



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Tuesday, October 10, 2017
7:00 p.m.



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 11 September 2017

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

- 4.1 Fundy Regional Service Commission (FRSC) – Regional Ice Strategy** Nick Cameron
4.2 Saint John Regional Hospital Foundation (SJRFH) Darren McLeod

5. CORRESPONDENCE FOR ACTION

- 5.1** 6 October 2017 Letter from the Kennebecasis Regional Joint Board of Police Commissioners
RE: Revised 2018 Budget with attachment
2 October 2017 Letter from the KRJBPC RE: 2018 Budget with attachment

Refer to the Finance Committee

- 5.2** 4 October 2017 Letter from the KV Committee for Disabled Persons (KVCDP) RE: Service
Costs

Refer to the Town Manager

6. CORRESPONDENCE - FOR INFORMATION

- 6.1** 21 August 2017 Letter from Minister Harris RE: New Brunswick Age-Friendly Recognition
(rec'd Sept 11) Program
6.2 13 September 2017 Letter to Minister Doucet from the town of Hampton RE: 2017 Deer
Management Program
6.3 20 September 2017 Letter to Michel Côté RE: Invitation to Co-host 2021 Jeux de l'Acadie
6.4 20 September 2017 Letter to the Registrar of Motor Vehicles RE: Traffic By-law 1-14
6.5 21 September 2017 Letter from Minister Doucet RE: Nuisance Deer Management Assistance
Program
6.6 22 September 2017 Email to Mrs. Grannan RE: Allison Drive
6.7 22 September 2017 Letters (various) from the Regional Facilities Commission RE: 2018 Budget
Approval
6.8 27 September 2017 Letter to Shilo Boucher, YMCA of Greater Saint John RE: Invite to October
Age Friendly Committee meeting
19 September 2017 Letter from Shilo Boucher, YMCA RE: Opportunities for the YMCA and
residents of Rothesay
6.9 3 October 2017 Letter to Betty McGuire RE: Congratulations – Sesquicentennial Pin

ROTHESAY

Regular Council Meeting

Agenda

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10 October 2017

6.10 3 October 2017 Letter to Daryl Steeves RE: Congratulations – Sesquicentennial Pin

7. REPORTS**7.0 October 2017****Report from Closed Session**

- 7.1 16 August 2017 Kennebecasis Public Library (KPL) Board Meeting Minutes
 August 2017 KPL Librarian's Report
 August 2017 KPL Building Maintenance Report
 31 August 2017 KPL Comparative Income Statement
 2016-2017 Fundy Library Region Annual Report
- 7.2 26 July 2017 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes
 14 August 2017 KRJBPC Email Poll Results
 21 September 2017 KRJBPC Call Report
 31 July 2017 KRJBPC Statement of Operations
- 7.3 12 July 2017 Kennebecasis Valley Fire Department (KVFD) Inc. Board Meeting Minutes
 31 May 2017 KVFD Statement of Operations
 12 July 2017 KVFD Chief's Report
 30 June 2017 KVFD Response Report
- 7.4 31 August 2017 Draft unaudited Rothesay General Fund Financial Statements
 31 August 2017 Draft unaudited Rothesay Utility Fund Financial Statements
 21 September 2017 Draft Finance Committee Minutes
 ➤ Regional Facilities Commission Budget (see also item 6.8)
 ➤ Public Budget Session
 31 August 2017 Donation Summary
- 7.5 19 September 2017 Draft Parks and Recreation Committee Meeting Minutes
- 7.6 2 October 2017 Draft Planning Advisory Committee Meeting Minutes
 ➤ Bridlewood Estates – Public Hearing
 ➤ Millennium Drive – Public Meeting
 6 October 2017 Information report prepared by DPDS White with attachment
- 7.7 September 2017 Monthly Building Permit Report
- 7.8 6 October 2017 Capital Projects Summary
- 7.9 Age Friendly Committee Update

8. UNFINISHED BUSINESS

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

ROTHESAY

Regular Council Meeting

Agenda

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10 October 2017

9. NEW BUSINESS

9.1 BUSINESS ARISING FROM DELEGATIONS

9.1.1 FRSC Presentation Summary

Nominate Town representative for the Project Team

9.1.2 Saint John Regional Hospital Foundation

4 October 2017

Letter from SJRHF RE: Expansion of Ambulatory Care Clinic 1 with attachments

Refer to the Finance Committee

9.2 Contract T-2017-012: Winter Maintenance Services

4 October 2017

Report prepared by DO McLean

10. NEXT MEETING

Regular meeting TUESDAY, November 14, 2017

11. ADJOURNMENT



REGIONAL ICE STRATEGY

Town of Rothesay Council
October 10th 2017

Nick Cameron
Recreation Facilitator
Fundy Regional Service Commission

Fundy Regional Service Commission Recreation Plan

- **Winter 2016**

Endorsed by all Fundy Region municipal councils

- **December 2016**

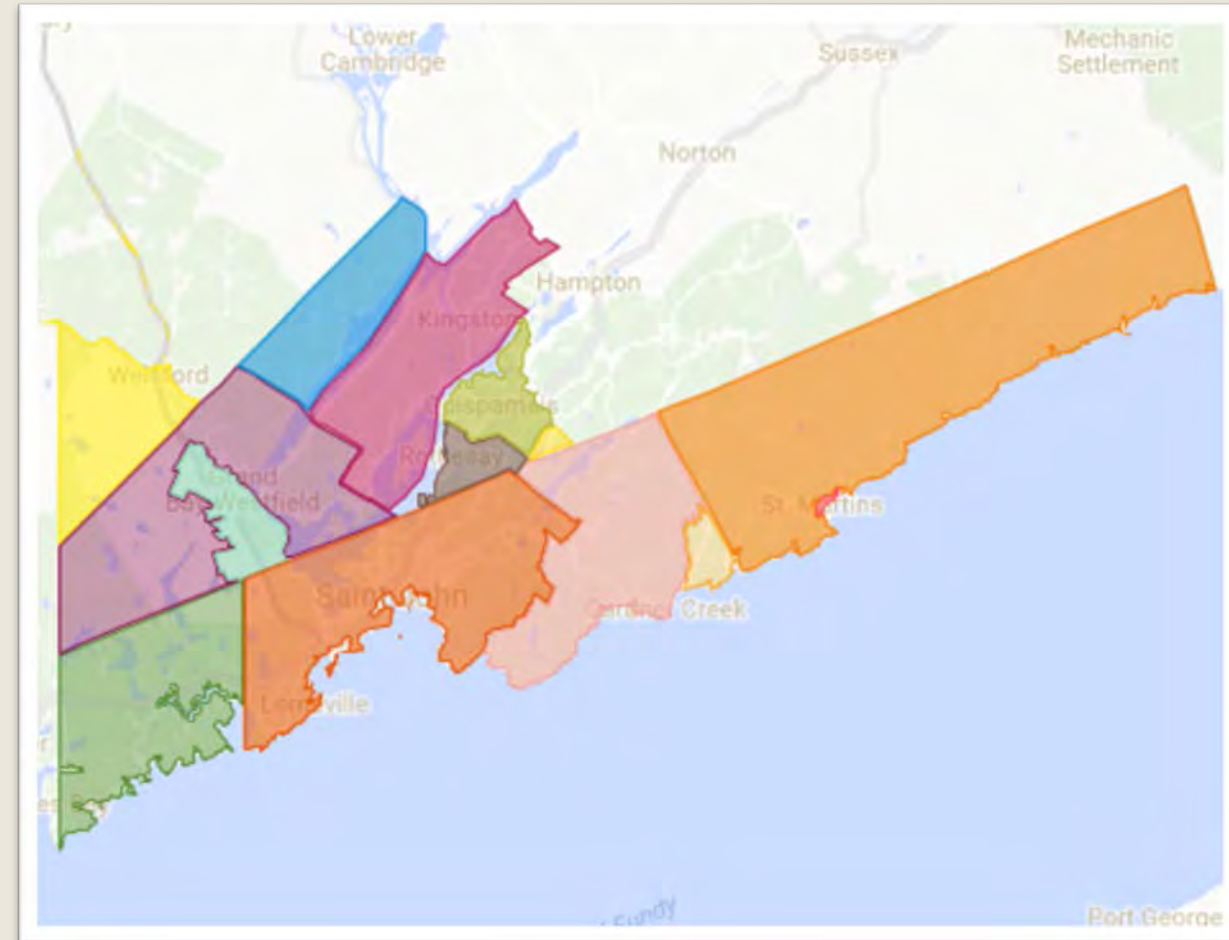
Plan adopted by Fundy Regional Service Commission (FRSC)

- **April 2017**

Regional Recreation Facilitator hired by FRSC to implement the plan over the next 3 years

Fundy Regional Service Commission Recreation Plan

- Emphasizes:
 - *Collaboration across the region*
 - *Asset based community development*
 - *Building capacity for recreation opportunities, particularly in rural communities and the Local Service Districts*



The Fundy Region includes 5 municipalities
and 9 Local Service Districts (LSDs)

Regional Ice Strategy

Recreation Plan, Section 3.3

- “Each Municipality should focus on long range planning (20 years).”
- “Current standards vary.”
- “An inter municipal assessment of need and opportunity is the first step in the process to document the options for collaboration which meet the single test for collaboration to succeed: is there a net financial and community benefit to each partner and will that benefit be sustained.”





2017October10OpenSessionFINAL_020



12 indoor arenas in
the Fundy Region



Arena Life Cycles

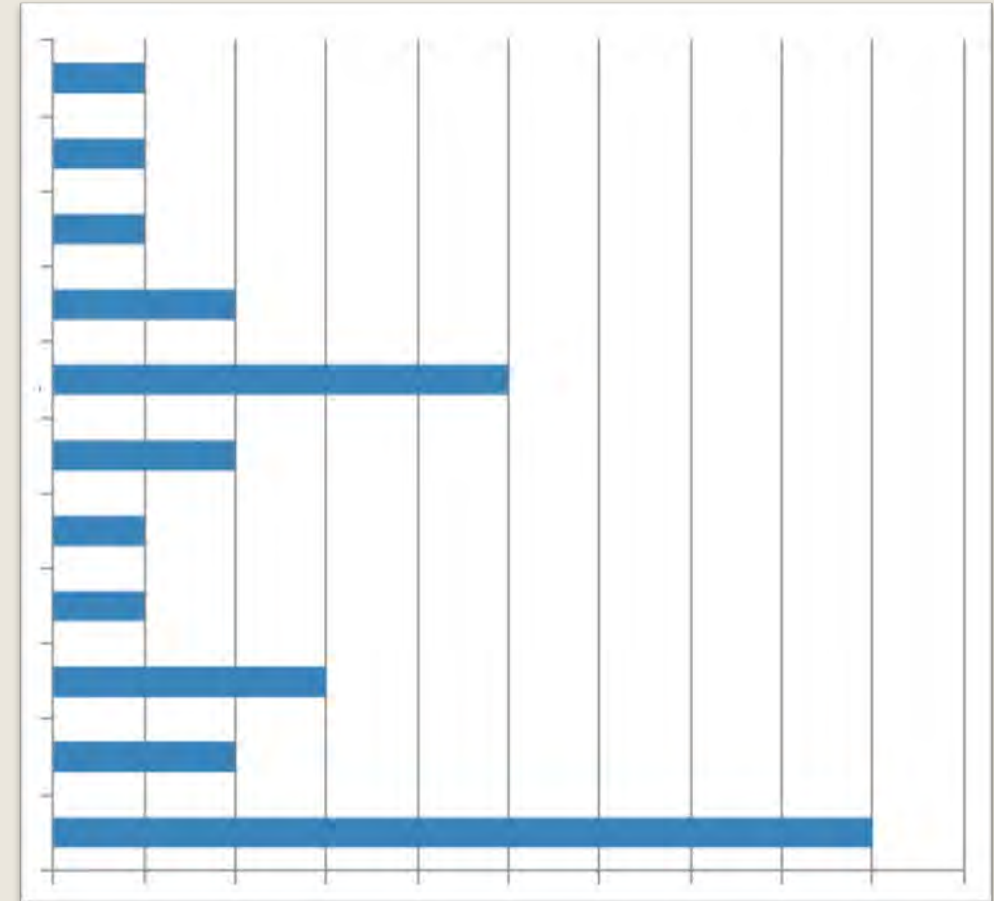
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Arena	Constructed	Owner
Harbour Station	1993	City of Saint John
Lord Beaverbrook Rink	1960	City of Saint John
Peter Murray Arena	1967	City of Saint John
Charles Gorman Arena	1974	City of Saint John
Hilton Belyea Arena	1974	City of Saint John
Stewart Hurley Arena	1974	City of Saint John
Rothsay Netherwood Memorial Arena		Rothsay Netherwood School
Rothsay Arena	1972	Town of Rothsay
qplex	2010	Town of Quispamsis
Quispamsis Memorial	1982	Town of Quispamsis
River Valley Community Center	1996	River Valley Community Centre
4 Season Complex	2005	Village of St Martins



What problems does a Regional Ice Strategy address?

- Multiple arenas going offline simultaneously
 - *Impact on ice access across the region*
- Communicating ice availability as a region
 - *Is there potential for a central booking system?*
- Identify operational efficiencies
 - *Group training and procurement*
- Engagement with LSDs



“Booking sufficient time in existing facility”
Most significant challenge identified in the
FRSC Rec Plan, Appendix A

Discussion so far

Meetings & Presentations

- Meetings with all municipal recreation directors individually and as a group.
- Fundy Regional Service Commission
July 12th 2017
- Quispamsis Town Council
July 18th 2017
- St Martins Village Council
August 14th 2017
- Saint John City Council
September 5th 2017
- Grand Bay-Westfield Town Council
September 11th 2017
- Regional Advisory Committee
September 27th, 2017
- Rothesay Town Council
October 10th 2017

Goals

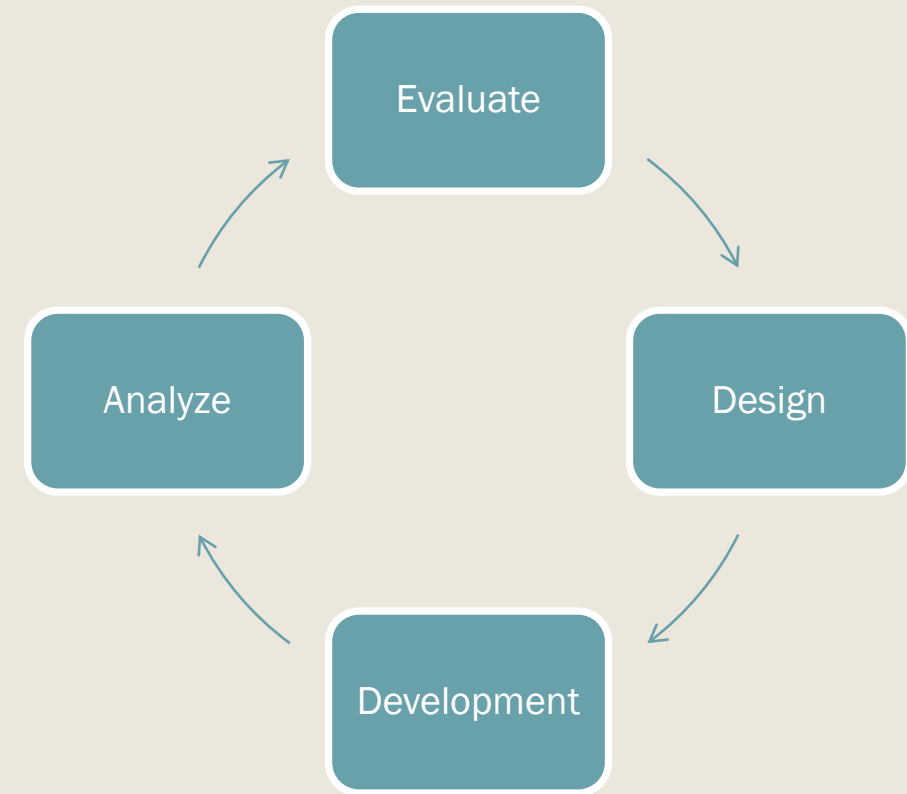
- Discuss access to indoor ice as a region
- Inter-Municipal and LSD engagement
- Procedures and standards for seamless collaboration
- Alleviate scheduling conflicts
- To be a tool for driving applications for funding forward
- “Net financial and community benefit to each partner”
- Creating a consistent Code of Conduct (*Framework for Recreation in Canada and the New Brunswick Framework for Recreation*)

Regional Ice Strategy

Project Team

- Fundy Regional Service Commission, Nick Cameron
- Town of Quispamsis, Dana Purton Dickson
- Government of New Brunswick, Greg Evans
- City of Saint John, Tim O'Reilly
- Town of Grand Bay-Westfield, Gary Clark (alternate Kelly Goddard)
- Town of Rothesay, TBA
- Village of St Martins, TBA
- (2) Local Service District Reps, TBA

Asking council for a Rothesay representative



Commitment

- Project team members will attend bi-monthly meetings
- Nick Cameron (Service Commission Rep) will provide regular updates to project team in between meetings
- Project team members will be the first point of contact for their community

Deliverables

- A report to support councils when planning decisions that will affect access to indoor ice across the region.
- Statistics that may help arena managers with operations or arena owners with securing funding for capital projects.
- Identify opportunities for greater collaboration between arenas.
- Present case studies from other jurisdictions that demonstrate alternative financial and ice allocation models.
- A recommended *Code of Conduct* for arena users.

Timeline

2-Year Project

- Present to Commission, Councils and RAC: **July - October 2017**
- Survey arena operators: **Fall 2017**
- Survey arena users: **Winter 2017/18**
- Review asset and survey data: **Spring 2018**
- Present update to Councils and ask for comments: **Spring - Summer 2018**
- Develop regional ice strategy (first draft): **Summer 2018**
- Review first draft with key stakeholders and councils: **Fall 2018 - Winter 2018/19**
- Review Feedback: **Spring 2019**
- Present final draft to Councils: **Summer 2019**
- Present final draft to Commission for approval: **Summer 2019**



Fundy Regional Service Commission

Commission de Services
Régionaux de Fundy

Nick Cameron

Recreation Facilitator

ncameron@frsc.ca

506.343.7946



The GIVE : Clinic 1 Expansion

Your Clinic. Your Health. Grow With Us.

Give. Gratitude.



SAINT REGIONAL HOSPITAL FOUNDATION
FONDATION DE L'HÔPITAL SAINT RÉGIONAL JOHN

Introduction

Saint John Regional Hospital Foundation:

- Established in 1984
- \$91 Million
- 5 Pillars : Capital Equipment, Research, Education, Mental Health and Wellness, Patient Comfort
- “Inspiring the power of community to transform healthcare.”
- Area of Greatest Need



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SAINT JOHN REGIONAL HOSPITAL FOUNDATION
FONDATION DE L'HÔPITAL SAINT RÉGIONAL JOHN

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The GIVE: Clinic 1

This GIVE campaign will support the enhancement and expansion of the Ambulatory Care Clinic 1 at the Saint John Regional Hospital.

Ambulatory Care Clinic 1 is the busiest outpatient clinic at the Saint John Regional Hospital, serving over 40,000 patients annually.

Every person is touched by the vital health services offered in ambulatory clinics at some point in their lives.



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The GIVE: Clinic 1 Expansion
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SAINT JOHN REGIONAL HOSPITAL FOUNDATION
FONDATION DE L'HÔPITAL SAINT RÉGIONAL JOHN

The GIVE: Clinic 1

Ambulatory Care Clinic 1 provides 33 Clinical Services to approximately 300 patients daily including:

- Allergy
- Anticoagulation Clinic
- Bleeding Disorders
- Cardiothoracic Surgery
- Carpal Tunnel Surgery
- Dermatology
- Electrophysiology
- Endocrinology
- General Cardiology
- General Surgery
- Haematology
- High-Risk Foot Clinic
- Infectious Diseases
- Internal Medicine
- Intravenous Day Hospital
- Interventional Cardiology
- MRSA Clinic
- Mohs Micrographic Surgery
- Neurology
- Respiriology
- Rheumatology
- Surgical Pre-Assessment Clinic
- Ophthalmology
- Orthopedics
- Orthotics
- Ostomy
- Pacemaker Clinic
- Pain Clinic
- Plastic Surgery
- Prosthetics
- Urology
- Vascular Surgery
- Wound Care



**The GIVE : Clinic 1
Expansion**

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**SAINT REGIONAL
JOHN HOSPITAL FOUNDATION**
**FONDATION DEL'HÔPITAL SAINT
REGIONAL JOHN**

Mohs Surgery



Clinic 1 at the Saint John Regional Hospital hosts the ONLY Mohs Micrographic Surgery Clinic in Atlantic Canada

- Serves 500 patients annually from across the Maritimes
- Precise surgical technique used to treat aggressive or high-risk skin cancer
- Has the highest cure rate for skin cancer
- Most patients require only a single surgery.



**The GIVE : Clinic 1
Expansion**

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SAINT JOHN REGIONAL HOSPITAL FOUNDATION
FONDATION DE L'HÔPITAL SAINT RÉGIONAL JOHN

Wide-Awake Hand Surgery



Wide-awake hand surgery – more convenient and faster patient recovery

- 95% of all hand surgeries can now be done wide-awake
- Over 200 carpal tunnel surgeries are performed each year in Clinic 1
- Wide-awake hand surgery is practiced across the country, with most of its research studies pioneered in Saint John
- Performing wide-awake surgeries in the clinic instead of the OR, reducing surgery wait times.

The GIVE: Clinic 1

An investment in Clinic 1 will provide the following impact:

- **Improved patient experience**

Additional consultation rooms will improve timeliness, promote comfort and privacy, and better accommodate patients with mobility issues

- **Support for medical innovations**

Expanded clinical space will move more minor surgical procedures from the OR to the outpatient clinic setting, which will improve efficiencies and reduce wait times

- **Decrease admission rates and length of hospital stays**

Treating more patients in an outpatient setting and improving access to primary care will help reduce rates of hospitalization

- **Better integration and collaboration amongst medical staff**

Creating a collaborative clinic configuration will allow greater interaction between physicians, nurses, support staff, and residents

Project Budget



Janel's Story

- Suspected Mastitis, turned out to be Breast Cancer
- Youngest daughter was 2 months old
- Difficulties with Prosthetic
- Dr. Wheelock's Reconstruction Clinic



**The GIVE : Clinic 1
Expansion**

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**SAINT REGIONAL FOUNDATION
JOHN HOSPITAL
FONDATION DEL'HÔPITAL SAINT
REGIONAL JOHN**

2017October10OpenSessionFINAL_037

Project Budget

- This transformative project to enhance ambulatory care is the single most important opportunity to improve healthcare delivery for all New Brunswickers.
- This initiative will be the Foundation's largest fundraising campaign, with the projected budget between \$3 - \$4 Million



**The GIVE : Clinic 1
Expansion**

Your Clinic. Your Health. Grow With Us.

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SAINT REGIONAL FOUNDATION
JOHN HOSPITAL
FONDATION DEL'HÔPITAL SAINT
REGIONAL JOHN

2017October10OpenSessionFINAL_038

The GIVE: Clinic 1

Thank You!

The Foundation is happy to work with you to identify and develop a partnership that meets the needs of your organization.



**The GIVE : Clinic 1
Expansion**

Your Clinic. Your Health. Grow With Us.

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**SAINT REGIONAL FOUNDATION
JOHN HOSPITAL
FONDATION DEL'HÔPITAL SAINT
REGIONAL JOHN**

Please contact me if you require additional information:

Darren McLeod
Senior Philanthropy Specialist, SJRH Foundation
Off: (506) 649-2563 [REDACTED]
Darren.McLeod@HorizonNB.ca



KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

ADDRESS ALL CORRESPONDENCE TO:

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

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

**Dr. Matt Alexander
Chairperson**

October 6, 2017

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

Mayor and Members of Council:

Please find enclosed the "Revised" 2018 Budget for the Kennebecasis Regional Joint Board of Police Commissioners.

Accordingly, you will find the documents included with this letter.

Thank you and if you require anything further please feel free to contact the undersigned.

Yours truly,

**Dr. Matthew Alexander
Chair**

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
CASH FLOW BUDGET 2018

2017 October 10 Open Session FINAL 041

Sept 27/17 - Board approved Projected revised Oct 4/17

	-----BUDGETS-----			Projected 2017	-----ACTUALS-----	
	2018	2017	2016		2016	2015
CRIME CONTROL:	\$					
Salaries	3,352,793	3,283,941	3,203,780	3,231,404	3,363,568	3,200,491
Benefits	670,559	656,788	660,756	647,549	605,225	571,626
Training + rifle range	40,500	40,500	38,000	33,748	35,078	33,494
Equipment	20,000	20,000	20,000	20,000	97,098	19,073
Equip repairs & IT support	4,000	4,000	4,000	1,500	4,168	4,854
Communications	82,200	82,200	58,300	55,000	56,589	95,540
Office function	16,000	16,000	17,000	16,000	12,027	15,542
Leasing	14,200	12,300	10,600	14,050	12,028	12,075
Policing-general	32,500	32,500	32,500	35,535	64,482	58,227
Insurance (+3%)	13,746	11,639	11,200	13,346	11,287	10,980
Uniforms	36,000	36,000	36,000	55,000	58,589	48,166
Public Relations	7,000	7,000	9,000	9,000	7,975	5,637
Detention	26,100	26,100	25,860	26,100	26,064	25,889
Investigations	29,000	29,000	29,000	37,500	34,507	27,810
Auxiliary	1,500	1,500	1,500	1,500	1,223	1,442
Taxi & Traffic Bylaw	1,200	500	500	1,200	1,040	1,363
Public Safety/PIMITS (per PNB)	34,762	33,943	28,000	33,107	32,327	30,481
	4,382,061	4,293,911	4,185,996	4,231,539	4,423,275	4,162,690
	2.053%	2.578%	3.809%			
VEHICLES:						
Fuel	105,000	105,000	110,000	98,000	86,706	87,183
Maint./repairs	85,000	85,000	85,000	73,500	66,560	89,085
Insurance (+3%)	23,492	20,928	20,724	22,808	20,317	20,317
New vehicles	76,000	76,000	114,000	87,500	156,077	114,297
Vehicle technology equipment	6,000	6,000	21,500	6,000	11,515	93,085
	295,492	292,928	351,224	287,808	341,175	403,967
	0.875%	-16.598%	12.232%			
PROPERTY:						
Maintenance	37,500	37,500	37,500	66,000	32,235	83,426
Cleaning	24,500	24,000	24,000	24,000	23,077	22,252
Heat and power	47,000	47,000	47,000	44,000	40,436	43,898
Taxes (2017+0%incr)	46,232	46,360	45,925	46,232	44,152	43,737
Insurance (+3%)	5,818	5,595	5,328	5,649	5,432	5,223
Grounds	11,000	11,000	10,000	10,500	10,714	12,762
New Bldg debenture - int	26,890	30,000	36,000	30,000	31,476	53,953
- princ.	131,000	130,000	115,000	130,000	128,000	112,000
	329,940	331,455	320,753	356,381	315,522	377,251
	-0.457%	3.337%	0.721%			
ADMINISTRATION:						
Salaries	632,850	617,699	605,842	613,563	652,553	592,028
Benefits	127,745	124,863	115,110	122,150	117,061	99,727
Professional Fees	41,000	41,000	48,000	41,000	41,534	34,754
Travel/Training	13,000	13,000	13,000	5,500	9,720	11,806
Insurance "E&O" + 3%	1,292	1,292	1,244	1,254	1,254	1,220
Labour Relations	10,000	10,000	10,000	15,700	44,891	8,164
Board expenses	20,000	5,000	5,000	5,000	6,124	3,506
	845,887	812,854	798,196	804,167	873,137	751,205
	4.064%	1.836%	2.306%			
REVENUE:						
- interest	(24,000)	(24,000)	(24,000)	(29,956)	(33,321)	(24,444)
- taxi & traffic bylaw	(5,000)	(5,000)	(5,000)	(7,300)	(7,942)	(6,313)
- other	(60,000)	(60,000)	(47,000)	(61,400)	(104,250)	(72,414)
- Secondments (3)					(362,211)	(312,667)
	(89,000)	(89,000)	(76,000)	(98,656)	(507,724)	(415,838)
	0.000%	17.105%				
SECONDMENTS						
Revenue	(211,500)	(294,000)	(284,000)	(217,232)		
Temporary Terms	145,235	206,872	208,356	147,596		
	(66,265)	(87,128)	(75,644)	(69,636)		
	-23.945%	15.182%				
SICK PAY/RETIREMENT ACCRUAL:						

2017 October 10 Open Session FINAL 2042

Sick pay/ Retirement	61,547	60,250	60,800	60,250	35,559	53,907
Interest & dividends	19,000	19,000	19,000	15,200	27,753	18,052
	<u>80,547</u>	<u>79,250</u>	<u>78,800</u>	<u>75,450</u>	<u>63,312</u>	<u>71,959</u>
TOTAL BUDGET	\$5,778,662	\$5,634,270	\$5,583,325	\$5,587,053	\$5,508,697	\$5,351,234
Increase from prior yr budget	2.563%	0.912%	3.884%			
Increase from projected	3.430%	0.899%				
Labour issues - one time costs	70,500	69,260		73,000 ??		
2nd prior yr (surplus) deficit	(74,632)	(114,007)	(112,687)	(114,007)	(112,687)	(123,015)
TOTAL CONTRIBUTION BY TOWNS	\$5,774,530	\$5,589,523	\$5,470,638	\$5,546,046	\$5,396,010	\$5,228,219
	3.310%	2.173%	2.404%	5,589,523	5,470,642	5,342,226 towns
				<u>43,477</u>	<u>\$74,632</u>	<u>\$114,007</u> surplus
				surplus		

Notes:
CC Equipment - evergreen computers & technical equipment

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
POLICE BUDGET 2018**

COST ALLOCATION:	----- 2017 -----		2016		\$		
	KILO-		CENSUS		AVERAGE	SHARE	/12
ROTHESAY	147.980	41.488%	11,669	39.008%	40.248%	2,324,155	193,680
QUISPAMIS	208.699	58.512%	18,245	60.992%	59.752%	3,450,375	287,531
	<u>356.679</u>	<u>100.000%</u>	<u>29,914</u>	<u>100.000%</u>	<u>100.000%</u>	<u>5,774,530</u>	<u>481,211</u>

TELECOM BUDGET 2018

TELECOM:	-----BUDGETS-----				Projected		-----ACTUALS-----	
	2018	2017	2016		2017		2016	2015
City of SJ Comm Centre	355,049	337,108	320,074		337,108		320,074	303,900
Data/networking charges	10,273	10,273	10,273		9,859		9,770	9,386
Telecom retirees health ins	1,500	1,500	1,500		(500)		(1,032)	1,359
2nd prior yr (surplus) deficit	(3,041)	97	2,161		97		2,161	(4,882)
	<u>363,781</u>	<u>348,978</u>	<u>334,008</u>		<u>346,564</u>		<u>330,973</u>	<u>309,763</u>
Towns' contributions	4.242%	4.482%	1.244%		348,978		334,014	309,666
surplus(deficit)					<u>2,414</u>		<u>3,041</u>	<u>-97</u>

COST ALLOCATION:	2016		\$	
	CENSUS		SHARE	/12
ROTHESAY	11,669	39.008%	141,905	11,825
QUISPAMIS	18,245	60.992%	221,876	18,490
	<u>29,914</u>	<u>100.000%</u>	<u>363,781</u>	<u>30,315</u>

	TOTAL	
	SHARE	/12
Rothsay	2,466,061	205,505
Quispamsis	3,672,250	306,021
	<u>6,138,311</u>	<u>511,526</u>



2017October10OpenSessionFINAL_043

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

ADDRESS ALL CORRESPONDENCE TO:

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

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

**Dr. Matt Alexander
Chairperson**

2 October 2017

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

RE: Kennebecasis Regional Police Force 2018 Budget

Dear Mayor Grant and Members of Council:

Please be advised that at the regularly scheduled meeting of the Kennebecasis Regional Joint Board of Police Commissioners (the Board) held on Wednesday 27 September 2017, the 2018 Police Force and Telecom Operating Budgets were approved by the Board. Further, a Motion was made to forward these Budgets to Mayor and Council of both Towns. Accordingly, you will find the documents included with this letter.

You will note that the Board is projecting to be under budget for 2017. This is intentional and should not be viewed as a surplus by the Towns. As the Towns know, there are on-going personnel-related issues for which costs are not known. To account for this, Chief Palmer in concert with the Board have tightly managed contributions from the Towns to be under budget. This has included withholding approved expenditures believing expenses related to these issues would be submitted before the end of 2017; however, for various extenuating circumstances, those expenses may not be realized until 2018.

As advised by our auditors at Teed Saunders Doyle & Company, the Board cannot accrue any expenses related to these issues unless an exact number is known. At this time, it is impossible to ascertain what those expenses will be. As such, the Board requests that the monies remaining within the 2017 budget stay under control of the Board in order to have ready access to funds for payment for invoices surrounding these issues. Those monies would **ONLY** be earmarked for costs associated with these issues.

Thank you, and if you require anything further please feel free to contact me. Also, I will make myself available should a more in-depth discussion surrounding these issues be required.

Yours very truly,

Matthew Alexander, Chair
Kennebecasis Regional Joint Board of Police Commissioners

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
CASH FLOW BUDGET 2018

Sept 27/17 - Board approved

	-----BUDGETS-----			Projected 2017	-----ACTUALS-----	
	2018	2017	2016		2016	2015
CRIME CONTROL:	\$					
Salaries	3,352,793	3,283,941	3,203,780	3,187,979	3,363,568	3,200,491
Benefits	670,559	656,788	660,756	638,864	605,225	571,626
Training + rifle range	40,500	40,500	38,000	33,748	35,078	33,494
Equipment	20,000	20,000	20,000	20,000	97,098	19,073
Equip repairs & IT support	4,000	4,000	4,000	1,500	4,168	4,854
Communications	82,200	82,200	58,300	55,000	56,589	95,540
Office function	16,000	16,000	17,000	16,000	12,027	15,542
Leasing	14,200	12,300	10,600	14,050	12,028	12,075
Policing-general	32,500	32,500	32,500	35,535	64,482	58,227
Insurance (+3%)	13,746	11,639	11,200	13,346	11,287	10,980
Uniforms	36,000	36,000	36,000	55,000	58,589	48,166
Public Relations	7,000	7,000	9,000	9,000	7,975	5,637
Detention	26,100	26,100	25,860	26,100	26,064	25,889
Investigations	29,000	29,000	29,000	37,500	34,507	27,810
Auxillary	1,500	1,500	1,500	1,500	1,223	1,442
Taxi & Traffic Bylaw	1,200	500	500	1,200	1,040	1,363
Public Safety/PIMITS (per PNB)	34,762	33,943	28,000	33,107	32,327	30,481
	4,382,061	4,293,911	4,185,996	4,179,429	4,423,275	4,162,690
	2.053%	2.578%	3.809%			
VEHICLES:						
Fuel	105,000	105,000	110,000	98,000	86,706	87,183
Maint./repairs	85,000	85,000	85,000	73,500	66,560	89,085
Insurance (+3%)	23,492	20,928	20,724	22,808	20,317	20,317
New vehicles	76,000	76,000	114,000	87,500	156,077	114,297
Vehicle technology equipment	6,000	6,000	21,500	6,000	11,515	93,085
	295,492	292,928	351,224	287,808	341,175	403,967
	0.875%	-16.598%	12.232%			
PROPERTY:						
Maintenance	37,500	37,500	37,500	66,000	32,235	83,426
Cleaning	24,500	24,000	24,000	24,000	23,077	22,252
Heat and power	47,000	47,000	47,000	44,000	40,436	43,898
Taxes (2017+0%incr)	46,232	46,360	45,925	46,232	44,152	43,737
Insurance (+3%)	5,818	5,595	5,328	5,649	5,432	5,223
Grounds	11,000	11,000	10,000	10,500	10,714	12,762
New Bldg debenture - int	26,890	30,000	36,000	30,000	31,476	53,953
- princ.	131,000	130,000	115,000	130,000	128,000	112,000
	329,940	331,455	320,753	356,381	315,522	377,251
	-0.457%	3.337%	0.721%			
ADMINISTRATION:						
Salaries	632,850	617,699	605,842	667,563	652,553	592,028
Benefits	127,745	124,863	115,110	132,410	117,061	99,727
Professional Fees	41,000	41,000	48,000	41,000	41,534	34,754
Travel/Training	13,000	13,000	13,000	5,500	9,720	11,806
Insurance "E&O" + 3%	1,292	1,292	1,244	1,254	1,254	1,220
Labour Relations	10,000	10,000	10,000	76,550 ??	44,891	8,164
Board expenses	20,000	5,000	5,000	5,000	6,124	3,506
	845,887	812,854	798,196	929,277	873,137	751,205
	4.064%	1.836%	2.306%			
REVENUE:						
- interest	(24,000)	(24,000)	(24,000)	(29,956)	(33,321)	(24,444)
- taxi & traffic bylaw	(5,000)	(5,000)	(5,000)	(7,300)	(7,942)	(6,313)
- other	(60,000)	(60,000)	(47,000)	(61,400)	(104,250)	(72,414)
- Secondments (3)					(362,211)	(312,667)
	(89,000)	(89,000)	(76,000)	(98,656)	(507,724)	(415,838)
	0.000%	17.105%				
SECONDMENTS						

Revenue	(211,500)	(294,000)	(284,000)	(217,232)		
Temporary Terms	145,235	206,872	208,356	147,596		
	(66,265)	(87,128)	(75,644)	(69,636)		
	-23.945%	15.182%				
SICK PAY/RETIREMENT ACCRUAL:						
Sick pay/ Retirement	61,547	60,250	59,800	60,250	35,559	53,907
Interest & dividends	19,000	19,000	19,000	15,200	27,753	18,052
	80,547	79,250	78,800	75,450	63,312	71,959
TOTAL BUDGET	\$5,778,662	\$5,634,270	\$5,583,325	\$5,660,053	\$5,508,697	\$5,351,234
Increase from prior yr budget	2.563%	0.912%	3.884%			
Increase from projected	2.096%	0.899%				
Labour issues - one time costs	70,500	69,260				
2nd prior yr (surplus) deficit	(74,632)	(114,007)	(112,687)	(114,007)	(112,687)	(123,015)
TOTAL CONTRIBUTION BY TOWNS	\$5,774,530	\$5,589,523	\$5,470,638	\$5,546,046	\$5,396,010	\$5,228,219
	3.310%	2.173%	2.404%	5,589,523	5,470,642	5,342,226
				43,477	\$74,632	\$114,007
				surplus		

Notes:

CC Equipment - evergreen computers & technical equipment

TELECOM BUDGET 2018

	BUDGETS			Projected	ACTUALS	
	2018	2017	2016	2017	2016	2015
TELECOM:						
City of SJ Comm Centre	355,049	337,108	320,074	337,108	320,074	303,900
Data/networking charges	10,273	10,273	10,273	9,859	9,770	9,386
Telecom retirees health ins	1,500	1,500	1,500	(500)	(1,032)	1,359
2nd prior yr (surplus) deficit	(3,041)	97	2,161	97	2,161	(4,882)
	363,781	348,978	334,008	346,564	330,973	309,763
Towns' contributions	4.242%	4.482%	1.244%	348,978	334,014	309,666
surplus(deficit)				2,414	3,041	-97

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
CASH FLOW BUDGET 2018

Sept 27/17 - Board approved

	2018	2017	Difference	Diff. %	
CRIME CONTROL:					
Salaries	\$3,352,793	3,283,941	68,852	2.10%	Union agreement 3% raise in 2018
Benefits	670,559	656,788	13,771	2.10%	Percentage of salaries
Training	40,500	40,500	0	0.00%	SJ charging for rifle range use
Equipment	20,000	20,000	0	0.00%	
Equip repairs & IT support	4,000	4,000	0	0.00%	
Communications	82,200	82,200	0	0.00%	networking charges for new radios
Office function	16,000	16,000	0	0.00%	
Leasing	14,200	12,300	1,900	15.45%	Actual costs higher
Policing-general	32,500	32,500	0	0.00%	
Insurance	13,746	11,639	2,107	18.11%	Actual (includes new liability)+ 3%
Uniforms	36,000	36,000	0	0.00%	
Community policing/p.r.	7,000	7,000	0	0.00%	
Detention	26,100	26,100	0	0.00%	Detention costs per City of SJ
Investigations	29,000	29,000	0	0.00%	
Auxillary	1,500	1,500	0	0.00%	
Taxi & Traffic Bylaw	1,200	500	700	140.00%	Actual costs higher
Public Safety/PIMITS	34,762	33,943	819	2.41%	Estimated by PNB
	<u>4,382,061</u>	<u>4,293,911</u>	<u>88,150</u>	<u>2.05%</u>	
	2.053%	2.578%			
VEHICLES:					
Fuel	105,000	105,000	0	0.00%	
Maint./repairs	85,000	85,000	0	0.00%	
Insurance	23,492	20,928	2,564	12.25%	Actual costs + 3% increase
New vehicles	76,000	76,000	0	0.00%	
Traffic equipment	6,000	6,000	0	0.00%	
	<u>295,492</u>	<u>292,928</u>	<u>2,564</u>	<u>0.88%</u>	
	0.875%	-16.598%			
PROPERTY:					
Maintenance	37,500	37,500	0	0.00%	
Cleaning	24,500	24,000	500	2.08%	Cleaner's contract up in 2017
Heat and power	47,000	47,000	0	0.00%	
Taxes	46,232	46,360	(128)	-0.28%	2017 provincial portion + 0%
Insurance	5,818	5,595	223	3.99%	Actual costs + 3% increase
Grounds	11,000	11,000	0	0.00%	
Debenture - int	26,890	30,000	(3,110)	-10.37%	per debenture schedules
- princ.	131,000	130,000	1,000	0.77%	per debenture schedules
	<u>329,940</u>	<u>331,455</u>	<u>(1,515)</u>	<u>-0.46%</u>	
	-0.457%	3.337%			
ADMINISTRATION:					
Salaries	632,850	617,699	15,151	2.45%	
Benefits	127,745	124,863	2,882	2.31%	Percentage of salaries
Professional Fees	41,000	41,000	0	0.00%	
Travel/Training	13,000	13,000	0	0.00%	
Insurance	1,292	1,292	(0)	-0.03%	Actual costs + 3% increase
Labour Relations	10,000	10,000	0	0.00%	
Board expenses	20,000	5,000	15,000	300.00%	add a Board executive assistant
	<u>845,887</u>	<u>812,854</u>	<u>33,033</u>	<u>4.06%</u>	
	4.064%	1.836%			
REVENUE:					
- interest	(24,000)	(24,000)	0	0.00%	Includes dividends & interest on sick pay/retirement fund
- taxi & traffic bylaw	(5,000)	(5,000)	0	0.00%	
- other	(60,000)	(60,000)	0	0.00%	
	<u>(89,000)</u>	<u>(89,000)</u>	<u>0</u>	<u>0.00%</u>	
	0.000%	17.105%			

2017October10OpenSessionFINAL_047

SECONDMENTS

Revenue	(211,500)	(294,000)	82,500	-28.06%	lost one of three secondments temporary term constables filling in for officers on secondments
Temporary Terms	<u>145,235</u>	<u>206,872</u>	<u>(61,637)</u>	<u>-29.79%</u>	
	(66,265)	(87,128)	20,863	-23.95%	
	<u>-23.945%</u>	<u>15.182%</u>			

SICK PAY ACCRUAL:

Sick pay/Retirement	61,547	60,250	1,297	2.15%	based on 2016 Actuarial study
Interest & dividends	<u>19,000</u>	<u>19,000</u>	<u>0</u>	<u>0.00%</u>	
	<u>80,547</u>	<u>79,250</u>	<u>1,297</u>		
	<u>\$5,778,662</u>	<u>\$5,634,270</u>	<u>144,392</u>	2.56%	
	2.563%	0.912%			

Labour issues - one time costs	70,500	69,260	1,240	1.79%	Prof fees \$60k & acting inspector \$10.5k (move from union for 6 mos)
2nd prior yr (surplus) deficit	<u>-74,632</u>	<u>-114,007</u>			
TOTAL CONTRIBUTION BY TOWN:	<u>5,774,530</u>	<u>5,589,523</u>			
	3.310%	2.173%			

TOTAL INCREASES IN:	Salaries and benefits	121,519	2.16%
	New vehicle costs	0	
	Insurance	<u>4,895</u>	
		126,414	2.24%
	Miscellaneous	<u>17,978</u>	0.32%
		<u>144,392</u>	2.56%

% OF TOTAL BUDGET		<u>2018</u>	<u>2017</u>
Salaries & benefits (less secondment \$s)		81.64%	81.58%
Property		5.71%	5.88%
Vehicles		<u>5.11%</u>	<u>5.20%</u>
		92.46%	92.66%



October 4, 2017

Dear Mayor and Council,

The KV Committee for Disabled Persons (KVCDP) has been managing an accessible van service for citizens of the KV area for a number of years where the towns of Quispamsis and Rothesay subsidize this service equally with the client paying 40% and the towns 60% of the costs. The van services charge \$80 for a return trip to Saint John and \$60 for a return trip locally within the KV area and there are presently two service providers.

The only guideline we have been given in the past is that the client must be wheelchair dependent. Since we began the service, a few scenarios have arisen that concern us and although fit within the original guideline, KVCDP wants to be sure we are using the towns' money responsibly and therefore we are asking for additional guidance from both towns.

Example #1: A wheelchair dependent client needs dialysis at the SJ Regional Hospital three times a week. This could go on for years and would mean the towns would spend \$7,488 per year for this one individual (the client spends \$4992).

Question: Should there be a limit for individual use for medical reasons? Keep in mind the client has no recourse and would have to move to SJ if this option was not available.

Example #2: A wheelchair dependent client in the KV area finds a job in the city and has no personal transportation.

Question: Should there be a limit for individual use for non-medical reasons?

Example #3: A wheelchair dependent client is financially comfortable but has no other means of transportation.

Question: Should there be a means test to access this service and to determine what is charged?


KVCDP needs some direction and rules for situations like these so we can continue to manage your funds appropriately. Perhaps a person(s) representing the towns could be made available for KVCDP to contact for the occasional guidance when new situations arise.

KVCDP has had many clients who have expressed gratitude to us and the towns for providing this service—recently a woman contacted us who was overjoyed to get her husband home from a nursing home for a family celebration (they even stopped for an ice cream, she joyfully reported)—and many more accounts.



KVCDP is pleased to manage this service and we are most grateful to the towns for providing funds to enable our wheelchair bound citizens to remain at home here in the KV area. In order that this service can continue in the manner that the towns desire, we look forward to hearing back from you on our above questions.

Yours Truly,


Shawn Jennings B.Sc. MD. Chair of KVCDP
4 John St.,
Rothesay, NB,
E2E 6C6
847-5609



August 21, 2017

Le 21 août 2017

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

Son Honneur Madame Nancy Grant
Mairesse de la Ville de Rothesay
70, chemin Hampton
Rothesay, (N.-B.) E2E 5L5

Re: New Brunswick Age-Friendly Recognition Program

Objet : Programme de reconnaissance des communautés amies des aînés du Nouveau-Brunswick

Dear Madam Mayor:

Chère Madame la Mairesse,

Encouraging communities to become age-friendly is one of the ways the province is working to ensure New Brunswick seniors feel safe, valued, respected and are more engaged in their community. Age-friendly communities support the physical and mental well-being of seniors; helping them to live, stay active and be independent for as long as possible. Work towards making communities age-friendly is one of the most effective strategies to promote healthy and active aging, and contributes to the creation of sustainable, healthy communities which will benefit all New Brunswickers.

L'une des façons pour le gouvernement de s'assurer que les aînés du Nouveau-Brunswick se sentent en sécurité, appréciés et respectés et qu'ils participent davantage à la vie communautaire, consiste à encourager les collectivités à devenir des amies des aînés. Les collectivités amies des aînés soutiennent le bien-être physique et mental des aînés en les aidant à vivre et à rester actifs et autonomes le plus longtemps possible. Le travail visant à bâtir des collectivités amies des aînés est l'une des stratégies les plus efficaces qui soient de promotion du vieillissement actif et en santé, et il contribue à la création de collectivités viables et saines qui profiteront à tous les Néo-Brunswickois.

New Brunswick's Age-Friendly Recognition Program recognizes municipalities and communities who have completed the first four steps based on the World Health's Organization's framework to become Age-Friendly. These steps take significant time and effort. I want to acknowledge the leadership that your community has shown toward becoming age-friendly.

Le **Programme de reconnaissance des communautés amies des aînés du Nouveau-Brunswick** offre une reconnaissance aux municipalités et aux collectivités qui ont franchi les quatre premières étapes du cadre de l'Organisation mondiale de la Santé pour devenir amies des aînés. Ces étapes exigent beaucoup de temps et d'efforts. Je souhaite reconnaître le leadership démontré par votre collectivité dans le but de devenir amie des aînés.



August 21, 2017 / Le 21 août 2017

I would encourage you to visit www.wellnessnb.ca/seniors/ for age-friendly resources. In the fall we will acknowledge your progress towards becoming age-friendly by adding your municipality to our Age-friendly map. We hope this will help communities to reach out to one another for encouragement and sharing of resources along the age-friendly journey. Please reach out to your Regional Wellness Consultant for support if you have not already done so.

To acknowledge your efforts we have enclosed a Wellness Champion certificate. Thank you for being a champion of the *Wellness Movement* by implementing positive change to support wellness and healthy active aging in New Brunswick. We wish you continued success as you work toward becoming an age-friendly community.

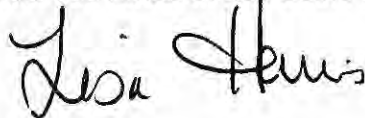
Yours sincerely,

Je vous encourage à visiter le site Web www.mieux-etre.nb.ca/personnes-agees/, où vous trouverez des ressources s'adressant aux collectivités amies des aînés. Cet automne, nous allons reconnaître votre évolution en vue de devenir amie des aînés en ajoutant votre municipalité à notre carte des collectivités amies des aînés. Nous espérons que cela aidera les collectivités à se tendre la main les unes aux autres afin de s'encourager et de partager leurs ressources sur le chemin de la reconnaissance comme collectivités amies des aînés. N'hésitez pas à faire appel à votre conseillère régionale ou conseiller régional en mieux-être si vous ne l'avez pas déjà fait.

En reconnaissance de vos efforts, nous joignons un certificat de champions du mieux-être. Nous vous remercions d'être des champions du Mouvement du mieux-être en mettant en œuvre des changements positifs visant à soutenir le mieux-être et le vieillissement actif et en santé au Nouveau-Brunswick. Nous vous souhaitons beaucoup de succès dans vos efforts visant à devenir une collectivité amie des aînés.

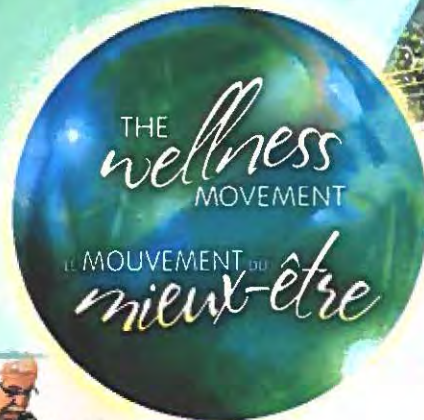
Je vous prie d'agréer, Madame la Mairesse, mes hommages respectueux.

La ministre des Aînés et des Soins de longue durée,



Hon. / L'hon. Lisa Harris
Minister of Seniors and Long-Term Care

c.c.: Laurie Young, Provincial Consultant/Consultante provinciale, Wellness Branch/Direction du mieux-être
Sylvie Poulin, Regional Consultant/Consultante régionale, Wellness Branch/Direction du mieux-être



WELLNESS CHAMPION CHAMPIONNE DU MIEUX-ÊTRE

This certificate is awarded to
Ce certificat est décerné à

Town of
Ville de

Rothesay

to recognize your efforts toward becoming an
Age-Friendly Community.

en reconnaissance de vos efforts vers la création
d'une communauté amie des aînés.

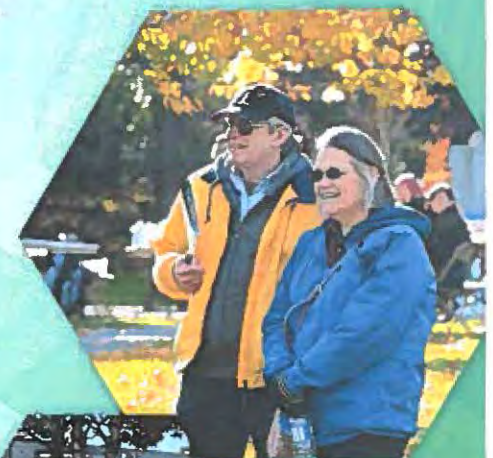
Lisa Harris

Hon. Lisa Harris, Minister of
Seniors and Long-Term Care

L'hon. Lisa Harris, Ministre des
Aînés et des Soins de longue durée

21/08/2017

Date



NEW BRUNSWICK
AGE-FRIENDLY
COMMUNITY

THE wellness
MOVEMENT



COMMUNAUTÉ AMIE
DES AÎNÉS DU
NOUVEAU-BRUNSWICK

LE MOUVEMENT
du mieux-être

New Brunswick
Nouveau Brunswick



September 13, 2017

The Honourable Rick Doucet, Minister
Department of Energy and Resource Development
Hugh John Flemming Forestry Centre
PO Box 6000
Fredericton, New Brunswick E2B 5H1

Dear Minister Doucet

Re: 2017 Deer Management Plan – Kennebecasis Valley

Please be advised that at the regular meeting of Council on September 12, 2017, Council for the Town of Hampton passed the following resolution:

Moved by Deputy Mayor Doucet and seconded by Councillor Bond that the Town of Hampton request that the Honourable Rick Doucet, Minister of Energy and Resource Development continue the Nuisance Deer Management Program in the Town of Hampton for the 2017 season, with an increase to the number of deer permitted to be harvested by each hunter from one to two antlerless deer.

Motion Carried

We thank you and your department for your work in assisting our communities in addressing the overabundant deer population in the Kennebecasis Valley.

Yours truly,

Ken Chorley
Mayor

c.c. Mayor & Council, Town of Rothesay
Mayor & Council, Town of Quispamsis
Joe Kennedy, Wildlife Biologist, Energy and Resource Development



2017October10OpenSessionFINAL_054

ROTHESAY

150 Years Proud 1860-2010



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothestay@rothesay.ca
www.rothesay.ca

20 September 2017

Association Régionale de la Communauté francophone de Saint-Jean inc.

67 Ragged Point Rd

Saint John, NB

E2K 5C3

Attention: Michel Côté, Directeur Général

Dear M. Côté:

Re: Invitation to Co-host 2021 Jeux de l'Acadie

I have been directed to advise you that, after much Council discussion, Rothesay has decided not to participate in the application to host the 2021 Jeux de l'Acadie.

The financial commitment for the event is contrary to the adopted grant policy of the municipality and the risk involved in the proposed memorandum of understanding is more than Council believes appropriate given that any surplus would accrue to others outside our community.

We wish you well with your application and trust neighbouring communities will provide the support necessary for you to pursue your goal. Thank you for giving Rothesay the opportunity to participate!

Yours truly,


John Jarvie, MCIP, RPP
Town Manager

Cc : Rothesay Council

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

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



2017 October 10 Open Session FINAL_055

ROTHESAY

150 Years Proud 1860-2010



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

20 September 2017

Mr. Chris O'Connell
Registrar of Motor Vehicles
Motor Vehicle Branch
Department of Justice and Public Safety
Box 6000
Fredericton, NB
E3B 5H1

Dear Mr. O'Connell;

RE: Rothesay Traffic By-law 1-14

Enclosed please find two original signed copies of By-law 1-14, "A By-law of the Municipality of Rothesay to Regulate Traffic", for your review and approval. Please return one original with your approval. The other copy is for your records.

By-law 1-14 was duly enacted by Rothesay Council at its regular meeting on Monday, September 11, 2017.

Please contact me if I can be of any further assistance or if you have any questions (MaryJaneBanks@rothesay.ca or 506-848-6664).

Thank you for your time and I look forward to your reply.

Sincerely,

Mary Jane E. Banks, BComm
Town Clerk

encl. By-law 1-14 (2 copies)



September 21, 2017

COPY

Her Worship Nancy Grant
Mayor of Rothesay
70 Hampton Road
Rothesay, NB
E3E 5L5

OCT 02 2017

Dear Dr. Grant:

Thank you for your recent letter of support from your town council for continuing the Nuisance Deer Management Assistance Program (NDMAP) in your community. My Department will cooperate with your town staff to implement this program within your town limits for the 2017 deer hunting season. Energy and Resource Development (ERD) staff will be in contact with your staff to further discuss the implementation details.

Your request to increase the allowable harvest for each permitted hunter from one antlerless deer to two deer likely originates from the desire to remove more deer from your town. It is perceived that your Council believes the local deer population to be too high, and the current management strategy (i.e. number of NDMAP permits) is inadequate in controlling the deer numbers to your satisfaction. If landowners within your town also believe local deer numbers to be too high, then an increase in landowners applying for this program in 2017 can be expected.

For 2017, the Department will issue more permits to more hunters rather than increase the bag limit per hunter to achieve the goal of harvesting more deer. As all wildlife, including deer, are a public resource, the Department's goal is to offer recreational hunting opportunity to the hunting public as widely as possible. In addition, ERD is aware that there are more hunters willing to receive NDMAP permits than the number of currently available permits. In support of increased deer harvest, the Department has set a target of 300 NDMAP permits to be issued in total to approved landowners within the three Kennebecasis Valley municipalities for the 2017 season. Last year, 191 permits were issued.

I am pleased to have my Department work with you and your municipal staff to help address some nuisance deer issues that you are experiencing in your town, and to offer a mitigation strategy that considers public concerns from multiple levels.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Doucet".

Rick Doucet



From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: 7 Allison Drive - Drainage
Date: September-22-17 3:26:19 PM
Attachments: [image001.png](#)

Mrs. Grannan,

Further to our meeting on Wednesday, September 13, 2017 here at Town Hall.

As per our discussion I note that foundation drainage pipe from your original concern has been moved and redirected to the road right-of-way on Allison Drive and that this issue is now resolved.

I also note from our meeting that you remain concerned about the home's roof leaders discharging into a drainage ditch on the [REDACTED] property and approximately 12-15 feet from your mutual property boundary.

Notwithstanding, your concern I have assured you that no by-laws are being violated nevertheless, and I have committed to monitoring the [REDACTED] property for nuisance related to the property drainage.

I would be grateful if you would get in touch with me as soon as possible if you have any new concerns related to this issue.

Best Regards,

Brian



Brian L. White, MCIP, RPP
Director of Planning and Development Services
Rothesay
70 Hampton Road
Rothesay, New Brunswick
Phone 506 848-6609
Fax 506 848-6677
brianwhite@rothesay.ca



The City of Saint John

2017October10OpenSessionFINAL_058



ROTHESAY



September 22, 2017

COPY

Mr. Ed Keyes, Chairperson
Harbour Station Commission
99 Station Street
Saint John, NB E2L 4X4

OCT02 2017

Dear Mr. Keyes:

RE: 2018 BUDGET APPROVAL

I am writing on behalf of the Greater Saint John Regional Facilities Commission. This letter is to advise that after careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request in 2018 for Harbour Station in the amount of \$720,038 less the 2016 surplus of \$9,752 for a total funding of \$710,286.

I also wish to inform you that according to our General By-laws, you will need to appear before the Commission and provide the audited statements for 2017 and a financial review of the 2018 operations with yearend projections no later than May 31st. A meeting request will be sent once a date and time has been scheduled. The Commission did pass a motion on February 1, 2017, to request a meeting with the entities, if Commission deemed necessary, during the month of January or February each year. This meeting is so the Commission members can report back to their respective Councils on the forecasted year end results of the entities.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Libby O'Hara

Deputy Mayor Libby O'Hara, Chair
Regional Facilities Commission

cc: Deputy Mayor Shirley McAlary
Deputy Mayor Michael Likely
Councillor Grant Brennan
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield
Mary Jane Banks, Town Clerk, Town of Rothesay
Cathy Snow, Town Clerk, Town of Quispamsis



SAINT JOHN



The City of Saint John



ROTHESAY



September 20, 2017

Mr. Gary Caines, President
Board of Directors
Imperial Theatre
24 King Street South
Saint John, NB E2L 5B8

COPY

OCT 02 2017

Dear Mr. Caines:

RE: 2018 BUDGET APPROVAL

I am writing on behalf of the Greater Saint John Regional Facilities Commission. This letter is to advise that after careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request in 2018 for the Imperial Theatre in the amount of \$529,925.

I also wish to inform you that according to our General By-laws, you will need to appear before the Commission and provide the audited statements for 2017 and a financial review of the 2018 operations with yearend projections no later than May 31st. A meeting request will be sent once a date and time has been scheduled. The Commission did pass a motion on February 1, 2017, to request a meeting with the entities, if Commission deemed necessary, during the month of January or February each year. This meeting is so the Commission members can report back to their respective Councils on the forecasted year end results of the entities.

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Thank you,

Deputy Mayor Libby O'Hara, Chair
Regional Facilities Commission

cc: Deputy Mayor Shirley McAlary
Deputy Mayor Michael Likely
Councillor Grant Brenan
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield
Mary Jane Banks, Town Clerk, Town of Rothesay
Cathy Snow, Town Clerk, Town of Quispamsis



SAINT JOHN



The City of Saint John



ROTHESAY



September 22, 2017

Mr. Andrew Kierstead
Executive Director
Saint John Arts Centre
20 Hazen Avenue
Saint John, NB E2L 5A5

COPY

OCT 02 2017

Dear Mr. Kierstead:

RE: 2018 BUDGET APPROVAL

I am writing on behalf of the Greater Saint John Regional Facilities Commission. This letter is to advise that after careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request in 2018 for the Saint John Arts Centre in the amount of \$125,000, as requested.

I also wish to inform you that according to our General By-laws, you will need to appear before the Commission and provide the audited statements for 2017 and a financial review of the 2018 operations with yearend projections no later than May 31st. A meeting request will be sent once a date and time has been scheduled. The Commission did pass a motion on February 1, 2017, to request a meeting with the entities, if Commission deemed necessary, during the month of January or February each year. This meeting is so the Commission members can report back to their respective Councils on the forecasted year end results of the entities.

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Thank you,

Deputy Mayor Libby O'Hara, Chair
Regional Facilities Commission

cc: Deputy Mayor Shirley McAlary
Deputy Mayor Michael Likely
Councillor Grant Brenan
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield
Mary Jane Banks, Town Clerk, Town of Rothesay
Cathy Snow, Town Clerk, Town of Quispamsis



SAINT JOHN



The City of Saint John



ROTHESAY



September 22, 2017

Glenda MacLean, General Manager
 Saint John Trade & Convention Centre
 One Market Square
 Saint John, NB E2L 4Z6

COPY

OCT 02 2017

Dear Ms. MacLean:

RE: 2018 BUDGET APPROVAL

I am writing on behalf of the Greater Saint John Regional Facilities Commission. This letter is to advise that after careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request in 2018 for the Saint John Trade and Convention Centre in the amount of \$494,627, as requested (and estimated other funding to Hardman Group of \$439,300) plus the 2016 deficit of \$30,586 for a total funding of \$964,513.

I also wish to inform you that according to our General By-laws, you will need to appear before the Commission and provide the audited statements for 2017 and a financial review of the 2018 operations with yearend projections no later than May 31st. A meeting request will be sent once a date and time has been scheduled. The Commission did pass a motion on February 1, 2017, to request a meeting with the entities, if Commission deemed necessary, during the month of January or February each year. This meeting is so the Commission members can report back to their respective Councils on the forecasted year end results of the entities.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Deputy Mayor Libby O'Hara, Chair
 Regional Facilities Commission

cc: Deputy Mayor Shirley McAlary
 Deputy Mayor Michael Likely
 Councillor Grant Brenan
 Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John
 Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield
 Mary Jane Banks, Town Clerk, Town of Rothesay
 Cathy Snow, Town Clerk, Town of Quispamsis

**SAINT JOHN**



The City of Saint John



ROTHESAY



2017October10OpenSessionFINAL_062

September 22, 2017

Mr. Gary Leslie
Canada Games Aquatic Centre
50 Union Street
Saint John, NB E2L 1A1

COPY

OCT 02 2017

Dear Mr. Leslie:

RE: 2018 BUDGET APPROVAL

I am writing on behalf of the Greater Saint John Regional Facilities Commission. This letter is to advise that after careful consideration of requests received from all the designated regional facilities, the Commission has approved an operating funding request in 2018 for the Canada Games Aquatic Centre in the amount of \$692,200 plus the 2016 deficit of \$14,541 for a total funding of \$706,741 as requested.

I also wish to inform you that according to our General By-laws, you will need to appear before the Commission and provide the audited statements for 2017 and a financial review of the 2018 operations with yearend projections no later than May 31st. A meeting request will be sent once a date and time has been scheduled. The Commission did pass a motion on February 1, 2017, to request a meeting with the entities, if Commission deemed necessary, during the month of January or February each year. This meeting is so the Commission members can report back to their respective Councils on the forecasted year end results of the entities.

I would like to thank you and your fellow Board members for the cooperation received in submitting requested information throughout our deliberations.

Thank you,

Libby O'Hara

Deputy Mayor Libby O'Hara, Chair
Regional Facilities Commission

cc: Deputy Mayor Shirley McAlary
Deputy Mayor Michael Likely
Councillor Grant Brenan
Councillor David Merrithew

Jon Taylor, Common Clerk, City of Saint John
Sandra Gautreau, Town Manager/Clerk, Town of Grand Bay-Westfield
Mary Jane Banks, Town Clerk, Town of Rothesay
Cathy Snow, Town Clerk, Town of Quispamsis



SAINT JOHN

P.O. Box 1971 Saint John, NB E2L 4L1 506.649.6000



September 27, 2017

Shilo Boucher
Executive Director
YMCA of Greater Saint John
191 Churchill Blvd
Saint John, NB
E2K 3E2

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Shilo:

Again, thank you for your letter of September 19, stating the interest of the Regional Y in providing transportation for Rothesay residents (beginning with Older Adults) from Rothesay to the Regional Y. If I understand correctly, you are also exploring options for transportation beyond just to Y programs and services. And we are interested in expanding Y programming here in Rothesay, particularly for seniors, in the near future.

It sounds as though a relationship between the Town and the Regional Y is perhaps in the works!

The chair of our Age-Friendly Committee, Councillor Miriam Wells, has asked that I invite you or a designate to the next meeting of the overall Age-Friendly Committee:

Wednesday, October 18
10:00 am
Rothesay Town Hall

We hope to see you at that time.

Yours truly,

Dr. Nancy Grant
Mayor

Cc: Rothesay Council



September 19, 2017



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

Dear Nancy:

On behalf of the YMCA of Greater Saint John, I would like to thank you for taking the time to meet with me to discuss future opportunities for the Y and the residents of Rothesay.

We would also like to thank you for your continued support towards our Capital Campaign, day camps at the Bill McGuire Centre, and after school and Rainbows program at Rothesay Elementary School.

We are excited to pilot an eight week intergeneration leadership program this fall which will include programming surrounding fitness, social, and mental activities, volunteer opportunities, and leadership development classes. We are also in the process of hiring an Older Adult Coordinator to help us expand our adult programs and services.

We are committed to ensuring that everyone has access to our programs and services. We are interested in providing transportation from Rothesay to the Regional Y, starting as soon as possible with the Older Adults in your community. We are exploring options to be able to provide further transportation for Rothesay residents, in addition to increasing transportation opportunities for participation in our programs and services. Based on the community's feedback we can determine the best options for a pick up and drop off schedule.

We want to continue to work with your council and staff to determine the best options for days and times based on your community's feedback. I am confident that we will be able to provide accessible programming and together help build healthy communities.

Sincerely,

A handwritten signature in black ink that reads 'Shilo Boucher'.

Shilo Boucher, CPA, CA
President & CEO

cc. John Jarvie, Town Manager



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

October 3, 2017

Mrs. Betty McGuire



Rothesay, NB



Dear Betty,

On behalf of Rothesay Council, may I offer our congratulations to you on being a recipient of a Sesquicentennial Pin, as recently presented by M.P. Wayne Long.

I understand that you have for years been a volunteer with Meals-on-Wheels; there is no more important volunteer activity, especially as we strive to keep more seniors in their home for as long as possible. Rothesay seniors have made it clear that they want to "age in place"; your efforts help make that happen.

Thank you for your service to our community, and again, congratulations.

Yours truly,

Dr. Nancy Grant
Mayor

Cc: Rothesay Council



150 Years Proud 1860-2010



70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

October 3, 2017

Daryl Steeves



Rothesay, NB



Dear Daryl,

On behalf of Rothesay Council, congratulations on being the recipient of a Sesquicentennial Pin, as presented by M.P. Wayne Long recently.

The Town appreciates your many contributions to the life of our community, whether in the realm of fitness coaching, dedication to the Board of the Kennebecasis Public Library, or in the many other ways you serve your fellow citizens.

The award is well-deserved, and we are proud to count you as a resident of Rothesay. Thank you for your service.

Yours truly,

Dr. Nancy Grant

Mayor

Cc: Rothesay Council

Agenda

Kennebecasis Public Library Board

Wednesday, August 16, 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. Board Leadership Succession Planning

A meeting of the Board of Trustees, Kennebecasis Public Library was held on August 16, 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

Regrets: Mr. D. Steeves, Chair

Absences: N/A

Call to Order: Mrs. Miller called the meeting to order at 6:00pm.

Disposition of Minutes

It was moved by Mr. Rioux to approve the minutes of the June 21st regular meeting, as amended. Ms. Hennessey seconded, and the motion carried.

Communications

N/A

Report of the Librarian

Ms. Bartlett presented the Librarian's Report. Discussion ensued. Ms. Bartlett recommended that the professional development fund be available to the new Library Director, effective immediately. Everyone agreed.

Ms. Bartlett provided an update on the ELF @ Your Library™ pilot. Discussion ensued. Ms. Bartlett will forward the Board's feedback and recommendations to be incorporated into report being prepared by the Fundy Regional Office.

Ms. Bartlett referenced a June 27, 2017 inter-office memo detailing new terms of the Microsoft software contract for New Brunswick Public Library Service. The new terms will amount to a large increase in the annual Microsoft licensing fees paid for by the municipalities. Ms. Bartlett and Ms. Corscadden will enlist the help of Regional Office to examine public usage and the size of the current computer fleet in order to explore potential cost-saving counter-measures for the 2018 budget.

Ms. Bartlett brought forward the 2017-2018 Ultra Alarm maintenance contract.

Financial Statement

Mr. Winchester presented the Financial Statements for the periods ending July 31st, 2017. Discussion ensued.

Mr. Winchester stated that a bill for a repair to the outside condensers, caused by an Ernie's Landscaping employee, had come in at almost \$5,000. Mr. Winchester asked if they Ernie's should be approached and asked to assist with covering the repair cost. Discussion ensued. Mrs. Watling moved that Mr. Shedd approach Ernie's and commence negotiations. Ms. Hennessey seconded, and the motion carried.

Mr. Rioux moved to approve the Financial Statement for the period ending July 31st, 2017. Mr. Shea seconded, and the motion carried.

Facilities Management

Ms. Hennessey presented the July & August Facility Manager Report on behalf of Mr. Shedd. Discussion ensued. Mr. Rioux moved to approve the Facility Manager Report as presented. Mr. Winchester seconded, and the motion carried.

Marketing Advisory Committee

Mrs. Watling stated that the board biographies for social media were almost ready, and will wait for the new Library Director.

New and Unfinished Business

Library Director Transition Update

Ms. Corscadden will commence on September 11th, 2017. Mr. Shea asked if a public announcement would be made regarding the appointment. Ms. Bartlett suggested that this could be done via the Library's social media.

Board Leadership Succession Planning

Mrs. Miller shared that she would be moving to Bloomfield in the spring of 2018. Discussion ensued. Mrs. Miller will contact the Rothesay Nominating Committee to advise them that a legal, facility management/construction, and/or publicity/marketing background would be preferable for the new appointees to the Board.

Adjournment: As there was no other business, Mr. Rioux moved that the meeting be adjourned at 7:11pm.

Next Meeting: The next meeting is scheduled for September 27, 2017 at 6:00pm at the Library.

Respectfully submitted,

Tiffany Bartlett
Library Director and Secretary to the Board

Librarian's Report July - August 2017

Staffing and Volunteers

Laura Corscadden accepted the offer of the permanent position of Library Director. This appointment will take effect on September 11, 2017. Laura holds a Masters of Library and Information Science from Dalhousie University, and a Bachelors of Arts from St. Thomas University. She has served as Acting Reference Librarian at the Fredericton Public Library since May, 2016. Prior to that, Laura worked several years as a Librarian Intern at the UNB Fredericton Library, and as a Student Assistant at Dalhousie University's Killam Memorial Library.

Ms. Bartlett will provide knowledge transfer training to Ms. Corscadden September 11th to 22nd.

Ms. Bartlett and Mrs. Laskey conducted interviews for the two part-time positions of F/W/S Student Library Assistants the week of July 17th.

Colin McQuaid, YEF Intern, completed his 6-month work-term on July 28th.

Summer student position terms end the week of August 25th.

Programs

We were honoured to welcome the honourable Alaina Lockhart, MP, on July 28th. Mrs. Lockhart talked to the summer students about their work experience at the Library.

Summer Reading Club

- This year's theme for Summer Reading Club (SRC) is Canada 150, with the tagline "Celebrate!"
- We had over 150 attendees to our SRC Kick-Off Party on June 27th. In addition to signing up for the Club, attendees enjoyed cake, face painting, music, crafts, and games.
- Our three Summer Reading Club Activity Leaders are offering a diverse buffet of 12 children's programs per week, as follows:
 - Mondays
 - 10:30am: Family Storytime, at 10:30am
 - 2:30pm: Movie Matinee, at 2:30pm
 - Tuesdays
 - 10:30am: Baby Wonders with KV3C*

Summer Reading Club (continued)

- 2:30pm and 6:00pm: Evil Genius Club (S.T.E.A.M. activities)
- Wednesdays
 - 10:30am and 3:30pm: Puppet Show
- Thursdays
 - 10:30am: Builder's Club (LEGO™)
 - 2:30pm: Crafternoon
- Fridays
 - 10:30am: Family Storytime
 - 1:30pm: ELF Club (formerly Reading Buddies)
- Saturdays
 - 2:00pm: Builder's Club (LEGO™)
- The Summer Reading Club Closing Party is scheduled for Tuesday August 2nd at 6:00pm.
- *For the first time ever, the Library partnered with KV3C to offer a weekly Baby Wonders, a drop-in playgroup for parents/caregivers and their infants ages 0-18 months. Based on the overwhelming success of this pilot, Ms. Bartlett has invited KV3C to continue offering the program in the Library this fall.

Community Outreach Co-ordinator

- The Canada Summer Jobs funded Community Outreach Co-ordinator has partnered with over eight organizations to deliver 10+ programs and four book deposits in the community each week.

Elf @ Your Library™ Pilot

- The student tutors received their training from the ELF Literacy Leads.
- In total, the three tutors are reaching 39 students for twice weekly one-on-one tutoring sessions. Most children from the waitlist have also received one or more tutoring sessions due to absences.

- Ms. Bartlett authorized the expenditure of \$450 to have the reading levels of the participating students professionally evaluated at the end of the summer. This will help to inform measuring the Elf @ Your Library™ pilot's success.
- Ms. Bartlett and Ms. Laskey will participate in the debriefing and drafting of the final recommendations/report of the pilot, in collaboration with Alexandra Brooks Robinson.

Collections and Spaces

- We continue to have visitors compliment the Rothesay Living Museum historical photos exhibit, on display now until the end of August. The KV Quilting Guild will be putting up a textile display for September-October.
- Ms. Bartlett authorized a \$110 Bell Aliant move order to move the fax line to the Information Desk for the debit pilot.

Respectfully Submitted,

Tiffany Bartlett,

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.

The grass and weed cleaning is complete however not without a problem. To do the work of digging around the concrete pads there are many pipes that have to be stepped over to do the work. One of the pipes had a small gas filling pipe just sticking out of the side of it. When stepping over the main pipe a worker foot caught the small pipe with the toe of his boot. This caused the pipe to crack and leak refrigerant. This leak resulted in draining the whole system. C&E were call to repair the problem. The repair was minor but the system had to be recharged. The bill from C&E shows the refrigerant is the mayor cost in the repair. I do not feel we can charge back to the contractor who was doing the weed and grass removal. They were very careful doing their work and were not told of the small pipes.

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

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

Bad stain on carpet in lower area to be removed this week.

Yours

Philip Shedd CET

Kennebecasis Public Library Inc.	2017October10OpenSessionFINAL_075					
Comparative Income Statement (DRAFT)	OPERATING FUND					
Period ending August 31, 2017	a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>
REVENUE						
Library service - Rothesay		57,582	57,582	0	86,373	(28,791)
Library service - Quispamsis		86,208	86,208	0	129,312	(43,104)
Room Rentals, Printer and copies		2,777	2,600	177	3,899	(1,122)
Grants		0	0	0		0
Donations	439	0	0			0
Miscellaneous Income		266	0	266	0	266
Previous Year's Surplus		656	656	0	984	(328)
TOTAL REVENUE	439	147,489	147,046	443	220,568	(73,079)
EXPENSE						
<u>Operations Expenditures</u>						
Other Expenditures - Restricted Fund	199					0
Books, restricted fund	897					0
Books and Materials - OPERATING		34	0	(34)	0	(34)
Small Equipment and Furniture		2,139	5,510	3,371	8,265	6,126
Total Capital Expenditures	1,097	2,173	5,510	3,337	8,265	6,092
<u>Wages</u>						
Total Wages & Casual Labour		17,721	16,610	(1,111)	22,550	4,829
<u>General & Administration Expenses</u>						
Building Maintenance		38,602	47,092	8,490	70,638	32,036
Grounds Maintenance		13,198	13,547	349	20,000	6,802
Office		6,217	6,064	(153)	9,100	2,883
Utilities		35,391	35,303	(88)	52,703	17,312
Accounting, audit and legal		6,880	8,200	1,320	10,660	3,780
Professional Development		160	1,333	1,173	2,000	1,840
Insurance		4,811	4,811	(0)	7,217	2,406
Public Relations		406	2,000	1,594	3,000	2,594
Communications		3,939	5,823	1,884	8,735	4,796
Miscellaneous Expense		393	1,325	932	2,700	2,307
Program Exp		1,600	2,000	400	3,000	1,400
Total General & Admin Expenses		111,598	127,499	15,901	189,753	78,155
TOTAL EXPENSE	1,097	131,492	149,619	18,127	220,568	89,076
NET INCOME (Deficit)	\$ (658)	\$ 15,997	(2,573)	18,570	0	15,997



RECEIVED

SEP 14 2017

8 September 2017 / le 8 septembre 2017

I am pleased to provide you with a copy of the Fundy Library Region's Annual Report 2016-2017. Of particular note, I would like to draw your attention to the significant increase of 22% in new member registrations during the fiscal year. Visitor traffic to the ten branches in our library region also grew by 4% to 681,030, which translates to 3,405 visitors each day the libraries were open. Circulation of library materials increased by 3% overall, with circulation of children's materials increasing by 10%. The number of participants in library programs for children, teens and adults increased by 11%.

We made a conscious effort to streamline the Annual Report this year and hope you can take a few moments to review it. I am sure you will realize that many citizens in our region appreciate what an important asset the public library is to their community and that they see their public library as the place to connect, learn, read, play, create and succeed!

C'est avec plaisir que je vous fais parvenir le rapport annuel 2016-2017 de la Région des bibliothèques de Fundy. J'aimerais, tout particulièrement, attirer votre attention sur l'augmentation de 22% du nombre de nouveaux usagers et de 4% du nombre total de visiteurs au cours du dernier exercice financier. En effet, 681 030 visiteurs ont franchi les portes des dix bibliothèques de la région ce qui représente 3 405 visiteurs par journée ouverte. Ces nombres croissants ont une répercussion sur le prêt de matériel et le nombre de participants aux programmes. Dans l'ensemble de la région les prêts ont connu une hausse de 3% et de 10% pour les documents pour enfants. Les programmes pour enfants, adolescents et adultes ont, quant à eux, vu leurs nombres de participants croître de 11%.

Nous avons modifié le format du rapport annuel de cette année en le rendant plus succinct et espérons que vous aurez le temps d'en prendre connaissance. Je suis certain que vous comprendrez à quel point les gens de la région apprécient l'apport positif des bibliothèques publiques dans chacune de leur communauté et qu'elles sont le lieu idéal pour se connecter, apprendre, lire, jouer, créer et réussir!

Brian Steeves

Regional Director, Fundy Library Region

Directeur regional, Région des bibliothèques de Fundy



Fundy Library Region

Annual Report

2016-2017



56,881 cardholders



6,392
new members

22%



3,405 visitors
per day



681,030 total

6,774

total programs
offered



968

programs
offered outside
of our libraries
in our
communities



= 91,528 participants

34 programs

offered
each
day with

458 participants

87,175

computer
uses

= 436

computers
used
daily



47,587

individual WiFi
connections



558,015

items circulated

not including e-resources

2,790

items checked
out each day.

112 items added to our libraries each day

214 holds placed
each day



Campobello Public Library
Grand Manan Library
Kennebecasis Public Library
Le Cormoran Library (Saint John)
Ross Memorial Library (Saint Andrews)

St. Croix Public Library (St. Stephen)
Saint John Free Public Library—Central Branch
Saint John Free Public Library—East Branch
Saint John Free Public Library—West Branch
Sussex Regional Library

on our shelves **+ 28,116** new
items added



365,877
books

680
magazine
titles

27,286
movies

14,193
music &
audiobooks

1,623
other

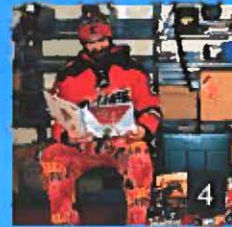
= 411,541 items to choose from

66,048

reference
questions
answered



connect



Learn



Play

succeed



Photos

1. Campobello
2. St. Stephen
3. Saint John—Central
4. Saint John—Central
5. Kennebecasis
6. Le Cormoran (Saint John)
7. Kennebecasis
8. St. Stephen
9. St. Andrew's
10. Saint John—East
11. Sussex
12. Saint John—West
13. Grand Manan
14. Sussex



CREATE



\$133,772

worth of donations & grants to support programming opportunities

Thank you!



read



Thank you!

Volunteers gave
6,936 hours!





2017 October 10 Open Session FINAL 2079
**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS**

Dr. Matt Alexander
Chairperson

ADDRESS ALL CORRESPONDENCE TO:

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

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

**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMIS, NEW BRUNSWICK
ON WEDNESDAY, JULY 26, 2017
AT 3:30 P.M.**

REGULAR MEETING

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

ABSENT: **Tiffany Mackay French (Rothesay)**

The Chairman brought the Regular Meeting to Order and requested an approval of the Agenda for July 26, 2017. **MOVED by Peter Bourque and Seconded by Nancy Creamer. MOTION CARRIED.**

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

REGULAR MEETING

A Motion was requested by the Chair for the Approval of the Minutes of the Regular Meeting of June 28, 2017. **MOVED by Danny Dobson and Seconded by Richard MacPhee. MOTION CARRIED.**

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

Secretary Treasurer's Report – Cherie Madill reviewed the Financial Statements for the period ending June 30, 2017. The Statement of Financial position did not change from last month with the exception of the withdrawal from the Sick Pay Investment to pay a retirement allowance to a retiring member. At the previous month's meeting a question was raised in respect to Retiring Allowances and she was requested to contact our Auditor, Peter Logan in this regard. She advised that she had spoken to Mr. Logan in order to clarify the Board's question about paying the retiring allowances. He recommended that any retiring allowance be withdrawn from the fund which has been set up for that purpose. This was discussed and some members of the Board would prefer to use surplus money in the bank account first before withdrawing from the investments.

HST Recoverable is a bit higher than last year and will be claimed after 6 months.

Statement of Operations

Secondments – This category is under budget but the Board was aware of this because a secondment had been cancelled earlier in the year but has since been reinstated.

Expenditures Crime Control - The only item that is different is the extra insurance we paid for the business liability causing this category to be slightly over budget.

She went on to say that most of the categories are under budget with the exception of Uniforms and this should even out over the year.

Crime Control is presently \$145,000 under budget. This is largely cause by salaries and benefits being under budget due to the delay in hiring.

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

REGULAR MEETING

Vehicles

Fuel, maintenance and repairs are under budget as well as the new vehicle category because we have not purchased a new vehicle as of yet. This category is \$55,000 under budget.

Building

This category is presently under budget at the time being but should even out as the year progresses. She explained that contracts with service companies have not been received or applied as of yet.

Administration

Salaries is the largest item under budget due to the delay in hiring the Inspectors.

At present we have a surplus of \$218,000 compared to last year at this time when the surplus was \$217,000.

Telecom Fund

This fund is basically set because of the contract with the City of Saint John for the Telecom Services. There is a slight surplus because of the Health Insurance Plan.

Mr. Dobson asked to check with D/C Giggey to see if the tower located at the back of our building is still in use.

Cherie then briefly reviewed the TD Sickpay Retirement Investment Statement.

MOVED by Danny Dobson and Seconded by Emil Olsen to accept the Secretary Treasurer's Report. MOTION CARRIED.

Chief's Report

The Chief advised Cst. Curren attended a two day Workshop in Saint John called "Changing Minds" which deals with mental health issues.

Det. Sgt. MacDougall attended a Child Advocacy Group Meeting. He explained this is a group which is trying to put together a center of excellence in how to handle child

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

REGULAR MEETING

Det. Sgt. MacDougall attended a Child Advocacy Group Meeting. He explained this is a group which is trying to put together a center of excellence in how to handle child abuse cases.

Chief Palmer referred the board to the Statistics which were attached to the packages for the Board's review. It had been brought up that it would be interesting to have the YTD from 2016 added. This was a difficult task to perform at this time but we will be able to this going forward for 2017 and 2018.

The Chief advised the Board that the Crime Severity Index for Canadian Police Services with populations of over 10,000 has been received. For populations over 10,000 and of the 305 police services in Canada, our Crime Severity Index is 305, in other words, we have the lowest Crime Severity Index in Canada for over 10,000 people. This is indicative of the good work the members do and the support we have from the citizens and communities.

The Chief advised that he and A/Inspector Henderson attended the opening of the Special Olympics Parade in Moncton.

Det. Sgt. Craig MacDougall has been doing some Crimestoppers commercials with K-100 and the country station.

The ATV Patrol has been ramped up quite significantly. These officers have patrolled approximately 110 kms and have issued a number of tickets, seized liquor as well as an ATV.

Cst. Corey McAllister has been advised that he will be receiving the Medal of Bravery from the Governor General in Ottawa for his actions relating to the pulling of a person from a burning vehicle.

Chief Palmer advised that the Board is now a member of the Canadian Association of Police Governance and all e-mails that are received will be distributed by Debi to the Board Members. He advised there is a wealth of information for the Board Members and he feels they will find it were educational and helpful going forward.

Cst. Belliveau provided the board with a verbal report on Public Relations and events that have and are taking place over the summer.

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

REGULAR MEETING

Committee Reports

Personnel – Nothing to report.

Building and Grounds - Mr. Olsen advised that we were notified at the end of June we had a bad blower motor in the air conditioning unit on the roof. We received a quote for \$4,275.18 + HST and at the time we thought this was quite expensive. At the time Mr. Olsen contacted Mr. Dobson who was involved in the overview of the construction of the police headquarters building. Mr. Dobson provided the name of another company and they were requested to provide a quote for the work as well. A quote was received for \$3,255.00 which included HST. This reflects a savings of approximately \$2,800.00. Mr. Olsen advised that after checking with the other Building Committee members it is his recommendation, and he is putting a Motion forward that the work be awarded to AJW Mechanical the company who quoted \$3,255.00 including HST and to see if the other motor was repairable and to provide a quote in that regard. Seconded by Peter Bourque. MOTION CARRIED.

Insurance - Mr. Bourque advised that an initial meeting had been held with Todd Stephen with respect to our insurance requirements for the members in relation to life and medical. A second meeting is scheduled for August 14th at which time Mr. Stephen will provide more in-depth information in this regard.

Finance – Nothing to report.

Transportation – Mr. Dobson declared a conflict and left the meeting at 4:55 pm. Mr. Olsen advised that the Transportation Committee members were contacted by Sgt. Scott and advised that one of the fleet vehicles requires a new engine. Sgt. Scott advised that they have accessed "Good Will" money from Chrysler and it is Sgt. Scott's recommendation that the engine be replaced which would allow us to keep this vehicle longer. The other primary item discussed with Sgt. Scott was the call for the tender of a new vehicle. Moved by Emil Olsen and Seconded by Peter Bourque to move forward with the call for tenders for a new police vehicle. MOTION CARRIED.

Mr. Olsen further advised the board that there may be an opportunity to recover more money on the used vehicles that we sell. Sgt. Scott advised the Transportation Committee that he has had conversations with parties in Ontario who advised that the used police vehicles are taken to an Auction where funds realized can be in the vicinity of \$8,000. Sgt. Scott is going to cost out this process to see if this is something we could entertain when our next vehicle is going to be sold.

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

REGULAR MEETING

Another item that Sgt. Scott brought to the attention of the Transportation Committee was he was looking at the use of a four season tire that he expects would save money and eliminate the need of changing out of tires. Sgt. Scott is evaluating this at the present time and will report back.

Mr. Dobson returned to the meeting.

Communications – Nothing to report.

Policy Committee - Mr. MacPhee reminded the members that at the last meeting he had a copy of the Board Policy document with Mr. Artiss's changes. He advised he has reviewed the document and there were no significant changes and most were grammatical in nature. Mr. MacPhee advised that the document be tabled as there is a discussion that needs to take place with an item where A/Insp. Henderson is to provide more information.

Regional Service Commission – Nothing to report.

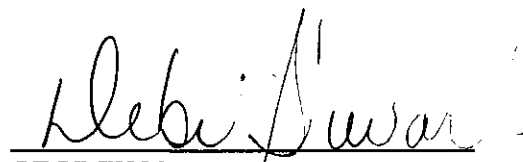
Retirement Ad Hoc Committee – Nothing to report.

Correspondence – The Chair advised that a response had been sent to an individual from the Town of Rothesay who had some questions for the board.

New Business - Nothing to report.

Moved by Emil Olsen and Seconded by Libby O'Hara to adjourn. MOTION CARRIED.


CHAIR


SECRETARY



KENNEBECASIS REGIONAL POLICE FORCE

2017 October 10 Open Session RINAL_083

ADDRESS ALL CORRESPONDENCE TO:

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

**E. STEPHEN PALMER
CHIEF OF POLICE**

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

www.kennebecasisregionalpolice.com

Your File:
Our File:

**E-MAIL POLL CONDUCTED
AUGUST 14, 2017
KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**

The tender for the purchase of a new vehicle closed on Friday August 11 at 3:00 p.m. Libby O'Hara attended the Chief's office with the Deputy Chief Giggey. One tender was received from Dobson Chrysler in the amount of \$35,984.00 + HST for a 2018 Dodge Charger.

The following Motion was sent to all members of the board, with the exception of Mr. Dobson as there is a conflict.

"Moved by Libby O'Hara and Seconded by Peter Bourque that we accept the Tender from Dobson Chrysler for a 2018 Dodge Charger in the amount of \$35,984.00 + HST."

E-mails were received from all of the Board Members (excluding Mr. Dobson) that they are in favour of the Motion. This Motion to be ratified at the September 27th, 2017 meeting of the Board.

2017 Call Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	August	21-Sep-17	YEAR TO DATE (Sept 21, 2017)
911 Calls	10	13	15	16	13	6	11	10	13	107
Alarm	28	30	35	25	33	29	28	40	16	264
Animal Complaint	4	4	10	4	9	5	11	9	12	68
Assault	5	2	8	7	6		6	2	1	37
Assist Other Agency	2	1	5	10	15	9	10	8	5	65
Assist Public	12	13	10	17	13	11	30	18	2	126
Breach Court Order	2		3	1		2	5	2		15
Breach of Peace	2	2	1		1			1	2	9
Break & Enter	1		3	3	1	1	1	2	1	13
Child Welfare	2	1	2							5
Civil Matter			2	8		4	5	3		22
Disturbances	3	5	3	16	12	7	9	18	13	86
Domestic Dispute	16	12	9	11	12	8	5	7	9	89
Driving Complaint			2	3	8	7	4	3	11	38
Drug Complaint	4	4	6	9	1	8	7	3	4	46
Family Services				2		1	2		1	6
Found Property	4		4	9	1	4	14	11		47
Fraud	4	7	6	8	4	7	5	4	11	56
Harassment	4	8	5	2	2	10	8	6	8	53
Hit & Run	2	4	1	1		2	4	4	2	20
Impaired Driving Complaint	5	7	3	9	12	8	17	3	5	69
Internet Complaint	1	1			1					3
Intoxicated Person	1			1		2		4	1	9
Littering							1			1
Liquor Control Act	1			3	4			2		10
Lost Property	1		1	1		6	5	3		17
Mental Health	4	1	5	12	6	9	6	10	13	66
Mischief	5	1	1	6	10	20	11	11	7	72
Missing Person	3		1	1	4		2	3	5	19
Motor Vehicle Accidents	41	40	34	23	21	27	29	37	22	274
Noise Complaint	3		2	2	5	4	15	14	5	50
Off Road Vehicle Complaint				1				3		4
Parking	4	9	2	3	5	1	1	2	24	51
Police Assist	6	1								7
Police to Fire	3	3	3	5	3	1	9	4	3	34
Police to Medical Call	5	5	7	10	2	5	5	11	2	52
Possession of a Weapon	1									1
Possible Impaired Driver	6									6
Property Lost	4									4
Public Relations		1	4	8	7	3	5	6		34
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	29	128
Suspicious Person	2	2	3	5	16	14	5	6	2	55
Theft	12	8	16	17	18	33	18	25	27	174
Threats	1	1	4	3	4	5	2	5	4	29
Tickets	105	71	108	113	69	65	44	52	29	656
Traffic Complaint	13	17	31	20	27	25	25	43		201
Trepass		1	1	1	2		1	1		7
Vandalism								3		3
Weapons Complaint			1							1
Welfare Check		2			3	5	5	3	2	20

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

	<u>2017</u>	<u>2016</u>
-----Financial assets-----		
Cash - General	508,565	541,140
Sick Pay/ Retirement Investments	799,645	795,934
Accounts Receivable	15,060	61,196
Sales tax recoverable	32,280	30,599
	<u>1,355,551</u>	<u>1,428,869</u>
----Liabilities-----		
Accounts payable and accrued	310,245	308,337
Vested sick leave/retirement accrual	716,863	780,288
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>2,999,507</u>	<u>3,355,024</u>
NET ASSETS (DEBT)	<u>-1,643,956</u>	<u>-1,926,155</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,776,370	3,594,248
Accumulated amortization	<u>-1,426,406</u>	<u>-1,287,060</u>
	<u>2,349,964</u>	<u>2,307,188</u>
Unamortized Debenture costs	9,432	10,604
Prepaid expenses	<u>122,636</u>	<u>101,718</u>
	<u>2,482,032</u>	<u>2,419,510</u>
ACCUMULATED SURPLUS	<u>838,075</u>	<u>493,356</u>
 Assets	 3,837,582	 3,848,379
Liabilities	3,837,582	3,848,379

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
SEVEN MONTHS ENDING JULY 31, 2017

Page 3

	----- SIX MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	35,800	2%	\$62,246	\$35,000	\$60,000
Taxi & Traffic Bylaw	4,246	46%	6,917	2,917	5,000
Interest income	2,836	-3%	2,898	2,917	5,000
Retirement investment income	13,174	19%	10,601	11,083	19,000
Retirement gains/-losses	-2,515				
Secondments	131,586	-23%	226,025	171,500	294,000
	185,126	-17%	308,687	223,417	383,000
EXPENDITURE:					
CRIME CONTROL					
Salaries	1,879,626	-7%	\$1,952,365	2,016,195	\$3,456,334
Benefits	387,020	-4%	395,850	403,239	691,267
Training	18,228	-23%	11,756	23,625	40,500
Equipment	1,366	-88%	1,322	11,667	20,000
Equip repairs & IT support	862	-63%	1,991	2,333	4,000
Communications	31,723	-34%	36,484	47,950	82,200
Office function	8,487	-9%	8,285	9,333	16,000
Leasing	8,140	13%	6,489	7,175	12,300
Policing-general	20,728	9%	15,635	18,958	32,500
Insurance	8,641	27%	6,584	6,789	11,639
Uniforms	32,696	56%	29,605	21,000	36,000
Prevention/p.r.	6,291	54%	3,576	4,083	7,000
Investigations	21,628	28%	19,648	16,917	29,000
Detention	15,225	0%	15,085	15,225	26,100
Taxi & Traffic Bylaw	709	143%	519	292	500
Auxillary		-100%	70	875	1,500
Public Safety	19,312	-2%	16,333	19,800	33,943
	2,460,683	-6%	2,521,597	2,625,457	4,500,783
VEHICLES					
Fuel	54,149	-12%	50,186	61,250	105,000
Maint./repairs	38,454	-22%	34,998	49,583	85,000
Insurance	14,008	15%	11,852	12,208	20,928
New vehicles	-2,100	-105%	18,968	44,333	76,000
Equipment	1,940	-45%		3,500	6,000
	106,450	-38%	116,004	170,875	292,928

2017 October 10 Open Session FINAL 089

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
SEVEN MONTHS ENDING JULY 31, 2017

Page 4

	-----SIX MONTHS-----				
	-----ACTUAL-----		PRIOR YR	-----BUDGET-----	
EXPENDITURE continued:					
BUILDING					
Maintenance	15,554	-29%	27,444	21,875	37,500
Cleaning	13,329	-5%	13,115	14,000	24,000
Electricity	23,845	-13%	26,704	27,417	47,000
Taxes	26,969	0%	25,966	27,043	46,360
Insurance	3,295	1%	3,169	3,264	5,595
Grounds	6,503	1%	7,414	6,417	11,000
Interest on Debenture	17,527	0%	18,405	17,500	30,000
Debenture Principal	75,833	0%	74,667	75,833	130,000
	<u>182,856</u>	-5%	<u>196,884</u>	<u>193,349</u>	<u>331,455</u>
ADMINISTRATION					
Salaries	370,023	-6%	354,182	391,824	671,698
Benefits	77,239	-2%	71,958	78,822	135,123
Professional Fees	23,879	0%	24,637	23,917	41,000
Travel/Training	1,896	-75%	7,544	7,583	13,000
Board Travel/Expenses	2,674	-8%	2,321	2,917	5,000
Insurance	732	-3%	732	754	1,292
Labour Relations	34,934	299%	10,754	8,750	15,000
Sick Pay/Retirement		-100%		35,146	60,250
Retirement int & dividends	8,867	-20%	10,601	11,083	19,000
2nd prior year (surplus) deficit	-66,504		(65,734)	(66,504)	(114,007)
	<u>453,739</u>	-8%	<u>416,995</u>	<u>494,291</u>	<u>847,356</u>
	3,018,601	-7%	2,942,793	3,260,555	5,589,522
CONTRIBUTED BY MEMBERS	<u>3,260,555</u>		<u>3,191,208</u>	<u>3,260,555</u>	<u>5,589,522</u>
SURPLUS (DEFICIT)	<u>241,954</u>		<u>\$248,415</u>	<u>\$0</u>	<u>\$0</u>
TELECOM FUND					
City of SJ telecomm services	196,646	0%	186,710	196,646	337,108
Data Networking charges	5,729		5,678	5,993	10,273
Retirees health insurance	-820		(736)	875	1,500
2nd prior year (surplus) deficit	57	0%	1,261	57	97
	<u>201,611</u>		<u>192,913</u>	<u>203,571</u>	<u>348,978</u>
CONTRIBUTED BY MEMBERS	<u>203,570</u>		<u>194,841</u>	<u>203,571</u>	<u>348,978</u>
SURPLUS (DEFICIT)	<u>1,959</u>		<u>\$1,928</u>	<u>\$0</u>	<u>\$0</u>
Total surplus (deficit)	243,913		\$250,343		

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS pg 5
NOTES TO THE FINANCIAL STATEMENTS
JULY 31, 2017

STATEMENT OF FINANCIAL POSITION

BANK balance		508,565	at July 31
ACCOUNTS PAYABLE balance	310,245		
Debenture costs to be paid in December	-78,240		

Current Accounts Payable		232,005	Paid in August

Extra (Shortfall) in bank account		276,560	

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

STATEMENT OF OPERATIONS

Revenue:

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

Crime Control:

- * Salaries - three vacancies are currently being filled by temporary terms
- * Benefits Health insurance 2017: \$85,422 2016: \$90,534 5.65% decrease
 Retirees health insurance 2017: \$454 2016: \$695
 The retirees paid \$454 less than the actual costs in 2017

Overtime costs at July 29, 2017	\$12,539
OT	\$7,128
Call out OT	\$349
Court OT	\$5,063
Overtime costs at July 30, 2016	\$18,483
OT	\$9,820
Call out OT	\$1,801
Court OT	\$6,861
Change over prior year OT	-\$2,693
Call out OT	-\$1,453
Court OT	-\$1,798

	-\$5,944

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

Administration:

- * Benefits Health Insurance 2017: \$17,179 2016: \$18,516

Telecom:

- * Retirees health insurance 2017: \$-820 2016: \$-736
 This year with only one retiree the costs are less

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

	<u>2017</u>	<u>2016</u>
-----Financial assets-----		
Cash - General	510,640	555,143
Sick Pay/ Retirement Investments	800,344	796,833
Accounts Receivable	32,189	67,786
Sales tax recoverable	37,415	34,133
	<u>1,380,589</u>	<u>1,453,895</u>
----Liabilities-----		
Accounts payable and accrued	269,566	259,207
Vested sick leave/retirement accrual	717,562	790,147
Sick leave replacement	13,299	13,299
Accrued pension benefit liability	749,100	915,100
Debenture payable	1,210,000	1,338,000
	<u>2,959,526</u>	<u>3,315,752</u>
NET ASSETS (DEBT)	<u>-1,578,938</u>	<u>-1,861,856</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,776,370	3,594,248
Accumulated amortization	-1,426,406	-1,287,060
	<u>2,349,964</u>	<u>2,307,188</u>
Unamortized Debenture costs	9,334	10,506
Prepaid expenses	84,656	68,218
	<u>2,443,954</u>	<u>2,385,912</u>
ACCUMULATED SURPLUS	<u>865,016</u>	<u>524,056</u>
 Assets	 3,824,542	 3,839,807
Liabilities	3,824,542	3,839,807

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

20172016

-----TANGIBLE CAPITAL ASSETS-----				
	Balance beginning of year	Additions	Disposals	Balance end of year
<i>Millennium Drive</i>				
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
<i>Furnishings</i>	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
<i>Machinery & equipment</i>	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
<i>Information technology equipment</i>	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
<i>Vehicles</i>	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
EIGHT MONTHS ENDING AUGUST 31, 2017

Page 3

	----- EIGHT MONTHS -----				
	-----ACTUAL-----		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	40,440	1%	\$57,341	\$40,000	\$60,000
Taxi & Traffic Bylaw	4,296	29%	7,167	3,333	5,000
Interest income	3,473	4%	3,407	3,333	5,000
Retirement investment income	13,873	10%	20,460	12,667	19,000
Retirement gains/-losses	-2,515				
Secondments	148,715	-24%	258,314	196,000	294,000
	<u>208,281</u>	-18%	<u>346,689</u>	<u>255,333</u>	<u>383,000</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	2,155,897	-6%	\$2,239,119	2,304,223	\$3,456,334
Benefits	427,351	-7%	438,240	460,845	691,267
Training	20,216	-25%	18,711	27,000	40,500
Equipment	2,772	-79%	3,705	13,333	20,000
Equip repairs & IT support	862	-68%	1,991	2,667	4,000
Communications	35,962	-34%	39,102	54,800	82,200
Office function	8,975	-16%	9,213	10,667	16,000
Leasing	9,328	14%	7,407	8,200	12,300
Policing-general	20,107	-7%	20,392	21,667	32,500
Insurance	9,582	23%	7,525	7,759	11,639
Uniforms	41,510	73%	30,491	24,000	36,000
Prevention/p.r.	7,061	51%	4,663	4,667	7,000
Investigations	25,853	34%	20,064	19,333	29,000
Detention	17,400	0%	17,240	17,400	26,100
Taxi & Traffic Bylaw	709	113%	519	333	500
Auxillary		-100%	70	1,000	1,500
Public Safety	22,071	-2%	18,667	22,629	33,943
	<u>2,805,656</u>	-6%	<u>2,877,119</u>	<u>3,000,522</u>	<u>4,500,783</u>
VEHICLES					
Fuel	61,303	-12%	57,824	70,000	105,000
Maint./repairs	48,707	-14%	39,050	56,667	85,000
Insurance	15,768	13%	13,545	13,952	20,928
New vehicles	-2,100	-104%	18,968	50,667	76,000
Equipment	2,366	-41%	2,703	4,000	6,000
	<u>126,043</u>	-35%	<u>132,090</u>	<u>195,285</u>	<u>292,928</u>

2017 October 10 Open Session FINAL 094
KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
EIGHT MONTHS ENDING AUGUST 31, 2017

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	-----EIGHT MONTHS-----				
	---ACTUAL---		PRIOR YR	-----BUDGET-----	
EXPENDITURE continued:					
BUILDING					
Maintenance	20,098	-20%	25,612	25,000	37,500
Cleaning	15,395	-4%	15,266	16,000	24,000
Electricity	25,987	-17%	28,688	31,333	47,000
Taxes	30,821	0%	29,604	30,907	46,360
Insurance	3,766	1%	3,621	3,730	5,595
Grounds	6,503	-11%	7,414	7,333	11,000
Interest on Debenture	20,031	0%	21,034	20,000	30,000
Debenture Principal	86,667	0%	85,333	86,667	130,000
	<u>209,268</u>	-5%	<u>216,572</u>	<u>220,970</u>	<u>331,455</u>
ADMINISTRATION					
Salaries	428,930	-4%	405,623	447,799	671,698
Benefits	85,915	-5%	79,182	90,082	135,123
Professional Fees	26,192	-4%	26,901	27,333	41,000
Travel/Training	2,143	-75%	8,327	8,667	13,000
Board Travel/Expenses	3,100	-7%	2,321	3,333	5,000
Insurance	836	-3%	836	861	1,292
Labour Relations	34,960	250%	11,380	10,000	15,000
Sick Pay/Retirement		-100%		40,167	60,250
Retirement int & dividends	9,565	-24%	20,460	12,667	19,000
2nd prior year (surplus) deficit	-76,005		(75,125)	(76,005)	(114,007)
	<u>515,636</u>	-9%	<u>479,905</u>	<u>564,904</u>	<u>847,356</u>
	3,448,323	-7%	3,358,997	3,726,348	5,589,522
CONTRIBUTED BY MEMBERS	<u>3,726,349</u>		<u>3,647,095</u>	<u>3,726,348</u>	<u>5,589,522</u>
SURPLUS (DEFICIT)	<u>278,026</u>		<u>\$288,098</u>	<u>\$0</u>	<u>\$0</u>
TELECOM FUND					
City of SJ telecomm services	224,739	0%	213,383	224,739	337,108
Data Networking charges	6,555		6,495	6,849	10,273
Retirees health insurance	-1,027		(797)	1,000	1,500
2nd prior year (surplus) deficit	65	0%	1,441	65	97
	<u>230,332</u>		<u>220,522</u>	<u>232,652</u>	<u>348,978</u>
CONTRIBUTED BY MEMBERS	<u>232,652</u>		<u>222,676</u>	<u>232,652</u>	<u>348,978</u>
SURPLUS (DEFICIT)	<u>2,320</u>		<u>\$2,154</u>	<u>\$0</u>	<u>\$0</u>
Total surplus (deficit)	280,346		\$290,252		

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS pg 5
NOTES TO THE FINANCIAL STATEMENTS
AUGUST 31, 2017

STATEMENT OF FINANCIAL POSITION

BANK balance		510,640	at August 31
ACCOUNTS PAYABLE balance	269,566		
Debenture costs to be paid in December	-78,240		

Current Accounts Payable		191,326	Paid in September

Extra (Shortfall) in bank account		319,314	

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 being filled by temporary terms
- * Benefits Health insurance 2017: \$98,272 2016: \$102,419 4.05% decrease
 Retirees health insurance 2017: \$-56 2016: \$1,516
 The retirees paid \$56 more than the actual costs in 2017

Overtime costs at August 26, 2017	\$15,260
OT	\$8,441
Call out OT	\$1,255
Court OT	\$5,564
Overtime costs at August 27, 2016	\$22,447
OT	\$12,894
Call out OT	\$1,801
Court OT	\$7,751
Change over prior year OT	-\$4,453
Call out OT	-\$546
Court OT	-\$2,187

	-\$7,187

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

Administration:

- * Benefits Health Insurance 2017: \$20,099 2016: \$20,311

Telecom:

- * Retirees health insurance 2017: \$-1,026 2016: \$-797
 This year with only one retiree the costs are less

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
BOARD ROOM, TOWN OF ROTHESAY
JULY 12, 2017**

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

1.0 Call to Order

Chair Miller called the meeting to order at 5:49 pm.

2.0 Chair's Remarks

Chair Miller welcomed everyone.

3.0 Approval of Agenda

Moved by M. Wells and seconded by R. McIntyre, to approve the agenda as presented.

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 June 14, 2017

Moved by M. Wells and seconded by N. Soobratee, that the minutes of June 14, 2017 be approved as presented.

On the question:

Regarding item 8.4 Fire Prevention Inspections, Commissioner Jarvie requested clarification. Chief Ireland explained the department has six trained inspectors and they are spread out across the platoons. When an inspection is done, the entire crew goes and if a call comes in they respond from there.

CARRIED

6.0 Unfinished Business

6.1 Update on Fire Service Review

Chief Ireland reported that the agreement has been signed with Pomax Consulting. They will be doing a site visit the first week of August and will want to meet with some of the Board members, tour the facilities and meet with staff. Chief Ireland will advise the Board once he has more information on this visit.

Pomax will have a draft report to the Board by September 8th, their final report will be submitted September 19th which they will present to the Board.

They recently completed a fire service review for Corner Brook, Newfoundland which can be found on their website. The community is slightly larger than Quispamsis but does have some comparables to our department

7.0 Correspondence

None

8.0 New Business

None

9.0 Financial

9.1 Draft Audited Financial Statements for the Five Months ended May 31, 2017

Treasurer Luck reported that we are under budget on most items except for line 23 – Holiday Relief Wages & Overtime. Chief Ireland explained that this is a difficult line to budget as these members are used to cover vacation and sick leaves. The bulk of their allocation is during the middle part of the year to cover vacation time of career members. The unknown is when they will be needed for sick leaves. He stated that it is best to compare the year to date actual against the actual from the previous year at this time (the far right column). Commissioner Jarvie noted that the heading for that column should read 2016.

Moved by D. Armstrong and seconded by M. Wells to receive and file the draft financial statements for the five months ended May 31, 2017.

On the question:

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

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

Chief Ireland reported that we have had a spike in fire calls in the past few weeks. Due to the recent retirement of Captain Roger Finlay, the department had some promotions and one new hire. The new hire was taken off of the eligibility list that was created last year when the department went through a recruitment process.

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

CARRIED

11.2 Response Summary

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

CARRIED

12.0 Adjournment

Moved by M. Wells and seconded by N. Soobratee that the meeting be adjourned at 6:07 pm.

Date of next meeting – September 13, 2017

Respectfully submitted,



CHAIR



SECRETARY / TREASURER

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

	BUDGET	ACTUAL	VARIANCES	BUDGET	Actual
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2017	May 2017
			(Under Budget)		
EXPENSES:					
ADMINISTRATION:					
9 Admin. Wages and Benefits	\$232,633	\$227,643	(\$4,989)	\$584,500	\$223,437
10 Convention/ Dues/ Training	\$3,000	\$3,611	\$611	\$16,000	\$3,124
11 Professional Services	\$1,000	\$1,030	\$30	\$34,500	\$1,293
12 Office Supplies / Copy Machine/ S/C	\$3,208	\$1,783	(\$1,426)	\$7,700	\$1,709
13 Computer Hardware/Software/IT	\$3,951	\$4,206	\$255	\$10,000	\$4,013
14 Station Telephone/ Internet	\$5,993	\$4,400	(\$1,593)	\$14,383	\$4,295
16	\$249,785	\$242,673	(\$7,112)	\$667,083	\$237,871
FIREFIGHTING FORCE:					
17 Salaries Basic	\$951,347	\$922,341	(\$29,006)	\$2,473,502	\$945,461
18 Overtime	\$23,325	\$20,918	(\$2,407)	\$56,000	\$5,495
Vacation Pay on Retirement	\$0	\$0	\$0	\$9,698	\$0
19 Force Benefits	\$258,734	\$255,639	(\$3,095)	\$578,000	\$256,052
20 Clothing/Uniform Maintenance	\$11,250	\$4,571	(\$6,680)	\$27,000	\$9,138
21 Medical and Fitness Training	\$6,200	\$6,383	\$183	\$20,400	\$6,966
22 Career Recognition	\$1,000	\$0	(\$1,000)	\$3,000	\$2,657
23 Holiday Relief Wages & Overtime	\$63,914	\$85,644	\$21,729	\$303,000	\$89,981
24 Holiday Relief Benefits	\$36,609	\$35,152	(\$1,458)	\$102,500	\$33,354
Volunteer Expenses	\$0	\$0	\$0	\$0	\$7,478
26	\$1,352,378	\$1,330,647	(\$21,731)	\$3,573,100	\$1,356,582
TELECOMMUNICATIONS					
27 Cellular Telephone	\$2,754	\$1,894	(\$860)	\$6,610	\$1,928
28 Communication Equipment	\$4,275	\$1,752	(\$2,523)	\$10,000	\$2,936
29 Maintenance/ Repairs	\$625	\$1,072	\$447	\$1,500	\$0
30	\$7,654	\$4,718	(\$2,937)	\$18,110	\$4,864
INSURANCE:					
31 Insurance	\$33,317	\$34,349	\$1,032	\$33,317	\$32,987
32	\$33,317	\$34,349	\$1,032	\$33,317	\$32,987
PREVENTION AND TRAINING					
33 Firefighter/Co. Officer Training	\$10,750	\$6,774	(\$3,976)	\$36,000	\$6,252
34 Fire Prevention and Public Education	\$3,636	\$3,146	(\$490)	\$10,000	\$2,922
35 Training Supplies	\$500	\$0	(\$500)	\$2,000	\$1,905
36	\$14,886	\$9,921	(\$4,965)	\$48,000	\$11,079
FACILITIES					
37 Station 1 Operating	\$135,695	\$131,836	(\$3,860)	\$168,329	\$130,147
38 Station 2 Operating	\$9,042	\$9,116	\$75	\$21,700	\$9,042
39 Station 2 Rent	\$20,378	\$20,378	(\$0)	\$48,907	\$19,975
40 Station Supplies	\$4,375	\$5,723	\$1,348	\$10,500	\$2,729
41	\$169,490	\$167,053	(\$2,437)	\$249,436	\$161,893
FLEET					
42 Vehicle Fuel	\$9,091	\$7,258	(\$1,833)	\$25,000	\$6,781
43 Vehicle Registration	\$550	\$361	(\$189)	\$550	\$301
45 Vehicle Maint & Repairs	\$26,250	\$29,108	\$2,858	\$63,000	\$38,564
46	\$35,891	\$36,727	\$836	\$88,550	\$45,646
OPERATIONS					
47 New Equipment	\$7,292	\$4,022	(\$3,270)	\$17,500	\$3,802
48 Maint & Repairs - Equipment	\$6,750	\$7,449	\$699	\$16,000	\$9,820
49 Maint & Repairs - Bunker Gear	\$0	\$27	\$27	\$7,000	\$834
50 Medical Supplies	\$1,875	\$1,928	\$53	\$4,500	\$1,705
51 Firefighter Supplies	\$1,458	\$3,255	\$1,796	\$3,500	\$119
52 Health & Safety	\$625	\$472	(\$153)	\$1,500	\$20
53 H&S Cause Determination	\$208	\$0	(\$208)	\$500	\$0
54	\$18,208	\$17,152	(\$1,056)	\$50,500	\$16,301
WATER COSTS:					
55 Water Costs - Rothesay	\$12,102	\$12,101	(\$1)	\$24,201	\$11,749
56 Water Costs - Quispamsis	\$2,252	\$2,252	\$0	\$4,504	\$2,195
57	\$14,354	\$14,353	(\$1)	\$28,705	\$13,944
OTHER:					
58 Miscellaneous	\$1,208	\$1,317	\$109	\$2,900	\$1,429
59 Retirement Allowance	\$20,833	\$24,919	\$4,085	\$50,000	\$20,833
60	\$22,042	\$26,236	\$4,194	\$52,900	\$22,263
61	\$1,918,005	\$1,883,827	(\$34,177)	\$4,809,701	\$1,903,429

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000
For the 5 months ending May 31, 2017

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
17	Firefighting Force: Salaries	\$951,347	\$922,341	(\$29,006)	2017 Budget includes 2.5% increase, union contract not yet negotiated
20	Clothing/Uniform Maintenance	\$11,250	\$4,571	(\$6,680)	
23	Holiday Relief Wages & Overtime	\$63,914	\$85,644	\$21,729	Replacement costs for Force members illness
Material Variances		\$1,026,511	\$1,012,555	(\$13,956)	

Kennebecasis Valley Fire Department Inc.

Invoices over \$2,000
For the month of May 2017

Recurring Monthly Invoices		Amount	Description
05/01/17	Assumption Life	\$26,062	Group Benefits
05/01/17	Town of Quispamsis	\$4,076	Rent - Station 2
05/04/17	Receiver General	\$46,777	payroll liabilities
05/04/17	BMO	\$68,543	net wages 05/04/2017
05/18/17	Receiver General	\$44,934	payroll liabilities
05/18/17	BMO	\$69,795	net wage 05/18/2017
05/31/17	CIBC Mellon	\$40,685	Pension May 2017
05/31/17	I.A.F.F. Local 3591	\$6,906	Union Dues
05/31/17	Worksafe	\$3,077	worksafe assessment
Non-Recurring Invoices		Amount	Description
05/17/17	Ville de Dieppe	\$2,875	water rescue course
03/01/17	Minister of Finance	\$99,352	2017 property taxes



Kennebecasis Valley Fire Department

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

July 12, 2017

Structure Fire Incidents

Mid-afternoon on June 1, crews were dispatched to Edwards Drive in Quispamsis for the report of a propane BBQ on fire. By the time the first arriving crew was on scene the BBQ which was located on a wooden deck approximately six feet above the ground level was fully engulfed in flames and the propane fed fire had ignited the deck and everything on it as well as the vinyl siding on the rear of the home. The rear patio door was left open by the fleeing occupants and the fire was threatening to breach the interior of the home. The crew from Engine 2 quickly attacked the fire and prevented it from spreading any further. The attic area was checked for fire extension using a thermal imaging camera and the home was ventilated to remove the smoke.



On June 16, KVFD was dispatched to a structure fire at 6 Rose Lane in Rothesay. Enroute PSCC provided an update which reported that the fire was started in a chimney and that the roof was on fire. Quint 1 arrived on scene first and reported a 1-1/2 storey wood frame home with smoke coming from the front and fire coming from the side of the home. The first in crews encountered heavy smoke and extremely high temperatures on the second floor of the residence as they began attacking the fire. The fire was burning in a hidden space between the knee wall and roof which made it difficult to access. Once it was confirmed that all occupants had been accounted for, a hole was cut in the roof to help ventilate the heat and smoke and make conditions more tenable for crews working on the fire floor. A second alarm was dispatched sending additional firefighters to the scene as well as a crew to the station to provide back-up for any other calls that were received. The Chaplain was requested to respond to help support the displaced family and the Red Cross were subsequently contacted to provide assistance to the home owners.

This incident has attracted considerable media attention given the unfortunate circumstances surrounding the new owners and their young children. They had just moved into the residence the evening of the fire after travelling from Alberta over the past eleven days. The investigation into the fire deemed it accidental in nature and as the result of an incomplete chimney.

Mid-afternoon on July 5, 2017, KVFD was dispatched to a structure fire at 369 Damascus Road. A large column of black smoke was visible as crews responded and the residence was fully engulfed in fire upon our arrival. Fortunately, the residents were not at home and crews could operate from the exterior of the home in a defensive position. Mutual aid for water supply was provided by Hampton, Nauwigewauk, Simonds and Saint John fire departments. High ambient temperature coupled with high humidity resulted in two firefighters suffering from mild dehydration and they were treated on scene by Ambulance New Brunswick.

Unfortunately, the home and all contents were lost including several family pets. The home was insured and assistance to the family was provided by the Red Cross. The department offered to host a birthday party for the four-year old son of the owner and his friends after it was learned that his party was planned for July 8th.

Retirement Ceremony

On June 30th, family, friends, invited guests and peers gathered to wish Captain Roger Finlay a happy retirement after 44 years in the fire service. Roger was "piped out" following his last shift on-duty and we wish him all the best in the years to come.

Promotions

As a result of Captain Finlay's retirement the following promotions became effective July 1, 2017:

Lieutenant Douglas Barrett to Captain
Senior Firefighter Robert MacLeod to Lieutenant
Holiday Relief Firefighter Nathan Garrett to 3rd Class Firefighter
Cadet Danielle Cates to Holiday Relief Firefighter

Response Types Kennebecasis Valley Fire Department (01/01/2017-30/06/2017)		Jan	Feb	Mar	April	May	June	2017 YTD	2016 YTD
	Fire/explosion - dollar loss [10]	1	6	5	4	2	2	20	17
	Rubbish/grass fire - no dollar loss [12]	0	0	1	10	4	5	20	39
	Chimney Fire [13]	4	2	1	0	0	0	7	3
	Total Fire [10-19]	5	8	7	14	6	7	47	59
	Rescue - Miscellaneous [30]	1	0	0	1	0	1	3	2
	Vehicle Accident [31]	7	7	8	3	10	9	44	56
	Total Rescue or Resuscitation call [30-39]	8	7	8	4	10	10	47	58
	Public Hazard - gasoline or fuel spill [41]	0	1	0	1	0	1	3	2
	Public Hazard - power line down / utility pole hazard [43]	4	1	1	2	3	2	13	4
	Public Hazard - miscellaneous [49]	1	3	0	1	1	2	8	5
	Total Public hazard [40-49]	5	5	1	4	4	5	24	11
	Gas Leak - propane [51]	2	1	0	0	0	1	4	2
	Gas Leak - response to carbon monoxide detector alarm [53]	3	1	0	0	1	0	5	8
	Total Gas leak [50-59]	5	2	0	0	1	1	9	10
	Public Service - first aid [62]	49	52	53	52	52	49	307	316
	Public Service - assist police or other agency [63]	0	1	0	0	0	0	1	4
	Public Service - mutual aid [65]	0	0	0	2	1	0	3	4
	Public Service - animal rescue [66]	0	0	0	1	0	0	1	0
	Public Service - flooding [67]	1	0	0	0	0	0	1	1
	Public Service- miscellaneous [69]	1	0	0	1	0	2	4	9
	Total Public services [60-69]	51	53	53	56	53	51	317	334
	Alarm No Fire - accidental miscellaneous [70]	3	3	4	3	5	5	23	15
	Alarm No Fire - smoke or steam mistaken [71]	1	0	1	1	1	0	4	7
	Alarm No Fire - sprinkler surge or discharge [72]	0	1	0	0	0	0	1	1
	Alarm No Fire - detector activated [73]	3	5	5	2	4	5	24	30
	Alarm No Fire - unknown odours [75]	1	4	0	1	2	0	8	7
	Alarm No Fire - miscellaneous [79]	1	2	3	5	3	0	14	10
	Total Alarm no fire - No malicious intent [70-79]	9	15	13	12	15	10	74	70
	False Alarm (Mischief) - miscellaneous [89]	0	0	0	0	0	1	1	0
	Total False alarm - Mischief [80-89]	0	0	0	0	0	1	1	2
	Total Response Types Kennebecasis Valley Fire	83	90	82	90	89	85	519	544

Town of Rothesay

General Fund Financial Statements

August 31, 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 - August	G11
Project Funding - September - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 8/31/17

ASSETS

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

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

\$ 47,266,212

LIABILITIES AND EQUITY

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

Total Liabilities \$ 7,817,960

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

Town of Rothesay
 Balance Sheet - General Fund Reserves
 8/31/17

ASSETS

BNS General Operating Reserve #214-15	794,500
BNS General Capital Reserves #2261-14	1,011,530
BNS - Gas Tax Reserves - GIC	4,254,365
Gen Reserves due to/from Gen Operating	438,620
	<u>\$ 6,499,016</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,511,837
Invest. in General Capital Reserve	864,875
General Gas Tax Funding	173,221
Invest. in General Operating Reserve	802,146
Invest. in Land for Public Purposes Reserve	95,321
Invest. in Town Hall Reserve	51,616
	<u>\$ 6,499,017</u>

Town of Rothesay
Balance Sheet - General Operating Fund
8/31/17

CURRENT ASSETS

Cash	815,608
Receivables	47,063
HST Receivable	267,904
Inventory	52,153
Gen Operating due to/from Util Operating	2,042,217
Total Current Assets	<u>3,224,946</u>
Other Assets:	
Projects	<u>2,160,389</u>
	<u>2,160,389</u>
TOTAL ASSETS	<u><u>5,385,335</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,712,701
Other Payables	388,075
Gen Operating due to/from Gen Reserves	438,620
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	<u><u>4,012,756</u></u>

EQUITY

Retained Earnings - General	(278,298)
Surplus/(Deficit) for the Period	<u>1,650,876</u>
	<u>1,372,578</u>
	<u><u>5,385,335</u></u>

Town of Rothesay

Statement of Revenue & Expenditure
8 Months Ended 8/31/17

	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	10,221,080	10,221,081	(1)		15,331,622
Sale of Services	14,459	12,958	229,039	201,667	27,373		339,700
Services to Province of New Brunswick	5,000	5,000	40,000	40,000	0		60,000
Other Revenue from Own Sources	21,148	7,682	103,062	61,453	41,608		92,180
Unconditional Grant	9,998	9,997	79,978	79,979	(1)		119,968
Conditional Transfers	0	5,000	14,483	16,500	(2,017)		21,500
Other Transfers	0	0	470,030	470,030	(0)		930,030
	<u>\$1,328,241</u>	<u>\$1,318,273</u>	<u>\$11,157,672</u>	<u>\$11,090,710</u>	<u>\$66,962</u>		<u>\$16,895,000</u>
EXPENSES							
General Government Services	94,698	117,411	1,396,985	1,478,058	81,073		2,039,246
Protective Services	349,003	351,280	3,366,310	3,379,928	13,618		4,785,048
Transportation Services	175,640	213,239	2,121,561	2,230,770	109,209		3,329,876
Environmental Health Services	50,349	47,083	417,100	426,667	9,567		620,000
Environmental Development	42,894	46,865	328,862	432,615	103,754		633,947
Recreation & Cultural Services	155,635	180,914	1,314,102	1,426,749	112,647		1,991,932
Fiscal Services	322	1,183	561,875	564,041	2,166		3,494,951
	<u>\$868,541</u>	<u>\$957,975</u>	<u>\$9,506,795</u>	<u>\$9,938,827</u>	<u>\$432,032</u>		<u>\$16,895,000</u>
Surplus (Deficit) for the Year	<u>\$459,700</u>	<u>\$360,297</u>	<u>\$1,650,876</u>	<u>\$1,151,883</u>	<u>\$498,994</u>		<u>\$ -</u>

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Statement of Revenue & Expenditure 8 Months Ended 8/31/17

	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	370	2,500	21,365	20,000	1,365		30,000
Town Hall Rent	3,733	833	12,272	6,667	5,606	1	10,000
Arena Revenue	0	500	127,712	126,500	1,212		236,200
Community Garden	0	125	1,120	1,000	120		1,500
Recreation Programs	10,356	9,000	66,570	47,500	19,070	2	62,000
	14,459	12,958	229,039	201,667	27,373		339,700
Other Revenue from Own Sources							
Licenses & Permits	20,089	7,083	72,876	56,667	16,210	3	85,000
Ditch Improvement Program	0	0	100	0	100		0
Recycling Dollies & Lids	0	42	242	333	(92)		500
Interest & Sundry	880	417	6,561	3,333	3,228	4	5,000
Miscellaneous	180	140	23,231	1,120	22,111	5	1,680
History Book Sales	0	0	52	0	52		0
	21,148	7,682	103,062	61,453	41,608		92,180
Conditional Transfers							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	0	5,000	11,983	15,000	(3,017)	6	20,000
	0	5,000	14,483	16,500	(2,017)		21,500
Other Transfers							
Surplus of 2nd Previous Year	0	0	10,030	10,030	(0)		10,030
Utility Fund Transfer	0	0	460,000	460,000	0		920,000
	0	0	470,030	470,030	(0)		930,030
EXPENSES							
General Government Services							
Legislative							
Mayor	2,525	3,092	23,805	24,733	929		37,100
Councillors	8,329	8,862	70,077	70,895	819		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	505	1,417	5,630	10,333	4,704	7	13,000
	11,359	13,370	111,729	118,180	6,451		169,734
Administrative							
Office Building	7,978	7,683	100,796	110,267	9,470	8	142,700
Solicitor	1,247	4,167	23,830	33,333	9,503		50,000
Administration - Wages & Benefits	64,059	69,770	581,221	592,190	10,969		955,300
Supplies	3,030	9,658	55,064	89,267	34,202	9	133,900
Professional Fees	0	2,500	12,065	20,000	7,935		30,000
Other	5,701	5,937	64,916	59,236	(5,679)	10	84,724
	82,016	99,715	837,892	904,293	66,400		1,396,624

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	G7
Other General Government Services								
Community Communications	0	667	2,519	5,333	2,814		8,000	
Civic Relations	11	333	1,166	2,667	1,500		4,000	
Insurance	1,117	417	162,011	165,423	3,412		167,090	
Donations	195	2,909	30,070	30,364	293		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	
	1,323	4,326	447,364	455,585	8,221		472,888	
	94,698	117,411	1,396,985	1,478,058	81,073		2,039,246	
Protective Services								
Police								
Police Protection	190,153	190,153	1,521,221	1,521,221	0		2,281,831	
Crime Stoppers	0	0	2,800	2,800	0		2,800	
	190,153	190,153	1,524,021	1,524,021	0		2,284,631	
Fire								
Fire Protection	146,449	146,606	1,363,100	1,364,738	1,639		1,951,164	
Water Costs Fire Protection	0	0	375,000	375,000	0		375,000	
	146,449	146,606	1,738,100	1,739,738	1,639		2,326,164	
Emergency Measures								
911 Communications Centre	11,646	11,646	93,169	93,169	(0)		139,753	
EMO Director/Committee	80	1,250	319	10,000	9,681	11	15,000	
	11,726	12,896	93,488	103,169	9,680		154,753	
Other								
Animal & Pest Control	675	792	5,298	6,333	1,035		9,500	
Other	0	833	5,403	6,667	1,264		10,000	
	675	1,625	10,701	13,000	2,299		19,500	
Total Protective Services	349,003	351,280	3,366,310	3,379,928	13,618		4,785,048	

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							G8
Common Services							
Administration (Wages & Benefits)	117,642	136,885	1,139,234	1,218,130	78,896	12	1,834,278
Workshops, Yards & Equipment	20,618	41,104	353,718	370,830	17,112		535,245
Engineering	0	625	2,635	5,000	2,365		7,500
	138,260	178,614	1,495,587	1,593,960	98,373		2,377,023
Street Cleaning & Flushing	0	3,667	9,974	25,333	15,359		40,000
Roads & Streets	5,676	6,250	26,721	50,000	23,279		75,000
Crosswalks & Sidewalks	5,889	667	20,102	9,143	(10,959)	13	14,353
Culverts & Drainage Ditches	11,590	5,000	54,548	40,000	(14,548)	14	60,000
Snow & Ice Removal	0	1,667	309,670	319,333	9,664		470,000
	23,155	17,250	421,014	443,809	22,795		659,353
Street Lighting	11,626	12,167	96,976	97,333	357		146,000
Traffic Services							
Street Signs	681	1,250	17,339	10,000	(7,339)	15	15,000
Traffic Lanemarking	0	0	25,657	20,000	(5,657)	16	20,000
Traffic Signals	780	2,083	16,072	16,667	595		25,000
Railway Crossing	992	1,667	12,560	13,333	774		20,000
	2,452	5,000	71,628	60,000	(11,628)		80,000
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	1,168	1,667	499		2,500
	146	208	36,356	35,667	(689)		67,500
Total Transportation Services	175,640	213,239	2,121,561	2,230,770	109,209		3,329,876
Environmental Health Services							
Solid Waste Disposal Land Fill	19,290	15,833	129,810	126,667	(3,143)		190,000
Solid Waste Disposal Compost	1,630	2,083	15,310	16,667	1,356		25,000
Solid Waste Collection	21,864	21,667	174,909	173,333	(1,576)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,500	63,336	60,000	(3,336)	17	90,000
Clean Up Campaign	0	0	33,734	50,000	16,266	18	55,000
	50,349	47,083	417,100	426,667	9,567		620,000
Environmental Development Services							
Planning & Zoning							
Administration	21,960	31,121	260,006	303,467	43,461	19	441,825
Planning Projects	0	8,333	8,783	66,667	57,884	20	100,000
Heritage Committee	0	208	0	1,667	1,667		2,500
	21,960	39,663	268,789	371,801	103,012		544,325
Economic Development Comm.	20,935	7,202	56,944	57,615	671		86,422
Tourism	0	0	3,129	3,200	71		3,200
	20,935	7,202	60,072	60,815	742		89,622
	42,894	46,865	328,862	432,615	103,754		633,947

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	G9
Recreation & Cultural Services								
Administration	14,014	17,285	165,792	165,943	151		243,246	
Beaches	16,291	23,700	33,636	53,400	19,764	21	53,400	
Rothsay Arena	12,068	15,919	188,928	202,939	14,011	22	313,080	
Memorial Centre	7,356	4,750	36,365	46,000	9,635		65,000	
Summer Programs	18,239	23,820	43,220	55,944	12,724		58,944	
Parks & Gardens	61,907	72,000	362,549	396,167	33,618	23	568,400	
Rothsay Common Rink	220	1,008	36,220	38,068	1,847		48,401	
Playgrounds and Fields	10,494	9,167	52,409	73,333	20,924	24	110,000	
Regional Facilities Commission	0	0	298,335	298,335	0		397,780	
Kennebecasis Public Library	7,198	7,198	57,582	57,587	5		86,381	
Big Rothsay Road	0	25	0	200	200		300	
Special Events	7,843	5,833	37,633	37,167	(467)		44,500	
Rothsay Living Museum	5	208	1,433	1,667	234		2,500	
	<u>155,635</u>	<u>180,914</u>	<u>1,314,102</u>	<u>1,426,749</u>	<u>112,647</u>		<u>1,991,932</u>	
Fiscal Services								
Debt Charges								
Interest	322	1,183	126,875	129,041	2,166		252,951	
Debt Payments	0	0	435,000	435,000	0		985,000	
	<u>322</u>	<u>1,183</u>	<u>561,875</u>	<u>564,041</u>	<u>2,166</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>322</u>	<u>1,183</u>	<u>561,875</u>	<u>564,041</u>	<u>2,166</u>		<u>3,494,951</u>	

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Town of Rothesay

Variance Report - General Fund

8 months ending August-31-17

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Town Hall Rent	\$ 12,272	\$ 6,667	\$ 5,605	Deposit paid
2	Recreation Programs	\$ 66,570	\$ 47,500	\$ 19,070	Includes 2 years RHS field maintenance
3	Licenses & Permits	\$ 72,876	\$ 56,667	\$ 16,209	Building Permits higher than budgeted
4	Interest & Sundry	\$ 6,561	\$ 333	\$ 6,228	Cash on hand
5	Miscellaneous Revenue	\$ 23,231	\$ 1,120	\$ 22,111	Sale of used equipment
6	Grants - Other	\$ 11,983	\$ 15,000	\$ (3,017)	Federal claims not received yet
				Total \$	66,206
				Variance per Statement \$	66,962
				Explained	98.87%
Expenses					
General Government					
7	Legislative - Other	\$ 5,630	\$ 10,333	\$ 4,703	Council Development Seminars budget may be high
8	Office Building	\$ 100,796	\$ 110,267	\$ 9,471	Less cleaning and maintenance expenses
9	Supplies	\$ 55,064	\$ 89,267	\$ 34,203	Information Systems not purchased yet
10	Administration - Other	\$ 64,916	\$ 59,236	\$ (5,680)	WHSCC over budget
Protective Services					
11	EMO Director/Committee	\$ 319	\$ 10,000	\$ 9,681	Not used yet
Transportation					
12	Administration (Wages & Benefits)	\$ 1,139,234	\$ 1,218,130	\$ 78,896	Wages under budget, new hires budgeted
13	Crosswalks & Sidewalks	\$ 20,102	\$ 9,143	\$ (10,959)	Light repairs and concrete repairs
14	Culverts & Drainage Ditches	\$ 54,548	\$ 40,000	\$ (14,548)	Repairs to Highland Ave.
15	Street Signs	\$ 17,339	\$ 10,000	\$ (7,339)	solar speed radar sign
16	Traffic Lanemarking	\$ 25,657	\$ 20,000	\$ (5,657)	Bead purchases
Environmental Health					
17	Curbside Recycling	\$ 63,336	\$ 60,000	\$ (3,336)	Additional containers
18	Cleanup Campaign	\$ 33,734	\$ 50,000	\$ 16,266	Tonnage lower than expected
Environmental Development					
19	Planning Administration	\$ 260,006	\$ 303,467	\$ 43,461	Position vacant
20	Planning Projects	\$ 8,783	\$ 58,333	\$ 49,550	Timing
Recreation & Cultural Services					
21	Beaches	\$ 33,636	\$ 53,400	\$ 19,764	Wages \$17,000 under budget
22	Rothesay Arena	\$ 188,928	\$ 202,939	\$ 14,011	Plant & Ice Maintenance under budget
23	Parks & Gardens	\$ 362,549	\$ 396,167	\$ 33,618	Permanent and Casual Wages lower than expected
23	Playgrounds & Fields	\$ 52,409	\$ 73,333	\$ 20,924	Maintenance expenses not used yet
Fiscal Services					
				Total \$	287,029
				Variance per Statement \$	487,440
				Explained	58.88%

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Town of Rothesay

Capital Projects 2017
General Fund
8 Months Ended 8/31/17

	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
General Government						
12010560 General Gov't Equipment Purchases G-2017-006	55,000	2,378	52,622	IT	55,000	2,378
12021860 Town Hall Improvements Upstairs G-2017-011	40,000	36,491	3,509		55,000	2,378
Total General Government	95,000	38,868	56,132			
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	7,071	82,929		Budget	Actual
12025360 Asphalt/Microseal T-2017-001	1,325,000	1,030,607	294,393	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	851,711	198,289	Tandem Dump	250,000	167,191
12025460 General Specifications T-2017-002	-	9,251	9,251	Single Axle Dump	225,000	156,862
Total Transportation	3,562,000	1,915,644	1,646,356	Loader	275,000	241,422
					1,050,000	851,711
Recreation						
12020860 Recreation Equipment Purchases R-2016-003	47,500	7,613	39,887	Mower	7,500	7,613
12025660 Ballpark Ballfield Parking R-2017-010	-	1,485	1,485	Master Plan/Scribner	40,000	
Total Recreation	47,500	9,098	38,402		47,500	7,613
Total						
	\$ 3,783,000	\$ 1,963,611	\$ 1,819,389			
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 RAS 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	\$ 2,160,389	\$ 1,819,389			
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
9 Months Ended 9/30/17

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	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
General Government						
12010560 General Gov't Equipment Purchases G-2017-006	55,000	2,378	52,622	IT	55,000	2,378
12021860 Town Hall Improvements Upstairs G-2017-011	40,000	36,491	3,509		55,000	2,378
Total General Government	95,000	38,868	56,132			
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	7,801	82,199		Budget	Actual
12025360 Asphalt/Microseal T-2017-001	1,325,000	1,234,692	90,308	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	851,711	198,289	Tandem Dump	250,000	167,191
12025460 General Specifications T-2017-002	-	9,251	9,251	Single Axle Dump	225,000	156,862
Total Transportation	3,562,000	2,120,459	1,441,541	Loader	275,000	241,422
					1,050,000	851,711
Recreation						
12020860 Recreation Equipment Purchases R-2016-003	47,500	7,613	39,887	Mower	7,500	7,613
12025660 Ballpark Ballfield Parking R-2017-010	-	1,485	1,485	Master Plan/Scribner	40,000	
Total Recreation	47,500	9,098	38,402		47,500	7,613
Total						
	\$ 3,783,000	\$ 2,168,426	\$ 1,614,574			
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 RAS 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	\$ 2,365,203	\$ 1,614,574			
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

August 31, 2017

Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Project Listing - August	U6
Project Listing - September	U7

Town of Rothesay

Capital Balance Sheet

As at 8/31/17

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 Improvements	(42,031)
Accumulated Amortization Utilites Equipment	(15,330)
Accumulated Amortization Utilites Roads & Streets	(7,341)
	<hr/>
	(14,139,708)

TOTAL ASSETS

33,413,765

LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

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

TOTAL LIABILITIES & EQUITY

33,413,763

Town of Rothesay

Utility Reserve Balance Sheet
As at 8/31/17

ASSETS

Assets:

Bank - Utility Reserve	1,083,664
Due from Utility Operating	10,121
TOTAL ASSETS	<u>\$ 1,093,785</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	779,281
Invest. in Utility Operating Reserve	100,677
Invest. in Sewage Outfall Reserve	213,827
TOTAL EQUITY	<u>\$ 1,093,786</u>

Town of Rothesay

Utilities Fund Operating Balance Sheet

As at 8/31/17

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	620,169
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>621,369</u>
Other Assets:	
Projects	2,624,315
	<u>2,624,315</u>
 TOTAL ASSETS	 <u><u>\$ 3,245,685</u></u>

LIABILITIES

Accrued Payables	48,730
Due from General Fund	2,042,217
Due from (to) Capital Fund	(649,040)
Due to (from) Utility Reserve	10,121
Deferred Revenue	18,006
Total Liabilities	<u>1,470,035</u>

EQUITY

Surplus:	
Opening Retained Earnings	21,220
Profit (Loss) to Date	1,754,430
	<u>1,775,650</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>\$ 3,245,685</u></u>

Town of Rothesay
Utilities Operating Income Statement
8 Months Ended 8/31/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	6,450	0	521,921	503,500	18,421	1	980,000
Meter and non-hookup fees	0	0	23,682	18,750	4,932		37,500
Water Supply for Fire Prot.	0	0	375,000	375,000	0		375,000
Local Improvement Levy	0	0	59,073	59,000	73		59,000
Sewerage Services	720	0	1,615,455	1,600,000	15,455	2	1,600,000
Connection Fees	200	5,000	48,500	40,000	8,500		60,000
Interest Earned	7,147	3,958	52,818	31,667	21,152	3	47,500
Misc. Revenue	750	205	4,304	1,643	2,660	4	2,465
Surplus - Previous Years	0	0	28,535	28,535	(0)		28,535
TOTAL RECEIPTS	15,267	9,164	2,729,288	2,658,095	71,193		3,190,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	184,000	184,000	0		368,000
Audit/Legal/Training	0	1,000	6,141	11,000	4,859		15,000
Purification & Treatment	29,439	24,667	168,819	211,333	42,515	5	310,000
Transmission & Distribution	4,422	7,692	63,366	61,533	(1,833)		92,300
Power & Pumping	3,673	4,000	29,527	32,000	2,473		48,000
Billing/Collections	109	0	4,460	3,000	(1,460)		3,000
Water Purchased	0	83	375	667	292		1,000
Misc. Expenses	0	1,500	6,250	12,000	5,750	6	18,000
TOTAL WATER SUPPLY	37,643	38,942	462,937	515,533	52,596		855,300
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	276,000	276,000	0		552,000
Audit/Legal/Training	1	1,833	10,181	21,667	11,485		29,000
Collection System Maintenance	21,616	8,267	47,718	30,933	(16,785)	7	64,000
Sewer Claims	(15,251)	1,983	4,613	15,867	11,253		23,800
Lift Stations	511	2,417	15,513	19,333	3,821		29,000
Treatment/Disposal	1,026	5,054	35,935	45,233	9,299		65,450
Misc. Expenses	0	458	6,570	3,667	(2,903)	8	5,500
TOTAL SWGE COLLECTION & DISPOSAL	7,904	20,013	396,530	412,700	16,170		768,750
FISCAL SERVICES							
Interest on Bank Loans	0	5,417	3,018	43,333	40,316	9	65,000
Interest on Long-Term Debt	0	0	86,374	86,374	0		274,177
Principal Repayment	0	0	26,000	26,000	0		486,773
Transfer to Reserve Accounts	0	0	0	0	0		140,000
Capital Fund Through Operating	0	0	0	0	0		600,000
TOTAL FISCAL SERVICES	0	5,417	115,391	155,707	40,316		1,565,950
TOTAL EXPENSES	45,547	64,371	974,858	1,083,940	109,082		3,190,000
NET INCOME (LOSS) FOR THE PERIOD	(30,280)	(55,207)	1,754,430	1,574,155	180,275		(0)

Town of Rothesay

2017October10OpenSessionFINAL_122

Variance Report - Utility Operating
8 Months Ended August 31, 2017

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 521,921	\$ 503,500	\$ 18,421	Residential usage higher than budgeted
2	Sewerage Services	\$ 1,615,455	\$ 1,600,000	\$ 15,455	Residential usage higher than budgeted
3	Interest Earned	\$ 52,818	\$ 31,667	\$ 21,151	Interest on accounts receivable
4	Misc. Revenue	\$ 4,304	\$ 1,643	\$ 2,661	Meter reading charges for property transfers
Expenses					
Water Supply					
5	Purification/Treatment	\$ 168,819	\$ 211,333	\$ 42,514	Maintenance not used yet
6	Misc. Expenses	\$ 6,250	\$ 12,000	\$ 5,750	Water meter purchase
Sewerage Collection and Disposal					
7	Audit/Legal/Training	\$ 10,180	\$ 21,667	\$ 11,487	Training not used yet
8	Collection Systems	\$ 47,718	\$ 30,933	\$ (16,785)	Pump and system repairs
9	Misc. Expenses	\$ 6,570	\$ 3,667	\$ (2,903)	Clothing purchases
Fiscal Services					
10	Interest on Bank Loans	\$ 3,018	\$ 43,333	\$ 40,315	Borrowing not required

Town of Rothesay

Capital Projects 2017

Utility Fund

8 Months Ended 8/31/17

		Original BUDGET	CURRENT Y-T-D	Remaining Budget	
WATER					
12043430	Well Development - Watershed W-2014-014	150,000	66,591	83,409	
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000	
12033530	Hampton Road Watermain W-2017-002	200,000	37,459	162,541	
12033630	Box & Davit for R102 W2017-004	25,000	13,656	11,344	
		<u>\$ 400,000</u>	<u>\$ 117,706</u>	<u>\$ 282,294</u>	
SEWER					
12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	2,126,585	2,873,415	
12044230	Infiltration/Inflow Study S-2017-003	-	191,595	-191,595	
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	2,097	1,397,903	
		<u>6,400,000</u>	<u>2,320,277</u>	<u>4,079,723</u>	
Unassigned:					
	Station Rd Watermain	100,000		100,000	
	Sewer Improvements	300,000		300,000	
		<u>400,000</u>	<u>-</u>	<u>400,000</u>	
Total Approved		<u>7,200,000</u>	<u>2,437,983</u>	<u>4,762,017</u>	
Carryovers					
Funded from Reserves					
12043730	Almon/Peters Reconstruction - Water - T-2016-007		-1,382		
12043830	Water Plant Aux Building W-2016-002		187,715		
			<u>186,333</u>		
		<u>7,200,000</u>	<u>2,624,315</u>	<u>4,762,017</u>	
Funding:					
	Total	Reserves	Gas Tax	Grants	Borrow
Water	500,000	200,000			
Sewer	6,700,000			4,266,667	2,133,333
	<u>7,200,000</u>	<u>200,000</u>	<u>-</u>	<u>4,266,667</u>	<u>2,133,333</u>

Town of Rothesay

Capital Projects 2017

Utility Fund

9 Months Ended 9/30/17

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	322,004	-122,004
12033630	Box & Davit for R102 W2017-004	25,000	13,656	11,344
		<u>\$ 400,000</u>	<u>\$ 436,562</u>	<u>-\$ 36,562</u>

SEWER

12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	2,126,585	2,873,415
12044230	Infiltration/Inflow Study S-2017-003	-	191,595	-191,595
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	2,097	1,397,903
		<u>6,400,000</u>	<u>2,320,277</u>	<u>4,079,723</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>2,756,839</u>	<u>4,443,161</u>
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Carryovers

Funded from Reserves

12043730	Almon/Peters Reconstruction - Water - T-2016-007	-1,382
12043830	Water Plant Aux Building W-2016-002	187,715
		<u>186,333</u>
		<u>7,200,000</u>
		<u>2,943,172</u>
		<u>4,443,161</u>

Funding:

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

TOWN OF ROTHESAY

FINANCE COMMITTEE

September 21, 2017

In attendance:

Mayor Nancy Grant

Councillor Grant Brenan

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 8:35a.m. The minutes of September 1, 2017 were accepted as revised from Council (NG/DS). The agenda was accepted with the following additions:

- 5.1 Regional Facilities Commission Budget Submission
- 5.2 Mileage
- 5.3 Sunshine List
- 5.4 Municipal Market Comparison Survey
(NG/DS)

August Financial Statements

General Fund – Treasurer MacDonald mentioned the town had borrowed \$1m last week as bridge financing for the WWTP project. We will pay it back when we receive the debenture funds before the end of the year. Town Hall renovations had been budgeted at \$40,000, will likely go over due to the requirement for a new fire exit, but will come from Reserves if necessary. There was a brief discussion on Ballpark and Hampton Road repairs, which are still under the budget allotted.

Utility Fund – Taylor Brook bridge work will be done over a weekend. There will be a receivable from the developer on Hampton Road. The statements for both funds were accepted as presented (NG/DS).

Donations

The donations summary was accepted as presented. The requests were briefly discussed and agreed as follows:

- a) Fill the Stocking Fund - \$250, with the assurance the towns will be acknowledged
- b) Royal United Services Institute – one ticket, \$60
- c) Dr. Stephen Memorial Foundation – two tickets
- d) BCIPI - \$100 donation, and will advise them we will put it on our social media, including the electronic board.

Budget Schedule

After some discussion on dates and timing, the following changes were made to the schedule. The Nov. 9 meeting moved to Nov. 16th. The Dec. 4 meeting moved to Nov. 27 and an additional meeting scheduled for Nov. 22 at 2pm.

Regional Facilities Commission Budget Submission

It was noted our share of the submission is \$19,000 less than last year, but it still makes up a portion of \$1m we send to the city each year. Mayor Grant has a meeting with Mayor Darling Oct. 4th. It was agreed to **recommend to Council to accept the budget as submitted.** (NG/DS)

Mileage

Chairman Brennan was questioning why we use the Federal rate of reimbursement rather than the Provincial. After a brief discussion, it was agreed to review the policy at the next meeting, for the coming budget year.

Sunshine List

Chairman Brennan wanted to discuss the idea of the town making a policy of releasing the salary ranges for the staff. It was agreed to add this to the joint meeting with Quispamsis, and have our representatives on Fire and Police take that to their boards.

Municipal Market Comparison Survey

Chairman Brennan thinks a survey would be worthwhile. Town Manager Jarvie agreed and it will be included in the budget for 2018. Treasurer MacDonald noted we will need to add funds to the budget for Capital Asset Management, even if we do the minimum.

Compliance Report

For information purposes.

Next Meeting

The next meeting is set for October 19, 8:30 in the Sayre Room. The meeting adjourned at 10am.

Grant Brennan, Chairman

Ellen K. Steeves, Recording Secretary



2017October10OpenSessionFINAL_127
ROTHESAY
INTEROFFICE MEMORANDUM



TO	:	Mayor & Council
FROM	:	Treasurer Doug MacDonald
DATE	:	October 2, 2017
RE	:	Finance Committee Motion

The Finance Committee reviewed the budget submitted on behalf of the Regional Facilities Commission and recommends the following:

Council approve the 2018 budget request, and the Rothesay contribution of \$378,465, as submitted by the Regional Facilities Commission.

REGIONAL FACILITIES COMMISSION

02/10/2017

2018 Approved Budget

2017 October 10 Open Session FINAL 128

			<u>Harbour Station</u>	<u>Imperial</u>	<u>Trade Centre</u>	<u>Aquatic Centre</u>	<u>Arts Centre</u>	<u>Total</u>
2017	Approved	Operating	\$ 721,009	\$ 517,000	\$ 487,137	\$ 750,019	\$ 125,000	\$ 2,600,165
		Other			427,900	-		427,900
		Surplus/ (Deficit)	(80,863)		(2,686)	(101,464)		(185,013)
		TOTAL	<u>801,872</u>	<u>517,000</u>	<u>917,723</u>	<u>851,483</u>	<u>125,000</u>	<u>3,213,078</u>
2018	Request		\$ 720,038	\$ 529,925	\$ 494,627	\$ 692,200	\$ 125,000	\$ 2,561,790
	Other				439,300			439,300
	Surplus/(Deficit) from 2nd preceding year (2016)		<u>9,752</u>		<u>(30,586)</u>	<u>(14,541)</u>		<u>(35,375)</u>
			<u>\$ 710,286</u>	<u>\$ 529,925</u>	<u>\$ 964,513</u>	<u>\$ 706,741</u>	<u>\$ 125,000</u>	<u>\$ 3,036,465</u>
2018	Approved		\$ 720,038	\$ 529,925	\$ 494,627	\$ 692,200	\$ 125,000	\$ 2,561,790
	Other				439,300			439,300
	Surplus/(Deficit) from 2nd preceding year (2016)		<u>9,752</u>		<u>(30,586)</u>	<u>(14,541)</u>		<u>(35,375)</u>
			<u>\$ 710,286</u>	<u>\$ 529,925</u>	<u>\$ 964,513</u>	<u>\$ 706,741</u>	<u>\$ 125,000</u>	<u>\$ 3,036,465</u>
			(971)	12,925	7,490	(57,819)	-	(26,975)
					11,400			
			-0.13%	2.50%	1.54%	-7.71%	0.00%	-1.04%
					2.66%			

Municipal Contributions:

2018 Budget:	2017 Tax							Total Share	Quarterly
Funding Request	Base								
Grand Bay/Westfield	\$ 371,379,450	3.683%	26,160	19,517	35,523	26,029	4,604	\$ 111,833	\$ 27,958
Quispamsis	1,683,952,600	16.702%	118,632	88,508	161,093	118,040	20,878	507,151	126,788
Rothsay	1,256,690,300	12.464%	88,530	66,050	120,217	88,088	15,580	378,465	94,616
Saint John	6,770,480,331	67.151%	476,964	355,850	647,680	474,584	83,938	2,039,016	509,754
Total	<u>\$ 10,082,502,681</u>	<u>100.00%</u>	<u>710,286</u>	<u>529,925</u>	<u>964,513</u>	<u>706,741</u>	<u>125,000</u>	<u>\$ 3,036,465</u>	<u>\$ 759,116</u>
2017 Approved	2016 Tax							Total Share	Quarterly
	Base								
Grand Bay/Westfield	\$ 372,556,700	3.730%	29,910	19,284	34,231	31,760	4,663	\$ 119,848	\$ 29,962
Quispamsis	1,648,073,250	16.501%	132,317	85,310	151,433	140,503	20,626	530,189	132,547
Rothsay	1,236,515,850	12.380%	99,272	64,005	113,614	105,414	15,475	397,780	99,445
Saint John	6,730,596,691	67.389%	540,373	348,401	618,445	573,806	84,236	2,165,261	541,315
Total	<u>\$ 9,987,742,491</u>	<u>100.00%</u>	<u>801,872</u>	<u>517,000</u>	<u>917,723</u>	<u>851,483</u>	<u>125,000</u>	<u>\$ 3,213,078</u>	<u>\$ 803,269</u>



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor & Council
FROM	:	Treasurer Doug MacDonald
DATE	:	October 2, 2017
RE	:	Finance Committee Recommendation

The Finance Committee recommends a public budget session be scheduled for the purposes of discussing the 2018 General and Utility Fund operating budgets for 7 pm Monday November 27, 2017 at the Rothesay Town Hall (Common Room).

Town of Rothesay

8/31/17 219500-60


Donations/Cultural Support

Paid to date Budget

KV3C		2,500.00	in kind
NB Medical Education Trust	5,000.00	5,000.00	
Fairweather Scholarship	1,000.00	1,000.00	
KV Oasis	5,000.00	5,000.00	
Imperial Theatre		5,000.00	No multi-year commitment
Saint John Theatre Company	1,000.00	1,000.00	
YMCA	10,000.00	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	22,000.00	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

sub 8,070.34 7,500.00

30,070.34	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

Cell bills

463.49

4,071.32	7,500.00
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G/L Balance

4,071.32

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

39,941.66	62,800.00
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ROTHSAY

PARKS & RECREATION COMMITTEE MEETING MINUTES

Tuesday, September 19th, 2017



DRAFT

PRESENT: Councillor Miriam Wells, Chair
Maureen Desmond
Chuck McGibbon
Jane MacEachern
Mary Ann Gallagher
Kate Goodine
Director of Recreation Charles Jensen
Facilities Coordinator Ryan Kincade
Town Manager John Jarvie
Recording Secretary Bev Côté

ABSENT: Gary Myles
Brendan Kilfoil
Nathan Davis
Councillor Bill McGuire, Vice Chair
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 Kate Goodine to approve the minutes of the April 18th, 2017 meeting noting that the Date of Next Meeting was incorrect; it read Tuesday, March 21st, 2017 and should have read Tuesday, May 16th, 2017.

CARRIED.

2. APPROVAL OF AGENDA

MOVED by Mary Ann Gallagher and seconded by Maureen Desmond to approve the agenda as circulated with the addition of **6.3 2018 Budget Discussion**

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS

4.1 Parks & Recreation Update

Director Jensen gave a brief outline of the Summer Programs:

- Playground Program was successful at all 3 locations with the numbers up at K-Park School
- YMCA, operating out of the Bill McGuire Memorial Centre, had a good summer with numbers up marginally from last year

- The two beaches were busy but the numbers were down in swimming lessons. There were a couple of days that "No Lifeguard on Duty" signs were posted at K-Park Beach due to a shortage of lifeguards. A brief discussion followed on how to attract lifeguards now for next summer
- Director Jensen informed the committee that in the past the SEED Program paid 100% of the summer student salary but this year it was changed to 50%, the same as the Federal Program
- The June Trail Program in partnership with River & Trail was well attended as was Sunset Yoga at Renforth Park
- Concert on the Common was well attended and this was the first summer that all concerts were held outdoors. A brief discussion followed with regards to possible Sponsorship for each Concert
- Basketball Net is back up in the parking lot of the Bill McGuire Memorial Center
- Director Jensen spoke with Director of Operations McLean as to a fountain on the Hillside Trail. TM Jarvie noted that there would be a concern with vandalism, winterizing the fountain, would it require a pump and cost. A memo as to cost would be available for the next meeting

5. UNFINISHED BUSINESS

N/A

6. NEW BUSINESS

6.1 Canada Day

Director Jensen was approached by the Town of Quispamsis about alternating the hosting of Canada Day Celebrations. One concern he noted was if the weather was like this year and you have to move inside the arena(s) there would not be enough room to host both towns. Also noted was that parking would be an issue around the Common and the line ups would more than double taking away that small town feel. In the past the two Towns would adjust their event times so that residents would be able to attend both. A discussion followed and it was noted that the Committee was not averse to doing an activity jointly i.e. a concert.

6.2 Wells Park Speed Limit

Director Jensen informed the Committee that since the Dog Park and Ball Field have opened at the Wells Recreation Park traffic has become an issue. In the summer there were issues with cars speeding in and out of the Park while the Playground Program was in operation. Director Jensen emailed DO McLean asking to install some speed signs or speed bumps. DO McLean noted that a speed cannot be enforced in a driveway so he suggested that the roadway be named as a street, put signage in place with a posted speed (recommend 20 km/hour) and then have the Rothesay Police enforce it. Questions were raised as to posting "Slow Down – Children Playing" and or speed bumps. A discussion as to speed bumps followed and it was suggested to look into the speed bumps that are rubber and are attached to the street seasonally so as not to hinder plowing in the winter months.

DRAFT

6.3 2018 Budget Discussion

Counc. Wells advised the Committee that discussions have started on the Budget and if anyone had any suggestions or have heard from residents as to some ideas for 2018 to let Director Jensen know. Counc. Wells has heard that some residents have inquired as to the possibility of Lawn Bowling and Pickleball. Question was asked as to the funding for the Rothesay Arena. TM Jarvie noted that a Consultant was hired to assess the life of the building and if it can be renovated, that report is due next month. Also the Dreamland at Fairvale Elementary is in the early stages of an evaluation for an upgrade, a consultant has been hired to look at update costs. A brief discussion followed.

7. CORRESPONDENCE FOR ACTION

N/A

8 DATE OF NEXT MEETING

Tuesday, October 17th, 2017

9. ADJOURNMENT OF MEETING

MOVED by Mary Ann Gallagher that the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:35 p.m.

Chairperson

Recording Secretary



ROTHESAY
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall
Monday, October 2, 2017
5:30 p.m.



PRESENT: COUNCILLOR PETER LEWIS
COUNCILLOR DON SHEA
HILARY BROCK (*left the meeting at 6:25 p.m.*)
ELIZABETH GILLIS
ANDREW MCMACKIN
CRAIG PINHEY

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

ABSENT: BILL KEAN, CHAIR
COLIN BOYNE, VICE CHAIR

DPDS White called the meeting to order at 5:32 p.m. DPDS White called for nominations from the Committee for an acting Chairperson. Counc. Shea nominated C. Pinhey and Counc. Lewis seconded the nomination. C. Pinhey accepted and assumed the chair.

1. APPROVAL OF THE AGENDA

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

CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of September 5, 2017

MOVED by H. Brock and seconded by E. Gillis the Minutes of 5 September 2017 be adopted as circulated.

CARRIED.

3. OLD BUSINESS

3.1 3188 Rothesay Road

Rick Turner

OWNER:

Mel & Judith Clark

PID:

30218655 & 30183644

PROPOSAL:

1 Lot Subdivision and Cash in Lieu of LPP

MOVED by Counc. Shea and seconded by Counc. Lewis 3188 Rothesay Road be removed from the table.

CARRIED.

Mr. Rick Turner and Mr. Kelly VanBuskirk were in attendance as were the applicants Mr. Mel Clark and Mrs. Judith Clark. DPDS White gave a brief summary of the application and noted while Lot 17-02 has ample space, it requires a 66% variance for road frontage. He added that Mr. Murdoch, 8 Goldie Court, supplied a report detailing a wetland and drainage assessment along

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Goldie Court. He further noted that the applicant indicated they are prepared to grant a Municipal Services Easement across the entire property to address common stormwater drainage concerns in the area.

Mr. Turner noted he is unable to stay for the duration of the meeting and any questions following his leave can be directed to Mr. Kelly VanBuskirk, the applicant's lawyer, also in attendance. Mr. Turner noted the Boreal Environmental report submitted by Mr. Murdoch indicated the area may have characteristics of a wetland however it is not a provincially regulated wetland. He added natural drainage patterns in the area have led to runoff draining onto the subject property. He further noted the Clarks have indicated their agreement to grant a Municipal Services Easement across the entire property thus creating an opportunity in the future for the Town to mitigate drainage concerns for the benefit of all residents in the area.

Counc. Lewis questioned if DO McLean could elaborate on the easement further. DO McLean advised staff have investigated the drainage system in the area, and noted the easement would create an initial starting point for alleviating drainage concerns in the area. He added CBCL reports confirm if the easement is granted a drainage system could be installed in the future to direct runoff water through the property via the easement and into Town infrastructure. Counc. Lewis commented on previous concerns relating to drainage on Goldie Court and previous Town work on Maiden Lane. He added without the easement it is unlikely Town resources will permit the implementation of a solution in a timely fashion. DO McLean clarified the work on Maiden Lane was not related to storm sewer infrastructure. He added the easement would create opportunities for various solutions, whereas without an easement there would be more challenges.

Counc. Shea questioned if developing the land would result in any changes to natural drainage patterns in the area. Mr. Turner indicated it is likely if the land is developed stormwater management systems would be installed to either collect or direct runoff water through the easement and into Town infrastructure. Counc. Shea questioned if the grade of the property would have an impact on stormwater drainage. Mr. Turner noted the grade of the property is acceptable for proper stormwater management systems. He further noted the extension of the easement to Goldie Court would allow additional runoff from neighbouring properties to be collected and directed into Town infrastructure.

In response to an inquiry, DPDS White advised the access road off of Goldie Court would be a private driveway and not a public road.

Martha Millard, 6 Goldie Court, inquired if there is an opportunity in the future to change the private driveway to a public road. DO McLean advised it is possible however there are no existing plans to change the private driveway to a public road. Ms. Millard questioned if any restitution exists for neighbouring homeowners if the proposal results in worsened conditions for drainage in the area. Mr. VanBuskirk indicated the Boreal Environmental report states the Clark property currently acts as a storage area for stormwater runoff from neighbouring properties. He added instead of building a berm to reject the storm water and protect their own property, the Clarks have indicated their interest in granting an easement to better drainage conditions for all residents

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in the area. He further noted according to concerns raised from the public it is evident a water problem already exists and the Clarks are offering a step towards a solution for the benefit of the entire neighbourhood.

Dave Skulsky, 10 Maiden Lane, inquired if Town infrastructure in the area has adequate capacity to handle additional runoff. DO McLean clarified the easement would not alleviate the drainage concerns immediately; however it would create an opportunity in the future to implement possible solutions. Mr. Skulsky expressed concern noting developing the land could result in the disturbance of vegetation in the area. He further inquired about snow removal noting there is inadequate space for additional snow removed from the new lot. Mr. Turner suggested options for snow removal are available to the owner of the lot. He added it is unlikely existing vegetation in close proximity to neighbouring properties will be disturbed.

Mr. Derrick Mitchell, author of the Boreal Environmental report, noted despite not being designated as a regulated wetland by the Province the property, by definition, is a wetland; and the property provides a “free” natural stormwater attenuation service to the neighbouring properties. In response to an inquiry, Mr. Mitchell gave a brief summary of the drainage patterns in the area. Counc. Shea questioned the impact on stormwater management if the property was developed. Mr. Mitchell indicated it is likely the property’s capacity to hold stormwater runoff would be reduced if the property was developed. There was general discussion with respect to flow of runoff in the area.

C. Pinhey inquired if it is the intention of the neighbouring property owners to petition the Province to register the property as a regulated wetland. It was suggested this could be a possibility. Mr. Mitchell indicated according to the Community Planning Act Section 34(3)(g) it is in the Committee’s scope to consider the suitability of developing subject properties. In response to an inquiry, DO McLean noted if runoff is directed from the property into Town infrastructure the water would be directed to an exit point into the river and not onto a neighbouring property.

Bridget Oland, 12 Goldie Court, inquired if Town staff were aware of the Community Planning Act clause allowing the Committee to consider suitability of developing on land with wetland characteristics. Town Manager Jarvie advised the Community Planning Act indicates a series of criteria to consider when discussing the development of land. DPDS White added his interpretation of the Community Planning Act indicates Section 34(3)(g) is for the protection of the property owner whereas the Clean Water Act is intended to protect wetlands and watercourses. He added a process is required for the development of land which includes geotechnical work to determine if a foundation can be constructed without cause for concern. Mr. Mitchell agreed with DPDS White and added that the development of non-regulated wetlands may result in high costs for the Town if stormwater runoff volumes increase and additional infrastructure is required to mitigate the increases. There was general discussion with respect to development on wetlands. DO McLean advised it is likely there is a reason the area was not declared a regulated wetland. He noted it is not uncommon for development to occur on properties of a similar nature. He further added the Clarks have offered an option to mitigate drainage concerns for all parties. Mr. Mitchell

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indicated though the area is not a regulated wetland the definition of wetland still applies to the property.

Counc. Shea commented that the report indicates the wetland may have been created by drainage from neighbouring properties. Mr. Mitchell noted it is likely the property is an in-filled wetland.

Counc. Lewis suggested the easement will create an opportunity for a solution that was not available prior to the application. He commented on the existing drainage concerns in the area. Ms. Oland questioned why Counc. Lewis indicated a solution may not exist without the easement. Counc. Lewis noted Town staff are aware of drainage concerns in the area. He added the easement will allow further investigation for a solution whereas without the easement conditions will remain the same.

Katherine McCullogh, 3 Goldie Court, commented that the Town addressed concerns on Maiden Lane but not Goldie Court.

MOVED by Counc. Lewis and seconded by A. McMackin the Planning Advisory Committee grant a variance for Lot 17-02 being a lot with 15 meters of public road frontage from the subdivision of 3188 Rothesay Road (PIDs 30218655 & 30183644) subject to the delineation and registration of a drainage easement.

YAY votes recorded from: Counc. Lewis, A. McMackin, and H. Brock.

NAY votes recorded from: Counc. Shea, E. Gillis, and C. Pinhey.

DEFEATED.

4. NEW BUSINESS

4.1 20 Goldie Court

Dr. Akin Ojuawo

OWNER:

Dr. Akin Ojuawo & Mrs. Julie Ojuawo

PID:

30018964

PROPOSAL:

1 Lot Subdivision

DPDS White gave a brief summary of the application and noted the applicant requested the item be referred to the November PAC meeting.

MOVED by H. Brock and seconded by Counc. Shea the Planning Advisory Committee (PAC) table the application for the subdivision of 20 Goldie Court (PID 30018964) until the next PAC meeting.

CARRIED.

H. Brock left the meeting.

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4.2 18 First Street Darren Fleming
OWNER: Gayle Patstone
PID: 00233940
PROPOSAL: Temporary Suite

Mr. Fleming was in attendance. DPDS White gave a brief summary of the application. He added polling was conducted and comments from neighbouring property owners were favorable. He further noted staff do not anticipate any negative impacts from the creation of the temporary suite.

Mr. Fleming thanked Town staff and the Committee. He stressed how important the temporary suite is to his family. He added there are plans to return the house to a single family home once the temporary suite is no longer needed. Counc. Shea questioned if removal of the kitchen is a common requirement in similar applications. DPDS White advised it is a common requirement. Counc. Shea questioned if the applicant could return in the future to request the second kitchen remain intact. DPDS White advised that was correct or the applicant could apply to rezone the property to permit a two unit dwelling.

MOVED by Counc. Shea and seconded by Counc. Lewis the Planning Advisory Committee approve a temporary suite as a conditional use located at 18 First Street (PID 00233940) on the following conditions:

1. The applicant shall submit a surveyor's Location Certificate to the Development Officer prior to any back-filling of the foundation to confirm compliance with the required building setbacks.
2. The applicant shall remove the kitchen from the temporary suite when either of the occupants is no longer living in the dwelling.

CARRIED.

Town Manager Jarvie clarified the applicant can remove the kitchen from the temporary suite at any time.

E. Gillis declared a conflict of interest and left the meeting.

4.3 Bridlewood Estates Rod Adams
OWNER: Donald C. Northrup
PID: 30228456, 00441998, 30021539, & 00244434
PROPOSAL: 44 Lot Subdivision

Mr. Rod Adams was in attendance. DPDS White advised there was an error identifying A.E. McKay Builders Ltd. as the applicant in the initial polling letter. He noted a correction notice was sent to residents identifying the correct applicant as Haldor (1972) Ltd. DPDS White gave a brief summary of the application. He noted in 2004 Haldor (1972) Ltd. was approved for a 44 lot subdivision on Carriage Way; in 2007 Rothesay Landings Estates Inc. was approved for 86 units on Bel-Air Avenue; it is likely Bel-Air Avenue will connect to Monaco Drive in the next year; and an amendment is required to the initial Development Agreement to allow the 44 unit subdivision in between Carriage Way and Bel-Air Avenue. DPDS White advised if the Committee recommends Council schedule a public hearing, staff will create a development

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agreement and the item will return to the Committee for further discussion. He added residents will be notified once the date of the public hearing is scheduled.

Mr. Adams indicated Haldor (1972) Ltd. planned for this subdivision years prior however due to external circumstances such as the economy the plan was put on hold. He further noted it is expected the subdivision will be completed in phases; and the proposal will be completed in a similar style to the Carriage Way subdivision. Counc. Lewis questioned if Haldor (1972) Ltd. has control over the design of the buildings. Mr. Adams indicated Haldor (1972) Ltd. will review all submitted designs and approve the drawings as the company sees fit. Counc. Shea questioned the time frame for the development. Mr. Adams indicated since the development will be completed in phases it is difficult to determine a time frame. He added the expected completion date will depend on overall interest. Counc. Lewis inquired if Haldor (1972) Ltd. intended on developing specific lots first. Mr. Adams indicated developing the first lot depends on various factors such as the results of engineering plans, applicable services, and public interest.

Mr. Stephen Fillmore, President of the Rothesay Landings Estates Inc. Homeowner's Association, expressed concern noting removal of trees may lead to stormwater drainage concerns. He added the area near the proposed subdivision is typically wet. He further expressed concern noting the connection between Monaco Drive, Bel-Air, and Carriage Way may act as a "short-cut" and increase overall traffic. Mr. Adams indicated stormwater management plans would be in place to ensure proper standards are met. Mr. Fillmore indicated his interest in creating open communication between the residents and Haldor (1972) Ltd. to ensure the residents are properly informed of the development's progress. Mr. Adams agreed noting open communication between the two parties is encouraged.

Mr. Brett Nelson, 6 Bel-Air Avenue, questioned if the new subdivision would include a covenant prohibiting woodstoves. He expressed concern about potential smoke inhalation. Mr. Adams indicated it is unlikely woodstoves would be prohibited as they are a common back-up source of heat for residences. He noted it is likely potential owners will opt for heat pumps due to efficiency levels. DPDS White advised the Town does not have a By-law restricting woodstoves. Mr. Fillmore noted a covenant exists within Rothesay Landing Estates prohibiting woodstoves. DPDS Whited added if a public hearing is scheduled Council will receive all concerns submitted prior to the meeting.

MOVED by Counc. Shea and seconded by A. McMackin the Planning Advisory Committee recommends Council schedule a public hearing to allow the community to comment on the Bridlewood Estates (PIDs 30228456, 00441998, 30021539, & 00244434) proposed subdivision and amending agreement.

CARRIED.

DPDS White advised a notice will be sent to the public once a date has been scheduled for a public hearing.

E. Gillis returned to the meeting.

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- 4.4 Millennium Drive** **Andrew Dunn**
OWNER: Scott Brothers Ltd.
PID: 00065227
PROPOSAL: 36 Unit Apartment Building (Subdivisions and Development Agreement)

Mr. Dunn was in attendance. DPDS White gave a brief summary of the application. He noted the proposal is unique because the location of the property borders the town of Quispamsis and the town of Rothesay. In response to an inquiry, Mr. Dunn confirmed he is in contact with representatives of the town of Quispamsis with respect to the proposal. DPDS White advised the application requires further investigation; an exact replica of the building was constructed in the town of Saint Andrews, New Brunswick; the building does not conform to the Zoning By-law with respect to length; and staff recommend a public meeting be held to allow the public to provide feedback. He added if Council schedules a public meeting residents will be notified of the date.

Mr. Dunn indicated he had nothing further to add however wished to clarify he is not a representative of Scott Brothers Ltd. however he is interested in purchasing the land from Scott Brothers Ltd. In response to an inquiry, Mr. Dunn noted he has built other versions of the same building in different communities including Saint Andrews, NB. Town Manager Jarvie questioned how quickly a revised design could be completed. Mr. Dunn indicated it is expected the revised design could be completed before next Tuesday's Council meeting.

MOVED by Counc. Lewis and seconded by E. Gillis the Planning Advisory Committee recommends Council schedule a public meeting on behalf of the applicant to allow the community to become familiar with the proposal for a 36 unit apartment building on Millennium Drive (PID 00065227) and provide comment.

ON THE QUESTION:

Mayor Grant was in attendance and questioned if the building in Saint Andrews included amenities aside from residences. Mr. Dunn indicated the Saint Andrews building is only residential.

CARRIED.

5. CORRESPONDENCE FOR INFORMATION
N/A

6. DATE OF NEXT MEETING(S)

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

7. ADJOURNMENT

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

CARRIED.

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The meeting adjourned at 6:55 p.m.

CHAIRPERSON

RECORDING SECRETARY



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ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : October 3, 2017
RE : Motion Passed at October 2, 2017 Meeting

RECOMMENDATIONS:

- Council schedule a Public Hearing for Monday, November 20, 2017 at 7:00 p.m., in accordance with the *Community Planning Act*, to consider a proposed 44 lot subdivision and amending agreement for the properties identified as Bridlewood Estates, PID#s 30228456, 00441998, 30021539, & 00244434
- Council schedule a Public Meeting, for Monday, November 20, 2017, immediately following a Public Hearing, in accordance with *Rothesay Zoning By-law 2-10 (Section 4.15)* for the applicant to present the proposal for a 36 unit apartment building on Millennium Drive, PID# 00065227 to the community and to provide comment.

Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, October 2, 2017:

MOVED ... and seconded ... the Planning Advisory Committee recommends Council schedule a public hearing to allow the community to comment on the Bridlewood Estates (PIDs) proposed subdivision and amending agreement.

CARRIED.

MOVED ... and seconded ... the Planning Advisory Committee recommends Council schedule a public meeting on behalf of the applicant to allow the community to become familiar with the proposal for a 36 unit apartment building on Millennium Drive (PID 00065227) and provide comment.

CARRIED.

Mary Jane Banks





To: Chair and Members of Rothesay Planning Advisory Committee
From: Brian L. White, MCIP, RPP
Director of Planning and Development Services
Date: Wednesday, September 27, 2017
Subject: 44 Lot Subdivision – Bridlewood Estates (PIDs 30228456, 00441998, 30021539 & 00244434)

Applicant:	Rod Adams, Director Commercial Real Estate	Property Owner:	Donald C. Northrup, Director
Mailing Address:	Haldor (1972) Ltd. PO Box 1289 Saint John, NB E2L 4G7	Mailing Address:	Haldor (1972) Ltd. PO Box 1289 Saint John, NB E2L 4G7
Property Location:	59 Gibbon Road	PID:	30228456, 00441998, 30021539 & 00244434
Plan Designation:	Low Density	Zone:	Single Family Residential – Standard Zone [R1B]
Application For:	Amending Development Agreement (44 Lot Subdivision & Cash in Lieu of Land for Public Purposes)		
Input from Other Sources:	Pending input from Public Safety (Police & Fire)		

Origin:

An application by Haldor (1972) Ltd. to subdivide a portion of lands accessed off Longwood Drive to allow for 44 new single-family home lots and a new public road connections to Bel-Air Avenue and Carriage Way. PAC will note that when the polling notice was sent out AE McKay was incorrectly identified as the applicant for the proposed Bridlewood Estates Phase 2 subdivision.

Background:

The proposed subdivision of the subject land off Longwood Drive (PIDs # 30228456, 00441998, 30021539 & 00244434) consists of 44 single-family building lots all zoned Single Family Residential – Standard (R1B). All of the proposed lots would be 1/3 acre to 1/2 acre and meet or exceed the minimum 1350m² lot size requirements for the R1B zone and be fully serviced with municipal sewer and water. No variances are required or requested.



Figure 1 - Proposed Bridlewood Estates Subdivision

The Bridlewood subdivision lands are the vacant lands between the existing residential subdivision on Carriage Way and the ongoing subdivision and development of “Rothesay Landings” on Bel-Air Avenue. The proposed subdivision represents the completion of the phased residential development in the area that began in 2004 when Council assented to the 44-unit “Carriage Way” subdivision plan. Subsequently in 2007, Council approved the 86-unit Rothesay Landings residential subdivision agreement. Since that time both subdivisions have been built out with the final subdivision phase of Rothesay Landings being approved on September 14, 2017. The proposed subdivision includes road connections to existing road reserves to both of the existing subdivisions.

Analysis:

The proposed Bridlewood subdivision represents minor yet substantive changes to the original plan of subdivision and therefore requires an amendment to the original subdivision Development Agreement currently registered against the subject properties. To amend the existing development agreement a public hearing must be held prior to Council amending the agreement.



Figure 2 - Original 2005 Tentative Plan of Bridlewood Estates Subdivision

Land for Public Purposes

Section 42 (3) g of the Community Planning Act gives Council the discretionary authority to determine what amount of money if any could be accepted as Cash in Lieu of Land for Public Purposes. In lieu of land set aside under Section 5.1¹, Council would ordinarily require that a sum of money be paid to the municipality in the amount of 8% of the market value of the proposed 44 building lots. When the subdivision plan is submitted for approval, Staff calculates the market value of the new lots using \$13.50 per square meter as stated in Schedule C of By-law 4-10.

The total amount land of all 44 building lots excluding roads in 80,060.79m² or 19.78 Acres as shown below.

¹ Rothesay Subdivision By-law No. 4-10: Section 5.1 Land For Public Purposes - Amount of Land to be Provided to the Town
As a condition of approval of a subdivision plan, land in the amount of ten percent (10%) of the area of the subdivision, exclusive of the public streets, at such a location as assented to by Council pursuant to the Act, is to be set aside as “Land for Public Purposes” and so indicated on the plan.



Figure 3 - Bridlewood Lands (pink) for Building Lots

If the applicant disagrees with the Town's calculation of the land's market value of \$1,080,820.67 for the 44 residential lots then they have the option of retaining, at their cost, a certified, independent appraiser to determine the true market value of the land. The cash-in-lieu payment is calculated as follows:

Value of Land per square meter	Total Area of Proposed 44 Lots	Estimated Value of New Lots (\$13.50 x 80060.79m ²)	LPP Cash in Lieu 8% of Estimated Value (\$1,080,820.67 x 8%)
\$13.50 / m ²	80060.79m ²	\$1,080,820.67	\$86,465.65

Polling

PAC will note that some of the public correspondence has identified AE McKay as the applicant. Confusion regarding the correct applicant was caused when the polling notice was sent out to neighbours that incorrectly identified AE McKay as the applicant for the proposed Bridlewood Estates Phase 2 subdivision. Attached is the CORRECTION notice that was sent out to the residents.

Polling was conducted as per the standard procedure and Staff did received several copies of correspondence sent on behalf of neighbouring properties (see Attachment B) that outline concerns regarding the proposed subdivision such as traffic, storm water management, and the loss of privacy. The principal concern appears to be the potential nuisance and traffic safety issues related to the proposed road connections to Carriage Way and Bel-Air Avenue.

Recommendation:

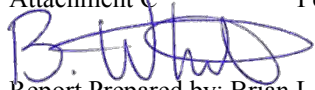
Staff recommended THAT the Planning Advisory Committee consider the following Motion:

- A. PAC Hereby recommends that Council schedule a Public Hearing to allow the community to comment on the Bridlewood Estates proposed subdivision and amending agreement.

Should Council agree to schedule a public hearing Staff will prepare a draft amending agreement for PAC's review and recommendation. Staff will also notify the residents regarding the date of the public hearing.

Attachments:

Attachment A	Site Location Map
Attachment B	Proposed Bridlewood Estates Subdivision
Attachment C	Polling Results - Correspondence from Neighbouring Properties

A handwritten signature in blue ink, appearing to read "B. White", is written over the text "Attachment C".

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

Date: Wednesday, September 27, 2017





CORRECTION

Friday, September 22, 2017

RE: Proposed 44 LOT Subdivision (Bridlewood Estates)

Dear Rothesay Resident,

Please note that a previous letter of notice was sent that incorrectly identified the applicant the correct correspondence is as follows:

Rothesay has received an application by **Haldor (1972) Ltd.** to subdivide a portion of lands accessed off Longwood Drive to allow for 44 new single family home lots and a new public road connection to Bel-Air Avenue and Carriage Way. (See Attached)

The subject land off Longwood Drive (PIDs # 30228456, 00441998, 30021539 & 00244434) entails land for 44 single family homes all zoned Single Family Residential R1B. All of the proposed lots would be larger ($\frac{1}{3}$ acre to $\frac{1}{2}$ acre) than minimum lot size requirements for the R1B zone and be fully serviced with municipal sewer and water.

This letter is intended to correct the previous notice and to invite your observations with respect to this application.

All comments or submissions sent to my attention by 4 p.m., on September 28, 2017 will be forwarded to the Rothesay Planning Advisory Committee and considered at a public meeting on **5:30 p.m. on Monday, October 2nd, 2017** at Rothesay Town Hall.

I encourage you to contact me at 848-6609 with any questions or comments you may have. Please note that all submissions received will become part of the public record.

Sincerely,

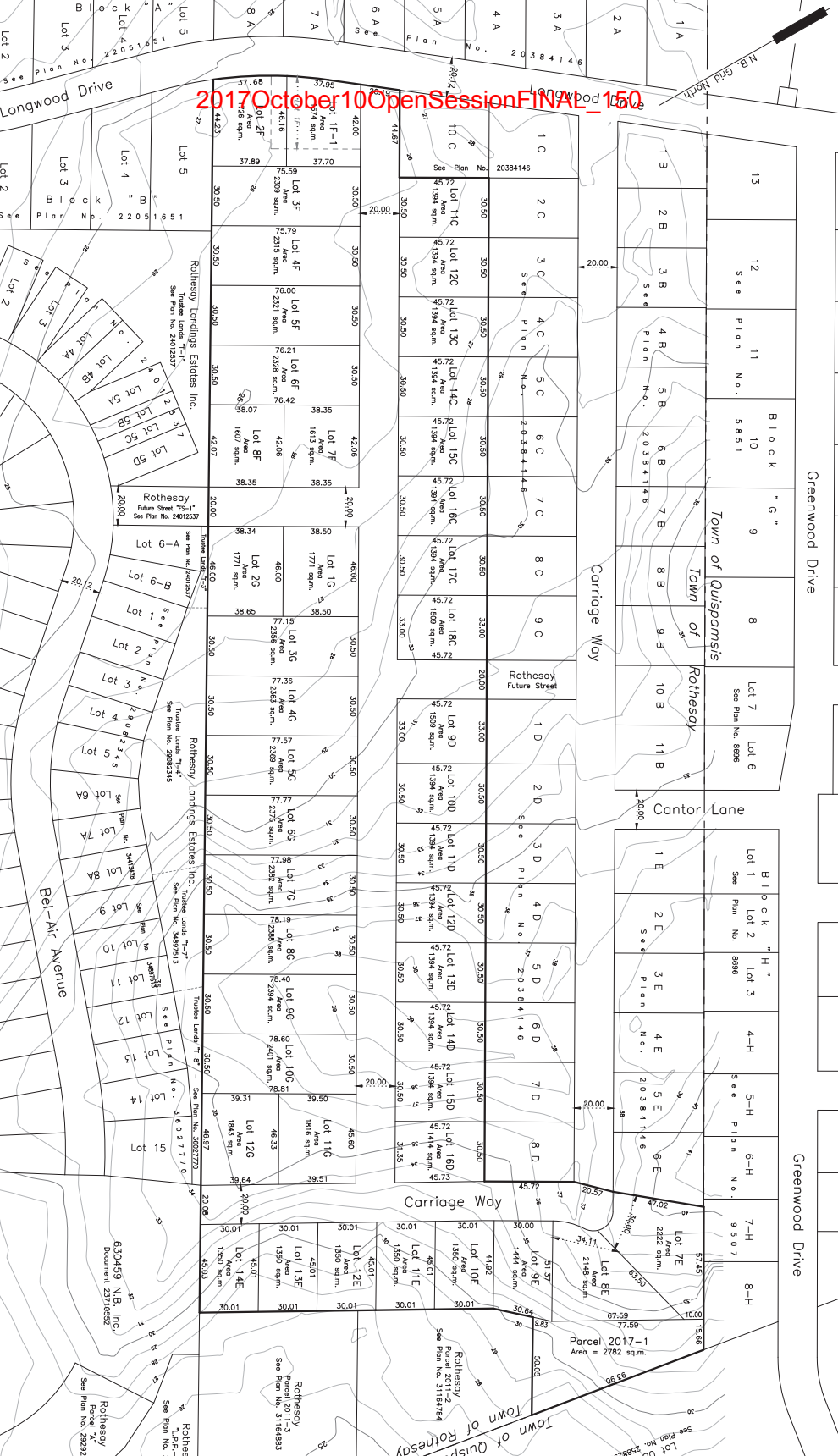
Brian L. White, MCIP, RPP

Director of Planning and Development Services

(brianwhite@rothesay.ca) 848-6609

70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
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Rothesay@rothesay.ca
www.rothesay.ca

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ROTHESAY LANDINGS ESTATES INC.

47 Bel-Air Avenue
Rothesay, NB
E2E 0L5
(506) 847-0985

Rothesay Planning Advisory Committee
Attention: Brian White, MCIP, RPP
Director of Planning and Development Services

On behalf of the residents of Rothesay Landings Estates (Bel-Air Avenue), I would like you to address the following concerns with regard to the proposed 44 single family home subdivision off Longwood Drive by A. E. McKay Builders:

- ** Bel-Air Avenue has been under construction now for approximately ten years. Needless to say, as a garden home community of senior citizens, we have been looking forward to the imminent completion of our street and no longer having to put up with the noise, trucks and other equipment going back and forth continually. How do you plan to get trucks and equipment to and from this new construction site? We are NOT willing to have them on Bel-Air Avenue.**
- ** When would this proposed construction begin? When are the 44 homes scheduled to be completed? Will the builder be given an end date and required to adhere to it?**
- ** What time would construction begin in the morning and what time would it end at night? How many days a week would construction continue? Who do you call if they don't conform to these time frames?**
- ** We would also require very clear marking of the property lines of our easement for Rothesay Landings. We don't want any of our trees that protect our privacy cut down by "accident" by A. E. McKay Builders. No debris, cut**

Rothestay Landings Estates Inc.

Page 2.

trees, or other excess construction material and garbage can be tossed into the woods on Rothestay Landings' property either.

- ** We are also extremely concerned with regard to the increased traffic flow on Bel-Air Avenue as a result of the proposed "future" streets connecting to our street from Carriage Way. Our street will become a thoroughfare for all residents heading to and from the new subdivision. Such an increase in traffic flow will greatly diminish the peace and quiet of our garden home community, and will also quite possibly decrease the desirability and property value of our homes.
- ** Is there a second "future" street connecting to Carriage Way planned for the upper part of Bel-Air? The curbs certainly indicate that there is, even though it is not showing on the map provided. This will increase traffic flow even further.
- ** There is also a concern with regard to water problems if too many trees are removed, particularly on the lower part of the street as the property behind our homes is very wet. On the upper portion of the street, similarly, there would be concern of land erosion on the hill if too many trees disappear.

We hope that you will promptly and satisfactorily address our concerns.

Stephen C. Fillmore, President
Home Owners' Association
Rothestay Landings Estates Inc.

From: [REDACTED]
To: [REDACTED]
Subject: Proposed 44 lot subdivision (Bridlewood Estates)
Date: 22 September 2017 8:04:03 PM

Dear Mr White,

I received your letter regarding the proposed 44 LOT Subdivision. Although I am encouraged to see development I do have some concerns regarding this one.

I bought this house on 34 Carriage Way mainly for the privacy it offered and the safety of the dead end street. We have many families with young children that use the street daily for play. I hope that when my children get older they will also do the same. I am concerned for their safety as well as the safety of the other kids who do not always pay close attention to the cars on the street. I have seen first hand the increased traffic a new development brings to a neighbourhood and have no doubt it will be the same here.

I have no issue with the development off Longwood Drive but do strongly oppose the extension of Carriage Way and the connection of the yet to be named street that is directly behind me. I would like the dead end on Carriage Way to stay as it is.

Thank You,

[REDACTED]

[REDACTED]
24 Bel-Air Avenue
Rothesay, NB
E2E 4Y1

September 25, 2017

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

Attn.: Brian L. White, Director of Planning and Development Services

Re: Proposed 44 LOT Subdivision (Bridlewood Estates)

Dear Mr. White,

Thank you for inviting my submission regarding this proposed subdivision. I don't have any objection to this development, as described in your September 18, 2017 letter.

If approved, I request the following:

- The Town should restrict the use of Bel-Air Avenue for access and egress by heavy equipment and delivery vehicles. Rothesay Landings is a quiet neighbourhood and Bel-Air Avenue is a serpentine low traffic street. It's also not the shortest path into the proposed subdivision from any direction.
- The Town should require the developer to ensure they and their contractors don't harm or trespass on nearby lands of Bel-Air Avenue homeowners and the trustee lands held by Rothesay Landings Estates Inc.

[REDACTED]



To: John Jarvie, Town Manager

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

Date: Friday, October 06, 2017

Subject: 36 Unit Apartment Building (Subdivision & Development Agreement)

INFORMATION REPORT

ORIGIN:

On October 2, 2017 PAC did consider an application from Mr. Andrew Dunn, requesting a development agreement to allow for a 36 unit residential apartment building. The proposed apartment building *did not* comply with the zoning by-law as the proposed 3 storey building at 269 feet long and 66 feet would have a length to width ratio of (4:1) being greater than the three to one (3:1) ratio permitted (reference Section 3.3. DESIGN AND APPEARANCE OF BUILDINGS AND STRUCTURES¹)

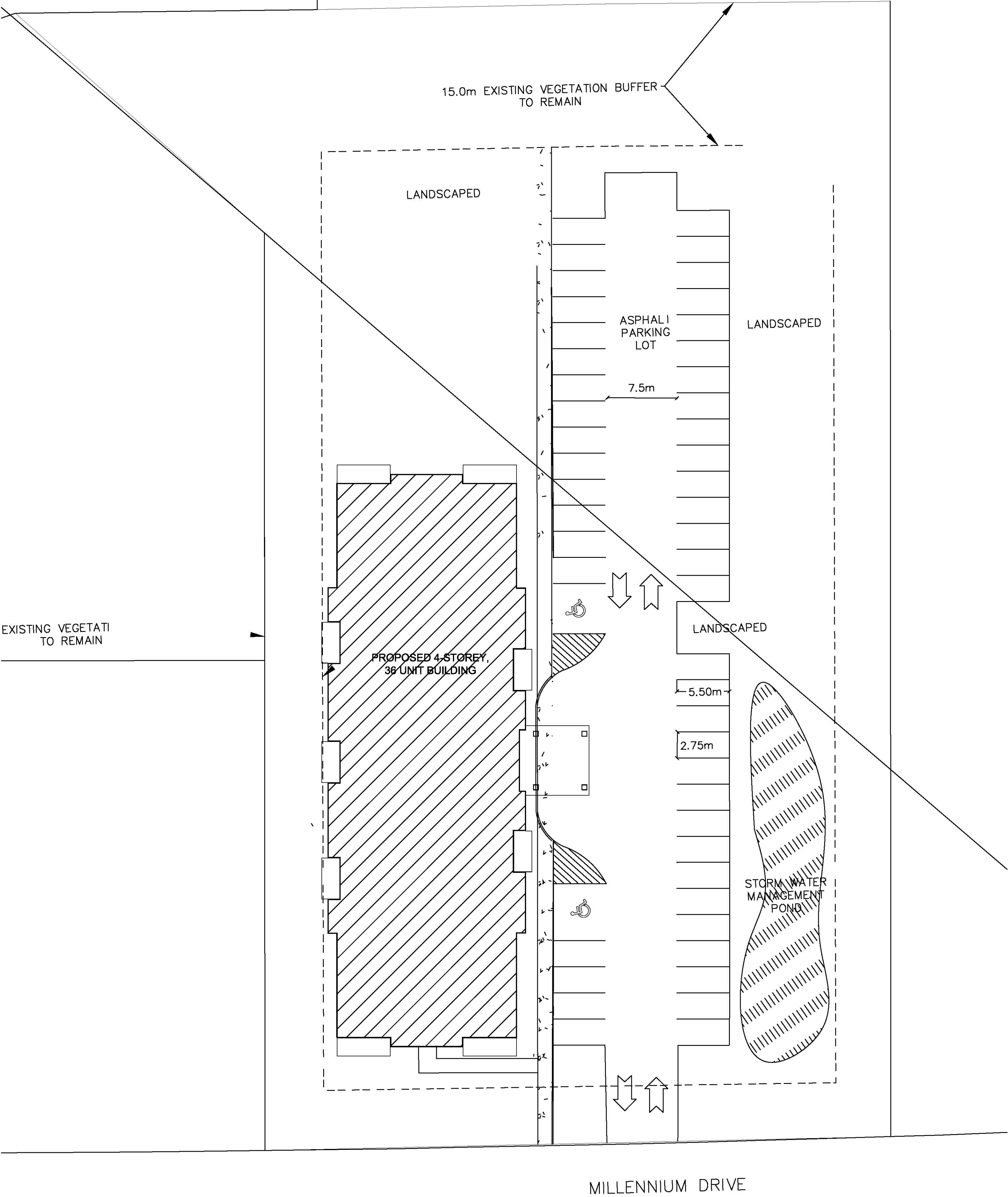
In consideration of the concern over the building's length, the applicant has supplied preliminary revised drawings showing a 4 storey building (191ft x 66ft) that would comply with the zoning by-law Section 3.3. Design and Appearance Of Buildings and Structures.

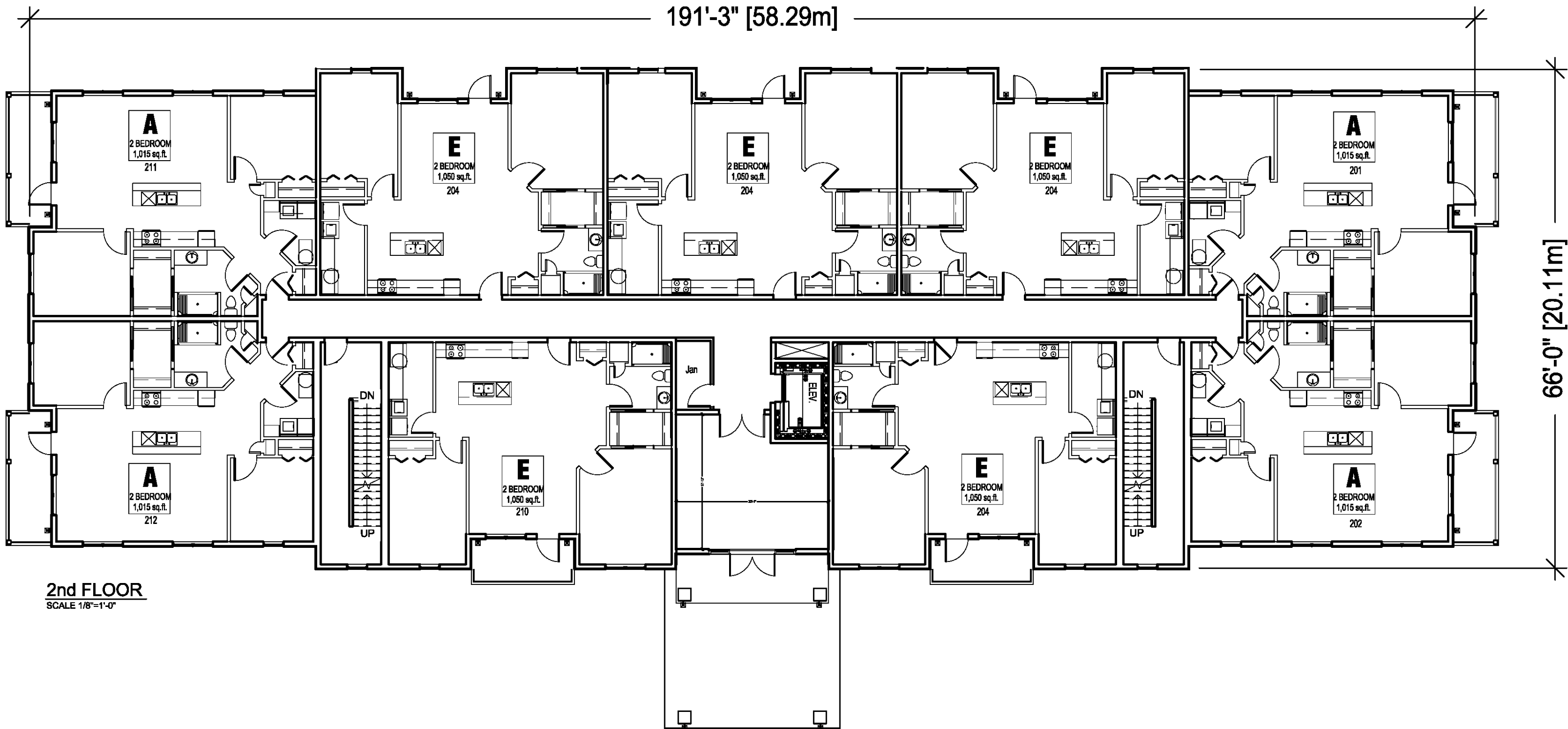
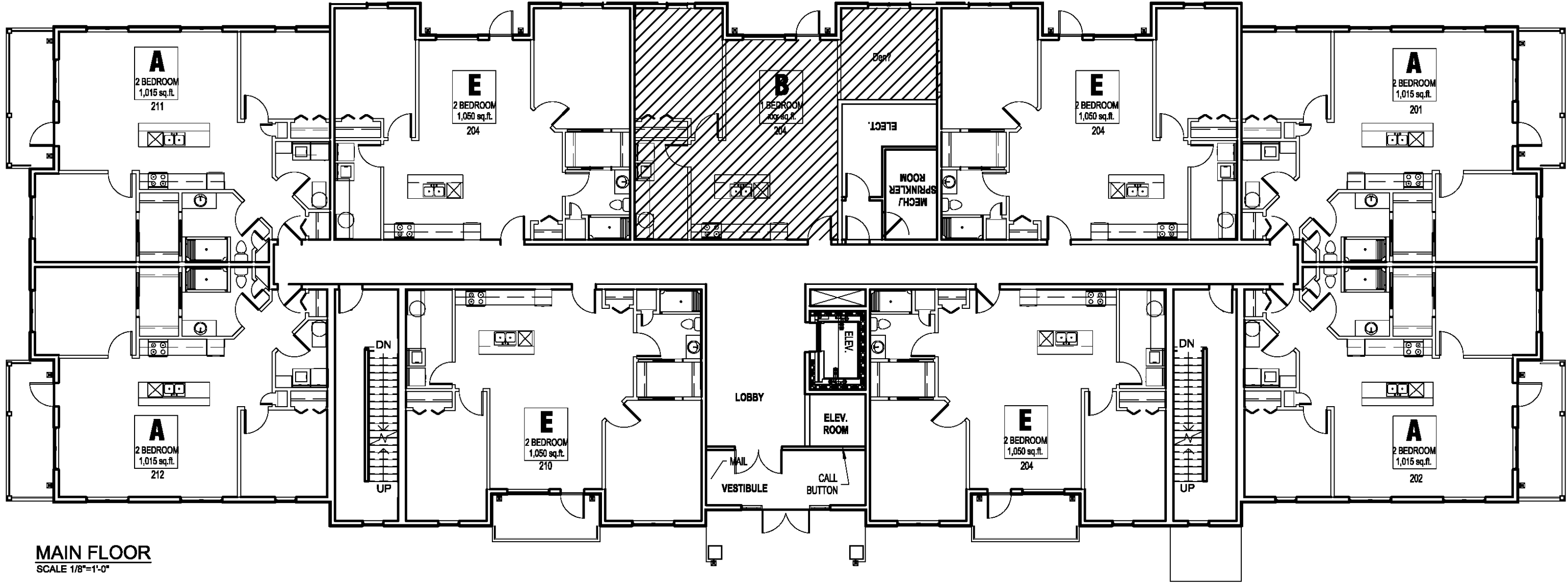
If Council chooses to schedule a public meeting for the proposed apartment building it is this revised design that would be presented to the public.

Report Prepared by: Brian L. White, MCIP, RPP
Date: Friday, October 06, 2017

Attachments:
Attachment A – Revised Apartment Proposal

¹ No residential building with a length to width ratio of greater than three may be erected or placed on any site.







To: Chair and Members of Rothesay Planning Advisory Committee

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

Date: Wednesday, September 27, 2017

Subject: 36 Unit Apartment Building (Subdivision & Development Agreement) without attachments

Applicant:	Andrew Dunn	Property Owner:	Scott Brothers Ltd.
Mailing Address:	871 South Barnaby Road Barnaby River, NB E1N 6G2	Mailing Address:	PO Box 4697 Rothesay, NB, E2E 5X4
Property Location:	Millennium Drive	PID:	00065227
Plan Designation:	Business Park	Zone:	Millennium Park (MP)
Application For:	1 Lot Subdivision & Development Agreement		
Input from Other Sources:	Director of Operations		

ORIGIN:

An application from Andrew Dunn, on behalf of Scott Brothers requesting a development agreement to allow for a 36 unit residential apartment building. (See Attachment A) Coinciding with Mr. Dunn's application the land owner Scott Brothers Ltd. have submitted a separate application to create a new single 8104m² lot (LOT 11) through subdivision to accommodate the apartment proposal.

BACKGROUND:

The proposal to construct an apartment building would be located on land that borders the Town of Quispamsis and Rothesay. The portion of the development in Quispamsis requires separate consideration of zoning and subdivision approval process from Quispamsis Council. The land in Rothesay is zoned Millennium Park Zone [MP] which allows for commercial, higher density residential between (10 to 20 units/acre) and institutional uses in an integrated development area where all development is controlled by agreement with Council.



Figure 1 - Subject Lands off Millennium Drive

The approval process for any new development within the Millennium Park zone is subject to a development agreement with Council. The process for bringing the agreement into place requires that the applicant present their proposal in a

public forum. This will allow the community to become familiar with the proposal, provide comment and in this manner ensure that the agreement addresses community principles and is complementary to the existing neighbourhood.



Figure 2 – Conceptual Rendering of the Proposed Building

In consideration of the application and support of the proposed development agreement PAC will note that the apartment proposal does not comply with the zoning by-law as the proposed building at 269 feet long and 66 feet would have a length to width ratio of greater than three and not comply with the zoning by-law (Section 3.3. DESIGN AND APPEARANCE OF BUILDINGS AND STRUCTURES.) Staff will also be recommending that the building length be modified to comply with the zoning by-law.

Development Agreement:

Notwithstanding the length of the proposed apartment building, Staff believes that it can otherwise be developed in compliance with the zoning by-law subject to the specific terms of a development agreement. Staff has reviewed the proposal and will prepare a draft agreement that includes the requirements to construct a specific proposal including as follows:

- A. Architectural plans for the building;
- B. Landscaping plans;
- C. engineering drawings and a commitment to construct a sidewalk along Millennium Drive; and
- D. a storm water management plan.

In consideration of such a facility, Council may consider additional architectural design standards to ensure the development meet the overall community vision and include these as a term of the agreement.

One Lot Subdivision (Cash in Lieu of LPP)

The joint submission application by Scott Brothers Ltd. includes a proposal to subdivide the parent parcel (PID 00065227) to create a new 8104m² lot. The proposed lot (see Attachment C) requires no variances however; the applicant is not proposing that the Town accept any land for public purposes. In lieu of land set aside under Section 5.1¹, Council requires that a sum of money be paid to the municipality for 8% of the market value of the land in the proposed subdivision. When

¹ Rothesay Subdivision By-law No. 4-10: Section 5.1 Land For Public Purposes - Amount of Land to be Provided to the Town
As a condition of approval of a subdivision plan, land in the amount of ten percent (10%) of the area of the subdivision, exclusive of the public streets, at such a location as assented to by Council pursuant to the Act, is to be set aside as "Land for Public Purposes" and so indicated on the plan.

the subdivision plan is submitted for approval the market value of the land is calculated using the value of \$13.50 per square meter stated in Schedule C of By-law 4-10 for all proposed lots within the subdivision.

If the applicant disagrees with the Town's calculation of the land's market value of \$109,404, they have the option of retaining, at their cost, a certified, independent appraiser to determine the true market value of the land. The required cash-in-lieu is calculated as follows:

Value of Land per square meter	Total Area of Proposed Lots	Estimated Value of Lot 11 (\$13.50 x 8104m ²)	LPP Cash in Lieu 8% of Estimated Value (\$109,404 x 8%)
\$13.50 / m ²	8104m ²	\$109,404	\$8,752.32

Analysis:

The proposed cash in lieu of Land for Public Purposes amount of **\$8,752.32** for the proposed Lot 11 (8104m²) complies with Rothesay Subdivision By-law No. 4-10.

Community Engagement

Staff will conduct polling on behalf of PAC and report back on the issues presented by the public associated with the application.

Recommendation:

It is recommended THAT the Planning Advisory Committee CONSIDER the following Motions:

- A. Rothesay PAC hereby recommends that Council schedule a public meeting on behalf of the applicant to allow the community to become familiar with the proposal and provide comment.



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

Date: Wednesday, September 27, 2017

Attachments:

Map 1 Location of Subject Property
Attachment A Apartment Proposal
Attachment B Proposed Plan of Subdivision



2017October10OpenSessionFINAL_161

BUILDING PERMIT REPORT

9/ 1/2017 to 9/30/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/29/2017	BP2017-00161	2 & 4 BALMORAL DRIVE	SINGLE FAMILY	\$400,000.00	\$2,900.00
09/29/2017	BP2017-00162	6 & 8 BALMORAL DRIVE	SINGLE FAMILY	\$400,000.00	\$2,900.00
09/22/2017	BP2017-00166	LOT 10 ROSALIE	SINGLE FAMILY	\$575,000.00	\$4,168.75
09/14/2017	BP2017-00178	3125 ROTHESAY RD	WINDOWS	\$68,000.00	\$493.00
09/05/2017	BP2017-00181	26 HIGHLAND AVE	WINDOWS	\$4,500.00	\$36.25
09/14/2017	BP2017-00182	16 CRESTLINE RD	WINDOWS	\$1,465.00	\$20.00
09/20/2017	BP2017-00186	1966 ROTHESAY RD	SIDING	\$15,000.00	\$108.75
09/14/2017	BP2017-00187	1 BAYLEY RD	SIDING AND WINDOWS	\$22,100.00	\$166.75
09/14/2017	BP2017-00189	3 SUMMER ROSE LN	ELECTRICAL UPGRADE	\$1,800.00	\$20.00
09/14/2017	BP2017-00190	39 BROADWAY ST	ELECTRICAL UPGRADE	\$2,900.00	\$21.75
09/14/2017	BP2017-00191	24 RENSHAW RD	ELECTRICAL UPGRADE	\$1,700.00	\$20.00
09/14/2017	BP2017-00192	17 ALLAN AVE	DETACHED GARAGE	\$15,000.00	\$108.75
09/11/2017	BP2017-00193	1 HENDERSON PK	FENCE	\$1,000.00	\$20.00
09/07/2017	BP2017-00194	9 MCLAUGHLIN	STORAGE SHED	\$1,000.00	\$20.00



ROTHESAY

2017October10OpenSessionFINAL_162

BUILDING PERMIT REPORT

9/ 1/2017 to 9/30/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
09/20/2017	BP2017-00195	46 GREEN RD	RENOVATION	\$45,000.00	\$326.25
09/21/2017	BP2017-00197	16 WANDA CRES	WINDOWS	\$15,000.00	\$108.75
09/14/2017	BP2017-00198	4 MERCER DR	ELECTRICAL UPGRADE	\$1,200.00	\$20.00
09/22/2017	BP2017-00199	2524 ROTHESAY RD	NEW COMMERCIAL BUILD	\$35,000.00	\$253.75
09/15/2017	BP2017-00200	31 PARKDALE AVE	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
09/21/2017	BP2017-00201	110 RENSHAW RD	WINDOWS	\$20,000.00	\$145.00
09/20/2017	BP2017-00202	5 SIERRA AVE	ELECTRICAL UPGRADE - APARTMENT BUILDING	\$1,000.00	\$20.00
09/25/2017	BP2017-00206	6 STATION RD	RENOVATION	\$4,900.00	\$36.25
09/21/2017	BP2017-00207	7 VICTORIA CRESCENT	FENCE	\$7,700.00	\$58.00
09/20/2017	BP2017-00209	41 CLARK RD	DEMOLITION	\$500.00	\$500.00
09/27/2017	BP2017-00212	40 COLLEGE HILL ROAD	STORAGE SHED	\$2,500.00	\$21.75



2017October10OpenSessionFINAL_163

BUILDING PERMIT REPORT

9/ 1/2017 to 9/30/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$1,643,265.00	\$12,513.75
Summary for 2017 to Date:				\$9,311,322.89	\$68,658.75

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
2016 Monthly total to Date:	\$1,836,358	\$14,449
2016 Summary to Date:	\$8,957,428	\$68,117



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 6 October, 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 30/09/17*	COMMENTS
	Wastewater Collection Upgrade (broken down below)	\$7.5M		Three of three tenders awarded by Council, pumps delivered, pump stations at KPark and Renforth underway
	• WWTF Phase 1 – Forcemain	2,000,000	85%	Nearing completion; Taylor Brook Bridge construction starting November
	• WWTF Phase 1 – lift stations (3)	1,600,000	61%	Work underway KPark and Renforth complete, Tennis Court on hold for commissioning of East Riverside
	• WWTF Phase 1 – lift stations (2)	3,400,00	50%	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' & Rothesay Road sidewalk to be deferred pending future grant; monies to be reserved subject to Council direction.
	Purchase of Mower	7,500	100%	Received and in service
	Town Hall Renovations	40,000	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	4%	Copier installed, website redesign underway
	Diesel storage tank	90,000	8%	Installed, waiting for software to track usage
	Water supply development	150,000	37%	Funds reallocated to Infiltration study
	Hampton Road water main	200,000 ³	75%	Work ± 95% complete
	Station Road water main	100,000	-	Deferred
	Water tank mixing system	25,000	-	
	Service equipment	25,000	-	complete
	WWTP Phase II design	1.4M ⁴	-	Funding application submitted.
	Sewer system improvements	300,000	60%	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



Presentation:

Regional Ice Strategy

Rothsay Town Council Meeting, October 10th 2017

Presenter:

Nick Cameron

Recreation Facilitator, Fundy Regional Service Commission

Purpose for the Presentation:

To present the process for moving forward with the Regional Ice Strategy project. We will be prepared to answer questions and comments regarding the project.

We are also requesting from council a representative to serve on the project team. The project team will meet bi-monthly over a two-year period. We are recommending that municipalities consider their Recreation Director or similar staff to represent their community on the project team. However, any nominee made by council is welcome.

Background:

At the December 12th 2016 council meeting, the Fundy Regional Service Commission presented the Regional Recreation Plan. There was a motion from council to support the plan. The Commission has since adopted the plan and begun implementation. The plan recommended the creation of a Regional Ice Strategy (section 3.3). At this phase, we are presenting the process for moving the regional ice strategy project forward to each municipal council in the Fundy Region, as well as the Regional Advisory Committee (RAC), and asking for input. We are also asking each council and the RAC for representatives to serve on the project team. The project team will be responsible for moving the project forward. The team composition is made up of the following positions:

Nick Cameron, Recreation Facilitator, Fundy Regional Service Commission
Dana Purton Dickson, Director of Community Services, Town of Quispamsis
Tim O'Reilly, Deputy Commissioner of Parks & Recreation, City of Saint John
Greg Evans, Recreation Consultant, Province of New Brunswick
Gary Clark, Recreation Director, Town of Grand Bay-Westfield (Kelly Goddard, alternate)
TBA, Town of Rothesay
TBA, Village of St Martins
TBA, Two (2) Local Service District Representatives

ATTACHMENTS: PowerPoint presentation

Respectively submitted,
Nick Cameron



The GIVE : Clinic 1 Expansion

Your Clinic. Your Health. Grow With Us.

Give. Gratitude.



SAINT REGIONAL
JOHN HOSPITAL FOUNDATION
FONDATION DE L'HÔPITAL SAINT
REGIONAL JOHN

Ambulatory Care Clinic 1
Expansion & Enhancement
Presented to: Town of Rothesay

Application for Rothesay Municipal Grant



October 04, 2017

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

Dear Ms. Banks:

The Saint John Regional Hospital Foundation is pleased to present this exciting project for your consideration to. Every person is touched by the vital health services offered in ambulatory clinics at some point in their lives. This transformative project to enhance ambulatory care is the single most important opportunity to improve healthcare delivery for all New Brunswickers. It would be an honour to partner with the Town of Rothesay on this initiative to help provide the highest quality outpatient care to patients and their families throughout the Greater Saint John region.

Who We Are

The Saint John Regional Hospital Foundation is a critical part of New Brunswick's healthcare system. As the official fundraising body for the Saint John Regional Hospital (SJRH), all money raised by the Foundation is re-invested in the hospital and supports projects that are beyond the scope of government funding.

With a total of 524 beds, the Saint John Regional Hospital is the largest full service, tertiary care hospital in New Brunswick. Since 1982, our hospital has served as the primary care centre of Greater Saint John (over 128,000) offering a wide range of acute care, ambulatory and long-term care services. Saint John Regional Hospital is also a teaching hospital, collaborating with Dalhousie University, Memorial University, University of New Brunswick and New Brunswick Community College to train the next generation of health-care professionals in Canada.

Through the generosity of donors, we have been able to provide funding to support the purchase and investment of life-saving equipment, mental health initiatives, patient comfort items, education opportunities and research. In over 30 years, the Foundation has raised more than \$91 million, putting SJRH on the leading-edge of a number of healthcare innovations.

Benefits to town of Rothesay

The Saint John Regional Hospital and Ambulatory Care Clinic¹ provide full spectrum health care services to the residents of the Town of Rothesay. The clinics 33 speciality services are utilized by its citizens throughout the year. This ensures care within the community and reduces the need for long-distance travel regarding treatment. Many of the hospital's physicians, clinicians, specialists, and staff are residents of the Town of Rothesay. The relationship between the Town and the Hospital has been rewarding and mutually satisfactory for decades.



Ambulatory Care Clinic 1

Ambulatory care is one of the most significant growth areas in health care, as advancements in technologies and treatments allow more patients to be cared for in an outpatient setting as opposed to being admitted to the hospital. Ambulatory Care Clinic 1 is the busiest outpatient clinic at the Saint John Regional Hospital, **serving over 40,000 patients annually**. On average, approximately 300 patients are seen each day during operational hours. Ambulatory Care Clinic 1 offers vast range of 33 specialized services including:

- Allergy
- Anticoagulation Clinic
- Bleeding Disorders
- Cardiothoracic Surgery
- Carpal Tunnel Surgery
- Dermatology
- Electrophysiology
- Endocrinology
- General Cardiology
- General Surgery
- Haematology
- High-Risk Foot Clinic
- Infectious Diseases
- Internal Medicine
- Intravenous Day Hospital
- Interventional Cardiology
- Mohs Micrographic Surgery
- MRSA Clinic
- Neurology
- Respiriology
- Rheumatology
- Surgical Pre-Assessment Clinic
- Ophthalmology
- Orthopedics
- Orthotics
- Ostomy
- Pacemaker Clinic
- Pain Clinic
- Plastic Surgery
- Prosthetics
- Urology
- Vascular Surgery
- Wound Care

With over 9,000 patient visits per year, Orthopedics is the busiest clinic in Ambulatory Care. Our orthopedic surgeons manage patients requiring casting, splinting and minor OR procedures while also providing postoperative care and consultation. Orthopedic services currently share the same clinic space with Plastic Surgery, which serves over 8,000 patients annually. The two services provide care to both pediatric and adult patients in one very congested clinic space.

Instead of the traditional overnight stay in the hospital, ambulatory care is viewed as an ideal and often preferred setting for patients who require minor surgical procedures that do not involve prolonged anesthesia or extended observation. By performing minor surgeries in an outpatient clinic setting instead of the operating room reduces waitlists for more complex procedures and also reduces stress for the patient. Minor surgical treatments such as wide-awake hand surgery for carpal tunnel and tendon repairs are performed in Ambulatory Care Clinic 1 using local anesthesia, allowing the surgeon to communicate with the patient directly and test the patient's movement. Wide-awake hand surgery is a Canadian innovation that is practiced across the country, with most of its research studies pioneered in Saint John.

Ambulatory Care Clinic 1 at the Saint John Regional Hospital also hosts the only Mohs Micrographic Surgery Clinic in Atlantic Canada, caring for over 500 patients annually from across the Maritimes. Mohs surgery is a precise surgical technique used to treat aggressive or high-risk skin cancer. Unlike traditional skin cancer treatment that can require multiple layers to be removed over many weeks or months, the Mohs' technique



can precisely identify and remove an entire tumor while minimizing the removal of normal tissues. Mohs Surgery has the highest cure rate for skin cancer and because of its success; most patients require only a single surgery.

Intravenous (IV) Day Hospital provides treatments including blood transfusions, iron infusions, wound care and dressings, medication injections, 24-hour blood pressure monitoring, and more. Each year, over 2,000 patients receive treatments from the IV Day Hospital, helping to decrease in-patient length of stay and prevent hospital admission.

Patients seen in the Ambulatory Care Clinic 1 regularly return to the hospital for diagnosis, consultation, and treatment. Despite its role as a high-traffic area offering the single largest number of services in the hospital, it has not been renovated or expanded since the hospital's construction while continuing to treat an ever-increasing number of patients every year.

Supporting Ambulatory Care Clinic 1 Expansion at Saint John Regional Hospital

Ambulatory Care Clinic 1 will undergo an extensive renovation and retrofit to create what the community will experience as an entirely new facility. This new centre will provide both medical professionals and patients with spaces that are customized to their needs – impacting patient care across the entire hospital.

“The Regional Health Authority and the Master Space Plan has identified the clinic as a priority area for expansion as the clinic space is woefully inadequate in all respects and has numerous deficiencies that compromise quality patient care, efficient operations and pose a risk in terms of infection prevention and control.”

The concept of ambulatory care is a critical example of a new approach to healthcare being adopted worldwide, and is based on a simple but profound idea – that, wherever possible, outpatient hospital services should be delivered in such a way as to get, and keep, patients out of the hospital, rather than in it. This improved Ambulatory Care Clinic model will ensure positive patient outcomes are achieved in an integrated and seamless method and will utilize resources efficiently and effectively. The expansion will increase clinic capacity to meet current and future patient volume demands, which are projected to be greater than 46,000 visits annually in the next 5 years.

One of the most fundamental ways to improve both quality of care and the patient experience is to revitalize the space where care is delivered. The expansion and enhancement of Ambulatory Care Clinic 1 will re-engineer the way healthcare services are provided by improving the patient-centred experience, supporting innovation for minor surgeries, decreasing hospital admissions, and promoting collaboration amongst medical staff.



Ambulatory Care Clinic 1 Expansion Benefits

- **Improve the patient-centred care experience** – The expansion will feature additional consultation rooms which will improve timeliness of care in a more comfortable environment. Creating patient-centric exam rooms will not only promote comfort and privacy, but will also better accommodate patients with mobility issues that require wheelchair access. A dedicated pediatric casting room will accommodate our youngest patients to receive orthopedic and plastic surgery treatment in a safe and welcoming environment. This patient-centred workflow will help diminish the stress on patients and their families and reduce the time spent in the hospital.
- **Support medical innovation** - Innovative advances in equipment and technology have made it possible for minor surgery patients to receive their procedures on a same-day outpatient basis, with low risk of complications. Enhancements to the current Ambulatory Care Clinic 1 space will allow for more minor surgical treatments to move from the main operating room to the clinic setting; reducing waiting lists for speciality services and procedures.
- **Decrease admission rates and hospital length of stay** – Expanding clinical space and consultation rooms will accommodate the ever increasing patient workflow. Treating more patients in an outpatient setting and improving primary care access will help reduce rates of hospitalization.
- **Better integration and collaboration amongst medical staff** – Creating a collaborative clinic configuration will allow greater interaction between physicians, nurses and support staff while using time and resources more efficiently to provide patient-centred care. The enhanced space will also provide better integration of medical resident teaching rounds and clinical rotations.

Ambulatory Care Clinic 1 Functional Plan

The custom designed layout will increase efficiencies, improve the patients' experience, and reduce the hospital admission rates by resulting in healthier, happier patients. Expansion of the floor plate, new patient consultation and treatment rooms, standard of care equipment and furnishings, and modernization of the overall clinic space.

Project Budget

The new and improved Ambulatory Care Clinic will significantly improve access to services and feature the latest equipment and modern design. This initiative will be the Foundation's largest fundraising campaign, with the projected budget of \$3 - \$4 Million.



Our Request

At this time, we would ask the Town of Rothesay to consider a transformational gift of \$10,000.00 to support the enhancement and expansion of Ambulatory Care Clinic 1 at the Saint John Regional Hospital. Your generosity will not only assist patients and families who are in need today, but will have an impact on our province's healthcare for decades to come.

Your help ensures the Saint John Regional Hospital is the leading health care centre of excellence in New Brunswick. Should you require additional information, please do not hesitate to contact me. We look forward to your ongoing partnership in our cooperative efforts to provide leading edge care to patients and their families.

Thank you for your consideration.

My very best regards,

Darren McLeod,
Senior Philanthropy Specialist
Saint John Regional Hospital Foundation
Charitable BN: 119132363 RR0001
400 University Avenue, Saint John, NB,
Ph: (506) 649-2563, darren.mcleod@horizonnb.ca



Many thanks for your time and consideration!



SANT REGIONAL FOUNDATION
JOHN HOSPITAL
FONDATION DE L'HÔPITAL SAINT
REGIONAL JOHN

Connect with us



sjrhf.ca • 506.648.6400

400 University Avenue,

PO Box 2100, Saint John, NB E2L 4L2

Andrea Watling Regional Hospital Foundation

Our Charitable Number is: BN 119132363 RR0001

ROTHESAY

Policy

Topic:	Grants and Donations Policy	Date Prepared	Sept 2014
Application:	Saint John Regional Hospital Foundation	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 October 4, 2017

Applicant: Saint John Regional Hospital Foundation

Address: 400 University Avenue, P.O. Box 2100, Saint John, New Brunswick E2L 4L2

Contact: Darren McLeod, Senior Philanthropy Specialist Tel.506-649-2563

Email: [REDACTED]

Organization Description:

The Saint John Regional Hospital Foundation is a critical part of New Brunswick's healthcare system. As the official fundraising body for the Saint John Regional Hospital (SJRH), all money raised by the Foundation is re-invested in the hospital and supports projects that are beyond the scope of government funding.

With a total of 524 beds, the Saint John Regional Hospital is the largest full service, tertiary care hospital in New Brunswick. Since 1982, our hospital has served as the primary care centre of Greater Saint John (over 128,000) offering a wide range of acute care, ambulatory and long-term care services. Saint John Regional Hospital is also a teaching hospital, collaborating with Dalhousie University, Memorial University, University of New Brunswick and New Brunswick Community College to train the next generation of health-care professionals in Canada.

Amount Requested: \$10,000.00

Descriptions of proposed event or activity:

A case for support proposed to the Town of Rothesay regarding the enhancement and expansion of the Saint John Regional Hospital's Ambulatory Care Clinic 1. An overall redesign, rebuild, and refurbishment Clinic 1 and its 33 specialty programs housed onsite. The Clinic has not been updated since it open in 1982. It now serves 40,000 patients per year from Monday to Friday during regular business hours.

Project costs:

\$3 to \$4 million.

Benefits to town of Rothesay:

The Saint John Regional Hospital and Ambulatory Care Clinic1 provide full spectrum health care services to the residents of the Town of Rothesay. The clinics 33 specialty services are utilized by the citizens throughout the year. This ensures care within the community and reduces the need for long-distance travel regarding treatment. Many of the hospital's physicians, clinicians, specialists, and staff are residents of the Town of Rothesay. The Town and the Hospital relationship continues to be rewarding for it residents and staff members who live in the community. This connection has been mutually beneficial for decades.

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).



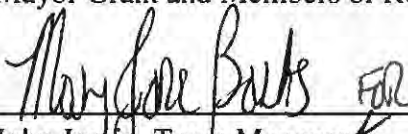


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
October 10, 2017

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


John Jarvie, Town Manager

DATE: October 4, 2017

SUBJECT: Contract T-2017-012: Winter Maintenance Services

RECOMMENDATION

It is recommended that Contract T-2017-012: Winter Maintenance Services, be awarded to the low tenderer, Geo. W. Stackhouse & Sons, at the tendered price of \$1,491,886.88 and further that the Mayor and Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

A contract agreement between the Town and Geo. W. Stackhouse to provide winter maintenance services in Rothesay expired on April 15, 2017. The 2017 General Fund Operating Budget includes funding for the 2017 portion of a proposed new four year contract agreement for winter maintenance services in Rothesay.

BACKGROUND

The Town of Rothesay street network consists of approximately 160 km of roadway. Historically Town Forces have provided winter maintenance services for 110 km of roadway while winter maintenance services for the remaining 50km has been subcontracted to a private

company. Geo. W. Stackhouse & Sons has been the private company providing winter maintenance services since December of 2010. The original Stackhouse contract and subsequent extensions expired in April 2017. Other than added streets requiring additional plowing and an adjustment factor for the price of fuel, the Town has continued to pay the same winter maintenance rate since 2010.

Rothsay Mayor and Council, acting on a recommendation from the Public Works and Infrastructure Committee, directed the Town's Engineer to review the value of subcontracting winter maintenance services in comparison to providing the service with Town Forces.

Staff created a Terms of Reference/Scope of Work document to advertise for tenders for Winter Maintenance Services for the historically subcontracted portion of the Town street network. During the tender phase staff compiled the costs to provide the same service with Town forces and created a "shadow bid".

The shadow bid included:

- purchase of two large plow trucks (cost amortized over 4 years),
- purchase of two one-ton plow trucks (cost amortized over 4 years),
- fuel costs determined as a ratio (50 Km vs 110 Km) of total fuel costs for Town serviced areas,
- sand/salt costs determined as a ratio (50 Km vs 110 Km) of sand/salt costs for Town serviced areas,
- ownership cost of vehicles (license, insurance, interest costs etc.),
- labour costs for five months at entry level salary for Operator I including 15 hours overtime per week.

The results of the two exercises, public tender and shadow bid, are reported below.

TENDER RESULTS

With a detailed Scope of Work an advertisement for tenders for Contract T-2017-012: Winter Maintenance Services was advertised on NBON on September 14, 2017. Tenders closed on October 3, 2017 with the following results (excluding HST):

- | | |
|--|----------------|
| 1. AVL Construction Group, Drummond, N.B. | \$2,020,000.00 |
| 2. Geo. W. Stackhouse & Sons, Saint John, N.B. | \$1,491,886.88 |

The shadow bid for the service was \$1,474,804.00 assuming staff could be recruited, retained for 5 months and dispensed with each season to be recruited again the next year; This is an unsafe assumption. No cost was factored in to the shadow bid to retain some or all of the additional employees as year round Town staff.

ANALYSIS

The tenders were reviewed by staff and found to be formal in all respects. Staff is of the opinion that the low tenderer has met all of the requirements outlined in the tender call and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

The tender includes work that will be charged against the current and future General Fund Operating Budgets. Assuming award of the contract to the low tenderer, a budget analysis has been completed.

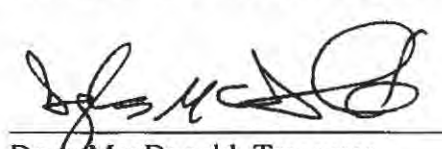
The analysis concludes that a total amount of \$99,000 was provided in the General Fund Operating Budget for the portion of this contract that will be completed and funded in November and December of 2017. Not knowing the results of the tender at the time of the 2017 budget preparations, the costs for winter maintenance services in November and December of 2017 were derived from the now expired 2010 Stackhouse Contract rates. The tender for services going forward produced a price that is 19.5% higher than the prices in the previous contract and the amount included in the 2017 budget, however those prices were from 7 years ago.

The table below outlines the approved budget for 2017 and the amount of the 2017 Stackhouse tender that would be allocated to the 2017 General Fund Operating Budget.

	Stackhouse Tender 2017	2017 budget amount	difference
Total	111,891.50	99,000	-12,891.50

The way in which the Town budgets for salt and sand use by Town forces assumes that each of the 5 months of the winter maintenance season is equal in cost, which is not normally the case; November and December are generally not as cost intensive as January and February with respect to sand and salt. For this reason we expect a surplus in the 2017 sand and salt budget which could be an offset for the -\$12,891.50 shortfall in the 2017 Operational Budget for contracted winter maintenance service.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

October 17

2017October10OpenSessionFINAL_180

October 17						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 17						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct-1 - 7	Oct-1	2	3	4	5	6	7
		5:00pm 8:00pm Planning Advisory Committee (Common Room)					
Oct-8 - 14	8	9	10	11	12	13	14
			7:00pm 10:00pm Rothesay Council (Common Room)	5:00pm 7:00pm KVFD Board meeting			
Oct-15 - 21	15	16	17	18	19	20	21
			6:30pm 8:00pm Parks & Recreation Committee Meeting	8:30am 11:00am PWI 10:00am 11:00am Age Friendly 5:30pm 7:00pm Utilities 7:00pm 9:00pm Heritage	8:30am 10:30am Finance Committee (Sayre Room)		
Oct-22 - 28	22	23	24	25	26	27	28
				3:00pm 5:30pm (KRPF) Joint Board of Police Commissioners			
Oct-29 - Nov-4	29	30	31	Nov-1	2	3	4

November 17

2017October10OpenSessionFINAL_181

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						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Oct-29	30	31	Nov-1	2	3	4
Oct-29 - Nov-4							
	5	6	7	8	9	10	11
Nov-5 - 11		5:00pm 8:00pm Planning Advisory Committee (Common Room)		5:00pm 7:00pm KVFD Board meeting			
	12	13	14	15	16	17	18
Nov-12 - 18			7:00pm 10:00pm Rothesay Council (Common Room)		2:00pm 4:00pm Finance Committee (Sayre Room)		
	19	20	21	22	23	24	25
Nov-19 - 25		7:00pm 9:00pm Tentative Public Hearing and Public Meeting	6:30pm 8:00pm Parks & Recreation Committee Meeting	8:30am 11:00am PWI 2:00pm 4:00pm Finance Committee (3:00pm 5:30pm (KRPF) 5:30pm 7:00pm Utilities 7:00pm 9:00pm Heritag	8:30am 10:30am Finance Committee (Sayre Room)		5:00pm 9:00pm Santa Claus Parade
	26	27	28	29	30	Dec-1	2
Nov-26 - Dec-2							