



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, September 12, 2016
7:00 p.m.



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 8 August 2016

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

PRESENTATION: Through the Lens Photo Contest winner

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Imperial Theatre Lee Bolton, Executive Director (see item 9.1)

5. CORRESPONDENCE FOR ACTION

5.1 25 August 2016 Letter from Quispamsis resident RE: Fundraising Request for Muscular Dystrophy

Refer to the Finance Committee

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 28 July 2016 Letter from Sisters of Charity of the Immaculate Conception RE: Well Wishes
- 6.2 2 August 2016 Letter from Deborah Apps, President & CEO of Trans Canada Trail RE: Globe and Mail Supplement & 2015-2016 Annual Report – *Gaining Ground (Full report available at Town Hall)*
- 6.3 15 August 2016 Letter from resident RE: Deer Cull
- 6.4 18 August 2016 Letter from the town of Quispamsis to Minister Doucet RE: Deer Management Program 2016
- 6.5 19 August 2016 Letter from Big Brothers Big Sisters Saint John RE: Big Brothers Big Sisters Month (September 2016)

7. REPORTS

7.0 September 2016

Report from Closed Session

- 7.1 Update Fundy Regional Service Commission (FRSC)
- 7.2 18 May 2016 Kennebecasis Public Library Board Meeting Minutes
- May 2016 KPL Librarians Report
- 30 April 2016 KPL Comparative Income Statement
- April 2016 KPL Building Maintenance Report
- 16 June 2016 Kennebecasis Public Library Board Meeting Minutes

ROTHESAY

Regular Council Meeting

Agenda

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12 September 2016

- | | | |
|-----|------------------------------------|---|
| | June 2016 | KPL Librarians Report |
| | 31 May 2016 | KPL Comparative Income Statement |
| 7.3 | 31 July 2016 | Draft unaudited Rothesay General Fund Financial Statements |
| | 31 July 2016 | Draft unaudited Rothesay Utility Fund Financial Statements |
| | 25 August 2016 | Draft Finance Committee Meeting Minutes |
| | ➤ Server Purchase | |
| | 30 August 2016 | Memorandum from Treasurer MacDonald |
| | ➤ Donations Report | |
| | 30 August 2016 | Memorandum from Treasurer MacDonald |
| 7.4 | 17 August 2016 | Draft Public Works and Infrastructure Committee Meeting Minutes |
| | ➤ Active Transportation/Bike Lanes | |
| | ➤ Ryan Drive | |
| | ➤ Highland Avenue | |
| 7.5 | 17 August 2016 | Draft Utilities Committee Meeting Minutes |
| | ➤ Grove Avenue (receive/file) | |
| 7.6 | 17 August 2016 | Draft Heritage Preservation Review Board Meeting Minutes |
| 7.7 | 6 September 2016 | Draft Planning Advisory Committee Meeting Minutes |
| 7.8 | August 2016 | Monthly Building Permit Report |
| 7.9 | 8 September 2016 | Capital Projects Summary |

8. UNFINISHED BUSINESS

TABLED ITEMS

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

No action at this time

8.2 Water By-law (Tabled June 2015)

No action at this time

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

No action at this time

8.4 104 Hampton Road – By-law/Development Agreement

6 September 2016 Memorandum from Town Clerk Banks with attachments

9. NEW BUSINESS

BUSINESS ARISING FROM DELEGATIONS

9.1 Imperial Theatre (see item 4.1)

7 September 2016 Letter from Lee Bolton, Executive Director of the Imperial Theatre
RE: Request for support with attachment

Refer to the Finance Committee

ROTHESAY

Regular Council Meeting

Agenda

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12 September 2016

ADMINISTRATION

9.2 Ernst and Young Audit Report

8 September 2016 Letter from Ernst and Young with attachment

FINANCE

9.3 Debenture Application

30 August 2016 Memorandum from Treasurer MacDonald

OPERATIONS

9.4 Rothesay Wastewater Collection System Upgrades: Supply of Submersible Pumps

1 September 2016 Report prepared by DO McLean

9.5 Refurbishment of Production Well C6 – Carpenter Pond Wellfield

7 September 2016 Report prepared by DO McLean

9.6 T-2016-015: Backhoe/Loader

7 September 2016 Report prepared by DO McLean

9.7 Engineering Design and Construction Management Services – 2017 Asphalt, Microseal and Oakville Lane Drainage Improvements

7 September 2016 Report prepared by DO McLean

10. NEXT MEETING

Public Hearing – 7 Hillcrest Drive

Regular Meeting

Wednesday, September 14, 2016 7:00 p.m.

Rothesay High School

Tuesday, October 11, 2016

11. ADJOURNMENT



Mayor Nancy Grant and Council
70 Hampton Rd.,
Rothesay, NB
E2D 5L5

Dear Rothesay Mayor and Council,

As you are no doubt aware, Imperial Theatre is currently performing necessary restoration on our historic façade. We have been fundraising for some time, and are happy to report that we are more than two thirds of the way to our \$3,000,000 goal.

Imperial Theatre is a vital piece of this region's social infrastructure, providing performance space for local companies like Gala Ballet and the Saint John Theatre Company, community space for everything from graduations to fundraisers, and bringing in high quality artists from all over the world to share their work with our community. Whether trying to attract tourists, newcomers or employees, business and government leaders use the Imperial Theatre as a shining example of how good life is here.

Attached is a brief report on the theatre and the restoration project.

It is our hope that Rothesay Council will be able to support this important infrastructure. During our last Capital Campaign, the municipality of Rothesay contributed \$40,000 toward the three million dollars required for that project. We are asking you to consider the same support for this project.

To date we have received support from ACOA, Heritage Canada (Cultural Spaces) and The Regional Development Corporation. It would be meaningful on so many levels to have the town of Rothesay support us on this project.

Looking forward to seeing you at the theatre,

A handwritten signature in black ink, appearing to read "Lee Bolton".

Lee Bolton

(SG) Lee Bolton
Executive Director
(506) 674-4104
lee@imperialtheatre.nb.ca

Imperial Theatre

Enrich, Engage, Inspire



Imperial Theatre

Mission

Mission Statement

We enrich, engage and inspire our community through the performing arts.

Mandate

- To enrich the community by providing a professional quality, multi-purpose facility;
- To engage audiences through world-class entertainment experiences;
- To encourage (inspire) the presentation of local productions and the development of the arts.

Value Statements

Imperial Theatre is dedicated to managing its business based on the following core values:

We value our building and as such are committed to preserving and promoting its history and beauty.

We value our community and as such we endeavour to provide a quality entertainment experience to a wide-ranging audience.

We value our people and as such we strive to create an atmosphere of collaboration, teamwork and excellence for our staff and stakeholders.

We value the performing arts and as such we welcome and are supportive of our performers.



Activities

Imperial Theatre fulfills its mission by providing:

1. Rental venue - Imperial provides a professionally equipped and staffed facility to local rental clients ranging from Symphony NB to dance school recitals to weddings and graduations. Promoters from across Canada use the facility to present popular music, comedy and children's entertainment.
2. Presentation Series - Imperial curates and presents a season of 35-40 live performances for school and general audiences as well as retro films each year. Funded by all three levels of government, this presentation series ensures that citizens of the Greater Saint John region have access to a wide variety of artistic and cultural experiences.
3. Community Engagement - From guided tours to intergenerational outreach events, from Gallery Hops to dance workshops and artist talks, Imperial engages the community with the arts, with our historic building, and with each other.



Impact

Annual attendance at Imperial Theatre events, both ticketed and non-ticketed, is over 50,000. An average of 700 local performers appear on our stage each year. Our volunteer corps of around 100 individuals logs nearly 10,000 hours as ushers, stage door personnel and tour guides. In addition to our full time staff of 14, Imperial employs approximately 20 people part-time over the typical year.

The economic impact on the region of Imperial Theatre's ongoing operations is considerable, both directly in sales, purchasing and employment but also indirectly through the many dollars spent on dining, driving, hotel rooms and all the other activities that go with a night at the theatre.



In a 2008 survey, 90% of Canadians said that performing arts facilities are important to quality of life, sense of pride in the community, and economic development. Current research shows a strong correlation between arts attendance and improved health, greater civic engagement ranging from volunteering to voting, and better education outcomes.

Structure and Funding

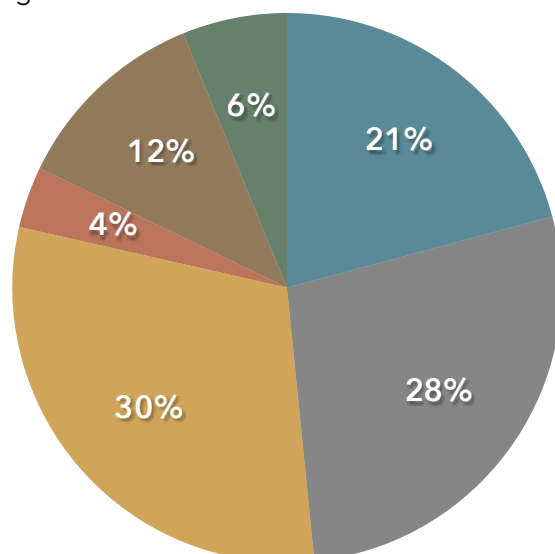
Imperial Theatre is an independent non-profit organization governed by a volunteer board of seventeen directors. The city councils of Grand Bay-Westfield, Rothesay, Quispamsis and Saint John each appoint one board member, with the rest being elected by the theatre's general membership. The theatre's operations are managed by an Executive Director with a full-time staff of fourteen plus up to twenty part-time.

As seen from the chart below, Imperial Theatre receives an operating grant from the Greater Saint John Regional Facilities Commission as well as a small amount from federal and provincial governments. The remainder of the theatre's nearly two million dollar operational budget is supported by revenue earned through rentals, presentations and fundraising.

The theatre receives no ongoing support for capital needs, meaning that when our historic building requires any maintenance or repair costing more than \$5000, money must be found outside the operating budget.

In comparison, Moncton's Capital Theatre receives 39.8% of its operating budget from the combined Moncton/Dieppe/Riverview municipalities, as well as a \$100,000 annual capital grant from Moncton. The Fredericton Playhouse receives 25.6% of its operating budget from the city plus another \$223,000 annually in-kind as facility and technology services provided by the city of Fredericton.

- Rental Revenue
- Presenter Revenue
- Regional Facilities Commission
- Federal/Provincial Govt
- Foundations/Fundraising
- Other Earned



2016September12OpenSessionFINAL_022
Façade Restoration Project: History and Status

Spring 2013 – Building Audit reveals concerns with condition of façade masonry.

Fall 2014 – Building Conditions Survey by DFS Architects and Estabrooks Engineering reveals major masonry and structural issues. Following photos show examples of displaced, spalling, fractured bricks and terra cotta.



December 2014 – Safety netting installed over upper level to protect public from potential falling brick and mortar pieces.

January 2015 – March 2016 - Designs created and approved, project tendered. Capital campaign with 3 million dollar goal, based on cost estimates.

April 2016 – Contract awarded to Clifford Restoration Ltd.

May 2016 – Present – Work in Progress.
2.1 million dollars raised as of August 2016.



2016September12OpenSessionFINAL_023

Imperial Theatre Façade Restoration Budget with Confirmed Revenues as of August 1, 2016

Revenue

Government

Fed: Cultural Spaces	500,000
Fed: ACOA	200,000
Prov: RDC	200,000
Prov: Built Heritage	35,000
City of Saint John: Conservation	2,813

Foundations

Imperial Foundation	400,000
Other Foundations	220,000

Corporations 530,000

Individuals 62,126

TOTAL CONFIRMED REVENUE: \$2,149,939

Expenses

Professional Fees (Architects, Engineers, etc.)	450,000
Construction Costs (Masonry, Structural)	2,200,000
Administration (Staff, Communications)	350,000

TOTAL BUDGETED EXPENSES: \$3,000,000

REMAINDER TO RAISE: \$850,061

Fundy Chapter



August 25, 2016



Re: Fundraiser

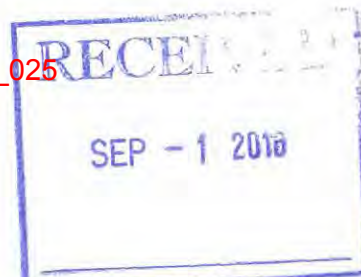
To Whom It May Concern:

Muscular Dystrophy Canada raises money to fund research and programs to support people affected by over 150 types of neuromuscular disorders. I have Friedreich's Ataxia which is a disease covered by Muscular Dystrophy and they have helped me with the purchase of various safety and mobility aids. It is time to pay it forward!

On November 27th, I am having a fundraiser - **A FROZEN** *Winter Wonderland* - at the Amsterdam Inn in Quispamsis, New Brunswick for girls and boys in support of Muscular Dystrophy Canada. Elsa, Anna and Kristoff from Magical Memories in Saint John will be there and I hope to have many fun-filled activities and make it a day to remember. I am hoping to have a gift card raffle and/or silent auction and I need your support to make this event a success. I will be ensure to acknowledge sponsors in any promotional material.

Thank you for your consideration and generosity.


24 Klondike Drive
Quispamsis, NB
E2E 5Y9




SCHEDULE A

Application for Rothesay Municipal Grant

App. No.: _____ App. Date: August 31, 2016

Applicant: _____

Address: 24 Klondike Dr, Quispamsis, NB E2E5Y9

Contact: _____ Tel. _____

Email: _____

Organization Description: Muscular Dystrophy Canada raises money to fund research and programs to provide support to people affected by over 150 types of neuromuscular disorders.

Amount Requested: \$ 600

Descriptions of proposed event or activity: On November 27th, I am having a Frozen themed fundraiser at the Amsterdam Inn in Quispamsis for girls and boys in support of MD. Elsa, Anna and Kristoff from Magical Memories in Saint John will be there and I hope to make it a fun filled day to remember.

Project costs: \$1200 (I am estimating) - venue, princesses, crafts and decorations

Benefits to town of Rothesay: A Muscular Dystrophy Canada special event is a way for the town to join, support and celebrate families in the town with MD and other neuromuscular disorders. This event is a fun way to raise vital funds and awareness. I will ensure to include the town on promotional materials acknowledging your sponsorship.

Finance Committee review date (if applicable): _____
Recommendation to Council: _____ \$ _____

*Sisters of Charity
of the Immaculate Conception*



Dr. Nancy Grant, Mayor & Council

July 28, 2016

Town of Rothesay, NB

70 Hampton Road

Rothesay, NB E2E 5L5

Dear Mayor Grant and Council,

Over two months have elapsed since you were called forth by the people of Rothesay to serve the town sharing your gifts of mind, heart and spirit for the good of the community in this time.

On behalf of the Sisters of Charity of the Immaculate Conception, some of whom reside in your constituency, I wish you well as you collaborate, listen, and explore avenues of opportunity to address the needs of today for the greatest good of all.

With gratitude for your willingness to walk with others in respect and joy!

Sincerely,

Mary Beth McCurdy, SCIC

Congregational Leader


Trans Canada Trail
Sentier Transcanadien

Honorary Patrons

Their Excellencies the Right Honourable
David Johnston
C.C., C.M.M., C.O.M., C.D.
Governor General of Canada
and
Mrs. Sharon Johnston, C.C.

Présidents d'honneur

Leurs Excellences le très honorable
David Johnston
C.C., C.M.M., C.O.M., C.D.
Gouverneur général du Canada
et
Mme Sharon Johnston, C.C.

**Board of Directors
Conseil d'administration**

**Trans Canada Trail
Sentier Transcanadien**

Paul C. LaBarge, JD, LL.M. (Chair/Président)
Heather Armstrong
Jim Bishop
Jasmine Brown
Cameron Clark
Mylène Forget (Secretary/Secrétaire)
Eric Glonet
Graham Green
Ken J. Killin
Avrim Lazar
Alan MacDonald
Carolyn MacKay
Ruth Marr
Valerie Pringle
Robyn Seetal
Neil Yeates

Ron Hicks (Treasurer/Trésorier)

**Trans Canada Trail Foundation
Fondation du sentier Transcanadien**

Valerie Pringle, C.M., LL.D.
(Co-Chair/Coprésidente)
Hartley Richardson, O.C., O.M., LL.D.
(Co-Chair/Coprésident)
David Aisenstat
David Cottingham
Anthony Graham, LL.D.
David Hoffman
Paul C. LaBarge
Pierre Lassonde, C.M., O.Q.
Bruce Simpson
Wendy Southall

Ken J. Killin (Treasurer/Trésorier)

**President & CEO
Présidente et chef de la direction**

Deborah Apps

August 2, 2016

Her Worship Nancy Grant
70 Hampton Road
Rothsay, NB E2E 5L5

Dear Mayor Grant,



COPY

We are very pleased to share with you this year's Trans Canada Trail Globe and Mail supplement and our 2015-2016 Annual Report – *Gaining Ground*. We are thrilled to report that Canada's national trail – The Great Trail – is now at 86% connection. This terrific progress would not have been achieved without the dedication of our Trail partners and countless volunteers, the support of our donors, the matching grant from the Government of Canada, and partnerships with many provincial, territorial and municipal governments across the country.

With the completion of projects currently underway we hope to be over 90% connected by the end of this Trail-building season, and well on our way to celebrations of a fully connected Trail during Canada's sesquicentennial year.

As we spend time outdoors during this superb season of warmth and growth, enjoying the beauty of our landscapes and the many opportunities to engage in trail activities – hiking, cycling, paddling or horseback riding – it is incredible to realize that we are connected with Canadians across the country who are sharing the same Trail, and that, were we so inclined, we could continue forward to meet up with them. The Great Trail connects all of us – from coast to coast to coast.

Details on our progress over the past year can be found in the two publications included with this letter; below are some highlights from the past few months:

Trail Progress – Towards 2017

Trans Canada Trail has received tremendous support from provincial governments and local decision-making authorities in the approval of road cycling routes as part of the TCT network. Road cycling is the most widespread type of cycling and the incorporation of routes for this popular activity in the TCT network is extremely important in our ability to achieve connection in 2017.

There has been a groundswell of support for the development of the Bras d'Or Lake Water Trail in Cape Breton, Nova Scotia. Thanks to a generous donation from the Royal Bank of Canada, this signature water route, which is in its final phase of development, will be 370 kilometres long, with up to 14 access points.

Trans Canada Trail /
Sentier Transcanadien
321, rue de la Commune Ouest
Suite 300
Montréal, QC H2Y 2E1

tel/tel 514.485.3959
800 465.3636
fax/télec 514.485.4541
www tctrail.ca, sentier.ca

Your Trail. Your Journey.

Votre sentier. Votre aventure.

Resource Development

We are very grateful for the support of all TCT donors, and are pleased to report that we met our fundraising goal for 2015/16 thanks to their generosity. We begin this new fiscal with a truly transformational gift – Jack Cockwell has committed \$3 million to help connect The Great Trail, in honour of his mother and as a legacy for future generations. We are also pleased to announce our latest *Chapter 150* members – The Joyce Foundation and McCain Foundation.

Recently, in Nova Scotia, TCT celebrated the generous donations of RBC and The Sobey Foundation at events in Baddeck and Stellarton, respectively. RBC's support is helping to develop the Bras d'Or Lake Water Route and Sobey's gift will support Trail development in Pictou County.

Trans Canada Trail *Champions*

As you will see, the roster of proud Canadians who have declared themselves supportive of Canada's Great Trail continues to grow – from athletes to singers, from explorers to community leaders, from authors to actors, people across the country are showing their pride in our national Trail. The complete list of all our *Champions* is also available on our website at www.tctrail.ca.

Connecting with Canadians

We unveiled our new branding – The Great Trail – in our special insert in the Globe and Mail supplement, published on June 25. Trans Canada Trail continues to be our corporate name as a not-for-profit entity, while The Great Trail is the physical trail, the product that is developed and delivered in conjunction with our Trail partners, as well as our marketing partners and corporate sponsors.

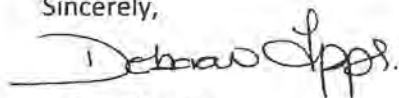
This new vision is based on the notion of the horizon, the view that all of us share when travelling along the Trail. While TCT's goal for 2017 is to have The Great Trail connected from coast to coast to coast, to celebrate Canada's 150th anniversary of Confederation, our new branding symbolizes the Trail moving forward and into the future, as we approach a new and exciting chapter for the Trail beyond 2017. The Great Trail brand platform was created to appeal to a wide audience of Canadians, and we are developing a campaign to raise awareness of The Great Trail's connection and to encourage people to use, experience and support this great Canadian project.

I hope that you are able to take some time to get out and enjoy the Trail during these warm summer months – take a walk, jump on your bicycle, paddle on one of the TCT's water routes, amble along on horseback – and to connect with our country, one another and yourself.

If you have any questions, or would like additional information on the Trail, please feel free to contact me at dapps@tctrail.ca or at 403-984-8031.

Thank you for your continued support.

Sincerely,



Deborah Apps
President & CEO

Encl. Globe and Mail supplement
2015-2016 Annual Report – *Gaining Ground*

AUG 18 2016

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August 15, 2016

Mayor Nancy Grant
Members of Rethesay Town Council,
Rethesay Town Hall,
70 Hampton Road,
Rethesay, N.B.,
E2E 5L5

Dear Mayor Grant and Members
of Council,

While attempting to catch
up on some recent back issues of
the Telegraph-Journal, I was very
distressed to read in the August 11th
edition that the draconian practise
of killing "nuisance" deer in resi-
dential neighborhoods will continue
in 2016. What is this - the Wild
West, where it's every man for him-
self? I know one thing - no hun-
ter will be killing any deer on
my property.

When my husband first
brought me to what was then
the Village of Fairvale, I never
saw a deer on any residential
street and neither did anybody
else. The deer then lived where
they belong - in the woods. The
first deer that I spotted in this
area was in the mid '90's while

Pp20f3

pecking raspberries deep in the woods in back of Schicilone Street.

Much has changed since then. Too many developers (I call them destructionists) with nothing but dollar signs in their eyes have moved down, plowed under and paved over nearly every piece of God's green earth that they've seen; mansions have replaced the raspberry and blackberry patches in back of Schicilone and what is now Arizona Point; the Village of Fairvale exists only in memory; my husband is deceased as of April 12, 2013 and I have absolutely no incentive to want to stay in this area - but like the deer I have nowhere else to go.

Their habitat has been taken away and they have no choice but to live in with humans and with only just over thirteen thousand dollars (\$13,000) per year on which to try to subsist, I can hardly afford to move.

Earlier this evening, I saw a doe and her fawn at the edge of my front lawn. How

I enjoyed seeing these majestic, innocent and defenseless creatures, slowly sauntering along and eating grass, until I was sickened at the thought that in a couple of months, the mother may be dead and since fawns remain with their mothers for an entire year, the possibility of the baby deer's survival should her mother die is nil.

It certainly does not take a genius to figure out that at the rate of ninety-five (95) kills per year that the desire of those with minds twisted enough to place a higher value on their shrubs and flower beds than on the lives of these beautiful and utterly defenseless animals will soon be realized - the complete annihilation of deer in the Town of Rothesay. God help us all.

Claudia Taylor

16 Cameron Road,
Rothesay, NB,
E2E 2A9



Office of the Mayor Town of Quispamsis

12 Landing Court | P.O. Box 21085 | Quispamsis, NB | E2E 4Z4
T: 506 849 5778 | F: 506 849 5799 | quispamsis@quispamsis.ca

August 18, 2016



The Honourable Rick Doucet
Minister of Agriculture, Aquaculture,
Fisheries, Energy & Resource Development
Hugh John Flemming Forestry Centre
P. O. Box 6000
Fredericton, NB E3B 5H1

Dear Mister Minister:

RE: DEER MANAGEMENT PROGRAM 2016 – KENNEBECASIS VALLEY

We would like to take this opportunity to thank the Department of Natural Resources for the above referenced initiative and time spent addressing the challenges the Towns of Quispamsis, Rothesay and Hampton have been experiencing as a result of the overabundance of deer in the Kennebecasis Valley.

By way of this letter, the Quispamsis Town Council indicates its support of the continuation of the Deer Management Plan in Quispamsis for the fall of 2016.

Trusting this meets with your approval, and once again, thank you for your efforts to assist the Kennebecasis Valley municipalities on this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Gary Clark".

Gary Clark
Mayor
Town of Quispamsis

Cc: MLA Blaine Higgs, Quispamsis
MLA Gary Crossman, Quispamsis/Hampton
✓ Mayor & Council, Town of Rothesay
Mayor & Council, Town of Hampton
Joe Kennedy, Wildlife Biologist, DNR



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



August 19, 2016

Clerk's Office:

As the Executive Director of Big Brothers Big Sisters of Saint John, an organization that provides much needed mentoring for children and youth, I would like to request that the mayor and common council consider the issuance of a proclamation declaring September as Big Brothers Big Sisters month.

Each year, in the Rothesay area, approximately 50 children and youth are matched with a volunteer mentor in one of the various mentoring programs offered by the agency. These programs include one to one and group mentoring, both in schools and in the community.

Evidence-based research has shown that the Big Brothers Big Sisters mentoring model contributes directly to increased academic achievement, improved family and peer relationships, improved youth mental health, reduction in bullying, prevention of criminal behavior, and a more successful transition from school to work.

The month of September is recognized as Big Brothers Big Sisters month across Canada. The focus of the local agency during September, 2016 is to educate the public about the great need for volunteer mentors in this community. There are well over 100 young people (and many more who have not signed up yet) waiting to be matched with that special role-model and friend who will help them reach their full potential. Many events are being scheduled throughout September to help share this message and to ensure that every child who needs a mentor, has a mentor!

If you agree to participate, we will issue a press release to our local media and coordinate media coverage of the proclamation presentation whether it take place at a council meeting or at one of our many events to be confirmed for September.

PROCLAMATION

Big Brothers Big Sisters Month September 2016



Big Brothers Big Sisters
of Saint John



WHEREAS, September is Big Brothers Big Sisters month across the country;

AND WHEREAS, Big Brothers Big Sisters in this community is a vital service organization committed to matching children and youth with caring, volunteer mentors;

AND WHEREAS, evidence-based research has shown that the Big Brothers Big Sisters mentoring model contributes directly to increased academic achievement, improved family and peer relationships, improved youth mental health, reduction in bullying, prevention of criminal behavior, and a more successful transition from school to work;

AND WHEREAS, we as a community believe that every child should have the opportunity to reach his or her full potential;

AND WHEREAS, the agency's goal is to expand its volunteer base in order to ensure that every child who needs a mentor has a mentor;

AND WHEREAS, Big Brothers Big Sisters relies heavily on the strength and dedication of its volunteers who, through their commitment and support, make a profound difference in the lives of children and youth in our community;

NOW THEREFORE, I, Dr. Nancy Grant, Mayor of *Rothsay, New Brunswick*,
DO HEREBY PROCLAIM September, 2016 as **Big Brothers Big Sisters Month**. I encourage everyone to "*start something*" Big by learning more about the great need for volunteer Mentors for the variety of programs offered by Big Brothers Big Sisters.

Big Brothers Big Sisters of Saint John

Serving Greater Saint John, Charlotte County and Kings County

39 King St, Level 3, C-Loop, Brunswick Square, Saint John, NB E2L 4W3

Office - 635-1145 Fax - 633-7781

www.bigbrothersbigsisters.ca/saintjohn

Agenda

Kennebecasis Public Library Board

Wednesday, May 18th, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. Congratulations to new Mayors of Quispamsis and Rothesay
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Strategic Planning: Marketing & Public Relations
- 7.) Other

A meeting of the Board of Trustees, Kennebecasis Public Library was held on May 18, 2016 at 6:00pm at the Library.

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

Regrets: N/A

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

Disposition of Minutes

It was moved by Deputy Mayor O'Hara to approve the minutes of the April 20th 2016 meeting. Ms. Hennessey seconded, and the motion carried.

Communications

Mr. Steeves stated that congratulatory letters addressed to the Mayors Elect were being prepared to be sent on behalf of the Board.

Report of the Librarian

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

After disclosing recent events, Ms. Bartlett recommended to the Board that a lock be installed on the door to the lower Multi-Purpose Room. Ms. Bartlett presented a quote obtained by Mr. Shedd for a lock. Discussion ensued. There was general consensus that a lock was necessary. Mr. Steeves requested that, before proceeding with ordering, Mr. Shedd further explore lock model options and sources, including checking with Town vendors.

Deputy Mayor O'Hara moved to accept the Librarian's Report as presented. Ms. Hennessey seconded and the motion carried.

Financial Statement

Mr. Winchester presented the Financial Statement for the period ending April 30, 2016. Discussion ensued. Mr. Winchester, Ms. Hennessey and Ms. Bartlett have an upcoming meet scheduled with Mr. Shedd to discuss Building and Maintenance expenditures to date and forecasted expenditures. Ms. Bartlett stated that the HVAC expenses and repairs experienced this year thus far have been unpredictable and are grossly above

what had been budgeted. Ms. Hennessey and Mr. Winchester agreed to bring this concern forward to Mr. Shedd.

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

Facilities Management

Ms. Hennessey presented the Building Maintenance report on behalf of Mr. Shedd. See attached. Ms. Hennessey stated that Mr. Shedd is investigating into sustainable recycling systems to handle the Library's high volume of paper recycling.

Marketing Advisory Committee

Ms. Donovan provided an update from a meeting she attended on May 11th with Nora Kennedy, Public Services Librarian for the Fundy Library Region, and Ms. Bartlett. At that meeting, Mrs. Kennedy advocated the importance of the Library maintaining a consistent presence on multiple social media platforms in order to build a strong, loyal and engaged social media network.

From a long list of suggestions received from multiple sources, Ms. Donovan, Mrs. Kennedy and Ms. Bartlett decided upon "Check Out" for the title of the library-focused monthly column to be featured in *KV Style*.

Ms. Donovan indicated several opportunities for improving the library's promotion including: selling library swag, handing out professionally-printed free bookmarks, and by implementing a multi-platform social media strategy.

New and Unfinished Business

Discussion ensued regarding the Library's updated Strategic Plan under the heading Public Relations.

Mr. Steeves took a moment to sincerely thank Deputy Mayors Dr. Grant and Mrs. O'Hara for their exceptional support of and contributions to the Library during their terms serving as of Council representatives on the Board. Deputy Mayors Dr. Grant and Mrs. O'Hara both stated that they enjoyed their time serving on the Board, and watching the Library continue to develop.

Adjournment: As there was no other business, Mr. Steeves moved that the meeting be adjourned at 7:20 P.M.



Next Meeting: The next meeting is scheduled for June 15, 2016 at 6:00pm at the Library.

Respectfully submitted,

A handwritten signature in black ink that reads "Tiffany Bartlett". The signature is written in a cursive, flowing style.

Tiffany Bartlett
Library Director and Secretary to the Board

Librarian's Report May 2016

April Key Performance Indicators: Under Development

At the April regular meeting, the Board moved to adjust and enhance the format and content of the monthly KPIs. Ms. Bartlett is currently working on updating these, with an anticipated delivery date of June 15th.

Building and Grounds

Please refer to the Facility Manager's Report.

Staffing and Volunteers

Mrs. Stickings finished her term as Acting Library Director on April 28th. Ms. Bartlett enthusiastically returned full-time to the Library on May 16th.

Ms. Bartlett and Mrs. Laskey have conducted eighteen interviews for summer student positions at the Library. Two students have been secured via the SEED grant thus far.

As of May 10th, only two of the sixty-plus students who submitted an application to the Library have been granted a SEED voucher. This is cause for concern, especially compared to student staffing levels of previous years. In 2015, the Library received four SEED students and two PEP students.

The Library has received federal funding for two eight-week students via the Canada Summer Jobs program. This is an increase compared to last year, when the library received one ten-week student.

The F/W/S student assistants will complete their work terms on June 11th.

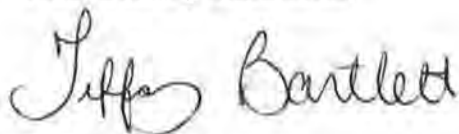
Ms. Bartlett is looking forward to attending the Annual Conference of the Atlantic Provinces Library Association later this month in Halifax.

Programs and Collections.

- Ms. Bartlett and Nora Kennedy, Fundy Public Services Librarian, delivered an information booth at the Seniors' Wellness Fair in Renforth on April 28th. Over thirty people visited the booth. On display were the varieties of reading options and formats available to borrow from the Library.
- Thirty children attended the "Welcome to Kindergarten Bag Day" program on April 23rd. VolunTeens assisted with facilitating the various activity stations designed to prepare children for their first day of Kindergarten in the fall.

- Mrs. Laskey organized a pizza party to recognize the library's hardworking volunTeens on April 23rd. Planning is currently underway for an appreciation event for the adult volunteers – to be scheduled before they take a break for the summer.
- The Library hosted a screening of *The Millennial Dream* documentary developed by Saint John's Hemming House Pictures the evening of April 21st. Unfortunately turnout for this event was low – perhaps due to earlier screenings held in Saint John.
- This year the Library partnered with classes from Rothesay Elementary School and École des Pionniers for the Hackmatack Children's Book Club program. On April 26th, the Library welcomed students from participating classes to attend a reading by author Joel Sutherland, winner of the 2016 Hackmatack Children's Choice award for the English Non-Fiction category. The reading was funded by a Canada Council grant secured by the Fundy Library Region.
- Our talented library staff performed "Elephant and Piggie" puppet shows at the inaugural Public Library Festival held in Market Square, Saint John on May 6-7. Over 1,400 people visited the library each day of the festival. Local children will be able to enjoy the "Elephant and Piggie" puppet show again on Friday, May 13th at our Library.
- Class tour season is upon us! The Library has welcomed twelve class visits this past month, as well as a visit by a local Sparks group. As part of their visit, children are encouraged to sign-up for a library card and to take home a book.
- The Library is celebrating Asian Heritage Month with an exhibit from volunteers from the Saint John Chapter of the Asian Heritage Society of New Brunswick, a Lunch and Learn on May 11th, and a film screening on May 24th at 6:30pm.

Respectfully submitted,



Tiffany Bartlett

Library Director and Secretary to the Board

Kennebecasis Public Library Inc. 2016September12OpenSessionFINAL_041						
Comparative Income Statement (DRAFT)		OPERATING FUND				
Period ending April 30, 2016	a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>
REVENUE						
Library Service - Rothesay		28,525	28,525	0	85,576	(57,051)
Library service - Quispamsis		42,702	42,702	0	128,106	(85,404)
Room Rentals, Printer and copies		1,630	1,100	530	3,300	(1,670)
Grants		0	0	0		0
Donations	452	0	0			0
Restricted Donations	0	0	0			0
Donation from Friends of KPL	0	0	0			
Interest Income (Savings)		0	0	0	0	0
Interest (Building)		0	0	0	0	0
Miscellaneous Income		1,101	0	1,101	0	1,101
Building Contribution - Rothesay		0	0	0	0	0
Building Contribution - Quispamsis		0	0	0	0	0
Previous Year's Surplus		397	46	351	138	259
TOTAL REVENUE	452	74,355	72,373	881	217,120	(143,866)
EXPENSE						
Operations Expenditures						
Other Expenditures - Restricted Fun	75					0
Books, restricted fund	665					0
Books - Savings Purchase	405					
Books and Materials - OPERATING		-	0	0	0	0
Small Equipment and Furniture		465	2,100	1,635	6,300	5,835
Total Capital Expenditures	1,145	465	2,100	1,635	6,300	5,835
<u>Wages</u>						
Wages		8,501	7,000	(1,501)	27,800	19,299
EI Expense		111	167	55	500	389
CPP Expense		258	207	(51)	620	362
WCB Expense		0	0	0	0	0
Total Casual Labour		8,870	7,373	(1,497)	28,920	20,050
<u>General & Administration Expenses</u>						
Building Maintenance		20,464	21,615	1,151	64,845	44,381
Grounds Maintenance		8,332	10,150	1,818	22,825	14,493
Property Management Service		0	0	0	0	0
Office		2,871	3,036	165	9,100	6,229
Utilities		19,988	20,000	12	49,902	29,914
Accounting, audit and legal		7,421	6,900	(521)	9,200	1,779
Professional Development		225	0	(225)	2,000	1,775
Insurance		3,875	2,267	(1,608)	6,800	2,925
Public Relations		49	1,000	951	3,000	2,951
Communications		2,023	2,840	817	8,520	6,497
Miscellaneous Expense		546	800	254	2,700	2,154
Program Exp		84	1,000	916	3,000	2,916
Total General & Admin Expenses		65,878	69,608	3,730	181,892	116,014
TOTAL EXPENSE	1,145	75,213	79,081	3,868	217,112	141,899
NET INCOME (Deficit)	(692.70)	(858.02)	(6,707)	4,748	8	(1,967)

Building Maintenance Report April 2016

- Past month has seen the continuation of spot repairs and painting.
- Repair refill device for fire cistern.
- There was an oil leak in heat pump #1. Unit repaired and back in service. There will be a considerable bill for this work.
- Spring cleaning and inspection of heating system
- Working on a system for recycling.
- Working on getting locks for multipurpose room.
- Reset various alarms from power outage on May 8
- Windows to be cleaned in late May.

Respectfully Submitted,

Philip Shedd

Agenda

Kennebecasis Public Library Board

Wednesday, June 16th, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. 10 May 2016 letter from the Kedgwick Public Library Board RE: New Opening Hours of New Brunswick Libraries
 - b. 18 May 2016 letter congratulating Quispamsis Mayor Elect Gary Clark
 - c. 18 May 2016 letter congratulating Rothesay Mayor Elect Dr. Nancy Grant
 - d. 26 May 2016 letter from the Town of Rothesay RE: Rothesay Council representative
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
 - d. Fundy Library Regional Forum
- 6.) New and Unfinished Business
 - a. Strategic Planning: Programming
 - b. Meeting Room Policy
 - c. Summer Meeting Plans

A meeting of the Board of Trustees, Kennebecasis Public Library was held on June 15, 2016 at 6:00pm at the Library.

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

Regrets: N/A

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

Mr. Steeves extended an official welcome to Rothesay Councillor Mr. Don Shea.

Disposition of Minutes

It was moved by Deputy Mayor O'Hara to approve the minutes of the May 18, 2016 meeting. Ms. Hennessey seconded, and the motion carried.

Communications

Mr. Steeves presented a letter dated May 10, 2016 from The Kedgwick Public Library Board addressed to the New Brunswick Public Library Trustees Association Inc. The letter expressed concerns about the new open hours for New Brunswick Public Libraries which mandates that all public libraries be open on Saturdays year-round effective June 1, 2016. Discussion ensued. Mr. Steeves asked that the Mrs. Miller, the Library's Regional Forum representative, to keep her ear to the ground for further news on the topic. Mrs. Miller moved that the letter be received and filed. Deputy Mayor O'Hara seconded, and the motion carried.

Mr. Steeves stated that letters congratulating Quispamsis Mayor Elect Gary Clark and Rothesay Mayor Elect Dr. Nancy Grant, respectively, had been sent on behalf of the Board on May 18, 2016.

Also received and filed: a letter dated May 26, 2016 from the Town of Rothesay RE: Rothesay Council Representative. Councillor Don Shea will replace former Deputy Mayor Dr. Nancy Grant as the Rothesay Council Representative.

Report of the Librarian

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

Deputy Mayor O'Hara moved to accept the Librarian's Report as presented. Mrs. Miller seconded and the motion carried.

Financial Statement

Mr. Winchester presented the Financial Statement for the period ending May 31, 2016. See attached. Discussion ensued. Mr. Winchester advised that Ms. Hennessey, Ms. Bartlett, Mr. Shedd and himself had gotten together to analyze Building Maintenance, Road and Grounds Year-To-Date actuals vs. the budgeted amounts. They made working adjustments to absorb the budget variances in HVAC and Insurance in the aims of achieving a balanced budget at yearend. Discussion ensued. Deputy Mayor O'Hara advised that the Board come prepared to share details with the Joint Finance Committee on how the 2016 budgeted amounts have varied from the actual costs when they present their 2017 annual budget request. Ms. Bartlett confirmed that this would be feasible as the budget variances have been well-documented.

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

Facilities Management

Ms. Hennessey presented the Building Maintenance report on behalf of Mr. Shedd. See attached. Ms. Hennessey reported that Mr. Shedd had been successful in negotiating an affordable addition of recycling to the Library's existing waste management services.

Marketing Advisory Committee

Ms. Donovan observed that the first Library-themed column in KV Style had been published. Ms. Donovan stated that Ms. Bartlett and herself were planning on meeting again in July to work further on the Library's social media platforms, as well as to proceed with planning for the Library's professional bookmarks.

Fundy Library Regional Forum

Mrs. Miller provided a verbal report from the May 31st meeting of the Fundy Library Region hosted by the Sussex Regional Library. Highlights included: Results of the New Brunswick Public Libraries' Annual Fundraiser Campaign; Key performance indicator best practices for libraries; Library space renewals; and New Brunswick Public Library Month in October 2016.

New and Unfinished Business

Purchasing Policy

Mr. Winchester presented the initial draft of a Purchasing Policy. Discussion ensued. Mr. Winchester clarified that the Purchase Authorization section was intended to be used as guidelines for non-budgeted expenditures. Further discussion ensued. Mr. Winchester will make revisions to the Purchasing Policy and will bring revised version back to the Board.

Strategic Planning: Programming

Tabled to next meeting.

Meeting Room Policy

Ms. Bartlett introduced the Board's Meeting Room Policy and recommended that it be reviewed in light of recent repurposing of rooms to accommodate public and library programming needs. Discussion ensued. Deputy Mayor O'Hara moved that the rate to rent the Children's Activity Room for a 4 hour block be changed from \$50 to \$70 for commercial, and from \$20 to \$30 for non-profits. Mrs. Miller seconded and the motion carried. Mrs. Hennessey moved that the Children's Play Area and Study Rooms be removed from the policy, to no longer be available to rent to the public. Deputy Mayor O'Hara seconded and the motion carried. Mrs. Miller moved that the Meeting Room Policy be amended with the aforementioned revisions to take effective immediately. Ms. Donovan seconded, and the motion carried.

Summer Meeting Plans

Mr. Steeves proposed that the Board suspend their regular scheduled meeting for July, unless an emergency arose that required the Board's immediate attention. It was agreed that the next meeting of the Board be tentatively scheduled for August 17, 2016.

Vending Machine

Mr. Shea brought forward concerns from a recent Rothesay Council Meeting regarding the Library's vending machine, particularly about whether healthy options were available and if the cost of power to run the machine outweighed the library's share of commission from sales. Mr. Steeves stated that the Board had discussed the vending machine at length, and had decided that it was a viable service to library patrons, and that it is not the Board's choice to police, but it is the Board's responsibility to provide healthy options – which are available from the vending machine. Mr. Shea requested

that Ms. Bartlett follow-up on obtaining the power consumption costs of the machine and report back to the Board.

Suggestion Box and Staff Name Tags

Mr. Winchester inquired if the Library had a suggestion box. Ms. Bartlett confirmed that the Library did not. Mr. Winchester suggested that Library Staff wear name tags to improve the quality of customer service. Discussion ensued. Mrs. Miller recommended that the Library consider introducing an idea box, or some other mechanism for soliciting suggestions from the public. Ms. Bartlett agreed to look into the two suggestions and to report back to the Board.

Adjournment: As there was no other business, Mrs. Miller moved that the meeting be adjourned at 8:20 P.M.

Next Meeting: The next meeting is scheduled for August 17, 2016 at 6:00pm at the Library.

Respectfully submitted,



Tiffany Bartlett

Library Director and Secretary to the Board

Librarian's Report June 2016

April & May Key Performance Indicators: Under Development

After testing, and not fancying, various free infographic generators, I purchased the Library a one-year subscription to *Piktochart* – a web-based infographic generator. The non-profit rate was an affordable \$60CDN, and it provides unlimited access to ready-made templates with an expansive toolbox for customization. I seriously considered making an infographic explaining all the reasons why I love *Piktochart*!

The possibilities are seemingly endless, so much so, that I'm still playing around with it. Rather than committing to one static template to be used month after month to present our KPI data, I would like to recommend that the formatting be changed regularly to keep it fresh and to catch the eyes of new readers.

Staffing and Volunteers

Summer student recruitment has proven to be an unpredictable and time-consuming process. That being said, I am happy to report that we ended up fairing very well with our summer student staffing. We will be welcoming a total of nine summer students aboard our team as follows:

- *Summer Reading Club (5 students)*
 - Four 10-week SEED students
 - One 8-week SEED student
- *One-On-One Literacy Tutoring (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

Victoria Laskey, with the help of her daughter, put together a delightful afternoon tea to recognize our adult volunteers. Everyone who attended enjoyed socializing with new and old friends. Thank you to Janet Miller and Donna Hennessey for representing the Board at this event. Janet presented Mike McAuley with the "Don and Judy Heron Lifetime Volunteer Award." Victoria did the math, and all our jaws hit the floor when

she revealed that Mike has volunteered more than 7,900 hours at our Library in his 18 year volunteer career.

We welcomed two Grade 12 students from the Rothesay Netherwood School the week of June 6-10. This one-week placement was part of their mandated coursework aimed at developing their work experience. The students assisted us with our day-to-day operations and, most notably, they shifted the adult fiction collection. The new adult fiction layout is more evenly spaced, with increased room for front-facing displays.

I am incredibly grateful to have had the opportunity to attend the 2016 Atlantic Provinces Library Association's annual conference held in Halifax, NS. It was both invigorating and humbling to interact with and learn from my peers from across the Atlantic provinces - thank you! The theme of the 2016 conference was "Libraries: Supporting Bodies and Minds." I have provided a separate report summarizing findings from the sessions I attended. In an effort to reduce expenses I travelled and shared a room with Vanessa Black, the Sussex Regional Library Director. The total cost of the conference came in just under \$750.

Nora Kennedy, our region's Public Services Librarian, spent the day with me on June 9 to help me get our new social media marketing strategy off the ground.

Programs and Collections.

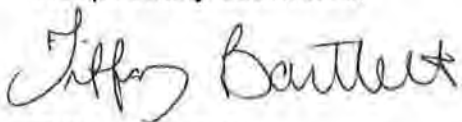
- We celebrated Asian Heritage Month with: a month-long exhibit coordinated by volunteers from the Saint John Chapter of the Asian Heritage Society of New Brunswick, a Lunch and Learn on May 11th, and a film screening on May 24th.
- We offered the Babies in the Library program throughout the month of May. This four-week program yielded maximum registrations.
- Talk With Me: Early Language Services is back this month and last to offer another round of Baby Sign Language classes. This program has also yielded the maximum number of registered participants.
- The Fundy Home Educators group continues to use our Library as a gathering place for homeschooling families in the area. In addition to meeting for informal play dates in our children's area, the group also frequently rents our Multi-Purpose Room to host guest speakers and group activities.
- Our *Minions* movie screening on the May PD day for the schools attracted an audience of 35 young viewers.
- Volunteer and regular staff run programming wrapped up the end of May. We expect to receive multiple requests for class visits in June.
- June represents a transition month for programming as we are busy planning for our children's summer programming.

- This year's Summer Reading Club (SRC) theme is time travel; a theme which will allow us to explore the past, present and future. Our Student Activity Leaders will be visiting classes in local schools the week of June 13th to promote the SRC programs.
- We are kicking off the SRC with a bang by hosting our first-ever Launch Party on June 27th. Thanks to our robust student staffing we will be able to offer twelve SRC programs per week from July 4 to August 19th. They are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Reading Buddies 10:30am	Preschool Storytime 10:30am	Puppet Show 10:30am	Builder's Club (Lego) 10:30am	Preschool Storytime 10:30am	Storytime 10:30am
ELL Gamification 2:30pm	K-2 Storytime 2:30pm	Puppet Show 2:30pm	Gr. 3-5 Program 2:30pm		
	Pajama Storytime 7:00pm		Gamification 7:00pm		

- We have been receiving numerous inquiries from schools and parents as to whether we will be offering our Literacy for Kids (one-on-one literacy tutoring) program this summer. Our three literacy tutors will be able to accommodate a total of 44 participants. Participants will meet twice weekly for 45 minute sessions with their tutor. Registration for this high-demand program is first come, first serve, and will be open all-day (10am-8:45pm) on Thursday, June 16th.

Respectfully submitted,



Tiffany Bartlett

Library Director and Secretary to the Board

Kennebecasis Public Library Inc. Comparative Income Statement (DRAFT)						
OPERATING FUND						
Period ending May 31, 2016	a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>
REVENUE						
Library Service - Rothesay		35,657	35,657	0	85,576	(49,920)
Library service - Quispamsis		53,378	53,378	0	128,106	(74,729)
Room Rentals, Printer and copies		1,840	1,375	465	3,300	(1,460)
Grants		0	0	0		0
Donations	512	0	0			0
Miscellaneous Income		1,101	0	1,101	0	1,101
Previous Year's Surplus		496	58	438	138	358
TOTAL REVENUE	512	92,471	90,467	903	217,120	(125,750)
EXPENSE						
Operations Expenditures						
Other Expenditures - Restricted Fun	149					0
Books, restricted fund	701					0
Books - Savings Purchase	405					
Small Equipment and Furniture		465	2,625	2,160	6,300	5,835
Total Capital Expenditures	1,255	465	2,625	2,160	6,300	5,835
Wages						
Wages		9,889	8,750	(1,139)	27,800	17,911
EI Expense		148	208	60	500	352
CPP Expense		313	258	(55)	620	307
WCB Expense		115	0	(115)	0	(115)
Total Casual Labour		10,465	9,217	(1,249)	28,920	18,455
General & Administration Expenses						
Building Maintenance		26,366	27,019	653	64,845	38,479
Grounds Maintenance		12,063	12,600	537	22,825	10,762
Office		3,649	3,795	146	9,100	5,451
Utilities		23,846	23,100	(746)	49,902	26,056
Accounting, audit and legal		7,667	7,200	(467)	9,200	1,533
Professional Development		719	0	(719)	2,000	1,281
Insurance		4,844	2,833	(2,010)	6,800	1,956
Public Relations		49	1,250	1,201	3,000	2,951
Communications		2,541	3,550	1,009	8,520	5,979
Miscellaneous Expense		754	925	171	2,700	1,946
Program Exp		85	1,250	1,165	3,000	2,915
Total General & Admin Expenses		82,583	83,522	939	181,892	99,309
TOTAL EXPENSE	1,255	93,514	95,364	1,850	217,112	123,598
NET INCOME (Deficit)	(742.92)	(1,042.38)	(4,897)	2,753	8	(2,152)

Town of Rothesay

General Fund Financial Statements

July 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 - July	G11
Capital Project Listing - August - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 7/31/16

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
 7/31/16

ASSETS

BNS General Operating Reserve #214-15	790,291
BNS General Capital Reserves #2261-14	1,399,411
BNS - Gas Tax Reserves - GIC	3,802,523
Gen Reserves due to/from Gen Operating	427,754
	<u>\$ 6,419,979</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,060,669
Invest. in General Capital Reserve	1,259,539
General Gas Tax Funding	161,297
Invest. in General Operating Reserve	795,732
Invest. in Land for Public Purposes Reserve	91,453
Invest. in Town Hall Reserve	51,290
	<u>\$ 6,419,980</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 7/31/16

CURRENT ASSETS

Cash	2,046,244
Receivables	24,846
HST Receivable	359,742
Inventory	18,619
Gen Operating due to/from Util Operating	(265,961)
Total Current Assets	<u>2,183,489</u>
Other Assets:	
Projects	<u>2,486,245</u>
	<u>2,486,245</u>
 TOTAL ASSETS	 <u><u>4,669,734</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,010,674
Other Payables	309,202
Gen Operating due to/from Gen Reserves	427,754
Gen Operating due to/from Gen Capital	1,039,238
Accrued Sick Leave	17,700
Accrued Pension Obligation	239,100
Accrued Retirement Allowance	311,200
Def. Rev-Quispamsis/Library Share	42,423
TOTAL LIABILITIES	<u><u>3,397,291</u></u>

EQUITY

Retained Earnings - General	(207,036)
Surplus/(Deficit) for the Period	<u>1,479,479</u>
	<u>1,272,443</u>
	<u><u>4,669,735</u></u>

2016September12OpenSessionFINAL_056

Town of Rothesay

Statement of Revenue & Expenditure
7 Months Ended 7/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,246,820	1,246,820	8,727,740	8,727,741	(1)		14,961,842
Sale of Services	16,244	22,000	184,968	186,100	(1,132)		345,700
Services to Province of New Brunswick	10,838	5,000	41,338	35,000	6,338		60,000
Other Revenue from Own Sources	14,741	7,753	83,255	68,013	15,242		106,779
Unconditional Grant	9,916	9,916	69,409	69,409	0		118,987
Conditional Transfers	7,880	10,000	10,380	11,500	(1,120)		21,500
Other Transfers	0	0	710,418	710,192	226		1,135,192
	<u>\$1,306,440</u>	<u>\$1,301,489</u>	<u>\$9,827,508</u>	<u>\$9,807,955</u>	<u>\$19,553</u>		<u>\$16,750,000</u>
EXPENSES							
General Government Services	140,957	120,947	1,309,316	1,383,057	73,740		2,032,455
Protective Services	345,638	347,106	2,993,738	3,003,886	10,148		4,744,123
Transportation Services	201,776	232,046	1,852,047	2,015,834	163,787		3,365,331
Environmental Health Services	47,083	49,000	365,862	383,000	17,138		638,000
Environmental Development	35,637	50,989	337,636	372,583	34,947		641,022
Recreation & Cultural Services	269,955	270,499	1,155,096	1,183,287	28,191		1,903,676
Fiscal Services	322	350	334,333	334,789	456		3,425,393
	<u>\$1,041,367</u>	<u>\$1,070,938</u>	<u>\$8,348,029</u>	<u>\$8,676,436</u>	<u>\$328,407</u>		<u>\$16,750,000</u>
Surplus (Deficit) for the Year	<u>\$265,073</u>	<u>\$230,551</u>	<u>\$1,479,479</u>	<u>\$1,131,519</u>	<u>\$347,959</u>		<u>\$ -</u>

Town of Rothesay
Statement of Revenue & Expenditure
7 Months Ended 7/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	2,649	2,600	12,549	18,200	(5,651)	1	31,200
Town Hall Rent	1,114	1,633	6,514	11,433	(4,919)	2	19,600
Arena Revenue	790	667	133,125	120,667	12,458	3	230,000
Community Garden	0	0	1,620	900	720		900
Recreation Programs	11,691	17,100	31,159	34,900	(3,741)	4	64,000
	16,244	22,000	184,968	186,100	(1,132)		345,700
Other Revenue from Own Sources							
Licenses & Permits	11,588	7,083	57,014	49,583	7,431	5	85,000
Police Fines	0	0	13,741	13,741	0		13,741
Recycling Dollies & Lids	94	0	628	0	628		0
Interest & Sundry	1,499	417	5,852	2,917	2,935		5,000
Miscellaneous	1,545	253	5,943	1,772	4,171	6	3,038
History Book Sales	16	0	77	0	77		0
	14,741	7,753	83,255	68,013	15,242		106,779
Conditional Transfers							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	7,880	10,000	7,880	10,000	(2,120)	7	20,000
	7,880	10,000	10,380	11,500	(1,120)		21,500
Other Transfers							
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
	0	0	710,418	710,192	226		1,135,192
EXPENSES							
General Government Services							
Legislative							
Mayor	2,530	3,085	19,170	21,045	1,875		36,475
Councillors	8,606	9,017	58,205	58,967	762		104,059
Regional Service Commission 9	1,262	1,875	3,785	5,625	1,841		7,500
Other	175	1,417	1,350	5,917	4,567		11,000
	12,573	15,393	82,510	91,553	9,043		159,034
Administrative							
Office Building	9,836	7,675	93,458	100,781	7,323	8	153,100
Solicitor	6,443	2,917	34,653	20,417	(14,236)	9	35,000
Administration - Wages & Benefits	65,744	75,916	506,659	568,516	61,857	10	985,200
Supplies	11,390	7,075	48,112	59,425	11,313		97,900
Professional Fees	20,479	4,167	33,678	29,167	(4,511)	11	50,000
Other	4,623	4,263	49,681	46,022	(3,659)	12	67,337
	118,515	102,012	766,242	824,328	58,086		1,388,537

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G7

	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	4,083	844		7,000
Civic Relations	(281)	208	4,922	2,958	(1,964)		4,000
Insurance	0	0	162,197	157,000	(5,197)	13	157,000
Donations	10,150	2,750	42,640	53,250	10,610		67,000
Cost of Assessment	0	0	239,884	239,884	0		239,884
Property Taxes - L.P.F.	0	0	7,681	10,000	2,319		10,000
	9,869	3,542	460,564	467,176	6,611		484,884
	140,957	120,947	1,309,316	1,383,057	73,740		2,032,455
Protective Services							
Police							
Police Protection	186,140	186,140	1,308,628	1,308,628	0		2,244,033
Crime Stoppers	0	0	2,800	2,800	0		2,800
	186,140	186,140	1,311,428	1,311,428	0		2,246,833
Fire							
Fire Protection	145,559	145,695	1,209,058	1,210,558	1,500		1,939,032
Water Costs Fire Protection	0	0	375,000	375,000	0		375,000
	145,559	145,695	1,584,058	1,585,558	1,500		2,314,032
Emergency Measures							
911 Communications Centre	11,147	11,147	78,026	78,026	0		133,758
EMO Director/Committee	0	2,083	7,400	14,583	7,183		25,000
	11,147	13,230	85,426	92,609	7,183		158,758
Other							
Animal & Pest Control	661	792	4,221	5,542	1,321		9,500
Other	2,131	1,250	8,606	8,750	144		15,000
	2,793	2,042	12,827	14,292	1,465		24,500
Total Protective Services	345,638	347,106	2,993,738	3,003,886	10,148		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
Transportation Services								
Common Services								
Administration (Wages & Benefits)	132,834	136,570	1,035,321	1,036,905	1,584		1,784,982	
Workshops, Yards & Equipment	21,120	43,792	291,774	353,542	61,767	14	580,500	
Engineering	0	417	10,355	2,917	(7,438)	15	5,000	
	153,954	180,778	1,337,450	1,393,364	55,913		2,370,482	
Street Cleaning & Flushing								
Roads & Streets	0	5,000	7,403	20,000	12,597		35,000	
Crosswalks & Sidewalks	13,119	6,917	34,848	48,417	13,569	16	83,000	
Culverts & Drainage Ditches	1,361	667	6,593	8,476	1,883		14,349	
Snow & Ice Removal	4,309	5,000	16,110	35,000	18,890	17	60,000	
	0	1,667	286,270	333,667	47,397	18	512,000	
	18,789	19,250	351,224	445,559	94,336		704,349	
Street Lighting								
	11,086	12,167	78,128	85,167	7,039		146,000	
Traffic Services								
Street Signs	(227)	833	3,595	5,833	2,239		10,000	
Traffic Lanemarking	901	0	21,663	26,000	4,337		26,000	
Traffic Signals	646	2,083	13,949	14,583	634		25,000	
Railway Crossing	1,108	1,143	14,277	12,286	(1,992)		18,000	
	2,428	4,060	53,484	58,702	5,218		79,000	
Public Transit								
Public Transit - Comex Service	15,373	15,500	30,746	31,000	254		62,000	
Public Transit - Other	146	292	1,015	2,042	1,027		3,500	
	15,519	15,792	31,761	33,042	1,281		65,500	
Total Transportation Services	201,776	232,046	1,852,047	2,015,834	163,787		3,365,331	
Environmental Health Services								
Solid Waste Disposal Land Fill	15,165	17,500	103,967	122,500	18,533	19	210,000	
Solid Waste Disposal Compost	2,489	2,333	14,154	16,333	2,179		28,000	
Solid Waste Collection	21,863	21,667	151,070	151,667	597		260,000	
Solid Waste Collection Curbside Recycling	7,566	7,500	54,397	52,500	(1,897)		90,000	
Clean Up Campaign	0	0	42,274	40,000	(2,274)		50,000	
	47,083	49,000	365,862	383,000	17,138		638,000	
Environmental Development Services								
Planning & Zoning								
Administration	31,084	32,051	270,720	270,151	(568)		443,900	
Planning Projects	4,552	11,111	20,603	44,444	23,842	20	100,000	
Heritage Committee	0	625	0	4,375	4,375		7,500	
	35,637	43,787	291,322	318,971	27,648		551,400	
Economic Development Comm.								
Tourism	0	7,202	43,211	50,413	7,202	21	86,422	
	0	0	3,103	3,200	97		3,200	
	0	7,202	46,314	53,613	7,299		89,622	
	35,637	50,989	337,636	372,583	34,947		641,022	

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
G9							
Recreation & Cultural Services							
Administration	20,707	17,300	160,072	151,291	(8,781)	22	242,315
Beaches	16,758	33,892	17,595	34,892	17,297	23	57,784
Rothsay Arena	12,062	12,919	158,117	155,093	(3,024)		276,381
Memorial Centre	2,692	4,583	31,564	40,083	8,520		63,000
Summer Programs	20,440	24,150	26,272	28,900	2,628		56,049
Parks & Gardens	73,859	54,265	295,516	312,465	16,948	24	546,400
Rothsay Common Rink	1,926	500	38,305	27,000	(11,305)	25	36,600
Playgrounds and Fields	10,112	9,000	61,933	63,000	1,067		108,000
Regional Facilities Commission	97,533	97,518	292,600	292,553	(47)		390,071
Kennebecasis Public Library	7,131	7,131	49,920	49,919	(0)		85,576
Big Rothsay Road	0	83	0	583	583		1,000
Special Events	6,734	8,825	22,470	25,175	2,705		36,500
Rothsay Living Museum	0	333	733	2,333	1,600		4,000
	<u>269,955</u>	<u>270,499</u>	<u>1,155,096</u>	<u>1,183,287</u>	<u>28,191</u>		<u>1,903,676</u>
Fiscal Services							
Debt Charges							
Interest	322	350	116,333	116,789	456		256,393
Debenture Payments	0	0	218,000	218,000	0		830,000
	<u>322</u>	<u>350</u>	<u>334,333</u>	<u>334,789</u>	<u>456</u>		<u>1,086,393</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,179,000
Reserve Funds	0	0	0	0	0		150,000
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,339,000</u>
	<u>322</u>	<u>350</u>	<u>334,333</u>	<u>334,789</u>	<u>456</u>		<u>3,425,393</u>

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Town of Rothesay

Variance Report - General Fund

7 months ending July 31, 2015

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Bill McGuire Memorial Centre	\$ 12,549	\$ 18,200	\$ (5,651)	Timing
2	Town Hall Rent	\$ 6,514	\$ 11,433	\$ (4,919)	Vacancies
3	Arena Revenue	\$ 133,125	\$ 120,667	\$ 12,458	Spring rental
4	Recreation Programs	\$ 31,159	\$ 34,900	\$ (3,741)	Boat club rent received in August
5	Licenses & Permits	\$ 57,014	\$ 49,583	\$ 7,431	Timing
6	Miscellaneous Revenue	\$ 5,943	\$ 1,772	\$ 4,171	Tenders, scrap metal, sale of used equipment
7	Grants - Other	\$ 7,880	\$ 10,000	\$ (2,120)	Additional payment received in August
Total				\$ 7,629	
Variance per Statement				\$ 19,553	
Explained				39.02%	
Expenses					
General Government					
8	Office Building	\$ 93,458	\$ 100,781	\$ 7,323	Maintenance costs less
9	Solicitor	\$ 34,653	\$ 20,417	\$ (14,236)	K-Park land use
10	Administration - Wages & Benefits	\$ 506,659	\$ 568,516	\$ 61,857	Step increases not yet effective
11	Professional Fees	\$ 33,678	\$ 29,167	\$ (4,511)	Internal auditor paid in full
12	Administration - Other	\$ 49,681	\$ 46,022	\$ (3,659)	Workers' compensation higher than budget
13	Insurance	\$ 162,197	\$ 157,000	\$ (5,197)	Water damage, claims
Protective Services					
Transportation					
14	Workshops, Yards & Equipment	\$ 291,774	\$ 353,542	\$ 61,768	Fuel costs lower, small tool purchases not made yet
15	Engineering	\$ 10,355	\$ 2,917	\$ (7,438)	Transportation plan update
16	Roads & Streets	\$ 34,848	\$ 48,417	\$ 13,569	Asphalt and repairs lower than budget
17	Culverts & Ditches	\$ 16,110	\$ 35,000	\$ 18,890	Fewer repairs required
18	Snow & Ice Removal	\$ 286,270	\$ 333,667	\$ 47,397	Sand purchases down
Environmental Health & Development					
19	Solid Waste Disposal - Landfill	\$ 103,967	\$ 122,500	\$ 18,533	Tonnage down
20	Planning Projects	\$ 20,603	\$ 44,444	\$ 23,841	Timing
21	Economic Development Commission	\$ 43,211	\$ 50,413	\$ 7,202	Timing
Recreation & Cultural Services					
22	Administration	\$ 160,072	\$ 151,291	\$ (8,781)	Wage allocation
23	Beaches	\$ 17,595	\$ 34,892	\$ 17,297	Wages and supplies under budget
24	Parks & Gardens	\$ 295,516	\$ 312,465	\$ 16,949	Wage allocation
25	Rothesay Common Rink	\$ 38,305	\$ 27,000	\$ (11,305)	Wage allocation and security costs
Fiscal Services					
Total				\$ 239,499	
Variance per Statement				\$ 328,407	
Explained				72.93%	

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Town of Rothesay

Capital Projects 2016

General Fund

7 Months Ended 31/07/2016

	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
General Government						
12010560 General Gov't Equipment Purchases G-2016-005	75,000	7,793	67,207		iPads, server	
Total General Government	75,000	7,793	67,207			
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			
12021360 Transportation Equipment Purchases T-2016-002	363,000	97,355	265,645			
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006	250,000	16,129	233,871			
12024260 Almon/Peters Reconstruction T-2016-007	350,000	215,704	134,296			
12024460 Asphalt Resurfacing T-2016-009	600,000	672,718	72,718			
12024560 Microseal Resurfacing T-2016-010	385,000	129,451	255,549			
12013060 Oakville Acres Pathways T-2016-011	50,000	34,778	15,222			
12024660 Master Drive Site T-2016-012	125,000	23,558	101,442			
12024760 RAS River Road T-2016-013	60,000	62,019	2,019			
12024860 Rothesay Road Designated Highway T-2016-014	250,000	-	250,000			
Rothesay Road Sidewalk	-	289,138	289,138			
12025060 Highland Avenue Sidewalk	-	10,950	10,950			
Total Transportation	2,563,000	1,552,695	1,010,305			
Recreation						
12020860 Recreation Equipment Purchases R-2016-003	285,000	216,047	68,953			
12012060 Arena Upgrade R-2016-008	30,000	9,166	20,834			
Total Recreation	315,000	225,214	89,786			
Total	\$ 2,979,000	\$ 1,780,716	\$ 1,198,284			

	Budget	Actual
Backhoe Replacement	230,000	
Replace R069 3/4 ton service vehicle	50,000	45,463
Blower for 3rd trackless	15,000	15,411
Blower for skidsteer	20,000	13,629
Tree mulcher for skidsteer	28,000	22,853
Street Trees	10,000	
Bicycle Racks	10,000	
	363,000	97,355

	Budget	Actual
Common	30,000	
Security Cameras	30,000	30,838
Cathodic Protection - Renforth Wharf	60,000	
Wells Park paving	20,000	
Parks Garage Roof	20,000	7,197
McGuire Parking Lot	125,000	178,012
	285,000	216,047

Carryovers						
Funded from Reserves						
12016560 Miller Field Building R-2013-08	98,919	47,628	146,547	138,500		
12018160 2013 Rothesay Common Upgrade R-2013-01	23,202	2,465,325	2,488,527	2,400,000		
12021860 Town Hall Improvements G-2014-008	77,936	11,211	89,147	75,000		
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	7,901	960,486	968,387	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	309,751	25,292	335,043	430,000		
	705,530	-	4,415,975	5,121,505	5,138,500	

Total \$ 2,979,000 \$ 2,486,245 \$ 1,198,284

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

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Aug. 22

Town of Rothesay

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

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government						
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			
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			
12021360 Transportation Equipment Purchases T-2016-002	363,000	97,355	265,645			
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006	250,000	16,129	233,871			
12024260 Almon/Peters Reconstruction T-2016-007	350,000	235,809	114,191			
12024460 Asphalt Resurfacing T-2016-009	600,000	672,718	-72,718			
12024560 Microseal Resurfacing T-2016-010	385,000	129,451	255,549			
12013060 Oakville Acres Pathways T-2016-011	50,000	34,778	15,222			
12024660 Master Drive Site T-2016-012	125,000	13,130	111,870			
12024760 RAS River Road T-2016-013	60,000	62,019	-2,019			
12024860 Rothesay Road Designated Highway T-2016-014	250,000	-	250,000			
Rothesay Road Sidewalk		289,138	-289,138			
12025060 Highland Avenue Sidewalk T-2016-015	-	10,950	-10,950			
Total Transportation	2,563,000	1,562,371	1,000,629			
Recreation						
12020860 Recreation Equipment Purchases R-2016-003	285,000	216,110	68,890			
12012060 Arena Upgrade R-2016-008	30,000	13,481	16,519			
Total Recreation	315,000	229,591	85,409			
Total	\$ 2,979,000	\$ 1,848,567	\$ 1,130,433			
Carryovers						
Funded from Reserves						
12016560 Miller Field Building R-2013-08		98,919		Previous Years	Total	Original Budget
12018160 2013 Rothesay Common Upgrade R-2013-01		23,874		47,628	146,547	138,500
12021860 Town Hall Improvements G-2014-008		24,139		2,465,325	2,489,199	2,400,000
12022460 Memorial Centre Improvements R-2014-010		5,730		-	24,139	60,000
12023060 French Village Road T-2015-010 (Phase 3 2015)		14,151		223,027	228,757	225,000
12023360 Wells Trail R-2014-019		7,901		303,739	317,890	350,000
12023560 Salt Shed Improvements T-2014-021		97,751		960,486	968,387	665,000
12023760 Curb & Gutter Eriskay/Iona T-2015-004		4,476		320,049	417,800	440,000
12023960 In House Almon/RAS Church/Golf Club T-2015-005		65,713		9,778	14,255	275,000
12024960 Generators T-2015-001		312,819		49,440	115,153	140,000
				25,292	338,110	430,000
	\$ 655,472	\$ -	\$ 4,404,764	\$ 5,060,237	\$ 5,123,500	
Total	2,979,000	2,504,039	1,130,433			
Funding:						
General Government	75,000					75,000
Protective Services	26,000					26,000
Transportation	2,563,000	300,000	150,000		350,000	1,763,000
Recreation	315,000					315,000
	\$ 2,979,000	\$ 300,000	\$ 150,000	\$ -	\$ 350,000	\$ 2,179,000

	Budget	Actual
iPads		7,793
Server		53,797
	75,000	61,590
Detail:		
Backhoe Replacement	230,000	
Replace R069 3/4 ton service vehicle	50,000	45,463
Blower for 3rd trackless	15,000	15,411
Blower for skidsteer	20,000	13,629
Tree mulcher for skidsteer	28,000	22,853
Street Trees	10,000	
Bicycle Racks	10,000	
	363,000	97,355
Detail:		
Common	30,000	
Security Cameras	30,000	30,838
Cathodic Protection - Renforth Wharf	60,000	
Wells Park paving	20,000	
Parks Garage Roof	20,000	7,260
McGuire Parking Lot	125,000	178,012
	285,000	216,110

Town of Rothesay

Utility Fund Financial Statements

July 31, 2016

Attached Reports:

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

Town of Rothesay
Capital Balance Sheet
As at 7/31/16

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 7/31/16

ASSETS

Assets:

Bank - Utility Reserve	1,317,565
Due from Utility Operating	10,556
TOTAL ASSETS	<u>\$ 1,328,120</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	972,890
Invest. in Utility Operating Reserve	99,615
Invest. in Sewage Outfall Reserve	255,615
TOTAL EQUITY	<u>\$ 1,328,121</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 7/31/16

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	617,267
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>618,467</u>
Other Assets:	
Projects	864,203
	<u>864,203</u>
 TOTAL ASSETS	 <u>\$ 1,482,670</u>

LIABILITIES

Accrued Payables	50,948
Due from General Fund	(265,961)
Due from (to) Capital Fund	(47,077)
Due to (from) Utility Reserve	10,556
Deferred Revenue	21,354
Total Liabilities	<u>(230,180)</u>

EQUITY

Surplus:	
Opening Retained Earnings	30,281
Profit (Loss) to Date	1,682,569
	<u>1,712,850</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 1,482,670</u>

Town of Rothesay
Utilities Operating Income Statement
7 Months Ended 7/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	(3,547)	2,058	509,288	491,893	17,395	1	962,000
Meter and non-hookup fees	0	0	19,717	17,500	2,217		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	(350)	0	1,515,739	1,520,000	(4,261)	2	1,520,000
Connection Fees	5,500	5,000	114,175	35,000	79,175	3	60,000
Interest Earned	6,300	3,333	36,130	23,333	12,796	4	40,000
Misc. Revenue	9,701	250	12,951	1,750	11,201	5	3,000
TOTAL RECEIPTS	17,603	10,642	2,642,073	2,519,477	122,597		3,050,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	127,500	127,500	0		255,000
Audit/Legal/Training	0	1,000	4,984	10,000	5,016		15,000
Purification/Treatment	22,898	24,167	99,696	183,167	83,470	6	304,000
Transm/Distribution	4,268	8,083	41,615	56,583	14,968		97,000
Power & Pumping	4,458	3,917	27,694	27,417	(277)		47,000
Billing/Collections	111	250	596	1,750	1,154		3,000
Water Purchased	166	83	412	583	171		1,000
Misc. Expenses	0	1,250	10,560	8,750	(1,810)		15,000
TOTAL WATER SUPPLY	31,901	38,750	313,058	415,750	102,692		737,000
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	297,500	297,500	0		595,000
Audit/Legal/Training	0	1,833	6,929	19,833	12,905	7	29,000
Collection System	270	4,833	26,223	33,833	7,611		86,000
Lift Stations	1,065	2,417	7,539	16,917	9,378		29,000
Treatment/Disposal	3,620	5,267	30,381	41,667	11,286		68,000
Misc. Expenses	39	582	12,153	4,073	(8,080)	8	6,982
TOTAL SWGE COLLECTION & DISPOSAL	4,994	14,932	380,724	413,823	33,098		813,982
FISCAL SERVICES							
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
TOTAL FISCAL SERVICES	0	0	265,722	265,723	1		1,499,018
TOTAL EXPENSES	36,895	53,682	959,505	1,095,296	135,791		3,050,000
NET INCOME (LOSS) FOR THE PERIOD	(19,292)	(43,040)	1,682,569	1,424,181	258,388		0

Town of Rothesay

Variance Report - Utility Operating
7 Months Ended July 31, 2016

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of water	\$ 509,288	\$ 491,893	\$ 17,395	Q1 water usage increased from 2015
2	Sewerage Services	\$ 1,515,739	\$ 1,520,000	\$ (4,261)	correction of town hall/institutional
3	Connection Fees	\$ 114,175	\$ 35,000	\$ 79,175	Apartment building
4	Interest Earned	\$ 36,130	\$ 23,333	\$ 12,797	Interest on accounts receivable
5	Misc. Revenue	\$ 12,951	\$ 1,750	\$ 11,201	Sale of land
Water Supply					
6	Purification/Treatment	\$ 99,696	\$ 183,167	\$ 83,471	Maintenance, testing (timing)
Sewerage Collection and Disposal					
7	Audit/Legal/Training	6,929	19,833	12,904	Training not used yet
8	Misc. Expenses - Sewer	\$ 12,153	\$ 4,073	\$ (8,080)	Clothing purchase, Outflow Management report

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Town of Rothesay

Capital Projects 2016

Utility Fund

7 Months Ended 7/31/16

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043730	Almon/Peters Reconstruction - Water - T-2016-007	425,000	169,993	255,007
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	42,988	207,012
		<u>\$ 900,000</u>	<u>215,904</u>	<u>684,096</u>

SEWER				
12042330	Wastewater Treatment Design - S-2014-016	7,500,000	360,007	7,139,993
12033430	Almon/Peters Reconstruction - Sewer - T-2016-007	425,000	202,879	222,121
12043030	Response Unit - Sewer - S-2016-003	80,000	0	80,000
		<u>8,005,000</u>	<u>562,886</u>	<u>7,442,114</u>
Total Approved		<u>8,905,000</u>	<u>778,790</u>	<u>8,126,210</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>864,203</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

8 Months Ended 8/31/16

DRAFT!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043730	Almon/Peters Reconstruction - Water - T-2016-007	425,000	169,993	255,007
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	62,031	187,969
		<u>\$ 900,000</u>	<u>234,947</u>	<u>665,053</u>

SEWER				
12042330	Wastewater Treatment Design - S-2014-016	7,500,000	360,007	7,139,993
12033430	Almon/Peters Reconstruction - Sewer - T-2016-007	425,000	202,879	222,121
12043030	Response Unit - Sewer - S-2016-003	80,000	0	80,000
		<u>8,005,000</u>	<u>562,886</u>	<u>7,442,114</u>

Total Approved		<u>8,905,000</u>	<u>797,833</u>	<u>8,107,167</u>
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Carryovers

Funded from Reserves

12031130	Wastewater Feasibility Study	13,957
12043330	Water Treatment Plant Upgrade W-2014-013	73,291
12043130	Gondola Pt. Rd W-2015-001	1,791
12043630	McGuire Centre Extension W-2015-003	-3,626
		<u>85,413</u>
		<u>883,246</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>

TOWN OF ROTHESAY

FINANCE COMMITTEE

August 25, 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

The meeting was called to order at 9:16. The agenda was accepted with Saint John Fieldhouse added as #8. The minutes of July 28, 2016 were accepted with the addition of "Gondola Point Road" as the apartment building address. (NG/DS)

Donations

Treasurer MacDonald noted there are no outstanding requests, and the YMCA has been paid. It was suggested this information be passed on to Council.

Financial Statements

General – Treasurer MacDonald said there were no surprises in the statements. There is a five-year plan for the Gas Tax, but it can be amended by Council. The Designated Highway project shows our budget contribution, not the full amount of the project. There was an extended discussion on the upcoming budget season, including the Regional Facilities. We expect to have those budgets for the September meeting. It was agreed giving the outside groups a budget target was a good idea. The statements were accepted as presented. (NG/DS)

Utilities – Treasurer MacDonald said the same applies to these statements, no surprises and a small surplus is expected. Only the deposit on the sale of the Kingswood property is reflected in July. There was a brief discussion on the sale of the James Renforth Drive property, and this was left to staff. The statements were accepted as presented. (NG/DS)

Debenture Application

Treasurer MacDonald explained the process for new debentures. The deadline is Sept 27th, and he expects to have an application for the September Council meeting.

EY Report – Final Comments

Town Manager Jarvie reviewed the most recent draft report and comments received from Councillors. There are still final revisions to come, including amendments to reflect Mayor Grant's and Deputy Mayor Alexander's comments. It was suggested we include an executive summary for management's responses. The full report will be presented to Council in September. The report recommends quarterly updates to Finance and yearly comments as part of the annual report. It was agreed to accept the report with the final revisions (NG/DS).

Server Purchase

The committee reviewed the rationale to support a "sole sourced" purchase relating to new computer servers as presented in the memo from ICT Coordinator Mike Kean. It was noted the purchase was approved in the 2016 capital budget and the quote was slightly less than the budgeted amount. The committee recommended a motion be presented to Council to ratify the server purchase. (DS/NG)

Building Lease

Town Manager Jarvie reported on preliminary discussions relating to a potential tenant for a portion of the vacant office space. This would be a short term rental, for a maximum of two years. The renovations required would be minimal and additional annual operating expenses should be approximately \$10,000. Town Manager Jarvie will draft a proposal for the prospective tenant.

Saint John Field House Support

After a brief discussion, it was decided this should be part of the budget process, after Council has set their priorities.

Compliance Report

For information purposes, all appropriate remittances have been filed.

Next Meeting

The next meeting is set for Sept. 22 at 1:30 in the Sayre Room. The meeting adjourned at 11:11.



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald
DATE : August 30, 2016
RE : Server Purchase

Recommendation

Council ratify the purchase of two "PowerEdge T630 Server" packages under a sole source arrangement with Dell Canada Inc. in the aggregate amount of \$51,586.00 plus HST.

Background

The 2016 Rothesay General Fund capital budget includes provision for the acquisition of computer servers in the amount of \$60,000. Regulation 2014-93 under the Procurement Act (section 58) requires the purchase of goods in excess of \$25,000 be conducted through an open competitive bidding process unless an alternative procurement method is authorized in the circumstances.

There are a number of exceptions to this general regulation including "an absence of competition for technical reasons, and the goods or services can be supplied by only one person and no alternative or substitute exists" (regulation 156(b)).

As documented by ICT Coordinator/Network Administrator Mike Kean and the Clerk, there are technical compatibility requirements that mandate the purchase of Dell equipment in this circumstance. Also, the purchase of IT equipment directly from Dell provides a significant cost saving over the list prices and amounts available from third party suppliers (see memos attached).

The Rothesay Purchasing Policy relating to budgeted expenditures reads as follows:

For amounts less than those prescribed by the Act the Town Manager is authorized to purchase goods and services which have been specifically set out in operating or capital budgets and where the amount of the purchase is less than or equal to the amount set out in the budget.

The server purchase was approved in the amount of \$51,586 (plus HST). After the appropriate HST rebate the gross cost to the Town is approximately \$54,000 (\$6,000 less than the approved budget). However, as the cost exceeds the \$25,000 prescribed by the Procurement Act, I believe it is also appropriate to have Council ratify the acquisition.



ROTHESAY

MEMORANDUM



TO	:	Doug MacDonald
FROM	:	Mary Jane Banks, Michael Kean
DATE	:	18 August 2016
RE	:	IT Infrastructure procurement

Further to your request, please see the attached summary from ICT Coordinator/Network Administrator Mike Kean.

I believe the IT Infrastructure procurement process followed by Rothesay with respect to sole sourcing is covered under Sections 156(b) and 158(l) that permits procurement under another jurisdiction (in this case the Federal Government) by means of a mutual agreement/pricing structure as between the Federal Government and Dell.

As noted, the agreement that allows Rothesay to participate in Federal Government pricing has realized discounts in the range of 15 to 30%. (In this instance a discount rate of 28% was applied).


Mary Jane Banks


Michael Kean

Mary Jane Banks

From: Michael Kean
Sent: August-18-16 10:19 AM
To: Mary Jane Banks
Subject: RE: Server purchase

Many years ago, prior to my involvement with the town infrastructure (pre 2000) the town had already standardized on Dell servers and workstations as their platform of choice. The reason being the consistency of quality and the enhanced features offered at the time for maintenance and system monitoring. All of which carry through today.

Our server infrastructure is all Dell based as they offer the only true server class machines at the level we operate in. Previous options would have been IBM and HP who no longer have product offerings in our system class. We have significant investment in our current server and workstation infrastructure which includes the Dell AppAssure backup system. Purchased last year designed for seamless integration into our Dell hardware and Microsoft Software platforms purchased in part to make the transition to new servers this year as seamless as possible to end user operations.

Leveraging my background as an Independent IT contractor prior to joining Rothesay staff in 2007 I had booked with Dell over 1 Million dollars of server and workstation sales from 1991 to 2007. Continuing that relationship with Dell and Rothesay has enabled me to get us on their Federal Government level pricing structure and a dedicated account representative since 2008. The discounts vary depending on the product, anywhere from 15% to 30% off suggested retail. For servers we have been getting a 28% discount for hardware.

The Dell platform continues to offer superior quality hardware, 3 yr onsite parts and service warranties with options to renew, asset tracking and options of third party software to manage and monitor installed hardware and user software from a centralized console at no additional costs. There are vendors out there who resell Dell hardware that we also have business relationships with for large software or unique IT hardware purchases. They however are not able to offer us the discounts on the Dell hardware that we get directly from Dell. Essentially Dell sells the equipment to the town for the same price as the resellers buy it for.

Having a sole source vendor for Servers and Workstations such as Dell is a large contributor to Rothesay enjoying a 99.7% operational uptime for our IT infrastructure.

Mike



ROTHESAY

Michael Kean, CNE, MCSE, MISA (Atlantic Member)

ICT Coordinator / Network Administrator

Direct: 506-848-6672

T: 506-848-6600

F: 506-848-6677

C: 506-639-8176

70 Hampton Road

Rothesay, NB

Canada E2E 5L5

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 s.



ROTHESAY

MEMORANDUM



TO : Council
FROM : Doug MacDonald
DATE : August 30, 2016
RE : Donations Report

The summary below represents donations and grants approved for the period from January 1 to July 31, 2016. The annual donation/grant budget for 2016 is \$67,000.

Town of Rothesay

31/07/2016

Donations/Cultural Support

Paid to date

KV3C	2,500.00 in kind
NB Medical Education Trust	5,000.00
Fairweather Scholarship	1,000.00
KV Oasis	10,000.00
Dalhousie Medicine	5,000.00
Saint John Theatre Company	1,000.00
YMCA	10,000.00
Cherry Brook Zoo	5,000.00
Alberta Fire Appeal	1,000.00
sub	<u>40,500.00</u>

Other:

Notre-Dame-du-Mont-Carmel Church Fund	40.00
██████████	400.00 Mission trip to Uganda
██████████	250.00 KVMHA Female 13-14 Provincial tournament
Kingsway Care Alliance	3,000.00
██████████	200.00 Rothesay High volleyball tournament
Rotary Dinner	300.00
Rothesay Netherwood Art Show	300.00
KV Old Boys	150.00
sub	<u>4,640.00</u>
	<u>45,140.00</u>



ROTHESAY
Public Works and Infrastructure
Committee Meeting
August 17, 2016
Rothesay Town Hall – Sayre Room
8:30 a.m.



DRAFT

PRESENT: COUNCILLOR MATT ALEXANDER, CHAIRPERSON
RAHA MOSCA, VICE CHAIRPERSON (*arrived at 8:33 a.m.*)
COUNCILLOR MIRIAM WELLS
SCOTT SMITH (*left the meeting at 10:32 a.m.*)
SHAWN PETERSON

TOWN MANAGER JOHN JARVIE (*arrived at 8:37 a.m.*)
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN
RECORDING SECRETARY LIZ POMEROY

ABSENT: RYAN SCOVILLE

Chairperson Alexander called the meeting to order at 8:30 a.m.

1. APPROVAL OF AGENDA:

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

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of June 22, 2016.

MOVED by Counc. Wells and seconded by S. Peterson to approve the Minutes of June 22, 2016 as circulated.

CARRIED.

R. Mosca arrived at the meeting.

3. DELEGATIONS:

3.1 Michael Butler

11 August 2016 Letter from Mr. Butler with attachments

Chairperson Alexander welcomed Mr. Butler and advised his correspondence had been circulated to the Committee. Mr. Butler gave a brief background summary. He noted: after the Town completed the work on his property water damage was evident in the crawlspace of his home; he is still experiencing problems; approximately \$6000 of work was put into mitigating the problem; his backyard remains wet and soggy, and does not drain properly; a brief discussion in 2010 with engineers from CBCL indicated the installation of french drains could alleviate the problem; and the adjuster's report indicated an engineering study could be completed to help determine the cause of the problem. Mr. Butler expressed his interest in working with the Town to find a solution to the problem. He suggested an engineering study be completed, and the Town reimburse he and his wife for costs associated with mitigating the problem.

Town Manager Jarvie arrived at the meeting.

There was discussion on the following: work completed on the property; purpose of installing a pipe in the ditch (to reduce long term maintenance of the ditch); possible causes of damage; lack of

blockages in the pipe; history as a wet property; french drains; and lack of issues before the Town completed the work. It was noted the Butler's acquired the property in 1989. Chairperson Alexander thanked Mr. Butler for his presentation and advised the Committee would discuss the information and he will be notified of the result.

3.2 Brian Gillis

3 August 2016 Letter from Mr. Gillis RE: Bike Lane Concerns

6 July 2016 Letter from Mr. Gillis RE: Active Transportation with attachments

➤ Phone call from DTI RE: Resident concerns of construction signs in bike lane

Chairperson Alexander welcomed Mr. Gillis and noted the Committee received his correspondence. Mr. Gillis noted the following: concern for people's safety has improved over the last few decades; employees now conduct operations with safety as a primary concern; and the philosophy of today is to report unsafe working conditions and fix them as soon as possible. He inquired about Rothesay's process for receiving and managing resident requests. It was noted resident requests, not addressed to Mayor and Council, are received and entered into a system. Depending on the nature of the request, they are typically entered as service requests which are then sent to Town staff within the related department. Resident requests addressed to Mayor and Council are presented to Council at the regular monthly Council meetings, then depending on the nature of the request, they may be referred to a committee(s) for recommendations. The recommendation(s) typically returns to Council for a final decision. Mr. Gillis expressed concern regarding lack of response from the Town regarding his requests. It was noted if the correspondence was addressed to Mayor and Council a Town response is typically sent once a final decision has been made. The following was discussed: legitimacy of problems; typical timelines of common requests; receipt of information; decisions may not meet the satisfaction of the resident; Town budget for active transportation; urgency of requests; closing request loops regardless of favourable or unfavourable decisions; and election promises of improved communication and transparency. Chairperson Alexander thanked Mr. Gillis for his presentation. In response to Mr. Gillis' inquiry regarding a timeline for a response to his requests, Chairperson Alexander advised the Committee has a lengthy agenda and if the matter is not discussed at this meeting it will be deferred to the next.

The Committee made the following comments: the construction signs in Mr. Gillis' correspondence are within a construction zone where restrictions apply to motorists; similar restrictions should apply to cyclists as well; accountability of actions for both cyclists and motorists; Town funds are limited and other priorities may take precedence; it is Town practice to paint bike lanes in areas where TAC guidelines are met; typically an engineer is consulted before bike lanes are painted; opportunity exists for public education on motor vehicle and cycling safety on the Town website and social media; opportunities to improve the Town response system; resident requests addressed to Mayor and Council may require significant Town resources; it is common for residents to be present during service visits by Town staff; and responses may not be sent if residents are present during service requests and have spoken with Town staff at the time. It was suggested Town staff review Mr. Gillis' requests and prepare a report for Council indicating possible resolutions for each item.

MOVED by S. Smith and seconded by Counc. Wells:

- A. A report be created detailing possible resolutions to Mr. Gillis' requests; and
- B. Further that the Public Works and Infrastructure Committee recommend Council send a detailed response to Mr. Gillis regarding possible resolutions for his requests based on recommendations from the above noted report.

CARRIED.

Item continued.

3.1 Michael Butler

11 August 2016 Letter from Mr. Butler with attachments

The Committee made the following comments: suggestion to revert the area back to a ditch; lack of property history; the cause of the problem remains unclear; responsibility cannot be established until the cause is determined; the pipe was installed for the benefit of all property owners in the area; no issues have been raised by other property owners in the area; possible alternative causes such as: pre-existing soil conditions preventing drainage, and/or intensified weather conditions; installation of the pipe was a result of a resident request; and an insurance claim for damages was not made against the Town. There was general discussion regarding the adjuster's report. There was a lengthy discussion regarding the layout and construction completed on the property. It was suggested a survey of the property be completed in order to determine whether or not the pipe installed by the Town created an elevation which could cause water to be trapped in the backyard. It was noted without the history of the property it cannot be determined if the topography of the area has changed naturally over the years.

MOVED by Counc. Wells and seconded by S. Smith the Public Works and Infrastructure Committee recommend Council authorize a detailed topographic survey to be completed for the property of [REDACTED] Ryan Drive.

CARRIED.

4. REPORTS & PRESENTATIONS:

N/A

5. UNFINISHED BUSINESS

5.1 Update on Capital Projects.

➤ Capital Projects Summaries

RECEIVED FOR INFORMATION.

5.2 Update on RA-5 crosswalks

Counc. Wells inquired as to when the solar powered LED flashing crosswalk system ordered for the Grove Avenue/Hampton Road crosswalk is to be installed. DO McLean advised confirmation from the manufacturer was received two weeks after the order was placed. He added the anticipated 4 week delivery was delayed because the manufacturer closed operations for two weeks at the end of July. It was noted the manufacturer indicated the order is expected to be in transit the week of August 22, 2016. DO McLean further noted it is expected to be a quick install.

5.3 Update on solid waste

➤ Tonnage report

In response to S. Peterson's inquiry, it was noted the tonnage report had been posted to the Town website.

5.4 Update on Almon and Peters Lane – asphalt testing

DO McLean gave a brief explanation noting asphalt testing is a standard practice completed by both the Town and the contractor in order to determine quality assurance. In this case, the Town's test results differed from the contractor's indicating there were deficiencies in the asphalt. After third party testing, it was noted the asphalt met the required standards. There was a brief discussion on the lack of curb at the end of Almon Lane towards Hampton Road. It was noted the project was designed as such to accommodate the request from residents for minimal curb.

5.5 Discussion on Traffic By-Law

It was noted the decision to numerically line-up the Rothesay Traffic By-law with the Quispamsis Traffic By-law initiated from a request from the Kennebecasis Regional Police Department. Similar By-law numbering would alleviate the issue of officers issuing similar tickets with different by-law numerical references. In order to line-up the By-law sections correctly, a loitering section was drafted into the Rothesay By-law. It was suggested DO McLean speak with the town of Quispamsis to discuss the possibility of removing the loitering sections from the Traffic By-laws of both towns. In response to an inquiry regarding the possible coordination of school zones speed limits in the Kennebecasis Valley, DO McLean advised it would require either Rothesay increasing the school zone limit to 40 km or Quispamsis reducing their school zone speed limit to 30 km. The following was discussed: Quispamsis school zone speed limit (40 km); Rothesay school zone speed limit (30 km); Gondola Point Road speed limit (30 km); and speed signage in school zones, specifically on Hampton Road from Rothesay High School to Rothesay Park School. After a lengthy discussion, it was suggested DO McLean return to the Committee with a recommendation for possible locations, quantities, and cost for portable flashing speed signs that can be timed to coordinate with school hours.

Counc. Wells inquired if the Registrar of Motor Vehicles comment regarding Traffic Control Devices Subsection 2, suggested the removal of audible chimes for "Walk" and "Don't Walk" signals. DO McLean advised it is Town practice to install audible chimes for these signals though no standard exists. The audible chimes are then adjusted to appropriate volumes. There was general discussion regarding use of winter traction tires noting the following: the related section in the By-law applies only to individuals choosing to use winter traction tires; studded tires can damage asphalt over a period of time; and a yearly time restriction for use of studded tires does exist. There was a brief discussion regarding Section 19 subsection 2, the impediment of public passage on highways or public places by any vehicle or animal. DO McLean advised he will return to the Committee with staff comments regarding the Registrar's suggestions.

5.6 Discussion on Streets and Sidewalks By-law

Chairperson Alexander submitted a hardcopy of his edits to DO McLean and noted they were mainly grammatical. There was discussion on the following: Section 12 (Snow removal from sidewalks), public education regarding snow removal, Section 15 (Encroaching vegetation), and Section 26 (Encroachments). The following comments were made: possibility of sending the homeowner a bill

as opposed to going to court for sidewalk snow removal matters; Section 12 is intended to deter frequent offenders in order to reduce maintenance costs for snow removal equipment; suggestion to include snow removal education on the Town website and social media; Section 15 explains homeowner's responsibility to trim any vegetation encroaching upon a street that may interfere with pedestrians, sight lines, cyclists, motorists, and structures; and tree trimming by the Town typically occurs around this time. In response to Counc. Well's inquiry, DO McLean advised no reminder system exists for encroachment permits. He added a renewal fee is sent out as a bill and may act as a reminder. There was general discussion. It was suggested a follow-up mechanism be created for encroachment permits.

S. Smith left the meeting at 10:32 a.m.

Meeting Addendum:

Chairperson Alexander, in the interest of time, questioned if the Committee members preferred to have any matters brought forward to be discussed. S. Peterson requested item 5.11 Update on Highland Avenue Streetlighting be brought forward. Town Manager Jarvie suggested item 7.1 the letter from the Department of Transportation and Infrastructure RE: Five Year Program dated 22 July 2016 be brought forward. As budget preparation time approaches, he noted it would be in the Town's best interest to set priorities now with the intent of submitting applications as early as possible.

Item brought forward.

5.11 Update on Highland Avenue Streetlighting

- 8 August 2016 Website contact message from resident RE: Highland Ave. Streetlighting

It was suggested an information notice be sent out notifying the homeowners of Highland Avenue of their responsibility to maintain street lighting on individual properties. There was general discussion on the following: information to be included in the notice (covenant, type of bulb, locations for bulb purchase, and the option to have an electrician provide maintenance services); enforcement; and covenant inclusion in the buyer's agreement when purchasing a home on Highland Avenue.

MOVED by S. Peterson and seconded by R. Mosca the Public Works and Infrastructure Committee recommend Council authorize an information notice, regarding homeowner's responsibility for street lighting, be sent to all the residents of Highland Avenue.

CARRIED.

Item brought forward.

7.1 22 July 2016 Letter from Department of Transportation and Infrastructure RE: Five Year Program

DO McLean noted options to consider include repaving: the remaining ¼ of Hampton Road, Rothesay Road (Fox Farm Road to the Saint John city line), or Rothesay Road (Fox Farm Road to the Riverside Golf Club). He advised the program includes curb, gutter, and drainage; sidewalk funding is the responsibility of the Town. Since sidewalks and a watermain upgrade are required at a high cost, it is suggested the Hampton Road project be postponed until 2019. As the portion of Rothesay Road from Fox Farm Road to the Saint John city line is still in decent condition, it was suggested the repaving of Rothesay Road from Fox Farm Road to the Riverside Golf Club be submitted for budget consideration in 2017. Therefore, the remaining portion of Rothesay Road from Fox Farm Road to the Saint John city line could be considered for 2018. It was noted there is no guarantee of funding

from the provincial government. There was a brief discussion regarding drainage and the CN right-of-way.

Meeting Addendum:

The Committee agreed the remaining items on the agenda will be deferred to next meeting and to ensure enough time is provided, the September 21st, 2016 meeting will begin at 8:00 a.m. It was suggested Committee members allocate sufficient time in their schedules to accommodate for lengthier meetings.

Items deferred to September 21, 2016 meeting:

- 5.7 Update on Church Ave. parking – verbal report
- 5.8 Update on Rothesay Road – verbal report
- 5.9 Update on Kaitlyn Street – verbal report
- 5.10 Update on Parkdale/Chapel sidewalk – verbal report
- 5.12 Discussion on James Renforth Drive curb
- 5.13 Discussion on Wells Park – Dog Park
 - 4 August 2016 Website contact message from resident RE: Wells Dog Park

6. NEW BUSINESS:

- 6.1 Discussion on Efficiency and Energy Reduction Targets
 - 12 August 2016 Memorandum from DO McLean with attachment

7. CORRESPONDENCE FOR ACTION:

- 7.2 30 July 2016 Letter from resident RE: Dobbin St. Drainage

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

The next meeting will be held on **Wednesday, September 21, 2016 at 8:00 a.m. in Town Hall.**

10. ADJOURNMENT

MOVED by Counc. Wells and seconded by R. Mosca the meeting be adjourned.

CARRIED.

The meeting adjourned at 10:48 a.m.

CHAIRPERSON

RECORDING SECRETARY



2016September12OpenSessionFINAL_084
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Public Works & Infrastructure
Committee
DATE : August 19, 2016
RE : Motions Passed at August 17, 2016 Meeting

Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, August 17, 2016:

MOVED ... and seconded ...:

- A. A report be created detailing possible resolutions to Mr. Gillis' requests; and
- B. Further that the Public Works and Infrastructure Committee recommend Council send a detailed response to Mr. Gillis regarding possible resolutions for his requests based on recommendations from the above noted report.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council authorize a detailed topographic survey be completed for the property of █ Ryan Drive.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council authorize an information notice, regarding homeowner's responsibility for street lighting, be sent to all the residents of Highland Avenue.

CARRIED.

Respectfully submitted,

Liz Pomeroy
Recording Secretary



ROTHESAY
~~2016 September 12 Open Session FINAL_085~~
Utilities Committee Meeting
August 17, 2016
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

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

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

ABSENT: MARK MCALOON

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

1. APPROVAL OF AGENDA

MOVED by B. Justason and seconded by P. Boudrea to approve the agenda as circulated, with the following addition:

Item 6.5 Residential Water Issue on Grove Avenue

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of July 20, 2016.

MOVED by S. Waycott and seconded by P. Boudreau to approve the Minutes of July 20, 2016 as circulated.

CARRIED.

3. DELEGATIONS:

4. REPORTS & PRESENTATION:

N/A

5. UNFINISHED BUSINESS:

5.1 Update on Wells Park

It was noted the project is almost complete. With a recommendation from the Parks and Recreation Committee and an endorsement from the KV Committee for the Disabled Persons to Council, compacted ¼ minus stone has been applied to the trail. Paving of the parking lot and driveway remains to be completed. Both the ball field and dog park require time for the grass to grow before public use. There was a brief discussion on the gates for Wells Park. DO McLean advised the gates were installed incorrectly and the Town has the option of leaving them as is or having them reinstalled at no cost. He further noted the Parks and Recreation Department began mapping out existing ATV trails for use as potential cross country ski trails. It was noted DO McLean met with representatives from the Department of Environment and it

was suggested a plan be developed to either decommission or install wellhouses for protection of the existing wells in the area.

5.2 Update on Capital Program.

➤ Capital Projects Summaries

RECEIVED FOR INFORMATION.

5.3 Update on Wastewater Treatment Plant Pumping Stations and Transmission Lines

➤ Washrooms at East Riverside Kingshurst pumping station – design plan

It was noted construction work on Rothesay Road for the forcemain installation continues and is progressing nicely. There was a brief discussion on the progress of the project.

The Committee reviewed the conceptual plan for the pumping station at East Riverside Kingshurst. The following was discussed: masonry materials for the bottom third of the building; vertical wood siding; closure of washrooms at night; location of building; building size; and location of washrooms within the building (doors inside the breezeway). The following comments were made: operation and maintenance costs have been factored into the estimate however the total cost of the washrooms will be determined when the tender is awarded; no commitment for equipment has been made, however, a generator must be included; and the conceptual drawing depicts faux windows on the south elevation. After some discussion, it was suggested DO McLean investigate alternative options for the windows including louvered windows/shutters similar to the Rothesay Commons building. There was a brief discussion regarding types of generators. Concern was expressed noting the type of generator could have an affect on the size of the building. For example, a propane tank if positioned behind the building, would not require space within the building therefore the building size could be reduced. It was noted other infrastructure in the building requires a specific amount of space.

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

It is anticipated the tender package for the rehabilitation of Well #6 will be released on Friday, August 19, 2016. DO McLean advised during his meeting with representatives from the Department of Environment the following was noted: 1910 cubic metres is the existing withdrawal limit for the aquifer; this was the regulated amount established by the Department in 2002; an increase in the daily withdrawal limit will be required to handle increasing Town water usage; 2400 cubic metres is the Town's goal for a withdrawal limit; pump tests will be used to determine sustainable withdrawal limits; well cleaning has improved water production for the Town; an Environmental Impact Assessment (EIA) was opened in 2013 and it was agreed the rehabilitation of Well #6 can be done under this EIA as well as the work to determine a sustainable withdrawal amount; and long term monitoring is expected to ensure any withdrawal limit increase is sustainable. There was general discussion on the following: water exploration activities; redrilling of Well #6; comparison of drilling a new well versus redrilling an existing well; cost of pump tests; and the Town's budget for water exploration.

5.5 Discussion on “rupture” definition for Sewage By-law 1-15

Concern was expressed regarding specifications for construction, pressure change, and infrastructure. After some discussion, the Committee agreed the definition for pipe rupture will be as follows: Pipe Rupture – a break in a pipeline caused by nearby Town construction or by a significant change in pressure within the lateral.

It was noted the bond was released for the resident of Maplecrest Drive and a letter was sent to notify the resident of Council’s decision to deny the request for reimbursement of costs associated with the repair of their sanitary sewer lateral.

6. NEW BUSINESS:**6.1 Victorian Gardens Development – Live Watermain Valve Manipulation**

DO McLean advised the Town received a call to complete an inspection following the installation of a water meter in the Victorian Gardens Development. During the inspection it was noted the main water valve had been turned on, unbeknownst to the Town, and multiple hoses were being used to water hedges and sod. It was noted these actions put the Town’s water system at risk as there was no connection to the water meter, and backflow prevention mechanisms were not in place. DO McLean advised the water to the subdivision was shut off and turned back on once connection to the recently installed water meter was established. He noted further he contacted the developer and no response has been received. It was noted live watermain valve manipulation is typically associated with a penalty. It was further noted an employee of the developer indicated the water use had occurred over a period of weeks. It was suggested the developer be assessed a penalty to act as a deterrent for future watermain valve manipulation. DO McLean advised this matter was on the agenda to apprise the Committee of the issue.

6.2 Residential Water Quality on Grove Ave.

➤ 6 August 2016 Website contact message from resident RE: Grove Ave. water quality
DO McLean advised the resident submitted a sample of the water to the Town as well as a sample of the sediment produced after boiling the sample water. It was noted manganese was evident in the sample. There was general discussion regarding possible causes. DO McLean advised the issue is under investigation and he will keep the Committee updated.

6.3 Discussion on Lateral Responsibility

➤ 3 August 2016 Website contact message from resident RE: Marr Rd. Back-Up
It was noted residents may be unaware of their lateral responsibility as homeowners. DO McLean suggested a description noting the homeowner’s responsibility for the lateral from the property to the main line be included with the utility bills of all residents. The Committee was in agreement the notification was a good idea.

6.4 Discussion on Efficiency and Energy Reduction Targets

➤ 12 August 2016 Memorandum from DO McLean with attachment

DO McLean advised it is less problematic to incorporate energy conserving mechanisms into newer buildings rather than older buildings. He noted 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. The Committee agreed the matter be investigated further.

6.5 Residential Grove Avenue

DO McLean advised he had not spoken to the resident. It was noted the Town treasurer is typically the point of contact for the Town for such matters and he is away on vacation. It was further noted the cause of the situation is unclear, and there are various possible causes some include: a leak within the residence; a tap left running; water left running to avoid frozen pipes while away; or medical equipment requiring significant water usage. It was noted significant changes in water usage can usually be detected through water meter readings. If higher than normal usage occurs it has been the practice of the Town to notify those residents. There was general discussion regarding the resident's water bill. DO McLean advised he will follow up with the residents and the Town treasurer, and the item will remain on the agenda.

7. CORRESPONDENCE FOR ACTION:**8. CORRESPONDENCE FOR INFORMATION:**

N/A

9. DATE OF NEXT MEETING:

The next meeting will be held on **Wednesday, September 21, 2016.**

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:53 p.m.

CHAIRPERSON

RECORDING SECRETARY

To: Mayor and Council
Town of Rothesay

Date: August 15th, 2016

From: [REDACTED]
53 Grove Ave, Rothesay, NB

[REDACTED]

[REDACTED]



Re: Water Bill for 53 Grove Avenue

To Mayor and Council:

I am writing as a follow-up to my letter sent on May 12th, 2016, regarding my water bill for [REDACTED] Grove Avenue. Since that time, and prior to my letter, we have accumulated significant interest charges in excess of \$1,300.00. This amount due, is after paying \$100.00 per month for over the past year, which is far in excess of actual water usage at this location.

I ask the Mayor and Council to review this letter and attached May 12th, 2016 letter explaining the disputed charges and subsequent inability to deal with those excessive charges in 2015 and early 2016. We are asking the Mayor and Council to consider the inexplicable \$800 charge in the short time frame within 2015 and consider relieving the \$800 charges and subsequent interest charges.

We thank you for your consideration,

[REDACTED]

To: Mayor and Council
Town of Rothesay

Date: May 12th, 2016

From: [REDACTED]
53 Grove Ave, Rothesay, NB

[REDACTED]
[REDACTED]



Re: Water Bill for 53 Grove Avenue

To Mayor and Council:

I am writing in regards to an irregularity in my water bill, at [REDACTED] Grove Avenue, extending from April to June of 2015, whereby the accumulative bill was in excess of \$800.00. During this time and any time six months prior to, there were no inside or outside leaks, excessive water use, or any other reasonable explanation as to why the bill should have risen above normal seasonal usage from previous years.

As for the delay in reaching out to you, I was severely ill last year and in the Halifax hospital awaiting a multiple organ transplant which I received in November of last year. During that time, my wife was responsible to look after our four children, deal with my critical health issues, and look after responsibilities that I would normally take care of. At that time, she was in no position to challenge the charges or re-direct her attention away the priorities at hand.

It is only now, as I recover, that I am able to address this issue. I have spoken to the town treasurer, and he has provided me guidance on how to direct this matter to you, the Mayor and Council. I hope you will consider my case since there is no reasonable explanation from our side as to why the bill was so high during that brief three month period in 2015.

We thank you for your consideration,

[REDACTED]



HERITAGE PRESERVATION REVIEW BOARD
MEETING

Rothesay Town Hall

Wednesday, August 17, 2016

7:00 p.m.



PRESENT: JIM BAIRD, CHAIRPERSON
GREG MURDOCK, VICE CHAIRPERSON
RANDOLPH GIFFIN
KATHERINE GRANT (*arrived at 7:06 p.m.*)
JON LEHEUP
HOWARD PEARN

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

ABSENT: J.P. FOISY
COUNCILLOR TIFFANY MACKAY FRENCH

Chairperson Baird called the meeting to order at 7:00 p.m.

1. APPROVAL OF AGENDA:

MOVED by G. Murdock and seconded by J. LeHeup the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of Wednesday, July 20, 2016

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

CARRIED.

3. REPORTS: None

4. NEW BUSINESS:

4.1 **3219 Rothesay Road**

OWNER:

PID:

PROPOSAL:

Bill Pump

Horizon Management Limited

30210231

Certificate of Appropriateness – Vent Installation

Aaron Small, owner of Valley Home & Hearth attended the meeting. DPDS White gave a brief explanation noting the application is for a Certificate or Appropriateness to allow for the installation of two direct vent terminations on the exterior of 3219 Rothesay Road. The following was discussed: proposed location of the vents on the former washroom doors; the planter box in front of the doors; concern of maintaining original materials for Heritage buildings; less of a concern since the vents will be on the doors; paint colour for the vents (brown to match the exterior of the building); alternative locations for the vents (roof and top of the door), and long term effects on the paint from the heat of the vents. A photograph was displayed of a Valley Home & Hearth employee holding a vent on the proposed doors. It was noted the vents will be positioned high on the doors to prevent accidental contact by individuals on the premises. Mr. Small brought a proposed vent to the meeting for the Board's reference and noted it was similar to vents found on residential properties.

MOVED by J. LeHeup and seconded by G. Murdock the Heritage Preservation Review Board issue a Heritage Permit for the installation of two Direct Vent Terminations on the exterior doors of 3219 Rothesay Road (PID 30210231) facing Station Road subject to the following condition:

1. The applicant shall paint the vents a dark brown colour matching the existing colour of the doors.

CARRIED.

ROTHESAY
Heritage Preservation Review Board
Meeting Minutes

-2-

17 August 2016

K. Grant arrived at the meeting.

- 5. OLD BUSINESS:
- 6. CORRESPONDENCE FOR INFORMATION: None
- 7. DELEGATIONS: None
- 8. DATE OF NEXT MEETING:

The next meeting will be held on **Wednesday, September 21, 2016.**

- 9. ADJOURNMENT

MOVED by R. Giffin and seconded by G. Murdock the meeting be adjourned.

CARRIED.

The meeting ended at 7:07 p.m.

CHAIRPERSON

RECORDING SECRETARY

ROTHESAY



PLANNING ADVISORY COMMITTEE MEETING

Rothesay Town Hall

Tuesday, September 6, 2016

5:30 p.m.



PRESENT: BILL KEAN, CHAIR
COUNCILLOR PETER LEWIS
COUNCILLOR DON SHEA
COLIN BOYNE
EWEN CAMERON
ELIZABETH GILLIS
CRAIG PINHEY

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

ABSENT: LAURIE GALE, VICE CHAIR
TOWN MANAGER JOHN JARVIE

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

1. APPROVAL OF THE AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Meeting of August 2, 2016

MOVED by Counc. Lewis and seconded by C. Pinhey the minutes of 2 August 2016 be adopted as circulated.

CARRIED.

3. NEW BUSINESS

N/A

4. OLD BUSINESS

TABLED ITEMS

4.1 2709 Rothesay Road – 1 Lot Subdivision (Tabled August 2016)

No action at this time.

DPDS White advised the applicants are still reviewing their options. It was noted the item will remain tabled.

DRAFT**ROTHESAY**

Planning Advisory Committee
Minutes

-2-

6 September 2016

4.2 7 Hillcrest Drive**Andrew McKay**

OWNER:

David E. Long & Sharon A. Long

PID:

00257139 & 30048847

PROPOSAL:

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

Mr. Joe Bent of A.E. McKay Builders Ltd. was in attendance. Chairperson Kean advised the Committee reviewed feedback received from residents, including three additional letters upon arrival at the meeting. Mr. Bent noted Mr. McKay sends his regrets he is unable to attend the meeting due to a family health issue. It was noted a public hearing will be held on Wednesday, September 14, 2016 at 7:00 p.m. at Rothesay High School.

Mr. Bent advised A.E. McKay Builders Ltd. had received positive feedback from current and former Rothesay residents regarding the project and sincere interest from potential condo owners. He added after speaking with a number of people he anticipates there will be individuals that will speak in favour of the proposal at the public hearing.

MOVED by Counc. Lewis and seconded by E. Cameron the item 7 Hillcrest Drive – Rezoning to R4 be tabled for review at the October Planning Advisory Committee meeting.

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

The next meeting will be held on Monday, October 3, 2016.

6. ADJOURNMENT

MOVED by C. Boyne and seconded by Counc. Shea the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:40 p.m.

 CHAIRPERSON

 RECORDING SECRETARY



2016September12OpenSessionFINAL_095

BUILDING PERMIT REPORT

8/ 1/2016 to 8/31/2016

<i>Date</i>	<i>Building Permit No.</i>	<i>Property Location</i>	<i>Nature of Construction</i>	<i>Value of Construction</i>	<i>Building Permit Fee</i>
2016/08/16	BP2016-00178	14 ALLISON DRIVE	SINGLE FAMILY	\$500,000.00	\$3,625.00
2016/08/25	BP2016-00181	76 HIGHLAND AVE	ABOVE GROUND POOL	\$18,000.00	\$130.50
2016/08/05	BP2016-00187	17 ALLISON DR	SIDING	\$5,000.00	\$36.25
2016/08/09	BP2016-00189	27 CRESCENT DR	DECK	\$20,000.00	\$145.00
2016/08/05	BP2016-00190	13 GLEN AVE	DECK	\$9,300.00	\$72.50
2016/08/12	BP2016-00194	7 BISCAYNE CRT	WINDOWS	\$6,000.00	\$43.50
2016/08/05	BP2016-00196	2 ELLIS DR	ACCESSORY BUILDING	\$2,000.00	\$20.00
2016/08/05	BP2016-00198	45 CHARLES CRES	ELECTRICAL UPGRADE	\$1,600.00	\$20.00
2016/08/15	BP2016-00199	45 CLARK	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
2016/08/29	BP2016-00200	24 MARR RD	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
2016/08/31	BP2016-00202	99 FIRST	SINGLE FAMILY	\$180,000.00	\$1,305.00
2016/08/19	BP2016-00207	14 HILLCREST DR	WINDOWS	\$4,700.00	\$36.25
2016/08/25	BP2016-00208	8 ALEXANDER AVE	ACCESSORY STRUCTURE	\$70,000.00	\$507.50
2016/08/30	BP2016-00211	3060 ROTHESAY RD	SIDING AND WINDOWS	\$3,200.00	\$29.00



2016September12OpenSessionFINALC098

BUILDING PERMIT REPORT

8/ 1/2016 to 8/31/2016

<i>Date</i>	<i>Building Permit No.</i>	<i>Property Location</i>	<i>Nature of Construction</i>	<i>Value of Construction</i>	<i>Building Permit Fee</i>
2016/08/22	BP2016-00215	47 CLARK RD	INTERIOR RENOVATIONS - COMMERCIAL	\$5,000.00	\$36.25
2016/08/29	BP2016-00216	10 CEDAR DR	ATTACHED GARAGE	\$60,000.00	\$435.00
2016/08/29	BP2016-00218	30 DOFRED RD	SIDING	\$9,500.00	\$72.50
2016/08/29	BP2016-00222	22 CARRIAGE WAY	DECK	\$1,500.00	\$20.00
2016/08/22	BP2016-00223	4 GLENWOOD DR	ELECTRICAL UPGRADE	\$1,800.00	\$20.00
2016/08/31	BP2016-00225	150 GIBBON RD	ATTACHED GARAGE	\$40,000.00	\$290.00
2016/08/26	BP2016-00231	30 COLLEGE HILL RD	WINDOWS	\$15,000.00	\$108.75
2016/08/25	BP2016-00232	15 DAYSPRING LN	SINGLE FAMILY	\$40,000.00	\$290.00
Totals:				\$996,100.00	\$7,283.00
Summary for 2016 to Date:				\$7,096,170.00	\$53,466.12
		<u>Value of Construction</u>	<u>Building Permit Fee</u>		
2015 Monthy total to Date:		\$550,660	\$6,517		
2015 Summary to Date:		\$12,596,041	\$98,623		



ROTHESAY

INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 8 September 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 22/08/16*	COMMENTS
Wells Trail	\$0.67M	103%	Project substantially complete, paving pending.
Town Hall renovations	75,000	47%	Some reception improvements pending
Wastewater Collection Upgrade	\$7.5M	5%	Two of three tenders awarded by Council, Pump supply award on Council Agenda for September, 3 rd and final tender to be advertised on September 18th for Oct award
WWTF Phase 1a – Forcemain	2,000,000		Project underway, approx. 25% complete
WWTF Phase 1b – lift stations (3)	1,600,000		Project awarded, work to commence Nov 1 st .
Rothsay Road Designated Highway, net cost	250,000		Tender awarded
Rothsay Road sidewalk	233,000	66%	50% complete
Secondary Plan – Hillside area	52,000	31%	Open House held, concepts being developed
2017 Resurfacing Design	60,000	-	RFP award on agenda for September Council meeting.
2016 Street Resurfacing	985,000	90%	Project complete
Acquisition of Vehicles Works/Utilities	130,000	35%	One half ton purchased, one van purchased, one half ton on order.
Acquisition of Backhoe	230,000	-	Tender award on September council agenda
Almon/Peters Ln Upgrades	\$1.2M	52%	Project complete except minor landscaping
Rothsay Common additions	30,000	-	Discussed with Heritage Pres Board & Rec Com
Curb & Sidewalk - Parkdale/Chapel	250,000	6%	Project underway
General Specification for Contracts	40,000	-	RFP pending
IT Upgrades	75,000	81%	iPads deployed, servers received; item on Sept. agenda
KVFD Capital	26,000	-	To be claimed when purchase completed
Master Dr. Site Development	125,000	10%	Construction underway
Oakville Acres Detention Pond Paths	50,000	70%	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
Wells Park Entrance paving	20,000	-	Crusher dust surface on trial complete; paving of parking lots pending

* Funds paid to this date.



ROTHESAY

MEMORANDUM



TO	:	Mayor Grant and Rothesay Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	6 September 2016
RE	:	104 Hampton Road – By-law/Development Agreement

RECOMMENDATION:

- Council give reading in its entirety, to By-law 2-10-26, "A By-law to Amend the Zoning By-law"
- Council give 3rd Reading, by Title and Enactment, to By-law 2-10-26, "A By-law to Amend the Zoning By-law"
- Council authorize the Mayor and Clerk to enter into a Development Agreement, as amended, with Mr. Brett Taylor to allow for the development of two apartment buildings containing not more than 35 units on lands located at 104 Hampton Road (PID 30246979).

BACKGROUND:

Council gave 1st and 2nd Reading to By-law 2-10-26 at the August Council meeting, following the Public Hearing.

As noted at that time, the Planning Advisory Committee passed the following motion at its regular meeting on Tuesday, August 2, 2016:

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

- A. Recommend that Council enter into a Development Agreement, as amended, with Mr. Brett Taylor to allow for the development of two apartment buildings containing not more than 35 units on lands located at 104 Hampton Road (PID 30246979).

CARRIED.

Mary Jane Banks



BY-LAW 2-10-26
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 "2-10-26".

The purpose of the amendment is rezone lands located at 104 Hampton Road (PID 30246979) from Central Commercial (CC) to Multi-Unit Residential (R4) to allow for the development of two apartment buildings 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	:	8 August 2016
SECOND READING BY TITLE	:	8 August 2016
READ IN ENTIRETY	:	
THIRD READING BY TITLE AND ENACTED	:	

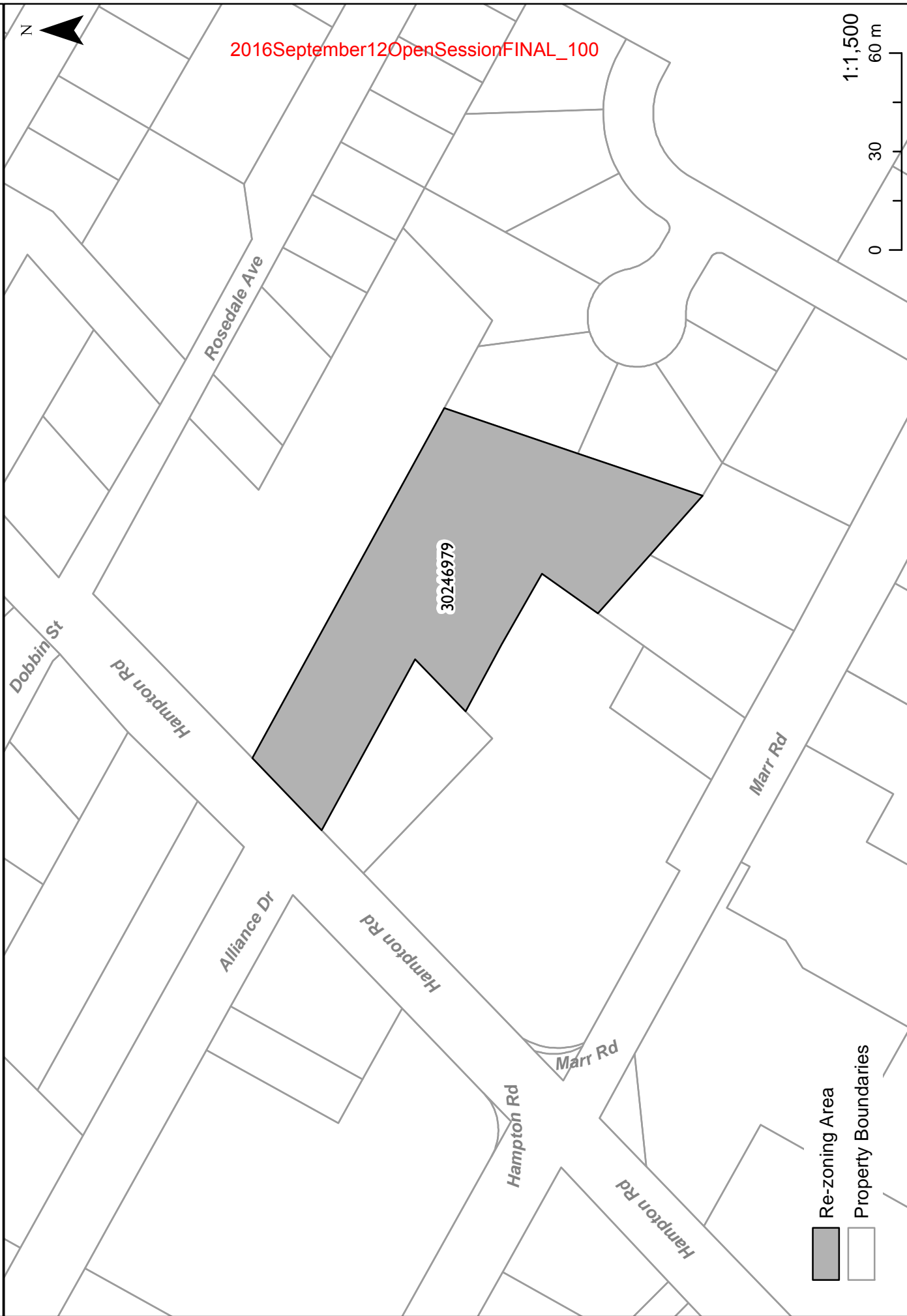
MAYOR

CLERK



Attachment - Bylaw 2-10-26
Subject Property - PID: 30246979

Date: 22/06/2016



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

Parcel Identifier
of Parcel Burdened by Agreement:
PID 30246979

BETWEEN: **Brett Taylor (TBA - Insert Corporate Name)**
14 Wiltshire Drive
Quispamsis, NB E2E 0E9
A body corporate, in the Province of New Brunswick
(Hereinafter called the "Developer")

OF THE FIRST PART
- And -

Rothesay
70 Hampton Road
Rothesay, New Brunswick, E2E 5L5
A municipal body corporate, in the Province of New Brunswick (Hereinafter called the "Town")

OF THE SECOND PART

WHEREAS the Developer is the registered owner of certain lands located at 104 Hampton Road PID 30246979 and which said lands are more particularly described in **Schedule A** hereto (hereinafter called the "Lands");

AND WHEREAS Rothesay did on **(INSERT DATE)** authorize the Mayor and Clerk to enter into the agreement with **Brett Taylor** for the development of two apartment buildings at 104 Hampton Road (PID 30246979) the "Lands" pursuant to the provisions of the *Community Planning Act*.

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

1. The number of apartment buildings situated on the Lands indicated on **Schedule B** shall not exceed two;
2. The maximum number of apartment units shall not exceed 35 units; and
3. The minimum number of parking lot spaces shall not be less than 44 spaces.

Schedules

4. The Developer shall 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 Property Description
 - b) Schedule B Proposed Site Plan
 - ~~c) Schedule C Proposed Storm Water Management Plan~~
 - d) Schedule C Proposed Architectural Renderings

Site Development

5. The Developer shall develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with this Agreement.
 - a. Maximum density shall not exceed two apartment buildings containing not more than 35 apartment units and be located on the property generally as described on **Schedule A**.
6. The Developer expressly agrees and understands that notwithstanding any provision of the Town's Building By-Laws or any statutory by-law or regulatory provision to the contrary, the Building Inspector shall not issue a building permit to the Property Owner for work directly connected with the development of the Lands, nor shall the Property Owner be entitled to such a permit unless and until the Development Officer has approved the Site Plan submitted as part of the Development Permit process illustrating the precise size, location and configuration of the proposed building(s).
7. The Developer expressly agrees and understands that excepting as otherwise provided for herein, the development, subdivision and use of the Lands shall comply with the requirements of the Rothesay Zoning By-law 2-10 as may be amended from time to time.

Architectural Guidelines

8. 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.

Stormwater Management

9. The Developer agrees that Final Occupancy of the proposed buildings, as required in the Building By-law, shall not occur until the storm water management plan ~~as attached in Schedule C of this agreement~~ in compliance with Schedule "D" – Storm water Standards of Rothesay

Zoning By-law No. 02-10 as may be amended from time to time has been completed to the satisfaction of the Town's Director of Operations.

10. The Developer agrees to provide to the Director of Operations written Certification from a qualified professional engineer licensed to practice in the Province New Brunswick, that the storm water system and works have been satisfactorily completed and constructed to control the storm water in compliance with Schedule "D" – Storm water Standards of Rothesay Zoning By-law No. 02-10 as may be amended from time to time.

Landscaping

11. The Developer agrees that a detailed landscaping plan shall be submitted in accordance prior to the approval of any development permit. This plan shall include pedestrian connections and fencing details, exterior lighting and street furniture elements, pedestrian seating areas, varied sizes and location and species of new plantings for the site, and including special treatment to clearly delineate pedestrian linkages from the building to Hampton Road.

Security & Occupancy

12. 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.
13. Notwithstanding Parts 9, 10, 11 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 Parts 9, 10, 11 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 Parts 9, 10, 11 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.

Indemnification

14. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive

general liability coverage on “an occurrence basis” and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.⁰⁰). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, cancelled 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

15. 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 BRETT TAYLOR 14 WILTSHIRE DRIVE, QUISPAMIS, NEW BRUNSWICK E2E 0E9 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

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

Termination

17. 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 been completed satisfactorily such that the written certifications contemplated in this agreement could reasonably be issued within sixty (60) months of the execution of this Agreement.
18. If the Town terminates this Agreement, the Developer agrees that 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 amounts required to complete the work.

Entire Agreement

19. This Agreement contains the whole agreement between the parties hereto as regards the lands outlined in the plan hereto annexed.

Severability

20. If any paragraph or part of this agreement is found to be illegal or beyond the power 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

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

Registration

22. A copy of this Agreement and every amendment and/or discharge of this Agreement shall be recorded at the Land Registry Office, in Hampton, New Brunswick and the Developer shall incur all costs in recording such documents.

Subsequent Owners

23. This Agreement shall be binding upon the parties thereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Lands which is the subject of this Agreement until this Agreement is discharged by Council.
24. Upon the transfer of title to any lot(s), the subsequent owner(s) thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable to the lot(s).

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

Date: _____, 2016

Witness:

Brett Taylor

PRESIDENT

Witness:

Rothsay:

Mayor

Clerk

SCHEDULE A – PROPERTY DESCRIPTION

PID:	30246979
Apparent Parcel Access:	Public Access
Status:	Current
Effective Date/Time:	2007-07-13 14:19:53
Page:	1
Legal Description:	<p>PARCEL 1 That Parcel of Land located in the Parish of Rothesay, Town of Rothesay, County of Kings, bounded and described as follows: Beginning at a point on the Hampton Road at the dividing line of lands now owned or formerly owned by Gordon Elsworth Lindsay and lands formerly owned by Catherine M. McCarthy, now owned by E. Lowe thence running along said line in an easterly direction one hundred and ninety-five (195) feet; thence at right angles running in a southerly direction one hundred (100) feet to an iron stake; thence running in a westerly direction one hundred and ninety-five (195) feet or until it strikes the bounds of the said Hampton Road and preserving the one hundred (100) feet in breadth throughout; thence following the bounds of the said Hampton road in a northerly direction one hundred (100) feet to the place of beginning. Said description contained in a Deed to Lyman B. Burhoe and Evelyn Agnes Burhoe registered June 18, 1962, Kings County, in Book 102, page 313, as Number 16352. PARCEL 2 That Parcel of Land located in the Parish of Rothesay, Town of Rothesay, County of Kings, bounded and described as follows: Beginning at the Northwestern point at the intersection of the Burhoe & Lowe property going in a Southeasterly direction approximately Two Hundred and Five (205) feet or until it reaches the Daniel and Mary Humphrey property, as indicated on Plan of Survey Showing Boundary Confirmation between Daniel and Mary Humphrey Property and Richard and Beverley Burhoe Property registered Kings County as Plan # 20460086; thence Southwardly along the said line Two Hundred and Seventy-one (271) feet, eight (8) inches more or less; thence Westwardly One Hundred and fifty-Nine (150) feet, two (2) inches or until it reaches the Saunders property; thence Northeastwardly Eighty-three (83) feet to the Northeastern Corner of Lot 95-1 as indicated on Plan of Survey , Amending Subdivision Plan, Kennebecasis Drugs, registered Kings Count as Plan # 200838; thence westwardly One Hundred and Sixty Five (165) feet along the Northern boundary of the said Lot 95-1 until it reaches the George Lindsay property; thence Northeasterly approximately Two Hundred and Twelve (212) feet, Five (5) inches more or less to the place of beginning. This improved description intending to be the description contained in a Deed to Lyman B. Burhoe and Evelyn Agnes Burhoe registered June 18, 1962, Kings County, in Book 102, page 313, as Number 126352.</p>

SCHEDULE B – SITE PLAN

SCHEDULE C – STORM WATER MANAGEMENT PLAN

SCHEDULE C – ARCHITECTURAL RENDERINGS

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent:

BRETT TAYLOR COMPANY

Brett Taylor

17 Crosswind Crescent

Rothesay, New Brunswick

E2E 0P6

Office Held by Deponent:

President

Corporation:

Brett Taylor

Place of Execution:

Rothesay, Province of New Brunswick.

Date of Execution:

_____, 2016.

I, **BRETT TAYLOR**, 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 “**BRETT TAYLOR**” subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
4. The Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,

in the County of Kings,)

and Province of New Brunswick,)

This ____ day of _____, 2016.)

)

BEFORE ME:)

)

_____))

Commissioner of Oaths) **BRETT TAYLOR**_____

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent:

MARY JANE E. BANKS

Rothsay

70 Hampton Road

Rothsay, N.B.

E2E 5L5

Office Held by Deponent:

Clerk

Corporation:

Rothsay

Other Officer Who Executed the Instrument:

NANCY E. GRANT

Rothsay

70 Hampton Road

Rothsay, N.B.

E2E 5L5

Office Held by Other Officer Who Executed the Instrument:

MAYOR

Place of Execution:

Rothsay, 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 Rothsay, 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

Rothsay, in the County of Kings,)

and Province of New Brunswick,)

This ____ day of _____, 2016.)

BEFORE ME:

Commissioner of Oaths

MARY JANE E. BANKS



Mayor Nancy Grant and Council
70 Hampton Rd.,
Rothesay, NB
E2D 5L5

Dear Rothesay Mayor and Council,

As you are no doubt aware, Imperial Theatre is currently performing necessary restoration on our historic façade. We have been fundraising for some time, and are happy to report that we are more than two thirds of the way to our \$3,000,000 goal.

Imperial Theatre is a vital piece of this region's social infrastructure, providing performance space for local companies like Gala Ballet and the Saint John Theatre Company, community space for everything from graduations to fundraisers, and bringing in high quality artists from all over the world to share their work with our community. Whether trying to attract tourists, newcomers or employees, business and government leaders use the Imperial Theatre as a shining example of how good life is here.

Attached is a brief report on the theatre and the restoration project.

It is our hope that Rothesay Council will be able to support this important infrastructure. During our last Capital Campaign, the municipality of Rothesay contributed \$40,000 toward the three million dollars required for that project. We are asking you to consider the same support for this project.

To date we have received support from ACOA, Heritage Canada (Cultural Spaces) and The Regional Development Corporation. It would be meaningful on so many levels to have the town of Rothesay support us on this project.

Looking forward to seeing you at the theatre,

A handwritten signature in black ink, appearing to read "Lee Bolton".

Lee Bolton

(SG) Lee Bolton
Executive Director
(506) 674-4104
lee@imperialtheatre.nb.ca

Imperial Theatre

Enrich, Engage, Inspire



Imperial Theatre

Mission

Mission Statement

We enrich, engage and inspire our community through the performing arts.

Mandate

- To enrich the community by providing a professional quality, multi-purpose facility;
- To engage audiences through world-class entertainment experiences;
- To encourage (inspire) the presentation of local productions and the development of the arts.

Value Statements

Imperial Theatre is dedicated to managing its business based on the following core values:

We value our building and as such are committed to preserving and promoting its history and beauty.

We value our community and as such we endeavour to provide a quality entertainment experience to a wide-ranging audience.

We value our people and as such we strive to create an atmosphere of collaboration, teamwork and excellence for our staff and stakeholders.

We value the performing arts and as such we welcome and are supportive of our performers.



Activities

Imperial Theatre fulfills its mission by providing:

1. Rental venue - Imperial provides a professionally equipped and staffed facility to local rental clients ranging from Symphony NB to dance school recitals to weddings and graduations. Promoters from across Canada use the facility to present popular music, comedy and children's entertainment.
2. Presentation Series - Imperial curates and presents a season of 35-40 live performances for school and general audiences as well as retro films each year. Funded by all three levels of government, this presentation series ensures that citizens of the Greater Saint John region have access to a wide variety of artistic and cultural experiences.
3. Community Engagement - From guided tours to intergenerational outreach events, from Gallery Hops to dance workshops and artist talks, Imperial engages the community with the arts, with our historic building, and with each other.



Impact

Annual attendance at Imperial Theatre events, both ticketed and non-ticketed, is over 50,000. An average of 700 local performers appear on our stage each year. Our volunteer corps of around 100 individuals logs nearly 10,000 hours as ushers, stage door personnel and tour guides. In addition to our full time staff of 14, Imperial employs approximately 20 people part-time over the typical year.

The economic impact on the region of Imperial Theatre's ongoing operations is considerable, both directly in sales, purchasing and employment but also indirectly through the many dollars spent on dining, driving, hotel rooms and all the other activities that go with a night at the theatre.



In a 2008 survey, 90% of Canadians said that performing arts facilities are important to quality of life, sense of pride in the community, and economic development. Current research shows a strong correlation between arts attendance and improved health, greater civic engagement ranging from volunteering to voting, and better education outcomes.

Structure and Funding

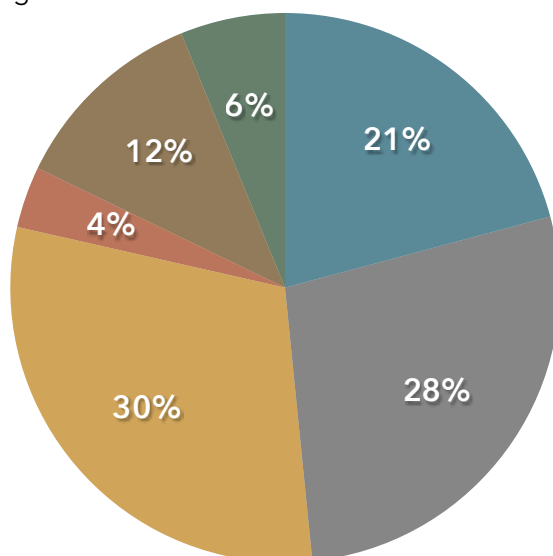
Imperial Theatre is an independent non-profit organization governed by a volunteer board of seventeen directors. The city councils of Grand Bay-Westfield, Rothesay, Quispamsis and Saint John each appoint one board member, with the rest being elected by the theatre's general membership. The theatre's operations are managed by an Executive Director with a full-time staff of fourteen plus up to twenty part-time.

As seen from the chart below, Imperial Theatre receives an operating grant from the Greater Saint John Regional Facilities Commission as well as a small amount from federal and provincial governments. The remainder of the theatre's nearly two million dollar operational budget is supported by revenue earned through rentals, presentations and fundraising.

The theatre receives no ongoing support for capital needs, meaning that when our historic building requires any maintenance or repair costing more than \$5000, money must be found outside the operating budget.

In comparison, Moncton's Capital Theatre receives 39.8% of its operating budget from the combined Moncton/Dieppe/Riverview municipalities, as well as a \$100,000 annual capital grant from Moncton. The Fredericton Playhouse receives 25.6% of its operating budget from the city plus another \$223,000 annually in-kind as facility and technology services provided by the city of Fredericton.

- Rental Revenue
- Presenter Revenue
- Regional Facilities Commission
- Federal/Provincial Govt
- Foundations/Fundraising
- Other Earned



2016September12OpenSessionFINAL_116
Façade Restoration Project: History and Status

Spring 2013 – Building Audit reveals concerns with condition of façade masonry.

Fall 2014 – Building Conditions Survey by DFS Architects and Estabrooks Engineering reveals major masonry and structural issues. Following photos show examples of displaced, spalling, fractured bricks and terra cotta.



December 2014 – Safety netting installed over upper level to protect public from potential falling brick and mortar pieces.

January 2015 – March 2016 - Designs created and approved, project tendered. Capital campaign with 3 million dollar goal, based on cost estimates.

April 2016 – Contract awarded to Clifford Restoration Ltd.

May 2016 – Present – Work in Progress.
2.1 million dollars raised as of August 2016.



Imperial Theatre Façade Restoration Budget with Confirmed Revenues as of August 1, 2016

Revenue

Government

Fed: Cultural Spaces	500,000
Fed: ACOA	200,000
Prov: RDC	200,000
Prov: Built Heritage	35,000
City of Saint John: Conservation	2,813

Foundations

Imperial Foundation	400,000
Other Foundations	220,000

Corporations 530,000

Individuals 62,126

TOTAL CONFIRMED REVENUE: \$2,149,939

Expenses

Professional Fees (Architects, Engineers, etc.)	450,000
Construction Costs (Masonry, Structural)	2,200,000
Administration (Staff, Communications)	350,000

TOTAL BUDGETED EXPENSES: \$3,000,000

REMAINDER TO RAISE: \$850,061



2016September12OpenSessionFINAL_118

Dieppe	Fredericton	Halifax	Saint John	St. John's
11 Englehart Street	527 Queen Street	RBC Waterside Centre	Red Rose Tea Building	Fortis Place
Dieppe, NB E1A 7Y7	Suite 110	1871 Hollis Street	5th floor	5 Springdale Street
Tel: +1 506 853 3097	Fredericton, NB E3B 3T2	Suite 500	12 Smythe Street	Suite 800
Fax: +1 506 859 7190	Tel: +1 506 455 8181	Halifax, NS B3J 0C3	Saint John, NB E2L 5G5	St. John's, NL A1E 0E4
	Fax: +1 506 455 8141	Tel: +1 902 420 1080	Tel: +1 506 634 7000	Tel: +1 709 726 2840
		Fax: +1 902 420 0503	Fax: +1 506 634 2129	Fax: +1 709 726 0345

Ernst & Young LLP
Atlantic Canada
ey.com

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

08 September 2016

Dear Mr. Jarvie,

EY has concluded the Internal Controls review for the Town of Rothesay and we are pleased to submit the final report to you. The submission has been transmitted via email. We want to thank the Council and Management for their full cooperation during the course of this review.

If you have any questions or concerns, please contact Krista Yates at 506-650-4131 or Claude Francoeur at 506-634-2165.

Kind regards,

Ernst & Young LLP

Encl: Report

Town of Rothesay

Internal Controls Review Final Report

8 September 2016



Disclaimer

2016September12OpenSessionFINAL_120

This report has been drafted solely for the information and use of Town of Rothesay. In preparing this Report, EY relied on information provided by and discussions with Town of Rothesay's personnel. EY has not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information and, accordingly, EY expresses no opinion or other forms of assurance in respect of such information contained in this Report. It is subject to certain limitations and should not be relied upon by any third party. A third party gaining access to this report (i) does not acquire any rights as a result of such access, (ii) acknowledges that Ernst & Young LLP does not assume any duties or obligations as a result of such access and (iii) should undertake appropriate inquiries or procedures for the purposes of satisfying itself as to the financial or other condition of the subject entity.

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Executive summary

2016September12OpenSessionFINAL_122

The Town of Rothesay has engaged EY to complete a review of the adequacy of internal financial controls and to provide recommendations for change and/or improvement.

EY has concluded that overall, the town has adequate controls in place, and efforts have been made to improve areas of weakness. Our review revealed 10 areas for improvement. We want to acknowledge the successful improvement initiatives that management and the Council have made as well as the efforts made towards maintaining an environment of continuous improvement.

The Council has prioritized the development of a Code of Conduct for Council members and has implemented a performance management program for the Town Manager which are key attributes of a good internal controls program. The three highest priority areas for improvement reside in the Purchase-to-pay process, Human Resources and Code of Conduct areas. The report herein outlines the observations, impact and recommended course of action to improve the controls in each key area, which can be prioritized by criteria (see Appendix H for illustration). We want to thank the Council and management for their full cooperation and assistance during the course of this review. Management has accepted the recommendations and EY is pleased with the responses and management's timeline to address risks and recommendations. Appendix A summarizes the opportunities to improve and management's responses and timeline to address the improvement areas.

Executive summary (continued)

2016September12OpenSessionFINAL_123

Opportunity Area	Brief Description of Recommendation
Purchase-to-pay	Develop consistent practices for authorization of purchases and implement stronger controls on purchasing activities. Strengthen controls on the use of credit cards, and petty cash, and expense claims.
Human resources	Human Resources should implement a weekly time and attendance monitoring process for Town Hall staff and pay out excessive vacation accruals. A performance management program should be implemented across all staff consistently, using performance ratings to align the compensation program to performance.
Code of conduct	Establish a formal code of conduct for staff as well as whistleblower process.
Strategic objectives & measures	Document clear strategic objectives to support visionary objectives and develop operational plans and key indicators to measure progress, milestones and achievements as well as assist in identifying slippage.
Capital expenditure oversight	A contractual role should be added to support the Director of Operations with project management and oversight of significant contracts and large capital projects.
Risk management	Develop a comprehensive risk management process that cultivates a risk management culture.
Comprehensive policies	Develop a broader and more comprehensive inventory of robust policies and procedures that cover internal control considerations. Communicate these policies and enforcement protocols.
Order-to-cash	Implement stronger policies and procedures over billing and reconciliation processes to ensure completeness and accuracy of billings and avoid revenue leakage by including a testing and change out strategy for water meters.
Assets	Apply stronger controls over asset stewardship and track consumption of consumable items for reasonableness for inventory purposes.
Job costing & management reporting	Establish a plan with leadership accountability, training and a timeline to implement the work order system to track job costs. Institute a structured monthly management reporting process to address information and monitoring requirements and support management decisions.

Background and approach

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▶ **Background**

- ▶ The Town of Rothesay, New Brunswick (the Town) has embarked on an initiative to review the adequacy of its internal controls and consider recommendations for change and improvement to strengthen their processes.
- ▶ Internal controls has the following objectives:
 - Effectiveness and efficiency of operations
 - Reliability and completeness of financial reporting
 - Compliance with applicable laws and regulations

▶ **Scope**

- ▶ Internal controls encompass the five components embodied in the COSO 2013 Integrated Internal Control Framework (Appendix B)

▶ **Approach**

- ▶ Interviews of key personnel, leadership team, elected officials (Appendix G)
- ▶ Analysis of a broad range of data including financial information and other supporting documentation
- ▶ Site tours
- ▶ Validation with staff and management

Opportunities for improvement/ recommendations

2016September12OpenSessionFINAL_125



Opportunity 1: Purchase-to-pay process

2016September12OpenSessionFINAL 126

Observations	Recommendations
<ul style="list-style-type: none"> ▶ 1.1 The current purchasing policy does not prescribe pre-determined spending limits for directors. There is a broad purchasing policy that prescribes authority to the Town Manager. A "Purchasing Procedures" document has been created, however it has not been adopted or approved at this point or communicated or made accessible to staff. ▶ 1.2 Sign-off and authorization on the use of the reception desk credit card is not consistent. ▶ 1.3 Petty cash fund is being replenished at varying levels on a running balance. Some employees have taken petty cash in lieu of expense claims (the latter requires an approved form). ▶ 1.4 Inconsistent procedures with the use of manual Purchase Order (PO) books including 3-way matching, lack of issuance or evidence of pre-issuance authorization. Inconsistencies within the PO processes and multiple staff members with purchase order books does not allow for real time budget management and impedes the financial reporting ability of the Town for liabilities. 	<ul style="list-style-type: none"> ▶ We recommend that management incorporate an authorization table outlining the authorized spending limits for individuals on behalf of the Town, including their specimen signatures, and include this as part of the purchasing policy. Formally approve communicate, enforce and make accessible to staff. ▶ To strengthen the purchase order process, Finance should consider leveraging the current accounting system's PO module. Authorization should be obtained when the purchase is requested and referenced to budget amounts. ▶ Track purchase orders and their status on a timely basis and avoid the release of PO books to those without prescribed authority. ▶ Hold employees with authorized spending limits accountable for their expenditures and for submitting the appropriate documentation. ▶ Establish an appropriate authorization process for credit cards and implement controls and monitor activities. ▶ Rationalize the use of petty cash, implement a fixed balance and a policy for its use and replenishment.
Effect/Risk	Management's Action Plan
<ul style="list-style-type: none"> ▶ Liabilities and commitments may be incurred on behalf of the organization that are not appropriately authorized and documented. Additionally, it is difficult for Finance to assess progress on budget and determination of liabilities on a real-time basis without the use of an automated process or stronger controls. 	<p>Appendix A</p>

Opportunity 2: Human resources

Observations	Recommendations
<p>2016September12OpenSessionFINAL_127</p> <ul style="list-style-type: none"> ▶ 2.1 Vacation accrual revealed vacation levels significantly higher than the maximum, however, carryover was approved by Council. The external auditor has raised this concern to the Finance Committee. ▶ 2.2 Attendance is not monitored either by supervisors or HR personnel on a timely basis. Town Hall staff report sick time and vacation time on a monthly basis only. Non Town Hall staff report their time weekly. ▶ 2.3 Performance management is not clearly and consistently established across the organization. Some employees have had their performance evaluated but only recently; some employees have not undergone any performance management activities. Some staff have limited basis to currently determine their performance in relation to expectations. ▶ 2.4 Performance is not aligned to compensation across the organization on a formal basis or with input from managers/supervisors on a consistent basis, with the exception of the Town Manager role. ▶ 2.5 Succession planning is a challenge for the Town with a limited pool of resources to draw from for senior positions. Knowledge sharing could be improved to enable delegation of responsibility in the absence of key officers. 	<ul style="list-style-type: none"> ▶ Implement compliance of vacation accrual with vacation policy for all employees. Employees should either use the vacation over a prescribed period or the Town could choose to pay out. Efforts are being made to reset vacation for the future, however, excessive levels should be paid. ▶ Consider some form of corroboration of attendance and more frequent reporting of sick time and vacation time taken (e.g. weekly) and assign one person to track attendance on a weekly basis for Town Hall staff. Management should report vacation, sickness for their respective teams. ▶ Review performance management process and implement consistently across the municipality. Performance should be aligned to compensation to optimize established performance and standards to define criteria and the measures that will be used to evaluate various positions and their contribution to the achievement of organizational objectives. ▶ Allow key officers to develop, train and designate alternates in the event of their absence. The scalability does create a challenge for true succession planning efforts within the municipality.
Effect/Risk	Management's Action Plan
<ul style="list-style-type: none"> ▶ Lack of a performance management program can impede the work performance and productivity of individuals and teams. It is increasingly important in the public sector due to the limitations around compensation and bonuses. 	<p>Appendix A</p>

Opportunity 3: Code of conduct

2016September12OpenSessionFINAL_128

Observations	Recommendations
<ul style="list-style-type: none"> ▶ 3.1 A Code of Conduct/Ethics has been drafted for Council but not formally approved by all Council members. Additionally, a Code of Conduct has not been developed for all staff members. At present, there has been no formal employee acknowledgment of a Code of Conduct or whistleblower process. A draft code has been prepared for senior staff but has not been implemented. 	<ul style="list-style-type: none"> ▶ Establish a formal Code of Conduct for both Council and staff. Such standards should contain key provisions reflecting legal, ethical, business, and financial reporting expectations. It should also articulate management's philosophy and guidance for avoiding moral hazards in the pursuit of the Town's key objectives. ▶ Implement acknowledgement of the Code annually for all Council and staff, regardless of position. ▶ Consider putting in place an anonymous whistleblower process to report employees and activities that contradict the Code of Conduct when established. Assign accountability and responsibilities to investigate any reported activities whether valid or not, and if valid, to define and implement action to address any issues. This service can be outsourced to an independent service provider for a nominal cost.
Effect/Risk	Management's Action Plan
<ul style="list-style-type: none"> ▶ Without the formal implementation of a Code of Conduct and the reporting process around it, the Town has no means to make known its expectations on integrity and ethical values and to reinforce the accountability for responsible conduct from all personnel. 	<p>Appendix A</p>

Opportunity 4: Strategic objectives and measures

2016September12OpenSessionFINAL_129

Observations	Recommendations
<ul style="list-style-type: none"> ▶ 4.1 Council Priorities 2013-2016 document provides broad based visionary goals for the organization. We did not see evidence to support how these objectives are being measured or how milestones are being tracked. The Municipal Plan also contained broad based goals. The Town did not appear to have a formalized strategic or operational plan to support how they plan to achieve the council priorities or measure their success or slippage. Management has written internal memos that summarize the Town's key activities and accomplishments and these could be utilized to formalize milestones against strategic objectives. ▶ 4.2 Specific documented strategies to implement these priorities and achieve the broadly stated goals were not evidenced. 	<ul style="list-style-type: none"> ▶ Set goals and objectives with clear definitions for success and key performance indicators to measure. This will provide the foundation to management and establish clear focus areas to optimize the use of budgets and resources and enable the Council to clearly understand their achievements and where they should focus energy and resources to meet objectives. Recognize that various stakeholders can play a role in meeting some strategic objectives and that not all objectives are under the direct control of the Town. However, advocacy plans can play a role in the achievement of some objectives. ▶ Develop a formalized operational plan and a scorecard with key performance indicators that measure and monitor progress and milestones, and identify slippage compared to plan. (Sample in Appendix D)
Effect/Risk	Management's Action Plan
<ul style="list-style-type: none"> ▶ Without defined measurements for success or key performance indicators thereof to provide clarity on objectives, an organization will be unable to focus or will be pulled in different directions depending on relative influence of process and risk owners and be subjected to differing interpretations of success. It also does not allow Council to have visibility on the progress they are making towards key priorities or when milestones are missed or achieved. 	<p>Appendix A</p>

Opportunity 5: Capital expenditure oversight

2016September12OpenSessionFINAL_130

Observations	Recommendations
<ul style="list-style-type: none">▶ 5.1 Project management is an area in need of management focus especially with the broad level of responsibility currently placed on the Director of Operations and the increased oversight required with current and large upcoming capital projects.	<ul style="list-style-type: none">▶ Management should consider and assess the options of adding a contractual role to support the Director of Operations for project management, and oversight of significant contracts and capital projects. Director will be able to focus on operational priorities and performance and allow bandwidth as the capital projects portfolio expands.
Effect/Risk	Management's Action Plan
<ul style="list-style-type: none">▶ The Town relies heavily on contractual engineering firms to support large capital projects. With an increasing number of large projects underway and planned, there is a risk that the Operations Department will not have the oversight it requires.	Appendix A

Opportunity 6: Risk management

2016September12OpenSessionFINAL_131

Observations	Recommendations
<ul style="list-style-type: none"> ▶ 6.1 There have been efforts to address risks individually, however, there is no formal process to identify and prioritize risks holistically based on the established goals and objectives. ▶ 6.2 There are pockets of awareness of safety risks and legal liability risks. There are insurance plans to address acknowledged risks in some areas of the municipality. We recognize management's efforts in these areas. ▶ 6.3 Some other risks known and discussed among members of management include business continuity, emergency preparedness, integration (strategic and operational plan with budget and daily activities). ▶ 6.4 A formalized process is needed in order to identify and assess changes that affect or could affect the system of internal control. 	<ul style="list-style-type: none"> ▶ Implement a comprehensive risk assessment and risk identification process to improve alignment to goals and objectives at a strategic level. This would be an evolving process and will cultivate a risk management culture across the municipality. ▶ The process should be implemented following the Council's new strategic/priorities planning session. This will allow Council to identify risks that could affect the Town or the ability to progress on Town's priorities and ultimately allow an opportunity to create mitigating strategies. ▶ The defined risks can then be further prioritized in terms of severity and likelihood of occurrence and this will inform plans and programs, budget and resources available. This will also drive the assignment of risk owners, create and execute action plans to manage those risks, and improve performance reporting on the goals and objectives to stakeholders (residents, partners, Council and employees).
Effect/Risk	Management's Action Plan
<ul style="list-style-type: none"> ▶ Pockets of risk identification and prioritization efforts without a holistic organization-wide view may result in an ineffective risk mitigation action plan. The lack of risk discussions at the Council and management level could create blind spots that would have otherwise been evaluated and/or mitigated. 	<p>Appendix A</p>

Opportunity 7: Comprehensive policies

2016September12OpenSessionFINAL_132

Observations	Recommendations
<ul style="list-style-type: none"> ▶ 7.1 A limited number of policies have been formally approved, implemented and communicated. Some policies need to be expanded further to be comprehensive or strengthened (e.g. purchasing and the authority to commit the organization, HR administration and performance management, finance, asset maintenance, etc.). ▶ 7.2 Policies and procedures are currently not accessible to all employees. It should be noted that an intranet site is being contemplated by management for future development. 	<ul style="list-style-type: none"> ▶ Develop a broader and more comprehensive inventory of robust Policies and Procedures. These policies should cover internal control considerations and requirements based on the internal controls checklist (See sample in Appendix C). ▶ Expand, communicate and enable enforcement of operating Policies and Procedures. ▶ Provide employees with access to policies and procedures, including the Code of Conduct, HR Policies, and Purchasing, etc. ▶ Report on status of compliance to the Council, preferably on a monthly basis and at a minimum on a quarterly basis on statutory requirements such as HST remittances, and payroll remittances. (See sample in Appendix E)
Effect/Risk	Management's Action Plan
<ul style="list-style-type: none"> ▶ Informal or non-comprehensive policies cannot be enforced properly by a low-level employee (e.g. transaction processor) on someone of higher rank, thus increasing the potential of management override to occur. Purchasing Policy and HR policies in particular should be improved to optimize the effectiveness and efficiency of the organization. 	<p>Appendix A</p>

Opportunity 8: Order-to-cash cycle

2016September12OpenSessionFINAL_133

Observations	Recommendations
<ul style="list-style-type: none"> ▶ 8.1 There is no systematic process for calibrating, testing and replacing water meters. ▶ 8.2 There have been experiences of incorrect meter readings and missed billings. Cut-off between the meter reading device to the manual calculation of billing in the water utility poses a risk due to the manual nature of billing rates being applied to the Excel files. ▶ 8.3 Manual processes for the installation of new water meters slows down the billing processing time for new meters. ▶ 8.4 Cash revenue is collected manually from parks and recreation revenues on nights/weekends by whoever is assigned at the time of event and then submitted to the office by the Facility Manager. There is no alternative way to validate this revenue. ▶ 8.5 We observed ~190 customers with negative A/R balances in the amount of ~\$27K that relate primarily to prepayments. We understand, in speaking with management, that these negative balances have decreased since the time of our review. 	<ul style="list-style-type: none"> ▶ Residential meters should be replaced every 10-15 years; large meters should be tested for accuracy on large volume users every 3-5 years. We recommend the development of a test and change out strategy to support more frequent calibration of meters and to reduce likelihood of incorrect billings and leakage. ▶ Implement a secondary reviewer to oversee and check the manual calculations for the billing rates on utility customer Excel files to ensure accuracy prior to the data upload into the billing system. ▶ Improve the process for new water meter billings by removing redundant manual processes and ensuring reconciliation of the # of meters with billing cycle to ensure completeness and timeliness of billings. (See Appendix F). ▶ Consider setting up an online scheduling process for ice rink rentals and soccer field rentals and assess enabling online payments so residents can pay conveniently ahead and just show up with e-tickets on the venue for the Parks/Rec department. We recognize that the Town investigated this option in prior years, however, technology advancements will ease the process and potentially increase rental opportunities. ▶ Evaluate negative A/R balances regularly to ensure that any prepaid balances/advance payments are differentiated on the balance sheet to ensure appropriate treatment.
Effect/Risk	Management's Action Plan
<ul style="list-style-type: none"> ▶ Incomplete billing data leads to errors in billing statements. ▶ Meters that are old or provide incorrect readings. ▶ Loss of revenue in Parks/Rec venues. 	<p>Appendix A</p>

Opportunity 9: Assets

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Observations	Recommendations
<ul style="list-style-type: none"> ▶ 9.1 Capitalized asset record in Finance is manually maintained in a spreadsheet where movement and depreciation is reflected. Records are updated annually, however, we noted several pieces of assets without asset labels, which indicates a lack of process in labelling and maintaining physical inventory of assets. ▶ 9.2 There is no evidence of a physical count of assets on a periodic basis to support existence, condition and impairment considerations. ▶ 9.3 Supplies, consumables or non-capitalized expenses are not given reasonable attention or controlled because they are considered immaterial. However, we did observe a considerable dollar amount of consumables in the form of small parts and tools. ▶ 9.4 GIS currently allows a full view of the Town's infrastructure and assets which is a considered a great strength, and for example the GPS tracking system allows the Town to control costs relating to land fill. 	<ul style="list-style-type: none"> ▶ Strengthen the process to ensure assets are labelled once received. ▶ Conduct physical asset counts to verify existence on a periodic basis (e.g., two years) to improve reconciliation processes. ▶ Track the consumption rate of consumables or non-capitalized expenses for reasonableness or set up inventory for consumables over a threshold value. ▶ Consider the option of extending buying power philosophy and teaming with other municipalities to make purchases and save costs. We recognize the Town is already doing this for some items and utilizing the Service New Brunswick purchasing pooling for items such as computers.
Effect/Risk	Management's Action Plan
<ul style="list-style-type: none"> ▶ Incomplete or inaccurate asset records can lead to misstated account balances. ▶ Non tracking of assets can mean that losses may not be accounted for. 	<p>Appendix A</p>

Opportunity 10: Job costing & management reporting

2016September12OpenSessionFINAL_135

Observations	Recommendations
<ul style="list-style-type: none"> ▶ 10.1 Activity-based costing is not applied to properly determine cost of jobs/efforts rendered in a program or project and on service requests. A work-order system has been contemplated and designed but there has been a lack of traction or prioritization by management to implement. ▶ 10.2 There are challenges in addressing timeliness of financial reports, and contents of such reports (e.g., different format from financial statements for financial accounting purposes). 	<ul style="list-style-type: none"> ▶ Establish clear leadership accountability to own and implement the Work-Order system as well as develop a detailed plan to communicate across the organization. This includes a detailed timeline, training plan, and monitoring plan to show progress and milestones of the project. We want to acknowledge that management is currently including this within the annual goals and objectives process of the Director responsible. ▶ Implement time reporting for the organization (especially field staff) to distinguish between direct and indirect costs. This will provide a better view of costs and facilitate evaluation of benefits/investments and decisions on deployment of resources. ▶ Consult management units and align reports to address management's information needs. Financial reporting to management is currently ad-hoc. Different management units should come together and decide on the types of data and information that they require not just in the present but also forward-looking in view of strategic plan so requests for internal reports do not end up being ad hoc and unplanned in Finance's calendar. ▶ Measure performance against predetermined targets and manage the corrective action process to align with stated Town objectives.
Effect/Risk	Management's Action Plan
<ul style="list-style-type: none"> ▶ Management decisions may be less efficient and effective without visibility to job costs for service calls and projects. It also diminishes management's ability to allocate resources to create economic value for the municipality. 	<p>Appendix A</p>

Appendices

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Appendix A – Management Responses

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Executive Summary by Management

Management has reviewed the observations and the recommendations reported by EY in the Internal Controls Review. Management has carefully considered the opportunities described in the report and it is management's intention to look for means to implement the recommendations that derived from the review and to respond to these recommendations in such a manner to improve the Town's internal controls wherever feasible and to the extent possible.

The following represents management's response to the recommendations set out in the report. In some cases, action plans will be developed in more detail depending on the complexity of the issue raised. The timing of the specific responses is based on the initial work done and further timelines may be established as some of the topics are examined in greater detail and the necessary resources are identified.

Management will report to the Finance Committee quarterly on progress of management's actions and will include a summary in the annual report that will be published with the audited financial statements annually.

Appendix A – Management Responses

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EY Recommendation	Management Response	Due Date
<p>Opportunity 1: Purchase-to-pay process</p> <p>1.1 We recommend that management incorporate an authorization table outlining the authorized spending limits for individuals on behalf of the Town, including their specimen signatures and include this as part of the purchasing policy. Formally approve this communicate, enforce and make the document accessible to staff.</p> <p>1.2 To strengthen the purchase order process, finance should consider leveraging the current accounting system's PO module. Authorization should be obtained when the purchase is requested and referenced to budget amounts.</p> <p>1.3 Track purchase orders and their status on a timely basis and avoid the release of PO books to those without prescribed authority.</p>	<p>1.1 Purchasing regulations are mandated by the <i>Provincial Procurement Act</i>. The Town has adopted a Purchasing Policy (most recently amended in October 2014) that ensures compliance with the Procurement Act and establishes general spending authorization limits. The Treasurer will ensure this is circulated to directors for distribution to their staff.</p> <p>1.2 In addition to the Policy, Purchasing Procedures have been drafted since March 2012. This document has not been formally adopted (still labeled as "draft"), however, it has been a functional working document for some time. The procedures will be reviewed and updated by senior staff, adopted as formal policy, and communicated to staff.</p> <p>1.3 The review will include tracking of purchase orders, communication of spending limits, and compliance testing.</p>	<p>26 August 2016</p> <p>30 September 2016</p> <p>30 September 2016</p>

Appendix A – Management Responses

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EY Recommendation	Management Response	Due Date
Opportunity 1: Purchase-to-pay process 1.4 Hold employees with authorized spending limits accountable for their expenditures and for submitting the appropriate documentation. 1.5 Establish an appropriate authorization process for credit cards and implement controls and monitor activities. 1.6 Rationalize the use of petty cash, implement a fixed balance and a policy for its use and replenishment.	 1.4 The review process will include requirements for adherence to the procedures including PO approval in advance of purchase. This can be adequately achieved via the existing manual process without expending additional resources to track electronically. 1.5 Documentation will include pre-approval of all credit card use and communication of policies and procedures for use. 1.6 Documentation will include a review and communication of petty cash policies.	 30 September 2016 30 September 2016 30 September 2016

Appendix A – Management Responses

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EY Recommendation	Management Response	Due Date
Opportunity 2 - Human Resources 2.1 Implement compliance of vacation accrual with vacation policy for all employees. Employees should either use the vacation over a prescribed period or the Town could choose to pay out. Efforts are being made to reset vacation for the future, however, excessive levels should be paid. 2.2 Consider some form of corroboration of attendance and more frequent reporting of sick time and vacation time taken (e.g. weekly) and assign one person to track attendance on a weekly basis for Town Hall staff. Management should report vacation, sickness for their respective teams. 2.3 Review performance management process and implement consistently across the municipality. Performance should be aligned to compensation to optimize established performance and standards to define criteria and the measures that will be used to evaluate various positions and their contribution to the achievement of organizational objectives. 2.4 Allow key officers to develop, train and designate alternates in event of their absence. The scalability does create a challenge for true succession planning efforts within the municipality.	2.1 The Personnel Committee has adopted a policy requiring the accrued vacation to be used by 01 January 2018. Maximum carryover, going forward, is one week. Management will ensure this policy is clear to all employees. Council will be presented with information to decide on payouts prior to the deadline. 2.2 At present, workers in the Parks, Works and Utility depts. submit timesheets including sick time, overtime and vacation weekly, which is confirmed by their respective supervisors. Town Hall and Recreation staff will be required to submit their records with confirmation by their supervisor to the Human Resources clerk each week. 2.3 Senior management will ensure the performance of the incumbent in each full-time position is reviewed annually. Salary adjustments, other than those reflecting market changes, will continue to be based on ratings 'better than satisfactory' on performance reviews. 2.4 Directors will be asked to produce a report on potential delegation in their departments. A limited staff complement does not properly allow full succession planning for those positions requiring professional qualifications.	2 September 2016 Implemented 31 December 2017 31 December 2016

Appendix A – Management Responses

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EY Recommendation	Management Response	Due Date
<p>Opportunity 3 - Code of Conduct</p> <p>3.1 Establish a formal Code of Conduct for both Council and staff. Such standards should contain key provisions reflecting legal, ethical, business, and financial reporting expectations. It should also articulate management's philosophy and guidance for avoiding moral hazards in the pursuit of the Town's key objectives.</p> <p>3.2 Implement acknowledgement of the Code annually for all Council and staff, regardless of position.</p> <p>3.3 Consider putting in place an anonymous whistleblower process to report employees and activities that contradict the Code of Conduct when established. Assign accountability and responsibilities to investigate any reported activities whether valid or not, and if valid, to define and implement action to address any issues. This service can be outsourced to an independent service provider for a nominal cost.</p>	<p>3.1 Council has adopted, and all current Council members have endorsed, a code of ethics. A draft code of ethics for senior staff has been reviewed by the Personnel Committee as well a list of value statements (Code) for the remainder of the Town's full time and seasonal staff. The latter will be posted prominently and reviewed with new and returning seasonal staff each year.</p> <p>3.2 All staff and Council will be asked to acknowledge once when the policy is published. New and returning staff will be required to do so as part of their hiring process. A signed copy will be placed in each employees personnel file.</p> <p>3.3 This recommendation will be considered further once more research is conducted on the practices of other municipalities and other public sector organizations of similar size and complexity. At present, issues are directed to the Town Manager, and if the matter involves the Town Manager, to the mayor.</p>	<p>Council has completed; Senior staff to sign on or before 31 Oct 2016</p> <p>31 October 2016</p> <p>Report for budget consideration, 31 October 2017</p>

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Opportunity 4 - Strategic Objectives and Measures

4.2 Develop a formalized operational plan and a scorecard with key performance indicators that measure and monitor progress and milestones, and identify slippage

4.1 As it has been done in the past, it is expected that Council will establish and publish priorities for the current term in advance of the adoption of the 2017 budget. This will allow an allocation of resources toward achieving these goals for the remaining years in the Council mandate. Council priorities will be converted to action plans by staff and assigned to respective senior management staff for implementation.

4.2 Progress toward the achievement of the priorities set by Council will be recorded and reported through the annual report of the municipality. As new initiatives are proposed, they will be measured against their consistency with Council priority package.

31 October
2016

Annually, each
spring ,
beginning 2017

Appendix A – Management Responses

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EY Recommendation	Management Response	Due Date
<p>Opportunity 5 - Capital Expenditure Oversight</p> <p>5.1 Management should consider and assess the option of adding a contractual role to support the Director of Operations for project management and oversight of significant contracts and capital projects. The Director will then be able to focus on operational priorities and performance and allow bandwidth as the capital projects portfolio expands.</p>	<p>5.1 The Town expects to embark on two of the largest capital projects in its history (\$30+ million total). Several options will be analyzed to ensure the interest of taxpayers are properly protected if these projects proceed.</p> <p>An additional permanent or long-term contract position for an engineer with appropriate qualifications could be created; a project manager and/or project commissioning agent could be hired on a contractual basis with the cost to be absorbed within the capital project budgets; a person with advanced technical skills could be hired to work in the utility on an operating basis once the project is completed and could supplement the project management capacity of in-house staff during final design and construction; or, alternatively with more technical support, the Director of Operations may be able to oversee one or more of these capital projects.</p> <p>The need for any of the actions described above are affected significantly by the availability of funding from higher level of provincial and federal government; such funding has not yet been secured.</p>	<p>More discussion required as part of 2017 budget deliberations, to be completed by December 2016. Also subject to senior gov't grant approval.</p>

Appendix A – Management Responses

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EY Recommendation	Management Response	Due Date
<p>Opportunity 6 - Risk Management</p> <p>6.1 Implement a comprehensive risk assessment and identification process. To ensure alignment to goals and objectives at a strategic level. This would be an evolving process and will cultivate a risk management culture across the municipality.</p> <p>6.2 The process should be implemented following the new strategic/priorities planning session. This will allow Council to identify risks that could affect the Town or the ability to progress on Town's priorities and ultimately allow an opportunity to create mitigating strategies.</p> <p>6.3 The defined risks can then be further prioritized in terms of severity and likelihood of occurrence and this will inform plans and programs, budget and resources available. This will also drive the assignment of risk owners, create and execute action plans to manage those risks, and improve performance reporting on the goals and objectives to stakeholders</p>	<p>6.1 Risk is constantly being analyzed in the day-to-day operations of the Town, its planning processes and the resource allocation decisions made by Council and staff. In fact, many resource allocation decisions are specifically designed to mitigate identified risk. Typical risks occur in the areas of environmental damage, emergencies, staff safety, capital project execution, unpredictable weather, a broad range of policy changes at other levels of government, public opinion, currency fluctuations in capital purchases, actions of other local governments, local/provincial economic conditions and many other variables which change at different rates.</p> <p>6.2 A risk analysis associated with the priorities identified by Council for consideration will be produced by staff before the Council finalizes its priorities.</p> <p>6.3 Risk mitigation measures will be considered as part of the priority setting process and the more detailed development of capital plans, new programs and revised operational procedures. Directors will be responsible for risk identification in their areas of responsibilities. Significant actions to mitigate risk will be reported as part of the performance evaluation processes associated with the priority setting and monitoring progress. Consideration of risk identification and mitigation measures will be raised with the jointly-funded agencies. EMO planning includes hazard analysis, which may be transferable to operations aspects.</p>	<p>Currently in place, further development ongoing.</p> <p>30 November 2016; coincide with priority sessions</p> <p>Ongoing</p>

Appendix A – Management Responses

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EY Recommendation	Management Response	Due Date
Opportunity 7 - Comprehensive Policies		
7.1 Develop a broader and more comprehensive inventory of robust Policies and Procedures. These policies should cover internal control considerations and requirements based on the internal controls checklist (See sample in Appendix C).	7.1 Staff will conduct a gap analysis on the policy currently in place and identify priority policy development topics. Standard operating procedures will continue to be developed in response to safety concerns, changes in processes, new equipment or other stimuli. An emphasis will be placed on internal financial controls in the initial stages.	31 March 2017
7.2 Expand, communicate and enable enforcement of operating Policies and Procedures.	7.2 The Intranet will be activated and made accessible to staff in the field. It will be populated with policies and procedures directly related to Town operations and employee benefits and conduct.	31 December 2016
7.3 Provide employees with access to policies and procedures, including the Code of Conduct, HR Policies, and Purchasing, etc.	7.3 See above.	See above
7.4 Report on status of compliance to the Council, preferably on a monthly basis and at a minimum on a quarterly basis on statutory requirement such as HST remittances, and payroll remittances. (See sample in Appendix E)	7.4 A compliance report will be included on the standing agenda for each meeting of the Finance Committee.	30 September 2016

Appendix A – Management Responses

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EY Recommendation	Management Response	Due Date
<p>Opportunity 8 - Order-to-cash cycle</p> <p>8.1 Residential meters should be replaced every 10-15 years; large meters should be tested for accuracy on large volume users every 3-5 years. We recommend the development of a test and change out strategy to support more frequent calibration of meters and to reduce likelihood of incorrect billings and leakage.</p> <p>8.2 Implement a secondary reviewer to oversee and check the manual calculations for the billing rates on utility customer Excel files to ensure accuracy prior to the data upload into the billing system.</p> <p>8.3 Improve the process for new water meter billings by removing redundant manual processes and ensuring reconciliation of the # of meters with billing cycle to ensure completeness and timeliness of billings. (See Appendix F).</p>	<p>8.1 The Town, as a standard practice, purchases 100 meters each year to replace existing meters. We have approx. 1,750 equivalent users, but closer to 1,500 actual meters. Loosely translated, 100 purchases per year with 1,500 units means a meter is replaced every 15 years. Staff will identify the cost of implementing a more aggressive meter change out frequency including reviewing the results of past meter testing to see if revenue losses have been experienced. We will also account for the larger more expensive commercial meters.</p> <p>8.2 This process has been adopted. The Treasurer reviews the billing spreadsheets including analysis of comparisons to prior consumption for anomalies including a review of the error report from the reading process.</p> <p>8.3 Meter change reports are now received on a timelier basis with information updated monthly. There are relatively few amendments monthly, therefore the current process is considered adequate.</p>	<p>Current policy in place; analysis for implementation 2018</p> <p>Ongoing, quarterly</p> <p>Ongoing, quarterly</p>

Appendix A – Management Responses

2016September12OpenSessionFINAL_147

EY Recommendation	Management Response	Due Date
Opportunity 8 - Order-to-cash cycle 8.4 Consider setting up an online scheduling process for ice rink rentals and soccer field rentals and assess enabling online payments so residents can pay conveniently ahead and just show up with e-tickets on the venue for the Parks/Rec department. We recognize that the Town investigated this option in prior years however, technology advancements will ease the process and potentially increase rental opportunities. 8.5 Evaluate negative A/R balances regularly to ensure that any prepaid balances/advance payments are differentiated on the balance sheet to ensure appropriate treatment.	 8.4 Recreation staff believe there is value in personal contact with facility users and the scale of the Town operations allows this to occur. There is very little cash managed by facility staff, however, the use of online payment mechanisms will be further reviewed. 8.5 Aged accounts receivable reports will be reviewed quarterly (consistent with the utility billing cycle). Negative balances, subject to materiality, will be reallocated for reporting purposes as part of the year-end accounting process.	 31 October 2016 Ongoing

Appendix A – Management Responses

2016September12OpenSessionFINAL_148

EY Recommendation	Management Response	Due Date
<p>Opportunity 9 - Assets</p> <p>9.1 Strengthen the process to ensure assets are labelled once received.</p> <p>9.2 Conduct physical asset counts to verify existence on a periodic basis (e.g., two years) to improve reconciliation processes.</p> <p>9.3 Track the consumption rate of consumables or non-capitalized expenses for reasonableness or set up inventory for consumables over a threshold value.</p> <p>9.4 Consider the option of extending buying power philosophy and teaming with other municipalities to make purchases and save costs. We recognize the Town is already doing this for some items and utilizing the Service New Brunswick purchasing pooling for items such as, computers.</p>	<p>9.1 The GIS fixed asset tracking maintains a list of all major pieces of equipment and licensed vehicles. All vehicles are currently identified by code. List to be reviewed for completeness.</p> <p>9.2 Every two years staff will conduct a physical count of the equipment on hand, cross check to the database and label them with a unique code. New equipment will be identified as added and disposals of equipment will be removed.</p> <p>9.3 This area requires more study. It is possible to create a system to track consumables and/or assign responsibility to a particular staff person. It would be necessary to develop the appropriate tracking system, possibly construct storage facilities, etc. “Consumables” are relatively low in dollar value, however, they are maintained in a number of areas. We will implement periodic spot checks (every six months) to identify the items on hand.</p> <p>9.4 Continue discussions with neighbouring municipalities to identify and explore purchasing opportunities.</p>	<p>30 September 2016</p> <p>Inventory to be completed on or before 30 November 2016</p> <p>During 2017 fiscal year.</p> <p>Ongoing</p>

Appendix A – Management Responses

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EY Recommendation	Management Response	Due Date
<p>Opportunity 10 - Job Costing and Management Reporting</p> <p>10.1 Establish clear leadership accountability to own and implement the Work-Order system and as develop a detailed plan to communicate across the organization. This includes a detailed timeline, training plan, and monitoring plan to show progress and milestones of the project. We want to acknowledge that management is currently including this within the annual goals and objectives process of the Director responsible.</p> <p>10.2 Implement time reporting for the organization (especially field staff) to distinguish between direct and indirect costs. This will provide a better view of costs and facilitate evaluation of benefits /investments and decisions on deployment of resources.</p>	<p>10.1 Work Order system and authorizing system has been launched as a means to track service delivery. The next phase will include a more complete financial element as the data is collected. More study is required to finalize the goals and detailed objectives of this program.</p> <p>10.2 Time reporting on a functional basis is inherent in the work order system. Once sufficient database is compiled, new work methods will be assessed for efficiency and effectiveness. Staff will attempt to identify available data from other municipalities for comparative purposes.</p>	<p>Pilot projects monitored and new functionality rolled out in stages; completion spring 2017.</p> <p>Ongoing; review of results by year end 2017</p>

Appendix A – Management Responses

2016September12OpenSessionFINAL_150

EY Recommendation	Management Response	Due Date
<p>Opportunity 10 – Job Costing and Management Reporting</p> <p>10.3 Consult management units and align reports to address management’s information needs. The Financial reporting to management is currently ad-hoc. Different management units should come together and decide on the types of data and information that they require not just in the present but also forward-looking in view of strategic plan so requests for internal reports do not end up being ad hoc and unplanned in Finance’s calendar.</p> <p>10.4 Measure performance against predetermined targets and manage the corrective action process to align with stated Town objectives.</p>	<p>10.3 Senior staff has been consulted regarding management reporting requirements. Monthly financial packages, including comparisons to budget, are now distributed in addition to capital spending summaries. Packages to be modified as requested.</p> <p>10.4 This will be done for individual working teams as well as the organization as a whole. The basis for the analysis will be the priorities adopted by Council organized into departmental work plans.</p>	<p>Implemented</p> <p>Processes will be in place by second quarter 2017</p>

Appendix B

COSO Integrated Internal Control framework

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We leveraged the COSO Internal Control Framework while executing this review. An effective system of internal control requires that each of the five components and all relevant principles are present and functioning, and are operating together in an integrated manner.

1. Control Environment	<ol style="list-style-type: none"> 1. The organization demonstrates commitment to integrity and ethical values 2. The Council demonstrates independence from management and exercises oversight responsibility 3. Management, with Council oversight, establishes structure, authority and responsibility 4. The organization demonstrates commitment to competence 5. The organization establishes and enforces accountability
2. Risk Assessment	<ol style="list-style-type: none"> 6. The organization specifies relevant objectives with sufficient clarity to enable identification of risks 7. The organization identifies and assesses risk 8. The organization considers the potential for fraud in assessing risk 9. The organization identifies and assesses significant change that could impact system of internal control
3. Control Activities	<ol style="list-style-type: none"> 10. The organization selects and develops control activities 11. The organization selects and develops general controls over technology 12. The organization deploys control activities through policies and procedures
4. Information and Communication	<ol style="list-style-type: none"> 13. The organization obtains or generates relevant, quality information 14. The organization communicates internally 15. The organization communicates externally
5. Monitoring	<ol style="list-style-type: none"> 16. The organization selects, develops and performs ongoing and separate evaluations 17. The organization evaluates and communicates deficiencies

Appendix C- Municipality internal controls checklist

(Partial sample only)

2016September12OpenSessionFINAL_152

Key questions to consider to determine adequacy of internal controls	
General Controls	Payroll Controls
Does management understand and action their responsibility to implement and monitor an adequate system of internal controls?	Are personnel records maintained for all employees?
Does the municipality have written documentation of its accounting perspectives?	Does the municipality have an employee manual / HR policies available and are they communicated to staff?
Has management performed a risk assessment across the municipality and developed risk mitigation plans for risks?	Are salary and wage rates approved by a sub committee of the Council?
Are the duties of officials and staff clearly defined and documented?	Does the municipality accurately accumulate time and record absences for staff?
Are municipal officials bonded by liability insurance?	Are withholding taxes remitted timely and properly?
Does the municipality have an independent professional annual audit performed?	Are fees paid to elected officials disclosed in the municipalities accounting records?
Is a budget system utilized to monitor revenue and expenses?	Are payroll remittances reconciled to payroll reports on a timely basis?
Does the municipality have a fraud policy and has it been communicated to staff during the past 12 months? Have staff signed off on a code of conduct?	Are HR policies actively enforced by management?
Are all employees required to take annual vacation and are their responsibilities performed by other employees while they are away?	Are HR policies accessible by employees?

Appendix D - Sample municipality scorecard

2016September12OpenSessionFINAL_153

- ❖ *How can we measure our progress in these key strategic areas?*
- ❖ *How do we know we have been successful compared to our plan?*
- ❖ *Have we **defined** success and established metrics and measures to measure our progress?*



SAMPLE

Community of Choice	<ul style="list-style-type: none">• # of families moving in• # of horticulture sites maintained• Community beautification projects
Sustainable Infrastructure	<ul style="list-style-type: none">• Regulatory compliance infringements
Organizational Effectiveness/ Communication	<ul style="list-style-type: none">• # of social media publications/tweets• Employee survey results• Resident survey results• Absenteeism

Appendix E – Monthly liability report to Council – statutory remittances sample

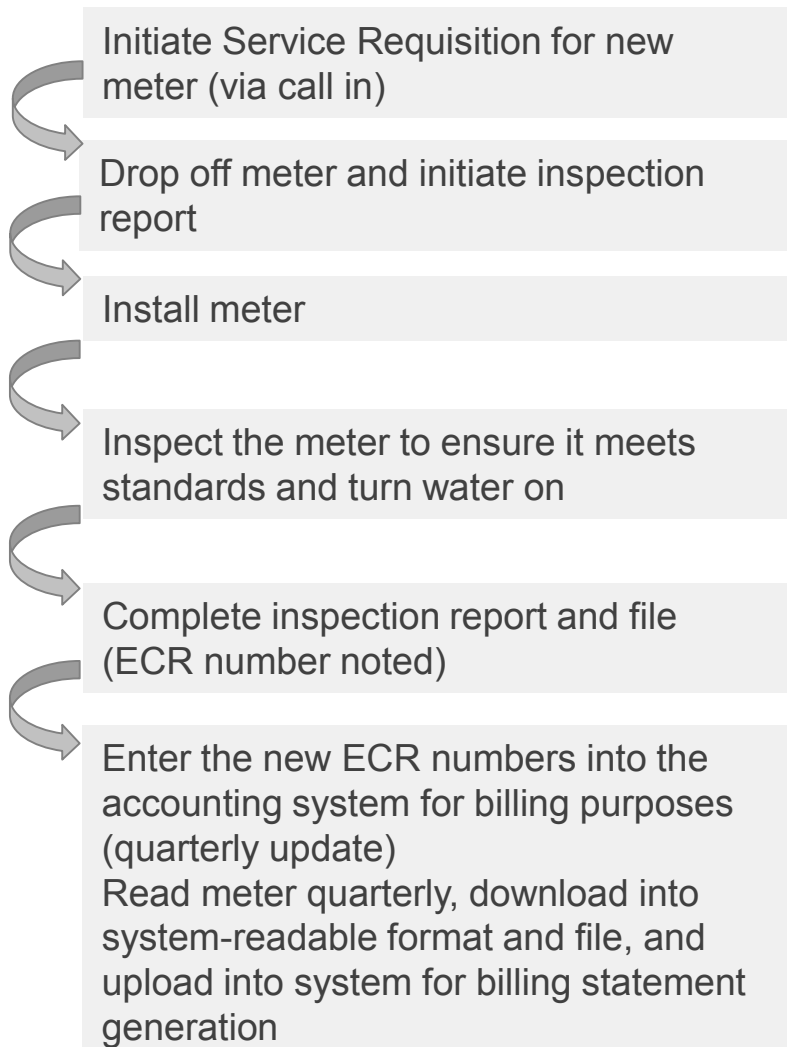
2016September12OpenSessionFINAL_154

Description	Remittance Confirmed “dated”
Payroll Taxes (CPP, EI)	✓
HST/GST	✓
WHSCC	✓
Other	✓

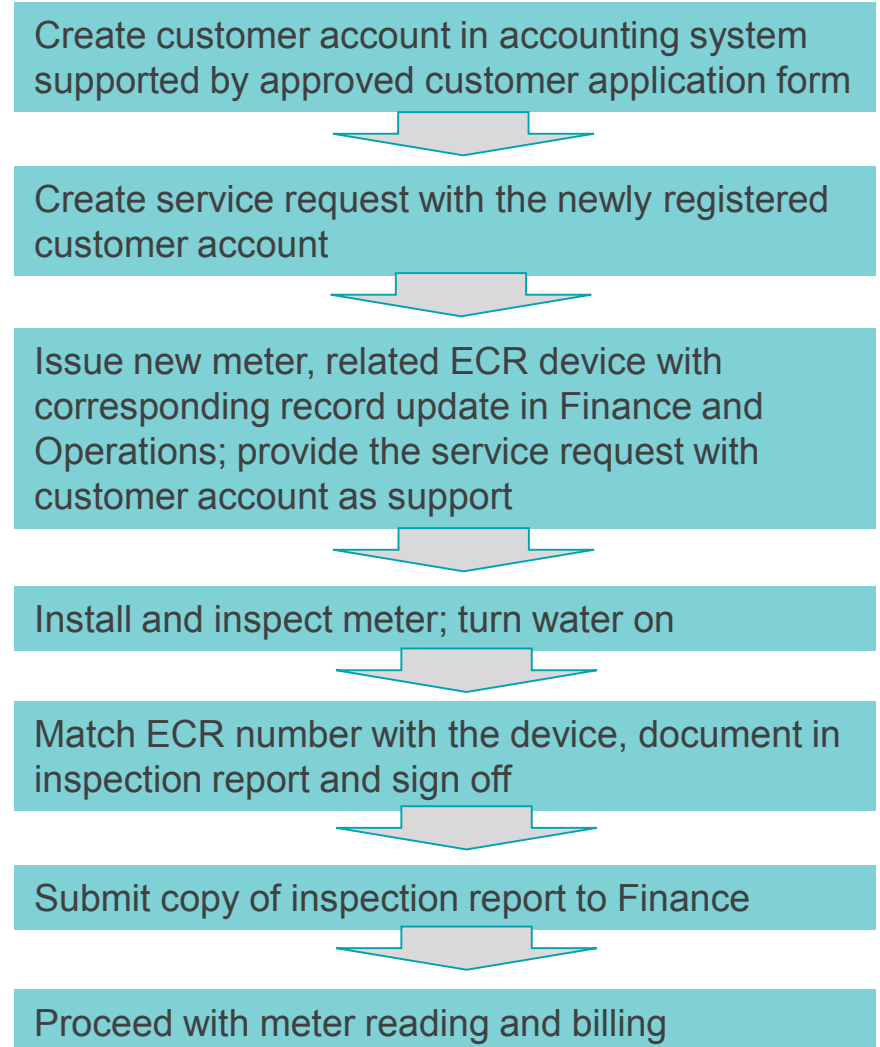
Appendix F – New water billing process

2016September12OpenSessionFINAL_155

Current



Proposed



Appendix G – Interviewee list

2016September12OpenSessionFINAL_156

-
- ▶ John Jarvie – Town Manager
 - ▶ Kim VanWart – HR and Payroll Clerk
 - ▶ Doug MacDonald - Treasurer
 - ▶ Brett McLean – Director of Operations
 - ▶ Brian White – Director of Planning and Development Services
 - ▶ Charles Jensen – Director of Recreation and Parks
 - ▶ Mary Jane Banks – Town Clerk; Director of Administrative Services
 - ▶ Ellen Steeves – Financial Officer
 - ▶ Cathy Jones – Payables Clerk
 - ▶ Bruce King – Utilities Coordinator
 - ▶ Tony Henry – Public Works Coordinator
 - ▶ Nick DeMerchant – GIS Technician
 - ▶ Michael Kean – ICT Coordinator
 - ▶ Beverly Cote – Receptionist
 - ▶ Wendy Doran – Administrative Assistant
 - ▶ Nancy Grant – Deputy Mayor (May 2012-May 2016)
 - ▶ Blair MacDonald – Councillor (May 2012-May 2016)
 - ▶ Peter Logan – Teed Saunders (External Auditor)

Appendix H – Priority scoring categories

Illustrative only

2016September12OpenSessionFINAL_T57

BUSINESS IMPACT

Business Value	Estimated impact on business value delivered by the project
Process Impact	Estimated impact the project has on business processes
Strategy Alignment	Degree of alignment with the strategic business drivers and goals
Urgency	The speed with which business wants this project to get started

FINANCIAL IMPACT

Financial Return	Magnitude of the rate of return for this
Cost	Degree of cost associated with this project

RISK IMPACT

Complexity	Degree of complexity of the project using a complexity model
Execution Risk	Degree of certainty with which the project can meet with successful execution

COMPLIANCE IMPACT

Compliance Mandate	Significance of the project from a compliance point of view
Enterprise Architecture Fit	Degree to which new project fits into existing systems and architecture

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The better the question. The better the answer. The better the world works.

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ROTHESAY MEMORANDUM



TO : John Jarvie
FROM : Doug MacDonald
DATE : August 30, 2016
RE : Application for Financing


I concur with the
recommendation

Recommendation

I recommend Council adopt the following motion:

RESOLVED THAT the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of Rothesay debenture in the principal amount of \$850,000 on such terms and conditions as are recommended by the New Brunswick Finance Corporation, and be it resolved that the Municipality of Rothesay agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

Background

The town has previously obtained authority from the Municipal Capital Borrowing Board to fund the Almon Lane/Peters St utility project. The approval outstanding (Order in Council ("OIC")) is as follows:

OIC #	Date Approved	Amount	Term	Project Description
16-0020	March 14, 2016	\$ 850,000	30 Years	Water & Sewer

The term of the debt is mandated by the MCBB when the borrowing authority is received depending upon the nature of the project. Based upon current interest rates the additional loan payment to be included in the 2017 budget is estimated to be approximately \$50,000.

Access to the funds is only available twice a year (normally late spring and early fall) via the Provincial Government Bond issuance process and the New Brunswick Municipal Finance Corporation ("NBMFC"). The deadline for submissions to the NBMFC for consideration in the current cycle is September 27, 2016.

In summary, I recommend we apply for debt financing in an aggregate amount of \$850,000 relating to the above noted project.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
September 12, 2016

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


John Jarvie, Town Manager

DATE: September 1, 2016

SUBJECT: Rothesay Wastewater Collection System Upgrades: Supply of
Submersible Pumps

RECOMMENDATION

It is recommended that the proposal submitted by Xylem Canada Company in the amount of \$457,662.13 for the for the supply of the pumps for each station (KPark, Renforth, East Riverside, Tennis Court, Fairvale), be accepted and further that the Mayor and Council authorize the Director of Operation to issue a purchase order in that regard.

ORIGIN

The 2015 Utility Fund Capital Budget includes funding for the construction of five independent sanitary sewer pumping stations which include the purchase of specific pumps for each station.

BACKGROUND

As part of the 2016 Utility Fund Budget Mayor and Council authorized staff to issue RFPs and Tenders to construct sanitary sewer forcemain piping and pump stations such that all collected wastewater in Rothesay could be conveyed to the current Sagamore Point Lagoon site.

An RFP for detailed design and construction management for the project was issued and Council approved the proposal submitted by Dillon Consulting. Dillon has now completed the project design. Tenders have been called and awarded for the installation of the forcemain piping and the construction of three of five wastewater pumping stations. A tender for the final two pump stations will be issued in mid-September of this year. The individual pumps are an expensive and integral part of the pumping stations. There are two types of pumps that can be utilized in a wastewater pumping station – submersible pumps which are placed at the bottom of the wet well and force wastewater up and into the collection system piping and self-priming pumps which are located at the top of the wet well and pull the wastewater up and into the collection system piping. Self-priming pumps have a limited vertical lift capability. The Kpark, East Riverside and Fairvale pump stations require wet wells with depths that exceed the vertical lift capability of self-priming pumps. Town staff and the consultant team jointly determined that it was more practical to utilize the submersible style of pumps at all locations even though self-priming pumps would work at the Renforth and Tennis Court Stations. It was recommended by Dillon that the Town pre-purchase the submersible pumps for all five stations to avoid contractor mark-up and to avoid schedule lag as the pumps require a lengthy lead time for delivery. Town staff accepted this recommendation. There are two main suppliers of submersible pumps that meet the requirement in the project design – John Brooks Company Ltd. (Vaughan Pumps) and Xylem Canada Company (Flyght Pumps). An RFQ for supply of the pumps was issued to these two suppliers in June and there is a recommendation for award included in this report.

DISCUSSION

The two invited suppliers responded to the RFQ and submitted proposals on July 7, 2016. Where the required supporting information was not included in the submission, Dillon requested and received information and clarifications from the suppliers. Both suppliers have excellent reputations in the wastewater pumping industry in Canada.

Dillon and the Town have reviewed and evaluated each proposal considering the following factors:

- Pump hydraulic characteristics (pump curves)
- Pump operating point (duty point)
- Maintenance requirements
- Pump accessories
- Power requirements
- Completeness of proposal; and
- Costing

The submission from Xylem Canada Company met all of the requirements set out in the RFQ, was less expensive and provided a longer term warranty than the submission from Jon Brooks Company Ltd.

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

FINANCIAL IMPLICATIONS

The anticipated completion cost for Phase I of the Wastewater Treatment program (to date) is as follows:

	Total incl. HST (to date)	Total after HST rebate (to date)	Total Budget for 3 parts of Phase I
Consulting Fees	481,318.82	457,157.34	721,978.23
Construction Costs	3,477,121.10	3,153,174.36	6,778,021.77
Total	3,958,439.93	3,610,331.70	7,500,000.00

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



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
September 12, 2016

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: September 7, 2016

SUBJECT: Refurbishment of Production Well C6 – Carpenter Pond Wellfield

RECOMMENDATION

It is recommended that the proposal submitted by Groupe Puitbec in the amount of \$194,350.00 for the Refurbishment of Production Well C6 – Carpenter Pond Wellfield be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2016 Utility Fund Capital Budget included an amount of \$250,000 for wellfield development. The intent of the budget allocation was to develop new raw water sources outside of the existing Carpenter Pond Wellfield. At their meeting of July 11, 2016 Council approved a recommendation from the Utilities Committee to re-allocate the \$250,000 fund to the refurbishment of the existing (failing) well C6.

BACKGROUND

The 2016 Utility Capital Budget included funding for wellfield development i.e. the raw water feed sources for the Water Treatment Plant located near Carpenter Pond. Over the last number of years Rothesay has employed consultants to study the hydrogeology of town owned land east of the McKay Highway in attempts to find alternate sources of raw water to the existing wellfield at Carpenter Pond. The results have been less than favourable and in early 2016 it was determined that, notwithstanding the need to find new raw water sources outside the existing wellfield, the existing wellfield itself required additional maintenance in that production well C6 had gone into advance failure and was deemed to require complete refurbishment.

DISCUSSION

The Carpenter Pond Wellfield that feeds the Town's Water Treatment Facility consists of 9 sand and gravel wells. Well C7 is essentially fed by surface water from Carpenter Pond and does not have the same pre-treatment quality level as the other 8 wells and is therefore only used in extreme peak demand conditions. Of the 8 main production wells, C2, C6 and C8 have the highest yield and are therefore the best producers; at least until now.

Some time ago Well C6 experienced a breach in the screen at the base of the well and subsequently the withdrawal rate had to be reduced to avoid pulling sand through the damaged screen. The Utility has operated quite successfully with the reduced yield from well C6 however the breach has worsened in recent months to the point where it has become impossible to withdraw any amount of water from the well without experiencing sand infiltration. Sand is very detrimental to the internal mechanics of the treatment system.

Town staff conferred with hydrogeological consultant BGC Engineering and determined that a complete refurbishment of well C6 was in order; the water is proven to be there, it's simply a matter of providing a sound conduit to withdraw it from the ground. Staff is of the opinion that the original withdrawal rate will not only be re-established through the refurbishment process, but increased through the addition of a secondary screen at the midpoint of the well depth. The refurbishment process and secondary screen addition have been discussed with Department of Environment officials and approval to move forward has been granted.

FINANCIAL IMPLICATIONS

The 2016 General Fund Capital Budget included an amount of \$250,000 for wellfield development. The table below outlines the costs associated with the refurbishment project.

Cost items	Fees (inc HST)	HST rebate	Subtotal	2016 Budget	Variance from Budget
Spent to date in 2016	79,294.78	7,387.51	71,907.27		
Consultant fees C6	25,000.00	2,329.13	22,670.87		
Contractor fees C6	194,350.00	18,106.66	176,243.34		
Total	298,644.78	27,823.30	270,821.48	250,000.00	-20,821.48

Considering the urgency of this matter to sustain feed water to the treatment plant, staff is recommending that Council award this project to Groupe Puitbec and authorizes the use of additional funding from the Utility Capital Reserve.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

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




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
September 12, 2016

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvis, Town Manager

DATE: September 7, 2016

SUBJECT: T-2016-015: Backhoe / Loader

RECOMMENDATION

It is recommended that Rothesay Mayor and Council:

- 1) Accept the (sole) compliant bid for Tender T-2016-015: Backhoe / Loader, which was accompanied by a the proper bid security deposit; and
- 2) Return the non-compliant bids for Tender T-2016-015: Backhoe / Loader, which were not accompanied by a bid security deposit, to the submitting bidder without further consideration.

ORIGIN

The 2016 General Fund Capital Budget included funding for the purchase of a new Backhoe / Loader to replace one of the Town's existing backhoes which is a 2002 model.

BACKGROUND

A tender call for the supply of a new and never used Backhoe / Loader was issued through the New Brunswick Opportunities Network (NBON) on August 19, 2016 with a closing date of

September 6, 2016. One addendum to the specifications was posted to the NBON system during the tender period.

TENDER RESULTS

Tenders closed on September 6, 2016 with four companies submitting bids. The Tender Advertisement on NBON specified the requirement for a 10% bid security deposit to be submitted with all bids; this is a standard requirement for all Rothesay equipment tenders. All four bidders received notification of the Tender through NBON. Three of the four bidders did not include bid security with their tender.

Result of the compliant submission including HST is as follows:

Brandt Fredericton, NB. \$156,335.00

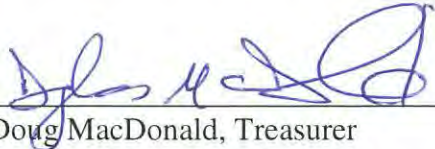
The submission from Brandt met the requirements set out in the tender.

FINANCIAL ANALYSIS

An amount of \$230,000 was included in the 2016 General Fund Capital Budget for the replacement of a 2002 Backhoe / Loader. Assuming award of the contract to Brandt a financial analysis has been included below:

Tender Amount	HST Rebate	Subtotal	Budget	Difference
156,335.00	14,564.98	141,770.02	230,000.00	+ 88,229.98

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

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

2016September12OpenSessionFINAL_167

Tender Notice*Advertisement***T-2016-015 Backhoe/Loader**

(Prod)

New Brunswick **O**pportunities
Netw **rk**

**Issuing Agency Address**

Town of Rothesay
70 Hampton Road
ROTHESAY, New Brunswick
E2E 5L5

Contact: Brett McLean
Phone: 1 (506) 848-6668
Fax:

 Attachments Exist

Not all tender notices have attachments.
To view an attached document, click on "Interested" in the left side menu.

Notice #
T-2016-015
Amendment # 1

Original Publish Date
2016/08/19 12:00

Publish Date
2016/08/30 08:43

Closing Date & Time
2016/09/06
14:30:00

Time Zone
Atlantic Time
Time Remaining

All dates are yyyy/mm/dd

Date Issued:
2016/08/30
Delivery Required:

Effective Date: 2016/08/19

Expiry Date: 2016/09/06

Commodity Bid Matching

- CONSTRUCTION EQUIPMENT, MISCELLANEOUS

Tender Details

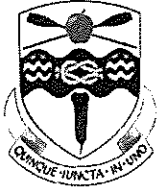
The town of Rothesay is seeking bids for a backhoe/loader.

Tenders must be received at Rothesay Town Hall not later than 2.30 p.m. on September 6, 2016, and submitted in a sealed envelope appropriately identified as a bid for this specific project name and number. All bids must be accompanied by a bid deposit in the form of a bond or certified cheque in an amount equal to 10% of the total tender amount including 15% HST.

The tender form is posted with this notice.

Not all tender notices have attachments.
To view an attached document, click on "Interested" in the left side menu.

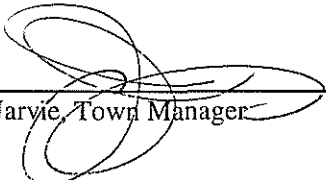
16028463



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
September 12, 2016

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY: 
John Jarvie, Town Manager

DATE: September 7, 2016

SUBJECT: Engineering Design and Construction Management Services
2017 Asphalt, Microseal and Oakville Lane Drainage Improvements

RECOMMENDATION

It is recommended that the proposal submitted by CBCL Limited in the amount of \$145,360.00 for the 2017 Asphalt Resurfacing, Microseal Placement and Oakville Lane Drainage Improvements project be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2016 General Fund Capital Budget includes funding for the design work associated with the Asphalt Resurfacing, Microseal Placement and Oakville Lane Drainage Improvements proposed for 2017.

BACKGROUND

As part of the 2016 General Fund Budget Mayor and Council approved a plan to issue an RFP for engineering design services in 2016 for the proposed 2017 Asphalt Resurfacing, Microseal Placement and Oakville Lane Drainage Improvements projects.

The following list of streets has been developed for the 2017 Asphalt Resurfacing and Microseal Placement programs using the standard formula:

Asphalt:

- North Street *****
- River Road
- Scovil Road

- Oakville Lane
- Phoenix Court
- Second Street
- Sierra Avenue
- Stack Road
- Rothesay Park Road
- Wynn Street
- Gondola Point Road

Microseal:

- Brigete Lane
- Cosse Lane
- Imelda Lane
- Seaman Drive
- Shelley Court
- Tasha Street
- Chantale Street *****

***** Street work was deferred (all or in part) owing to budget constraints in 2016

DISCUSSION

On August 19, 2016 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, four (4) compliant submissions were received from consulting engineering firms on September 2, 2016. Proposals were received from the following firms:

- Brunswick Engineering & Consulting Inc.,
- CBCL Consulting Engineers Limited,
- Crandall Engineering Ltd.,
- WSP.

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

John Jarvie, Town Manager
Brett McLean, Director of Operations

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

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The highest ranked overall submission following this evaluation process was the proposal submitted by Brunswick Engineering even though it was not the lowest overall price.

The submission from CBCL met all of the requirements of the proposal call, in a manner acceptable to the committee, with a cost effective bid for the project.

FINANCIAL IMPLICATIONS

The 2016 General Fund Capital Budget included an amount of \$60,000 for the preliminary and detailed design work for the Asphalt Resurfacing and Microseal Placement programs and an amount of \$30,000 for the Oakville Lane design component. There was no budget allocation for the Gondola Point Road design work in 2016, however there are definite financial benefits to including this design work with the overall asphalt and microseal program. It is anticipated that the construction management component of the engagement will be included with the overall construction budget proposed for 2017. Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget however in this case a budget for the project has not yet been formalized. Town staff is of the opinion that the overall project cost will be in the order of 2.015 million dollars. Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

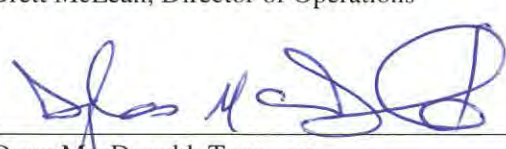
Consultant	Fees (inc HST)	HST rebate	Subtotal	2016 Budget	Budget Item (expected overall cost)	% of overall Budget Item
Prelim and detailed design (2016)	67,275.00	6,267.69	61,007.31	90,000	2,015,000	3.00
Project management (future overall budget)	78,085.00	7,247.80	70,837.20	TBD	2,015,000	3.91
Total	145,360.00	13,515.49	131,844.51	90,000	2,015,000	6.91

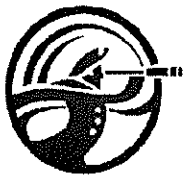
The preliminary and detailed design portion of the work to be completed under this consultant engagement in 2016 will be \$61,007.31. The 2016 combined budget of \$90,000 will be adequate to fund this work. The remainder of the engagement value, \$70,837.20, for project management will be included as part of the overall construction budget proposed for the future as this portion of the work will not be completed until the project moves forward. Council, by virtue of approving this consultant engagement, is **not** committing the Town to spending the additional \$70,837.20 for construction management **nor** are they committing to the construction component on any of the proposed streets.

Report Prepared by:


Brett McLean, Director of Operations

Report Reviewed by:


Doug MacDonald, Treasurer



ROTHESAY MEMORANDUM



TO	:	Mayor and Council
FROM	:	Brett Mclean, Director of Operations
DATE	:	September 9, 2016
RE	:	Asphalt Resurfacing and Microsurfacing Program – Prioritizing Mechanism

PURPOSE OF THE REPORT

The purpose of this report is to inform Council of the process whereby streets are recommended for asphalt resurfacing or microseal placement in a particular budget year.

BACKGROUND

Dillon Consulting completed an index of street conditions in Rothesay in 2011/12. The index rated each street at the time of the visual inspection (field work completed in October 2011). The rating schedule is a 1.0 to 5.0 scale where a rating of 1.0 represents a street that is practically flawless and 5.0 represents a street that has no residual value and requires complete replacement. A five year capital plan was developed in 2012 based on the information in the Dillon Report.

The Condition Index was updated by Dillon in 2015 to reflect the current condition of all streets and the Five year capital plan was adjusted accordingly.

ANALYSIS

Rothesay's asphalt resurfacing program is primarily restricted to streets that have no major deficiencies in the curb/sidewalk and underground services.

In cases where a street has poor surface quality and the underground services require replacement a separate capital item for reconstruction is put before Council with a recommendation. The budget is allocated among the different funds according to the opinion of probable cost for each service to be reconstructed. This was the methodology used for Hampton, Green Road and Almon Lane / Peters Lane.

Formulation of the yearly program is a balancing act of resurfacing versus rehabilitation. Rothesay currently has more category 5 streets than can be repaired in any one year. Rothesay also has streets that are on the verge of falling into the reconstruction category and costing more to rehabilitate or reconstruct in the future ie. if a category 3 street can be resurfaced before it becomes a category 4, the work consists of minimal effort and cost. Each year Rothesay must balance the resurfacing of seemingly decent quality streets with the rehabilitation of category 5 streets to achieve a street inventory that eventually requires resurfacing only. Simply put, if the Town focuses only on repairing

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“terrible” streets then the mediocre streets will become “terrible” in the interim and the result will be higher costs to the tax payer overall.

Priorities are set for asphalt placement as follows:

- The (Dillon) Asphalt Condition Survey is reviewed to develop a list of street surfaces that are the highest rated on the 1 to 5 scale (5 being the worst) and a list of streets that are trending toward a 3+ rating. From this review a list of “possible contenders” for rehabilitation is generated. This resource and rating structure only deals with surface quality;
- The underground infrastructure is reviewed based on service date (age) and material type and the list of “possible contenders” is adjusted accordingly;
- The curb/sidewalk inventory is reviewed based on age, cracking and base stability and the list of “possible contenders” is adjusted accordingly;
- The remaining “possible contenders” are grouped according to geographical area as mobilization costs are mitigated by keeping pavers in an area to do several streets rather than moving around the community to pave one street at a time;
- Planning and Development is consulted to determine potential impacts close to/connecting to streets or groups of streets that are “possible contenders” to ensure they won’t sustain damage from construction activity soon after resurfacing;
- Cost estimates are generated for the “possible contenders” and a program is developed by the Town Engineer that fits the Council approved budget for resurfacing; (generally not all “possible contenders” become “contenders”);
- The program is recommended to Council and if approved, design is completed which includes a video inspection of the underground services. If unexpected deficiencies are discovered on a particular street, the program may be adjusted to exclude that street, replace it with another street on the list of “possible contenders” or Council may be asked to increase funding to include the necessary service renewal;
- Once the program is finalized, a tender is issued, a contractor is engaged and the chosen “contender” streets are resurfaced.

Microseal is a wearing course that Rothesay has used to produce a more uniform surface texture on the chipseal streets in Wells. Microseal does not bleed tar in warmer weather and has a texture and appearance very similar to conventional asphalt. Owing to the fact that microseal is a thin surface treatment, it is advantageous to place it on chipseal streets that have a relatively low (good) condition rating. Chipseal streets that are heavily cracked or rutted are not good contenders for microseal placement.

The Town has informally adopted a process to only place microseal on streets with a condition rating under 3.50 on the 1.0 to 5.0 scale. Streets that have a rating higher than

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3.50 still have useful life and reasonable surface quality, however they do require a greater degree of upgrading such as additional base material and localized repair. Once a chipseal street passes the 3.50 condition stage, it is advantageous for the Town to delay rebuilding the street until it approaches a 5.0 condition, hence getting greater life out of the current surface. Delaying a 3.50 Chipseal street until it becomes a 5.0 street does not increase the rebuilding costs (the same logic does not apply to asphalt streets with proper base structure). Given the number of 5.0 condition or “rebuild chipseal streets” that Rothesay has already, it is more cost effective to spend rebuilding dollars in those locations while the remaining useful life of streets in the 3.5 – 5.0 range is taken advantage of.

Priorities are set for Microseal Placement as follows:

- The (Dillon) Asphalt Condition Survey is reviewed to see which street surfaces are rated between 1.0 and 3.50 and a list of “possible contenders” is generated.
- The “possible contenders” are grouped according to geographical area as mobilization costs are mitigated by keeping pavers in an area to do several streets rather than moving around the community to pave one street at a time;
- Planning and Development is consulted to determine potential impacts close to/connecting to streets or groups of streets that are “possible contenders” to ensure they won’t sustain damage from construction activity soon after resurfacing
- Cost estimates are generated for the “possible contenders” and a program is developed by the Town Engineer that fits the Council approved budget for resurfacing; (generally not all “possible contenders” become “contenders”;
- The program is recommended to Council and if approved, design is completed which includes a video inspection of the underground services. If unexpected deficiencies are discovered on a particular street, the program may be adjusted to exclude that street, replace it with another street on the list of “possible contenders” or Council may be asked to increase funding to include the necessary service renewal;
- Once the program is finalized, a tender is issued, a contractor is engaged and the chosen “contender” streets are resurfaced.

The recommended 2017 asphalt resurfacing and microseal placement program was developed by following the guidelines listed above. The proposed program is as follows:

The 2017 Streets recommended for asphalt resurfacing:

- North Street *****
- River Road
- Scovil Road
- Oakville Lane
- Phoenix Court
- Second Street

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- Sierra Avenue
- Stack Road
- Rothesay Park Road
- Wynn Street
- Gondola Point Road

The 2017 Streets recommended for Microseal:

- Brigete Lane
- Cosse Lane
- Imelda Lane
- Seaman Drive
- Shelley Court
- Tasha Street
- Chantale Street *****

***** Street work was deferred (all or in part) owing to budget constraints in 2016

CAPITAL PROGRAMS / ROAD MAINTAINANCE: Our Capital Program coordinates capital improvements on Rothesay Designated Highways conditionally funded by the New Brunswick Department of Transportation. Only certain aspects of provincially designated highway infrastructure upgrades are eligible for funding from the province.

A capital program necessary for Rothesay to achieve an acceptable standard for street resurfacing requires consideration of the following:

1. In Rothesay, using designations assembled in our Municipal Plan and our own Snow Control Routes we have the following street classifications and I have noted the total kilometers of each road.
 - a. Arterial Roads; 28.4 kilometers.
 - i. Asphalt; 23.7 km.
 - ii. Microseal; 4.7 km.
 - b. Collector Roads; 20.1 kilometers.
 - i. Asphalt; 11.3 km.
 - ii. Microseal; 8.8 km.
 - c. Municipal Streets; 73.4 kilometers.
 - i. Asphalt; 57.2 km.
 - ii. Microseal; 15.9 km.

iii. Gravel; 0.3 km.

2. Administer a plan to attempt to deliver service to Rothesay roads by completing a pavement repair strategy to implement a program by conducting a distinct maintenance philosophy assuming the pavement condition will diminish over its life expectancy and service life will reach a point of "no return" where maintenance options are exhausted and reconstruction will be necessary. This philosophy of separating each road condition and determining that Rothesay's goal will be to conduct only Preventative Maintenance is a far less expensive than letting roads deteriorate to such a state that Corrective Maintenance, or, "Reconstruction" will be necessary. The reconstruction option is far more expensive than other maintenance options. In practical terms, for pavement condition reasons, and more importantly for cost reasons, it is imperative rehabilitation completed during the preventative maintenance term of the service life.

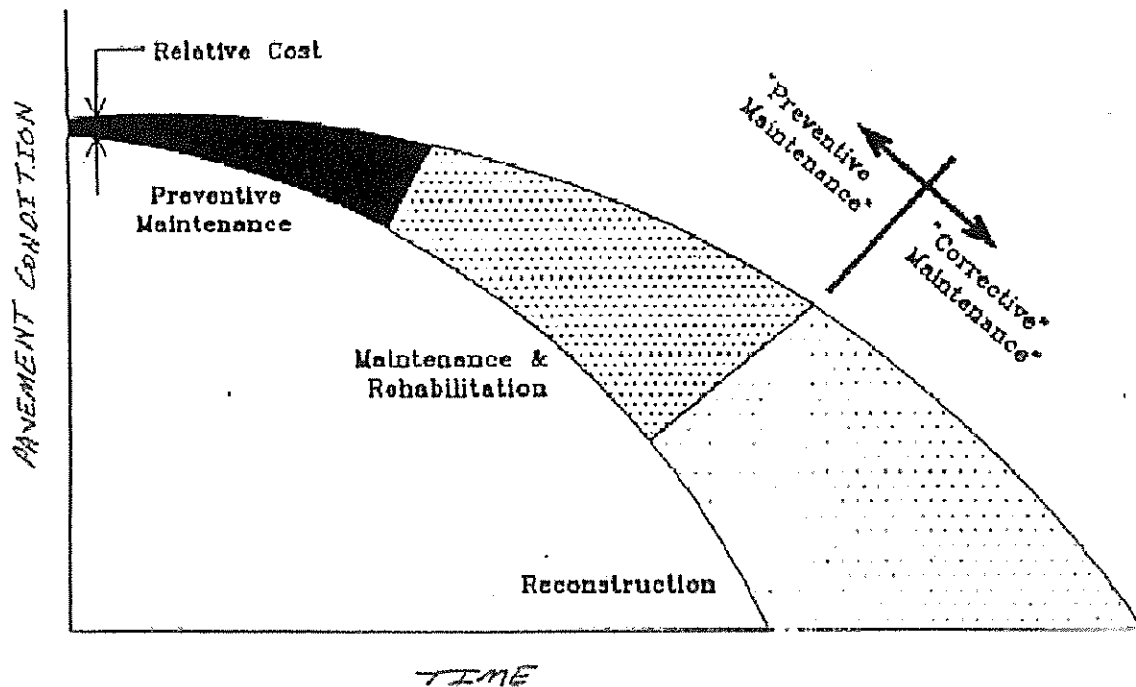


Figure 2: Pavement Repair Strategies and Relative Costs.⁽⁷⁾

3. Much research has been conducted in Pavement Life Cycle analysis and the costs associated with letting pavement deteriorate to various points of decay and analyzing the cost associated with rehabilitation to an acceptable condition while attempting to be cost effective. I have included two graphs which highlight these points for your review and consideration.

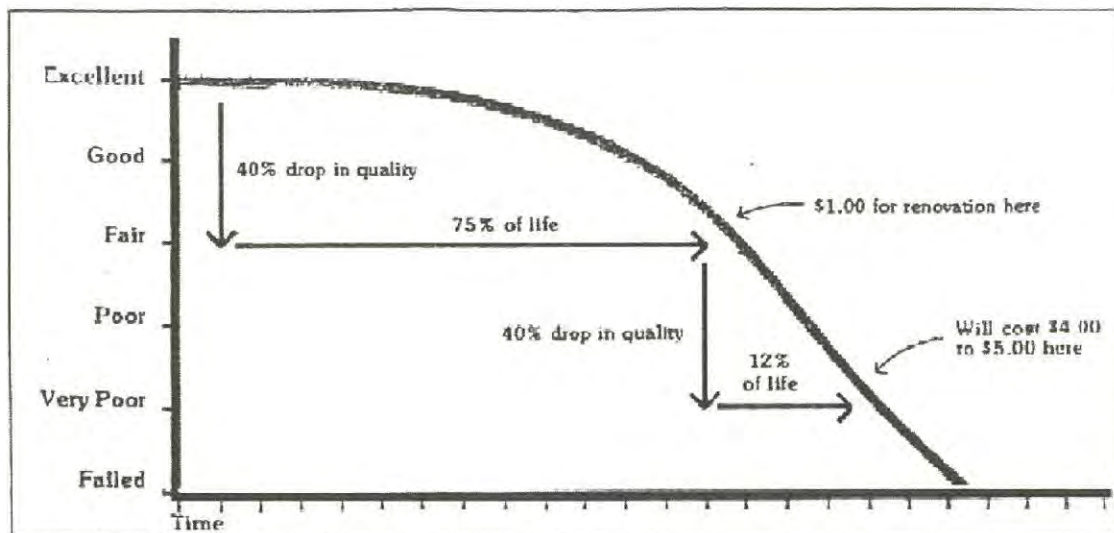


Figure 1: Pavement Life Cycle ⁽⁶⁾

4. Research tells us that over the life cycle of a pavement structure that a 40% drop in structure and surface condition will take place over the first 75% of the life of that surface. The next 40% loss in condition will take place within the next 12% of the pavements life cycle. As expected, the costs of reconditioning varies significantly when intervention is undertaken to resurface a street and can dramatically influence the costs of maintenance. The increase is significant and can be as much as 5 fold.
5. Within this in mind may municipalities suggest various standards for resurfacing. For Rothesay the following should be considered:
 - a. Only let the surface condition drop to the "Fair" condition.
 - b. Conduct all maintenance within 75% of the life cycle and reduce maintenance costs by intervening at the most effective time.
 - c. Provide surface conditions similar to other municipalities.
 - d. Use a 75% life Maintenance intervention strategy:
 - i. Arterial Highways; 8 - 10 years.
 - ii. Collector Highways; 10 - 12 years.
 - iii. Municipal Streets; 15 - 20 years.

Using the above noted standards and calculating the estimated annual resurfacing requirements using the total measurable area of Rothesay Streets, the following can be summarized as the necessary resurface length annually to achieve the optimum maintenance and rehabilitation costs:

- **Annual Pavement resurfacing in Kilometers of road: 6.96 kilometers.**
- **Annual Microseal resurfacing in Kilometers of road: 4.91 kilometers.**
- **Annual Gravel resurfacing in Kilometers of road: 0.04 kilometers.**

With this in mind, our 2017 program has us resurfacing 2.005 kilometers of microseal and 5.905 kilometers of asphalt resurfacing under our regular program. Asset management studies show us that we need to resurface 6.96 per year to be in optimal and most efficient maintenance conditions and we are only doing 5.905 km this year (if approved), ergo, we need to allocate more money to resurfacing in order to save money over the long term.