2015

2:00pm & 7:30pm

Tickets are \$22.50 for adults or \$17.50 for students
1-888-311-9090 or 652-7582 or visit: www.ticketpro.ca
112 Princess Street, Saint John NB



Canadian
Heritage



BMO Financial Group

New Brunswick
Nouveau Brunswick



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada



2016November14OpenSessionFINAL_055

St Stephen High 937 visit



2016November14OpenSessionFINAL_056

937 at St John High School



Dr. Cheryl Fury participating in Simond's High visit for 937



Israel Unger shares stories of his youth with the 937 audience at the BMO Studio

2016 November 14 Open Session FINAL_058



937 cast speak with the audience at the Yom Hashoah event at BMO Studio



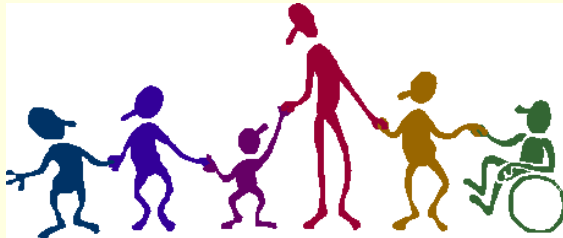
2016November14OpenSessionFINAL_060

“Fallout” at Sussex Regional High School





KV Committee for Disabled Persons



Introductions:

- Chair - Dr. Shawn Jennings
- Vice Chair - Jack Brien
- Treasurer - Dean Mullin
- Secretary - Vicki Mullin

Who we are...

- We are a group of volunteers whose goal is to enrich the lives of disabled persons in our community by broadening their access to everyday places and increasing public awareness of the various disabilities many people face.
- The KV Committee for Disabled Persons Inc. began as a Municipal Advisory Committee in 1988 and became incorporated in 2001. We believe in the objectives of raising awareness of disabilities and the need for improving accessibility of public places. Letter writing, fundraising, barbecues and speaking in schools keep our volunteers busy year round.

Our mission statement

- Our vision is for all citizens with disabilities to be able to live and enjoy life within the towns of Quispamsis and Rothesay. Our mission is to improve the lives of residents with disabilities in the Kennebecasis Valley by providing opportunities to fully participate in the community.

Awareness

Accessibility in Five Key Areas.

The KV Committee strives to remove physical & attitudinal barriers to:

1. Transportation
2. Housing
3. Education
4. Recreation
5. Communications

The committee also works year round to...

- Assess the level of community accessibility
- Raise the public awareness of existing barriers
- Take action to remove barriers
- Celebrate achievements

Achievements:

1. More designated parking spaces for persons with disabilities.
2. The KV Library has a selection of talking books and large print books.
3. Most of our crosswalks and curbs are now wheelchair accessible and are equipped as audible pedestrian crosswalks.

Achievements (cont'd):

4. Our committee funded the purchase of two surf chairs at Meenan's Cove fitted with seat belts that allow people with mobility problems to go in the water or just stroll on the beach. There is an adult chair and a smaller one for children.
5. We received the Premier's award in 1996 during National Access Awareness Week.
6. Instrumental in having a wheelchair lift installed at the Quispamsis Memorial Arena.

Achievements (cont'd):

7. Area playgrounds are now being made more accessible.

8. There is a TDD (telephone device for the hard of hearing) installed in the Rothesay Regional Police Station and some banks.

9. Electric door openers have been installed in many locations.

Achievements (cont'd):

10. We have provided annual scholarships to graduating high school students who are disabled, or who has a parent disabled or is continuing their education in a health care related profession.

11. We have researched and provided information on a certified service dog to assist a student attending local beaches.

12. Instrumental in changes to NB Vehicle Retro Fit program.

Achievements (cont'd):

13. We have had a committee member in the past sitting on the Premier's Council in Fredericton for the Status of Disabled Persons.

14. Instrumental in having a wheelchair accessible taxi service to enable persons in wheelchairs to ride from KV to Saint John.

15. We were involved in the planning of the accessible and senior apartments built in Quispamsis.

Awareness & Education

- Every spring we speak to Middle Schools in our area.
- We inform students about people with disabilities, their rights, and how they can help.
- The student response to our presentation is rewarding – with respectful listening, amazing questions, and many personal stories.

Accessible Taxi Service

- 2012 Stats Canada report: 8% (of disabled) regularly used a specialized transit service, such as a special bus or van of a subsidized accessible taxi service.
- Private accessible van costs \$50,000 minimum.
- KV area was inhabitable for those with special transit needs.

Accessible Taxi Service (cont' d)

- Mayors Bishop, Driscoll, and representatives from both towns met with KVCDP years ago.
- Towns agreed to subsidize people in power wheelchairs for transportation to Saint John and within the KV area.
- The agreed upon rate was 60%, with the client paying 40%.
- KVCDP would be the agent responsible for interacting with the private transport company.

Accessible Taxi Service (cont' d)

- Rothesay and Quispamsis will share the cost 50/50.
- Annual grants will be awarded to KVCDP to fund this endeavor based upon need.
- A few different private transport companies were used through the years.
- Stats 2014-15: 98 one way rides to SJ
27 one way rides within KV

Ask

- Continue funding for accessible transportation

Questions:

- Does anyone have any questions?





Operation
Red Nose™



Review of 2015 Results & 2016 Campaign details



2015 Results – First Year Back

- 100 total volunteers
- 170 total rides provided, 5773 km driven
- Total Raised - \$5000
- Support from Towns/Cities
Quispamsis, Rothesay, Saint John & Grand Bay-Westfield



2016



- **Campaign Important Dates**
- **Thursday Nov 17th, 2016 – Official Launch Event**

\$50/ticket – food, auction items

All funds raised go to the campaign

Tax receipt for \$25 of the cost of ticket

James Mullinger to make an appearance to help

MgGills on the Boardwalk 6:30-8:30 PM

MCGILL'S

2016 Dates continued.....

- Dates of Operation
- Times – 9PM to 2 AM
- November 25/26th
- December 2nd/3rd , 9th/10th , 16th/17th
- December 31st – New Year's Eve
(special time 10 PM – 3:30 AM)

Our Partners

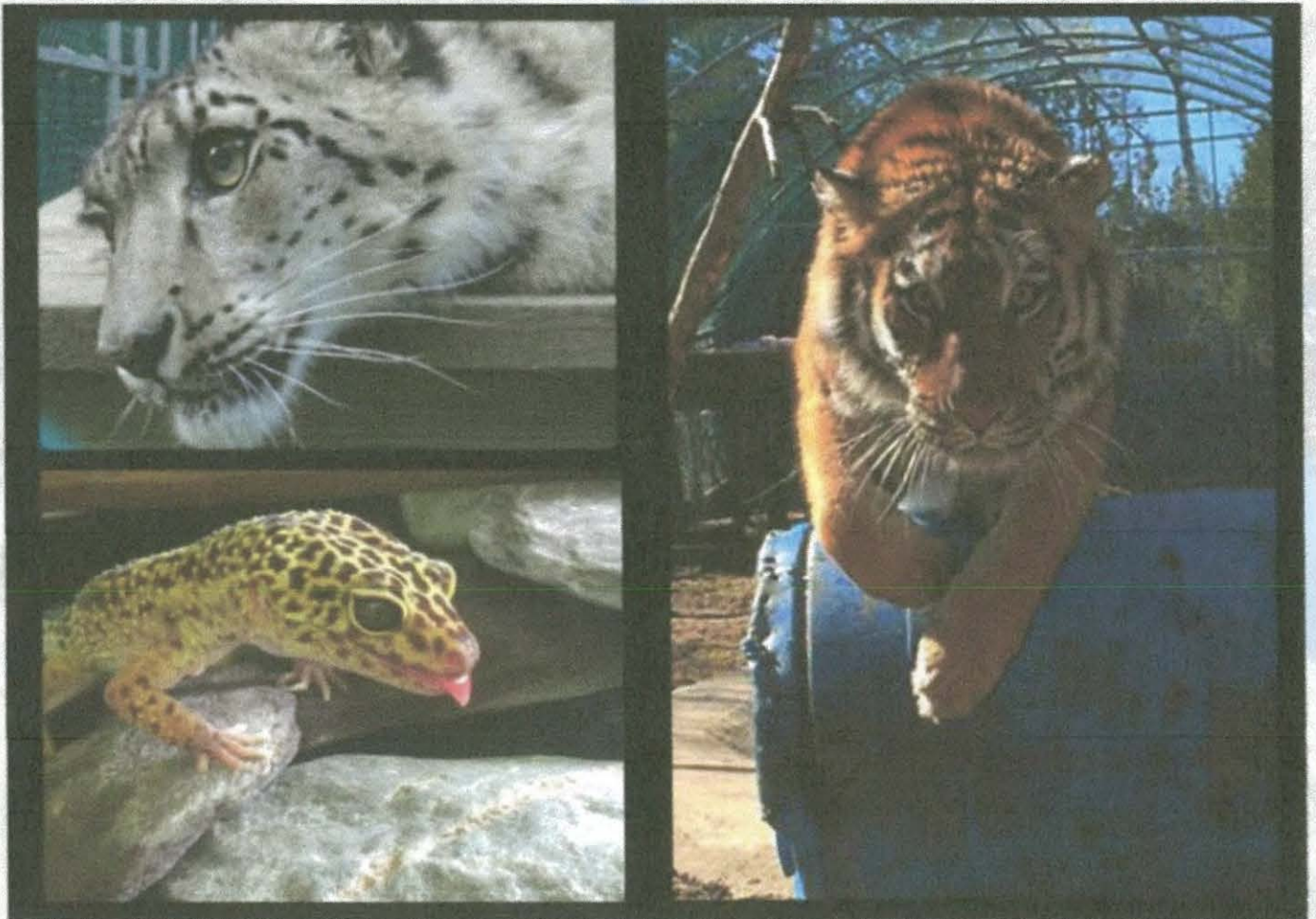


RECEIVED

OCT 18 2016



The Cherry Brook Zoo of Greater Saint John Grant Request 2017



Inspiring excellence in conservation through
education and safe family fun.



VANISHED KINGDOM PARK

901 Foster Thurston Dr.

Saint John, NB. E2K 5H9

Phone (506) 634-1440

cherrybrookzoo@bellaliant.com

www.cherrybrookzoo.ca

TIGER CLAWS MINI GOLF

Municipal Sponsors



Corporate Sponsors

The Home Depot



Reptile House supplies

James (Rory) & Olga Grant

Rory- Male Zebra

Anonymous; Rothesay, NB

Nyla, Female Siberian Tiger

*Inspiring excellence in
conservation through education
and safe family fun.*

Your Worship Nancy Grant and Members of Common Council
The Town of Rothesay
70 Hampton Road
Rothesay, NB, E2E 5L5

October 18, 2016

Dear Mayor Grant and Members of Council,

As you already know, the Cherry Brook Zoo has begun a new chapter in its efforts to become one of Greater Saint John's main attractions for our residents, newcomers and tourists. The new Board has worked with volunteer specialists to develop a "New Vision and Mission Statement" that we have attached, and we have moved to a policy governance plan, as outlined by our bylaws. The Board of Directors are excited about our new vision; "Cherry Brook is the Greater Saint John community Zoo that inspires excellence in conservation through education and safe family fun". The Board, Zoo employees, and volunteers are all committed to put the Zoo on stable financial ground and continue to grow the Zoo for the enjoyment of our residents and tourists to our area. After an in-depth financial review of where the Zoo currently is financially and implementing finance security processes, we know we can achieve a stable financial footing.

In the last few months the Zoo has had our regular supporters stepping up, as they always have, and we have had an increase of new supporters, both individuals and companies. But we still need you, The Town of Rothesay, to support the Zoo. Winter and the slower gate season is going to hit us soon, and these funds will help us attain accreditation from the Canada's Accreditation of Zoos and Aquariums, CAZA, during this time.

Therefore, the Greater Saint John Cherry Brook Zoo needs The Town of Rothesay's support, both to our moral and to our fiscal stability. We ask that the Town provide at least the same amount as was given in past years, \$5,000; your continued support for the zoo as a community resource is much appreciated.

A financial forecast and our new Vision and Mission statement are attached and we are currently working on a strategic plan and will promptly forward it to you as soon as it is completed and passed by the new Board of Directors.

We have Board members that are willing to meet with your Worship and Council at any time you request. We would be happy to host yourselves and town staff here at the Zoo to walk the Zoo grounds and talk about the items laid out in this proposal.

We Respectfully and optimistically await your reply,

Board Chair
Dr. Stephen Justason

Executive Director
Martha McDevitt

Cherry Brook Zoo of Greater Saint John Inc.					
Statement of Revenue & Expenditures					
Budget Years: 2014, 2015, 2016, 2017					
		Audited	Audited	Budget	^{1, 6} Budget
		Report	Report	Forecast	Forecast
		2014	2015	2016	2017
Revenues					
² Gate		\$108,580.00	\$113,066.00	\$115,000.00	\$117,000.00
³ Donations/ ⁴ Sponsors/ Bequests		\$92,720.00	\$121,528.00	\$65,000.00	\$70,000.00
Special Events - Fund raising (bday, zoo camp, Halloween)		\$46,590.00	\$39,768.00	\$46,000.00	\$48,600.00
Retail sales		\$22,227.00	\$20,953.00	\$25,000.00	\$22,290.00
Food Services		\$7,884.00	\$2,523.00	\$5,000.00	\$1,500.00
Miniature Golf		\$5,282.00	\$5,318.00	\$6,000.00	\$5,924.00
Grant city of Saint John		\$60,000.00	\$50,000.00	\$60,000.00	\$60,000.00
Grant town of Rothesay		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Grant town of Quispamsis			\$2,500.00	\$2,500.00	\$2,500.00
Town of Hampton				\$1,000.00	\$1,000.00
⁵ Student Grant Provincial Government		\$7,107.00	\$7,179.00	\$7,700.00	\$15,380.00
⁵ Student Grant Federal Government		\$14,176.00	\$14,501.00	\$14,250.00	\$7,880.00
⁵ Student Aboriginal People's Council			\$9,677.00	\$10,000.00	\$9,676.00
⁵ Workability Program		\$2,100.00	\$11,320.00	\$8,600.00	\$8,600.00
⁵ YMCA Exchange Student			\$2,163.00	\$2,200.00	\$2,500.00
Forest School		\$2,969.00	\$8,068.00	\$10,000.00	\$13,000.00
Other Income			\$1,686.00		
Interest		\$193.00	\$252.00		
Sub Total Revenue		\$374,828.00	\$415,502.00	\$383,250.00	\$390,850.00
Expenditures					
Wages/Employee & Benefits		\$229,273.00	\$235,095.00	\$214,350.00	\$202,626.00
Heat/Lights/Power		\$20,271.00	\$20,438.00	\$21,000.00	\$28,372.00
⁷ Vehical Costs (gas, repairs, ins.)		\$19,088.00	\$19,105.00	\$15,000.00	\$10,000.00
Animal Feed (feed, hay, meat)		\$13,979.00	\$11,442.00	\$13,000.00	\$14,000.00
Retail Purchases		\$9,824.00	\$9,340.00	\$12,000.00	\$5,500.00
⁸ Accreditation				\$2,100.00	\$5,015.00
Insurance (property & Liability)		\$8,616.00	\$6,682.00	\$10,000.00	\$7,680.00
Advertising & Promotion		\$4,652.00	\$6,787.00	\$7,000.00	\$6,000.00
Office & Administration		\$14,788.00	\$16,236.00	\$13,000.00	\$2,692.00
Animal Purchase		\$727.00	\$3,028.00	\$6,000.00	\$6,500.00
Bank Charges - all accounts		\$4,108.00	\$4,797.00	\$4,000.00	\$3,500.00
Dues & Memberships (CAZA)		\$2,405.00	\$3,186.00	\$3,500.00	\$5,200.00
Fundraising/Special Events		\$5,292.00	\$2,718.00	\$5,000.00	\$3,500.00
Animal Care - medical		\$5,586.00	\$5,352.00	\$6,000.00	\$6,200.00
Professional Fees (auditor's fees)		\$7,368.00	\$6,626.00	\$6,500.00	\$7,200.00
⁹ Repairs and Maintenance		\$14,195.00	\$13,686.00	\$23,000.00	\$54,165.00
Property Taxes		\$9,889.00	\$9,494.00	\$9,300.00	\$10,000.00
Telephone Services/Telecommunication		\$7,224.00	\$7,419.00	\$6,500.00	\$3,700.00
Training & Development		\$1,660.00	\$43.00	\$1,000.00	\$3,000.00
Food Services		\$5,606.00	\$3,948.00	\$4,000.00	\$4,000.00
Miscellaneous		\$3,346.00	\$3,451.00	\$1,000.00	\$2,000.00
Amortization non cash		\$5,566.00	\$256.00		
Sub total disbursements		\$393,463.00	\$389,129.00	\$383,250.00	\$390,850.00
Sub total Revenue		\$374,828.00	\$415,502.00	\$383,250.00	\$390,850.00
Year End/Deficit		(\$18,635.00)	\$26,373.00	\$0.00	\$0.00

Budget Rationale

¹**2017 Forecast Revenue** – We anticipate our revenues to exceed that of last year's budget forecast largely, because of the new vision of our board and new management. This year we saw a 31% increase in our Zoo Camp program, bringing in close to 200 children this summer. We calculated 37% of these children came from the outlying areas. Approximately 3500 hours are donated annually in support of zoo activities and events.

²**Gate** – The Gate revenue is based on an analysis of revenues received for the years 2013 through 2016 inclusive. To ensure a nominal increase, there will be continued focus on maintaining zoo upkeep and creating positive attractions for the public.

³**Donations** – Along with cash donations, we are looking at programs to engage children within the school system and we believe this will lead to more donation revenues. We are looking into outreach programs to provide wildlife close encounters and hands-on learning experiences for children and youth.

⁴**Sponsors** – We have a number of strategic partnerships that have recently reaffirmed their support for the zoo and we will continue to build relationships in this area. These sponsors include both corporate and small, local businesses. In addition, the Tir Na Nog Forestry School Program continues to be successful and we see this important partnership continuing. Already, they've increased their program from 2 days to 4 days a week this school year.

⁵**Student Grants** – We've increased our number of students by 50% from the summers of 2015 to 2016, and expect to grow them again in 2017. We employ students in our summer months, July and August, which is our peak season.

Wage Reimbursement – We plan to continue summer student employment and also to provide part-time and full-time positions as we grow and expand. Predicted wage expenses are \$202,626.00 and the expected grant money will be \$44,036.00. In order to cover our wages, \$158,590.00 is needed.

⁶**2017 Forecast Expenses** – Expenses have been adjusted for the 2017 fiscal year to reflect more accurate numbers. We've used zero base budgeting to create new baseline figures.

⁷**Vehicle Costs** – We've estimated a total cost of diesel for the Ford truck, and gas for the gator, snow blowers, lawn mowers, etc. The cost reflects estimated maintenance and fuel needed for the coming year.

⁸**Accreditation costs** – We are required to accommodate and provide the transportation fees for a CAZA member to inspect our facility. This includes rentals, airfare, hotels, etc. This cost is required only once every five years and our inspection is due again in March, 2017.

⁹**Repairs and Maintenance** – Upkeep and upgrading have been deferred in the past so we've budgeted to invest in our animal enclosures and buildings. This is to achieve CAZA standards and will provide a more aesthetically pleasing facility for the public to enjoy.

Cherry Brook Zoo

September 2016

Vision

Cherry Brook is The Greater Saint John community zoo that inspires excellence in conservation through education and safe family fun.

Mission

The Cherry Brook Zoo is a community attraction for all ages, dedicated to conservation, animal enrichment, education and recreation, through the protection and exhibition of animals, plants and their habitats.

Values

Integrity and Respect: We will strive to uphold our stakeholders' trust by being honest, competent, consistent, and ethical with both others and ourselves in our beliefs and actions. We will hold ourselves accountable to the highest standards of moral and ethical conduct. We will model what we teach.

Professional Excellence: We will operate the organization with responsibility and pride and hold ourselves to highest operational standards by continuous evaluation of our organization, our programs and ourselves.

Accountability: We strive for quality, timeliness, and excellence in our services in everything we do and will strive to provide the greatest value to our stakeholders.

Effective, Transparent Communication: We will strive to have all of our communication open and honest and ensure it reflects timeliness, inclusivity, sensitivity and integrity. We will respond to others in a tactful, understanding, and helpful manner and display a respect for the desires, rights, and opinions of other individuals.

Pride: We will take pride in our organization, our community, and ourselves. Working as a team, we will strive to be role models by enthusiastically excelling in quality performance.

Accessibility: We will strive to be flexible and believe in working creatively to ensure everyone has access to the educational and development opportunities we provide.

Diversity: We demonstrate mutual respect, trust, and support and consistently treat all stakeholders of our organization with dignity, compassion, and without prejudice. We believe that different cultures, ethnicities, perspectives, skills and experiences enrich and strengthen us in pursuing our mission and realizing our vision. We recognize, value, and acknowledge each other's unique contributions and accomplishments, and support each other as equals.

Empowerment: We believe that every individual has the personal power and potential to improve the quality of life in our organization and community.

Current Board of Directors

Board Chair – Dr. Stephen Justason; Board member since 2006. Veterinarian of Sussex Animal Hospital.

Vice Chair – Rev. Eric Phinney; Board member since September 2016. Anglican Priest of Saint James the Less Church.

Alice O’Neil; Board member since 1998. Retired nurse with Red Cross.

Rory Grant; Board member since 2011. Owner of Hope Grant Insurance.

Catherine Holmes; Board member since 2011. Retired insurance professional.

Maria Conway; Board member since 2014. Social worker, department of social development.

Dr. John Acker; Board member since July 2016. Retired Orthopedics surgeon.

Norman McFarland; Board member since August 2016. Former Mayor of Saint John.

Bill Farren; Board member since August 2016. Retired from Moose Head Breweries.

Darren McDevitt; Board member since October 2016. Corporate trainer at Whyndham Worldwide Canada Inc.

RECEIVED

OCT 18 2016

SCHEDULE A**Application for Rothesay Municipal Grant**

App. No.: _____ App. Date: _____

Applicant: Cherry Brook ZooAddress: 901 Foster Thurston drive.Contact: Martha McDevitt Tel. 634-1440.Email: cherrybrookzoo@bellaliant.comOrganization Description: Providing education to families through conservation and safe family fun.Amount Requested: \$ 5,000Descriptions of proposed event or activity: Cherry brook zoo provides safe family fun all year round and provides a camp for children during the summer.

Project costs: _____

Benefits to town of Rothesay: Families and children of all ages benefit from the Greater Saint John Cherry brook Zoo.(See attached Full grant request).

Finance Committee review date (if applicable): _____

Recommendation to Council: _____ \$ _____

To Council




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

Donald Craig, MD, Chair

Pamela Jarrett, MD

Allison Kennedy, MD

David Marr, MD

Nathalie Godbout, LLB

Ron Outerbridge, CA

September 30, 2016

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



Dear Mayor Grant & Council:

On behalf of the Directors of the N.B. Medical Education Foundation, I want to thank you again for your continuing support of medical education in New Brunswick.

At this time we are preparing to advertise for applications for the **Town of Rothesay Medical Education** Scholarship for the 2017 academic year. Your scholarship will be awarded by the Grants Committee in May of 2017 and once again we will have our celebration of these successful young New Brunswick students on August 24, 2017.

The Grants Committee has indicated to me that it is time for the **Town of Rothesay** to consider renewal of your commitment. I hope you will give serious consideration in joining other financial institutions in renewing your support of our program. The Town of Rothesay's previous commitment was an annual amount of \$5,000 (plus an annual management fee of 4%). Other donors from the financial industry provided a 4-5 year pledge.

As you can see, our program owes its success to the wonderful support provided by partners such as yourself.

If you have any questions, I would welcome the opportunity to meet with you and discuss any concerns you may have.

Again, our thanks for the continuing support of the **Town of Rothesay** as we strive to provide access to health care for all New Brunswick residents through successful recruitment and retention of our best and brightest New Brunswick medical students

Sincerely,

Dr. Donald Craig, Chair
New Brunswick Medical Education Foundation Inc.

cc: Ms Mary Jane Banks, Town Clerk, Town of Rothesay

Mary Jane Ryan
Administrative Assistant
www.nbmeded.ca

Phone: (506) 648-7073
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

CRA No. 810513523RR0001

October 13, 2016

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

Mayor Grant and Councilors:

Re: The Kennebecasis Public Library 2017 Budget

The Board of Trustees of the Kennebecasis Public Library (the Board) respectfully submits its 2017 proposed operating budget, which you will find also attached to this e-mail. The total operating expenses in 2017 are expected to increase by **\$2,010** or **1%** when compared to the 2016 Approved Budget.

The 2017 budget includes realized requirements for increases in Building Maintenance (\$+5,793), Professional Services (\$+1,460), Small Equipment and Furniture (\$+1,965), and Utilities (\$+6,370). The Board has worked to reduce these costs as much as possible. The aforementioned increases are off-set by decreases in Grounds and Roads Maintenance (\$-2,825) and Wages (\$-6,370). In November 2016 the Board negotiated new terms of employment for the Facility Manager position which accounts for the decrease in the Wages budget line.

The Board is committed to diligent financial stewardship; in 2016 the Board passed its first-ever Purchasing Policy featuring guidelines for contracted services as well as non-budgeted spending authorization. Also in 2016 the Board went to market to obtain competitive pricing for landscaping, snow removal, insurance coverage, and HVAC maintenance.

We will be attending the budget meeting on Friday, October 21st to present our proposed budget to the Towns as per your request.

Sincerely,



Daryl Steeves
Chair, Board of Trustees
Kennebecasis Public Library



KENNEBECASIS PUBLIC LIBRARY

2017 Proposed Operating Budget Overview vs. 2016

Description	2017 Proposed Budget	2016 Budget	Change vs 2016 %	Change vs. 2016 \$	Note
Building Maintenance	70,638	64,845	9%	5,793	Based on 2016 actual.
Communications	8,735	8,520	3%	215	
Grounds & Roads Mtce.	20,000	22,825	-12%	-2,825	Based on new three-year contracts negotiated for landscaping and snow removal, to commence in 2016-2017.
Insurance	7,217	6,800	6%	417	
Miscellaneous Expense	2,700	2,700	0%	0	
Office Expenses	9,100	9,100	0%	0	
Professional Development	2,000	2,000	0%	0	
Professional Services	10,660	9,200	16%	1,460	Based on 2016 actual.
Programs	3,000	3,000	0%	0	
Public Relations	3,000	3,000	0%	0	
Small Equipment and Furniture	8,265	6,300	31%	1,965	Based on evergreen plan.
Utilities	52,703	49,902	6%	2,801	
Wages	22,550	28,920	-22%	-6,370	New terms of employment for Facility Manager negotiated in November 2015.
Total Operating Expenses	220,568	217,112	2%	3,456	
Revenue	-\$3,900	-\$3,300			Based on 2016 actual.
Deficit (Surplus) 2nd Previous Year	-\$984	-\$138			
Municipal Fundings - Operations	215,684	213,674	1%	2,010	

THANK YOU FOR YOUR SUPPORT!



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



October 14, 2016

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

Your Worship and Members of Council:

In accordance with Section 12.09(d) of the Regional Fire Protection Agreement, attached please find a copy of the draft 2017 Operating and Capital budget for the Kennebecasis Valley Fire Department Inc.

Our Budget Committee has worked diligently to produce a lean budget that will allow us to maintain our level of service without compromising public safety. Our operating budget reflects a 1% increase over 2016 levels and our capital budget is focused on preparing for our future.

We look forward to the opportunity to formally present our budget to the Joint Finance Committee on October 21st.

Sincerely,

for:

Roger Young, Chair

Kennebecasis Valley Fire Department Joint Board of Commissioners

cc: Town of Quispamsis

Kennebecasis Valley Fire Department Inc.

2017 Operating Budget

2017 Capital Budget

Kennebecasis Valley Fire Department Inc.

2016 November 14 Open Session FINAL_095

DRAFT

Operating Budget

Line No. REVENUE:

1	Members Contributions
2	Rebate of Property Tax
3	Local Service Districts
5	Revenue Fee Structure
6	Misc. Revenue
7	Interest Income C/A
8	Surplus/ (Deficit) 2nd previous year
9	

	BUDGET		BUDGET		Budget change 2016-2017	
End of Year Outlook	2016 Approved Budget		2017		\$	%
\$ 4,564,783	\$ 4,564,783	\$ 4,672,559	\$ 107,775	2.36%		
44,588	46,105	45,281	(824)	-1.79%		
90,973	90,973	93,025	2,053	2.26%		
35	100	-	(100)	-100.00%		
227	-	-	-			
4,791	5,000	5,000	-			
122,068	122,068	54,534	(67,534)	-55.32%		
\$ 4,827,465	\$ 4,829,029	\$ 4,870,399	\$ 41,369	0.86%		

EXPENSES:

ADMINISTRATION:

10	Admin. Wages and Benefits
11	Convention/dues/training
14	Professional Services
15	CPSE Accrediation
16	Office supplies/Copy Machine/ S/C
17	Computer hardware/software/IT
18	Telephone/ Internet
20	Postage / Misc. Exp.
21	

\$ 562,377	\$ 576,600		\$ 595,200	\$ 18,600	3.23%
16,000	20,000		20,000	-	
33,500	33,500		40,000	6,500	19.40%
			5,000	5,000	
7,385	7,385		7,700	314	4.26%
10,000	12,000		12,000	0	0.00%
14,382	14,382		14,382	-	
2,550	2,550		-	(2,550)	-100.00%
\$ 646,194	\$ 666,417		\$ 694,282	\$ 27,864	4.18%

FIREFIGHTING FORCE:

22	Salaries Basic
23	Overtime
24	Vacation Pay on Retirement
25	Force Benefits
27	Career Uniforms and maintenance
28	Medical and Fitness Testing
29	Career Recognition
30	Holiday Relief Wages and overtime
31	Holiday Relief Benefits
33	Volunteer Expenses
34	

\$ 2,394,924	\$ 2,421,593		\$ 2,465,886	\$ 44,292	1.83%
55,600	63,000		63,000	-	
9,436	28,307		18,514	(9,792)	-34.59%
549,245	577,100		582,200	5,100	0.88%
27,000	27,000		27,000	(0)	0.00%
20,400	20,400		20,400	-	
4,000	4,000		3,000	(1,000)	-25.00%
314,000	314,000		303,000	(11,000)	-3.50%
88,986	91,700		92,600	900	0.98%
15,000	21,000		21,000	-	
\$ 3,478,592	\$ 3,568,100		\$ 3,596,600	\$ 28,500	0.80%

TELECOMMUNICATIONS:

35	Cellular Telephones
36	Communication Equipment
37	Maintenance / Repairs
38	

\$ 5,810	\$ 5,810		\$ 6,610	\$ 800	13.76%
12,000	12,000		12,000	-	
1,500	3,060		1,500	(1,560)	-50.98%
\$ 19,310	\$ 20,870		\$ 20,110	\$ (760)	-3.64%

INSURANCE:

39	Insurance
40	

\$ 32,987	\$ 33,500		\$ 33,317	(183)	-0.55%
\$ 32,987	\$ 33,500		\$ 33,317	(183)	-0.55%

PREVENTION AND TRAINING:

41	Firefighter / Co. Officer Training
42	Fire Prevention
43	Public Education
44	Training Supplies
45	

\$ 32,000	\$ 32,000		\$ 40,000	\$ 8,000	25.00%
7,000	7,000		7,000	-	
3,000	3,000		3,000	-	
2,500	2,500		2,500	-	
\$ 44,500	\$ 44,500		\$ 52,500	\$ 8,000	17.98%

FACILITIES:

46	Station 1 Operating
47	Station 2 Operating
48	Station 2 Rent - Quispamsis
49	Station Supplies
50	

\$ 164,033	\$ 186,680		\$ 168,329	\$ (18,351)	-9.83%
17,700	21,700		21,700	-	
47,940	47,940		48,907	967	2.02%
7,500	10,500		11,000	500	4.76%
\$ 237,173	\$ 266,820		\$ 249,936	\$ (16,884)	-6.33%

FLEET:

51	Fuel Vehicle
52	Registration Vehicle
55	Vehicle Maint. & Repairs
56	

\$ 22,186	\$ 40,000		\$ 25,000	\$ (15,000)	-37.50%
434	434		550	116	26.73%
76,500	62,000		63,000	1,000	1.61%
\$ 99,120	\$ 102,434		\$ 88,550	\$ (13,884)	-13.55%

OPERATIONS:

57	New Equipment
58	Maint. & Repairs Equip.
59	Maint. & Repairs Bunker Gear
60	Medical supplies
61	Fire fighting supplies
62	H&S/Cause determination
63	

\$ 16,000	\$ 16,000		\$ 20,000	\$ 4,000	25.00%
16,000	13,000		16,500	3,500	26.92%
7,000	7,000		7,000	-	
4,000	4,000		4,500	500	12.50%
2,000	4,000		3,500	(500)	-12.50%
1,500	2,500		2,000	(500)	-20.00%
\$ 46,500	\$ 46,500		\$ 53,500	\$ 7,000	15.05%

WATER COSTS:

64	Water Costs - Quispamsis
65	Water Costs - Rothesay
66	

\$ 4,390	\$ 4,390		\$ 4,504	\$ 114	2.60%
23,497	23,497		24,201	704	3.00%
\$ 27,887	\$ 27,887		\$ 28,705	\$ 818	2.93%

OTHER:

67	Miscellaneous
68	Retirement Allowance
71	

\$ 2,000	\$ 2,000		\$ 2,900	\$ 900	45.00%
50,000	50,000		50,000	-	
\$ 52,000	\$ 52,000		\$ 52,900	\$ 900	1.73%
\$ 4,684,263	\$ 4,829,029		\$ 4,870,399	\$ 41,370	0.86%

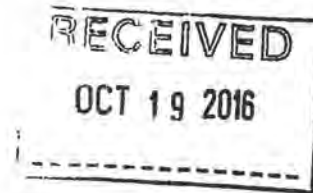
Kennebecasis Valley Fire Department Inc.

2017 CAPITAL BUDGET

Upgrade U52 and acquire Trax for Rhino	\$ 30,000
SCBA cylinder replacement	15,000
Fitness Equipment	10,000
Washer/Extractor	19,000
Bunker Gear (Year 1 of 4)	35,000
Total	<u>\$ 109,000</u>
Station 2 Design	600,000
Total	<u><u>\$ 709,000</u></u>

October 16, 2016

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



Subject: Sidewalk for Donlyn Drive, Rothesay

Dear Town of Rothesay, Mayor and Councillors

The purpose of this letter is twofold. One is to request the Town of Rothesay to expeditiously install a sidewalk on the section of Donlyn Drive from Millennium Drive to the Rothesay - Quispamsis border and the second is to open discussions with the Town of Quispamsis to complete the sidewalk from Lyden Drive (existing sidewalk) to the border. Maybe there is an opportunity for a joint project or sharing costs.

For the last two municipal elections the issue of Donlyn Drive not having a side walk has been brought up with prospective mayors and councillors when they knocked on our door requesting our support and we have been continually put off by excuses that it is not on the priority list or the proposed development at the top of Donlyn Drive was going to put a sidewalk down to the children's park located on the corner of Donlyn and Chinook Lane. It is my understanding the proposed development is off the table now so no sidewalk. At no time did Rothesay Town take any responsibility for completing this work.

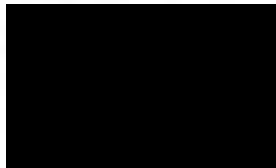
Donlyn Drive has changed dramatically since Millennium Drive was installed. It has morphed into a major through way connecting Millennium Drive and Hampton Road and it is the main route children, their parents and seniors use to access the commercial area. The traffic on this road is continuous and far exceeds many of the roads in Rothesay that have sidewalks or are having their existing sidewalks removed and new ones installed. The Town of Rothesay has attempted to use multiple stop signs to try and calm the traffic with little or no success as many vehicles just ignore them. Using a stop sign to try and slow traffic is known to be futile. Campbell Drive was supposed to be the route to take the high volume of traffic off of subdivision roads but the volume of traffic on Donlyn Drive has continued to increase with old infrastructure.

The lower section of Donlyn Drive starts in Quispamsis but crossed the border about half way up to Millennium Drive. Quispamsis had the foresight to install a sidewalk up to Lyden Drive but did not continue to the border. Looking at other such streets in the area such as Clarwood and Peat Drive they all have sidewalks so people can walk to the Hampton Road safely. The fact this street is on the border and not in the center of Rothesay may have contributed to it being neglected.

We have lived in our house for over 35 years and Donlyn Drive has not been upgraded since it was installed but its usage has increased greatly due to it being a connector between a collector road and the main business district. Donlyn Drive was originally a dead end. This location has many small children living in the area and walking with them or pushing strollers to access the children's park on Donlyn Drive has become very hazardous. In addition there are 3 bus stops on this road and many children walk it to get to the bus stops. It is hazardous in summer but more so in the winter with ice and snowbanks. Someone is going to get severely hurt, if action is not taken.

The Town of Rothesay is requested to move forward upgrading Donlyn Drive before a tragedy happens and to also to take the initiative to get the complete road enhanced.

Regards



1 Royal Lane
Rothesay, NB

cc: Libby O'Hara, Deputy Major – Quispamsis Town



Greater Saint John Fieldhouse Project

"A sports and recreation facility for people of all abilities and all ages"

Thursday, October 20, 2016

Mayor Nancy Grant & Members of Council

Town of Rothesay

I am writing to follow up on our presentation to the Town of Rothesay Council earlier this fall regarding the Greater Saint John Field House. We understand that it has been referred to the budget process and would like to propose a funding option that Rothesay might consider for funding support.

We would like to propose that Rothesay consider a contribution in the range of \$.50 per citizen for each of the next 5 years. This would be approximately \$30,000 over the 5-year period.

We think the support of the regional communities is very important for a volunteer driven project like this and are hearing clearly from others that regional support is important for all project including the one proposed in Rothesay. We firmly believe that Town of Rothesay would benefit from this contribution in the following ways.

- Visible support to the many youth and adults of the Town of Rothesay who will use the facility.
- Showing continued cooperation within the region to help secure improved recreation.
- Creating a further opportunity to talk about the Rothesay recreation project and how it is different.

While Rothesay has recreation goals of its own, support of this project could also help demonstrate the towns desire to support the region and create a case for others to get behind their project as well. Thank you for consideration of this proposal.

Sincerely

A handwritten signature in blue ink, appearing to read "B. MacMackin".

Bill MacMackin
506-647-4931

www.SJFieldhouse.com



KENNEBECASIS CRIMESTOPPERS



35 Merritt Hill Rd.
Quispamsis, N.B.
E2E 6A1

October 20, 2016

Mayor & Council – Town of Rothesay
70 Hampton Road,
Rothesay, N.B.
E2E 5L5

RE: Budget Request – Year 2017

Dear Mayor & Council:

Since the inception of Kennebecasis Crime Stoppers in 1986, the Municipal Councils have been instrumental through financial support in helping us carry out the very important work that we do. In the past, we have received a significant share of our annual budget from contributions from each of the communities in the Kennebecasis Valley. In addition, we carry out various fundraising activities to ensure that sufficient funds are available to pay for the important TIPS that provide substantial aide to our police forces in solving crimes.

In consideration of our financial needs, we ask the Mayor and Council of the Town of Rothesay to budget the amount of \$2800 to support the ongoing efforts of the Kennebecasis Crime Stoppers for the year 2017.

I thank you for your kind attention to this matter and should you need to contact me, I can be reached at 847-0710(home) or 848-7825(work).

Yours truly,

Kevin Taylor
President

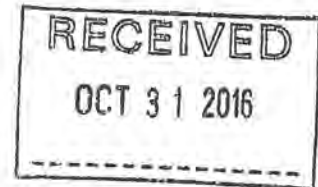


D.A.R.E. Canada (Fundy) Inc.

COPY

October 25, 2016

Town of Rothesay



Dear Community Member:

D.A.R.E. (Drug Abuse Resistance Education) is a police officer-led series of classroom lessons that teaches children how to resist peer pressure and live productive drug and violence-free lives. It is a ten (10) week program taught to grade 5 and 7 students by trained police officers.

As community members, one cannot help but be concerned about the effects drug and alcohol abuse has on our children and youth. The D.A.R.E. curriculum is designed to be taught by police officers whose training and experience gives them the background needed to answer the sophisticated questions often posed by young students about drugs and crime. The program will not only help these children build a better life for themselves but the overall social benefit to our community is significant in terms of developing healthy and productive citizens.

Our lessons in D.A.R.E. not only focus on drugs and ways to say no, but also on feelings relating to self-esteem, interpersonal and communication skills, decision making, and positive alternatives to drug abuse behavior. Our D.A.R.E. officers believe in this program for the message and also for the connection these officers make with the students.

The D.A.R.E. Canada Fundy Inc. Board oversees the program, which includes police officers from Saint John and the Kennebecasis Valley. Currently, the following communities are receiving DARE: Saint John, Rothesay and Quispamsis. The Saint John Police Force has partnered with the Kennebecasis Regional Police Force, Anglophone South School District, Samuel de Champlain and École des Pionniers, to deliver the D.A.R.E. program to students in grades 5 and 7 in both English and French. Over two thousand (2000) students in the above mentioned communities receive D.A.R.E. every year. D.A.R.E. has been taught in Saint John since 1998. Funding for this program is partially shared by the Police Forces and community sponsors. In order to provide program materials which include training, workbooks, name tags, t-shirts, hats, certificates and medallions, we are looking for increased community support. We have a modest fundraising goal of thirty five thousand (\$35,000.00) dollars to satisfy the needs of each school year in the Anglophone South School District, Samuel de Champlain and École des Pionniers.

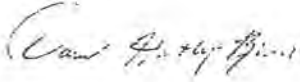
With your generous support, these children are better prepared to "just say no" to drugs and alcohol. The D.A.R.E. program will equip these children to deal with peer pressure and teach them effective decision making methods that will affect their lives for many years to come. These children will also be exposed to another side of law enforcement through the tremendous work of the D.A.R.E. officers. Children have seen that police officers care about their well-being and their future.

We sincerely hope that Town of Rothesay will be a sponsor of D.A.R.E. for the 2016/2017 school years.

As a community sponsor we will advertise your logo/company name during our graduation and functions.

On behalf of the D.A.R.E. Canada (Fundy) Inc. Board of Directors, we would like to thank you for your consideration. We look forward to your reply.

Sincerely,



Sgt. David Hartley-Brown
Saint John Police Force
ONE Peel Plaza
PO Box 1971
Saint John, NB E2L 4L1
(506) 648-3700



November 3, 2016


Mayor & Council
Town of Rothesay
70 Hampton Road
Rothesay, N. B.

Your Worship:

I am pleased to advise the Rothesay Living Museum continues to protect, preserve, and promote the heritage and history of Rothesay and its founding communities. It has been another exciting year for the Rothesay Living Museum. We are in the process of finalizing a logo for the Museum to be used on pictures and bookplates, and for use during public events. Artifacts are currently housed at the Kings County Museum in Hampton for public viewing and Town use. A master inventory list of available artifacts continues to be updated and the Committee is discussing the creation of a search tool to improve the search process. The Committee participated in the 2016 Canada Day celebrations on the Rothesay Common to promote awareness of the Living Museum within the community. As well Committee members are always on the lookout for more artifacts, potential display locations, and events to build and share our collective community treasures.

We are also excited about new challenges for the Living Museum. Our website is undergoing new updates to include a new mission statement, recent biographies for Committee members, as well as our new logo. Book sales continue to be promoted, copies of the book, "James Renforth of Gateshead", were donated to the Town and distributed to schools, the library, and Town Hall, and a new theme of "the 101st School Season" is being explored with respect to the exhibit at the Fairvale Mall. This was created as a result of the artifacts collected during Rothesay Park School's 100th Anniversary event in the fall of 2015. Through the purchase of storage containers the Committee hopes to reduce potential damage caused by transportation of artifacts between events. Next year the Committee intends to collaborate with Town staff to create a memorable event for the upcoming 2017 Canada 150 celebrations. With this in mind, we request the Town continue their support with a budget of \$4,000.

Thank you and we look forward to your positive response.

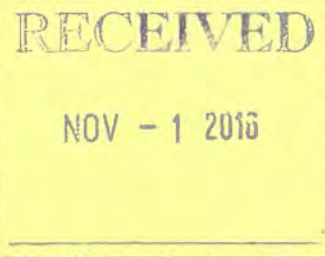
Yours truly,

Roger Brown
Chairman
Rothesay Living Museum

Rothesay Living Museum

2017 Budget Request

Yearly exhibits - supplies	\$1,000.00
Portable display unit	\$500.00
Framing program	\$500.00
Storage containers (portability)	\$400.00
Logo creation/supplies	\$500.00
Special projects	\$500.00
General supplies	\$600.00
	<u>\$4,000.00</u>

2016November14OpenSessionFINAL_105



MEMO

RE: Anti-Bullying Day, 2016 - December 16, 2016

SENT VIA FAX

To Whom It May Concern:

On December 17th, New Brunswick will mark its eighth Anti-Bullying Day. Anti-Bullying Day was proclaimed by the Government of New Brunswick in 2009, as a way to highlight awareness about Anti-Bullying efforts, at the request of BullyingCanada, a national charitable organization, with its head office in Fredericton, which was co-founded by Rob Benn-Frenette, O.N.B, and Katie Neu on December 17th, 2006.

We are reaching out today, in order to ask if your Office would be interested in flying the Anti-Bullying Day Flag, in support of Day / partaking in the day. Taking part is simple. You would simply wear blue, or blue ribbons, in support of awareness ribbon.

If you wish to have more information, would like to partake, or to request a flag to fly, please reach out via email to: Rob.Benn-Frenette@BullyingCanada.ca, or by fax: 1-866-780-3592.

I have spoken to the Chief of Protocol & Director of International Relations, and have been granted permission for a flag to be flown, based on the following conditions: Schools / Government offices, City Halls, may fly a flag where an additional flag pole is available, however, it is important to note that the New Brunswick or Canadian Flags may not be displaced to fly a flag or banner of lesser precedence.

Some Offices take this as an opportunity to hold a fundraiser in support of our charity, by having staff pay \$1 - \$2, to wear blue jeans that day.

Thank you,

A handwritten signature in dark ink, appearing to read "Rob Benn-Frenette".

Rob Benn-Frenette, O.N.B

NOTE: Anti-Bullying Day 2016 falls on a Saturday – as such events will occur on Dec 16.

2016November14OpenSessionFINAL_106

BullyingCanada Inc.
471 Smythe Street, PO BOX 27009
Fredericton, NB, E3B 9M1
Tel: 877-352-4497 Fax: 866-780-3592

Fax

To: City Clerk

From: Rob Benn-Frenette, O.N.B

Fax: 1-506-848-6677

Date: Nov 02/16 03:44 PM

Subject: Anti-Bullying Day Proclamation

Good Afternoon:

BullyingCanada is reaching out regarding having the Anti-Bullying Day Proclamation declared by Council prior to December 16, 2016.

If you could please advise by letter if the Proclamation has been passed, and what the voting results were from Council for and against the Motion?

The letter can be sent to:

Rob Benn-Frenette, O.N.B
BullyingCanada Inc.
471 Smythe St
PO BOX 27009
Fredericton, NB
E3B 9M1

Thank You,

Rob Benn-Frenette, O.N.B
Co-Executive Director
BullyingCanada Inc.

Confidentiality Warning: This fax is intended only for the use of the individual or entity to which it is addressed, and may contain information which is privileged, confidential, proprietary or exempt from disclosure under applicable law. If you are not the intended recipient or the person responsible for delivering the message to the intended recipient, you are strictly prohibited from disclosing, distributing, copying or in any way using this fax. If you have received this communication in error, please notify the sender, and destroy and delete any copies you may have received.

2016November14OpenSessionFINAL_107



PROCLAMATION

**BULLY
FREE
COMMUNITY**



**COMMUNAUTÉ
SANS
INTIMIDATION**

WHEREAS, there are many people in _____ who have lived with, or are living with bullying, and

WHEREAS, bullying is a learned behaviour and occurs in more environments than just the school yard, and

WHEREAS, bullying is not confined to children only, and

WHEREAS, individuals and communities have the power to prevent bullying before it becomes a problem and

WHEREAS, The Premier of New Brunswick, Hon. Brian Gallant, has designated December 16th as Anti-Bullying Day in New Brunswick

THEREFORE, I, _____, Mayor of _____, do hereby proclaim Anti-Bullying Day, December 16th, 2016

ATTENDU QUE bien des gens de Ville _____ ont vécu ou vivent avec l'intimidation; et

ATTENDU QUE l'intimidation est un comportement appris et qu'il se produit dans plus de milieux que seulement dans les cours d'école; et

ATTENDU QUE l'intimidation n'est pas confinée aux enfants seulement; et

ATTENDU QUE les gens et les communautés peuvent empêcher l'intimidation avant qu'elle ne devienne un problème; et

ATTENDU QUE le premier ministre du Nouveau-Brunswick, l'honorable David Alward, a désigné le 16 décembre comme journée anti-intimidation au Nouveau-Brunswick;

POUR CES MOTIFS, je, **Stephen Brunet**, maire de **Ville De Bathurst** proclame par les présentes le 16 décembre 2016 comme journée anti-intimidation.

Mayor/Maire

Date

15 November 2016

Rob Benn-Frenette
Bullying Canada Inc.
471 Smythe Street
P.O. Box 27009
Fredericton, New Brunswick
E3B 9M1

Dear Mr. Benn-Frenette,

RE: Anti-Bullying Day Proclamation December 16, 2016

Thank you for your recent correspondence. Your letter was provided to Council for consideration at its November 14, 2016 Council meeting, at which time it was received/filed.

Rothsay Council, by practice, does not normally read proclamations or declare the many and varied days requested by multiple organizations. However, the documentation was included in the Council agenda information that is posted to the website and does usually generate media awareness. I am pleased to advise the Town is happy to promote Anti-Bullying Day on its social media channels.

With respect to the Anti-Bullying Day flag request, I regret to inform you there are no additional flag poles available for use without displacement of municipal, provincial, and national flags.

On behalf of Rothsay Council, I wish you every success with your promotion of Anti-Bullying Day.

Sincerely,

Mary Jane Banks
Town Clerk

From: FCM Communiqué <communiqu@fcm.ca>
Sent: mardi 25 octobre 2016 11:12 AM
To: John Jarvie
Subject: Join the nation-wide network: Canada 150 Community Leaders



Dear Mayor and Members of Council,

Interested in elevating the visibility of your community? Be part of the Canada 150 Community Leaders network. If you have not already provided us with the name of your Canada 150 Community Leader, we are still accepting names and continuing to build this great network of municipal voices.

FCM launched the official network in early September, inviting all municipalities to designate one or more individuals to represent them. Community Leaders will be asked to share information through their networks, and if available, to participate in local events. There are no associated costs or travel requirements.

Canada 150 Community Leaders may be a council member or prominent community representative. Many municipalities have identified multiple Community Leaders to ensure a strong representation from their municipality.

Thank you again to all participating municipalities and for those in need of information on how to identify a community leader please visit www.fcm.ca/Canada150.

For any questions please contact communityleaderscommunautaires@fcm.ca or reach us at 613-907-6375.

Find us: [f](#) [in](#) [t](#) [v](#)

FCM

This is a publication of the Federation of Canadian Municipalities ©2016.
24 Clarence Street, Ottawa, Ontario K1N 5P3 | T. 613-241-5221 | F. 613-241-7440

This newsletter was sent to communiqu@fcm.ca.
To opt-out, follow this link: [Unsubscribe](#) | [Privacy Policy](#)
[View email in your browser](#)

Mayor Grant and Members of Rothesay Council

INVENTORY OF PARTS, TOOLS, SMALL EQUIPMENT-There is currently no process to account for the purchase and use of these type of items. In a normal business environment, these items would go into a secured inventory area and usage would be properly authorized and accounted for. There would also be periodic inventory counts to compare what remains compared to what the records say should remain. Town management has indicated that periodic spot checks (i.e. counts) will be carried out and that these items are relatively low in dollar value. Spot checks will be of little use if there are no records to indicate what the quantities on hand should be. "Relatively low dollar value" still means several hundreds of thousands of dollars in purchases annually of highly portable and common usage goods.

ANNUAL STAFF PERFORMANCE- In prior years, the Personnel Committee understood from Town management that annual reviews were already being done for all staff. Given that all staff have been getting annual “market” increases of approximately 3% or more, Town management’s timeline to implement staff performance reviews in 2017 neither supports increases of this size or signifies adequate personnel management. This step should be carried out in 2016 and the issue of “market” versus “cost of living “ reviewed by Council. Is "market" the increases awarded to the Fire & Police departments?

WHISTLEBLOWER PROCESS-This could be seen as a key control for risk management and compliance with the Employee Code of Ethics (when it is established) but Town management has recommended that this be deferred until budget considerations in October,2017 with 2018 likely the earliest it would be considered for implementation.

CAPITAL EXPENDITURE OVERSIGHT-As Town management states in their response, there are over \$30,000,000 of capital projects underway or planned. These projects along with daily works department duties puts a heavy load on the Director of Operations and the Auditors recommended an engineer be engaged on a contractual basis to assist in overseeing the capital projects. It is puzzling why Town management commented that such a position as recommended by the auditors would be subject to Federal & Provincial grant approvals. In fact, given that a \$7,500,000 phase of the sewer project has been underway on Rothesay Road for the past 5-6 months, one would have to think this total \$20 million plus project will be completed regardless of the timing of funding from the other levels of government.

JOB COSTING AND MANAGEMENT ACCOUNTABILITY-This is probably the most relevant recommendation made by the auditors. Information from the current financial reporting system does not provide the data to properly determine the cost of various Town operations or to hold management at various levels financially responsible for their areas of responsibility. The current process does not allocate staff wages, vehicles and equipment(cost or operating expenses) or other costs in the detail needed to determine if projects and functions are being carried out in a cost effective and efficient manner. It is disconcerting to see the end of 2017 as the timeline on this recommendation and it is vague as to the extent of detail the proposed changes would create. The shortfalls have been evident for several years and taxpayers have bought the software and updates to assist in correcting this but the utilization never got off the ground.

The internal audit was undertaken in part to fulfill Council’s oversight responsibility for the internal controls of the Town of Rothesay. Council now has the auditor’s findings and recommendations and it is their responsibility and not Town managements to ensure the recommendations are implemented in a timely and complete manner by the appropriate allocation of resources and will to the task.

Best Regards

Blair R MacDonald FCA

Former Councillor and Finance Committee Chair

Town of Rothesay

2016 November 14 Open Session FINAL - 112
Quispamsis & Rothesay Finance Committees

24 October 2016

The Board of Trustees
The Kennebecasis Public Library
1 Landing Court
Quispamsis, NB
E2E 4R2
Attention: Daryl Steeves, Chair

Dear Mr. Steeves:

Re: 2017 Annual Budget


Thank you for arranging to have 2017 annual budget for the Kennebecasis Public Library presented to the Finance Committees of the Towns. We are sorry you were unable to attend personally and we ask that you please accept our condolences for your loss.

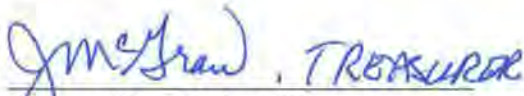
The Board of Trustees was effectively represented by Ms. Bartlett and your Treasurer. Their presentation was very informative and the attendees were very impressed by the excellent job being done by the Board to contain costs in this time of significant constraints on the fiscal capacity of the Towns.

The Committees have agreed that your budget is very reasonable and will be forwarding it to their respective recommendations to the Councils in due course.

Once again thank you for your leadership on the Library Board!

Yours truly,


for Councillor Grant Brennan
Chair, Finance Committee
Rothesay


for Councillor Kirk Miller
Chair, Finance Committee
Quispamsis

Cc : Quispamsis Mayor and Council
Rothesay Mayor and Council
Tiffany Bartlett

2016November14OpenSessionFINAL_113
Quispamsis & Rothesay Finance Committees

24 October 2016

Kennebecasis Regional Joint Board of Police Commissioners
126 Millennium Drive
Quispamsis, NB
E2E 6E6
Attention: Dr. Mathew Alexander, Chair

Dear Dr. Alexander:

Re: Proposed Annual 2017 Budget

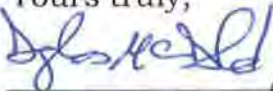
Thank you for arranging to have the proposed 2017 annual budget for the Kennebecasis Regional Police Force presented to the Finance Committees of the Towns. While we are sorry you were unable to attend personally, the Board was effectively represented by Mr. Dobson, Chief McIntyre and Ms. Madill.

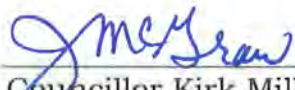
Following the presentation, the group discussed the budget, as presented, at length. While we appreciate the importance the people of our Towns place on policing services and the excellent service provided by Kennebecasis Regional Police, we are also concerned that continuing to have budgets in excess of tax base growth is unsustainable. Accordingly we are asking you to revisit the budget with a view to limiting the annual increase over the projected yearend outlook (\$5,529,910) by a factor of 2.5%. That is, we hope to be able to recommend a total budget for 2017 of \$5.7M (including the surplus from 2015) to our respective Councils. We look forward to receipt of your proposed budget with the revisions indicated.

Please note, we also reviewed the budget for the Telecommunications service and are not requesting any changes.

We trust you will appreciate the challenges in funding services while limiting tax rate increases. Thank you for your cooperation and continued efforts to manage the police services within the resources the Towns are able to provide.

Yours truly,

for  TREASURER
Councillor Grant Brenan
Chair, Finance Committee
Rothesay

for  TREASURER
Councillor Kirk Miller
Chair, Finance Committee
Quispamsis

Cc : Quispamsis Mayor and Council
Rothesay Mayor and Council
Chief McIntyre

2016November14OpenSessionFINAL_115
Quispamsis & Rothesay Finance Committees

24 October 2016

RECEIVED OCT 26 2016

The Fire Board, Kennebecasis Valley Fire Department
7 Campbell Drive
Rothesay, NB
E2E 5B6
Attention: Roger Young, Chair

Dear Mr. Young:

Re: Proposed 2017 Annual Budget

Thank you for arranging to have the proposed 2017 annual budget for the Kennebecasis Valley Fire Department presented to the Finance Committees of the Towns. While we are sorry you were unable to attend personally, the Board was effectively represented by Chief Ireland and Ms. Carpenter.

Following the presentation, the group discussed the budget, as presented, at length. While we appreciate the importance of effective fire services and the excellent service provided by Kennebecasis Valley Fire Department, we are concerned that continuing to have budgets in excess of tax base growth is unsustainable. Accordingly we are asking you to revisit the budget with a view to limiting the annual increase over the projected yearend outlook (\$4,684,263) by a factor of 2.5%. That is, we hope to be able to recommend a total budget for 2017 of \$4.8M (including the surplus from 2015) to our respective Councils.

The Committees are also prepared to recommend approval of a capital budget of \$189,000 including \$110,000 for design activities related to a possible new fire station in Quispamsis.

We look forward to receipt of your proposed budget with the revisions indicated.

We trust you will appreciate the challenges in funding services while limiting tax rate increases. Thank you for your cooperation and continued efforts to manage the fire services within the resources the Towns are able to provide.

Yours truly,

for J. McGray, TREASURER
Councillor Kirk Miller
Chair, Finance Committee
Quispamsis

for Dylan McDuff, TREASURER
Councillor Grant Brenan
Chair, Finance Committee
Rothesay

Cc : Rothesay Mayor and Council
Quispamsis Mayor and Council
Chief Ireland

28 October 2016

Name(s)

Address 1

Address 2

Postal Code

Dear Friends:

Re: Rothesay Road Construction

I am writing to thank you for your patience and tolerance over the last 5 months. Rothesay Mayor and Council appreciates the inconvenience you have experienced with the dust, noise and dirt associated with the work on Rothesay Road. I am sure that at times it must have been nearly unbearable.

I am happy to tell you though that the project is coming to a conclusion. The underground work is completed and the resurfacing is scheduled for completion on or before the Remembrance Day weekend. Due to the time of year, restoration work behind the curb may not be fully complete until spring but we are assured by the contractor that any deficiencies will be dealt with promptly once weather permits.

This project will ultimately result in significant protection to the water quality in the Kennebecasis. We await funding approval from the federal and provincial governments for the wastewater treatment plant itself and want to assure you that we are working diligently to obtain funding and complete the project by 2020.

Thank you again for your cooperation on this key infrastructure project for our town.

Yours truly,

Dr. Nancy Grant
Mayor

Cc : Rothesay Council



150 Years Proud 1860-2010



70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
F: 506-848-6677

Rothesay@rothesay.ca
www.rothesay.ca

4 November 2016

Quispamsis
12 Landing Court
Quispamsis, NB
E2E 4Z4

Attention: Mayor Clark and Council

Dear Mayor Clark and Council:

Re: Top 25 Friendliest Communities in Canada

Rothesay Council extends warm congratulations to the Town of Quispamsis on being recognized as one of Canada's friendliest communities. That you ranked eighth of twenty-five communities on the list is truly remarkable.

We have always known that the Kennebecasis Valley is home to the friendliest people anywhere; it is wonderful to see this recognized by your award. Even better, people across Canada will now know how friendly Quispamsis is, and that will benefit the entire Valley.

Congratulations, Quispamsis.

Yours truly,

Dr. Nancy Grant
Mayor

Cc : Rothesay Council

Agenda

Kennebecasis Public Library Board

Wednesday, September 21, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. 18 August 2016 email from the Town of Quispamsis re. Library Board Appointment (Warnell)
 - b. 17August 2016 letter from the Town of Quispamsis RE: APPOINTMENT TO KENNEBECASIS PUBLIC LIBRARY BOARD (Hansen)
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. 2017 Budget
 - b. Strategic Plan: Programming
 - c. Nominating Committee

A meeting of the Board of Trustees, Kennebecasis Public Library was held on September 21, 2016 at 6:00pm at the Library.

In Attendance: Mr. D. Steeves, Chair; Mrs. J. Miller, Vice-Chair, Mr. K Winchester, Treasurer; Councilor Mr. D. Shea; Ms. D. Hennessey; Mrs. L. Hansen; Ms. T. Bartlett, Ms. C. Warnell

Regrets: Councilor L. Loughery, Ms. A. Donovan

Call to Order: Mr. Steeves called the meeting to order at 6:00pm. Mr. Steeves extended a formal welcome to Linda Hansen.

Disposition of Minutes

It was moved by Ms. Hennessey to approve the minutes of the August 17, 2016 meeting. Mr. Shea seconded, and the motion carried.

Approval of Agenda

Mrs. Miller moved to approve the Agenda. Ms. Hennessey seconded, and the motion carried.

Communications

Ms. Bartlett shared an email dated 18 August 2016 from the Town of Quispamsis to Courtney Warnell communicating that due to Ms. Warnell's change of residency to Rothesay, she was no longer eligible to serve as a Quispamsis representative on the Library Board. Ms. Bartlett has extended an invitation to Ms. Warnell to serve on the Board's Marketing Advisory Committee, which she accepted.

Ms. Bartlett shared a letter dated 17 August 2016 from the Town of Quispamsis which communicated the appointment of Linda Hansen to the Library Board.

Report of the Librarian

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

Ms. Bartlett apologized that the KPI Report for August was not ready and explained that it was pending the receipt of statistics from the Fundy Regional Office.

Ms. Bartlett discussed the new requirement of registration for early literacy story times. A maximum of fifteen spaces has been assigned to the Preschool (ages 3-5) and

Toddler (18-36 months) story times, respectively. Parents register for one month at a time. Both programs reached maximum registration for the month of September, with a small wait list.

Previously, story times had been a drop-in program with attendance ranging from 15 to 55 per program. This made it very difficult for staff to prepare adequately – particularly when it came to crafts. Ms. Bartlett went on to explain that over-attendance watered down the quality of the program, as well as diminished the early-literacy benefits intended for the young participants.

Parents attending the new, controlled-size story times have complimented the staff on the enhanced experience, citing that they liked the increased opportunities for participation, and the addition of crafts. Ms. Bartlett has also received several complaints from parents who do not like the registration requirement, citing that: it's difficult to make a commitment to attend with their family schedules; children shouldn't be excluded; and they liked the story times as they were. Ms. Bartlett will continue to monitor the situation.

The Fundy Library Region's Employee Development Day hosted at our Library was an overwhelming success! Staff from across the region (almost 70 total) were awed by our beautiful library spaces and services. Mr. Steeves stated that he liked the adjustments made to the shelves.

Financial Statement

Mr. Winchester presented the Financial Statement for the period ending August 31, 2016. See attached. Discussion ensued. Mr. Winchester stated that overall, spending was slightly better than forecast. Mr. Winchester noted moderate over-expenditures in the Accounting, Audit, and Legal line, as well as on the power. Ms. Hennessey suggested that the lowering of the shelves may have affected the airflow. Ms. Bartlett will ask Mr. Shedd to investigate.

Mr. Winchester shared that the Library had received its first commission cheque for the vending machine, valued at \$52 for the first quarter. Ms. Bartlett noted that it wasn't a complete quarter, as the machine had been installed mid-month. Ms. Bartlett had researched the cost to power the machine, which equals \$10 per month, making the vending machine self-sustaining. Ms. Bartlett passed on that they had seen an increase in high school students using the library to study and work on group projects since the vending machine had been installed.

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

Facilities Management

Ms. Hennessey presented the September 2016 Building Maintenance report on behalf of Mr. Shedd. See attached. Discussion ensued.

Ms. Hennessey provided an update on the negotiations with Controls and Equipment to lower the cost of the maintenance contract. Mr. Steeves suggested that Mr. Shedd continue to work on it and to come back with a recommendation to the Board in October.

Mr. Shea moved to accept the Facilities Management report as presented. Mrs. Miller seconded, and the motion carried.

Marketing Advisory Committee

N/A

New and Unfinished Business

2017 Budget Draft

Ms. Bartlett and Mr. Winchester presented the second draft of the 2017 budget request. Discussion ensued. Ms. Bartlett recommended that the HVAC contract remain budgeted in. Mr. Steeves agreed.

Mr. Winchester presented three quotes received for 2016-2017 insurance. Discussion ensued. Mr. Shea moved to award the 2016-2017 insurance policy to Local Community Insurance Services via broker James Higgins of Higgins Insurance. Ms. Hennessey seconded, and the motion carried.

Mr. Winchester moved to accept the 2017 budget request with a 1% increase as presented. Mrs. Miller seconded, and the motion carried.

Strategic Plan: Programming

Mr. Steeves recommended that this item be tabled until after the release of the new provincial public library strategic plan. Ms. Bartlett said that all board members would be invited to attend the fall Regional Forum meeting to consult on the provincial strategic plan.

Nominating Committee

Ms. Bartlett circulated a list of appointment terms of the current members and pointed out that six of the eight members were new as of 2016. Discussion ensued.

Mr. Steeves asked Mr. Shea to take on the role of Chair of the Nominating Committee. Mr. Shea accepted.

Mr. Steeves excused himself from the meeting. Discussion ensued. Mrs. Miller moved to contact the Town of Rothesay to request an extension of Mr. Steeves' term on the board. Ms. Hennessey seconded, and the motion carried.

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

Next Meeting: The next meeting is scheduled for October 19, 2016 at 6:00pm at the Library.

Respectfully submitted,



Tiffany Bartlett
Library Director and Secretary to the Board

Librarian's Report September 2016

Staffing and Volunteers

The Student Library Assistant competition was reposted, following a partially successful outcome of the August competition for the two positions. The closing date for the reposting is September 23, 2016.

A two-hour orientation session for the Fall VolunTeen program was held on September 10th. We welcomed back 9 returning volunteers, as well as eight new volunTeens.

We are thrilled to welcome back our regular operational and programming adult volunteers after their summer vacation.

The annual Employee Development Day will be held at our Library on Wednesday, September 21st. This is the list of professional development sessions offered:

- Respectful Communication When Dealing with Difficult People
- Photography Tips and Tricks for Taking Great Promotional Images
- Provincial Books-By-Mail Service: Effectively Marketing the Service in Your Community
- Yoga: Basic Exercises to Incorporate into Your Work Day
- Staff Roundtable Sharing Circles on: Children's Programming, Young Adult/Adult Services, and Collection Profiling and Reader's Advisory

Programs

- Our students this summer were excellent, and succeeded in delivering an impressive range of quality programming to many children within our community. Here's the final summer activity breakdown in numbers:
 - **Literacy Tutoring:**
 - Our three literacy tutors delivered a total of 600 hundred 45-minute one-on-one tutoring sessions to 70 individual participants.
 - 147 children were recommended to this program by their teachers. We reached our registration capacity at 47 children. An additional 13 children from the wait list of 35 were reached for one or more sessions to fill absences.
 - **Summer Reading Club (SRC):**
 - 404 children registered for the SRC program this year, which represents a significant increase over 2015 which saw 271 children registered (that's a 49% increase!).

- SRC participants reported to have read a combined total of 7,163 books this summer.
- In July and August we offered a total of 79 SRC programs to 1,716 participants. That's also an increase from last year (2015) where 59 programs were offered to 1,352 participants.
- We had approx. one hundred people attend each of our Summer Reading Club Closing parties (afternoon and evening) on August 19th.
- **Community Outreach Coordinator:**
 - Our Community Outreach Coordinator delivered literacy-based programming to six partner organizations this summer. A total of 87 programs were delivered in the community to 831 participants.
 - In addition to delivering programming, the Community Outreach Coordinator also facilitated 5 weekly book deposits out in the community. A total of 30 book deposits were made this summer.
- We are happy to have our program volunteers back this September. The following weekly programs are volunteer-run: Knit Wits (Thursdays at 7pm), Scrabble Club (Mondays at 2pm, Painter's Circle (Wednesdays at 10am), and Newcomer's Coffee Hour (Wednesdays at 10:30am).
- Registration is being enforced for our early literacy storytimes. Controlled audiences serve to enhance the user experience, and have allowed staff to reintroduce crafts to our storytimes. Promos went up in mid August communicating this new requirement. Families register for a one month block at a time. So far public feedback for this quality control initiative has been mostly positive, and all spaces (15 each) have been filled for both the toddler and the preschool storytime.
- The September puppet show is based on Julia Donaldson's picture book *The Gruffalo*. Puppet shows will start at 10:30am and 3:30pm on Friday, September 23.
- Over seventy people turned out to our special pre-DVD-release screening of *Finding Dory* on September 13th.
- Adult movie matinees have been moved to Tuesdays at 2:30pm. Movies shown in September were: *The Pursuit of Happyness*, *Spectre* (James Bond), *Apollo 13*, and *Mamma Mia*. Partnerships with Kingsway Care Centre and Parkland Shannex have been renewed – which encourages residents to attend the movies when transportation permits.
- Quilts created by members of the KV Quilters Guild are on display throughout the summer. The artistry involved in this quilts is truly breathtaking and worth the visit to appreciate in person!
- Ms. Bartlett contacted local schools to invite them to once again participate in the monthly class art displays.
- On September 15th we hosted the official launch of local author Riel Nason's second novel, *All the Things We Leave Behind*.

Collections and Spaces

- Public libraries across the province have partnered with Kings Landing to provide a free pass to the historical settlement for each valid library card. This offer is valid throughout the month of September. This was the first time this was offered in our region and we have been fulfilling multiple requests per day for the free passes. A happy side-effect of this partnership is that we've also seen patron registrations increase.
- The novelty cake pan lending library was launched in late August and news of the new service was a huge hit on our social media. The Facebook post introducing the cake pans rapidly became our most successful one yet with nearly 100 Likes and 125 Shares and counting. Cake pans are being borrowed, and more are being donated to be added to our collection.
- Space optimization projects are nearing completion. Mr. Shedd moved one row of shelving facing the Information Desk into storage, which widened the space for people waiting to be served, as well as general traffic. The shelving in the Young Adult area was reduced to 5' tall to improve light in the stacks. Patrons come in and comment that something has changed, although they can't quite pin-point what. Generally, comments have complimented the increased light and openness.
- One row of shelving at the end of the non-fiction collection was moved into storage, thereby opening up the view from the two bay windows in the adult reading lounge and increasing space for additional soft seating and work tables.
- A new Adult Learning corner featuring the adult literacy collection and six work tables has been created to the left of the elevator on the upper level.
- The adult graphic novel collection was moved to a more visible location.

Respectfully Submitted,



Tiffany Bartlett,

Library Director and Secretary to the Board

Kennebecasis Public Library Inc.						
Comparative Income Statement (DRAFT) 2016 November 14 Open Session FINAL 127						
Period ending Aug 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		57,051	57,051	0	85,576	(28,525)
Library service - Quispamsis		85,404	85,404	0	128,106	(42,702)
Room Rentals, Printer and copies		2,240	2,200	40	3,300	(1,060)
Grants		0	0	0		0
Donations	512	0	0			0
Miscellaneous Income		1,101	0	1,101	0	1,101
Previous Year's Surplus		793	92	701	138	655
TOTAL REVENUE	512	146,589	144,747	741	217,120	(71,632)
EXPENSE						
Operations Expenditures						
Other Expenditures - Restricted Fun	302					0
Books, restricted fund	2,271					0
Books - Savings Purchase	405					
Small Equipment and Furniture		1,411	4,200	2,789	6,300	4,889
Total Capital Expenditures	2,978	1,411	4,200	2,789	6,300	4,889
<u>Wages</u>						
Wages		19,785	20,300	515	27,800	8,015
EI Expense		391	333	(57)	500	109
CPP Expense		670	413	(256)	620	(50)
WCB Expense		115	0	(115)	0	(115)
Total Casual Labour		20,961	21,047	86	28,920	7,959
<u>General & Administration Expenses</u>						
Building Maintenance		40,700	43,230	2,530	64,845	24,145
Grounds Maintenance		13,935	15,525	1,590	22,825	8,890
Office		6,181	6,064	(117)	9,100	2,919
Utilities		35,310	33,296	(2,014)	49,902	14,592
Accounting, audit and legal		8,804	8,000	(804)	9,200	396
Professional Development		699	2,000	1,301	2,000	1,301
Insurance		7,750	4,533	(3,217)	6,800	(950)
Public Relations		1,269	2,000	731	3,000	1,731
Communications		4,160	5,680	1,520	8,520	4,360
Miscellaneous Expense		1,107	1,325	218	2,700	1,593
Program Exp		1,350	2,000	650	3,000	1,650
Total General & Admin Expenses		121,263	123,653	2,390	181,892	60,629
TOTAL EXPENSE	2,978	143,635	148,900	5,265	217,112	73,477
NET INCOME (Deficit)	(2,466.14)	2,953.90	(4,153)	6,006	8	1,844

Building Maintenance Report September 2016

- Past month has seen the continuation of spot repairs and painting.
- Shelf units were taken down and stored. Shelf units cut down in size.
- Carpet in whole building cleaned.
- New waste and recycle system is working well with paper pick up every two weeks and cardboard as required working well .
- Snow plowing and lawn contracts for a three year period awarded. Plowing Urban and lawn Ernie's
- AC unit 13 in fan motor had failed. New unit has been ordered. Cost aprox \$3000.00
.New fan unit has been installed
- Started talks with C+E Equipment regarding contract and how we can reduce costs. Will have it completed by end of month.

Respectfully Submitted,

Philip Shedd



2016 November 14 Open Session FINAL_129
**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, SEPTEMBER 28, 2016
AT 3:30 P.M.**

REGULAR MEETING

PRESENT:

**Matt Alexander, Chair (Rothesay)
Nancy Creamer, Vice-Chair (Quispamsis)
Linda Sherbo, Rothesay
Tiffany Mackay French (Rothesay)
Peter Bourque (Rothesay)
Emil Olsen (Quispamsis)
Danny Dobson (Quispamsis)
Gary Clark (Quispamsis)
Bill Artiss (Provincial Representative)
Chief Stephen McIntyre Ex-Officio Member of the Board

Cherie Madill – Secretary Treasurer of the Board
Inspector Jeff Giggey
Rebecca Moore - Secretary**

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

**Kennebecasis Regional Joint
Board of Police Commissioners
September 28, 2016
Page 2**

REGULAR MEETING

Mr. Clark wished an item be added to the Agenda. The Employer Pension Committee and be placed under New Business.

Correction be made to include Danny Dobson on the Personnel Committee.

The Chair added that under New Business an item be added, Board Policy and Chief's Retirement.

Linda Sherbo wished to add the announcement dealing with Mental Health and Youth being held at the Saint John High School.

The Chairman requested a Motion for the approval of the Regular Minutes of June 21, 2016. **Moved by Gary Clark and Seconded by Danny Dobson. MOTION CARRIED.**

The Chairman asked if there were any Declarations of Conflict of Interest. Mr. Dobson advised that he would be declaring a conflict under Transportation.

SECRETARY TREASURER'S REPORT

Cherie presented the Financial Statement for the period ending August 31, 2016. The cash balance is \$555,000 compared to 2015 of \$597,000. The sick pay retirement investments there are no big changes reflected. The sales tax recoverable is the HST and we have filed for January – June for \$26,000, so the \$34,000 which is on the books will be reduced once the cheque is received. The accounts payable are just the regular monthly expenses.

Cherie next referred to the Statement of Operations. The fees we charge for accident reports, record checks, fingerprints is at present \$57,000 as compared to the 2015 amount at this time of \$42,000. The taxi and traffic by-law category is slightly over budget because the taxi licenses are paid for at the beginning of the year for the whole year. Secondments is at \$258,000. This is over budget because we have four secondments and we were unsure at the time of the preparation of the 2016 budget how long the 4th secondments would last. On August 31st the secondment for Det. Cst. Natasha Couture will be ended as she has resigned from the force.

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Board of Police Commissioners
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Page 3**

REGULAR MEETING

Cherie next referred to the expenditures. Under equipment we purchased an I-Pad and a computer for the polygraph. Under communications we have a \$3,600 credit from Rogers.

Under the category of vehicles in the sub category equipment we purchased a couple of body cameras. As board members are aware there will be a new vehicle arriving soon resulting in this line item being more on budget.

Mr. Artiss asked the Chief if we now have enough body cameras for everyone who is on patrol? He advised that we do but he wanted to talk to the Board later in the meeting in relation to this item.

Under the Administration category under Building, we had a gun closet built in the briefing area to house the carbines in the amount of \$4,500.00. During the summer there were also some repairs done to the air conditioning unit in the amount of \$2,000 resulting in this line item being slightly over budget. The interest on the Debenture was budgeted at \$24,000 and at present it is \$21,000.

Administration – Professional fees contains the actuarial study. The Actuarial has been contacted and he has not gotten back to her and she will contact him again. Labor Relations is comprised of legal fees.

At present there is a surplus of \$288,000 as compared to this time in 2015 where the surplus \$293,000.

Telecom Fund – The one retiree's health insurance is well covered with an overage of \$798.00. At present there is a surplus of \$2,000 in that fund.

Mr. Dobson asked if the Chief could report on the retiree's health plan and what has been going on with it. The Chief explained that the Board has always been concerned with the retirees health care costs because it is a money in money out plan. He further advised that as we attempt to insure that we are not losing any money on the plan, the alternative is to bump the rates up slightly to bring everything in line. The

**Kennebecasis Regional Joint
Board of Police Commissioners
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Page 4**

REGULAR MEETING

Chief advised that Todd Stephen took the opportunity to meet with the retirees and his focus was describing to them that there are Provincial Plans that they could join because our rates in October are going to increase again \$420 for a family and \$218 for single. There are only 5 or 6 individual or families on the retired portion of the health plan so Mr. Stephen put out an opportunity to meet with each one of them to explain to them the options that they have. With the goal being that they understand that they are getting the most affordable coverage they can and surprisingly enough two retired members showed no interest to come and meet with him and the others who did meet with him, none were committal to look at the Provincial Plan. Mr. Dobson explained that this has to be taken further because we are self-insured program. We have a stop loss of what he believes is \$10,000. He explained that the way it is worded for the retirees is that they can stay on the plan as long as it doesn't cost the Union or Employer anything. He further explained that if one of our retiree's has a major event they could be looking at up to \$10,000 to cover their costs. This is huge risk on their part and as well the Board pays up to the end of the year. So in saying that a retired employee may owe the Board \$10,000 and the chance of the Board recovering this is unlikely. He further explained that if the retirees did not intend to move, this is a huge exposure to the retirees as well as the Board. The Chief advised that Mr. Stephens was quite informed. The Chief advised that maybe we should contact Todd to see if he explained the catastrophic drug issue to the retired members. This was discussed further. Mr. Olsen asked if a legal document could be prepared for the Retirees that they could sign wherein they recognize their responsibilities in the event of a catastrophic drug event. Chief McIntyre suggested that maybe this is something that Todd could prepare and have forwarded to the retired members. The Chief explained that the Provincial Plan is cheaper than our plan is covers catastrophic drugs. He further explained that the Board should ask Todd to prepare something to send out to these people that either they sign and acknowledge the liability that they are accepting and that the board is not accepting that liability. The Chief advised he would contact Todd to see what can be done in this regard.

Chief McIntyre advised that there are a couple of larger expenditures that he and Cherie are looking at. The first being a new server and he has been advised that the funds are in the 2016 budget for this purchase. The Chief further explained that Mr. Artiss had asked a question in relation to the body cameras. He went on to say that it

**Kennebecasis Regional Joint
Board of Police Commissioners
September 28, 2016
Page 5**

REGULAR MEETING

is difficult to find the correct technology that is user friendly in that they capture the data properly and it is easy to download the data and retrieve it in the event it is required for Court can be a little more problematic. Sgt. Scott manages these cameras and he is not happy with the ones currently being used in that there is a lot of down time with them and issues. The Chief went on to say that we presently have two of the newer type that Sgt. Scott purchased and we have a quote for six more which would give us a total of eight which would cover everyone on the shift with more. We have a quote which includes the software for these body cameras in the amount of \$11,000. We feel that based on today's technology these are a much better quality and a more robust camera. This was one consideration.

Chief McIntyre explained that the second consideration for the Board was the purchase of an ATV. He explained that the Force is being called upon more and more for ATV complaints, and search and rescue situations. Sgt. Scott had put out some proposals on two or three different units. After some discussion with the Finance Committee they agreed to have Sgt. Scott put a tender together to be fair to all the suppliers. Cherie advised that there is money in the budget for this purchase.

Chief McIntyre advised that another item he would like to achieve is in the briefing area of the building. We are looking at more suitable work stations which would permit more privacy to the members when they are on the phone or working on the computers. These work stations would be higher and would have a door. Unconfirmed estimates were in the area of \$14,000.

The Chairman spoke to the fact that we are showing a surplus at present and we had talked to the Towns about a contingency fund but they were not in favor of the Board doing this.

The Chief advised that the Force is required under Policing Standards to conduct a Citizen's Satisfaction Survey. This was completed over the summer and the Chief will have Rebecca forward same to the members of the Board for their review.

Gary Clark brought an item to the attention of the Chief that some of the members are still wearing Rothesay Regional Police Force shoulder flashes on their uniforms. The

**Kennebecasis Regional Joint
Board of Police Commissioners
September 28, 2016
Page 6**

REGULAR MEETING

Chief asked Inspector Giggey to make note of this and to bring this to the members' attention.

The Chair requested a Motion to accept the Secretary-Treasurer's Report. Moved by Linda Sherbo and Seconded by Bill Artiss. MOTION CARRIED.

Mr. Artiss asked the Board about the status of these items that the Chief mentioned and whether he is going to move forward with these purchases. The Chief suggested that the October Board meeting would probably be a better time to review these items.

CHIEF'S REPORT

Other than the report included in the kit, he stated he had mentioned about the vacating of the Firearms Office and there may be some expense in purchasing a desk for that office.

He reviewed the Major Crime and Street Crime reports. Inspector Giggey offered some further insight into some of the cases of theft.

MOVED BY Emil Olsen and Seconded by Gary Clark to accept the Chief's Report as circulated. MOTION CARRIED.

COMMITTEE REPORTS

Personnel Committee – Mr. Artiss referred the Board to Board Policy which deals with Acting Appointments

"Acting is defined as an appointment to a position for a short period of time to replace another incumbent when the absent person is expected to return to their regular position".

Mr. Artiss advised that this will not cover the Board in the next short period of time so

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Board of Police Commissioners
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REGULAR MEETING

he put for the following Motion.

MOVED BY Bill Artiss to add to that clause the following: "or when it is the decision of the Board to appoint Acting Positions when the Board deems it is in the best interest of the organization". SECONDED BY Gary Clark. MOTION CARRIED.

MOVED BY Bill Artiss that the Personnel Committee be charged with the power to add and to assume the lead role in filling the up-coming Acting and full time positions. SECONDED BY Peter Bourque. MOTION CARRIED.

Mr. Artiss wanted to clarify that the Personnel Committee now has three people and the policy now says they can add Ad Hoc as required but there has to be more regular Board Members than Ad Hoc so this is left unsaid that this would be one or two people and I have specified what the skill sets are.

Building and Grounds -

Linda Sherbo asked how the gun cabinet was working out. The Chief advised it is working out well and couldn't be happier.

Gary Clark asked how the ground maintenance worked out this summer. The Chief advised that he has not had any complaints. Mr. Clark suggested that a note be taken in this regard for the spring. Mr. Dobson suggested that the shrubbery should be trimmed. The Chief advised he would obtain some names and obtain some costs for completing this work.

Insurance – Mr. Bourque advised that the maximum would be a 3% increase in premiums for 2017. Civil defense costs may form a part of our insurance in 2017. The actual costs of the defense will not impact on the limits.

Finance - **MOVED BY Danny Dobson and Seconded by Linda Sherbo that the draft 2017 Police Budget with a 4% increase and the Draft 2017 Telecom Budget be forwarded to the two municipalities for their consideration. MOTION CARRIED.**

**Kennebecasis Regional Joint
Board of Police Commissioners
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Page 8**

REGULAR MEETING

Mr. Dobson left the meeting as the Transportation Committee provided a report.

Transportation – **MOVED by Peter Bourque and SECONDED by Bill Artiss to ratify the telephone poll conducted on July 22, 2016. Linda Sherbo requested that the document be changed to reflect “not available” as opposed to “no response” after her name. Revisions will be made. MOTION CARRIED with the revisions requested.**

Peter Bourque advised that a new vehicle was tendered for over the summer and the successful dealer was Dobson Chrysler in the amount of \$36,123.00 + HST. This includes the costs of transferring the equipment for the old vehicle to the new one. **MOVED By Peter Bourque to accept the tender of Dobson Chrysler to purchase this new vehicle. Seconded by Bill Artiss. MOTION CARRIED.**

Peter Bourque advised that we had offered for sale a high mileage vehicle. Four bids were received the highest received was in the amount of \$2,150.50. **MOVED BY Peter Bourque that we accept the highest bid in the sale of this Jeep. Seconded by Bill Artiss. MOTION CARRIED.**

Mr. Dobson returned to the meeting.

Policy Committee – Has already been addressed.

Police Act Review - Mr. Artiss asked the Chief as to the status. Chief McIntyre provided the members of the Board with an up-date.

Sick Pay/Retirement Ad Hoc Committee - Linda Sherbo asked who was on this Committee. She understood that it was going to be brought forward for this Agenda. Mr. Dobson explained that the Committee has not been struck yet. Mr. Dobson stated that he wanted this added to the Agenda in the fall and that we should strike an Ad Hoc Committee to review the relationship that we have with our current broker and what his fees are and what fees are available from other firms. He just feels that we have a responsibility to review this to make sure that we are getting the best deal. This was discussed and Mr. Dobson's recommendation is to strike an Ad Hoc Committee and review what is in the marketplace based on our current situation.

**Kennebecasis Regional Joint
Board of Police Commissioners
September 28, 2016
Page 9**

REGULAR MEETING

MOVED by Bill Artiss and Seconded by Linda Sherbo to bring this item forward to the January Meeting. MOTION CARRIED.

Correspondence - The Chairman advised that a Letter has been received from Chief McIntyre dated September advising of his retirement effective November 5, 2016. This was released to the Media on September 25. Mr. Alexander went on to say that we are very happy and pleased with the service that we have had with Chief McIntyre over the last 18 years as Chief and he thanked the Chief for his service. **MOVED by Danny Dobson and Seconded by Gary Clark to accept the Notice of Retirement of Chief Stephen N. McIntyre effective November 5, 2016 and wish him the best in the next stage of his life. MOTION CARRIED.**

New Business - The Chairman advised that Mr. Clark had an item with respect to the Employee Pension Plan. Mr. Clark advised that there is a meeting coming up on October 19 in Moncton regarding the Municipal Pension Plan Board. He explained that there is an Employee and Employer representative on the Board. Mr. Olsen advised that he was the Employer representative for the Police Commission. He further advised that this meeting is for the appointment of Employer representatives who are elected for a four year period. Mr. Clark advised that Mr. Olsen has three remaining years on the board but this appointment was for four years. He suggested that an Ad Hoc Committee be formed to be able to keep Mr. Olsen there for four years instead of having to come off after three. **MOVED by Danny Dobson and Seconded by Gary Clark that Emil Olsen be appointed the Employer Representative to the New Brunswick Municipal Employees Pension Plan and that Inspector Jeff Giggey be appointed as the Employee Representative for a period of four years. MOTION CARRIED.**

Linda Sherbo wanted to advise the Board of an item that is coming out of the Parent School Support Committee (PSSC) in and for Saint John area high schools who are putting on a presentation entitled "It takes a Village to Raise a Teen" on Tuesday, October 4th from 7:00 – 8:30. Given the interaction with the police and teens with mental health issues this program may be beneficial. She just wanted to let people

**Kennebecasis Regional Joint
Board of Police Commissioners
September 28, 2016
Page 10**

REGULAR MEETING

know of this event. Chief McIntyre suggested that she send this information to Inspector Giggey and he will see that it is forwarded to all staff. Gary Clark suggested this could be sent to both Towns and she could send it to Aaron Kennedy at the Town of Quispamsis.

Moved by Emil Olsen and Seconded by Tiffany Mackay French to adjourn. MOTION CARRIED.



CHAIRMAN



SECRETARY

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at September 30, 2016

	<u>2016</u>	<u>2015</u>
-----Financial assets-----		
Cash - General	\$657,052.69	\$736,039.11
Sick Pay/ Retirement Investments	798,299.44	799,341.91
Accounts Receivable	66,969.60	61,283.48
Sales tax recoverable	38,387.48	11,738.47
	<u>\$1,560,709.21</u>	<u>\$1,608,402.97</u>
----Liabilities-----		
Accounts payable and accrued	270,290.20	323,970.38
Vested sick leave/retirement accrual	791,613.08	756,181.05
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>3,328,301.81</u>	<u>3,684,249.96</u>
NET ASSETS (DEBT)	<u>-1,767,592.60</u>	<u>-2,075,846.99</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	10,408.47	4,678.32
Prepaid expenses	<u>34,716.83</u>	<u>36,344.33</u>
	<u>2,352,313.73</u>	<u>2,286,445.63</u>
ACCUMULATED SURPLUS	<u>584,721.13</u>	<u>210,598.64</u>
Assets	3,913,022.94	3,894,848.60
Liabilities	3,913,022.94	3,894,848.60

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
September 30, 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			194,248
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
Furnishings	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
Machinery & equipment	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
Information technology equipment	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
Vehicles	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
NINE MONTHS ENDING SEPTEMBER 30, 2016

Page 3

	----- NINE MONTHS -----				
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>-----BUDGET-----</u>	
REVENUE:					
Fees	\$63,291.28	80%	\$45,924	\$35,250	\$47,000
Taxi & Traffic Bylaw	7,349.90	96%	5,811	3,750	5,000
Interest income	3,923.44	-13%	4,937	4,500	6,000
Retirement investment income	21,926.97	62%	13,018	13,500	18,000
Secondments	290,602.61	36%	219,951	213,000	284,000
	<u>\$387,094.20</u>	43%	<u>289,641</u>	<u>270,000</u>	<u>360,000</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	\$2,509,446.21	-1%	\$2,340,554	2,533,064	\$3,377,418
Benefits	479,225.83	-8%	444,767	521,613	695,484
Training	17,114.16	-40%	26,131	28,500	38,000
Equipment	3,704.74	-75%	7,108	15,000	20,000
Equip repairs & IT support	2,194.10	-27%	1,624	3,000	4,000
Communications	44,521.24	2%	37,497	43,725	58,300
Office function	10,096.30	-21%	8,778	12,750	17,000
Leasing	8,420.39	6%	8,660	7,950	10,600
Policing-general	21,312.56	-13%	28,663	24,375	32,500
Insurance	8,465.22	1%	8,235	8,400	11,200
Uniforms	33,200.73	23%	35,288	27,000	36,000
Prevention/p.r.	5,899.24	-13%	4,302	6,750	9,000
Investigations	23,154.68	6%	13,227	21,750	29,000
Detention	19,395.00	0%	19,395	19,395	25,860
Taxi & Traffic Bylaw	519.28	38%	795	375	500
Auxillary	70.33	-94%	1,344	1,125	1,500
Public Safety	21,000.00	0%	21,000	21,000	28,000
	<u>3,207,740.01</u>	-3%	<u>3,007,368</u>	<u>3,295,772</u>	<u>4,394,362</u>
VEHICLES					
Fuel	64,945.60	-21%	67,014	82,500	110,000
Maint./repairs	43,158.39	-32%	61,904	63,750	85,000
Insurance	15,237.72	-2%	15,238	15,543	20,724
New vehicles	18,968.42	-78%	62,875	85,500	114,000
Equipment	2,702.84	-83%		16,125	21,500
	<u>145,012.97</u>	-45%	<u>207,031</u>	<u>263,418</u>	<u>351,224</u>

STATEMENT OF OPERATIONS
NINE MONTHS ENDING SEPTEMBER 30, 2016

	-----NINE MONTHS-----					
	--ACTUAL--		PRIOR YR	-----BUDGET-----		
EXPENDITURE continued:						
BUILDING						
Maintenance	26,184.86	-7%	32,801	28,125	37,500	
Cleaning	16,953.03	-6%	16,465	18,000	24,000	
Electricity	30,853.52	-12%	32,396	35,250	47,000	
Taxes	33,240.71	-3%	32,803	34,444	45,925	
Insurance	4,074.03	2%	3,917	3,996	5,328	
Grounds	7,413.83	-1%	9,383	7,500	10,000	
Interest on Debenture	23,663.34	-12%	42,073	27,000	36,000	
Debenture Principal	96,000.03	11%	84,000	86,250	115,000	
	<u>238,383.35</u>	-1%	<u>253,838</u>	<u>240,565</u>	<u>320,753</u>	
ADMINISTRATION						
Salaries	455,555.30	0%	440,410	454,382	605,842	
Benefits	86,517.10	0%	76,718	86,333	115,110	
Professional Fees	28,546.22	-21%	27,433	36,000	48,000	
Travel/Training	8,747.90	-10%	8,754	9,750	13,000	
Board Travel/Expenses	2,401.37	-36%	1,374	3,750	5,000	
Insurance	940.50	1%	915	933	1,244	
Bank service fees	804.25		-63			
Labour Relations	20,228.97	170%	2,763	7,500	10,000	
Sick Pay/Retirement		-100%		44,850	59,800	
Retirement int & dividends	21,926.97	54%	13,018	14,250	19,000	
2nd prior year (surplus) deficit	-84,515.22		-92,261	-84,515	-112,687	
	<u>541,153.36</u>	-6%	<u>479,061</u>	<u>573,232</u>	<u>764,309</u>	
	3,745,195.49	-9%	3,657,657	4,102,986	5,470,648	
CONTRIBUTED BY MEMBERS	<u>4,102,982.28</u>		<u>4,006,669</u>	<u>4,102,986</u>	<u>5,470,648</u>	
SURPLUS (DEFICIT)	<u>\$357,786.79</u>		<u>\$349,012</u>	<u>\$0</u>	<u>\$0</u>	

TELECOM FUND

City of SJ telecomm services	240,055.50	0%	227,925	240,056	320,074	
Data Networking charges	7,312.18		6,887	7,705	10,273	
Retirees health insurance	-820.12		2,072	1,125	1,500	
2nd prior year (surplus) deficit	1,620.90	0%	-3,661	1,621	2,161	
	<u>248,168.46</u>		<u>233,223</u>	<u>250,506</u>	<u>334,008</u>	
CONTRIBUTED BY MEMBERS	<u>250,510.50</u>		<u>232,250</u>	<u>250,506</u>	<u>334,008</u>	
SURPLUS (DEFICIT)	<u>\$2,342.04</u>		<u>(\$973)</u>	<u>\$0</u>	<u>\$0</u>	

Total surplus (deficit)

\$360,128.83

\$348,039

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS pg 5
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

STATEMENT OF FINANCIAL POSITION

BANK balance		657,053	at September 30
ACCOUNTS PAYABLE balance	270,290		
Debenture costs to be paid in December	-103,595		

Current Accounts Payable		166,695	Paid in October

Extra (Shortfall) in bank account		490,357	

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

STATEMENT OF OPERATIONS

Revenue:

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

Crime Control:

- * Salaries - one officer out on LTD (retired in May) and an officer on maternity leave (Jan - Mar).
- * Benefits Health insurance 2016: \$116,076 2015: \$103,508
- Retirees health insurance 2016: \$1,354 2015: \$-85
- The retirees underpaid \$1,354 less than the actual costs in 2016

Vehicles:

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

Building:

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

Administration:

- * Benefits Health Insurance 2016: \$22,212 2015: \$14,715

Telecom:

- * Retirees health insurance 2016: \$-820 2015: \$2,072
- This year with only one retiree the costs are less

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE
SEPTEMBER 14, 2016**

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

Chief Bill Ireland
Carlene MacBean, Executive Assistant

Regrets: Commissioner Grant Brennan
Commissioner John Jarvie

1.0 Call to Order

Chair Young called the meeting to order at 6:55 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

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

CARRIED

4.0 Disclosure of Interest

None

5.1 Approval of Previous Minutes

Moved by B. Shanks and seconded by D. Armstrong, that the minutes of July 13, 2016 be approved.

CARRIED

6.0 Unfinished Business

6.1 Fee for Service Request

6.1.1 Letter to both towns re: Fee for Service

6.1.2 Letter from Town of Quispamsis re: Fee for Service

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

On the question:

Chair Young asked that Chief Ireland follow up with the Town of Rothesay for an update.

CARRIED

7.0 Correspondence

7.1 Letter from Town of Rothesay re: Rothesay Council Representative

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

CARRIED

8.0 New Business

8.1 Composition of Fire Board

8.1.1 Editorial from Telegraph Journal – Blair MacDonald

8.1.2 Letter from Telegraph Journal – Linda Sherbo

Moved by B. Shanks and seconded by S. Luck these two items be moved forward to the next meeting.

CARRIED

8.2 Establishment of Committees

It was agreed that that further discussion is required to clarify the roles of the current committee structure.

Moved by B. Shanks and seconded by K. Miller to establish a Budget Committee for the purpose of drafting the 2017 Operating and Capital Budgets only.

CARRIED

Commissioners Miller, Luck and Young offered to sit on the Budget Committee to work with Chief Ireland on drafting the 2017 Operating and Capital Budgets. The meeting date is to be determined.

9.0 Financial

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

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

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

Chief Ireland reported he is impressed with the quality of the three new recruits and believes the department will be well served.

Moved by B. Shanks and seconded by K. Miller to have Chief Ireland send letters of welcome to the new recruits.

CARRIED

Commissioner McIntyre reported his grandchildren attended the recent fun fair at a local church. One of the fire trucks was there and the firefighters were great. He loves that they are out at events, in the community and interacting with the public.

11.2 Response Summary

Moved by K. Miller and seconded by S. Luck to receive and file.

CARRIED

12.0 Adjournment

Moved by R. Young that the meeting be adjourned at 7:15 pm.

Date of next meeting – December 14, 2016

Respectfully submitted,

CHAIR

SECRETARY / TREASURER

Kennebecasis Valley Fire Department Inc.

Statement of Operations with Budget Variances

For the 7 months ending July 31, 2016

Line #		BUDGET	ACTUAL	VARIANCES	BUDGET
		YEAR TO DATE	YEAR To DATE	YEAR TO DATE (Under Budget)	2016
REVENUE:					
1	Members Contributions	\$2,809,097	\$2,809,097	(\$0)	\$4,564,783
2	Local Service Districts	\$53,068	\$53,068	\$0	\$90,973
3	Revenue Fee Structure	\$70	\$35	(\$35)	\$100
4	Rebate on Property Tax	\$46,105	\$44,587	(\$1,518)	\$46,105
5	Misc. Revenue	\$0	\$227	\$227	\$0
6	Interest Income C/A	\$2,917	\$3,194	\$277	\$5,000
7	Surplus/ Deficit 2nd Previous	\$122,068	\$122,068	\$0	\$122,068
8		<u>\$3,033,324</u>	<u>\$3,032,275</u>	<u>(\$1,049)</u>	<u>\$4,829,029</u>
EXPENSES:					
ADMINISTRATION:					
9	Admin. Wages and Benefits	\$337,318	\$331,516	(\$5,802)	\$576,600
10	Convention/ Dues/ Training	\$6,000	\$3,327	(\$2,673)	\$20,000
11	Professional Services	\$1,500	\$1,275	(\$225)	\$33,500
12	Office Supplies / Copy Machine/ S/C	\$4,308	\$2,889	(\$1,419)	\$7,385
13	Computer Hardware/Software/IT	\$8,568	\$4,481	(\$4,107)	\$12,000
14	Station Telephone/ Internet	\$7,191	\$6,390	(\$801)	\$14,382
15	Postage/ Misc. Exp	\$1,317	\$176	(\$1,141)	\$2,550
16		<u>\$366,202</u>	<u>\$350,033</u>	<u>(\$16,169)</u>	<u>\$666,418</u>
FIREFIGHTING FORCE:					
17	Salaries Basic	\$1,414,924	\$1,390,204	(\$24,720)	\$2,421,592
18	Overtime	\$32,692	\$13,562	(\$19,130)	\$63,000
19	Vacation Pay on Retirement	\$9,436	\$0	(\$9,436)	\$28,308
20	Force Benefits	\$375,448	\$359,783	(\$15,665)	\$577,100
21	Clothing/Uniform Maintenance	\$15,750	\$15,365	(\$385)	\$27,000
22	Medical and Fitness Training	\$9,800	\$9,800	(\$0)	\$20,400
23	Career Recognition	\$3,000	\$3,093	\$93	\$4,000
24	Holiday Relief Wages & Overtime	\$189,608	\$193,678	\$4,069	\$314,000
25	Holiday Relief Benefits	\$57,879	\$56,573	(\$1,305)	\$91,700
26	Volunteer Expenses	\$13,135	\$9,145	(\$3,990)	\$21,000
27		<u>\$2,121,672</u>	<u>\$2,051,202</u>	<u>(\$70,468)</u>	<u>\$3,568,100</u>
TELECOMMUNICATIONS					
28	Cellular Telephone	\$3,389	\$2,651	(\$739)	\$5,810
29	Communication Equipment	\$4,500	\$2,936	(\$1,564)	\$12,000
30	Maintenance/ Repairs	\$1,785	\$0	(\$1,785)	\$3,060
31		<u>\$9,674</u>	<u>\$5,586</u>	<u>(\$4,088)</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	\$12,400	\$9,474	(\$2,926)	\$32,000
35	Fire Prevention and Public Education	\$4,960	\$2,922	(\$2,038)	\$10,000
36	Training Supplies	\$2,200	\$1,929	(\$271)	\$2,500
37		<u>\$19,560</u>	<u>\$14,326</u>	<u>(\$5,234)</u>	<u>\$44,500</u>
FACILITIES					
38	Station 1 Operating	\$145,541	\$135,788	(\$9,753)	\$186,680
39	Station 2 Operating	\$12,658	\$12,794	\$136	\$21,700
40	Station 2 Rent	\$27,965	\$27,965	\$0	\$47,940
41	Station Supplies	\$6,125	\$2,962	(\$3,163)	\$10,500
42		<u>\$192,289</u>	<u>\$179,509</u>	<u>(\$12,780)</u>	<u>\$266,820</u>

Kennebecasis Valley Fire Department Inc.

Statement of Operations with Budget Variances

For the 7 months ending July 31, 2016

	BUDGET	ACTUAL	VARIANCES	BUDGET
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2016
FLEET				
43 Vehicle Fuel	\$21,538	\$11,621	(\$9,918)	\$40,000
44 Vehicle Registration	\$434	\$301	(\$133)	\$434
Vehicle Lease Payments	\$0	\$0	\$0	\$0
45 Vehicle Maint & Repairs	\$36,167	\$44,033	\$7,866	\$62,000
46	<u>\$58,139</u>	<u>\$55,955</u>	<u>(\$2,184)</u>	<u>\$102,434</u>
OPERATIONS				
47 New Equipment	\$9,331	\$5,146	(\$4,186)	\$16,000
48 Maint & Repairs - Equipment	\$9,688	\$13,246	\$3,558	\$13,000
49 Maint & Repairs - Bunker Gear	\$1,000	\$1,064	\$64	\$7,000
50 Medical Supplies	\$2,333	\$2,412	\$79	\$4,000
51 Fire Fighting Supplies	\$2,333	\$488	(\$1,845)	\$4,000
52 Health & Safety	\$875	\$84	(\$791)	\$1,500
53 H&S Cause Determination	\$583	\$0	(\$583)	\$1,000
54	<u>\$26,144</u>	<u>\$22,440</u>	<u>(\$3,704)</u>	<u>\$46,500</u>
WATER COSTS:				
55 Water Costs - Rothesay	\$17,623	\$17,623	\$0	\$23,497
56 Water Costs - Quispamsis	\$3,293	\$3,293	\$0	\$4,390
57	<u>\$20,915</u>	<u>\$20,915</u>	<u>\$0</u>	<u>\$27,887</u>
OTHER:				
58 Miscellaneous	\$1,167	\$2,294	\$1,127	\$2,000
59 Retirement Allowance	\$29,167	\$29,167	\$0	\$50,000
60	<u>\$30,333</u>	<u>\$31,461</u>	<u>\$1,127</u>	<u>\$52,000</u>
61	<u>\$2,878,429</u>	<u>\$2,764,414</u>	<u>(\$114,013)</u>	<u>\$4,829,029</u>
61 SURPLUS (DEFICIT) FOR THE PERIOD	<u>\$154,896</u>	<u>\$267,862</u>	<u>\$112,964</u>	<u>\$0</u>

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 7 months ending July 31, 2016

Line #	Description	Budget YTD	Actual YTD	Variance (Under Budget)	Details
	Admin. Wages and Benefits	\$337,318	\$331,516	(\$5,802)	Finance Admin hours less than budgeted
	Firefighting Force				
17	Salaries	\$1,414,924	\$1,390,204	(\$24,720)	Result of retirement and personnel on leave, recovery of wages from WSNB
18	Overtime	\$32,692	\$13,562	(\$19,130)	as required
19	Vacation pay on retirement	\$9,436	\$0	(\$9,436)	Retirees took vacation time in lieu of cash
20	Force Benefits	\$375,448	\$359,783	(\$15,665)	# of employees utilizing single coverage, actual costs less than budget expectations
38	Station 1 Operating	\$145,541	\$135,788	(\$9,753)	Property tax and propane less than anticipated
42	Vehicle Fuel	\$21,538	\$11,621	(\$9,918)	as required
45	Vehicle Maint & Repair	\$36,167	\$44,033	\$7,866	E2 injectors replaced, other repairs as required
	Material Variances	\$2,373,064	\$2,286,507	(\$86,558)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000

For the months of June & July 2016

Recurring Monthly Invoices	Amount	Description
06/01/16 Assumption Life	\$25,949	Group Benefits
06/01/16 Town of Quispamsis	\$3,995	Rent - Station 2
06/02/16 Receiver General	\$45,601	payroll liabilities
06/02/16 BMO	\$70,860	net wages 06/02/2016
06/12/16 Receiver General	\$44,847	payroll liabilities
06/16/16 BMO	\$71,734	net wage 06/16/2016
06/30/16 Receiver General	\$45,690	payroll liabilities
06/30/16 CIBC Mellon	\$80,565	Pension June 2016
06/30/16 I.A.F.F. Local 3591	\$10,477	Union Dues
06/30/16 Worksafe	\$3,529	monthly assessment
06/30/16 BMO	\$79,001	net wages 06/30/2016
07/01/16 Town of Rothesay	\$5,874	Quarterly water
07/01/16 Assumption Life	\$24,884	Group Benefits
07/01/16 Town of Quispamsis	\$3,995	Rent - Station 2
07/14/16 Receiver General	\$48,827	payroll liabilities
07/14/16 BMO	\$79,073	net wages 07/14/2016
07/28/16 Receiver General	\$48,471	payroll liabilities
07/28/16 BMO	\$79,642	net wage 07/28/2016
07/31/16 CIBC Mellon	\$41,554	Pension July 2016
07/31/16 I.A.F.F. Local 3591	\$8,727	Union Dues
07/31/16 Worksafe	\$2,833	Monthly assessment
Non-Recurring Invoices	Amount	Description
06/15/16 G. LeBlanc Fire Truck Repair Ltd	\$2,162	Vehicle maintenance
07/28/16 Quadrus Investment	\$37,742	Retiring Allowance - Captain McCully



Kennebecasis Valley Fire Department

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

September 14, 2016

Retirement Ceremony

On August 1st, a large group of family, friends, invited guests and peers gathered to wish Captain Mark McCully a happy retirement after 42 years in the fire service. Mark 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 McCully's retirement the following promotions became effective August 1, 2016:

Lieutenant James LeBlanc to Captain
Senior Firefighter Paul Nixon to Lieutenant
Firefighter Michael Nixon to Senior Firefighter
Holiday Relief Firefighter Justin Cowan to 3rd Class Firefighter

New Employees

The department added three new Holiday Relief Firefighters to fill vacancies created by two retirements and an extended parental leave. The department is pleased to welcome:

HRFF Thomas Heffernan
HRFF Stephanie Henderson
HRFF Danielle Cates

The addition of HRFF Henderson and Cates increases our number of paid female firefighters to three. This represents 7.5% of our overall force which is triple the Canadian average of 2.4% and more than double the North American average of 3.5%. We are proud to become more representative of our community and look forward to the contributions our newest members will make to our organization.

Resiliency Training for Mental Health

The Province has partnered with Mental Health Canada to bring the *Road to Mental Readiness (R2MR)* program to first responders in New Brunswick. The program was first developed for the Canadian Armed Forces and was adopted by the RCMP. It has become the gold standard for PTSD prevention programs.

In late August, Chaplain Dr. Bruce Smith attended a six day, train-the-trainer session in Fredericton to become a certified R2MR instructor. Chaplain Smith will provide training to our members and other fire service members in the Royal Firefighters Association.

Response Types Kennebecasis Valley Fire Department (01/01/2016-31/08/2016)	Jan	Feb	Mar	April	May	June	July	Aug	2016 YTD	2015 YTD
Fire/explosion - dollar loss [10]	0	6	3	3	1	4	1	0	18	30
Rubbish/grass fire - no dollar loss [12]	0	1	3	7	17	11	3	4	46	37
Chimney Fire [13]	0	0	0	2	1	0	0	0	3	6
Total Fire [10-19]	0	7	6	12	19	15	4	4	67	73
Rescue - Miscellaneous [30]	1	0	0	0	1	0	1	1	4	5
Vehicle Accident [31]	11	15	6	4	12	8	8	6	70	74
Total Rescue or Resuscitation call [30-39]	12	15	6	4	13	8	9	7	74	79
Public Hazard - gasoline or fuel spill [41]	0	1	0	1	0	0	0	1	3	3
Public Hazard - power line down / utility pole hazard [43]	0	2	1	1	0	0	0	1	5	10
Public Hazard - miscellaneous [49]	0	1	2	0	2	0	1	1	7	11
Total Public hazard [40-49]	0	4	3	2	2	0	1	3	15	24
Gas Leak - propane [51]	1	0	0	1	0	0	0	0	2	5
Gas Leak - response to carbon monoxide detector alarm [53]	0	0	2	2	2	2	0	0	8	8
Total Gas leak [50-59]	1	0	2	3	2	2	0	0	10	13
Public Service - first aid [62]	47	51	48	56	64	50	65	45	426	452
Public Service - assist police or other agency [63]	1	0	3	0	0	0	0	3	7	9
Public Service - mutual aid [65]	0	0	1	0	1	2	0	3	7	10
Public Service - animal rescue [66]	0	0	0	0	0	0	0	0	0	0
Public Service - flooding [67]	1	0	0	0	0	0	0	0	1	2
Public Service- miscellaneous [69]	2	1	1	0	2	3	1	1	11	16
Total Public services [60-69]	51	52	53	56	67	55	66	52	452	489
Alarm No Fire - accidental miscellaneous [70]	6	3	3	1	1	1	0	7	22	31
Alarm No Fire - smoke or steam mistaken [71]	2	1	1	0	2	1	1	1	9	11
Alarm No Fire - sprinkler surge or discharge [72]	1	0	0	0	0	0	0	0	1	4
Alarm No Fire - detector activated [73]	5	6	6	3	4	6	10	6	46	47
Alarm No Fire - unknown odours [75]	0	1	2	3	1	0	0	0	7	4
Alarm No Fire - miscellaneous [79]	1	0	2	2	0	5	1	3	14	23
Total Alarm no fire - No malicious intent [70-79]	15	11	14	9	8	13	12	17	99	120
False Alarm (Mischief) - miscellaneous [89]	0	0	1	1	0	0	1	1	4	4
Total False alarm - Mischief [80-89]	0	0	1	1	0	0	1	1	4	4
Total Response Types Kennebecasis Valley Fire	79	89	85	87	111	93	93	84	721	802

Town of Rothesay

General Fund Financial Statements

September 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 - September	G11
Capital Project Listing - October - Draft	G12

Town of Rothesay

Balance Sheet – Capital General Fund 9/30/16

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	<u>1,682,466</u>
	74,582,826
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	<u>(5,849,907)</u>
	(28,851,143)

\$ 45,731,683

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(1,039,238)
Total Long Term Debt	9,589,000
Total Liabilities	<u>\$ 8,549,762</u>
Investment in General Fund Fixed Assets	37,181,922
	<u>\$ 45,731,683</u>

Town of Rothesay
 Balance Sheet - General Fund Reserves
 9/30/16

ASSETS

BNS General Operating Reserve #214-15	791,246
BNS General Capital Reserves #2261-14	1,400,861
BNS - Gas Tax Reserves - GIC	4,222,999
Gen Reserves due to/from Gen Operating	9,118
	<u>\$ 6,424,224</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,060,669
Invest. in General Capital Reserve	1,260,840
General Gas Tax Funding	161,297
Invest. in General Operating Reserve	796,687
Invest. in Land for Public Purposes Reserve	93,388
Invest. in Town Hall Reserve	51,343
	<u>\$ 6,424,225</u>

Town of Rothesay
Balance Sheet - General Operating Fund
9/30/16

CURRENT ASSETS

Cash	1,202,660
Receivables	24,311
HST Receivable	309,128
Inventory	18,619
Gen Operating due to/from Util Operating	1,350,963
Total Current Assets	<u>2,905,681</u>
Other Assets:	
Projects	<u>3,000,857</u>
	<u>3,000,857</u>
TOTAL ASSETS	<u><u>5,906,538</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,594,314
Other Payables	419,542
Gen Operating due to/from Gen Reserves	9,118
Gen Operating due to/from Gen Capital	1,039,238
Accrued Sick Leave	17,700
Accrued Pension Obligation	345,200
Accrued Retirement Allowance	311,200
Def. Rev-Quispamsis/Library Share	42,423
TOTAL LIABILITIES	<u><u>3,778,736</u></u>

EQUITY

Retained Earnings - General	(313,136)
Surplus/(Deficit) for the Period	<u>2,440,938</u>
	<u>2,127,803</u>
	<u><u>5,906,538</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 30/09/2016

	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	11,221,381	11,221,382	(1)		14,961,842
Sale of Services	14,429	27,400	216,438	231,500	(15,062)		345,700
Services to Province of New Brunswick	14,339	5,000	60,677	45,000	15,677		60,000
Other Revenue from Own Sources	21,273	7,753	136,969	83,520	53,450		106,779
Unconditional Grant	9,916	9,916	89,240	89,240	0		118,987
Conditional Transfers	28,888	5,000	45,490	21,500	23,990		21,500
Other Transfers	212,500	212,500	922,918	922,692	226		1,135,192
	<u>\$1,548,165</u>	<u>\$1,514,389</u>	<u>\$12,693,113</u>	<u>\$12,614,833</u>	<u>\$78,280</u>		<u>\$16,750,000</u>
EXPENSES							
General Government Services	127,729	156,524	1,541,675	1,658,653	116,978		2,032,455
Protective Services	345,363	347,106	3,682,839	3,698,099	15,260		4,744,123
Transportation Services	264,567	277,411	2,300,625	2,504,790	204,165		3,365,331
Environmental Health Services	51,747	49,000	466,987	481,000	14,013		638,000
Environmental Development	55,548	64,582	436,056	488,154	52,099		641,022
Recreation & Cultural Services	167,134	139,688	1,487,229	1,473,285	(13,944)		1,903,676
Fiscal Services	361	350	334,956	335,489	533		3,425,393
	<u>\$1,012,450</u>	<u>\$1,034,660</u>	<u>\$10,250,366</u>	<u>\$10,639,470</u>	<u>\$389,104</u>		<u>\$16,750,000</u>
Surplus (Deficit) for the Year	<u>\$535,715</u>	<u>\$479,729</u>	<u>\$2,442,747</u>	<u>\$1,975,363</u>	<u>\$467,384</u>		<u>\$ -</u>

Town of Rothesay
Statement of Revenue & Expenditure
9 Months Ended 30/09/2016

	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	5,890	2,600	20,759	23,400	(2,641)		31,200
Town Hall Rent	400	1,633	7,314	14,700	(7,385)	1	19,600
Arena Revenue	2,017	15,667	135,794	137,000	(1,206)		230,000
Community Garden	0	0	1,620	900	720		900
Recreation Programs	6,122	7,500	50,950	55,500	(4,550)	2	64,000
	<u>14,429</u>	<u>27,400</u>	<u>216,438</u>	<u>231,500</u>	<u>(15,062)</u>		<u>345,700</u>
Other Revenue from Own Sources							
Licenses & Permits	16,757	7,083	80,793	63,750	17,043	3	85,000
Police Fines	0	0	13,741	13,741	0		13,741
Recycling Dollies & Lids	34	0	703	0	703		0
Interest & Sundry	1,084	417	9,042	3,750	5,291	4	5,000
Baseball fields	1,809	0	1,809	0	1,809		0
Miscellaneous	1,590	253	30,806	2,279	28,528	5	3,038
History Book Sales	0	0	77	0	77		0
	<u>21,273</u>	<u>7,753</u>	<u>136,969</u>	<u>83,520</u>	<u>53,450</u>		<u>106,779</u>
Conditional Transfers							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	28,888	5,000	42,990	20,000	22,990		20,000
	<u>28,888</u>	<u>5,000</u>	<u>45,490</u>	<u>21,500</u>	<u>23,990</u>		<u>21,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	285,418	285,192	226		285,192
Utility Fund Transfer	212,500	212,500	637,500	637,500	0		850,000
	<u>212,500</u>	<u>212,500</u>	<u>922,918</u>	<u>922,692</u>	<u>226</u>		<u>1,135,192</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,625	3,085	24,955	27,215	2,260		36,475
Councillors	8,329	9,017	75,546	77,000	1,454		104,059
Regional Service Commission 9	0	0	3,785	5,625	1,841		7,500
Other	390	1,417	3,333	8,750	5,417		11,000
	<u>11,344</u>	<u>13,518</u>	<u>107,619</u>	<u>118,590</u>	<u>10,971</u>		<u>159,034</u>
Administrative							
Office Building	6,285	8,023	106,635	116,479	9,844	6	153,100
Solicitor	644	2,917	41,798	26,250	(15,548)	7	35,000
Administration - Wages & Benefits	97,127	113,020	670,022	757,452	87,430	8	985,200
Supplies	6,185	7,075	60,273	73,575	13,302	9	97,900
Professional Fees	1,374	4,167	35,052	37,500	2,448		50,000
Other	4,879	4,263	59,460	54,548	(4,912)	10	67,337
	<u>116,495</u>	<u>139,464</u>	<u>973,242</u>	<u>1,065,804</u>	<u>92,563</u>		<u>1,388,537</u>

Other General Government Services

Community Communications	0	583	3,239	5,250	2,011	7,000
Civic Relations	(210)	208	4,572	3,375	(1,197)	4,000
Insurance	0	0	162,197	157,000	(5,197)	157,000
Donations	100	2,750	43,240	58,750	15,510	67,000
Cost of Assessment	0	0	239,884	239,884	0	239,884
Property Taxes - L.P.P.	0	0	7,681	10,000	2,319	10,000
	(110)	3,542	460,814	474,259	13,444	484,884
	127,729	156,524	1,541,675	1,658,653	116,978	2,032,455

Protective Services

Police						
Police Protection	186,140	186,140	1,680,907	1,680,907	0	2,244,033
Crime Stoppers	0	0	2,800	2,800	0	2,800
	186,140	186,140	1,683,707	1,683,707	0	2,246,833

Fire

Fire Protection	145,559	145,695	1,500,176	1,501,948	1,772	1,939,032
Water Costs Fire Protection	0	0	375,000	375,000	0	375,000
	145,559	145,695	1,875,176	1,876,948	1,772	2,314,032

Emergency Measures

911 Communications Centre	11,147	11,147	100,319	100,319	0	133,758
EMO Director/Committee	2,517	2,083	9,917	18,750	8,833	25,000
	13,664	13,230	110,236	119,068	8,833	158,758

Other

Animal & Pest Control	0	792	5,114	7,125	2,011	9,500
Other	0	1,250	8,606	11,250	2,644	15,000
	0	2,042	13,720	18,375	4,655	24,500

Total Protective Services

	345,363	347,106	3,682,839	3,698,099	15,260	4,744,123
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Transportation Services**Common Services**

Administration (Wages & Benefits)	190,942	201,799	1,356,983	1,375,274	18,291		1,784,982
Workshops, Yards & Equipment	33,894	43,792	352,307	441,125	88,818	13	580,500
Engineering	0	417	10,375	3,750	(6,625)	14	5,000
	<u>224,836</u>	<u>246,008</u>	<u>1,719,664</u>	<u>1,820,149</u>	<u>100,485</u>		<u>2,370,482</u>
Street Cleaning & Flushing	0	0	7,403	20,000	12,597		35,000
Roads & Streets	8,400	6,917	50,577	62,250	11,673		83,000
Crosswalks & Sidewalks	4,223	1,302	11,036	10,444	(592)		14,349
Culverts & Drainage Ditches	11,468	5,000	32,537	45,000	12,463		60,000
Snow & Ice Removal	0	1,667	286,270	337,000	50,730	15	512,000
	<u>24,091</u>	<u>14,885</u>	<u>387,824</u>	<u>474,694</u>	<u>86,871</u>		<u>704,349</u>
Street Lighting	12,381	12,167	101,744	109,500	7,756		146,000
Traffic Services							
Street Signs	0	833	4,612	7,500	2,888		10,000
Traffic Lanemarking	212	0	21,875	26,000	4,125		26,000
Traffic Signals	1,199	2,083	15,868	18,750	2,882		25,000
Railway Crossing	1,702	1,143	16,984	14,571	(2,413)		18,000
	<u>3,113</u>	<u>4,060</u>	<u>59,340</u>	<u>66,821</u>	<u>7,481</u>		<u>79,000</u>
Public Transit							
Public Transit - Comex Service	0	0	30,746	31,000	254		62,000
Public Transit - Other	146	292	1,307	2,625	1,318		3,500
	<u>146</u>	<u>292</u>	<u>32,053</u>	<u>33,625</u>	<u>1,572</u>		<u>65,500</u>
Total Transportation Services	<u>264,567</u>	<u>277,411</u>	<u>2,300,625</u>	<u>2,504,790</u>	<u>204,165</u>		<u>3,365,331</u>

Environmental Health Services

Solid Waste Disposal Land Fill	20,215	17,500	142,159	157,500	15,341	16	210,000
Solid Waste Disposal Compost	1,946	2,333	17,981	21,000	3,019		28,000
Solid Waste Collection	22,020	21,667	195,045	195,000	(45)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,500	69,529	67,500	(2,029)		90,000
Clean Up Campaign	0	0	42,274	40,000	(2,274)		50,000
	<u>51,747</u>	<u>49,000</u>	<u>466,987</u>	<u>481,000</u>	<u>14,013</u>		<u>638,000</u>

Environmental Development Services**Planning & Zoning**

Administration	40,985	45,644	339,421	347,846	8,425		443,900
Planning Projects	6,612	11,111	27,215	66,667	39,452	17	100,000
Heritage Committee	750	625	1,500	5,625	4,125		7,500
	<u>48,346</u>	<u>57,380</u>	<u>368,136</u>	<u>420,138</u>	<u>52,002</u>		<u>551,400</u>
Economic Development Comm.	7,202	7,202	64,817	64,816	(1)		86,422
Tourism	0	0	3,103	3,200	97		3,200
	<u>7,202</u>	<u>7,202</u>	<u>67,920</u>	<u>68,016</u>	<u>97</u>		<u>89,622</u>
	<u>55,548</u>	<u>64,582</u>	<u>436,056</u>	<u>488,154</u>	<u>52,099</u>		<u>641,022</u>

Recreation & Cultural Services

Administration	27,281	24,325	214,357	192,915	(21,442)	18	242,315
Beaches	8,578	4,578	44,543	57,784	13,241	19	57,784
Rothsay Arena	25,489	19,522	192,211	186,196	(6,015)		276,381
Memorial Centre	2,961	4,583	38,190	49,250	11,060	20	63,000
Summer Programs	11,678	6,130	56,819	54,424	(2,395)		56,049
Parks & Gardens	67,109	62,876	431,067	429,606	(1,462)		546,400
Rothsay Common Rink	1,322	500	40,642	28,000	(12,642)	21	36,600
Playgrounds and Fields	11,144	9,000	80,762	81,000	238		108,000
Regional Facilities Commission	0	0	292,600	292,553	(47)		390,071
Kennebecasis Public Library	7,131	7,131	64,182	64,182	(0)		85,576
Big Rothsay Road	0	83	0	750	750		1,000
Special Events	4,441	625	31,123	33,625	2,502		36,500
Rothsay Living Museum	0	333	733	3,000	2,267		4,000
	<u>167,134</u>	<u>139,688</u>	<u>1,487,229</u>	<u>1,473,285</u>	<u>(13,944)</u>		<u>1,903,676</u>

Fiscal Services

Debt Charges							
Interest	361	350	116,956	117,489	533		256,393
Debenture Payments	0	0	218,000	218,000	0		830,000
	<u>361</u>	<u>350</u>	<u>334,956</u>	<u>335,489</u>	<u>533</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>361</u>	<u>350</u>	<u>334,956</u>	<u>335,489</u>	<u>533</u>		<u>3,425,393</u>

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9 months ending September 30, 2016

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Town Hall Rent	\$ 7,314	\$ 14,700	\$ (7,386)	Vacancies
2	Recreation Programs	\$ 50,950	\$ 55,500	\$ (4,550)	Soccer rentals below budget
3	Licenses & Permits	\$ 80,793	\$ 63,750	\$ 17,043	Housing starts
4	Interest & Sundry	\$ 9,041	\$ 3,750	\$ 5,291	Cash on hand
5	Miscellaneous	\$ 30,806	\$ 2,279	\$ 28,527	Provincial reimbursement - Taylor Brook Repairs
				Total	\$ 38,925
				Variance per Statement	\$ 78,280
				Explained	49.73%
Expenses					
General Government					
6	Office Building	\$ 106,635	\$ 116,479	\$ 9,844	Maintenance costs less
7	Solicitor	\$ 41,798	\$ 26,250	\$ (15,548)	K-Park land use: \$17,000; unsightly premises: \$8,000
8	Administration - Wages & Benefits	\$ 670,022	\$ 757,452	\$ 87,430	Step increases not yet effective, timing \$50,000 at y/e
9	Supplies	\$ 60,273	\$ 73,575	\$ 13,302	Information systems items not purchased yet
10	Administration - Other	\$ 59,460	\$ 54,548	\$ (4,912)	Workers' compensation higher than budget
11	Insurance	\$ 162,197	\$ 157,000	\$ (5,197)	Water damage, claims
Protective Services					
12	EMO Director/Committee	\$ 9,917	\$ 18,750	\$ 8,833	Not used yet
Transportation					
13	Workshops, Yards & Equipment	\$ 352,307	\$ 441,125	\$ 88,818	Fuel costs \$37,000 under budget; small tool purchases not made yet \$13,000
14	Engineering	\$ 10,375	\$ 3,750	\$ (6,625)	Transportation plan update
15	Snow & Ice Removal	\$ 286,270	\$ 337,000	\$ 50,730	Sand purchases down
Environmental Health & Development					
16	Solid Waste Disposal - Landfill	\$ 142,159	\$ 157,500	\$ 15,341	Tonnage down
17	Planning Projects	\$ 27,215	\$ 66,667	\$ 39,452	Timing
Recreation & Cultural Services					
18	Administration	\$ 214,357	\$ 192,915	\$ (21,442)	Wage allocation
19	Beaches	\$ 44,543	\$ 57,784	\$ 13,241	Wages \$3,000 under budget; supplies \$9,000 under budget
20	Memorial Centre	\$ 38,190	\$ 49,250	\$ 11,060	Repairs and maintenance under budget
21	Rothesay Common Rink	\$ 40,642	\$ 28,000	\$ (12,642)	Wage allocation and security costs
Fiscal Services					
				\$	-
				Total	\$ 271,685
				Variance per Statement	\$ 389,104
				Explained	69.82%

Town of Rothesay

Capital Projects 2016
General Fund
9 Months Ended 30/09/2016

	Original BUDGET	CURRENT Y-T-D	Remaining Budget						
General Government						Budget	Actual		
12010560 General Gov't Equipment Purchases G-2016-005	75,000	61,590	13,410			75,000			
Total General Government	75,000	61,590	13,410	iPads			7,793		
				Server			53,797		
						75,000	61,590		
Protective Services									
12011560 Protective Serv. Equipment Purchases P-2016-004	26,000	4,986	30,986						
Total Protective Services	26,000	4,986	30,986						
Transportation									
12023860 Engineering 2017 Streets T-2017-001	130,000	895	129,105					Budget	Actual
12021360 Transportation Equipment Purchases T-2016-002	363,000	103,592	259,408	Detail:	Backhoe Replacement			230,000	
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006	250,000	18,297	231,703		Replace R069 3/4 ton service vehicle			50,000	45,463
12024260 Almon/Peters Reconstruction T-2016-007	350,000	429,950	-79,950		Blower for 3rd trackless			15,000	15,411
12024460 Asphalt Resurfacing T-2016-009	600,000	781,683	-181,683		Blower for skidsteer			20,000	13,629
12024560 Microseal Resurfacing T-2016-010	385,000	125,192	259,808		Tree mulcher for skidsteer			28,000	22,853
12013060 Oakville Acres Pathways T-2016-011	50,000	44,483	5,517		Street Trees			10,000	
12024660 Master Drive Site T-2016-012	125,000	17,091	107,909		Bicycle Racks			10,000	
12024760 RAS River Road T-2016-013	60,000	62,019	-2,019		Solar Signs				6,237
12024860 Rothesay Road Sidewalk T-2016-014 Added by Council	232,800	166,633	66,167					363,000	103,592
12025160 Designated Highway T-2016-014	250,000	164,138	85,862						
12025060 Highland Avenue Sidewalk T-2016-015	-	12,553	-12,553						
Total Transportation	2,795,800	1,926,525	869,275						
Recreation								Budget	Actual
12020860 Recreation Equipment Purchases R-2016-003	285,000	226,559	58,441	Detail:	Common			30,000	
12012060 Arena Upgrade R-2016-008	30,000	13,481	16,519		Security Cameras			30,000	30,838
					Cathodic Protection - Renforth Wharf			60,000	
Total Recreation	315,000	240,040	74,960		Wells Park shed and fence				10,449
					Wells Park paving			20,000	
					Parks Garage Roof			20,000	6,915
					McGuire Parking Lot			125,000	178,357
								285,000	226,559
Carryovers									
Funded from Reserves				Previous Years	Total	Original Budget			
12016560 Miller Field Building R-2013-08		98,919		47,628	146,547	138,500			
12018160 2013 Rothesay Common Upgrade R-2013-01		39,836		2,465,325	2,505,161	2,400,000			
12021860 Town Hall Improvements G-2014-008		24,139		-	24,139	60,000			
12022460 Memorial Centre Improvements R-2014-010		5,730		223,027	228,757	225,000			
12023060 French Village Road T-2015-010 (Phase 3 2015)		14,151		303,739	317,890	350,000			
12023360 Wells Trail R-2014-019		46,317		960,486	1,006,804	665,000			
12023460 Wells Ballfield R-2014-020		55,974		520,437	576,412	665,000			
12023560 Salt Shed Improvements T-2014-021		97,751		320,049	417,800	440,000			
12023760 Curb & Gutter Eriskay/Iona T-2015-004		4,476		9,778	14,255	275,000			
12023960 In House Almon/RAS Church/Golf Club T-2015-005		65,713		49,440	115,153	140,000			
12024960 Generators T-2015-001		312,819		25,292	338,110	430,000			
		765,825	0	4,925,202	5,691,027	5,788,500			
Total	\$ 3,211,800	\$ 2,988,995	\$ 988,631						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating			
Funding:									
General Government	75,000					75,000			
Protective Services	26,000					26,000			
Transportation ***	2,795,800	300,000	382,800		350,000	1,763,000			
Recreation	315,000					315,000			
	\$ 3,211,800	\$ 300,000	\$ 382,800	\$ -	\$ 350,000	\$ 2,179,000			

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Town of Rothesay

Capital Projects 2016

General Fund

10 Months Ended 10/31/16

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget
General Government			
General Gov't Equipment Purchases G-2016-005	75,000	61,590	13,410
Total General Government	75,000	61,590	13,410
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	103,592	259,408
Curb & Sidewalk Parkdale/Chapel T-2016-006	250,000	102,671	147,329
Almon/Peters Reconstruction T-2016-007	350,000	429,950	-79,950
Asphalt Resurfacing T-2016-009	600,000	795,296	-195,296
Microseal Resurfacing T-2016-010	385,000	125,192	259,808
Oakville Acres Pathways T-2016-011	50,000	52,179	-2,179
Master Drive Site T-2016-012	125,000	143,204	-18,204
RA5 River Road T-2016-013	60,000	62,019	-2,019
Rothesay Road Sidewalk T-2016-014 Added by Council	232,800	166,633	66,167
Designated Highway T-2016-014	250,000	282,607	-32,607
Highland Avenue Sidewalk T-2016-015	-	12,553	-12,553
Trail Connector/Crossing R-2016-017	-	11,863	-11,863
Total Transportation	2,795,800	2,288,653	507,147

Recreation			
Recreation Equipment Purchases R-2016-003	285,000	270,948	14,052
Arena Upgrade R-2016-008	30,000	13,481	16,519
Total Recreation	315,000	284,430	30,570
Total	\$ 3,211,800	\$ 2,629,687	\$ 582,113

Carryovers			
Funded from Reserves			
Miller Field Building R-2013-08	98,919		
2013 Rothesay Common Upgrade R-2013-01	39,836		
Town Hall Improvements G-2014-008	26,285		
Memorial Centre Improvements R-2014-010	5,730		
French Village Road T-2015-010 (Phase 3 2015)	14,151		
Wells Trail R-2014-019	46,317		
Wells Ballfield R-2014-020	55,974		
Salt Shed Improvements T-2014-021	97,751		
Curb & Gutter Eriskay/Iona T-2015-004	4,476		
In House Almon/RA5 Church/Golf Club T-2015-005	65,713		
Generators T-2015-001	312,819		
	767,971	0	

Total	\$ 3,211,800	\$ 3,397,658	\$ 582,113
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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 ***	2,795,800	300,000	382,800		350,000	1,763,000
Recreation	315,000					315,000
Total	\$ 3,211,800	\$ 300,000	\$ 382,800	\$ -	\$ 350,000	\$ 2,179,000

*** Cost of Sidewalk added by Council June 2016

	Budget	Actual
IPads	75,000	7,793
Server		53,797
	75,000	61,590

	Budget	Actual
Detail: Backhoe Replacement	230,000	
Replace R069 3/4 ton service vehicle	50,000	45,463
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	
Flashing Beacon	-	6,237
	363,000	103,592

	Budget	Actual
Detail: Common	30,000	
Security Cameras	30,000	30,838
Cathodic Protection - Renforth Wharf	60,000	44,234
Wells Park shed and fence		10,449
Wells Park paving	20,000	
Parks Garage Roof	20,000	7,071
McGuire Parking Lot	125,000	178,357
	285,000	270,948

	Previous Years	Total	Original Budget	
Miller Field Building R-2013-08	47,628	146,547	138,500	
2013 Rothesay Common Upgrade R-2013-01	2,465,325	2,505,161	2,400,000	
Town Hall Improvements G-2014-008	-	26,285	60,000	
Memorial Centre Improvements R-2014-010	223,027	228,757	225,000	
French Village Road T-2015-010 (Phase 3 2015)	303,739	317,890	350,000	
Wells Trail R-2014-019	960,486	1,006,804	665,000	
Wells Ballfield R-2014-020	520,437	576,412	665,000	
Salt Shed Improvements T-2014-021	320,049	417,800	440,000	
Curb & Gutter Eriskay/Iona T-2015-004	9,778	14,255	275,000	
In House Almon/RA5 Church/Golf Club T-2015-005	49,440	115,153	140,000	
Generators T-2015-001	25,292	338,110	430,000	
	4,925,202	5,693,173	5,788,500	270,948.34

Town of Rothesay

Utility Fund Financial Statements

September 30, 2016

Attached Reports:

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

Town of Rothesay
Capital Balance Sheet
As at 9/30/16

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
	<u>43,531,727</u>
Accumulated Amortization Utilities Buildings	(302,062)
Accumulated Amortization Utilities Water System	(5,722,235)
Accumulated Amortization Utilities Sewer System	(7,340,225)
Accumulated Amortization Utilities Land Improvements	(42,031)
Accumulated Amortization Utilities Equipment	(15,330)
Accumulated Amortization Utilities Roads & Streets	(4,409)
	<u>(13,426,292)</u>
TOTAL ASSETS	<u><u>30,105,435</u></u>

LIABILITIES

Current:	
Util Capital due to/from Util Operating	47,077
Total Current Liabilities	<u>47,077</u>
Long-Term:	
Long-Term Debt	7,440,637
Total Liabilities	<u>7,487,714</u>

EQUITY

Investments:	
Investment in Fixed Assets	22,617,720
Total Equity	<u>22,617,720</u>
TOTAL LIABILITIES & EQUITY	<u><u>30,105,434</u></u>

Town of Rothesay
Utility Reserve Balance Sheet
As at 9/30/16

ASSETS

Assets:

Bank - Utility Reserve	1,319,457
Due from Utility Operating	(47,055)
TOTAL ASSETS	<u>\$ 1,272,402</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	973,838
Invest. in Utility Operating Reserve	100,045
Invest. in Sewage Outfall Reserve	198,519
TOTAL EQUITY	<u>\$ 1,272,402</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 9/30/16

ASSETS

Current assets:	
Accounts Receivable - Net of Allowance	739,897
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>741,097</u>
Other Assets:	
Projects	2,106,459
	<u>2,106,459</u>
TOTAL ASSETS	\$ 2,847,556

LIABILITIES

Accrued Payables	50,948
Due from General Fund	1,350,663
Due from (to) Capital Fund	(47,077)
Due to (from) Utility Reserve	(46,755)
Deferred Revenue	21,354
Total Liabilities	<u>1,329,134</u>

EQUITY

Surplus:	
Opening Retained Earnings	30,281
Profit (Loss) to Date	1,488,141
	<u>1,518,422</u>
TOTAL LIABILITIES & EQUITY	\$ 2,847,556

Town of Rothesay
Utilities Operating Income Statement
9 Months Ended 9/30/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	232,662	231,966	741,972	725,917	16,054	1	962,000
Meter and non-hookup fees	9,848	8,750	29,571	26,250	3,321		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	467	0	1,516,935	1,520,000	(3,065)	2	1,520,000
Connection Fees	9,500	5,000	125,975	45,000	80,975	3	60,000
Interest Earned	5,513	3,333	47,822	30,000	17,822	4	40,000
Misc. Revenue	600	250	108,287	2,250	106,037	5	3,000
TOTAL RECEIPTS	258,590	249,299	3,004,636	2,779,417	225,218		3,050,000
WATER SUPPLY							
Share of Overhead Expenses	63,750	63,750	191,250	191,250	0		255,000
Audit/Legal/Training	34	1,000	5,226	12,000	6,774		15,000
Purification/Treatment	46,848	24,167	149,580	231,500	81,920	6	304,000
Transm/Distribution	782	8,083	56,511	72,750	16,239		97,000
Power & Pumping	2,071	3,917	31,060	35,250	4,190		47,000
Billing/Collections	112	250	824	2,250	1,426		3,000
Water Purchased	122	83	534	750	216		1,000
Misc. Expenses	255	1,250	10,815	11,250	435		15,000
TOTAL WATER SUPPLY	113,973	102,500	445,800	557,000	111,200		737,000
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	148,750	148,750	446,250	446,250	0		595,000
Audit/Legal/Training	0	1,833	6,929	23,500	16,571	7	29,000
Collection System	1,094	10,433	27,317	54,700	27,383	8	86,000
Lift Stations	1,088	2,417	10,696	21,750	11,054		29,000
Treatment/Disposal	3,988	5,267	44,999	52,200	7,201		68,000
Misc. Expenses	847	582	18,041	5,236	(12,805)	9	6,982
TOTAL SWGE COLLECTION & DISPOSAL	155,767	169,282	554,231	603,636	49,405		813,982
FISCAL SERVICES							
Interest on Bank Loans	0	15,000	0	15,000	15,000	10	60,000
Interest on Long-Term Debt	105,348	105,348	182,426	182,426	(0)		258,980
Principal Repayment	145,393	145,393	170,393	170,393	(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	250,741	265,741	516,463	531,464	15,000		1,499,018
TOTAL EXPENSES	520,482	537,523	1,516,495	1,692,100	175,606		3,050,000
NET INCOME (LOSS) FOR THE PERIOD	(261,891)	(288,224)	1,488,141	1,087,317	400,824		0

Town of Rothesay

2016November14OpenSessionFINAL_171

Variance Report - Utility Operating
9 months ending September-30-16

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of water	\$ 741,972	\$ 725,917	\$ 16,055	Q1 water usage increased from 2015
2	Sewerage Services	\$ 1,516,935	\$ 1,520,000	\$ (3,065)	correction of town hall/institutional
3	Connection Fees	\$ 125,975	\$ 45,000	\$ 80,975	Apartment building on Gondola Point Rd
4	Interest Earned	\$ 47,822	\$ 30,000	\$ 17,822	Interest on accounts receivable
5	Misc. Revenue	\$ 108,287	\$ 2,250	\$ 106,037	Sale of land
Water Supply					
6	Purification/Treatment	\$ 149,580	\$ 231,500	\$ 81,920	Maintenance, testing (timing)
Sewerage Collection & Disposal					
7	Audit/Legal/Training	\$ 6,929	\$ 23,500	\$ 16,571	Training not used yet
8	Collection Systems	\$ 27,317	\$ 54,700	\$ 27,383	Flushing not completed yet
9	Misc. Expenses - Sewer	\$ 18,041	\$ 5,236	\$ (12,805)	Clothing purchase, Outflow Management report
Fiscal Services					
10	Interest on Bank Loans	\$ -	\$ 15,000	\$ 15,000	Not needed

2016November14OpenSessionFINAL_172

Town of Rothesay

Capital Projects 2016

Utility Fund

9 Months Ended 9/30/16

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043730	Almon/Peters Reconstruction - Water - T-2016-007	425,000	416,511	8,489
12043830	Water Plant Aux Building W-2016-002	200,000	5,415	194,585
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000
12043430	Well Development - Watershed W-2014-014	250,000	108,743	141,257
		<u>\$ 900,000</u>	<u>530,669</u>	<u>369,331</u>
SEWER				
12042330	Wastewater Treatment Design - S-2014-016	7,500,000	1,035,101	6,464,899
12033430	Almon/Peters Reconstruction - Sewer - T-2016-007	425,000	418,242	6,758
12043030	Response Unit - Sewer - S-2016-003	80,000	37,035	42,965
		<u>8,005,000</u>	<u>1,490,377</u>	<u>6,514,623</u>
Total Approved		<u>8,905,000</u>	<u>2,021,046</u>	<u>6,883,954</u>
Carryovers				
Funded from Reserves				
12031130	Wastewater Feasibility Study		13,957	
12043330	Water Treatment Plant Upgrade W-2014-013		73,291	
12043130	Gondola Pt. Rd W-2015-001		1,791	
12043630	McGuire Centre Extension W-2015-003		-3,626	
			<u>85,413</u>	
			<u>2,106,459</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>

2016November14OpenSessionFINAL_173

Town of Rothesay

Capital Projects 2016

Utility Fund

10 Months Ended 10/31/16

DRAFT!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043730	Almon/Peters Reconstruction - Water - T-2016-007	425,000	416,511	8,489
12043830	Water Plant Aux Building W-2016-002	200,000	5,415	194,585
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000
12043430	Well Development - Watershed W-2014-014	250,000	125,306	124,694
12044030	Rehabilitation of production Well C6 W-2016-003	-	156,300	-156,300
		<u>\$ 900,000</u>	<u>\$ 703,531</u>	<u>\$ 196,469</u>

SEWER				
12042330	Wastewater Treatment Design - S-2014-016	7,500,000	1,138,069	6,361,931
12033430	Almon/Peters Reconstruction - Sewer - T-2016-007	425,000	418,242	6,758
12043030	Response Unit - Sewer - S-2016-003	80,000	82,474	-2,474
		<u>8,005,000</u>	<u>1,638,785</u>	<u>6,366,215</u>

Total Approved		<u>8,905,000</u>	<u>2,342,316</u>	<u>6,562,684</u>
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Carryovers

Funded from Reserves

12031130	Wastewater Feasibility Study	13,957
12043330	Water Treatment Plant Upgrade W-2014-013	73,291
12043130	Gondola Pt. Rd W-2015-001	1,791
12043630	McGuire Centre Extension W-2015-003	-3,626
		<u>85,413</u>
		<u>2,427,730</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

October 21, 2016

In attendance:

Councillor Grant Brenan, Chair

Mayor Nancy Grant

Councillor Don Shea

Town Manager John Jarvie (*arrived at 8:56 a.m.*)

Treasurer Doug MacDonald

Recording Secretary Liz Pomeroy

The meeting was called to order at 8:36 a.m.

The agenda and minutes of September 22, 2016 were accepted as presented with the following additions to the agenda: Cherry Brook Zoo; Christmas with Cops; and Ernst Young Reporting.

Donations

Treasurer MacDonald gave a brief explanation of the grant application process noting donations over \$1,000 require Council approval; Mayor Grant has the authority to approve donations below \$1,000; typically the Finance Committee is consulted on such approvals; and if a financial request is received by the Town prior to the next Council meeting it may be discussed at a Finance Committee meeting as a carryover item.

The monthly report was reviewed and accepted as presented. In response to an inquiry, it was noted size, previous Town contributions, and specific multi-year requests determine which requests are included in the first section.

Specific new requests were received as follows:

Saint John Theatre Company (request \$1,500) – After some discussion, it was agreed to tentatively include \$1,000 in the budget for deliberation by Council.

Rothesay High School Interact Club (two separate requests for \$500 each) – With consensus from the Committee, Mayor Grant agreed to provide one \$500 donation to the Rothesay High School Interact Club as a group, from the Mayor's expense fund.

KV Committee for Disabled Persons (\$3,000) – It was noted: the organization makes requests annually with the exception of last year; and the request will be included in the budget for consideration.

KV Oasis Youth Group (\$15,000) – It was noted the request was amended from \$20,000 to \$15,000 during the organization's presentation to Council at the October meeting. It was suggested financial statements be requested of the organization to provide additional information to assist Town deliberations.

NB Medical Education Foundation Inc. (\$5,200) – There was general discussion with respect to a comparison of the NB Medical Education Foundation Inc. and the Dalhousie Medicine Fund. It was noted: the \$5,200 includes \$5,000 for the scholarship and \$200 for admin fees; the Town was unaware of the admin fee last year, thus contributing a total of \$5,000; the Town's decision should focus on merit of the application and not strictly previous contributions; and the item will be included in the draft budget for consideration.

Ellipsis Productions and the KV Players (\$15,000) – It was noted: KV Players have requested and received funds in the past; it is a significantly larger request than in the past; and the event is a collaboration of the Ellipsis Productions company and the KV Players. It was further noted the matter will be dealt with by Council during budget deliberations.

3rd Field Regiment RCA (joint \$5,000) – It is a joint ask of four municipalities. It was suggested the Town could sponsor the event for a fourth of the requested amount (roughly \$1,300 with Council's approval) regardless of the participation of other municipalities, or a donation could be made after the event to support the cause. It was noted the dinner will take place on November 5, 2016 and the memorial services will occur in April 2017. After further discussion, it was noted the matter will be explored further.

Cherry Brook Zoo – After some discussion, the Committee agreed to recommend Council not financially support the Cherry Brook Zoo in the 2017 budget. It was noted the decision can be made by Council during budget deliberations.

Christmas for Cops – After some discussion, it was noted the amount can be included in the Mayor's expense fund however the total amount was undecided. Mayor Grant noted she will deliberate after the meeting and return with her decision.

GSJ Fieldhouse – The suggested contribution was calculated using a population based formula of \$0.50 per citizen totalling approximately \$30,000 over a 5-year period. There was general discussion regarding the Fundy Regional Service Commission Regional Recreation Plan. Concern was expressed noting if the present Council agrees to a multi-year commitment surpassing their 4-year term the next Council will be required to continue the commitment during their term. It was suggested the Town contribute \$6,000 per year (using the population based formula) for the remaining 3 years of the existing Council's term for a total of \$18,000. It was noted the item will be dealt with during budget deliberations.

Sculpture Saint John – It was noted: there are two remaining events in 2018 and 2020; the united community trail concept is likely to draw tourists to Rothesay; and staff would provide suggested areas for the sculpture location should Council approve. It was noted the item will be included in the budget for consideration.

September 2016 Draft Financial Statements – Utility and General

General Fund - In response to an inquiry it was noted the Gas Tax Fund is available for use in the bank. It was further noted the Gas Tax Fund is allotted to specific areas of spending, such as funding for sidewalks. There is no limit to how long the Gas Tax Fund can be kept.

It was noted after a request from Council the description of variances has been modified to include additional information for improved clarity.

There was general discussion regarding the pension plan. It was noted the Town contributions match employee salary contributions.

The capital project sheet was reviewed and the following comments were made: an internal allocation of funds between the General Fund and the Utilities Fund occurs in relation to the Almon/Peters Lane project; Treasurer MacDonald is investigating the over budgeted amount of \$79,950 for the Almon/Peters Lane project; and the Asphalt Resurfacing and Microseal Resurfacing should be viewed as one and in total the amount is under budget.

Utilities – It was noted the Purification/Treatment variance and Misc. Expenses – Sewer variance is related to timing.

Treasurer MacDonald advised the tenders awarded for the Wastewater Treatment Plant Upgrade project were within budget.

Both sets of financial statements were accepted as presented (NG/DS).

Ernst Young Reporting

Counc. Brennan advised the item was added to demonstrate the Town's activity regarding the recommendations from the Internal Controls Review. Treasurer MacDonald circulated a draft of the suggested formatting for quarterly progress reports. It was agreed the draft format is visually easy to understand and will provide a quarterly status update. Treasurer MacDonald advised the first update will be included in the Town's December 31, 2016 financial statements.

Budget Process Scheduling

A general discussion around dates ensued. The following comments were made: previous engagements prevent some Council members from attending possible Council Working Session meetings on November 21 & 28; at Council's wish the public can be invited to either a proposed or new Working Session date; and staff will poll Council member availability for a Working Session date at the end of November/early December.

The following is proposed:

Next Finance Committee meeting	Thursday, November 17, 9 a.m.
Finance Committee meeting	Friday, November 18 (if required)
Council Working Session	Thursday, December 1, evening
Finance Committee to review	Monday, December 5, 9 a.m.
Public Budget presentation	Monday, December 5, 7:00 p.m.
Budget Presentation to Council	Monday, December 12, 7:00 p.m.

Joint Finance Committee Meeting

It was noted a Joint Finance Committee meeting will be held to discuss the budgets of the Kennebecasis Valley Fire Department, the Kennebecasis Regional Police Force, and the Kennebecasis Valley Library. Each organization will present their budgets and answer any questions of the Committee. There was general discussion regarding the submitted budgets. It was noted the two Towns will deliberate after all the presentations and determine any suggestions to be made for final approval.

Next Meeting

Thursday, November 17, 2016 at 9:00 a.m.

The meeting adjourned at 10:33 a.m.

Grant Brenan, Chairman

Recording Secretary



ROTHESAY & QUISPAMSIS

JOINT FINANCE COMMITTEE MEETING

Rothesay Town Hall Common Room

Friday, October 21, 2016

1:30 p.m.



ROTHESAY: MAYOR NANCY GRANT
COUNCILLOR GRANT BRENNAN
COUNCILLOR DON SHEA

TOWN MANAGER JOHN JARVIE
TREASURER DOUG MACDONALD
ADMINISTRATIVE ASSISTANT LIZ POMEROY

QUISPAMSIS: MAYOR GARY CLARK
DEPUTY MAYOR LIBBY O'HARA
COUNCILLOR SEAN LUCK

CHIEF ADMINISTRATIVE OFFICER SUSAN DEUVILLE
TREASURER JO-ANNE MCGRAW

ABSENT: QUISPAMSIS COUNCILLOR KIRK MILLER

Mayor Grant welcomed all in attendance noting the purpose of the meeting is to: provide the two Finance Committees with the opportunity to review and discuss the budgets of the Kennebecasis Valley Fire Department, the Kennebecasis Valley Regional Joint Board of Police Commissioners, and the Kennebecasis Valley Public Library; ask questions of the officials representing the respective regional departments; and come to a common consensus on each of the three regional budgets shared by the two Towns.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC. PROPOSED 2017 BUDGET

In attendance: Chief Bill Ireland; and Corinne Carpenter, Accountant.

Chief Ireland reviewed the proposed operating and capital budgets. Highlights include the following:

- The proposed 2017 Operating Budget indicates total expenditures of \$4,870,399, a 0.86% increase from the 2016 Approved Budget.
- The original proposed 2017 Capital Budget indicates expenditures of \$709,000, including \$600,000 related to a new fire station design. During the discussion Chief Ireland indicated this portion of the capital budget had been revisited and should be revised to approximately \$340,000.
- A number of individual expense items were discussed noting that salaries and benefits represent in excess of 85% of the total expenditures.

The committee had a number of questions including the year-to-year increase in expenditures. There is a 0.86% increase from the 2016 Approved Budget to the proposed 2017 budget, however the proposed 2017 budget represents a 4% increase over the 2016 End of Year Outlook.

The Committee inquired about the following: a 20% increase for Professional Services; accreditation; volunteer firefighters; increase in training costs; bunker gear costs within the Capital budget; 24 hour shift schedule; and clarification on the management changes and their effects on the budget.

Chief Ireland responded with the following: there is money in the 2016 budget for contract negotiations

ROTHESAY & QUISPAMSIS

Joint Finance Committee

Minutes

-2-

21 October 2016

that will be accrued as the collective agreement expires at the end of 2016; the accreditation is from the Centre for Public Safety and Excellence for continuous improvement of quality; volunteer firefighters are a group of auxiliary members that perform certain functions outside the “hot zone” of incidents; participation rates for volunteer firefighters have declined; there is a need for hands-on training; it is required annually that the bunker gear be sent away to be repaired or replaced; while there are fire departments across Canada that have implemented the 24 hour shift schedule, the change may have been too recent to acquire sufficient data or there are not enough similarities between the Kennebecasis Valley Fire Department and others to make an effective comparison; in 2014 a management change was approved by the Board to include two platoon chiefs; difficulties arose having the two positions on a four day on/four day off schedule, such as lack of sufficient time to complete administrative tasks, and lack of consistency for the staff members in the office; it has been proposed to change their schedules to Monday to Friday work days; and this allows the Platoon Chiefs to be more accessible while increasing their number of working days.

Mayor Clark inquired as to how many existing volunteer firefighters are active within the Department, and what is done for active recruitment. Chief Ireland advised since the decision to eliminate volunteer firefighters there has been a change from \$100,000 (20-28 volunteers) in Volunteer Expenses to \$21,000 (2016 & 2017 budgeted amounts). A Platoon Chief has been tasked with developing a strategic plan to increase volunteer participation and ensure value is received from the program.

The committee discussed the proposal to replace Fire Station #2 in Quispamsis. It was suggested without a determined location, the new fire station is not likely to advance past the design stage in 2017, thus only the costs for Pre-Agreement & Schematic Design and Design Development should be considered for the 2017 budget. It was noted costs have not been allocated in the budget for land acquisition or potential rental fees if an existing building is used.

Chief Ireland thanked the Committee for their time, and he and Ms. Carpenter left the meeting.

**KENNEBECASIS VALLEY JOINT BOARD OF POLICE COMMISSIONERS
PROPOSED 2017 BUDGET**

In attendance: Chief Stephen McIntyre; Danny Dobson, Board Member; and Cherie Madill, Treasurer.

Ms. Madill presented the highlights as follows:

- The proposed 2017 Operating Budget indicates total expenditures of \$5,808,159 (net of revenue including secondments) a 4.027% increase over the 2016 Approved Budget.
- A number of individual expense items were discussed noting that salaries and benefits represent in excess of 80% of the total expenditures.

The committee had a number of questions including the year-to-year increase in expenditures. There is a 4.027% increase from the 2016 Approved Budget to the proposed 2017 budget, however the proposed 2017 budget represents more than a 5% increase over the 2016 End of Year Outlook.

Ms. Madill indicated administrative salaries included one-time charges associated with the transition to a new Chief of Police. Chief McIntyre noted the difficulty of keeping up-to-date with technology based on ever-changing rules for presenting evidence. He expressed concern noting larger cases have the possibility of becoming more complex and in turn more expensive, which the budget may not account for. He stressed the importance of staying on target budget-wise and he hopes his successor will do the same. He thanked the Committee and he, Ms. Madill, and Mr. Dobson left the meeting.

ROTHESAY & QUISPAMSIS

Joint Finance Committee

Minutes

-3-

21 October 2016

KENNEBECASIS VALLEY PUBLIC LIBRARY

PROPOSED 2017 BUDGET

In attendance: Tiffany Bartlett, Library Director; and Kevin Winchester, Treasurer.

Ms. Bartlett advised Board Chairperson Mr. Daryl Steeves sends his regrets.

Ms. Bartlett presented a summary of the activities in 2016 and the significant positive effect the Library has in the area. The Committee commented on the following: current standing among the regional libraries; and percentage of Kennebecasis Valley patrons. Ms. Bartlett responded with the following: the library is in good standing but has been surpassed by other libraries in the region that have extended their hours to seven days a week; and the majority of patrons are from communities in the immediate area.

Mr. Winchester presented the proposed 2017 Operating Budget indicates total expenditures of \$215,684, a 1% increase from the 2016 Approved Budget.

In response to an inquiry, it was noted the Board went to market to obtain competitive pricing for landscaping, snow removal, insurance coverage, and HVAC maintenance. In doing so this caused the related budget reductions. Three year contracts with fixed rates have been awarded for snow removal and grounds maintenance.

Ms. Bartlett and Mr. Winchester thanked the Committee and left the meeting.

The Joint Committee discussed the presentations and budget requests.

KENNEBECASIS VALLEY FIRE DEPARTMENT INC.

The two Towns may suggest overall reductions to the budgets, however they have no control over the operations within the Fire Department; and some Committee members sit on the Fire Board and can discuss specific suggestions at the next Board meeting.

There was discussion with respect to the new fire station noting: the town of Quispamsis requires use of the Civic Centre in the near future which currently houses Station 2; a need exists for a second fire station to accommodate appropriate reaction times for the Fire Department and insurance requirements; Station 2 requires updating to meet existing needs including an additional bay and gender specific accommodations; there may be potential upcoming funding opportunities offered by the provincial and federal governments; and consensus that approximately \$110,000 is required for design costs in 2017 with no existing plans for land acquisition or rental costs.

The Committee agreed to recommend that the Fire Board revise the proposed operating budget to obtain a result equal to a maximum 2.5% increase in expenditures over the 2016 forecast results (approximately \$4.8 million). Further the committee recommended the proposed 2017 Capital Budget be reduced to total of \$194,000 (including \$115,000 related to preliminary fire station design).

ROTHESAY & QUISPAMISIS

Joint Finance Committee

Minutes

-4-

21 October 2016

KENNEBECASIS VALLEY JOINT BOARD OF POLICE COMMISSIONERS

The two Towns may suggest overall reductions to the budgets, however they have no control over the operations within the Police Department; and some Committee members sit on the Police Board and can discuss specific suggestions at the next Board meeting.

The Committee agreed to recommend that the Police Board revise the proposed operating budget to obtain a result equal to a maximum 2.5% increase in expenditures over the 2016 forecast results (approximately \$5.7 million).

KENNEBECASIS VALLEY PUBLIC LIBRARY

The Committee recommended acceptance of the KV Library budget as presented.

KV OUTREACH & KV FOOD BANK

Referred from the Joint Advisory Committee

It was noted the KV Food Bank and KV Outreach organizations are shared community services between the two Towns; however the town of Quispamsis funds both programs without support from the town of Rothesay. It was suggested a cost sharing program be implemented between the two Towns for provision of these services. The following was discussed: organizational costs for both KV Outreach and the KV Food Bank; necessity; and public use of the services.

It was agreed the town of Quispamsis will send a letter to the town of Rothesay providing further detail with respect to costs for Rothesay Council consideration.

The meeting ended at 4:58 p.m.

Respectfully submitted,

Liz Pomeroy
Administrative Assistant
Rothesay



ROTHESAY

MEMORANDUM



TO : Council
FROM : Doug MacDonald
DATE : October 31, 2016
RE : Donations Report

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

Town of Rothesay		
	30/09/2016	
Donations/Cultural Support		
	Paid to date	
KV3C	2,500.00	in kind
NB Medical Education Trust	5,000.00	
Fairweather Scholarship	1,000.00	
KV Oasis	10,000.00	
Dalhousie Medicine	5,000.00	
Symphony New Brunswick		
Saint John Theatre Company	1,000.00	
YMCA	10,000.00	
Cherry Brook Zoo	5,000.00	
Syrian support		
Alberta Fire Appeal	1,000.00	
	sub	40,500.00
Other:		
Notre-Dame-du-Mont-Carmel Church Fund	40.00	
Mission trip to Uganda	400.00	
KVMHA Female 13-14 Provincial tournament	250.00	
Kingsway Care Alliance	3,000.00	
Rothesay High volleyball tournament	200.00	
Rotary Dinner	300.00	
Rothesay Netherwood Art Show	300.00	
KV Old Boys	150.00	
Sophia House (Tracy Friars - Let's Celebrate)	500.00	
SPCA/Animal Rescue in memory	50.00	
St. Paul's United Church in memory	50.00	
	sub	5,240.00
		45,740.00
G/L Balance		45,740.00



ROTHESAY MEMORANDUM



TO : Council
FROM : Doug MacDonald
DATE : November 1, 2016
RE : Sponsorship Request

Recommendation:

Council ratify the decision to sponsor the fundraising dinner organized by the New Brunswick 3rd Field Regiment, the Loyal Company held on Saturday November 5, 2016 in the amount of \$1,250.

Background:

At its meeting October 21, 2016, the Finance committee considered a request received from New Brunswick 3rd Field Regiment, the Loyal Company. The 3rd Field Regiment will be participating in memorial services at Vimy Ridge during the 100th memorial anniversary events from April 1st -10th, 2017.

The request is to sponsor a fundraising dinner on Saturday November 5, 2016 to *"allow our soldiers to travel to Vimy Ridge and participate in the 100th anniversary events"*. The request was part of a joint request sent to the four greater Saint John municipalities in the amount of \$5,000, with equal participation from each community.

The Mayor, and the Finance Committee, consider the request to be worthy of support and there is sufficient capacity in the 2016 budget to accommodate the request. However the amount requested (\$1,250.00) exceeds the Mayor's specific authority pursuant to the Grants and Donation policy.

Due to the timing of the event a decision is required prior to the next regularly scheduled Council meeting. I understand the Mayor has informally polled Council and there is a consensus to support the project and has therefore authorized the expenditure. My recommendation is for Council to formally ratify this decision at the November meeting.



**3rd Field Regiment RCA
(The Loyal Company)**

**60 Broadview Avenue
Saint John NB E2L 5C5**



September 19th, 2016

Regional Mayors of the Greater Saint John Area

- Mayor Don Darling, City of Saint John
- Mayor Dr. Nancy Grant, Town of Rothesay
- Mayor Grace Losier, Town of Grand Bay
- Mayor Gary Glark, Town of Quispamsis

Dear Mayors:

In April of 2017, our country will play an integral role in helping to celebrate the 100th Anniversary of one of the greatest Canadian led battles – the Battle of Vimy Ridge. Our country's contribution to this historic battle was comprised of soldiers from across Canada, including those from New Brunswick's 3rd Field Regiment, The Loyal Company.

Our gunners played a key role in providing heavy artillery support which both knocked out enemy guns and weakened enemy defenses, significantly contributing to our 100,000 Canadian soldiers being victorious in recapturing this strategically important area from Germany. Sadly, the victory came at a heavy cost as 3600 of our soldiers were killed and another 7,000 were wounded.

Today, the Canadian National Vimy Ridge Memorial sits at this historic battleground site and is inscribed with the names of 11,285 Canadian soldiers who were listed as "missing, presumed dead" during combat in France. It stands as a tribute to all who served their country in battle and risked or gave their lives in the war to help ensure the peace and freedom we enjoy today.

The 3rd Field Regiment will be participating in memorial services at Vimy Ridge during the 100th memorial anniversary events from April 1st -10th, 2017. Ten (10) serving soldiers and one (1) veteran will be involved, representing the 3rd Field Regiment on behalf of all New Brunswickers and Canadian citizens.

In order to ensure funding is available for this endeavour, ***a gala fundraising dinner will be held at the Marco Polo Cruise Terminal, 111 Water St., Saint John, NB on November 5, 2016 beginning at 6:00 p.m.***

Our Regiment is requesting your support in order to allow our soldiers to travel to Vimy Ridge and participate in the 100th anniversary events. We believe these soldiers will serve our country proudly through their presence at Vimy Ridge, and remind all of us throughout the Commonwealth and France of the great sacrifice made in protecting and safe-guarding freedom everywhere.



ROTHESAY

Emergency Measures Committee

Monday, September 12, 2016 at 8:30 am
SAYRE ROOM ROTHESAY TOWN HALL



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

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

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

Mayor Grant inquired if the Town should respond to CN's request for comments on risks in the community associated with the rail line. Town Manager Jarvie noted the Town had not received an invitation to do so. The importance of accessing isolated neighborhoods during emergencies was stressed. It was noted after discussions with CN during the Town's spring EMO training exercise, it was indicated train engineers may have the authority to move a train in certain circumstances should a train be blocking access to an isolated neighborhood. Concern was expressed regarding a lack of policy for such a situation. It was noted the matter is a topic of CN's operating procedures rather than Town policy.

Walk-Through of EMOC Activation Procedure

DPDS White advised there are actions that must be taken before the activation of the EOC/ECC can occur. It was noted during an emergency, an Incident Command system (ICS) will be in effect to act as an on-site management system designed to enable effective, efficient incident management. The ICS system provides structure during emergencies and helps ensure the five major management activities are addressed: Command, Operations, Planning, Logistics, and Finance/Administration. DPDS White explained the EOC/ECC Activation Flow Chart on page 25 of the Emergency Action Plan noting: once an event occurs or is expected, the EOC/ECC activation authority will receive a briefing from the incident commander(s) (IC); the IC has the overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site; the IC is not the EMO director but typically the Police or Fire Chief; the IC can be a junior constable or the first responder on scene; once the command post has been established questions are then asked to determine if EOC/ECC activation is required, if so, what level of activation should occur; and there are three levels of EOC/ECC activation depending on the severity and size of the event.

DPDS White advised staffing requirements for each activation level, and designated positions for Town staff are under discussion. DPDS White briefly reviewed the responsibilities of the EOC/ECC Director, the Information Officer, the Liaison Officer, the Operations Section Chief, the various Section Chiefs, and the Regional Emergency Management Coordinator. It was noted all positions should have a back-up determined in case the primary position holder is unable to assist. In response to an inquiry regarding the potential need to operate the EOC 24 hours a day during an emergency, DPDS White advised it is being discussed. Councilman Lewis inquired if training is available once positions

have been designated. DPDS White advised he participated in a program offered by the provincial government which provided emergency measures training however, he suggested specialized training be sought for specific roles. He noted his designated role as the chief of police during training gave him an appreciation for the position but may not provide adequate training for other specific roles. It was noted the matter of specialized training will be investigated further for 2017 budget consideration. There was a brief discussion regarding the EMO budget.

It was noted the Town and the EOC will act as a support system for the frontline individuals dealing with the emergency, such as the police and fire departments. There was general discussion regarding the role of the Liaison Officer. Town Manager Jarvie advised Brent Whelan is the Liaison Officer and will be the point of contact at the provincial level. It was noted a plan for staff requirements and EOC/ECC activation in the first two activation levels are a work in progress. With the magnitude of a third level activation event the Town is not likely to have a large role during the event. The EOC/ECC, if possible, will be activated however it is anticipated other agencies will take charge.

Counc. McGuire indicated, after discussions with the Kennebecasis Valley Police Chief, there would be no problems securing a digital radio for use during emergencies. There was a brief discussion on the benefits of acquiring a digital radio for Town use year round. It was noted it would be costly to equip all Town vehicles with digital radios but one or two digital radios may be advantageous. Concern was expressed regarding civilian use of otherwise emergency personnel equipment. Town Manager Jarvie noted he will discuss the digital radios further with the Kennebecasis Valley Police Chief.

DPDS White advised both the Kennebecasis Valley fire and police departments have existing relationships with neighboring municipalities for mutual aid. He reiterated the EOC/ECC will provide support to these organizations but it is likely they will reach out to other police and fire departments in the province if additional resources such as materials and equipment are required. There was a brief discussion on the importance of monitoring finances during an emergency; should services be contracted out, overall emergency costs could rise higher than expected if not monitored properly.

There was general discussion regarding predictable and unpredictable emergencies. It was noted different situations will require different resources. The Committee discussed the Town's progress with regards to emergency planning. It was noted both the Town and residents have become more resilient after each power outage, ice storm, flood etc. After the most recent significant power outage, many residents installed generators and took precautions such as cutting trees. It was suggested the Town: increase efforts to encourage residents to join the Town's emergency alert system; create a map for residents indicating which businesses in the area have back-up power; and remind residents generators need to be started every so often and the fuel changed to ensure the generator will run after long periods of storage.

The following was discussed: operational hours for the EOC/ECC; Red Cross operations during emergencies that require the relocation of residents; past actions taken by the Town during emergencies; Rothesay Netherwood School use during emergencies; volunteers; a

need for a contingency plan should the McGuire Centre be inaccessible; and emergency alert systems. Counc. McGuire suggested the operational hours for the EOC/ECC be played by ear as different situations require different resources. It was noted if additional apartment buildings and condominiums are built, the need for emergency supplies and shelter is expected to increase. It was suggested the developers of such projects be questioned if emergency power is included in the development plans, especially those geared towards senior living. Town Manager Jarvie advised an alternative emergency alert system may be investigated to increase cost effectiveness. There was general discussion regarding the existing and alternative emergency alert systems. Counc. Lewis inquired if a test could be done to provide reassurance that messages will reach residents during emergencies. It was suggested the test be advertised over social media and the Town website. Town Manager Jarvie advised there is a testing capacity for the system and he will report back to the Committee on the matter. Mayor Grant noted she would advertise the test in the Mayor's fall message.

Waterside Rescue

DPDS White advised there are several locations along the railroad tracks in which a train derailment or other train related incident could prevent access to residents in an emergency. He advised possible rescue methods could include: Ambulance New Brunswick's Air Ambulance program consisting of a dedicated fixed-wing aircraft, or the Canadian Coast Guard. The Air Ambulance requires adequate space to land, and a Coast Guard vessel may be unable to reach residents should winter conditions prove difficult. There is also the issue of response time and capacity should an evacuation be necessary. The following was discussed: Ambulance New Brunswick's responsibility to provide necessary service in the event of an emergency; the likelihood this is a similar concern for other municipalities; options for appropriate emergency service vehicles such as a helicopter or hovercraft; cost sharing with other municipalities; the relatively low cost for hovercrafts; and the best procedure to bring this issue to the attention of neighbouring municipalities, the provincial government, and Ambulance New Brunswick. The Committee agreed a recommendation be made to Council that a letter be written to the Fundy Regional Service Commission requesting that the Commission explore waterside rescue capability in the Region with a view to seeking improvements in capacity.

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

CARRIED.

The meeting adjourned at 9:29 a.m.

Chair

Recording Secretary



**Joint Advisory Committee Meeting
Rothesay/Quispamsis
Monday, October 17, 2016
9:00 a.m.
Quispamsis Town Hall**



In Attendance:

Rothesay Representatives

Mayor Nancy Grant
Deputy Mayor Matt Alexander
Councillor Grant Brenan
Councillor Bill McGuire
John Jarvie, Town Administrator
Mary-Jane Banks, Town Clerk

Quispamsis Representatives-

Mayor Gary Clark (Presided)
Deputy Mayor Libby O'Hara
Councillor Sean Luck
Councillor Beth Thompson
Susan Deuville, CAO
Cathy Snow, Town Clerk

1. Call to Order

Moved By Deputy Mayor Alexander

Seconded By Councillor Thompson

The first meeting of the Joint Advisory Committee be called to order.

Motion Carried

2. Discussion of Chair Appointment

Moved By Councillor McGuire

Seconded By Councillor Brenan

The two Mayors be appointed as Co-Chairs for the Joint Advisory Committee, with the Town's alternating meeting locations, and the host Mayor presiding over the meeting.

Motion Carried

3. Joint Advisory Committee

a. Discussion on Mandate

Moved By Mayor Grant

Seconded By Deputy Mayor O'Hara

The Joint Advisory Committee be mandated to investigate the pros and cons of regional cooperation and enhancement of services by looking responsibly at the individual issues, and how to make the answers work for both Towns, including identifying priority issues and establishing result orientated timelines to see the issues through to fruition.

Motion Carried

b. Meeting Schedule/Location

It was the consensus of those in attendance that the Joint Advisory Committee would meet bi-monthly, (every two months), on Mondays, beginning January 16, 2017 (to be confirmed), from 9:00 a.m. to 11 a.m., and would alternate locations between the two Towns.

c. Administrative Resources

Moved By Deputy Mayor O'Hara

Seconded By Councillor McGuire

The Town Clerk of the Hosting Town prepare the Meeting Agendas, keep track of the Pending Agendas and take minutes of the proceedings for circulation to the Joint Advisory Committee Members within 10 days of the meeting date.

Motion Carried

d. Media Communications

It was the consensus of those in attendance the two Mayors would be the Spokespersons for the Joint Advisory Committee, and could provide the media with a brief synopsis of the open meeting proceedings at the conclusion of each meeting. In addition, both Towns can post the Meeting Agendas, in advance, on their websites.

e. KV Deer Population

It was noted the KV Deer Management Plan, supported by the Towns of Rothesay, Quispamsis and Hampton, falls under the jurisdiction of the Provincial Department of Energy Resources & Development, who have confirmed the 2016 Program will proceed. CAO Deuville further reported that Quispamsis has suggested to the KV Deer Committee Chairperson, Councillor Bob Doucet, that in the spring of 2017, following the 2016 Deer Management Program, and the 2016-17 winter season, an information session be held amongst the three Towns and DNR's Wildlife Biologist, Joe Kennedy, for an update on the status of the deer population in the KV.

4. Adjournment to Closed Session Pursuant to Section 10(2) (4) of the *Municipalities Act*

Back to Open Session

5. Business Arising from Closed Session

a. Emergency Measures Operation

Moved By Deputy Mayor Alexander

Seconded By Councillor Luck

A recommendation be issued to the Towns of Quispamsis and Rothesay Councils suggesting the two Towns enter into a mutual aid agreement with respect to sharing common resources in the event of a significant emergency incident that occurs in one or both Towns, including the coordination of operating both Town's Warming Centres on an alternate basis to best utilize resources.

Motion Carried

- b. Shared Waste Water Treatment** – The Quispamsis and Rothesay CAO's and Engineering Departments be directed to meet to collaboratively assess the cost efficiency, effectiveness and environmental sustainability of Quispamsis potentially sharing Rothesay's new wastewater treatment plant, in preparation of meeting the new Federal Environmental effluent standards for waste water expected by 2020, with discussions being mindful of Rothesay's timeline with respect to their plans to proceed with finalizing design plans in 2017.

6. Adjournment to Next Joint Advisory Committee Meeting

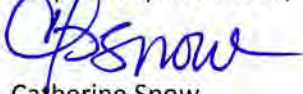
Moved By Deputy Mayor Alexander

Seconded By Deputy Mayor O'Hara

Meeting adjourn to January 16, 2017 at 9:00 a.m. at the Rothesay Town Hall, (to be confirmed).
Meeting adjourned at 11:00 a.m.

Motion Carried

Respectfully submitted,



Catherine Snow
Town Clerk



Joint Advisory Committee Meeting Rothesay/Quispamsis



October 19, 2016

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

Mayor Gary Clark & Council
Town of Quispamsis
P. O. Box 21085
Quispamsis, NB
E2E 4Z4

Mayors & Councils - Towns of Rothesay and Quispamsis

RE: MUTUAL AID AGREEMENT - EMO

At a meeting of the Joint Advisory Committee held on October 17, 2016, the following resolution was put forth:

MOVED BY . . . *Correspondence be issued to the Councils of the Towns of Rothesay and Quispamsis, recognizing both Towns have their own EMO Plans, and suggesting the two Towns enter into a mutual aid agreement with respect to sharing common resources in the event of a significant emergency incident that occurs in one or both Towns, including the coordination of operating both Town's Warming Centres, on an alternate basis, to best utilize resources. Motion Carried.*

If both Councils are in agreement with the Joint Advisory Committee's recommendation; the CAOs can proceed with drafting an acceptable mutual aid agreement for signing by both Municipalities.

Yours truly,

Catherine Snow

Town Clerk/Co-Secretary, Joint Advisory Committee



ROTHESAY

PARKS & RECREATION COMMITTEE MEETING MINUTES Tuesday, October 18th, 2016



DRAFT

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

ABSENT: Brendan Kilfoil
Jon LeHeup
Pat Palmer, Vice Chair
Jane MacEachern

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

1. APPROVAL OF MINUTES

MOVED by Counc. McGuire and seconded by Chip Smith to approve the minutes of the September 20th, 2016 meeting.

CARRIED.

2. APPROVAL OF AGENDA

MOVED by Susan Harley and seconded by Chip Smith to approve the agenda as circulated.

CARRIED.

3. DELEGATIONS

3.1 Rothesay Tennis Club

Gregor Hope & Abby Colwell-Northrup

Counc. Wells welcomed Gregor Hope and Abby Colwell-Northrup to the meeting. Mr. Hope expressed to the committee that the purpose of their visit was to discuss the advancement of an instructional tennis program for all ages while providing a base for greater participation and enjoyment for more residents. They feel this would better utilize the existing tennis courts throughout the town, increase physical activity opportunities for all ages and strengthen the quality of life. Rothesay Tennis has had instruction for 20 years but would like to attract a higher quality instructor which costs more money so would ideally like to partner with the Town. A brief discussion followed.

DRAFT

4. REPORTS

N/A

5. UNFINISHED BUSINESS

5.1 Wells Park Project Update

Director Jensen informed the committee that the grass has not held up in both the Dog Park and the Ball Field and they have been hydro seeded and re-sodded. The project is now on target for a late Spring opening. Additional trails off the existing trail are being mapped out by town staff being cognizant of the watershed area. Director Jensen has been in touch with the Cross Country Ski Club, they are willing to help with maintenance and grooming and potentially operate rentals out of the building. In the upcoming newsletter there is an article about "Name the Trail Contest" with a submission deadline of November 18th. A discussion was had on a grand opening and unveiling of the new name; possibly Saturday, December 3rd or Sunday December 4th.

5.2 Garbage Receptacles at Strategic Locations

Director Jensen showed the committee an overhead view of the garbage receptacles throughout the town. Gaps were noted along Gondola Point Road, Almon Lane to Scott Avenue, along Grove Avenue and the Highland Avenue area and in Kennebecasis Park. There are numerous areas where cans could be placed but this does require extra manpower and hours. It was noted that some of the cans could be repurposed, for example remove some from the Common area and place them elsewhere. Director Jensen will approach K-Park school to see if they would be willing to have a garbage can outside the school, the Town would provide the can if their staff would empty it.

5.3 Appropriate Barrier for Renforth Wharf – Council Referral

Counc. Wells informed the committee that Council was not in favour of the concrete barriers at Renforth Wharf as discussed at the previous Parks & Recreation meeting. Suggestions were to put the Police on high alert at the beginning of the summer, place signs that indicate the area is under video surveillance, look into metal cylinder post being placed strategically along the wharf or add a gate to the budget. DO McLean would like to see a gate installed, Director Jensen will meet with him to discuss costs associated with a gate.

6. NEW BUSINESS

6.1 Canada 150 Application

Recreation Coordinator Flood informed the committee that the town will be completing an application for "Celebrate Canada 150". It will be an Old Fashioned Picnic on the Rothesay Common with old fashioned games, music on the stage, topped off with fireworks on Saturday, September 16, 2017 from noon – 4pm. Plans would be to partner with KV Players and the Rothesay Living Museum.

DRAFT**6.2 2017 Budget**

Director Jensen provided the committee with a Draft 2017 Budget. A discussion followed on various aspects of the budget. It was further discussed about the partnership with the Rothesay Tennis Club. Director Jensen will speak with the Tennis Club and discuss a one year trial.

7. CORRESPONDENCE FOR ACTION**N/A****8 DATE OF NEXT MEETING**November 22nd, 2016**9. ADJOURNMENT OF MEETING****MOVED** by Chip Smith that the meeting be adjourned.**CARRIED.**

The meeting adjourned at 8:05 p.m.

Chairperson

Recording Secretary



ROTHESAY
~~2016 November 14 Open Session FINAL 195~~
Public Works and Infrastructure
Committee Meeting
Wednesday, October 19, 2016
Rothesay Town Hall – Sayre Room
8:30 a.m.



DRAFT

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

TOWN MANAGER JOHN JARVIE (*arrived at 8:43 a.m. and left at 9:21 a.m.*)
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN
RECORDING SECRETARY LIZ POMEROY

Chairperson Alexander called the meeting to order at 8:31 a.m. and advised members R. Scoville has stepped down from the Committee due to a personal schedule change resulting in the inability to fulfill the Committee's time commitment.

1. APPROVAL OF AGENDA:

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

Item 5.12 Update on Highland Avenue Streetlighting

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of September 21, 2016.

MOVED by Counc. Wells and seconded by S. Peterson to approve the Minutes of September 21, 2016 as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

N/A

5. UNFINISHED BUSINESS

5.1 Update on Capital Projects.

Rothsay Road: DO McLean gave a brief summary of the work to be completed; the project is nearing completion; no additional water pipes have been installed, however some pipes have required repairs; the recent road closure was a result of two high points in a watermain requiring leveling to a standard depth of 5 feet; and the project remains on schedule. DO McLean advised he is impressed with the project's crew noting the work to date has been efficient and the project has remained on schedule despite minor obstacles. It was suggested a thank you sign be posted to the Rothesay Road construction billboards to announce the Town's appreciation for community members' patience during construction.

Wells Park Paved Entrance: DO McLean advised the company hired is finishing up a project in the city of Saint John before starting the Wells Park entrance; and the project is expected to be completed before winter.

Counc. Wells commented on the smoke emanating from Valley Home and Hearth on Rothesay Road inquiring if the Town has a By-law to protect residents in the area from the intrusive smoke. It was noted no such By-law exists. It was suggested the matter be discussed with the Director of Planning and Development Services.

Town Manager Jarvie arrived at the meeting.

R. Mosca inquired as to the typical timeframe for the creation and enactment of a By-law. It was noted it is a lengthy process as a significant amount of research is involved.

5.2 Update on solid waste

Chairperson Alexander reminded the Committee the Fall Clean-Up will occur November 14-18. In response to an inquiry, it was noted there is no tipping fee for recycling, and compost has a tipping fee of \$28 per ton which is significantly less than the \$108 tipping fee for municipal solid waste. It was further noted if residents continue to increase curbside recycling and reduce solid waste contributions the Town will save money in relation to tipping fees and reduce overall costs for the service. It was noted the Town pays a flat pick-up fee in addition to the tipping fees.

5.3 Discussion on Traffic By-Law

➤ School Zone Speed Signs

DO McLean advised the budget includes funds for two programmable, portable, and solar powered flashing light speed signs. It was noted the signs log traffic data into a Bluetooth system that can be downloaded regularly by Town staff within a certain range. This data can be used to determine the best locations to place the signs. There was an inquiry regarding existing police involvement with respect to speeding in school zones. DO McLean noted police are aware of the issue; in the spring the police had a regular presence in the school zone area outside Town Hall on Hampton Road to deter speeding. In response to an inquiry, it was noted the flashing light signs are expected to be more effective as the flashing lights will increase driver awareness of the signs. It was further noted the programmable signs can be set to flash at speeds above 30km during school times and above 50km at other times during the day, thus reducing the time it takes for the driver to process the information on the sign. In response to an inquiry regarding the possibility of installing traffic cameras, it was noted positive reinforcement associated with the flashing signs is preferred over the issuance of excessive traffic violation tickets. It was noted the Town does notify the police of unsafe traffic behavior in the community.

➤ Loitering Section

After some discussion, the Committee agreed the section be left intentionally blank in the Rothesay Traffic By-law in order to align the section numbers with the town of Quispamsis' Traffic By-law. It was noted a loitering section exists within the Rothesay By-law *Relating to Peace, Order, and Prevention of Nuisances*.

5.4 Update on Church Ave. parking

Chairperson Alexander advised he received a comment with respect to concern regarding potential confidentiality issues related to the Committee's previous discussion of parking for the Rothesay Common. It was noted the options were not specified in the previous minutes and the discussion may have been better suited in a closed session meeting. It was further noted a recommendation was made to Council to eliminate some options and explore others further. The suggested eliminated options included potential land purchases which involved information suited for a closed session meeting. The suggested options remaining can be discussed in a public forum. It was suggested a map be circulated to residents showcasing the existing parking spaces available in the vicinity of the Rothesay Common. Town Manager Jarvie advised the previous map circulated to the Committee included all parking spaces in a 200 meter radius of the Rothesay Common; however permission for use of certain parking spaces on the map has not been granted. The intent of the map was to give the Committee a bigger picture of the options available. The suggestion was revised to include only existing parking spaces that do not require permission.

There was a brief discussion on parking in the area of the bike lanes. It was noted the existing Traffic By-law was enacted before the bike lanes in the area existed. It was suggested dashes be painted for the bike lane on the side of Gondola Point Road closest to River Road to enable parking as indicated in a previous motion approved by the Committee and Council. The motion for Gondola Point Road limited parking will come into effect once the new Traffic By-law is enacted. There was general discussion regarding parking on Gondola Point Road. It was noted while there are other activities in the area that may require parking on Gondola Point Road, it is the Town's responsibility to determine the best course of action to improve parking for the Rothesay Common.

There was a brief discussion with respect to the possible widening of Church Avenue noting: there is ample right-of-way available to widen Church Avenue; the proposed option would not encroach upon the boundary of the Common but may infringe upon green space; three trees exist in the proposed encroachment area that have been reported by arborists as being "in the twilight years of their life"; the additional space needed would be 6 feet of the green spaces next to the Common boundary; the existing condition of single lane traffic flow on Church Avenue acts as a natural speed reduction mechanism; increasing the street to two way traffic may increase traffic speeds; and work undertaken on Church Avenue would include improvements to the drainage system in the area thus adding significant costs to the project.

Town Manager Jarvie advised Town staff will contact the Rothesay Park School and churches in the area to discuss possible parking partnerships and report back to the Committee and Council. The item will remain on the agenda.

5.5 Update on Rothesay Road

Dealt with above (**see item 5.1**).

5.6 Update on Kaitlyn Street

DO McLean advised: backflow prevention devices have been installed on all the properties affected; and after discovery of a Town easement in place in the area, an additional pipe was installed to reroute the water resulting in a 30% reduction of water in the area's system. He added the work completed was at a similar cost to the initial solution's design.

5.7 Update on Parkdale/Chapel sidewalk

DO McLean advised the project is going well. He added one homeowner expressed concern noting the Town is not responsible for using sidewalks to curb speeding in the area as it is the mandate of the Police Department. It was noted the project is part of a larger project to connect the Chapel Hill/Parkdale/Scribner areas to Rothesay's business district on Hampton Road. The Committee agreed the project will provide a needed connection to Hampton Road for pedestrians.

5.8 Update on Ryan Drive

DO McLean advised he will contact the resident in the near future to determine the best time to complete the survey. In response to an inquiry, it was noted completion of the survey should occur before winter in order to avoid frozen ground conditions that may alter the findings.

5.9 Update on Active Transportation/Bike Lane requests

DO McLean advised he has been in contact with Peter Allaby and Mr. Gillis. He added Mr. Allaby is in the process of designing diagrams of solutions for signage in the problematic intersections: Grove Avenue/Hampton Road, Marr Road/Hampton Road, Clark Road/Gondola Point Road, and Gondola Point Road/Vincent Road. It was noted the signage will be painted in the centre of the lane to increase awareness, and it is expected they will be painted this year. Town Manager Jarvie advised that he has directed DO McLean not to undertake further meetings with Mr. Gillis on this subject.

5.10 Update on Dobbin St. drainage

DO McLean advised the following: Town staff contacted the homeowner that owns the private property in which the pipe is partially located; Town staff explained the situation and proposed the solution of removing the pipe; and the homeowner indicated they only wanted the pipe cleaned not removed. DO McLean noted another option is to survey the area and install a system that would flush the water out of the area. Forcing the water out of the area would be necessary as the existing conditions create a flat surface that captures and retains water; there is no grade to allow natural flow. DO McLean added this option is a much larger project that would require significantly higher costs compared to removing the pipe and allowing natural conditions to exist. After some discussion, the Committee agreed without approval from the landowner the pipe cannot be removed. In addition, cleaning the pipe would result in a fruitless use of Town resources.

MOVED by S. Peterson and seconded by R. Mosca the Public Works and Infrastructure Committee recommend Council authorize a letter be sent to the inquiring resident of Dobbin Street advising of the existing conditions in the area and the Town's inability to take action based on the lack of approval from the property owner of the partial land the pipe is located on.

CARRIED.

Town Manager Jarvie left the meeting.

5.11 Update on pesticide signage

It was noted the matter is regulated provincially. It was agreed no response is required as the inquirer is a Council member that will have access to the draft Committee minutes.

5.12 Update on Highland Avenue Streetlighting

DO McLean advised a draft letter is complete; however he is waiting to receive a list of residences included in the mail-out.

6. NEW BUSINESS:

6.1 2017 Budget

➤ 2017 General Fund Operating Budget

DO McLean advised two casual staff positions have been transitioned to permanent full-time positions. The two casual positions have existed year round for five years. There was general discussion regarding a comparison of casual and full-time employment.

DO McLean directed the Committee's attention to the increase in the amount for street signs noting this was a result of the addition of the flashing speed signs.

In response to an inquiry, it was noted the CB referred to catch basin cleaning. DO McLean advised additional funds have been allocated to catch up on regular catch basin maintenance; with roughly 1300 catch basins in the Town it becomes increasingly difficult to maintain a regular cleaning schedule when additional catch basins are installed.

Cargill Salt Ltd. has agreed to supply the Town with salt this winter at the same rate as last year. It was noted there is no guarantee this supply or rate will continue after 2017.

It was noted the amount for Traffic Signals increased due to electrical storms. Two sets of traffic lights were "fried" as a result of electrical storms. It was noted funds have been allocated in the General Fund Capital budget to fix an aged controller unit at the traffic signals at the Campbell Drive/Millennium Drive intersection. Railway Crossings had been previously under-budgeted.

In response to an inquiry, it was noted Town Manager Jarvie may know the cost per rider for the Town with respect to the Comex bus service. Counc. Wells indicated the route was reduced last year and noted it may be beneficial to determine the impact of the reduced route on ridership. It was noted for some residents the bus acts as an essential service.

There was general discussion regarding the improvements made with respect to street signs. DO McLean advised the Town has an inventory of additional signs for quick replacement of aged or damaged signs. S. Peterson inquired if the Town had any intent on reducing sign pollution in the community. DO McLean advised the Town has reduced the overall amount of signs on Hampton Road; however the Town must be careful not to remove warranted signs.

R. Mosca inquired if the 2017 proposed budget took into account the 2016 actual amounts. DO McLean advised it did; however the numbers may be misleading since the year is not over yet. He added some items are time sensitive such as snow-plowing which occurs in the winter and traffic lane marking which typically occurs in the spring, and with the totals divided by twelve months, the numbers may appear to be skewed until the funds have been spent.

There was an inquiry regarding the difference between the *Transportation Services Administration (Wages and Benefits)* and the *Transp. Personnel Wages and Benefits*. DO McLean advised the two categories related to internal allocations between the General Fund and the Utilities Fund.

In response to an inquiry, it was noted the Fire Department's consumption of water to fill the fire trucks is not metered. Instead the General Fund makes transfer to the utility to cover the cost at the end of each year.

It was noted the total transportation services budget has increased from \$3,365,331 (2016) to \$3,443,409 (2017) at a rate of 2.32%.

➤ 2017 General Fund Capital Budget

DO McLean advised the budget year should read 2017 not 201.

The following comments were made regarding the Asphalt Recycler: the machine will be used to offset patching costs; each year when streets are milled it will provide asphalt for recycling; a demonstration of the equipment was held in June; the patch placed near the Works Garage during the demonstration has held up well; and the estimated cost for 2 tons of asphalt through the Recycler is \$20, inclusive of the can of activator agent required to soften the asphalt. The current cost to buy asphalt (pick up by Town in the City) is in the range of \$85 for one ton.

There was general discussion noting: of the \$3.8 million dollars proposed for Capital work, \$510,000 will not be spent if the designated highway funding is not received; a vehicle fleet aging problem exists; safety concerns arise with aging vehicles; regular maintenance occurs for fleet vehicles, however some vehicles have exceeded their expected lifespan; and a 10 year program should be developed to determine what vehicles need replacement and when. In response to an inquiry, it was noted development of a 10 year vehicle replacement plan will coincide with budget deliberations and will remain on the agenda for the next meeting.

MOVED by S. Smith and seconded by Counc. Wells the Public Works and Infrastructure Committee recommend Council approve the 2017 General Fund Operating Budget and the 2017 General Fund Capital Budgets.

CARRIED.

7. CORRESPONDENCE FOR ACTION:

7.1 20 September 2016 Letter from resident RE: Crosswalk Lights

The Committee agreed the isolated incident does not warrant any changes to the system.

MOVED by Counc. Wells and seconded by R. Mosca the Public Works and Infrastructure Committee recommend Council authorize a response be sent to the resident inquiring about the Grove Ave./Hampton Road traffic signals, advising the system will remain as is, as the isolated incident does not warrant any changes.

CARRIED.

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

The next meeting will be held on **Wednesday, November 23, 2016.**

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 10:12 a.m.

CHAIRPERSON

RECORDING SECRETARY



2016November14OpenSessionFINAL_202

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Public Works & Infrastructure Committee
DATE : October 20, 2016
RE : Motions Passed at October 19, 2016 Meeting

Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, October 19, 2016:

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council authorize a letter be sent to the inquiring resident of Dobbin Street advising of the existing conditions in the area and the Town's inability to take action based on the lack of approval from the property owner of the partial land the pipe is located on.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council approve the 2017 General Fund Operating Budget and the 2017 General Fund Capital Budgets.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council authorize a response be sent to the resident inquiring about the Grove Ave./Hampton Road traffic signals, advising the system will remain as is, as the isolated incident does not warrant any changes.

CARRIED.

Respectfully submitted,

Liz Pomeroy

Town of Rothesay

Transportation & Environmental Health
Budget 2017

diff

	Year to Date	Year End Outlook	BUDGET 2016	BUDGET 2017	
Transportation Services	31/10/2016				
Common Services					
Administration (Wages & Benefits)	-	-	1,784,983	1,867,560	added 2 perm staff
Workshops, Yards & Equipment	-	-	580,500	581,500	
Engineering	-	-	5,000	7,500	historical
	\$ -	\$ -	\$ 2,370,483	\$ 2,456,560	
Street Cleaning & Flushing	-	-	35,000	40,000	getting behind on CB cleaning
Roads & Streets	-	-	83,000	75,000	less asphalt
Crosswalks & Sidewalks	-	-	14,349	14,349	
Culverts & Drainage Ditches	-	-	60,000	60,000	
Snow & Ice Removal	-	-	512,000	506,000	sand salt reduced marginally
	-	-	704,349	695,349	
Street Lighting	-	-	146,000	146,000	
Traffic Services					
Street Signs	-	-	10,000	15,000	add new electronic signs
Traffic Lanemarking	-	-	26,000	20,000	historical
Traffic Signals	-	-	25,000	25,000	
Railway Crossing	-	-	18,000	20,000	increases due to electrical storms
	-	-	79,000	80,000	
Public Transit					
Public Transit - Comex Service	-	-	62,000	62,000	
KV Committee for the Disabled	-	-	-	-	
Public Transit - Other	-	-	3,500	3,500	
	\$ -	\$ -	\$ 65,500	\$ 65,500	
Total Transportation Services	\$ -	\$ -	\$ 3,365,331	\$ 3,443,409	
Environmental Health Services					
Solid Waste Disposal Land Fill	-	-	210,000	200,000	tonnage has been down in 2016
Solid Waste Disposal Compost	-	-	28,000	28,000	
Solid Waste Collection	-	-	260,000	260,000	
Clean Up Campaign	-	-	50,000	55,000	historically increasing year over year
Curbside recycling	-	-	90,000	90,000	
	\$ -	\$ -	\$ 638,000	\$ 633,000	

2.32006

Town of Rothesay

Common Services

		Year to Date	Year End Outlook	BUDGET 2016	BUDGET 2017	
		31/10/2015				
	Administration					
23112060	Training & Development			7,500	8,500	
23190060	Transportation Travel			1,900	2,000	
	Transp. Personnel Wages & Benefits			1,579,500	1,710,085	Increase by converting 2 casual to full time including 25% labour burden plus 3% COL
23220060	Transp. Personnel Overtime			64,342	64,342	
23216060	Transp. Personnel Casual Wages & Benefits			132,141	82,533	add 1 casual all year plus 2 additional casuals in winter
	Utilities Personnel Wages & Benefits					
				1,784,983	1,867,560	
23120060	Engineering - Other			5,000	7,500	
23268060	Public Transit - Concess Service			62,000	62,000	
23268160	KV Committee for the Disabled					
23268560	Public Transit - Other			3,500	3,500	
				65,500	65,500	

Town of Rothesay

Workshops, Yards & Equipment

		Year to Date 10/31/16	Year End Outlook	BUDGET 2016	BUDGET 2016
Workshops, Yards & Equipment					
23130060	General Equipment Purchases			32,000	30,000
		-	-	32,000	30,000
23131060	Vehicles Fuel			140,000	140,000
	Vehicle Repairs			150,000	140,000
23133060	Equipment Repairs				
23134060	Tires			15,000	18,000
23134560	Rented Vehicle Payments				
23135060	Equipment Safety/Clothing			32,000	32,000
Master Drive Shop					
23150260	Master Drive Shop Supplies			5,000	4,500
23150360	Master Drive Shop Yards Maintenance			10,000	6,000
23150460	Master Drive Shop Building Maintenance			4,000	13,000
23150560	Master Drive Shop Heat			15,000	15,000
23150660	Master Drive Shop Power			15,000	15,000
23150760	Master Drive Shop Shop Supplies			28,000	25,000
23150860	Master Drive Shop Telephones/Communications			13,000	20,000
23150960	Master Drive Shop Pagers Radios Cells			14,000	10,000
23151060	Master Drive Shop Maintenance Contracts			5,000	5,000
23151160	Master Drive Shop Alarms			2,500	2,500
23151260	Master Drive Shop Tools			3,000	3,000
23151360	Master Drive Shop Cleaning			8,000	8,500
		-	-	122,500	127,500
23152060	Golden Grove General Operating			3,000	5,000
23151460	Salt Storage Facility			5,000	2,000
McGuire Road Shop					
23153160	McGuire Road Shop Building Maintenance	-			
23153260	McGuire Road Shop Heat			3,000	6,000
23153360	McGuire Road Shop Power			5,000	6,000
23153460	McGuire Road Shop Alarms			1,500	1,500
23153560	McGuire Road Shop Shop Supplies			1,500	1,500
		-	-	11,000	15,000
23180060	Property Taxes			40,000	42,000
23900060	Other Transportation			30,000	30,000
Total Workshops, Yards & Equipment		-	-	580,500	581,500

need chimney and ceiling repair in furnace room

Town of Rothesay

		Year to Date 31/10/2016	Year End Outlook	BUDGET 2016	BUDGET 2017	
	Roads & Streets					
23231260	Road Repairs					
23231360	Asphalt					
23231660	Road Repairs			20,000	20,000	
23231760	Asphalt			45,000	40,000	
23231860	Shoulders			18,000	15,000	
			-	83,000	75,000	
	Crosswalks & Sidewalks					
23266060	Crosswalks			3,000	3,000	
23233060	Sidewalks			5,000	5,000	
23266560	Crossing Guards Wages			6,349	6,349	
23266660	Crossing Guards C.P.P.					
23266760	Crossing Guards E.I.					
		-	-	14,349	14,349	
	Culverts & Drainage Ditches					
23234060	Culverts & Drainage Ditches			30,000	30,000	
23235060	Storm Sewers			30,000	30,000	
		-	-	60,000	60,000	
23236060	Street Cleaning & Flushing			35,000	40,000	
23250060	Street Lighting			146,000	146,000	
	Traffic Services					
23261060	Street Signs			10,000	15,000	electronic
23262060	Traffic Lanemarking			26,000	20,000	
23264060	Traffic Signals			25,000	25,000	new controller at Millenium/Campbell
23265060	Railway Crossing			18,000	20,000	
		-	-	79,000	80,000	

Town of Rothesay

Snow & Ice Removal

		Year to Date 31/10/2016	Year End Outlook	BUDGET 2016	BUDGET 2017
23237160	Salt & Sand			160,000	150,000
	Salt				
	Sand				
	Other				
		-	-	160,000	150,000
23237260	Contracts			320,000	320,000
	Stackhouse			12,000	12,000 fuel escalation
	Industrial Cold Milling				
		-	-	332,000	332,000
23237360	Other			20,000	24,000
	Meals, misc.				
	Edges, Chains				
		-	-	20,000	24,000
	Total Snow & Ice Removal	-	-	512,000	506,000

Town of Rothesay

		Year to Date	Year End Outlook	BUDGET 2016	BUDGET 2017
		31/10/2016			
Environmental Health Services					
24300060	Solid Waste Disposal Land Fill			210,000	200,000
24301060	Solid Waste Disposal Compost			28,000	28,000
24310060	Solid Waste Collection			260,000	260,000
	Curbside recycling			90,000	90,000
		\$ -	\$ -	\$ 588,000	\$ 578,000
24340060	Clean Up Campaign			50,000	55,000
24341060	Arthur Clean Up				
		\$ -	\$ -	\$ 50,000	\$ 55,000
		\$ -	\$ -	\$ 638,000	\$ 633,000

Totals

780,000
545,000
340,000

1,665,000

$$\begin{array}{r} 346,000 \\ 225,000 \\ \hline 571,000 \end{array}$$

tri-level funding total is 1,037,000

975,000

975,000

$$\begin{array}{r} 285,000 \\ \hline 285,000 \end{array}$$

105,000
90,000

195,000

110,000

110,000

\$ 3,801,000

\$ 3,801,000

\$ 3,801,000

\$ 3,801,000

\$ 3,801,000

\$ 3,801,000

\$ 3,801,000

510,000 will not be spent if no OHF grant



ROTHESAY
~~2016 November 14 Open Session FINAL_210~~
Utilities Committee Meeting

October 19, 2016
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

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

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

Chairperson Alexander called the meeting to order at 5:28 p.m.

1. APPROVAL OF AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of September 21, 2016.

MOVED by P. Boudreau and seconded by B. Justason to approve the Minutes of September 21, 2016 as circulated.

CARRIED.

2. DELEGATIONS:

N/A

4. REPORTS & PRESENTATION:

N/A

5. UNFINISHED BUSINESS:

5.1 Update on Wells Park

DO McLean advised paving of the entrance is expected to begin in the next few days; the company hired is finishing up a project in Saint John and may be delayed due to the upcoming inclement weather. There was a brief discussion about the possibility of thinning out the dense growth of vegetation on both sides of the trail to tidy up the trail's appearance.

5.2 Update on Capital Program.

Rothesay Road: project is going well; completion is expected soon; the crew struck a 4 inch watermain, not recorded on any Town records, which caused work to be delayed while the problem was fixed; however the project remains on schedule.

Wastewater Treatment Plant Pumping Stations: the tender has closed for the remaining two pumping stations; the contract was awarded at a cost of \$3,392,270.00, which is roughly \$40,000 over the estimated cost; and work remains on Taylor Brook Bridge.

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

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

It was noted: work has begun; the casing of the well has been removed and replaced; the screens on the two levels have been replaced; there is a significant amount of water being pumped from the well; testing remains to be done to determine how much sediment is being pulled; the work is expected to be completed next week then testing can begin; total project completion is expected to be the end of October.

5.5 Residential Water Quality on Grove Ave.

DO McLean advised the resident experienced deficiencies with their washing machine and dishwasher noting black slime was evident in both machines. There has not been a report of any additional issues since the valve manipulation of the hydrant behind the fire station, which is connected to the same line as the subject property. Town staff will continue to monitor the situation.

Meeting Addendum:

Victorian Gardens Development – Live Watermain Valve Manipulation:

Chairperson Alexander requested an update on the live watermain valve manipulation at the Victorian Gardens development. DO McLean advised the issue remains under discussion by Town staff; and no penalty has been issued at this time.

There was a brief discussion regarding the Town's application for the Clean Water Fund to finance Phase II of the Wastewater Treatment Plant project. It was noted the deadline is November 15, 2016; and approximately \$29 million is available in total for allocation.

Efficiency and Energy Reduction Targets:

M. McAloon requested an update on the energy management strategy plan for the Town. DO McLean advised the item is included in the 2017 budget process for further exploration. There was general discussion noting: Town staff have an idea of the Town's current energy consumption; and during planning stages for Town projects consideration is given for energy reduction strategies; for instance, the Town considered propane generators for the East Riverside pumping station however it was determined diesel generators were a more feasible option.

It was noted the November Utilities Committee meeting may be better suited earlier in the month to accommodate the timeline for budget deliberations. An email will be sent to Committee members to determine availability.

6. NEW BUSINESS:

N/A

7. CORRESPONDENCE FOR ACTION:

N/A

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

The next meeting is tentatively scheduled for **Wednesday, November 23, 2016.**

10. ADJOURNMENT

MOVED by P. Boudreau and seconded by M. McAloon the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:46 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall
Monday, November 7, 2016
5:30 p.m.



PRESENT: COUNCILLOR PETER LEWIS
COUNCILLOR DON SHEA
COLIN BOYNE
EWEN CAMERON
LAURIE GALE, VICE CHAIR
ELIZABETH GILLIS
CRAIG PINHEY

TOWN MANAGER JOHN JARVIE
TOWN CLERK MARY JANE BANKS
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
DIRECTOR OF OPERATIONS BRETT MCLEAN
ASSISTANT DEVELOPMENT OFFICER DARCY HUDSON
RECORDING SECRETARY LIZ POMEROY

ABSENT: BILL KEAN, CHAIR

Vice Chairperson Gale called the meeting to order at 5:32 p.m.

1. APPROVAL OF THE AGENDA

MOVED by Counc. Lewis and seconded by C. Pinhey to approve the agenda as circulated.

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Meeting of October 3, 2016

MOVED by C. Boyne and seconded by C. Pinhey the Minutes of 3 October 2016 be adopted as circulated.

CARRIED.

3. NEW BUSINESS

3.1 38 Marr Road

OWNER:

PID:

PROPOSAL:

David St. Pierre

Sharon Gainforth

00064832

Conditional Use Daycare

Mr. St. Pierre was in attendance. Darcy Hudson, Assistant Development Officer, gave a brief summary of the application noting: the applicant is requesting permission to allow for a daycare at 38 Marr Road (PID 00064832) as a conditional use; the building is occupied by the organization known as Stepping Stones Fundy Region Inc.; the subject property is zoned Central Commercial (CC) which permits daycares as a Conditional Use subject to an adequate play yard and drop off area; the subject property meets all By-law requirements; and staff are of the opinion the proposed daycare would be considered compatible with the commercial character of the neighborhood.

ROTHESAY

Planning Advisory Committee
Minutes

-2-

7 November 2016

MOVED by Counc. Lewis and seconded by C. Pinhey the Planning Advisory Committee:

- A. Issue a conditional use permit to allow for a Day Care at 38 Marr Road (PID 00064832).

CARRIED.

3.2 8 Zackery Court

OWNER:

PID:

PROPOSAL:

Douglas & Marjorie Murray

Douglas & Marjorie Murray

30252746

Temporary Use – Temporary Suite

Mr. Murray was in attendance. Darcy Hudson, Assistant Development Officer, gave a brief summary of the application noting: the applicant is requesting permission to create a temporary suite as a temporary use at 8 Zackery Court (PID 30252746); the subject property is zoned Attached Residential (R3) which does not permit temporary suites; the intent of the temporary suite is to allow for a caregiver to move into the downstairs portion of a garden home for the purpose of providing support care to an aging family member with a health condition; and after an analysis of the property staff are of the opinion that there is no reasonable expectation that the proposed temporary suite would create any negative effects in the neighborhood.

The development is a condominium ownership and the home owners association (Chapel Hill Estates Inc.) holds a restrictive covenant on all properties that specifically restricts any “multi-family dwelling” arrangements. It was noted the home owners association has granted consent for a temporary variance to the covenant due to Mr. Murray’s health issues. It was further noted a secondary unit does exist in the basement. If PAC gives its approval, the temporary suite would be permitted for a period of one year from today’s date (until November 7, 2017). It was noted the applicant is aware of the timeframe.

MOVED by Counc. Shea and seconded by E. Gillis the Planning Advisory Committee:

- A. Approve a temporary suite as a temporary use (1 year) located at 8 Zackery Court (PID 30252746) and require the removal of the temporary suite no later than November 7, 2017.

CARRIED.

3.3 149 Gibbon Road

OWNER:

PID:

PROPOSAL:

Ted Arsenault and Dr. & Mrs. Brian Wheelock

Dr. & Mrs. Brian Wheelock

30133086

Sideyard Setback Variance Application By-law 2-10
(Zoning)

Mr. Arsenault and Mrs. Wheelock attended the meeting. Darcy Hudson, Assistant Development Officer, gave a brief summary of the application noting: the applicant is requesting the Planning Advisory Committee grant a 50% variance for the side yard setback for a proposed attached garage to an existing residential dwelling at 149 Gibbon Road (PID 30133086); the applicant intends on adding an attached two car garage to the eastern side of the dwelling that is abutting 159 Gibbon Road; the R1B zone standard is 4 meters and the proposed side yard setback would be

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2 meters (50% variance); polling letters were sent to nearby residents to inform them of the application; and while staff did receive inquiries for additional information, no opposing comments were received.

It was noted staff examined the property and it was determined the eastern side of the property was an ideal location for the garage in order to maintain a garden-home aesthetic. The proposed garage would face the existing garage located on 159 Gibbon Road. This layout is not likely to create any issues with respect to sightlines. In addition, there is a wooded landscaped buffer between the two adjacent properties.

Mr. Arsenault advised a video inspection of the sewer line was undertaken and it was located on the west side of the property, and it was determined the eastern side of the property is preferred for the location of the garage to reduce any potential complications during construction. He further noted he intends on obtaining a Surveyor's Location Certificate for the work.

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

- A. Grant variances from the Rothesay By-law No. 2-10 allowing for a reduced minor setback of 2 metres for a proposed attached 2-car garage, with the following conditions;
 - a. The applicant is required to submit the following:
 - i. A Surveyor's **Location Certificate** to confirm compliance with the building's required setbacks, the certificate shall:
 - 1. Be based on an actual site inspection and measurements;
 - 2. Verify the siting of the building foundation wall, setback from property boundary(s) for the four corners of the proposed building; and
 - 3. Be prepared by personnel qualified to practice Land Surveying in New Brunswick.
 - ii. The Surveyor's **Location Certificate** shall be provided to the Development Officer prior to any back-filling of the foundation excavation.

CARRIED.

3.4 7 Hillcrest Drive

OWNER:

PID:

PROPOSAL:

Andrew McKay

David E. Long & Sharon A. Long

00257139 & 30048847

Rezoning from R1A to R4 Multi-unit Residential subject to a Development Agreement

Mr. McKay and Mr. Joe Bent of A.E. McKay Builders Ltd. attended the meeting. Vice Chairperson Gale advised the role of the Planning Advisory Committee is to advise Council based on the merits of the application.

DPDS White advised the applicant submitted a revised application to address concerns heard at the September 14, 2016 public hearing. The application, under a purchase agreement with Mr. and Mrs. Long, is to develop the land at 7 Hillcrest Drive (PIDs 00257139 & 30048847) as a multi-

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unit mixed density residential community; the original application was discussed during Council, Committee, and public hearing forums; and during the previous Council meeting of October 11, 2016 the revised application was referred to the Planning Advisory Committee, and a public hearing has been scheduled for November 8, 2016 for further discussion.

The revisions to the original application are as follows: 60 units as opposed to 65 units; a total of 12 garden homes instead of 17; increased setback distances for the 2 24-unit buildings of 20 – 28 meters; and increased parking to 96 spaces.

DPDS White noted the following: the subject properties are two parcels of land located at 7 Hillcrest Drive which would be consolidated into one parcel totaling 3.85 acres; the land is zoned Single Family Residential – Large Serviced R1A which permits residential dwellings on ½ acre lots; the land is designated Low Density Residential; and the development proposal would not be permitted under the existing Zoning By-law without Council’s approval. DPDS White reviewed the revisions to the original application: the reduction in units; the increase in parking spaces; the improvements to the landscaping plan; the increased setback distances for the 2 24 unit buildings; the private driveway access to the buildings; and the methods for stormwater management. He further noted the proposed buildings would use high quality materials specified in the Development Agreement, and the project would be serviced by Town water and sewer.

DPDS White referred to the Municipal Plan noting: to be environmentally sustainable it is suggested the Town reduce lot sizes and cluster housing units without impinging on existing neighborhoods; Council considers residential development other than single-family housing a natural evolution of the Town; alternative housing is welcome when it is of good quality, allowing Rothesay to be a preferred residential community through every stage of life; and a specific policy in the Municipal Plan allows Council to consider a project such as this contingent upon six criteria in Section 5.2.3 (h) of the Municipal Plan. The six criteria are as follows: provides a housing option(s) not otherwise available in the community; augments the quality of adjacent neighbourhoods; provides high quality housing compatible with housing in adjacent areas; is fully serviced with Municipal water and sewer; does not create excessive traffic in adjacent neighbourhoods; and offsets increased densities through extraordinary landscaping and/or innovative design techniques. DPDS White noted Town staff is of the opinion the proposal, based on an analysis of the six criteria, would not have a negative impact on the existing neighborhood. He added the developer would be responsible for offsite upgrades such as a new fire hydrant and the replacement of approximately 225 meters of watermain on Hampton Road. He further noted the project is likely to increase pedestrian traffic in Rothesay’s core due to its walkability and pedestrian connection to Hampton Road. In addition to the proposal being in close proximity to many Town amenities such as schools, businesses, and sports fields, DPDS White advised it encourages transect planning within the Town. DPDS White described transect planning as a fundamental design principle in which there is a concentrated core within the Town and there is a progressive transition from higher density to lower density areas as you travel further from the Town’s core. With this principle in mind it is preferred larger buildings are located closer to major streets.

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DPDS White concluded staff recommend PAC recommend to Council By-law 2-10-27 be enacted to rezone 7 Hillcrest Drive from R1A to R4 and Council enter into a Development Agreement with A.E. McKay Builders to develop the revised proposal.

Mr. McKay advised the amount of serious inquiries regarding the purchase of units has increased since the previous meeting. He added A.E. McKay Builders Ltd. intends on developing a high quality product for residents.

Vice Chairperson Gale advised the Director of Operations Brett McLean was in attendance to assist in answering any questions. There being no questions from Committee members Vice Chairperson Gale opened the floor to any questions from the public.

Christina Taylor Overing, 1 Henderson Park; and Counc. Miriam Wells, 6 Alexander Avenue inquired about the following: the requirement for development agreements; residential infill; Municipal Plan references to alternative housing; existing transect planning within Rothesay; existing R4 zoned areas within the Town; and inclusion of a time limit for completion in the Development Agreement.

DPDS White responded with the following: development agreements are required during rezoning applications; if a similar proposal is submitted for a property that is zoned appropriately a permit can be obtained without a development agreement as long as the Zoning By-law requirements are met; the rezoning process is preferable as it allows the Town more control over construction; residential infill is used to improve the utilization of currently underutilized properties, for example a 4 acre lot may be underutilized if only one single family home is situated on it; improving underutilized properties increases the opportunities for new housing in the Town; there are two relevant aspects of municipal planning which are the zoning map, and a future land use map; the proposal does not follow the future land use map, however the Municipal Plan policy allows for such proposals in residential areas contingent upon meeting the six criteria and Council's approval; transect planning, in this case, is a method of describing the transition from the more homogeneous residential in the Highland Avenue area surrounding the property down to the main street Hampton Road and its business district; 104 Hampton Road, Dobbin Street, and Sierra Avenue are existing R4 zones; the Development Agreement expires in 60 months (5 years) at which time Council's commitment to the project would end; a shorter timeframe is not likely to produce a better outcome; and the Development Agreement contractually binds the developer to produce the agreed upon project.

Mr. McKay advised once approved construction is expected to begin as soon as possible. He added with the positive interest received from potential buyers it is likely construction will not stop until completion. He anticipates completion will take 2-3 years; however he cannot account for any possible setbacks that may occur.

Counc. Wells inquired if a clause could be included in the Development Agreement to prevent the developer from selling the land and agreements to another builder before completion of the

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project. After a lengthy discussion, it was noted if approved the Development Agreement will be attached to the land title and obligates the landowner to follow through on the agreed terms. It was noted the Development Agreement includes a reference stating condominiums are to be erected on the subject property.

Counc. Wells expressed concern noting a lack of privacy for residents if the two larger buildings are facing each other. Mr. McKay advised the buildings are offset so the decks and windows between the two larger buildings will be staggered to prevent direct sightlines into units facing each other.

Counc. Wells inquired as to why the larger buildings were not moved to the back of the property as this was a major concern addressed at the September 14, 2016 public hearing. DPDS White advised after examining the property with the applicant it was determined because of land elevations if the two larger buildings were placed at the back of the property, they would sit on a hill and ultimately appear taller than if located closer to Hampton Road. He added the taller appearance of the two buildings on the hill would in turn create a wall effect for the adjacent property of 9 Hillcrest Drive. DPDS White advised transect planning also encourages the two larger buildings be placed at the front of the property near Hampton Road to transition the residential neighborhood to Hampton Road, one of the Town's main roads. In response to an inquiry, DPDS White advised lowering the height of the proposed two 24 unit buildings while maintaining feasibility would result in longer, wider buildings requiring closer proximity to Hampton Road, thus creating a more industrial appearance.

There was a brief discussion on the traffic study for the proposal. DPDS White advised a misconception exists with respect to the traffic study being completed in July. He noted while completion of the traffic study occurred in July, both historical and projected data were used to generate the traffic study results. It was noted sidewalks exist on Hillcrest Drive, Eriskay Drive, and Highland Avenue for pedestrian safety.

Ms. Taylor-Overing inquired about existing transect planning examples within the Town. DPDS White displayed a map demonstrating the high density and low density areas of the Town. It was noted the higher density areas are located in close proximity to the Town's business district near Hampton Road. Counc. Wells suggested a lower density project may be better suited to the area.

Mr. McKay advised he did not intend to build a mall. He added he has commissioned Mr. Peter Allaby, the engineer responsible for the original traffic study, to create a new traffic study which will be presented at the November 8, 2016 public hearing. He further noted Mr. Allaby will be presenting his findings and providing an explanation as to how traffic studies are generated. Mr. McKay noted a few weeks prior during a walkthrough of the property he spent forty-five minutes between 5:15 p.m. and 6:00 p.m. on a Thursday evening near the property. He advised he counted three cars and no pedestrian traffic travelling on Hillcrest Drive during this time. In response to an inquiry, Mr. McKay commented it was a clear evening.

Counc. Lewis inquired if any of Mr. McKay's previous projects in the Greater Saint John area

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have been responsible for reductions in neighboring property values. Mr. McKay advised he was unaware of any negative effects on property values near his existing projects. Council Lewis noted negative effects on neighboring property values were a concern expressed during Mr. McKay's construction of the Summer Haven development; however after the project's completion Council Lewis noted residents were appreciative of the outcome and indicated their property values had increased.

MOVED by C. Pinhey and seconded by C. Boyne the Planning Advisory Committee recommend Council:

- A. Enact By-law 2-10-27 to rezone lands located at 7 Hillcrest Drive (PIDs 00257139 & 30048847) from Single Family Residential Large Serviced R1A zone to Multi-Unit Residential (R4) subject to a development agreement.

NAY votes recorded from: L. Gale and E. Gillis.

CARRIED.

MOVED by C. Pinhey and seconded by C. Boyne the Planning Advisory Committee recommend Council:

- B. Enter into a Development Agreement with A.E. McKay Builders Ltd. to develop a 60 unit residential condominium complex at 7 Hillcrest Drive (PIDs 00257139 & 30048847).

NAY votes recorded from: L. Gale and E. Gillis.

CARRIED.

4. OLD BUSINESS

TABLED ITEMS

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

5. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, December 5, 2016.**

6. ADJOURNMENT

MOVED by C. Boyne and seconded by C. Pinhey the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:53 p.m.

CHAIRPERSON

RECORDING SECRETARY

**ROTHESAY**

2016November14OpenSessionFINAL_220

BUILDING PERMIT REPORT

10/ 1/2016 to 10/31/2016

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/03/2016	BP2016-00180	178 GREEN RD	DETACHED GARAGE	\$50,000.00	\$362.50
10/20/2016	BP2016-00209	75 FRENCH VILLAGE RD	ACCESSORY BUILDING	\$2,500.00	\$21.75
10/06/2016	BP2016-00257	5 ALEXANDER AVE	ADDITION	\$125,000.00	\$906.25
10/26/2016	BP2016-00258	141 HAMPTON RD	ADDITION	\$400,000.00	\$2,900.00
10/03/2016	BP2016-00260	90 JAMES RENFORTH DR	DEMOLITION	\$0.00	\$500.00
10/04/2016	BP2016-00261	150 GIBBON RD	ACCESSORY STRUCTURE	\$2,000.00	\$20.00
10/11/2016	BP2016-00262	6 BARTLETT RD	DECK	\$1,600.00	\$20.00
10/12/2016	BP2016-00264	18 MCLAUGHLIN DR	WINDOWS	\$6,000.00	\$43.50
10/04/2016	BP2016-00265	31 JOSHUA ST	SIDING AND WINDOWS	\$8,000.00	\$58.00
10/03/2016	BP2016-00267	40 COLLEGE HILL RD	FENCE	\$5,000.00	\$36.25
10/14/2016	BP2016-00268	200 RENSHAW RD	FENCE	\$9,640.00	\$72.50
10/14/2016	BP2016-00269	2666 ROTHESAY RD	ATTACHED GARAGE	\$100,000.00	\$725.00
10/20/2016	BP2016-00270	35 IONA AVE	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
10/12/2016	BP2016-00271	133 HAMPTON RD	DEMOLITION	\$0.00	\$500.00



ROTHESAY

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BUILDING PERMIT REPORT

10/ 1/2016 to 10/31/2016

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/12/2016	BP2016-00272	6 ROBINSON ST	WINDOWS	\$5,000.00	\$36.25
10/18/2016	BP2016-00273	21 CRESCENT DR	RENOVATION	\$20,000.00	\$145.00
10/12/2016	BP2016-00274	19 LINDEN CRES	ELECTRICAL UPGRADE	\$1,800.00	\$20.00
10/21/2016	BP2016-00275	20 EYDIE DR	ADDITION	\$70,000.00	\$507.50
10/21/2016	BP2016-00276	14 WHITE LANE	DECK	\$1,000.00	\$20.00
10/18/2016	BP2016-00277	8 ZACKERY CRT	ADDITION	\$10,400.00	\$79.75
10/18/2016	BP2016-00279	1 AYERSCLIFFE CRT	DECK	\$5,300.00	\$43.50
10/19/2016	BP2016-00280	13 COLONSAY PL	STORAGE SHED	\$2,000.00	\$20.00
10/27/2016	BP2016-00281	1 USHER CRT	ELECTRICAL UPGRADE	\$1,200.00	\$20.00



ROTHESAY

2016 November 14 Open Session FIM 222

BUILDING PERMIT REPORT

10/ 1/2016 to 10/31/2016

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				828,440.00	\$7,077.75
Summary for 2016 to Date:				\$9,760,968.00	\$73,002.12
		<u>Value of Construction</u>	<u>Building Permit Fee</u>		
2015 Monthly total to Date:		\$990,000	\$7,547		
2015 Summary to Date:		\$14,986,164	\$116,352		



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ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 10 November 2016
RE : Capital Project – Status Report

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

PROJECT	BUDGET	\$ TO 31/10/16*	COMMENTS
Town Hall renovations	75,000	47%	Complete –invoices outstanding
Wastewater Collection Upgrade (broken down below)	\$7.5M	10%	Three of three tenders awarded by Council, pump supply tender awarded by Council, piping work complete, pump stations at KPark and Renforth underway
WWTF Phase 1 – Forcemain	2,000,000		Project nearing completion
WWTF Phase 1 – lift stations (3)	1,600,000		Work underway
WWTF Phase 1 – lift stations (2)	3,400,00		Tender Approved
Pre-purchased pumps	500,000		Tender awarded
Rothesay Road Designated Highway, net cost	250,000	33%	curb completed; paving nearing completion; restoration ongoing
Rothesay Road sidewalk	233,000	71%	95% complete
Secondary Plan – Hillside area	52,000	31%	Open House held, concepts being developed
2017 Resurfacing Design	60,000	-	Contract awarded, video inspections of sewers underway
Acquisition of Vehicles Works/Utilities	130,000	64%	Vehicles purchased, to be rigged
Acquisition of Backhoe	230,000	-	Tender awarded, unit ordered
Almon/Peters Ln Upgrades	\$1.2M	100%	Project completed
Common additions	30,000	-	Discussed with Heritage Pres Board & Rec Com
Curb & Sidewalk - Parkdale/Chapel	250,000	40%	Curbs poured, asphalt & sidewalks 75% complete; award higher than original budget
General Specification for Contracts	40,000	-	RFP pending
KVFD Capital	26,000	-	To be claimed when purchase completed
Master Dr. Site Development	125,000	114%	Construction complete; award higher than original budget.
Oakville Acres Detention Pond Paths	50,000	100%	Construction complete
Oakville Ln Improvements design	30,000	-	RFP awarded
Renforth Wharf cathodic protection	60,000	73%	Anodes purchased, install underway.
Wells Park Entrance paving	20,000	-	Complete

* Funds paid to this date.



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	10 November 2016
RE	:	By-law 2-10-27 and Development Agreement 7 Hillcrest Drive

RECOMMENDATION:

- Council give 1st Reading, by Title, to By-law 2-10-27, "A By-law to Amend the Zoning By-law"
- Council give 2nd Reading, by Title, to By-law 2-10-27, "A By-law to Amend the Zoning By-law"
- Council table the Development Agreement for 7 Hillcrest Drive (PID#s 00257139 and 30048847), pending revision of Schedule E "Stormwater Management Plan"

BACKGROUND:

Attached please find the following:

- Recommendation from Planning Advisory Committee (8 November 2016)
- By-law-2-10-27, "A By-law to Amend the Zoning By-law"
- Development agreement for 7 Hillcrest Drive (PID#s 00257139 and 30048847)

Mary Jane Banks





ROTTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	8 November 2016
RE	:	By-law 2-10-27 (Rezoning) 7 Hillcrest Drive

Please be advised the Planning Advisory Committee passed the following motions at its regular meeting on Monday, November 7, 2016:

MOVED by C. Pinhey and seconded by C. Boyne the Planning Advisory Committee recommend Council:

- A. Enact By-law 2-10-27 to rezone lands located at 7 Hillcrest Drive (PIDs 00257139 & 30048847) from Single Family Residential Large Serviced R1A zone to Multi-Unit Residential (R4) subject to a development agreement.

NAY votes recorded from: L. Gale and E. Gillis.

CARRIED.

MOVED by C. Pinhey and seconded by C. Boyne the Planning Advisory Committee recommend Council:

- B. Enter into a Development Agreement with A.E. McKay Builders Ltd. to develop a 60 unit residential condominium complex at 7 Hillcrest Drive (PIDs 00257139 & 30048847).

NAY votes recorded from: L. Gale and E. Gillis.

CARRIED.



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

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

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

The purpose of the amendment is to rezone lands located at 7 Hillcrest Drive (PIDs 00257139 & 30048847) from Single Family Residential – Large Serviced R1A to Multi-Unit Residential (R4) to allow for the development of 60 residential condominium units subject to the execution of a Development Agreement in accordance with Section 39 and Section 101 of the Community Planning Act, supra.

FIRST READING BY TITLE :

SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE
AND ENACTED :

MAYOR

CLERK



Rothesay

DEVELOPMENT AGREEMENT

Land Titles Act, S.N.B. 1981, c.L-1.1, s.24

Parcel Identifiers
of Parcels Burdened
by Agreement:

00257139 and 30048847
(Lots To Be Consolidated & Converted to Land
Titles)

Owner of Land Parcels:

A.E. McKay Builders Ltd.
380 Model Farm Road
Quispamsis, N.B.
E2G 1L8 (Hereinafter called the "Developer")

Agreement with:

Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5 (Hereinafter called the "Town")

a body corporate under and by virtue of the
Municipalities Act, RSNB 1973, Chapter M-22,
located in the County of Kings and Province of New
Brunswick

WHEREAS the Developer is the registered owner of certain lands located
at 7 Hillcrest Drive (PIDs 00257139 and 30048847) and which said lands are
more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND WHEREAS the Developer is now desirous of entering into an
development agreement to allow for the development of two 24-unit condo
buildings with underground parking, two 3-unit and three 2-unit garden home
buildings on the Lands as described in Schedule A.

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in the
consideration of the mutual covenants and agreements herein expressed and
contained, the parties hereto covenant and agree as follows:

1. The Developer agrees that the number of residential units situated on the
Lands indicated on Schedule A shall not exceed sixty (60) residential
condominium units.

Schedules

2. The Developer agrees to develop the Lands in a manner, which, in the
opinion of the Development Officer, is generally in conformance with the
following Schedules attached to this Agreement:
 - a. Schedule A Legal Description of Parcels
 - b. Schedule B Proposed Site Plan and Location of Buildings
 - c. Schedule C Building Elevations
 - d. Schedule D Landscape Plan
 - e. Schedule E Storm Water Management Plan (Pending Revision)

Site Development

3. The Developer agrees, that except as otherwise provided for herein the
use of the Lands shall comply with the requirements of the Rothesay
Zoning By-law and Subdivision By-law, as may be amended from time to
time.
4. The Developer agrees to develop the Lands in a manner, which, in the
opinion of the Development Officer, is generally in conformance with

Schedule B.

5. The Town and Developer agree that the Development Officer may, at their discretion, consider a reduction in the total number of Residential units and the resulting applicable and necessary changes to Schedule B through Schedule E as non-substantive and generally in conformance with this Agreement.
6. The Developer agrees to not commence clearing of trees, removal of topsoil or excavation activities in association with the construction of the development until the Town has provided final approval of the development permit as issued by the Development Officer.
7. The Developer agrees that driveways for each developed garden home shall conform as follows:
 - a) All areas used for vehicular traffic or the parking or storage of a vehicle shall be paved with asphalt, concrete, interlocking stone or other environmentally safe and dust-free equivalent surface.
 - b) Every developed garden home shall have one (1) permanent driveway lighting fixture that shall as follows:
 - i. provide illumination of the primary driveway entrance to the private street right of way;
 - ii. be supplied from the property's electrical system;
 - iii. automatically switch on there is insufficient daylight;
 - iv. be located not closer than 1.5 meters to the paved driveway edge and not closer than 2 meters to the private street right of way boundary; and
 - v. be installed by the Developer and maintained by the successive home owner(s) their successors and assigns, in a manner to ensure continuous operation during night time hours.
8. The Town reserves the right to assign private street names, notwithstanding that the names may not correspond with those shown on Schedule B.
9. The Developer agrees that it will not commence construction of any dwelling and no building permit will be issued by the Town for any such dwelling until such time as the street, which provides the normal access, to each dwelling, has been constructed to Town standards as specified by the Town and is ready for hard surfacing at least beyond the point which shall be used as the normal entrance of the driveway to service such dwelling.
10. The Developer agrees to restore, in so doing assuming all costs, any and all disturbed areas of the private street and private street right of way to the satisfaction of the Town Engineer following installation of the required municipal services.

Architectural Guidelines

11. The Developer agrees that an objective of this development is to provide a high quality and visually attractive development which exhibits an architectural design that reinforces the character complement existing housing and to be generally consistent with the existing styles of Rothesay. The Developer agrees to ensure the following:
 - a. The architectural design of the buildings shall be, in the opinion of the Development Officer, generally in conformance with Schedule C.
 - b. The building plans shall have similar features, such as roof lines, facade articulation (projections/recesses), fenestration, primary exterior wall colour or materials or roof colour, etc.
 - c. The building facades shall include design elements, finishing

materials and variations that will reduce any perceived mass and linearity of large buildings and add architectural interest

- d. The building design should reflect the use of appropriate high quality materials and architectural expressions to reduce the impact of height, bulk and density on adjacent lower density development and contributes to the visual enhancement of the area.
- e. All ventilation and related mechanical equipment, including roof mechanical units, shall be concealed by screening in a manner compatible with the architectural character of the building, or concealed by incorporating it within the building framework.

Storm Water

12. The Developer shall carry out, subject to inspection and approval by Town representatives, and pay for the entire actual costs of the installation of a storm water system as per Schedule E of this agreement. The Developer agrees to accept responsibility for all costs associated with the following:
 - a. Construction, to Town standards, of a storm water system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water, to a predetermined location selected by the Developer's Engineer and approved by the Town Engineer, from the entire developed portion of the lands as well as top soil and hydro-seeding of shoulders of roadways.
13. The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water system such plans, as required by the Town, that shall conform with the design schematics and construction standards of the Town, unless otherwise acceptable to the Town Engineer.
14. The Developer agrees that all roof leaders, down spouts, and other storm water drains from all proposed dwelling shall not be directed or otherwise connected or discharged to the Town's storm water or sanitary collection system.
15. The Developer agrees that the storm water drainage from all dwellings shall not be discharged:
 - a. directly onto the ground surface within one meter of a proposed dwelling;
 - b. within 1.5 m of an adjacent property boundary;
 - c. to a location where discharged water has the potential to adversely impact the stability of a side yard or rear yard slope or a portion of the property where there exists a risk of instability or slope failure; or
 - d. to a location or in such a manner that the discharge water causes or has the potential to cause nuisance, hazard or damage to adjacent dwellings or structures.
16. The Developer agrees to provide to the Town Engineer written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Water Main Replacement

17. The Town and Developer agree that the existing water main in Hampton Road will be replaced with a new 8 inch (200mm) for a length of not more than 225 meters from a point of connection at the intersection of Highland Avenue and Hampton Road to a shared boundary point between 50 and 48 Hampton Road.
18. The Town and Developer agree that the design and construction of the water main shall be the responsibility of the Town subject to review by a

consulting engineering firm retained by the Developer.

19. The Town and Developer agree that the cost to replace the water main shall be the responsibility of the Developer.
20. The Town and Developer agree that prior to the awarding of a construction tender the Developer shall supply the Town with a security deposit in the amount of 100 percent of the recommended tender price to complete the required water main replacement. The security deposit shall comply with the following conditions:
 - a. security in the form of a certified cheque or automatically renewing, irrevocable letter of credit issued by a chartered bank dispensed to and in favour of Rothesay.
21. The Town and Developer agree that the cost of the water main replacement includes design and all construction associated with the new water main including asphalt restoration, all pipe including associated valves, backflow preventers, couplings, joint restraint, fittings and in the condition necessary for its intended use, and labour and overhead costs directly attributable to the construction of a new 8 inch (200mm) water main.

Water Supply

22. The Developer agrees to connect to the Town's nearest and existing water system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
23. The Town agrees to supply potable water for the purposes and for those purposes only for a maximum of sixty (60) residential dwellings and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
24. The Developer agrees to pay the Town a connection fee for each residential unit to the Town water system calculated in the manner set out by By-law as amended from time to time, to be paid to the Town on issuance of each building permit.
25. The Developer agrees that the Town does not guarantee and nothing in this Agreement shall be deemed to be a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water.
26. The Developer agrees that all connections to the Town water mains shall be approved and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and that the operation of water system valves is the sole responsibility of the Town.
27. The Developer agrees to comply with the Town's Water By-law and furthermore that a separate water meter shall be installed, at their expense, for each residential connection made to the Town's water system.
28. The Developer agrees that the Town may terminate the Developer's connection to the Town water system in the event that the Town determines that the Developer is drawing water for an unauthorized purpose or for any other use that the Town deems in its absolute discretion.
29. The Developer agrees to provide, prior to the occupation of any buildings or portions thereof, written certification of a Professional Engineer,

licensed to practice in New Brunswick that the connection of service laterals and the connection to the existing town water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Sanitary Sewer

30. The Developer agrees to connect to the existing and nearest sanitary sewer system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
31. The Developer agrees to pay the Town a connection fee for each residential unit to the Town sewer system calculated in the manner set out by By-law as amended from time to time, to be paid to the Town on issuance of each building permit.
32. The Developer agrees to carry out subject to inspection and approval by Town representatives, and pay for the entire actual costs of the following:
 - a. Engineering design, supply, installation, inspection and construction of all service lateral(s) necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units.
33. The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Town, with each such plan meeting the requirements as described in the Town specifications for such development.
34. The Developer agrees that all connections to the Town sanitary sewer system shall be supervised by the Developer's engineer and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and shall occur at the sole expense of the Developer.

Retaining Walls

35. The Developer agrees that dry-stacked segmental concrete (masonry block) gravity walls shall be the preferred method of retaining wall construction for the purpose of erosion control or slope stability on the Lands and furthermore that the use of metal wire basket cages filled with rock (gabions) is not an acceptable method of retaining wall construction.
36. The Developer agrees to obtain from the Town a Building Permit for any retaining wall, as required on the Lands, in excess of 1.2 meters in height and that such retaining walls will be designed by a Professional Engineer, licensed to practice in New Brunswick.

Indemnification

37. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.⁰⁰). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

Notice

38. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to **A.E. MCKAY BUILDERS LTD., 380 MODEL FARM ROAD, QUISPAMIS, N.B., E2G 1L8** and to the Town if delivered personally or by prepaid mail addressed to

ROTHESAY, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-laws

39. The Developer agrees to be bound by and to act in accordance with the By-laws of the Town as amended from time to time and such other laws and regulations that apply or may apply in future to the site and to activities carried out thereon.

Termination

40. The Town reserves the right and the Developer agrees that the Town has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not commenced on or before #insert date being a date 5 years (60 months) from the date of Council's decision to enter into this Agreement accordingly the Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Rothesay Zoning By-law.
41. Notwithstanding Part 44, the Parties agree that development shall be deemed to have commenced if within a period of not less than three (3) months prior to #insert date the construction of the private street and municipal service infrastructure has begun and that such construction is deemed by the Development Officer in consultation with the Town Engineer as being continued through to completion as continuously and expeditiously as deemed reasonable.
42. The Developer agrees that should the Town terminate this Agreement the Town may call the Letter of Credit described herein and apply the proceeds to the cost of completing the work or portions thereof as outlined in the agreement. If there are amounts remaining after the completion of the work in accordance with this agreement, the remainder of the proceeds shall be returned to the Institution issuing the Letter of Credit. If the proceeds of the Letter of Credit are insufficient to compensate the Town for the costs of completing the work mentioned in this agreement, the Developer shall promptly on receipt of an invoice pay to the Town the full amount owing as required to complete the work.

Security & Occupancy

43. The Town and Developer agree that Final Occupancy of the proposed apartment building(s), as required in the Building By-law, shall not occur until all conditions above have been met to the satisfaction of the Development Officer.
44. Notwithstanding Schedule D and E of this Agreement, the Town agrees that the Occupancy Permit may be issued provided the Developer supplies a security deposit in the amount of 110 percent of the estimated cost to complete the required storm water management and landscaping. The security deposit shall comply with the following conditions:
- a. security in the form of a certified cheque or automatically renewing, irrevocable letter of credit issued by a chartered bank dispensed to and in favour of Rothesay;
 - b. the Developer agrees that if the landscaping or storm water works are not completed within a period not exceeding six (6) months from the date of issuance of the Occupancy Permit, the Town may use the security to complete the works as set out in Schedule D and E of this Agreement;
 - c. the Developer agrees to reimburse the Town for 100% of all costs exceeding the security necessary to complete the works as set out in Schedule D and E this Agreement; and

- d. the Town agrees that the security or unused portion of the security shall be returned to the Developer upon certification that the work has been completed and acceptable to the Development Officer.

Failure to Comply

45. The Developer agrees that after 60 days written notice by the Town regarding the failure of the Developer to observe or perform any covenant or condition of this Agreement, then in each such case:
- (a) The Town shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default and the Developer hereby submits to the jurisdiction of such Court and waives any defense based upon the allegation that damages would be an adequate remedy;
 - (b) The Town may enter onto the Lands and perform any of the covenants contained in this Agreement or take such remedial action as is considered necessary to correct a breach of the Agreement, whereupon all reasonable expenses whether arising out of the entry onto the Lands or from the performance of the covenants or remedial action, shall be a first lien on the Lands and be shown on any tax certificate issued under the Assessment Act;
 - (c) The Town may by resolution discharge this Agreement whereupon this Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Land Use By-law; and/or
 - (d) In addition to the above remedies, the Town reserves the right to pursue any other remediation under the *Community Planning Act* or Common Law in order to ensure compliance with this Agreement.

Entire Agreement

46. This Agreement contains the whole agreement between the parties hereto and supersedes any prior agreement as regards the lands outlined in the plan hereto annexed.

Severability

47. If any paragraph or part of this agreement is found to be beyond the powers of the Town Council to execute, such paragraph or part or item shall be deemed to be severable and all other paragraphs or parts of this agreement shall be deemed to be separate and independent therefrom and to be agreed as such.

Reasonableness

48. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement.

This Agreement shall be binding upon and endure to the benefit of the parties hereto and their respective heirs, administrators, successors and assigns.

IN WITNESS HEREOF the parties have duly executed these presents the day and year first above written.

Date: _____, 2016

Witness:

A.E. McKay Builders Ltd.

Director

Witness:

Rothsay:

Mayor

Clerk

DRAFT

SCHEDULE A

(NOTE: LOTS TO BE CONSOLIDATED AND CONVERTED TO LAND TITLES)

PID: 00257139

**Apparent
Parcel
Access:** Public Access

Status:

**Effective
Date/Time:**

Page:

**Legal
Description:** Lot 75-2 as shown on Plan# 5141A

PID: 30048847

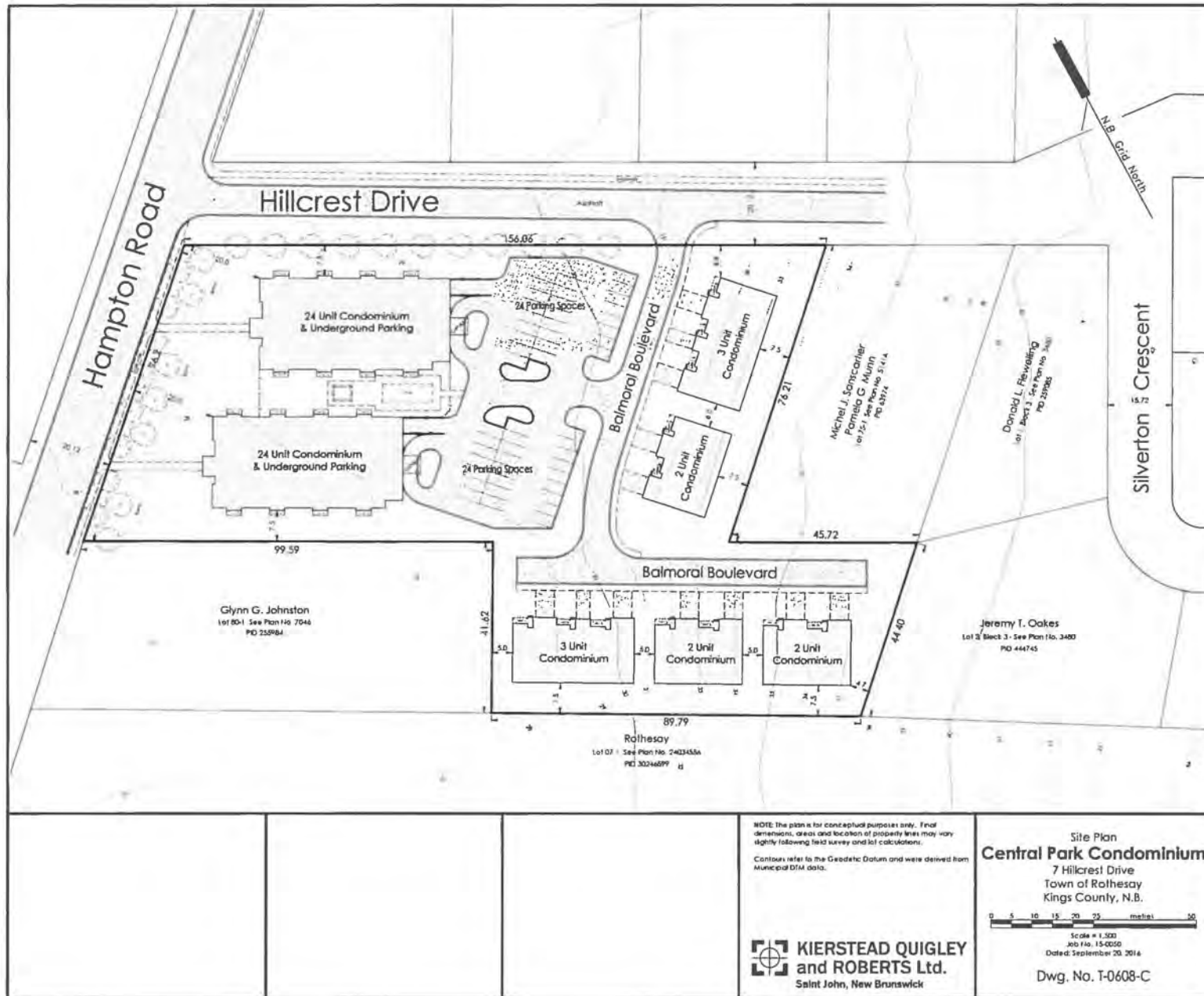
**Apparent
Parcel
Access:** TO BE COMPLETED AFTER CONVERSION to LAND TITLES

Status:

**Effective
Date/Time:**

Page:

**Legal
Description:** Part X as shown on Plan# 200784





380 Model Farm Road, Quispamsis E2G 1L8
Phone: 506-644-8104

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 1
24 UNITS - UNDERGROUND PARKING
HILLCREST DRIVE ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-1

OF 15



380 Model Farm Road, Quispamsis E2G 1L8
Phone: 506-644-8104

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 1
24 UNITS - UNDERGROUND PARKING
HAMPTON ROAD ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.





380 Model Farm Road, Quispansis E2G 1L8
Phone: 506-644-8104

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 1
24 UNITS - UNDERGROUND PARKING
REAR ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.





380 Model Farm Road, Quispamsis E2G 1L8
Phone: 506-644-8184

CENTRAL PARK
CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 2
TRIPLE UNIT
FRONT ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-4

OF 15



380 Model Farm Road, Quispambis E2G 1L8
Phone: 506-644-8104

CENTRAL PARK
CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 2
TRIPLE UNIT
REAR ELEVATION

Date:

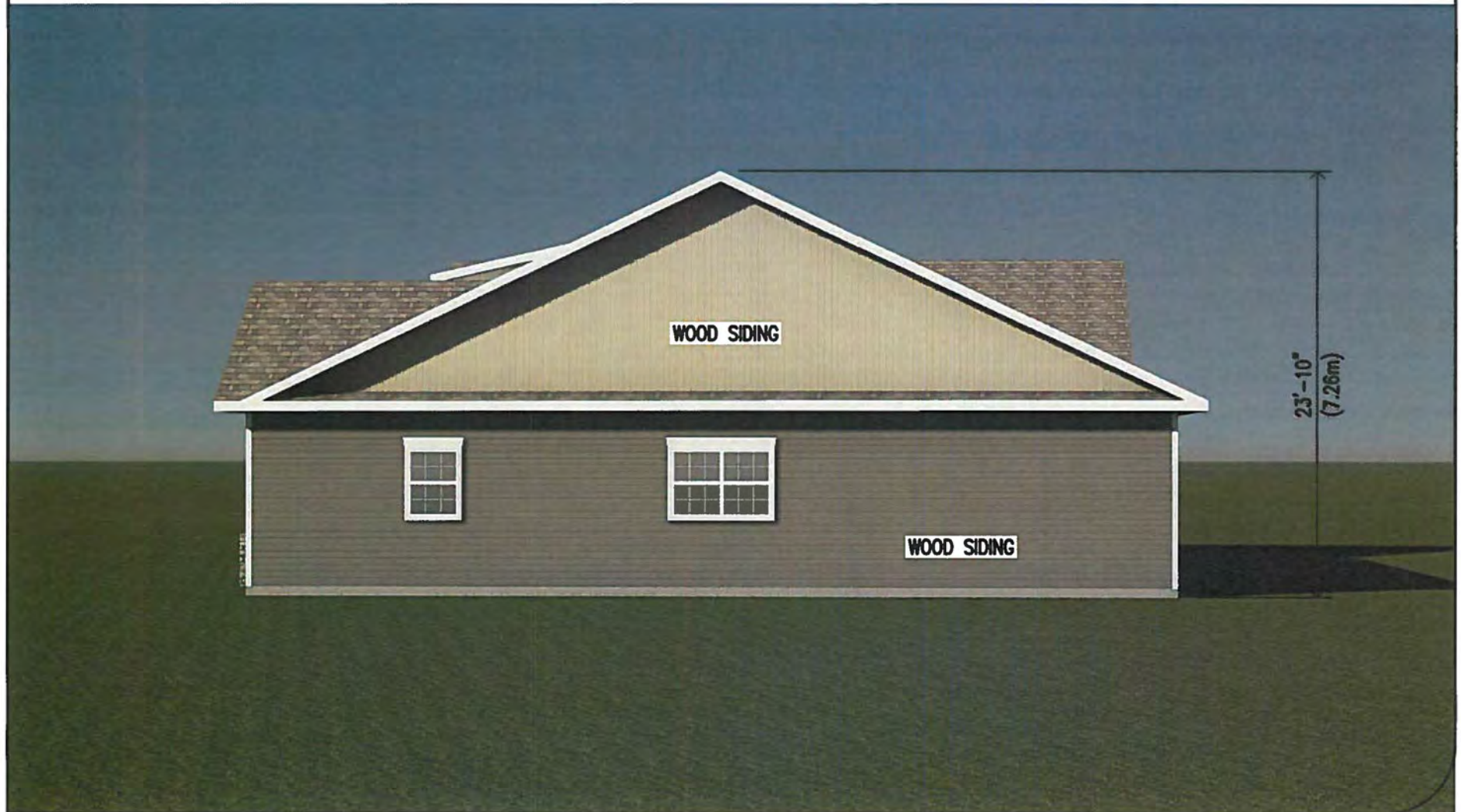
AUGUST 29, 2016

Scale:

N.T.S.

A-5

OF 15

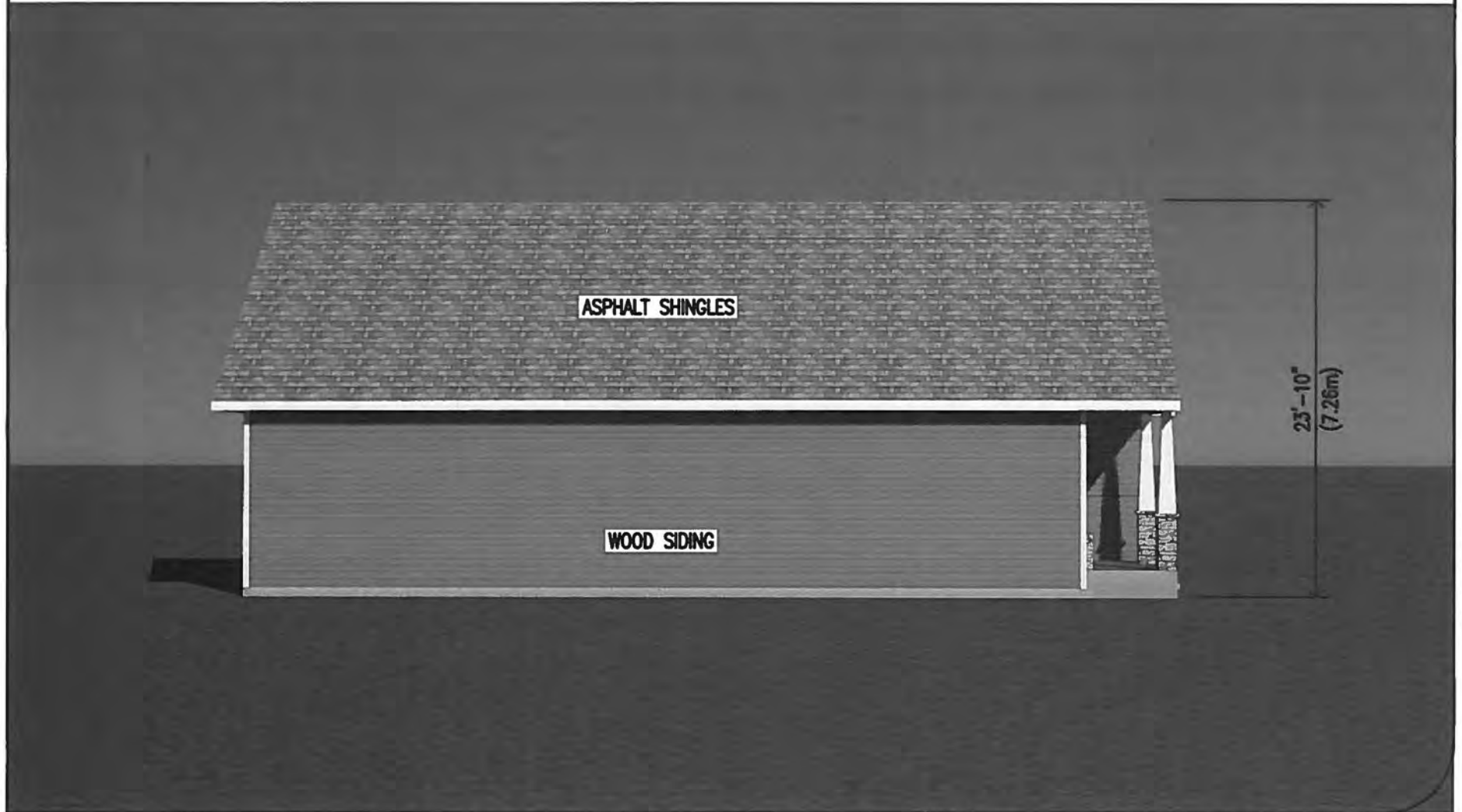


380 Model Farm Road, Guelph, ON N1H 6L8
Phone: 506-644-8104

CENTRAL PARK
CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:	
BUILDING TYPE - 2 TRIPLE UNIT RIGHT ELEVATION	
Date:	Scale:
AUGUST 29, 2016	N.T.S.





380 Model Farm Road, Quispamsis E2G 1L8
Phone: 506-644-8104

CENTRAL PARK
CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 2
TRIPLE UNIT
LEFT ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-7

OF 15



380 Model Farm Road, Quispamsis E2G 1L8
Phone: 506-644-8104

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 3
DOUBLE UNIT
FRONT ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-8

OF 15



380 Model Farm Road, Quispansis E2G 1L8
Phone: 506-644-8104

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 3
DOUBLE UNIT
REAR ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-9

OF 15



380 Model Farm Road, Quispamsis E2G 1L8
Phone: 506-644-8104

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 3
DOUBLE UNIT
RIGHT ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-10
OF 15



380 Model Farm Road, Quispamsis E2G 1L8
Phone: 506-644-8104

CENTRAL PARK
CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 3
DOUBLE UNIT
LEFT ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-11
OF 15



380 Model Farm Road, Quispamsis E2G 1L8
Phone: 506-644-8104

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 4
SINGLE UNIT
FRONT ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-12
OF 15



380 Model Farm Road, Quispamsis E2G 1L8
Phone: 506-644-8184

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 4
SINGLE UNIT
REAR ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-13
OF 15



380 Model Farm Road, Quispamsis E2G 1L8
Phone: 506-644-8104

CENTRAL PARK
CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 4
SINGLE UNIT
RIGHT ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-14
OF 15



380 Model Farm Road, Quispamsis E2G 1L8
Phone: 506-644-8104

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 4
SINGLE UNIT
LEFT ELEVATION

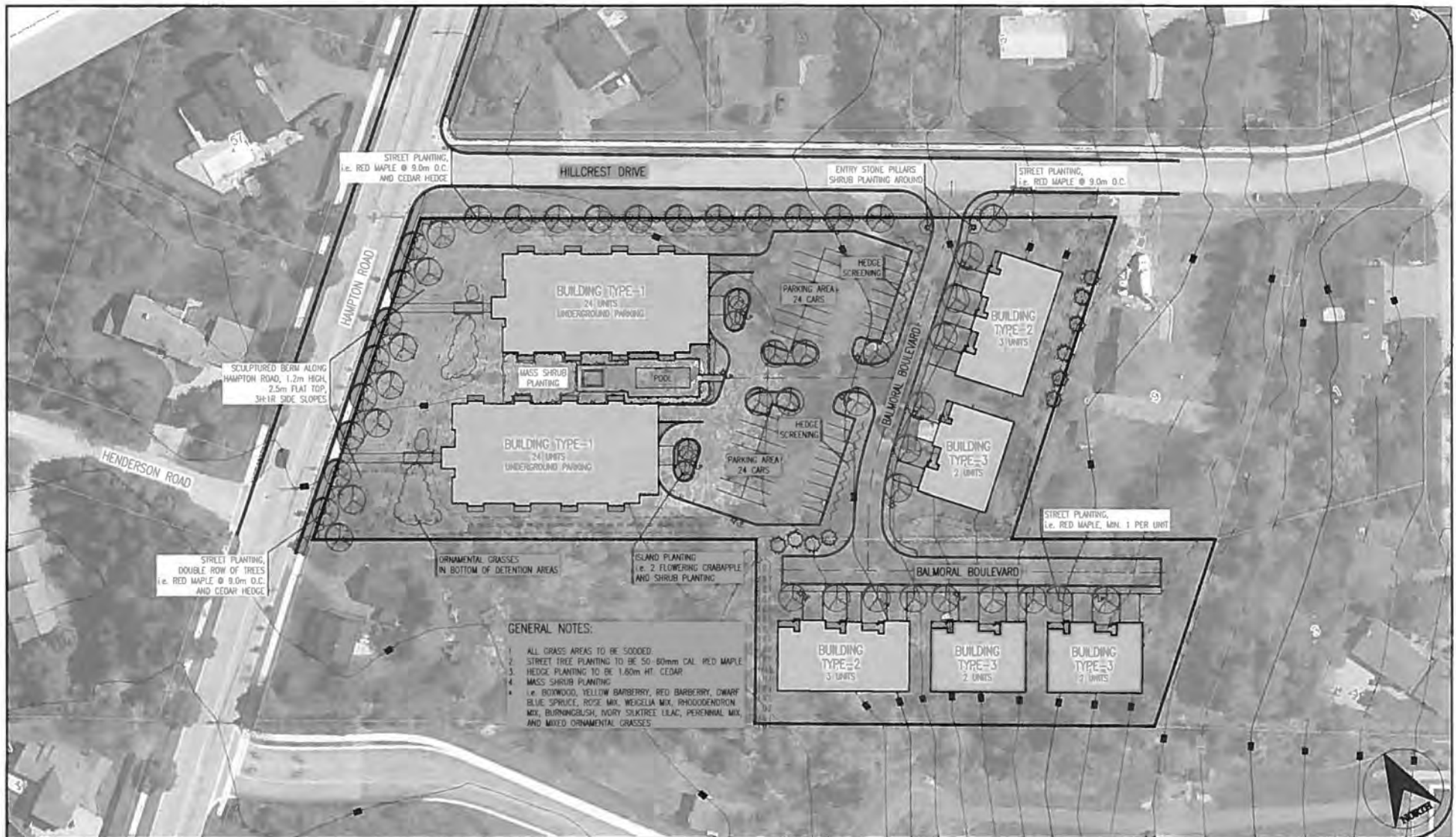
Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-15
OF 15



Client: Mr.



380 Model Farm Road, Oshesville, E2G 1L8
Phone: 506-644-0104

Design:

CONCEPTUAL
NOT FOR
CONSTRUCTION
08/11/2016 01.000

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

CONCEPTUAL
SITE / LANDSCAPE PLAN

Project No:

PD16-064

Date:

AUGUST 2016

Drawn By:

NVP

Scale:

1:400

L-1
OF 1

SCHEDULE E - TO BE REVISED

July 15, 2016

Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5Y2

Attention: Brett McLean, P.Eng.
Director of Operations

Re: Stormwater Management Plan and Site Services for Central Park Condominium

To Whom It May Concern:

Dillon Consulting Limited (Dillon) is pleased to submit this letter report outlining the stormwater management plan and site services layout (sanitary and water) for the Central Park Condominiums Development. This plan has been prepared for A.E. McKay Builders and describes the recommended stormwater management plan along with the proposed sanitary sewer and water service layouts for the nine (9) building condominium development. The proposed layouts for Central Park Condominiums are presented in **Sheets 1 and 6** of the appended drawing set, respectively.

BACKGROUND

The Central Park Condominium Development is located at the intersection of Hillcrest Drive and Hampton Road in Rothesay, New Brunswick. A.E. McKay Builders is proposing a nine (9) building condominium development with seven (7) small and two twenty-four (24) unit condominium buildings. The pre-developed site has an area of approximately 2.2 hectares consisting of primarily wooded terrain and grassed areas.

STORMWATER MANAGEMENT PLAN

It is expected that the Central Park Condominium Development will increase the impervious area of the existing site. Therefore, the proposed development may contribute to an increase in stormwater runoff peak flow and total runoff volume generated from the site.

As outlined on **Sheet 1** of the appended drawing set, the proposed stormwater collection system will consist of two storm sewer systems with subsurface storage along Manhattan Boulevard and within the Parking area adjacent to the 24-unit condominium buildings. The remainder of the site will convey water through a series of swales leading to detention ponds.



274 Sydney Street
Suite 200
Saint John
New Brunswick
Canada
E2L 0A8
Telephone
506.633.5000
Fax
506.633.5110

Dillon Consulting
Limited

Town of Rothesay
Page 2
July 15, 2016

The southern portion of the site is located along a steep gradient while the remaining area is relatively flat. The steep grade limits the opportunity for storage in this area. Therefore, the proposed detention ponds are located along the southwest side of the site adjacent to Hampton Road. The orientation of the ponds are shown on **Sheet 1** of the appended drawing set.

Methodology and Approach

The approach used in preparing the stormwater management plan for the Central Park Development involved simulating pre- and post-development conditions using the U.S. Army Corps of Engineers' HEC-HMS hydrologic modeling software. Synthetic design storms were used in the analysis of the stormwater management model prepared in HEC-HMS. The Alternating Block Method (Chow 1988) was used to estimate the rainfall distribution for the 5 and 100 year return period rainfall events, both having a storm duration of 24 hours.

Rainfall intensity-duration-frequency (IDF) statistics developed by the Canadian Water Network Online IDF CC Tool for Environment Canada's Saint John Airport (A) climate station were used to support this assessment (<http://www.idf-cc-uwo.ca>). The Canadian Water Network uses Global Climate Model data to approximate changes in the IDF Curve due to climate change for a selected range. Use of the IDF CC tool allows for the consideration of climate change impacts, specifically the potential for higher intensity rainfall.

Aerial imagery along with the proposed site plan was used to determine properties of the existing site (i.e. land cover, surface slope, drainage). The existing site includes two (2) main catchment areas draining to Hampton Road and the Arthur Miller Fields stormwater collection systems. The SCS Curve Number method was implemented to approximate the lag time of the catchments. These results were used to estimate the existing (pre-development) peak flows from each catchment area.

A detailed model was constructed to represent the movement of water through the proposed stormwater management system (**Sheet 1**) which includes both detention ponds and subsurface storage. The catchment areas, curve numbers (CN) and catchment lag were adjusted to represent the post-development drainage areas contributing to Hampton Road and the Arthur Miller Fields.

Curve numbers outlined in the Town of Rothesay Stormwater Management Guidelines were used to represent open spaces in the model while the percent imperviousness used in the model was used to account for hard surfaces (i.e. roofs and paved surfaces).



Simulation Results

The following sections include pre and post development simulation results for the 5 and 100 year return period storms at the proposed outlets to the Hampton Road and Arthur Miller Fields stormwater collection systems. It should be noted that the total drainage area under pre and post-development conditions (2.2 ha) was unchanged; however, additional pre-development run-off was directed to the Hampton Road outlet. The reduced catchment area for the Arthur Miller Fields was required to ensure pre-development peak discharge levels of a 100-year return storm ($0.076 \text{ m}^3/\text{s}$) were maintained following development.

Tables 1 - 4 summarize the pre- and post-development simulation results for both the Hampton Road and Arthur Miller Fields drainage areas.

Table 1: Hampton Road Pre and Post-Development

Return Period	Pre-Development Peak Discharge (m^3/s)	Post-Development Peak Discharge without SWM (m^3/s)	Post-Development Peak Discharge with SWM (m^3/s)
5 Year	0.054	0.118	0.090*
100 Year	0.167	0.244	0.165*

*The Hampton Road drainage area was increased from $10,848 \text{ m}^2$ (pre-development) to $13,094 \text{ m}^2$ (post-development) as part of the stormwater management plan.

Table 2: Arthur Miller Fields Pre and Post-Development

Return Period	Pre-Development Peak Discharge (m^3/s)	Post-Development Peak Discharge without SWM (m^3/s)	Post-Development Peak Discharge with SWM (m^3/s)
5 Year	0.025	0.053	0.037*
100 Year	0.076	0.112	0.068*

*The Arthur Miller Field drainage area was reduced from 6518 m^2 (pre-development) to 2967 m^2 (post-development).

It is noted that the simulation results presented in Tables 1 and 2 show that the 100-year pre-development peak flows have been maintained under the post-development condition. Moreover, the 5-year pre-development peak flows contributing to the Arthur Miller Fields ditch have also been maintained under the post-development condition.

Town of Rothesay
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July 15, 2016

It is noteworthy, however, that the post-development 5-year peak flows discharging to Hampton Road are slightly higher than the pre-development values. This increase is expected to have a minor impact on downstream conveyance, given that downstream drainage infrastructure is expected to meet a higher design criteria, for example a 50-100 year level of service. The hydrologic simulation suggests that high intensity rainfall events (e.g. 100-year storm) will not result in discharges in excess of pre-development levels.

Retention

Due to the increased runoff for developed areas, storage calculations were completed. The storage volume required to retain a 24 hour, 100 year return period storm was determined using HEC-HMS hydrologic modeling software. Two types of detention storage were incorporated in the stormwater management plan: 1) two detention ponds, and 2) subsurface storage along Manhattan Boulevard and the parking lot area adjacent to the 24-unit condominium buildings. The proposed locations of the storage facilities can be seen on **Sheet 1** of the appended drawing set.

Subsurface storage will be installed in two locations on site including 57 meters along Manhattan Boulevard and approximately 40 metres in the parking area. The storage will be made up of a series of HDPE arched structures with a height of 1.14 meters. The arched structures are to be underlain with bedding stone to provide additional storage. The storage capacity provided by these structures is expected to be in the order of 125 m³.

A large pond will be constructed adjacent to Hampton Road while the smaller pond is to be constructed on the west side of the site. The storage capacity of the pond is expected to be approximately 260 m³.

The total storage volume for the entire site was estimated to be in the order of 385 m³. The proposed pond and subsurface storage will provide sufficient capacity to reduce the peak discharge of a 100-year return storm from the site to pre-development levels (0.167 m³/s). It is also noted that the diversion of flows contributing to the existing ditch near the Arthur Miller Fields has resulted in the 100-year post-development flows being less than for existing discharge (0.076 m³/s).



SANITARY DESIGN

The primary development site will consist of seven (7) small and two twenty-four (24) unit condominium buildings at the intersection of Hillcrest Drive and Hampton Road. **Table 3** below details the buildings proposed for the development site.

Table 3: Development Site Sanitary Parameter Summary

Building	Number of Buildings	Units	Equivalent Population
24 Unit Condominium	2	24	120
1 Unit Condominium	1	1	3
2 Unit Condominium	2	2	10
3 Unit Condominium	4	3	30
TOTAL POPULATION:			163

The population of the proposed development is approximately 165 people. The sanitary design for the site included upstream sanitary infrastructure on Hillcrest Drive, from Rothesay Road to Charles Crescent. The upstream sanitary system consists of the majority of the Highland Avenue subdivision as well as Iona Avenue. The theoretical sanitary flows from the upstream system are included in **Table 4** below.

Table 4: Upstream Sanitary Flows – _____ Subdivision

Street	Location		Equivalent Individual Population	Area (ha)	Theoretical Design Flow (Population & Extraneous)	Theoretical Pipe Capacity
	From	To				
Hillcrest Drive	Charles Crescent	Hampton Road	238	28	3.85 lps	49.8 lps

Assuming an occupancy load of 340 L/Person per day (*Atlantic Canada Standards and Guidelines Manual for the Collection, Treatment, and Disposal of Sanitary Sewage*, (ACSGM)) and a peak extraneous flow of 0.18 L/Hectare per second, the proposed development will contribute approximately 2.9 lps to the existing sanitary system.

Town of Rothesay

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July 15, 2016

Table 5 below notes the upstream sanitary flow on Rothesay Road contributing to the downstream system.

Table 5: Upstream Sanitary Flows – Marr Road to Hillcrest Drive

Street	Location		Equivalent Individual Population	Area (ha)	Theoretical Peak Design Flow (Population & Extraneous)	Theoretical Pipe Capacity	% of Pipe Capacity
	From	To					
Rothesay Road	Marr Road (approximately)	Hillcrest Drive	1600	80	27.00 lps	43 lps	63%


The contribution from the proposed development site is not significant to the overall flow in the sanitary piping system.

Table 6 below notes the proposed piping as well as connection to existing.

Table 6: Proposed Piping

Street	Pipe Size (mm)	Slope (%)	Theoretical Peak Design Flow (Population & Extraneous) (cumulative) (lps)	Theoretical Pipe Capacity (lps)	% of Pipe Capacity
Manhattan Boulevard	200 (proposed)	8.20	0.40	111.00	< 1
Manhattan Boulevard	200 (proposed)	0.50	0.91	27.41	3.3
Manhattan Boulevard	200 (proposed)	0.50	2.01	27.41	7.3
Hillcrest Drive	200 (existing)	1.65	5.86	49.79	11.8
Hillcrest Drive	200 (existing)	0.50	7.83	27.41	28.6

Town of Rothesay
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July 15, 2016



Street	Pipe Size (mm)	Slope (%)	Theoretical Peak Design Flow (Population & Extraneous) (cumulative) (lps)	Theoretical Pipe Capacity (lps)	% of Pipe Capacity
Rothesay Road	200 (existing)	1.23	33.8	42.99	78.8*

**Prior to this development, the sanitary pipe on Rothesay Road had an assumed peak flow of 31 lps, or 72% of the theoretical pipe capacity. The contribution from the proposed development is less than 7% of the overall capacity.*

From the connection of the development site sanitary sewer at the intersection of Hillcrest Drive and Manhattan Boulevard and the proposed parking lot for the two 24 unit condominium buildings, the storm and sanitary sewers are separated.

Connection to the existing Town of Rothesay infrastructure will be done as shown on the appended drawing set and in accordance with the Town of Rothesay Specifications.

From the above information and attached drawings, the existing receiving sanitary system will be able to handle the additional sanitary flow from the proposed development site.

POTABLE WATER AND FIRE FLOWS

It is estimated that the demand for this development will be in the order of 340 L/Capita per day.

The proposed alignment of the water supply connections are presented on the appended development drawing set.

*Town of Rothesay
Page 8
July 15, 2016*



CONCLUSION

Hydrologic modeling using HEC-HMS was performed to estimate the pre and post-development stormwater peak flows for the Central Park Condominium Development site. The proposed mitigation measures to offset the increase in peak flow include two detention ponds and subsurface storage. The hydrologic simulation suggests that the recommended storage elements effectively mitigate increases in the 100-year peak flow under post-development conditions.

An analysis was undertaken to determine the impact of the Central Park Condominium Development on the existing sanitary sewer system in the Town of Rothesay. The contribution of the proposed development is not expected to affect the overall flow in the existing receiving sanitary system. The analysis therefore suggests that the existing system will be able to handle the additional sanitary flow from the development site.

Sincerely,

DILLON CONSULTING LIMITED

Barb Crawford, P.Eng.
Project Manager

BDC:mhc

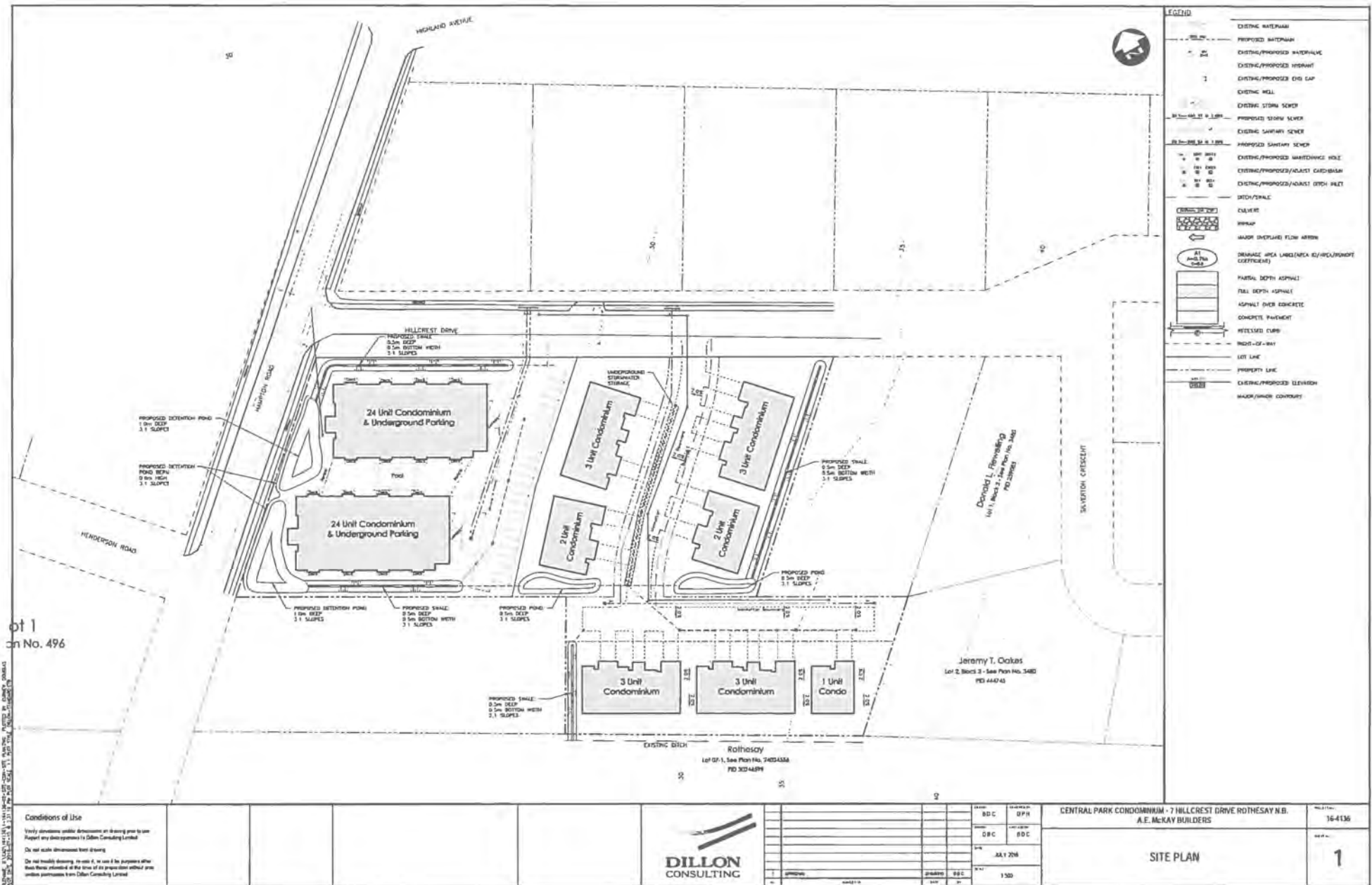
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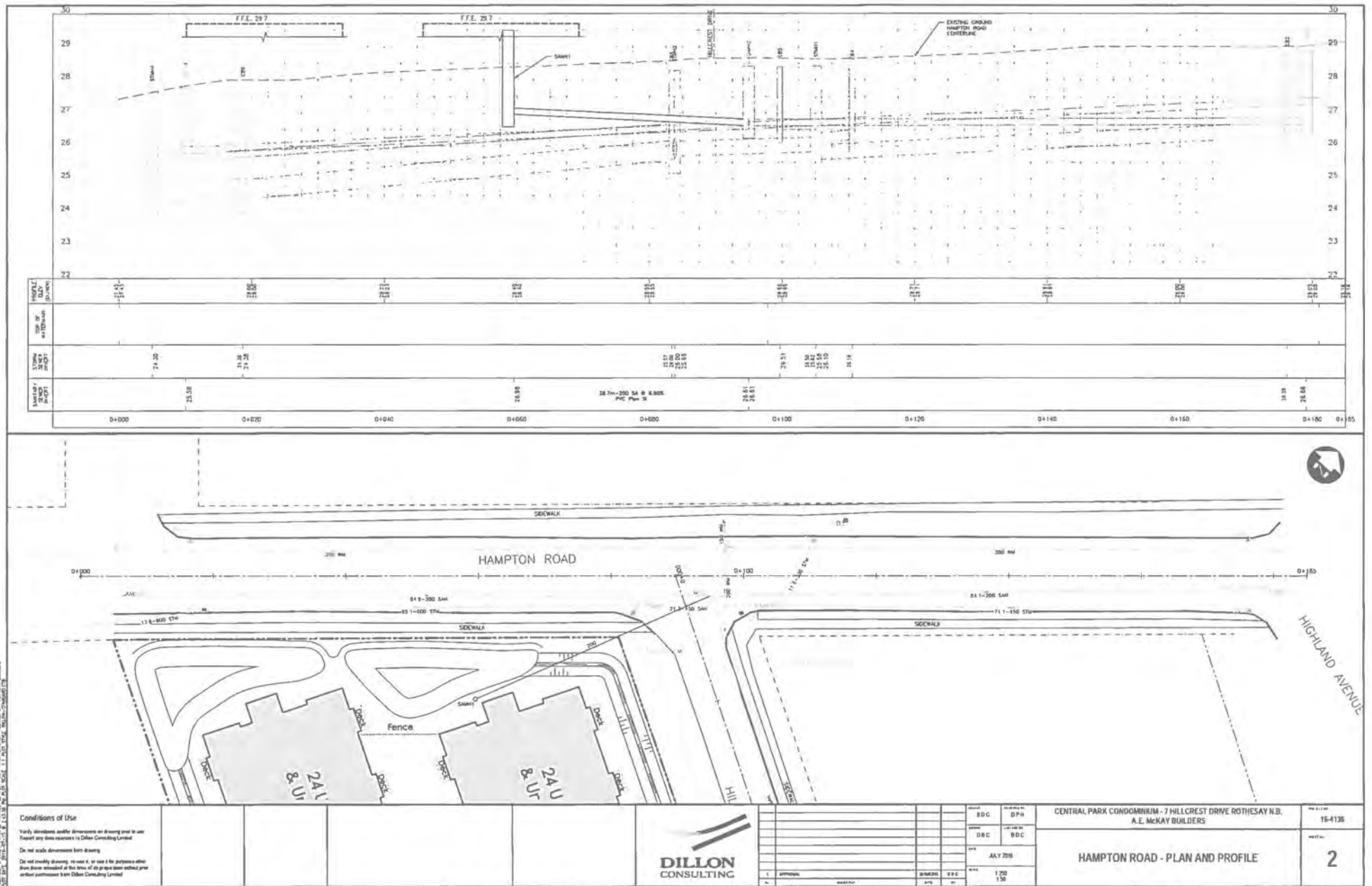


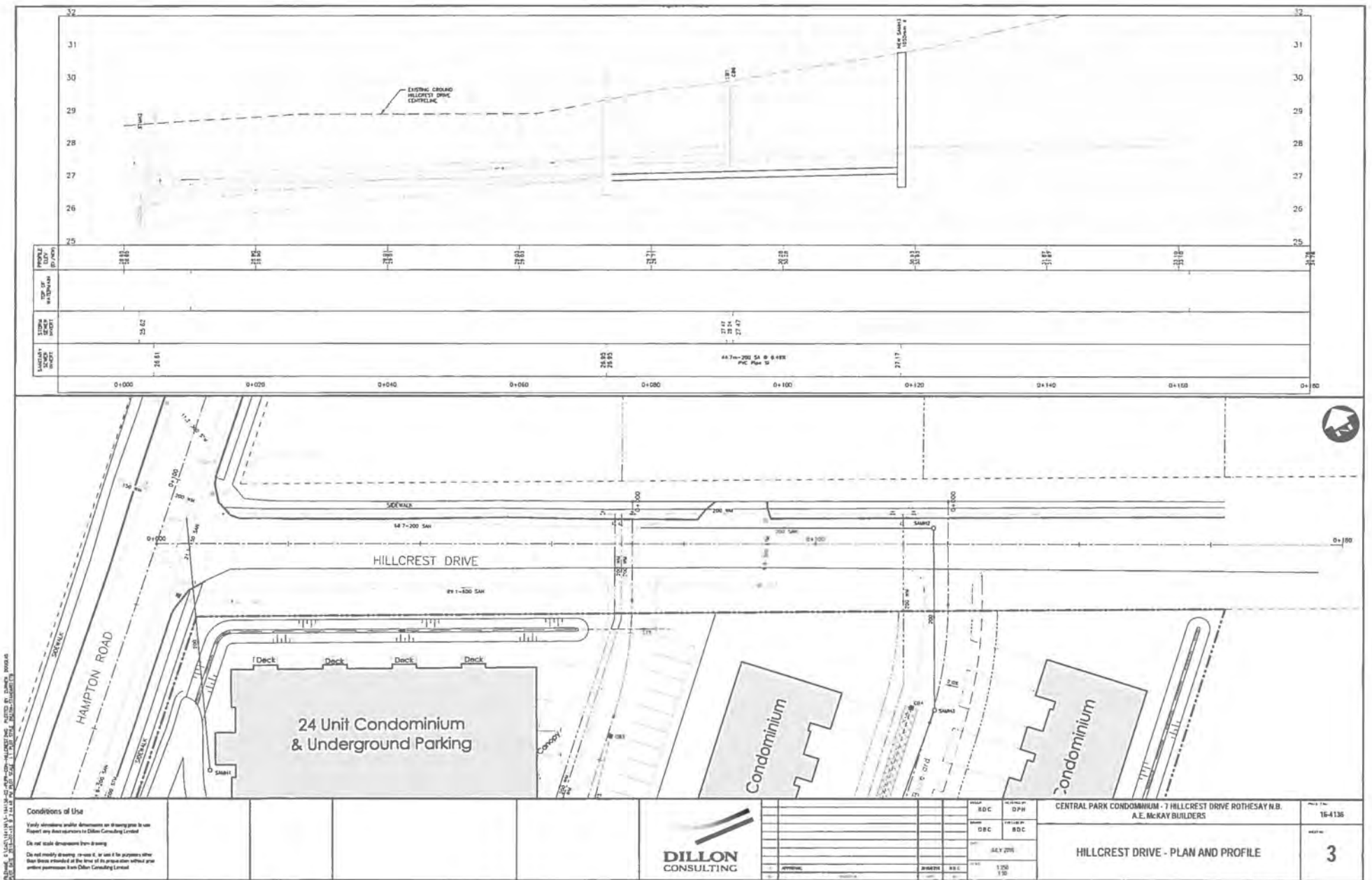
KEY PLAN

DRAWING INDEX	
DWG.	DESCRIPTION
1	SITE PLAN
2	HAMPTON ROAD - PLAN AND PROFILE
3	HILLCREST DRIVE - PLAN AND PROFILE
4	DRIVEWAY - PLAN AND PROFILE
5	MANHATTAN BOULEVARD (NORTH) - PLAN AND PROFILE
6	MANHATTAN BOULEVARD (SOUTH) - PLAN AND PROFILE
7	PRE-CONSTRUCTION DRAINAGE AREAS

DILLON PROJECT: 164136
DATE: JULY 2016







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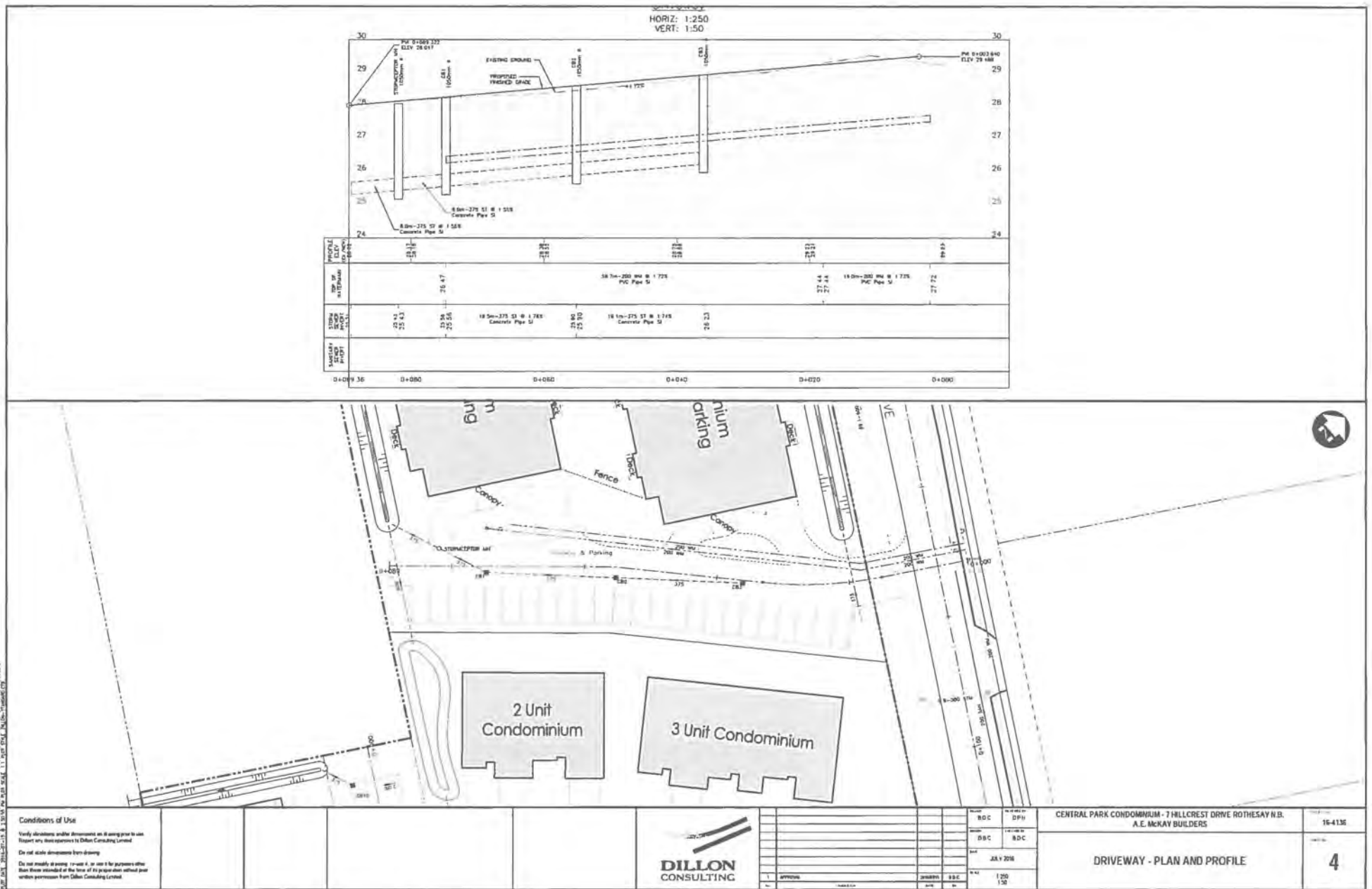
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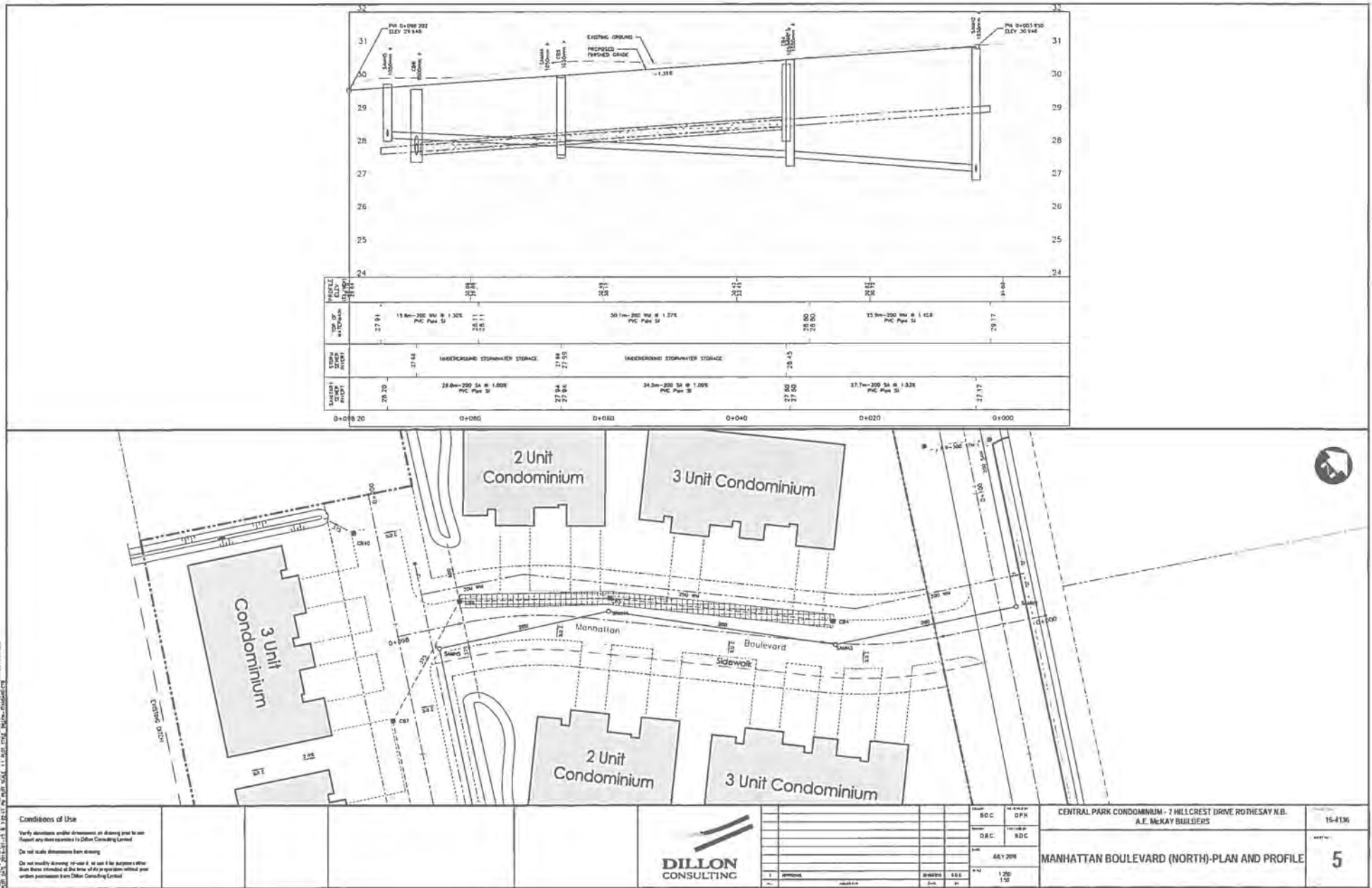


DATE	15 JUL 2016
BY	15 JUL 2016
CHECKED	15 JUL 2016
APPROVED	15 JUL 2016
DESIGNED	15 JUL 2016
DRAWN	15 JUL 2016
QC	15 JUL 2016
PROJECT	15 JUL 2016
CLIENT	15 JUL 2016
LOCATION	15 JUL 2016
SCALE	15 JUL 2016
PROJECT NO.	15 JUL 2016
CLIENT NO.	15 JUL 2016
PROJECT NAME	15 JUL 2016
CLIENT NAME	15 JUL 2016
PROJECT ADDRESS	15 JUL 2016
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PROJECT FAX	15 JUL 2016
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CLIENT EMAIL	15 JUL 2016
PROJECT WEBSITE	15 JUL 2016
CLIENT WEBSITE	15 JUL 2016
PROJECT SOCIAL MEDIA	15 JUL 2016
CLIENT SOCIAL MEDIA	15 JUL 2016

CENTRAL PARK CONDOMINIUM - 7 HILLCREST DRIVE ROTHESAY N.B.
 A.E. MCKAY BUILDERS
 HILLCREST DRIVE - PLAN AND PROFILE

16-4136
 3





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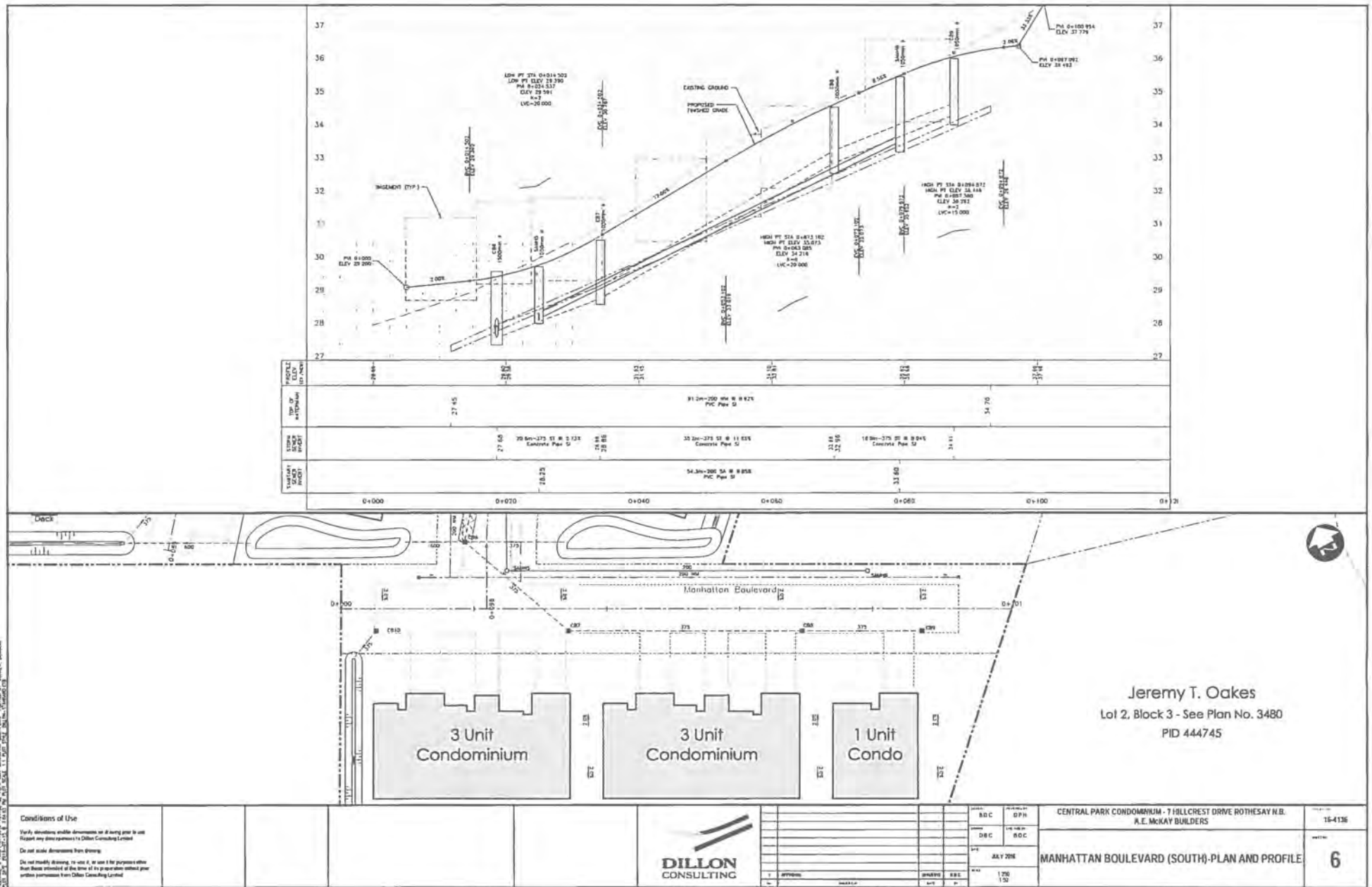
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Date	AUG 2016	
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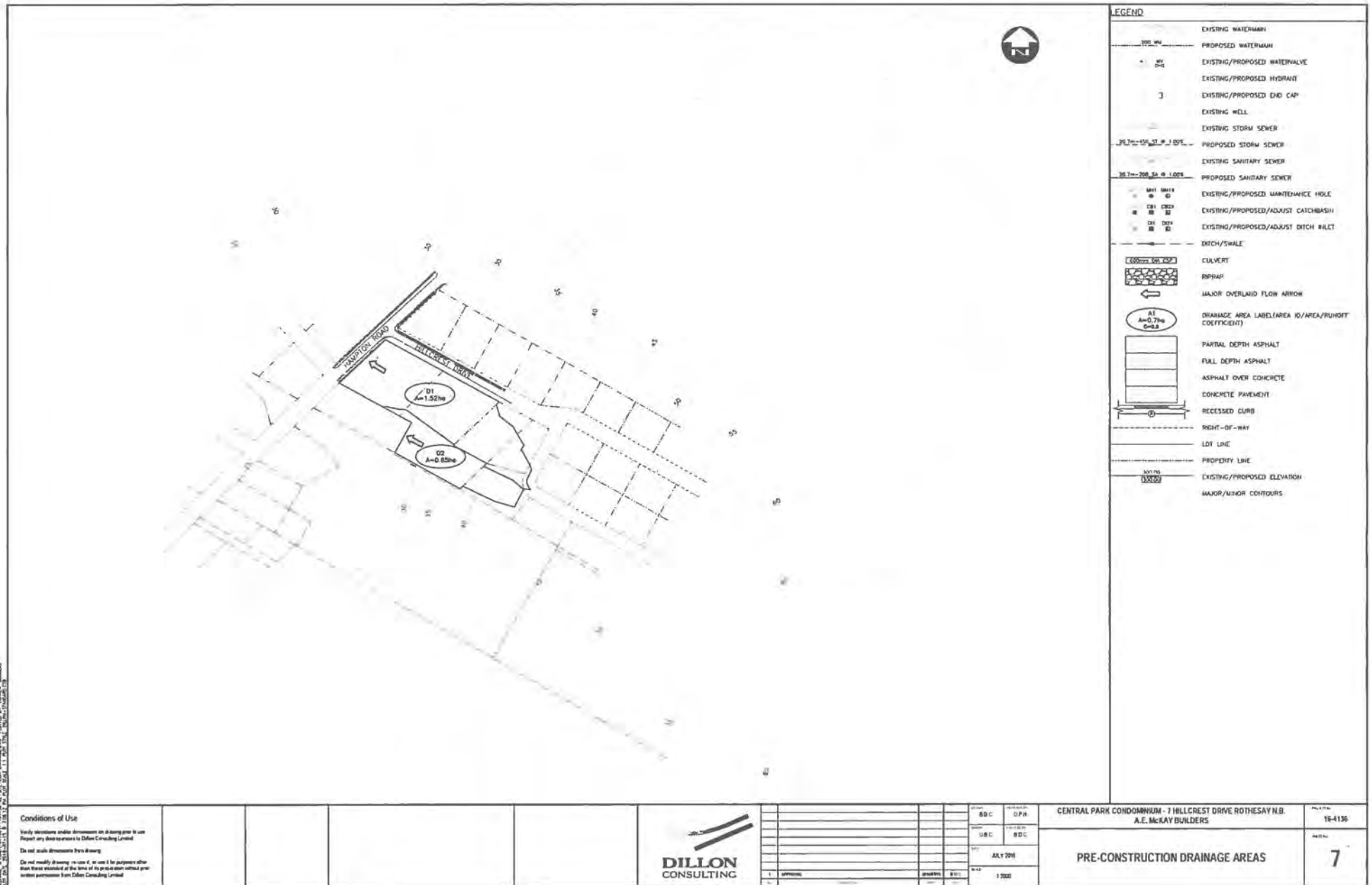
CENTRAL PARK CONDOMINIUM - 7 HILLCREST DRIVE, ROTHESAY N.B.
A.E. McKay Builders

MANHATTAN BOULEVARD (NORTH)-PLAN AND PROFILE

16-4136

5





Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: Andrew McKay
A.E. McKay Builders Ltd.
380 Model Farm Road
Quispamsis, N.B. E2G 1L8

Office Held by Deponent: **Director**

Corporation: A.E. McKay Builders Ltd.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2016.

I, **Andrew McKay**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. the signature "**Andrew McKay**" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
4. the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,
in the County of Kings,
and Province of New Brunswick,
This ____ day of _____, 2016.

BEFORE ME:

Commissioner of Oaths

Andrew McKay

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

*Land Titles Act, S.N.B. 1981, c.L-1.1, s.55*Deponent: **MARY JANE E. BANKS**Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Deponent: Clerk

Corporation: **Rothesay**Other Officer Who
Executed the Instrument: **NANCY E. GRANT**Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5Office Held by Other
Officer Who Executed the
Instrument:

Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2016.

I, **MARY JANE E. BANKS**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
6. That the attached instrument was executed by me and **NANCY E. GRANT**, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
7. The signature "**NANCY E. GRANT**" subscribed to the within instrument is the signature of Nancy E. Grant, who is the Mayor of the town of Rothesay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
8. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
9. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of
Rothesay, in the County of Kings,
and Province of New Brunswick,
This ____ day of _____, 2016.

BEFORE ME:

Commissioner of Oaths_____
MARY JANE E. BANKS

SAINT JOHN THEATRE COMPANY

August 30, 2016

To: The Mayor and Council: the Town of Rothesay

From: The Saint John Theatre Company Inc.

Re: Annual request for support

On behalf of the board, staff, and members of the Saint John Theatre Company, I would like to thank the town of Rothesay for past support. Last season, with support from the town of Rothesay, the SJTC produced or presented over 170 performances of 43 creative works in over 20 venues throughout Southern NB. The company offered engagements for over 130 professional theatre artists while creating volunteer and developmental opportunities for over 150 community based theatre makers. Saint John Theatre Company performances were seen by over 20,000 people this past season. Also, as operator of the BMO Studio Theatre, the company has created a new cultural hub in Uptown Saint John. The venue plays host, not only to SJTC events, but to multiple rental clients including the Improv Corp, James Mullinger, Connection Dance Works, and many more.

The SJTC is a registered charity that operates on a mix of earned revenues, corporate and private donations and public funding. The revenues support production and training activities, a core permanent staff of 8, facility costs and the engagement of professional theatre practitioners.

In terms of collateral activities, the company provides numerous Education Outreach activities including the annual Classics for the Classroom program, the annual SJTC Theatre-On-The-Road school tour and the Fundy reads Literacy program. Last season, Education Outreach programs reached close to 10,000 students.

In terms of the coming season, the company will again have a very busy season. The company will offer the following projects:

- Loyalist City Shakespeare production of As You Like It
- The Fundy Fringe Festival
- Main-Stage series at Imperial Theatre
 - o Miracle on 34th Street
 - o Of Mice and Men
 - o Boeing Boeing
- SJTC Studio series at the BMO Studio
 - o The Diary of Anne Frank
 - o East of Berlin
 - o Script Happens
- The Live @ The BMO Music Series
 - o Valdy
 - o Port City Five
 - o The Penny Blacks
 - o Matt Minglewood
 - o Just 4 Tonight
 - o Scott Medford and the Instigators
 - o Don Bossé Jazz Quartet with vocalist Mary Milliken
- The SJTC Canadian Stages Professional Theatre Series
 - o Woman Naked – by Berni Stapleton (Newfoundland)
 - o How Often Do I Dream- by Alexis Milligan (Theatre Transitus)
 - o Soft Target – Len Falkenstein (Theatre Free Radical)
 - o Twisted Christmas- Improvizaton Corporation (Saint John)

SAINT JOHN THEATRE COMPANY

- o Hercules (Theatre Tours International)
- o Vagina Monologues (Saint John)

The SJTC will be active in terms of Education and Community Outreach, The SJTC will tour *Of Mice and Men* to at least three locations outside of Saint John and will offer free student performances that will be available to high-school students who study the novel in literature classes. The SJTC will partner with the SJ Free Public Library on the annual Fundy reads program that will include activities related to *The Diary of Anne Frank* and *Of Mice and Men*. The SJTC will also engage in partnerships with UNBSJ, the Anglophone South School District, The Saint John Jewish Historical Museum and many others.

The SJTC, in all of its operational activities is a major cultural benefit to the entire region of Greater Saint John. The company as a venue, a creator and presenter of performing arts generates a significant amount of cultural activity for our collective communities. The company offers developmental activities for those interested in cultural participation as well as educational activities geared towards students in the region.

We are aware that the Town of Rothesay is a significant supporter of our Main-Stage venue, Imperial Theatre. As the largest and most prolific client of Imperial theatre, we are proud of the impact we have on their annual operations. This past year the company rented the facility for 26 days, spending \$92,599 in combined event fees, while generating approximately \$16,000 in ticket fees for the Imperial Theatre Foundation.

In recent years the Town of Rothesay has been an annual supporter of the work of the SJTC. Having region-wide support from the various municipalities in our region sends an important signal to our provincial and federal funders who look to see how our company is valued locally. The high degree of local support for the SJTC has helped the company leverage \$ 238,520.00 in Federal and Provincial investment in our cultural community via grants received by the SJTC. These grants help pay our artists and staff, they support our summer festival and presentation activities, they help the company manage our BMO Studio theatre venue. It is our hope that the Town of Rothesay will again support the work of our company by making a contribution of \$1,500.00 towards the SJTC annual operations during the 2016-2017 season.

I look forward to meeting with the Rothesay Council at some point in the near future to give an update on our activities. In the meantime, we hope that you will look favourably on our request for this season.

Regards



Stephen Tobias
Executive Director
The Saint John Theatre Company Inc.

CC: SJTC Board

SCHEDULE A

Application for Rothesay Municipal Grant

App. No.: _____ App. Date: _____

Applicant: The Saint John Theatre Company Inc.

Address: 112 Princess Street, Saint John NB E2L 1K4

Contact: Stephen Tobias Tel. 506-652-7552

Email: Stephen@SaintJohnTheatreCompany.com

Organization Description: Regional Theatre Organization

providing cultural development for the greater Saint John area.

Amount Requested: \$ 1,500.00

Descriptions of proposed event or activity: See enclosed document

Project costs: Annual overall budget ranges between
\$700,000 - \$800,000.

Benefits to town of Rothesay: See enclosed document

Finance Committee review date (if applicable): _____

Recommendation to Council: _____ \$ _____

SAINT JOHN THEATRE COMPANY

THE SAINT JOHN THEATRE COMPANY MANDATE & MISSION

The Saint John Theatre Company is a professional performing arts organization that is a premier provider of English Language theatre in Southern New Brunswick, producing quality live entertainment for our audiences while providing training, development and exposure to theatre practitioner's throughout Southern New Brunswick and Atlantic Canada.

Our Mission is to produce the highest standard of live theatre, and the most diverse English Language theatre programming in New Brunswick, using highly skilled local and regional talent.

Saint John Theatre Company Programming serves to:

- Inspire, engage and entertain our audience by offering amazing stories –well told.
- Raise the bar on the local talent base in Southern New Brunswick by offering a variety of production opportunities and exposing them to professional working conditions and through the development of cutting edge training opportunities.

Offer Professional engagement opportunities via:

- Professional productions
- The inclusion of professional guest artists and professional technical support staff in all major work
- The development of a professional presentation series at BMO Studio Theatre
- Hosting and organizing the Fundy Fringe Festival
- Foster the Development of New Brunswick Scripts and stories via the SJTC" Script Happens" playwriting development program.
- Support the local community at large through strategic engagement with local groups, schools and education organizations.

The Saint John Theatre company is:

- Staffed by Industrial professionals
- Governed by a volunteer board made up of community stakeholders
- Committed to the ideal that all major creative works be executed or guided by industry professionals.

Artistic Director: Stephen Tobias
112 Princess Street, Saint John NB, E2K 3E2
www.saintjohntheatrecompany.com

SAINT JOHN THEATRE COMPANY

MUSICAL COMPONENTS DURING THE 2015 - 2016 SEASON

2016 November 14 Open Session Final plays with Mike Cowie Live @ the BMO, April 2016

Charlotte Dorf performs during our 25th anniversary celebration, October 2015



Hilary Ladd opens for Allie Zappacosta, August 2015



An Enemy of the People cast perform to the custom original soundtrack by Toronto composer Lyon Smith, May 2016



Ben Caplan kicks off the Live @ The BMO Music Series, July 2015



Karen Lizotte performs during Trillogy: Past, Present, Future, October 2015



Tomato/Tomato play a sold out show for the Live @ the BMO Music Series, March 2016



Allie Zappacosta plays at the BMO Studio for the Live @ the BMO Music Series, August 2015



The Wizard of Oz cast performs the iconic musical, November 2015

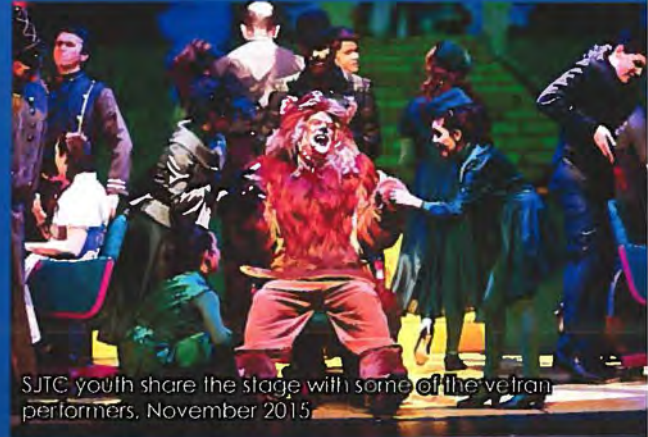


SAINT JOHN THEATRE COMPANY

YOUTH INTERACTION DURING THE 2015 - 2016 SEASON



Some of SJTC's youngest members take the stage during *The Wizard of Oz*, November 2015



SJTC youth share the stage with some of the veteran performers, November 2015



Montreal's Théâtre Kata pose with local youth actors after a workshop, August 2015



InterAction School of Performing Arts performs their show *Camp Fire Stories* during the FRINGE Festival, August 2015

Students participate in a Q&A after a performance of *War Bride* at The Fredericton Playhouse, October 2015



Emma Weagle performs at the SJTC 25th Birthday event *Trilogy: Past, Present Future*, October, 2015



fALLOUT

SJTC: Theatre On The Road 2016



Rothersey High School



Fredericton High School



Harbour View High School or



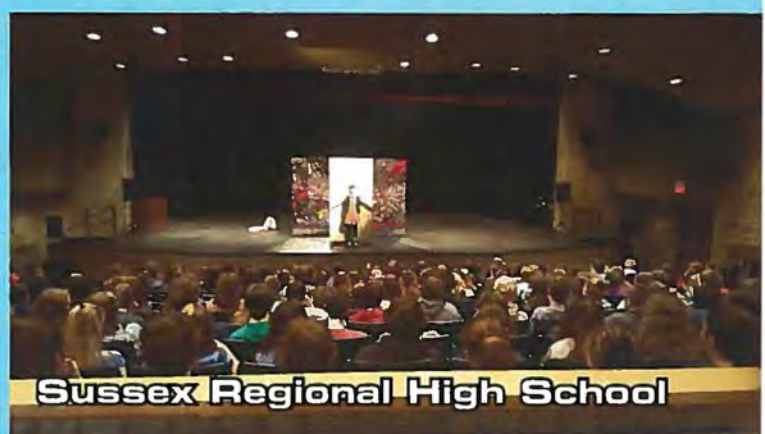
Bayside Middle School



St. Malachy's High School



Belleisle Middle School



Sussex Regional High School

A Feel Good Christmas Classic!

MIRACLE ON 34TH STREET

Adapted & Directed by
Bob Doherty

Nov 23-27, 2016

***"I believe... I believe...
It's silly, but I believe."***

An original adaptation of a heart warming Christmas classic! Embrace the miracle that happens when Macy's hires Kris Kringle as their Santa.

Main Stage subscribers receive \$5 off Studio & Canadian Stages performances at the BMO Studio Theatre at 112 Princess Street.

A Classic Literary Masterpiece

of Mice & Men

By John Steinbeck,
Directed by Dean Turner

March 22-25, 2017

***"A guy goes nuts if he
ain't got nobody."***

John Steinbeck's adaptation of one of the most widely read and beloved novels. Traveling companions, George and Lennie, wander the countryside during the Great Depression. Both dream of a better life for themselves... until one fateful day.

Our subscriber diner card is back again! Main Stage subscribers receive 15% off their meal at our favourite restaurants! Valid for one year effective July 2016.

A Mile High Comedy!

Boeing Boeing

By Marc Camoletti
Translated by Beverly Cross
Revised by Francis Evans
Directed by Stephen Tobias

May 24-27, 2017

Fasten your seat belts!

A non-stop comedy full of hijinks, near misses and sexual innuendo. Swinging bachelor Bernard couldn't be happier with three gorgeous stewardesses all engaged to him without knowing about each other. Things quickly change with some unexpected turbulence when all three come for an unexpected visit.

Youth and young adults can save big with our \$25 under 25 subscription package.

2016 - 2017 SEASON SUBSCRIPTION FORM

TO ORDER YOUR SUBSCRIPTION CALL IMPERIAL THEATRE 140 OFFICE AT 1-800-231-2869 OR 506.674.4100

TICKET	QTY.	PRICE	TOTAL	PREFERRED SEATS
ADULT		X \$75	=	
SENIOR		X \$70	=	
\$25 UNDER 25		X \$25	=	
MATINEE		X \$60	=	

Name: _____

Email: _____

Address: _____

Telephone: _____

PREFERRED TIME (PLEASE CHECK ONE):

☐ THURSDAY ☐ FRIDAY ☐ SATURDAY (2PM MATINEE) ☐ SATURDAY

☐ MAIL MY TICKETS ☐ HOLD THEM AT THE IMPERIAL THEATRE BOX OFFICE

TOTAL \$ _____

☐ CASH ☐ CHEQUE (PAYABLE TO IMPERIAL THEATRE)

☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

CARD# _____ EXPIRY _____

SIGNATURE _____

The Saint John Theatre Company
112 Princess Street, Saint John, NB E2L 1K4

☐ I consent to SJTC collecting information contained herein provided that it is not shared sold, or given to any other organization. The information will be used to communicate periodic electronic updates on company auditions, crew calls, show information, promotion, workshops and newsletters.

Noises Off, March 2016

The Great Gatsby, May 2015

Annie, November 2013

SAINT JOHN
THEATRE COMPANY
MAIN STAGE
2016-2017 SEASON



/saintjohntheatrecompany

@sjtheatre

www.saintjohntheatrecompany.com

EDUCATION OUTREACH

SJTC performers, Scott Thomas & Sarah Butler chat with students at Harbourview High School

Supporting the future of performing arts in Southern New Brunswick

"The training opportunities that I received from being in this production were phenomenal. Being able to work with and learn from highly professional actors and fight choreographers was incredible. I feel so grateful that I was able to participate in all sorts of technical training and take away so much from it. The workshops were an excellent opportunity to learn and grow as an actor, and I think helped the whole cast to pull out their best performances. Albert, Kelly, and Jean Francois are all wonderful theatre professionals and learning from them was amazing and highly instructional. To be given those sorts of lessons and opportunities was fantastic."

Caroline Bell – KVHS Student who appeared as Juliet in Romeo & Juliet

Students participate in a Master-Class in dance taught by New York Choreographer, Adam Cates

SJTC Education Outreach Programs:

2016 November 14 Open Session FINAL_282

All Saint John Theatre Company Education Outreach initiatives are guided by an Education outreach committee that has representatives from almost all high-schools in the Greater Saint John Area. They advise the Artistic Director on project selection, as well as the development of any collateral programming to support the projects. They also develop content for any student study guides.

Classics For The Classroom:

The company annually chooses a title for the Main-Stage series at Imperial Theatre that will be of particular interest to the high-school audience. Selections are drawn primarily from existing high-school curriculums. Notable Classic for the Classroom selections have included: Orwell's 1984, Romeo & Juliet, One Flew Over The Cuckoo's Nest, The Diary of Ann Frank, Hamlet, and many others.

The program involves a high degree of student Outreach that includes:

- School visits by the production creative teams
- The development of Study Guides
- A special student performance at deep discounts
- A post-show Q&A session with the production cast & crew
- Theatre tours and back-stage tours of our venues



800 students at R&J matinee



Caleb Marshall teaches a directing workshop to aspiring local directors

SJTC Guest Artist Program:

The Saint John Theatre Company regularly engages working professional guest artists to support the Main-Stage production activities. Guest Artists typically fill key roles such as director, designer, choreographer, or they are engaged to fulfill special coaching requirements. These guest artists will regularly participate in the student outreach initiatives, particularly if they are engaged to support a Classics for the Classroom project. A recent example would be the addition of three specific coaches to the *Romeo & Juliet* project: Albert Schultz (Acting), Kelly McEvenue (Voice and Movement), and Jean Francois Gagnon (Stage Combat). These guest artists gave workshops, assisted in developing the play, and engaged in student outreach activities during their work on the show.

“play a leading
of aspiring theat
our region as w
education of the
theatre goers”

SJTC Master-Classes:

2016November14OpenSessionFINAL_283

The Saint John Theatre Company engages coaches and working professional to offer high-end Master-Classes in different disciplines in theatre. These weekend long sessions are free of charge to SJTC members, and are designed to constantly increase the professional qualifications of our talent base.

Fundy Reads:

The Saint John Theatre Company and the SJ Free Public Library are committed to regularly partnering on the creation of a community wide read of an adapted work which the SJTC may be presenting as part of the Classics for the Classroom program. Book clubs, adult reading groups, literacy support groups, and the community at large are encouraged by various means to read the given novel in hopes of raising awareness of the particular work and encourage viewership of the adapted theatre production. Recent Fundy Reads offerings have included: *One Flew Over The Cuckoo's Nest* & *To Kill A Mockingbird*.

Offering these various programs requires a substantial investment of time and funding. Some of the costs associated with the programs are as follows:

- \$25,000 annual cost of student ticket subsidies
- \$15,000 Guest Artist fees, travel, and accommodations for the presentation of Master-Classes
- \$7,500 Printing of Study Guides – Posters and brochures to support the programs
- \$7,500 Admin, Studio Space, Course Materials
- \$60,000



From Stephen Tobias {Artistic Director}

"Student outreach and education initiatives have always been important to us. It is important for an organization such as The Saint John Theatre Company to play a leading role in the education of aspiring theatre practitioners in our region as well as to assist in the education of the next generation of theatre goers.

The importance of education outreach became apparent to us in 1995 when the company produced a modern dress version of Shakespeare's *Macbeth* at Imperial Theatre. The production was directed by guest artist, Tom Kerr, a renowned Canadian director who had been the director of Neptune Theatre in Halifax and the Stratford Festival Young Company. The company also featured Julie-Kate Olivier, daughter of Laurence Olivier, as Lady Macbeth. The success of this project, and the high levels of engagement of the student population inspired the company to make this kind of programming a regular staple of our annual production schedule.

To date, the company has produced nineteen such productions which have been attended by thousands of local students."

The SJTC annually provides between 1000 – 1500 discounted theatre tickets to students with average discounts totaling \$25,000 - \$30,000.

n the education
actitioners in
to assist in the
generation of

-Stephen Tobias

FROM THE COMMUNITY

"Community is very important in education and showing the students that learning exists well beyond the classroom walls is a primary goal. Having access to artistic opportunities as provided by the Saint John Theatre Company greatly assists the schools in completing that goal."

Tracy Lutz – IB Coordinator, Head of English: Saint John High School

"Saint John Theatre Company's use of their Education Outreach Program has been very valuable to me as an educator of high school students. It is because of this program that I include my students attending Saint John Theatre Company's shows on my Theatre Arts course syllabus each semester of the school year. Having actors, directors, choreographers, designers, and technical crew volunteers from the company come in to present the background and process of a show that my students are going to attend is invaluable and an enriching experience."

Juliette Bossé Teacher: Harbourview Highschool

SHOW YOUR SUPPORT OF ARTS & CULTURE

To ensure arts and culture continues to thrive in our community we rely on the generous support of individuals and organizations. Your sponsorship dollars allow us to reach out into the community and provide the programs that enrich the lives of so many New Brunswickers.

For more information, or to become a sponsor, please contact us today.

Saint John Theatre Company
112 Princess Street
Saint John, NB
E2L 1K4

(506) 652-7582 (SJTC)
admin@saintjohntheatrecompany.com

**SAINT JOHN
THEATRE COMPANY**

Alice

4 November 2016

Dear Town of Rothesay Council,

A NEW MUSICAL
COMING SUMMER 2017

I'm writing to propose a presentation to request your support for a major musical production taking place next summer at the Saint John Imperial Theatre. The Kennebecasis Valley Players, in collaboration with Ellipsis Productions (Craig Lang), is producing the world-premiere of *Alice*, a new musical and revisionist adaptation of *Alice's Adventures in Wonderland*. We are requesting support of \$15,000 or the nearest possible value to bring *Alice* to life.

Alice will create a thoughtful, positive impact on our communities as it promotes well-being through music and collaborative teamwork to produce quality performances. It recognizes, explores, and promotes values of equality, inclusivity, diversity, female empowerment, youth engagement, mental health, and family, all through an immensely collaborative community-driven production in the arts. Due to its thematic undercurrents related to mental health, Ellipsis Productions will be donating \$1 for every ticket sold to a local mental health support organization. The project aims to:

- collaboratively engage the arts community through music, theatre, and dance, as well as set, lighting, and technical design.
- inclusively engage the communities surrounding Saint John, New Brunswick, in a new, fun, and exciting experience that demonstrates the talents of our community and our ability to create professional results of the highest calibre, as a team.
- educate and generate discussion in southern New Brunswick schools about mental health and well-being through the arts.
- extend the reach and impact of The Kennebecasis Valley Players theatre group across multiple communities to reach a population 5x its current audience and participant base.
- provide, for the first time, necessary resources to the KV Players to polish their professional results on a higher production scale with fewer budgetary limitations.
- provide professional development for all cast and crew.
- support the Saint John Imperial Theatre
- encourage dialogue surrounding mental health and generate funds to support mental health

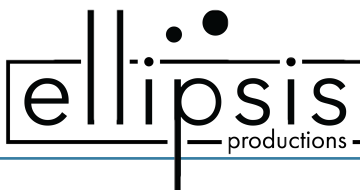
I have attached our production budget for your review and I look forward to providing details on this project on Tuesday evening.

Sincerely,

Craig Lang

Craig Lang

Ellipsis Productions
6073 Coburg Road, Suite 3
Halifax, Nova Scotia
B3H 1Z1



(506) 721-9594
info@ellipsisproductions.ca
www.ellipsisproductions.ca

Alice

A NEW MUSICAL
COMING SUMMER 2017

Dear Town of Rothesay Council,

Please find attached an outline of the budget expenditures for the premiere of *Alice* at the Imperial Theatre in August 2017. The success of this new musical in our home territory is reliant on community engagement. Through community support for production costs we aim to keep tickets reasonably priced to help enable access to all.

A major intent of this show is to set up the KV Players for future continued success, further growth, broader reach, and to build upon their abilities in order to create a fully polished, professional production. There is added cost associated with taking their productions to the next level that come with many benefits. This production budget effectively triples the regular budget of the KV Players for their major productions. A large portion of the added cost is to rent the Imperial Theatre venue. We believe this is of significant value, however, in order to engage all of the greater Saint John communities in this project, which will in turn grow the audience and participant bases of the KV Players. It provides a professional stage for the production, greatly increases seating capacity, and provides a central venue that will be attended by more of the population of greater Saint John and beyond (~127,000+) versus solely the population of the Kennebecasis Valley (~27,000) from which almost the entire KV Players audience is currently represented. In consultation with KV Players we have also established ideal production figures that will allow them to design costumes, sets, and tech to their full potential. Necessary equipment rentals such as wireless microphones for the cast are also included, as well as the costs to hire professional musicians for the live orchestra. Much of this project is on a volunteer basis, however, fair honorariums are included for lead designers and their assistants, for their time.

To ensure success of a production of this scale, significant advertising is a necessity. Since this is a new production, multi-angle marketing visibility will play a vital role in selling out shows, getting it exposed in advance to the eyes and ears of our target audiences. Ellipsis Productions will be advertising through websites and social media, school workshops, posters, print ads, and radio. We have partnered with Acadia Broadcasting (97.3 The Wave, CHSJ Country 94.1) on an 8-month advertising campaign to promote the event from casting to premiere to the communities of Southern New Brunswick. Acadia Broadcasting is providing approximately \$50,000 in services at a cost of \$10,000.

In support of mental health, \$1 from every ticket sold will go to a local mental health support organization in the respective community anywhere *Alice* is produced. For the premiere we have chosen the KV Oasis, a new organization that targets support for youth, and we have the potential to sell upwards of 4260 tickets, for this production. We are in the midst of partnering with Apple Canada to match this and all future donations.

We are working hard to partner with local businesses for in-kind services, such as print, tech rentals, and advertising, in return for sponsorship opportunities to help bring this musical to life and to keep ticket prices low. The KV Players has always aimed to maintain accessible ticket prices and for this production we expect them to be in the range of \$20 to \$30, dependent on the funding we receive. We are aiming to cover 50% of our costs through municipal/provincial grants and local sponsorships with the remaining 50% covered by in-kind services and ticket sales. If our funding goals are reached and any additional funds become available we aim to produce a short documentary on the project with Hemmings House Pictures to promote all of our communities, the KV Players, and the musical itself.

This premiere production is not for profit and we are only seeking to cover our costs. In the event of any revenue generated above and beyond those costs, they will go towards marketing the musical beyond our region to encourage other communities to build their own version of the experience we've created, while helping raise mental health awareness and to give back to local support organizations.

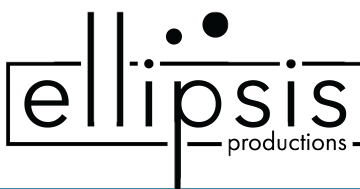
Please feel welcome to contact me at any time if there are any questions. Thank you!

Sincerely,



Craig Lang

Ellipsis Productions
6073 Coburg Road, Suite 3
Halifax, Nova Scotia
B3H 1Z1



(506) 721-9594
info@ellipsisproductions.ca
www.ellipsisproductions.ca

SCHEDULE A

Application for Rothesay Municipal Grant

App. No.: _____ App. Date: _____

Applicant: Ellipsis Productions and the Kennebecasis Valley Players

Address: 71 Hazen Avenue, Rothesay, NB, E2H 1N9

Contact: Craig Lang Tel. (506) 721-9594

Email: craiglang@hotmail.com

Organization Description: Ellipsis Productions is a music production company owned by Rothesay-native, Craig Lang. Craig is a music composer and educator. The Kennebecasis Valley Players is a community-theatre group that has been bringing professional-calibre musical productions to the Kennebecasis Valley for 33 years.

Amount Requested: \$ 15,000

Descriptions of proposed event or activity: The Kennebecasis Valley Players, in collaboration with Ellipsis Productions, is producing the world premiere of 'Alice', a new musical and revisionist adaptation of Alice's Adventures in Wonderland, written by Craig Lang, at the Saint John Imperial Theatre in August 2017. Future productions are slated for Nova Scotia and PEI. We are requesting funding to help enable a successful world premiere in our own community.

Project costs: Development and licensing, Imperial Theatre rental, set design, technical design, orchestra, costumer design, materials, and advertising amount to approximately \$150,000 in production costs.

Benefits to town of Rothesay: This project is a major production by a local composer in collaboration with local artists and volunteers from many backgrounds. It is a one-time event that will grow and expand the KV Players participants and audiences. It will build community engagement in the greater Saint John area through multiple communities working together, demonstrating our ability to create and produce incredible works of art in New Brunswick when we work as a team. Additionally, this musical has major themes related to mental health. It will generate important dialogue surrounding mental health and a portion of proceeds from the lifetime of its productions will go back to local mental health support organizations. Our long-term goal is to license it internationally to high schools and community theatre groups.

Finance Committee review date (if applicable): _____

Recommendation to Council: _____ \$ _____



Scott Cochrane

[REDACTED]
Rothesay, NB
E2E 3M3

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

November 4, 2016

Your Worship and Members of Council,

I have been asked by the Fair Vale Outing Association to act on their behalf in putting forward their request to the Town for the continuance of the help the Town has very generously given in the past two winters of snow plowing the parking lot at their facility on River Road.

I enclose a summary of what the Fair Vale Outing Association is and what they do, as prepared by them, to help Your Worship and Council Members better understand who they are.

I respectfully request an opportunity to speak to Council at the November Council Meeting on this matter, if Council feels it necessary for me to so speak.

Thank you for your kind attention in this matter

Respectfully submitted

Scott Cochrane





Oct. 1, 2016 Proposal to the Town of Rothesay

The Fair Vale Outing Association is a Not for Profit Community Centre which began in 1910; incorporated in 1919. We operate strictly on a volunteer basis with a goal to enhance community and to help support local charities. We have a venue building at 8 River Road and a Memorial Ball Field on the Ball Park Road. We have a capacity of 250 in our main hall and a capacity of 75 in a meeting room. We rent for nominal fees to our community. These rooms are available free of charge to children's groups or to the seriously ill for fundraisers. The Ball Field is free of charge to the children of the community. The Outing Association is home to TOPS, the square dancers, Cribbage, the youth theatre group and the Fire Fighters. We have a weekly bingo which raises monies for local charities and the KV Food Basket. We are working towards having our Country Jamboree's and dances as in years past as we can afford to bring in the bands.

In the past we were home to the Police Cadets, Navy Cadets, Girl Guides and Scouts before their amalgamation with other groups in the area which negated a good base of our *volunteers*. We also lost the revenue of the town offices and their maintenance of the property on the town amalgamation with the village.

As a volunteer organization, we have had struggles with membership. Our membership fees are nominal, requesting members to volunteer where they can. People now are busy working, not having much time for volunteer. But we are working to get the membership up and to build this centre to what it used to be. We are starting to rebuild but still have a building in much need of new insulation and renovation. We are working to get this underway keeping in mind our 100 anniversary is upcoming. We still have high energy costs, insurances and taxes to keep up with. Other community centers in our area were taken under the wing of the town at high costs. We would like to work with the town.

The FOA ask for your assistance with the plowing of our parking lot again this year. Our parking lot is used by waiting parents of the school buses which load and offload there. Previously the school buses loaded and offloaded with waiting parents on the very busy Gondola Point Road and we were approached for their use of our parking lot. The lot is also used year round with parents of the children using the ball field and is used by people collecting their mail as the mail box is located on a blind hill. The parking lot is also used by the "walkers" doing the loop.

We request the plowing to continue in support of our community.

Respectfully submitted,

Fair Vale Outing Assoc.



150 Years Proud 1860-2010



Attention: Ms. Alice Mullett, President

Cc : Rothesay Council
S. Cochrane
B. McLean, Director Operations

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

ROTHESAY

Open Session
Meeting Minutes

-3-

8 February 2016

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

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

MOVED by Deputy Mayor Grant and seconded by Counc. Alexander:

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

CARRIED.

5.8 31 January 2016 Memorandum from Counc. Alexander RE: Use of Historical Photos
MOVED by Counc. Alexander and seconded by Counc. Lewis the town of Rothesay give written permission to members of Council for the use of photographs from the book, "Rothesay, New Brunswick: The First 150 Years" subject to the permission of the owners of the photos where identified.

CARRIED.

6. CORRESPONDENCE - FOR INFORMATION

6.1 20 January 2016 Letter to Brian Gillis RE: Active Transportation Plan – Implementation
MOVED by Counc. Wells and seconded by Counc. McGuire the letter to Brian Gillis RE: Active Transportation Plan – Implementation dated 20 January 2016 be received/filed.

CARRIED.

6.2 29 January 2016 Letter from P.R.O. Kids RE: Advisory Committee 2016 Executive
MOVED by Counc. Lewis and seconded by Counc. Wells the letter from P.R.O. Kids RE: Advisory Committee 2016 Executive dated 29 January 2016 be received/filed.

CARRIED.

6.3 2 February 2016 Email from Darcy LeBlanc, Discover Saint John RE: Area 506 Festival with attachment
MOVED by Counc. Alexander and seconded by Counc. Wells the email from Darcy LeBlanc, Discover Saint John RE: Area 506 Festival with attachment dated 2 February 2016 be received/filed.

CARRIED.

6.4 3 February 2016 Memorandum from Treasurer MacDonald RE: December Financial Statements
MOVED by Counc. Gallagher Jette and seconded by Counc. McGuire the memorandum from Treasurer MacDonald RE: December Financial Statements dated 3 February 2016 be received/filed.

CARRIED.

7. REPORTS

7.0 February 2016 Report from Closed Session

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

Hello All:

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

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

Please let me know your thoughts on this.

Thanks

John

Sent from my BlackBerry 10 smartphone on the Bell network.

Original Message

From: Scott And Sue Cochrane <jassco@rogers.com>

Sent: jeudi 28 janvier 2016 6:44 PM

To: John Jarvie

Subject: Fairvale Outing Association (FOA)

Hi John

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

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

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

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

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

In addition they do cater to functions for a fee.

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

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

Respectfully submitted

Scott Cochrane

Sent from my iPad

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

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

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

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

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

Blair R MacDonald
Councillor, Town of Rothesay

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

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

>

> Hello All:

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

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

> Please let me know your thoughts on this.

> Thanks

> John

>

>

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

> Original Message

> From: Scott And Sue Cochrane <jassco@rogers.com>

> Sent: jeudi 28 janvier 2016 6:44 PM

> To: John Jarvie

> Subject: Fairvale Outing Association (FOA)

>

>

> Hi John

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

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

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

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



ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Doug MacDonald
DATE	:	November 1, 2016
RE	:	Grants and Donation Policy

Recommendation:

Council approve by resolution revisions to Schedule A of the Grants and Donation deleting references to the application number and Finance Committee recommendation sections and adding reference to the Right to Information and Protection of Privacy Act.

Background:

At its meeting of October 14, 2014, Council adopted Procedural By-law 2-14 and related policies, including the Grants and Donation Policy. The Grants and Donation policy includes Schedule A, Application for Rothesay Municipal Grant. The application form is required as part of the process for organizations to request funding from the Town.

The current Schedule A includes provisions for an application number and a Finance Committee approval section. Staff are of the opinion these areas are no longer required as they are not used in the practical application of the policy.

Further, as the grant application forms part of the public record, staff recommend inclusion of the standard disclaimer relating to the Right to Information and Protection of Privacy Act.

A revised Schedule A reflecting the proposed changes is included for your information and approval.

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: _____

Applicant: _____

Address: _____

Contact: _____ Tel. _____

Email: _____

Organization Description: _____

Amount Requested: \$ _____

Descriptions of proposed event or activity: _____

Project costs: _____

Benefits to town of Rothesay: _____

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act ("the Act"), SNB 2009, c R-10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at a public Town Council or committee meeting.

Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).



ROTHESAY

MEMORANDUM



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

RECOMMENDATION:

- 1st Reading, by Title, be given By-law 1-15-1, "A By-law of the Municipality of Rothesay to Amend the Sewage By-law"
- 1st Reading, by Title, be given By-law 1-15-1, "A By-law of the Municipality of Rothesay to Amend the Sewage By-law"

Background

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

Amending By-law 1-15-1 is provided for your information, review and action.

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

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

1. To Section 2 Definitions is added the following:

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

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

EFFECTIVE DATE

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

FIRST READING BY TITLE

SECOND READING BY TITLE

READ IN ITS ENTIRETY

THIRD READING BY TITLE AND
ENACTMENT

Dr. Nancy Grant
MAYOR

Mary Jane E. Banks
CLERK



ROTHERHAM

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	4 November 2016
RE	:	Committee appointments

The Nominating Committee is currently reviewing Committee Appointments for 2017. It is intended the full recommendation will be provided to Council for the December Council meeting.

At this time, the Committee is recommending the following appointment:

Imperial Theatre Board

Lisa Gibbons (re-appointment)

31 October 2018

TO: Mayor and Council
FROM: Deputy Mayor Alexander
DATE: 8 November 2016
RE: Rothesay's Participation in the Union of Municipalities of New Brunswick

The Union of Municipalities of New Brunswick (UMNB) is an organization that strives to:

- unite the municipalities of New Brunswick into a body whose common effort is beneficial to all;
- promote the exchange of information among the member municipalities;
- cooperate and liaise with other organizations and agencies toward a united front;
- prepare and present government position papers that reflect UMNB concerns / interests; and
- represent member concerns / interests at the Provincial and Federal levels of government through committee work and resolutions.

Of the 105 municipalities in New Brunswick, 60 are members of UMNB. Some municipalities that are not part of UMNB have memberships with the Association francophone des municipalités du Nouveau-Brunswick (53 municipalities are members) and the Cities of New Brunswick Association (all 8 cities are members). Several municipalities have membership in more than one of the organizations.

UMNB's annual operating budget of about \$270,000 is generated largely from membership dues and registration fees at its Annual General Meeting (AGM). Annual membership dues for UMNB are established using a municipality's tax base. With a tax base of \$1,226,581,500 in 2016, Rothesay's UMNB membership dues were \$7 050. Membership fees are expected to be slightly higher for 2017.

Rothesay has been a member of UMNB for many years and belongs to Zone 3, which comprises: Grand Bay-Westfield; Hampton; Norton; Quispamsis; Rothesay; Saint John; St. Martins; Sussex; and Sussex Corner. Saint John is the only municipality in Zone 3 that is currently not a member of UMNB. Normally, Zone 3 has meetings quarterly; however, there may be more or less meetings depending on the issues of the Zone. Typically, attendance at Zone 3 meetings is poor and the reason for that is not fully understood.

To satisfy the Union's Constitution (<http://www.umnb.ca/newsite/about-umnb/>), UMNB holds an AGM. The AGM is open to members and non-members of UNMB (*n.b.*, standard registration fees in 2016 were \$360 and \$395, respectively, for members and non-members of UMNB). Normally, three or more members of Rothesay Council and / or Staff attend the AGM. This year, three members of Council and three staff members attended part or all of the AGM. It would be common for Rothesay's fees to send representatives to the AGM to be around \$2,500+.

I question Rothesay's membership value with UMNB.

UMNB strives to unite the municipalities of New Brunswick into a body whose common effort is beneficial to all; however, only 57 % of New Brunswick's municipalities are members of the organization. Although the UMNB is a bilingual organization and simultaneous translation services are provided at the AGM, there appears to be a language divide whereby predominantly French communities hold membership in the Association francophone des municipalités du Nouveau-Brunswick and primarily English communities hold membership in the UMNB. Saint John is the only city in the Province that is only a member of the Cities of New Brunswick Association. Clearly, UMNB is falling short of uniting the Province's municipalities into one body especially since there are no communities from Zone 8 that belong to the UMNB. Furthermore, because there are these separate organizations, UMNB appears to be diluting its ability of working towards a united front.

Union of Municipalities of New Brunswick Members

Alma	Dieppe	Hanwell Rural Community	Oromocto	Salisbury
Aroostook	Doaktown	Hartland	Perth-Andover	Shediac
Bath	Dorchester	Harvey	Petitcodiac	St. Andrews
Belledune	Drummond	Hillsborough	Plaster Rock	St. George
Blacks Harbour	Florenceville-Bristol	McAdam	Port Elgin	St. Martins
Blackville	Fredericton	Meductic	Quispamsis	St. Stephen
Cambridge Narrows	Fredericton Junction	Millville	Rexton	Stanley
Canterbury	Gagetown	Minto	Richibucto	Sussex
Centreville	Grand Bay-Westfield	Miramichi	Riverside-Albert	Sussex Corner
Charlo	Grand Falls	Nackawic	Riverview	Tide-Head
Chipman	Grand Manan	New Maryland	Rothesay	Upper Miramichi
Dalhousie	Hampton	Norton	Sackville	Woodstock

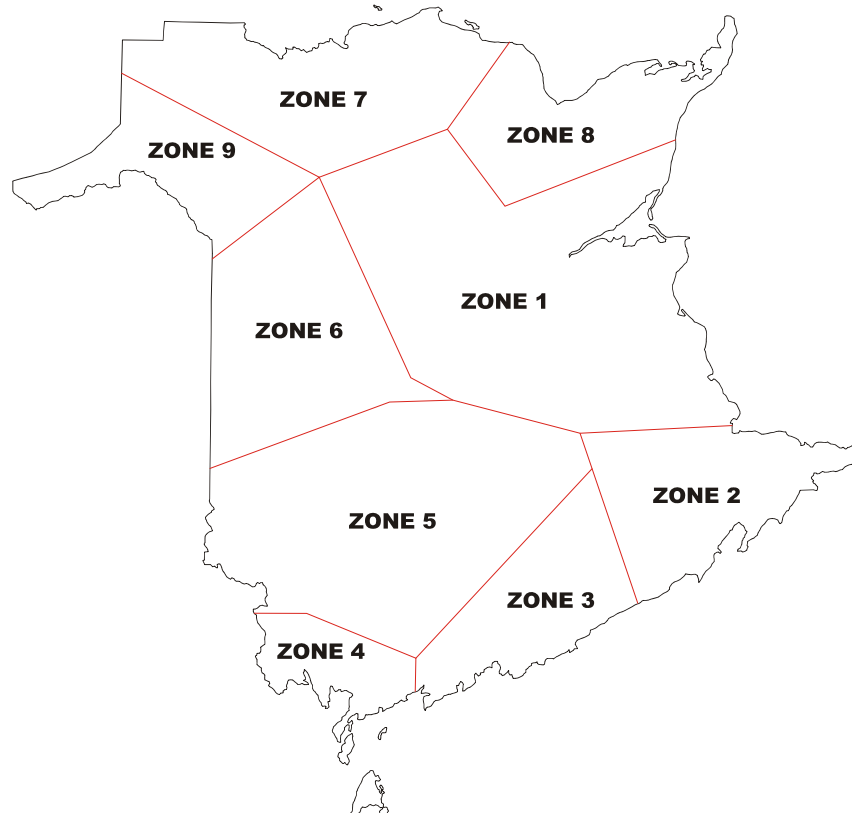
Membres de Association francophone des municipalités du Nouveau-Brunswick

Atholville	Caraquet	Grand-Anse	Paquetville	Saint-Léolin
Baker Brook	Charlo	Kedgwick	Petit-Rocher	Saint-Léonard
Balmoral	Clair	Lac Baker	Pointe-Verte	Saint-Louis-de-Kent
Bas-Caraquet	Cocagne	Lamèque	Richibucto	Saint-Quentin
Bathurst	Dalhousie	Le Goulet	Rivière Verte	Saint-Anne-de-Madawaska
Beaubassin-Est	Dieppe	Maisonnette	Rogersville	Sainte-Marie-Saint-Raphael
Beresford	Drummond	Memramcook	Saint-André	Shediac
Bertrand	Edmunston	Miramichi	Saint-Antoine	Shippagan
Bouctouche	Eel River Crossing	Moncton	Saint-François-de-Madawaska	Tracadie
Campbellton	Fredericton	Neguac	Saint-Hilaire	
Cap-Pelé	Grand-Sault	Nigadoo	Saint-Isidore	

Cities of New Brunswick Association Members

Bathurst	Dieppe	Fredericton	Moncton
Campbellton	Edmunston	Miramichi	Saint John

*Municipalities shown in bold hold memberships in more than one of the organizations



The AGM is held over a three-day period in October. The event is setup in a way that promotes the exchange of information among UMNb members by including formal and informal events. I do believe the event provides ample networking opportunities; however, even though the AGM and conference is typically held in Fredericton across the street from the Legislature, there is often very little attendance by provincial politicians at any of the formal and informal events. I would expect an organization that presents a united front on issues and concerns to the provincial government to provide access to MLAs during the AGM and conference.

Annually, the UMNb drafts several resolutions and presents them at the AGM for acceptance or rejection. Quite a few of the resolutions contained in the AGM and conference book are at least a few years old and have not received any action in some time. Because of this, there was a motion put forward at the 2016 AGM to take inactive resolutions off the books. The lack of traction on these resolutions is concerning.

A new strategic plan was presented and approved at the 2016 AGM. The 2016-2021 strategic plan has identified the following five goals:

- 1) to increase and strengthen on behalf of member municipalities and rural communities, UMNb's advocacy role to government on important municipal issues;
- 2) to increase communications between the UMNb Board of Directors and its Members;
- 3) to increase and maintain membership;
- 4) to increase the administrative capacity of the Association; and
- 5) to decrease the response time in addressing emerging issues.

If UMNb's Board of Directors are successful at moving the strategic plan forward, then there may be strong value in maintaining membership in the organization.

WHEREAS Rothesay is a member of the Union of Municipalities of New Brunswick;

WHEREAS membership dues are pegged to the municipality's tax base;

WHEREAS Rothesay's membership value with UMNb is questionable;

AND WHEREAS non-members are able to attend UMNb's Annual General Conference;

BE IT RESOLVED that Rothesay Council, recognizing the importance of being fiscally responsible, will assess the benefits of membership in the UMNb in 2017 and if the value proposition is not clearly identified, will revoke its 2018 membership in the UMNb.



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	10 November 2016
RE	:	Funding Application – Wells Pedestrian Connection

Recommendation

It is recommended Council approve an application to the Small Communities Fund for a total project amount of \$1,142,500 with the Town's share of to come from the 2017 capital budget.

Background

Since amalgamation in 1998 the neighbourhoods of Wells (former LSD) and Barsa subdivision have been separated from the remainder of the town by the Mackay Highway. While this predates amalgamation, having an area under one municipal jurisdiction without a viable physical link for pedestrians creates a situation with less than ideal cohesion among the neighbourhoods. The need for pedestrian link was recognized in the Active Transportation Plan and partially implemented in the development of the Wells trail in 2015/16.

The provincial government has announced another intake for the Small Communities Fund of Build Canada. While there is a relatively modest amount (\$29M) left in the fund at the present time, there appears to be a desire to allocate this money to projects which can be readily constructed. Applications are due November 15th.

Negotiations with the Department of Transportation and Infrastructure regarding the pedestrian crossing at the airport arterial at Dolan Road have been constructive, there are several other detailed aspects to be resolved and the response has been positive.

There appears to be an opportunity for potential funding for a project with a recognized need in the community. The background work has been done and it remains for Council to decide to seek financial assistance to proceed with the project in 2017.

Attached is a completed application for the Small Communities Fund, a high-level plan for the project, detailed estimates and a technical report prepared by Crandall and Associates (the choice of the culvert type is based on consultations with the Department).

Financial Analysis

The estimated cost of the project is \$1,142,500 and the Rothesay share, to be included in the 2017 capital budget, would be \$380,900. If Council approves the grant application, it would be necessary to include this amount in the budget and should the application not be successful the money could be diverted to the 2nd priority project.

New Building Canada Fund Small Communities Fund Application Form

SECTION I - APPLICANT INFORMATION		
Legal Name of Applicant: ROTHESAY		
Applicant Category: <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Band Council <input type="checkbox"/> For-Profit Private Sector <input type="checkbox"/> Not-For-Profit Private Sector		
Street Address/P.O. Box No.: 70 HAMPTON ROAD		
Town: ROTHESAY	Province: NB	Postal Code: E2E 5L5
Contact Information		
Applicant Contact Name: JOHN JARVIE		Language Preference: <input checked="" type="checkbox"/> English <input type="checkbox"/> French
Contact's Position: TOWN MANAGER		
Street Address/P.O. Box No.: 70 HAMPTON ROAD		
Town: ROTHESAY	Province: NB	Postal Code: E2E 5L5
Telephone No.: (506) 848-6600	Fax No.: (506) 848-6677	Email Address: JohnJarvie@rothesay.ca
SECTION II - PROJECT INFORMATION		
Project Title: Wells Trail Connector		
Municipal Priority ex: for 2nd most important of multiple applications, write "2": 1		
Project Description: <i>Include details of the infrastructure being constructed. For projects independent and unrelated to each other, fill out separate application forms.</i>		
<p>The Rothesay Active Transportation Plan, completed in January 2013, identified the opportunity for a continuous active transportation link between Campbell Drive and the former community of Wells. The first phase of the Wells Trail was constructed in 2015 and consists of a 3m wide multi-use trail extending from Wells Park to a gravel access road off Route 111, a distance of 1.7 km.</p> <p>The Wells Trail Connector is the second and final phase of this project and involves:</p> <ul style="list-style-type: none"> - Extending the trail from its current location for a distance of 540m to Route 111; - Crossing Route 111 at a signalized crossing; - Continuing the trail along Route 111 to Campbell Drive for a distance of 700m. This segment includes a new tunnel beneath a highway off-ramp and utilizes an existing separated sidewalk along the Route 111 underpass structure. - Constructing bike lanes and sidewalk along Campbell Drive to Grove Avenue for a distance of 260m. <p>When complete, Wells Trail Connector will add 1,240 m of multi-use trail and 260m of bike lanes and sidewalk to the town's active transportation network. The facility will connect the Wells Trail with the Hillside Trail and the bike lanes and sidewalk on Grove Avenue, providing a continuous active connection between these facilities and Bi-Centennial Park and Wells Recreation Park.</p>		

Project Nature		
Identify the Project's SINGLE most prevalent Category, Sub-category, and corresponding Outcomes and Benefits for Canadians:		
Project Category	Sub-category	Outcomes and Benefits for Canadians The project must demonstrate how it provides benefits to Canadians.
<input type="checkbox"/> Brownfield Remediation and Redevelopment Infrastructure	<input type="checkbox"/> The construction of public infrastructure as identified in the context of any category under the SCF; or <input type="checkbox"/> The construction of affordable housing.	<input type="checkbox"/> Removing or neutralizing the negative effects of brownfields on communities and the environment by remediating and redeveloping these properties in a sustainable manner; <input type="checkbox"/> Reducing the environmental and health risks posed by contaminated sites within municipal boundaries; <input type="checkbox"/> Increasing local or regional economic development and competitiveness; <input type="checkbox"/> Increasing the supply of affordable housing; <input type="checkbox"/> Increasing the sustainability of municipal development and encouragement of more efficient and the intensification of land use.
<input type="checkbox"/> Civic Assets and Municipal Buildings	<input type="checkbox"/> Rehabilitation, expansion, or preservation of existing municipally or provincially-owned buildings or public spaces (public spaces are defined as any public gathering area that has the primary objective of promoting social interaction or a sense of community) in order to repurpose these facilities for public use or benefit (excluding medical facilities and schools and scholastic facilities).	<input type="checkbox"/> Giving facilities a multipurpose dimension; <input type="checkbox"/> Improving the efficiency or functionality of facilities; or <input type="checkbox"/> Improving the environmental sustainability of facilities.
<input type="checkbox"/> Connectivity and Broad Band Infrastructure	<input type="checkbox"/> High-speed backbone; <input type="checkbox"/> Point of presence and towers; <input type="checkbox"/> Local distribution within communities; <input type="checkbox"/> Microwave towers; or <input type="checkbox"/> Satellite capacity.	<input type="checkbox"/> Increasing in geographical area with access to broadband speeds of 1.5MBPS or higher, contributing to improved economic development in remote areas; or <input type="checkbox"/> Increasing in number of Canadians with access to broadband speeds of 1.5MBPS or higher, contributing to improving the quality, accessibility and effectiveness of public services.
<input type="checkbox"/> Culture Infrastructure	<input type="checkbox"/> New construction, expansion, or rehabilitation of museums (a museum is a not for profit, permanent institution in the service of society and of its development, and open to the public, which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, artifacts related to people, their ideas and achievements, or the natural	<input type="checkbox"/> Increasing users of facilities or giving the facilities a multipurpose dimension. <input type="checkbox"/> Enhancing the ability of communities to express, preserve, develop and promote their cultural heritage within Canada. <input type="checkbox"/> Enhancing the vitality, recognition and development of French or English in official language minority communities.

<p>Culture Infrastructure (continued)</p>	<p>environment), libraries or archives.</p> <p><input type="checkbox"/> New construction, expansion, or rehabilitation of facilities for the creation, production and/or presentation of the arts.</p> <p><input type="checkbox"/> The preservation or rehabilitation of designated heritage sites (excludes private residences and religious sites) that are recognized by:</p> <ul style="list-style-type: none"> ▪ UNESCO. ▪ The Canadian government as per the national federal register of historic places. ▪ A provincial, territorial or local government. <p><input type="checkbox"/> Provincial, territorial or local government-owned infrastructure that supports the creation of a cultural precinct within a community.</p>	<p><input type="checkbox"/> Extends the life of an existing asset.</p>
<p><input type="checkbox"/> Disaster Mitigation Infrastructure</p>	<p><input type="checkbox"/> Construction, modification, reinforcement or relocation of public infrastructure that protects from, prevents, reduces the impact and/or likelihood of, or mitigates the potential damage resulting from natural hazards, including impacts or events related to climate change.</p>	<p><input type="checkbox"/> Reducing the social, physical and/or economic risks associated with natural hazards and/or adverse effects related to climate change;</p> <p><input type="checkbox"/> Improving the resiliency of public infrastructure to natural hazards and/or adverse effects related to climate change;</p> <p><input type="checkbox"/> Supporting an all-hazard risk assessment and related mitigation plan to address disaster risks.</p>
<p><input type="checkbox"/> Drinking Water Infrastructure</p>	<p><input type="checkbox"/> Drinking water treatment infrastructure; or</p> <p><input type="checkbox"/> Drinking water distribution systems (may include metering as part of a larger project).</p>	<p><input type="checkbox"/> Improving the quality of drinking water;</p> <p><input type="checkbox"/> Increasing the number of households, industries, commercial establishments, and institutions provided with access to safe drinking water;</p> <p><input type="checkbox"/> Improving the efficiency and service reliability of water treatment facilities and/or distribution systems, as demonstrated by outcomes such as: a reduction in water leakage or loss, use of treatment chemicals, energy use and/or number of boil water advisories; replacement of assets which have reached the end of serviceable life, etc.;</p> <p><input type="checkbox"/> Improving water conservation (i.e. increased number of households equipped with residential metering, and decreased daily per capita water use);</p> <p><input type="checkbox"/> Supports economic growth and development;</p>

Drinking Water Infrastructure (continued)		<input type="checkbox"/> Improving the protection and/or management of drinking water sources.
<input type="checkbox"/> Green Energy Infrastructure	<input type="checkbox"/> Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity; including smart grid technologies; <input type="checkbox"/> Renewable Electricity Generation facilities; <input type="checkbox"/> Thermal heat/cooling delivery system using renewable or combined heat/power plants; <input type="checkbox"/> Projects for new or material rehabilitation or expansion of carbon transmission and storage infrastructure; <input type="checkbox"/> Electric vehicle infrastructure; or <input type="checkbox"/> Clean coal facilities.	<input type="checkbox"/> Increasing the security of Canada's clean electricity supply; <input type="checkbox"/> Increasing installation of clean energy technologies that improve air quality and/or reduce greenhouse gases; <input type="checkbox"/> Increasing the number of private sector and public sector installations and/or use of clean-energy technologies; <input type="checkbox"/> Providing open-access to a large number of carbon capture facilities; or <input type="checkbox"/> Increasing electricity trade connections between provinces/territories, and/or between Canada and the United States that facilitate the transfer of clean electricity.
<input type="checkbox"/> Highways and Roads	<input type="checkbox"/> Part of the National Highway System (including core, feeder and northern categories); <input type="checkbox"/> Highways and roads that carry freight and/or passenger traffic of any traffic volume; <input type="checkbox"/> Road/rail grade separations on one of the above highways or major roads; or <input type="checkbox"/> Intelligent transportation systems that are compliant with the National Intelligent Transportation Systems Architecture and the Border Information Flow Architecture, in support of highways and roads infrastructure.	<input type="checkbox"/> Increasing efficiency and mobility by supporting efforts to reduce congestion, effectively manage traffic volume, and reduce travel time; <input type="checkbox"/> Improving safety; <input type="checkbox"/> Improving usability and accessibility of roads for all users and promoting livability; <input type="checkbox"/> Improving access for remote areas affected by resource development-related activity, and/or improved social and economic outcomes in affected communities; <input type="checkbox"/> Extending the life of the existing asset.
<input type="checkbox"/> Innovation	<input type="checkbox"/> Post-secondary research and development laboratories and centres, and related teaching facilities; <input type="checkbox"/> Office space for the purpose of conducting research and development; or <input type="checkbox"/> Research libraries associated with the research laboratories and centres.	<input type="checkbox"/> Enhancing capacity of post-secondary institutions to develop and transfer new knowledge through leading-edge basic and applied research and teaching; <input type="checkbox"/> Increasing opportunities for collaboration between public institutions and the private sector supporting the transfer of innovative technologies and research to market; <input type="checkbox"/> Developing a highly-skilled workforce driving innovation in sectors that support increased diversification or competitiveness of the national, regional, or local economy and contribute to sustained long-term growth.

<input type="checkbox"/> Local and Regional Airport Infrastructure	<input type="checkbox"/> Aeronautical Infrastructure includes, but is not limited to: runways, taxiways, aprons, hangars, lighting, aids to navigation (NavAids), maintenance sheds, airside mobile equipment and associated shelters, air terminal buildings, and airside safety-related Infrastructure; <input type="checkbox"/> Non-aeronautical Infrastructure such as groundside access, and parking facilities; or <input type="checkbox"/> Intelligent transportation systems in support of local and regional airports.	<input type="checkbox"/> Improving efficiency and capacity; <input type="checkbox"/> Increasing regional or local economic development (e.g., number of new carriers, new businesses operating at the airport, increased volume of interprovincial/territorial and international trade such as in the resource sector); <input type="checkbox"/> Improving safety; <input type="checkbox"/> Extending the life of the existing asset; <input type="checkbox"/> Increasing accessibility of local and regional airports (e.g., to remote and northern communities, to larger population centres).
<input type="checkbox"/> Passenger Ferries Services Infrastructure	<input type="checkbox"/> Wharves and associated infrastructure; <input type="checkbox"/> Passenger terminals; <input type="checkbox"/> Access road infrastructure that provides the main vehicular access to the passenger ferry terminal; <input type="checkbox"/> Vessel purchase and/or conversion, including retrofitting vessels to other alternative fuels (e.g. vessel retrofit to dual-fuel propulsion systems); or <input type="checkbox"/> Intelligent transportation systems in support of ferry services.	<input type="checkbox"/> Improving efficiency and mobility (e.g., reduces congestion, effectively manages traffic volumes, reduces travel time); <input type="checkbox"/> Improving safety; <input type="checkbox"/> Extending the life of the existing asset; <input type="checkbox"/> Supports economic growth and development; <input type="checkbox"/> Providing environmental benefits such as air quality improvement.
<input type="checkbox"/> Public Transit Infrastructure	<input type="checkbox"/> Transit Infrastructure and rolling stock, including but not limited to, bus rapid transit, light rail transit, subways, buses, urban passenger ferries and regional commuter rail; <input type="checkbox"/> Transit facilities and supporting Infrastructure including but not limited to transit queue-jump lanes, reserved bus lanes, turning lanes or other related enhancements in support of public transit, streetcar/trolley infrastructure, storage and maintenance facilities, security enhancements, and transit passenger terminals; <input type="checkbox"/> Intelligent Transportation Systems (ITS) in support of public transit services that are compliant with the ITS Architecture for Canada; or <input type="checkbox"/> Active transportation infrastructure (e.g. sidewalks, bicycle lanes, pedestrian/bike/multi-use pathways).	<input type="checkbox"/> Supporting efforts to reduce urban congestion; <input type="checkbox"/> Increasing transit ridership; <input type="checkbox"/> Improving safety; <input type="checkbox"/> Improving mobility (e.g., improved access, reduced travel times).
<input checked="" type="checkbox"/> Recreation Infrastructure	<input type="checkbox"/> Amateur sport or recreational facilities (including training facilities for high performance amateur athletes);	<input type="checkbox"/> Increases public access to, and participation in, physical activity or sports;

Recreation Infrastructure (continued)	<input checked="" type="checkbox"/> Parks, recreational trails, and paths; or <input type="checkbox"/> Community centres.	<input type="checkbox"/> Extends the life of an existing asset. <input type="checkbox"/> Supports programs for the development of Canadian amateur athletes, including hosting opportunities for regional, national or international amateur sporting events; or <input checked="" type="checkbox"/> Supports community vitality by providing spaces for community activities, such as clubs, volunteer activities, social support, physical activity, and public meetings.
<input type="checkbox"/> Short Line Rail Infrastructure	<input type="checkbox"/> Tracks, structures and grade separations; <input type="checkbox"/> Facilities to improve the interchange of goods between modes; <input type="checkbox"/> Safety-related improvements; or <input type="checkbox"/> Capitalized equipment for loading/unloading required for expansion of short line rail.	<input type="checkbox"/> Improving efficiency (e.g., increased traffic volumes, new shippers, increased speed, etc.); <input type="checkbox"/> Increasing freight capacity; <input type="checkbox"/> Improving integration between transportation modes; <input type="checkbox"/> Extending the life of the existing asset; <input type="checkbox"/> Improving safety.
<input type="checkbox"/> Short Sea Shipping Infrastructure	<input type="checkbox"/> Wharves and associated infrastructure; <input type="checkbox"/> Intermodal facilities, multi-modal, or transfer facilities; or <input type="checkbox"/> Intelligent Transportation Systems in support of short sea shipping; <input type="checkbox"/> Access road infrastructure that provides the main vehicular land access to one of the above wharves, facilities, or associated infrastructure; or <input type="checkbox"/> Capitalized and fixed equipment for loading/unloading required for expansion of short sea shipping.	<input type="checkbox"/> Improving efficiency and capacity; <input type="checkbox"/> Improving safety; <input type="checkbox"/> Providing environmental benefits such as air quality improvement; <input type="checkbox"/> Extending the life of the existing asset; <input type="checkbox"/> Improving integration between transportation modes.
<input type="checkbox"/> Solid Waste Management Infrastructure	<input type="checkbox"/> Waste diversion infrastructure (e.g., recycling, composting, anaerobic digestion, eco-centers); or <input type="checkbox"/> Waste disposal infrastructure (e.g., thermal processes, landfill gas recovery).	<input type="checkbox"/> Increasing the quantity (kg/capita) of solid waste diverted from disposal; <input type="checkbox"/> Reducing environmental impacts from landfills (e.g. greenhouse gas emissions, leaching of liquid waste, soil contamination); <input type="checkbox"/> Increasing energy recovery from solid waste management activities.
<input type="checkbox"/> Tourism Infrastructure	<input type="checkbox"/> Zoos and aquaria; <input type="checkbox"/> Visitor centres, tourism bureaus, and interpretive centres; <input type="checkbox"/> Scenic parkways; <input type="checkbox"/> Marinas and cruise ship terminals; or	<input type="checkbox"/> Increases the number of visitors, their length of stay, or their quality of stay; <input type="checkbox"/> Promotes Canada or the region as a leading destination for Canadian or international tourists; <input type="checkbox"/> Supports economic growth and development; or

Tourism Infrastructure (continued)	<input type="checkbox"/> Other public use facilities.	<input type="checkbox"/> Extends the life of an existing asset.
<input type="checkbox"/> Wastewater Infrastructure	<input type="checkbox"/> Wastewater treatment facilities or systems; <input type="checkbox"/> Wastewater collection systems; <input type="checkbox"/> Separation of combined sewers and/or combined sewer overflow control, including real-time control and system optimization; <input type="checkbox"/> Separate storm water collection systems and/or storm water treatment facilities or systems; <input type="checkbox"/> Wastewater sludge treatment and management systems.	<input type="checkbox"/> Measurably and quantifiably reducing the volume and/or improvement in the level of treatment of wastewater effluent; <input type="checkbox"/> Increasing the number of households, industries, commercial establishments, and institutions with untreated wastewater connected to sanitary wastewater systems; <input type="checkbox"/> Reducing the volume and incidents of discharge of untreated wastewater effluent as a result of sanitary sewer and combined sewer overflow events; <input type="checkbox"/> Improving quality of treated stormwater effluent; <input type="checkbox"/> Improving the reliability or performance of the wastewater collection and/or treatment system; <input type="checkbox"/> Supports economic growth and development; <input type="checkbox"/> Improving wastewater sludge treatment and management.
<p>What Output Indicator will you measure at the end of the project: <i>An Output Indicator is usually a direct result from the project (ex: meters of pipe installed, length of road replaced, etc.).</i> Length (meters) of multi-use trail added</p>		
<p>What Outcome Indicator will you measure at the end of the project: <i>An Outcome Indicator is a tangible benefit from the project (ex: increased number of households with untreated wastewater connected to sanitary wastewater systems, increased number of users, improvement in effluent quality in BOD and SS mg/L, average reduced energy over 1 year in kWh, etc.) It must be linked to the Outcomes and Benefits for Canadians you selected.</i> Increase in physical activity by number of users walking and cycling</p>		
<p>Provide baseline data for the Outcome Indicator described above: <i>A baseline is data to compare the situation before and after the work is completed. Provide numbers on the situation now.</i> Number of cyclist and pedestrians using roadway facilities through this area is currently close to 0. The highway interchange is not a favourable environment for non-motorized users as it exists today.</p>		

Type of Project: <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Renewal <input type="checkbox"/> Material Enhancement	
Is this a multi-phase project? If so, please indicate which phase. Please note that each phase must be able to be considered a stand-alone project.: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Phase: <u>2</u> of <u>2</u>	
Public/Private Partnerships: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Did you include a business case with your application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Project Location	
Did you include a Project Site Map with your application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide project location information which in your opinion would be required to identify the project site on a map (For example street address, nearest intersection, place name, parcel identification, latitude and longitude.): Project Start at End of Phase 1 Trail: Lat = 45.3829 / Lon = -65.9683 degrees Project End at Hillside Trail (Campbell Drive @ Grove Avenue): Lat = 45.3809 / Lon = -65.9801 degrees	
Project Screening	
Is the project consistent with all applicable municipal by-laws?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will the project meet applicable provincial/federal regulations and licensing requirements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has the project's design started?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has the project's design been completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the project tender been called?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the project contract been awarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has construction started?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project involve federal or provincial owned assets or land?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the project consistent with long-term regional and/or local development plans?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will the project be planned, constructed and operated in a manner that takes into account risks related to extreme natural events and/or climate change?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the project supported by a Climate Change Adaptation Plan? If "Yes" please provide a copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project supported by a Cost-Benefit Analysis? If "Yes" please provide a copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project supported by an Asset Management Plan? If "Yes" please provide a copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The project must be supported by a Local Government resolution. Is the project supported by a Local Government resolution? If "Yes" please provide a copy.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SECTION III - PROJECT BENEFITS	
Please identify the project's benefits. You will be required to report back on these.	
Project Benefits	
(1) Promotion of physical activity and active living	
(2) Promotion of alternative modes of transportation and reduced reliance on the automobile	
(3) Completion of critical connection between the town's existing trail and recreation assets	
(4) Connecting parts of the community that are currently separated by highway infrastructure.	
(5)	

Additional Benefits:**SECTION IV -TIMELINES AND RATIONALE**

Please provide the anticipated date for each of the following project milestones.

Project Start Date:	2017-02-01	Project Completion Date:	2017-09-30
<i>The date at which the project's design was/will be started.</i>		<i>The date at which you will have deemed the project completed. (e.g. all invoices paid, deficiencies completed, etc.)</i>	
Construction Start Date:	2017-06-01	Construction End Date:	2017-08-31
<i>The date at which construction will start.</i>		<i>The date at which substantial completion will be achieved.</i>	

Project Rationale**What are the specific problems that this project will address?**

This section should provide a synopsis of what is happening currently within the municipality or region and what might happen if no action is taken at this time. It should describe the history and the current state of affairs giving rise to the general problem and thus the need for the project.

The former communities of Wells and French Village (population 800), which were amalgamated into the town of Rothesay in 1998, are separated from the rest of the town by a four-lane divided highway and a high volume interchange. This is a major barrier to community connectivity and significantly limits the potential for residents to choose non-motorized modes of travel. The town's active transportation plan, which was completed in 2013, recommended that a multi-use trail connection be completed that would link the Wells and French Village residential areas with the rest of Rothesay, with links to Centennial Park, Hillside Trail, Rothesay Common, and the Campbell Drive commercial centre. This project is also supported by the town's sustainable community planning principle of "promoting pedestrian movement opportunities" as established in the town's municipal plan.

If no action is taken, residents' travel options will continue to be limited to the automobile and the opportunity to promote physical activity will not be maximized.

How would your project address these specific problems?

This section should indicate how the project would improve or fix the problem stated in the "Project Rationale" section. It should explain why Federal - Provincial funding is required to enable the project to proceed, increase its scope (size) or allow it to proceed earlier than originally planned.

The Wells Trail connector will complete an active transportation connection between Phase 1 of Wells Trail (1.7 km multi-use trail) and several other active routes, including the Hillside Trail, bike lanes on Grove Avenue and a future facility along Campbell Drive. The Connector will also provide a direct trail route between Wells Recreation Park and Bi-Centennial Park. The Wells Trail Connector will provide a roadside trail that will allow non-motorized users to navigate through a very busy highway interchange while being separated from vehicle traffic. The connector is a critical piece of the town's active transportation plan and will promote physical activity and alternative modes of transportation. The Wells Trail (Phase 1) and Hillside Trail are very popular facilities and the Wells Trail Connector will further enhance these assets, completing full connectivity through the town for non-motorized travel.

What alternatives to the proposed solution have been considered?

Paved shoulders on Route 111 have been considered as an alternative walking and bicycle facility; however, speeds on Route 111 exceed 90 km/h in some areas and it is not a comfortable or desirable place to promote pedestrian and cyclist travel. Traffic volumes at the Route 1/Route 111 interchange are also very high, which presents many conflicts for non-motorized users when required to mix with vehicle traffic.

Does this project contribute to a sustainable community?

Yes. In its Municipal Plan, Rothesay has adopted a number of sustainable community planning principles to guide long term development decisions that will not compromise the future in terms of the economy, the environment, and society. The Wells Trail Connector project contributes to two of the town's sustainable planning principles, including:

- Promote pedestrian movement opportunities; and
- Minimize environmental impact (through promotion of non-auto travel modes)

Additionally, the project promotes physical activity and healthy living, a pillar of the sustainability of any community.

Describe any innovative technology that will be employed during the realization of the project.

Provide details on the technology to be incorporated into the proposed project. Focus on new approaches, best practices and whether the project uses the best available technologies (that are economically feasible) or innovation to address the problem.

What are the significant project risks and what is your strategy to mitigate those risks?

Risks are uncertainties or constraints that may prevent the project from completing on time, on budget, or in its original scope. Indicate any known risks (such as short construction season, possible uncertainties in building site that might influence cost, etc.) and specify how those uncertainties may impact the performance of the project, either in duration, cost, or in meeting the requirements. Then indicate what actions will be taken in advance or during the project to reduce the effect of the risk(s) (mitigation).

Risks to this project are low. The key constraint is obtaining agreements and permits to cross provincial infrastructure. To date discussions with the Province have been positive and the town has obtained agreement in principle on the project concept. There are no environmental issues and the project is small enough in scope that it should be constructed easily in one season.

How will the operation and maintenance of this infrastructure be done and financed?

Indicate who will own the infrastructure involved in this project and how it plans to finance the associated operating and maintenance costs.

The infrastructure will be owned by the town of Rothesay and maintained through its annual operating budget. Components of the project will cross provincially owned lands and infrastructures. Rothesay will obtain usage permits and will be responsible for maintaining these components.

How will the project contribute to economic growth, a clean environment and stronger communities?

Indicate how the project will benefit Canadians by contributing to economic growth, a clean environment and stronger communities.

The Wells Trail Connector project will strengthen the community of Rothesay by providing a physical pedestrian and cyclist connection to an area of town that is currently isolated and accessible only by automobile travel. The project will strengthen current residents by promoting active living and will contribute to a more attractive community for prospective residents. Furthermore, the project will contribute to a cleaner environment by encouraging alternative modes of transportation.

SECTION V - PROJECT COSTS

You are expected to provide detailed cost estimate with your application. Did you include a detailed cost estimate with your application?

☒ Yes ☐ No

Eligible Costs:

• Environmental Assessment Costs	
• Design / Engineering Costs	\$103,865.00
• Construction Costs	\$903,175.00
• Contingency Costs	\$135,476.00
• Signage Costs	
• Taxes (HST)	\$171,377.40
Gross Eligible Costs:	\$1,313,893.40
Tax Rebate:	\$122,414.88
Net Eligible Costs:	\$1,191,479

Cost Estimate Certification

Please indicate who has prepared these project cost estimates, as well as the date that the estimates were verified.

Name:	Peter Allaby, P.Eng.
Organization:	Crandall Engineering Ltd
Date:	2016-08-23
E-mail:	pa@crandallengineering.ca

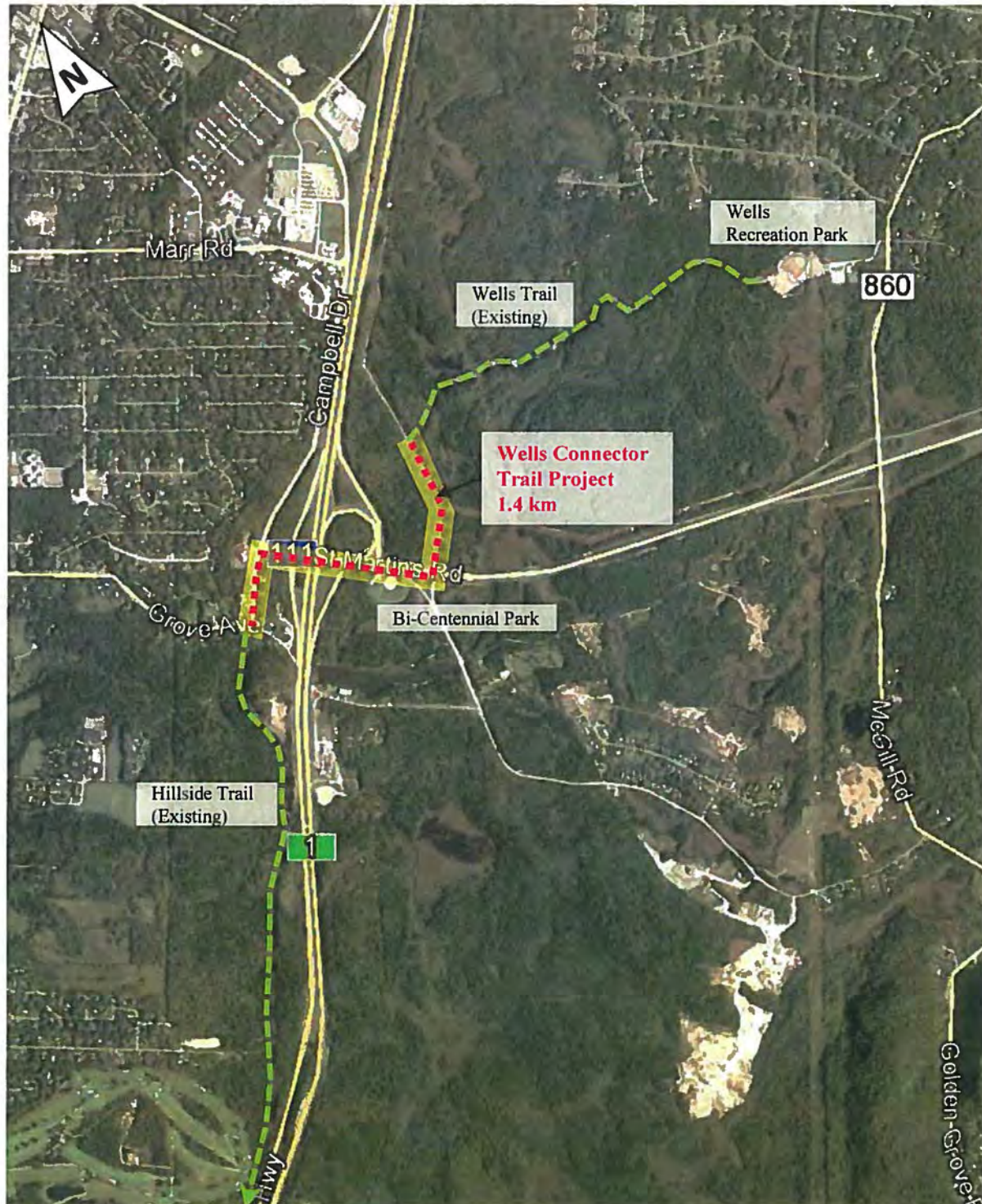
Proposed Financing of Net Eligible Costs					
Fiscal Year	Municipal Source(s)	Provincial (SCF)	Federal (SCF)	Other	Total
2016-17					\$ 0
2017-18	\$ 397,160	\$ 397,160	\$ 397,160		\$ 1,191,480
2018-19					\$ 0
2019-20					\$ 0
2020-21					\$ 0
2021-22					\$ 0
2022-23					\$ 0
Total	\$ 397,160	\$ 397,160	\$ 397,160	\$ 0	\$ 1,191,480
% of Costs	33.33%	33.33%	33.33%		
Specify Other Funding Source 1:					
Other Funding Amount 1:					
Specify Other Funding Source 2:					
Other Funding Amount 2:					
Specify Other Funding Source 3:					
Other Funding Amount 3:					
Other Project Financing					
Will the project require the borrowing of funds? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Will the project be for the benefit of commercial operations? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you have a plan to fund, operate, and maintain the asset over its lifecycle? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Will the contract award process be competitive, fair, and transparent (e.g., no sole-source contracts, no union-only processes) and consistent with the Agreement on Internal Trade and Canada's international trade obligations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
SECTION VI – PERMITS/APPROVALS/CONSULTATIONS					
Are there any permits/approvals/certificates required to undertake this project (EIA, WAWA, MCBB, Approval to Construct, etc.)? If so, please complete:					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Entry No.	Permit/Approval Type	Has the permit been received?	Comments		
1	Highway Usage Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No	Agreement in principle from the Province.		
2		<input type="checkbox"/> Yes <input type="checkbox"/> No			
3		<input type="checkbox"/> Yes <input type="checkbox"/> No			
4		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Environmental Considerations					
Does the project involve any of the undertakings listed in <u>Schedule A</u> of the <u>New Brunswick Regulation 87-83 Environmental Impact Assessment Regulation – Clean Environment Act</u> ?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project involve works described in the <u>Regulations Designating Physical Activities</u> of the <u>Canadian Environmental Assessment Act, 2012</u> ?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project involve works or activities on, under, over, through or across a water body such as a wetland, stream, river or lake?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project involve works or activities within 30 metres of a water body?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the project involve physical works or activities involving the likely release of a polluting substance into a water body?					<input type="checkbox"/> Yes <input type="checkbox"/> No

Has a provincial Environmental Impact Assessment been carried out for this project? If "Yes" please provide the EIA #: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Aboriginal Considerations		
Are there Aboriginal groups or communities in the area? If so, please list them.		<input type="checkbox"/> Yes <input type="checkbox"/> No
•	•	
•	•	
Could the project have adverse effects on those Aboriginal groups' ability to hunt, fish, gather or continue their current use of the land and resources for traditional purposes?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have Aboriginal groups been consulted about the project?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the project have adverse impacts on established or potential Aboriginal and Treaty rights?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Environmental Assessment Contact Information		
Please indicate who should be contacted for questions regarding the environmental assessment requirements.		
Name of EA Contact:		
Position:		
Address:		
Phone Number:		
E-mail:		
END		



Rothesay

Wells Trail Connector Project Site Plan



16220 - ROTHESAY - WELLS TRAIL, PHASE 2**TABLE 1 - OPINION OF PROBABLE CONSTRUCTION COST**

August 23, 2016

	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>COST</u>
COMMON EXCAVATION (INCLUDING ASPHALT)	6500	m3	\$10.00	\$65,000.00
3000mm x 2400mm BOX CULVERT x 25m	1	LS	\$271,000.00	\$271,000.00
BASE ASPHALT	580	t	\$150.00	\$87,000.00
SEAL ASPHALT	300	t	\$150.00	\$45,000.00
CRUSHER DUST FOR TRAIL (10+740 to 11+255)	350	t	\$20.00	\$7,000.00
CONCRETE SIDEWALK/ISLANDS	515	m2	\$85.00	\$43,775.00
CONCRETE CURB AND GUTTER	150	m	\$90.00	\$13,500.00
AGGREGATE BASE	3000	t	\$17.00	\$51,000.00
AGGREGATE SUBBASE	2500	t	\$15.00	\$37,500.00
CATCH BASINS	6	ea	\$2,400.00	\$14,400.00
STORM PIPE	100	m	\$350.00	\$35,000.00
GUIDERAIL	250	m	\$80.00	\$20,000.00
TOPSOIL AND HYDROSEED	6000	m2	\$8.00	\$48,000.00
TREES AND LANDSCAPING	1	LS	\$10,000.00	\$10,000.00
SIGNALIZATION	1	LS	\$140,000.00	\$140,000.00
STRIPING AND PAVEMENT MARKINGS	1	LS	\$15,000.00	\$15,000.00
			SUB-TOTAL:	\$903,175.00
			Contingency (15%):	\$135,476
			Engineering Allowance (10%):	\$103,865
			TOTAL:	\$1,142,500.00

NOTE: THIS ESTIMATE DOES NOT INCLUDE:

- PROPERTY ACQUISITIONS



Technical Memo

Project:	Wells Trail Phase 2 - Prelim Design
Project #:	16220
Subject:	Preliminary Design Brief

To:	Brett McLean, P.Eng., Town of Rothesay
Prepared by:	Peter Allaby, P.Eng., Crandall Engineering Ltd.
Date:	August 23, 2016

Rothesay would like to proceed with plans to complete Phase 2 of the Wells Trail, as well as a continuous active transportation facility along Route 111 and Campbell Drive to Grove Avenue. Crandall Engineering Ltd. was retained to prepare functional/preliminary design drawings and an opinion of probable construction cost to support the town's funding grant application. This design brief outlines the design features of the trail and assumptions used in preparing the cost estimate.

Project Description

The Rothesay Active Transportation Plan, completed in January 2013, identified the opportunity for a continuous active transportation link between Campbell Drive and the former community of Wells. The first phase of the Wells Trail was constructed in 2015 and consists of a 3m wide multi-use trail extending from Wells Park to a gravel access road off Route 111, a distance of 1.7 km.

Wells Trail Phase 2 involves extending the trail down the south side of the gravel access road to Route 111. The trail will then cross Route 111 and continue along the west side of the Route 111 to the underpass structure on Route 1 and then to Campbell Drive. At the Route 111/Campbell Drive intersection, the trail will split into a sidewalk and bike lanes on Campbell Drive down to Grove Avenue. When complete, the active transportation facility will connect the Wells Trail with the Hillside Trail and the bike lanes and sidewalk on Grove Avenue, providing a continuous active connection between these facilities and Bi-Centennial Park and Wells Recreation Park.

Additional intersection and access improvements were identified in coordination with the trail project to reduce conflict points and improve safety:

- The sweeping right turn lane onto Dolan Road will be removed and replaced with a smaller radius channelized right turn lane. This will reduce the speed of vehicles making the right turn from Route 111 onto Dolan Road and allows for the roadside multi-use trail to continue unimpeded between Dolan Road and the Route 1 interchange.
- The existing access to Bicentennial Park will be closed and relocated to Dolan Road. The current right-turn lane will be converted to the park access road, with minor widening to accommodate two-way traffic. Removal of the existing park access eliminates the conflict point on Route 111



and allows for a continuous multi-use path to the interchange along with landscaping opportunities. A car-pool lot will be re-established off of the new park access road. NBDTI has requested that guide rail be installed along Route 111 to prevent drivers from driving over the trail to access the parking lot.

The trail project requires five roadway crossings. Based on the town's discussions with NBDTI, the following treatments were agreed upon for crossings on provincial highways:

1. Route 111 @ Dolan Road: Traffic volume and speed conditions require that a pedestrian crossing at this location be signalized. DTI agreed that a signalized crossing would be acceptable on the condition that a full signal is installed (versus just a pedestrian signal) and advanced signal warning systems be installed on Route 111. A level of service analysis indicates that the signalized intersection will operate at a very good LOS B during peak periods. Other recommended components of the intersection are as follows:
 - a. Full actuation with detection on all approaches and pedestrian push buttons
 - b. Raised refuge island on Route 111;
 - c. Curbing along Route 111 to calm traffic and protect signal poles;
 - d. Overhead lighting via combination signal poles;
 - e. Accessible pedestrian signals;
 - f. Pedestrian countdown signals;
 - g. Zebra crosswalk markings.
2. Route 1 EB Off-Ramp: DTI requires that the trail cross the off-ramp with a tunnel. A precast concrete box culvert is proposed with clear inside dimensions of 3.0m wide x 2.75m high. It is anticipated that an on-site detour will be required on the Route 1 eastbound off-ramp during installation of the tunnel. A metal pipe is an alternative option that would result in lower cost
3. Route 1 WB On-Ramp: This intersection is already signalized. Pedestrian buttons and signal heads will be added for the trail crossing. Cyclists are expected to dismount to cross as a pedestrian.

The other roadway crossings are as follows:

4. Campbell Drive @ Route 111: This intersection is already signalized. Pedestrian buttons and signal heads will be added on the west leg, with the intent that cyclists will dismount and cross Campbell Drive from the trail over to the westbound bike lane.
5. Grove Avenue @ Campbell Drive: Signed and marked crosswalks will be installed to provide access from the new sidewalk to the Hillside Trail and to the existing sidewalk on Grove Avenue.

Refer to the drawing package for details of the facility.



Data Collection

Topographic Survey and Mapping

A topographic survey was completed by Crandall Engineering on July 21. The scope of the survey included the trail alignment, the Dolan Road intersection area, the ball field parking lot, the Route 1 eastbound off-ramp and the gravel access road.

Aerial photography and Lidar survey information were obtained from the town. Property mapping was obtained from Service New Brunswick.

Traffic Information

Traffic data for the project area were assembled from previous counts. AM and PM peak hour volumes are shown in Figure 1 attached. The Annual Average Daily Traffic (AADT) volume on Route 111 at the location of the trail crossing at Dolan Road is estimated to be 12,600 vehicles per day.

Design Criteria

The following basic design parameters were applied for the trail, tunnel and park access road.

Trail

- Surface Width = 3.0m
- Surface Structure (Sta. 10+000 to 10+725) = 75mm asphalt surface on 200mm granular base
- Surface Structure (Sta. 10+725 to 11+255) = 100mm crusher dust surface on 200mm granular base
- Cross-Slope = 2%
- Maximum Grade = 12%

Tunnel

- Clear inside dimensions = Minimum 3.0m width and 2.5m height.
- Depth of Cover = Minimum 0.6m below roadway surface
- Interior Lighting

Park Access Road

- Width = 7.5m wide asphalt surface with 0.75m shoulders
- Pavement Structure = 80mm asphalt, 150mm granular base, 300mm granular sub-base
- Cross-Slope = 2%
- Drainage = 1.0m deep open ditches to culverts.

Properties and Highway Ownership

Property ownership is shown on the drawings. The only private property where acquisition or easement will be required is PID 30034656, located south of the Route 1 eastbound off-ramp. The estimated area required is approximately 50m².



All other portions of the project fall within public right-of-way. A land swap is planned between the town and NBDTI for the area of land encompassing the new park access road in the northwest corner of the Route 111/Dolan Road intersection. This will involve transferring land from the Province to the town. There is also potential that the gravel access road east of Route 111 could be transferred to the town, subject to certain conditions.

It is understood that the town will require a Highway Usage Permit (HUP) from NB Highways Corporation for the tunnel crossing under the Route 1 eastbound off-ramp.

Utilities

The only known utility within the project limits is an overhead power line that runs along the south side of Dolan Road and the gravel DTI access road. The power line is located far enough away from the road that the trail can be placed between the access road and the power line.

Cost Estimate

An opinion of probable construction cost has been prepared that incorporates all elements of the preliminary design as shown in the drawing package. The estimates reflect engineering and contingency but exclude HST. The cost of property acquisition is not included.

Base Option:

- **Construction Estimate (incl. 15% Contingency) = \$1,038,650**
- **Engineering (10%) = \$103,870**
- **Total Construction + Engineering = \$1,142,500**

A breakdown of the construction cost by unit quantities is attached in Table 1.

Option 2

An alternative estimate has been prepared with the following changes:

- Tunnel Crossing is a metal pipe;
- Park Access Road has a gravel surface;

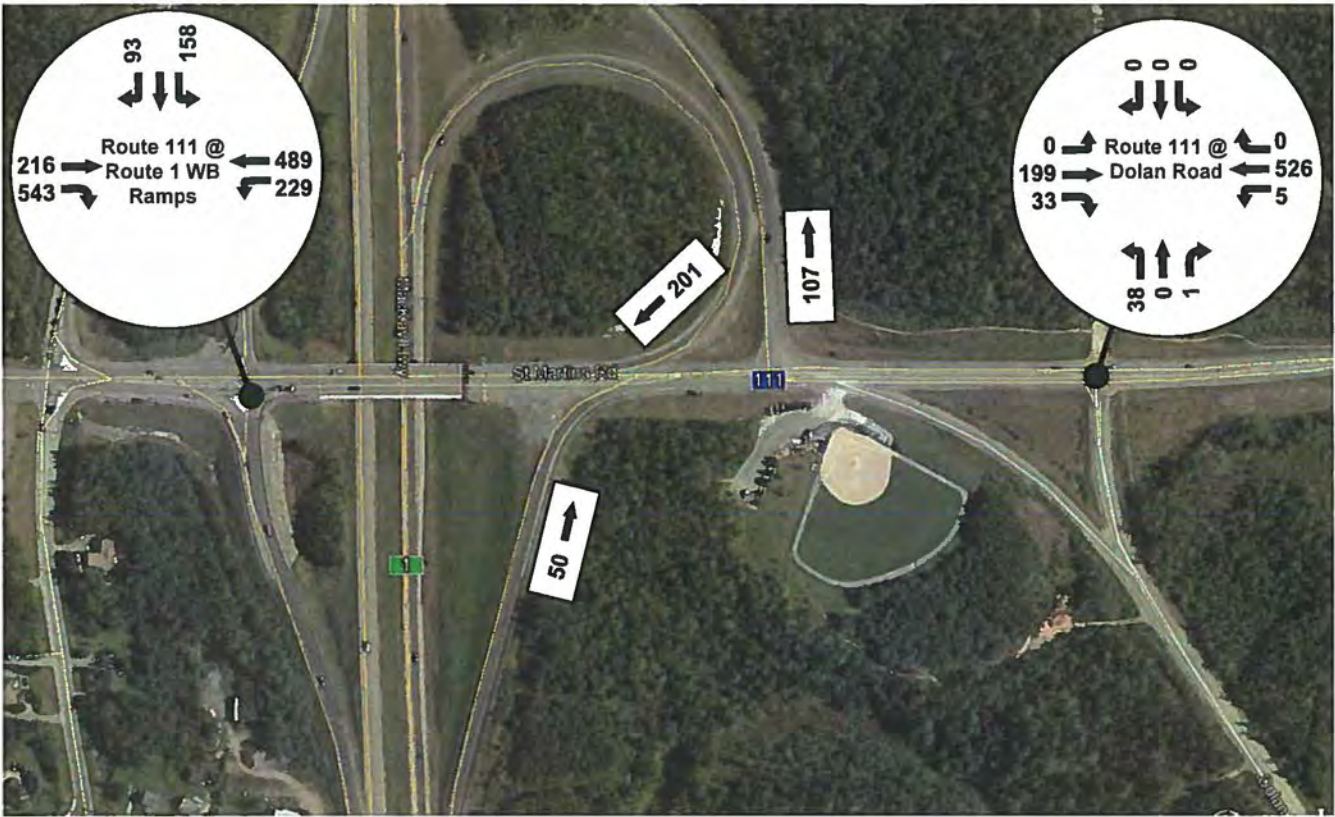
The Option 2 cost is as follows with a breakdown attached in Table 2.

- **Construction Estimate (incl. 15% Contingency) = \$943,200**
- **Engineering (10%) = \$94,300**
- **Total Construction + Engineering = \$1,037,500**

FIGURE 1 - TRAFFIC VOLUMES

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AM PEAK HOUR



PM PEAK HOUR



16220 - ROTHESAY - WELLS TRAIL, PHASE 2

TABLE 1 - OPINION OF PROBABLE CONSTRUCTION COST

August 23, 2016

	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>COST</u>
COMMON EXCAVATION (INCLUDING ASPHALT)	6500	m3	\$10.00	\$65,000.00
3000mm x 2400mm BOX CULVERT x 25m	1	LS	\$271,000.00	\$271,000.00
BASE ASPHALT	580	t	\$150.00	\$87,000.00
SEAL ASPHALT	300	t	\$150.00	\$45,000.00
CRUSHER DUST FOR TRAIL (10+740 to 11+255)	350	t	\$20.00	\$7,000.00
CONCRETE SIDEWALK/ISLANDS	515	m2	\$85.00	\$43,775.00
CONCRETE CURB AND GUTTER	150	m	\$90.00	\$13,500.00
AGGREGATE BASE	3000	t	\$17.00	\$51,000.00
AGGREGATE SUBBASE	2500	t	\$15.00	\$37,500.00
CATCH BASINS	6	ea	\$2,400.00	\$14,400.00
STORM PIPE	100	m	\$350.00	\$35,000.00
GUIDERAIL	250	m	\$80.00	\$20,000.00
TOPSOIL AND HYDROSEED	6000	m2	\$8.00	\$48,000.00
TREES AND LANDSCAPING	1	LS	\$10,000.00	\$10,000.00
SIGNALIZATION	1	LS	\$140,000.00	\$140,000.00
STRIPING AND PAVEMENT MARKINGS	1	LS	\$15,000.00	\$15,000.00
			SUB-TOTAL:	\$903,175.00
			Contingency (15%):	\$135,476
			Engineering Allowance (10%):	\$103,865
			TOTAL:	\$1,142,500.00

NOTE: THIS ESTIMATE DOES NOT INCLUDE:

- PROPERTY ACQUISITIONS

16220 - ROTHESAY - WELLS TRAIL, PHASE 2**TABLE 2 - OPINION OF PROBABLE CONSTRUCTION COST (OPTION 2)**

August 23, 2016

	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>COST</u>
COMMON EXCAVATION (INCLUDING ASPHALT)	6500	m3	\$10.00	\$65,000.00
3000mm x 2400mm BOX CULVERT x 25m	1	LS	\$221,000.00	\$221,000.00
BASE ASPHALT	400	t	\$150.00	\$60,000.00
SEAL ASPHALT	200	t	\$150.00	\$30,000.00
CRUSHER DUST FOR TRAIL (10+000 to 11+255)	800	t	\$20.00	\$16,000.00
CONCRETE SIDEWALK/ISLANDS	515	m2	\$85.00	\$43,775.00
CONCRETE CURB AND GUTTER	150	m	\$90.00	\$13,500.00
AGGREGATE BASE	3000	t	\$17.00	\$51,000.00
AGGREGATE SUBBASE	2500	t	\$15.00	\$37,500.00
CATCH BASINS	6	ea	\$2,400.00	\$14,400.00
STORM PIPE	100	m	\$350.00	\$35,000.00
GUIDERAIL	250	m	\$80.00	\$20,000.00
TOPSOIL AND HYDROSEED	6000	m2	\$8.00	\$48,000.00
TREES AND LANDSCAPING	1	LS	\$10,000.00	\$10,000.00
SIGNALIZATION	1	LS	\$140,000.00	\$140,000.00
STRIPING AND PAVEMENT MARKINGS	1	LS	\$15,000.00	\$15,000.00

SUB-TOTAL:	\$820,175.00
Contingency (15%):	\$123,026
Engineering Allowance (10%):	\$94,320

TOTAL:	\$1,037,500.00
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NOTE: THIS ESTIMATE DOES NOT INCLUDE:

- PROPERTY ACQUISITIONS