



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, June 12, 2017
7:00 p.m.



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 8 May 2017

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Allison Drive Development Patrick Grannan (*See Item 9.1*)

5. CORRESPONDENCE FOR ACTION

5.1 18 May 2017 Letter from resident RE: Tree Trimming

Refer to staff

5.2 31 May 2017 Letter from resident RE: Rothesay Appointments to Kennebecasis Valley Fire Board

30 January 2017 Email from Town Clerk to resident RE: Procedural By-law inquiry with attachments

Refer to staff for a response

5.3 2 June 2017 Letter from Rothesay Elementary School RE: Request for Chicken Coop

Refer to staff

5.4 5 June 2017 Letter from the KV Oasis Youth Centre RE: Request for letter of support
19 October 2015 Reference letter of support from the Kennebecasis Regional Police Force

Forward letter of support

5.5 6 June 2017 Letter from resident RE: Deer population in Rothesay

Refer to staff for a response

5.6 5 June 2017 Letter from the YMCA of Greater Saint John RE: Invitation to attend World Refugee Day Ceremony – June 20, 2017

Council RSVP to YMCA

5.7 27 May 2017 Letter from the Multicultural Association of Saint John RE: Invitation to National Aboriginal Day Celebration June 21, 2017

Council RSVP to Ms. Iverson

6. CORRESPONDENCE - FOR INFORMATION

6.1 19 April 2017 Letter from the Dept. of Transportation and Infrastructure RE: RONA MS
(Rec'd 11 May 2017) Bike Tour 2017

6.2 9 May 2017 Email from Fire Chief Ireland RE: Questions from Council

ROTHESAY

Regular Council Meeting

Agenda

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12 June 2017

- | | | |
|-----|-------------|--|
| 6.3 | 12 May 2017 | Email to/from Beth Wilkinson RE: Presentation thank you |
| 6.4 | 19 May 2017 | Letter to Brian Flood RE: Congratulations |
| 6.5 | May 2017 | Letter from Touchstone Academy RE: 2017 Amazeatorium Thank You |

7. REPORTS

7.0 June 2017

Report from Closed Session

- | | | |
|------|---------------|--|
| 7.1 | 25 April 2017 | Fundy Regional Service Commission (FRSC) Meeting Minutes |
| 7.2 | 19 April 2017 | Kennebecasis Public Library (KPL) Board Meeting Minutes |
| | 31 March 2017 | KPL Comparative Income Statement |
| | April 2017 | KPL Building Maintenance Report |
| | April 2017 | KPL Librarian's Report |
| 7.3 | 26 April 2017 | Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes |
| | 30 April 2017 | KRJBPC unaudited Statement of Financial Position |
| | 17 May 2017 | KRJBPC Call Report |
| 7.4 | 30 April 2017 | Draft unaudited Rothesay General Fund Financial Statements |
| | 30 April 2017 | Draft unaudited Rothesay Utility Fund Financial Statements |
| | 24 May 2017 | Draft Finance Committee Minutes |
| | 31 May 2017 | Donation Summary |
| 7.5 | 16 May 2017 | Draft Rothesay Living Museum Committee Meeting Minutes |
| 7.6 | 17 May 2017 | Draft Public Works and Infrastructure Committee Meeting Minutes |
| | | ➤ Traffic By-law (College Hill Road) See Item 8.3 |
| 7.7 | 17 May 2017 | Draft Utilities Committee Meeting Minutes |
| 7.8 | 5 June 2017 | Draft Planning Advisory Committee Meeting Minutes |
| | | ➤ 109-111 Hampton Road - KV Jazz and Blues Festival sponsor vehicles |
| | | ➤ Millennium Drive - Self Storage Facility |
| 7.9 | May 2017 | Monthly Building Permit Report |
| 7.10 | 8 June 2017 | Capital Projects Summary |
| 7.11 | 7 June 2017 | Annual FCM Conference and Trade Show Report |

8. UNFINISHED BUSINESS

TABLED ITEMS

8.1 Water By-law (Tabled June 2015)

No action at this time

8.2 16 Lot Subdivision off Appleby Drive (Tabled December 2015)

No action at this time

8.3 Traffic By-law 1-14

9 June 2017	Memorandum from Town Manager Jarvie
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ROTHESAY

Regular Council Meeting

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12 June 2017

DRAFT

By-law 1-14 (*Revised*)

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1 Allison Drive Development

9 June 2017

Letter from Judith A. Grannan RE: Allison Drive Development

5 November 2015

Letter from Judith A. Grannan RE: Construction on Allison Drive

9.2 2017 Town Hall Photocopier RFQ

6 June 2017

Report prepared by ICT Coordinator Michael Kean

9.3 Highway Usage Permit 201706R010000405 – Taylor Brook Pedestrian Bridge

7 June 2017

Report prepared by DO McLean

9.4 Hampton Road Watermain Schedule

9 June 2017

Memorandum from Town Manager Jarvie

8 June 2017

Report prepared by DO McLean

10. NEXT MEETING

Regular meeting

Monday, July 10, 2017

11. ADJOURNMENT

From:
To:
Subject: FW: Tree trimming and cleaning
Date: May-29-17 4:29:43 PM

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

From:
Date: Thu, May 18, 2017 at 6:58 PM -0300
Subject: Tree trimming and cleaning
To: "Nancy Grant" [REDACTED]

Dear Mayor Dr. Grant,
in a follow up to our conversation on May the 18th, 2017, I explained at that time the problems we are having with trees breaking off from the town's property behind my house. These branches are causing problems as they are falling on the roof of my shed. I haven't been able to get up to the roof to check for any damage. I have brought this to the town's attention before with no results. I'm hoping this problem can be solved in the near future.

With thanks,

[REDACTED]
68 Park Drive, Rothesay

27 Burnett Terrace
Rothesay, NB E2H 1V1

May 18, 2017



Mayor Grant & Members of Rothesay Council

70 Hampton Road, Rothesay, NB

E2E 5L5

Mayor Grant and Members of Rothesay Council

Re: Rothesay Appointments to Kennebecasis Valley Fire Board(KVFB)

Rothesay Council has appointed 3 members to the KVFB since the May 2016 election. As a taxpayer of Rothesay and former member of Council, the Nominating committee and the KVFB, I would like clarification from Council on 2 of these 3 appointments. I am not questioning the suitability or qualifications of the individuals appointed but the process in doing so as I recall from my time on Council that compliance with Town Bylaws was of utmost importance.

(A) At the July 7, 2016 Council meeting, a recommendation was made by Town Manager Jarvie to amend the procedural bylaw on the composition of the Fire Board from 2 "eligible voters"/2 Councillors to 3 "eligible voters"/1 Councillor and appoint Town Manager Jarvie as the third "eligible voter".

On page 30 of the procedural bylaw, C-2 of Schedule C clearly states that recommendations to Council for committee appointments are to be made by the Nominating Committee.

It would appear that this appointment altered not only the appointment mix that had been in place since 1998 of 2/2 but also was not made in compliance with the Town's procedural bylaw.

(B) At the December 12, 2016 Council meeting, a motion was made to appoint a second Councillor to the KVFB. This recommendation was made by the Nominating Committee and not by the Mayor as for the earlier Council appointment in 2016. The composition of the Board is now 2 "eligible voters" and 2 Councillors. This mix of appointees would be in compliance with the mix before the change to the procedural bylaw in July, 2016 but is not in compliance as the bylaw currently stands.

It is not clear to me the rationale for changing the bylaw to 1 Councillor and then appointing 2 unless one takes the position that all Councillors are voters. This of course is true but clearly as a minimum not in compliance with the historical practice of the Town and would appear not to be in compliance of the bylaw as it currently reads.

I brought the issue in (B) above to the attention of the Town Clerk who responded that the joint fire agreement allows various mixes of representatives. True, this is the case, however Rothesay Council chose a mix in July 2016 and the current appointments do not comply with that mix and thus the bylaw.

I would suggest that Council has to look at the bylaw compliance of the 2 appointments referred to above and whether these appointments have an impact on the validity of actions of the KVFB?

I look forward to a response from Council.



Cc: Mary Jane Banks, Town Clerk

From: Mary Jane Banks
To: [REDACTED]
Subject: FW: Procedural By-Law inquiry
Date: January-30-17 8:06:14 AM

for your info


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

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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 Jane Banks
Sent: January-30-17 8:05 AM
To: [REDACTED]
Subject: RE: Procedural By-Law inquiry

Thanks for your comments, [REDACTED]. They will be forwarded.

Enjoy your day~


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

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From: [REDACTED]
Sent: January-29-17 4:33 PM
To: Mary Jane Banks
Subject: RE: Procedural By-Law inquiry

Mary Jane

Further to your comment below, it is very true that the agreement allows a choice of the mix but Rothesay by changing its procedural bylaw chose to have 1 Councillor and 3 residents. The recent appointment is contrary to the procedural bylaw. I would suggest this could have an impact on the validity of Fire Board decisions after this appointment.

From: Mary Jane Banks [REDACTED]

Sent: Friday, December 16, 2016 3:30 PM

To: [REDACTED]

Cc: Nancy Grant [REDACTED] John Jarvie [REDACTED]

Subject: RE: Procedural By-Law inquiry

Thanks for your email.

No change is needed to the Procedural By-law. The Fire Agreement reads as follows:

Section 2.06 Composition of the Fire Board

The Fire Board shall consist of:

- (a) the Mayor or a councillor from each participating municipality as may be designated by the respective councils of each participating municipality;
- (b) three (3) persons each appointed by the respective councils of each participating municipality who need not be a Mayor or a councillor of such participating municipality, but shall ordinarily reside in the participating municipality he or she represents, and who shall not be an employee or an immediate family member of an employee of the Fire Department;
- (c) the Chief of the Fire Department, who shall act as Manager of the Fire Department, shall be an ex-officio member of the Fire Board, but shall not be a voting member thereof

The recommendation from the Nominating Committee to appoint a member of Council was approved by Council at the December meeting.


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

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From: [REDACTED]
Sent: December-14-16 4:21 PM
To: Mary Jane Banks
Subject: Procedural By-Law

Hi Mary Jane

Yes, I have a lot of time on my hands now!

Question-the motion below was passed in July but I see from the nominations the other night that Miriam was appointed to the Fire Board. Does this mean a motion got added to the open session agenda to change the bylaw back to what it was previous to July?

[REDACTED]

7. REPORTS

7.0 July 2016 Report from Closed Session

Fire Board Appointment

11July2016 Memorandum from Town Manager Jarvie

MOVED by Deputy Mayor Alexander and seconded by Counc. McGuire the Rothesay Procedural Bylaw

2-14 be amended as follows:

1. Schedule C - 1 be amended to read: Kennebecasis Valley Fire Department Inc. board I; and Schedule C- 2 be amended to read: Kennebecasis Valley Fire Department Inc. board 3; and
2. Further that: John Jarvie be appointed to the Board of the Kennebecasis Valley Regional Fire Department for a term of 3 years, effective July 1, 2016.

CARRIE

No virus found in this message.

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Version: 2016.0.7924 / Virus Database: 4739/13600 - Release Date: 12/16/16



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 12 July 2016
RE : Fire Board Appointment

Recommendation:

It is recommended that the Rothesay Procedural Bylaw 2-14 be amended as follows::

1. Schedule C – 1 be amended to read: Kennebecasis Valley fire Department Inc. board 1; and Schedule C – 2 be amended to read: Kennebecasis Valley fire Department Inc. board 3: and
2. further that: John Jarvie be appointed to the Board of the Kennebecasis Valley Regional fire department for a term of 3 years, effective July 1, 2016

Background

The operations of the fire departments are governed by an agreement with Quispamsis called the Rothesay- Quispamsis Regional Fire Protection Agreement. Section 2.06 of this agreement entitles each of the 2 municipalities to appoint the Mayor or another member of Council and 3 other residents to the Board which has a total membership of eight persons plus the Fire Chief ex officio. The wording is as follows:

Section 2.06 Composition of the Fire Board

The Fire Board shall consist of:

- (a) the Mayor or a councillor from each participating municipality as may be designated by the respective councils of each participating municipality;
- (b) three (3) persons each appointed by the respective councils of each participating municipality who need not be a Mayor or a councillor of such participating municipality, but shall ordinarily reside in the participating municipality he or she represents, and who shall not be an employee or an immediate family member of an employee of the Fire Department;
- (c) the Chief of the Fire Department, who shall act as Manager of the Fire Department, shall be an ex-officio member of the Fire Board, but shall not be a voting member thereof;

There are currently 2 residents appointed to the Board and at the inaugural Council meeting Councillor Brenan was also appointed.

The Rothesay Procedural Bylaw 2-14, Schedule C -External Council Appointments, indicates that 2 members of Council will serve on the Kennebecasis Valley fire Department Inc. Board and 2 eligible voters of the municipality will also be appointed to the Board.

With the collective agreement to be negotiated for the period January 1, 2017 forward, it has been suggested it may be beneficial to have a senior staff member pointed to the Board at this time. Quispamsis has advised that they have appointed their Director of Human Resources to the Fire Board.

Schedule C - External Council Appointments

C-1 At the first regular meeting of Council following the quadrennial election Council members to the following joint agencies, boards and commissions shall be appointed by the Mayor as follows:

Greater Saint John Regional Facilities Commission	1
KV Emergency Measures Committee	3
Kennebecasis Public Library Board	1
NB Municipal Employees Pension Plan Board	1
Kennebecasis Valley Fire Department Inc. Board	1
Kennebecasis Regional Joint Board of Police Commissioners	2

C-2 The Nominating committee shall recommend to Council for approval, appointments from time to time of eligible voters of the municipality to joint agencies, boards and commissions as follows:

Board of Canada Games Aquatic Centre	1
Board of Harbour Station	1
Board of Imperial Theatre	1
Board of Saint John Trade & Convention Centre	1
Kennebecasis Public Library Board	3
Kennebecasis Valley Fire Department Inc. Board	3
Kennebecasis Regional Joint Board of Police Commissioners	2

Revision July 11, 2016

Schedule C – 1 amended to read: Kennebecasis Valley Fire Department Inc. Board 1
 Schedule C – 2 amended to read: Kennebecasis Valley Fire Department Inc. Board 3



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	1 December 2016
RE	:	Committee Appointments

The Nominating Committee is recommending the following appointments:

Kennebecasis Regional Joint Board of Police Commissioners

Richard McPhee	Term until December 31, 2018
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Board of Fire Commissioners, Kennebecasis Valley Fire Department

Counc. Miriam Wells	Term until May 31, 2018
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Planning Advisory Committee

Hilary Brock	Term until December 31, 2018
Andrew McMackin	Term until December 31, 2018
Bill Kean (re-appointment)	Term until December 31, 2017
Colin Boyne (re-appointment)	Term until December 31, 2018
Craig Pinhey (re-appointment)	Term until December 31, 2018

Public Works and Infrastructure Committee

Peter Graham	Term until December 31, 2018
Ivan Hachey	Term until December 31, 2018
Scott Smith (re-appointment)	Term until December 31, 2018

Utilities Committee

Stephen Waycott (re-appointment)	Term until December 31, 2018
Blaine Justason (re-appointment)	Term until December 31, 2018
Paul Boudreau (re-appointment)	Term until December 31, 2018

Parks and Recreation Committee

Kate Goodine (student)	Term until December 31, 2018
Chuck McKibbin	Term until December 31, 2018
Gary Myles	Term until December 31, 2018
Nathan Davis	Term until December 31, 2018

Kennebecasis Public Library

Daryl Steeves (re-appointment)	Term until December 31, 2017
Janet Miller (re-appointment)	Term until December 31, 2018

Trade and Convention Centre

Linda Nice (re-appointment)	Term until December 31, 2018
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ROTHESAY

2017June12OpenSessionFINAL_013

TO: Mayor and Council

FROM: Nominating Committee

RE: Committee Appointments

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1 December 2016

Heritage Preservation Review Board

Greg Murdock (re-appointment)

Term until December 31, 2018

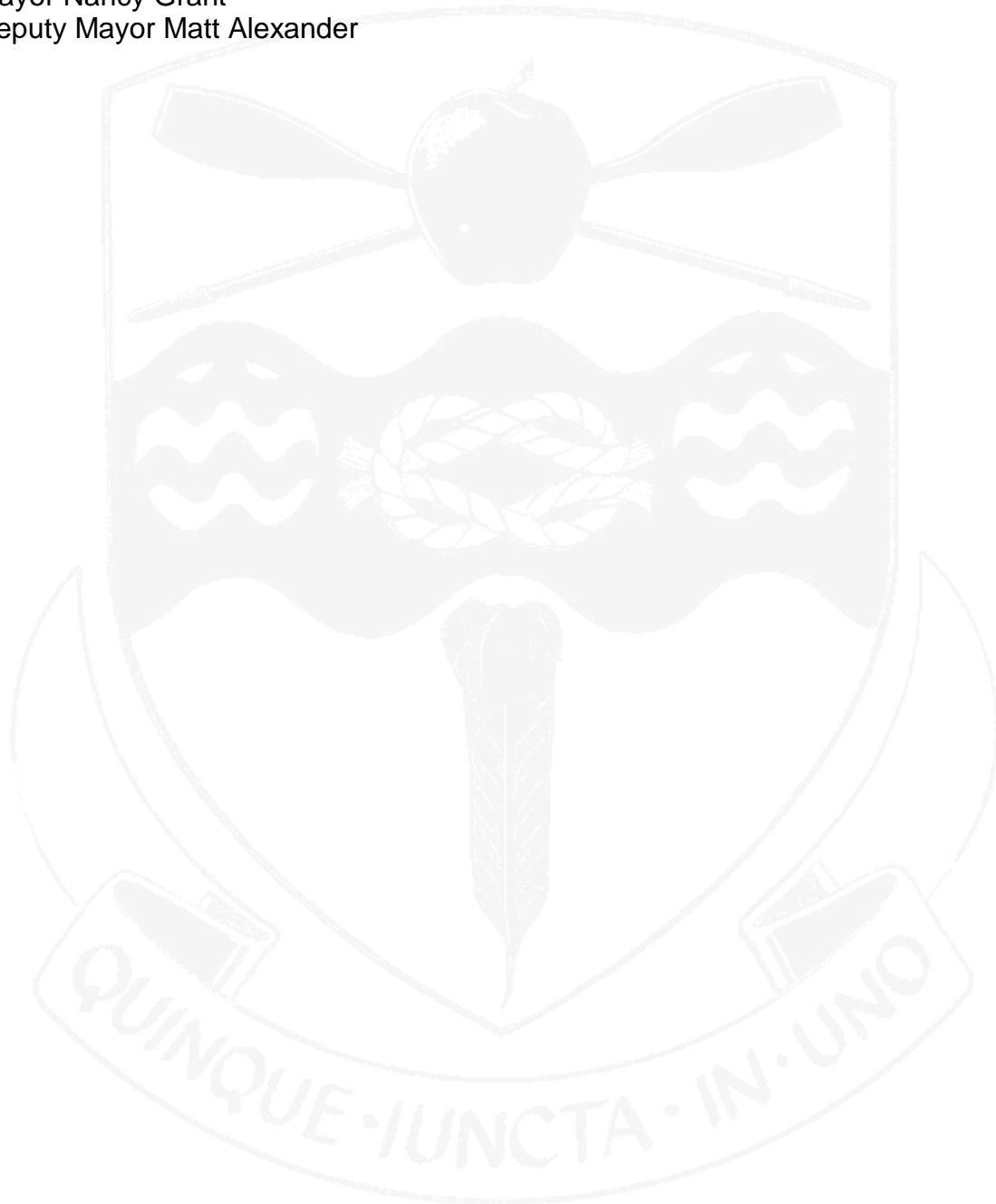
James Gallagher

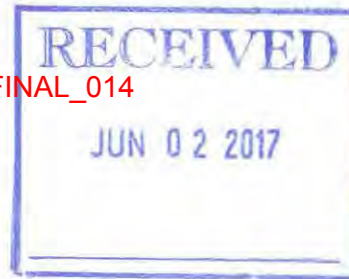
Term until December 31, 2018

Canada150 Community Leaders (FCM)

Mayor Nancy Grant

Deputy Mayor Matt Alexander





Dear Mayor and Council,

I am a grade 2 teacher at Rothesay Elementary School. We have an interior courtyard (with an open roof) where we are planning to put a green house in the next school year, and I'm investigating the idea of having a small (4-6) chick coop next to the green house. Although there are currently no schools in our area with a chick coop, it is far more common in other places in the United States and Australia.

We are looking to do a project similar to this one: <http://www.oscarmayergardenproject.com/the-chickens.html> except that ours would be seasonal, Sept-Nov and April-June. The chickens would "winter" and "summer" at another location. The grade 2 classrooms hatch chicken eggs as part of their Life Cycles Unit, and we would like to extend the learning to include more students and incorporate other learning opportunities, such as "where does food come from", empathy, animal husbandry, and other hands-on/ real-world learning projects.

We are still in the initial research stages of this project and we are just making that our projects follows all of the guidelines and regulations. We are working with a science mentor for our school district to look at school policies (currently, we have not run into anything that prohibits this project). As well as, specific guidelines for the students and staff members to follow to maintain healthy chickens and children.

Our next step is to check town by-laws. I have looked on the Rothesay Town website, but I cannot find anything in by-laws about Backyard Chickens. Are there specific by-laws about this issues? Are there any other regulations or guidelines from the town that we should be aware of?

Thank you for your time and attention.

Anna Niemisto-Tilley

Rothesay Elementary School

Anna.niemisto-tilley@nbed.nb.ca



From: [REDACTED]
To: [REDACTED]
Subject: FW: Letters of Support
Date: June-06-17 12:21:00 PM

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

From: "Yennah Hurley" [REDACTED]
Date: Mon, Jun 5, 2017 at 8:11 PM -0300
Subject: Letters of Support
To: "Clark, Gary" [REDACTED], "Nancy Grant" [REDACTED]

Hello Nancy and Gary,
I hope all is well with both of you and that you are enjoying this nice sunny weather!!!

We are applying for some grants that are asking for letters of support and I would really appreciate if we could get one from each of the Towns. The Kennebecasis Regional Police are writing one as well as the principals for the High Schools.

One of our grants is due this Friday and I know it is short notice but I really appreciate if we could pick up the letter in the next couple of days so we can include them.

Thank you for your time and I look forward to hearing from you. I have attached the letter from the former Chief of Police for reference.

Yennah

Yennah Hurley
Executive Director



www.kvoasis.com



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KENNEBECASIS REGIONAL POLICE FORCE

ADDRESS ALL CORRESPONDENCE TO:

CHIEF OF POLICE
126 MILLENNIUM DRIVE
QUISPAMSIS, N.B.
E2E 6E6

STEPHEN N. MCINTYRE, M.O.M.
CHIEF OF POLICE

E. STEPHEN PALMER
DEPUTY CHIEF OF POLICE
www.kennebecasisregionalpolice.com

TELEPHONE: (506) 847-6300
FAX: (506) 847-6301 ADMIN: (506) 847-6313
E-MAIL: krpfadmin@nbpolice.ca

Your File:

Our File:

October 19, 2015

TO WHOM IT MAY CONCERN:

Please accept this letter as the Kennebecasis Regional Police Force's support in principle for the proposed K.V. Oasis Youth Center.

As an organization that deals daily with youth we have a good understanding of the issues and believe the K.V. Youth Oasis project would provide significant benefit to our community. While it is unlikely that any one organization or project can solve all the issues the youth of today face the fact that youth will benefit certainly makes this initiative worthwhile.

Yours truly,

Stephen N. McIntyre, M.O.M.
Chief of Police

From: [REDACTED]
To: [REDACTED]
Subject: Deer population in Rothesay
Date: June-06-17 3:14:07 PM

Thank you for attempting to help control the deer population in Rothesay and surrounding area. I do understand that it falls under a Department of Natural Resource area and not solely that of our town.

I am inquiring if there are more solutions the Provincial department and our town can come up with in regards to our deer problem.

Today on CBC there was another article on the severity of Lyme disease and Rothesay was identified as a hot spot. Additional I have been hearing of several car accidents involving deer. In the local paper today there an article on Tips to avoid deer danger. These are not new concerns;however, the severity of the problems seems to be increasing.

Unfortunately my property is not the proper size to allow hunting so the current solution is not helping my immediate problem and I suspect not many other Rothesay residents either.

Thank you in advance for your help with this matter.

[REDACTED]

Sent from my iPad



June 5, 2017

Mayor Nancy Grant
70 Hampton Road
Rothsay, NB E2E 5L5

Dear Mayor Grant:

Subject: Invitation to Attend World Refugee Day Ceremony

The YMCA of Greater Saint John in collaboration with the Saint John Multicultural Resource Centre, the Convention of Atlantic Baptists Churches and PRUDE Inc., are planning an event to celebrate and recognize World Refugee Day on June 20th.

Every year, over 60 refugees leave far-away refugee camps and come to Saint John in the hope of starting a new life. Last year, through the Government of Canada's effort to resettle 25,000 Syrian refugees, Saint John welcomed over 600 Syrians. Each of these individuals is welcomed and assisted by YMCA Newcomer Connections as they settle in the Port City.

June 20th is World Refugee Day - a day recognized by the United Nations to celebrate and honour refugees worldwide. Recognizing this day honours the resiliency and humanity of refugees and celebrates the diversity and growth added to Saint John. We are planning a special ceremony being held at the Mary Oland Theatre in the New Brunswick Museum on Tuesday, June 20th at 6:00 p.m. There will be a welcome reception in the foyer of the New Brunswick Museum at 5:00 p.m. It would be wonderful if you and your Councillors could join us!

With a focus on Family Reunification, the program will feature newcomer families sharing their stories of family reunification, First Nations welcoming ceremony and performances from individuals that have come to Saint John as refugees.

This collaborative effort to recognize World Refugee Day in Saint John began in 2013 and has been going strong. Every year has been a success and we are sure this year will be no exception!

Please confirm your attendance at your earliest convenience by contacting Julie Lowery at 634-4922 or j.lowery@saintjohny.com. I hope to see you there.

Sincerely,

Shilo Boucher, CPA, CA
President and CEO





Honorable Mayor Nancy Grant and Council

May 27 2017

On behalf of the Multicultural Association of Saint John Inc. (M.A.S.J. Inc.), please accept this letter as our Invitation to you, Honorable Mayor Nancy Grant and all members of Council for the Town of Rothesay to Attend this year's premier Celebrate Canada National Aboriginal Day presentation that will take place on the evening of June 21 2017 on the beautiful Rothesay Common in Rothesay, New Brunswick.

This is a free public celebration for all ages that will begin at 7:00 pm and will end at approximately 8:00 pm. Everyone is welcome.

We would be honored to have the Town of Rothesay well-represented at our premier presentation of this National Aboriginal Day Celebration in Rothesay, New Brunswick this year and further we have set assist time within the program to include a short speech or greeting in honor of National Aboriginal Day for you (or your designated representative, should you be unavailable to attend. We anticipate that this event may attract approximately 75 – 100 attendees of all ages.

Celebrate Canada's National Aboriginal Day held annual on June 21st, during the summer solstice, the longest day of the year, because for generations, many Aboriginal groups celebrate their culture and heritage at this time of year. This is a free public celebration for all ages and everyone is welcome to attend. All Drummers are invited to bring their drums.

National Aboriginal Day Drumming Circle

Activities/Programming:

- 7:00 pm Welcome Ceremony, Blessing with Special Guest Elder and NBAPC Local 10 Chief Sheila Croteau
- 7:05 pm Singing of the National Anthem by M.A.S.J. Inc. Youth Committee Chair, Bailey Boyer
- 7:10 pm Greetings MASJ Inc. Executive Director, Melana Iverson
- 7:12 pm Town of Rothesay Honorable Mayor Nancy Grant (*or her designated representative*)
- 7:15 pm Flag-Raising NBAPC Local 10 Flag-Raising
- 7:20 pm Drumming Circle
- 7:45 pm National Aboriginal Day Closing Ceremony

A Celebration Cake will be served immediately following the Drumming Circle.

Note: In the event of inclement weather (rain) this event will be moved indoors and will begin at 7:15 pm at the KV Oasis Youth Centre Inc. located at 26 Pettingill Rd, Quispamsis, NB E2E 3R6

This project was made possible as a result of a partnership with the New Brunswick Aboriginal People's Council Local 10 (Saint John) that was formed more than 45 years ago and represents more than 5,000 indigenous and First Nations living (off-reserve) within the Saint John region, the Multicultural Association of Saint John Inc.'s P.E.A.C.E. and Friendship Committee, KV Oasis Youth Centre and the Youth Advisory Council. This project was funded by the Federal Government of Canada.

The Multicultural Association of Saint John inc. (M.A.S.J. Inc.) was formed in 1980 and provincially-incorporated on November 8 1984 as a charitable, non-profit, non-partisan, non-denominational multicultural association, mandated to actively promote all aspects of New Brunswick's Policy on Multiculturalism, its goals and objectives throughout the Saint John region (Sussex to St. Stephen, including the Village of St. Martins and the Town of Grand Bay Westfield).

Our purpose is to work for equal opportunity for citizens of all cultures; in matters of equality, cultural expression, human rights and participation in and access to all aspects of civic life and society as supported by the New Brunswick Human Rights Commission and the Canadian Charter of Rights and Freedoms.

Respectfully,

Melana

Melana Iverson BA

Volunteer Executive Director, Multicultural Association of Saint John Inc.

Multicultural Association of Saint John Inc.

5 Bartlett Road Rothesay, New Brunswick

Canada E2H 2W8

Phone: 506-849-8778

Cell: [REDACTED]

Email: masjinc@gmail.com

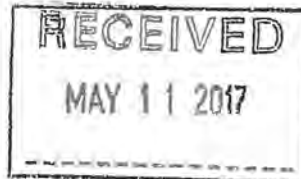


Department of Transportation & Infrastructure
50 Crown Street, Suite 105
Saint John, N.B., E2L 2X6

COPY

April 19, 2017

Whitney Machin
Coordinator, Development
MS Society, Atlantic
109 Ilsley Avenue, Unit 1
Dartmouth, Nova Scotia B3B 1S8



RE: Whitney Machin – 13th Annual RONA- MS Bike Tour- 2017


Dear Ms. Machin

The Department of Transportation & Infrastructure has received your letter requesting permission to use a portion of the Province's highway system for your 13th Annual RONA MS Bike Tour, June 24th & 25th, 2017, from Sussex to Rothesay and return. As noted, the Routes involved are 121, 100 and 845. The Department has no objections to this worthwhile endeavor as long as the following stipulations are followed:

- Town of Sussex, Village of Norton, Town of Hampton, Town of Quispamsis and the Town of Rothesay to be notified of your event and approval obtained.
- R.C.M.P. and the Kennebecasis Regional Police to be notified of this event for their assistance.
- Safety being a major concern, having enough support staff to make this a successful and safe event.
- Event/Route signage is not permitted to be attached to any existing DTI signs.
- It is understood that RONA-MS Bike Tour accepts the condition of the roads as they currently exists.

The Department commends your organization in this worthwhile endeavor and if you have any further concerns, please contact us at the Saint John office at 643-7463.

Sincerely,


Alan Kerr P.Eng.
District Engineer

cc: Town of Sussex, Village of Norton, Town of Hampton,
Town of Quispamsis, Town of Rothesay, Pierre Fournier, Mike Shanks





Atlantic Division
109 Ilsley Ave, Unit 1
Dartmouth, NS B3B 1S8
Telephone: (902) 468-8230
Toll Free: 1 800-268-7582
Fax: (902) 468-5328
www.mssociety.ca

Division de l'Atlantique
109, avenue Ilsley, bureau 1
Dartmouth (Nouvelle-Écosse) B3B 1S8
Téléphone: (902) 468-8230
Sans frais: 1 800-268-7582
Télécopie: (902) 468-5328
www.scleroseenplaques.ca

New Brunswick Department of Transportation
50 Crown Street, Suite 105
Saint John NB
E2L 2X6



March 15th, 2017

Re: 2017 MS Bike – Sussex to Saint John (June 24th & 25th, 2017)

Dear Sir/Madam,

I am writing to notify you of the 13th annual MS Bike scheduled for the weekend of June 24th & 25th, 2017. This event is projected to raise over \$125,000 for the MS Society of Canada, Atlantic Division and will see approximately 130 cyclists ride from Sussex to Saint John (Rothesay), and back again the next day.

Please find enclosed a map that details the planned route. Cyclists will be on the planned route between 8:00 am – 4:00 pm each day. There will be 5-6 rest stops along the route where cyclists can refresh with water, juice, and snacks. Each rest stops will be set up off the shoulder of the road, and will consist of 2 x 6 ft. tables and a portable toilet. In some cases, we have arranged to use private property for these stops. In all circumstances, the rest stops will be clear from traffic. All participants will visit Rest Stops #1, #2, and #3. At Rest Stop #3 a small lunch will be served, and then the participants have the option of travelling on one of two routes. The participants will then rejoin at Rest Stop #5 and continue onwards to the overnight location. A verbal description of the route is attached. The planned rest stops are as follows:

Rest Stop Locations

Start Point	Golden Jubilee Hall in Sussex
Rest Stop #1	Intersection of Route 880 and Route 121 in open gravel area
Rest Stop #2	Norton Legion
Rest Stop #3	Kredl's Corner Market
Rest Stop #4	Gravel Area across from Irving on Hwy #100 near Hammond River
Water Stop #1	641 Route #845 (Challenge Route)
Rest Stop #5	End of Gondola Point Road
Overnight	Rothesay Netherwood School

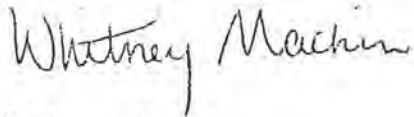
** reverse all stops on the way back the next day*

The MS Society of Canada has been hosting MS Bike events for over two decades, with the safety of participants, volunteers, and the public as the top priority. There will be 8-10 support vehicles (regular cars and vans) on route at all times, which will transport the Canadian Ski Patrol (First-Aid) and amateur radio operators. Our events do not require any stoppage of normal traffic along the route, although many times the Police/RCMP may close particular streets within 1 km of the start/finish points and escort cyclists for a short period of time. All local authorities will be notified of our event and will respond accordingly should they be needed. All cyclists MUST obey the regular rules of the road.

It would be greatly appreciated if you could confirm the above route as being acceptable and free of any planned road works or construction. Should you have any questions, concerns, or require further information, please do not hesitate to contact me at my toll free number 1-800-268-7582. Alternatively, I may be contacted via email at the following address: whitney.machin@mssociety.ca

We look forward to having your support in this very important event for the MS Society. Please confirm by return correspondence that approval for this event is granted by your township.

Sincerely,



Whitney Machin
Development Coordinator
MS Society of Canada, Atlantic Division

To be a leader in finding a cure for multiple sclerosis and enabling people affected by MS to enhance their quality of life.

Être un chef de file dans la recherche sur le remède de la sclérose en plaques et permettre aux personnes
aux prises avec cette maladie d'améliorer leur qualité de vie.

2017 MS Bike – Sussex to Saint John (June 24th & 25th)

Please find attached a map of the planned route(s) for the 2017 MS Bike. All participants will travel on the same main route (Purple) until Rest Stop #3 (Kredl's Corner Market) where participants will have the option of either travelling on the 'Challenge Route' (Blue) or the 'Main Route' (Purple). The participants will rejoin at Rest Stop #5 (Gondola Point Road). The same routes are to be used on both days, with a return to Sussex via the reverse of the route travelled on day one.

As the 'Main Route' (Purple) travels on roads not easily read on a map, a verbal description of this route is provided below.

**Please Note: Routes and Rest Stops are subject to change at any time prior to event.*

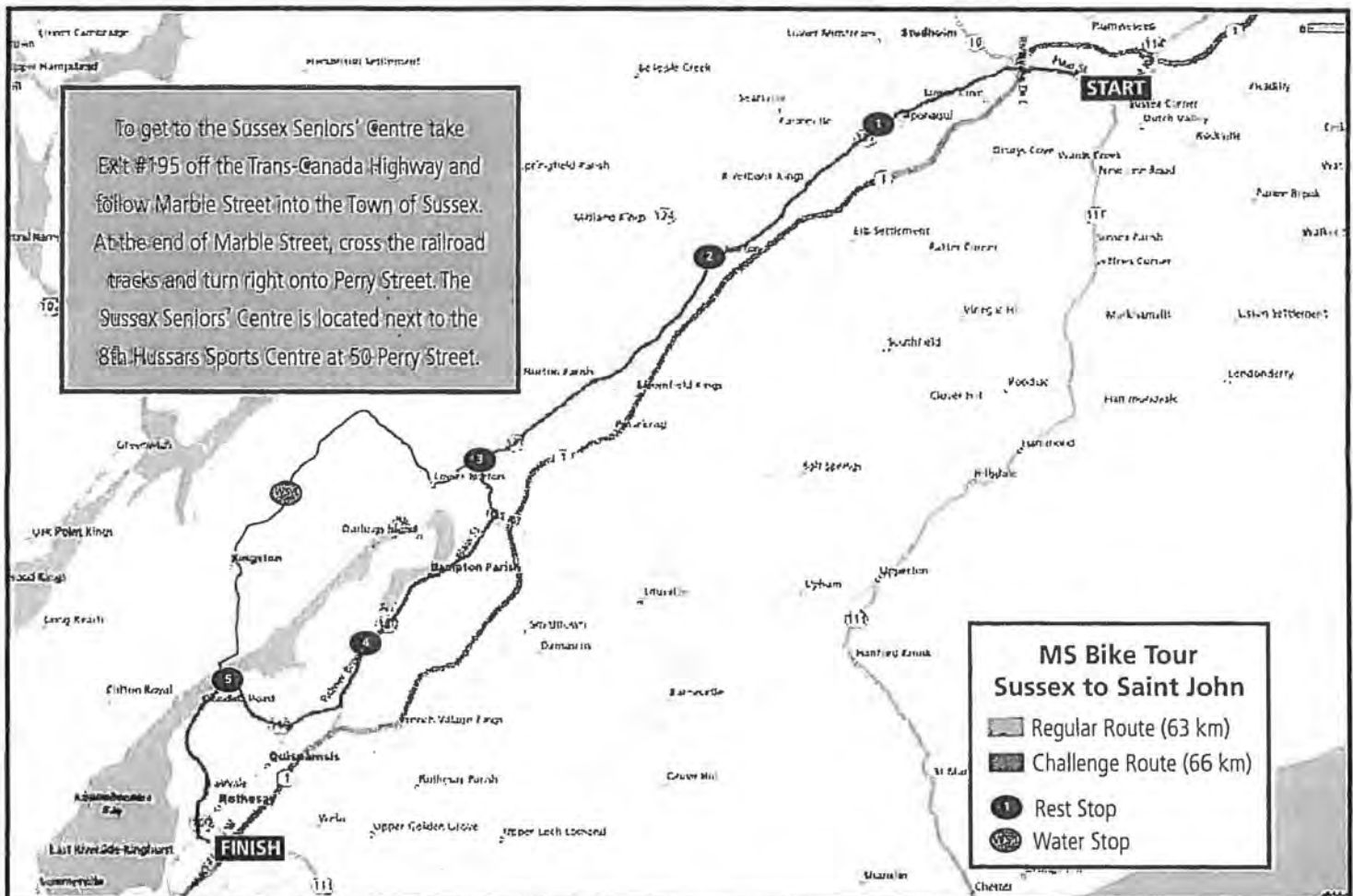
2017 MS Bike "Main Route" Description – June 24th

- **0km Start at the Sussex Seniors Centre in Sussex**
Right on Leonard Drive
Right on Main Street
Left on Hwy #121 (Hwy. Access Road across new highway)
Left to continue on Hwy #121
- **9km Rest Stop #1 – Gravel area on right at the corner of Hwy #121 and Hwy #880**
Continue on Hwy #121
- **19km Rest Stop #2 – Norton Legion on Right**
Continue on Hwy #121
- **35km Rest Stop #3 – Kredl's Corner Market on Right**
Continue on Hwy #121
Right on Kennebecasis River Rd.
Right on Main Street
Continue on Hwy #100
- **47km Rest Stop #4 – Rite Way Auto near Hammond River across from the Potting Shed.**
Right on Hampton Road
Right on Route 119 (towards Gondola Pt. Ferry)
Left (through path) on Gondola Point Road
- **55km Rest Stop #5 - End of Gondola Point Road**
- **63km Left into Rothesay Netherwood School to Finish**

- *Challenge Route Water Stop – House #641 on Route #845*

******* REVERSE ROUTE ON RETURN TO SUSSEX – JUNE 25th *******

Route Map & Directions



Rest Stop Guide

Rest Stop # 1	9 km	Gravel area at the corner of Hwy 121 and Hwy 880
Rest Stop # 2	19 km	Norton Legion on Hwy 121 (Day 2 Lunch Stop)
Rest Stop # 3	35 km	Kredl's Corner Market on Hwy 121 The optional challenge route section begins here on Day 1 and ends here on Day 2 (Day 1 Lunch Stop)
Rest Stop # 4	47 km	Gravel area near Hammond River across from the old Irving gas station on Hwy 100
Challenge Route Water Stop # 1	45 km	Driveway at 641 Route 845
Rest Stop # 5	55 km 58 km 75 km	At gate to Gondola Point Ferry The optional challenge route section begins here on Day 1 and ends here on Day 2
Finish	63 km 66 km	Rothsday Netherwood School

Challenge Route Extension

Cyclists may choose to take the challenge route and ride the more difficult, hilly section between Kredl's and the Gondola Point Ferry. Participants will rejoin the regular route for the final leg of the ride after making this detour. As with the rest of the ride, the challenge route is supported with full services.

From: [REDACTED]
To: [REDACTED]
Subject: FW: Questions from Council
Date: May-10-17 4:01:28 PM

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

From: "Bill Ireland" [REDACTED]
Date: Tue, May 9, 2017 at 9:28 AM -0300
Subject: Questions from Council
To: "Grant Brennan" [REDACTED], "Miriam Wells" [REDACTED]

Vice-Chair Brennan:

Thank-you for the opportunity to respond to the questions raised by Council at your meeting last evening. To recap our conversation this morning I would offer the following:

1. Our "save" rate as reported in our annual report is based on our dollar loss fire incidents for the year. We take an approximation of the replacement cost of the fire damage and divide that by the assessed value of the property to determine a save rate. It is an imperfect measure as we have to make our best guess as to the dollar value of the damage. In some cases it is just a percentage of the property that was affected, in other circumstances it is an educated guess. The 2016 number benefits from two responses to large commercial buildings with high assessment values. Small fires at the Superstore and the Q-plex represent approximately \$30,000,000 of the \$38,000,000 total. I have attached a spreadsheet showing 2015 and 2016 save rates for your information.
2. The 14,000 combined training hours we reported for 2016 is a cumulative total of all firefighter training for the year, both on-site and off-site. We train every day we are on duty and this figure represents an average of 2 hours of training per firefighter per shift. (14,000 hours divided by 40 FF = 350 per FF. 350 / 182 shifts per year = 2 hours per shift). We keep records of all training for each individual firefighter in our records management system.
3. The 2009 Ford Escape was offered for sale by tender in February. We received five bids; none of which met our threshold for acceptance. The vehicle has been advertised on Kijiji since then with two offers but no sale. We have currently taken the vehicle off the market while we evaluate our options. It may be sent to public auction or re-offered in the fall when the market for an all-wheel drive vehicle is better.

If you require any further clarification please do not hesitate to contact me.
Bill

Bill Ireland, CFO
Fire Chief/CEO
Kennebecasis Valley Fire Department Inc.
7 Campbell Drive
Rothesay, NB E2E 5B6
506-848-6604

www.kvfire.ca

Any correspondence with employees or agents of the Kennebecasis Valley Fire Department may be subject to disclosure under the provisions of the Right to Information and Protection of Privacy Act of the Province of New Brunswick.

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From: [REDACTED]
To: [REDACTED]
Subject: FW: presentation thanks
Date: May-12-17 3:22:28 PM

From: Mary Jane Banks
Sent: May-12-17 12:52 PM
To: [REDACTED]
Subject: RE: presentation thanks

Good afternoon Mrs. Wilkinson and thank you for your email.

It will be added the Council agenda for the June 12th Council meeting, with a recommendation for Council to receive and file.

Enjoy your day~


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

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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: May-12-17 12:46 PM
To: Nancy Grant; Matthew Alexander; Miriam Wells; Bill McGuire; Peter Lewis; Grant Brennan; Don Shea; Tiffany Mackay French; John Jarvie; Mary Jane Banks
Subject: presentation thanks

Your Worship and fellow councillors:

I would like to take this time to say thank you for allowing me the time to speak at the Council Meeting on May 8th, 2017. Public speaking is not my strong suit, but I would hope what was portrayed by me at the Rothesay Council Meeting was that we, the public are not against the les jeux de l'Acadie, the Acadian Games. What we are against is the group ARCF lobbying for our 3 english speaking communities to host the Acadian Games with an undetermined financial commitments that goes with being the host communities and to the exclusion of our youths in Rothesay who do not attend a francophone school from participating in the Acadian Games.

The Acadian Games Society, it is their Games, their equipment, therefore it should be their responsibility to bring their own sporting equipment to the host municipalities and to maintain

the safety of their sporting equipment. These additional expenses along with others mentioned in the MOU would significantly increase the 10% commitment costs. We as a community would basically be writing a blank cheque and allowing the Acadian Games Society to fill in the amount, in a legal binding contract.

The Rothesay Recreation Budget should be used within our community, and we the residents of Rothesay would expect a fiscally responsible decision to be made when dispersing of public funding. Spending the majority of our recreational budget on one event, an event that excludes us when there are many recreational agenda items in Rothesay that need funding. The Rothesay Trails for example. This Trail has had a set of steps that have been out of commission for 2 years, and parts of that Trail desperately needs landscaping upgrading. That would be a more productive and logical funding item, it would be inclusive for all residents of Rothesay, and surrounding areas residents to enjoy, unlike the Acadian Games which is a segregated sporting event that is language specific, French. Fredericton's Mayor is strongly regretting hosting the Acadian Games this year, the reason, the main reason is the significant increase to the financial commitment.

There were concerned citizens from GrandBay-Westfield, Saint John, Rothesay and Quispamsis in attendance on May 8th, 2017. This is a good indication that this event does not have approval from the public from all 3 communities. As a bilingual province, we already generously fund the french culture, as my government documents verified, funding french culture a 2nd time is taking away funding from our community.

The Acadian Games excludes our Rothesay schools youths from participating and excludes our Rothesay schools from receiving any surplus of funding should the Acadian Games have any surplus. There is no social or economic benefit for any of our Rothesay schools for us being a host community. Our community involvement would be minimal, if any at all.

I respectfully urge your Worship and fellow councillors to consider very carefully the details of the Acadian Games MOU agreement before reaching a collective agreement in support or denial of being a host municipality in future proposals you receive from the ARCF in regards to the Acadian Games. The ARCF have tabled the Acadian Games 2020 from our 3 communities being hosts, but ARCF will be regrouping and will be actively pursuing our communities to be hosts for the Acadian Games 2021. The relevant data outlined above and in my presentation on May 8th, 2017 is still in effect, a change in the year date is inconsequential. The Acadian Games needs to become inclusive to all youths participation, become inclusive of both official languages and they need to be responsible for procuring and maintaining their own sporting equipment. The sharing equally of any surplus, should there be a surplus, for the hosts to use for our community school programs. There needs to be compromises on their part, fairness to everyone if they want support from our community.

We are a bilingual province, everything about the Acadian Games is about empowering them, their language, their culture, their francophone youths. Segregation is all about separate and distinct, that describes the Acadian Games, but we are an inclusive society.

Once again, thank you for allowing me to present.

Beth Wilkinson
President of ARANB SJ Area Chapter



2017 June 12 Open Session FINAL_030

ROTHESAY

150 Years Proud 1860-2010



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

19 May 2017

Brian Flood
49 Gentleman Drive
Rothesay, NB
E2H 1S8

Dear Brian,

Please accept the sincere congratulations of the Town of Rothesay on your induction into the New Brunswick Sports Hall of Fame. I regret that I will be unable to attend the ceremony, but I will be present in spirit.

As I have indicated to you personally, I think this honor is long overdue; you and Henry quite simply put Rothesay, once again, on the "rowing map". Also, we appreciate your on-going efforts to preserve our rowing tradition – in my view, that tradition is one of the distinguishing characteristics of Rothesay.

Congratulations also on organizing the upcoming first annual New Brunswick High School Regatta. Councillor Bill McGuire will attend to assist in the inaugural presentation of The Paris Crew Trophy. We look forward to future High School Regattas at the Kennebecasis Rowing Club.

Again, the Town congratulates you,

Yours truly,

Dr. Nancy Grant
Mayor

Cc: Rothesay Council

Amazeatorium 2017 PLAY!

Dear Mayor Grant, Councillors and staff,

Thank you for supporting the Amazeatorium 2017: Play!

On April 1st, your support brought an amazing day of learning to hundreds of families in Saint John. We are thrilled that the community response to our event continues to be so enthusiastic. We are happy to share some of the data we collected and feedback from our visitors with you!

- Total number of learning booths: 71
- Learning topics: literacy, science, technology, engineering, art, math, financial literacy, physical movement/sport, design, safety
- Tickets sold: 4150
- Estimated number of families in attendance: 1500



Kids wrote notes to thank you on our giant sponsor thank you card at Harbour Station

- Visitors came to the Amazeatorium from 26 different communities extending beyond Saint John and the Kennebecasis Valley to include Moncton, Fredericton, Sussex, St Stephen and many smaller NB communities
- 70% of survey respondents said that they discovered a new club, program or activity that their children would like to join



Special Thanks to:

Saint John Community Foundation
Discover Saint John
Bird Construction Company
Culligan of Rothesay
Lawson Creamer
City of Saint John
Stewart McKelvey
Town of Rothesay
Manning Financial Inc
P.R.O. Kids
Dr Aaron Tall, Oakville Dental
Teed, Saunders, Doyle & Co.
Bayview Credit Union
McInnes Cooper
Controls and Equipment
BP Benefits Consulting
Esley Group
APEGNB - Saint John branch
Dr Adib Hajizadeh
Killam Apartment REIT
Scotiabank
Universal Truck & Trailer
Gordon Ferris
Elementary Literacy Inc
Keel Line
T4G
Dr Shane Holt

Chateau Saint John
ESL Repro
Global Convention Services
Dominoes Pizza
Tara I Jackson & Associates Osteopathy



We asked kids and their parents if they learned anything "cool" at the Amazeatorium.

Here are some of the things they said:

how air goes into my lungs
how to create energy to power the lights
how fossils are made
tae kwon do
how to pull apart electronics
how to paddle a kayak
how to paint Van Gogh's Starry Night
how to play the tuba
how to put a brain back together
about workplace decibels
what a starfish feels like
why helmets are important
how to program a robot
about brown battery decline
how to throw a rugby ball
that I can build anything!



We also asked a panel of teachers and educators to evaluate the learning that they observed happening at the Amazeatorium. Their comments included:

"Kids were building, discussing strategies and problem solving together."

"Kids were given many different opportunities to ask questions and to figure out how things work."

"The activities encouraged parents to get right in there with their kids, talking and learning alongside them."

Finally, we asked our evaluators to list the questions that they heard kids asking.



How do I make the colour purple?
What happens if I turn it like this?
What makes it move?
What is a circuit board?
Can you show me how to make it balance?
How does that lever work?
What do the crabs eat?
How long does it take to make a fossil?



More than anything else, these questions demonstrate the depth of thinking and learning that occurred throughout the day as we brought children together with skilled professionals and community members.

We thank you for the part you played in making this amazing day possible!

With our deepest appreciation,

Julie + Angela

and the Amazeatorium Team at Touchstone Academy



**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

**Regular Monthly Meeting
April 25, 2017**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Tuesday, April 25, 2017, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 11:15 a.m.

2. Record of Attendance

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

OTHERS

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

Chairperson Clark welcomed the new staff members, Amanda Henderson, Operations Administrator and Nick Cameron, Recreation Facilitator.

3. Approval of Order of Business

The Chairperson asked for approval of the agenda with the addition of Saint John Airport Committee under item 11.

Motion: To approve the April 25, 2017 agenda with the addition of item 11, Saint John Airport Committee.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the regular monthly minutes with the correction of Director Sandra to Director Speight.

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

6. Building and Planning Report

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

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

7. Financial Statements – 1st Quarter

Executive Director MacLeod reviewed the 1st Quarter Financial Statements. The financial standing is \$40,000 favourable overall, however, tonnage for the landfill is down for the quarter

by 700 tons as well as revenue, however, landfill expenses are being controlled so the impact is still favourable.

The project of adding 15 new gas wells are well underway and should be completed by next month. As well the cell tarping is to begin which will possibly influence the leachate.

Motion: To approve the 1st Quarter Financial Statements as presented.

Moved: Director Chatterton

Seconded: Director Rogers

Vote: Motion Carried

8. Cell 8 – Construction Update

Executive Director MacLeod advised that cell 7 is reaching end of life which requires the construction of cell 8 in 2018. Clearing and preparation of the land by site staff will be done this year with the construction of the cell to begin early next year. If required this will be captured in a motion from the capital fund at year end after the work is complete.

9. Correspondence – Kent Regional Service Commission

The Chair advised receipt of correspondence from the Kent Regional Service Commission requesting the RSC's support by signing a letter to be sent to the Minister of Environment and Local Government to have the current timeline of 45 days from Budget presentation and its adoption changed to 30 days and extend the adoption date to November 15th.

Executive Director MacLeod advised that there would be a benefit to initiate the requested change as it would allow for more time for staff to put together the budget figures.

Motion: To support Kent RSC's request to have RSC Chairs sign a joint letter requesting a proposed change of 30 days from 45 days for community budget review on condition that the original submission deadline remain unchanged.

Moved: Director Grant

Seconded: Director Chatterton

Vote: Motion Carried

10. By-Law Review – Director's Remuneration

As directed by the Board the Executive Director researched comparative information regarding Director's Remuneration to address concerns put forth by Correspondence received from Mr. John Cairns.

After reviewing data from the Regional Service Commissions as well as best practices by accounting organizations such as KPMG, Ernst & Young, and Grant Thornton, it was outlined that the current method of remuneration being used by FRSC is acceptable. Given that the Board remuneration covers all meetings and events which require a members' participation as well as expenses for technology necessities as FRSC's Board is paperless.

Motion: To approve the revision of By-Law 9.2 Director's Remuneration to include the addition sub-item 3. Alternates

- a) Term Replacement – If an alternate replaces a commissioner on a term basis, they will be paid that board member's stipend for the duration of the term and be eligible for expenses. The payment will commence in the month after proper written notice and terminate the month upon the board member's return to a monthly meeting. Any meetings attended by the alternate at the beginning and end of the term period for partial months will be paid per meeting replacement.
- b) Meeting Replacement – If an alternate replaces a board member for a specific monthly meeting, they will be paid \$100 deducted and transferred from that board member's monthly stipend.
- c) Committees – If an alternate is asked to serve on a committee, they will be paid \$100 per meeting plus expenses. If the alternate is service as a board member on a term basis during committee work, they are not eligible for this additional payment.

As well as have the Executive Director respond to the petitioner the result of the Board's decision.

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

11. Saint John Airport Committee

Motion: To agree to consent to be a Nominating Member, submit one Nominee on behalf of the FRSC with the exclusion of the City of Saint John and place an advertisement for an appointment to the Saint John Airport Board outlining the necessary skill set.

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

12. Motion to Adjourn

Chairperson Clark asked to have the date of the Annual General Meeting date changed to May 30th to allow for the completion of the Annual Report. The Board agreed to requested change.

Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at 11:45 am.

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

APPROVED (date) May 30th 2017



Gary Clark, Chairperson



Amanda Henderson, Recording Secretary

Agenda

Kennebecasis Public Library Board

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

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

A meeting of the Board of Trustees, Kennebecasis Public Library was held on April 19th, 2017 at 6:00pm at the Library.

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

Regrets: N/A

Absences: N/A

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

Disposition of Minutes

It was moved by Mr. Shea to approve the minutes of the March 15th regular meeting. Ms. Hennessey seconded, and the motion carried.

Approval of Agenda

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

Communications

N/A

Report of the Librarian

Ms. Bartlett presented the Librarian's Report.

Ms. Bartlett asked for the Board's input on how best to manage demand for the summer Literacy for Kids program. Discussion ensued. Mrs. Miller recommended that the number of student placements be divided by each school equitably. Library staff would advise each school of their number of placements, and it would be up to each school's Administration Team Resource Teacher to fill their school's allotment with students. The scheduling for the program would therefore transfer to the school's responsibility rather than the library's, with a blank schedule provided by the library. Mrs. Miller offered to act as liaison with the schools. Mr. Shea moved to accept the Librarian's Report as presented. Ms. Hennessey seconded, and the motion carried.

Financial Statement

Mr. Winchester presented a Financial Statement for the period ending March 31st, 2016. Mr. Winchester reported that everything was pretty well on track, with some areas currently performing a little better than budgeted. Mr. Shea moved acceptance of the Financial Statement as presented. Ms. Hennessey seconded, and the motion carried.

Facilities Management

Ms. Hennessey presented the April Facility Manager Report on behalf of Mr. Shedd. Discussion ensued. Ms. Hennessey reported that the sprinkler & backflow preventer system annual inspections were completed. Mr. Steeves asked if the cushions had been ordered for the children's bench. Ms. Bartlett responded that they are on order, and that she approved the commission of a higher grade material for longer durability. Mrs. Miller moved to accept the Facilities Management report as presented. Mrs. Donovan second, and the motion carried.

Marketing Advisory Committee

Mrs. Donovan put forward a proposal to feature each board member on the Library's social media with a short quiz and a photo. Discussion ensued. Mr. Shea moved to accept the Marketing Advisory Committee report as presented. Mrs. Miller seconded, and the motion carried.

New and Unfinished Business

Night of the Arts

Mr. Steeves recommended that the event originally planned for the Spring now be bumped to the Fall. Mr. Steeves asked for volunteers to be owners of the event. Mr. Shea and Mr. Rioux both said they would be happy to help. Discussion ensued. Ms. Bartlett advised that a good time may be October, which is New Brunswick Public Libraries month. Mr. Rioux suggested that the possibility of a corporate sponsor be considered. Discussion ensued. Ms. Bartlett will send Mr. Rioux names of artists who have exhibited their works at the Library in the previous few years, to contact to see if they would be interested in being involved in the fundraiser.

Library Director Transition Update

Ms. Bartlett advised that the competition for the new Library Director would close on May 9th. Planning is underway for Alexandra Brooks Robinson, Acting Assistant

Regional Director, to step in and assist with the coordination of summer students and children's summer programming.

BiblioFest: Call for Volunteers May 5 & 6

Ms. Bartlett asked for volunteers for BiblioFest: the annual regional public library book sale and festival scheduled for May 5 & 6.

Board Leadership Succession Planning

Mr. Steeves suggested that the Board start planning ahead for the 2018 executive and membership early this year and then feed needs list back to the Towns of Rothesay and Quispamsis prior to the summer break. Discussion ensued. Mr. Steeves asked that the board members' term dates be confirmed prior to the next meeting. The topic will be picked up at the next meeting.

Adjournment: As there was no other business, Mr. Shea moved that the meeting be adjourned at 7:05pm.

Next Meeting: The next meeting is scheduled for May 17, 2017 at 6:00pm at the Library.

Respectfully submitted,



Tiffany Bartlett
Library Director and Secretary to the Board

Kennebecasis Public Library Inc.		OPERATING FUND					
Comparative Income Statement (DRAFT)							
Period ending March 31, 2017		a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>		<u>Annual Budget</u>	<u>Annual Budget Variance</u>
REVENUE							
Library service - Rothesay		21,593	21,593	0		86,373	(64,780)
Library service - Quispamsis		32,328	32,328	0		129,312	(96,984)
Room Rentals, Printer and copies		1,205	975	230		3,899	(2,694)
Donations	272	0	0				0
Miscellaneous Income		157	0	157		0	157
Previous Year's Surplus		246	246	0		984	(738)
TOTAL REVENUE	272	55,529	55,142	386		220,568	(165,039)
EXPENSE							
Operations Expenditures							
Other Expenditures - Restricted Fun	47						0
Books, restricted fund	371						0
Small Equipment and Furniture		449	2,066	1,617		8,265	7,816
Total Capital Expenditures	418	449	2,066	1,617		8,265	7,816
Wages							
Total Wages & Casual Labour		3,298	5,268	1,970		22,550	19,252
General & Administration Expenses							
Building Maintenance		11,014	17,660	6,645		70,638	59,624
Grounds Maintenance		7,685	7,686	1		20,000	12,315
Office		2,650	2,277	(373)		9,100	6,450
Utilities		15,558	15,700	142		52,703	37,145
Accounting, audit and legal		5,917	6,200	283		10,660	4,743
Professional Development		20	500	480		2,000	1,980
Insurance		1,804	1,804	(0)		7,217	5,413
Public Relations		0	750	750		3,000	3,000
Communications		1,423	2,184	761		8,735	7,312
Miscellaneous Expense		51	600	549		2,700	2,649
Program Exp		423	750	327		3,000	2,577
Total General & Admin Expenses		46,546	56,110	9,564		189,753	143,207
TOTAL EXPENSE	418	50,294	63,445	13,151		220,568	170,274
NET INCOME (Deficit)	(146.06)	5,234.89	(8,302)	13,537		0	5,235

Building Maintenance Report

April 2017

- All systems working well
- Fire alarm, back flow preventers and fire extinguisher had annual inspection done by B&G Sprinklers Ltd. Next inspection April 5 2018
- Past month has seen the continuation of spot repairs and painting.
- New peg board installed in staff room for puppets. Wall painted and puppets installed.
- Plowing contractor responding well to bad weather
- Cardboard, book and paper recycling in place and working well.

Respectfully Submitted,

Philip Shedd CET

Librarian's Report April 2017

Staffing and Volunteers

The job posting for the Library Director position was released on April 12th and will close on May 9th. The position was posted as Open – Permanent.

The Library continues to receive casual coverage during this transition period. Succession planning is underway to ensure that public service is not affected in the event that the new Library Director is not in place for the summer months.

Ms. Bartlett and Mrs. Laskey held interviews for the three Summer Reading Club Activity Leader positions the week of April 3rd.

We are eagerly awaiting word back from our Canada Summer Jobs application.

Ms. Laskey is organizing the semi-annual Adult Volunteer Appreciation Event which is scheduled for April 21st at 2pm. We carried forward the tradition of purchasing a book in honor of each volunteer using the book sale revenue. These books will be presented to the volunteers at the event.

The Appreciation Event for our VolunTeens is being planned for Saturday, May 13th.

Programs

- Our intern continued to offer One-On-One Computer Help appointments this month.
- March's puppet show was a reenactment of Robert Munsch's Paper Bag Princess.
- Our puppets are hitting the road to perform at BiblioFest on May 5th.
- Volunteer-run adult programming continues to include: Scrabble Club Mondays, Painter's Circle Wednesdays, Wednesday Welcome Coffee Hour, and Knit Wits on Thursday.
- Waiting lists generated for April offerings of Toddler and Pre-School storytimes.
- Our friends at Talk With Me are offering a multi-week Infant Massage workshop in English in April and in French in May. Registration for the April workshop filled within 4 hours of posting on social media. Our patrons love Talk With Me!
- Mark x provided a free Wills & Estate Planning Information Session on April 6.
- We are offering a "Financial Planning for Small Business and Self-Employed" information session in partnership with Investors Group Rothesay on April 18th.
- We're planning to show Disney's 2016 blockbuster hit "Moana" on April 28th – a PD Day for the schools.

- Modest uptake on our Community Volunteer Income Tax Program. We may consider reducing the number of hours offered for future years.
- Planning has begun for our multiple youth-oriented service streams offered during the summer months.

Collections and Spaces

- Taking into consideration the Board's concerns for durability and longevity of the custom cushion for the children's bench, Mr. Shedd recommended a different material of better quality be ordered for an increase cost of approx. \$300-\$500. Ms. Bartlett authorized this increase. The new cushions are on-order and will hopefully be installed by early May.
- In celebration of Canada 150 we participated in a provincial partnership with Village historique acadien to give away free passes to the historical attraction to anyone with a public library card between March 19-25.
- Lucy Harrigan, Administrative Assistant for the Fundy Library Region, Ms. Laskey, and Ms. Bartlett collaborated on drafting operational procedures for the new cash register workflow. Staff was trained and the new procedures were implemented the week of March 27th. Ms Laskey and Ms. Bartlett have continued to tweak the procedures as required.
- Our face cut-out board got a Dr. Seuss themed update thanks to our friends at E.L.F.

Respectfully Submitted,



Tiffany Bartlett,

Library Director and Secretary to the Board



2017 June 12 Open Session FINAL_046

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

ADDRESS ALL CORRESPONDENCE TO:

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

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

Dr. Matt Alexander
Chairperson

**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMIS, NEW BRUNSWICK
ON WEDNESDAY, APRIL 26, 2017
AT 3:45 P.M.**

REGULAR MEETING

PRESENT:

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

ABSENT:

**Tiffany Mackay French (Rothesay)
Danny Dobson (Quispamsis)**

The Chairman brought the Regular Meeting to Order and asked for an approval of the Agenda for April 26, 2017. **MOVED by Libby O'Hara and SECONDED by Rick MacPhee . MOTION CARRIED.**

**Kennebecasis Regional Joint
Board of Police Commissioners
April 26, 2017
Page 2**

REGULAR MEETING

A Motion was requested by the Chair for the Approval of the Minutes of the Committee of the Whole Meeting of March 22, 2017. **MOVED by Bill Artiss and SECONDED by Nancy Creamer. MOTION CARRIED.**

Declaration of Conflict of Interest – No conflicts were declared and the meeting continued.

Election of New Vice-Chair – The current Vice-Chair has some family issues at present and she has requested to step back to allow somebody else to fill that position and who would have more time to commit to it. The Chairman advised that this was discussed between he and the Vice-Chair commented that she appreciated the Board allowing her to do this and later she may be in a position to step up again. **MOVED by Emil Olsen and Seconded by Bill Artiss that Libby O'Hara be appointed Vice-Chairman.** The Chair asked if there were any further nominations. None were received. **MOTION CARRIED.**

SECRETARY TREASURER'S REPORT

Cherie Madill presented the Financial Statements for the period ending March 31, 2017. She advised that the cash \$428,000 which is slightly less than last year at this time. The Sick Pay/Retirement Investments reflects the dividends during the month. The sales tax recoverable is \$13,000 and last month this was higher because the last six months HST return has been received. She referred to the line item of prepaid expenses which she noted is slightly higher than last year and this is because we have the property tax bill and it has been entered in the prepaid expenses but it has not actually been paid and will be paid on the due date.

Statement of Operations – Revenue is down slightly. This is an item that we have very little control over as it mainly comprised of record checks, fingerprints, motor vehicle accident reports etc. The Secondment line item is slightly higher compared to the budgeted figure but we know that this is going to change because the first three months we have the three secondments but this will change because of the loss of one and maybe two of our secondments.

EXPENDITURES – Crime control salaries are under budget. We knew this going into 2017 because we have three positions, two of which are presently being filled by temporary term officers and one that is vacant. Communications is slightly under budget. Uniforms are slightly over budget. Investigations - The informant fund was reimbursed for some expenses incurred which will bring this line item more in tune with the budgeted figure. The Crime Control category is under budget by \$79,000.

**Kennebecasis Regional Joint
Board of Police Commissioners
April 26, 2017
Page 3**

REGULAR MEETING

VEHICLES – In this category the maintenance and repairs line item is in a good position. No new vehicles or equipment have been purchased as of yet.

BUILDING – This category is on-line with the budgeted figure.

ADMINISTRATION – At present this category is under budget because of the vacancy of the 4th manager but as the Chief advised this person will be in place May 1 for a period of six months. Professional fees are slightly under budget because we are not in receipt of the Auditor's bill as of yet. Labor Relations is up over last month because of the receipt of an invoice. There is no figure in the Sick pay/Retirement as of yet this year as this is completed near the end of the year.

At present there is a surplus of \$148,000.

TELECOM FUND

At present there is a surplus of \$726.00.

Mr. MacPhee asked if there was any more on the Retirees Health Plan. He was advised that Mr. Dobson was scheduling a meeting when he returned.

Cherie pointed out that the TD Wealth Statement was also contained in the packages and that the Market Value had increased \$6,000 and the Board has not deposited anything into the account to cause this increase and normally we receive the dividends which is reflected on the statement as well.

MOVED BY Rick MacPhee and SECONDED by Bill Artiss to accept the Secretary Treasurer's report as circulated. MOTION CARRIED.

CHIEF'S REPORT

Training - Chief Palmer advised of the following training courses that members attended during the month.

March 27-29, 2017 – Our three ETS members attended training.

March 28 – April 13, 2017 – Sgt. Joe Cantelo attended the Senior Police Administration Course.

**Kennebecasis Regional Joint
Board of Police Commissioners
April 26, 2017
Page 4**

REGULAR MEETING

Deputy Chief Giggey attended a one day Communications Seminar in Fredericton.

Chief Palmer and Deputy Chief Giggey attended the Stewart McKelvey 2017 Labor and Employment Law Seminar.

A one day Forensic Pathology Symposium held at the Saint John Regional Hospital and four of our members were in attendance.

Three members attended a Coach Officers training session April 18 – 19, 2017 in Saint John.

Cpl. Tom White was attending a Collision Investigation Level 4 Course at the Ontario Police College.

Two members attended a training session on April 19-20 entitled "Understanding the Neurobiology of Trauma at the Hope Center in Saint John.

Presently there are three officers in New York attending a tactical training course. This is part of our self-initiated training course and is something they wanted to do as part of their duties with the ETS team and as such they have committed a significant amount of their own time and money to this.

Meetings -

Chief Palmer advised that he had attended the Lieutenant Governor's Aide-de-Camp meetings and formal dinner.

A/Inspector MacDougall attended the Regional Child Advocacy Service Delivery Group.

Chief Palmer attended the Hestia House Board Meeting.

Deputy Chief Giggey was presently in Fredericton attending a PIMITS User Group meeting.

Chief Palmer referred the Board members with the Stats Sheet contained in their packages and advised that the Traffic Stats indicated that motor vehicle accidents were increased in the first quarter of 2017. He didn't feel that this was statistically significant due to the winter driving conditions.

**Kennebecasis Regional Joint
Board of Police Commissioners
April 26, 2017
Page 5**

REGULAR MEETING

Mr. Artiss suggested that another column be added to the statistics. He would like to see three columns namely, Year to Date, Last Month and This Month.

Items of Interest

Chief Palmer advised that he wanted the members to know that he advises the Board the good work that the members do on a daily basis. He advised the members present at this meeting that he cannot speak to those specific files in open session but wanted them to know that he does make the Board aware of what they are doing.

The Chief wanted to confirm in open session that Cst. Anika Becker will be assuming the position of A/Inspector of Administration on May 1st, 2017 and that Cpl. Mary Henderson will be assuming the position of A/Inspector of Operations on May 29, 2017.

Chief Palmer advised that on March 30th the FIIU Commendation Ceremony was held at the Quispamsis Town Hall.

Chief Palmer advised that in Cpl. Belliveau's report he mentions that our Facebook page receives a lot of interest and some complaints are received through this page. Cpl. Belliveau tries to place as many pictures on the page as he can. He provided the Board with pictures that Cpl. Belliveau had taken at different public relations events.

Cpl. Belliveau attended Kid's Zone on the Hampton Road to deliver a safety lecture. He attended the Crime Prevention Association of New Brunswick meeting in Fredericton. Cpl. Belliveau, Cst. Lee, Cst. Curren, Aux. Cst. Breau attended The Children's Wish Foundation Princess and Hero's Tea Party at the Convention Center in Saint John. Ambulance New Brunswick and the RCMP were also in attendance at this event.

Cst. Lee attended the ecole des pionniers and delivered an anti-bullying presentation.

Cst. McAllister delivered a lecture on Senior's Safety at the Memory Café at St. Paul's Church.

Chaplain Gillies hosted a clergy course in our Boardroom with some interested clergy in the area. They discussed topics such as internet safety, drug awareness and also sudden death and next-of-kin notification.

Cst. Lee was nominated by Cpl. Belliveau and was given an award by the Town of Quispamsis for his public relations volunteer work.

**Kennebecasis Regional Joint
Board of Police Commissioners
April 26, 2017
Page 6**

REGULAR MEETING

Cpl. Belliveau, Cst. McAllister and Aux. Cst. Cleveland were honored by the Fairvale Outing Association for their contribution.

Cst. Kelley McIntyre and Cst. Lee attended several Senior's housing complexes and delivered treat bags to the seniors'. The campaign was called "Brighten the Valley with Cheer Campaign."

Cpl. Belliveau is working on "A Hot Pursuit Barbeque Cook Off". This is a rib fest and a challenge for anyone who thinks they cook good ribs. Mr. Artiss asked how many teams were entered. Cpl. Belliveau advised there are 3 or 4 teams signed up and he is trying for 15.

Chief Palmer advised that the D.A.R.E. Program is about half way completed for this year.

There is a Bowling for Kid's Sake event being held on Saturday, April 28th. Our Force has two teams entered.

The Annual Bicycle and Assorted Items Auction is scheduled for June 3 here at the police headquarters building.

COMMITTEE REPORTS

Personnel – Nothing to Report.

Building and Grounds – Mr. Olsen advised the Board that in relation to the grounds maintenance for the summer season, we had received three quotes. These were from Ernie's Landscaping in the amount of \$4,927.75 including HST; Urban Landscaping in the amount of \$4,021.32 including HST; and Homestar in the amount of \$2,000.00 + HST. **MOVED BY Emil Olsen for the acceptance of the proposal from Homestar. Seconded by Peter Bourque. Mr. Artiss asked if they were the same firm as last year and everything was satisfactory. He was advised it was. MOTION CARRIED.**

Insurance – Mr. Bourque advised that at the last meeting of the Board, it was approved to spend \$2,500.00 for liability coverage. Mr. Bourque advised that he has been speaking with the broker and trying to obtain a higher limit. The insurer has

**Kennebecasis Regional Joint
Board of Police Commissioners
April 26, 2017
Page 7**

REGULAR MEETING

agreed they will double the limits from \$250,000 to \$500,000 for an increase in premium of \$750.00. Mr. Bourque advised he would like to propose an amendment to the Motion from the last meeting to reflect the additional \$750.00 in premiums and the total premium would be \$3,250.00. It was suggested that a new Motion should be made. **MOVED BY Peter Bourque and SECONDED BY Bill Artiss that the additional liability insurance be obtained in the amount of \$500,000 at a premium of \$3,250.00. MOTION CARRIED.**

Transportation – Nothing to Report.

Communications – The Chair advised that the RCMP recently transferred over to the secure network. The Board had purchased the new radios a couple of years ago and he asked if at some point we too would be moving to the new system. The Chief advised that D/C Giggey is still in this process and the radios are presently being tested.

Policy Committee - Mr. Artiss advised he would like to get together with Libby and Rick after this meeting to arrange for a meeting. He advised that he wants to go through the Board Policy and insert some footnotes where there are things that are stated in the document, to make it either comply with the Police Act or the Agreement between the two Municipalities. He advised there are a number of discrepancies at present and if someone in future decides to change something that is contained in the document, the reason that it is there is referenced by the Police Act or the Agreement between the two Municipalities and these cannot be changed by the Board.

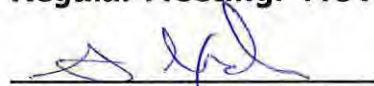
Regional Services Commission – Nothing to Report.

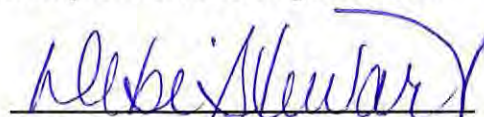
Sick Pay/Retirement Ad Hoc Committee - We are awaiting Mr. Dobson's return from vacation.

CORRESPONDENCE – None received.

NEW BUSINESS - Nothing to report.

MOVED BY Emil Olsen and SECONDED BY Libby O'Hara to adjourn the Regular Meeting. MOTION CARRIED.


CHAIR


SECRETARY

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

	<u>2017</u>	<u>2016</u>
-----Financial assets-----		
Cash - General	507,770	568,176
Sick Pay/ Retirement Investments	855,734	781,717
Accounts Receivable	47,982	32,825
Sales tax recoverable	18,344	16,823
	<u>1,429,829</u>	<u>1,399,541</u>
----Liabilities-----		
Accounts payable and accrued	395,015	284,794
Vested sick leave/retirement accrual	756,978	820,466
Sick leave replacement	13,299	13,299
Accrued pension benefit liability	749,100	915,100
Debenture payable	<u>1,210,000</u>	<u>1,338,000</u>
	<u>3,124,391</u>	<u>3,371,659</u>
NET ASSETS (DEBT)	<u>-1,694,562</u>	<u>-1,972,118</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,776,370	3,594,248
Accumulated amortization	<u>-1,426,406</u>	<u>-1,287,060</u>
	<u>2,349,964</u>	<u>2,307,188</u>
Unamortized Debenture costs	9,725	10,897
Prepaid expenses	<u>130,228</u>	<u>93,105</u>
	<u>2,489,917</u>	<u>2,411,191</u>
ACCUMULATED SURPLUS	<u>795,355</u>	<u>439,073</u>
 Assets	 3,919,746	 3,810,731
Liabilities	3,919,746	3,810,731

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
April 30, 2017

	<u>2017</u>			<u>2016</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
Millennium Drive				
Land	194,248			194,248
Building - Roof	42,677			42,677
Mechanical	250,628			250,628
Electrical	330,543			330,543
Other	520,640			520,640
Structure	1,106,997			1,106,997
	2,251,484	0		2,251,484
Accumulated amortization	-690,096	-66,022		-756,117
Net book value of Building	1,561,389	-66,022	0	1,495,367
Paving	52,600			52,600
Accumulated amortization	-27,615	-2,630		-30,245
Net book value of paving	24,985	-2,630	0	22,355
Landscaping	3,268			3,268
Accumulated amortization	-3,268			-3,268
Net book value of landscaping	0	0	0	0
Furnishings	177,330	21,058		198,387
Accumulated amortization	-93,098	-9,393		-102,491
Net book value of furnishings	84,232	11,665	0	95,896
Machinery & equipment	61,696	26,605		88,300
Accumulated amortization	-46,684	-3,096		-49,781
Net book value of equipment	15,011	23,508	0	38,520
Information technology equipment	278,729	62,184		340,913
Accumulated amortization	-119,484	-48,514		-167,998
Net book value of IT equipment	159,245	13,670	0	172,915
Vehicles	574,893	161,469	-89,193	647,169
Accumulated amortization	-306,814	-92,885	83,193	-316,506
Net book value of vehicles	268,079	68,584	-6,000	330,663
Total Tangible Capital assets	3,594,248	271,316	-89,193	3,776,370
Total Accumulated amortization	-1,287,060	-222,540	83,193	-1,426,406
Net Book Value	2,307,188	48,776	-6,000	2,349,964

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
FOUR MONTHS ENDING APRIL 30, 2017

Page 3

	----- FOUR MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	14,640	-27%	\$21,681	\$20,000	\$60,000
Taxi & Traffic Bylaw	3,476	109%	5,987	1,667	5,000
Interest income	1,545	-7%	1,545	1,667	5,000
Retirement investment income	6,628	5%	5,344	6,333	19,000
Retirement gains/-losses	-4,218				
Secondments	87,526	-11%	129,159	98,000	294,000
	<u>109,596</u>	-14%	<u>163,716</u>	<u>127,667</u>	<u>383,000</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	1,071,958	-7%	\$1,090,276	1,152,111	\$3,456,334
Benefits	213,406	-7%	214,122	230,422	691,267
Training	12,697	-6%	7,954	13,500	40,500
Equipment	1,366	-80%	1,322	6,667	20,000
Equip repairs & IT support	862	-35%	1,320	1,333	4,000
Communications	19,694	-28%	21,224	27,400	82,200
Office function	5,839	9%	4,621	5,333	16,000
Leasing	4,255	4%	3,520	4,100	12,300
Policing-general	11,291	4%	11,252	10,833	32,500
Insurance	3,762	-3%	3,762	3,880	11,639
Uniforms	17,058	42%	14,376	12,000	36,000
Prevention/p.r.	2,378	2%	1,325	2,333	7,000
Investigations	12,681	31%	7,147	9,667	29,000
Detention	8,700	0%	8,620	8,700	26,100
Taxi & Traffic Bylaw	422	153%	259	167	500
Auxillary		-100%	70	500	1,500
Public Safety	11,314	0%	9,333	11,314	33,943
	<u>1,397,685</u>	-7%	<u>1,400,503</u>	<u>1,500,261</u>	<u>4,500,783</u>
VEHICLES					
Fuel	32,839	-6%	27,041	35,000	105,000
Maint./repairs	20,878	-26%	19,950	28,333	85,000
Insurance	8,726	25%	6,772	6,976	20,928
New vehicles		-100%	18,968	25,333	76,000
Equipment		-100%		2,000	6,000
	<u>62,443</u>	-36%	<u>72,731</u>	<u>97,643</u>	<u>292,928</u>

\$168,428

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
NOTES TO THE FINANCIAL STATEMENTS
April 30, 2017

pg 5

STATEMENT OF FINANCIAL POSITION

BANK balance		507,770 at April 30
ACCOUNTS PAYABLE balance	395,015	
Debenture costs to be paid in June & December	-52,958	

Current Accounts Payable		342,057 Paid in May

Extra (Shortfall) in bank account		165,713

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

STATEMENT OF OPERATIONS

Revenue:

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

Crime Control:

- * Salaries - three vacancies are currently being filled by temporary terms
- * Benefits Health insurance 2017: \$50,467 2016: \$51,082
 Retirees health insurance 2017: \$933 2016: \$582
 The retirees paid \$933 less than the actual costs in 2017

Overtime costs at Apr 22, 2017	\$4,670
OT	\$1,978
Call out OT	\$95
Court OT	\$2,597
 Overtime costs at Apr 23, 2016	 \$6,029
OT	\$1,828
Call out OT	\$484
Court OT	\$3,717
 Change over prior year	 OT \$150
	Call out OT -\$389
	Court OT <u>-\$1,120</u>
	<u>-\$1,359</u>

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

Administration:

- * Benefits Health Insurance 2017: \$10,278 2016: \$13,442

Telecom:

- * Retirees health insurance 2017: \$-389 2016: \$-499
 This year with only one retiree the costs are less

2017 Call Report

2017June12OpenSessionFINAL 058

	April	May-17	YEAR TO DATE (May 17, 2017)
911 Calls	16	9	63
Alarm	25	18	136
Animal Complaint	4	3	25
Assault	7	5	27
Assist Other Agency	10	10	28
Assist Public	17	3	55
Breach Court Order	1		6
Breach of Peace			5
Break & Enter	3	1	8
Child Welfare			5
Civil Matter	8		10
Disturbances	16	3	30
Domestic Dispute	11	6	54
Driving Complaint	3	4	9
Drug Complaint	9	1	24
Family Services	2		2
Found Property	9	1	18
Fraud	8	3	28
Harassment	2	2	21
Hit & Run	1		8
Impaired Driving Complaint	9	6	30
Internet Complaint			2
Intoxicated Person	1		2
Liquor Control Act	3	2	6
Lost Property	1		3
Mental Health	12	4	26
Mischief	6	4	17
Missing Person	1	4	9
Motor Vehicle Accidents	23	9	147
Noise Complaint	2		7
Off Road Vehicle Complaint	1		1
Parking	3	1	19
Police Assist			7
Police to Fire	5	2	16
Police to Medical Call	10	2	29
Possession of a Weapon			1
Possible Impaired Driver			6
Property Lost			4
Public Relations	8	4	17
Request for Service		2	11
Suspended Driver	1	1	3
Suspicious Activity	15	1	35
Suspicious Person	5	11	23
Theft	17	9	62
Threats	3	4	13
Tickets	113	40	437
Traffic Complaint	20	18	99
Trepass	1		3
Weapons Complaint			1
Welfare Check		2	4

Town of Rothesay

General Fund Financial Statements

April 30, 2017

Includes:

General Capital Fund Balance Sheet	G2
General Reserve Fund Balance Sheet	G3
General Operating Fund Balance Sheet	G4
General Operating Revenue & Expenditures	G5-G9
Variance Report	G10
Project Funding - April	G11
Project Funding - May - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 4/30/17

ASSETS

Capital Assets - General Land	4,405,176
Capital Assets - General Fund Land Improvements	7,807,424
Capital Assets - General Fund Buildings	5,201,476
Capital Assets - General Fund Vehicles	1,877,070
Capital Assets - General Fund Equipment	3,191,957
Capital Assets - General Fund Roads & Streets	37,051,033
Capital Assets - General Fund Drainage Network	18,624,607
Capital Assets - Under Construction - General	-
	<hr/> 78,158,742

Accumulated Amortization - General Fund Land Improvements	(2,507,159)
Accumulated Amortization - General Fund Buildings	(2,079,182)
Accumulated Amortization - General Fund Vehicles	(1,236,327)
Accumulated Amortization - General Fund Equipment	(930,882)
Accumulated Amortization - General Fund Roads & Streets	(17,964,076)
Accumulated Amortization - General Fund Drainage Network	(6,174,905)
	<hr/> (30,892,530)

\$ 47,266,212

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(724,040)
Total Long Term Debt	8,977,000

Total Liabilities \$ 8,252,960

Investment in General Fund Fixed Assets	39,013,252
---	------------

\$ 47,266,212

Town of Rothesay
 Balance Sheet - General Fund Reserves
 4/30/17

ASSETS

BNS General Operating Reserve #214-15	792,430
BNS General Capital Reserves #2261-14	1,009,333
BNS - Gas Tax Reserves - GIC	4,246,450
Gen Reserves due to/from Gen Operating	10,070
	<u>\$ 6,058,284</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,081,145
Invest. in General Capital Reserve	863,066
General Gas Tax Funding	165,306
Invest. in General Operating Reserve	799,997
Invest. in Land for Public Purposes Reserve	97,261
Invest. in Town Hall Reserve	51,508
	<u>\$ 6,058,284</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 4/30/17

CURRENT ASSETS

Cash	2,090,652
Receivables	56,881
HST Receivable	232,534
Inventory	52,153
Gen Operating due to/from Util Operating	234,183
Total Current Assets	<u>2,666,403</u>
Other Assets:	
Projects	<u>338,670</u>
	<u>338,670</u>
TOTAL ASSETS	<u><u>3,005,073</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	634,501
Other Payables	365,235
Gen Operating due to/from Gen Reserves	10,070
Gen Operating due to/from Gen Capital	724,040
Accrued Sick Leave	13,300
Accrued Pension Obligation	142,000
Accrued Retirement Allowance	320,425
Def. Rev-Quispamsis/Library Share	70,395
TOTAL LIABILITIES	<u><u>2,279,966</u></u>

EQUITY

Retained Earnings - General	(75,098)
Surplus/(Deficit) for the Period	<u>800,205</u>
	<u>725,107</u>
	<u><u>3,005,073</u></u>

Town of Rothesay

Statement of Revenue & Expenditure
4 Months Ended 4/30/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,277,635	1,277,635	5,110,540	5,110,541	(1)		15,331,622
Sale of Services	37,083	23,458	133,284	130,333	2,951		339,700
Services to Province of New Brunswick	5,000	5,000	20,000	20,000	0		60,000
Other Revenue from Own Sources	4,463	7,682	38,097	30,727	7,370		92,180
Unconditional Grant	9,998	9,997	39,986	39,989	(3)		119,968
Conditional Transfers	2,500	1,500	2,500	1,500	1,000		21,500
Other Transfers	0	0	240,030	240,030	(0)		930,030
	<u>\$1,336,678</u>	<u>\$1,325,273</u>	<u>\$5,584,437</u>	<u>\$5,573,120</u>	<u>\$11,317</u>		<u>\$16,895,000</u>
EXPENSES							
General Government Services	119,090	122,023	712,829	759,042	46,212		2,039,246
Protective Services	349,133	351,280	1,775,225	1,782,920	7,695		4,785,048
Transportation Services	259,041	270,018	1,281,971	1,351,046	69,074		3,329,876
Environmental Health Services	46,385	47,083	187,318	188,333	1,015		620,000
Environmental Development	35,472	46,865	201,569	241,957	40,387		633,947
Recreation & Cultural Services	196,233	208,772	624,152	671,127	46,975		1,991,932
Fiscal Services	264	350	1,167	1,400	233		3,494,951
	<u>\$1,005,619</u>	<u>\$1,046,391</u>	<u>\$4,784,232</u>	<u>\$4,995,825</u>	<u>\$211,593</u>		<u>\$16,895,000</u>
Surplus (Deficit) for the Year	<u>\$331,059</u>	<u>\$278,881</u>	<u>\$800,205</u>	<u>\$577,295</u>	<u>\$222,910</u>		<u>\$ -</u>

Town of Rothesay
Statement of Revenue & Expenditure
4 Months Ended 4/30/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	5,350	2,500	10,250	10,000	250		30,000
Town Hall Rent	922	833	1,922	3,333	(1,412)		10,000
Arena Revenue	26,381	17,000	114,396	112,000	2,396		236,200
Community Garden	(40)	125	(40)	500	(540)		1,500
Recreation Programs	4,470	3,000	6,757	4,500	2,257		62,000
	<u>37,083</u>	<u>23,458</u>	<u>133,284</u>	<u>130,333</u>	<u>2,951</u>		<u>339,700</u>
Other Revenue from Own Sources							
Licenses & Permits	3,155	7,083	15,422	28,333	(12,911)	1	85,000
Recycling Dollies & Lids	83	42	144	167	(22)		500
Interest & Sundry	839	417	2,793	1,667	1,126		5,000
Miscellaneous	385	140	19,716	560	19,156	2	1,680
History Book Sales	0	0	21	0	21		0
	<u>4,463</u>	<u>7,682</u>	<u>38,097</u>	<u>30,727</u>	<u>7,370</u>		<u>92,180</u>
Conditional Transfers							
Canada Day Grant	2,500	1,500	2,500	1,500	1,000		1,500
Grant - Other	0	0	0	0	0		20,000
	<u>2,500</u>	<u>1,500</u>	<u>2,500</u>	<u>1,500</u>	<u>1,000</u>		<u>21,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	10,030	10,030	(0)		10,030
Utility Fund Transfer	0	0	230,000	230,000	0		920,000
	<u>0</u>	<u>0</u>	<u>240,030</u>	<u>240,030</u>	<u>(0)</u>		<u>930,030</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,245	3,092	11,977	12,367	390		37,100
Councillors	8,706	8,862	34,547	35,448	901		106,343
Regional Service Commission 9	0	1,073	1,073	2,146	1,073		4,291
NMNB-FCM Local Gov'ts for Sustainability	0	0	9,000	9,000	0		9,000
Other	1,131	1,417	3,687	4,667	980		13,000
	<u>13,081</u>	<u>14,443</u>	<u>60,284</u>	<u>63,627</u>	<u>3,343</u>		<u>169,734</u>
Administrative							
Office Building	6,286	9,483	73,473	78,533	5,061		142,700
Solicitor	725	4,167	12,437	16,667	4,230		50,000
Administration - Wages & Benefits	70,515	69,770	307,957	313,110	5,153		955,300
Supplies	4,559	9,658	20,594	47,133	26,539	3	133,900
Professional Fees	5,475	2,500	11,732	10,000	(1,732)		30,000
Other	13,182	7,676	42,152	35,488	(6,665)	4	84,724
	<u>100,741</u>	<u>103,254</u>	<u>468,345</u>	<u>500,931</u>	<u>32,586</u>		<u>1,396,624</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	667	2,519	2,667	147		8,000
Civic Relations	18	333	1,063	1,333	270		4,000
Insurance	0	417	160,894	163,757	2,863		167,090
Donations	5,250	2,909	11,925	18,727	6,802	5	42,000
Cost of Assessment	0	0	0	0	0		243,798
Property Taxes - L.P.P.	0	0	7,799	8,000	201		8,000
	5,268	4,326	184,200	194,484	10,284		472,888
	119,090	122,023	712,829	759,042	46,212		2,039,246
Protective Services							
Police							
Police Protection	190,153	190,153	760,610	760,610	0		2,281,831
Crime Stoppers	0	0	2,800	2,800	0		2,800
	190,153	190,153	763,410	763,410	0		2,284,631
Fire							
Fire Protection	146,449	146,606	585,798	586,426	628		1,951,164
Water Costs Fire Protection	0	0	375,000	375,000	0		375,000
	146,449	146,606	960,798	961,426	628		2,326,164
Emergency Measures							
911 Communications Centre	11,646	11,646	46,584	46,584	(0)		139,753
EMO Director/Committee	0	1,250	0	5,000	5,000		15,000
	11,646	12,896	46,584	51,584	5,000		154,753
Other							
Animal & Pest Control	885	792	1,830	3,167	1,337		9,500
Other	0	833	2,603	3,333	731		10,000
	885	1,625	4,432	6,500	2,068		19,500
Total Protective Services	349,133	351,280	1,775,225	1,782,920	7,695		4,785,048

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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)	133,261	139,529	620,892	670,591	49,699	6	1,834,278	
Workshops, Yards & Equipment	46,093	41,104	236,383	206,415	(29,968)	7	535,245	
Engineering	0	625	2,062	2,500	438		7,500	
	179,353	181,258	859,336	879,506	20,170		2,377,023	
Street Cleaning & Flushing								
Roads & Streets	5,172	3,667	5,501	10,667	5,166	8	40,000	
Crosswalks & Sidewalks	1,443	6,250	2,464	25,000	22,536		75,000	
Culverts & Drainage Ditches	513	1,302	6,231	5,206	(1,025)		14,353	
Snow & Ice Removal	9,982	5,000	12,971	20,000	7,029		60,000	
	32,660	34,667	308,338	312,667	4,329		470,000	
	49,771	50,885	335,505	373,540	38,034		659,353	
Street Lighting								
	11,216	12,167	46,853	48,667	1,814		146,000	
Traffic Services								
Street Signs	0	1,250	2,395	5,000	2,605		15,000	
Traffic Lanemarking	0	5,000	5,797	10,000	4,203		20,000	
Traffic Signals	1,248	2,083	7,218	8,333	1,115		25,000	
Railway Crossing	1,212	1,667	5,188	6,667	1,479		20,000	
	2,461	10,000	20,599	30,000	9,401		80,000	
Public Transit								
Public Transit - Comex Service	16,094	15,500	16,094	15,500	(594)		62,000	
KV Committee for the Disabled	0	0	3,000	3,000	0		3,000	
Public Transit - Other	146	208	584	833	249		2,500	
	16,240	15,708	19,678	19,333	(345)		67,500	
Total Transportation Services								
	259,041	270,018	1,281,971	1,351,046	69,074		3,329,876	
Environmental Health Services								
Solid Waste Disposal Land Fill	15,471	15,833	64,569	63,333	(1,236)		190,000	
Solid Waste Disposal Compost	1,485	2,083	4,511	8,333	3,823		25,000	
Solid Waste Collection	21,864	21,667	87,455	86,667	(788)		260,000	
Solid Waste Collection Curbside Recycling	7,566	7,500	30,262	30,000	(262)		90,000	
Clean Up Campaign	0	0	521	0	(521)		55,000	
	46,385	47,083	187,318	188,333	1,015		620,000	
Environmental Development Services								
Planning & Zoning								
Administration	27,330	31,121	169,700	178,983	9,283	9	441,825	
Planning Projects	940	8,333	3,062	33,333	30,271		100,000	
Heritage Committee	0	208	0	833	833		2,500	
	28,270	39,663	172,762	213,149	40,387		544,325	
Economic Development Comm.								
Tourism	7,202	7,202	28,807	28,807	(0)		86,422	
	0	0	0	0	0		3,200	
	7,202	7,202	28,807	28,807	(0)		89,622	
	35,472	46,865	201,569	241,957	40,387		633,947	

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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	16,226	17,285	98,659	96,803	(1,856)		243,246
Apartment Buildings	0	0	57	0	(57)		0
Beaches	0	0	484	0	(484)		53,400
Rothsay Arena	35,155	37,480	117,662	125,702	8,041	10	313,080
Memorial Centre	2,424	4,750	19,221	27,000	7,779		65,000
Summer Programs	960	804	1,860	804	(1,056)		58,944
Parks & Gardens	25,485	29,667	109,065	114,667	5,602		568,400
Rothsay Common Rink	4,768	1,909	33,557	34,034	477		48,401
Playgrounds and Fields	3,306	9,167	8,075	36,667	28,592	11	110,000
Regional Facilities Commission	99,445	99,445	198,890	198,890	0		397,780
Kennebecasis Public Library	7,198	7,198	28,791	28,794	3		86,381
Big Rothsay Road	0	25	0	100	100		300
Special Events	1,267	833	6,662	6,833	171		44,500
Rothsay Living Museum	0	208	1,169	833	(336)		2,500
	<u>196,233</u>	<u>208,772</u>	<u>624,152</u>	<u>671,127</u>	<u>46,975</u>		<u>1,991,932</u>
Fiscal Services							
Debt Charges							
Interest	264	350	1,167	1,400	233		252,951
Debenture Payments	0	0	0	0	0		985,000
	<u>264</u>	<u>350</u>	<u>1,167</u>	<u>1,400</u>	<u>233</u>		<u>1,237,951</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,247,000
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,257,000</u>
	<u>264</u>	<u>350</u>	<u>1,167</u>	<u>1,400</u>	<u>233</u>		<u>3,494,951</u>

Town of Rothesay

Variance Report - General Fund

4 months ending April 30, 2017

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Licences & Permits	\$ 15,422	\$ 28,333	\$ (12,911)	Fewer permits to date vs prior years and budget
2	Miscellaneous Revenue	\$ 19,716	\$ 560	\$ 19,156	Sale of used equipment
Expenses					
General Government					
3	Supplies	\$ 20,594	\$ 47,133	\$ 26,539	Information Systems not purchased yet
4	Administrative - Other	\$ 42,152	\$ 35,488	\$ (6,664)	WHSCC high due to claims history
5	Donations	\$ 11,925	\$ 18,727	\$ 6,802	Requests not yet received
Protective Services					
		\$ -			
Transportation					
6	Administration (Wages & Benefits)	\$ 620,892	\$ 670,591	\$ 49,699	Wages under budget and timing re benefits to be posted
7	Workshops, Yards & Equipment	\$ 236,383	\$ 206,415	\$ (29,968)	Maintenance on heating system, telephone costs high
8	Roads & Streets	\$ 2,464	\$ 25,000	\$ 22,536	Road repairs late starting
Environmental Health					
		\$ -			
Environmental Development					
9	Planning Projects	\$ 3,062	\$ 33,333	\$ 30,271	Timing
Recreation & Cultural Services					
10	Rothsay Arena	\$ 117,662	\$ 125,702	\$ 8,040	Refrigeration Plant Maintenance under budget
11	Playgrounds & Fields	\$ 8,075	\$ 36,667	\$ 28,592	Timing
Fiscal Services					
		\$ -			

Total \$ 135,847
Variance per Statement \$ 211,593
Explained 64.20%

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Town of Rothesay

Capital Projects 2017
General Fund
4 Months Ended 4/30/17

	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
General Government						
General Gov't Equipment Purchases G-2017-006	95,000	-	95,000	Town Hall		40,000
Total General Government	95,000	-	95,000	IT		55,000
						<u>95,000</u>
Protective Services						
Protective Serv. Equipment Purchases P-2017--005	78,500	-	78,500			
Total Protective Services	78,500	-	78,500			
Transportation						
Engineering 2018 Streets T-2017-007	60,000	17,004	42,996	Asphalt Recycler	Budget	Actual
Underground Diesel Storage Tank T-2017-008	90,000	-	90,000	Sidewalk Plow	110,000	113,672
Asphalt/Microseal T-2017-001	1,325,000	15,542	1,309,458	Tandem Dump	190,000	
Trail Connector/Crossing T-2016-017	1,037,000	-	1,037,000	Single Axle Dump	250,000	
Transportation Equipment Purchases T-2017-003	1,050,000	113,672	936,328	Loader	225,000	
					275,000	
Total Transportation	3,562,000	146,218	3,415,782		<u>1,050,000</u>	<u>113,672</u>
Recreation						
Recreation Equipment Purchases R-2016-003	47,500	7,613	39,887	Mower	7,500	7,613
Total Recreation	47,500	7,613	39,887	Master Plan/Scribner	40,000	
					<u>47,500</u>	<u>7,613</u>
Total						
	\$ 3,783,000	\$ 153,831	\$ 3,629,169			
Not yet assigned:						
Designated Highway	1,140,000					
Sidewalk	225,000					
	<u>1,365,000</u>					
Carryovers						
Funded from Reserves						
Curb & Sidewalk Parkdale/Chapel T-2016-006		11,758				
Asphalt Resurfacing T-2016-009		1,953				
RA5 River Road T-2016-013		5,645				
Wells Trail R-2014-019		1,013				
General Specifications T-2017-002		3,713				
Backhoe		160,757				
		<u>184,839</u>				
Total	\$ 5,148,000	\$ 338,670	\$ 3,629,169			
Funding:						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
General Government	95,000	40,000				55,000
Protective Services	78,500					78,500
Transportation	4,927,000	110,000	1,165,000	1,546,000		2,106,000
Recreation	47,500	40,000				7,500
	<u>\$ 5,148,000</u>	<u>\$ 190,000</u>	<u>\$ 1,165,000</u>	<u>\$ 1,546,000</u>	<u>\$ -</u>	<u>\$ 2,247,000</u>

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DRAFT**Town of Rothesay**

Capital Projects 2017
General Fund
5 Months Ended 5/31/17

	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
General Government						
General Gov't Equipment Purchases G-2017-006	95,000	-	95,000	Town Hall		40,000
Total General Government	95,000	-	95,000	IT		55,000
						<u>95,000</u>
Protective Services						
Protective Serv. Equipment Purchases P-2017--005	78,500	-	78,500			
Total Protective Services	78,500	-	78,500			
Transportation						
Engineering 2018 Streets T-2017-007	60,000	17,004	42,996	Asphalt Recycler	Budget	Actual
Underground Diesel Storage Tank T-2017-008	90,000	-	90,000	Sidewalk Plow	110,000	113,672
Asphalt/Microseal T-2017-001	1,325,000	15,542	1,309,458	Tandem Dump	190,000	150,926
Trail Connector/Crossing T-2016-017	1,037,000	-	1,037,000	Single Axle Dump	250,000	
Transportation Equipment Purchases T-2017-003	1,050,000	264,597	785,403	Loader	225,000	
					275,000	
Total Transportation	3,562,000	297,143	3,264,857		<u>1,050,000</u>	<u>264,597</u>
Recreation						
Recreation Equipment Purchases R-2016-003	47,500	7,613	39,887	Mower	7,500	7,613
Total Recreation	47,500	7,613	39,887	Master Plan/Scribner	40,000	
					<u>47,500</u>	<u>7,613</u>
Total						
	\$ 3,783,000	\$ 304,756	\$ 3,478,244			
Not yet assigned:						
Designated Highway	1,140,000					
Sidewalk	225,000					
	<u>1,365,000</u>					
Carryovers						
Funded from Reserves						
Curb & Sidewalk Parkdale/Chapel T-2016-006		11,758				
Asphalt Resurfacing T-2016-009		1,953				
RA5 River Road T-2016-013		5,645				
Wells Trail R-2014-019		1,013				
Backhoe		160,757				
General Specifications T-2017-002		3,713				
		<u>184,839</u>				
Total						
	\$ 5,148,000	\$ 489,596	\$ 3,478,244			
Funding:						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
General Government	95,000	40,000				55,000
Protective Services	78,500					78,500
Transportation	4,927,000	110,000	1,165,000	1,546,000		2,106,000
Recreation	47,500	40,000				7,500
	<u>\$ 5,148,000</u>	<u>\$ 190,000</u>	<u>\$ 1,165,000</u>	<u>\$ 1,546,000</u>	<u>\$ -</u>	<u>\$ 2,247,000</u>

Town of Rothesay

Utility Fund Financial Statements

April 30, 2017

Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Project Listing - April	U6
Project Listing - May - Draft	U7

Town of Rothesay
Capital Balance Sheet
As at 4/30/17

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	2,650,356
Capital Assets Utilities Land	178,555
Capital Assets Utilities Buildings	1,646,579
Capital Assets Utilities Equipment	51,635
Capital Assets Utilities Water System	26,000,316
Capital Assets Utilities Sewer System	16,683,992
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	79,998
	<u>47,553,473</u>

Accumulated Amortization Utilites Buildings	(381,180)
Accumulated Amortization Utilites Water System	(6,122,510)
Accumulated Amortization Utilites Sewer System	(7,571,316)
Accumulated Amortization Utilites Land Improvement:	(42,031)
Accumulated Amortization Utilites Equipment	(15,330)
Accumulated Amortization Utilites Roads & Streets	(7,341)
	<u>(14,139,708)</u>

TOTAL ASSETS

33,413,765

LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	7,718,850
Total Liabilities	<u>8,367,890</u>

EQUITY

Investments:

Investment in Fixed Assets	25,045,873
Total Equity	<u>25,045,873</u>

TOTAL LIABILITIES & EQUITY

33,413,763

Town of Rothesay

Utility Reserve Balance Sheet
As at 4/30/17

ASSETS

Assets:

Bank - Utility Reserve	1,080,841
Due from Utility Operating	10,121
TOTAL ASSETS	<u>\$ 1,090,962</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	777,257
Invest. in Utility Operating Reserve	100,416
Invest. in Sewage Outfall Reserve	213,290
TOTAL EQUITY	<u>\$ 1,090,962</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 4/30/17

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	1,149,110
Accounts Receivable – Misc.	1,200
Total Current Assets	<u>1,150,310</u>
Other Assets:	
Projects	492,031
	<u>492,031</u>
 TOTAL ASSETS	 <u><u>\$ 1,642,341</u></u>

LIABILITIES

Accrued Payables	48,730
Due from General Fund	234,183
Due from (to) Capital Fund	(649,040)
Due to (from) Utility Reserve	10,121
Deferred Revenue	18,006
Total Liabilities	<u>(337,999)</u>

EQUITY

Surplus:	
Opening Retained Earnings	21,220
Profit (Loss) to Date	1,959,120
	<u>1,980,340</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>\$ 1,642,341</u></u>

Town of Rothesay
Utilities Operating Income Statement
4 Months Ended 4/30/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	28	0	261,943	255,875	6,068	1	980,000
Meter and non-hookup fees	(433)	0	11,907	9,375	2,532		37,500
Water Supply for Fire Prot.	0	0	375,000	375,000	0		375,000
Local Improvement Levy	0	0	59,073	59,000	73		59,000
Sewerage Services	(4,072)	0	1,616,443	1,600,000	16,443	2	1,600,000
Connection Fees	4,900	5,000	22,300	20,000	2,300		60,000
Interest Earned	4,739	3,958	20,240	15,833	4,407		47,500
Misc. Revenue	450	205	1,750	822	928		2,465
Surplus - Previous Years	0	0	28,535	28,535	(0)		28,535
TOTAL RECEIPTS	5,613	9,164	2,397,191	2,364,440	32,751		3,190,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	92,000	92,000	0		368,000
Audit/Legal/Training	1,651	3,250	5,086	7,000	1,914		15,000
Purification/Treatment	7,951	24,667	69,853	112,667	42,814	3	310,000
Transm/Distribution	10,367	7,692	26,764	30,767	4,003		92,300
Power & Pumping	3,529	4,000	14,947	16,000	1,053		48,000
Billing/Collections	109	0	4,016	3,000	(1,016)		3,000
Water Purchased	0	83	152	333	181		1,000
Misc. Expenses	0	1,500	0	6,000	6,000		18,000
TOTAL WATER SUPPLY	23,607	41,192	212,817	267,767	54,949		855,300
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	138,000	138,000	0		552,000
Audit/Legal/Training	5,472	7,083	9,069	14,333	5,265		29,000
Collection System	25,475	4,650	38,707	18,600	(20,107)	4	87,800
Lift Stations	5,066	2,417	9,888	9,667	(222)		29,000
Treatment/Disposal	2,060	5,054	22,661	25,017	2,356		65,450
Misc. Expenses	2,438	458	3,912	1,833	(2,079)	5	5,500
TOTAL SWGE COLLECTION & DISPOSAL	40,511	19,663	222,237	207,450	(14,787)		768,750
FISCAL SERVICES							
Interest on Bank Loans	1,308	5,417	3,018	21,667	18,649	6	65,000
Interest on Long-Term Debt	0	0	0	0	0		274,177
Principal Repayment	0	0	0	0	0		486,773
Transfer to Reserve Accounts	0	0	0	0	0		140,000
Capital Fund Through Operating	0	0	0	0	0		600,000
TOTAL FISCAL SERVICES	1,308	5,417	3,018	21,667	18,649		1,565,950
TOTAL EXPENSES	65,426	66,271	438,072	496,883	58,812		3,190,000
NET INCOME (LOSS) FOR THE PERIOD	(59,813)	(57,107)	1,959,120	1,867,557	91,563		(0)

Town of Rothesay

Variance Report - Utility Operating

4 Months Ended April 30, 2017

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	261,943	255,875	6,068	Higher residential
2	Sewerage Services	1,616,443	1,600,000	16,443	Higher residential
Expenditures					
Water					
3	Purification/Treatment	69,853	112,667	42,814	Maintenance not used yet
Sewer					
4	Collection Systems	38,707	18,600	(20,107)	Pump repairs
5	Misc. Expenses	3,912	1,833	(2,079)	Clothing purchases
Fiscal Services					
6	Interest on Bank Loans	3,018	21,667	18,649	Borrowing not required

Town of Rothesay

Capital Projects 2017

Utility Fund

4 Months Ended 4/30/17

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043030	Response Unit - Sewer - S-2016-003	150,000	0	150,000
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000
		<u>\$ 175,000</u>	<u>0</u>	<u>175,000</u>

SEWER				
12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	449,390	4,550,610
12044230	Infiltration/Inflow Study S-2017-003	-	4,602	-4,602
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	2,097	1,397,903
		<u>6,400,000</u>	<u>456,089</u>	<u>5,943,911</u>

Unassigned:

Hampton Rd Watermain	200,000
Station Rd Watermain	100,000
Box & Davit for R102	25,000
Sewer Improvements	300,000
	<u>625,000</u>

Total Approved	<u>7,200,000</u>	<u>456,089</u>	<u>6,118,911</u>
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Carryovers

Funded from Reserves

12043730	Almon/Peters Reconstruction - Water - T-2016-007	-1,382
12044030	Rehabilitation of production Well C6 W-2016-003	37,324
		<u>35,942</u>

<u>7,200,000</u>	<u>492,031</u>	<u>6,118,911</u>
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Funding:

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

DRAFT!**Town of Rothesay**

Capital Projects 2017
 Utility Fund
 5 Months Ended 5/31/17

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043030	Response Unit - Sewer - S-2016-003	150,000	0	150,000
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000
		<u>\$ 175,000</u>	<u>0</u>	<u>175,000</u>

SEWER				
12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	1,282,658	3,717,342
12044230	Infiltration/Inflow Study S-2017-003	-	4,602	-4,602
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	2,097	1,397,903
		<u>6,400,000</u>	<u>1,289,357</u>	<u>5,110,643</u>

Unassigned:

Hampton Rd Watermain	200,000
Station Rd Watermain	100,000
Box & Davit for R102	25,000
Sewer Improvements	300,000
	<u>625,000</u>

Total Approved	<u>7,200,000</u>	<u>1,289,357</u>	<u>5,285,643</u>
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Carryovers

Funded from Reserves

12043730	Almon/Peters Reconstruction - Water - T-2016-007	-1,382
12044030	Rehabilitation of production Well C6 W-2016-003	43,970
		<u>42,588</u>

<u>7,200,000</u>	<u>1,331,944</u>	<u>5,285,643</u>
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Funding:

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

TOWN OF ROTHESAY

FINANCE COMMITTEE

May 24, 2017

In attendance:

Mayor Nancy Grant

Councillor Grant Brenan

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 8:30a.m. The minutes of April 20, 2017 were accepted as presented (NG/DS).

April Financial Statements

General - Treasurer MacDonald noted it is still early in the year and construction season is just starting. The major variance in Revenue is in Building Permits, which may balance out. Under Expenses, Workshops, Yards & Equipment, there was work necessary on the heating system for the Works garage, and telephones seem to be running higher than budget. This may be a budget error. Data usage is monitored. There was a brief discussion on WHSCC, which is high due to the number of claims. In Capital – the Designated Highway project was not approved, but the work still needs to be done and will be deferred to next year. It was suggested our portion for 2017 should be put in Reserves, but this will be managed before year end.

Utility - Revenue was very close to budget and pump repairs are the only overage. There have been no short term borrowing needs yet. In Capital, the lift station work is well under way but claims have been slow coming in, and we will make a grant claim when necessary.

There was a brief discussion on a letter received from the Province regarding the GTF Legacy Fund. This means Rothesay will receive \$10,216, which will be added to our GTF. The statements were accepted as presented (NG/DS).

Donations

Mayor Grant had requested a review of the policy. It covers donations of over \$1,000 and leaves the smaller items to the Mayor's discretion. The Mayor would like the procedures to be followed for smaller donations explicit in the policy. Treasurer MacDonald said he would ensure all requests and related decisions are documented.

The Donations Summary to April 30, 2017 was accepted as presented.

Requests – Emma Lynch – denied

- FCM – denied
- Rothesay High Safe Grad – wait until we receive a more direct request, and ask for a budget, perhaps they would like some tee shirts.

Weedman Letter of Credit

This is the second 4-year contract with Weedman. On the previous contract, a motion of Council was required to reduce the LOC yearly. This amendment would make it automatic. Town Manager Jarvie would like it tied to the season rather than the calendar.

Compliance Report

For information purposes.

Next meeting

The next meeting is set for Thursday, June 22, 2017 at 8:30 a.m. in the Sayre Room. The meeting adjourned at 9:27 a.m.

Grant Brenan, Chairman

Ellen K. Steeves, Recording Secretary

Town of Rothesay

31/05/2017

Donations/Cultural Support

Paid to date

Budget

KV3C		2,500.00
NB Medical Education Trust	5,000.00	5,000.00
Fairweather Scholarship		1,000.00
KV Oasis	5,000.00	5,000.00
Imperial Theatre		5,000.00
Saint John Theatre Company	1,000.00	1,000.00
YMCA		10,000.00
Saint John Fieldhouse project		5,000.00
sub	11,000.00	34,500.00

Other:

D.A.R.E.	500.00	
Rocmaura Foundation Inc.	50.00	
Women in Transition House	50.00	
Kidney Foundation	25.00	
Mira Stephenson	50.00	
NB Competitive Festival of Music	250.00	
RNS Art Show	300.00	
sub	1,225.00	7,500.00

Mayor's Expense

Kennebecasis Valley Oasis Youth Centre	200.00	
Touchstone Academy	360.00	
PRO Kids	400.00	
Lifting Other UP	260.71	
UELAC NB Branch	80.00	
Mayor Travel	57.89	
NB Sports Hall of Fame	520.00	
The Chamber	239.86	
	2,118.46	5,000.00

Other:

Kennebecasis Crimestoppers	2,800.00	2,800.00
KV Committee for the Disabled	3,000.00	3,000.00
PRO Kids		7,500.00
	\$ 20,143.46	\$ 60,300.00



2017 June 12 Open Session FINAL_082

ROTHESAY

ROTHESAY LIVING MUSEUM COMMITTEE GENERAL MEETING

Common Room – Rothesay Town Hall
Tuesday, May 16, 2017
3:30 p.m.



DRAFT

PRESENT: ROGER BROWN, CHAIRPERSON
LARRY GREER, VICE CHAIRPERSON
JUDE CARSON
ANN KING
BARRY KING
DAVID LOCKE
MARGE SEELY
JILL WALLACE

TOWN CLERK – MARY JANE BANKS
RECORDING SECRETARY – LIZ POMEROY

ABSENT: COUNC. LEWIS
BRIAN PERKINS
ANDREW PETERS
ANITA BUSH

1. CALL TO ORDER

Chairperson Brown called the meeting to order at 3:35 p.m.

2. APPROVAL OF MINUTES – November 15, 2016

MOVED by L. Greer and seconded by J. Carson to approve the Minutes of 15 November 2016 as circulated.

CARRIED.

3. PRESENTATIONS

N/A

4. BUSINESS ARISING:

Project updates:

4.1 CANADA 150 project

4.1.1 June 7-9 AMANB conference (Saint John)

Town Clerk Banks gave a brief description of the Association of Municipal Administrators of New Brunswick's 2017 annual conference. She noted: the event will be held June 7-9, 2017 at the Delta Brunswick Hotel; municipalities are invited to submit a ten minute proposal to pitch to delegates during what is called "10 Minutes of Fame"; and a portion of the Canada 150 display created by B. Perkins will be displayed on easels at the conference.

4.1.2 June 10 Community Trail Day

Town Clerk Banks noted: a Community Trail Day will be held on June 10, 2017 to promote the opening of the Trans Canada Trail; the event will begin at the QPlex and end at the Fitzgerald ball field beside the Bill McGuire Centre; and various entry points to the trail can be used throughout the day to walk, run, or cycle. The

following was discussed: submitting a display for an outdoor event is dependent on the weather; volunteers; timeframe; popularity of outdoor displays and the display for the last year's event; and length of trail (10km). After some discussion, the Committee agreed Chairperson Brown and L. Greer will investigate potential items for a display closer to the date of the event when the weather can be determined. It was noted the event occurs on a Saturday.

4.1.3 July 1 Canada Day Rothsay Common

Chairperson Brown noted the display at last year's event fogged up due to warm weather; however no items in the display were damaged. G. Wallace noted last year's event was well received. It was noted: the folding book display could be used; a disadvantage is the display is in one location with limited space; the Canada 150 display created by B. Perkins will be housed in the Fairvale Mall, however pieces could be used for the Canada Day display; exposure to outdoor conditions can cause displays to fade faster than usual; placing the display under an umbrella or tent can reduce the effects of outdoor exposure; at the time of the event another display is scheduled to occur at the Kennebecasis Public Library; and display pieces from the Library's display can be used during the Canada Day event. There was consensus to use pieces from the Canada 150 display for the Canada Day event.

4.1.4 July 29 Renforth Day

Chairperson Brown noted he had not heard anything further with respect to the event. It was noted: the outdoor activities of last year's event were preferred; visitors to the indoor display were minimal; if a similar turnout for the display is expected, it may be worthwhile to offer the event coordinator access to potential display items to set up during the event without volunteer commitment from the Committee; and it may be beneficial for the Committee to purchase a tent or shelter to house displays outdoors during events such as this. It was suggested the Committee's efforts may be better focused on the Canada Day event, the Library display, and other upcoming events. J. Carson volunteered to help set up a display for the Renforth Day event and noted a volunteer may not be necessary during the entire event. It was noted the items stored for displays are meant to be used and additional copies can be made if exposure negatively affects the displays. It was agreed Recreation Coordinator Flood will be notified: that items for a display are available to be used by the Town during the Renforth Day event; additional items can be borrowed from the Library's display; and the Committee's efforts will be focused on the Canada Day event. Chairperson Brown noted he can be contacted if any questions arise.

4.2 Rothsay Barbershop

Chairperson Brown noted the display at the Fairvale Mall taken down two years ago will be displayed in the Rothsay Barbershop. He added he offered assistance to frame the photographs at a cost to the owner, and will be meeting with the owner in the near future. It was suggested the photographs could be rotated if space is limited in the business. Chairperson Brown suggested the Committee could investigate a similar initiative with other local businesses. He

added he will request a quote for framing prices to inform businesses of the estimated cost for a display. It was noted if a display is left up for a long period of time it acquires a “wallpaper” effect.

4.3 Kennebecasis Public Library Display (4-6 weeks Summer 2017)

Chairperson Brown noted: a tentative date for a potential open house event for the display is June 29, 2017; the Library will provide coffee and tea; it is the responsibility of the Committee to provide other refreshments if desired; 72 photographs will be displayed; volunteers are required to help set up the display; the more volunteers the shorter the time commitment; the previous exhibit will vacate the area as of June 24, 2017; items for the display will be collected and stored in the Library before the exhibit; advertisement is needed to generate interest and traffic; and it may be beneficial to notify the Town of Quispamsis of the event for additional promotion. L. Greer advised he will be away during the exhibit but could help collect items beforehand. J. Carson volunteered to draft a notice to be distributed for promotion of the event. It was noted the items will be returned to various schools in the fall after the display has finished. Chairperson Brown noted an email will be sent to the Committee when the details have been confirmed.

4.4 Website Search Tool/upgrade (student)

Chairperson Brown noted because of the significant commitment and requirements of the Department of Education it may not be the best time to recruit the help of a student. The Committee agreed the item will not be included on future agendas.

D. Locke noted: the website was upgraded and a search bar was added; searches do not include specific items in PDF documents; PDF documents can be searched once opened through the Adobe program; website statistics allows the Committee to determine how many page views/unique views the website receives; and there have been approximately 300-400 page views and 30-40 unique views. In response to an inquiry, D. Locke explained that page views include multiple views by a user on a single computer whereas the total unique views is indicative of how many views the website receives from users on different computers. D. Locke noted: currently the Rothesay Living Museum website is housed through Weebly.com with the domain name RLM.com sourced from GoDaddy.com; Weebly.com now offers the option to acquire domain names; through Weebly.com the Committee could obtain the domain name RLM.ca; the cost for a domain name from either organization is minimal; and the existing domain name is set to automatically renew at the end of October. D. Locke suggested if it is the wish of the Committee to acquire RLM.ca, the existing domain name can be kept until the October expiration date and be used to redirect visitors to the new website location. L. Greer suggested switching the domain names may create confusion amongst regular visitors if the original domain name has been bookmarked on their computers. Town Clerk Banks noted the Canada 150 display and other promotional items include the RLM.com website. The following comments were made: .com is typically used for

commerce websites; the public is used to RLM.com; significant changes to the cost are not expected if the domain name is switched; once a domain name is released the public can purchase it; and individuals are likely to type RLM into a search bar such as Google without .com or .ca.

MOVED by D. Locke and seconded by G. Wallace the website domain name RLM.com remain as is.

CARRIED.

4.5 Canvas Totes (sample)

Town Clerk Banks displayed one of eight extra-large L.L. Bean canvas tote bags purchased by the Committee. It was noted the tote bags are strong, can transport approximately 7-8 frames photographs, and are embroidered with the Rothesay emblem.

4.6 2017 Budget Approval

Town Clerk Banks advised the Town approved a budget of \$1500 for the Committee in 2017. She added though the Committee requested \$4000, items were purchased for 2017 in 2016, which allowed the Town to reduce expenses without significantly impacting the Committee.

4.7 Brian Perkins update (email dated April 20/2017)

On behalf of the Committee, Chairperson Brown expressed gratitude for the considerable amount of personal time and effort donated to the Committee by B. Perkins.

Meeting Addendum:

Town Clerk Banks advised at the last meeting Recreation Coordinator Flood presented the Town's proposal for a Canada 150 event in September 2017. As the Town did not receive funding, the event will not occur.

Chairperson Brown noted he will contact the Committee with respect to the details for the upcoming events.

Defer to next meeting

4.8 Logo Design

The Committee agreed to defer the item to the next meeting.

5. NEW BUSINESS:

N/A

6. DATE OF NEXT MEETING

It was agreed Chairperson Brown and Town Clerk Banks will set a date and notify the Committee beforehand based on the Committee's availability.

7. ADJOURNMENT

MOVED by G. Wallace and seconded by J. Carson to adjourn the meeting.

CARRIED.

The meeting adjourned at 4:24 p.m.

Chairperson

Recording Secretary



ROTHESAY
Public Works and Infrastructure
Committee Meeting
May 17, 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

TOWN MANAGER JOHN JARVIE (*arrived at the meeting at 8:45 a.m.*)
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN
RECORDING SECRETARY LIZ POMEROY

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

1. APPROVAL OF AGENDA:

MOVED by Counc. Wells and seconded by S. Smith the agenda be approved as circulated, with the following addition:

Item 7.2 Gondola Point Road Bike Lanes

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of April 19, 2017.

MOVED by S. Smith and seconded by Counc. Wells to approve the Minutes of April 19, 2017 as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

N/A

5. UNFINISHED BUSINESS

5.1 Capital Projects Summary

Counc. Wells inquired as to when work would begin on the Hillcrest Drive development and the Hampton Road watermain project. DO McLean advised the developer is in the process of acquiring appropriate permits; the work is expected to begin in a week contingent upon permit approval. He added the developer has indicated the existing driveway will be used as the only property access point to ensure minimal dirt and debris is carried onto the roads. DO McLean noted the Hampton Road watermain project is expected to be tendered in June and awarded at the regular July Council meeting. It was noted: the design was approved at the last Council meeting; survey work has been completed and videos have been taken of the lines; and the anticipated completion date will be the end of August.

5.2 Solid Waste Tonnage Report

It was noted, compared to previous years, few residents have placed items outside in preparation for Spring Clean Up. It was suggested poor weather conditions likely discouraged residents from placing items out early. The Committee was reminded Spring Clean Up dates are the week of May 22, 2017 for Solid Waste and May 29, 2017 for Compost.

DO McLean advised the Town did not receive Designated Highway funding for the Rothesay Road project. He added project approvals were relayed to recipients at the end of March; however a list of approved projects or recipients is not publically published. In response to an inquiry, it was noted the Rothesay Road project will be put on hold. Counc. Wells suggested the funds allotted for the Town's contribution to the project be used for other Town initiatives such as microsealing additional roads. The following was discussed: cost of asphalt; and the Town's intention to eradicate chipsealed roads. S. Smith suggested the Town's contribution be reserved to complete the project in 2018 contingent upon Designated Highway funding approval. DO McLean advised the Town is restricted by a maximum amount allowable for reserves. Counc. Wells suggested the funds could be used in 2017 for projects scheduled to be completed in 2018. DO McLean noted using the budgeted cost for the list of roads to be microsealed in 2017, it is likely the Town could microseal twice as many roads if the funds were reallocated.

Town Manager Jarvie arrived at the meeting.

Deputy Mayor Alexander inquired as to why garbage trucks collect on one side of a street and return at a different time to collect the garbage on the other side. DO McLean advised FERO contacted the Town noting this was a result of a safety concern of employees continually crossing the street during high traffic times.

5.3 Update on Chapel Hill Estates median (& concern of quantity of sand applied to roads)

DO McLean advised the Town is in the process of investigating ownership of the median. It was noted as the development agreement occurred before amalgamation, locating the necessary documents can be challenging. It was noted: the Town is searching for the original development agreement and other related materials; documentation recorded in minutes may not be legally binding; and while the developer may have related information it is unclear if the information would be shared. DO McLean noted Town water and sewer infrastructure is located beneath the median, and removing the median is likely to create insulation issues, create opportunities for potential damage to the infrastructure; and generate a significant expense. The following comments were made: the grub infestation is likely on a cycle; the exact cost to maintain the median is unknown; nematodes may be an inexpensive solution to the grub infestation; it is unlikely the grubs are confined to the median; removing the median will create an aesthetically displeasing area; and planting wild grasses will reduce sight lines for both pedestrian and motor vehicle traffic. DO McLean noting the Town will continue investigating ownership of the median.

DO McLean advised concern has been expressed by the residents of Chapel Hill Estates with respect to the high volume of sand applied to the roads. He noted it is difficult for the sand truck to travel smoothly around corners in the area; and if the sand dispenser is not turned off during the turn it

causes excessive amounts of sand to be left on the roads. DO McLean advised he has discussed the issue with Town staff and will continue to monitor the situation.

6. CORRESPONDENCE FOR ACTION:

6.1 27 April 2017 Letter from Headmaster McLellan, RNS RE: Request for speed signs on College Hill Road

Chairperson Alexander gave a brief summary of the request. The following was discussed: typical speed levels in the area; installing the speed sign as a proactive safety measure; lack of speed sign for the existing speed limit (40 km); and once delivered, the use of flashing speed signs in the area. It was suggested the area not be signed as a school zone as the 30 km speed sign will sufficiently reduce safety concerns. It was suggested: the Kennebecasis Police Force be notified of the change in speed and be asked to monitor the area; and flashing speed signs be installed temporarily in September/October to gauge the average speed behavior in the area.

MOVED by Counc. Wells and seconded by S. Peterson a 30 km speed sign be installed on College Hill Road; and further the Public Works and Infrastructure Committee recommend Council amend the Traffic By-law to include College Hill Road as a 30 km speed zone.

CARRIED.

7. NEW BUSINESS:

7.1 Renforth Wharf – Nuisances

➤ Excerpt from Traffic By-law

Chairperson Alexander explained the Parks and Recreation Committee recommended Council not install a gate on the Renforth Wharf. The Kennebecasis Regional Police Force has been asked to monitor the area frequently in June to deter any inappropriate uses of the wharf. DO McLean recommended a gate be installed noting: the gate can be bolted down without causing damage to the wharf; motor vehicles drive onto the wharf which creates a safety hazard for pedestrians using the wharf; the gate will allow easy access by pedestrians and prohibit motor vehicle access; and without a gate, dangers exist for snow plow operators plowing in the area. It was suggested the wharf be signed warning motor vehicle drivers access is prohibited. DO McLean noted the cost of a gate is approximately the same as the Town's insurance deductible should an accident occur. In response to an inquiry, it was noted the lifespan of the gate is likely ten years. It was noted Council expressed concern noting a gate would take away from the aesthetics of the wharf. The Committee agreed the installation of a sign prohibiting motor vehicle access to the Renforth Wharf will likely deter motorists from travelling on the wharf.

7.2 Gondola Point Road Bike Lanes

Chairperson Alexander noted a resident suggested dashing the lines of the bike lane on Gondola Point Road. He added the action was agreed to by Council prior to the request. It was noted dashing the bike lane creates a continuous bike lane while allowing motor vehicles to park in the lane without consequence. There was a brief discussion with respect to visibility concerns created by vehicles parking in close proximity to the driveway of the townhouses. It was noted with a 30 km speed limit it is unlikely drivers will be unable to exit the driveway safely.

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:The next meeting will be held on **Wednesday, June 21, 2017.****10. ADJOURNMENT****MOVED** by Counc. Wells and seconded by I. Hachey the meeting be adjourned.**CARRIED.**

The meeting adjourned at 9:15 a.m.

CHAIRPERSON

RECORDING SECRETARY



2017 June 12 Open Session FINAL_091

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Public Works & Infrastructure Committee
DATE : May 18, 2017
RE : Motions Passed at May 17, 2017 Meeting

Please be advised the Public Works & Infrastructure Committee passed the following motion at its regular meeting on Wednesday, May 17, 2017:

MOVED ... and seconded a 30 km speed sign be installed on College Hill Road; and further the Public Works and Infrastructure Committee recommend Council amend the Traffic By-law to include College Hill Road as a 30 km speed zone.

CARRIED.

Respectfully submitted,

Liz Pomeroy



ROTHESAY

2017 June 12 Open Session FINAL 092
Utilities Committee Meeting

May 17, 2017
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR MATT ALEXANDER, CHAIRPERSON
PAUL BOUDREAU, VICE CHAIRPERSON
BLAINE JUSTASON
MARK MCALOON
STEPHEN WAYCOTT

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

Chairperson Alexander called the meeting to order at 5:38 p.m.

1. APPROVAL OF AGENDA

MOVED by B. Justason and seconded by M. McAloon to approve the agenda as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of February 22, 2017.

MOVED by M. McAloon and seconded by B. Justason to approve the Minutes of February 22, 2017 as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATION:

N/A

5. UNFINISHED BUSINESS:

5.1 Capital Projects Summary

Chairperson Alexander noted the Town did not receive Designated Highway funding for the Rothesay Road resurfacing project. He added project approvals were relayed to recipients at the end of March; however a list of approved projects or recipients is not publically published.

DO McLean advised the watermain system on Hampton Road from the pedestrian crossing outside Town Hall to Church Avenue requires upgrading to handle the additional output from the units created by the Hillcrest development. He added the developer will contribute 30% of the cost.

DO McLean advised, earlier in the day, manhole covers throughout the Town underwent repairs which may have caused traffic interruptions. He added since it is likely the work raising manhole covers will continue the following day, a notice will be posted to the Town's website and social media to notify residents. DO McLean noted the continuation of sidewalk installation will occur on Rothesay Road near the golf course in the near future.

5.2 Update on Wastewater Treatment Plant Pumping Stations

It was noted: work is ongoing at the East Riverside Kingshurst pumping station; the expected completion data is the end of August; and the expected completion date for the Fairvale pumping station is September 30, 2017.

DO McLean advised: upgrades to the water distribution system have begun on Maliseet Drive; traffic has been reduced to one lane in the area; the work was advertised in KV Style and on the Town's website and social media; and no concerns have been raised with respect to the work.

6. NEW BUSINESS:**6.1 Taylor Brook Bridge HUP Agreement**

DO McLean advised the Town received approval for the Taylor Brook Bridge HUP Agreement. He noted a minimum annual fee of approximately \$37 is required as well as a \$20,000 refundable deposit returnable 36 months after the work is completed. It was noted either a cheque or letter of credit can be submitted. DO McLean noted: the work is scheduled to begin once school ends in June; the anticipated timeline for completion is 3-4 weeks; and traffic on the bridge will be reduced to one lane.

6.2 2016 Water Produced/Sold Comparison

DO McLean advised: the total production of the water system in 2016 was 55,275 m³; the amount sold was 431,836 m³; the total loss is 17% which includes leaks and flushing fire hydrants; and fire hydrants are not metered but measured by amount of pressure. He added: the Town's production to loss ratio is reasonable; Town staff are encouraged to identify and repair leaks in a timely fashion to reduce total loss; and the Town is on track to use less water in 2017 than in previous years.

7. CORRESPONDENCE FOR ACTION:

N/A

8. CORRESPONDENCE FOR INFORMATION:

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

9. DATE OF NEXT MEETING:

The next meeting is scheduled for **Wednesday, June 21, 2017.**

10. ADJOURNMENT

MOVED by M. McAloon and seconded by P. Boudreau the meeting be adjourned.

CARRIED.

The meeting adjourned at 5:57 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall
Monday, June 5 2017
5:30 p.m.



PRESENT: BILL KEAN, CHAIR
COUNCILLOR PETER LEWIS
COUNCILLOR DON SHEA
COLIN BOYNE, VICE CHAIR
ELIZABETH GILLIS
ANDREW MCMACKIN

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

ABSENT: HILARY BROCK
CRAIG PINHEY
TOWN MANAGER JOHN JARVIE

Chairperson Kean called the meeting to order at 5:32 p.m.

1. APPROVAL OF THE AGENDA

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

CARRIED.

2. APPROVAL OF MINUTES

2.1 Regular Meeting of May 1, 2017

MOVED by Counc. Lewis and seconded by Counc. Shea the Minutes of 1 May 2017 be adopted as circulated.

CARRIED.

3. NEW BUSINESS

3.1 109-111 Hampton Road

George Georgoudis

OWNER:

Gamma Investments Ltd.

PID:

00242685 & 00242677

PROPOSAL:

Similar or Compatible Use – KV Jazz and Blues Festival

Mr. Georgoudis was in attendance. Chairperson Kean noted the Committee received a letter from Barb McGee of State Farm Insurance confirming use of 113 Hampton Road for the KV Jazz and Blues Festival. DPDS White gave a brief summary of the application and history of the KV Jazz and Blues Festival. He noted: in 2009, the Committee approved an application for the KV Jazz and Blues Festival to be held one day annually on the Labour Day weekend; and the festival has grown over the past few years and outgrown the previous stipulations put forth by the Committee in 2009.

DPDS White displayed the site layout of the 2016 festival and compared it to a suggested layout for the 2017 event.

ROTHESAY

Planning Advisory Committee
Minutes

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5 June 2017

DPDS White reviewed the following concerns from his report:

Land Use Conflict Concern	Staff Observations
i. noise	The festival has received noise complainants in previous years not related to the music but rather associated with the late night removal of equipment, chairs, tables, etc. Staff still anticipate some concern with noise associated with the festival late at night and would recommend strict monitoring by KV Police.
ii. parking	Parking requirements for a festival are difficult to calculate yet the location cannot accommodate all the required parking without patrons using available parking on nearby commercial properties. Staff have not received complaints as largely the festival operates outside of regular business hours and the commercial lots nearest the festival seem to satisfy the festival needs.
iii. provision of screening	The festival is largely contained to 2 large tents located on the front and flankage yards of Vito's restaurant and screening is largely not applicable. Staff do recommend that the applicant not locate the sponsor's inflatable brewery logo "beer can" in the front yard such that it is predominantly visible from Hampton Road
iv. quality and amount of landscaping and buffering	The property is an existing restaurant with landscaped parking and street trees around the property and the building.
v. quantity of traffic generation	Staff assessment is that the trip generation rates for the festival are significant yet temporary and easily accommodated within the existing street network given that the festival occurs on a holiday long weekend and that travel periods are off the peak traffic hours.
vi. scale and form of building	As previous noted there are no permanent buildings or structures associated with the application.
vii. any additional information required by the Committee to evaluate the proposal	Signage and sponsorship vehicles continues to concern Staff as in previous years the applicant has not adhered to PAC approval that would limit to "no more than 4 cars in total may be placed either side of the banner sign". Furthermore, inflatable signs are prohibited in Rothesay and without PAC approval the giant beer can would not otherwise be permitted.

DPDS White suggested the following to mitigate concerns: the inflatable beer cans be relocated on the property to an area not highly visible to community members outside the property; and sponsor vehicles be limited to four in total located solely on the festival grounds and not on Town owned land.

ROTHESAY

Planning Advisory Committee
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5 June 2017

It was noted the suggested site plan for the 2017 festival layout was not distributed to the Committee prior to the meeting.

Mr. Georgoudis expressed concern noting sponsorship is a key element to the success of the festival, and a certain amount of flexibility must be maintained in order to appease the sponsors. Chairperson Kean clarified the location of the four vehicles is at the discretion of the applicant as long as they remain on the subject property and not encroach upon Town owned land. It was noted parking the vehicles partially on Town owned land may create safety concerns for pedestrians. Mr. Georgoudis indicated his agreement to relocate the inflatable beer cans and he requested the Town reconsider its position with respect to the location of the sponsorship vehicles. He noted: he has maintained the landscaping of Town owned lands adjacent to 109-111 Hampton Road since 2010; and there is insufficient space within the festival grounds to park the sponsor vehicles to ensure visibility without encroaching upon Town land. Chairperson Kean noted approving the use of Town owned land is beyond the Committee's jurisdiction; the matter must be discussed by Council if it is Mr. Georgoudis' wish to seek approval. DPDS White noted, at Mr. Georgoudis' request, he would investigate the proper process to further Mr. Georgoudis' request for use of Town owned lands.

Mr. Georgoudis inquired if there was a way to grant the festival flexibility to reduce or eliminate the need to reappear before the Committee as the festival grows and evolves. He noted: the report indicates incorrect tent sizes, the correct sizes are 160 feet x 40 feet and 80 feet x 40 feet; it is unlikely the festival will expand to require a larger tent size exceeding 160 feet x 40 feet; and the festival is expected to expand internally with additional visuals that may result from increased sponsor requests. It was noted the staff recommendation, if approved, would limit the applicant's required appearances before the Committee to any significant changes made to the festival.

In response to an inquiry, Mr. Georgoudis noted he has sold the property across the street from 109-111 Hampton Road, however the new owners indicated their permission for use of their land for the festival.

There was a brief discussion with respect to the request for use of Town owned lands for sponsor vehicles.

Counc. Shea questioned the rationale behind allowing the sponsorship vehicles to be visible but restricting the visibility of the inflatable sponsorship signage. DPDS White noted: due to the nature of the event the sponsor's inflatable beer cans are viewed as suitable within the festival grounds for those attending; however, if the inflatable beer cans are visible from the street the signage would not be limited to individuals of legal drinking age or patrons of the festival. Counc. Shea inquired if the Kennebecasis Valley Fire Department expressed any concerns with respect to the event. DPDS White advised the item was sent to the Kennebecasis Valley Fire Department and no concerns have been received. DPDS White noted a lack of response from the Fire Department typically indicates no immediate concerns exist. Counc. Lewis noted he does not see an issue with allowing the sponsorship vehicles access to Town owned lands for the duration of the festival.

ROTHESAY

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5 June 2017

MOVED by Counc. Lewis and seconded by Counc. Shea the request to use Town owned land for the sponsorship vehicles, during the KV Jazz and Blues Festival at 109-111 Hampton Road (PIDs 00242685 & 00242677), be sent to Council for review.

CARRIED.

MOVED by Counc. Lewis and seconded by Counc. Shea the Planning Advisory Committee approve the KV Jazz & Blues Festival as a Similar or Compatible Use with the operation of a restaurant and outside patio at 109-111 Hampton Road (PIDs 00242685 & 00242677), subject to the following conditions:

- A. The music festival shall be limited to an annual event held generally on the first holiday weekend in September with the exact dates subject to approval by the Development Officer;
- B. The site layout of the music festival tents, washrooms, and support equipment shall be in substantial compliance, as determined by the Development Officer, with the attached site plan;
- C. All musical performances shall be held inside the main festival tent not exceeding 160 feet long by 40 feet wide;
- D. All live performances including amplified music shall not begin earlier than 1:00 PM and shall end not later than midnight;
- E. The event organizers shall comply with the requirements or demands regarding public safety and operation of the festival from the Kennebecasis Regional Police Department, Kennebecasis Valley Fire Department, or Provincial agency as may be applicable; and
- F. All signage, advertising and identified sponsorship vehicles for the music festival shall not be erected more than fourteen (14) days before the event and shall comply with the following conditions:
 - i. Not located on or within the public road right of way;
 - ii. One banner sign of no greater than 4 sq. meters (43 sq. feet) is permitted to be securely suspended in the front yard of the subject property;
 - iii. Inflatable advertising associated with the event sponsorship shall be permitted but confined to a location along the interior courtyard of the festival tents such that in the opinion of the Development Officer such advertisements are not readily visible from the public street;
 - iv. No more than 4 event sponsorship vehicles shall be places on the subject properties; and
 - v. All signage, advertising and sponsorship vehicles shall be removed not more than 72 hours after the event.

CARRIED.

ROTHESAY

Planning Advisory Committee
Minutes

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5 June 2017

3.2 Millennium Drive

Mark A. Reid

OWNER:

Scott Brothers Ltd.

PID:

00065227

PROPOSAL:

One Lot Subdivision & Development Agreement –
Commercial Self Storage

It was noted Mark and Brian Reid, Rick Turner, and Kelly Peters were in attendance. DPDS White gave a brief summary of the application noting: the parcel of land abuts the neighboring residential properties on Wedgewood Drive; a Municipal service easement is required to allow for the construction of a sewer connection to Donlyn Drive; the self-storage facility would include seven self-storage buildings containing storage units to be rented to tenants, and one related main business office building containing office uses, indoor mini-storage units, and a second story apartment for onsite management of the facility; the Committee must determine if the proposal could be considered a similar or compatible use to the uses permitted within the Millennium Park Zone; and, if so, a variance is required as only moderate density garden homes or town houses shall be developed adjacently to residentially zoned properties.

DPDS White reviewed the following concerns from his report:

Land Use Conflict Concern	Staff Observations
i. noise	Staff do not anticipate or expect noise concerns with the operation of the self-storage facility.
ii. parking	The proposal includes sufficient parking.
iii. provision of screening	The facility is oriented such that it is predominantly screened from the adjacent residential uses and visible primarily from Millennium Drive.
iv. quality and amount of landscaping and buffering	The site plan includes large buffers and landscaping around the storage lockers and the main office building.
v. quantity of traffic generation	Staff assessment is that the trip generation rates for the self-storage facility are among the lowest rates for commercial businesses and therefore can be easily accommodated within the existing street network.
vi. scale and form of building	The storage buildings are utilitarian and lack architectural interest. The main office building is a simple saltbox design being a traditional New England style of building with a long, pitched roof that slopes down to the back.
vii. any additional information required by the Committee to evaluate the proposal	To ensure that public safety (Fire and Police) emergency vehicles have adequate access to the gated self-storage facility, Staff would require that the Applicant coordinate with the Fire and Police regarding technology or other methods to allow adequate and timely access of emergency vehicles through the security gate of the self-storage facility.

ROTHESAY

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Minutes

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5 June 2017

Staff are also interested in reviewing the proposed commercial signage for the proposed business and including conditions that would regulate the amount and aesthetics of the signage.

He added: staff require additional information with respect to commercial signage for the proposal; and the proposal must go before Council for approval.

Mr. Turner clarified he is working on behalf of both the property owner and the applicant.

The Committee inquired about the following: the aesthetic design of the storage unit buildings; screening; hours of operation; lighting; total storage units; and a potential trail through multiple Millennium Drive properties.

E. Gillis suggested an aesthetic design plan for the storage unit buildings be included if the proposal is submitted to Council.

The applicant responded with the following: the outside of the storage unit buildings would be constructed of steel that will create a similar appearance to vinyl siding; the storage unit buildings would not be visible from the road, only the office building; the neighboring residents indicated their preference for an additional tree buffer between the properties as opposed to a connecting walking trail; business hours will be compliant with the “noise by-law” hours; lighting is downcast and the installation of additional lighting will occur if a request is made by emergency services; and the total number of units has not been determined, however due to varying sizes of storage units, the size of the buildings would not be effected by the total number of units.

Mr. Turner noted the trail, if constructed, would not travel across the subject property.

MOVED by Counc. Lewis and seconded by E. Gillis the Planning Advisory Committee recommend Council schedule a public meeting on behalf of the application for a Self-Storage Facility in the Millennium Park Zone (PID 00065227) to allow the community to become familiar with the proposal and provide comment.

CARRIED.

MOVED by Counc. Lewis and seconded by E. Gillis the Planning Advisory Committee conduct neighborhood polling for the proposed self-storage facility in the Millennium Park Zone (PID 00065227).

ON THE QUESTION:

Counc. Shea questioned if the Committee is conducting the polling, or recommending staff conduct the polling. DPDS White advised staff would conduct the polling on behalf of the Committee and report the results back to PAC.

CARRIED.

ROTHESAY

Planning Advisory Committee
Minutes

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5 June 2017

3.3 70 Hampton Road**John Jarvie**

OWNER:

The town of Rothesay

PID:

00258616

PROPOSAL:

Conditional Use – Physiotherapist (Medical Facility)

Acting Town Manager Doug MacDonald was in attendance. The following comments were made: minimal parking is required (six spaces); the business only requires a portion of the top floor; high foot traffic is not expected due to the nature of the business; and, if approved, renovations such as the installation of new flooring will be completed. Counc. Shea noted if all employees own vehicles, additional parking spaces may be required. Acting Town Manager MacDonald noted there is ample parking available to accommodate all employees.

MOVED by E. Gillis and seconded by C. Boyne the Planning Advisory Committee grants approval of a Physiotherapist practice as a conditional use of the second story of the Rothesay Town Hall located at 70 Hampton Road (PID 00258616).

CARRIED.**4. OLD BUSINESS**

N/A

5. CORRESPONDENCE FOR INFORMATION

N/A

6. DATE OF NEXT MEETING(S)

The next meeting will be held on **Tuesday, July 4, 2017.**

7. ADJOURNMENT

MOVED by Counc. Shea and seconded by Counc. Lewis the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:14 p.m.

CHAIRPERSON

RECORDING SECRETARY



2017 June 120 Open Session FINAL_101
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary, Planning Advisory Committee
DATE : June 7, 2017
RE : Motion Passed at June 5, 2017 Meeting

Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, June 5, 2017:

MOVED ... and seconded ... the request to use Town owned land for the sponsorship vehicles, during the KV Jazz and Blues Festival at 109-111 Hampton Road (PIDs 00242685 & 00242677), be sent to Council for review.

CARRIED.

MOVED ... and seconded ... the Planning Advisory Committee recommend Council schedule a public meeting on behalf of the application for a Self-Storage Facility in the Millennium Park Zone (PID 00065227) to allow the community to become familiar with the proposal and provide comment.

CARRIED.

Respectfully submitted,

Liz Pomeroy



2017June12OpenSessionFINAL_102

BUILDING PERMIT REPORT

5/ 1/2017 to 5/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/05/2017	BP2017-00033	62 BEL-AIR AVENUE	SINGLE FAMILY	\$200,000.00	\$1,450.00
05/05/2017	BP2017-00034	67 BEL-AIR AVENUE	SINGLE FAMILY	\$200,000.00	\$1,450.00
05/09/2017	BP2017-00039	153 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$3,000.00	\$21.75
05/01/2017	BP2017-00041	4 BRIDLE PATH LN	DECK	\$10,000.00	\$72.50
05/09/2017	BP2017-00043	121 CAMPBELL DR	UTILITY BUILDING	\$115,000.00	\$833.75
05/08/2017	BP2017-00044	96 HIGHLAND AVE	WINDOWS	\$8,200.00	\$65.25
05/05/2017	BP2017-00045	68 MARR RD	SELF STORAGE BUILDING	\$20,000.00	\$145.00
05/03/2017	BP2017-00047	9 MCLAUGHLIN	SINGLE FAMILY	\$223,000.00	\$1,616.75
05/05/2017	BP2017-00048	5 JAMES ST	ADDITION	\$97,500.00	\$710.50
05/05/2017	BP2017-00049	25 CAMERON RD	ACCESSORY BUILDING	\$1,200.00	\$20.00
05/05/2017	BP2017-00050	83 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$1,000.00	\$20.00
05/09/2017	BP2017-00053	9 FRANCES AVE	DECK	\$10,000.00	\$72.50
05/08/2017	BP2017-00054	44 STRONG AVE	DETACHED GARAGE	\$8,000.00	\$58.00
05/09/2017	BP2017-00056	4 ROTHESAY PARK RD	FENCE	\$7,210.00	\$58.00



2017 June 12 Open Session FINAL TGS

BUILDING PERMIT REPORT

5/ 1/2017 to 5/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/24/2017	BP2017-00057	11 EDMONT	SINGLE FAMILY	\$210,000.00	\$1,522.50
05/09/2017	BP2017-00058	83 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$5,000.00	\$36.25
05/17/2017	BP2017-00060	12 CAMERON RD	ADDITION	\$130,000.00	\$942.50
05/17/2017	BP2017-00061	2 CAPRI AVE	FENCE	\$1,500.00	\$20.00
05/17/2017	BP2017-00062	8 AYERSCOTT CRT	ACCESSORY STRUCTURE	\$18,000.00	\$130.50
05/16/2017	BP2017-00063	2 WENDY CRT	WINDOWS	\$15,000.00	\$108.75
05/26/2017	BP2017-00064	210 GIBBON RD	DEMOLITION	\$0.00	\$500.00
05/18/2017	BP2017-00065	142 FRENCH VILLAGE RD	DEMOLITION	\$0.00	\$500.00
05/26/2017	BP2017-00066	9 ROLLING HILLS DR	SIDING	\$22,000.00	\$159.50
05/30/2017	BP2017-00067	47 CLARK RD	DECK	\$3,000.00	\$21.75
05/30/2017	BP2017-00069	4 SIERRA AVE	DECK	\$1,000.00	\$20.00
05/26/2017	BP2017-00071	68 DONLYN DR	DECK	\$3,500.00	\$29.00
05/26/2017	BP2017-00072	3 TOYE CRT	ACCESSORY BUILDING	\$1,200.00	\$20.00
05/26/2017	BP2017-00074	50 IONA AVE	ELECTRICAL UPGRADE	\$1,600.00	\$20.00



2017 June 12 Open Session FINAL 104

BUILDING PERMIT REPORT

5/ 1/2017 to 5/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/30/2017	BP2017-00075	87 HIGHLAND AVE	ELECTRICAL UPGRADE	\$4,000.00	\$29.00
05/31/2017	BP2017-00077	9 CHANTALE ST	DECK	\$9,170.00	\$72.50
Totals:				\$1,329,080.00	\$10,726.25
Summary for 2017 to Date:				\$3,182,304.89	\$23,311.75

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
2016 Monthly total to Date:	\$782,139	\$6,229
2016 Summary to Date:	\$4,113,410	\$31,042



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 8 June 2017
RE : Capital Project – Status Report 1

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

2016 Projects Carried Over	PROJECT	BUDGET	\$ TO 30/04/17*	COMMENTS
	Wastewater Collection Upgrade (broken down below)	\$7.5M		Three of three tenders awarded by Council, pumps delivered, pump stations at KPark and Renforth underway
	• WWTF Phase 1 – Forcemain	2,000,000	85%	Nearing completion; Highway Usage Permit (HUP) for Taylor Brook Bridge on Council Agenda
	• WWTF Phase 1 – lift stations (3)	1,600,000	40%	Work underway
	• WWTF Phase 1 – lift stations (2)	3,400,00	25%	Work Underway – foundations for both wet wells installed. East Riverside building under construction.
	• Pre-purchased pumps	500,000	100%	Pumps delivered.
	Rothsay Road Designated Highway, net cost	250,000	100%	paving completed; restoration behind curb ongoing
	Secondary Plan – Hillside area	52,000	31%	Concepts being developed;
	Renforth Wharf cathodic protection	60,000	100%	Materials delivered; scheduling divers to complete work.
	General Specification for Contracts	40,000	-	Consultant engaged, work underway.
	Acquisition of Vehicles Works/Utilities	940,000	-	Loader tender awarded at May meeting
	Acquisition of Asphalt Recycler	110,000	100%	Received and in service
	Designated Highways	285,000	-	Advised there will be no grant; follow-up underway. Town share to be reserved subject to Council direction.
	Street Resurfacing	1.3M	1%	Tender awarded in May; work underway.
	Curb & Sidewalk	346,000 ¹		Wells 'connection'; Rothesay Road sidewalk to be deferred pending future grant; monies to be reserved subject to Council direction.
	Purchase of Mower	7,500	100%	Received and in service
	Town Hall Renovations	40,000	-	Portion allocated for potential tenant improvements
	KVFD Capital	78,500	-	To be claimed when purchase completed
	Fields & Trails	40,000	-	Scribner parking design & Wells side trails
	Technology	55,000	-	Copier, website redesign, software upgrades
	Diesel storage tank	90,000	-	Master Drive, design underway.
	Water supply development	150,000	-	
	Hampton Road water main	200,000 ²	-	Design underway
	Station Road water main	100,000	-	Replacement of cast iron
	2018 Resurfacing Design	60,000	-	
	Water tank mixing system	25,000	-	
	Service equipment	25,000	-	RO102
	WWTP Phase II design	1.4M ³	-	Funding application submitted.
	Sewer system improvements	300,000	-	

* Funds paid to this date.

¹ Subject to award of Federal/Provincial grant

² Subject to progress on Hillcrest development

³ Subject to Build Canada funding

TO: Mayor and Council
 FROM: Mayor Grant, Deputy Mayor Alexander, and Councillors Wells, Mackay French, and McGuire
 DATE: 7 June 2017
 RE: Annual FCM Conference and Trade Show

From 1 June to 5 June, we were in our Nation's Capital to attend the 80th Annual FCM Conference and Trade Show. The conference brought municipal delegates from all over Canada to the Shaw Centre in Ottawa. With over 3 500 attendees, this was the largest gathering of municipal officials to ever be hosted in Canada. There are 1976 member communities of the FCM representing 91 % of the Canadian population; 96 % of New Brunswick municipalities are FCM members.

Overall, the FCM conference provided a balanced approach to learning by attending formal talks and events, networking, and socializing. We gained hands-on training and knowledge by attending workshops, seminars, and study tours. We heard from all federal party leaders except Andrew Scheer who was only recently elected as the new leader of the Conservative Party of Canada. We voted on resolutions that direct FCM's advocacy work and shape the municipal-federal agenda and we elected members to the FCM Board. We took advantage of opportunities to meet municipal peers from coast to coast to coast and discuss community issues, concerns, challenges, and opportunities.

The conference's theme was, *Shaping Canada's Future*. Below is a brief summary of the specific program events that your Council representatives attended while in Ottawa.

<u>Thursday 1 June</u>	<ul style="list-style-type: none"> ➤ Delegate Registration (all) ➤ House of Commons Tour with MP Wayne Long (MA, MW, BM, TMF) ➤ Question Period at House of Commons (MA, MW, BM, TMF) ➤ Atlantic Provinces Regional Networking Session (all) ➤ Sustain Reception (NG) ➤ Trade Show Official Opening and Reception (all)
<u>Friday 2 June</u>	<ul style="list-style-type: none"> ➤ Opening Ceremony (all) ➤ Political Keynote Address by Prime Minister Justin Trudeau (all) ➤ President's Forum, The Future is Now for Municipal Leadership (all) ➤ Save Money: Build for Low Carbon and Climate Resilience, Workshop (MA) ➤ Overcoming Barriers: A Strategy to Elect More Female Local Officials, Workshop (TMF, BM) ➤ Innovative Solutions to Municipal Economic Challenges, Workshop (MW) ➤ Political Keynote Address by MP Gerard Deltell (MW, NG) ➤ Mayor's Rural Expo and Food Aid (NG) ➤ Municipal Asset Management: Why and How to Make it a Priority, Workshop (MW, NG) ➤ Walking Tour of Centretown and Active Transportation Routes (MA, BM) ➤ Mayor's Welcome Reception at Canadian Museum of History (all)
<u>Saturday 3 June</u>	<ul style="list-style-type: none"> ➤ Resolutions Plenary (NG, MW) ➤ President's Rural Plenary, Shaping Rural Canada's Next 150 Years (NG, MW, MA) ➤ Political Keynote Address by Tom Mulcair (MW, MA, BM) ➤ Best Practices As an Elected Official, What is My Role in Stakeholder Engagement, Workshop (MW, MA) ➤ Municipal Leadership on Anti-Poverty Strategies, Workshop (MW, NG)

	<ul style="list-style-type: none"> ➤ Frank Cowan Insurance reception and networking event (MW, BM, MA) ➤ City of Edmonton reception and networking event (MW, BM, MA)
<u>Sunday 4 June</u>	<ul style="list-style-type: none"> ➤ FCM Women in Municipal Government Breakfast (TMF) ➤ Annual General Meeting and elections (MA, MW, NG) ➤ Political Keynote Address by Elizabeth May (MA, MW, NG, BM, TMF) ➤ Selection of Candidates for FCM Regional Board of Directors (TMF) ➤ Tour of The Centre sportif de Gatineau (MA, BM, MW, NG) ➤ Tree Planting Ceremony at Ottawa City Hall (BM, MA) ➤ Closing Keynote Address by John Montgomery (MW, NG) ➤ Host City Gala Reception and Dinner (all)

Councillor Mackay French had an opportunity on 31 May to participate in the TELUS #kitsforkids backpack BBQ with Saint John-Rothesay MP Wayne Long. The #kitsforkids program will deliver backpacks with school supplies to several children in our riding. She also had an opportunity to tour the House of Commons and attend Question Period. On 1 June, Councillors Wells, McGuire, and Deputy Mayor Alexander toured the House of Commons with MP Wayne Long and attended Question Period while Councillor Mackay French had a tour of the Prime Minister's Office.

Prime Minister Justin Trudeau, in his fifth address at an FCM, reflected on the role that Canada's cities and communities have played in the last 150 years and the ways in which they will shape our future for the next 150 years.

"We know our country is only as strong as the towns and cities we're made of. We're only as strong as our rec centres and social housing, our wastewater systems, and public transit. And we heard you when you said you needed a strong partner in Ottawa."

Prime Minister Justin Trudeau, FCM 2017 Political Keynote Address

The Honourable Amarjeet Sohi, Minister of Infrastructure and Communities, announced predictable money for green initiatives. Minister Sohi spoke about significant money being available for social infrastructure, including housing, recreational and cultural facilities, early learning, and other facilities that allow people to participate in life activities. Infrastructure Canada is willing to be flexible and work with the specific needs of individual municipalities across Canada.

"Decisions made at the local level are better decisions."

The Honourable Amarjeet Sohi

Councillors McGuire and Mackay French attended a workshop focusing on the participation and empowerment of women in municipal government. The workshop's objective was to map out a strategy to overcome systemic barriers faced by women seeking to engage in elected office. The session's primary speaker was The Honourable Maryam Monsef, Minister for the Status of Women Canada. Of all the sessions attended, Councillor McGuire remarked that this was the most energetic and thought-provoking. Minister Monsef engaged the audience through participation. She spoke about how, as a Muslim woman, she was drawn to politics before she was born. Her attraction to politics took off when, out of sheer interest, she began attending Council meetings as a teenager.

Mayor Grant sought out officials of CN Rail, and spent time re-establishing Rothesay's relationship with them. That relationship is particularly important because of the railway's proximity to several residential neighbourhoods and the Kennebecasis River. The goal of collaboration is to make Rothesay an even safer place to live.

In January 2015, the Rothesay Rail Safety Committee was struck as an ad hoc Committee of Council. During the Committee's mandate, Rothesay Council and officials of CN formed an excellent working relationship, one that allowed CN Officials to develop an appreciation of Rothesay's particular problem of several different neighbourhoods that are located between the railway and the River. Those neighbourhoods are at risk of isolation in the event of a derailment or other railway incident. With more than 300 homes and an elementary school, the Kennebecasis Park neighbourhood is of particular concern.

K Park, with its single access point, was recognized the Rothesay Rail Committee as being vulnerable. In recognition of this, CN Rail officials committed to doing an emergency planning exercise with the Town and first responders. Because Rothesay's Emergency Plan was not ready in 2016, only a communications exercise was conducted. Although useful information was derived from that exercise, it was recognized that a full exercise should be done in the future.

CN Rail is still committed to undertaking a full emergency planning exercise at the entrance to K Park. Now that Rothesay's Emergency Plan is completed, the exercise can move ahead. Rothesay's EMO Committee will be requested to follow up with CN Inspector Pierre Bergeron to schedule the exercise. CN Regional Representative Nancy McKay will also be contacted to have her present to Council on rail crossing safety.

On Sunday, Councillor Mackay French attended a breakfast fundraiser, FCM Women in municipal government scholarships. At that event, Claire Detheridge from Cape Breton who was the first female to be elected in Cape Breton County received the Ann MacLean Award. In 1982, Claire campaigned door-to-door with her four month old daughter who was able to accompany her to the FCM and see her receive the award. Claire remained in municipal politics for 34 years until health issues forced her to step away.

Elizabeth May, leader of the Green Party, gave a keynote political address on Sunday morning. According to Councillors Wells and Mackay French and Deputy Mayor Alexander, May was one of the best speakers at the conference. Not only was she funny, but she spoke from the heart and used very few notes in her address to conference attendees.

Mayor Grant, Deputy Mayor Alexander, and Councillors Wells and McGuire toured The Centre sportif de Gatineau. The 18 500 m² LEED Gold certified complex has an Olympic size pool, a recreation pool, several gymnasiums and courts and a fitness centre. More than half the hours of operation (5:30AM – 10:30PM) of the \$50.4 million complex are allocated to public or directed activities. The remainder belong to sports organizations and to different events and competitions. For example the Canadian Men's National Volleyball Team use the facility as their official training centre.

Skelton Olympian and Host of *Amazing Race Canada*, Jon Montgomery, gave the closing address at FCM 2017. Dream big, but live bigger is a motto of Jon's. He noted that an important key to success is surrounding yourself with people who support you. Councillor Wells found Jon's story of becoming an Olympian and then a television host very inspiring.

"Celebrate small victories."

Olympian Jon Montgomery

We dropped by almost every one of the 150+ booths at the Trade Show. It was extremely valuable to be able to speak with vendors on specific developments and issues that we are dealing with in Rothesay, such as electronic bulletin boards, traffic signs and lights, railway safety, asphalt management, and municipal funding grants.



Shaw Centre – Conference Central



Parliament Hill



TELUS #kitsforkids



Parliamentary Library



Prime Minister Justin Trudeau Political Keynote Address





Hon. Amarjeet Sohi



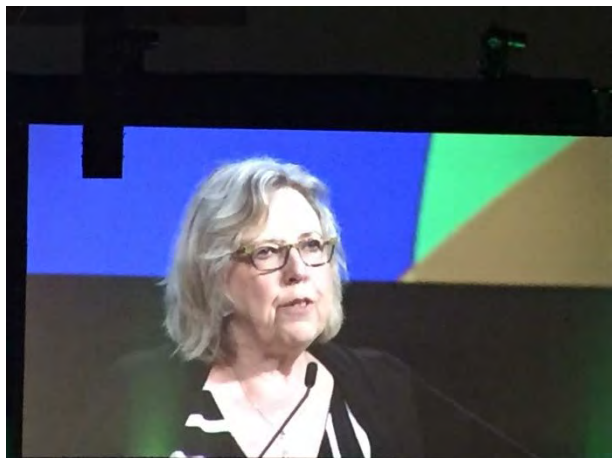
Finance Critic Gérard Deltell



Walking Tour of Centretown and Active Transportation Routes



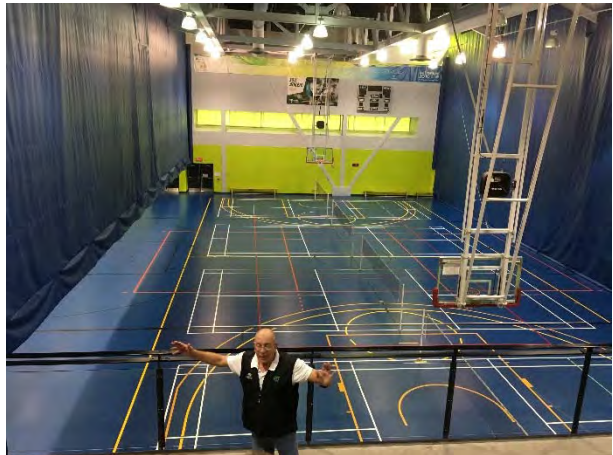
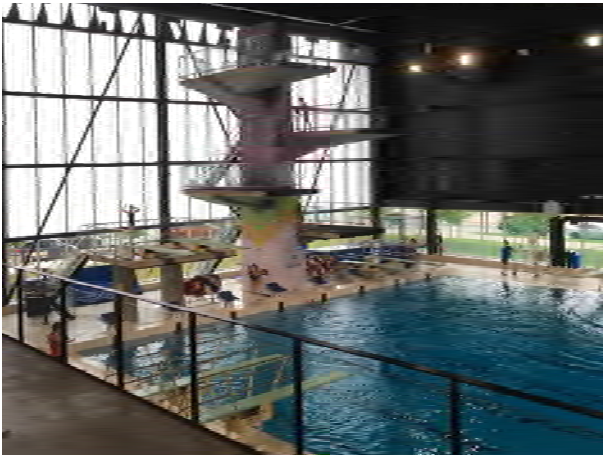
Tom Mulcair Political Keynote Address



Elizabeth May Political Keynote Address



Ottawa Mayor's Welcome Reception at Canadian Museum of History



The Centre sportif de Gatineau Study Tour



Closing Keynote with Jon Montgomery



BOOTH

124, 126
327
118
208
312
609
212
122
503
608
308
120
101
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424
219, 221
615
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625
501
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522
523, 525, 527
324
411
315
209
519
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404
414
623
106
225
306
700
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318, 320
323
708, 709
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400
110
706
Lounge
409
112
104
511
423
410
426
204, 206
612
621
524, 526
422
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412
521
310
508

EXHIBITOR

Municipal Information Network
Municipal Property Assessment Corporation (MPAC)
Municipal World
National Bank
National Energy Board
National Joint Powers Alliance
Nationwide Commercial Aquatics Inc.
Nature Canada / Cats and Birds Initiative
Neptune Technology Group (Canada) Limited
Nuclear Waste Management Organization
Nummax
Nustadia Recreation
Nuvo Iron
Office of the Secretary to the Governor General
Operation Lifesaver Canada
Paris Site Furnishings & Outdoor Fitness
Park Street Solutions
ParkPlus System
PG Solutions
Philips Lighting Canada
PIJAC Canada - Pet Industry Joint Advisory Council
Playground Planners
PlayWorks & ParkWorks, Inc.
Port of Vancouver
ProQuip International
Public Safety Canada
Public Service and Procurement Canada (PILT)
Québec City
Rehrig Pacific Company
Royal Roads University
Safetysidewalks Canada Inc.
SanEcoTec Ltd.
Sapphire Water International
Scott Builders Inc.
Sensus, An Xylem Company
Shaw Communications
Site-Secure
Sprung Structures
Stageline Mobile Stage
Sun Country Academy
Sun Country Eco-Rides
Sun Country Highway
Sun Country Organics
SuperiorRoads Solutions
Sustane Technologies
TELUS
Tim Hortons
TotalPave
Townfolio Inc.
Traffic Logix
TransCanada
Transport Canada
Transportation Safety Board of Canada
Tree Canada
Unifor Canada
United Rentals
United Steelworkers
Urban Blu Inc.
Vanhof & Blokker
Veolia Water Technologies
Vortex Aquatic Structures
Waterplay Solutions
Western Recreation & Development
Xplornet Communications



Annual Conference
and Trade Show

SHAPING CANADA'S FUTURE

FCM.CA/AC

#FCM2017AC 

Download the conference app at Eventmobi.com/FCM2017AC for full session descriptions.

Simultaneous interpretation Rural stream program

2017 June 12 OpenSessionFINAL_113

THURSDAY, JUNE 1

8 a.m. – 3 p.m.	Exhibitor Registration	Parliament Foyer, 3 rd Floor
9 a.m. – 7 p.m.	Delegate Registration	Rideau Canal Atrium, 2 nd Floor
12 – 3 p.m.	Study Tours - Lunch provided	
	<ul style="list-style-type: none"> BIA Partnerships Bus Rapid Transit Managing Transportation in the Nation's Capital Blanket Exercise 	
12:30 – 2:30 p.m.	Study Tours	
	<ul style="list-style-type: none"> Trail Waste Facility Combined Sewage Storage Tunnel The Centre sportif de Gatineau MosaïCanada 150 / Gatineau 2017 	
1 – 3 p.m.	Study Tour	
	<ul style="list-style-type: none"> Good Food in Schools: a Role for Municipalities 	
3 – 3:45 p.m.	Orientation Session for First-Time Delegates	Room 214, 2 nd Floor
4 – 5 p.m.	Regional Networking	
	<ul style="list-style-type: none"> Atlantic Provinces British-Columbia Ontario Prairies & Territories Quebec 	Room 102, 1 st Floor Room 214, 2 nd Floor Room 213, 2 nd Floor Room 206, 2 nd Floor Room 104, 1 st Floor
5 – 7 p.m.	Official Trade Show Opening and Reception <i>Sponsored by Port of Vancouver</i>	Canada Hall 2-3, 3 rd Floor

FRIDAY, JUNE 2

7 – 8 a.m.	Continental Breakfast	Trillium Ballroom, 4 th Floor
7 a.m. – 5 p.m.	FCM 2017 Lounge	Trillium Ballroom, 4 th Floor
7 a.m. – 6 p.m.	Delegate Registration	Rideau Canal Atrium, 2 nd Floor
8 a.m. – 3:30 p.m.	Trade Show	Canada Hall 2-3, 3 rd Floor
8 – 9 a.m.	Opening Ceremony	Canada Hall 1, 3 rd Floor
	<i>Sponsored by Yellow Pages</i>	
9 – 9:30 a.m.	Political Keynote	Canada Hall 1, 3 rd Floor
9:30 – 10:15 a.m.	Plenary: President's Forum	Canada Hall 1, 3 rd Floor
	<i>Sponsored by Cement Association of Canada</i>	
10:15 – 11 a.m.	Coffee Break	Canada Hall 2-3, 3 rd Floor
11 a.m. – 12:30 p.m.	Workshops	

- Policy Powerhouse: How FCM Policy Gets Made A Guide to Influencing FCM Policy
- Save Money: Build for Low Carbon and Climate Resilience
- Rural and Remote Broadband Opportunities

11 a.m. – 12:30 p.m. Workshops (continued)

- Overcoming Barriers: A Strategy to Elect More Female Local Officials Room 213, 2nd Floor
- Innovative Solutions to Municipal Economic Challenges Room 206, 2nd Floor

11 a.m. – 1 p.m. Study Tours

- The Centre sportif de Gatineau
- Supporting Food and Farm Businesses – Ottawa Food Hub and Savour Ottawa
- Good Food in Schools – a Role for Municipalities
- Mayor's Rural Expo and Food Aid Day - Lunch provided
- Wastewater Treatment Plant

11 a.m. – 2 p.m. Study Tours - Lunch provided

- Managing Transportation in the Nation's Capital
- Bus Rapid Transit

12:30 – 2:30 p.m. Lunch on the trade show floor Canada Hall 2-3, 3rd Floor

Sponsored by Dairy Farmers of Canada

12:30 – 2 p.m. Study Tour - Lunch provided

- The Moore Farm Estate

12:30 – 2:30 p.m. Study Tours - Lunch provided

- Trail Waste Facility
- Main Street Renewal Project

12:45 – 2:00 p.m. Rendez-Vous Theatre Canada Hall 2-3, 3rd Floor

2:30 – 2:45 p.m. 3rd VP Candidate Presentations Canada Hall 1, 3rd Floor

2:45 – 3:15 p.m. Political Keynote Canada Hall 1, 3rd Floor

3:30 – 5 p.m. Workshops and coffee break

- Budget 2017 and 10 Years of Infrastructure Spending
- #FCMInnovation: Making Choices that Matter to Citizens
- Municipal Asset Management: Why and How to Make it a Priority
- Reconciliation Through Economic Development, Service Agreements and Relationship Building
- The Role of Local Governments in International Development

3:30 – 5:30 p.m. Study Tour

- A Tour of the National Capital Region's Urban Forests

3:45 – 5:45 p.m. Study Tours














- Arts Court and Ottawa Art Gallery - Walking Tour
- Ottawa 2017 and Inspiration Village - Walking Tour

6:30 – 8:30 p.m. Mayor's Welcome Reception Hosted by the Canadian Museum of History

Presented by Shaw Communications

SATURDAY, JUNE 3

7 a.m. – 6 p.m.	Delegate Registration	Rideau Canal Atrium, 2 nd Floor
7:30 – 8:30 a.m.	Continental Breakfast	Canada Hall 2-3, 3 rd Floor
7:30 a.m. – 3 p.m.	Trade Show	Canada Hall 2-3, 3 rd Floor
8 – 9 a.m.	Resolutions Plenary	Canada Hall 1, 3 rd Floor

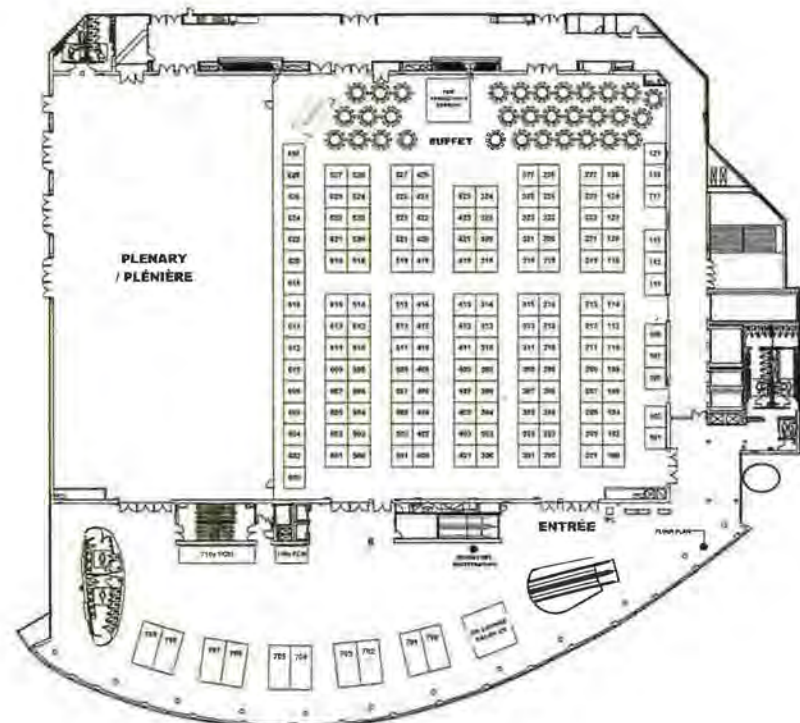
9 – 10 a.m.	President's Rural Plenary  <i>Sponsored by the Forest Products Association of Canada</i>	Canada Hall 1, 3 rd Floor	6 – 7:30 p.m.	Francophone Reception <i>Sponsored by Motorola Solutions</i>	Trillium Ballroom, 4 th Floor
2017 June 12 Open Session FINAL 114					
9 a.m. – 4:30 p.m.	FCM 2017 Lounge	Trillium Ballroom, 4 th Floor	SUNDAY, JUNE 4		
10 – 10:30 a.m.	Political Keynote 	Canada Hall 1, 3 rd Floor	7 a.m. – 4 p.m.	Delegate Registration	Rideau Canal Atrium, 2 nd Floor
10:30 – 11 a.m.	Coffee Break	Canada Hall 2-3, 3 rd Floor	7 – 8:15 a.m.	Breakfast Fundraiser: FCM Women in Municipal Government Scholarships <i>Sponsored by Canadian Labour Congress</i>	Room 214, 2 nd Floor
11 a.m. – 12:30 p.m.	Workshops		7 a.m. – 4 p.m.	FCM 2017 Lounge	Trillium Ballroom, 4 th Floor
	• Community Safety Broadband: Building Safe, Healthy and Sustainable Communities 	Room 214, 2 nd Floor	7:30 – 8:30 a.m.	Continental Breakfast	Trillium Ballroom, 4 th Floor
	• Urban Forests: A Natural Asset	Room 205, 2 nd Floor	8:30 – 10:45 a.m.	AGM and Elections 	Canada Hall 1, 3 rd Floor
	• Northern and Remote Forum 	Room 213, 2 nd Floor	10:45 – 11:15 a.m.	Political Keynote 	Canada Hall 1, 3 rd Floor
	• "Endless construction": A Digital Plan for Municipalities and Local Business 	Room 207, 2 nd Floor	11:15 a.m. – 12 p.m.	Coffee Break served with boxed lunches	In election rooms
	• Best Practices for As an Elected Official, What Is My Role in Stakeholder Engagement?	Room 206, 2 nd Floor	11:30 a.m. – 2:15 p.m.	Selection of candidates for Board of Directors, Regional Chairs and PTA Executive Representative – working lunch	
11 a.m. – 1 p.m.	Study Tours		<i>Provinces:</i>		
	• Minto Recreation Complex		• Alberta		
	• Innovation Centre at Bayview Yards		• British Columbia		
	• The Centre sportif de Gatineau		• Manitoba		
	• The Gatineau Recycling Plant		• New Brunswick		
	• Supporting Food and Farm Businesses – Ottawa Food Hub and Savour Ottawa		• Newfoundland and Labrador		
11 a.m. – 2 p.m.	Study Tours – Lunch provided		• Nova Scotia		
	• Innovative Agriculture - Tour 1		• Ontario		
	• Innovative Agriculture - Tour 2		• Prince Edward Island		
	• Managing Transportation in the Nation's Capital		• Quebec		
	• Maintenance and Operations Center of the Société de transport de l'Outaouais		• Saskatchewan		
	• From field to fork 		• Territories		
12:30 – 2:30 p.m.	Lunch on the trade show floor	Canada Hall 2-3, 3 rd Floor	<i>Regional Chairs:</i>		
12:45 – 2:30 p.m.	Rendez-Vous Theatre	Canada Hall 2-3, 3 rd Floor	• Atlantic		
2:30 – 3 p.m.	Trade Show Prize Draw and Coffee Break	Canada Hall 2-3, 3 rd Floor	• British Columbia		
3:30 – 5 p.m.	Workshops		• Ontario		
	• The Role of Local Governments in International Trade	Room 205, 2 nd Floor	• Prairies and Territories		
	• Funding the 4,000 Faces of Climate Leadership 	Room 207, 2 nd Floor	• Quebec		
	• Youth Forum: How Young Elected Officials Are Changing Our Communities 	Room 213, 2 nd Floor	<i>PTA – Elections of Executive Representative</i>		
	• Municipal Leadership on Anti-Poverty Strategies	Room 206, 2 nd Floor	12 – 2 p.m.		
3:30 – 5:30 p.m.	Rural Town Hall  	Room 214, 2 nd Floor	• The Centre sportif de Gatineau		
3:30 – 5:30 p.m.	Study Tours		• The Moore Farm Estate		
	• Diverse Community Garden Models		• Ottawa 2017 and Inspiration Village - Walking tour		
	• Wastewater Treatment Plant		2 – 2:30 p.m.	FCM/Tree Canada Legacy Project – Tree Planting Ceremony	City Hall (meet at FCM secretariat)
	• Minto Recreation Complex		2 – 2:45 p.m.	Coffee Break	Parliament Foyer, 3 rd Floor
	• The Moore Farm Estate		2:45 – 3 p.m.	FCM 2017-2018 Board Member Elections 	Canada Hall 1, 3 rd Floor
	• MosaiCanada 150 / Gatineau 2017		3 – 4:30 p.m.	Closing Keynote: Keynote by John Montgomery and closing remarks 	Canada Hall 1, 3 rd Floor
	• Incubating Farm Businesses and Local Food Economy – Just Food Farm		6 p.m. – 12 a.m.	Host City Gala Reception and Dinner	Canada Hall 2-3, 3 rd Floor
5 – 6 p.m.	Youth Reception	Room 213, 2 nd Floor			
5:10 – 5:30 p.m.	Signing of MOU between FCM and the Global Covenant of Mayors for Climate and Energy	Room 207, 2 nd Floor			

EXHIBITOR LISTING

BOOTH	EXHIBITOR
707	Accerta
406	Air Quality Health Index Canada (AQHI)
402	Alcea Technologies - FIT Tracking Solutions
619	Archangel Fireworks
307, 309	ATS Traffic
301	BioMaxx Wastewater Solutions
119, 121	Brigade Electronics (Canada) Ltd.
602	Canada 150
205, 207	Canada Post
411	Canadian Garden Council
325	Canadian Home Builders' Association
122	Canadian Kennel Club
224, 226	Canadian Labour Congress
413	Canadian Nuclear Safety Commission
507	Canadian Owners and Pilots Association
419	Canadian Pacific
603	Canadian Postmasters and Assistants Association (CPAA)
509	Canadian Propane Association
313	Canadian Ramp Company
600	Canadian Tire
603	Canadian Union of Postal Workers (CUPW)
513, 515	Canadian Union of Public Employees (CUPE)
504	CanadianPond.ca Products Ltd.
213	Cardus - Social Cities
304	CEDEC
519	City of Charlottetown
425	CN
300, 302	COEJATC - Canadian Operating Engineers Joint Apprenticeship and Training Council
702	Colas Canada
518, 520	Commissionaires
422	Communities in Bloom
222	CropLife Canada
314	Custom Ice Inc.
201, 203	Dairy Farmers of Canada
510	Davidson Violette
614	DECAST
616	DeepRoot Canada Corp.
200, 202	Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada and Canadian Hatching Egg Producers
502	Election Systems & Software
618	Emergency Communications Network
107, 109	Emterra Environmental
218	Enbridge Inc.
610	Energkem
305	Ennis-Flint
322	Environment and Climate Change Canada
102	Environmental Metal Works / WITS
319, 321	Equinox Industries Ltd.
628	Esri Canada
421	FCM / RAC Municipal-Rail Proximity Initiative
710	Federation of Canadian Municipalities (FCM)
607	FONTUR International Inc.
701	Forest Products Association of Canada (FPAC)
500	Frank Cowan Company
605	GardaWorld
407	GE Lighting Canada/ Current, powered by GE
415	Global Affairs Canada
514	Global Traffic Group Ltd.
215	Governance Solutions Inc.
111, 113, 115	Grande West Transportation
420	Groupe Artea Inc.

2017 June 12 Open Session FINAL_115

BOOTH	EXHIBITOR
504	Halifax Regional Municipality
114	Hamilton Kent Inc.
408	Health Canada
613	Heart and Stroke
401, 403	Henderson Recreation Equipment Ltd
227	ICAN Group - Independent Canadian Auction Network
622	Infrastructure Canada
311	Infrastructure Ontario
601	Interlocking Concrete Pavement Institute (ICPI)
214	International Brotherhood of Electrical Workers (IBEW)
611	International Zinc Association
703	IPL inc.
220	Lafleche Environmental Inc., A GFL Company
624	Last Post Fund
627	Leblanc Illuminations
223	Lecol Inc.
626	LED Roadway Lighting Ltd.
100	Legacy Building Solutions
105	LiquiForce
405	ListenUP! Canada - National Campaign for Better Hearing
108	Locomotive
117	Lumizone Global Inc.
211	Manderley Turf Products
103	MegaDome Inc.
704, 705	Mitsubishi Motor Sales of Canada
523, 525, 527	MMCité Site Furnishings
418	Molok North America Ltd.
512	Municipal Advocacy Solutions





ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	9 June 2017
RE	:	Traffic Bylaw

Recommendation:

It is recommended second reading of Bylaw 1-14 be tabled until the next Council meeting.

Background:

Recently there has been a situation where it seems the intention of the Traffic Bylaw is not absolutely clear in the wording of the Bylaw. This can be resolved before third reading but there is some additional consultation necessary with all the parties involved in the implementation and enforcement. A review is presently being conducted and we expect a report by the next Council meeting.

BY-LAW NO. 1 - 14

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

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

1. TITLE

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

2. INTERPRETATION

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

- a. words in this By-law which are defined in Section (1) of the Motor Vehicle Act, R.S.N.B. 1973, and amendments thereto, have the meaning as defined in the Act;
- b. "bridge" means any structure used or intended to be used for the purpose of carrying traffic on a highway, over or across a river, stream, ravine, railway or other highway, and having a length between abutments not less than three meters, and includes the approaches thereto;
- c. "commercial vehicle" means any vehicle with a gross mass of four thousand five hundred (4,500) kilograms or more and designed or adapted for the carrying of freight, goods, wares or merchandise and does not include a private passenger vehicle;
- d. "bus stop" means a street or portion of a street set aside for the exclusive parking of buses for the purpose of allowing passengers to enter or alight therefrom;
- e. "Council" means the Mayor and Councilors of Rothesay;
- f. "curb" means and includes any lateral limit of the portion of a street used and intended to be used for vehicles whether marked by curbing or not;
- g. "designated parking space" means a parking space which has specifically been marked or painted in a parking lot to facilitate the parking of vehicles in a neat and orderly fashion;
- h. "loading zone" means a street or portion of a street set aside for the exclusive parking of commercial vehicles for the purpose of loading and unloading of merchandise;
- i. "taxicab stand" means a portion of a street within the Town designated by the Planning Advisory Committee, in collaboration with the Chief of Police to be used as a Taxicab stand and so marked;

- j. "traffic officer" means a member of the Royal Canadian Mounted Police, Rothesay Regional Police Force, or any person designated by the Council as a traffic officer;
- k. "Town" means the town of Rothesay or the area contained within its municipal boundaries as the context requires;
- l. "tricycle" means every device propelled by human power upon which any person may ride, having three wheels; and
- m. TAC means the Transportation Association of Canada Manual of Uniform Traffic Control Devices.

3. MAXIMUM SPEED OF VEHICLES

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

4. TRAFFIC CONTROL DEVICES

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

5. THROUGH HIGHWAYS

Highways and portions of highways designated as through highways are listed as arterial streets on Schedule 'A-4' of this By-law. Stop signs shall be erected at all entrances thereto and at all entrances to Hampton Road and Marr Road other than those listed in Schedule 'A-3'.

6. TRUCK ROUTES

- 1. Council may designate highways or portions of highways as Truck Routes. Highways and portions of highways so designated are listed as truck routes on Schedule 'A-5' of this By-law.

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

7. STOPPING, STANDING, OR PARKING OF A VEHICLE

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

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

8. DISABLED PARKING

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

9. FIRE LANES

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

10. BUS STOPS

1. Any bus operated or approved for operation by the Town may stop at a designated bus stop for the purposes of accepting and/or discharging passengers.
2. Those areas so designated on any portion of a highway as passenger drop-off and pick-up stops shall be marked by the appropriate signs showing the limits thereof. Locations of Bus Stops are subject to the approval of the Council or its designate.

11. LOADING ZONES

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

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

12. TAXICAB STANDS

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

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

13. WINTER TRACTION TIRES

In this section:

"winter traction tires" means:

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

"winter period" is defined by the MVA section 241(3) as the period between the first day of December in any year and the Thirty-first day of March in the following year. During this time a motorist shall use studded tires on any roadway in New Brunswick. The Minister responsible may, at his or her discretion, extend the allowable timeframe for studded tires.

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

- b. require the driver to move the vehicle to a position off the main travelled portion of such street;

14. SPRING WEIGHT RESTRICTIONS

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

15. HORSES

No person shall:

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

16. TRICYCLES/BICYCLES

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

17. PARADES AND PROCESSIONS

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

18. THIS SECTION IS INTENTIONALLY BLANK

19. NUISANCES

1. No person shall park a motor vehicle on any street at any time so as to impede traffic and if a traffic officer or person designated by Council orders the vehicle removed, the owner of the vehicle shall be liable for any removal, towing and storage charges.
2. No person shall place or park on any street, at any time, a motor vehicle for the purpose of sale, or display for offer of sale and if a traffic officer or person designated by Council orders the vehicle removed, the owner of the vehicle shall be liable for the cost of removal, towing and storage of the vehicle.

3. No person shall dump, push or place snow or ice onto the highway or within the ditches of any highway.
4. No person shall remove or attempt to remove, dig up, cut down, destroy or in any manner damage or injure any trees in or upon any highway or public place.
5. No person shall remove, mark or deface any placard, fence, sign or barricade by the Town authority.
6. No motor vehicles, except those authorized by the Town, are allowed on lands designated as parks, playgrounds, beaches, green areas, ball fields, wharves, lawns, nature preserves, land for public purposes or open spaces, except in those areas designated as driveways and parking lots.

20. IMPOUNDING OF VEHICLES

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

21. OFFENCES

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

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

22. ADMINISTRATION, ENFORCEMENT AND PENALTIES

1. Every person charged with an offence under this By-law may, on or before the date of a charge pertaining to the offence has been laid in Provincial Court, make a voluntary payment of \$50.00 (Fifty Dollars) to the Kennebecasis Regional Police Force as follows:
 - a. In person at the Kennebecasis Regional Police Station, Quispamsis, New Brunswick, in cash or by cheque or money order payable to the Rothesay Regional Police Force; or
 - b. By mail to: Kennebecasis Regional Police Force, 126 Millenium Drive, Quispamsis, New Brunswick, E2E 6E6, Attention Fine Revenue Clerk,

by cheque or money order only, payable to the Rothesay Regional Police Force;

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

2. If the voluntary payment set out in section 53 has not been received on or before the date a charge pertaining to the offence has been laid in Provincial Court, the person charged with the offence may make a voluntary payment of \$75.00 (Seventy-Five Dollars) as follows:

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

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

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

23. REPEAL PROVISIONS

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

24. ONE WAY AND CONTROLLED ACCESS HIGHWAYS

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

EFFECTIVE DATE

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

FIRST READING BY TITLE

SECOND READING BY TITLE

READ BY SECTION NUMBER:

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

THIRD READING BY TITLE AND
ENACTMENT

ORDER OF THE LIEUTENANT-
GOVERNOR IN COUNCIL #

Department of Public Safety - Deputy
Minister

Nancy Grant
MAYOR

Mary Jane E. Banks
CLERK

Schedule A

A-1

**STREETS WITH 30
KILOMETRE SPEED
LIMITS**

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

**STREETS WITH 50
KILOMETRE SPEED
LIMITS**

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

**STREETS WITH 60
KILOMETRE SPEED
LIMITS**

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

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

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

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

- both sides for the entire length of the street

Eden Drive

- both sides for the entire length of the street
Grove Avenue
- both sides for the entire length of the street
(from Hampton Road to the cul-de-sac
beside Highway 1)
Almon Lane
- both sides for the entire length of the street
Peters Lane
- both sides for the entire length of the street
Church Avenue
- from the intersection with Gondola Point
Road to a point 90m southeast of the
intersection

A-8 CONTROLLED ACCESS HIGHWAYS Campbell Drive from the intersection with Marr Road to the intersection with Route 111.

A-9 RA-5 CROSSWALKS LOCATIONS

- a) Gondola Point Road at School Avenue
- b) Gondola Point Road at Cameron Road
- c) Gondola Point Road at River Road
- d) Gondola Point Road at Hampton Road
- e) Rothesay Road at Tennis Court Road
- f) Rothesay Road at Fox Farm Road
- g) Hampton Road at Grove Avenue
- h) Hampton Road at Hillcrest
- i) French Village Road at soccer field
- j) Rothesay Road at College Hill Road

A-10 PRIVATE ROADS

- a) Aldamay Lane
- b) Minnard Lane
- c) Arena Lane
- d) Bartlett Road
- e) Bishop's Drive
- f) Bonneycastle Lane
- g) College Hill Road (on RNS Campus)
- h) Heritage Lane
- i) Netherwood Lane
- j) Dayspring Lane
- k) Madill Lane
- l) Fairweather lane
- m) Gentleman Drive
- n) Golden Pond Lane
- o) Sheryl Drive
- p) Gordon Lane
- q) Highmeadow Lane
- r) Homestead Road

- s) Lacey Drive
- t) Kingshurst Lane
- u) Kingsview Court
- v) Knoll Lane
- w) Maiden Lane (Knoll Lane to end)
- x) McNamee Lane
- y) Troop Street
- z) White Lane
- aa) Miller Lane
- bb) Miller Park Drive
- cc) Persimmon Lane
- dd) Pugsley Court
- ee) Rose Lane
- ff) Watercrest Lane
- gg) Wilson Drive
- hh) Scovil Lane

Mary Jane Banks
Town of Rothesay
70 Hampton Road
Rothesay, NB
E2E 5L5

This letter is to inform you of my intention to have my son speak to Council on Monday night, June 12, 2017.

As you are aware, as per my letter of November 5, 2015 to Mr. John Jarvie and copied to all members of Council, we are concerned about water management on the lots at 5 and 7 Allison Drive. In this letter of 2015, we asked 5 questions, which have not yet been answered. In addition, we now have a concern about a pipe installed so as to specifically drain water from around the foundation and off the roof of 7 Allison Drive through the drain onto our property.

We would like to address Council to obtain answers to our questions and obtain comfort from Council that all water issues have been satisfactorily addressed.

In addition to the 5 questions in our letter of 2015, we would also like to understand from Council on what basis Vantage Build Inc. has been permitted to install a pipe draining water on our property when options for satisfactory drainage onto Armstrong (7 Allison Drive) or Town property exist. The Rothesay Bylaw (s. 5.9) seems to suggest that stormwater is to be managed and directed away from neighbouring properties and mitigated before being released to the public street. Was it always the plan to direct the water onto our property as per the plans submitted to the town as per the development agreement?

On what basis was the choice made to place the pipe in that location? Was any consideration given to our water management issues as expressed in our letter of November 2015?

As well, what is the designation of the watercourse on the property and has it always been that?

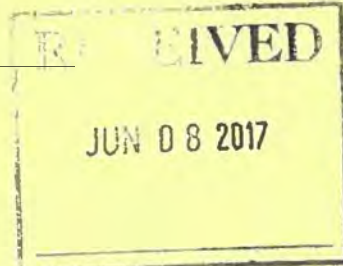
Furthermore, given that the Town has acknowledged that the survey methods used by the Town or Rothesay may not be entirely accurate, how can Council be confident that the pipe is not on our land?

I also believe that this can be fixed and should be fixed immediately, before the [REDACTED] property is landscaped.

Thank You,
Judith A. Grannan

Judith A. Grannan

5 Allison Drive
Rothesay, NB
E2E 5E2



November 5, 2015

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

Dear Mr Jarvie,

I am writing to you about the construction at number 7-9 Allison Drive. The lot was recently sold to [REDACTED] and preparation of the lot (clearing, installation of culvert, deposit of fill, etc.) has commenced in the last week or so.

We are longstanding residents of 5 Allison Drive. My husband, adult children and I have enjoyed excellent relations with our neighbours and we will be happy to welcome a new family to the street. Having said that, we are concerned to ensure that the construction of the new home does not create problems for our property, particularly with respect to water.

Water is a risk for homes on the hill and the quantity of water flowing down the hill after storm is increasing. As you will know a portion of Allison Drive (immediately adjoining this lot) washed out in a storm at the end of September of this year due to runoff from the hill.

Until today, the water flowed downhill through the stream at 11 Allison and continued downstream below the property line about another ten feet. Then, until today, the water flowed diagonally from roughly the top corner of the lot to roughly the diagonally opposite bottom corner of the lot. In doing so the water entirely bypassed the corner of our lot where our garage is located. A number of neighbours have observed this flow of water.

Today, at [REDACTED] direction, the crew deepened and widened the stream coming down from 11 Allison and caused the water to start to flow through this channel, rather than the diagonal route it was taking across the lot. As a result, the water now flows directly toward our garage and then takes a right angle turn immediately uphill from our garage. It is possible that this was one route for the water in the past, but we and various

other eyewitnesses are well aware that this was not the direction in which the water flowed in recent years. Today, the channel could readily accommodate the flow of water. However we are very concerned that this will not be the case in the event of a heavy rainfall.

I attempted to speak to [REDACTED] today to discuss this matter but he chose to rush off. He has indicated - throughout our neighbour - we must take our concerns to the Town of Rothesay. As a result we are putting you on notice of our concerns. In addition we do also have a few questions for the Council:

1. It is our understanding that [REDACTED] has been told by the Town of Rothesay to redirect the water to flow down the property boundary; is this correct?
2. If this is correct did the Town of Rothesay observe the site and/or conduct any analysis regarding the quantity of water currently flowing through the stream after a storm and the possible impact on our property?
3. What permits were in place to cover the work to date and who has approved the plan for water management of the new lot?
4. On 26 Oct 2015, I spoke with Brian White, the Director of Planning and Development Services of the Town of Rothesay to convey my concerns about the water management on the new lot; what steps taken to convey this information to [REDACTED] by the Town of Rothesay prior to the work undertaken today?
5. To what extent has Mr. MacLean (Town Engineer) been consulted? If he was consulted what was his position?

We believe a solution might be to add a culvert where the stream takes a righthand turn down towards the road at the bottom of the property, in order to ensure the water bypasses our garage and does not overflow into our property in any way. However we do not consider ourselves experts in these issues and look to you to help us resolve what we see to be a material risk to 5 Allison Drive.

We look forward to being good neighbours and not hampering [REDACTED] efforts in any way once this issue is resolved satisfactorily.

Sincerely,

Judith A. Grannan



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
June 6, 2017

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

John Jarvie

DATE: June 6, 2017

SUBJECT: 2017 Town Hall Photocopier RFQ

RECOMMENDATION

It is recommended that Rothesay Mayor and Council accept the proposal submitted by Xpert Office Products Ltd. in the amount of \$15870.00 (incl. Hst) to provide for the purchase of a new central photocopier/printer for Town Hall and that the Director of Administrative Services be authorized to execute the appropriate documentation in that regard.

BACKGROUND

Town Hall has two multifunction Fax/Print/Copier/Scanner devices. Both of which have in the past been replaced every 5 years. The units presently in place have reached their expected life span for the load they operate under. However moving these to different locations of lighter load will allow us to maximize our investment in these units. The front office unit will be moved to the Works Garage to replace their unit that has far exceeded its lifespan. The mail room unit at Town Hall will be moved to the front office where it is expected to provide another 3 – 5 years of functionality and performance improvement over the unit it will be replacing at a lighter operational load.

The new unit recommended in this memo will be installed in the mailroom at Town Hall where the largest Print/Copier/Scanner load exists.

DISCUSSION

On April 26, 2017 a detailed request for quotation document was developed by staff and distributed to the major vendors in the province able to supply the class of machine requested.

In response to this quotation request, three (3) submissions were received and one declined to bid. Proposals were received on Friday May 26th 2017 at 12 noon from the following firms:

Konica Minolta	Saint John, NB
Xpert Office Products	Saint John, NB
Sharp Canada.	Moncton, NB
Diversified Office Services Ltd. (declined to bid)	Saint John, NB

The quotations were submitted by sealed envelopes and or by electronic email to the attention of the ICT Coordinator Michael Kean. Receipt of all proposals was acknowledged by email to all suppliers.

Technical and financial information was reviewed by and collated into an Excel spreadsheet prepared by ICT Coordinator Michael Kean with recommendations. These were reviewed with Director Administrative Services Mary Jane Banks and Treasurer Doug MacDonald.

The result of this process was to obtain the most functional equipment meeting requested specifications and existing within the allowable operational space at Town Hall. The supplier that met all criteria following this process was the proposal submitted by Xpert Office Products. The Xpert Office Products submission did not carry the lowest overall price; however it was below the amount budgeted for this purchase in the 2017 IT budget, locked in cost per copy cost for 66 months, met minimum operation and size specifications required and deemed to be the best value.

The offering provided by Minolta is substantially too large to fit into the amount of available space without the removal of counter/storage cabinets which are all actively in use. Nor did they provide in writing a guarantee that their cost per copy fee's were locked in for 60 month minimum. The offering from Sharp did not meet minimum performance specifications and was the highest bid in both purchase price and B/W cost per copy.

Specification evaluation and pricing grid follows on next page.

<u>Minimum Specifications</u>		<u>Sharp MX6070</u>	<u>Konica Minolta C658</u>	<u>Xerox 7970i</u>
Copy/Print Speed	65 - 72 ppm	60 ppm	65 ppm	70 ppm
Paper Trays	4 x 500 sheet drawers	4 x 550	4 x 500	2 x 520
	100 sheet bypass tray	YES	YES	1 x 867 1 x 1133 YES
Large Capacity Cassette	2000 sheet LCC	3000 sheet	2500 sheet	2000 sheet
Max Paper size	11 x 17	YES	YES	YES
ADF scanning speed	65 - 72 ppm	YES	YES	YES
ADF Single Pass Dual side scan	REQUIRED	YES	YES	YES
Printer	REQUIRED	YES	YES	YES
Scanner	REQUIRED	YES	YES	YES
Print from Wireless Device (iPad)	OPTIONAL	YES	YES	YES
Fax Machine	REQUIRED	YES	YES	YES
Finisher Max Paper capacity	Not specified	3000	3200	3000
Finisher hole punch and staple	REQUIRED	YES	YES	YES
Black & White CPC		\$0.0082	\$0.0060	\$0.0070
Color CPC		\$0.0585	\$0.0551	\$0.0600
Dimension	60"	Less than 64" Not incl open LCC	82.36"	63.7"
Purchase Price		\$13,808.00	\$12,419.00	\$13,800.00
Cost incl HST		<u>\$15,879.20</u>	<u>\$14,281.85</u>	<u>\$15,870.00</u>
		FAIL *1	FAIL *2	PASS *3

*1 Does not meet minimum specifications. LCC tray when loading opens away from main unit. Will compromise available space allowances.

*2 Too wide by 2 feet to fit into available space.

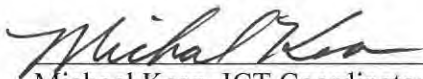
*3 Larger than requested dimension but will fit into available space. 60" requested but can accommodate up to 65"

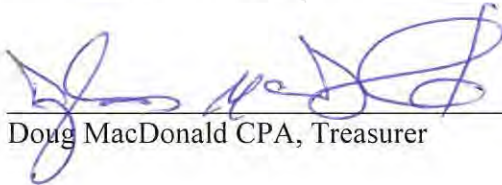
FINANCIAL IMPLICATIONS

The 2017 IT Budget included an amount of \$18,000 for the purchase of a new Print/Copier/Scanner for the central location at Town Hall.

The Xpert Office Products quotation is:

Photocopier:	\$13,800.00 plus HST (15870.00)	\$14,391 after HST rebate
Cost per copy B/W:	\$0.0070 cents per page locked for 66 months	
Cost per copy Color:	\$0.0600 cents per page locked for 66 months	

Report Prepared by: 
Michael Kean, ICT Coordinator

Report Reviewed by: 
Doug MacDonald CPA, Treasurer

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



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
June 12, 2017

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: June 07, 2017

SUBJECT: Highway Usage Permit 201706R010000405 – Taylor Brook Pedestrian Bridge

RECOMMENDATION

It is recommended that Mayor and Council authorize:

- 1) the Mayor and Clerk to execute an agreement with the New Brunswick Department of Transportation and Infrastructure for:

Highway Usage Permit 201706R010000405 for the purposes of installing a sanitary sewer forcemain on structure T115, Route 100, Rothesay, Kings County; and

- 2) the Treasurer to issue cheques in the amount of:

- ***\$20,000 to the Minister of Transportation for a security deposit which is refundable after 36 months of satisfactory performance of the agreement; and***
- ***\$37.50 to the Minister of Transportation for the annual permit fee for year number one of the agreement.***

ORIGIN

The 2016 Utility Fund Capital Budget included funds to install a new sanitary sewer forcemain along Rothesay Road between East Riverside Kingshurst Park and Rothesay Corner. The forcemain route crosses NBDTI structure T115, also known in Rothesay as the Taylor Brook Pedestrian Bridge.

BACKGROUND

The 2016 sanitary sewer forcemain project along Rothesay Road required that a sewer main be suspended from the underside of the Taylor Brook Pedestrian Bridge. The Department of Transportation and Infrastructure owns the pedestrian bridge and, as such, a Highway Usage Permit (HUP) agreement between the Town and the Department was required. The Town, through Dillon Consulting, applied for the HUP in September of 2016. The Agreement was drafted by the province and submitted to the Town on May 9, 2017 for acceptance.

ANALYSIS

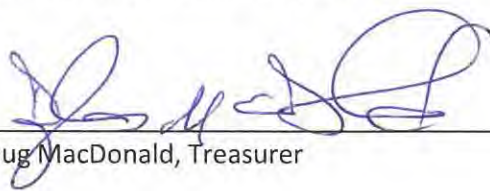
HUP agreements contain a number of general terms relating to construction standards, insurance requirements and termination. The HUP also includes specific terms related to security deposits, annual permit renewal fees and in some cases extraordinary insurance requirements owing to the nature of the work.

FINANCIAL IMPLICATIONS

The HUP as drafted recognizes that the infrastructure being added by the Town has potential to cause damage to the pedestrian bridge. The HUP also recognizes that the bridge is not a key piece of infrastructure that would have large scale costs outside of direct repairs should damage to the bridge occur. The HUP does not include extraordinary insurance requirements or the posting of a long term bond to cover costs associated with damage caused by life cycle operation of the infrastructure. The HUP does include a requirement for a bond of \$20,000 to protect the Department against costs associated with damage to the bridge during construction of the sewer line. Barring any noticeable or quantifiable construction damage, the bond will be released (without interest) 36 months after the date of final completion of the work.

The permit has been issued for a period of 20 years expiring on March 31, 2037. The annual renewal fee is \$37.50 which must be paid on or before the 31st day of March each year. The agreement, at the total discretion of the Minister of Transportation, may be renewed after March 31, 2037 for successive periods of 10 years periods.

Report Prepared by: 
Brett McLean, Director of Operations

Report Reviewed by: 
Doug MacDonald, Treasurer



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	9 June 2017
RE	:	Hampton Road Water Main Schedule

Recommendation:

It is recommended that Council receive this memorandum including the attachment for information.

Observations:

This situation presents a particular choice regarding the cost to utility customers in dollars versus a cost in inconvenience to some. While it is acknowledged by staff that work on Hampton Road at any time involves some inherent inconvenience to those travelling throughout the Town, the maintenance of the roadway and underground utilities is required to insure proper operations. Although it would be desirable to carry out the work in July and August when traffic is typically at its lowest volumes, the Director of Operations has valid reason to believe this will result in increased costs to complete the work. Regrettably it is impossible to identify with certainty how much extra would have to be paid to complete the work by September 1st but it is likely contractors would charge a premium for the compressed time frame in light of other work they and/or their competitors may have.

Staff generally seeks to obtain the best possible pricing for capital projects and believe with careful scheduling with the successful contractor and effective public communication, the job can be completed with limited inconvenience to travellers.



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
June 12, 2017

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:

John Jarvie, Town Manager

DATE: June 08, 2017

SUBJECT: Hampton Road Watermain – Construction Schedule

RECOMMENDATION

It is recommended that the Council receive this report for information.

ORIGIN

The 2017 Utility Fund Capital Budget includes funding for the construction of a watermain renewal project on Hampton Road between Highland Avenue and Church Avenue.

BACKGROUND

At their meeting of April 10, 2017 Council approved a proposal from Dillon Consulting to design, tender and manage a project to renew the watermain on Hampton Road between Highland Avenue and Church Avenue.

The existing cast iron watermain on Hampton Road was installed in the mid 1960's. The watermain operates well under current conditions, however modelling has shown that the increase in flow necessary to service the 7 Hillcrest Development has the potential to cause pipe failure.

The cast iron main would be replaced at some point in the future; however the development of the property at 7 Hillcrest has shortened the timeline for replacement. The Developer has recognized their role and responsibility with respect to the timeline and subsequently agreed to cost share the project with the Utility.

ANALYSIS

The project is now tender ready. The anticipated schedule was to tender the project such that it could be awarded in July and constructed prior to the resumption of school after Labour Day.

The time of year is such that many of the local firms who would bid on this type of project are unable to meet the tight timeline of a September completion date. Staff is not of the opinion that the restrictive timeframe will cause the tender to go unanswered, however the concern is that the restrictive timeframe will artificially increase the bid amounts.

A.E. Mackay is a partner with the Town in this project and the 7 Hillcrest Development is the key driver for the project. Staff have conferred with Mr. Mackay and determined that the earliest occupancy in the garden home portion of the development will be Christmas 2017 and the earliest occupancy in the condo building will be late spring/early summer 2018. Owing to the development's construction schedule, there is no real sense of urgency for the Town to complete the watermain project before the end of summer 2017.

The main reason for the Labour Day completion date was to avoid interference with traffic related to the return to school for students at Rothesay High and Harry Miller Middle Schools. Staff proposes to extend the completion date with a clear caveat in the specification that the project is to be completed such that all disturbed asphalt surfaces are reinstated before asphalt plants close in the late fall and that an allowance be made to avoid active work during the first two weeks of classes at the schools.

This schedule allowance should promote a better cross section of bidders and a better contract price.

Report Prepared by:


Brett McLean, Director of Operations