

ROTHESAY

Regular Council Meeting
Agenda

-2-

14 November 2017

- 5.11 6 November 2017 Letter from resident RE: Request for deactivation of drainage pipe on Gondola Point Road

Refer to the Public Works and Infrastructure Committee

- 5.12 7 November 2017 Email from Fr. M.A. Harris Council 6766 Knights of Columbus RE: Christmas Nativity Float

Council to provide direction

- 5.13 8 November 2017 Letter from residents RE: Goldie Court and Brock Court drainage with attachments

Refer to the Public Works and Infrastructure Committee

6. CORRESPONDENCE - FOR INFORMATION

- 6.1 11 October 2017 Letter from Kelly VanBuskirk, Lawson Creamer RE: BCAP's Achieve Literacy GSJ Campaign
- 6.2 11 October 2017 Letter from the Kennebecasis Valley Fire Department Board of Commissioners RE: 2018 Budget
- 6.3 13 October 2017 Letter from Liam Oland RE: Thank You – R.G.L. Fairweather Memorial Bursary recipient
- 6.4 18 October 2017 Letter to Minister Doucet RE: Nuisance Deer Management Program
- 6.5 26 October 2017 Letter from Quispamsis to Minister Doucet RE: Nuisance Deer Management Assistance Program
- 6.6 26 October 2017 Letter from St. Joseph's Hospital Foundation RE: Thank you – Support for CAM Unit

7. REPORTS

7.0 November 2017 Report from Closed Session

- 7.1 12 July 2017 Fundy Regional Service Commission (FRSC) Board Meeting Minutes
- 28 August 2017 FRSC Board Meeting Minutes
- 7.2 27 September 2017 Kennebecasis Public Library (KPL) Board Meeting Minutes
- September 2017 KPL Librarian's Report
- August 2017 KPL Building Maintenance Report
- 30 September 2017 KPL Comparative Income Statement
- 7.3 27 September 2017 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes
- 30 September 2017 KRJBPC Statement of Operations
- 18 October 2017 KRJBPC Call Report
- 7.4 13 September 2017 Kennebecasis Valley Fire Department (KVFD) Inc. Board Meeting Minutes
- 31 July 2017 KVFD Statement of Operations
- 13 September 2017 KVFD Chief's Report
- 31 August 2017 KVFD Response Report

ROTHESAY

Regular Council Meeting

Agenda

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14 November 2017

- 7.5 30 September 2017 Draft unaudited Rothesay General Fund Financial Statements
- 30 September 2017 Draft unaudited Rothesay Utility Fund Financial Statements
- 19 October 2017 Draft Finance Committee Minutes
 - KVFD Capital Funding
- 30 September 2017 Donation Summary
- 7.6 17 October 2017 Draft Parks and Recreation Committee Meeting Minutes
- 7.7 18 October 2017 Draft Public Works and Infrastructure Committee Meeting Minutes
 - 2 Grove Avenue
 - 2018 Transportation Operating Budget
 - 2018 Transportation Capital Budget
- 7.8 18 October 2017 Draft Utilities Committee Meeting Minutes
 - 2018 Utility Fund Operating Budget
 - 2018 Utility Fund Capital Budget
- 7.9 6 November 2017 Draft Planning Advisory Committee Meeting Minutes
- 7.10 October 2017 Monthly Building Permit Report
- 7.11 9 November 2017 Capital Projects Summary
- 7.12 18 October 2017 Age Friendly Committee Meeting Notes
 - Age Friendly Community Approach
 - Electronic Interactive Kiosks
 - Bulletin Boards
 - Age Friendly Survey
- 7.13 10 October 2017 2016 RCMP Annual 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) **Remove from table**

- 8 November 2017 Report prepared by DPDS White
- 20 October 2017 Letter from A.E. McKay Builders RE: Appleby Manor Subdivision

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 KV Oasis Youth Centre

- 20 October 2017 Letter from KV Oasis Youth Centre RE: Presentation
- KV Oasis Grant Application

Refer to the Finance Committee

ROTHESAY

Regular Council Meeting

Agenda

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14 November 2017

9.1.2 YMCA of Greater Saint John

9 November 2017 YMCA of Greater Saint John Grant application

Refer to the Finance Committee

Administration

9.2 Committee Appointments (Age-Friendly Committee)

7 November 2017 Memorandum from the Nominating Committee

10. NEXT MEETING

Public Hearing & Public Meeting

Monday, November 20, 2017 – 7 p.m.

Public Budget Session

Monday, November 27, 2017 – 7 p.m.

Regular meeting

Monday, December 11, 2017

11. ADJOURNMENT



Key Performance Indicators (KPI) Highlights: Sept YTD



14/11/17

Enterprise Saint John – September YTD KPI Highlights

2017November14OpenSessionFINAL_017



Strategy Update

2017 Strategic Focus	KPI's (2017)	Sept YTD Actual
Potential Entrepreneurs	750 students and young people reached	667 
Start-Ups and Existing Entrepreneurs	20 startups 40 jobs	17 start-ups 33 jobs 

Potential Entrepreneurs

- 14 students started a 4.5 month **High School Entrepreneurship Accelerator pilot program**.
- The **Youth PreLoaded Computer Club** started with 23 students at Kennebecasis Valley High School & Saint John High School
- Rothesay HS/KVHS will be at Pitchfest on **Nov 23rd**
- Dec 13-KVHS **Campus Markets**-Janet Vaughn(teacher)-into 2018
- Computer club at KVHS (Cynthia Leblanc-teacher) –into 2018
- Rothesay -Pitchfest in December

Start-Ups and Existing Entrepreneurs

- **The 17 start-ups created in** Tech, home healthcare, child psychology, ophthalmology, catering, coffee house, home improvements, lead generation sectors.
- **Venture Validation Program** – 11 participants successfully completed the first segment of the program. This program will test out if their business idea is valid—and they may become a businesses if product/service is viable
- Updated employment numbers from companies in the portfolio brought the job number up from **22 to 33 in Qtr 3 (33% growth)**

Events: Start up Weekend NB (Sept 29-Oct 1st)

By the numbers:

- 84 participants
- 30 sponsors (prizes/support)
- 20 mentors

Enterprise Saint John – September YTD KPI Highlights

2017November14OpenSessionFINAL_018



Strategy Update

2017 Strategic Focus	KPI's (2017)	Sept YTD Actual
High Potential Existing Businesses	500 new and retained jobs	541 (estimate) 
External Investors	250 new jobs	199 (estimate) 

High Potential Business

Smart & Connected –Projects will help businesses define problems, find solutions & opportunities using data analytics.

Led by Advisory Board Members from :T4G/Dell/Cisco/Innovatia/Ernst Young WiFi upgrade for Saint John to be completed by end of 2017.

2018:Platform to store data from businesses will be done –Quarter 1.

:7 “Pilot Projects” confirmed with local organizations to determine how best to leverage “data analytics” to grow their businesses.

High Potential Business

- Connecting **UNB Technology Management & Entrepreneurship** students with Greater Saint John companies (Crosby’s, SJ Energy, Dillon Consulting & Intelisys Aviation). Present technical challenges to 7 TME Master’s students.
- **Crosby Molasses Catalyst Session** --Multiple facilitation sessions focused on how best to grow their business over next 5 years. Over 166 ideas being generated from staff.


External Investors

- **Modular Fabrication and Project Cargo project** – creating awareness about the province’s capabilities to build large-scale components and ship them using the PortSJ & Spruce Lake Barge facility. One project could have far-reaching economic benefits-because it would involve multiple sectors (welders, machinists, heavy equipment, engineering firms).
- **Foreign Trade Zone application** –is an incentive that allows off-shore companies to bring in and assemble products in Saint John without being charged duties/taxes to transport assembled product into U.S. and the rest of Canada.

Enterprise Saint John – September YTD KPI Highlights

2017November14OpenSessionFINAL_019



2017 Strategic Focus	KPI's (2017)	Sept YTD Actual
Overall	75% of objectives and workplan delivered	On track 

Strategy Update

Communications

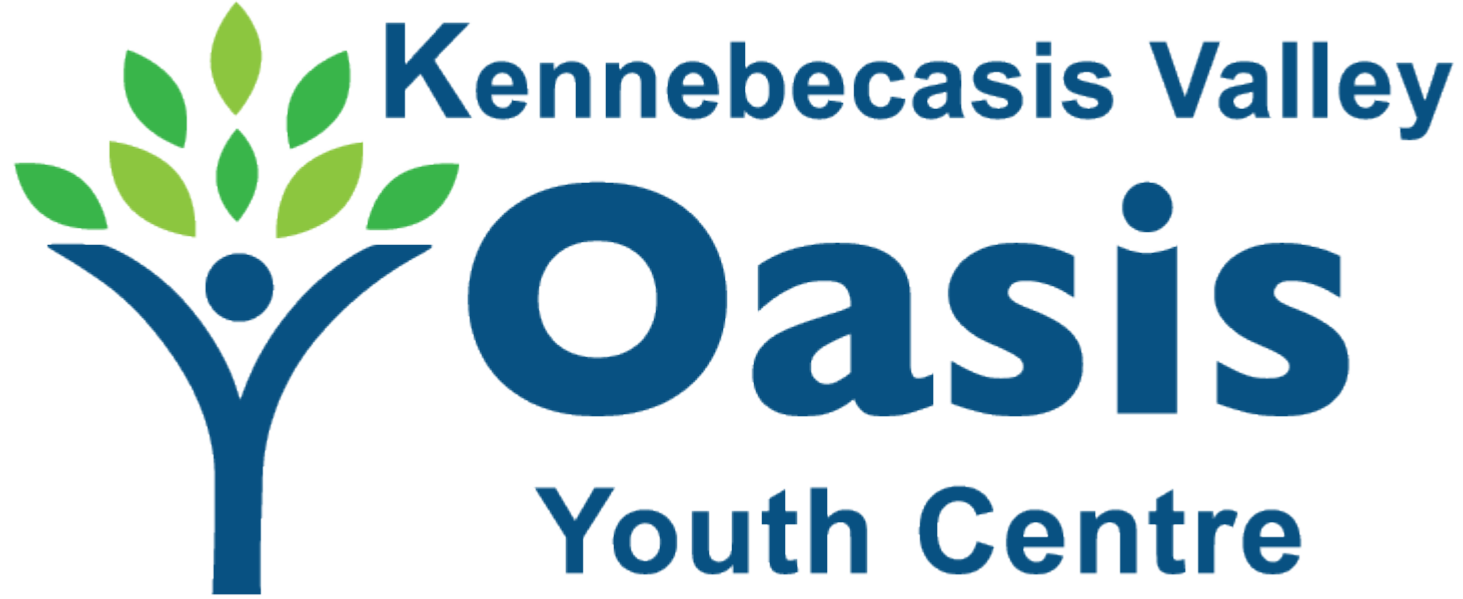
- Article completed on Connected Community Data Project for **Atlantic Business Journal** out in November.
- “Growth Issue” started for www.brickpark.ca
- Year-over-Year-
 - Our followers have increased across social media channels by 13.5%
 - Our engagement from those followers increased by 56%

Investment Attraction

Director of Investment Attraction—Ian McCoy has been hired.



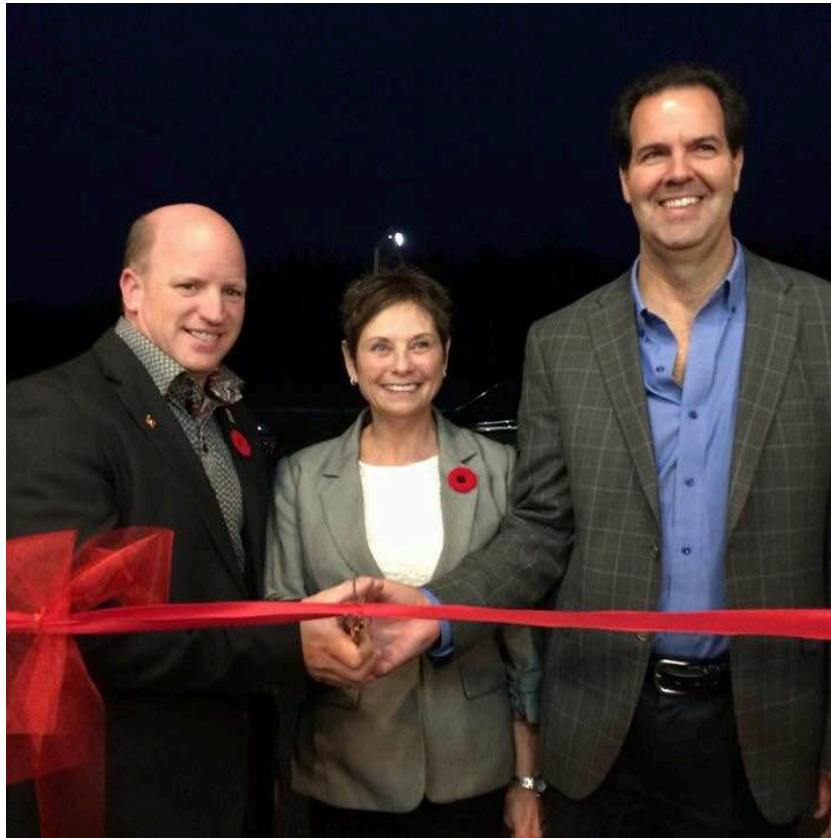
- 30 years in business
- BBA from UNBSJ
- 15 years in commercial & residential real estate.
- Vice President of the Saint John Real Estate Board.



Presentation for Town of Rothesay – November 14th 2017

A solid green horizontal bar at the bottom of the slide.

Grand Opening



Town of Quispamsis



Town of Rothesay



Thank you from the youth!



Power of Determination



Rosie MacLennan visit



In the Spotlight

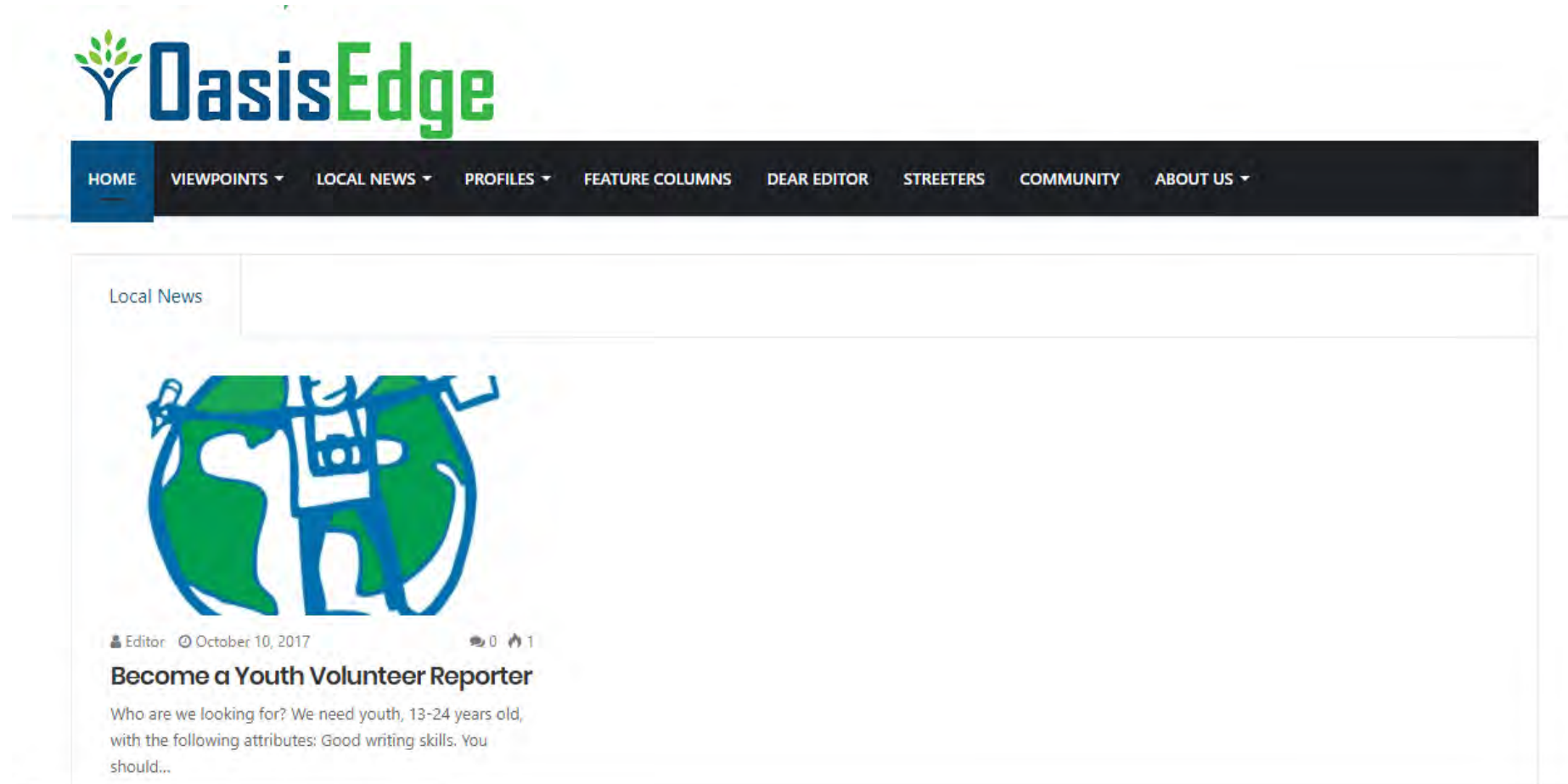


Healthy Cooking Classes

Active Community Grant from PNB



Community Foundation Canada 150 Grant – Youth Newspaper



MindCare Transformational Grant



Canadian Tire



#MyDefinition Campaign



IBEW Local 502 Volunteers



Kings Valley Love Week



Outdoor Coffee Houses



**THANK YOU FOR YOUR CONTINUED
SUPPORT!!**

IT HAS BEEN AN EXCITING YEAR!

**WE LOOK FORWARD TO A BUSY AND
PRODUCTIVE YEAR TO COME!!**



2017November14OpenSessionFINAL_037

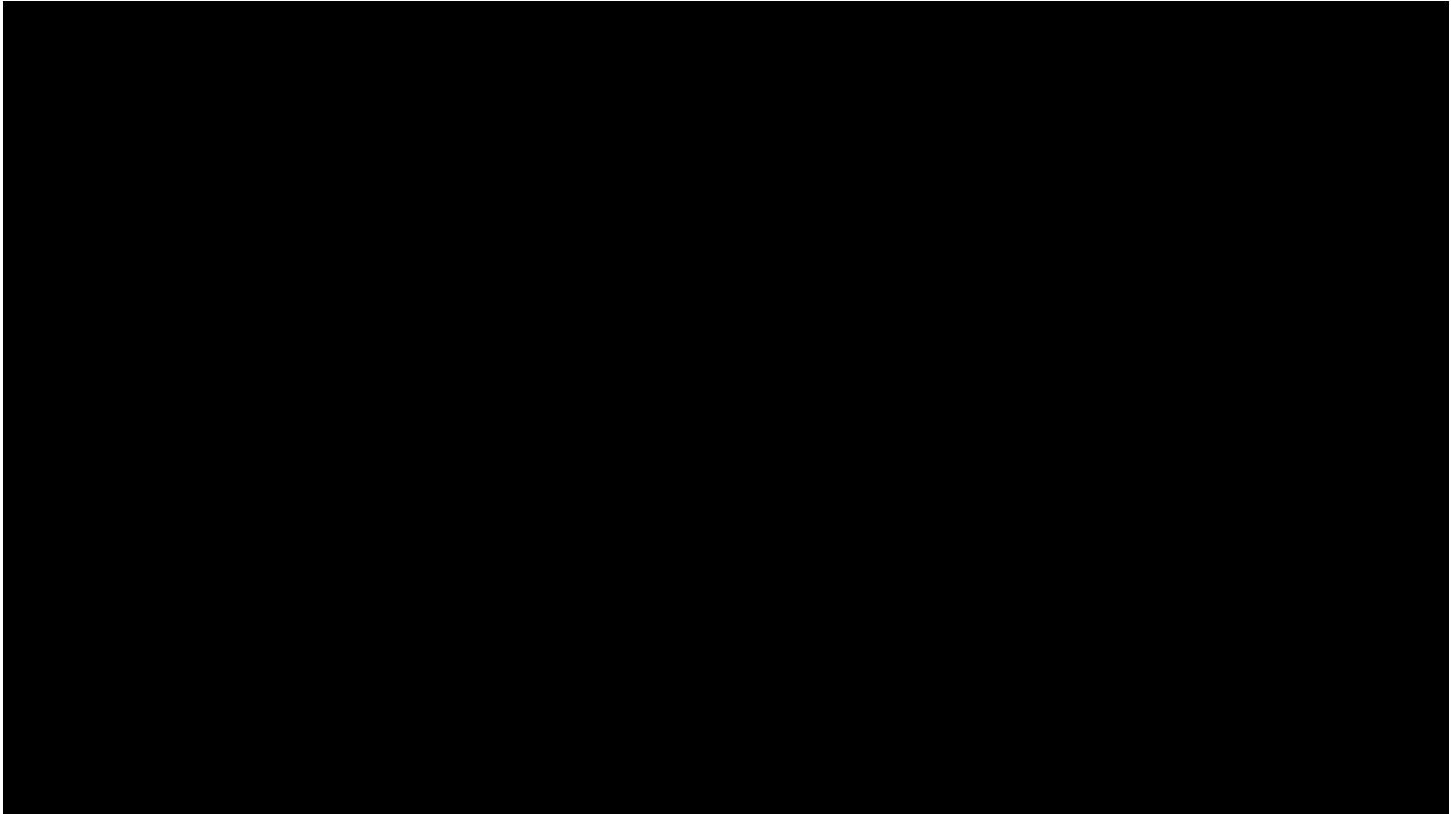
Camp Glenburn Revitalization Project

Building healthy
communities



A Day at Camp Glenburn

2017November14OpenSessionFINAL_038



About Us

2017November14OpenSessionFINAL_039

For over 160 years, the YMCA of Greater Saint John has supported children, families and adults to be healthy in spirit, mind and body.

For nearly 90 years, Camp Glenburn has provided a journey of self discovery, connections with others and instilled an appreciation for nature to thousands of people from Greater Saint John and beyond.

Camp Glenburn is key to delivering on the Y's promise to develop the leaders of tomorrow.

It has helped to shape children's lives for generations.



The Time is Now

2017November14OpenSessionFINAL_040

Investing in the revitalization of Camp Glenburn will ensure more children, youth and adults can experience the magic of overnight camp and outdoor education programs.

In order to continue to impact lives and provide unique experiences, the camp needs revitalization to reflect the calibre of programs that are provided.

Now, more than ever, kids need to get active and reconnected to nature.

Future generations are counting on us!



Why is Camp Glenburn Unique?

2017 November 14 Open Session FINAL 1041

- Only non-denominational overnight camp in New Brunswick
- Only Y camp in New Brunswick
- The youth and leadership programs are unmatched in terms of consistency and quality
- Campers are very often the children of campers who attended Glenburn themselves – strong alumni support
- The YMCA values are strongly reinforced in the camp setting
- Beautiful property and waterfront – best beach on the Belleisle Bay!



Key Deliverables

2017November14OpenSessionFINAL_042

Healthy Living: We provide opportunities to be unplugged, engaged and active and reconnect people to the great outdoors.

Leadership: Developing the leadership skills of our youth has always been a priority. We challenge youth to try new activities and develop new skills.

Opportunities for all: Everyone can experience the magic of Camp Glenburn. 35% of our campers received financial support in 2017.



Rothestay Context

2017November14OpenSessionFINAL_043

Campers

Over the past 3 summers:

88% of campers from New Brunswick (1133 campers)

18% from Quispamsis and Rothestay (230 campers)

9% of campers from Rothestay (113 campers)

Staff

Over the past 4 summers:

Camp Glenburn has operated with a seasonal staff group of 40 people.

22 young adults were hired from Quispamsis and Rothestay.

12 young adults were hired from Rothestay.



The Project

2017November14OpenSessionFINAL_044

Phase 1 (October 2016-June 2017)

- Barbour House – Leadership residential space
- Camper Washrooms - Upgrade
- Camper Cabins – New roof
- Staff House – Salvage
- Rotary House - Relocate
- Outdoor Spaces – Upgrade road and parking

Phase 2 (September 2017-June 2018)

- Camper Cabins - Paint
- Mowry House – Refurbish infirmary
- Rotary House – Refurbish Office
- Waterfront – New docks
- Sports field – Expand

Phase 3 (September 2018-June 2019)

- New Dining Hall - Build
- Old Dining Hall - Refurbish recreation space

Total Cost: \$2,000,000.



The Project

2017November14OpenSessionFINAL_045



The Campaign

2017November14OpenSessionFINAL_046

To date we have raised over 64% of our goal of \$2,000,000 and we continue to engage:

- Y Supporters
- Corporations
- Foundations
- Alumni
- Community



A picture is worth 1000 words...

2017November14OpenSessionFINAL_047



Questions?

2017November14OpenSessionFINAL_048



Thank you!



October 11, 2017

Dr. Nancy Grant, Mayor
Town of Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Mayor Grant and Councilors:

Re: The Kennebecasis Public Library 2018 Budget

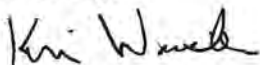
The Board of Trustees of the Kennebecasis Public Library (the Board) respectfully submits its 2018 proposed operating budget, which you will find also attached to this e-mail. The total operating expenses in 2018 are expected to remain approximately the same as the 2017 approved budget, with a **0%** increase.

The 2018 budget includes realized requirements for increases in Building Maintenance (\$+908), Communications (\$+559), Insurance (\$+175), Utilities (\$+931), Programs (\$+500), and Wages (\$+188). The Board has worked to reduce these costs as much as possible. The aforementioned increases are off-set by decreases in Miscellaneous Expenses (\$-700) and Office Expenses (\$-500).

The Board is committed to diligent financial stewardship; since 2016 the Board has adhered to a Purchasing Policy featuring guidelines for contracted services as well as non-budgeted spending authorization.

We will be attending the budget meeting on Monday, October 30th to present our proposed budget to the Towns as per your request.

Sincerely,



Kevin Winchester
Chair, Board of Trustees
Kennebecasis Public Library



KENNEBECASIS PUBLIC LIBRARY

2018 Proposed Operating Budget Overview vs. 2017

Description	2018 Proposed Budget	2017 Budget	Change vs 2017%	Change vs. 2017 \$	Note
Building Maintenance	71,546	70,638	1%	908	
Communications	9,294	8,735	6%	559	Change to Microsoft Office contract.
Grounds & Roads Mtce.	20,000	20,000	0%	0	
Insurance	7,392	7,217	2%	175	
Miscellaneous Expense	2,000	2,700	-26%	-700	
Office Expenses	8,600	9,100	-5%	-500	
Professional Development	2,000	2,000	0%	0	
Professional Services	10,660	10,660	0%	0	
Programs	3,500	3,000	17%	500	In 2015, 1323 programs were offered. In 2016 there were 1650. Projecting a continued increase in 2017-18.
Public Relations	3,000	3,000	0%	0	
Small Equipment and Furniture	8,265	8,265	0%	0	
Utilities	53,634	52,703	2%	931	
Wages	22,738	22,550	1%	188	Minimum Wage Increase for Student Assistants
Total Operating Expenses	222,629	220,568	1%	2,061	
Revenue	-\$4,500	-\$3,300			
Deficit (Surplus) 2nd Previous Year	-\$204	-\$138			
Municipal Fundings - Operations	217,925	217,130	0%	795	

THANK YOU FOR YOUR SUPPORT!

[REDACTED]
Rothesay, NB [REDACTED]
October 17, 2017

Mayor Nancy Grant and Members of Rothesay Council
Rothesay, NB

Dear Mayor Grant and Council:

First of all let me congratulate you on trying to find solutions to the exploding deer population which is robbing so many of our community members of the pleasure of outdoor activities on their properties. From the time we moved to Rothesay about fifteen years ago to today there has been a dramatic increase in the number and effects of a greatly increased population to the degree that there is little enjoyment of our properties by comparison, just disheartenment with any efforts to enjoy the outdoors, the beautification of our properties and an elevated concern for our health with the knowledge of the growing prevalence of Lyme Disease. I urge you to continue seeking ways to reduce the burgeoning number of animals in this part of New Brunswick. Just yesterday a herd of six fully grown animals crossed directly in front of my car beside the K Park lagoon, a favorite location of theirs. It is disheartening to know some are regularly feeding them and that more fawns are appearing than ever. I understand the Province of New Brunswick might change the boundaries of the deer management area in this part of NB, if lobbied, which could better reflect the actual numbers in urban areas.

So to follow up on the above I would like to propose to you that consideration be given to the establishment of a community garden in the Kennebecasis Park area of the town. The concept has many benefits including: growing healthy food, activity in the fresh air, the social interaction of residents, an opportunity to teach children where their food comes from and to potentially share locally grown produce with others.

Several possible locations come to mind: the area around the sewage lagoon, which may or may not have adequately high fencing, (it appears to be 6ft. high)- but which could reduce the costs of setup, if adequate; the Post Rd./Elizabeth Parkway corner, where there is an open field/green space or the K Park School property in a back corner (I recognize this would involve gaining the approval of the Province of NB) or the various town-owned green areas/ rights of way in various parts of the neighbourhood. Any area in open sun with relatively fertile soil would be optimal; for growing.

If you agree, I am offering to assist in determining the level of interest and set-up of such a facility. I believe it would bring out the best in an area where there is already a high level of community spirit and sharing. Thank you for your consideration.

Sincerely yours,

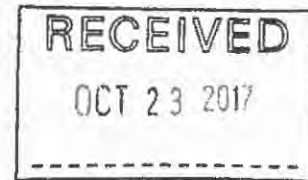
[REDACTED]



35 Merritt Hill Rd.
Quispamsis, N.B.
E2E 6A1

October 19, 2017

Mayor & Council – Town of Rothesay
70 Hampton Road,
Rothesay, N.B.
E2E 5L5



RE: Budget Request – Year 2018

COPY

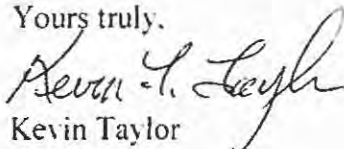
Dear Mayor & Council:

Since the inception of Kennebecasis Crime Stoppers in 1986, the Municipal Councils have been instrumental through financial support in helping us carry out the very important work that we do. In the past, we have received a significant share of our annual budget from contributions from each of the communities in the Kennebecasis Valley. In addition, we carry out various fundraising activities to ensure that sufficient funds are available to pay for the important TIPS that provide substantial aide to our police forces in solving crimes.

In consideration of our financial needs, we ask the Mayor and Council of the Town of Rothesay to budget the amount of \$2800 to support the ongoing efforts of the Kennebecasis Crime Stoppers for the year 2018.

I thank you for your kind attention to this matter and should you need to contact me, I can be reached at 847-0710(home) or 643-0914(work).

Yours truly,


Kevin Taylor
President

BullyingCanada

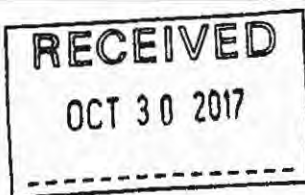
NATIONAL OFFICE: 471 SMYTHE ST, PO BOX 27009, FREDERICTON, NB, E3B 9M1

TEL: 877-352-4497

E-MAIL: INFO@BULLYINGCANADA.CA

-SENT REGULAR MAIL-

Mayor and Council
Rothesay
70 Hampton Road
Rothesay, NB E2E5L5



RE: Financial Support of BullyingCanada Inc.

October 23, 2017

Dear Mayor and Council:

COPY

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

No other organization stands on the frontline to resolve bullying situations by directly facilitating communication between parents and teachers.

A Voice for Victims of Violence

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

National run charity

BullyingCanada maintains its operation through private donations, fundraising events and campaigns, corporate sponsorships, ongoing expansion of volunteer resources and careful revenue management. In 2017, 98% of our funds were used to deliver our programming, while the remaining 2% went to administration. Despite our best efforts, it is a challenge to keep pace with the growing demand for our services and resources. That is why we are asking for Mayor and Council's support.

Need for strong, urgent action

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

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

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



NATIONAL OFFICE: 471 SMYTHE ST, PO BOX 27009, FREDERICTON, NB, E3B 9M1
TEL: 877-352-4497 E-MAIL: INFO@BULLYINGCANADA.CA

BullyingCanada Programs

A donation from Rothesay will support our flagship programs:

National 24/7 Telephone Support Network

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

In 2016 we received calls from 60 youth across New Brunswick daily.

We also see a comparable increase in e-mails from parents, students and educators requesting our assistance. In 2016, we had 80 youth from across New Brunswick contact us for support via Email or Live Chat daily.

Website

In 2016, our website received nearly 2.5 million page views, nationally.

Youth Voices Speaking Program

Since 2006, nearly 4, 000 workshops have been provided.

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

Upon request, we'd be happy to provide you with a more detailed Case for Support, local statistics, along with Financial Statements.

Will you join other Municipalities such as the Village of Belledune with a donation (of any amount)? Their donation is in the amount of \$5, 000, for the 5th consecutive year.

Sincerely,

Rob Benn-Frenette, O.N.B
Rob Benn-Frenette, O.N.B
Co-Executive Director / Co-Founder
BullyingCanada Inc.

From: [REDACTED]
To: [REDACTED]
Subject: FW: Cycling upgrades and maintenance
Date: October-25-17 8:27:26 AM

From: Nancy Grant
Sent: October-24-17 6:15 PM
To: Wayne Arrowsmith
Cc: gary crowley; Council 2016 Email Distribution; John Jarvie; Brett McLean; Charles Jensen
Subject: Re: Cycling upgrades and maintenance

Thank you Wayne- we are glad you are enjoying cycling in Rothesay. I will send your note on to Council and Staff- and with these temps, looks like you will be cycling for a while yet!

Nancy

Dr. Nancy Grant
Mayor

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

From: Wayne Arrowsmith [REDACTED]
Sent: Tuesday, October 24, 2017 5:22 PM
Subject: Cycling upgrades and maintenance
To: Nancy Grant [REDACTED]
Cc: gary crowley [REDACTED]

Good morning Mayor Grant,

A most sincere thank you for the lane widening at the bottom of the Clark Road! I didn't expect to see the bike lane and sharrow markings until the spring but the town has them painted in already!

I also saw the street sweeper out cleaning the road in front of construction sites near Cochran's and a single family home job site on the Rothesay Road in the Renforth area. Again much appreciated.

If I could add one item to the towns To Do list there is a drainage grate at the bottom of the Clark Rd whose grates are parallel to the road rather than perpendicular. The town is very attentive to this as I didn't find another single grate turned the wrong way on the Rothesay Rd. The town staff are to be commended for this.

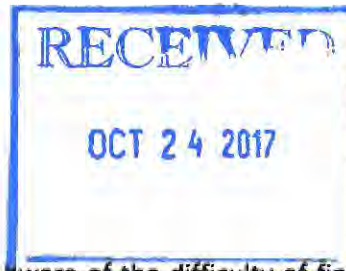
2017November14OpenSessionFINAL_056





Mayor Nancy Grant

70 Hampton Road
Rothsay, NB
E2E 5L5



Dear Mayor Grant,

As Mayor of Rothsay, you are likely ~~aware of the difficulty of finding~~ and retaining physicians in your area, and the strain that a doctor shortage poses on a community and its residents.

I would like to draw your attention to the article on page 14 of The New Brunswick Medical Society's magazine, OpusMD, which profiles the Town of Saint George and their use of technology to attract physicians to their community. This innovative approach has been successful both in helping recruit a physician, and better tracking of community health.

As an overview, the Provincial Electronic Medical Record (EMR) is a tool for doctors, nurses and administrators that allows them to store their patient's health information electronically. This leads to improved health outcomes, increased productivity, and allows the doctor to make better decisions to support patient care. I've included an overview sheet highlighting the features of the Provincial EMR.

Velante, which delivers the Provincial EMR, was founded in 2012 by the New Brunswick Medical Society, which represents all doctors in the province. To date, over 285 physicians (both family doctors and specialists) are using the Provincial EMR in their practice, which holds the health information of over half of the province's population. The Provincial EMR is the clear leader in New Brunswick, owning 69% of the market share over dozens of other available EMRs.

When taking over the practice of a retired or outgoing physician, having patient records already entered in an EMR is a significantly more attractive option for a new doctor over thousands of hard-to-read paper charts. New doctors starting a practice now overwhelmingly choose the Provincial EMR for their clinic, and see an EMR as a necessary tool in their patient care.

The cost of the Provincial EMR is \$4000, plus a monthly fee of \$195.

If you would like to learn more, we would be happy to schedule a call or an in-person meeting and demonstration of the Provincial EMR.

Thank you,

Nola Carr, Velante Managing Director



THE NB PROVINCIAL EMR: **AN OVERVIEW**

Velante was established by the New Brunswick Medical Society in 2012 to support the launch of the Provincial Electronic Medical Record (EMR) program and provide the implementation, technology and infrastructure services that would bring EMR technology to the province's physicians. Velante is owned by New Brunswick doctors, and works for New Brunswick doctors.

Today, Hundreds of your colleagues are using the system, making it New Brunswick's leading EMR system. Users represent a variety of fields, including family doctors and 19 other specialties, and are located in diverse care settings including private offices, hospitals and community health clinics. The health information of over 300,000 New Brunswickers has been entered in the Provincial EMR, and approximately 10,000 records are added monthly.

The Provincial EMR is the New Brunswick standard for health technology, and the backbone of the provincial vision for connected healthcare. It offers exclusive integrations and connections not available through any other program.

Contact Velante today for more information on how to join your colleagues who are already using the Provincial EMR in their practice.



Included products and services

Office Installation

- The Provincial EMR
- Orientation to the Provincial EMR
- Clinic and User Readiness Assessment
- Pre-Implementation Planning
- Clinic Workflow Analysis
- Clinic Transition Planning
- Data Migration Strategy
- Clinic EMR configuration
- Clinic/Site Preparation
- Privacy and Security Compliance Training
- User Training
- EMR Installation and Support
- Adoption and Evaluation Support
- Transfer of Provincial EMR to another physician upon retirement/end of practice

Integration with New Brunswick's One Patient, One Record System

- Now: Access to the Client Registry, Medicare Billing, EHR Viewer
- Soon: Direct access to lab results, Drug Information System, and more

EMR Infrastructure

- Cloud-based infrastructure service
- Servers, storage, back-up and restore, disaster recovery
- Data and infrastructure security

Ongoing Support

- Full access to Velante's User Portal
- Coordination of software releases/upgrades
- 24/7 access to your patient's health record
- Availability of your EMR from anywhere you are
- IT support
- Backup and recovery
- Offsite data storage and protection

Other costs to consider

- Equipment (computers, printers, scanners, fax machines)
- Equipment support
- Static IP address
- Firewall

Program cost: \$4,000. Fee-for-service physician and clinic ongoing support cost: \$195 per month. Costs for salaried physicians are covered by their employer.




Velante

23 Alison Blvd.,
Fredericton, NB,
E3C 2N5

844-452-0122
info@velante.com

OPUS MD

A publication of the New Brunswick Medical Society
Une publication de la Société médicale du Nouveau-Brunswick

Summer/Été 2017



Emerging Leaders

Choosing Wisely NB

Opioids Landscape

Family Medicine NB:
Responding to the needs
of 21st century doctors

Chefs de file émergents

Choisir avec soin N.-B.

Sur la scène des opioïdes

Médecine familiale N.-B.:
pour mieux répondre aux
exigences des médecins
du 21^e siècle

New Brunswick
Medical
Society



Société
Médicale
du Nouveau-Brunswick

Dedicated to your health • Dévouée à votre santé

How investing in technology pays off for patients, doctors and communities

By Marcelle Saulnier

Policy & Communications Officer

When the Town of St. George needed to recruit some physicians – both to replace retiring doctors and to work in a new clinic – Mayor Cristal Cook knew that the town needed to take the opportunity to be innovative.

"I spoke with local doctors to see what would potentially entice someone to consider working in our new clinic, and an Electronic Medical Record (EMR) always seemed to be the number one suggestion," explained Cook.

She contacted Velante, who gave a full demonstration of the Provincial EMR to the Town Council and associated staff.

Even without the advantage of a healthcare background, office staff "work with technology every day, and understood how the Provincial EMR could make this clinic a more effective office," said Cook.

Council decided to move forward and fully cover the costs of the Provincial EMR for the new clinic, which opened in March 2017 on Main Street.

Their investment is already paying off – they have a new physician joining the new clinic August 1st.

"He wanted to work with an EMR and is very excited about having the Provincial EMR in his practice," said Cook.

As a nurse, Cook had insight in the healthcare system, and understood how investing in an EMR could help with more than recruitment.

"I saw how physicians can work in silos," said Cook.

"When planning the new clinic, we wanted to encourage a practice that was as collaborative as possible. This way they can work together and can take over for each other when they need a break – and the EMR is great way to make that happen."

The clinic's current physician, Dr. Meenakshi Nataraajan, agrees about the benefits of attracting young doctors with an established EMR – an option she wishes she would have had when starting practice five years ago in a clinic with over 3000 paper charts.

"It's completely overwhelming to start a practice, especially when the previous physician has cared for these patients for a long time. In some cases, they have been their only provider since birth," said Dr. Nataraajan.

For many, it meant these providers understood the patient's long medical history intimately.

"In the beginning, I spent many nights trying to familiarize myself with patient charts and understand their medical record. For future recruitment – when adding a doctor or if taking over a practice – legible, clear, and easily accessible information is key," continued Dr. Nataraajan.

She and clinic staff now add pertinent information into a patient electronic chart prior to their appointment, and moving forward, add all notes from patient consultations in the Provincial EMR.

Dr. Nataraajan was among the local doctors who recommended investing in the Provincial EMR to Mayor Cook.

"Financial incentives can be helpful, but a large amount of it ends up going towards taxes," said Dr. Nataraajan. "However, when thinking of infrastructure and future planning, assistance with office expenses such as the EMR is a major help to a physician setting up a practice."

Mayor Cook also believes the Provincial EMR offers value to the community beyond physician recruitment.

"It gives the patient better health services, better access, safer healthcare – how can that be anything but good for the patient?"





D.A.R.E. Canada (Fundy) Inc.

October 26, 2017

Town of Rothesay

Dear Community Member:

RECEIVED

NOV 01 2017

COPY

D.A.R.E. (Drug Abuse Resistance Education) is a police officer-led series of classroom lessons that teaches children how to resist peer pressure and live productive drug and violence-free lives. It is a ten (10) week program taught to grade 5 and 7 students by trained police officers.

As community members, one cannot help but be concerned about the effects drug and alcohol abuse has on our children and youth. The D.A.R.E. curriculum is designed to be taught by police officers whose training and experience gives them the background needed to answer the sophisticated questions often posed by young students about drugs and crime. The program will not only help these children build a better life for themselves but the overall social benefit to our community is significant in terms of developing healthy and productive citizens.

Our lessons in D.A.R.E. not only focus on drugs and ways to say no, but also on feelings relating to self-esteem, interpersonal and communication skills, decision making, and positive alternatives to drug abuse behavior. Our D.A.R.E. officers believe in this program for the message and also for the connection these officers make with the students.

The D.A.R.E. Canada Fundy Inc. Board oversees the program, which includes police officers from Saint John and the Kennebecasis Valley. Currently, the following communities are receiving DARE: Saint John, Rothesay and Quispamsis. The Saint John Police Force has partnered with the Kennebecasis Regional Police Force, Anglophone South School District, Samuel de Champlain and École des Pionniers, to deliver the D.A.R.E. program to students in grades 5 and 7 in both English and French. Over two thousand (2000) students in the above mentioned communities receive D.A.R.E. every year. D.A.R.E. has been taught in Saint John since 1998. Funding for this program is partially shared by the Police Forces and community sponsors. In order to provide program materials which include training, workbooks, name tags, t-shirts, hats, certificates and medallions, we are looking for increased community support. We have a modest fundraising goal of thirty five thousand (\$35,000.00) dollars to satisfy the needs of each school year in the Anglophone South School District, Samuel de Champlain and École des Pionniers.

With your generous support, these children are better prepared to "just say no" to drugs and alcohol. The D.A.R.E. program will equip these children to deal with peer pressure and teach them effective decision making methods that will affect their lives for many years to come. These children will also be exposed to another side of law enforcement through the tremendous work of the D.A.R.E. officers. Children have seen that police officers care about their well-being and their future.

We sincerely hope that Town of Rothesay will be a sponsor of D.A.R.E. for the 2017/2018 school years.

As a community sponsor we will advertise your logo/company name during our graduation and functions.

On behalf of the D.A.R.E. Canada (Fundy) Inc. Board of Directors, we would like to thank you for your consideration. We look forward to your reply.

Sincerely,

Sgt. David Hartley-Brown
Saint John Police Force

ONE Peel Plaza, PO Box 1971, Saint John, NB E2L 4L1
(506) 648-3700

SAINT JOHN THEATRE COMPANY

October 26, 2017

To: The Mayor and Council: the Town of Rothesay

From: The Saint John Theatre Company Inc.

Re: Annual request for support

On behalf of the board, staff, and members of the Saint John Theatre Company, I would like to thank the town of Rothesay for past support. Last season, was the largest year yet for the SJTC. With your support, the SJTC produced or presented over 180 performances of 41 creative works in 10 venues on two continents. The company offered engagements for over 100 professional theatre artists while creating volunteer and developmental opportunities for over 100 community based theatre makers. Saint John Theatre Company performances were seen by over 15,000 people this past season. Also, as operator of the BMO Studio Theatre, the company has created a new cultural hub in Uptown Saint John. The venue plays host, not only to SJTC events, but to multiple rental clients.

Long term sustainability is a key focus of SJTC activities. In the 2016-2017 season, the SJTC launched a new endowment fund called "Staging the Future". This fund has been established with the Greater Saint John Community Foundation and has been structured so as to qualify for matching federal funds which will help the SJTC grow the fund as we plan for the future. With the support of ACOA, PNB, the Crabtree Foundation, and the Dunn Foundation, the SJTC has embarked on a long-term planning exercise. New strategic plans and feasibility studies have been developed. Human Resource reviews and long term marketing plans have been developed. Consultants have been hired to manage a process of stakeholder engagement in order to better prepare the company for future growth.

The SJTC is a registered charity that operates on a mix of earned revenues, corporate and private donations and public funding. The revenues support production and training activities, a core permanent staff of 8, facility costs and the engagement of professional theatre practitioners.

In terms of collateral activities, the company provides numerous Education Outreach activities including the annual Classics for the Classroom program, the annual SJTC Theatre-On-The-Road school tour and the Fundy reads Literacy program. Last season, Education Outreach programs reached close to 7,000 students.

2017 November 14 Open Session FINAL_064

SAINT JOHN THEATRE COMPANY

In terms of the current season, the company will again have a very busy season. The company will offer the following projects:

- **Main-Stage series at Imperial Theatre**
 - o It's A Wonderful Life
 - o Shakespeare in Love
 - o Mamma Mia
- **SJTC Studio series at the BMO Studio**
 - o The Glass Menagerie – including a southern NB School Tour
 - o Medea – from Theatre Konstanz in Germany
 - o Script Happens
- **The Live @ The BMO Music Series**
 - o Lisa Brokup: The Patsy Cline Project
 - o Joel Leblanc Trio
 - o Sarah Hagen
 - o Brent Mason
 - o Alfie Zappacosta
 - o Matt Minglewood
- **The SJTC Canadian Stages Professional Theatre Series**
 - o The Santaland Diaries- Improvizaton Corporation (Saint John)
 - o Lungs – Murmuration Theatre - Toronto
 - o Letters and Notes – Clyde Wray (Saint John)
 - o The Blazing World – Villains Theatre (Halifax)
 - o A Record of Us – Solo Chicken Productions (Fredericton)
- **Additional projects will include**
 - o Loyalist City Shakespeare production of *Taming of the Shrew*
 - o *Marco Polo Concert* – included in the Tallships festival
 - o The Fundy Fringe Festival
 - o Pride Festival Partnership: *The Boys In The Band*
 - o Annual Education Outreach School Tour: *Redfish: A Play About Youth Depression*

The SJTC will be again active In terms of Education and Community Outreach, The SJTC will tour *The Glass Menagerie* to St Stephen, Sussex and Riverview and will offer free student performances that will be available to high-school students who study the play in literature classes. The Main-Stage production of *Shakespeare in Love* will feature outreach opportunities to local schools who study *Romeo & Juliet* which is featured in the play. In the spring of 2018, the SJTC will tour a play called *Redfish* which deals with youth depression issues. We will visit 17 – 20 schools in Southern NB including Rothesay High, KVHS and Hampton High. The SJTC will continue partnerships with the SJ Free Public Library and various other community groups.

2017 November 14 Open Session FINAL_065

SAINT JOHN THEATRE COMPANY

The SJTC, in all of its operational activities is a major cultural benefit to the entire region of Greater Saint John. The company as a venue, a creator and presenter of performing arts generates a significant amount of cultural activity for our collective communities. The company offers developmental activities for those interested in cultural participation as well as educational activities geared towards students in the region.

We are aware that the Town of Rothesay is a significant supporter of our Main-Stage venue, Imperial Theatre. As the largest and most prolific client of Imperial Theatre, we are proud of the impact we have on their annual operations. The SJTC annually produces 3 – 5 major works at Imperial Theatre averaging 3 – 4 rental weeks every year since the facility opened in 1994.

We are extremely grateful that the town of Rothesay has been a regular supporter of the work of the SJTC. Having region-wide support from the various municipalities in our region sends an important signal to our provincial and federal funders who look to see how our company is valued locally. The high degree of local support for the SJTC last season allowed the company to leverage over \$235,000 in Federal and Provincial investment in our cultural community. These grants help pay our artists and staff, they support our summer festival and presentation activities, they help the company manage our BMO Studio theatre venue. It is our hope that your community will again support the work of our company by making a contribution of \$1,500.00 towards the SJTC annual operations during the 2017-2018 season.

I look forward to meeting with the Rothesay Council at some point in the near future to give an update on our activities. In the meantime, we hope that you will look favourably on our request for this season.

Regards

Stephen Tobias
Executive Director
The Saint John Theatre Company Inc.

CC: SJTC Board



SAINT  JOHN
THEATRE COMPANY

SJTC EDUCATION OUTREACH

Sharing the arts with the next generation of theatre lovers



/saintjohntheatrecompany



@sjtheatre

www.saintjohntheatrecompany.com

Photo: Student performance of *The Diary of Anne Frank*, 2016

"Thank you so much! I am so glad we had the opportunity to have you at our school with this amazing show! As a part of our school's drama department, it was a great experience to be able to see a professional company put on such a wonderful performance. Pass my congratulations on to your actors We hope to have you back in Sussex again some time!" - Emily O., Sussex High School student

Education Outreach has been a major factor in the growth of the Saint John Theatre Company over the past 27 seasons. Last season the company engaged in the following education and student outreach in our community and beyond:

- Multiple student performances of 'The Diary of Anne Frank' at the BMO Studio. Over 270 students saw the show free of charge.
- Post-show Q&A sessions for 'The Diary of Anne Frank' with collateral programming developed in partnership with the SJ Jewish Historical Museum and the Saint John Free public library.
- A free performance of 'The Diary of Anne Frank' for recent immigrants who are members of the YMCA Newcomer Connections Group.
- Student discount ticket programs for all SJTC productions.
- Free ticketing to at-risk communities such as Big Brothers Big Sisters, Read SJ and others.
- Education Outreach school tour of 'Of Mice and Men' to students in Sussex, St Stephen and Fredericton, allowing over 1700 students to see the show free of charge.
- "Fundy Reads" literacy partnership with The Saint John Free Public Library.
- 2 Student performances of 'An Enemy of the People' in Konstanz Germany.

"The students were overwhelmingly positive about everything SJTC offered [...] This is educational enrichment at its best, engaging and real, a wonderful opportunity for my students."
- Karen Vickers, Teacher

The Glass Menagerie



BY **TENNESSEE WILLIAMS**

DIRECTED BY **DEAN TURNER**

PART OF THE SJTC THEATRE ON THE ROAD TOURING PROGRAM

OCTOBER, 2017

TOURING SAINT JOHN, ST STEPHEN, SUSSEX
& RIVERVIEW NEW BRUNSWICK

Tennessee Williams's breakthrough 1945 drama in which the Wingfield Family, confined to a tiny St. Louis apartment on the eve of the Second World War, struggle to find hope and beauty amid the rough circumstances that surround them.

STUDENT OUTREACH INITIATIVES:

Free student day time performances offered in Saint John, St Stephen, Sussex and Riverview.

Post-Show discussions with cast and crew.

Student discount rates to public performances in Saint John, St Stephen, and Sussex.

TOURING SCHEDULE:

Saint John: The BMO Studio Theatre:

Public performance: October 17-21

Student performance: October 18 and 20.

St Stephen High School: Student and Public performance on same day: October 24

Sussex Regional High School: Student and Public performance on same day October 26

Riverview Arts Centre, "Royal Theatre"

Public performance: October 28

Student performance: October 30

Shakespeare is Love.

THE PLAY

BASED ON THE SCREENPLAY BY
MARC NORMAN & TOM STOPPARD
ADAPTED FOR THE STAGE BY **LEE HALL**
WITH MUSIC BY **PADDY CUNNEEN**

MARCH 21-24, 2018
IMPERIAL THEATRE

Young Will Shakespeare has writer's block... the deadline for his new play is fast approaching but he's in desperate need of inspiration. That is, until he finds his muse – Viola. This beautiful young woman is Will's greatest admirer and will stop at nothing (including breaking the law) to appear in his next play.

Against a bustling background of mistaken identity, ruthless scheming and backstage theatrics, Will's love for Viola quickly blossoms and inspires him to write his greatest masterpiece.

STUDENT OUTREACH INITIATIVES:

Student pre-show event for local high school students.

Deeply discounted student rate to preview evening performance.

Post-Show discussions with cast and crew.

Student discount rates to public performances.



PRESENTED BY
THE HALIFAX THEATRE FOR YOUNG PEOPLE
PART OF THE SJTC THEATRE ON THE ROAD TOURING PROGRAM

APRIL, 2017
TOURING TO SCHOOLS THROUGHOUT
SOUTHERN NEW BRUNSWICK

A comedy about depression.

Liz and Ethan are navigating the pitfalls of being a teenager in 2016, while dealing with their own depression and anxiety. Along the way they meet the Superhero Red Fish who claims he's only here to help them... but what happens when our innermost voice becomes our worst enemy?

STUDENT OUTREACH INITIATIVES:

Free performances delivered to schools throughout the Province.

Post-show discussions with cast and crew.

Post-show collateral for students.

CLASSICS FOR THE CLASSROOM

2017 November 14 Open Session FINAL 2069

Our annual Classics for the Classroom selection seeks to bring literature to life. Through ongoing partnerships with local educators, a play is selected based on high-school curriculum. Seeing a studied novel adapted and acted out on a stage brings the story to life for young readers; fostering a love of both literature and live theatre. A partnership with TD.

We are proud to also offer discounted student subscriptions and single ticket pricing. Students and youth save on SJTC subscriptions with our discounted youth subscription as well as our \$10 student rate to Main Stage shows at Imperial Theatre. A partnership with TD.

THEATRE ON THE ROAD

Bringing dramatic and educational experiences to our students.

SJTC TOR is about providing relevant, meaningful and engaging theatrical experiences to local youth with the goal of expanding their world view. We identify relevant, curriculum supporting programming and deliver it to students in Southern New Brunswick at no charge to the schools.

POST-SECONDARY LEARNING

The SJTC also partners with UNB Saint John. The connection with SJTC fills a much-needed source of Arts practicum courses, where students get hands-on experience in the community and use of the BMO Studio Theatre space.

"An emotional ride would be the best way to describe my experience in the most rewarding, challenging and different class I've taken in my whole University Arts career."

- UNBSJ Class participant

ENGL 3902 Drama Production is currently offered at UNB Saint John. In addition to academic study, student interns also receive hands-on experience and help backstage with productions both at the Imperial and the BMO Studio. Students from a variety of disciplines (arts, business, and science) participate.

This opportunity allows students to experience not only a unique educational opportunity, but make connections within the theatre community that last beyond their degrees. Many of these students have extended their commitment to SJTC and the Saint John community for many years after they graduate.

FUNDY READS

A book club for the entire community.

Imagine if everyone in the region read the same great book? Fundy Reads is a book club for the entire community that encourages a culture of reading and discussion in the greater Saint John region. The program brings a wide spectrum of people together around one great book. Support activities include themed events, lunch & learn book/play discussions, "celebrity" book panels, and children's craft sessions. A partnership with the Saint John Free Public Library.

"We see Fundy Reads as a wonderful opportunity to promote literacy to a wide spectrum of citizens. The SJTC occupies a unique place in the literacy community by ensuring that each theatre season offers at least one play based on a significant piece of literature. The exploration of links between books and theatrical presentations allow participants to discover new ideas and new perspectives on themselves and others in the community." - Carole MacFarquhar, SJ Free Public Library

OUR SUPPORTERS

Support for our education and community outreach has been provided by:

- TD
- Pannell Family Foundation
- Canadian Lebanese Association
- BMO
- NB Children's Foundation
- MacMurray Foundation
- McCain Foundation
- Anglophone South School District
- The Community Foundation
- Saint John Regional Hospital Foundation
- Telus
- Saint John Jewish Historical Museum
- Saint John Free Public Library
- YMCA Newcomer Connections
- Sussex Area Community Foundation

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: Oct 26, 2017

Applicant: Saint John Theatre Company
Address: 112 Princess Street
Contact: Stephen Tobias Tel. 506-652-7582
Email: admin@Saint-JohnTheatreCompany.com

Organization Description: Saint John Theatre Company
112 Princess Street
Saint John NB E2L 1K4
Amount Requested: \$ 1,500.⁰⁰

Descriptions of proposed event or activity: Education outreach

Project costs: _____

Benefits to town of Rothesay: Please see attached documentation

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

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



SCHEDULE A

Application for Rothesay Municipal Grant

App. No.: _____ App. Date: October 26, 2017

Applicant: KV Committee for Disabled Persons

Address: _____ Rothesay, NB _____

Contact: Shawn Jennings B.Sc. MD Tel. _____

Email: _____

Organization Description: KVCDP is a volunteer organization that attempts to provide opportunities for full participation for all residents in the towns of Quispamsis and Rothesay.

Amount Requested: \$ 7000.00

Descriptions of proposed event or activity: We have been managing a wheel-chair accessible transportation service in the KV area since 2013. Each town has granted us 50% of our budget. We use private services; the client pays 40% of the trip and we pay the remaining 60%.

Project costs: The utilization of our service is increasing. We project we will owe \$3600 by the end of Dec. and require \$9600 for the upcoming year.

Benefits to town of Rothesay: Private accessible vans are expensive; many could not afford to own one. Without accessible transportation many would have to move to Saint John if they required frequent visits to the hospital or specialized service. It is a human rights issue about accessibility to maintain health and equal access. It would be much more expensive for Rothesay to subsidize Handibus or a similar accessibility transport system.

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

PAYABLE

Month	Subtotal	HST	Total	Balance
Nov.	\$ 242.00	\$ 31.46	\$ 273.46	
Dec.	\$ 238.00	\$ 30.94	\$ 268.94	
Jan.	\$ 88.00	\$ 11.44	\$ 99.44	
Feb.	\$ 120.35	\$ 15.66	\$ 136.01	Did not charge us HST
Mar.	\$ 81.42	\$ 10.58	\$ 92.00	Did not charge us HST
Apr.	\$ 166.38	\$ 21.63	\$ 188.01	Did not charge us HST
May	\$ 60.18	\$ 7.82	\$ 68.00	Did not charge us HST
June	\$ 42.48	\$ 5.52	\$ 48.00	Did not charge us HST
Jul.	\$ 250.00	\$ 33.28	\$ 289.28	
Aug.	\$ 346.00	\$ 44.98	\$ 390.98	
Sept.	\$ 228.00	\$ 29.64	\$ 257.64	
Oct.	\$ 380.00	\$ 49.40	\$ 429.40	
	\$ 2,242.81	\$ 292.35	\$ 2,541.16	
Nov	\$ 372.00	\$ 48.36	\$ 420.36	
Dec.	\$ 664.00	\$ 86.32	\$ 750.32	
Jan.	\$ 424.00	\$ 55.12	\$ 479.12	\$ 4,019.80
Feb.	\$ 312.00	\$ 40.56	\$ 352.56	\$ 3,667.24
Mar.	\$ 354.00	\$ 46.02	\$ 400.02	\$ 3,267.22
April	\$ 616.00	\$ 80.08	\$ 696.08	\$ 2,571.14
May	\$ 562.00	\$ 73.06	\$ 635.06	\$ 1,936.08
			\$ 562.00	
				\$ 1,531.85
June	\$ 88.00	\$ 11.44	\$ 99.44	\$ 1,432.41
June	\$ 304.00	incl.	\$ 304.00	\$ 1,128.41
July	\$ 148.00	incl.	\$ 148.00	\$ 980.41
				\$ 2,980.41
8/13-7/14			\$ 5,924.98	
Aug.			\$ 372.00	\$ 2,608.41
Sept.			\$ 264.00	\$ 2,344.41
Oct.	\$ 324.00	\$ 42.12	\$ 366.12	\$ 1,978.29
Nov	\$ 252.00	\$ 32.76	\$ 284.76	\$ 1,693.53
Dec.	\$ 276.00	\$ 35.88	\$ 311.88	\$ 1,381.65
Jan.				
Jan.				\$ 6,381.65
Jan.	\$ 180.00	\$ 23.40	\$ 203.40	\$ 6,178.25
Feb.	\$ 216.00	\$ 28.08	\$ 244.08	\$ 5,934.17
March	\$ 240.00	\$ 31.20	\$ 271.20	\$ 5,662.97
April	\$ 180.00	\$ 23.40	\$ 203.40	\$ 5,459.57
May	\$ 228.00	\$ 29.64	\$ 257.64	\$ 5,201.93
June	\$ 84.00	\$ 10.92	\$ 94.92	\$ 5,107.01
July	\$ 156.00	\$ 20.28	\$ 176.28	\$ 4,930.73

PAYABLE HST TOTAL

Balance

August	\$ 216.00	\$ 28.08	\$ 244.08	\$ 4,686.65
Year End 2014/2015			\$ 3,293.76	
Sept.	\$ 384.00	\$ 49.92	\$ 433.92	\$ 4,252.73
Oct.	\$ 432.00	\$ 56.16	\$ 488.16	\$ 3,764.57
Nov.	\$ 96.00	\$ 12.48	\$ 108.48	\$ 3,656.09
Dec.	\$ 392.00	\$ 50.96	\$ 442.96	\$ 3,213.13
Jan.	\$ 392.00	\$ 50.96	\$ 442.96	\$ 2,770.17
Feb.	\$ 232.00	\$ 30.16	\$ 262.16	\$ 2,508.01
Mar.	\$ 240.00	\$ 31.20	\$ 271.20	\$ 2,236.81
Apr.	\$ 422.00	\$ 54.86	\$ 476.86	\$ 1,759.95
May	\$ 144.00	\$ 18.72	\$ 162.72	\$ 1,597.23
Jun.	\$ 420.00	\$ 54.60	\$ 464.60	\$ 1,132.63
July	\$ 432.00	\$ 64.80	\$ 496.80	\$ 635.83
Aug.	\$ 288.00	\$ 43.20	\$ 331.20	\$ 304.63
Year End 2015/2016			\$ 4,382.02	
Sept.	\$ 462.00	\$ 69.30	\$ 531.30	\$ (226.67)
Rothsay Grant			\$ 3,000.00	\$ 2,773.33
Quispamsis Grant			\$ 3,000.00	\$ 5,773.33
Oct.	\$ 942.00	\$ 141.30	\$ 1,083.30	\$ 4,690.03
Nov.	\$ 606.00	\$ 90.90	\$ 696.90	\$ 3,993.13
Dec.	\$ 810.00	\$ 121.50	\$ 931.50	\$ 3,061.63
Jan.	\$ 462.00	\$ 69.30	\$ 531.30	\$ 2,530.33
Feb				
March				
April	\$ 324.00	\$ 48.60	\$ 372.60	\$ 2,157.73
May	\$ 492.00	\$ 73.80	\$ 565.80	\$ 1,591.93
June	\$ 612.00	\$ 91.80	\$ 703.80	\$ 888.13
July	\$ 444.00	\$ 66.60	\$ 510.60	\$ 377.53
Aug.	\$ 752.00	\$ 112.80	\$ 864.80	\$ (487.27)
Year End 2016/2017			\$ 6,791.90	
Sept.	\$ 652.00	\$ 97.80	\$ 749.80	\$ (1,237.07)

October 30, 2017

2017November14OpenSessionFINAL_074

Dear Mayor and Council:

We'd like to introduce you to Day Trippin' NB – an economical way for you to promote your community to tourists next year. In surveying staff at a number of tourism kiosks around the province over the last two summers, we've discovered that many visitors ONLY grab purse/glove compartment size publications at tourism centres.

Our publication will be a full-colour, high-gloss publication that is half the size of the NB Tourism Guide. It will be distributed to all provincial and municipal tourism centres in the province (64 locations), and we will be printing a minimum of 10,000 copies* (please see attached sell sheet – more communities means more will be printed!).

With the growing cost of tourism promotion, our goal was to create an economical way for communities to promote themselves through a cost-shared publication. Each community will have a two page spread, and be pointed out on the centrefold map.

We are only allowing the sale of FOUR business ads within the publication so the communities are the BIGGEST focus. Ads will be on the inside front cover, the inside back cover, the back cover, and one banner ad along the bottom of the centrefold map. This is COMPLETELY community tourism focused.

My husband and I are passionate about our municipality and the greater community. I have served on Woodstock Town Council since 2008, and been chair of our town's tourism committee for my entire council tenure. My husband is a life-long volunteer firefighter, and we both volunteer with a number of organizations in our region.

We have been publishing a local magazine for six years, and are launching our second magazine in December. We are hoping to provide something of value to communities who are finding it difficult to pay for expensive tourism promotion.

Attached is the outline of the project for the mayor, council, and tourism committee to consider, along with the Day Trippin' NB details and a sample layout. I have also put our latest magazine in DropBox (it's a HUGE file!) so you can view the quality of our work.

You can view our magazine here:

<https://www.dropbox.com/sh/helwrhbmvdg0o/AAC6s70wwM6ocP5eXjIT2Abya?dl=0>

Please look over the information we have enclosed here, and reach out if you have any questions.

Note that the timelines we've created for this publication are aimed at making the process as easy, and as affordable as possible. Nothing up front, and ample time to gather information and provide payment.

We are also open to discuss providing extra copies to the municipalities themselves, at cost. We look forward to hearing from you,

Sincerely,

Theresa Blackburn
Stephen Chisholm

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2017 November 14 Open Session FINAL_0176

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Theresa Blackburn and her husband, Stephen Chisholm, are established publishers in Carleton County, New Brunswick, producing regional magazines since 2011. Theresa has been a municipal councillor since 2008, and has served on her town's tourism committee since 2008 and her area's regional tourism board since 2009.



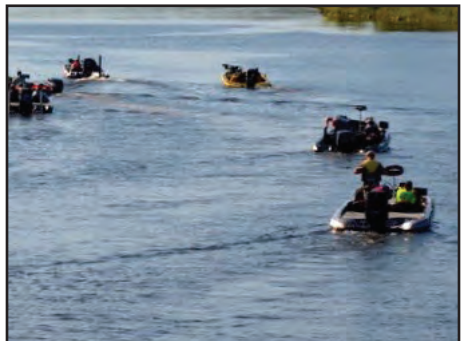
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*This is where you'd write a little something about your town, the history, why people should come and visit, and what makes you special. I am thinking we could do a bit of background, and maybe focus on some of the really great things you've done recently? There can be some statistics about things that might interest folks too. The geography and nature that surrounds you should also be mentioned. We are here to help with this part, too. We can help you form your message, and you are welcome to use what we create for you as this is **YOUR** message :) Our focus is to make your community as inviting as possible in order to drive tourists to your community. We realize the importance of tourism dollars to the towns and villages we've come to love in this beautiful and scenic province. We want to help! The total words here approximately 150.*



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2017 November 14 Open Session FINAL_078

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06 Nov 2017

[REDACTED]
32 Gondola Point Rd

Rothsay NB

E2E 5J9
[REDACTED]
[REDACTED]



Rothsay Town Council

We are writing to express our disappointment and frustration in the continued lack of action with respect to resolving future flooding of our basement during severe weather events. We have discussed this problem with town officials over several years. The last communication occurred in May of this year (see attached e-mail). Admittedly we have been away a considerable amount of time ; however , at no time were we without e-mail contact.

Prior to the reconstruction of Almon Lane , we were assured that this issue would be rectified at that time . Unfortunately the contractor was not aware of the existence of the old drainage which runs from Church Ave , under our basement toward Almon Lane and possibly to "Mortimer Brook " . Further more , he wasn't advised that our sanitary sewer did not connect to one on Gondola Point Rd (as there is none in front of our house), rather it was joined to the one on Almon Lane , consequently there was a brief sewer backup.

It is our position that the town needs to take responsibility for deactivation of the old drain pipe which runs underneath our basement. Since this line traverses several properties, we believe that this is Town infrastructure (albeit from the past). Its existence was definitely established in 2015 (?) when the town had engaged a contractor to flush lines along Almon Lane . The nozzle was inserted on Almon Lane and it got stuck in the Buckley property , after having traversed the former site of OLHP church and our basement.

We would like the Town to take immediate action to prevent water from running underneath our basement floor during times of extreme weather events.

Respectfully,
[REDACTED]

Sent from my iPad

On Jun 13, 2017, at 9:58 AM, [REDACTED] wrote:
2017 L_080

Good morning Brett,

Almost a month has gone by since your last communication . There should be no questioning the existence of the old drain system – it is there. It needs to be prevented from running underneath our house. We are going to be away in Aug and most of Sep – hence would like to have this addressed before that .

Respectfully,

[REDACTED]

From: Brett McLean [REDACTED]
Sent: May 19, 2017 2:18 PM
To: [REDACTED]
Subject: stormwater concerns

Good Afternoon

I'd like to do some further research into your concern and this mysterious old storm system that, if it exists, seems to be causing some problems in your area. I will be speaking to [REDACTED] as well and my hope is that I get permission from both of you and possibly [REDACTED] to do some intrusive exploration that may include excavation.

Ofcourse the terms of any such exploration would be clearly defined and accepted in writing by the interested parties before work would proceed.

Would you be able to meet with me sometime next week to discuss this possibility?

Thanks

From: Brett McLean
Sent: June 13, 2017 6:52 PM
To: [REDACTED]
Subject: RE: stormwater concerns

Thankyou

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On Tue, Jun 13, 2017 at 6:49 PM -0300, [REDACTED] wrote:

I spoke with [REDACTED] this afternoon – you can contact him about access to [REDACTED] property. [REDACTED]
Trust this will help.
[REDACTED]

From: Brett McLean [mailto:BrettMcLean@rothesay.ca]
Sent: June 13, 2017 10:11 AM
To: [REDACTED]
Subject: RE: stormwater concerns

Good morning:

My issue is that I need permission from the [REDACTED] to be on their land as well to investigate and I can't seem to get in touch with them. I have telephoned numerous times (no voicemail) and I have knocked on the door. [REDACTED]
[REDACTED]

From: [REDACTED]
To: [REDACTED]
Subject: Placement of Nativity Float on Rothesay Common
Date: November-07-17 11:29:16 AM
Importance: High

Ms. Mary Jane Banks,

On behalf of Fr. M.A. Harris Council 6766 Knights of Columbus I am requesting approval of Rothesay Town Council

To place our Keep Christ in Christmas Nativity float on the North East corner of the common.
Installation date

Would be on or before Dec 2nd with a lightup service on Sunday Evening December 3rd.

Thanks in advance for consideration of this request and wait the decision.

Included is a photo of the Nativity float.

Regards,

Don

Donald Bangay
Financial Secretary 6766

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



Keep Christ
in Christmas

2017November14OpenSessionFINAL_083



To Madam Mayor and Members of Town Council

From extremely concerned property owners in Goldie Court and Brock Court

We attach, for your information, interest and study, a copy of the Wetland and Drainage Report which was commissioned from Mr. Derrick Mitchell, Principal of Boreal Environmental, in support of an appeal against the proposed sub-division of the Clark property, 3188, Rothesay Road. On the map it contains he has indicated, by red outline, areas clearly definable as wetland located not only on that lot in question but continuing extensively from it and occurring elsewhere in our immediate vicinity. That the current Provincial inventory of wetland does not record these areas is understandable since that listing is still in a skeletal state with only the Carpenter Pond watershed shown for Rothesay. Similar wetlands to those on the enclosed map obviously exist elsewhere in the Town and these natural features act as “safety valves” in the disposal of storm water when ditches and buried piping cannot contain the flow. We believe that the free function of these “sinks” is rapidly becoming overloaded, representing a problem needing to be promptly addressed.

This is a most urgent plea for Council to initiate immediately – and thereafter to act upon – a comprehensive and integrated storm water infrastructure plan, beginning with identifying, defining and recording all existing wetlands to be protected. This action was the intent of the Municipal Plan 2010, specifically under Utilities Section, Para.12.4, Storm Sewer Service and Environment Sections 3.2 Clearing etc. and 3.5 Flood Risk [river level only], copies of which are attached.

Respectfully submitted 8th.November, 2017

3. ENVIRONMENT

3.1. GENERAL

CONTEXT

Rothesay has a strong connection to its natural environment adjacent to the Kennebecasis River. The community is heavily treed with a variety of relief creating an attractive setting for residential land uses. Rothesay residents perceive the environment as important to the community and worth enhancing and protecting. In future those undertaking development should seek to enhance the natural environment and should be sensitive to natural systems. This Plan will present context, goals and policy on specific environmental concerns in the community including, flood plains, watershed protection, ground water protection, construction on steep slopes, street trees and tree planting, water courses and environmentally significant areas.

GENERAL GOALS

- To sustain, or where possible to enhance, the quality of the environment within Rothesay related to development and human activity.
- To protect areas of significant scenic, environmental and wildlife habitat as they are identified.

3.2. CLEARING AND CHANGING THE SURFACE OF LAND

3.2.1 CONTEXT

Although building structures or using land for various purposes influences the environment of the community, one of the most dramatic and sudden changes can be the removal of vegetation and altering the surface of the land itself. Levelling, grading, filling, cutting or making other changes to the surface of land may affect adjacent property by creating or redirecting run-off, eliminating privacy, modifying views, changing water tables and altering natural systems. Such actions affect neighbouring public and private land in many other ways, some of which are not apparent until after the action has taken place. Similarly cutting down trees may reduce shade, alter the microclimate, lead to erosion and reduce wildlife habitat.

In many instances these changes are, for all practical purposes, irreversible and may lead to considerable disruption, expense and protracted discussion while mitigating measures are evaluated. Such activities create uncertainty amongst neighbouring property owners and may augur poor quality or costly development practices, often leading to public infrastructure that is costly to operate and maintain. Accordingly there are policies set out in this Plan and the Zoning and Subdivision By-laws to regulate the clearing and grading of lands in various zones.

3.2.2 GOALS

- To ensure that clearing and grading of lands are consistent with the intentions of this Plan.
- To direct land development be in a manner that is sensitive to the natural topography, soil quality and existing vegetation.
- To minimize environmental impact and encourage environmentally sensitive design.

3.2.3 POLICY

- (a) Clearing or changes to the contours of land will require a grading permit under the Zoning By-law.
- (b) Council shall encourage the preservation and protection of trees and vegetation in approval of development.
- (c) Drainage plans will be required for all subdivisions as part of the Development Agreement.
- (d) All developments involving a change to the surface of the land will require a Development Permit prior to the issuance of a building permit.

3.3. CARPENTER POND WATERSHED

3.3.1 CONTEXT

The Carpenter Pond Watershed is the location of the source of water for the main Rothesay water system. This Watershed is a designated watershed under the provincial Clean Water Act. This strictly limits activities in the Watershed at a distance of 75 metres from watercourses and places land use controls on the entire Watershed. The present land use in the Carpenter Pond Watershed includes recreation, residential, transportation, utility and commercial uses. In the past the municipality has acquired undeveloped land in the Watershed in an effort to control development activity. It is anticipated that Rothesay will continue to obtain land in the Watershed when available and that this land will be managed in a manner that is beneficial to the protection of the Watershed. Council has taken measures to limit the flow of surface water from the north side of the Mackay Highway into the Watershed such that development in that area does not pose a potential risk to the Watershed. For each new development proposed on the north side of the Mackay Highway and within the original boundaries of the watershed, the developers are required to present their proposal to the Department of Environment for review and approval through an exemption to the Designation Order.

3.3.2 GOALS

- To protect the Carpenter Pond Watershed as the source of potable water for the Rothesay water utility.
- To restrict development activity in the Carpenter Pond Watershed including the portion of the Watershed located within the City of Saint John.
- To ensure the Carpenter Pond Watershed boundary is accurately located.

3.3.3 POLICY

- (a) Council shall use any relevant Provincial acts, regulations or programs to enhance the protection of the Carpenter Pond Watershed.
- (b) Council shall request the City of Saint John to limit development approvals to uses that do not pose undue risks in that portion of the Carpenter Pond Watershed located in the City.
- (c) Council may undertake programs to encourage existing landowners in the Watershed to limit land uses to those that are consistent with the principles of watershed protection and to apply safe land management techniques.
- (d) Council shall, when appropriate, acquire strategic lands within the Watershed.
- (e) Council shall control land use in the Watershed by designating the Watershed in this Plan and limiting land uses to those that are compatible with protection of the water source and through appropriate measures in the Zoning By-law.
- (f) Council will cooperate with relevant Provincial Government departments to enforce regulations and to use other applicable protective measures to protect and manage the Watershed.

3.4. GROUNDWATER PROTECTION

3.4.1 CONTEXT

Groundwater is used by individual property owners throughout Rothesay as a source of potable water. As the Valley is subject to increased development pressure, there is a perception that the quantity of water available in the community may decrease even as the demand increases. Also at issue is the quality of the groundwater and the potential for groundwater contamination. In the past the community has dealt with a number of contamination issues. In the future efforts will be made to prevent contamination through limiting land uses that carry high risk, extending the municipal water supply into areas where new development is anticipated and by encouraging safe water and land management practices. This Plan outlines policy to deal with monitoring the quality and quantity of ground water and will attempt to identify issues that relate to the protection of existing ground water resources.

3.4.2 GOALS

- To protect ground water resources in Rothesay
- To monitor ground water quality and quantity in Rothesay

3.4.3 POLICY

- (a) Council shall continue to participate in a regional ground water monitoring program and may add monitoring wells to this program.
- (b) Council will discourage high risk land uses, which may have a negative impact on the ground water resources of Rothesay unless proper mitigation measures are included in the development.
- (c) Council will continue to work with the public through education to encourage proper use of ground water resources.
- (d) Council shall require new development to be connected to the municipal water system where available to protect groundwater resources.

3.5. FLOOD RISK

3.5.1 CONTEXT

The land that is adjacent to the shore of the Kennebecasis River can be subject to some periodic flooding relating to spring freshet or rainfall and storm water runoff. The last major flood was in 2008 when river elevations were measured to be 5.27 metres in Saint John. Local surveying tracked the flood along the Rothesay Road near the Golf Course at a range of 5.49 to 5.79 metres (18-19 feet) above sea level. Historically Rothesay has used geodetic twenty (20 feet above sea level) as a reasonable minimum elevation to avoid flood risk. The majority of land that is within the range of geodetic twenty and the waterline of the Kennebecasis River has already been developed. Development in the area susceptible to flooding and anticipated in the time frame of this Plan is the in-fill of a few pieces of vacant land along the waterfront. Flood protection measures should be required for the construction or renovation of any buildings within flood risk areas to protect against damage. The municipality may seek indemnification agreements from anyone building at or near the floodplain to reduce municipal liability for flood damage.

12.3.2 GOALS

- To provide a sewer system to meet present and future needs of Rothesay.
- To ensure that planning, upgrading and extension of the sewer system relates to emerging development patterns in the region.

12.3.3 POLICY

- (a) Council shall disallow surface drainage to be discharged in the sanitary sewer system in new developments.
- (b) Council shall seek the assistance of senior levels of government to fund a new wastewater treatment facility and trunk sewer upgrades.
- (c) Council shall ensure that there is reserve capacity at the wastewater treatment facilities adequate to accommodate projected development for the duration of this plan.
- (d) Council shall ensure that improvements and expansions are undertaken to transmission facilities where and when required to accommodate growth and development in the Town and the eventual connection of un-serviced areas to the sewer system, as identified in Schedule E.
- (e) Council may require developers to contribute to the cost of upgrading wastewater transmission facilities and wastewater treatment facilities to accommodate proposed development.
- (f) Council shall consider the following options and priorities as Capital Improvement budgets are prepared for improvements to the sewer system:
 - installation of trunk sewer lines to service the vacant land in Wells and between the Mackay Highway and Rothesay Road.
 - decommissioning and site remediation of the Renforth Lagoon.

12.4. STORM SEWER SERVICE

12.4.1 CONTEXT

The provision of proper storm sewer service is important to the residents and businesses located in Rothesay. This service protects public and private property from excessive water run-off and ensures the safety of the general public. As Rothesay continues to develop, there will be increased runoff to the storm sewer system and natural drainage courses.

New development in Rothesay should only be considered using a piped drainage system to collect stormwater in the public road right of way. This system could be a street developed with a curb and gutter and catch basin system or a swale and catch basin system. The provision of this type of service during initial construction will result in better aesthetics in the community, reduced requests to the Town to fill or landscape open ditches and reduced maintenance costs related to driveway culvert heaving.

Historically, storm sewer service in Rothesay has been developed with a number of different standards, from situations where there is no developed system to open ditches to full closed systems. Council will examine the possibility that storm sewer runoff will require treatment prior to release into the natural environment. Council will also encourage property drainage plans such that site development will reduce the loading of the storm sewer system. This will be done in keeping with sustainable community principles, where feasible.

The location of Rothesay between Saint John and Quispamsis makes the community subject to the effects of storm water runoff from these adjacent municipalities. Rothesay will seek to work with the adjacent municipalities to manage and fund appropriate joint drainage projects.

12.4.2 GOALS

- To provide a storm sewer system that meets the existing and future needs of Rothesay
- To ensure that a coordinated approach is undertaken in the planning, upgrading and extension of the storm sewer system as it relates to new and existing development.

12.4.3 POLICY

- (a) Council shall require that all new development be served with piped storm sewer other than in the Rural Zone.
- (b) The Subdivision By-law shall include a requirement for a drainage plan for any subdivision of greater than five lots and may for lesser numbers of lots at the discretion of the Planning Advisory Committee.
- (c) For any lot on which is proposed construction of a new building or a substantial addition, the Zoning By-law shall require that a grading plan be submitted and approved by the Development Officer prior to the issuance of a building permit.
- (d) Council shall ensure that the downstream effect on the storm sewer system is considered and reviewed in respect to any new development and may require storm water treatment in the Subdivision By-law.
- (e) Council may require developers to assume the cost of any necessary improvements or mitigation that is required in conjunction with a development.
- (f) Council may use storm water ponds to minimize erosion and control flooding along natural drainage courses.
- (g) Council will consider improvements to the existing system to:
 - i. address site specific drainage problems
 - ii. improve the storm sewer system in conjunction with other infrastructure improvements
- (h) Council will seek the cooperation of adjacent jurisdictions to ensure that storm water run off impacts are minimized in Rothesay.

12.5. THIRD PARTY UTILITIES

12.5.1 CONTEXT

Other organizations are responsible for the provision of utility services such as telecommunications, cable, and electricity. In Rothesay these services tend to be located outside the street rights-of-way and other easements, either underground or on a series of utility poles. The installation of these services causes, on occasion, damage to the Town infrastructure or detracts from the aesthetic appearance of the Town.

12.5.2 GOAL

- To seek the cooperation of third party utility providers to ensure that highest quality services are provided to the residences and businesses in Rothesay while minimizing negative effects.

Hamish Murdoch
8 Goldie Court
Rothesay, NB
E2E 5J4

September 26, 2017

Correspondence via email

Re: Wetland and drainage assessment along Goldie Court, Rothesay, NB.

Introduction

This letter report summarizes the results of a wetland and drainage assessment of the area surrounding Goldie Court in Rothesay, NB. The assessment was conducted on September 18th, 2017 on Hamish Murdoch and his neighbours (Figure 1). The intent of the assessment was to identify and map wetlands and drainage channels in the vicinity of Goldie Court. Wetland function with respect stormwater attenuation was also assessed at a high level.

Regulatory Framework

In January of 2011, the Department of Environment made the decision to regulate only those wetlands that were included in the provincial wetland inventory or 'mapped' wetlands. The current wetland inventory map vastly underestimates the amount of wetland that actually exists on the ground. Before this decision was rendered all wetlands regardless of whether they were mapped or unmapped were given equal consideration by the Wetland and Watercourse Regulation (90-80) under the Clean Water Act. The Clean Environment Act defines a wetland as land that is;

- either periodically or permanently, has a water table at, near or above the land's surface or that is saturated with water, and
- sustains aquatic processes as indicated by the presence of hydric soils, hydrophytic vegetation and biological activities adapted to wet conditions.

Although the technical definition of a wetland has remained the same in the Clean Environment Act, the Province of New Brunswick only applies the regulation to wetlands included in the provincial wetland inventory.

In addition to the above mention legislation there are two sections within the Community Planning Act that allow the Planning Advisory Committee (PAC) to consider the suitability of developing on wetland.

Section 34(3)(g) of the Community Planning Act allows PAC to consider the suitability of developing land that;

- 'would otherwise be permitted under the by-law when, in the opinion of the advisory committee or commission, the site is marshy, subject to flooding, excessively steep or otherwise unsuitable for a proposed purpose by virtue of its soil or topography'.

Section 49(2) (f) states that a tentative plan shall show;

- 'natural and artificial features such as buildings, railways, highways, watercourses, drainage ditches, swamps and wooded areas within or adjacent to the land proposed to be subdivided.'

The intent of these regulations is to mitigate the impact of surface runoff from adversely affecting neighbouring properties and overburdening stormwater infrastructure. This is particularly important in today's context where the frequency of heavy rainfall events is increasing and overburdening antiquated infrastructure.

Wetland assessment

A site assessment was conducted on September 18th, 2017, by Derrick Mitchell, biologist and principal of Boreal Environmental. Property access was restricted along most of the wetland 1 boundary. Most of the wetland boundary was interpreted from LiDAR and aerial photography and ground truth where property access was granted. Whereas, most of the boundary of Wetland 2 was field delineated (i.e., ground truthed) because property access was granted.

Where property access was granted, the wetland delineation was conducted using the methodology outlined in the Corps of Engineers Wetlands Delineation Manual (Environmental Laboratory 1987). The Corps of Engineers methodology typically assesses three parameters; vegetation, hydrology and soils.

Wetland habitat was identified using the following criteria in accordance with the Corps of Engineers Wetlands Delineation Manual:

- A majority of dominant vegetation species are wetland associated species;
- Hydrologic conditions exist that result in periods of flooding, ponding, or saturation during the growing season; and
- Hydric soils are present

The location of boundary and data points were recorded using a Trimble Nomad field computer and Geneq SX Blue II GPS receiver with a stated accuracy of +/- 1 m where the boundaries were field delineated.

Wetland conditions

Wetland 1 (WL1) is a swamp complex approximately 1.42 ha in size (Figure 1). It is dominated by eastern white cedar (*Thuja occidentalis*), speckled alder (*Alnus incana*), sensitive fern (*Onoclea sensibilis*) and fowl mannagrass (*Glyceria striata*) these plants are considered to be wetland species or hydrophytic species. The eastern portion of the wetland is a shrub basin swamp and the western portion is a forested slope swamp (i.e., located on a hillside) (Figure 2 and 3).

Wetland 1 is subject to frequent stormwater inputs from surrounding developed residential areas. For the most part, stormwater inputs are concentrated through a series of drainage ditches. The primary stormwater input originates at the end of Brock Court where stormwater is intercepted by a drainage ditch (Figure 4). Water travels through this deeply incised drainage ditch to Goldie Court where it is intersected by two stormwater drainage pipes. One pipe conveys water down the eastern side of Goldie court and other directs water across Goldie Court to an open drainage ditch located between 8 and 12 Goldie Court where it discharges to Wetland 1 (Figure 5).

A secondary drainage ditch located along the edge of 11 Goldie Court receives stormwater from Wetland 2 (WL2) at two locations (Figure 6). This drainage is not deeply incised and likely flows only when Wetland 2 is has reached its capacity to retain stormwater during heavily rainfall events or snow melt. Remaining stormwater received by Wetland 2 is discharged to a stormwater catch basin located adjacent to Maiden Lane through small drainage channel (Figure 6). Wetland 2 also conveys water to this location A considerable amount of stormwater flows through this pipe along Goldie Court as evidenced by the back flow preventers installed at 1, 3 and 5 Goldie Court (Figure 7). These residents have all had recent flooding issues.

Wetland 1 has two primary outlets, one outlet is located on the property boundary between 2 Hampton Road (PID 00255992) and 6 Hampton Road (PID 00256164). This outlet appears to be a recently installed corrugated plastic drainage pipe approximately 45 cm in diameter (Figure 8). The second outlet is located between 10 Hampton Road (PID 00258893) and 14 Hampton Road (PID 00256693). Wetland 1 discharges to a watercourse that flows through the Rothesay Common.

Wetland Function

Fluctuations in water level within the Wetland 1 are exacerbated by the concentration and acceleration of water inputs through drainage pipes and ditches than would otherwise occur before the development of the subdivisions within the watershed. This causes the wetland to be inundated more often than would naturally occur. It was evident from the residents that live on Goldie Court that flooding is a major concern with several residents experiencing property damage and flooding in the past. There is strong evidence to suggest that Wetland 1 attenuates the affect of major rainfall events.

More recent unmitigated development in the upper reaches of the watershed above Goldie Court have concentrated and accelerated the flow of stormwater through ditching and piping. Stormwater management practices at time of these 'upstream' developments was not very well planned with most stormwater being diverted to Wetland 1 and Wetland 2.

Stormwater management practices have improved greatly over the past decade and there are municipal by-laws in place to mitigate the effects of development on stormwater infrastructure. However, it may be very difficult and costly to compensate for the loss of stormwater storage capacity should Wetland 1 be in-filled and developed. Engineered stormwater solutions tend to be extremely expensive compared more naturalized systems. There is also evidence to suggest that downstream underground stormwater drainage systems may be inadequate to accommodate additional stormwater inputs.

Report disclaimers and disclosures

The sole purpose of this report and the associated services performed by Boreal Environmental was to complete a wetland and drainage assessment for Hamish Murdoch and neighbouring property owners on Goldie Court in Rothesay , NB.

The observations made and facts presented in this report are based on a site assessment conducted on September 18th, 2017. Site conditions at the time of visitation/sampling are reflected in this document and no independent confirmation of this information was made.

The report expresses the opinion of Boreal Environmental and is based on technical / scientific knowledge. Boreal Environmental accepts no liability or responsibility whatsoever for or in respect of any use of or reliance upon this report or data by any third party. Boreal Environmental makes no guarantee that the boundaries of the wetlands mapped may not be different based on the services of another consultant.

Closure

This report was prepared by Derrick Mitchell, *B.Sc.F., R.P.F.* Please do not hesitate to contact if you have any questions or concerns about this report.

Kind Regards,



Derrick Mitchell

References

US Army Corps of Engineers. 2012. Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region (Version 2.0)

Attachment 1 - Figure 1

Attachment 2 - Figure 2

Attachment 3 - Figure 3

Attachment 4 - Figure 4

Attachment 5 - Figure 5

Attachment 6 - Figure 6

Attachment 6 - Figure 7

Attachment 6 - Figure 8



Goldie Court
Wetland and Drainage
Assessment

Figure 1

Map Features

- Property boundaries
- Wetland boundaries
- Drainage channels
- Inlet
- Outlets

2

Map Properties

Projection: NB Double Stereographic
Datum: NAD 83
Date: September, 2017
Scale: 1:2,500
Base Maps Provided By: Service New Brunswick



Figure 2. Wetland 1 vegetation 1.



Figure 3. Wetland 1 vegetation 2.



Figure 4. Deeply incised drainage channel viewed east from Goldie court.



Figure 5. Stormwater discharge to Wetland 1 viewed east toward Goldie Court.



Figure 6. Drainage channel adjacent to 11 Goldie Court viewed west.



Figure 7. Stormwater catch basin Maiden Lane viewed north.



Figure 8. Outlet between 10 and 14 Hampton Road viewed south.



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WWW.LAWSONCREAMER.COM

October 11, 2017

Dr. Nancy Grant, Mayor
TOWN OF ROTHESAY
70 Hampton Road
Rothesay, NB E2E 5L5

Dear Dr. Grant

Re: BCAP's Achieve Literacy GSJ Campaign

Further to the above noted matter, I would like to take this opportunity to thank you and the Town of Rothesay for the very kind and important donation made in respect of the BCAP's Achieve Literacy GSJ Campaign. I have forwarded your cheque directly to them.

As you are aware, the campaign intends to address the serious literacy problems in Saint John and the Town of Rothesay's contribution will go towards ensuring the success of BCAP, and most importantly children in our community who are struggling with illiteracy in Saint John.

Yours very truly,

LAWSON CREAMER

A handwritten signature in black ink, appearing to read 'Kelly VanBuskirk', is written over the printed name of the firm.

Kelly VanBuskirk, Q.C., Ph.D, C.Arb. (P.C.)*
Direct: (506) 633-3535
kvanbuskirk@lawsoncreamer.com

*Denotes Professional Corporation

KVB/sb





~~2017 November 14 Open Session FINA 101~~
Kennebecasis Valley Fire Department Inc.

Chief Bill Ireland

Deputy Chief Dan McCoy

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

October 11, 2017

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

Your Worship and Members of Council:

This letter is to advise that the October meeting of the Joint Board of Fire Commissioners originally scheduled for October 11, 2017 has been postponed until October 26, 2017. As a result, the Fire Board will be unable to comply with requirement in Section 12.09 (a) of the Regional Fire Protection Agreement to submit a budget to the participating municipalities on or before October 15.

As a compromise, we have forwarded a draft copy of our 2018 Operating and Capital Budgets to your Treasurer so that this delay does not significantly impact your municipal budget preparations.

The Fire Board appreciates your patience and understanding and we shall endeavour to submit our approved budget prior to the Joint Finance Committee meeting scheduled for October 30, 2017.

Sincerely,

Kirk Miller

Chair,

Kennebecasis Valley Fire Department Joint Board of Fire Commissioners

cc: Quispamsis Mayor and Council

Dear Town of Rothesay,

My name is Liam Oland. I am a first year Medical Science student at Dalhousie University and was the 2017 R.G.L. Fairweather Memorial Bursary recipient from Rothesay High School. I would like to thank you for offering this wonderful bursary for the students of Rothesay High. I am very proud to have been chosen by RHS staff to receive this award.

RECEIVED

OCT 13 2017

Best wishes,

Liam Oland

Rothesay
NB

1710120525

3757 B3K

Town of Rothesay
R.G.L. Fairweather Memorial Bursary
70B Hampton Rd
Rothesay
NB
E2E 5Y2





70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

18 October 2017

Hon. Rick Doucet, Minister
Department of Energy and Resource Development
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1

Dear Minister Doucet:

RE: Nuisance Deer Management Assistance Program

On behalf of Rothesay Council, I wish to express our disappointment with the Department's decision to increase the number of deer hunting permits rather than increase the allowable harvest for each permitted hunter, as indicated in your correspondence dated 21 September 2017.

As the local deer population continues to multiply at an alarming rate, the species has also become increasingly comfortable wandering around the community of their own accord. This significantly boosts cause for concern as deer have been known to cause several traffic accidents and carry Lyme disease infected ticks. Rothesay Council has received correspondence and comments from residents who are concerned about the prevalence of deer and the increased risk of Lyme disease in our area, as recently indicated by Health Canada.

Rothesay Council agreed with the suggestion to increase the allowable harvest for each permitted hunter that was mentioned at the July 21, 2017 public information session held in Quispamsis. Council is of the opinion this will enable a significant reduction in the local deer population as well as place a limit on the number of hunters, thus reducing safety concerns related to allowing several hunters to hunt in limited residential areas.

Sincerely,

Dr. Nancy Grant
Mayor

cc: Rothesay Council
Mayor and Council, Town of Quispamsis
Mayor and Council, Town of Hampton

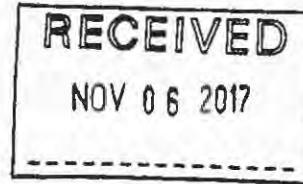


Office of the Mayor Town of Quispamsis

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

October 26, 2017

The Honourable Rick Doucet
Minister of Energy and Resource Development
P. O. Box 6000
Fredericton, NB E3B 5H1



COPY

Dear Mister Minister:

RE: KENNEBECASIS VALLEY DEER MANAGEMENT PROGRAM - 2017

This is to acknowledge and thank you for your letter of September 21, 2017 re the parameters for the continuation of the Nuisance Deer Management Assistance Program (NDMAP) in the Kennebecasis Valley.

While the Town had requested the harvest be increased to provide up to two antlerless deer per hunter, it understands the Department's objective to offer recreational hunting on a wider scale to more hunters. The Quispamsis Town Council is therefore pleased with your Department's decision to set a target of issuing up to 300 permits in the Kennebecasis Valley municipalities for the 2017 hunting season, up from 191 issued last year, to provide opportunity for more hunters to achieve the goal of harvesting more deer.

The results of this year's hunting season can then be assessed to help determine the best course of action for next year's hunting season.

Once again, thank you for your cooperation and assistance in addressing the overpopulation of deer in the Kennebecasis Valley.

Yours truly,

Gary Clark
Mayor

Cc: ✓ Town of Rothesay - Mayor & Council
Town of Hampton - Mayor & Council

St. Joseph's Hospital
Foundation



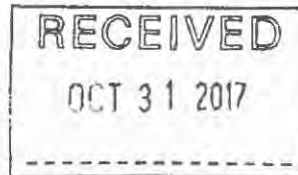
La Fondation
De L'Hôpital St. Joseph

Mr. Michael A. Gillis
Foundation Chairman

October 26, 2017

COPY

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



Dear Mayor Grant:

On behalf of St. Joseph's Hospital Foundation, patients and staff of the CAM Unit (Cognitive Assessment Management Unit) thank you for your extraordinary generosity. The fact that you have chosen us to receive your gift fills us with pride in our work and a renewed commitment to our patients.

As you know the CAM Unit provides care for our most vulnerable senior population suffering from moderate to severe dementia or cognitive impairment. We are very proud of the caring and compassionate service of our nurses and doctors, and as a Foundation, we are honoured to endorse their hard work by providing a "dementia friendly" home like environment for patients and their families.

Your gift will play a major part in our goal to enrich the lives of those living with this terrible disease. This campaign is about kindness, dignity and respect. The elderly, the frail and those suffering from dementia must be cared for in an environment that is safe, comfortable, social and therapeutic. Providing a "dementia friendly" environment will dramatically improve patient care.

By supporting the CAM Unit you have shared our vision of enhanced care and comfort for our most vulnerable patients and for that we are grateful. Thank you again for your thoughtful generosity.

Sincerely,

Laurie A. Flood
Executive Director
St. Joseph's Hospital Foundation



**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

**Regular Monthly Meeting
July 12, 2017**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Wednesday, July 12, 2017, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Vice Chairperson, Glen Baxter, called the regular board meeting to order at 10:30 a.m.

2. Record of Attendance

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

OTHERS

Marc MacLeod, Executive Director, FRSC
Amanda Henderson, Operations Administrator, Recording Secretary, FRSC
Terry Keating, Dept. of Environment & Local Gov't, FRSC
Brian Shannon, Building Inspector, FRSC
Nick Cameron, Recreation Facilitator, FRSC
Brenda MacCallum, Public Relations & Program Development Officer, FRSC

3. Approval of Order of Business

The meeting Chair asked to have item 10(a) added to the agenda to address the newly appointed nominee for the Saint John Airport Committee.

Motion: To adopt 10(a) as a topic for the appointment of the Saint John Airport Committee nominee.

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

4. Disclosure of Conflict of Interest

None

5. Approval of Minutes

Motion: To approve the May 30th, 2017 Annual General Meeting minutes.

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

6. ONB

On May 30th 2017, we tabled to have further discussion on Minister Roger Melanson's presentation regarding the opportunity of partnering, through a Memorandum of Understanding (MOU), with ONB in creating Regional Economic Development plan. The proposed commitment to the Regional Economic Development Plan and additional staff for Regional Economic Development was received favourably. However, concern was raised about the lack of resources within the Commission to support the MOU. It was acknowledged that any work regarding Economic Development would need to be outsourced. The commitment to Enterprise SJ (ESJ) was also discussed and the need to work and locate with ESJ into the future. Lack of resources on site and physical location were also discussed. Additionally, the Commission would propose to review the commitment annually and would reassess in a minimum of three years.

Motion: To conditionally accept the Memorandum of Understanding (MOU) providing ONB aligns with Enterprise SJ and that the resources and staff are located with Enterprise SJ staff.

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

7. Cell 8

The consulting engineer, Gemtec, has informed staff that the cell 8 footprint is very wet after clear cutting. There is concern that Spring weather may delay construction next year. There is reserve in the Capital Fund to construct the under drain and some gravel berm portion of the cell 8 base before Spring without borrowing. It is recommended that the Commission authorise the issue of a tender to install the first portion of the construction of the new cell 8.

Motion: To approve the issuing of a tender for the first portion of the construction of the underdrain and gravel berm portion of cell 8.

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

8. Recreation Presentation

An update on recreation was presented by Recreation Facilitator Nick Cameron. During the presentation, Director Grant opposed the use of the word “Charter” for the ice strategy group as having a predetermined conclusion and its use was questioned as being appropriate for the circumstance. Mr. Cameron clarified the use of the word was from a specific training manual from the Project Management Institute, but agreed moving forward that “Terms of Reference” would replace “Charter”.

Motion: To receive and file the recreation presentation as presented by Nick Cameron.

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

9. Building and Planning Report

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

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

10. Next Meeting

It was discussed at our Monthly Board Meetings will need to be moved from Tuesday to another day to accommodate Chair Clark's work schedule.

Motion: To tentatively schedule the Monthly Board Meeting on the 4th Monday of the month.

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

10(a). Saint John Airport Board of Director Appointee

The FRSC Board of Directors discussed Shiloh Boucher as a recommendation for the appointment to the Saint John Airport Committee.

Motion: To recommend that Shiloh Boucher be appointed as nominee as Board of Director for the Saint John Airport Committee.

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

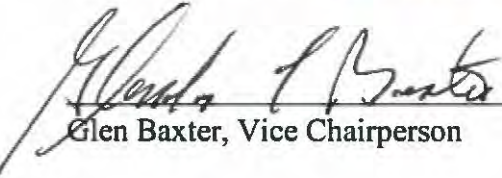
11. Motion to Adjourn


Vice Chairperson Baxter called for a motion to adjourn.

Motion: To adjourn the meeting at 11:44 am.

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

APPROVED (date) October 16 2017


Glen Baxter, Vice Chairperson


Amanda Henderson, Recording Secretary



**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

**Regular Monthly Meeting
August 28, 2017**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, August 28, 2017, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:02 a.m.

2. Record of Attendance

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

OTHERS

Marc MacLeod, Executive Director, FRSC
Amanda Henderson, Operations Administrator, Recording Secretary, FRSC
Terry Keating, Dept. of Environment & Local Gov't, FRSC
Brian Shannon, Building Inspector, FRSC
Nick Cameron, Recreation Facilitator, FRSC
Marco Sivitilli, Consultant, Gemtec
John Cairns

3. Approval of Order of Business

Director Darling asked to add item 10 to the agenda for an update on the recreation plan.

Motion: To have recreation moved to Item 10 for an update on the recreation plan.

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

4. Disclosure of Conflict of Interest

None

5. Approval of Minutes

Director Grant raised a concern about the lack of transparency of minutes and the need to reflect accurately all of the questions brought forward on a topic.

Accordingly, she wanted it on record that Rothesay was opposed to the use of the word Charter for the ice strategy group during the Recreation Presentation.

The Executive Director acknowledged the omission stating that the item was treated as operational and acknowledged by the Recreation Facilitator that the phrase "Terms of Reference" would replace Charter. However, if the Commission wished to have everything accurately stated then that would require recording which has not been allowed to this point and the bylaws would need to be reviewed regarding the matter.

Motion: To table the July 12, 2017 minutes until the next meeting when it has been amended.

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

6. Building and Planning Report

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

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

7a. Finance – 2nd Quarter Statements

Motion: To receive and file the 2nd Quarter Statements as presented by Executive Director Marc MacLeod.

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

7.b Landfill Updates

It was presented to the Commission that there was an emergency purchase of an additional 1000 compost carts this year in the amount of approximately \$60,000.00 and the exact amount would be brought forward at a later meeting. The purchase reflects the need for replacement carts as the original carts have reached 15 years of an expected ten years of service.

A new provincial recycling program for electronics was put into place this year. We are now accepting electronic waste which will carry a \$5.00 handling fee for anything over 2"x2" in size. We are partnering with the Golden Mile Redemption Center.

Motion: To receive and file the landfill updates as presented by Executive Director Marc MacLeod.

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

8. Tender 2017-02 – Containment Cell 8 – Subbase, Berms, and Drains

It was discussed that the price of the tender was well above the engineer's estimate of \$500,000.00 due to unexpected excavation. Only approximately \$500,000.00 will be spent in 2017 and the remainder in 2018.

Motion: To award the tender 2017-02 to the lowest bidder, Keel Construction, for the price of \$1,253,569.00 to be funded from operating.

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

9. 2018 Budget

The budget was presented by Executive Director MacLeod.

Motion: To approve the 2018 budget for distribution as per the legislation for the 45-day review.

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

10. Next Meeting

The Executive Director stated that there are no material items to bring to the Commission in September. Our Monthly Board Meeting could be held on Monday, October 16, 2017 to meet legislated timelines and workload.

Motion: To schedule the next Monthly Board Meeting on October 16th, 2017.

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

11. Recorded Sessions

Executive Director MacLeod suggested that if we want to begin to record sessions, we would need a motion to review and amend the bylaws to allow for recording.

Motion: To check with our bylaw with regards to recording sessions.

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

12. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

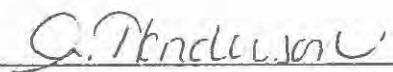
Motion: To adjourn the meeting at 11:36 am.

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

APPROVED (date) October 16, 2017



Gary Clark, Chairperson



Amanda Henderson, Recording Secretary

A meeting of the Board of Trustees, Kennebecasis Public Library was held on September 27, 2017 at 6:00pm at the Library.

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

Regrets: N/A

Absences: N/A

Call to Order: Mr. Steeves called the meeting to order at 6:01pm. Mr. Steeves welcomed Ms. Corscadden to the team and thanked Ms. Bartlett for her service.

Disposition of Minutes

It was moved by Ms. Hennessey to approve the minutes of the August 16th regular meeting, and the motion carried.

Approval of Agenda

It was moved by Mr. Shea to approve the agenda as presented. Ms. Hennessey seconded, and the motion carried.

Communications

A September 11th 2017 letter from Roseline M. Maillet, Treasurer of the NBLTA, was received and filed.

Report of the Librarian

Ms. Bartlett and Ms. Corscadden presented the Librarian's Report. Discussion ensued. Ms. Corscadden explained that she and Ms. Bartlett had engaged the regional management team to reexamine the number of computers available to the public. Ms. Corscadden suggested that this was a unique opportunity to explore new technology in our library, including tablets. Ms. Corscadden distributed copies of the October program schedule, and highlighted several new programming initiatives including a Tuesday Board Game Café. Mr. Shea asked if the program calendar could be shared electronically.

Mr. Shea moved acceptance of the Librarian Report. Mr. Hennessey seconded, and the motioned carried.

Mr. Winchester presented the Financial Statement for the periods ending August 16th, 2017. Discussion ensued. Ms. Corscadden has been working on year-end projections which indicate a \$7,000 surplus.

Ms. Hennessey moved to approve the Financial Statement for the period ending August 16th, 2017. Ms. Waitling seconded, and the motion carried.

Facilities Management

Ms. Hennessey orally presented the September Facility Manager Report on behalf of Mr. Shedd. Discussion ensued.

Ms. Hennessey said that Mr. Shedd has continued negotiations with Ernie's Landscaping to seek remuneration for the repair to the coolant pipe. Discussion ensued. Ms. Corscadden will keep the Executive informed on continued negotiations. Mr. Steeves asked if the Board was comfortable to empower the Executive to accept an offer from Ernie's, or if it should go back to the Board to formally. Mr. Shea suggested that it should go back to the Board. Mr. Rioux asked if the Board had a legal friend they could ask for pro bono advice from. Mr. Steeves asked if we could approach Towns to ask them what they would do. Mr. Steeves summarized, we don't think we should pay, but we are open to creative ways to cover it. Mr. Steeves said our position is we're not paying anything. Mr. Rioux suggested that Phil tell Ernie's that Board taken a stance and wants them to send the money and that all future correspondence for the issue should be bumped up to the Board or Ms. Corscadden. Mrs. Miller moved to ask for full restitution of the damages done by Ernie's seconded. Mr. Shea seconded, and the motion carried.

Mr. Rioux moved to approve the Facility Manager Report as presented. Mrs. Waitling seconded, and the motion carried.

Marketing Advisory Committee

Mrs. Waitling said there was no new updates. She looks forward to meeting with Ms. Corscadden for a check-in soon. Mr. Winchester moved to approve the Marketing Advisory Committee report as presented. Mr. Shea seconded, and the motion carried.

New and Unfinished Business

Library Director Transition Update

It's done!

Budget 2018

2017 November 14 Open Session DIA 118
Ms. Corscadden presented the 2018 budget proposal. Discussion ensued. Ms. Hennessey moved acceptance of the budget. Mr. Winchester seconded, and the motion carried.

Mrs. Waitling asked about the status of the debit machine pilot. Ms. Corscadden said she had been in touch with the Monteris rep, and is aiming to have it implemented in October, 2017.

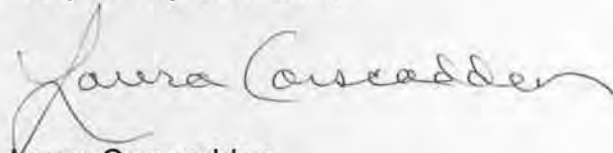
Mr. Rioux asked if there could be a function in February 2018, wine and cheese Valentine event. Get costs covered with sponsors. Adult puppet show. MR. Rioux asked people to think about it for next meeting.

Ms. Corscadden asked for board approval for the 20178 insurance renewal with Higgins Insurance for a total of \$7,392. Mrs. Miller moved that we accept the quote from Higgins Insurance. Ms. Hennessey seconded, and the motion carried.

Adjournment: As there was no other business, Mr. Rioux moved that the meeting be adjourned at 6:51pm.

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

Respectfully submitted,



Laura Corscadden
Library Director and Secretary to the Board

Agenda

Kennebecasis Public Library Board

Wednesday, September 27, 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. Library Director Transition Update
 - b. 2018 Budget

Librarian's Report September 2017

Staffing and Volunteers

Laura Corscadden started her role as the new Library Director on September 11, 2017. Ms. Bartlett and Ms. Corscadden had two weeks overlap (Sept 11-22) for the knowledge transfer training.

Signing officers for the Library were updated at the bank the week of September 22nd.

We welcomed two new student library assistants: Edwin Earle, and Kaitlyn McIntosh the first week of September.

Programs

We had almost 150 attendees to our Summer Reading Club Closing Party. Participants celebrated their reading achievements with games, a bouncy castle, face painting, crafts, and cake!

Fall programming commenced the week of September 4th. Programs offered this month included:

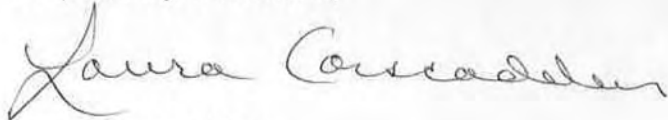
- Scrabble Club, Mondays at 2pm
- Preschool Storytime, Wednesdays at 10:30am
- Wednesday Welcome Coffee Hour, Wednesdays at 10:30am
- Wednesday Painter's Circle, Wednesdays at 10:00am
- Daycare Afternoon, Thursdays at 2:00pm
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytime, Fridays at 10:30am

Ms. Bartlett is collaborating with the Fundy Regional Office on a report for the ELF @ Your Library™ pilot. The report will be presented the Provincial Management Team in late October – early November.

Collections and Spaces

- A textile exhibit by the Kennebecasis Quilting Guild is on display throughout the months of September and October.
- The work order to move the fax line for the debit machine pilot was completed in late August.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Laura Corscadden". The signature is written in dark ink and is positioned above the printed name.

Laura Corscadden,

Library Director and Secretary to the Board

Building Maintenance Report August 2017

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

Cardboard, book and paper recycling in place and working well.

We have been in contact with Ernie's Landscaping regarding the repair to the heat pumps. They have asked for a copy of the bill to be considered in splitting the cost of the repair. The copy has been sent and I await a reply.

The humidity systems are being checked and repaired where required for the upcoming periods of dry air during the winter season.

Mechanical system working well, have had some adjusting done with system

Park benches refinishing is complete. Units were being refinished one at a time to insure there are benches here that can be used.

Bad stain on carpet in lower area has been removed.

Lift station has had annual cleaning and maintenance done by George Freeze Plumbing.

Yours

Philip Shedd CET

Kennebecasis Public Library Inc.	2017November14OpenSessionFINAL_123					
Comparative Income Statement (DRAFT)	OPERATING FUND					
Period ending September 30, 2017	a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>
REVENUE						
Library service - Rothesay		64,780	64,780	0	86,373	(21,593)
Library service - Quispamsis		96,984	96,984	0	129,312	(32,328)
Room Rentals, Printer and copies		3,145	2,925	220	3,899	(754)
Donations	470	0	0			0
Miscellaneous Income		315	0	315	0	315
Previous Year's Surplus		738	738	0	984	(246)
TOTAL REVENUE	470	165,962	165,427	535	220,568	(54,606)
EXPENSE						
<u>Operations Expenditures</u>						
Other Expenditures - Restricted Fund	204					0
Books, restricted fund	861					0
Books and Materials - OPERATING		34	0	(34)	0	(34)
Small Equipment and Furniture		2,139	6,199	4,060	8,265	6,126
Total Capital Expenditures	1,065	2,173	6,199	4,026	8,265	6,092
<u>Wages</u>						
Total Wages & Casual Labour		18,575	17,495	(1,080)	22,550	3,975
<u>General & Administration Expenses</u>						
Building Maintenance		41,709	52,979	11,269	70,638	28,929
Grounds Maintenance		13,537	14,447	910	20,000	6,463
Office		7,230	6,823	(407)	9,100	1,870
Utilities		39,328	39,203	(125)	52,703	13,375
Accounting, audit and legal		8,003	8,600	597	10,660	2,657
Professional Development		160	1,500	1,340	2,000	1,840
Insurance		5,413	5,413	(0)	7,217	1,804
Public Relations		461	2,250	1,789	3,000	2,539
Communications		4,412	6,551	2,139	8,735	4,323
Miscellaneous Expense		467	1,450	983	2,700	2,233
Program Exp		1,600	2,250	650	3,000	1,400
Total General & Admin Expenses		122,321	141,466	19,145	189,753	67,432
TOTAL EXPENSE	1,065	143,069	165,159	22,090	220,568	77,499
NET INCOME (Deficit)	\$ (594)	\$ 22,893	268	22,625	0	22,893



Dr. Matt Alexander
Chairperson

2017 November 14 Open Session FINAL 12A
**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**

**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMIS, NEW BRUNSWICK
ON WEDNESDAY, SEPTEMBER 27, 2017
AT 3:30 P.M.**

REGULAR MEETING

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

ABSENT: Matt Alexander, Chair (Rothesay)

The Vice-Chairman brought the Regular Meeting to Order and requested an approval of the Agenda for September 27, 2017. **MOVED by Tiffany Mackay French and SECONDED by Richard MacPhee. MOTION CARRIED UNANIMOUSLY.**

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Board of Police Commissioners
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REGULAR MEETING

A Motion was requested by the Vice-Chair for the Approval of the Minutes of the Regular Meeting of July 26, 2017. **MOVED by Peter Bourque and Seconded by Emil Olsen. MOTION CARRIED UNANIMOUSLY.**

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

Secretary-Treasurer's Report – Ms. Madill referred to the Financial Statements contained in the Board's packages. July and August were provided but she reviewed the August as it was more current.

Statement of Financial Position – She advised that the HST return in the amount of \$27,900.00 has been filed for the first six months of 2017. The cash is \$510,000 as compared to last year at this time it was in the amount of \$555,000.

Statement of Operations – As a result of losing one of the Secondments we are slightly under budget but most categories are on line with the Budget including the Retirement Investments. We have \$208,000 of actual revenue and the budget was \$255,000 the difference is due to losing 1 of the 3 secondments.

Crime Control – The Uniform category is over budget due to an invoice from the City of Saint John for ETS equipment. The public relations category is up slightly over budget due to our share of the purchase of the Mascot. Most of the categories are under budget. At present this category is at \$2,805,000 as compared to the budgeted amount of \$3,000,522 resulting in this category being \$200,000 under budget.

Vehicles – Fuel and maintenance and repairs is under budget. Insurance is up slightly over budget due to the timing of the new cars. The total vehicles category is \$126,000 as compared to the budgeted amount of \$192,000 we are under budget because we have not received and paid for the new vehicle.

Building - This category is under budget due to the maintenance being slightly under what we had budgeted for as well as electricity which is lower in the summer months.

Administration – The line items in this category are as well under budget with the exception of labor relations which is over by \$25,000. This category is still under

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REGULAR MEETING

budget due to the sick pay/retirement line item which is not contributed until the end of the year.

The surplus as at August 31, 2017 is \$278,026.

Telecom Fund – The majority of the line items are set at the beginning of the years with the exception of the Retirees Health insurance. At present there is a surplus of \$2,320 in the Telecom Fund.

The total surplus as at August 31, 2017 is \$280,346.

Cherie pointed out the August Investment Statement was also contained in the packages.

Mr. Dobson pointed out that on the Investment Statement the fees are not listed and he expects that this will appear on the next statement.

MOVED by Danny Dobson and SECONDED by Peter Bourque to accept the Financial Statement as circulated. MOTION CARRIED UNANIMOUSLY.

Cherie referred the Board to the proposed 2018 Budget. She explained that the 2018 Budget provides for a 2.095 budget over the projected numbers which is what the Towns wanted last year. Mr. Dobson pointed out to the Board members that the Finance Committee had met prior to presenting this budget to the Board as a whole and reviewed it line by line. **MOVED BY Richard MacPhee and SECONDED BY Tiffany MacKay French to accept the 2018 Budget and to forward this budget to the Towns of Rothesay and Quispamsis.** Mr. Olsen asked where the request for the reserve would come into this Motion. The Vice-Chair advised that this should be a separate Motion of the Board. **MOTION CARRIED UNANIMOUSLY.**

MOVED By Emil Olsen that a request be forwarded to both the Town of Rothesay and the Town of Quispamsis to allow the board to retain the surplus for 2016 for contingent liability in 2018. Seconded by Peter Bourque. MOTION CARRIED.

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REGULAR MEETING

CHIEF'S REPORT

Chief Palmer advised the board members of the training that has taken place over the months of August and thus far in September.

There was a discussion with respect to the legalization of marijuana and the training and guidelines surrounding same.

MOVED By Mr. Olsen that he wanted the Board to go on record that the Board is concerned in relation to the lack of direction being provided with the upcoming implementation and legalization of marijuana coming on July 1, 2018 and formerly request that this be delayed until the proper regulations are put in place. SECONDED By Tiffany MacKay French. He suggested that the Chief would know the appropriate parties to forward this to and to as well cc the two Towns. MOTION CARRIED.

Emil asked if anything has been found out about the Board being able to log in to the Governance Webinars at home. The Chief was unsure how A/Inspector Henderson was progressing with this but would find out and advise the Board.

Tiffany Mackay French pointed out that in relation to the calls for service (Statistics) a number of line items were increased. The Chief explained that most of these would be due to the summer.

Items of Interest

Chief Palmer advised the Board that one of our Retirees, Cst. Donnie Vieanneau passed away. As there was no funeral or visitation at his request. We are trying to organize some sort of remembrance evening.

The Chief advised that he and A/Inspector Henderson attended the Police Memorial in Fredericton.

The Tanya Shand Memorial run was held on September 16 and it was once again very well attended.

Chief Palmer advised that on September 26th he attended the Quispamsis Trail Opening.

On Saturday, September 30, the Chief advised he will be attending the CrimeStoppers Dinner.

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REGULAR MEETING

On the 7th of October there is a 1st Responder Appreciation night at the Sea Dogs Game.

The Force held an off-road vehicle presentation in the trailer park on August 5th and he advised he received four Letters of Thanks from various citizens towards different officers.

The summer BBQ's have finished for the year and were very busy every Friday.

"Partner" our Mascot has been a huge success.

The Force participated in "Amazing Race" on August 7th, The Dragon Board Race and the "Summer Kids Reading Club". We worked with minor baseball and had a police car at a tournament.

The members, prior to Donnie's passing built a ramp at his home as he was wheelchair bound.

On Thursday, September 28, Rev. Peter Gillies will be hosting a Clergy Police Academy in our Boardroom. Rev. Gillies trains the clergy in death notification and other topics that they would be involved with in dealing with the police.

The Chief advised that since February we have fingerprinted 173 persons on the second live scan. He explained that this is 173 persons who did not have to be escorted through the building but were able to have this service provided in the room right off the lobby.

Cpl. Belliveau provided the board members with two proofs for coloring books that he is looking to get printed.

The Vice-Chair wanted to congratulate the Chief on his being the recipient of this year's Dr. David Stephen Memorial Award. The Chief explained that this is one of the most important awards to him because of what it stands for.

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REGULAR MEETING

COMMITTEE REPORTS

Personnel – Nothing to report.

Building and Grounds – Mr. Bourque advised that when the maintenance was performed on the generator in the building it was recommended that the battery and display board be replaced. An estimate was obtained in the amount of approximately \$1,100.00. **MOVED By Peter Bourque that Smith Diesel be given the go ahead to proceed with the replacement of the battery and display board on the generator. SECONDED BY Tiffany Mackay French. MOTION CARRIED.**

Insurance - Mr. Bourque advised that a meeting was held with Todd Stephen in relation to our benefits package. Mr. Stephen provided a presentation and from the presentation it was determined that if we move our Life Insurance and Health Plan coverage there is a substantial financial savings. One of the quotes obtained would drop the Stop Loss to \$10,000 from \$15,000. **MOVED By Peter Bourque that we allow Todd Stephen to move ahead to the next step in regard to changing companies for our Health Benefits and Life Insurance. SECONDED By Emil Olsen.** Mr. Dobson had some questions in relation to these changes and the types of premiums. There was a discussion in this regard. The Motion was withdrawn by Mr. Bourque and the Seconder Mr. Olsen and tabled until the October meeting at which time Mr. Stephen will make his presentation to the Board as a whole.

Finance - Nothing to report

Transportation – Mr. Dobson declared a conflict. The Vice-Chair advised that if Mr. Dobson leaves the meeting we are without a quorum. **MOVED By Emil Olsen that the Transportation Committee Report be tabled until the meeting in October. SECONDED By Peter Bourque. MOTION CARRIED.** As Mr. Dobson declared a conflict and is unable to vote, there was no quorum for this Motion.

Communications – Nothing to report.

Policy – Nothing to report.

Regional Service Commission – Nothing to report.

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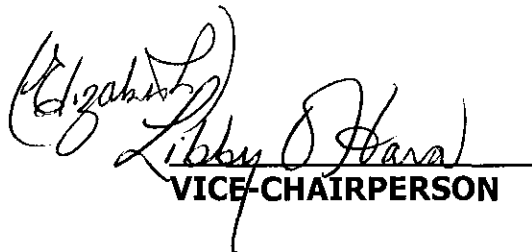
REGULAR MEETING

Sick Pay/Retirement Ad Hoc - Nothing to report.

Correspondence - The Vice-Chair advised that contained in the correspondence was the resignation letter of Nancy Creamer. **MOVED By Emil Olsen that the Board will accept, with regrets, Nancy's letter of resignation and to forward at thank you letter to her for her service to the Board. SECONDED By Richard MacPhee. MOTION CARRIED.**

New Business - Mr. Dobson referred the Board to the Privacy Right to Information request from the Telegraph Journal in regards to some information such as Vendors, and Invoices on our equipment. **MOVED By Danny Dobson that we allow the Chief to respond to that request with the spread sheet that the Secretary-Treasurer has prepared for the last 7 years which is the information that we have. The Vice-Chair advised that the request was for 10 years and asked if we should advise that we only have 7 years available? Cherie pointed that it is only 6 years as they do not require the current year. SECONDED By Tiffany Mackay French. MOTION CARRIED UNANIMOUSLY.**

MOVED By Peter Bourque and SECONDED By Emil Olsen to adjourn. MOTION CARRIED.


VICE-CHAIRPERSON


SECRETARY

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

	<u>2017</u>	<u>2016</u>
-----Financial assets-----		
Cash - General	586,581	657,053
Sick Pay/ Retirement Investments	804,503	798,299
Accounts Receivable	49,319	66,970
Sales tax recoverable	41,467	38,387
	<u>1,481,870</u>	<u>1,560,709</u>
----Liabilities-----		
Accounts payable and accrued	264,148	270,290
Vested sick leave/retirement accrual	721,721	791,613
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>2,958,267</u>	<u>3,328,302</u>
NET ASSETS (DEBT)	<u>-1,476,397</u>	<u>-1,767,593</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>
	2,349,964	2,307,188
Unamortized Debenture costs	9,236	10,408
Prepaid expenses	<u>46,675</u>	<u>34,717</u>
	<u>2,405,876</u>	<u>2,352,314</u>
ACCUMULATED SURPLUS	<u>929,478</u>	<u>584,721</u>
Assets	3,887,746	3,913,023
Liabilities	3,887,746	3,913,023

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

2017

2016

-----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
NINE MONTHS ENDING SEPTEMBER 30, 2017

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	----- NINE MONTHS -----				
	-----			-----	
	---ACTUAL---		PRIOR YR	BUDGET-----	
REVENUE:					
Fees	43,950	-2%	\$63,291	\$45,000	\$60,000
Taxi & Traffic Bylaw	4,396	17%	7,350	3,750	5,000
Interest income	4,089	9%	3,923	3,750	5,000
Retirement investment income	17,351	22%	21,927	14,250	19,000
Retirement gains/-losses	-1,835				
Secondments	165,844	-25%	290,603	220,500	294,000
	<u>233,795</u>	-19%	<u>387,094</u>	<u>287,250</u>	<u>383,000</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	2,416,564	-7%	\$2,509,446	2,592,251	\$3,456,334
Benefits	462,136	-11%	479,226	518,450	691,267
Training	20,971	-31%	17,115	30,375	40,500
Equipment	2,772	-82%	3,705	15,000	20,000
Equip repairs & IT support	1,592	-47%	2,194	3,000	4,000
Communications	39,852	-35%	44,521	61,650	82,200
Office function	10,338	-14%	10,096	12,000	16,000
Leasing	10,914	18%	8,420	9,225	12,300
Policing-general	21,228	-13%	21,313	24,375	32,500
Insurance	10,522	21%	8,465	8,729	11,639
Uniforms	41,765	55%	33,201	27,000	36,000
Prevention/p.r.	7,689	46%	5,899	5,250	7,000
Investigations	27,736	28%	23,155	21,750	29,000
Detention	19,586	0%	19,395	19,575	26,100
Taxi & Traffic Bylaw	709	89%	519	375	500
Auxillary		-100%	70	1,125	1,500
Public Safety	24,830	-2%	21,000	25,457	33,943
	<u>3,119,204</u>	-8%	<u>3,207,740</u>	<u>3,375,587</u>	<u>4,500,783</u>
VEHICLES					
Fuel	67,735	-14%	64,946	78,750	105,000
Maint./repairs	50,106	-21%	43,158	63,750	85,000
Insurance	17,529	12%	15,238	15,696	20,928
New vehicles	-2,100	-104%	18,968	57,000	76,000
Equipment	2,366	-47%	2,703	4,500	6,000
	<u>135,634</u>	-38%	<u>145,013</u>	<u>219,696</u>	<u>292,928</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
NINE MONTHS ENDING SEPTEMBER 30, 2017

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	-----NINE MONTHS-----				
	-----ACTUAL-----		PRIOR YR -----BUDGET-----		
EXPENDITURE continued:					
BUILDING					
Maintenance	22,854	-19%	26,185	28,125	37,500
Cleaning	17,261	-4%	16,953	18,000	24,000
Electricity	27,894	-21%	30,854	35,250	47,000
Taxes	34,674	0%	33,241	34,770	46,360
Insurance	4,237	1%	4,074	4,196	5,595
Grounds	6,503	-21%	7,414	8,250	11,000
Interest on Debenture	22,535	0%	23,663	22,500	30,000
Debenture Principal	97,500	0%	96,000	97,500	130,000
	<u>233,456</u>	-6%	<u>238,384</u>	<u>248,591</u>	<u>331,455</u>
ADMINISTRATION					
Salaries	486,548	-3%	455,555	503,774	671,698
Benefits	97,756	-4%	86,517	101,342	135,123
Professional Fees	29,293	-5%	29,350	30,750	41,000
Travel/Training	2,668	-73%	8,748	9,750	13,000
Board Travel/Expenses	3,149	-16%	2,401	3,750	5,000
Insurance	941	-3%	940	969	1,292
Labour Relations	37,346	232%	20,229	11,250	15,000
Sick Pay/Retirement		-100%		45,188	60,250
Retirement int & dividends	13,724	-4%	21,927	14,250	19,000
2nd prior year (surplus) deficit	-85,505		(84,515)	(85,505)	(114,007)
	<u>585,920</u>	-8%	<u>541,152</u>	<u>635,517</u>	<u>847,356</u>
	3,840,419	-8%	3,745,195	4,192,142	5,589,522
CONTRIBUTED BY MEMBERS	4,192,143		4,102,982	4,192,142	5,589,522
SURPLUS (DEFICIT)	<u>351,724</u>		<u>\$357,787</u>	<u>\$0</u>	<u>\$0</u>

TELECOM FUND

City of SJ telecomm services	252,831	0%	240,056	252,831	337,108
Data Networking charges	7,381		7,312	7,705	10,273
Retirees health insurance	-1,129		(820)	1,125	1,500
2nd prior year (surplus) deficit	73	0%	1,621	73	97
	<u>259,156</u>		<u>248,169</u>	<u>261,734</u>	<u>348,978</u>
CONTRIBUTED BY MEMBERS	261,733		250,511	261,734	348,978
SURPLUS (DEFICIT)	<u>2,578</u>		<u>\$2,342</u>	<u>\$0</u>	<u>\$0</u>

Total surplus (deficit)

354,301

\$360,129

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

STATEMENT OF FINANCIAL POSITION

BANK balance		586,581	at September 30
ACCOUNTS PAYABLE balance	264,148		
Debenture costs to be paid in December	-104,719		

Current Accounts Payable		159,429	Paid in October

Extra (Shortfall) in bank account		427,152	

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

STATEMENT OF OPERATIONS

Revenue:

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

Crime Control:

- * Salaries - two vacancies (one being filled by temporary term)
- * Benefits Health insurance 2017: \$106,329 2016: \$116,076 4.05% decrease
 Retirees health insurance 2017: \$-1,545 2016: \$1,354
 The retirees paid \$1,545 more than the actual costs in 2017

Overtime costs at September 23, 2017	\$18,950
OT	\$12,131
Call out OT	\$1,255
Court OT	\$5,564
Overtime costs at September 24, 2016	\$26,327
OT	\$15,296
Call out OT	\$2,287
Court OT	\$8,745
Change over prior year OT	-\$3,165
Call out OT	-\$1,032
Court OT	-\$3,181

	-\$7,378

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

Administration:

- * Benefits Health Insurance 2017: \$25,548 2016: \$22,212

Telecom:

- * Retirees health insurance 2017: \$-1,129 2016: \$-820
 This year with only one retiree the costs are less

2017 Call Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	18-Oct-17	YEAR TO DATE (Oct 18, 2017)
911 Calls	10	13	15	16	13	6	11	10	15	9	118
Alarm	28	30	35	25	33	29	28	40	22	13	283
Animal Complaint	4	4	10	4	9	5	11	9	16	4	76
Arson										1	1
Assault	5	2	8	7	6		6	2	2	4	42
Assist Other Agency	2	1	5	10	15	9	10	8	5	2	67
Assist Public	12	13	10	17	13	11	30	18	6	11	141
Breach Court Order	2		3	1		2	5	2		1	16
Breach of Peace	2	2	1		1			1	2		9
Break & Enter	1		3	3	1	1	1	2	2		14
Child Welfare	2	1	2								5
Civil Matter			2	8		4	5	3		1	23
Disturbances	3	5	3	16	12	7	9	18	15	2	90
Domestic Dispute	16	12	9	11	12	8	5	7	11	1	92
Driving Complaint			2	3	8	7	4	3	11		38
Drug Complaint	4	4	6	9	1	8	7	3	7	4	53
Family Services				2		1	2		1		6
Found Property	4		4	9	1	4	14	11		4	51
Fraud	4	7	6	8	4	7	5	4	11	3	59
Harassment	4	8	5	2	2	10	8	6	8	5	58
Hit & Run	2	4	1	1		2	4	4	2		20
Impaired Driving Complaint	5	7	3	9	12	8	17	3	7	3	74
Internet Complaint	1	1			1						3
Intoxicated Person	1			1		2		4	1	2	11
Littering							1				1
Liquor Control Act	1			3	4			2			10
Lost Property	1		1	1		6	5	3		4	21
Mental Health	4	1	5	12	6	9	6	10	14	5	72
Mischief	5	1	1	6	10	20	11	11	10	1	76
Missing Person	3		1	1	4		2	3	5		19
Motor Vehicle Accidents	41	40	34	23	21	27	29	37	36	23	311
Noise Complaint	3		2	2	5	4	15	14	5	1	51
Off Road Vehicle Complaint				1				3			4
Parking	4	9	2	3	5	1	1	2	33		60
Police Assist	6	1									7
Police to Fire	3	3	3	5	3	1	9	4	3	3	37
Police to Medical Call	5	5	7	10	2	5	5	11	3	4	57
Possession of a Weapon	1										1
Possible Impaired Driver	6										6
Property Lost	4										4
Public Relations		1	4	8	7	3	5	6	1	2	37
Request for Service	9				2						11
Robbery						1					1
Suspended Driver	1			1	1	2					5
Suspicious Activity	7	5	7	15	8	15	23	19	37	4	140
Suspicious Person	2	2	3	5	16	14	5	6	3	2	58
Theft	12	8	16	17	18	33	18	25	32	11	190
Threats	1	1	4	3	4	5	2	5	4	3	32
Tickets	105	71	108	113	69	65	44	52	29	35	691
Traffic Complaint	13	17	31	20	27	25	25	43		11	212
Trepass		1	1	1	2		1	1			7
Vandalism								3	1	1	5
Weapons Complaint			1								1
Welfare Check		2			3	5	5	3	2		20

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
BOARD ROOM, TOWN OF QUISPAMSIS
SEPTEMBER 13, 2017**

Present: Vice Chair Grant Brenan Chief Bill Ireland
Treasurer Sean Luck Carlene MacBean, Executive Assistant
Commissioner Susan Deuville
Commissioner John Jarvie
Commissioner Robert McIntyre
Commissioner Norah Soobratee
Commissioner Miriam Wells

Regrets: Chair Kirk Miller

1.0 Call to Order

Vice Chair Brenan called the meeting to order at 7:30 pm and welcomed Commissioner Deuville to the Fire Board.

2.0 Chair's Remarks

Vice Chair Brenan welcomed everyone and acknowledged Commissioner Deuville, who has been appointed as a temporary replacement for Commissioner Armstrong.

3.0 Approval of Agenda

Moved by M. Wells and seconded by S. Luck, to approve the agenda as presented.

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 July 12, 2017

Moved by M. Wells and seconded by S. Luck, that the minutes of July 12, 2017 be approved as presented.

CARRIED

6.0 Unfinished Business

None

7.0 Correspondence

None

8.0 New Business

8.1 Bunker Gear Evaluation / Selection Recommendation

The approved 2017 Capital Budget includes \$35,000 to replace 10 sets of firefighter bunker gear. 2017 is year one of a planned four year process to replace forty-four existing sets of bunker gear as required by industry standards and Occupational Health & Safety legislation.

The Fire Board reviewed the recommendation from the Selection Committee. Chief Ireland recommended the Fire Board accept the bid from Innotex at a:

- Cost of \$2,599 per firefighter suit plus taxes with a 3% increase each year of the contract (10 suits per year)
- Cost of \$2,495 per Chief Officer suit plus taxes with a 3% increase each year of the contract (one suit per year)

At a cost of \$29,029 for 11 suits for the first year resulting in a cost savings of \$5,000 from the original budgeted amount.

Moved by R. McIntyre and seconded by M. Wells to accept the recommendation of the Selection Committee.

CARRIED

9.0 Financial

9.1 Draft Audited Financial Statements for the Seven Months ended July 31, 2017

Chief Ireland reported that most of the surplus is salaries are being paid at the 2016 rates and some benefit costs are based on salary which is another cost saving. Also, equipment purchases are done in the fourth quarter in case there are any unexpected expenses such as a major truck repair which could not be delayed. Firefighter overtime budget is over due to a retirement in June which caused us to cover shifts over the summer.

Chief Ireland stated he and Mrs. Carpenter have completed the draft 2018 budget and will arrange a budget committee meeting to review prior to coming to the Board.

Moved by M. Wells and seconded by S. Luck to receive and file the draft financial statements for the seven months ending July 31, 2017.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

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

CARRIED

11.2 Response Summary

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

CARRIED

12.0 Adjournment

Moved by M. Wells and seconded by S. Luck that the meeting be adjourned at 7:57 pm.

Date of next meeting – October 11, 2017

Respectfully submitted,

CHAIR

SECRETARY / TREASURER

Statement of Expense with Budget Variance
For the 7 months ending July 31, 2017

	BUDGET YEAR TO DATE	ACTUAL YEAR TO DATE	VARIANCES YEAR TO DATE (Under Budget)	BUDGET 2017	Actual Jul 2016
EXPENSES					
ADMINISTRATION:					
9 Admin. Wages and Benefits	\$341,797	\$335,745	(\$6,052)	\$584,500	\$329,845
10 Convention/ Dues/ Training	\$7,500	\$2,988	(\$4,512)	\$16,000	\$3,182
11 Professional Services	\$1,500	\$1,504	\$4	\$34,500	\$1,293
12 Office Supplies / Copy Machine/ S/C	\$4,492	\$3,044	(\$1,448)	\$7,700	\$3,732
13 Computer Hardware/Software/IT	\$4,371	\$4,492	\$121	\$10,000	\$4,430
14 Station Telephone/ Internet	\$8,390	\$6,571	(\$1,819)	\$14,383	\$6,390
16	<u>\$368,050</u>	<u>\$354,343</u>	<u>(\$13,707)</u>	<u>\$667,083</u>	<u>\$348,872</u>
FIREFIGHTING FORCE:					
17 Salaries Basic	\$1,427,020	\$1,386,128	(\$40,892)	\$2,473,502	\$1,390,204
18 Overtime	\$32,308	\$39,630	\$7,322	\$56,000	\$13,562
Vacation Pay on Retirement	\$9,898	\$9,461	(\$237)	\$9,898	\$0
19 Force Benefits	\$375,582	\$366,833	(\$8,729)	\$578,000	\$383,873
20 Clothing/Uniform Maintenance	\$15,750	\$5,738	(\$10,012)	\$27,000	\$15,365
21 Medical and Fitness Training	\$8,200	\$10,009	\$1,809	\$20,400	\$9,800
22 Career Recognition	\$1,500	\$331	(\$1,169)	\$3,000	\$3,093
23 Holiday Relief Wages & Overtime	\$127,320	\$164,703	\$37,383	\$303,000	\$193,678
24 Holiday Relief Benefits	\$55,096	\$54,216	(\$880)	\$102,500	\$54,354
Volunteer Expenses	\$0	\$0	\$0	\$0	\$9,145
26	<u>\$2,052,452</u>	<u>\$2,037,049</u>	<u>(\$15,403)</u>	<u>\$3,573,100</u>	<u>\$2,052,873</u>
TELECOMMUNICATIONS					
27 Cellular Telephone	\$3,856	\$2,796	(\$1,060)	\$6,610	\$2,651
28 Communication Equipment	\$4,600	\$1,752	(\$2,848)	\$10,000	\$2,936
29 Maintenance/ Repairs	\$875	\$1,071	\$196	\$1,500	\$0
30	<u>\$9,331</u>	<u>\$5,619</u>	<u>(\$3,712)</u>	<u>\$18,110</u>	<u>\$5,586</u>
INSURANCE					
31 Insurance	\$33,317	\$34,349	\$1,032	\$33,317	\$32,987
32	<u>\$33,317</u>	<u>\$34,349</u>	<u>\$1,032</u>	<u>\$33,317</u>	<u>\$32,987</u>
PREVENTION AND TRAINING					
33 Firefighter/Co. Officer Training	\$13,500	\$8,736	(\$4,764)	\$38,000	\$9,587
34 Fire Prevention and Public Education	\$4,636	\$3,199	(\$1,437)	\$10,000	\$2,922
35 Training Supplies	\$500	\$0	(\$500)	\$2,000	\$1,929
36	<u>\$18,636</u>	<u>\$11,936</u>	<u>(\$6,700)</u>	<u>\$48,000</u>	<u>\$14,439</u>
FACILITIES					
37 Station 1 Operating	\$142,554	\$136,356	(\$6,197)	\$168,329	\$135,984
38 Station 2 Operating	\$12,658	\$12,752	\$93	\$21,700	\$12,826
39 Station 2 Rent	\$28,529	\$28,529	(\$0)	\$48,907	\$27,965
40 Station Supplies	\$6,125	\$7,676	\$1,551	\$10,500	\$3,130
41	<u>\$189,866</u>	<u>\$185,312</u>	<u>(\$4,554)</u>	<u>\$249,436</u>	<u>\$179,905</u>
FLEET					
42 Vehicle Fuel	\$13,636	\$10,768	(\$2,869)	\$25,000	\$10,768
43 Vehicle Registration	\$550	\$361	(\$189)	\$550	\$361
45 Vehicle Maint & Repairs	\$36,750	\$35,251	(\$1,499)	\$63,000	\$48,179
46	<u>\$50,936</u>	<u>\$46,380</u>	<u>(\$4,557)</u>	<u>\$88,550</u>	<u>\$59,308</u>
OPERATIONS					
47 New Equipment	\$10,208	\$4,188	(\$6,020)	\$17,500	\$5,146
48 Maint & Repairs - Equipment	\$8,168	\$10,241	\$2,053	\$16,000	\$13,246
49 Maint & Repairs - Bunker Gear	\$500	\$1,084	\$584	\$7,000	\$1,064
50 Medical Supplies	\$2,625	\$3,050	\$425	\$4,500	\$2,412
51 Firefighter Supplies	\$2,042	\$2,076	\$34	\$3,500	\$488
52 Health & Safety	\$875	\$885	\$10	\$1,500	\$84
53 H&S Cause Determination	\$292	(\$14)	(\$305)	\$500	\$0
54	<u>\$24,729</u>	<u>\$21,510</u>	<u>(\$3,219)</u>	<u>\$50,500</u>	<u>\$22,440</u>
WATER COSTS:					
55 Water Costs - Rothesay	\$18,153	\$18,151	(\$2)	\$24,201	\$17,623
56 Water Costs - Quispamsis	\$3,378	\$3,378	\$0	\$4,504	\$3,293
57	<u>\$21,531</u>	<u>\$21,529</u>	<u>(\$2)</u>	<u>\$28,705</u>	<u>\$20,915</u>
OTHER:					
58 Miscellaneous	\$1,692	\$1,523	(\$169)	\$2,900	\$1,490
59 Retirement Allowance	\$29,167	\$34,887	\$5,720	\$50,000	\$29,167
60	<u>\$30,858</u>	<u>\$36,409</u>	<u>\$5,551</u>	<u>\$52,900</u>	<u>\$30,657</u>
61	<u>\$2,799,706</u>	<u>\$2,754,436</u>	<u>(\$45,270)</u>	<u>\$4,809,701</u>	<u>\$2,767,981</u>



Kennebecasis Valley Fire Department

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

September 13, 2017

Structure Fire Incident

Late-afternoon on July 19, crews were dispatched to Sierra Avenue in Rothesay for the report of a fire on the second floor of a three storey apartment building. The first arriving crew reported smoke coming from two windows on the second floor and that there was a dog in the unit on fire. An aggressive interior attack was made to suppress the fire in the kitchen while a second crew conducted a thorough search and found the missing pet. The building was checked for fire extension and search crews gave an all-clear. Damage was limited to the unit of origin and building occupants were able to return to their units the following day following repairs to the fire alarm system. Overheated cooking oil caused this fire.



FF Stephanie Henderson administering oxygen to the dog rescued from the fire unit.

Local Company Supports Department Training

Recently, the KVFD had access to an abandoned residence that was slated for demolition on Hillcrest Drive as part of the new condominium development being constructed on that site. This gave us an opportunity to simulate real emergency conditions and practice three new structure fire response policies that have recently been put in place. The residence was provided for our use through the generosity of A.E. McKay Builders. The opportunity to test our skills and equipment is very valuable and we appreciate the willingness of a local business to assist our department in this manner.

**Naloxone Policy Implemented**

After consultation with our Medical Director and other New Brunswick fire departments, the KVFD has recently implemented a new policy to deal with a potential fentanyl exposure involving our members and potential fentanyl overdoses in our role as medical first responders. Training on the new policy is currently underway and once all members have completed the training, the antidote Naloxone will be added to the medical supplies carried by our first responding apparatus.

Donation to Local Service Group

The continuing upgrade of the physical fitness equipment used at both stations made one of the original pieces of gym equipment surplus to our needs. The department donated this used "universal gym" machine to the KV Oasis Youth Centre to increase the level of activities this important service centre provides for our local youth.

Members of the Kennebecasis Firefighters Union donated their off-duty time to disassembling, delivering and installing this equipment at the youth centre. Pictured below are Captain John Codling, and Firefighters Dan Richard and Shane Johnson putting the finishes touches on the assembly at KV Oasis.



Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 7 months ending July 31, 2017

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
9	Admin. Wages and Benefits	\$341,797	\$335,745	(\$6,052)	Less hours for accounting/budget salaries vs actual less by .05%
17	Firefighting Force: Salaries	\$1,427,020	\$1,386,128	(\$40,892)	2017 Budget includes 2.5% increase, union contract not yet negotiated
18	Overtime	\$32,308	\$39,630	\$7,322	As required
	Benefits	\$375,562	\$366,833	(\$8,729)	Union negotiations not yet complete
20	Clothing/Uniform Maintenance	\$15,750	\$5,738	(\$10,012)	Uniform replacement on hold for now
23	Holiday Relief Wages & Overtime	\$127,320	\$164,703	\$37,383	Replacement costs for force members illness
37	Station 1 Operating	\$142,554	\$136,356	(\$6,197)	Propane & power costs less than anticipated
47	New Equipment	\$10,208	\$4,188	(\$6,020)	Timing of purchases
59	Retirement Allowance	\$29,167	\$34,887	\$5,720	Increase in expense per RA actuarial
	Material Variances	\$2,501,685	\$2,474,208	(\$27,478)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000

For the months of June & July 2017

Recurring Monthly Invoices		Amount	Description
06/01/17	Assumption Life	\$25,987	Group Benefits
06/01/17	Town of Quispamsis	\$4,076	Rent - Station 2
06/01/17	Receiver General	\$44,511	payroll liabilities
06/01/17	BMO	\$70,059	net wages 06/01/2017
06/15/17	Receiver General	\$46,754	payroll liabilities
06/15/17	BMO	\$74,126	net wage 06/15/2017
06/29/17	Receiver General	\$48,510	payroll liabilities
06/29/17	BMO	\$85,439	net wages 06/29/2017
06/30/17	CIBC Mellon	\$62,139	Pension June 2017
06/30/17	I.A.F.F. Local 3591	\$10,763	Union Dues
06/30/17	Worksafe	\$5,239	Worksafe assessment
07/01/17	Assumption Life	\$26,065	Group Benefits
07/01/17	Town of Quispamsis	\$4,076	Rent - Station 2
07/13/17	Receiver General	\$47,103	payroll liabilities
07/13/17	BMO	\$75,794	net wages 07/13/2017
07/27/17	Receiver General	\$48,107	payroll liabilities
07/27/17	BMO	\$77,200	net wage 07/27/2017
07/31/17	CIBC Mellon	\$40,500	Pension July 2017
07/31/17	I.A.F.F. Local 3591	\$7,175	Union Dues
07/30/17	Worksafe	\$3,296	Worksafe assessment
Non-Recurring Invoices		Amount	Description
06/30/17	Quadrus Investment Services	\$37,846	Retirement Allowance- Capt Finlay

Response Types Kennebecasis Valley Fire Department (01/01/2017-31/08/2017)	2017 November 14 Open Session FINAL_146								2017 YTD	2016 YTD
	Jan	Feb	Mar	April	May	June	July	Aug		
Fire/explosion - dollar loss [10]	1	6	5	4	2	2	8	3	31	18
Rubbish/grass fire - no dollar loss [12]	0	0	1	10	4	5	9	14	43	46
Chimney Fire [13]	4	2	1	0	0	0	0	0	7	3
Total Fire [10-19]	5	8	7	14	6	7	17	17	81	67
Rescue - Miscellaneous [30]	1	0	0	1	0	1	0	1	4	4
Vehicle Accident [31]	7	7	8	3	10	9	8	9	61	70
Total Rescue call [30-39]	8	7	8	4	10	10	8	10	65	74
Public Hazard - gasoline or fuel spill [41]	0	1	0	1	0	1	0	0	3	3
Public Hazard - power line down / utility pole hazard [43]	4	1	1	2	3	2	2	3	18	5
Public Hazard - miscellaneous [49]	1	3	0	1	1	2	4	1	13	7
Total Public hazard [40-49]	5	5	1	4	4	5	6	4	34	15
Gas Leak - propane [51]	2	1	0	0	0	1	0	0	4	2
Gas Leak - response to carbon monoxide detector alarm [53]	3	1	0	0	1	0	0	0	5	8
Total Gas leak [50-59]	5	2	0	0	1	1	0	0	9	10
Public Service - first aid [62]	49	52	53	52	52	49	54	52	413	426
Public Service - assist police or other agency [63]	0	1	0	0	0	0	1	3	5	7
Public Service - mutual aid [65]	0	0	0	2	1	0	2	0	5	7
Public Service - animal rescue [66]	0	0	0	1	0	0	0	0	1	0
Public Service - flooding [67]	1	0	0	0	0	0	0	0	1	1
Public Service- miscellaneous [69]	1	0	0	1	0	2	2	0	6	11
Total Public services [60-69]	51	53	53	56	53	51	59	55	431	452
Alarm No Fire - accidental miscellaneous [70]	3	3	4	3	5	5	3	9	35	22
Alarm No Fire - smoke or steam mistaken [71]	1	0	1	1	1	0	2	4	10	9
Alarm No Fire - sprinkler surge or discharge [72]	0	1	0	0	0	0	0	0	1	1
Alarm No Fire - detector activated [73]	3	5	5	2	4	5	6	11	41	46
Alarm No Fire - unknown odours [75]	1	4	0	1	2	0	0	0	8	7
Alarm No Fire - miscellaneous [79]	1	2	3	5	3	0	3	4	21	14
Total Alarm no fire - No malicious intent [70-79]	9	15	13	12	15	10	14	28	116	99
False Alarm (Mischief) - miscellaneous [89]	0	0	0	0	0	1	0	0	1	4
Total False alarm - Mischief [80-89]	0	0	0	0	0	1	0	0	1	4
Total Response Types Kennebecasis Valley Fire	83	90	82	90	89	85	104	114	737	721

Town of Rothesay

General Fund Financial Statements

September 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 - September	G11
Project Funding - October - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 9/30/17

ASSETS

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

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

\$ 47,266,212

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(724,040)
Total Long Term Debt	8,542,000

Total Liabilities \$ 7,817,960

Investment in General Fund Fixed Assets 39,448,252

\$ 47,266,212

Town of Rothesay
 Balance Sheet - General Fund Reserves
 9/30/17

ASSETS

BNS General Operating Reserve #214-15	794,582
BNS General Capital Reserves #2261-14	1,012,093
BNS - Gas Tax Reserves - GIC	4,254,365
Gen Reserves due to/from Gen Operating	439,138
	<u>\$ 6,500,178</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,511,837
Invest. in General Capital Reserve	865,356
General Gas Tax Funding	173,221
Invest. in General Operating Reserve	802,746
Invest. in Land for Public Purposes Reserve	95,374
Invest. in Town Hall Reserve	51,645
	<u>\$ 6,500,179</u>

Town of Rothesay
 Balance Sheet - General Operating Fund
 9/30/17

CURRENT ASSETS

Cash	532,020
Receivables	55,745
HST Receivable	378,066
Inventory	52,153
Gen Operating due to/from Util Operating	2,109,784
Total Current Assets	3,127,769
Other Assets:	
Projects	2,427,503
	2,427,503
TOTAL ASSETS	5,555,272

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,248,639
Other Payables	402,412
Gen Operating due to/from Gen Reserves	439,138
Gen Operating due to/from Gen Capital	724,040
Accrued Sick Leave	13,300
Accrued Pension Obligation	345,200
Accrued Retirement Allowance	320,425
Def. Rev-Quispamsis/Library Share	70,395
TOTAL LIABILITIES	3,563,549

EQUITY

Retained Earnings - General	(278,298)
Surplus/(Deficit) for the Period	2,270,021
	1,991,723
	5,555,272

2017November14OpenSessionFINAL_151

Town of Rothesay

Statement of Revenue & Expenditure
9 Months Ended 9/30/17

	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	11,498,715	11,498,717	(2)		15,331,622
Sale of Services	18,021	9,458	247,061	211,125	35,936		339,700
Services to Province of New Brunswick	14,339	5,000	54,339	45,000	9,339		60,000
Other Revenue from Own Sources	12,425	7,682	115,487	69,135	46,352		92,180
Unconditional Grant	9,998	9,997	89,976	89,976	0		119,968
Conditional Transfers	21,977	5,000	36,460	21,500	14,960		21,500
Other Transfers	230,000	230,000	700,030	700,030	(0)		930,030
	<u>\$1,584,395</u>	<u>\$1,544,773</u>	<u>\$12,742,067</u>	<u>\$12,635,483</u>	<u>\$106,585</u>		<u>\$16,895,000</u>
EXPENSES							
General Government Services	146,643	156,681	1,543,628	1,634,739	91,111		2,039,246
Protective Services	348,898	351,280	3,715,208	3,731,208	16,000		4,785,048
Transportation Services	250,231	277,842	2,371,792	2,508,611	136,820		3,329,876
Environmental Health Services	29,473	47,083	446,573	473,750	27,177		620,000
Environmental Development	39,328	60,738	368,189	493,353	125,164		633,947
Recreation & Cultural Services	150,360	127,838	1,464,463	1,554,587	90,125		1,991,932
Fiscal Services	318	1,183	562,193	565,224	3,031		3,494,951
	<u>\$965,251</u>	<u>\$1,022,645</u>	<u>\$10,472,046</u>	<u>\$10,961,472</u>	<u>\$489,426</u>		<u>\$16,895,000</u>
Surplus (Deficit) for the Year	<u>\$619,144</u>	<u>\$522,127</u>	<u>\$2,270,021</u>	<u>\$1,674,010</u>	<u>\$596,011</u>		<u>\$ -</u>

Town of Rothesay
Statement of Revenue & Expenditure
9 Months Ended 9/30/17

	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	7,505	2,500	28,870	22,500	6,370		30,000
Town Hall Rent	3,733	833	16,006	7,500	8,506		10,000
Arena Revenue	626	500	128,338	127,000	1,338		236,200
Community Garden	0	125	1,120	1,125	(5)		1,500
Recreation Programs	6,157	5,500	72,727	53,000	19,727		62,000
	<u>18,021</u>	<u>9,458</u>	<u>247,061</u>	<u>211,125</u>	<u>35,936</u>		<u>339,700</u>
Other Revenue from Own Sources							
Licenses & Permits	11,088	7,083	83,965	63,750	20,215		85,000
Ditch Improvement Program	0	0	100	0	100		0
Recycling Dollies & Lids	42	42	283	375	(93)		500
Interest & Sundry	805	417	7,366	3,750	3,616		5,000
Miscellaneous	490	140	23,721	1,260	22,461		1,680
History Book Sales	0	0	52	0	52		0
	<u>12,425</u>	<u>7,682</u>	<u>115,487</u>	<u>69,135</u>	<u>46,352</u>		<u>92,180</u>
Conditional Transfers							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	21,977	5,000	33,960	20,000	13,960		20,000
	<u>21,977</u>	<u>5,000</u>	<u>36,460</u>	<u>21,500</u>	<u>14,960</u>		<u>21,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	10,030	10,030	(0)		10,030
Utility Fund Transfer	230,000	230,000	690,000	690,000	0		920,000
	<u>230,000</u>	<u>230,000</u>	<u>700,030</u>	<u>700,030</u>	<u>(0)</u>		<u>930,030</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,720	3,092	26,525	27,825	1,300		37,100
Councillors	8,345	8,862	78,422	79,757	1,336		106,343
Regional Service Commission 9	0	0	3,218	3,218	0		4,291
NMNB-FCM Local Gov'ts for Sustainability	0	0	9,000	9,000	0		9,000
Other	200	1,417	5,830	11,750	5,920		13,000
	<u>11,265</u>	<u>13,370</u>	<u>122,995</u>	<u>131,551</u>	<u>8,556</u>		<u>169,734</u>
Administrative							
Office Building	9,879	7,683	110,676	117,950	7,274		142,700
Solicitor	0	4,167	23,830	37,500	13,670		50,000
Administration - Wages & Benefits	100,519	103,801	681,740	695,990	14,251		955,300
Supplies	14,283	13,158	69,347	102,425	33,078		133,900
Professional Fees	0	2,500	12,065	22,500	10,435		30,000
Other	5,347	7,676	70,262	66,912	(3,350)		84,724
	<u>130,028</u>	<u>138,985</u>	<u>967,920</u>	<u>1,043,278</u>	<u>75,357</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	6,000	3,481		8,000
Civic Relations	0	333	1,166	3,000	1,834		4,000
Insurance	0	417	162,011	165,840	3,829		167,090
Donations	5,350	2,909	35,420	33,273	(2,148)		42,000
Cost of Assessment	0	0	243,798	243,798	0		243,798
Property Taxes - L.P.P.	0	0	7,799	8,000	201		8,000
	<u>5,350</u>	<u>4,326</u>	<u>452,714</u>	<u>459,911</u>	<u>7,197</u>		<u>472,888</u>
	<u>146,643</u>	<u>156,681</u>	<u>1,543,628</u>	<u>1,634,739</u>	<u>91,111</u>		<u>2,039,246</u>
Protective Services							
Police							
Police Protection	190,153	190,153	1,711,373	1,711,373	0		2,281,831
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>190,153</u>	<u>190,153</u>	<u>1,714,173</u>	<u>1,714,173</u>	<u>0</u>		<u>2,284,631</u>
Fire							
Fire Protection	146,449	146,606	1,509,549	1,511,345	1,796		1,951,164
Water Costs Fire Protection	0	0	375,000	375,000	0		375,000
	<u>146,449</u>	<u>146,606</u>	<u>1,884,549</u>	<u>1,886,345</u>	<u>1,796</u>		<u>2,326,164</u>
Emergency Measures							
911 Communications Centre	11,646	11,646	104,815	104,815	(0)		139,753
EMO Director/Committee	80	1,250	399	11,250	10,851		15,000
	<u>11,726</u>	<u>12,896</u>	<u>105,214</u>	<u>116,065</u>	<u>10,851</u>		<u>154,753</u>
Other							
Animal & Pest Control	391	792	5,689	7,125	1,436		9,500
Other	179	833	5,582	7,500	1,918		10,000
	<u>570</u>	<u>1,625</u>	<u>11,272</u>	<u>14,625</u>	<u>3,353</u>		<u>19,500</u>
Total Protective Services	<u>348,898</u>	<u>351,280</u>	<u>3,715,208</u>	<u>3,731,208</u>	<u>16,000</u>		<u>4,785,048</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							GS
Common Services							
Administration (Wages & Benefits)	183,859	200,853	1,318,192	1,418,983	100,791		1,834,278
Workshops, Yards & Equipment	35,017	41,104	393,636	411,934	18,298		535,245
Engineering	0	625	2,635	5,625	2,990		7,500
	<u>218,876</u>	<u>242,582</u>	<u>1,714,463</u>	<u>1,836,542</u>	<u>122,079</u>		<u>2,377,023</u>
Street Cleaning & Flushing	0	3,667	9,974	29,000	19,026		40,000
Roads & Streets	9,548	6,250	36,269	56,250	19,981		75,000
Crosswalks & Sidewalks	3,339	1,302	23,441	10,444	(12,997)		14,353
Culverts & Drainage Ditches	3,473	5,000	58,020	45,000	(13,020)		60,000
Snow & Ice Removal	0	1,667	309,670	321,000	11,330		470,000
	<u>16,360</u>	<u>17,885</u>	<u>437,374</u>	<u>461,694</u>	<u>24,320</u>		<u>659,353</u>
Street Lighting	11,475	12,167	108,451	109,500	1,049		146,000
Traffic Services							
Street Signs	0	1,250	17,339	11,250	(6,089)		15,000
Traffic Lanemarking	0	0	25,657	20,000	(5,657)		20,000
Traffic Signals	2,382	2,083	18,454	18,750	296		25,000
Railway Crossing	992	1,667	13,552	15,000	1,448		20,000
	<u>3,374</u>	<u>5,000</u>	<u>75,001</u>	<u>65,000</u>	<u>(10,001)</u>		<u>80,000</u>
Public Transit							
Public Transit - Comex Service	0	0	32,188	31,000	(1,188)		62,000
KV Committee for the Disabled	0	0	3,000	3,000	0		3,000
Public Transit - Other	146	208	1,314	1,875	561		2,500
	<u>146</u>	<u>208</u>	<u>36,502</u>	<u>35,875</u>	<u>(627)</u>		<u>67,500</u>
Total Transportation Services	<u>250,231</u>	<u>277,842</u>	<u>2,371,792</u>	<u>2,508,611</u>	<u>136,820</u>		<u>3,329,876</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	44	15,833	129,855	142,500	12,645		190,000
Solid Waste Disposal Compost	0	2,083	15,310	18,750	3,440		25,000
Solid Waste Collection	21,864	21,667	196,773	195,000	(1,773)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,500	70,902	67,500	(3,402)		90,000
Clean Up Campaign	0	0	33,734	50,000	16,266		55,000
	<u>29,473</u>	<u>47,083</u>	<u>446,573</u>	<u>473,750</u>	<u>27,177</u>		<u>620,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	31,455	44,994	291,461	348,462	57,000		441,825
Planning Projects	0	8,333	8,783	75,000	66,217		100,000
Heritage Committee	0	208	0	1,875	1,875		2,500
	<u>31,455</u>	<u>53,536</u>	<u>300,244</u>	<u>425,337</u>	<u>125,093</u>		<u>544,325</u>
Economic Development Comm.	7,873	7,202	64,817	64,816	(1)		86,422
Tourism	0	0	3,129	3,200	71		3,200
	<u>7,873</u>	<u>7,202</u>	<u>67,945</u>	<u>68,016</u>	<u>71</u>		<u>89,622</u>
	<u>39,328</u>	<u>60,738</u>	<u>368,189</u>	<u>493,353</u>	<u>125,164</u>		<u>633,947</u>

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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	25,676	25,448	191,468	191,391	777		243,246	
Beaches	7,067	0	40,702	53,400	12,698		53,400	
Rothsay Arena	17,283	21,700	206,211	224,639	18,428		313,080	
Memorial Centre	3,992	4,750	40,358	50,750	10,392		65,000	
Summer Programs	10,111	1,500	53,331	57,444	4,113		58,944	
Parks & Gardens	69,449	54,000	431,998	450,167	18,168		568,400	
Rothsay Common Rink	729	1,008	36,950	39,076	2,126		48,401	
Playgrounds and Fields	8,681	9,167	61,090	82,500	21,410		110,000	
Regional Facilities Commission	0	0	298,335	298,335	0		397,780	
Kennebecasis Public Library	7,198	7,198	64,780	64,786	6		86,381	
Big Rothsay Read	0	25	0	225	225		300	
Special Events	174	2,833	37,807	40,000	2,193		44,500	
Rothsay Living Museum	0	208	1,433	1,875	442		2,500	
	<u>150,360</u>	<u>127,838</u>	<u>1,464,463</u>	<u>1,554,587</u>	<u>90,125</u>		<u>1,991,932</u>	
Fiscal Services								
Debt Charges								
Interest	318	1,183	127,193	130,224	3,031		252,951	
Debenture Payments	0	0	435,000	435,000	0		985,000	
	<u>318</u>	<u>1,183</u>	<u>562,193</u>	<u>565,224</u>	<u>3,031</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>318</u>	<u>1,183</u>	<u>562,193</u>	<u>565,224</u>	<u>3,031</u>		<u>3,494,951</u>	

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Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Town Hall Rent	\$ 16,006	\$ 7,500	\$ 8,506	Deposit paid
2	Recreation Programs	\$ 72,727	\$ 53,000	\$ 19,727	Includes 2 years RHS field maintenance
3	Licenses & Permits	\$ 83,965	\$ 63,750	\$ 20,215	Building Permits higher than expected
4	Interest & Sundry	\$ 7,366	\$ 3,750	\$ 3,616	Cash on hand
5	Miscellaneous Revenue	\$ 23,721	\$ 1,260	\$ 22,461	Sale of used equipment
6	Grant - Other	\$ 33,960	\$ 20,000	\$ 13,960	All grants now received, includes Wellness grant not budgeted
				Total	\$ 88,485
				Variance per Statement	\$ 106,585
				Explained	83.02%
Expenses					
General Government					
7	Legislative - Other	\$ 5,830	\$ 11,750	\$ 5,920	Council Development Seminars budget may be high
8	Office Building	\$ 110,676	\$ 117,950	\$ 7,274	Less cleaning and maintenance expenses
9	Supplies	\$ 68,465	\$ 102,425	\$ 33,960	Information Systems, Office Equipment not purchased yet
10	Administration - Other	\$ 70,262	\$ 66,912	\$ (3,350)	WHSCC over budget
11	Donations	\$ 35,420	\$ 33,273	\$ (2,147)	Food Bank/Quispamsis not budgeted
Protective Services					
12	EMO Director/Committee	\$ 399	\$ 11,250	\$ 10,851	Not used yet
Transportation					
13	Administration (Wages & Benefits)	\$ 1,318,192	\$ 1,418,983	\$ 100,791	Wages under budget; new hires budgeted
14	Roads & Streets	\$ 32,303	\$ 56,250	\$ 23,947	Asphalt purchases down
15	Crosswalks & Sidewalks	\$ 23,296	\$ 10,444	\$ (12,852)	Light repairs and concrete repairs
16	Culverts & Drainage Ditches	\$ 55,142	\$ 45,000	\$ (10,142)	Repairs to Highland Ave.
17	Street Signs	\$ 17,339	\$ 11,250	\$ (6,089)	solar speed radar sign
18	Traffic Lanemarking	\$ 25,657	\$ 20,000	\$ (5,657)	Bead purchases
Environmental Health					
19	Curbside Recycling	\$ 70,902	\$ 67,500	\$ (3,402)	Additional containers
20	Cleanup Campaign	\$ 33,734	\$ 50,000	\$ 16,266	Tonnage lower than expected
Environmental Development					
21	Planning - Administration	\$ 291,461	\$ 348,462	\$ 57,001	Position vacant
22	Planning Projects	\$ 8,783	\$ 75,000	\$ 66,217	Timing
Recreation & Cultural Services					
23	Beaches	\$ 40,702	\$ 53,400	\$ 12,698	Wages \$17,000 under budget
24	Rothesay Arena	\$ 206,211	\$ 224,639	\$ 18,428	Plant & Ice Maintenance under budget
Fiscal Services					
				Total	\$ 309,714
				Variance per Statement	\$ 498,108
				Explained	62.18%

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Town of Rothesay

Capital Projects 2017
General Fund
9 Months Ended 9/30/17

	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
General Government						
12010560 General Gov't Equipment Purchases G-2017-006	55,000	16,769	38,231	IT	55,000	16,769
12021860 Town Hall Improvements Upstairs G-2017-011	40,000	36,491	3,509		55,000	16,769
Total General Government	95,000	53,260	41,740			
Protective Services						
12011560 Protective Serv. Equipment Purchases P-2017-005	78,500	-	78,500			
Total Protective Services	78,500	-	78,500			
Transportation						
12023860 Engineering 2018 Streets T-2017-007	60,000	17,004	42,996	Transportation Equipment Purchases T-2017-003		
12025560 Underground Diesel Storage Tank T-2017-008	90,000	16,020	73,980		Budget	Actual
12025360 Asphalt/Microseal T-2017-001	1,325,000	1,245,625	79,375	Asphalt Recycler	110,000	113,672
12025260 Trail Connector/Crossing T-2016-017	1,037,000	-	1,037,000	Sidewalk Plow	190,000	172,565
12021360 Transportation Equipment Purchases T-2017-003	1,050,000	869,571	180,429	Tandem Dump	250,000	167,191
12025460 General Specifications T-2017-002	-	14,311	14,311	Single Axle Dump	225,000	174,721
Total Transportation	3,562,000	2,162,532	1,399,468	Loader	275,000	241,422
					1,050,000	869,571
Recreation						
12020860 Recreation Equipment Purchases R-2016-003	47,500	7,613	39,887	Recreation Equipment Purchases R-2016-003		
12025660 Ballpark Ballfield Parking R-2017-010	-	1,485	-1,485	Mower	7,500	7,613
12012060 Arena Assessment R-2017-009	-	1,043	-1,043	Master Plan/Scribner	40,000	
12025760 Picnic Shelter & Viewing Deck R-2017-014	-	4,792	-4,792			
Total Recreation	47,500	14,933	32,567		47,500	7,613
Total						
	\$ 3,783,000	\$ 2,230,725	\$ 1,552,275			
Not yet assigned:						
Designated Highway	1,140,000					
Sidewalk	225,000					
	1,365,000					
Carryovers						
Funded from Reserves						
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006		11,758				
12024460 Asphalt Resurfacing T-2016-009		4,027				
12024760 RA5 River Road T-2016-013		5,645				
12023360 Wells Trail R-2014-019		1,013				
12024260 Almon/Peters Reconstruction T-2016-007		709				
12014560 Backhoe		160,757				
12012560 Renforth Park Upgrade R-2013-06		12,869				
		196,778				
Total						
	\$ 5,148,000	\$ 2,427,503	\$ 1,552,275			
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
	\$ 5,148,000	\$ 190,000	\$ 1,165,000	\$ 1,546,000	\$ -	\$ 2,247,000

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Town of Rothesay

Capital Projects 2017
General Fund
10 Months Ended 10/31/17

	Original BUDGET	CURRENT Y-T-D	Remaining Budget						
General Government									
12010560 General Gov't Equipment Purchases G-2017-006	55,000	18,736	36,264						
12021860 Town Hall Improvements Upstairs G-2017-011	40,000	41,890	-1,890	IT	55,000		16,769		
Total General Government	95,000	60,626	34,374		55,000		16,769		
Protective Services									
12011560 Protective Serv. Equipment Purchases P-2017-005	78,500	-	78,500						
Total Protective Services	78,500	-	78,500						
Transportation									
12023860 Engineering 2018 Streets T-2017-007	60,000	17,004	42,996	Transportation Equipment Purchases T-2017-003					
12025560 Underground Diesel Storage Tank T-2017-008	90,000	16,020	73,980		Budget	Actual			
12025360 Asphalt/Microseal T-2017-001	1,325,000	1,445,331	-120,331	Asphalt Recycler	110,000	113,672			
12025260 Trail Connector/Crossing T-2016-017	1,037,000	-	1,037,000	Sidewalk Plow	190,000	172,565			
12021360 Transportation Equipment Purchases T-2017-003	1,050,000	869,571	180,429	Tandem Dump	250,000	167,191			
12025460 General Specifications T-2017-002	-	15,364	15,364	Single Axle Dump	225,000	174,721			
Total Transportation	3,562,000	2,363,291	1,198,709	Loader	275,000	241,422			
					1,050,000	869,571			
Recreation									
12020860 Recreation Equipment Purchases R-2016-003	47,500	7,613	39,887	Recreation Equipment Purchases R-2016-003					
12025660 Ballpark Ballfield Parking R-2017-010	-	1,485	1,485	Mower	7,500	7,613			
12012060 Arena Assessment R-2017-009	-	1,043	1,043	Master Plan/Scribner	40,000				
12025760 Picnic Shelter & Viewing Deck R-2017-014	-	18,416	18,416						
Total Recreation	47,500	28,557	18,943		47,500	7,613			
Total									
	\$ 3,783,000	\$ 2,452,474	\$ 1,330,526						
Not yet assigned:									
Designated Highway	1,140,000								
Sidewalk	225,000								
	1,365,000								
Carryovers									
Funded from Reserves									
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006		22,618							
12024460 Asphalt Resurfacing T-2016-009		4,027							
12024760 RAS River Road T-2016-013		5,645							
12023360 Wells Trail R-2014-019		1,013							
12024260 Almon/Peters Reconstruction T-2016-007		753							
12014560 Backhoe		160,757							
12012560 Renforth Park Upgrade R-2013-06		12,869							
		207,682							
Total									
	\$ 5,148,000	\$ 2,660,156	\$ 1,330,526						
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			
	\$ 5,148,000	\$ 190,000	\$ 1,165,000	\$ 1,546,000	\$ -	\$ 2,247,000			

Town of Rothesay

Utility Fund Financial Statements

September 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 - September	U6
Project Listing - October - Draft!	U7

Town of Rothesay

Capital Balance Sheet

As at 9/30/17

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
	<hr/>
	47,553,473

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)
	<hr/>
	(14,139,708)

TOTAL ASSETS

33,413,765LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	7,542,077
Total Liabilities	<hr/> 8,191,117

EQUITY

Investments:

Investment in Fixed Assets	25,222,646
Total Equity	<hr/> 25,222,646
TOTAL LIABILITIES & EQUITY	<hr/> <hr/> 33,413,763

Town of Rothesay

Utility Reserve Balance Sheet

As at 9/30/17

ASSETS

Assets:

Bank - Utility Reserve	1,084,482
Due from Utility Operating	10,121
TOTAL ASSETS	<u>\$ 1,094,603</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	779,864
Invest. in Utility Operating Reserve	100,753
Invest. in Sewage Outfall Reserve	213,987
TOTAL EQUITY	<u>\$ 1,094,604</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 9/30/17

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	851,368
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>852,568</u>
Other Assets:	
Projects	3,174,392
	<u>3,174,392</u>
 TOTAL ASSETS	 <u>\$ 4,026,960</u>

LIABILITIES

Bank Loan	1,000,000
Accrued Payables	48,730
Due from General Fund	2,109,784
Due from (to) Capital Fund	(649,040)
Due to (from) Utility Reserve	10,121
Deferred Revenue	18,006
Total Liabilities	<u>2,537,602</u>

EQUITY

Surplus:	
Opening Retained Earnings	21,220
Profit (Loss) to Date	1,468,138
	<u>1,489,358</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 4,026,960</u>

Town of Rothesay
Utilities Operating Income Statement
9 Months Ended 9/30/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	260,532	235,125	782,453	738,625	43,828	1	980,000
Meter and non-hookup fees	11,691	9,375	35,373	28,125	7,248	2	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	123	0	1,615,578	1,600,000	15,578	3	1,600,000
Connection Fees	10,100	5,000	58,600	45,000	13,600	4	60,000
Interest Earned	6,431	3,958	59,250	35,625	23,625	5	47,500
Misc. Revenue	825	205	5,129	1,849	3,280	6	2,465
Surplus - Previous Years	0	0	28,535	28,535	(0)		28,535
TOTAL RECEIPTS	289,703	253,664	3,018,991	2,911,759	107,232		3,190,000
WATER SUPPLY							
Share of Overhead Expenses	92,000	92,000	276,000	276,000	0		368,000
Audit/Legal/Training	0	1,000	6,141	12,000	5,859		15,000
Purification & Treatment	84,298	24,667	253,117	236,000	(17,117)	7	310,000
Transmission & Distribution	512	7,692	63,878	69,225	5,347		92,300
Power & Pumping	3,057	4,000	32,583	36,000	3,417		48,000
Billing/Collections	108	0	4,568	3,000	(1,568)		3,000
Water Purchased	76	83	451	750	299		1,000
Misc. Expenses	0	1,500	6,250	13,500	7,250		18,000
TOTAL WATER SUPPLY	180,052	130,942	642,989	646,475	3,486		855,300
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	138,000	138,000	414,000	414,000	0		552,000
Audit/Legal/Training	0	1,833	10,181	23,500	13,319		29,000
Collection System Maintenance	305	8,267	48,023	39,200	(8,823)	8	64,000
Sewer Claims	0	1,983	4,613	17,850	13,237		23,800
Lift Stations	4,187	2,417	19,700	21,750	2,050		29,000
Treatment/Disposal	66	5,054	36,000	50,288	14,287		65,450
Misc. Expenses	0	458	6,570	4,125	(2,445)	9	5,500
TOTAL SWGE COLLECTION & DISPOSAL	142,558	158,013	539,088	570,713	31,625		768,750
FISCAL SERVICES							
Interest on Bank Loans	518	5,417	3,535	48,750	45,215		65,000
Interest on Long-Term Debt	99,968	99,968	186,342	186,342	0		274,177
Principal Repayment	150,773	150,773	176,773	176,773	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	251,259	256,158	366,650	411,865	45,215		1,565,950
TOTAL EXPENSES	573,869	545,112	1,548,727	1,629,052	80,326		3,190,000
NET INCOME (LOSS) FOR THE PERIOD	(284,166)	(291,448)	1,470,265	1,282,706	187,558		(0)

Town of Rothesay

2017November14OpenSessionFINAL_164

Variance Report - Utility Operating
9 months ending September-30-17

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 782,453	\$ 738,625	\$ 43,828	Residential usage higher than budgeted
2	Meter & Non-Hookup Fees	\$ 35,373	\$ 28,125	\$ 7,248	Non hookups added
3	Sewerage Services	\$ 1,615,578	\$ 1,600,000	\$ 15,578	Residential usage higher than budgeted
4	Connection Fees	\$ 58,600	\$ 45,000	\$ 13,600	New housing starts
5	Interest Earned	\$ 59,250	\$ 35,625	\$ 23,625	Interest on accounts receivable
6	Misc. Revenue	\$ 5,129	\$ 1,849	\$ 3,280	Meter reading charges for property transfers
Water Supply					
7	Purification/Treatment	\$ 253,117	\$ 236,000	\$ (17,117)	Pump maintenance and pump purchase
Sewerage Collection & Disposal					
8	Collection Systems	\$ 48,023	\$ 39,200	\$ (8,823)	Pump and system repairs
9	Misc. Expenses	\$ 6,570	\$ 4,125	\$ (2,445)	Clothing purchases
Fiscal Services					
10	Interest on Bank Loans	\$ 3,535	\$ 48,750	\$ 45,215	Borrowing not required until Sept.

Town of Rothesay

Capital Projects 2017

Utility Fund

10 Months Ended 10/31/17

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043430	Well Development - Watershed W-2014-014	150,000	100,902	49,098
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000
12033530	Hampton Road Watermain W-2017-002	200,000	328,554	128,554
12033630	Box & Davit for R102 W2017-004	25,000	13,656	11,344
		<u>\$ 400,000</u>	<u>\$ 443,112</u>	<u>-\$ 43,112</u>

SEWER				
12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	2,342,550	2,657,450
12044230	Infiltration/Inflow Study S-2017-003	-	200,300	200,300
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	2,097	1,397,903
		<u>6,400,000</u>	<u>2,544,947</u>	<u>3,855,053</u>

Unassigned:

Station Rd Watermain	100,000	100,000
Sewer Improvements	300,000	300,000
	<u>400,000</u>	<u>400,000</u>

Total Approved	<u>7,200,000</u>	<u>2,988,059</u>	<u>4,211,941</u>
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Carryovers

Funded from Reserves

12043730	Almon/Peters Reconstruction - Water - T-2016-007	1,382		
12043830	Water Plant Aux Building W-2016-002	187,715		
		<u>186,333</u>		
		<u>7,200,000</u>	<u>3,174,392</u>	<u>4,211,941</u>

Funding:

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

Town of Rothesay

Capital Projects 2017

Utility Fund

10 Months Ended 10/31/17

Draft!

WATER

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
12043430	Well Development - Watershed W-2014-014	150,000	100,902	49,098
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000
12033530	Hampton Road Watermain W-2017-002	200,000	690,683	-490,683
12033630	Box & Davit for R102 W2017-004	25,000	13,656	11,344
		<u>\$ 400,000</u>	<u>\$ 805,241</u>	<u>-\$ 405,241</u>

SEWER

12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	2,483,747	2,516,253
12044230	Infiltration/Inflow Study S-2017-003	-	217,674	-217,674
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	2,097	1,397,903
		<u>6,400,000</u>	<u>2,703,518</u>	<u>3,696,482</u>

Unassigned:

Station Rd Watermain	100,000	100,000
Sewer Improvements	300,000	300,000
	<u>400,000</u>	<u>400,000</u>

Total Approved

<u>7,200,000</u>	<u>3,508,759</u>	<u>3,691,241</u>
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Carryovers

Funded from Reserves

12043730	Almon/Peters Reconstruction - Water - T-2016-007	-1,382
12043830	Water Plant Aux Building W-2016-002	187,715
		<u>186,333</u>
		<u>7,200,000</u>
		<u>3,695,092</u>
		<u>3,691,241</u>

Funding:

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

TOWN OF ROTHESAY

FINANCE COMMITTEE

October 19th, 2017

In attendance:

Mayor Nancy Grant

Councillor Grant Brenan

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

ABSENT Financial Officer Ellen K. Steeves

The meeting was called to order at 8:27a.m. The minutes of September 21, 2017 were accepted. (NG/DS).

The agenda was accepted as drafted (NG/DS)

September Financial Statements

General Fund – Treasurer MacDonald commented the fund is still operating slightly under budget with a small surplus projected at the end of the year. Minor additional revenue realized from a Wellness Grant during the period. The Capital fund spending is also within the budget envelope.

Utility Fund – Treasurer MacDonald commented the fund is still operating slightly under budget with a small surplus projected at the end of the year. Water usage revenue is slightly better than budgeted. The Hampton road water project is to be shared with the developer but has not yet been invoiced and Build Canada funding is to be claimed relating to the WWTF project. The statements for both funds were accepted as presented (NG/DS).

Donations

The donations summary was accepted as presented. The requests were briefly discussed, especially the direct connection to Rothesay of each request and agreed as follows:

- a) SJ Sports Hall of Fame – declined the purchase of tickets
- b) SJRH – recommend a contribution of \$2,500 for 2018 and 2019 be considered as part of the budget process. (DS/NG)

Draft Budgets

Draft 2018 budget proposals of KVFD, KRBJPC, KPL, and ESJ were reviewed and comments are as follows:

- KVFD – funding formula should be reviewed in the negotiation of a new cost sharing arrangement for capital projects and/or a new operating agreement
- options relating to the costs associated with a proposed new fire station including the timing of the expenditures
 - status of labour negotiations likely heading to arbitration therefore recommend a budget with no projected wage increase and fund once resolved
 - other spending increases slightly less than 2%

- KRJBPC - recommend not budgeting for “one-time” labour costs and funding once issues are resolved in 2018 or later
- funding formula revisions are still not finalized
 - overall budget increase approximately 2.5%

KPL – no increase requested

ESJ – no increase requested, presentation to be made at the next Council meeting

Budget requests to be reviewed with Quispamsis at a joint Finance Committee October 30th.

KVFD Capital Funding Formula

Recommend to Council that any new agreement and/or funding for large capital projects include an annual adjustment clause to reflect changes to the variables. (DS/NG)

Travel Reimbursement

Travel Expense and town Hall Fleet Policies were reviewed. After a brief discussion, no changes were recommended at this time.

EY Progress Update

Update report was reviewed and accepted as filed (NG/DS)

Compliance Report

For information purposes.

Next Meeting

The next meeting is set for November 16th, 8:30 in the Sayre Room. The meeting adjourned at 10:36am.

Grant Brenan, Chairman

Doug MacDonald, CPA, CA, Treasurer



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor and Council
FROM	:	Doug MacDonald, Treasurer
DATE	:	November 10, 2017
RE	:	KVFD Capital Funding

Recommendation

Council adopt a policy to negotiate revisions to the KVFD cost sharing agreement relating to the funding of large capital projects. The revised agreement should include a provision for annual adjustments to the formula to reflect changes to the variables, such as population or assessment bases.

Background

The Rothesay Finance Committee, at its regular meeting dated October 19, 2017, reviewed operating and capital budget submissions from the Kennebecasis Valley Fire Department ("KVFD"). The draft 2018 capital budget includes a potential significant expenditure.

The committee discussed the funding arrangement with Quispamsis. The current agreement splits the KVFD annual operating costs between the two towns based upon the pro-rata share of property assessment bases and population. Capital expenditures are allocated using the same formula. However, capital purchases, especially larger projects for which debt is incurred, are financed over multiple years. The formula does not account for changes to the relative property assessment bases or population during the financing period but rather is set in the year the loan is obtained.

The Finance Committee is of the opinion this arrangement has the potential to result in an inequitable sharing of the capital costs over the life of the asset. Therefore, the Finance Committee recommends, prior to agreeing to long-term capital expenditures, the funding model be renegotiated to include a provision for annual adjustments to the formula.

Town of Rothesay

9/30/17 219500-60

Donations/Cultural Support

Paid to date Budget

KV3C		2,500.00	in kind
NB Medical Education Trust	5,000.00	5,000.00	
Fairweather Scholarship	1,000.00	1,000.00	
KV Oasis	5,000.00	5,000.00	
Imperial Theatre	5,000.00	5,000.00	No multi-year commitment
Saint John Theatre Company	1,000.00	1,000.00	
YMCA	10,000.00	10,000.00	5 year commitment started in 2015
Saint John Fieldhouse project		5,000.00	Request for 5 years. No multi-year commitment.
sub	27,000.00	34,500.00	

Other:		7,500.00	
D.A.R.E.	500.00		
Rocmaura Foundation Inc.	50.00		
Women in Transition House	50.00		
Kidney Foundation	25.00		
Mira Stephenson	50.00		Youth for Youth
NB Competitive Festival of Music	250.00		
Rothesay Netherwood School	300.00		Art Show ad
Christmas with the Cops	100.00		
Heart & Stroke	50.00		
Town of Quispamsis	6,000.00		KV Food Bank
KV Players	500.00		
KV Old Boys	150.00		
Rexton Area Health Care Foundation Inc	45.34		In memory Raymond Murphy
Karen Parker	250.00		KV Girls Softball
BCAPI	100.00		
sub	8,420.34	7,500.00	

35,420.34	42,000.00
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Mayor's Expense

7,500.00

Kennebecasis Valley Oasis Youth Centre	200.00	Dinner tickets
Touchstone Academy	360.00	Ticket bundle
PRO Kids	400.00	Dinner tickets
Lifting Other UP	260.71	International Women's Day
UELAC NB Branch	80.00	Loyalist Events
Mayor Travel	57.89	
NB Sports Hall of Fame	520.00	Dinner tickets
The Chamber	239.86	150 Event
FCM	1,457.09	
The Chamber	32.28	State of the City
The Chamber	130.36	OBA ticket
Royal United Services Institute of NB	60.00	

Cell bills

526.63	
4,324.82	7,500.00

Other:

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

45,545.16	62,800.00
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ROTHESAY

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



DRAFT

PRESENT: Councillor Miriam Wells, Chair
Maureen Desmond
Chuck McGibbon
Mary Ann Gallagher
Kate Goodine
Gary Myles
Brendan Kilfoil
Nathan Davis
Director of Recreation Charles Jensen
Town Manager John Jarvie
Recording Secretary Bev Côté

ABSENT: Jane MacEachern
Councillor Bill McGuire, Vice Chair
Facilities Coordinator Ryan Kincade
Recreation Coordinator Alex Holder

The meeting was called to order at 6:30 p.m. by Counc. Wells

1. APPROVAL OF MINUTES

MOVED by Chuck McGibbon and seconded by Maureen Desmond to approve the minutes of the September 19th, 2017 meeting.

CARRIED.

2. APPROVAL OF AGENDA

MOVED by Mary Ann Gallagher and seconded by Brendan Kilfoil to approve the agenda as circulated with the addition of **5.1 Wells Park Speed Limit Update**

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS

N/A

5. UNFINISHED BUSINESS

5.1 Wells Park Speed Limit Update

Director Jensen informed the committee that he plans to install some speed bumps at the top of the hill in the hopes that this will slow down the traffic.

DRAFT**6. NEW BUSINESS****6.1 2018 Budget**

Director Jensen, through a power point presentation, showed the committee a draft budget for 2018.

Arena

- Will be increasing the hourly rate for prime time (5pm – 11pm) and youth rates
- There will be a slight increase in maintenance & repairs
- Just discovered that the score clock does not work, looking for a sponsor to help recoup costs

Parks

- In the past the Parks Department was located in the Work's Garage, they moved last year and had an office retrofit for the Park's Manager
- The Greenhouse allows staff to pick what flowers they want for the season and not be held to what everyone else is using. This year the deer have been worse than other years, even eating the plants out of the islands on Hampton Road
- Rothesay High Soccer Field is in the best shape but there is an issue with Canada Geese. Director Jensen has tried a few ideas to get rid of them, from flying a flag to using dogs to chase them away, but they always seem to come back. There is really nothing that can be done that is legal. The School District does pay a fee towards the maintenance of the field

Recreation

- Playground revenue is up this year
- Soccer revenue is up as well – Arthur Miller Fields started its 10th year, fees were raised this year
- Baseball revenue less than soccer, there is room to up fees
- Swimming revenue seems to decrease every year
- With the cutbacks on Government Funding for students Director Jensen noted that they will be looking into the number of students they typically hire and see if there is an area that can be cut back

Capital Budget

- New Tractor to replace one that is 8 years old
- Trail line from Rothesay to Quispamsis, next to the CN line at the bottom of Clark Road to the lagoon on Pettingill Road. Cost includes the design of the trail, construction & land acquisition
- Carry over funds to expand trail system at Wells. Possibly this Fall, if not carry over to 2018

7. CORRESPONDENCE FOR ACTION**7.1 Water Fountain Hillside Trail**

Memo received and filed

8 DATE OF NEXT MEETING

Tuesday, November 21st, 2017

DRAFT

9. ADJOURNMENT OF MEETING

MOVED by Brendan Kilfoil that the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:35 p.m.

Chairperson

Recording Secretary



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



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER, CHAIR
COUNCILLOR MIRIAM WELLS, VICE CHAIR (*left the meeting at 9:56*)
IVAN HACHEY
SHAWN PETERSON
SCOTT SMITH

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

GUESTS: MARK & SHAENA MACSWEEN, 4 BROCK COURT
JEFF KITCHEN, VANTAGE BUILD

ABSENT: PETER GRAHAM

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

1. APPROVAL OF AGENDA:

MOVED by Counc. Wells and seconded by I. Hachey the agenda be approved as circulated, with the following amendment:

Item 7.1 *be brought forward to follow Item 3.1*

CARRIED.

2. ADOPTION OF MINUTES:

2.1 Regular meeting of August 23, 2017.

MOVED by S. Smith and seconded by I. Hachey the minutes of August 23, 2017 be adopted as circulated.

CARRIED.

3. DELEGATIONS:

3.1 Brock Court Drainage	Mark and Shaena MacSween
26 September 2017	Email from the MacSweens RE: Application to Create New Building Lot (Goldie Court) with attachments
17 August 2017	Email from the MacSweens RE: Request for assistance with groundwater drainage on Brock Court
7 September 2017	Letter from resident RE: Groundwater drainage on Brock Court
23 August 2017	Email from/to resident RE: Drainage on Brock Court, Goldie Court, and Grove Avenue

Chairperson Alexander welcomed Mr. and Mrs. MacSween. The MacSweens expressed concern suggesting the drainage in the area is inadequate. The MacSweens indicated lifting the NB Power box did not resolve the issue as wetland conditions in the area are causing the box to sink. In response to an inquiry, the MacSweens indicated they experienced flooding in their basement during the heavy rainfall of September 30, 2015. Deputy Mayor Alexander noted residents have expressed

drainage concerns in the area of Goldie Court at the last Planning Advisory Committee meeting. He added an applicant agreed to grant an easement on 3188 Rothesay Road to help create a drainage solution in the future; however the application did not receive PAC approval. He noted the applicant can return and resubmit an application next year if a significant change is made to the proposal. In response to an inquiry, it was noted the application for 20 Goldie Court was a proposal to subdivide the property. DO McLean advised the application was tabled at the request of the applicant.

In response to an inquiry, DO McLean advised Town staff investigated the area. He further noted: since the source of the water is from neighbouring properties, and not Town infrastructure, the responsibility lies with property owners in the area; the Town worked with NB Power to lift the power box; at the time the power box was lifted a front end loader collapsed a drain revealing deteriorating wooden catch basins; the Town replaced the catch basins correcting the issue.

The MacSweens indicated neighbouring property owners are experiencing the same drainage issues. There was a lengthy discussion with respect to the flow of water in the area. DO McLean advised Town infrastructure in the area is adequate and properly drains water to an outlet into the river. He added while the system on Brock Court is sufficient it is unable to handle additional water if directed from homes. He added it is preferred any additional water be directed to Town infrastructure on Rothesay Road; however, to reach Rothesay Road the water must be directed across private property which requires easements that must be granted by homeowners.

The MacSweens reiterated safety concerns with respect to possible submersion of the NB Power box. Mrs. MacSween reported when she contacted NB Power she was told the existing length of materials connecting the box did not permit raising the box further than 9 inches. There was a brief discussion with respect to possible solutions. DO McLean indicated it is NB Power's responsibility to uphold proper safety measures with respect to the box. He offered to contact NB Power to convey the concerns expressed by residents.

There was general discussion with respect to storm sewer infrastructure in the area. DO McLean advised an inspection was completed and found the storm sewer on Grove Avenue does not direct water onto private properties in the area. He added there is no evidence to suggest drainage concerns resulting from Town infrastructure on Brock Court. He further noted potential opportunities to alleviate drainage concerns in the area will be explored during the review of the 20 Goldie Court proposal; and Town staff are interested in solutions to benefit the entire area.

MOVED by Counc. Wells and seconded by S. Smith a report be prepared detailing drainage in the area of Brock Court and any potential concerns with respect to NB Power infrastructure in the area.

CARRIED.

The MacSweens inquired if redirecting the water on their property could alleviate the issue. DO McLean advised directing additional water into Town infrastructure would add strain onto the system in the immediate area. In addition, redirecting the water to other areas may create liability concerns if neighbouring properties owners receive the additional water.

Chairperson Alexander thanked Mr. and Mrs. MacSween. The MacSweens left the meeting.

7.1 2 Grove Avenue: Request to remove hedges

Mr. Jeff Kitchen of Vantage Build attended the meeting. DO McLean advised concerns were raised in the past requesting the improvement of sightlines near the Grove Avenue property. While Town staff were able to remove portions of the hedge to improve visibility, the previous owner preferred the hedge remain intact. Mr. Kitchen indicated his request to remove the hedge. DO McLean advised the hedge is on the Town's right-of-way. He added Mr. Kitchen intends to submit an application to the Heritage Preservation Review Board to replace the building's siding. He suggested the removal of the hedge be contingent upon the decision of the Heritage Board. In response to an inquiry, Mr. Kitchen indicated the office of Vantage Build will occupy the building. Mr. Kitchen gave a brief history of the property. He adding since recladding the building to adhere to a heritage style is costly, it is preferred the hedge be removed to allow proper exposure. In response to an inquiry, Mr. Kitchen indicated the inclusion of other amenities such as a café in the building could be explored however existing plans do not include other businesses.

MOVED by Counc. Wells and seconded by S. Smith the Public Works and Infrastructure Committee recommends to Council the hedge at 2 Grove Avenue be removed subject to the decision of the Heritage Preservation Review Board with respect to residing the building.

ON THE QUESTION:

There was general discussion with respect to entering and exiting the property. Mr. Kitchen indicated it is likely the flow of traffic will be one-way entering on Hampton Road and exiting on Grove Avenue.

CARRIED.

4. REPORTS & PRESENTATIONS:

N/A

5. UNFINISHED BUSINESS**5.1 Capital Projects Summary**

I. Hachey commented on his appreciation for the completion of the Hampton Road Watermain project. Counc. Wells inquired about the diesel storage tank. DO McLean advised the company rescinded the submitted invoice and once the revised invoice is received the percentage of funds spent to date will increase.

5.2 Solid Waste Tonnage Report

RECEIVED FOR INFORMATION.

5.3 Update on Taylor Brook Bridge

Chairperson Alexander noted the pipe was delivered. DO McLean elaborated advising the pipe was delivered in three sections and fused together. He added the final phase of the project is scheduled for Saturday, October 21, 2017; the bridge will be closed to all traffic from 7 a.m. to 7 p.m.; signs will be posted on Hampton Road near Church Street, Fox Farm Road, and James Renforth Drive; and the work will be advertised on Town media channels to notify residents of the upcoming traffic disruption.

6. CORRESPONDENCE FOR ACTION:

6.1 21 September 2017 Letter from resident RE: Eriskay Drive speed/crosswalk safety concerns
S. Peterson indicated as a resident of the area he echoes the author's concerns. I. Hachey inquired if the issue was brought before the Committee previously. DO McLean advised in the past Town staff have contacted the school board requesting the situation be addressed. He added a solution was proposed to the school board however no action was taken; and since the school's driveway is not Town owned land any action requires school board approval. Chairperson Alexander suggested the school board be contacted to express the safety concerns, and further previous correspondence sent from the Town identifying the issue be sent to the author of the letter encouraging neighborhood collaboration to petition the school to implement a solution. S. Peterson requested the correspondence sent from the Town to the school board be provided to the Committee at its next meeting. There was a brief discussion with respect to speeding in the area. It was suggested the flashing speed signs be used to track speed data and encourage appropriate speed levels. DO McLean advised Town staff intend to alternate the flashing speed signs between the various school zones. He also added there is an issue of visibility with respect to a stop sign on Eriskay Drive that is on the Town's radar.

6.2 16 October 2017 Letter from resident RE: Access to Hillside Trail
There was general discussion with respect to possible solutions. Town Manager Jarvie advised after an investigation it is determined various options require significant changes to the flow of traffic through road reconstruction. I. Hachey questioned if a crosswalk could be installed. It was suggested because of the grading in the area cars typically approach the intersection at higher than average speeds and overall visibility of pedestrians may be reduced, thus installing a crosswalk may encourage unsafe pedestrian crossing. S. Smith suggested a mirror be installed improving visibility. Concern was expressed a mirror may impair the vision of approaching drivers during certain times of the day. Counc. Wells suggested the matter be discussed during the Municipal Plan review to explore options that may correspond with future development. DO McLean advised the issue is under investigation by Town staff.

MOVED by S. Smith and seconded by I. Hachey a response be sent notifying the resident RE: Access to the Hillside Trail that existing grades in the area prohibit modifications to traffic flow without significant road reconstruction, however the matter is under investigation by Town staff.

CARRIED.**7. NEW BUSINESS:**

7.1 2 Grove Avenue: Request to remove hedges

Dealt with above.

7.2 Fall Clean Up Dates: November 13 – 17, 2017.

It was noted Fall Clean Up will span November 13 – 17, 2017. All compostable yard waste materials should be prepared for pick up by 7:00 a.m. on November 13th.

7.3 DRAFT 2018 Budget

➤ 2018 Transportation Budget

S. Peterson inquired if any work is anticipated in 2018 with respect to railway crossings. DO McLean advised data was collected and sent to CN detailing railway crossings in Rothesay. He added it is expected CN will send recommendations based on the data however none have been received at this

time. Counc. Wells commented she thought the Town's contribution to the KV Committee for the Disabled transportation services was \$5,000 in the past. Town Manager Jarvie advised both Rothesay and Quispamsis contribute to the organization's services which has totaled \$5,000 in previous years. There was general discussion with respect to the cost increase for the plowing contract for Geo. W. Stackhouse and Sons. DO McLean advised the previous contract began eight years ago and an increase was expected. In response to an inquiry, DO McLean advised a portion of the plowing cost includes salt and sand for the company's route. He added there is a separate expense for salt and sand related to other Town operations. S. Peterson inquired if the Town's supply of salt is confirmed for the season. DO McLean advised Cargill reopened operations and offered to supply salt at a comparable cost to previous years. He added the Town has purchased salt from Cargill for the upcoming winter season however it is unclear if Cargill intends to provide supply for next year.

MOVED by S. Peterson and seconded by S. Smith the Public Works and Infrastructure Committee recommend Council approve the 2018 Transportation Operating Budget.

CARRIED.

➤ 2018 Transportation Capital Budget

In response to an inquiry, DO McLean advised all 2017 fleet replacement vehicles have been purchased. He added it was determined the replacement of the 20 Ton Float can be delayed. S. Smith inquired about use of the asphalt recycler. DO McLean reported Town staff have been using the machine to recycle asphalt in other daily Town operations, not just potholes. He advised Town staff have reported using the same asphalt dug up and recycling it back into the same spot tends to produce better outcomes than using other asphalt. DO McLean advised the budget includes funds for curb and sidewalk installation, and drainage improvements on Eriskay Drive. He added the Inflow and Infiltration study identified a need to replace the sanitary sewer infrastructure on Eriskay Drive. He further noted funds were included in the draft 2018 Utility Capital Budget to complete the project in conjunction with the curb, sidewalk, and drainage improvements.

Counc. Wells left the meeting.

DO McLean advised, at the recommendation of the Inflow and Infiltration study, repairs are currently underway to correct deficiencies throughout the Town. S. Smith commented on the successful installation of the Chapel Road/Parkdale sidewalk. He noted he has not seen many individuals use the sidewalk. He questioned if there is enough pedestrian traffic in the area to warrant the sidewalk. DO McLean advised the project is part of a larger plan to connect Parkdale Avenue, Scribner Crescent, and Chapel Road to improve pedestrian travel to Rothesay's commercial district. Town Manager Jarvie added it is likely pedestrian traffic will increase after the sidewalk installation on Scribner Crescent. S. Smith inquired if the deficiencies on the Rothesay Road sidewalk were corrected. DO McLean advised they have been fixed.

MOVED by S. Peterson and seconded by S. Smith the Public Works and Infrastructure Committee recommend Council approve the 2018 Transportation Capital Budget.

CARRIED.

**8. CORRESPONDENCE FOR INFORMATION:
N/A**

9. DATE OF NEXT MEETING:

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

10. ADJOURNMENT

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

CARRIED.

The meeting ended at 10:15 a.m.

CHAIRPERSON

RECORDING SECRETARY



2017 November 14 Open Session FINAL_180

ROTHSAY

MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Public Works & Infrastructure Committee
DATE : October 20, 2017
RE : Motions Passed at October 18, 2017 Meeting

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

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommends to Council the hedge at 2 Grove Avenue be removed subject to the decision of the Heritage Preservation Review Board with respect to residing the building.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council approve the 2018 Transportation Operating Budget.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council approve the 2018 Transportation Capital Budget.

CARRIED.

Respectfully submitted,

Liz Pomeroy



ROTHESAY
~~2017 November 14 Open Session FINAL 181~~
Utilities Committee Meeting
October 18, 2017
Rothesay Town Hall – Sayre Room
5:30 p.m.



DRAFT

PRESENT: DEPUTY MAYOR MATT ALEXANDER, CHAIRPERSON
PAUL BOUDREAU, VICE CHAIRPERSON
BLAINE JUSTASON

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

ABSENT: MARK MCALOON
STEPHEN WAYCOTT

Chairperson Alexander called the meeting to order at 5:46 p.m.

1. APPROVAL OF AGENDA

MOVED by B. Justason and seconded by P. Boudreau to approve the agenda as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Regular meeting of May 17, 2017.

MOVED by P. Boudreau and seconded by B. Justason to approve the Minutes of May 17, 2017 as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATION:

N/A

5. UNFINISHED BUSINESS:

5.1 Capital Projects Summary

Deputy Mayor Alexander noted the Taylor Brook Bridge will be closed from 7 a.m. to 7 p.m. on Saturday, October 21, 2017 to install the pipe. Residents will be notified using signs on Hampton Road, Fox Farm, and James Renforth Drive, as well as Town media channels. DO McLean advised new railings were installed for the Taylor Brook Bridge however the existing railings will remain until the pipe has been installed and removed once completed. He added line painting, including the painting of bike lane symbols, is scheduled for the section of Hampton Road that was recently paved; and work is nearing completion for the pumping stations.

5.2 Update on Wastewater Treatment Plant Pumping Stations

Dealt with above.

5.3 Update on Taylor Brook Bridge**Dealt with above.****6. NEW BUSINESS:****6.1 Well Cleaning**

DO McLean reported the well cleaning of wells C3 and C8 is complete and has increased the production capacity of both wells significantly.

Deputy Mayor Alexander requested an update with respect to the Hillside water tank mixing system. DO McLean explained the purpose of the mixing system is to create movement of water within the tank to prevent “staleness”. He advised water is alternately drawn from both tanks, and water quality levels of the Hillside tank remain adequate and equivalent to data received from the McLaughlin tank. He added the situation is being monitored however it may be advantageous to delay repairs until it is evident the current system is insufficient.

6.2 DRAFT 2018 Budget – *distributed at meeting***➤ 2018 Utility Fund Operating Budget**

The Committee reviewed the 2018 Utility Fund Operating Budget and discussion ensued. DO McLean advised there is an approximate increase of 3% from the 2017 budget. He added NB Power has indicated an expected increase of 2% for costs which has been factored into the 2018 budget. In response to an inquiry, DO McLean advised Other Expenses include funds allotted for contingencies.

MOVED by P. Boudreau and seconded by B. Justason the Utilities Committee recommend Council approve the 2018 Utility Fund Operating Budget.

CARRIED.**➤ 2018 Utility Fund Capital Budget**

The Committee reviewed the 2018 Utility Fund Capital Budget. DO McLean gave a brief description of the Iona Avenue/Eriskay Drive Sewer project. He noted funds are under consideration in the 2018 draft General Fund Capital budget for curb and sidewalk installation and drainage improvements on Eriskay Drive to be completed in conjunction with the sewer project. DO McLean advised findings from the Inflow and Infiltration study determined the infrastructure requires updating in the near future. DO McLean advised the RF SCADA changeover expense will be used to switch the pumping stations to cellular modems from radio frequency systems. He noted the change will enable a more efficient monitoring system. DO McLean briefly explained new regulations require SCBA equipment for the Treatment room. There was general discussion with respect to the Hillside/Shadow Hill Watermain project. DO McLean advised the infrastructure has become outdated and requires replacement. Town Manager Jarvie noted the system was installed privately and acquired by the Village of Fairvale prior to amalgamation. He suggested the cost could be shared by property owners as a Local Improvement to reduce overall costs for all Town utility users.

MOVED by B. Justason and seconded by P. Boudreau the Utilities Committee recommend Council approve the 2018 Utility Fund Capital Budget.

CARRIED.

There was general discussion with respect to the upcoming 2018 tax assessment freeze.

7. CORRESPONDENCE FOR ACTION:

N/A

8. CORRESPONDENCE FOR INFORMATION:

8.1 Contract W-2017-002: Hampton Road Watermain Renewal

➤ 5 July 2017 Report prepared by DO McLean

Deputy Mayor Alexander gave a brief summary and noted the project was completed.

9. DATE OF NEXT MEETING:

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

10. ADJOURNMENT

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

CARRIED.

The meeting adjourned at 6:30 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHERESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Recording Secretary Utilities Committee
DATE	:	October 20, 2017
RE	:	Motions Passed at October 18, 2017 Meeting

Please be advised the Utilities Committee passed the following motions at its regular meeting on Wednesday, October 18, 2017:

MOVED ... and seconded ... the Utilities Committee recommend Council approve the draft 2018 Utility Fund Operating Budget.

CARRIED.

MOVED ... and seconded ... the Utilities Committee recommend Council approve the draft 2018 Utility Fund Capital Budget.

CARRIED.

Respectfully submitted,

Liz Pomeroy
Recording Secretary



ROTHESAY
 PLANNING ADVISORY COMMITTEE MEETING
 Rothesay Town Hall
Monday, November 6, 2017
5:30 p.m.



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

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

ABSENT: COLIN BOYNE, VICE CHAIR

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

1. APPROVAL OF THE AGENDA

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

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of October 2, 2017

MOVED by Counc. Lewis and seconded by E. Gillis the Minutes of 2 October 2017 be adopted as circulated.

CARRIED.

3. NEW BUSINESS

3.1 4 Bridle Path Lane

Tiffany Mackay French

OWNER:

Tiffany Mackay French

PID:

30212922

PROPOSAL:

Home Occupation (Lawyers Office)

Counc. Mackay French was in attendance. DPDS White gave a brief summary and noted the application meets all By-law requirements, and staff do not anticipate any issues. Counc. Shea questioned if the property owner listed on the report was correct. DPDS White advised the property owner listed on the report is incorrect. The property is owned by Counc. Mackay French and her husband.

MOVED by Counc. Lewis and seconded by E. Gillis the Planning Advisory Committee grant approval to operate a law office as a home occupation from the residential dwelling located at 4 Bridle Path Lane (PID 30212922) as a Conditional Use subject to Section 5.3 of By-law 2-10 Home Occupation requirements.

CARRIED.

ROTHESAY

Planning Advisory Committee
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6 November 2017

4. OLD BUSINESS**4.1 Millennium Drive**

Andrew Dunn

OWNER: Scott Brothers Ltd.

PID: 00065227

PROPOSAL: 36 Unit Apartment Building (Subdivisions and Development Agreement)

It was noted the applicant was not in attendance. DPDS White advised a public meeting is scheduled for Monday, November 20, 2017 to discuss the application. He added staff are awaiting further documentation with respect to renderings and design plans for the building. He further noted after discussions with the applicant staff recommend the application be tabled until the next PAC meeting pending the additional information.

MOVED by Counc. Shea and seconded by E. Gillis the Planning Advisory Committee table the application for a 36 unit apartment building on Millennium Drive (PID 00065227) to the next regular meeting pending the submission of architectural renderings and building elevations.

CARRIED.

Chairperson Kean and E. Gillis declared conflicts of interest and left the meeting.

MOVED by Counc. Shea and seconded by Counc. Lewis C. Pinhey chair the meeting during the temporary absence of Chairperson Kean.

CARRIED.

C. Pinhey assumed the chair.

4.2 Bridlewood Estates

Rod Adams

OWNER: Donald C. Northrup

PID: 30228456, 00441998, 30021539, & 00244434

PROPOSAL: 44 Lot Subdivision – Bridlewood Estates

It was noted the applicant was not in attendance. DPDS White advised a public hearing is scheduled for Monday, November 20, 2017 to discuss the application. He added Council will not vote on the item until the regular December Council meeting. He further noted discussions with the applicant identified the need for further information with respect to phasing and land for public purposes.

MOVED by Counc. Shea and seconded by H. Brock the 44 Lot Subdivision for Bridlewood Estates (PIDs 30228456, 00441998, 30021539, & 00244434) be tabled pending additional information.

CARRIED.

Chairperson Kean and E. Gillis returned to the meeting. Chairperson Kean resumed the chair.

ROTHESAY

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4.3 20 Goldie Court**Dr. Akin Ojuawo**

OWNER:

Dr. Akin Ojuawo & Mrs. Julie Ojuawo

PID:

30018964

PROPOSAL:

1 Lot Subdivision – 20 Goldie Court

MOVED by Counc. Lewis and seconded by Counc. Shea the 1 Lot Subdivision application for 20 Goldie Court (PID 30018964) be removed from the table.

CARRIED.

Mr. Gerry Roberts was in attendance on behalf of Dr. Ojuawo. DPDS White gave a brief summary of the application and highlighted the following: there are existing municipal water and sewer lines on the property; a municipal easement does not currently exist; both Lot 17-01 and 17-02 exceed the minimum size requirements of the Zoning By-law; Lot 17-01 requires a variance for road frontage; the natural drainage patterns flow towards the Scotiabank property; residents have expressed concern that the proposal may negatively impact drainage in the area; Lot 17-01 will use the existing driveway and a new driveway will be created for Lot 17-02; and if the application is approved proper infrastructure is required to properly handle any excess run off from the property. He suggested the Committee consider approval of the application contingent upon the demolition of the existing structure on the property and the inclusion of a municipal services easement.

In response to an inquiry, Mr. Roberts indicated the applicant intends to demolish the existing structure on the property.

Counc. Shea requested further information with respect to the natural drainage patterns in the area. Mr. Roberts indicated the natural path for the water outlets near the Scotiabank property on Hampton Road. Counc. Shea questioned if additional water is expected to run off the property once developed. Mr. Roberts stated proper stormwater management infrastructure will be used to ensure the volume of runoff would not exceed the volume that occurred before development.

Counc. Lewis inquired if there are plans to install a cul-de-sac on Brock Court. He questioned if there is sufficient space to allow emergency service vehicles to properly turn around. DPDS White advised he spoke with the Director of Operations and was not advised of any deficiencies.

Chairperson Kean called for those wishing to speak in favour or against the proposal.

Hamish Murdoch, 8 Goldie Court; Pat Holden, 16 Goldie Court; Bridget Oland and Guy Guitard, 12 Goldie Court; and Terry Parks and Theresa LeBlanc, 7 Goldie Court raised the following concerns: the need for space for emergency service vehicles to turn around at the end of Brock Court; positioning of the new buildings; imposition of an easement; additional stormwater runoff created by development of the property; development in the area is likely to negatively impact existing drainage concerns in the area; insufficient space for proper snow removal; and the need to correct the existing drainage problems before approving additional development in the area.

ROTHESAY

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Mr. Roberts responded with the following: all by-law requirements must be met before building permits are issued, this includes proper stormwater management plans; subdividing the property will not add significant traffic; and it is not the applicant's responsibility to correct existing traffic or snow removal concerns. DPDS White added since both lots meet the minimum lot size requirement in the Zoning By-law, staff do not anticipate any issues with respect to placement of the houses on the lots.

Mr. Murdoch questioned if consideration was given to the possibility of using the applicant's cash contribution for land for public purposes for the installation of a cul-de-sac. Town Manager Jarvie advised the Committee could recommend the installation of a cul-de-sac at their discretion. However, an increase in traffic is not expected therefore a cul-de-sac may not be warranted.

Mark and Shaena MacSween, 4 Brock Court indicated they brought their concerns to the attention of the Public Works and Infrastructure Committee. They added any changes to the natural flow of runoff on Goldie Court will likely impact Brock Court residences. Mr. and Mrs. MacSween indicated heavy rainfalls result in the submersion of an NB Power box close to their home creating a serious safety hazard for residents. Mrs. MacSween noted she spoke with NB Power and was informed the box could not be lifted any more than 9 inches due to the existing length of electrical wires below the box. Mrs. MacSween added consultations with Fundy Engineering resulted in a recommendation to redirect runoff towards Goldie Court. She added they do not intend to act on the recommendation due to the potential hardships it may cause Goldie Court residents. Instead they are working with the Town to resolve the drainage issues for the entire area. The MacSweens noted they are not against development but requested the installation of the new driveway be delayed until the existing issues are resolved.

Chairperson Kean requested clarification. Mrs. MacSween indicated Town staff suggested an easement could assist in mitigating the drainage concerns in the future. Counc. Shea indicated he was of the understanding NB Power raised the box. Mrs. MacSween noted due to the limited length of electrical wires, the box cannot be raised to an adequate height to avoid the accumulated water completely.

Counc. Shea inquired if the existing stormwater infrastructure would meet current standards. Town Manager Jarvie advised changes in climate have resulted in heavier and faster rainfall events. He added proposals such as this one allow opportunities to ensure additional rainfall is contained on individual properties rather than adding stress to existing Town infrastructure. He further noted solutions to mitigate drainage concerns for the entire area require significant funding, resources, and cooperation from residents. Town Manager Jarvie advised the easement would allow an opportunity to redirect only a portion of stormwater runoff. He further noted the majority of runoff comes from surrounding properties.

Mr. Guitard expressed concern that developing the property would alter the existing environment and ultimately impact drainage in the area. He stressed the need for the existing issues to be resolved before additional development occurs.

ROTHESAY

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There was general discussion with respect to natural flow of stormwater runoff in the area, a potential cul-de-sac, and snow removal. Town Manager Jarvie advised Mr. Roberts could inform the applicant of the concerns voiced at the meeting.

Counc. Lewis questioned if the applicant had considered repositioning both lots to front onto Brock Court. Mr. Roberts indicated he was consulted part way through the project so he is unsure of the reasoning behind the current positioning of the lots. He added it is likely Dr. Ojuawo positioned the lots as such to allow use of the existing driveway for Lot 17-01; and Dr. Ojuawo did not seem amenable to installing a cul-de-sac. He further noted the proposal will not solve the existing issues, however, it will not add to the problems either. He added proper stormwater infrastructure must be designed in order for a building permit to be issued. Mr. Roberts indicated DPDS White consulted the Director of Operations and was not informed of any concerns relating to snow removal. In response to an inquiry, Mr. Roberts noted the stormwater design plans would be available for review during the application for a building permit.

Counc. Shea commented on the need for formal assurances that the proposal will not negatively impact the existing issues. Mr. Roberts noted a proper drainage plan will ensure additional runoff is contained on the property. Ms. LeBlanc expressed concern that features on a new development such as roofs and driveways create non-permeable surfaces that create additional stormwater runoff.

MOVED by Counc. Shea and seconded by E. Gillis the 1 Lot subdivision for 20 Goldie Court (PID 30018964) be tabled pending the submission of a drainage plan and an analysis of the development's potential impact on drainage in the area.

CARRIED.

In response to an inquiry, DPDS White advised the November 20, 2017 meeting will be advertised through various Town media channels. Town Manager Jarvie advised if the applicant chooses to reposition the two lots to front Brock Court a variance is not required and the subdivision will not require PAC or Council approval. Town Manager Jarvie indicated the drainage concerns on Brock Court will be addressed at the next Public Works and Infrastructure Committee meeting on November 22, 2017.

5. CORRESPONDENCE FOR INFORMATION
N/A

6. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, December 4, 2017.**

ROTHESAY

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7. ADJOURNMENT

MOVED by Counc. Lewis and seconded by E. Gillis the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:40 p.m.

CHAIRPERSON

RECORDING SECRETARY



2017November14OpenSessionFINAL_191

BUILDING PERMIT REPORT

10/ 1/2017 to 10/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/19/2017	BP2017-00134	2 BURNS AVE	STORAGE SHED	\$900.00	\$20.00
10/30/2017	BP2017-00168	2240 ROTHESAY RD	SINGLE FAMILY	\$450,000.00	\$3,262.50
10/02/2017	BP2017-00175	11 GORDON LN	DETACHED GARAGE	\$75,000.00	\$543.75
10/04/2017	BP2017-00185	4 MARK AVE	DETACHED GARAGE	\$15,000.00	\$108.75
10/02/2017	BP2017-00205	68 MARR RD	ACCESSORY BUILDING	\$10,000.00	\$72.50
10/04/2017	BP2017-00210	6 ROSE LN	RENOVATION	\$30,000.00	\$217.50
10/17/2017	BP2017-00211	54 DOFRED RD	RENOVATION	\$37,000.00	\$268.25
10/02/2017	BP2017-00213	20 DUNEDIN RD	DECK	\$3,000.00	\$21.75
10/31/2017	BP2017-00214	27 THIRD STREET	SINGLE FAMILY	\$300,000.00	\$2,175.00
10/06/2017	BP2017-00215	34 HOLIDAY DR	ADDITION	\$38,000.00	\$275.50
10/06/2017	BP2017-00216	43 BROADWAY ST	RENOVATION	\$2,500.00	\$21.75
10/17/2017	BP2017-00217	76 HIGHLAND AVE	WINDOWS	\$1,750.00	\$20.00
10/17/2017	BP2017-00219	15 MONACO DR	STORAGE SHED	\$1,000.00	\$20.00
10/20/2017	BP2017-00220	66 BEL AIR AVENUE	SINGLE FAMILY	\$200,000.00	\$1,450.00



10/ 1/2017 to 10/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
10/20/2017	BP2017-00222	44 STRONG AVE	FENCE	\$4,300.00	\$36.25
10/17/2017	BP2017-00223	2122 ROTHESAY RD	DEMOLITION	\$0.00	\$500.00
10/30/2017	BP2017-00224	27 IONA AVE	WINDOWS	\$1,500.00	\$20.00
10/11/2017	BP2017-00225	53 BALLPARK AVE	ELECTRICAL UPGRADE	\$1,700.00	\$20.00
10/17/2017	BP2017-00229	2020 ROTHESAY RD	RENOVATION	\$55,000.00	\$398.75
10/20/2017	BP2017-00232	6 BEACH DR	DECK	\$3,000.00	\$21.75
10/19/2017	BP2017-00233	6 PAIGE	DECK	\$900.00	\$20.00
10/24/2017	BP2017-00234	68 BEL AIR AVENUE	SINGLE FAMILY	\$200,000.00	\$1,450.00
10/24/2017	BP2017-00235	1 HAMPTON RD	INTERIOR RENOVATIONS - COMMERCIAL	\$14,000.00	\$101.50
10/20/2017	BP2017-00236	11 MAPLE CRES	DEMOLITION	\$0.00	\$500.00



2017November14OpenSessionFILMCL193

BUILDING PERMIT REPORT

10/ 1/2017 to 10/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
				\$1,444,550.00	\$11,545.50
			Summary for 2017 to Date:	\$10,755,872.89	\$79,204.25

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
2016 Monthly total to Date:	\$828,440	\$7,283
2016 Summary to Date:	\$9,785,868	\$75,400



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 9 November 2017
RE : Capital Project – Status Report

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

2016 Projects Carried Over

PROJECT	BUDGET	\$ TO 31/10/17*	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%	Final connection work underway to commission system
• WWTF Phase 1 – lift stations (3)	1,600,000	85%	Work underway KPark and Renforth complete, Tennis Court on hold for commissioning of East Riverside
• WWTF Phase 1 – lift stations (2)	3,400,00	60%	Work Underway – both buildings under construction.
Rothsay Road Designated Highway, net cost	250,000	100%	completed
Secondary Plan – Hillside area	52,000	31%	Concepts being developed;
2017 Resurfacing Design	60,000	28%	Contract awarded
Water Plant Aux Building	200,000	94%	Painting & flooring underway.
General Specification for Contracts	40,000	-	Consultant engaged, work underway.
Acquisition of Vehicles Works/Utilities	940,000	78%	Loader & Trackless received; and trucks delivered and being outfitted for plows.
Acquisition of Asphalt Recycler	110,000	100%	Received and in service
Designated Highways	285,000 ¹	-	Funding request denied, project deferred
Street Resurfacing	1.4M	90%	Work nearing completion; Oakville Ln sidewalk remaining.
Curb & Sidewalk	346,000 ²		Wells 'connection' & Rothsay 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	90%	Portion allocated for tenant improvements
KVFD Capital	78,500	-	To be claimed when purchase completed
Fields & Trails	40,000	-	Scribner parking design & Wells side trails
Technology	55,000	33%	Copier installed, website redesign underway
Diesel storage tank	90,000	20%	Installed, waiting for software to track usage
Water supply development	150,000	67%	Funds reallocated to Infiltration study
Hampton Road water main	200,000 ³	90%	Complete
Station Road water main	100,000	-	Deferred
Water tank mixing system	25,000	-	Project cancelled
Service equipment	25,000	-	complete
WWTP Phase II design	1.4M ⁴	-	Funding application submitted.
Sewer system improvements	300,000	90%	complete

* Funds paid to this date.

¹ Subject to Provincial Grant

² Subject to award of Federal/Provincial grant

³ Subject to progress on Hillcrest development

⁴ Subject to Build Canada funding



ROTHESAY

2017 November 14 Open Session FINAL_195

Age Friendly Advisory Meeting Notes
Wednesday, October 18, 2017 at 10:00 am
SAYRE ROOM ROTHESAY TOWN HALL



AGE FRIENDLY ADVISORY MEETING NOTES

ATTENDED BY:

COUNC. WELLS
DIANE O'CONNOR
JOCELYN DAYE
SHAWN JENNINGS
COUNC. SHEA
SCOTT COCHRANE
JENNY ROBINSON
JOHN GAHAGAN
CARA COES

TOWN MANAGER JARVIE

MAYOR GRANT
JEFF KITCHEN
SHIRLEY MALCOLM
JEAN PORTER MOWATT
TIM COCHRAN
MIKE BOYLE – KVFD
JULIE ATKINSON
GERI DONOVAN
CINDY LEVESQUE

Councillor Wells thanked all for attending the first Advisory meeting. Introductions were made around the table.

Cindy Levesque from PNB introduced herself as the Regional Wellness Consultant. She handed out some information, presented a short video and explained the definition of an Age Friendly Community as defined by the World Health Organization. She also explained, for those who were not aware, the four steps a municipality needs to complete to be designated Age Friendly (pass resolution, steering committee, age friendly assessment and completed action.) Cindy ended her presentation by listing some age friendly resources.

- Town Manager Jarvie reported that the Town has applied for a \$25,000 Federal Grant – Seniors for New Horizons.
- Counc. Wells noted the current objectives of the Age Friendly Committee are:
 - Receive recommendations from Information Sub Committee on placement of signs;
 - Receive recommendations from Information Sub Committee on content for static/electronic signs;
 - Authorize recommendation of Survey Sub Committee re: survey to go out and how to get people to fill it out;
 - Receive results of survey;
 - Make recommendations based on results of survey;
 - Establish an action plan;
 - Present the plan to Rothesay residents by forum or open house;
 - Creation of sub-committees on as needed basis based on need/action plan; and
 - Apply for Age Friendly Status by March 31, 2018.

- Counc. Wells noted that a resolution is needed to present to Rothesay Town Council:

Resolution for Rothesay Town Council

Whereas the town of Rothesay has realized the importance of providing our seniors with a good quality of life.

Whereas the town of Rothesay seeks to engage our citizens in making our community a better, healthier and safer place for seniors to live and thrive.

Whereas the town of Rothesay would like to build on the momentum of the Canadian and global movement of Age Friendly Communities, originally initiated by the World Health Organization (WHO), to meet the needs of our aging population, promote the active participation and wellness of seniors in our community, and develop a more inclusive community.

It is therefore moved by: Jean Porter Mowatt

And seconded by: Diane O'Connor

Be it resolved that the Town of Rothesay is committed to:

Engage in an Age Friendly Community approach, which is designed to improve the well-being of all of our citizens, and to share our experiences with other communities.

Endorse the formation of the Age Friendly Advisory Committee that will be accountable to Rothesay Town Council to coordinate the Age Friendly Community approach. This Committee will be responsible for implementing an approach leading to an action plan, shaped by the community's reality, to improve the quality of life of seniors.

CARRIED.

- Counc. Wells noted that volunteers are still needed.
- Survey Sub Committee: Jocelyn Daye reported that the survey sub-committee met. They had the Fredericton survey to review and all agreed that it was long and vague and was more suited to a larger city, not a small town. Counc. Shea obtained a copy of the Moncton survey and all liked it better. They married the two surveys together and came up with one they think is appropriate to Rothesay. It was handed out for review. 300 completed surveys is the target number. There was a brief discussion on how to get the survey out to residents: on-line, church groups, the library, resource centers and door to door. All agreed that it is crucial that seniors know the importance of participating in the survey. Local business and schools could also help in getting out the surveys to the public. It was agreed the survey sub-committee would have another meeting to finalize their plan for getting the surveys out to the public.

- Town Manager Jarvie reported that the Town is considering a couple of different options for compiling the data received from the surveys including an on-line tool and students from local universities.
- Information Sub Committee: Mike Boyle reported that the Information Sub Committee met to discuss signage, the placement of signs, the content to be placed and how long it would stay. They determined that the best places for signs would be on property owned by the Town such as Town Hall, Renforth Wharf and the Rothesay Common. It was noted that content on electronic signs is easier to manage than the static bulletin boards. It was suggested that the static signs have information posted that is longer term. The possibility of sponsorship was briefly discussed. Town Manager Jarvie handed out a specification sheet on an interactive kiosk that is an option for the interactive signs. They need to be purchased by the end of the year as grant money is allocated for them and it has to be used by then. These electronic signs are \$12,000 each, and that does not include materials required for installation such as concrete pads. It was suggested that \$15,000 be allocated for each sign.

MOVED by Mike Boyle and seconded by Scott Cochrane that the Age Friendly Advisory Committee recommend to Council that \$45,000 of the grant money be allocated for the purchase and installation of the electronic interactive kiosks.

CARRIED.

MOVED by Mike Boyle and seconded by Diane O'Connor that the Age Friendly Advisory Committee recommend to Council that funds be allocated in the 2018 town budget for the purchase of materials for the traditional bulletin boards.

CARRIED.

- Meetings will remain at 10 a.m. on the third Wednesday of every month. The next meeting will be on November 22, 2017.
- Feedback welcomed on the surveys at the next meeting.



INTERACTIVE KIOSK MODEL 55-BE

INFORM. ANNOUNCE. COMMUNICATE.

Dynamic Communication

Out with the old static message panels and in with the new dynamic digital signage! NUMMAX offers an effective multi-media solution that is flexible and economical, an attractive and long lasting cutting-edge communication tool with many advantages! Our very intuitive content management software, Nummax Manager, allows you to upload and modify your displayed content on the fly, instantly grabbing your audience's attention. Optimizing client communication has never been so easy!

Enter the digital signage era with a Nummax, turnkey solution. We specialize in manufacturing, operating and installing all types of digital signage solutions. Nummax ensures outstanding quality and service thanks to our experienced and professional team, our powerful technology and reliable products.

Dynamic digital displays allow you to showcase your products, services and promotions, where you want, when you want!



EFFICIENT

Optimal return on investment with the ability to rapidly see the results of an effective marketing strategy. With digital signage, your messages will have a greater impact than ever before.



ECONOMICAL

Reduced marketing expenses thanks to the low cost production of unlimited content displayed. Optimize message performance with the tap of a finger.



ATTRACTIVE AND APPEALING

Powerful, responsive communication made possible through real-time broadcasting of messages.



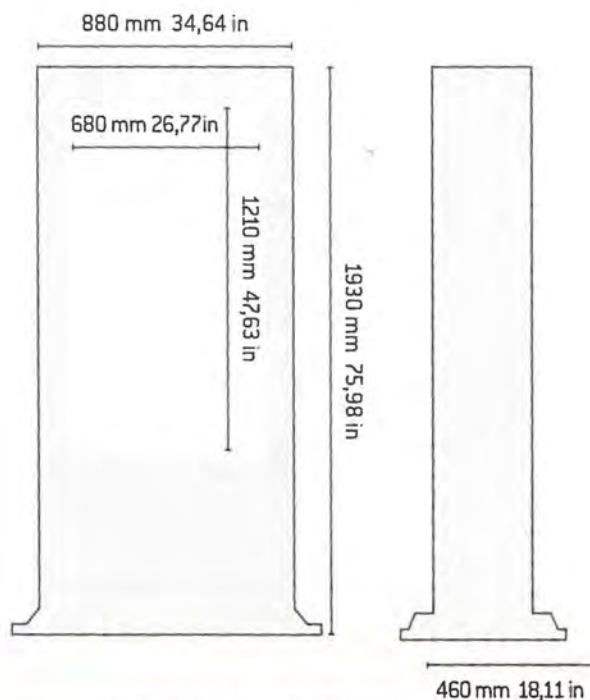
SIMPLE, FLEXIBLE BROADCASTING

Nummax Manager, our content management software, allows you to schedule your content displayed from a distance in a matter of minutes. With dynamic messaging, pre-program content display times weeks in advance.

TECHNICAL SPECIFICATIONS

Model	55-BE
Screen	55"
Resolution (px)	1920 x 1080
Display Area (W x H)	680 x 1210 mm 26,77 x 47,63 in
Viewing Angle	H178°, V178°
Brightness	2000 cd/m ²
Contrast Ratio	5000:1
Colours	16.7M
Response Time	5ms
Lifetime	60 000H+
Power	AC-110-240V
Power consumption	100 w
Working temperature	-40/60 °C
Working humidity	10-80%
Heating component	Included
Frame	Aluminium
Orientation	Portrait

Back Frame	Floor standing
Working environment	Exterior
Product size (W x H)	880 x 1930 mm 34,64 x 75,98 in
Warranty (parts & labour)	3 years
Compliance	CE-UL
Glass	Vandal proof
Player	Included
Software	Included
Communication	Wired+wifi
Tactile	Yes
Speaker(s)	Yes
HD Camera	Option
NFC	Option
RFID	Option
Card reader	Option
Wheels	Option
Professional transport case	Option



INTRODUCTION

The Rothesay Age-Friendly Committee is collecting information to identify the needs of Seniors in the community and to move Rothesay towards an Age-Friendly Designation. Rothesay wants to enhance quality of life for our Seniors and improve access to information and services.

We are asking for residents of Rothesay who are age 50 and older to complete this survey. **Do not write your name on the survey.**

All information is voluntary and we invite you to answer every question that applies to you. All information shared in this survey is confidential and the results will be presented in such a way that no individual can be identified.

Completed surveys can be placed in the collection box at Rothesay Town Hall, 70 Hampton Road or returned to the person you received it from, who will submit it on your behalf.



We value your opinion. Thank you for helping make Rothesay an Age-Friendly Community and a great place to live.

If you have any further questions about how to complete the survey, please call Rothesay Town Hall at 848-6600.

Question 1 - Outdoor Spaces and Buildings

What issues limit you from going out?

	not a problem at all				major problem
	1	2	3	4	5
Concern over safety from crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern over safety from falls i.e. ice and snow on sidewalks, loose gravel on roads and walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessible sidewalks (ramps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of Washrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of seating / shelter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian crossings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify) a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In your opinion, what should the Town do to address these issues?

Question 2 - Transportation

Have any of the following limited your use of transportation?

My own vehicle (car, truck, motorcycle, etc.)

not a problem at all  major problem

1 2 3 4 5

Parking availability

☐ ☐ ☐ ☐ ☐

Snow removal

☐ ☐ ☐ ☐ ☐

Road upkeep

☐ ☐ ☐ ☐ ☐

Traffic management and travel distance

☐ ☐ ☐ ☐ ☐

Active transportation (walking, running, bicycling)

Safety concerns (streets, sidewalks, trails)

☐ ☐ ☐ ☐ ☐

Bus / Taxi / Shuttle / Accessible Transportation options

Cost

☐ ☐ ☐ ☐ ☐

Personal Safety concerns

☐ ☐ ☐ ☐ ☐

Physical accessibility

☐ ☐ ☐ ☐ ☐

Complete and accessible information available to users about transit routes, schedules, and fares

☐ ☐ ☐ ☐ ☐

Other (Please specify) a.

☐ ☐ ☐ ☐ ☐

b.

☐ ☐ ☐ ☐ ☐

In your opinion, what should the Town do to address these issues?

Question 3 - Housing


What type of housing are you living in now?

- ☐ Single unit dwelling (house)
 - ☐ Apartment unit
 - ☐ Condo
 - ☐ Other (please specify) _____

If you were going to leave your present home, what type of housing would you look for?

- ☐ Single unit house
 - ☐ Apartment unit (rented)
 - ☐ Condo (an apartment you own)
 - ☐ Shared housing with family member or friend
 - ☐ Assisted Living
 - ☐ Nursing Home
 - ☐ Other (please specify) _____

Rate each of the following issues that could prevent you from remaining in your home now or in the future.

not a problem at all  major problem

	1	2	3	4	5
Home Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yard Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snow clearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property / water and sewage costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal safety - health reasons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal safety - crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loss of spouse or loved one	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to services (grocery shopping, drugs, medical appointments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retrofit expenses (main level bathroom, bedroom, chairlift, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (Please specify) a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In your opinion, what should the Town do to address these issues?

[illegible]

Question 4 - Social Participation

Which of the following activities interest you?

- ☐ General recreation, fitness, health and wellness programs for seniors
- ☐ Creative programs (art, writing, crafts, hobbies, music, theatre)
- ☐ Technology training (computers, smart phones)
- ☐ Learning opportunities (lectures, presentations)
- ☐ Activity - based social groups (walking, tennis, golf, curling, snow shoeing)
- ☐ Organized games (bingo, bridge)
- ☐ Community events (concerts, plays, movies, special-themed events)
- ☐ Other (please specify) _____

Rate each of the following issues that could be a barrier for you participating in social/cultural activities.

not a problem at all  major problem

	1	2	3	4	5
Cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision and/or hearing difficulties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caregiving responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No one to go with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility (No adapted washrooms, ramps, good lighting, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify) a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In your opinion, what should the Town do to address these issues?

Question 5 - Respect and Social Inclusion

Which of the following concerns do you have now or see yourself having in this community?

not a problem at all  major problem

	1	2	3	4	5
Courtesy in retail or municipal buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being valued by the community for my wisdom and for past, present, and future contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect by Youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect by Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect by family member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being included in community activities for families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunities for participation in intergenerational activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunities to interact with people of different cultural backgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify) a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In your opinion, what should the Town do to address these issues?

Question 6 - Civic Participation

Do any of the following (now or in the future) negatively impact your sense of belonging in your community?

	not a problem at all 1	2	3	4	major problem 5
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being a newcomer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify) a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What issues prevent you from helping others / volunteering?

	not a problem at all 1	2	3	4	major problem 5
Health/Mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Interest / Lack of activities to choose from	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finding appropriate volunteer opportunities for my skills and talents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of Appreciation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Difficulty to find information about opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify) a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In your opinion, what should the Town do to address these issues?

Question 7 – Communication and Information

In the last 12 months, how did you get information you needed from the community?

	1	2	3	4	5
	did not use				used frequently
One - to- one from a trusted friend or family member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Television / Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flyers/ Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet (email, websites, Facebook, blogs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Church bulletins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prime Time Magazine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KV Style	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify) a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What would be the best way for the Town to inform you about activities and services available to older adults?

Question 8 – Comments

What else would you like to tell us about living in Rothesay that could make it better?

Background Information

Are you completing this survey on behalf of some one?

☐ Yes

☐ No

What is your postal code? _ _ _ _ _

In which age category are you?

☐ 50-59

☐ 60-64

☐ 65-69

☐ 70-74

☐ 75-79

☐ 80-84

☐ 85-89

☐ 90-94

☐ 95-99

☐ 100 years or older

What is your gender? __ Male __ Female

Are you....

☐ Single

☐ Married/Common Law

☐ Widow/Widower

☐ Separated/Divorced

☐ Other

☐ Prefer not to answer

Do you presently drive a motor vehicle?

☐ Yes

☐ No

What is the highest education level you have attained?

- ☐ No formal education
 - ☐ Elementary (grades 1 - 6)
 - ☐ Junior High school (grades 7 – 9)
 - ☐ High School (grades 10 – 12)
 - ☐ College or professional school
 - ☐ University

Which of the following best describes your current employment status?

- ☐ Retired
 - ☐ Semi-retired (working part-time/casual)
 - ☐ Employed full-time
 - ☐ Unemployed, looking for work
 - ☐ Not in the work force for other reasons
 - ☐ Other (please specify) _____

As you think about your future years, what worries you?

not a problem at all  major problem

1 2 3 4 5

Financial concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Losing my driver's license	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Losing my independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Declining health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Difficulty physically getting around	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving to more suitable housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finding the appropriate care as I age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No one to care for me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Growing old alone/being lonely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Death and dying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dementia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (Please specify) a.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

b.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Are there any other comments you would like to share with the Age Friendly Committee of Rothesay?

DATE: _____



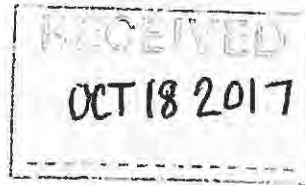
Royal Canadian Mounted Police Gendarmerie royale du Canada
Commanding Officer Commandant divisionnaire

2017November14OpenSessionFINAL_215

P.O. Box / C.P. 3900
Fredericton, NB E3B 4Z8

2017-10-10

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



COPY

Hello,

I am pleased to present you with the RCMP in New Brunswick's 2016 annual report, *Working Together for a Safer New Brunswick*. The results of our employees' dedication, hard work, and professionalism are evident throughout the report. The stories and statistics shared in the report help demonstrate the tremendous value the RCMP brings to the province of New Brunswick and every community we serve, as well as how seriously we take our many roles as a police agency.

Some of the report's highlights include our work to prevent and solve property crime, our emphasis on connecting with communities, strategic communications initiatives, and as always, the work we do to help make our roads safer and to reduce needless deaths caused by dangerous driving practices such as impaired driving and not wearing seatbelts.

The report also includes stories reflecting our employees' efforts to bring our six core values of honesty, respect, compassion, integrity, accountability and professionalism to life every day, often going above and beyond the call of duty to make a difference in people's lives. Many of our employees are deeply involved with the communities they live in and have strong ties to New Brunswick, and their stories are also shared here.

Je suis heureux de vous présenter le bilan de l'année 2016 de la GRC au Nouveau-Brunswick, *Travailler ensemble pour un Nouveau-Brunswick plus sûr*. Les résultats du dévouement, du travail et du professionnalisme de nos employés sont évidents tout au long du rapport. Les histoires et les statistiques qui figurent dans le présent document servent à montrer à quel point la GRC est une valeur ajoutée pour la province et les localités où elle offre des services. Elles servent aussi à montrer à quel point la GRC prend sa mission au sérieux.

Le bilan de l'année 2016 souligne nos efforts visant à empêcher et à élucider les crimes, fait état de nos initiatives en matière de communication stratégique et de notre relation avec la collectivité. Et comme toujours, nous mettons l'accent sur notre travail qui vise à améliorer la sécurité routière et à prévenir le nombre de décès causés par les comportements dangereux sur les routes, comme la conduite avec les facultés affaiblies et le non-port de la ceinture de sécurité.

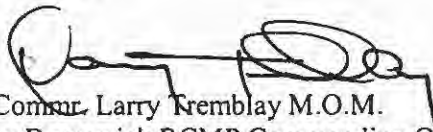
Le bilan de l'année contient aussi des histoires concernant nos employés qui incarnent les six valeurs fondamentales de la GRC : honnêteté, respect, compassion, intégrité, responsabilisation et professionnalisme. Souvent, ils vont au-delà de ce à quoi on s'attend d'eux afin d'aider des gens. Bon nombre d'entre eux sont très actifs au sein de la collectivité, et ils ont des liens étroits avec le Nouveau-Brunswick.

Canada

As always, sections have been included for each of our districts, highlighting their priorities and the work being done at the local level. Reading through this report reminds me of how genuinely proud I am of the work being done by RCMP employees every day. Just over a year into my tenure as Commanding Officer, I have seen what our employees are capable of achieving and I can see the increasingly intelligence-led and innovative direction in which we are moving as a division.

I want to thank you, and all community leaders, for your continued support. I look forward to continuing to work with you, as we all strive to make our beautiful province even safer.

Yours truly,



A/Commr. Larry Tremblay M.O.M.
New Brunswick RCMP Commanding Officer

Comme toujours, des sections sont consacrées à chacun de nos districts afin de mettre en évidence leurs priorités et leur travail à l'échelle locale. En lisant le bilan de l'année, je me suis souvenu pourquoi j'étais si fier du travail quotidien des employés de la GRC. En un peu plus d'un an au poste de commandant divisionnaire, j'ai vu ce dont sont capables nos employés et je constate que la Division J s'appuie de plus en plus sur l'innovation et le renseignement.

Merci de votre soutien et au plaisir de continuer de collaborer avec vous afin d'améliorer encore davantage la sécurité dans notre belle province.

Sincères salutations,

Comm. adj. Larry Tremblay M.O.M.
Commandant de la GRC au Nouveau-Brunswick

DID YOU KNOW?

*RCMP NB EMPLOYS...
1508 PEOPLE

812
REGULAR
MEMBERS

696
CIVILLIAN
EMPLOYEES



50.4%

of RCMP NB
employees were
born in New
Brunswick



45.7%

FEMALE RCMP EMPLOYEES
INCLUDING 150 REG. MEMBERS



71%

OF RCMP EMPLOYEES
ARE BILINGUAL.



****7.2%**

OF RCMP NB MEMBERS
ARE FIRST NATIONS

* Excludes commissionaires, auxiliaries, term and casual employees

** as per RCMP Employment Equity Representation Report.



EVERY REGULAR MEMBER HAS:

- A 26-week basic training program.
- Six months with a field coach.
- Annual physical fitness test.
- Annual pistol and carbine qualifications.
- Mental health training, and access to mental health resources.
- Regular training on the latest police technology and tactics.
- Regular first aid qualification.
- Career support and development, including Supervisor Development Program.



SPECIALIZED POLICING SERVICES INCLUDE:

- Polygraph Services/Truth Verification Unit (TVU)
- Police Dog Services (PDS)
- Forensic Identification Services (FIS)
- Crime scene investigator
- Crowd control/Special Tactical Operations Unit (STOU)
- Collision reconstructionist.
- Major Crime Unit.
- Explosives Disposal Unit (EDU)
- Emergency Response Team (ERT)
- Incident commander
- Hostage negotiator
- Marine operations.
- Underwater Recovery Team (URT)

EVERY DAY A REGULAR MEMBER COULD BE REQUIRED FOR:



OPERATIONS

including responding to calls for service, investigations and follow-ups, curfew checks, scene security, crime prevention and assistance to other agencies.



COURT

including attending trials, serving documents, and meetings with Crown and other parties.



TRAFFIC

including checkpoints, traffic patrols, and operations targeting impaired drivers and contraband.



ADMINISTRATION

including training, file management, court paperwork, taking statements and conducting interviews, supervision and coaching.



COMMUNITY INVOLVEMENT

including school visits, community presentations, partner meetings and special events.





November 13, 2017

To: John Jarvie, Town Manager

From: Brian L. White, MCIP, RPP
Director of Planning & Development Services

Date: Wednesday, November 08, 2017

Subject: Tentative Subdivision Approval (16 Lots off Appleby Drive)

Recommendation:

Council HEREBY removes from the Table the December 14, 2015 application from A.E. McKay Builders Ltd. for a proposed 16 lot subdivision off Appleby Drive (PIDs # 30175467 & 30175475) pending completion of a secondary planning study.

Background:

On October 23, 2017 Staff received a letter from A.E. McKay Builders Ltd. regarding the TABLED application requesting that Council consider a revision to the application to subdivide a portion of lands accessed off Appleby Drive to allow for 7 new lots versus the 16 new single family home lots and a new public road connection to Higginson Avenue. (See Attachment A)

As significant time has elapsed since the date of the original tabling Motion and that the original application was considered by a previous Council it would be appropriate that Staff and PAC review the revised plan, seek public input and prepare a recommendation for Council including an update on the Secondary Planning process. Accordingly, Staff would recommend that the original application be withdrawn and the revised application be submitted to PAC.

Recommendation:

It is recommended THAT the Council consider the following MOTION:

- a) Council HEREBY recommends that A.E. McKay Builders Ltd. withdraw their subdivision application and resubmit the revised application for consideration and recommendation by the Planning Advisory Committee.

Attachments:

Attachment A October 23, 2017 Letter from A.E. McKay Builders Ltd.

Report Prepared by: Brian L. White, MCIP, RPP

Date: Wednesday, November 08, 2017



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Andrew McKay President / Sales

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

Town of Rothesay

70 Hampton Road

Rothesay, N.B.

E2E 5L5

Attn: Brian White, Planning Director

Re: Appleby Manor Subdivision Phase 2

Dear Sir,

We recently had our surveyor provide you with a revised plan of the above noted subdivision showing the creation of seven building lots.

As you are aware we purchased this land over two years ago and at that time the Town was considering it's options for its secondary planning zone which incorporates the bulk of our land and other surrounding properties

This study was not finalized and we understand an alternate approval will be undertaken by the Town.

We respect the Town's position in wanting to address the various issue related to the zone and realize this will take additional time to accomplish.

However from our perspective we have invested heavily lto acquire this land and further completed a traffic study which was provided to the town.

As a result we are requesting approval of seven lots all of which fall outside of your secondary planning zone.


Please note we are prepared to construct the road and make the connection to Higginson Ave. which provides alternate access as recommended by the fire Marshall office.

COPY

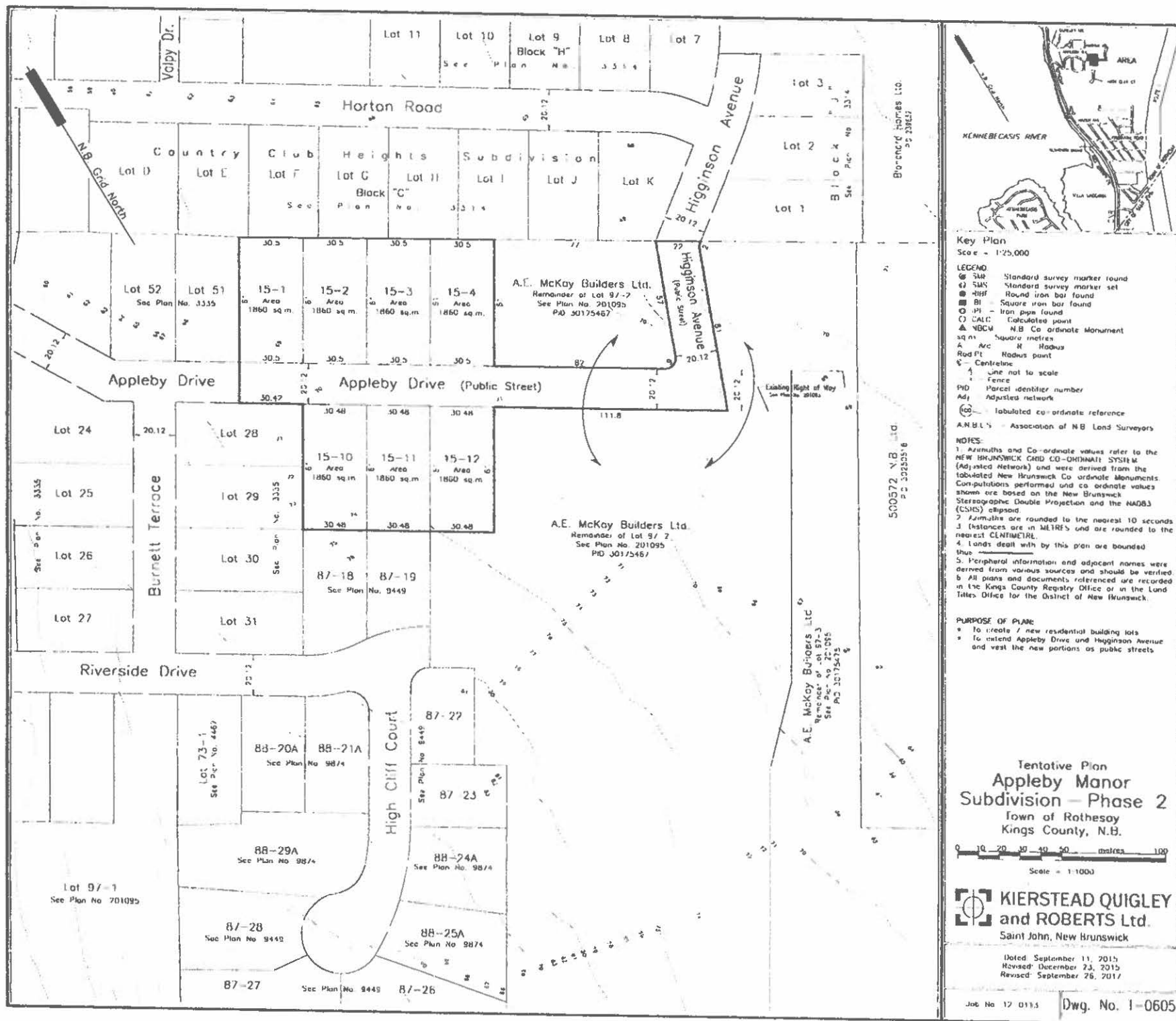


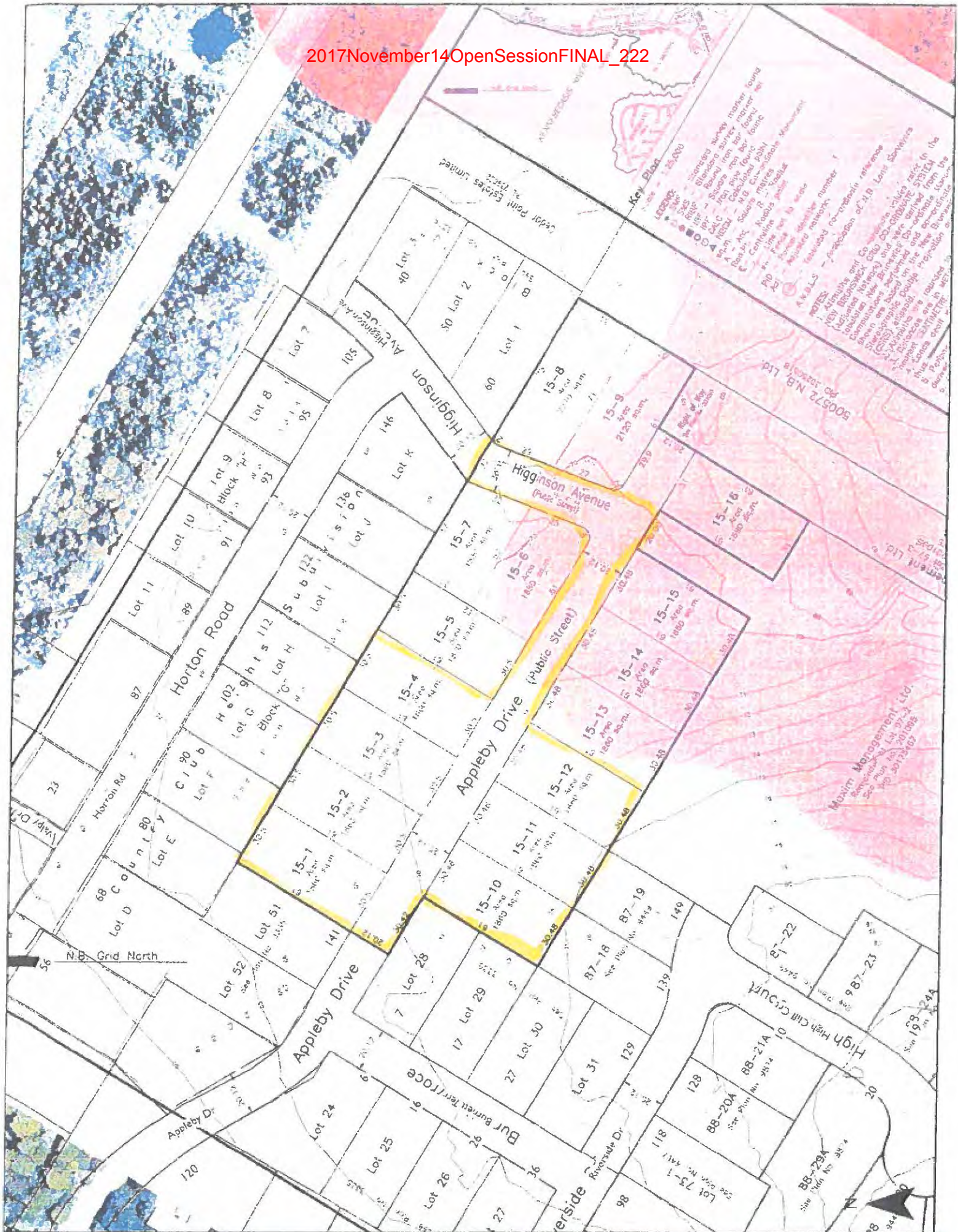
All services water, sewer, storm, and electrical will be underground and this small extension to Appleby Drive will allow for the construction of high end homes in this area

We look forward to your response.

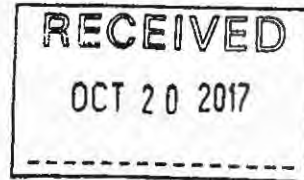


Andrew McKay





COPY



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

Dear Mayor and Council,

We are writing to you today to request to be on the agenda for your November 13th Council meeting.

It is that time of year again and our Youth Advisory Committee would like to make a presentation to Council on the progress made over the past year at the Centre. They will also thank Council for their generous donation from last year and report on where the funds were used as well as make an ask for further funding for this year.

We look forward to hearing from you on our request.



Thank you

A handwritten signature in black ink, appearing to read "Yennah Hurley".

Yennah Hurley
Executive Director

ROTHESAY

Policy

Topic:	Grants and Donations Policy	Date Prepared	Sept 2014
Application:		Date Adopted	14 Oct 2014
		Date Amended	14 Nov 2016
		Mayor & Council:	
		Town Manager:	

BACKGROUND:

This policy provides guidance to Council in considering requests for financial support from groups to apply consistent criteria in evaluating requests. In accordance with the criteria outlined below, all requests for financial support shall be accompanied by the attached application (Schedule A)

CRITERIA:

- 1) Council will consider requests for financial support from **individuals** who:
 - a) are engaged in an activity for which they receive no income
 - b) have been a resident of the town for at least 12 months prior to the request
 - c) have not made a similar request within the preceding 36 months
 - d) are prepared to make a significant personal contribution to the activity
 - e) are not in arrears of any amount owing to the Town
 - f) have excelled in the field or activity for which funding is requested
 - g) might not otherwise be able to participate in the activity for which the funding is requested
- 2) Council will consider requests for financial support from **groups** that:
 - a) are a registered charity or not for profit group
 - b) have a mandate which includes public service to Rothesay citizens
 - c) include a substantial number of Town residents in their memberships
 - d) are not in arrears of any amount owing to the Town
 - e) do not have primarily religious or political objectives nor are affiliated with organizations which do
 - f) are not receiving funding from the Town through a regular funding arrangement, nor are associated with a group receiving regular funding
- 3) The activity to be funded should:
 - a) be beneficial to the Town or residents of the greater Saint John region
 - b) promote the Town or the greater Saint John region, as a place to live, work or play
 - c) reflect a need beyond the resources of the individual or group
 - d) be a proposal to host an event of national or international importance
- 4) Council may consider requests at a Council meeting at which a presentation may be made by the requesting group or individual. Any presentation will be made in accordance with Town policy for Council delegations.

- 5) Requests for "in-kind" donations are subject to this policy.
- 6) Council will attempt to allocate funds consistently and fairly, and may require the applicant to complete an application form which would include the following information:
 - a) the name and address of the group or individual requesting funding
 - b) an explanation of how any Town donations would be used
 - c) the location, date, and time at which the activity will take place
 - d) the total costs of project and amount requested from the Town
 - e) the amount and sources of other support
 - f) an explanation of how the donation will benefit Rothsay and its residents
 - g) financial statements (for group application)
- 7) Council may budget for grants and donations but when the budgeted allocation has been utilized in a fiscal year, no further requests will be considered.
- 8) The Mayor has the authority under this policy to approve up to \$1,000 for donation requests, as long as there is sufficient room in the current year budget. The Mayor shall provide a regular report to Council indicating requests received in an amount of \$1,000 or less and the decision made regarding each request.
- 9) Requests for grants in excess of \$1,000 are to be forwarded to Council for a decision, with a recommendation from the Finance Committee.

November 14, 2016 Schedule A (Form) Amended

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: _____

Applicant: Kennebecasis Valley Oasis Youth Centre

Address: 26A Pettingill Road, Quispamsis NB, E2E 3R6

Contact: Yennah Hurley Tel. 506-847-2383

Email: connect@kvoasis.com

Organization Description: The Kennebecasis Valley Oasis Youth Centre is a non-profit organization.

We give our youth the resources they need to develop and learn new skills, engage with

their peers, express themselves creatively and access medical attention if they are in need.

Amount Requested: \$ 25,000

Descriptions of proposed event or activity: We are requesting funds for Operation Costs

toward keeping the doors open and staff employed for the year of 2018.

Project costs: Our operating costs are \$300,000/year.

Benefits to town of Rothesay: We are keeping the youth of our communities off the streets,

out of trouble, and keeping them safe. We are teaching them life skills, and giving them

much needed medical attention for mental, physical and sexual health needs. All contributing

towards preventative and reactive solutions for the future leaders of our community.

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

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

SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: November 9, 2017

Applicant: YMCA of Greater Saint John

Address: 191 Churchill Blvd.

Contact: Cindy Floyd Tel. 634-4927

Email: c.floyd@saintjohny.com

Organization Description: Camp Glenburn is the only non-denominational and Y camp in the province. Located on the beautiful Bellefleur Bay, it has provided children and youth with outstanding experiences for almost 90 years.

Amount Requested: \$ 10,000.

Descriptions of proposed event or activity: Camp Glenburn is undergoing renovations along with the construction of a new dining hall to ensure it can continue to impact lives and provide unique outdoor experiences.

Project costs: \$2,000,000

Benefits to town of Rothesay:

Many of the campers that attend Camp Glenburn are from the town of Rothesay as well as the Councillor-In-Training. We also employ residents as Junior leaders and Councillors.

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

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



ROTHESAY

MEMORANDUM



TO	:	Mayor and Council
FROM	:	Nominating Committee
DATE	:	7 November 2017
RE	:	Age Friendly Committee Appointments

RECOMMENDATION:

Council approve the recommended appointments to the Age Friendly Committee, more specifically as listed below:

Age Friendly Advisory Committee members:

Julie Atkinson
Eugene Belliveau (KRPF)
Michael Boyle (KVFD)
Scott Cochrane
Jocelyn Daye
Dr. Shawn Jennings
Jeff Kitchen
Diane O'Connor
Rev. Eric Phinney
Jean Porter Mowatt
Jennifer Robinson
Heather Stilwell

FOR INFORMATION: Council members: Mayor Nancy Grant, Counc. Miriam Wells [Chair] and Counc. Don Shea)

Consultants (non-voting)

Cara Coes	(YMCA)
Clare Ryan	(CAA)
Tammy Doherty	(RPS principal)
Tim Cochran	(non-resident)
Cindy Levesque	(GNB representative)

Information SubCommittee

Michael Boyle
Diane O'Connor
Jean Porter Mowatt
Judy Grannan
Shirley Malcolm
Mayor Nancy Grant

Survey SubCommittee

Jocelyn Daye
Shirley Malcolm
John Gahagan
Dr. Shawn Jennings
Councillor Don Shea

For future consideration (SubCommittees)

Lisa Hrabluk
Peter Jolly
Marybelle Oland

November 17

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November 17							December 17						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

Monday		Tuesday		Wednesday		Thursday		Friday	
Oct-30		31		Nov-1		2		3	
Oct-30 - Nov-3									
Nov-6 - 10		6		7		8		9	
		5:00pm 8:00pm Planning Advisory Committee (Common Room)				5:00pm 7:00pm KVFD Board mtg			
Nov-13 - 17		13		14		15		16	
				7:00pm 10:00pm Rothesay Council (Common Room)				2:00pm 4:00pm Finance Committee (Sayre Room) 3:30pm 5:00pm Rothesay Living Museum Committee	
Nov-20 - 24		20		21		22		23	
		7:00pm 10:30pm Public Hearing and Public Meeting		6:30pm 8:00pm Parks & Recreation Committee Meeting		8:30am 11:00am PWI 10:00am 11:30am Age Friendly Co 2:00pm 4:00pm Finance Committee 3:00pm 5:30pm (KRPF) Joint Board 5:30pm 7:00pm Utilities 7:00pm 9:00pm Heritage		8:30am 10:30am Finance Committee (Sayre Room)	
Nov-27 - Dec-1		27		28		29		30	
		7:00pm 9:00pm Open Session Budget meeting		3:30pm 5:00pm Communications Committee					
								Dec-1	

December 17

December 17							January 18						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

	Monday	Tuesday	Wednesday	Thursday	Friday
	Nov-27	28	29	30	Dec-1
Nov-27 - Dec-1					
	4	5	6	7	8
Dec-4 - 8	5:00pm 8:00pm Planning Advisory Committee (Common Room)				
	11	12	13	14	15
Dec-11 - 15	7:00pm 10:00pm Rothesay Council (Common Room)		5:00pm 7:00pm KVFD Board mtg 5:00pm 6:30pm HOLIDAY Reception (Common Room) 7:00pm 8:00pm Tree Lighting (Rothesay Common)		
	18	19	20	21	22
Dec-18 - 22		6:30pm 8:00pm Parks & Recreation Committee Meeting	8:30am 11:00am PWI 10:00am 11:30am Age Friendly Committee 5:30pm 7:00pm Utilities 7:00pm 9:00pm Heritage		
	25	26	27	28	29
Dec-25 - 29			3:00pm 5:30pm (KRPF) Joint Board of Police Commissioners		