



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, February 13, 2017
7:00 p.m.



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

Regular Meeting

9 January 2017

Public Hearing

9 January 2017

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Ellen Watters Rally

Wayne Arrowsmith (see item 9.1)

5. CORRESPONDENCE FOR ACTION

- 5.1 15 December 2016 Letter from Communities in Bloom RE: Canada 150 Communities in Bloom

Refer to the Parks and Recreation Committee

- 5.2 9 January 2017 Letter from NB Power RE: License Renewal for Point LePreau Nuclear Generating Station

Support license renewal

- 5.3 12 January 2017 Letter from the Kennebecasis Valley Fire Department Joint Board of Commissioners RE: Fund Reallocation

Recommend approval

- 5.4 16 January 2017 Email to resident RE: Carriage Way Flooding
16 January 2017 Email from resident RE: Carriage Way Flooding
10 January 2017 Email from resident RE: Carriage Way Flooding with attachments

Refer to the Public Works and Infrastructure Committee

- 5.5 17 January 2017 Letter from the Hon. Jocelyne Roy Vienneau RE: Canada 150 Events

Refer to staff

- 5.6 17 January 2017 Letter from resident RE: Clark Road/Gondola Point Road Crosswalk

Refer to the Public Works and Infrastructure Committee

- 5.7 23 January 2017 Letter from the Asian Heritage Society Saint John RE: Request for Letter of Support

Provide letter of support

- 5.8 28 January 2017 Letter from resident RE: Water By-law

Refer to the Utilities Committee

- 5.9 28 January 2017 Email from Mary Schryer RE: International Women's Day March 8, 2017

Refer to the Finance Committee

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5.10 7 February 2017 Letter from Brian Gillis RE: Cycling Safety

Receive for information

5.11 3 February 2017 Letter from Laurie Flood RE: 13th Annual Saint John Dragon Boat Festival August 26, 2017

Continue to provide in-kind support

5.12 7 February 2017 Email from Harry Miller Middle School RE: Funding request for Basketball Tournament

Refer to the Finance Committee

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 22 December 2016 M.A.D.D. Saint John Newsletter
- 6.2 6 January 2017 Letter from Quispamsis to the Kennebecasis Regional Joint Board of Police Commissioners RE: 2017 Budget
- 6 January 2017 Letter from Quispamsis to the Kennebecasis Valley Fire Department Joint Board of Commissioners RE: 2017 Budget
- 6 January 2017 Letter from Quispamsis to the Kennebecasis Public Library RE: 2017 Budget
- 6.3 11 January 2017 Letter to the Environmental Trust Fund RE: Support for Funding Application – Hammond River Angling Association
- 6.4 18 January 2017 Letter from the Canadian Institute of Plumbing and Heating RE: Proclamation Request for World Plumbing Day – March 11, 2017
- 6.5 31 January 2017 Letter from Operation Lifesaver RE: Rail Safety Week April 24-30, 2017
- 6.6 8 February 2017 Email from Kara Parsons RE: March 2017 Nutrition Month Proclamation

7. REPORTS

7.0 February 2017

Report from Closed Session

- 7.1 Fundy Regional Service Commission (FRSC) Update
- 7.2 16 November 2016 Kennebecasis Public Library (KPL) Board Meeting Minutes
- November 2016 KPL Librarian's Report
- 31 October 2016 KPL Comparative Income Statement
- November 2016 KPL Building Maintenance Report
- 7.3 23 November 2016 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes
- 30 November 2016 KRJBPC Statement of Financial Position
- 7.4 11 January 2017 Kennebecasis Valley Fire Department (KVFD) Meeting Minutes
- 11 January 2017 KVFD Chief's Report
- 31 December 2016 KVFD Response Report
- 23 November 2016 Kennebecasis Valley Fire Department (KVFD) Meeting Minutes
- 31 October 2016 KVFD Statement of Operations
- 23 November 2016 KVFD Chief's Report
- 31 October 2016 KVFD Response Report

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- 7.5 31 December 2016 Draft unaudited Rothesay General Fund Financial Statements
- 31 December 2016 Draft unaudited Rothesay Utility Fund Financial Statements
- 27 January 2017 Draft Finance Committee Minutes
 - Bullying Canada Inc.
 - Clean Water and Wastewater Fund (CWWF) Funding Contribution Agreement
 - Gas Tax Capital Investment Plan
- 7.6 12 January 2017 Rothesay Age Friendly Committee Notes
- 7.7 17 January 2017 Draft Parks and Recreation Committee Meeting Minutes
- 10 February 2017 Memorandum from Town Manager Jarvie
 - Rothesay Common Skating Schedule
 - Rothesay Common Webcam
 - Rothesay Common Lamppost Arms
- 7.8 18 January 2017 Draft Public Works and Infrastructure Committee Meeting Minutes
- 8 February 2017 Memorandum from Town Clerk Banks
 - Streets and Sidewalks By-law 1-17
 - Plow Truck Tenders
 - Asphalt Resurfacer
 - Diesel Storage Tank
 - Rothesay Netherwood School streetlight
- 7.9 18 January 2017 Draft Utilities Committee Meeting Minutes
- 7.10 6 February 2017 Draft Planning Advisory Committee Meeting Minutes
 - 7 Hillcrest Drive (**see item 8.4**)
- 7.11 January 2017 Monthly Building Permit Report

8. UNFINISHED BUSINESS

TABLED ITEMS

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

No action at this time

8.2 Water By-law (Tabled June 2015)

No action at this time

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

No action at this time

8.4 7 Hillcrest Drive – Rezoning

- 9 February 2017 Memorandum from Town Manager Jarvie
- DRAFT By-law 2-10-27
- DRAFT Development Agreement

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9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

Ellen Watters Rally

9 February 2017	Memorandum from Town Manager Jarvie
23 November 2016	Proposed Bill M-17 Motor Vehicle Act Revisions
26 January 2017	Email from Wayne Arrowsmith RE: Presentation
19 January 2017	Email from Wayne Arrowsmith RE: Ellen Watters Rally
1 January 2017	Rothsay Public Statement RE: Rally in Memory of Ellen Watters
23 November 2016	Executive Summary
12 January 2017	“A Metre Matters” Submission to the NB Minister of Public Safety on Amendments to M-17 Motor Vehicle Act

ADMINISTRATION

9.2 Heritage Bill C-323

8 February 2017	Memorandum from Town Clerk Banks
18 January 2017	Letter from Hon. Peter Van Loan, MP RE: Support Bill C-323 with attachment

9.3 Committee Appointments

6 February 2017	Memorandum from Mayor Grant
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OPERATIONS

9.4 Rothsay Wastewater Collection System Upgrades: Inflow and Infiltration Study

8 February 2017	Report prepared by DO McLean
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9.5 Engineering Services: General Specifications

9 February 2017	Report prepared by DO McLean
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10. NEXT MEETING

Regular meeting	Monday, March 13, 2017
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11. ADJOURNMENT

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

December 15th, 2016

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



Dear Mayor Grant,

The Town of Rothesay, as a past national finalist, is invited to participate in the Canada 150 category of the 2017 National Edition of Communities in Bloom.

The Canada 150 category is a one-time special **non-competitive** edition to provide communities with the opportunity to:

- showcase achievements in greening your community
- celebrate Canada's 150th Anniversary

To facilitate your return to the program, we have revised, and streamlined, the process by:

- modifying the evaluation grid with a 50% reduction in number of evaluated elements
- minimizing profile book requirements
- optimizing, as per your requirements, the judges visit

The evaluation will to focus on achievements in:

- Cultural Heritage including Canada's 150 anniversary
- Landscape including Urban forestry
- Floral displays
- Environmental Action

The program retains its value of providing valued information, feedback, engaging the community, showcasing and celebrating its achievements (see over for program benefits).

You will be invited to be part of the Canada 150 celebrations in our Nation's Capital during the 2017 Symposium and Awards Ceremonies from September 13 to 16, 2017 (more details - over).

Looking forward to your participation in 2017.

Sincerely,

Bob Lewis
National Chair

Raymond Carrière
Founding President

c.c. Mr. Charles Jensen



People, Plants and Pride... Growing Together | Citoyens et espaces verts en harmonie... une société florissante

112, Terry Fox
Kirkland (Québec)
H9H 4M3

T 514 694-8871
F 514 694-3725

E-Mail/Courriel : bloom@cib-cef.com
Web Site : www.communitiesinbloom.ca
Site Internet : www.collectivitesenfleurs.ca

cibcef
 communitiesinbloom

Communities in Bloom Program Benefits

Since 1995, participating municipalities have recognized, in addition to the significant aesthetic enhancement of their community, the following:

Economic benefits

- Best practices and information exchange
- Valuable information and feedback from the judges
- Marketing, promotional opportunities and tourism promotion

Social benefits

- Increased civic pride, community involvement and improved quality of life
- Mobilization of citizens, groups, businesses and municipality working together
- Information exchanges with national and international communities

Environmental stewardship

- Promoting recycling, composting and waste reduction
- Preservation of green space, urban forest and natural eco systems
- Responsible use of water and energy resources

Symposium on parks and grounds - Delta Ottawa Downtown September 13 to 15

- networking activities with communities from Canada, USA, Europe and Asia
- presentations and conferences for national and international speakers on
 - green spaces and urban forests
 - community engagement
- promotional opportunities for all communities
 - presentations on local community activities
 - panel discussions
- technical visits
 - National Capital parks and green spaces
 - MosaiCanada 150 Gatineau 2017

Awards Ceremonies and Banquet at the Canadian Museum of History - September 16

- presentation of 2017 Maple Leaf Awards
- announcement of National and International Results
- *and the finale...* a Banquet in the Grand Hall with its unrivalled view of Parliament Hill

To register please visit: www.communitiesinbloom.ca/cib2017

For any further information, contact us at bloom@cib-cef.com or (514) 694-8871 ext 3

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

2017 COMMUNITIES IN BLOOM SPECIAL CANADA 150 NATIONAL EDITION



RECOGNIZE AND SHOWCASE YOUR PARTICIPATION
IN CANADA 150 CELEBRATIONS

Participate to earn your Special Edition Maple Leaf Ratings



■ **a one-time special non-competitive category to:**

- Showcase achievements in greening your community
- Celebrate Canada's 150th Anniversary and Restructured to facilitate participation



■ **a snapshot and report card of your community in 2017 with focus on achievements in:**

Cultural Heritage including Canada's 150th Anniversary
Landscape including Urban forestry
Floral displays
Environmental Action

Communities in Bloom will proudly showcase community efforts in celebrating Canada's 150th Anniversary

For registration information, please visit www.communitiesinbloom.ca/cib2017



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112, Terry Fox
Kirkland (Québec)
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 communitiesinbloom

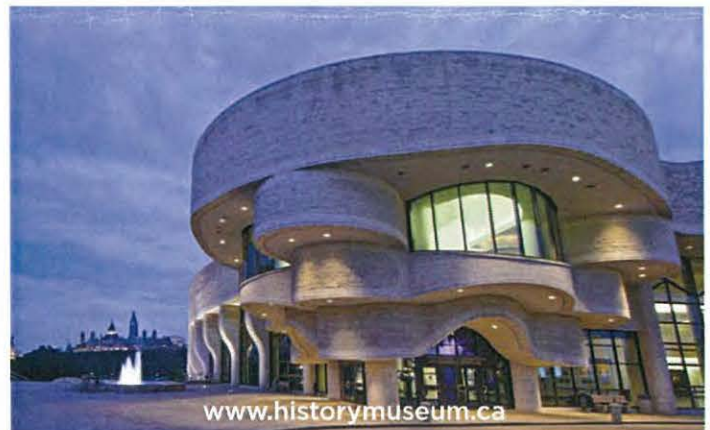
**NSP & G
SNP & EV**
NATIONAL SYMPOSIUM ON PARKS & GROUNDS

**2017 NATIONAL AND INTERNATIONAL
AWARDS CEREMONIES**

September 13 to 16, 2017

Celebrate your achievements in
our National Capital Region

in partnership with the



MOSAIC CANADA 150
GATINEAU 2017

A gathering to celebrate the
150th anniversary of Confederation

CANADA 150



Please visit www.communitiesinbloom.ca/symposium-awards for regular updates



Énergie NB Power

January 9, 2017



Dr. Nancy Grant, Mayor of Rothesay
Members of Council
Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5

Mayor and council,

New Brunswick Power's Point Lepreau Nuclear Generating Station has been proudly producing safe, reliable electricity for the people of our province for more than three decades. In fact, about one third of the province's electricity is generated at the Point Lepreau station.

While nuclear power is a technical business, it is one that relies on the commitment of people to be successful. This includes our station leaders, our 800-plus employees and our community partners who work with us on many initiatives from emergency preparedness to environmental projects around the station and in the neighbouring regions. We are grateful for this strong community support and collaboration.

In the town of Rothesay, these partners include community leaders involved in social and environmental initiatives as well as Point Lepreau's skilled workers who share their pride and commitment for operational excellence in the work they do every day.

A nuclear station provides electricity. It also provides excellent knowledge-sector jobs, contributes to the local economy and creates opportunities for environmental, social and educational initiatives in the surrounding communities.

The station's regular five-year license is due for renewal in June 2017. The review process is underway by the Canadian Nuclear Safety Commission (CNSC), the federal regulator for nuclear operations in Canada. CNSC staff members are also present on the Point Lepreau site year round and provide us regular feedback and evaluation. Last summer, the CNSC confirmed the strength of our operations in its yearly industry report, where it stated the station meets all safety expectations.

Nothing is more important to us than the safety of our Station, employees, the environment and the surrounding communities. As outlined in my presentation to council, January 9, 2017, Point Lepreau has several initiatives to ensure safe operations and robust emergency planning.

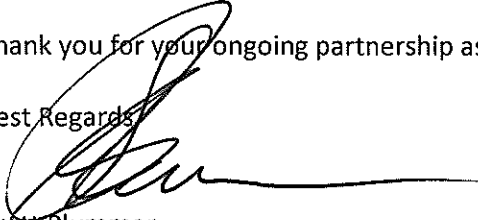
As part of the licence renewal process, the CNSC welcomes submissions from communities and stakeholders associated with the station. Today I am seeking your support for our licence renewal

Attached is a copy of the presentation provided January 9. It outlines many of the safety, reliability, environmental and cost measures Point Lepreau is taking on behalf of the people of New Brunswick.

The submission deadline is March 27, 2017. Information on the submission process will be forthcoming from Kathleen Duguay, Manager, Community Affairs and Nuclear Regulatory Protocol.

Thank you for your ongoing partnership as a valued neighbour and for your consideration of this matter.

Best Regards,

A handwritten signature in black ink, appearing to read 'Brett Plummer', with a long horizontal flourish extending to the right.

Brett Plummer
Vice President Nuclear and Chief Nuclear Officer

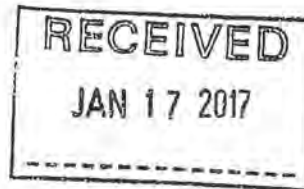
Cc: K. Duguay, Manager, Community Affairs and Nuclear Regulatory Protocol



Kennebecasis Valley Fire Department Inc.

Chief ~~Bill Ireland~~ 2017 February 13 Open Session FINAL_023 Deputy Chief Dan McCoy

7 Campbell Drive, Rothesay, NB E2E 5B6
Phone (506) 848-6601 Fax (506) 848-6608
Email: admin.kvfd@nb.aibn.com



January 12, 2017

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

COPY

Your Worship and Members of Council:

At the January 11th meeting of the Kennebecasis Valley Board of Fire Commissioners, a recommendation from our Finance Administrator was put forward to reallocate \$54,000 from the forecast surplus in the 2016 operating budget to pay for the 2016 approved capital purchases. The Board gave approval to the recommendation in principle but feels that such action would require approval of both Municipalities as it would represent a change to the approved 2016 Capital budget and require the use of operating funds for capital purchases.

As of the date of this letter, the year-end financial statements have not been completed but we are projecting a 2016 operating surplus of approximately \$150,000. As this surplus has been accumulating over the course of the year, we have had sufficient cash flow to complete the approved capital purchases without requisitioning funds from the Municipalities.

The proposal to reallocate operating funds to capital represents an effort to reduce the overall 2016 surplus and to reduce the Municipalities overall fire protection costs. We respectfully request that you approve the reallocation of \$54,000 in surplus operating funds to pay for the approved capital equipment.

Respectfully,

A handwritten signature in cursive script, reading "Brian E. Shanks".

Brian Shanks, Chair
Kennebecasis Valley Fire Department Joint Board of Commissioners

cc: Town of Quispamsis

From: Nancy Grant

Sent: January-16-17 12:54 PM

To: Grant Brennan; Miriam Wells; Matthew Alexander; Don Shea; Tiffany Mackay French; Peter Lewis; Bill McGuire; [REDACTED]

Subject: Re: Carriage Way flooding

Good Morning [REDACTED],

Thank you for your e-mail outlining the concerns with water in your neighbourhood. I am sorry that you and your neighbors have been having these issues.

By copying the Town Manager and Town Clerk on this response, I am asking Staff to respond to the concerns, and I am also asking that your e-mail be added to the next Council agenda.

Thank you for bringing this matter to our attention

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.

From: [REDACTED]
Sent: Monday, January 16, 2017 12:20 PM
Subject: Fwd: Carriage Way flooding
To: Miriam Wells <miriamwells@rothesay.ca>, Grant Brennan <grantbrenan@rothesay.ca>, Nancy Grant <nancygrant@rothesay.ca>, Matthew Alexander <matthewalexander@rothesay.ca>, Don Shea <donshea@rothesay.ca>, Tiffany Mackay French <tiffanymackayfrench@rothesay.ca>, Peter Lewis <peterlewis@rothesay.ca>, Bill McGuire <billmcguire@rothesay.ca>
Cc: [REDACTED]

Before I start I would like to first take this opportunity to thank you mayor, deputy mayor and councillors for taking the time to read my/our concerns relating to the above noted subject.

As you will see by the string of emails below I have attempted to source the proper channels for being heard, however, I have not received a response. Therefore, I am sending the issue to your attention in hopes that you can guide me in the appropriate direction. As mentioned below, we have serious flooding issues on our street that need to be addressed. I know that a number of you campaigned in our area last election and during conversations with myself and neighbours you noted that you were already aware of these concerns. There are a number of safety related issues pertaining to this matter other than it simply being a nuisance. First, many of us have children that must stand on the corner of Longwood and Carriage Way to catch the bus each and every morning. This section is coated with ice and is extremely dangerous due to the traffic. Please note the kids must walk the icy street to arrive at the bus stop. Second, people backing and driving out of their driveways who are unable to stop due to the ends of all our driveways being ice packed. Third, as noted below the slips and falls to pedestrians.

You will note I have copied the other residents of the affected area, 20+ homes. Each at a value of 350k to 500k, this results in a minimum of \$85,000.00 + in taxes for our town. I feel that having the issue resolved in a timely manner is a fair request.

I will also forward recent pictures for those of you unfamiliar with our street and its issues under separate email.

Once again, I would like to thank you for your time. I, along with my neighbours, look forward to a positive and quick reply. If you have any questions and or comments please feel free to contact me at any time.

[REDACTED]
8 Carriage Way
[REDACTED]

Please note that I have copied the following individuals on the above email.

[REDACTED] #44 Longwood Drive

[REDACTED] #2 Carriage Way

[REDACTED] #3 Carriage Way

[REDACTED] #4 Carriage Way

[REDACTED] #5 Carriage Way

[REDACTED] #6 Carriage Way

[REDACTED] #7 Carriage Way

[REDACTED] #8 Carriage Way

[REDACTED] #9 Carriage Way

[REDACTED] #10 Carriage Way

[REDACTED] #11 Carriage Way

[REDACTED] #12 Carriage Way

[REDACTED] #13 Carriage Way

[REDACTED] #14 Carriage Way

[REDACTED] #15 Carriage Way

[REDACTED] #16 Carriage Way

[REDACTED] #17 Carriage Way

[REDACTED] #18 Carriage Way

[REDACTED] #19 Carriage Way

[REDACTED] 48 Longwood Drive

[REDACTED]

Begin forwarded message:

From: [REDACTED]
Date: January 10, 2017 at 11:47:42 AM
AST To: <brettmclean@rothesay.ca>
Cc: Beverley Cote <beverleycote@rothesay.ca>
Subject: Fwd: Carriage Way flooding

Good morning, I sent a number of emails last week and have received no response. Please confirm if you will be addressing my concerns or please advise who I should be dealing with moving forward. Thxs in advance.

[REDACTED]

Begin forwarded message:

From: [REDACTED]
Date: January 5, 2017 at 10:04:00 AM AST
To: brettmclean@rothesay.ca
Subject: Carriage Way flooding

Good morning Brett, my name is [REDACTED] and I am located at 8 Carriage Way. I built my house just over 7 yrs ago and have been dealing with water issues in my yard ever since. Granted, it is not every day of course only when it rains or snows and melts, that said it seems to be often enough. I have sent similar emails a couple yrs ago and my understanding is that a number of my neighbors have also sent letters/emails, of course only what I have been told. I am sure that you are aware of the flooding/water issues related to Carriage way, as your plows will make special/extra trips to salt and sand as they have this past week. During the holidays the road was especially bad to the point that while walking home from local neighbors I have fallen twice, I am aware of others as well. I have taken the liberty of attaching photos from the last 3 days so that you can see firsthand what I am dealing with. I am taking this first step on my own in attempts in resolving this issue. If you could get back to me I would appreciate it. I look forward to your response, thxs in advance.

I am sending the pictures in a separate email, Thxs.

[REDACTED]
8 Carriage Way
[REDACTED]

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2017February13OpenSessionFINAL_029



2017February13OpenSessionFINAL_030



2017February13OpenSessionFINAL_031



2017February13OpenSessionFINAL_032



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2017February13OpenSessionFINAL_036



2017February13OpenSessionFINAL_037



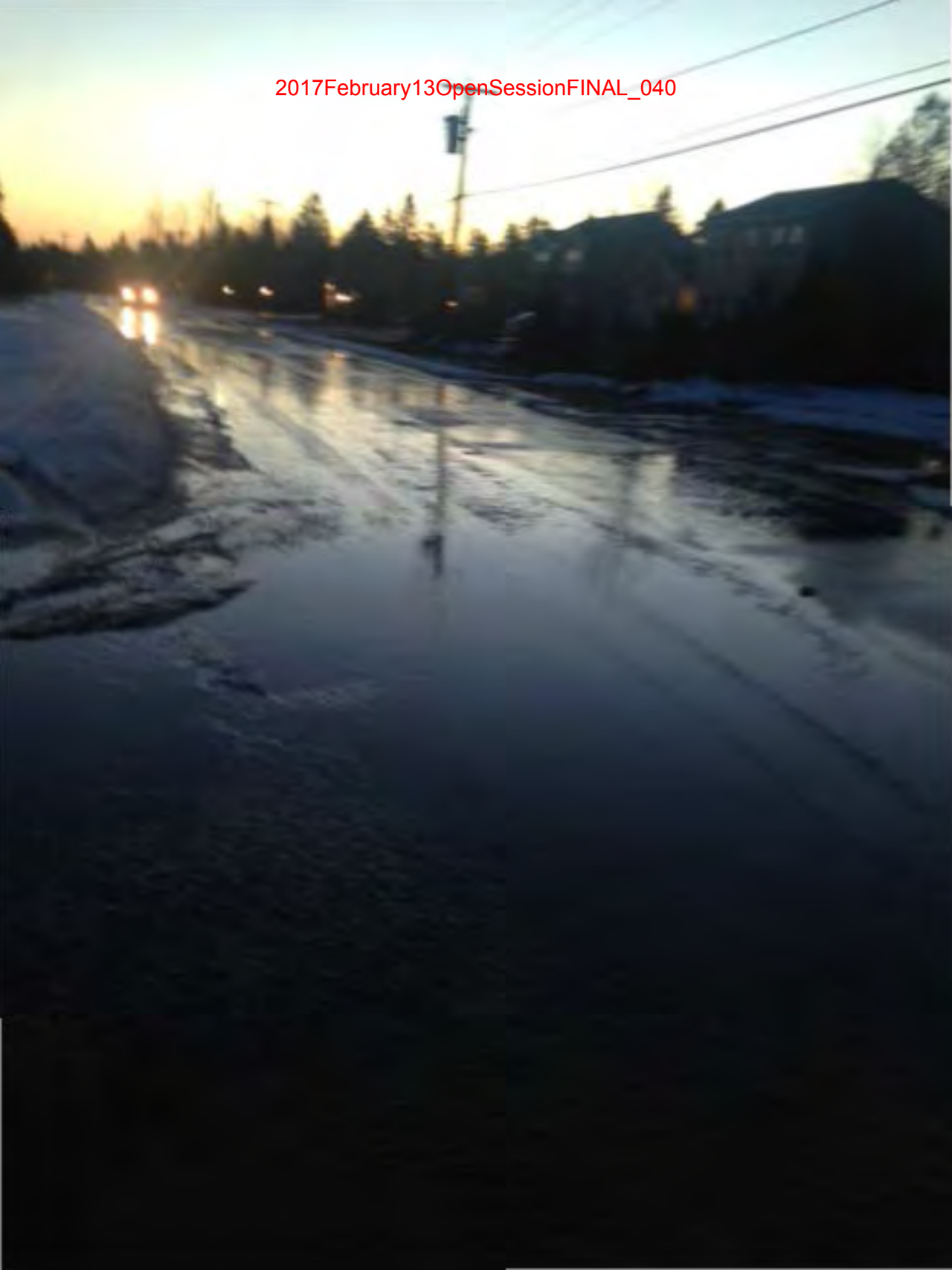
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2017February13OpenSessionFINAL_039



2017February13OpenSessionFINAL_040



2017February13OpenSessionFINAL_041



2017February13OpenSessionFINAL_042



2017February13OpenSessionFINAL_043



2017February13OpenSessionFINAL_044



2017February13OpenSessionFINAL_045



2017February13OpenSessionFINAL_046



2017February13OpenSessionFINAL_047



2017February13OpenSessionFINAL_048





January 17, 2017

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



Dear Mayor Grant,

As New Brunswick joins the rest of the country in anticipation of Canada's 150th Anniversary in 2017, I am writing to ask for your assistance. I know your community will be making plans to celebrate this milestone, and as New Brunswick's 31st Lieutenant-Governor, it is my hope to participate in as many of these events as possible.

New Brunswick is one of the four original provinces, New Brunswick is the site of the first established settlement by European explorers, and New Brunswick has a leadership role in the formation of Canada. Therefore, "New Brunswick 150" is an important part of "Canada 150"! I know there are 150 New Brunswick stories to be told, 150 events in New Brunswick history to be recognized and 150 New Brunswickers to be honoured. I hope you will keep me apprised of the events to take place in your community throughout 2017, because I would like to join in your celebrations, if at all possible.

I encourage you to contact my office with details on your specific events, and how I might play a role in celebrating your citizens, your community and your role in Canada's 150th Anniversary.

I look forward to hearing from you!

With respect,

The Honourable Jocelyne Roy Vienneau, O.N.B.
Lieutenant Governor of New Brunswick

-----Original Message-----

From: [REDACTED]

Sent: January-17-17 5:13 PM

To: Rothesay Info

Subject: Cross walk junction onClark Road at the junction of Clark Road and the Gondola Point Road

Dear Mayor and Council

There has been a concern for sometime voiced by myself and others regarding the unsafe situation at the junction of the Clark and Gondola Point Roads.

The cross walk on the Clark Road is wider than most and traffic approaches from three directions. Vehicles proceeding west on the Clark Road have a STOP sign before they proceed Right or Left. The vehicles on the Gondola Point Road travelling either north or south do not have a STOP sign and can turn onto the Clark Road from both directions without decreasing their speed. The fact that the roads are not at a right angle allows drivers to navigate the turn at increased speed.

The situation has been made more critical with the increased volume of traffic resulting from the recent new developments along the Gondola Point Road. All in all it is a precarious situation with a serious accident "waiting to happen". The risk of injury to pedestrian traffic is real and the liability factor for the town of Rothesay is significant.

There is absolutely NO protection for an individual in the cross walk.

I have been in the middle of the cross walk many times when vehicles are approaching and have been very concerned for my safety.....

The installation of Pedestrian Crossing Lights on the Gondola Point Road at River Road is to be commended but it in no way relieves the need for an up graded pedestrian crossing of the Clark Road at it's junction with the Gondola Point Road.

Sincerely

[REDACTED]

Sent from my iPad

From: Mary Jane Banks
Sent: January-23-17 12:32 PM
To: [REDACTED]
Cc: Nancy Grant
Subject: RE: Letter of support

Good morning and thank you for your email.

Your request for a letter of support will be forwarded to Rothesay Council for consideration at its regular meeting on February 13, 2017.

If you have any questions or require any further information, please feel free to contact me at your convenience.

Mary Jane

Mary Jane E. Banks, BComm, NACLA II
Town Clerk - Rothesay
Director of Administrative Services
70 Hampton Road
Rothesay, NB E2E 5L5

MaryJaneBanks@rothesay.ca

p (506)848-6664

f (506)848-6677



Before printing, please think about the environment

Respectez l'environnement, réfléchissez avant d'imprimer

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

From: Ophelia Maestrado [REDACTED]
Sent: January-23-17 11:21 AM
To: Rothesay Info
Cc: Beverley Cote
Subject: Letter of support

Honorable Mayor Nancy Grant

In behalf of the Asian Heritage Society of Saint John, we are very thankful for the continued support from the city of Rothesay for the last previous years that we are celebrating the May-Asian Heritage Month in Saint John. We had been collaborating with KV library for our various activities and tried to reach out the public not only in the greater Saint John area but also in our neighboring cities.

We are now in preparation for this year's Asian Heritage Month Celebration and funding applications from CIC, and Canadian Heritage.

In this connection, we are again asking a letter of support from your office as one of our supporting documents for the said application.

Please address your letter of support to; Asian Heritage Society of New Brunswick, Saint John Chapter, mentioning "for the CIC application under the Inter-Action Multiculturalism Grants and Contributions Program for May 2017 Asian Heritage celebration in the Greater Saint John."

Please let me know when the letter is ready for pick up. Our application will be submitted once it is available. Appreciate a lot for your help and assistance.

Respectfully yours,

Ophelia S. Maestrado
AHS-SJ Chapter
Officer / Board member

January 28, 2017

2017February13OpenSessionFINAL_053

[REDACTED]
184 Gondola Point Road
Rothesay NB, E2E 2A6

Honorable Mayor Nancy Grant and Councillors
70 Hampton Road
Rothesay, NB
Canada E2E 5L5

Dear Honorable Mayor Nancy Grant and Councillors

RE: Town of Rothesay Water By-Law

I [REDACTED] have lived in Rothesay for Thirty (30) years with my wife [REDACTED] and son [REDACTED]. [REDACTED] and I both agreed that Rothesay area was where we wanted to live and raise our son.

I received a letter Friday January 13, 2017 from Douglas MacDonald, Treasurer for the Town of Rothesay. This letter was in regards to utility charges, Water By-Laws, and Rates. I did call Mr. MacDonald on Monday January 16, 2017 to discuss the content of the letter and my dissatisfaction with what the Town of Rothesay was proposing to enforce. Mr. MacDonald informed me that these By-Laws were not new and have been in effect for some time now. Upon researching this I discovered the by-law was enacted in 2005. Seven years after amalgamation (1998).

I must tell you that I was shocked when Mr. MacDonald told me this. I remember a couple of years ago, when the Town install the water line up Gondola Point Road to accommodate the developer who was building two new apartment buildings across the street from me. You see the Town of Rothesay did include laterals to the home owners on the Gondola Point Road at no charge to the home owners, stopping at the house beside mine. So, you can imagine my surprise when I read this letter informing me that I was going to incur a "Fixed Charge Fee" from the Town of Rothesay, invoiced quarterly, simply because there was a water line installed under the Gondola Point Road and I do have access to this water line if I wanted to connect to it. I did speak with the Honorable Mayor Nancy Grant who informed me that the developer incurred the cost of laying the water line to

2017 February 13 Open Session FINAL 1054
the apartment complex which included the laterals to the property along Gondola Point Road. I'm sure there was concessions agreed to by both parties.

Let's say I do proceed to hire a contractor to connect the town water to my house. This means I would have to pay to dig up my property, remove the sidewalk, excavate the area of the Gondola Point Road over the water line, while this is going on the traffic must be diverted; which would total hundreds of vehicles traveling along the roadway. Maybe I will get lucky and all the work is completed with no incidents, just a huge bill for me to pay.

But what if a few years go by and the Town of Rothesay starts having issues with the water line. So, the Town informs me and all the other residents who incurred a huge expense to hookup town water, we the residents must dig up the water line again at our expense.

This is so wrong. The time to be discussing this issue is not a year and a half after the new water line was commissioned and sign off on. The Town of Rothesay should have made the property owners aware of this by-law during the planning stage and proposals that could have made this lateral tie-in transition work for all parties' concern.

I would like to refer to Rothesay Council open session minutes Monday February 11, 2003.

Section 4. Delegations, paragraph 4.2 Gondola Point Road Water Line (see 9.3) Adam Hoar.

Mr. Adam Hoar, A. Malcolm Properties Ltd. Appeared before Council with a request for cost sharing to extend the Town water line on Gondola Point Road to accommodate a high-end luxury apartment complex at 177 Gondola Point Road. There was discussion with respect to the following: target market and demand; **increase in property taxes** to the benefit of the Town but not the utility; cost of request approximately \$70,000; waterline extension may **generate additional revenue** with new customers; the request is fairly significant with very little detail about the project; could be **precedent-setting and a subsidy to one property owner is at the expense of another**. Clarification was requested with respect to the request:

- Developer will install the infrastructure
- Town asked to waive utility hook-up fees
- Town asked to resurface the roadway and cover associated engineering cost. (<http://www.rothesay.ca/>)

2017 February 13 Open Session FINAL 055
It was also noted there are other cost associated with the development, including protective services.

So, I ask myself, “Why didn’t the Town of Rothesay send letters, knowing this would be precedent-setting and subsidy to property owners’ making the property owners’ aware of the new water line proposal and the water by-law?” Maybe the simple answer is “They don’t have to”? Or could it be they really don’t want the property owners: to tie-in to the new water line. After all the by-law ensures the Town an additional revenue of \$150.00 a year from each property owner and the town doesn’t have to pay out any additional monetary expense. Also, the water line which was install to accommodate the new apartment complex dead ended which created a lot of issues with no water circulation. The town was having to flush this line quite frequently but now that the water line ties into the existing line down the road further, they don’t have to perform this task as often, reducing the cost to maintain this infrastructure.

There may have been a need for this by-law twelve (12) years ago, but not today. I truly believe since the amalgamation the Town of Rothesay has grown considerably; there are more businesses and population than ever before. Also, the property assessments for serval years has increased substantially which means more revenue generated for the town. The taxes we pay every year should cover the infrastructure required to install water lines, laterals and associated hardware for this new water line on Gondola Point Road and every where else in Rothesay.

Therefore, I am requesting that the Town of Rothesay:

- Incur the cost of extending the laterals to the property line on the Gondola Point Road using the shortest route reducing the cost to the property owner and
- Amend the water by-law to ensure this will occur going forward or
- waive the “Fixed Charge Fee”.

Respectfully



From: Nancy Grant
Sent: January-28-17 7:29 PM
To: Mary Jane Banks
Subject: Fwd: International Womens Day

Dr. Nancy Grant
Mayor

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

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

From: "Mary Schryer" [REDACTED]
Date: Sat, Jan 28, 2017 at 4:01 PM -0400
Subject: Re: International Womens Day
To: "Nancy Grant" <NancyGrant@rothesay.ca>

Hi Nancy see below

On Sat, Jan 28, 2017 at 3:42 PM Nancy Grant <NancyGrant@rothesay.ca> wrote:

Hi Again Mary,

Before I take this to Council, could you provide me with a bit more detail please?

- what is the dollar value of the Quispamsis sponsorship?

\$600 cap for food only I have also asked them to provide the site

- what is the dollar value of the sponsorship you are requesting of Rothesay?

\$600.00

- is the cost of food part of, or above, the sponsorship? Yes all the food cost

- would the Town be responsible for planning the program, getting speakers, etc, or do you do that?

The does not have to be involved in the planning but we do ask the town to allow persons to register by calling the town so we numbers for food and to cut off registration like we had to last year.

We arrange for media , speaker, invitations, music, food, gift for the guest speaker

Any other details you could provide would be helpful.

Thanks,

Nancy

Dr. Nancy Grant
Mayor

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

From: Mary Schryer [REDACTED]
Sent: Saturday, January 28, 2017 2:47 PM
Subject: International Womens Day
To: Nancy Grant <nancygrant@rothesay.ca>

Dear Mayor and Council

Over the last 6 years it has been my pleasure to plan, promote and deliver a event to celebrate International Women's on the 8th .

The Town of Quispamsis has been a sponsor every year providing us with a location and financial assistance.

We encourage people no matter where they live in the Valley to attend and enjoy a guest speaker and to share in a light lunch.

I have approach the Town of Quispamsis to assist with the event and would like to extend a invitation to the Town of Rothesay to also become a sponsor.

A request has gone to the Mayor and Council of Quispamsis to provide a site for the event and to assist financially. The request to the Town of Rothesay is for financial assistance and to consider hosting the event in your town next year.

I look forward to hearing from you.

Respectfully Mary Schryer

International Women's Day May 8th /2017

IWD 2017 campaign theme: #BeBoldForChange

For International Women's Day 2017, we're asking you to #BeBoldForChange.

Call on the masses or call on yourself to help forge a better working world - a more gender inclusive world.

Cycling Safety

2017-02-07

Rothsay Mayor and Councilors



I've recently received a letter from the Director of Operations indicating that two of my major cycling safety concerns submitted last August will be addressed in the spring. Additionally, signage at intersections will be improved so all road users have instruction regarding bicycle positioning. This extremely positive!

It is a precarious task to promote a culture of continuous improvement because we are addressing system shortcomings and inevitably accusations of being negative or petty or meddling or simply complaining will be uttered which in turn breeds disdain. I encourage you to look beyond the messenger and think about the safety of our children and grandchildren.

The municipality's responsibility for cycling safety does not end at white stripes painted on the pavement. Maintenance becomes more important as there is now an expectation of a space safe for cyclists. Addressing bike lane obstructions when they are reported enhances safety during the cycling season projecting a positive image of Rothsay as a cycling friendly community. Cycling groups want open communication with acknowledgment that their concerns are being heard.

Regular and continuous promotion of active transportation is important as well. Most road users do not know what the signs mean or cyclists/motorists responsibilities. It is my understanding that there were at least four bicycle/motor vehicle accidents in our area last year, one in a Rothsay bike lane from which the cyclist is still recovering. Local cycling clubs want to partner with the municipality in educating motorists/cyclists to reduce these incidents.

The document "priorities of Rothsay town council 2016-2020" does not mention our Active Transportation Plan although the Wells link, part of our AT system, is listed for completion this year. Bike lanes can be added to route 111 in addition to the off road trail for those who don't want to dismount and utilize pedestrian crossings. Active transportation is supposed provide non motorized connection

Cycling Safety

from Wells fields to the hillside trail as well as a home in French Village to the Superstore.

Some synergies exist between recreation and active transportation but the differences are clearly described in our ATP. We must continue to develop bike lanes, pave shoulders and correctly align existing roadway lines to enhance connectivity and safety. There are still many inexpensive additions to be completed. Every time infrastructure is mentioned we must ask how active transportation can be incorporated or improved.

From a trail perspective in our ATP, the Fairvale trail has the potential to connect eight schools, Miller fields, Rothesay rink and the Qplex by a largely off road system of active transportation routes using existing railroad crossings.

It is expected that following the death of Ellen Waters the cycling community will no longer sit idly by when cycling safety issues appear. So, in keeping with councils' communication priority, we should clear the path for those issues to be addressed. The main point of my submission last August has been lost so I'm making it here again in plain language. All cycling safety concerns sent to Rothesay@Rothesay.ca should be honored with an acknowledgement and reply stating the path forward.

To initiate the process please follow up your request to the PWI committee and get detailed answers to each of the eight remaining safety concerns that I submitted in August. Items 3 and 7 are complete, items 1 and 2 are pending. Let's work together with cyclists and cycling clubs to increase cycling safety at every opportunity.

As always, I will make myself available should anyone wish to discuss further.

Thank you, and I look forward to your reply.

Brian Gillis



February 3, 2017

Mayor Nancy Grant
Town of Rothesay
Rothesay NB E2E 5L5



Dear Mayor Grant,

I am writing on behalf of St. Joseph's Hospital Foundation to request your support of the 13th Annual Saint John Dragon Boat Festival scheduled August 26, 2017 at the Renforth Wharf in Rothesay. In addition to being one of New Brunswick's most anticipated summer events, the Festival brings together the community in support of excellence in healthcare for all of us.

This year the Foundation has committed to supporting Urgent Care and the Eye Clinic. Both departments provide vital services to our community. St. Joseph's **Eye Clinic** had 8,502 visits last year. Our Ophthalmologists have requested a Pattern Retinal Laser. The laser is cutting edge and will help treat the most complex of blinding diseases. For patients this **new technology is more comfortable, less time consuming and provides treatment right here at home.**

Treating more than 30,653 patients last year, St. Joseph's **Urgent Care** offers acute/episodic health services to Saint John and surrounding communities. St. Joseph's Urgent Care is the only healthcare facility providing urgent walk in care in the uptown core. Medical staff have requested the Foundations continued support through the purchase of Integrated Wall Systems, providing integrated technology for digital blood pressure, temperature, oxygen saturation and heart rate recording. Placing current technology at the clinician's fingertips – **resulting in optimal patient care, reduced wait times and improved patient experience and outcomes.**

With the support of our partners, the Saint John Dragon Boat Festival has empowered St. Joseph's Hospital staff to go beyond standard care and deliver excellence to the entire community. Your continued investment will help St. Joseph's Hospital optimize limited operating funds by supporting **leading edge care that will be more efficient and patient focused.**

Supporting the Festival provides corporate exposure and recognition throughout the community of your commitment to excellence in healthcare. Please consider joining us for the 2017 Saint John Dragon Boat Festival.

If you have any questions please feel free to contact me at (506) 632-5596 or alternatively at Laurie.Flood@Horizonnb.ca.

Sincerely,

Laurie

Laurie A. Flood
Executive Director

Nancy we look forward to having the Town of Rothesay involved in this year's festival.

St. Joseph's Hospital Foundation

Laurie

A Very Canadian Dragon Boat

Come celebrate one of New Brunswick's most anticipated summer events – The Saint John Dragon Boat Festival. Held on the beautiful Kennebecasis River, the races are a sight to behold with over 1,000 paddlers and thousands of spectators.

In addition to the thrilling Dragon Boat races the Festival offers something for everyone:

- *Live Multicultural Entertainment*
- *Fun and Crafts in the Children's Village*
- *Tantalizing Cuisine in the Festival Marketplace*

.....and so much more.

Be a part of the excitement and join us as we host the 13th Annual Saint John Dragon Boat Festival in support of St. Joseph's Hospital Foundation.

To secure your sponsorship call 632-5595.

TELEGRAPH-JOURNAL

PRESENTS



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

2017

Why This Matters

In addition to being one of New Brunswick's most anticipated summer events, the Saint John Dragon Boat Festival brings together our community in support of St. Joseph's Hospital and excellence in healthcare for all of us. This year the Festival will focus on support for Urgent Care and the Eye Clinic at St. Joseph's Hospital. Both departments provide vital services to our community.

St. Joseph's **Eye Clinic** had 8,502 visits last year. Our Ophthalmologists have requested a Pattern Retinal Laser for the treatment of retinal disorders including glaucoma and other diseases of the eye. The laser is cutting edge and will help treat the most complex of blinding diseases. For patients this new technology is more comfortable, less time consuming and provides treatment right here at home.

Treating more than 30,653 patients last year, St. Joseph's **Urgent Care** offers acute/episodic health services to Saint John and surrounding communities. St. Joseph's Urgent Care is the only healthcare facility providing urgent walk in care in the uptown core. (Approximately 60% of these patients do not have a family physician and rely on Urgent Care for their health needs).

Urgent Care is staffed with highly skilled specially trained medical professionals who have requested the Foundations continued support of excellence and innovation through the purchase of Integrated Wall Systems. The new wall systems will provide integrated technology for digital blood pressure, temperature, oxygen saturation and heart rate recording. Current technology at the clinician's fingertips – resulting in optimal patient care, reduced wait times and improved patient experience and outcomes.

With the support of our partners, the Saint John Dragon Boat Festival has empowered St. Joseph's Hospital staff to go beyond standard care and deliver excellence to you, you're loved ones and the entire community. Your investment will help St. Joseph's Hospital optimize limited operating funds by supporting leading edge care that will be more efficient and patient focused.

Supporting the festival provides corporate exposure and recognition throughout the community of your commitment to excellence in healthcare. Please consider joining us for the 2017 Saint John Dragon Boat Festival.

Join us!
August 26, 2017
Renforth Park



2017 SAINT JOHN DRAGON BOAT FESTIVAL

SPONSORSHIP BENEFITS

The Saint John Dragon Boat Festival offers a variety of partnership opportunities. Community minded businesses may partner at any of the following levels:

Sponsorship Level	Pacer	Paddler	Drummer	Steers	Presenting
Investment	\$1,000	\$2,500	\$5,000	\$10,000	\$30,000
Alternative Investment	or \$2,000 in kind	or \$1,500 cash & \$2,000 in kind	or \$3,000 cash & \$4,000 in kind	or \$6,000 cash & \$8,000 in kind	or \$15,000 cash & \$20,000
Name inclusion in event logo					
Audio recognition Radio Ads					
Welcome letter in Souvenir Program					
Signage at Team Captains Meeting					
Opening Ceremonies Involvement					
Closing Ceremonies Involvement				Yes	Yes
Complimentary team entry				Yes	Yes
*Logo on print collateral				Yes	Yes
Souvenir program insert opportunity				Yes	Yes
Title of Race Category/Activity				Yes	1st Overall
*Logo on Festival Banners			Yes	Yes	Yes
Special on-site promotional opportunities			Yes	Yes	Yes
Industry exclusivity guaranteed			Yes	Yes	Yes
Promotional tent on site (sponsor supplied 10'x10')			1	1	2
Title of Industry Heat (first round)		Yes	Yes		
*Logo on volunteer t-shirts		Name	Yes	Yes	Yes
Banners on site (sponsor supplied 3' x 10')		1	2	3	5
*Logo on event posters	Name	Yes	Yes	Yes	Yes
Ad in Souvenir Program	1/8 page	1/4 page	1/2 page	Full Page	Back Cover
Public Address/ Main Stage Announcements	2	3	4	6	10
Recognition on Festival Print Advertising	Name	Yes	Yes	Yes	Yes
Recognition on Festival Web site	Name	Yes	Yes	Yes	Yes
Use of Saint John Dragon Boat Logo	Yes	Yes	Yes	Yes	Yes
Complimentary VIP Pass	2	4	4	6	10
VIP Parking Pass	1	1	2	2	4
*Above items subject to cut off dates					

Thank You
We're proud to
announce that the
Telegraph-Journal
has joined us for
our Thirteenth
year!

Thank you for your consideration of the Saint John Dragon Boat Festival.

We look forward to having you on board.

For more information please contact St. Joseph's Hospital Foundation
at 506-632-5595 or DragonBoatFestival@HorizonNB.ca

www.sjdragonboat.ca

Doug MacDonald

From: Beverley Cote
Sent: February-07-17 1:06 PM
To: Doug MacDonald
Subject: FW: Rothesay Grant Application
Attachments: Town of Rothesay Grant.pdf

Bev Côté
Receptionist
Rothesay
506-848-6600

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.

-----Original Message-----

From: Throop, Cheryl (ASD-S) [REDACTED]
Sent: February-07-17 12:56 PM
To: Rothesay Info
Subject: Rothesay Grant Application

Hello,

Please see attached The Rothesay Grant Application for our upcoming tournament on Feb 18th and 19th.

Thank you.

Cheryl Throop
PE Teacher & Athletic Director
Harry Miller Middle School
63 Hampton Road
Rothesay, NB E2E 5L6
849-5515

2017February13OpenSessionFINAL_065

Home of the Blue Bears

This message is intended for the person to whom it is addressed and is to be treated as confidential or private communications. It must not be forwarded unless permission has been received from the originator. If you have received this message inadvertently, please notify the sender and delete the message. Then delete your response. Thank you for your cooperation.

Ce message est destiné à la personne désignée dans la présente et il doit demeurer confidentiel. Il ne doit pas être réacheminé sans la permission de l'expéditeur. Si ce message vous a été envoyé par erreur, veuillez aviser l'expéditeur et effacer le message. Effacez ensuite votre réponse

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: Feb 7th, 2017

Applicant: ^{Miller}Harryn Middle School

Address: 63 Hampton Road

Contact: Cheryl Throop Tel: [REDACTED] -5515

Email: [REDACTED]

Organization Description: Basketball NB Provincial
tournament - Boys Division 4

Amount Requested: \$ 700

Descriptions of proposed event or activity: Boys Basketball
tournament

Project costs: \$800 (custodial fees and
player awards)

Benefits to town of Rothesay: 5 teams are travelling
to Rothesay for this event. They
will be eating and lodging in
our community.

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act ("the Act"), SNB 2009, c R-10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at a public Town Council or committee meeting.

Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).

madd

Saving Lives, Supporting Victims

MADD Canada's mission is to **STOP** impaired driving and to **support the victims** of this violent crime.



Our 11th annual Strides for Change walk was a success again this year! Thank you to our walkers for coming out and lacing up. Thank you to Sobey's for your wonderful BBQ. And thank you to Party Machine for the entertainment and music to set us in motion!





madd 
Saint John and Area

Office Updates

After 9 years of service, our Administrative Assistant, Karen Dunham has retired. We would like to thank Karen for all her hard work and dedication over the years and wish her a happy retirement spent with family.

We are pleased to announce our former Vice President, Jen Letson has taken over for Karen.

We are also pleased to announce our new Vice President Alyssa Oram and new Treasurer, Stacey Briggs. Stacey has taken over for Lora Skead. Thank you Lora for all your work!

We would also like to inform you all of our recent move. Our office is now located at 1216 Sandcove Rd, Box 21, Unit B213, Saint John, NB, E2M 5V8.

PRESIDENTS NOTE

Life is short and sweet, but it is also quite simple. We must do what we can while we can, for the day will come when we can't.

Unfortunately, 4 Canadians lose their lives and 175 Canadians are still injured every day in Canada. With your help and the funds raised, our key to success and eliminating these stats will be through educating our people, our children, our community, and our future.

Thank you for a very successful year!

Gina Hooley

Madd Saint John and Area Chapter President



MADD Canada's signature red ribbon is a sign of respect to all of those who have lost their lives or who have been injured as a result of impaired driving. We would like to thank everyone who donned a red ribbon this year, who made the commitment to always drive sober and helped spread the sober driving message in their communities. Your participation and support helps prevent impaired driving, both during the holiday season and all year long.

MADD

Victims are our #1 Priority

MADD Canada's top priority is to support the victims/survivors of impaired driving. Not only those who were directly involved in crashes caused by impaired drivers, but also the families and friends who are trying to cope with the loss or injury of loved ones. In the aftermath of a crash, you may have many questions and don't know where to turn. MADD is here! MADD Saint John and Area Chapter has victim service volunteers to support families who have been effected by this 100% preventable crime.

Are you a victim/survivor of an impaired driving crash?

We are here to help





The MADD Saint John and Area Chapter would like to thank all of the volunteers who devoted their time and effort to us this 2015-2016 year!

We Need You!

Volunteers are the heart and soul of MADD and we are always looking for people around the community to help out. We need your support to continue to provide education and victim services in the Saint John and the surrounding area.



How you can donate to MADD Saint John and Area?

Phone: 506-672-6188

Email: maddstj@nb.aibn.com

Mail: 1216 Sandcove Rd. Box 21, Unit B213, Saint John NB, E2M 5V8

Thank you to all our Sponsors!

Madd Saint John and Area Chapter would like to thank all of our National, Local and Community Sponsors!

Allstate
Amsterdam Inn
A.n.u. u Day Spa
APM Rothesay Ave
Aquatic Centre
Arby's
Around the Block
ASAP Light Trucking
Atlantic Superstore
Bayview Credit Union
Bluecross
Bowlarama
Brenan's
Britt's Pub
Brother's Beauty
Butcher's Daughter
Canadian Tire
Capt'n Sub
Champlain Heights School
Chickadees Hair Salon
Coffee News
Country Meadows
Country 94
Cora's
Costco
Culligan Water
Downey Ford
DQ East
DQ Rothesay
Ears for You
ED Masonry
Ernie's Landscaping
Exhibition Park Bingo
Exit Reality
Ferris Chemicals
Fundy Golf
Fundy Physio
Global Pets
Green Lee
Guardian Drugs
Hallmark
Hampton Golf
Hayward + Warwick
Holiday Inn Express
Home Hardware Building Center
Investors Group – Jen Letson
Irving
Junction Driving Range
Jungle Jim's
K100
Kool 98
Kia
KV Regional Police Force
Leisure Time
Leon's
Lester's Trophies
Linn Chau
Little Ceasars
M&M

Magnetic Hill golf and country club
Maple Leaf Queen's Buffet
Mary Kay-Lora Skead
Maritime Opportunity Centre
Massage Experts
Menchie's
Meteor Signs
Micro McLean
Mr. Lube
On the Vine
Papa John's West
Park Place Apt's.
Party Machine
Pawzazz Pet Grooming
Pepsi co.
Petticodiac Golf
Pita Pit
Pizza Delight
Played out Fun Center
Playful Moments Photography
Racetrack
Riley's Home Care
Ritchies
Rockwoodpark Golf
Rock 88.9
Rogers
Saint Joe's Hospital Nurses
Saint John Bowlarama
Saint John Energy
Saint John Fix Auto
Saint John News and Views Chatter Chasers
Saint John Police Force
Sara Wormell Photography
Scholtens
Shiela's Day Spa
Shoppers Drug Mart
Signs Plus
Simply for Life
Slush Puppie's
Sobey's
Staples
Superstore
Surfit Surplus
Swiss Chalet
The Butcher's Daughter
Total Convenience – Capt.Sub
Town of Rothesay
Technico Inc
Telegraph Journal
Touch of Spice
Ultimate Sales Auto
Value Village
VetsTaxi
Vogue Optical
Walmart
Welsford Golf
West field Golf
Xerox

Sobeys



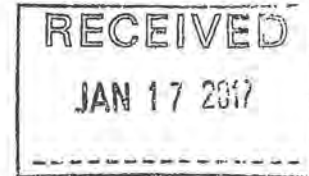
Brenan's
FUNERAL HOMES
& CREMATORIUM





Office of the Mayor Town of Quispamsis

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



January 6, 2017

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

COPY

Dear Chairman Alexander & Members of the Board:

**RE: KENNEBECASIS REGIONAL JOINT BOARD OF
POLICE COMMISSONER'S 2017 BUDGET**

Thank you for your proposed 2017 budget submission.

I am pleased to confirm the Quispamsis Town Council, at its December 20, 2016 Regular Meeting, approved the Kennebecasis Regional Joint Board of Police Commissioners' 2017 Budget in the total amount of \$5,589,523. Quispamsis' share of the Police Budget represents \$3,307,691 plus Municipal Property Tax. Monthly payments will be processed electronically in equal installments as per previous arrangements.

Trusting the above responds favourably to your budget submission, and wishing the Kennebecasis Regional Police Force a very successful 2017!

Sincerely,

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

Gary Clark
Mayor

GC/cps

cc: Chief Stephen Palmer, Kennebecasis Regional Police Force
✓ Mayor & Council, Town of Rothesay

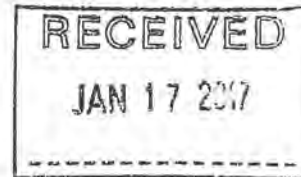


Office of the Mayor Town of Quispamsis

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

January 6, 2017

Councillor Roger Young, Chair
Kennebecasis Valley Fire Department
Joint Board of Commissioners
7 Campbell Drive
Rothesay, NB E2E 5B6



COPY

Dear Chairman Young & Members of the Board:

RE: KENNEBECASIS VALLEY FIRE DEPARTMENT INC.'S 2017 BUDGET

Thank you for your proposed 2017 budget submission.

I am pleased to confirm the Quispamsis Town Council, at its December 20, 2016 Regular Meeting, approved the Kennebecasis Valley Fire Department Inc.'s 2017 Operating Budget in the amount of \$4,740,166; and 2017 Capital Budget in the amount of \$189,000 for a total overall 2017 Budget of \$4,929,166. Quispamsis' share of the Fire Budget represents \$2,804,046, which will be paid electronically in equal monthly installments as per previous arrangement.

Trusting the above responds favourably to your budget submission, and wishing the Kennebecasis Valley Fire Department Inc. a very successful 2017!

Sincerely,

Gary Clark
Mayor

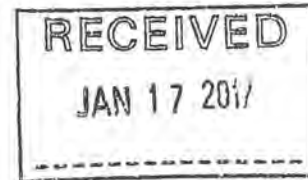
GC/cps

cc: Chief Bill Ireland, Fire Chief, KVFD Inc.
✓ Mayor & Council, Town of Rothesay



Office of the Mayor Town of Quispamsis

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



January 10, 2017

COPY

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

Dear Mr. Steeves:

RE: KENNEBECASIS PUBLIC LIBRARY'S 2017 BUDGET

Thank you for your letter dated October 13, 2016.

I am pleased to confirm the Quispamsis Town Council, at its December 20, 2016 Regular Meeting, approved the Kennebecasis Public Library's 2017 Budget for a total amount of \$215,684; with Quispamsis's prorated share amounting to \$129,311 or 59.95%.

Equal payments will be deposited to your account on a monthly basis.

Trusting the above responds favourably to your budget submission, and we wish the Kennebecasis Public Library continued success in 2017!

Sincerely,

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

Gary Clark
Mayor

A handwritten signature in dark ink, appearing to read "Rothosay", preceded by a checkmark.



2017 February 13 Open Session FINAL_076

ROTHESAY

150 Years Proud 1860-2010



11 January 2017

Environmental Trust Fund
Marysville Place
20 McGloin Street
Fredericton, NB
E3A 5T8

Attention: André Chenard

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothestay@rothesay.ca
www.rothesay.ca

Dear Mr. Chenard:

Re: Support for Funding Application:
Hammond River Angling Association

This letter is in support of a funding application from the Hammond River Angling Association (HRAA) under the Environmental Trust Fund (ETF). As we understand the project, the HRAA will conduct water sampling on the Bradley and Palmer brooks both of which have head waters in Rothesay. The results of the work may identify source pollution within the Town boundaries of which we are currently unaware.

Rothesay's role in the project will be in the provision of geomatics and land use information and consultation on the design of the project with respect to sampling sites and identification of potential mitigation.

We believe this work of the HRAA will provide useful information to users of the Hammond River watershed and may provide guidance to the Town as we review our municipal plan. We understand Quispamsis will also participate in the project and this inter-municipal cooperation should assist in any mitigation efforts required.

I trust the ETF committee will consider this project worthy of funding.
Thank you for your consideration.

John Jarvie, MCIP, RPP
Town Manager

Cc : Rothesay Mayor & Council
: Quispamsis

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

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



PROCLAMATION REQUEST

The Right Worshipful Mayor of the Town of Rothesay
nancygrant@rothesay.ca

Subject: WORLD PLUMBING DAY - March 11, 2017

Dear Mayor Nancy Grant

Every person on the planet is affected by access to safe drinking water and basic sanitation.

Unfortunately, in many places, access to both is limited or even non-existent and the lack of an effective plumbing infrastructure is a huge factor in the tragic statistics that can't be ignored.

According to the World Health Organization:

- **663,000,000 people do not have access to safe water**
- **2.4 Billion do not have access to an adequate bathroom**
- **315,000 children die every year from diseases caused by dirty water and poor sanitation**

Simple plumbing solutions could make all the difference in saving lives which is why we are asking for your support in recognizing the **World Plumbing Day** on **Saturday March 11, 2017**.

In Canada, **the Canadian Institute of Plumbing & Heating** and the **Mechanical Contractors Association of Canada**, as well as similar organizations around the world will join together on this important day - **March 11, 2017** to raise awareness of this importance of plumbing in providing safe living condition for citizens around the world.

We humbly request your support by officially declaring support for this important awareness initiative. This may be demonstrated by responding with a letter declaring your support as well as a public declaration thereof within your community of influence.

Sincerely,

Patrick Pelletier
CIPH Maritimes Board Member
patrick.pelletier@ipexna.com
902-440-7199



Operation Lifesaver

901 - 99 Bank Street
Ottawa, Ontario K1P 6B9
Telephone (613) 564-8097
Fax (613) 567-6726
E-mail admin@operationlifesaver.ca

Opération Gareautrain

901 - 99 Bank Street
Ottawa, Ontario K1P 6B9
Téléphone (613) 564-8097
Télocopieur (613) 567-6726
Courriel admin@operationlifesaver.ca

January 31, 2017

Office of the Clerk
Town of Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5



Dear Sir / Madam:

Canada's 15th annual **Rail Safety Week** will be held from April 24 to 30, 2017. As you know, the purpose of this national event is to raise awareness about rail safety, and to highlight the ongoing commitment of communities such as yours, along with rail companies and their employees, in making Canada's rail network even safer.

Last year, your council joined the safety efforts of many other Canadian municipalities by adopting a resolution in support of **Rail Safety Week**. Once again this year, **Operation Lifesaver** is proud to be supporting the rail safety activities and events that will be taking place across the country throughout this important week. These events will emphasize the need for railways, communities and members of the public to work together to prevent the avoidable accidents, injuries and damage caused by collisions at level crossings, and incidents involving trains and citizens.

Your council can continue to be a powerful ally for our public awareness campaign by adopting the enclosed draft resolution to support **Rail Safety Week** in your community. Should you require additional information about Operation Lifesaver and rail safety, please consult www.operationlifesaver.ca.

Thank you in advance for your continued support of **Rail Safety Week**. We would greatly appreciate it if you would send us a copy of your resolution, and keep us informed of how you will be promoting rail safety in your community this year.

Sincerely,

Stephen Covey
President
Operation Lifesaver

Sarah Mayes
National Director (Interim)
Operation Lifesaver

Encl.

(Draft Resolution)

RESOLUTION IN SUPPORT OF PUBLIC - RAIL SAFETY WEEK

Whereas *Public - Rail Safety Week* is to be held across Canada from April 24 to 30, 2017

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

Whereas Operation Lifesaver has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor _____

seconded by Councillor _____

It is hereby **RESOLVED** to support national ***Public - Rail Safety Week***, to be held from April 24 to 30, 2017.

From: Mary Jane Banks
Sent: February-08-17
1:19 PM **To:**
'parsonskara@gmail.com'
Cc: Nancy Grant
Subject: FW: Nutrition Month Proclamation

Hi Kara.

Your email to Mayor Grant has been forwarded to the Clerk's Office.

Rothsay Council, by practice, does not normally read proclamations or declare the many and varied days requested by multiple organizations. However, your email can be forwarded to Council for the February 13th agenda and also included in the Council agenda information that is posted to the website – this does usually generate media awareness.

Also, if you have additional information you can provide (in electronic form), the Town would be happy to promote Nutrition Month 2017 on its social media channels.


Please let me know at your earliest convenience if you wish to have your email added to the Council agenda for next Monday, and/or if you have any documentation that could be shared across our social media channels.

Thanks and I look forward to hearing from you.

Mary Jane

Mary Jane E. Banks, BComm, NACLA
II Town Clerk - Rothsay
Director of Administrative
Services 70 Hampton Road
Rothsay, NB E2E 5L5

MaryJaneBanks@rothesay.ca p (506)848-6664
f (506)848-6677

 **Before printing, please think about the environment**
Respectez l'environnement, réfléchissez avant d'imprimer

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

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

From: "**Kara Parsons**"

<parsonskara@gmail.com> Date: Wed, Feb 8, 2017 at 1:00 PM -0400

Subject: Nutrition Month Proclamation

To: "Nancy Grant" <NancyGrant@rothesay.ca>

Hi Nancy,

My name is Kara Parsons, and I am the New Brunswick Provincial Representative for the Dietitians of Canada Nutrition Month campaign. I work as the in-store dietitian at the Atlantic Superstore in Rothesay and I am interested in having our town complete a proclamation for this exciting campaign.

As for a bit of background on the campaign, Nutrition Month is celebrated every March by Dietitians of Canada. The Nutrition Month 2017 public campaign is dedicated to supporting Canadians to stop their struggles with food. The slogan for the campaign is *Take the fight out of food! Spot the problem. Get the facts. Seek support.* In celebration of healthy eating, registered dietitians across New Brunswick will be organizing events and educating New Brunswickers about healthy eating. For more information on the campaign, please visit: www.nutritionmonth2017.ca

Would you be interested in promoting this campaign in our city and completing a proclamation? If you could get back to me to confirm how we can proceed with this, it would be greatly appreciated.



Thanks,

Kara Parsons, RD

T: 506.609.1292

parsonskara@gmail.com

Agenda

Kennebecasis Public Library Board

Wednesday, November 16, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. 24 October 2016 letter from the Finance Committees of the Towns of Rothesay and Quispamsis RE: 2017 Annual Budget
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. Statistics and Key Performance Indicators
 - b. Report from November 14th Forum Meeting
 - c. December 6th Holly Jolly Pizza Party

A meeting of the Board of Trustees, Kennebecasis Public Library was held on November 16, 2016 at 6:00pm at the Library.

In Attendance: Mr. D. Steeves, Chair; Mr. K Winchester, Treasurer; Councilor L. Loughery; Ms. D. Hennessey; Mrs. L. Hansen; Ms. T. Bartlett

Regrets: Mrs. J. Miller, Vice-Chair; Mrs. A. Watling; Councilor Mr. D. Shea

Call to Order: Mr. Steeves called the meeting to order at 6:22pm.

Disposition of Minutes

It was moved by Ms. Hennessey to approve the minutes of the October 19, 2016 meeting. Mr. Winchester seconded, and the motion carried.

Approval of Agenda

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

Communications

Ms. Bartlett shared a letter from the Quispamsis and Rothesay Finance Committees dated 24 October 2016 RE: 2017 Annual Budget. The letter indicated that the Committees found the budget to be "very reasonable" and that they would be "forwarding it to their respective recommendations to the Councils in due course."

Report of the Librarian

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

Ms. Bartlett informed the board that she received multiple complaints about the size of the rowdy audience for the Halloween puppet shows. 130 people attended the morning show, and another 100 people attended the afternoon show. Ms. Bartlett also received two more complaints from parents who were waitlisted for the October story times. Discussion ensued. Ms. Bartlett explained that the current program offerings were the maximum the staff were able to sustain. Discussion ensued. Mr. Steeves suggested that the Board consider building a statistical case for increased staffing which would focus on population served, foot traffic, usage statistics, and personal stories.

Financial Statement

Mr. Winchester presented the Financial Statement for the period ending October 31, 2016. See attached. Discussion ensued. Ms. Hennessey moved to accept the Financial Statement as presented. Mr. Winchester seconded, and the motion carried.

Facilities Management

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

Ms. Hennessey reported that Mr. Shedd was recommending that the HVAC Maintenance contract with Controls and Equipment be discontinued stating that the value of the contract is out of sync with the price. Discussion ensued. Mr. Steeves said that he was uncomfortable not having a contract for a critical system. Ms. Bartlett stated that a yearlong effort to find an alternative HVAC provider had been fruitless; and that there are no alternatives to Controls and Equipment. Mr. Steeves suggested that Mr. Shedd reach out to Controls and Equipment one last time to try to negotiate a lower price for contract. If no response, then Mrs. Loughery suggested that the Board submits a letter to both Towns requesting their assistance with price negotiations.

Marketing Advisory Committee

Ms. Bartlett presented several swag product options on behalf of Mrs. Watling. Discussion ensued. Mrs. Loughery made a motion to purchase 75 children's Owl sport-packs with the bilingual wording "Learn. Play. Create. = Lire. Jouer. Créer." and 144 mugs with the bilingual wording "Information Ninja = Gourou de l'information" which will be sold to the public at a slight mark-up. Ms. Hennessey seconded, and the motion carried.

New and Unfinished Business

Statistics and Key Performance Indicators

Ms. Bartlett circulated the latest version of the *Regional Monthly Indicator Report*. Ms. Bartlett pointed out that two figures previously tracked monthly by the Board (circulation by audience level and active patrons) would be available on an annual basis moving forward. Discussion ensued. Ms. Hennessey moved to adopt the *Regional Monthly Indicator Report* for the Board's monthly review, thereby replacing the previous KPI report. Mrs. Hansen seconded and the motion carried.

Report from November 14th Regional Forum

Mr. Winchester, Mrs. Hansen, and Mrs. Hennessey represented the Board at the November 14th Regional Forum meeting and trustee consultation session on the 2017-2020 New Brunswick Public Library Service draft Strategic Plan. Mr. Winchester provided a brief overview of the six broad goals of the provincial strategic plan. Discussion ensued.

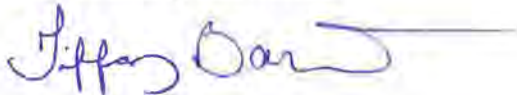
December 6th Holly Jolly Pizza Party

Ms. Bartlett reminded everyone of the Board and Staff Holly Jolly Pizza Party social event scheduled for 4pm on December 6th.

Adjournment: As there was no other business, Ms. Hennessey moved that the meeting be adjourned at 8:02pm.

Next Meeting: The next meeting is scheduled for January 18, 2017 at 6:00pm at the Library.

Respectfully submitted,



Tiffany Bartlett
Library Director and Secretary to the Board

Librarian's Report November 2016

Staffing and Volunteers

As of November 8th, we are still waiting on hiring approval for our second Student Library Assistant as well as a Youth Employment Fund 6-month intern.

Staff are organizing holiday tokens of appreciation for our 22 student volunteers and 18 adult volunteers.

Library staff are looking forward to the Holly Jolly Pizza Party with the Board scheduled for 4pm on Tuesday, December 6th here at the Library! Ms. Bartlett extended an invitation to Phil Shedd, Facilities Manager.

Arrangements have been made for all applicable library staff to have their First Aid recertification completed by the end of the calendar year.

Programs


- Talk With Me is offering a 4-week Baby Sign Language program this month. This program has reached maximum registration.
- In late October we held two Good Fit Book sessions in partnership with the Fog Lit Festival. In this program, elementary school students are paired with high school students and complete a quest which challenges them to navigate the library collection and find reading material which appeals to their interests and reading level. We welcomed one class each from: Rothesay High, KVHS, RES, and QES.
- Our puppet shows this month were Halloween-themed and featured a retelling of "Ruby's Stew" along with a Halloween Jokes skit. We had 130 to our morning show and another 100 to our afternoon show. Families were leaving throughout both performances due to the rowdiness of the audience, and we received multiple complaints at the Information Desk that the program was overcrowded, loud, and/or rowdy. Ms. Bartlett is looking into possible solutions to implement for future shows.
- We partnered with the Fundy Home Schoolers to host a children's poetry reading by Zach Hapeman the evening of November 3rd.
- Ms. Bartlett met with two members of the Quispamsis Lion's Club Donations and Sponsorship Committee, and we are arranging to have the entire club come to our library for one of their regular meetings in January or February of 2017. During their visit, Ms. Bartlett will provide them with a tour and introduction to library services and programs.

- Attendance to the Saturday afternoon Builder's Club grew throughout October. LEGO™ creations made in this program are being displayed in the Library to be enjoyed by everyone.
- The weekly volunteer-run Scrabble Club, Painter's Circle, and Knit Wits programs have welcome several new faces this fall.
- In support of NaNoWriMo (National Novel Writing Month), we are opening up our Multi-Purpose Room Thursday evenings for writers to get together and work on their novels.
- November's Toddler and Preschool weekly storytimes are fully subscribed, with a waitlist.

Collections and Spaces

- Ms. Bartlett had Jamie Galbraith of Galbraith Piano Services in to see about tuning the Library's piano, which was received as a donation in 2013. Mr. Galbraith advised that the piano was at the end of its life cycle. Mr. Galbraith proposed that his company, Galbraith Piano Services, would be interested in providing long-term loans of professional-quality pianos to the Library. The proposal was reviewed and approved by the Board Executive. Much to the excitement of staff and patrons alike, Mr. Galbraith moved a baby grand piano in to the Library on November 8th. Mr. Galbraith removed the Library's old piano for parts recycling, free of charge.
- Artwork by Carter Chase, a student of the New Brunswick College of Craft and Design, is on display throughout the months of November and December. Mr. Chase will be hosting a meet and greet with the public on the evening of Tuesday, November 22nd.
- The children's area is due to be repainted. Ms. Bartlett has solicited the services of Kim Jacobsen to assist with selecting a brighter palette of paint colors.

Respectfully Submitted,



Tiffany Bartlett,

Library Director and Secretary to the Board

Kennebecasis Public Library Inc.		OPERATING FUND				
Comparative Income Statement (DRAFT)						
Period ending October 31, 2016		a	b	c	b - c	d
	Restricted Fund	Operating YTD Actual	Year To Date Budget	Year To Date Variance Better (Worse)	Annual Budget	Annual Budget Variance
REVENUE						
Library service - Rothesay		71,314	71,314	0	85,576	(14,263)
Library service - Quispamsis		106,755	106,755	0	128,106	(21,351)
Room Rentals, Printer and copies		2,510	2,750	(240)	3,300	(790)
Grants		0	0	0		0
Donations	512	0	0			0
Miscellaneous Income		1,153	0	1,153	0	1,153
Previous Year's Surplus		992	115	877	138	854
TOTAL REVENUE	512	182,724	180,934	637	217,120	(35,550)
EXPENSE						
Operations Expenditures						
Other Expenditures - Restricted Fun	350					0
Books, restricted fund	2,519					0
Books - Savings Purchase	405					
Small Equipment and Furniture		1,411	5,250	3,839	6,300	4,889
Total Capital Expenditures	3,274	1,411	5,250	3,839	6,300	4,889
Wages						
Wages		21,595	24,300	2,705	27,800	6,205
EI Expense		438	417	(22)	500	62
CPP Expense		739	517	(223)	620	(119)
WCB Expense		115	0	(115)	0	(115)
Total Casual Labour		22,888	25,233	2,346	28,920	6,033
General & Administration Expenses						
Building Maintenance		52,132	54,038	1,905	64,845	12,713
Grounds Maintenance		15,187	17,425	2,238	22,825	7,638
Office		7,442	7,582	140	9,100	1,658
Utilities		43,508	40,796	(2,712)	49,902	6,394
Accounting, audit and legal		9,499	8,600	(899)	9,200	(299)
Professional Development		699	2,000	1,301	2,000	1,301
Insurance		9,688	5,667	(4,021)	6,800	(2,888)
Public Relations		1,342	2,500	1,158	3,000	1,658
Communications		5,231	7,100	1,869	8,520	3,289
Miscellaneous Expense		1,150	1,575	425	2,700	1,550
Program Exp		1,357	2,500	1,143	3,000	1,643
Total General & Admin Expenses		147,234	149,782	2,548	181,892	34,658
TOTAL EXPENSE	3,274	171,533	180,265	8,733	217,112	45,579
NET INCOME (Deficit)	(2,761.97)	11,190.69	668	9,369	8	10,029

Building Maintenance Report

November 2016

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

Windows cleaned in house where accessible

All chairs and couches that are cloth were cleaned

Because of the large volume of donated books we have increased paper recycle to each week.

Fan unit in new multipurpose room was replaced because of noise. We are rebuilding fan unit in house and hope to use it again. Cost to rebuild approx \$100.00

Recommend that we not renew the maintenance contract with C+E Equipment. I do not feel that we get the value for what we pay. From what I have observed over the past year is we only get cleaning and check over twice a year. All other repairs are not covered in contract and we pay for them.

New lock for multipurpose room has been ordered. This lock is the same type as on the children's room.

Respectfully Submitted,

Philip Shedd



2017 February 13 Open Session FINAL 090
**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS**

Dr. Matt Alexander
Chairperson

ADDRESS ALL CORRESPONDENCE TO:

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

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

**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMIS, NEW BRUNSWICK
ON WEDNESDAY, NOVEMBER 23, 2016
AT 3:30 P.M.**

REGULAR MINUTES

PRESENT: Matt Alexander, Chair (Rothesay)
Nancy Creamer, Vice-Chair (Quispamsis)
Linda Sherbo, (Rothesay)
Peter Bourque (Rothesay)
Tiffany Mackay French (Rothesay)
Emil Olsen (Quispamsis)
Danny Dobson (Quispamsis)
Gary Clark (Quispamsis)
Bill Artiss (Provincial Representative)
Chief Steve Palmer Ex-Officio Member of the Board
Cherie Madill – Secretary Treasurer of the Board
Deputy Chief Jeff Giggey, A/Insp. Craig MacDougall,
Debi Stewart – Secretary, A/Sgt. Sharon Woods
Cst. Eugene Belliveau and Cst. Corey McAllister

ABSENT: Libby O'Hara (Quispamsis)

The Chairman requested an Approval of the Agenda for the Regular Meeting of November 23, 2016. **Moved by Tiffany Mackay French and Seconded by Linda Sherbo. MOTION CARRIED.**

**Kennebecasis Regional Joint
Board of Police Commissioners
November 23, 2016
Page 2**

REGULAR MEETING

The Chairman further asked for an Approval of the Minutes of October 26, 2016.
Moved by Bill Artiss and Seconded by Linda Sherbo. MOTION CARRIED.

The Chair asked if there were any Conflicts of Interest. Mr. Dobson advised that if there were any discussions in relation to automobiles, he would be declaring a conflict.

The Chair introduced Mr. Doug Orford, from TD Wealth, who manages our Sick Leave Retirement Fund. Mr. Orford made a presentation to the Board as to the status of the Fund and the Portfolio Evaluation. Mr. Orford provided the Board members with a document which he reviewed. The first page reflects how the investments were broken down 26% in Cash & Cash Equivalents, 24% in Medium Term Investments, 21.9% in Long Term Investments and 27.8% in Canadian Equity. Page 2 reflects a breakdown of each of the holdings, cost base, Market Value, unrealized gains or losses, the annual income that is expected from the holding and the accumulated Interest/Dividends which is the cash flow we have earned from the investments since we owned them.

He went on to say that particularly on the Canadian equity side shows where most of the growth comes in the portfolio. The other portion were we try to invest in fixed income and lower risk investments definitely gives us that but not much return.

Mr. Orford reviewed and discussed the portfolio with the Board.

Mr. Dobson asked Mr. Orford how long he had this account. He advised approximately 9 years. Mr. Dobson asked if he Mr. Orford knew the value of the account when he first took it over? He advised it was approximately \$300,000. He advised that the fund is at \$835,000 and he advised that the Board has made contributions during this period. Mr. Dobson asked a question in respect to the fee structure and when a trade is made. Mr. Orford advised that under the new rules he is required to advise the board or the fees involved in trades. Mr. Orford advised that depending on the size of the trade and for example if we were purchasing with \$100,000 the fee would be 1.15% for \$100,000 to \$149,000, over \$150,000 the fee drops to 1%. If the board was to go fee based, based on the assets, so if it was equities between \$500,000 and \$1,000,000 the standard fee that he is supposed to charge is 1.75% and the minimum he is allowed to charge is 1.25%. On the fixed income the standard fee is 1.25% and the minimum is 75 basis points.

**Kennebecasis Regional Joint
Board of Police Commissioners
November 23, 2016
Page 3**

REGULAR MEETING

Mr. Dobson asked how active Mr. Orford was with this account. Mr. Orford explained that when a contribution is received or there is an argument to change something. Mr. Orford suggested that if the Board wanted to change anything in their portfolio he suggested that we should trade the BMO ETF and bring it back down to its original figure and invest in the Brookfield at the 5.1% preferred.

Mr. Dobson asked if the Commission's structure at 1.15 per hundred is a book rate. Mr. Orford explained that it was.

Linda Sherbo asked if there needs a committee to be struck to review the Investment Policy. Mr. Orford explained that as a board we are where we want to be with our investments.

Ms. Madill advised that the actuarial study was just completed and that we should be looking for a 2.86% return.

Mr. Dobson asked if Mr. Orford could advise us of the fees related to the discussed movement within the Portfolio. He advised he would.

The Chairman advised that at 3:30 pm, our Regular Meeting is open to the Public. Present at this meeting are A/Sgt. Sharon Woods, Cst. Corey McAllister and Cst. Eugene Belliveau and Craig MacDougall who is our new Acting Inspector.

SECRETARY-TREASURER'S REPORT

The Chair advised that the Towns sent us a letter back requesting that we rework our budget to a 2.5% increase. The Board members were provided with the revised 2017 Budget.

Ms. Madill advised that the Town's wanted 2.5% over projected numbers. She explained that we do have a number of one-time costs that we cannot change so we looked at the budget to see where we could cut. On page 1 we reviewed the projected numbers to insure they made sense. She advised she went from October 31 – December 31 which is indicated in the first column and the second column is the change compared to the budget. The Chairman advised that the Chief and Deputy

**Kennebecasis Regional Joint
Board of Police Commissioners
November 23, 2016
Page 4**

REGULAR MEETING

following the last meeting met and reviewed the items and did a risk analysis as to what items were the highest priority to be purchased from the surplus.

Chief Palmer advised that this list was based on risk. The number one item was the replacement of our firearms. The present firearms are 20 year old and we are starting to have some malfunctions. The second item was the server. He advised that we have the oldest server in the Province and if it goes down we are at high risk as well. The next item was the up-dating of our body cameras. We need to have body cameras that are functioning properly. The next item was the ATV and trailer. He went on to say that if an individual is injured in the woods and we cannot respond, then the onus may be on us. Deputy Chief Giggey spoke to this and advised when Policing Services attended our office they provided a presentation on risk analysis and one of the items brought up was an ATV accident that was in our area. He explained that on a risk level the ATV was placed before the LiveScan because we may need to use an ATV to respond to a call for service.

The Chief explained that these are the four high risk items that we determined and then we get down to the medium to low risk items which would be the cubicles. At the last meeting it was asked if the clearance from the ceiling would affect the ventilation or sprinkler system. Contractors who deal with these two items were contacted and there was no issue to be found. He went on to say that the LiveScan would be an asset in that we would not have to escort members of the public through the building and into the cell area to have fingerprints done.

Chief Palmer advised the Board that some other items were the ammunition for qualifications. We did purchase 10 blazers for the retirees.

Mr. Artiss asked that if we do everything that is listed we will have a deficit of \$233.00 at the end of the year? Moved by Bill Artiss that we move ahead with these purchases. Seconded by Danny Dobson. Linda Sherbo asked if we were approving everything listed, ie the LiveScan, the ATV, turkeys etc. She was advised that was correct. Mr. Dobson asked if the radar for the motorcycle had been purchased and was reflected in these figures. He was advised that it had been. MOTION CARRIED.

**Kennebecasis Regional Joint
Board of Police Commissioners
November 23, 2016
Page 5**

REGULAR MEETING

Cherie referred to the second page of the document she supplied which was the revised 2017 Budget. The Towns requested that we have a budget of 5.667. This budget is within \$30,000 of what they requested. Cherie spoke with the Auditors and they advised that if we have a 4th vehicle....Mr. Dobson left the meeting at 4:35 and declared a conflict. Cherie continued and advised that we could purchase a vehicle from the 2016 surplus and to remove one of the vehicles from the 2017 budget. She also moved some vacation pay, approximately \$20,000, which was actually incurred in 2016 into the 2016 Budget. By doing these two things she would be able to get the 2017 Budget to where the Towns want us to be. Nancy Creamer asked why there was such an increase under the line item of Communications. Cherie explained this would be attributed to networking charges for the in-car laptops, plus the new handheld radios.

MOVED BY Peter Bourque and Seconded by Tiffany Mackay French to accept the revised 2017 Budget and to forward to both Towns. MOTION CARRIED.

CHIEF'S REPORT

Chief Palmer advised that in addition to his report in the package he advised the Board Members of the participation of Cst. Shawn Toner with the production of "Christmas with the Cops". Cst. Toner did an excellent job and the Chief advised that the Board members could look at his performance on our Facebook page.

On December 3, 2016 there will be a "Fill the Truck" event held at the Superstore.

Cpl. Tom White won a shooting competition among 30 other competitors.

Chief Palmer advised that there had been a discussion with respect to meet and greet with the officers and members of the Board. We are going to be holding a Pot Luck Luncheon and Mrs. Stewart will forward the date to board members and we would welcome board members to attend.

The Chief reminded the Board Members of the Christmas get together at Shadow Lawn.

Chief Palmer referred to the Stats he provided in the packages and a brief discussion was held.

**Kennebecasis Regional Joint
Board of Police Commissioners
November 23, 2016
Page 6**

REGULAR MEETING

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

The Chair referred the Board to the "Code of Conduct" document which members were provided and advised that it was time for the annual signing of this document. He requested that each member sign same and return to Debi for their individual files.

COMMITTEE REPORTS

Personnel – The Chair advised that he and the Vice-Chair participated in the interviewing process for the A/Inspector position. He advised the board that this was a very informative process and was nice to meet some of the members and hear about their history with the Force. He had suggested that maybe a snapshot of our members could be provided to the board to enable the board members to get to know the members of the force a little better. The Chief mentioned that through the meet and greets, the Christmas function and through further processes the board members will be meeting members of the force.

Building and Grounds – Nothing to Report.

Insurance – Mr. Bourque advised that we have requested a quote with respect to Special Liability Insurance and have not received an answer as of yet. This would be incorporated into our already existing policy. Mr. Bourque will advise when he receives same.

Finance – Has been discussed at length.

Transportation – Tenders were put out to suppliers to provide fuel to the force for 2017. Tenders were received and the lowest tender was received from Esso in the amount of 4.5 cents off the posted pump price. Esso has a point system where we gain points which can be used for Windshield Washer. **Moved by Peter Bourque and Seconded by Linda Sherbo to accept the tender of Esso for our fuel requirements for 2017.** The question was asked what the other proposals were. Mr. Bourque explained that Irving Oil Limited was 4.2 cents off the posted pump price if we paid monthly and 4.51 if we paid weekly and we would receive AirMiles. Mr. Olsen

**Kennebecasis Regional Joint
Board of Police Commissioners
November 23, 2016
Page 7**

REGULAR MEETING

asked what the difference was between the two? They were basically the same but Irving required that we pay weekly. **MOTION CARRIED.**

Communications - Mr. Artiss advised that there is a meeting in Fredericton to give us an update.

Policy Committee - The Chair advised that in the New Year there will have to be some updates in relation to our Policy and the Code of Conduct as it is not the same as in our Policy Manual.

Regional Service Commission - Mr. Olsen advised that on December 14 they will be voting on the Recreation Plan.

Sick Pay/Retirement Ad Hoc Committee - The Chairman advised that this was something that would be looked at in January. Mr. Dobson pointed out that the retirees health benefits were underfunded. He would like this added to this Committee.

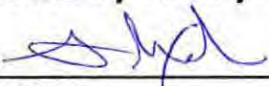
Correspondence - The Chair advised that we had a letter from a Board Members tendering their resignation. The new appointment letter has been received and Deputy Mayor Libby O'Hara will be coming onto the Board in January. The second letter received was from the Canadian Mental Health Association thanking the Force for their participation in the soccer game with the KV Firefighters.

NEW BUSINESS - Mrs. Creamer asked to have the Strategic Plan added to the Agenda for the January Meeting?

Mr. Dobson asked about the Secretary Treasurer's report as he was not in the room at that time. He was wondering where Overtime is reflected on the report. Cherie advised that it is contained in the Salaries and Benefits. Mr. Dobson suggested that this be broken down beginning in January and reflected on the statements.

Moved by Danny Dobson to accept the Secretary-Treasurer's Report as circulated, Seconded by Bill Artiss, MOTION CARRIED.

Moved by Tiffany Mackay French to Adjourn. MOTION CARRIED.



CHAIR



SECRETARY

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

	<u>2016</u>	<u>2015</u>
-----Financial assets-----		
Cash - General	\$600,370.68	\$775,458.84
Sick Pay/ Retirement Investments	801,389.68	803,318.16
Accounts Receivable	75,059.19	48,094.30
Sales tax recoverable	35,135.70	38,585.52
	<u>\$1,511,955.25</u>	<u>\$1,665,456.82</u>
----Liabilities-----		
Accounts payable and accrued	402,676.76	514,113.69
Vested sick leave/retirement accrual	739,163.32	760,157.30
Sick leave replacement	13,298.53	13,298.53
Accrued pension benefit liability	915,100.00	1,140,800.00
Debenture payable	1,338,000.00	1,450,000.00
	<u>3,408,238.61</u>	<u>3,878,369.52</u>
NET ASSETS (DEBT)	<u>-1,896,283.36</u>	<u>-2,212,912.70</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,594,248.05	3,407,400.83
Accumulated amortization	<u>-1,287,059.62</u>	<u>-1,161,977.85</u>
	2,307,188.43	2,245,422.98
Unamortized Debenture costs	10,213.11	4,158.78
Prepaid expenses	89,074.22	55,036.74
	<u>2,406,475.76</u>	<u>2,304,618.50</u>
ACCUMULATED SURPLUS	<u>510,192.40</u>	<u>91,705.80</u>
 Assets	 3,918,431.01	 3,970,075.32
Liabilities	3,918,431.01	3,970,075.32

KENNEBECASIS REGIONAL BOARD OF POLICE COMMISSIONERS
 SCHEDULE OF TANGIBLE CAPITAL ASSETS
 November 30, 2016

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

2017 February 13 Open Session FINAL_100

STATEMENT OF OPERATIONS
ELEVEN MONTHS ENDING NOVEMBER 30, 2016

	-----ELEVEN MONTHS-----					
	--ACTUAL--		PRIOR YR		-----BUDGET-----	
EXPENDITURE continued:						
BUILDING						
Maintenance	30,305.36	-12%	50,744	34,375	37,500	
Cleaning	20,856.94	-5%	20,547	22,000	24,000	
Electricity	35,938.36	-17%	39,026	43,083	47,000	
Taxes	40,514.97	-4%	40,093	42,098	45,925	
Insurance	4,979.37	2%	4,788	4,884	5,328	
Grounds	10,629.69	16%	11,330	9,167	10,000	
Interest on Debenture	28,921.86	-12%	51,422	33,000	36,000	
Debenture Principal	117,333.37	11%	102,667	105,417	115,000	
	<u>289,479.92</u>	<u>-2%</u>	<u>320,617</u>	<u>294,024</u>	<u>320,753</u>	
ADMINISTRATION						
Salaries	557,211.07	0%	540,523	555,355	605,842	
Benefits	107,988.10	2%	90,683	105,518	115,110	
Professional Fees	33,077.69	-25%	32,039	44,000	48,000	
Travel/Training	8,989.09	-25%	10,936	11,917	13,000	
Board Travel/Expenses	4,727.16	3%	2,854	4,583	5,000	
Insurance	1,149.50	1%	1,118	1,140	1,244	
Bank service fees	978.65		112			
Labour Relations	43,094.95	370%	2,763	9,167	10,000	
Sick Pay/Retirement		-100%		54,817	59,800	
Retirement int & dividends	25,017.21	44%	16,994	17,417	19,000	
2nd prior year (surplus) deficit	-103,296.38		-112,763	-103,296	-112,687	
	<u>678,937.04</u>	<u>-3%</u>	<u>585,259</u>	<u>700,617</u>	<u>764,309</u>	
	4,713,576.84	-6%	4,646,065	5,014,761	5,470,648	
CONTRIBUTED BY MEMBERS	5,014,756.12		4,897,040	5,014,761	5,470,648	
SURPLUS (DEFICIT)	<u>\$301,179.28</u>		<u>\$250,975</u>	<u>\$0</u>	<u>\$0</u>	
TELECOM FUND						
City of SJ telecomm services	293,401.17	0%	278,575	293,401	320,074	
Data Networking charges	8,946.04		8,507	9,417	10,273	
Retirees health insurance	-990.59		1,767	1,375	1,500	
2nd prior year (surplus) deficit	1,981.10	0%	-4,475	1,981	2,161	
	<u>303,337.72</u>		<u>284,374</u>	<u>306,174</u>	<u>334,008</u>	
CONTRIBUTED BY MEMBERS	306,179.50		283,861	306,174	334,008	
SURPLUS (DEFICIT)	<u>\$2,841.78</u>		<u>(\$513)</u>	<u>\$0</u>	<u>\$0</u>	
Total surplus (deficit)	\$304,021.06		\$250,462			

NOTES TO THE FINANCIAL STATEMENTS

November 30, 2016

STATEMENT OF FINANCIAL POSITION

BANK balance		600,371	at November 30
ACCOUNTS PAYABLE balance	402,677		
Debenture costs to be paid in December	-129,991		

Current Accounts Payable		272,686	Paid in December

Extra (Shortfall) in bank account		327,685	

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

STATEMENT OF OPERATIONS

Revenue:

- * Secondments - have all four until the end of August (only sure of three when doing 2016 budget)
- * Misc income is up due to charging for other police force investigations & carbine training

Crime Control:

- * Salaries - one officer out on LTD (retired in May) and an officer on maternity leave (Jan - Mar).
- * Benefits Health insurance 2016: \$139,921 2015: \$127,508
Retirees health insurance 2016: \$1,706 2015: \$-228
The retirees underpaid \$1,706 less than the actual costs in 2016

Overtime costs at Dec 1, 2016	\$42,813	Nov 3/16	\$33,412
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Overtime costs at Dec 3, 2015	\$27,134	Nov 5/15	\$24,308
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Change over prior year	OT	\$14,524	OT	\$9,578
	Call out OT	-\$3,504	Call out OT	-\$4,000
	Court OT	\$4,659	Court OT	\$3,526
		<u>\$15,679</u>		<u>\$9,104</u>

OT includes seconded members OT and that part would be recoverable
for ex: Matt Marsh - carbine training \$4,988 - paid by RCMP
Court OT - new court system in Saint John causing scheduling problems

- * Equipment - iPad, computer for polygraphs, server computer, 8 body cameras

Vehicles:

- * New vehicles - bought two new vehicles, an ATV and sold three vehicles
- * New equipment - motorcycle radar, atv trailer and 2 body cameras

Building:

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

Administration:

- * Benefits Health Insurance 2016: \$30,109 2015: \$18,099

Telecom:

- * Retirees health insurance 2016: \$-991 2015: \$1,767
This year with only one retiree the costs are less

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
FIRE STATION ONE, CAMPBELL DRIVE
JANUARY 11, 2017**

Present: Vice Chair Brian Shanks	Chief Bill Ireland
Treasurer Kirk Miller	Carlene MacBean, Executive Assistant
Commissioner Deb Armstrong	
Commissioner Grant Brennan	
Commissioner John Jarvie	
Commissioner Sean Luck	
Commissioner Robert McIntyre	
Commissioner Miriam Wells	

1.0 Call to Order

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

2.0 Chair's Remarks

Acting Chair Shanks welcomed everyone and introduced the Board's new member from the Town of Rothesay, Commissioner Miriam Wells.

3.0 Approval of Agenda

Moved by R. McIntyre and seconded by K. Miller, to approve the agenda with the following changes:

- Move 7.1 to follow the approval of the agenda

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 November 23, 2016

Moved by G. Brennan and seconded by K. Miller, that the minutes of November 23, 2016 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Election of Officers

6.1.1 Election of the Chair

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

Moved by D. Armstrong and seconded by R. McIntyre, that Commissioner Shanks be elected as Chair for the 2017 term.

CARRIED

6.1.2 Election of the Vice Chair

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

Moved by M. Wells and seconded by R. McIntyre, that Commissioner Brennan be elected as Vice Chair for the 2017 term.

CARRIED

6.1.3 Election of the Secretary Treasurer

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

Moved by M. Wells and seconded by S. Luck, that Commissioner Miller be elected as Secretary Treasurer for the 2017 term.

CARRIED

6.2 Overview of the Accreditation Process – Presentation

Chief Ireland gave a Power Point presentation on the accreditation process and answered questions for the Board members.

7.0 Correspondence

7.1 Letter from Town of Rothesay re: Rothesay Council Representative

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

CARRIED

8.0 New Business

8.1 Strategic Planning

One of the key mandates of the Fire Board is to “engage in long range planning for the benefit of the participating municipalities.” The existing strategic plan expired at the end of 2016 and although its adoption and implementation was the source of considerable debate over the past five years, the necessity to engage in some type of formal planning process is important.

Strategic planning can be defined as “a continuous and systematic process where the guiding members of an organization make decisions about its future, develop the necessary procedures and operations to achieve that future, and determine how success is to be measured.” A current strategic plan is also one of the three key documents required by the accreditation process we are currently engaged in.

Chief Ireland stated that it is his recommendation that the Board form a strategic planning committee with representation from the Board, fire department management and the firefighter’s association. The goal of this committee would be to develop a new strategic plan within the next 12 months.

Moved by M. Wells and seconded by S. Luck to accept Chief Ireland’s recommendations.

CARRIED

9.0 Financial

9.1 Letter to Joint Finance Committee re: revised 2017 Operating and Capital Budgets

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

CARRIED

9.2 Letter from Town of Rothesay re: 2017 Budget Approval

Moved by M. Wells and seconded by K. Miller to receive and file.

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 Non-Union Salaries

Moved by M. Wells and seconded by G. Brennan that salary increases shall be based on criteria to be brought back to the Board at the next meeting and that salary increases for non-union management and administration staff be retroactive to January 1, 2017.

CARRIED

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary

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

CARRIED

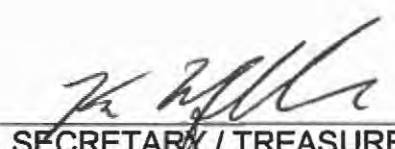
12.0 Adjournment

Moved by R. McIntyre that the meeting be adjourned at 8:00 pm.

Date of next meeting – February 8, 2017

Respectfully submitted,



CHAIR

SECRETARY / TREASURER



Kennebecasis Valley Fire Department

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

January 11, 2017

Structure Fire

In the early morning hours of December 6, KVFD was dispatched to a structure fire at 61 Riverview Avenue, Rothesay. On arrival, crews were faced with a fully involved two storey residential fire with flames venting from every window. Crews began attacking the fire while the incident commander confirmed that there were no occupants still inside. Mutual aid for water supply was provided by Saint John, Hampton and Nauwigewauk. It took approximately five hours to fully extinguish the fire and the interior finishes and most contents of the home were consumed by the fire.

The cause determination investigation revealed that the fire was caused by an electrical fault in the basement. The homeowner graciously offered to share his story through the media to serve as a powerful lesson regarding the importance of smoke alarms, home escape planning and contacting the fire department as soon as possible if you detect a problem. His story will be used to support our public education campaign and our HomeSafe inspection program in 2017.



Live Fire Training



During the last week of November, each of our four Platoons received eight hours of live fire training at the Saint John Fire Department training tower. This training was focused on giving our crews a chance to practice their skills and team-work in a controlled environment designed to simulate real fire conditions including heat and smoke. This was our first opportunity to have access to SJFD's new multi-million dollar training centre and we hope to work cooperatively with them on future training events.

Annual Christmas Program

For the 34th consecutive year members of the fire department played a significant role in the Greater Saint John Christmas Exchange Program. Members of our department volunteered their time and talents to support local families by coordinating donations and collecting and distributing toys and meals to needy families in our community.

"As one of the families you sponsored for Christmas, I wish to express my sincere thanks. This time of year is especially hard for us, but with your help my children were ecstatic on Christmas morning and well-fed in the days to come. As a mother, I can't find the words to convey my appreciation."
Sandra K.

Local Assistant to the Fire Marshal

Earlier this year each Municipality received notice from the Fire Marshal that all existing appointments under the *Fire Prevention Act* would expire in 2016. I am pleased to report that Deputy Chief McCoy, Platoon Chief Boyle, Platoon Chief Clynick and I have complied with the screening process and completed our training and are now re-appointed as Local Assistants to the Fire Marshal. The appointment process is required in order for us to fulfill our regulatory obligations under the *Fire Prevention Act* and to comply with both Town's Fire Prevention By-laws.

Response Types Kennebecasis Valley Fire Department (01/01/2016-31/12/2016)	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2016 Total	2015 Total
Fire/explosion - dollar loss [10]	0	6	3	3	1	4	1	0	1	4	2	7	32	45
Rubbish/grass fire - no dollar loss [12]	0	1	3	7	17	11	3	4	2	2	0	2	52	54
Chimney Fire [13]	0	0	0	2	1	0	0	0	0	0	0	1	4	6
Total Fire [10-19]	0	7	6	12	19	15	4	4	3	6	2	10	88	105
Rescue - Miscellaneous [30]	1	0	0	0	1	0	1	1	0	1	0	0	5	5
Vehicle Accident [31]	11	15	6	4	12	8	8	6	6	8	11	13	108	120
Total Rescue or Resuscitation call [30-39]	12	15	6	4	13	8	9	7	6	9	11	13	113	125
Public Hazard - gasoline or fuel spill [41]	0	1	0	1	0	0	0	1	0	1	1	1	6	5
Public Hazard - power line down / utility pole hazard [43]	0	2	1	1	0	0	0	1	1	1	1	3	11	23
Public Hazard - miscellaneous [49]	0	1	2	0	2	0	1	1	1	0	0	1	9	14
Total Public hazard [40-49]	0	4	3	2	2	0	1	3	2	2	2	5	26	42
Gas Leak - propane [51]	1	0	0	1	0	0	0	0	1	1	0	2	6	6
Gas Leak - response to carbon monoxide detector alarm [53]	0	0	2	2	2	2	0	0	3	0	1	5	17	13
Total Gas leak [50-59]	1	0	2	3	2	2	0	0	4	1	1	7	23	19
Public Service - first aid [62]	47	51	48	56	64	50	65	45	51	61	44	64	646	634
Public Service - assist police or other agency [63]	1	0	3	0	0	0	0	3	0	0	3	1	11	12
Public Service - mutual aid [65]	0	0	1	0	1	2	0	3	3	0	0	1	11	17
Public Service - animal rescue [66]	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Service - flooding [67]	1	0	0	0	0	0	0	0	0	0	0	1	2	27
Public Service- miscellaneous [69]	2	1	1	0	2	3	1	1	1	1	1	1	15	23
Total Public services [60-69]	51	52	53	56	67	55	66	52	55	62	48	68	685	713
Alarm No Fire - accidental miscellaneous [70]	6	3	3	1	1	1	0	7	3	2	6	6	39	42
Alarm No Fire - smoke or steam mistaken [71]	2	1	1	0	2	1	1	1	0	3	2	3	17	17
Alarm No Fire - sprinkler surge or discharge [72]	1	0	0	0	0	0	0	0	0	0	0	0	1	4
Alarm No Fire - detector activated [73]	5	6	6	3	4	6	10	6	14	10	6	5	81	65
Alarm No Fire - unknown odours [75]	0	1	2	3	1	0	0	0	1	0	1	4	13	7
Alarm No Fire - miscellaneous [79]	1	0	2	2	0	5	1	3	7	1	2	4	28	26
Total Alarm no fire - No malicious intent [70-79]	15	11	14	9	8	13	12	17	25	16	17	22	179	161
False Alarm (Mischief) - miscellaneous [89]	0	0	1	1	0	0	1	1	2	0	0	0	6	6
Total False alarm - Mischief [80-89]	0	0	1	1	0	0	1	1	2	0	0	0	6	6
Total Response Types Kennebecasis Valley Fire	79	89	85	87	111	93	93	84	97	96	81	125	1120	1171

Regrets: Commissioner Grant Brennan
Commissioner Robert McIntyre

Chair Young called the meeting to order at 6:45 pm.

None

Moved by K. Miller and seconded by B. Shanks, to approve the agenda.

CARRIED

None

5.1 October 12, 2016

Moved by B. Shanks and seconded by K. Miller, that the minutes of October 12, 2016 be approved as presented.

CARRIED

6.0 Unfinished Business

6.1 Fee for Service Request - Update

Moved by B. Shanks and seconded by S. Luck to table until the next Board meeting.

CARRIED

6.2 Overview of Accreditation Process

Moved by B. Shanks and seconded by S. Luck to table until the next Board meeting.

CARRIED

7.0 Correspondence

None

8.0 New Business

8.1 Notification of Meetings – Email / Outlook Appointments

Upon discussion, the Board agreed that notices of meetings will be sent as appointments which can be easily saved to their calendars. It will also allow for more timely reporting of who will be attending.

9.0 Financial

9.1 Amended 2017 Operating and Capital Budgets

Moved by K. Miller and seconded by S. Luck to accept the amended 2017 Operating and Capital budgets as presented.

CARRIED

9.2 Draft Financial Statements for the Ten Months Ended October 31, 2016

Moved by B. Shanks and seconded by D. Armstrong to accept the draft financial statements for the ten months ended October 31, 2016.

CARRIED

10.0 Business Arising from Committee of the Whole

10.1 Amended 2017 Operating Budget

Moved by K. Miller and seconded by B. Shanks to send the amended 2017 Operating Budget to the Joint Finance Committee for approval.

CARRIED

10.2 Amended 2017 Capital Budget

Moved by K. Miller and seconded by B. Shanks to send the amended 2017 Capital Budget to the Joint Finance Committee for approval.

On the vote:

One Nay – J. Jarvie

Five Yeas – R. Young, B. Shanks, K. Miller, D. Armstrong, S. Luck

CARRIED

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary

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

CARRIED

12.0 Adjournment

Moved by K. Miller that the meeting be adjourned at 7:00 pm.

Date of next meeting – January 11, 2017

Respectfully submitted,



CHAIR



SECRETARY // TREASURER

Kennebecasis Valley Fire Department Inc.

9.2

Statement of Operations with Budget Variances

For the 10 months ending October 31, 2016

		BUDGET	ACTUAL	VARIANCES	BUDGET
		YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	2016
				(Under Budget)	
Line #	REVENUE:				
1	Members Contributions	\$3,862,509	\$3,862,508	(\$0)	\$4,564,783
2	Local Service Districts	\$75,811	\$75,811	\$0	\$90,973
3	Revenue Fee Structure	\$70	\$35	(\$35)	\$100
4	Rebate on Property Tax	\$46,105	\$44,587	(\$1,518)	\$46,105
5	Misc. Revenue	\$0	\$227	\$227	\$0
6	Interest Income C/A	\$4,167	\$4,626	\$459	\$5,000
7	Surplus/ Deficit 2nd Previous	\$122,068	\$122,068	\$0	\$122,068
8		<u>\$4,110,729</u>	<u>\$4,109,882</u>	<u>(\$867)</u>	<u>\$4,829,029</u>
EXPENSES:					
ADMINISTRATION:					
9	Admin. Wages and Benefits	\$465,938	\$455,397	(\$10,541)	\$576,600
10	Convention/ Dues/ Training	\$15,500	\$12,916	(\$2,584)	\$20,000
11	Professional Services	\$1,500	\$5,603	\$4,103	\$33,500
12	Office Supplies / Copy Machine/ S/C	\$6,154	\$5,621	(\$533)	\$7,385
13	Computer Hardware/Software/IT	\$8,229	\$5,381	(\$2,848)	\$12,000
14	Station Telephone/ Internet	\$10,787	\$9,456	(\$1,331)	\$14,382
15	Postage/ Misc. Exp	\$1,955	\$860	(\$1,095)	\$2,550
16		<u>\$510,063</u>	<u>\$495,233</u>	<u>(\$14,829)</u>	<u>\$566,418</u>
FIREFIGHTING FORCE:					
17	Salaries Basic	\$1,959,926	\$1,936,014	(\$23,912)	\$2,421,592
18	Overtime	\$50,884	\$33,681	(\$17,224)	\$63,000
19	Vacation Pay on Retirement	\$28,308	\$9,436	(\$18,872)	\$28,308
20	Force Benefits	\$499,199	\$482,329	(\$16,870)	\$577,100
21	Clothing/Uniform Maintenance	\$22,500	\$22,037	(\$462)	\$27,000
22	Medical and Fitness Training	\$13,400	\$13,400	(\$0)	\$20,400
23	Career Recognition	\$3,500	\$3,093	(\$407)	\$4,000
24	Holiday Relief Wages & Overtime	\$267,445	\$268,555	\$1,110	\$314,000
25	Holiday Relief Benefits	\$79,629	\$72,622	(\$7,008)	\$91,700
26	Volunteer Expenses	\$17,235	\$11,055	(\$6,180)	\$21,000
27		<u>\$2,842,027</u>	<u>\$2,852,201</u>	<u>(\$89,824)</u>	<u>\$3,568,100</u>
TELECOMMUNICATIONS					
28	Cellular Telephone	\$4,842	\$3,797	(\$1,045)	\$5,810
29	Communication Equipment	\$8,463	\$4,218	(\$4,244)	\$12,000
30	Maintenance/ Repairs	\$2,550	\$90	(\$2,460)	\$3,060
31		<u>\$15,854</u>	<u>\$8,105</u>	<u>(\$7,750)</u>	<u>\$20,870</u>
INSURANCE:					
32	Insurance	\$33,500	\$32,987	(\$513)	\$33,500
33		<u>\$33,500</u>	<u>\$32,987</u>	<u>(\$513)</u>	<u>\$33,500</u>
PREVENTION AND TRAINING					
34	Firefighter/Co. Officer Training	\$23,150	\$18,151	(\$4,999)	\$32,000
35	Fire Prevention and Public Education	\$7,946	\$3,658	(\$4,288)	\$10,000
36	Training Supplies	\$2,400	\$2,190	(\$210)	\$2,500
37		<u>\$33,496</u>	<u>\$24,000</u>	<u>(\$9,496)</u>	<u>\$44,500</u>
FACILITIES					
38	Station 1 Operating	\$164,716	\$147,882	(\$16,834)	\$186,680
39	Station 2 Operating	\$18,083	\$18,250	\$167	\$21,700
40	Station 2 Rent	\$39,950	\$39,950	\$0	\$47,940
41	Station Supplies	\$8,750	\$4,536	(\$4,214)	\$10,500
42		<u>\$231,499</u>	<u>\$210,618</u>	<u>(\$20,881)</u>	<u>\$266,820</u>

Kennebecasis Valley Fire Department Inc.

Statement of Operations with Budget Variances

For the 10 months ending October 31, 2016

	BUDGET	ACTUAL	VARIANCES	BUDGET
	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	2016
			(Under Budget)	
continued..				
FLEET				
43 Vehicle Fuel	\$30,769	\$17,120	(\$13,649)	\$40,000
44 Vehicle Registration	\$434	\$341	(\$93)	\$434
45 Vehicle Maint & Repairs	\$51,667	\$70,932	\$19,265	\$62,000
46	<u>\$82,870</u>	<u>\$88,393</u>	<u>\$5,523</u>	<u>\$102,434</u>
OPERATIONS				
47 New Equipment	\$11,997	\$5,545	(\$6,453)	\$16,000
48 Maint & Repairs - Equipment	\$11,000	\$16,999	\$5,999	\$13,000
49 Maint & Repairs - Bunker Gear	\$2,000	\$1,209	(\$791)	\$7,000
50 Medical Supplies	\$3,333	\$3,442	\$108	\$4,000
51 Fire Fighting Supplies	\$3,333	\$947	(\$2,386)	\$4,000
52 Health & Safety	\$1,250	\$84	(\$1,166)	\$1,500
53 H&S Cause Determination	\$833	\$0	(\$833)	\$1,000
54	<u>\$33,747</u>	<u>\$28,228</u>	<u>(\$5,521)</u>	<u>\$46,500</u>
WATER COSTS:				
55 Water Costs - Rothesay	\$23,497	\$23,497	\$0	\$23,497
56 Water Costs - Quispamsis	\$4,390	\$4,390	\$0	\$4,390
57	<u>\$27,887</u>	<u>\$27,887</u>	<u>\$0</u>	<u>\$27,887</u>
OTHER:				
58 Miscellaneous	\$1,667	\$2,067	\$400	\$2,000
59 Retirement Allowance	\$41,667	\$41,667	\$0	\$50,000
60	<u>\$43,333</u>	<u>\$43,734</u>	<u>\$400</u>	<u>\$52,000</u>
61	<u>\$3,954,276</u>	<u>\$3,811,384</u>	<u>(\$142,891)</u>	<u>\$4,829,029</u>
61 SURPLUS FOR THE PERIOD	<u>\$156,453</u>	<u>\$298,478</u>	<u>\$142,024</u>	<u>\$0</u>

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000
For the 10 months ending October 31, 2016

Line #	Description	Budget YTD	Actual YTD	Variance (Under Budget)	Details
9	Admin. Wages and Benefits	\$465,938	\$455,397	(\$10,541)	Finance Admin hours less than budgeted
	Firefighting Force:				Result of retirement and personnel on leave,
17	Salaries	\$1,959,926	\$1,936,014	(\$23,912)	recovery of wages from WSNB
18	Overtime	\$50,884	\$33,661	(\$17,224)	as required
19	Vacation pay on retirement	\$28,308	\$9,436	(\$18,872)	Retiree took vacation time in lieu of cash, only 2 of 3 employees retired
20	Force Benefits	\$499,199	\$482,329	(\$16,870)	# of employees utilizing single coverage, actual costs less than budget expectations
25	Holiday Relief Benefits	\$79,629	\$72,622	(\$7,006)	2 HRFF advanced to force, fewer HRFF reached eligibility level of 2184 hrs
26	Volunteer Expenses	\$17,235	\$11,055	(\$6,180)	Volunteer training hours less than expected
38	Station 1 Operating	\$164,716	\$147,882	(\$16,834)	Property tax and propane costs reduced
42	Vehicle Fuel	\$30,769	\$17,120	(\$13,649)	per liter costs reduced
45	Vehicle Maintenance & Repair	\$51,667	\$70,932	\$19,265	E2 injectors replaced, other repairs as required
47	New Equipment	\$11,997	\$5,545	(\$6,453)	timing of new purchases
48	Maint & Repairs - Equipment	\$11,000	\$16,899	\$5,899	repairs as needed
Material Variances		\$3,371,269	\$3,258,991	(\$112,278)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000
For the months of September & October 2016

Recurring Monthly Invoices		Amount	Description
09/01/16	Assumption Life	\$25,008	Group Benefits
09/01/16	Town of Quispamsis	\$3,995	Rent - Station 2
09/08/16	Receiver General	\$39,252	payroll liabilities
09/08/16	BMO	\$74,207	net wages 09/08/2016
09/22/16	Receiver General	\$33,138	payroll liabilities
09/22/16	BMO	\$74,615	net wage 09/22/2016
09/30/16	CIBC Mellon	\$39,756	Pension September 2016
09/30/16	I.A.F.F. Local 3591	\$7,534	Union Dues
10/01/16	Assumption Life	\$25,682	Group Benefits
10/01/16	Town of Quispamsis	\$3,995	Rent - Station 2
10/01/16	Town of Rothesay	\$5,874	Quarterly water
10/08/16	Receiver General	\$32,382	payroll liabilities
10/08/16	BMO	\$77,249	net wages 10/08/2016
10/20/16	Receiver General	\$31,106	payroll liabilities
10/20/16	BMO	\$75,669	net wage 10/20/2016
10/31/16	CIBC Mellon	\$39,959	Pension October 2016
10/31/16	I.A.F.F. Local 3591	\$7,021	Union Dues
Non-Recurring Invoices		Amount	Description
09/16/16	Cummings Fire & Safety Ltd	\$2,405	Capital- part of hose purchase
09/14/16	ROD Quality Services Inc.	\$3,832	Q1- Platform truck inspection
09/22/16	Controls & Equipment Ltd	\$19,504	Capital- replacement of 2 heat pump units
10/10/16	Nova Fire Equipment Ltd	\$7,146	Capital- 3 sets of turnout gear
10/14/16	KV Auto & Truck Service	\$7,690	T2 - replaced air tank
10/21/16	KV Auto & Truck Service	\$3,678	T2 replaced fuel tank
10/27/16	Ville de Dieppe	\$2,358	water rescue training
10/31/16	Goodyear Canada Inc.	\$2,852.69	T2- 4 tires



Kennebecasis Valley Fire Department

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

November 23, 2016

Structure Fire

In the early morning hours of November 13, KVFD was dispatched to a structure fire at 109 Marianne Drive, Quispamsis. On arrival, crews were faced with a fully involved attached garage fire with flames venting through the roof. The fire had started to breach the doorway into the residence and crews from both stations quickly went to work to confine and extinguish the fire.

The skillful execution of the incident action plan prevented that fire from consuming the home and the fire loss was stopped. The home was equipped with functioning smoke alarms which helped to alert the occupants. The residence suffered smoke and water damage from the suppression effort but most of the contents were salvaged. Crews were on scene for approximately four hours and the fire cause determination revealed that the improper disposal of fireplace ashes in the compost container caused the fire.



Firefighter For a Day Contest

As part of our annual public education program the department hosts a firefighter for a day contest which is open to all grade three students in the valley. To be eligible, the students must submit a home escape plan that they develop for their family. The home escape plan must indicate the location of smoke alarms, at least two ways out of their residence and a meeting place to gather outside. The winner of the contest gets picked up at school in a fire truck and spends the school day "working" at the fire station with the on-duty crew. This year's firefighter for a day will be joining us during the last week of November.

Department to Host Fire Cadets

Four fire school cadets from Holland College will be joining us to do their on-the-job (OJT) training with our department and will be with us for the next two months. Our department has become a destination of choice for the Maritime based fire schools when placing their cadets for the OJT portion of their training and we have found this to be a mutually beneficial program to participate in. One of our recently hired holiday relief firefighters is a former graduate of this program. HRFF Tom Heffernan did his OJT with us in 2015 then joined our auxiliary before becoming a paid member this summer.

Response Types Kennebecasis Valley Fire Department (01/01/2016-31/10/2016)	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	2016 YTD	2015 YTD
Fire/explosion - dollar loss [10]	0	6	3	3	1	4	1	0	1	4	23	40
Rubbish/grass fire - no dollar loss [12]	0	1	3	7	17	11	3	4	2	2	50	49
Chimney Fire [13]	0	0	0	2	1	0	0	0	0	0	3	6
Total Fire [10-19]	0	7	6	12	19	15	4	4	3	6	76	95
Rescue - Miscellaneous [30]	1	0	0	0	1	0	1	1	0	1	5	5
Vehicle Accident [31]	11	15	6	4	12	8	8	6	6	8	84	96
Total Rescue or Resuscitation call [30-39]	12	15	6	4	13	8	9	7	6	9	89	101
Public Hazard - gasoline or fuel spill [41]	0	1	0	1	0	0	0	1	0	1	4	3
Public Hazard - power line down / utility pole hazard [43]	0	2	1	1	0	0	0	1	1	1	7	20
Public Hazard - miscellaneous [49]	0	1	2	0	2	0	1	1	1	0	8	12
Total Public hazard [40-49]	0	4	3	2	2	0	1	3	2	2	19	35
Gas Leak - propane [51]	1	0	0	1	0	0	0	0	1	1	4	5
Gas Leak - response to carbon monoxide detector alarm [53]	0	0	2	2	2	2	0	0	3	0	11	11
Total Gas leak [50-59]	1	0	2	3	2	2	0	0	4	1	15	16
Public Service - first aid [62]	47	51	48	56	64	50	65	45	51	61	538	536
Public Service - assist police or other agency [63]	1	0	3	0	0	0	0	3	0	0	7	10
Public Service - mutual aid [65]	0	0	1	0	1	2	0	3	3	0	10	14
Public Service - animal rescue [66]	0	0	0	0	0	0	0	0	0	0	0	0
Public Service - flooding [67]	1	0	0	0	0	0	0	0	0	0	1	27
Public Service- miscellaneous [69]	2	1	1	0	2	3	1	1	1	1	13	21
Total Public services [60-69]	51	52	53	56	67	55	66	52	55	62	569	608
Alarm No Fire - accidental miscellaneous [70]	6	3	3	1	1	1	0	7	3	2	27	38
Alarm No Fire - smoke or steam mistaken [71]	2	1	1	0	2	1	1	1	0	3	12	15
Alarm No Fire - sprinkler surge or discharge [72]	1	0	0	0	0	0	0	0	0	0	1	4
Alarm No Fire - detector activated [73]	5	6	6	3	4	6	10	6	14	10	70	60
Alarm No Fire - unknown odours [75]	0	1	2	3	1	0	0	0	1	0	8	6
Alarm No Fire - miscellaneous [79]	1	0	2	2	0	5	1	3	7	1	22	24
Total Alarm no fire - No malicious intent [70-79]	15	11	14	9	8	13	12	17	25	16	140	147
False Alarm (Mischief) - miscellaneous [89]	0	0	1	1	0	0	1	1	2	0	6	6
Total False alarm - Mischief [80-89]	0	0	1	1	0	0	1	1	2	0	6	6
Total Response Types Kennebecasis Valley Fire	79	89	85	87	111	93	93	84	97	96	914	1008

Town of Rothesay

General Fund Financial Statements

December 31, 2016

Includes:

General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G9
Variance Report	G10
Project Funding	G11

Town of Rothesay

Balance Sheet - Capital General Fund 12/31/16

ASSETS

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

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

\$ 45,731,683

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(700,000)
Total Long Term Debt	8,977,000

Total Liabilities \$ 8,277,000

Investment in General Fund Fixed Assets 37,454,684

\$ 45,731,683

Town of Rothesay
 Balance Sheet - General Fund Reserves
 12/31/16

ASSETS

BNS General Operating Reserve #214-15	792,332
BNS General Capital Reserves #2261-14	1,007,361
BNS - Gas Tax Reserves - GIC	4,238,630
Gen Reserves due to/from Gen Operating	4,681
	<u>\$ 6,043,004</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,059,476
Invest. in General Capital Reserve	862,320
General Gas Tax Funding	178,120
Invest. in General Operating Reserve	798,190
Invest. in Land for Public Purposes Reserve	93,497
Invest. in Town Hall Reserve	51,402
	<u>\$ 6,043,004</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 12/31/16

CURRENT ASSETS

Cash	115,810
Receivables	744,276
HST Receivable	762,353
Payroll Clearing	(77,377)
Inventory	32,649
Gen Operating due to/from Util Operating	1,361,440
Total Current Assets	<u>2,939,151</u>
Other Assets:	<u>-</u>
TOTAL ASSETS	<u><u>2,939,151</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,366,596
Other Payables	337,600
Gen Operating due to/from Gen Reserves	4,681
Gen Operating due to/from Gen Capital	700,000
Accrued Sick Leave	13,300
Accrued Pension Obligation	362,016
Accrued Retirement Allowance	346,100
Def. Rev-Quispamsis/Library Share	70,395
TOTAL LIABILITIES	<u>3,200,687</u>
EQUITY	
Retained Earnings - General	(313,136)
Surplus/(Deficit) for the Period	51,600
	<u>(261,536)</u>
	<u><u>2,939,152</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
12 Months Ended 12/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,246,820	1,246,820	14,961,842	14,961,842	0		14,961,842
Sale of Services	32,327	31,900	328,058	345,700	(17,642)		345,700
Services to Province of New Brunswick	28,565	5,000	89,243	60,000	29,243		60,000
Other Revenue from Own Sources	8,917	7,753	166,516	106,779	59,737		106,779
Unconditional Grant	9,916	9,916	118,987	118,987	(0)		118,987
Conditional Transfers	676,090	0	736,511	21,500	715,011		21,500
Other Transfers	212,500	212,500	1,135,418	1,135,192	226		1,135,192
	<u>\$2,215,136</u>	<u>\$1,513,889</u>	<u>\$17,536,574</u>	<u>\$16,750,000</u>	<u>\$786,574</u>		<u>\$16,750,000</u>
EXPENSES							
General Government Services	211,162	131,682	1,977,926	2,032,455	54,529		2,032,455
Protective Services	336,320	351,812	4,707,636	4,744,123	36,487		4,744,123
Transportation Services	441,319	328,679	3,257,039	3,365,331	108,292		3,365,331
Environmental Health Services	51,929	49,000	612,387	638,000	25,613		638,000
Environmental Development	38,206	50,889	547,890	641,022	93,132		641,022
Recreation & Cultural Services	151,715	104,225	1,984,748	1,903,676	(81,072)		1,903,676
Fiscal Services	3,912,603	2,939,986	4,397,348	3,425,393	(971,955)		3,425,393
	<u>\$5,143,254</u>	<u>\$3,956,274</u>	<u>\$17,484,974</u>	<u>\$16,750,000</u>	<u>-\$734,974</u>		<u>\$16,750,000</u>
Surplus (Deficit) for the Year	<u>-\$2,928,119</u>	<u>-\$2,442,385</u>	<u>\$51,600</u>	<u>\$0</u>	<u>\$51,600</u>		<u>\$ -</u>

Town of Rothesay
Statement of Revenue & Expenditure
12 Months Ended 12/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	1,289	2,600	24,733	31,200	(6,467)	1	31,200
Town Hall Rent	400	1,633	8,514	19,600	(11,086)	2	19,600
Arena Revenue	29,430	27,167	235,347	230,000	5,347		230,000
Community Garden	0	0	1,440	900	540		900
Recreation Programs	1,209	500	58,023	64,000	(5,977)	3	64,000
	<u>32,327</u>	<u>31,900</u>	<u>328,058</u>	<u>345,700</u>	<u>(17,642)</u>		<u>345,700</u>
Other Revenue from Own Sources							
Licenses & Permits	5,735	7,083	102,325	85,000	17,325	4	85,000
Police Fines	0	0	13,741	13,741	0		13,741
Recycling Dollies & Lids	42	0	760	0	760		0
Interest & Sundry	(127)	417	9,797	5,000	4,797	5	5,000
Miscellaneous	3,267	253	39,817	3,038	36,779	6	3,038
History Book Sales	0	0	77	0	77		0
	<u>8,917</u>	<u>7,753</u>	<u>166,516</u>	<u>106,779</u>	<u>59,737</u>		<u>106,779</u>
Conditional Transfers							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	676,090	0	734,011	20,000	714,011	7	20,000
	<u>676,090</u>	<u>0</u>	<u>736,511</u>	<u>21,500</u>	<u>715,011</u>		<u>21,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	285,418	285,192	226		285,192
Utility Fund Transfer	212,500	212,500	850,000	850,000	0		850,000
	<u>212,500</u>	<u>212,500</u>	<u>1,135,418</u>	<u>1,135,192</u>	<u>226</u>		<u>1,135,192</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,525	3,090	33,252	36,475	3,223		36,475
Councillors	9,659	9,026	102,690	104,059	1,369		104,059
Regional Service Commission 9	0	0	5,046	7,500	2,454		7,500
Other	127	417	6,394	11,000	4,606		11,000
	<u>12,311</u>	<u>12,532</u>	<u>147,383</u>	<u>159,034</u>	<u>11,651</u>		<u>159,034</u>
Administrative							
Office Building	9,551	21,271	137,649	153,100	15,451	8	153,100
Solicitor	42,146	2,917	85,251	35,000	(50,251)	9	35,000
Administration - Wages & Benefits	134,307	75,916	938,550	985,200	46,650	10	985,200
Supplies	5,815	7,075	83,773	97,900	14,127	11	97,900
Professional Fees	34	4,167	38,811	50,000	11,189		50,000
Other	5,871	4,263	73,838	67,337	(6,501)	12	67,337
	<u>197,723</u>	<u>115,608</u>	<u>1,357,872</u>	<u>1,388,537</u>	<u>30,665</u>		<u>1,388,537</u>

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G7

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	0	583	5,610	7,000	1,390		7,000
Civic Relations	177	208	5,858	4,000	(1,858)		4,000
Insurance	0	0	162,197	157,000	(5,197)		157,000
Donations	950	2,750	51,440	67,000	15,560		67,000
Cost of Assessment	0	0	239,884	239,884	0		239,884
Property Taxes - L.P.P.	0	0	7,681	10,000	2,319		10,000
	<u>1,127</u>	<u>3,542</u>	<u>472,671</u>	<u>484,884</u>	<u>12,213</u>		<u>484,884</u>
	<u>211,162</u>	<u>131,682</u>	<u>1,977,926</u>	<u>2,032,455</u>	<u>54,529</u>		<u>2,032,455</u>
Protective Services							
Police							
Police Protection	186,140	190,846	2,239,327	2,244,033	4,706		2,244,033
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>186,140</u>	<u>190,846</u>	<u>2,242,127</u>	<u>2,246,833</u>	<u>4,706</u>		<u>2,246,833</u>
Fire							
Fire Protection	140,573	145,695	1,931,867	1,939,032	7,165		1,939,032
Water Costs Fire Protection	0	0	375,000	375,000	0		375,000
	<u>140,573</u>	<u>145,695</u>	<u>2,306,867</u>	<u>2,314,032</u>	<u>7,165</u>		<u>2,314,032</u>
Emergency Measures							
911 Communications Centre	11,147	11,147	133,758	133,758	0		133,758
EMO Director/Committee	(2,734)	2,083	7,444	25,000	17,556	13	25,000
	<u>8,413</u>	<u>13,230</u>	<u>141,202</u>	<u>158,758</u>	<u>17,556</u>		<u>158,758</u>
Other							
Animal & Pest Control	1,195	792	8,834	9,500	666		9,500
Other	0	1,250	8,606	15,000	6,394	14	15,000
	<u>1,195</u>	<u>2,042</u>	<u>17,439</u>	<u>24,500</u>	<u>7,061</u>		<u>24,500</u>
Total Protective Services	<u>336,320</u>	<u>351,812</u>	<u>4,707,636</u>	<u>4,744,123</u>	<u>36,487</u>		<u>4,744,123</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	
G8								
Transportation Services								
Common Services								
Administration (Wages & Benefits)	141,926	136,569	1,758,604	1,784,982	26,378		1,784,982	
Workshops, Yards & Equipment	86,608	46,792	544,045	580,500	36,455	15	580,500	
Engineering	48,955	417	59,628	5,000	(54,628)	16	5,000	
	277,489	183,777	2,362,277	2,370,482	8,205		2,370,482	
Street Cleaning & Flushing								
Streets	5,220	5,000	34,838	35,000	162		35,000	
Roads & Streets	1,983	6,917	78,785	83,000	4,215		83,000	
Crosswalks & Sidewalks	21,984	1,302	36,308	14,349	(21,959)	17	14,349	
Culverts & Drainage Ditches	13,135	5,000	59,234	60,000	766		60,000	
Snow & Ice Removal	91,792	94,667	420,350	512,000	91,650	18	512,000	
	134,113	112,885	629,515	704,349	74,834		704,349	
Street Lighting								
	11,674	12,167	136,545	146,000	9,455		146,000	
Traffic Services								
Street Signs	0	833	4,612	10,000	5,388		10,000	
Traffic Lanemarking	0	0	21,875	26,000	4,125		26,000	
Traffic Signals	782	2,083	18,059	25,000	6,941		25,000	
Railway Crossing	1,743	1,143	20,918	18,000	(2,918)		18,000	
	2,525	4,060	65,464	79,000	13,536		79,000	
Public Transit								
Public Transit - Comex Service	15,373	15,500	61,492	62,000	508		62,000	
Public Transit - Other	146	292	1,745	3,500	1,755		3,500	
	15,519	15,792	63,237	65,500	2,263		65,500	
Total Transportation Services	441,319	328,679	3,257,039	3,365,331	108,292		3,365,331	
Environmental Health Services								
Solid Waste Disposal Land Fill	15,319	17,500	186,817	210,000	23,183	19	210,000	
Solid Waste Disposal Compost	1,894	2,333	25,240	28,000	2,760		28,000	
Solid Waste Collection	21,864	21,667	260,635	260,000	(635)		260,000	
Solid Waste Collection Curbside Recycling	7,566	7,500	92,134	90,000	(2,134)		90,000	
Clean Up Campaign	5,286	0	47,560	50,000	2,440		50,000	
	51,929	49,000	612,387	638,000	25,613		638,000	
Environmental Development Services								
Planning & Zoning								
Administration	31,004	31,951	429,651	443,900	14,249		443,900	
Planning Projects	0	11,111	27,215	100,000	72,785	20	100,000	
Heritage Committee	0	625	1,500	7,500	6,000		7,500	
	31,004	43,687	458,366	551,400	93,034		551,400	
Economic Development Comm.								
Tourism	7,202	7,202	86,422	86,422	0		86,422	
	0	0	3,103	3,200	97		3,200	
	7,202	7,202	89,525	89,622	97		89,622	
	38,206	50,889	547,890	641,022	93,132		641,022	

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
G9							
Recreation & Cultural Services							
Administration	20,196	16,467	269,403	242,315	(27,088)	21	242,315
Beaches	107	0	49,413	57,784	8,371		57,784
Rothsay Arena	42,146	31,262	291,021	276,381	(14,640)	22	276,381
Memorial Centre	9,114	4,583	61,874	63,000	1,126		63,000
Summer Programs	588	375	60,292	56,049	(4,243)	23	56,049
Parks & Gardens	44,120	29,265	554,647	546,400	(8,247)		546,400
Rothsay Common Rink	12,645	4,100	57,405	36,600	(20,805)	24	36,600
Playgrounds and Fields	11,486	9,000	120,972	108,000	(12,972)	25	108,000
Regional Facilities Commission	0	0	390,133	390,071	(62)		390,071
Kennebecasis Public Library	7,131	7,131	91,442	85,576	(5,866)	26	85,576
Big Rothsay Road	0	83	0	1,000	1,000		1,000
Special Events	2,956	1,625	36,169	36,500	331		36,500
Rothsay Living Museum	1,226	333	1,978	4,000	2,022		4,000
	<u>151,715</u>	<u>104,225</u>	<u>1,984,748</u>	<u>1,903,676</u>	<u>(81,072)</u>		<u>1,903,676</u>
Fiscal Services							
Debt Charges							
Interest	114,559	125,986	244,304	256,393	12,089	27	256,393
Debt Payments	475,000	475,000	830,000	830,000	0		830,000
	<u>589,559</u>	<u>600,986</u>	<u>1,074,304</u>	<u>1,086,393</u>	<u>12,089</u>		<u>1,086,393</u>
Transfers To:							
Capital Fund for Capital Expenditures	2,648,454	2,179,000	2,648,454	2,179,000	(469,454)	28	2,179,000
Capital Projects Funded by Grants	674,590	0	674,590	0	(674,590)	29	0
Reserve Funds	0	150,000	0	150,000	150,000	30	150,000
Town Hall Reserve Transfer	0	10,000	0	10,000	10,000		10,000
	<u>3,323,044</u>	<u>2,339,000</u>	<u>3,323,044</u>	<u>2,339,000</u>	<u>(984,044)</u>		<u>2,339,000</u>
	<u>3,912,603</u>	<u>2,939,986</u>	<u>4,397,348</u>	<u>3,425,393</u>	<u>(971,955)</u>		<u>3,425,393</u>

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Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Bill McGuire Memorial Centre	\$ 24,733	\$ 31,200	\$ (6,467)	Budget was ambitious
2	Town Hall Rent	\$ 8,514	\$ 19,600	\$ (11,086)	Vacancies
3	Recreation Programs	\$ 58,023	\$ 64,000	\$ (5,977)	Soccer rentals below budget
4	Licenses & Permits	\$ 102,325	\$ 85,000	\$ 17,325	Housing starts
5	Interest & Sundry	\$ 9,797	\$ 5,000	\$ 4,797	Cash on hand
6	Miscellaneous	\$ 39,817	\$ 3,038	\$ 36,779	Provincial reimbursement - Taylor Brook Repairs
7	Grants - Other	\$ 734,011	\$ 20,000	\$ 714,011	Includes Designated Highway \$674,000
		Total	\$	766,935	
		Variance per Statement	\$	786,574	
		Explained		97.50%	
Expenses					
General Government					
8	Office Building	\$ 137,649	\$ 153,100	\$ 15,451	expenses less with vacancies
9	Solicitor	\$ 85,251	\$ 35,000	\$ (50,251)	K-Park land use: \$17,000; unsightly premises: \$13,000 Oakville Acres appeal \$26,000
10	Administration - Wages & Benefits	\$ 938,550	\$ 985,200	\$ 46,650	Step increases not implemented
11	Supplies	\$ 83,773	\$ 97,900	\$ 14,127	Information systems items not purchased
12	Administration - Other	\$ 73,838	\$ 67,337	\$ (6,501)	Workers' compensation for all staff, budget by dept.
Protective Services					
13	EMO Director/Committee	\$ 7,444	\$ 25,000	\$ 17,556	Not used
14	Protective Services - Other	\$ 8,606	\$ 15,000	\$ 6,394	Fewer hydrant repairs required
Transportation					
15	Workshops, Yards & Equipment	\$ 544,045	\$ 580,500	\$ 36,455	Fuel costs \$40,000 under budget; small tool purchases not made \$13,000; GIS Communications not budgeted \$25,000
16	Engineering	\$ 59,628	\$ 5,000	\$ (54,628)	2017 Engineering, Transportation plan update
17	Crosswalks & Sidewalks	\$ 36,308	\$ 14,349	\$ (21,959)	Includes Highland Ave
18	Snow & Ice Removal	\$ 420,350	\$ 512,000	\$ 91,650	Salt and sand purchases down
Environmental Health					
19	Solid Waste Disposal - Landfill	\$ 186,817	\$ 210,000	\$ 23,183	Tonnage down
Environmental Development					
20	Planning Projects	\$ 27,215	\$ 100,000	\$ 72,785	Timing
Recreation & Cultural Services					
21	Administration	\$ 269,403	\$ 242,315	\$ (27,088)	Wage allocation
22	Rothesay Arena	\$ 291,021	\$ 276,381	\$ (14,640)	Wage allocation \$26,000 under budget, Power, Plant & Ice over budget by \$25,000
23	Summer Programs	\$ 60,292	\$ 56,049	\$ (4,243)	Camp supplies and Field Attendants over budget
24	Rothesay Common Rink	\$ 57,405	\$ 36,600	\$ (20,805)	Wage allocation and security costs
25	Playgrounds & Fields	\$ 120,972	\$ 108,000	\$ (12,972)	Fencing, groomers, new plow
26	Kennebecasis Public Library	\$ 91,442	\$ 85,576	\$ (5,866)	Expensing deferred portion of operating expenses 2014-15
Fiscal Services					
27	Interest	\$ 244,304	\$ 256,393	\$ 12,089	Interest on new debenture less than expected
28	Capital Fund for Capital Expenditures	\$ 2,648,454	\$ 2,179,000	\$ (469,454)	Manage surplus, borrow less
29	Capital Projects Funded by Grants	\$ 674,590	\$ -	\$ (674,590)	Designated highway, offset by grant
30	Reserve Fund	\$ -	\$ 150,000	\$ 150,000	Per Council
		Total	\$	(876,657)	
		Variance per Statement	\$	734,974	
		Explained		-119.28%	

Town of Rothesay

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Account	Description	Balance	Funding: Reserves	Gas Tax	Grants	Operating	Borrow	Expense
120105-60	General Gov't Equipment Purchases G-2016-005	61,589.75				61,589.75		
120115-60	Protective Serv. Equipment Purchases P-2016-004	4,985.75				-	-	4,985.75
120120-60	Arena Upgrade R-2016-008	13,481.40						13,481.40
120130-60	Oakville Acres Pathways T-2016-011	52,178.92				52,178.92		
120165-60	Miller Field Building R-2013-08	98,918.87				98,918.87		
120181-60	2013 Rothesay Common Upgrade R-2013-01	42,455.50				42,455.50		
120208-60	Recreation Equipment Purchases R-2016-003	285,027.83				285,027.83		
120213-60	Transportation Equipment Purchases T-2016-002	113,961.58				113,961.58		
120218-60	Town Hall Improvements G-2014-008	33,482.33				33,482.33		
120224-60	Memorial Centre Improvements R-2014-010	5,729.50						5,729.50
120230-60	French Village Road T-2015-010 (Phase 3 2015)	4,645.33					-	4,645.33
120233-60	Wells Trail R-2014-019	177,482.05				62,626.07	114,855.98	
120234-60	Wells Ballfield R-2014-020	91,582.40				91,582.40		
120235-60	Salt Shed Improvements T-2014-021	97,750.56	80,000.00			17,750.56		
120237-60	Curb & Gutter Eriskay/Iona T-2015-004	4,476.40						4,476.40
120238-60	Engineering 2017 Streets T-2017-001	48,955.01						48,955.01
120239-60	In House Almon/RA5 Church/Golf Club T-2015-005	65,712.72				65,712.72		
120242-60	Almon/Peters Reconstruction T-2016-007	399,895.04				175,512.93	224,382.11	
120243-60	Curb & Sidewalk Parkdale/Chapel T-2016-006	399,634.03		240,000.00		159,634.03		
120244-60	Asphalt Resurfacing T-2016-009	783,396.73			674,590.22	108,806.51		
120245-60	Microseal Resurfacing T-2016-010	125,192.48				125,192.48		
120246-60	Master Drive Site T-2016-012	143,203.77				143,203.77		
120247-60	RA5 River Road T-2016-013	64,194.58				64,194.58		
120248-60	Rothesay Road Sidewalk T-2016-014 Added by Council	226,967.01		171,668.96		55,298.05		
120249-60	Generators T-2015-001	323,598.31	320,000.00			3,598.31		
120250-60	Highland Avenue Sidewalk T-2016-015	12,552.89		10,000.00		2,552.89		
120251-60	Designated Highway T-2016-014	885,173.63				885,173.63		
120252-60	Trail Connector/Crossing R-2016-017	11,862.53				-		11,862.53
		4,558,824.74	400,000.00	421,668.96	674,590.22	2,648,453.71	339,238.09	74,873.76

Town of Rothesay

Utility Fund Financial Statements

December 31, 2016

Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Project Funding

U6

Town of Rothesay
Capital Balance Sheet
As at 12/31/16

ASSETS

Assets:

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

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

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

Current:

Util Capital due to/from Util Operating	625,000
Total Current Liabilities	<hr/> 625,000

Long-Term:

Long-Term Debt	8,031,637
Total Liabilities	<hr/> 8,656,637

EQUITY

Investments:

Investment in Fixed Assets	21,448,797
Total Equity	<hr/> 21,448,797
TOTAL LIABILITIES & EQUITY	<hr/> <hr/> 30,105,434

Town of Rothesay

Utility Reserve Balance Sheet

As at 12/31/16

ASSETS

Assets:

Bank - Utility Reserve	668,590
Due from Utility Operating	410,209
TOTAL ASSETS	<u>\$ 1,078,799</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	775,721
Invest. in Utility Operating Reserve	100,217
Invest. in Sewage Outfall Reserve	202,861
TOTAL EQUITY	<u>\$ 1,078,799</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 12/31/16

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	697,411
Accounts Receivable - Misc.	1,267,966
Total Current Assets	<u>1,965,377</u>
Other Assets:	
	-
 TOTAL ASSETS	 <u>\$ 1,965,377</u>

LIABILITIES

Bank Loan	700,000
Accrued Payables	48,730
Due from General Fund	1,361,440
Due from (to) Capital Fund	(625,000)
Due to (from) Utility Reserve	410,209
Deferred Revenue	21,354
Total Liabilities	<u>1,916,733</u>

EQUITY

Surplus:	
Opening Retained Earnings	30,281
Profit (Loss) to Date	18,363
	<u>48,644</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 1,965,377</u>

Town of Rothesay
Utilities Operating Income Statement
12 Months Ended 12/31/16

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	228,919	231,966	976,500	962,000	14,500	1	962,000
Meter and non-hookup fees	9,873	8,750	39,444	35,000	4,444		35,000
Water Supply for Fire Prot.	0	0	375,000	375,000	0		375,000
Local Improvement Levy	0	0	59,073	55,000	4,073		55,000
Sewerage Services	58	0	1,517,519	1,520,000	(2,481)		1,520,000
Connection Fees	100	5,000	131,475	60,000	71,475	2	60,000
Interest Earned	4,924	3,333	64,030	40,000	24,030	3	40,000
Misc. Revenue	1,047	250	110,159	3,000	107,159	4	3,000
Infrastructure Grants	1,266,766	0	1,266,766	0	1,266,766	5	0
TOTAL RECEIPTS	1,511,687	249,299	4,539,966	3,050,000	1,489,966		3,050,000
WATER SUPPLY							
Share of Overhead Expenses	63,750	63,750	255,000	255,000	0		255,000
Audit/Legal/Training	0	1,000	6,333	15,000	8,667	6	15,000
Purification/Treatment	22,385	24,167	272,266	304,000	31,734	7	304,000
Transm/Distribution	13,805	8,083	76,483	97,000	20,517	8	97,000
Power & Pumping	3,100	3,917	40,264	47,000	6,736		47,000
Billing/Collections	124	250	1,170	3,000	1,830		3,000
Water Purchased	0	83	621	1,000	379		1,000
Misc. Expenses	5,415	1,250	16,943	15,000	(1,943)		15,000
TOTAL WATER SUPPLY	108,579	102,500	669,079	737,000	67,921		737,000
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	148,750	148,750	595,000	595,000	0		595,000
Audit/Legal/Training	725	1,833	9,061	29,000	19,939	9	29,000
Collection System	2,129	10,433	64,375	86,000	21,625	10	86,000
Lift Stations	1,181	2,417	16,874	29,000	12,126	11	29,000
Treatment/Disposal	6,480	5,267	60,533	68,000	7,467		68,000
Misc. Expenses	13,996	582	33,893	6,982	(26,911)	12	6,982
TOTAL SWGE COLLECTION & DISPOSAL	173,261	169,282	779,737	813,982	34,245		813,982
FISCAL SERVICES							
Interest on Bank Loans	295	15,000	295	60,000	59,705	13	60,000
Interest on Long-Term Debt	59,115	61,243	256,852	258,980	2,128		258,980
Principal Repayment	252,000	252,000	451,393	451,393	(0)		451,393
Other Debt Charges/Bank Charges	9,224	0	9,224	0	(9,224)	14	0
Transfer to Reserve Accounts	135,375	90,000	135,375	90,000	(45,375)	15	90,000
Capital Fund Through Operating	742,160	475,000	789,236	475,000	(314,236)	16	475,000
Capital Fund Paid by Grants	1,266,766	0	1,266,766	0	(1,266,766)	17	0
Prev. Yrs Deficits	0	0	163,644	163,645	1		163,645
TOTAL FISCAL SERVICES	2,464,936	893,243	3,072,786	1,499,018	(1,573,768)		1,499,018
TOTAL EXPENSES	2,746,775	1,165,025	4,521,603	3,050,000	(1,471,603)		3,050,000
NET INCOME (LOSS) FOR THE PERIOD	(1,235,088)	(915,726)	18,363	0	18,363		0

Town of Rothesay

2017February13OpenSessionFINAL_137

Variance Report - Utility Operating

12 months ending December 31, 2016

Note

#	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of water	\$ 976,500	\$ 962,000	\$ 14,500	Water usage increased from 2015
2	Connection Fees	\$ 131,475	\$ 60,000	\$ 71,475	Apartment building on Gondola Point Rd
3	Interest Earned	\$ 64,030	\$ 40,000	\$ 24,030	Interest on accounts receivable
4	Misc. Revenue	\$ 110,159	\$ 3,000	\$ 107,159	Sale of land
5	Infrastructure Grant	\$ 1,266,766	\$ -	\$ 1,266,766	Offset by project costs
Water Supply					
6	Audit/Legal/Training	\$ 6,333	\$ 15,000	\$ 8,667	Training not used
7	Purification/Treatment	\$ 272,266	\$ 304,000	\$ 31,734	Warranties, testing under budget
8	Transmission/Distribution	\$ 76,483	\$ 97,000	\$ 20,517	Timing
Sewerage Collection & Disposal					
9	Audit/Legal/Training	\$ 9,061	\$ 29,000	\$ 19,939	Training not used
10	Collection Systems	\$ 64,375	\$ 86,000	\$ 21,625	Maintenance not needed
11	Lift Stations	\$ 16,874	\$ 29,000	\$ 12,126	Maintenance not needed
12	Misc. Expenses	\$ 33,893	\$ 6,982	\$ (26,911)	Outflow Management report, Feasibility Study
Fiscal Services					
13	Interest on Bank Loans	\$ 295	\$ 60,000	\$ 59,705	Not required yet
14	Other Debt Charges	\$ 9,224	\$ -	\$ (9,224)	New debenture charges
15	Transfer to Reserves	\$ 135,375	\$ 90,000	\$ (45,375)	Per Council
16	Capital Fund Through Operating	\$ 789,236	\$ 475,000	\$ (314,236)	Manage surplus, borrow less
17	Capital Fund Paid by Grants	1,266,766	-	\$ (1,266,766)	Offset by grant

Town of Rothesay

Account	Description	Debits	Funding: Reserves	Gas Tax	Grants	Operating	Borrow	Expense
120311-30	Wastewater Feasibility Study	13,957.12						13,957.12
120334-30	Almon/Peters Reconstruction - Sewer - T-2016-007	486,594.61				19,094.61	467,500.00	
120423-30	Wastewater Treatment Design - S-2014-016	2,404,620.72	200,000.00		1,266,766.00	312,854.72	625,000.00	
120430-30	Response Unit - Sewer - S-2016-003	85,374.23				85,374.23		
120431-30	Gondola Pt. Rd W-2015-001	1,791.13						1,791.13
120433-30	Water Treatment Plant Upgrade W-2014-013	89,206.94				89,206.94		
120434-30	Well Development - Watershed W-2014-014	125,306.00				125,306.00		
120436-30	McGuire CentreExtension W-2015-003	3,626.28						3,626.28
120437-30	Almon/Peters Reconstruction - Water - T-2016-007	391,640.67				9,140.67	382,500.00	
120438-30	Water Plant Aux Building W-2016-002	5,414.83						5,414.83
120440-30	Rehabilitation of production Well C6 W-2016-003	232,557.66	131,375.00			101,182.66		
		3,832,837.63	331,375.00	-	1,266,766.00	742,159.83	1,475,000.00	17,536.80
						Amount from prior periods	47,076.50	
							<u>789,236.33</u>	

TOWN OF ROTHESAY

FINANCE COMMITTEE

January 27, 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 9:00 a.m.

Election of Officers

Councillor Shea nominated Councillor Grant and Mayor Grant seconded. There being no other nominations, Councillor Grant accepted and assumed the chair.

Agenda & Minutes

The agenda was accepted as presented and the minutes of Nov. 17, 18 and 19, 2016 (already accepted by Council) were accepted as presented. (DS/NG)

Donations & Requests

Treasurer MacDonald reviewed the budget amounts for donations and the Mayor's expense.

- Amazetorium – last year we bought 25 tickets and distributed them to the elementary schools in Rothesay. **It was agreed to buy 30 tickets this year and distribution them again.** (DS/NG)
- NB Competitive Festival of Music – after a brief discussion, **it was agreed to contribute \$250.** (NG/DS)
- Bullying Canada – Treasurer MacDonald said all municipalities in Canada had received this request. **After a brief discussion, it was agreed to recommend to Council no donation be granted and to receive and file the request.**
- KV Oasis – **Mayor Grant approved \$200 for tickets.**
- SJ Fieldhouse update – Treasurer MacDonald will call Mr. MacMackin and advise we will send our cheque when construction starts.

Draft Financial Statements

Utility Fund – Treasurer MacDonald mentioned these are draft, internal statements. The statements were reviewed by Treasurer MacDonald, showing a small surplus. We have \$700,000 showing as borrowed as bridge financing relating to the large sewer project. These funds will be repaid as cash flow allows and ultimately to be replaced with a long-term debenture once the project is completed.

Town Manager Jarvie explained we will soon be reviewing our financial principals as documented in the Council priorities. There was a brief discussion on who should pay for new assets, the current tax payers or the users in the future.

General Fund – Treasurer MacDonald reviewed the draft statements, and again, we are show a small surplus. He also explained these are also not the PSAS statement, which will need to include the new assets and depreciate the old, and consolidate with the Fire, Police and Library. He explained the difference in the statements, and how they should be presented to the public. It is fortuitous all the organizations have the same auditor. The audit is expected to start on Feb. 13/17 and the final statements presented to Council at the April meeting. Mayor Grant would like tighter control on the Recreation budget, and the payroll allocation corrected. Council should be fully informed of ALL operating costs of new assets.

CMMF Funding Agreement

Our grant application has been approved. This study will determine how much storm water is being directed into the sanitary sewer system. This results in extra work for our pumps, and having to treat storm water unnecessarily. The following motion was approved: **recommended to Council to authorize the Mayor and Clerk to enter into the Clean Water & Wastewater Fund (“CWWF”) Funding Contribution Agreement dated Jan. 3/17, Reference # 6990-1047.** (NG/DS)

Gas Tax Plan Revision

Treasurer MacDonald explained why this revision is necessary. This plan is in place from 2014-2018, however revisions can be made. During the budget process it was decided to move \$940,000 from the community centre to roads. This does not say the community centre/arena project will not proceed, nor does it confirm it has been approved by this Council. Town Manager Jarvie reviewed the history of the agreement. The following motion was approved: **recommended to Council that the document entitled “Rothesay Five-Year Capital Investment Plan for the GTF administrative Agreement 2014-2018 (Revised February 2017)” be adopted.**

Internal Control Review Report

Treasurer MacDonald said that good progress had been made, most timelines have been met, but the goals are regularly reviewed and timelines updated as necessary. Results will be made public in the annual report, issued with the audited financial statements.

Compliance Report

For information purposes.



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Doug MacDonald
DATE : February 1, 2017
RE : Finance Committee Recommendations

At its regular meeting of January 27, 2017 the Finance Committee recommended the following motions be presented to Council:

The request for funding by BullyingCanada Inc. be denied and the request be received and filed.

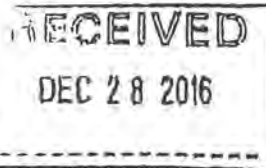
Council authorize the Mayor and Clerk to enter into the Clean Water and Wastewater Fund ("CWWF") Funding Contribution Agreement dated January 3, 2017, Reference Number 6990-1047.

The document entitled ROTHESAY Five-Year Capital Investment Plan for the GTF Administrative Agreement 2014-2018 (Revised February 2017) be adopted.



National Office: 471 Smythe Street, PO BOX 27009, Fredericton, NB, E3B 9M1
Tel: 877-352-4497 Fax: 866-780-3592 E-Mail: Info@BullyingCanada.ca

Mayor and Council
Town of Rothesay
70 Hampton Road
Rothesay, New Brunswick E2E5L5



**No other organization stands
on the front lines of Canadian
schools to facilitate
communication between
parents and teachers that are
working to resolve a bullying
situation.**

December 19, 2016

RE: FINANCIAL DONATION IN SUPPORT OF BULLYINGCANADA INC.

Dear Mayor and Council

Every day, hundreds of Canadian children are bullied on school playgrounds. In fact, at least 1 in 3 adolescent students in Canada reported being bullied recently. Bullying has gained significant media attention in recent years as people have come to understand how deeply it can wound children – and how tragic the consequences can sometimes be. Now, more than ever, the work of BullyingCanada is needed. We invite the Town of Rothesay, to join the organization in standing up for victims of bullying and helping to provide a safe environment for our nation's children and youth.

A Voice for Victims of Violence

Since 2006, Bullying Canada has been the nation's "go-to" organization when it comes to Anti-Bullying efforts. Indeed, we remain the only national charitable organization that provides Canadian youth, their families and their communities with the support, resources and information they need to prevent violence and keep our kids safe. BullyingCanada is pleased to service every community in Canada, including the Town of Rothesay.

National run charity

BullyingCanada maintains its operation through private donations, fundraising events and campaigns, corporate sponsorships, ongoing expansion of volunteer resources and careful revenue management. In 2015, 99% of our funds were used to deliver our programming, while the remaining 2% went to administration. Despite our best efforts, it is a challenge to keep pace with the growing demand for our services and resources. That is why we are asking for the Town of Rothesay's support.

Need for strong, urgent action

Bullying is a national crisis that demands strong and urgent action. Consider the following:

- Canada has the 9th highest rate of bullying in the 13-years-olds category on a scale of 35 countries
- 64 % of Canadian youth report being bullied at school; 12 % regularly
- 47% of Canadian parents report having a child victim of bullying
- 89 % of Canadian teachers said bullying is a serious problem in our public schools

Our communities are filled with young people whose dreams and futures are being shattered by the devastating impact of emotional and physical torment. We all have a responsibility to speak out against



National Office: 471 Smythe Street, PO BOX 27009, Fredericton, NB, E3B 9M1

Tel: 877-352-4497

Fax: 866-780-3592

E-Mail: Info@BullyingCanada.ca

bullying and show support for our young people.

BullyingCanada Programs

A donation from the Town of Rothesay, will support our flagship programs:

National 24/7 Telephone Support Network

BullyingCanada volunteers used a solution-based support model to effectively address the caller's immediate issues. We also make referrals to other community-based agencies, allowing our organization to develop partnerships so that we know callers are being sent to qualified providers.

In 2015 we received 674,710 calls to our national toll-free support system, up 200,000 calls or 30% from the previous year.

In the first week of November, 2016 alone we heard from 10,811 callers. We also see a comparable increase in mails from parents, students and educators requesting our assistance.

In 2015, we received 305,954 email and Chat requests, triple the number from 2014.

Website

In 2015, our website received nearly 2 million page views, up 220,000 from the previous year.

Youth Voices Speaking Program

Since 2006, nearly 2, 000 workshops have been provided.

Bullying is a major problem for Canadian children that we can no longer afford to ignore. We all have the power to keep kids safe. Bullying should never be a part of anyone's childhood.

We are pleased to say, the Village of Belledune, located in New Brunswick, has donated \$5, 000, for the fourth consecutive year. The Village of Belledune has a population of 1,548 as of 2011. We ask that the Town of Rothesay, consider making a donation as the Village of Belledune has.

We ask that you please advise us by return mail if a financial donation will be made. Upon request, we'd be happy to provide you with a more detailed Case for Support, along with Financial Statements, along with local statistics for Calls for Services from the Town of Rothesay.

Sincerely,

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

Rob Benn-Frenette, O.N.B

Co-Executive Director / Co-Founder

BullyingCanada Inc.



ROTHESAY MEMORANDUM



TO : Finance Committee
FROM : Doug MacDonald
DATE : January 24, 2017
RE : CWWF Funding Agreement

Recommendation:

The Finance Committee recommend Council adopt the following motion:

Council authorize the Mayor and Clerk be authorized to enter into the Clean Water and Wastewater Fund ("CWWF") Funding Contribution Agreement dated January 3, 2017, Reference Number 6990-1047.

Background

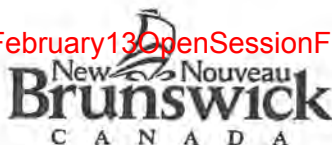
Staff recommended (report attached) the preparation of a funding application to the CWWF to study the extent and effects of Inflow and Infiltration on the Rothesay Utility. Council approved, at its regular meeting on June 13, 2016, the following motion:

MOVED by Deputy Mayor Alexander and seconded by Counc. Wells Council authorize the Director of Operations to submit a funding application to the Clean Water and Wastewater Fund for a tri-level funded project in the amount of \$399,000 to study the extent and effects of Inflow and Infiltration on the Rothesay Utility.

ON THE QUESTION:

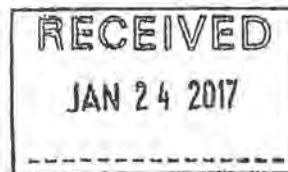
Town Manager Jarvie advised Town staff identified this application as an opportunity to assist with reduction of inflow and infiltration in the Rothesay system. He added if Council decides against it later on, the Town can refuse to accept the funds. **CARRIED.**

Per correspondence dated January 3, 2017 the Rothesay application was approved and funding is available to proceed with the project. The total cost of the approved project is \$399,935 with the Rothesay share being 25% (\$99,984). The approved 2017 Utility Capital budget includes an allocation for "sewer system improvements" in the amount of \$300,000. This project may be funded either from the approved Capital budget or from Utility reserves.



January 3, 2017

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



Your Worship:

Subject: Clean Water and Wastewater Fund ("CWWF") Funding Contribution Agreement, Reference No. 6990-1047

I am pleased to inform you that under the *Clean Water and Wastewater Fund*, your project entitled "Infiltration and Inflow Study of the Rothesay Sanitary Sewer System" has been approved. Funds allocated to the project are from the federal and provincial governments. You will receive a financial contribution of 75% of the eligible expenditures for this project, 50% federal and 25% provincial. The maximum eligible expenditure, including the 25% municipal portion, is \$399,935. The funds allocated to your project are subject to terms and conditions outlined in the agreement and schedules of the enclosed *Clean Water and Wastewater Fund Funding Contribution Agreement*.

Please be advised that as per the Agreement, all communication activities related to the aforementioned project are to be undertaken jointly by the Federal, Provincial and Local Governments.

I would appreciate if you could confirm your acceptance of the conditions by signing the enclosed agreement, accompanied by your corporate seal, and returning it to our department. Please feel free to contact France Castonguay, Project Engineer, Community Funding Branch at 506-457-4947 if you have any questions or concerns.

I wish you success with your project and am pleased that together, we can make a positive difference in your community.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Rousselle".

Hon. Serge Rousselle, Q.C.
Minister

Enclosure: Clean Water and Wastewater Fund Funding Contribution Agreement

C. Sara DeGrace, Assistant Deputy Minister



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rehabilitation and renewal type infrastructure projects. The program parameters allowed for engineering study and design work as well as actual construction work however the window to apply for funding was very constrained (3 weeks).

ANALYSIS

After conferring with our consultant, staff are of the opinion that a comprehensive study to understand the extent and effects of inflow and infiltration on the town's collection and treatment system would be the best use of these available federal/provincial dollars through this fund.

Inflow and Infiltration refer to the flow of water into a sanitary system that does not need to be collected by a sanitary system.

Storm water which includes street runoff and discharge from basement drains, foundation perimeter drains and roof leaders is categorized as inflow. The Town is not mandated to treat this type of water and, wherever possible, this water is collected and can be legally discharged to receiving waters and ultimately the Kennebecasis River. If this "inflow" water makes its way into the sanitary sewer then the Town is required, by law, to direct it towards a treatment facility and ensure it meets effluent standards prior to release to a receiving body.

Groundwater which finds its way into sanitary sewer systems through cracks in pipes, seams in manholes structures etc. is categorized as infiltration. Similar to inflow, once groundwater infiltrates the sanitary sewer system it has to be treated as sanitary sewer and must meet effluent regulations prior to release to receiving waters.

The cost of Inflow and infiltration, commonly referred to as I and I, is significant. The sanitary sewer system currently being upgraded in Rothesay will include 5 pump stations between Kennebecasis Park and Sagamore point. Every litre of storm water and groundwater that enters the system unnecessarily will have to be pumped and re-pumped up to 5 times before it reaches Sagamore Point and then treated through whatever process is eventually implemented there. The same problem exists in Fairvale for wastewater flowing in the opposite direction towards Sagamore Point. The costs of I and I simply from an electrical power consumption standpoint is significant notwithstanding the cost to treat water that does not require treatment if it is kept separate from the sanitary system.

The major cost for a study of this magnitude is video inspection. The proper way to determine the condition of the pipes and manholes as well as identify improper drain connections from individual properties is to video inspect the interior of all of the piping. Engineers will be required to review every meter of pipe on video, identify the issues and organize the issues. The report that will be generated will include recommendations for phased renewal of aged infrastructure, separation of combined storm/sanitary sewers and possibly a plan to partner with property owners to disconnect and/or redirect storm water away from the sanitary sewer system.

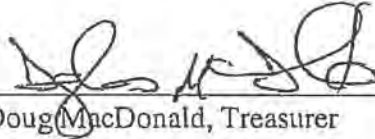
FINANCIAL IMPLICATIONS

The estimated cost of the project including the Town's eligible hst rebate is \$399,000 to be funded by all three orders of government, therefore the Rothesay share would be \$133,000.

The Funding Application requires a "Resolution of Council" in order to be processed. It is important to note that in resolving to submit the application Council is in no way committing to funding the project. Staff will update Council if the application is successful and at that time Council will have an opportunity to deliberate on the cost of the Town's portion of the project and accept or reject the program funding.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer



ROTHESAY MEMORANDUM



TO : Finance Committee
FROM : Doug MacDonald
DATE : January 24, 2017
RE : Gas Tax Capital Investment Plan

Recommendation:

The Finance Committee recommend Council adopt the following motion:

The document entitled ROTHESAY Five-Year Capital Investment Plan for the GTF Administrative Agreement 2014-2018 (Revised February 2017) be adopted.

Background

The Gas Tax Fund is administered by the Provincial Government pursuant to the terms of an agreement with the Federal Government. The administrative agreement is renewed every five years, the latest beginning April 1, 2014.

As part of the administration, the Province enters into an "Agreement on the Gas Tax Fund with Local Governments". This Municipal agreement is also renewed every five years, the latest dated November 27, 2014 applicable for the fiscal periods from 2014 through 2018.

One provision of the Municipal agreement requires Rothesay to submit a Five-Year Capital Investment Plan for the fiscal periods from 2014 through 2018, indicating the descriptions, cost estimates and financing for proposed projects. This plan was approved by Council at the regular meeting on July 14, 2014.

Council approved the 2017 General Fund Capital Budget at its regular meeting on December 12, 2016. The 2017 General Fund Capital Budget includes funding for street resurfacing projects using Gas Tax funds. The Five-Year Gas Tax Plan submitted to the Province under the administrative agreement does not include anticipated funding for street resurfacing projects. Therefore, an amendment to the agreement is required.

The document attached reflects proposed revisions to the Five-Year Capital Investment Plan to reflect the approved 2017 General Fund Capital Budget and anticipated 2018 General Fund capital funding requirements. The draft agreement reallocates Gas tax Funding in the amount of \$1,540,000 to a new project (Street resurfacing) and reduces funding from the Community Centre project (\$940,000) and from the Storm Sewer and Drainage project (\$600,000).

Five-Year Capital Investment Plan for the GTF Administrative Agreement

Revised February 2017

ROTHESAY

2014 – 2018

INTRODUCTION

The town of Rothesay has prepared a five-year Capital Investment Plan for the years 2014 – 2018 respecting the Gas Tax Fund (GTF) administrative agreement. Included are descriptions, cost estimates and financing for each selected project. Each project will contribute towards achieving the following program benefits:

- a) Beneficial impacts on communities of completed eligible projects;
- b) Enhanced impact of GTF as a predictable source of funding including incrementality; and,
- c) Progress made on improving Local Government planning and asset management.

CAPITAL INVESTMENT PLAN CONTENT

The capital investment plan for the GTF administrative agreement includes the following:

1. Certified copy of the resolution from Council adopting the five-year Capital Investment Plan for the GTF Agreement of the municipality
2. Project name, category, description, expected outcomes, proposed indicators for each tangible capital asset project. Also indicate if an Environmental Impact Assessment (EIA) and a tender are required for each project.
3. Five-Year Capital Budget Summary (Excel spreadsheet)

**FIVE-YEAR CAPITAL INVESTMENT PLAN
FOR THE GTF ADMINISTRATIVE AGREEMENT**

ROTHESAY

2014- 2018

RESOLUTION

Moved by Counc. and seconded by that the document entitled ROTHESAY Five-Year Capital Investment Plan for the GTF Administrative Agreement 2014-2018 (Revised February 2017) be adopted.

I certify that the above resolution of the council of ROTHESAY was adopted while in regular session on February 13, 2017.

Town Clerk

PROJECTS

1) Community centre renovation and construction

Project Category (*select one*):
Sporting Infrastructure

Project Description:

Renovation to the existing community arena converting it to a field-house community centre and construction of a new arena complex.

EIA Required ☐ Tender Required ☒

Expected Outcome:

Upgrade to existing recreation facilities

Proposed indicator(s):

Number of residents with access to the new facility and build facility

Year	GTF Contribution	Total Cost
2014	0	0
2015	0	0
2016	0	0
2017	1,700,000	7,500,000
2018	1,700,000	7,500,000

2) Sanitary Sewer System Improvements

Project Category (Select one):

Solid waste

Project Description:

Improvements to sewer system including installation of back-up power, improvements to pumping stations, sewage treatment lagoons, and relocation and replacement of sewer mains.

EIA Required ☐ Tender Required ☒

Expected Outcome:

More effective sewage treatment facilities

Proposed indicator(s):

New facilities constructed and length of pipe installed (also report on diameter and type of pipe installed)

Year	GTF Contribution	Total Cost
2014	330,000	534,000
2015	100,000	130,000
2016	0	
2017	0	
2018	285,000	500,000

3) Storm sewer and drainage improvements

Project Category (Select one):

Wastewater

Project Description:

Installation of storm sewer pipes and a detention pond too improve drainage and reduce the risk of flooding.

EIA Required

☐

Tender Required

☒

Expected Outcome:

Reduced risk of flooding

Proposed indicator(s):

New facilities constructed and length of pipe installed (also report on diameter and type of pipe installed)

Year	GTF Contribution	Total Cost
2014	100,000	143,000
2015	0	0
2016	50,000	58,000
2017	0	0
2018	260,000	500,000

4) Sidewalk and walking trail construction

Project Category (Select one):
Recreational Infrastructure

Project Description:

Improvements to sidewalk and trail network, construction of new pedestrian network.

EIA Required ☐ Tender Required ☒

Expected Outcome:

Promote healthy living and active transportation plans

Proposed indicator(s):

Length of sidewalk and trails constructed

Year	GTF Contribution	Total Cost
2014	400,000	1,105,000
2015	0	0
2016	350,000	480,000
2017	225,000	350,000
2018	155,000	350,000

5) Street Re-surfacing

Project Category (Select one):
Highway infrastructure

Project Description:

Improvements to street surfaces including paving and micro-sealing.

EIA Required ☐ Tender Required ☒

Expected Outcome:

Upgrades to road network

Proposed indicator(s):

Street names, type of re-surfacing and length of work completed.

Year	GTF Contribution	Total Cost
2014	0	0
2015	0	0
2016	0	0
2017	940,000	1,385,000
2018	600,000	1,500,000

MUNICIPALITY OF ROTHESAY**FIVE-YEAR CAPITAL BUDGET SUMMARY**

PROJECT NAMES	2014	2015	2016	2017	2018	Total
General Fund						
Transportation						
Storm sewers	\$ 143,000	\$ -	\$ 58,000	\$ -	\$ 500,000	\$ 701,000
Sidewalks and curbs	1,105,000	-	480,000	350,000	350,000	2,285,000
Street re-surfacing	-	-	-	1,385,000	1,500,000	2,885,000
	<u>1,248,000</u>	<u>-</u>	<u>538,000</u>	<u>1,735,000</u>	<u>2,350,000</u>	<u>5,871,000</u>
Recreation						
Buildings (community centre)	-	-	-	7,500,000	7,500,000	15,000,000
Water and Sewer Utility Fund						
Sewer system upgrades	534,000	130,000	-	-	500,000	1,164,000
Total Capital Expenditures	\$1,782,000	\$130,000	\$538,000	\$9,235,000	\$10,350,000	\$22,035,000

SOURCE OF FUNDS

GTF Agreement (funds received)	\$ 800,908	\$ 800,908	\$ 840,952	\$ 840,952	\$ 881,014	\$ 4,164,734
GTF "reserve" (funds utilized)	\$ 830,000	\$ 100,000	\$ 400,000	\$ 2,865,000	\$ 3,000,000	\$ 7,195,000
Accumulated interest - Phase 1			21,669			21,669
Accumulated interest - Phase 2			-			-
Capital Reserve Fund	-	-	-	-	-	-
Operating Fund	647,000	30,000	116,331	570,000	1,550,000	2,913,331
Long Term Borrowing	305,000	-	-	3,300,000	3,300,000	6,905,000
Others (specify) - RDC Grant	-	-	-	2,500,000	2,500,000	5,000,000
Total Sources of Funds	\$ 1,782,000	\$ 130,000	\$ 538,000	\$ 9,235,000	\$ 10,350,000	\$ 22,035,000

From: [Miriam Wells](#)
To: [Mary Jane Banks](#)
Subject: January 12 Age Friendly meeting notes
Date: January-16-17 5:20:58 PM

Mary Jane,

Would you mind including this in our next council kit? I would like to keep council informed of what the Age Friendly Committee are up to.

Thanks,

Miriam

Get [Outlook for iOS](#)

Rothesay Age Friendly Committee

Meeting Summary: January 12, 2017

In Attendance:

Town Manager, John Jarvie
Director of Development, Brian White
Mayor Nancy Grant
Councilor Don Shea
Councilor Miriam Wells

Discussion focused on establishing an action plan. Brian is coordinating with Dalhousie University students working on their Masters in the School of Planning, that is within the Faculty of Architecture and Planning. They will conduct analysis and assessment of Rothesay as an age friendly community with attention on housing. It is expected their work will be underway by late January and a report forthcoming in the spring.

A suggestion was made to apply for a recently announced provincial grant, the Youth Employment Fund Initiative, to employ a young person (under 29 years of age) for six months following the release of the Dalhousie Study. Ideally one of the students who work on the study will apply. We foresee a to do list being presented to us as a result of the study – we can use this hire to help us follow up on and implement suggestions as well as work with Brian on the municipal plan review.

John / Brian will follow up.

In order to begin engagement with residents it was decided to place an ad in *KV Style* that declares that Rothesay wants to be an Age Friendly Community and the town welcomes help / input from residents. It was suggested a dedicated email address be established for the committee that residents can use.

Alternatively they can call the town to submit their ideas / contact information. This is a call to action. In addition, a poster with a similar message will be created and posted at the post office, Kennebecasis Drugs, the library, etc. The information will also be conveyed on our social media sites.

It was suggested we create a Facebook page specifically for dialogue on this issue. We want to identify concerns and generate interest in this issue, ideally having a group of people we can meet with to begin the process.

John / Brian will follow up.

There was further discussion about eventually creating an organization similar to KV Oasis, but geared for seniors. We would like to see members of the community take ownership of the challenges seniors face. It is acknowledged that this will be a long-term process.

The committee intends to maintain contact with Minister Lisa Harris as the process moves forward. One goal for the committee is to attain the provincial designation identifying Rothesay as an age friendly community.

Miriam / Nancy will follow up.

Help from all town councilors is most welcome as we work to spread the word about this initiative.

The committee will meet again in February once an action plan has been formulated by the Dalhousie University students and to review the responses to the call to action campaign.



ROTHESAY

PARKS & RECREATION COMMITTEE MEETING MINUTES Tuesday, January 17th, 2017



DRAFT

PRESENT: Maureen Desmond
Councillor Miriam Wells, Chair
Councillor Bill McGuire, Vice Chair
Brendan Kilfoil
Chuck McGibbon
Kate Gibbon
Gary Myles
Nathan Davis
Director of Recreation Charles Jensen
Recording Secretary Bev Côté

ABSENT: Jane MacEachern
Mary Ann Gallagher
Recreation Coordinator Keri Flood
Facilities Coordinator Ryan Kincade
Town Manager John Jarvie

The meeting was called to order at 6:35 p.m. by Counc. Wells. At this time Counc. Wells welcomed the new Committee Members.

1. APPROVAL OF MINUTES

MOVED by Counc. McGuire and seconded by Maureen Desmond to approve the minutes of the November 22nd, 2016 meeting.

CARRIED.

2. APPROVAL OF AGENDA

MOVED by Counc. McGuire and seconded by Maureen Desmond to approve the agenda as circulated with the addition of **6.5 Webcam at Rothesay Common**

CARRIED.

2.1 Election of Officers

Director Jensen called three times for nominations from the floor for Chairperson. Counc. McGuire nominated Counc. Wells for Chair. There being no other nominations, Counc. Wells was elected Chairperson by acclamation.

Counc. Wells called three times for nominations from the floor for Vice Chairperson. Counc. Wells nominated Counc. McGuire for Vice Chair. There being no other nominations, Counc. McGuire was elected Vice Chairperson by acclamation.

2.2 2017 Meeting Schedule

Counc. Wells explained that the meetings typically are held the third Tuesday of every month with August being the exception this year due to the holiday Monday being on August 7th. Director Jensen mentioned to the new members that if at any time they see

DRAFT

an issue or hear of an issue within the Town feel free to call, email or drop in to see him at his office which is located at the Rothesay Arena.

3. DELEGATIONS

N/A

4. REPORTS

N/A

5. UNFINISHED BUSINESS

N/A

6. NEW BUSINESS

6.1 Rothesay Common Ice Schedule – Council Referral

Counc Wells informed the Committee that the letters received were from students of Rothesay Park School who were given an assignment in Persuasive Writing in favour of additional hockey time at the Rothesay Common. Director Jensen has tweaked the schedule since receiving these letters to accommodate the Activity Period at the school. Director Jensen informed the committee that according to numbers taken over the Christmas Break the highest attendance number was 100+ and it was during a Public Skating session. Comments made were; Friday would also be a good day for hockey, equalize demand not just favour hockey, is skating time utilized (yes unless a very cold day), during public skate everyone can skate but hockey is limiting who can go. Attendance is kept every two hours, will review at the end of the skating season and adjust if necessary.

Moved by Counc. McGuire and seconded by Brendan Kilfoil that the Parks & Recreation Committee recommend to Council to keep the skating schedule at the Rothesay Common as it is currently, subject to change, and re-evaluate at the end of the season.

CARRIED

6.2 Rothesay Tennis Club

12 December 2016 – email

Counc. Wells explained that the Rothesay Tennis Club had made a presentation to the Committee looking for ways to gain more players, in conjunction with the Town, with the intention of hiring a professional coach. Recreation Coordinator Flood had a few meetings with club but the current Rothesay Summer Programs did not work with their schedule. Letter received and filed.

6.3 Royal Canadian Legion – Veteran's Banner – Council Referral

November 2016 – letter

Director Jensen explained to the committee that the Legion had approached the Town asking for the use of the banner arms along Hampton Road. The Legion did all the leg work, had the banners made but there were more banners than banner arms. Their ask is for the Town to purchase more arms for Hampton Road or to use the lamp posts on the

DRAFT

Rothesay Common. It was suggested the Legion share in the cost and that a presentation will have to be made to the Heritage Committee.

Moved by Brendan Kilfoil and seconded by Counc. McGuire that the Parks & Recreation Committee recommend to Council to approach the Heritage Board for approval to install arms on the lamp posts on the Rothesay Common to accommodate the Legions additional banners for a 2 -3 week period only, these will be purchased strictly for the Legion.

CARRIED

6.4 Sunlife Request

21 December 2016 – email

Director Jensen noted that Sunlife had contacted him back in December asking for permission to set up a tent and serve hot chocolate at the Rothesay Common on Sunday afternoons. It was discussed with TM Jarvie at the time and they found no issue with allowing them to do this. They have started and only had a banner on their table. Concerns were raised wondering if this was going to cause an influx of companies wanting to do the same. It was suggested that a Policy Statement be written on a go forward basis.

6.5 Webcam at Rothesay Common

Director Jensen received an email from a resident inquiring as to a live feed on the Rothesay Common skating area. Director Jensen noted that there are cameras there now and one of these could be used for a live feed. A brief discussion followed.

Moved by Brendan Kilfoil and seconded by Counc. McGuire that the Parks & Recreation Committee recommend to Council that a live webcam be installed at the Rothesay Common as a pilot project.

CARRIED

7. CORRESPONDENCE FOR ACTION

N/A

8 DATE OF NEXT MEETING

Tuesday, February 21st, 2017

9. ADJOURNMENT OF MEETING

MOVED by Counc. McGuire that the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:10 p.m.

Chairperson

Recording Secretary



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	10 February 2017
RE	:	Parks & Recreation Committee Recommendations

Recommendation:

Staff suggests the recommendations from the Parks and Recreation Committee on hockey ice times and a webcam on the Common be received for information and Council endorse an application to the Heritage Preservation Board for temporary banner arms around the Cenotaph.

Background:

The times set aside for hockey on the ice schedule at Rothesay Common has been tweaked to provide hockey ice times 2 afternoons, 2 mornings, and 3 evenings each week. It is this revised schedule that is referenced in the recommendation of the Parks & Recreation Committee.

The software used to operate the Town website will not accommodate a webcam with a high speed video feed to be viewed. At present there is a web camera displayed on the website that refreshes on a 60 second rate. The approved budget includes funds for a redesign of the site and the accommodation of webcams will be one of the capacities considered in the redesign. There is an existing cameras on the site suitable for this purpose.

The Legion has established a program where families and others can honour particular veterans through the purchase of a custom banner. The banners are displayed on the light posts along Hampton Road. More banners were purchased than could be accommodated on the existing banner arms.

The permanent banner arms installed on the Hampton Road street lights cost \$600 per set. The Director of Parks & Recreation has sourced banner arms that can be used on a temporary basis around the Cenotaph and possibly at Veterans Park in front of the Town Hall. These temporary arms cost about \$80 a set. Town staff installs and removes the banners. It would seem reasonable for the cost of the banner arms to be borne by the Legion or those purchasing the banners as the banner arms will be used exclusively for the veterans' banners. (We also understand the Legion is considering banners at the qPlex.)



ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Parks & Recreation Committee
DATE : January 17th, 2017
RE : Motions

DRAFT

Please be advised the Parks & Recreation Committee passed the following motions at its regular meeting on Tuesday, January 17th, 2017:

Moved by Counc. McGuire and seconded by Brendan Kilfoil that the Parks & Recreation Committee recommend to Council to keep the skating schedule at the Rothesay Common as it is currently, subject to change, and re-evaluate at the end of the season.

CARRIED

Moved by Brendan Kilfoil and seconded by Counc. McGuire that the Parks & Recreation Committee recommend to Council that a live webcam be installed at the Rothesay Common as a pilot project.

CARRIED

Moved by Brendan Kilfoil and seconded by Counc. McGuire that the Parks & Recreation Committee recommend to Council to approach the Heritage Board for approval to install arms on the lamp posts on the Rothesay Common to accommodate the Legions additional banners for a 2 -3 week period, purchased strictly for the Legion.

CARRIED



ROTHESAY
Public Works and Infrastructure
Committee Meeting
Wednesday, January 18, 2017
Rothesay Town Hall – Sayre Room
8:30 a.m.



DRAFT

PRESENT: DEPUTY MAYOR MATT ALEXANDER
COUNCILLOR MIRIAM WELLS
PETER GRAHAM
IVAN HACHEY
SHAWN PETERSON
SCOTT SMITH

COUNC. GRANT BRENNAN (GUEST)

DIRECTOR OF OPERATIONS (DO) BRETT McLEAN (*arrived at 8:32 a.m.*)
RECORDING SECRETARY LIZ POMEROY

ABSENT: TOWN MANAGER JOHN JARVIE

The meeting was called to order at 8:27 a.m.

The Committee welcomed new members Peter Graham and Ivan Hachey.

1. ELECTION OF OFFICERS

The Committee agreed to discuss the item after the arrival of DO McLean.

2. APPROVAL OF AGENDA

MOVED by Counc. Wells and seconded by S. Peterson the agenda be approved as circulated.

CARRIED.

2.1 2017 MEETING DATES

Deputy Mayor Alexander noted the dates of the 2017 Public Works and Infrastructure Committee meetings were included in the agenda packages. He added for the months of February, March, August, and November the meeting will be scheduled on the fourth Wednesday of the month so as not to conflict with the regular meeting of Council. There was consensus the dates be approved.

2.2 CODE OF ETHICS

Deputy Mayor Alexander gave a brief summary, and requested Committee members sign and return the included form to staff.

3. APPROVAL OF MINUTES:

3.1 Regular meeting of November 23, 2016.

MOVED by S. Smith and seconded by Counc. Wells to approve the Minutes of November 23, 2016 as circulated.

CARRIED.

4. DELEGATIONS:

N/A

5. REPORTS & PRESENTATIONS:**5.1 Town Practices – Snow Removal Presentation**

The Committee agreed to discuss the item after the arrival of DO McLean.

6. UNFINISHED BUSINESS**6.1 Update on Capital Projects.****RECEIVED FOR INFORMATION.****6.2 Update on solid waste**

Deputy Mayor Alexander noted by request of the Committee at the previous meeting, the Solid Waste Tonnage Report has been reformatted to include the year-to-date total tonnages rather than the monthly totals. It was noted: the 2015 total tonnage for curbside recycling reflects only four months (September to December) during which time the curbside recycling service began; 2016 was the first full year of curbside recycling; in addition to the reduction of solid waste, the total tonnage for compost seems to be declining as well. Counc. Wells suggested the Town increase awareness of the tipping fees to residents in order to encourage further reduction in solid waste. The following was discussed: tipping fees for solid waste and compost; no tipping fee cost for recycling; and methods to notify residents including the Town's social media, newsletter, Renforth sign, and mail-outs. It was noted: the information, if included on the Renforth sign, may be too much to process in a short time while driving; and an additional mail-out would be required to reach residents without Town water or sewer services.

DO McLean arrived at the meeting.

DO McLean advised the total tonnage for Spring Clean-Up continues to increase. He noted there is an increased annual cost to the Town for the service as the tonnage increases. DO McLean further noted the item is likely to be discussed in the future in order to seek solutions to reduce costs.

The Committee returned to Item 1.

1. ELECTION OF OFFICERS

DO McLean called three times for nominations from the floor for Chairperson. Counc. Wells nominated Deputy Mayor Alexander as Chairperson, and S. Peterson seconded the nomination. There being no other nominations, Deputy Mayor Alexander was elected Chairperson by acclamation.

DO McLean called three times for nominations from the floor for Vice Chairperson. Deputy Mayor Alexander nominated Counc. Wells as Vice Chairperson, and S. Smith seconded the nomination. There being no other nominations, Counc. Wells was elected Vice Chairperson by acclamation.

The Committee returned to Item 5.1.

5. REPORTS & PRESENTATIONS:**5.1 Town Practices – Snow Removal Presentation**

DO McLean noted: while the number of sidewalks has increased, the number of staff providing sidewalk snow removal services has remained the same; and to assist staff it has become practice to drop the wing of Town snow plows near older aged sidewalks to remove a layer of snow and reduce the workload of sidewalk snow removal staff. Counc. Brennan inquired as to the regular lifespan of

sidewalks. DO McLean advised approximately 30 years is the regular lifespan of a sidewalk barring no additional stressing factors. DO McLean advised a priority system is in place to ensure the sidewalk routes to schools are cleared before routes to commercial businesses and walking paths. In response to an inquiry, DO McLean advised spreading the same amount of work over the course of multiple days may reduce strain on Town equipment but could cause safety concerns and limited pedestrian accessibility. It was noted the majority of stakes are privately owned as Town snow removal staff, through years of experience, are familiar with regular Town routes and require limited markers.

6.3 Update on Church Ave. parking

Chairperson Alexander noted additional letters from residents were received and distributed to the Committee. A brief description of the issue was provided for the benefit of the new Committee members. DO McLean reported Town Manager Jarvie discussed the matter with Our Lady of Perpetual Help and it was indicated the church had no issue with sharing their parking lot on the condition no signs advertising the new use of the parking lot are installed. The following was discussed: time constraints for parking during funerals and church services; mutually beneficial arrangements for both the church and the Town; the potential effects of reducing parking on Gondola Point Road; the impact of the proposed Ellen's law on the area; a suggestion to eliminate parking within specific areas along a road; the natural method of speed reduction caused by congested parking on streets; the difficulty viewing proper sightlines from driveways through congested parking on Gondola Point Road; and liability concerns should residents be directed to park at neighboring churches. The Committee requested an update on the status of the possible expansion of the Rothesay Park School parking lot. DO McLean advised the matter has been delegated to DRP Jensen and remains ongoing. It was suggested: DO McLean contact Our Lady of Perpetual Help to discuss the matter further and request a formal decision; and an update be provided to the Committee at the next meeting with respect to the possible expansion of the Rothesay Park School parking lot. There was a brief discussion with respect to the proposed storm sewer project on Church Avenue. DO McLean advised the project was not included in the 2017 budget.

6.4 Update on road signs for Summer Haven

DO McLean advised he discussed the request with the developer. He noted the developer indicated his agreement for the installation of the requested sign; however, it has not been confirmed if the sign has been installed. DO McLean noted the street is owned by the developer; the Town will not assume ownership of the street until it is confirmed the street meets the required standards. There was a brief discussion with respect to the area. Counc. Wells expressed concern with the narrow size of the street, and noted it would be beneficial in the future to request developers incorporate wider streets in their developments.

6.4 Streets and Sidewalks By-law

Chairperson Alexander submitted additional edits to staff. Counc. Wells inquired about the following: the inclusion of bike lanes in the definition of "roadway" or as a separate definition; clarification with respect to dust on the streets; and if resident responsibility for the removal of ice and snow from sidewalks included in Section 8 should be advertised. The Committee agreed a separate definition for "bike lanes" should be included in the By-law. Chairperson Alexander noted dust is referring to the dust created by significant build-ups of dried dirt tracked from larger vehicles. DO McLean noted there is a cost to the Town to sweep the streets. There was a brief discussion with

respect to Section 8. DO McLean indicated ditch manipulation may have occurred on some properties within the Town to direct water runoff to flow from the properties onto sidewalks. During winter the water from the properties then freezes and can cause safety hazards and increased expenses to the Town for regular maintenance.

MOVED by S. Smith and seconded by Counc. Wells the Public Works and Infrastructure Committee recommend Council give 1st reading to Rothesay Streets and Sidewalks By-law as amended.

CARRIED.

6.6 Fairvale Outing Association Snow Plowing

Chairperson Alexander gave a brief summary of the issue. It was noted in exchange for snow removal services by the Town, the Fairvale Outing Association has agreed to provide space for an additional parking lot for the baseball field. DO McLean advised River Road is included in the 2017 Resurfacing Program and since part of the Outing Association's property has been incorporated into the road surface, River Road will be reconfigured to align correctly. There was general discussion with respect to the existing use of the baseball field.

6.7 Highland Avenue Street-lighting

S. Peterson noted, as a resident of Highland Avenue, he received the Town's correspondence regarding street lighting on Highland Avenue. There was a brief discussion with respect to a similar issue in Hastings Cove.

7. NEW BUSINESS:

7.1 Plow Truck Tender Specifications

DO McLean advised: the set forward axle allows for a tighter turning radius; an investigation determined any truck manufacturer can provide a truck with an axle forward configuration; however, depending on whether manufacturers include it in their premium or base level models, some suppliers are not able to compete from a cost standpoint and therefore feel they are left out of the opportunity to bid competitively; and to achieve the highest and best use of a plow truck, Rothesay requires the axle forward configuration. There was general discussion with respect to suppliers. In response to an inquiry, DO McLean advised as the tenders are advertised on the Opportunity Network New Brunswick, tender request letters are not required.

MOVED by S. Smith and seconded by I. Hachey the Public Works and Infrastructure Committee recommend Council authorize the public tender calls for the purchase of:

1. One new and never used Tandem Plow Truck having an axle forward configuration to allow for the greatest weight distribution and subsequent flexibility of use; and
2. One new and never used Single Axle Plow Truck having an axle forward configuration to allow for the greatest weight distribution and subsequent flexibility of use.

CARRIED.

7.2 Sole Source Purchases – Asphalt Resurfacer & Diesel Tank

➤ 12 January 2017 Report prepared by DO McLean RE: Asphalt Resurfacer

DO McLean gave a brief description of the Asphalt Recycler. In response to an inquiry DO McLean noted the expected lifespan for the asphalt recycler is fifteen years. There was a brief discussion with respect to the payback period. It was noted while the piece of equipment is not associated with an

immediate payback period, through the use of recycled asphalt available to the Town at no cost and a minimal cost to supply the necessary activating agent, the equipment will benefit the Town through reduced asphalt costs for minor repairs.

MOVED by Counc. Wells and seconded by S. Peterson the Public Works and Infrastructure Committee recommend Council authorize the direct purchase of a KM T-2 Asphalt Recycler from Saunders Equipment in Fredericton, New Brunswick for an estimated cost of \$109,000.00 plus HST.

CARRIED.

➤ 12 January 2017 Report prepared by DO McLean RE: Underground Diesel Storage Tank

DO McLean gave a brief summary of the report. In response to an inquiry, DO McLean advised underground rather than above ground storage is preferred because of security related issues and safety concerns. He noted: the underground storage tank is double-walled to protect against harmful environmental effects should leakage occur; and positioning the tank underground shields the tank from vandalism, and saves space.

MOVED by Counc. Wells and seconded by S. Smith the Public Works and Infrastructure Committee recommend Council authorize the procurement of a firm quotation from PetroService Ltd. for the supply and installation of an 10,000 liter underground diesel storage tank at Master Drive to service the Public Works and Parks/Recreation Operations.

CARRIED.

7.3 CN Crossing Improvements

DO McLean advised at the request of CN a report was prepared by Crandall Engineering Ltd. for the Town detailing safety data for each crossing in Rothesay. He noted this report assists in determining substandard crossings requiring improvements within the Town. DO McLean added he anticipates a response will be provided from CN offering recommendations for improvements. He further noted the Town may need to investigate funding opportunities in order to upgrade crossings to satisfy the regulatory requirements.

8. CORRESPONDENCE FOR ACTION:

8.1 2 December 2016 Letter from Paul McLellan RE: Streetlight Installation on RNS Campus
It was noted Rothesay Netherwood School is requesting the Town install a streetlight on campus to provide sufficient lighting for drivers on route to the Dr. C.H. Bonnycastle Memorial arena. The Committee discussed the following: while Town policy states the Town will provide streetlights at intersections, the suggested location is on private property and does not meet the requirements of the policy; significant use of the arena by Rothesay residents; safety concerns with respect to the natural darkness while driving at night through the intersection; concern for precedent; the positive relationship between the Town and the school; and cost. It was noted the estimated cost for the proposed streetlight is approximately \$13 a month. After some discussion, the Committee agreed to recommend Council authorize the installation of a streetlight on the RNS campus.

MOVED by S. Smith and seconded by I. Hachey the Public Works and Infrastructure Committee recommend Council authorize the installation of a streetlight at the intersection of College Hill Road closest to the tennis court field.

CARRIED.**9. CORRESPONDENCE FOR INFORMATION:**

9.1 23 November 2016 Letter from CN RE: Snow Removal Operations
Dealt with above. (See item 7.3)

10. DATE OF NEXT MEETING:

The next meeting will be held on **Wednesday, February 22, 2017.**

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 9:54 a.m.

CHAIRPERSON

RECORDING SECRETARY



ROTTLESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	8 February 2017
RE	:	By-law 1-17 "Streets and Sidewalks By-law"

On 18 January 2017, the Public Works and Infrastructure Committee reviewed By-law 1-17, "Streets and Sidewalks By-law" and recommended Council give 1st Reading by Title.

There are additional edits required (insertion of definition for bike lanes) and a final review of By-law 1-17 in conjunction with By-law 1-11, "A By-law to Manage Town-owned Lands", to ensure there is no conflict with respect to "Town owned property".

It is anticipated By-law 1-17 will be presented to Council on March 13, 2017, as amended, with a recommendation for 1st and 2nd Reading by Title.

Mary Jane Banks





2017 February 13 Open Session FINAL_173

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Public Works & Infrastructure Committee
DATE : January 19, 2017
RE : Motions Passed at January 18, 2017 Meeting

Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, January 18, 2017:

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council give 1st reading to Rothesay Streets and Sidewalks By-law as amended.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council authorize the public tender calls for the purchase of:

1. One new and never used Tandem Plow Truck having an axle forward configuration to allow for the greatest weight distribution and subsequent flexibility of use; and
2. One new and never used Single Axle Plow Truck having an axle forward configuration to allow for the greatest weight distribution and subsequent flexibility of use.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council authorize the direct purchase of a KM T-2 Asphalt Recycler from Saunders Equipment in Fredericton, New Brunswick for an estimated cost of \$109,000.00 plus HST.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council authorize the procurement of a firm quotation from PetroService Ltd. for the supply and installation of an 10,000 liter underground diesel storage tank at Master Drive to service the Public Works and Parks/Recreation Operations.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council authorize the installation of a streetlight at the intersection of College Hill Road closest to the tennis court field.

CARRIED.

Respectfully submitted,

Liz Pomeroy



ROTHESAY
Utilities Committee Meeting
January 18, 2017
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR MATT ALEXANDER
PAUL BOUDREAU
BLAINE JUSTASON
STEPHEN WAYCOTT

DIRECTOR OF OPERATIONS (DO) BRETT McLEAN
RECORDING SECRETARY LIZ POMEROY

ABSENT: MARK MCALOON
TOWN MANAGER JOHN JARVIE

The meeting was called to order at 5:30 p.m.

1. ELECTION OF OFFICERS

DO McLean called three times for nominations from the floor for Chairperson. Stephen Waycott nominated Deputy Mayor Alexander as Chairperson, and Paul Boudreau seconded the nomination. There being no other nominations, Deputy Mayor Alexander was elected Chairperson by acclamation.

DO McLean called three times for nominations from the floor for Vice Chairperson. Deputy Mayor Alexander nominated Paul Boudreau, and Stephen Waycott seconded the nomination. There being no other nominations, Paul Boudreau was elected Vice Chairperson by acclamation.

2. APPROVAL OF AGENDA

MOVED by P. Boudreau and seconded by S. Waycott to approve the agenda as circulated.

CARRIED.

2.1 2017 MEETING DATES

Deputy Mayor Alexander noted the dates of the 2017 Utilities Committee meetings were included in the agenda packages. He added for the months of February, March, August, and November the meeting will be scheduled on the fourth Wednesday of the month so as not to conflict with the regular meeting of Council. There was consensus the dates be approved.

2.2 CODE OF ETHICS

Deputy Mayor Alexander gave a brief summary, and requested Committee members sign and return the included form to staff.

3. APPROVAL OF MINUTES:

3.1 Regular meeting of November 23, 2016.

MOVED by B. Justason and seconded by S. Waycott to approve the Minutes of November 23, 2016 as circulated.

CARRIED.

4. DELEGATIONS:

N/A

5. REPORTS & PRESENTATION:

N/A

6. UNFINISHED BUSINESS:

6.1 Update on Capital Program.

DO McLean noted the following: the electrical work has been started for the lift stations of Tennis Court, Renforth, and Kennebecasis Park; the pumps for the lift stations are at the Works Garage awaiting installation; the digging for the wet well at the Fairvale pumping station is expected to begin early next week; CBCL submitted their findings for the design of the Town's 2017 Asphalt Resurfacing Program; as anticipated, Rothesay Park Road has received a poor rating and requires replacement; and a cost estimate for work required on Rothesay Park Road will be prepared and brought to Council. DO McLean added an allotment for Rothesay Park Road was included in the 2017 budget.

6.2 Update on Wastewater Treatment Plant Pumping Stations

Dealt with above. (**See item 6.1**)

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

After rehabilitation, Well #6 produced 240 gallons per minute compared to the previous 27 gallons per minute. Discussions are ongoing with respect to the Town increasing the overall daily withdrawal limit in Carpenter's Pond. EIA authority has been provided to the Town to allow testing above the withdrawal limit for short periods of time to determine if increasing the daily withdrawal limit is sustainable.

P. Boudreau inquired about a recent radio interview between Quispamsis Mayor Gary Clark and Steven Webb. He noted the interview indicated the towns of Quispamsis and Rothesay are working together with respect to water. DO McLean noted he had not heard the interview and was unclear of the reference. He added staff from Quispamsis and Rothesay met recently to discuss each town's plan for wastewater treatment and to determine if there are any actions that could be taken to mutually benefit both Towns. He noted the discussion remains ongoing as both towns have individual initiatives underway and challenges are presented as each initiative has a varying effect on each town.

6.4 Update on Damaged Lateral on Monaco

DO McLean distributed photographs of the subject lateral after investigation, and gave a brief summary of the issue. He noted: the resident indicated their lateral, located approximately 3 feet below the ditch, was crushed from the top causing multiple back-ups; an investigation determined the lateral was located approximately 11 feet below the ditch and as a result of

improper connection methods, the fitting had separated; the resident incurred the cost of the repair.

7. NEW BUSINESS:

7.1 Quispamsis Wastewater

Dealt with above. (**See item 6.3**)

7.2 Year End COA Wastewater Report

The Committee reviewed the Year End COA Wastewater Report. DO McLean noted while the data was not ideal at times, the Town is taking strides for improvement through the Wastewater Treatment Plant Upgrade. It is expected the Town will meet the new regulatory requirements once the project is complete.

8. CORRESPONDENCE FOR ACTION:

N/A

9. CORRESPONDENCE FOR INFORMATION:

N/A

10. DATE OF NEXT MEETING:

The next meeting is scheduled for **Wednesday, February 22, 2017.**

11. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:07 p.m.

CHAIRPERSON

RECORDING SECRETARY

ROTHESAY

PLANNING ADVISORY COMMITTEE MEETING

Rothesay Town Hall

Monday, February 6, 2017**5:30 p.m.**

PRESENT: BILL KEAN, CHAIR
COUNCILLOR PETER LEWIS
COUNCILLOR DON SHEA
COLIN BOYNE
HILARY BROCK
ELIZABETH GILLIS
ANDREW MCMACKIN
CRAIG PINHEY

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
DIRECTOR OF OPERATIONS BRETT MCLEAN
RECORDING SECRETARY LIZ POMEROY

ABSENT: TOWN CLERK MARY JANE BANKS

Chairperson Kean called the meeting to order at 5:36 p.m.

1. Election of Officers (Unfinished Business - Election of Vice Chair)

Chairperson Kean called three times for nominations from the floor for Vice Chairperson. Counc. Shea nominated E. Gillis. E. Gillis declined the nomination. C. Boyne nominated C. Pinhey. C. Pinhey declined the nomination. Counc. Lewis nominated C. Boyne, and Counc. Shea seconded. C. Boyne accepted the nomination. C. Boyne was elected Vice Chairperson.

2. Approval of the Agenda

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

CARRIED.

3. Approval of Minutes

3.1 Regular Meeting of January 3, 2017

MOVED by Counc. Lewis and seconded by Counc. Shea the Minutes of 3 January 2017 be adopted as circulated.

CARRIED.

4. New Business

N/A

ROTHESAY

Planning Advisory Committee
Minutes

-2-

6 February 2017

5. Old Business**5.1 7 Hillcrest Drive**

Andrew McKay

OWNER:

David E. Long and Sharon A. Long

PID:

00257139 & 30048847

PROPOSAL:

Rezoning R1A to R4 Subject to a Development Agreement

Mr. McKay was in attendance. DPDS White gave a brief summary of the application and noted: the development agreement has been circulated to all Committee members; through a motion of Council the developer was required to provide a landscaping plan, storm drainage plan, grading plan, and building elevations prior to consideration of second reading of By-law 2-10-27 and adoption of the development agreement; it was suggested the information be distributed to the Planning Advisory Committee for a recommendation; the developer provided renderings at the last public hearing; a new clause included in the development agreement requires permission from the adjacent homeowner to allow excavation in close proximity to the homeowner's property; and DO McLean reviewed the stormwater management plan and indicated it meets the By-law standards.

In response to Chairperson Kean's inquiry, Mr. McKay noted he received a copy of the development agreement and did not have anything further to add.

Counc. Shea echoed the concerns of the Fire Department and inquired: if a turnaround is required; if the difficulty of access to the second (most southerly) 24-unit building should be addressed by the Town; and if the Fire Department's concerns necessitate changes to the development agreement.

DPDS White noted: during the building permit process the Fire Department will be provided with the plans and will determine if there is adequate clearance; any modifications would be made accordingly; and the buildings will be fully equipped with sprinklers and standpipe systems. Counc. Lewis noted there are buildings in Saint John that are not accessible to ladder trucks. Counc. Shea noted while those buildings exist, the two 24-unit buildings have not been constructed yet.

Chairperson Kean noted all concerns can be directed to Council through either the minutes or a recommendation to Council.

Counc. Shea inquired as to the distance between the rear of the 24-unit condominium building facing Hampton Road and the building at 9 Hillcrest Drive. An aerial photo of the property lines was displayed. Mr. McKay noted the distance is roughly 55 feet, give or take. Chairperson Kean questioned how accurate the property lines were onscreen. DPDS White noted the accuracy can vary depending on the program; however staff are of the opinion the aerial photo is a reasonable estimate of the location of the property lines.

E. Gillis expressed concern noting the second (most southerly) 24-unit condominium building is located only 6 meters from the property line. She added Mr. McKay indicated previously that the

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retaining wall at the rear of the property would be approximately 4 feet, however the drawings depict a 7 foot retaining wall behind the second 24-unit condominium building. Mr. McKay noted as the property line is angled the distance will almost double at the opposite rear corner. He added the buildings will be equipped with sprinklers to mitigate the concerns of the Fire Department. He further added the retaining wall behind the first 24-unit condominium building will be approximately 4 feet in height.

Chairperson Kean inquired if construction of the development requires encroachment onto the adjacent properties, and if construction of the retaining wall will affect the tree line. Mr. McKay noted the new stipulation in the development agreement, and the use of smaller equipment, will prevent encroachment onto adjacent properties. He added if construction of the retaining walls presents a challenge due to close proximity to the property line, the retaining walls can be moved closer to the 24-unit condominium buildings. Mr. McKay further noted he intends to leave as many trees as possible to ensure adequate privacy is provided for the purchasers of the condominium units. It was noted the foliage of the hardwood trees aids privacy in the spring/summer months but may create privacy concerns during fall and winter months when the leaves fall.

Michael Wennberg, 9 Domville Lane noted he sent an email to DPDS White reflecting his concerns. DPDS White apologized, and noted as an oversight on his part Mr. Wennberg's correspondence was not circulated to the Committee. Copies of Mr. Wennberg's correspondence were distributed to the Committee at the meeting.

Counc. Shea inquired if Council members on the Committee should be present if new information is presented after the public hearing. After a brief discussion, it was determined both public attendees did not intend to share new information.

Mr. Wennberg commented on the following: he has not reviewed the development agreement; he is unsure if his previous concerns were addressed; concern for the aesthetic view of the property from community members passing by; the suggestion to reorient the two garden homes closest to Hampton Road to front on Hampton Road; this will strengthen the overall single family zoned residential feel of the area, and prevent the creation of an insulated village within the property; the Municipal Plan directs Council to enforce the plan and enhance residential areas; concern for the overall aesthetics of the development if accessory buildings are installed near the garden homes; the inconsistency created by the view of the side and rear yards of the garden homes with the nature of the area; support for Mr. McKay's development and appreciation for the detailed design; the existing layout lessens the value of the details of the design; and the visual benefits of the project should be shared with the community, and encourage Town pride with respect to developments.

There was general discussion with respect to the possibility of reorienting the garden homes. Mr. Wennberg indicated he does not think an appropriate way to deal with development is to hide it. He added if berms are necessary to hide a development, the design should be modified. It was

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noted the berms were intended to improve the aesthetics when the two larger condominium buildings were located in the front of the property. Mr. McKay noted the property will be owned by the condominium corporation and a covenant will likely prevent the installation of accessory buildings. C. Pinhey inquired if improving the side and rear design of the garden homes would solve the issue. Mr. Wennberg indicated it may. Mr. McKay noted the side gables are to be wood siding and the windows will have big trim and headers. He added as there is nothing on the property now the completed development would be a significant improvement.

In response to an inquiry, DO McLean noted reorienting the two garden homes closest to Hampton Road would not present an issue with respect to driveway location, however reorienting the garden home closest to Hampton Drive and Hillcrest Drive to face Hillcrest Drive may create issues as the driveway would be in close proximity to the corner of Hampton Drive and Hillcrest Drive. He further noted water runoff from berms can cause ice issues on sidewalks, and removing the berm can reduce both maintenance, and development costs. He added there will be a swale around the property which eliminates the need for a berm. It was noted reorienting some, not all, garden homes would result in the garden homes facing different directions.

There was a brief discussion with respect to Council's request of the Planning Advisory Committee. It was noted the Committee is tasked with providing a recommendation to Council with respect to entering into a development agreement regarding 7 Hillcrest Drive. Council. Shea expressed concern noting if the Committee suggests multiple changes it may be interpreted as another design option. Town Manager Jarvie advised if the Committee does not feel the document is appropriate in its existing form, including the graphics, then the developer can review the comments made and adjust accordingly. He noted adding multiple contingencies to the recommendation may create unnecessary confusion.

Michael Edwards, 9 College Hill Road commented on the following: additional information provided after the public hearing such as the height of the retaining walls; lack of distribution of the development agreement to the public; responsibility for the development, and maintenance of a property buffer; the requirement to have a significant, innovative buffer between the adjoining properties according to the Municipal Plan; the inconsistent changes, such as the amount of trees requiring removal; the assumed responsibility of the neighboring homeowner to maintain a buffer because the majority of the trees are located on their property; the buffer should be the responsibility of the developer; agreement with Town staff's concerns regarding relocating the larger buildings to the rear of the property; and Council's lack of decision on preference of layout, however, the development agreement is based on the design of Option C. He suggested concern should be addressed regarding how the development fits into the Municipal Plan.

It was noted Option C was the discussion of the previous public hearing, and requested by Council to be discussed at this meeting.

Mr. McKay noted: the renderings displayed at the public hearing depicted the retaining walls, and no new information was provided; moving the retaining wall to save trees is not likely to add

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significant costs to the project; the condominium owners require privacy as well; and A.E. McKay Builders' openness to dressing up the sides and rear of the garden homes. He noted if the opportunity arose to discuss reorienting the garden homes it may be taken into consideration; however at some point construction has to start.

Town Manager Jarvie noted there are inconsistencies between the text and graphics within the development agreement that should be tidied up. An example, he noted, was with respect to streetlights. Mr. McKay noted one streetlight will be installed per unit. It was noted Council can suggest changes at the regular meeting.

MOVED by Counc. Lewis and seconded by C. Pinhey the Rothesay Planning Advisory Committee recommends Rothesay Council enter into a Development Agreement as amended with A.E. McKay Builders Ltd. to develop a residential 58 unit condominium complex at 7 Hillcrest Drive (PIDs 00257139 & 30048847).

ON THE QUESTION:

Counc. Shea noted he does not support the recommendation for the following reasons: the view from Hampton Road and the surrounding landscaping; the proximity of the two 24-unit condominium buildings to 9 Hillcrest Drive; the need for side elevations and shadow impact; and the concerns of the Fire Department. Counc. Lewis noted the shadow lines on the property are not likely to cause an issue, and the sprinklers installed in the buildings should significantly reduce the chances of a major fire.

NAY votes recorded from: Counc. Shea and E. Gillis.

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

The next meeting will be held on **Monday, March 6, 2017.**

7. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:51 p.m.

 CHAIRPERSON

 RECORDING SECRETARY



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BUILDING PERMIT REPORT

1/ 1/2017 to 1/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
01/19/2017	BP2016-00282	40 RIVER RD	DETACHED GARAGE	\$13,000.00	\$94.25
01/19/2017	BP2016-00317	13 EDGEMONT LN	SINGLE FAMILY	\$300,000.00	\$2,175.00
01/04/2017	BP2016-00320	15 SPRUCE ST	SIDING AND WINDOWS	\$7,000.00	\$50.75
01/05/2017	BP2016-00324	31 RIVER RD	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
01/25/2017	BP2017-00002	17 RYAN DR	ACCESSORY BUILDING	\$3,000.00	\$21.75
01/30/2017	BP2017-00004	GONDOLA POINT RD @ RIVER RD	ELECTRICAL UPGRADE	\$200.00	\$20.00
Totals:				\$325,200.00	\$2,381.75
Summary for 2017 to Date:				\$325,200.00	\$2,381.75

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
2016 Monthly total to Date:	\$425,000	\$3,109
2016 Summary to Date:	\$425,000	\$3,109



ROTTLESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	John Jarvie
DATE	:	8 February 2017
RE	:	By-law 2-10-27 (7 Hillcrest Drive)

RECOMMENDATION:

- Council give 2nd Reading by Title, to By-law 2-10-27, "A By-law to Amend the Zoning By-law"
- Council give Reading in its Entirety, to By-law 2-10-27, "A By-law to Amend the Zoning By-law"
- Council give 3rd Reading by Title and Enactment to By-law 2-10-27, "A By-law to Amend the Zoning By-law" subject to execution of a development agreement, as amended, with A.E. McKay Builders Ltd. to develop a residential 58 unit condominium complex at 7 Hillcrest Drive (PIDs 00257139 & 30048847) with conceptual design reflecting 'Option B'.

Background

As Council will recall, 1st Reading by Title was given to By-law 2-10-27 on Monday, January 9, 2017. Council also passed the following motion:

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire Council require the developer to provide a landscaping plan, storm drainage plan, grading plan and building elevations prior to consideration of second reading of By-law 2-10-27 and adoption of the development agreement.

ON THE QUESTION:

It was noted if the requested information is provided before the Council deadline for February's meeting Council can decide to give second reading to By-law 2-10-27. In response to an inquiry, Town Manager Jarvie noted conditions can be included in the development agreement; however prohibiting assignability in the development agreement may be problematic if condominium owners wished to sell or rent their units. He further noted the development agreement is registered to the land, not the owner. He further stressed the importance of including all wishes of Council in writing in order to ensure the requirements are met by the developer. If the conditions are not met, the agreement is void. Counc. Lewis suggested the information, if provided in sufficient time, be distributed to the Planning Advisory Committee at their February meeting for a recommendation.

CARRIED.

ROTHESAY

TO: Mayor and Council

FROM: Town Manager Jarvie

RE: By-law 2-10-27 (7 Hillcrest Drive

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On Monday, February 6, 2017 the Planning Advisory Committee reviewed the draft development agreement and passed the following motion:

MOVED by Counc. Lewis and seconded by C. Pinhey the Rothesay Planning Advisory Committee recommends Rothesay Council enter into a Development Agreement as amended with A.E. McKay Builders Ltd. to develop a residential 58 unit condominium complex at 7 Hillcrest Drive (PIDs 00257139 & 30048847).

ON THE QUESTION:

Counc. Shea noted he does not support the recommendation for the following reasons: the view from Hampton Road and the surrounding landscaping; the proximity of the two 24-unit condominium buildings to 9 Hillcrest Drive; the need for side elevations and shadow impact; and the concerns of the Fire Department. Counc. Lewis noted the shadow lines on the property are not likely to cause an issue, and the sprinklers installed in the buildings should significantly reduce the chances of a major fire.

NAY votes recorded from: Counc. Shea and E. Gillis.

CARRIED.

Staff concurs with the recommendations of the PAC to approve rezoning of the property for development of a condominium apartment complex at 7 Hillcrest Drive. We believe giving 2nd reading to the bylaw is consistent with the decisions of the Council on the matter to date. With respect to the development agreement in its present form, the staff recommendation is not so consistent.

The information provided by the developer was not as fulsome as desirable in my opinion. For example the Town has received no elevations for the sides of the apartment building that is proposed to run perpendicular to the 25 foot slope at the rear of the property. This means that it is not possible to identify whether variances will be requested to allow a height that exceeds the maximum permitted under the bylaw.

Council should also understand that in order to relocate the building to the sloping portion at the rear of the lot, the building is being raised substantially. That is the westernmost building will be at least 23 feet higher from Hampton Road than it would be with either of the other options. And this building will have 4 floors exposed rather than the 3 floors in the alternative plans. If the reason for moving the building to the rear of the lot is to make it less noticeable, this objective is defeated by having the building significantly higher.

Returning to option B would also resolve the issue of the unfortunate alignment of garden homes relative to the Hampton Road streetscape and would address the issues raised by the Fire Chief with respect to safety in the siting of the apartment buildings.

It should also be noted that the effect on the abutting property on Hillcrest is much greater with this (option C) than any possible effect on the properties opposite on Hampton Road of the other 2 options.

Decisions such as these are often difficult for Council. In any such decision it is important to keep the overall interests of the municipality in mind. It is not simply what do the majority want that should carry the day (even if such was truly measurable), it is what is in the best interest of the community in the long-term.



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

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

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

The purpose of the amendment is to rezone lands located at 7 Hillcrest Drive (PIDs 00257139 & 30048847) from Single Family Residential – Large Serviced (R1A) to Multi-Unit Residential (R4) to allow for the development of 58 residential condominium units subject to the execution of a Development Agreement in accordance with Section 39 and Section 101 of the Community Planning Act, supra.

FIRST READING BY TITLE : 9 January 2017

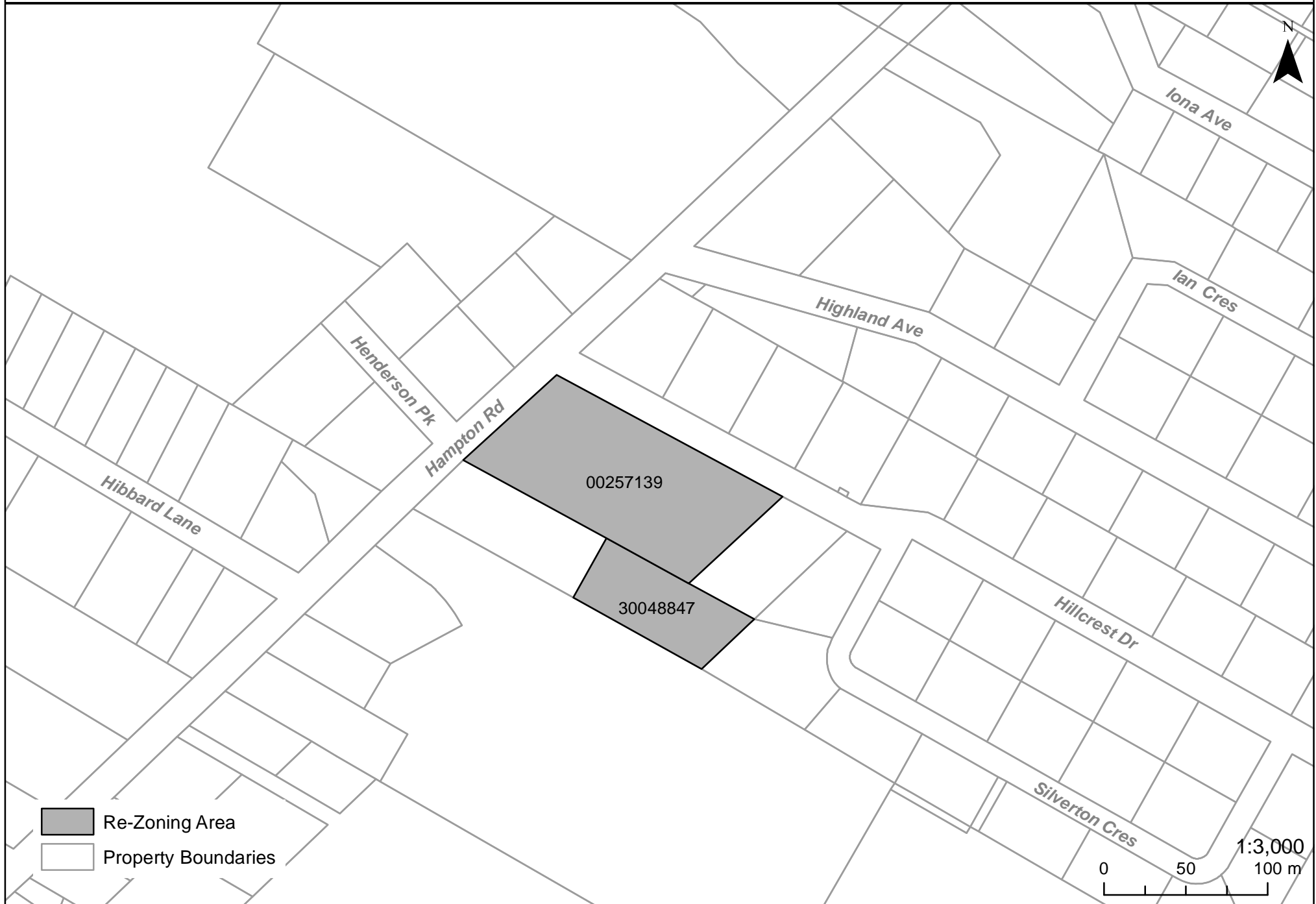
SECOND READING BY TITLE :

READ IN ENTIRETY :

THIRD READING BY TITLE
AND ENACTED :

MAYOR

CLERK



Rothesay

DEVELOPMENT AGREEMENT

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

Parcel Identifiers of Parcels Burdened by Agreement: 00257139 and 30048847 (Lots To Be Consolidated & Converted to Land Titles)

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

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

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

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

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

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

- 1. The Developer agrees that the number of residential units situated on the Lands indicated on Schedule A shall not exceed fifty eight (58) residential condominium units.

Schedules

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

Site Development

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

their discretion, consider a reduction in the total number of Residential units and the resulting applicable and necessary changes to Schedule B through Schedule E as non-substantive and generally in conformance with this Agreement.

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

Architectural Guidelines

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

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

Storm Water

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

Water Main Replacement

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

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

Water Supply

22. The Developer agrees to connect to the Town's municipal water system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
23. The Town agrees to supply potable water for the purposes and for those purposes only for a maximum of fifty eight (58) residential dwellings and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
24. The Developer agrees to pay the Town a connection fee for each residential unit to the Town water system calculated in the manner set out by By-law as amended from time to time, to be paid to the Town on issuance of each building permit.
25. The Developer agrees that the Town does not guarantee and nothing in this Agreement shall be deemed to be a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water.
26. The Developer agrees that all connections to the Town water mains shall be approved and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and that the operation of water system valves is the sole responsibility of the Town.
27. The Developer agrees to comply with the Town's Water By-law and furthermore that a separate water meter shall be installed, at the Developer's expense, for each residential connection made to the Town's water system.
28. The Developer agrees that the Town may terminate the Developer's connection to the Town water system in the event that the Town determines that the Developer is drawing water for an unauthorized purpose or for any other use that would impair the quality or efficiency of the water supply for domestic and fire protection purposes within the Town.
29. The Developer agrees to provide, prior to the occupation of any buildings or portions thereof, written certification of a Professional Engineer, licensed to practice in New Brunswick that the connection of service

laterals and the connection to the existing Town water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Sanitary Sewer

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

Retaining Walls

35. The Developer agrees that dry-stacked segmental concrete (masonry block) gravity walls shall be the preferred method of retaining wall construction for the purpose of erosion control or slope stability on the Lands and furthermore that the use of metal wire basket cages filled with rock (gabions) is not an acceptable method of retaining wall construction.
36. The Developer agrees to obtain from the Town a Building Permit for any retaining wall, as required on the Lands, in excess of 1.2 meters in height and that such retaining walls will be designed by a Professional Engineer, licensed to practice in New Brunswick.
37. The Developer agrees that if grading within 1m of the common property boundary or off-site grading of the adjacent properties under separate ownership is required or anticipated, the Developer shall provide to the Town two (2) copies of a notarized letter of permission from the adjacent owner. The letter shall include:
 - A. Legal description of parcel involved.
 - B. A statement that owner has reviewed the grading plan prepared, dated and stamped by the Developer's Professional Engineer.
 - C. Permission for the contractor and his successor to have access to the premises and permission to do the work as shown on the plans.

Indemnification

38. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.⁰⁰). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to

lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

Notice

39. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to **A.E. MCKAY BUILDERS LTD.**, 380 MODEL FARM ROAD, QUISPAMSIS, N.B., E2G 1L8 and to the Town if delivered personally or by prepaid mail addressed to **ROTHESAY**, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-laws

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

Termination

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

Security & Occupancy

44. The Town and Developer agree that Final Occupancy of the proposed 24-unit condo building(s), as required in the Building By-law, shall not occur until all conditions above have been met to the satisfaction of the Development Officer.
45. Notwithstanding Schedule D and E of this Agreement, the Town agrees that the Occupancy Permit may be issued provided the Developer supplies a security deposit in the amount of 110 percent of the estimated cost to complete the required storm water management and landscaping. The security deposit shall comply with the following conditions:
- a. Security in the form of a certified cheque or automatically renewing, irrevocable Security issued by a chartered bank dispensed to and in favour of Rothesay;

- b. the Developer agrees that if the landscaping or storm water works are not completed within a period not exceeding six (6) months from the date of issuance of the Occupancy Permit, the Town may use the security to complete the works as set out in Schedule D and E of this Agreement;
- c. the Developer agrees to reimburse the Town for 100% of all costs exceeding the security necessary to complete the works as set out in Schedule D and E this Agreement; and
- d. the Town agrees that the security or unused portion of the security shall be returned to the Developer upon certification that the work has been completed and acceptable to the Development Officer.

Failure to Comply

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

Entire Agreement

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

Severability

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

Reasonableness

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

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

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

Date: _____, 2017

Witness:

A.E. McKay Builders Ltd.

Andrew E. McKay, Director

Witness:

Rothsay:

Nancy Grant, Mayor

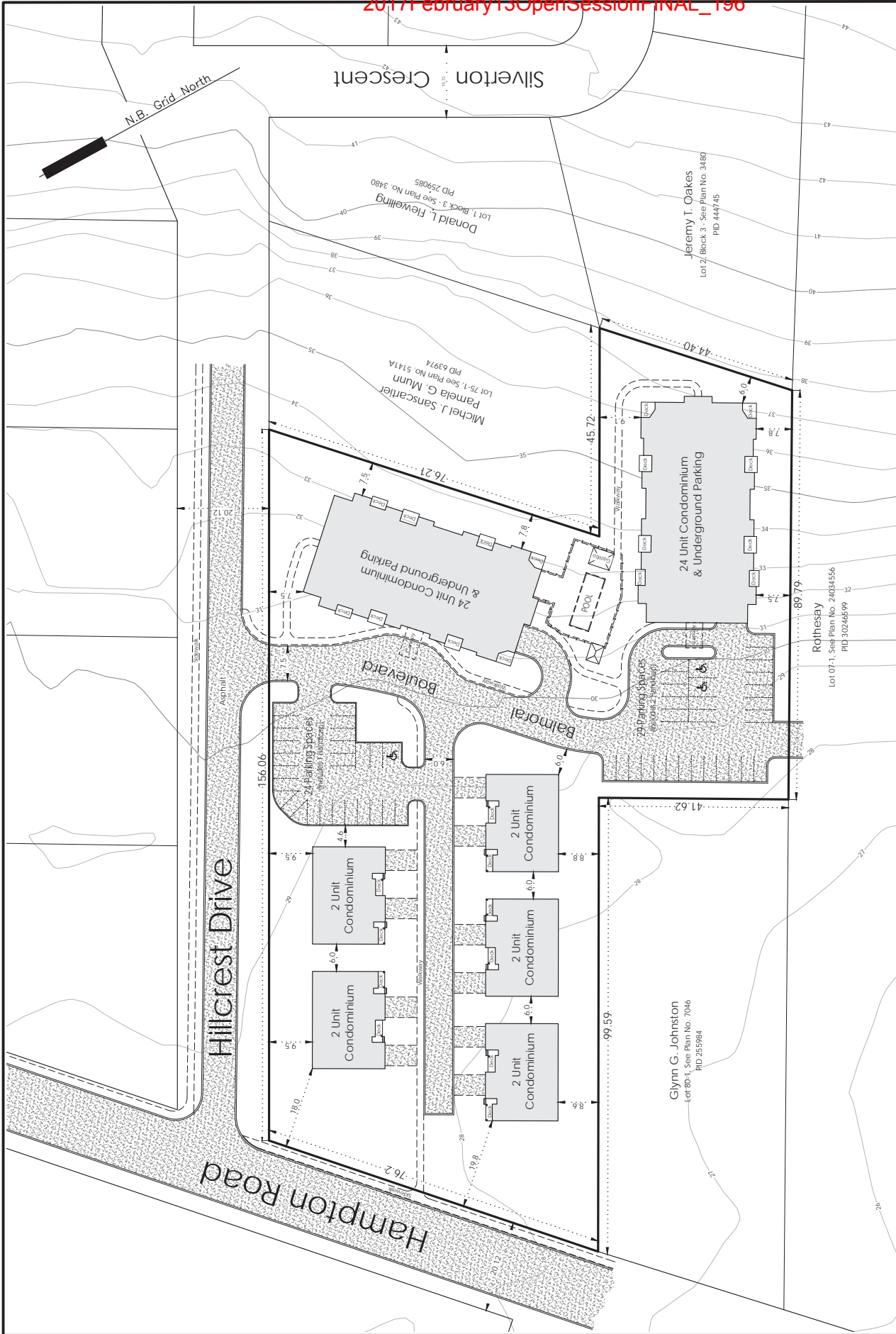
Clerk

SCHEDULE A

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

PID:	00257139
PID:	30048847

DRAFT



Site Plan
Central Park Condominium
 7 Hillcrest Drive
 Town of Rothesay
 Kings County, N.B.
 Scale = 1:500
 Job No. 15-0050
 Dated: November 28, 2016
 Dwg. No. T-0608-D

NOTE: This plan is for conceptual purposes only. Final dimensions, areas and location of property lines may vary slightly following field survey and lot calculations.
 Contours refer to the Geodetic Datum and were derived from Municipal DTM data.

KIERSTEAD QUIGLEY and ROBERTS Ltd.
 Saint John, New Brunswick

Schedule C Building Elevations



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

CENTRAL PARK
CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title

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

Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-1

OF 15



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

CENTRAL PARK
CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

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

Date:

AUGUST 29, 2016

Scale:

N.T.S.





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

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 1
24 UNITS - UNDERGROUND PARKING
REAR ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.





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

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 3
DOUBLE UNIT
FRONT ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-8

OF 15



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

CENTRAL PARK
CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

BUILDING TYPE - 3
DOUBLE UNIT
REAR ELEVATION

Date:

AUGUST 29, 2016

Scale:

N.T.S.





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

CENTRAL PARK
CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:	
BUILDING TYPE - 3 DOUBLE UNIT RIGHT ELEVATION	
Date:	AUGUST 29, 2016
Scale:	N.T.S.

A-10
OF 15



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

CENTRAL PARK
CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

**BUILDING TYPE - 3
DOUBLE UNIT
LEFT ELEVATION**

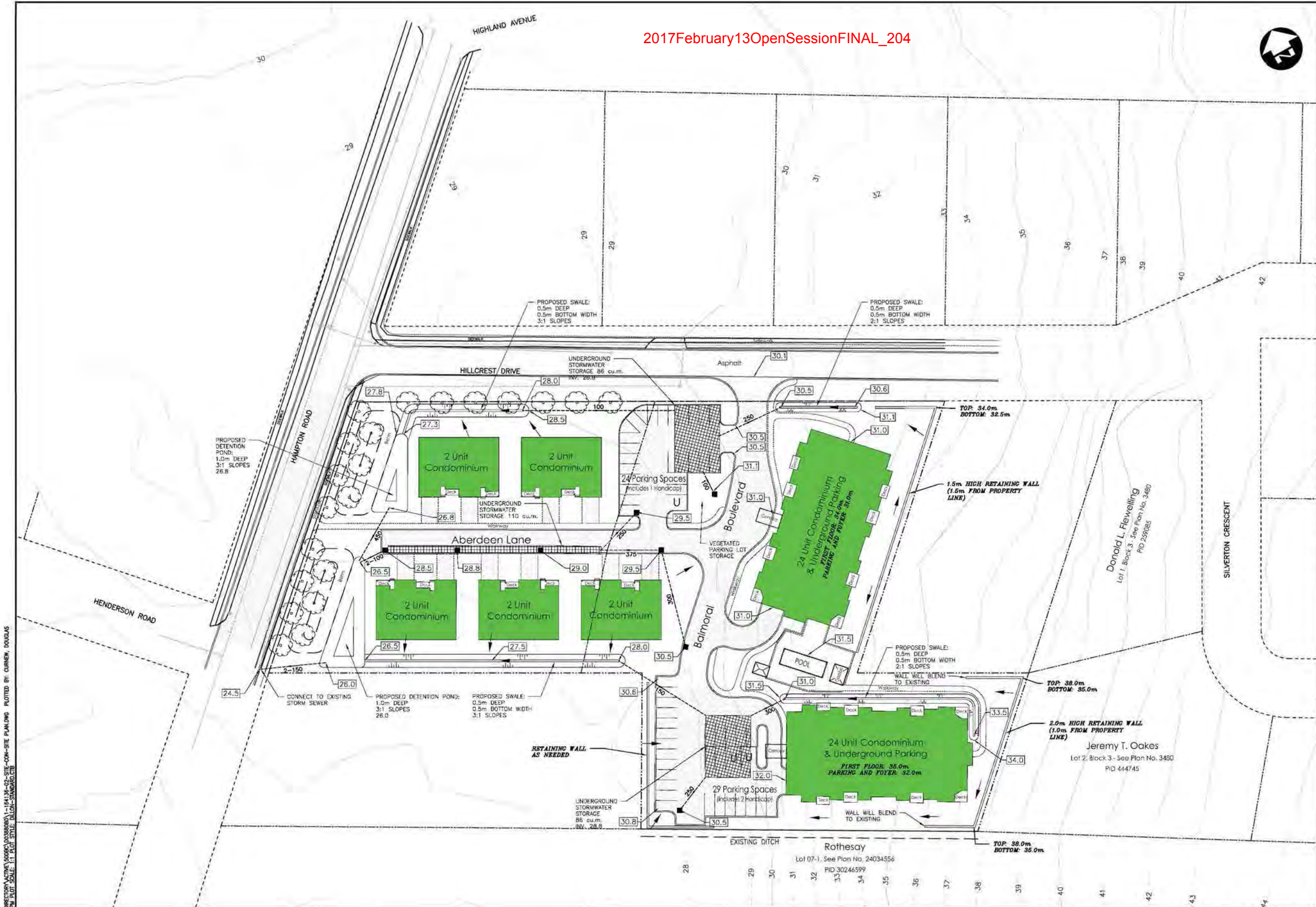
Date:

AUGUST 29, 2016

Scale:

N.T.S.

A-11
OF 15



LEGEND	
	EXISTING WATERMAIN
	PROPOSED WATERMAIN
	EXISTING/PROPOSED WATERVALVE
	EXISTING/PROPOSED HYDRANT
	EXISTING/PROPOSED END CAP
	EXISTING WELL
	EXISTING STORM SEWER
	PROPOSED STORM SEWER
	EXISTING SANITARY SEWER
	PROPOSED SANITARY SEWER
	EXISTING/PROPOSED MAINTENANCE HOLE
	EXISTING/PROPOSED/ADJUST CATCHBASIN
	EXISTING/PROPOSED/ADJUST DITCH INLET
	DITCH/SWALE
	CULVERT
	RIPRAP
	MAJOR OVERLAND FLOW ARROW
	DRAINAGE AREA LABEL (AREA ID/AREA/RUNOFF COEFFICIENT)
	PARTIAL DEPTH ASPHALT
	FULL DEPTH ASPHALT
	ASPHALT OVER CONCRETE
	CONCRETE PAVEMENT
	RECESSED CURB
	RIGHT-OF-WAY
	LOT LINE
	PROPERTY LINE
	EXISTING/PROPOSED ELEVATION
	MAJOR/MINOR CONTOURS

ITALIC TEXT DENOTES INFORMATION PROVIDED BY OWNER.

NOTE:

PROPOSED ELEVATIONS ARE BASED ON EXISTING GROUND ELEVATIONS, AND WILL NEED TO BE ADJUSTED TO SUIT DETAILED GRADING PLAN.

PARKING STRUCTURE TO BE AT GRADE AS SHOWN. FIRST FLOOR TO MATCH EXISTING GRADE WHERE POSSIBLE. RETAINING WALLS TO BE INSTALLED AS SHOWN TO MEET WITH PROPOSED BUILDING AND EXISTING GRADE.

FILENAME: C:\PROJECTS\WORKING\DIRECTOR\ACTIVE\50080\0388080\1-164136-02-SITE-COM-SITE PLANNING PLOTTED BY: CURNEY, DOUGLAS
PLOT DATE: 2017-02-28 3:39:48 PM PLOT SCALE: 1:1 PLOT STYLE: DILLO-STD.AUTOCRTB

Conditions of Use

Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.

Do not scale dimensions from drawing.

Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.

NOT FOR CONSTRUCTION



DESIGN	B.D.C.	REVIEWED BY	D.P.H.
DRAWN	D.B.C.	CHECKED BY	B.D.C.
DATE	JULY 2016	SCALE	1:500
APPROVAL	2016/02/15	DATE	BY
ISSUED FOR			

CENTRAL PARK CONDOMINIUM - 7 HILLCREST DRIVE ROTHESAY N.B.		PROJECT NO.	16-4136
A.E. McKay Builders		SHEET NO.	1
GRADING PLAN SITE PLAN			



PERIMETER OF HAMPTON ROAD AND HILLCREST DRIVE

- 4-5' HIGH BERM, 6-8' FEET WIDE
- 6' TALL CEDAR HEDGE ON TOP OF BERM WITH BRANCHES TIGHT TOGETHER TO GROW INTO FULL HEDGE
- BERMS TO HAVE MIXTURE OF SHRUBS IN GROUPINGS BOTH SIDES OF BERM, FILL IN WITH BLACK MULCH BALANCE OF BERMS
- BEHIND BERMS, 60-80mm CALIPER ACER RUBRUM (RED MAPLE) TREES, 12-15' HIGH, 10 TREES ALONG HILLCREST DRIVE AND 15 TREES ALONG HAMPTON ROAD



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

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

LANDSCAPING
SPECIFICATIONS

L-1

OF 4



GARDEN HOMES

- ONE ACER RUBRUM (RED MAPLE) TREE IN FRONT OF EACH UNIT, 60-80mm CALIPER, 10-12' HIGH
- ONE LARGE COMMUNITY LIGHT STANDARD PER EACH 2 UNIT BUILDING IN MIDDLE
- ONE FRONT SHRUB BED IN FRONT OF EACH UNIT WITH A MIXTURE OF PERENNIAL PLANTS, BLUE SPRUCE AND LILAC TREES
- BALANCE OF FRONT YARDS, SIDES AND READ TO BE SODDED.



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

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

LANDSCAPING
SPECIFICATIONS

L-2

OF 4



ENTRY GATE

- PERIMETER SHRUB BEDS CONSISTING OF A MIXTURE OF BOXWOOD, BURNINGBUSH, DWARF LILAC, PURPLE NINEBARK, ROSES AND GRASSES
- BALANCE OF AREA TO BE SODDED.



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

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

LANDSCAPING SPECIFICATIONS

L-3

OF 4



LARGE CONDO BUILDINGS

- TO HAVE A MIXTURE OF LILACS, PERENNIALS, AND SPECIMEN TREES ON FOUR CORNERS OF BUILDING MADE UP OF BLUE SPRUCE, GOLDBLOOM MAPLE AND RED MAPLE
- ISLAND BETWEEN TWO PROPERTIES FROM POOL TO STREET TO HAVE 3-4 BLUE SPRUCE AND MIXTURE OF SHRUBS

POOL AREA

- TOP OF 4' ROCK WALL, 6' CEDAR HEDGE INSTALLED
- PERIMETER OF POOL FENCE TO HAVE A MIXTURE OF SHRUBS AND PERENNIALS ON EXTERIOR SIDE



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

CENTRAL PARK

CONDOMINIUM DEVELOPMENT - Rothesay, N.B.

Drawing Title:

LANDSCAPING
SPECIFICATIONS

L-4

OF 4

SCHEDULE E - STORM WATER MANAGEMENT PLAN

January 20, 2017

Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5Y2

Attention: Brett McLean, P.Eng.
Director of Operations

Re: Stormwater Management Plan and Site Services for Central Park Condominium

To Whom It May Concern:

Dillon Consulting Limited (Dillon) is pleased to submit this letter report outlining the stormwater management plan and site services layout (sanitary and water) for the Central Park Condominiums Development. This plan has been prepared for A.E. McKay Builders and describes the recommended stormwater management plan along with the proposed sanitary sewer and water service layouts for the seven (7) building condominium development. The proposed layout for Central Park Condominiums is presented in **Sheet 1**.

BACKGROUND

The Central Park Condominium Development is located at the intersection of Hillcrest Drive and Hampton Road in Rothesay, New Brunswick. A.E. McKay Builders is proposing a seven (7) building condominium development with five (5) small and two twenty-four (24) unit condominium buildings. The pre-developed site has an area of approximately 2.2 hectares consisting of primarily wooded terrain and grassed areas.

STORMWATER MANAGEMENT PLAN

It is expected that the Central Park Condominium Development will increase the impervious area of the existing site. Therefore, the proposed development may contribute to an increase in stormwater runoff peak flow and total runoff volume generated from the site.

As outlined on **Sheet 1** of the appended drawing set, the proposed stormwater collection system will consist of two storm sewer systems with subsurface storage along Aberdeen Lane and within the two Parking areas adjacent to the 24-unit condominium buildings. The remainder of the site will convey water through a series of swales leading to detention ponds adjacent to Hampton Road.



274 Sydney Street
Suite 200
Saint John
New Brunswick
Canada
E2L 0A8
Telephone
506.633.5000
Fax
506.633.5110

Dillon Consulting
Limited



The southeast portion of the site is located along a steep gradient while the remaining area is relatively flat. The steep grade limits the opportunity for surface storage in this area. Therefore, the proposed detention ponds are located along the west side of the site adjacent to Hampton Road. The orientations of the ponds are shown on **Sheet 1** of the appended drawing set.

Methodology and Approach

The approach used in preparing the stormwater management plan for the Central Park Development involved simulating pre- and post-development conditions using the U.S. Army Corps of Engineers' HEC-HMS hydrologic modeling software. Synthetic design storms were used in the analysis of the stormwater management model prepared in HEC-HMS. The Alternating Block Method (Chow 1988) was used to estimate the rainfall distribution for the 5 and 100 year return period rainfall events, both having a storm duration of 24 hours.

Rainfall intensity-duration-frequency (IDF) statistics developed by the Canadian Water Network Online IDF CC Tool for Environment Canada's Saint John Airport (A) climate station were used to support this assessment (<http://www.idf-cc-uwu.ca>). The Canadian Water Network uses Global Climate Model data to approximate changes in the IDF Curve due to climate change for a selected range. Use of the IDF CC tool allows for the consideration of climate change impacts, specifically the potential for higher intensity rainfall.

Aerial imagery along with the proposed site plan was used to determine properties of the existing site (i.e. land cover, surface slope, drainage). The existing site includes two (2) main catchment areas draining to Hampton Road and the Arthur Miller Fields stormwater collection systems. The SCS Curve Number method was implemented to approximate the lag time of the catchments. These results were used to estimate the existing (pre-development) peak flows from each catchment area.

A detailed model was constructed to represent the movement of water through the proposed stormwater management system (**Sheet 1**) which includes both detention ponds and subsurface storage. The catchment areas, curve numbers (CN) and catchment lag were adjusted to represent the post-development drainage areas contributing to Hampton Road and the Arthur Miller Fields.

Curve numbers outlined in the Town of Rothesay Stormwater Management Guidelines were used to represent open spaces in the model while the percent



imperviousness used in the model was used to account for hard surfaces (i.e. roofs and paved surfaces).

Simulation Results

The following sections include pre and post development simulation results for the 5 and 100 year return period storms at the proposed outlets to the Hampton Road and Arthur Miller Fields stormwater collection systems. It should be noted that the total drainage area under pre and post-development conditions (2.2 ha) was unchanged; however, additional pre-development run-off was directed to the Hampton Road outlet. The reduced catchment area for the Arthur Miller Fields was required to ensure pre-development peak discharge levels of the 5 and 100-year storms were maintained following development.

Tables 1 and 2 summarize the pre and post development simulation results for both the Hampton Road and Arthur Miller Fields drainage areas.

Table 1: Hampton Road Pre and Post-Development

Return Period	Pre-Development Peak Discharge (m ³ /s)	Post-Development Peak Discharge without SWM (m ³ /s)	Post-Development Peak Discharge with SWM (m ³ /s)
5 Year	0.053	0.107	0.053*
100 Year	0.163	0.225	0.160*

*The Hampton Road drainage area was increased from 15,395 m² (pre-development) to 19,837 m² (post-development) as part of the stormwater management plan.

Table 2: Arthur Miller Fields Pre and Post-Development

Return Period	Pre-Development Peak Discharge (m ³ /s)	Post-Development Peak Discharge without SWM (m ³ /s)	Post-Development Peak Discharge with SWM (m ³ /s)
5 Year	0.024	0.053	0.024*
100 Year	0.077	0.110	0.046*

*The Arthur Miller Field drainage area was reduced from 6598 m² (pre-development) to 2975 m² (post-development).

It is noted that the simulation results presented in Tables 1 and 2 show that the pre-development 5 and 100-year peak flows have been maintained as a result of the proposed stormwater management plan.



Retention

Due to the increased runoff for developed areas, storage calculations were completed. The storage volume required to retain a 24 hour, 100 year return period storm was determined using HEC-HMS hydrologic modeling software. Two types of detention storage were incorporated in the stormwater management plan: 1) three detention ponds, and 2) subsurface storage along Aberdeen Lane and in the parking lot areas adjacent to the 24-unit condominium buildings. The proposed locations of the storage facilities can be seen on **Sheet 1** of the appended drawing set.

Subsurface storage will be installed at three locations on site, including 50 meters along Aberdeen Lane, and approximately 21 metres at the north and south end of the condominium parking areas, respectively. The storage will be made up of a series of HDPE arched structures. The arched structures are to be underlain with bedding stone to provide additional storage. The storage capacity provided by these underground structures and stone bedding is expected to be in the order of 280 m³.

Two detention ponds will be constructed adjacent to Hampton Road and an vegetated island within the 24 space parking lot will provide additional storage on the north side of the site. The storage capacity of the ponds and vegetated island is expected to be approximately 230 m³. The proposed vegetated detention area (total storage of 50 m³) is highlighted in Sheet 1.

The total storage volume for the entire site was estimated to be in the order of 510 m³. The proposed pond and subsurface storage will provide sufficient capacity to reduce the peak discharge of the 5 and 100-year storms from the site to within pre-development levels. It is also noted that the diversion of flows contributing to the existing ditch near the Arthur Miller Fields has resulted in the 5 and 100-year post-development flows being less than for existing discharge.



SANITARY DESIGN

The primary development site will consist of five (5) small and two twenty-four (24) unit condominium buildings at the intersection of Hillcrest Drive and Hampton Road. **Table 3** below details the buildings proposed for the development site.

Table 3: Development Site Sanitary Parameter Summary

Building	Number of Buildings	Units	Equivalent Population
24 Unit Condominium	2	24	120
2 Unit Condominium	5	2	25
TOTAL POPULATION:			145

The population of the proposed development is approximately 145 people. The sanitary design for the site included upstream sanitary infrastructure on Hillcrest Drive, from Hampton Road to Charles Crescent. The upstream sanitary system consists of the majority of the Highland Avenue subdivision as well as Iona Avenue. The theoretical sanitary flows from the upstream system are included in **Table 4** below.

Table 4: Upstream Sanitary Flows – Central Park Development

Street	Location		Equivalent Individual Population	Area (ha)	Theoretical Design Flow (Population & Extraneous)	Theoretical Pipe Capacity
	From	To				
Hillcrest Drive	Charles Crescent	Hampton Road	238	28	3.85 lps	49.8 lps

Assuming an occupancy load of 340 L/Person per day (*Atlantic Canada Standards and Guidelines Manual for the Collection, Treatment, and Disposal of Sanitary Sewage*, (ACSGM)) and a peak extraneous flow of 0.18 L/Hectare per second, the proposed development will contribute approximately 2.9 lps to the existing sanitary system.

Table 5 below notes the upstream sanitary flow on Hampton Road contributing to the downstream system.



Table 5: Upstream Sanitary Flows – Marr Road to Hillcrest Drive

Street	Location		Equivalent Individual Population	Area (ha)	Theoretical Peak Design Flow (Population & Extraneous)	Theoretical Pipe Capacity	% of Pipe Capacity
	From	To					
Hampton Road	Marr Road (approximately)	Hillcrest Drive	1600	80	27.00 lps	43 lps	63%

The contribution from the proposed development site is not significant to the overall flow in the sanitary piping system.

Table 6 below notes the proposed piping as well as connection to existing.

Table 6: Proposed Piping

Street	Pipe Size (mm)	Slope (%)	Theoretical Peak Design Flow (Population & Extraneous) (cumulative) (lps)	Theoretical Pipe Capacity (lps)	% of Pipe Capacity
Balmoral Boulevard	200 (proposed)	0.50	2.01	27.41	7.3
Aberdeen Lane	200 (proposed)	0.50	2.81	27.41	10.0
Hampton Road	200 (existing)	1.23	33.8	42.99	78.8*

**Prior to this development, the sanitary pipe on Hampton Road had an assumed peak flow of 31 lps, or 72% of the theoretical pipe capacity. The contribution from the proposed development is less than 7% of the overall capacity.*

From the connection of the development site sanitary sewer at the intersection of Hillcrest Drive and Balmoral Boulevard and the proposed parking lot for the two 24 unit condominium buildings, the storm and sanitary sewers are separated.

Connection to the existing Town of Rothesay infrastructure will be done as shown on the appended drawing set and in accordance with the Town of Rothesay Specifications.

Town of Rothesay
Page 7
January 20, 2017



From the above information and attached drawings, the existing receiving sanitary system will be able to handle the additional sanitary flow from the proposed development site.

POTABLE WATER AND FIRE FLOWS

It is estimated that the demand for this development will be in the order of 340 L/Capita per day.

The proposed alignment of the water supply connections are presented on the appended development drawing set.

CONCLUSION

Hydrologic modeling using HEC-HMS was performed to estimate the pre and post-development stormwater peak flows for the Central Park Condominium Development site. The proposed mitigation measures to offset the increase in peak flow include three surface storage areas and subsurface storage. The hydrologic simulation suggests that the recommended storage elements effectively mitigate increases in the 100-year peak flow under post-development conditions.

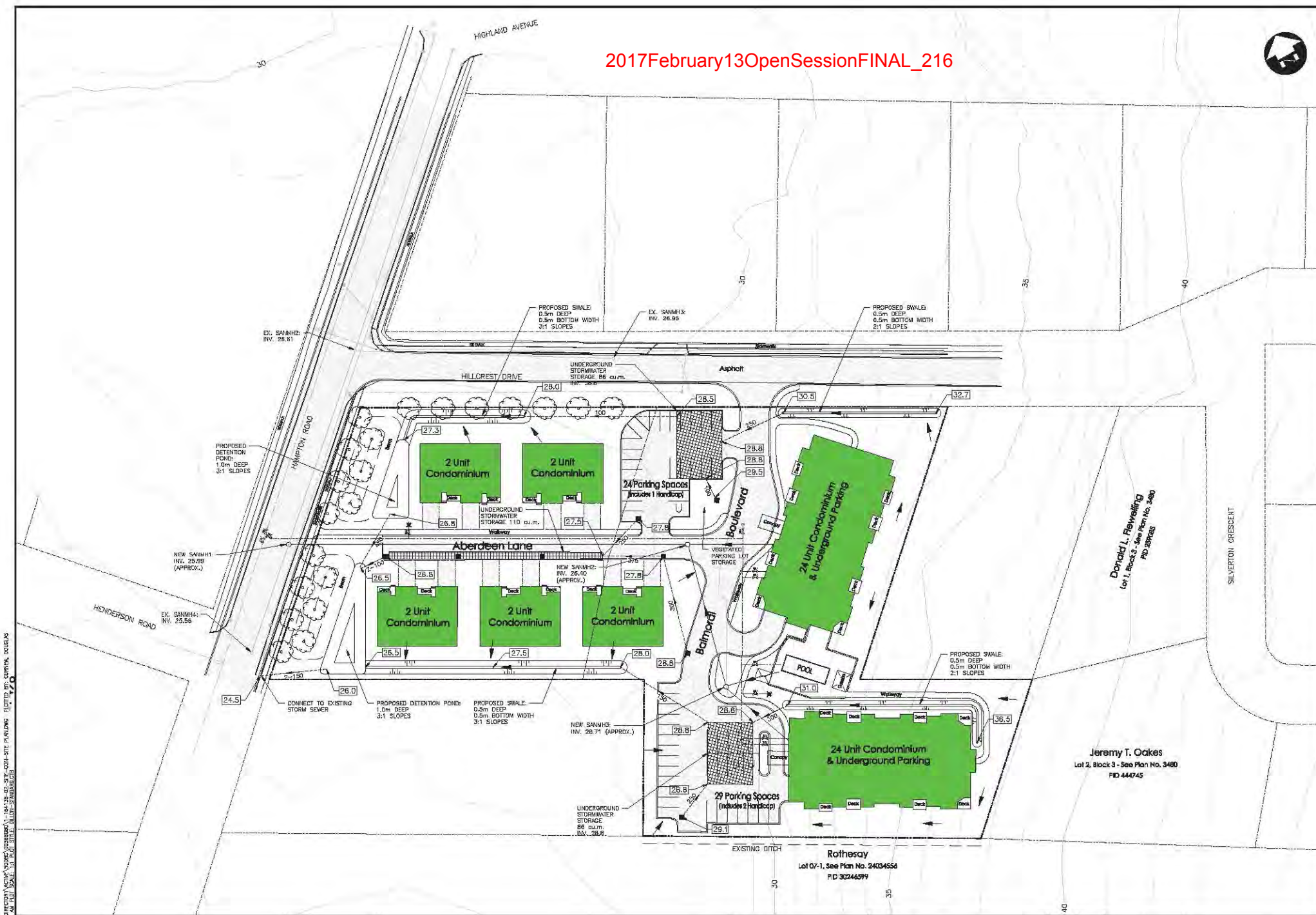
An analysis was undertaken to determine the impact of the Central Park Condominium Development on the existing sanitary sewer system in the Town of Rothesay. The contribution of the proposed development is not expected to affect the overall flow in the existing receiving sanitary system. The analysis therefore suggests that the existing system will be able to handle the additional sanitary flow from the development site.

Sincerely,

DILLON CONSULTING LIMITED

Barb Crawford, P.Eng.
Project Manager

Our file: 16-3836



LEGEND	
	EXISTING WATERMAIN
	PROPOSED WATERMAIN
	EXISTING/PROPOSED WATERVALVE
	EXISTING/PROPOSED HYDRANT
	EXISTING/PROPOSED END CAP
	EXISTING WELL
	EXISTING STORM SEWER
	PROPOSED STORM SEWER
	EXISTING SANITARY SEWER
	PROPOSED SANITARY SEWER
	EXISTING/PROPOSED MAINTENANCE HOLE
	EXISTING/PROPOSED/ADJUST CATCHBASIN
	EXISTING/PROPOSED/ADJUST DITCH INLET
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	ASPHALT OVER CONCRETE
	CONCRETE PAVEMENT
	RECESSED CURB
	RIGHT-OF-WAY
	LOT LINE
	PROPERTY LINE
	EXISTING/PROPOSED ELEVATION
	MAJOR/MINOR CONTOURS

NOTE:
PROPOSED ELEVATIONS ARE BASED ON
EXISTING GROUND ELEVATIONS, AND WILL
NEED TO BE ADJUSTED TO SUIT DETAILED
GRADING PLAN.

PLEASE, CONSULT THE WORKING DRAWINGS FOR THE SITE PLAN. THE SITE PLAN IS A PRELIMINARY DRAWING AND IS NOT TO BE USED FOR CONSTRUCTION. THE SITE PLAN IS A PRELIMINARY DRAWING AND IS NOT TO BE USED FOR CONSTRUCTION.

Conditions of Use Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited. Do not scale dimensions from drawing. Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.		<div>NOT FOR CONSTRUCTION</div>		<div> DILLON 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Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: Andrew McKay
A.E. McKay Builders Ltd.
380 Model Farm Road
Quispamsis, N.B. E2G 1L8

Office Held by Deponent: Director

Corporation: A.E. McKay Builders Ltd.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2017

I, **Andrew McKay**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. the signature "**Andrew McKay**" subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
4. the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,
in the County of Kings,)
and Province of New Brunswick,)
This ____ day of _____, 2017)

BEFORE ME:)

Commissioner of Oaths)

Andrew McKay

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

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

Deponent: MARY JANE E. BANKS

Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Deponent: Clerk

Corporation: Rothesay

Other Officer Who Executed the Instrument: NANCY E. GRANT

Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2017

I, MARY JANE E. BANKS, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
- 6. That the attached instrument was executed by me and NANCY E. GRANT, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
- 7. The signature "NANCY E. GRANT" subscribed to the within instrument is the signature of Nancy E. Grant, who is the Mayor of the town of Rothesay, and the signature "Mary Jane E. Banks" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
- 8. The Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
- 9. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of
Rothesay, in the County of Kings,)
and Province of New Brunswick,)
This ____ day of _____, 2017)

BEFORE ME:)

Commissioner of Oaths)

MARY JANE E. BANKS



INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	9 February 2017
RE	:	Proposed Ellen's Law

Recommendation:

It is recommended that Council provide support in principal to the proposed Ellen's Law and refer the proposal to the Public Works and Infrastructure Committee for a detailed assessment of its implications to Rothesay.

Background:

When a tragedy occurs such as the death of Ellen Watters, it is the natural response to look for ways to avoid such events in future. It is also desirable that the resulting proposals for action are well understood by the parties involved. While we applaud the considerable efforts of the cyclist community in developing a proposal for amendments to the Motor Vehicle Act, we are concerned with several of the amendments proposed.

The proposed treatment of four-wheeled, human powered vehicles seems inherently different from what the vast majority of the road users would contemplate.

Also the proposed 149 (5) suggests that the operator of a motor vehicle would be responsible to prove that they had not acted improperly in the case of any collision with a bicycle. Placing the onus of proof on the motor vehicle operator weighs heavily on the motor vehicle operator and their insurance provider and 'proof' in such situations may be very difficult. (We have consulted with the KV police who observe that the enforcement of some of the proposed provisions would be quite difficult.) Given that the proposed section 156.2 and 179(1)(d) provide justification for a bicycle operated to quickly leave a bike lane and move into the path of a moving vehicle, we question whether this provision is equitable.

We might also suggest that these amendments invite licensing of bicycles and other human powered vehicles if the bicycle users expect the infrastructure, physical and legal, to treat them in a manner similar to motorized vehicles.

In raising these concerns we are not in any way diminishing the need for a safe environment for road users on human powered vehicles. Clearly individuals in such circumstances are much more vulnerable in case of a collision than their counterparts in a motor vehicle. For the foreseeable future the public road networks will be shared by a wide variety of users and vehicles and it is important to develop regulatory system which is beneficial to all parties.

Proposed Bill

M-17 Motor Vehicle Act revisions



This amends the Motor Vehicle Act by;

- a) adding rules respecting bicycle lanes
- b) requiring motorists to leave at least one metre of space between their vehicle and a bicycle it is passing
- c) expanding the description of a bicycle to include other similar human powered vehicles
- d) adding specific rules regarding bicycles on sidewalks
- e) replacing rules regarding cycling on the extreme right
- f) allowing local authorities to designate sidewalks as trails and regulate the use of bicycles there on

Definitions

Existing paragraph to be repealed

"bicycle" means every device propelled by human power upon which any person may ride, having two tandem wheels;(bicyclette)

Repealed paragraph substituted by

"bicycle" means every human powered vehicle having two, three, or four wheels with its design and propulsion basis similar to a typical bicycle utilizing a pedal type system to initiate vehicle movement including electric motor assisted; (bicyclette)

Add paragraphs

"bicycle lane" means a marked restricted lane on a roadway designated by signage for use by cyclists; ()

"cyclist" means any person riding a bicycle; ()

Powers of local authorities

Add subsection

113(1) (j) designate a sidewalk or any portion thereof as a trail; and

(j.1) authorize and regulate the use of bicycles on such trails, and, for greater certainty, a sidewalk so designated is subject to all other provisions of this Act

Rules of the road

Add subsections

149 (3) A driver of a motor vehicle shall not pass a bicycle travelling in the same direction as the motor vehicle that is being ridden to the far right of the driver of the motor vehicle on the roadway, on the shoulder or in an adjacent bicycle lane unless

- (a) there is sufficient space to do so safely; and
- (b) the driver leaves at least one metre open space between the vehicle and the cyclist.

152(4) The driver of a motor vehicle may cross a line to pass a bicycle in accordance with subsection 149(3) if the driver can do so safely.

156.2 The driver of a motor vehicle shall not operate the vehicle in a bicycle lane unless

- (a) it is necessary to do so to go around a vehicle or a bicycle in front of the driver's vehicle that has signalled its intention to turn left;
- (b) it is necessary to do so to complete a lawful manoeuvre;
- (c) the driver has encountered a condition on the roadway, including a fixed or moving object, parked or moving vehicle, pedestrian, animal or surface hazard that makes it impracticable not to do so
- (d) and in all situations (a) (b) or (c) the driver yields the right of way to any cyclist lawfully in the bicycle lane.

Bicycles

Existing paragraph to be repealed

179(1) Every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.

Repealed paragraph substituted by

179(1) A cyclist who is not riding in a bicycle lane shall ride as far to the right side of the roadway as practicable or on the paved right-hand shoulder of the roadway unless the cyclist is

- (a) in the process of making a left turn in the same manner as a driver of a motor vehicle,
- (b) travelling in a rotary or roundabout,
- (c) passing a vehicle on the vehicle's left, or
- (d) encountering a condition on the roadway, including a fixed or moving object, parked or moving vehicle, pedestrian, animal or surface hazard that prevents the person from safely riding to the right side of the roadway;

Existing subsection to be repealed

179(2) Persons riding bicycles upon a roadway shall not ride abreast except on paths or parts of roadways set aside for the exclusive use of bicycles.

Repealed subsection substituted by

179(2) Except when passing, cyclists on a roadway shall ride in single file.

Existing subsection to be repealed without replacement

179(3) Wherever a usable path for bicycles has been provided adjacent to a roadway, bicycle riders shall use such path and shall not use the roadway.

Add subsections

179(4) No person shall ride a bicycle on a sidewalk except those sidewalks designated by local authorities under section 113 (1) (j) (i.1)

179(5) Where a roadway has a bicycle lane for bicycles travelling in the same direction that a cyclist is travelling, the cyclist shall ride in the bicycle lane unless it is impracticable to do so including but not limited conditions listed in subsection 179(1).

179(6) A cyclist on a highway shall ride in the same direction as the flow of traffic.

Parking Rules

Add subsection

193(1)(o) in a bicycle lane



From: Wayne Arrowsmith [REDACTED]
Sent: Thursday, January 19, 2017 4:56 PM
Subject: Re: Ellen Watters Rally
To: Nancy Grant <nancygrant@rothesay.ca>

Good afternoon Mayor Grant,

Velo NB and cycling clubs around the province have been actively requesting towns and cities across NB to send a letter to the provincial government stating their support for #EllensLaw. The list is extensive and includes most major cities and many towns. I have requested to speak before Quispamsis Town Council on Feb 7th and I expect to receive their support.

I'm wondering if Rothesay has any interest in submitting such a letter to the province and if it does I would be willing to speak in front of council to explain the proposal. It might even be beneficial for councillors to hear the changes we are proposing.

I have read your open letter a few times and i appreciate that Rothesay was the first to express their heartfelt condolences to the family and express support publicly for our proposal to update the MVA. A letter to the Minister is slightly different and I wanted to ask if the Town is interested.

If not, I accept that and will support your decision amongst the cycling community.

Wayne Arrowsmith
Advocacy Chair
Velo NB

Sent from my iPad

> On Dec 30, 2016, at 3:06 PM, Nancy Grant <NancyGrant@rothesay.ca> wrote:

>

> Good Afternoon Wayne,

>

> Thank you for inviting me to attend and speak at the Watters Rally planned for City Hall on January 1st.

>

> Unfortunately I must convey my regrets, due to the simultaneous activities in Rothesay. Our Mayor's Levee is scheduled for 12 noon- 2 pm, followed by the Mayor's Skate on the Common. Activities were pushed back an hour from the traditional time, to accommodate

church services, New Year's Day falling this year on Sunday.

>

> Attached please find a statement from the Town of Rothesay. It will be released to the media at about 1:00 on Sunday. Please feel free to use the statement in your ceremony, as you see fit.

>

>

> Again, our sincere condolences to the family, friends and cycling colleagues of Ellen Watters.

>

>

> 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.

>

> <public statement re Ellen Watters rally.pdf>

2017February13OpenSessionFINAL_230

From: [Mary Jane Banks](#)
To: [Mary Jane Banks](#)
Subject: FW: Presentation to Rothesay Council
Date: January-26-17 2:20:16 PM

From: Wayne Arrowsmith
Sent: January-26-17 8:21 AM
To: Mary Jane Banks
Subject: Re: Presentation to Rothesay Council

Hi Mary Jane,

The majority of my time will be spent talking about #EllensLaw, what it is and the current status of that proposal with the government.

The additional brief comments will focus on recommendations for improving cycling in Rothesay. For example how about a bylaw requiring new commercial buildings/strip malls and large residential complexes such as the new condo complex before Rothesay council be required to install bike racks or parking of some nature for cyclists. Encourage local strip malls and businesses to install bike racks. Very brief recommendations.

Sent from my iPad



Rally in Memory of Ellen Watters

For immediate release –

Rothestay – The town of Rothesay is shocked and saddened by the recent death of Ellen Watters, an elite cyclist from our local area who had achieved so much in her chosen vocation. On this sad occasion, the Town extends sincere condolences to Ellen's family in particular, but also to her friends, cycling colleagues, and the entire cycling community. It is a tragic loss we know will bring focus to the importance of safety for all users on our streets and roads.

Rothestay has been a leader in promoting active living, and in supporting cycling as an activity that promotes a healthy life style for all ages. Since the adoption of the Town's Active Transportation Plan in 2012, Council has promoted and approved the development of new trails, appropriate for walking and cycling, as well as for winter activities such as snowshoeing, and in some cases, skiing. Additionally, the Town has developed many kilometres of bike lanes, now found on most of the main streets and roads in the Town. The Town has taken great care to do everything possible to ensure the safety of cyclists using its bike lanes; for example, the standard width of our cycling lanes is 1.5 meters.

The town of Rothesay will continue to support cyclists in their use of Town trails and streets, and will continue to support efforts to improve the safety of cycling in general. And we encourage the Government of New Brunswick to give careful consideration to any initiatives to improve public safety on the streets and highways of the province.

For more information please call 848-6600 or email Rothesay@Rothesay.ca

Executive Summary



Who We Are

Saint John Cycling (SJC) is a group dedicated to promoting cycling both on and off road throughout the Saint John region. We have a social media following in excess of 500 including a good base of activists and volunteers lobbying and working for the cause. Some of our projects are as follows:

- design, construction and maintenance of mountain bike trails in Rockwood Park,
- Design, construction and maintenance of Mountain Bike Skills Park in Rockwood Park scheduled to open Oct 3, 2015
- Ongoing meetings and dialogue with the City of Saint John and outlying towns regarding upgrading and maintenance of bike lanes, sharrows, and cycling infrastructure in general
- Sponsorship of an IMBA course on mountain bike trail building and an upcoming Can-Bike course scheduled for Oct 17th
- Ongoing advocacy collaboration with the Fredericton "Folks on Spokes" cycling club addressing provincial cycling issues.
- Participate in and assist with bike rodeos and BMX park openings in the Greater Saint John area
- Promotion of Safety, education and cooperation for all modes of transportation on Provincial roadways

Folks on Spokes is a Fredericton based cycling group for seniors aged 50 and older, with just under seventy registered members. Their activities include but are not limited to the following;

- Participate in organized weekly rides from the Fredericton Trail Visitor Centre on Tuesdays as well as Thursday rides.
- Twice yearly visits of other areas of the province of New Brunswick for three or four day cycling tours/vacations.
- Members have formed an advocacy group (Capital Region Bicycle Action Committee) to promote modernization of New Brunswick cycling legislation, cycling tourism, cycling safety and are actively working with SJC and other cycling clubs in the area
- Participate on the Fredericton Trails Coalition Board as a member to promote the use and development of the greater Fredericton area trails.
- Participate in, and support fundraising events for local charities
- Act as ambassadors for cyclists from areas outside of NB introducing them to the trails around the greater Fredericton region.

Cycling tourism has great potential in New Brunswick given its' relatively low traffic volume rural roadways with fantastic scenery spaced between friendly communities eager to share local culture. Modern Cycling friendly legislation is required to enhance the relationship of all roadway users. Promotion of cycling friendly legislation, cooperation of all road users, cycling friendly road treatments and cycling tourism will provide above all more safety for cyclists throughout the Province. The financial benefits to the Provincial economy will follow immediately.



Objectives and Benefits of 1 Meter Law

Many European countries, Provinces of Ontario and Nova Scotia and 26 States in USA have adopted 1 metre laws which simply provides a legal definition of safe passing clearance between vehicles and cyclists. As with all laws, the intent is to provide safety guidelines for all road users to follow. Education of all road users is of paramount importance ensuring consistent behavior throughout our Province. There have been convictions in Nova Scotia and in the USA which indicates the law is enforceable. The emphasis has to be on education but we must provide a tool for police to use if an infraction occurs.

In addition to the 1 metre law, other changes and additions to sections of the current Motor Vehicle Act are proposed in order to modernize the Act in keeping with current cycling culture, active transportation methodologies and technology, by:

- a) Adding rules respecting bicycle lanes
- b) Modernizing the description of a bicycle
- c) Making specific the rules regarding bicycles on sidewalks
- d) Replacing unclear and dated terminology and rules regarding cycling on the extreme right of a roadway
- e) Allowing local authorities to designate sidewalks as trails and regulate the use of bicycles there on

The mutual respect between motor vehicles drivers and cyclists is readily observable in New Brunswick, excepting a few who may need more education and good laws to keep the public safe. A good set of modern, measurable and enforceable laws along with the educational processes to provide the public users and police enforcers with the tools to stay current, safe on the roadways are required. Good legislation followed by good education fosters understanding and cooperation which in turn provides safety for not only cyclists but all users of our roadways, sidewalks, paths and trails.

The attached document contains proposed legislation to increase cycling safety in the province of New Brunswick by adopting a one metre law, essentially making it illegal to pass a cyclist on the road within one meter. It also modernizes legislation governing cycling by adding rules respecting bicycle lanes, cycling on sidewalks, and the description of bicycles, riding on the extreme right and finally allowing local authorities to designate sidewalks as trails and regulate the use of bicycles on them in their respective areas.



We believe this modernization is an important and needed change to legislation affecting cycling for the following reasons:

- Safety is the primary concern of cyclists when riding on, and sharing the roads with motorized vehicles. This legislation will improve the safety of cyclists, decreasing serious injury and even death. The importance of this cannot be overstated in our society of legislated safety regulations and liability issues.
- By providing for a one metre spacing between motorized traffic and cyclists we increase the safety factor and encourage reluctant cyclists to take to the road thereby improving the health of New Brunswickers, lowering health care costs, lowering carbon emissions and promoting a greater sense of community.
- The adoption of this legislation will increase the visibility of New Brunswick as a safer destination for touring and recreational cyclists from other provinces in Canada, USA and Europe.
- Provides police, courts and government with up to date, and more effective legislation to deal with vehicle and cycling infractions
- The current legislation is outdated and will be modernized in its descriptions and terminology for modern bicycles types, designated bike lanes, trails and cycling on sidewalks.
- The very act of legislative discussion and refining of the one metre rule for cycling will raise the profile of cycling in New Brunswick and announce to the public at large that this government is serious about cycling safety, cycling tourism and encouraging cycling as a means of exercise and health promotion with all its positive benefits.

Contact Information

Name	Email Address	Telephone #
Wayne Arrowsmith	kwa@nbnet.nb.nca	506-647-1530
Gary Crowley	gary.crowley@hotmail.com	506-647-5113
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Ray Hubble	Ray.Hubble@nbcc.ca	
Chuck Baird	ruthbaird@rogers.com	
Stephen Marr	sa_marr@hotmail.com	506 206 1933





Submission to the New Brunswick
Minister of Public Safety on
Amendments to M-17 Motor Vehicle Act

BY THE CYCLING ADVOCACY COALITION

JANUARY 12, 2017

Wayne Arrowsmith | Saint John Cycling
Brian Gillis | Saint John Cycling
Stephen Marr | Fredericton Folks on Spokes
Sheila Cameron | # Ellen's Law Moncton



This amends the Motor Vehicle Act by;

- a) adding rules respecting bicycle lanes
- b) requiring motorists to leave at least one metre of space between their vehicle and a bicycle it is passing
- c) expanding the description of a bicycle to include other similar human powered vehicles
- d) adding specific rules regarding bicycles on sidewalks
- e) replacing rules regarding cycling on the extreme right
- f) allowing local authorities to designate sidewalks as trails and regulate the use of bicycles there on
- g) adding alternate right turn hand signal for cyclists
- h) adding human powered to "vehicle" definition clarifying policing of bicycle activity on highways

Definitions

Existing paragraph to be repealed

"bicycle" means every device propelled by human power upon which any person may ride, having two tandem wheels;(bicyclette)

Repealed paragraph substituted by

"bicycle" means every human powered vehicle having two, three, or four wheels with its design and propulsion basis similar to a typical bicycle utilizing a pedal type system to initiate vehicle movement including electric motor assisted; (bicyclette)

Add paragraphs

"bicycle lane" means a marked restricted lane on a roadway designated by signage for use by cyclists;

"cyclist" means any person riding a bicycle;

"sharrow" means a roadway where motorized vehicles and bicycles share the same lane, indicated by pavement markings of a bicycle with two chevrons.

Existing paragraph to be repealed

"vehicle" means every device in, upon or by which any person or property is or may be or drawn upon a highway excepting devices moved by human power or used exclusively upon stationary rails or tracks; (véhicule)

Repealed paragraph substituted by

"vehicle" means every device in, upon or by which any person or property is or may be transported or drawn upon a highway, propelled or driven by any kind of power, including human power excepting devices used exclusively upon stationary rails or tracks; (véhicule)

Powers of local authorities

Add subsection

113(1) (j) designate a sidewalk or any portion thereof as a trail; and

(j.1) authorize and regulate the use of bicycles on such trails, and, for greater certainty, a sidewalk so designated is subject to all other provisions of this Act.

Rules of the road

Add subsections

149(3) No driver of a motor vehicle may pass a bicycle travelling in the same direction unless the driver can do so safely, after reducing the vehicle's speed and ensuring that a reasonable distance can be kept between the motor vehicle and the bicycle during the manoeuvre. A reasonable distance is 1.5 metres on a road where the maximum authorized speed limit is more than 50 km/h or 1 metre on a road where the maximum authorized speed limit is 50 km/h or less.

149(4) The reasonable distance required in subsections 149 (3) refers to the distance between the extreme right side of the motor vehicle and the extreme left side of the bicycle including all projections and attachments.

149(5) The collision of a motor vehicle with a person operating a bicycle is prima facie evidence of a violation of subsection 149(3)

152(4) The driver of a motor vehicle may cross a line to pass a bicycle in accordance with Subsection 149(3) if the driver can do so safely.

156.2 The driver of a motor vehicle shall not operate the vehicle in a bicycle lane unless;

- (a) it is necessary to do so to complete a lawful manoeuvre, or
- (b) the driver has encountered a condition on the roadway, including a fixed or moving object, parked or moving vehicle, pedestrian, animal or surface hazard that makes it impracticable not to do so, and
- (c) in all situations the driver yields the right of way to any cyclist lawfully in the bicycle lane.

Signals

Add subsection

164 (b) (1) alternate for cyclists, to indicate a right turn the right hand and arm shall be extended horizontally.

Bicycles

Add subsection

176(1)) A police officer who finds any person contravening this Act or any municipal by-law regulating traffic while in charge of a bicycle may require that person to stop and to provide identification of himself or herself.

Existing subsection to be repealed

179(1) Every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.

Repealed subsection substituted by

179(1) A cyclist who is not riding in a bicycle lane shall ride as far to

the right side of the roadway as practicable or on the paved right-hand shoulder of the roadway unless the cyclist is;

- (a) in the process of making a left turn in the same manner as a driver of a motor vehicle,
- (b) travelling in a rotary or roundabout,
- (c) passing a vehicle on the vehicle's left
- (d) encountering a condition on the roadway, including a fixed or moving object, parked or moving vehicle, pedestrian, animal or surface hazard that prevents the person from safely riding to the right side of the roadway;
- (e) traveling in a lane not sufficiently wide enough to allow safe passing by a motor vehicle
- (f) traveling at the same speed as traffic.

Existing subsection to be repealed

179(2) Persons riding bicycles upon a roadway shall not ride abreast except on paths or parts of roadways set aside for the exclusive use of bicycles.

Repealed subsection substituted by

179(2) Except when passing, cyclists on a roadway shall ride in single file.

Existing subsection to be repealed without replacement

179(3) Wherever a usable path for bicycles has been provided adjacent to a roadway, bicycle riders shall use such path and shall not use the roadway.

Add subsections

179(4) No person shall ride a bicycle on a sidewalk except those sidewalks designated by local authorities under section 113 (1) (j)(j.1)

179(5) Where a roadway has a bicycle lane for bicycles travelling in the same direction that a cyclist is travelling, the cyclist shall ride in the bicycle lane unless it is impracticable to do so including but not limited to;

- (a) making a left turn in the same manner as a driver of a motor vehicle,
- (b) encountering a condition on the roadway, including a fixed or moving object, parked or moving vehicle, pedestrian, animal or surface hazard

179(6) A cyclist on a highway shall ride in the same direction as the flow of traffic unless travelling in an established dedicated lane indicated by signage for two way or counter-flowing bicycle traffic.

Existing subsection to be repealed

181(1) No person shall operate a bicycle at night unless it is equipped with a lamp on the front that emits a white light visible from a distance of at least one hundred fifty metres to the front and with a red reflector on the rear of type approved by the Registrar which shall be visible from one hundred metres to the rear when directly in front of lawful upper beams of head lamps on a motor vehicle, but a lamp emitting a red light visible from a distance on one hundred fifty metres to the rear may be used in addition to the red reflector.

Repealed subsection substituted by

181(1) No person shall operate a bicycle at night unless it is equipped with a lamp on the front that emits a white light visible from a distance of at least one hundred fifty metres to the front and with a red reflector on the rear of type approved by the Registrar which shall be visible from one hundred metres to the rear when directly in front of lawful upper beams of head lamps on a motor vehicle, but a lamp emitting a red light flashing or steady, visible from a distance on one hundred fifty metres to the rear may be used in addition to the red reflector.

Miscellaneous Rules

Add underlined sentence

189 No person shall open the door of a motor vehicle on the side available to moving traffic unless and until it is reasonably safe to do so, nor shall any person leave a door open upon the side of a vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers. Special attention is to be afforded the possibility of cyclists approaching.

Parking rules

Add subsection

193(1)(o) in a bicycle lane



ROTHESAY

MEMORANDUM



TO : John Jarvie
FROM : Mary Jane Banks
DATE : 8 February 2017
RE : Federal Bill C-323 (Heritage Properties)

RECOMMENDATION:

Rothesay Council forward a letter of support for Bill C-323, An Act to amend the Income Tax Act (rehabilitation of historic property) to Saint John – Rothesay MP Wayne Long.

BACKGROUND:

The Hon. Peter Van Loan, MP York-Simcoe has forwarded information requesting the support of Rothesay Council for his Private Member's Bill C-323 (see attached with copy of Draft Bill C-323).

For Council's information, there are 28 properties currently registered in the Historic Places Register (by way of interest, Saint John has 582). Saint John Common Council approved a letter of support at its Council meeting on Monday, February 6, 2017. Further information can be found online at <http://www.historicplaces.ca/en/pages/about-apropos.aspx>.

The following comments were provided by Treasurer MacDonald and DPDS White (respectively):

- 1) There would be no "direct" benefit to the Town from such a program. The plan is to provide a tax credit and/or accelerated amortization deductions. Any charity, not-for-profit, or municipality does not pay income tax therefore the income tax changes have no benefit.
- 2) Individuals who own personal historic properties would benefit directly from the tax credit but not the accelerated amortization.
- 3) Business owners who own historic properties would benefit directly from both components.
- 4) Architects, contractors, etc. would benefit indirectly if the program generated increased economic activity.
- 5) There could be an "indirect" benefit to the Town financially if the result is an increase in assessed values and in other more holistic ways if the program encourages the renovation of aging infrastructure.

Currently, within Rothesay's Heritage Preservation area there is no financial assistance program offered to assist property owners with the added cost of owning and maintaining a heritage property. The proposed Bill would amend the Income Tax Act to establish a tax credit for expenses related to the rehabilitation of a historic property. It also establishes a tax deduction for the capital cost of property used in the course of such a rehabilitation. Staff believe that the Bill is well intentioned and would offer sustainable benefits to further the overall aim of protecting our built heritage. Furthermore, Staff would suggest that, if enacted, the Bill might have the effect of encouraging existing homeowners outside the heritage area to register their properties in order that they might receive the tax credit.

I concur with the
recommendation

PETER

2017February13OpenSessionFINAL_247

VAN LOAN MP

YORK-SIMCOE

CHANGE FOR
THE **BETTER**

RECEIVED

JAN 18 2017

Dear Interested Canadian,

Let's Save our Heritage Infrastructure – Contact Your MP to Support Bill C-323

As the Official Opposition Critic for Canadian Heritage and National Historic Sites, I introduced a Private Member's Bill to create a tax credit for restoration of historic places. Bill C-323 creates a 20% tax credit for rehabilitation work done on designated heritage buildings. It also creates a three year accelerated write-off period for spending on these buildings.

Built heritage creates cultural value for our communities. It enriches our lives and connects us to our history. Currently, Canada has no policy to help those who spend heavily on this public benefit. With the 150th anniversary of Confederation fast approaching, the adoption of this policy is appropriate.

I am asking for your support to get this important legislation passed so that our cultural heritage may be preserved and saved for generations to come.

You can help get Bill C-323 passed by contacting your MP to vote for Bill C-323.

This proposal will help re-connect us to our history and culture. I look forward to working to preserve our built heritage, with your support. Please find enclosed an information package about the details of Bill C-323.

Thank you,



Hon. Peter Van Loan, MP
Official Opposition Critic for Canadian Heritage and National Historic Sites
Member of Parliament for York-Simcoe

P.S. Mail may be sent postage-free to:

Name of Member of Parliament
House of Commons
Ottawa, Ontario
K1A 0A6

To find the phone number or email address for your local Member(s) of Parliament, please consult the Parliament of Canada's website at www.parl.gc.ca

Toll Free # 1-877-PETER-4-U

Tel: 613-996-7752 Fax: 613-992-8351 Email: vanloan.p@parl.gc.ca

Room 555-D, Centre Block, House of Commons, Ottawa, Ontario, K1A 0A6



Tel: 905-898-1600 Fax 905-898-4600 Email: vanlop1@parl.gc.ca

45 Grist Mill Road, Unit 10, Holland Landing, Ontario, L9N 1M7

A TAX CREDIT FOR THE RESTORATION OF HERITAGE PROPERTIES



**ASK YOUR MEMBER OF PARLIAMENT
TO SUPPORT BILL C-323**

**An Act to Amend the Income Tax Act
(Rehabilitation of Historic Property)**

Peter Van Loan, MP

Bill C-323

What People Saying about Bill C-323:

"This is an idea that has had **widespread support** from heritage advocates, federal, provincial, territorial and municipal governments, and the Federation of Canadian Municipalities over the years. **It's exciting to see it tabled in the House and given first reading.** We know that the tax system can be a powerful tool to stimulate private investment in heritage buildings. In the United States, the introduction of a 20 percent federal tax credit for rehabilitation of heritage buildings 40 years ago **revolutionized the way developers think about old buildings and launched a booming and competitive preservation industry.**"

– National Trust for Canada



The Fairmont Empress Hotel—Victoria, BC

Contact Your MP, and Tell Them to Support Bill C-323

Write them at: House of Commons, Ottawa, ON K1A 0A6

Or, phone or email them.

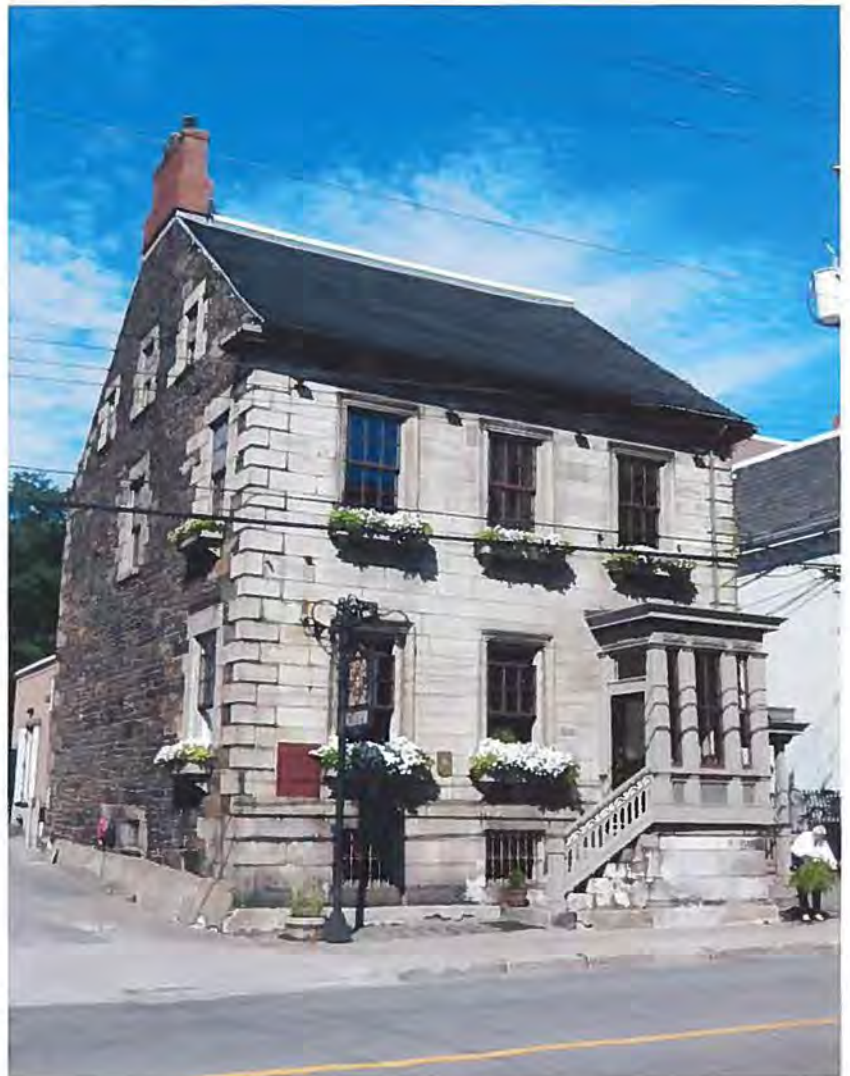
Bill C-323

What is Bill C-323?

- A **tax credit** that will seek to limit the destruction of Canada's heritage buildings, and instead encourage the rehabilitation of these culturally significant buildings
- The Bill would also allow owners to **write-off** spending on heritage restoration at a faster rate than is currently the case

Why introduce Bill C-323?

- There is a tremendous public interest in the preservation and restoration of heritage properties. But the cost burden of doing so is usually more expensive to owners than other alternatives—like demolition and new construction
- This Bill helps owners who are preserving heritage buildings with the cost of delivering this public benefit
- The pilot program for this policy was very successful in encouraging investment from private individuals and businesses. The pilot program for this Bill saw tremendous growth in property values, occupancy rates, and profits for businesses in rehabilitated buildings



Henry House—Halifax, NS

Bill C-323

Why preserve heritage infrastructure?

- This Bill will help reconnect Canadians to their cultural heritage
- Investments in our built heritage create cultural value. A similar policy in the United States is described as “the most effective Federal program to promote community revitalization”
- Large rehabilitation projects often create lots of good paying jobs



Sir John A MacDonald's Summer Home at Les Rochers—Rivière-du-Loup, QC

How does it work?

- The tax credit would be available to properties that appear on the National Register of Historic Places
- An architect must certify that the eligible building has undergone rehabilitation in accordance with the Standards and Guidelines for the Conservation of Historic Places in Canada for the project to be eligible for the credit and the accelerated write-off

Bill C-323

What are people saying about it?



Capitole de Québec—Québec, QC

Bill C-323 is “a **win-win**: for heritage; and for the local economy where historic preservation **creates jobs** for professionals and within the trades” – James Reid, Principal Architect, taigh Architecture, Inc.

“Peter’s progressive bill represents a true **partnership** role for government in **protecting Canada’s Heritage.**” – Michael McClelland, ERA Architects

This bill will encourage “**historic building owners to rehabilitate rather than demolish**”. This “is key for truly sustainable communities; in terms of both the embodied energy in an existing building, and for such places enhancing our shared social identity, **community pride** and *civitas*.” – Eric Pattinson, Pattinson Architecture



Gooderham and Worts—Toronto, ON

Frequently Asked Questions

What does Bill C-323 do?

Bill C-323 creates a 20% tax credit on eligible costs for rehabilitation work done to a building that is designated as a historic place. The bill also creates an Accelerated Capital Cost Allowance for eligible capitalized costs incurred under the same conditions as the tax credit.

What is the purpose of Bill C-323?

The Bill aims to preserve our cultural heritage, and build a foundation upon which the policy may be expanded. Preserving our communal heritage benefits all Canadians, and with Canada 150 fast approaching, it is appropriate to introduce this policy now.

What is a “historic place”?

A historic place is defined as a property on the Register of Historic Places, a list of designated properties that have significant historic value to Canada. The enabling legislation for the Register can be found in s. 3 of the Historic Sites and Monuments Act. Bill C-323 includes a provision for the Minister to extend the definition of “historic place” to other buildings and definitions of historic places (e.g. provincial registers of historic places).

What is an “eligible cost”?

Eligible costs under the provisions of the bill are defined as costs that are construction, professional, insurance, development, site improvement, or otherwise prescribed costs. This explicitly excludes acquisition, cosmetic and furnishing costs.

What is defined as “rehabilitation work”?

Rehabilitation work is defined as work that is done in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada*, and must be certified by a registered professional architect licensed to practice in Canada.

Over what period of time may the tax credit be claimed?

Each certified project has 10 years over which it may have a tax credit claimed, or unused portion thereof carried forward.

Frequently Asked Questions

What is an Accelerated Capital Cost Allowance?

An Accelerated Capital Cost Allowance is a tax mechanism that permits the deduction of taxable capital expenditures in a regularized fashion. For the purposes of this bill, this means that costs which are capitalized in nature, are eligible for a 3 year, 25%, 50%, 25% per year deduction, so that after 3 years, the entire value of the capital expenditure has been written-off.

Can a capitalized cost be claimed under both the tax credit and the accelerated Capital Cost Allowance regimes?

Yes, however, the taxable base will be reduced by the amount of the other policy, e.g. if the capitalized costs are claimed under the tax credit, only the remaining 80% of the capitalized costs will be eligible under the accelerated Capital Cost Allowance.

Has this policy been tested for viability in Canada?

In the early 2000's, the government implemented a pilot program. The program, whose end goal was to be converted into a tax credit such as the one this bill creates, on average doubled the market property values of historic properties, business revenue, and occupancy rates of the historic properties. These activities incentivized by the Fund generated significant GST and corporate tax revenues. The policy is considered viable in Canada.

Has this policy been tested in other countries?

Many countries have heritage grants, programs, etc. The most similar policy to the one this bill advances is the tax credit program in the United States, which provides a 20% tax credit on costs related to the rehabilitation of designated historic buildings, and a 10% credit on non-designated building built before 1936. The program, implemented in 1976, is recognized as having been hugely successful, with over 41,000 projects certified. Furthermore, the program was found to have a net-positive impact on the treasury of +\$5.0 billion over the present life of the program (1976-2015).

Bill C-323

How Can We Make Bill C-323 Law?

To **make Bill C-323 law**, and to protect our built heritage, MPs have to vote for the Bill. The best way to get your MP to vote for the Bill is to contact them, and encourage them to **vote in favour of Bill C-323**.

You can:

1. **Send them a letter** at House of Commons, Ottawa, ON K1A 0A6
2. **Phone them**, or
3. **Email them**.

Each and every contact is one more step toward **making Bill C-323 law**, and one more step toward **preserving our cultural built heritage**.

If you don't know who your MP is, just search "Who is my MP?" in Google, or visit "<http://tinyurl.com/hjw6bpv>". This website, from the Parliament of Canada, lets you search for who your MP is by postal code.



Imperial Theatre—Saint John, NB

First Session, Forty-second Parliament,
64-65 Elizabeth II, 2015-2016

Première session, quarante-deuxième législature,
64-65 Elizabeth II, 2015-2016

HOUSE OF COMMONS OF CANADA

CHAMBRE DES COMMUNES DU CANADA

BILL C-323

PROJET DE LOI C-323

An Act to amend the Income Tax Act
(rehabilitation of historic property)

Loi modifiant la Loi de l'impôt sur le revenu
(réhabilitation de propriétés historiques)

FIRST READING, DECEMBER 1, 2016

PREMIÈRE LECTURE LE 1^{ER} DÉCEMBRE 2016

MR. VAN LOAN

M. VAN LOAN

SUMMARY

This enactment amends the *Income Tax Act* to establish a tax credit for expenses related to the rehabilitation of a historic property. It also establishes a tax deduction for the capital cost of property used in the course of such a rehabilitation.

SOMMAIRE

Le texte modifie la *Loi de l'impôt sur le revenu* afin d'établir un crédit d'impôt visant les dépenses engagées pour la réhabilitation d'une propriété historique. Il établit en outre un crédit d'impôt visant le coût en capital des biens utilisés dans le cadre d'une telle réhabilitation.

1st Session, 42nd Parliament,
64-65 Elizabeth II, 2015-2016

HOUSE OF COMMONS OF CANADA

BILL C-323

An Act to amend the Income Tax Act (rehabilitation of historic property)

R.S., c. 1 (5th Supp.)

Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

1 The *Income Tax Act* is amended by adding the following after section 127:

Definitions

127.01 (1) The following definitions apply in this section and in section 127.02.

conservation standards means the standards and guidelines for the conservation of historic places in Canada adopted and applied by the Parks Canada Agency. (*normes de conservation*)

historic property means a building or other place that is

(a) commemorated or marked as a historic place under section 3 of the *Historic Sites and Monuments Act*;

(b) designated as a heritage or historic site or property under the laws of a province that the Minister, in consultation with the Minister responsible for the Parks Canada Agency, designates as having a purpose similar to that of the *Historic Sites and Monuments Act*; or

(c) listed on the Canadian Register of Historic Places, as administered by the Parks Canada Agency. (*propriété historique*)

rehabilitation expenses means the costs incurred by a taxpayer in a particular taxation year in the course of rehabilitating a historic property that are

(a) construction costs,

(b) professional fees,

1^{re} session, 42^e législature,
64-65 Elizabeth II, 2015-2016

CHAMBRE DES COMMUNES DU CANADA

PROJET DE LOI C-323

Loi modifiant la Loi de l'impôt sur le revenu (réhabilitation de propriétés historiques)

L.R., ch. 1 (5^e suppl.)

Sa Majesté, sur l'avis et avec le consentement du Sénat et de la Chambre des communes du Canada, édicte :

1 La *Loi de l'impôt sur le revenu* est modifiée par adjonction, après l'article 127, de ce qui suit :

Définitions

127.01 (1) Les définitions qui suivent s'appliquent au présent article et à l'article 127.02.

fraction inutilisée À l'égard d'une propriété historique pour une année d'imposition, le montant obtenu par la formule suivante :

A - B

où :

A représente le montant du crédit d'impôt pour la réhabilitation que le contribuable avait le droit de déduire pour l'année d'imposition précédente;

B le montant du crédit d'impôt pour la réhabilitation que le contribuable a déduit pour cette année d'imposition. (*unused portion*)

frais de réhabilitation Les dépenses ci-après engagées par le contribuable au cours d'une année d'imposition donnée dans le cadre de la réhabilitation d'une propriété historique :

a) le coût de construction;

b) les honoraires professionnels;

c) les frais d'assurance;

d) les frais applicables aux demandes d'aménagement;

e) les frais d'administration;

- (c) insurance costs,
- (d) development fees,
- (e) administrative costs,
- (f) site improvement costs related to the character-defining elements of the property, or
- (g) prescribed costs,

but does not include costs for the acquisition of the historic property, costs to furnish it or costs incurred solely for aesthetic or cosmetic purposes. (*frais de réhabilitation*)

rehabilitation tax credit, in respect of a historic property for a taxation year, means the amount not exceeding 20% of the amount, if any, by which

- (a) a taxpayer's rehabilitation expenses for the year exceeds
- (b) any amount of *government assistance*, as defined in subsection 127(9), that, at the time of the filing of the taxpayer's return of income for the taxation year, the taxpayer has received, is entitled to receive or can reasonably be expected to receive, in respect of the rehabilitation expenses for the historic property, in the taxation year. (*crédit d'impôt pour la réhabilitation*)

unused portion, in respect of a historic property for a taxation year, is the amount determined by the formula

$$A - B$$

where

- A** is the amount of the rehabilitation tax credit that the taxpayer was entitled to deduct for the previous taxation year; and
- B** is the amount of the rehabilitation tax credit that the taxpayer deducted in that taxation year (*fraction inutilisée*)

Deduction

(2) A taxpayer may, in respect of a historic property that they own, deduct from the tax for the year otherwise payable under this Part an amount not exceeding the total of the rehabilitation tax credit for the taxation year and any unused portion if an architect authorized to practise the profession of architect in Canada certifies

f) le coût d'améliorations du site visant les éléments caractéristiques de la propriété;

g) les frais prévus par règlement.

La présente définition exclut les coûts d'acquisition de la propriété historique, ceux de l'ameublement ou ceux de travaux ayant uniquement un but esthétique ou cosmétique. (*rehabilitation expenses*)

crédit d'impôt pour la réhabilitation À l'égard d'une propriété historique pour une année d'imposition, somme n'excédant pas 20 % de l'excédent éventuel de la somme visée à l'alinéa a) sur celle visée à l'alinéa b) :

- a) les frais de réhabilitation d'un contribuable pour l'année;
- b) au moment de la production de la déclaration de revenu du contribuable pour l'année d'imposition, toute somme qu'il a reçue, est en droit de recevoir ou peut vraisemblablement s'attendre à recevoir à titre d'*aide gouvernementale* au sens du paragraphe 127(9) à l'égard des frais de réhabilitation de la propriété historique pour l'année d'imposition. (*rehabilitation tax credit*)

normes de conservation Les normes et lignes directrices pour la conservation des lieux patrimoniaux au Canada adoptées et appliquées par l'Agence Parcs Canada. (*conservation standards*)

propriété historique Bâtiment ou autre endroit qui :

- a) soit est commémoré ou signalé comme un lieu historique en vertu de l'article 3 de la *Loi sur les lieux et monuments historiques*;
- b) soit est désigné comme étant une propriété ou un site historique ou patrimonial en vertu des lois d'une province que le ministre, en consultation avec le ministre responsable de l'Agence Parcs Canada, désigne comme ayant un objet semblable à celui de la *Loi sur les lieux et monuments historiques*;
- c) soit figure dans le Répertoire canadien des lieux patrimoniaux géré par l'Agence Parcs Canada. (*historic property*)

Déduction

(2) Un contribuable peut, à l'égard d'une propriété historique lui appartenant, déduire de l'impôt à payer par ailleurs par lui en vertu de la présente partie pour l'année un montant n'excédant pas la somme du crédit d'impôt pour la réhabilitation et de toute fraction inutilisée si un architecte habilité à exercer la profession d'architecte au

that the rehabilitation of the historic property was carried out in accordance with conservation standards.

Limitation

(3) No amount may be deducted under subsection (2) for a taxation year that begins more than 10 years after the first taxation year for which the taxpayer deducted an amount for the rehabilitation tax credit in respect of the historic property. 5

Capital cost — rehabilitation of historic property

127.02 (1) In computing a taxpayer's income for a taxation year, there may be deducted a portion of the capital cost to the taxpayer of property used in the course of rehabilitating a historic property for which the taxpayer may deduct an amount for the rehabilitation tax credit under section 127.01 if 10

(a) no amount is deducted by the taxpayer in relation to the property under paragraph 20(1)(a); and 15

(b) the taxpayer did not receive assistance, whether as a grant, subsidy, forgivable loan, deduction from tax, investment allowance or as any other form of assistance, from a government, municipality or other public authority in respect of, or for the acquisition of, the property. 20

Amount

(2) The amount that may be deducted under subsection (1) must not exceed the following percentage of the capital cost of the property for the taxation year in which the property was used by the taxpayer for the rehabilitation: 25

(a) 25% for the first taxation year;

(b) 50% for the second taxation year; and

(c) 25% for the third taxation year.

Application

2 (1) Sections 127.01 and 127.02 of the *Income Tax Act*, as enacted by section 1 of this Act, apply to taxation years that begin on or after January 1 of the year following the year in which this Act receives royal assent. 30

(2) For the first taxation year to which subsection 127.01(1) of the *Income Tax Act*, as enacted by section 1 of this Act, applies, the reference to “in a 35

Canada atteste que la réhabilitation de la propriété historique a été réalisée en conformité avec les normes de conservation.

Limite

(3) Aucun montant ne peut être déduit en vertu du paragraphe (2) pour une année d'imposition qui commence plus de dix ans après la première année d'imposition pour laquelle le contribuable a déduit un montant au titre du crédit d'impôt pour la réhabilitation à l'égard de la propriété historique. 5

Coût en capital — réhabilitation de propriétés historiques

127.02 (1) Si les conditions ci-après sont réunies, est déductible dans le calcul de l'impôt à payer par un contribuable pour une année d'imposition une fraction du coût en capital, pour le contribuable, d'un bien utilisé dans le cadre de la réhabilitation d'une propriété historique à l'égard de laquelle le contribuable a droit à un crédit d'impôt pour la réhabilitation au titre de l'article 127.01 : 10 15

a) le contribuable ne déduit aucun montant au titre du bien en vertu de l'alinéa 20(1)a);

b) il n'a reçu, à l'égard du bien ou pour son acquisition, aucune aide d'un gouvernement, d'une municipalité ou d'une autre administration sous forme de prime, de subvention, de prêt à remboursement conditionnel, de déduction de l'impôt ou d'allocation de placement ou sous toute autre forme. 20

Montant déductible

(2) Le montant déductible au titre du paragraphe (1) ne peut dépasser le pourcentage ci-après du coût en capital du bien pour l'année d'imposition au cours de laquelle le bien a été utilisé par le contribuable pour la réhabilitation : 25

a) pour la première année d'imposition, 25 %; 30

b) pour la deuxième, 50 %;

c) pour la troisième, 25 %.

Application

2 (1) Les articles 127.01 et 127.02 de la *Loi de l'impôt sur le revenu*, édictés par l'article 1 de la présente loi, s'appliquent aux années d'imposition commençant après le 31 décembre de l'année de la sanction de la présente loi. 35

(2) Pour la première année d'imposition à laquelle s'applique le paragraphe 127.01(1) de la *Loi de l'impôt sur le revenu*, édicté par l'article 1 de 40

particular taxation year”, in the definition *rehabilitation expenses* in that subsection, is to be read as “in a particular taxation year and in the previous taxation year”.

la présente loi, la mention « au cours d’une année d’imposition donnée », dans la définition de *frais de réhabilitation* à ce paragraphe, vaut mention de « au cours d’une année d’imposition donnée et de l’année d’imposition précédente ».

5



ROTHESAY

MEMORANDUM



TO	:	Rothesay Council
FROM	:	Mayor Grant
DATE	:	6 February 2017
RE	:	Open and Transparent Government Special Committee

In June 2016, Council established the Mayor's Special Committee on Open and Transparent Government. In accordance with the Procedural By-law, the special committee shall cease to exist twenty-four (24) months after its establishment or when the final report is tabled with Council, whichever is earlier. The current Committee structure is two(2) Council members - Counc. Mackay French (Chair) and Deputy Mayor Alexander.

The Committee met three (3) times in 2016 and, in reviewing the Committee structure, has requested the addition of one (1) Council member, along with additional appointments of residents on recommendation of the Nominating Committee.

Counc. Shea has agreed to serve on the Committee and the Nominating Committee is requesting the appointments of Terry Taylor and Lisa Hrabluk, with a term to expire no later than June 30, 2018 (or when the Committee tables its final report with Council – whichever is earlier).

RECOMMENDATION:

- Council approve the change to the composition of the Open and Transparent Government Committee to three (3) Council members and resident appointments, as necessary, on recommendation of the Nominating Committee.
- Council approve the appointment of Terry Taylor to the Open and Transparent Government Committee, with a term to expire no later than June 30, 2018.
- Council approve the appointment of Lisa Hrabluk to the Open and Transparent Government Committee, with a term to expire no later than June 30, 2018.




70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 13, 2017

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: February 13, 2017

SUBJECT: Rothesay Wastewater Collection System Upgrades: Inflow and Infiltration Study

RECOMMENDATION

It is recommended that Council authorize the Director of Operations to negotiate with Crandall Engineering to complete an Inflow and Infiltration Study of the local collector sewers in Rothesay.

ORIGIN

Council authorized staff to submit an application to the Building Canada Clean Water and Wastewater Fund (CWWF) for an Inflow and Infiltration Study. The application has now been approved.

BACKGROUND

Sanitary sewer inflow is defined as flow in the system that is generated from improper connections to storm sewers and foundation perimeter drains and from open manhole structures. Sanitary sewer infiltration is defined as flow in the system that is generated from deficiencies

such as cracked or disjointed pipes, damaged or decaying manhole structures and poorly connected laterals.

A municipality is required to treat 100% of sanitary flow prior to release to the environment. Surface runoff collected in a storm sewer system and groundwater collected by perimeter drains do not require treatment prior to release to the environment. Inflow and infiltration (commonly referred to as I / I) increases the flow in the sanitary system thereby increasing the volume to be treated; simply put the presence of I / I costs the Utility money.

The predesign study for the Sewer Collection System Upgrade project identified a number of key nodes in the sanitary system. A theoretical value for flow at each of the key nodes was determined based on the number of contributing sites. The actual flow at each of the key nodes was measured over a period of 12 weeks with in-line flow monitors. The actual-to-theoretical comparison highlighted the areas where I / I was contributing to greater than expected flow.

DISCUSSION

Every cubic metre of inflow and infiltration that is deleted from the system is a cost savings to the Utility; however elimination of this type of flow is very time consuming and expensive. I / I remediation typically involves work on private property and requires financial input from residents. The I / I eradication process must also be planned strategically. For instance, the highest rate of flow generated by I / I in Rothsay is in the former community of Fairvale; however the I / I generated in Renforth is of greater concern to the Utility as that material has to be pumped and re-pumped over long distances to get it to the treatment site thus raising the overall cost. In this instance it makes more sense to deal with the I / I in Renforth first even though it is of a lesser quantity than the I / I in Fairvale.

Crandall Engineering has completed CCTV video of many of the local collector sewers in Rothsay. Crandall also identified the key nodes for flow measurement, installed the in-line flow monitors and interpreted the results. The proposed I / I study is a continuation of work already completed by Crandall.

There are times when the work of one designer forms the basis for future work by any interested designer. In such cases it is prudent to provide the background work and advertise publicly to obtain competitive bids for the proposed work. In this particular case, however, the nature of the background work is such that changing designers now could cost the Town valuable time and could lead to duplication.

The time frame associated with advertising a request for proposal, receiving and evaluating proposals, reporting to Council and engaging a consultant can be upwards of 6 – 8 weeks. The current funding program expires at the end of March 2018 and the work involved requires seasonal data collection. Engaging Crandall Engineering directly for this study removes months from the overall schedule by virtue of eliminating the need to go through the RFP process and the need to “get up to speed” with a new designer. The Public Procurement Act allows for direct engagement of engineers/designers in cases such as these. The CWWF also allows for direct engagement of engineering services.

FINANCIAL IMPLICATIONS

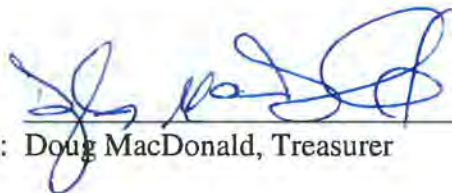
The anticipated completion cost for the I / I Study is as follows:

	Total incl. HST	HST rebate	Total	Federal Share 50%	Prov. Share 25%	Town share 25%
Consulting Fees	232,300	21,642.28	210,657.72	105,328.86	52,664.43	52,664.433
Construction Costs	196,650	18,320.94	178,329.06	89,164.53	44,582.26	44,582.267
Contingency costs	11,500	1,071.40	10,428.60	5,214.30	2,607.15	2,607.15
Total	440,450	41,034.62	399,415.38	199,707.69	99,853.84	99,853.84

The 2017 Utility Capital Budget does not include funding for this project. Should Council decide to accept the CWWF grant, the Town share would be funded from the Utility Capital Reserve.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 13, 2017

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: February 9, 2017

SUBJECT: Engineering Services: General Specifications

RECOMMENDATION

It is recommended that Rothesay Mayor and Council accept the proposal submitted by Crandall Engineering Ltd. in the amount of \$27,786.88 (incl. Hst) to provide engineering services for the development of a Rothesay General Specification document and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2016 General Fund Capital Budget included an amount of \$40,000 for the development of a Rothesay General Specification document.

BACKGROUND

Construction and development projects that are publicly tendered require a set of specific guidelines, referred to as a **Particular Specification**, to demonstrate to bidders what is expected. Particular specifications refer, in the conventional sense, to project specific items such as specialty products, special access for area use such as institutional, business or residential, temporary detour locations and durations for the same etc.

The particular specification is a refining document to the **General Specification** which governs how a tender issuing body expects work to be conducted, indemnified and paid for. Rothsay does not currently have a general specification document. Rothsay has a “**Front End Specification**” which includes a form of tender, a standard unit price contract and a standard form of agreement (contract) as well as insurance requirements and payment terms. However, the absence of a General Specification means that each and every contract issued for tender in Rothsay requires all the general information to be included in the project particular specification.

The inclusion of general specifications in a project particular specification is cumbersome, costly and leads to inconsistency in design and deliverable. Rothsay Council goes to the market for almost all of its engineering services requirements. This is a very fair and open method of procuring design and management services for the annual capital program. However, the absence of a general specification translates into individual consultants sourcing/developing general terms for each specific project. Owing to the fact that general specifications guide how work is completed, the acceptable thickness of concrete in a sidewalk for instance, the individual sourcing of general terms for construction means that Rothsay could receive multiple types of deliverables for similar projects. The other down side to not possessing accepted general specifications is that area contractors cannot become familiar with the standard practice in Rothsay and then bid accordingly, rather they have to carefully assess every project specification in an attempt to understand the genesis (what municipality’s general specification did the current consultant employ) and determine a workplan to satisfy it. This uncertainty among contractors almost certainly translates into increased bid prices.

An accepted General Specification document is also beneficial to area developers as it allows them to understand the requirements/expectations of the Town for built infrastructure and better formulate their business plan for any particular project. At the same time, established specifications eliminate inconsistencies between staff members where developments are concerned.

DISCUSSION

On January 20, 2017 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, six (6) compliant submissions were received from consulting engineering firms on February 3, 2017. Proposals were received from the following firms:

ADMSE
CBCL Consulting Engineers Limited
Crandall Engineering Ltd.
Dillon Consulting Limited
exp Services Inc.
WSP

Quispamsis, NB
Saint John, NB
Saint John, NB
Saint John, NB
Saint John, NB
Moncton, NB

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

John Jarvie, Town Manager
Brett McLean, Director of Operations

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

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The highest ranked overall submission following this process was the proposal submitted by Crandall Engineering Ltd. The Crandall submission did not carry the lowest overall price; however it was below the average price for all submissions and deemed to be the best total value.

FINANCIAL IMPLICATIONS

The 2016 General Fund Capital Budget included an amount of \$40,000 for the development of a Rothsay General Specification document. The request for proposal process was not completed in time for the project to be included in the 2016 capital program spend and as such, the budget allocation for the project was put into the Reserve Fund at year end. It is expected that the project will now be funded from reserves.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer

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