



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, August 14, 2017**  
**7:00 p.m.**



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**1. APPROVAL OF AGENDA**

**2. APPROVAL OF MINUTES**

Public Meeting	10 July 2017
Regular Meeting	10 July 2017

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

N/A

**5. CORRESPONDENCE FOR ACTION**

5.1 24 July 2017 Letter from the Renforth Boat Club RE: Renforth Cove

**Accept the invitation/schedule meeting**

5.2 10 August 2017 Letter from Lilli Lin on behalf of KV3C RE: Invitation to Kidsfest August 20, 2017

**Council RSVP**

5.3 10 August 2017 Letter from the Kennebecasis Regional Deer Committee RE: 2017 Deer Management Plan (*See item 7.9 for additional information*)

**Determine option and advise Minister Doucet**

**6. CORRESPONDENCE - FOR INFORMATION**

6.1 13 July 2017 Letter from Ben McMullin RE: Thank You

6.2 21 July 2017 Letter from Rothesay Park School students RE: Thank You

6.3 25 July 2017 Letter from Hon. Stephen Horsman RE: Proclamation request for New Brunswick Wellness Week October 1-7, 2017

6.4 29 July 2017 Email to/from Wayne Arrowsmith RE: Cycling

6.5 31 July 2017 Letter from KV Old Boys RE: Request for sponsorship of the 8<sup>th</sup> annual Country & Western Show with attachments (*Mayor approved \$150*)

**7. REPORTS**

**7.0 August 2017**

**Report from Closed Session**

7.1 30 May 2017 Fundy Regional Service Commission Annual General Meeting Minutes

7.2 17 May 2017 Kennebecasis Public Library (KPL) Board Meeting Minutes

30 April 2017 KPL Comparative Income Statement

May 2017 KPL Building Maintenance Report

**ROTHESAY**

## Regular Council Meeting

## Agenda

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14 August 2017

- |      |                |  |
|------|----------------|--|
|      | May 2017       | KPL Librarian's Report   |
| 7.3  | 28 June 2017   | Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes |
|      | 30 June 2017   | KRJBPC unaudited Statement of Financial Position                                   |
|      | 23 July 2017   | KRJBPC Call Report   |
| 7.4  | 14 June 2017   | Kennebecasis Valley Fire Department (KVFD) Inc. Board Meeting Minutes              |
|      | 30 April 2017  | KVFD Statement of Operations   |
|      | 14 June 2017   | KVFD Chief's Report  |
|      | 31 May 2017    | KVFD Response Report   |
| 7.5  | 30 June 2017   | Draft unaudited Rothesay General Fund Financial Statements                         |
|      | 30 June 2017   | Draft unaudited Rothesay Utility Fund Financial Statements                         |
|      | 20 July 2017   | Draft Finance Committee Minutes  |
|      | 31 July 2017   | Donation Summary   |
| 7.6  | 17 July 2017   | Draft Emergency Measures Committee Meeting Minutes                                 |
| 7.7  | 19 July 2017   | Draft Public Works and Infrastructure Committee Meeting Minutes                    |
|      |                | ➤ Chapel Hill Estates Median   |
|      |                | ➤ 2018 Designated Highway Funding Application                                      |
| 7.8  | 19 July 2017   | Draft Heritage Preservation Review Board Meeting Minutes                           |
| 7.9  | 21 July 2017   | KV Deer Management Program Update  |
| 7.10 | 8 August 2017  | Draft Planning Advisory Committee Meeting Minutes                                  |
| 7.11 | July 2017      | Monthly Building Permit Report   |
| 7.12 | 10 August 2017 | Capital Projects Summary   |

**8. UNFINISHED BUSINESS**

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

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**8.3 Traffic By-law 1-14**

- |               |   |
|---------------|---|
| 8 August 2017 | Memorandum prepared by Town Clerk Banks   |
| 28 July 2017  | Public Notice on town of Rothesay website |
| DRAFT         | By-law 1-14 ( <i>Revised</i> )            |

**8.4 104 Hampton Road – Request for Relief of Fees**

- |                |   |
|----------------|---|
| 10 August 2017 | Memorandum from Town Manager Jarvie                   |
| 5 July 2017    | Letter from Brett Taylor RE: Deferral of Fees Request |

## **ROTHESAY**

Regular Council Meeting

Agenda

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14 August 2017

### **8.5 Consultant Selection – Rothesay Arena Assessment**

11 August 2017

Memorandum from Town Manager Jarvie

28 June 2017

WSP Proposal for Consultant Services for the Assessment of the Rothesay Arena - 2017

## **9. NEW BUSINESS**

### **9.1 Chatwin Street Condition Assessment**

10 August 2017

Report prepared by DO McLean

### **9.2 Condition of Subdivision Approval Regarding Access - Villa Madonna Road (PID 233171)**

11 August 2017

Memorandum from Town Manager Jarvie

13 July 2017

Letter from the Sisters of Charity of the Immaculate Conception RE:  
Villa Madonna Road Subdivision

## **10. NEXT MEETING**

**Regular meeting**

**Monday, September 11, 2017**

## **11. ADJOURNMENT**



# RENFORTH BOAT CLUB Inc

Her Worship Mayor Dr. Nancy Grant  
Town of Rothesay

July 24, 2017



Dear Madam Mayor Grant and the members of Rothesay Town Council,

The Kennebecasis River has played an important role in the development of the Province of New Brunswick in general, and the communities of Kings County in particular. Its early history is rooted in our Province's transportation, farming, lumbering, and fishing industries, and its waters have served as the training ground for many athletes competing on the national and world stage in the sports of boating, sailing, swimming, kayaking, paddle boarding, and water skiing, just to mention a few.

Communities all along the shores of the Kennebecasis River feel a connection to the River and the many benefits it brings. The Town of Rothesay, like many of its municipal neighbours, has embraced this association with the River and developed areas along its shores for citizens to enjoy. The Renforth Rotary Park and the area around Renforth Cove is a case in point.

Sailing from the Kennebecasis River to the Cove, a lighthouse welcomes visitors to its shores. Visitors next see a first-rate wharf and boat launch, a park with an outdoor entertainment area, a promenade, a rowing club and a recreational centre. This did not happen by chance but is the result of years of planning. The Renforth Cove has been a part of the recreational boating community for a long time. Early pictures of the Cove from the turn of the twentieth century show a clubhouse festooned with flags and banners on a regatta day. Crowds lining the shores and filling boats speak to a much-celebrated occasion and a well-used facility. Although the old buildings are gone, the enthusiasm for boating continues in the form of the present day Renforth Boat Club.

Founded in 1971 by local citizens, the Renforth Boat Club was formed to promote safe boating and associated sports, advance proficiencies in yachting, foster care for the environment, in addition to providing launch and storage facilities. The Renforth Boat Club has grown and changed this last half century along with surrounding communities. It has partnered with and supported the Renforth Wharf Days, St Joseph's Hospital in the popular Dragon Boat Race, The Sea Dogs Foundation Open Swim as well as assisting first time boaters navigating the waters around the Renforth Wharf. Boating courses are offered through the Canadian Power and Sail Association and recently the Safe Boating Council has become a partner. Through all the changes, the Renforth Boat Club has always been a good steward of the land and the water. It is a good citizen of the Renforth Cove area.

The Renforth Boat Club asks to be included in planning for the Renforth Cove. Shared ideas on the mutual development of common areas of interest will result in an enhanced venue for all water enthusiasts. The Club Executive invites the mayor and council to a small reception at the Club House, 149 James Renforth Drive, at a mutually convenient time. The purpose will be to view the facilities and discuss general plans of common interest.

Daryl Caines  
Commodore, Renforth Boat Club  
cainedaa@nbnet.nb.ca  
506-433-1496  
506-432-1215 cell



Latitude 45° 21' 29"  
Longitude -66° 00' 53"

149 James Renforth Dr.  
P.O. Box 4645  
Rothesay, NB E2E 5X4

info@renforthboatclub.com  
www.renforthboatclub.com



2017August14OpenSessionFINAL\_022

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: KV3C: Invitation to drop in at Kidsfest 2017, Rothesay Common, Sunday, August 20, 1-4 p.m.  
**Date:** August-10-17 10:50:17 AM

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**From:** Lin, Lilli (HorizonNB) [mailto:Lilli.Lin@HorizonNB.ca]  
**Sent:** August-10-17 9:54 AM  
**To:** Nancy Grant; Rothesay Info  
**Cc:** KV3C (info@KV3C.ca); [REDACTED]  
**Subject:** KV3C: Invitation to drop in at Kidsfest 2017, Rothesay Common, Sunday, August 20, 1-4 p.m.

Hi, Dr. Grant!

As the Town of Rothesay has been one of KV3C's longest supporters, we'd like to invite yourself or someone from Council to drop by our annual Kidsfest, which is taking place on the Rothesay Common, Sunday, August 20, 1-4 p.m.

If there's a particular person who can drop by, we would even love to have you (or that person) share a story in our reading corner and introduce you on stage. If possible, we would promote this visit on our Facebook page, announced at our event, and/or even list it in our schedule if we know this could take place at a specific time.

This year is the 10th anniversary for Kidsfest. Every year, we organize this grass-roots event with a very small budget and many volunteers.

We hope that someone can attend!

Regards,  
Lilli Lin  
On behalf of KV3C

p.s. I've cc'ed KV3C's official email and our summer student, Liddy Greer, who is our main organizer for this event.

ABOUT KIDSFEST:

Kidsfest is our annual summer celebration of fun, specifically targeted to families with young children (ages 0-5) as well as their siblings, extended family, and friends. KV3C came up with the idea for Kidsfest in 2007 to address the need for activities that are suitable for very young children. At Kidsfest, we aim to provide games and activities that families can all participate in, focusing on things that families could do themselves at home or in their neighbourhoods – good “old-fashioned” fun and games (races, face-painting, beanbag toss, hula hoops, reading tents). We provide semi-structured and unstructured play-based activities that promote physical and creative participation. We also partner with local businesses and groups who also support or provide services to families with young children. Entertainment and other activities are provided

by local musicians and groups doing performances or demonstrations.

Kidsfest is a popular summer activity for young families in the region. We estimate approximately 250-300 people attend. Last year, the Town of Rothesay included Kidsfest in their list of events that take place on the Rothesay Common in their nomination and winning of “2016 People’s Choice – Public Space” for Great Places in Canada ([http://greatplacesincanada.ca/gpic\\_places/rothesay-common/](http://greatplacesincanada.ca/gpic_places/rothesay-common/)). We are fortunate to have the support of the Town of Rothesay for the use of the Rothesay Common for this event – which is ideal for bringing the community together, with its beautiful green space, playground, and amphitheatre.

Lilli Ju Lin, OTReg(NB)

Occupational Therapist / Ergothérapeute

**St. Joseph's Hospital / L'Hôpital St-Joseph**

**Horizon Health Network / Réseau de santé Horizon**

Tel / Tél : (506) 632-5607

Fax / Télécopieur : (506) 632-5624

[Lilli.Lin@horizonnb.ca](mailto:Lilli.Lin@horizonnb.ca)

[www.horizonnb.ca](http://www.horizonnb.ca)

To learn more about the important work occupational therapists do throughout Canada everyday, please [click here](#).

Pour en savoir le travail important accompli tous les jours par les ergothérapeutes à travers le Canada, veuillez [cliquer ici](#).

----- Horizon Health Network Disclaimer -----

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**HAMPTON**  
*It's our nature!*

c/o P.O.Box 1066  
Hampton, NB E5N 8H1  
Tel. 506-647-3956



August 10, 2017

Town of Rothesay  
Town of Hampton  
Town of Quispamsis

Your Worship & Members of Council:

**RE: KENNEBECASIS VALLEY PROPOSED DEER MANAGEMENT PLAN 2017**

This is further to the July 21, 2017 presentation by Wildlife Biologist, Mr. Joe Kennedy, of the Department of Energy and Resource Development (ERD), updating the three (3) Councils and the public on the KV Deer Management Plan, (copy of presentation attached).

Discussion following the information session, indicated a need for each of the three Councils to discuss the current deer situation, and decide on which of the following Deer Management Program options, if any, they would like to pursue for this coming fall in their respective communities:

1. The same Deer Management Program that has been implemented since 2014 that allows landowners within the Kennebecasis Valley area to receive special permits authorizing hunters, chosen by the landowner, to each harvest ONE antlerless deer on their property. The number of available permits for each land parcel will continue to be determined by ERD.
2. Implement a similar Nuisance Deer Management Assistance Program as above, but increase the number of deer permitted to be harvested by each hunter from one to TWO antlerless deer.

As processing times for applications can take up to three weeks, it is important that each of the three Councils formally advise Minister Rick Doucet of Energy and Resource Development, through Joe Kennedy, Biologist, ERD, P. O. Box 6000, Fredericton, NB, E2B 5H1, of their above referenced preferred option by September 1, 2017.

If you have any further inquiries on this matter, please do not hesitate to contact me.

Yours truly,

*for*

Councillor Bob Doucet,  
Chairman, Kennebecasis Regional Deer Committee

Enclosure

RECEIVED

JUL 13 2017

Mayor Nancy Grant and Town Council of Rothesay,

Thank you very much for selecting me as the recipient of the Town of Rothesay Scholarship. I am 22 years old and graduated from Dalhousie University with a Bachelor of Science in Biology in June of 2016. This past year I have worked at a local daycare, as a one on one aid to a boy with autism. This was a tremendous experience from which I learned so much. In April, I received my acceptance letter to Dalhousie Medical School here in Saint John. I am excited to begin a new chapter in my life.

I am very grateful for the financial support which you have given me as I begin my journey in becoming a physician. Being a full time student is stressful enough, let alone attempting to pay for that education as well. Your financial support allows me to focus more on my studies and it lessens the debt load that inevitably comes with education.

There is a shortage of physicians in the province, and I am very excited and honoured to be working towards helping our province in that regard. After graduating from medical school, I would love to set up practice in New Brunswick. We have a fantastic province with extraordinary people, and I look forward to graduating, and joining the working force of our wonderful province.

Rothesay has been my home for many years, and it means a great deal to me that my home town would support my education. Once again, I would like to say a heartfelt thank you to all of the members of the Rothesay Town Council, and to Mayor Nancy Grant. Your support is appreciated more than you can imagine.

Ben McMullin

A handwritten signature in dark ink, appearing to read 'Ben McMullin', written in a cursive style.



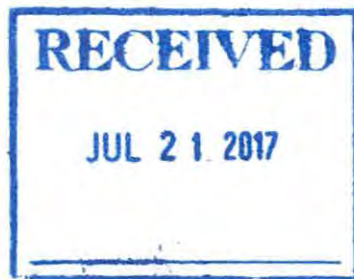
Dear, Town of Rothesay.

Thank you for supporting the Light the Night Fundraiser at Rothesay Park School. It was wonderful to see so much community support and participation at the Commons that night. We are proud to announce that, with your help, we raised \$4000 for the Leukemia and Lymphoma Society and over \$3700 for the Jonathan Young Memorial theatre.

Thank you for letting us use the Commons for this special night.

Thanks again,

The RPS Student leaders.







July 25, 2017



Le 25 juillet 2017

**Re: Declare Wellness Week in your Community**

**Objet : Déclaration de la Semaine du mieux-être dans votre communauté**

Dear Mr. Mayor / Dear Madam Mayor:

Monsieur le Maire / Madame la Mairesse,

October 1<sup>st</sup> to 7<sup>th</sup> is the 7<sup>th</sup> annual *Wellness Week* in New Brunswick.

La semaine du 1<sup>er</sup> au 7 octobre 2017 est la 7<sup>e</sup> édition de la *Semaine du mieux-être* au Nouveau-Brunswick.

Each year, *Wellness Week* puts a spotlight on wellness and invites more New Brunswickers to get involved. Communities, organizations, schools and workplaces across the province host activities and events throughout the week to celebrate and promote wellness.

Chaque année, la *Semaine du mieux-être* est l'occasion de mettre le mieux-être à l'honneur et d'encourager la population du Nouveau-Brunswick à s'impliquer. Des groupes, organismes, communautés, milieux de travail et écoles de l'ensemble de la province célèbrent le mieux-être et en font la promotion en organisant des activités de toutes sortes.

To build on the existing momentum, and to show your commitment to wellness in New Brunswick, we are inviting you to officially proclaim October 1-7, 2017, *Wellness Week* in your community.

Afin de poursuivre cet élan et montrer votre engagement envers le mieux-être au Nouveau-Brunswick, nous vous invitons à déclarer officiellement la semaine du 1<sup>er</sup> au 7 octobre prochain la *Semaine du mieux-être* dans votre communauté.

By declaring your participation in *Wellness Week*, you are demonstrating your commitment to creating an environment in your community that supports wellness for all. Wellness is about feeling good, living well, being healthy and having a better quality of life. It's also a state of being. Improving wellness is good for all of us because it means we are all healthier and more resilient. It also makes New Brunswick a great place to live and raise a family.

En déclarant votre participation à la *Semaine du mieux-être*, vous témoignez de votre engagement à faire de votre communauté un environnement favorable au mieux-être de tous. Le mieux-être, c'est de se sentir bien, vivre bien, être en santé et avoir une bonne qualité de vie. C'est aussi un état d'être. Améliorer le mieux-être profite à tous, puisque cela signifie que nous sommes tous plus en santé et plus résilients. Cela fait du Nouveau-Brunswick un endroit où il fait bon vivre et fonder une famille.

To support you in showing your community's commitment to wellness and to officially launch October 1-7, 2017, *Wellness Week* in your community, we have prepared a proclamation that you can fill in and sign.

Afin de vous aider à montrer l'engagement de votre communauté à l'égard du mieux-être et à déclarer officiellement la semaine du 1<sup>er</sup> au 7 octobre *Semaine du mieux-être* dans votre communauté, nous avons préparé une proclamation que vous pouvez remplir et signer.





July 25, 2017 / Le 25 juillet 2017

We encourage you to host an event or activity, big or small, to celebrate wellness in your community. Post any wellness events happening in your community to the *Wellness Week* Calendar at:

<http://calendar.wellnessnb.ca>

We would like to recognize the communities that get involved. We invite you to send us a fun photo of your team with your signed Proclamation or at a *Wellness Week* event. Photos can be emailed before October 11<sup>th</sup>, 4:30 pm to [mieux-etrenb.wellness@gnb.ca](mailto:mieux-etrenb.wellness@gnb.ca).

If you would like more information on *Wellness Week*, I invite you to contact your Regional Wellness Consultant Sylvie Poulin at (506) 643-2114 or by email at [Sylvie.Poulin@gnb.ca](mailto:Sylvie.Poulin@gnb.ca). For inspiration and resources to help plan a *Wellness Week* event, please have a look at the *Wellness Week Planning Kit* available at:

[www.wellnessnb.ca/resources/toolkit/](http://www.wellnessnb.ca/resources/toolkit/)

Thank you for helping us to build communities, schools and workplaces that support healthy choices and for being a champion of *The Wellness Movement* in New Brunswick!

Sincerely,

Le ministre des Familles et des Enfants,



Hon. / L'hon. Stephen Horsman  
Minister of Families and Children

c.c.: Sylvie Poulin

Nous vous encourageons à organiser un événement ou une activité pour célébrer le mieux-être. Affichez les activités organisées dans votre communauté sur le Calendrier d'activités de la *Semaine du mieux-être*, disponible à l'adresse suivante :

<http://calendrier.mieux-etrenb.ca>

Nous aimerions reconnaître les communautés qui participeront. Nous vous invitons à nous envoyer une photo amusante de votre équipe avec la Proclamation signée ou encore à un événement de la *Semaine du mieux-être* dans votre communauté. Envoyez vos photos à l'adresse [mieux-etrenb.wellness@gnb.ca](mailto:mieux-etrenb.wellness@gnb.ca) d'ici au 11 octobre, 16 h 30.

Pour toute question ou pour de plus amples renseignements sur la *Semaine du mieux-être*, je vous invite à communiquer avec Sylvie Poulin au numéro (506) 643-2114 ou à l'adresse courriel [Sylvie.Poulin@gnb.ca](mailto:Sylvie.Poulin@gnb.ca). Il vous est aussi possible de consulter la *Trousse de planification de la Semaine du mieux-être* pour de l'inspiration et des ressources pour organiser un événement de la *Semaine du mieux-être*, à l'adresse suivante :

[www.mieux-etrenb.ca/ressources/trousse/](http://www.mieux-etrenb.ca/ressources/trousse/)

Nous vous remercions de nous aider à bâtir des communautés, des écoles et des milieux de travail qui favorisent des choix sains et nous vous remercions d'être des champions du *Mouvement du mieux-être* au Nouveau-Brunswick!

Veuillez agréer l'expression de mes sentiments les meilleurs.



2017 August 14 Open Session FINAL\_029

# PROCLAMATION

## New Brunswick Wellness Week October 1-7, 2017

Whereas, New Brunswick's Wellness Strategy has a vision of a healthy New Brunswick where, together, we learn, work, play and live in a culture of wellness, and where we recognize the instrumental role that local governments play in promoting and supporting this vision; and

Whereas, wellness is about having a good quality of life and the ability of people and communities to reach their full potential in terms of health and fulfilment of purpose;

Whereas, New Brunswick Wellness Week provides opportunities for communities, organizations, schools and workplaces to promote and celebrate wellness by hosting wellness activities and events that address all dimensions of well-being and determinants of health; and

Whereas, New Brunswick Wellness Week is held annually and this year takes place from October 1-7, 2017;

Now therefore, I \_\_\_\_\_

Mayor of \_\_\_\_\_

hereby proclaim **October 1-7, 2017**, as **Wellness Week** in

\_\_\_\_\_.

I encourage all citizens to participate in Wellness Week activities and for groups, organizations, schools and workplaces in the community to promote and celebrate wellness through the hosting of wellness activities and events.

Signed:

\_\_\_\_\_

## Semaine du mieux-être du Nouveau-Brunswick du 1er au 7 octobre 2017

Attendu que la Stratégie du mieux-être du Nouveau-Brunswick a pour vision un Nouveau-Brunswick en santé où, ensemble, nous pouvons apprendre, travailler, nous amuser et vivre dans une culture du mieux-être, et où nous reconnaissons le rôle clé que les administrations municipales jouent dans la promotion et le soutien de cette vision;

Attendu que le mieux-être implique avoir une bonne qualité de vie et représente aussi la capacité des gens et des communautés de réaliser leur plein potentiel, tant sur le plan de la santé que de la réalisation des buts;

Attendu que la Semaine du mieux-être du Nouveau-Brunswick est l'occasion pour les communautés, les organismes, les écoles et les milieux de travail de promouvoir et de célébrer le mieux-être en organisant des activités qui touchent à toutes les dimensions du mieux-être ainsi qu'aux déterminants de la santé;

Attendu que la Semaine du mieux-être du Nouveau-Brunswick a lieu annuellement et qu'elle se tiendra du 1er au 7 octobre cette année;

Par conséquent, je \_\_\_\_\_

maire/mairesse de \_\_\_\_\_

déclare par la présente **la semaine du 1er au 7 octobre 2017**

**Semaine du mieux-être à** \_\_\_\_\_

J'encourage tous les citoyens et citoyennes à participer aux activités organisées durant la Semaine du mieux-être et j'invite les groupes, organismes, écoles et milieux de travail de la communauté à promouvoir et à célébrer le mieux-être en organisant des activités axées sur le mieux-être.

Signature :

\_\_\_\_\_



**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Cycling  
**Date:** July-31-17 10:02:43 AM

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**From:** Nancy Grant [REDACTED]  
**Sent:** Saturday, July 29, 2017 9:24 AM  
**Subject:** Re: Cycling  
**To:** Wayne Arrowsmith [REDACTED]

Good Morning Wayne,

Thank you for your kind words- we really do our best to safely accommodate cyclists.

I will pass your message on to our Director of Operations.

Enjoy this beautiful day,  
Nancy

Dr. Nancy Grant  
Mayor

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

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**From:** Wayne Arrowsmith [REDACTED]  
**Sent:** Saturday, July 29, 2017 5:11 AM  
**Subject:** Cycling  
**To:** Nancy Grant [REDACTED]  
**Cc:** gary crowley [REDACTED]

Good morning Mayor,

I have seen town crews on at least three occasions this past week painting the enlarged bike symbols on town bike lanes and I simply wanted to say thank you!  
I believe there are 3 or 4 employees on the crew doing the painting so I can appreciate the cost to the town.

Wayne Arrowsmith  
Saint John Cycling

Sent from my iPhone



# KV OLD BOYS

32 Wedgewood Drive  
 Rothesay, New Brunswick  
 E2E 3P7

Tel: 506-847-5895

Fax: 506-847-1369

Email: [kvob@nbnet.nb.ca](mailto:kvob@nbnet.nb.ca)

## Making a good community better

July 31, 2017

### Membership

Russell Robinson (President)  
 Stephen Little (Vice-President)  
 Don Shea (Secretary-Treasurer)  
 Steve Ball  
 Barrie Brewer  
 Greg Boudreau  
 Michael Carroll  
 Dick Connolly  
 David Down  
 Jeff Erb  
 Russ Finnermore  
 Brian Flewelling  
 Doug Gordon  
 Peter Hastings  
 Bob Howes  
 Dave Oliver  
 Bob Orr  
 George Patton  
 Paul Richard  
 Stew Rogers  
 Don Shaw  
 Ken Yorston

### We Remember

Vernon Graves  
 Rev. Jack Fancy  
 Greg Rodine  
 Bob Johnston  
 Doug Young

### Awards

2009 DAW Provincial Award Citation  
 New Brunswick Day Merit Award  
 2009 Community Impact Award  
 2014 CAOT Award

### Contact

Tel: (506) 847-5895  
 Fax: (506) 847-1369  
 Email: [kvob@nbnet.nb.ca](mailto:kvob@nbnet.nb.ca)  
<http://www.kvoldboys.com>

Town of Rothesay  
 70 Hampton Rd.,  
 Rothesay, NB  
 E2E 5L5

Attention: Mayor and Council

The **KV OLD BOYS** is a group of twenty-two men, mostly retired, who live in the Kennebecasis Valley. The club's primary purpose is to raise funds to assist organizations, families and individuals in need. As of June 1, 2017, the group has returned over \$230,000 in monetary assistance, not to mention countless hours constructing ramps, assisting with the Salvation Army Kettle Drive, selling daffodils for the Canadian Cancer Society, and the like.

In addition to building 26+ ramps for individuals with mobility problems, the group has helped others in countless ways. Here are a few examples:

Financial support to community groups such as Hospice, food banks, Canadian Cancer Society, Bone Marrow Transplant Support Group, Cardiovascular Health & Wellness, Schools, Second Stage Safe Haven; SJRH Neonatal ICU, Hestia House, Juvenile Diabetes, SJRH – Palliative Care, Sophia Recovery Centre, SJRH – Physio Rehab Unit, KVHS Safe Grad, Juvenile Diabetes, River Valley Search & Rescue, Romero House, Safe Harbour, Outflow – to name some.

Assistance to individuals is as varied as those we assist. Some examples of support provided individuals and/or families have included: purchased eye glasses, paying tuition for a student with cancer, insulin pump, Christmas turkeys, dental work, provided a dying wish, transportation outside the province for medical appointments, emergency heating, shelter, - to name a few.

Why are we writing this letter? We are looking for sponsors for our 8<sup>th</sup> annual **Country & Western Show** to be held on November 4, 2017 at the Kennebecasis Valley High School auditorium. For the last several years, all tickets were pre-sold. Sponsorships are generally in the \$100 - \$300 range and are used to offset expenses.

Your generous sponsorship would be highlighted in our advertisements prior to November 4<sup>th</sup>, the evening of the show, as well as in the post-show write-up if available in the **Valley Viewer**.

In order to meet pending deadlines for the publication of the poster, your consideration of this request at your earliest convenience would be appreciated. Please make all cheques payable to: **KV OLD BOYS**.  
 Deadline for Poster Printing is August 31, 2017.

Sincerely,

Stephen Little (Vice-President)



## OUR STORY

### The Year was 2003

A few retired friends would meet at McDonalds in Quispamsis for Coffee and discussing Current Events. (*Gossip*) One of their friends had passed from Cancer, and to honour his memory, they decided to enter the Relay for LIFE.

### What's in a NAME

Registration Day. The coordinator of the event required a name for their team entry. Hmmmm? Well, we are just a bunch of old boys from the Kennebecasis Valley, why not : the KV Old Boys ? The name was agreed on and the **KV OLD BOYS** was Born. \$4,005.38 was raised for Cancer Research.

### Going Forward

Why stop here ? The group Organized themselves and later Registered as the " KV Old Boys - *not for profit.* " Our Members are Volunteers.

### Mission Statement

**" Making a Good Community Better "**

Helping others in need, they started raising funds to purchase materials to build wheelchair ramps, and equipment for individuals, families and organizations within the community who were unable to fund themselves.

### Today

We have three major fundraising activities.

- 1/ Spring Raffle, Winners Drawn on Canada Day.
- 2/ Continuous Collection of Redeemable Containers. (*Bottles and Cans etc.*)  
We have four rotating drop off locations from April 1 to October 31.  
We also provide daily curbside pickup service, year round.
- 3/ Annual Country & Western Evening (*First Saturday in November*)

### Who do we help

People in need, who have no other source of assistance and who qualify under the terms of our By-Laws.

**Total returned to Community = \$ 214,397.25**



Collecting  
Redeemable  
Containers  
to support

*Needy Causes*

Printed by:  **AtlanticPress** 2000 Hampton, NB



**KV OLD BOYS**

Proudly Present

## Our 7<sup>th</sup> Annual Country & Western Evening

**Hosted by: Steve Lyons** - *Guitar/Vocals*

### The Band

**Reg Gallant** - *Guitar/Vocals*, **Mark Hill** - *Guitar/Vocals*,  
**Scott Medford** - *Guitar/Vocals*, **Crystal Jones** - *Fiddle*,  
**Sam Aucoin** - *Steel Guitar*, **Mike Hanlon** - *Bass Guitar*,  
**Tim Wallace** - *Drums*, **Wayne White** - *Keyboards*,

### Featuring Special Guests

**Debbie Harrity \* Steve Sears \* Marcel Cassie**

**KV OLD BOYS** " *Making a good community better* "

### Our Members:

**Stephen Little** (President), **Russell Robinson** (Vice-President)  
**Don Shea** (Secretary/Treasurer)

**Steve Ball, Greg Boudreau, Dick Connolly, Jeff Erb,**  
**Russ Finnamore, Brian Flewelling, Doug Gordon,**  
**Peter Hastings, Bob Howes, Frank Loomer, Bob Orr,**  
**David Oliver, George Patton, Paul Richard, Stewart Rogers,**  
**Don Shaw, Bill Taylor & Ken Yorston**

Sound By : *D+D Sound and Lighting* - *Rothesay*

# KV OLD BOYS Country & Western Evening 2017 August 14 Open Session FINAL\_039

 <p><b>Tony Bamford</b> Tel : 506 847 3942 Fax : 506 849 4775 Cell : 506 653 1661 Web : www.abinvestments.ca Email : tony@abinvestments.ca</p>	
 <p>847-5248 <b>ATLANTIS MASONRY LTD</b></p>	 <p>Quispamsis</p>
 <p>Rothsay</p>	 <p>Rothsay</p>
 <p><b>DOWD ROOFING INC.</b> ROOFING AND SHEET METAL WORK P.O. BOX 5 SAINT JOHN, N.B. E2L 3X1 632-0022</p>	
 <p>Dedicated To Protecting Your Health</p>	<p><b>Kennebecasis Rentals (1992) Ltd.</b> Rothsay 847-2792</p>
 <p>Quispamsis</p>	
 <p>Hampton, NB</p>	 <p>PETTINGILL Dental Clinic</p>
 <p><b>AMSTERDAM INN</b> Quispamsis, NB Ph 849-8050</p>	 <p>RBC Royal Bank</p>
 <p>that was easy.®</p>	 <p>Barb Magee</p>
 <p>Town of Quispamsis</p>	 <p>Town of Rothsay</p>



Thanks for Supporting  
**KV OLD BOYS** November 5, 2016

♪♪♪ Enjoy The Show ♪♪♪

## Please Support our Show Sponsors

 <p>Home Watching : 847-9219</p>	 <p>For All Your Printing Needs Tel: 832-5218 ~ Fax: 832-3818</p>
 <p>Rothsay</p>	
<p><i>D+D Sound &amp; Lighting</i> Rothsay, NB 634-8806</p>	
 <p>Quispamsis</p>	 <p>Hampton &amp; Quispamsis</p>
	 <p>"More than just trucks"</p>
 <p>i'm lovin' it®</p>	
	 <p>Saint John, NB</p>
<p><b>Route 1</b> Irving Big Stop Restaurant</p>	 <p>Rothsay</p>
 <p>Quispamsis</p>	 <p>Quispamsis</p>
 <p>Rothsay</p>	 <p>Quispamsis</p>

## Thanks to our Ticket Vendors

Beats and Bytes - Saint John, Morris Music - Saint John  
Guardian Drugs - Hampton & Guardian Drugs - Rothsay





**Fundy Regional  
Service Commission**

**Commission de Services  
Régionaux de Fundy**

**Annual General Meeting  
May 30, 2017**

Minutes of the Annual General Meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, May 30, 2017, at 10 Crane Mountain, Saint John.

**1. Call to Order**

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:56 a.m.

**2. Record of Attendance**

Gary Clark, Chairperson, Mayor, Quispamsis  
Glen Baxter, Vice Chairperson, Local Service District Representative  
Bette Ann Chatterton, Mayor, St. Martins  
Don Darling, Mayor, Saint John  
Grace Losier, Mayor, Grand Bay-Westfield (phone)  
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  
Amanda Henderson, Operations Administrator, Recording Secretary  
Terry Keating, Dept. of Environment & Local Gov't  
Brian Shannon, Fundy Regional Service Commission  
Roger Melanson, Minister of Finance & Transportation and Infrastructure  
Lisa Lepage, Regional Director, Opportunities NB  
Nora Lacey, Vice President, Government Relations and Communications  
Public

### **3. Approval of Order of Business**

The Chairperson asked to have item 10 moved to item 5 on the agenda as salary adjustments which arose from the committee of the whole will be moved to item 10. Item 10 which is the ONB presentation will be moved to item 5.

**Motion:** To approve the May 30, 2017 agenda with the switch of item 5 with item 10.

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

**Motion:** To add item 10; Human Resources wage adjustment to the agenda from In-Camera.

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

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

None

### **5. ONB Presentation - Minister Melanson**

Minister Roger Melanson discussed the opportunity of partnering with ONB. They would like that we sign a memorandum of understanding by the end of June. Minister Melanson is looking to open a competition to hire someone (liaison) for a three-year term.

**Motion:** To table the item to discuss the ONB presentation further.

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

## **6. Approval of minutes**

**Motion:** To approve the regular monthly minutes with the correction of items 12 and 9.

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

## **7. 2016 Annual Report**

**Motion:** To receive and file.

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

## **8. Election of Board Officers**

Because the election procedures are not specifically outlined in the bylaws Executive Director MacLeod presented procedures for the election process as per Robert's Rule of Order. Chair Clark continued to preside over the proceedings. Chair Clark called for nominations for Chair from the floor three times. Gary Clark was the only nominee.

**Motion:** To acclaim Mayor Gary Clark as Chair.

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

Chair Clark called for nominations for Vice Chair from the floor three times. Glen Baxter was the only nominee.

**Motion:** To acclaim Glen Baxter as Vice Chair.

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



## **9. Appointment of Auditors**

Executive Director MacLeod outlined that Teed Saunders & Doyle were reviewed in 2016 and is recommended for reappointment as Auditors.

**Motion:** To move the appointment Teed Saunders & Doyle as Auditors for fiscal year 2017.

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

## **10. Human Resources - Salary Adjustments**

The business arising from the In-Camera session.

### **10a**

**Motion:** To approve an annual increase amount of 2.7% for April 2017 as per the employment contract for Marc MacLeod, Executive Director.

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

### **10b**

**Motion:** To approve a 4% to 6% salary increase reflecting a new role for Brenda McCallum, Public Relations and Program Development Officer.

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

## **11. Building and Planning Report**

**Motion:** To receive and file the building and planning report as presented by Brian Shannon.

Moved: Director Darling  
Seconded: Director Rathburn

Vote: Motion Carried


## 12. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 11:46 am.

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

APPROVED (date) July 26 2017

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

  
\_\_\_\_\_  
Amanda Henderson, Recording Secretary

## Agenda

### Kennebecasis Public Library Board

Wednesday, May 17, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
  - a. Financial
  - b. Facilities Management
  - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
  - a. Night of the Arts
  - b. Library Director Transition Update
  - c. Board Leadership Succession Planning

A meeting of the Board of Trustees, Kennebecasis Public Library was held on May 17<sup>th</sup>, 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; Ms. T. Bartlett

**Regrets:** Mr. K Winchester, Treasurer

**Absences:** Councilor Mr. D. Shea

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

### **Disposition of Minutes**

It was moved by Mrs. Miller to approve the minutes of the April 19<sup>th</sup> regular meeting, as amended. Ms. Hennessey seconded, and the motion carried.

### **Approval of Agenda**

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

### **Communications**

Ms. Bartlett shared a letter from the Town of Quispamsis dated May 9, 2017 *RE: Parking Setback Variance, 202 Hampton Road, PID 30014369*. Ms. Bartlett had Mr. Shedd review the letter and he did not have any concerns with the variance. Mr. Steeves recommended that the letter be received and filed.

### **Report of the Librarian**

Ms. Bartlett presented the Librarian's Report. Discussion ensued. Ms. Bartlett provided an update on the progress of the Literacy Tutoring partner pilot with Early Literacy Friends (ELF). Discussion ensued. Mrs. Miller will act as liaison with the schools.

Ms. Bartlett said that hiring was completed for the three Summer Reading Club (SRC) coordinators. Summer program planning is underway. Jordyn Atkinson, a local Grade 12 student who will be pursuing a graphic design education in the fall, has been commissioned to paint the Library windows and face cut-out board with the 2017 SRC themes, for a fee of \$300.

Ms. Bartlett was approached by KV3C about potential program partnerships this summer and explained that this was an excellent opportunity to reach more families in



the Valley. The Library will partner with KV3C to offer a Baby Wonders program series for parents and infants ages 0-18 mos old on Tuesday mornings in the Library. In addition, the Library's Community Outreach Coordinator student will work with a KV3C student to deliver a weekly Playgroup program at the Civic Centre.

Mrs. Miller provided an update from her Regional Forum meeting held at the Ross Memorial Library in St. Andrews on May 23<sup>rd</sup>. Discussion ensued.

Ms. Bartlett provided initial information she had received regarding the federal Anti-Spam Legislation, which will take effect on July 1<sup>st</sup>. Additional training for library managers on this new legislation will be delivered shortly, after which Ms. Bartlett will provide a more comprehensive overview of the changes required to the methods in which the Library contacts their patrons.

Mrs. Miller moved to approve the Librarian's Report as presented. Ms. Hennessey seconded, and the motion carried.

### **Financial Statement**

Ms. Bartlett shared the Financial Statement for the period ending April 31<sup>st</sup>, 2017 in Mr. Winchester's absence. Discussion ensued. Mr. Steeves proposed that acceptance of the April 31<sup>st</sup> statement be deferred until Mr. Winchester's return. Mrs. Miller agreed.

### **Facilities Management**

Ms. Hennessey presented the May Facility Manager Report on behalf of Mr. Shedd. Mr. Shedd had to call in C&E to have the heat pumps restored after they were kicked out due to a power outage. Mr. Shedd has ordered gravel for the foundation around the outside condenser.

### **Marketing Advisory Committee**

Mrs. Donovan thanked everyone who had submitted their information for the Board Member Interview social media series, and reminded those that had not submitted yet to get theirs in to her. Mrs. Donovan explained that the Board Member interviews would be posted together rather than individually, to achieve the greatest impact.

### **New and Unfinished Business**

#### *Night of the Arts*

Mr. Rioux stated that the event is tentatively scheduled for October 2017, which coincides with New Brunswick Library Month. Mr. Rioux suggested that a steering



committee be established in June to oversee organization of the event. Mr. Rioux will be looking into corporate sponsorships and catering donations for the event. Mr. Steeves confirmed that the Board could apply for a liquor license. Discussion ensued.

Ms. Bartlett observed that September 2018 would mark the five year anniversary for the Library expansion, and suggested that the Board start considering an event to celebrate the milestone.

#### *Library Director Transition Update*

Ms. Bartlett provided an update, stating that there had been a positive response to the job posting. Screening and interview scheduling will take place over the next few weeks.

#### *Board Leadership Succession Planning*

Ms. Bartlett circulated a list of appointments which she had cross-checked with official records at the Towns of Quispamsis and Rothesay. As per the document, Mr. Steeves is the only member expiring at the end of 2017. Ms. Hennessey questioned her term as listed, and shared that her personal records indicated that her term expired at the end of 2017 also. Ms. Bartlett will have Ms. Hennessey's term rechecked by the Town Clerk.

Discussion for the succession planning of the Board executive ensued. Mr. Steeves suggested that the plan be formalized at the June general meeting.

Mr. Steeves asked Mrs. Miller to chair the June meeting in his absence. Mr. Steeves put forward that the Board follow the tradition of cancelling the July meeting, unless urgent business arose. The Board would then resume their monthly meetings in August.

**Adjournment:** As there was no other business, Mr. Rioux moved that the meeting be adjourned at 7:10pm.

**Next Meeting:** The next meeting is scheduled for June 21, 2017 at 6:00pm at the Library.

Respectfully submitted,



Tiffany Bartlett  
Library Director and Secretary to the Board

Kennebecasis Public Library Inc.		OPERATING FUND					
Comparative Income Statement (DRAFT)							
Period ending April 30, 2017		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		28,791	28,791	0		86,373	(57,582)
Library service - Quispamsis		43,104	43,104	0		129,312	(86,208)
Room Rentals, Printer and copies		1,532	1,300	232		3,899	(2,367)
Donations	276	0	0				0
Miscellaneous Income		157	0	157		0	157
Previous Year's Surplus		328	328	0		984	(656)
<b>TOTAL REVENUE</b>	<b>276</b>	<b>73,912</b>	<b>73,523</b>	<b>389</b>		<b>220,568</b>	<b>(146,656)</b>
<b>EXPENSE</b>							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fun	101						0
Books, restricted fund	436						0
Small Equipment and Furniture		595	2,755	2,160		8,265	7,670
Total Capital Expenditures	537	595	2,755	2,160		8,265	7,670
<u>Wages</u>							
Total Wages & Casual Labour		4,032	6,203	2,171		22,550	18,518
<u>General &amp; Administration Expenses</u>							
Building Maintenance		16,014	23,546	7,532		70,638	54,624
Grounds Maintenance		7,685	9,086	1,401		20,000	12,315
Office		3,327	3,036	(291)		9,100	5,773
Utilities		19,594	20,200	606		52,703	33,109
Accounting, audit and legal		6,288	6,600	312		10,660	4,372
Professional Development		20	667	647		2,000	1,980
Insurance		2,406	2,406	(0)		7,217	4,811
Public Relations		0	1,000	1,000		3,000	3,000
Communications		1,921	2,912	991		8,735	6,814
Miscellaneous Expense		172	800	628		2,700	2,528
Program Exp		423	1,000	577		3,000	2,577
Total General & Admin Expenses		57,848	71,252	13,404		189,753	131,905
<b>TOTAL EXPENSE</b>	<b>537</b>	<b>62,475</b>	<b>80,210</b>	<b>17,735</b>		<b>220,568</b>	<b>158,093</b>
<b>NET INCOME (Deficit)</b>	<b>(260.34)</b>	<b>11,436.27</b>	<b>(6,687)</b>	<b>18,123</b>		<b>0</b>	<b>11,436</b>

## Building Maintenance Report

May 2017

- There were two power outages this month that caused the heat pumps not to come back on. C+E were called and trouble was corrected. I can now turn on units if we have further power outages.
- Past month has seen the continuation of spot repairs and painting.
- Window cleaning for main entrances was done.
- Plowing contractor has completed spring clean up of parking lots and walk ways.
- Cardboard, book and paper recycling in place and working well.
- Cushions for children area bench were installed.
- We are getting the heat pump area cleaned of grass and weeds and replaced with gravel.

Respectfully Submitted,

Philip Shedd CET



## Librarian's Report May 2017

### Staffing and Volunteers

The job posting for the Library Director position closed on May 9<sup>th</sup>. The position was posted as Open – Permanent. The Library continues to receive casual coverage during this transition period. Succession planning is underway to ensure that public service is not affected in the event that the new Library Director is not in place for the summer months.

Hiring has been completed for the three Summer Reading Club Activity Leader positions.

Friends of the Kennebecasis Library Inc. received two 8-week students via Canada Summer Jobs: one literacy tutor and one community outreach coordinator.

Andrea Kaleem will be going on maternity leave in mid May. Jenna Granger has been hired and trained to cover off this position.

We received lots of positive feedback from our volunteers from the lovely appreciation event coordinated by Ms. Laskey. The volunteers reported that they liked the casual format, and the books purchased in their honor continue to be a big hit.

Our Library Board was well represented at the BiblioFest regional fundraiser on May 5 and 6<sup>th</sup>. A big thank you to everyone who came out to lend their support!

### Programs

- Our intern continued to offer One-On-One Computer Help appointments this month.
- Our puppets performed at BiblioFest on May 5<sup>th</sup>.
- Volunteer-run adult programming continues to include: Scrabble Club Mondays, Painter's Circle Wednesdays, Wednesday Welcome Coffee Hour, and Knit Wits on Thursday.
- Waiting lists generated for April & May offerings of Toddler and Pre-School storytimes.
- Our friends at Talk With Me are offering a multi-week Infant Massage workshop in English in April and in French in May.
- The Babies in the Library program is being offered in May.
- We are offering a "Financial Planning for Small Business and Self-Employed" information session in partnership with Investors Group Rothesay on April 18<sup>th</sup>.
- The "Moana" movie showing on April 28<sup>th</sup> (a PD Day for schools) drew a large crowd.

- Planning has begun for our multiple youth-oriented service streams offered during the summer months.
- We welcomed the New Brunswick Museum on Saturday May 13<sup>th</sup> for a special visit as part of their Celebration Tour.

### Collections and Spaces

- Throughout the month of May, all public libraries in New Brunswick are issuing out one free pass to the New Brunswick Museum per library card. The free passes are valid from May 2017 – January 2018.
- Art work by students from Harry Miller Middle School is on display this month in the Children's Area.
- In celebration of Asian Heritage Month, we have an exhibit facilitated by volunteers of the Saint John chapter of the Asian Heritage Society.

Respectfully Submitted,



Tiffany Bartlett,

Library Director and Secretary to the Board





Dr. Matt Alexander  
Chairperson

2017 August 14 Open Session FINAL 1047  
**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@nbpolic.ca](mailto:krpfadmin@nbpolic.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, JUNE 28, 2017  
AT 3:45 P.M.**

**REGULAR MEETING**

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

**ABSENT: Libby O'Hara, Vice-Chair (Quispamsis)**

The Chairman brought the Regular Meeting to Order and asked for an approval of the Agenda for June 28, 2017. **MOVED by Peter Bourque and Seconded by Emil Olsen. MOTION CARRIED.**



**Kennebecasis Regional Joint  
Board of Police Commissioners  
June 28, 2017  
Page 2**

**REGULAR MEETING**

A Motion was requested by the Chair for the Approval of the Minutes of the Regular Meeting of May 24, 2017. **MOVED by Tiffany Mackay French and Seconded by Richard MacPhee. MOTION CARRIED.**

**Declaration of Conflict of Interest** – Mr. Dobson declared a conflict in regards to anything dealing with transportation.

**SECRETARY TREASURER'S REPORT** –

Ms Madill provided the Board Members with the May 2017 Financial Statements. She advised that the cash balance is slightly lower than last year at this time.

Statement of Operations - Cherie advised the revenue is slightly under budget from the budget figure as well as the prior year and is due to loss of two of the three secondments. This will change as one of the lost secondments has been reinstated.

Crime Control – The salaries and benefits are under the budgeted figure because of the delay in hiring. Also the line item for communications is under budget until the new radios are on line. Vehicles are under budget because we have not purchased our new vehicles as of yet. A new vehicle has not been purchased yet so this category is under budget. Mr. Bourque asked if when we were going to purchase two vehicles this year. The Chief advised he is trying to hold off as long as he can. Cherie advised that we budgeted for two new vehicles and at the end of June this line item will have funds where we can go ahead with one new purchase.

Building – The only new item reflected in this category is the summer lawn care.

Administration – We are also under budget in this category. The total was \$300,000 and we budgeted \$353,000. This is made up of salaries and benefits and the late replacement of the 2<sup>nd</sup> Inspector. Labor Relations is up over budget due to the investigations. Under the Sickpay Retirement category, Cherie advised that deposits are only made at the end of the year. At the end of 2017 we will probably not make any deposit as we did have a Retirement in June.

The surplus is presently at \$195,000.00 compared to last year's surplus of \$159,000. She explained that it is not abnormal to have surplus because we don't know what is going to happen.

**Kennebecasis Regional Joint  
Board of Police Commissioners  
June 28, 2017  
Page 3**

**REGULAR MEETING**

Telecom Fund – This fund is showing a surplus of \$1,358.00

Cherie advised the board that due to the retirement this month, funds were withdrawn from the investments in the amount of \$64,000. She did advise that she consulted with the Finance Committee prior to doing this. Mr. Dobson felt that if we had a good cash balance we shouldn't have to necessarily withdraw from the sickpay/retirement account. Cherie explained that was her thoughts as well but was advised by the Auditors that it should be done this way under the PSAB rules. There was a discussion in this regard. Mr. Dobson suggested that we get clarification from Peter Logan, Auditor in this regard.

**MOVED By Emil Olsen and Seconded by Danny Dobson to accept the Secretary-Treasurer's report as circulated. MOTION CARRIED.**

**CHIEF'S REPORT**

Training – The training is completed on the Narcan Nasal spray as well as the tourniquet course. Two term members were trained in the child passenger safety seat installation. Three members attended an ATV Riders Course and to date there are 6 or 7 members trained. Mr. Bourque asked if the ATV is being used presently and the Chief advised that the training has just been completed and there are a few Policy issues that must be addressed. Cpl. Tom White attended a forensic mapping course. The last two members of the force have completed the carbine training. Three of our members did their annual ETS Training. A/Insp Henderson, the Chief and Emil Olsen participated in the Canadian Association of Police Governance Webinar. This dealt with changes cultures in organizations and these changes have to happen and with what we are going through it was very on point. The Chief advised that the cost of a membership in the Canadian Association of Police Governance is approximately \$800 annually and suggested this would be very beneficial for the Board in that it is directed to the Board and their governance of the force. A brief discussion took place. **Moved by Richard MacPhee and Seconded by Nancy Creamer to join this association. MOTION CARRIED.**

Meetings - Chief Palmer advised that he attended the Board Meeting for Hestia House. The Supervisors from N-West, which is the secondment involving Sgt. Forret met with him and everything is fine in this regard. He further advised that he had a meeting

**Kennebecasis Regional Joint  
Board of Police Commissioners  
June 28, 2017  
Page 4**

**REGULAR MEETING**

with the Employee Assistance Program and our usage is up approximately \$3,000. This cost is split between the Union and the Employer.

The Public Safety Audit was held June 5-7. Provincial representatives attend our office and perform their audit on our operations and we are not in receipt of the Audit as yet.

We also hosted the Provincial PORS Working group on June 8<sup>th</sup>.

Chief Palmer referred the members to the Statistics. Mr. Dobson made a suggestion of a change to the manner and information provided. He suggested that last year's year to date number be included. Chief advised he will speak to Ms. Moore in this regard.

**Items of Interest**

On May 27<sup>th</sup> the Hot Pursuit Barbeque Cook Off was held and KV Fire won first place.

On June 10<sup>th</sup>, the Chief, Aux. Cst. McCabe and Cst. Lee attended the Trans Canada Trail opening and biked the trail.

June 14<sup>th</sup> the Chief advised he attended Bill Artiss farewell reception.

June 22 we attended the Retirement Reception for Sgt. Breen.

June 23 the Chief attended a refinery tour because of the critical infrastructure safety.

Reminder for the Commendation Ceremony at the Town of Quispamsis at 2:00 p.m.

June 25 – The Chief advised that the Force provided a funeral escort for a young child who had passed away. Her family is friends of one of our members and the child was a real fan of law enforcement. The family was very happy with our showing.

D.A.R.E. Graduations have taken place during the month of June.

A/Inspector Henderson and Aux. Cst. Breau attended the Safe Grad from 9:00 pm -1:00 am and a number of other officers dropped in on that evening as well.



**Kennebecasis Regional Joint  
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Page 5**

**REGULAR MEETING**

Chief Palmer advised that Cpl. Murray is in attendance and wished to make a presentation to the Board in relation to his attending the World Police/Fire Games in Los Angeles, California and will be making a request.

Cpl. Murray attend the Board Meeting and advised that he will be attending the World Police/Fire Games in Los Angeles, California. This event is held every two years and that he had attended the Games in Washington two years ago and attained a Silver Medal. He advised that he has been doing a lot of fundraising on his own and has had a lot of great support from area businesses. There are five persons attending from this area. He advised that through fundraising they have their flights, administration fees and some meals paid for. Basically now the remainder will be lodging. He is requesting any financial support that the Board could offer. **MOVED by Danny Dobson and SECONDED by Nancy Creamer to provide Cpl. Murray with \$500.00 to be used towards his expenses in attendance at these Games. MOTION CARRIED.**

The Chair asked a question of the Chief in relation to the installation of the Child Safety Seats and if there was any liability on our part. A/Insp Becker advised that she was one of the members who has this course and is a technician. She advised that when this service is provided there is a form that is completed which contains a liability waiver which is signed and kept on file. A/Insp Becker advised that this is a Transport Canada form which insures that the proper steps are followed and the waiver is signed and we would not be held responsible if anything should happen.

Mr. Olsen asked if this is enforced by the Force. A/Insp Becker advised absolutely and that there is a \$172.00 fine and loss of points.

Mr. Dobson directed a question to the Chief in relation to Carbines. He advised that there has been a lot of information in the media in respect to the number of carbines required for RCMP Detachments etc. His question to the Chief is do we have a sufficient number of carbines for the Force. The Chief advised we have one for every car plus a couple of spares. A/Insp Henderson advised that we do have a lot and have a high standard. The Chief advised that we are the leaders in respect to the carbines. The Chief advised that we are very comfortable with our carbine program and that is a direct result of the Board seeing our need.

Tiffany Mackay French left the meeting at 4:40 p.m.

**Kennebecasis Regional Joint  
Board of Police Commissioners  
June 28, 2017  
Page 6**

**REGULAR MEETING**

**COMMITTEE REPORTS**

**Personnel** – The Chairman advised that with the departure of Mr. Artiss we have a vacancy on that Committee. Nancy Creamer advised that she would be a part of the personnel committee. **MOVED by Danny Dobson and SECONDED by Emil Olsen that Nancy Creamer be re-appointed to the Personnel Committee. MOTION CARRIED.**

With respect to the hiring of a new Chief, the Chairman advised that advertisement were placed in the Telegraph Journal on June 24<sup>th</sup> there will be another on July 8<sup>th</sup> and July 15<sup>th</sup>. He further advised that this was also placed in the Globe and Mail on three dates as well. An ad was also placed in "Blueline" magazine in the combined issue for June and July. The total so far for advertising has been \$7,652.98.

**Building and Grounds** – There was nothing new to report. The Chief advised there is a building issue. Debi Stewart advised that Controls and Equipment had visited the office this date and they advised that there are bearings going in the motor on the roof top equipment. They will be providing an estimate with relation to the costs for the replacement of this motor.

**Insurance** – Mr. Bourque advised that there will be a meeting with Mr. Stephen the first week of July.

**Finance** – Nothing to report.

**Transportation** – Nothing to report.

**Communications** – Nothing to report.

**Policy Committee** - The Chairman mentioned that each member has a revised copy of the Policy Manual and asked that everyone would review the document and submit any comments and we will review at the next board meeting.

**Regional Service Commission** – Nothing to report.

**Sick Pay Retirement Ad Hoc Committee** – A letter has been forwarded to the Union and nothing has been received back as yet.

**Correspondence** – Nothing to report.

**Kennebecasis Regional Joint  
Board of Police Commissioners  
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Page 7**

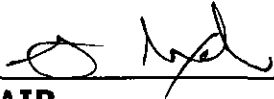
**REGULAR MEETING**

**NEW BUSINESS**

Mr. Dobson advised that he and the Chair had lunch with Mr. Artiss prior to his moving and presented him with a clock and golf shirt. **MOVED by Danny Dobson that a Letter of Appreciation be forwarded to Mr. Artiss. Seconded by Richard MacPhee. MOTION CARRIED.**

The Chief requested a quick meeting with the Personnel Committee following this meeting.

**MOTION TO ADJOURN. MOTION CARRIED.**

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

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



**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF FINANCIAL POSITION**  
**As at June 30, 2017**

	<u>2017</u>	<u>2016</u>
<b>-----Financial assets-----</b>		
Cash - General	443,985	485,019
Sick Pay/ Retirement Investments	798,752	786,063
Accounts Receivable	69,596	67,854
Sales tax recoverable	27,966	26,018
	<u>1,340,299</u>	<u>1,364,954</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	228,073	243,799
Vested sick leave/retirement accrual	762,542	779,377
Sick leave replacement	13,299	13,299
Accrued pension benefit liability	749,100	915,100
Debenture payable	1,210,000	1,338,000
	<u>2,963,013</u>	<u>3,289,575</u>
<b>NET ASSETS (DEBT)</b>	<u>-1,622,714</u>	<u>-1,924,621</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,776,370	3,594,248
Accumulated amortization	-1,426,406	-1,287,060
	<u>2,349,964</u>	<u>2,307,188</u>
Unamortized Debenture costs	9,529	10,702
Prepaid expenses	86,996	77,556
	<u>2,446,489</u>	<u>2,395,446</u>
<b>ACCUMULATED SURPLUS</b>	<u>823,775</u>	<u>470,826</u>
Assets	3,786,789	3,760,400
Liabilities	3,786,789	3,760,400

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**May 31, 2017**

20172016

-----TANGIBLE CAPITAL ASSETS-----				
	Balance beginning of year	Additions	Disposals	Balance end of year
<b>Millennium Drive</b>				
Land	194,248			194,248
Building - Roof	42,677			42,677
Mechanical	250,628			250,628
Electrical	330,543			330,543
Other	520,640			520,640
Structure	1,106,997			1,106,997
	2,251,484	0		2,251,484
Accumulated amortization	-690,096	-66,022		-756,117
Net book value of Building	1,561,389	-66,022	0	1,495,367
Paving	52,600			52,600
Accumulated amortization	-27,615	-2,630		-30,245
Net book value of paving	24,985	-2,630	0	22,355
Landscaping	3,268			3,268
Accumulated amortization	-3,268			-3,268
Net book value of landscaping	0	0	0	0
<b>Furnishings</b>	177,330	21,058		198,387
Accumulated amortization	-93,098	-9,393		-102,491
Net book value of furnishings	84,232	11,665	0	95,896
<b>Machinery &amp; equipment</b>	61,696	26,605		88,300
Accumulated amortization	-46,684	-3,096		-49,781
Net book value of equipment	15,011	23,508	0	38,520
<b>Information technology equipment</b>	278,729	62,184		340,913
Accumulated amortization	-119,484	-48,514		-167,998
Net book value of IT equipment	159,245	13,670	0	172,915
<b>Vehicles</b>	574,893	161,469	-89,193	647,169
Accumulated amortization	-306,814	-92,885	83,193	-316,506
Net book value of vehicles	268,079	68,584	-6,000	330,663
<b>Total Tangible Capital assets</b>	3,594,248	271,316	-89,193	3,776,370
<b>Total Accumulated amortization</b>	-1,287,060	-222,540	83,193	-1,426,406
<b>Net Book Value</b>	2,307,188	48,776	-6,000	2,349,964

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**SIX MONTHS ENDING JUNE 30, 2017**

Page 3

	----- SIX MONTHS -----				
	----- --ACTUAL--		PRIOR YR	-----BUDGET-----	
<b>REVENUE:</b>					
Fees	29,915	0%	\$45,550	\$30,000	\$60,000
Taxi & Traffic Bylaw	3,996	60%	6,697	2,500	5,000
Interest income	2,412	-4%	2,452	2,500	5,000
Retirement investment income	12,281	29%	9,691	9,500	19,000
Retirement gains/-losses	-2,515				
Secondments	114,457	-22%	193,736	147,000	294,000
	<u>160,545</u>	-16%	<u>258,126</u>	<u>191,500</u>	<u>383,000</u>
<b>EXPENDITURE:</b>					
<b>CRIME CONTROL</b>					
Salaries	1,607,057	-7%	\$1,666,495	1,728,167	\$3,456,334
Benefits	335,876	-3%	339,876	345,634	691,267
Training	15,602	-23%	10,242	20,250	40,500
Equipment	1,366	-86%	1,322	10,000	20,000
Equip repairs & IT support	862	-57%	1,611	2,000	4,000
Communications	27,739	-33%	31,835	41,100	82,200
Office function	7,082	-11%	7,225	8,000	16,000
Leasing	6,705	9%	5,262	6,150	12,300
Policing-general	18,383	13%	14,080	16,250	32,500
Insurance	7,700	32%	5,643	5,820	11,639
Uniforms	23,774	32%	16,784	18,000	36,000
Prevention/p.r.	4,781	37%	3,053	3,500	7,000
Investigations	17,653	22%	13,027	14,500	29,000
Detention	13,050	0%	12,982	13,050	26,100
Taxi & Traffic Bylaw	709	184%	259	250	500
Auxillary		-100%	70	750	1,500
Public Safety	16,972	0%	14,000	16,972	33,943
	<u>2,105,310</u>	-6%	<u>2,143,766</u>	<u>2,250,392</u>	<u>4,500,783</u>
<b>VEHICLES</b>					
Fuel	47,998	-9%	43,724	52,500	105,000
Maint./repairs	32,598	-23%	33,775	42,500	85,000
Insurance	12,247	17%	10,158	10,464	20,928
New vehicles	-2,100	-106%	18,968	38,000	76,000
Equipment	567	-81%		3,000	6,000
	<u>91,311</u>	-38%	<u>106,625</u>	<u>146,464</u>	<u>292,928</u>



2017 August 14 Open Session FINAL 057  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**SIX MONTHS ENDING JUNE 30, 2017**

Page 4

	-----SIX MONTHS-----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
EXPENDITURE continued:					
BUILDING					
Maintenance	12,693	-32%	17,379	18,750	37,500
Cleaning	11,323	-6%	11,325	12,000	24,000
Electricity	21,844	-7%	24,737	23,500	47,000
Taxes	23,116	0%	22,329	23,180	46,360
Insurance	2,825	1%	2,716	2,798	5,595
Grounds	6,503	18%	7,414	5,500	11,000
Interest on Debenture	15,023	0%	15,776	15,000	30,000
Debenture Principal	65,000	0%	64,000	65,000	130,000
	<u>158,326</u>	<u>-4%</u>	<u>165,676</u>	<u>165,728</u>	<u>331,455</u>
ADMINISTRATION					
Salaries	311,194	-7%	301,639	335,849	671,698
Benefits	67,663	0%	64,348	67,562	135,123
Professional Fees	21,587	5%	22,371	20,500	41,000
Travel/Training	1,868	-71%	7,400	6,500	13,000
Board Travel/Expenses	1,879	-25%	2,321	2,500	5,000
Insurance	627	-3%	627	646	1,292
Labour Relations	26,133	248%	8,298	7,500	15,000
Sick Pay/Retirement		-100%		30,125	60,250
Retirement int & dividends	7,974	-16%	9,691	9,500	19,000
2nd prior year (surplus) deficit	-57,003		-56,343	-57,004	-114,007
	<u>381,920</u>	<u>-10%</u>	<u>360,352</u>	<u>423,678</u>	<u>847,356</u>
	2,576,322	-8%	2,518,293	2,794,761	5,589,522
CONTRIBUTED BY MEMBERS	2,794,762		2,735,321	2,794,761	5,589,522
SURPLUS (DEFICIT)	<u>218,440</u>		<u>\$217,028</u>	<u>\$0</u>	<u>\$0</u>
TELECOM FUND					
City of SJ telecomm services	168,554	0%	160,037	168,554	337,108
Data Networking charges	4,903		4,861	5,137	10,273
Retirees health insurance	-697		-546	750	1,500
2nd prior year (surplus) deficit	48	0%	1,081	49	97
	<u>172,808</u>		<u>165,433</u>	<u>174,489</u>	<u>348,978</u>
CONTRIBUTED BY MEMBERS	174,489		167,007	174,489	348,978
SURPLUS (DEFICIT)	<u>1,681</u>		<u>\$1,574</u>	<u>\$0</u>	<u>\$0</u>
Total surplus (deficit)	220,120		\$218,602		

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS** pg 5  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**STATEMENT OF FINANCIAL POSITION**

BANK balance		443,985 at June 30
ACCOUNTS PAYABLE balance	228,073	
Debenture costs to be paid in December	-65,000	
	-----	
Current Accounts Payable		163,073 Paid in July
		-----
Extra (Shortfall) in bank account		280,912

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

**STATEMENT OF OPERATIONS**

*Revenue:*

- \* Secondments - budgeted for three secondments for the whole year  
 Two of the secondments done April 1/17 - one restarted June 1/17

*Crime Control:*

- \* Salaries - three vacancies are currently being filled by temporary terms
- \* Benefits Health insurance 2017: \$74,422 2016: \$76,856 3.17% decrease  
 Retirees health insurance 2017: -\$707 2016: -\$473  
 The retirees paid \$707 more than the actual costs in 2017

Overtime costs at July 1, 2017	\$9,760
OT	\$5,013
Call out OT	\$95
Court OT	\$4,652

Overtime costs at July 2, 2016	\$15,447
OT	\$8,082
Call out OT	\$746
Court OT	\$6,619

Change over prior year	OT	-\$3,069
	Call out OT	-\$651
	Court OT	-\$1,967
		-----
		-\$5,687

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

*Administration:*

- \* Benefits Health Insurance 2017: \$15,011 2016: \$16,863

*Telecom:*

- \* Retirees health insurance 2017: \$-697 2016: \$-546  
 This year with only one retiree the costs are less

## 2017 Call Report

	Jan	Feb	Mar	Apr	May	Jun	23-Jul-17	YEAR TO DATE (July 23, 2017)
911 Calls	10	13	15	16	13	6	7	80
Alarm	28	30	35	25	33	29	24	204
Animal Complaint	4	4	10	4	9	5	5	41
Assault	5	2	8	7	6		4	32
Assist Other Agency	2	1	5	10	15	9	7	49
Assist Public	12	13	10	17	13	11	24	100
Breach Court Order	2		3	1		2	3	11
Breach of Peace	2	2	1		1			6
Break & Enter	1		3	3	1	1	1	10
Child Welfare	2	1	2					5
Civil Matter			2	8		4	4	18
Disturbances	3	5	3	16	12	7	8	54
Domestic Dispute	16	12	9	11	12	8	5	73
Driving Complaint			2	3	8	7	4	24
Drug Complaint	4	4	6	9	1	8	6	38
Family Services				2		1	1	4
Found Property	4		4	9	1	4	9	31
Fraud	4	7	6	8	4	7	5	41
Harassment	4	8	5	2	2	10	6	37
Hit & Run	2	4	1	1		2	2	12
Impaired Driving Complaint	5	7	3	9	12	8	14	58
Internet Complaint	1	1			1			3
Intoxicated Person	1			1		2		4
Littering							1	1
Liquor Control Act	1			3	4			8
Lost Property	1		1	1		6	3	12
Mental Health	4	1	5	12	6	9	5	42
Mischief	5	1	1	6	10	20	8	51
Missing Person	3		1	1	4			9
Motor Vehicle Accidents	41	40	34	23	21	27	19	205
Noise Complaint	3		2	2	5	4	11	27
Off Road Vehicle Complaint				1				1
Parking	4	9	2	3	5	1	1	25
Police Assist	6	1						7
Police to Fire	3	3	3	5	3	1	8	26
Police to Medical Call	5	5	7	10	2	5	2	36
Possession of a Weapon	1							1
Possible Impaired Driver	6							6
Property Lost	4							4
Public Relations		1	4	8	7	3	4	27
Request for Service	9				2			11
Robbery						1		1
Suspended Driver	1			1	1	2		5
Suspicious Activity	7	5	7	15	8	15	17	74
Suspicious Person	2	2	3	5	16	14	3	45
Theft	12	8	16	17	18	33	13	117
Threats	1	1	4	3	4	5	2	20
Tickets	105	71	108	113	69	65	31	562
Traffic Complaint	13	17	31	20	27	25	12	145
Trepass		1	1	1	2		1	6
Weapons Complaint			1					1
Welfare Check		2			3	5	3	13

2017 August 14 Open Session FINAL.060  
**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING**  
**BOARD ROOM, TOWN OF QUISPAMIS**  
**JUNE 14, 2017**

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Present: Chair Kirk Miller  
Vice Chair Grant Brenan  
Treasurer Sean Luck  
Commissioner Deb Armstrong  
Commissioner John Jarvie  
Commissioner Robert McIntyre  
Commissioner Norah Soobratee  
Commissioner Miriam Wells

Chief Bill Ireland  
Carlene MacBean, Executive Assistant

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1.0 Call to Order

Chair Miller called the meeting to order at 7:44 pm.

2.0 Chair's Remarks

Chair Miller welcomed new board member, Norah Soobratee.

3.0 Approval of Agenda

Moved by J. Jarvie and seconded by M. Wells, to approve the agenda as presented.

**CARRIED**

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 April 19, 2017

Moved by M. Wells and seconded by J. Jarvie, that the minutes of April 19, 2017 be approved as presented.

**CARRIED**



6.0 Unfinished Business

None

7.0 Correspondence

7.1 Letter to both towns re Annual Report 2016

Moved by M. Wells and seconded by S. Luck to receive and file.

On the question:

Commissioner Jarvie suggested placing the annual report at the local public library.

**CARRIED**

7.2 Letter to both towns re 2016 Audited Financial Statements

Moved by M. Wells and seconded by J. Jarvie to receive and file.

**CARRIED**

8.0 New Business

8.1 Updated KVFD Board of Commissioners Membership List

Moved by M. Wells and seconded by R. McIntyre, to receive and file

**CARRIED**

8.2 Memo – Chemical Detoxification Unit Update

Chief Ireland reported that at the April Board meeting he was directed to install the recently acquired chemical detoxification unit as part of a seven point overall implementation strategy. The chemical detoxification unit was assembled and placed into service in May following the development of policy regarding mandatory post-incident use by any department member who files an exposure report. On May 26<sup>th</sup>, Chief Ireland presented an overview of the project to peers at the NBAFC annual convention. A formal media event was held to introduce this equipment to the general public on May 30<sup>th</sup> and the positive image of the department was enhanced by this coverage. Work is on-going regarding a planned research project in cooperation with Dalhousie University Faculty of Medicine.

Chief Ireland recommended that the Board of Fire Commissioners give approval for the Department to begin the grant application process to fund a research project to measure the effectiveness of chemical detoxification for firefighters through the use of infrared heat and moderate exercise. This research project would be conducted by Dr. Jong Sung Kim, Dalhousie University Department of Community Health and Epidemiology and Dr. Anil Adisesh, Research Chair in Occupational Medicine, Dalhousie University Faculty of Medicine.

Moved by G. Brennan and seconded by M. Wells to receive and file.

**CARRIED**

### 8.3 Memo – Fentanyl and Naloxone

Based on a recommendation from Deputy Chief of Operations Dan McCoy, and with the support of our department physician Dr. Tushar Pishe; the department has acquired twelve spray units of the narcotic antidote called Naloxone. There is growing concern in New Brunswick regarding the illegal use of the drug fentanyl and the significantly more powerful opioid carfentanyl. The Kennebecasis Regional Police Force has recently issued Naloxone spray to their members. Naloxone will be used only in a situation where a department member is exposed to fentanyl or other narcotic substance at an emergency incident. The department will continue to work with Dr. Pishe to consider adding the administration of Naloxone to patients as part of the medical first responder protocol.

Moved by J. Jarvie and seconded by G. Brennan to receive and file.

**CARRIED**

### 8.4 Memo – Fire Prevention Inspections

Historically, the Kennebecasis Valley Fire Department has relied on the Provincial Fire Prevention Officer appointed by the Fire Marshal to conduct fire safety inspections and enforce the National Fire Code within our jurisdiction. In the past, the department did not have enough qualified personnel to undertake a more active role in delivering fire inspection services. Recently, changes to the “Local Assistant to the Fire Marshal” policies adopted by the Fire Marshal coupled with the training of six department personnel as qualified Fire Prevention Inspectors has created an opportunity for the department to increase its level of service to the community. We are in the process of finalizing a Memorandum of Understanding between KVFD and the Office of the Fire Marshal to undertake a more proactive role in fire safety inspections in our coverage area.

Given the proven link between conducting proactive fire safety inspections and enforcing compliance with fire safety regulations in reducing the frequency and severity of fires, Chief Ireland recommended that the Board endorse this improvement to the overall fire prevention program.

Moved by G. Brennan and seconded by M. Wells to receive and file.

**CARRIED**

Moved by R. McIntyre and seconded by S. Luck to agree to accept the memorandum of understanding between the Kennebecasis Valley Fire Department and the Office of the Fire Marshal.

**CARRIED**

#### 8.5 Memo – Fire Service Review Proposals

The RFP for the fire service review and facility needs assessment closed on May 19, 2017 and a total of four proposals were received. Two Board members representing Quispamsis and two Board members representing Rothesay evaluated the proposals against the criteria set-out in the RFP. In addition, Chief Ireland and Platoon Chief Mike Boyle evaluated the proposals. The six members of this ad-hoc committee unanimously and independently selected the same firm as the preferred consultant.

Chief Ireland recommended that the Fire Board accept the evaluation committee's unanimous recommendation and award the contract for a fire service review and facility needs assessment to Pomax Consulting at a price not to exceed \$49,988 + HST with a final report submission deadline of September 29<sup>th</sup>, 2017.

Moved by S. Luck and seconded by M. Wells to award the project to Pomax Consulting and request a more defined scope of work and schedule.

**CARRIED**

#### 8.6 Memo – Standard of Cover Policy Performance

Moved by G. Brennan and seconded by M. Wells to receive and file.

**CARRIED**



9.0 Financial

9.1 Draft Audited Financial Statements for the Four months ended April 30, 2017

Moved by G. Brennan and seconded by M. Wells to receive and file the draft audited financial statements for the four months ended April 30, 2017.

On the question:

Commissioner Jarvie asked why the Holiday Relief Firefighter salary was over. Chief Ireland stated it was just a matter of allocation; it is difficult to know when we will use them.

**CARRIED**

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

Moved by R. McIntyre and seconded by M. Wells to receive and file.

**CARRIED**

11.2 Response Summary

Moved by M. Wells and seconded by N. Soobratee to receive and file.

**CARRIED**

12.0 Adjournment

Moved by G. Brenan and seconded by R. McIntyre that the meeting be adjourned at 8:20 pm.

**Date of next meeting – July 12, 2017**

Respectfully submitted,

  
\_\_\_\_\_  
CHAIR

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

Statement of Expense with Budget Variance  
For the months ending April 30, 2017

	BUDGET	ACTUAL	VARIANCES	BUDGET	Actual
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2017	Apr 2016
			(Under Budget)		
EXPENSES:					
ADMINISTRATION:					
9 Admin. Wages and Benefits	\$186,527	\$182,250	(\$4,277)	\$584,500	\$180,153
10 Convention/ Dues/ Training	\$3,000	\$1,743	(\$1,257)	\$16,000	\$4,676
11 Professional Services	\$1,000	\$872	(\$128)	\$34,500	\$3,457
12 Office Supplies / Copy Machine/ S/C	\$2,567	\$1,412	(\$1,155)	\$7,700	\$1,673
13 Computer Hardware/Software/IT	\$3,741	\$3,889	\$148	\$10,000	\$3,599
14 Station Telephone/ Internet	\$4,794	\$3,316	(\$1,479)	\$14,383	\$3,378
16	\$201,629	\$193,481	(\$8,147)	\$667,083	\$196,937
FIREFIGHTING FORCE:					
17 Salaries Basic	\$758,365	\$736,554	(\$21,811)	\$2,473,502	\$762,512
18 Overtime	\$16,864	\$16,619	(\$245)	\$56,000	\$3,120
Vacation Pay on Retirement	\$0	\$0	\$0	\$9,698	\$0
19 Force Benefits	\$211,904	\$207,188	(\$4,716)	\$578,000	\$210,003
20 Clothing/Uniform Maintenance	\$9,000	\$3,184	(\$5,816)	\$27,000	\$4,455
21 Medical and Fitness Training	\$4,600	\$4,600	\$0	\$20,400	\$5,938
22 Career Recognition	\$1,000	\$0	(\$1,000)	\$3,000	\$2,657
23 Holiday Relief Wages & Overtime	\$47,786	\$63,420	\$15,633	\$303,000	\$71,936
24 Holiday Relief Benefits	\$29,896	\$28,296	(\$1,600)	\$102,500	\$28,482
Volunteer Expenses	\$0	\$0	\$0	\$0	\$7,042
26	\$1,079,413	\$1,059,861	(\$19,552)	\$3,573,100	\$1,096,146
TELECOMMUNICATIONS					
27 Cellular Telephone	\$2,203	\$1,521	(\$682)	\$6,610	\$1,607
28 Communication Equipment	\$4,275	\$1,752	(\$2,523)	\$10,000	\$1,783
29 Maintenance/ Repairs	\$500	\$1,072	\$572	\$1,500	\$0
30	\$6,978	\$4,345	(\$2,634)	\$18,110	\$3,390
INSURANCE:					
31 Insurance	\$33,317	\$34,349	\$1,032	\$33,317	\$32,987
32	\$33,317	\$34,349	\$1,032	\$33,317	\$32,987
PREVENTION AND TRAINING					
33 Firefighter/Co. Officer Training	\$8,000	\$4,064	(\$3,936)	\$36,000	\$5,323
34 Fire Prevention and Public Education	\$3,024	\$2,633	(\$391)	\$10,000	\$2,612
35 Training Supplies	\$250	\$0	(\$250)	\$2,000	\$25
36	\$11,274	\$6,697	(\$4,577)	\$48,000	\$7,960
FACILITIES					
37 Station 1 Operating	\$133,094	\$127,119	(\$5,975)	\$168,329	\$127,035
38 Station 2 Operating	\$7,233	\$7,308	\$75	\$21,700	\$7,233
39 Station 2 Rent	\$16,302	\$16,302	(\$0)	\$48,907	\$15,980
40 Station Supplies	\$3,500	\$4,574	\$1,074	\$10,500	\$2,232
41	\$160,129	\$155,303	(\$4,826)	\$249,436	\$152,480
FLEET					
42 Vehicle Fuel	\$6,818	\$5,466	(\$1,353)	\$25,000	\$5,257
43 Vehicle Registration	\$550	\$361	(\$189)	\$550	\$301
45 Vehicle Maint & Repairs	\$21,000	\$22,934	\$1,934	\$63,000	\$35,301
46	\$28,368	\$28,761	\$392	\$88,550	\$40,859
OPERATIONS					
47 New Equipment	\$5,833	\$3,111	(\$2,722)	\$17,500	\$2,896
48 Maint & Repairs - Equipment	\$6,313	\$6,858	\$546	\$16,000	\$8,053
49 Maint & Repairs - Bunker Gear	\$0	\$0	\$0	\$7,000	\$532
50 Medical Supplies	\$1,500	\$1,660	\$160	\$4,500	\$1,318
51 Firefighter Supplies	\$1,167	\$1,406	\$239	\$3,500	\$41
52 Health & Safety	\$500	\$472	(\$28)	\$1,500	\$20
53 H&S Cause Determination	\$167	\$0	(\$167)	\$500	\$0
54	\$15,479	\$13,507	(\$1,972)	\$50,500	\$12,860
WATER COSTS:					
55 Water Costs - Rothesay	\$6,051	\$6,050	(\$1)	\$24,201	\$11,749
56 Water Costs - Quispamsis	\$2,252	\$2,252	\$0	\$4,504	\$2,195
57	\$8,303	\$8,302	(\$1)	\$28,705	\$13,944
OTHER:					
58 Miscellaneous	\$967	\$1,263	\$296	\$2,900	\$977
59 Retirement Allowance	\$16,667	\$19,935	\$3,268	\$50,000	\$16,667
60	\$17,633	\$21,197	\$3,564	\$52,900	\$17,644
61	\$1,562,524	\$1,525,804	(\$36,720)	\$4,809,701	\$1,575,207



# Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 4 months ending April 30, 2017

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
17	<b>Firefighting Force: Salaries</b>	\$758,365	\$736,554	<b>(\$21,811)</b>	2017 Budget includes 2.5% increase, union contract not yet negotiated
20	<b>Clothing/Uniform Maintenance</b>	\$9,000	\$3,184	<b>(\$5,816)</b>	
23	<b>Holiday Relief Wages &amp; Overtime</b>	\$47,786	\$63,420	<b>\$15,633</b>	Replacement costs for Force members illness
	<b>Material Variances</b>	<b>\$815,151</b>	<b>\$803,157</b>	<b>(\$11,994)</b>	

# Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000

For the months of March and April 2017

Recurring Monthly Invoices		Amount	Description
03/01/17	Assumption Life	\$25,947	Group Benefits
03/01/17	Town of Quispamsis	\$4,076	Rent - Station 2
03/09/17	Receiver General	\$44,189	payroll liabilities
03/09/17	BMO	\$71,079	net wages 03/09/2017
03/23/17	Receiver General	\$45,552	payroll liabilities
03/23/17	BMO	\$67,468	net wage 03/23/2017
03/31/17	CIBC Mellon	\$41,645	Pension March 2017
03/31/17	I.A.F.F. Local 3591	\$7,021	Union Dues
03/31/17	Worksafe	\$2,991	worksafe assessment
04/01/17	Assumption Life	\$25,958	Group Benefits
04/01/17	Town of Quispamsis	\$4,076	Rent - Station 2
04/06/17	Receiver General	\$43,070	payroll liabilities
04/06/17	BMO	\$67,043	net wages 04/06/2017
04/21/17	Receiver General	\$42,794	payroll liabilities
04/21/17	BMO	\$68,543	net wage 04/20/2017
04/30/17	CIBC Mellon	\$40,761	Pension April 2016
04/30/17	I.A.F.F. Local 3591	\$6,996	Union Dues
04/30/17	Worksafe	\$2,910	Worksafe assessment
Non-Recurring Invoices		Amount	Description
03/10/17	Micmac Fire & Safety	\$4,020	service SCBA
03/17/17	Irving energy	\$2,567	propane
03/31/17	Rothsay	\$2,282	water
04/12/17	G LeBlanc Fire Truck Repair	\$3,733	Quint
04/12/17	G LeBlanc Fire Truck Repair	\$2,176	Quint
04/19/17	Teed Saunder Doyle	\$8,050	2016 audit
04/26/17	Ingenious Software	\$2,634	1 year software contract- fire pro
03/10/17	Fitworks Equipment	\$5,356	Capital - Equipment



# Kennebecasis Valley Fire Department

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

June 14, 2017

### **Recent emergency incidents**

In my report to the Board I normally only focus on structure fire responses but this month I wanted to highlight some of our ancillary services and the impact they have on our customers.

In April, we were dispatched as medical first responders for an infant having trouble breathing. Upon arrival we discovered a newborn baby who was turning blue and in obvious respiratory distress. She had just been delivered as part of a planned home-birth and her mother was also in distress due to hemorrhaging. Unfortunately, the responding ambulance was having difficulty locating the address and was delayed. With the assistance of the KVRFP who were also on-scene we were able to stabilize both critical patients by assisting with the infant's breathing and controlling the mother's bleeding. Both patients were transported to hospital in stable condition. It is generally difficult for us to measure the effectiveness of our MFR program since patient outcomes are not reported to us; however, in this case the results of our intervention were immediate and profound.

In May, we were dispatched to a residence for a carbon monoxide alarm activation with the occupants feeling unwell. Through the use of our gas monitoring equipment we discovered dangerously high levels of carbon monoxide in the residence. The home was equipped with a gas generator that had been turned on in the early morning hours following a power outage. Unfortunately, the exhaust from the generator vented into the attic via the soffit and over the course of several hours had entered the living areas. Our crew proceeded to ventilate the home and restore a safe atmosphere while simultaneously treating the patients. This incident had a good outcome as the result of the homeowners having installed a CO alarm and calling 911 when it activated. I received a nice email from the homeowners which reads in part:

*"Please pass on to your crew our greatest thanks and appreciation for their help to us and for their expertise and calm demeanour in dealing with what could have been a much more serious event. I now know that we laymen do not fully appreciate how dangerous CO can be. Thankfully, our alarm worked and your Department was there and ready to deal with it."*

*Your crew was most helpful in explaining the danger and proceeded to clear the house and garage of the CO and achieve zero readings. It is comforting to know that we have such a reliable force in our community."*

### **Elementary Literacy Foundation (ELF) contest winners**

The KVFD, in partnership with Elementary Literacy Inc. held a reading contest for grade 2 students in elementary schools throughout the Kennebecasis Valley.

Children were encouraged to participate in a 30-day reading challenge. The purpose of this reading challenge was to help encourage and foster a daily reading habit. Reading 20 minutes daily is one of the very best ways a student can develop a love of reading, expand vocabulary development and master literacy skills.

The winning class was Mrs. Earle's class from Quispamsis Elementary School which won with 20,820 minutes read and 100% class participation! As the contest winners, the children were invited to the fire station where they got a tour of the station, a bunker gear demonstration and were read to by the firefighters. They were each given a book about firefighting and then had pizza with the firefighters. Congratulations to the class!





### **Other community and charitable events**

The department continued its support of the community by participating in a number of events over the past two months including the Prevent Alcohol and Risk-Related Trauma in Youth (P.A.R.T.Y). Hundreds of students in the Kennebecasis Valley took part in the full-day injury prevention program to change the way young people think about alcohol and driving impaired. This event was organized by local health care professionals, paramedics, police, and firefighters including our own Captain Jim Leblanc and Platoon Chief Kevin Clynick. Also thanks to the crew that participated in the event who were led by Lieutenant Doug Barrett.

The KVFD also participated in McHappy Day, Tim Horton's Camp Day, KVRPF Hot Pursuit BBQ Cook-off, and the Town of Quispamsis Day of Mourning ceremony over the past several weeks.

### **Local Company Supports Department Training**

Over the course of four days, the KVFD had access to an abandoned residence that was slated for demolition to practice a variety of infrequently used skills and to simulate real emergency conditions. The residence on Gibbon Road in Rothesay was provided for our use through the generosity of Darling Construction. The opportunity to test our skills and equipment is very valuable and we appreciate the willingness of a local business to assist our department in this manner.





Response Types Kennebecasis Valley Fire Department (01/01/2017-31/05/2017)		Jan	Feb	Mar	April	May	2017 YTD	2016 YTD
	Fire/explosion - dollar loss [10]	1	6	5	4	2	18	13
	Rubbish/grass fire - no dollar loss [12]	0	0	1	10	4	15	28
	Chimney Fire [13]	4	2	1	0	0	7	3
	<b>Total Fire [10-19]</b>	<b>5</b>	<b>8</b>	<b>7</b>	<b>14</b>	<b>6</b>	<b>40</b>	<b>44</b>
	Rescue - Miscellaneous [30]	1	0	0	1	0	2	2
	Vehicle Accident [31]	7	7	8	3	10	35	48
	<b>Total Rescue or Resuscitation call [30-39]</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>4</b>	<b>10</b>	<b>37</b>	<b>50</b>
	Public Hazard - gasoline or fuel spill [41]	0	1	0	1	0	2	2
	Public Hazard - power line down / utility pole hazard [43]	4	1	1	2	3	11	4
	Public Hazard - miscellaneous [49]	1	3	0	1	1	6	5
	<b>Total Public hazard [40-49]</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>19</b>	<b>11</b>
	Gas Leak - propane [51]	2	1	0	0	0	3	2
	Gas Leak - response to carbon monoxide detector alarm [53]	3	1	0	0	1	5	6
	<b>Total Gas leak [50-59]</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>8</b>
	Public Service - first aid [62]	49	52	53	52	52	258	266
	Public Service - assist police or other agency [63]	0	1	0	0	0	1	4
	Public Service - mutual aid [65]	0	0	0	2	1	3	2
	Public Service - animal rescue [66]	0	0	0	1	0	1	0
	Public Service - flooding [67]	1	0	0	0	0	1	1
	Public Service- miscellaneous [69]	1	0	0	1	0	2	6
	<b>Total Public services [60-69]</b>	<b>51</b>	<b>53</b>	<b>53</b>	<b>56</b>	<b>53</b>	<b>266</b>	<b>279</b>
	Alarm No Fire - accidental miscellaneous [70]	3	3	4	3	5	18	14
	Alarm No Fire - smoke or steam mistaken [71]	1	0	1	1	1	4	6
	Alarm No Fire - sprinkler surge or discharge [72]	0	1	0	0	0	1	1
	Alarm No Fire - detector activated [73]	3	5	5	2	4	19	24
	Alarm No Fire - unknown odours [75]	1	4	0	1	2	8	7
	Alarm No Fire - miscellaneous [79]	1	2	3	5	3	14	5
	<b>Total Alarm no fire - No malicious intent [70-79]</b>	<b>9</b>	<b>15</b>	<b>13</b>	<b>12</b>	<b>15</b>	<b>64</b>	<b>57</b>
	False Alarm (Mischief) - miscellaneous [89]	0	0	0	0	0	0	2
	<b>Total False alarm - Mischief [80-89]</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
	<b>Total Response Types Kennebecasis Valley Fire</b>	<b>83</b>	<b>90</b>	<b>82</b>	<b>90</b>	<b>89</b>	<b>434</b>	<b>451</b>

# Town of Rothesay

## General Fund Financial Statements

June 30, 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 - June	G11
Project Funding - July - Draft	G12

# Town of Rothesay

## Balance Sheet - Capital General Fund 6/30/17

### 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	8,542,000

Total Liabilities \$ 7,817,960

Investment in General Fund Fixed Assets	39,448,252
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\$ 47,266,212

**Town of Rothesay**  
 Balance Sheet - General Fund Reserves  
 6/30/17

ASSETS

BNS General Operating Reserve #214-15	793,388
BNS General Capital Reserves #2261-14	1,010,378
BNS - Gas Tax Reserves - GIC	4,246,450
Gen Reserves due to/from Gen Operating	7,928
	<u>\$ 6,058,145</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,081,145
Invest. in General Capital Reserve	863,958
General Gas Tax Funding	165,306
Invest. in General Operating Reserve	800,955
Invest. in Land for Public Purposes Reserve	95,220
Invest. in Town Hall Reserve	51,562
	<u>\$ 6,058,146</u>



**Town of Rothesay**  
**Balance Sheet - General Operating Fund**  
**6/30/17**

**CURRENT ASSETS**

Cash	1,187,533
Receivables	36,782
HST Receivable	278,488
Inventory	52,153
Gen Operating due to/from Util Operating	1,778,553
Total Current Assets	<u>3,333,511</u>
Other Assets:	
Projects	532,933
	<u>532,933</u>
<b>TOTAL ASSETS</b>	<u><u>3,866,444</u></u>

**CURRENT LIABILITIES AND EQUITY**

Accounts Payable	1,401,976
Other Payables	384,440
Gen Operating due to/from Gen Reserves	7,928
Gen Operating due to/from Gen Capital	724,040
Accrued Sick Leave	13,300
Accrued Pension Obligation	142,000
Accrued Retirement Allowance	320,425
Def. Rev-Quispamsis/Library Share	70,395
<b>TOTAL LIABILITIES</b>	<u><u>3,064,504</u></u>

**EQUITY**

Retained Earnings - General	(75,098)
Surplus/(Deficit) for the Period	877,038
	<u>801,940</u>
	<u><u>3,866,444</u></u>

# Town of Rothesay

Statement of Revenue & Expenditure  
6 Months Ended 6/30/17

	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	7,665,810	7,665,811	(1)		15,331,622
Sale of Services	20,048	16,458	179,396	168,750	10,646		339,700
Services to Province of New Brunswick	5,000	5,000	30,000	30,000	0		60,000
Other Revenue from Own Sources	15,948	7,682	68,302	46,090	22,212		92,180
Unconditional Grant	9,998	9,997	59,982	59,984	(2)		119,968
Conditional Transfers	0	0	7,200	1,500	5,700		21,500
Other Transfers	230,000	230,000	470,030	470,030	(0)		930,030
	<u>\$1,558,630</u>	<u>\$1,546,773</u>	<u>\$8,480,720</u>	<u>\$8,442,165</u>	<u>\$38,555</u>		<u>\$16,895,000</u>
<b>EXPENSES</b>							
General Government Services	352,379	364,709	1,164,046	1,241,162	77,116		2,039,246
Protective Services	350,790	351,280	2,667,104	2,677,368	10,263		4,785,048
Transportation Services	233,907	218,873	1,725,747	1,788,793	63,045		3,329,876
Environmental Health Services	56,419	57,083	320,376	332,500	12,124		620,000
Environmental Development	48,353	50,065	281,304	338,886	57,582		633,947
Recreation & Cultural Services	151,975	146,394	883,800	958,477	74,677		1,991,932
Fiscal Services	550,281	550,344	561,304	561,674	370		3,494,951
	<u>\$1,744,102</u>	<u>\$1,738,748</u>	<u>\$7,603,681</u>	<u>\$7,898,859</u>	<u>\$295,178</u>		<u>\$16,895,000</u>
Surplus (Deficit) for the Year	<u><b>-\$185,473</b></u>	<u><b>-\$191,976</b></u>	<u><b>\$877,038</b></u>	<u><b>\$543,306</b></u>	<u><b>\$333,732</b></u>		<u><b>\$ -</b></u>

**Town of Rothesay**  
Statement of Revenue & Expenditure  
6 Months Ended 6/30/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better{Worse}	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	2,175	2,500	16,555	15,000	1,555	1	30,000
Town Hall Rent	5,617	833	8,139	5,000	3,139		10,000
Arena Revenue	(44)	500	127,050	125,500	1,550		236,200
Community Garden	40	125	1,120	750	370		1,500
Recreation Programs	12,264	12,500	26,531	22,500	4,031		62,000
	20,048	16,458	179,396	168,750	10,646		339,700
Other Revenue from Own Sources							
Licenses & Permits	13,544	7,083	40,102	42,500	(2,398)	2	85,000
Ditch Improvement Program	100	0	100	0	100		0
Recycling Dollies & Lids	0	42	150	250	(101)		500
Interest & Sundry	875	417	5,190	2,500	2,690		5,000
Miscellaneous	1,430	140	22,724	840	21,884		1,680
History Book Sales	0	0	36	0	36		0
	15,948	7,682	68,302	46,090	22,212		92,180
Conditional Transfers							
Canada Day Grant	0	0	2,500	1,500	1,000	3	1,500
Grant - Other	0	0	4,700	0	4,700		20,000
	0	0	7,200	1,500	5,700		21,500
Other Transfers							
Surplus of 2nd Previous Year	0	0	10,030	10,030	(0)		10,030
Utility Fund Transfer	230,000	230,000	460,000	460,000	0		920,000
	230,000	230,000	470,030	470,030	(0)		930,030
EXPENSES							
General Government Services							
Legislative							
Mayor	2,525	3,092	17,266	18,550	1,284		37,100
Councillors	8,345	8,862	49,200	53,172	3,972		106,343
Regional Service Commission 9	0	0	2,046	2,146	100		4,291
NMNB-FCM Local Gov'ts for Sustainability	0	0	9,000	9,000	0		9,000
Other	100	1,417	4,037	7,500	3,463		13,000
	10,970	13,370	81,548	90,367	8,819		169,734
Administrative							
Office Building	5,487	7,683	85,835	93,900	8,065	4	142,700
Solicitor	3,395	4,167	17,884	25,000	7,116		50,000
Administration - Wages & Benefits	69,464	69,770	447,913	452,650	4,737		955,300
Supplies	11,698	13,158	37,712	69,950	32,238		133,900
Professional Fees	0	2,500	12,065	15,000	2,935		30,000
Other	6,467	5,937	51,598	47,362	(4,236)	5	84,724
	96,511	103,215	653,008	703,862	50,854		1,396,624

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	G7
Other General Government Services								
Community Communications	0	667	2,519	4,000	1,481		8,000	
Civic Relations	0	333	1,155	2,000	845		4,000	
Insurance	0	417	160,894	164,590	3,696		167,090	
Donations	1,100	2,909	13,325	24,545	11,220	6	42,000	
Cost of Assessment	243,798	243,798	243,798	243,798	0		243,798	
Property Taxes - L.P.P.	0	0	7,799	8,000	201		8,000	
	<u>244,898</u>	<u>248,124</u>	<u>429,490</u>	<u>446,933</u>	<u>17,443</u>		<u>472,888</u>	
	<u>352,379</u>	<u>364,709</u>	<u>1,164,046</u>	<u>1,241,162</u>	<u>77,116</u>		<u>2,039,246</u>	
<b>Protective Services</b>								
Police								
Police Protection	190,153	190,153	1,140,915	1,140,915	0		2,281,831	
Crime Stoppers	0	0	2,800	2,800	0		2,800	
	<u>190,153</u>	<u>190,153</u>	<u>1,143,715</u>	<u>1,143,715</u>	<u>0</u>		<u>2,284,631</u>	
Fire								
Fire Protection	146,449	146,606	1,070,201	1,071,526	1,325		1,951,164	
Water Costs Fire Protection	0	0	375,000	375,000	0		375,000	
	<u>146,449</u>	<u>146,606</u>	<u>1,445,201</u>	<u>1,446,526</u>	<u>1,325</u>		<u>2,326,164</u>	
Emergency Measures								
911 Communications Centre	11,646	11,646	69,877	69,876	(0)		139,753	
EMO Director/Committee	80	1,250	160	7,500	7,340		15,000	
	<u>11,726</u>	<u>12,896</u>	<u>70,036</u>	<u>77,376</u>	<u>7,340</u>		<u>154,753</u>	
Other								
Animal & Pest Control	313	792	2,749	4,750	2,001		9,500	
Other	2,149	833	5,403	5,000	(403)	7	10,000	
	<u>2,462</u>	<u>1,625</u>	<u>8,152</u>	<u>9,750</u>	<u>1,598</u>		<u>19,500</u>	
<b>Total Protective Services</b>	<u>350,790</u>	<u>351,280</u>	<u>2,667,104</u>	<u>2,677,368</u>	<u>10,263</u>		<u>4,785,048</u>	



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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Transportation Services</b>							G8
<b>Common Services</b>							
Administration (Wages & Benefits)	137,928	136,885	893,577	944,361	50,783	8	1,834,278
Workshops, Yards & Equipment	32,022	41,104	300,319	288,623	(11,696)	9	535,245
Engineering	0	625	2,062	3,750	1,688		7,500
	169,950	178,614	1,195,958	1,236,733	40,775		2,377,023
<b>Street Cleaning &amp; Flushing</b>	2,414	3,667	9,974	18,000	8,026		40,000
Roads & Streets	8,460	6,250	14,707	37,500	22,793	10	75,000
Crosswalks & Sidewalks	575	1,302	8,155	7,809	(345)		14,353
Culverts & Drainage Ditches	12,468	5,000	29,434	30,000	566		60,000
Snow & Ice Removal	0	1,667	309,670	316,000	6,330		470,000
	23,917	17,885	371,940	409,309	37,370		659,353
<b>Street Lighting</b>	11,435	12,167	73,857	73,000	(857)		146,000
<b>Traffic Services</b>							
Street Signs	7,588	1,250	13,934	7,500	(6,434)	11	15,000
Traffic Lanemarking	19,101	5,000	25,101	20,000	(5,101)	12	20,000
Traffic Signals	662	2,083	14,529	12,500	(2,029)		25,000
Railway Crossing	1,108	1,667	10,460	10,000	(460)		20,000
	28,460	10,000	64,022	50,000	(14,022)		80,000
<b>Public Transit</b>							
Public Transit - Comex Service	0	0	16,094	15,500	(594)		62,000
KV Committee for the Disabled	0	0	3,000	3,000	0		3,000
Public Transit - Other	146	208	876	1,250	374		2,500
	146	208	19,970	19,750	(220)		67,500
<b>Total Transportation Services</b>	233,907	218,873	1,725,747	1,788,793	63,045		3,329,876
<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill	15,691	15,833	95,598	95,000	(598)		190,000
Solid Waste Disposal Compost	3,564	2,083	11,657	12,500	843		25,000
Solid Waste Collection	21,864	21,667	131,182	130,000	(1,182)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,500	48,205	45,000	(3,205)		90,000
Clean Up Campaign	7,734	10,000	33,734	50,000	16,266		55,000
	56,419	57,083	320,376	332,500	12,124		620,000
<b>Environmental Development Services</b>							
<b>Planning &amp; Zoning</b>							
Administration	24,152	31,121	215,342	241,225	25,883	13	441,825
Planning Projects	16,999	8,333	22,751	50,000	27,249	14	100,000
Heritage Committee	0	208	0	1,250	1,250		2,500
	41,151	39,663	238,093	292,475	54,382		544,325
<b>Economic Development Comm.</b>	7,202	7,202	43,211	43,211	(0)		86,422
Tourism	0	3,200	0	3,200	3,200	15	3,200
	7,202	10,402	43,211	46,411	3,200		89,622
	48,353	50,065	281,304	338,886	57,582		633,947

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	G9
<b>Recreation &amp; Cultural Services</b>								
Administration	19,737	17,285	133,850	131,373	(2,477)		243,246	
Beaches	788	3,000	1,594	3,000	1,406		53,400	
Rothsay Arena	14,375	15,919	153,349	169,102	15,752	16	313,080	
Memorial Centre	2,580	4,750	25,881	36,500	10,619	17	65,000	
Summer Programs	1,307	3,750	4,720	7,554	2,834		58,944	
Parks & Gardens	74,286	70,500	232,553	255,167	22,614	18	568,400	
Rothsay Common Rink	1,047	1,008	35,244	36,051	807		48,401	
Playgrounds and Fields	14,137	9,167	29,392	55,000	25,608	19	110,000	
Regional Facilities Commission	0	0	198,890	198,890	0		397,780	
Kennebecasis Public Library	7,198	7,198	43,187	43,191	4		86,381	
Big Rothsay Road	0	25	0	150	150		300	
Special Events	16,285	13,583	23,735	21,250	(2,485)	20	44,500	
Rothsay Living Museum	236	208	1,405	1,250	(155)		2,500	
	<u>151,975</u>	<u>146,394</u>	<u>883,800</u>	<u>958,477</u>	<u>74,677</u>		<u>1,991,932</u>	
<b>Fiscal Services</b>								
Debt Charges								
Interest	115,281	115,344	126,304	126,674	370		252,951	
Debt Payments	435,000	435,000	435,000	435,000	0		985,000	
	<u>550,281</u>	<u>550,344</u>	<u>561,304</u>	<u>561,674</u>	<u>370</u>		<u>1,237,951</u>	
Transfers To:								
Capital Fund for Capital Expenditures	0	0	0	0	0		2,247,000	
Town Hall Reserve Transfer	0	0	0	0	0		10,000	
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,257,000</u>	
	<u>550,281</u>	<u>550,344</u>	<u>561,304</u>	<u>561,674</u>	<u>370</u>		<u>3,494,951</u>	

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## Town of Rothesay

## Variance Report - General Fund

6 months ending June-30-17

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Town Hall Rent	\$ 8,139	\$ 5,000	\$ 3,139	Deposit paid
2	Miscellaneous Revenue	\$ 22,724	\$ 840	\$ 21,884	Sale of used equipment
3	Grant - Other	\$ 4,700	\$ -	\$ 4,700	Regional Wellness Grant
		Total		\$ 26,584	
		Variance per Statement		\$ 40,055	
		Explained		66.37%	
Expenses					
General Government					
4	Supplies	\$ 37,712	\$ 69,950	\$ 32,238	Information Systems not purchased yet
5	Administration - Other	\$ 51,598	\$ 47,362	\$ (4,236)	WHSCC over budget
6	Donations	\$ 13,325	\$ 24,545	\$ 11,220	Requests not yet received
Protective Services					
7	Protective Services - Other	\$ 5,403	\$ 5,000	\$ (403)	Sentinal Systems charge for year
Transportation					
8	Administration (Wages & Benefits)	\$ 893,577	\$ 944,361	\$ 50,784	Wages under budget; new hires budgeted
9	Workshops, Yards & Equipment	\$ 300,319	\$ 288,623	\$ (11,696)	Maintenance on heating system, telephone costs high
10	Roads & Streets	\$ 14,707	\$ 37,500	\$ 22,793	Road repairs late starting, asphalt purchases down
11	Street Signs	\$ 13,934	\$ 7,500	\$ (6,434)	solar speed radar sign
12	Traffic Lanemarking	\$ 25,101	\$ 20,000	\$ (5,101)	higher than budgeted
Environmental Health					
Environmental Development					
13	Planning Administration	\$ 215,342	\$ 241,225	\$ 25,883	Position vacant
14	Planning Projects	\$ 22,751	\$ 50,000	\$ 27,249	Timing
15	Tourism	\$ -	\$ 3,200	\$ 3,200	Funds not requested yet
Recreation & Cultural Services					
16	Rothesay Arena	\$ 153,349	\$ 169,102	\$ 15,753	Work on Refrigeration Plant not needed
17	McGuire Memorial Centre	\$ 25,881	\$ 36,500	\$ 10,619	Maintenance costs lower than expected
18	Parks & Gardens	\$ 232,553	\$ 255,167	\$ 22,614	Permanent and Casual Wages lower than expected
19	Playgrounds & Fields	\$ 29,392	\$ 55,000	\$ 25,608	Purchases not made yet
20	Special Events	\$ 23,735	\$ 21,250	\$ (2,485)	Canada Day and 150 Trails (Trails offset by grant)
Fiscal Services					
		Total		\$ 217,606	
		Variance per Statement		\$ 202,576	
		Explained		107.42%	



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# Town of Rothesay

Capital Projects 2017  
General Fund  
6 Months Ended 6/30/17

	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
<b>General Government</b>						
12010560 General Gov't Equipment Purchases G-2017-006	55,000	2,378	52,622	IT	55,000	2,378
12021860 Town Hall Improvements Upstairs G-2017-011	40,000	7,480	32,520		55,000	2,378
Total General Government	95,000	9,857	85,143			
<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	17,004	42,996	Asphalt Recycler	Budget 110,000	Actual 113,672
12025560 Underground Diesel Storage Tank T-2017-008	90,000	-	90,000	Sidewalk Plow	190,000	150,926
12025360 Asphalt/Microseal T-2017-001	1,325,000	42,139	1,282,861	Tandem 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	264,597	785,403	Loader	275,000	
12025460 General Specifications T-2017-002	-	7,037	7,037			
Total Transportation	3,562,000	330,778	3,231,222		1,050,000	264,597
<b>Recreation</b>						
12020860 Recreation Equipment Purchases R-2016-003	47,500	7,613	39,887	Mower	7,500	7,613
12025660 Ballpark Ballfield Parking R-2017-010	-	1,485	-1,485	Master Plan/Scribner	40,000	
Total Recreation	47,500	9,098	38,402		47,500	7,613
<b>Total</b>						
	\$ 3,783,000	\$ 349,734	\$ 3,433,266			
<b>Not yet assigned:</b>						
Designated Highway	1,140,000					
Sidewalk	225,000					
	1,365,000					
<b>Carryovers</b>						
<b>Funded from Reserves</b>						
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006		11,758				
12024460 Asphalt Resurfacing T-2016-009		4,027				
12024760 RAS River Road T-2016-013		5,645				
12023360 Wells Trail R-2014-019		1,013				
12014560 Backhoe		160,757				
		183,200				
<b>Total</b>						
	\$ 5,148,000	\$ 532,933	\$ 3,433,266			
<b>Funding:</b>						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
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
	\$ 5,148,000	\$ 190,000	\$ 1,165,000	\$ 1,546,000	\$ -	\$ 2,247,000



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## Town of Rothesay

Capital Projects 2017

General Fund

7 Months Ended 31/07/2017

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
<b>General Government</b>						
12010560 General Gov't Equipment Purchases G-2017-006	55,000	2,378	52,622	IT	55,000	2,378
12021860 Town Hall Improvements Upstairs G-2017-011	40,000	15,097	24,903		55,000	2,378
Total General Government	95,000	17,475	77,525			
<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	17,004	42,996	Asphalt Recycler	Budget 110,000	Actual 113,672
12025560 Underground Diesel Storage Tank T-2017-008	90,000	-	90,000	Sidewalk Plow	190,000	150,926
12025360 Asphalt/Microseal T-2017-001	1,325,000	979,194	345,806	Tandem 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	264,597	785,403	Loader	275,000	
12025460 General Specifications T-2017-002	-	8,633	8,633			
Total Transportation	3,562,000	1,269,429	2,292,571		1,050,000	264,597
<b>Recreation</b>						
12020860 Recreation Equipment Purchases R-2016-003	47,500	12,973	34,527	Mower	7,500	7,613
12025660 Ballpark Ballfield Parking R-2017-010	-	1,485	1,485	Master Plan/Scribner	40,000	
Total Recreation	47,500	14,459	33,041		47,500	7,613
<b>Total</b>						
	\$ 3,783,000	\$ 1,301,362	\$ 2,481,638			
<b>Not yet assigned:</b>						
Designated Highway	1,140,000					
Sidewalk	225,000					
	1,365,000					
<b>Carryovers</b>						
<b>Funded from Reserves</b>						
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006		11,758				
12024460 Asphalt Resurfacing T-2016-009		4,027				
12024760 RAS River Road T-2016-013		5,645				
12023360 Wells Trail R-2014-019		1,013				
12014560 Backhoe		160,757				
		183,200				
<b>Total</b>						
	\$ 5,148,000	\$ 1,484,562	\$ 2,481,638			
<b>Funding:</b>						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
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
	\$ 5,148,000	\$ 190,000	\$ 1,165,000	\$ 1,546,000	\$ -	\$ 2,247,000

# Town of Rothesay

## Utility Fund Financial Statements

June 30, 2017

### Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Project Listing - June

U6

Project Listing - July - Draft

U7

**Town of Rothesay**  
 Capital Balance Sheet  
 As at 6/30/17

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>
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LIABILITIES

Current:

Util Capital due to/from Util Operating	649,040
Total Current Liabilities	<u>649,040</u>

Long-Term:

Long-Term Debt	7,692,850
Total Liabilities	<u>8,341,890</u>

EQUITY

Investments:

Investment in Fixed Assets	25,071,873
Total Equity	<u>25,071,873</u>

TOTAL LIABILITIES & EQUITY	<u><u>33,413,763</u></u>
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# Town of Rothesay

## Utility Reserve Balance Sheet

As at 6/30/17

### ASSETS

Assets:

Bank - Utility Reserve	1,082,147
Due from Utility Operating	10,121
TOTAL ASSETS	<u>\$ 1,092,268</u>

### EQUITY

Investments:

Invest. in Utility Capital Reserve	778,196
Invest. in Utility Operating Reserve	100,537
Invest. in Sewage Outfall Reserve	213,536
TOTAL EQUITY	<u>\$ 1,092,269</u>



# Town of Rothesay

Utilities Fund Operating Balance Sheet  
As at 6/30/17

## ASSETS

Current assets:	
Accounts Receivable Net of Allowance	949,112
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>950,312</u>
Other Assets:	
Projects	<u>2,099,454</u>
	<u>2,099,454</u>
 TOTAL ASSETS	 <u>\$ 3,049,766</u>

## LIABILITIES

Accrued Payables	48,730
Due from General Fund	1,778,554
Due from (to) Capital Fund	(649,040)
Due to (from) Utility Reserve	10,121
Deferred Revenue	<u>18,006</u>
Total Liabilities	<u>1,206,371</u>

## EQUITY

Surplus:	
Opening Retained Earnings	21,220
Profit (Loss) to Date	<u>1,822,174</u>
	<u>1,843,395</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 3,049,766</u>

**Town of Rothesay**  
**Utilities Operating Income Statement**  
**6 Months Ended 6/30/17**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	249,129	235,125	516,236	497,250	18,986	1	980,000
Meter and non-hookup fees	11,763	9,375	23,682	18,750	4,932		37,500
Water Supply for Fire Prot.	0	0	375,000	375,000	0		375,000
Local Improvement Levy	0	0	59,073	59,000	73		59,000
Sewerage Services	(649)	0	1,614,920	1,600,000	14,920	2	1,600,000
Connection Fees	14,100	5,000	44,500	30,000	14,500		60,000
Interest Earned	7,692	3,958	38,050	23,750	14,300	3	47,500
Misc. Revenue	975	205	3,025	1,233	1,792		2,465
Surplus - Previous Years	0	0	28,535	28,535	(0)		28,535
<b>TOTAL RECEIPTS</b>	<b>283,010</b>	<b>253,664</b>	<b>2,703,022</b>	<b>2,633,518</b>	<b>69,505</b>		<b>3,190,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	92,000	92,000	184,000	184,000	0		368,000
Audit/Legal/Training	8	1,000	6,107	9,000	2,893		15,000
Purification & Treatment	24,744	24,667	125,913	162,000	36,087	4	310,000
Transmission & Distribution	9,316	7,692	38,870	46,150	7,280	5	92,300
Power & Pumping	3,080	4,000	22,474	24,000	1,526		48,000
Billing/Collections	112	0	4,242	3,000	(1,242)		3,000
Water Purchased	0	83	247	500	253		1,000
Misc. Expenses	0	1,500	6,250	9,000	2,750		18,000
<b>TOTAL WATER SUPPLY</b>	<b>129,260</b>	<b>130,942</b>	<b>388,102</b>	<b>437,650</b>	<b>49,548</b>		<b>855,300</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	138,000	138,000	276,000	276,000	0		552,000
Audit/Legal/Training	146	1,833	10,180	18,000	7,820	6	29,000
Collection System	649	4,650	41,433	27,900	(13,533)	7	87,800
Lift Stations	1,170	2,417	12,427	14,500	2,074		29,000
Treatment/Disposal	4,079	5,054	30,745	35,125	4,380		65,450
Misc. Expenses	1,276	458	6,570	2,750	(3,820)	8	5,500
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>145,320</b>	<b>152,413</b>	<b>377,354</b>	<b>374,275</b>	<b>(3,079)</b>		<b>768,750</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	5,417	3,018	32,500	29,482	9	65,000
Interest on Long-Term Debt	71,345	71,345	86,374	86,374	0		274,177
Principal Repayment	12,000	12,000	26,000	26,000	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
<b>TOTAL FISCAL SERVICES</b>	<b>83,345</b>	<b>88,762</b>	<b>115,391</b>	<b>144,874</b>	<b>29,482</b>		<b>1,565,950</b>
<b>TOTAL EXPENSES</b>	<b>357,925</b>	<b>372,116</b>	<b>880,848</b>	<b>956,798</b>	<b>75,951</b>		<b>3,190,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(74,914)</b>	<b>(118,452)</b>	<b>1,822,174</b>	<b>1,676,719</b>	<b>145,455</b>		<b>(0)</b>

# Town of Rothesay

2017August14OpenSessionFINAL\_089

Variance Report - Utility Operating  
6 Months Ended June 30, 2017

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
<b>Revenue</b>					
1	Sale of Water	\$ 516,236	\$ 497,250	\$ 18,986	Residential usage higher than budgeted
2	Sewerage Services	\$ 1,614,920	\$ 1,600,000	\$ 14,920	Residential usage higher than budgeted
3	Interest Earned	\$ 38,050	\$ 23,750	\$ 14,300	Interest on accounts receivable
<b>Expenditures</b>					
<b>Water</b>					
4	Purification/Treatment	\$ 125,913	\$ 162,000	\$ 36,087	Maintenance not used yet
5	Transmission/Distribution	\$ 38,870	\$ 46,150	\$ 7,280	Purchase of impeller
<b>Sewer</b>					
6	Audit/Legal/Training	\$ 10,180	\$ 18,000	\$ 7,820	Training not used yet
7	Collection Systems	\$ 41,433	\$ 27,900	\$ (13,533)	Pump repairs and claims
8	Misc. Expenses	\$ 6,570	\$ 2,750	\$ (3,820)	Clothing purchases
<b>Fiscal Services</b>					
9	Interest on Bank Loans	\$ 3,018	\$ 32,500	\$ 29,482	Borrowing not required

# Town of Rothesay

Capital Projects 2017

Utility Fund

6 Months Ended 6/30/17

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12043430	Well Development - Watershed W-2014-014	150,000	56,347	93,653
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000
12033530	Hampton Road Watermain W-2017-002	200,000	22,813	177,187
		<u>\$ 375,000</u>	<u>\$ 79,160</u>	<u>\$ 295,840</u>

<b>SEWER</b>				
12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	1,814,249	3,185,751
12044230	Infiltration/Inflow Study S-2017-003	-	56,983	-56,983
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	2,097	1,397,903
		<u>6,400,000</u>	<u>1,873,329</u>	<u>4,526,671</u>

Unassigned:

Station Rd Watermain	100,000	100,000
Box & Davit for R102	25,000	25,000
Sewer Improvements	300,000	300,000
	<u>425,000</u>	<u>425,000</u>

<b>Total Approved</b>	<u>7,200,000</u>	<u>1,952,489</u>	<u>5,247,511</u>
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**Carryovers**

Funded from Reserves

12043730	Almon/Peters Reconstruction - Water - T-2016-007	-1,382	
12043830	Water Plant Aux Building W-2016-002	148,347	
		<u>146,965</u>	
		<u>7,200,000</u>	<u>2,099,454</u>
			<u>5,247,511</u>

**Funding:**

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	500,000	200,000				300,000
Sewer	6,700,000			4,266,667	2,133,333	300,000
	<u>7,200,000</u>	<u>200,000</u>	<u>-</u>	<u>4,266,667</u>	<u>2,133,333</u>	<u>600,000</u>



# Town of Rothesay

Capital Projects 2017

Utility Fund

7 Months Ended 31/07/2017

## Draft!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12043430	Well Development - Watershed W-2014-014	150,000	56,347	93,653
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000
12033530	Hampton Road Watermain W-2017-002	200,000	22,813	177,187
		<u>\$ 375,000</u>	<u>\$ 79,160</u>	<u>\$ 295,840</u>

<b>SEWER</b>				
12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	1,997,206	3,002,794
12044230	Infiltration/Inflow Study S-2017-003	-	128,334	-128,334
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	2,097	1,397,903
		<u>6,400,000</u>	<u>2,127,637</u>	<u>4,272,363</u>

Unassigned:

Station Rd Watermain	100,000	100,000
Box & Davit for R102	25,000	25,000
Sewer Improvements	300,000	300,000
	<u>425,000</u>	<u>425,000</u>

<b>Total Approved</b>	<u>7,200,000</u>	<u>2,206,797</u>	<u>4,993,203</u>
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### Carryovers

Funded from Reserves

12043730	Almon/Peters Reconstruction - Water - T-2016-007	-1,382	
12043830	Water Plant Aux Building W-2016-002	187,715	
		<u>186,333</u>	
		<u>7,200,000</u>	<u>2,393,130</u>
			<u>4,993,203</u>

### Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	500,000	200,000				300,000
Sewer	6,700,000			4,266,667	2,133,333	300,000
	<u>7,200,000</u>	<u>200,000</u>	-	<u>4,266,667</u>	<u>2,133,333</u>	<u>600,000</u>

# TOWN OF ROTHESAY

## FINANCE COMMITTEE

July 20, 2017

### In attendance:

Mayor Nancy Grant

Councillor Grant Brenan

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 8:30a.m. The minutes of June 22, 2017 were accepted as presented (NG/DS).

### **June Financial Statements**

Treasurer MacDonald reviewed the General Fund financial statement noting finances were as expected. The variance report was reviewed highlighting that Permits & Licences are closer to norm and most expenses were currently under budget. There were questions on the Gas Tax Reserves, total debt and Common Rink costs. The status of legal expenditures was also discussed. If legal bills were a variance, it would be shown on the report, and our legal costs are audited every year. The statements were accepted as presented. (NG/DS)

In Utility, Treasurer MacDonald noted the June water billings are included and revenues are as expected. There has been no need for short term borrowing as yet, and Treasurer MacDonald will be monitoring cash flow closely in the next few months. The statements were accepted as presented. (DS/NG)

### **Donations**

Summary – Reviewed and accepted.

Requests – KV Food Bank – Clarification was requested. After a brief discussion it was agreed the town should send Quispamsis \$6,000 for a share of the 2017 approximate expenses. Treasurer MacDonald is to write a letter explaining the payment, request a list of expenses, and say that this is subject to review each year. (No motion required as under the direction of Council)

Jake Demmons – As this is not a Rothesay resident, the request was denied.

KV Players – After a brief discussion, it was agreed to contribute \$500. Treasurer MacDonald will write a letter saying their 2018 request should be received in the fall of 2017, and ask they submit their latest financial statements.

D.A.R.E – There was a brief discussion on this. Is this not covered by the Police Dept. budget? It was suggested they should make a presentation to Council for a contribution in 2018.

### **EY Update**

Treasurer MacDonald reviewed the progress forms. Many items have been completed, there are a few items that need further work and a couple of items where progress has not been made, at staffs' decision, and these need to be documented. It was agreed this should be reviewed with senior staff regularly.

Treasurer MacDonald expects an update soon from the Province on Capital Asset Management requirements.

### **Compliance Report**

For information purposes.

### **Next Meeting**

The next meeting is set for September 1, 2017, 8:30 in the Sayre Room. The meeting adjourned at 9:45.

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Grant Brenan, Chairman

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Ellen K. Steeves, Recording Secretary



# Town of Rothesay

7/31/17 219500-60

## Donations/Cultural Support

Paid to date

Budget

KV3C		2,500.00	in kind
NB Medical Education Trust	5,000.00	5,000.00	
Fairweather Scholarship	1,000.00	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	12,000.00	34,500.00	

## Other:

7,500.00

D.A.R.E.	500.00		
Rocmaura Foundation Inc.	50.00		
Women in Transition House	50.00		
Kidney Foundation	25.00		
Mira Stephenson	50.00		Youth for Youth
NB Competitive Festival of Music	250.00		
Rothesay Netherwood School	300.00		Art Show ad
Christmas with the Cops	100.00		
Heart & Stroke	50.00		
Town of Quispamsis	6,000.00		KV Food Bank
KV Players	500.00		
sub	7,875.00	7,500.00	

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19,875.00 42,000.00

## Mayor's Expense

7,500.00

Kennebecasis Valley Oasis Youth Centre	200.00		Dinner tickets
Touchstone Academy	360.00		Ticket bundle
PRO Kids	400.00		Dinner tickets
Lifting Other UP	260.71		International Women's' Day
UELAC NB Branch	80.00		Loyalist Events
Mayor Travel	57.89		
NB Sports Hall of Fame	520.00		Dinner tickets
The Chamber	239.86		150 Event
FCM	2,394.99		
The Chamber	32.28		State of the City

## Cell bills

405.580

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4,951.31 7,500.00

## Other:

Kennebecasis Crimestoppers	2,800.00	2,800.00	Protective Services
KV Committee for the Disabled	3,000.00	3,000.00	Transportation
PRO Kids		7,500.00	Recreation

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30,626.31 62,800.00





**ROTHESAY**  
Emergency Measures Committee  
**Monday, July 17, 2017 at 2:30 p.m.**  
**SAYRE ROOM ROTHESAY TOWN HALL**



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

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

Chairperson Lewis called the meeting to order at 2:35 p.m.

**1. ADOPTION OF AGENDA**

**MOVED** by Counc. McGuire and seconded by Mayor Grant the agenda be approved as circulated, with the following addition:

Item 6.3          Emergency Access to K-Park

**CARRIED.**

**2. APPROVAL OF MINUTES – April 18, 2017**

**MOVED** by Mayor Grant and seconded by Counc. McGuire the minutes of April 18, 2017 be adopted as circulated.

**CARRIED.**

**3. DELEGATIONS**

N/A

**4. REPORTS**

N/A

**5. NEW BUSINESS**

5.1      Sentinel Emergency Alert System (Staff Update)

DPDS White advised the following: the Town subscribes to the Sentinel Emergency Command System for approximately \$2400 per year; Sentinel is a multi-user web console that displays a common disaster response view integrated with Sentinel Emergency Preparedness and Sentinel Alerts; the Sentinel Emergency Command System includes features such as significant events tracking, asset management, communications, reporting, and integrated mapping; and the system is also used by the town of Quispamsis. DPDS White noted the system requires various updates such as public contacts, plans, and protocols; specific training is required to update the system; few members of Town staff are adequately trained to operate the system; the cost for a two day training course for approximately 15 individuals is \$2500; and a two day training course has been tentatively scheduled in September subject to determining overall interest in participation.

Counc. McGuire commented on the similar cost of the annual subscription and the training course. DPDS White advised after the training course is completed the organization is able to plan and deliver a tabletop exercise to further prepare Council and Town staff for emergencies. A common tabletop exercise is a train derailment. DPDS White advised it is likely a half-day tabletop exercise would occur in October 2017 one month after the Sentinel ECC Operations training course is completed.

The Committee made the following comments: scheduling the tabletop exercise a month after the Sentinel ECC Operations training course is completed would ensure the information is not outdated; training ensures the system does not become obsolete by infrequent use; alternative software does exist, however both the Province and Quispamsis use Sentinel; and the Province also uses another program to send notifications to subscribers.

There was general discussion with respect to increasing the number of subscribers to the system. It was suggested increasing the frequency of notifications and using the system to notify residents of road closures may encourage overall resident subscription to the system. Concern was expressed noting confirmation emails are not distributed to subscribers once residents are enrolled in the system.

In response to an inquiry, Town Manager Jarvie advised the cost of the system increases with the addition of contacts. He added since roughly 20% of the Rothesay population is subscribed to the service the system cannot be used as the only medium to issue emergency notifications.

There was general discussion with respect to the training course. In response to an inquiry, DPDS White advised the EMO budget includes funds allocated for training initiatives such as the Sentinel ECC Operations training course.

Counc. McGuire indicated Sentinel's agreement to allow the Kennebecasis Regional Police Force (KRJBPC) and Kennebecasis Valley Fire Department (KVFD) permission to access a single database in order to issue emergency notifications to all subscribers of both the Rothesay and Quispamsis Sentinel systems.

## **6. OLD BUSINESS**

### **6.1 Update K-Park Emergency Community Watch Program**

DPDS White gave a brief summary of the Deputy Fire Chief's suggestion, at the last Committee meeting, for an Emergency Community Watch Program within K-Park. He added the project is a considerable endeavor due to the various components required such as recruiting volunteers, training, securing a central operations center, and supplying equipment and resources. Counc. McGuire suggested during emergency situations it is likely the community will create a support system naturally.

It was suggested a potential partnership with the KVFD may be beneficial to poll community members in the K-Park area to determine interest in attending a public meeting addressing isolated neighborhood safety concerns. It was suggested residents, during the

poll, be reminded of the Sentinel system and encouraged to subscribe; and residents may be more receptive of safety concerns conveyed by means of the Fire Department.

There was consensus to discuss the matter further with the Fire Department and send correspondence from the Town apprising K-Park residents of safety concerns in the area and the upcoming poll.

6.2 Update Report to CN RE: Rail Safety (Isolated Neighborhoods) in Rothesay  
Mayor Grant suggested since an Emergency Management Plan was prepared it would be advantageous to confirm an alternative emergency access point to K-Park to ensure full preparedness during a possible CN tabletop exercise. Town Manager Jarvie advised the matter is ongoing. He added the property owners appeared amenable to the proposal; however the property owners are awaiting confirmation to determine which individual possesses the authority to grant approval. Mayor Grant suggested an invitation be extended to the property owners to attend a Committee meeting to discuss the safety concerns with respect to emergency access to K-Park. There was consensus to contact the property owners to discuss the matter further.

DPDS White advised, at the last meeting, there was consensus to send a report to CN indicating railway safety concerns unique to Rothesay. He displayed an image depicting critical infrastructure components near the railway such as residential crossings, the East Riverside Kingshurst, Renforth, and Fairvale pumping stations, the Works Garage, and the proposed location for the sanitary treatment plant. In response to an inquiry, Town Manager Jarvie advised a description would be sent along with the map detailing the infrastructure components. It was suggested some critical infrastructure components in Quispamsis are in close proximity to the boundary and could affect Rothesay if damages from an emergency occur. In response to an inquiry, DPDS White advised the map includes distances surrounding the infrastructure points and the railway. Town Manager Jarvie advised the location of all NB Power infrastructure will not be provided as the information is not available to the Town. He added the correspondence could caution CN of the existence of critical NB Power infrastructure in the area. DPDS White advised the Works Department will be advised of the matter and asked to submit any sites that may not have been identified.

6.3 Emergency Access to K-Park  
**Dealt with above.**

## **7. CORRESPONDENCE FOR INFORMATION**

**N/A**

## **8. DATE OF NEXT MEETING**

**To Be Determined.**

**9. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 3:15 p.m.

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CHAIR

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RECORDING SECRETARY





**ROTHESAY**  
~~2017 August 14 Open Session FINAL\_099~~  
**Public Works and Infrastructure**  
**Committee Meeting**  
July 19, 2017  
Rothesay Town Hall – Sayre Room  
8:30 a.m.



**DRAFT**

**PRESENT:** DEPUTY MAYOR ALEXANDER, CHAIR  
COUNCILLOR MIRIAM WELLS  
IVAN HACHEY  
PETER GRAHAM  
SHAWN PETERSON

TOWN MANAGER JOHN JARVIE  
DIRECTOR OF OPERATIONS BRETT MCLEAN  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** SCOTT SMITH

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

**1. APPROVAL OF AGENDA:**

**MOVED** by I. Hachey and seconded by Counc. Wells the agenda be approved as circulated.

**CARRIED.**

**2. ADOPTION OF MINUTES:**

2.1 Regular meeting of June 21, 2017.

**MOVED** by S. Peterson and seconded by Counc. Wells the minutes of June 21, 2017 be adopted as circulated.

**CARRIED.**

**3. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATIONS:**

N/A

**5. UNFINISHED BUSINESS**

**5.1 Capital Projects Summary**

There was discussion with respect to the East Riverside Kingshurst (ERK) pumping station, the sidewalk on Rothesay Road, and the Renforth Wharf. DO McLean advised there was a minor delay with the arrival of materials for the ERK pumping station; the contractor is responsible for correcting the deficiencies in the Rothesay Road sidewalk in order to meet Town standards; the Renforth Wharf cathodic protection project was completed over-budget due to the unforeseen need for additional materials; and a request to the Kennebecasis Regional Police Force for additional patrols, in addition to the installation of signage will likely deter inappropriate use of the Renforth Wharf without the need for a gate.

**5.2 Solid Waste Tonnage Report**

DO McLean suggested, as Spring Clean-Up costs are gradually increasing, it may be beneficial to investigate options to reduce overall costs of relocating Spring Clean-Up items.

**5.3 Update on Chapel Hill Estates median**

DO McLean advised after further investigation it remains unclear which party is responsible for the median. Deputy Mayor Alexander noted the median serves a purpose protecting the infrastructure below.

**MOVED** by Counc. Wells and seconded by S. Peterson the Public Works and Infrastructure Committee recommend Council maintain the status quo with respect to the Chapel Hill Estates median, and further a letter be sent to the Chapel Hill Estates Board of Directors advising no change will be made to the current situation.

**CARRIED.**

**5.4 Update on parking on Rothesay Road**

Chairperson Alexander noted the two hour parking signs were removed from the lay-bys at the request of Council. He added a revision was approved, at the last meeting of Council, to the schedule of Traffic By-law 3-03 permitting short term parking in the lay-bys on Rothesay Road; without the revision, parking was prohibited along all of Rothesay Road including the lay-bys. Counc. Wells indicated it is likely a revision to allow overnight parking during winter conditions will be considered by Council in the near future. There was a brief discussion with respect to enforcement of the By-law. DO McLean advised the signs were removed, however the posts remain in case overnight parking during winter conditions is permitted and signs are required.

Counc. Wells inquired about the presence of multiple no parking signs in the vicinity of the Rothesay Common basketball courts. She questioned if the number of signs could be reduced. DO McLean advised he would look into the matter.

**5.5 Update on River Road**

DO McLean advised the following: in order to realign River Road, as previously approved by Council, the removal of trees is required; a resident contacted the Town indicating an objection to the removal of the trees; after a survey was completed in the area it was determined the trees are located on private property; as the curve is gradual it is likely there will be no impact on the overall project if River Road is not realigned; and the parking lot is almost complete however a curb must be installed to ensure Town By-law standards are met.

**5.6 Update on Taylor Brook Bridge**

DO McLean advised the work is scheduled to begin early August; and the work will be duly advertised by various methods including an ad in KV Style and road signage. In response to an inquiry, DO McLean advised a request will be submitted to various radio stations to notify residents of the upcoming construction. Chairperson Alexander added traffic will be limited to a single lane.

DO McLean noted the Hampton Watermain Renewal project will begin next week. Chairperson Alexander gave a brief description of the project noting the work will be completed from Highland Avenue to Almon Lane. In response to an inquiry, DO McLean advised the work is likely to begin at Highland Avenue. S. Peterson questioned if any lane closures are expected. DO McLean advised traffic control methods such as flaggers and signals will be used to direct traffic.

**5.7 Update on Traffic By-law**

Chairperson Alexander advised a revision to the schedule is included in Traffic By-law 1-14 to allow short term parking in the lay-bys on Rothesay Road. Traffic By-law 1-14 received 1<sup>st</sup> and 2<sup>nd</sup> reading, and has been posted to the Town's website and duly advertised.

Counc. Wells requested an update on College Hill Road. DO McLean advised College Hill Road is listed as a 30 km speed zone in Traffic By-law 1-14. Counc. Wells questioned if the flashing speed sign zone signs would be relocated from College Hill Road to Hampton Road when the school year begins. DO McLean advised the signs would be relocated in September. He added the Headmaster of Rothesay Netherwood School indicated the 40 km/hour flashing signs have reduced overall speed behaviour in the area; and it is likely the 30 km/hour speed limit will further deter speeding in the area without the use of the flashing signs. I. Hachey questioned why the request was not made by the school in the past. It was suggested the concerns of the school's new Headmaster may differ from the concerns of the previous Headmaster; and general speed behaviour in the area may have changed over the years.

**6. CORRESPONDENCE FOR ACTION:**

6.1 27 June 2017 Email from resident RE: Request for crosswalk on Crosswind Crescent  
Chairperson Alexander clarified it is likely the request is for a painted crosswalk without signals. DO McLean advised a crosswalk will be painted at the intersection of Crosswind Crescent and Highland Avenue closest to Eriskay Drive. He added a second crosswalk at the other end of Crosswind Crescent may be unnecessary and cause safety concerns due to a sharp turn in the area. Counc. Wells suggested a letter be sent to the two residents apprising them a crosswalk will be painted in the area. Town Manager Jarvie advised the residents are likely to see the crosswalk before the arrival of a letter. Counc. Wells suggested the letter could explain why the specific location of the crosswalk was chosen. DO McLean suggested a letter may provide closure to the situation.

6.2 10 July 2017 Email from resident RE: Request for a Crosswalk on Crosswind Crescent/Highland Avenue

**Dealt with above.**

**7. NEW BUSINESS:****7.1 Five Year Plan for Road Resurfacing**

DO McLean advised a recommendation from the Ernst and Young report suggests the creation of a five year plan for road resurfacing. He added the list will ensure Rothesay roads are resurfaced before significant deterioration occurs. He suggested the list remain internal as the timeline exceeds the mandate of Council, and extenuating circumstances may result in changes.

**7.2 Comprehensive Policy for Stormwater Drainage**

DO McLean advised a comprehensive policy for stormwater drainage will be created as a resource to clarify and communicate Town standards to the community. Town Manager Jarvie noted the policy will help guide capital spending, and ensure clear distinctions are established with respect to actions for private and public property.

**7.3 Crosswalk Priorities**➤ **Hampton Road**

DO McLean advised a request was received for a RA-5 crosswalk at the intersection of Hampton Road and Sierra Avenue. Chairperson Alexander noted there are other crosswalks in close proximity to the bus stop at Sierra Avenue. DO McLean noted the resident indicated a signalized crossing is required as several motorists fail to yield to pedestrians in painted crosswalks. Counc. Wells suggested the Kennebecasis Regional Police Force (KRPF) be alerted to the resident's concerns. The following comments were made: the area houses a bus stop frequented by children; there is concern the section of Hampton Road may be classified as a divided highway; if so, vehicles in the opposite direction are not obligated to stop; and the KRPF are unable to constantly patrol the area; frequent patrolling may encourage yielding to pedestrians in crosswalks; and a signalized crosswalk may be a costly expense for a single request. Chairperson Alexander suggested it is likely the item will be discussed during future planning.

➤ **Clark Road**

DO McLean advised a request was received for a signalized crossing at the end of Clark Road. He noted the item is under investigation and may be contingent upon variable factors including a neighbouring property in the area. DO McLean advised: a warrant analysis was done in 2014 and a numeric value is associated with the result; if the numeric value is below 100 traffic signals are not warranted; it was determined the subject intersection received a numeric value below 100; however, the result leaned towards favoring the installation of traffic signals.

There was a brief discussion with respect to a request for a crosswalk at the intersection of Spruce Street and Clark Road. Town Manager Jarvie advised if the project to install a sidewalk on Scott Avenue proceeds it may be beneficial to install a crosswalk at the Clark Road/Spruce Street intersection at the same time. Chairperson Alexander suggested the item be kept on the Committee's radar.

**8. CORRESPONDENCE FOR INFORMATION:**

8.1 4 July 2017 Letter to Hon. Bill Fraser, Department of Transportation and Infrastructure  
RE: Designated Highway Funding Program

5 July 2017 Letter from Hon. Bill Fraser, Department of Transportation and  
Infrastructure RE: 2018 Designated Highway Funding Program with  
attachment

Chairperson Alexander gave a brief summary. It was noted the letter from Hon. Bill Fraser is a request for 2018 applications. DO McLean advised a five year plan was submitted last year at the request of the Department. He added as the Hampton Watermain project was fast-tracked due to the 7 Hillcrest development, it is recommended the remainder of Hampton Road be submitted for the 2018 Designated Highway Funding Program.

**MOVED** by Counc. Wells and seconded by I. Hachey the Public Works and Infrastructure Committee recommend Council submit the portion of Hampton Road between Henderson Park and Rothesay Road for the 2018 Designated Highway Funding application.

**CARRIED.**



**8.2 Traffic Implications of Contract W-2017-002: Hampton Road Watermain Renewal**

➤ 5 July 2017 Report prepared by DO McLean

It was noted the item was discussed earlier in the meeting. P. Graham commented on the cost difference between the high and low tenderers. Counc. Wells suggested the difference may be a result of the level of activity scheduled for each firm.

I. Hachey requested an update on Allison Drive. DO McLean advised the developer indicated his agreement to redirect the pipe.

**9. DATE OF NEXT MEETING:**

The next meeting will be held on **Wednesday, August 23, 2017.**

**10. ADJOURNMENT**

**MOVED** by Counc. Wells and seconded by I. Hachey the meeting be adjourned.

**CARRIED.**

The meeting ended at 9:20 a.m.

---

CHAIRPERSON

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RECORDING SECRETARY



2017 August 14 Open Session FINAL\_104  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Recording Secretary Public Works & Infrastructure  
Committee  
DATE : July 20, 2017  
RE : Motions Passed at July 19, 2017 Meeting

---

Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, July 19, 2017:

**MOVED** ... and seconded ... the Public Works and Infrastructure Committee recommend Council maintain the status quo with respect to the Chapel Hill Estates median, and further a letter be sent to the Chapel Hill Estates Board of Directors advising no change will be made to the current situation.

**CARRIED.**

**MOVED** ... and seconded ... the Public Works and Infrastructure Committee recommend Council submit the portion of Hampton Road between Henderson Park and Rothesay Road for the 2018 Designated Highway Funding application.

**CARRIED.**

Respectfully submitted,

Liz Pomeroy



**ROTHESAY**  
HERITAGE PRESERVATION REVIEW BOARD  
MEETING  
Rothesay Town Hall  
**Wednesday, July 19, 2017**  
**7:00 p.m.**



**PRESENT:** COUNCILLOR TIFFANY MACKAY FRENCH  
JAMES GALLAGHER  
JON LEHEUP  
RAHA MOSCA

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

**ABSENT:** JIM BAIRD  
GREG MURDOCK  
KATHERINE GRANT

The meeting was called to order at 7:00 p.m. DPDS White welcomed members to the first Heritage Preservation Review Board meeting of 2017.

**1. ELECTION OF OFFICERS**

DPDS White advised J. Baird, via email, indicated his interest in assuming the position of Chair if no other nominations are received. DPDS White called three times for nominations from the floor for Chairperson. There being no other nominations, J. Baird was elected Chairperson by acclamation.

DPDS White called three times for nominations from the floor for Vice Chairperson. J. LeHeup nominated Greg Murdock as Vice Chairperson. There being no other nominations, Greg Murdock was elected Vice Chairperson by acclamation contingent upon acceptance of the position.

DPDS White advised as both J. Baird and G. Murdock are absent, J. LeHeup has agreed to assume the position of Chair for the meeting.

J. LeHeup assumed the position of Chair.

**2. 2017 MEETING DATES**

15 December 2016 Memorandum from Town Clerk Banks

**MOVED** by Counc. Mackay French and seconded by J. Gallagher the memorandum from Town Clerk Banks dated 15 December 2016 be received/filed.

**ON THE QUESTION:**

DPDS White noted it is likely a meeting will be held in August to discuss upcoming items. He added the meeting will be held the fourth week of August on Wednesday, August 23, 2017 and not on August 16<sup>th</sup> as stated on the agenda.

**CARRIED.**

**3. CODE OF ETHICS**

The Board was asked to review the Code of Ethics, sign, and return the Member and Appointee Statement. R. Mosca questioned if there was flexibility with respect to rescheduling the Board meeting to the fourth Wednesday of each month. DPDS White advised the meeting is typically scheduled during the fourth week to prevent conflict with the regular Council meeting should the two occur in the same week.

ROTHESAY

Heritage Preservation Review Board  
Minutes

19 July 2017

4. APPROVAL OF AGENDA:

**MOVED** by J. Gallagher and seconded by Counc. Mackay French the agenda be approved as circulated.

**CARRIED.**

5. ADOPTION OF MINUTES:

5.1 Regular meeting of Wednesday, September 21, 2016

**MOVED** by Counc. Mackay French and seconded by R. Mosca the minutes of 21 September 2016 be adopted as circulated.

**CARRIED.**

6. DELEGATIONS

N/A

7. REPORTS

N/A

8. NEW BUSINESS

8.1 **10 Church Avenue**

**Jeff Kitchen**

OWNER:

Jennifer & Andrew Young

PID:

00257691

PROPOSAL:

Window Removal/Replacement

Mr. Andrew Young and Mr. Jeff Kitchen were in attendance. DPDS White gave a brief summary of the application. Photographs of the property were displayed. DPDS White noted the applicant intends to renovate the kitchen; and the installation of the new stove and cabinetry requires the two existing windows be blocked. DPDS White noted Town staff recommend a symmetrical layout for the windows along the side elevation as the house is a vernacular interpretation of the Colonial Revival style of architecture. He added staff have no issue with the proposed enlargement of the window on the rear elevation.

The Board made the following comments: the existing side elevation window layout is asymmetrical; the windows on the side elevation appear to be of varying sizes and styles; the rear elevation is hidden from public view; the front elevation of the house appears symmetrical; some of the windows on the side elevation are without mutton bars and are not classified as Colonial Revival style; if both windows on the side elevation are blocked it would create an asymmetrical layout; and the side elevation is partially screened from public view by vegetation.

Mr. Kitchen noted additional landscaping will be planted to further screen the side elevation. J. LeHeup commented that renovations over the years may have diverted the style of the property from the original Colonial Revival style.

Counc. Mackay French questioned if the siding was vinyl and if the applicant had considered the recommendation of Town staff. Mr. Kitchen noted the siding is vinyl however the applicant indicated an interest in residing the property to wood cladding and maintaining an overall heritage aesthetic. He added staff’s recommendation had not been discussed prior to the meeting. In response to an inquiry, Mr. Kitchen noted the applicant intends to complete interior renovations prior to exterior renovations.

**MOVED** by Counc. Mackay French and seconded by J. Gallagher the Heritage Preservation Review Board issue a Heritage Permit (Certificate of Appropriateness) for the installation of new Norwood windows along the rear yard elevation at 10 Church Avenue (PID 00257691) and the blocking up of two existing bottom windows along the side yard elevation.



ROTHESAY

Heritage Preservation Review Board  
Minutes

19 July 2017

ON THE QUESTION:

The Board made the following comments: the side and rear elevations are hidden from public view; the existing window layout is asymmetrical; and wood cladding would create a heritage appeal to the property. J. LeHeup suggested Colonial Revival style windows at the rear of the property would further establish the Colonial Revival style on the property. Counc. Mackay French noted the existing windows are a “hodge podge” of styles. Mr. Kitchen noted the proposed design enables the applicant’s family to clearly view the rear of the property without sectioning the windows with mutton bars.

**CARRIED.**

- 9. OLD BUSINESS  
N/A

- 10. CORRESPONDENCE FOR INFORMATION  
N/A

- 11. DATE OF NEXT MEETING:  
The next meeting will be held on **Wednesday, August 23, 2017.**

- 12. ADJOURNMENT  
**MOVED** by Counc. Mackay French and seconded by J. Gallagher the meeting be adjourned.
- CARRIED.**

The meeting adjourned at 7:25 p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
RECORDING SECRETARY



# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : MJ Banks  
DATE : 21 July 2017 8:30 am Quispamsis Town Hall  
RE : KV Deer Management Program – Public Session update

---

Presentation by Joe Kennedy, PNB Biologist (attached)

PRESENT: Mayor Gary Clark, Mayor Nancy Grant, Mayor Ken Chorley, Deputy Mayor Matt Alexander, Deputy Mayor Robert Doucet, Councillors Beth Thompson, Sean Luck, Miriam Wells (staff) Susan Deuville, Cathy Snow, Mary Jane Banks (public – approximately 25-27)

- Application period – September 5 to October 31
  - Hunting season October 2 to November 18
- Statistics for 2014-2106 KV Nuisance Deer Management Assistance Program
  - Yearly
  - By Community
- special permits for one antler-less deer during normal hunting season
- Primary priority is public safety. No hunting within 100 meters of homes
  - typically bow or cross bow
    - 100 m bow/cross-bow (allowed within 100 m of landowner's home with homeowner's permission)
    - 200 m shotgun
    - 400 m rifle
- **\*\*adjacent property owners can group together to meet property size requirement**
- provincial BowHunters Association provides education to program participants
- property access – do NOT have to ask for permission if hunter has a permit (asking is encouraged)
  - responsibility to track wounded animal if it travels to another property
- "Program is to manage a societal not biological nuisance"
- Cornell University is the expert in northeastern US <https://deeradvisor.dnr.cornell.edu/about>
- outline of various methods used and most effective (bait and shoot)

### DISCUSSION:

- need to be more aggressive, possibly increase the number of tags to two (2)
- program is a modification of "bait and shoot" where local hunters are used rather than contractors
- no easy solution
- harvesting older does leads to a behavioural change in younger deer
- public safety is first priority
- controversial matter that requires more discussion and input from the public
  - more notice for public to create greater awareness

# ROTHESAY

TO:

FROM:

2017August14OpenSessionFINAL\_109

RE:

-2-

(DATE)

- Towns own the program and decide yearly whether to participate – can decide to request issuance of additional tags
- innovative program that is being modelled by other communities (St. Andrews)
- reminder messages to the public “Do NOT feed the deer”
- ratio is 2:1 for female:male so harvesting does is more effective
- ERD provincial goal is to manage the whole deer herd population (provincial)
- increased presence of rangers for enforcement in the Valley area during hunting season
- possible notification to property owners to encourage participation in program
  - o (over 900 properties are eligible in Rothesay)
- UNB is establishing a deer research (thesis) project – 3 year study
- Councils’ responsibility to make fact-based decisions and the process has been ongoing for many years with a survey being completed seeking resident input about 3 years ago
- education on Lyme disease is a provincial responsibility and the <http://www.lymenb.ca/> association is investigating partnerships to spread awareness

Colin McPhail article in TJ on 22 July 2017 (copy attached)

Mary Gore



2017August14OpenSessionFINAL\_119

A photograph showing a residential scene with several deer. In the background, there is a blue house with white trim and a chimney. A paved driveway or road is visible to the left. In the foreground, a grassy lawn is partially covered with dry, yellowish grass. A large, dark mulch bed with several bare trees and shrubs is in the middle ground. Five deer are visible: one on the left near the house, one in the center, one to the right of the center, and two on the far right. The text "KENNEBECASIS VALLEY DEER MANAGEMENT" is overlaid in large, bold, black capital letters at the bottom of the image.

# **KENNEBECASIS VALLEY DEER MANAGEMENT**



## **2016 KV Nuisance Deer Management Assistance Program**

- 56 landowners were approved to receive permits
- In total, 199 permits were offered.
- 147 permits were issued to hunters.
- A total of 69 deer were harvested under nuisance permits within the towns of Quispamsis, Rothesay and Hampton.

# KV NUISANCE DEER MANAGEMENT ASSISTANT PROGRAM (NDMAP)

<b>KV NDMAP</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
# Properties	56	66	58
# Acres	1383	1736	1087
# Permits	199	265	266
# Hunters	147	223	187
# Deer	69	95	103
Hunter Success Rate	47%	42%	55%
# Roadkills	182	223	222

## 2014 KV NUISANCE DEER MANAGEMENT PROJECT

2017 August 14 Open Session FINAL 113

TOWN	APPS	PROPERTIES	PERMITS	HUNTERS	DEER
Hampton	41	20	71	52	28
Quispamsis	48	31	174	126	68
Rothsay	22	7	20	9	7
Total	111	58	265	187	103

## 2015 Kennebecasis Valley NDMAP

TOWN	APPS	APPROVED PROPERTIES	PERMITS	HUNTERS	DEER
Hampton	23	21	68	58	26
Quispamsis	47	39	177	148	61
Rothsay	8	6	19	18	8
Total	78	66	264	224	95

## 2016 Kennebecasis Valley NDMAP

TOWN	APPS	APPROVED PROPERTIES	PERMITS	HUNTERS	DEER
Hampton	38	17	53	37	23
Quispamsis	20	30	116	86	36
Rothsay	17	9	30	24	10
Total	75	56	199	147	69

## Nuisance Deer Management Assistance Program

- Designed to allow landowners to remove nuisance deer from their property.
- Special permits allow hunters to remove only one antlerless deer during the regular deer hunting season.
- Hunters are chosen and approved by the landowner.
- Hunting is NOT allowed within 100 meters of neighboring homes.
- With the landowners approval, archery hunters may hunt within 100 meters of the landowners home.
- Properties are assessed by DNR for safety concerns.



## Kennebecasis Valley Nuisance Deer Management Assistance Program

### 2017 FACT SHEET

- What?** The Nuisance Deer Management Assistance Program (NDMAP) will allow landowners within the Kennebecasis Valley area to receive special permits authorizing hunters to harvest ONE antlerless deer on their property. The permits are issued to hunters chosen by the landowner to harvest deer on their property. Permits will be provided to harvest only antlerless deer, as removal of those deer will have the greatest effect on controlling local populations. The number of available permits will be determined by the Department of Energy and Resource Development (ERD) on a case-by-case basis.
- When?** NDMAPs will be valid for use by hunters only during the legal deer hunting season (October 2 – November 18, 2017). **Application dates are September 5 to October 31, 2017.**
- Why?** Deer numbers have increased in the Kennebecasis Valley area since the mid-2000's and have become a significant nuisance to the local communities. ERD is working cooperatively with the Towns of Rothesay, Quispamsis, Hampton and local communities to lower the deer numbers in a manner that is safe, effective and acceptable to most residents. Allowing hunters to harvest extra deer from this area is an efficient approach to address the issue while allowing public benefit of the resource.

#### HOW TO APPLY FOR A NUISANCE DEER MANAGEMENT ASSISTANCE PERMIT:

- STEP 1** **Contact your local Town Office to express your interest in obtaining a NDMAP permit** - Property Identification Numbers (PIDs) are required to apply, and will be submitted to ERD for assessment.
- STEP 2** **Site Assessment** – Properties greater than 1 acre with potential for NDMAP permits may receive a site visit by ERD staff to assess for any potential safety concerns and the number of permits to be issued. Hunting will NOT be allowed within 100 meters of neighboring houses. Discharge distances for archery may be reduced from the landowners dwelling, with the landowner's permission.
- STEP 3** **Approval** – Qualifying landowners will receive notification from ERD of the number of permits that will be issued for their property (PID) and any restrictions that may be applied.
- STEP 4** **Selection of Hunters** – Most landowners desire some control over who accesses their property. It will be the responsibility of the landowner to select hunters to hunt deer on their property under a NDMAP permit. Landowners will provide each hunter's name, address and 2017 deer hunting license number to the Hampton ERD office (832-8055) to apply for NDMAPs. Once approved, eligible hunters can pick up their permit at the Hampton ERD office.

#### NOTE:

- Only hunters holding a current deer hunting license are eligible;
- Only one (1) NDMAP permit will be issued for each hunter per year;
- Only one antlerless deer may be harvested under a NDMAP permit;
- The NDMAP permit is in addition to the normal one-deer bag limit;
- Archery hunting may be preferred in most cases;
- Hunters must register the harvested deer at the Hampton ERD office.

*Application ends on October 31, 2017. Processing times for applications could take up to 3 weeks, but may vary depending on volume.*

## LEGAL HUNTING DISTANCES

A regular deer hunting licence may be used to hunt:

- 100 meters away from a dwelling for bow or crossbow
- 200 meters away from a dwelling for shotgun (buckshot)
- 400 meters away from a dwelling for rifles.

Although it is encouraged, permission is not required from a landowner for a hunter to access private lands, unless otherwise posted.

## KV Nuisance Deer Management

- Success would be considered positive when landowners experience fewer nuisance problems.
- Reduced deer densities may be reflected through reduced roadkills. Using KV deer roadkill numbers:

Year	KV NDMAP	Roadkill	Densities
2016	69	182	8.1
2015	95	223	9.9
2014	103	222	10.0
2013	-	200	9.0
2012	-	162	7.2

2017 August 14 Open Session FINAL 118

# An Integrated Approach for Managing White-Tailed Deer in Suburban Environments:

## *The Cornell University Study*

Jason R. Boulanger, Paul D. Curtis and Bernd Blossey



A publication of Cornell University Cooperative Extension and the  
Northeast Wildlife Damage Research and Outreach Cooperative

Cornell University, Ithaca, New York. 2014.





Cornell University

Search

Community Deer Advisor Cornell



# Community Deer Advisor

*Decision support for communities managing deer*

[About](#) [What is CBDM?](#) [Community Examples](#) [Resource Library](#) [Assistance](#) [FAQs](#)

## About the Community Deer Advisor

The Community Deer Advisor is a collaboration between [Cornell University](#) and [The Nature Conservancy](#)® to help communities successfully manage deer at a local level.

Community-based deer management (CBDM) is the foundation for the Community Deer Advisor. Our recommendations on negotiating the **process** of CBDM are based on social science research and lessons learned from case studies in multiple states.

The Deer Advisor offers resources to help with community deer management such as:

- A useful process for structuring your program.
- Recommended best practices, including education, communication, and stakeholder engagement.
- Community examples from across the United States.
- An opportunity to share your community's story.
- A "starter kit" for community-based deer management.



## Contributing Organizations



Cornell University

The [Human Dimensions Research Unit \(HDRU\)](#) in the Department of Natural Resources at Cornell University studies the social and economic aspects of natural resources and the environment and the application of social and



The [Nature Conservancy](#)® is a leading science-based conservation organization working around the world to protect ecologically important lands and waters for nature and people. It aims to address the most pressing

2017August14OpenSessionFINAL\_120

## A Deer Manager's Toolbox – Lethal Control

### Translocation

Research conducted on the capture and translocation of deer suggests that animals are stressed during the process, and experience high mortality after release, which is why we choose to place this method in with other lethal controls. Translocation is cost prohibitive, may increase the spread of disease, and few places would accept these animals. Many wildlife management agencies prohibit this technique.

### Predator Reintroduction

Deer predators such as wolves and mountain lions were extirpated over much of their range, and recent work has shown that coyote predation does not control overabundant deer populations, with the exception of very special circumstances. At this time, wildlife management agencies are unlikely to advocate for release of mountain lions or wolves in our region due to biological constraints in suburban landscapes, and stakeholder concerns over resource use and safety. It is also questionable whether large predators would have the ability to control abundant deer populations given the ratio of predator to prey. In Wisconsin's remaining wolf range, for example, there are likely more than 1,000 deer for every wolf, a clear indication that wolves by themselves, while certainly feeding on deer, will not be able to control or reduce deer numbers sufficiently.

### Regulated Hunting

This is often the first method proposed as a solution for deer problems, and is advocated by both state wildlife management agencies and hunters. Successful deer reduction via hunting depends on a community's established objectives. For example, hunting, where permitted, may be useful in reducing some level of DVCs, or when implemented before deer populations become too large. This method, along with sterilization, comprised the core of Cornell's initial deer management approach. Our experiences with regulated hunting at Cornell, along with many other communities in the U.S., suggest difficulty in reducing deer abundance to a level that achieves ecological goals. The lack of success in reducing deer populations further may result from a collection of problems including lack of access, hunting regulation impediments, and hunter behavior and preferences. Many areas may remain closed to hunters due to landowner preferences, and deer will quickly find these refugia. Hunting regulations (short seasons, lack of ability to shoot multiple bucks or does, discharge distances) may prevent dedicated individuals from filling more than the usual one or two tags that most hunters use per season. High hunting pressure in certain areas will result in changed deer behavior (animals may become increasingly nocturnal or change travel routines), decreasing hunter success. Furthermore, most hunters do not see themselves as deer managers, and consider hunting their recreation. Even successful individuals rarely shoot more than two or three deer per year, and others may need to be educated about techniques when pursuing suburban deer. Our harvest success rate in the EAB program of <30%, and the many hours hunters spent in the field to harvest a deer, suggest that improvements in the regulated hunting approach are necessary to achieve goals for deer impact reduction.

### Capture and Euthanize

Methods used to capture and euthanize deer include drop nets, Clover traps, or darting to capture deer, followed by penetrating captive bolt, exsanguination, firearms, or chemical euthanization. In most instances, these methods will require contracting with professionals from USDA/APHIS/Wildlife Services, law enforcement, or private contractors. Although we have successfully used Clover traps and penetrating captive bolt, a technique approved by the U.S. Food and Drug Administration, the American Veterinary Medical Association and by Cornell's Institutional Animal Care and Use Committee, to euthanize deer in dense suburban areas, staff time and expense were concerns for its continued use. In addition, this method resulted in vehement opposition from a minority of local residents.

Translocation – high mortality, expensive.

Predator Reintroduction – biological and political concern.

Regulated Hunting – ineffective often due to existing laws and lack of access to private lands.

Capture and euthanize – effective, but expensive and not publically supported.



## A Deer Manager's Toolbox – Lethal Control *continued*

The capture-and-euthanize approach has been halted by court order in some communities where attempted. Use of dart rifles and immobilization drugs to capture deer is quick and effective, but using this method in conjunction with euthanasia renders deer meat unfit for human consumption, one of the key conditions that many communities stipulate for deer control. Being able to donate deer meat for consumption is why we chose to use Clover traps and penetrating captive bolt.

### Bait and Shoot

This is the only method we are aware of that has demonstrated quick reductions in suburban deer populations. While bait and shoot has clearly reduced deer numbers and DVCs in numerous suburban communities, we are not able to assess whether deer reductions have also resulted in reductions in ecological impacts. We are pursuing this work on Cornell lands, but we cannot provide much evidence at this time. Bait and shoot methods may be divided into either volunteer contributions, such as in our DDP efforts at Cornell, or contractual services by professionals. In both instances, participants bait deer into locations where discharge of bows, crossbows, or firearms is safe; and deer are shot at close range. This method is most effective on naive deer herds unfamiliar with hunting. Although hunted deer tend to be much more cautious, bait-and-shoot methods can still lead to population reductions. Using contractual services is expensive, but time spent afield is greatly reduced, and costs are generally much less than fertility control. Bait-and-shoot techniques are clearly the most likely to reduce deer populations to the lowest levels possible, given all of today's options.

### Regulated Commercial Hunting

Under current laws and regulations, this method is not legal in most states. This proposed method may include contracting deer management out to approved individuals or companies, or expanding the ability of recreational hunters to sell meat or other deer parts. Contractors or individuals would be able to sell venison at market prices to cover their time and costs. Numerous and notable wildlife professionals in the U.S. support and continue to debate this method. North American wildlife management agencies have not moved forward with the idea of bringing back commercial hunting, and the sale of wild-caught venison is prohibited in most states. Moreover, hunters who consider it a threat to their recreational pursuits vehemently oppose commercial hunting. Ironically, venison sold in U.S. stores is either farm-raised or imported from New Zealand, where white-tailed deer were introduced and have become an invasive pest species, and where deer are commercially hunted.

Bait and Shoot – Very effective, the best lethal option provided in the document.

Regulated Commercial Hunting – Not legal in most states or provinces. Involves the sale of venison

## A Deer Manager's Toolbox – Nonlethal Control

2017 August 14 Open Session File # 122

### Change Ornamental Planting Regimes

The recommendations to use non-palatable plantings often contain non-native, sometimes invasive species, and thus not ecologically-acceptable options. Furthermore, widely planting just a few reliably deer-resistant plants will greatly reduce local biodiversity with unacceptable consequences for native insects and birds that require native species as food and shelter.

### Repellents (Chemical and Physical)

Repellents in various forms (chemical or nonchemical, such as scare devices in gardens or along roadways) may have short-term effects, if at all, but they are not a permanent solution, despite widespread claims.

## A Deer Manger's Toolbox – Nonlethal Control *continued*

### Fences

Although some deer can clear an 8-foot-high fence, depending on terrain, this minimum height can be effective for keeping deer out of high-value areas permanently, but it excludes other wildlife, has high initial costs, and pushes deer into adjacent unfenced areas. Fences will remain an essential option to guard roads, high-value ornamental plantings, or threatened populations of native species. However, they have no effect on overall deer abundance in a community.

### Fertility Control

At present, sterilization can only be performed on deer in New York State as part of approved scientific studies and requires a DEC License to Collect and Possess (LCP) research animals. In other states, you should contact your state wildlife agency to determine applicable laws and regulations. Such regulations change frequently, and you need to keep up to date. Until further data are gathered and analyzed, this technique continues to be experimental, and is not an approved method routinely available to managers. See below for a more in-depth treatment of fertility control.



2017August14OpenSessionFINAL\_123

27 JULY 2017

# GOAL FOR KV DEER HARVEST PEGGED AT 90

COLIN MCPHAIL TELEGRAPH-JOURNAL



A deer wandering across Brunswick Street in Hampton. The Kennebecasis Valley towns will soon vote to participate again in the annual deer harvest program.

PHOTO: TELEGRAPH-JOURNAL ARCHIVE

QUISPAMSIS

• A  
Department of Energy and Resource Development official proposed a 2017 harvest goal of 90 kills for the potential return of the Kennebecasis Valley nuisance deer management program.

Members of the Rothesay, Quispamsis and Hampton municipal councils – the

three participating communities – listened to a presentation by biologist Joe Kennedy on Friday morning in which the government worker updated town officials and the public on the program and outlined options for another harvest this fall.

The three towns must approve of the program that grants special permits to landowners to allow hunters on their property to bag antlerless deer to reduce the urban deer population. Each council will have to vote on whether to participate again in 2017, the fourth consecutive

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year. The three towns have all taken part in the divisive program since 2014.

"We're dealing with a concept of nuisance, which is a societal thing," Kennedy explained during his presentation. "It's not a biological thing. We're not doing this because there's a threat to the deer population. We're doing this because people are annoyed."

"The desire is to harvest adult female deer – that's why it's an antlerless deer permit only – because, well, those does have babies and we want to have fewer babies out there."

Kennedy told the audience at Quispamsis town hall Friday he believes the program has been working, considering the number of complaints and applications have gone down since 2014.

In 2014, 111 landowners applied to permit hunting on their property. That figure dropped to 78 in 2015 and 75 last year. The number of permits issued and participating hunters, as well as the annual estimated deer density have also been on the decline.

The number of deer harvested in 2016 – 69 adult female deer – decreased from 95 the previous year and 103 in 2014. The 2017 goal is to harvest 90 antlerless deer combined with a projected 80 in road kill for a total of 170.

"If you harvest about 25 per cent of the adult females, you stabilize the population. Any more than that 25 per cent and you can actually cause a population decline," Kennedy said.

Members of council spoke largely in favour of continuing the program, citing many calls and messages from residents that the animals are ubiquitous throughout the region. The program has faced vocal opposition in the past, but Hampton Deputy Mayor Robert Doucet said it's received overwhelming support for residents overall.

"We're just people doing our job for the best for our towns and from what we hear from the public and we've heard it for years. That's why this all came to a head," Doucet said.

"Verbally, I hear it all the time. Driving through a subdivision in Hampton last night, there were nine deer on one side of the road and seven on the other."

Property damage and motor vehicles have been the primary concerns expressed by the towns and residents alike.

There have also been concerns that deer pose health risks because the animals are hosts to ticks that can transmit Lyme disease to humans.

Susan and Petter Little – a Quispamsis couple fighting the harvest for years, describing it as "inhumane" – have argued the deer actually act as a safeguard for humans since they don't

carry the bacteria needed for Lyme. 2017August14OpenSessionFINAL\_125

The program allows approved landowners to permit hunters to harvest one deer on their property.

The proximity to homes means only the use of bows and crossbows are permitted on the vast majority of properties.

Bows are allowed 100 metres from a dwelling and it's 200 metres for shotguns and 400 metres for rifles.

If approved, the application period runs from Sept. 5 to Oct. 31.

Hunting is permitted during the legal deer hunting season, Oct. 2 to Nov. 18.



ROTHESAY  
PLANNING ADVISORY COMMITTEE MEETING  
Rothesay Town Hall  
Tuesday, August 8, 2017  
5:30 p.m.



**PRESENT:** BILL KEAN, CHAIR  
COUNCILLOR PETER LEWIS  
COUNCILLOR DON SHEA  
COLIN BOYNE, VICE CHAIR  
HILARY BROCK  
ELIZABETH GILLIS

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

**ABSENT:** CRAIG PINHEY  
ANDREW MCMACKIN  
TOWN MANAGER JOHN JARVIE

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

**1. APPROVAL OF THE AGENDA**

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

**CARRIED.**

**2. ADOPTION OF MINUTES**

**2.1** Regular Meeting of July 4, 2017

**MOVED** by Counc. Lewis and seconded by Counc. Shea the Minutes of 4 July 2017 be adopted as circulated.

**CARRIED.**

**3. NEW BUSINESS**

**3.1 47 Clark Road**

**Steve Russell**

OWNER: Brodersen Realty Ltd.

PID: 30275234

PROPOSAL: Conditional Use (Mobile Restaurant)

Mr. Steve Russell was in attendance. DPDS White gave a brief summary of the application. He noted the following from the staff report:

A. **Parking:** A typical mobile restaurant would occupy 2 parking spaces, the property has a by-law requirement for ~88 parking space with approximately ~110 existing parking spots available to accommodate the various businesses on the property. Staff believe that limiting hours of operation from 12pm to 10pm on Fridays and Saturdays and from 12pm to 8pm on Sundays and Holidays will further mitigate any parking concern accordingly the loss of 2 parking spaces is not expected to create any parking issues.



**ROTHESAY**

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**B. Traffic and Pedestrian Access:** The proposed mobile restaurant will be located near the brewery in order to better serve the patrons and should not create any access issues;

**C. Waste:** The mobile restaurant operates under a NB Department of Health Class 5 Food Premises Licence and is subject to Provincial Health Inspection required to keep the food premise and handling areas clean and dispose of waste in an approved manner;

**D. Noise:** Staff do not anticipate any noise concerns relative to a mobile restaurant and that any noise associated with a mobile restaurant such as a generator noise would be regulated by the Town's noise by-law which limits noise to 65 dBA during the hours of 7:00 am to 9:00pm, and 55 dBA after 9pm;

**E. Smell:** The mobile restaurant is primarily a residential sized BBQ and would not generate the volume of smell, smoke or type of smell as might be associated with other restaurants such as a commercial kitchen; and

**F. Signage:** Staff recommends that signage be restricted to the mobile restaurant's sandwich board sign or vehicle/trailer signage to avoid visual clutter and no additional signage be permitted.

Mr. Russell clarified the specific mobile restaurant business may change. He indicated the intent is to offer a source of food in close proximity to the brewery while maintaining flexibility to allow a change in the type of mobile restaurant if necessary. He added Kurt's Sausage will open initially, subject to approval of the application.

Counc. Shea questioned if any limitation is suggested for the size of the mobile restaurant. DPDS White noted mobile restaurants typically do not exceed a size greater than two parking spaces. It was suggested, as the size of mobile restaurants vary in nature, it may be advantageous to permit a larger area if a change in business occurs for the mobile restaurant.

E. Gillis inquired if the mobile restaurant has an appropriate waste disposal plan. Mr. Russell indicated the mobile restaurant operates under a New Brunswick Department of Health Class 5 Food Premise Licence and is subject to Provincial Health inspection and is required to dispose of waste in an approved manner.

Counc. Shea inquired if a generator is required for refrigeration of the product. Mr. Russell indicated he was unsure as mobile restaurant businesses operate differently. He added since the business is regulated by the Department of Health Class 5 Food Premise Licence it is likely the food will be prepared and stored in an appropriate manner.

In response to an inquiry, Mr. Russell indicated he had no issue with the suggested hours of operation. E. Gillis requested clarification with respect to the hours of business. DPDS White advised the business may set up outside the suggested hours of operation however the business may not conduct sales outside of the approved hours of operation.

C. Boyne inquired about the suggested limitation of one mobile restaurant. DPDS White indicated the intent is not to create a food truck destination. DPDS White advised the intent is for the mobile restaurant to enhance the brewery's business and not become a separate entity.

**ROTHESAY**

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Counc. Shea inquired as to why it is suggested a picnic table/seating area not be permitted on site. DPDS White noted this does not restrict the use of a table for food preparation (i.e. condiments, napkins, etc.) but no seating area is permitted. In response to an inquiry, Mr. Russell indicated customers are permitted to bring food into the brewery and there is a patio for brewery customers to enjoy Foghorn products.

There was a brief discussion with respect to the suggested size limitation of the mobile restaurant.

**MOVED** by Counc. Lewis and seconded by H. Brock the Planning Advisory Committee permit a mobile restaurant located at 47 Clark Road (PID 30275234) as a Conditional Use subject to the following conditions:

1. The number of mobile restaurants on the property shall not exceed one;
2. The area dedicated to the mobile restaurant shall not exceed 40 square meters;
3. A 30m setback from existing residential dwellings shall be maintained;
4. The mobile restaurant shall use no loud speakers, amplifiers, or other hailing devices;
5. Outdoor seating associated with the mobile restaurant is not permitted accordingly the use of any picnic table or any other seating area or devices is not permitted;
6. The area adjacent to the mobile restaurant shall be kept clean at all times and all associated waste shall be disposed in compliance with Department of Health regulations;
7. The permitted hours of operation shall be from 12:00 p.m. to 8:00 p.m. on Sundays and Holidays; and
8. All associated signage shall be limited strictly to the mobile restaurant and one sandwich board.

**ON THE QUESTION:**

Counc. Shea suggested, due to the unique nature of the property, the address be specified to ensure the number of mobile restaurants is limited to the correct property.

**Amending motion:**

**MOVED** by Counc. Lewis and seconded by H. Brock the following be inserted in the first condition following “on the property”:

*“at 47 Clark Road (PID 30275234)”.*

**Amending Motion CARRIED.**

**MAIN motion, as amended CARRIED.**

**4. OLD BUSINESS**  
N/A

**5. CORRESPONDENCE FOR INFORMATION**  
N/A

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

The next meeting will be held on **Tuesday, September 5, 2017.**

**ROTHESAY**

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**7. ADJOURNMENT**

**MOVED** by C. Boyne and seconded by E. Gillis the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 5:50 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



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## BUILDING PERMIT REPORT

7/ 1/2017 to 7/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
07/13/2017	BP2017-00046	16 HILLCREST DR	ELECTRICAL UPGRADE	\$500.00	\$20.00
07/07/2017	BP2017-00096	11 CRESTWOOD DR	WINDOWS	\$35,000.00	\$253.75
07/04/2017	BP2017-00097	234 BRADLEY LAKE RD	DETACHED GARAGE	\$30,000.00	\$217.50
07/20/2017	BP2017-00101	69 BEL-AIR	SINGLE FAMILY	\$215,000.00	\$1,558.75
07/04/2017	BP2017-00106	46 LONGWOOD DRIVE	SINGLE FAMILY	\$250,000.00	\$1,812.50
07/06/2017	BP2017-00107	6 WOODLAND AVE	DECK	\$300.00	\$20.00
07/20/2017	BP2017-00108	7 COSSE LANE	SINGLE FAMILY	\$174,000.00	\$1,261.50
07/26/2017	BP2017-00111	210 GIBBON RD	SINGLE FAMILY	\$285,000.00	\$2,066.25
07/06/2017	BP2017-00119	124 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$3,000.00	\$21.75
07/04/2017	BP2017-00123	84 BIRCH CRES	RENOVATION	\$15,000.00	\$108.75
07/13/2017	BP2017-00125	3 ESTHER ST	ABOVE GROUND POOL	\$10,000.00	\$72.50
07/06/2017	BP2017-00126	10 MAIDEN LN	IN GROUND POOL	\$35,000.00	\$253.75
07/04/2017	BP2017-00127	48 RIVER RD	ACCESSORY BUILDING	\$3,000.00	\$21.75
07/06/2017	BP2017-00129	37 MONACO DR	FENCE	\$2,000.00	\$20.00





7/ 1/2017 to 7/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
07/18/2017	BP2017-00130	15 ROTHESAY PARK RD	RENOVATION	\$5,000.00	\$36.25
07/21/2017	BP2017-00131	30 FOREST RD	SIDING AND WINDOWS	\$15,000.00	\$108.75
07/17/2017	BP2017-00132	12 ELLIS DR	FENCE	\$1,000.00	\$20.00
07/12/2017	BP2017-00135	135 FRENCH VILLAGE ROAD	SINGLE FAMILY	\$215,000.00	\$1,558.75
07/12/2017	BP2017-00136	46 ELIZABETH PKWY	FENCE	\$2,658.00	\$21.75
07/26/2017	BP2017-00137	29 WILLOW AVE	DECK	\$4,500.00	\$36.25
07/12/2017	BP2017-00138	26 BEL-AIR AVE	DECK	\$1,500.00	\$20.00
07/12/2017	BP2017-00139	43 ROTHESAY PARK RD	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
07/12/2017	BP2017-00140	6 HIGHLAND AVE	WINDOWS	\$1,000.00	\$20.00
07/25/2017	BP2017-00141	7 ELMHURST CRES	DECK	\$4,420.00	\$36.25
07/26/2017	BP2017-00143	41 ELIZABETH PKWY	SIDING AND WINDOWS	\$38,400.00	\$282.75
07/20/2017	BP2017-00144	18 MCLAUGHLIN DR	STORAGE SHED	\$2,000.00	\$20.00
07/20/2017	BP2017-00146	18 MCLAUGHLIN DR	FENCE	\$2,000.00	\$20.00
07/26/2017	BP2017-00147	53 CLARK RD	INTERIOR RENOVATIONS - COMMERCIAL	\$35,000.00	\$253.75



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## BUILDING PERMIT REPORT

7/ 1/2017 to 7/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
07/26/2017	BP2017-00148	10 ANNA AVE	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
07/21/2017	BP2017-00149	67 HIGHLAND AVE	DECK	\$3,500.00	\$29.00
Totals:				\$1,391,278.00	\$10,212.25
Summary for 2017 to Date:				\$5,701,082.89	\$41,820.50

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
2016 Monthly total to Date:	\$1,200,810	\$8,840
2016 Summary to Date:	\$6,124,970	\$46,385



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# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 10 August, 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 or continuing projects from 2016.

2016 Projects Carried Over

PROJECT	BUDGET	\$ TO 31/07/17*	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%	Nearing completion; Taylor Brook Bridge construction starting August
• WWTF Phase 1 – lift stations (3)	1,600,000	61%	Work underway KPark and Renforth complete, Tennis Court on hold for commissioning of East Riverside
• WWTF Phase 1 – lift stations (2)	3,400,00	30%	Work Underway – both buildings under construction.
Rothsay Road Designated Highway, net cost	250,000	100%	paving completed; restoration behind curb complete with some sod deficiencies to be corrected
Secondary Plan – Hillside area	52,000	31%	Concepts being developed;
2017 Resurfacing Design	60,000	28%	Contract awarded
Water Plant Aux Building	200,000	94%	Framing, electrical & wallboard complete, flooring started.
General Specification for Contracts	40,000	-	Consultant engaged, work underway.
Acquisition of Vehicles Works/Utilities	940,000	16%	Trackless received; Loader delivery date set as Aug 21 <sup>st</sup> Trucks to be delivered in early September.
Acquisition of Asphalt Recycler	110,000	100%	Received and in service
Designated Highways	285,000 <sup>1</sup>	-	Funding request denied, project deferred
Street Resurfacing	1.4M	60%	Tender awarded, work underway; Oakville Lane and Second Street remaining.
Curb & Sidewalk	346,000 <sup>2</sup>		Wells 'connection' & Rothesay Road sidewalk to be deferred pending future grant; monies to be reserved subject to Council direction.
Purchase of Mower	7,500	100%	Received and in service
Town Hall Renovations	40,000	37%	Portion allocated for tenant improvements
KVFD Capital	78,500	-	To be claimed when purchase completed
Fields & Trails	40,000	-	Scribner parking design & Wells side trails
Technology	55,000	4%	Copier, website redesign, software upgrades
Diesel storage tank	90,000	-	Master Drive, design complete, PO issued for tank purchase; mid-October installation
Water supply development	150,000	37%	Funds reallocated to Infiltration study
Hampton Road water main	200,000 <sup>3</sup>	5%	Tender awarded; work ± 40% complete
Station Road water main	100,000	-	Deferred
Water tank mixing system	25,000	-	
Service equipment	25,000	-	Refit currently underway
WWTP Phase II design	1.4M <sup>4</sup>	-	Funding application submitted.
Sewer system improvements	300,000	60%	Included in 2017 asphalt contract - underway

\* Funds paid to this date.

<sup>1</sup> Subject to 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	:	8 August 2017
RE	:	Traffic By-law 1-14 Enactment

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### RECOMMENDATION:

- By-law 1-14 "A By-law of the Municipality of Rothesay to Regulate Traffic" be read by section number (If no member of Council objects)
- By-law 1-14 "A By-law of the Municipality of Rothesay to Regulate Traffic" be read a third time by Title and enacted

### BACKGROUND:

By-law 1-14 was given 1<sup>st</sup> Reading by Title on 8 May 2017 and 2<sup>nd</sup> Reading by Title on 10 July 2017. In accordance with the Municipalities Act, RSNB (1973) c-M-22, By-law 1-14 was posted on the Town website on 28 July 2017, to enable Reading by section number at the August Council meeting, if no member of Council objects.

Traffic By-law 1-14 has been reviewed by the Public Works and Infrastructure Committee and Committee Chair Deputy Mayor Alexander, the Kennebecasis Regional Police Force and Town staff. Comments received from the Registrar of Motor Vehicles have been incorporated along with general editing and formatting changes. Changes include the following:

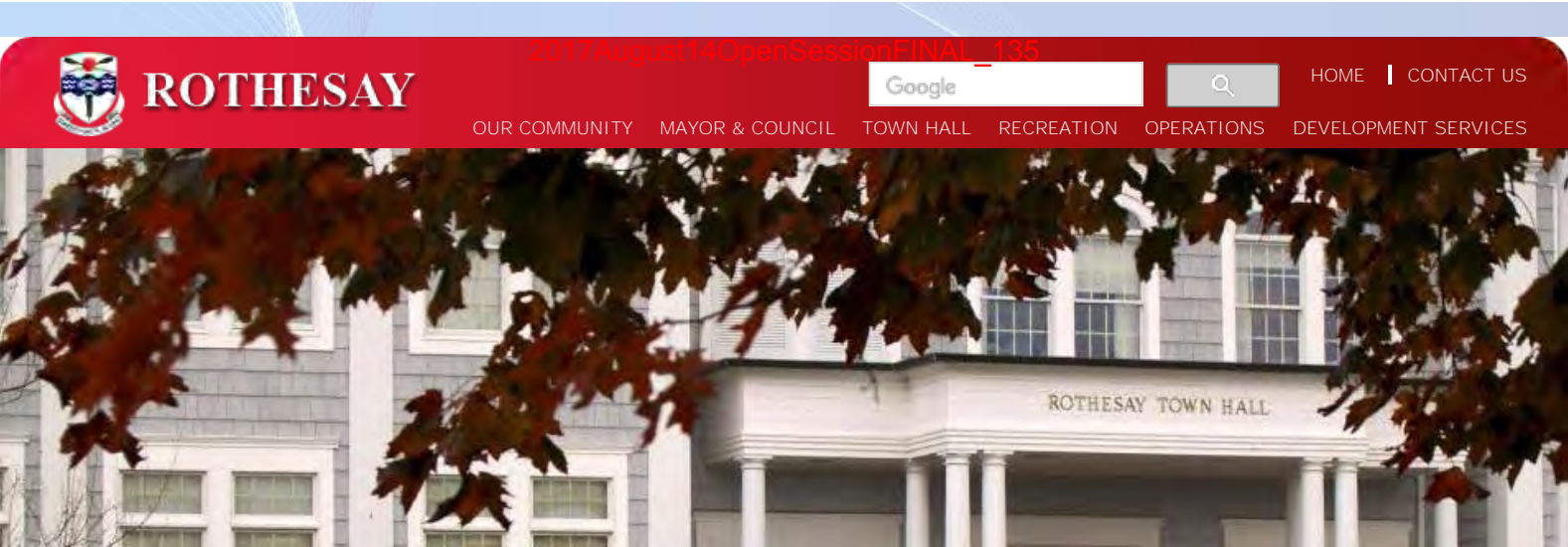
- section 18 has been added to incorporate references to Schedules A-9 and A-10
- a definition for "private road" has been inserted
- the list of private roads has been updated
- College Hill Road has been added to the 30km/hr zone in Schedule A-1
- the "winter period" definition in section 13 has been amended to reflect the dates as outlined in the Motor Vehicle Act RSNB (1973) c. M-17

Sgt. Scott, KRPF also noted in his review the fine structures and sections in the Quispamsis Traffic By-law differ from Rothesay By-law 1-14. The Quispamsis Traffic By-law was enacted in 2002 and last amended in 2014. Should Council enact By-law 1-14, a copy will be provided to Quispamsis for their information and review.

### Authority:

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





## By-law Notices / Hearings

### PUBLIC NOTICE

In accordance with the Municipalities Act, RSNB (1973) Chapter M-22 and amendments thereto, notice is hereby given that Rothesay Town Council has given 1<sup>st</sup> and 2<sup>nd</sup> Reading by Title, to By-law 1-14, **"A By-law of the Municipality of Rothesay to Regulate Traffic"**, as amended.

[A copy of By-law 1-14 is available online for review.](#) It may also be reviewed in the Clerk's office during regular business hours, exclusive of civic holidays (70 Hampton Road, Rothesay, NB).

Bylaw 1-14 governs the manner in which motorists, cyclists, pedestrians and horses utilize public roadways in Rothesay. The bylaw outlines the rules to follow during use, delegates authority for enforcement of the rules and clearly outlines the penalties associated with contravention of the rules.

By-law 1-14 will be on the Council agenda for Monday, August 14, 2017, at which time it will be considered for Reading by Section Number, 3<sup>rd</sup> Reading by Title, and Enactment.

Mary Jane E. Banks, BComm

Town Clerk - Rothesay

- Budgets & Capital Plans
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- By-law Notices / Hearings
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70 Hampton Road, Rothesay, NB, E2E 5L5 Phone: (506) 848-6600 Fax: (506) 848-6677 [rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)



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**BY-LAW NO. 1 - 14**

**A BY-LAW OF THE MUNICIPALITY OF ROTHESAY  
TO REGULATE TRAFFIC**

The Council of Rothesay, under authority vested in it by the Municipalities Act RSNB (1973), c. M-22 and amendments thereto and in accordance with the Motor Vehicle Act, RSNB (1973), c. M-17 and amendments thereto enacts as follows:

**1. TITLE**

This By-law may be cited as the "Rothesay Traffic By-law".

**2. INTERPRETATION**

In this By-law, unless the context otherwise requires;

- a. words in this By-law which are defined in Section (1) of the Motor Vehicle Act, RSNB (1973) c. M-17, and amendments thereto, have the meaning as defined in the Act ("MVA");
- b. "bridge" means any structure used or intended to be used for the purpose of carrying traffic on a highway, over or across a river, stream, ravine, railway or other highway, and having a length between abutments not less than three meters, and includes the approaches thereto;
- c. "commercial vehicle" means any vehicle with a gross mass of four thousand five hundred (4,500) kilograms or more and designed or adapted for the carrying of freight, goods, wares or merchandise and does not include a private passenger vehicle;
- d. "bus stop" means a street or portion of a street set aside for the exclusive parking of buses for the purpose of allowing passengers to enter or alight therefrom;
- e. "Council" means the Mayor and Councillors of Rothesay;
- f. "curb" means and includes any lateral limit of the portion of a street used and intended to be used for vehicles whether marked by curbing or not;
- g. "designated parking space" means a parking space which has specifically been marked or painted in a parking lot to facilitate the parking of vehicles in a neat and orderly fashion;
- h. "loading zone" means a street or portion of a street set aside for the exclusive parking of commercial vehicles for the purpose of loading and unloading of merchandise;
- i. "private road" means a roadway for which the right-of-way is not owned by the municipality and which is included in Schedule 'A-10';

- j. "taxicab stand" means a portion of a street within the Town designated by the Planning Advisory Committee, in collaboration with the Chief of Police to be used as a Taxicab stand and so marked;
- k. "traffic officer" means a member of the Royal Canadian Mounted Police, Kennebecasis Regional Police Force, or any person designated by the Council as a traffic officer;
- l. "Town" means the town of Rothesay or the area contained within its municipal boundaries as the context requires;
- m. "tricycle" means every device propelled by human power upon which any person may ride, having three wheels; and
- n. TAC means the Transportation Association of Canada Manual of Uniform Traffic Control Devices.

### **3. MAXIMUM SPEED OF VEHICLES**

- 1. Pursuant to the Motor Vehicle Act, RSNB (1973) c. M-17 and amendments thereto;
  - a. Forty (40) kilometres per hour is prescribed as the rate of maximum speed on any highway or street within the Town unless otherwise set out in Schedule 'A-1' or designated as a Provincial Highway by the Province of New Brunswick;
  - b. Twenty (20) kilometres per hour is prescribed as the rate of maximum speed in all Town-owned parks.
  - c. Thirty (30) kilometres per hour is prescribed as the rate of maximum speed within the school zones set out in Schedule 'A-2'.

### **4. TRAFFIC CONTROL DEVICES**

- 1. Traffic control signals to regulate, warn or guide traffic shall be erected, placed and maintained at the intersections listed on Schedule 'A-3' of this By-law.
- 2. In addition at intersections where sidewalks exist, special pedestrian control signals exhibiting the TAC standard symbols for "Walk" and "Don't Walk" activated by the push of a button shall be erected, placed and maintained at the intersections listed in Schedule 'A-3' of this By-law.

### **5. THROUGH HIGHWAYS**

Highways and portions of highways designated as through highways are listed in Schedule 'A-4'. Stop signs shall be erected at all entrances thereto and at all entrances to Hampton Road, Marr Road and Campbell Drive, other than those listed in Schedule 'A-3'.

## **6. TRUCK ROUTES**

1. Council may designate highways or portions of highways as Truck Routes. Highways and portions of highways so designated are listed as truck routes in Schedule 'A-5' of this By-law.
2. All other streets or highways are considered restricted to use by trucks except for local deliveries. Notice of prohibition imposed under the authority of section 6(1) shall be given by a sign posted in an appropriate location on any street not included in Schedule 'A-5' of this bylaw.
3. Subject to section 6(4) where, in the opinion of Council, the operation of a truck is appropriate on a local street, Council may establish a truck route and shall publish a notice to that effect on the Rothesay website and post signs where deemed by Council to be appropriate.
4. The Council may cancel a notice or restriction published under section 6(2) by giving a certificate to that effect.
5. The driver of a Commercial Vehicle shall not use any highway within the Town except a truck route.
6. For the purpose of delivering or taking delivery of a load at a point in the Town not immediately accessible to a truck route, and returning therefrom, the driver of a vehicle mentioned in this section, shall use a truck route to and from the point thereon nearest the point of delivery or pick up and use only the highway which provides the shortest route between the truck route and the point of delivery or pick up.
7. The provisions of this section do not apply to:
  - i. vehicles owned by or under contract to the Town;
  - ii. vehicles owned by the Kennebecasis Valley Fire Department;
  - iii. vehicles owned by the Kennebecasis Regional Police Force;
  - iv. vehicles owned by the Province of New Brunswick; and
  - v. vehicles owned by a public utility.

## **7. STOPPING, STANDING, OR PARKING OF A VEHICLE**

1. No Person shall stop, stand or park a vehicle on any highway within the Town not designated as a provincial highway except in accordance with this By-law and no person shall stop, stand or park a vehicle on any street or portions thereof:
  - i. having a measured width between curbs of less than 6.5 meters;
  - ii. set aside for the travel of bicycles, exclusive parking of buses or taxicabs for the purpose of allowing passengers to enter or alight therefrom;
  - iii. so as to prevent or obstruct the passing of other vehicles such that said vehicles are made to cross the centerline of the highway;
  - iv. within three (3) meters of an entrance to a church, school, hotel or theater; or
  - v. in any areas listed in Schedule 'A-7'.



2. No person shall park a vehicle in a parking lot other than in a designated parking space.
3. A traffic officer may move or cause to be moved any vehicle found stopped or parked in violation of the provisions of this By-law on any highway within the Town. A vehicle so moved under this section shall be stored in such a place as the traffic officer may direct and the registered owner of such vehicle at the time shall be liable for the costs and charges for the moving and storage thereof in addition to any fines levied against the vehicle owner.
4. It is hereby declared that the provisions of this section are enacted for the purpose of street maintenance:
  - a. From November 15 to April 15, between the hours of midnight and 07:00 of any day, no person shall park a vehicle unattended on any highway; and
  - b. From November 15 to April 15, between the hours of midnight and 07:00 of any day, the Council, or its designate, or a traffic officer may move or cause to be moved any vehicle found impeding winter maintenance, plowing of snow, stopped or parked in violation of the provisions of this By-law on any highway within the Town. A vehicle so moved under this subsection shall be stored in such a place as the Council or its authorized designate, or a traffic officer may direct and the registered owner of such vehicle at the time shall be liable for the costs and charges for the moving and storage thereof.

## **8. DISABLED PARKING**

No person shall park a vehicle on a highway in a location reserved for parking by disabled persons unless there is displayed on or in the vehicle a disabled person's identification plate, permit or placard issued by the Registrar of Motor Vehicles for the Province of New Brunswick.

## **9. FIRE LANES**

No person shall stop, stand or park a vehicle, whether attended or unattended, within 6 metres of the exterior wall of any building where a fire lane has been appropriately signed.

## **10. BUS STOPS**

1. Any bus operated or approved for operation by the Town may stop at a designated bus stop for the purposes of accepting and/or discharging passengers.
2. Those areas so designated on any portion of a highway as passenger drop-off and pick-up stops shall be marked by the appropriate signs

showing the limits thereof. Locations of Bus Stops are subject to the approval of the Council or its designate.

## **11. LOADING ZONES**

No person shall stand, stop or park a vehicle in an authorized loading zone between the hours of 07:00 and 22:00 Monday to Friday, inclusive, unless it meets all of the following conditions:

- a. the vehicle bears a commercial license plate or has commercial signs prominently and permanently affixed to the vehicle establishing that the vehicle is a commercial vehicle other than a taxicab;
- b. the owner or driver of the vehicle is actually engaged in loading or unloading of merchandise from the vehicle;
- c. the vehicle occupies the loading zone for a maximum continuous period of not more than ten (10) minutes; and
- d. Those areas so designated on any portion of a highway as loading zones shall be marked by appropriate signs showing the limits thereof.

## **12. TAXICAB STANDS**

No person shall stand, stop or park a vehicle in a taxicab stand unless:

- a. such vehicle is a taxi licensed in accordance with the Rothesay Taxi By-law 17-01 and amendments thereto; and
- b. the vehicle is attended by the driver thereof and available for hire.

## **13. WINTER TRACTION TIRES**

In this section:

"winter traction tires" means:

- i. tires with treads designed specifically to provide effective traction on streets during snow and ice conditions;
- ii. or tires equipped with iron and steel links or studs or other material designed to fit and fasten over motor vehicle tires providing effective traction on streets during snow and ice conditions;

"winter period" is defined by the MVA section 241(3) as any time except during the period commencing on the first (1<sup>st</sup>) day of May and ending on the fifteenth (15<sup>th</sup>) day of October in every year. During this time a motorist may use studded tires on any roadway in New Brunswick. The Minister responsible may, at his or her discretion, extend the allowable timeframe for studded tires.

1. No person shall, while snow or ice is on the surface of a street (excluding provincial highways) during a winter period, drive a motor vehicle which is not equipped with winter traction tires on any municipally designated street, in such a manner as to interfere with the passage of other motor vehicles or persons;
2. When any traffic officer finds a motor vehicle impeding traffic in violation of the provisions of Section 13(1), such officer may:
  - a. move or cause to be moved such vehicle; or
  - b. require the driver to move the vehicle to a position off the main travelled portion of such street.

#### **14. SPRING WEIGHT RESTRICTIONS**

1. Subject to section 14(2) where, in the opinion of the Council, the operation of a motor vehicle may cause serious damage to a highway due to climatic conditions, Council may impose weight restrictions, not greater than those imposed by the Minister of Transportation, with respect to such highway at such time and for such period as Council deems necessary and shall publish a notice to that effect in a newspaper of general circulation in the Town.
2. The Council may cancel a notice or restriction published under section 14(1) by giving a certificate to that effect.
3. Notice of any prohibition or restriction imposed under the authority of section 14(1) shall be given by signs posted in appropriate places throughout the municipality where the restrictions apply to the highways in general, otherwise on or near the highway affected.
4. Where a person operates a motor vehicle on a highway with respect to which weight restrictions are in effect, and the weight of the vehicle including load is in excess of the weight restriction, that person is guilty of an offence and on summary conviction is liable to a fine of not less than one hundred dollars nor more than one hundred twenty-five dollars.
5. Sections 13(1) to 14(3) do not apply to Provincially Designated Highways.
6. A police officer may arrest without warrant any person whom they find committing or has reasonable grounds for believing has committed an offence specified in section 14(4) and take such persons before a judge of a court of competent jurisdiction to be dealt with according to law.
7. No person shall move along or across a sidewalk, municipal street or public place, any building, vehicle or other heavy object that by reason of its weight, size or form of construction may cause damage to the structure therein and thereon, except in accordance with a special permit issued by the Town Engineer. Similar movements along or across provincially

designated highways fall under the jurisdiction of the Minister of Transportation.

## **15. HORSES**

No person shall:

1. Ride or drive a horse or horse-drawn vehicle upon a sidewalk except for the purpose of directly crossing such sidewalk; or
2. leave a horse unattended on any highway unless the horse or the vehicle to which it is harnessed is firmly fastened to a post or weight.

## **16. TRICYCLES/BICYCLES**

1. No person shall ride or drive or tricycle on a highway unless the person is wearing a helmet.
2. No person or guardian of a person who is under sixteen (16) years of age shall authorize or knowingly permit that person to ride or operate a tricycle on a highway unless the person is wearing a helmet.
3. No person shall ride or drive a bicycle upon any sidewalk or upon any footpath which is designated as a "no cycling" zone except for the purpose of crossing such sidewalk or footpath.

## **17. PARADES AND PROCESSIONS**

1. The Council, or its designate, may from time to time authorize an event or parade which may cause the disruption of traffic flow on a highway or highways within the Town.
2. Where an event or parade has been authorized in accordance with section 17(1) the organizers of such an event shall apply to the Chief of Police for a parade permit and the Chief or his designate may issue a permit providing he is satisfied that proper measures have been taken for the safe passage of the parade and for the safety of bystanders.
3. Where any portion of an event approved in accordance with section 17(1) is proposed to take place on a Provincially Designated Highway, the party proposing the event must advise the Department of Transportation and Infrastructure District Engineer in writing, at least ten (10) business days prior to the scheduled date of the event describing the measures taken to address all relevant safety factors. The District Engineer must respond, in writing, acknowledging satisfaction with the advice provided by the proponent.



## **18.PROTECTED CROSSWALKS AND PRIVATE LANES**

1. Where a protected crosswalk is installed and the yellow warning beacons are flashing, no person operating a motor vehicle shall pass through the crossing until all pedestrians have fully cleared the crosswalk. A list of protected crosswalks is provided in Schedule 'A-9'.
2. Roadways designated as private roads are subject to maintenance services by the municipality albeit at a reduced level of service from municipally and provincially designated roadways. A list of private roads is provided in Schedule 'A-10'.

## **19.NUISANCES**

1. No person shall park a motor vehicle on any street at any time so as to impede traffic and if a traffic officer or person designated by Council orders the vehicle removed, the owner of the vehicle shall be liable for any removal, towing and storage charges.
2. No person shall place or park on any street, at any time, a motor vehicle for the purpose of sale, or display for offer of sale and if a traffic officer or person designated by Council orders the vehicle removed, the owner of the vehicle shall be liable for the cost of removal, towing and storage of the vehicle.
3. No person shall dump, push or place snow or ice onto the highway or within the ditches of any highway.
4. No person shall remove or attempt to remove, dig up, cut down, destroy or in any manner damage or injure any trees in or upon any highway or public place.
5. No person shall remove, mark or deface any placard, fence, sign or barricade by the Town authority.
6. No motor vehicles, except those authorized by the Town, are allowed on lands designated as parks, playgrounds, beaches, green areas, ball fields, wharves, lawns, nature preserves, land for public purposes or open spaces, except in those areas designated as driveways and parking lots.

## **20.IMPOUNDING OF VEHICLES**

A traffic officer may remove and impound any vehicle which is found to be parked on any street in contravention of any By-law and no person shall take possession of a vehicle so removed or impounded until all costs and charges for removal, towing and storage of such vehicle have been paid.

## **21. OFFENCES**

Every person is guilty of an offence under this By-law who:

- a. in any manner, except in the reasonable use, breaks the shoulder of any highway or damages or defaces any highway, bridge or culvert;
- b. defaces, destroys or removes any tree located in the highway right-of-way;
- c. willfully hinders or interrupts any officer, engineer or agent acting under the authority of the Council in the lawful exercise of their duties;
- d. refuses or neglects to perform a duty imposed upon them by this By-law; or
- e. violates or fails to comply with a provision of this By-law, or of a resolution made under authority thereof.

## **22. ADMINISTRATION, ENFORCEMENT AND PENALTIES**

1. Every person charged with an offence under this By-law may, on or before the date of a charge pertaining to the offence has been laid in Provincial Court, make a voluntary payment of \$50.00 (Fifty Dollars) to the Kennebecasis Regional Police Force as follows:

- a. In person at the Kennebecasis Regional Police Station, Quispamsis, New Brunswick, in cash or by cheque or money order payable to the Kennebecasis Regional Police Force; or
- b. By mail to: Kennebecasis Regional Police Force, 126 Millenium Drive, Quispamsis, New Brunswick, E2E 6E6, Attention Fine Revenue Clerk, by cheque or money order only, payable to the Kennebecasis Regional Police Force;

at which time the ticket or ticket number shall be surrendered to the Kennebecasis Regional Police Force and such payment shall be deemed payment in full.

2. If the voluntary payment set out in section 22(1) has not been received on or before the date a charge pertaining to the offence has been laid in Provincial Court, the person charged with the offence may make a voluntary payment of \$75.00 (Seventy-Five Dollars) as follows:

- a. In person at the Saint John Law Courts, Hazen Avenue, Saint John, New Brunswick, by cash or certified cheque or money order payable to the Minister of Finance; or
- b. By mail to: Province of New Brunswick, P.O. Box 6000, Fredericton, New Brunswick, E3B 5H1, Attention Provincial Court, by certified cheque or money order only, payable to the Minister of Finance;

at which time the ticket or ticket number shall be surrendered to the Provincial Court and such payment shall be deemed payment in full.

3. If the voluntary payments set out in section 22(1) and 22(2) have not been received on or before the hearing scheduled for entering of a plea before the Provincial Court, the person charged with the offence is liable, on conviction, to a fine of \$125.00 (One hundred Twenty-Five Dollars).
4. The Council, or its designate, may from time to time cause to be erected signs or other devices for the purpose of direction or regulating vehicle and/or pedestrian traffic on any municipal street and may remove such signs or devices so long as any such sign or device is a recognized traffic control device under the Motor Vehicle Act. The erection of signage along a provincially designated highway is under the authority of the Minister of Transportation and Infrastructure.

### **23. REPEAL PROVISIONS**

By-laws 3-03, 3-03-1, 3-03-2 and 3-03-3 are hereby repealed.

### **24. ONE WAY AND CONTROLLED ACCESS HIGHWAYS**

1. Highways and portions of highways designated by Council as One-way Highways are listed in Schedule 'A-6' of this By-Law.
2. Highways or portions of highways designated as a controlled-access highway are listed in Schedule 'A-8' of this By-Law.

**25. EFFECTIVE DATE**

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

FIRST READING BY TITLE

8 May 2017

SECOND READING BY TITLE

10 July 2017

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

28 July 2017

READ BY SECTION NUMBER:

THIRD READING BY TITLE AND ENACTMENT

ORDER OF THE LIEUTENANT-GOVERNOR IN COUNCIL #

Department of Public Safety - Deputy Minister

---

Nancy Grant  
MAYOR

---

Mary Jane E. Banks  
CLERK

Schedule A

**A-1**

**STREETS WITH 30  
KILOMETRE SPEED  
LIMITS**

1. College Hill Road
2. Gondola Point Road between Rothesay Road and Almon Lane

**STREETS WITH 50  
KILOMETRE SPEED  
LIMITS**

1. Clark Road
2. French Village Road
3. Gondola Point Road – excluding the portion between Rothesay Road and Almon Lane
4. Grove Avenue
5. Marr Road
6. Vincent Road
7. Dolan Road – from McGuire Road to Town Limits
8. Hampton Road

**STREETS WITH 60  
KILOMETRE SPEED  
LIMITS**

1. Bradley Lake Road
2. Millennium Drive
3. Rothesay Road between City of Saint John Boundary and Golf Club Court



- A-2 SCHOOL ZONES**
1. Broadway Street from the intersection with Park Drive west 275m
  2. Eriskay Drive south of the intersection with Hillcrest Drive and Crestwood Drive west of the intersection with Elmhurst Crescent
  3. Strong Court
  4. School Avenue from intersection with Strong Court to a point 120 m northeast of the intersection
  5. Hampton Road from Almon Lane to Rothesay Road
  6. Hampton Road from Scott Avenue to Hillcrest Drive
- A-3 TRAFFIC CONTROL SIGNALS with WALK LIGHTS**
1. Hampton Road and Marr Road
  2. Hampton Road and Oakville Lane
  3. Campbell Drive and Route 111
  4. Campbell Drive and Marr Road
  5. Campbell Drive at Superstore main entrance
- A-4 THROUGH HIGHWAYS**
1. Bradley Lake Road
  2. Campbell Drive between Hampton Road and Millennium Drive; between Millennium Drive and Superstore main entrance; between Superstore main entrance and Marr Road; between Marr Road and Route 111; between Route 111 and Grove Avenue
  3. Clark Road
  4. Dofred Road
  5. Dolan Road
  6. Donlyn Drive
  7. Fox Farm Road
  8. Frances Avenue
  9. French Village Road
  10. Gondola Point Road
  11. Grove Avenue between Hampton Road and Campbell Drive; between Campbell Drive and the end of Grove Avenue
  12. Hampton Road between Rothesay Road and Marr Road; between Marr Road and Campbell Drive; between Campbell Drive and Donlyn Drive; between Donlyn Drive and North-East Town Boundary

13. Highland Avenue
14. Marr Road
15. Millennium Drive
16. Monaco Drive between Longwood Drive  
and Seville Row; between Seville Row  
and the end of Monaco Drive
17. Park Drive
18. Rothesay Road
19. Simone Street between French Village  
Road and Joshua Street; between  
Joshua Street and Willie Street
20. Vincent Road

- A-5 TRUCK ROUTES**
1. Bradley Lake Road
  2. Campbell Drive
  3. Dolan Road
  4. Fox Farm Road
  5. French Village Road
  6. Grove Avenue
  7. Hampton Road
  8. Marr Road
  9. Millennium Drive
  10. Rothesay Road
  11. Route 1 (Mackay Highway)
  12. Route 111 (Airport Arterial)
  13. Southridge Road
- A-6 ONE WAY HIGHWAYS**
1. Rothesay Park Road
  2. Hillsvie Crescent
  3. Shadow Hill Court
- A-7 RESTRICTED PARKING ZONES**
- Ball Park Avenue
    - both sides from Gondola Point Road and extending 325 metres along Ball Park Avenue
  - French Village Road
    - both sides from Route 111 to the Quispamsis boundary
  - Gondola Point Road
    - east side from Rothesay Road to Church Avenue
  - James Renforth Drive
    - both sides from the northern intersection with Rothesay Road and extending 500 metres southerly
  - McGuire Road
    - both sides from Highway 1 extending 150 metres east
  - Park Drive
    - both sides from the City boundary extending north 300 metres
  - Rothesay Road
    - both sides, except where otherwise indicated by appropriate signage
  - Wharf Road
    - both sides for the entire length of the street
  - Maiden Lane
    - both sides for the entire length of the street
  - Strong Court
    - both sides for the entire length of the street

- both sides for the entire length of the street  
Eden Drive
  - both sides for the entire length of the street  
Grove Avenue
  - both sides for the entire length of the street  
(from Hampton Road to the cul-de-sac  
beside Highway 1)  
Almon Lane
  - both sides for the entire length of the street  
Peters Lane
  - both sides for the entire length of the street  
Church Avenue
  - from the intersection with Gondola Point  
Road to a point 90m southeast of the  
intersection
- A-8      CONTROLLED ACCESS  
HIGHWAYS**
- Campbell Drive from the intersection  
with Marr Road to the intersection with  
Route 111
- A-9      RA-5 CROSSWALKS  
LOCATIONS**
- a) Gondola Point Road at School Avenue
  - b) Gondola Point Road at Cameron Road
  - c) Gondola Point Road at River Road
  - d) Gondola Point Road at Hampton Road
  - e) Rothesay Road at Tennis Court Road
  - f) Rothesay Road at Golf Club Court
  - g) Rothesay Road at Fox Farm Road
  - h) Hampton Road at Grove Avenue
  - i) Hampton Road at Hillcrest Drive
  - j) French Village Road at soccer field
  - k) Rothesay Road at College Hill Road

**A-10**

**PRIVATE ROADS**

- a) Aldamay Lane
- b) Minnard Lane
- c) Arena Lane
- d) Bartlett Road
- e) Bishop's Drive
- f) Bonneycastle Lane
- g) College Hill Road (on RNS Campus)
- h) Heritage Lane
- i) Netherwood Lane
- j) Dayspring Lane
- k) Madill Lane
- l) Fairweather Lane
- m) Gentleman Drive
- n) Golden Pond Lane
- o) Sheryl Drive (portion of)
- p) Gordon Lane
- q) Highmeadow Lane
- r) Homestead Road
- s) Lacey Drive
- t) Kingshurst Lane
- u) Kingsview Court
- v) Knoll Lane
- w) Maiden Lane (Knoll Lane to end)
- x) McNamee Lane
- y) Troop Street
- z) White Lane
- aa) Miller Lane
- bb) Miller Park Drive
- cc) Persimmon Lane
- dd) Pugsley Court
- ee) Rose Lane
- ff) Watercrest Lane
- gg) Wilson Drive
- hh) Scovil Lane
- ii) Villa Madonna Drive





# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 10 August 2017  
RE : Request for Relief of Fees – 104 Hampton Road

---

### Recommendation

It is recommended Council receive and file the request for a reduction of fees related to the development at 104 Hampton Road.

### Background

Attached is a letter from KV Properties Ltd. requesting that some development charges on its apartment project at 104 Hampton Road be deferred. This letter was received by Council at its July 10<sup>th</sup> meeting and referred to staff for a recommendation.

The letter suggests the developer was unaware of the magnitude of the costs of connecting the property to the Town water and sanitary sewer systems. It is the regular practice on the part of staff to provide the designers working on behalf of developers with the expected location of the water transmission lines or sanitary mains. Standards for restoring the existing road and sidewalk surfaces following construction are also discussed. However staff is not always kept informed of the assumptions on which a developer may be basing his or her cost estimates. In any event staff is unaware of any conditions related to sewer or water connection which have changed since the project application was received or which are not typical of such a project.

At this location the sewer line is located under the westbound lane beyond the landscaped median. The water line is nearer the property boundary in the eastbound lane. It is the understanding of staff that the sewer connection will be drilled so the traffic disturbance will be limited and restoration costs less than if the connection was done by open cut. Also the connection charges are due upon turning on the water and acceptance of the sewer line, both immediately prior to occupancy. The following are the various development charges attributable to the project in its current form.

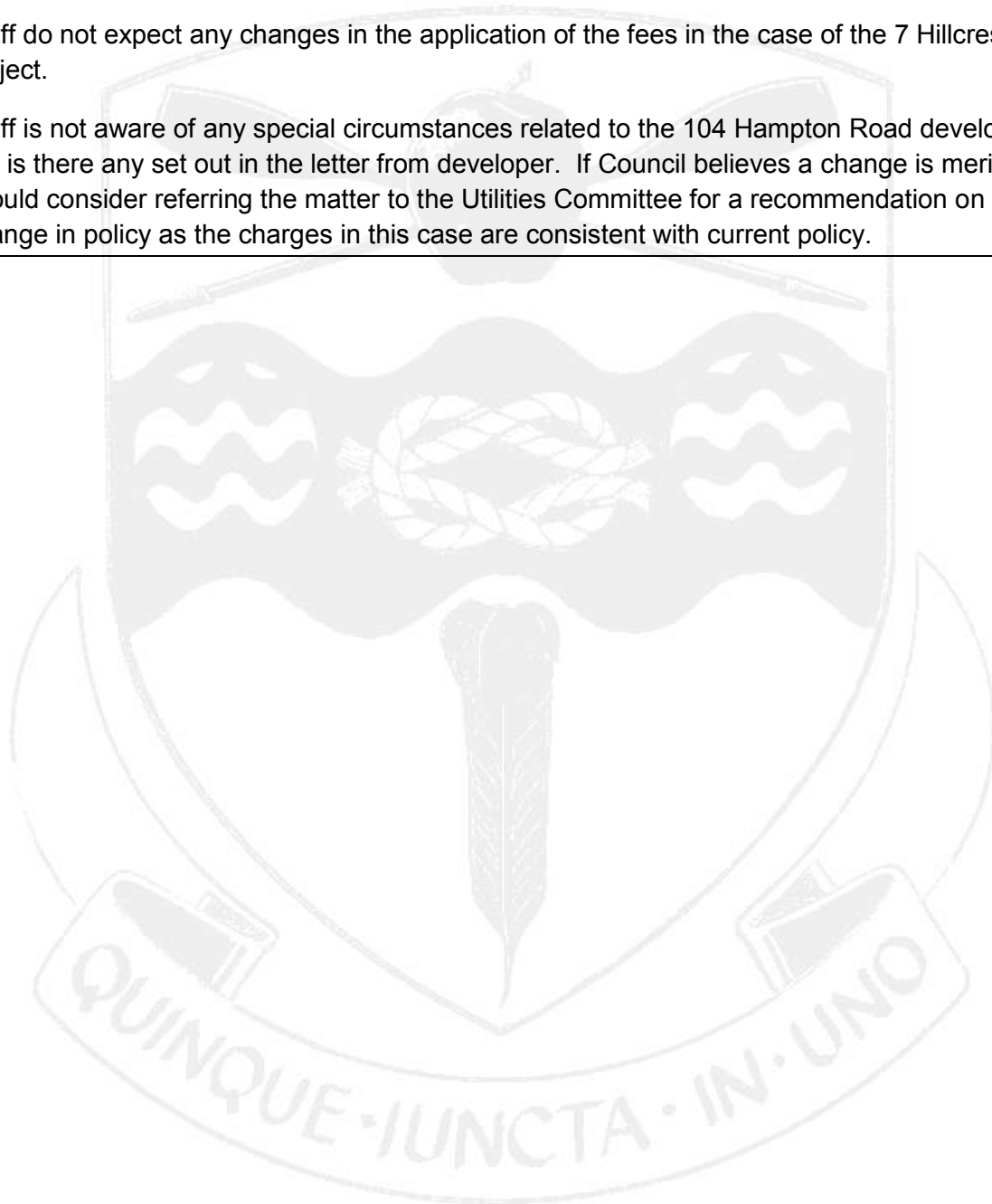
CHARGE TYPE	AMOUNT	COMMENT
Street Disturbance permit	\$100	Due before work begins
Security for road restoration	\$10,000	Due before work begins; repayable on satisfactory restoration
Water Connection Fee	\$39,375	For 35 units, payable when water turned on; separate for each bldg.
Meter Connection Fee	\$100 x 2	Due before occupancy
Meter Rental	\$810 x 2	May be financed over 3 years;
Sewer Permit Fee	\$100 x 2	
Sewer Connection Fee	\$26,250	For 35 units, payable when sewer connected; separate for each bldg.
Rezoning	\$1500	
Development permit	\$100	
Building permit	\$25,375	Estimated based on 35 units at \$100,000/unit; payable on application
Net TOTAL:	\$92,700	Payable as project progresses, (est. 3 years)

During Council discussion of this matter a question was raised about a somewhat comparable project on Gondola Point Road. In that case the connection fee was deferred for three years (until June of 2018) on motion of Council. However in that case the developer was responsible for extending the water main from the foot of Clark Road to service the property and the Town was able to bill additional customers as a result of the connection. That is the water main extension was seen as beneficial to the overall Town system.

Staff do not expect any changes in the application of the fees in the case of the 7 Hillcrest project.

Staff is not aware of any special circumstances related to the 104 Hampton Road development nor is there any set out in the letter from developer. If Council believes a change is merited, it should consider referring the matter to the Utilities Committee for a recommendation on a change in policy as the charges in this case are consistent with current policy.

---



KV Properties Ltd.  
14 Wiltshire Drive  
Quispamsis, NB  
E2E 0E9

July 5<sup>th</sup>, 2017

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



Dear Mayor and council,

As the developer for the approved high density multi-unit apartment project at 104 Hampton road, I would like to make a formal request to defer the payment of utility connection fees associated with phase 1 of this development.

As I prepare to start construction, the costs associated with bringing the utility services from my property line to the main water and sanitary connections in the Hampton road are unexpectedly high. These costs are having a considerable burden on the project and it would be very beneficial to delay the payment of these connection charges over a reasonable period of time following the completion of construction.

These additional costs are a result of having to excavate across the hampton road and through the traffic island to reach the services while subsequently having to replace the existing road surface and island infrastructure. In addition, this cost of accessing the water and sanitary services is being accounted for in the first phase of this two phase development significantly impacting the phase 1 development costs.

I would be very appreciative of your understanding in this matter to defer these charges and can be available should you wish to discuss this request in more detail.

Sincerely,

Brett Taylor  
KV Properties Ltd.





# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	11 August 2017
RE	:	Consultant Selection – Rothesay Arena Assessment

---

### Recommendation:

It is recommended that Council authorize the engagement of **WSP** to conduct an assessment of the current condition of the Rothesay Arena at a price of \$42,780 in accordance with the attached proposal and establish a budget of \$45,000 to allow for any extras Council may identify following receipt of the draft report.

### Background:

In considering a recreation project to address future recreation needs, Council has questioned the condition of the existing Rothesay Arena and the viability of its future use. To address these questions, Council considers it appropriate to have the current building assessed to determine the deficiencies which would have to be corrected in order to extend its useful life. At Council's direction and following a review of the terms of reference by Council, a request for proposals was issued in May.

In response six proposals were received and analysed by staff. Before considering financial aspects, 2 firms stood out. Once pricing and level of effort was included, both firms remained competitive but a third firm emerged as the overall leader. In the evaluation of the proponents for this project, cost was given a heavy weight (50%). This was due to an assumption that many firms could adequately complete such a project.

However in discussion at the July meeting Council felt that the lowest cost proposal was not satisfactorily thorough and might leave some questions not fully addressed. Council members were invited to suggest aspects of particular concern from their perspective. Specific issues raised were with respect to the means for assessing the integrity of the roof and the ice plant and piping system.

Since the July meeting, the proposals were reviewed once again with particular emphasis on the proposals with the scored highest from a technical standpoint. The WSP proposal includes a physical inspection by an experienced individual and a credible approach to assessing the ice plant and piping system. The following were the responses from WSP to the specific questions raised.

1. How would we assess the brine pumps and piping?
  - a. In addition to visual observation we typically meet with the plant operators and interview them to determine if there have been issues with the brine system recently or historically. If there are "soft" spots on the ice, this typically is a sign that the brine piping is leaking. We can also draw a brine sample and analyze for rust to determine if the brine piping is corroding. We can review pump inlet and outlet pressures and compare them to the pump curve to determine any pumping issues.

2. How is the roof assessed?
  - a. Typically the individual analyzing the roof will go onto the roof to observe conditions. A ladder will be required for this. We have proposed Jim Wade for this work and he has Fall Arrest Certification that is current. This certificate was issued for NS, but our regional safety manager has advised that typically these are interchangeable through the three Maritime Provinces. We are confirming this and if this is not the case, Jim has indicated that he will acquire certification for NB or can conduct the review from the ladder.

In addition there was a change to the availability of personnel on the WSP project team. In addition to the team lead who is a mechanical engineer, a second mechanical engineer was included. This individual had worked in a junior capacity on a substantial number of arena ice plant evaluations giving particular credibility to the team. In the intervening period this person has left the company. WSP proposes to substitute an individual with substantially more experience and academic qualifications as well as specific expertise in ice plant design.

This proposal is also interesting as cost estimating by a firm specializing in this function is included.

Although WSP has done some civil engineering work for the Town that firm is not been involved in any previous projects related to a recreation facility for Rothesay.

### **Financial Analysis**

The terms of reference requires presentation of the draft report to Council. A quote for a second meeting with Council was also required. If this meeting is unnecessary, there are no additional costs and including the HST rebate, the net cost for the project will be **\$38,794**. Funding for this project is not included in the 2017 budget and it is recommended the monies be sourced from the general fund reserve.

---



# PROPOSAL FOR CONSULTANT SERVICES FOR THE ASSESSMENT OF THE ROTHESAY ARENA-2017

## SERVICE PROPOSAL



WSP  
1 SPECTACLE LAKE DRIVE  
DARTMOUTH, NC, CANADA B3B 1X7

TEL.: +1 902 835-9944  
FAX: +1 902 835-1645  
[wsp.com](http://wsp.com)





REQUEST FOR PROPOSAL NO.

# **PROPOSAL FOR CONSULTANT SERVICES FOR THE ASSESSMENT OF THE ROTHESAY ARENA-2017**

TOWN OF ROTHESAY

PROPOSAL NO. P17-11066-40  
JUNE 2017



WSP  
1 Spetacle Lake Drive  
Dartmouth, NS, Canada B3B 1X3

Tel.: +1 902 835-9955  
Fax: +1 902 835-1645  
wsp.com

June 28, 2017

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

**Attention: Ms. M.J. Banks**

Dear Madam:

WSP is pleased to provide you with this proposal for consulting services for the Rothesay Arena. We would like to thank you for taking the time to review this proposal, and allowing us to bid on this project.

If you have any questions, please feel free to contact Matthew Rodgers.

Yours sincerely,

A handwritten signature in blue ink that reads 'Matthew Rodgers'. The signature is written in a cursive, flowing style.

Matthew Rodgers, P.Eng  
Manager, Mechanical and Electrical  
Atlantic Region  
[Matthew.Rodgers@wsp.com](mailto:Matthew.Rodgers@wsp.com)  
1 902 499-7946

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# 1 PROPONENT IDENTIFICATION

WSP is one of the world's leading professional services consulting firms. We are dedicated to our local communities and propelled by international brainpower. We are technical experts and strategic advisors including engineers, technicians, scientists, project managers, planners, surveyors and environmental specialists, as well as other design and program management professionals. We design and deliver lasting solutions in the Buildings, Transportation, Infrastructure, Oil & Gas, Environment, Geomatics, Mining, Power and Industrial sectors as well as project delivery and strategic consulting services. With over 7,500 talented people across Canada and 36,000 globally, we engineer projects that will help societies grow for generations to come. WSP will be providing Structural, Mechanical, and Electrical engineering services for this project. [www.wsp.com](http://www.wsp.com)

Architecture49 is a national leader in the integrated design and delivery of some of Canada's most important buildings and environments. We are focused on six key areas of expertise: Healthcare, Hospitality, Science and Technology, Security and Defence, Sports and Entertainment, and Transportation. Our national sectors complement our ongoing base of regional and community work. Architecture49 is a subsidiary of WSP and will provide Architectural services for this project. [www.architecture49.com](http://www.architecture49.com)

For sixty years Hanscomb's team of experts has been providing clients with the tools they need to control costs and help ensure the successful completion of a wide variety of projects located throughout North America, the Middle East, and around the world. With seven offices located from coast to coast across Canada Hanscomb has the local experience and the worldwide presence to keep your project on track. WSP will hire Hanscomb as a sub-consultant to provide costing for this project. [www.hanscomb.com](http://www.hanscomb.com)

The primary contact for this project will be Matthew Rodgers, P.Eng, Manager, Mechanical and Electrical – Atlantic Region. His contact information is as follows.

Matthew Rodgers, P.Eng  
1 Spectacle Lake Drive  
Dartmouth, NS  
B3B 1x7  
[Matthew.Rodgers@wsp.com](mailto:Matthew.Rodgers@wsp.com)  
T+ 1 902-835-9955  
  
F+ 1 902-835-1645

## 2 CONSULTING TEAM COMPOSITION

The WSP office in Dartmouth, and Architecture49 office located in Halifax continually collaborate on various projects, ranging from smaller retail renovation projects located in and around the Halifax area, to expansions on various schools in the province of Nova Scotia, to a full scale renovation of the Wabush airport. The continued working relationship between our two groups has fostered a great mutual respect, and has led to outstanding results in all fields, and has been exceptionally beneficial for our clients. Both WSP and A49 frequently utilize Hamscomb for independent third party pricing of large scale projects.

Our project team consists of Matthew Rodgers as the lead mechanical engineer, and project manager. His duties will include review of the existing mechanical systems, and coordination between all disciplines. The lead Architect for the project is Anna Sampson, who will be in charge of reviewing the layout of the building, as well as architectural items, such as finishes, fixtures, furniture, and arena specific equipment such as dasher boards, seating and other items. Working closely with Anna will be Jim Wade, who will be reviewing the roof and building envelope, as well as the overall building code review. Wade Enman will provide a review of the structural components of the Arena, while Christophe Bourque will provide a review of the existing lighting and electrical systems for the arena. Tyler Gallant will serve as a technical advisor relating to the refrigeration system serving the arena. The final part of the team is Ray Murray from Hanscomb who will provide costing analysis for the recommended measures identified.

Our proposed team have had direct experience working with one another on a Recreational Facility Assessment project for the City of Miramichi. This project included reviewing several buildings, including Miramichi's Civic Centre and Lord Beaverbrook Arenas.

## 2.1 PROJECT MANAGER

*MATTHEW RODGERS, MANAGER, MECHANICAL AND ELECTRICAL –  
ATLANTIC REGION*

*19 YEARS EXPERIENCE*

Matthew Rodgers is a mechanical engineer with 19 years' experience in his field. He has experience in mechanical design for building projects including plumbing, HVAC service systems, building automation controls and fire protection design for industrial, commercial, residential, institutional and recreational facilities, including LEED registered, BOMA Best and Green Globe facilities.

Matthew's role will be to coordinate all disciplines, and perform the onsite inspection of the mechanical systems at the Rothesay Arena. Matthew will also be responsible for coordinating the presentation for the Town Council, and will be present at the presentation. Matthew's involvement with the project will be continuous throughout the entire duration.

### 2.1.1 EXPERIENCE OF THE PROJECT MANAGER IN PROJECT SIMILAR TO THIS REQUEST FOR PROPOSAL

- Pool Dehumidification Unit Replacement, Lower Sackville, NS (2009)
  - Mechanical Engineer for the replacement of the air handling unit servicing the Sackville Sport Stadium aquatic centre with a new unit capable of using rejected heat from the dehumidification process to pre-heat pool water. Client: Halifax Regional Municipality
- Evaporative Condenser Replacement, Lower Sackville, NS (2009)
  - Mechanical Engineer for the preparation of a specification for replacement of an existing evaporative condenser unit servicing the Sackville Sport Stadium arena's ice plant. Client: Halifax Regional Municipality
- Energy Efficiency Upgrades of Ventilation Systems for Public Housing Apartments, Halifax, Dartmouth and Sydney, NS, Canada (2012)
  - Lead Mechanical Engineer for a project to review existing ventilation systems serving 8 public housing apartment buildings. Recommendations included gas conversions, addition of heat recovery systems and controls upgrades. Since this study has been completed, recommended measures have been implemented in two of the apartment buildings. Client: Nova Scotia Department of Transportation and Infrastructure.
- Kentville Fire Department Energy Audits, Kentville, NS, Canada (2013)
  - Project lead for an energy audit for the Kentville Fire Department. The facility includes three distinct occupancies; the truck bays, administration and training spaces and a bingo hall. Various energy-savings measures were recommended in the energy audit, which was presented to the fire department upon completion. Client: Kentville Fire Department.
- Wastewater Treatment Plant Energy Audits, Halifax, Dartmouth and Herring Cove, NS, Canada (2012)
  - Project lead for energy audits of the three Halifax Harbour Solutions Treatment Facilities. These audits identified potential energy-savings measures with regards to pumping, ventilation heat recovery, effluent heat recovery, UV system controls, odour control scrubber bypass and plant lighting. Client: Halifax Water.

## 2.2 ARCHITECT

*ANNA SAMPSON, ARCHITECT, PRACTICE LEADER, SPORTS AND ENTERTAINMENT*

*9 YEARS EXPERIENCE*

Anna Sampson is a Practice Leader for Architecture49's Sports and Entertainment Sector for the Atlantic Region. Anna has a keen interest in sustainable design and Sports and Entertainment architecture and planning. She is the Project Architect for the new Dartmouth Multi-Pad Arena, the new Chedabucto Lifestyle Complex in Guysborough, NS and the Owner's Advisor for the new Kinsmen Community Centre in Torbay, NL. She is a strong collaborator who listens carefully to the clients and community, and ties their needs into the everyday work of consultant coordination and building design.

Anna's focus and passion is on the design and construction of facilities that contribute to healthy, active and ultimately happy communities. She herself is an active curler and swimmer and has been volunteering in her community as a Big Sister mentor with Big Brothers Big Sisters for nearly 8 years.

Anna's role will be to review the overall layout of the facility, interior finishes, furniture, equipment, and fixtures, as well as identify specific subject matter directly related to arenas, such as seating, score boards, dasher boards, and other arena related items. Anna will prepare a report detailing her findings, and propose measures to address any deficiencies found. Anna will also coordinate with Matthew to generate and present the findings of the report. Anna's involvement with the project will be continuous throughout, and she will provide input on all phases.

### 2.2.1 EXPERIENCE OF THE ARCHITECT IN PROJECT SIMILAR TO THIS REQUEST FOR PROPOSAL

- Miramichi Multiplex Predesign Services, Miramichi NB (2016)
  - Project Architect. Schematic design to study the feasibility of a new recreation facility for City of Miramichi designed to replace multiple aging recreation facilities. The proposed facility features an aquatic centre, multi purpose space, spectator arena, gymnasium, administration area and food service amenities.
- Miramichi Recreation Infrastructure Assessment and Comparison, NB (2014)
  - Includes building assessments for existing recreation infrastructure, capital and operating cost analysis for schematic design of existing building upgrades or a new multiuse recreation complex.
- Mariners Centre Expansion Feasibility Study, Yarmouth, NS (2017)
  - Project Architect. Concept Design and costing to study the feasibility of expanding the existing Mariners Centre with a multi-use recreation facility program including an aquatics centre, wellness centre, child care, gymnasium, studio, and curling club.
- Dartmouth Multipad Arena, NS (2015-Ongoing)
  - Project Architect. New construction 140,000 sq.ft. 4 pad arena and multipurpose recreation facility. Design-Build project with Ellis-Don for the Halifax Regional Municipality, with a construction value of \$39,000,000.
- Queens Place Emera Centre, Liverpool, NS (2011)
  - Intern Architect. Responsible for DD drawings and presentations. Assisted with construction documents and contract administration. Facility includes a 1000 seat arena, fitness centre, multipurpose spaces, and a walking track. Completed in partnership with MJM Architects.

## 2.3 SENIOR ARCHITECTURAL TECHNOLOGIST

*JIM WADE, SENIOR ARCHITECTURAL TECHNOLOGIST*

*24 YEARS EXPERIENCE*

Jim Wade is a Senior Technologist and Job Captain with over 20 years of experience in the field. Jim has become our go-to person for building condition and envelope assessments and has completed numerous studies for a range of clients, including municipalities, school boards, national restaurant chains, and large retail/commercial clients. Jim is also one of A49's senior technologists and is therefore well-acquainted with building design both on paper and in the real world. Jim has training and experience in the area of Building Codes and regulations. In addition to application on new construction and renovation projects, this Code familiarity informs the way he approaches condition assessments, with an eye to life safety and energy efficiency. Jim has been the Job Captain for A49's retail facility construction documents team which has completed numerous new builds and renovations throughout the Atlantic provinces in recent years.

In addition to his own considerable in-the-field experience, Jim is backed up by A49's full design, construction documentation, and construction administration teams, in Halifax and across the country. With this wealth of experience to draw on, there is virtually no construction assembly or failure mode that is unfamiliar. Our dedicated construction administration field personnel are all experienced observers and recorders of built conditions and are ready to assist Jim in carrying out condition assessments if schedule or other project circumstances require. Jim and the CA field staff have all received fall arrest and other PPE training, allowing them to work in a variety of environments and locations.

Jim's role will be to review the existing roof, and building envelope, as well as review the existing conditions against the current building code. Jim will work with Anna to develop a list of measures to address any deficiencies noted during the inspection. Jim's involvement with this project will include the onsite inspection, preparation of the report, and identifying answers to questions relating to the building envelope, and building code.

### 2.3.1 EXPERIENCE OF THE ARCHITECT IN PROJECT SIMILAR TO THIS REQUEST FOR PROPOSAL

- Sobeys, Atlantic Provinces (Ongoing)
  - Senior Technologist and Job Captain for A49's "Sobeys Team" which has completed numerous new builds and renovations for Sobeys's, Foodland, and Lawtons Stores across Atlantic Canada.
- HRM Roof Recapitalization Program, Halifax, NS (2014-Ongoing)
  - Roof review and conducting inspections on site to assess conditions, preparing construction documents required for tender/solicitation packages and construction administration services for all buildings owned by the municipality. Client: Halifax Regional Municipality
- Wabush Airport Condition Assessment, NL (2015)
  - Job Captain, Senior Technologist. Assessment of current building and recommended upgrades for the Wabush Airport. As a result of the initial building condition assessment, a full renovation to the airport is currently being completed, and implementing the results of the condition assessment.



## 2.4 STRUCTURAL ENGINEER

*WADE ENMAN, SENIOR STRUCTURAL ENGINEER*

*17 YEARS EXPERIENCE*

Wade Enman is a senior structural engineer with more than 17 years' experience in the structural engineering industry. His areas of expertise include the design of bridges, culverts, retaining walls, marine structures, and various commercial and industrial buildings. Wade is an experienced project leader and lead designer for a wide variety of projects. His key qualifications include bridge inspection and load rating analysis; planning studies; preliminary, functional, and detailed design of bridges and buildings; preparation of contract documents and cost estimates; peer review of designs, and quality assurance (QA) reviews of design projects.

Wade's role will be to review the existing structural components of the arena, and prepare a report outlining his findings, as well as identifying any code violations found, and recommendations to address any issues found. Wade's involvement with the project will include the onsite inspection, as well as preparing information for the report regarding the structural elements of the arena, and answering any questions relating to the structural items and deficiencies notes.

### 2.4.1 EXPERIENCE OF THE ELECTRICAL ENGINEER IN PROJECT SIMILAR TO THIS REQUEST FOR PROPOSAL

- St. Peters Junior High, Paradise NL (2016)
  - WSP was contracted to provide structural design of a 40,000 square foot, multi-storey expansion to St. Peters Junior High. The expansion was constructed with steel column and beam framing, Open Web Steel Joist framing, and concrete spread footings.
- D200 Slab Repairs and Upgrade – CFM Halifax, NS (2015 - Ongoing)
  - WSP was contracted to provide a structural inspection of approximately 20,000 square meters of suspended concrete slabs and associated foundation elements at the D200 building at CFB Halifax.
  - Based on this inspection, WSP was contracted to perform the detailed rehabilitation design for the concrete repair works.
- Leopard II Maintenance Facility, CFB Gagetown NB (2015)
  - Wade was Lead Structural Engineer during the construction administration phase of a new tank maintenance facility located at CFB Gagetown. Wade was responsible for the review of Structural shop drawings, site inspections, structural design revisions, and the assessment of an existing structure for loadings of new mechanical equipment.
- Bridge Inspections, Various Locations, PE (2008-Ongoing)
  - Wade is the lead structural engineer for the inspection of 47 bridges located in Western PEI. Bridges are inspected on a biannual basis, and a comprehensive report outlining element condition rating is provided to the Department of Transportation, Infrastructure and Energy of PEI.

## 2.5 ELECTRICAL ENGINEER

*CHRISTOPHE BOURQUE, PROJECT ENGINEER - ELECTRICAL*

*7 YEARS EXPERIENCE*

Christophe Bourque is an Electrical Engineer with over 7 years of experience in buildings, site and roadway electrical design, including electrical distribution, fire alarm systems, telecommunications systems and lighting design. He is also experienced with building condition assessments, including thermal and visual assessments.

Christophe is proficient with lighting design using AGI32, as well as with AutoCAD. Christophe's role will be to review the existing electrical systems, and lighting, identify any code violations, and prepare a list of recommendations for the Town to address, with regards to the electrical systems. Christophe's involvement with the project will include the onsite inspection, as well as preparing information for the report regarding the electrical and lighting elements of the arena, and answering any questions relating to the electrical items and deficiencies notes.

### 2.5.1 EXPERIENCE OF THE ELECTRICAL ENGINEER IN PROJECT SIMILAR TO THIS REQUEST FOR PROPOSAL

- Foodland Saulnierville, NS (2017)
  - WSP was contracted to provide a full building assessment of the electrical, lighting, communications, and life safety systems of an existing combined grocery store, and hardware store. The scope of the project also included the recommendation for equipment upgrades, and the identification of any electrical deficiencies noted during the investigation.
- Sobeys - Halifax, NS (2015)
  - WSP was contracted to provide a full building assessment of the electrical, lighting, communications, and life safety systems of an existing grocery store. The scope of the project also included the recommendation for equipment upgrades, and the identification of any electrical deficiencies noted during the investigation.
  - Based on this assessment, WSP was contracted to perform the detailed electrical design for the renovations, which included lighting, power distribution, communications, and life safety.
- Shoppers Drug Mart – Various Locations, NB and NL (2015)
  - WSP was contracted to provide a full building assessment of the electrical, lighting, communications, and life safety systems of existing pharmacies. The scope of the project also included the recommendation for equipment upgrades, and the identification of any electrical deficiencies noted during the investigation
- IMP Group – Halifax, NS (2015)
  - WSP was contracted to provide a thermal condition assessment of the electrical distribution system of a 5-storey office building, which included a report outlining the findings, concerns, and code violations, as well as the recommendations.

## 2.6 MECHANICAL ENGINEER

*TYLER GALLANT, PROJECT ENGINEER - MECHANICAL*

*9 YEARS EXPERIENCE*

Tyler Gallant is a dedicated, talented, mechanical engineer with 9 years of experience in commercial, institutional, recreational and industrial building mechanical systems and the composites aerospace industry. Committed to both career and the engineering profession, he thrives on conquering challenges, being innovative, and obtaining a full working knowledge of mechanical systems. Tyler has energy auditing experience in over 200 facilities with a specialization in industrial refrigeration systems and multipurpose recreational facilities. He has also developed numerous integrated heat recovery systems for arenas, as well as designed mechanical systems for various commercial and institutional facilities. Tyler's experience in assessment of arenas include over 60 arenas which spans all four Atlantic provinces, Ontario, Indiana, Ohio, New York, Massachusetts, New Jersey, New Hampshire, and Florida, and arenas range from small community arenas, through NHL arenas. Tyler's role will be to provide support during the project, and work closely with Matthew to identify any issues, and recommend upgrades to deal with any deficiencies noted during the inspection. Tyler's involvement with the project will include the review of the ice plant, and associated components, mechanical refrigeration code review, as well as preparing information for the report regarding the refrigeration plant of the arena, and answering any questions relating to the refrigeration items and deficiencies notes.

### 2.6.1 EXPERIENCE OF THE MECHANICAL ENGINEER IN PROJECT SIMILAR TO THIS REQUEST FOR PROPOSAL

- Miramichi Recreation Facility Review (2014 – 2017)
  - WSP and A49 were contracted through the City of Miramichi to review their existing recreation facilities. The scope included the review of Miramichi's two primary arenas, the Civic Centre, and the Lord Beaverbrook Arena.
  - Further to this WSP and A49 have been working with the City of Miramichi to further develop a plan for a new multipurpose recreational facility to incorporate a new arena, and integrated heat recovery to offset heating costs.
- City of Mississauga Facility Review (2016)
  - WSP was contracted through the City of Mississauga to review their existing facilities, as part of a carbon inventory and reduction study required by the Province of Ontario. The scope included the review of all municipally owned and operated facilities including 12 arenas. The scope of this project included the energy analysis of the existing arenas, as well as the assessment of the mechanical equipment, and recommendations for equipment upgrade due to both age, and energy efficiency.
- City of Windsor Arena Review (2013)
  - Tyler performed a review of six arenas for the City of Windsor located in Ontario. The scope included the energy analysis of the existing arenas, full review of code compliance with the Mechanical Refrigeration Code, as well as the assessment of the mechanical equipment, and recommendations for equipment upgrade due to both age, and energy efficiency.
  - As a result of the findings of the initial report, two detailed engineering studies were performed under the SaveOn Energy study program. Studies included the detailed analysis of energy saving recommendations, as well as detailed costing, and preliminary design of the recommended energy saving measures.

## 2.7 RELEVANT PROJECTS

### 1 MIRAMICHI MULTIPLEX PREDESIGN SERVICES

**Location**

Miramichi, NB, Canada

**Client**

City of Miramichi

**Project Value**

No Construction Cost Associated with this Project

**Period**

From May 2016 to December 2016

**Client Contact**

Suzanne Watters

Director, Community Wellness and Recreation  
Department

City of Miramichi

+1 506-623-2312

Project Architect. Schematic design to study the feasibility of a new recreation facility for City of Miramichi designed to replace multiple aging recreation facilities. The proposed facility features an aquatic centre, multi purpose space, spectator arena, gymnasium, administration area and food service amenities. Project scope included the estimated annual energy cost for the new Multiplex, and energy cost comparison between multiple fuel sources, and different proposed equipment.

Lead Architect: Anna Sampson

Energy Review: Tyler Gallant

## 2 MIRAMICHI RECREATION INFRASTRUCTURE ASSESSMENT AND COMPARISON

### Location

Miramichi, NB, Canada

### Client

City of Miramichi

### Project Value

No Construction Cost Associated with this Project

### Period

From April 2014 to June 2014

### Client Contact

Suzanne Watters

Director, Community Wellness and Recreation  
Department

City of Miramichi

+1 506-623-2312

Architectural, Structural, Mechanical, and Electrical building assessments for existing recreation infrastructure, including capital and operating cost analysis of existing facilities. The project also included the comparison of existing building upgrades to that of a new multiuse recreation complex, and the analysis of the estimated energy use between the two options.

Lead Architect: Anna Sampson

Building Envelope Specialist: Jim Wade

Structural Engineer: Wade Enman

Mechanical Engineer: Tyler Gallant

Electrical EIT: Christophe Bourque



### 3 PROJECT UNDERSTANDING

Prior to project commencement, WSP will provide the Town of Rothesay with proof of current registration with WorkSafeNB, evidence of a minimum of \$2 million coverage for general liability and non-owned automobile insurance, professional errors and omissions insurance of \$1 million, owned automobile insurance to a satisfactory requirement of the Town of Rothesay, and evidence of membership in Good Standing with the Association of Professional Engineers and Geoscientists of New Brunswick and the Architects' Association of New Brunswick.

The project team will perform a building assessment that will review, at minimum, the following components: Structural Integrity of all building components, and any foundation code violations, building and roof envelope integrity, door and window condition and functionality, efficiency of building layout, fire code deficiencies (including barrier free access), fire suppression adequacy (including sprinkler system and fire extinguishers), Lighting and power distribution deficiencies, mechanical HVAC systems, refrigeration plant and components (including a Refrigeration code compliance review), Brine and ice surface piping, lighting and sounds systems, controls and control equipment, furniture, fixtures, and specific aspects of the building which are relevant to its continued use as an arena (items such as seating, dasher boards, rubber matting, dressing rooms finishes and fixtures).

Based on the findings of the initial site visit, the project team will prepare a report outlining the existing as found conditions, noting any specific code violations, and also identifying any further deficiencies as they relate to wear, efficiency upgrades, or for any other reason the project team may identify. The report will also provide a list of recommendations to address any the deficiencies noted, as well as an associated cost to implement the measures.

The project team will work together to prepare an outline of their findings which will be presented to The Rothesay Town Council, during which time a question and answer period will take place. The presentation is expected to be given by Matthew Rodgers and Anna Sampson and will be coordinated with the members of Town Council to ensure full attendance is possible. It may not be possible to have all questions addressed at this Council meeting; however a full list of questions posed during the meeting, and any questions received in writing prior to the meeting, shall be recorded, and answers to these questions will be incorporated into a final report. With proper coordination between the project team and the Owner, it is anticipated that the final report will be completed by October 2, 2017.

The project team notes that specific building envelope conditions may not be readily available without selective demolition to see the exact conditions with specific wall and roof assemblies. During the onsite inspection it will be required to have a facility manager on site to perform specific demolition at key points which will allow the inspection team to fully inspect the structural elements, wall, and roof assemblies. Any cost associated with the demolition, and repairs of these locations is not included in our proposal and will be at an additional cost to the Owner. Structural analysis does not include non-destructive testing, and is limited to visual inspection only. Non-destructive testing may be recommended, and will be discussed with the owner prior to proceeding.

It is anticipated that preparing the final report to be completed by October 2, 2017 will pose no significant trouble for the project team. This schedule is based on the schedule provided within the Request for Proposals document, and offers a two week period during mid-September to coordinate a presentation to the Town Council.

## 4 MANAGEMENT

Matthew Rodgers will be the primary liaison between the Owner and the project team throughout the project. On key items regarding the project, it may be beneficial and result in a more rapid response to directly involve Anna Sampson; benefitting from her extensive experience within arenas, and recreational facilities. Matthew will coordinate all items from a Structural, Mechanical and Electrical perspective, while Anna will work with Jim to coordinate all architectural items. Anna and Matt will work closely together to coordinate between all disciplines and ensure all components are properly addressed.

Both WSP and Architecture49 utilize a project management system which allows for budget to be tracked and identify when potential issues may arise. As this project is intended to be a fixed fee project, there is no liability to the Town of Rothesay beyond the amount listed within this proposal. The project team have all reviewed the documents, and have determined their costs based on the scope outlined within the Request for Proposals. Additional work identified in the “Project Understanding” and additional work which may occur during the project will be billed out in accordance to the hourly rates listed in Form A.

The primary administrative offices for this project will be located at the WSP office located at 1 Spectacle Lake Drive, Dartmouth, NS B3B 1X7. If required, WSP does have locations in both Moncton and Fredericton which could be utilized if required.

## 5 PROJECT APPROACH

Reviewing the schedule listed within the Request for Proposal document, and based on a consultant selection date of July 10, 2017, WSP and Architecture49 can return a signed Contract for Services within a 2 day period, and have a full start up meeting by July 21, 2017.

It is anticipated that the start up meeting will be held in Rothesay, and the initial site visit will be conducted immediately following the meeting. It is anticipated that the onsite inspection will last for a full day, but may require a second day, once existing conditions are fully explored.

A preliminary report will be assembled during the following weeks, and presented to the Town of Rothesay by approximately August 16, 2017. During this period, costing for the proposed measures will be provided by Hanscomb, and integrated into the report.

This will allow for a two to three week period for the Town Council members, and Facility Manager to review the report and identified measures, and generate a list of questions based on the project team's findings. A presentation for the Town Council can be scheduled for the second or third week of September, allowing WSP and Architecture49 an additional week to review questions, provide answers, and update the report based on the queries posed by the Town of Rothesay.

## 6 COST PROPOSAL

WSP views the project broken down into three phases;

1. Building Condition Assessment
2. Review of Assessment and Preliminary Report
3. Presentation and Final Report

Based upon this information, the phase costing is broken out as follows.

Phase 1: Building Condition Assessment - \$9,560 (+ HST) and \$2,000 (+ HST) for expenses.

Phase 2: Review of Assessment and Preliminary Report - \$17,020 (+ HST) and \$300 (+ HST) for expenses

Phase 3: Presentation and Final Report - \$7,020 (+ HST) and \$1,300 (+ HST) for expenses.

The total all-inclusive upset cost for this proposal, based upon the scope of work identified in the request for proposal, and outlined within this document is **\$37,200 + HST**.

The scope of work does not include selective demolition to gain full knowledge of the building envelope, nor does it include non-destructive testing for structural elements. Selective demolition will be discussed with the Owner prior to Building Condition Assessment, and may be scheduled prior to the team's arrival.

For a detailed cost breakdown, refer to Form A located in Appendix C – the final page of this proposal.

# APPENDIX

## A PROJECT TEAM CV'S





## **AREAS OF PRACTICE**

**Mechanical Design**

**HVAC & Plumbing Design**

**Energy Audits**

**Commissioning**

**Project Management**

## **EDUCATION**

**B.Sc. Engineering  
(Agricultural), TUNS 1997**

**Diploma in Engineering, St.  
FX 1994**

## **PROF ASSOCIATIONS**

**APENS, ASHRAE, CaGBC,  
BCA**

## **CAREER**

**Manager, Mechanical and  
Electrical, Buildings, WSP  
2016 - Present**

**Mechanical Engineer,  
CBCL Limited, Halifax, NS  
2001 - 2016**

**Quality Control Supervisor,  
Northern Fibre Terminal  
Inc., Sheet Harbour, NS  
1997-2001**

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## **PROFILE**

Matthew Rodgers is a mechanical engineer with 19 years' experience in his field. He has experience in mechanical design for building projects including plumbing, HVAC service systems, building automation controls and fire protection design for industrial, commercial, residential, institutional and recreational facilities, including LEED registered, BOMA Best and Green Globe facilities.

## **PROFESSIONAL EXPERIENCE**

- Kiwanis Park Upgrades, Moncton, NB (2010): Mechanical Engineer for HVAC and plumbing requirements associated with upgrades to the Ball Field's Club House. Client: City of Moncton
- Pool Dehumidification Unit Replacement, Lower Sackville, NS (2009): Mechanical Engineer for the replacement of the air handling unit servicing the Sackville Sport Stadium aquatic centre with a new unit capable of using rejected heat from the dehumidification process to pre-heat pool water. Client: Halifax Regional Municipality
- Pool Filter Replacement, Lower Sackville, NS (2009): Mechanical Engineer for the replacement of an existing sand filter servicing the Sackville Sport Stadium aquatic centre swimming pool. Client: Halifax Regional Municipality
- Evaporative Condenser Replacement, Lower Sackville, NS (2009): Mechanical Engineer for the preparation of a specification for replacement of an existing evaporative condenser unit servicing the Sackville Sport Stadium arena's ice plant. Client: Halifax Regional Municipality
- Swimming Pool Upgrades, Fredericton, NB (2006): Mechanical Engineer for upgrades to the Henry Park and Marysville outdoor swimming pools. The project included upgrades to the lap pools, leisure pools and changing facilities. Client: City of Fredericton
- Swimming Pool Installation, Greenwood, NS (2002): Mechanical Engineer for the installation of a new outdoor lap pool and wading pond at CFB Greenwood. Client: Department of National Defence
- Quantitative Hazardous Building Materials Survey, Shearwater, Stadacona, Dockyard and Truro Armoury, NS, Canada (2015-2016): Lead Mechanical Engineer for assessments of mechanical systems serving the buildings. Client: DND/DCC. Project Value: undisclosed
- Kentville Fire Department Energy Audits, Kentville, NS, Canada (2013): Project lead for an energy audit for the Kentville Fire Department. The facility includes three distinct occupancies; the truck bays, administration and training spaces and a bingo hall. Various energy-savings measures were recommended in the energy audit, which was presented to the fire department upon completion. Client: Kentville Fire Department. Project Value: \$20K
- Wastewater Treatment Plant Energy Audits, Halifax, Dartmouth and Herring Cove, NS, Canada (2012): Project lead for energy audits of the three Halifax Harbour Solutions Treatment Facilities. These audits identified potential energy-savings measures with regards to pumping, ventilation heat recovery, effluent heat recovery, UV system controls, odour control scrubber bypass and plant lighting. Client: Halifax Water. Project Value: \$45
- Wastewater Treatment Plants Heat Recovery Studies, Halifax, Dartmouth and Herring Cove, NS, Canada (2012): Project lead for a study to review potential



opportunity for ventilation and effluent heat recovery at the three Halifax Harbour Solutions Facilities. The recommendations include glycol heat recovery loops for ventilation heat recovery and the addition of industrial type water source heat pumps to supplement facility hydronic heating systems. The ventilation heat recovery recommendation has successfully been implemented for the Herring Cove Facility and construction is ongoing at the Halifax Facility. Client: Halifax Water. Project Value: \$50K

- Energy Efficiency Upgrades of Ventilation Systems for Public Housing Apartments, Halifax, Dartmouth and Sydney, NS, Canada (2012): Lead Mechanical Engineer for a project to review existing ventilation systems serving 8 public housing apartment buildings. Recommendations included gas conversions, addition of heat recovery systems and controls upgrades. Since this study has been completed, recommended measures have been implemented in two of the apartment buildings. Client: Nova Scotia Department of Transportation and Infrastructure. Project Value: \$40K
- Queen's Hospital Expansion Project, Liverpool, NS, Canada (2015): Commissioning Authority for the 6000 sq.ft. hospital expansion. CSA Health Care Facility Commissioning. Client: South Shore Health Authority. Project Value: \$16M
- Bluefrog 123 Multi-Tenant Office Building, Dartmouth, NS, Canada (2014): Commissioning Authority for this 90,000 sq.ft., 2-storey office building. LEED Core and Shell. LEED Best Practice Commissioning. Client: Eastport Properties.
- Dalhousie Ocean Sciences Building, Halifax, NS, Canada (2012-2014): Commissioning Authority for the 76,000 sq.ft., 5-storey office and laboratory building housing Dalhousie University's Ocean Sciences department. The facility has targeted LEED Silver. LEED Best Practice Commissioning. Client: Dalhousie University. Project Value: \$41.5M
- Valley Waste Resource Management Administration Facility, Kentville, NS, Canada (2013): Commissioning Authority for the 8,000 sq.ft. office facility, which achieved LEED Gold and Passive House certifications. LEED Fundamental Commissioning. Client: Valley Waste Resource Management.
- Tideview Terrace Long Term Care Facility, Digby, NS, Canada (2011): Commissioning Authority for the 86,000 sq.ft., 90-bed long-term care facility, which achieved a LEED Silver rating. LEED Fundamental Commissioning and CSA Health Care Facility Commissioning. Client: Tideview Terrace. Project Value: \$21.9M
- Alderwood Long Term Care Facility, Baddeck, NS, Canada (2009/2010): Commissioning Authority for the 65,000 sq.ft., 70-bed long-term care facility, which achieved a LEED Silver rating. LEED Fundamental Commissioning and CSA Health Care Facility Commissioning. Client: Alderwood. Project Value: \$21M
- O'Regan's Volkswagen, Halifax, NS (2016): Mechanical Engineer for a new automotive dealership. The facility's design included a showroom, administrative spaces, a 20-bay service shop and below grade vehicle storage space. Client: O'Regan's Automotive Group. Construction Value: \$10M
- O'Regan's BMW/Mini, Halifax, NS (2015): Mechanical Engineer for upgrades and expansion of the existing facility, doubling the existing footprint. Client: O'Regan's Automotive Group.

# ANNA SAMPSON

NSAA, NLAA, AANB LEED AP BD+C

ARCHITECT, PRACTICE LEADER | Architecture49



## YEARS OF PROFESSIONAL EXPERIENCE

9

## EDUCATION AND PROFESSIONAL MEMBERSHIPS

Masters of Architecture, McGill University, Montreal, QC, 2008

Bachelor of Science (Architecture), McGill University, Montreal, QC, 2007

Leadership in Energy and Environmental Design (LEED) Accredited Professional, Building Design and Construction, Canada Green Buildings Council

Member, Nova Scotia Association of Architecture

Member, Architects Association of New Brunswick

Member, Architects Association of Newfoundland and Labrador

## PRESENTATIONS

"Recreation Facility Planning, Design and Construction" Atlantic Recreation Facilities Conference, Truro NS, April 2016

"The Stages of Recreation Facility Planning and Design" Recreation Facilities Association of Nova Scotia, Truro NS, May 2015

"Trends in Recreation Facility Design" Recreation Nova Scotia Trade Show and Conference, Halifax NS. October 2011

Anna Sampson is a Practice Leader for Architecture49's Sports and Entertainment Sector for the Atlantic Region. Anna has a keen interest in sustainable design and Sports and Entertainment architecture and planning. She is the Project Architect for the new Dartmouth Multi-Pad Arena, the new Chedabucto Lifestyle Complex in Guysborough, NS and the Owner's Advisor for the new Kinsmen Community Centre in Torbay, NL. She is a strong collaborator who listens carefully to the clients and community, and ties their needs into the everyday work of consultant coordination and building design.

Anna's focus and passion is on the design and construction of facilities that contribute to healthy, active and ultimately happy communities. She herself is an active curler and swimmer and has been volunteering in her community as a Big Sister mentor with Big Brothers Big Sisters for nearly 8 years.

## RELEVANT PROJECT EXPERIENCE

### STUDY AND CONCEPT DESIGN

#### MIRAMICHI MULTIPLEX PRE-DESIGN SERVICES MIRAMICHI, NB (2016)

Project Architect. Schematic design to study the feasibility of a new recreation facility for City of Miramichi designed to replace multiple aging recreation facilities. The proposed facility features an aquatic centre, multi purpose space, spectator arena, gymnasium, administration area and food service amenities.

#### MIRAMICHI RECREATION INFRASTRUCTURE ASSESSMENT AND COMPARISON MIRAMICHI, NB (2014)

Includes building assessments for existing recreation infrastructure, capital and operating cost analysis for schematic design of existing building upgrades or a new multiuse recreation complex.

#### MARINERS CENTRE EXPANSION FEASIBILITY STUDY, YARMOUTH NS (2017)

Project Architect. Concept Design and costing to study the feasibility of expanding the existing Mariners Centre with a multi-use recreation facility program including an aquatics centre, wellness centre, child care, gymnasium, studio, and curling club.

#### TORBAY WELLNESS CENTRE CONCEPT DESIGN, TORBAY, NL (2014)

Preliminary design and costing investigation for a community centre including a gymnasium, fitness centre and a large multipurpose room for events.

#### ST. JOHN'S WEST COMMUNITY CENTRE, ST. JOHN'S, NL (2014)

Project Architect. Programming and site selection study to investigate the order of magnitude, in terms of size and cost, to create a new community recreation facility in the west end of the City. Program includes two pools, gymnasium, multipurpose courts, fitness rooms, administrative offices. Client: City of St. John's.

**HARBOUR GRACE DESIGN BUILD PURSUIT, HARBOUR GRACE, NL (2014)**  
Project Architect. Single pad arena design for the town of Harbour Grace, Newfoundland and Labrador. The arena will be complemented by a community room, fitness centre and walking track. A49 was a finalist in a short list of design-build teams for this project. Construction Value: \$19,000,000. Targeting LEED Silver

**RIVERVIEW WELLNESS CENTRE FEASIBILITY**

Preliminary design and costing investigation for a new recreation wellness centre including a spectator arena, aquatic centre, gymnasium and multipurpose rooms.

**LABRADOR CITY RECPLEX FEASIBILITY, LABRADOR CITY, NL (2014)**

Preliminary design, site review and costing investigation for an addition and renovation to the existing city arena. The new program would include a gymnastics facility, fieldhouse, curling club, and multipurpose spaces.

**SPORTS AND ENTERTAINMENT**

**TORBAY WELLNESS CENTRE OWNER'S ADVISOR, TORBAY, NL (2016- ONGOING)**  
Owner's Advisor Project Manager + Architect. OA Services for a new recreation centre with gymnasium, kitchen, playground, splash pad, and community rooms. Targeting LEED Silver

**DARTMOUTH MULTIPAD ARENA, DARTMOUTH, NS (2015-ONGOING)**

Project Architect. New construction 140,000 sq.ft. 4 pad arena and multipurpose recreation facility. Design-Build project with Ellis-Don. Client: Halifax Regional Municipality. Construction Value: \$39,000,000 Targeting LEED Silver

**CHEDABUCTO LIFESTYLE COMPLEX, GUYSBOROUGH, NS (2016-ONGOING)**

Project Architect. New construction 17,000 sq. ft. lifestyle centre including gymnasium, fitness centre, multi-purpose space and classroom. Outdoor recreation facilities include all weather turf field and running track, shiny hockey rink and refrigerated skating trail. Client: Municipality of the District of Guysborough. Construction Value: \$10,000,000

**PASADENA HEALTH AND WELLNESS CENTRE, PASADENA, NL (2013):**

Schematic Design for this Recreation Complex for the Town of Pasadena, NL. The 1400 square metre building includes multipurpose two storey space and single storey program area with specific areas for family, youth and seniors and other special areas for community fitness. Construction Value: \$8,000,000 Targeting LEED Silver

**QUEENS PLACE EMERA CENTRE, LIVERPOOL, NS (2011)**

Intern Architect. Responsible for DD drawings and presentations. Assisted with construction documents and contract administration. Facility includes a 1000 seat arena, fitness centre, multipurpose spaces, and a walking track. Completed in partnership with MJM Architects. Construction Value: \$19,000,000 2012 Lieutenant Governor's Award for Architecture - Award of Merit.

## JIM WADE CAT, CCA

SENIOR TECHNOLOGIST | Architecture49



### YEARS OF PROFESSIONAL EXPERIENCE

24

### EDUCATION AND PROFESSIONAL MEMBERSHIPS

Architectural Drafting, Nova Scotia Community College, Middleton

Architectural Drafting and Design, Nova Scotia Community College, Middleton

Jim Wade is a Senior Technologist and Job Captain with over 20 years of experience in the field. Jim has become our go-to person for building condition and envelope assessments and has completed numerous studies for a range of clients, including municipalities, school boards, national restaurant chains, and large retail/commercial clients. Jim is also one of A49's senior technologists and is therefore well-acquainted with building design both on paper and in the real world. Jim has training and experience in the area of Building Codes and regulations. In addition to application on new construction and renovation projects, this Code familiarity informs the way he approaches condition assessments, with an eye to life safety and energy efficiency. Jim has been the Job Captain for A49's retail facility construction documents team which has completed numerous new builds and renovations throughout the Atlantic provinces in recent years. In this role, Jim oversees the work of staff in house, coordinates the work of consultants and addresses the clients' budgetary and schedule-related goals.

In addition to his own considerable in-the-field experience, Jim is backed up by A49's full design, construction documentation, and construction administration teams, in Halifax and across the country. With this wealth of experience to draw on, there is virtually no construction assembly or failure mode that is unfamiliar. Our dedicated construction administration field personnel are all experienced observers and recorders of built conditions and are ready to assist Jim in carrying out condition assessments if schedule or other project circumstances require. Jim and the CA field staff have all received fall arrest and other PPE training, allowing them to work in a variety of environments and locations.

### RELEVANT PROJECT EXPERIENCE

#### SOBEYS, ATLANTIC PROVINCES (ONGOING)

Senior Technologist and Job Captain for A49's "Sobeys Team" which has completed numerous new builds and renovations for Sobeys, Foodland, and Lawtons Stores across Atlantic Canada.

#### HRM ROOF RECAPITALIZATION PROGRAM, HALIFAX, NS (2014-ONGOING)

Roof review and conducting inspections on site to assess conditions, preparing construction documents required for tender/solicitation packages and construction administration services for all buildings owned by the municipality. Client: Halifax Regional Municipality

#### WABUSH AIRPORT CONDITION ASSESSMENT, WABUSH, NL (2012)

Job Captain, Senior Technologist. Assessment of current building and recommended upgrades.



FISHERIES MUSEUM OF THE ATLANTIC, LUNenburg, NOVA SCOTIA (2012)  
Tender Document Coordinator, Job Captain. Renovation and rehabilitation of current facility. Construction Value: \$6,000,000

MEMORIAL HIGH SCHOOL, NORTH SYDNEY, NS (2015)  
Tender Document Coordinator, Job Captain. Renovation to existing high school building systems and the interior design. The phased renovation consists of a new roof, new doors and upgraded windows and new HVAC controls. Interior renovations include hallway and classroom refreshes. The school is also being to incorporate CPTED principles. Construction Value: \$5,000,000

HALIFAX REGIONAL SCHOOL BOARD, VARIOUS PROJECTS, HALIFAX, NS (2009-2014)  
Tender Document Coordinator, Job Captain. Through A49's standing offer agreement with HRSB, A49 is called upon to carry out various renovation and building assessment jobs. Jim's was responsible for roof, window and door replacement projects at Ian Forsyth Elementary, Beaverbank Kinsac Elementary, Bell Park Elementary and Bel Ayr Elementary.

QUINPOOL EDUCATION CENTRE, HALIFAX, NS (2009-2014)  
Tender Document Coordinator, Job Captain. Conceptual design for revitalization of existing 1950's building.



## **AREAS OF PRACTICE**

### **Structural Engineering**

#### **Bridges**

#### **Marine Structures**

#### **Buildings**

## **EDUCATION**

**B.Sc. Civil Engineering, UNB  
1998**

**Diploma in Engineering,  
UPEI 1995**

## **PROF. ASSOC**

**APEPEI, APENS, APEGNB,  
PEGNL**

## **CAREER**

**Senior Structural Engineer,  
Buildings, WSP 2014-  
Present**

**Senior Structural Engineer,  
GENIVAR  
(now named WSP) 2011 -  
2013**

**Senior Structural Engineer,  
Delcom Engineering Ltd.,  
(GENIVAR Acquisition)  
2006-2011**

**Bridge Design Engineer,  
New Brunswick  
Department of  
Transportation and  
Infrastructure 2002-2006**

**Precast Design Engineer,  
Strescon Limited 1999 -  
2002**

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## **PROFILE**

Wade Enman is a senior structural engineer with more than 17 years' experience in the structural engineering industry. His areas of expertise include the design of bridges, culverts, retaining walls, marine structures, and various commercial and industrial buildings. Wade is an experienced project leader and lead designer for a wide variety of projects. His key qualifications include bridge inspection and load rating analysis; planning studies; preliminary, functional, and detailed design of bridges and buildings; preparation of contract documents and cost estimates; peer review of designs, and quality assurance (QA) reviews of design projects.

## **PROFESSIONAL EXPERIENCE**

### **Bridge and Marine Engineering**

- St. Peters Junior High, Paradise, NL (2015): Lead engineer for the design of a 40,000 square foot, multi-storey expansion to St. Peters Junior High. Expansion was constructed with steel column and beam framing, OWSJ framing and concrete spread footings. Construction Value: \$8M.
- D200 Slab Repairs and Upgrades – CFB Halifax (2015 – ongoing): Completed a structural inspection of approximately 20,000 square metres of suspended concrete slabs and associated foundation elements at D200 Building at CFB Halifax. Following approval of the inspection and estimates, a rehabilitation design for necessary concrete repairs was completed. Client: Defence Construction Canada: Construction Value: \$500K.
- Leopard II Maintenance Facility – CFB Gagetown (2015): Lead structural engineer during the construction administration phase during the construction of a new tank maintenance facility at CFB Gagetown. Completed necessary shop drawing reviews, site inspections, structural design revisions and assessment of an existing structure for new mechanical loadings. Client: Defence Construction Canada. Construction Value: \$10M.
- Giant Tiger Fit-Up, Summerside, PEI (2013): Lead structural engineer for the mall demolition and interior fit-up for a new Giant Tiger at County Fair Mall in Summerside, PEI. Work included removal and replacement of structural walls and roofing members, construction of new storefront including new glazing systems and vestibules, and roof strengthening for new RTU's. Client: Crombie/Giant Tiger.
- Cole Harbour District High School – Expansion and Renovation, Halifax, NS (2013): A new gymnasium, skilled trades centre and miscellaneous structural renovations totalling 1900 m<sup>2</sup> was designed for the Cole Harbour District High School and is currently under construction. The addition is designed utilizing concrete tilt-up panels, structural steel frames, and open web steel joists. The interior renovations involve the evaluation and removal of existing load bearing walls, and design of miscellaneous steel supports. Client: Halifax Regional School Board. Construction Value: \$8M
- Giant Tiger Fit-Up, New Glasgow, NS (2013): Lead structural engineer for the interior renovations and fit-up for a new Giant Tiger location at the Aberdeen Mall in New Glasgow, NS. Work included the strengthening of mezzanines for new storage areas; strengthening of roof joists for new RTU's; and construction of new loading docks, entrance vestibules and other miscellaneous structural components. Clients: Crombie/Giant Tiger
- Conception Bay South Fire Station, Conception Bay South, NL (2014): Completed structural design for a new 6 bay fire station in Conception Bay South NL. The



**PROFESSIONAL  
DEVELOPMENT**

*Certified Bridge Inspector,  
PEI Department of  
Transportation and  
Infrastructure Renewal  
2008 - ongoing*

*Bridge Inspection  
Certificate 2012*

*Canadian Highway Bridge  
Design Code, (CHBDC) 2011*

*Fibre Reinforced Polymer  
Bridge Deck Design, ISIS  
Canada 2006*

*Bridge Design Seminar,  
Canadian Institute of Steel  
Construction 2005*

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structure is a steel framed building with concrete foundations. The apparatus bay was designed as a clear span structure using 25 metre long bowstring trusses. The building also had a training centre, offices and storage areas. Client: CBS Regional Fire Department. Project Value: \$5.5M

- Alton Natural Gas Storage Facility, Alton, NS (2014): Structural engineer for a new intake/transfer pump building, electrical building and injection pump building as part of a facility to create in-ground caverns for natural gas storage in Alton, NS. Client: Alta Gas. Construction Value: \$20M.
- Miramichi Recreation Infrastructure Assessment, Miramichi, NB (2014): Completed structural assessment of six recreational facilities for the City of Miramichi. Facilities included two arenas, three pools and two multi-purpose facilities. Assessment reports, short and long term maintenance requirements and associated cost estimates for repairs were completed to assist the City with long term planning requirements for their recreational infrastructure. Client: City of Miramichi. Project Value: \$16,000 for structural assessment work.
- Lakeside Pumping Station Upgrades, Halifax, NS (2013-14): Completed a structural review of the existing pumping station building and provided structural design for new upgrades to the building including roof reinforcing for new HVAC units, a new monorail system for the installation and removal of pumps in the building and other miscellaneous details for floor and wall openings. Client: Halifax Water. Construction Value: \$10M
- D200 Building, CFB Halifax – Fall Protection Systems (2013): D200 Building at CFB Halifax houses the Fleet Maintenance Facility Cape Scott. Within the facility, three overhead cranes provide lifting capabilities for materials and equipment. As part of safety enhancements to the building, approximately 600 metres of new horizontal lifelines were designed and installed adjacent to the building crane rails to provide safe access on the crane rails in case of emergency. Client: Defence Construction Canada. Construction Value: \$400K.
- McDonald's Destination 2012, Atlantic Canada (2011-Present): Part of the design team for the re-image of more than 60 commercial properties in Atlantic Canada. Responsible for the structural design for each property. Client: McDonald's Canada. Project Value: \$500K per store
- Churchill Falls – Work Platforms and Fall Arrest Design, Churchill Falls, NL (2013): Completed structural design of new steel work platforms in the Intake Structure and Surge Chamber at the Churchill Falls Generation Facility. Also completed design of a new fall arrest system in the Surge Chamber for the under running crane. Client: Nalcor – Churchill Falls. Construction Value: \$1.0M
- Ecole Acadienne Truro, Truro, NS (2014): A new skilled trades centre and classrooms totalling 950 m<sup>2</sup> was designed for the Ecole Acadienne Truro. The addition is a steel framed structure. The existing building foundation required underpinning at several locations to provide foundation stability to the existing structure. Client: Conseil Scolaire Acadien Provincial. Project Value: \$1.8M
- Goodwill Apartments, Charlottetown, PE (2012): A new four storey apartment building complete with underground parking. The parking level was constructed using cast-in-place concrete columns and foundations and a two-way slab designed for the main floor system. The upper floors were constructed using steel beam and column framing. Project Value: \$4.0M.



## **AREAS OF PRACTICE**

***Buildings Electrical  
Systems Design***

***Buildings & Site Lighting  
Design***

***Buildings Electrical  
Condition Assessments***

***Roadway Lighting Design***

***Municipal Electrical  
Infrastructure***

## **LANGUAGES**

***French, English***

## **EDUCATION**

***B.Eng, Electrical, Université  
de Moncton 2008***

## **PROF. DEVELOPMENT**

***CEC Training***

***Lightning Protection***

***AGI32 Intermediate  
Roadway Lighting***

***Lighting Design  
Symposium***

***Generator Seminar***

## **PROF. ASSOCIATIONS**

***APENS, APEGNB, PEO,  
IESNA***

## **CAREER**

***Project Engineer, Buildings,  
WSP 2016-Present***

***Engineer in Training, WSP  
(formerly GENIVAR) 2013-  
2016***

***Engineer in Training,  
Electrical, R.E. LeBlanc  
Consultants 2010-2011***

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## **PROFILE**

Christophe Bourque is an Electrical Engineer with over 5 years of experience in buildings, site and roadway electrical design, including electrical distribution, fire alarm systems, telecommunications systems and lighting design. He is also experienced with building condition assessments, including thermal and visual assessments.

Christophe is proficient with lighting design using AGI32, as well as with AutoCAD.

## **SAMPLE OF PROFESSIONAL EXPERIENCE**

### ***Building Condition Assessments***

- Foodland/Hardware Store Building Condition Assessment, Saulnierville, NS (2017): Provided a building condition assessment for all electrical, lighting, communications and life safety systems of an existing operational grocery store with attached hardware store, including report preparation and recommendations. Client: Sobeys
- Supermarket Electrical Assessment, Halifax, NS (2015): Provided building condition assessment for all electrical, communications, lighting and life safety systems of an existing and operational supermarket, including report preparation and recommendations. Client: Sobeys
- Electrical Systems Thermal Imaging Audit, Halifax, NS (2015): Provided thermal condition assessment of electrical distribution systems of a 5-storey office building, including report preparation and recommendations. Client: IMP Group
- Commercial Store Assessments, Pasadena, NL, Chipman and Minto, NB (2015): Provided detailed electrical site assessment and investigation services for 3 existing pharmacies, including report preparation and recommendations. Client: Shoppers Drug Mart
- Commercial Store Assessment, Baie Verte, NL (2015): Provided detailed electrical and mechanical site assessment and investigation services for a 2-storey building consisting of retail space on the main level, and apartment and storage space on the upper level, including report preparation and recommendations. Client: Shoppers Drug Mart
- Residential Apartment Building Assessment, Halifax, NS (2014): Provided detailed electrical site risk assessment and investigation services including recommendations to a 14-storey residential apartment building. Client: Dalhousie University
- Strip Mall / Plaza Assessment, Wolfville, NS (2013): Provided electrical site assessment and investigation services including recommendations for a strip mall, including report preparation. Client: Shoppers Drug Mart
- Strip Mall / Plaza Assessment, Dartmouth, NS (2013): Provided electrical site assessment and investigation services for an abandoned supermarket and tenant spaces, including report and as-found drawings preparation. Client: Sobeys

### ***Buildings Electrical Design***

- Value Village Base Building Renovation, New Minas, NS (2015): Provided electrical design services for a base building modification to accommodate a retail tenant, including new electrical distribution, communications, life safety and lighting systems. Client: Crombie REIT

- Needs/Shell Convenience Store/Gas Bar, New Glasgow, NS (2015): Provided electrical distribution, lighting and communications design and construction administration services. Client: Sobeys
- NSCC Kitchen renovations, Bridgewater, NS (2015): Provided electrical, lighting and communications design services for a kitchen renovation. Client: NSCC
- Northumberland Building Renovations, Bible Hill, NS (2015): Provided electrical distribution, lighting, lighting control, site lighting, communications, life safety and security systems design for a full renovation of a 2-storey, 15,000 sq.ft. office building, including tender support and construction administration services. Client: Nova Scotia Department of Transportation and Infrastructure Renewal.
- Dartmouth Family Centre Fit-Up, Dartmouth, NS (2015): Provided electrical distribution, lighting, communications and life safety systems design for a multi-use community centre, including construction administration services. Client: Sobeys
- Foodland Renovation / Expansion, Whitbourne, NL (2014): Provided electrical distribution, lighting, communications and life safety systems design and construction services. Client: Sobeys
- Ecole Acadienne de Truro Classrooms Addition, Truro, NS (2014): Provided electrical distribution, lighting, communications, life safety systems, security and intercom systems design services including construction administration services for an 8 classroom addition to the existing school. Client: Conseil Scolaire Acadien Provincial.
- Avon View High School Skilled Trades Addition, Windsor, NS (2014): Provided electrical distribution, lighting, communications, life safety systems, security and intercom systems design services including construction administration services for a skilled-trades addition to the existing school. Client: Annapolis Valley Regional School Board.
- Strip Mall / Plaza, Dartmouth, NS (2014): Provided base building electrical distribution, temporary lighting and life safety systems design services as well as site investigation services for the subdivision of the existing abandoned supermarket into tenant spaces. Client: Sobeys

#### **Roadway Lighting Design / Municipal Electrical Infrastructure**

- College Street Extension, Dieppe, NB (2016): Provided roadway lighting and power design for an intersection redesign and a new roundabout. Client: City of Dieppe
- Hillsborough Road Street Lighting Study, Riverview, NB (2015): Provided review services of existing street lighting following low light level complaints and produced findings in a report to the client. Client: Town of Riverview
- North Park Street Roundabouts, Halifax, NS (2014-2015): Provided electrical construction administration services for both project phases of a double intersection and roadway reconstruction into a double roundabout. Client: HRM

#### **Site Electrical / Lighting Design**

- Commercial Site Development, Enfield, NS (2015): Provided site electrical distribution and lighting design services for a new commercial development, planned to house 3 small commercial buildings. Client: Cobalt
- Gordon Bell Park All-Weather Field, Cole Harbour, NS (2015): Provided site lighting and associated electrical infrastructure for a new combination soccer/football field on the site of a demolished former school, including providing a new service and parking lot lighting. Client: HRM





**AREAS OF PRACTICE**

**Commercial**

**Industrial**

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**PROFILE**

Luc Simard is a project leader and an engineer who's in charge of the refrigeration in our firm. He works mainly in the field of commercial and industrial refrigeration. His experience in design of refrigeration systems comes from many achievements: supermarkets, industrial facilities, ice rinks. Mr. Simard was also involved in transcritical CO<sub>2</sub> refrigeration development in Canada.

**EDUCATION**

Master's degree in mechanical engineering, heat transfer, Université Laval	1999
Bachelor's degree in mechanical engineering, Université Laval	1994

**AWARDS**

ASHRAE Technology Award First Place, Category IV – Industrial Facilities or Processes - Existing Arena Marcel-Dutil, St. Gédéon-de-Beauce, First CO <sub>2</sub> refrigeration system for Ice Rink in Canada	2012
Energia Award First Place, Category Sustainable Project CO <sub>2</sub> Refrigeration System at IGA Coteau-du-Lac	2010

**PROFESSIONAL ASSOCIATIONS**

Ordre des Ingénieurs du Québec	OIQ
Professional partner, Hydro-Québec	

**CAREER**

Assistant Director, Project Leader, Plumbing, Heating, Refrigeration, Buildings, WSP	2014 - Present
Engineer, Project Leader, Mechanical and Electrical, Buildings, GENIVAR (now named WSP)	2012-2013
R&D engineer, CSC, Les Coteaux	2008-2012
Project engineer, Réfrigération SD, Québec	1997-2008

**PROFESSIONAL EXPERIENCE**

**Sport Facilities**

- Marcel-Dutil ice rink, St. Gédéon-de-Beauce, Québec (2010): retrofit of the existing R22 refrigeration system and Ice-Mat by a transcritical CO<sub>2</sub> refrigeration system using direct expansion in the concrete slab. Design and installation of a new heat reclaim concept for the facility and hot water needs
- Lacroix-Dutil sports centre, phase 1, St. Georges, Québec (2011-2012): new building including a new ice rink and mechanical room. Design and installation of a

transcritical CO<sub>2</sub> refrigeration system using direct expansion in the concrete slab. First installation with summer deshumidification load and ice rink load installed on the refrigeration system. Heat reclaim for the building and hot water

- Foyer des Loisirs ice rink, Saguenay, Québec (2012): retrofit of the existing R22 refrigeration system and brine secondary fluid by a transcritical CO<sub>2</sub> refrigeration system. New concrete slab using direct expansion of the primary refrigerant. Designs of a new heat reclaim system for the facility and hot water
- Lacroix-Dutil sports centre, phase 2, St. Georges, Québec: retrofit of the existing R22 refrigeration system and brine secondary fluid by a transcritical CO<sub>2</sub> refrigeration system. New concrete slab using direct expansion of the primary refrigerant. Designs of a new heat reclaim system for the facility and hot water
- St. Augustin-de-Desmaures sports and multipurpose complex, St. Augustin-de-Desmaures, Québec (project in design phase): new multisport building for two NHL ice rinks and two pools. Design of a central ammonia refrigeration plant with 100% heat reclaim for the facility

#### **Industrial and Commercial Refrigeration**

- Abattoir Roland Pouliot et fils (2001): expansion and retrofit of existing facility. Designs of a new centralized refrigeration plant with heat reclaim capability. Design of an air-cooled blast cooler for the production of chickens
- Fromagerie Bergeron (2006): expansion and retrofit of existing facility. Design of a centralized refrigeration plant. Heat reclaim in radiant floor system. Design of five cheese ripening rooms
- Sobeys (2009): design and installation of the first transcritical CO<sub>2</sub> refrigeration system in supermarket in Canada

#### **PUBLICATIONS AND PRESENTATIONS**

##### **Publications**

- SIMARD, Luc (2012). *Ice Rink Uses CO<sub>2</sub> System*, ASHRAE Journal, March 2012, p.38-44

# APPENDIX



# B

STANDARD WSP  
CONTRACTUAL  
TERMS AND  
CONDITIONS

**CLIENT / WSP Standard Terms and Conditions**  
**(Rev. January 1, 2014)**

**1.0 CLIENT RESPONSIBILITIES:** CLIENT shall take actions to support timely completion of the SERVICES.

**1.1** CLIENT shall make available to WSP all information relevant to the SERVICES. Unless confirmed by CLIENT in writing WSP shall not be entitled to rely upon the accuracy or completeness of any information furnished by CLIENT.

**1.2** If CLIENT has knowledge of or suspects that hazardous materials may exist at any site at which the SERVICES are to be performed CLIENT shall promptly advise WSP in writing.

**2.0 WSP RESPONSIBILITIES:** WSP will perform the SERVICES in accordance with this AGREEMENT and with the standard of care usually practiced in the consulting profession at the same time and in the same locale that the SERVICES are rendered.

**3.0 FIELD SERVICES:** Any field services recommended by WSP are the minimum necessary, in the sole discretion of WSP, to observe whether the work of a contractor retained by CLIENT is being carried out in general conformity with the intent of the SERVICES. Any reduction from the level of field service recommended will result in WSP providing qualified certifications for the SERVICES. WSP shall not be responsible for how CLIENT or others build or carryout any work or services on the PROJECT.

**4.0 JOBSITE SAFETY:** Neither the professional activities of WSP nor the presence of WSP or its employees and subconsultants on site shall relieve CLIENT or its contractors or agents of their obligations with respect to job site safety. Subject only to applicable legislation WSP and its personnel have no authority to exercise any control over any other entities or the entities' employees with respect to their work or health or safety. WSP shall carry out its occupational health and safety obligations in accordance with applicable laws.

**5.0 SUBCONSULTANTS:** Provided CLIENT agrees, which agreement shall not be unreasonably withheld, WSP may, at its discretion and at any time, engage subconsultants to perform all or part of the SERVICES.

**6.0 CHANGES TO THE SERVICES:** This AGREEMENT may only be amended in writing signed by CLIENT and WSP. Such amendments may include, but shall not be limited to, changes in the SERVICES, fees or schedule.

**7.0 SUSPENSION OF SERVICES:** If SERVICES are suspended by CLIENT for more than sixty (60) days, consecutive or in the aggregate, WSP shall be compensated for services performed and charges incurred prior to the suspension. If SERVICES are resumed CLIENT shall make an equitable adjustment to the schedule and fees to accommodate the cost to WSP from the suspension and the effect of the suspension on the timeline for completion of the SERVICES.

**7.1** If CLIENT fails to make payments when due or is otherwise in breach of this AGREEMENT WSP may suspend performance of SERVICES upon ten (10) days' written notice to CLIENT. WSP shall have no liability to CLIENT for any costs or damages resulting from such suspension. WSP shall resume SERVICES upon: (a) payment in full by CLIENT; and (b) when the parties have agreed in writing to the adjustments to be made to the schedule and compensation for the SERVICES resulting from the suspension.

**8.0 TERMINATION:** Either party may terminate this AGREEMENT without cause upon seven (7) days' notice in writing.

**8.1** If either party breaches this AGREEMENT the other party may terminate this AGREEMENT if the breach has not been resolved after giving seven (7) days' written notice to remedy the breach. On termination of this AGREEMENT CLIENT shall pay WSP for the SERVICES performed to the date of termination in accordance with Article 10.0.

**8.2** WSP may terminate this agreement upon notice in writing to CLIENT if: (a) CLIENT suspends SERVICES for more than ninety (90) days, consecutive or in the aggregate; or (b) there is non-payment of WSP'S invoices as set out in Article 10.2.

**9.0 DISPUTE RESOLUTION:** The parties shall make reasonable efforts to informally settle any disputes and the parties agree to promptly disclose within five (5) days of being notified in writing of a dispute all relevant information for the purpose of facilitating the resolution without prejudice to other rights and remedies.

**9.1** If the dispute cannot be resolved by negotiation either party may provide the other with written notice of its desire to have the dispute resolved by non-binding mediation on a without prejudice basis. The mediator shall be appointed by agreement or if the parties cannot agree by a court of law.

**9.2** If the dispute cannot be resolved by mediation within thirty (30) days of the appointment of a mediator the parties may, upon mutual agreement, refer the dispute to binding arbitration, or, upon either party's election, seek relief in Court.

**9.3** In the event of a dispute the successful party shall be entitled to recover from the other party all costs incurred in enforcing this AGREEMENT and prosecuting the dispute, including reasonable attorney's and expert's fees, whether incurred through formal legal proceedings or otherwise.

**10.0 PAYMENT:** Invoices are payable in Canadian Dollars. Invoices are due and payable upon receipt. Payment shall be due regardless of any subsequent suspension or termination of this AGREEMENT.

**10.1** If payment is not received within forty-five (45) days of the invoice date CLIENT shall pay WSP interest at the rate of 1.5% per month.



**CLIENT / WSP Standard Terms and Conditions**  
**(Rev. January 1, 2014)**

**10.2** If any invoice remains unpaid for sixty (60) days or more from the date the invoice is issued WSP may give seven (7) days' written notice to CLIENT that WSP will stop rendering SERVICES. If within seven (7) days of delivery of the notice CLIENT has not paid WSP's invoice or WSP and CLIENT have not agreed on terms for payment WSP may stop rendering SERVICES and/or terminate this AGREEMENT and CLIENT shall have no claim whatsoever against WSP for any loss, cost, damage, or expense incurred or anticipated to be incurred by CLIENT as a result, including any indirect and consequential damages including but not limited to claims for loss of use, loss of profits and business interruption.

**10.3** Payment to WSP shall not be withheld, postponed or made contingent upon the construction, completion or success of the PROJECT or upon receipt by CLIENT of offsetting reimbursements or credits from others unless agreed in writing by WSP.

**10.4** If CLIENT disputes an invoice CLIENT shall immediately pay that portion of the invoice not in dispute in accordance with Article 10.0. CLIENT shall notify WSP in writing within ten (10) days of receipt of invoice of any portion of the invoice in dispute. Interest as set out in Article 10.1 shall be paid by CLIENT on all disputed invoice amounts subsequently resolved in WSP'S favour.

**11.0 LIMITATION OF LIABILITY:** CLIENT releases WSP from any liability and agrees to defend, indemnify and hold WSP harmless from any claims, damages, losses, and expenses, direct and indirect or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, except liability arising from the negligence or wilful misconduct of WSP.

**11.1** The maximum amount of all claims CLIENT may have against WSP under this AGREEMENT or arising from the SERVICES shall be strictly limited to the fees paid to WSP. No claim may be brought against WSP after the earlier of two (2) years after the cause of action arose or ten (10) years from the date the SERVICES were performed. As CLIENT'S sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and asserted only against WSP and not against any of WSP's employees, officers or directors.

**11.2** In any event, WSP's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES. WSP shall bear no liability whatsoever for any consequential loss, injury or damage incurred by CLIENT, including but not limited to claims for loss of use, loss of profits and business interruption. In no event shall WSP be responsible for any costs to perform construction related to the SERVICES or to perform construction to add items that may have been omitted from the original design.

**11.3** If for any reason WSP is not permitted to complete the SERVICES WSP shall not be responsible for the accuracy, completeness or constructability of the construction documents or other information prepared by WSP and CLIENT agrees to defend, indemnify and hold WSP harmless from any claims, damages, losses, and expenses, direct and indirect or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the change or completion by others of any construction documents or other information prepared by WSP.

**12.0 GOVERNING LAW:** This AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the WSP office identified in this AGREEMENT is located.

**13.0 NOTICES:** All notices, consents, and approvals required to be given by either party shall be in writing and shall be given to the representatives of each party. All notices required by this AGREEMENT to be given by either party shall be deemed to be properly given and received within two (2) business days if made in writing to the other party by certified mail, email or facsimile addressed to the address of the party as identified in this AGREEMENT.

**14.0 DOCUMENTS:** All documents prepared by WSP or on behalf of WSP in connection with the SERVICES are instruments of service for the execution of the PROJECT. WSP retains the property and copyright in these documents. These documents shall not be used on any other project or by other parties in relation to other work on the PROJECT without the written agreement of WSP.

**15.0 CONFIDENTIALITY:** The parties agree that any information obtained by WSP from CLIENT and by CLIENT from WSP shall be kept confidential.

**16.0 ASSIGNMENT AND SUCCESSORS:** Neither CLIENT nor WSP shall, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations of this AGREEMENT or any part hereof. This AGREEMENT shall inure to the benefit of and be binding upon the parties, their executors, administrators, successors, and assigns.

**17.0 ENTIRE AGREEMENT:** This AGREEMENT constitutes the entire agreement between CLIENT and WSP relating to the SERVICES and supersedes all prior agreements between them. All schedules referred to in this AGREEMENT are incorporated herein by this reference.

**18.0 SEVERABILITY:** If any term or condition of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this AGREEMENT shall be binding on the CLIENT and WSP.



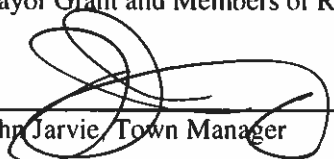


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**August 14, 2017**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
John Jarvie, Town Manager

**DATE:** August 10, 2017

**SUBJECT:** Chatwin Street Condition Assessment

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### **RECOMMENDATION**

It is recommended that Mayor and Council receive this report for information.

### **ORIGIN**

At their meeting of July 10, 2017 Council requested a report concerning the surface condition of Chatwin Street.

### **BACKGROUND**

In 2013 Council authorized the Operations Department to conduct a microsurfacing trial on Chatwin Street. Up to that point in time microsurfacing had not been used in Rothesay nor had it been used extensively in Southern New Brunswick. Chatwin was chosen as a candidate for the trial as it was one of the newer streets in the area and had been freshly chip sealed the year before.

### **DISCUSSION**

The idea of the trial was to determine if the microsurfacing, or microseal as it is referred to now, would bridge some of the surface defects on chip sealed streets and more importantly stop the issue of tar bleeding during extreme hot weather. The microsurface was applied by Miller Infrastructure Group over the new chip seal surface on Chatwin in late 2013. At the time there was no visible cracking or deterioration of the chip seal surface.

**Chatwin Street Condition Survey  
Council Report**

- 2 -

**Aug 10, 2017**

The microseal surface did stop tar bleeding in extreme temperatures and provided a much smoother and more aesthetically pleasing road surface. As a result the Town suspended the use of chip seal and has applied microsurfacing, or microseal, to streets in Wells every year since.

The problem with Chatwin Street is that the base structure, even though it was one of the newer built streets in Wells, is very poor and the surface has deteriorated much more quickly than expected. This deterioration is not a function of the serviceability of the microseal but rather an indication of the poor quality of the roadbed itself.

In response to Council's July request Brunswick Engineering was engaged to complete a ground penetrating radar study of Chatwin Street to determine the extent of the deterioration and the composition of the base structure. Brunswick determined that much of Chatwin Street, including the historic chip seal and microsealed surface, was in good repair. One particular area has experienced significant deterioration and the radar study confirmed that the roadbed and the original gravel materials in that area were of substandard depth to allow for the traffic loading on Chatwin. The report cited evidence that the area experiencing the highest amounts of deterioration had seen heavier truck traffic than the remainder of the street though a reason for that cannot be confirmed by Rothesay Operations.

The report concluded that portions of Chatwin Street were unsuitable for resurfacing based on the underlying conditions. A number of streets in Wells have been identified as needing a complete rebuild prior to placement of any new surface treatment. The failure of a portion of Chatwin Street, put simply, means we chose the wrong street for a trial; it is not a condemnation of microseal as a viable alternative for street surfacing in Wells.

Chatwin was surfaced in late 2013 without any actual design work completed. Other streets such as Willie, Hutson, Wanda, Raymond etc. were surveyed, designed and microsealed in 2014/2015 and they continue to perform very well.

Each year the Capital program includes funding for survey and design work related to the resurfacing operations in Wells. Town staff will continue to be vigilant in completing proper research in order to make sound recommendations for all capital work in Rothesay such that the benefits of limited tax dollars are maximized.

Report Prepared by:

  
Brett McLean, Director of Operations

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

PRESENTED TO:

TOWN OF ROTHESAY

PREPARED BY:

BRUNSWICK ENGINEERING & CONSULTING INC.

## **[ASPHALT ASSESSMENT-CHATWIN STREET]**

July 31, 2017

Rothestay, New Brunswick

# ASPHALT ASSESSMENT

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*CHATWIN STREET, ROTHESAY, NEW BRUNSWICK*

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1.0 INTRODUCTION .....	3
2.0 SITE CONDITIONS .....	4
3.0 VISUAL INSPECTION .....	7
4.0 GPR RESULTS .....	7
5.0 CONCLUSION .....	9

## Appendices

- A GPR Line Locations and Thin Base Area
- B GPR Cross Sections
- C Inspection Photos

## 1.0 INTRODUCTION

Brunswick Engineering & Consulting Inc. was retained by The Town of Rothesay to assess the existing pavement surface on Chatwin Street. To complete the assessment a visual inspection and ground penetrating radar survey was completed along the entire length of the street. Only non-intrusive and non-destructive methods and procedures were used.

The street is approximately 590 meters in length and is bounded by a dead-end in the south and a cul-de-sac in the north. The site is located on the east side of Highway-1 and is accessed off French Village Road in Rothesay, New Brunswick, *Figure 1*.

It is our understanding that the street's pavement structure consists of some granular materials overlain with a chip seal and microsurfacing, with the microsurfacing being placed sometime after the original chip seal and was placed as a means to limit bleeding of the chip seal which can be a nuisance during hot summer days.





Figure 1-Survey Location.

The purpose of this investigation was to evaluate the roadway structure to determine the potential cause to the cracking and potholes that currently exist on the roadway. On July 28<sup>th</sup>, 2017 a visual inspection and a total of 42 GPR survey lines were conducted on the roadway structure using a 1000 MHz GPR antenna. All Lines were surveyed afterwards using our high precision GPS. The 42 survey lines consisted of 30 transverse lines and 12 longitudinal lines. The locations of each survey line can be seen in *Appendix A (Sketch 1 and 2)*.

## 2.0 SITE CONDITIONS

The pavement on Chatwin Street is currently severely cracked on the southern portion of the roadway and numerous potholes were observed (Figure 2 and appendix ). More specifically, most of the observed cracking and potholes were located between Survey Lines 3 and 11. The northern portion of the asphalt is in relatively good condition, very few cracks or potholes were observed with the exception of the cul-de-sac.



Figure 2-Observed Asphalt Cracking and Potholes on the Southern Portion of the Road. Camera Looking South.

For comparison, *Figure 3* below is a screenshot of Google Street View from May 2013. The Google Street View image shows no signs of cracking or potholes.



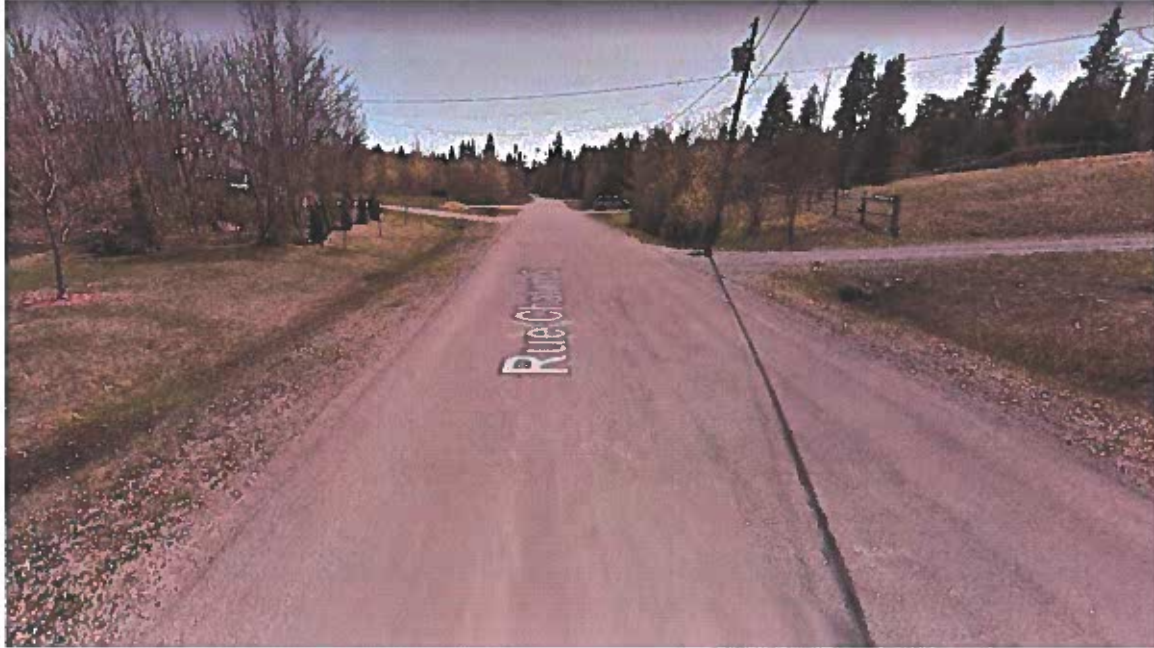


Figure 3-May 2013 Google Street View. Camera Looking South.

A piece of wood was also observed imbedded within the asphalt in the southern portion of the roadway (Figure 4).

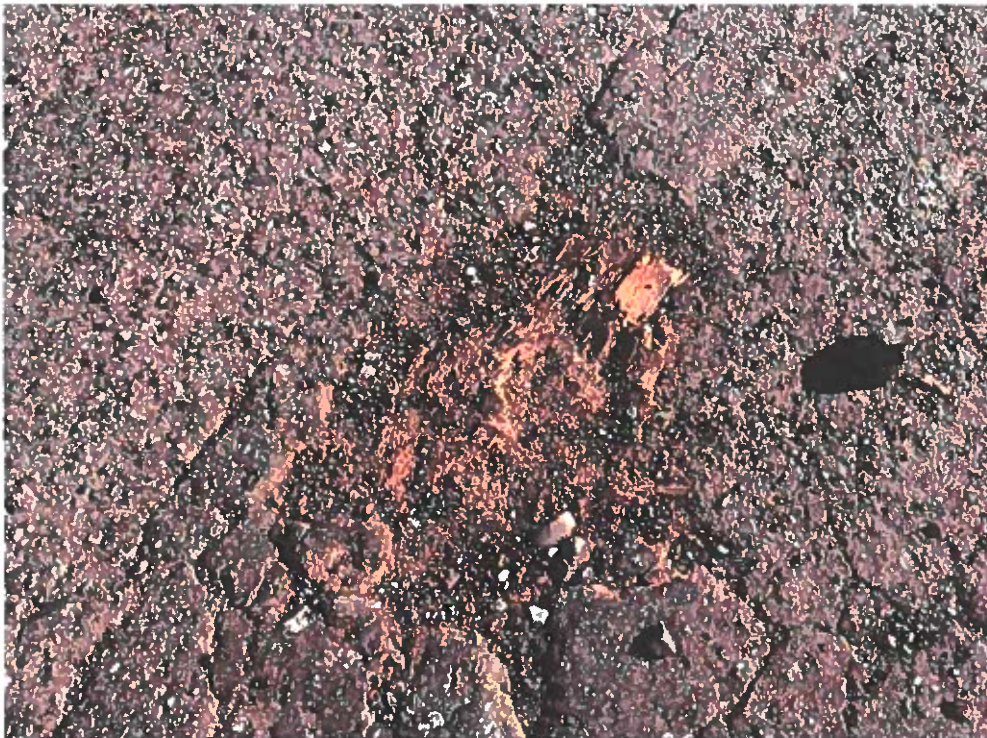


Figure 4-Embedded wood.

### 3.0 VISUAL INSPECTION

The visual inspection was completed as a means to evaluate the forms and types of distress and failure in the pavement. As indicated in the previous section, the southern portion of the roadway is in worse shape than the northern portion with the exception of the northern cul-de-sac. In the southern end, the pavement is highly distressed with map and alligator cracking throughout. The size of the individual pieces of the map cracked area is an indication of the depth of the failure. In this case the individual pieces that comprise the map cracked area range from 50mm to 200mm indicating the failure is coincident with the materials between 0 and 400mm which is almost the entire thickness of a typical pavement structure that consists of 90mm of asphalt, 150mm of granular base and 300mm of subbase. This would suggest the existing pavement structure is not capable of supporting truck traffic and possibly lighter traffic as well.

In addition to the map cracking, longitudinal cracks were observed along the western edge of the pavement, indicating some type of failure along the edge. Most likely the failure can be associated with the fore slopes / ditch movements.

There was no staining around any cracks, but several cracks appeared wet.

Several potholes had formed within the map crack areas, with standing water observed indicating the granular materials under the chip seal were not necessarily free draining. This is of particular concern, as this material has the ability to remain more moisture, which will lower the shear strength of the soil and will lead to premature failures.

### 4.0 GPR RESULTS

The collected GPR data showed evidence of two interfaces within the pavement structure, which are being interpreted as:

1. Bottom of asphalt / top of base
2. Bottom of base / top of subbase

It should be noted that without doing intrusive work it is impossible to confirm exactly what the two interfaces are, the above two interpretations are based on the typical design of a pavement structure.

The asphalt layer was relatively consistent, ranging in thickness from 51 mm to 79 mm, and overall averaged 66 mm. The base varied substantially in thickness, ranging from 6 mm to 317 mm and

averaged 188 mm. A summary of all thicknesses for the interpreted layers is displayed in *Table 1*. GPR cross sections are attached in *Appendix B*.

**Table 1-Interpreted Layer Thicknesses of Pavement Structure.**

Line ID	Line Type	Average Asphalt Thickness (mm)	Average Aggregate Base Thickness (mm)	Minimum Aggregate Base Thickness (mm)	Maximum Aggregate Base Thickness (mm)
1	Transverse	65	161	114	201
2	Transverse	59	219	128	293
3	Transverse	74	50	24	93
4	Transverse	68	57	24	105
5	Transverse	63	75	29	107
6	Transverse	79	63	51	83
7	Transverse	67	65	37	80
8	Transverse	66	52	32	79
9	Transverse	67	41	37	49
10	Transverse	62	45	30	57
11	Transverse	65	51	6	92
12	Transverse	64	101	58	123
13	Transverse	64	148	109	185
14	Transverse	69	168	104	241
15	Transverse	51	159	116	187
16	Transverse	56	163	60	238
17	Transverse	62	167	108	218
18	Transverse	61	132	74	189
19	Transverse	56	164	144	184
20	Transverse	66	152	96	239
21	Transverse	66	129	88	176
22	Transverse	66	162	105	212
23	Transverse	68	268	203	317
24	Transverse	63	130	82	149
25	Transverse	67	154	98	204
26	Transverse	71	93	53	144
27	Transverse	59	89	24	153
28	Transverse	65	121	77	201
29	Transverse	64	98	25	207
30	Transverse	60	129	64	192



31	Longitudinal	66	173	121	281
32	Longitudinal	66	126	14	194
33	Longitudinal	66	101	35	308
34	Longitudinal	75	106	29	294
35	Longitudinal	72	149	41	227
36	Longitudinal	66	128	56	211
37	Longitudinal	65	129	33	191
38	Longitudinal	67	147	34	229
39	Longitudinal	63	98	14	317
40	Longitudinal	69	73	17	184
41	Longitudinal	69	133	47	233
42	Longitudinal	69	131	35	247

As shown in the red colored rows in *Table 1*, the base thickness is extremely thin on transverse lines 3 to 12, which correlates very strongly with the location of the observed cracking and potholes (between lines 3 and 11), suggesting this could be a leading cause to the observed failures. Longitudinal lines 33, 34, 39, and 40 in Appendix B do an excellent job at illustrating the thin base.

## 5.0 CONCLUSION

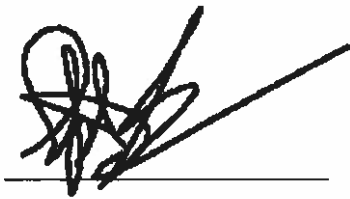
A Ground Penetrating Survey was successfully conducted on Chatwin Street in Rothesay, New Brunswick. The GPR data revealed that in areas where surface cracking and potholes were observed the granular base thickness was very thin (as well as the pavement structure and wear surface which in this case was micro surfacing over chip seal). For roadway pavement structures, the stress created by a vehicle tire is supported by the top layer of asphalt or chip seal and the granular base (1" minus) and subbase (3" minus) materials. If the cumulative thickness of these layers is less than the design traffic loadings, then failure will occur as the vehicle tire stresses will influence the native soils which are typically not as strong and capable of supporting cyclical traffic loadings, particularly during freeze thaw conditions.

Based on the limited data obtained, material assumptions we would suggest that rehabilitation is not the best option for this road. It would appear as though a re-build would be a better solution, which would involve excavating to the subgrade, proof roll the subgrade, place a minimum of 300mm of subbase, 150mm of granular base and then a minimum of 75mm of type C asphalt.

Alternatively, the road maybe pulverized and new granulars imported to create a more robust pavement structure, however this street could have been built over the original root mat and organic soils as was sometimes the practice on older streets. Unfortunately this practice was not isolated to chip seal and gravel roads but paved roads as well. To verify the subgrade soils and conditions, an exploratory program would be required to determine the actual types of granulars and soils present.

Simply paving these streets would be considered a high risk and in most cases a waste of money without identifying the soil and groundwater conditions and designing a pavement structure that suits the traffic loadings, soil conditions and life expectancy.

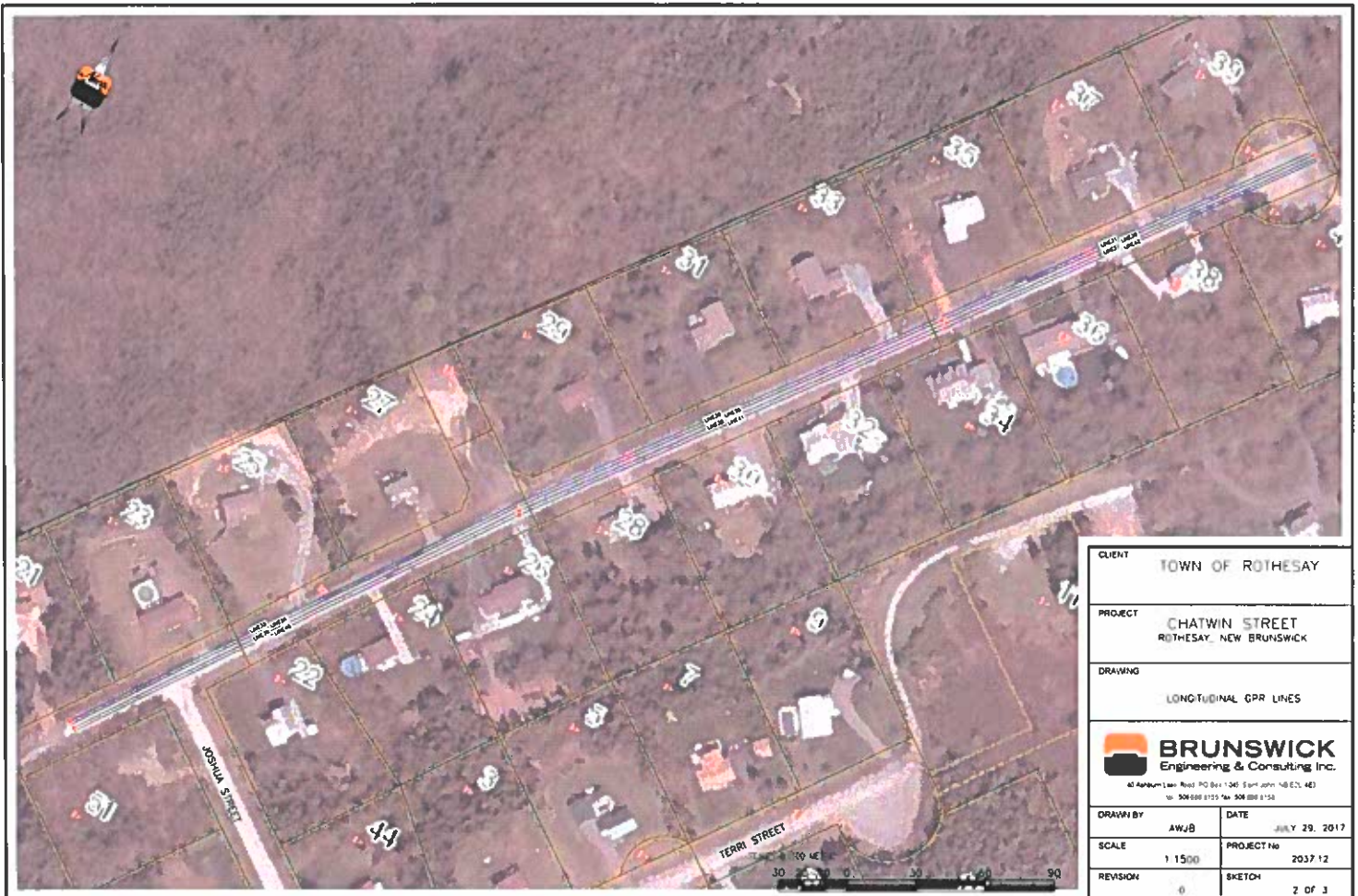
If you have any questions regarding this report or require further details don't hesitate to contact the undersigned.

A handwritten signature in black ink, consisting of a series of loops and a long diagonal stroke, positioned above a horizontal line.

Stephen Perry, P. Eng.

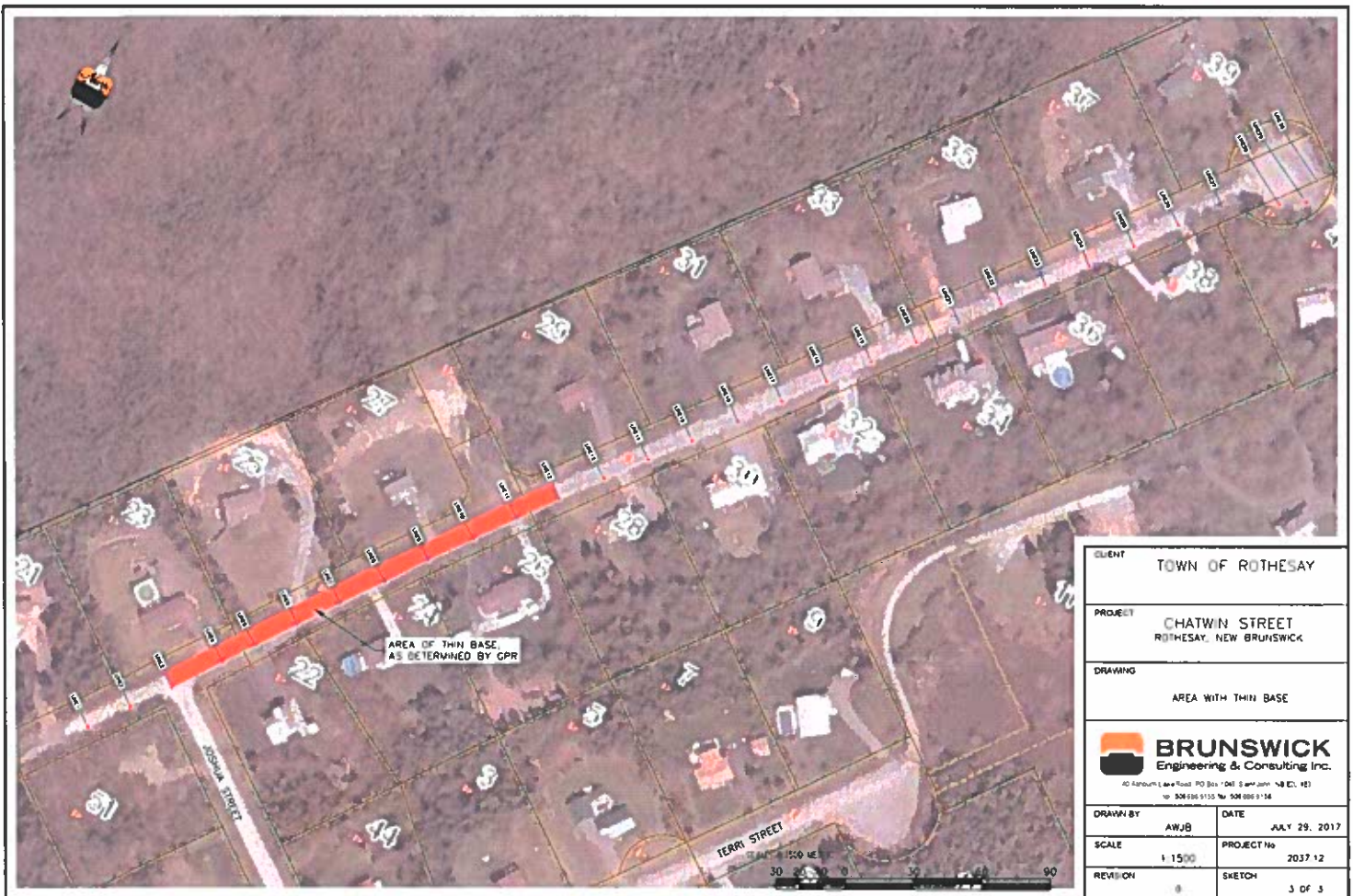
## **APPENDIX A**

### **GPR Line Locations and Thin Base Area**





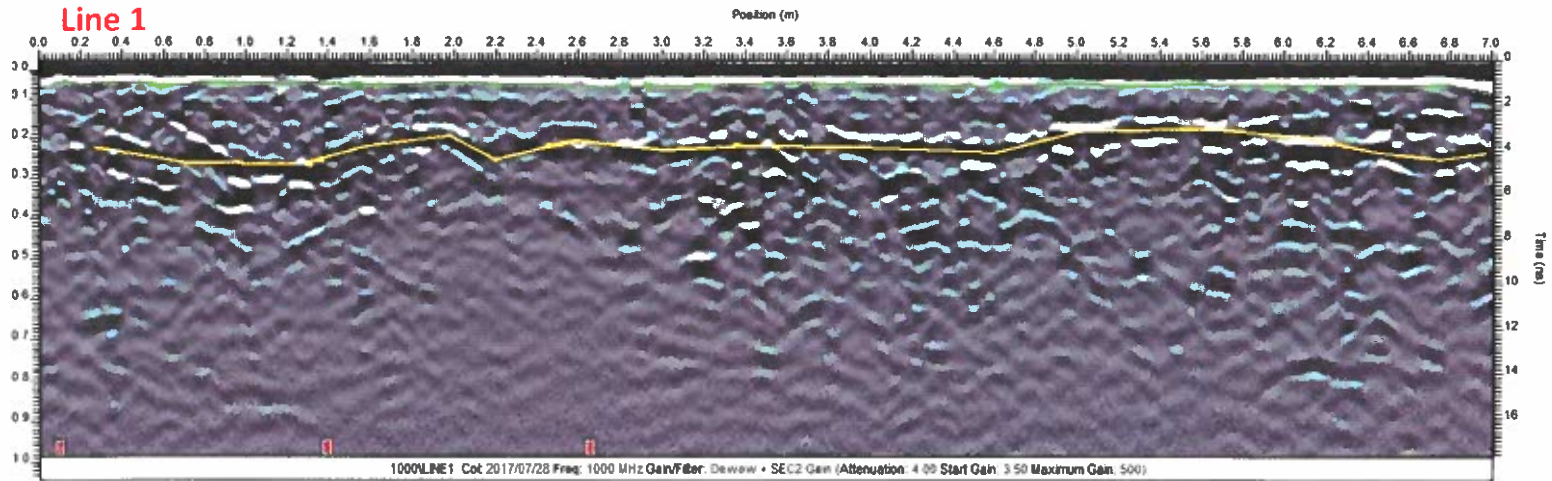




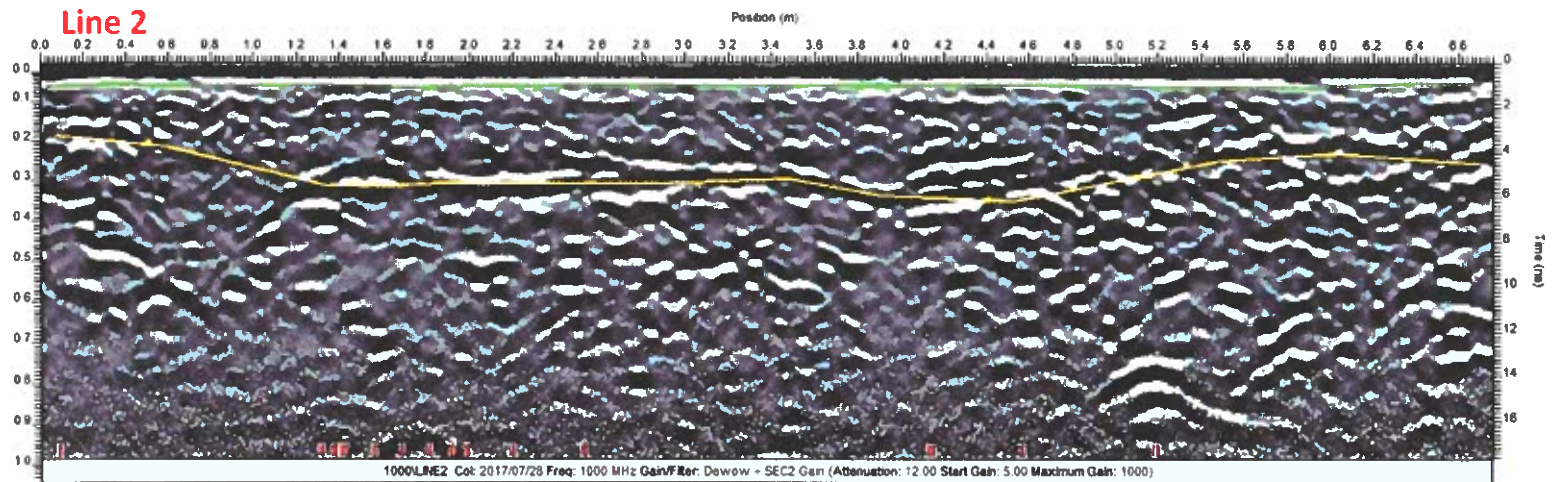
## **APPENDIX B**

### **GPR Cross Sections**

Line 1



Line 2



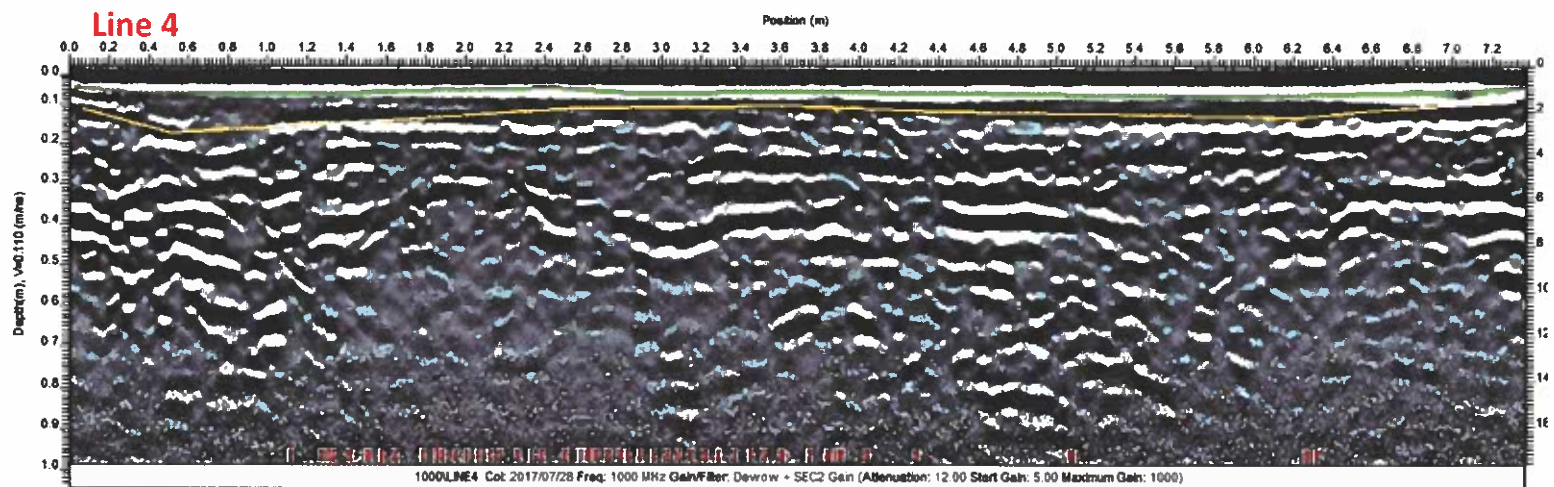
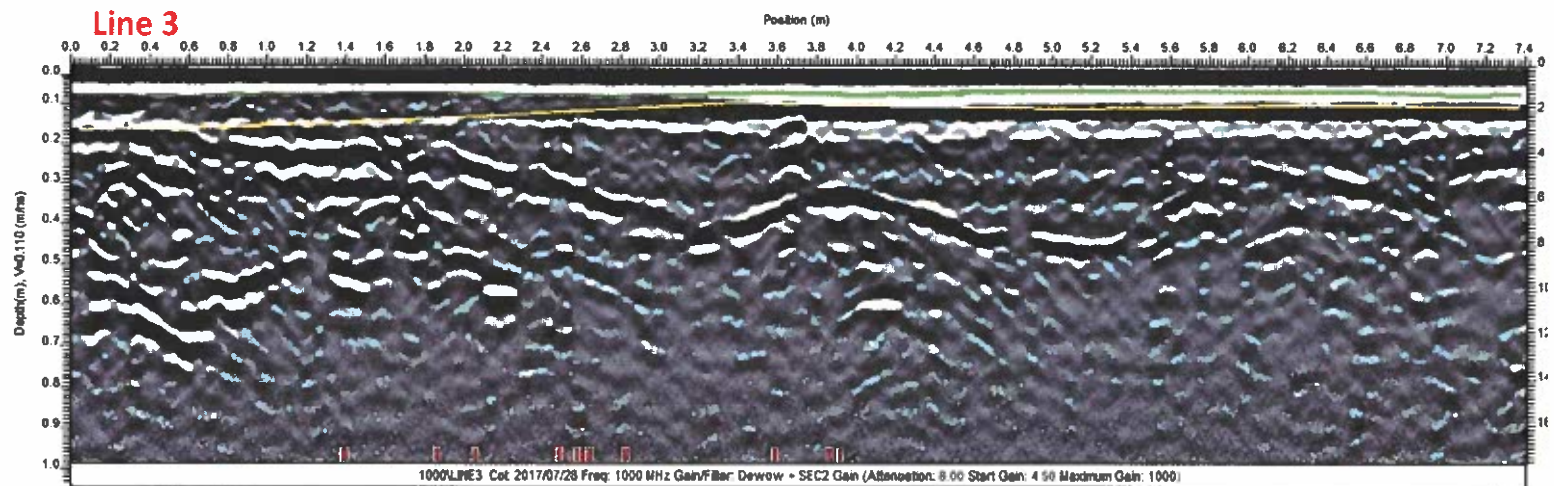
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-Top of Subbase



**BRUNSWICK**  
Engineering & Consulting Inc.





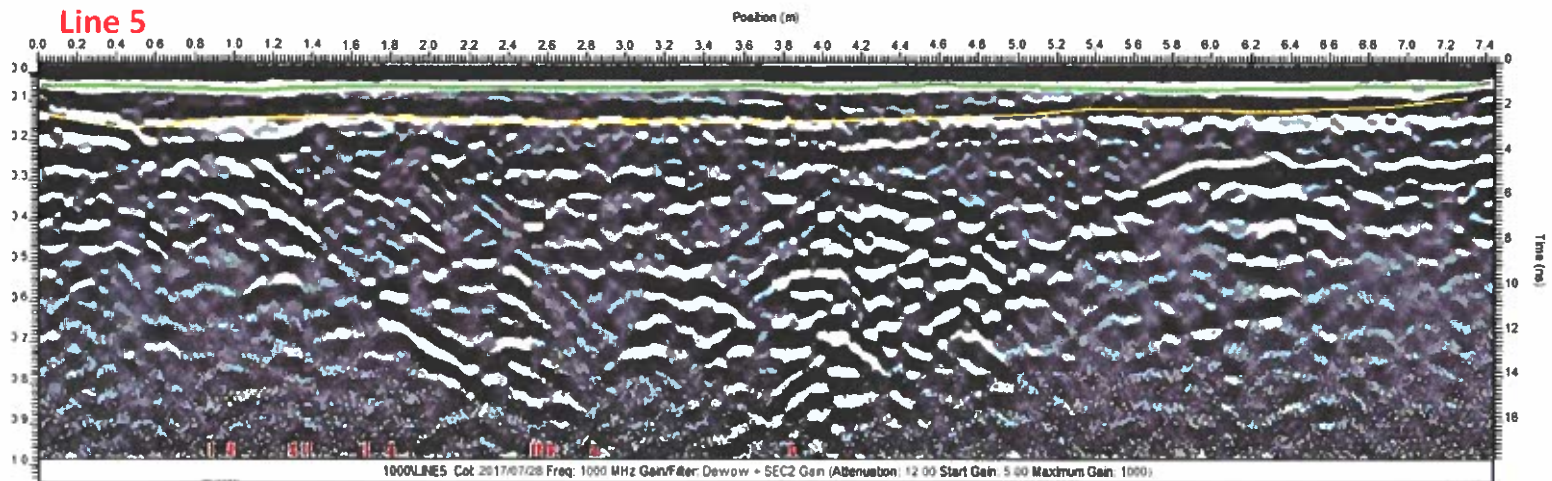
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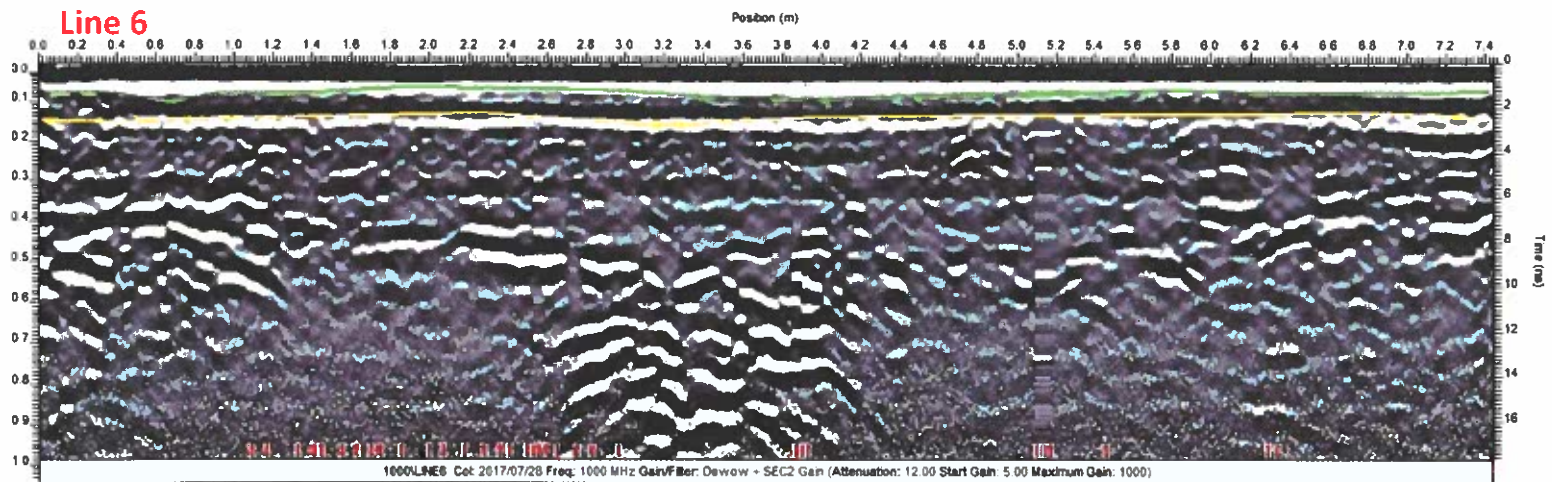


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Engineering & Consulting Inc.

Line 5



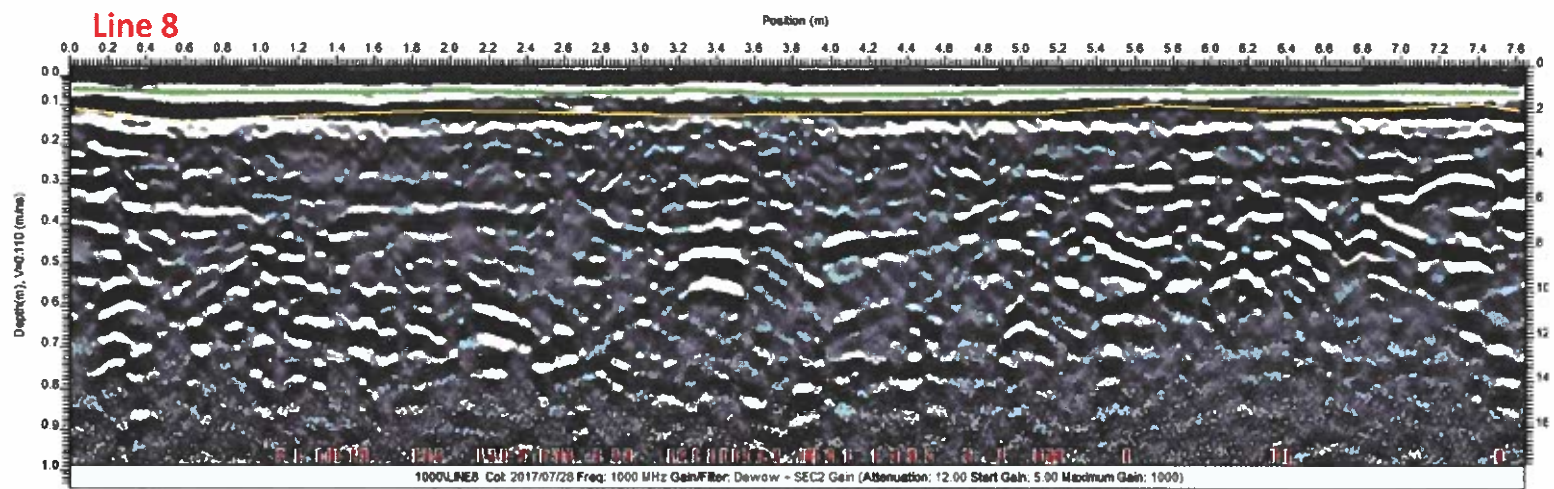
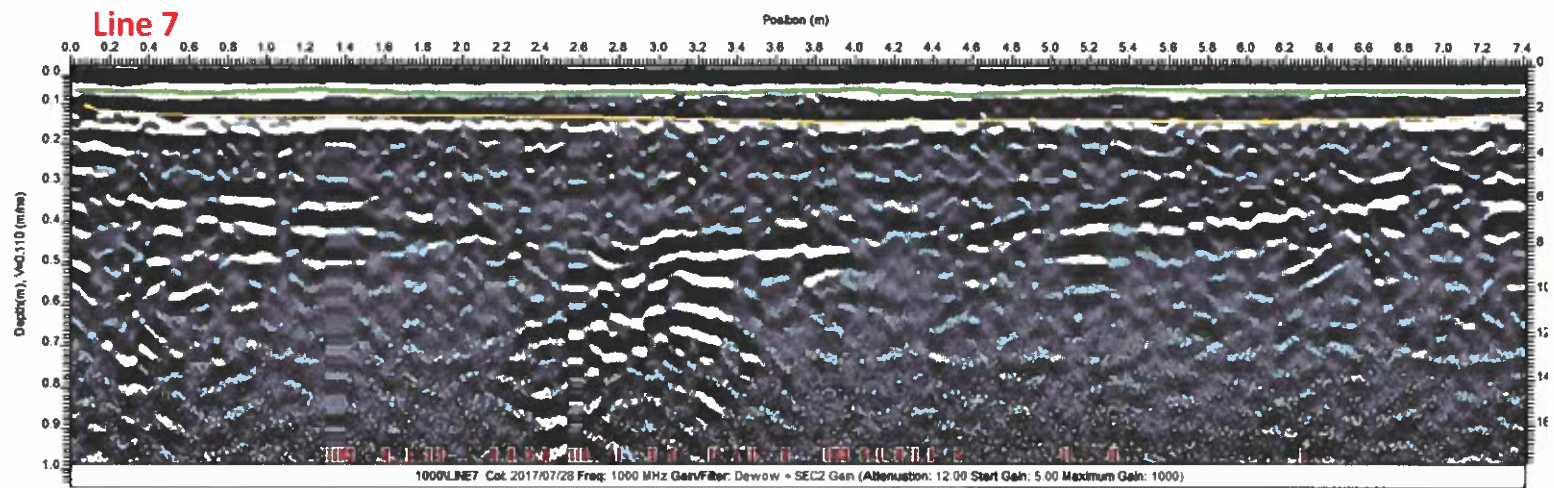
Line 6



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Engineering & Consulting Inc.

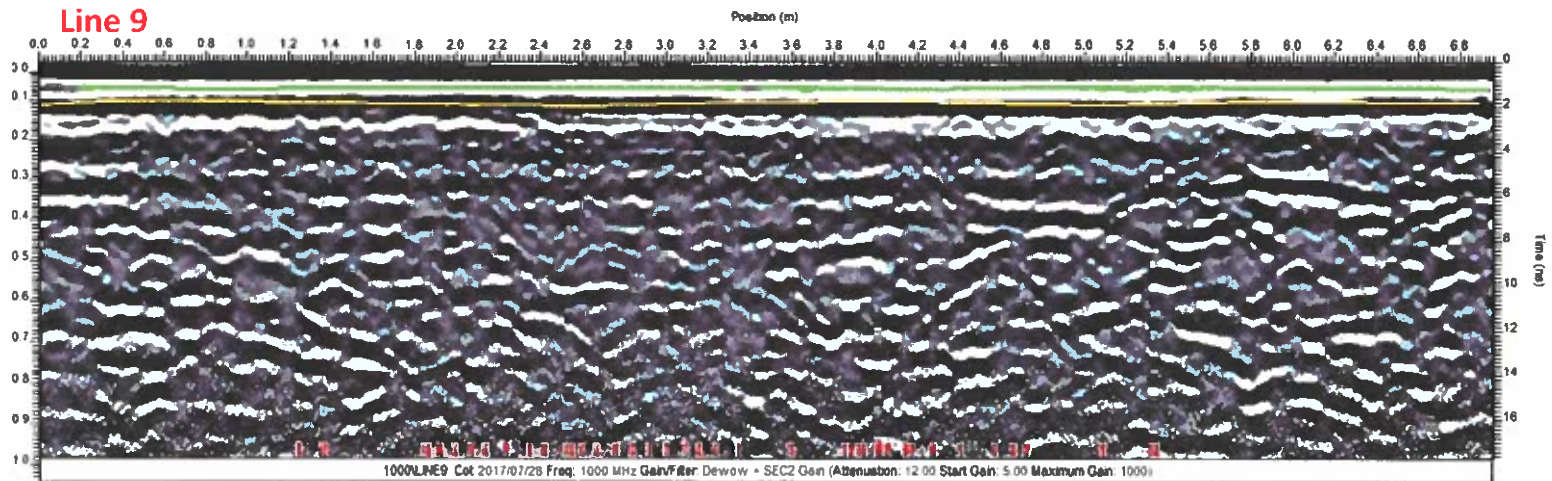




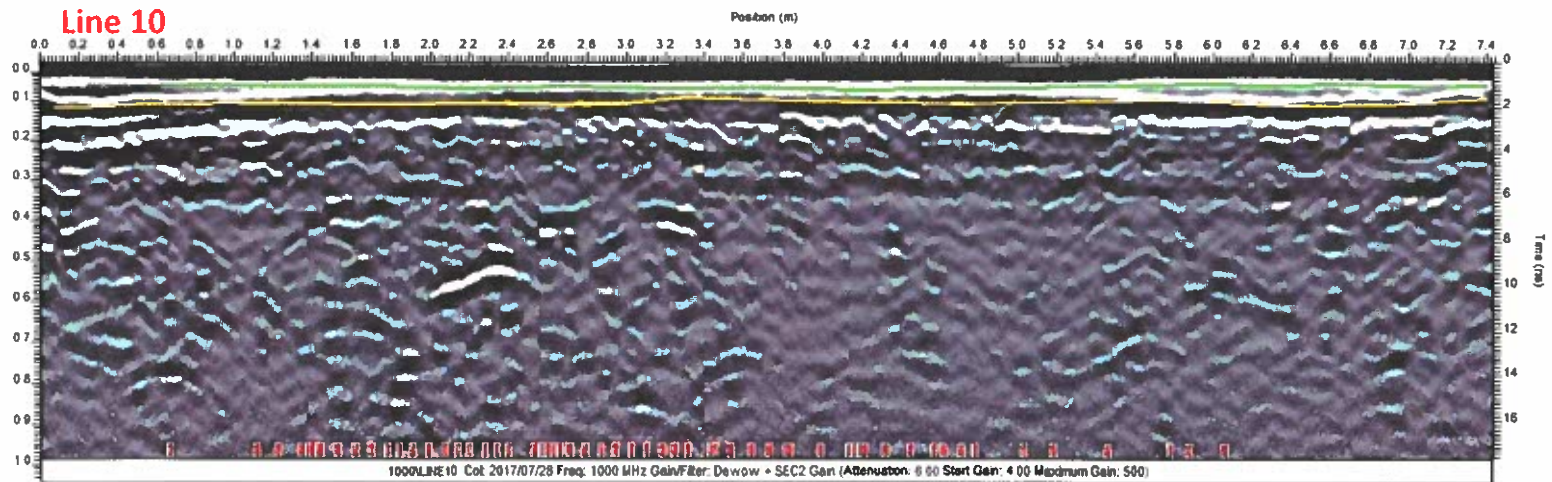
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Engineering & Consulting Inc.

Line 9



Line 10

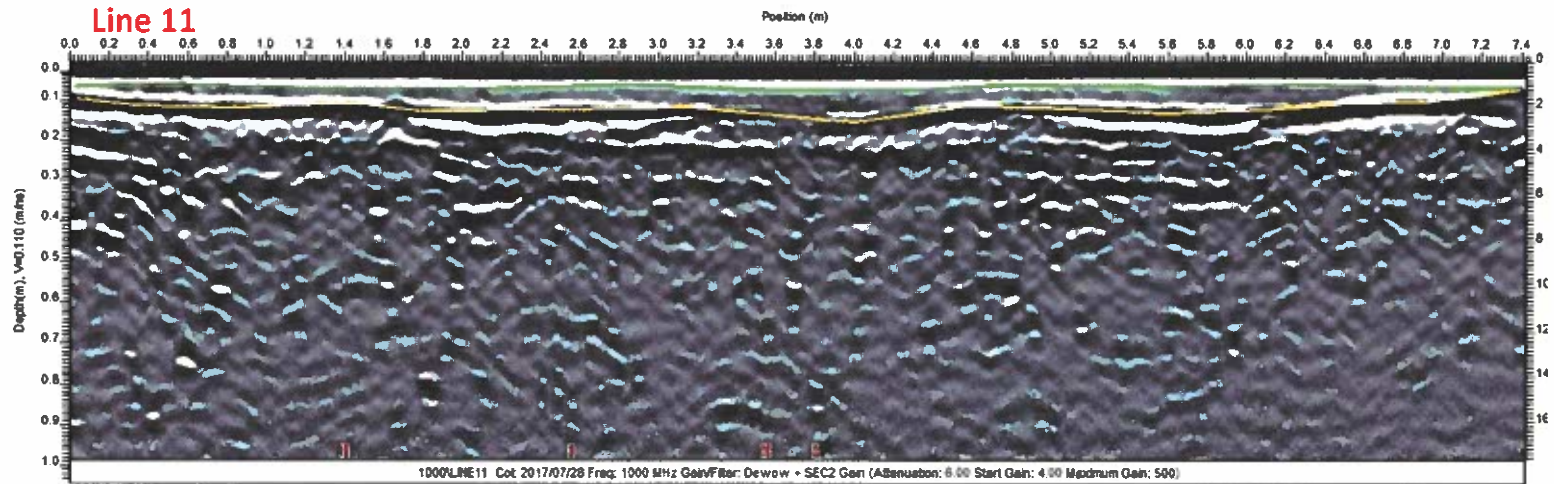


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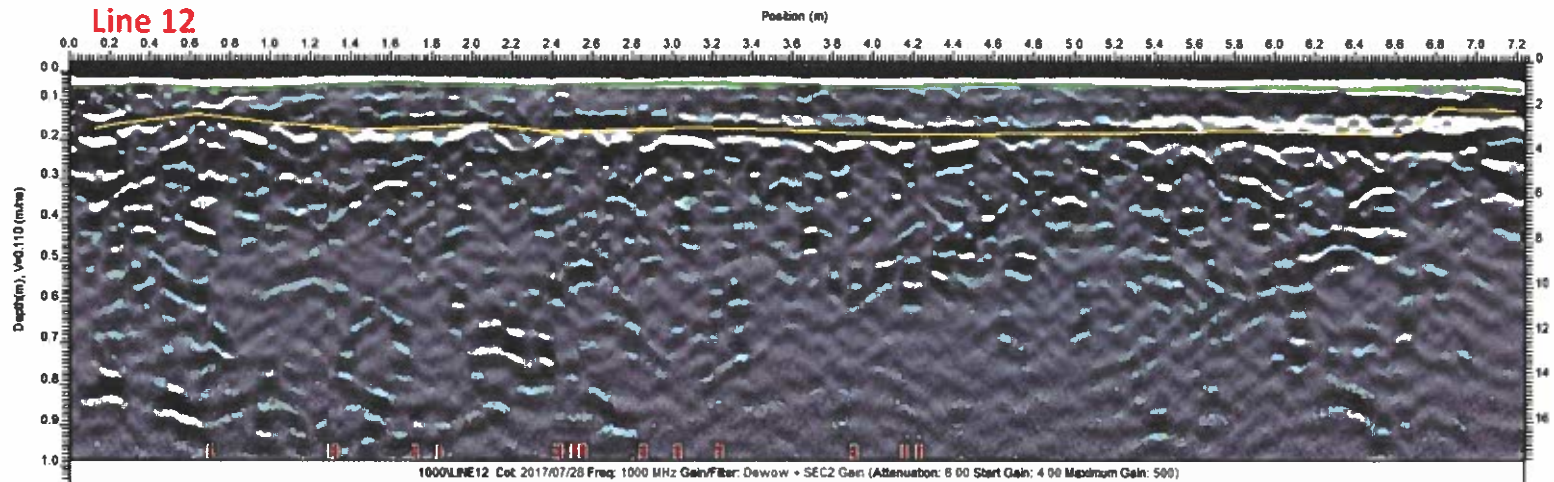
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Line 11



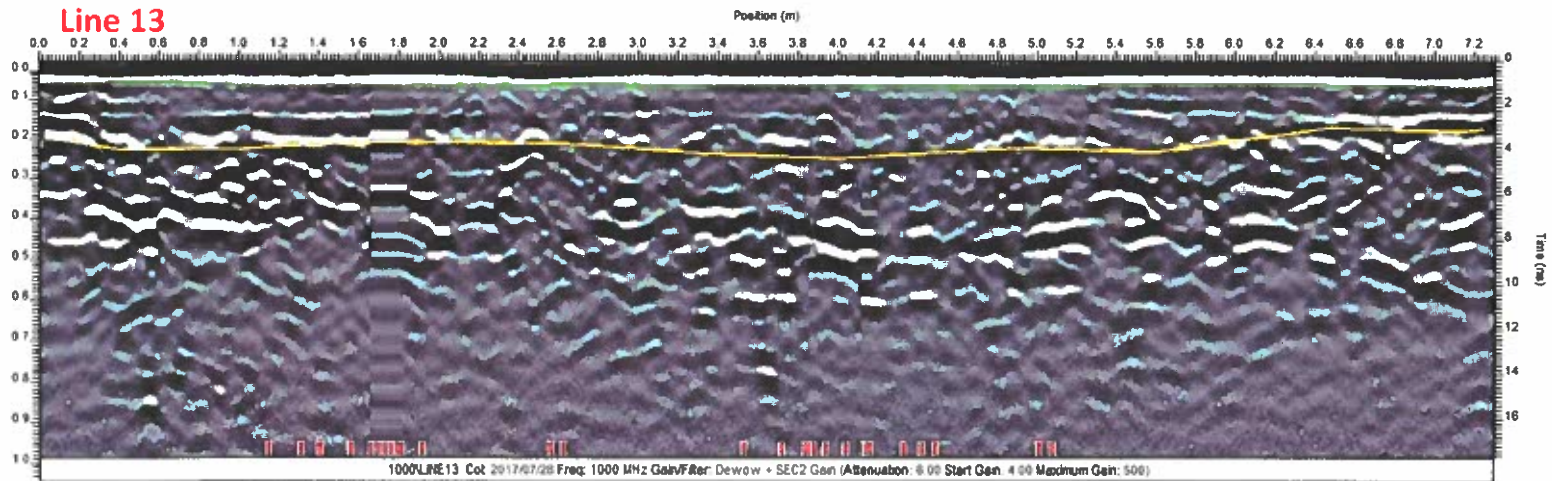
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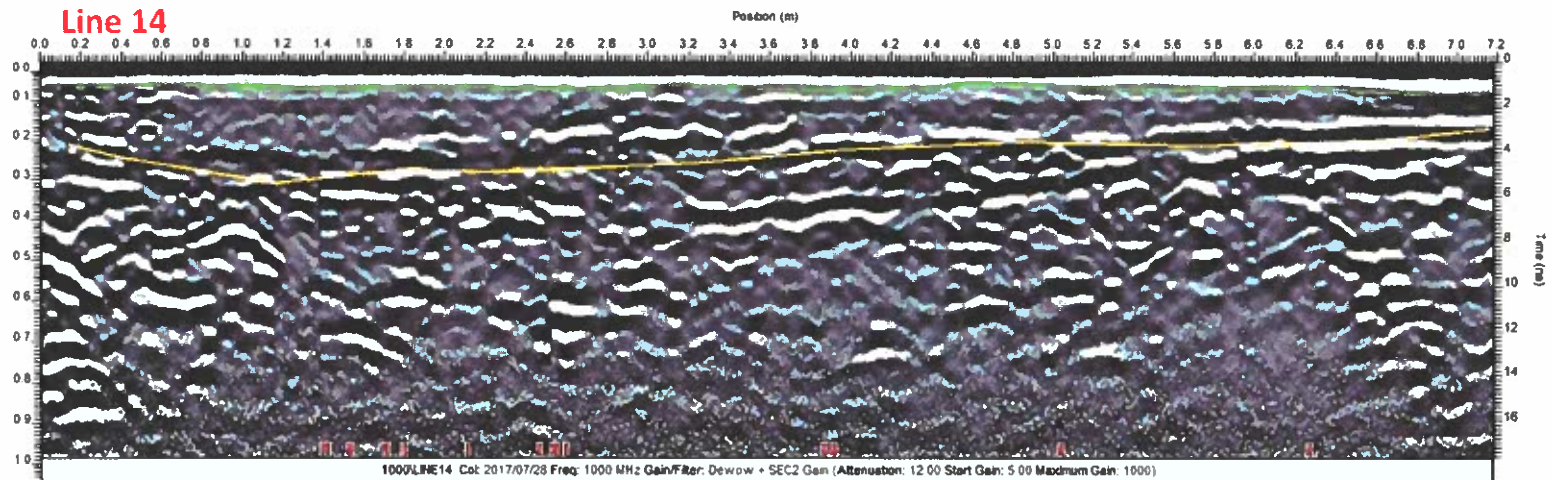
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Engineering & Consulting Inc.

Line 13



Line 14



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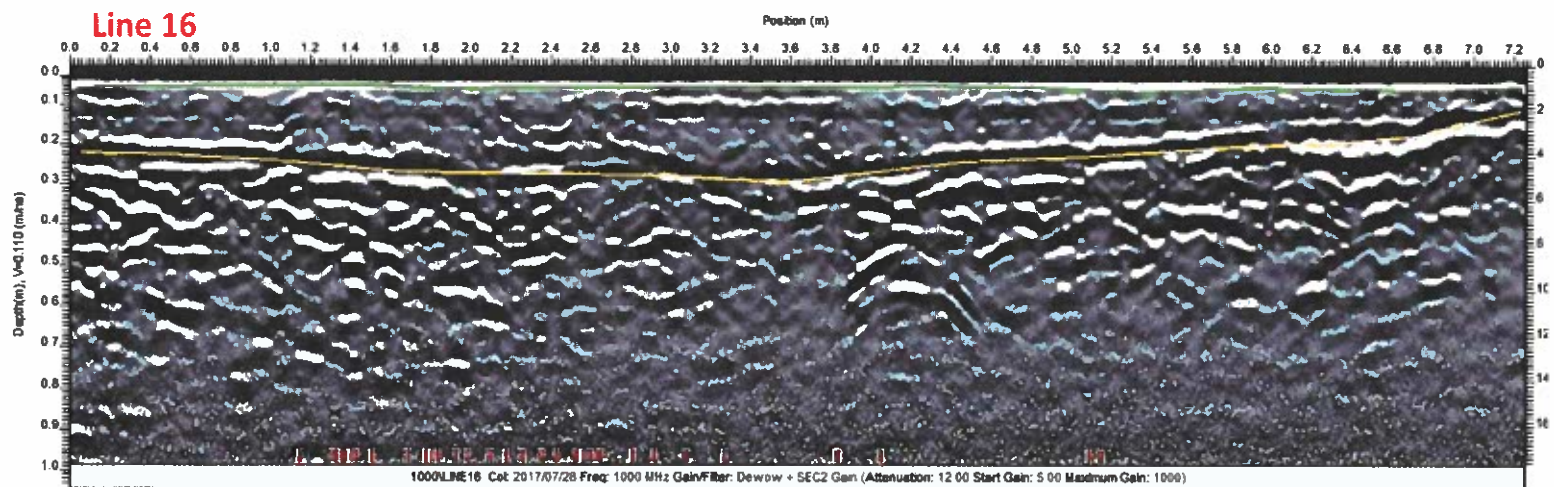
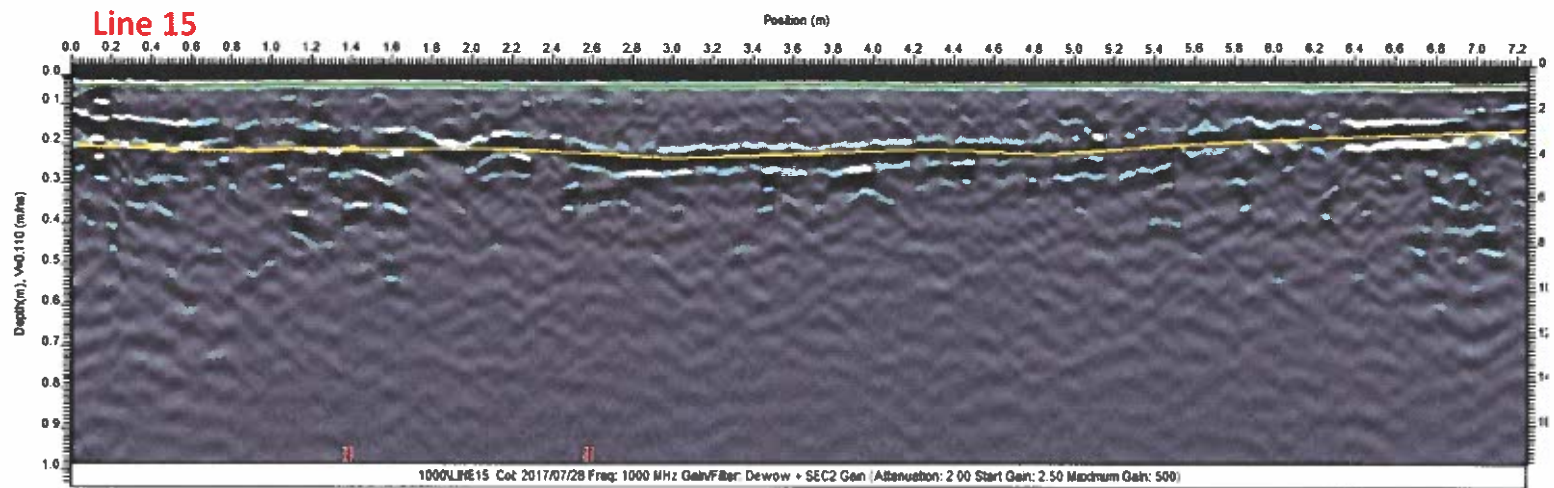


Bottom of Aggregate Base  
Top of Subbase



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Engineering & Consulting Inc.



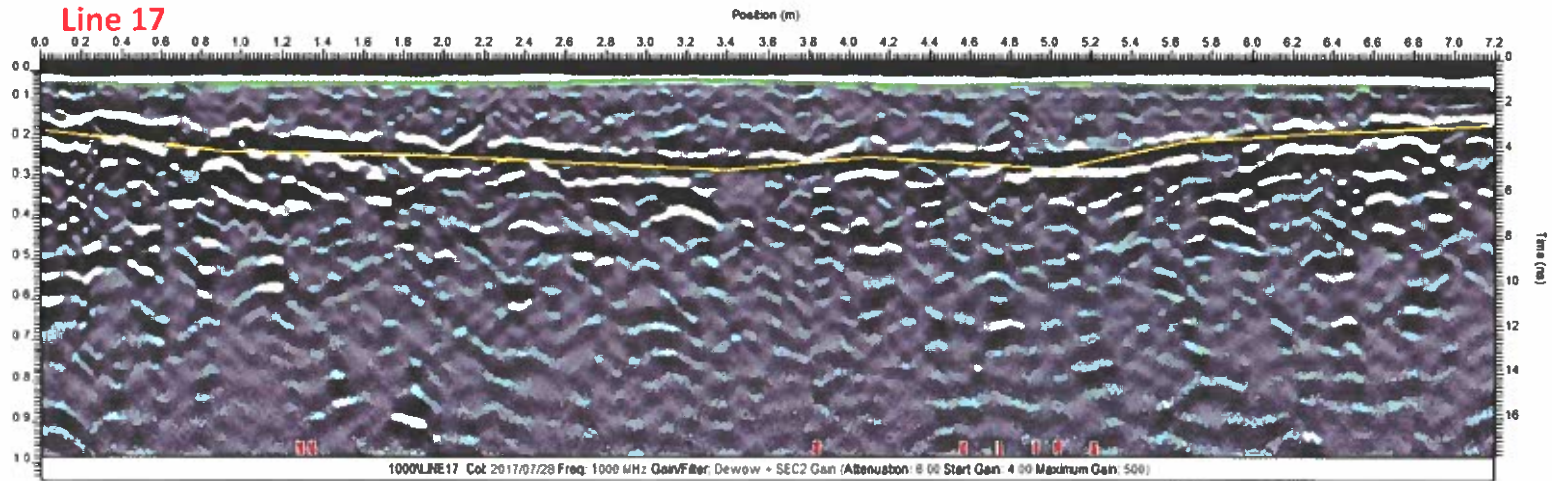


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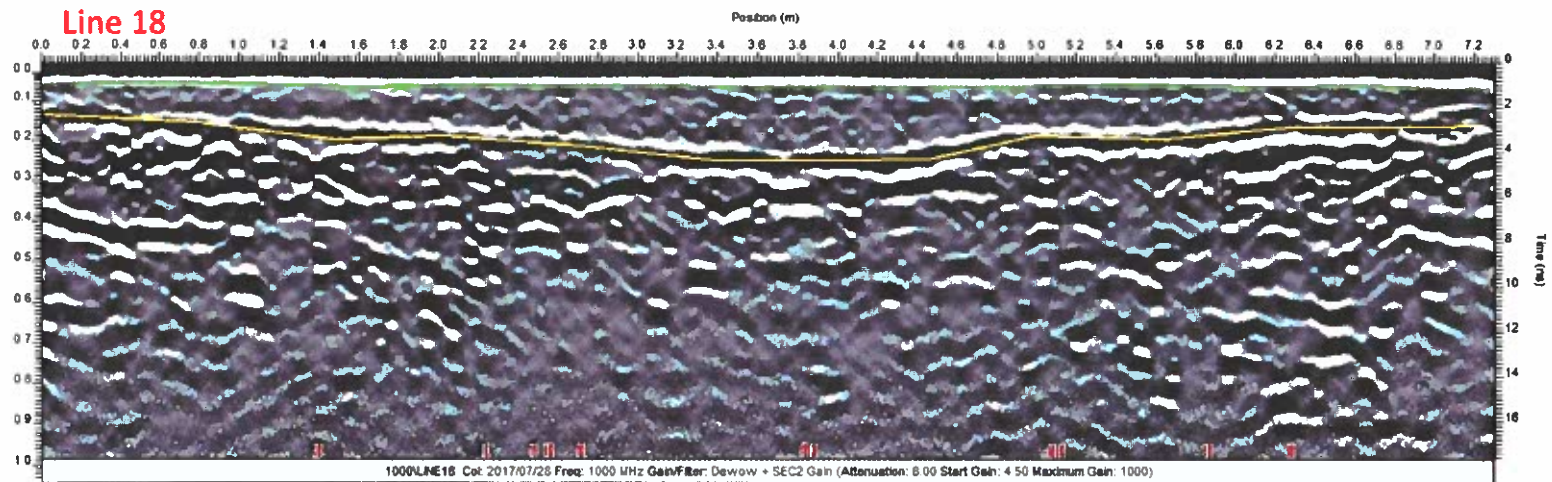
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**BRUNSWICK**  
Engineering & Consulting Inc.



Line 17



Line 18



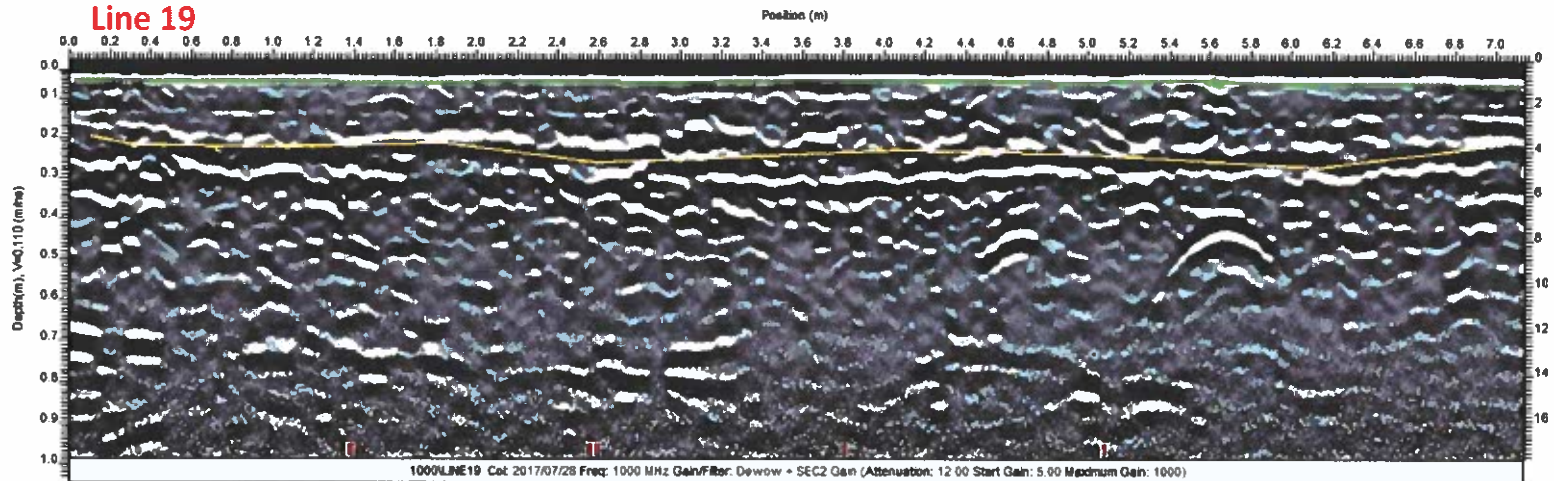
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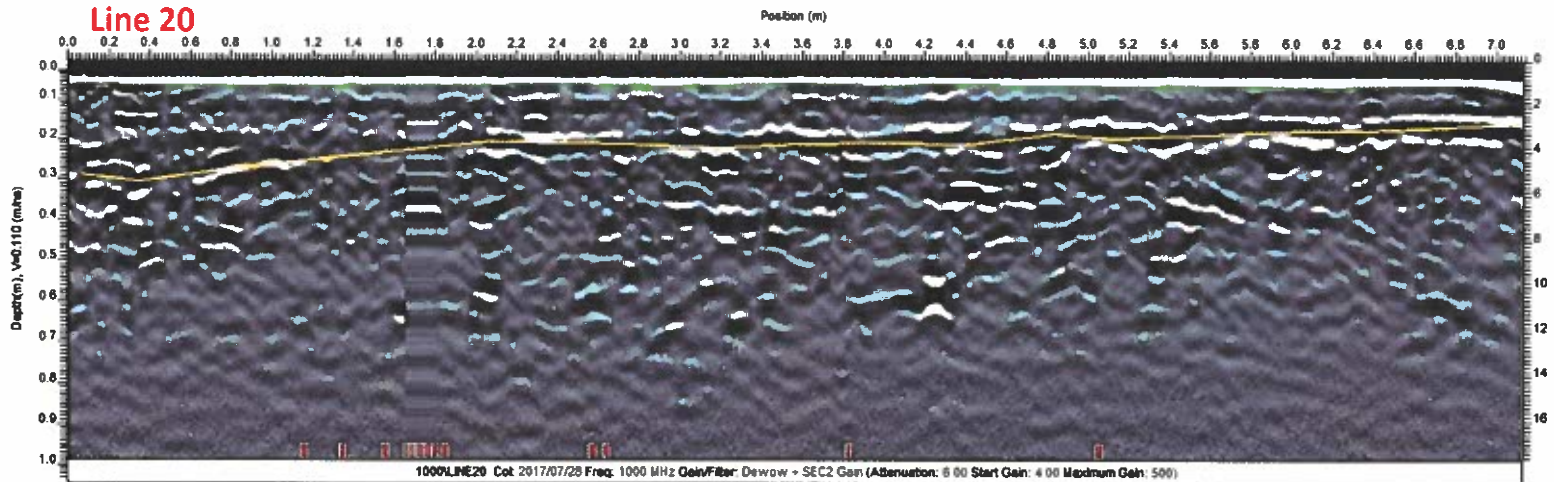


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Engineering & Consulting Inc.

## Line 19



## Line 20



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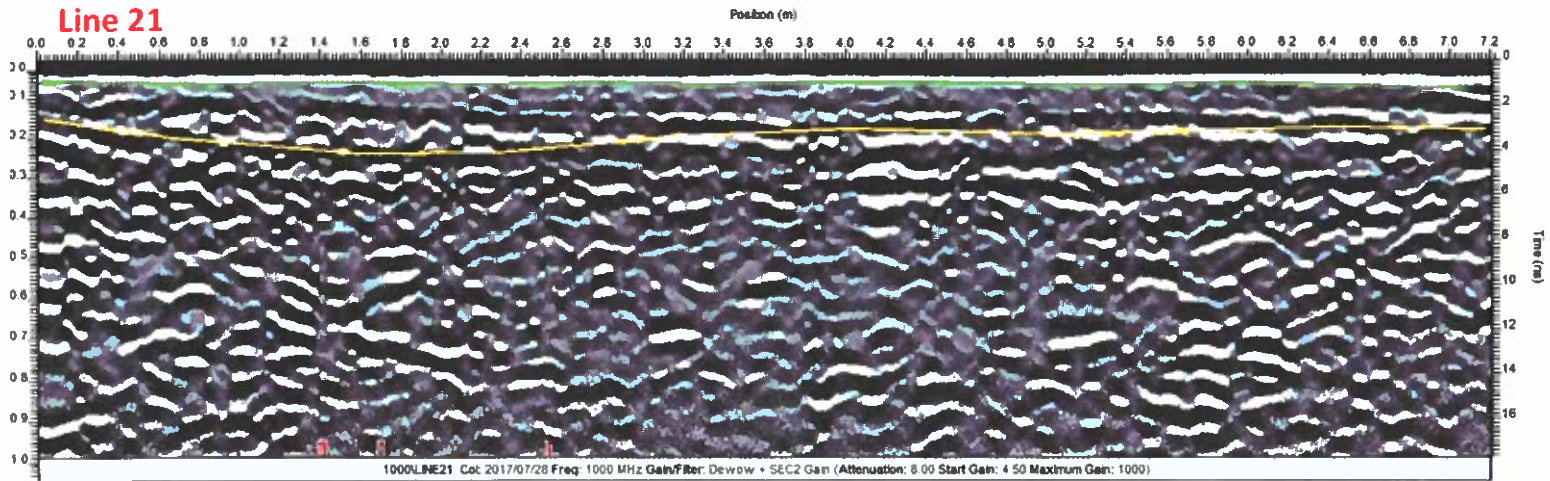
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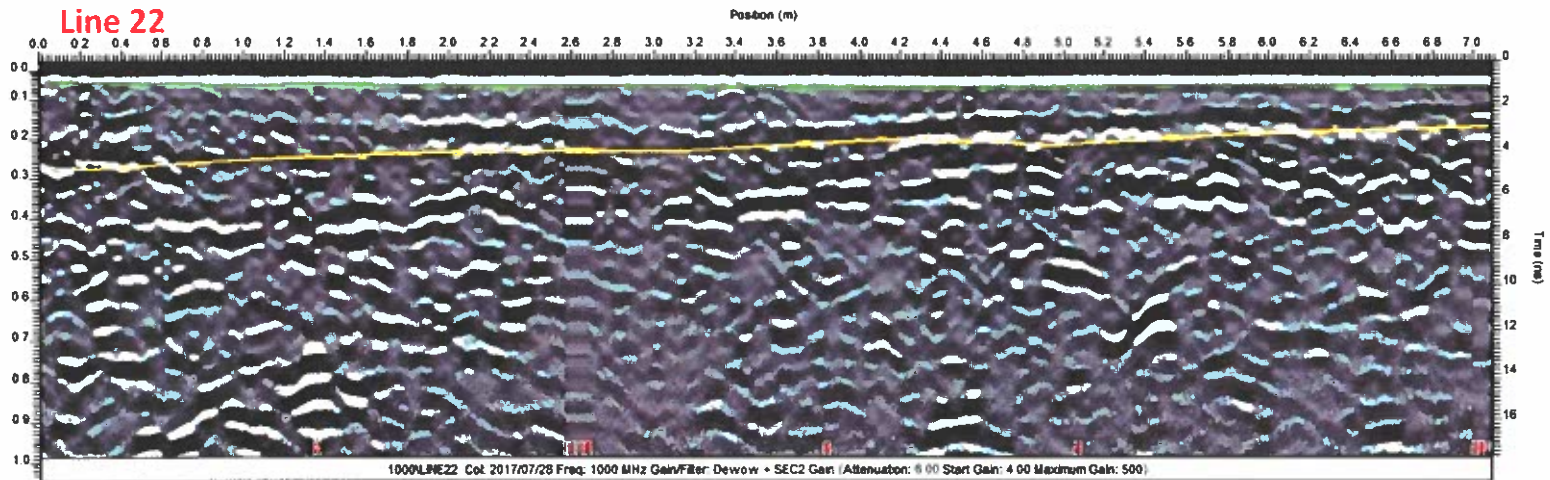
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Engineering & Consulting Inc.



Line 21



Line 22

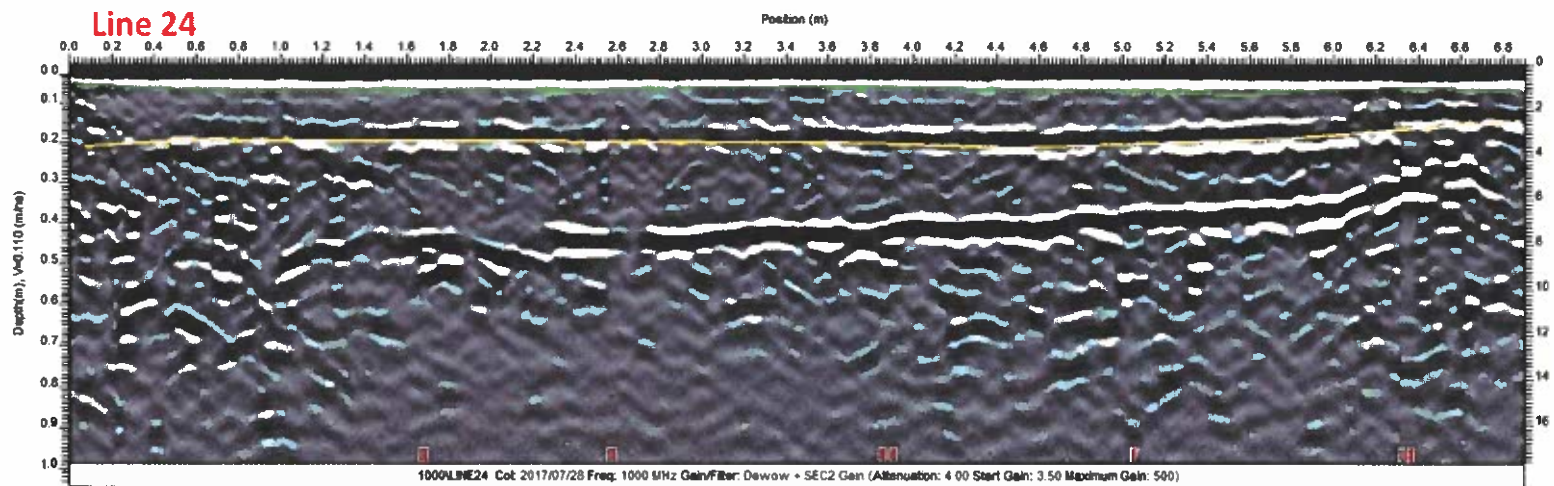
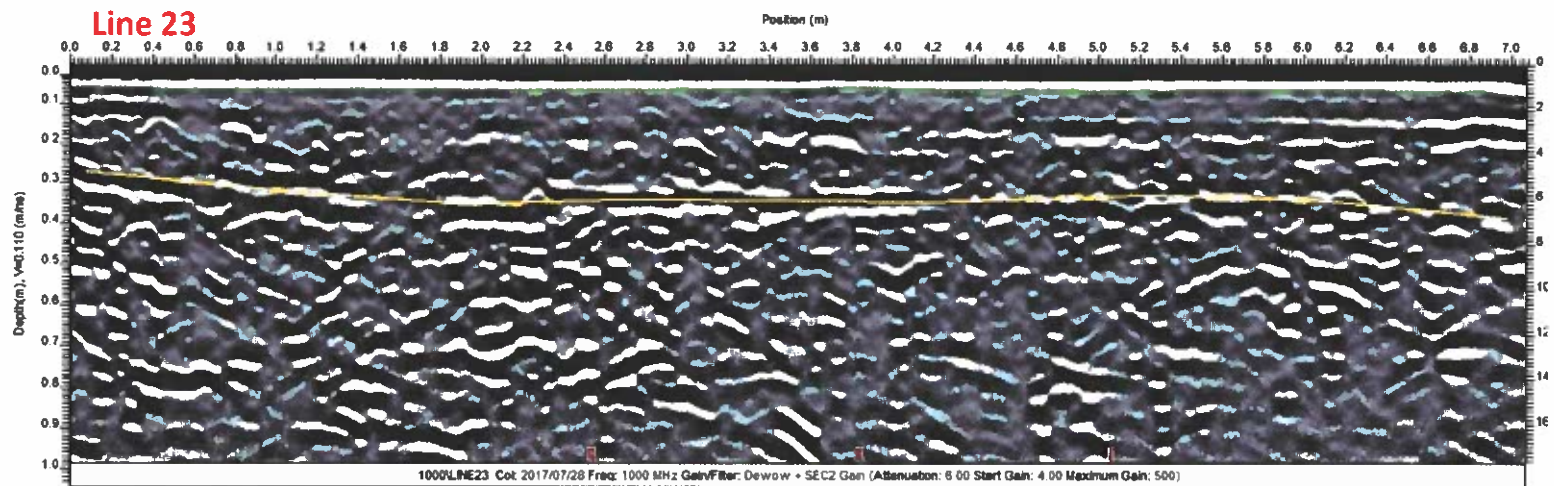


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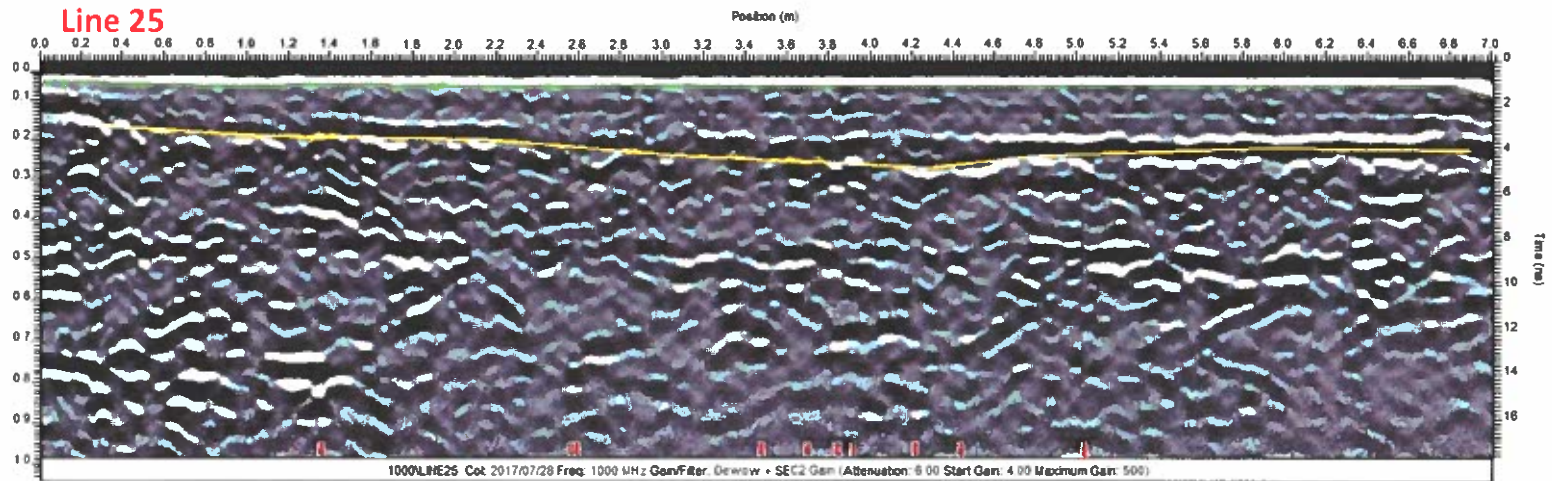


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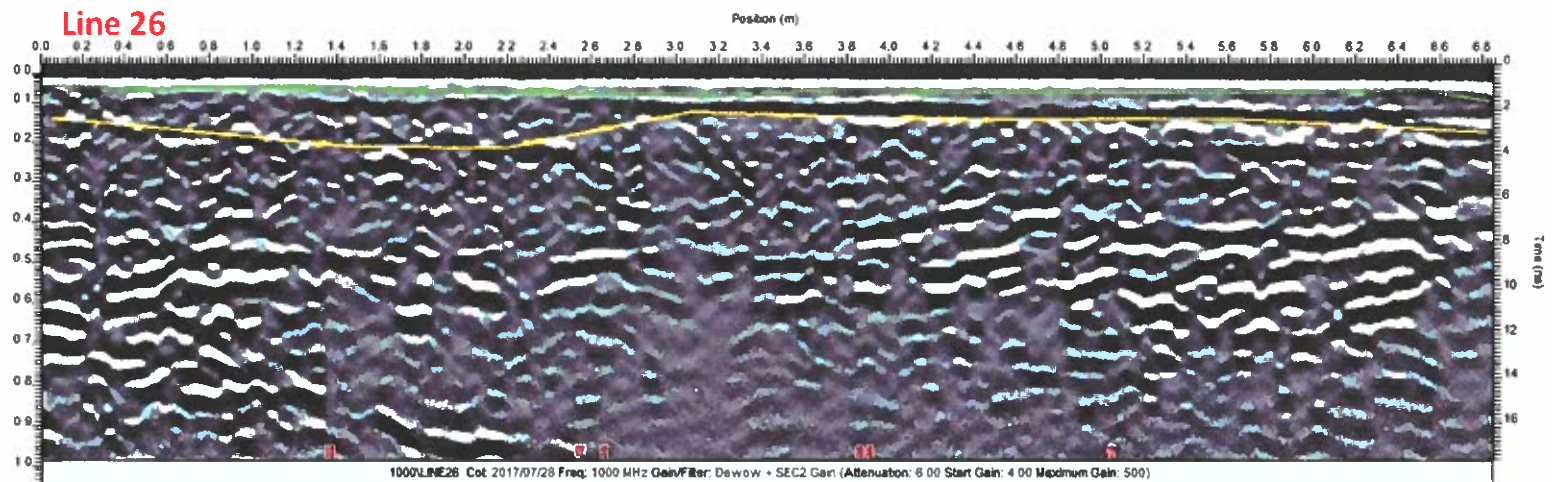
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Engineering & Consulting Inc.



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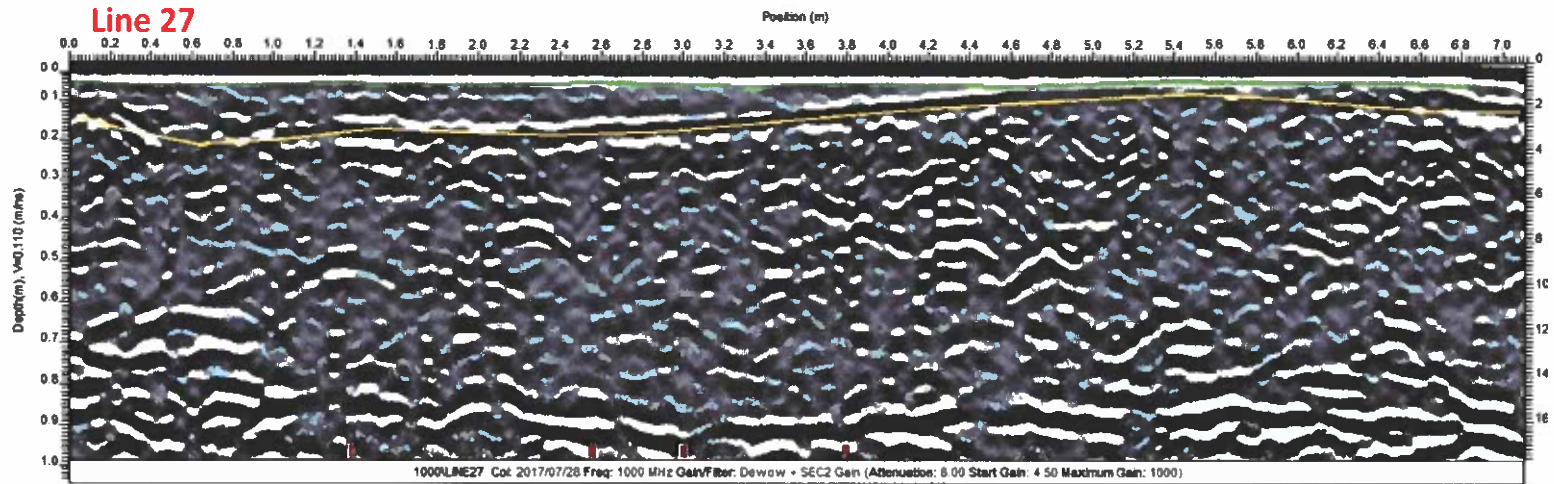
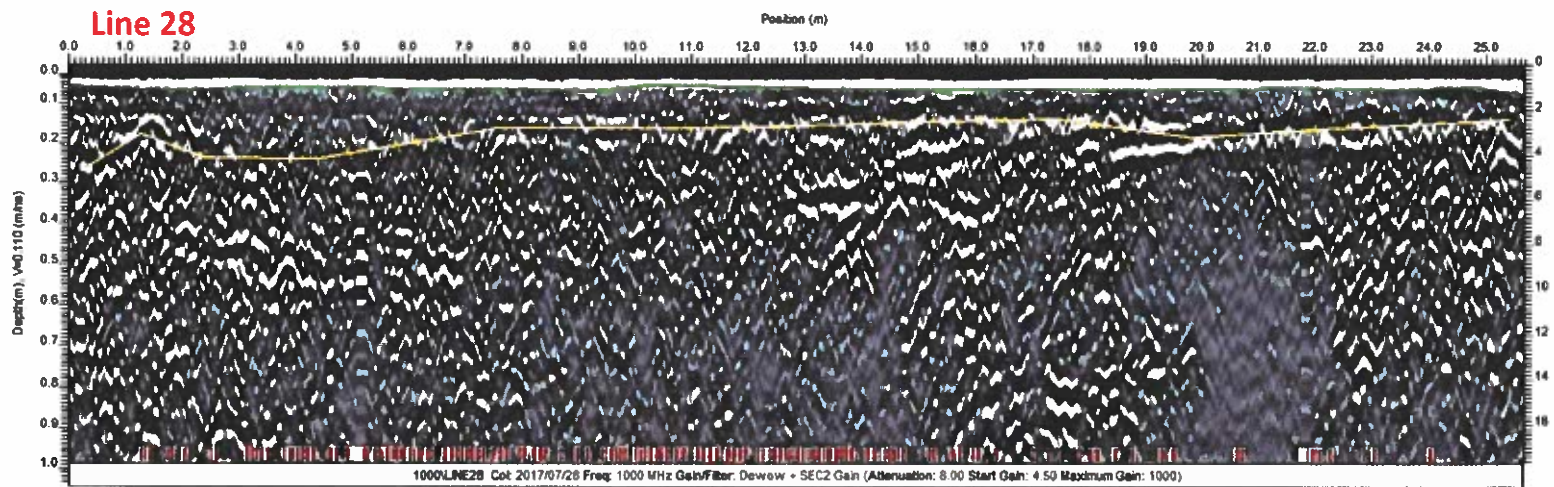
Line 26



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Engineering & Consulting Inc.



**Line 27****Line 28**

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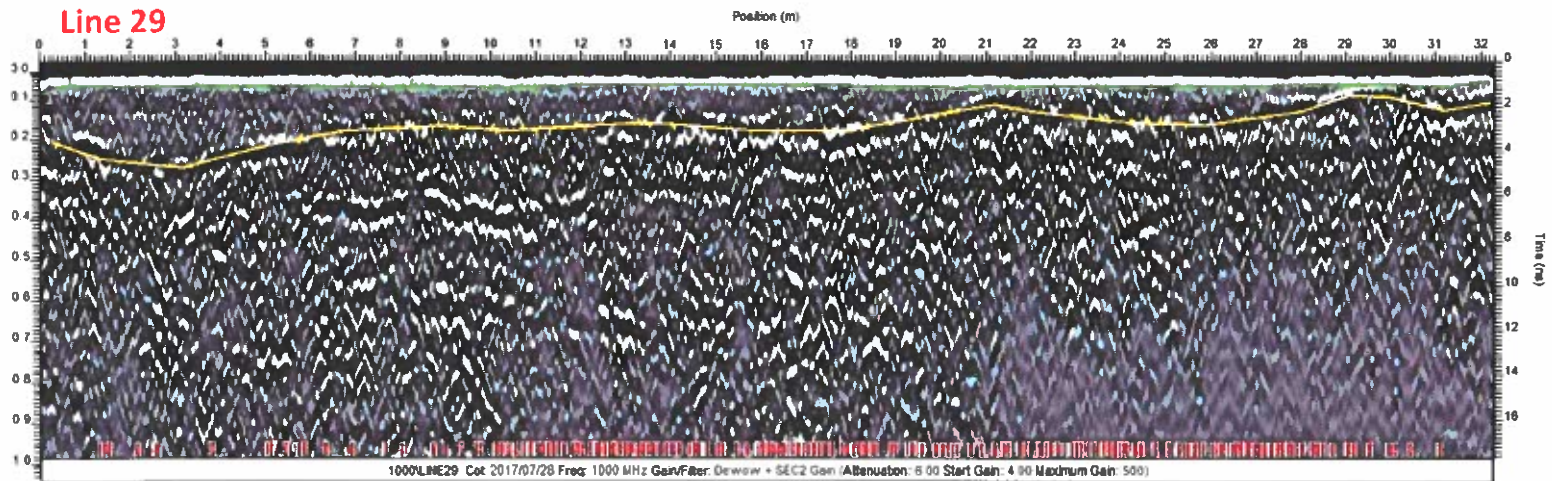
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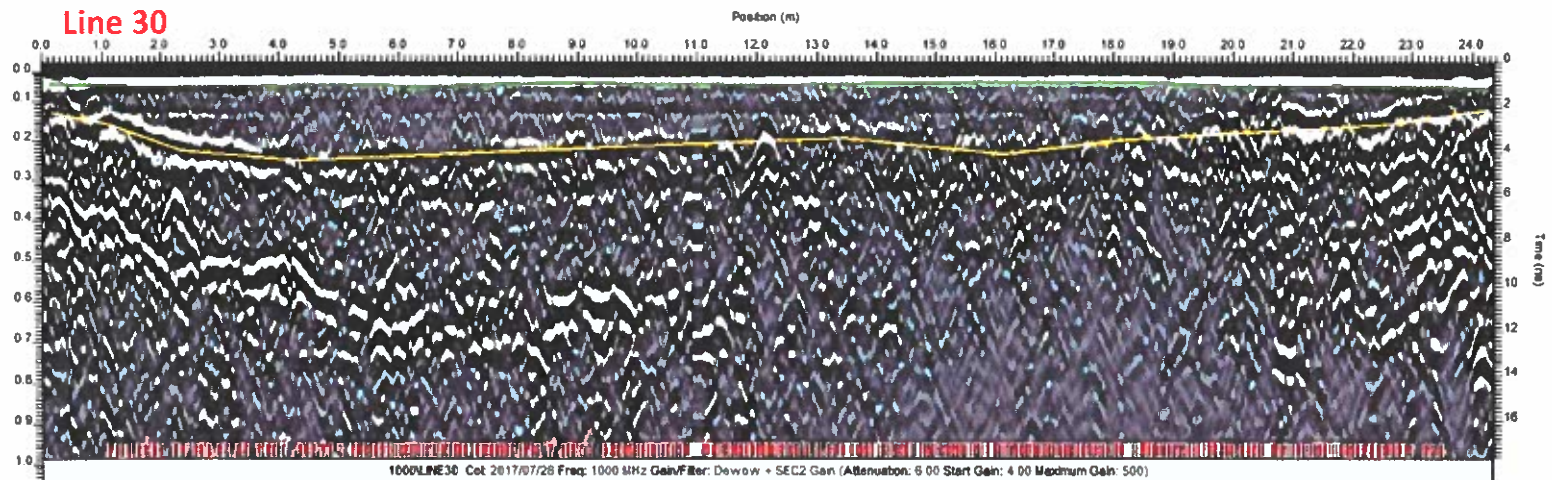
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Line 29



Line 30



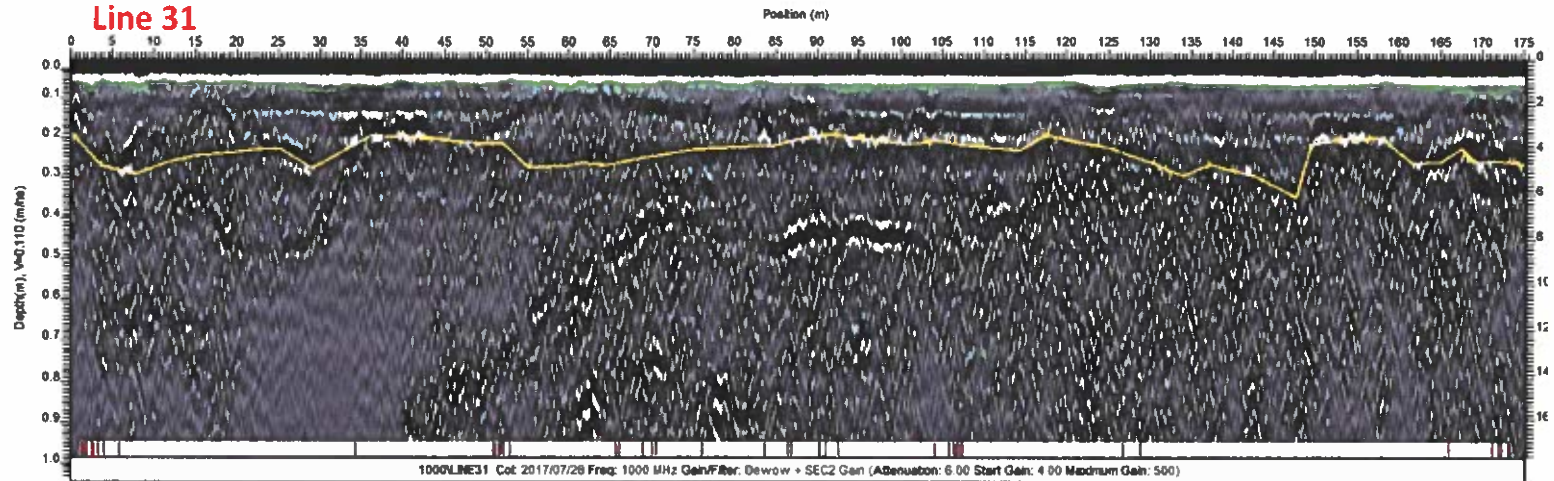
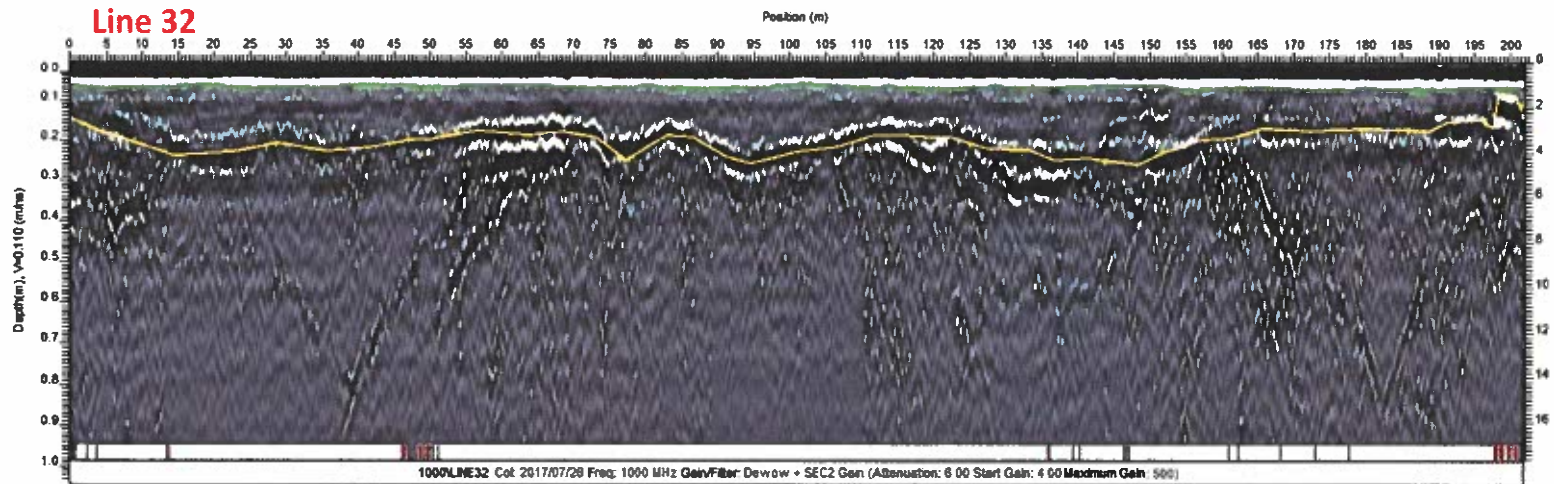
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Engineering & Consulting Inc.

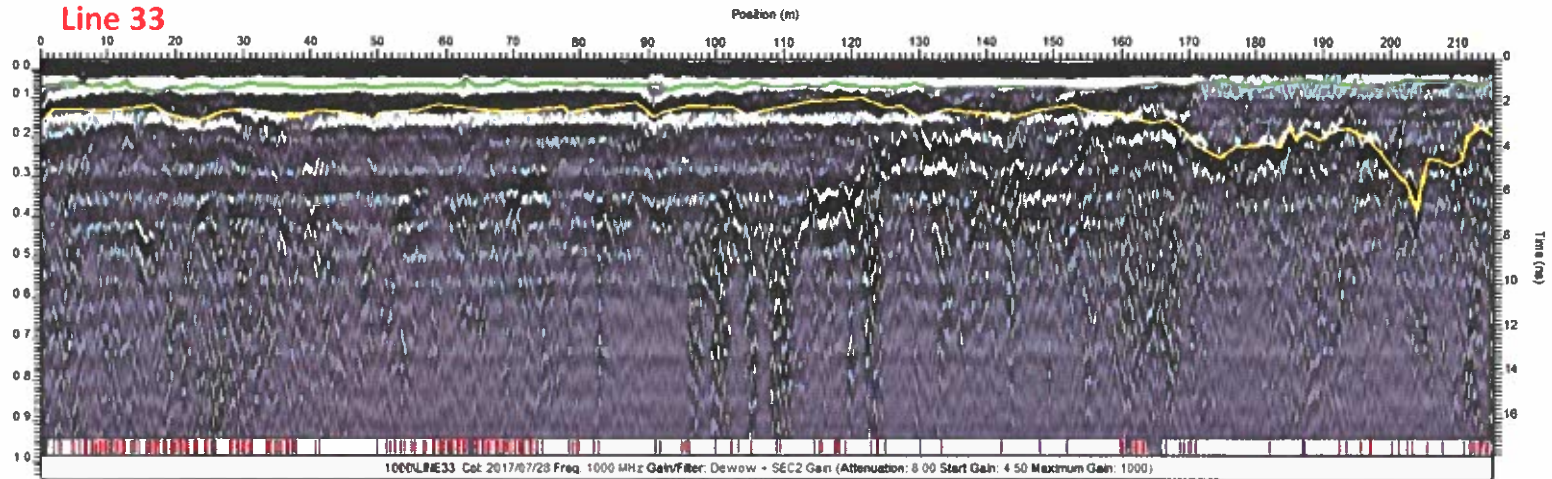


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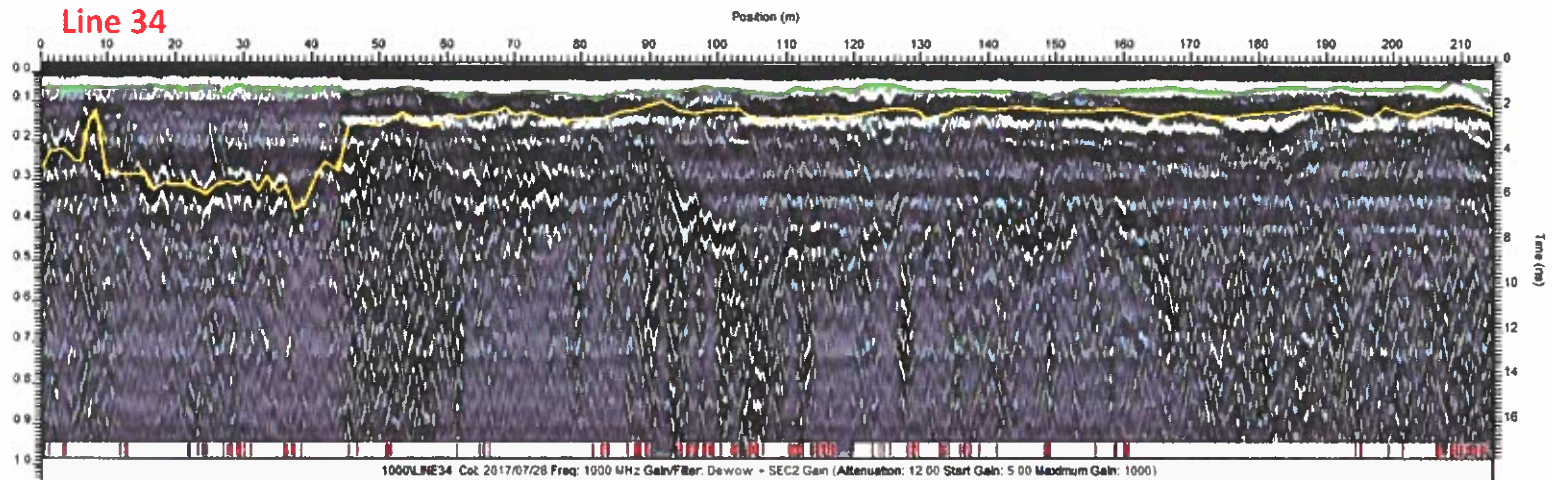
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Engineering & Consulting Inc.

Line 33



Line 34

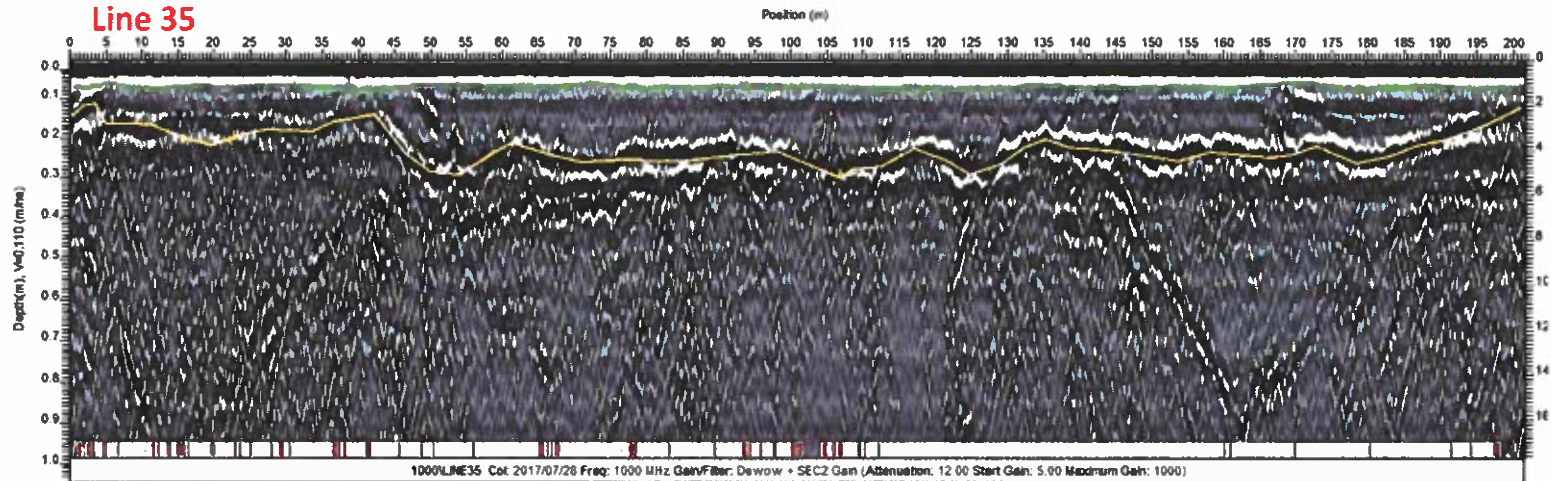


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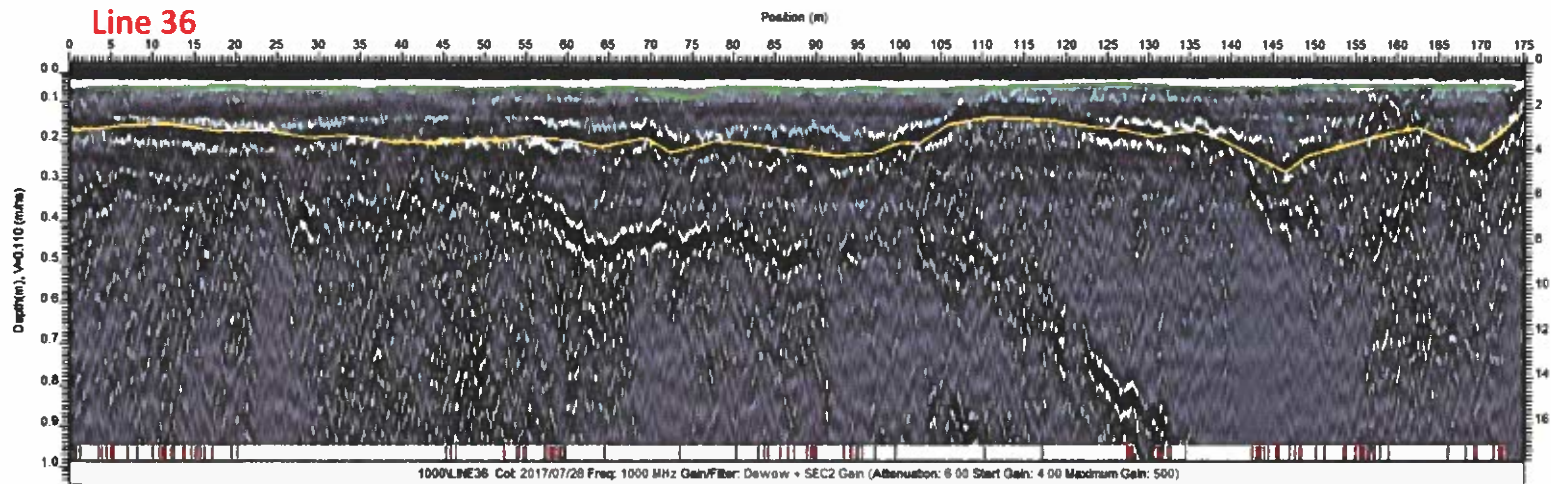
-Bottom of Aggregate Base  
-Top of Subbase**BRUNSWICK**  
Engineering & Consulting Inc.



## Line 35



## Line 36

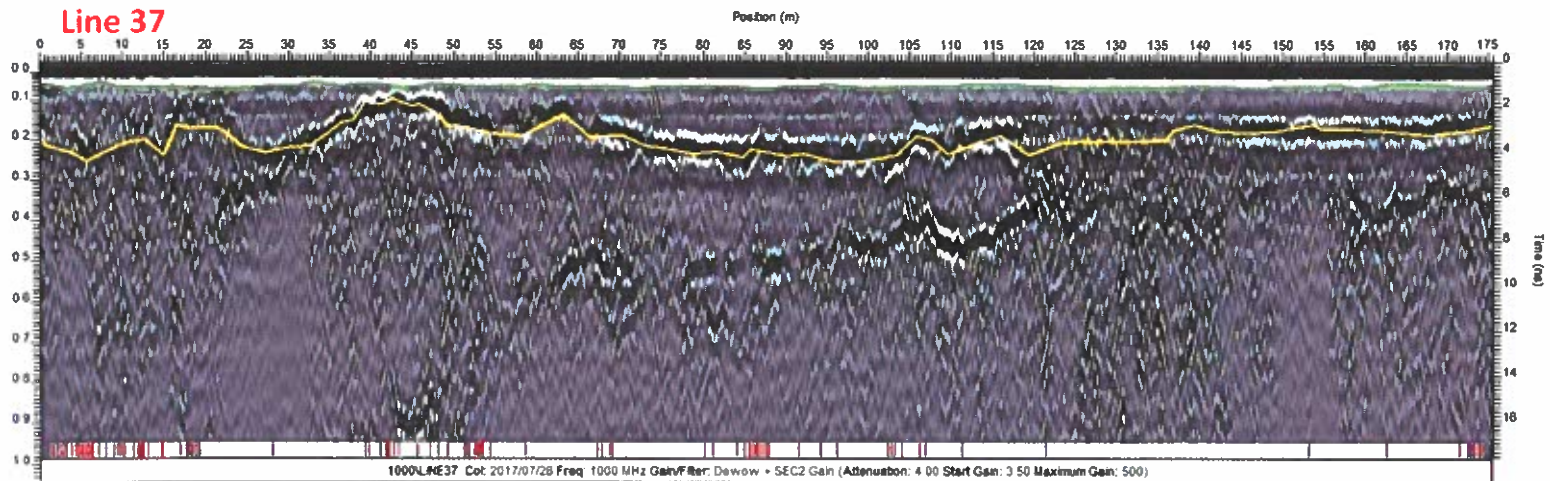


-Bottom of Asphalt

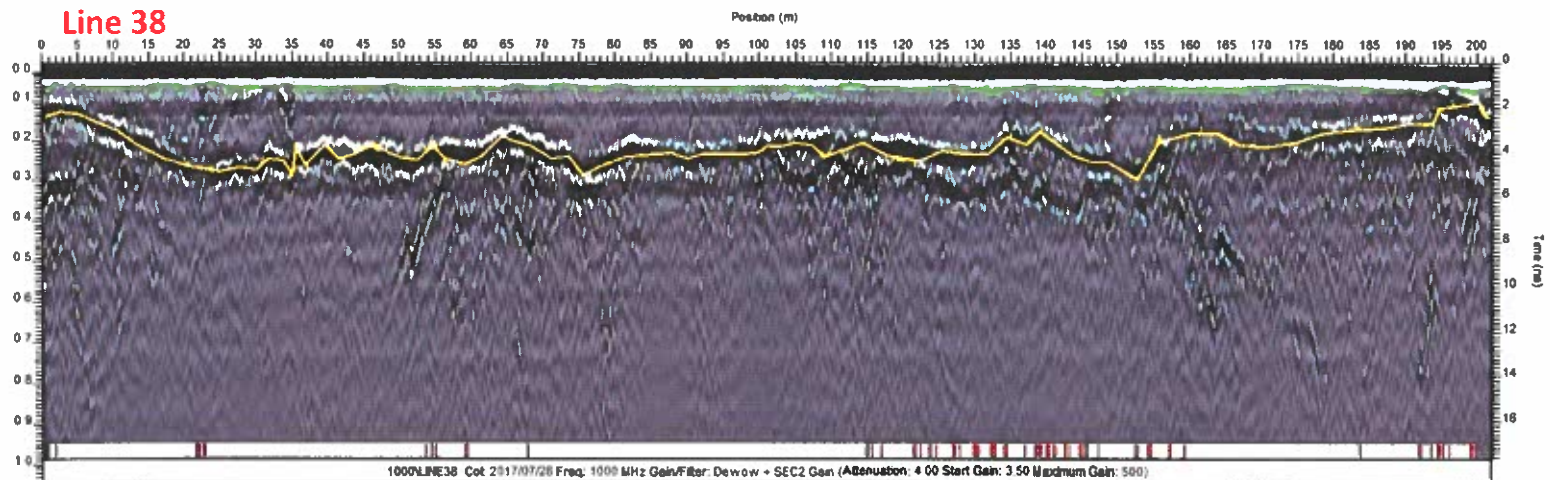
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-Top of Subbase**BRUNSWICK**  
Engineering & Consulting Inc.



Line 37



Line 38



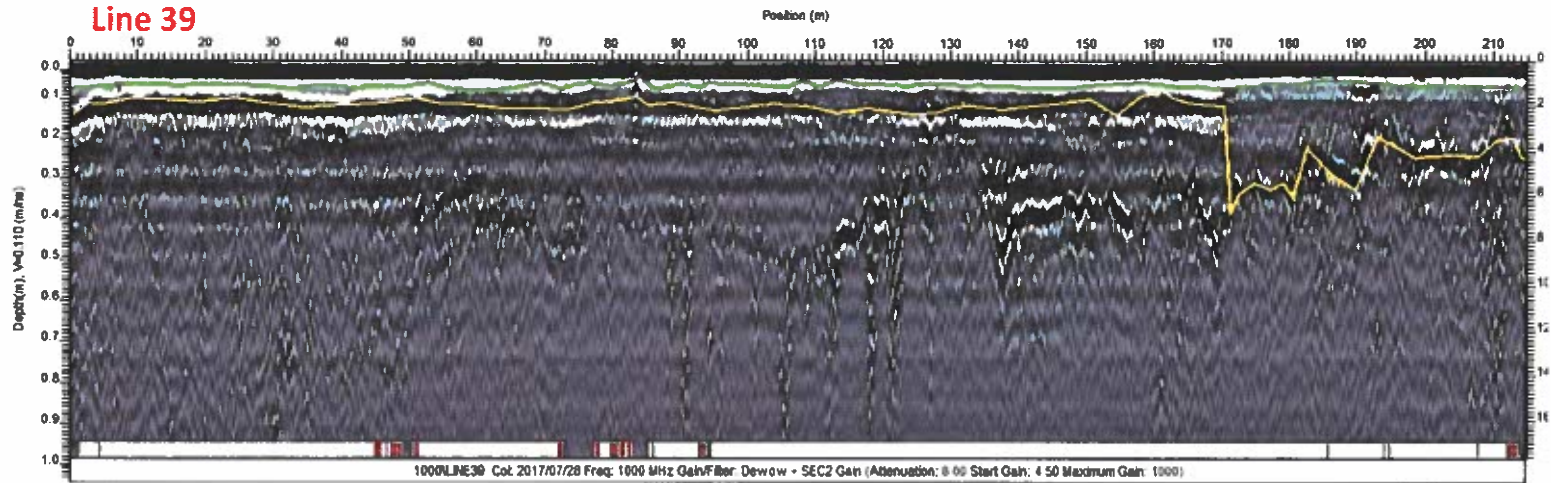
Bottom of Asphalt

-Bottom of Aggregate Base  
-Top of Subbase

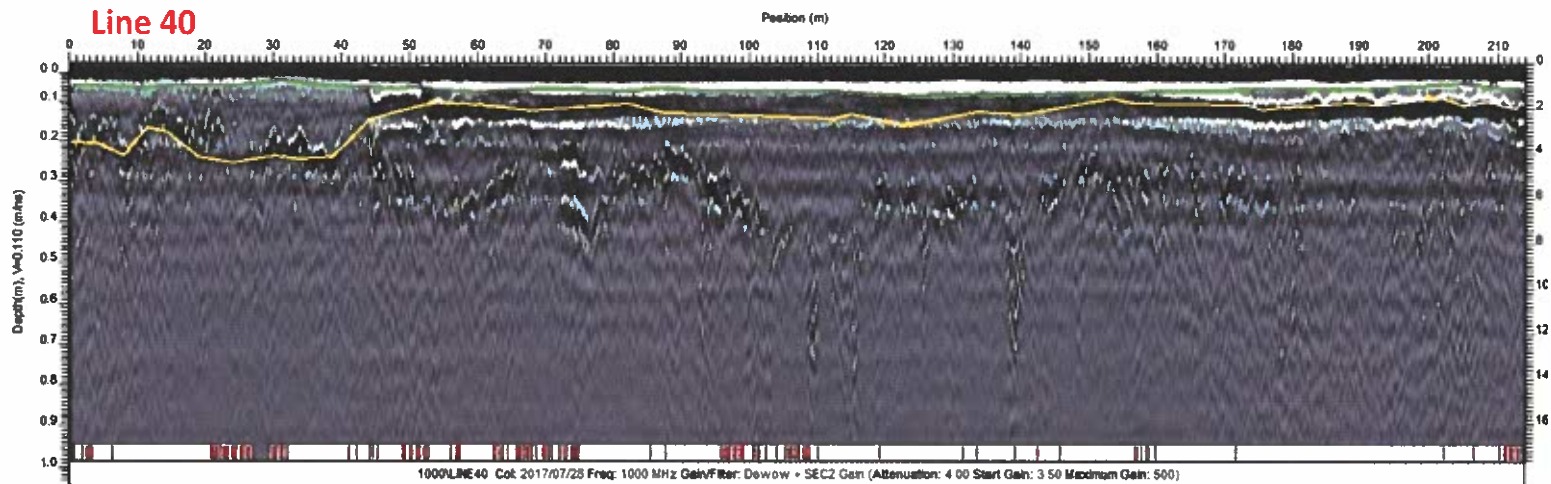


**BRUNSWICK**  
Engineering & Consulting Inc.

Line 39



Line 40

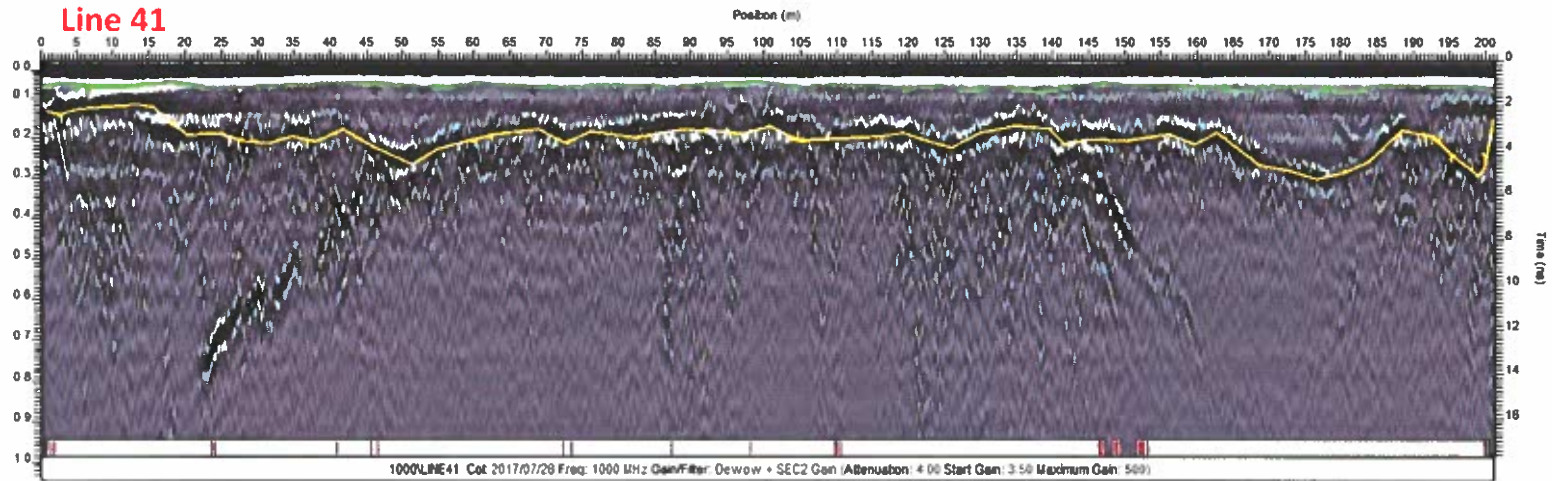


-Bottom of Asphalt

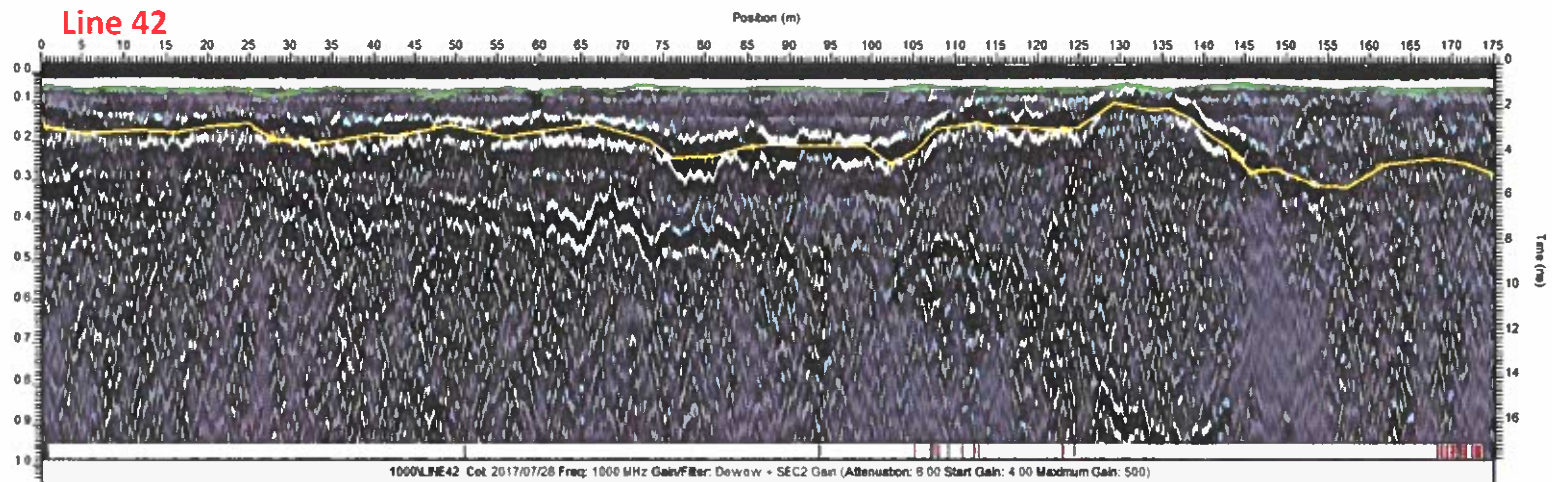
-Bottom of Aggregate Base  
-Top of Subbase**BRUNSWICK**  
Engineering & Consulting Inc.



Line 41



Line 42



-Bottom of Asphalt

-Bottom of Aggregate Base  
-Top of Subbase**BRUNSWICK**  
Engineering & Consulting Inc.

## APPENDIX C

### Inspection Photos





*Photo 1 – Longitudinal Cracking along south bound lane, the centre of the lane is lower than the edge*



*Photo 2 – looking north at intersection with Joshua Street – severe map cracking and depressions*





*Photo 3 – South bound lane, showing map cracking and longitudinal cracking along edge*



*Photo 4 – Stump or boulder showing in pavement along western edge*





*Photo 5 Severe map cracking in fore ground, bleeding in the centre and rutting associated with longitudinal in along outside of lane.*



*Photo 6 Northern cul-de-sac – larger sized map cracking*



*Photo 7 Severe map cracking*







## INTEROFFICE MEMORANDUM

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TO	:	Mayor Grant and Council
FROM	:	John Jarvie
DATE	:	11 August 2017
RE	:	Condition of Subdivision Approval Regarding Access

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**Recommendation**

It is recommended that Council grant the request in the July 13<sup>th</sup> letter from the Sisters of Charity to have the phrase 'For religious purposes only' removed from the subdivision approval of PID 233171.

**Background**

The attached letter from the Sisters of Charity of the Immaculate Conception requests that Council consider removing a condition approval of the subdivision of their property imposed by the Village of Renfrew in 1976. It appears from the correspondence from the Village provided in Sister McCurdy's letter that the condition was imposed when granting a variance that allowed the lot to be created without the benefit of direct access to a public street. (The municipal files from this period are presently in the Provincial Archives in Fredericton and staff felt it unnecessary to delay a response to obtain this material.)

The property is currently zoned Institutional – Major under the Rothesay Zoning Bylaw. Attached is the excerpt from the Bylaw describing this zone. The zoning bylaw and other Town policy would be applicable in any proposal to redevelop the site. At the present time there are no proposals for changes to the use of the property although it is understood that the facilities on the property are underutilized and the Order may eventually divest. Any significant change of use of the property would be expected to require Town approval. Requirements such as access to municipal water could be relevant.

At this juncture staff can see no reason for Council to retain the condition as there are other means for ensuring the municipal interest in the present and future use of the land.

Staff has discussed the matter with the solicitor acting on behalf of the Sisters and he will be responsible for preparing and registering appropriate documentation in the provincial land registry subject to staff review.

---

#### **4.18. INSTITUTIONAL – MAJOR ZONE [INSMA]**

This zone reflects the larger institutional properties found in Rothsay.

Permitted Uses:	<ul style="list-style-type: none"> <li>- arena</li> <li>- art gallery</li> <li>- places of worship</li> <li>- daycare</li> <li>- fire hall</li> <li>- gymnasium</li> <li>- museum</li> <li>- park</li> <li>- playground</li> <li>- police station</li> <li>- school</li> <li>- theatre</li> <li>- library</li> </ul>	
Uses subject to PAC conditions:	<ul style="list-style-type: none"> <li>- office</li> <li>- daycare centre</li> <li>- nursing home</li> <li>- retirement complex</li> <li>- community hall</li> <li>- medical facility</li> <li>- single family house</li> <li>- two-unit dwelling</li> <li>- dormitory</li> <li>- assisted living facility</li> <li>- cemetery</li> <li>- crematorium</li> <li>- club facility</li> <li>- sheltered workshop</li> <li>- group home</li> </ul>	<ul style="list-style-type: none"> <li>• connected to municipal services and on major road</li> <li>• connected to municipal services and on major road</li> <li>• connected to municipal services and on major road</li> <li>• limited as to size</li> <li>• connected to municipal services and on major road</li> <li>• as secondary use only</li> <li>• as secondary use only</li> <li>• as secondary use only</li> <li>• limited to 15 residents</li> <li>• meets the Provincial regulations</li> <li>• meets the Provincial regulations</li> <li>• no outside storage</li> <li>• at least 500 meters, in a straight line, from any similar facility</li> </ul>
Accessory Uses:	<ul style="list-style-type: none"> <li>- garage</li> <li>- gazebo</li> <li>- greenhouse</li> <li>- office</li> <li>- playhouse</li> <li>- playing field</li> <li>- pool house</li> <li>- shed</li> <li>- swimming pool</li> </ul>	<ul style="list-style-type: none"> <li>• see section 5.5</li> </ul>
Minimum Lot Area:	10,000 m <sup>2</sup>	
Minimum Lot Frontage:	54 m	Minimum Lot Depth: 54 m

**Minimum Yard**

Front:	<b>10 m</b>	Major Side:	<b>9 m</b>
Rear:	<b>15 m</b>	Minor Side:	<b>9 m</b>
Flankage:	<b>10 m</b>		

**Building Height**

Maximum:	<b>15 m</b>	Minimum:	<b>3 m</b>
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**Building Area**

Maximum:	<b>n/a m<sup>2</sup></b>	Minimum:	<b>90 m<sup>2</sup></b>
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**Max. Building Coverage**

**35 %**

**Accessory Building or Structure**

Max. Number:	<b>none</b>	Max. Total Coverage:	<b>5 %</b> included in lot coverage, playing fields are excluded from calculation
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Max. Height:	<b>6 m</b>	Max. Bldg. Area:	<b>500 m<sup>2</sup></b>
--------------	------------	------------------	--------------------------

**Driveway entrance:**

Max. width	<b>6 m</b>	Max. Number:	<b>2</b>
------------	------------	--------------	----------

- (a) The development of multiple buildings on one parcel of land may be permitted where it can be demonstrated that there is an adequate internal circulation system that provides for the safe and efficient movement of vehicles and pedestrians on the site. Such a system must be designed to meet the requirements of the National Building Code as adopted by the Province of New Brunswick.
- (b) Front yards shall be maintained with a minimum area of 60% in turf or other landscaping material such as trees, planting beds, hedges and walkways.
- (c) Storage of boats, vehicles, firewood, compost carts and similar items is not permitted in the landscaped portion of front yards.
- (d) Parking requirements are as set out in section 5.6.

**Stormwater Management**

Sites, stormwater management infrastructure and drainage shall be designed according to the guidelines in Section 5.9 and standards in Schedule D.





*Sisters of Charity  
of the Immaculate Conception*



Dr. Nancy Grant, Mayor and Council

Town of Rothesay, NB

70 Hampton Road, Rothesay NB E2E 5L5

July 13, 2017

Dear Mayor Grant and Council,

I am writing on behalf of the Leadership Circle of the Sisters of Charity of the Immaculate Conception who currently own property on Villa Madonna Road.

The buildings on the land include a bungalow named Routannewood, 132 Villa Madonna Road, established in the late 1980's; a large white building named Marycrest, 128 Villa Madonna Road which opened around 1950; and the current Administration site, Conway Place, 124 Villa Madonna Road constructed in 1976. Conway Place site houses the offices of Congregational Leadership, the Department of Finance and also provides residential space. Currently four Sisters live in this residence.

As the future of these buildings and land are being considered, we discovered on the Conway Place survey document only, a phrase containing the words "For religious purposes only." So as not to run into any conflict down the road, we approached the Diocese of Saint John, to see if they had placed or asked for this stipulation.

Investigation with the Roman Catholic Diocese of Saint John yielded nothing to indicate that this was a stipulation coming from the Diocese.

A further deep search by Congregational Archivist, Sister Monica Plante, led to the discovery of information from the Planning Advisory Committee, Village of Renforth, dated March 1, 1976.

A copy of this document is enclosed along with the note from our lawyer, Frank Leger.

We are asking to approach the Municipal Department of Planning for the Town of Rothesay and to bring in the survey plan with the notation "for religious purposes only." It is our desire that this notation be deleted since it was not a stipulation from the Diocese of Saint John. We wish to clear up any misconceptions concerning the future sale and/or use of this precious property.

We look forward to being directed to the Municipal Office that deals with such matters and being able to get our documents in order to go forward. I can be reached at [MaryBeth@sistersofcharityic.com](mailto:MaryBeth@sistersofcharityic.com) or by phone at 848-1030 (w) or 634-4969 (h)

Thank you for your commitment to collaboration with others on behalf of all who live in Rothesay, especially your bold initiatives to provide sustainable, healthy living situations for all generations in the municipality.

Sincerely,

A handwritten signature in cursive script that reads "Mary Beth McCurdy, SCIC".

Mary Beth McCurdy, SCIC

Congregational Leader

These two letters  
were located in  
BOX 18-E.1  
Folder 300  
in the SCIC Archives  
at

**SCIC ARCHIVES**  
One Bayard Drive  
Saint John, N.B. E2L 3L5

*Sirte M. Kante*  
*archives*

PALMER, O'CONNELL, LEGER, TURNBULL & TURNBULL  
BARRISTERS AND SOLICITORS

JOHN P. PALMER, Q. C.  
GEORGE F. O'CONNELL, Q. C.  
FRANKLIN O. LEGER, Q. C.  
JOHN W. TURNBULL  
WALLACE S. TURNBULL  
RAYMOND J. GUERETTE  
M. BARRY RODERICK  
PETER S. GLENNIE  
JOHN D. WALLACE  
MARK J. GIBERSON  
DONNA M. SLATTERY  
RAYMOND F. GLENNIE

BANK OF NOVA SCOTIA BUILDING  
40 CHARLOTTE STREET  
SAINT JOHN, N.B.  
CANADA



MAILING ADDRESS  
P.O. Box 1324  
SAINT JOHN, N.B.  
E2L 4H8  
TELEPHONE  
(506) 652-2720  
CABLE ADDRESS  
"HARBOUR"  
TELEX 014-47252

March 9, 1976.

Sister Laretta Hughes,  
Treasurer General, S.C.I.C.,  
Motherhouse of the Sisters of Charity,  
31 Cliff Street,  
Saint John, N. B.  
E2L 3A9

Dear Sister Hughes:

I am enclosing a copy of a letter  
I have received from the Secretary of the Planning  
Advisory Committee of the Village of Renforth.

Yours very truly,

PALMER, O'CONNELL, LEGER,  
TURNBULL & TURNBULL

Franklin O. Leger

FOL-mr  
Encl.

**COPY**

SCIC ARCHIVES  
One Bayard Drive  
Saint John, N.B. E2L 3L5

July 17, 2017  
M. Blante SCIC  
Archives



*Re Conway House  
107*



2055 ROTHESAY RD.  
RENFORTH, N.B., E2H 2K2



March 1, 1976.

Mr. Franklin O. Leger,  
Palmer, O'Connell, Leger, Turnbull & Turnbull,  
40 Charlotte Street,  
Saint John, N. B.

Re: Sisters of Charity

Dear Mr. Leger:

This is to advise that the Planning Advisory Committee of the Village of Renforth has granted the variance "Lot not serviced by a public street" in connection with the tentative subdivision plan of the property of The Roman Catholic Bishop of Saint John to the Sisters of Charity, as it is understood the property will be used solely for religious purposes.

Murdoch-Lingley Limited have been so advised and it will now be in order for them to prepare the final Subdivision Plan.

Yours truly,

*(Signature)*  
(Miss) Joan Fitzgerald,  
Secretary,  
Planning Advisory Committee.

**COPY**

SCIC ARCHIVES  
One Bayard Drive  
Saint John, N.B. E2L 3L5

*July 17, 2017  
smplautiscic  
Archivist*