



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, April 10, 2017**  
**7:00 p.m.**



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**1. APPROVAL OF AGENDA**

**2. APPROVAL OF MINUTES** Regular Meeting 13 March 2017

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

- 4.1 NextGen Energy** Mark McAloon (*see Item 9.1.1*)  
**4.2 2016 Audited Rothesay Financial Statements** Treasurer Doug MacDonald, CPA, CA, CFP  
Auditors Teed Saunders Doyle & Co. Peter Logan, CPA, CA (*see Item 9.1.2*)

**5. CORRESPONDENCE FOR ACTION**

- 5.1 22 March 2017** Letter from the Asian Heritage Society of New Brunswick RE: Invitation to the Asian Heritage Cultural Gala – May 28, 2017 with attachment

**Refer to the Mayor**

- 5.2 27 March 2017** Letter from the Board of Directors, Chapel Hill Estates RE: Condition of Median

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

- 5.3 3 April 2017** Letter from resident RE: Hearse Parking Overnight on Rothesay Road  
**Refer to staff**

**6. CORRESPONDENCE - FOR INFORMATION**

- 6.1 17 March 2017** Rothesay Municipal support letter to establish a Foreign Trade Zone (FTZ) in greater Saint John  
**6.2 27 March 2017** Letter from the Kennebecasis Legion, Branch #58 RE: Invitation to Vimy Ridge Commemoration Ceremony – April 9, 2017 (*Previously sent*)

**7. REPORTS**

- 7.0 April 2017** **Report from Closed Session**  
**7.1 14 February 2017** Fundy Regional Service Commission (FRSC) Meeting Minutes  
14 December 2016 FRSC Meeting Minutes  
**7.2 31 December 2016** Kennebecasis Public Library Inc. (KPL) Audited Financial Statements  
2 February 2017 KPL Board Meeting Minutes  
18 January 2017 KPL Board Meeting Minutes  
30 November 2017 KPL Comparative Income Statement

**ROTHESAY**

Regular Council Meeting

Agenda

-2-

10 April 2017

	January 2017	KPL Building Maintenance Report
	January 2017	KPL Librarian's Report
7.3	31 December 2016	Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Audited Financial Statements
	22 February 2017	KRJBPC Meeting Minutes
	31 January 2016	KRJBPC unaudited Statement of Financial Position
	28 February 2016	KRJBPC unaudited Statement of Financial Position
7.4	28 February 2017	Draft unaudited Rothesay General Fund Financial Statements
	28 February 2017	Draft unaudited Rothesay Utility Fund Financial Statements
	5 April 2017	Draft Finance Committee Minutes
	28 February 2017	Donation Summary
7.5	29 March 2017	Draft Public Works and Infrastructure Committee Meeting Minutes
7.6	3 April 2017	Draft Planning Advisory Committee Meeting Minutes
	➤ Cash in Lieu of LPP	
7.7	March 2017	Monthly Building Permit Report
7.8	7 April 2017	Capital Projects Summary

**8. UNFINISHED BUSINESS**

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**TABLED ITEMS****8.1 Traffic By-law 1-14** (Tabled June 2014)*No action at this time***8.2 Water By-law** (Tabled June 2015)*No action at this time***8.3 16 Lot Subdivision off Appleby Drive** (Tabled December 2015)*No action at this time*

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**8.4 Streets and Sidewalks By-law**

7 April 2017	Memorandum from Town Clerk Banks
DRAFT	By-law 1-17

**9. NEW BUSINESS****9.1 BUSINESS ARISING FROM DELEGATIONS****9.1.1 NexGen Energy**

Presentation Summary

**9.1.2 Audited 2016 Rothesay Financial Statements**

7 April 2017	Memorandum from Treasurer MacDonald
31 December 2016	Draft Rothesay Consolidated Financial Statements

## **ROTHESAY**

Regular Council Meeting

Agenda

-3-

10 April 2017

## **RECREATION**

### **9.2 Contract No: 2017-01-Parks Turf**

30 March 2017

Memorandum from DRP Jensen

## **OPERATIONS**

### **9.3 Contract T-2017-003D: Trackless Sidewalk Plow**

5 April 2017

Report prepared by DO McLean

### **9.4 Engineering Design and Construction Management Services: Hampton Road Watermain**

5 April 2017

Report prepared by DO McLean

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

6 April 2017

Report prepared by DO McLean

### **9.6 Contract T-2017-003A: Tandem Dump Truck**

6 April 2017

Report prepared by DO McLean

### **9.7 Contract T-2017-003B: Single Axle Dump Truck**

6 April 2017

Report prepared by DO McLean

## **10. NEXT MEETING**

**Regular meeting**

**Monday, May 8, 2017**

## **11. ADJOURNMENT**

2017April10OpenSessionFINAL\_016



*All Things Energy*





## OVERVIEW



***All Things Energy***

- Energy dependency is a reality for all of us.
- Making **Smart-Energy** choices is helping to move us towards a sustainable future.
- We do not need to be in last place while catching up with the rest of the world.
- We bring industry leaders, energy specialists and technicians together to help guide the adoption of **Smart-Energy** in our community.

# COMPANY MISSION

2017 April 10 Open Session FINAL\_018

Sustainability is no longer a buzzword, it is a necessity.

We seek to grow the **Smart-Energy** market within our region by working with industry leaders, testing smart technologies and providing educating; thereby creating awareness, opportunity and employment here at home.



(Twin boys at Rothesay Elementary School)

# ***WE OFFER***

2017 April 10 Open Session FINAL 019

## ***RENEWABLE ENERGY***

Solar Panels, Powerwalls  
and Batteries



## ***ELECTRICAL / MECHANICAL***

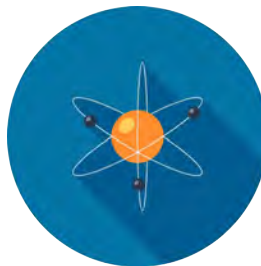
Generators, transfer switches & load panels  
(sump-pumps, fridges, lighting, TV, Internet)

Heating, Ventilation & Energy Management



## ***EDUCATION***

We partner with organizations  
like the Gaia Project so that  
we can share what we learn -  
and learn in return!



## ***SMART TECH***

We continuously explore smart  
energy technology to develop  
in our own community.

# 3 STEPS TO SMART

2017 April 10 Open Session FINAL\_020

## STEP 1

## NEXGEN Assessment

The first step in making a good decision is to determine what your options are.

We collect essential information on your property, put it all together in one location and then offer you **Smart-Energy** choices that best match your needs.

**Evaluate, Design, Evolve**

[LEARN MORE](#)



# 3 STEPS TO SMART

2017 April 10 Open Session FINAL\_021

## STEP 2

### Energy Care

Annual maintenance, tracking and reporting  
on all your major energy devices

Ensuring optimal efficiency, comfort and safety.

**\$249/year\*\* (up to 5 000 square feet)**

**\$549/year\*\* (up to 10 000 square feet)**

Additional charges may apply for travel and/or additional maintenance services\*\*



[LEARN MORE](#)

# 3 STEPS TO SMART

2017 April 10 Open Session FINAL\_022

## STEP 3

## Choose Your Upgrade

Choose a **Smart-Energy** upgrade that works for you.

We independently test every product we sell before offering them to people in our community.

[LEARN MORE](#)



# SMART CHOICES

The Smart-Energy Evolution is just beginning....  
2017April10OpenSessionFINAL\_023

## HYBRID WATER HEATER

**\$40/month**  
**Save up to \$60!**



- You've seen what a heat pump can do to heat your space, now let one heat your water!

[LEARN MORE](#)

## ENERGY VENTILATOR

**\$22/month**  
**Save up to \$30!**



- ERV's are more efficient than HRV's and won't dry your space out in the winter.

[LEARN MORE](#)

## REAL-TIME ENERGY FEEDS

**\$15/month**  
**Save up to \$20!**



- Know how much that shower really costs... and who left the lights on.

[LEARN MORE](#)

## POWERWALLS

**Evolution of power**



- Power dependence is changing....

[LEARN MORE](#)

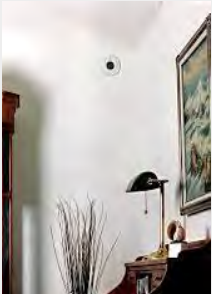


# SMART CHOICES

2017April10OpenSessionFINAL\_024

## NEXT GENERATION HEAT PUMPS

Same price, just better!



- Grills on the floor and large duct-work is old tech. Smaller, quiet, more efficient smart duct heat pumps.

[LEARN MORE](#)

## DUCTLESS HEAT PUMPS

From  
**\$39/month**



- These small appliances can make a big difference if designed right.

[LEARN MORE](#)

## ATTIC INSULATION

From  
**\$15/month**

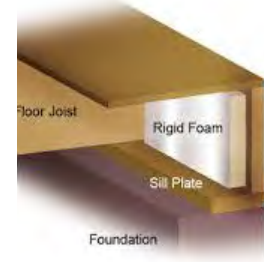


- Put a hat on your house by adding insulation.

[LEARN MORE](#)

## WALLS AND SILLS

From  
**\$15/month**



- We find the leaks and seal them tight.

[LEARN MORE](#)

# SMART CHOICES

2017April10OpenSessionFINAL\_025

## ZERO-ENERGY

### Evolve

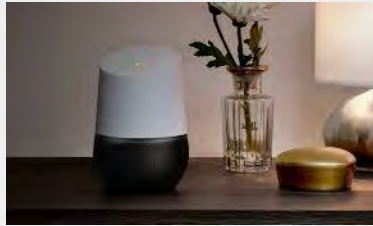


- Building codes require net-zero ready homes by 2020. Build better. Build smarter. We can help.

[LEARN MORE](#)

## VOICE ACTIVATED HOME

\$295



- With Google Home Speaker - control and listen to all things smart

[LEARN MORE](#)

## SMART SWITCH

\$55/ switch



- Catch up to smart with this easy retrofit to control your lights by voice or phone

[LEARN MORE](#)

## SMART DOOR BELL

\$259



- Answer the door without having to be home, you can even see in the dark!

[LEARN MORE](#)

# SMART CHOICES

2017April10OpenSessionFINAL\_026

## FLOOD WARNING

**\$74** each



- Know as soon as water hits the floor... or enters where you don't want it.

[LEARN MORE](#)

## SMART VALVES

**\$249** each



- If the flood starts, this will automatically shut your water valve off - avoiding damage.

[LEARN MORE](#)

## SMART GARAGE

**\$149** each



- Make any garage door smart with this device and control it from your smart home network.

[LEARN MORE](#)

## SMART DOORS

**\$249** each



- Nickel finish deadbolt controlled by your smart network.

[LEARN MORE](#)

# CLEAN, SIMPLE, SMART

2017 April 19 OpenSessionFINAL\_027



- *BANK THE POWER YOU CREATE WITH SOLAR PANELS*
- *BATTERIES ARE NO LONGER REQUIRED (BUT OPTIONAL)*
- *WE'VE DONE OUR OWN FIELD TESTS IN KV TO DETERMINE THE REAL NUMBERS, WHAT WORKS & WHAT DOESN'T!*



# SOLAR

No moving parts. No breakdowns. Just clean energy.

2017 April 10 Open Session FINAL\_028

Our field tests in K.V. have provided us these actual numbers:

1

**\$64/month**  
For 180 months

## SAVE OVER

**\$200 every year for life!**

- 1.07 kw / 4 panels
- Micro Inverter
- Roof space = 68 sq/ft
- \$/watt = \$0.1934

**\$6 787 tax incld.**

**LEARN MORE**

2

**\$94/month**  
For 180 months

## SAVE OVER

**\$400 every year for life!**

- 2.12 kw / 8 panels
- Micro Inverter
- Roof space = 136 sq/ft
- \$/watt = \$0.1401

**\$9 775 tax incld.**

**LEARN MORE**

3

**\$120/month**  
For 180 months

## SAVE OVER

**\$600 every year for life!**

- 3.18 kw / 12 panels
- Micro Inverter
- Roof Space = 204 sq/ft
- \$/watt = \$0.1197

**\$12 535 tax incld.**

**LEARN MORE**

4

**\$154/month**  
For 180 months

## SAVE OVER

**\$800 every year for life!**

- 4.24 kw / 16 panel
- Micro Inverter
- Roof Space = 192 sq/ft
- \$/watt = \$0.1145

**\$15 985 tax incld.**

**LEARN MORE**



# SOLAR

No moving parts. No breakdowns. Just clean energy.

2017 April 10 Open Session FINAL\_029

Our field tests in K.V. have provided us these actual numbers:

5

**\$172/month**  
For 180 months

**SAVE OVER**  
**\$1000 every year for life!**

- 5.3 kw / 20 panels
- String inverter
- Roof space = 334 sq/ft
- \$/watt = \$0.1022

**\$17 825 tax incld.**

**LEARN MORE**

6

**\$182/month**  
For 180 months

**SAVE OVER**  
**\$1200 every year for life!**

- 6.36 kw / 24 panels
- String Inverter
- Roof space = 442 sq/ft
- \$/watt = \$0.0901

**\$18 860 tax incld.**

**LEARN MORE**

7

**\$216/month**  
For 180 months

**SAVE OVER**  
**\$1500 every year for life!**

- 7.95 kw / 30 panels
- String Inverter
- Roof Space = 561 sq/ft
- \$/watt = \$0.0857

**\$22 425 tax incld.**

**LEARN MORE**

8

**\$287/month**  
For 180 months

**SAVE OVER**  
**\$2 000 every year for life!**

- 10.6 kw / 40 panel
- String Inverter
- Roof Space = 759 sq/ft
- \$/watt = \$0.0857

**\$29 900 tax incld.**

**LEARN MORE**



# THE APOCALYPSE PACKAGE

2017 April 10 Open Session FINAL 030

For those who want to be ready...  
Never worry about re-fueling, starting or breakdowns again.

**A**

**\$121/month**  
180 months

Run small plug loads for life using solar panels and batteries. This includes your fridge, lights and T.V. There is also enough capacity built in to cover 48 hours without any sun at all.

8 ground mounted solar panels  
8 circuit critical 120 volt load panel  
4.4kw of storage

**\$12 599 tax incld.**

Plus, receive over \$8000 back in power credits if connected to net-metering!

**LEARN MORE**

**B**

**\$171/month**  
180 months

Everything in package A + more lights, a well pump for water, a small water kettle to heat water and a small heater or ductless heat pump.

16 solar panels  
16 circuit 240 volt critical load panel  
8.8kw of storage

**\$17 802 tax incld.**

Plus, receive over \$20 000 back in power credits if connected to net-metering!

**LEARN MORE**

**Most Popular!**

**C**

**\$368/month**  
180 months

Everything in package A + B + more lights, microwave, a water heater and 2 ductless heat pumps.

30 solar panels  
16 circuit 240 volt critical load panel  
14kw of storage (TESLA POWERWALL2)

**\$36 466 tax incld.**

Plus, receive over \$40 000 back in power credits if connected to net-metering!

**LEARN MORE**





# LEAD WITH US

2017April10OpenSessionFINAL\_031



- We work with those who want to share knowledge and promote smart-energy
- We look for new tech outside our community and bring this back to share
- We coordinated the first solar certification program in N.B. with the Canadian Solar Institute - WE WANT SMART ADOPTION TO BE SAFE!
- We build partnerships and develop projects that foster collaboration with builders, contractors and educators: [www.buildabetterhome.ca](http://www.buildabetterhome.ca)



SOLAR CANADA

CanadianSolar

POWERWALL  
YOUR HOME BATTERY



Canadian Solar Institute  
PARTNER PROGRAM

Canadian  
Home Builders'  
Association



NBSCETT

Énergie NB Power



# **CONNECT WITH US**

2017 April 10 Open Session FINAL\_032

Become part of the  
**SMART-ENERGY** evolution TODAY!

**FREE NEXGEN ASSESSMENT**



***All Things Energy***

[www.nexgen.today](http://www.nexgen.today)

## **TEXT:**

(844) 663-9436  
8446-NEXGEN

## **E-MAIL:**

[info@nexgen.today](mailto:info@nexgen.today)

## **WEBSITE:**

[www.nexgen.today](http://www.nexgen.today)

## **PHONE:**

(844) 663-9436  
8446-NEXGEN



# Asian Heritage Society of NB

## Saint John Chapter

—



[www.ahsnb.org](http://www.ahsnb.org)

[ahsnbsj@hotmail.com](mailto:ahsnbsj@hotmail.com)

The Asian Heritage Society of New Brunswick's Saint John Chapter consists of representatives from the Bhutanese Nepalese Cultural Society, the Chinese Community, the Greater Saint John Korean Association, the Filipino Group, the Saint John Indo-Canadian Community, the Japanese Community, the Pakistani Community, the Vietnamese Community, the Multicultural Association of Saint John; *in partnership with* the Saint John Multicultural and Newcomers Resource Center, PRUDE Inc., YMCA Newcomer Connections, and the Saint John and KV Free Public Libraries

To Dr Nancy Grant and the Rothesay Council,

As you may know, May is Asian Heritage Month in Canada, and we are currently in the midst of our celebrations here in Saint John. We would be most honored to have you attend our final event of the year, our annual Asian Heritage Cultural Gala, taking place on Sunday, May 28th at 2:30pm at Saint John High School. This year, our Gala will feature various talented local performing artists who will showcase a variety of cultural acts in celebration of Asian heritage and culture. We sincerely hope you are able to join us. We would also be very appreciative if you could send us a written greeting to include in our program brochure.

Our Asian Heritage celebrations have showcased the talents, culture and heritage in our city and beyond and have brought together more than 7 different Asian communities. Through our Asian Heritage Month celebrations, some communities have become more organized while others have just been formally established in recent years. We learn from each other and we share our expertise and resources to celebrate. Not only are our events always well attended, they are often heard or seen in local newspapers, radio and TV media. Our celebrations have received the Cultural Infusion Award from the City of Saint John in 2010, and the Progress Award by the Saint John Community Arts Board in 2014 and are developing into a signature festival in the Greater Saint John community.

We would be extremely grateful for your support and look forward to welcoming you to our celebration of Asian heritage and cultural contributions that enrich the cultural landscape of Saint John and surrounding communities.

Yours Truly,

**Dr. Li-Hong Xu**  
**AHSNBSJ Director and Chair**

[lxu@unb.ca](mailto:lxu@unb.ca); 506-648-5632



2017April10OpenSessionFINAL 034

**MAY 2017**



## **ASIAN HERITAGE MONTH CELEBRATIONS IN GREATER SAINT JOHN**

*Celebrating Canada's 15th Asian Heritage Month: Commemorating Asian Culture & Traditions in  
the Greater Saint John Region*

### **Calendar of May Events (All events free of charge)**

#### ***Opening Ceremony***

May 7, Sunday, 2 pm. Market Square Atrium - Opening Ceremony  
for the month long Asian Heritage Celebrations in Greater Saint John

#### ***Asian Culinary Workshop***

May 13, Saturday, 11 am – 2 pm. Saint John First Wesleyan Church  
399 Boars Head Road, Saint John, E2K 5C1

#### ***Asian Heritage Cultural Gala***

May 28, Sunday, 2-30 pm  
Dennis Knibb Auditorium, Saint John High School  
170-200 Prince William Street, Saint John E2L 2B7  
Featuring Local Asian Talents

#### ***Asian Heritage Art Exhibits***

Entire Month of May, at the Saint John and Kennebecasis Public Libraries  
**Plus** Asian Food & Crafts, Art Workshop and Diversity Education

### **Proudly Presented & Sponsored by**

Asian Heritage Society of New Brunswick - Saint John Chapter  
Chairperson: Dr. Li-Hong Xu  
Email: [ahsnbsj@hotmail.com](mailto:ahsnbsj@hotmail.com)  
[www.ahsnb.org](http://www.ahsnb.org) [www.facebook.com/ahsnb.saintjohn](http://www.facebook.com/ahsnb.saintjohn)

#### ***The Asian Heritage Society of New Brunswick***

***- Saint John Chapter includes representatives from***

Bhutanese Nepalese Cultural Society	Indian Community
Chinese Community in Saint John	Iranian Community
Filipino Association of NB, SJ Chapter	Japanese Community
Greater Saint John Korean Association	Pakistani Community
Vietnamese Community	

#### ***In partnership with***

Saint John Multicultural & Newcomers Resource Centre  
PRUDE Inc.  
Y Newcomer Connections  
Saint John and Kennebecasis Public Libraries

### **Funded by**





**CHAPEL HILL ESTATES INC.**  
**P.O. BOX 4515**  
**ROTHESAY, N.B.**  
**E2E 5X2**



**March 27<sup>th</sup>, 2017**

**To the Mayor & Council**  
**Town of Rothesay**  
**New Brunswick**

As the representatives of the one-hundred-and-ten (110) homeowners in Chapel Hill Estates, a subdivision within the confines of the Town of Rothesay, we the Board of Directors of said subdivision, wish to bring to your attention, and discuss with you, the condition of the Median that runs the length of Chapel Hill Boulevard (West to East), a public thoroughfare in the Town of Rothesay.

Having scrutinized the Developer's Plan for Chapel Hill as outlined in the Agreement dated the 9<sup>th</sup>. Day of October, 1997 (and described in the Specifications for Developers, prepared by Godfrey Associates Ltd., dated June 29, 1985 and revised to January 31, 1991) and having examined all available maps, nowhere does said roadway, or part thereof, belong to Chapel Hill Estates Inc. (an incorporated company responsible for the general maintenance of the properties belonging to the homeowners of said subdivision).

The Median does not form part of our Trustee Lands; we do not pay any property taxes on that portion of land. From side-to-side, the Boulevard appears, in its entirety, as the property of the Town of Rothesay with the main lines for all utilities having been constructed down the centre of that Boulevard.

It is clear to the homeowners of Chapel Hill that the Town has not maintained the upkeep of the Median, and funds from homeowners' general maintenance fees have been diverted to cover such upkeep as mowing, weeding, and other necessary work, in order to maintain the acceptable appearance of this section of town land and prevent it from appearing as a substandard portion within the Town as a whole.

At one point, a town outside-worker, not an official representative of Rothesay, made the comment to us that the town did not perform "landscape" maintenance and the Chapel Hill Boulevard median fell within that category. That, however, was certainly an erroneous comment, since a median has been constructed along Hampton Road and is being maintained by town employees.

More importantly from our point of view, medians in other areas exist without the local homeowners having to pay, out of their own pockets, to maintain those areas in the middle of town roadways.

Now to come to the crux of the matter.

The homeowners of Chapel Hill have been putting "good money after bad" to try to stay ahead of grub infestation and deterioration of the grass surface on land that is not theirs. The point has been reached where a grassed median is no longer practical or feasible to maintain, and the homeowners of Chapel Hill cannot bear the burden of a major "re-fit" that would provide, it would appear, a permanent solution to this problem.

Our research led us to view the following as the most practical and sustainable solution:

***Excavate the median (four - 4 sections) to remove all trees, shrubs, and lawn (sod) and bring the base material down below curb grade. Install landscape fabric and river rock into median areas, keeping finished grade at the same level as the top of the median curbs.***

***Relocating the existing boulders into the median would be optional.***

The cost of such a "re-fit" was quoted as \$42,490.00 plus HST of \$6,373.50 for a total of \$48,863.50.

***It was noted that the lampposts would have to be reset at proper grade. The scope of work outlined above did not include this latter requirement, being outside the scope and expertise of landscape companies.***

As an aside, the homeowners of Chapel Hill provide property taxes to the coffers of the Town in the region of \$330,000.00 a year. For them to be expected to pay approximately \$50,000.00 of their personal money, to repair something that does not belong to them, and is not their responsibility, would certainly be considered an unreasonable expectation.

In the spirit of cooperation, we respectfully request that the Town of Rothesay undertake the "re-fit" to the median in Chapel Hill. By using town outside-employees and equipment, the cost of the work outlined above should be, one would think, less than the estimate that we received and is completely outside our financial means.

If required/desired, we would be happy to meet with the appropriate town officials to further discuss this matter.

Sincerely,

*(Original signed by)*



**Catherine A. Hachey** *(Sent on behalf of the Board of Directors)*  
**President**  
**Chapel Hill Estates Inc.**

*c.c. Mr. Brian White*  
*Director of Planning and Development Services*  
*Rothesay*



120 Appleby Drive  
Rothesay, NB E2H2N9

April 3, 2017

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



Subject: Hearse Parking Overnight on Rothesay Road

Dear Mayor and Town Council,

There is regularly a hearse parked opposite 2150 and 2160 Rothesay Rd. It is parked there overnight for many nights. It is parked in the cutout that you see on the right side of the picture below. For some reason, the owners have decided not to park it in front of their own home.

From by-law 5-03 Section 8, the definition of a street is as follows:

(8) "street" means a Rothesay street, highway, road, lane, sidewalk thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith and, without restricting the generality of the foregoing, **includes the full width of the right-of-way;**

Notice that I have highlighted that it includes the full width right of way.

From by-law 3-03, Section 16B, it states:

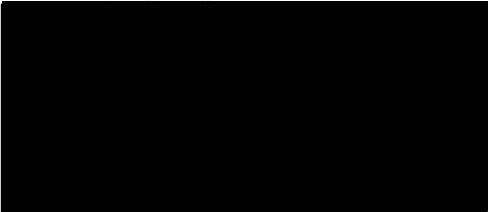
(b) In those months of April, May, June, July, August, September, October and November, between the hours of 02:30 and 06:30. of any day, no person shall park a vehicle unattended on any highway, except parking lots.

The following aerial view shows where this vehicle is parked. This is from the assessment section of Service New Brunswick. The car is parked in the cutout across from 2150 and 2160 Rothesay Road in the area marked by the red arrow. The aerial clearly shows that the vehicle is parked within the town right of way, indicated by thin white lines on either side of the road. Based on the definition of "street" in by-law 5-03, Section 4(8), and the parking regulation outlined in by-law 3-03 Section 16B, I am requesting that the law be enforced in the case of this vehicle, restricting it from parking there overnight.



I thank you for your consideration of this matter and look forward to hearing from you soon on this issue.

With regards,







2017 April 10 Open Session FINAL\_040

# ROTHESAY

*150 Years Proud 1860-2010*



70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

17 March 2017

To Whom It May Concern:

**RE: Municipal Support to establish a Foreign Trade Zone (FTZ) in greater Saint John**

Rothesay Council is pleased to provide its support, along with its regional partners, to the establishment of a Foreign Trade Zone (FTZ) in the greater Saint John region.

Enterprise Saint John is the lead economic agency for the greater Saint John area, serving the municipalities of Grand Bay-Westfield, Quispamsis, Rothesay, St. Martins and Saint John. Its mission is to connect people, ideas and investments to turn industry opportunities into economic growth.

Under the leadership of Enterprise Saint John, the greater Saint John region is well-positioned to realize the benefits of this designation to promote its vision for the region to become Canada's most connected community where industry, ideas and investments come together to drive economic prosperity.

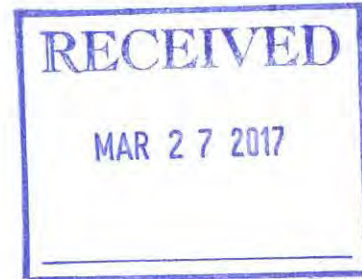
Rothesay Council recognizes the importance of this designation in providing a single point of access to federal government programs, point of coordination with Provincial and local programs and services and access to financial support for marketing efforts. This tool will facilitate the expansion of New Brunswick based businesses; attract foreign investment to the region; and increase import/export activity. The end result will be enhanced economic growth, job creation and prosperity for the greater Saint John region.

Sincerely,

Dr. Nancy Grant  
Mayor

cc. Honourable Rick Doucet, Government House Leader  
Mayor Don Darling, Saint John  
Mayor Gary Clark, Quispamsis  
Mayor Grace Losier, Grand Bay-Westfield  
Mayor Bette Ann Chatterton, St. Martins  
Steve Carson, Chief Executive Officer – Enterprise Saint John

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



Dear Mayor Grant and Council,

The Kennebecasis Legion, Branch #58 is having a ceremony to commemorate Vimy Ridge. We are planning to lay a wreath at the Rothesay Commons Cenotaph at 2pm on Sunday 9<sup>th</sup> of April, 2017.

The local Sea and Navy Cadets will be in attendance and will Muster at Scotiabank parking lot at 1:30pm. We would like to extend the invitation to you to attend, and also join us at the Legion afterwards for refreshments and entertainment.

Please advise if you can attend.

Yours sincerely

Heather McClintock  
Legion Executive member  
On behalf of President Ed McMahon

847 4186





**Regular Monthly Meeting  
February 14, 2017**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, February 14, 2017, at 10 Crane Mountain, Saint John.

**1. Call to Order**

The Board Chairperson, Gary Clark, called the regular board meeting to order at 1:40 pm.

**2. Recording of Attendance**

**BOARD MEMBERS**

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

**OTHERS**

Marc MacLeod, Executive Director  
Terry Keating – Dept. of Environment & Local Gov't  
Brent Whalen – Dept. of Public Safety (EMO)  
General Public

**3. Approval of Order of Business**

The Chairperson asked for approval of the agenda

**Motion:** To approve the February 14, 2017 agenda as presented, with the addition of 10a – Salary Review.

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

#### **4. Disclosure of Conflict of Interest**

None

#### **5. Approval of Minutes**

**Motion:** To approve the regular monthly minutes as circulated.

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

#### **6. Building and Planning Report**

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

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

#### **6. Presentation – Brent Whalen**

Mr. Whalen, EMO Co-ordinator gave a brief overview of the revised EMP Plan advising that it is much more user friendly and will be distributed to all FRSC Board members.

The new plan has been tested in Charlotte County with good results.

Regarding the concerns of neighbourhood isolation due to train derailment etc. Mr. Whalen advised that communities have the ability to activate Provincial resources through the Incident Commander.

**Motion:** To have EMO Coordinator, Brent Whalen discuss the issue of neighbourhood isolation (land lock) with NBEMO and report back to the Executive Director if there is a plan for assistance in place.

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

## **7. Emergency Purchase – Depot Truck**

Executive Director MacLeod advised that the current Depot Truck in the Recycling Department has been experiencing major issues since 2016 making the operation of the vehicle unsafe. As the vehicle was budgeted for replacement in early 2017 the decision was made to purchase a replacement quickly to address the safety issue etc. A few options were found with a used 2015 GMC Sierra, having low mileage and price coming in at the budgeted amount it was agreed it would be the best option.

**Motion:** To approve the emergency purchase of a used 2015 GMC Sierra 2500 from Lounsbury Automotive Ltd. for \$39,159.78 before taxes to be funded as capital from the operating fund.

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

## **8. Correspondence – John Cairns**

**Motion:** To table the correspondence and have the Executive Director research comparative information and bring back a recommendation to the Board for consideration.

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

## **9. Motion – ½ Ton versus Kubota**

Executive Director MacLeod advised with the consolidation of the labour operations focusing on the public drop off, transportation requirements changed for the staff. One of the Kubota's was eliminated and the other replaced with a 4-person unit, however after consideration regarding safety, versatility, durability etc. it was determined that a half ton would be better suited.

**Motion:** To authorize the Executive Director to adjust the capital plan to adjust the capital plan to switch from a Kubota RTV unit, to a half ton truck not to exceed the capital budget.

Moved: Director Baxter  
Seconded: Director Speight  
Vote: Carried



**10 a. Salary Review**

**Motion:** To authorize the Executive Director adjust staff salaries to reflect an increase of 3.0% for 2017.

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

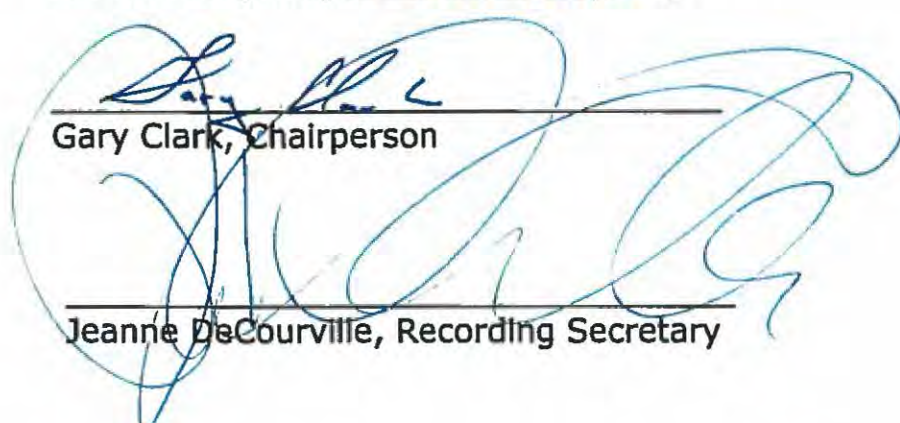
**11. Motion to Adjourn**

Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 2:15 pm.

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

APPROVED (date) March 28/17

  
\_\_\_\_\_  
Gary Clark, Chairperson  
\_\_\_\_\_  
Jeanne DeCourville, Recording Secretary

## **Regular Monthly Meeting December 14, 2016**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Wednesday, December 14, 2016, at 10 Crane Mountain, Saint John.

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

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:00 a.m.

### **BOARD MEMBERS**

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

### **OTHERS**

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

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

The Chairperson asked for approval of the agenda

**Motion:** To approve the December 14, 2016 agenda as presented.

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

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

None

### **4. Presentation – Snowmobile Association**

Chairperson Gary Clark advised that the Snowmobile Association had to cancel their presentation to the board today.

### **5. Presentation – Saint John Fieldhouse**

Chairperson Gary Clark welcomed the representative from the Saint John Fieldhouse, Mr. Bill McMackin who gave an update on the project funding etc.

- To date they are halfway to their funding goal
- They have partnerships with community groups such as the YMCA
- They have taken steps in the design to mitigate any water issues
- Next steps are to secure Federal and Provincial Funding
- Continue the Capital Campaign
- Contract with selected construction management contractor

**Motion:** To receive and file the Saint John Fieldhouse presentation.

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

### **6. Approval of the Minutes**

**Motion:** To approve the regular monthly minutes as circulated.

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

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

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

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



## **8. Landfill Report**

Executive Director MacLeod gave a review of the landfill report which included the rebuild of the compactor, transition to curbside recycling in Quispamsis and Rothesay, the start of the Envirem contract and the FRSC office closure and move.

**Motion:** To receive and file the Landfill Report as presented.

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

## **9 a. 3<sup>rd</sup> Quarter Financial Statements**

Executive Director MacLeod advised that as required Financial Statements are to be presented quarterly. As previously advised the challenge regarding the landfill is on the revenue side, for 2016 the projected budgeted tonnage was 64,000, however the projection now is 61,000 tons, approximately 3,000 lower than initially projected.

This has been the trend since 2008, however cost control measures have been implemented and as such the over all 3<sup>rd</sup> quarter numbers are \$258,000. favourable. With Landfill \$144,000, Corporate Services \$30,000, Co-op Regional Services \$6,000 and Local Planning \$78,000.00 favourable.

**Motion:** To receive and file the 3<sup>rd</sup> Quarter Financial Statements as presented.

Moved:	Director Baxter
Seconded:	Director Rogers
Vote:	Carried

## **9 b. Investment Policy Committee**

Executive Director MacLeod advised that following discussions with the Commissions investment representative, Peter Guliver from CIBC as well as the Chair and Vice Chair regarding developing an AD-Hoc Committee around investment policies particularly the Perpetual Care Fund\*. Given the requirements under the Regional Service Delivery Act it is recommended that an Ad Hoc committee to be formed to develop and recommend an Investment Policy Statement for the Commission and to have the committee also review the need for a permanent finance committee.

\*This if the fund put in place to cover the cost of maintaining the Landfill post closure.

**Motion:** That under the bylaw 3.2, the Commission form an Ad Hoc committee to review Investment Policy regarding the Perpetual Care Fund and report back to the Board with the recommendations in 2017.

Moved: Director Losier  
Seconded: Director Darling

Discussion: Director Losier suggested that given the Fund they will be reviewing perhaps it would be wise to have a member of the community watchdog group, CMEI on the AD-Hoc Committee.

Executive Director MacLeod asked who they would like to form the committee.

**Motion:** To move that the Chair and Vice-Chair help form the committee along with a member of the CMEI.

Moved: Director Losier  
Second: Director Darling  
Vote: Carried

#### **9 c. Line of Credit**

Executive Director MacLeod advised that the line of credit extension has been paid and has return to it's original value of \$250,000.

#### **10. Year End Motions**

Executive Director MacLeod advised that year end motions are required to move specified budgeted funds in 2017 for future use, clarify motions as well as move funds from Capital to Operating.

#### **Capital from Operating**

2016 budgeted funds from capital to operating.

**Motion:** To approve purchases/labour for up to \$20,000 after HST rebate calculation to rebuild and paint two boxes on two Kenworth recycle trucks – funded from the operating fund.

Moved: Director Losier  
Seconded: Director Speight  
Vote: Carried

**Motion:** To approve purchase/rebuild of packer in the amount of \$620,433.17 after HST rebate calculation to be funded from the operating fund.

Moved: Director Baxter  
Seconded: Director Rathburn  
Vote: Carried

**Motion:** To approve the purchases for the employee/storage centers for up to 475,000 after HST rebate calculation to be funded from the operating fund.

Moved: Director Baxter  
Seconded: Director Losier  
Vote: Carried

#### **Clarification of previous motions**

**Motion:** To approve the emergency purchase of a rewind generator coil for \$21,247.50 after HST rebate calculation to be from the operating fund.

Moved: Director Grant  
Seconded: Director Darling  
Vote: Carried

**Motion:** To approve the purchase of the new Model ST-100E shredder in the amount of \$186,937.87 after HST rebate calculation to be funded from the operating fund.

Moved: Director Losier  
Seconded: Director Speight  
Vote: Carried

#### **Capital transfer to General Capital Fund for 2017 within Budget**

**Motion:** To approve the transfer of \$350,000 from the operating fund to the general capital fund for Compost Hall #1.

Moved: Director Baxter  
Seconded: Director Speight  
Vote: Carried

**Motion:** To approve the transfer of \$20,000 from the operating fund to the general capital fund for the inspection line.

Moved: Director Darling  
Seconded: Director Grant  
Vote: Carried



**Motion:** To approve the transfer of \$15,000 from the operating fund to the general capital fund for the Biofilter.

Moved: Director Darling  
Seconded: Director Grant  
Vote: Carried

**Motion:** To approve the transfer of \$25,000 from the operating fund to the general capital fund as per requirement of the Building Canada Fund.

Moved: Director Darling  
Seconded: Director Rathburn  
Vote: Carried

### **Perpetual Care Fund**

**Motion:** To approve the transfer of the 2016 budgeted amount of \$126,237 to the post closure fund from the operating fund.

Moved: Director Losier  
Seconded: Director Chatterton  
Vote: Carried

### **11. Tender – Stand by Collection & Hauling of Leachate**

Executive Director MacLeod advised that this is a standard tender issued annually and will be awarded for the calendar year of 2017. The tender on call support for the transport of leachate.

**Motion:** To award the 2016-02 for standby collection and haulage of leachate to the lowest bidder Galbraith Construction Ltd. for the price of \$6.00 per metric tonne.

Moved: Director Grant  
Seconded: Director Rogers  
Vote: Carried

### **12. Tender – Cover Material**

Executive Director MacLeod advised this is a standard tender issued annually and will be awarded in the calendar year of 2017. It commits the successful bidder to supplying material for roads, daily and intermediate cover of garbage for vehicle travel and animal control in the landfill.

**Motion:** To award tender 2016-03 for the supply of road maintenance aggregate to the lowest bidder Keel Construction for medium aggregate at \$7.10 per metric tonne and coarse aggregate for \$7.25 per metric tonne for supply in 2017.

Moved: Director Losier  
Seconded: Director Speight  
Vote: Carried

### **13. Tender – Dozer**

Executive Director MacLeod advised as there is only one service supplier of the certified CAT to perform a rebuild on the Dozer the purchase of the service falls under the NB Procurement Act, Regulation 2014-93, Part 4.

The rebuild provides an opportunity to get a machine with an 8000-hour powertrain warranty, but avoids the cost of purchasing a new machine. The rebuilds exceeds the amount in the capital budget and as a result a motion is needed from the commission to proceed.

**Motion:** To approve the purchase of services to rebuild the CAT D6 2007 Dozer from Atlantic CAT for up to \$305,000 after HST rebates to be funded by the operating fund.

Moved: Director Losier  
Seconded: Director Baxter  
Vote: Carried

### **14. Branding**

Brenda MacCallum advised that following the decision to merger operations in 2014 under the Fundy Regional Service Commission in order to streamline and eliminated confusion it was determined the best options was to combine the FRSW logo with the Commissions legal name.

**Motion:** To receive and file the FRSC Branding as presented.

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



## 15. Recreation Plan

Executive Director MacLeod advised that as per Regional Service Delivery Act the Commission's mandate is to provide a forum for discussion for regional recreation projects. With the adoption of the Recreation Plan for a 3-year term the Province will provide 75% funding toward a Recreation Leadership Assistant annually.

**Motion:** To adopt the Fundy Regional Service Commission Recreation Plan for a term of 3 year provided the Provincial Government 'remains at the table' and provides the funding as presented.

Moved: Director Losier  
Seconded: Director Speight

Discussion: The next step in the new year will be to hire the Leadership Assistant and begin discussion to determine what items are to be reviewed/researched.

Vote: Motion Carried

## 16. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 11:10 am.

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

APPROVED (date) Feb 14/17

  
\_\_\_\_\_  
Gary Clark, Chairperson

  
\_\_\_\_\_  
Jeanne DeCourville, Recording Secretary



**KENNEBECASIS PUBLIC LIBRARY INC.**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2016**

DECEMBER 31, 2016

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Statement of Changes in Net Assets	5
Statement of Cash Flows	6
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## INDEPENDENT AUDITORS' REPORT

To the Directors of the Kennebecasis Public Library Inc.

We have audited the statement of financial position of the Kennebecasis Public Library Inc. as at December 31, 2016 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

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

### *Auditors' Responsibility*

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

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

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

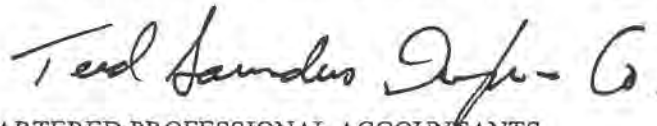
Independent Auditors' Report to the Directors of the Kennebecasis Public Library Inc.  
(cont'd)

*Basis for Qualified Opinion*

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

*Qualified Opinion*

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Kennebecasis Public Library Inc. as at December 31, 2016 and the results of its operations, changes in net assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, New Brunswick  
March 15, 2017



2017 April 19 Open Session FINAL 058  
KENNEBECASIS PUBLIC LIBRARY INC.

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2016

	<u>2016</u>	<u>2015</u>
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Notes 2 and 3)	\$ 27,926	\$ 36,779
Accounts receivable (Notes 2 and 3)		
General	221	1,938
Federal Government and its agencies (Note 4)	9,272	14,533
Due from related party (Notes 2, 3 and 6)	<u>560</u>	<u>478</u>
	<u>\$ 37,979</u>	<u>\$ 53,728</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (Notes 2 and 3)	\$ 24,391	\$ 43,749
Deferred revenue (Notes 2 and 5)	<u>776</u>	<u>-</u>
	<u>25,167</u>	<u>43,749</u>
<b>NET ASSETS</b>	<u>12,812</u>	<u>9,979</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Notes 2 and 8)	6,041,467	6,037,911
Accumulated amortization (Notes 2 and 8)	<u>(951,006)</u>	<u>(643,147)</u>
	5,090,461	5,394,764
Prepaid expenses	<u>7,448</u>	<u>11,675</u>
	<u>5,097,909</u>	<u>5,406,439</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 5,110,721</u>	<u>\$ 5,416,418</u>
<b>COMMITMENTS (Note 7)</b>		

APPROVED BY:

 Director  
 Treasurer

2017 April 10 Open Session FINAL 059  
KENNEBECASIS PUBLIC LIBRARY INC.

STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2016

	2016 Budget (Note 10)	2016 Actual	2015 Actual
<b>REVENUE (Note 2)</b>			
Contributions by Municipalities - operating (Note 6)	\$ 213,682	\$ 213,682	\$ 185,196
Interest and sundry income	3,300	4,750	3,001
Donations (Notes 5 and 6)	-	5,209	6,529
Grants (Note 6)	-	6,892	3,516
Miscellaneous Income	<u>-</u>	<u>1,273</u>	<u>93</u>
	<u>216,982</u>	<u>231,806</u>	<u>198,335</u>
<b>EXPENDITURE (Note 2)</b>			
Building and grounds maintenance	87,670	92,092	83,701
Insurance	6,800	10,890	7,651
Office	9,100	8,452	7,897
Wages	28,920	28,470	20,863
Professional development	2,000	699	760
Professional fees	9,200	11,018	8,547
Public relations	3,000	3,018	1,819
Program supplies	3,000	5,254	1,969
Utilities	49,902	52,571	42,684
Communications	8,520	6,173	6,108
Purchase of books and materials	-	5,209	6,529
Operating equipment and maintenance	6,300	4,047	3,326
Miscellaneous	2,700	1,751	1,326
Amortization	<u>307,859</u>	<u>307,859</u>	<u>306,388</u>
	<u>524,971</u>	<u>537,503</u>	<u>499,568</u>
<b>ANNUAL DEFICIT FOR THE YEAR (Note 9)</b>	<b>\$ <u>(307,989)</u></b>	<b>(305,697)</b>	<b>(301,233)</b>
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>		<u>5,416,418</u>	<u>5,717,651</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		<b>\$ <u>5,110,721</u></b>	<b>\$ <u>5,416,418</u></b>

2017 April 10 Open Session FINAL 060  
KENNEBECASIS PUBLIC LIBRARY INC.

STATEMENT OF CHANGES IN NET ASSETS

AS AT DECEMBER 31, 2016

	2016	2015
Annual deficit	\$ (305,697)	\$ (301,233)
Acquisition of tangible capital assets	(3,556)	(7,166)
Amortization of tangible capital assets	<u>307,859</u>	<u>306,388</u>
	<u>(1,394)</u>	<u>(2,011)</u>
Acquisition of prepaid assets	(7,448)	(11,675)
Use of prepaid assets	<u>11,675</u>	<u>13,539</u>
	<u>4,227</u>	<u>1,864</u>
Increase (decrease) in net assets	2,833	(147)
Net assets - beginning of year	<u>9,979</u>	<u>10,126</u>
Net assets - end of year	<u>\$ 12,812</u>	<u>\$ 9,979</u>



2017 April 10 Open Session FINAL 061  
KENNEBECASIS PUBLIC LIBRARY INC.

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2016

	2016	2015
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual deficit	\$ (305,697)	\$ (301,233)
Amortization of tangible capital assets	307,859	306,388
Accounts receivable - General	1,717	(1,445)
Accounts receivable - Federal Government and its agencies	5,261	7,434
Due from related party	(82)	(478)
Accounts payable and accrued liabilities	(19,358)	7,442
Deferred revenue	776	(677)
Member Municipalities	-	(29,588)
Change in prepaid expenses	<u>4,227</u>	<u>1,864</u>
	<u>(5,297)</u>	<u>(10,293)</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	<u>(3,556)</u>	<u>(7,166)</u>
<b>NET DECREASE IN CASH AND CASH EQUIVALENTS</b>	(8,853)	(17,459)
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>36,779</u>	<u>54,238</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 27,926</u>	<u>\$ 36,779</u>

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

### 1. PURPOSE OF THE ORGANIZATION

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

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Library and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Library.

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

#### Reporting Entity

The financial statements reflect the assets, liabilities, revenues, expenditures and changes in net assets and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Library and which are owned or controlled by the Library. The operating results of the Friends of Kennebecasis Public Library (Note 6) are included in these financial statements.

Interdepartmental and organizational transactions and balances are eliminated.

#### Financial Instruments

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

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

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

#### Cash and Cash Equivalents

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

#### Revenue Recognition

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

Other revenue is recorded when it is earned.

#### Expenditure Recognition

Expenditures are recorded on an accrual basis.

#### Measurement Uncertainty

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

Examples of significant estimates include:

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

#### Tangible Capital Assets

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

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

In 2015, the Library changed its useful life estimates on the mechanical, electrical and certain components of the building from 40 years to 20 years straight-line. This change in estimate is being applied prospectively. The Library regularly reviews its capital assets to eliminate obsolete items.

#### Economic Dependence

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



## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

### 3. FINANCIAL INSTRUMENTS

The Library is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Library's risk exposure and concentration as of December 31, 2016:

#### Credit Risk

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

#### Liquidity Risk

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

#### Currency Risk

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

#### Interest Rate Risk

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

### 4. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	2016	2015
Canada Revenue Agency (HST refund)	\$ <u>9,272</u>	\$ <u>14,533</u>

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

### 5. DEFERRED REVENUE

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

### 6. RELATED PARTY TRANSACTIONS

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

	2016	2015
Quispamsis	\$ 132,747	\$ 114,088
Rothesay	<u>80,935</u>	<u>71,108</u>
	<u>\$ 213,682</u>	<u>\$ 185,196</u>

In 2015, Friends of Kennebecasis Public Library was created to increase the Library's eligibility for grants. In 2014, the Library only received 50% funding because the Government classified the Board as being publicly funded due to the funds the Board received and administered on behalf of the municipalities. Friends of Kennebecasis Public Library's revenue gets administered through to the Library to grants or to donations. In 2016, \$6,892 (2015 - \$3,516) was received as Summer Student Grants while \$4,712 (2015 - \$3,970) was received as donations.

### 7. COMMITMENTS

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

In 2016, the Library committed \$3,150 payable over 2 semi annual installments to Controls & Equipment Ltd. commencing on December, 2016. This agreement shall continue from year to year with an annual increase in costs no greater than the inflation index as published by Statistics Canada.

#### KONE Inc. - Elevator Maintenance Agreement

In 2014, the Library committed \$196 payable each month over a period of fifteen years to KONE Inc. commencing on June 1, 2014. In 2016, the monthly payment increased to \$239, with total payments of \$2,866 being made.

#### National Leasing - Photocopier Lease Contract

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

#### Ultra Alarm Services - Fire Alarm Contract

During the year, the Library committed \$475 for one year commencing on November 27, 2016. During the year, total payments of \$24 were made.

#### Urban Landscaping - Snow Removal Contract

During the year, the Library committed \$11,298.75 per year for three years commencing on August 11, 2016 for snow removal. During the year, total payments of \$2,824.69 were made. The minimum annual payments due over the next three years are: 2017 - \$11,298.75; 2018 - \$11,298.75 and 2019 - \$8,474.

# KENNEBECASIS PUBLIC LIBRARY INC.

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

### 8. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Land Improvements</u>	<u>Building</u>	<u>Furniture and Equipment</u>	<u>2016 Total</u>	<u>2015 Total</u>
<b>COST</b>						
Balance - beginning of year	\$ 337,544	\$ 250,572	\$ 5,005,484	\$ 444,311	\$ 6,037,911	\$ 6,030,745
Add: net additions during the year	-	-	-	3,556	3,556	7,166
Less: disposals during the year	-	-	-	-	-	-
Balance - end of year	<u>337,544</u>	<u>250,572</u>	<u>5,005,484</u>	<u>447,867</u>	<u>6,041,467</u>	<u>6,037,911</u>
<b>ACCUMULATED AMORTIZATION</b>						
Balance - beginning of year	-	41,763	388,920	212,464	643,147	336,759
Add: amortization during the year	-	16,705	201,936	89,218	307,859	306,388
Less: accumulated amortization on disposals	-	-	-	-	-	-
Balance - end of year	-	<u>58,468</u>	<u>590,856</u>	<u>301,682</u>	<u>951,006</u>	<u>643,147</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 337,544</u>	<u>\$ 192,104</u>	<u>\$ 4,414,628</u>	<u>\$ 146,185</u>	<u>\$ 5,090,461</u>	<u>\$ 5,394,764</u>

2017 April 10 Open Session FINAL\_066



# KENNEBECASIS PUBLIC LIBRARY INC.

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

### 9. RECONCILIATION OF ANNUAL SURPLUS (DEFICIT)

	General Operating Fund	Capital Fund	Total
2016 annual surplus (deficit)	\$ <u>5,718</u>	\$ <u>(311,415)</u>	\$ <u>(305,697)</u>
Adjustments to annual surplus for funding requirements			
Second previous year's surplus	1,190	-	1,190
Capital purchased through Operating Fund	(3,556)	3,556	-
Amortization expense	<u>-</u>	<u>307,859</u>	<u>307,859</u>
Total adjustments to 2016 annual surplus	<u>(2,366)</u>	<u>311,415</u>	<u>309,049</u>
2016 annual deficit for funding requirements	\$ <u><u>(204)</u></u>	\$ <u><u>3,556</u></u>	\$ <u><u>3,352</u></u>

2017 April 10 Open Session FINAL\_067

# KENNEBECASIS PUBLIC LIBRARY INC.

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

### 10. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget <u>General</u>	Amortization <u>TCA</u>	<u>Transfers</u>	<u>Total</u>
<b>REVENUE</b>				
Rothsay	\$ 80,936	\$ -	\$ -	\$ 80,936
Quispamsis	132,746	-	-	132,746
Surplus of second previous year	138	-	(138)	-
Interest and sundry income	<u>3,300</u>	<u>-</u>	<u>-</u>	<u>3,300</u>
	<u>217,120</u>	<u>-</u>	<u>(138)</u>	<u>216,982</u>
<b>EXPENDITURE</b>				
Building and grounds maintenance	87,670	-	-	87,670
Insurance	6,800	-	-	6,800
Office	9,100	-	-	9,100
Wages	28,920	-	-	28,920
Professional development	2,000	-	-	2,000
Professional fees	9,200	-	-	9,200
Public relations	3,000	-	-	3,000
Utilities	49,902	-	-	49,902
Communications	8,520	-	-	8,520
Program supplies	3,000	-	-	3,000
Operating equipment and maintenance	6,300	-	-	6,300
Miscellaneous	2,700	-	-	2,700
Amortization	<u>-</u>	<u>307,859</u>	<u>-</u>	<u>307,859</u>
	<u>217,112</u>	<u>307,859</u>	<u>-</u>	<u>524,971</u>
Surplus (Deficit)	\$ <u>8</u>	\$ <u>(307,859)</u>	\$ <u>(138)</u>	\$ <u>(307,989)</u>

2017 April 10 Open Session FINAL\_068

## **Agenda**

**Kennebecasis Public Library Board**

**Wednesday, February 2nd, 6:00p.m.**

- 1.) Call to Order
- 2.) Communications
  - a. 31 January 2017 Correspondence from Don Shea RE: Special Meeting
- 3.) New and Unfinished Business
  - a. Kennebecasis Valley Outreach

A special meeting of the Board of Trustees, Kennebecasis Public Library was held on February 2nd, 2017 at 6:00pm at the Library.

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

**Regrets:** Councilor Lisa Loughery

**Guests:** Deborah Armstrong; Quispamsis Councilor Pierre Rioux

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

### **Communications**

January 31<sup>st</sup> 2017 correspondence from Don Shea RE: Special Meeting was received and filed.

### **New and Unfinished Business**

#### *Kennebecasis Valley Outreach*

Mr. Steeves explained that Ms. Bartlett had been approached by the Town of Quispamsis to explore the possibility of housing the KV Outreach (KVO) administrative office inside the Library. Ms. Bartlett had an exploratory meeting with Deborah Armstrong, Head of Human Resources – Quispamsis, on January 30<sup>th</sup>, after which Ms. Bartlett and Mr. Steeves decided it was prudent to bring the suggestion forward to the Board.

Ms. Bartlett provided a brief overview of items discussed at the January 30<sup>th</sup> meeting, and circulated information from the KVO website. Discussion ensued. Mrs. Hansen remarked that she was struck odd by the way the proposal had been brought forward to the Library. Discussion ensued.

Mr. Steeves recommended that the suggestion for the Library to collocate with KVO be filtered through the Library's Mission Statement, Vision and Values. Discussion ensued. Mrs. Miller raised the concern that if the Board were to open their doors to one group, then the Board would need to be prepared to be approached by other groups. Mrs. Miller pointed out that the Library had not been designed to house social agencies. Mrs. Hansen suggested that questions regarding safety for the public and staff as well as liability for the Board would need to be explored further if the proposal was pursued.



Mr. Steeves stated that having a partnership relationship with KVO to host educational workshops and/or to develop collections and programs is consistent with the Library's values. Mr. Steeves referenced the Library's Meeting Room Policy which prohibits recurring rentals in an effort to make accessibility to the Library equitable to all community groups and individuals. Mr. Steeves raised the question as to whether or not collocation with KVO was consistent with those values, stating that we can't "house all social agencies equitably." Discussion ensued.

Mr. Winchester agreed that the collocation proposal did not align with the Library's Mission and Values. Mr. Winchester asked who ultimately would decide in this situation, the Board or the Towns? Mr. Steeves advised that the Board was the legal owners of the building, and that the Board would have to take a vote.

Mr. Steeves welcomed Deborah Armstrong, Director of Human Resources – Quispamsis, at 6:30pm. Mr. Steeves invited Mrs. Armstrong to share the proposal with the Board.

Mrs. Armstrong provided background information on KVO's inception and Mission. Mrs. Armstrong went out to explain the current housing, supervision and funding arrangement between the KVO and the Town of Quispamsis. Discussion ensued. Mrs. Armstrong explained that the Town of Quispamsis is looking for a new home for the KVO and that the Library had been suggested as a possibility because of its reputation for being a warm and welcoming environment. Mrs. Armstrong stressed that KVO was not experiencing any problems.

Mrs. Armstrong said that the KVO was looking for a partnership home for 2-3 years. IT support would be provided by the Town of Quispamsis. Planning is underway for Second Stage in Saint John to assume supervisory responsibility of KVO. Mrs. Armstrong said that KVO does not currently have a governing board. Discussion ensued.

Mr. Steeves thanked Mrs. Armstrong for coming and answering the Board's questions. Mr. Steeves explained that the Board uses the Library's Mission, Vision and Values to filter proposals. Mr. Steeves said that the Library is a fluid space which is open and accessible to everyone. Mr. Steeves explained that equitable access was a core value, and said that the Library cannot house social needs equitably. Mr. Steeves explained that storage and space issues were practical issues that could be overcome if the proposal aligned with the Library's Mission, Vision, and Values. Providing education and entertainment is part of the Library's Mission statement, and Mr. Steeves suggested that the Library could interface with KVO for programming and collection development.



Mr. Steeves said it would be a struggle for the Board to support a model where the Library would assume the role as landlord for the KVO. Mr. Steeves explained that it was a fundamental issue and that the Board's position would be the same whether it was a club or a social agency like KVO.

Mr. Steeves thanked Mrs. Armstrong for taking the time to attend the meeting and said that her presentation had opened the Board's eyes to the possibilities of partnering with the KVO in the future for programming and collection development, but not as a landlord. Mrs. Armstrong thanked the Board for their consideration and departed.

Mrs. Hansen asked if there needed to be a motion to formalize the Board's position. Mr. Steeves said no, that this had been a preliminary meeting.

Mrs. Hennessey moved that Mr. Steeves write a letter to the Towns of Quispamsis and Rothesay summarizing the Board's position. Mrs. Miller seconded and the motion carried.

**Adjournment:** As there was no other business, the meeting was adjourned at 8:02pm.

**Next Meeting:** The next meeting is scheduled for March 15, 2017 at 6:00pm at the Library.

Respectfully submitted,



Tiffany Bartlett

Library Director and Secretary to the Board

## Agenda

### Kennebecasis Public Library Board

Wednesday, January 18, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
  - a. 22 December 2016 letter from Rothesay Treasurer Douglas A. MacDonald  
RE: 2017 Budget – Kennebecasis Public Library
- 4.) Report of the Librarian
- 5.) Committee Reports
  - a. Financial
  - b. Facilities Management
  - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
  - a. Night of the Arts
  - b. Revised HVAC Maintenance Contract with C&E
  - c. Skills Inventory & Recruitment for Board Membership

A meeting of the Board of Trustees, Kennebecasis Public Library was held on January 18, 2017 at 6:00pm at the Library.

**In Attendance:** Mrs. J. Miller, Vice-Chair; Mrs. A. Watling; Councilor Mr. D. Shea; Ms. D. Hennessey; Mrs. L. Hansen; Ms. T. Bartlett

**Regrets:** Mr. D. Steeves, Chair; Mr. K Winchester, Treasurer

**Absence:** Councilor L. Loughery

**Call to Order:** Mrs. Miller called the meeting to order at 6:22pm.

### **Disposition of Minutes**

It was moved by Ms. Hennessey to approve the minutes of the November 16, 2016 meeting. Mrs. Donovan seconded, and the motion carried.

### **Approval of Agenda**

Ms. Hennessey moved to approve the Agenda. Mr. Shea seconded, and the motion carried.

### **Communications**

A letter dated 22 December 2016 from Rothesay Treasurer Douglas A. MacDonald RE: 2017 Budget – Kennebecasis Public Library was received and filed.

### **Report of the Librarian**

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

### **Financial Statement**

In Mr. Winchester's absence, Ms. Bartlett presented the Financial Statement for the period ending November 31, 2016. Ms. Bartlett explained that a Financial Statement for December was not available because the 2016 books were still open. Ms. Bartlett advised that the 2016 audit was scheduled for February.

### **Facilities Management**

Ms. Hennessey presented the January Facility Manager Report on behalf of Mr. Shedd.



Mrs. Hennessey moved acceptance of a renegotiated HVAC contract with Controls and Equipment at a value of \$3,150, annually. Discussion ensued. Mr. Shea seconded, and the motion carried.

### **Marketing Advisory Committee**

Mrs. Watling advised that the children's library bags and coffee mugs had been purchased in late 2016 and were currently for sale.

### **New and Unfinished Business**

#### *Night of the Arts*

Mr. Steeves advised that planning for the Night of the Arts fundraiser event had been postponed to later in 2017.

#### *Skills Inventory and Recruitment for Board Membership*

Ms. Bartlett circulated a Skills Inventory document developed by the Saint John Free Public Library Board of Directors. Ms. Bartlett suggested that the Board consider undertaking a similar needs assessment for future appointments, especially taking into consideration that two separate Nominating Committees make appointments to the Library Board. Discussion ensued. Moving forward the Board will communicate with the Nominating Committee(s) to identify specific skill sets such as financial, legal, etc., needed prior to new appointments.

**Adjournment:** As there was no other business, Ms. Hennessey moved that the meeting be adjourned at 7:05m.

**Next Meeting:** The February meeting is cancelled. The next meeting is scheduled for March 15, 2017 at 6:00pm at the Library.

Respectfully submitted,



Tiffany Bartlett

Library Director and Secretary to the Board



Kennebecasis Public Library Inc.						
Comparative Income Statement (DRAFT)						
Period ending November 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>
<b>REVENUE</b>						
Library service - Rothesay		78,445	78,445	0	85,576	(7,131)
Library service - Quispamsis		117,431	117,431	0	128,106	(10,676)
Room Rentals, Printer and copies		4,313	3,025	1,288	3,300	1,013
Grants		6,892	0	6,892		6,892
Donations	512	0	0			0
Donation from Friends of KPL	4,152	0	0			
Interest Income		120	0	120	0	120
Miscellaneous Income		1,273	0	1,273	0	1,273
Previous Year's Surplus		1,091	127	964	138	953
<b>TOTAL REVENUE</b>	<b>4,664</b>	<b>209,565</b>	<b>199,027</b>	<b>9,144</b>	<b>217,120</b>	<b>(8,949)</b>
<b>EXPENSE</b>						
Operations Expenditures						
Other Expenditures - Restricted Fun	412					0
Books, restricted fund	2,856					0
Books - Savings Purchase	405					
Small Equipment and Furniture		3,452	5,775	2,324	6,300	2,849
<b>Total Capital Expenditures</b>	<b>3,673</b>	<b>3,452</b>	<b>5,775</b>	<b>2,324</b>	<b>6,300</b>	<b>2,849</b>
<b>Wages</b>						
Wages		23,295	26,050	2,755	27,800	4,505
EI Expense		483	458	(25)	500	17
CPP Expense		810	568	(242)	620	(190)
WCB Expense		115	0	(115)	0	(115)
<b>Total Casual Labour</b>		<b>24,704</b>	<b>27,077</b>	<b>2,373</b>	<b>28,920</b>	<b>4,216</b>
<b>General &amp; Administration Expenses</b>						
Building Maintenance		62,864	59,441	(3,423)	64,845	1,981
Grounds Maintenance		15,187	19,925	4,738	22,825	7,638
Office		8,092	8,341	249	9,100	1,008
Utilities		47,608	45,296	(2,312)	49,902	2,294
Accounting, audit and legal		9,710	8,900	(810)	9,200	(510)
Professional Development		699	2,000	1,301	2,000	1,301
Insurance		10,289	6,233	(4,056)	6,800	(3,489)
Public Relations		2,207	2,750	543	3,000	793
Communications		5,728	7,810	2,082	8,520	2,792
Miscellaneous Expense		1,595	1,700	105	2,700	1,105
Program Exp		4,918	2,750	(2,168)	3,000	(1,918)
<b>Total General &amp; Admin Expenses</b>		<b>168,896</b>	<b>165,147</b>	<b>(3,749)</b>	<b>181,892</b>	<b>12,996</b>
<b>TOTAL EXPENSE</b>	<b>3,673</b>	<b>197,051</b>	<b>197,998</b>	<b>947</b>	<b>217,112</b>	<b>20,061</b>
<b>NET INCOME (Deficit)</b>	<b>991.11</b>	<b>12,514.16</b>	<b>1,029</b>	<b>10,092</b>	<b>8</b>	<b>11,112</b>

## Building Maintenance Report

January 2017

- This past December and January the children section has been painted in new colours
- Past month has seen the continuation of spot repairs and painting.
- C+E have done repairs on AC units. A compressor in the heat pumps has failed and is in the process of being repaired. The electric boiler has been acting up and required a service.
- The control program was changed to make sure the radiant heat does not come on until required.
- The bench for the children section is to be delivered next week
- All chairs and couches that are cloth were cleaned
- The C+E contract has been re negotiated at a lower cost
- New multipurpose room lock arrived and installed.

Respectfully Submitted,

Philip Shedd



## Librarian's Report January 2017

### Staffing and Volunteers

Our volunteers appreciated their holiday tokens of appreciations. Many took time off over the holidays, and we certainly missed their assistance during that period.

Andrea Kaleem and Madaline Boutilier received their First Aid recertification.

Ms. Bartlett and Mrs Laskey interviewed several candidates for the on-call casual position in early January.

Library staff was absolutely spoiled with treats given to us by the public throughout December.

Ms. Bartlett has recruited a new volunteer to run a second adult book club starting in February 2017. The existing volunteer-run adult book club has been at maximum capacity (20+ members) for a few years now.

Ms. Bartlett submitted an application to the 2017 Canada Summer Jobs grant on behalf of the Friends of the Kennebecasis Library in early January.

### Programs

- Ms. Bartlett reached out to *Therapeutic Paws of Canada* to arrange a "Furry Friends: Exam Stress Buster" program here at the Library on January 21<sup>st</sup>. Teens will be invited to take a break from studying for exams to hang out with a certified therapy dog. The goal of this initiative is to attract more teens to use our study spaces.
- We did not offer story times during the month of December. Instead, we offered special holidays programs including:
  - Tree ornament workshop (offered twice in one day)
  - Card making workshop (offered twice in one day)
  - Holiday puppet show (offered twice in one day)
  - 3 family movie matinees
  - Two offerings of a Toddler Holidays Games program
  - The aforementioned programs were well-attended and enjoyed by participating families.
- Weekly Preschool and Toddler story times resumed in January.
- We are planning our *Welcome to Kindergarten Bag Day* for Saturday, February 4<sup>th</sup> at 10:30am. This is a special event for pre-kindergarten children and their families.

## Programs (con't)

- Ms. Bartlett has been working with Nora Kennedy, Public Service Librarian, to arrange a table at the 50+ Seniors Fair on February 1<sup>st</sup> from 7-9pm at the q-PLEX. We will be piloting remote library card registrations - a first time for us!
- Builders' Club was offered every Saturday and continues to see steady participation ranging from 15-30. We are showcasing LEGO™ creations made in the program in our display cases which is garnering a lot of appreciation from the public.
- Ms. Bartlett met with Heidi Patullo, a local author, to arrange for a reading from her recently published memoir "Imperfekt...and never happier!" the evening of Thursday, February 9<sup>th</sup> at 7pm.
- Ms. Bartlett will be meeting with staff from the KV Oasis Centre on January 16<sup>th</sup> to explore future partnership opportunities.

## Collections and Spaces

- Mrs. Laskey and Ms. Bartlett made a buying trip to Indigo in mid-December to mop up the remaining Book Sale funds. Funds were primarily spent on additional copies of popular junior fiction, junior graphic, and picture books.
- Mr. Shedd completed the repainting of the children's section. The bright new colors selected by Kim Jacobsen have helped to make the space feel more warm and welcoming. We have received many compliments from the public about the transformation.
- A child-size puppet theatre along with puppets has been added to the children's play area to be freely available for children to play with when they visit the Library. They are already getting a lot of use!
- The public, children especially, have enjoyed the lighted winter forest scene in the main entrance vestibule.
- Artwork by Carla Perkins is on display for the months of January and February. Carla hosted a reception the evening of Thursday, January 5<sup>th</sup>.
- Our jigsaw lending library is growing in popularity, as well as selection, with multiple donations of new jigsaws being received in the past few months.

Respectfully Submitted,



Tiffany Bartlett,

Library Director and Secretary to the Board





2017 April 10 Open Session FINAL 081  
**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS**

**ADDRESS ALL CORRESPONDENCE TO:**

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

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

**Dr. Matt Alexander  
Chairperson**

**RECEIVED**

**APR 06 2017**

April 3, 2017

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

Dear Mayor and Councilors:

Please find enclosed a copy of the Audited Financial Statements of The Kennebecasis Regional Joint Board of Police Commissioners for the year 2016.

We trust this meets with your approval.

Yours truly,

**E. Stephen Palmer  
Chief of Police**

/dls



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2016**

2017 April 10 Open Session FINAL\_083

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS**

**DECEMBER 31, 2016**

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## INDEPENDENT AUDITORS' REPORT

To the Members of the Kennebecasis Regional Joint Board of Police Commissioners

We have audited the statement of financial position of the Kennebecasis Regional Joint Board of Police Commissioners as at December 31, 2016 and the statements of operations, changes in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

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

### *Auditors' Responsibility*

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

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

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



Independent Auditors' Report to the Members of the Kennebecasis Regional Joint Board of Police  
Commissioners (cont'd)

*Opinion*

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2016 and the results of its operations and changes in net debt and cash flows for the year then ended in accordance with Canadian public sector accounting standards.



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB  
March 22, 2017

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2016

	<u>2016</u>	<u>2015</u>
<b>FINANCIAL ASSETS</b>		
Cash (Notes 2, 3 and 4)	\$ 403,589	\$ 356,614
Accounts receivable (Notes 2 and 3)		
General	8,082	5,600
Federal Government and its agencies (Note 5)	162,459	143,601
Investments (Notes 2, 3, 6 and 8)	<u>851,178</u>	<u>762,177</u>
	<u>\$ 1,425,308</u>	<u>\$ 1,267,992</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities (Notes 2 and 3)	\$ 435,673	\$ 275,520
Long term debt (Notes 2, 3 and 7)	1,210,000	1,338,000
Accrued sick leave (Note 2)	13,299	13,299
Accrued liability for vested retirement benefits (Notes 2 and 8)	777,458	815,122
Post employment benefits payable (Notes 2 and 9)	<u>749,100</u>	<u>915,100</u>
	<u>3,185,530</u>	<u>3,357,041</u>
<b>NET DEBT</b>	<u>(1,760,222)</u>	<u>(2,089,049)</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Notes 2 and 11)	3,776,371	3,594,248
Accumulated amortization (Notes 2 and 11)	<u>(1,426,407)</u>	<u>(1,287,060)</u>
	2,349,964	2,307,188
Unamortized debenture costs (Note 2)	10,115	11,288
Prepaid expenses	<u>60,745</u>	<u>78,053</u>
	<u>2,420,824</u>	<u>2,396,529</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 660,602</u>	<u>\$ 307,480</u>
<b>COMMITMENTS (Note 10)</b>		

APPROVED BY:

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2016

	2016 Budget (Note 13)	2016 Actual	2015 Actual
<b>REVENUE</b> (Note 2)			
Contributions by member municipalities	\$ 5,804,657	\$ 5,804,657	\$ 5,651,892
Other (Note 14)	<u>360,000</u>	<u>507,724</u>	<u>415,838</u>
	<u>6,164,657</u>	<u>6,312,381</u>	<u>6,067,730</u>
<b>EXPENDITURE</b> (Notes 2 and 14)			
Crime control	4,307,900	4,226,975	3,969,246
Vehicle fleet	330,717	278,590	306,259
Property	283,798	265,567	306,058
Administration	849,062	908,514	786,046
Telecommunications	<u>331,853</u>	<u>328,812</u>	<u>314,645</u>
	<u>6,103,330</u>	<u>6,008,458</u>	<u>5,682,254</u>
<b>ANNUAL SURPLUS FOR THE YEAR BEFORE UNREALIZED GAIN (LOSS) ON INVESTMENTS</b>	61,327	303,923	385,476
<b>UNREALIZED GAIN (LOSS) ON INVESTMENTS</b>	<u>49,199</u>	<u>49,199</u>	<u>(36,475)</u>
<b>ANNUAL SURPLUS FOR THE YEAR</b> (Note 12)	<u>\$ 110,526</u>	353,122	349,001
<b>ACCUMULATED SURPLUS (DEFICIT) - BEGINNING OF YEAR</b>		<u>307,480</u>	<u>(41,521)</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		<u>\$ 660,602</u>	<u>\$ 307,480</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2016

	2016	2015
Annual surplus	\$ 353,122	\$ 349,001
Acquisition of tangible capital assets	(271,316)	(255,120)
Proceeds on disposal of tangible capital assets	5,393	5,280
Amortization of tangible capital assets	222,540	187,357
Loss on disposal of tangible capital assets	<u>607</u>	<u>720</u>
	<u>310,346</u>	<u>287,238</u>
Acquisition of prepaid assets	(60,745)	(78,053)
Use of unamortized debenture costs	1,173	(4,272)
Use of prepaid assets	<u>78,053</u>	<u>45,319</u>
	<u>18,481</u>	<u>(37,006)</u>
Decrease in net debt	328,827	250,232
Net debt - beginning of year	<u>(2,089,049)</u>	<u>(2,339,281)</u>
Net debt - end of year	<u>\$ (1,760,222)</u>	<u>\$ (2,089,049)</u>



KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2016

	<u>2016</u>	<u>2015</u>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 353,122	\$ 349,001
Loss on disposal of tangible capital assets	607	720
Unrealized loss (gain) on investments	(49,199)	36,475
Amortization of tangible capital assets	222,540	187,357
Receivable - General	(2,482)	15,954
Receivable - Federal Government and its agencies	(18,858)	(60,816)
Accounts payable and accrued liabilities	160,153	(103,448)
Change in accrued liability for vested retirement benefits	(37,664)	71,959
Change in post employment benefits payable	(166,000)	(225,700)
Change in unamortized debenture costs/prepaid expenses	<u>18,481</u>	<u>(37,006)</u>
	<u>480,700</u>	<u>234,496</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	(271,316)	(255,120)
Proceeds on disposal of tangible capital assets	<u>5,393</u>	<u>5,280</u>
	<u>(265,923)</u>	<u>(249,840)</u>
<b>FINANCING TRANSACTION</b>		
Change in long term debt	<u>(128,000)</u>	<u>(112,000)</u>
<b>INVESTING TRANSACTION</b>		
Purchases net of proceeds of investments	<u>(39,802)</u>	<u>(52,866)</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	46,975	(180,210)
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>356,614</u>	<u>536,824</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 403,589</u>	<u>\$ 356,614</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

**1. PURPOSE OF THE ORGANIZATION**

The Kennebecasis Regional Joint Board of Police Commissioners (the "Commission") provides police services to the region consisting of the municipalities of Quispamsis and Rothesay.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Commission are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Commission and the changes thereto. The statement of financial position includes all of the assets and liabilities of the Commission.

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

Budget

The budget figures contained in these financial statements were approved by the Board on November 25, 2015 and the Minister of Local Government on February 16, 2016.

Financial Instruments

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

The investments of the Commission are held in the custody of TD Waterhouse Canada Inc.

Cash and Cash Equivalents

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

Unamortized Debenture Costs

Bond discounts are amortized over the life of the respective serial debenture.

Revenue Recognition

The contributions from the member municipalities are recognized as they are earned for the police and 911 services provided to the region, when the amount to be received can be reasonably estimated and collection is reasonably assured. Interest and sundry income are recorded on an accrual basis, when the amount to be received can be reasonably estimated and collection is reasonably assured.



KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
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COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

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

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

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

Examples of significant estimates include:

- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- accrued vested retirement benefits; and
- accrued post employment benefits.

Tangible Capital Assets

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

<u>Asset type</u>	<u>Years</u>
Land improvements	10-20 years
Buildings	20-40 years
Vehicles	5 years
Machinery and equipment	10 years
Information technology equipment	3-5 years
Furniture and fixtures	20 years

Assets under construction are not amortized until the asset is available for productive use.

Post Employment Benefits

The Commission recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Commission has a vested retirement benefit as documented in Note 8 and a pension plan as documented in Note 9.

**3. FINANCIAL INSTRUMENTS**

The Commission is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Commission's risk exposure and concentration as of December 31, 2016:

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

3. FINANCIAL INSTRUMENTS (cont'd)

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Commission is exposed to credit risk from its accounts receivable. The Commission's credit risk is mitigated by the fact that its accounts receivable consist primarily of funds due from the Federal Government and the contributing municipalities.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Commission is exposed to this risk mainly in respect of its receipt of funds from its accounts receivable, long term debt, accounts payable and accrued liabilities and other obligations.

Currency Risk

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

Interest Rate Risk

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

Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Commission is exposed to other price risk through its investment in quoted shares.

4. CASH

	2016	2015
Cash - operating	\$ 401,443	\$ 350,889
Cash - investments (Note 8)	<u>2,146</u>	<u>5,725</u>
	<u>\$ 403,589</u>	<u>\$ 356,614</u>



KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

**5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES**

	<u>2016</u>	<u>2015</u>
Canada Revenue Agency (HST refund)	\$ 60,300	\$ 51,404
RCMP secondments	<u>102,159</u>	<u>92,197</u>
	<u>\$ 162,459</u>	<u>\$ 143,601</u>

**6. INVESTMENTS**

	<u>2016</u>	<u>2015</u>
Canadian short term notes	\$ 521,529	\$ 430,367
Canadian equity	283,995	335,355
Unrealized gain (loss) on investments	<u>45,654</u>	<u>(3,545)</u>
	<u>\$ 851,178</u>	<u>\$ 762,177</u>

The Commission has an investment policy in place to administer the governance of these investments. As at December 31, 2016, the investments were in compliance with the policy.

**7. LONG TERM DEBT**

	<u>Balance January 1, 2016</u>	<u>Issued during year</u>	<u>Redeemed during year</u>	<u>Balance December 31, 2016</u>
New Brunswick Municipal Financing Corporation				
Debentures:				
BL 45-2014 1.2% - 3.1%, due 2024, OIC# 02-66, 03-53	\$ 448,000	\$ -	\$ 46,000	\$ 402,000
BN 35-2015 1.05% - 3.15%, due 2025, OIC # 03-0053	<u>890,000</u>	<u>-</u>	<u>82,000</u>	<u>808,000</u>
	<u>\$ 1,338,000</u>	<u>\$ -</u>	<u>\$ 128,000</u>	<u>\$ 1,210,000</u>

Principal payments required during the next five years are as follows:

2017	\$ 130,000
2018	132,000
2019	135,000
2020	138,000
2021	141,000

**8. ACCRUED LIABILITY FOR VESTED RETIREMENT BENEFITS**

Police officers and administrative employees earn 1.5 days of sick leave for every month of service to a maximum of 250 days. In total, the maximum is 2,000 hours (based on an 8 hour day). At retirement, an employee is entitled to choose either 50% of his or her sick leave in salary to a maximum of 125 days (1,000 hours), or one month's salary for each five years of service (or fraction thereof) to a maximum of six month's salary. The Board has restricted the use of the investments (Notes 4 and 6) to cover the future obligations under this plan.

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

**8. ACCRUED LIABILITY FOR VESTED RETIREMENT BENEFITS (cont'd)**

An actuarial valuation was performed as at July 31, 2016 on the plan for 40 police officers and administrative employees in accordance with PSA 3250 & 3255. The actuarial method used was the projected unit credit method. The following summarizes the major assumptions in the valuation:

- Discount rate used was 2.86%;
- Salary increases 3% per annum; and
- retirement age 57 years old.

The activity for the year is as follows:

	<u>2016</u>	<u>2015</u>
Balance at beginning of year	\$ 815,122	\$ 743,163
Add: Vested retirement expense	63,312	71,959
Less: Retirement benefits paid	<u>(100,976)</u>	<u>-</u>
Balance at end of year	<u>\$ 777,458</u>	<u>\$ 815,122</u>

The actuarial valuation estimates the accrued benefit obligation to be \$711,000. The \$66,458 actuarial gain is being amortized over 15 years, which represents the expected average remaining service life of the related employees.

**9. POST EMPLOYMENT BENEFITS PAYABLE**

The Commission and its employees participate in the New Brunswick Municipal Employees Pension Plan ("NBMEPP"). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2014 and resulted in an overall NBMEPP accrued benefit obligation of \$96,549,500 based on the accounting basis.

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2015:

- the expected inflation rate is 2.25% (prior 2.25%);
- the discount rate used to determine the accrued benefit obligation is 5.85% (prior 5.9%);
- the expected rate of return on assets is 5.85% (prior 5.9%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARS) is 14.0 years (prior 14.0 years).



# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

### 9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The actuarial valuation prepared as at December 31, 2014 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan surplus of \$1,241,600, an increase of \$6,412,900 from the December 31, 2013 deficit of \$5,171,300. Based on the assumptions as at December 31, 2014, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2014, the NBMEPP provides benefits for 206 retirees. Total benefit payments to retirees and terminating employees during 2016 are estimated to be approximately \$2,799,500 (actual 2015 - \$3,806,600) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.6%. Each municipality contributes an amount that equals their employees' contribution amounts. Pension Fund Assets are invested in Short Term Securities, Bonds, Canadian Equities and Foreign Equities. Combined employees and municipalities contributions for 2016 are estimated to be approximately \$5,959,800 (actual 2015 - \$5,786,400) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to the Commission:

- The average age of the 42 active employees covered by the NBMEPP is 41.7;
- Benefit payments were \$418,800 in 2015 and were estimated to be \$148,700 in 2016; and
- Combined contributions were \$615,500 in 2015 and were estimated to be \$633,800 in 2016.

In addition to determining the position of the NBMEPP as it relates to the Commission as at December 31, 2014 and December 31, 2015, NBMEPP's actuary performed an extrapolation of the December 31, 2015 accounting valuation to determine the estimated position as at December 31, 2016. The extrapolation assumes assumptions used as at December 31, 2016 remain unchanged from December 31, 2015. The extrapolation also assumes assets return of 5.85%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	<b>Estimated Jan 1, 2016 to Dec 31, 2016</b>	<b>Jan 1, 2015 to Dec 31, 2015</b>
<b>Accrued Benefit Liability</b>		
Accrued benefit liability at beginning of period	\$ 915,100	\$ 1,132,900
Adjustment to 2015/2014 actual	(9,700)	9,700
Pension expense for the year	160,600	80,200
Employer contributions	(316,900)	(307,700)
Accrued benefit liability at end of period	<u>\$ 749,100</u>	<u>\$ 915,100</u>

In summary, the Accrued Benefit Liability as it related to the Commission is estimated to be \$749,100 as at December 31, 2016. This compares to \$1,132,900 as at January 1, 2015 and \$915,100 as at December 31, 2015. The December 31, 2015 liability was estimated in the prior year. The actual liability was calculated to be \$905,400. The difference of \$9,700 has been recorded in the current year.

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The financial position as it relates to the Accrued Benefit Liability is shown as follows and illustrates the unamortized amounts being recognized in Pension Expense over time:

	Estimated Jan 1, 2016 to Dec 31, 2016	Jan 1, 2015 to Dec 31, 2015
<b>Reconciliation of Funded Status at End of Period</b>		
Accrued benefit obligation	\$ 12,278,000	\$ 11,285,300
Plan assets	<u>11,832,400</u>	<u>10,706,800</u>
Plan deficit	445,600	578,500
Adjustment to 2015 actual	-	9,700
Unamortized experience gains	<u>303,500</u>	<u>326,900</u>
Accrued benefit liability at end of period	<u>\$ 749,100</u>	<u>\$ 915,100</u>

The following illustrates the reconciliation of Accrued Benefit Obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2016 to Dec 31, 2016	Jan 1, 2015 to Dec 31, 2015
<b>Reconciliation of Accrued Benefit Obligation</b>		
Accrued benefit obligation at beginning of period	\$ 11,285,300	\$ 10,107,900
Current service cost	471,800	419,700
Benefit payments	(148,700)	(418,800)
Interest for period	669,600	596,400
Experience loss during period	<u>-</u>	<u>580,100</u>
Accrued benefit obligation at end of period	<u>\$ 12,278,000</u>	<u>\$ 11,285,300</u>

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	Estimated Jan 1, 2016 to Dec 31, 2016	Jan 1, 2015 to Dec 31, 2015
<b>Reconciliation of Plan Assets</b>		
Plan assets at beginning of period	\$ 10,706,800	\$ 9,686,000
Employer contributions	316,900	307,700
Employee contributions	316,900	307,800
Benefit payments	(148,700)	(418,800)
Return on plan assets during period	<u>640,500</u>	<u>824,100</u>
Plan assets at end of period	<u>\$ 11,832,400</u>	<u>\$ 10,706,800</u>



KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

9. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

Total Expense related to pensions include the following components:

	Estimated Jan 1, 2016 to Dec 31, 2016	Jan 1, 2015 to Dec 31, 2015
<b>Pension Expense</b>		
Employer current service cost	\$ 154,900	\$ 111,900
Interest on Accrued Benefit Obligation	669,600	596,400
Expected return on assets	(640,500)	(577,300)
Amortization of unrecognized balances	-	-
Experience gain	(23,400)	(50,800)
Pension expense	<u>\$ 160,600</u>	<u>\$ 80,200</u>

The Pension Expense is included in the Statement of Operations. The 2015 pension expense was estimated to be \$85,200. The difference between the 2015 estimated and actual expense has been recorded as an expense recovery of the current period.

10. COMMITMENTS

Communications Services

The Board has entered into an agreement with the Saint John Police Commission to provide dispatch service to the Kennebecasis Valley and surrounding area. The future minimum annual payments over the next four years are:

2017	\$ 337,108
2018	355,049
2019	373,944
2020	393,950

Detention Services

The Board has entered into an agreement with the Saint John Police Commission to provide detention services. The future minimum payments are \$25,000 per year through to 2017.

Operating Lease

The Board leases office equipment which have been accounted for as operating leases. The future minimum lease payments over the next five years are:

2017	\$ 4,856
2018	4,856
2019	4,856
2020	2,106
2021	1,189

Janitorial Services

The Board has entered into an agreement to provide janitorial services. The future minimum annual payment over the next year is \$20,004.

# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

### 11. SCHEDULE OF TANGIBLE CAPITAL ASSETS

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Information Technology Equipment</u>	<u>Furniture and Fixtures</u>	<u>2016 Total</u>	<u>2015 Total</u>
<b>COST</b>									
Balance - beginning of year	\$ 194,248	\$ 55,869	\$ 2,251,485	\$ 574,892	\$ 61,695	\$ 278,730	\$ 177,329	\$ 3,594,248	\$ 3,407,401
Add: Net additions during the year	-	-	-	161,469	26,605	62,184	21,058	271,316	255,120
Less: Disposals during the year	-	-	-	(89,193)	-	-	-	(89,193)	(68,273)
Balance - end of year	<u>194,248</u>	<u>55,869</u>	<u>2,251,485</u>	<u>647,168</u>	<u>88,300</u>	<u>340,914</u>	<u>198,387</u>	<u>3,776,371</u>	<u>3,594,248</u>
<b>ACCUMULATED AMORTIZATION</b>									
Balance - beginning of year	-	30,883	690,096	306,815	46,684	119,484	93,098	1,287,060	1,161,956
Add: Amortization during the year	-	2,630	66,022	92,885	3,096	48,514	9,393	222,540	187,337
Less: Accumulated amortization on disposals	-	-	-	(83,193)	-	-	-	(83,193)	(62,233)
Balance - end of year	<u>-</u>	<u>33,513</u>	<u>756,118</u>	<u>316,507</u>	<u>49,780</u>	<u>167,998</u>	<u>102,491</u>	<u>1,426,407</u>	<u>1,287,060</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 194,248</u>	<u>\$ 22,356</u>	<u>\$ 1,495,367</u>	<u>\$ 330,661</u>	<u>\$ 38,520</u>	<u>\$ 172,916</u>	<u>\$ 95,896</u>	<u>\$ 2,349,964</u>	<u>\$ 2,307,188</u>

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# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

### 12. RECONCILIATION OF ANNUAL SURPLUS

	Operating Fund	Capital Fund	Telecommunications Fund	Total
2016 annual surplus (deficit) - PSAS	\$ <u>576,461</u>	\$ <u>(228,541)</u>	\$ <u>5,202</u>	\$ <u>353,122</u>
Adjustments to annual surplus for funding requirements				
Second previous year's surplus (deficit)	112,687	-	(2,161)	110,526
Transfers between funds				
Transfer from operating fund to capital fund	(271,316)	271,316	-	-
Long term debt principal repayment	(128,000)	128,000	-	-
Accumulated amortization on disposal of tangible capital assets	-	(83,193)	-	(83,193)
Amortization expense	-	222,540	-	222,540
Unrealized gain on investments	(49,199)	-	-	(49,199)
Post employment benefits liability	<u>(166,000)</u>	<u>-</u>	<u>-</u>	<u>(166,000)</u>
Total adjustments to 2016 annual surplus (deficit)	<u>(501,828)</u>	<u>538,663</u>	<u>(2,161)</u>	<u>34,674</u>
2016 annual surplus for funding requirements	\$ <u><u>74,633</u></u>	\$ <u><u>310,122</u></u>	\$ <u><u>3,041</u></u>	\$ <u><u>387,796</u></u>

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# KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

## NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

### 13. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget <u>General</u>	Operating Budget <u>Telecommunications</u>	Amortization of Tangible Capital <u>Assets</u>	<u>Other</u>	<u>Total</u>
<b>REVENUE</b>					
Contributions by member municipalities	\$ 5,470,642	\$ 334,015	\$ -	\$ -	\$ 5,804,657
Other	360,000	-	-	-	360,000
Unrealized gain on investments	-	-	-	49,199	49,199
	<u>5,830,642</u>	<u>334,015</u>	<u>-</u>	<u>49,199</u>	<u>6,213,856</u>
<b>EXPENDITURE</b>					
Crime control	4,394,356	-	51,610	(138,066)	4,307,900
Vehicle fleet	351,225	-	92,885	(113,393)	330,717
Property	169,753	-	78,045	-	247,798
Administration	764,309	-	-	84,753	849,062
Telecommunications	-	334,014	-	(2,161)	331,853
Fiscal services					
Long term debt repayments	115,000	-	-	(115,000)	-
Interest	36,000	-	-	-	36,000
	<u>5,830,643</u>	<u>334,014</u>	<u>222,540</u>	<u>(283,867)</u>	<u>6,103,330</u>
Surplus (deficit)	\$ <u>(1)</u>	\$ <u>1</u>	\$ <u>(222,540)</u>	\$ <u>333,066</u>	\$ <u>110,526</u>

2017 April 10 Open Session FINAL\_100



KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

14. REVENUE AND EXPENDITURE SUPPORT

	2016 Budget (Note 13)	2016 Actual	2015 Actual
<b>OTHER REVENUE</b>			
Secondments	\$ 284,000	\$ 362,211	\$ 312,667
Fees for public services	47,000	63,865	58,380
Investment income	24,000	33,321	24,445
Taxi and by-law	5,000	7,942	6,312
Other	<u>-</u>	<u>40,385</u>	<u>14,034</u>
	<u>\$ 360,000</u>	<u>\$ 507,724</u>	<u>\$ 415,838</u>
<b>CRIME CONTROL</b>			
Salaries	\$ 3,377,412	\$ 3,363,568	\$ 3,200,491
Employee benefits	557,418	467,160	383,045
Training	38,000	35,078	33,494
Telephone and mobile radios	58,300	56,589	52,086
Equipment	20,000	13,857	19,073
Office	17,000	12,027	15,542
Equipment leasing and repairs	14,600	16,196	16,929
General supplies	32,500	37,878	58,227
Insurance	11,200	11,287	10,980
Uniforms	36,000	59,811	49,608
Public relations	9,000	7,975	5,637
Detention of prisoners	25,860	26,064	25,888
Taxi and traffic by-law	2,000	1,041	1,363
Public safety	28,000	32,327	30,481
Special investigation	29,000	34,507	27,809
Amortization	<u>51,610</u>	<u>51,610</u>	<u>38,593</u>
	<u>\$ 4,307,900</u>	<u>\$ 4,226,975</u>	<u>\$ 3,969,246</u>
<b>VEHICLE FLEET</b>			
Fuel	\$ 110,000	\$ 86,706	\$ 87,183
Repairs and maintenance	85,000	66,560	89,897
Insurance	20,725	20,317	20,317
Equipment for vehicles	21,500	11,515	28,028
Amortization	92,885	92,885	80,114
Loss on disposal of tangible capital assets	<u>607</u>	<u>607</u>	<u>720</u>
	<u>\$ 330,717</u>	<u>\$ 278,590</u>	<u>\$ 306,259</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE  
COMMISSIONERS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2016

14. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	2016 Budget (Note 13)	2016 Actual	2015 Actual
<b>PROPERTY</b>			
Taxes	\$ 45,925	\$ 44,152	\$ 43,737
Repairs and maintenance	61,500	55,312	77,835
Heat and power	47,000	40,436	43,898
Insurance	5,328	5,432	5,223
Grounds	10,000	10,714	12,762
Interest expense	34,828	30,304	50,836
Debenture cost amortization	1,172	1,172	3,117
Amortization	<u>78,045</u>	<u>78,045</u>	<u>68,650</u>
	<u>\$ 283,798</u>	<u>\$ 265,567</u>	<u>\$ 306,058</u>
<b>ADMINISTRATION</b>			
Salaries	\$ 605,842	\$ 652,553	\$ 592,028
Employee benefits	87,176	89,126	62,609
Professional fees	48,000	40,469	34,533
Insurance	1,244	1,254	1,220
Travel and training	13,000	9,720	11,806
Board expenses	5,000	6,124	3,506
Labour relations	10,000	44,891	8,164
Bank service fees	-	1,065	221
Provision for vested retirement benefits	<u>78,800</u>	<u>63,312</u>	<u>71,959</u>
	<u>\$ 849,062</u>	<u>\$ 908,514</u>	<u>\$ 786,046</u>
<b>TELECOMMUNICATIONS</b>			
Communications fee to Saint John Police Commission (Note 10)	\$ 330,353	\$ 329,844	\$ 313,286
Employee benefits (recovery)	<u>1,500</u>	<u>(1,032)</u>	<u>1,359</u>
	<u>\$ 331,853</u>	<u>\$ 328,812</u>	<u>\$ 314,645</u>



2017 April 10 Open Session FINAL 108  
**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS**

**Dr. Matt Alexander**  
Chairperson

**ADDRESS ALL CORRESPONDENCE TO:**

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

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

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**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS  
MEETING HELD AT  
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING  
126 MILLENNIUM DRIVE  
QUISPAMIS, NEW BRUNSWICK  
ON WEDNESDAY, FEBRUARY 22, 2017  
AT 3:00 P.M.**

**REGULAR MEETING**

**PRESENT:**

**Matt Alexander, Chair (Rothesay)  
Nancy Creamer, Vice-Chair (Quispamsis)  
Richard MacPhee, (Rothesay)  
Peter Bourque (Rothesay)  
Tiffany Mackay French (Rothesay)  
Danny Dobson (Quispamsis)  
Emil Olsen (Quispamsis)  
Libby O'Hara (Quispamsis)  
Bill Artiss (Provincial Representative)  
Chief Steve Palmer Ex-Officio Member of the Board  
Cherie Madill – Secretary Treasurer of the Board  
A/Insp. MacDougall  
Debi Stewart – Secretary**

**ABSENT:**

The Chairman brought the Regular Meeting to Order and asked for an approval of the Agenda for February 22, 2017. **MOVED by Danny Dobson and SECONDED by Rick MacPhee. MOTION CARRIED.**



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Board of Police Commissioners  
February 22, 2017  
Page 2**

**REGULAR MEETING**

Mr. Artiss advised that under New Business he would like to add an item. He advised the board that the Globe and Mail, over the past few weeks has had articles on sexual assault charges deemed to be unfounded and this has effected every police force in Canada. He would like to discuss this matter at this meeting. The Chairman advised this would be added on the Agenda under New Business.

A Motion was requested for the Approval of the Minutes of the Regular Meeting of January 25, 2017. **MOVED by Bill Artiss but with the same changes as were noted in the Committee of the Whole that issue being members in attendance.** Mr. Artiss also pointed out that Sgt. Peter Breen, Cpl. Eugene Belliveau and Cpl. Jason Murray had been added as being in attendance. He went on to say that these officers were not at the meeting all the time and are not Board Members and they didn't participate in the meeting. He feels they shouldn't be listed or a notation could be made that they were just observing. The Chief pointed out that at some time there may be a member of the public in attendance and we would not know their name and feels that these names do not need to be listed. Nancy Creamer pointed out that there is a word on page 9 that should be amended "prove" change to "provide". The Secretary noted same and the Minutes would be amended accordingly. **Motion was SECONDED by Nancy Creamer. MOTION CARRIED.**

**Declaration of Conflict of Interest** – Mr. Dobson declared if there was anything to be discussed regarding vehicles he would declare a conflict.

**SECRETARY TREASURER'S REPORT**

Ms. Madill presented the Unaudited Financial Statement for the period ending December 31, 2016.

**Statement of Financial Position**

Ms. Madill explained that these statement are done by the public sector accounting rules.

Financial Assets - The Cash Balance is \$401,442.00. The Sick Pay/Retirement Investments, she explained that at the end of the year reflects the market value of the fund. The accounts receivable category contains items such as secondments monies that will be coming in. The Sales tax recoverable is the HST for the last six months.



**Kennebecasis Regional Joint  
Board of Police Commissioners  
February 22, 2017  
Page 3**

**REGULAR MEETING**

Liabilities - The accounts payable and accrued are items that were purchased in the latter part of 2016 but were not paid until 2017. The Vested Sick Leave/retirement accrual is lower than last year because of two retirees in 2016. Accrued Pension benefit is another PSAB item. The Board/Force is a member of the NBMEPP and our share of this plan has to be reflected on the balance sheet. Debenture Payable – we have paid on this debenture during 2016 and therefore it is lower than the 2015 figure.

**NET ASSETS**

Tangible capital assets – She referred to the bottom of page 2 where is listed the asset additions as well as the disposals. The additions under the equipment category were 37 firearms. Under the Information Technology category was the Live Scan, 8 body cameras and a new server. Under the category of Furniture and Fixtures was the 4 desk cubicles in the briefing area. Under the Vehicles and equipment category were 4 vehicles and 1 ATV. During 2016 we disposed of three vehicles. The Chairman asked the Chief if arrangements had been made to deal with the disposal of side arms that were replaced. The Chief advised this has not been dealt with yet.

**STATEMENT OF OPERATIONS** (Pre PSAB and PreAudit)

Cherie explained that the Audit was completed February 7-9 and the Audited Financial Statement will be presented at the March meeting.

**REVENUE**

Cherie advised that the revenue for the year was over what was budgeted. The Fees were over what was anticipated as well as the Retirement Investment Income is over because we had sold an investment and had a gain. Because of this gain the actual contribution for 2016 is lower than budgeted. Secondments – We had budgeted three as we were unsure of the 4<sup>th</sup> but we did have the 4<sup>th</sup> for a portion of the year.

**EXPENDITURES**

The Equipment category is at \$97,000 and we only budgeted \$20,000 but as we were running a surplus we were able to purchase a Live Scan, a new server as well as the 8

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Board of Police Commissioners  
February 22, 2017  
Page 4**

**REGULAR MEETING**

body cameras. The next large item is reflected in policing general and this is where the new firearms are reflected.

The Vehicle category reflects that fuel is below budget. The New Vehicle category reflects the purchase of the 4<sup>th</sup> vehicle. The actual total costs in this category were \$341,000 as compared to the budgeted amount of \$351,000.

The Chairman had a question as it related to page 2 and the firearms. It was noted that the second number (16) was incorrect and should be (7) for a total firearms purchased as 27 and not 37. Ms. Madill advised this was correct and she would amend same.

**BUILDING**

Cherie advised that there was nothing out of the ordinary in this category. This category came in at the end of the year at \$315,000 as compared to the budgeted amount of \$320,000. She advised that we had budgeted for some painting and general maintenance on the building but this was not completed.

**ADMINISTRATION**

Cherie advised that the largest item in this category was under Labor Relations. This is due to the investigations that are on-going. Cherie advised that previously when she had referred to the gain that had been made in the sick pay retirement fund this is the category which reflects same and the money comes out. We budgeted to have some money to be deposited to the sick pay retirement fund in order to maintain it but because we are only supposed to put so much in, the difference from what we gained and what we budgeted is \$35,000. We actually budgeted \$59,000 but we did not require all of this amount.

The cash surplus at the end of the year is \$74,000.

Mr. Dobson asked if the actuary study was completed. Cherie advised it was done. He asked if the fund was up to date. Cherie advised that we do have to maintain a

**Kennebecasis Regional Joint  
Board of Police Commissioners  
February 22, 2017  
Page 5**

**REGULAR MEETING**

percentage every year. He further asked that reflected in the prior minutes that she had advised that the Debenture will not be renewed again. Cherie advised that once these two 10 year debentures are up, (one was renewed in 2014 and one in 2015) the building will be paid for.

**TELECOM FUND**

There is a surplus of \$3,041.27 because of our one retiree. Mr. Dobson asked if the issue had been resolved dealing with the retired members remaining on our health plan. He was advised that some of the retired members are still on our plan. Mr. Dobson wanted to go on record that this issue for retired members being on our health plan needs to be addressed. It is a huge exposure to the Board as well as the retired members. He explained that he feels that these members do not understand that we are a self-insured plan and further that the Collective Agreement states that retired members can remain on the health plan as long as it does not cost the employer or the union any money. He went on to say that if they have a catastrophic event, for example that they have a \$10,000 claim, they could be asked to pay back to the board \$10,000. Mr. Dobson explained that it is a huge issue and it has to be resolved. The retirees need to have a full understanding of this and if they do then they should be signing a waiver for the Board. He feels that in the next Collective Agreement discussions that this needs to be addressed. Mr. Dobson explained that the Provincial Program is a much better program and doesn't expose the retirees to this issue. He explained that he will continue to bring this to the Board's attention until such time as it is resolved.

The Chief thought that the Board had explained this issue to the retired members. Mr. Dobson feels that they don't understand what is at stake. Mr. Olsen suggested that it may be an appropriate time once again, to pass this information on and have another meeting. He feels that we should be pro-active again in insuring that the retired members understand that we are trying to do what is best for them. He suggested that we try and set up a meeting in this regard. Libby O'Hara asked Mr. Dobson if he felt that it would be appropriate at the time of that meeting to have a document prepared to present to the members so they can actually see it in black and white and sign off on

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Board of Police Commissioners  
February 22, 2017  
Page 6**

**REGULAR MEETING**

it. Mr. Dobson advised that we had hired Todd Stephen with the firm Owen MacFarland to meet with the retirees and explain this issue. No results came of that meeting. Mr. Olsen suggested that at the tentative meeting that it would be a time to introduce the waiver and explain that this would be expected to be signed if the member wanted to remain on our plan. Mr. Dobson suggested that a Union Representative should be in attendance at this meeting as well.

Ms. Madill continued with her report and referred the members to Page 3a. This is the same Statement of Operations but it does contain the PSAB rules. The first item is the Unrealized gains/losses in the amount of \$49,000. That is the market value increase on the retirement fund and increases our revenue by \$49,000. Next was under the Expenses and the pension plan liability. The liability in 2016 has decreased. Under equipment it refers to \$13,000. That is equipment that we did not capitalize. Policing General has decreased for the previous statement because of the capitalization of the firearms. Equipment Amortization – she explained that we purchased the items such as the firearms and the LiveScan and they are amortized over the next 5 years and we have to take the depreciation on them in the last year and that is the figure that goes on the statement. The \$51,000 reflected on this statement is the use of the equipment that we have to this point. The next category is the Vehicles. All of the vehicles are removed from this statement because we have to capitalize them all. Depreciation on the vehicles is added into the statement and we have to report a loss or a gain on the sale of the vehicles and we had a loss of \$607.00 on the vehicles that we sold. She explained that these are the PSAB differences. She next referred to page 4a and the line item of Debenture Principal. This is not a normal business cost so this has to be removed. The line item of Amortization is the use of the building for the year 2016. The next PSAB change was under the line item administration benefits. This is again the pension plan and there is a credit on our statement. When looking at the PSAB Statement of Operation we have a \$460,000 surplus. The telecom fund remains that same because they do not have any PSAB adjustments. The next page are the notes to the financial statements which Cherie reviewed.

**Moved by Libby O'Hara and Seconded by Tiffany Mackay French to accept the Secretary-Treasurer's report as circulated. Mr. Olsen asked that a slight amendment be made in the statement to reflect 28 – 21 year old guns as being replaced. MOTION CARRIED.**



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Board of Police Commissioners  
February 22, 2017  
Page 7**

**REGULAR MEETING**

**CHIEF'S REPORT**

**TRAINING** - Chief Palmer advised the Board that we had a member attend a Crisis Negotiations Course. We had three officers, Cpl. White, Cpl. Flynn and Sgt. Dickson present a Firearms Safety Course for the general public. Our ETS Members attended a two day training course. We also held our in-service training for all members of the force and topics of this training were a program called "Road to Mental Readiness". This course ensures that members are getting the support they need from the other members as well as resources from the outside. The taser re-certification as well as the re-certification on the use of the Spike Belts was also completed.

We recently filled 7 positions for training in 2017. Four of these were at the Canadian Police College and the remaining three are at the Atlantic Police Academy.

Promotions – The Chief explained that as Board members are aware, we recently promoted Joe Cantelo to the position of Sergeant. We have tentatively promoted Cpl. Flynn to the position of Sergeant on patrol. A joint promotional process was held because it has been made known by Peter Breen that he will be retiring in June. As a result two processes were done together and the top two candidates were A/Sgt. Cantelo and Cpl. Flynn. Sgt. Cantelo will remain on Platoon A, and Cpl. Flynn will fill Sgt. Breen's position when he retires. We have just put out a posting for the Acting Sergeant in Major Crime, due to Craig MacDougall filling the position of Acting Inspector.

Meetings - Deputy Chief Giggey attended the New Brunswick Association of Chiefs of Police Meetings. Acting Inspector MacDougall attended a meeting regarding a Child Advocacy Center which is a center of excellence dealing with child abuse issues. Acting Inspector MacDougall also attended a Quispamsis EMO Meeting.

Statistics - The Statistics were contained in the packages. The format was amended from last month following the recommendation of the Chair.

Items of Interest - The Chief advised that both the new server and the new Live Scan are in place and operational. The Chief next spoke on the Globe and Mail article that

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Board of Police Commissioners  
February 22, 2017  
Page 8**

**REGULAR MEETING**

Mr. Artiss had spoken on and our audit has been completed. The Acting Inspector has advised him that there is nothing there of any issue. He explained that the issue is when they score this things sometime they are scored as "Unfounded". He explained that "Unfounded" doesn't mean that we don't believe the person and it could be "Unfounded" for a number of reasons. He explained for example the individual recants, or evidence comes up that it didn't happen, or the Crown would not lay a charge. He explained that there are a number of reasons why a file would be scored as "Unfounded." The Chief asked A/Inspector MacDougall to comment. A/Inspector MacDougall advised that we did not have very many files that were "Unfounded". Of those files they were reviewed and they were all concluded properly, so there was none that would fit that story in the Globe and Mail. There was a brief discussion on this topic.

Public Relations - We had four members attend a Sea Dogs Game for First Responder Appreciation Night. These members took our ATV to the game as well. Cpl. Belliveau is in the process of assembling a team for the Bowl for Kids Event for the Boys and Girls Club. Cst. Lee did an internet safety talk at RNS and was very well received. Cst. Lee also did an internet safety project which received 6,000 hits all over the world. The Chief further advised that we have confirmation that the Governor Generals Office has the nomination for Cst. Corey McAllister.

Chief Palmer played a video for the Board which had been prepared by Cst. Kelley McIntyre dealing with teen dating. Assessments were provided to both young men and ladies. The money she uses for this project comes from the funds raised from the Tanya Shand Run. The Chief further explained this project and members discussed same.

Chief Palmer advised that Cpl. Belliveau just took over this position in January and one of the items he is looking at is a Force Mascot. The Chief went on to say that the CAP Program has been sustaining itself for a long, long time. Mr. Dobson mentioned that in the fall of last year there had been a request for a report from the CAP Program and the Board doesn't know how healthy the CAP Program is. Mr. Dobson asked if there was any way the Board could have this information.

**Kennebecasis Regional Joint  
Board of Police Commissioners  
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Page 9**

**REGULAR MEETING**

The Chief briefly explained the history of the CAP Program and advised that this is a member run group.

The Chief advised that the D.A.R.E. Program is running again and there are five officers providing this program to Grade 5 students in the Valley.

Cpl. Belliveau is doing the Facebook updates. The Chairman commented that it is good to see the daily crime reports.

Chief Palmer advised that three different officers have attended Touchstone School.

The last Skate to Care will be held at Harbor Station and some of our members will be in attendance.

Rev. Gillies is in the process of setting up a course for the Police Chaplains. Cpl. Belliveau attended a Crime Prevention Association Meeting in Fredericton. Cpl. Belliveau spoke briefly on the topics of the Meeting. Cpl. Belliveau also advised that he will be ordering a teddy bear in uniform which will be placed in the vehicles and will be given to children for example if there is a MVA. He also wants to set up a cabinet wherein we can sell articles with our insignia to raise funds for the CAP Program.

**MOVED BY Emil Olsen and Seconded by Peter Bourque to accept the Chief's Report. MOTION CARRIED.**

**COMMITTEE REPORTS**

The Chairman advised that he has provided a new list to the Board of the Board Committees and who is on which committee.

Insurance Committee – Mr. Bourque advised that we have an additional cost on our car insurance because on January 1, 2017 we had one additional vehicle which had not been disposed of. Subsequently we are showing an additional car from the previous year and therefore there is an additional cost. He further advised that the insurance for the ATV is an additional \$461.00.

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Board of Police Commissioners  
February 22, 2017  
Page 10**

**REGULAR MEETING**

Mr. Dobson pointed out that previous to Chief Palmer, Chief McIntyre would direct a lot of the Committee work. He would identify the issue and call the members of the Committee and organize the meetings as he was kind of an ex-officio on all the committees. Chief Palmer advised that as part of his discussions, that he feels there should be a gap between board members and himself. He advised that from his perspective he would just as soon have the Board handle this and feels that he should be a hands off. He feels he is here to report to the Board and he doesn't want to lead a lot of this stuff. He went on to say that he certainly doesn't mind being the coordinator but does not want to lead things. Mr. Dobson feels that as the top administrator that the Chief needs to have an ownership of some of the issues. The Chief was in agreement.

**MOVED BY Emil Olsen and Seconded by Nancy Creamer to adjourn. MOTION CARRIED.**

  
\_\_\_\_\_  
**CHAIR**

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



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF FINANCIAL POSITION**  
**As at January 31, 2017**

	<u>2017</u>	<u>2016</u>
<b>-----Financial assets-----</b>		
Cash - General	\$246,203.57	\$327,630.60
Sick Pay/ Retirement Investments	854,740.06	769,572.35
Accounts Receivable	52,517.29	57,096.57
Sales tax recoverable	64,589.67	57,406.51
	<u>\$1,218,050.59</u>	<u>\$1,211,706.03</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	281,923.39	250,924.62
Vested sick leave/retirement accrual	760,893.08	816,792.90
Sick leave replacement	13,298.53	13,298.53
Accrued pension benefit liability	749,100.00	915,100.00
Debenture payable	<u>1,210,000.00</u>	<u>1,338,000.00</u>
	<u>3,015,215.00</u>	<u>3,334,116.05</u>
<b>NET ASSETS (DEBT)</b>	<u>-1,797,164.41</u>	<u>-2,122,410.02</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,776,370.42	3,594,248.05
Accumulated amortization	<u>-1,426,406.38</u>	<u>-1,287,059.62</u>
	2,349,964.04	2,307,188.43
Unamortized Debenture costs	10,017.75	11,189.91
Prepaid expenses	<u>112,180.89</u>	<u>106,572.02</u>
	<u>2,472,162.68</u>	<u>2,424,950.36</u>
<b>ACCUMULATED SURPLUS</b>	<u>674,998.27</u>	<u>302,540.34</u>
 Assets	 3,690,213.27	 3,636,656.39
Liabilities	3,690,213.27	3,636,656.39

2017 April 18 Open Session FINAL 114  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**January 31, 2017**

	<u>2017</u>			<u>2016</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
<b>Millennium Drive</b>				
Land	194,247.55			194,248
Building - Roof	42,676.66			42,677
Mechanical	250,627.82			250,628
Electrical	330,542.64			330,543
Other	520,640.03			520,640
Structure	1,106,997.29			1,106,997
	2,251,484.44	0.00		2,251,484
Accumulated amortization	-690,095.73	-66,021.65		-690,096
Net book value of Building	1,561,388.71	-66,021.65	0.00	1,561,389
Paving	52,600.16			52,600
Accumulated amortization	-27,615.08	-2,630.00		-27,615
Net book value of paving	24,985.08	-2,630.00	0.00	24,985
Landscaping	3,268.36			3,268
Accumulated amortization	-3,268.36			-3,268
Net book value of landscaping	0.00	0.00	0.00	0
<b>Furnishings</b>	177,329.73	21,057.56		177,330
Accumulated amortization	-93,098.12	-9,392.93		-93,098
Net book value of furnishings	84,231.61	11,664.63	0.00	84,232
<b>Machinery &amp; equipment</b>	61,695.71	26,604.78		61,696
Accumulated amortization	-46,684.29	-3,096.29		-46,684
Net book value of equipment	15,011.42	23,508.49	0.00	15,011
<b>Information technology equipment</b>	278,729.13	62,184.00		278,729
Accumulated amortization	-119,483.76	-48,513.98		-119,484
Net book value of IT equipment	159,245.37	13,670.02	0.00	159,245
<b>Vehicles</b>	574,892.98	161,469.43	-89,193.41	574,893
Accumulated amortization	-306,814.28	-92,885.32	83,193.41	-306,814
Net book value of vehicles	268,078.70	68,584.11	-6,000.00	268,079
<b>Total Tangible Capital assets</b>	3,594,248.06	271,315.77	-89,193.41	3,776,370.42
<b>Total Accumulated amortization</b>	-1,287,059.62	-222,540.17	83,193.41	-1,426,406.38
<b>Net Book Value</b>	2,307,188.44	48,775.60	-6,000.00	2,307,188

2017 April 10 Open Session FINAL 115  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**ONE MONTH ENDING JANUARY 31, 2017**

Page 3

	----- ONE MONTH -----				
	-----ACTUAL-----		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	\$2,560.00	-49%	\$2,570	\$5,000	\$60,000
Taxi & Traffic Bylaw	2,600.00	524%	2,742	417	5,000
Interest income	430.56	3%	354	417	5,000
Retirement investment income	1,415.65	-11%	1,671	1,583	19,000
Secondments	25,908.01	6%	32,289	24,500	294,000
	<u>\$32,914.22</u>	<u>3%</u>	<u>39,626</u>	<u>31,917</u>	<u>383,000</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	\$275,661.07	-4%	\$279,437	288,028	\$3,456,334
Benefits	57,031.41	-1%	54,503	57,606	691,267
Training	2,571.19	-24%	2,666	3,375	40,500
Equipment		-100%		1,667	20,000
Equip repairs & IT support	861.58	158%		333	4,000
Communications	3,996.92	-42%	4,579	6,850	82,200
Office function	2,295.12	72%	2,385	1,333	16,000
Leasing	1,143.45	12%	1,000	1,025	12,300
Policing-general	1,569.10	-42%	4,132	2,708	32,500
Insurance	940.58	-3%	941	970	11,639
Uniforms	11,368.00	279%	10,890	3,000	36,000
Prevention/p.r.		-100%	46	583	7,000
Investigations	2,563.20	6%	1,199	2,417	29,000
Detention	2,175.00	0%	2,155	2,175	26,100
Taxi & Traffic Bylaw	422.36	914%	258	42	500
Auxillary		-100%		125	1,500
Public Safety	2,828.58	0%	2,333	2,829	33,943
	<u>365,427.56</u>	<u>-3%</u>	<u>366,524</u>	<u>375,065</u>	<u>4,500,783</u>
<b>VEHICLES</b>					
Fuel	8,652.64	-1%	6,351	8,750	105,000
Maint./repairs	6,361.59	-10%	3,324	7,083	85,000
Insurance	2,983.50	71%	1,693	1,744	20,928
New vehicles		-100%	22,210	6,333	76,000
Equipment		-100%		500	6,000
	<u>17,997.73</u>	<u>-26%</u>	<u>33,578</u>	<u>24,411</u>	<u>292,928</u>

2017 April 10 Open Session FINAL\_116  
**STATEMENT OF OPERATIONS**  
**ONE MONTH ENDING JANUARY 31, 2017**

	-----ONE MONTH-----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>EXPENDITURE continued:</b>					
<b>BUILDING</b>					
Maintenance	2,591.51	-17%	4,680	3,125	37,500
Cleaning	1,798.25	-10%	1,944	2,000	24,000
Electricity	5,109.68	30%	5,667	3,917	47,000
Taxes	3,852.65	0%	3,827	3,863	46,360
Insurance	470.75	1%	453	466	5,595
Grounds	1,472.44	61%	1,287	917	11,000
Interest on Debenture	2,503.85	0%	2,629	2,500	30,000
Debenture Principal	10,833.33	0%	10,667	10,833	130,000
	<u>28,632.46</u>	<u>4%</u>	<u>31,154</u>	<u>27,621</u>	<u>331,455</u>
<b>ADMINISTRATION</b>					
Salaries	55,342.60	-1%	51,855	55,975	671,698
Benefits	11,034.76	-2%	10,389	11,260	135,123
Professional Fees	2,037.47	-40%	2,775	3,417	41,000
Travel/Training	600.00	-45%	2,416	1,083	13,000
Board Travel/Expenses		-100%	68	417	5,000
Insurance	104.50	-3%	104	108	1,292
Bank service fees	85.50		24		
Labour Relations	1,817.70	45%	413	1,250	15,000
Sick Pay/Retirement		-100%		5,021	60,250
Retirement int & dividends	1,415.65	-11%	1,671	1,583	19,000
2nd prior year (surplus) deficit	-9,500.58		-9,390	-9,501	-114,007
	<u>62,937.60</u>	<u>-11%</u>	<u>60,325</u>	<u>70,613</u>	<u>847,356</u>
	442,081.13	-5%	451,955	465,794	5,589,522
<b>CONTRIBUTED BY MEMBERS</b>	465,793.62		455,887	465,794	5,589,522
<b>SURPLUS (DEFICIT)</b>	<u>\$23,712.49</u>		<u>\$3,932</u>	<u>\$0</u>	<u>\$0</u>
<b>TELECOM FUND</b>					
City of SJ telecomm services	28,092.33	0%	26,673	28,092	337,108
Data Networking charges	816.93		810	856	10,273
Retirees health insurance	-4.45		-161	125	1,500
2nd prior year (surplus) deficit	8.08	0%	180	8	97
	<u>28,912.89</u>		<u>27,502</u>	<u>29,082</u>	<u>348,978</u>
<b>CONTRIBUTED BY MEMBERS</b>	29,081.47		27,834	29,082	348,978
<b>SURPLUS (DEFICIT)</b>	<u>\$168.58</u>		<u>\$332</u>	<u>\$0</u>	<u>\$0</u>
<b>Total surplus (deficit)</b>	\$23,881.07		\$4,264		



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**January 31, 2017**

pg 5

**STATEMENT OF FINANCIAL POSITION**

BANK balance		246,204	at January 31
ACCOUNTS PAYABLE balance	281,923		
Debenture costs to be paid in June & December	-13,240		
	-----		
Current Accounts Payable		268,684	Paid in February
		-----	
Extra (Shortfall) in bank account		-22,480	

*Prepays* include insurance, snowplowing, annual alarm contracts and  
Managed Health Care's deposit

**STATEMENT OF OPERATIONS**

*Revenue:*

\* Secondments - budgeted for three secondments

*Crime Control:*

\* Salaries - three vacancies that are currently being filled by two temporary terms

\* Benefits Health insurance 2017: \$14,420 2016: \$11,650

Retirees health insurance 2017: \$781 2016: \$2,495

The retirees paid \$781 less than the actual costs in 2017

Overtime costs at Jan 28, 2017	\$344
Change over prior year OT	-\$121
Call out OT	-\$146
Court OT	-\$1,136
	-----
	-\$1,403

Court OT - new court system in Saint John causing scheduling problems

*Administration:*

\* Benefits Health Insurance 2017: \$2,065 2016: \$2,823

*Telecom:*

\* Retirees health insurance 2017: \$-4 2016: \$-161

This year with only one retiree the costs are less

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF FINANCIAL POSITION**  
**As at February 28, 2017**

	<u>2017</u>	<u>2016</u>
<b>-----Financial assets-----</b>		
Cash - General	\$322,526.44	\$367,837.23
Sick Pay/ Retirement Investments	855,566.26	770,552.66
Accounts Receivable	89,996.21	67,034.30
Sales tax recoverable	67,965.00	60,952.75
	<u>\$1,336,053.91</u>	<u>\$1,266,376.94</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	330,847.16	214,133.40
Vested sick leave/retirement accrual	756,810.28	816,792.90
Sick leave replacement	13,298.53	13,298.53
Accrued pension benefit liability	749,100.00	915,100.00
Debenture payable	<u>1,210,000.00</u>	<u>1,338,000.00</u>
	<u>3,060,055.97</u>	<u>3,297,324.83</u>
<b>NET ASSETS (DEBT)</b>	<u>-1,724,002.06</u>	<u>-2,030,947.89</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,776,370.42	3,594,248.05
Accumulated amortization	<u>-1,426,406.38</u>	<u>-1,287,059.62</u>
	2,349,964.04	2,307,188.43
Unamortized Debenture costs	9,920.07	11,092.23
Prepaid expenses	<u>119,285.79</u>	<u>74,112.16</u>
	<u>2,479,169.90</u>	<u>2,392,392.82</u>
<b>ACCUMULATED SURPLUS</b>	<u>755,167.84</u>	<u>361,444.93</u>
Assets	3,815,223.81	3,658,769.76
Liabilities	3,815,223.81	3,658,769.76

2017 April 10 Open Session FINAL 119  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**February 28, 2017**

2017

2016

-----TANGIBLE CAPITAL ASSETS-----					
	Balance beginning of year	Additions	Disposals	Balance end of year	
<b>Millennium Drive</b>					
Land	194,247.55			194,247.55	194,248
Building - Roof	42,676.66			42,676.66	42,677
Mechanical	250,627.82			250,627.82	250,628
Electrical	330,542.64			330,542.64	330,543
Other	520,640.03			520,640.03	520,640
Structure	1,106,997.29			1,106,997.29	1,106,997
	2,251,484.44	0.00		2,251,484.44	2,251,484
Accumulated amortization	-690,095.73	-66,021.65		-756,117.38	-690,096
Net book value of Building	1,561,388.71	-66,021.65	0.00	1,495,367.06	1,561,389
Paving	52,600.16			52,600.16	52,600
Accumulated amortization	-27,615.08	-2,630.00		-30,245.08	-27,615
Net book value of paving	24,985.08	-2,630.00	0.00	22,355.08	24,985
Landscaping	3,268.36			3,268.36	3,268
Accumulated amortization	-3,268.36			-3,268.36	-3,268
Net book value of landscaping	0.00	0.00	0.00	0.00	0
<b>Furnishings</b>	177,329.73	21,057.56		198,387.29	177,330
Accumulated amortization	-93,098.12	-9,392.93		-102,491.05	-93,098
Net book value of furnishings	84,231.61	11,664.63	0.00	95,896.24	84,232
<b>Machinery &amp; equipment</b>	61,695.71	26,604.78		88,300.49	61,696
Accumulated amortization	-46,684.29	-3,096.29		-49,780.58	-46,684
Net book value of equipment	15,011.42	23,508.49	0.00	38,519.91	15,011
<b>Information technology equipment</b>	278,729.13	62,184.00		340,913.13	278,729
Accumulated amortization	-119,483.76	-48,513.98		-167,997.74	-119,484
Net book value of IT equipment	159,245.37	13,670.02	0.00	172,915.39	159,245
<b>Vehicles</b>	574,892.98	161,469.43	-89,193.41	647,169.00	574,893
Accumulated amortization	-306,814.28	-92,885.32	83,193.41	-316,506.19	-306,814
Net book value of vehicles	268,078.70	68,584.11	-6,000.00	330,662.81	268,079
<b>Total Tangible Capital assets</b>	3,594,248.06	271,315.77	-89,193.41	3,776,370.42	3,594,248
<b>Total Accumulated amortization</b>	-1,287,059.62	-222,540.17	83,193.41	-1,426,406.38	-1,287,060
<b>Net Book Value</b>	2,307,188.44	48,775.60	-6,000.00	2,349,964.04	2,307,188

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**TWO MONTHS ENDING FEBRUARY 28, 2017**

Page 3

----- TWO MONTHS -----
 --ACTUAL-- PRIOR YR -----BUDGET-----  
 -----

**REVENUE:**

Fees	\$5,450.00	-46%	\$8,190	\$10,000	\$60,000
Taxi & Traffic Bylaw	2,991.70	259%	4,383	833	5,000
Interest income	755.54	-9%	712	833	5,000
Retirement investment income	2,241.85	-29%	2,651	3,167	19,000
Secondments	51,816.02	6%	64,577	49,000	294,000
	<u>\$63,255.11</u>	<u>-1%</u>	<u>80,513</u>	<u>63,833</u>	<u>383,000</u>

**EXPENDITURE:****CRIME CONTROL**

Salaries	\$525,689.69	-9%	\$539,842	576,056	\$3,456,334
Benefits	107,523.56	-7%	103,316	115,211	691,267
Training	3,318.84	-51%	6,278	6,750	40,500
Equipment		-100%		3,333	20,000
Equip repairs & IT support	861.58	29%	518	667	4,000
Communications	10,055.76	-27%	8,755	13,700	82,200
Office function	2,397.39	-10%	2,797	2,667	16,000
Leasing	2,205.63	8%	1,758	2,050	12,300
Policing-general	4,428.92	-18%	5,714	5,417	32,500
Insurance	1,881.16	-3%	1,881	1,940	11,639
Uniforms	12,451.99	108%	12,386	6,000	36,000
Prevention/p.r.	363.93	-69%	782	1,167	7,000
Investigations	5,019.08	4%	2,990	4,833	29,000
Detention	4,350.00	0%	4,310	4,350	26,100
Taxi & Traffic Bylaw	422.36	407%	259	83	500
Auxillary		-100%	70	250	1,500
Public Safety	5,657.17	0%	4,667	5,657	33,943
	<u>686,627.06</u>	<u>-8%</u>	<u>696,323</u>	<u>750,131</u>	<u>4,500,783</u>

**VEHICLES**

Fuel	15,850.26	-9%	12,680	17,500	105,000
Maint./repairs	9,053.52	-36%	11,137	14,167	85,000
Insurance	5,205.00	49%	3,386	3,488	20,928
New vehicles		-100%	18,968	12,667	76,000
Equipment		-100%		1,000	6,000
	<u>30,108.78</u>	<u>-38%</u>	<u>46,171</u>	<u>48,821</u>	<u>292,928</u>



## STATEMENT OF OPERATIONS

TWO MONTHS ENDING FEBRUARY 28, 2017

|-----TWO MONTHS-----|  
 --ACTUAL-- PRIOR YR -----BUDGET-----

**EXPENDITURE continued:****BUILDING**

Maintenance	4,773.39	-24%	5,773	6,250	37,500
Cleaning	4,013.92	0%	3,796	4,000	24,000
Electricity	9,920.02	27%	10,877	7,833	47,000
Taxes	7,705.30	0%	7,211	7,727	46,360
Insurance	941.50	1%	905	933	5,595
Grounds	2,944.88	61%	3,930	1,833	11,000
Interest on Debenture	5,007.70	0%	5,259	5,000	30,000
Debenture Principal	21,666.66	0%	21,333	21,667	130,000
	<u>56,973.37</u>	3%	<u>59,084</u>	<u>55,243</u>	<u>331,455</u>

**ADMINISTRATION**

Salaries	94,287.33	-16%	99,782	111,950	671,698
Benefits	24,368.09	8%	21,711	22,521	135,123
Professional Fees	4,463.06	-35%	5,135	6,833	41,000
Travel/Training	920.75	-58%	4,906	2,167	13,000
Board Travel/Expenses	239.69	-71%	113	833	5,000
Insurance	209.00	-3%	209	215	1,292
Labour Relations	1,817.70	-27%	3,225	2,500	15,000
Sick Pay/Retirement		-100%		10,042	60,250
Retirement int & dividends	2,241.85	-29%	2,651	3,167	19,000
2nd prior year (surplus) deficit	-19,001.16		-18,781	-19,001	-114,007
	<u>109,546.31</u>	-22%	<u>118,951</u>	<u>141,226</u>	<u>847,356</u>
	820,000.41	-12%	840,016	931,587	5,589,522
	<u>931,587.24</u>		<u>911,774</u>	<u>931,587</u>	<u>5,589,522</u>
<b>CONTRIBUTED BY MEMBERS</b>					
<b>SURPLUS (DEFICIT)</b>	<u>\$111,586.83</u>		<u>\$71,758</u>	<u>\$0</u>	<u>\$0</u>

**TELECOM FUND**

City of SJ telecomm services	54,765.16	-3%	53,346	56,185	337,108
Data Networking charges	1,633.86		1,620	1,712	10,273
Retirees health insurance	-208.55		-279	250	1,500
2nd prior year (surplus) deficit	16.16	0%	360	16	97
	<u>56,206.63</u>		<u>55,047</u>	<u>58,163</u>	<u>348,978</u>
<b>CONTRIBUTED BY MEMBERS</b>	58,162.94		55,669	58,163	348,978
<b>SURPLUS (DEFICIT)</b>	<u>\$1,956.31</u>		<u>\$622</u>	<u>\$0</u>	<u>\$0</u>

**Total surplus (deficit)**

\$113,543.14

\$72,380

2017 April 10 Open Session FIN No. 122  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**February 28, 2017**

pg 5

**STATEMENT OF FINANCIAL POSITION**

BANK balance		322,526	at February 28
ACCOUNTS PAYABLE balance	330,847		
Debenture costs to be paid in June & December	-26,479		
	-----		
Current Accounts Payable		304,368	Paid in March
		-----	
Extra (Shortfall) in bank account		18,158	

*Prepays* include insurance, snowplowing, annual alarm contracts, property taxes and  
Managed Health Care's deposit

**STATEMENT OF OPERATIONS**

*Revenue:*

\* Secondments - budgeted for three secondments

*Crime Control:*

\* Salaries - three vacancies with two that are currently being filled by temporary terms

\* Benefits Health insurance 2017: \$24,867 2016: \$22,786  
Retirees health insurance 2017: \$1,105 2016: \$804  
The retirees paid \$1,105 less than the actual costs in 2017

Overtime costs at Feb 25, 2017	\$3,091
Change over prior year	
OT	\$770
Call out OT	-\$146
Court OT	-\$746
	-----
	-\$122

Court OT - new court system in Saint John causing scheduling problems

*Administration:*

\* Benefits Health Insurance 2017: \$6,668 2016: \$6,583

*Telecom:*

\* Retirees health insurance 2017: \$-209 2016: \$-279  
This year with only one retiree the costs are less

# Town of Rothesay

## General Fund Financial Statements

February 28, 2017

**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
Variance Report	G10
Project Funding - February	G11
Project Funding - March - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund  
2/28/17

ASSETS

Capital Assets - General Land	4,405,176
Capital Assets - General Fund Land Improvements	7,807,424
Capital Assets - General Fund Buildings	5,201,476
Capital Assets - General Fund Vehicles	1,877,070
Capital Assets - General Fund Equipment	3,191,957
Capital Assets - General Fund Roads & Streets	37,051,033
Capital Assets - General Fund Drainage Network	18,624,607
Capital Assets - Under Construction - General	-
	<u>78,158,742</u>
Accumulated Amortization - General Fund Land Improvements	(2,507,159)
Accumulated Amortization - General Fund Buildings	(2,079,182)
Accumulated Amortization - General Fund Vehicles	(1,236,327)
Accumulated Amortization - General Fund Equipment	(930,882)
Accumulated Amortization - General Fund Roads & Streets	(17,964,076)
Accumulated Amortization - General Fund Drainage Network	(6,174,905)
	<u>(30,892,530)</u>

\$ 47,266,212

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(724,040)
Total Long Term Debt	8,977,000
	<u>\$ 8,252,960</u>
Total Liabilities	
Investment in General Fund Fixed Assets	39,013,252
	<u>\$ 47,266,212</u>



Town of Rothesay  
Balance Sheet - General Fund Reserves  
2/28/17

ASSETS

BNS General Operating Reserve #214-15	793,244
BNS General Capital Reserves #2261-14	1,008,470
BNS - Gas Tax Reserves - GIC	4,238,630
Gen Reserves due to/from Gen Operating	8,245
	<u>\$ 6,048,589</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,081,145
Invest. in General Capital Reserve	862,232
General Gas Tax Funding	157,485
Invest. in General Operating Reserve	799,101
Invest. in Land for Public Purposes Reserve	97,167
Invest. in Town Hall Reserve	51,459
	<u>\$ 6,048,589</u>

Town of Rothesay  
Balance Sheet - General Operating Fund  
2/28/17

CURRENT ASSETS

Cash	1,496,342
Receivables	121,629
HST Receivable	140,281
Inventory	32,649
Gen Operating due to/from Util Operating	867,317
Total Current Assets	<u>2,658,218</u>
Other Assets:	
Projects	183,997
	<u>183,997</u>
TOTAL ASSETS	<u>2,842,215</u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	843,738
Other Payables	287,650
Gen Operating due to/from Gen Reserves	8,245
Gen Operating due to/from Gen Capital	724,040
Accrued Sick Leave	13,300
Accrued Pension Obligation	142,252
Accrued Retirement Allowance	320,425
Def. Rev-Quispamsis/Library Share	70,395
TOTAL LIABILITIES	<u>2,410,045</u>

EQUITY

Retained Earnings - General	(75,098)
Surplus/(Deficit) for the Period	507,268
	<u>432,170</u>
	<u>2,842,214</u>

Town of Rothesay  
Statement of Revenue & Expenditure  
2 Months Ended 2/28/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,277,635	1,277,635	2,555,270	2,555,270	(0)		15,331,620
Sale of Services	29,808	36,958	63,974	73,917	(9,943)		339,700
Services to Province of New Brunswick	5,000	5,000	10,000	10,000	0		60,000
Other Revenue from Own Sources	15,812	7,682	25,819	15,363	10,456		92,180
Unconditional Grant	9,997	9,997	19,994	19,995	(1)		119,960
Conditional Transfers	0	0	0	0	0		21,500
Other Transfers	0	0	10,030	10,030	(0)		930,030
	<u>\$1,338,252</u>	<u>\$1,337,273</u>	<u>\$2,685,087</u>	<u>\$2,684,575</u>	<u>\$512</u>		<u>\$16,895,000</u>
<b>EXPENSES</b>							
General Government Services	105,547	116,701	394,858	426,156	31,298		2,039,240
Protective Services	351,526	351,280	699,774	702,560	2,786		4,785,040
Transportation Services	283,853	321,018	618,985	645,036	26,051		3,329,870
Environmental Health Services	41,220	47,083	89,537	94,167	4,630		620,000
Environmental Development	67,238	68,583	98,232	117,167	18,935		633,940
Recreation & Cultural Services	90,855	110,699	275,705	320,843	45,138		1,991,930
Fiscal Services	291	350	728	700	(28)		3,494,950
	<u>\$940,530</u>	<u>\$1,015,715</u>	<u>\$2,177,819</u>	<u>\$2,306,629</u>	<u>\$128,810</u>		<u>\$16,895,000</u>
Surplus (Deficit) for the Year	<u>\$397,722</u>	<u>\$321,557</u>	<u>\$507,268</u>	<u>\$377,946</u>	<u>\$129,322</u>		<u>\$ -</u>

Town of Rothesay  
Statement of Revenue & Expenditure  
2 Months Ended 2/28/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	1,380	2,500	3,925	5,000	(1,075)		30,000
Town Hall Rent	400	833	600	1,667	(1,067)		10,000
Arena Revenue	27,332	33,000	57,858	66,000	(8,142)	1	236,200
Community Garden	0	125	0	250	(250)		1,500
Recreation Programs	696	500	1,591	1,000	591		62,000
	29,808	36,958	63,974	73,917	(9,943)		339,700
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	5,833	7,083	8,411	14,167	(5,756)	2	85,000
Recycling Dollies & Lids	0	42	40	83	(43)		500
Interest & Sundry	704	417	1,172	833	339		5,000
Miscellaneous	9,275	140	16,175	280	15,895	3	1,680
History Book Sales	0	0	21	0	21		0
	15,812	7,682	25,819	15,363	10,456		92,180
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	0	0	0	0	0		20,000
	0	0	0	0	0		21,500
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	10,030	10,030	(0)		10,030
Utility Fund Transfer	0	0	0	0	0		920,000
	0	0	10,030	10,030	(0)		930,030
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	2,885	3,092	5,609	6,183	574		37,100
Councillors	8,329	8,862	16,791	17,724	933		106,343
Regional Service Commission 9	0	0	1,073	1,073	0		4,291
NMNB-FCM Local Gov'ts for Sustainability	0	0	9,000	9,000	0		9,000
Other	375	417	750	833	83		13,000
	11,589	12,370	33,223	34,813	1,591		169,734
<b>Administrative</b>							
Office Building	5,402	7,683	11,938	15,367	3,429		142,700
Solicitor	10,967	4,167	11,712	8,333	(3,379)		50,000
Administration - Wages & Benefits	70,470	69,770	135,833	139,540	3,707		955,300
Supplies	3,237	9,658	11,059	22,817	11,757	4	133,900
Professional Fees	0	2,500	0	5,000	5,000		30,000
Other	6,552	6,227	22,023	22,454	431		84,724
	96,628	100,005	192,565	213,510	20,946		1,396,624



	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	31	667	531	1,333	802		8,000
Civic Relations	249	333	1,045	667	(379)		4,000
Insurance	0	417	160,894	162,923	2,029		167,090
Donations	(2,950)	2,909	6,600	12,909	6,309	5	42,000
Cost of Assessment	0	0	0	0	0		243,798
Property Taxes - L.P.P.	0	0	0	0	0		8,000
	(2,669)	4,326	169,070	177,832	8,762		472,888
	105,547	116,701	394,858	426,156	31,298		2,039,246
Protective Services							
Police							
Police Protection	190,153	190,153	380,305	380,305	0		2,281,831
Crime Stoppers	0	0	0	0	0		2,800
	190,153	190,153	380,305	380,305	0		2,284,631
Fire							
Fire Protection	146,449	146,606	292,899	293,213	314		1,951,164
Water Costs Fire Protection	0	0	0	0	0		375,000
	146,449	146,606	292,899	293,213	314		2,326,164
Emergency Measures							
911 Communications Centre	11,646	11,646	23,292	23,292	(0)		139,753
EMO Director/Committee	0	1,250	0	2,500	2,500		15,000
	11,646	12,896	23,292	25,792	2,500		154,753
Other							
Animal & Pest Control	675	792	675	1,583	908		9,500
Other	2,603	833	2,603	1,667	(936)		10,000
	3,278	1,625	3,278	3,250	(28)		19,500
Total Protective Services	351,526	351,280	699,774	702,560	2,786		4,785,048

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	G8
<b>Transportation Services</b>								
Common Services								
Administration (Wages & Benefits)	144,204	150,029	277,673	300,059	22,386	6	1,834,278	
Workshops, Yards & Equipment	37,477	41,104	97,554	82,208	(15,346)	7	535,245	
Engineering	1,252	625	1,252	1,250	(2)		7,500	
	182,933	191,758	376,479	383,516	7,037		2,377,023	
Street Cleaning & Flushing	0	1,667	0	3,333	3,333		40,000	
Roads & Streets	0	6,250	0	12,500	12,500	8	75,000	
Crosswalks & Sidewalks	(3,150)	1,302	4,290	2,603	(1,687)		14,353	
Culverts & Drainage Ditches	0	5,000	2,928	10,000	7,072	9	60,000	
Snow & Ice Removal	87,790	97,667	200,133	195,333	(4,800)	10	470,000	
	84,640	111,885	207,351	223,770	16,418		659,353	
Street Lighting	11,242	12,167	22,503	24,333	1,830		146,000	
Traffic Services								
Street Signs	0	1,250	1,617	2,500	883		15,000	
Traffic Lanemarking	0	0	0	0	0		20,000	
Traffic Signals	784	2,083	5,109	4,167	(943)		25,000	
Railway Crossing	1,108	1,667	2,633	3,333	700		20,000	
	1,892	5,000	9,359	10,000	641		80,000	
Public Transit								
Public Transit - Comex Service	0	0	0	0	0		62,000	
KV Committee for the Disabled	3,000	0	3,000	3,000	0		3,000	
Public Transit - Other	146	208	292	417	125		2,500	
	3,146	208	3,292	3,417	125		67,500	
Total Transportation Services	283,853	321,018	618,985	645,036	26,051		3,329,876	
<b>Environmental Health Services</b>								
Solid Waste Disposal Land Fill	10,892	15,833	28,007	31,667	3,660		190,000	
Solid Waste Disposal Compost	899	2,083	2,150	4,167	2,016		25,000	
Solid Waste Collection	21,864	21,667	43,727	43,333	(394)		260,000	
Solid Waste Collection Curbside Recycling	7,566	7,500	15,131	15,000	(131)		90,000	
Clean Up Campaign	0	0	521	0	(521)		55,000	
	41,220	47,083	89,537	94,167	4,630		620,000	
<b>Environmental Development Services</b>								
Planning & Zoning								
Administration	51,056	52,840	82,050	85,680	3,630		441,825	
Planning Projects	1,778	8,333	1,778	16,667	14,889	11	100,000	
Heritage Committee	0	208	0	417	417		2,500	
	52,834	61,382	83,828	102,763	18,935		544,325	
Economic Development Comm.								
Tourism	14,404	7,202	14,404	14,404	0		86,422	
	0	0	0	0	0		3,200	
	14,404	7,202	14,404	14,404	0		89,622	
	67,238	68,583	98,232	117,167	18,935		633,947	

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Recreation &amp; Cultural Services</b>							
Administration	14,987	17,285	35,057	34,570	(487)		243,246
Beaches	484	0	484	0	(484)		53,400
Rothsay Arena	27,823	27,480	50,695	54,961	4,266		313,080
Memorial Centre	2,154	4,750	3,564	9,500	5,936		65,000
Summer Programs	320	0	615	0	(615)		58,944
Parks & Gardens	24,269	30,544	47,875	61,087 *	13,213	12	568,400
Rothsay Common Rink	10,700	11,708	17,717	23,417	5,700		48,401
Playgrounds and Fields	113	9,167	354	18,333	17,979	13	110,000
Regional Facilities Commission	0	0	99,445	99,445	0		397,780
Kennebecasis Public Library	7,198	7,198	14,396	14,397	1		86,381
Big Rothsay Read	0	25	0	50	50		300
Special Events	2,748	2,333	4,336	4,667	331		44,500
Rothsay Living Museum	58	208	1,169	417	(752)		2,500
	90,855	110,699	275,705	320,843	45,138		1,991,932
<b>Fiscal Services</b>							
Debt Charges							
Interest	291	350	728	700	(28)		252,951
Debenture Payments	0	0	0	0	0		985,000
	291	350	728	700	(28)		1,237,951
<b>Transfers To:</b>							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,247,000
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	0	0	0	0	0		2,257,000
	291	350	728	700	(28)		3,494,951

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## Town of Rothesay

## Variance Report - General Fund

2 months ending February 28, 2017

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Arena Revenue	\$ 57,858	\$ 66,000	\$ (8,142)	Commercial rentals down, possibly timing
2	Licences & Permits	\$ 8,411	\$ 14,167	\$ (5,756)	Timing
3	Miscellaneous Revenue	\$ 16,175	\$ 280	\$ 15,895	Sale of used equipment
				Total \$	1,997
				Variance per Statement \$	512
				Explained	390.04%
Expenses					
General Government					
4	Supplies	\$ 11,059	\$ 22,817	\$ 11,758	Information Systems not purchased yet
5	Donations	\$ 6,600	\$ 12,909	\$ 6,309	Requests not yet received
Protective Services					
				\$	-
Transportation					
6	Administration (Wages & Benefits)	\$ 277,673	\$ 300,059	\$ 22,386	Wages, Overtime under budget
7	Workshops, Yards & Equipment	\$ 97,554	\$ 82,208	\$ (15,346)	Maintenance on heating system, fuel costs high
8	Roads & Streets	\$ -	\$ 12,500	\$ 12,500	Timing
9	Culverts & Drainage Ditches	\$ 2,928	\$ 10,000	\$ 7,072	Timing
10	Snow & Ice Removal	\$ 200,133	\$ 195,333	\$ (4,800)	Additional contractors for snow removal
Environmental Health					
				\$	-
Environmental Development					
11	Planning Projects	\$ 1,778	\$ 16,667	\$ 14,889	Timing
Recreation & Cultural Services					
12	Parks & Gardens	\$ 47,875	\$ 61,087	\$ 13,212	Timing
13	Playgrounds & Fields	\$ 354	\$ 18,333	\$ 17,979	Timing
Fiscal Services					
				\$	-
				Total \$	85,959
				Variance per Statement \$	128,810
				Explained	66.73%



Town of Rothesay

Capital Projects 2017  
General Fund  
2 Months Ended 2/28/17

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		
<b>General Government</b>					
12010560 General Gov't Equipment Purchases G-2017-006	95,000	-	95,000	Town Hall	40,000
Total General Government	95,000	-	95,000	IT	55,000
					<u>95,000</u>
<b>Protective Services</b>					
12011560 Protective Serv. Equipment Purchases P-2017-005	78,500	-	78,500		
Total Protective Services	78,500	-	78,500		
<b>Transportation</b>					
12023860 Engineering 2018 Streets T-2017-007	60,000	3,883	56,117	Asphalt Recycler	110,000
12025560 Underground Diesel Storage Tank T-2017-008	90,000	-	90,000	Sidewalk Plow	190,000
12025360 Asphalt/Microseal T-2017-001	1,325,000	-	1,325,000	Tandum Dump	250,000
12025260 Trail Connector/Crossing T-2016-017	1,037,000	-	1,037,000	Single Axle Dump	225,000
12021360 Transportation Equipment Purchases T-2017-003	1,050,000	160,757	889,243	Loader	275,000
12025460 General Specifications T-2017-002	-	-	-		<u>1,050,000</u>
Total Transportation	3,562,000	164,640	3,397,360		
<b>Recreation</b>					
12020860 Recreation Equipment Purchases R-2016-003	47,500	-	47,500	Mower	7,500
Total Recreation	47,500	-	47,500	Master Plan/Scribner	40,000
					<u>47,500</u>
<b>Total</b>					
	\$ 3,783,000	\$ 164,640	\$ 3,618,360		
<b>Not yet assigned:</b>					
Designated Highway	1,140,000				
Sidewalk	225,000				
	<u>1,365,000</u>				
<b>Carryovers</b>					
Funded from Reserves					
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006		11,758			
12024460 Asphalt Resurfacing T-2016-009		1,953			
12024760 RAS River Road T-2016-013		5,645			
		-			
		<u>19,356</u>			
<b>Total</b>					
	\$ 5,148,000	\$ 183,997	\$ 3,618,360		
<b>Funding:</b>					
	Total	Reserves	Gas Tax	Grants	Borrow
General Government	95,000	40,000			55,000
Protective Services	78,500				78,500
Transportation	4,927,000	110,000	1,165,000	1,546,000	2,106,000
Recreation	47,500	40,000			7,500
	<u>\$ 5,148,000</u>	<u>\$ 190,000</u>	<u>\$ 1,165,000</u>	<u>\$ 1,546,000</u>	<u>\$ -</u>
					<u>\$ 2,247,000</u>

DRAFT!

Town of Rothesay  
Capital Projects 2017  
General Fund  
3 Months Ended 3/31/17

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		
<b>General Government</b>					
12010560 General Gov't Equipment Purchases G-2017-006	95,000	-	95,000	Town Hall	40,000
Total General Government	95,000	-	95,000	IT	55,000
					<u>95,000</u>
<b>Protective Services</b>					
12011560 Protective Serv. Equipment Purchases P-2017-005	78,500	-	78,500		
Total Protective Services	78,500	-	78,500		
<b>Transportation</b>					
12023860 Engineering 2018 Streets T-2017-007	60,000	3,883	56,117	Asphalt Recycler	110,000
12025560 Underground Diesel Storage Tank T-2017-008	90,000	-	90,000	Sidewalk Plow	190,000
12025360 Asphalt/Microseal T-2017-001	1,325,000	7,790	1,317,210	Tandum Dump	250,000
12025260 Trail Connector/Crossing T-2016-017	1,037,000	-	1,037,000	Single Axle Dump	225,000
12021360 Transportation Equipment Purchases T-2017-003	1,050,000	160,757	889,243	Loader	275,000
12025460 General Specifications T-2017-002	-	-	-		<u>1,050,000</u>
Total Transportation	3,562,000	172,430	3,389,570		
<b>Recreation</b>					
12020860 Recreation Equipment Purchases R-2016-003	47,500	-	47,500	Mower	7,500
Total Recreation	47,500	-	47,500	Master Plan/Scribner	40,000
					<u>47,500</u>
<b>Total</b>					
	\$ 3,783,000	\$ 172,430	\$ 3,610,570		
Not yet assigned:					
Designated Highway	1,140,000				
Sidewalk	225,000				
	<u>1,365,000</u>				
<b>Carryovers</b>					
Funded from Reserves					
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006		11,758			
12024460 Asphalt Resurfacing T-2016-009		1,953			
12024760 RAS River Road T-2016-013		5,645			
		<u>19,356</u>			
<b>Total</b>					
	\$ 5,148,000	\$ 191,787	\$ 3,610,570		
<b>Funding:</b>					
	Total	Reserves	Gas Tax	Grants	Borrow
General Government	95,000	40,000			55,000
Protective Services	78,500				78,500
Transportation	4,927,000	110,000	1,165,000	1,546,000	2,106,000
Recreation	47,500	40,000			7,500
	<u>\$ 5,148,000</u>	<u>\$ 190,000</u>	<u>\$ 1,165,000</u>	<u>\$ 1,546,000</u>	<u>\$ -</u>
					<u>\$ 2,247,000</u>

# Town of Rothesay

## Utility Fund Financial Statements

February 28, 2017

Attached Reports:	
Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Project Listing - February	U6
Project Listing - March - Draft	U7

Town of Rothesay  
Capital Balance Sheet  
As at 2/28/17

ASSETS

Assets:	
Capital Assets - Under Construction - Utilities	2,650,356
Capital Assets Utilities Land	178,555
Capital Assets Utilities Buildings	1,646,579
Capital Assets Utilities Equipment	51,635
Capital Assets Utilities Water System	26,000,316
Capital Assets Utilities Sewer System	16,683,992
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	79,998
	<u>47,553,473</u>
Accumulated Amortization Utilites Buildings	(381,180)
Accumulated Amortization Utilites Water System	(6,122,510)
Accumulated Amortization Utilites Sewer System	(7,571,316)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Equipment	(15,330)
Accumulated Amortization Utilites Roads & Streets	(7,341)
	<u>(14,139,708)</u>
TOTAL ASSETS	<u><u>33,413,765</u></u>

LIABILITIES

Current:	
Util Capital due to/from Util Operating	649,040
Total Current Liabilities	<u>649,040</u>
Long-Term:	
Long-Term Debt	7,718,850
Total Liabilities	<u>8,367,890</u>

EQUITY

Investments:	
Investment in Fixed Assets	25,045,873
Total Equity	<u>25,045,873</u>
TOTAL LIABILITIES & EQUITY	<u><u>33,413,763</u></u>



Town of Rothesay  
Utility Reserve Balance Sheet  
As at 2/28/17

ASSETS

Assets:	
Bank - Utility Reserve	1,079,504
Due from Utility Operating	209
TOTAL ASSETS	<u>\$ 1,079,712</u>

EQUITY

Investments:	
Invest. in Utility Capital Reserve	776,378
Invest. in Utility Operating Reserve	100,302
Invest. in Sewage Outfall Reserve	203,032
TOTAL EQUITY	<u>\$ 1,079,713</u>

Town of Rothesay  
Utilities Fund Operating Balance Sheet  
As at 2/28/17

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	463,731
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>464,931</u>
Other Assets:	
Projects	518,574
	<u>518,574</u>
 TOTAL ASSETS	 <u>\$ 983,505</u>

LIABILITIES

Bank Loan	700,000
Accrued Payables	48,730
Due from General Fund	867,317
Due from (to) Capital Fund	(649,040)
Due to (from) Utility Reserve	209
Deferred Revenue	18,006
Total Liabilities	<u>985,223</u>

EQUITY

Surplus:	
Opening Retained Earnings	21,220
Profit (Loss) to Date	(22,937)
	<u>(1,717)</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 983,506</u>

Town of Rothesay  
Utilities Operating Income Statement  
2 Months Ended 2/28/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	6,050	6,250	(200)		980,000
Meter and non-hookup fees	0	0	0	0	0		37,500
Water Supply for Fire Prot.	0	0	0	0	0		375,000
Local Improvement Levy	0	0	0	0	0		59,000
Sewerage Services	0	0	(29)	0	(29)		1,600,000
Connection Fees	7,200	5,000	12,600	10,000	2,600		60,000
Interest Earned	4,871	3,958	10,297	7,917	2,380		47,500
Misc. Revenue	175	205	625	411	214		2,465
Surplus - Previous Years	0	0	28,535	28,535	(0)		28,535
TOTAL RECEIPTS	12,246	9,164	58,078	53,113	4,965		3,190,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	0	0	0		368,000
Audit/Legal/Training	0	1,250	197	2,500	2,303	1	15,000
Purification/Treatment	11,553	24,667	29,085	49,333	20,249	1	310,000
Transm/Distribution	3,594	7,692	16,137	15,383	(754)		92,300
Power & Pumping	3,520	4,000	7,334	8,000	666		48,000
Billing/Collections	968	250	1,077	500	(577)		3,000
Water Purchased	0	83	72	167	95		1,000
Misc. Expenses	0	1,500	0	3,000	3,000		18,000
TOTAL WATER SUPPLY	19,634	39,442	53,902	78,883	24,981		855,300
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	0	0	0		552,000
Audit/Legal/Training	0	2,417	468	4,833	4,365		29,000
Collection System	4,352	4,650	11,237	9,300	(1,937)	2	87,800
Lift Stations	1,562	2,417	3,107	4,833	1,727		29,000
Treatment/Disposal	5,658	5,054	9,518	10,108	590		65,450
Misc. Expenses	1,339	458	1,474	917	(558)		5,500
TOTAL SWGE COLLECTION & DISPOSAL	12,911	14,996	25,805	29,992	4,187		768,750
FISCAL SERVICES							
Interest on Bank Loans	1,308	5,417	1,308	10,833	9,525	3	65,000
Interest on Long-Term Debt	0	0	0	0	0		274,177
Principal Repayment	0	0	0	0	0		486,773
Transfer to Reserve Accounts	0	0	0	0	0		140,000
Capital Fund Through Operating	0	0	0	0	0		600,000
TOTAL FISCAL SERVICES	1,308	5,417	1,308	10,833	9,525		1,565,950
TOTAL EXPENSES	33,852	59,854	81,015	119,708	38,694		3,190,000
NET INCOME (LOSS) FOR THE PERIOD	(21,607)	(50,690)	(22,937)	(66,596)	43,659		(0)

# Town of Rothesay

2017April10OpenSessionFINAL\_140

Variance Report - Utility Operating  
2 Months Ended February 28, 2017

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
Expenditures					
Water					
1	Purification/Treatment	29,085	49,333	20,248	Maintenance not used yet
Sewer					
2	Collection System	11,237	9,300	(1,937)	Pump maintenance
Fiscal Services					
3	Interest on Bank Loans	\$ 1,308	\$ 10,833	9,525	Borrowing not required



Town of Rothesay

Capital Projects 2017  
Utility Fund  
2 Months Ended 2/28/17

		Original BUDGET	CURRENT Y-T-D	Remaining Budget	
WATER					
12043030	Response Unit - Sewer - S-2016-003	150,000	0	150,000	
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000	
		<u>\$ 175,000</u>	<u>0</u>	<u>175,000</u>	
SEWER					
12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	485,990	4,514,010	
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000	
		<u>6,400,000</u>	<u>485,990</u>	<u>5,914,010</u>	
	Unassigned:				
	Hampton Rd Watermain	200,000			
	Station Rd Watermain	100,000			
	Box & Davit for R102	25,000			
	Sewer Improvements	<u>300,000</u>			
		625,000			
Total Approved		<u>7,200,000</u>	<u>485,990</u>	<u>6,089,010</u>	
Carryovers					
Funded from Reserves					
12043730	Almon/Peters Reconstruction - Water - T-2016-007		-1,382		
12044030	Rehabilitation of production Well C6 W-2016-003		<u>33,966</u>		
			<u>32,584</u>		
		<u>7,200,000</u>	<u>518,574</u>	<u>6,089,010</u>	
Funding:					
	Total	Reserves	Gas Tax	Grants	Borrow
Water	500,000	200,000			
Sewer	<u>6,700,000</u>			<u>4,266,667</u>	<u>2,133,333</u>
	<u>7,200,000</u>	<u>200,000</u>	-	<u>4,266,667</u>	<u>2,133,333</u>

DRAFT!

Town of Rothesay

Capital Projects 2017  
Utility Fund  
3 Months Ended 3/31/17

		Original BUDGET	CURRENT Y-T-D	Remaining Budget	
<b>WATER</b>					
12043030	Response Unit - Sewer - S-2016-003	150,000	0	150,000	
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000	
		<u>\$ 175,000</u>	<u>0</u>	<u>175,000</u>	
<b>SEWER</b>					
12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	470,030	4,529,970	
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000	
		<u>6,400,000</u>	<u>470,030</u>	<u>5,929,970</u>	
Unassigned:					
Hampton Rd Watermain		200,000			
Station Rd Watermain		100,000			
Box & Davit for R102		25,000			
Sewer Improvements		300,000			
		<u>625,000</u>			
<b>Total Approved</b>		<u>7,200,000</u>	<u>470,030</u>	<u>6,104,970</u>	
<b>Carryovers</b>					
Funded from Reserves					
12043730	Almon/Peters Reconstruction - Water - T-2016-007		-1,382		
12044030	Rehabilitation of production Well C6 W-2016-003		37,324		
			<u>35,942</u>		
		<u>7,200,000</u>	<u>505,972</u>	<u>6,104,970</u>	
<b>Funding:</b>					
	Total	Reserves	Gas Tax	Grants	Borrow
Water	500,000	200,000			
Sewer	6,700,000			4,266,667	2,133,333
	<u>7,200,000</u>	<u>200,000</u>	<u>-</u>	<u>4,266,667</u>	<u>2,133,333</u>

# TOWN OF ROTHESAY

## FINANCE COMMITTEE

April 5, 2017

In attendance:

Mayor Nancy Grant

Councillor Grant Brenan

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

Guest: Peter Logan, CA, Teed Saunders Doyle

The meeting was called to order at 9:21 a.m.

The agenda and minutes of February 27, 2017 were accepted as presented. (DS/NG)

### **February Financial Statements**

Treasurer MacDonald said these statements show little variance so early in the year, but to be sure there were no surprises. The financial statements were accepted as presented.

### **Draft 2016 Audited Financial Statements**

The auditor, Peter Logan joined the meeting. Treasurer MacDonald explained the process, these are Rothesay financial statements and Mr. Logan provides an opinion as to compliance with the accounting standards.

Mr. MacDonald also explained the different accounting principles between the audited financial statements and the regular internal monthly financial statements including the following: 1) the audited financial statements are consolidated with our share of the KRJBPC, KVFD, and the KPL; 2) capital assets are reporting as additions to assets and rather than as an operating expense; 3) amortization of the assets is reported as an expense; 4) debt repayments are not reported as an operating expense; 5) interest expense is broken down by department rather than reported as a single expense; 6) grants, both Federal and Provincial, are shown as revenue; 7) assets acquired from Developers are reported as income; and 8) accruals are reported related to pension, sick leave and retirement allowances.

The net result of these different accounting principles is the reporting of an accounting surplus for fiscal 2016 of \$3,820,325 (2015 - \$2,323,433). The funding surplus used for budget purposes and the establishment of the tax rate and utility charges for fiscal 2016 was \$43,217 for the General Fund and \$21,125 for the utility Fund.

Mr. Logan advised that it was a “clean” audit opinion, meaning the financial statements have been prepared in compliance with generally accepted accounting principles. Mr. Logan

indicated received full cooperation of staff, there were no audit adjustments and he did not anticipate issuing a “management letter” of suggested process changes.

Rothesay is well under the debt limits in both General and Utility funds. Treasurer MacDonald thanked Mr. Logan, and Mr. Logan left the meeting.

It was agreed to **recommend Council** approve Rothesay’s 2016 audited financial statements and authorize the Mayor and Treasurer to sign the financial statements. (NG/DS)

Further, it was agreed to **recommend Council** authorize the Mayor and Treasurer to sign the audit communication letter from Teed Saunders Doyle & Co. (DS/NG)

Finally, it was agreed to **recommend Council** to appoint Teed Saunders Doyle & Co to complete the audit of Rothesay’s 2017 financial statements at a fee to be negotiated (NG/DS).

### **Annual Report**

Deferred.

### **Donations**

Highland Dance Association – as they have not returned their application form, it was agreed Treasurer MacDonald should send a follow up email.

NB Sports Hall of Fame – Mayor Grant has already purchased tickets, but feel we should place an ad, as this year the Flood brothers are being inducted. It was agreed to place a half-page ad.

KV Food Bank – the previous motion by Council was not clear and a cheque has not been released. It was agreed the motion was to pay Quispamsis 50% of their submitted costs, but to include a letter requesting they re-apply next year.

PRO Kids – After a brief discussion, it was agreed to purchase two tickets.

Summary – February’s summary was accepted as presented.

### **Ernst & Young Report**

Treasurer MacDonald advised we are continuing to monitor and report. The annual report will include an update on progress as well as progress toward the Council Priorities. It was agreed, if we have decided not to follow one of the opportunities, this would be documented in the report.

### **Council Priorities**

Treasurer MacDonald adjusted the financial projections to the end of this Council’s term. This is a draft, and contains various assumptions that should be reviewed. It was agreed to defer further discussion until the next meeting.

### **Next Meeting**

The next meeting is set for April 20<sup>th</sup>, 9 a.m. in the Sayre Room. The meeting adjourned at 12:07 p.m.

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Grant Brenan, Chairman  
Secretary

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Ellen K. Steeves, Recording



Town of Rothesay

2/28/17

Donations/Cultural Support	Paid to date	Budget	
KV3C		2,500.00	in kind
NB Medical Education Trust		5,000.00	
Fairweather Scholarship		1,000.00	
KV Oasis	5,000.00	5,000.00	
Imperial Theatre		5,000.00	No multi-year commitment
Saint John Theatre Company	1,000.00	1,000.00	
YMCA		10,000.00	5 year commitment started in 2015
Saint John Fieldhouse project		5,000.00	Request for 5 years. No multi-year commitment.
sub	6,000.00	34,500.00	
Other:		7,500.00	
D.A.R.E.	500.00		
Rocmaura Foundation Inc.	50.00		
Women in Transition House	50.00		
sub	600.00	7,500.00	
	6,600.00	42,000.00	
Mayor's Expense		7,500.00	
Kennebecasis Valley Oasis Youth Centre	200.00		Dinner tickets
Touchstone Academy	360.00		Ticket bundle
Cell bills	116.03		
	676.03	7,500.00	
Other:			
Kennebecasis Crimestoppers		2,800.00	Protective Services
KV Committee for the Disabled	3,000.00	3,000.00	Transportation
PRO Kids		7,500.00	Recreation
	10,276.03	62,800.00	



**ROTHESAY**  
2017 April 10 Open Session FINAL 146  
**Public Works and Infrastructure**  
**Committee Meeting**  
March 29, 2017  
Rothesay Town Hall – Sayre Room  
8:30 a.m.



**DRAFT**

**PRESENT:** DEPUTY MAYOR MATT ALEXANDER  
IVAN HACHEY  
SHAWN PETERSON  
SCOTT SMITH

TOWN MANAGER JOHN JARVIE (*arrived at 8:36 a.m.*)  
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** COUNCILLOR MIRIAM WELLS  
PETER GRAHAM

The meeting was called to order at 8:28 a.m.

**1. APPROVAL OF AGENDA:**

**MOVED** by S. Smith and seconded by S. Peterson the agenda be approved as circulated.

**CARRIED.**

**2. APPROVAL OF MINUTES:**

2.1 Regular meeting of February 22, 2017.

**MOVED** by I. Hachey and seconded by S. Peterson to approve the minutes of February 22, 2017 as circulated.

**CARRIED.**

**3. DELEGATIONS:**

N/A

**Item brought forward.**

**5.4 Update on Carriage Way Flooding**

Deputy Mayor Alexander noted he recently received an email from Mr. Robichaud further describing the issue. He added the correspondence included additional photographs of the area. DO McLean advised after further investigation Town staff believe a major source of the issue is the runoff from the spring located between civic #17 and #19 Carriage Way. He added a property owner installed a French drain which directs the water away from the catch basin and down the street towards 8 Carriage Way. DO McLean advised he called Mr. Robichaud to inform him of the result of the investigation but was unable to speak to the resident directly. He added when the weather permits, Town staff will redirect the water to a catch basin near the spring which is likely to alleviate the issue.

**4. REPORTS & PRESENTATIONS:**

N/A

**5. UNFINISHED BUSINESS**

**5.1 Update on Capital Projects**

Deputy Mayor Alexander noted projects listed as 100% complete may require further work. He added the Rothesay Road project is listed as 100% complete, however minor deficiencies exist and will be rectified by the contractor in order to meet Town standards. DO McLean added the 100% completion rating listed on the Capital Project Summary page indicates 100% of the funding was spent on the project. In response to an inquiry, DO McLean advised he was unsure if any projects had ever been listed with a completion rating above 100%. It was noted: work is ongoing on the lift station across from Golf Club Court; and the asphalt recycler arrived last week. S. Smith inquired if the asphalt recycler could be rented to other municipalities if requested. DO McLean noted it could, and added the Town has rented sweeper equipment to contractors in the past. DO McLean noted public tender calls have been advertised on the Opportunities NB website for the two Tandem Plow Trucks with axle forward configurations; and the tender for the Loader is scheduled to close before the May Council meeting.

Town Manager Jarvie arrived at the meeting.

**5.2 Update on solid waste**

➤ Tonnage report

**RECEIVED FOR INFORMATION.**

**5.3 Update on Common parking**

Town Manager Jarvie advised parking counts have been taken by Town staff working on the Common. He added from an initial review the data indicates: residents prefer to park on the Common side of Gondola Point Road; community members prefer parking on Church Avenue as opposed to Gondola Point Road; and individuals are likely to park in the areas where other cars are parked first. He added due to inclement weather there have been days when data was not recorded. There was general discussion. Town Manager Jarvie advised once the data has been analyzed it will be brought back to the Committee for further discussion.

**5.4 Update on Carriage Way Flooding**

**Dealt with above.**

It was suggested all residents of Carriage Way be notified that returning their properties to the originally designed landscaping plan could further alleviate the issue. DO McLean noted an information notice from the Town could be distributed to Carriage Way residents regarding the issue.

**5.5 Update on Vehicle Damage from Pothole**

DO McLean noted after further investigation: the first incident occurred on January 8, 2017; Town staff applied material to the pothole but did not put up signage; the next incident occurred on January 12, 2017; and the pothole was fixed and signage was put up in the area on January 13, 2017. DO McLean noted since a sign was not in place to warn motorists after the first incident, he suggested reimbursing the individual involved in the second incident. S. Smith expressed concern noting potholes are a natural occurrence in areas with similar climates to Rothesay. There was general discussion, and it was noted: the Town does not have a standard policy with respect to potholes; inclement weather and other extenuating circumstances may delay pothole repairs; and a minimal amount of similar cases have resulted in reimbursement from the Town.

I. Hachey inquired about a recent issue with respect to a vehicle colliding with a barrel used as a marker for work surrounding the Taylor Brook bridge. DO McLean explained the issue, noting: it is likely the barrel was moved onto Rothesay Road by either the wind, or an individual attempting to execute a prank; the motorist indicated extreme fog conditions impaired his vision thus the barrel was not visible before the collision; the barrel was painted bright orange, and had reflective tape on the outside; and streetlights on the four corners of the bridge provide illumination for the area. I. Hachey questioned which party may be responsible for the incident. It was noted since neither the Town or the contractor purposely moved the barrel, and both parties cannot reasonably be expected to patrol the area at all times, neither parties are liable for the incident.

#### 5.6 Traffic By-law

##### **Section 7 (b) Stopping, Standing, or Parking of a Vehicle**

DO McLean noted the Registrar comments state the section is not enforceable unless the Town intends to sign all the roadways within its jurisdiction. After a brief discussion, the Committee agreed to leave the section in and add the timeframe “between November 15 and April 15, between the hours of midnight and 07:00 of any day”.

##### **Section 9 Fire Lanes**

The Registrar suggested “To avoid duplication of or conflict with these provisions of the Act but wish to prohibit parking in these areas to be designated as fire lanes, the by-law should specify the locations of the fire lanes and mark them as such with proper signage.” It was noted it is the responsibility of the property owner to appropriately sign fire lanes. DO McLean suggested a schedule could be included in the by-law. It was suggested the Town consult with the Kennebecasis Regional Police Force to determine appropriate actions.

##### **Schedule A-2 School Zones**

It was noted high schools and schools with a setback distance of 50+ meters from the road do not require a school zone. Therefore, a school zone should not exist on Hampton Road in front of Rothesay High School and Harry Miller Middle School. It was noted if the school zone is removed the area will revert back to a 40 km speed zone. There was a brief discussion with respect to the possibility of changing the speed limit in the area to either 30 km or 50 km. Concern was expressed noting a 30 km speed limit may be problematic once the school hour limitation is eliminated and the 30 km becomes permanent all hours of the day. It was noted a 50 km speed limit may increase safety concerns if motorists travel above the 50 km speed limit. It was also noted other areas in the vicinity of Fairvale Elementary School should be included in the schedule as a school zone such as School Avenue to Isaac Street.

##### **Restricted Parking on Rothesay Road**

It was noted parking on Rothesay Road is restricted with the exception of the lay-bys which are signed. Since the purpose of the lay-bys is to assist with road maintenance, not parking, it was suggested: installing signs for 1-2 hour parking; or reducing the width of the lay-bys during work on Rothesay Road to ensure long term parking is discouraged. It was noted the 60 km speed limit on Rothesay Road, from the Town boundary to Golf Club Court, is not included in Schedule A-1. The Committee agreed to add the speed limit to the appropriate section in the by-law.



There was a brief discussion with respect to the Rothesay Park School zone. It was noted the total area of the school zone may be larger than required.

The Committee agreed the Department of Transportation and Infrastructure and the Kennebecasis Regional Police Force should be consulted prior to any changes made to the speed limit on Hampton Road. It was noted the item will be brought back to the Committee for further discussion.

In response to an inquiry, DO McLean advised the speed sign on Dolan Road closest to McGuire Road is set back at a distance to allow motorists to prepare for an upcoming slower speed limit.

**6. CORRESPONDENCE FOR ACTION:**

N/A

**7. NEW BUSINESS:**

**7.1 Spring Clean Up Dates:**

- Solid Waste May 22 – May 26, 2017
- Compost May 29 – June 2, 2017

Town Manager Jarvie noted, though May 22, 2017 is a holiday, residents should have their solid waste items ready to be picked up on the Monday since FERO has retrieved items on holidays in the past.

**8. CORRESPONDENCE FOR INFORMATION:**

8.1 9 March 2017 Email from Town Manager Jarvie RE: Town Hall Scent Free  
**RECEIVED FOR INFORMATION.**

**9. DATE OF NEXT MEETING:**

The next meeting is scheduled for **Wednesday, April 19, 2017.**

**10. ADJOURNMENT**

**MOVED** by I. Hachey and seconded by S. Smith the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 9:26 a.m.

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CHAIRPERSON

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RECORDING SECRETARY

**ROTHESAY**

PLANNING ADVISORY COMMITTEE MEETING

Rothesay Town Hall

**Monday, April 3, 2017****5:30 p.m.**

**PRESENT:** BILL KEAN, CHAIR  
 COUNCILLOR PETER LEWIS  
 COUNCILLOR DON SHEA  
 ELIZABETH GILLIS  
 ANDREW MCMACKIN  
 CRAIG PINHEY

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

**ABSENT:** COLIN BOYNE, VICE CHAIR  
 HILARY BROCK  
 TOWN MANAGER JOHN JARVIE

Chairperson Kean called the meeting to order at 5:26 p.m.

**1. APPROVAL OF THE AGENDA**

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

**CARRIED.****2. APPROVAL OF MINUTES****2.1** Regular Meeting of March 6, 2017

**MOVED** by Counc. Shea and seconded by E. Gillis the Minutes of 6 March 2017 be adopted as circulated.

**CARRIED.****3. NEW BUSINESS****3.1 2344 Rothesay Road****Dan Hurley**

OWNER:

Dan Hurley

PID:

30194963

PROPOSAL:

Lot Size Variance and Cash in Lieu of Land for Public Purposes

Mr. Hurley was in attendance. DPDS White summarized the application and noted: the parent lot size is 2856.62 m<sup>2</sup>; the lot is zoned Single Family Residential – Standard Zone (R1B); the lot has frontages on both Rothesay Road and Appleby Drive; the proposal to subdivide the property would create two lots; Lot 17-1 (1650 m<sup>2</sup>) containing an existing single family dwelling and Lot 17-2 (1200 m<sup>2</sup>) being a new vacant lot with an accessory structure with access and frontage on Appleby Drive; and the proposed new lot 17-2 requires variances. He further noted the new Lot 17-2 has a proposed lot area of 1200 m<sup>2</sup> which requires a variance of 11.2% from the standard minimum lot size of 1350 m<sup>2</sup> for the R1B zone. Lot 17-2 also requires a variance of 28.3% for the lot depth. DPDS White added: the 1958 plan of subdivision for the area indicates that two lots

**ROTHESAY**

Planning Advisory Committee  
Minutes

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3 April 2017

were originally intended for the subject property; a private services easement exists on the side of Lot 17- 1 closest to the driveway; and there are other properties in the area that are undersized. DPDS White advised staff are of the opinion the request to subdivide the property, and accept cash in lieu of land for public purposes, is reasonable.

The Committee inquired about the following: the Town's "role" with respect to the private services easement; the provision of water to Lot 17-2; obligations with respect to connecting to Town water; and the existing accessory building on Lot 17-2.

It was noted: the private services easement is the concern of both the existing and new property owners; the Town would not own the infrastructure in the easement; water can be provided to Lot 17-2; the property is not currently on Town water; and there are no plans to remove the existing accessory building from Lot 17-2.

It was noted Town policy indicates new developments shall connect to Town water where it is available. Concern was expressed noting Town water is available from the side of the property fronting Rothesay Road, however a connection does not exist on the opposite side that fronts Appleby Drive. Mr. Hurley noted if an obligation to connect to Town water exists it may be beneficial to connect both lots to Town water at the same time.

**MOVED** by Counc. Lewis and seconded by Counc. Shea the Planning Advisory Committee grant a variance to allow for a reduced average minimum lot depth no less than 32.2 meters for the creation of Lot 17-2 at 2344 Rothesay Road (PID 30194963).

**CARRIED.**

**MOVED** by Counc. Lewis and seconded by C. Pinhey the Planning Advisory Committee grant a variance to allow for a reduced lot area no less than 1200 m<sup>2</sup> for the creation of Lot 17-2 at 2344 Rothesay Road (PID 30194963).

**CARRIED.**

**MOVED** by Counc. Lewis and seconded by E. Gillis the Planning Advisory Committee recommend Council accept \$1,296.00 as cash in lieu of LPP for the proposed vacant LOT 17-2 to be subdivided from 2344 Rothesay Road (PID 30194963).

**CARRIED.**

**4. OLD BUSINESS**  
N/A

**5. CORRESPONDENCE FOR INFORMATION**

**5.1** 9 March 2017 Email from Town Manager Jarvie RE: Town Hall Scent Free

**RECEIVED FOR INFORMATION.**

**ROTHESAY**

Planning Advisory Committee  
Minutes

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3 April 2017

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

The next meeting will be held on **Monday, May 1, 2017.**

**7. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 5:41 p.m.

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CHAIRPERSON

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RECORDING SECRETARY





2017 April 100 Open Session FINAL\_153

# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Recording Secretary, Planning Advisory Committee  
DATE : April 4, 2017  
RE : Motion Passed at April 3, 2017 Meeting

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Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, April 3, 2017:

**MOVED** ... and seconded ... the Planning Advisory Committee recommends Council accept \$1,296.00 as cash in lieu of LPP for the proposed vacant LOT 17-2 to be subdivided from 2344 Rothesay Road (PID 30194963).

**CARRIED.**

Respectfully submitted,

Liz Pomeroy



2017April10OpenSessionFINAL\_154

## BUILDING PERMIT REPORT

3/ 1/2017 to 3/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
03/22/2017	BP2016-00291	7 ALLISON	SINGLE FAMILY	\$300,000.00	\$2,175.00
03/30/2017	BP2017-00003	47 CLARK RD	INTERIOR RENOVATIONS - COMMERCIAL	\$2,000.00	\$20.00
03/20/2017	BP2017-00008	2602 ROTHESAY RD	UTILITY BUILDING	\$275,000.00	\$1,993.75
03/20/2017	BP2017-00009	9 MALISEET DR	UTILITY BUILDING	\$300,000.00	\$2,175.00
03/14/2017	BP2017-00014	35 BALLPARK AVE	ADDITION	\$10,380.00	\$79.75
03/03/2017	BP2017-00016	25 GONDOLA POINT RD	ELECTRICAL UPGRADE	\$5,100.00	\$43.50
03/07/2017	BP2017-00018	83 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$10,000.00	\$72.50
03/09/2017	BP2017-00019	2110 ROTHESAY RD	RENOVATION	\$3,000.00	\$21.75
03/13/2017	BP2017-00020	61 RIVERVIEW AVE	DEMOLITION	\$0.00	\$500.00
03/15/2017	BP2017-00021	6 BURNS AVE	WINDOWS	\$4,700.00	\$36.25
03/17/2017	BP2017-00022	15 CHANTALE ST	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
03/17/2017	BP2017-00023	138 RIDGEWAY ST	ELECTRICAL UPGRADE	\$2,500.00	\$21.75
03/28/2017	BP2017-00024	9 SOVEREIGN LN	RENOVATION	\$50,000.00	\$362.50
03/24/2017	BP2017-00025	3 TURNBULL CRT	RENOVATION	\$6,000.00	\$43.50



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## BUILDING PERMIT REPORT

3/ 1/2017 to 3/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
03/28/2017	BP2017-00026	162 GONDOLA POINT RD	FENCE	\$6,000.00	\$43.50
03/28/2017	BP2017-00027	162 GONDOLA POINT RD	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
Totals:				\$978,680.00	\$7,628.75
Summary for 2017 to Date:				\$1,520,449.89	\$11,125.75

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
2016 Monthly total to Date:	\$1,594,010	\$11,589
2016 Summary to Date:	\$2,376,010	\$17,792



2017April10OpenSessionFINAL\_156

# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 7 April 2017  
RE : Capital Project – Status Report

The following is a list of 2017 capital projects underway and the current status of each along with continuing projects from 2016.

2016 Projects Carried Over	PROJECT	BUDGET	\$ TO 31/03/17*	COMMENTS
	Wastewater Collection Upgrade (broken down below)	\$7.5M		Three of three tenders awarded by Council, pumps delivered, pump stations at KPark and Renforth underway
	• WWTF Phase 1 – Forcemain	2,000,000	85%	Project nearing completion, HUP for Taylor Brook Bridge Received
	• WWTF Phase 1 – lift stations (3)	1,600,000	40%	Work underway
	• WWTF Phase 1 – lift stations (2)	3,400,00		Work Underway – both wet wells installed.
	• Pre-purchased pumps	500,000	100%	Pumps delivered.
	Rothsay Road Designated Highway, net cost	250,000	100%	curb completed; paving completed; restoration behind curb ongoing
	Secondary Plan – Hillside area	52,000	31%	Concepts being developed;
	Renforth Wharf cathodic protection	60,000	100%	
	2017 Resurfacing Design	60,000	-	Contract awarded, detailed design underway
	Equipment purchase (backhoe)	230,000		Received and in service
	General Specification for Contracts	40,000	-	Consultant engaged, work underway.
	Acquisition of Vehicles Works/Utilities	940,000	-	Loader tendered for award at May meeting , Tandem Truck, Single Axle Truck, Sidewalk Plow for award on current agenda.
	Acquisition of Asphalt Recycler	110,000	-	Received and in service
	Designated Highways <sup>1</sup>	285,000	-	Rothsay share: Riverside GC to Fox Farm
	Street Resurfacing	1.4M	-	
	Curb & Sidewalk	346,000 <sup>2</sup>		Wells 'connection' & Rothsay Road; land acquisition negotiations with DTI underway
	Purchase of Mower	7,500	-	
	Town Hall Renovations	40,000	-	
	KVFD Capital	78,500	-	To be claimed when purchase completed
	Fields & Trails	40,000	-	Scribner parking design & Wells side trails
	Technology	55,000		Copier, website redesign, software upgrades
	Diesel storage tank	90,000	-	Master Drive, design underway.
	Water supply development	150,000	-	
	Hampton Road water main	200,000 <sup>3</sup>	-	Design component on current agenda
	Station Road water main	100,000	-	Replacement of cast iron – potential to defer
	Water tank mixing system	25,000	-	
	Service equipment	25,000	-	RO102
	WWTP Phase II design	1.4M <sup>4</sup>	-	Funding application submitted
	Sewer system improvements	300,000	-	

\* Funds paid to this date.

<sup>1</sup> Subject to award of Provincial grant

<sup>2</sup> Subject to award of Federal/Provincial grant

<sup>3</sup> Subject to progress on Hillcrest development

<sup>4</sup> Subject to Build Canada funding





# ROTHESAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	7 April 2017
RE	:	By-law 1-17 – Rothesay Streets and Sidewalks By-law

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### RECOMMENDATION:

- Council give 2<sup>nd</sup> Reading by Title, to By-law 1-17, "A By-law of the Municipality of Rothesay Respecting Streets and Sidewalks"
- Council authorize the advertising, as to content of By-law 1-17, on the Rothesay website in accordance with Municipalities Act, R.S.N.B. (1973) Chapter M-22)

### Background:

By-law 1-17, "Rothesay Streets and Sidewalks By-law" has been reviewed by staff and the Public Works and Infrastructure Committee. Council gave 1<sup>st</sup> Reading by Title at the March 13<sup>th</sup> Council meeting. Should Council give 2<sup>nd</sup> Reading by Title and authorize advertising on the Town website, it is anticipated the By-law will be read by Section number at the May Council meeting (if no member of Council objects), along with 3<sup>rd</sup> Reading by Title and enactment.

### Authority:

*Municipalities Act, RSNB 1973, c M-22*  
Sections 11.1 and 12(1)

Mary Jane Banks

**By-law 1-17**

**A BY-LAW OF THE MUNICIPALITY OF ROTHESAY  
RESPECTING STREETS & SIDEWALKS**

**Title**

1. This By-law may be referred to as the “Rothesay Streets and Sidewalks By-law”.
2. This By-law applies only to streets and sidewalks, owned by Rothesay and to activities or conditions affecting such Rothesay streets and sidewalks.
3. Nothing in this By-law shall be construed as prohibiting or limiting the municipality in the maintenance, expansion, or reconstruction of its streets and Rothesay infrastructure.

**Definitions**

4. In this By-law:
  - (1) “abutter” means the owner, lessee, or occupier of any premises or lot in Rothesay which abuts a Rothesay street, and where the premises or lot has been registered as a condominium under the Condominium Property Act (S.N.B. 2009, c. C-16.05), includes the condominium corporation which manages the premises or lot;
  - (2) “crosswalk” means that portion of a Rothesay roadway ordinarily included within the prolongation or connection of curb lines or the edge of a roadway and property lines at intersections or any portion of a roadway clearly indicated for pedestrian crossings by lines or other markings on the road surface;
  - (3) “Engineer” means the person appointed as the Rothesay Town Engineer and includes a person acting under the supervision and direction of the Engineer. In the case of a vacancy in the position of Town Engineer, the authority of the Town Engineer under this By-law may also be exercised by the Town Manager.
  - (4) “Rothesay infrastructure” includes infrastructure that supports the provision of Town services including the Rothesay sewer or water system, and without restricting the generality of the foregoing includes public trees, street lighting, traffic lights, traffic signs, and other Rothesay signs;
  - (5) “Rothesay sewer or water system” means a sewer or water system owned and operated by Rothesay;
  - (6) “roadway” means that portion of a Rothesay street between the curb lines or the traveled portion of a street designed for vehicular traffic and, except where the context indicates otherwise, includes a crosswalk;

- (7) “sidewalk” means that portion of a Rothsay street between the curb line and adjacent property line or any part of the street especially set aside for pedestrian travel and separated from the roadway;
- (8) “street” means a Rothsay street, highway, road, lane, sidewalk, thoroughfare, bridge, square, and the curbs, gutters, culverts, and retaining walls in connection therewith and, without restricting the generality of the foregoing, includes the full width of the right-of-way;
- (9) “utility” includes any person or corporation that provides water, electric power, telecommunications service, natural gas or other gas intended for use as fuel to the public, except a water utility owned by Rothsay; and
- (10) “utility facilities” includes any pole, pole lines (including braces and anchors), aerial cables, manholes, conduits, underground cables, pipes for the carriage of gas or liquids, and associated apparatus for the provision of utility services, including amplifiers, connection panels, transformers, valves, and other fittings or equipment;
- (11) “bicycle lane” includes any lane 1.5m or wider which is clearly delineated from the vehicular travelling lane by a 100mm painted white line, includes white painted cycling glyphs as per TAC MUTCD and is appropriately signed as a bicycle lane.

#### **Removal of Ice and Snow from Sidewalks**

- 5. Except in the areas identified in Schedule “A” of this By-law identifying the areas in which there is municipal sidewalk plowing, in which Rothsay snow removal service is provided, abutters shall remove all snow and ice:
  - (1) from any sidewalk which abuts any side of their property;
  - (2) from any pathway leading from a sidewalk abutting their property to the roadway; and
  - (3) between any sidewalk abutting their property and a crosswalk.
- 6. The removal of snow and ice required by the immediately preceding section of this By-law shall be such as to leave an area entirely cleared of snow and ice of not lesser width than either:
  - (1) 1 meter; or
  - (2) the full width of the sidewalk.
- 7. The removal of snow required pursuant to section [4] following a snowfall shall be completed:
  - (1) when a snowfall ceases during daylight hours and at least 4 hours in advance of sunset, within 4 hours after the snow stops falling; or
  - (2) at other times, within 4 hours after sunrise on the following day.
- 8. Irrespective of whether a sidewalk is one listed in Schedule “A” or is otherwise plowed periodically by Rothsay, when a sidewalk is slippery in the winter due to the presence of compressed snow or ice, the abutter shall apply sufficient sand, salt, or gravel to provide good traction for pedestrian traffic:

- (1) on any sidewalk which abuts any side of their property;
  - (2) on any pathway leading from the sidewalk abutting their property to the roadway; and
  - (3) between any sidewalk abutting their property and a crosswalk.
9. Abutters whose property has snow, icicles, or ice overhanging or abutting a sidewalk, including snow or ice on a roof which might slide onto a sidewalk, shall remove such snow, icicles, or ice before they fall or are likely to fall onto a sidewalk at an uncontrolled time or in an uncontrolled manner.
  10. When an abutter fails to remove snow, ice, or icicles from sidewalks or structures as required by this By-law, the Engineer may give to the abutter an order to remove the snow and ice within 24 hours upon service of such notice.
  11. If the remedial work ordered pursuant to section [10] is not made within the time provided for by the order, the Engineer may make or cause to be made such snow, ice, or icicle removals.
  12. Rothesay may recover the expense incurred in making snow, ice, or icicle removals pursuant to section [11], together with costs and pre-judgment interest by action in any court of competent jurisdiction, or may charge and collect same as a first lien on the property.
  13. Nothing in this By-law creates a duty upon Rothesay to inspect or become aware of hazardous conditions created by snow or ice on or near or overhanging sidewalks. Council hereby declares, having regard to the resources and fiscal priorities of Rothesay, that it is the express policy of Rothesay:
    - (1) only to carry out inspections upon receiving a complaint about such conditions in respect of a specific location; and
    - (2) such complaints shall be deemed to be remedied upon the removal or remediation of the hazardous condition that existed at the time of the making of the complaint.

### **Vegetation in Street Right-of-Way**

14. Abutters shall maintain any grass between the curb and a sidewalk abutting their property and between the curb and their abutting property except in areas designated by Council resolution as exempt from this requirement including:
  - (1) clipping, cutting, or mowing the grass to a height of not greater than eight (8) centimetres;
  - (2) raking and renewing grass as necessary in order to maintain a neat and tidy appearance; and
  - (3) collecting and removing litter or waste.



### **Encroaching Vegetation**

15. Abutters shall trim the branches of trees, hedges, bushes, or other shrubbery which encroaches from the abutting property over a street so as to prevent such tree, hedge, bush, or other shrubbery:

- (1) from interfering with pedestrian traffic on a sidewalk;
- (2) from interfering with or affecting the sight lines of any person on a bicycle or in a motor vehicle traveling on the roadway up to a minimum height of two and a quarter (2.25) meters; or
- (3) from interfering with any structure on or in a street.

### **Nuisance**

16. No abutter shall place, permit to be placed, or permit to escape from the abutter's property or driveway, dirt, dust, or other nuisance onto the street.

### **Damage**

17. No person shall:

- (1) move any heavy load over or deposit any heavy load on any sidewalk unless the sidewalk has first been protected by a covering of boards of adequate thickness to prevent any visible damage or disturbance to the surface of the sidewalk, or
- (2) otherwise cause or permit any visible damage or disturbance to the surface of a sidewalk, except as authorized by a Street Disturbance Permit.

18. No person shall:

- (1) drag or cause or permit any load or part of a load to drag on any roadway in such a manner as to cause any visible damage or disturbance to the surface of the roadway; or
- (2) otherwise cause or permit any visible damage or disturbance to the surface of a sidewalk except as authorized by a Street Disturbance Permit.

19. No person shall drive over a curb with a heavy load or otherwise cause any visible damage or disturbance to the surface of the curb, except as authorized by a Street Disturbance Permit.

### **Gates**

20. No person shall construct or permit to be used any gate or barriers that open into or encroach upon any portion of the street or that may in any way impede pedestrian or vehicular traffic.

### **Encroachments**

21. When any part of a street has been built upon, the encroachment may be authorized to continue upon obtaining an Encroachment Permit.

22. Application for an Encroachment Permit shall be made to the Engineer and the Engineer may issue such permit upon:
  - (1) determination by the Engineer that the encroachment was made in error;
  - (2) payment of a permit fee of fifty dollars (\$50.00);
  - (3) submission of an application in writing, in duplicate, on such form as may be specified by the Engineer from time to time, and signed by the person applying therefore;
  - (4) determination by the Engineer that the encroachment does not significantly impede pedestrian or wheelchair traffic on a sidewalk or vehicular traffic on a roadway;
  - (5) determination by the Engineer that the encroachment does not pose a traffic hazard having regard to sight lines or otherwise;
  - (6) provision of an indemnity in favour of, and in form satisfactory to, Rothesay for the defence and indemnification of any claims arising out of or in relation to the encroaching structure; and
  - (7) provision of an acknowledgement that the permission of Rothesay to encroach may be withdrawn without payment of any compensation.
23. Notwithstanding the issuance of an Encroachment Permit, no person shall permit or cause a further or renewed encroachment once the original encroaching structure is demolished, destroyed, or removed to the extent of seventy-five percent (75%) or more.
24. Notwithstanding sections [21] to [23], Council may by Agreement, authorize an encroachment or the continuation of an encroachment upon, under or over a street for such period of time and upon such conditions as it deems appropriate.
25. Sections [21] to [24] do not apply to utility facilities.
26. Encroachment Permits shall remain in effect for a period of three (3) years from the date of issuance and applications for a renewal shall be made at least one (1) month before the renewal date, on such form as may be specified by the Engineer from time to time, accompanied by the permit fee.
27. In the event of a change in ownership of the business for which the Permit has been issued, the new owner shall notify the Engineer in writing of their name and postal address and no fee shall be payable for substituting the new owner's name and address for that of the former owner.
28. The Engineer may refuse to issue or renew, or may revoke or suspend a Permit for breach of this By-law or for not meeting or for ceasing to meet the terms of eligibility for the Permit, upon ten (10) days notice to an applicant or Permit holder from the date of mailing the notice to the address of record of the Applicant or Permit holder.
29. A person aggrieved by a decision of the Engineer pursuant to section [28], may appeal that decision to Council by written notice of appeal to the Clerk

within fifteen (15) days from the date of mailing of the decision to the owner's address of record.

30. After the hearing of an appeal, Council may confirm, rescind, or vary the decision of the Engineer.
31. Notwithstanding the issuance of a Permit, if Council is at any time of the opinion that terminating an encroachment would serve the interests of the municipality, it may, by resolution, terminate any permission or authority to encroach provided that:
  - (1) Sixty (60) days notice shall be provided to the affected Permit Holder except in the event of imminent danger or harm in which event no notice is required; and
  - (2) the affected Permit Holder shall be given a rebate of the Permit fee, prorated to reflect the proportion of unexpired time for which the Permit would otherwise have remained in effect.

### **Street Disturbance Permit**

32. No person shall:
  - (1) make any excavation in a street;
  - (2) cause or permit the breaking of the surface of a street or other physical damage to a street by construction activities in or near a street or by the operation or transport of tracked vehicles on the street or sidewalk;
  - (3) otherwise engage in construction activity or other temporary activity that is likely to obstruct pedestrian or vehicular traffic in a street without first obtaining a Street Disturbance Permit from the Engineer.
33. Every application for a Street Disturbance Permit shall include:
  - (1) a non-refundable fee of ten dollars (\$10.00) when the Permit is required solely because of an obstruction of one month or less to the pedestrian or vehicular traffic in a street, without breaking or damaging the surface or subsurface of a street or to Rothsay infrastructure or property in, on or under a street;
  - (2) a non-refundable fee in the amount of one hundred dollars (\$100.00) in all other cases; and
  - (3) where an excavation or other construction activity is involved that may, in the opinion of the Engineer, cause damage to a street, a security deposit in the amount of one thousand five hundred dollars (\$1,500.00).
34. The security deposit required under subsection (3) of section [33] shall be retained as security that the applicant will properly perform and complete the work for which the permit is granted, and restore and keep the surface of the street when such work is done, to a good condition to the satisfaction of the Engineer for a period of twelve (12) months after the completion of the work.

35. If the Engineer is of the opinion that the surface of the street is not restored and kept in good condition for the twelve (12) month period, they may, upon advance notice to the Permit holder, perform such work in respect of the street as they consider necessary and the cost shall be deducted from the deposit, and the balance, if any, returned upon the expiry of the twelve (12) month period. If the cost of such work exceeds the deposit, Rothsay may recover the balance, together with costs and pre-judgment interest from the Permit holder, by action in any court of competent jurisdiction, or may charge and collect the balance, together with costs and pre-judgment interest as a first lien on the property for whose benefit the work was undertaken.
36. The Engineer may grant an Annual Street Disturbance Permit to a utility for the purpose of the installation of Utility facilities, including pavement patching related thereto which require excavations in municipal streets, subject to such conditions as the Engineer may determine, and, without restricting the generality of the foregoing, any such permit shall require that the Engineer be informed of the location and time of each instance of street disturbance prior to its commencement.
37. An application for an Annual Street Disturbance Permit shall include:
  - (1) a non-refundable fee of five hundred dollars (\$500.00); and
  - (2) a security deposit in the amount of ten thousand dollars (\$10,000.00) to be maintained in place for the duration of the permit.
38. The provisions of sections [34] and [35] shall apply, with any necessary changes for context, to the annual security deposit pursuant to subsection (2) of section [37] and the balance of the security deposit shall be returnable upon expiration of the permit.
39. Every Permit holder shall file in the office of the Engineer a notice of completion of work for all facilities constructed or repaired within a street within one (1) week of the completion of the work.
40. Every excavation in a street shall, after notice, either written or verbal, given by Engineer to the Permit holder, be closed and filled as required by the notice, and if it is not so closed and filled within 48 hours after such notice, then it may be closed and filled by Rothsay at the expense of the Permit holder.
41. In the event of an emergency arising at the location of the excavation, the Engineer may immediately fill or direct the filling of the excavation at the expense of the Permit holder.
42. Every person obtaining a Street Disturbance Permit to make any excavation or opening in any street shall:
  - (1) sufficiently and continuously light the excavation at night;
  - (2) enclose and secure the excavation by a fence or barrier at least one (1) meter in height; and



- (3) comply with any standards relating to excavations in the Occupational Health and Safety Act (S.N.B. 1983, C.O. – 02) or Regulations or any other applicable statutes or regulations.
43. In addition to any other conditions imposed by the Engineer for the granting of a Street Disturbance Permit, all permits shall be subject to the following conditions:
- (1) the Engineer may stipulate the hours of work;
  - (2) the Permit holder shall keep the work site at all times safe with respect to vehicular and pedestrian traffic, including direction of traffic, barricades, lights, signs, and supply of properly equipped and trained traffic control personnel for protection of traffic, in accordance with standards in force pursuant to the Occupational Health and Safety Act (S.N.B. 1983, C.O. – 02);
  - (3) the Engineer may order additional precautions, work stoppages and restorations of the street should circumstances warrant and upon the failure of the Permit Holder to comply within twenty four (24) hours with such order, or immediately in the event of an emergency, Rothsay may undertake any necessary action at the expense of the Permit holder;
  - (4) the Permit holder shall ensure that the street is kept free from nuisance, dirt, and dust;
  - (5) the Permit holder shall dispose, store, or haul away any clean material suitable for use as structural fill excavated from a street in accordance with the directions of the Engineer and the material may, at the Engineer's discretion, remain Rothsay property;
  - (6) the Permit holder shall ensure that all excavations are backfilled and restored in such manner and with such material as is approved by the Engineer and that advance notice of a minimum of 24 hours of the backfilling operation shall be provided to the Engineer so that it may be properly inspected;
  - (7) the Permit holder shall comply and ensure compliance by any agents, contractors, or employees, with the Rothsay Development Standards and any other Policies or Standards of Rothsay, regarding design or construction standards applicable to Rothsay infrastructure or property in, on, under, or near a street;
  - (8) the provision of an indemnity in favour of, and in form satisfactory to, Rothsay for the defence and indemnification of any claims arising out of or in relation to the proposed street disturbance activities;
  - (9) the permit shall be valid for a period of six (6) months from date of issuance, but where work has commenced the permit shall expire twelve (12) months after the date of issuance; and
  - (10) any other condition in respect of safety or preservation of Rothsay property interests that the Engineer may impose.
44. In the event of an emergency requiring the immediate excavation of the street, the Engineer may give verbal permission for such excavation on the

condition that a Street Disturbance Permit is applied for and obtained on the first working day subsequent to the granting of such permission.

45. The Engineer may refuse to issue, renew, or amend, or may revoke or suspend a Street Disturbance Permit, upon reasonable notice to an applicant or Permit holder, when:
- (1) the Engineer is not satisfied that the steps taken, or proposed steps to be taken, by the applicant or Permit holder has adequately protected or will adequately protect Rothsay's property;
  - (2) the Engineer is not satisfied that the steps taken, or proposed steps to be taken, by the applicant or Permit holder has minimized or will minimize the obstruction to pedestrian or vehicular traffic in the street;
  - (3) the Engineer is not satisfied that the steps taken, or proposed steps to be taken, by the applicant or Permit holder has achieved or will achieve compliance with any applicable Policies or Standards of Rothsay;
  - (4) this By-law or the terms or conditions of a Permit have been contravened; or
  - (5) for any other reason in the public interest.
46. A person aggrieved by a decision of the Engineer pursuant to section [45] may appeal that decision to Council within fifteen (15) days of the decision by written notice of appeal to the Clerk.
47. After the hearing of an appeal, Council may confirm, rescind, or vary the decision of the Engineer.

### **Penalty**

48. Any person who contravenes any provision of this By-law is punishable on conviction by a fine of not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00).
49. Any person who contravenes this By-law and who is given notice of the contravention may pay to Rothsay, at the place specified in the notice, the sum of fifty dollars (\$50.00) within fourteen (14) days of the date of the notice and shall thereby avoid prosecution for that contravention.

### **Repeal and Enactment**

50. This By-law comes into effect on the date of final enactment thereof.

51. By-law 5-03 and amendments thereto are hereby repealed.

FIRST READING BY TITLE

13 March 2017 ,

SECOND READING BY TITLE

\_\_\_\_\_ ,

READ BY SECTION NUMBER

(Advertised as to content on the Rothesay  
website in accordance with Municipalities  
Act, R.S.N.B. (1973) Chapter M-22)

\_\_\_\_\_ ,

THIRD READING AND ENACTMENT

\_\_\_\_\_ ,

\_\_\_\_\_  
Nancy Grant, Mayor

\_\_\_\_\_  
Mary Jane E. Banks, Clerk

## Schedule A

The streets that are provided with snow plowing of sidewalks under this By-law are as follows:

- (a) Arthur Avenue
- (b) Broadway Street
- (c) Chapel Road
- (d) Charles Crescent
- (e) Chapel Hill Boulevard
- (f) Church Avenue
- (g) Clark Road
- (h) College Hill Road
- (i) Crestwood Drive
- (j) Crosswind Crescent
- (k) Dunedin Road
- (l) Eriskay Drive
- (m) Fox Farm Road
- (n) French Village Road
- (o) Gondola Point Road
- (p) Golf Club Court
- (q) Green Road
- (r) Grove Avenue
- (s) Hampton Road
- (t) Highland Avenue
- (u) Hillcrest Drive
- (v) Isaac Street
- (w) John Street
- (x) Joseph Street
- (y) Kaitlyn Street
- (z) Kingswood Avenue
- (aa) Maiden Lane
- (bb) Marr Road
- (cc) McMackin Lane
- (dd) Paige Street
- (ee) Parkdale Avenue
- (ff) Rothesay Road
- (gg) Steele Street
- (hh) Strong Court
- (ii) Vincent Road
- (jj) Wright Lane
- (kk) Sierra Avenue



My name is Mark McAloon and I'm the founder of a small business named NexGen Energy. We specialize in the renewable energy space (specifically solar energy) and employ 3 full time Rothesay residents.

There is so much that has been happening in the renewable energy space recently that I felt compelled to present to our community council of the opportunities existing now and the opportunities that lay ahead.

1. New Brunswick receives 35% more sunlight throughout the year than Germany, who produce more energy then they need from solar, yet we have been slow to adopt this technology.
2. Solar panels have always believed to be too expensive. But, because of economies of scale, production of electricity using solar panels has now reached parity with the NBPower rates.
3. NBPower has been monitoring this evolution closely and has been making changes to their business model to support their own long term business needs and ensure stable rates. The aging infrastructure, Power Purchase Agreements expiring and the Federal carbon taxes have all played a roll in helping to shape programs that are now in place:
  - Net-Metering is the ability for any resident or building in NB to put solar panels on their roof and feed power back into the grid for a 1:1 credit
  - For the first time in 100 years, Municipalities are being asked if they would be interested in producing their own energy on a larger scale (such as a recent REOI looking to produce a combined total of 40 mw of power spread across the province).
4. The energy world is changing very fast. Rothesay residents are just beginning to learn of these programs and realize the potential to generate power for less then they buy it for - on top of the benefits it leaves to our children.
5. Reducing energy costs with smart products, creating smart grids and generating smart energy is the future for every community, including ours.
6. Our intention as a small business in the community is to continue partnering with other leaders and educators in this space to help guide the adoption of renewable energy and we would be happy to answer any questions the council may have.



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Doug MacDonald
DATE	:	April 7, 2017
RE	:	Audited Financial Statements

---

The draft audited consolidated financial statements for the year-ended December 31, 2016 are enclosed for your consideration.

Staff and auditor comments are included via presentation to Council.

I recommend Council adopt the following motions:

**MOVED** by \_\_\_\_\_ and seconded by \_\_\_\_\_ resolved that Council approves Rothesay's 2016 audited financial statements and authorizes the Mayor and Treasurer to sign the financial statements.

**MOVED** by \_\_\_\_\_ and seconded by \_\_\_\_\_ resolved that Council authorize the Mayor and Treasurer to sign the audit communication letter from Teed Saunders Doyle & Co.

**MOVED** by \_\_\_\_\_ and seconded \_\_\_\_\_ resolved that Council appoints Teed Saunders Doyle & Co to complete the audit of Rothesay's 2017 financial statements at a fee to be negotiated.

**ROTHERSAY**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2016**

**DRAFT**

**ROTHESAY**  
2017April10OpenSessionFINAL\_172  
**DECEMBER 31, 2016**

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**DRAFT**

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**DRAFT**

**INDEPENDENT AUDITORS' REPORT**

To Her Worship The Mayor and Members of Council  
Rothesay, New Brunswick

We have audited the consolidated statement of financial position of Rothesay as at December 31, 2016, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Consolidated Financial Statements*

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

*Auditors' Responsibility*

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

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

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

Independent Auditors' Report to Her Worship The Mayor and Members of Council of Rothesay (cont'd)

*Opinion*

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of Rothesay as at December 31, 2016, and the results of its operations and changes in net debt for the year then ended in accordance with Canadian public sector accounting standards.

**DRAFT**

CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB  
April 10, 2017

**ROTHESAY**  
**2017April10OpenSessionFINAL\_175**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

**DRAFT**

	<b>2016 Budget (Note 27)</b>	<b>2016 Actual</b>	<b>2015 Actual</b>
<b>REVENUE (Note 2)</b>			
Property tax warrant	\$ 14,961,842	\$ 14,961,842	\$ 14,718,978
Unconditional grant	118,987	118,987	116,262
Conditional government transfers (Note 28)	421,500	2,403,277	1,120,193
Services other governments	60,000	89,243	78,237
Sale of services (Note 28)	345,700	328,058	320,036
Other own source (Note 28)	101,553	991,255	566,748
Water and sewer user fees	2,603,000	2,696,571	2,512,438
Sundry income	<u>233,679</u>	<u>472,423</u>	<u>353,582</u>
	<u>18,846,261</u>	<u>22,061,656</u>	<u>19,786,474</u>
<b>EXPENDITURE (Notes 2 and 28)</b>			
General government services	1,816,147	1,754,506	1,656,609
Protective services	4,689,021	4,453,699	4,359,563
Transportation services	4,981,813	5,256,137	5,145,979
Environmental health services	638,000	612,386	659,525
Environmental development services	641,022	547,891	493,057
Recreation and cultural services	2,709,495	2,872,432	2,425,631
Water and sewer services	<u>2,694,962</u>	<u>2,744,280</u>	<u>2,722,677</u>
	<u>18,170,460</u>	<u>18,241,331</u>	<u>17,463,041</u>
<b>ANNUAL SURPLUS FOR THE YEAR</b>	\$ <u><u>675,801</u></u>	3,820,325	2,323,433
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>		66,256,656	63,933,223
<b>CHANGE IN PERCENTAGE OWNERSHIP OF CONTROLLED ENTITIES</b>		<u>(3,328)</u>	<u>-</u>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>		\$ <u><u>70,073,653</u></u>	\$ <u><u>66,256,656</u></u>

**ROTHESAY**

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**CONSOLIDATED STATEMENT OF FINANCIAL POSITION****DRAFT****AS AT DECEMBER 31, 2016**

	<b><u>2016</u></b>	<b><u>2015</u></b>
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (Notes 2, 3 and 4)	\$ 7,265,807	\$ 7,970,752
Accounts receivable (Notes 2, 3 and 5)	3,537,258	1,468,605
Investments (Notes 2, 3 and 10)	<u>348,830</u>	<u>312,645</u>
	<b><u>\$ 11,151,895</u></b>	<b><u>\$ 9,752,002</u></b>
<b>LIABILITIES</b>		
Bank loan (Note 19)	\$ 700,000	\$ -
Accounts payable and accrued liabilities (Notes 2, 3 and 9)	2,105,498	2,709,821
Deferred revenue (Notes 2 and 8)	4,169,546	3,699,330
Long term debt (Notes 2, 3 and 11)	17,191,733	15,276,092
Accrued pension obligation (Notes 2 and 16)	773,467	1,051,258
Accrued sick leave (Notes 2 and 15)	315,154	305,786
Accrued retirement allowance (Notes 2 and 16)	<u>806,758</u>	<u>798,902</u>
	<b><u>26,062,156</u></b>	<b><u>23,841,189</u></b>
<b>NET DEBT</b>	<b><u>(14,910,261)</u></b>	<b><u>(14,089,187)</u></b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Notes 2 and 21)	132,032,840	124,340,605
Accumulated amortization (Notes 2 and 21)	<u>(47,114,741)</u>	<u>(44,062,668)</u>
	84,918,099	80,277,937
Inventory (Note 2)	32,648	18,624
Prepaid expenses	29,022	44,652
Unamortized debenture costs	<u>4,145</u>	<u>4,630</u>
	<b><u>84,983,914</u></b>	<b><u>80,345,843</u></b>
<b>ACCUMULATED SURPLUS</b>	<b><u>\$ 70,073,653</u></b>	<b><u>\$ 66,256,656</u></b>
<b>CONTINGENT LIABILITY</b> (Note 17)		
<b>COMMITMENT</b> (Note 18)		
<b>APPROVED BY:</b>		
_____ Mayor		
_____ Town Treasurer		

**ROTHESAY**

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**CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT****DRAFT****AS AT DECEMBER 31, 2016**

	<b><u>2016</u></b>	<b><u>2015</u></b>
Annual surplus	\$ 3,820,325	\$ 2,323,433
Acquisition of tangible capital assets	(9,095,076)	(8,340,921)
Proceeds on disposal of tangible capital assets	4,108	2,167
Amortization of tangible capital assets	3,885,389	3,727,912
Change in percentage ownership of tangible capital assets	7,281	-
Loss on disposal of tangible capital assets	<u>558,134</u>	<u>185,343</u>
	(819,839)	(2,102,066)
Acquisition of inventories	(32,646)	(18,624)
Acquisition of prepaid assets	(29,022)	(44,652)
Acquisition of unamortized debenture costs	(4,145)	(4,630)
Consumption of inventories	18,624	23,881
Use of prepaid assets	44,652	37,640
Consumption of unamortized debenture costs	<u>4,630</u>	<u>2,878</u>
	(817,746)	(2,105,573)
Change in percentage ownership	<u>(3,328)</u>	<u>-</u>
Increase in net debt	(821,074)	(2,105,573)
Net debt - beginning of year	<u>(14,089,187)</u>	<u>(11,983,614)</u>
Net debt - end of year	<u>\$ (14,910,261)</u>	<u>\$ (14,089,187)</u>

**APPROVED BY:**

\_\_\_\_\_ Mayor

\_\_\_\_\_ Town Treasurer



**ROTHERSAY**  
**2017April10OpenSessionFINAL\_178**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>2016</u>	<u>2015</u>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 3,820,325	\$ 2,323,433
Loss on disposal of tangible capital assets	558,134	185,343
Amortization of tangible capital assets	3,885,389	3,727,912
Accounts receivable	(2,068,653)	(31,253)
Accounts payable and accrual liabilities	(604,323)	537,100
Deferred revenue	470,216	737,356
Accrued sick leave	9,368	18,263
Change in accrued pension obligation	(277,791)	(249,495)
Change in accrued retirement allowance	7,856	41,907
Change in inventory/prepaid expenses/unamortized debenture costs	<u>2,093</u>	<u>(3,507)</u>
	<u>5,802,614</u>	<u>7,287,059</u>
<b>CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	(9,095,076)	(8,340,921)
Change in percentage ownership of capital assets	7,281	-
Proceeds on disposal of tangible capital assets	<u>4,108</u>	<u>2,167</u>
	<u>(9,083,687)</u>	<u>(8,338,754)</u>
<b>FINANCING TRANSACTION</b>		
Bank loan	700,000	-
Long term debt (net)	<u>1,915,641</u>	<u>1,378,853</u>
<b>INVESTING TRANSACTION</b>		
Increase in investments	<u>(36,185)</u>	<u>(6,724)</u>
<b>CHANGE IN PERCENTAGE OWNERSHIP</b>	<u>(3,328)</u>	<u>-</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	(704,945)	320,434
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>7,970,752</u>	<u>7,650,318</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 7,265,807</u>	<u>\$ 7,970,752</u>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2016**

**DRAFT**

**1. PURPOSE OF THE ORGANIZATION**

Rothesay ("the Town") was incorporated as a town by the Province of New Brunswick Municipalities Act on January 1, 1998 and was approved for status as a Municipality effective January 1, 1998 by an amendment of New Brunswick Regulation 85-6 under the Municipalities Act. As a municipality, Rothesay is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Town are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting Standard ('PSAS') financial statements is on the financial position of the Town and the changes thereto. The consolidated statement of financial position includes all of the assets and liabilities of the Town and its jointly controlled entities.

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

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Town and which are owned or jointly controlled by the Town.

The entities included in the consolidated financial statements are as follows:

- Rothesay
- Kennebecasis Regional Joint Board of Police Commissioners (KRJPC)
- Kennebecasis Valley Fire Department Inc. (KVFD)
- Kennebecasis Public Library

Interdepartmental and organizational transactions and balances are eliminated.

The jointly controlled entities have been proportionately consolidated at the following rates:

	<b><u>2016</u></b>	<b><u>2015</u></b>
Kennebecasis Regional Joint Board of Police Commissioners	40.98%	41.02%
Kennebecasis Valley Fire Department Inc.	41.45%	41.65%
Kennebecasis Public Library	40.05%	40.05%

Changes in ownership percentages have been accounted for as an adjustment to accumulated surplus (deficit).

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2016****2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**Budget

The budget figures contained in these consolidated financial statements were approved by Council on December 18, 2015 and the Director of Community Finances on January 13, 2016.

Financial Instruments

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

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand and balances with banks and short term deposits with original maturities of three months or less.

Revenue Recognition

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

Other revenue is recorded when it is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

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

Examples of significant estimates include:

- the allowance for doubtful accounts;
- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets; and
- post employment benefits liability.

Inventories

Inventories are valued at the lower of cost and net realizable value with cost being determined on the first in, first out basis.

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2016****2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**Capital Reserves

The use of the Capital Reserve Funds is restricted to capital acquisitions. The intention is to use these funds for future capital acquisitions and reduce future borrowing requirements.

Operating Reserves

The use of these funds is restricted to payment of operating expenses.

Tangible Capital Assets

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

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	10-75 years
Buildings	20-40 years
Vehicles	3-25 years
Machinery and equipment	3-20 years
Roads and streets	5-75 years
Storm sewer	25-60 years
Water and wastewater networks	30-60 years

Assets under construction are not amortized until the asset is available for productive use.

Segmented Information

The Town is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Town's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

General Government Services

This department is responsible for the overall governance and financial administration of the Town. This includes council functions, general and financial management, legal matters and compliance with legislation, as well as civic relations.

Protective Services

This department is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

Transportation Services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related functions.

Environmental Health Services

This department is responsible for the provision of waste collection and disposal.

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2016**

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

Segmented Information (cont'd)

**DRAFT**

Environmental Development Services

This department is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

Recreation and Cultural Services

This department is responsible for the maintenance and operation of recreational and cultural facilities including arena, parks and playgrounds and other recreational and cultural facilities.

Water and Sewer Services

This department is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

The Town has documented a schedule of segmented disclosure in Note 23.

Post Employment Benefits

The Town recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Town has a sick leave benefit as documented in Note 15 and a pension plan and retirement allowance as documented in Note 16.

**3. FINANCIAL INSTRUMENTS**

The Town is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Town's risk exposure and concentration as of December 31, 2016:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Town is exposed to credit risk from its accounts receivable. The Town minimizes credit risk through ongoing credit management.

Liquidity Risk

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

Currency Risk

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



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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2016**

**DRAFT**

**3. FINANCIAL INSTRUMENTS (cont'd)**

Interest Rate Risk

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

**4. CASH**

	<u><b>2016</b></u>	<u><b>2015</b></u>
Unrestricted	\$ 430,353	\$ 549,441
Restricted - reserve funds	6,706,913	7,281,210
Restricted - controlled entities	<u>128,541</u>	<u>140,101</u>
	<u><b>\$ 7,265,807</b></u>	<u><b>\$ 7,970,752</b></u>

**5. ACCOUNTS RECEIVABLE**

	<u><b>2016</b></u>	<u><b>2015</b></u>
Due from the Federal Government and its agencies (Note 6)	\$ 1,454,830	\$ 504,041
Due from the Province of New Brunswick (Note 7)	1,307,973	356,627
Water and sewer	698,611	542,526
Arena	48,705	32,004
Other	<u>27,139</u>	<u>33,407</u>
	<u><b>\$ 3,537,258</b></u>	<u><b>\$ 1,468,605</b></u>

**6. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES**

	<u><b>2016</b></u>	<u><b>2015</b></u>
Canada Revenue Agency (HST refund)	\$ 821,447	\$ 504,041
Small Communities Fund	<u>633,383</u>	<u>-</u>
	<u><b>\$ 1,454,830</b></u>	<u><b>\$ 504,041</b></u>

**7. DUE FROM PROVINCE OF NEW BRUNSWICK**

	<u><b>2016</b></u>	<u><b>2015</b></u>
Regional Development Corporation	\$ -	\$ 356,627
Department of Transportation	674,590	-
Small Communities Fund	<u>633,383</u>	<u>-</u>
	<u><b>\$ 1,307,973</b></u>	<u><b>\$ 356,627</b></u>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2016****DRAFT****8. DEFERRED REVENUE**

	<u>2016</u>	<u>2015</u>
Government transfers - Gas Tax	\$ 4,081,145	\$ 3,640,193
Deferred revenue - Quispamsis	70,395	37,783
Deferred revenue - K-Park Levy (Note 14)	<u>18,006</u>	<u>21,354</u>
	<u>\$ 4,169,546</u>	<u>\$ 3,699,330</u>

**9. ACCOUNTS PAYABLES AND ACCRUED LIABILITIES**

	<u>2016</u>	<u>2015</u>
Accounts payable - trade	\$ 1,636,505	\$ 2,303,265
Bid deposits	71,824	20,721
Accrued interest	53,327	59,474
Accrued liabilities	223,032	244,871
Accounts payable - other	<u>120,810</u>	<u>81,490</u>
	<u>\$ 2,105,498</u>	<u>\$ 2,709,821</u>

**10. INVESTMENTS**

The investments represent the Town's proportionate share of the investments of the KRJPC. The investments consist of short term notes, Canadian equities and foreign equities and are recorded at fair market value. The unrealized gain (loss) on the investments at December 31, 2016 was \$18,710 (2015 - (\$1,454)). The investments are restricted for future payment of retirement benefits.

# ROTHESAY

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## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2016

**DRAFT**

### 11. LONG TERM DEBT

#### (a) General Capital Fund

	Balance January 1, 2016	Issued during year	Redeemed during year	Balance December 31, 2016
New Brunswick Municipal Financing Corporation				
Debentures:				
BF22 1.35% - 2.2%, due 2016, OIC # 00-18	\$ 73,000	\$ -	\$ 73,000	\$ -
BA17 0.95% - 5.00%, due 2019, OIC # 08-03, 08-63	436,000	-	103,000	333,000
BB26 1.00% - 4.50%, due 2019, OIC # 08-63, 08-82	582,000	-	137,000	445,000
BG18 1.65% - 3.80%, due 2027, OIC # 10-12, 11-71, 99-77	884,000	-	115,000	769,000
BL26 1.2% - 3.7%, due 2034, OIC # 03-88, 11-71, 13-08	3,282,000	-	173,000	3,109,000
BN17 1.05% - 3.15%, due 2025, OIC # 10-12, 13-08	2,150,000	-	229,000	1,921,000
B019 1.45% - 3.50%, due 2031, OIC # 13-08	<u>-</u>	<u>2,400,000</u>	<u>-</u>	<u>2,400,000</u>
	<u>\$ 7,407,000</u>	<u>\$ 2,400,000</u>	<u>\$ 830,000</u>	<u>\$ 8,977,000</u>

Principal payments required during the next five years for the General Capital Fund are as follows:

2017 - \$985,000; 2018 - \$1,009,000; 2019 - \$1,033,000; 2020 - \$778,000; 2021 - \$735,000

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2016****11. LONG TERM DEBT (cont'd)**

	<b>Balance January 1, <u>2016</u></b>	<b>Issued during year</b>	<b>Redeemed during year</b>	<b>Balance December 31, <u>2016</u></b>
<u>(b) Water and Sewer Capital Fund</u>				
New Brunswick Municipal Financing Corporation				
Debentures:				
AY18 3.30% - 4.85%, due 2018, OIC # 96-60, 96-72	\$ 227,000	\$ -	\$ 13,000	\$ 214,000
AZ29 2.10 - 4.95%, due 2018, OIC # 03-0092	386,000	-	123,000	263,000
BF23 1.35% - 3.45%, due 2021, OIC # 00-18	1,437,000	-	75,000	1,362,000
BG19 1.65 - 3.80%, due 2027, OIC # 11-0045	467,000	-	12,000	455,000
BH23 1.35 - 3.80%, due 2032, OIC # 00-0018	628,000	-	29,000	599,000
BL27 1.2% - 3.7%, due 2034, OIC # 11-0045	978,000	-	22,000	956,000
BN18 1.05% - 3.15%, due 2025, OIC # 15-38	350,000	-	32,000	318,000
BP21 1.20% - 3.80%, due 2036, OIC # 18-0020	<u>-</u>	<u>850,000</u>	<u>-</u>	<u>850,000</u>
	<u>4,473,000</u>	<u>850,000</u>	<u>306,000</u>	<u>5,017,000</u>
Canada Mortgage and Housing Corporation				
CMHC 3.70%, due 2030 OIC # 09-119, 09-139, 10-012	<u>2,847,244</u>	<u>-</u>	<u>145,393</u>	<u>2,701,851</u>
	<u>\$ 7,320,244</u>	<u>\$ 850,000</u>	<u>\$ 451,393</u>	<u>\$ 7,718,851</u>

Approval of the Municipal Capital Borrowing Board has been obtained for the long term debt.

The Water and Sewer Capital Fund contains long term debt of \$591,351 (2015 - \$616,054) issued to fund local improvement projects. The debt will be repaid over a period of time through the collection of local improvement levies.

Principal payments required during the next five years for the Water and Sewer Capital Fund are as follows:

2017 - \$486,773; 2018 - \$687,352; 2019 - \$362,137; 2020 - \$375,136; 2021 - \$1,343,357

In 2018, debenture AY18 will mature with a final amount due of \$200,000, however it is expected that \$185,000 of this payment will be refinanced during that year for an additional ten years. In 2021, debenture BF23 will mature with a final amount due of \$1,042,000, however it is expected that \$956,000 of this payment will be refinanced during that year for an additional ten years.

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### 11. LONG TERM DEBT (cont'd)

(c) Jointly Controlled Entity - KRJPC (proportionate share)

	Balance January 1, <u>2016</u>	Issued during year	Redeemed during year	Balance December 31, <u>2016</u>
New Brunswick Municipal Financing Corporation				
Debentures:				
BL45 1.2% - 3.1%, due 2024, OIC # 02-66, 03-53	183,769	-	19,022	164,747
BN35 1.05% - 3.15%, due 2025, OIC# 03-53	<u>365,079</u>	<u>-</u>	<u>33,944</u>	<u>331,135</u>
	<u>\$ 548,848</u>	<u>\$ -</u>	<u>\$ 52,966</u>	<u>\$ 495,882</u>

Principal payments required during the next five years are as follows:

2017 - \$53,277; 2018 - \$54,096; 2019 - \$55,326; 2020 - \$56,555; 2021 - \$57,785

Total Long term debt:

	<u>2016</u>	<u>2015</u>
General Capital Fund	\$ 8,977,000	\$ 7,407,000
Water and Sewer Capital Fund	7,718,851	7,320,244
Jointly Controlled Entity - KRJPC	<u>495,882</u>	<u>548,848</u>
	<u>\$17,191,733</u>	<u>\$15,276,092</u>

### 12. LAND FOR PUBLIC PURPOSES

In accordance with the Community Planning Act, the Town has the authority to set aside up to 10% of any land subdivided, or up to 8% of the monetary value of such land, as a reserve. As well, any proceeds on the sale of public lands must be reserved. These funds can only be used for the purchase or development of public lands and are included in the Reserve Funds (Note 25).

### 13. SEWER OUTFALL RESERVE

In accordance with an agreement with the Municipality of Quispamsis, Rothesay and the Municipality of Quispamsis are required to fund, on an annual basis, an amount to cover the operating and maintenance costs associated with the shared sewer effluent line and outfall pipe. The contributions are made on a per unit basis, with Rothesay contributing \$1 per unit and the Municipality of Quispamsis contributing \$2 per unit. Any accumulated amounts are transferred to the Water and Sewer Capital Reserve Fund for future capital expenditures. At December 31, 2016, the balance in this reserve was \$202,861 (2015 - \$244,282).



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### 14. DEFERRED REVENUE

In 2002, the Town issued a special warrant of assessment to the residents of Kennebecasis Park for local improvements made to the area. The assessment will be invoiced annually over a period of 30 years. A number of residents paid the entire levy amount in the first year, and as a result, the prepayment has been recorded as deferred revenue to be amortized over 29 years.

### 15. ACCRUED SICK LEAVE

Rothestay provides sick leave that accumulates at a rate of 18 hours per month. All employees can accumulate to a maximum of 2,400 hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

KVFD provides sick leave that accumulates at a rate of 18 hours per month while the employees sick bank is below 1,000 hours, and at 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 sick leave hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

An actuarial valuation in accordance with PSA 3255, was performed for each plan, the 44 employee plan for Rothestay and the 36 employee plan for KVFD. The actuarial method used was the Projected Unit Credit pro-rated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Town's and KVFD's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3%;
- the discount rate used to determine the accrued benefit obligations is 3.17%;
- retirement age is 60; and
- estimated net excess utilization of rate of sick leave varies with age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of general revenue as they come due.

The consolidated unfunded liability consist of:

	<b>Estimated 2016</b>	<b>2015</b>
Rothestay	\$ 13,300	\$ 17,700
KRJPC	5,450	5,455
KVFD	<u>296,404</u>	<u>282,631</u>
	<u>\$ 315,154</u>	<u>\$ 305,786</u>

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**16. POST EMPLOYMENT BENEFITS PAYABLE**

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Retirement Allowance Program

Rothestay's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 26 weeks. The employee must be 55 years of age to receive the benefit.

The accrued liability is based on an actuarial valuation as at December 31, 2014, which used a discount rate of 3.17% and an annual salary increase rate of 3%. The liability was determined using the projected unit credit method pro-rated on service to the date the maximum benefit is earned.

KVFD's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks based on a minimum of ten years service. The employee must be of retirement age of 60.

The accrued liability is based on an actuarial valuation as at December 31, 2016, which used a discount rate of 3.3% and an annual salary increase rate of 3%.

KRJPC's retiring employees are entitled to accumulate the greater of fifty percent of unused sick leave credits or one month's standard salary for every five years, or any part thereof, of service to a maximum of 6 months.

The accrued liability is based on an actuarial valuation as at July 31, 2016, which used a discount rate of 2.86% and an annual salary increase rate of 3%.

The consolidated unfunded liability consist of:

	<u><b>2016</b></u>	<u><b>2015</b></u>
Rothestay	\$ 346,100	\$ 311,200
KVFD	142,040	153,339
KRJPC	<u>318,618</u>	<u>334,363</u>
Balance at end of year	<u>\$ 806,758</u>	<u>\$ 798,902</u>

KVFD and KRJPC have internally restricted funds for their liabilities

Pension Obligation

Employees of Rothestay, KVFD and KRJPC participate in the New Brunswick Municipal Employees Pension Plan (NBMEPP). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Municipalities Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2014 and resulted in an overall NBMEPP accrued benefit obligation of \$96,549,500 based on the accounting basis.

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**16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)**

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2015:

- the expected inflation rate is 2.25% (prior 2.25%);
- the discount rate used to determine the accrued benefit obligation is 5.85% (prior 5.9%);
- the expected rate of return on assets is 5.85% (prior 5.9%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARS�) is 14.0 years (prior 14.0 years).

The actuarial valuation prepared as at December 31, 2014 indicated that the present value of the accumulated plan benefits exceeded the market value of the net assets available for these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan surplus of \$1,241,600, an increase of \$6,412,900 from the December 31, 2013 deficit of \$5,171,300. Based on the assumptions as at December 31, 2014, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2014, the NBMEPP provides benefits for 206 retirees. Total benefits payments to retirees and terminating employees during 2016 are estimated to be approximately \$2,799,500 (actual 2015, \$3,806,600) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 7.6%. Each municipality contributes an amount that equals their employees contributions amounts. Pension fund assets are invested in short term securities, bonds, Canadian equities and foreign equities. Combined employees and municipalities contributions for 2016 are estimated to be approximately \$5,959,800 (actual 2015, \$5,786,400) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to Rothesay:

- The average age of the 45 active employees covered by the NBMEPP is 46.6 (as at Dec 31, 2014);
- benefit payments were \$166,900 in 2015 and were estimated to be \$61,900 in 2016; and
- combined contributions were \$406,000 in 2015 and were estimated to be \$418,200 in 2016.

The following summarizes the NBMEPP data as it relates to KVFD:

- The average age of the 40 active employees covered by the NBMEPP is 43.1 (2015 - 45.4);
- benefit payments were \$372,600 in 2015 and were estimated to be \$338,500 in 2016; and
- combined contributions were \$524,800 in 2015 and were estimated to be \$540,600 in 2016.

The following summarizes the NBMEPP data as it relates to KRJPC:

- The average age of the 42 active employees covered by the NBMEPP is 41.7;
- benefit payments were \$418,800 in 2015 and were estimated to be \$148,700 in 2016; and
- combined contributions were \$615,500 in 2015 and were estimated to be \$633,800 in 2016.

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**16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)**

In addition to determining the position of the NBMEPP as it relates to Rothesay and the other controlled entities as at December 31, 2014 and December 31, 2015, NBMEPP's actuary performed an extrapolation of the December 31, 2015 accounting valuation to determine the estimated position as at December 31, 2016. The extrapolation assumes assumptions used as at December 31, 2016 remain unchanged from December 31, 2015. The extrapolation also assumes assets return 5.85%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	<b>Estimated Jan 1, 2016 to Dec 31, 2016</b>	<b>Jan 1, 2015 to Dec 31, 2015</b>
<b>Accrued Benefit Liability</b>		
Accrued benefit liability at beginning of period	\$ 1,048,812	\$ 1,239,699
Change in ownership percentage	-	(2,528)
Adjustment to actual	(45,119)	71,979
Pension expense for the year	220,785	163,021
Employer contributions	<u>(451,011)</u>	<u>(423,359)</u>
Accrued benefit liability at end of period	<u>\$ 773,467</u>	<u>\$ 1,048,812</u>

In summary, the consolidated accrued benefit liability is estimated to be \$773,467 as at December 31, 2016. The December 31, 2015 liability was estimated in the prior year. The actual liability was calculated to be \$1,003,693. The difference of \$45,119 has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

	<b>Estimated Jan 1, 2016 to Dec 31, 2016</b>	<b>Jan 1, 2015 to Dec 31, 2015</b>
Rothesay	\$ 142,000	\$ 239,100
KVFD	324,471	436,784
KRJPC	<u>306,996</u>	<u>375,374</u>
	<u>\$ 773,467</u>	<u>\$ 1,051,258</u>

The financial position as it relates to the accrued benefit liability is shown as follows and illustrates the unamortized amounts being recognized in pension expense over time:

	<b>Estimated Jan 1, 2016 to Dec 31, 2016</b>	<b>Jan 1, 2015 to Dec 31, 2015</b>
<b>Reconciliation of Funded Status at End of Period</b>		
Accrued benefit obligation	\$ 14,557,532	\$ 13,376,822
Plan assets	<u>(13,996,000)</u>	<u>(12,601,332)</u>
Plan deficit	561,532	775,490
Unamortized experience losses	<u>211,935</u>	<u>228,203</u>
Accrued benefit liability at end of period	<u>\$ 773,467</u>	<u>\$ 1,003,693</u>

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**16. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)**

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	<b>Estimated Jan 1, 2016 to Dec 31, 2016</b>	<b>Jan 1, 2015 to Dec 31, 2015</b>
<b>Reconciliation of Accrued Benefit Obligation</b>		
Accrued benefit obligation at beginning of period	\$ 13,376,822	\$ 12,144,900
Change in ownership percentage	-	(22,464)
Current service cost	650,026	606,500
Benefits payments	(263,148)	(492,975)
Interest for period	793,832	718,577
Experience loss during period	<u>-</u>	<u>422,284</u>
Accrued benefit obligation at end of period	<u><b>\$ 14,557,532</b></u>	<u><b>\$ 13,376,822</b></u>

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	<b>Estimated Jan 1, 2016 to Dec 31, 2016</b>	<b>Jan 1, 2015 to Dec 31, 2015</b>
<b>Reconciliation of Plan Assets</b>		
Plan assets at beginning of period	\$ 12,601,332	\$ 11,534,847
Change in ownership percentage	-	(21,582)
Employer contributions	451,011	437,866
Employee contributions	451,011	437,907
Benefit payments	(263,148)	(492,975)
Return on plan assets during period	<u>755,795</u>	<u>705,269</u>
Plan assets at end of period	<u><b>\$ 13,996,001</b></u>	<u><b>\$ 12,601,332</b></u>

Total expense related to pensions include the following components:

	<b>Estimated Jan 1, 2016 to Dec 31, 2016</b>	<b>Actual Jan 1, 2015 to Dec 31, 2015</b>
<b>Pension Expense</b>		
Employer current service cost	\$ 199,015	\$ 168,592
Interest on accrued benefit obligation	793,832	718,577
Expected return on assets	(755,795)	(690,552)
Amortization of unrecognized balances		
Prior service savings	8,700	(3,700)
Experience loss	<u>(24,968)</u>	<u>(24,414)</u>
Pension expense	<u><b>\$ 220,784</b></u>	<u><b>\$ 168,503</b></u>

The pension expense is included in the statement of operations.



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**17. CONTINGENT LIABILITY**

In the normal course of operations, the Town becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2016 cannot be predicted with certainty, it is the opinion of management and council that resolution of these matters will not have a material adverse effect.

**18. COMMITMENTS**

Solid Waste Collection and Transportation Services

In 2014, the Town entered into a contract for solid waste collection and transportation services from January 2015 to December 2018. The Town reserves the right to extend contract for an additional two years. The following are minimum annual payments for the next two years.

2017	249,500
2018	249,500

**19. SHORT TERM BORROWING**

Operating Borrowing

As prescribed in the Municipalities Act, borrowing to finance General Operating Fund operations is limited to 4% of the Municipality's budget. Borrowing to finance Water and Sewer Fund operations is limited to 50% of the operating budget for the year. In 2016, the Town has complied with these restrictions.

Capital Funds

At December 31, 2016, there were short-term funds totaling \$700,000 (2015 - \$1,360,762) borrowed from other funds and \$700,000 short-term funds (2015 - nil) borrowed from a financial institution to provide interim funding for capital projects in the General Capital Fund.

At December 31, 2016, there were short-term funds totaling \$625,000 (2015 - \$47,077) borrowed from other funds and no short-term funds (2015 - nil) borrowed from a financial institution to provide interim funding for capital projects in the Water and Sewer Capital Fund.

Interim Borrowing Capital Funds

The Town has remaining outstanding authority for short-term borrowings as follows:

General Capital Fund, OIC # 10-0012	\$ <u>1,130,000</u>
Water and Sewer Capital Fund, OIC # 15-0069	\$ 2,500,000
Water and Sewer Capital Fund, OIC # 15-0069 - interim financing	<u>5,000,000</u>
	\$ <u>7,500,000</u>

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**19. SHORT TERM BORROWING (cont'd)**

Inter-fund Borrowing

The Municipal Financing Reporting Manual requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

Amounts outstanding at year end are inter fund regular payables or in some cases, a short term loan may exist from the reserve account. Where a loan is in place, interest is paid to the reserve account at a rate that equates what the account would have earned had it been in the bank. These loan amounts are paid off within the following year and council is given a summary at year end to be fully informed of these transactions.

**20. WATER AND SEWER FUND DEFICIT**

The Municipalities Act requires Water and Sewer Fund deficit amounts to be absorbed into one or more of four Operating Budgets commencing with the second next ensuing year; the balance of the surplus (deficit) at the end of the year consists of:

	<b><u>2016</u></b>	<b><u>2015</u></b>
2016 Surplus	\$ 21,125	\$ -
2015 Surplus	28,535	28,535
2014 Deficit	<u>-</u>	<u>(163,645)</u>
	<b><u>\$ 49,660</u></b>	<b><u>\$ (135,110)</u></b>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2016****21. SCHEDULE OF TANGIBLE CAPITAL ASSETS**

			Buildings and		Machinery	Infrastructure					Assets		
	Land	Land	Leasehold	Vehicles	and	Roads and	Storm	Water	Sewer	Subtotal	Under	2016	2015
		Improvements	Improvements		Equipment	Streets	Sewer				Construction	Total	Total
<b>COST</b>													
Balance - beginning of year	\$ 4,823,609	\$ 6,363,998	\$ 10,193,165	\$ 3,223,514	\$ 3,070,185	\$ 35,450,456	\$ 18,055,343	\$ 25,202,880	\$ 16,029,252	\$ 122,412,402	\$ 1,928,202	\$ 124,340,604	\$ 116,624,404
Change in percentage ownership	(194)	(21)	(5,591)	(5,820)	(945)	-	-	-	-	(12,571)	-	(12,571)	-
Add: Net additions during the year	-	1,656,168	587,528	207,380	805,704	2,794,933	577,108	954,234	678,682	8,261,737	2,404,621	10,666,358	9,546,466
Less: Disposals during the year	-	(47,443)	(10,724)	(36,553)	(21,434)	(974,345)	(7,846)	(156,797)	(23,943)	(1,279,085)	(1,682,466)	(2,961,551)	(1,830,265)
Balance - end of year	<u>4,823,415</u>	<u>7,972,702</u>	<u>10,764,378</u>	<u>3,388,521</u>	<u>3,853,510</u>	<u>37,271,044</u>	<u>18,624,605</u>	<u>26,000,317</u>	<u>16,683,991</u>	<u>129,382,483</u>	<u>2,650,357</u>	<u>132,032,840</u>	<u>124,340,605</u>
<b>ACCUMULATED AMORTIZATION</b>													
Balance - beginning of year	-	2,209,795	3,171,021	1,689,376	1,011,731	17,068,378	5,849,908	5,722,235	7,340,224	44,062,668	-	44,062,668	40,771,966
Change in percentage ownership	-	(12)	(2,419)	(2,473)	(386)	-	-	-	-	(5,290)	-	(5,290)	-
Add: Amortization during the year	-	422,100	327,540	272,400	274,819	1,525,494	330,068	486,145	246,823	3,885,389	-	3,885,389	3,727,912
Less: Accumulated amortization on disposals	-	(45,545)	(10,724)	(34,094)	(8,536)	(622,455)	(5,070)	(85,870)	(15,732)	(828,026)	-	(828,026)	(437,210)
Balance - end of year	<u>-</u>	<u>2,586,338</u>	<u>3,485,418</u>	<u>1,925,209</u>	<u>1,277,628</u>	<u>17,971,417</u>	<u>6,174,906</u>	<u>6,122,510</u>	<u>7,571,315</u>	<u>47,114,741</u>	<u>-</u>	<u>47,114,741</u>	<u>44,062,668</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 4,823,415</u>	<u>\$ 5,386,364</u>	<u>\$ 7,278,960</u>	<u>\$ 1,463,312</u>	<u>\$ 2,575,882</u>	<u>\$ 19,299,627</u>	<u>\$ 12,449,699</u>	<u>\$ 19,877,807</u>	<u>\$ 9,112,676</u>	<u>\$ 82,267,742</u>	<u>\$ 2,650,357</u>	<u>\$ 84,918,099</u>	<u>\$ 80,277,937</u>
Consists of:													
General Fund													
Assets	\$ 4,405,177	\$ 5,300,263	\$ 3,132,377	\$ 720,740	\$ 2,256,821	\$ 19,299,627	\$ 12,449,699	\$ -	\$ -	\$ 47,564,704	\$ 2,404,621	\$ 49,969,325	\$ 45,947,281
Water & Sewer Fund													
Assets	178,555	-	1,255,310	-	40,561	-	-	19,877,807	9,112,676	30,464,909	245,736	30,710,645	29,889,835
Controlled Entities	<u>239,683</u>	<u>86,101</u>	<u>2,891,273</u>	<u>742,572</u>	<u>278,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,238,129</u>	<u>-</u>	<u>4,238,129</u>	<u>4,440,821</u>
	<u>\$ 4,823,415</u>	<u>\$ 5,386,364</u>	<u>\$ 7,278,960</u>	<u>\$ 1,463,312</u>	<u>\$ 2,575,882</u>	<u>\$ 19,299,627</u>	<u>\$ 12,449,699</u>	<u>\$ 19,877,807</u>	<u>\$ 9,112,676</u>	<u>\$ 82,267,742</u>	<u>\$ 2,650,357</u>	<u>\$ 84,918,099</u>	<u>\$ 80,277,937</u>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2016****22. SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR JOINTLY CONTROLLED ENTITIES**

	<u>Land</u>	<u>Land Improvements</u>	<u>Buildings</u>	<u>Vehicles</u>	<u>Machinery and Equipment</u>	<u>Assets Under Construction</u>	<u>2016 Total</u>	<u>2015 Total</u>
<b>COST</b>								
Balance - beginning of year	\$ 239,877	\$ 123,271	\$ 3,914,473	\$ 1,402,277	\$ 546,155	\$ -	\$ 6,226,053	\$ 6,103,729
Change in percentage ownership	(194)	(21)	(5,591)	(5,820)	(945)	-	(12,571)	-
Add: Net additions during the year	-	-	7,444	66,173	60,451	-	134,068	150,330
Less: Disposals during the year	-	-	-	(36,553)	-	-	(36,553)	(28,006)
Balance - end of year	<u>239,683</u>	<u>123,250</u>	<u>3,916,326</u>	<u>1,426,077</u>	<u>605,661</u>	<u>-</u>	<u>6,310,997</u>	<u>6,226,053</u>
<b>ACCUMULATED AMORTIZATION</b>								
Balance - beginning of year	-	29,393	888,030	616,475	251,334	-	1,785,232	1,503,043
Change in percentage ownership	-	(12)	(2,419)	(2,473)	(386)	-	(5,290)	-
Add: Amortization during the year	-	7,768	139,442	103,597	76,213	-	327,020	307,733
Less: Accumulated amortization on disposals	-	-	-	(34,094)	-	-	(34,094)	(25,544)
Balance - end of year	<u>-</u>	<u>37,149</u>	<u>1,025,053</u>	<u>683,505</u>	<u>327,161</u>	<u>-</u>	<u>2,072,868</u>	<u>1,785,232</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 239,683</u>	<u>\$ 86,101</u>	<u>\$ 2,891,273</u>	<u>\$ 742,572</u>	<u>\$ 278,500</u>	<u>\$ -</u>	<u>\$ 4,238,129</u>	<u>\$ 4,440,821</u>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2016****23. SCHEDULE OF SEGMENT DISCLOSURE**

	<u>General</u>	<u>Protective</u>	<u>Transportation</u>	<u>Environmental Health</u>	<u>Environmental Development</u>	<u>Recreation and Culture</u>	<u>Water and Sewer</u>	<u>2016 Consolidated</u>	<u>2015 Consolidated</u>
<b>REVENUE</b>									
Property tax warrant	\$ 1,693,980	\$ 4,299,884	\$ 5,074,608	\$ 591,292	\$ 528,901	\$ 2,773,177	\$ -	\$ 14,961,842	\$ 14,718,978
Sale of service	33,247	-	-	-	-	294,811	-	328,058	320,037
Services provided to other governments	-	-	89,243	-	-	-	-	89,243	78,237
Other own source	875,429	13,741	-	-	102,085	-	-	991,255	566,748
Unconditional grant	13,472	34,196	40,357	4,702	4,206	22,054	-	118,987	116,262
Conditional government transfers	-	-	1,074,590	-	-	61,921	1,266,766	2,403,277	1,120,193
Water and sewer user fees	-	-	-	-	-	-	2,696,571	2,696,571	2,512,438
Sundry and interest	<u>152,934</u>	<u>248,200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,259</u>	<u>64,030</u>	<u>472,423</u>	<u>353,582</u>
	<u>2,769,062</u>	<u>4,596,021</u>	<u>6,278,798</u>	<u>595,994</u>	<u>635,192</u>	<u>3,159,222</u>	<u>4,027,367</u>	<u>22,061,656</u>	<u>19,786,475</u>
<b>EXPENDITURE</b>									
Salaries and benefits	747,125	3,559,886	1,181,797	-	351,840	649,019	582,738	7,072,405	6,867,353
Goods and services	896,945	666,705	1,489,838	612,386	196,051	1,412,000	991,383	6,265,308	6,189,050
Interest	7,037	23,178	75,530	-	-	138,559	266,371	510,675	467,026
Other	60,645	249	367,563	-	-	-	79,138	507,595	211,706
Amortization	<u>42,754</u>	<u>203,681</u>	<u>2,141,409</u>	<u>-</u>	<u>-</u>	<u>672,854</u>	<u>824,650</u>	<u>3,885,348</u>	<u>3,727,914</u>
	<u>1,754,506</u>	<u>4,453,699</u>	<u>5,256,137</u>	<u>612,386</u>	<u>547,891</u>	<u>2,872,432</u>	<u>2,744,280</u>	<u>18,241,331</u>	<u>17,463,049</u>
Surplus (deficit) for the year	<u>\$ 1,014,556</u>	<u>\$ 142,322</u>	<u>\$ 1,022,661</u>	<u>\$ (16,392)</u>	<u>\$ 87,301</u>	<u>\$ 286,790</u>	<u>\$ 1,283,087</u>	<u>\$ 3,820,325</u>	<u>\$ 2,323,426</u>



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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2016****24. RECONCILIATION OF ANNUAL SURPLUS**

	<b>General Operating Fund</b>	<b>General Capital Fund</b>	<b>Water and Sewer Operating Fund</b>	<b>Water and Sewer Capital Fund</b>	<b>General Operating Reserve Fund</b>	<b>General Capital Reserve Fund</b>	<b>Water and Sewer Operating Reserve Fund</b>	<b>Water and Sewer Capital Reserve Fund</b>	<b>Jointly Controlled Entities</b>	<b>Total</b>
2016 annual surplus (deficit)	\$ <u>3,135,765</u>	\$ <u>(1,595,906)</u>	\$ <u>1,446,024</u>	\$ <u>351,614</u>	\$ <u>5,843</u>	\$ <u>439,794</u>	\$ <u>2,118</u>	\$ <u>7,191</u>	\$ <u>27,882</u>	\$ <u>3,820,325</u>
Adjustments to annual surplus (deficit) for funding requirements										
Second previous year's surplus (deficit)	285,418	-	(163,645)	-	-	-	-	-	96,370	218,143
Transfers between funds										
Transfer elimination	-	421,669	-	788,686	-	(821,669)	-	(388,686)	-	-
Transfer elimination	(2,471,080)	2,471,080	(663,930)	663,930	-	-	-	-	-	-
Transfer elimination	(4,688)	-	(145,931)	-	4,688	-	-	145,931	-	-
Long term debt principal repayment	(830,000)	830,000	(451,393)	451,393	-	-	-	-	-	-
allowance	-	-	-	-	-	-	-	-	(1,133)	(1,133)
Provision for pension liability	(97,100)	-	-	-	-	-	-	-	(178,246)	(275,346)
Provision for sick leave accrual	-	-	-	-	-	-	-	-	15,129	15,129
Accumulated amortization on disposal of capital assets	-	(793,932)	-	-	-	-	-	-	(34,094)	(828,026)
Revenue adjustment	24,902	-	-	-	-	-	-	-	-	24,902
Deferred Gas tax revenue	-	-	-	-	-	440,952	-	-	-	440,952
Unrealized loss on investments	-	-	-	-	-	-	-	-	(20,163)	(20,163)
Amortization expense	-	<u>2,733,718</u>	-	<u>824,650</u>	-	-	-	-	<u>327,021</u>	<u>3,885,389</u>
Total adjustments to 2016 annual surplus (deficit)	<u>(3,092,548)</u>	<u>5,662,535</u>	<u>(1,424,899)</u>	<u>2,728,659</u>	<u>4,688</u>	<u>(380,717)</u>	<u>-</u>	<u>(242,755)</u>	<u>204,884</u>	<u>3,459,847</u>
2016 annual surplus (deficit) for funding requirements	\$ <u><u>43,217</u></u>	\$ <u><u>4,066,629</u></u>	\$ <u><u>21,125</u></u>	\$ <u><u>3,080,273</u></u>	\$ <u><u>10,531</u></u>	\$ <u><u>59,077</u></u>	\$ <u><u>2,118</u></u>	\$ <u><u>(235,564)</u></u>	\$ <u><u>232,766</u></u>	\$ <u><u>7,280,172</u></u>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2016****25. STATEMENT OF RESERVES**

	<b><u>General Operating Reserve</u></b>	<b><u>General Capital Reserve</u></b>	<b><u>Water and Sewer Operating Reserve</u></b>	<b><u>Water and Sewer Capital Reserve</u></b>	<b><u>Land for Public Purpose</u></b>	<b><u>2016 Total</u></b>	<b><u>2015 Total</u></b>
<b>ASSETS</b>							
Cash and short term investments	\$ 792,332	\$ 5,245,992	\$ -	\$ 668,589	\$ -	\$ 6,706,913	\$ 7,281,210
Accounts receivable from other funds	<u>5,857</u>	<u>(94,673)</u>	<u>100,217</u>	<u>309,992</u>	<u>93,497</u>	<u>414,890</u>	<u>4,431</u>
	<u>\$ 798,189</u>	<u>\$ 5,151,319</u>	<u>\$ 100,217</u>	<u>\$ 978,581</u>	<u>\$ 93,497</u>	<u>\$ 7,121,803</u>	<u>\$ 7,285,641</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 798,189</u>	<u>\$ 5,151,319</u>	<u>\$ 100,217</u>	<u>\$ 978,581</u>	<u>\$ 93,497</u>	<u>\$ 7,121,803</u>	<u>\$ 7,285,641</u>
<b>REVENUE</b>							
Other government transfers	\$ -	\$ 840,952	\$ -	\$ -	\$ -	\$ 840,952	\$ 800,908
Transfers from Operating Funds	-	-	-	145,931	4,688	150,619	1,483,652
Interest	<u>5,329</u>	<u>39,794</u>	<u>2,118</u>	<u>7,191</u>	<u>514</u>	<u>54,946</u>	<u>48,835</u>
	<u>5,329</u>	<u>880,746</u>	<u>2,118</u>	<u>153,122</u>	<u>5,202</u>	<u>1,046,517</u>	<u>2,333,395</u>
<b>EXPENDITURES</b>							
Transfers to General Operating Fund	-	-	-	-	-	-	1,500
Transfer to General Capital Fund	-	821,669	-	-	-	821,669	-
Transfers to Water and Sewer Capital Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>388,686</u>	<u>-</u>	<u>388,686</u>	<u>450,000</u>
	<u>-</u>	<u>821,669</u>	<u>-</u>	<u>388,686</u>	<u>-</u>	<u>1,210,355</u>	<u>451,500</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<u>\$ 5,329</u>	<u>\$ 59,077</u>	<u>\$ 2,118</u>	<u>\$ (235,564)</u>	<u>\$ 5,202</u>	<u>\$ (163,838)</u>	<u>\$ 1,881,895</u>

<b><u>Name of Investment</u></b>	<b><u>Principal Amount</u></b>	<b><u>Interest Rate</u></b>	<b><u>Date of Maturity</u></b>
Cashable GIC	\$ 3,818,048	0.15%	October 21, 2017
Cashable GIC	420,571	0.75%	December 21, 2017

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

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**25. STATEMENT OF RESERVES (cont'd)**

**Council Resolutions regarding transfers to and from reserves:**

Moved by Council. Brenan and seconded by Council. Shea the sum of \$400,000 be transferred from the General Capital Reserve Fund to the General Operating Fund to cover the costs of Capital projects.  
CARRIED.

Moved by Council. Brenan and seconded by Deputy Mayor Alexander Gas Tax Funding in the amount of \$840,952 for the year 2016, be transferred to the General Capital Reserve Fund (Gas Tax).  
CARRIED.

Moved by Council. Brenan and seconded by Council. Shea the sum of \$421,668.96 be transferred from the General Capital Reserve (Gas Tax) to the General Operating Fund to cover the cost of Capital projects.  
CARRIED

Moved by Council. Brenan and seconded by Council. Shea the sum of \$4,687.60 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.  
CARRIED.

Moved by Council. Brenan and seconded by Deputy Mayor Alexander \$131,375.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.  
CARRIED.

Moved by Council. Brenan and seconded by Council. Shea the sum of \$331,375 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover cost of Capital projects.  
CARRIED.

Moved by Council. Brenan and seconded by Deputy Mayor Alexander \$4,000 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve for Rothesay's contribution to the Sewage Outfall Reserve.  
CARRIED.

Moved by Council. Brenan and seconded by Council. Shea \$10,556.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.  
CARRIED.

Moved by Council. Brenan and seconded by Council. Shea \$57,310.86 be transferred from the Utility Sewage Outfall Reserve Fund to the Utility Operating Fund to cover repairs to the Sewage Outfall system.  
CARRIED.

I hereby certify that the above are true and exact copies of resolutions adopted at the regular meeting of Council on December 12, 2016.

\_\_\_\_\_  
Clerk,  
Rothesay

\_\_\_\_\_  
Date

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2016****26. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS**

	<u><b>KV Fire</b></u>	<u><b>Police</b></u>	<u><b>Library</b></u>	<u><b>2016 Total</b></u>	<u><b>2015 Total</b></u>
<b>ASSETS</b>	\$ <u>1,515,643</u>	\$ <u>1,576,222</u>	\$ <u>2,056,924</u>	\$ <u>5,148,789</u>	\$ <u>5,301,579</u>
<b>LIABILITIES</b>	\$ <u>844,505</u>	\$ <u>1,305,495</u>	\$ <u>10,080</u>	\$ <u>2,160,080</u>	\$ <u>2,337,426</u>
<b>ACCUMULATED SURPLUS</b>	\$ <u>671,138</u>	\$ <u>270,727</u>	\$ <u>2,046,844</u>	\$ <u>2,988,709</u>	\$ <u>2,964,153</u>
<b>REVENUE</b>	\$ 1,932,227	\$ 2,586,940	\$ 92,838	\$ 4,612,005	\$ 4,483,349
<b>EXPENDITURES</b>	<u>1,926,627</u>	<u>2,442,224</u>	<u>215,270</u>	<u>4,584,121</u>	<u>4,456,893</u>
	5,600	144,716	(122,432)	27,884	26,456
<b>CHANGE IN PERCENTAGE OWNERSHIP</b>	<u>(3,211)</u>	<u>(117)</u>	<u>-</u>	<u>(3,328)</u>	<u>-</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	\$ <u>2,389</u>	\$ <u>144,599</u>	\$ <u>(122,432)</u>	\$ <u>24,556</u>	\$ <u>26,456</u>

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Rothesay's proportionate share.

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2016****27. OPERATING BUDGET TO PSA BUDGET**

	<b>Operating Budget <u>General</u></b>	<b>Operating Budget <u>Water and Sewer</u></b>	<b>Amortization <u>TCA</u></b>	<b>Controlled <u>Entities</u></b>	<b><u>Transfers</u></b>	<b><u>Total</u></b>
<b>REVENUE</b>						
Property tax warrant	\$ 14,961,842	\$ -	\$ -	\$ -	\$ -	\$ 14,961,842
Unconditional transfers from other governments	118,987	-	-	-	-	118,987
Conditional transfers from Federal or Provincial governments	21,500	-	-	-	400,000	421,500
Services other governments	60,000	-	-	-	-	60,000
Other own source	101,553	-	-	-	-	101,553
Sale of services	345,700	-	-	-	-	345,700
Other transfers	850,000	-	-	-	(850,000)	-
Water and sewer user fees	-	3,010,000	-	-	(407,000)	2,603,000
Sundry income	5,000	40,000	-	188,679	-	233,679
Surplus (deficit) of second previous year	<u>285,418</u>	<u>(163,645)</u>	<u>-</u>	<u>-</u>	<u>(121,773)</u>	<u>-</u>
	<u>16,750,000</u>	<u>2,886,355</u>	<u>-</u>	<u>188,679</u>	<u>(978,773)</u>	<u>18,846,261</u>
<b>EXPENDITURES</b>						
General government services	2,032,455	-	40,000	-	(256,308)	1,816,147
Protective services	4,744,123	-	203,723	4,276,165	(4,534,990)	4,689,021
Transportation services	3,365,331	-	2,140,000	-	(523,518)	4,981,813
Environmental health services	638,000	-	-	-	-	638,000
Environmental development services	641,022	-	-	-	-	641,022
Recreation and cultural services	1,903,676	-	673,298	86,953	45,568	2,709,495
Fiscal services						
Long term debt repayments	830,000	451,393	-	-	(1,281,393)	-
Interest	256,393	319,070	-	-	(575,463)	-
Transfer from General Operating Fund to General Capital Fund	2,339,000	-	-	-	(2,339,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Capital Reserve Fund	-	90,000	-	-	(90,000)	-
Transfer from Water and Sewer Operating Fund to Water and Sewer Operating Capital Fund	-	475,000	-	-	(475,000)	-
Water and Sewer	<u>-</u>	<u>1,550,892</u>	<u>825,000</u>	<u>-</u>	<u>319,070</u>	<u>2,694,962</u>
	<u>16,750,000</u>	<u>2,886,355</u>	<u>3,882,021</u>	<u>4,363,118</u>	<u>(9,711,034)</u>	<u>18,170,460</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (3,882,021)</u>	<u>\$ (4,174,439)</u>	<u>\$ 8,732,261</u>	<u>\$ 675,801</u>



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## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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### 28. REVENUE AND EXPENDITURES SUPPORT

	2016 Budget	2016 Actual	2015 Actual
<b>REVENUE</b>			
Sale of services			
Community Centre	\$ 32,100	\$ 26,173	\$ 27,351
Rental revenue	19,600	8,514	8,574
Recreational programs	<u>294,000</u>	<u>293,371</u>	<u>284,111</u>
	<u>\$ 345,700</u>	<u>\$ 328,058</u>	<u>\$ 320,036</u>
Other own source			
Permits and fines	\$ 93,515	\$ 116,066	\$ 196,404
Developers contributions	-	829,848	-
Miscellaneous	<u>8,038</u>	<u>45,341</u>	<u>370,344</u>
	<u>\$ 101,553</u>	<u>\$ 991,255</u>	<u>\$ 566,748</u>
Conditional government transfers			
Canada Day grants	\$ 1,500	\$ 2,500	\$ 2,500
Government of Canada	-	633,383	-
Province of New Brunswick	-	1,307,973	976,980
Gas Tax revenue	400,000	400,000	100,000
Other government grants	<u>20,000</u>	<u>59,421</u>	<u>40,713</u>
	<u>\$ 421,500</u>	<u>\$ 2,403,277</u>	<u>\$ 1,120,193</u>
<b>EXPENDITURE</b>			
General government services			
Legislative			
Mayor	\$ 36,475	\$ 33,252	\$ 33,079
Councilors	104,059	102,690	103,459
Fundy Regional Service Commission	7,500	5,046	6,983
Other	<u>11,000</u>	<u>6,394</u>	<u>5,789</u>
	<u>159,034</u>	<u>147,382</u>	<u>149,310</u>
Administrative			
Administration	730,200	586,450	674,607
Office building	144,100	130,048	128,526
Solicitor	35,000	85,251	33,645
Supplies	97,900	34,036	30,085
Other	<u>67,337</u>	<u>210,067</u>	<u>117,984</u>
	<u>1,074,537</u>	<u>1,045,852</u>	<u>984,847</u>
Financial management			
Professional fees	<u>50,000</u>	<u>38,811</u>	<u>27,450</u>

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## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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### 28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2016</u> Budget	<u>2016</u> Actual	<u>2015</u> Actual
General government services (cont'd)			
Other			
Civic relations	4,000	5,858	3,109
Community communications	7,000	5,610	5,513
Insurance	157,000	162,197	145,993
Property tax - land for public purposes	10,000	7,681	7,537
Grants to organizations	67,000	51,440	37,312
Cost of assessment	239,884	239,884	237,957
Interest	7,692	7,037	2,756
Amortization	<u>40,000</u>	<u>42,754</u>	<u>54,825</u>
	<u>532,576</u>	<u>522,461</u>	<u>495,002</u>
	\$ <u>1,816,147</u>	\$ <u>1,754,506</u>	\$ <u>1,656,609</u>
Protective services			
Fire			
Administration	\$ 258,905	\$ 278,014	\$ 263,803
Firefighting force	1,401,216	1,363,882	1,340,616
Telecommunications	8,651	4,867	7,381
Insurance	13,886	13,673	13,219
Prevention and training	18,445	17,171	16,792
Facilities	91,486	81,429	85,461
Fleet	42,459	41,734	36,896
Operations	19,233	21,100	19,840
Water costs	11,559	11,559	11,240
Retirement allowance	19,592	19,592	19,551
Other	829	893	694
Amortization	<u>112,522</u>	<u>112,480</u>	<u>108,172</u>
	<u>1,998,783</u>	<u>1,966,394</u>	<u>1,923,665</u>
Crimestoppers	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
Police			
Crime Control	1,744,313	1,571,609	1,505,861
Vehicle Fleet	97,220	75,857	92,469
Property	84,322	76,850	97,385
Administration	315,669	346,381	292,918
Retirement allowance	32,294	25,947	29,518
Communications	136,000	134,754	129,067
Other	(20,163)	(20,163)	14,962
Loss on disposal of tangible capital assets	249	249	295
Amortization	<u>91,201</u>	<u>91,201</u>	<u>76,854</u>
	<u>2,481,105</u>	<u>2,302,685</u>	<u>2,239,329</u>

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

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**28. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<u><b>2016</b></u> <b>Budget</b>	<u><b>2016</b></u> <b>Actual</b>	<u><b>2015</b></u> <b>Actual</b>
Protective services (cont'd)			
Other			
Emergency measures	158,758	141,202	131,405
Animal control	9,500	8,834	6,662
Interest	23,075	23,178	26,306
Other	<u>15,000</u>	<u>8,606</u>	<u>29,396</u>
	<u>206,333</u>	<u>181,820</u>	<u>193,769</u>
	<u>\$ 4,689,021</u>	<u>\$ 4,453,699</u>	<u>\$ 4,359,563</u>
Transportation services			
Common			
Wages and benefits	\$ 1,189,982	\$ 1,181,797	\$ 1,095,793
Workshop, yard and equipment maintenance	572,500	551,096	536,924
Engineering	<u>5,000</u>	<u>59,628</u>	<u>5,215</u>
	<u>1,767,482</u>	<u>1,792,521</u>	<u>1,637,932</u>
Roads and Streets			
Roadway surfaces	83,000	78,785	142,872
Crosswalks and sidewalks	14,349	20,661	15,052
Culverts and drainage ditches	10,000	10,004	28,191
Storm sewers	50,000	49,230	20,816
Street cleaning	35,000	34,838	41,634
Snow and ice removal	512,000	420,350	505,313
Street lighting	146,000	136,545	138,585
Street signs	10,000	4,612	13,233
Traffic lane marking	26,000	21,875	20,038
Traffic signals and signs	25,000	18,059	26,361
Railway crossing signals	18,000	20,918	18,317
Public transit - Comex Service	65,500	63,237	81,095
KV committee for the disabled	-	-	2,500
Interest	79,482	75,530	56,075
Loss on disposal of tangible capital assets	-	367,563	169,921
Amortization	<u>2,140,000</u>	<u>2,141,409</u>	<u>2,228,044</u>
	<u>3,214,331</u>	<u>3,463,616</u>	<u>3,508,047</u>
	<u>\$ 4,981,813</u>	<u>\$ 5,256,137</u>	<u>\$ 5,145,979</u>

# ROTHESAY

2017April10OpenSessionFINAL\_206

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2016

DRAFT

### 28. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2016</u> Budget	<u>2016</u> Actual	<u>2015</u> Actual
Environmental health services			
Solid waste disposal	\$ 210,000	\$ 186,817	\$ 205,642
Solid waste compost	28,000	25,240	27,447
Solid waste collection	260,000	260,635	258,055
Curbside recycling	90,000	92,134	113,907
Clean up campaign	<u>50,000</u>	<u>47,560</u>	<u>54,474</u>
	<u>\$ 638,000</u>	<u>\$ 612,386</u>	<u>\$ 659,525</u>
Environmental development services			
Environmental planning and zoning	\$ 551,400	\$ 458,366	\$ 403,531
Greater Saint John Economic Development Agency, Inc.	86,422	86,422	86,423
Tourism	<u>3,200</u>	<u>3,103</u>	<u>3,103</u>
	<u>\$ 641,022</u>	<u>\$ 547,891</u>	<u>\$ 493,057</u>
Recreation and cultural services			
Administration	\$ 242,315	\$ 269,403	\$ 245,872
Beaches	57,784	49,413	51,040
Rothesay Arena	261,381	271,221	281,984
Memorial Centre	63,000	61,874	57,623
Summer programs	164,049	149,394	189,857
Rothesay Common	36,600	57,405	9,940
Parks and gardens	546,400	565,010	489,162
Regional Facilities Commission	390,071	390,133	350,472
Kennebecasis Public Library Inc	86,953	97,835	74,035
Special events	36,500	36,169	35,053
Big Rothesay read	1,000	-	1,868
Living museum	4,000	1,978	996
Apartment buildings	-	-	120
Loss on disposal of capital assets	-	111,184	-
Interest	146,144	138,559	118,236
Amortization	<u>673,298</u>	<u>672,854</u>	<u>519,373</u>
	<u>\$ 2,709,495</u>	<u>\$ 2,872,432</u>	<u>\$ 2,425,631</u>
Water and sewer services			
Water System			
Administration	\$ 285,000	\$ 278,275	\$ 257,635
Purification maintenance and treatment	304,000	272,266	359,128
Source of supply - purchase of water	1,000	621	388
Transmission and distribution	97,000	201,789	199,948
Power and pumping	47,000	40,264	46,010
Billing and collecting	<u>3,000</u>	<u>1,170</u>	<u>4,303</u>
	<u>737,000</u>	<u>794,385</u>	<u>867,412</u>

**ROTHESAY**

2017April10OpenSessionFINAL\_207

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS****DECEMBER 31, 2016****DRAFT****28. REVENUE AND EXPENDITURE SUPPORT (cont'd)**

	<b><u>2016</u></b> <b>Budget</b>	<b><u>2016</u></b> <b>Actual</b>	<b><u>2015</u></b> <b>Actual</b>
Sewer System			
Administration	630,892	637,954	580,671
Sewer collection system	86,000	64,375	176,867
Sewer lift stations	29,000	16,874	26,184
Treatment and disposal	68,000	60,533	52,120
Loss on disposal of tangible capital asset	<u>-</u>	<u>79,138</u>	<u>15,127</u>
	<u>813,892</u>	<u>858,874</u>	<u>850,969</u>
Interest	319,070	266,371	263,652
Amortization	<u>825,000</u>	<u>824,650</u>	<u>740,644</u>
	<u>1,144,070</u>	<u>1,091,021</u>	<u>1,004,296</u>
	<u>\$ 2,694,962</u>	<u>\$ 2,744,280</u>	<u>\$ 2,722,677</u>



# ROTHESAY

## MEMORANDUM



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TO	John Jarvie, Town Manager
FROM	Charles Jensen, Director of Parks and Recreation
DATE	March 30, 2017
RE	Contract No: 2017-01-Parks Turf

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### BACKGROUND

The 2017 operating budget included funding for maintenance of green spaces in the town of Rothesay. Contract will include fertilization, liming, weed control, aeration, top dressing and soil testing. The tender call was for a four year program.

### TENDER RESULTS

Tenders closed on Tuesday March 28th, 2017 with the following results:

1. Greenpoint North Lawn Care Inc.(Weedman)	\$250 700.12
2. Urban Landscaping Ltd	\$273 060.96
3. Ernie's Landscaping	\$287 293.00
(all bids inclusive of HST)	

### ANALYSIS

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

Low Tender- Greenpoint North Lawn Care Inc.( Weedman)- \$250 700.12(4 years)

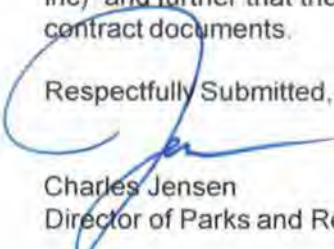
### FINANCIAL IMPLICATIONS

The low tender reflects an annual increase of approximately \$3875(6.5%) which includes the new facilities at the Wells Recreation Park. The 2017 Parks and Recreation Budget included an amount of \$65 000 for green space maintenance. The 2018, 2019 and 2020 operating budgets will also include this cost.

### RECOMMENDATION

It is recommended that Contract 2017-01-Parks Turf be awarded to the low tenderer Greenpoint North Lawn Care Inc. (Weedman) at the tendered price of \$250 700.12 (HST inc) and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

Respectfully Submitted,



Charles Jensen  
Director of Parks and Recreation




70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**April 10, 2017**

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

**SUBMITTED BY:**

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

**DATE:** April 5, 2017

**SUBJECT:** Contract T-2017-003D: Trackless Sidewalk Plow

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#### **RECOMMENDATION**

It is recommended that Equipment Supply Tender T-2017-003D: Trackless Sidewalk Plow, be awarded to Saunders Equipment Ltd., at the tendered price of \$190,868.67 including HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

#### **ORIGIN**

The 2017 General Fund Capital Budget included funds to purchase a Trackless Sidewalk Plow to serve the Rothesay Public Works Department.

#### **BACKGROUND**

The 2017 General Fund Capital Budget included funding for the purchase of a Trackless Sidewalk Plow to replace a resource that is currently 29 years old. A tender call for the supply of this sidewalk plow was not issued publicly by Rothesay. The City of Fredericton issued a public tender for a Trackless Sidewalk Plow and the low bidder was Saunders Equipment Ltd. Saunders offered the City of Fredericton upwardly graduated discounts for each additional unit purchased under the tender. In the spirit of cooperation the City of Fredericton reached out to municipalities across New Brunswick who were interested in purchasing similar units and, with the agreement of Saunders Equipment, offered the

multi-unit discount to any municipality wishing to partner. The benefit to Rothesay is a savings of approximately \$4,000 compared to the last model purchased by the Town in 2013. There is every reason to believe that the savings in 2017 dollars would be even higher.

All sidewalk plows owned by the Town are Trackless brand and Saunders Equipment is the only registered Trackless dealer in the Maritime Provinces. The Town's mechanic is familiar with the maintenance and repair of this type of equipment and the Town's entire parts inventory is for this type of equipment. For these reasons it is being recommended that the Town purchase Trackless brand machinery for plowing sidewalks. It is staff's understanding that an exemption notification to the province to outline why the Town would "sole source" Trackless brand equipment from Saunders is not necessary as the City of Fredericton did issue a public tender call and are simply extending the benefits to all New Brunswick municipalities.

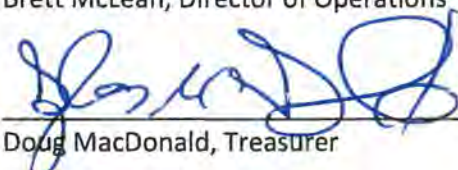
### FINANCIAL IMPLICATIONS

The tender issued by Fredericton included pricing for all available attachments for a Trackless MT7 Sidewalk Plow. Rothesay staff has used the base amount and pricing chart from the Fredericton tender to configure the unit that would best suit the needs of Rothesay. The total amount of the unit will be \$190,868.67 including HST.

The analysis concludes that a total amount of \$190,000 was provided in the General Fund Capital Budget for the purchase a Trackless Sidewalk Plow. The delivered cost of the unit will be \$173,086.35, factoring in the Town's eligible HST rebate.

Equipment	Tender price	Hst rebate	Cost to Town	Budget	Difference
Trackless MT7	190,868.67	17,782.32	173,086.35	190,000	16,913.65

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**  
**April 10, 2017**

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

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

**DATE:** April 5, 2017

**SUBJECT:** Engineering Design and Construction Management Services  
Hampton Road Watermain

---

### **RECOMMENDATION**

It is recommended that the proposal submitted by Dillon Consulting Inc. in the amount of \$68,931.00 for the Hampton Road Watermain Renewal project be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

### **ORIGIN**

The 2017 Utility Fund Capital Budget includes funding for the design and construction of a watermain renewal project on Hampton Road between Highland Avenue and Church Avenue.

### **BACKGROUND**

The existing cast iron watermain on Hampton Road was installed in the mid 1960's. The watermain operates well under current conditions, however modelling has shown that the increase in flow necessary to service the 7 Hillcrest Development has the potential to cause pipe failure.

The cast iron main would be replaced at some point in the future; however the development of the property at 7 Hillcrest has shortened the timeline for replacement. The Developer has recognized their role and responsibility with respect to the timeline and subsequently agreed to cost share the project with the Utility.

In anticipation of the development, the 2017 Utility Capital Program includes a project to renew the existing watermain on Hampton Road between Highland Avenue and Church Avenue. The Town will be responsible for the design, tender and construction of the project which consists generally of the installation of 750m of watermain piping. A.E. McKay has agreed, as part of the 7 Hillcrest Development Agreement, to reimburse the Town for the total cost of 225 m of watermain installation.

The Developer has retained Dillon Consulting to complete preliminary design of the watermain in order to identify the value of the Development Agreement obligation. Staff recommends that the Town engage Dillon as well.

### FINANCIAL IMPLICATIONS

The 2017 Utility Fund Capital Budget included an amount of \$200,000 for the design and construction of the watermain (Town portion) renewal project on Hampton Road.

Consultant	Fees (inc HST)	HST rebate	Subtotal	A.E. McKay share	Town share	Budget
Prelim and detailed design (2015)	68,931	6,421.97	62,509.03	18,752.71	43,756.32	200,000

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**  
**April 10, 2017**

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

**SUBMITTED BY:**

  
John Jarvie, Town Manager

**DATE:** April 6, 2017

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

---

### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council amend the scope of the Debly Enterprises Ltd. Contract S-2014-016A: Wastewater Collection Systems Upgrade – Rothesay Road Forcemain to include installing a sewer forcemain across Taylor Brook at a quoted price of \$189,700 plus HST.

### **ORIGIN**

At their meeting of July 11, 2016 Council Awarded Contract S-2014-013A: Wastewater Collection Systems Upgrade – Rothesay Road Forcemain, in the amount of \$1,649,596.23 (including HST), to Debly Enterprises Ltd.

### **BACKGROUND**

The sewer upgrade project on Rothesay Road consisted generally of the installation of a new forcemain piping from East Riverside Kingshurst Park to Rothesay Corner. The project required

crossing Taylor Brook. There were a number of options to cross the watercourse which included:

- 1) directional drilling under the brook;
- 2) constructing a stand-alone bridge structure to carry the piping;
- 3) hanging the piping under the existing Taylor Brook vehicular bridge; and
- 4) hanging the piping under the existing Taylor Brook pedestrian bridge.

The option to hang the new piping under the existing Taylor Brook pedestrian bridge was determined to be the least expensive option for the Utility.

### **DISCUSSION**

The pedestrian bridge is the property of the New Brunswick Department of Transportation and Infrastructure and as such, any work done on or around the bridge requires a Highway Usage Permit (HUP) agreement to be executed between the Town and the department. HUP agreements typically take in excess of six (6) months to negotiate. The Town could not defer the start of construction on the overall project until such time as the agreement was in place; therefore the original contract with Debly Enterprises excluded the work necessary to cross Taylor Brook.

The Department of Transportation and Infrastructure has now approved the project as submitted and issued a HUP agreement to allow the work to proceed. In anticipation of a successful outcome of the HUP submission staff requested pricing from the contractor to add the brook crossing work to their overall project scope.

### **FINANCIAL IMPLICATIONS**


The contractor submitted pricing on November 28, 2016. Dillon Consulting reviewed the submission on behalf of the Town, negotiated with Debly and subsequently agreed upon a price of \$189,700 plus HST. Dillon has assured the Town that the quoted price is a fair value for the work and have recommended acceptance of the quotation.

The other option available to the Town would be to issue a public tender for this relatively small amount of work. A separate contract agreement for this portion of work would require the creation of tender drawings and specifications by the consultant, separate bonds, insurance, mobilization/demobilization for the successful contractor and almost certainly a higher price for the rate payers of the Utility. Staff does not recommend this option.

The overall project estimate included the cost to cross Taylor Brook. To date all the major contracts have been awarded, there are no significant cost overruns and it is expected that work will be completed at or under the \$7,500,000 budget envelope.

	Total incl. HST	Total after HST rebate	Total Budget for 3 parts of Phase I
Consulting Fees	721,978.23	666,302.84	721,978.23
Construction Costs	6,193,573.98	5,616,548.30	6,080,191.23
Pump Supply Costs	457,662.13	415,023.94	500,000.00
Taylor Brook	218,155.00	197,830.54	197,830.54
Total	7,591,369.34	6,895,705.62	7,500,000.00

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer






70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**April 10, 2017**

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

**SUBMITTED BY:**

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

**DATE:** April 6, 2017

**SUBJECT:** Contract T-2017-003A: Tandem Dump Truck

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### **RECOMMENDATION**

It is recommended that:

- 1) Equipment Supply Tender T-2017-003A: Tandem Dump Truck, be awarded to the low tenderer, Universal Truck and Trailer, at the tendered price of \$160,185 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard; and
- 2) The supply of Tenco plow rigging be awarded to Parts for Trucks Inc., in the amount of \$98,002.80 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

### **ORIGIN**

The 2017 General Fund Capital Budget included funds to purchase and rig (as required for winter maintenance) a Tandem Dump Truck to serve the Rothesay Public Works Department.

## **BACKGROUND**

The 2017 General Fund Capital Budget included funding for the purchase of a Tandem Dump Truck to replace a resource that is currently 22 years old. A tender call for the supply of this truck was issued through the New Brunswick Opportunities Network on March 29, 2017.

All plow trucks owned by the Town are equipped with Tenco plows and rigging. The Town's mechanic is familiar with the installation and repair of this type of equipment and the Town's entire parts inventory is for this type of equipment. For these reasons it is being recommended that the Town purchase Tenco equipment for the new plow truck. Parts for Trucks Inc. is the local distributor for Tenco equipment and have submitted a written quotation for supply of the necessary parts. The Town's Treasurer will be asked to submit an exemption notification to the province to outline why the Town would "sole source" these items from Parts for Trucks Inc. instead of issuing a public tender call.

## **TENDER RESULTS**

Tenders for the Tandem Dump Truck closed on April 5, 2017 with the following results:

1. Universal Truck and Trailer, Quispamsis, NB                      \$160,185.00

## **ANALYSIS**

The tenders were reviewed by staff and found to be formal in all respects. Staff is of the opinion that the low tenderer has met all of the requirements outlined in the tender call and recommend acceptance of their tender.

## **FINANCIAL IMPLICATIONS**

The tender includes the supply of equipment that will be charged against the 2017 General Fund Capital Budget. Assuming award of the contract to the low tenderer, a budget analysis has been completed.


The analysis concludes that a total amount of \$250,000 was provided in the General Fund Capital Budget for the purchase a tandem plow truck and associated plow equipment. The delivered cost of the 2017 Freightliner plow truck including an optional extended warranty package will be \$269,253.73, factoring in the Town's eligible HST rebate.



Equipment	Tender price	Net Hst	Cost to Town	Budget	Difference
Tandem Dump Truck	160,185	6,865.53	167,050.53		
Plow rigging	98,002.80	4,200.40	102,203.20		
Total	258,187.80	11,065.93	269,253.73	250,000	19,253.73

Notwithstanding the reported overage above, it is anticipated that with additional equipment remaining to be purchased the overall 2017 General Fund Capital Budget envelope of \$940,000 will be respected.

  
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**  
**April 10, 2017**

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

**SUBMITTED BY:**

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

**DATE:** April 6, 2017

**SUBJECT:** Contract T-2017-003B: Single Axle Dump Truck

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**RECOMMENDATION**

It is recommended that:

- 1) Equipment Supply Tender T-2017-003B: Single Axle Dump Truck, be awarded to the low tenderer, Universal Truck and Trailer, at the tendered price of \$150,280 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard; and
- 2) The supply of Tenco plow rigging be awarded to Parts for Trucks Inc., in the amount of \$98,002.80 plus HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

**ORIGIN**

The 2017 General Fund Capital Budget included funds to purchase and rig (as required for winter maintenance) a Single Axle Dump Truck to serve the Rothesay Public Works Department.

## **BACKGROUND**

The 2017 General Fund Capital Budget included funding for the purchase of a Single Axle Dump Truck to replace a resource that is currently 15 years old. A tender call for the supply of this truck was issued through the New Brunswick Opportunities Network on March 29, 2017.

All plow trucks owned by the Town are equipped with Tenco plows and rigging. The Town's mechanic is familiar with the installation and repair of this type of equipment and the Town's entire parts inventory is for this type of equipment. For these reasons it is being recommended that the Town purchase Tenco equipment for the new plow truck. Parts for Trucks Inc. is the local distributor for Tenco equipment and have submitted a written quotation for supply of the necessary parts. The Town's Treasurer will be asked to submit an exemption notification to the province to outline why the Town would "sole source" these items from Parts for Trucks Inc. instead of issuing a public tender call.

## **TENDER RESULTS**

Tenders for the Single Axle Dump Truck closed on April 5, 2017 with the following results:

1. Universal Truck and Trailer, Quispamsis, NB                      \$150,280.00

## **ANALYSIS**

The tenders were reviewed by staff and found to be formal in all respects. Staff is of the opinion that the low tenderer has met all of the requirements outlined in the tender call and recommend acceptance of their tender.

## **FINANCIAL IMPLICATIONS**

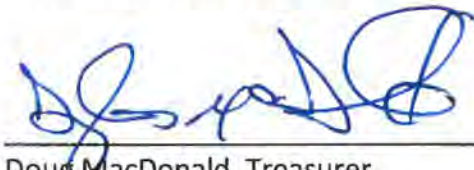
The tender includes the supply of equipment that will be charged against the 2017 General Fund Capital Budget. Assuming award of the contract to the low tenderer, a budget analysis has been completed.

The analysis concludes that a total amount of \$225,000 was provided in the General Fund Capital Budget for the purchase a single axle plow truck and associated plow equipment. The delivered cost of the 2017 Freightliner plow truck including an optional extended warranty package will be \$258,924.20, factoring in the Town's eligible HST rebate.

Equipment	Tender price	Net Hst	Cost to Town	Budget	Difference
Single Axle Dump Truck	150,280.00	6,441.00	156,721.00		
Plow rigging	98,002.80	4,200.40	102,203.20		
Total	248,282.80	10,641.40	258,924.20	225,000	33,924.20

Notwithstanding the reported overage above, it is anticipated that with additional equipment remaining to be purchased the overall 2017 General Fund Capital Budget envelope of \$940,000 will be respected.

  
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).*