

# ROTHESAY

# COUNCIL MEETING

# Rothesay Town Hall

**Tuesday, October 11, 2016**

**7:00 p.m.**



## 1. APPROVAL OF AGENDA

## 2. APPROVAL OF MINUTES

Regular Meeting

12 September 2016

## Public Hearing

14 September 2016

➤ **Business Arising from Minutes**

### 3. OPENING REMARKS OF COUNCIL

### 3.1 Declaration of Conflict of Interest

## 4. DELEGATIONS

#### 4.1 Community Foundation (see item 6.1)

Sue Crozier

## 4.2 4K Fill the Stocking Run (see item 7.5)

Daryl Steeves

### 4.3 Fundy Regional Service Commission (see item 5.8)

Marc MacLeod

#### 4.4 KV Oasis Youth Centre (see item 5.1.4)

Yennah Hurley and

Stephanie Tomilson

## 5. CORRESPONDENCE FOR ACTION

5.1.1 8 September 2016 Saint John Theatre Company Inc. Grant Application

5.1.2 28 September 2016 Rothesay High School Interact Club Grant Application

5.1.3 28 September 2016 KV Committee for the Disabled Persons Grant Application

5.1.4 5 October 2016 KV Oasis Youth Centre Grant Application

### Refer to the Finance Committee

5.2	15 September 2016	Letter from the KVFD Joint Board of Fire Commissioners RE: Suggested Amendments to the Regional Fire Protection Agreement
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15 September 2016 Letter from the KVFD Joint Board of Fire Commissioners RE: Fees for Service – Second Request

## Refer to staff

5.3 20 September 2016 Letter from resident RE: Crosswalk Lights

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

5.4      2 October 2016      Email from NB Power RE: Invite to meet with NB Power

## Determine action

5.5      4 October 2016      Email from On the Spot Enterprises RE: Historical Walking Tour App

**Refer to the Rothesay Living Museum Committee**

5.6	4 October 2016	Email from New Brunswick Lung Association RE: Wood Stove Change out Program
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**Refer to the Public Works and Infrastructure Committee**

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- 5.7 4 October 2016 Letter from the Kennebecasis Regional Joint Board of Police Commissioners RE: 2017 Budgets

### **Refer to the Finance Committee**

- 5.8 6 October 2016 Memorandum from Town Manager Jarvie RE: FRSC 2017 Budget

### **Approve the FRSC 2017 Budget**

## **6. CORRESPONDENCE - FOR INFORMATION**

- 6.1 8 August 2016 Letter from the Community Foundation RE: Update/40<sup>th</sup> Anniversary Gala – October 27, 2016
- 6.2 6 September 2016 Letter from Transport Canada RE: Requirements under the Grade Crossing Regulations pursuant to the Railway Safety Act
- 6.3 7 September 2016 Letter from Canadian Union of Postal Workers RE: Canada Post Review
- 6.4 7 September 2016 Letter from Ronan Ryan, Head of Emergency Fundraising for the Canadian Red Cross RE: Thank You
- 6.5 13 September 2016 Letter from Minister Fraser RE: Receipt of Rothesay Recreation Centre Correspondence
- 6.6 14 September 2016 Letter to the Fundy Regional Service Commission RE: Potential Shared Medical Rescue Capacity
- 6.7 15 September 2016 Letter from the Saint John Dragon Boat Festival RE: Thank You
- 6.8 16 September 2016 Letters (various) from the Regional Facilities Commission RE: 2017 Budget Approvals
- 6.9 19 September 2016 Copy of letter to Mayor Clark, Quispamsis from Minister Doucet RE: Deer Management Program
- 6.10 21 September 2016 Letter from Bill MacMackin RE: Saint John Fieldhouse
- 6.11 29 September 2016 Letter from the Fairvale Animal Hospital RE: Recycling Bins
- 6.12 5 October 2016 Letter to Minister Horsman RE: Rothesay Community Centre Funding

## **7. REPORTS**

### **7.0 October 2016**

### **Report from Closed Session**

- 7.1 26 July 2016 Draft Fundy Regional Service Commission (FRSC) Meeting Minutes
- 7.2 19 August 2016 Kennebecasis Public Library Board (KPL) Meeting Minutes
- August 2016 KPL Librarian's Report
- 31 July 2016 KPL Comparative Income Statement
- August 2016 KPL Building Maintenance Report
- 2015-2016 Fundy Library Region Annual Report
- 7.3 21 June 2016 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes
- 31 July 2016 KRJBPC Statement of Financial Position

## ROTHESAY

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- |      |                   |   |
|------|-------------------|---|
| 7.4  | 13 July 2016      | Kennebecasis Valley Fire Department (KVFD) Board Meeting Minutes        |
|      | 31 May 2016       | KVFD Statement of Operations  |
|      | 13 July 2016      | KVFD Chief's Report   |
|      | 30 June 2016      | KVFD Response Report  |
| 7.5  | 31 August 2016    | Draft unaudited Rothesay General Fund Financial Statements              |
|      | 31 August 2016    | Draft unaudited Rothesay Utility Fund Financial Statements              |
|      | 22 September 2016 | Draft Finance Committee Meeting Minutes                                 |
| 7.6  | 20 September 2016 | Draft Parks and Recreation Committee Meeting Minutes                    |
| 7.7  | 21 September 2016 | Draft Public Works and Infrastructure Committee Minutes                 |
| 7.8  | 21 September 2016 | Draft Utilities Committee Meeting Minutes                               |
|      |                   | ➤ Water By-law enforcement  |
| 7.9  | 21 September 2016 | Draft Heritage Preservation Review Board Meeting Minutes                |
| 7.10 | 3 October 2016    | Draft Planning Advisory Committee Meeting Minutes                       |
|      |                   | ➤ Hillcrest Drive (see item 9.2)  |
| 7.11 | September 2016    | Monthly Building Permit Report  |
| 7.12 | 7 October 2016    | Capital Projects Summary  |
| 7.13 | 2016-2021         | Union of Municipalities of New Brunswick Strategic Plan with attachment |

## 8. UNFINISHED BUSINESS

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### TABLED ITEMS

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

*No action at this time*

#### 8.2 Water By-law (Tabled June 2015)

*No action at this time*

#### 8.3 16 Lot Subdivision off Appleby Drive (Tabled December 2015)

*No action at this time*

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## 9. NEW BUSINESS

### BUSINESS ARISING FROM DELEGATIONS

#### 9.1.1 Community Foundation

#### 9.1.2 4K Fill the Stocking Run

#### 9.1.3 Fundy Regional Service Commission

#### 9.1.4 KV Oasis Youth Centre

Dealt with above.

## **ROTHESAY**

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### **9.2 7 Hillcrest Drive – Rezoning from R1A to R4**

6 October 2016	Memorandum from Town Manager Jarvie
5 October 2016	Information Report from DPDS White
5 October 2016	Memorandum from Planning Advisory Committee (PAC)
28 September 2016	Second Supplemental Report from DPDS White to PAC

### **9.3 Contract S-2014-016C: Wastewater Collection System Upgrades – East Riverside and Fairvale WWPS**

6 October 2016	Report prepared by DO McLean
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### **10. NEXT MEETING**

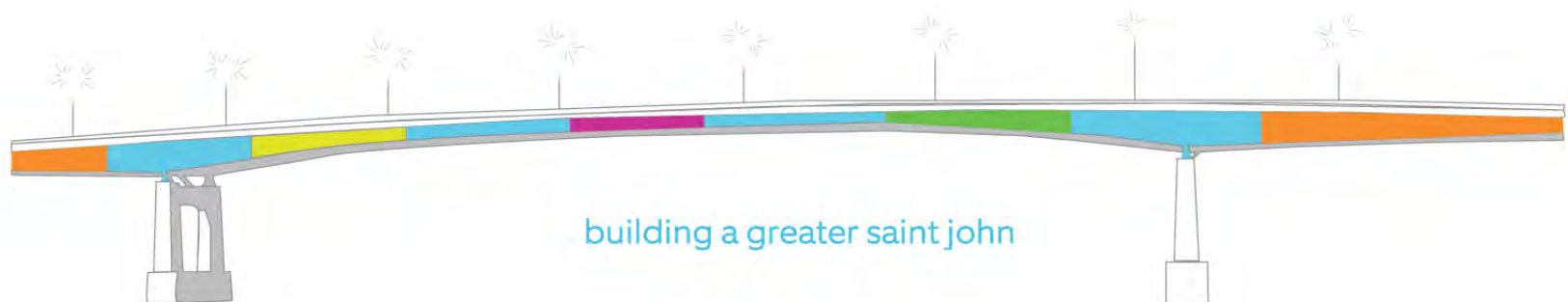
<b>Regular meeting</b>	<b>Monday, November 14, 2016</b>
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### **11. ADJOURNMENT**





[www.thecommunityfoundationsj.com](http://www.thecommunityfoundationsj.com)



## Our Mission:

To serve as trustee of gifts, support charitable organizations and inspire community leadership.

## Our Vision:

To ensure a sustainable future and improve the quality of life in Greater Saint John.

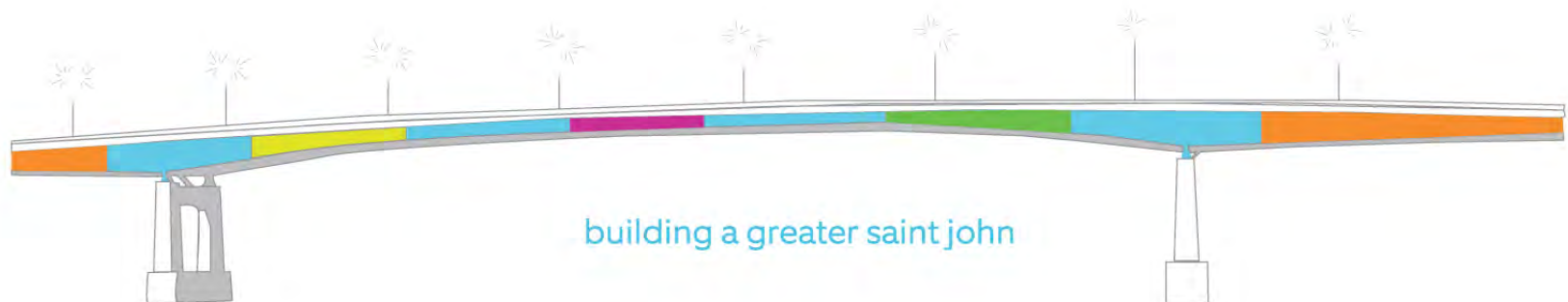


## Our History

The Greater Saint John Community Foundation was established 40 years ago, by an Act of the New Brunswick Legislature in 1976, to serve as a trustee for charitable, educational and cultural purposes.

It is an independent community charity governed by a volunteer board of community leaders.

It administers funds, large and small, donated by public-spirited citizens for the benefit of the Greater Saint John area and its people.



## Our Board of Directors

- \* J. Michael (Mike) Murphy, Chairperson
- \* John Lawrence, CPA, CA, CGA
- \* Cynthia J. Benson
- \* Harry Daley
- \* Danny Jardine B. Sc., M. Sc., MPA
- \* Doug MacDonald, Past Chair
- \* Dr. Michael Simon
- \* John L. Travis, Vice-Chairperson
- \* Michelle Thibodeau Coates
- \* Joseph Brooks
- \* R. Gary Faloon, Q.C.
- \* Robert Keays
- \* Mayor Don Darling
- \* Rev. Dr. Elizabeth Stevenson



2016October11OpenSessionFINAL\_027  
**Endowments and Granting**

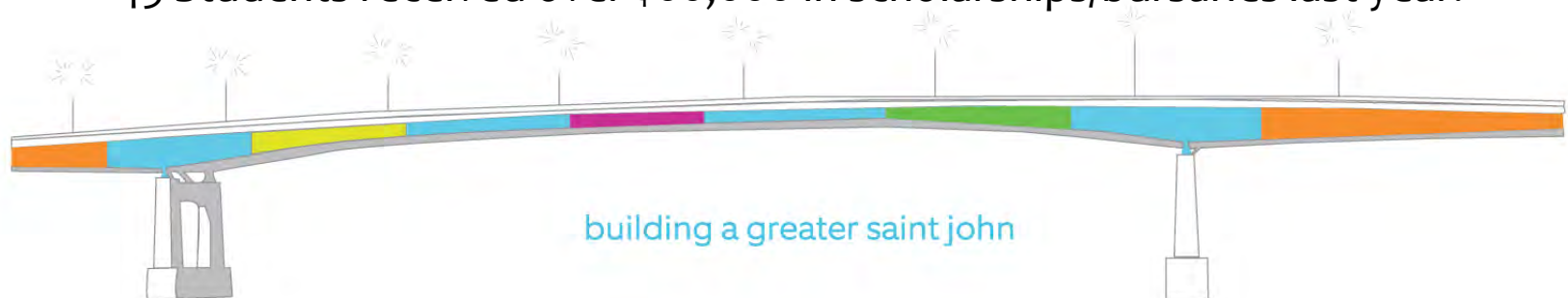
As of Oct. 31<sup>st</sup> 2015, we hold over 13.5 million dollars in invested endowments.

Every year we use the income from these investments to issue grants to charitable activities and support local students in the Greater Saint John area.

We granted over \$538,000 last year, as of October 31, 2015 for local youth, seniors, health and medicine, education, arts and culture, environment, and social services.

Kennebecasis Valley Oasis Youth Centre received our annual Anniversary Grant of a \$40,000.

45 Students received over \$60,000 in scholarships/bursaries last year.



2016October11OpenSessionFINAL\_028



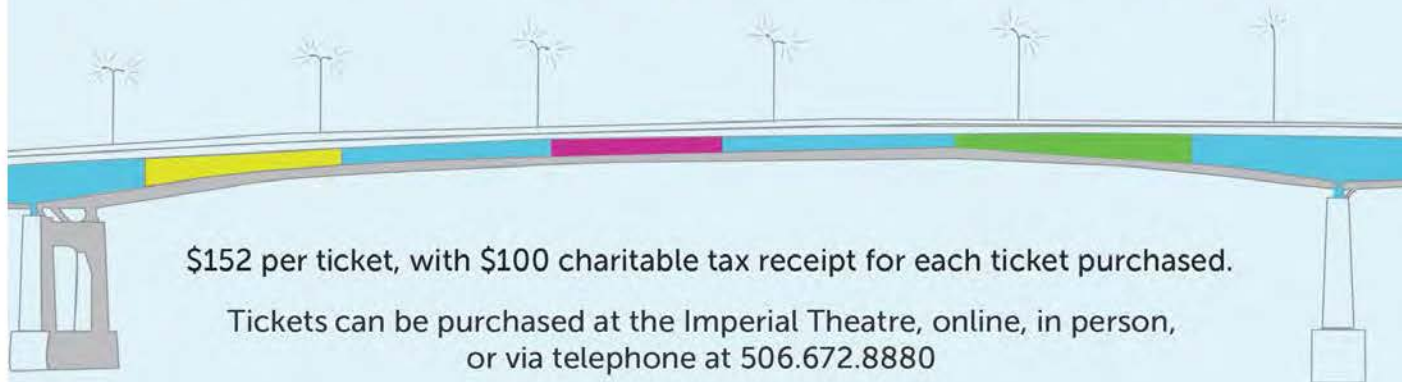
THE COMMUNITY  
FOUNDATION

# 40<sup>TH</sup> ANNIVERSARY GALA



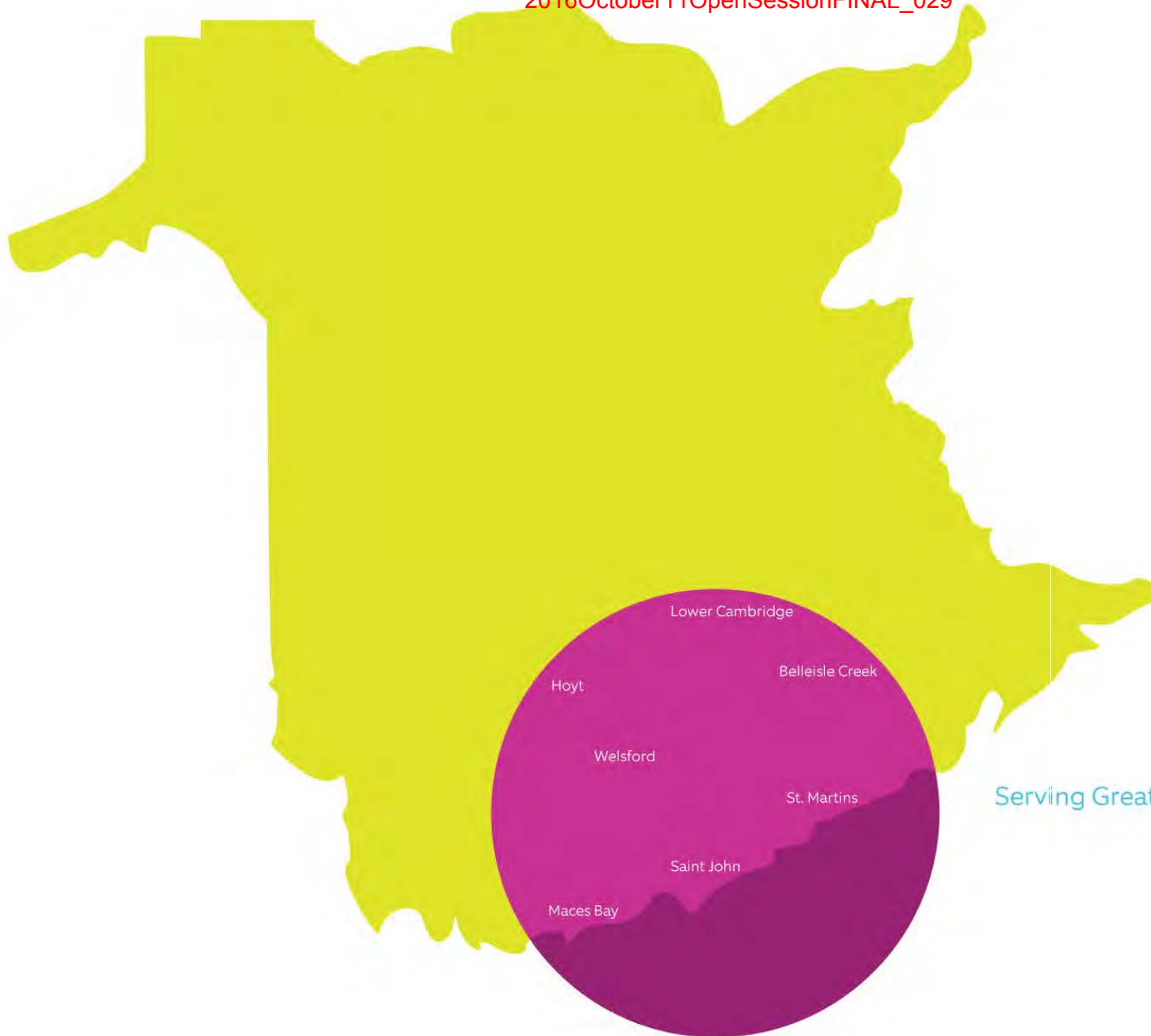
**DATE** Thursday, October 27, 2016  
**LOCATION** Imperial Theatre Saint John  
**TIME** 5:45 pm  
**FORMAT** Passed hors d'oeuvres

## BUY YOUR TICKET TODAY



\$152 per ticket, with \$100 charitable tax receipt for each ticket purchased.

Tickets can be purchased at the Imperial Theatre, online, in person,  
or via telephone at 506.672.8880



Serving Greater Saint John since 1976

*Thank you*



THE COMMUNITY  
FOUNDATION



Evan and Shelley Doucet

Quispamsis, NB

September 1, 2016



Dear Mayor Grant and Town of Rothesay:

We would like to take this opportunity and communicate our plans in organizing the 1st Annual KV Christmas Parade "Fill the Stocking 4k" charity event in support of The Empty Stocking Fund. The event is scheduled for 5:50pm on Saturday, November 26, 2016 starting in Quispamsis and ending in Rothesay. The event is intended to raise awareness of child poverty in the Greater Saint John Area, promote health and exercise amongst families, and support the annual Empty Stocking Fund.

The run will start immediately prior to the KV Parade with spectators lined along the streets awaiting the parade. It will leave from the Kennebecasis Valley High School in Quispamsis and end at Marr Rd and Clark Rd in Rothesay. Event registration will be \$25 per participant with all event registration monies to be donated to The Empty Stocking Fund. Additional sponsorships and donations will be solicited from external parties and businesses.

Additionally, we are asking for your support of this event. A financial contribution from the Town of Rothesay for approximately \$500 to cover running participant gifts would be greatly appreciated from the organizing committee and all event participants.

Thank you for supporting this fundraising event initiative in an effort to raise awareness of child poverty, promote health and wellness and to support the Empty Stocking Fund. Please feel free to contact us should you require further information.

Best regards,

Evan and Shelley Doucet

KV Parade Run Event Organizers

[Redacted signature block]



*1<sup>st</sup> Annual*  
**KV PARADE**  
**Fill the**  
**Stocking**  
**4k**

IN SUPPORT OF



SATURDAY NOVEMBER 26, 2016





1<sup>st</sup> Annual  
KV PARADE  
Fill the  
Stocking  
4k

IN SUPPORT OF



SATURDAY NOVEMBER 26, 2016





2016October11OpenSessionFINAL\_034

# Meeting Agenda



- Background and Overview
- Timeline
- Sponsors and Contributions
- Flyer
- Contact List
- Discussion and Questions



2016October11OpenSessionFINAL\_035

# Event Overview



- **Title:** 1<sup>st</sup> Annual KV Parade Fill the Stocking 4K
- **Cause:** Support underprivileged children, reduce child poverty and promote health and wellness
- **Charity:** Empty Stocking Fund- 100% of registration fees
- **Route:** KVHS to Marr Rd/Clark Rd
- **Information:**
  - Facebook/Fillthestocking4k
  - Twitter (#Fillthestocking4k)
- **Registration and Donations:**
  - Race Roster online registration page
- **Goal:** \$5000 & 200 participants



2016October11OpenSessionFINAL\_036

# Event Timeline

Saturday, November 26



<b>400</b>	Online Registration Closes
<b>400</b>	Empty Stocking Fund LIVE cheque presentation
<b>430-530</b>	KVHS Kit pick-up and Registration
<b>5:57</b>	Fill the Stocking 4K Race Start
<b>5:59</b>	Mayors Clark and Grant start 4K with KV Parade to follow
<b>6:00</b>	KV Parade Start
<b>6:30-8:30</b>	River and Trail Food and Event Prizes
<b>830-930</b>	Participant Transportation back to KVHS





2016October11OpenSessionFINAL\_037

# Sponsors



- **Town of Quispamsis** Participant wear
- **Town of Rothesay** Participant wear
- **Operation Red Nose** Lead pace vehicle
- **Telegraph Journal** Media and Advertising
- **Janie's Kid Zone** Participant transportation
- **River and Trail Door** prizes and food shelter
- **Tim Hortons** Food
- **KVHS** Registration site

# Event Flyer

*1<sup>st</sup> Annual*  
**KV PARADE**  
**Fill the Stocking**  
**4k**  
IN SUPPORT OF  
*The Empty Stocking Fund*  
TELEGRAPH JOURNAL

**SATURDAY NOVEMBER 26, 2016**

This fun and meaningful 4km run will lead the KV Santa Claus Parade through Quispamsis and Rothesay on Hampton Road.

**4KM \$25**  
REGISTER AT:  
f /fillthestocking

 **KID ZONE**  
 **RIVER & TRAIL**  
OUTDOOR COMPANY  
 **TELEGRAPH JOURNAL**  
 **QUISPAMISIS**  
There is No Other





2016October11OpenSessionFINAL\_039

# Contacts



- Evan Doucet
- Shelley Doucet
- Daryl Steeves
- Ellen Steeves





2016October11OpenSessionFINAL\_040

# Questions?



# Thankyou!

*1<sup>st</sup> Annual*  
**KV PARADE**  
**Fill the**  
**Stocking**  
**4k**

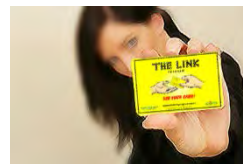
IN SUPPORT OF



SATURDAY NOVEMBER 26, 2016



# Community Supporters





# Our Youth Have a LOT to Deal With



Drug & Alcohol Abuse  
Legal Problems



Mental Health Concerns  
Suicidal Thoughts



Parents Separating  
Divorce



Eating Disorders  
Body Image



Peer Relationships  
Bullying



Threats  
Violence & Date Rape



Sexual Identity



THANK YOU!!!



# The Town of Rothesay

**ROTHESAY**



*150 Years Proud 1860-2010*





# “Walk to Talk” a Fashion Show





# Getting Our Ducks in a Row



# Ripples Across the Water





# Masterpieces & Mocktails



# Flash Mob!





# Coffee House



# Zumba

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2016October11OpenSessionFINAL\_053

# Yoga with Yoga Haus



# Intergenerational Program with The Kingsway Care Home

2016October11OpenSessionFINAL\_054





**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. [REDACTED]

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: \_\_\_\_\_ \$ \_\_\_\_\_

RECEIVED

OCT - 3 2016

**SCHEDULE A****Application for Rothesay Municipal Grant**App. No.: \_\_\_\_\_ App. Date: Sept 28, 2016Applicant: Rothesay High School Interact ClubAddress: 121 Dunedin Rd Rothesay NB E2H 1P6

Contact: \_\_\_\_\_ Tel. \_\_\_\_\_

Email: \_\_\_\_\_

Organization Description: RHS Interact Club is sponsored by the Rothesay Kings and Saint John Rotary Clubs. The students support local and international projects.

Amount Requested: \$ 500.00

Descriptions of proposed event or activity: From March 3-13, 2017, there will be a group of 42 students and eight chaperones going to Puerto Plata area in the Dominican Republic to build a new community / adult vocational centre. The students will also run or facilitate workshops in literacy, coaching sports and health related topics.

Project costs: \$138,000.00

Benefits to town of Rothesay: An experience of a lifetime awaits this group of students. These students will have an opportunity to make a difference to the lives of many needy Dominican children and adults. Undoubtedly, these students will continue to volunteer for many different organizations once they return to Canada. This will only benefit the town of Rothesay in years to come as many of these students will be our future leaders.

Finance Committee review date (if applicable): \_\_\_\_\_

Recommendation to Council: \_\_\_\_\_ \$ \_\_\_\_\_





SCHEDULE A

Application for Rothesay Municipal Grant

App. No.: \_\_\_\_\_ App. Date: \_\_\_\_\_

**COPY**

Applicant: Kennebecasis Valley Committee for Disabled Persons

Address: ██████, Rothesay, NB ██████

Contact: Shawn Jennings MD

Tel. ██████

Email: ████████████████████

Organization Description: KVCDP are a group of volunteers dedicated to enriching the lives of persons with disabilities in our community by broadening their access to places and increasing public awareness of the challenges .

Amount Requested: \$ 3000.00

Descriptions of proposed event or activity: Accessible transportation to wheelchair bound individuals who need transportation within the boundaries of Rothesay and Quispamsis or to the city of Saint John. The client pays 40% of the cost. The present rates are \$80.00 for a return trip to Saint John and \$<sup>60</sup>~~80~~.00 local.

Project costs: \$6000.00 for the upcoming year. (KVCDP will ask \$3000 from each town: Rothesay and Quispamsis.)

Benefits to town of Rothesay: All citizens of Canada are granted the freedom to live where they choose. The ownership of a private accessible van for transportation is expensive. The cost of partnership with Handibus in Saint John is expensive. This initiative of utilizing private companies to transport people who are wheelchair bound is the least expensive option that is available for the towns of Rothesay and Quispamsis.

Finance Committee review date (if applicable): \_\_\_\_\_

Recommendation to Council: \_\_\_\_\_ \$ \_\_\_\_\_

Accessible Transportation Account  
 2016October11OpenSessionFINAL\_058

	A	B	C	D	E
1	Month	60% Billed	HST	Total Paid	Balance
2	Sept.	384	49.92	433.92	4252.73
3	Oct.	432	56.16	488.16	3764.57
4	Nov.	96	12.48	108.48	3656.09
5	Dec.	392	50.96	442.96	3213.13
6	Jan.	392	50.96	442.96	2770.17
7	Feb.	232	30.16	262.16	2508.01
8	Mar.	240	31.2	271.2	2236.81
9	Apr.	422	54.86	476.86	1759.95
10	May	144	18.72	162.72	1597.23
11	Jun.	420	54.6	464.6	1132.63



**SCHEDULE A**

**Application for Rothesay Municipal Grant**

App. No.: 1 App. Date: Oct 5, 2016

Applicant: KV Oasis Youth Group

Address: 26 Pettingill Road, Quispamsis NB E2E 3R6

Contact: Yennah Hurley Tel. [REDACTED]

Email: [REDACTED] or jonathan@kvoasis.com

Organization Description: Our organization provides help to the youth in need by offering many different services that promote a healthy mind and body along with development.

Amount Requested: \$ 20,000

Descriptions of proposed event or activity: The funding will be used to furnish and maintain our centre. More specifically the HUB and Game Room which will allow the youth to have a safe place to come to.

Project costs: Maintenance, Furniture, gaming equipment and learning tools

Benefits to town of Rothesay: We provide safe, comfortable, accessible, multifaceted and stigma-free spaces in which to promote activities and programs which enhance and develop youth and families in our community

Finance Committee review date (if applicable): \_\_\_\_\_

Recommendation to Council: \_\_\_\_\_ \$ \_\_\_\_\_



# Kennebecasis Valley Fire Department Inc.

Chief Bill Ireland

2016 October 11 Open Session FINAL\_060

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

September 15, 2016



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

**RE: SUGGESTED AMENDMENTS TO THE REGIONAL FIRE PROTECTION  
AGREEMENT – ORIGINALLY SENT JUNE 19, 2015**

Your Worship and Members of Council:

Please review the attached amending agreement containing revisions to the existing Regional Fire Protection Agreement. This document was originally sent for council's consideration in June of 2015 with no response.

The Joint Board of Fire Commissioners is proposing these revisions in order to update the Agreement and to reflect the change in administration of the fire department.

This document has been sent to you in a draft format and once all parties have indicated their agreement with the revisions, a final copy will be circulated for execution.

Please respond with your comments at your earliest convenience.

Sincerely,



Roger Young, Chair

Kennebecasis Valley Fire Department Joint Board of Fire Commissioners



**WITNESSED THIS AMENDING AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_ A.D., 2015.

**BETWEEN:**

**QUISPAMISIS**, in the County of Kings and Province of New Brunswick, a body Corporate, under and by virtue of the Municipalities Act, R.S.N.B. 1973 Chapter M-22, (hereinafter called "Quispamsis")

-and-

**ROTHESAY**, in the County of Kings and Province of New Brunswick, a body Corporate, under and by virtue of the Municipalities Act, R.S.N.B. 1973 Chapter M-22, (hereinafter called "Rothesay")

-and-

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC.**, a body Corporate under by virtue of the laws of the Province of New Brunswick (hereinafter called the "Corporation")

**WHEREAS** Quispamsis entered into an agreement dated January 1, 2006 with Rothesay and the Corporation, (hereinafter referred to as the "Agreement") providing for the continuing operation of the Kennebecasis Valley Fire Department.

**AND WHEREAS** the parties have agreed to amend the Agreement as hereinafter set out.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that for and in consideration of the mutual covenants and agreements herein contained, the parties hereto covenant and agree to an amendment of the Agreement as follows:

1. By changing "Chairman" to "Chair" throughout the document.
2. By changing "Vice-Chairman" to "Vice-Chair" throughout the document.
3. By changing "Secretary/Treasurer" to "Treasurer" throughout the document.
4. By replacing Section 2.04, paragraph 2 with the following:

The Fire Department shall be managed and administered by a Fire Chief and directed by a board of directors to be known as the "Joint Board of Fire Commissioners" (hereinafter referred to as the "Fire Board").

5. By replacing Section 2.05 (a) with the following:

(a) The Fire Department shall provide fire prevention, fire protection, firefighting, fire investigation, technical rescue and medical first responder support to the

Region plus any additional services as may be determined by the Fire Board from time to time.

6. By deleting Section 2.06 (d)

7. By replacing Section 5.05 with the following:

"The participating municipalities recognize the importance of volunteer service and agree that the Fire Department shall at all times encourage and continue the use of volunteers in the provision of fire services in any capacity as determined by the Fire Chief based on operational requirements."

8. By adding immediately after Section 6.05 the following:

Section 6.06 Duties of Treasurer

The Treasurer shall be vested with signing authority for all financial documents required for the operation of the Department and the Fire Board. The Treasurer will Chair the Finance Committee and will perform specific tasks relating to finances for the fire department as directed by the Board. The Treasurer will review financial statements and make recommendations on financial matters to the Board, review and provide recommendations to staff for financial reporting and in preparation of the budgets for presentation to the Board for consideration and approval, and liaise with the department's auditors concerning the audit of the financial statements.

9. By deleting the existing Section 7.02 and not replace.

10. Replace Section 12.01 with the following:

"The Treasurer of the Fire Board shall ensure the books of account of the Corporation are maintained with the assistance of those so assigned by the Fire Board."

11. By deleting the 1<sup>st</sup> paragraph from Section 12.07

12. By deleting "For the remaining term of this agreement," from the 1<sup>st</sup> sentence of the 2<sup>nd</sup> paragraph from Section 12.07.

13. By deleting Schedule "D-1" – Administration Agreement – Rothesay

14. By deleting Schedule "D-2"- Administration Agreement – Quispamsis



**IN WITNESS WHEREOF** the parties hereto have caused their respective corporate seals to be hereunto duly attested by their proper signing officers in that behalf, the day and year hereinbefore written.

) **QUISPAMIS**

)

)

) Per: \_\_\_\_\_

) GARY CLARK

)

)

) Per: \_\_\_\_\_

) CATHERINE SNOW

) **ROTHESAY**

)

)

) Per: \_\_\_\_\_

) NANCY GRANT

)

)

) Per: \_\_\_\_\_

) MARY JANE BANKS

) **KENNEBECASIS VALLEY FIRE**

) **DEPARTMENT INC.**

)

)

) Per: \_\_\_\_\_

) ROGER YOUNG

)

)

) Per: \_\_\_\_\_

) BRIAN SHANKS

PROVINCE OF NEW BRUNSWICK

COUNTY OF KINGS

AFFADAVIT OF EXECUTION

I, **ROGER YOUNG**, of the Town of Quispamsis, in the County of Kings, and Province of New Brunswick, MAKE OATH AND SAY:

1. THAT I am the Chair of the Kennebecasis Valley Fire Department Inc., a duly incorporated company, the party to the foregoing indenture.
2. THAT the seal affixed to the said indenture, purporting to be the corporate seal of the said Kennebecasis Valley Fire Department Inc., and was affixed thereto on the authority of the Board of Directors of the said Company, to and for the uses and purposes therein expressed and contained.
3. THAT the signature "**ROGER YOUNG**" to the said indenture subscribed, purporting to be the signature of **ROGER YOUNG**, is my signature and the signature "**BRIAN SHANKS**" is the signature of the **BRIAN SHANKS** who is the VICE CHAIR of the Kennebecasis Valley Fire Department Inc.
4. THAT **BRIAN SHANKS** and I are duly authorized officers of the Kennebecasis Valley Fire Department Inc. having the authority to execute the foregoing indenture.

SWORN to before me at the Town )  
of Quispamsis, in the County of Kings, )  
in the Province of New Brunswick, )  
this \_\_\_\_\_ day of )  
\_\_\_\_\_ A.D., 2016; )

\_\_\_\_\_  
A COMMISSIONER OF OATHS

\_\_\_\_\_  
ROGER YOUNG

PROVINCE OF NEW BRUNSWICK

COUNTY OF KINGS

AFFADAVIT OF EXECUTION

I, **MARY JANE BANKS**, of the Town of Rothesay, in the Province of New Brunswick,  
MAKE OATH AND SAY:

1. THAT I am the Clerk of the TOWN OF ROTHESAY, the party to the foregoing indenture.
2. THAT the seal affixed to the said indenture, purporting to be the official seal of the said TOWN OF ROTHESAY is the official seal of the said TOWN OF ROTHESAY and was affixed thereto on the authority of the Town Council, to and for the uses and purposes therein expressed and contained.
3. THAT the signature "**NANCY GRANT**" to the said indenture subscribed, purporting to be the signature of **NANCY GRANT**, the Mayor of the TOWN OF ROTHESAY, is the signature of **NANCY GRANT** who is the Mayor of the said TOWN OF ROTHESAY, and the "**MARY JANE BANKS**" thereto subscribed is the signature of me this deponent.
5. THAT the said **NANCY GRANT** and myself are duly authorized officers of the said TOWN OF ROTHESAY having authority to execute the foregoing indenture.

SWORN to at the Town of Rothesay,     )  
in the County of Kings, in the Province     )  
of New Brunswick, this \_\_\_\_ day of     )  
\_\_\_\_\_ A.D., 2016;     )  
   )

BEFORE ME:     )  
   )  
   )  
   )

\_\_\_\_\_  
A COMMISSIONER OF OATHS

\_\_\_\_\_  
MARY JANE BANKS



PROVINCE OF NEW BRUNSWICK

COUNTY OF KINGS

AFFADAVIT OF EXECUTION

I, **CATHERINE SNOW**, of the Town of Quispamsis, in the Province of New Brunswick,  
MAKE OATH AND SAY:

1. THAT I am the Clerk of the TOWN OF QUISPAMSIS, the party to the foregoing indenture.
2. THAT the seal affixed to the said indenture, purporting to be the official seal of the said TOWN OF QUISPAMSIS is the official seal of the said TOWN OF QUISPAMSIS and was affixed thereto on the authority of the Town Council, to and for the uses and purposes therein expressed and contained.
3. THAT the signature "**GARY CLARK**" to the said indenture subscribed, purporting to be the signature of **GARY CLARK**, the Mayor of the TOWN OF QUISPAMSIS, is the signature of **GARY CLARK** who is the Mayor of the said TOWN OF QUISPAMSIS, and the signature "**CATHERINE SNOW**" thereto subscribed is the signature of me this deponent.
4. THAT the said **GARY CLARK** and myself are duly authorized officers of the said TOWN OF QUISPAMSIS having authority to execute the foregoing indenture.

SWORN to at the Town of Quispamsis, )  
in the County of Kings, in the Province )  
of New Brunswick, this \_\_\_\_ day of )  
\_\_\_\_\_ A.D., 2016; )

BEFORE ME: )  
)  
)  
)  
)  
)

\_\_\_\_\_  
A COMMISSIONER OF OATHS

\_\_\_\_\_  
CATHERINE SNOW





# 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



September 15, 2016

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

## RE: FEES FOR SERVICE – SECOND REQUEST

Your Worship and Members of Council:

In November of 2013, the Kennebecasis Valley Joint Board of Commissioners asked for your assistance in lobbying the Provincial Government for changes to the Municipalities Act. To date, there has been no apparent progress on this matter and the Board is once again seeking your assistance to advance our position.

Please see the attached correspondence for further clarification of our original request and please consider taking whatever action you deem necessary to support this initiative.

Regards,

  
Roger Young, Chair  
Kennebecasis Valley Fire Department Joint Board of Commissioners



2016October11OpenSessionFINAL\_068  
**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

November 14, 2013



Mayor William Bishop and Council  
70 Hampton Road  
Rothesay, NB  
E2E 5L5

Your Worship and Members of Council:

**RE: FEE FOR SERVICE**


Over the past year, the Board of Fire Commissioners and the Fire Chief have been exploring options to offset operating costs and help mitigate raising labour costs. One alternative that is being used in other jurisdictions across Canada is a "fee for service" model.

Our examination of this option has become frustrated by the constraints of the Provincial Municipalities Act, particularly Section 7(3)(b) regarding a Municipality's requirement to pay the cost of any services provided. It is the view of the Board, that if the legislation were amended to provide an option for levying fees, this may present a viable alternative to our present service delivery model in the future.

At the October Board meeting, Commissioner Roger Young submitted a report summarizing his findings and requesting that the two Towns lobby the Provincial Government in an effort to make changes to the present legislation. A subsequent motion directed the Board to send a letter and a copy of Commissioner Young's report to both Councils.

Please consider this as our formal request for both Town Councils to consider championing this cause and moving this issue to the regional board of the Union of Municipalities of New Brunswick. Attached is a copy of Commissioner Young's report for your information.

Sincerely,

  
Pat Gallagher-Jette  
Chair, KVFD Board of Fire Commissioners

Enclosure

Cc: Quispamsis Mayor and Council



September 30, 2013

Across Canada more and more Villages, Towns and Cities are having difficulties with budgets due to citizen concerns about rising local taxes. Fire Departments increasingly have to review the services they provide and in some cases reduce or even not implement services. Programs like regular inspections, public education and training of fire fighters, etc are often the first to be reduced or removed even though over time they have been proven to reduce fire incidences and save lives.

To offset these budgetary concerns an increasing number of municipalities in Ontario, Manitoba, Saskatchewan, Alberta, British Columbia and N.T. have passed by-laws mandating their Fire Departments to levy fees for a whole range of services they provide not unlike fees that are charged by municipalities for the use of arenas, parks, etc.

The fees paid to these Fire Departments are most often paid by the insurance industry which often has in their premiums provisions to cover possible claims. Yellowknife, NT makes it mandatory for their Fire Department to levy fees to a maximum of \$4,500 for a residential dwelling. The City encourages all citizens to contact their insurance provider to ensure that they have adequate coverage with a suggested minimum of \$10,000 with a premium of \$10 - \$25.

There is a benefit to the insurance industry! Fire departments use the fees collected to augment their funding to help pay for regular building inspections, public awareness programs and smoke alarm programs and monitoring. The reduction on only one or two fires annually can save the industry hundreds of thousands of dollars in claims.

Ontario legislation even allows Fire Departments to charge \$410 the first hour and \$205 for every hour thereafter when responding to accidents, extractions, vehicle fires, onsite standby and cleanup or mitigation of hazardous material on provincial highways.

The ability to charge for services seems even more important today in light of the recent Lac Megantic rail disaster and possible large scale pipe line activity in the future in our area.

The New Brunswick Municipalities Act is undergoing a review. It is important the Towns of Rothesay and Quispamsis lobby the Provincial Government to make changes to the present legislation that would allow municipalities the **OPTION** of levying fees.

Roger Young



**From:** Nancy Grant  
**Sent:** September-20-16 9:57 AM  
**To:** Mary Jane Banks  
**Subject:** Fwd: Cross walk lights

Good Morning MJ,

Please add this e-mail to the agenda for October Council.

Thanks,  
Nancy

Dr. Nancy Grant  
Mayor

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

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

From: [REDACTED]  
Date: Tue, Sep 20, 2016 at 8:50 AM -0300  
Subject: Cross walk lights  
To: "Nancy Grant" <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)>

Is there any way the cross walk lights can be delayed a few seconds after pressing the button for safety reasons. I personally had a close encounter when a jogger hit the button coming from Grove ave. headed across Hampton road. The jogger never broke stride and my car was almost directly under the light when the button was pushed. I was able to stop in time and there was a car directly behind me who almost ran into me. I was well within the speed limit. Thank you in advance for looking into this matter.

[REDACTED]

Sent from my iPad

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**From:** Duguay, Kathleen [<mailto:KDuguay@nbpower.com>]  
**Sent:** October-02-16 10:02 AM  
**To:** John Jarvie  
**Subject:** FW: Mtg with NB Power

John

The reason we would like to meet with you is to provide an update on what is coming up with regards to the power operating licence renewal, station improvement initiatives, as well as providing an opportunity for the council to ask questions about the station operations.

The invite to visit the station is to give the opportunity for your team to see our station upgrades and meet members of Point Lepreau team . Some municipality representatives recently visited the Station and we received feedback that coming to the Station gave them a really good perspective. I would be happy to reach out to Miriam if you wish.

Thank you.

Kathleen  
Manager Community Affairs and Nuclear Regulatory protocol.

Sent with Good Work ([www.blackberry.com](http://www.blackberry.com))

---

**From:** Miriam Wells <[MiriamWells@rothesay.ca](mailto:MiriamWells@rothesay.ca)>  
**Date:** Sunday, Oct 02, 2016, 9:28 AM  
**To:** John Jarvie <[JohnJarvie@rothesay.ca](mailto:JohnJarvie@rothesay.ca)>, [REDACTED]  
**Cc:** Duguay, Kathleen <[KDuguay@nbpower.com](mailto:KDuguay@nbpower.com)>  
**Subject:** Re: Mtg with NB Power

I agree with Don, I am curious what NB Power would like to present to us.

Miriam

Get [Outlook for iOS](#)

On Sat, Oct 1, 2016 at 2:35 PM -0300, "John Jarvie" <[JohnJarvie@rothesay.ca](mailto:JohnJarvie@rothesay.ca)> wrote:

Good Afternoon:

NB Power would like to meet with Council. They are offering to house the meeting at Lepreau nuclear generating station and will provide a meal for a late afternoon/early evening meeting or will come to Rothesay if that's your preference.

Please let Mary Jane or me know your preference. Thanks

John

Sent from my BlackBerry 10 smartphone on the Bell network.

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This e-mail communication (including any or all attachments) is intended only for the use of the person or entity to which it is addressed and may contain confidential and/or privileged material. If you are not the intended recipient of this e-mail, any use, review, retransmission, distribution, dissemination, copying, printing, or other use of, or taking of any action in reliance upon this e-mail, is strictly prohibited. If you have received this e-mail in error, please contact the sender and delete the original and any copy of this e-mail and any printout thereof, immediately. Your co-operation is appreciated.

Le présent courriel (y compris toute pièce jointe) s'adresse uniquement à son destinataire, qu'il soit une personne ou un organisme, et pourrait comporter des renseignements privilégiés ou confidentiels. Si vous n'êtes pas le destinataire du courriel, il est interdit d'utiliser, de revoir, de retransmettre, de distribuer, de disséminer, de copier ou d'imprimer ce courriel, d'agir en vous y fiant ou de vous en servir de toute autre façon. Si vous avez reçu le présent courriel par erreur, prière de communiquer avec l'expéditeur et d'éliminer l'original du courriel, ainsi que toute copie électronique ou imprimée de celui-ci, immédiatement. Nous sommes reconnaissants de votre collaboration.



**From:** John Jarvie  
**Sent:** October-04-16 3:03 PM  
**To:** Mary Jane Banks  
**Subject:** FW: We want to bring our ground-breaking historical walking tour app to Rothesay!

2016October11OpenSessionFINAL\_073

Mary Jane:

Councillor Mackay French has asked this be on the agenda with a recommendation it be referred to the Rothesay Living Museum for comment.

Thanks

John

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

**From:** "Andrew Farris - On This Spot Enterprises" <[info@onthisspot.ca](mailto:info@onthisspot.ca)>  
**Date:** Tue, Oct 4, 2016 at 9:00 AM -0300  
**Subject:** We want to bring our ground-breaking historical walking tour app to Rothesay!  
**To:** "Tiffany Mackay French" <[TiffanyMackayFrench@rothesay.ca](mailto:TiffanyMackayFrench@rothesay.ca)>



Dear Councillor French,

My name is Andrew Farris and I'm a Vancouver-based app developer. I'm contacting you because my team and I have just launched On This Spot, a free-to-download augmented reality historical walking tour app. We're excited about this app because its ease of use, interactivity, photography, depth and quality of writing all go well beyond any history app yet developed.

**We are very keen to expand coverage to Rothesay in time for Canada 150 next year and want to partner with the Town of Rothesay to do it.**

A history app allows anyone with a smartphone to access mapped out historical information, photographs and multimedia. When well-executed, these programs have a range of community benefits:

- **They promote awareness of local history and a greater sense of community belonging**
- Local heritage resources are made vastly more accessible
- They are a powerful educational tool, especially for a generation raised on technology
- They are designed to get people out and about, drawing foot traffic to local businesses
- They can be a marketable draw for tourists

**On This Spot is not like other history apps however. We've taken the ground-breaking approach of using precisely mapped out historic photos to tell stories about a community.** Each community will be covered with a variety of themed walking tours each covering in detail an aspect of local history. Each stop on the tour is the exact spot a photographer was standing when they took a historic photo. Users can view a comparison photo we've taken from the same perspective or use the app's augmented reality camera to create their own then and now photo combination. The results can be striking.



An example of the then and now photos users can create and share with the app in Vancouver. See more of our then and now photos from over 20 cities around the world [here!](#)

**This brings us to you. Our research shows Rothesay would be a fantastic location for a series of walking tours. To achieve this we need two things: rights to a collection of historic photos of Rothesay and funding in the form of sponsorships or grants.** With those in place we can move forward with the content creation either independently or in collaboration with local heritage organizations.

We are flexible on the shape and size of the necessary funding, though it will be relatively small. **If the Town of Rothesay is interested and in a position to provide all or part of this funding I encourage you to get in touch.** Alternatively, if you would like to see On This Spot in Rothesay and know anyone who can help with the funding, put us in touch. We are also contacting tourism, business, and heritage organizations in the region to gauge interest. We hope to collaborate with various Rothesay organizations and become long term community partners.







A then and now photo we've created for York in the United Kingdom.

## 2016October11OpenSessionFINAL\_076

This app is only made possible by advances in technology and increases in smartphone ownership that have occurred in the last couple of years. These developments are revolutionizing the way we learn about and experience the world around us. Right now there is a completely unprecedented opportunity to make local history accessible to a broader audience and in a more engaging format than ever before.

It is no stretch to say that within a few short years most cities will have their heritage resources available on a mobile platform. We believe On This Spot will be that platform. We've already received commitments from four cities in British Columbia and two major American cities. **It is our ultimate goal to bring this new layer of heritage and tourism infrastructure to every city, town, and historic site in Canada. We hope Rothesay can be one of the first.**

To learn more and try out the app visit [www.OnThisSpot.ca](http://www.OnThisSpot.ca). It is available free to download on both Android and iOS devices.

Our [app overview document](#) can help answer any further questions you might have. You can also see some of our many recent press appearances [here](#).

Thanks for your time and we look forward to bringing coverage to Rothesay!

Sincerely,

Andrew

Andrew Farris  
Co-founder and CEO  
On This Spot Enterprises



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[Unsubscribe from this list.](#)



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Our mailing address is:  
[andrew@onthisspot.ca](mailto:andrew@onthisspot.ca)

---

**From:** Larry Tannahill [<mailto:larry.tannahill@nb.lung.ca>]  
**Sent:** October-04-16 3:59 PM  
**Cc:** [info@dieppe.ca](mailto:info@dieppe.ca); [communication@edmundston.ca](mailto:communication@edmundston.ca); [office@florencvillebristol.ca](mailto:office@florencvillebristol.ca); [service@fredericton.ca](mailto:service@fredericton.ca); [REDACTED]; [info@townofhampton.ca](mailto:info@townofhampton.ca); [mayor@oromocto.ca](mailto:mayor@oromocto.ca); [guispamsis@guispamsis.ca](mailto:guispamsis@guispamsis.ca); [REDACTED]; [info@townofriverview.ca](mailto:info@townofriverview.ca); Rothesay Info; [REDACTED]; [communications@saintjohn.ca](mailto:communications@saintjohn.ca); [ljohnson@town.ststephen.nb.ca](mailto:ljohnson@town.ststephen.nb.ca); [town@townofstandrews.ca](mailto:town@townofstandrews.ca); [scott.hatcher@sussex.ca](mailto:scott.hatcher@sussex.ca); [ken.harding@town.woodstock.nb.ca](mailto:ken.harding@town.woodstock.nb.ca) **Subject:** Request for Partnering - New Brunswick Wood Stove Change Out Program

Dear Sir/Madame

*We are reaching out to Municipalities around the Province. Please consider partnering with the New Brunswick Wood Stove Change Out Program. Please forward this email to s*

## Program Summary

**What:** Encouraging residents who burn wood and are using older woodstoves to upgrade to efficient units through offering a financial incentive.

**Why:** Wood smoke is a known trigger for residents suffering from lung illness such as asthma, COPD and other lung illnesses.  
It leads to an increase in [Doctors office and hospital visits](#).

**How:** Some Municipalities are offering participation through notices and social media messaging to improve local air quality. Others are offering a \$50 incentive to help their residents change to better  
Others are encouraging

Can we count on your municipality to help us deliver  
sound messaging regarding wood heat to your  
community?

*The Lung Association receives numerous calls each year related to wood smoke.  
By helping us deliver the message about best practices for wood burning,  
you play an important role in caring for your community.*

There is a global movement underway to  
review our changing climate.  
Small initiatives lead to bigger change.

## Program Details

The New Brunswick Lung Association appreciates your partnership in helping homeowners who have chosen wood as a heating fuel to choose wisely. While industry is continually striving to extend burn times, increase efficiency and lower emissions homeowners We value industry partnership to improve air quality and help remove older technology stoves from the home heating system.

We invite you to join us again this year to bring the Wood Stove Change Out to homeowners.

*New for the 2017 Change Out:* Gas inserts and stoves to be eligible for the \$250 rebate using the rebate schedule for partners(see attached document). We are currently in discussions with Enbridge and Superior Propane for additional rebate offerings for new installations.

The Lung Association will be travelling around the Province in the fall of this year delivering messaging about best practices regarding wood burning and changing out to cleaner burning heaters. Our first engagement is in October at the Kingston NB Farmers Market with more dates leading up to the Change Out in January. The Wood Stove Change Out will launch mid-January 2017, and there will be a media event planned for the week of 9th of January 2017.

If you have a venue where our *Master Burner Workshop - a guide to good fuel, good stove and good technique* could run please inquire.

If you are interested in partnering this year please review, sign and return the attached Invitation to Partner and Memorandum of Agreement to me at your earliest convenience by email [larry.tannahill@nb.lung.ca](mailto:larry.tannahill@nb.lung.ca) or fax (506) 462-0939. An information package will be sent to you prior to the program launch in January.

You will be contacted to

Best Regards,

Larry Tannahill  
Project Coordinator - Woodstove Change Out Program  
New Brunswick Lung Association  
65 Brunswick St.  
Fredericton, NB E3B 1G5  
Ph: (506) 455-8961 ext. 111  
Fx: (506) 462-0939  
[www.nb.lung.ca](http://www.nb.lung.ca)







2016 October 11 Open Session FINAL 1079

## KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

**Dr. Matt Alexander**  
Chairperson



**ADDRESS ALL CORRESPONDENCE TO:**

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

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

October 4, 2016

Mayor and Councilors  
Town of Rothesay  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5

Mayor and Members of Council:

Please be advised that at the regularly scheduled meeting of the Kennebecasis Regional Joint Board of Police Commissioners held on Wednesday, September 28, 2016 the 2017 Police Force and Telecom Operating Budgets were approved by the Board. Further a Motion was made to forward these Budgets to the Mayor and Council of both Towns.

Accordingly, you will find the documents included with this letter.

Thank you and if you require anything further please feel free to contact the undersigned.

Yours truly,

**Dr. Matthew Alexander**  
Chair

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
CASH FLOW BUDGET 2017

Sept 28/16

2016October11OpenSessionFINAL\_080

	BUDGETS			Projected 2016	ACTUALS	
	2017	2016	2015		2015	2014
<b>CRIME CONTROL:</b>	\$					
Salaries	3,461,058	3,377,418	3,228,772	3,376,500	3,200,491	3,008,773
Benefits	692,212	695,484	681,898	685,567	571,626	556,217
Training + rifle range	40,500	38,000	38,000	38,000	33,494	56,528
Equipment	20,000	20,000	20,000	47,000	19,073	16,614
Equip repairs & IT support	4,000	4,000	4,000	4,000	4,854	4,028
Communications	82,200	58,300	45,000	69,700	95,540	61,731
Office function	16,000	17,000	17,000	14,450	15,542	16,212
Leasing	12,300	10,600	8,750	11,300	12,075	9,631
Policing-general	32,500	32,500	28,000	30,900	58,227	51,814
Insurance (+3%)	11,639	11,200	11,221	11,300	10,980	10,687
Uniforms	36,000	36,000	36,000	36,000	48,166	68,281
Community policing & P.R	7,000	9,000	9,000	7,500	5,637	7,246
Detention	26,100	25,860	25,860	25,964	25,889	25,955
Investigations	29,000	29,000	29,000	37,500	27,810	58,866
Auxillary	1,500	1,500	1,500	1,500	1,442	2,482
Taxi & Traffic Bylaw	500	500	500	520	1,363	103
Public Safety (per PNB)	33,943	28,000	28,000	32,327	30,481	27,946
	4,506,451	4,394,362	4,212,501	4,430,028	4,162,690	3,983,114
	2.551%	4.317%	3.809%			
<b>VEHICLES:</b>						
Fuel	105,000	110,000	115,000	88,500	87,183	104,359
Maint./repairs	85,000	85,000	85,000	67,551	89,085	86,561
Insurance (+3%)	20,928	20,724	23,353	20,318	20,317	22,241
New vehicles	114,000	114,000	114,000	114,000	114,297	84,332
Vehicle technology equipment	6,000	21,500	21,500	21,500	93,085	10,443
	330,928	351,224	358,853	311,869	403,967	307,936
	-5.779%	-2.126%	12.232%			
<b>PROPERTY:</b>						
Maintenance	37,500	37,500	35,000	38,400	83,426	58,342
Cleaning	24,000	24,000	23,500	23,500	22,252	22,527
Heat and power	47,000	47,000	47,000	46,500	43,898	37,107
Taxes (2016+5%incor)	46,892	45,925	45,754	44,659	43,737	40,237
Insurance (+3%)	5,595	5,328	5,273	5,432	5,223	5,022
Grounds	11,000	10,000	9,000	11,000	12,762	22,042
New Bldg debenture - int	30,000	36,000	69,000	31,551	53,953	72,257
- princ	130,000	115,000	105,000	128,000	112,000	102,000
	331,987	320,753	339,527	329,042	377,251	359,534
	3.502%	-5.529%	0.721%			
<b>ADMINISTRATION:</b>						
Salaries	697,271	605,842	590,424	613,000	592,028	581,831
Benefits	139,981	115,110	115,133	121,000	99,727	101,948
Professional Fees	71,000	48,000	41,000	49,000	34,754	35,239
Travel/Training	13,000	13,000	13,000	12,500	11,806	11,907
Insurance "E&O" + 3%	1,292	1,244	1,247	1,254	1,220	1,188
Labour Relations	15,000	10,000	10,000	60,095	8,164	11,077
Board expenses	5,000	5,000	5,000	4,800	3,506	3,445
	942,544	798,196	775,804	861,649	751,205	746,635
	18.084%	2.886%	2.306%			
<b>REVENUE:</b>						
- interest	-24,000	-24,000	-24,000	-23,305	-24,444	-26,647
- taxi & traffic bylaw	-5,000	-5,000	-5,000	-8,600	-6,313	-3,833
- other	-60,000	-47,000	-47,000	-90,500	-72,414	-90,502
- Secondments (3)	-294,000	-284,000	-217,661	-359,473	-312,667	-193,844
	-383,000	-360,000	-293,661	-481,878	-415,838	-314,826
	6.389%	22.590%	5.168%			
<b>SICK PAY/RETIREMENT ACCRUAL:</b>						
Sick pay/ Retirement	60,250	59,800	53,207	59,800	53,907	46,297
Interest & dividends	19,000	19,000	19,000	19,400	18,052	19,502
	79,250	78,800	72,207	79,200	71,959	65,799
<b>TOTAL BUDGET</b>	<b>\$5,808,159</b>	<b>\$5,583,335</b>	<b>\$5,465,231</b>	<b>\$5,529,910</b>	<b>\$5,351,234</b>	<b>\$5,148,192</b>
<b>INCREASE FROM PRIOR YEAR</b>	<b>4.027%</b>	<b>2.161%</b>	<b>3.884%</b>			
2nd prior yr (surplus) deficit	-114,007	-112,687	-123,015	-112,687	-123,015	-20,227
<b>TOTAL CONTRIBUTION BY TOWNS</b>	<b>\$5,694,152</b>	<b>\$5,470,648</b>	<b>\$5,342,216</b>	<b>\$5,417,223</b>	<b>\$5,228,219</b>	<b>\$5,127,965</b>
	4.086%	2.404%	1.938%	5,470,648	5,342,226	5,240,652 towns
				53,425	\$114,007	\$112,687 surplus
				surplus		

Notes:

CC Equipment - evergreen computers & technical equipment

## TELECOM BUDGET 2016

2016October11OpenSessionFINAL\_081

	-----BUDGETS-----			Projected 2016	-----ACTUALS-----	
	2017	2016	2015		2015	2014
TELECOM:						
City of SJ Comm Centre	337,108	320,074	303,900	320,074	303,900	295,000
Data/networking charges	10,273	10273	9150	9,763	9386	8683
Telecom retirees health ins	1,500	1500	1500	-1,092	1359	2674
2nd prior yr (surplus) deficit	97	2,161	-4,882	2,161	-4882	1664
	<b>348,978</b>	<b>334,008</b>	<b>309,668</b>	330,906	309,763	308,021
Towns' contributions	4.482%	7.860%	1.244%	334,008	309,666	305,860
surplus(deficit)				3,102	-97	-2,161





# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 6 October 2016  
RE : FRSC 2017 Budget

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### **Recommendation**

It is recommended that Council confirm its support for Mayor Grant in approving the annual budget of the Fundy Regional Service Commission.

### **Background**

The Town has received the draft 2017 budget for the Fundy Regional Service Commission. The materials received are attached. The Treasurer reviewed the draft budget and has provided the following comments.

As requested I have reviewed the budget submitted by the Fundy Regional Services Commission. As part of my review I referenced the Regional Service Delivery Act and associated Regulations (specifically 2012-109). These documents provided the legislated framework for the operation of the regional service commissions. Applicable excerpts have been reproduced as Appendix A.

### General comments:

The draft document results in no change to the tipping fee and a small reduction in our contribution to corporate services.

Section 27(1) of the legislation and section 19(1) of the regulation mandates the preparation of both annual operating and capital budgets for approval on or before November 1<sup>st</sup>. The operating budget anticipates funding of capital expenditures ("capital from operating") of \$670,000 in 2016 (down from \$1,461,000 in 2015), however no capital budget has been presented.

While the aggregate cost of landfill services appears to have decreased (from \$7.9 million in 2015 to \$7.65 million in 2016), this reduction is due primarily to the decrease in the amount of capital funded from operations noted above.

Fiscal services also includes a new charge for the creation of a Cell Construction Fund. More information as to the calculation of this amount might be useful.

If you remove the cost of fiscal services the actual operating costs of landfill services have increased by 2.7% over the 2015 budget amounts. However, no information has been provided as to a forecast for actual 2016 operating results. The comparison provided is to the 2016 budgeted figures which may or may not reflect actual results. It appears they are projecting a total surplus from 2015 of \$269,352 and 2014 of \$350,414 which suggests the budget might be reduced.

### **Analysis**

Landfill expenditures include an allocation to the common services budget (i.e. "corporate") in the amount of \$211,613. Given the funding formula is different for shared common services versus landfill costs it would be useful to know the formula used to determine this charge.

The formula used is an allocation of the corporate administrative costs using 76% to solid waste, 4% to planning services and 20% to other regional services presumably based on the time committed to each activity by administrative personnel.

The projected 2015 “non-landfill” budget surplus \$177,485 has been allocated 86% to planning and 14% to corporate services reducing the funding request for 2017. It is not clear how this allocation was determined.

I do not believe there is any significant reason for Rothesay to oppose passing of the budget which results in a lower payment than in 2016 (-\$755) by Rothesay for ‘corporate services’ and no changes in the tipping fees for either garbage or compost. One might take issue with the allocation of cost between solid waste management and other services in arriving at the cost of corporate services to each. The 80% attribution to the landfill of the overhead costs is much lower than the ratio of revenues (96%). We are advised the revenues from building permits is sent back to the Provincial Government purportedly to the benefit of the specific LSD where the activity takes place. The effect of this on Rothesay is limited.

Although the change would reduce Rothesay’s share only a very small amount (\$163.), Council might wish to propose to eliminate the use of the tax base in allocating operating costs amongst the parties. This would be based on the rationale that the municipalities and local service districts’ fiscal capacity is purported to be equalized by the Province’s Community Funding and Equalization Grant so no further consideration of ability to pay should be included.

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September 22, 2016

John Jarvie  
Town Manager  
Town of Rothesay  
70 Hampton Road  
Rothesay, NB  
E2E 5L5

Dear Mr. Jarvie:-

At the meeting of the Board of the Fundy Regional Service Commission, held September 22, 2016 the following motion was adopted.

**Motion:** To have the Board Members take the 2017 draft budget to their respective communities for their information as required by the legislated 45-day notice and then bring back any comments or concerns to the October meeting; at which time the vote to approve will take place.

Attached you will find the 2017 Draft budget for you review.

If you require any further information or have any questions, please do not hesitate to contact me.

Sincerely,

Marc MacLeod  
Executive Director



Fundy Regional Service Commission  
Operating Fund Budget  
For the Year ended December 31, 2017

	Budget 2016	Budget 2017
<b>Revenue</b>		
<b>Corporate and Local Planning Services</b>		
Contributions from LSD	107,244	89,162
Contributions from Municipalities	44,198	37,574
Contributions from Landfill	208,951	211,613
Second Previous Surplus	184,044	177,485
Sub-total	<u>544,437</u>	<u>515,834</u>
<b>Landfill</b>		
Tipping Fees		
Municipal/Business Solid Waste	6,912,000	6,804,000
Construction & Demolition	224,000	168,000
Tires	3,000	3,750
International Ship's Waste	5,000	2,000
Asbestos	5,600	7,000
Compostable Organics	224,000	204,400
Electronics Recycling	5,000	5,000
Paint Revenue	3,600	3,600
Electrical Generation	150,000	150,000
Interest	0	0
Sale of Compost	5,000	5,000
Recycling	180,000	180,000
Other	30,000	30,000
Surplus of second previous year	166,370	91,867
Sub-total	<u>7,913,570</u>	<u>7,654,617</u>
<b>Total Revenue</b>	<u>8,458,007</u>	<u>8,170,451</u>
	Less: Contributions to Corporate	208,951
<b>Expenditures</b>		211,613
	Budget Total Revenue	<u>8,249,056</u>
		<u>7,958,838</u>
<b>CORPORATE SERVICES</b>		
<b>Corporate</b>		
Governance	68,000	68,800
Administration	208,585	210,880
Subtotal Corporate	<u>276,585</u>	<u>279,680</u>
<b>Cooperative &amp; Regional Planning Services</b>		
Regional Planning	2,500	3,125
Regional Policing Collaboration	2,500	0
Regional Emergency Measures Planning	2,500	0
Regional Sport, Recreation & Culture	2,500	6,875
Infrastructure Planning & Cost-Sharing		
Subtotal Cooperative & Regional Planning Services	<u>10,000</u>	<u>10,000</u>
<b>Local Planning Services</b>		
Planning Services	98,350	90,742
Inspection Services	159,501	135,412
Subtotal Planning & Building Inspection Services	<u>257,851</u>	<u>226,154</u>
<b>CORPORATE SERVICES SUB-TOTAL</b>	<u>544,436</u>	<u>515,834</u>
<b>LANDFILL SERVICES</b>		
<b>Solid Waste Administration</b>		
Office and Administration	67,875	66,912
Professional Services	124,500	119,000
Site Security	4,200	5,700
Personnel	180,799	181,896
Insurance	130,200	155,200
Property Taxes	233,100	234,150
Sub-total Administration	<u>740,674</u>	<u>762,858</u>
<b>Environmental Health &amp; Safety</b>		
Wages/Benefits	81,855	85,620
Administration	6,750	7,450
Domestic Well Sampling	11,100	11,950
On Site Well Sampling	44,500	45,000
Sub-total Environmental H & S	<u>144,205</u>	<u>150,020</u>
<b>Household Hazardous Waste</b>		
Disposal Cost	25,000	25,000
Electrical	5,000	6,000
Building Maintenance	3,000	7,000
Equipment	4,500	4,500
Sub-total Household HW	<u>37,500</u>	<u>42,500</u>
<b>Public Education</b>		
Wages and Benefits	140,314	138,498
Advertising, tours, promotional materials	90,600	98,550
Administration	23,550	22,850
Sub-total Public Education	<u>254,464</u>	<u>257,898</u>

	Budget 2016	Budget 2017
	\$	
<b>Landfill</b>		
Cover Material	130,000	130,500
Site Labour	677,120	761,636
Site non-labour operation (cell)	380,684	345,874
Site maintenance - roads, grounds, misc.	32,800	42,300
Re-Sort	0	6,041
Special waste handling	8,500	9,500
<b>Sub-total Landfill</b>	<b>1,229,104</b>	<b>1,295,851</b>
<b>Scalehouse</b>		
Equipment Replacement Reserve	0	0
Wages/Benefits	145,021	149,106
Scale Equip/Supplies/Bank Fees	37,300	29,200
<b>Sub-total Scalehouse</b>	<b>182,321</b>	<b>178,306</b>
<b>Gas Management/Electrical Generation</b>		
Labour	91,859	93,945
Administration	14,940	17,000
Electricity	3,000	3,000
Equipment Replacement	0	0
Equipment Repairs/Fuels	98,950	171,900
<b>Sub-total GM/Electrical Generation</b>	<b>208,749</b>	<b>285,845</b>
<b>Fiscal Services/Other</b>		
Debt Cost Landfill	172,672	171,647
Composting	338,379	337,426
Cell Construction Fund	0	372,626
Capital Expenditures financed from Operating	1,461,000	670,000
2nd previous year deficit	0	0
Contributions to Corporate	208,951	211,613
Perpetual Care Fund	126,237	135,628
Host Community Enhancement	86,722	87,373
Support to CMEI	23,790	23,969
<b>Sub-total Fiscal Services/Other</b>	<b>2,417,751</b>	<b>2,010,282</b>
<b>Leachate</b>		
Leachate management	537,437	581,968
Sedimentation Ponds	34,500	52,500
<b>Sub-total Leachate Management</b>	<b>571,937</b>	<b>634,468</b>
<b>Waste Diversion - Recycling Depot Program</b>		
Equipment Replacement Reserve - drop off depot	0	0
Operations - Drop off depot	775,390	677,872
<b>Sub-total Recycling Depot Program</b>	<b>775,390</b>	<b>677,873</b>
<b>Waste Diversion - MRF</b>		
Labour	405,034	435,311
Equipment Replacement	25,000	25,000
Operations	150,375	159,250
<b>Sub-total MRF</b>	<b>580,409</b>	<b>619,561</b>
<b>Waste Diversion - Composting Program - Plant/Carts</b>		
Equipment/Bldg Replacement Reserve - Composting	0	0
Processing	771,066	739,155
<b>Sub-total-Composting-Plant</b>	<b>771,066</b>	<b>739,155</b>
<b>LANDFILL EXPENDITURES SUB-TOTAL</b>	<b>7,913,570</b>	<b>7,654,617</b>
	<b>8,458,007</b>	<b>8,170,451</b>
Excess revenue over expenditure for the period	0	-0
Less: Contributions to Corporate	208,951	211,613
<b>Budget Total Expenditures</b>	<b>8,249,056</b>	<b>7,958,838</b>
	Budget 2016	Budget 2017
<b>Tonnage summary</b>		
MSW	64,000	63,000
C & D	8,000	6,000
Special		
Tires	20	25
International Ships Waste	25	10
Asbestos	80	100
Special Waste	0	0
Organics	8,000	7,300
	<b>80,125</b>	<b>76,435</b>

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Impact of Fundy Regional Service Commission Budget on Communities In Region 9												
	Community Data		Solid Waste			Planning			Cooperative & Regional Planing		TOTAL IMPACT*	
											-\$24,705	
Communities In Fundy	2016 Tax Base	2011 Population	2016 Tipping Fee	2017 Tipping Fee	Additional Tipping Fee	2016	2017	Additional Cost 100% Tax Base	2016	2017 50% Base+50% Pop	Municipal	LSDs + St. Martins
					0			-\$ 17,800		\$ 40,929	-\$ 6,224	-\$18,481
							0.006					
Grand Bay West Field	\$372,556,700	5,117	108	108	0		-		1,826	\$ 1,555	-\$271	
Quispamsis	\$1,648,073,250	17,886	108	108	0		-		7,102	\$ 6,058	-\$1,044	
Rothsay	\$1,236,515,850	11,947	108	108	0		-		5,046	\$ 4,291	-\$755	
Saint John	\$6,730,598,191	70,063	108	108	0		-		28,381	\$ 24,227	-\$4,154	
St. Martins	\$21,632,950	314	108	108	0	1,733	1,350	- 383	110	\$ 93		-\$400
Greenwich	\$74,466,600	1,047	108	108	0	5,853	4,648	- 1,205	368	\$ 315		-\$1,258
Westfield West (East)	\$150,172,550	2,108	108	108	0	11,466	9,372	- 2,094	732	\$ 635		-\$2,191
Petersville	\$32,038,150	497	108	108	0	2,477	2,000	- 477	166	\$ 144		-\$500
Musquash	\$516,362,356	1,200	108	108	0	37,764	32,227	- 5,537	1,250	\$ 1,137		-\$5,650
Kingston	\$278,539,200	2,952	108	108	0	20,308	17,384	- 2,924	1,138	\$ 1,012		-\$3,050
Rothsay	\$22,160,700	347	108	108	0	1,762	1,383	- 379	117	\$ 100		-\$396
Saint Martins	\$65,249,000	1,145	108	108	0	5,166	4,072	- 1,094	369	\$ 315		-\$1,147
Simonds	\$199,514,950	3,544	108	108	0	15,901	12,452	- 3,449	1,140	\$ 972		-\$3,617
Fairfield	\$14,719,850	284	108	108	0	1,177	919	- 258	89	\$ 76		-\$272
Totals	\$11,362,600,297	118,451			0	103,607	85,807	- 17,800	47,834	\$ 40,929	- 6,224	-\$18,481
Incorporated	\$10,009,376,941	105,327										
LSD	\$1,353,223,356	13,124										
(St.Martins)	\$21,632,950											
	\$ 1,374,856,306											

2017 Payments

Mun	LSD
\$ 1,555	
\$ 6,058	
\$ 4,291	
\$ 24,227	
\$ 1,443	
	\$ 4,963
	\$ 10,008
	\$ 2,143
	\$ 33,364
	\$ 18,396
	\$ 1,483
	\$ 4,388
	\$ 13,424
	\$ 994
\$ 37,574	\$ 89,162
	126,736



Total General Governance/Administration (Corporate) Expenditures

Pre-Allocation Expenditures (Solid Waste, Planning & Voluntary Services)

Total Number of Full-Time Equivalent Employees

% of Pre-Allocation Expenditures (Solid Waste, Planning & Voluntary Services)

Full Allocation using either Expenditures or # of Employees

Allocation based on 50% of Expenditures + 50 % of Full-Time Employees

Total Allocation from General Governance/Administration (50%+50%)

Total Adjusted Budget Expenditures

Regional Service Comm			CORPORATE								
			279,680								
			↓							↓	
			80%							20%	
			223,744							55,936	
			↓								
	↓			↓			↓				
SOLID WASTE/ELECT GENERATION			PLANNING			VOLUNTARY SERVICES			COOPERATIVE & REGIONAL SERVICES		
Budget	Employees	Allocation	Budget	Employees	Allocation	Budget	Employees	Allocation	Budget	Employees	Allocation
7,443,001			226,154			0			10,000		
	35			3			0			0	
97%	92%		3%	8%		0%	0%				
217,146	206,080		6,598	17,664		\$ -	\$ -				
108,573	103,040	-	3,299	8,832	-	\$ -	\$ -				
		211,613			12,131			\$ -			55,936
		7,654,614			238,285			\$ -			65,936
		↓			↓			↓			↓
		Cost Allocation among RSC Communities			Cost Allocation among RSC Communities			Cost Allocation among RSC Communities			Cost Allocation among RSC Communities
		Per Tonnne Tipping Fee			100% Tax Base of Participating Communities			By Agreement of Participating Communities			50% Tax Base / 50% Population



**THE COMMUNITY  
FOUNDATION**

building a greater saint john

**Mailing Address:**

PO Box 20061

Brunswick Square

Saint John, NB E2L 5B2

**Physical Address:**

89 Canterbury Street

Suite 502

Saint John, NB E2L 2C7

506.672.8880

info@sjfoundation.ca



The Greater Saint John  
Community Foundation



@gsjcf

August 8, 2016

Mayor Nancy Grant  
Town of Rothesay  
1270 Hampton Road  
Rothesay, NB E2E 5L5

Dear Mayor Grant:

The Community Foundation would like to formally request to be included on the agenda for an upcoming council meeting.

The Community Foundation has been serving the Greater Saint John Community for 40 years, and we would love to have the opportunity to provide you with information regarding the work of the Foundation and our 40<sup>th</sup> Anniversary Gala to be held in October.

I look forward to hearing from you.

Sincerely,

Robert Keays  
Chair of the Foundation's Donor Relations & Fund Development Committee

**Mission:**

To serve as a trustee of gifts, support charitable organizations and inspire community leadership.

**Vision:**

To ensure a sustainable future and improve the quality of life in Greater Saint John.



427 Laurier Avenue West  
Enterprise Building  
14th Floor  
Ottawa, ON  
K1A 0N5



SEP 06 2016

Mayor William J. Bishop  
Rothesay  
70 Hampton Road  
Rothesay, NB, New Brunswick E2E 5L5

**Subject: Requirements under the *Grade Crossings Regulations* pursuant to the *Railway Safety Act***

Dear Mayor William J. Bishop:

As you may be aware, on November 28, 2014, the new *Grade Crossings Regulations* came into force. The Regulations apply to all public and private grade crossings on federally regulated rail lines. They also apply to the grade crossing owners (railway companies, road authorities and private entities) who share ownership of these crossings.

The overriding objective of the Regulations is to improve safety by establishing comprehensive safety standards for grade crossings, clarifying roles and responsibilities of railway companies and road authorities, and ensuring that they share safety-related information with each other.

We are sending this letter to provide you with more information about the Regulations and to remind you of some important requirements.

As you are likely aware, different requirements of the Regulations will be phased-in over the next five years. As of November 28, 2014, railway companies and road authorities are required to be in compliance with specific provisions in the Regulations for existing grade crossings. These requirements specifically concern the crossing surface, railway signage, the inspection and testing of warning systems, as well as record keeping related to the inspection and testing of warning systems. Additionally, there are other provisions in effect which apply to existing crossings concerning the whistling cessation process, the obstruction of public crossings, and the temporary protection measures required at crossings in the event that a work or activity could interfere with the safety of railway operations.

**Furthermore, new requirements are upcoming. Specifically, road authorities and railway companies will be required to share safety-related information with each other by November 28, 2016, in order to fully comply with the regulatory requirements by the end of 2021.**

Road authorities and railway companies will have five years to upgrade their crossings to satisfy the regulatory requirements based on the information shared. For convenience, Transport Canada has developed a form to facilitate the sharing of information with railway companies, which can be found online at: [www.canada.ca/grade-crossings](http://www.canada.ca/grade-crossings). The use of this form is optional.



In addition to the Regulations' phased-in approach for existing crossings, there are requirements for new grade crossings, as well as for modifications to existing crossings. The enclosed publication, entitled "*Grade Crossings Regulations: what you need to know*", highlights the various requirements that may apply and when they come into force.

Further, in response to requests for information and clarification from several municipalities on the *Grade Crossings Regulations*, Transport Canada is also developing a detailed handbook to assist road authorities and railway companies in the implementation of the Regulations. This handbook will be available on Transport Canada's website by the end of December 2016.

**You may be eligible to receive funding toward grade crossing improvements.** Transport Canada provides funding under the *Railway Safety Act* to crossing improvement projects under federal jurisdiction. A railway company or road authority may apply to Transport Canada to determine if the proposed project is eligible for funding under the program.

We hope that this letter, including its attachment, was useful in providing you information on the *Grade Crossings Regulations*, and will assist you and your personnel in meeting the requirements. For any questions regarding this letter, please contact us at [railsafety@tc.gc.ca](mailto:railsafety@tc.gc.ca) or at 1-844-897-7245.

For more details on the *Grade Crossings Regulations* and the funding program, please visit: [www.canada.ca/grade-crossings](http://www.canada.ca/grade-crossings).

Sincerely,



Brigitte Diogo  
Director General, Rail Safety  
Transport Canada

Enclosure

*Grade Crossings Regulations: what you need to know*



Transport  
Canada

Transports  
Canada

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## *Grade Crossings Regulations:* what you need to know

There are about 14,000 public and 9,000 private grade crossings along more than 40,000 kilometres of federally regulated railway track in Canada. Transport Canada's *Grade Crossings Regulations* (the Regulations) help to improve safety at these crossings by:

- establishing comprehensive and enforceable safety standards for both new and existing crossings in Canada;
- clearly defining the roles and responsibilities of railway companies and road authorities; and
- ensuring that railway companies and road authorities share key safety information with each other.

### **What is a grade crossing?**

A grade crossing is an intersection where a road or path crosses railway tracks at the same level. Grade crossings are also known as level crossings, railway crossings, or train crossings.

### **What is a public grade crossing?**

A public grade crossing is where railway tracks intersect with a road that is owned by a public authority, such as a province, municipality or band council, and is used by the general public.

### **What is a private grade crossing?**

A private grade crossing is where railway tracks intersect with a road that is owned and used by private parties, such as farmers, commercial businesses or private individuals.





## Did you know that you may have responsibilities under the Regulations?

Railway companies, road authorities (provinces, municipalities and band councils) and private crossing owners are each responsible for managing the safety at grade crossings.

The Regulations identify the roles and responsibilities of railway companies and road authorities that relate to:

- Information sharing
- Crossing surfaces
- Sightlines
- Roadway and railway signs
- Traffic signals
- Warning systems

## Do you know what's expected of you?

### Greater Collaboration Through Information Sharing

Transport Canada has developed forms that may be used by the railway company or the road authority to facilitate information sharing. These forms can be found at [www.Canada.ca/grade-crossings](http://www.Canada.ca/grade-crossings).

The Regulations require that railway companies and road authorities share safety-related information on their grade crossings. Sharing this information with each other will allow them to determine what they need to do to make their crossings safer.

#### What's happening when?

- **Immediately:** When constructing a new grade crossing or making a change to an existing grade crossing.
- **By November 28, 2016:** To share safety information with each other for existing public grade crossings.

### Available funding for grade crossings

Transport Canada can provide funding for eligible costs related to a grade crossing improvement project.

To learn more visit: <https://www.canada.ca/en/services/transport/rail.html>

## Enforceable Grade Crossings Standards

The Regulations incorporate standards based on the best engineering practices known today and make them law. This requires all federally regulated grade crossings in Canada to meet the same standard. Railway companies and road authorities will continue to apply the best options, building on the existing guidelines, for making their crossings safe.\*

#### What's happening when?

- **Immediately:** The standards will apply to new grade crossings; or when making a change to an existing grade crossing – widening the road, for example.
- **By the end of 2021:** The standards will apply to surfaces, signs, sightlines and warning systems for existing grade crossings.

\*Note: Immediate action can and will be taken by Transport Canada where a serious safety deficiency is identified.

### Effective Sightlines

A safe crossing is a visible crossing — so the Regulations contain formulas for defining the area that road authorities, railway companies and private land owners must keep clear of anything that could block a road user's view of an oncoming train.

#### What's happening when?

The Regulations prescribe customizable requirements for your crossings.

- **Immediately:** When constructing new grade crossings, or making a change to an existing grade crossing.
- **By the end of 2021:** To existing grade crossings.





## Working Together to Safeguard Public Grade Crossings

The Regulations and standards require road authorities and railway companies to work together on:

### Blocked public crossings

Under the *Grade Crossings Regulations*:

- Railway equipment cannot block a public grade crossing for more than five minutes when a road user requires passage, unless the railway equipment is moving.
- When emergency vehicles require passage, railway companies must immediately clear any grade crossing.

If the municipality has a safety concern relating to a crossing that is blocked, both parties must work together to find a solution to the safety concern. After 90 days, if they find no solution, the municipality can inform Transport Canada.

### Activity on/near a crossing

The requirements are that if a railway company or road authority performs any activity, such as rail or road repair at or near a crossing, they must:

- Share information about the activity with each other, and
- Take temporary protection measures (e.g. detours) to address any threat to the safety of railway operations.

### Train whistling cessation

Train whistling is an important way to keep drivers, cyclists and pedestrians safe when using public grade crossings.

### Whistling cessation

- Section 23.1 of the *Railway Safety Act* provides a process for whistling cessation at a public grade crossing subject to certain requirements outlined in the Regulations.
- Crossings must be equipped with an appropriate warning system based on railway speed design, vehicle and pedestrian use, and the number of railway tracks going through the crossing.
- The municipality must also pass a resolution agreeing that the whistle should not be used at that crossing.

Transport Canada encourages railway companies and municipalities to work together to ensure that all the requirements have been met. Should these two parties disagree that the requirements have been met, they may approach Transport Canada for a final decision.

Should a road authority wish to pursue whistling cessation, the procedure for train whistling at public crossings can be found at [www.canada.ca/grade-crossings](http://www.canada.ca/grade-crossings).

## Complaint and Dispute Resolution

Who can help when complaints or issues become disputes that railway companies and road authorities cannot resolve?

If the complaint or dispute is about grade crossing safety, contact Transport Canada. Learn more at [www.Canada.ca/grade-crossings](http://www.Canada.ca/grade-crossings).

If a railway company and a road authority disagree on who should pay for railway work at a crossing, either party can ask the Canadian Transportation Agency to apportion the costs of the project. Learn more at the Canadian Transportation Agency at [www.otc-cta.gc.ca](http://www.otc-cta.gc.ca).

### Need help?

For general inquiries:

Email: [RailSafety@tc.gc.ca](mailto:RailSafety@tc.gc.ca)

Phone: 613-998-2985

Toll-free: 1-844-897-RAIL (1-844-897-7245)

Fax: 613-990-7767

Transport Canada  
Rail Safety Branch  
Mailstop: ASR  
427 Laurier Street West,  
Ottawa, Ontario  
K1A 0N5

Pacific: 604-666-0011

Prairie and Northern: 1-888-463-0521

Ontario: 416-973-9820

Quebec: 514-283-5722

Atlantic: 506-851-7040

[www.canada.ca/grade-crossings](http://www.canada.ca/grade-crossings)

# Timelines

2016October11OpenSessionFINAL\_095



As of  
**November 28,  
2014**

As of  
**November 28,  
2016**

As of  
**November 28,  
2021**

2014

2015

2016

2017

2018

2019

2020

2021

## Railway companies and road authorities were required to:

- Meet surface condition design and railway signage requirements
- Test and inspect warning systems
- Meet new construction requirements for new crossings
- Respect new provisions for preventing blocked crossings
- Follow new train whistling cessation process
- Apply new and existing protection measures
- Keep records

## Railway companies and road authorities must share the following safety information:

- Point of contact (regular, emergency)
- Location of grade crossing
- Details on the road approach and rail configuration (number of lanes, gradient, tracks, whistling, signage, etc.)
- Road/rail volumes and speeds
- Crossing user details (vehicles, pedestrians, assistive devices, etc.)

## Crossings must meet certain requirements defined in the Regulations such as:

- Sightlines
- Crossing surface design
- Road and railway signs
- Crossing Warning Systems
- Traffic Signals timing with warning systems



September 7, 2016

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



Dear Nancy Grant,

**Re: Another Opportunity to Have Your Say in Canada Post Review**

I am following up on our June 6<sup>th</sup> correspondence about the Canada Post Review to provide you with additional information on phase 2 of the review.

This fall, a parliamentary committee will be consulting with Canadians on postal service and the options identified by a task force in phase 1. The committee will make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017.

You may be interested to know that the options identified by the task force include major changes to the moratorium on post office closures in rural and small towns. The task force suggests "updating" or "refreshing" the moratorium. It outlines the cost savings that could be achieved by converting to franchises or closing all corporate outlets, or only the 800 highest yielding offices. You can see the full task force discussion paper at <http://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/consult-eng.html>

CUPW would like to ensure that the views of municipalities are considered during each stage of the Canada Post Review. Therefore, we are urging you to fill out the parliamentary committee's online survey from September 26 to October 21 at [parl.gc.ca/OGGO-e](http://parl.gc.ca/OGGO-e) and encourage residents to do likewise. During this time, paper surveys will be available upon request. The committee will also hold public consultations across the country.

The union has attached information on how to provide input in phase 2, as well as a new resolution for your consideration. You can learn more about the review by going to [CUPW.ca/canadapostreview](http://CUPW.ca/canadapostreview) and [Canada.ca/canadapostreview](http://Canada.ca/canadapostreview)

Thank you for taking the time to read this letter and anything you can do to help us convince the parliamentary committee to recommend against further cuts at Canada Post in favour of building a 21<sup>st</sup> century post office that expands services, generates revenues and meets the needs of Canadians.

In solidarity,



Mike Palecek  
National President

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists, Campaign Coordinators, Negotiators

/bk cope 225



### **Public review on future of Canada Post**

**Whereas** Canada Post announced drastic cutbacks to our public postal service in December 2013, including plans to end home mail delivery in our country.

**Whereas** there was a huge public outcry in response to the cutbacks and stiff opposition from most federal parties, including the Liberal Party, which promised to halt the delivery cuts and conduct a review of Canada Post, if elected.

**Whereas** the delivery cuts were halted and our Liberal government is currently conducting a Canada Post Review, which started earlier this year with an independent task force to identify options for the future of postal service in this country.

**Whereas** a parliamentary committee will hold e-consultations and meetings in various locations across the country on postal service and the options that have been identified by the task force and then make recommendations to the government on the future of Canada Post.

**Whereas** it will be crucial for the parliamentary committee to hear our views on key issues, including the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, adding postal banking, greening Canada Post, keeping decent post office jobs in our communities, preserving daily delivery, restoring home mail delivery, developing services that help older Canadians remain in their homes and providing services that assist people with disabilities,

**Therefore be it resolved** that (name of municipality) 1) Fill out the parliamentary committee's on line survey about Canada Post from September 26 to October 21 at [parl.gc.ca/OGGO-e](http://parl.gc.ca/OGGO-e) and encourage residents to do likewise 2) Attend the public consultations being held across the country

### Have your say!

1) Fill out the parliamentary committee's on line survey from September 26 to October 21 at: [parl.gc.ca/OGGO-e](http://parl.gc.ca/OGGO-e). During this time, you can also request a paper version of the survey by phoning 613-995-9469 or writing to Standing Committee on Government Operations and Estimates, Sixth Floor, 131 Queen Street, House of Commons, Ottawa, Ontario, K1A 0A6 Canada.

2) Attend one of the public consultations being held across the country. For more information, go to:

<http://www.parl.gc.ca/HousePublications/Publication.aspx?Language=e&Mode=1&Parl=0&Ses=0&DocId=8391013> (Note: Information on western and northern locations to come)

You can get information on the process and key issues in the weeks to come at [CUPW.ca/canadapostreview](http://CUPW.ca/canadapostreview).

### What to say

Let the committee know what your key issues are:

- Getting your home mail delivery back?
- Keeping your public post office?
- Greening the post office?
- Creating services that support seniors and people with disabilities?
- Bringing back our postal bank for more inclusive, accessible financial services for everyone?

List of locations to be visited by the parliamentary committee:

Corner Brook and St. John's, Newfoundland  
Sydney and Halifax, Nova Scotia  
Charlottetown, Prince Edward Island  
Bathurst, New Brunswick  
Levis, Quebec City, Blainville and Montreal, Quebec  
Toronto, Kitchener, Windsor, Dryden, and Sandy Lake First Nation, Ontario  
(Following locations to be confirmed)  
Surrey, British Columbia  
Edmonton and Calgary, Alberta  
Yellowknife, Northwest Territories  
Regina and Moose Jaw, Saskatchewan  
Winnipeg, Manitoba

Please share your input with us at [Feedback@cupw-sttp.org](mailto:Feedback@cupw-sttp.org) or mail to Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3



**CANADIAN  
RED CROSS**

September 7, 2016

Town of Rothesay  
Mr. and Mrs. William J. Bishop  
70 Hampton Rd  
Rothesay, NB E2E 5L5



### **Look at what we achieved all together.**

Dear Mr. and Mrs. William J. Bishop,

Three short months ago, communities in and around Fort McMurray were faced with a terrible reality. Wildfires tore through the area, destroying over 2,400 homes and buildings and forcing residents to flee their homes and businesses. It was a time of uncertainty and fear. People left behind everything. The images were stark and the feeling was desperate.

But, Canadians were there to help. Thanks to you, impacted individuals and families received shelter and emergency kits, as well as cash support for food, clothing, children's goods and other necessary items.

We thank you not just for your donation and for making this response possible. We thank you for trusting us to get the job done. Your support, combined with the support of individuals, community groups, governments and corporate partners, has already had a lasting impact for the people of Fort McMurray.

I can tell you, this response has been far-reaching and complex, involving thousands of staff members and volunteers and with new solutions created to get help to people in need. However, we will never forget the simple fact that your choice to give to the Canadian Red Cross is what has made all of this possible.

I invite you to read through our three month update to see how Canadians responded to this situation and how the Canadian Red Cross has been able to help as a result. We are committed to sharing the story of the people of Fort Mac, long after the cameras have left, while the recovery continues.

With sincere appreciation for your partnership,

Ronan Ryan  
Head of Emergency Fundraising





File No.: M/16/498

September 13, 2016

Her Worship Dr. Nancy Grant  
Mayor of the Town of Rothesay  
70 Hampton Road  
Rothesay, NB E2E 5L5

Dear Mayor Grant:

Thank for your recent letter describing your recreation project for which you are seeking financial assistance from the Province. As provincial funding for community projects of this nature falls under the Regional Development Corporation, I am forwarding your letter to the Honourable Donald Arsenault, who has responsibility for this portfolio, for his consideration.

It was a pleasure seeing you again and I wish you all the best with your project.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Fraser".

Bill Fraser  
Minister

c.c. Honourable Donald Arsenault, Minister of the Regional Development Corporation





2018 October 11 Open Session FINAL\_101



*150 Years Proud 1860-2010*



14 September 2016

Fundy Regional Service Commission  
P.O. Box 3032  
Grand Bay/Westfield, New Brunswick  
E5K 4V3  
Attention: Marc MacLeod, Executive Director

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5  
T: 506-848-6600  
F: 506-848-6677  
Rothesay@rothesay.ca  
www.rothesay.ca

Dear Mr. MacLeod:

Re: Potential Shared Medical Rescue Capacity

As part of Rothesay's emergency preparedness planning, a question has arisen regarding how medical services would be provided in the event of a train derailment or other restriction of access to emergency responders. The geography of Rothesay is such that there are a number of neighbourhoods (Kennebecasis Park being the largest with 300+ households and an elementary school) that lie between the CN rail line and the shore of the river. The question we are grappling with is 'how do emergency service providers get to these areas if access is blocked by a train?'

One option would be the acquisition of a piece of equipment, or confirmation of same in the hands of regional first responders, suitable for reaching the shore of the river or landing in a clearing in these neighbourhoods.

We are writing to the Fundy Regional Service Commission since emergency measures is part of your mandate and because we think the other jurisdictions in the Region may have similar issues and be interested in exploring a common solution. Dr. Grant would like to speak to this at your next Commission meeting.

Thank you.

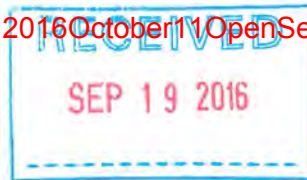
Yours truly,

John Jarvis, MCIP, RPP  
Town Manager

Cc : Dr. Nancy Grant  
: Brent Whalen  
: Rothesay EMO Committee

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

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



Saint John Dragon Boat Festival  
Régate de Barques-dragons de Saint John

September 15, 2016

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

Dear Mayor Grant,

*Thank you for helping make magic happen!*

Making magic happen was the theme of this year's Dragon Boat Festival and that's exactly what transpired. By the end of the day our teams, sponsors and donors, together raised over \$190,000 to support our "Little Things" Campaign.

Funds raised at this year's Festival will make a difference to patient care in virtually every department at St. Joseph's Hospital; focusing on patient centered care and the "Little Things" that can make a big difference in the diagnosis, treatment and recovery of our patients.

We have an exceptional friend and partner in the Town of Rothesay. Your support and the support of your staff have made the task of putting on this large event much easier. The addition this year of the Mayor's Challenge (sorry we couldn't get you out in the water) added to the profile of the Festival and was an excellent way of including our regional neighbours. We hope you will consider continuing the challenge on next year.

THANY YOU for your important hand in our success!

Sincerely,

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





The City of Saint John



ROTHESAY



2016October11OpenSessionFINAL\_103

September 16, 2016

Mr. Brian Woods, Chairperson  
Canada Games Aquatic Centre Commission  
50 Union Street  
Saint John, NB E2L 1A1

Dear Mr. Woods:

**RE: 2017 BUDGET APPROVAL**

I am writing to you on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2017 Operating Budget.

After careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request for 2017 in the amount of \$750,019 plus the 2015 deficit of \$101,464 for a total funding of \$851,483 as requested.

I also wish to advise that, according to our General By-laws, we request that you appear before the Commission and provide us with a financial review of operations and projections to year end no later than May 31<sup>st</sup> of each year. A meeting will be scheduled for a date and time suitable to both parties.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Deputy Mayor Libby O'Hara, Chair  
Regional Facilities Commission

cc: Deputy Mayor Shirley McAlary  
Deputy Mayor Michael Likely  
Councillor Grant Brennan  
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John  
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield  
Mary Jane Banks, Town Clerk, Town of Rothesay  
Cathy Snow, Town Clerk, Town of Quispamsis

**COPY**



**SAINT JOHN**

P.O. Box 1971 Saint John, NB E2L 4L1 506.649.6000



The City of Saint John



ROTHESAY



2016October11OpenSessionFINAL 104

September 16, 2016

Mr. Ed Keyes, Chairperson  
Harbour Station Commission  
99 Station Street  
Saint John, NB E2L 4X4

**COPY**

Dear Mr. Keyes:

**RE: 2017 BUDGET APPROVAL**

I am writing to you on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2017 Operating Budget.

After careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request for 2017 in the amount of \$721,009 plus the 2015 deficit of \$80,863 for a total funding of \$801,872 as requested.

I also wish to advise that, according to our General By-laws, we request that you appear before the Commission and provide us with a financial review of operations and projections to year end no later than May 31<sup>st</sup> of each year. A meeting will be scheduled for a date and time suitable to both parties.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Deputy Mayor Libby O'Hara, Chair  
Regional Facilities Commission

cc: Deputy Mayor Shirley McAlary  
Deputy Mayor Michael Likely  
Councillor Grant Brenan  
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John  
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield  
Mary Jane Banks, Town Clerk, Town of Rothesay  
Cathy Snow, Town Clerk, Town of Quispamsis



**SAINT JOHN**

P.O. Box 1971 Saint John, NB E2L 4L1 506.649.6000





The City of Saint John



ROTHESAY



September 16, 2016

Mr. Gary Caines, President  
Board of Directors  
Imperial Theatre  
24 King Street South  
Saint John, NB E2L 5B8

COPY

Dear Mr. Caines:

**RE: 2017 BUDGET APPROVAL**

I am writing to you on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2017 Operating Budget.

After careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request for 2017 in the amount of \$517,000. This is lower than the requested budget request of \$531,000.

I also wish to advise that, according to our General By-laws, we request that you appear before the Commission and provide us with a financial review of operations and projections to year end no later than May 31<sup>st</sup> of each year. A meeting will be scheduled for a date and time suitable to both parties.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Deputy Mayor Libby O'Hara, Chair  
Regional Facilities Commission

cc: Deputy Mayor Shirley McAlary  
Deputy Mayor Michael Likely  
Councillor Grant Brenan  
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John  
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield  
Mary Jane Banks, Town Clerk, Town of Rothesay  
Cathy Snow, Town Clerk, Town of Quispamsis



**SAINT JOHN**

P.O. Box 1971 Saint John, NB E2L 4L1 506.649.6000





The City of Saint John



ROTHESAY



September 16, 2016

Mr. Andrew Kierstead  
Executive Director  
Saint John Arts Centre  
20 Hazen Avenue  
Saint John, NB E2L 5A5

Dear Mr. Kierstead:

**COPY**

**RE: 2017 BUDGET APPROVAL**

I am writing to you on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2017 Operating Budget.

After careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request for 2017 in the amount of \$125,000, as requested.

I also wish to advise that, according to our General By-laws, we request that you appear before the Commission and provide us with a financial review of operations and projections to year end no later than May 31<sup>st</sup> of each year. A meeting will be scheduled for a date and time suitable to both parties.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

*Libby O'Hara*

Deputy Mayor Libby O'Hara, Chair  
Regional Facilities Commission

cc: Deputy Mayor Shirley McAlary  
Deputy Mayor Michael Likely  
Councillor Grant Brenan  
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John  
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield  
Mary Jane Banks, Town Clerk, Town of Rothesay  
Cathy Snow, Town Clerk, Town of Quispamsis



**SAINT JOHN**

P.O. Box 1971 Saint John, NB E2L 4L1 506.649.6000



The City of Saint John



ROTHESAY



September 16, 2016

Councillor David Merrithew  
Saint John Trade & Convention Centre Oversight Committee  
c/o Saint John Trade & Convention Centre  
One Market Square  
Saint John, NB E2L 4Z6

Dear Councillor Merrithew:

**RE: 2017 BUDGET APPROVAL**

**COPY**

I am writing to you on behalf of the Greater Saint John Regional Facilities Commission to advise you of the amount approved for your 2017 Operating Budget.

After careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request for 2017 in the amount of \$487,137, as requested (and estimated other funding to Hardman Group of \$427,900) plus the 2015 deficit of \$2,686 for a total funding of \$917,723. This is lower than the requested budget request of \$491,137.

I also wish to advise that, according to our General By-laws, we request that you appear before the Commission and provide us with a financial review of operations and projections to year end no later than May 31<sup>st</sup> of each year. A meeting will be scheduled for a date and time suitable to both parties.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Deputy Mayor Libby O'Hara, Chair  
Regional Facilities Commission

cc: Deputy Mayor Shirley McAlary  
Deputy Mayor Michael Likely  
Councillor Grant Brenan  
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John  
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield  
Mary Jane Banks, Town Clerk, Town of Rothesay  
Cathy Snow, Town Clerk, Town of Quispamsis



**SAINT JOHN**

P.O. Box 1971 Saint John, NB E2L 4L1 506.649.6000





September 19, 2016

Mr. Gary Clark, Mayor  
Town of Quispamsis  
12 Landing Court  
PO Box 21085  
Quispamsis, NB E2E 4Z4

Dear Mayor Clark:

Thank you for your letter indicating your community's wish to continue to allow additional deer hunting opportunity on private lands within the municipality for the 2016 fall hunting season through the use of special hunting permits administered under the Department of Energy and Resource Development's Nuisance Deer Management Assistance Program – NDMAP. The Department is pleased that the past two years of this program in the Kennebecasis Valley area have been conducted in a safe and orderly fashion. Its success and smooth operation is due in no small part to the support and guidance of community leaders and its citizens.

For the fall 2016 deer hunting season, the Department will continue to make special NDMAP permits available for use on private lands within your community that satisfy the Department's operational and safety criteria.

Sincerely,

Rick Doucet

cc: Mr. Blaine Higgs, MLA Quispamsis  
Mr. Gary Crossman, MLA Quispamsis/Hampton  
Mayor & Council, Town of Rothesay  
Mayor & Council, Town of Hampton







## Greater Saint John Fieldhouse Project

*“A sports and recreation facility for people of all abilities and all ages”*

Wednesday, September 21, 2016

Mayor Nancy Grant & Members of Council

Town of Rothesay

Thank you for the opportunity to present to council a few weeks ago about our project, the Greater Saint John Field House. We appreciate that this has been referred to the budget process. It was very worthwhile for us to brief the members of council so that they are aware of this project for our region and also hope that Rothesay will approve some funding support.

We think the support of the regional communities is very important for a volunteer driven project like this. We would hope that the Town of Rothesay could look towards a multi-year contribution that is appropriate for your budget but also show support for this great project.

We remain very confident that many youth and adults of the Town of Rothesay will use the facility extensively. Thank you. We look forward to helping contribute to and expand the recreational options of southern N.B.

Thank you and all the best.

Sincerely

A handwritten signature in blue ink, which appears to read 'B. MacMackin'. The signature is stylized and fluid.

Bill MacMackin



**From:** John Jarvie  
**Sent:** September-29-16 9:44 AM  
**To:** 'Office\_FAH'  
**Cc:** Brett McLean  
**Subject:** RE: Recycling

Hi Richel:

Presently the Town only provides the service to single family residential properties. However the issue has been raised with Council and options will be considered in the coming months (sorry, I can't give you anything more specific on timing).

We have been speaking with Fundy Region Solid Waste, who sort and market the material, and will need their concurrence before expanding the service.

Thanks for raising this with me. Your interest will be brought to Council's attention.

John

John Jarvie, MCIP, RPP  
Town Manager, Rothesay  
70 Hampton Road  
Rothesay, NBE2E 5L5  
Direct Phone: (506) 848-6661  
Direct Fax: (506) 649-8518  
[JohnJarvie@Rothesay.ca](mailto:JohnJarvie@Rothesay.ca)

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

**From:** Office\_FAH [<mailto:office@fairvaleanimalhospital.ca>]  
**Sent:** September-29-16 9:26 AM  
**To:** John Jarvie  
**Subject:** Fwd: Recycling

Good Morning John,

Would it be possible for us to get bins for recycling?

I have spoken with Fero who picks up our garbage and they do not have a separate recycling program; they did, however, suggest that if we were able to get bins from the town they would be willing to pick it up during the town pick up.

We do not have an excess amount of recycling. The majority of our packing material is returned to our supplier twice a week. We do, however, have a small amount of box board and some plastics that I haul to the Town Quispamsis blue bins every two weeks -- the total volume is no more than what I would put to the curb every two weeks at my home. Once the Town of Quispamsis removes their blue bins, we will have no other option than to discard these items in our regular trash, which would be a shame now that I have my whole staff thinking about recycling.

Thank you for your consideration, please do not hesitate to call me should you have any questions.

Richel

--

Richel Gnazdowsky  
**Practice Manager**  
Fairvale Animal Hospital  
506-847-7519





5 October 2016

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothsay@rothesay.ca  
www.rothesay.ca

Department of Social Development  
Sartain MacDonald Building  
P. O. Box 6000  
Fredericton, NB  
E3B 5H1

Attention: Hon. Stephen Horsman, Minister Responsible for Families & Children

Dear Deputy Premier Horsman:

Re: Rothsay Community Centre Funding

It was very nice to see you in our community last evening. Thank you for taking the time to speak with Councillor Miriam Wells and me. We certainly felt empowered by your message on wellness and your desire to see a healthy New Brunswick. (And we were happy to hear you are voting for the Rothesay Common!)

I would like to take this opportunity to tell you more about the important wellness project that our Town is planning; one for which we are seeking financial assistance from your Government. As you know, we met with Minister Lisa Harris recently concerning the opportunity to cooperate on seniors' issues with a view toward having Rothesay recognized as an 'age friendly community'. Part of our planned wellness project is designed to respond to the physical, mental and social needs of the seniors in our community; these needs were clearly articulated to us during the recent election campaign. However this interest should not be seen as in any way lessening our desire to also serve our families and children. Indeed the

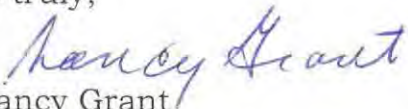
project about which we spoke is designed to serve a wide demographic across our community.

Rothesay representatives have visited the Willie O'Ree Place and Nashwaaksis Field House and envied the opportunities for active recreation available to residents of Fredericton North. Our planned wellness project will do the same for our residents, although it is more modest in scale and cost. The project is a replacement for our deteriorating, 44 year old arena and some renovations to the existing structure to convert it for other community purposes including a variety of indoor sports and community space for seniors. Our construction budget is \$15 million of which we hope the Province will share a third.

Attached is a short summary of the project.

You mentioned you would like to visit us – we would be delighted to host you at any time your schedule permits. Please let us know when you might be in the area.

Yours truly,

  
Dr. Nancy Grant  
Mayor

Enc. : Rothesay Community Centre Project summary

Cc : Rothesay Council





## Rothesay Recreation Project

### Project Summary

- The Rothesay Arena is 44 years old and requires a major refit or replacement.
- The facility works well at its current location as it is within walking distance from four schools and centrally located in the Kennebecasis Valley. There are more than 700 apartment units within walking distance of the site and the facility will be accessible to those of all age groups and economic strata.
- Renovating the Arena would remove it from service for a season and result in a costly project with some limitations remaining.
- Council acquired the necessary lands to replace the arena from private owners and the Provincial Government in 2012.
- A larger, more ambitious project was studied and rejected due to high capital and operating costs.
- This project includes a new community rink with limited spectator seating and a refurbishment of the existing rink shell for use as a multi-purpose recreation space with floor suitable for tennis, volleyball, basketball, indoor soccer, pickle ball, martial arts, dance and other sports and recreation activities.
- The cost estimate for construction is \$15M with most to come from the three orders of government.
- The project has the support of the Fundy Regional Service Commission although it is not intended to service the region but rather the community of Rothesay and surrounds. It is different in nature and scale with a project being promoted as a regional project in the City of Saint John which is said to be designed to meet demands from Southwestern New Brunswick.
- **Rothesay is asking the Regional Development Corporation for funding in an amount of \$5.0M which represents one third of the estimated construction cost.**

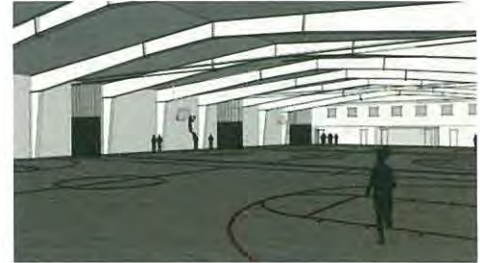


2016October11OpenSessionFINAL\_115  
**Rothesay Community Centre Project**

**Three Components:** new ice rink with walking track, renovated arena with multi-purpose recreation floor suitable for all ages and connecting lobby with auxiliary spaces.

**Location:** Walking access from four schools, full municipal services, bus route, near business community, accessible to community

**Uses:** ice hockey, figure skating, ringette, ball hockey, basketball, volleyball, tennis soccer, football training, martial arts, dance, and, and, and....; participation!!



**Cost:** construction budget \$15M, third from gas tax or alternative Federal funding, third from Province, rest from Rothesay property taxpayers. The Provincial contribution is



applied for through the Regional Development Corporation with final approval by the Board of Management chaired by the Minister of Finance.

**Process:** looked at other possibilities including renovating existing rink, larger scale facility, attaching to high school, tearing down existing rink; this option right fit of affordability and meeting needs broad

community.

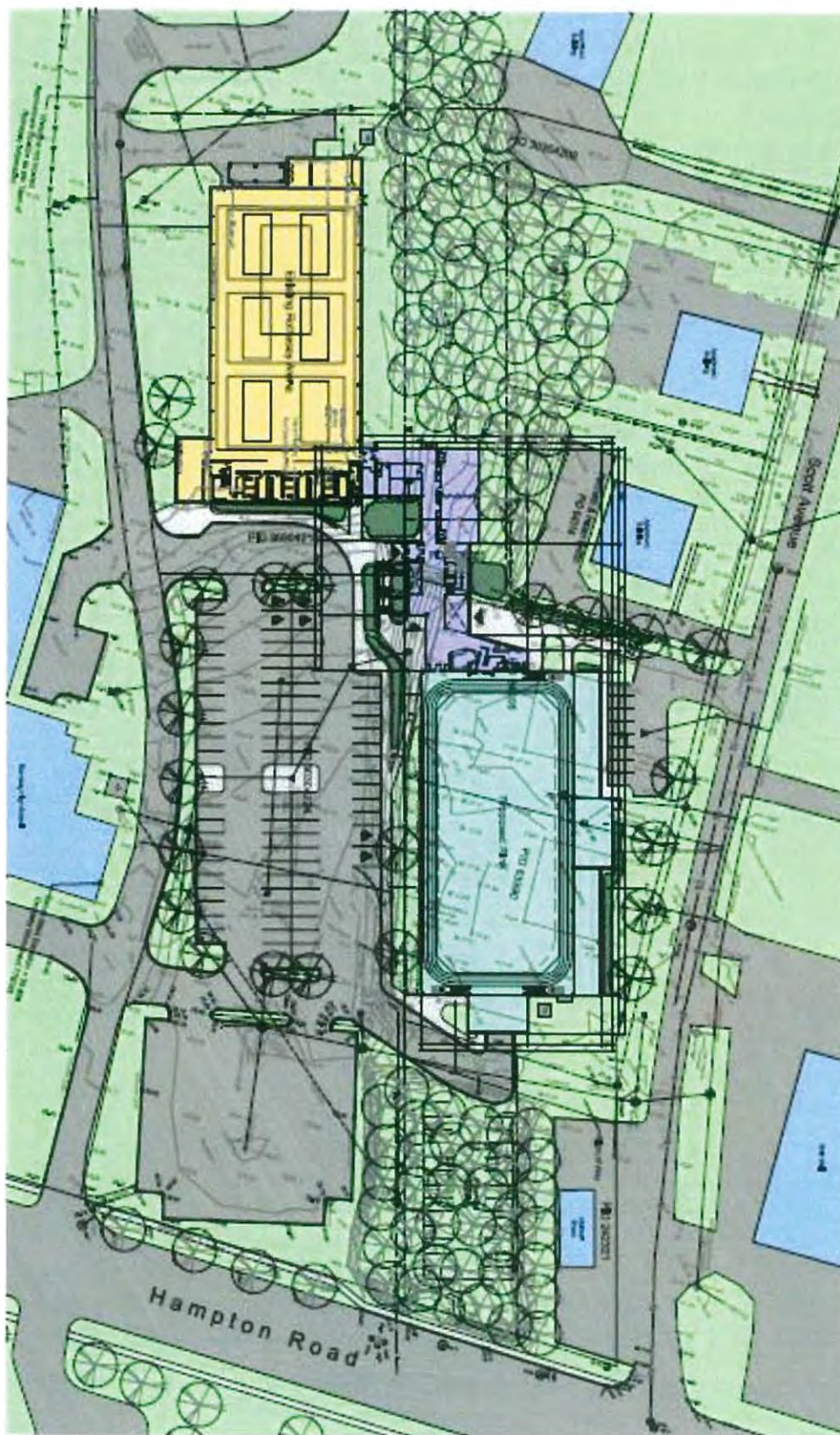
**Competition:** doesn't duplicate or compete with other facilities, different opportunities for Valley residents of all ages, creates focus facility, replaces existing 40+ year old building.

**Fairness:** Town taxpayers contribute large amounts to property tax, HST and income tax (+\$40M per year); very small unconditional grant compared to similar municipalities, other municipalities have received money.





2016October11OpenSessionFINAL\_116  
Rothsay Community Centre Project





## Rothesay Community Centre Project

Preliminary Estimates based on Schematic Design Report (November 2015)

### COSTS

Land Acquisition	\$1.2M
Fees & Soft Costs to date	\$0.9M
New Rink Construction	\$11.8M
• Optional Energy recovery	\$0.9M
Refurbished Arena – fieldhouse/wellness centre	\$2.43M
<b>TOTAL</b>	<b>\$17.3M</b>

### FUNDING

Federal (gas tax approved, alternate funding pending)	\$5.0M
Provincial (request submitted)	\$5.0M
Town	\$7.3M
	<b>\$17.3M</b>



## **Regular Monthly Meeting July 26, 2016**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, July 26, 2016 at 10 Crane Mountain, Saint John.

### **1. Call to Order**

The Board Interim Chairperson, Grace Losier, called the meeting to order at 11:12 a.m.

### **BOARD MEMBERS**

Gary Clark, Mayor, Chairman  
Glen Baxter, Vice Chairman  
Grace Losier, Mayor, Grand Bay-Westfield  
Don Darling, Mayor, City of Saint John *[Absent]*  
Nancy Grant, Deputy Mayor, Rothesay  
Bette Ann Chatterton, Mayor, St. Martins  
Brenda Rathburn, Local Service District Representative  
David Rogers, Local Service District Representative  
Sandra Speight, Local Service District Representative

### **OTHERS**

Marc MacLeod, Executive Director  
Terry Keating – Dept. of Environment & Local Gov't  
Brian Shannon, Fundy Regional Service Commission  
Media  
General Public

### **2. Approval of Order of Business**

The Chairperson asked for approval of the agenda as presented.

**Motion:** To approve the July 26, 2016 agenda as presented.

Moved:	Director Grant
Seconded:	Director Chatterton
Vote:	Motion Carried

### **3. Disclosure of Conflict of Interest**

None

### **4. Approval of the Minutes**

Director Clark advised that the following corrections are required Item 5 – remove Director Driscoll and replace with Clarke and Item 9 – remove the (e) from Clarke.

**Motion:** To approve minutes with the above corrections.

Moved: Director Speight  
Seconded: Director Clark  
Vote: Motion Carried

### **5. Election of Officers**

Chairperson Losier advised that as outlined in the Nomination Committee report there are two individuals interested in standing for the Chair and Vice Chair.

The Chair called for any additional candidates for the Chair, there being none it was declared Gary Clark as Chair.

The Chair called for any additional candidates for the Vice Chair, there being none it was declared Glen Baxter as Vice Chair.

Grace Losier then vacated the Chair and handed the remained of the meeting over the Chairperson Gary Clark.

### **6. Signing Authorities**

Executive Director MacLeod advised that with the consolidation of the roles of General Manager and Executive Director the Commission has lost a signing officer and with the requirement being the executive staff member in this case the Executive Director and either the Chair, Vice Chair. With the loss of the fourth signing officer it creates an issue during times of absences and as such it is the request to have a fourth signing officer appointed from the Board.

Currently the fourth signing authority is Director Losier the recommendation is to continue with this system.

**Motion:** To approve the recommendation to continue with Director Losier as the fourth signing authority.

Moved: Director Speight  
Seconded: Director Rogers  
Vote: Motion Carried

## **7. Building and Planning Report**

Building Inspector Brian Shannon gave a brief overview of the report for May and June.

**Motion:** To receive and file the Building and Planning Report Memo as presented.

Moved: Director Losier  
Seconded: Director Rathburn  
Vote: Motion Carried

## **8. Financial Statement – 2<sup>nd</sup> Quarter**

Executive Director MacLeod gave an overview of the second quarter financial statements advising that the Commission is \$90,000. favourable with the landfill being \$69,000 favourable. Revenue is down due to a drop in tonnage.

**Motion:** To receive and file the 2<sup>nd</sup> Quarter Financial Statements as presented.

Moved: Director Losier  
Seconded: Director Speight  
Vote: Motion Carried

## **9. RFP – Conceptual Model**

Executive Director advised as outlined in the letter from the Department of Environment supporting through the ETF the Landfill Numerical Model Preparation project with a one-time amount of \$65,000.00 to be awarded in the 20126-2017 fiscal year.

Nine bids were received, however due to the scoring being so close a third party has been hired to review. The findings will be presented to the Board at the next meeting.

**Motion:** To receive and file the Department of Environment correspondence regarding the RFP – Conceptual Model.

Moved: Director Losier  
Seconded: Director Speight  
Vote: Motion Carried



## 10. Monthly Meeting Dates

Executive Director MacLeod advised with the members it was thought to revisit the current meeting schedule of the 4<sup>th</sup> Tuesday of the month to be sure it still works for the members. As well as the requirement for members to meet is four meetings per year, we are looking to cancel the August meeting and have the next regularly scheduled meeting on the 4<sup>th</sup> Tuesday in September.

Given that the 4<sup>th</sup> Tuesday conflicts with some of the members it was agreed to revise the date to the 3<sup>rd</sup> Monday, September 19<sup>th</sup>.

**Motion:** To continue with the Regular Monthly Meeting schedule of the 4<sup>th</sup> Tuesday of the month at 10:00 am.

Moved:	Director Losier
Seconded:	Director Rathburn
Vote:	Motion Carried

## 11. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 11:37 am.

Moved:	Director Rathburn
Seconded:	Director Baxter
Vote:	Motion Carried

APPROVED (date) \_\_\_\_\_

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Gary Clark, Chairperson

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Jeanne DeCourville, Recording Secretary

## Agenda

### Kennebecasis Public Library Board

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

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
  - a. 23 June 2016 email from the Town of Quispamsis re. Appointment of Councillor Lisa Loughery
  - b. 11 August 2016 letter to the CRA re. SBJC and T4 Credit difference
- 4.) Report of the Librarian
- 5.) Committee Reports
  - a. Financial
  - b. Facilities Management
  - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
  - a. Purchase Policy - Revised
  - b. 2017 Budget Draft
    - i. 20167 Insurance Quotes
    - ii. Bids for 20167-20190 Snow Removal
    - iii. Bids for 20167-20190 Landscaping
    - iv. 20167 Fire Alarm Maintenance Contract
  - c. NBPLS Policy 1075: Art and Artisan Policy
  - d. Strategic Plan: Programming – TABLED to September

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

**In Attendance:** Mr. D. Steeves, Chair; Mrs. J. Miller, Vice-Chair, Mr. K Winchester, Treasurer; Councillor Mr. D. Shea; Ms. D. Hennessey; Mrs. A. Donovan; Ms. T. Bartlett, Ms. C. Warnell

**Regrets:** Councillor L. Loughery

**Call to Order:** Mr. Steeves called the meeting to order at 6:00pm. Mr. Steeves welcomed Ms. Warnell, the newly appointed member from the Town of Quispamsis.

### **Disposition of Minutes**

It was moved by Mr. Shea to approve the minutes of the June 15, 2016 meeting. Mrs. Miller seconded, and the motion carried.

### **Communications**

Mr. Steeves stated that an email dated 23 June 2016 from the Town of Quispamsis communicated the appointment of Councillor Lisa Loughery to the board. Councillor Loughery will replace Deputy Mayor O'Hara as the Council Representative for the Town of Quispamsis.

Ms. Bartlett stated that a letter dated 28 July 2016 had been received from the CRA re. *SBJC (Small Business Job Credit) and 2015 T4 Credit*. The letter requested an explanation for the difference in the 2015 T4s filed and the balance of Source Deductions account for 2015. Mrs. Madill, the Library's accountant, reviewed the letter and prepared a response on behalf of the Library which explained the cause for the difference and requested that a cheque be made out to the Library for the credit balance. The letter was reviewed by Mr. Winchester and Ms. Bartlett prior to being faxed to the CRA on August 11, 2016.

The Town of Quispamsis notified the board via email on August 17, 2017 of Ms. Warnell's appointment to the Kennebecasis Public Library Board. Mr. Steeves welcomed Ms. Warnell to the board. Discussion ensued.

Ms. Bartlett shared that she had been notified by the Town Clerk for Quispamsis that a 'Notice of decision to dissolve the Kennebecasis Public Library Inc' 60 days after publication of the notice, had been published in the August 17<sup>th</sup> 2016 edition of the Royal Gazette. Ms. Bartlett immediately contacted the Province and was informed that this notice was due to the fact that the 2015 Annual Return had not been filed for the



Board. Ms. Bartlett followed up with the lawyer on file for handling this on behalf of the Library, and was assured that Annual Returns for 2015 and 2016 would be promptly filed for the Library. Mr. Steeves recommended that moving forward this action be added to the Library's Corporate Calendar, and that the responsibility be assigned to the Treasurer.

### **Report of the Librarian**

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

Ms. Bartlett presented a new format for communicating the Library's KPIs which could be shared on the Library's social media platforms. Mrs. Miller moved to accept the new KPI format as presented. Mrs. Hennessey seconded and the motion carried.

Ms. Bartlett elaborated on the high demand from local families for the Literacy for Kids (one-on-one literacy tutoring) summer program – a demand which exceeded the Library's capacity to meet, despite having employed three literacy tutors. Discussion ensued. Mr. Shea suggested that a lottery for registration be considered for the following year. Mrs. Miller recommended that guidelines needed to be established, and that each school should be assigned a limit of students that they could refer to the program. Mr. Steeves proposed that best practices for the Literacy for Kids program be added to the January 2017 agenda - to be discussed further.

Ms. Bartlett presented several novelty cake pans purchased as a new lending initiative for the Library. Ms. Bartlett explained that borrowed cake pans would be put through a Sanitize cycle in the Library's dish washer.

### **Financial Statement**

Mr. Winchester presented the Financial Statement for the period ending July 31, 2016. See attached. Discussion ensued. Mr. Steeves complimented Mr. Winchester on the improved clarity of the reports. Mrs. Hennessey moved to accept the Financial Statement as presented. Mrs. Donovan seconded, and the motion carried.

Ms. Bartlett put forward the suggestion of installing a custom padded bench in the children's reading area, explaining that there was a need for additional soft seating in that area to accommodate visiting families, day cares and school classes. The proposed bench could sit 10-15 children. The initial quote received was for \$3,300 for the bench, excluding the cushions. Discussion ensued. As per the newly adopted purchasing policy, three quotes would be required before awarding a work order. Mrs. Miller moved to approve proceeding with building a bench for the children's area for a maximum cost

of \$3,300 before HST. Mrs. Hennessey seconded, and the motion carried. Mr. Steeves recommended that the Friends of the Library be engaged to raise funds to cover the cost of purchasing cushions for the bench. Fundraising possibilities could include a Night of Arts event, or a gift basket raffle(s).

### **Facilities Management**

Ms. Hennessey presented the August 2016 Building Maintenance report on behalf of Mr. Shedd. See attached. Discussion ensued. Ms. Bartlett added that carpet cleaning had been scheduled for the Labour Day weekend.

Mr. Steeves asked about the status of Mr. Shedd's hours. Ms. Bartlett stated that they were on budget.

### **Marketing Advisory Committee**

Mrs. Donovan provided a verbal report. Mrs. Donovan and Ms. Bartlett had a preliminary meeting to discuss designing and purchasing professionally printed book marks for the Library, and purchasing an iPad to be used for managing the Library's social media and to facilitate staff training on troubleshooting eBorrowing on Apple products. Mrs. Donovan stated that a meeting with the Marketing Advisory Committee would be scheduled soon to discuss the selection and branding of promotional Library swag to be sold at a slight mark-up.

### **New and Unfinished Business**

#### *Purchasing Policy - Revised*

Mr. Winchester presented version three of a Purchasing Policy, which captured changes from the previous meeting. Discussion ensued. Mr. Shea asked if we had a previous policy, and Mr. Steeves responded in the negative. Discussion ensued. Mr. Winchester moved to accept the version three of the Purchasing Policy as presented. Mrs. Hennessey seconded, and the motion carried.

#### *2017 Budget Draft*

Ms. Bartlett and Mr. Winchester presented the first draft of 2017 budget request. Discussion ensued. Approval of the 2017 budget request was tabled to the September meeting.

The Library's existing insurance policy is up for renewal in November 2016. Three local insurance brokers had been engaged to provide quotes for 20167. Ms. Bartlett distributed the quotes and policies received thus far. Mr. Steeves recommended that the



Executive meet to look over the policies in further detail, and to bring forward a recommendation for the 20167 insurance provider at the next meeting.

Mr. Winchester presented quotes obtained by Mr. Shedd for three-year service contracts for landscaping, and snow removal, respectively. Discussion ensued. Mrs. Hennessey moved to award the three year (20167-20189) snow removal contact to Urban Landscaping. Mrs. Donovan seconded, and the motion carried. Mrs. Miller moved to award the three year (2017-2019) landscaping contract to Ernie's Landscaping. Mrs. Donovan seconded and the motion carried.

Ms. Bartlett presented the 2017 renewal for Fire Alarm Maintenance contract from Ultra Alarm. Mrs. Hennessey moved to proceed with the renewal as presented. Mrs. Donovan seconded, and the motion carried.

Ms. Bartlett put forward that the two-year maintenance contract for the self checkout machines (2) was due to expire. No service calls were required during that period. The annual cost of the contract is \$1,650 per unit. Without the contract, service to the machines is based on a time and material basis of \$140 per hour plus repair parts and shipping. Discussion ensued, and it was commonly agreed to not renew the self checkout maintenance contract.

#### *NBPLS Policy 1075: Art and Artisan Policy*

Ms. Bartlett informed the board of a new provincial policy: *Policy 1075: Art and Artisan Policy*. Ms. Bartlett explained that the terms of the Library's existing Artist Contract abide by the terms of the provincial policy, with one exception: the provincial policy requires bilingual signage for the displayed works. The library's Artist Contract will be amended to reflect this provincial requirement.

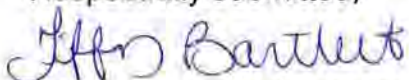
#### *Strategic Plan: Programming*

Tabled to September.

**Adjournment:** As there was no other business, Mrs. Miller moved that the meeting be adjourned at 8:04P.M.

**Next Meeting:** The next meeting is scheduled for September 21, 2016 at 6:00pm at the Library.

Respectfully submitted,



Tiffany Bartlett, Library Director and Secretary to the Board



## Librarian's Report August 2016

### Staffing and Volunteers

We've been incredibly fortunate to have hired a great batch of nine hardworking, creative, enthusiastic students this summer. The last day for our summer students is Friday, August 19<sup>th</sup>. Their position titles and funding are as follows:

- *Summer Reading Club (5 students)*
  - Four 10-week SEED students
  - One 8-week SEED student
- *One-On-One Literacy Tutors (3 students)*
  - Two 10-week SEED students
  - One 8-week Canada Summer Jobs student
- *Community Outreach Co-ordinator (1 student)*
  - One 8-week Canada Summer Jobs student

We had 15 regular VolunTeens who came in on a weekly basis throughout the summer. VolunTeens either assisted staff with operational duties or participated in our Reading Buddies program.

We will be celebrating the contributions of our summer students and VolunTeens with respective pizza parties.

Our Library will be hosting this year's annual Employee Development Day for staff from across the Fundy Library Region on Wednesday, September 21<sup>st</sup>. The Library will be closed to the public that day to allow staff to attend professional development sessions. We are excited to have this opportunity to showcase our beautiful Library to our colleagues!

Tiffany and Daryl have been invited to represent the Kennebecasis Library Board at the New Brunswick Public Libraries Trustees Association's Annual General Meeting on September 17<sup>th</sup> in Sainte Antoine. Presenting to library trustees from across the province, Tiffany and Daryl will be sharing two of our Library's successful fundraising initiatives: the 2014 Adopt-A-Puppet Drive and the 2015, 2016 Runners for Readers, Walkers for Words marathon.

Library staff has voted in favor of wearing staff tags, with the option to choose whether the tag says "Library Staff" or features their first name. For the past year or more, volunteers have been wearing lanyards featuring a "Volunteer" badge, to help differentiate them from regular staff.

## Staffing and Volunteers (continued)

The competition for the two Fall/Winter/Spring Student Library Assistant positions closed on August 5, 2016. Interviews are in-progress.

## Programs

- Our five Summer Reading Club (SRC) students delivered 12 programs weekly to preschool and school age students during the period of June 27<sup>th</sup> to August 19<sup>th</sup>. The theme of this year's Summer Reading Club was Time Travel. Weekly SRC programs included story times, crafts, group activity games, Builder's Club with LEGO<sup>TM</sup> bricks, and puppet shows. Special programs included: a MineCraft program facilitated by the Saint John Free Public Library Children's Department; a visit from Fancy Nancy of The KV Players; a Robotics Workshop facilitated by a local volunteer; a Tie-Die afternoon, and an Archeological Dig.
- Nearly 400 children registered in this year's SRC. We had over 100 people attend our first-ever SRC launch party on June 27<sup>th</sup>. Participants built time machines, had their faces painted, posed at our Robot photo booth, played games, and enjoyed snacks.
- Our SRC closing parties are scheduled for 2:30pm and 6:30pm on Thursday, August 18<sup>th</sup>.
- Our SRC mascot this year was *Read-A-Lot the Robot*, featured here. He was our in-house greeter, featured prominently on the Information Desk. Kids were encouraged to "feed" Read-A-Lot by filling out a ballot with the # of books they'd read since their last visit. Each Friday we drew a ballot and that child won a mystery prize bag filled with Dollar Store goodies. Read-A-Lot also had his own display of Reading Recommendations for Kids, which became a go-to destination for families during their visits.
- Our Community Outreach Coordinator summer student delivered 11 programs to 6 locations and facilitated 5 book deposits in the community each week. Partners for our outreach programming this summer included: Kids Zone, Precious Little Ones, Happy Clown, Origins, the Kennebecasis Baptist Church camp, and the YMCA-QPLEX.
- We experienced the highest demand on record for our Literacy for Kids program. Teachers refer Grades 1 to 5 students reading below their grade level to this one-on-one literacy tutoring program. The tutors meet with each student for two 45 minute sessions a week for shared reading and literacy-based activities and games. Our three Literacy Tutors were able to accommodate a total of 44 participants this summer. Parents began lining up outside the Library starting at





## Programs (continued)

- Parents began lining up outside the Library starting at 8:00am the morning of registration. The 44 available spots were filled within 45 minutes of opening. Sadly, 35 students had to be added to the wait list. Parent feedback for this program is overwhelmingly positive – they are so appreciative of this one-on-one help afforded to their child during the summer months. I am hoping to get some powerful sound-bites from the end-of-summer Parent's Survey which I can use in future grant applications.
- Children on the Literacy for Kids wait list were encouraged to sign-up for our weekly Reading Buddies program, which partnered children with a VolunTeen for shared reading. We averaged 15 participants per week for this program.
- We partnered with a Wellness Counsellor from Sobeys Rothesay to offer a weekly Family Healthy Habits Club which included a guided walk in the Arts and Culture Park followed by a story and healthy snack. Unfortunately turn-out for this program has been very low. In the Fall, the Library will be providing readers' advisory services to the Counsellor for a new adult book club.
- Patrons are enjoying the live-streaming of the 2016 Rio Olympic events on our Smartboard in the lower atrium. Our students have been maintaining a board keeping track of the number of Olympic medals won by Canadian athletes.
- We have enjoyed several different art displays this summer including displays by: the KV Woodworkers, students of Quispamsis Sparrow Studio, and students of Fabiola Martinez.

## Collections and Spaces

- As a precaution against a potential Canada Post service interruption, interlibrary loan service for New Brunswick Public Libraries was temporarily suspended from June 22<sup>nd</sup> to July 13<sup>th</sup>. Our Library is one of the province's highest net borrowers, so this most likely negatively impacted our circulation for this period.
- We received an anonymous complaint of "too many Harlequins" in our Little Free Library at the Arts and Culture Park.
- We commenced lending jigsaw puzzles in late June, and have been pleasantly surprised with the results. Puzzles are being borrowed on an increasingly regular basis, with more puzzles being donated by the public to add to our collection.
- In September we will begin lending novelty cake pans. Cake pans to be available to borrow include a: baby carriage, graduation hat, dinosaur, bunny, 3D car,



## Collections and Spaces (continued)

- castle, pirate ship, butterfly, heart, flower, rabbit, holiday tree, star, book, etc. We believe our patrons, especially young families, will appreciate this free service which will help them to maximize their budgets to celebrate life events.
- We've made a lot of headway in our space optimization projects this summer:
  - The Computer Lab was dismantled and re-purposed into a second program room, rebranded as the "Multi-Purpose Room." The computers from the lab have been scattered around the upper level – which is more convenient for patrons as this is where staff are located to offer assistance, as well as being on the same floor where the printer is located. We haven't received a single negative comment from the public about the computers being moved. This is further supported by the computer use traffic actually increasing slightly following the move.
  - The previous Multi-Purpose Room has been rebranded as the "Children's Activity Room." The lock for the door arrived and was installed by Phil. It works great; we haven't encountered any problems with it. Staff only-access has allowed us to move all of our programming supplies in, which has been a huge improvement for program preparation. We are continuing to work on making this space more vibrant and welcoming to children.
  - The music CD and young adult non-fiction collections were weeded.
  - Large print was moved closer to the entrance, to be adjacent to its complimentary counterpart: the audio-book collection.
  - The AV and YA collections were shifted to allow for the removal and storage of one row of shelving to allow for a wider access way in front of the circulation desk.
  - Mr. Shedd set-up permanent shelving in the main entrance to house the Ongoing Book Sale.
  - The front entrance has been de-cluttered with the moving of three trader racks to the adult fiction area, and moving the public access catalogue computer from the main atrium into the children's section, where it's more convenient for families to access.

Respectfully Submitted,



Tiffany Bartlett, Library Director and Secretary to the Board

Kennebecasis Public Library Inc.						
Comparative Income Statement (DRAFT)						
Period ending July 31, 2016						
	a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>
<b>REVENUE</b>						
Library Service - Rothesay		49,920	49,920	0	85,576	(35,657)
Library service - Quispamsis		74,729	74,729	0	128,106	(53,378)
Room Rentals, Printer and copies		2,090	1,925	165	3,300	(1,210)
Grants		0	0	0		0
Donations	512	0	0			0
Miscellaneous Income		1,101	0	1,101	0	1,101
Previous Year's Surplus		694	81	614	138	556
<b>TOTAL REVENUE</b>	<b>512</b>	<b>128,533</b>	<b>126,654</b>	<b>779</b>	<b>217,120</b>	<b>(89,688)</b>
<b>EXPENSE</b>						
Operations Expenditures						
Other Expenditures - Restricted Fun	222					0
Books, restricted fund	2,203					0
Books - Savings Purchase	405					
Small Equipment and Furniture		1,411	3,675	2,264	6,300	4,889
<b>Total Capital Expenditures</b>	<b>2,830</b>	<b>1,411</b>	<b>3,675</b>	<b>2,264</b>	<b>6,300</b>	<b>4,889</b>
<b>Wages</b>						
Wages		16,111	16,050	(61)	27,800	11,689
EI Expense		292	292	(0)	500	208
CPP Expense		517	362	(155)	620	103
WCB Expense		115	0	(115)	0	(115)
<b>Total Casual Labour</b>		<b>17,035</b>	<b>16,703</b>	<b>(331)</b>	<b>28,920</b>	<b>11,885</b>
<b>General &amp; Administration Expenses</b>						
Building Maintenance		36,300	37,826	1,526	64,845	28,545
Grounds Maintenance		13,310	14,575	1,265	22,825	9,515
Office		4,990	5,305	315	9,100	4,110
Utilities		31,454	29,696	(1,758)	49,902	18,448
Accounting, audit and legal		8,387	7,750	(637)	9,200	813
Professional Development		699	1,500	801	2,000	1,301
Insurance		6,781	3,967	(2,815)	6,800	19
Public Relations		575	1,750	1,175	3,000	2,425
Communications		3,610	4,970	1,360	8,520	4,910
Miscellaneous Expense		950	1,200	250	2,700	1,750
Program Exp		765	1,750	985	3,000	2,235
<b>Total General &amp; Admin Expenses</b>		<b>107,821</b>	<b>110,289</b>	<b>2,468</b>	<b>181,892</b>	<b>74,071</b>
<b>TOTAL EXPENSE</b>	<b>2,830</b>	<b>126,267</b>	<b>130,667</b>	<b>4,400</b>	<b>217,112</b>	<b>90,845</b>
<b>NET INCOME (Deficit)</b>	<b>(2,317.92)</b>	<b>2,266.08</b>	<b>(4,014)</b>	<b>5,179</b>	<b>8</b>	<b>1,157</b>



## Building Maintenance Report August 2016

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

Flower gardens re mulched and tidied

New waste and recycle system is working well with paper pick up every two weeks and cardboard as required.

Lock for Multi Purpose room was ordered and has been installed and works well.

We have removed some shelving units as asked.

AC unit 13 in fan motor had failed. New unit has been ordered. Cost aprox \$3000.00

Worked on new quotes for lawn care and snow plowing. Each quote is for a three year term

Have been in contact with AEM Advanced Energy Management .I discussed our system and how I would like to improve it. I have not heard back from them.

Respectfully submitted,

Phil Shedd



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SEP 15 2016

# annual 2015-2016 report





2016October11OpenSessionFINAL\_134

# highlights

## connect



- The East Branch moved to a new home! Patrons and staff marvel at the beautiful view and the space filled with natural light.
- The Central Library launched their *Pop Up Library*, a mobile unit bringing the library to the public.
- Seniors' Cafés were held at many of our libraries, providing the opportunity to mingle and meet new friends in the community.
- Outreach initiatives were held in schools, community centres, seniors centres, assisted living facilities, churches, local businesses, and more.



- The Summer Reading Club helped sustain and improve the reading level of the **2,110** children who read **58,089** books.
- Our 10 libraries offered their second *Welcome to Kindergarten Day* for families with children starting school in the fall.

- Computer courses, e-reader tutorials, conversation circles, and book clubs were held throughout our libraries.

## Learn

- A Painters' Circle is hosted in Kennebecasis and a Poetry group meets at the Central Library.
- Knitting groups at the Central Library and West Branch are a big hit.
- Puppet shows were featured at many libraries.
- Programs for youth full of crafts, songs, and stories were featured at all of our libraries.
- A ukulele troupe strum up an audience at West Branch!

## CREATE



## Play

- Movie nights and Block Building Clubs using LEGO® were held at Grand Manan, Central, Kennebecasis, and West Branch Libraries.
- Performances by the Saint John String Quartet at the Central Library.
- Internationally-recognized *Every Child Ready to Read®* principles are incorporated into children's programming and spaces.
- *Minecraft* programs were featured at several of our Libraries.
- St. Croix Public Library benefitted from a donation of puppet and magic shows from a retired Performer.



## succeed

- Le Cormoran, East Branch, Kennebecasis, Central, St. Croix and the West Branch Libraries offered free Income Tax clinics—a partnership with the Canada Revenue Agency.
- High school co-op students were welcomed to teams at Kennebecasis, Le Cormoran, Ross Memorial and Sussex Libraries.
- Many libraries collaborate with their local Work Rooms, helping to provide optimal job-seeking resources.





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# Our Impact



**542,323**

**Items circulated**

\* not including e-resources

**2,006** items checked out  
each day.

**on our shelves**  $\oplus$  27,027 **new items added**



369,346  
books

665  
magazines

23,541  
movies

16,204  
music &  
audiobooks

1,716  
other

**= 487,213** items to choose from

**54,228** cardholders



**4,758**

new members

**9%**



more than

**2,432** visitors  
per day



That is more than **3.5x** the number of passengers  
flying from the Saint John Airport!

252,002 passengers in 2015  
\* Saint John Airport 2015 Annual Report

**5,730**  
total programs  
offered



**= 82,815** participants

**651**

programs offered  
outside of our libraries  
in our communities



**21** programs

offered each  
day with

**306** participants

**79,780**  
computer uses

**295**  
computers  
used  
daily



**181**

WiFi connections / day



**almost**

**100**

items  
added to our  
libraries

**250**

holds  
placed  
on items

**each day**

**68,290**



reference questions answered



"Please share your positive public library experiences with families, friends and neighbours who are not regular visitors, so they too can enjoy the same opportunities to connect, learn, play, create and succeed."

Regional Director  
~ BRIAN STEEVES



Thank you!

**343**

volunteers gave

**6,162** hours



**\$455,671** Thank you!  
worth of donations &  
grants (3/4 for collections)





A



B



C



D



E



F



G



H



I



J



K



L

- A. LEGO® masterpiece by Henry at Ross Memorial Library in Saint Andrews.
- B. Mikhu Paul reads poetry during a workshop for National Aboriginal Day at the Central Library.
- C. Summer Reading Club mural at Le Cormoran Library.
- D. Pro Basketball Millrats mascot joins kids at the West Branch Library.
- E. Kids practice yoga at the Sussex Regional Library.
- F. *Builder's Club* participant shows off his LEGO® creation at the Kennebecasis Public Library.
- G. Lieutenant Governor, Jocelyne Roy-Vienneau joins staff to celebrate the grand re-opening of the East Branch Library.
- H. Campobello Public Library and Museum.
- I. Children's Services Staff at the Central Library visit the public with the *Pop-Up Library*.
- J. Senior's Book Club members at the Central Library.
- K. Summer decorations at the St. Croix Public Library.
- L. End of year party to celebrate another successful LEGO® program at Grand Manan Library.





2016 October 11 Open Session FINAL 137  
**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@nbpolicy.ca](mailto:krpfadmin@nbpolicy.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, JUNE 21, 2016  
AT 2:45 P.M.**

**REGULAR MEETING**

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

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

The Chairman requested a Motion for the approval of the Regular Minutes of the meeting of May 25, 2016. **Moved by Bill Artiss and Seconded by Peter Bourque.** Mr. Dobson pointed out that in the Minutes there was reference made to adding the Sick Pay/Retirement Ad Hoc Committee to the Agenda for the June meeting. He pointed out this should be September. The Secretary advised she would amend same. **MOTION CARRIED.** The Chairman advised that item 5 should be struck from the Agenda and asked if the mover and seconder were in approval of this. They agreed. He further pointed out that the Minutes will be amended to reflect that there was

Kennebecasis Regional Joint  
Board of Police Commissioners  
June 21, 2016  
Page 2

## **REGULAR MEETING**

reference made to adding the Sick Pay/Retirement Ad Hoc Committee to the Agenda for the June meeting and this should read September. The Mover and Seconder of the motion were in favor of this amendment. MOTION CARRIED.

## **DECLARATION OF CONFLICT OF INTEREST**

The Chairman asked if there were any Conflicts of Interest. Mr. Dobson advised that if anything arose with respect to automotive, he would declare a conflict.

## **SECRETARY TREASURER'S REPORT**

Ms. Madill presented the Financial Statements for the period ending May 31, 2016. At present there is a surplus of \$159,000 as compared to last year of \$153,000. There has been nothing abnormal in the last couple of months. The Telecom fund has a surplus of \$1,400.00 as compared to last year wherein they had a deficit. This is due to the retirees health insurance. The investment statement from TD Waterhouse was also contained in the packages. The market value has gone up from \$804,000 from last month in the amount of \$796,000. **Moved by Gary Clark and Seconded by Tiffany McKay-French to accept the Secretary-Treasurer's report as circulated. MOTION CARRIED.**

## **CHIEF'S REPORT**

Chief McIntyre advised in addition to his report contained in the packages, the Annual Firearms Qualifications have been completed. We have entered into another Secondment with the RCMP for carbine training using one of our members for a couple of months in the summer. We have hired a summer student through the CAP Program. He further advised that the Bicycle and Assorted items auction went very well. Mr. Dobson asked if there is any accounting of the CAP Program. The Chief advised that this is handled by Cst. Daley and he would ask her for a report in that regard.

Mr. Clark asked if a letter could be sent to the volunteers in respect to the Bike Auction. The Chief advised that a Documented Accomplishment has been done. The Chief advised that Sgt. Scott has been demoing some other types of body worn cameras. He



Kennebecasis Regional Joint  
Board of Police Commissioners  
June 21, 2016  
Page 3

## **REGULAR MEETING**

further advised that we have two more vehicles to purchase this year and the tender will be going out very soon.

The Chairman requested a Motion to approve the Chief's Report. **Moved by Emil Olsen and Seconded by Linda Sherbo to accept the Chief's Report as circulated. MOTION CARRIED.**

## **COMMITTEE REPORTS**

Personnel – Nothing to Report.

Building and Grounds – Nothing to Report. There was a brief discussion on the performance of the present company who is looking after the grounds.

Insurance – Nothing to Report.

Finance – Nothing to Report.

Transportation – Nothing to Report

Communications – Nothing to Report

Policy Committee – Nothing to Report

Regional Services Commission - Nothing to Report

Mr. Dobson asked that if under Building it should be mentioned about the awarding of the contract for the construction of the Carbine Cabinet. The Chief pointed out that there was a Motion made by the Board at the last meeting that we were to go ahead with that company provided that he would agree to do the same Scope of Work for that price. Mr. Olsen advised that documentation was received and that successful tender was willing to perform all the work contained in the Scope of Work for the price that he had previously quoted which was \$4,400 + Tax.

Mr. Artiss pointed out that contained in the boards documents were the minutes of the meeting of the Civic Authority with respect to the changes we would like to see in the up-coming revisions to the Police Act. Chief McIntyre will be meeting in the next three days representing the NB Chiefs, the NBPA will be represented and the Police Commission as well and representatives from Woodstock and the Miramichi. They will be going forward with these 14 or 15 recommendations. Mr. Artiss reviewed some of these recommendations with the Board. A brief discussion took place in this regard.

Kennebecasis Regional Joint  
Board of Police Commissioners  
June 21, 2016  
Page 4

**REGULAR MEETING**

Mr. Dobson thanked Mr. Artiss for all of his work in this regard.

**The Chairman asked for a Motion to Adjourn. Moved by Emil Olsen and  
Seconded by Peter Bourque. MOTION CARRIED.**

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

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

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

	<u>2016</u>	<u>2015</u>
<b>-----Financial assets-----</b>		
Cash - General	\$541,140.20	\$819,352.67
Sick Pay/ Retirement Investments	795,933.67	797,842.02
Accounts Receivable	61,196.29	34,226.38
Sales tax recoverable	30,599.20	36,153.01
	<u>\$1,428,869.36</u>	<u>\$1,687,574.08</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	308,337.14	576,406.61
Vested sick leave/retirement accrual	780,287.51	754,681.16
Sick leave replacement	13,298.53	13,298.53
Accrued pension benefit liability	915,100.00	1,140,800.00
Debenture payable	1,338,000.00	1,450,000.00
	<u>3,355,023.18</u>	<u>3,935,186.30</u>
<b>NET ASSETS (DEBT)</b>	<u>-1,926,153.82</u>	<u>-2,247,612.22</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,594,248.05	3,407,400.83
Accumulated amortization	<u>-1,287,059.62</u>	<u>-1,161,977.85</u>
	2,307,188.43	2,245,422.98
Unamortized Debenture costs	10,603.83	5,197.86
Prepaid expenses	101,718.41	109,155.91
	<u>2,419,510.67</u>	<u>2,359,776.75</u>
<b>ACCUMULATED SURPLUS</b>	<u>493,356.85</u>	<u>112,164.53</u>
 Assets	 3,848,380.03	 4,047,350.83
Liabilities	3,848,380.03	4,047,350.83



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

	<u>2016</u>			<u>2015</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
<b>Millennium Drive</b>				
Land	194,247.55			194,248
Building - Roof	42,676.66			42,677
Mechanical	250,627.82			250,628
Electrical	330,542.64			330,543
Other	520,640.03			520,640
Structure	1,106,997.29			1,106,997
	2,251,484.44	0.00		2,251,484
Accumulated amortization	-690,095.73			-624,239
Net book value of Building	1,561,388.71	0.00	0.00	1,627,245
Paving	52,600.16			52,600
Accumulated amortization	-27,615.08			-24,985
Net book value of paving	24,985.08	0.00	0.00	27,615
Landscaping	3,268.36			3,268
Accumulated amortization	-3,268.36			-3,105
Net book value of landscaping	0.00	0.00	0.00	163
<b>Furnishings</b>	177,329.73			177,330
Accumulated amortization	-93,098.12			-84,232
Net book value of furnishings	84,231.61	0.00	0.00	93,098
<b>Machinery &amp; equipment</b>	61,695.71			61,696
Accumulated amortization	-46,684.29			-44,918
Net book value of equipment	15,011.42	0.00	0.00	16,778
<b>Information technology equipment</b>	278,729.13			142,375
Accumulated amortization	-119,483.76			-91,525
Net book value of IT equipment	159,245.37	0.00	0.00	50,850
<b>Vehicles</b>	574,892.97			524,401
Accumulated amortization	-306,814.28			-288,974
Net book value of vehicles	268,078.69	0.00	0.00	235,427
<b>Total Tangible Capital assets</b>	3,594,248.05	0.00	0.00	3,407,402
<b>Total Accumulated amortization</b>	-1,287,059.62	0.00	0.00	-1,161,978
<b>Net Book Value</b>	2,307,188.43	0.00	0.00	2,245,424

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**SEVEN MONTHS ENDING JULY 31, 2016**

Page 3

	----- SEVEN MONTHS -----				
	-----ACTUAL-----		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	\$62,246.08	127%	\$31,209	\$27,417	\$47,000
Taxi & Traffic Bylaw	6,916.65	137%	5,561	2,917	5,000
Interest income	2,898.42	-17%	3,897	3,500	6,000
Retirement interest & dividends	10,601.40	1%	11,518	10,500	18,000
Secondments	226,025.15	36%	156,135	165,667	284,000
	<u>\$308,687.70</u>	47%	<u>208,320</u>	<u>210,000</u>	<u>360,000</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	\$1,952,364.83	-1%	\$1,787,513	1,970,161	\$3,377,418
Benefits	395,849.84	-2%	364,782	405,699	695,484
Training	11,756.22	-47%	27,553	22,167	38,000
Equipment	1,321.83	-89%	5,564	11,667	20,000
Equip repairs & IT support	1,990.74	-15%	1,624	2,333	4,000
Communications	36,483.60	7%	29,654	34,008	58,300
Office function	8,284.55	-16%	6,355	9,917	17,000
Leasing	6,489.10	5%	6,160	6,183	10,600
Policing-general	15,634.64	-18%	20,266	18,958	32,500
Insurance	6,584.06	1%	6,405	6,533	11,200
Uniforms	29,604.63	41%	30,562	21,000	36,000
Prevention/p.r.	3,576.13	-32%	3,855	5,250	9,000
Investigations	19,648.01	16%	8,267	16,917	29,000
Detention	15,085.00	0%	15,085	15,085	25,860
Taxi & Traffic Bylaw	519.28	78%	794	292	500
Auxillary	70.33	-92%	1,337	875	1,500
Public Safety	16,333.33	0%	16,333	16,333	28,000
	<u>2,521,596.12</u>	-2%	<u>2,332,109</u>	<u>2,563,378</u>	<u>4,394,362</u>
<b>VEHICLES</b>					
Fuel	50,185.59	-22%	51,225	64,167	110,000
Maint./repairs	34,998.51	-29%	47,979	49,583	85,000
Insurance	11,851.56	-2%	11,852	12,089	20,724
New vehicles	18,968.42	-71%	65,980	66,500	114,000
Equipment		-100%		12,542	21,500
	<u>116,004.08</u>	-43%	<u>177,036</u>	<u>204,881</u>	<u>351,224</u>

**STATEMENT OF OPERATIONS**  
**SEVEN MONTHS ENDING JULY 31, 2016**

	-----SEVEN MONTHS-----					
	---ACTUAL---			PRIOR YR	-----BUDGET-----	
<b>EXPENDITURE continued:</b>						
<b>BUILDING</b>						
Maintenance	27,444.44	25%		29,007	21,875	37,500
Cleaning	13,114.68	-6%		12,659	14,000	24,000
Electricity	26,704.09	-3%		28,406	27,417	47,000
Taxes	25,966.45	-3%		25,514	26,790	45,925
Insurance	3,168.69	2%		3,047	3,108	5,328
Grounds	7,413.83	27%		7,663	5,833	10,000
Interest on Debenture	18,404.82	-12%		32,723	21,000	36,000
Debenture Principal	74,666.69	11%		65,333	67,083	115,000
	<u>196,883.69</u>	<u>5%</u>		<u>204,352</u>	<u>187,106</u>	<u>320,753</u>
<b>ADMINISTRATION</b>						
Salaries	354,182.30	0%		341,454	353,408	605,842
Benefits	71,958.38	7%		63,888	67,148	115,110
Professional Fees	24,005.99	-14%		23,225	28,000	48,000
Travel/Training	7,544.49	-1%		9,179	7,583	13,000
Board Travel/Expenses	2,321.18	-20%		1,134	2,917	5,000
Insurance	731.50	1%		712	726	1,244
Bank service fees	631.25			-109		
Labour Relations	10,754.42	84%		2,403	5,833	10,000
Sick Pay/Retirement		-100%			34,883	59,800
Retirement int & dividends	10,601.40	-4%		11,518	11,083	19,000
2nd prior year (surplus) deficit	-65,734.06			-71,759	-65,734	-112,687
	<u>416,996.85</u>	<u>-6%</u>		<u>381,645</u>	<u>445,847</u>	<u>764,309</u>
	2,942,793.04	-8%		2,886,822	3,191,211	5,470,648
<b>CONTRIBUTED BY MEMBERS</b>	<u>3,191,208.44</u>			<u>3,116,299</u>	<u>3,191,211</u>	<u>5,470,648</u>
<b>SURPLUS (DEFICIT)</b>	<u>\$248,415.40</u>			<u>\$229,477</u>	<u>\$0</u>	<u>\$0</u>
<b>TELECOM FUND</b>						
City of SJ telecomm services	186,709.84	0%		177,275	186,710	320,074
Data Networking charges	5,678.32			5,266	5,993	10,273
Retirees health insurance	-735.55			2,134	875	1,500
2nd prior year (surplus) deficit	1,260.70	0%		-2,848	1,261	2,161
	<u>192,913.31</u>			<u>181,827</u>	<u>194,838</u>	<u>334,008</u>
<b>CONTRIBUTED BY MEMBERS</b>	<u>194,841.50</u>			<u>180,639</u>	<u>194,838</u>	<u>334,008</u>
<b>SURPLUS (DEFICIT)</b>	<u>\$1,928.19</u>			<u>(\$1,188)</u>	<u>\$0</u>	<u>\$0</u>
<b>Total surplus (deficit)</b>	<b>\$250,343.59</b>			<b>\$228,289</b>		



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

**STATEMENT OF FINANCIAL POSITION**

BANK balance		541,140	at July 31
ACCOUNTS PAYABLE balance	308,337		
Debenture costs to be paid in December	-77,198		
	-----		
Current Accounts Payable		231,139	Paid in August
		-----	
Extra (Shortfall) in bank account		310,001	

*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 - still have all four but were 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: \$90,534 2015: \$80,732
- Retirees health insurance 2016: \$695 2015: \$413
- The retirees paid \$695 less than the actual costs in 2016

*Vehicles:*

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

*Building:*

- \* Maintenance is over budget by \$5,500 (gun closet \$4,451 & air conditioning problems \$2,047)
- \* 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: \$18,516 2015: \$12,612

*Telecom:*

- \* Retirees health insurance 2016: \$-736 2015: \$2,134
- This year with only one retiree the costs are less

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

	<u>2016</u>	<u>2015</u>
<b>-----Financial assets-----</b>		
Cash - General	\$555,143.45	\$597,960.65
Sick Pay/ Retirement Investments	796,832.87	798,280.42
Accounts Receivable	67,785.97	14,533.63
Sales tax recoverable	34,132.96	39,868.07
	<u>\$1,453,895.25</u>	<u>\$1,450,642.77</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	259,206.63	244,945.46
Vested sick leave/retirement accrual	790,146.51	755,119.56
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>3,315,751.67</u>	<u>3,604,163.55</u>
<b>NET ASSETS (DEBT)</b>	<u>-1,861,856.42</u>	<u>-2,153,520.78</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,594,248.05	3,407,400.83
Accumulated amortization	<u>-1,287,059.62</u>	<u>-1,161,977.85</u>
	<u>2,307,188.43</u>	<u>2,245,422.98</u>
Unamortized Debenture costs	10,506.15	4,938.09
Prepaid expenses	<u>68,217.62</u>	<u>68,459.12</u>
	<u>2,385,912.20</u>	<u>2,318,820.19</u>
<b>ACCUMULATED SURPLUS</b>	<u>524,055.78</u>	<u>165,299.41</u>
Assets	3,839,807.45	3,769,462.96
Liabilities	3,839,807.45	3,769,462.96

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

	2016			2015	
	-----TANGIBLE CAPITAL ASSETS-----				
	Balance beginning of year	Additions	Disposals	Balance end of year	
<b>Millennium Drive</b>					
Land	194,247.55			194,247.55	194,248
Building - Roof	42,676.66			42,676.66	42,677
Mechanical	250,627.82			250,627.82	250,628
Electrical	330,542.64			330,542.64	330,543
Other	520,640.03			520,640.03	520,640
Structure	1,106,997.29			1,106,997.29	1,106,997
	2,251,484.44	0.00		2,251,484.44	2,251,484
Accumulated amortization	-690,095.73			-690,095.73	-624,239
Net book value of Building	1,561,388.71	0.00	0.00	1,561,388.71	1,627,245
Paving	52,600.16			52,600.16	52,600
Accumulated amortization	-27,615.08			-27,615.08	-24,985
Net book value of paving	24,985.08	0.00	0.00	24,985.08	27,615
Landscaping	3,268.36			3,268.36	3,268
Accumulated amortization	-3,268.36			-3,268.36	-3,105
Net book value of landscaping	0.00	0.00	0.00	0.00	163
<b>Furnishings</b>	177,329.73			177,329.73	177,330
Accumulated amortization	-93,098.12			-93,098.12	-84,232
Net book value of furnishings	84,231.61	0.00	0.00	84,231.61	93,098
<b>Machinery &amp; equipment</b>	61,695.71			61,695.71	61,696
Accumulated amortization	-46,684.29			-46,684.29	-44,918
Net book value of equipment	15,011.42	0.00	0.00	15,011.42	16,778
<b>Information technology equipment</b>	278,729.13			278,729.13	142,375
Accumulated amortization	-119,483.76			-119,483.76	-91,525
Net book value of IT equipment	159,245.37	0.00	0.00	159,245.37	50,850
<b>Vehicles</b>	574,892.97			574,892.97	524,401
Accumulated amortization	-306,814.28			-306,814.28	-288,974
Net book value of vehicles	268,078.69	0.00	0.00	268,078.69	235,427
<b>Total Tangible Capital assets</b>	3,594,248.05	0.00	0.00	3,594,248.05	3,407,402
<b>Total Accumulated amortization</b>	-1,287,059.62	0.00	0.00	-1,287,059.62	-1,161,978
<b>Net Book Value</b>	2,307,188.43	0.00	0.00	2,307,188.43	2,245,424



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**EIGHT MONTHS ENDING AUGUST 31, 2016**

Page 3

	----- EIGHT MONTHS -----				
	-----ACTUAL-----		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	\$57,341.28	83%	\$42,084	\$31,333	\$47,000
Taxi & Traffic Bylaw	7,166.60	115%	5,728	3,333	5,000
Interest income	3,406.67	-15%	4,399	4,000	6,000
Retirement investment income	20,460.40	71%	11,957	12,000	18,000
Secondments	258,313.88	36%	188,043	189,333	284,000
	<u>\$346,688.83</u>	44%	<u>252,211</u>	<u>240,000</u>	<u>360,000</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	\$2,239,118.53	-1%	\$2,064,834	2,251,612	\$3,377,418
Benefits	438,239.84	-5%	403,455	463,656	695,484
Training	18,710.95	-26%	29,400	25,333	38,000
Equipment	3,704.74	-72%	7,108	13,333	20,000
Equip repairs & IT support	1,990.74	-25%	1,624	2,667	4,000
Communications	39,102.05	1%	33,609	38,867	58,300
Office function	9,212.79	-19%	7,423	11,333	17,000
Leasing	7,406.94	5%	7,056	7,067	10,600
Policing-general	20,392.31	-6%	23,628	21,667	32,500
Insurance	7,524.64	1%	7,320	7,467	11,200
Uniforms	30,491.50	27%	33,981	24,000	36,000
Prevention/p.r.	4,663.06	-22%	4,024	6,000	9,000
Investigations	20,063.77	4%	10,057	19,333	29,000
Detention	17,240.00	0%	17,240	17,240	25,860
Taxi & Traffic Bylaw	519.28	56%	795	333	500
Auxillary	70.33	-93%	1,344	1,000	1,500
Public Safety	18,666.67	0%	18,667	18,667	28,000
	<u>2,877,118.14</u>	-2%	<u>2,671,565</u>	<u>2,929,575</u>	<u>4,394,362</u>
<b>VEHICLES</b>					
Fuel	57,823.86	-21%	58,526	73,333	110,000
Maint./repairs	39,050.33	-31%	53,859	56,667	85,000
Insurance	13,544.64	-2%	13,545	13,816	20,724
New vehicles	18,968.42	-75%	62,725	76,000	114,000
Equipment	2,702.84	-81%		14,333	21,500
	<u>132,090.09</u>	-44%	<u>188,655</u>	<u>234,149</u>	<u>351,224</u>

## KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

Page 4

STATEMENT OF OPERATIONS  
EIGHT MONTHS ENDING AUGUST 31, 2016

	-----EIGHT MONTHS-----					
	-----ACTUAL-----		PRIOR YR		-----BUDGET-----	
<b>EXPENDITURE continued:</b>						
<b>BUILDING</b>						
Maintenance	25,612.34	2%	31,631	25,000	37,500	
Cleaning	15,266.19	-5%	14,769	16,000	24,000	
Electricity	28,687.72	-8%	30,412	31,333	47,000	
Taxes	29,603.58	-3%	29,158	30,617	45,925	
Insurance	3,621.36	2%	3,482	3,552	5,328	
Grounds	7,413.83	11%	9,176	6,667	10,000	
Interest on Debenture	21,034.08	-12%	37,398	24,000	36,000	
Debenture Principal	85,333.36	11%	74,667	76,667	115,000	
	<u>216,572.46</u>	1%	<u>230,693</u>	<u>213,835</u>	<u>320,753</u>	
<b>ADMINISTRATION</b>						
Salaries	405,622.81	0%	391,831	403,895	605,842	
Benefits	79,181.59	3%	70,174	76,740	115,110	
Professional Fees	26,180.55	-18%	25,328	32,000	48,000	
Travel/Training	8,326.76	-4%	8,058	8,667	13,000	
Board Travel/Expenses	2,321.18	-30%	1,134	3,333	5,000	
Insurance	836.00	1%	813	829	1,244	
Bank service fees	720.30		-85			
Labour Relations	11,380.13	71%	2,403	6,667	10,000	
Sick Pay/Retirement		-100%		39,867	59,800	
Retirement int & dividends	20,460.40	62%	11,957	12,667	19,000	
2nd prior year (surplus) deficit	-75,124.64		-82,010	-75,125	-112,687	
	<u>479,905.08</u>	-6%	<u>429,603</u>	<u>509,539</u>	<u>764,309</u>	
	3,358,996.94	-8%	3,268,305	3,647,099	5,470,648	
<b>CONTRIBUTED BY MEMBERS</b>	3,647,095.36		3,561,484	3,647,099	5,470,648	
<b>SURPLUS (DEFICIT)</b>	<u>\$288,098.42</u>		<u>\$293,179</u>	<u>\$0</u>	<u>\$0</u>	
<b>TELECOM FUND</b>						
City of SJ telecomm services	213,382.67	0%	202,600	213,383	320,074	
Data Networking charges	6,495.25		6,076	6,849	10,273	
Retirees health insurance	-797.30		2,120	1,000	1,500	
2nd prior year (surplus) deficit	1,440.80	0%	-3,255	1,441	2,161	
	<u>220,521.42</u>		<u>207,541</u>	<u>222,672</u>	<u>334,008</u>	
<b>CONTRIBUTED BY MEMBERS</b>	222,676.00		206,444	222,672	334,008	
<b>SURPLUS (DEFICIT)</b>	<u>\$2,154.58</u>		<u>(\$1,097)</u>	<u>\$0</u>	<u>\$0</u>	
<b>Total surplus (deficit)</b>	\$290,253.00		\$292,082			

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

**STATEMENT OF FINANCIAL POSITION**

BANK balance		555,143	at August 31
ACCOUNTS PAYABLE balance	259,207		
Debenture costs to be paid in December	-90,397		
	-----		
Current Accounts Payable		168,810	Paid in September
		-----	
Extra (Shortfall) in bank account		386,333	

*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: \$102,419 2015: \$91,291
- Retirees health insurance 2016: \$1,515 2015: \$-101
- The retirees underpaid \$1,516 less than the actual costs in 2016

*Vehicles:*

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

*Building:*

- \* Maintenance is over budget by \$5,500 (gun closet \$4,451 & air conditioning problems \$2,047)
- \* 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: \$20,311 2015: \$13,447

*Telecom:*

- \* Retirees health insurance 2016: \$-797 2015: \$2,120
- This year with only one retiree the costs are less



**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING  
FIRE STATION ONE, CAMPBELL DRIVE  
JULY 13, 2016**

---

Present: Commissioner Deb Armstrong      Chief Bill Ireland  
Commissioner John Jarvie      Carlene MacBean, Executive Assistant  
Commissioner Sean Luck  
Commissioner Robert McIntyre  
Commissioner Kirk Miller  
Commissioner Brian Shanks  
Commissioner Roger Young

Regrets: Commissioner Grant Brennan

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1.0 Call to Order

Commissioner Shanks called the meeting to order at 6:55 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by K. Miller and seconded by S. Luck, that the agenda be approved with the following additions:

- Item 7.3 be added to the agenda "Email from Town of Quispamsis re: Kennebecasis Valley Fire Board Appointments – Terms"
- Item 7.4 be added to the agenda "Email from Town of Rothesay re: Rothesay Appointment"

**CARRIED**

4.0 Disclosure of Interest

None

5.1 Approval of Previous Minutes

Moved by R. McIntyre and seconded by R. Young, that the minutes of May 11, 2016 be approved.

**CARRIED**

6.0 Unfinished Business

6.1 Election of Officers

6.1.1 Election of the Chair

Commissioner Miller was nominated for the position of Chair, he declined the nomination. Commissioner Young was nominated for the position of Chair and accepted the nomination. No other nominations were made.

Moved by R. McIntyre and seconded by K. Miller, that Commissioner Young be elected as Chair for the 2016 term.

**CARRIED**

6.1.2 Election of the Vice Chair

Commissioner Shanks was nominated for the position of Vice Chair and accepted the nomination. No other nominations were made.

Moved by R. Young and seconded by R. McIntyre, that Commissioner Shanks be elected as Vice Chair for the 2016 term.

**CARRIED**

6.1.3 Election of the Secretary Treasurer

Commissioner Miller was nominated for the position of Secretary Treasurer and accepted the nomination. No other nominations were made.

Moved by R. Young and R. McIntyre, that Commissioner Miller be elected as Secretary Treasurer for the 2016 term.

**CARRIED**



## 6.2 Committee Appointments & First Meeting Dates

For the benefit of the new members, the composition of the Boards two committees (Finance and Personnel) were read out from By-Law 1A:

### 3.13 Committees

*The Board may from time to time by resolution establish such committees and name such persons to act thereon with such duties as the Board shall deem proper, necessary or requisite; the persons named to act in such committees need not be directors.*

#### (a) Finance Committee:

##### a. Composition:

##### i. *The Committee shall compose of five persons as follows:*

1. *One Elected and one Unelected Board Member from each community, one of whom must be the Treasurer of the Board;*

2. *The Fire Chief;*

ii. *A Board Member, except for the Chief, may not serve on both the Finance Committee and the Personnel Committee;*

iii. *Resource people, as required from time to time, including a recording secretary are not voting members.*

#### (b) Personnel Committee:

##### a. Composition:

##### i. *The Committee shall compose of five persons as follows:*

1. *One Elected and one Unelected Board Member from each community,*

2. *The Fire Chief;*

ii. *A Board Member, except for the Chief, may not serve on both the Finance Committee and the Personnel Committee;*

iii. *Resource people, as required from time to time, including a recording secretary are not voting members.*

iv. *Appointments shall be on an annual basis and at the first Board meeting after the new year;*

v. *The Chair of the committee shall be elected by the committee at the first committee meeting in each new year.*

The following points were discussed:

- The requirement of "One Elected and one Unelected Board Member from each community" causes an issue for the Town of Rothesay appointments as only one elected member has been appointed to the Board and "A Board Member, except



for the Chief, may not serve on both the Finance Committee and Personnel Committee".

- Are committee appointments necessary at this time as By-Law 1A states "The Board may from time to time by resolution establish such committees"
- Due to the small size of the Fire Board, and as the committees report back to the Fire Board there is discussion anyway, are the committees required. Why not have all items discussed by the entire Fire Board, have everyone involved.

Moved by R. Young and seconded by R. McIntyre that no committee appointments be made until such time as they are required.

**CARRIED**

### 6.3 Meeting Frequency

Upon discussion it was decided the remaining meeting dates for 2016 will be September 14<sup>th</sup>, October 12<sup>th</sup>, November 9<sup>th</sup> and December 14<sup>th</sup> with the understanding that special meetings may be called with 48 hours notice provided to each member should the need arise.

Moved by R. McIntyre and seconded by S. Luck that the remaining meeting dates for 2016 be set for September 14<sup>th</sup>, October 12<sup>th</sup>, November 9<sup>th</sup> and December 14<sup>th</sup>.

**CARRIED**

## 7.0 Correspondence

### 7.1 Letter from Town of Rothesay re: Rothesay Council Representative

Moved by R. Young and seconded by K. Miller to receive and file.

**CARRIED**

### 7.2 Letter from Town of Quispamsis re: Quispamsis Appointments

Moved by R. Young and seconded by K. Miller to receive and file.

**CARRIED**

7.3 Email from Town of Quispamsis re: Kennebecasis Valley Fire Board Appointments - Terms

Moved by R. Young and seconded by K. Miller to receive and file.

On the question:

It was noted that there is a correction required to the term end date for Commissioner Armstrong, however, it is understood that Commissioner Armstrong's term end date is June 30, 2019 . Mrs. MacBean will contact the Town of Quispamsis.

**CARRIED**

7.4 Email from Town of Rothesay re: Rothesay Appointment

Moved by K. Miller and seconded by R. McIntyre to receive and file.

**CARRIED**

8.0 New Business

None

9.0 Financial

9.1 Draft Financial Statements for the Fifth Month Ended May 31, 2016

The Board reviewed the financial statements with Chief Ireland noting that on page three is a list of budget variances greater than \$5,000 and on page four is a list of invoices over \$2,000.

Moved by R. McIntyre and seconded by K. Miller to receive and file.

**CARRIED**

10.0 Business Arising from Committee of the Whole

10.1 Contract Negotiations

Moved by D. Armstrong and seconded by R. Young to accept the following motions as approved at the Committee of the Whole meeting:



- Moved by D. Armstrong and seconded by K. Miller for Chief Ireland to approach the union on their interest in interest based negotiations.
- Moved by J. Jarvie and seconded by S. Luck to authorize Chief Ireland to send an expression of interest for a labour negotiator to assist the Board in upcoming negotiations.

**CARRIED**

## 11.0 Reports

### 11.1 Chief's Report

Chief Ireland invited all members to the retirement reception for Captain Mark McCully on August 1<sup>st</sup> at 8:30 am at Station 1.

Moved by J. Jarvie and seconded by K. Miller to receive and file.

On the question:

Commissioner Jarvie asked on the June 11<sup>th</sup> incident listed, how does the department know that the homeowner was discharged the same day. Chief Ireland stated that usually we do not, however, the department were still at the home when they returned.

Commissioner Jarvie asked when there are flood events, how does the fire department determine which basements to pump out. Chief Ireland stated it depends on the level of the hazard and the ability of the homeowner to deal with the situation. A senior citizen who lives alone with no means of pumping out their basement would be given assistance, whereas, a homeowner able to look after the situation themselves would not be. It depends upon the circumstances.

**CARRIED**

### 11.2 Response Summary

Moved by R. Young and seconded by K. Miller to receive and file.

On the question:

Commissioner Jarvie requested clarification on what the "false alarm (mischief) – municipal alarm" means. Chief Ireland stated that these classifications come from the province and the department fits our incidents into the headings.

**CARRIED**



12.0 Adjournment

Moved by R. Young that the meeting be adjourned at 6:40 pm.

**Date of next meeting – September 14, 2016**

Respectfully submitted,

  
\_\_\_\_\_  
CHAIR

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

# Kennebecasis Valley Fire Department Inc.

2016 October 11 Open Session FINAL 158

9.1

## Statement of Operations with Budget Variances For the 5 months ending May 31, 2016

Line #	REVENUE:	BUDGET	ACTUAL	VARIANCES	BUDGET
		YEAR TO DATE	YEAR to DATE	YEAR TO DATE (Under Budget)	2016
1	Members Contributions	\$2,106,823	\$2,106,823	(\$0)	\$4,564,783
2	Local Service Districts	\$37,905	\$37,905	\$0	\$90,973
3	Revenue Fee Structure	\$35	\$35	\$0	\$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	\$2,083	\$2,139	\$55	\$5,000
7	Surplus/ Deficit 2nd Previous	\$122,068	\$122,068	\$0	\$122,068
8		<u>\$2,315,020</u>	<u>\$2,313,784</u>	<u>(\$1,236)</u>	<u>\$4,829,029</u>
EXPENSES:					
ADMINISTRATION:					
9	Admin. Wages and Benefits	\$228,476	\$223,966	(\$4,510)	\$576,600
10	Convention/ Dues/ Training	\$4,000	\$3,269	(\$731)	\$20,000
11	Professional Services	\$1,500	\$1,293	(\$207)	\$33,500
12	Office Supplies / Copy Machine/ S/C	\$3,077	\$1,709	(\$1,368)	\$7,385
13	Computer Hardware/Software/IT	\$7,137	\$4,117	(\$3,020)	\$12,000
14	Station Telephone/ Internet	\$4,794	\$4,295	(\$499)	\$14,382
15	Postage/ Misc. Exp	\$721	\$176	(\$545)	\$2,550
16		<u>\$249,705</u>	<u>\$238,824</u>	<u>(\$10,881)</u>	<u>\$666,418</u>
FIREFIGHTING FORCE:					
17	Salaries Basic	\$961,643	\$945,461	(\$16,182)	\$2,421,592
18	Overtime	\$19,692	\$5,495	(\$14,197)	\$63,000
19	Vacation Pay on Retirement	\$9,436	\$0	(\$9,436)	\$28,308
20	Force Benefits	\$263,992	\$252,207	(\$11,785)	\$577,100
21	Clothing/Uniform Maintenance	\$9,267	\$6,562	(\$2,705)	\$27,000
22	Medical and Fitness Training	\$6,200	\$6,966	\$766	\$20,400
23	Career Recognition	\$2,000	\$2,657	\$657	\$4,000
24	Holiday Relief Wages & Overtime	\$93,273	\$89,981	(\$3,293)	\$314,000
25	Holiday Relief Benefits	\$36,662	\$34,567	(\$2,094)	\$91,700
26	Volunteer Expenses	\$9,770	\$7,478	(\$2,292)	\$21,000
27		<u>\$1,411,935</u>	<u>\$1,351,374</u>	<u>(\$60,559)</u>	<u>\$3,568,100</u>
TELECOMMUNICATIONS					
28	Cellular Telephone	\$2,421	\$1,928	(\$492)	\$5,810
29	Communication Equipment	\$4,175	\$2,936	(\$1,239)	\$12,000
30	Maintenance/ Repairs	\$1,275	\$0	(\$1,275)	\$3,060
31		<u>\$7,871</u>	<u>\$4,864</u>	<u>(\$3,007)</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	\$9,900	\$6,138	(\$3,762)	\$32,000
35	Fire Prevention and Public Education	\$3,736	\$2,922	(\$814)	\$10,000
36	Training Supplies	\$200	\$87	(\$113)	\$2,500
37		<u>\$13,836</u>	<u>\$9,148</u>	<u>(\$4,689)</u>	<u>\$44,500</u>
FACILITIES					
38	Station 1 Operating	\$138,708	\$129,709	(\$8,999)	\$186,680
39	Station 2 Operating	\$9,042	\$9,178	\$136	\$21,700
40	Station 2 Rent	\$19,975	\$19,975	\$0	\$47,940
41	Station Supplies	\$4,375	\$2,561	(\$1,814)	\$10,500
42		<u>\$172,100</u>	<u>\$161,422</u>	<u>(\$10,677)</u>	<u>\$266,820</u>

# Kennebecasis Valley Fire Department Inc.

2016 October 10 Open Session FINAL\_159

## Statement of Operations with Budget Variances

For the 5 months ending May 31, 2016

	BUDGET	ACTUAL	VARIANCES	BUDGET
	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	2016
<b>FLEET</b>				
43 Vehicle Fuel	\$15,385	\$6,781	(\$8,603)	\$40,000
44 Vehicle Registration	\$434	\$301	(\$133)	\$434
Vehicle Lease Payments	\$0	\$0	\$0	\$0
45 Vehicle Maint & Repairs	\$25,833	\$37,939	\$12,105	\$62,000
46	<u>\$41,652</u>	<u>\$45,021</u>	<u>\$3,369</u>	<u>\$102,434</u>
<b>OPERATIONS</b>				
47 New Equipment	\$6,665	\$5,621	(\$1,045)	\$16,000
48 Maint & Repairs - Equipment	\$6,750	\$10,113	\$3,363	\$13,000
49 Maint & Repairs - Bunker Gear	\$1,000	\$834	(\$166)	\$7,000
50 Medical Supplies	\$1,667	\$1,705	\$39	\$4,000
51 Firefighter Supplies	\$1,667	\$2,101	\$434	\$4,000
52 Health & Safety	\$625	\$20	(\$605)	\$1,500
53 H&S Cause Determination	\$417	\$0	(\$417)	\$1,000
54	<u>\$18,790</u>	<u>\$20,394</u>	<u>\$1,604</u>	<u>\$46,500</u>
<b>WATER COSTS:</b>				
55 Water Costs - Rothesay	\$11,749	\$11,749	\$0	\$23,497
56 Water Costs - Quispamsis	\$2,195	\$2,195	\$0	\$4,390
57	<u>\$13,944</u>	<u>\$13,944</u>	<u>\$0</u>	<u>\$27,887</u>
<b>OTHER:</b>				
58 Miscellaneous	\$833	\$1,254	\$420	\$2,000
59 Retirement Allowance	\$20,833	\$20,833	\$0	\$50,000
60	<u>\$21,667</u>	<u>\$22,087</u>	<u>\$420</u>	<u>\$52,000</u>
61	<u>\$1,984,999</u>	<u>\$1,900,064</u>	<u>(\$84,932)</u>	<u>\$4,829,029</u>
61 SURPLUS (DEFICIT) FOR THE PERIOD	<u>\$330,021</u>	<u>\$413,719</u>	<u>\$83,696</u>	<u>\$0</u>



# Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 5 months ending May 31, 2016

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
<b>Firefighting Force</b>					
17	Salaries	\$961,643	\$945,461	(\$16,182)	Result of retirement and personnel on sick leave, recovery of wages from WSNB
18	Overtime	\$19,692	\$5,495	(\$14,197)	as required
19	Vacation pay on retirement	\$9,436	\$0	(\$9,436)	Retiree took vacation time in lieu of pay
20	Force Benefits	\$263,992	\$252,207	(\$11,785)	# of employees utilizing single coverage
38	Station 1 Operating	\$138,708	\$129,709	(\$8,999)	Property tax and propane less than anticipated
42	Vehicle Fuel	\$15,385	\$6,781	(\$8,603)	as required
45	Vehicle Maint & Repair	\$25,833	\$37,939	\$12,105	E2 injectors replaced, other repairs as required
<hr/>					
<b>Material Variances</b>		<b>\$1,434,689</b>	<b>\$1,377,593</b>	<b>(\$57,096)</b>	

# Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000

For the months of March to May 2016

Recurring Monthly Invoices		Amount	Description
03/01/16	Assumption Life	\$24,497	Group Benefits
03/01/16	Town of Quispamsis	\$3,995	Rent - Station 2
03/10/16	Receiver General	\$46,203	payroll liabilities
03/10/16	BMO	\$71,555	net wages 03/10/2016
03/24/16	Receiver General	\$45,926	payroll liabilities
03/24/16	BMO	\$71,312	net wage 03/24/2016
03/31/16	CIBC Mellon	\$41,236	Pension March 2016
03/31/16	I.A.F.F. Local 3591	\$7,151	Union Dues
03/31/16	Worksafe	\$1,795	monthly assessment
03/31/16	Town of Rothesay	\$2,344	water usage
04/01/16	Assumption Life	\$24,575	Group Benefits
04/01/16	Town of Quispamsis	\$3,995	Rent - Station 2
04/07/16	Receiver General	\$45,926	payroll liabilities
04/07/16	BMO	\$71,995	net wages 04/07/2016
04/22/16	Receiver General	\$46,261	payroll liabilities
04/21/16	BMO	\$70,105	net wage 04/21/2016
04/30/16	CIBC Mellon	\$40,403	Pension April 2016
04/30/16	I.A.F.F. Local 3591	\$6,960	Union Dues
04/30/16	Worksafe	\$1,778	monthly assessment
04/01/16	Town of Rothesay	\$5,874	water - quarterly
05/01/16	Assumption Life	\$24,609	Group Benefits
05/01/16	Town of Quispamsis	\$3,995	Rent - Station 2
05/05/16	Receiver General	\$43,795	payroll liabilities
05/05/16	BMO	\$67,943	net wages 05/05/2016
05/19/16	Receiver General	\$44,907	payroll liabilities
05/19/16	BMO	\$68,567	net wage 05/19/2016
05/31/16	CIBC Mellon	\$41,708	Pension May 2016
05/31/16	I.A.F.F. Local 3591	\$6,727	Union Dues
Non-Recurring Invoices		Amount	Description
03/01/16	Minister of Finance ( Property Tax)	\$98,765	2016 property tax
03/10/16	Worksafe NB	\$29,670	Firefighters Compensation Act
03/17/16	Parts for Trucks	\$5,544	Vehicle maintenance on 6 trucks
03/21/16	Municipal Advisory Corporation	\$2,300	2016 EAP
03/28/16	Quadrus Investment Services	\$37,742	Retiring Allowance- member retirement
03/28/16	MicMac Fire & Safety Source Ltd	\$3,677	SCBA flow test
03/28/16	East Coast International Trucks	\$6,881	E2, Injectors replaced
04/13/16	Teed Saunders Doyle	\$7,910	2015 audit
04/26/16	Ingenious Software	\$2,634	Fire Pro Annual software contract
05/11/16	G LeBlanc Fire Truck Repair	\$2,463.22	E1 repairs



# Kennebecasis Valley Fire Department

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

July 13, 2016

### **HRFF Hiring Process**

The top five candidates identified in our selection process commenced their six-week training period with the department on June 13. Upon completion of their training, final evaluations will determine their ranking and subsequent hiring order. The department currently has two permanent vacancies at the Holiday Relief Firefighter rank.

### **Parental Leave**

Following a mini departmental baby boom this spring when the extended fire department family increased with five new additions; two of the new Fathers have applied for parental leave. One full-time member is off from June – September and one holiday relief member is off from July – December.

### **Fire Incidents**

The department responded to three structure fire incidents which attracted media attention since my last report.

June 11 – Legend Lane, Quispamsis – An early morning shed fire threatened to extend into the residence until it was quickly extinguished by responding fire crews. A female occupant of the resident was transported to hospital from the scene and was discharged the same day. Careless disposal of smoker's materials was the cause.

June 16 – Hampton Road, Rothesay – Multiple calls regarding smoke emitting from a strip mall on Hampton Road caused concern for crews responding to this multi-unit commercial building in Rothesay. A malfunctioning meat smoker in the Kuinshoeve butcher shop ignited a grease fire which caused moderate smoke damage to the business but the fire was quickly extinguished by firefighters before it impacted other units in the building.

July 2 – Randy Jones Way, Quispamsis – Alert staff at the qplex noticed smoke and water coming from the Pro Shop while investigating a fire alarm. The building sprinkler system worked as designed to suppress the fire which was caused by an overheated extension cord. Fire crews ventilated the building to remove smoke and assisted with cleaning up the water discharged by the sprinkler.



<b>Response Types Kennebecasis Valley Fire Department (01/01/2016-30/06/2016)</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>2016 YTD</b>	<b>2015 YTD</b>
Fire/explosion - dollar loss [10]	0	6	3	3	1	4	17	20
Rubbish/grass fire - no dollar loss [12]	0	1	3	7	17	11	39	21
Chimney Fire [13]	0	0	0	2	1	0	3	6
<b>Total Fire [10-19]</b>	<b>0</b>	<b>7</b>	<b>6</b>	<b>12</b>	<b>19</b>	<b>15</b>	<b>59</b>	<b>47</b>
Rescue - Miscellaneous [30]	1	0	0	0	1	0	2	3
Vehicle Accident [31]	11	15	6	4	12	8	56	56
<b>Total Rescue or Resuscitation call [30-39]</b>	<b>12</b>	<b>15</b>	<b>6</b>	<b>4</b>	<b>13</b>	<b>8</b>	<b>58</b>	<b>59</b>
Public Hazard - gasoline or fuel spill [41]	0	1	0	1	0	0	2	1
Public Hazard - power line down / utility pole hazard [43]	0	2	1	1	0	0	4	10
Public Hazard - miscellaneous [49]	0	1	2	0	2	0	5	7
<b>Total Public hazard [40-49]</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>11</b>	<b>18</b>
Gas Leak - propane [51]	1	0	0	1	0	0	2	4
Gas Leak - response to carbon monoxide detector alarm [53]	0	0	2	2	2	2	8	8
<b>Total Gas leak [50-59]</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>10</b>	<b>12</b>
Public Service - first aid [62]	47	51	48	56	64	50	316	338
Public Service - assist police or other agency [63]	1	0	3	0	0	0	4	6
Public Service - mutual aid [65]	0	0	1	0	1	2	4	7
Public Service - animal rescue [66]	0	0	0	0	0	0	0	0
Public Service - flooding [67]	1	0	0	0	0	0	1	2
Public Service- miscellaneous [69]	2	1	1	0	2	3	9	9
<b>Total Public services [60-69]</b>	<b>51</b>	<b>52</b>	<b>53</b>	<b>56</b>	<b>67</b>	<b>55</b>	<b>334</b>	<b>362</b>
Alarm No Fire - accidental miscellaneous [70]	6	3	3	1	1	1	15	22
Alarm No Fire - smoke or steam mistaken [71]	2	1	1	0	2	1	7	8
Alarm No Fire - sprinkler surge or discharge [72]	1	0	0	0	0	0	1	3
Alarm No Fire - detector activated [73]	5	6	6	3	4	6	30	31
Alarm No Fire - unknown odours [75]	0	1	2	3	1	0	7	4
Alarm No Fire - miscellaneous [79]	1	0	2	2	0	5	10	16
<b>Total Alarm no fire - No malicious intent [70-79]</b>	<b>15</b>	<b>11</b>	<b>14</b>	<b>9</b>	<b>8</b>	<b>13</b>	<b>70</b>	<b>84</b>
False Alarm (Mischief) - municipal alarm system [81]	0	0	0	0	0	0	0	0
False Alarm (Mischief) - miscellaneous [89]	0	0	1	1	0	0	2	2
<b>Total False alarm - Mischief [80-89]</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Total Response Types Kennebecasis Valley Fire</b>	<b>79</b>	<b>89</b>	<b>85</b>	<b>87</b>	<b>111</b>	<b>93</b>	<b>544</b>	<b>584</b>

# Town of Rothesay

## General Fund Financial Statements

August 31, 2016

**Includes:**

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

# Town of Rothesay

## Balance Sheet - Capital General Fund

8/31/16

### ASSETS

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

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

\$ 45,731,683

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(1,039,238)
Total Long Term Debt	9,589,000

Total Liabilities \$ 8,549,762

Investment in General Fund Fixed Assets	37,181,922
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\$ 45,731,683



**Town of Rothesay**  
 Balance Sheet - General Fund Reserves  
 8/31/16

ASSETS

BNS General Operating Reserve #214-15	790,791
BNS General Capital Reserves #2261-14	1,400,170
BNS - Gas Tax Reserves - GIC	4,222,999
Gen Reserves due to/from Gen Operating	9,118
	<u>\$ 6,423,079</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,060,669
Invest. in General Capital Reserve	1,260,221
General Gas Tax Funding	161,297
Invest. in General Operating Reserve	796,232
Invest. in Land for Public Purposes Reserve	93,343
Invest. in Town Hall Reserve	51,317
	<u>\$ 6,423,079</u>

**Town of Rothesay**  
 Balance Sheet - General Operating Fund  
 8/31/16

CURRENT ASSETS

Cash	1,637,206
Receivables	27,446
HST Receivable	204,801
Inventory	18,619
Gen Operating due to/from Util Operating	153,461
Total Current Assets	<u>2,041,532</u>
Other Assets:	
Projects	<u>2,945,133</u>
	<u>2,945,133</u>
 TOTAL ASSETS	 <u><u>4,986,666</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,312,890
Other Payables	315,000
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>3,392,770</u></u>

EQUITY

Retained Earnings - General	(313,136)
Surplus/(Deficit) for the Period	<u>1,907,032</u>
	<u>1,593,896</u>
	<u><u>4,986,666</u></u>

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# Town of Rothesay

Statement of Revenue & Expenditure  
8 Months Ended 8/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,246,820	1,246,820	9,974,560	9,974,561	(1)		14,961,842
Sale of Services	17,041	18,000	202,009	204,100	(2,091)		345,700
Services to Province of New Brunswick	5,000	5,000	46,338	40,000	6,338		60,000
Other Revenue from Own Sources	32,442	7,753	115,697	75,766	39,930		106,779
Unconditional Grant	9,916	9,916	79,325	79,325	0		118,987
Conditional Transfers	6,221	5,000	16,602	16,500	102		21,500
Other Transfers	0	0	710,418	710,192	226		1,135,192
	<u>\$1,317,440</u>	<u>\$1,292,489</u>	<u>\$11,144,948</u>	<u>\$11,100,444</u>	<u>\$44,504</u>		<u>\$16,750,000</u>
<b>EXPENSES</b>							
General Government Services	104,629	119,072	1,413,946	1,502,129	88,183		2,032,455
Protective Services	343,738	347,106	3,337,476	3,350,992	13,516		4,744,123
Transportation Services	184,011	211,546	2,036,058	2,227,380	191,322		3,365,331
Environmental Health Services	49,378	49,000	415,240	432,000	16,760		638,000
Environmental Development	42,871	50,989	380,507	423,573	43,065		641,022
Recreation & Cultural Services	164,999	150,311	1,320,095	1,333,598	13,503		1,903,676
Fiscal Services	261	350	334,594	335,139	545		3,425,393
	<u>\$889,887</u>	<u>\$928,374</u>	<u>\$9,237,916</u>	<u>\$9,604,810</u>	<u>\$366,894</u>		<u>\$16,750,000</u>
Surplus (Deficit) for the Year	<u>\$427,553</u>	<u>\$364,115</u>	<u>\$1,907,032</u>	<u>\$1,495,634</u>	<u>\$411,398</u>		<u>\$ -</u>



**Town of Rothesay**  
Statement of Revenue & Expenditure  
8 Months Ended 8/31/16

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	Note #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	2,320	2,600	14,869	20,800	(5,931)	1	31,200
Town Hall Rent	400	1,633	6,914	13,067	(6,152)	2	19,600
Arena Revenue	652	667	133,777	121,333	12,444	3	230,000
Community Garden	0	0	1,620	900	720		900
Recreation Programs	13,669	13,100	44,828	48,000	(3,172)	4	64,000
	<u>17,041</u>	<u>18,000</u>	<u>202,009</u>	<u>204,100</u>	<u>(2,091)</u>		<u>345,700</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	7,022	7,083	64,036	56,667	7,369	5	85,000
Police Fines	0	0	13,741	13,741	0		13,741
Recycling Dollies & Lids	41	0	668	0	668		0
Interest & Sundry	2,106	417	7,958	3,333	4,625	6	5,000
Miscellaneous	23,273	253	29,217	2,025	27,191		3,038
History Book Sales	0	0	77	0	77		0
	<u>32,442</u>	<u>7,753</u>	<u>115,697</u>	<u>75,766</u>	<u>39,930</u>		<u>106,779</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	6,221	5,000	14,102	15,000	(899)		20,000
	<u>6,221</u>	<u>5,000</u>	<u>16,602</u>	<u>16,500</u>	<u>102</u>		<u>21,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	285,418	285,192	226		285,192
Utility Fund Transfer	0	0	425,000	425,000	0		850,000
	<u>0</u>	<u>0</u>	<u>710,418</u>	<u>710,192</u>	<u>226</u>		<u>1,135,192</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
Legislative							
Mayor	3,160	3,085	22,331	24,130	1,799		36,475
Councillors	9,012	9,017	67,217	67,983	766		104,059
Regional Service Commission 9	0	0	3,785	5,625	1,841		7,500
Other	1,593	1,417	2,943	7,333	4,391		11,000
	<u>13,765</u>	<u>13,518</u>	<u>96,275</u>	<u>105,072</u>	<u>8,797</u>		<u>159,034</u>
<b>Administrative</b>							
Office Building	6,892	7,675	100,350	108,456	8,106	8	153,100
Solicitor	6,501	2,917	41,154	23,333	(17,821)	9	35,000
Administration - Wages & Benefits	66,236	75,916	572,895	644,432	71,537	10	985,200
Supplies	5,976	7,075	54,088	66,500	12,412	11	97,900
Professional Fees	0	4,167	33,678	33,333	(345)		50,000
Other	4,900	4,263	54,581	50,285	(4,296)	12	67,337
	<u>90,504</u>	<u>102,012</u>	<u>856,746</u>	<u>926,340</u>	<u>69,594</u>		<u>1,388,537</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	Note #	ANNUAL BUDGET
Other General Government Services							
Community Communications	0	583	3,239	4,667	1,427		7,000
Civic Relations	(140)	208	4,782	3,167	(1,616)		4,000
Insurance	0	0	162,197	157,000	(5,197)	13	157,000
Donations	500	2,750	43,140	56,000	12,860		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
	360	3,542	460,924	470,717	9,793		484,884
	104,629	119,072	1,413,946	1,502,129	88,183		2,032,455
<b>Protective Services</b>							
Police							
Police Protection	186,140	186,140	1,494,767	1,494,767	0		2,244,033
Crime Stoppers	0	0	2,800	2,800	0		2,800
	186,140	186,140	1,497,567	1,497,567	0		2,246,833
Fire							
Fire Protection	145,559	145,695	1,354,617	1,356,253	1,636		1,939,032
Water Costs Fire Protection	0	0	375,000	375,000	0		375,000
	145,559	145,695	1,729,617	1,731,253	1,636		2,314,032
Emergency Measures							
911 Communications Centre	11,147	11,147	89,172	89,172	0		133,758
EMO Director/Committee	0	2,083	7,400	16,667	9,267	14	25,000
	11,147	13,230	96,572	105,839	9,267		158,758
Other							
Animal & Pest Control	893	792	5,114	6,333	1,220		9,500
Other	0	1,250	8,606	10,000	1,394		15,000
	893	2,042	13,720	16,333	2,614		24,500
Total Protective Services	343,738	347,106	3,337,476	3,350,992	13,516		4,744,123

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	Note #	ANNUAL BUDGET	G8
<b>Transportation Services</b>								
<b>Common Services</b>								
Administration (Wages & Benefits)	130,720	136,570	1,166,041	1,173,475	7,433		1,784,982	
Workshops, Yards & Equipment	26,638	43,792	318,413	397,333	78,921	15	580,500	
Engineering	20	417	10,375	3,333	(7,041)	16	5,000	
	157,378	180,778	1,494,828	1,574,142	79,313		2,370,482	
<b>Street Cleaning &amp; Flushing</b>								
Street Cleaning & Flushing	0	0	7,403	20,000	12,597		35,000	
Roads & Streets	7,330	6,917	42,177	55,333	13,156		83,000	
Crosswalks & Sidewalks	220	667	6,813	9,143	2,330		14,349	
Culverts & Drainage Ditches	4,959	5,000	21,069	40,000	18,931		60,000	
Snow & Ice Removal	0	1,667	286,270	335,333	49,064	17	512,000	
	12,509	14,250	363,733	459,809	96,077		704,349	
<b>Street Lighting</b>								
Street Lighting	11,235	12,167	89,363	97,333	7,970		146,000	
<b>Traffic Services</b>								
Street Signs	1,018	833	4,612	6,667	2,054		10,000	
Traffic Lanemarking	0	0	21,663	26,000	4,337		26,000	
Traffic Signals	721	2,083	14,670	16,667	1,997		25,000	
Railway Crossing	1,005	1,143	15,282	13,429	(1,853)		18,000	
	2,743	4,060	56,227	62,762	6,535		79,000	
<b>Public Transit</b>								
Public Transit - Comex Service	0	0	30,746	31,000	254		62,000	
Public Transit - Other	146	292	1,161	2,333	1,173		3,500	
	146	292	31,907	33,333	1,427		65,500	
<b>Total Transportation Services</b>								
	184,011	211,546	2,036,058	2,227,380	191,322		3,365,331	
<b>Environmental Health Services</b>								
Solid Waste Disposal Land Fill	17,976	17,500	121,943	140,000	18,057	18	210,000	
Solid Waste Disposal Compost	1,881	2,333	16,035	18,667	2,631		28,000	
Solid Waste Collection	21,954	21,667	173,025	173,333	309		260,000	
Solid Waste Collection Curbside Recycling	7,566	7,500	61,963	60,000	(1,963)		90,000	
Clean Up Campaign	0	0	42,274	40,000	(2,274)		50,000	
	49,378	49,000	415,240	432,000	16,760		638,000	
<b>Environmental Development Services</b>								
<b>Planning &amp; Zoning</b>								
Administration	27,717	32,051	298,437	302,202	3,766		443,900	
Planning Projects	0	11,111	20,603	55,556	34,953	19	100,000	
Heritage Committee	750	625	750	5,000	4,250		7,500	
	28,467	43,787	319,789	362,758	42,969		551,400	
<b>Economic Development Comm.</b>								
Tourism	14,404	7,202	57,615	57,615	(0)	20	86,422	
	0	0	3,103	3,200	97		3,200	
	14,404	7,202	60,718	60,815	97		89,622	
	42,871	50,989	380,507	423,573	43,065		641,022	



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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	Note #	ANNUAL BUDGET
G9							
<b>Recreation &amp; Cultural Services</b>							
Administration	27,004	17,300	187,076	168,591	(18,485)	21	242,315
Beaches	18,369	18,314	35,965	53,206	17,241		57,784
Rothsay Arena	8,605	11,582	166,722	166,674	(48)		276,381
Memorial Centre	3,665	4,583	35,229	44,667	9,438	23	63,000
Summer Programs	18,869	19,395	45,141	48,294	3,153		56,049
Parks & Gardens	68,442	54,265	363,959	366,729	2,771		546,400
Rothsay Common Rink	1,015	500	39,320	27,500	(11,820)	24	36,600
Playgrounds and Fields	7,685	9,000	69,618	72,000	2,382		108,000
Regional Facilities Commission	0	0	292,600	292,553	(47)		390,071
Kennebecasis Public Library	7,131	7,131	57,051	57,051	(0)		85,576
Big Rothsay Road	0	83	0	667	667		1,000
Special Events	4,212	7,825	26,681	33,000	6,319		36,500
Rothsay Living Museum	0	333	733	2,667	1,934		4,000
	<u>164,999</u>	<u>150,311</u>	<u>1,320,095</u>	<u>1,333,598</u>	<u>13,503</u>		<u>1,903,676</u>
<b>Fiscal Services</b>							
Debt Charges							
Interest	261	350	116,594	117,139	545		256,393
Debt Payments	0	0	218,000	218,000	0		830,000
	<u>261</u>	<u>350</u>	<u>334,594</u>	<u>335,139</u>	<u>545</u>		<u>1,086,393</u>
<b>Transfers To:</b>							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,179,000
Reserve Funds	0	0	0	0	0		150,000
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,339,000</u>
	<u>261</u>	<u>350</u>	<u>334,594</u>	<u>335,139</u>	<u>545</u>		<u>3,425,393</u>

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## Town of Rothesay

## Variance Report - General Fund

8 months ending August-31-16

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Bill McGuire Memorial Centre	\$ 14,869	\$ 20,800	\$ (5,931)	Timing - YMCA paid in Sept.
2	Town Hall Rent	\$ 6,914	\$ 13,067	\$ (6,153)	Vacancies
3	Arena Revenue	\$ 133,777	\$ 121,333	\$ 12,444	Spring rental
4	Recreation Programs	\$ 44,828	\$ 48,000	\$ (3,172)	Soccer Revenue less than expected, rent waived
5	Licenses & Permits	\$ 64,036	\$ 56,667	\$ 7,369	Housing starts.
6	Interest & Sundry	\$ 7,958	\$ 3,333	\$ 4,625	Cash on hand
7	Miscellaneous	\$ 29,217	\$ 2,025	\$ 27,192	Provincial reimbursement - Taylor Brook Repairs
		Total		\$ 36,374	
		Variance per Statement		\$ 44,504	
		Explained		81.73%	
Expenses					
General Government					
8	Office Building	\$ 100,350	\$ 108,456	\$ 8,106	Maintenance costs less
9	Solicitor	\$ 41,154	\$ 23,333	\$ (17,821)	K-Park land use, unsightly premises
10	Administration - Wages & Benefits	\$ 572,895	\$ 644,432	\$ 71,537	Step increases not yet effective
11	Supplies	\$ 54,088	\$ 66,500	\$ 12,412	Information systems items not purchased yet
12	Administration - Other	\$ 54,581	\$ 50,285	\$ (4,296)	Workers' compensation higher than budget
13	Insurance	\$ 162,197	\$ 157,000	\$ (5,197)	Water damage, claims
Protective Services					
14	EMO Director/Committee	\$ 7,400	\$ 16,667	\$ 9,267	Not used yet
Transportation					
15	Workshops, Yards & Equipment	\$ 318,413	\$ 397,333	\$ 78,920	Fuel costs lower, small tool purchases not made yet
16	Engineering	\$ 10,375	\$ 3,333	\$ (7,042)	Transportation plan update
17	Snow & Ice Removal	\$ 286,270	\$ 335,333	\$ 49,063	Sand purchases down
Environmental Health & Development					
18	Solid Waste Disposal - Landfill	\$ 121,943	\$ 140,000	\$ 18,057	Tonnage down
19	Planning Projects	\$ 20,603	\$ 55,556	\$ 34,953	Timing
Recreation & Cultural Services					
20	Administration	\$ 187,076	\$ 168,591	\$ (18,485)	Wage allocation
21	Beaches	\$ 35,965	\$ 53,206	\$ 17,241	Wages and supplies under budget
22	Memorial Centre	\$ 35,229	\$ 44,667	\$ 9,438	Repairs and maintenance under budget
23	Rothesay Common Rink	\$ 39,320	\$ 27,500	\$ (11,820)	Wage allocation and security costs
Fiscal Services					
				\$ -	
		Total		\$ 244,333	
		Variance per Statement		\$ 366,894	
		Explained		66.59%	

## Town of Rothesay

Capital Projects 2016  
General Fund  
8 Months Ended 8/31/16

	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						
Total Protective Services	26,000	-	4,986						
Transportation									
12023860 Engineering 2017 Streets T-2017-001	130,000	895	129,105					Budget	Actual
12021360 Transportation Equipment Purchases T-2016-002	363,000	97,355	265,645	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	398,732	-48,732		Blower for 3rd trackless			15,000	15,411
12024460 Asphalt Resurfacing T-2016-009	600,000	777,659	-177,659		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	80,000	62,019	-2,019					363,000	97,355
12024860 Rothesay Road Sidewalk T-2016-014 Added by Council	232,800	166,633	66,167						
12025160 Designated Highway T-2016-014	250,000	164,138	85,862						
12025060 Highland Avenue Sidewalk T-2016-015	-	10,950	-10,950						
Total Transportation	2,795,800	1,883,443	912,357						
Recreation								Budget	Actual
12020860 Recreation Equipment Purchases R-2016-003	285,000	226,115	58,885	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	239,597	75,403		Wells Park shed and fence				10,068
					Wells Park paving			20,000	
					Parks Garage Roof			20,000	7,197
Total	\$ 3,211,800	\$ 2,179,644	\$ 1,032,156		McGuire Parking Lot			125,000	178,012
								285,000	226,115
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		39,500		2,465,325	2,504,825		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		
		765,489	0	4,925,202	5,690,691		5,788,500		
Total	\$ 3,211,800	\$ 2,945,133	\$ 1,032,156						
Funding:	Total	Reserves	Gas Tax	Grants	Borrow		Operating		
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		

\*\*\* Cost of Sidewalk added by Council June 2016



## Town of Rothesay

Capital Projects 2016  
General Fund  
9 Months Ended 9/30/16

	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	406,138	-56,138		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		Flashing Beacon	-	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	-	12,042	-12,042				
12025260 Trail Connector/Crossing R-2016-017	-	11,863	-11,863				
Total Transportation	2,795,800	1,914,065	881,735				
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		10,068
					Wells Park paving	20,000	
					Parks Garage Roof	20,000	7,197
Total	\$ 3,211,800	\$ 2,210,709	\$ 1,001,091		McGuire Parking Lot	125,000	178,012
						285,000	226,115
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	\$ 2,976,535	\$ 1,001,091				
	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	

\*\*\* Cost of Sidewalk added by Council June 2016

# Town of Rothesay

## Utility Fund Financial Statements

August 31, 2016

### Attached Reports:

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

**Town of Rothesay**  
Capital Balance Sheet  
As at 8/31/16

ASSETS

Assets:

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

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

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

Current:

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

Long-Term:

Long-Term Debt	7,295,244
Total Liabilities	<u>7,342,320</u>

EQUITY

Investments:

Investment in Fixed Assets	22,763,114
Total Equity	<u>22,763,114</u>

TOTAL LIABILITIES & EQUITY	<u><u>30,105,434</u></u>
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# Town of Rothesay

## Utility Reserve Balance Sheet

As at 8/31/16

### ASSETS

Assets:

Bank - Utility Reserve	1,318,699
Due from Utility Operating	(47,055)
TOTAL ASSETS	<u>\$ 1,271,644</u>

### EQUITY

Investments:

Invest. in Utility Capital Reserve	973,257
Invest. in Utility Operating Reserve	99,986
Invest. in Sewage Outfall Reserve	198,401
TOTAL EQUITY	<u>\$ 1,271,644</u>

# Town of Rothesay

## Utilities Fund Operating Balance Sheet

As at 8/31/16

### ASSETS

Current assets:	
Accounts Receivable - Net of Allowance	538,875
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>540,075</u>
Other Assets:	
Projects	1,371,871
	<u>1,371,871</u>
 TOTAL ASSETS	 \$ <u><u>1,911,946</u></u>

### LIABILITIES

Accrued Payables	50,948
Due from General Fund	153,161
Due from (to) Capital Fund	(47,077)
Due to (from) Utility Reserve	(46,755)
Deferred Revenue	21,354
Total Liabilities	<u>131,632</u>

### EQUITY

Surplus:	
Opening Retained Earnings	30,281
Profit (Loss) to Date	1,750,033
	<u>1,780,314</u>
 TOTAL LIABILITIES & EQUITY	 \$ <u><u>1,911,946</u></u>

Town of Rothesay  
Utilities Operating Income Statement  
8 Months Ended 8/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	22	2,058	509,310	493,952	15,358	1	962,000
Meter and non-hookup fees	6	0	19,723	17,500	2,223		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	729	0	1,516,469	1,520,000	(3,531)	2	1,520,000
Connection Fees	2,300	5,000	116,475	40,000	76,475	3	60,000
Interest Earned	6,179	3,333	42,309	26,667	15,642	4	40,000
Misc. Revenue	94,736	250	107,687	2,000	105,687	5	3,000
<b>TOTAL RECEIPTS</b>	<b>103,972</b>	<b>10,642</b>	<b>2,746,046</b>	<b>2,530,118</b>	<b>215,927</b>		<b>3,050,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	127,500	127,500	0		255,000
Audit/Legal/Training	208	1,000	5,192	11,000	5,808		15,000
Purification/Treatment	3,036	24,167	102,732	207,333	104,601	6	304,000
Transm/Distribution	14,114	8,083	55,729	64,667	8,937		97,000
Power & Pumping	1,295	3,917	28,989	31,333	2,344		47,000
Billing/Collections	115	250	712	2,000	1,288		3,000
Water Purchased	0	83	412	667	254		1,000
Misc. Expenses	0	1,250	10,560	10,000	(560)		15,000
<b>TOTAL WATER SUPPLY</b>	<b>18,769</b>	<b>38,750</b>	<b>331,827</b>	<b>454,500</b>	<b>122,673</b>		<b>737,000</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	297,500	297,500	0		595,000
Audit/Legal/Training	0	1,833	6,929	21,667	14,738	7	29,000
Collection System	0	10,433	26,223	44,267	18,044	8	86,000
Lift Stations	2,068	2,417	9,607	19,333	9,726		29,000
Treatment/Disposal	10,631	5,267	41,012	46,933	5,922		68,000
Misc. Expenses	5,041	582	17,194	4,655	(12,539)	9	6,982
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>17,740</b>	<b>20,532</b>	<b>398,464</b>	<b>434,355</b>	<b>35,891</b>		<b>813,982</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	0	0	0	0		60,000
Interest on Long-Term Debt	0	0	77,078	77,078	0		258,980
Principal Repayment	0	0	25,000	25,000	0		451,393
Transfer to Reserve Accounts	0	0	0	0	0		90,000
Capital Fund	0	0	0	0	0		475,000
Prev. Yrs Deficits	0	0	163,644	163,645	1		163,645
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>265,722</b>	<b>265,723</b>	<b>1</b>		<b>1,499,018</b>
<b>TOTAL EXPENSES</b>	<b>36,508</b>	<b>59,282</b>	<b>996,013</b>	<b>1,154,577</b>	<b>158,564</b>		<b>3,050,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>67,464</b>	<b>(48,640)</b>	<b>1,750,033</b>	<b>1,375,541</b>	<b>374,492</b>		<b>0</b>



# Town of Rothesay

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Variance Report - Utility Operating  
8 Months Ended August 31, 2016

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of water	\$ 509,310	\$ 493,952	\$ 15,358	Q1 water usage increased from 2015
2	Sewerage Services	\$ 1,516,469	\$ 1,520,000	\$ (3,531)	correction of town hall/institutional
3	Connection Fees	\$ 116,475	\$ 40,000	\$ 76,475	Apartment building on Gondola Point Rd
4	Interest Earned	\$ 42,309	\$ 26,667	\$ 15,642	Interest on accounts receivable
5	Misc. Revenue	\$ 107,687	\$ 2,000	\$ 105,687	Sale of land
Water Supply					
6	Purification/Treatment	\$ 102,732	\$ 207,333	\$ 104,601	Maintenance, testing (timing)
Sewerage Collection and Disposal					
7	Audit/Legal/Training	6,929	21,667	14,738	Training not used yet
8	Collection Systems	26,223	44,267	18,044	Flushing not completed yet
	Misc. Expenses - Sewer	\$ 17,194	\$ 4,655	\$ (12,539)	Clothing purchase, Outflow Management report

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# Town of Rothesay

Capital Projects 2016  
Utility Fund  
8 Months Ended 8/31/16

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12043730	Almon/Peters Reconstruction - Water - T-2016-007	425,000	258,565	166,435
12043830	Water Plant Aux Building W-2016-002	200,000	2,922	197,078
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000
12043430	Well Development - Watershed W-2014-014	250,000	71,907	178,093
		<u>\$ 900,000</u>	<u>333,395</u>	<u>566,605</u>
<b>SEWER</b>				
12042330	Wastewater Treatment Design - S-2014-016	7,500,000	670,878	6,829,122
12033430	Almon/Peters Reconstruction - Sewer - T-2016-007	425,000	282,184	142,816
12043030	Response Unit - Sewer - S-2016-003	80,000	0	80,000
		<u>8,005,000</u>	<u>953,062</u>	<u>7,051,938</u>
<b>Total Approved</b>		<u>8,905,000</u>	<u>1,286,457</u>	<u>7,618,543</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>1,371,871</u>

**Funding:**

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

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## Town of Rothesay

Capital Projects 2016

Utility Fund

9 Months Ended 9/30/16

DRAFT!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget	
WATER					
12043730	Almon/Peters Reconstruction - Water - T-2016-007	425,000	258,565	166,435	
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>372,723</u>	<u>527,277</u>	
SEWER					
12042930	Wastewater Treatment Design - S-2014-016	7,500,000	773,356	6,726,644	
12033430	Almon/Peters Reconstruction - Sewer - T-2016-007	425,000	282,184	142,816	
12043030	Response Unit - Sewer - S-2016-003	80,000	37,035	42,965	
		<u>8,005,000</u>	<u>1,092,575</u>	<u>6,912,425</u>	
Total Approved		<u>8,905,000</u>	<u>1,465,298</u>	<u>7,439,702</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 CentreExtension W-2015-003		-3,626		
			<u>85,413</u>		
			<u>1,550,711</u>		
Funding:					
	Total	Reserves	Gas Tax	Grants	Borrow
Water	900,000				425,000
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>



# TOWN OF ROTHESAY

## FINANCE COMMITTEE

September 22, 2016

In attendance:

Councillor Grant Brenan, Chair

Mayor Nancy Grant

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Mayor Grant urged everyone to vote DAILY for the Great Places in Canada.

<http://greatplacesincanada.ca/vote/>

The meeting was called to order at 1:18. The agenda and minutes of August 25, 2016 were accepted as presented.

### **Donations**

The monthly report was reviewed and accepted as presented. Specific new requests were reviewed as follows:

Empty Stocking Fund – Mayor Grant and Mayor Clark are going to appear at this event. It was agreed to donate \$500 to the event.

Live 2 Lead – It was agreed, as this is a development forum, to provide the information to Council and see if two would like to attend but not to provide sponsorship funds.

Muscular Dystrophy – It was agreed to not financially support this event.

Rocmaura – It was agreed to forward information to Council should they wish to purchase tickets but not to provide sponsorship funds.

Fundy Soccer – It was agreed to not financially support this event.

Saint John Theatre Company, Imperial Theatre, Sculpture SJ, Field House project were all referred to the budget process.

### **Financial Statements**

General Fund - Treasurer MacDonald reviewed the statements, with emphasis on the variance report. Misc. Revenue includes \$27g for Taylor Brook bridge repairs, from the Provincial Government disaster fund. There are some positive variances relating to wages and benefits, however these are primarily related to budget timing allocations and should be cleared by the end of the year. It was noted these statements do not have August's power bill, but will for the Council statements.

The capital project sheet was reviewed and there are no unexpected results to date.

The committee briefly discusses preliminary budget expectations and the philosophy of tax rate increases versus service or expense reductions and the hope for sustainability.

Utilities – Treasurer MacDonald noted the funds for the sale of the Kingswood land show in Misc. Revenue resulting in additional unbudgeted revenue for the year. The expense variances are mostly due to timing. It was noted the cost of real property purchased to assist in the WWTP is recorded as a capital cost. The expectation is to dispose of the property and credit the same account upon completion of the project.

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

### **Budget Process**

Treasurer MacDonald reviewed his memo, and a brief discussion around dates ensued. The following is proposed:

Next Finance Committee meeting	Oct. 21, 9:00 a.m.
Joint Finance with Quispamsis	Oct. 21, 1:30 p.m. – invite Quispamsis here.
Nov. Finance Committee	Nov. 17, 9:00 a.m.
Council Working Session	Nov. 28 <sup>th</sup> , 6pm - tentative
Finance Committee to review	Dec 5, 9:00 a.m.
Budget Presentation to Council	Dec. 12, 7:00 p.m.

It was suggested we request the external organizations keep to an increase equal to CPI (2.5%), as well as our own committees.

### **Kennebecasis Park – Receivable**

Treasurer MacDonald reviewed the history of an amount recorded as an outstanding receivable. The issue dates back to 2011 and lack of documentation regarding a cost sharing arrangement. After a brief discussion, it was agreed the Treasurer should encourage the third party to apply to have the balance provided as a grant.

### **Compliance Report**

For information purposes, all appropriate remittances have been filed.

The meeting adjourned at 2:56 p.m.



## ROTHESAY

### PARKS & RECREATION COMMITTEE MEETING MINUTES Tuesday, September 20<sup>th</sup>, 2016



**DRAFT**

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

ABSENT: Susan Harley  
Jon LeHeup  
Councillor Bill McGuire

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

#### 1. APPROVAL OF MINUTES

**MOVED** by Chip Smith and seconded by Pat Palmer to approve the minutes of the July 26<sup>th</sup>, 2016 meeting.

**CARRIED.**

#### 2. APPROVAL OF AGENDA

**MOVED** by Jane McEachern and seconded by Chip Smith to approve the agenda as circulated with the addition of **6.3 Lighting at Arthur Miller Fields** and **6.4 Garbage Receptacles at Strategic Locations**

**CARRIED.**

#### 3. DELEGATIONS

N/A

#### 4. REPORTS

N/A

#### 5. UNFINISHED BUSINESS

##### 5.1 Wells Park Project Update

Director Jensen met with the Contractor for a deficiency walk through. There are still issues with bare areas in the outfield and the Dog Park which is now scheduled to open in the Spring. The trail is open and is well used already. A brief discussion followed on a Grand Opening and possible contest to name the trail.



**DRAFT**

## **5.2 Crosswind Crescent Update**

Town Manager Jarvie informed the committee that a path to the flat area would require grading as it is a 20+ foot plateau. The town could add some benches and a garbage can but this area would not be ideal for visitors as there is no parking. The area could sit as is for the time being as there are other projects higher on the priority list. A brief discussion followed.

## **6. NEW BUSINESS**

### **6.1 Appropriate Barrier for Renforth Wharf**

Director Jensen informed the committee that there have been complaints about parking on the wharf so the Town blocked access with 2 cement barricades. It did stop the traffic on the wharf but there have been complaints that the barricades are an eye sore in such a beautiful area. One suggestion was to install a gate that would be opened by town staff when boats are to be launched and again when they are to be removed from the water or to have the cement barriers painted. It is the committee's recommendation that town purchase two new cement barriers and invite the Rothesay High School Art class to beautify them. TM Jarvie mentioned that the Rothesay Yacht Club is looking for a boom to be added to the existing pole to take masts of the boats. This would be a permanent fixture used only in the spring and fall. A brief discussion followed as to the concerns of people climbing the structure.

### **6.2 2017 Budget**

Director Jensen noted budget season will soon be upon us and if anyone has any items they want brought forth to contact him directly. A discussion followed with regards to a sidewalk from K Park School to Rothesay Road; this would need to be deferred to the Public Works Committee, as well as suggestions for a location for a Splash Pad.

### **6.3 Lighting at Arthur Miller Fields**

Director Jensen has received an email from a parent from Rothesay High School whose son was attending a football practice at the Arthur Miller Fields and the practice was cut short due to darkness. The parent is suggesting a temporary solution for lights for evening practices for the safety of the kids. Although there are conduits in the ground the cost is quite high and consideration must be given to the neighbourhood. Director Jensen will respond.

### **6.4 Garbage Receptacles at Strategic Locations**

Director Jensen noted that there have been requests for additional garbage cans throughout the Town, more specifically along Highland Avenue, Hampton Road from the Post Office up towards the medians and K Park. In K Park there is only one garbage can which is located at the beach. The Town's by-law does state that businesses who sell food are required to have a garbage can on site. At present it takes town staff 3 days per week to empty the garbage cans. The Common and Renforth Park are very busy now and with that comes garbage and next year with Wells on line the garbage will increase. Director Jensen will speak with the Town's GIC Technician Darcy Hudson to do a map to identify areas and make suggestions as to where new garbage receptacles would be best suited.

**DRAFT**

**7. CORRESPONDENCE FOR ACTION**

N/A

**8 DATE OF NEXT MEETING**

October 18<sup>th</sup>, 2016

**9. ADJOURNMENT OF MEETING**

**MOVED** by Brendan Kilfoil that the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:30 p.m.

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Chairperson

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Recording Secretary



**ROTHESAY**  
**Public Works and Infrastructure**  
**Committee Meeting**  
Wednesday, September 21, 2016  
Rothesay Town Hall – Sayre Room  
8:00 a.m.



**DRAFT**

**PRESENT:** COUNCILLOR MATT ALEXANDER, CHAIRPERSON (*left at 8:23 a.m.*)  
RAHA MOSCA, VICE CHAIRPERSON  
COUNCILLOR MIRIAM WELLS  
SCOTT SMITH (*arrived at 8:22 a.m.*)  
SHAWN PETERSON

TOWN MANAGER JOHN JARVIE (*arrived at 8:10 a.m.*)  
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN (*arrived at 8:24 a.m.*)  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** RYAN SCOVILLE

Chairperson Alexander called the meeting to order at 8:05 a.m.

**1. APPROVAL OF AGENDA:**

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

Item 6.3 Requirements under the Grade Crossing Regulations pursuant to the Railway Safety Act  
**CARRIED.**

**2. APPROVAL OF MINUTES:**

2.1 Regular meeting of August 17, 2016.

**MOVED** by Counc. Wells and seconded by S. Peterson to approve the Minutes of August 17, 2016 as circulated.

**CARRIED.**

**3. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATIONS:**

N/A

**5. UNFINISHED BUSINESS**

5.1 Update on Capital Projects.

Chairperson Alexander noted the following: the flashing light for the end of Grove Avenue arrived and was installed earlier this week; the tender for the supply of submersible pumps for the pumping stations was awarded by Council at the last meeting; the work for Rothesay Road is on schedule; the tender has been awarded for the engineering design for the 2017 Asphalt Resurfacing and Microseal Placement programs; the list does not determine the streets that will be completed, the engineering design work may determine some streets have deficiencies beyond just the surface condition requiring additional budget; the paving for Almon Lane and Peters Lane is completed; and the new servers for Town Hall have arrived and are in the process of being installed.



**5.2 Update on RA-5 crosswalks****See above (Item 5.1)****5.3 Update on solid waste**

It was noted significant increases are likely a result of additional pick-up days during months with 5 Wednesdays, Thursdays, or Fridays.

**5.4 Discussion on Traffic By-Law****➤ School Zone Speed Signs**

There was general discussion regarding traffic patterns on Gondola Point Road, Clark Road, Marr Road, and Rothesay Road. The Committee agreed to defer the item until DO McLean's arrival.

There was an inquiry regarding the wait times at the Marr Road/Campbell Drive intersection, and the arterial. It was noted the times are set as low as possible on the arterial, however the signals at the Marr Road/Campbell Drive intersection can be delayed further.

**➤ Loitering Section and staff comments**

It was noted loitering is not a prominent issue in Rothesay, however police officers cannot act on related issues unless there is a related law. It was further noted a loitering section does not have to be included in the Traffic By-law; it can be part of another By-law or as its own By-law.

**5.5 Update on Church Ave. parking**

After a lengthy discussion, it was agreed the Committee would eliminate options 1, 2, and 4 which involve purchasing properties as they are impractical and expensive solutions. The Committee eliminated option 5 noting no issues have been raised by the police, fire, or bus services to warrant limiting the traffic on Church Avenue to a one way flow. It was agreed option 3: to negotiate a deal with the Rothesay Park School/Department of Education to redevelop green space and an existing small parking lot into a larger parking lot accessed from Gondola Point Road, and option 6: the widening of Church Avenue to adequately accommodate parallel parking on both sides of the street and allow two way traffic with minimum 3.2 metre wide travelling lane, should be explored further. Concern was expressed regarding Heritage Preservation Review Board approval to widen Church Avenue as it may encroach on the Rothesay Common; and loss of trees should widening take place. It was noted the boundary of the Rothesay Common may not extend to the desired widening limit; and there are existing trees that may require removal regardless if Church Avenue is widened. There was general discussion regarding parking in the bike lanes in the area. It was noted it is illegal to park in bike lanes. It was further noted the matter will be brought back to the Committee to be discussed further.

**MOVED** by Counc. Wells and seconded by R. Mosca the Public Works and Infrastructure Committee recommend Council:

1. Eliminate options 1, 2, 4, and 5 of the Parking Options – Rothesay Common Heritage Zone report prepared by DO McLean dated 17 June 2016 as viable options, and further a response be sent notifying each property owner of the decision; and
2. Explore options 3 and 6 of the above noted report further.

**CARRIED**

**5.6 Update on Rothesay Road (dust & traffic congestion)**

It was noted dust control methods have been used, however it is common for dust to occur in construction sites and it was a very dry summer. It was further noted the construction process moves much faster if there is little to no rain. In response to an inquiry, it was noted the contractors typically cover the cost of dust control.

S. Smith arrived at the meeting.

Chairperson Alexander left the meeting and R. Mosca proceeded to chair the meeting.

DO McLean arrived at the meeting.

**5.7 Update on Kaitlyn Street**

DO McLean gave a brief summary of the issue and noted the inspection video determined 11 of the 14 properties were found to have connections to the storm sewer. He added the work is underway and ongoing. In response to an inquiry, it was noted by TM Jarvie that the contractor would not be liable as the Town approved the work, and 10 years have passed.

**5.8 Update on Parkdale/Chapel sidewalk**

DO McLean advised work is underway and the areas are prepped for concrete. There was general discussion regarding the location of the curb. It was noted a resident expressed concern indicating speeding in the area should be dealt with by police not the Town through means of sidewalk installation. It was noted the work is part of a larger project to create a pedestrian friendly connection from the Parkdale/Chapel/Scribner areas to the Hampton Road commercial area.

**5.9 Discussion on James Renforth Drive curb**

The following suggestions were made: to paint the curb; to install reflector flags to identify the curb to motorists; or pull the curb back towards the pole. The following comments were made: painting the curb may not be aesthetically pleasing; the curb can only be pulled back a certain amount because of the pole's location; there have been no complaints of damage to vehicles to date; reflectors are an inexpensive solution; and with the winter season approaching it may be as soon as a month before snow plow markers are installed, which could assist motorists with locating the curb on James Renforth Drive.

**MOVED** by Counc. Wells and seconded by R. Mosca the Town continue to monitor the situation surrounding the curb at James Renforth Drive.

**CARRIED.**

**5.10 Discussion on Wells Park – Dog Park**

There was discussion on the following: resident use of the facilities before official openings; time required for the seeded grass to fill in properly; anticipated opening dates of both the Wells dog park and the Wells ball field; lack of signs indicating the dog park and ball field are closed and the reason for the closure; lack of signage indicating where the trail is located; and a comparison of seeded grass versus sod. It was noted signs can be placed on the dog park and the ball field indicating they are closed and the reason for the closure; and DRP Jensen has ordered signs for the trail indicating

prohibited access to motorized vehicles. The Committee agreed a response should be sent to the resident explaining why the dog park is closed.

#### 5.11 Update on Ryan Drive

DO McLean advised Council approved the topographical survey, however after a misunderstanding of a councillor's inquiry at the last Council meeting, the resident requested clarification on how many surveys took place in relation to the issue. He added once a formal response from the Clerk's office has been sent indicating the amount of surveys, he will then approach the property owner with regard to starting the topographical survey.

#### 5.12 Update on Active Transportation/Bike Lane requests

DO McLean advised he met with Peter Allaby of Crandall Engineering and Brian Gillis last Friday to discuss. He noted Mr. Gillis indicated his main concern related to proper procedure for motorists and cyclists when entering an intersection. The following was discussed: the Transportation Association of Canada (TAC) guidelines; if a lane is less than 4.3m a shared bike lane cannot exist and the road is to be shared equally with cyclists ie. single file; the symbol of a cyclist before a car indicates the road must be shared single file, not side by side; if a cyclist does not move to the middle of a shared lane they may run the risk of being pushed into the curb by motorists; signage; the importance of cyclists being held to the same rules of the road as motorists; intersections where the shared road symbol could be applied (Marr Road, Grove Avenue, and Vincent Road); and size of signage relating to the size of the road. DO McLean noted it has been Town practice to create the stencils in house for pavement marking; he added he is unsure if the single file stencil is available for purchase. DO McLean advised Mr. Allaby is investigating Mr. Gillis' requests further and a follow-up meeting has been scheduled between DO McLean, Mr. Allaby, and Mr. Gillis for two weeks from their last meeting.

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

#### 6.1 Discussion on Efficiency and Energy Reduction Targets

➤ 12 August 2016 Memorandum from DO McLean with attachment

DO McLean noted the following: it is less problematic to incorporate energy conserving mechanism into newer buildings as opposed to older buildings; and with Rothesay's recent and upcoming projects, now is an ideal time to discuss the possibility of developing an energy reduction plan. The following was discussed: current output to determine goals; cost effectiveness; environmental responsibility; and opportunities for energy conservation. It was noted all variables must be considered when choosing the best course of action for the Town. It was suggested an energy audit be included in the 2017 budget process to determine the Town's current position energy-wise; and brainstorming sessions take place to determine what smaller actions could be done to reduce energy consumption at little to no cost. The Committee agreed the matter be investigated further.

#### 6.2 Fall Clean Up dates: November 14-18, 2016

The following comments were made: the Fall Clean-Up is an annual occurrence; it is intended for pick-up of compostable yard waste materials such as branches and leaves etc.; any bags can be used to bundle waste; yard waste that is not bagged or bundled will not be accepted; loose yard waste in bins will not be accepted; the Fall Clean-Up will be advertised on the Town website, social media, and a newsletter; and the Fall Clean-Up is not similar to the Spring Clean-Up, for instance, wood from renovations will not be accepted.



**6.3 Requirements under the Grade Crossing Regulations pursuant to the Railway Safety Act**

It was noted the letter is to provide more information regarding the new Grade Crossing Regulations that came into force on November 28, 2014. There was general discussion regarding the new regulations and timelines. The following comments were made: the Town may be eligible to receive funding toward grade crossing improvements; it was suggested funds be allocated in the 2017 budget to complete a railway safety audit on the crossings in Town to determine what improvements need to be made, and further an application be submitted for funding available for grade crossing improvements; and it was suggested the Town investigate train whistling cessation. It was noted Section 23.1 of the *Railway Safety Act* provides a process for whistling cessation at a public grade crossing subject to certain requirements outlined in the regulations, such as: crossings must be equipped with an appropriate warning system based on railway speed design, vehicle and pedestrian use, and number of railway tracks going through the crossing; and the municipality must pass a resolution agreeing that the whistle should not be used at that crossing.

**7. CORRESPONDENCE FOR ACTION:**

7.1 30 July 2016 Letter from resident RE: Dobbin St. Drainage

The following comments were made: a suggestion to clean the pipe out; elevations on the land which cause the water in the pipe to be flat and stagnant causing silt, and rendering the pipe useless; a suggestion to remove the pipe; removing the pipe may return the area to natural wetland conditions; climate change and precipitation could make matters worse; the pipe was installed at the request of a resident; and if the pipe is filled the water must be redirected off the property. After a lengthy discussion, it was agreed DO McLean should set up a meeting with the residents in the surrounding area of the pipe to discuss the situation, what options are available, and the effects each option will have on the area.

7.2 13 September 2016 Email from Counc. Lewis RE: Pesticide Signage

After a lengthy discussion, it was determined more information is required. DO McLean advised he will contact the province and speak with veterinarians to investigate the Town's authority on such matters, and the effects pesticides have on pets after contact.

**8. CORRESPONDENCE FOR INFORMATION:**

N/A

**9. DATE OF NEXT MEETING:**

The next meeting will be held on **Wednesday, October 19, 2016.**

**10. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 10:13 a.m.

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CHAIRPERSON

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RECORDING SECRETARY



**ROTHESAY**  
~~2016 October 11 Open Session FINAL 194~~  
**Utilities Committee Meeting**  
September 21, 2016  
Rothesay Town Hall – Sayre Room  
5:30 p.m.



**DRAFT**

**PRESENT:** COUNCILLOR MATT ALEXANDER, CHAIRPERSON  
PAUL BOUDREAU, VICE CHAIRPERSON  
BLAINE JUSTASON  
MARK MCALOON (*arrived at 5:48 p.m.*)  
STEPHEN WAYCOTT

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

Chairperson Alexander called the meeting to order at 5:35 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by S. Waycott and seconded by B. Justason to approve the agenda as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES:**

2.1 Regular meeting of August 17, 2016.

**MOVED** by P. Boudreau and seconded by B. Justason to approve the Minutes of August 17, 2016 as circulated with grammatical edits submitted by S. Waycott.

**CARRIED.**

**2. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATION:**

N/A

**5. UNFINISHED BUSINESS:**

5.1 Update on Wells Park

DO McLean advised: the grass in the dog park and ball field needs to fill in more; all gates have been installed; the gates improperly installed have not been corrected but are functioning; the signage prohibiting motor vehicle access to the trail has been ordered; the Public Works and Infrastructure Committee suggested signs be put on the dog park and ball field noting the facilities are closed and explaining why; existing ATV trails have been groomed for skiing; and there is a shed on the property to house the groomer. In response to an inquiry, it was noted motor vehicle access to the trail is not monitored but trail users are likely to call the Town to report descriptors and license plates of motor vehicles on the trail. DO McLean reported he will meet with the company that was awarded the contract to refurbish Well C6 to discuss decommissioning nine wells in the Wells Park, including costs. He added two wells in the area will be protected with the installation of well houses.

### 5.2 Update on Capital Program.

Wastewater Treatment Facility Phase 1b – lift stations (3): the project is underway. The following was discussed: the tender for the remaining two pumping stations; the tender for the East Riverside-Kingshurst pumping station including a design with and without the washrooms; Council's approval of the detailed design for the final phase; and the Town will submit a separate application for funding for the design phase.

Almon Lane and Peters Lane: the project is completed with the exception of minor landscaping; at this time the Town has only been billed 52% of the costs; and the project is on budget.

Rothesay Road: the pipework has stopped at College Hill awaiting Provincial approval to proceed across Taylor Brook Bridge; a watermain was broken and the workers have come across minor disruptions, however the project remains on schedule.

M. McAloon arrived at the meeting.

### 5.3 Update on Wastewater Treatment Plant Pumping Stations and Transmission Lines

There was a brief discussion regarding the Renforth pumping station. It was noted there was a short closure at James Renforth Drive resulting from installation of wiring for the pumping station. The building will be pre-fabricated and once delivered can be installed immediately. The wet wells are scheduled to be dug mid-October.

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

Council awarded the tender at the September 12, 2016 meeting. DO McLean advised he will meet with the company this week to discuss the project.

### 5.5 Discussion on Efficiency and Energy Reduction Targets

DO McLean advised the item was on last month's agenda to gauge the Committee's interest in greener initiatives for the Town. After some discussion, the Committee agreed the matter should be investigated further to determine the Town's current energy consumption, and an approach to such decisions including whether to focus on cost, environmental impact, or a combination of the variables. DO McLean will report back to the Committee.

### 5.6 Residential Water Quality on Grove Ave. & Elizabeth Parkway

DO McLean advised a resident on Elizabeth Parkway reported a chemical smell emanating from the water in their home. Town staff visited the residence and after a lengthy investigation determined the source of the problem was a newly purchased weeping hose that was not flushed before use. DO McLean gave an update on the water quality of the resident of Grove Avenue, noting the Town is still unclear on the source of the manganese. The situation is being monitored but there have been no issues since. As no similar issues with surrounding properties have been reported, DO McLean noted it may have been a result of flushing from the Kennebecasis Valley Fire Department's training exercises on the same water line.



**5.7 Update on Grove Avenue water bill**

DO McLean advised the following: the water usage level spiked between Jan and June of 2014 and then returned to its normal operating level; the property owner made no changes to impact water usage; and with no changes and the water level returning to normal, leaks are an unlikely cause. The homeowner indicated no additional equipment requiring large water use was present in the home. The following was discussed: difficulty investigating this far after the bill was issued; payment schedules used for residents in similar situations; common occurrences within the Town; cost to produce the water; and concern of precedent. Since no case has been presented to reduce or eliminate the charges, the Committee agreed the bill should remain as is.

**5.8 Discussion on Water By-law Commercial vs. Multi-unit Residential**

DO McLean gave a brief summary, noting: the current By-law states all commercial buildings must connect to Town water; currently there are three that are not connected; one business has closed and if redeveloped is expected to connect; Town Manager Jarvie and DO McLean have spoken with another business owner which has paid the connection fees but refuses to use Town water; the owner indicated the well is tested every three months; and the third refuses to connect. There was general discussion regarding options to encourage the building owners to connect. The draft amendment to the Water By-law includes mandatory connection to Town water and exclusive use, as well as the addition of Multi-unit Residential properties. The goal of this amendment to the By-law is to have all residents on a safe water supply such as the Town's which is tested daily. After the amendment was introduced, a group of Multi-unit Residential building owners stated their opposition noting the initial cost was too high and suggested the connection fee be waived. It was noted discussions between the Town and the building owners group are ongoing. It was suggested the Town enforce the existing By-law with respect to mandatory connection for commercial users and once all commercial buildings have connected explore the addition of Multi-unit Residential buildings further.

**MOVED** by P. Boudreau and seconded by M. McAloon the Utilities Committee recommend Council enforce the existing Water By-law with respect to mandatory connection to Town water by Commercial users, and further letters be sent to all owners in non-compliance notifying them of the requirement and penalties of non-compliance.

**CARRIED.**

**6. NEW BUSINESS:*****Meeting Addendum:***

Victorian Gardens Development – Live Watermain Valve Manipulation:

DO McLean advised the water had been shut off and turned back on once the developer established an agreement to purchase water through a connection to a water meter on Prince Albert Court. DO McLean stressed that live watermain valve manipulation is dangerous as it can create health concerns in the Town's water system. It was noted a penalty has not been issued at this point in time. Concern was expressed noting if no penalty is issued the developer may do it again.

**Car Wash – Quispamsis:**

DO McLean advised a public hearing was held by the town of Quispamsis on September 20, 2016 to discuss construction of a car wash on Pettingill Road. It was noted the proposal had come before Quispamsis Town Council previously and was defeated due to lack of a comprehensive hydrogeological study. The new design is located on the common border of the two towns and has two self-service bays instead of four and will store 45,000 gallons of water on site. DO McLean advised DPDS White spoke on behalf of Rothesay at the public hearing and noted if the project were approved Rothesay is requesting Quispamsis include safeguards in the developer's agreement that addresses the potential effect of effluent discharge. The Committee discussed the following: two existing car washes in the area; regulations for car washes; water usage limit for existing car washes; water supply in the area; and health and safety concerns should dirty water from the car wash flow into the Oakville Acres detention pond. DO McLean noted the matter was brought to the attention of the Committee as committee members are likely to hear about it in the news.

**7. CORRESPONDENCE FOR ACTION:**

N/A

**8. CORRESPONDENCE FOR INFORMATION:**

N/A

**9. DATE OF NEXT MEETING:**

The next meeting will be held on **Wednesday, October 19, 2016.**

**10. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 7:01 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



# ROTTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Recording Secretary Utilities Committee
DATE	:	October 3, 2016
RE	:	Motions Passed at September 21, 2016 Meeting

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Please be advised the Utilities Committee passed the following motions at its regular meeting on Wednesday, September 21, 2016:

**MOVED** ... and seconded ... the Utilities Committee recommend Council enforce the existing Water By-law with respect to mandatory connection to Town water by Commercial users, and further letters be sent to all owners in non-compliance notifying them of the requirement and penalties of non-compliance.

**CARRIED.**

Respectfully submitted,

Liz Pomeroy  
Recording Secretary





ROTHESAY  
HERITAGE PRESERVATION REVIEW BOARD  
MEETING  
Rothesay Town Hall  
Wednesday, September 21, 2016  
7:00 p.m.



**PRESENT:** JIM BAIRD, CHAIRPERSON  
COUNCILLOR TIFFANY MACKAY FRENCH  
J.P. FOISY  
RANDOLPH GIFFIN  
KATHERINE GRANT  
JON LEHEUP  
HOWARD PEARN

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

**ABSENT:** GREG MURDOCK, VICE CHAIRPERSON

Chairperson Baird called the meeting to order at 7:00 p.m.

1. APPROVAL OF AGENDA:

**MOVED** by J. LeHeup and seconded by H. Pearn the agenda be approved as circulated.

**CARRIED.**

2. APPROVAL OF MINUTES:

2.1 Regular meeting of Wednesday, August 17, 2016

**MOVED** by J.P. Foisy and seconded by R. Giffin the minutes of 17 August 2016 be adopted as circulated.

**CARRIED.**

3. REPORTS

N/A

4. NEW BUSINESS

N/A

J. LeHeup declared a conflict of interest and left the meeting.

4.1 **21 Gondola Point Road**

OWNER:

PID:

PROPOSAL:

**Jon LeHeup**

Jon LeHeup

30222046

Certificate of Appropriateness – Door and Window Replacement

DPDS White gave a brief summary of the application, noting the following: Mr. LeHeup is the CEO of Ridley Windows and Doors Inc., and Ontario based firm that sells and installs high-quality wood windows, doors and architectural products for residential, commercial, and institutional projects; the location of the proposed doors is at the rear of the building out of public view; and a pair of wooden French doors would replace the existing wood window and steel door. It was noted the wooden French doors would be trimmed in white, and provide a preferred Heritage aesthetic as opposed to the existing steel door and wooden window.

**MOVED** by J.P Foisy and seconded by H. Pearn the Heritage Preservation Review Board issue a Heritage Permit for a new rear wood French door at 21 Gondola Point Road.

CARRIED.

J. LeHeup returned to the meeting.

*Meeting Addendum:*

H. Pearn requested an update on his previous inquiry regarding paver stones in the Rothesay Common. The following was discussed: gravel paths infiltrated by weeds and leaves; maintenance; location; and cost. DPDS White noted he would ask DRP Jensen to attend the next Heritage meeting to speak on the matter.

DPDS White advised the property at 37 Gondola Point Road has sold; and he will meet with the buyer to explain the processes required with regard to owning a property in the Rothesay Heritage area. J. LeHeup inquired if the Town follows-up to determine if permit requirements are adhered to. DPDS White advised the Town employs a Building Inspector/By-law Enforcement Officer to handle such matters.

The Board viewed the submission video for the Rothesay Common in the Greatest Places in Canada contest. DPDS White encouraged the Board to vote and spread the word about the contest. It was noted voters can only vote once a day, but can vote every day until the contest closes on October 17, 2016.

- 5. OLD BUSINESS  
N/A

- 6. CORRESPONDENCE FOR INFORMATION  
N/A

- 7. DELEGATIONS  
N/A

- 8. DATE OF NEXT MEETING:  
The next meeting will be held on **Wednesday, October 19, 2016.**

- 9. ADJOURNMENT  
**MOVED** by H. Pearn and seconded by R. Giffin the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:21 p.m.

\_\_\_\_\_  
CHAIRPERSON

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

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# ROTHESAY

PLANNING ADVISORY COMMITTEE MEETING

Rothesay Town Hall

**Monday, October 3, 2016****5:30 p.m.**

**PRESENT:** BILL KEAN, CHAIR  
COLIN BOYNE  
EWEN CAMERON  
LAURIE GALE, VICE CHAIR  
ELIZABETH GILLIS  
CRAIG PINHEY

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

**ABSENT:** COUNCILLOR PETER LEWIS  
COUNCILLOR DON SHEA  
TOWN CLERK MARY JANE BANKS

Chairperson Kean called the meeting to order at 5:33 p.m.

## **1. APPROVAL OF THE AGENDA**

**MOVED** by L. Gale and seconded by C. Pinhey to approve the agenda as circulated.

**CARRIED.**

## **2. APPROVAL OF MINUTES**

### **2.1 Regular Meeting of September 6, 2016**

**MOVED** by C. Pinhey and seconded by C. Boyne the Minutes of 6 September 2016 be adopted as circulated.

**CARRIED.**

## **3. NEW BUSINESS**

N/A

## **4. OLD BUSINESS**

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### **TABLED ITEMS**

#### **4.1 2709 Rothesay Road – 1 Lot Subdivision (Tabled August 2016)**

*No action at this time.*

DPDS White advised he is scheduled to meet with the applicants on Wednesday, October 5, 2016. It was noted the item will remain tabled.

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**ROTHESAY**

Planning Advisory Committee  
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**4.2 7 Hillcrest Drive****Andrew McKay**

OWNER:

David E. Long &amp; Sharon A. Long

PID:

00257139 &amp; 30048847

PROPOSAL:

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

**MOVED** by C. Boyne and seconded by E. Cameron to remove 7 Hillcrest Drive – Rezoning from R1A to R4 Multi-unit Residential subject to a Development Agreement from the table.

**CARRIED.**

DPDS White advised a letter was received from A.E. McKay Builders Ltd. on September 21, 2016 submitting revisions to the original proposal. The following week a polling notice was distributed to residents of the surrounding area of the proposal.

DPDS White gave a presentation on the application and noted the following: the application by A.E. McKay Builders Ltd. under a purchase and sale agreement is to develop the land at 7 Hillcrest Drive (PIDs 00257139 & 30048847) as a multi-unit mixed density residential community; the original proposal requested approval for a 65-unit residential condominium complex with two 24-unit condo buildings and 17 garden homes, two private driveway access points, and 24 exterior parking spots; the revised proposal has eliminated 5 garden homes (two 3-unit buildings, and a single unit building), and added one 2-unit building, for a total of 12 garden homes and 60-units altogether; 24 exterior parking spaces were added; the front yard setback distance of the two 24-unit condo buildings was increased from 7.5m to 20m-28m (closest and farthest points, respectively) from Hampton Road; the berm running parallel to Hampton Road was enhanced; additional offset trees will be planted to provide further coverage and privacy; the design of the buildings remains the same; increase front yard setbacks will allow the stormwater ponds to be enlarged; and the landscaping plan must be adhered to in the Development Agreement.

DPDS White further noted: current residential development in Rothesay is generally low density, with a few areas of moderate density residential uses; the Municipal Plan states a more sustainable development pattern will be achieved if new development uses land more efficiently by reducing lot sizes and clustering housing units where such housing can be developed without impinging excessively on existing neighborhoods; this development is becoming more popular in areas where citizens no longer desire the burden of large property and large house maintenance; Council considers residential development other than single-family detached housing as part of the natural growth and evolution of the Town; 46% of Rothesay is zoned single family residential; 0.6% is zoned R4 multi-unit residential; 57% of Rothesay households have two or fewer people; development of this nature, if developed in a manner complementary to existing development, is of superior quality, and is consistent with the objectives of the Municipal Plan, is welcomed; and this type of development allows Rothesay to remain a preferred residential community offering a variety of high quality housing options. DPDS White gave a brief summary of the six criteria found in the Municipal Plan Policy under 5.2.3 (h) and how the proposal fits within the criteria.

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He added the proposal: is located close to many Town amenities; provides high quality housing; will be fully serviced with Municipal water and sewer; is not likely to generate excessive traffic; meets and exceeds all By-law requirements, such as 22% below maximum density (increased from 15.6%), increased overall parking from 72 to 96 parking spots (34 above minimum); has a high walkability score; is pedestrian friendly; fits well with Town neighbourhood planning; improves neighbourhood diversity; and aids with transect planning (higher density at town center and progressively less dense towards the edges of the community). With roughly 20,000 vehicles per day on Hampton Road, the proposed buildings would act as a traffic buffer to the single family homes in the area. DPDS White displayed aerial photographs of neighbouring houses in the area, noting the majority of existing houses: are at a distance of 13.5m – 36.5m away from the development; face away from the development and are out of direct site lines; are well buffered with large hedges or garages; and have backyards that are sheltered from the development.

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

Mr. Joe Bent of A.E. McKay Builders Ltd. noted the following regarding the revised proposal: A.E. McKay Builders Ltd. addressed many, if not all, concerns; it is economically feasible; the larger buildings were setback a greater distance to reduce any imposing nature that might have been perceived; the trees have been doubled to increase privacy; less units will have less of an impact on traffic; and it adequately addresses the parking, and stormwater management concerns.

The Committee inquired about the following: necessity of the proposal; reducing the size of the larger buildings; cost of a single unit; condo fees; cosmetic appearance of the interior of the units; possible installation of heat pumps; possible increase of setback for parking; demographics of potential buyers; traffic concerns; and the reason for the parking increase.

Mr. McKay and Mr. Bent responded with the following: with underground parking, elevators, the pool, gardens and other features of the proposal it is not feasible to reduce the size of the larger buildings; the height of the proposed larger buildings is similar to that of Town Hall; there have been 44 serious inquiries regarding the purchase of units, 70% of which have indicated interest in purchasing units in the 24-unit buildings; once the project is marketed to the public it is anticipated interest will increase significantly; there are three different unit sizes and prices begin at roughly \$285,000; the interior includes granite, hardwood floors, custom kitchens, and other high quality finishes; potential buyers have not expressed concerns with the prices; condominium fees will be included; an agreement will be entered into by each tenant and the condominium association that states all regulations, and is likely to be strictly monitored; as condo fees are not a new concept it is likely potential buyers are aware of such additional costs; all units will have a heat pump; moving the parking back further would result in a loss of spaces due to close proximity to a telephone pole; individuals that have shown interest in purchasing units are from all over but the majority are former and current Rothesay residents, which are retired or semi-retired;

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the location is ideal for those interested in downsizing and living close to Town amenities; and increasing the parking spaces addressed a councillor's concern regarding tenants with two vehicles.

In response to an inquiry, DPDS White advised no traffic lights will be installed at the intersection of Hampton Road and Hillcrest Drive. He added the original traffic study indicated there should be no traffic issues generated by the proposed development, and a reduction in units should not impact those results.

Shari Foley of 10 Hillcrest Drive inquired if houses in the immediate vicinity of the development could be shadowed by the larger buildings. DPDS White advised because of the north/south configuration and setback of the buildings, a shadow impact is not expected; at most, shadows may fall on Hampton Road.

There was a brief discussion on the timeframe of construction. Mr. McKay advised if approved he would begin construction as soon as possible. He added the project is likely to take 2-3 years to complete. Town Manager Jarvie inquired if it is determined buyers do not require the full amount of parking spaces after construction begins could the amount be adjusted. Mr. McKay advised it could, however visitor parking must also be accounted for.

Chairperson Kean called three times for those wishing to speak in favour of the proposal.

Chairperson Kean called three times for those wishing to speak against the proposal. The following people spoke: Sharon Klohn, 57 Hampton Road; Richard Doucet, 6 Eriskay Place; Brent Greer, 11 Crestwood Drive; Shari and Heath Foley, 10 Hillcrest Drive; and John MacPherson, 17 Hillcrest Drive. The following comments were made: Town policy for notifying residents of developments; location of buildings on the property; excessive density; Mr. McKay's letter stating the larger buildings will be set back 30+m, as opposed to 20-28m in the revised site plan; increased traffic generated by the proposal during and after construction; safety of children walking to and from school; generated traffic taking a 'short cut' through Eriskay Drive; location; existing traffic concerns; though the density is under the maximum by 22% for R4 zoning, it significantly exceeds the density of the existing R1A zoning; potential damage if blasting is required during construction; and it is a wrong fit for the neighbourhood.

There was a brief discussion on correspondence received regarding the proposal. It was noted a letter was received by the Town on September 21, 2016 from Mr. McKay submitting the revised plan. The following week a polling letter was distributed to residents of the surrounding area.

Mr. McKay advised no blasting will take place. Once the excavation for the underground parking and the street is completed, dump trucks will no longer be required.

There was general discussion regarding the traffic study. It was noted though the traffic study was



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created in July, historical and projected data was also used to account for traffic during peak times throughout the year.

Chairperson Kean commented on the following in the Development Agreement: there was a typo under section 18 of the Development Agreement, single family residential dwellings should be changed to multi-unit residential dwellings; section 35 did not indicate a termination date, only a commencement date; and section 36 has a typo, Part 44 should read Part 35. It was noted commencement of the project is not clearly defined. Chairperson Kean inquired if there are any other potential concerns that may require a security deposit, such as the driveway. It was noted as the proposed road is a private driveway, and not publically maintained, it is not Town practice to request a security deposit. It was noted the 110% security deposit is to complete the required storm water management and landscaping plans should the developer fail to do so. This is to ensure the storm water management and landscaping requirements are adhered to. Town Manager Jarvie noted the storm water management mechanisms should be completed or partially completed before other construction begins to ensure the neighbouring area is not inundated with runoff water from the site. The storm water management plan is required to ensure there is no additional water leaving the property than before construction began.

In response to an inquiry, it was noted a condominium corporation will exist for the units.

David Long noted: his parents own the property at 7 Hillcrest Drive; he is not speaking for or against the proposal; he has nothing to gain from the proposal; customers in his shop have expressed interest in projects of this nature; during a project of his own, the building was constructed close to the sidewalk to improve pedestrian access; there is a need for diversity; and past projects in the Town have received negative feedback, but once completed are enjoyed by many community members.

DPDS White advised Mr. McKay, as a developer, is responsible for offsite upgrades. In this case, an investigation by the Town Engineer identified a pipe on Hampton Road that meets the requirements. He added this clause can be added to the Development Agreement once Town staff and A.E. McKay Builders Ltd. have discussed the matter further.

The Committee discussed the following: public interest in Town development; aesthetically pleasing building; addressing public concerns; magnitude of the project; Mr. McKay as a reputable builder; similar feedback during construction of the Low Wood condos; Committee members as volunteers; Council as final decision makers; and existing and anticipated traffic concerns.

There was general discussion regarding time to discuss the proposal. It was noted the application was tabled last month, and section 66(3) of the Community Planning Act indicated if the Committee does not provide a recommendation to Council it will be viewed as a positive endorsement of the proposal. Town Manager Jarvie advised if the Committee requires additional

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information Town staff can provide assistance after the meeting. It was noted the meeting minutes will reflect the Committee's discussion and concerns and will be provided to Council for consideration.

L. Gale noted she is uncomfortable with approving this development on the basis of: personal experience with traffic studies not reflecting actual traffic patterns; and the development straying from the Municipal Plan. She added the Municipal Plan enables residents to anticipate future development and appropriately plan where to live according to personal preference. She added she agrees with the need for diverse housing options and is not against development; however this may not be the right place for such a development.

E. Gillis reiterated the concern for pedestrian safety with generated traffic from the proposal. Town Manager Jarvie advised the Town at the Committee's request could set up a meeting with a traffic engineer to provide background information on how traffic studies are created. The following comments were made: traffic counts are done on an ongoing basis throughout the year; the existing data is used for traffic studies; Mr. Peter Allaby's possession of appropriate qualifications to complete an adequate traffic study; inclusion of pedestrian counts in the traffic study; and a resident of Halifax may view traffic conditions different than a resident of Darlings Island. There was a brief discussion regarding sidewalks and road conditions in the area. An aerial photograph displayed sidewalks from Hampton Road up Hillcrest Drive and down Eriskay Drive stopping just before Highland Avenue. It was noted there are no speed control mechanisms in the area, and along with tenant vehicles there will also be deliveries and other non-tenant traffic directed to the area as a result of the proposal.

It was noted: the Committee can add conditions if they see fit; the Committee's recommendation should not be based on existing problems or a reflection the public's opinion, but be based on merit of the application; Council hears from the public directly; and Council may take the Committee's recommendation into consideration, however they will have the final decision.

**MOVED** by C. Boyne and seconded by E. Cameron the Planning Advisory Committee recommend Council enact By-law 2-10-27 as amended 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. Boyne and seconded by C. Pinhey the Planning Advisory Committee recommend Council enter into a Development Agreement as amended 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.**

**ROTHESAY**

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

The next meeting will be held on **Monday, November 7, 2016.**

**6. ADJOURNMENT**

**MOVED** by L. Gale and seconded by E. Gillis the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:26 p.m.

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CHAIRPERSON

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RECORDING SECRETARY





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## BUILDING PERMIT REPORT

9/ 1/2016 to 9/30/2016

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/26/2016	BP2016-00184	276 GONDOLA POINT RD	DECK	5,000.00	\$36.25
09/07/2016	BP2016-00201	6 PAIGE	DETACHED GARAGE	25,000.00	\$181.25
09/01/2016	BP2016-00203	116 PARK DRIVE	SINGLE FAMILY	585,000.00	\$4,241.25
09/02/2016	BP2016-00204	41 JOSHUA STREET	DETACHED GARAGE	18,000.00	\$130.50
09/06/2016	BP2016-00205	2466 ROTHESAY RD	DECK	13,500.00	\$101.50
09/06/2016	BP2016-00206	83 PARK DR	WINDOWS	3,245.00	\$29.00
09/22/2016	BP2016-00210	3 ROYAL LN	ABOVE GROUND POOL	6,500.00	\$50.75
09/27/2016	BP2016-00212	9 HILLSVIEW CRES	WINDOWS	3,300.00	\$29.00
09/21/2016	BP2016-00213	95 JAMES RENFORTH DR	ELECTRICAL UPGRADE	1,000.00	\$20.00
09/06/2016	BP2016-00221	25 CAMERON RD	SINGLE FAMILY	225,000.00	\$1,631.25
09/13/2016	BP2016-00226	27 ISLAY DR	WINDOWS	3,740.00	\$29.00
09/08/2016	BP2016-00227	5 SILVERTON CRES	ELECTRICAL UPGRADE	5,000.00	\$36.25
09/01/2016	BP2016-00228	8 KENT ST	ACCESSORY STRUCTURE	1,000.00	\$20.00
09/08/2016	BP2016-00229	8 ARIES CRT	ELECTRICAL UPGRADE	5,000.00	\$36.25



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## BUILDING PERMIT REPORT

9/ 1/2016 to 9/30/2016

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/06/2016	BP2016-00230	42 GIBBON RD	DEMOLITION	0.00	\$500.00
09/09/2016	BP2016-00233	25 SHERYL DR	SIDING	14,400.00	\$108.75
09/27/2016	BP2016-00234	11 TERRI ST	SINGLE FAMILY	165,000.00	\$1,196.25
09/02/2016	BP2016-00235	90 SECOND ST	DECK	3,000.00	\$21.75
09/02/2016	BP2016-00236	44 HAMPTON RD	ABOVE GROUND POOL	3,200.00	\$29.00
09/02/2016	BP2016-00237	68 GROVE AVE	WINDOWS	1,000.00	\$20.00
09/13/2016	BP2016-00238	63 BEL-AIR	SINGLE FAMILY	200,000.00	\$1,450.00
09/13/2016	BP2016-00239	58 BEL-AIR AVE.	SINGLE FAMILY	200,000.00	\$1,450.00
09/29/2016	BP2016-00240	4 PRINCE ALBERT	SINGLE FAMILY	225,000.00	\$1,631.25
09/07/2016	BP2016-00241	16 GOLDIE CRT	ACCESSORY STRUCTURE	1,000.00	\$20.00
09/13/2016	BP2016-00242	9 CHARLES CRES	FENCE	12,750.00	\$94.25
09/26/2016	BP2016-00243	23 SCOVIL RD	FENCE	1,000.00	\$20.00
09/20/2016	BP2016-00244	53 MONACO DR	DECK	1,500.00	\$20.00
09/26/2016	BP2016-00245	280 RENSHAW RD	RETAINING WALL	20,000.00	\$145.00



9/ 1/2016 to 9/30/2016

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/06/2016	BP2016-00246	172 GONDOLA POINT RD	ELECTRICAL UPGRADE	1,500.00	\$20.00
09/19/2016	BP2016-00247	2432 ROTHESAY RD	RENOVATION	3,000.00	\$21.75
09/19/2016	BP2016-00248	3432 ROTHESAY	WINDOWS	8,500.00	\$65.25
09/22/2016	BP2016-00249	68 MARR RD	ACCESSORY BUILDING	20,000.00	\$145.00
09/13/2016	BP2016-00250	212 GONDOLA POINT RD	ELECTRICAL UPGRADE	1,200.00	\$20.00
09/13/2016	BP2016-00251	7 ROSE LN	DEMOLITION	0.00	\$500.00
09/19/2016	BP2016-00252	39 JOSHUA ST	SIDING AND WINDOWS	17,523.00	\$130.50
09/19/2016	BP2016-00253	78 MARR RD	ABOVE GROUND POOL	12,000.00	\$87.00
09/19/2016	BP2016-00254	3 GARRISON DR	RENOVATION	3,500.00	\$29.00
09/26/2016	BP2016-00255	3 VALLEY RD	DECK	10,000.00	\$72.50
09/20/2016	BP2016-00256	11 LINDEN CRES	ACCESSORY STRUCTURE	6,000.00	\$43.50
09/26/2016	BP2016-00259	12 WANDA CRES	STORAGE SHED	5,000.00	\$36.25





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## BUILDING PERMIT REPORT

9/ 1/2016 to 9/30/2016

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				1,836,358.00	\$14,449.25
Summary for 2016 to Date:				\$8,932,528.00	\$66,924.37
		<u>Value of Construction</u>	<u>Building Permit Fee</u>		
2015 Monthly total to Date:		\$1,400,123	\$10,182		
2015 Summary to Date:		\$13,996,164	\$108,805		



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# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 7 October 2016  
RE : Capital Project – Status Report

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

2015	PROJECT	BUDGET	\$ TO 3/10/16*	COMMENTS
	Town Hall renovations	75,000	47%	Reception improvements complete
	Wastewater Collection Upgrade	\$7.5M	10%	Two of three construction tenders awarded by Council; Pump supply awarded by Council in September, final tender on October agenda for award.
	WWTF Phase 1a – Forcemain	2,000,000		Project underway, approx. 75% complete. Pipework substantially complete on Rothesay Rd. with connection at Taylor Brook Bridge remaining and James Renforth Drive underway.
	WWTF Phase 1b – lift stations (3)	1,600,000		Work underway at Renforth site
	Rothesay Road Designated Highway, net cost	250,000	66%	Concrete curb being placed and will be ongoing.
	Rothesay Road sidewalk	233,000	71%	60% complete
	Secondary Plan – Hillside area	52,000	31%	Open House held, concepts being developed
	2017 Resurfacing Design	60,000	-	Engagement awarded at September Council meeting.
	Acquisition of Vehicles Works/Utilities	130,000	64%	Vehicles purchased; fit up underway.
	Acquisition of Backhoe	230,000	-	Tender awarded at September Council meeting.
	Almon/Peters Ln Upgrades	\$1.2M	79%	Project complete
	Rothesay Common additions	30,000	-	Discussed with Heritage Pres Board and Parks & Rec Com
	Curb & Sidewalk - Parkdale/Chapel	250,000	6%	Project underway; drainage work near completion waiting for concrete.
	General Specification for Contracts	40,000	-	RFP pending
	IT Upgrades	75,000	81%	iPads deployed, servers received;
	KVFD Capital	26,000	-	To be claimed when purchase completed
	Master Dr. Site Development	125,000	14%	Construction substantially complete.
	Oakville Acres Detention Pond Paths	50,000	89%	Construction underway with own forces;
	Oakville Ln Improvements design	30,000	-	RFP award on September Council agenda
	Renforth Wharf cathodic protection	60,000	-	Design and procurement underway; materials received, installation being arranged; to be completed this fall.
	Wells Park Entrance paving	20,000	-	Crusher dust surface on trail complete; paving of parking lots pending

\* Funds paid to this date.

**UNION OF MUNICIPALITIES OF NEW BRUNSWICK**

**STRATEGIC PLAN**

**2016-2021**

**UMNB STRATEGIC PLAN**

ADOPTED AT ANNUAL GENERAL MEETING -  
OCTOBER 2, 2016



**Context:**

The Union of Municipalities of New Brunswick (UMNB) is an association of elected municipal representatives who speak for the interests of municipalities and rural communities in New Brunswick.

UMNB was formed in 1994 as a result of the merger of the Towns Association and the Association of Villages of New Brunswick, and represents 60 plus member municipalities and rural communities in the Province. All municipalities and rural communities are welcome to be a member.

For the purpose of UMNB, the province is divided into nine zones with two directors from each zone sitting on the Board of Directors, along with two directors representing those New Brunswick cities who are members of UMNB, a Past President, an ex-officio member who sits representing the Association of Municipal Administrators of N.B. (AMANB), and an Executive Director. At no time shall the political or religious partisanship of a representative member be expressed or be allowed to influence the policies of UMNB.

The zone structure is extremely important to the functioning of UMNB. Zones hold meetings a minimum of 3 times per year. From these meetings issues are generated to be taken to the Board and to formulate resolutions for the AGM. Each zone names its Director. All decisions and the operation of the organization are made according to the terms of the constitution which is continuously updated.

The Board of Directors of UMNB generally meet four times a year (February, May, August & November) plus before and after the Fall Annual Conference (AGM) and deals with items/issues brought forward from members through their Directors, or the Provincial and/or Federal Governments. With the exception of the meetings in August and the annual conference, all Board meetings are held in Fredericton.

The Executive committee of UMNB is elected from among members of the Board of Directors at each annual meeting.

UMNB has several legislated standing committees: Finance, Media Advisory, Protective Services – chaired by 2<sup>nd</sup> VP of UMNB, Resolutions/Policies/Constitution – chaired by 1<sup>st</sup> VP, Nominating, Personnel, (chaired by Past President) and AMANB Board representation.

There are also a number of ad hoc committees: Forestry Committee, Population Growth/Immigration Advisory Committee, Policing Committee, Governance/Fiscal Advisory Committee, Conflict Resolution Committee (held in conjunction with other municipal associations). These are usually of short duration, to deal with specific issues. In some cases these derive from direction of either the annual meeting or the Board of Directors; in other cases they come about as a result of an invitation to participate on a committee by a department of government.

At the Provincial level, UMNB has representation on a number of committees: Community Safety and Crime Prevention Committee, Strategic Policing Advisory Committee, Emergency Preparedness Committee, WorkSafe NB Committee, Executive Directors of all Provincial Municipal Associations (AFMNB, Cities Association, AMANB), Provincial Municipal Council (PMC).

As well, UMNB from time to time is invited by government departments/agencies to sit as a representative of municipalities on issue specific working groups.

UMNB is self-financed through membership dues/sponsorships/grants and donations. Membership dues are based on tax assessments, and decided by the annual meeting from a recommendation by the Board of Directors.

The UMNB has a 5 year Strategic Plan to serve as the basis for its activities and is reviewed annually by the Board and its members. The Strategic Plan will have a yearly Operational Plan that outlines the work to be accomplished in a given year, and this will serve as direction for the Board and Executive Director (E.D.) and be used for the Performance Contract of the E.D.

#### What is Strategic Planning?

Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment. It is a disciplined effort that produces fundamental decisions and actions that shape and guide **what an organization is, who it serves, what it does, and why it does it, with a focus on the future.** Effective strategic planning articulates not only where an organization is going and the actions needed to make progress, but also how it will know if it is successful.

#### What is a Strategic Plan?

A strategic plan is a document used to communicate with the organization and others the organizations goals, the actions needed to achieve those goals and all of the other critical elements developed during the planning exercise.

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. It may also extend to control mechanisms for guiding the implementation of the strategy. The senior leadership of an organization is generally tasked with determining strategy.

## **UMNB STRATEGIC PLAN APRIL 2016 – APRIL 2021**

### **VISION OF UMNB**

Strong\*, sustainable\*, and viable New Brunswick municipalities and rural communities.

### **MISSION**

A strong association working with members collaboratively, on behalf of municipalities and rural communities to advocate for government policy that will better enable them to become and remain financially viable and able to provide quality, sustainable, services to their residents. Should state – Who are you?; Why do you exist?; What do you do and whom do you serve?

### **PILLARS**

The 2016 -2021 goals will be based on the following Four Pillars:

- Advocacy
- Communication
- Leadership
- Organizational Effectiveness

### **PROPOSED GOALS**

#### **I – Advocacy**

1. **To increase and strengthen on behalf of member municipalities and rural communities, UMNB's advocacy role to government on important municipal issues.**

Measures:

- Number of position papers developed
- Number of dissenting views on position developed
- Number of zone rep meetings held to deal with developing position papers
- Number of joint position papers with other organizations
- Number of issues resolved
- Number of days/months taken to resolve or update resolutions
- Number of meetings with government
- Number of joint meetings with government



Objectives:

- 1.1 To unite the municipalities and rural communities of N.B. through their respective Council; into an effective advocacy organization.
- 1.2 To ensure a clear process for arriving at the Union's position on municipal policy issues.
- 1.3 To develop, where possible, partnerships to co-operate and to regularly liaise with other municipal organizations and other agencies toward creating a united advocacy for the realization of municipal goals. (CNBA/AFMNB/AMANB/FCM)
- 1.4 To ensure that municipal positions are clear and delivered in a timely manner to decision making agencies/levels of government.
- 1.5 To develop an ongoing rapport with government officials.

## **II – Communications**

### **GOAL**

- 2. To increase communications between the UMNb Board of Directors and its Members.**

Measures:

- Number of Newsletters issued
- Number of web site hits
- Number of Zone meetings
- Number of reports back to Members following AGM
- Percentage of municipalities and rural communities in attendance at AGM
- Percentage of Mayors and Councillors in attendance at AGM
- Number of followers on Facebook/Twitter
- Number of queries (e-mails/twitter/facebook/calls)

Objectives:

- 2.1 To promote the exchange of information among the municipalities and rural communities of New Brunswick.
- 2.2 To improve engagement of Mayors and Councillors in the workings of UMNb.

- 2.3 To enhance communication between President/and Executive Director and members.

### **III – Leadership**

#### **GOAL**

#### **3. To increase and maintain membership.**

Measures:

- Number of new municipalities and rural communities joining
- Percentage of councillors from each municipality and rural community attending AGM
- Number of members leaving UMN
- Number of training sessions
- Number of joint ventures by municipalities in bulk (collective) initiatives
- Number of economic opportunities taken advantage of by groups of municipalities and rural communities
- Number of resolutions brought forward
- Number of resolutions resolved or in process of being resolved

Objectives:

- 3.1 To strengthen UMN as a voice for municipalities and rural communities.
- 3.2 To strengthen financial viability of municipalities and rural communities.

### **IV – Organizational Effectiveness**

#### **GOAL**

#### **4. To increase the Administrative capacity of the Association.**

Measures:

- Number of requests for UMN representation
- Number of committees functioning independently
- Percentage of change in revenues
- Numbers of new funding sources

Objectives:

- 4.1 To ensure an effective succession plan is developed and maintained for the UMNB Board of Directors and the administrative staff
- 4.2 To ensure a more viable association

**5. To decrease the response time in addressing emerging issues.**

Measures:

- Number of days between resolution at AGM and first corrective action by UMNB
- Number of issues resolved within the year
- Number of complaints re appropriateness of UMNB response.

Objectives:

- 5.1 To demonstrate to membership action on behalf of UMNB and its effectiveness.
- 5.2 To ensure timelines of response.

\* A sustainable and viable community is one that can provide the level of services desired by its residents and at a level of taxation with which they are comfortable.



ADOPTED AT ANNUAL GENERAL MEETING – OCTOBER 2, 2016 UMNB OPERATIONAL PLAN 2016-2021				
VISION STATEMENT – Strong, Sustainable and Viable New Brunswick municipalities and rural communities				
I – ADVOCACY				
<p>1. To increase and strengthen, on behalf of member municipalities and rural communities, UMNB's advocacy role to government on important municipal issues.</p> <ul style="list-style-type: none"> <li>• Number of position papers developed</li> <li>• Number of dissenting views on position developed</li> <li>• Number of Zone rep meetings held to deal with developing position papers</li> <li>• Number of joint position papers with other organizations</li> <li>• Number of issues resolved</li> <li>• Number of days/months taken to resolve or update resolutions</li> <li>• Number of meetings with government</li> <li>• Number of joint meetings with the government</li> </ul>				
OBJECTIVE	PROPOSED ACTIVITIES	RESPONSIBILITY	TARGET DATE	STATUS
1.1 To unite the Municipalities and rural communities of N.B. through their respective Councils into an effective advocacy organization.	Reach out through all communication methods to all municipalities to join on advocacy issues	Zone Directors /Executive Director (E.D.)	Commence Oct. 2016 and ongoing	

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OBJECTIVE	PROPOSED ACTIVITIES	RESPONSIBILITY	TARGET DATE	STATUS
	Invite and encourage attendance of all members and prospective members to AGM	E.D.	Commence Oct. 2016 and ongoing	
	Call regular and ad hoc meetings to discuss emergency issues	E.D.	Commence Oct. 2016 and ongoing	
	Communicate on a regular basis with E.D.'s of all municipal associations	E.D.	Commence Oct. 2016 and ongoing	
1.2 To ensure a clear process for arriving at the Union's position on municipal policy issues.	A process will be developed to ensure regional and Zone input on the development of UMNb positions	Policy & Resolutions Committee	May 2017	
	Develop a process to communicate position statements to all UMNb members	President/E.D.	Feb. 2017	
	At least annually prepare and present written position papers that reflect UMNb concerns/interests to government	President/E.D./Board	Yearly commencing Spring - 2017	
	Develop position papers on:			
	Longterm Revenue sources for municipalities			
	Designated Highways			

OBJECTIVE	PROPOSED ACTIVITIES	RESPONSIBILITY	TARGET DATE	STATUS
	Sharing of resources between small entities ie Municipalities/Rural Communities ie by-law enforcement officers			
	Infrastructure funding			
	Modernizing <i>Police Act</i>			
	Provincial & Federal downloading			
	Modernize the <i>Municipalities Act/Community Planning Act</i>			
1.3 To develop, where possible, partnerships to co-operate and to regularly liaise with other municipal organizations and other agencies toward creating a united advocacy for the realization of municipal goals. (CNBA/AFMNB/AMANB/FCM)	Consult at least quarterly with all provincial/municipal advocacy associations on developing common positions	President/E.D.	Ongoing commencing October 2016	
	Work on developing position statements on: - Long term funding sources for municipalities beyond current property tax scheme  - Modernization of Provincial legislation  - Regional Services Commission	Policy and Resolutions Committee.	May 2017	



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OBJECTIVE	PROPOSED ACTIVITIES	RESPONSIBILITY	TARGET DATE	STATUS
1.4 To ensure that municipal positions are clear and delivered in a timely manner to decision making agencies/levels of government.	Meet with Minister of Local Government and other Members of the Legislative Assembly from time to time to present UMNb positions on policy and fiscal issues affecting member municipalities	President/E.D. and Councillors with content expertise.	Annually commencing October 2016	
	Meet bi annually at provincial level with ADM and DM of Local Government to present UMNb positions on policy and fiscal issues affecting member municipalities	E.D./President	Ongoing commencing October 2016	
	Meet as required by subject with appropriate government departments	E.D./President/ Committee Chairs/Content Experts	Ongoing commencing October 2016	
	Ensure PMC centers on issues of interest and importance to municipal members by meeting with Dept. staff to preplan for PMC	E.D.	Ongoing commencing October 2016	
1.5 To develop an ongoing rapport with government officials	Frequent meetings	E.D./President/ Committee Chairs	Ongoing commencing October 2016	
	Communicate outcomes/give heads up			

OBJECTIVE	PROPOSED ACTIVITIES	RESPONSIBILITY	TARGET DATE	STATUS
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## II – COMMUNICATIONS

### 2. To increase communications between the UMN Board of Directors and its Members

- Number of Newsletters issued
- Number of web site hits
- Number of Zone meetings
- Number of reports back to Members following AGM
- Percentage of Municipalities and rural communities in attendance at AGM
- Percentage of Mayors and Councillors in attendance at AGM
- Number of followers on facebook and twitter
- Number of queries (e-mails/twitter/facebook/calls)

2.1 To promote the exchange of information among the Municipalities and rural communities of New Brunswick	Explore a list serve concept for elected officials	President/Board	Fall 2017	
	Create a newsletter after each board meeting (2-3 pages)	E.D.	Commencing Oct. 2016 & ongoing	
	Reformulate websites current/up to date	E.D.	Commencing Oct. 2016 & ongoing	
	Report back to members via Direct communiqué	E.D.	Commencing Oct. 2016 & ongoing	
	Issue a minimum of 2 news Bulletins per year on specific emerging issues/concerns	E.D.	Commencing Oct. 2016 & ongoing	
2.2 To improve engagement of Mayors and Councillors in the workings of UMN.	Utilize Zone meetings to exchange information	Zone Directors	Commencing Oct. 2016 & ongoing	

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OBJECTIVE	PROPOSED ACTIVITIES	RESPONSIBILITY	TARGET DATE	STATUS
2.3 To enhance communication between President and Executive Director and members	Develop an email system that ensures e-mail communiqués reach Mayor and Councillors directly	E.D./President	May 2017 ongoing	
	Constituent municipalities to designate at least one representative to Zone meetings.	Zone Directors	October 2016 ongoing	
	Encourage that the date specified by constitution to elect Zone directors is followed and those not following to be contacted directly	E.D./President	October 2016 ongoing	
	Develop a set of expectations for Zone reps outlining their role of keeping Zone members informed between meetings	Policy and Resolutions Committee	May 2017	
	Develop a standard agenda for Zone meetings sent to Zone members (meeting specific)	E.D.	Feb. 2017 ongoing	
	Develop a plan for consistent/timely information exchange to Zone Directors. Appropriate agenda items to have a B.N. especially if feedback required.	E.D.	February 2017 ongoing	
	Develop a process for regular e-mails between ED and/or president on a bi-weekly basis for status updates to directors	E.D./President	October 2016	
	Prepare a consistent proposal	Policy & Resolutions	February 2017	



OBJECTIVE	PROPOSED ACTIVITIES	RESPONSIBILITY	TARGET DATE	STATUS
	for Zone Directors election	Committee		
<b>III – LEADERSHIP</b>				
<b>3. To increase and maintain membership</b> <ul style="list-style-type: none"> <li>• Number of new municipalities and rural communities joining</li> <li>• Percentage of councillors from each municipality and rural community attending AGM</li> <li>• Number of members leaving UMNb</li> <li>• Number of training sessions held</li> <li>• Number of joint ventures by municipalities in bulk (collective) economic initiatives</li> <li>• Number of economic opportunities taken advantage of by groups of municipalities and rural communities</li> <li>• Number of resolutions brought forward</li> <li>• Number of resolutions resolved or in process of being resolved</li> </ul>				
3.1 To strengthen UMNb as a voice for municipalities and rural communities.	Provide member municipalities with advocacy advice on request	E.D./President	October 2016 ongoing	
	Encourage UMNb members to utilize UMNb advocacy positions on municipal issues	Zone Director	Commence Feb. 2017 ongoing	
	Develop a document on why belong to UMNb including list of achievements	Policy/Resolutions Committee	May 2017	
	Develop and provide Training sessions (workshops) for newly elected and returning mayors and councilors including a document on Roles and Responsibilities	Governance Committee with E.D. & President	May 2018	

OBJECTIVE	PROPOSED ACTIVITIES	RESPONSIBILITY	TARGET DATE	STATUS
3.2 To strengthen Financial viability of municipalities and rural communities	Collaborate with AMANB to develop a document for new municipal staff	E.D. (UMNB & AMANB)	May 2017	
	Ask for face to face time at municipal council meetings	E.D./President/Zone Director	October 2016 ongoing	
	Explore ways of enhancing fiscal viability of municipalities (goods and services)	Fiscal Advisory Committee	May 2018	
	Explore piggybacking with other national/provincial and other municipalities on bulk purchasing	Fiscal Advisory Committee	May 2018	
<b>IV – ORGANIZATIONAL EFFECTIVENESS</b>				
<b>4. To increase the Administrative capacity of the Association.</b> <ul style="list-style-type: none"> <li>• Number of requests for UMNB representation</li> <li>• Number of committees functioning independently</li> <li>• Percentage of change in revenues</li> <li>• Numbers of new funding sources</li> </ul>				
4.1 To ensure an effective succession plan is developed and maintained for the UMNB Board of Directors and the administrative staff.	Strike a Committee to begin process of Position Definition for the Executive Director	President to Chair new Committee	AGM to strike Committee 2016, Report back AGM 2017	
	Explore need for and potential roles and responsibilities of staff requirements	President to Chair new Committee	February 2017	
	Develop financial viability plan for staff requirements	President and new Committee	February 2017	
	Explore sharing of administrative tasks with	President/New Committee	February 2017	

OBJECTIVE	PROPOSED ACTIVITIES	RESPONSIBILITY	TARGET DATE	STATUS
	other municipal associations, including merger with like minded organizations			
4.2 To ensure a more viable association	Develop a proposal for board succession planning to be addressed through a bylaw amendment	Nominating Committee	AGM 2017	
	Develop an outline of potential revenue streams for association	Finance Committee	Winter 2017-18	
	Develop distinctive roles for directors and table officers	President & New Committee	2017-18	
	Review and present to membership the options for relocating office to Fredericton on retirement of current ED with comparative pros and cons	President & New Committee	2017-2018	
<b>5. To decrease the response time in addressing emerging issues</b> <ul style="list-style-type: none"> <li>• Number of days between resolution at AGM and first corrective action by UMNb</li> <li>• Number of issues resolved within the year</li> <li>• Number of complaints re appropriateness of UMNb response</li> </ul>				
5.1 To demonstrate to the membership action on behalf of UMNb and its effectiveness	To develop a process for updating resolutions status	Policy and Resolutions Committee	Fall/Winter 2016-17	
	To develop a method of communicating status of resolutions to members/to government	Resolutions Committee	Fall 2016-17	

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OBJECTIVE	PROPOSED ACTIVITIES	RESPONSIBILITY	TARGET DATE	STATUS
	Develop a process to utilize Zone meetings to outline activities to date	E.D.	Fall 2016	
5.2 To ensure timeliness of reponse.	To utilize Board to determine responses needed in a short timeframe.	President	Oct. 2016 ongoing	
	Develop a process to sure timeliness of responses to resolutions including reporting back to members.	Policy and Resolutions Committee	February 2017 ongoing	





# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	6 October 2016
RE	:	7 Hillcrest Drive Development Review - Procedure

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### **Recommendation:**

Staff recommends that, prior to making a decision on the application, Council:

1. refer the revised application back to the Planning Advisory Committee to confirm its recommendation and ensure all interested parties are heard;
2. schedule a public hearing to review the revised application; and
3. direct staff to ensure all notice provisions are followed and to review the notice procedure of the Planning Advisory Committee meetings with a view to changes which might make the processes fairer and clearer.

### **Background:**

The proposed development at the intersection of Hillcrest Drive and Hampton Road does appear to have piqued public interest and has elicited many responses both favouring the project and expressing opposition or concerns. A particular area of concern is the procedure followed to allow public input. The objection seemed to centre around three things:

1. inadequate notice to residents i.e. no specific notice for the initial PAC meeting at which the application was recommended for public hearing and insufficient time in advance of the 2<sup>nd</sup> PAC meeting (October 3) to properly prepare. Perhaps in addition there is an underlying concern that's the public hearing and/or PAC meetings were scheduled at times inconvenient to some interested parties;
2. insufficient time to speak at a public meeting i.e. that the 10 minutes allocation per speaker was inadequate to make the points some speakers wish to make and that it was unfair to those raising concerns because the developer was granted more time to explain the project than the time granted to individuals wishing to speak in opposition; and
3. the role of staff in the process i.e. that the advice given by staff was inappropriate or perceived as favouring the developer.

Concerns about process and the role of staff are often raised, particularly when substantive objections are limited. Nevertheless it is important for Council to examine the process and assure itself that legal requirements are met. Moreover it is important for Council to be sure that is satisfied that a reasonable process has been followed giving any and all points of view an opportunity to be heard.

It is accurate to say that the procedure adopted for notice of the Planning Advisory Committee meetings was not followed to the letter. In reviewing the procedure currently in place, it seems apparent that a revision would be appropriate. Nevertheless policy was in

place at the time of the August and September Planning Advisory Committee meetings and no specific notice was provided of those meetings. It is also accurate to say that the notice provided for the October PAC meeting did not meet the time set out in the procedure either. In the case of the earlier meeting staff considered the advertising for the public hearing, including newspapers ads and letters to residents, to be adequate to inform the public. However this is not precisely what the procedure requires.

The public hearing at Rothesay High School on September 14<sup>th</sup> was very well attended with 10 to 12 speakers expressing their views on the merits and otherwise of the project. Most speakers were heard well within the allotted 10 minutes and we have no reason to recommend that any longer time limit be specified in Town bylaws or procedures. The chair may apply some discretion to allow individual speakers to complete their ideas or respond to questions but such a meeting without time limits would easily lead to difficulty in maintaining order as well as inordinately lengthy speeches. However, as suggested by Mr. Klohn, it is appropriate to include the limitation on speaking time in the meeting notices to assist those appearing in their preparations.

In evaluating the role of staff in such matters it is important to remember that staff's primary role is in advising Council. Staff also has an important role in ensuring that the developer presenting his ideas is properly prepared in the sense that the application is complete and the information that staff believe needs to be provided is available. This information includes staff's analysis of the implications and merits of the project in comparison to the relevant town bylaws and plans. Staff is not expected to be an advocate for the developer or individual property owners. Staff is expected to reflect on the values specific and inherent in the municipal plan when conducting its analysis and presenting its advice to both Council and Planning Advisory Committee.

In addition to the considerations set out above, the developer has modified the project in response to the concerns heard at the public meeting and he should be acknowledged for doing so. Of course such changes do not necessarily mean that all of the concerns of nearby residents and other interested parties are resolved to their satisfaction. However it does give rise to a decision by Council as to whether or not the changes made substantially change the original proposal and merit a second opportunity to hear from those interested in being heard.

In summation I believe the process is not tainted beyond repair and the public has been given considerable opportunity to comment verbally and in writing. However it is also true that the proposal is a significant increase in the density of development in the vicinity and of considerable interest to the proponents, those that oppose the project or wish to see it modified in some respect and those that favour it. A second public hearing would give Council the opportunity to consolidate its thinking on the project in advance of its decision. (Council will know that if the project is turned down, the developer must wait a year before bringing it forward again unless a major change is made). It may also provide an opportunity to improve the project in some way and ensure that all those who have views on the matter get an adequate opportunity to express them.

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70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**

**October 11, 2016**

**TO:** Mary Jane Banks, Town Clerk

**SUBMITTED BY:**

Brian White, Director of Planning and Development Services

**DATE:** 5 October 2016

**SUBJECT:** 7 Hillcrest Drive ( PIDs 00257139 & 30048847) By-law and Development Agreement (As Amended by PAC)

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### **INFORMATION REPORT**

#### **ORIGIN**

On October 3, 2016 the Rothesay PAC reviewed an application by A.E. McKay Builders Ltd. to develop the land at 7 Hillcrest Drive ( PIDs 00257139 & 30048847) as multi-unit mixed density residential community. In review of the application PAC passed the Motions that recommend Council approve both an amended By-law 2-10-27 and an amended Development Agreement.

Staff have revised the draft By-law 2-10-27 and the development agreement as directed by the PAC, several of the amendments are non-substantive and clerical in nature. The primary amendments, as highlighted in yellow in the development agreement, are to reduce the number of residential units in the development from 65 down to 60 and to describe the developer's obligation to pay for the water main upgrades necessary to accommodate the proposed development.

#### **ATTACHMENTS**

Attachment A	By-law 2-10-27 (As Amended)
Attachment B	7 Hillcrest Drive Development Agreement (As Amended)



**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 **65 of 60** residential condominium units **of development containing** 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 :

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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 REVISED Proposed Site Plan and Location of  
Buildings
  - c. Schedule C Building Elevations
  - d. Schedule D REVISED Landscape Plan
  - e. Schedule E (PENDING REVISION) Storm Water Management  
Plan

**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.<sup>00</sup>). 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, QUISPAMSIS, N.B., E2G 1L8 and to the Town if delivered personally or by prepaid mail addressed to **ROTHERSAY**, 70 HAMPTON ROAD, ROTHERSAY, 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:

Rothesay:

\_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_

\_\_\_\_\_  
Clerk

DRAFT

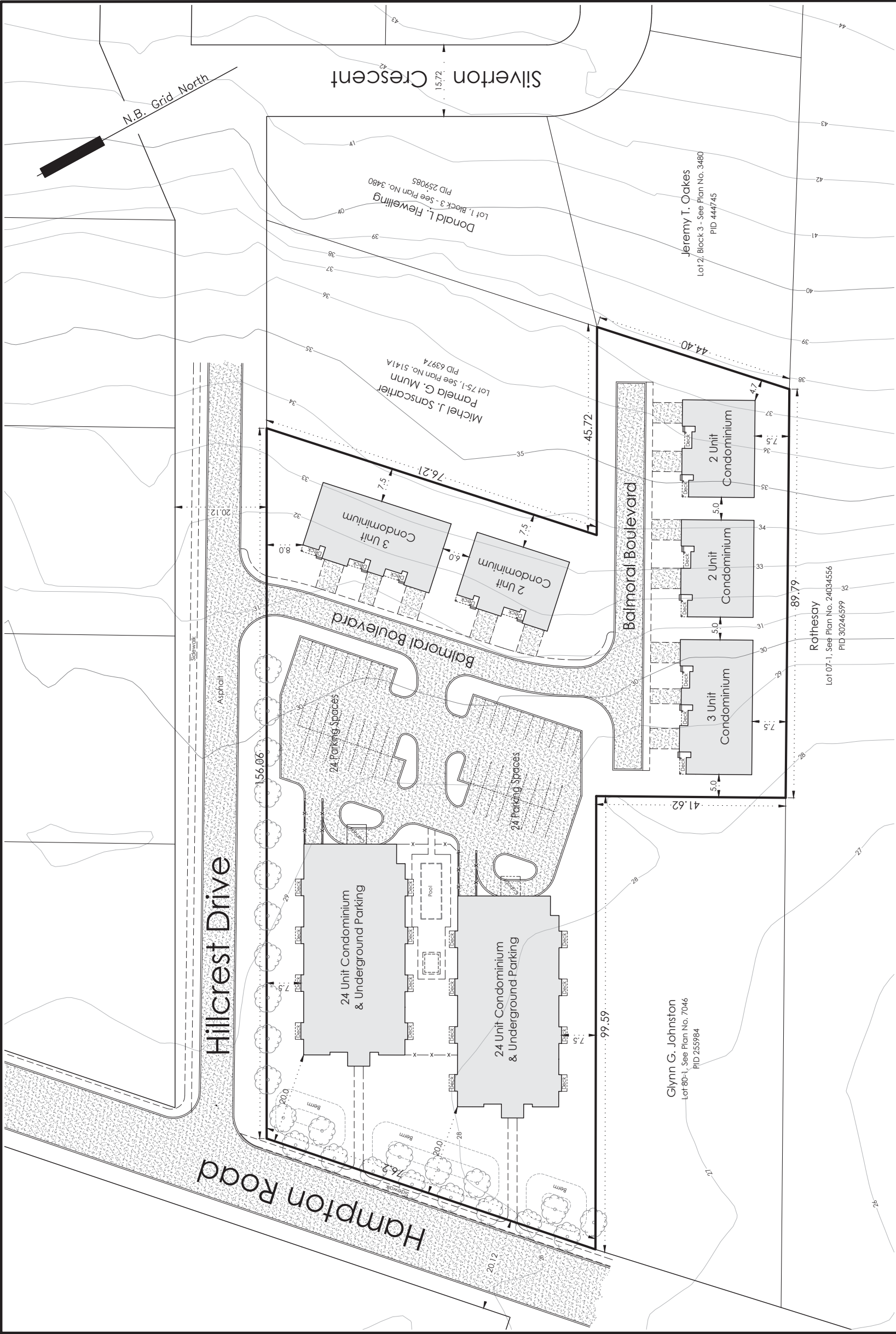
SCHEDULE A

(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

DRAFT



**Central Park Condominium**

7 Hillcrest Drive  
Town of Rothesay  
Kings County, N.B.

Site Plan

Scale = 1:500  
Job No. 15-0050  
Dated: September 20, 2016

Dwg. No. T-0608-C

**KIERSTEAD QUIGLEY  
and ROBERTS Ltd.**

Saint John, New Brunswick

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

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





380 Model Farm Road, Guelph, ON N1L 8E2  
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, Guelph, ON N1L 8E2  
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.

**A-3**

OF 15





380 Model Farm Road, Guelph, ON N1L 8E2  
Phone: 506-644-8104

# 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



**A.E. MCKAY Builders**  
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  
REAR ELEVATION**

Date: AUGUST 29, 2016 Scale: N.T.S.

**A-5**  
OF 15





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  
RIGHT ELEVATION**

Date:

AUGUST 29, 2016

Scale:

N.T.S.

**A-6**

OF 15



380 Model Farm Road, Gaspansis 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.







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, Guelph, ON N1L 8E2  
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, Guelph, Ontario N1L 8E2  
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, Guelph, Ont. N1L 8E2  
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, Gaspansis E2G 1L8  
Phone: 506-644-8104

**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, Guispenais 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, Gaspansis E2G 1L8  
Phone: 506-644-8104

**CENTRAL PARK**  
CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 4  
SINGLE UNIT  
LEFT ELEVATION

Date:

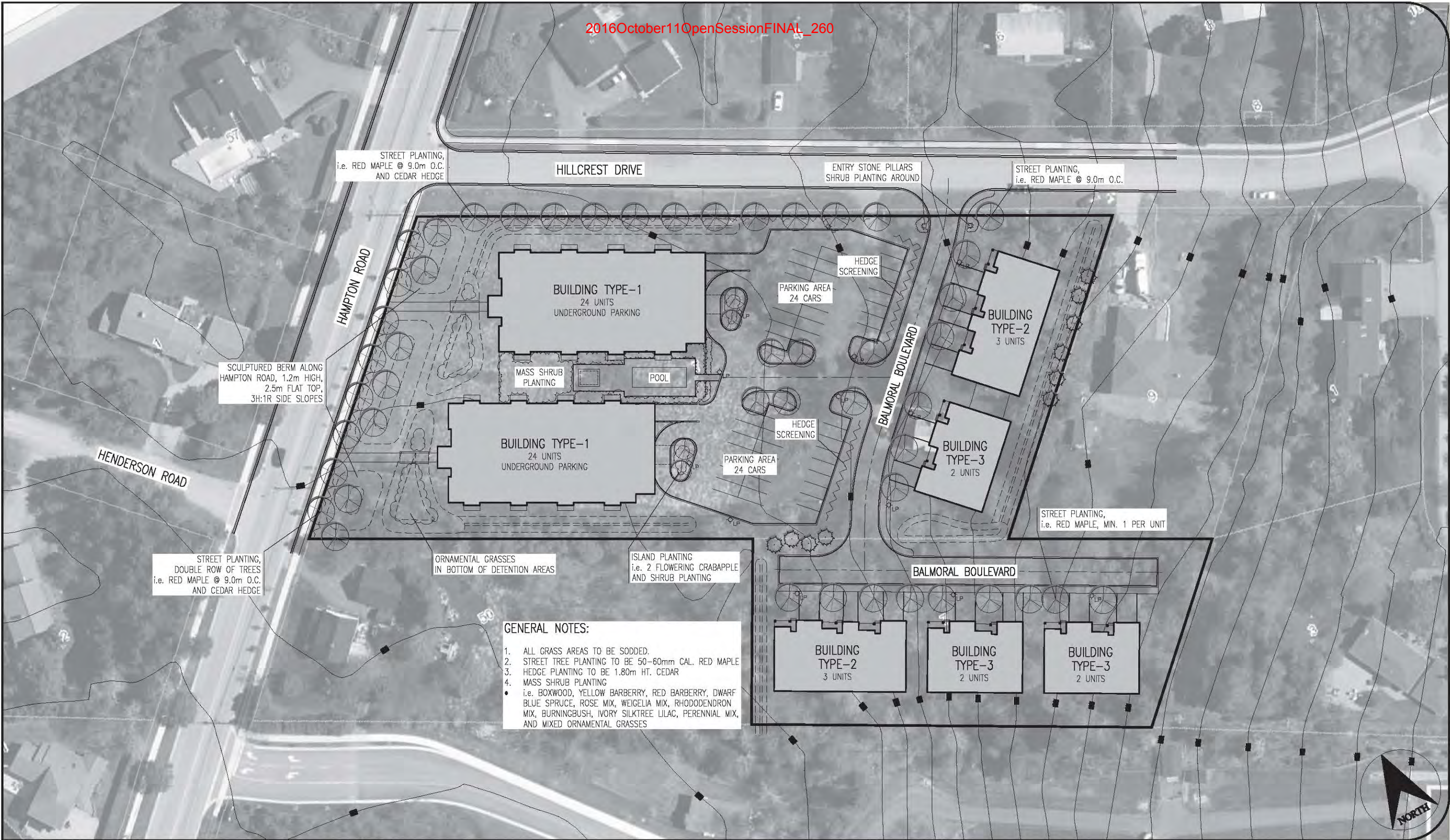
AUGUST 29, 2016

Scale:

N.T.S.

A-15  
OF 15





- GENERAL NOTES:
- 1. ALL GRASS AREAS TO BE SODDED.
  - 2. STREET TREE PLANTING TO BE 50-60mm CAL. RED MAPLE
  - 3. HEDGE PLANTING TO BE 1.80m HT. CEDAR
  - 4. MASS SHRUB PLANTING
    - i.e. BOXWOOD, YELLOW BARBERRY, RED BARBERRY, DWARF BLUE SPRUCE, ROSE MIX, WEIGELIA MIX, RHODODENDRON MIX, BURNINGBUSH, IVORY SILKTREE LILAC, PERENNIAL MIX, AND MIXED ORNAMENTAL GRASSES



2016October11OpenSessionFINAL\_261

# 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



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

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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 ( $\text{m}^3/\text{s}$ )	Post-Development Peak Discharge without SWM ( $\text{m}^3/\text{s}$ )	Post-Development Peak Discharge with SWM ( $\text{m}^3/\text{s}$ )
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 ( $\text{m}^3/\text{s}$ )	Post-Development Peak Discharge without SWM ( $\text{m}^3/\text{s}$ )	Post-Development Peak Discharge with SWM ( $\text{m}^3/\text{s}$ )
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  $6518 \text{ m}^2$  (pre-development) to  $2967 \text{ m}^2$  (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.





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 m<sup>3</sup>.

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 m<sup>3</sup>.

The total storage volume for the entire site was estimated to be in the order of 385 m<sup>3</sup>. 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 m<sup>3</sup>/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 m<sup>3</sup>/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
<b>TOTAL POPULATION:</b>			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.



**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





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  
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July 15, 2016*



## CONCLUSION

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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

Our file: 16-3836



CENTRAL PARK CONDOMINIUM  
7 HILLCREST DRIVE, ROTHESAY, NB  
A.E. MCKAY BUILDERS LTD.

EXISTING WATER MAIN	PROPOSED WATER MAIN	EXISTING PROPOSED WATER VALVE	EXISTING PROPOSED HYDRO PUMP	EXISTING PROPOSED END CAP	EXISTING WELL	EXISTING STORM SEWER	PROPOSED STORM SEWER	EXISTING SANITARY SEWER	PROPOSED SANITARY SEWER	EXISTING PROPOSED MAINTENANCE HOLE	EXISTING PROPOSED ADJUST COY BASIN	EXISTING PROPOSED ADJUST DITCH INLET	DITCH SWALE	CULVERT	RIM LAP	MAJOR OVERLAND FLOW AREA	DRAINAGE AREA LABEL (A) DRAINAGE OFF COEFFICIENT	PARTIAL DEPTH ASPHALT	FULL DEPTH ASPHALT	ASPHALT OVER CONCRETE	CONCRETE PAVEMENT	RECESSED CURB	ROOF OF WAY	LOT LINE	PROPERTY LINE	EXISTING PROPOSED ELEVATION	MAJOR MAJOR CONTOURS
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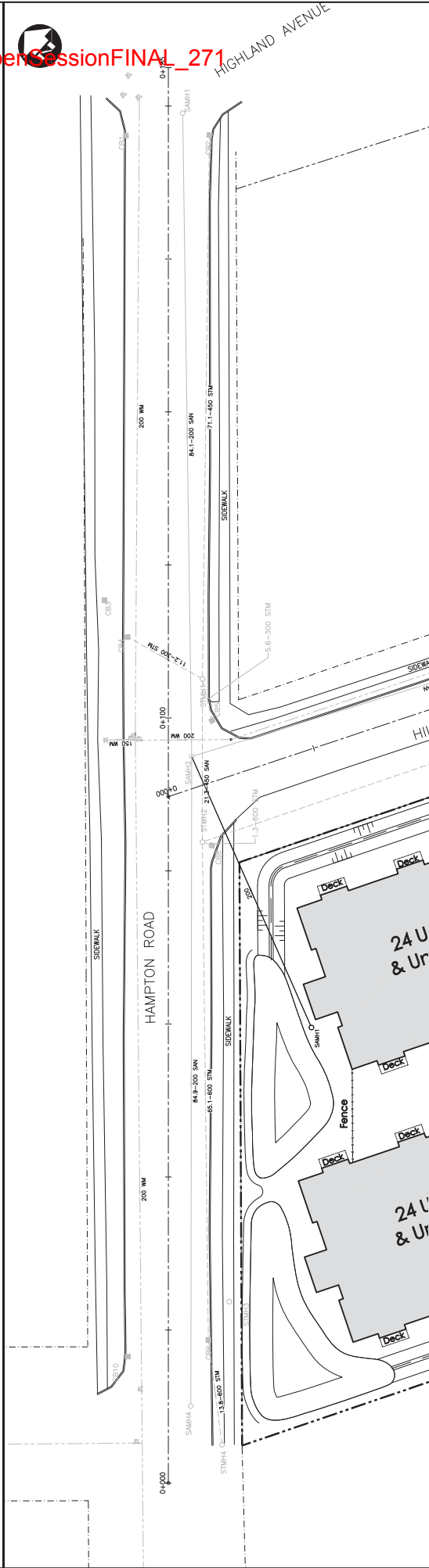
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DRAWING INDEX	
DWG.	DESCRIPTION
1	SITE PLAN
2	HAMPTON ROAD - PLAN AND PROFILE
3	HILLCREST DRIVE - PLAN AND PROFILE
4	DRIVEWAY - PLAN AND PROFILE
5	MANHATTAN BOULEVARD (NORTH) - PLAN AND PROFILE
6	MANHATTAN BOULEVARD (SOUTH) - PLAN AND PROFILE
7	PRE-CONSTRUCTION DRAINAGE AREAS

DILLON PROJECT: 164136  
DATE: JULY 2016

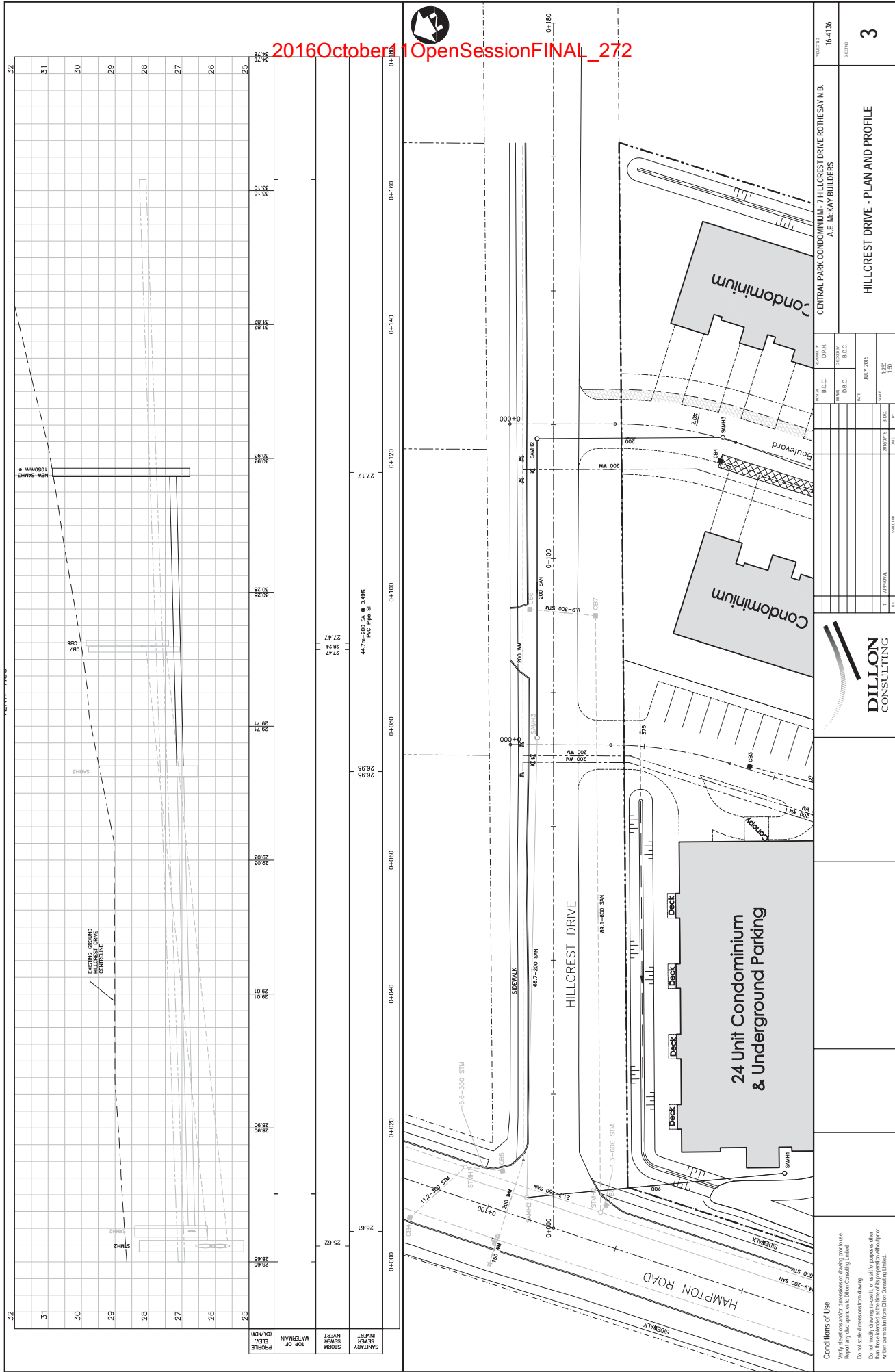




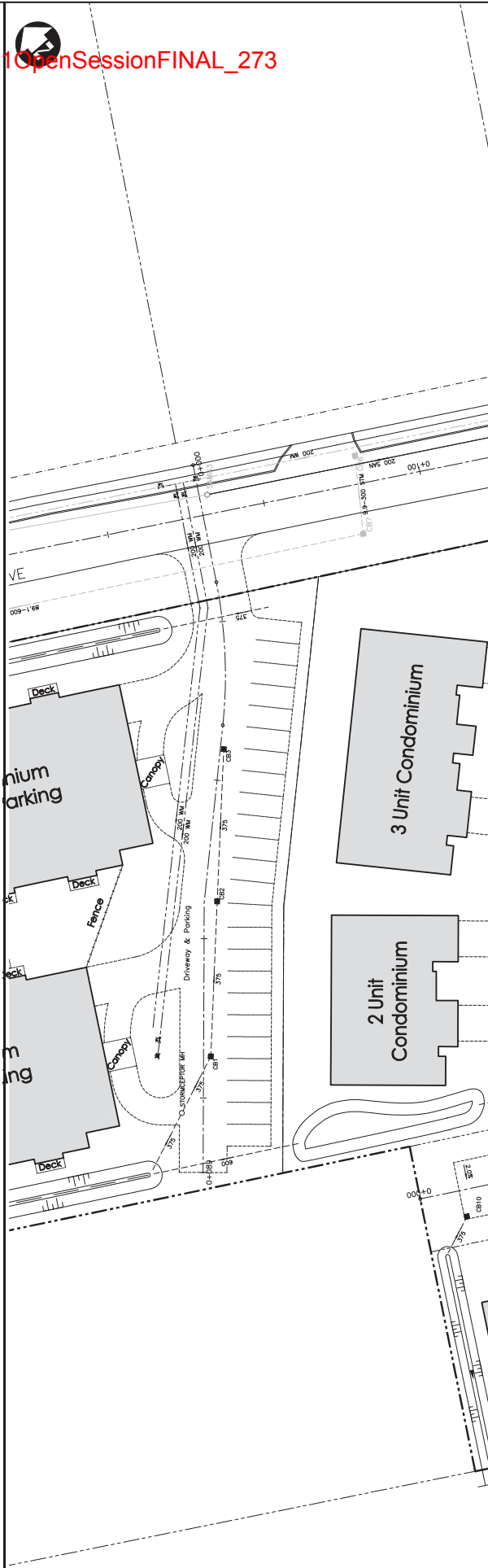
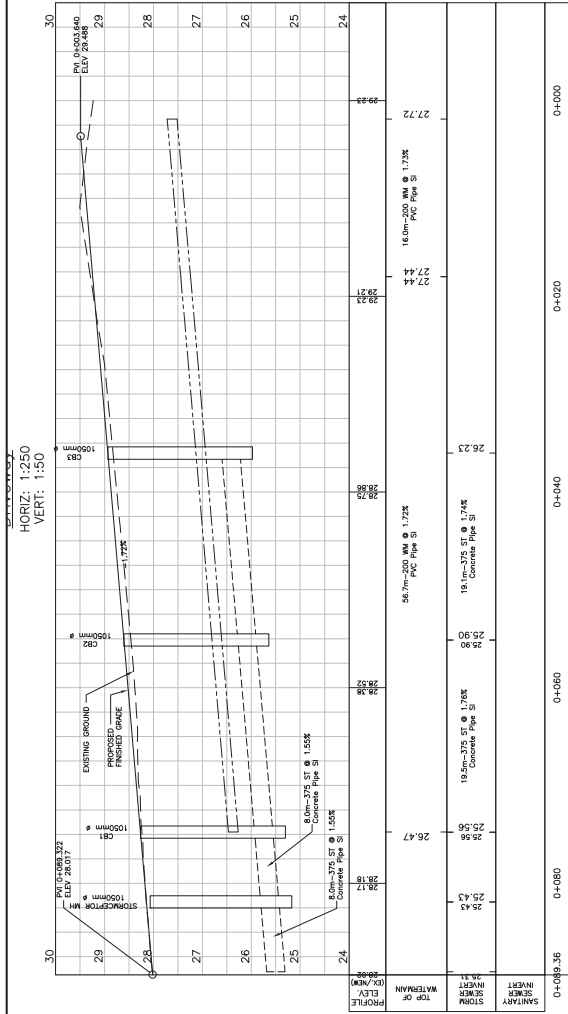


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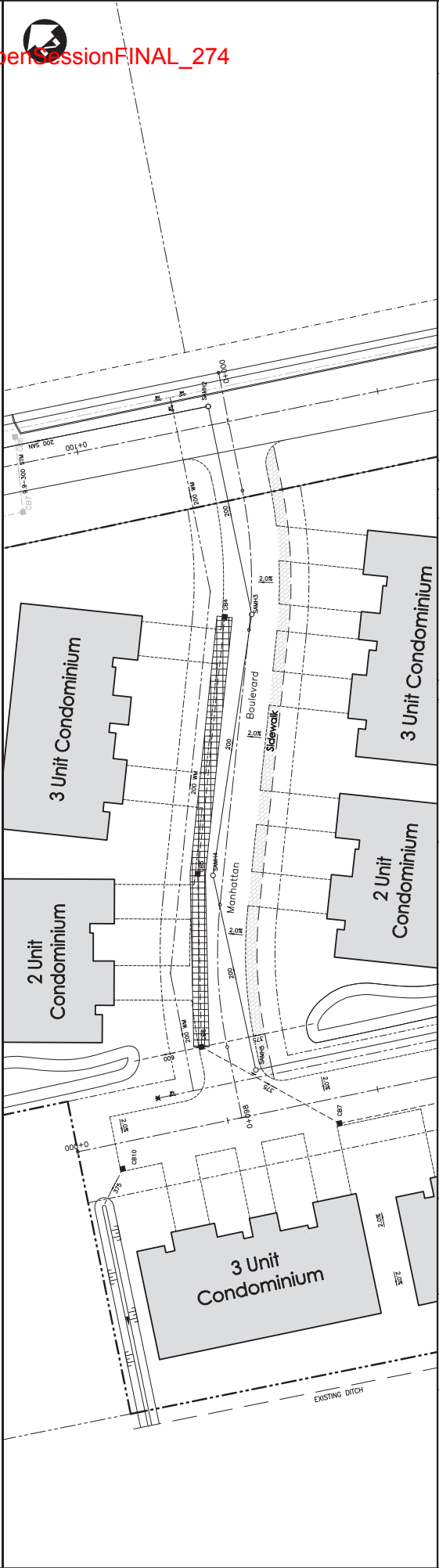
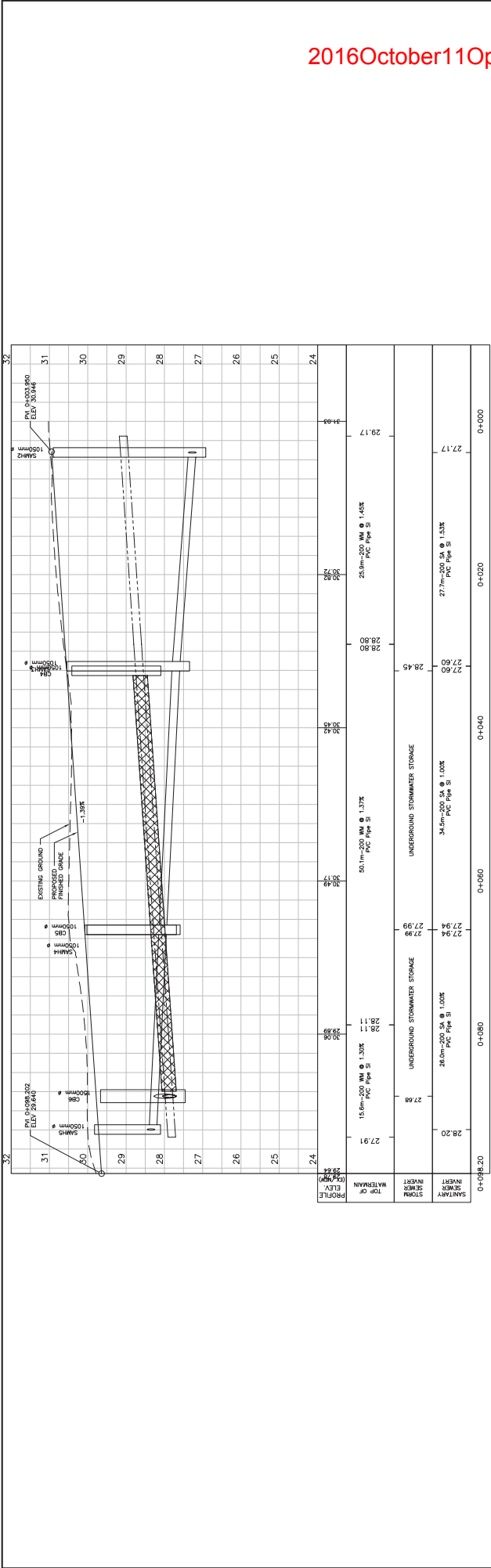


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CENTRAL PARK CONDOMINIUM - 7 HILLCREST DRIVE ROTHESAY N.B. A.E. MCKAY BUILDERS		16-4136
DRIVEWAY - PLAN AND PROFILE		4

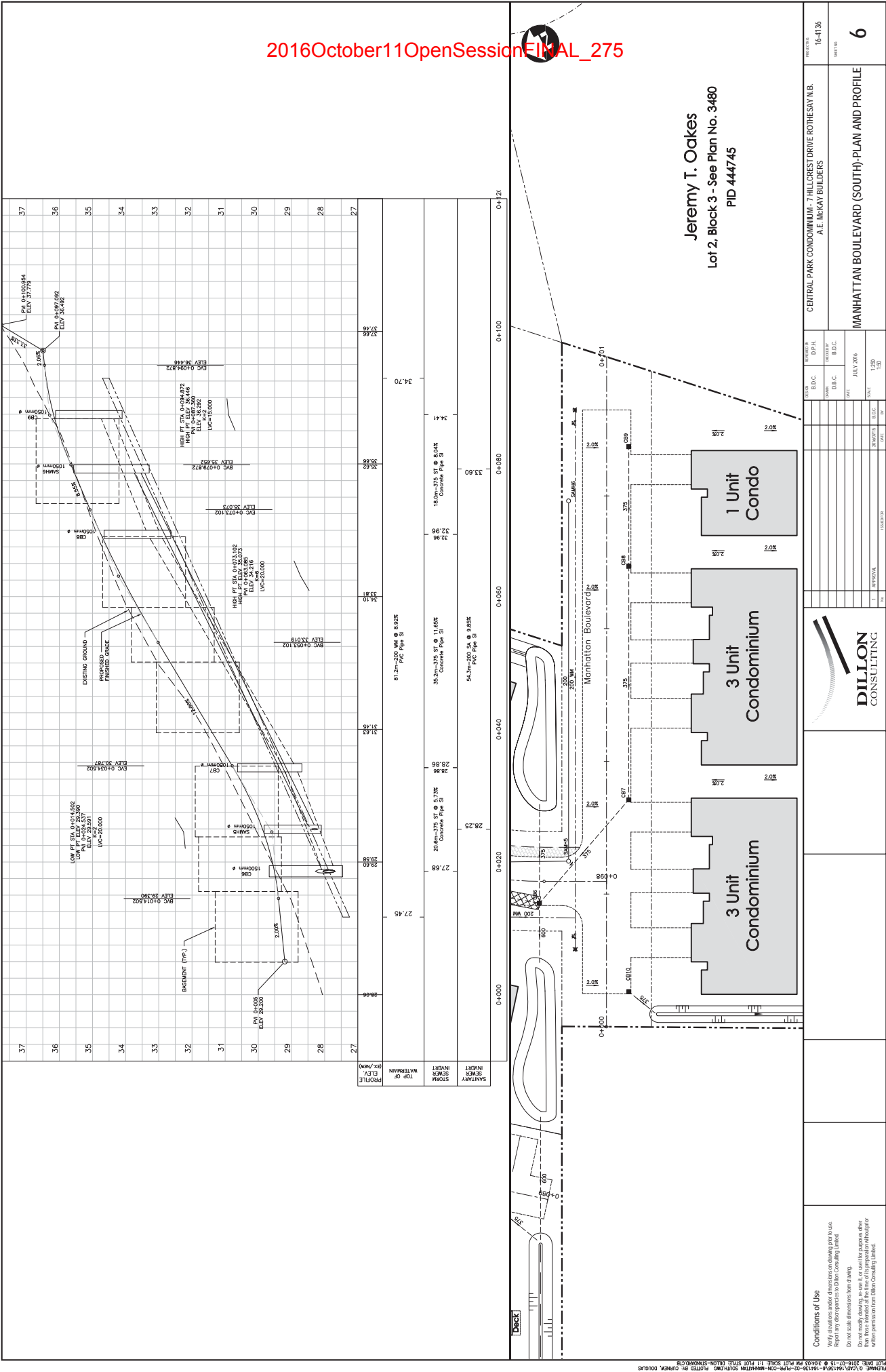


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PROJECT: 0-01 (MAY 15) - 1511-1512-1513-1514-1515-1516-1517-1518-1519-1520-1521-1522-1523-1524-1525-1526-1527-1528-1529-1530-1531-1532-1533-1534-1535-1536-1537-1538-1539-1540-1541-1542-1543-1544-1545-1546-1547-1548-1549-1550-1551-1552-1553-1554-1555-1556-1557-1558-1559-1560-1561-1562-1563-1564-1565-1566-1567-1568-1569-1570-1571-1572-1573-1574-1575-1576-1577-1578-1579-1580-1581-1582-1583-1584-1585-1586-1587-1588-1589-1590-1591-1592-1593-1594-1595-1596-1597-1598-1599-1600-1601-1602-1603-1604-1605-1606-1607-1608-1609-1610-1611-1612-1613-1614-1615-1616-1617-1618-1619-1620-1621-1622-1623-1624-1625-1626-1627-1628-1629-1630-1631-1632-1633-1634-1635-1636-1637-1638-1639-1640-1641-1642-1643-1644-1645-1646-1647-1648-1649-1650-1651-1652-1653-1654-1655-1656-1657-1658-1659-1660-1661-1662-1663-1664-1665-1666-1667-1668-1669-1670-1671-1672-1673-1674-1675-1676-1677-1678-1679-1680-1681-1682-1683-1684-1685-1686-1687-1688-1689-1690-1691-1692-1693-1694-1695-1696-1697-1698-1699-1700-1701-1702-1703-1704-1705-1706-1707-1708-1709-1710-1711-1712-1713-1714-1715-1716-1717-1718-1719-1720-1721-1722-1723-1724-1725-1726-1727-1728-1729-1730-1731-1732-1733-1734-1735-1736-1737-1738-1739-1740-1741-1742-1743-1744-1745-1746-1747-1748-1749-1750-1751-1752-1753-1754-1755-1756-1757-1758-1759-1760-1761-1762-1763-1764-1765-1766-1767-1768-1769-1770-1771-1772-1773-1774-1775-1776-1777-1778-1779-1780-1781-1782-1783-1784-1785-1786-1787-1788-1789-1790-1791-1792-1793-1794-1795-1796-1797-1798-1799-1800-1801-1802-1803-1804-1805-1806-1807-1808-1809-1810-1811-1812-1813-1814-1815-1816-1817-1818-1819-1820-1821-1822-1823-1824-1825-1826-1827-1828-1829-1830-1831-1832-1833-1834-1835-1836-1837-1838-1839-1840-1841-1842-1843-1844-1845-1846-1847-1848-1849-1850-1851-1852-1853-1854-1855-1856-1857-1858-1859-1860-1861-1862-1863-1864-1865-1866-1867-1868-1869-1870-1871-1872-1873-1874-1875-1876-1877-1878-1879-1880-1881-1882-1883-1884-1885-1886-1887-1888-1889-1890-1891-1892-1893-1894-1895-1896-1897-1898-1899-1900-1901-1902-1903-1904-1905-1906-1907-1908-1909-1910-1911-1912-1913-1914-1915-1916-1917-1918-1919-1920-1921-1922-1923-1924-1925-1926-1927-1928-1929-1930-1931-1932-1933-1934-1935-1936-1937-1938-1939-1940-1941-1942-1943-1944-1945-1946-1947-1948-1949-1950-1951-1952-1953-1954-1955-1956-1957-1958-1959-1960-1961-1962-1963-1964-1965-1966-1967-1968-1969-1970-1971-1972-1973-1974-1975-1976-1977-1978-1979-1980-1981-1982-1983-1984-1985-1986-1987-1988-1989-1990-1991-1992-1993-1994-1995-1996-1997-1998-1999-2000-2001-2002-2003-2004-2005-2006-2007-2008-2009-2010-2011-2012-2013-2014-2015-2016-2017-2018-2019-2020-2021-2022-2023-2024-2025-2026-2027-2028-2029-2030-2031-2032-2033-2034-2035-2036-2037-2038-2039-2040-2041-2042-2043-2044-2045-2046-2047-2048-2049-2050-2051-2052-2053-2054-2055-2056-2057-2058-2059-2060-2061-2062-2063-2064-2065-2066-2067-2068-2069-2070-2071-2072-2073-2074-2075-2076-2077-2078-2079-2080-2081-2082-2083-2084-2085-2086-2087-2088-2089-2090-2091-2092-2093-2094-2095-2096-2097-2098-2099-2100-2101-2102-2103-2104-2105-2106-2107-2108-2109-2110-2111-2112-2113-2114-2115-2116-2117-2118-2119-2120-2121-2122-2123-2124-2125-2126-2127-2128-2129-2130-2131-2132-2133-2134-2135-2136-2137-2138-2139-2140-2141-2142-2143-2144-2145-2146-2147-2148-2149-2150-2151-2152-2153-2154-2155-2156-2157-2158-2159-2160-2161-2162-2163-2164-2165-2166-2167-2168-2169-2170-2171-2172-2173-2174-2175-2176-2177-2178-2179-2180-2181-2182-2183-2184-2185-2186-2187-2188-2189-2190-2191-2192-2193-2194-2195-2196-2197-2198-2199-2200-2201-2202-2203-2204-2205-2206-2207-2208-2209-2210-2211-2212-2213-2214-2215-2216-2217-2218-2219-2220-2221-2222-2223-2224-2225-2226-2227-2228-2229-2230-2231-2232-2233-2234-2235-2236-2237-2238-2239-2240-2241-2242-2243-2244-2245-2246-2247-2248-2249-2250-2251-2252-2253-2254-2255-2256-2257-2258-2259-2260-2261-2262-2263-2264-2265-2266-2267-2268-2269-2270-2271-2272-2273-2274-2275-2276-2277-2278-2279-2280-2281-2282-2283-2284-2285-2286-2287-2288-2289-2290-2291-2292-2293-2294-2295-2296-2297-2298-2299-2300-2301-2302-2303-2304-2305-2306-2307-2308-2309-2310-2311-2312-2313-2314-2315-2316-2317-2318-2319-2320-2321-2322-2323-2324-2325-2326-2327-2328-2329-2330-2331-2332-2333-2334-2335-2336-2337-2338-2339-2340-2341-2342-2343-2344-2345-2346-2347-2348-2349-2350-2351-2352-2353-2354-2355-2356-2357-2358-2359-2360-2361-2362-2363-2364-2365-2366-2367-2368-2369-2370-2371-2372-2373-2374-2375-2376-2377-2378-2379-2380-2381-2382-2383-2384-2385-2386-2387-2388-2389-2390-2391-2392-2393-2394-2395-2396-2397-2398-2399-2400-2401-2402-2403-2404-2405-2406-2407-2408-2409-2410-2411-2412-2413-2414-2415-2416-2417-2418-2419-2420-2421-2422-2423-2424-2425-2426-2427-2428-2429-2430-2431-2432-2433-2434-2435-2436-2437-2438-2439-2440-2441-2442-2443-2444-2445-2446-2447-2448-2449-2450-2451-2452-2453-2454-2455-2456-2457-2458-2459-2460-2461-2462-2463-2464-2465-2466-2467-2468-2469-2470-2471-2472-2473-2474-2475-2476-2477-2478-2479-2480-2481-2482-2483-2484-2485-2486-2487-2488-2489-2490-2491-2492-2493-2494-2495-2496-2497-2498-2499-2500-2501-2502-2503-2504-2505-2506-2507-2508-2509-2510-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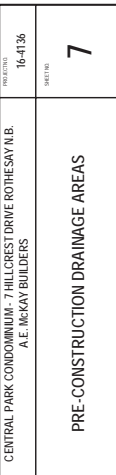


DATE	BY	APP'D BY	SCALE	REVISION
2016-07-27	JULY 2016		1:250	1. APPROVAL

PROJECT NO.	16-4136
CLIENT	CENTRAL PARK CONDOMINIUM - 7 HILLCREST DRIVE ROTHESAY N.B.
DESIGNER	A.E. MCKAY BUILDERS
DRAWING NO.	6

Jeremy T. Oakes  
Lot 2, Block 3 - See Plan No. 3480  
PID 444745





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: Rothsay, 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 Rothsay,  
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 5L5

Office 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





# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Recording Secretary Planning Advisory Committee
DATE	:	October 5, 2016
RE	:	7 Hillcrest Drive

---

Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, October 3, 2016:

**MOVED** ... and seconded ... the Planning Advisory Committee recommend Council enact By-law 2-10-27 as amended 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.

**CARRIED.**

**MOVED** ... and seconded ... the Planning Advisory Committee recommend Council enter into a Development Agreement as amended with A.E. McKay Builders Ltd. to develop a 60-unit residential condominium complex at 7 Hillcrest Drive (PIDs 00257139 & 30048847).

**CARRIED.**

Respectfully submitted,

Liz Pomeroy



**To:** Chair and Members of Rothesay Planning Advisory Committee

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

**Date:** Wednesday, September 28, 2016

**Subject:** Second Supplemental Report – Rezoning 7 Hillcrest Drive (R1A to R4)

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

### Origin:

An application by A.E. McKay Builders Ltd. under a purchase and sale agreement with David and Sharon Long to develop the land at 7 Hillcrest Drive ( PIDs 00257139 & 30048847) as multi-unit mixed density residential community. McKay Builders' original proposal requested approval for a 65 unit residential condominium complex situated on a 3.85 acre corner lot at the intersection of Hampton Road and Hillcrest Drive. The original proposed development consisted of two 24-unit three story condo buildings which remains unchanged. The original plan also called for 17 single story garden homes (four 3-unit, two 2-unit, and one single family) whereas the developer has removed two 3-unit buildings, a single unit building and added a 2 unit building for total of 12 gardenhomes. The developer has also reduced the private driveway access down to a single access point from Hillcrest Drive. (See Attachment A)

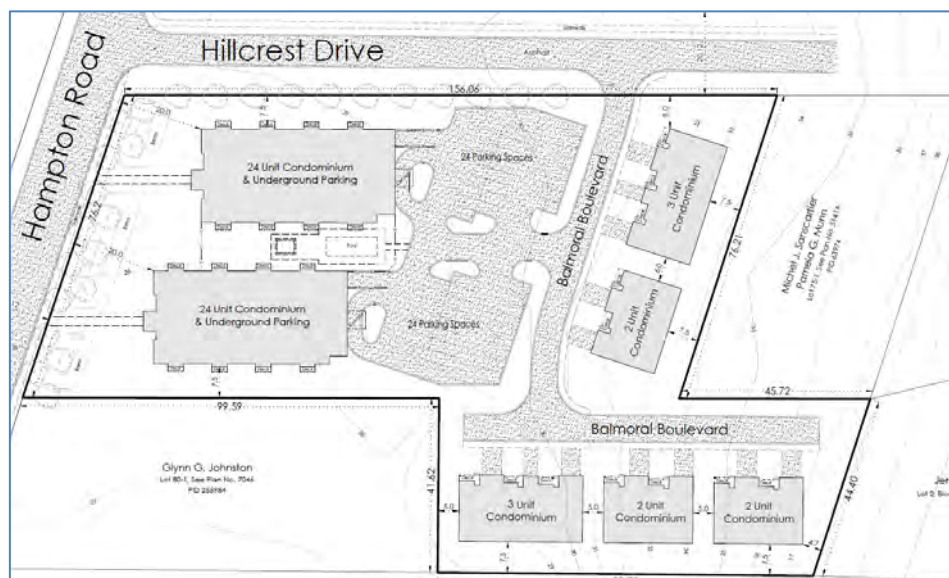


Figure 1 – Revised Residential Development – 7 Hillcrest Drive

### **Background:**

On Wednesday, September 14<sup>th</sup>, 2016 Rothesay Council did hold a public hearing to consider the application to rezone the subject property. Approximately 130 members of the public attended the hearing with 9 people speaking against the proposal and 5 people speaking in favour of the proposal.

In response to the concerns expressed received from the public the applicant has revised the proposal as follows:

- A. The 24 unit condos will be placed further back from the Hampton highway to a distance of 30+ Meters (100').
- B. The berm running parallel to the Hampton highway will be enhanced and additional off set trees will be planted to provide further coverage and privacy.
- C. Exterior parking will be increased from 24 to 48 parking spaces.
- D. Five garden home units will be eliminated reducing the number from 17 to 12 and the overall density from 65 units to 60 units.

### **STAFF ANALYSIS**

#### **Traffic Impact:**

The traffic impact statement from Crandall Engineering Ltd. for the original proposal of 65-unit condominium development stated that the project was *“not expected to cause operational issues to the existing street network. Traffic impacts to Hillcrest Drive will be low given the close proximity of the development to the Hampton Road/Hillcrest Drive intersection. Very little development traffic would be expected to travel east on Hillcrest Drive. No upgrades will be required at the Hampton Road/Hillcrest Drive intersection.”*

Notwithstanding that Crandall Engineering has already stated that the original 65 unit development would have negligible effect on traffic Staff are of the opinion that a reduction in the total number of residential units would accordingly further reduce the overall “negligible” impact.

#### **Storm Water:**

The applicants consulting engineers have not revised the storm water plan however the revised proposal offers more physical space to accommodate larger structures and facilities to manage storm water. Notwithstanding Council’s discretion on the rezoning application should Council give 1<sup>st</sup> and 2<sup>nd</sup> reading the applicant would revise the storm water plan for attachment to the development agreement prior to any final approvals.

#### **Public Safety:**

The applicant agrees to the installation of a new hydrant on Hillcrest Drive near the parking entrance would permit the fire department to service the entire development more effectively.

#### **Lot Size:**

The R4 zone allows development of apartments and attached housing at the highest density permitted by the Rothesay Municipal Plan, which is 20 units per acre. The proposed site location includes two large properties 11,525.01 square meters and 4,045.99 square meters totaling 15,571m<sup>2</sup> (3.85 acres). Therefore, the maximum allowable density for the property would be 77 units (calculated as 3.85 acres x 20 units/acre). The applicant’s revised proposal from 65 units to 60 units is 22% under the maximum allowable density in the R4 zone.

#### **Setbacks:**

The revised proposal increases the front yard setback from 7.5 meters to 20 meters (measured at the closest point to Hampton Road) the revised project meets or exceeds all the applicable minimum yard setback standards for the front, rear and major side yard as well as the separation setbacks between garden homes.

#### **Parking:**

The proposed development exceeds the R4 zone requirement for 62 parking spaces to accommodate the apartment buildings. The revised concept plan shows 48 surface parking spaces and 48 underground spaces for a total of 96 parking spaces. The garden homes all have attached garages and driveways.

#### **Building(s)**

The architectural profiles of the buildings would not change, and Staff continue to support the original design proposal.



### Scale and Density

Notwithstanding the increased setback Staff are encouraged that the main 24 unit condo buildings will still have a front door orientation to Hampton Road which will provide easy access for residents of the buildings. The increased setbacks and proposed landscaping will have a positive effect on the overall appearance reflecting the desire for a less visible development.

### Landscaping

The double row of trees and landscaped berm along Hampton Road will reinforce the green well-manicured character of Rothesay. The additional street trees and berm also help buffer residents from street noise and visual impacts while reducing the perceived mass and volume of the buildings.

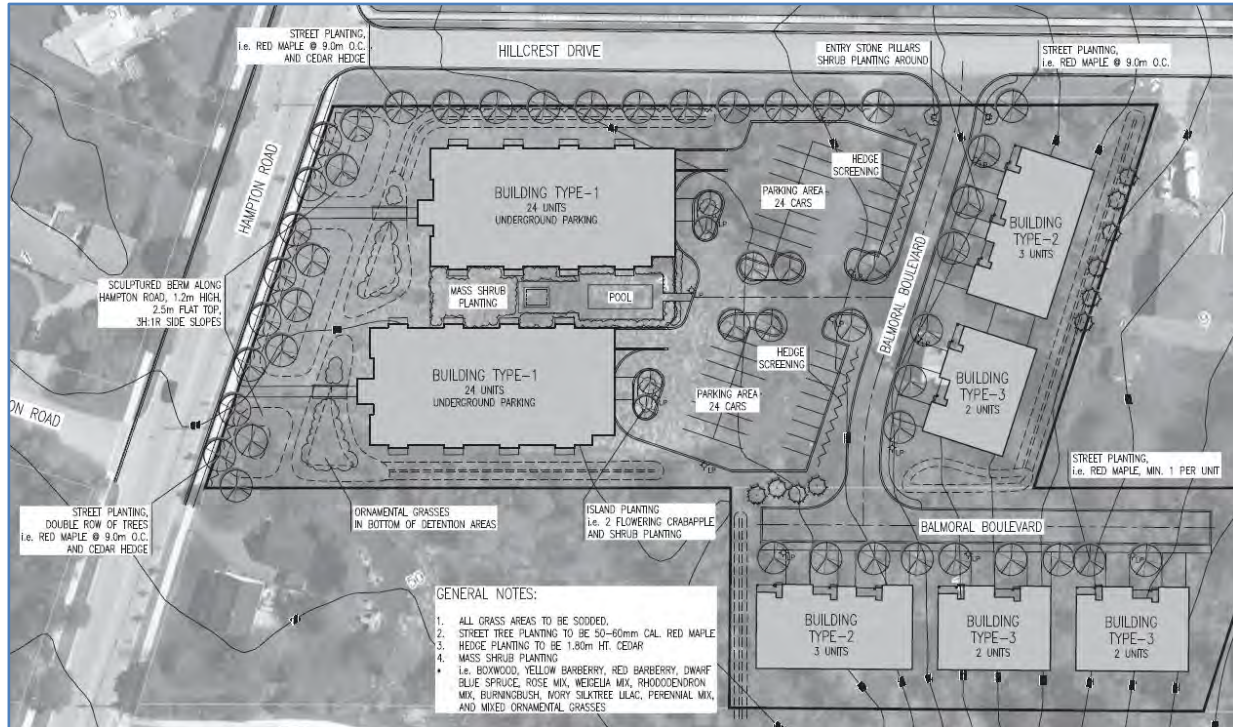


Figure 2 - Revised Landscape Plan

### Development Agreement:

Staff previously provided a draft development agreement which should PAC recommend the revised proposal would replace the site plan layout as attached to that agreement. Furthermore, if PAC agrees to recommend the revised the site plan the applicant would revise the landscape plan and storm water management plan prior to Council approval of the agreement.

### Summary

Staff continue to support the application in both the original site plan configuration and the submitted revised site plan. Staff note that the revised application addresses some of the public concerns while retaining the positive aspects of residential infill development. The increased setback and enhanced landscaping positively reinforce the municipal plan policy desire to “offset increased densities through extraordinary landscaping and/or innovative design techniques.” The applicant’s revised proposal is in Staff’s opinion a practical accommodation that reduces the overall scale and intensity of the project.

### Recommendation:

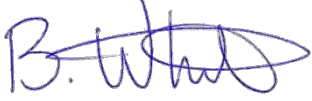
Staff recommend THAT the Planning Advisory Committee:

- Recommend that Council 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.

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

**Attachments:**

- Attachment A Applicant's Letter and Revised Site Plan  
Attachment B Proposed Revised Development Agreement

A handwritten signature in blue ink, appearing to read "B. White", with a stylized flourish at the end.

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

Date: Wednesday, September 28, 2016



*Andrew McKay* President / Sales

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

Town of Rothesay

September 21, 2016

70 Hampton Road

Rothesay, N.B.

E2E 5L5

Attn: Brian White - Director of Planning and Development

Dear Mr. White          Re Central Park Condominium Project

The September 14<sup>th</sup> public presentation had an equal number of residents speak both for and against this project.

I was attentive to the concerns and questions raised by members of the public and members of Council.

In order to address the major concerns I am prepared to revise the overall plan as per the attached rendering.

- A.      The 24 unit condos will be placed further back from the Hampton highway to a distance of 30+ Meters (100').
- B.      The berm running parallel to the Hampton highway will be enhanced and additional off set trees will be planted to provide further coverage and privacy.
- C.      Exterior parking will be increased from 24 to 48 parking spaces.
- D.      Five garden home units valued at \$1.8 million will be eliminated reducing the number from 17 to 12.

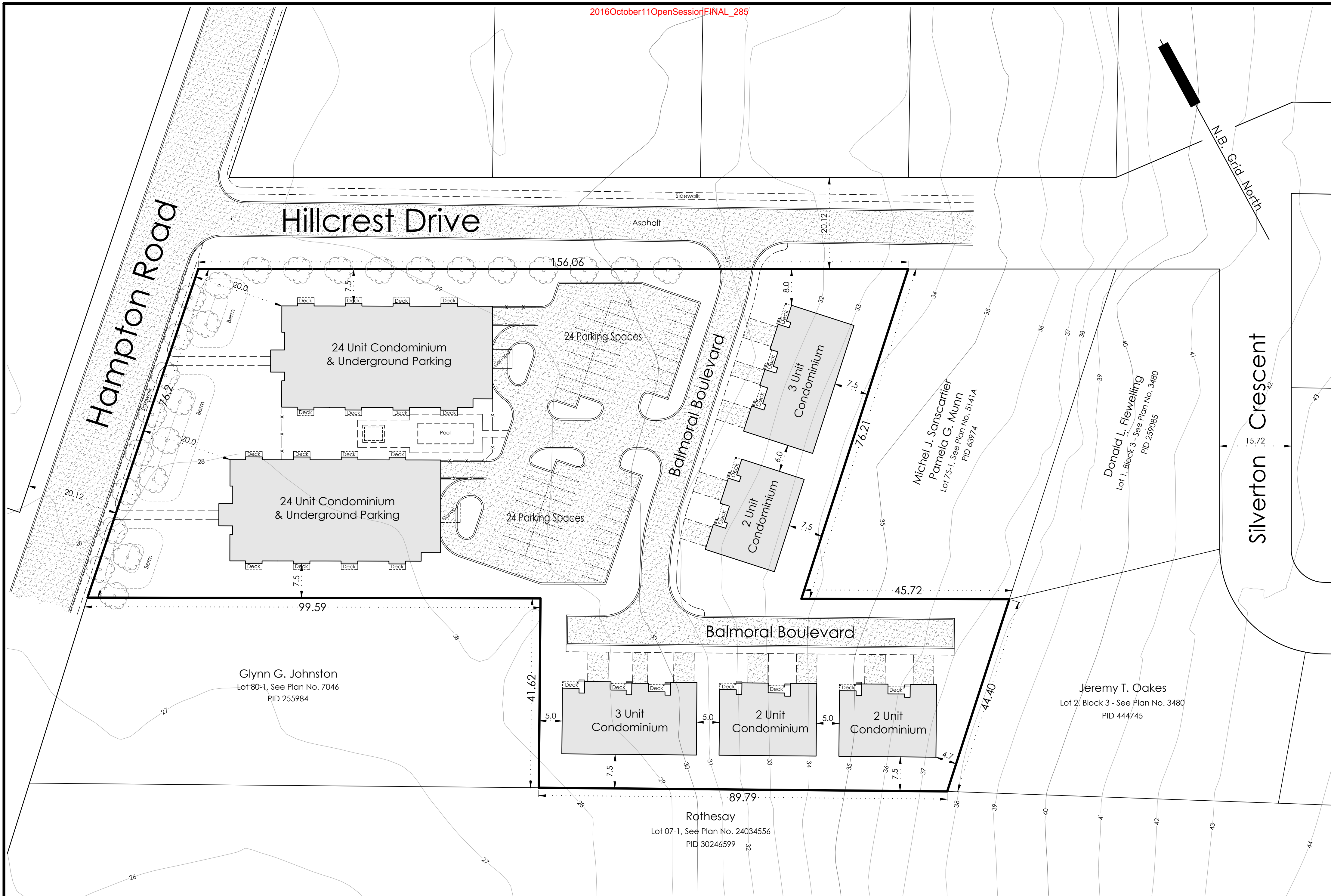
I believe these changes will adequately address various points raised in discussion at the public presentation and I request that these revisions be presented to P.A.C and Council at the October/2016 meeting.

Regards,

Andrew McKay

A handwritten signature in black ink, appearing to be "Andrew McKay", is written over a horizontal line.





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

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



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

# Central Park Condominium

7 Hillcrest Drive  
Town of Rothesay  
Kings County, N.B.



Scale = 1:500  
Job No. 15-0050  
Dated: September 20, 2016

Dwg. No. T-0608-C

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 four 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 REVISED Proposed Site Plan and Location of  
Buildings
  - c. Schedule C Building Elevations
  - d. Schedule D Landscape Plan (TO BE REVISED)
  - e. Schedule E Storm Water Management Plan (TO BE REVISED)

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 Supply**

- 17. 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.
- 18. The Town agrees to supply potable water for the purposes and for those purposes only for a maximum of seven (7) single family residential

dwelling and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.

19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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**

25. 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.
26. 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.
27. 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.
28. 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.
29. 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**

30. 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.
31. 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**

32. 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.<sup>00</sup>). 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**

33. 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**

34. 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**

35. 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 **November 14, 2021** 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 Rothsay Zoning By-law.
36. 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 **November 14, 2021** 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.
37. 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**

38. 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.
39. 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 Rothsay;
  - 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**

40. 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**

41. 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**

42. 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**

43. 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

SCHEDULE A

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

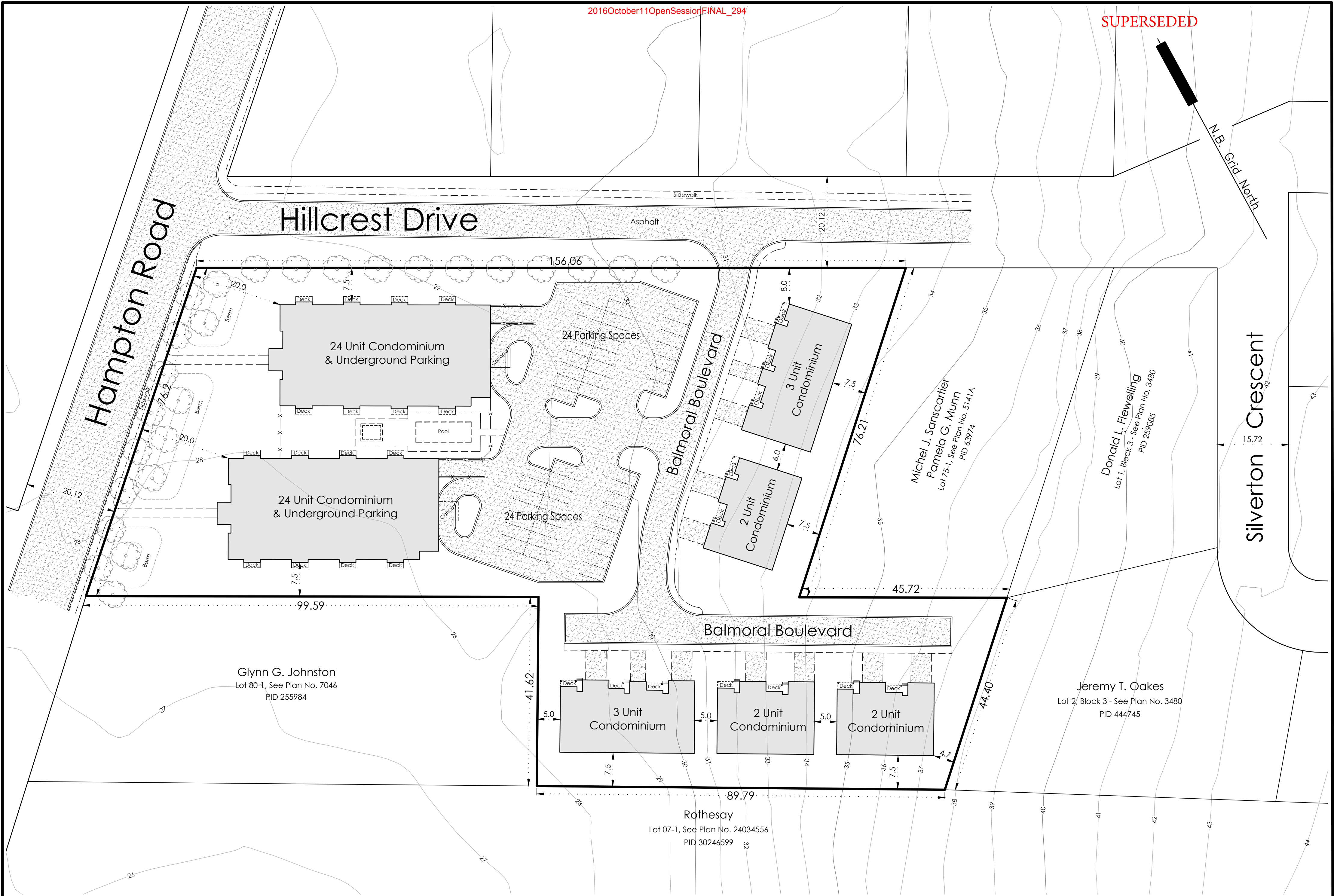
PID:	00257139
Apparent Parcel Access:	Public Access
Status:	
Effective Date/Time:	
Page:	
Legal Description:	Lot 75-2 as shown on Plan# 5141A

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

DRAFT



SUPERSEDED



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

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

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

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

0 5 10 15 20 25 50 metres

Scale = 1:500  
Job No. 15-0050  
Dated: September 20, 2016

Dwg. No. T-0608-C





380 Model Farm Road, Guispenais 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.







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, Quispamsis 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, Guelph, ON N1L 8E2  
Phone: 506-644-8104

**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, Quispamsis 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.





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**  
**RIGHT 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 - 2  
TRIPLE UNIT  
LEFT ELEVATION

Date:

AUGUST 29, 2016

Scale:

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 - 3  
DOUBLE UNIT  
FRONT ELEVATION**

Date: AUGUST 29, 2016 Scale: N.T.S.

**A-8**  
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  
REAR ELEVATION**

Date:

AUGUST 29, 2016

Scale:

N.T.S.







380 Model Farm Road, Gaspensits 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, Galspanis 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: 506-644-8104

**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, Quispansis 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

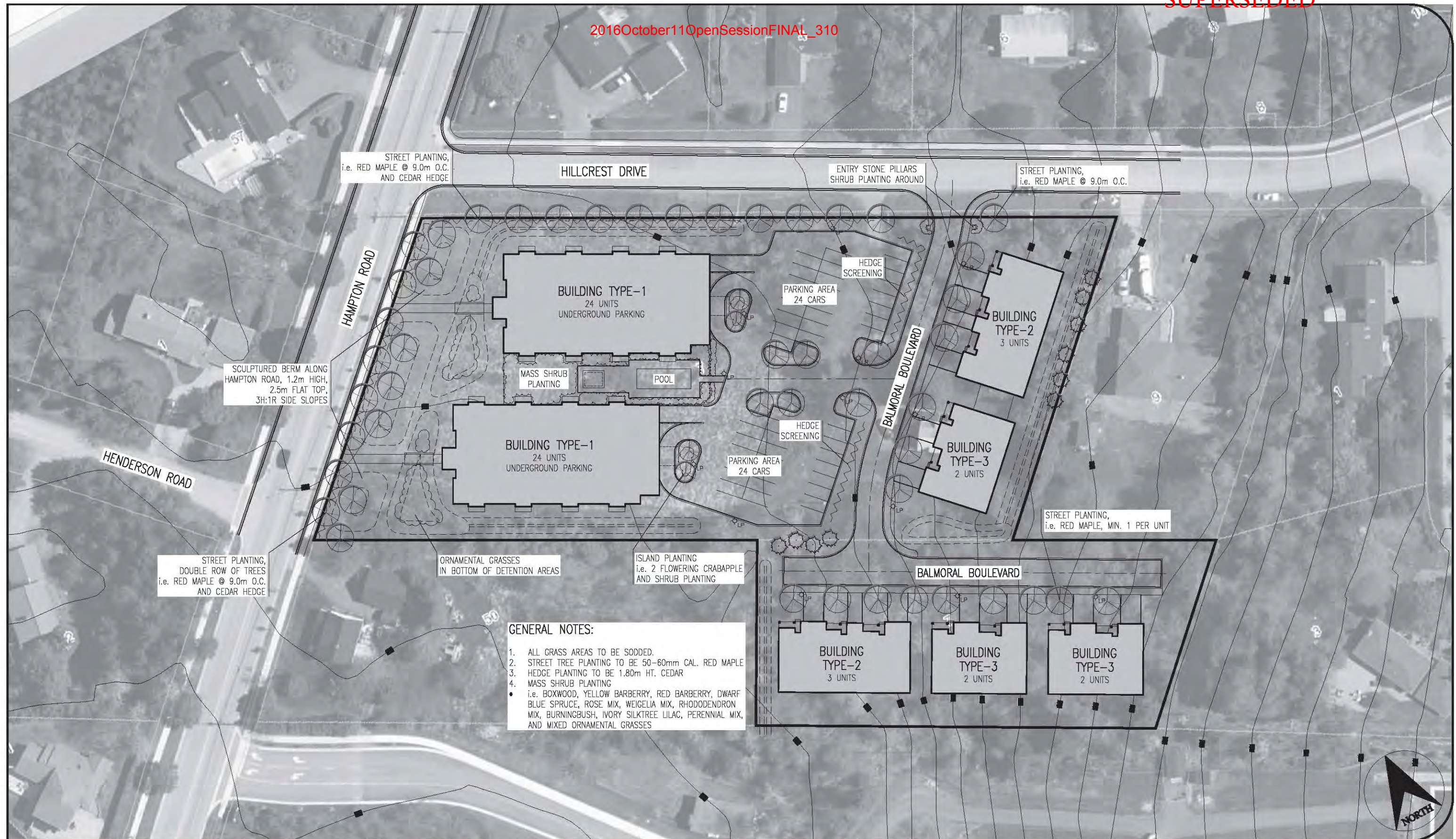
Scale:

N.T.S.

**A-15**  
OF 15



2016October11OpenSessionFINAL\_310



General Notes:

**A.E.**  
**MCKAY**  
*Builders*

380 Model Farm Road, Guelph, ON N1H 6K7  
Phone: 506-644-8104

Stamp:

**CONCEPTUAL  
NOT FOR  
CONSTRUCTION**  
SEPTEMBER 23, 2016

**CENTRAL PARK**  
**CONDOMINIUM DEVELOPMENT - Rothesay, N.B.**

Drawing Title:

CONCEPTUAL  
SITE / LANDSCAPE PLAN

Project No:

PD16-464

Date:

AUGUST 2016

Drawn By:

KAP

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.



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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 ( $\text{m}^3/\text{s}$ )	Post-Development Peak Discharge without SWM ( $\text{m}^3/\text{s}$ )	Post-Development Peak Discharge with SWM ( $\text{m}^3/\text{s}$ )
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 ( $\text{m}^3/\text{s}$ )	Post-Development Peak Discharge without SWM ( $\text{m}^3/\text{s}$ )	Post-Development Peak Discharge with SWM ( $\text{m}^3/\text{s}$ )
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  $6518 \text{ m}^2$  (pre-development) to  $2967 \text{ m}^2$  (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.



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 m<sup>3</sup>.

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 m<sup>3</sup>.

The total storage volume for the entire site was estimated to be in the order of 385 m<sup>3</sup>. 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 m<sup>3</sup>/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 m<sup>3</sup>/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
<b>TOTAL POPULATION:</b>			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.



**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  
Page 7  
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

Our file: 16-3836



CENTRAL PARK CONDOMINIUM  
7 HILLCREST DRIVE, ROTHESAY, NB  
A.E. MCKAY BUILDERS LTD.

LEGEND

EXISTING WATER MAIN  
PROPOSED WATER MAIN  
EXISTING PROPOSED WATER VALVE  
EXISTING PROPOSED HYDRO PUMP  
EXISTING PROPOSED END CAP  
EXISTING WELL  
EXISTING STORM SEWER  
PROPOSED STORM SEWER  
EXISTING SANITARY SEWER  
PROPOSED SANITARY SEWER  
EXISTING PROPOSED MAINTENANCE HOLE  
EXISTING PROPOSED MANHOLE COVER BASIN  
EXISTING PROPOSED ADJUST DITCH INLET  
DITCH SWALE  
COLLECTOR  
RINSEP  
MAJOR OVERLAND FLOW AREA  
DRAINAGE AREA LABEL (AREA 1, AREA 2, AREA 3)  
PARTIAL DEPTH ASPHALT  
FULL DEPTH ASPHALT  
ASPHALT OVER CONCRETE  
CONCRETE PAVEMENT  
RECESSED CURB  
ROOF OF WAY  
LOFT LINE  
PROPERTY LINE  
EXISTING PROPOSED ELEVATION  
MAJOR MANHOLE CONTOURS

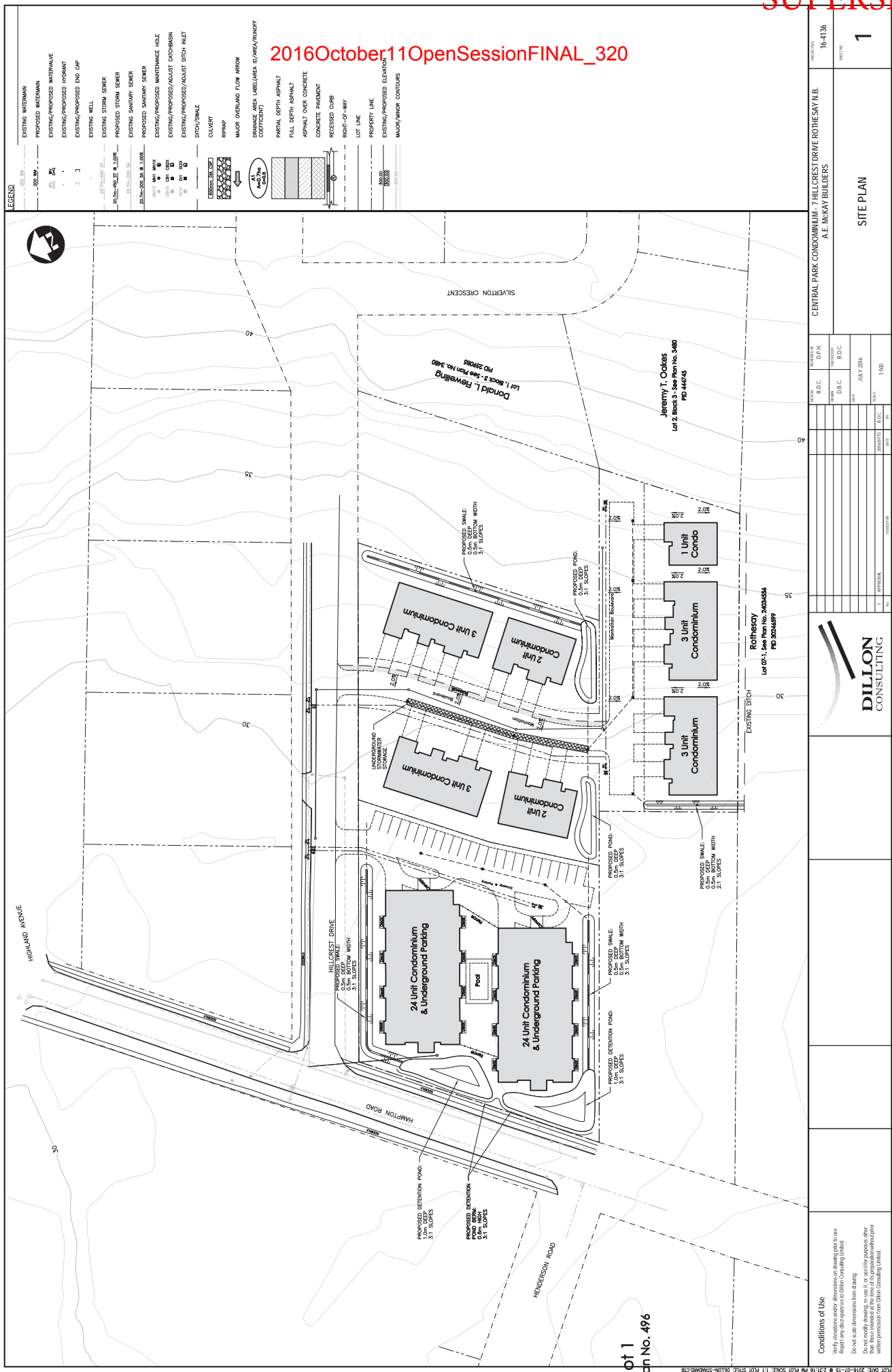


KEY PLAN  
1:5000

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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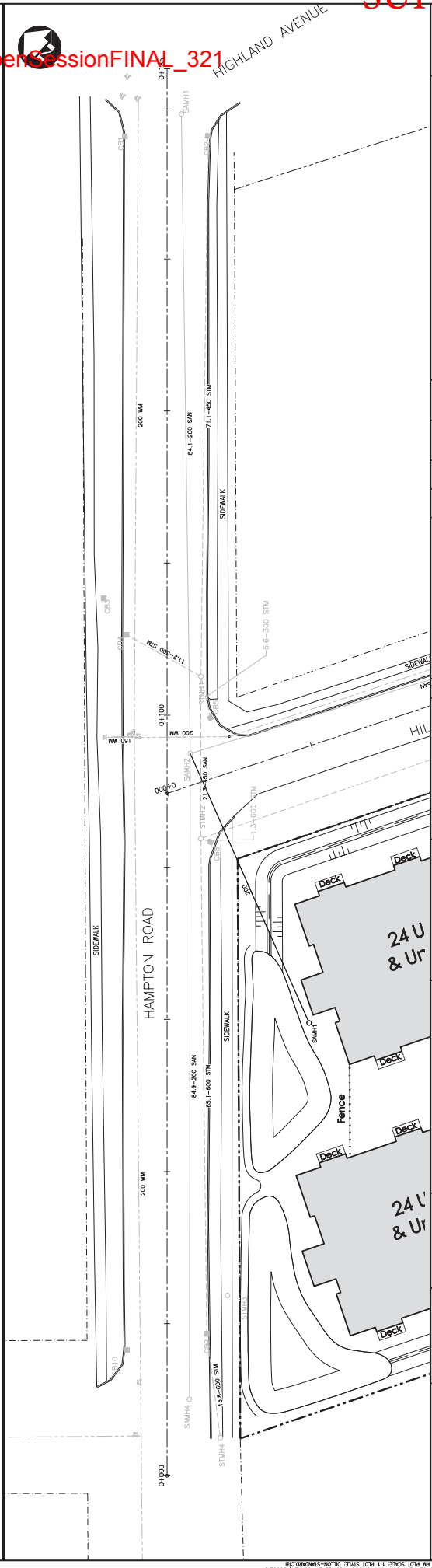
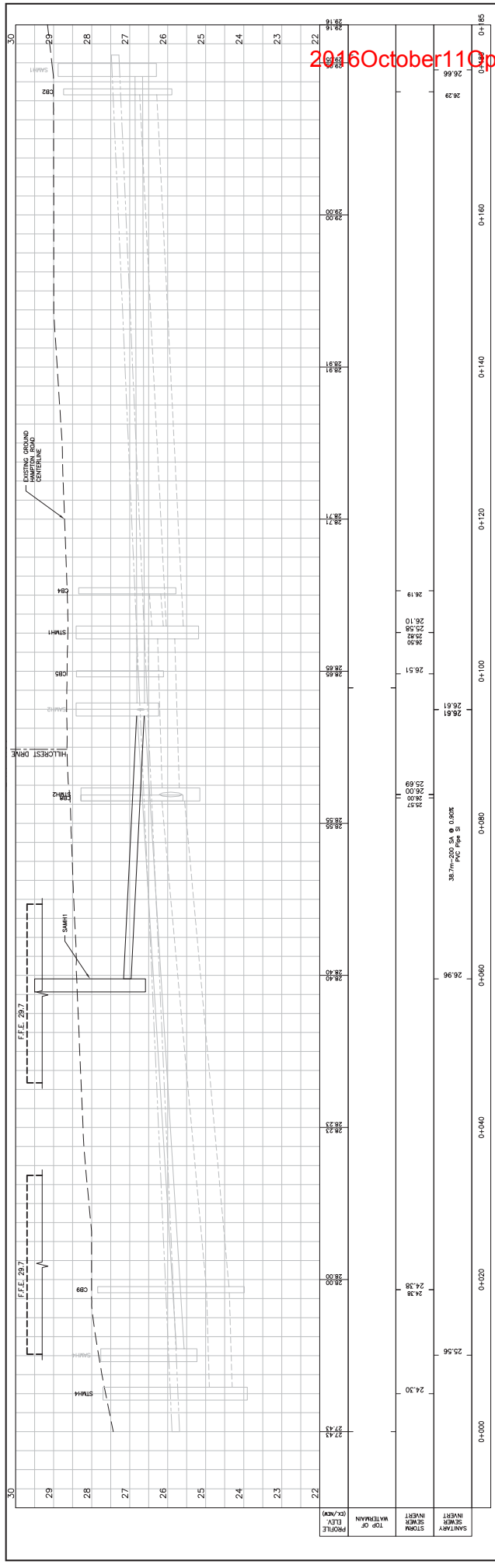
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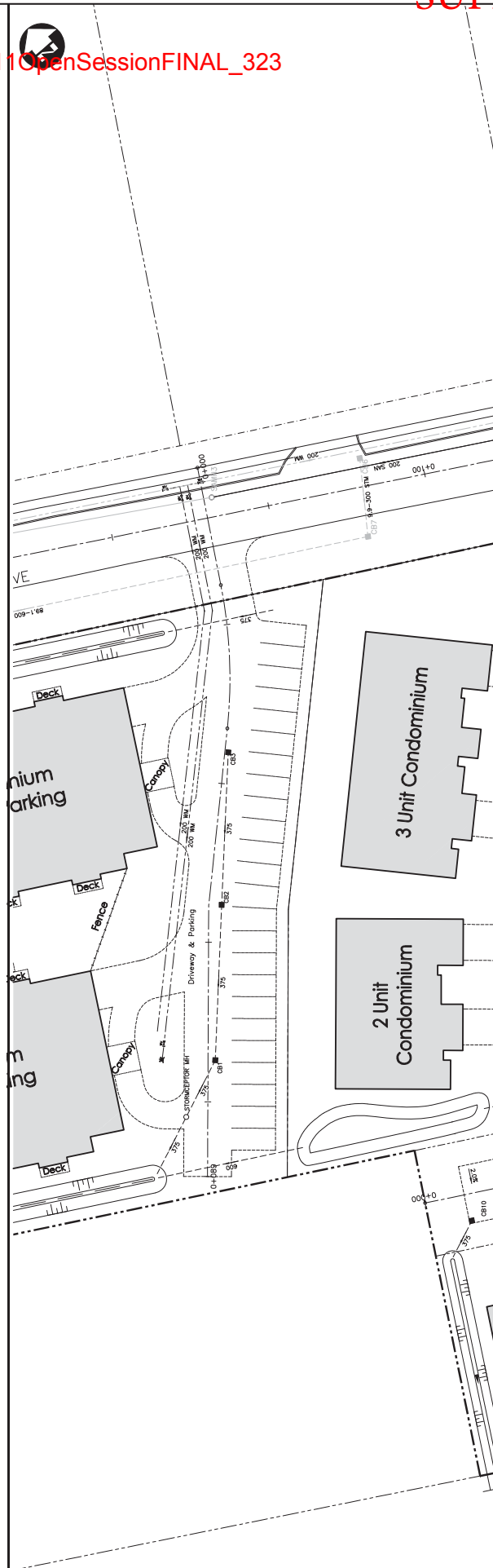
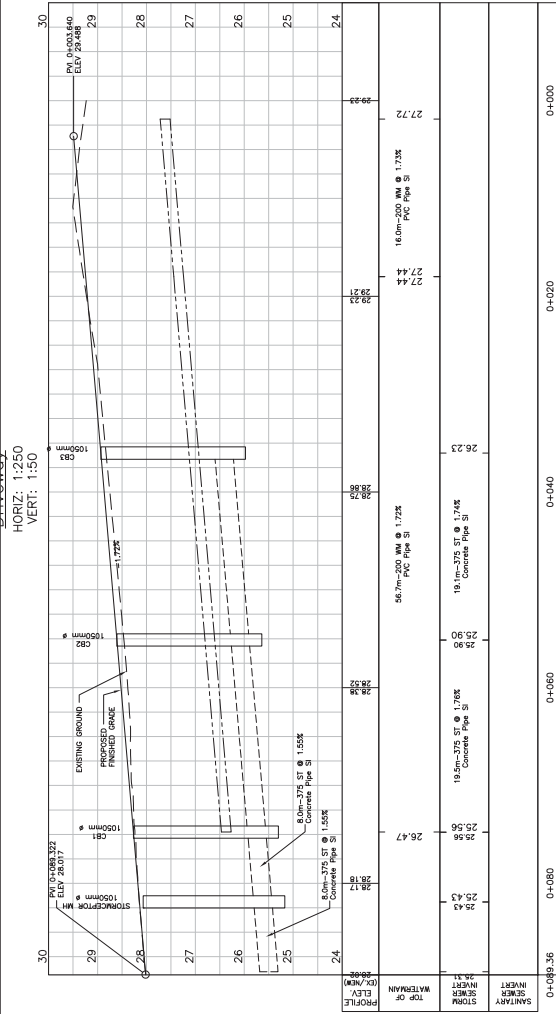


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	PROJECT: 16-4136 CLIENT: A.E. McKay Builders	
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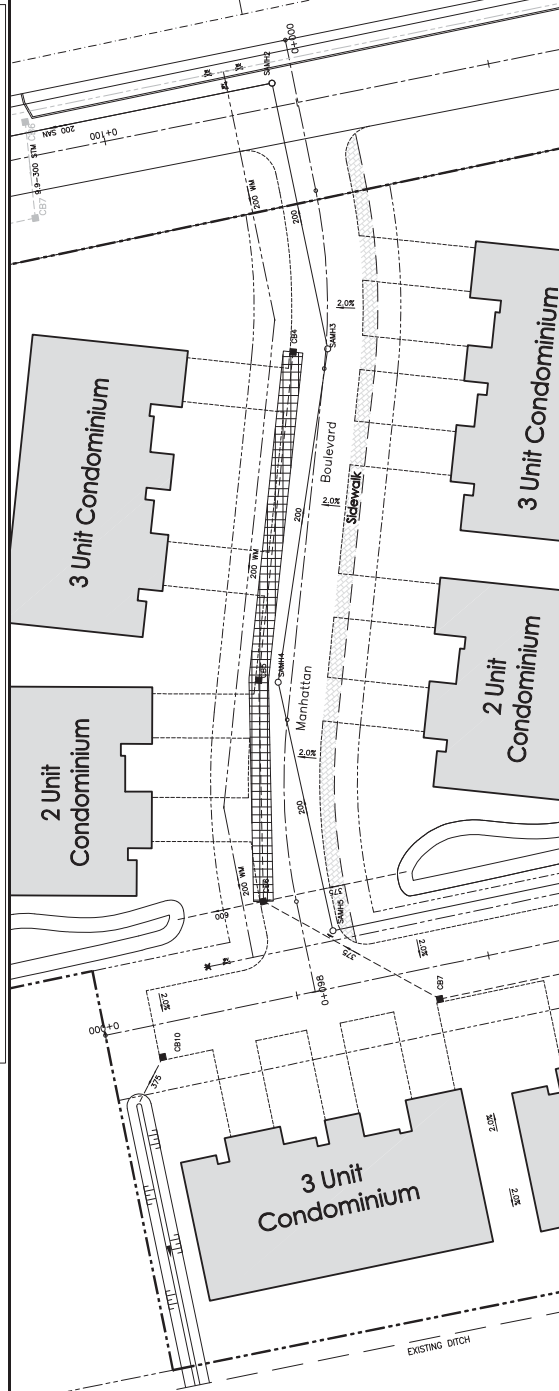
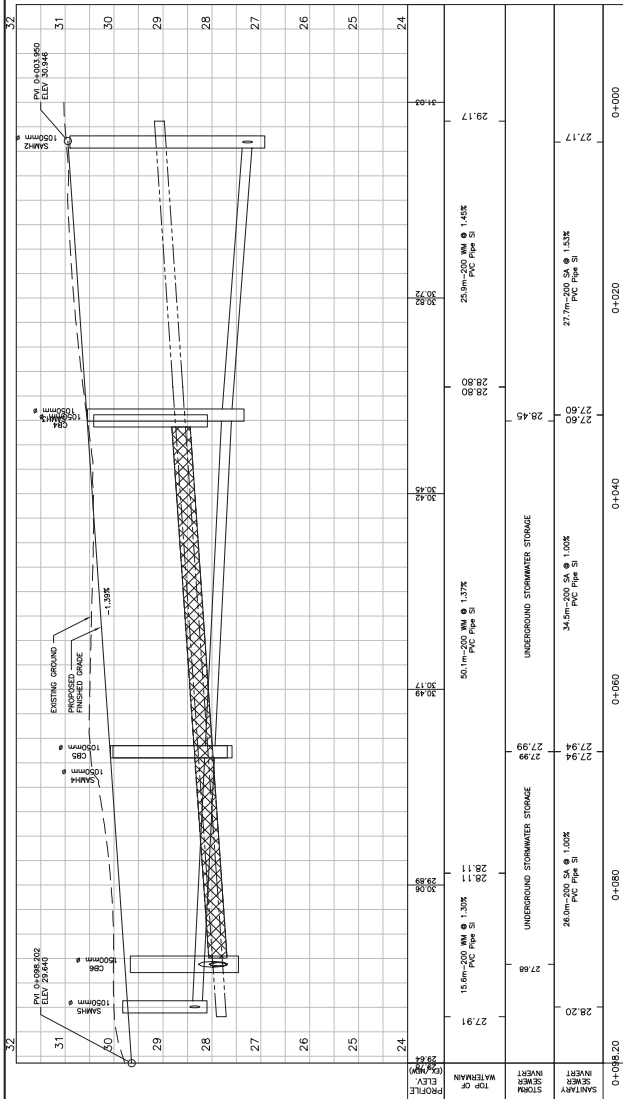
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Conditions of Use

Do not scale dimensions from drawing.



2016October11OpenSessionFINAL\_324



### Conditions of Use

Verify elevations and/or dimensions on drawing prior to use.  
Report any discrepancies to Dillon Consulting Limited.

Do not scale dimensions from drawing.

Do not modify drawing, re-use it, or sell for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.



**DILLON**  
CONSULTING

DESIGN	B.D.C.	REVIEW	D
DRAWN	D.B.C.	CHECKED	B
DATE		JULY 2016	
SCALE		1:250 1:50	

MANHATTAN BOULEVARD (NORTH)-PLAN AND PROFILE

16-4136  
PROJECTING

5



2016 October 11 Open Session FINAL\_326



LEGEND

- EXISTING WATERMAIN
- PROPOSED WATERMAIN
- EXISTING/PROPOSED WATERVALE
- EXISTING/PROPOSED HYDRANT
- EXISTING/PROPOSED END CAP
- EXISTING WELL
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING/PROPOSED MAINTENANCE HOLE
- EXISTING/PROPOSED/ADJUST CATCHBASIN
- EXISTING/PROPOSED/ADJUST DITCH INLET
- DITCH/SWALE
- CULVERT
- RIPPRAP
- MAJOR OVERLAND FLOW ARROW
- DRAINAGE AREA LABEL (AREA ID/AREA COEFFICIENT)
- PARTIAL DEPTH ASPHALT
- FULL DEPTH ASPHALT
- ASPHALT OVER CONCRETE
- CONCRETE PAVEMENT
- RECESSED CURB
- RIGHT-OF-WAY
- LOT LINE
- PROPERTY LINE
- EXISTING/PROPOSED ELEVATION
- MAJOR/MINOR CONTOURS

CENTRAL PARK CONDOMINIUM - 7 HILLCREST DRIVE ROTHESAY N.B. A.E. MCKAY BUILDERS	PROJECT NO.	16-4136
	DATE	7
	PRE-CONSTRUCTION DRAINAGE AREAS	
DILLON CONSULTING	DESIGNED BY	D.P.H.
	CHECKED BY	B.D.C.
DILLON CONSULTING	DATE	JULY 2016
	SCALE	1:200
DILLON CONSULTING	APPROVED BY	
	DATE	

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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: Rothsay, 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 Rothsay,  
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 5L5

Office 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



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**October 11, 2016**

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

**SUBMITTED BY:**

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

**DATE:** October 6, 2016

**SUBJECT:** Contract S-2014-016C: Wastewater Collection System Upgrades – East Riverside and Fairvale WWPS

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council award Contract S-2014-016C: Wastewater Collection System Upgrades – East Riverside and Fairvale WWPS to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$3,392,270.00 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

### **ORIGIN**

The 2016 Utility Fund Capital Budget includes funding for the installation of new wastewater pumping stations at east Riverside Kingshurst Park and at the Fairvale Lagoon Site.

### **BACKGROUND**

The Rothesay wastewater collection and treatment system has been under review for a number of years with a goal of meeting federal Wastewater System Effluent Regulations (WSER) by December 31, 2020. The initial phase of the project, upgrades to the collection system, has been approved under a tri-level funding agreement between Rothesay and the provincial and federal governments. The collection system upgrades have been broken up into 3 separate projects, the third of which is the construction of new pumping stations at East Riverside Kingshurst Park and the Fairvale Lagoon. The first two phases were the sanitary forcemain on Rothesay Road (awarded by Council July 11, 2016) and the pumping stations at Kennebecasis Park, McGuire Centre and Tennis Court Road (awarded by Council August 8, 2016).



**TENDER RESULTS**

A detailed tender package including designs and specifications for the Wastewater Pumping Stations (WWPS) project was advertised on the New Brunswick Opportunities Network (NBON) on September 16, 2016. The tender closed on October 6, 2016 with the following results:

1. Galbratih Construction Ltd.,	Saint John, NB	\$ 3,392,270.00
2. TerraEx Inc.,	Saint John, NB	\$ 3,535,215.00
3. Fairville Construction Ltd.,	Saint John, NB	\$ 3,798,726.00
4. Debly Enterprises Ltd.,	Saint John, NB	\$ 6,035,717.50

The Engineer's estimate for the project was \$3,354,059.38 including HST.

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

**FINANCIAL IMPLICATIONS**

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

	Total incl. HST	Total after HST rebate	Total Budget for 3 parts of Phase I
Consulting Fees	721,978.23	666,302.84	721,978.23
Construction Costs	6,411,728.98	5,814,378.84	6,278,021.77
Pump Supply Costs	457,662.13	415,023.94	500,000.00
Total	7,591,369.34	6,895,705.62	7,500,000.00

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

Report Prepared by:

  
Brett McLean, Director of Operations

Report Reviewed by:

  
Doug MacDonald, Treasurer