



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, September 11, 2017**  
**7:00 p.m.**



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**1. APPROVAL OF AGENDA**

**2. APPROVAL OF MINUTES** Regular Meeting 14 August 2017

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**PRESENTATION:** Through the Lens Photo Contest Winner

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

**4.1 Fundy Regional Service Commission 2018 Budget** Marc MacLeod

**5. CORRESPONDENCE FOR ACTION**

- |     |                  |   |
|-----|------------------|---|
| 5.1 | 7 September 2017 | Letter from resident RE: Groundwater drainage on Brock Court                            |
|     | 23 August 2017   | Email from/to resident RE: Drainage on Brock Court, Goldie Court, and Grove Avenue      |
|     | 17 August 2017   | Email from resident RE: Request for assistance with groundwater drainage on Brock Court |

**Refer to 2018 budget deliberations**

**6. CORRESPONDENCE - FOR INFORMATION**

- |     |                |   |
|-----|----------------|---|
| 6.1 | 2 August 2017  | Letter from Minister Fraser RE: 2017 Municipal Designated Highway Program                 |
| 6.2 | 9 August 2017  | Email from resident RE: Deer in Rothesay with attachments                                 |
| 6.3 | 15 August 2017 | Letter to Brett Taylor RE: 104 Hampton Road Development Fees                              |
| 6.4 | 16 August 2017 | Letter to Gregory Zed RE: Congratulations   |
| 6.5 | 25 August 2017 | Letter to Chapel Hill Estates Board of Directors RE: Median                               |
| 6.6 | 25 August 2017 | Letter to Minister Doucet RE: 2017 Deer Management Program                                |
|     | 17 August 2017 | Letter from Quispamsis RE: 2017 Deer Management Program                                   |
| 6.7 | 29 August 2017 | Letter to Minister Fraser RE: 2018 Municipal Designated Highway Program                   |
| 6.8 | 31 August 2017 | Email from National Airlines Council of Canada RE: Airport Privatization with attachments |

**7. REPORTS**

**7.0 September 2017** Report from Closed Session

## ROTHESAY

Regular Council Meeting

Agenda

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- 7.1 21 June 2017 Kennebecasis Public Library (KPL) Board Meeting Minutes
- June 2017 KPL Librarian's Report
- 31 May 2017 KPL Comparative Income Statement
- June 2017 KPL Building Maintenance Report
- 7.2 31 July 2017 Draft unaudited Rothesay General Fund Financial Statements
- 31 July 2017 Draft unaudited Rothesay Utility Fund Financial Statements
- 1 September 2017 Draft Finance Committee Minutes
  - Application for Financing (see item 9.2)
  - Interest on Sundry Receivables (see item 9.3)
- 31 July 2017 Donation Summary
- 7.3 23 August 2017 Draft Public Works and Infrastructure Committee Meeting Minutes
  - Summerhaven Crescent
  - Designate for Parades and Processions
- 7.4 5 September 2017 Draft Planning Advisory Committee Meeting Minutes
  - 13 Terri Street – Cash in Lieu of LPP
- 7.5 August 2017 Monthly Building Permit Report
- 7.6 10 September 2017 Capital Projects Summary
- 7.7 Verbal report Enterprise Saint John (Mayor Grant)
- 7.8 2016-2017 The Great Trail Annual Report
- 7.9 2 August 2017 Age Friendly Committee Meeting Notes

## 8. UNFINISHED BUSINESS

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### TABLED ITEMS

#### 8.1 Water By-law (Tabled June 2015)

*No action at this time*

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

*No action at this time*

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#### 8.3 Traffic By-law 1-14

23 August 2017	Memorandum prepared by Town Clerk Banks
DRAFT	By-law 1-14 ( <i>Revised</i> )

## 9. NEW BUSINESS

### 9.1 BUSINESS ARISING FROM DELEGATIONS

28 August 2017	DRAFT 2018 Fundy Regional Service Commission Budget
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## **ROTHESAY**

Regular Council Meeting

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## **FINANCE**

### **9.2 Application for Financing**

5 September 2017	Memorandum from Treasurer MacDonald
17 August 2017	Letter from the New Brunswick Municipal Finance Corporation RE: Debentures

### **9.3 Interest on Sundry Receivables**

5 September 2017	Memorandum from Treasurer MacDonald
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## **DEVELOPMENT SERVICES**

### **9.4 Municipal Services Easement – Millennium Drive (PID 00065227)**

7 September 2017	Report prepared by DPDS White
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## **OPERATIONS**

### **9.5 2018 Asphalt Resurfacing and Microseal Placement Program**

7 September 2017	Report prepared by DO McLean
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## **ADMINISTRATION**

### **9.6 RFP #2017ADMINS-001 – Rothesay New Brunswick Website Development**

7 September 2017	Memorandum from Town Clerk Banks
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## **10. NEXT MEETING**

<b>Regular meeting</b>	<b>TUESDAY, October 10, 2017</b>
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## **11. ADJOURNMENT**

September 7, 2017

Dear Rothesay Town Council,

We reside at 6 Brock Court in Rothesay and are sending this letter to you in regards to challenges that have been experiencing over the last 2 years with large amounts of ground water that has been “pooling” between our property and that of my neighbor’s at 4 Brock Court. The issue is not isolated to that one area. Very large amounts of ground water circle the back of our property (which is raised) and ends up either travelling behind the homes on Goldie Court or to a ditch that runs along my property into the shallow ditch on Goldie Court. While the water running around my property seems to work well for me, I am not sure how it works for others that might be impacted during heavy rains.

In January of 2015 the area between 6 Brock and 4 Brock filled with so much water that it submerged the NB Power “box” which supplies our properties with underground utility and cable services. After speaking with NB Power, they confirmed that this had never been an issue before. A couple of months later a similar event occurred and NB Power subsequently choose to raise the “box” onto a new concrete pad that sits an additional 8-10” higher above the ground. We are fortunate that due to family connections we were and are able to quickly get water pumps to extract this “pooling ground water” or we would have risked water in our basement as it was within approximately 2-3 feet from our foundation and basement windows. To date we have not had any water in our basement, our fear is that it is simply a matter of time. I will also say that the Town of Rothesay was willing to drop off a pump and was very empathetic to the issue. During conversation with the Town, it was discovered that drainage infrastructure that at one point ran along the front of 4 and 6 Brock Court was ineffective as well as it was showing its age as a Town plow broke through part of it creating a “sink hole” which had a new grate installed by the town.

Working with our neighbors, the [REDACTED], we contacted Andy McVeigh of Fundy Engineering and with Renforth Construction about this issue. Solutions were thought out, however, the solution would see all of this water enter the ditch system that runs along the side of my property leading to the swallow ditch located at the top of Goldie Court. We did not act on the suggestion and have to run pumps with each heavy rainfall.

It is evident that old infrastructure that runs down Grove and Brock is not functioning, along with more development along Grove up and off of Highland is putting too much pressure on the



“system”. One of our Neighbours on Grove has had her driveway washed away, and just as of last night September 6 due to heavy rains the water coming down Grove Ave was a raging river and simply bypassed the drainage system and ended up coming into Brock Court and pooling at the entrance of our street, random heavy rain yes, however, not uncommon.

With the understanding that there might be more residential development occurring very close to us, our challenges plus those of others will simply add to the overall water issue, we are looking to work with the Town of Rothesay to have a proper solution, not simply one that will assist my property.

We are requesting that our groundwater issue be addressed and a solution to the issue be considered in your 2018 budget. We are very willing to work together and would be happy to meet with you to discuss further.

Sincerely,

[REDACTED]

6 Brock Court

Rothesay, NB

E2E 5E5

From: [REDACTED]  
To: [REDACTED]  
Subject: FW: Development, Brock property, drainage  
Date: September-08-17 8:23:13 AM

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

From: [REDACTED]  
Date: Wed, Aug 23, 2017 at 4:40 PM -0300  
Subject: Re: Development, Brock property, drainage  
To: "Nancy Grant" [REDACTED]

Thank you for the quick acknowledgement, Nancy. i appreciate also that you are passing things along and suggesting my concern be kept on file.

Sent from my iPad

On Aug 23, 2017, at 12:47 PM, Nancy Grant [REDACTED] wrote:

Good Morning [REDACTED],

Thank you for your message outlining your concerns regarding drainage in the area of the ends of Goldie and Brock, and properties on that side of Grove Ave.

I am not aware at this time of any development planned for the area in the immediate future; however, I agree that if and when this does happen, we certainly need to take your concerns into consideration.

I have copied the Town Manager and the Town Clerk on this response, and by doing so, I am asking them to retain your message, to being added to the discussion around any possible future dyevelopment in the area of concern.

Thank you again, and enjoy your day,

Nancy

Get [Outlook for Android](#)

On Wed, Aug 23, 2017 at 10:38 AM -0400, [REDACTED]  
[REDACTED] wrote:

>  
> Dear Mayor Grant and Councillors,  
>  
> I recently learned that the Brock property on Goldie Court has

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been sold and that some development is a possibility there.

>

> My property at 9 Grove Avenue will feel the impact of changes in drainage that would certainly come with development there.

>

> My property runs the entire length of Brock Court. The back of the lot collects water which runs all year from my neighbours at 11 and 13 Grove as well as properties farther up the hill. It is never dry. The area drains at the end of Brock Court and flows into Goldie Court.

>

> The last major upgrade of Grove Avenue created a problem with the catch basin at the end of my driveway. In heavy rain, winter or summer, the curb is not high enough to keep the considerable flow out of my driveway. When the basin is covered with debris the water goes into the driveway at 11 Grove and then flows down to mine. That water, which has caused minor washouts in my driveway, all ends up at the back of my lot at the point where it abuts the last property on Brock Court.

>

> A few years ago when I asked a town employee to take a look at the catch basin he thought there was an overflow pipe of some sort running back between my land and the neighbour's. That too may be an issue in this water on my property.

>

> When you as a body and individually are considering future development in this area, I am asking you to consider my concerns, not as large as some, but still a fact of life for the property owners.

>

> Yours truly,



>

>

>

>

>

>

> Sent from my iPad

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Request for assistance with groundwater drainage issues  
**Date:** August-21-17 10:39:43 AM  
**Attachments:** [Flooding4and6BrockCt2.jpg](#)  
[Flooding4and6BrockCt1.jpg](#)  
[Flooding4and6BrockCt3.jpg](#)  
[GroveAveMacNaughtonHome.JPG](#)

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**From:** [REDACTED]  
**Sent:** Thursday, August 17, 2017 10:19 AM  
**Subject:** Request for assistance with groundwater drainage issues  
**To:** Nancy Grant [REDACTED] Matthew Alexander [REDACTED], Tiffany Mackay French [REDACTED] Miriam Wells [REDACTED] Bill McGuire [REDACTED] Don Shea [REDACTED] Grant Brennan [REDACTED] Peter Lewis [REDACTED]  
**Cc:** [REDACTED] Brett McLean [REDACTED]

Dear Mayor Grant and Council Members,

We reside at 4 Brock Court in Rothesay and are contacting you to outline our groundwater drainage problems and to request some assistance from the Town to help manage the groundwater in the area.

With aging infrastructure, land development and changing weather patterns, we have been experiencing major groundwater drainage issues. These have also affected the [REDACTED] at 6 Brock Ct and [REDACTED] on Grove avenue, whose property is adjacent to ours.

The most serious issue occurred in January 2015 when [REDACTED] had her driveway wash out (as it has done repeatedly) due to her curb and storm drain no longer functioning effectively. All of the water from Grove Ave. and the top of Rothesay hill was diverted across her backyard and settled in the very low area between 4 and 6 Brock Court. This area contains the infrastructure for underground power and other communication services. The NB Power box was submerged causing a very dangerous situation. Also around this time a Town of Rothesay plow broke through the ditch drainage system at 4 Brock Court causing a small sink hole which rendered ineffective the water drainage in front of our property. We contacted the Town and NB Power but no solutions to these serious water issues could occur until the spring when the water subsided.

Unfortunately, the 2015 winter had significant precipitation and by April 2015 water was lapping at [REDACTED] basement window and was dangerously close to entering the [REDACTED] basement . The NB Power box remained submerged as well. The [REDACTED] ran a generator pump from Servicemaster 24/ 7 for 2 weeks to prevent flooding.

In trying to solve these issues the Town discovered the drainage in front of 4 and 6 Brock court to be ineffective. A repair was made to the sink hole but it was emphasized to us by the Town workers that the present drainage system was not functioning effectively.

The [REDACTED] and [REDACTED] contacted Fundy Engineering's Andy MacVey and Renforth Construction about this serious issue. Possible solutions were developed but never acted upon as it was felt that other owners in the area on Goldie court might be affected, and the failing infrastructure in front of our homes might not handle new water with these solutions.

Unfortunately the ground water did enter our basement in September 2015 with the major storm. Once again showing us that our groundwater infrastructure needs updating.

In summary, the major problem seems to be that water running down Grove Ave is being diverted to a low lying area between our homes at 4 and 6 Brock Ct. which has ineffective drainage.

We have recently had positive discussions with Town Engineer Brett McLean regarding these issues.

We are requesting that our groundwater issue be addressed and a solution be added to your 2018 budget.

We have attached photos from recent flooding between our properties, and photos of the ineffective infrastructure to illustrate these problems.

Thank you for your consideration,

[REDACTED]

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2017September11OpenSessionFINAL\_025











File No. 32-93  
M/17/318



August 2, 2017

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

Dear Mayor Grant:

Thank you for your correspondence dated July 4, 2017, regarding funding under the Municipal Designated Highway (MDH) Program.

Please accept this letter as confirmation that the Town of Rothesay will not receive funding under the MDH Program in 2017. I will consider your suggestion to post a list of the approved MDH projects on the Department of Transportation and Infrastructure website.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bill Fraser".

Bill Fraser  
Minister

c.c.: Mr. Alan Kerr, District Engineer – Saint John



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**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** FW: Deer and Lyme disease in Rothesay, Kennebecasis Park School playground  
**Date:** September-05-17 4:03:33 PM

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**From:** [REDACTED]  
**Sent:** September-01-17 1:47 PM  
**To:** Watson, Zoë (ASD-S)  
**Cc:** hugh.flemming@gnb.ca; Nancy Grant; Brian White; joe.kennedy@gnb.ca; Mary Jane Banks  
**Subject:** Re: Deer and Lyme disease in Rothesay, Kennebecasis Park School playground

Hi Zoe,

Thanks for your response. I am wondering if an effort to remove the under brush, which surrounds the Kennebecasis Park School, should be considered as a due diligence effort. It appears to me that the deer, at least this past summer, like to reside in this under brush area. The under brush would only need to be removed up to 8 feet or so above the ground level.

Joe Kennedy advised me that the deer tick / Lyme disease issue is even more of a concern in the month of October. Apparently the deer ticks are more aggressive in searching out blood sources in October.

I expect that the area between the playground and Park Drive is owned by both the Town of Rothesay and the Department of Education. The ownership of the other property lines between the Department of Education and the other K. Park School neighbours may have to be determined.

If the other neighbours ( other than the Town of Rothesay) will not allow the removal of the undergrowth, possibly the Department of Education should construct fencing to assure the children do not wander into this possible tick infested area.

Thanks for your interest in this Lyme disease concern, as well as the rat issue,

[REDACTED]

Sent from my iPad

On Sep 1, 2017, at 12:37 PM, Watson, Zoë (ASD-S) [REDACTED] wrote:

Hi [REDACTED] I did follow-up with Principal McCracken yesterday and she stated that the guidelines followed by her teachers is that students remain on the equipment, the basketball court, and the mowed areas. She said during school time the students are not to be in the wooded/brush areas. She did say that students do use the path to Hastings Cove. She would concur that there are often deer on her playground and I have seen them there myself actually! She will be sending a reminder to parents through her talk mail - and letting families know where they can find information, checking for ticks if children have been in the woods, to be cautious on the path etc. We do that in the spring actually, as the Directors and I meet with the District Medical Health Officer and his staff, and they ask us to remind our schools about ticks and lyme disease, and particular Millidgeville and the KV areas.

On our Anglophone South website Howard, across the top tool bar you will see Parent Resources and there is information we post for families.

I will certainly share the rat information as well. It is unfortunate that this can't be addressed in our area – I left for work this morning and 2 were in my driveway!

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**From:** [REDACTED]  
**Sent:** Friday, September 01, 2017 11:50 AM  
**To:** Watson, Zoë (ASD-S)  
**Cc:** Kennedy, Joe (ERD/DER); Flemming, Hugh (LEG); [REDACTED]  
**Subject:** Fwd: Deer and Lyme disease in Rothesay, Kennebecasis Park School playground

Hi Zoe,

Below is the deer tick / Lyme disease information from Joe Kennedy, of which I spoke to you prior the funeral at St. David's Church yesterday. I noticed deer on the Kennebecasis Park School playground again this morning. I know that there is a path through the under growth around the K. Park school and playground field that the kids from Hasting Cove use daily to get to and from the school.

I have also been advised by our neighbours that the houses on Broadway Street near the K. Park School have seen rats on their properties, most likely attracted by compost. I have not noted any rat activity around our civic compost bin, but our house is at the opposite end of Broadway Street from the K. Park School.

[REDACTED]

Sent from my iPad

Begin forwarded message:

**From:** "Kennedy, Joe (ERD/DER)" [REDACTED]  
**Date:** August 30, 2017 at 3:38:58 PM ADT  
**To:** [REDACTED]  
**Subject:** RE: Deer in Rothesay

Hello [REDACTED]

I have been advised by my supervisor that the Dept. of Health has the responsibility for managing and mitigating public health threats, including Lyme Disease. I contacted an employee of the Dept. of Health, and was informed that they have a variety of information on Lyme Disease made available to the public on their website. If the Dept. of Education needed information to mitigate potential exposure of children to black-legged ticks, they should review the information provided on the below link:

[http://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/vectorborne\\_andzoonotic/lyme/how\\_to\\_be\\_protected.html](http://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/vectorborne_andzoonotic/lyme/how_to_be_protected.html)

Please note at the bottom of this web page is a link to the "Tick Management Handbook". This document provides excellent information on integrated tick management including landscaping techniques. If applied to playgrounds, these steps may help to reduce children's potential encounters with ticks.

You may find it more effective if you pass along this information to the Dept. of Education yourself.

All the best, Joe Kennedy.

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**From:** [REDACTED]  
**Sent:** Friday, August 25, 2017 3:24 PM  
**To:** Kennedy, Joe (ERD/DER)  
**Subject:** Fwd: Deer in Rothesay

Sent from my iPad

Begin forwarded message:

**From:** [REDACTED]  
**Date:** August 10, 2017 at 12:27:06 PM ADT  
**To:** [REDACTED]  
**Subject:** Fwd: Deer in Rothesay

Hi Mr. Kennedy,

I have been referred to you by Mary Jane Banks of the Town of Rothesay. Please review my concerns, suggestions and questions noted in my two e-mails below, as well as the August 9th, 2017 e-mail from the Mayor of Rothesay. Please contact me to discuss the matters concerning the deer herd which presently exists within the Town of Rothesay.

I have forwarded this e-mail to Mr. Rick Doucet, who I believe is your Departmental Minister, as well as the MLA for the Town of Rothesay, Mr. Hugh Flemming. If either of these two gentlemen can provide any information to me concerning the problem of the large deer population residing within the Town of Rothesay I would also appreciate receiving contacts from them as well.

Thanks, [REDACTED]

[REDACTED] MRAIC, AANB, ( retired )  
B.Sc., B.Envir.Des., B.Arch.,  
38 Broadway Street,  
Kennebecasis Park,  
Rothesay, N. B., E2H 1B2

Phone - [REDACTED]  
e-mail- [REDACTED]

Sent from my iPad

Begin forwarded message:

**From:** [REDACTED]  
**Date:** August 10, 2017 at 11:17:30 AM ADT  
**To:** Nancy Grant [REDACTED]  
**Cc:** Mary Jane Banks [REDACTED]  
**Subject:** Re: Deer in Rothesay

Hi Mayor Grant,

Thanks very much for your prompt reply to my E-mail of yesterday.

Does the Town of Rothesay or the Provincial Department of Energy Mines and Resources have any record of the effectiveness of the annual deer harvest. ( by how much has the deer herd in Rothesay and Kennebecasis Park in particular been reduced as a result of this harvest over the past years )

I expect that a large number of the deer presently in Kennebecasis Park, over winter in the heavily wooded area across the Town line within the City of Saint John. Does the City of Saint John participate in this annual Provincial deer harvest?

Could you advise me with whom, in the Provincial Department of Energy Mines and Resources, the Town of Rothesay coordinates this annual deer harvest? I would like to speak to them further on this matter.

Your response to me yesterday did not seem to address directly my concern over the deer occupying the Kennebecasis Park Elementary School playground. I noted deer in the playground again yesterday evening, on my return home from the St. Mary's Band performance at the Renforth Wharf Park ( this performance was great, thanks for this chance to hear such a wonderful band of performers, including yourself !!! )

As I noted to you earlier my grand daughter, while playing in her back yard, contracted a deer tick. In light of the recent newspaper reports that Rothesay is a " hotspot " for deer ticks infected with Lyme disease, I expect that the deer feeding in the school playground is not a good thing. It would be reasonable to fear that these deer in the school playground present a possibility of future Lyme disease transfer to the children at the Kennebecasis Park Elementary School.

Has the Town of Rothesay had any discussion with the Provincial Department of Education regarding the deer occupying the school playground? If the Town has had this discussion what was the outcome? Has the Town carried out any due diligence health and safety discussions with the Provincial Department of Health regarding this health concern to the school children who use the Kennebecasis Park School playground?

I understand from past newspaper articles that different levels of Government have investigated and rejected the possibility of collecting, the town and city deer, and moving them to the country. The news reports said that studies found that the deer collected and moved would not survive very long in the country forests.

This being the case has anyone investigated collecting all the city and town deer and moving them to a farm environment, where they would be carried for and form the base of a deer meat supply market? Do you think the Towns or the Provincial Government would support such a discussion?

I am very frustrated with deer eating my gardens, colliding with our families vehicles and being a health concern via their role in the transfer of Lyme disease. I take from your e-mail that you are also concerned about these on going problems in Rothesay. An effective solution must be found to this deer herd residing in the Town. My sister-in-law has had deer come up onto the deck of her house and eat the flowers in her deck planters!!!

On another similar matter, my neighbours advised me yesterday of a growing concern they have with rats in the Kennebecasis Park neighbourhood. Is the Town of Rothesay aware of this problem? If the Town is aware of this rat problem what actions are being taken by the Town to eliminate the rats before their population becomes a major concern? Please advise.

Thanks, [REDACTED]

Sent from my iPad

On Aug 9, 2017, at 2:31 PM, Nancy Grant <[NancyGrant@rothesay.ca](mailto:NancyGrant@rothesay.ca)> wrote:

Hello [REDACTED],

Thank you for your comments regarding deer in our community.

I share all your concerns: loss of gardens, as well as concerns for health/ tick- carried disease and also collisions. My husband and I went to great lengths, as you did, to protect and preserve our gardens this year- sprays, posts with netting, etc- all to no avail. I agree that the deer seem to be eating things they haven't eaten previously- nothing seems to be sacred any more. And it is very frustrating.

Unfortunately, the deer population is not under the mandate of the municipalities; it under the Province, the Department of Energy and Resources ( the old DNR). For the last three years, they have offered the opportunity for deer to be harvested in Hampton, Quispamsis and Rothesay, on private properties that meet their size and safety standards. All three municipalities participated in the harvest in 2014, 2015, and 2016. Results of the harvest can be found on the Rothesay website, home page, under the link " Deer Management in the Kennebecasis Valley". You will also find there the parameters and regulations for the harvest. ( I believe the survey to which you refer was part of the initial consideration of whether or not to allow deer harvesting in the Town; obviously we did proceed to participate in it).

The opportunity to harvest deer will be offered by the Province again this year. I anticipate the invitation to participate will come to Council for discussion in the near future.

Thank you for your input into this topic.

Nancy

Dr. Nancy Grant  
Mayor

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

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From: [REDACTED]  
Sent: Wednesday, August 9, 2017 1:29 PM  
Subject: Deer in Rothesay  
To: Nancy Grant [REDACTED]  
Cc: Mary Jane Banks [REDACTED]

Hello Mayor Grant,

I am attaching three photos of the garden at my home, which is located at 38 Broadway Street, Kennebecasis Park, Rothesay.

This spring I had done a lot of work to cover my garden plants with nets in an attempt to preserve them from being consumed by the deer herd which exists in our Town. I had supported and secured the nets on three foot high poles. I recently found that during the night the deer had torn down these nets and poles, as well as some of our garden ornaments. The deer consumed the majority of my garden plants.

I have attempted to scare deer out of my yard on several occasions over the past few years. Usually my attempts to move them along are not very successful. Also the deer have begun to consume plants which were of no interest to them in past years.

I also noted today around 10 AM that there were 5 deer on the Kennebecasis Park Elementary School play ground. I am alarmed by this due to the experience of my grand daughter in the recent past. While she was playing in her family's back yard, she contracted a deer tick. Luckily she was not infected with Lyme disease but I was concerned about this possibility.

Recently the local newspaper has advised in various articles that Rothesay is now a hot

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spot for deer ticks, which are infected with Lyme disease. I am concerned about the health and safety of the school children who will soon be returning to the Rothesay Park School, and that playground which presently occupied by the deer.

In addition to the above concerns both my son and I have had relatively minor auto collisions with deer in Rothesay. We were lucky that the accidents were not more significant.

I also am a member of the Riverside Golf Course and I am constantly confronted with deer while playing golf. There is concern about the possibility of contacting Lyme disease from ticks which could be in the longer grass on the golf course.

Some time ago I completed an on-line survey for the Town of Rothesay. In this survey I outlined my concerns about the deer population in Rothesay. What action by the Town came from that survey?

All this having been noted above it appears to me that the deer population in my part of Rothesay continues to grow, with no action being taken by government to reduce the numbers. Please advise me, as soon as possible in the next week or two, as to what action is underway to keep deer out of our neighbourhood. Especially advise what is being done to protect the children who will be returning to the Rothesay Park Elementary School in early September.

I await your response,

Thanks, [REDACTED]

[REDACTED] MRAIC,AANB, ( retired ),  
B.Sc., B.Envir.Des, B.Arch.,  
38 Broadway Street,  
Rothesay, N.B., E2H1B2  
Phone [REDACTED]

Sent from my iPad





2017 September 11 Open Session FINAL\_033

# ROTHESAY

*150 Years Proud 1860-2010*



15 August 2017

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

Attention: Brett Taylor

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothesay@rothesay.ca  
www.rothesay.ca

Dear Mr. Taylor:

Re: 104 Hampton Road Development Fees

This is to advise that at its July meeting Council referred your letter of July 5<sup>th</sup> to staff for a report. On August 14<sup>th</sup> that report was received and Council has considered your request.

The project is very welcome in Rothesay and Council is pleased to see construction underway. Council believes the fees charged by the Town reflect a reasonable cost structure for the services to be provided. We note that the connection fees you wish deferred are not normally due until immediately prior to occupancy and should put no unusual financial burden on the project. In fact there is nothing with respect to your project staff identified as atypical and therefore no substantiation of deferral of fees.

Mayor Grant and the Rothesay Council wish you well with your endeavour and expect your buildings to be occupied quickly once completed.

Best of Luck as you proceed!

Yours truly,

John Jarvie, MCIP, RPP  
Town Manager

Cc : Mayor & 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

August 16, 2017

Mr. Gregory Zed

[REDACTED]  
Rothesay, NB  
[REDACTED]

Dear Greg,

On behalf of Rothesay Council, may I express to you our sincere congratulations on achieving a 40-year milestone in your career.

We applaud your long-time commitment to mental health, addictions treatment and suicide prevention, carried out within the formal health-care system. That this work also included mentoring young professionals in the field of mental health is particularly worthy of mention. We also note your involvement with a number of community organizations focused on furthering the cause of mental health awareness and treatment. The entire community would be the poorer without your tireless efforts over many years.

We are glad to learn that you won't be retiring, but will be continuing your work in the context of the Forensic Mental Health Clinic.

I am sorry that I will be unable to attend your celebration on August 25; have a wonderful evening!

Congratulations, and keep up the good work,

Yours truly,

Dr. Nancy Grant  
Mayor

Cc: Rothesay Council



2017 September 11 Open Session FINAL\_035

# ROTHESAY

*150 Years Proud 1860-2010*



25 August 2017

Attn: Catherine Hachey & Bob Reynolds  
Chapel Hill Estates Board of Directors  
PO Box 4515  
Rothesay, New Brunswick  
E2E 5X2

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothestay@rothesay.ca  
www.rothesay.ca

Dear Ms. Hachey & Mr. Reynolds:

**RE : Chapel Hill Estates Median**

Further to your correspondence of March 27, 2017, please be advised the matter was referred by Council to the Public Works and Infrastructure Committee. The Committee reviewed your request and made a recommendation to Rothesay Council for its August 14 regular meeting.

Rothesay Council reviewed the recommendation from the Public Works and Infrastructure Committee and unanimously decided, by motion, there will be no change made to the Chapel Hill Estates median.

Since the original proposal for Chapel Hill Estates preceded amalgamation, determining ownership of the median has posed a difficult challenge and, regrettably, to no avail. Grub infestations are a nuisance of many within the Town and Council is sympathetic to your plight. However, though the median was constructed on the Town's right-of-way, it is to be believed the median was a primary element of the original design and it is likely the original property owners were aware of the communal costs required to maintain such a feature.

Town staff strongly recommends against removal of the median due to the high potential for damage to the infrastructure directly below. It is expected nature will take its course and the changing of seasons will eliminate the grub infestation organically.

Sincerely,

Mary Jane E. Banks, BComm  
Town Clerk

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 September 11 Open Session FINAL\_036

# ROTHESAY

*150 Years Proud 1860-2010*



70 Hampton Road  
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Canada E2E 5L5

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

25 August 2017

Department of Energy and Resource Development  
Hugh John Flemming Forestry Centre  
Box 6000  
Fredericton, New Brunswick  
E2B 5H1

ATTENTION: Rick Doucet, Minister

**RE: 2017 Deer Management Plan – Kennebecasis Valley**

Rothesay Council has agreed to participate in the Kennebecasis Valley Deer Management Plan for the fall of 2017 with an increase to the number of deer permitted to be harvested by each hunter from one to two antlerless deer.

This will confirm that Rothesay is willing to act as the initial point of contact for interested landowners by providing the Department with the owner's name, Property Identification Number (PID), contact information and confirmation that the property falls within the Town's municipal boundaries. We understand the Department will then assess these properties to determine if they qualify for issuance of the special permits under the Kennebecasis Valley Deer Management Plan.

Thank you to you and your staff for your efforts to assist the municipalities of the Kennebecasis Valley in addressing the excessive deer population.

Sincerely,

Dr. Nancy Grant  
Mayor

Cc: Mayor Chorley, Hampton  
Mayor Clark, Quispamsis  
Deputy Mayor Doucet, Chair – Regional Deer Committee  
Joe Kennedy, DNR  
Rothesay Council



**Office of the Mayor Town of Quispamsis**

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

RECEIVED

AUG 29 2017

August 17, 2017

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

Dear Honourable Doucet:

**RE: KENNEBECASIS VALLEY DEER MANAGEMENT PROGRAM 2017**


I would like to take this opportunity to thank your Department for working with the Kennebecasis Valley Towns of Quispamsis, Hampton and Rothesay over the past three years to address the challenges associated with the overabundance of deer in the Kennebecasis Valley.

Further, I would like to express our appreciation to Mr. Joe Kennedy, Wildlife Biologist with Energy and Resources Development, for his informative presentation to the KV Towns July 21, 2017. Mr. Kennedy updated those in attendance with the results of the KV Deer Management Plan over the past three years, as well as provided information concerning various approaches and options relating to suburban deer.

The Quispamsis Town Council, at its August 15, 2017 Regular Meeting, went on record indicating its support of the continuation of a Deer Management Plan in Quispamsis for the fall of 2017 that would permit each license holder under the Program to harvest up to *two* antlerless deer.

Trusting this meets with your approval, and once again, thank you for your continued efforts to assist the Kennebecasis Valley municipalities on this matter.

Yours truly,

*for*   
Gary Clark  
Mayor

Cc: MLA Blaine Higgs, Quispamsis  
MLA Gary Crossman, Quispamsis/Hampton  
✓ Mayor & Council, Town of Rothesay  
Mayor & Council, Town of Hampton  
Joe Kennedy, Wildlife Biologist, DNR





29<sup>th</sup> August, 2017

70 Hampton Road  
Rothesay, NB  
Canada E2E 5L5

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

Rothestay@rothesay.ca  
www.rothesay.ca

Department of Transportation and Infrastructure  
Kings Place  
P. O. Box 6000  
Fredericton, NB  
E3B 5H1  
Attention: Hon. Bill Fraser

Dear Minister Fraser:

Re: Next Year's Designated Highway Funding Program

Thank you for your letter of July 5<sup>th</sup> inviting funding proposals under the 2018 Municipal Designated Highway Program. Attached please find the proposed five year plan for improvements to the Provincially designated highways in the town of Rothesay.

Funding for improvements to designated provincial roadways is vital to most municipalities in New Brunswick. We compliment you and your government on substantially increasing the funding pool. (As we have previously noted, we don't believe that the municipal share for any municipality should be less than the established cost-sharing percentage for its class as long as there are municipalities that are prepared pay this share.)

We believe this revised program is an excellent example of cooperation between the two orders of government and look forward to confirmation of funding for our 2018 priorities.

Yours truly,

Dr. Nancy Grant  
Mayor

Cc : **Rothestay Council**  
: Alan Kerr, P.Eng., District Engineer

# Rothestay

## Capital Plan - Provincially Designated Roads

Designated Highways:	Total	Provincial Share at 75%	Rothestay Share at 25%
<b>2018</b>			
<b>Designated Highways 2018:</b>			
Asphalt Surface Course, resurfacing Hampton Road between Henderson and Rothestay Corner (526.4 m x 10.98), (Incl eng'g)	173,000	129,750	43,250
Curb repalcement (incl eng'g)	118,000	88,500	29,500
Storm Sewer Improvement, replace CSP between Scotia Bank and Common lookoff and replace Grove/Church intersection storm crossing	80,000	60,000	20,000
<b>Total Designated Highways 2018:</b>	<b>\$ 371,000</b>	<b>278,250</b>	<b>92,750</b>
<b>2019</b>			
<b>Designated Highways 2019:</b>			
Asphalt Surface Course, resurfacing Rothestay Road between East Riverside Kingshurst Park and Fox Farm Road (1785 m x 9.5), (Incl eng'g)	\$ 610,000	457,500	152,500
Curb replacement	\$ 375,000	281,250	93,750
Storm sewer crossing (discharge) renewal	\$ 145,000	108,750	36,250
<b>Total Designated Highways 2019:</b>	<b>\$ 1,130,000</b>	<b>847,500</b>	<b>282,500</b>
<b>2020</b>			
<b>Designated Highways 2020:</b>			
Asphalt surface course, resurfacing Fox Farm Road between Mackay Highway and Rothestay Road (772 x 9.5), (icl eng'g)	\$ 264,000	198,000	66,000
Curb Replacement, Designated Highways.	\$ 161,000	120,750	40,250
Retaining wall / Slope stabilization including new railing, Fox Farm Road	\$ 120,000	90,000	30,000
<b>Total Designated Highways 2020:</b>	<b>\$ 545,000</b>	<b>408,750</b>	<b>136,250</b>

<b>2021</b>			
<b>Designated Highways 2021:</b>			
Asphalt Surface Course, resurfacing Rothesay Road between Fox Farm Road and City Limit (1166 x 9.5), incl eng:g)	\$ 398,000	298,500	99,500
Curb replacement	\$ 245,000	183,750	61,250
		-	-
<b>Total Designated Highways 2021:</b>	<b>\$ 643,000</b>	<b>482,250</b>	<b>160,750</b>
<b>2022</b>			
<b>Designated Highways 2022:</b>			
Asphalt Surface Course, resurfacing Campbell Drive between Hampton Road and Grove Avenue (2919 x 8.5 incl eng:g)	\$ 895,000	671,250	223,750
		-	-
<b>Total Designated Highways 2022:</b>	<b>\$ 895,000</b>	<b>671,250</b>	<b>223,750</b>
<b>Total 5 year program cost</b>	<b>\$ 3,584,000.00</b>	<b>\$ 2,688,000.00</b>	<b>\$ 896,000.00</b>

**Liz Pomeroy**

---

**From:** Liz Pomeroy  
**Sent:** September-05-17 4:42 PM  
**To:** Liz Pomeroy  
**Subject:** FW: Airport Privatization

**From:** Massimo Bergamini [mailto:admin=airlinecouncil.ca@mail60.atl71.mcdlv.net] **On Behalf Of** Massimo Bergamini  
**Sent:** August-31-17 12:31 PM  
**To:** Rothesay Info  
**Subject:** Airport Privatization

[View this email in your browser](#)



**NACC**  
National Airlines  
Council of Canada



**CNLA**  
Conseil national des lignes  
aériennes du Canada

**To: Mayor and Council**  
**Re: AIRPORT PRIVATIZATION**

I'm writing to bring to your attention an issue that potentially affects the health and prosperity of all of Canada's cities and communities: airport privatization.

As you may know, the federal government is currently considering the for-profit-privatization of Canada's airports.

Other countries that have privatized airports have found that it often leads to higher fees and reduced services for travellers and airlines. This can damage tourism, business travel, and the local economy. Most of all, it makes it more difficult and expensive to maintain essential connections with the rest of the country and the world.

We hope that, with your support and that of your council, we can mobilize



municipal and community leaders across Canada to oppose this plan.

To be clear, our current airport governance model is not without problems, and these must be addressed to make our passenger aviation system more competitive and improve the traveller experience. But as long as for-profit airport privatization remains on the table, it will delay effective action needed to solve these problems.

A number of municipal councils across the country have already adopted resolutions opposing for-profit airport privatization, among them Montreal, Toronto, Vancouver and the Capital Regional District of Victoria.

We urge you and your council to join them in adopting a resolution opposing the for-profit privatization of airports and calling on the federal government to focus on modernizing the current system to lower costs for travelers and enhance the competitiveness of Canada's air transport industry.

I have attached for your information a [template resolution](#) that your council may want to adapt, a [template letter](#) to your local Member of Parliament, as well as a backgrounder on [airport privatization](#) and one on [Canada's airline industry](#).

We believe that successfully stopping this misguided initiative will require a groundswell of opposition. We hope that you will join us in urging the Government of Canada to abandon this plan and focus on the real issues that damage the competitiveness of passenger air transportation in Canada.

If you have any questions, or would like to discuss this further, please do not hesitate to contact me directly at: [mbergamini@airlinecouncil.ca](mailto:mbergamini@airlinecouncil.ca).

Yours truly,

**Massimo Bergamini**

President and CEO

**National Airlines Council of Canada**

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You're receiving this as a municipality in Canada.

**Our mailing address is:**

National Airlines Council of Canada

600-116 Lisgar St.

Ottawa, On K2P 0C2

Canada

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### **Template Resolution on Airport Privatization**

**Whereas** in a country as vast and sparsely populated as Canada, safe and efficient air transportation is essential to connecting families and communities and to continued economic prosperity;

**Whereas** Canada's airports are vital assets that contribute to the quality of life and economic growth in the cities, communities and regions they serve;

**Whereas** media reports indicate that the Government of Canada is actively considering selling Canada's airports to for-profit entities to achieve a one-time financial windfall;

**Whereas** the international experience in airport privatization has often resulted in higher fees and reduced services for travellers and airlines as a result of efforts to maximize return on investment;

**Whereas** such outcomes would negatively affect communities of all sizes across Canada by making air travel more expensive and reducing service;

**Whereas** the last decade has seen a massive increase in the number of Canadians using air travel to connect with loved ones, enjoy well deserved vacations and explore the country, or help create jobs;

**Whereas** any increase in fees on air travel resulting from the privatization of airports would constitute an unfair tax on Canada's middle class;

**Whereas** divestiture of airports to local not-for-profit authorities in 1994, led to massive user-financed investments in airport infrastructure which have given Canada an enviable network of world class airports;

**Whereas** the physical infrastructure of airports has been modernized, the governance system under which they operate has not kept up with the times and is now in urgent need of repair;

**Whereas** that situation would only be exacerbated in a privatized for-profit system;

**Be it resolved that the *municipality of Anytown*** calls on the Government of Canada to renounce its push for the for-profit privatization of Canada's airports and clear the way for needed improvements to the current airport governance and financing system; and

**Be it further resolved that the *municipality of Anytown*** urge the Federation of Canadian Municipalities (FCM) bring this matter forward for emergency debate at the next meeting of its National Board of Directors.



## Template letter to Member of Parliament

Dear \_\_\_\_\_:

### Re: NO AIRPORT PRIVATIZATION

I am writing to express our concern about the federal government's continued pursuit of the for-profit privatization of Canada's airports.

Airports and the airlines that serve them and their communities are essential elements of the social and economic infrastructure of our community and region, as they are across the country. Air transportation provides a vital link that connects families and communities and promotes economic growth. It is not a luxury to be treated as a cash cow by governments.

Keeping this plan in play delays much-needed effective action on other issues, such as the burden federal rents and fees place on airlines and air travellers. These are what stand in the way of a more competitive and economical air transportation system for Canada.

We urge you to raise this issue in the House and in your caucus to make it clear to the Government of Canada that our community opposes for-profit airport privatization. The attached motion, recently passed by our council, calls on the federal government to abandon its consideration of for-profit airport privatization and clear the way for the modernization of airport governance.

We will work with the Federation of Canadian Municipalities (FCM) to alert other municipal governments to the damage that for-profit airport privatization can do to their communities, regions and local economies.

We hope that we can count on your support on this issue. Canadian municipalities have a big stake in the success of their airports and of Canada's airlines. There are many things the federal government can do to make our air transportation system more competitive, but selling off these valuable public assets for a quick cash infusion isn't one of them.

Yours truly,



**NACC**  
National Airlines  
Council of Canada

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## **AIRPORT FOR-PROFIT PRIVATIZATION: A CHECKERED TRACK RECORD**

Airport privatization is not a new idea. Public-private partnerships, and private, for-profit ownership have been introduced for the construction, financing, management and operation of many airports around the world. However, the overall track record of airport for-profit privatization is checkered at best. There are justified grounds for caution, even skepticism, before launching such an initiative in Canada.

### **Experience shows dangers**

A major fault-line is that for-profit airports shift their focus away from service to communities and travelers, to concentrate instead on maximizing profits, cutting costs and delivering earnings to shareholders. Global experience has shown this often has negative consequences, such as higher prices and reduced service levels.

### **Underinvesting in infrastructure and services**

Some private entities taking over airports have failed to invest sufficiently in maintaining and upgrading airport infrastructure. In Sydney, Australia, for example, the country's competition watchdog found that the privatized airport increased profits by running down the quality of its services, and showed low responsiveness when public concerns were raised.

### **Overinvesting in the wrong areas**

Other privatization experience shows over-investment or "gold-plating" investments in areas that prove costly or unnecessary. In Mumbai, India, the privatized airport undertook construction of a second terminal, for which cost over-runs were passed on to users, without previous consultation.

### **Dual or hybrid revenue streams that undermine some airport services**

Some profit-driven airports have sought to maximize revenues and cut costs by separating out their revenues into different streams, known as "dual or hybrid till" systems. These allow them to identify and cut costs and services in activities that produce lower revenues, such as





aeronautical services, while building up those, such as commercial airport concessions, that produce more.

Australian airports now collect far more aeronautical revenue per passenger than a decade ago: Brisbane Airport collects 66 percent more in real terms since 2006-07; Perth, 43 percent; and Melbourne, 31 per cent. Sydney's is up just 16 percent, but its revenue-per-passenger is the country's highest at \$17.27.

Price increases by these airports over the decade have resulted in an additional \$1.6 billion assessed to airlines and travellers. In cases such as these, where revenue-per-passenger rises markedly, travelers wind up paying higher prices for flight tickets, parking, airport hotel bills, and pre-flight meals, among others.

### **Higher borrowing costs**

Analysis shows that lenders are likely to price the financial risk of for-profit airports at higher levels than that of public ones, resulting in interest rate hikes for them. Private ownership of airports means that some cash flows will be diverted from airport operations and reinvestment, to instead pay dividends to shareholders and, possibly, income tax. These pressures, as well as regulations imposed on private owners, results in their showing a weaker credit profile than do public airports which are unconstrained by the need to deliver earnings.

### ***The bottom line: risky and not needed in Canada***

Governments have most often sought a private-sector role in running airports where the state lacks either financial resources or the required technical or management expertise to run airports. This is not the case in Canada, where following divestiture to not-for-profit local airport authorities in 1994, massive user-funded investments have resulted in airport infrastructure that has been ranked among the best in the world.

Our airport governance model, however, does need updating. This should include third-party regulatory oversight of airport spending and fees, and a reduction or elimination of the rents airports pay to the federal government, which takes millions of dollars out of the air transportation system with no benefit to passengers or the system. Keeping for-profit privatization on the table will delay these need changes.



**NACC**  
National Airlines  
Council of Canada

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## **Airlines that lift Canada's economy burdened by taxes and fees**

*A powerful economic engine and job creator, Canada's air transportation sector faces increasingly stiff headwinds in the form of security surcharges, fuel taxes, and airport rent. Air travel is not a luxury or a privilege. If government truly wants to make air travel more affordable, efficient and competitive, it can stop adding costs and siphoning money out of the system.*

Canada's air transportation sector employs some 141,000 Canadians and contributes about \$35 billion to our country's GDP. Our four major airlines—Air Canada, WestJet, Air Transat and Jazz—fly more than 71 million passengers a year and employ more than 50,000 people.

These member airlines of the National Airlines Council of Canada (NACC) purchase goods and services in Canada worth \$18 billion, creating another 268,000 jobs. They are a vital connector and driver for our tourism industry, which generates more than \$65 billion a year. Airlines also move imports and exports worth more than \$110 billion, making them essential players in our trade-dependent economy.

But this economic engine is laboring under the growing burden of taxation and fees. As recommended in the review of the *Canadian Transportation Act*, fixing air transportation's broken cost structure—including distortions caused by airport rent and related charges, security surcharges and fuel taxes—is the best way to reduce costs for travellers and improve the industry's international competitiveness.

Canada was ranked 124<sup>th</sup> out of 141 countries when it came to ticket taxes and airport charges in the World Economic Forum's 2015 Tourism Competitiveness Report. Statistics Canada reports that Canadian airfares are at their lowest level in six years, but taxes and fees continue to rise without being reinvested in the air transportation system.

Just in airport rent, the federal government has taken more than \$5 billion out of the air transportation sector since 1994. It's expected to collect an additional \$12 billion in the next 40 years. These charges contribute nothing to the safety and efficiency of the air transportation system. Canadian airlines also pay jet-fuel excise taxes that are more than triple those in the United States. These revenues are not re-invested in air transportation but are rolled into the federal government's general revenue.





Air travel is not a luxury and shouldn't be taxed as one. Air travel in Canada has increased by more than 38 percent since 2006. In a country as vast and sparsely populated as ours, this should come as no surprise. What is surprising is that governments continue to view air transportation as source of revenue instead of an economic engine and an essential link connecting people and communities.

Canadian airlines have managed to bring base fares to their lowest level in six years. Adjusted for inflation, domestic base fares dropped almost 20 percent between 2008 and 2015. By contrast, airport fees, government taxes and third-party charges are at historic highs.

It's time our governments stopped treating air transportation as a cash cow and started viewing it as the essential economic driver it is.



## Agenda

### Kennebecasis Public Library Board

Wednesday, June 21, 6:00p.m.

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

A meeting of the Board of Trustees, Kennebecasis Public Library was held on June 21<sup>st</sup>, 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

**Guests:** Brian Steeves, Regional Director

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

### **Disposition of Minutes**

It was moved by Mrs. Hennessey to approve the minutes of the May 17<sup>th</sup> regular meeting, as amended. Mrs. Watling seconded, and the motion carried.

### **Communications**

N/A

### **Report of the Librarian**

Ms. Bartlett presented the Librarian's Report. Discussion ensued.

Mrs. Miller provided an overview of her experience liaising with the school on behalf of the *ELF @ Your Library*<sup>TM</sup> pilot one-on-one tutoring pilot. Mrs. Miller met with the Resource and Methods teachers from each elementary school to explain the new program structure. Mrs. Miller observed that the new structure encouraged resource teachers to drill down to who would be the best candidate. A few schools expressed disappointment that the *ELF @ Your Library*<sup>TM</sup> program excluded Grades 3, 4, 5. Ms. Bartlett added that a representative from Hampton Elementary had also communicated disappointment that Hampton students were not offered a chance to participate in the program this year.

### **Financial Statement**

Mr. Winchester presented the Financial Statements for the periods ending April 31<sup>st</sup>, 2017, and May 31<sup>st</sup>, 2017. Discussion ensued. Ms. Hennessey moved to approve the Financial Statement for the period ending April 31<sup>st</sup>, 2017. Mr. Rioux seconded, and the

motion carried. Mr. Shea moved to approve the Financial Statement for the period ending May 31<sup>st</sup>, 2017. Ms. Hennessey seconded, and the motion carried.

### **Facilities Management**

Ms. Hennessey presented the June Facility Manager Report on behalf of Mr. Shedd. Discussion ensued. Mr. Rioux will talk to the Town Administrator for Quispamsis about the possibility of the Library acquiring hanging baskets.

### **Marketing Advisory Committee**

Mrs. Watling will send out a reminder to those who have not submitted information for the Library's feature social media piece on the Board membership.

### **New and Unfinished Business**

#### *Night of the Arts*

Mr. Rioux stated that he needed to step down from the Night of the Arts planning committee. Ms. Bartlett suggested that the item be tabled until the new Library Director is in place. The event will be considered for September 2018, which marks the five year anniversary of the Library's Grand Re-Opening.

#### *Debit Machine Pilot*

Ms. Bartlett put forward a case for the Library to get a debit-only machine, citing constant requests from the public, increased revenue intake, and the potential for increased sales of swag, book sale, etc. with this alternative payment option. Ms. Bartlett solicited a quote for terminal and service fees from BMO which she had Mr. Winchester and accountant Mrs. Cherie Madill review ahead of time. All agree that it would be a viable service enhancement. Discussion ensued.

Fundy Regional Director Mr. Steeves stated that the proposal had gone up to Provincial Office, and that the Provincial Office supported the Library to be the first in the province to pilot a debit machine, with these primary caveats:

- The Library absorbs the costs of the transaction fees, monthly charges, etc. from Moneris;
- The debit system is not connected to GNB systems in any way to prevent security issues;
- The debit system is connected to a phone or a fax line (preferably the latter if there are no incoming faxes).



Further discussion ensued. Mr. Winchester moved that the Board commence a pilot of a debit-only machine, with caveats provided by the province, once the new Library Director is in place. Ms. Hennessey seconded, and the motion carried.

*.Library Director Transition Update*

Mr. Steeves stated that the competition had been advertised widely and that interviews were taking place June 21-June 23<sup>rd</sup>. Mr. Steeves advised that the Board could reasonably expect a new Library Director by September 1<sup>st</sup>.

*Board Leadership Succession Planning*

Ms. Bartlett pointed out a correction to Ms. Hennessey's board term had been confirmed by the Town of Rothesay to end December 31, 2017. Mrs. Miller recommended that a letter be drafted to the Rothesay Mayor and Council, with a CC to Mr. Shea, requesting that an individual with an accounting background to replace Ms. Hennessey on the board.

**Adjournment:** As there was no other business, Mr. Rioux moved that the meeting be adjourned at 7:12pm.

**Next Meeting:** The next meeting is scheduled for August 16, 2017 at 6:00pm at the Library.

Respectfully submitted,



Tiffany Bartlett  
Library Director and Secretary to the Board



## Librarian's Report June 2017

### Staffing and Volunteers

Interviews for the Library Director position are planned for later this month. The Library continues to receive casual coverage during this transition period.

The F/W/S Student Library Assistants finished their work term the first week of June. Job ads for these two positions have been posted for the 2017-2018 term.

Interviews were held in coordination with our literacy tutoring partner Elementary Literacy Friends (ELF) for the Canada Summer Jobs positions on June 6. The literacy tutors received a full day of training by the ELF team on June 19<sup>th</sup>.

The Summer Reading Club (SRC) Activity Leaders attended regional training on June 13<sup>th</sup>.

Regular library staff received training on the new S.T.E.A.M. (Science, Technology, Engineering, Arts, and Mathematics) service stream on June 13<sup>th</sup>.

Recruitment is underway for the Summer VolunTeen program.

### Programs

- Regular programming wrapped up in mid-late June.
- We have welcomed numerous class visits to the Library this month.
- The Library is celebrating the last day of school on June 23<sup>rd</sup> with a family movie matinee of Beauty and the Beast (2017).
- The SRC team visited all the local schools in the area the week of June 12<sup>th</sup> to promote the Summer Reading Club to classes.
- The SRC team is busy planning the SRC Launch Party for Tuesday, June 27<sup>th</sup>.
- Alexandra Brooks Robinson continues to work with our partners at ELF to roll-out the newly rebranded ELF @ Your Library (formerly Literacy for Kids) one-on-one literacy tutoring program this summer. A special thank you to Janet Miller for connecting with the schools and communicating the new program structure to school administrators.
- Our intern continued to offer One-On-One Computer Help appointments this month.
- The Community Outreach Coordinator is busy networking in the community to set-up outreach library programs with various community partners.

## Collections and Spaces

- In celebration of Canada 150, we are pleased to be partnering with the Rothesay Living Museum to host a summer-long exhibit. The exhibit will be going up the week of June 26<sup>th</sup>, with an Open House scheduled for 6:00-8:00pm on June 29<sup>th</sup>.
- Jordyn Atkinson has begun the SRC promotional paintings in the upper entrance and the Children's Activity Room.

Respectfully Submitted,



Tiffany Bartlett,

Library Director and Secretary to the Board

Kennebecasis Public Library Inc.						
Comparative Income Statement (DRAFT)						
Period ending May 31, 2017						
	a	b	c	b - c	d	b - d
	<u>Restricted</u> <u>Fund</u>	<u>Operating</u> <u>YTD Actual</u>	<u>Year To Date</u> <u>Budget</u>	<u>Year To Date</u> <u>Variance</u> <u>Better (Worse)</u>	<u>Annual</u> <u>Budget</u>	<u>Annual</u> <u>Budget</u> <u>Variance</u>
<b>REVENUE</b>						
Library service - Rothesay		35,989	35,989	0	86,373	(50,384)
Library service - Quispamsis		53,880	53,880	0	129,312	(75,432)
Room Rentals, Printer and copies		1,769	1,625	144	3,899	(2,130)
Donations	312	0	0			0
Miscellaneous Income		266	0	266	0	266
Previous Year's Surplus		410	410	0	984	(574)
<b>TOTAL REVENUE</b>	<b>312</b>	<b>92,314</b>	<b>91,904</b>	<b>410</b>	<b>220,568</b>	<b>(128,254)</b>
<b>EXPENSE</b>						
<u>Operations Expenditures</u>						
Other Expenditures - Restricted Fund	140					0
Books, restricted fund	566					0
Small Equipment and Furniture		2,139	3,444	1,305	8,265	6,126
Total Capital Expenditures	706	2,173	3,444	1,271	8,265	6,092
<u>Wages</u>						
Total Wages & Casual Labour		5,038	7,135	2,097	22,550	17,512
<u>General &amp; Administration Expenses</u>						
Building Maintenance		19,663	29,433	9,769	70,638	50,975
Grounds Maintenance		9,223	10,722	1,499	20,000	10,777
Office		3,844	3,795	(49)	9,100	5,256
Utilities		23,481	23,903	422	52,703	29,222
Accounting, audit and legal		6,632	7,000	368	10,660	4,028
Professional Development		20	833	813	2,000	1,980
Insurance		3,007	3,007	(0)	7,217	4,210
Public Relations		0	1,250	1,250	3,000	3,000
Communications		2,400	3,640	1,240	8,735	6,336
Miscellaneous Expense		215	925	710	2,700	2,485
Program Exp		423	1,250	827	3,000	2,577
Total General & Admin Expenses		68,908	85,757	16,850	189,753	120,845
<b>TOTAL EXPENSE</b>	<b>706</b>	<b>76,118</b>	<b>96,336</b>	<b>20,218</b>	<b>220,568</b>	<b>144,450</b>
<b>NET INCOME (Deficit)</b>	<b>(393.66)</b>	<b>16,196.25</b>	<b>(4,432)</b>	<b>20,629</b>	<b>0</b>	<b>16,196</b>



## Building Maintenance Report

June 2017

- Past month has seen the continuation of spot repairs and painting.
- Lawn care has started
- Cardboard, book and paper recycling in place and working well.
- We are getting the heat pump area cleaned of grass and weeds and replaced with gravel - not completed yet
- Mechanical system working well, have had some adjusting done with system
- Replaced a number of florescent tubes in main stack area have been replaced.
- Park benches to be refinished.

Respectfully Submitted,

Philip Shedd CET



# Town of Rothesay

## General Fund Financial Statements

July 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 - July	G11
Project Funding - August - Draft	G12

# Town of Rothesay

## Balance Sheet - Capital General Fund 7/31/17

### 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
---	------------

\$ 47,266,212

**Town of Rothesay**  
**Balance Sheet - General Fund Reserves**  
**7/31/17**

**ASSETS**

BNS General Operating Reserve #214-15	793,860
BNS General Capital Reserves #2261-14	1,010,929
BNS - Gas Tax Reserves - GIC	4,254,365
Gen Reserves due to/from Gen Operating	438,620
	<u>\$ 6,497,774</u>

**LIABILITIES AND EQUITY**

Def. Rev - Gas Tax Fund - General	4,511,837
Invest. in General Capital Reserve	864,361
General Gas Tax Funding	173,221
Invest. in General Operating Reserve	801,506
Invest. in Land for Public Purposes Reserve	95,265
Invest. in Town Hall Reserve	51,586
	<u>\$ 6,497,775</u>



**Town of Rothesay**  
**Balance Sheet - General Operating Fund**  
**7/31/17**

**CURRENT ASSETS**

Cash	748,811
Receivables	42,191
HST Receivable	439,344
Inventory	52,153
Gen Operating due to/from Util Operating	1,904,293
Total Current Assets	<u>3,186,792</u>
Other Assets:	
Projects	<u>1,500,788</u>
	<u>1,500,788</u>
<b>TOTAL ASSETS</b>	<u><u>4,687,581</u></u>

**CURRENT LIABILITIES AND EQUITY**

Accounts Payable	1,482,311
Other Payables	380,410
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
<b>TOTAL LIABILITIES</b>	<u><u>3,774,702</u></u>

**EQUITY**

Retained Earnings - General	(278,298)
Surplus/(Deficit) for the Period	<u>1,191,177</u>
	<u>912,879</u>
	<u><u>4,687,581</u></u>

# Town of Rothesay

Statement of Revenue & Expenditure  
7 Months Ended 7/31/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,277,635	1,277,635	8,943,445	8,943,446	(1)		15,331,622
Sale of Services	35,185	19,958	214,580	188,708	25,872		339,700
Services to Province of New Brunswick	5,000	5,000	35,000	35,000	0		60,000
Other Revenue from Own Sources	13,611	7,682	81,913	53,772	28,142		92,180
Unconditional Grant	9,998	9,997	69,980	69,981	(1)		119,968
Conditional Transfers	7,283	10,000	14,483	11,500	2,983		21,500
Other Transfers	0	0	470,030	470,030	(0)		930,030
	<u>\$1,348,712</u>	<u>\$1,330,273</u>	<u>\$9,829,431</u>	<u>\$9,772,438</u>	<u>\$56,994</u>		<u>\$16,895,000</u>
<b>EXPENSES</b>							
General Government Services	138,241	118,411	1,302,287	1,359,574	57,286		2,039,246
Protective Services	350,203	351,280	3,017,307	3,028,648	11,341		4,785,048
Transportation Services	220,174	228,739	1,945,921	2,017,531	71,610		3,329,876
Environmental Health Services	46,375	47,083	366,751	379,583	12,832		620,000
Environmental Development	4,663	46,865	285,967	385,751	99,783		633,947
Recreation & Cultural Services	274,668	287,359	1,158,468	1,245,835	87,368		1,991,932
Fiscal Services	249	1,183	561,553	562,857	1,305		3,494,951
	<u>\$1,034,573</u>	<u>\$1,080,920</u>	<u>\$8,638,254</u>	<u>\$8,979,779</u>	<u>\$341,525</u>		<u>\$16,895,000</u>
Surplus (Deficit) for the Year	<u>\$314,139</u>	<u>\$249,352</u>	<u>\$1,191,177</u>	<u>\$792,658</u>	<u>\$398,519</u>		<u>\$ -</u>

**Town of Rothesay**  
Statement of Revenue & Expenditure  
7 Months Ended 7/31/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	4,440	2,500	20,995	17,500	3,495		30,000
Town Hall Rent	400	833	8,539	5,833	2,706		10,000
Arena Revenue	662	500	127,712	126,000	1,712		236,200
Community Garden	0	125	1,120	875	245		1,500
Recreation Programs	29,683	16,000	56,214	38,500	17,714	1	62,000
	35,185	19,958	214,580	188,708	25,872		339,700
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	12,686	7,083	52,787	49,583	3,204		85,000
Ditch Improvement Program	0	0	100	0	100		0
Recycling Dollies & Lids	92	42	242	292	(50)		500
Interest & Sundry	491	417	5,682	2,917	2,765		5,000
Miscellaneous	326	140	23,051	980	22,071	2	1,680
History Book Sales	16	0	52	0	52		0
	13,611	7,682	81,913	53,772	28,142		92,180
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	7,283	10,000	11,983	10,000	1,983		20,000
	7,283	10,000	14,483	11,500	2,983		21,500
<b>Other Transfers</b>							
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
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	4,014	3,092	21,280	21,642	362		37,100
Councillors	12,548	8,862	61,747	62,033	286		106,343
Regional Service Commission 9	1,173	1,073	3,218	3,218	0		4,291
NMNB-FCM Local Gov'ts for Sustainability	0	0	9,000	9,000	0		9,000
Other	1,088	1,417	5,125	8,917	3,792	3	13,000
	18,822	14,443	100,370	104,810	4,440		169,734
<b>Administrative</b>							
Office Building	6,983	8,683	92,818	102,583	9,765	4	142,700
Solicitor	4,699	4,167	22,583	29,167	6,583		50,000
Administration - Wages & Benefits	69,248	69,770	517,161	522,420	5,258		955,300
Supplies	14,322	9,658	52,034	79,608	27,574	5	133,900
Professional Fees	0	2,500	12,065	17,500	5,435		30,000
Other	7,616	5,937	59,214	53,299	(5,915)	6	84,724
	102,869	100,715	755,877	804,577	48,701		1,396,624



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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Other General Government Services</b>							
Community Communications	0	667	2,519	4,667	2,147		8,000
Civic Relations	0	333	1,155	2,333	1,178		4,000
Insurance	0	417	160,894	165,007	4,113		167,090
Donations	16,550	2,909	29,875	27,455	(2,420)	7	42,000
Cost of Assessment	0	0	243,798	243,798	0		243,798
Property Taxes - L.P.P.	0	0	7,799	8,000	201		8,000
	<u>16,550</u>	<u>4,326</u>	<u>446,040</u>	<u>451,259</u>	<u>5,219</u>		<u>472,888</u>
	<u>138,241</u>	<u>119,484</u>	<u>1,302,287</u>	<u>1,360,647</u>	<u>58,359</u>		<u>2,039,246</u>
<b>Protective Services</b>							
<b>Police</b>							
Police Protection	190,153	190,153	1,331,068	1,331,068	0		2,281,831
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>190,153</u>	<u>190,153</u>	<u>1,333,868</u>	<u>1,333,868</u>	<u>0</u>		<u>2,284,631</u>
<b>Fire</b>							
Fire Protection	146,449	146,606	1,216,650	1,218,132	1,482		1,951,164
Water Costs Fire Protection	0	0	375,000	375,000	0		375,000
	<u>146,449</u>	<u>146,606</u>	<u>1,591,650</u>	<u>1,593,132</u>	<u>1,482</u>		<u>2,326,164</u>
<b>Emergency Measures</b>							
911 Communications Centre	11,646	11,646	81,523	81,523	(0)		139,753
EMO Director/Committee	80	1,250	240	8,750	8,510	8	15,000
	<u>11,726</u>	<u>12,896</u>	<u>81,762</u>	<u>90,273</u>	<u>8,510</u>		<u>154,753</u>
<b>Other</b>							
Animal & Pest Control	1,875	792	4,623	5,542	918		9,500
Other	0	833	5,403	5,833	430		10,000
	<u>1,875</u>	<u>1,625</u>	<u>10,026</u>	<u>11,375</u>	<u>1,349</u>		<u>19,500</u>
<b>Total Protective Services</b>	<u>350,203</u>	<u>351,280</u>	<u>3,017,307</u>	<u>3,028,648</u>	<u>11,341</u>		<u>4,785,048</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Transportation Services</b>							G8
Common Services							
Administration (Wages & Benefits)	128,015	136,885	1,021,593	1,081,245	59,653	9	1,834,278
Workshops, Yards & Equipment	32,781	41,104	333,099	329,726	(3,373)	10	535,245
Engineering	573	625	2,635	4,375	1,740		7,500
	161,369	178,614	1,357,327	1,415,347	58,020		2,377,023
Street Cleaning & Flushing	0	3,667	9,974	21,667	11,692		40,000
Roads & Streets	6,337	6,250	21,044	43,750	22,706		75,000
Crosswalks & Sidewalks	6,058	667	14,213	8,476	(5,737)	11	14,353
Culverts & Drainage Ditches	13,523	5,000	42,957	35,000	(7,957)	12	60,000
Snow & Ice Removal	0	1,667	309,670	317,667	7,997		470,000
	25,919	17,250	397,859	426,559	28,701		659,353
Street Lighting	11,493	12,167	85,350	85,167	(183)		146,000
Traffic Services							
Street Signs	2,725	1,250	16,659	8,750	(7,909)	13	15,000
Traffic Lanemarking	556	0	25,657	20,000	(5,657)	14	20,000
Traffic Signals	763	2,083	15,292	14,583	(709)		25,000
Railway Crossing	1,108	1,667	11,568	11,667	99		20,000
	5,153	5,000	69,175	55,000	(14,175)		80,000
Public Transit							
Public Transit - Comex Service	16,094	15,500	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	1,022	1,458	436		2,500
	16,240	15,708	36,210	35,458	(752)		67,500
Total Transportation Services	220,174	228,739	1,945,921	2,017,531	71,610		3,329,876
<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill	14,922	15,833	110,520	110,833	313		190,000
Solid Waste Disposal Compost	2,024	2,083	13,680	14,583	903		25,000
Solid Waste Collection	21,864	21,667	153,045	151,667	(1,379)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,500	55,770	52,500	(3,270)	15	90,000
Clean Up Campaign	0	0	33,734	50,000	16,266		55,000
	46,375	47,083	366,751	379,583	12,832		620,000
<b>Environmental Development Services</b>							
Planning & Zoning							
Administration	22,705	31,121	238,047	272,346	34,299	16	441,825
Planning Projects	(13,968)	8,333	8,783	58,333	49,551	17	100,000
Heritage Committee	0	208	0	1,458	1,458		2,500
	8,737	39,663	246,830	332,138	85,308		544,325
Economic Development Comm.	(7,202)	7,202	36,009	50,413	14,403		86,422
Tourism	3,129	0	3,129	3,200	71		3,200
	(4,073)	7,202	39,138	53,613	14,475		89,622
	4,663	46,865	285,967	385,751	99,783		633,947



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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Recreation &amp; Cultural Services</b>							
Administration	17,928	17,285	151,778	148,658	(3,121)	18	243,246
Beaches	15,750	26,700	17,344	29,700	12,356		53,400
Rothsay Arena	23,511	17,919	176,860	187,020	10,161	19	313,080
Memorial Centre	3,129	4,750	29,009	41,250	12,241		65,000
Summer Programs	20,262	24,570	24,981	32,124	7,143		58,944
Parks & Gardens	68,090	69,000	300,642	324,167	23,524	20	568,400
Rothsay Common Rink	756	1,008	36,000	37,059	1,059		48,401
Playgrounds and Fields	12,523	9,167	41,915	64,167	22,251		110,000
Regional Facilities Commission	99,445	99,445	298,335	298,335	0		397,780
Kennebecasis Public Library	7,198	7,198	50,384	50,389	5		86,381
Big Rothsay Road	0	25	0	175	175		300
Special Events	6,055	10,083	29,790	31,333	1,544		44,500
Rothsay Living Museum	23	208	1,428	1,458	31		2,500
	<u>274,668</u>	<u>287,359</u>	<u>1,158,468</u>	<u>1,245,835</u>	<u>87,368</u>		<u>1,991,932</u>
<b>Fiscal Services</b>							
Debt Charges							
Interest	249	1,183	126,553	127,857	1,305		252,951
Debt Payments	0	0	435,000	435,000	0		985,000
	<u>249</u>	<u>1,183</u>	<u>561,553</u>	<u>562,857</u>	<u>1,305</u>		<u>1,237,951</u>
<b>Transfers To:</b>							
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>249</u>	<u>1,183</u>	<u>561,553</u>	<u>562,857</u>	<u>1,305</u>		<u>3,494,951</u>

2017September11OpenSessionFINAL\_067

## Town of Rothesay

Variance Report - General Fund

7 months ending July 31, 2017

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	Recreation Programs	\$ 56,214	\$ 38,500	\$ 17,714	Includes 2 years RHS field maintenance
2	Miscellaneous Revenue	\$ 23,051	\$ 980	\$ 22,071	Sale of used equipment
Total				\$ 39,785	
Variance per Statement				\$ 56,994	
Explained				69.81%	
Expenses					
General Government					
3	Legislative - Other	\$ 5,125	\$ 8,917	\$ 3,792	Council Development Seminars budget may be high
4	Office Building	\$ 92,818	\$ 102,583	\$ 9,765	Fewer expenses without tenant
5	Supplies	\$ 52,034	\$ 79,608	\$ 27,574	Information Systems not purchased yet
6	Administration - Other	\$ 59,214	\$ 53,299	\$ 5,915	Memberships paid for the year, WHSCC over budget
7	Donations	\$ 29,875	\$ 27,455	\$ 2,420	Town of Quispamsis/KV Food Bank
Protective Services					
8	EMO Director/Committee	\$ 240	\$ 8,750	\$ 8,510	Not used yet
Transportation					
9	Administration (Wages & Benefits)	\$ 1,021,593	\$ 1,081,245	\$ 59,652	Wages under budget, new hires budgeted
10	Workshops, Yards & Equipment	\$ 333,099	\$ 329,726	\$ 3,373	Maintenance on heating system, telephone costs high
11	Crosswalks & Sidewalks	\$ 14,213	\$ 8,476	\$ 5,737	Light repairs and concrete repairs
12	Culverts & Drainage Ditches	\$ 42,957	\$ 35,000	\$ 7,957	Repairs to Highland Ave.
13	Street Signs	\$ 16,659	\$ 8,750	\$ 7,909	solar speed radar sign
14	Traffic Lanemarking	\$ 25,657	\$ 20,000	\$ 5,657	Bead purchases
Environmental Health					
15	Curbside Recycling	\$ 55,770	\$ 52,500	\$ 3,270	Additional containers
Environmental Development					
16	Planning Administration	\$ 238,047	\$ 272,346	\$ 34,299	Position vacant
17	Planning Projects	\$ 8,783	\$ 58,333	\$ 49,550	Timing
Recreation & Cultural Services					
18	Administration	\$ 151,778	\$ 148,658	\$ 3,120	Cell phones, promotional clothing
19	Rothesay Arena	\$ 176,860	\$ 187,020	\$ 10,160	Plant & Ice Maint. not used
20	Parks & Gardens	\$ 300,642	\$ 324,167	\$ 23,525	Permanent and Casual Wages lower than expected
Fiscal Services					
Total				\$ 181,469	
Variance per Statement				\$ 341,525	
Explained				53.13%	

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# Town of Rothesay

Capital Projects 2017  
General Fund  
7 Months Ended 7/31/17

	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
<b>General Government</b>						
12010560 General Gov't Equipment Purchases G-2017-006	55,000	2,378	52,622	IT	55,000	2,378
12021860 Town Hall Improvements Upstairs G-2017-011	40,000	16,745	23,255		55,000	2,378
Total General Government	95,000	19,122	75,878			
<b>Protective Services</b>						
12011560 Protective Serv. Equipment Purchases P-2017-005	78,500	-	78,500			
Total Protective Services	78,500	-	78,500			
<b>Transportation</b>						
12023860 Engineering 2018 Streets T-2017-007	60,000	17,004	42,996	Asphalt Recycler	Budget 110,000	Actual 113,672
12025560 Underground Diesel Storage Tank T-2017-008	90,000	7,071	82,929	Sidewalk Plow	190,000	150,926
12025360 Asphalt/Microseal T-2017-001	1,325,000	979,194	345,806	Tandem Dump	250,000	
12025260 Trail Connector/Crossing T-2016-017	1,037,000	-	1,037,000	Single Axle Dump	225,000	
12021360 Transportation Equipment Purchases T-2017-003	1,050,000	264,597	785,403	Loader	275,000	
12025460 General Specifications T-2017-002	-	8,633	8,633			
Total Transportation	3,562,000	1,276,499	2,285,501		1,050,000	264,597
<b>Recreation</b>						
12020860 Recreation Equipment Purchases R-2016-003	47,500	7,613	27,018	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	25,533		47,500	7,613
<b>Total</b>						
	\$ 3,783,000	\$ 1,304,720	\$ 2,465,411			
<b>Not yet assigned:</b>						
Designated Highway	1,140,000					
Sidewalk	225,000					
	1,365,000					
<b>Carryovers</b>						
<b>Funded from Reserves</b>						
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006		11,758				
12024460 Asphalt Resurfacing T-2016-009		4,027				
12024760 RA5 River Road T-2016-013		5,645				
12023360 Wells Trail R-2014-019		1,013				
12014560 Backhoe		160,757				
12020860 Renforth Wharf		12,869				
		196,069				
<b>Total</b>						
	\$ 5,148,000	\$ 1,500,789	\$ 2,465,411			
<b>Funding:</b>						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
General Government	95,000	40,000				55,000
Protective Services	78,500					78,500
Transportation	4,927,000	110,000	1,165,000	1,546,000		2,106,000
Recreation	47,500	40,000				7,500
	\$ 5,148,000	\$ 190,000	\$ 1,165,000	\$ 1,546,000	\$ -	\$ 2,247,000



2017September11OpenSessionFINAL\_069

## Town of Rothesay

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

**DRAFT!**

	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
<b>General Government</b>						
12010560 General Gov't Equipment Purchases G-2017-006	55,000	2,378	52,622	IT	55,000	2,378
12021860 Town Hall Improvements Upstairs G-2017-011	40,000	25,223	14,777		55,000	2,378
Total General Government	95,000	27,601	67,399			
<b>Protective Services</b>						
12011560 Protective Serv. Equipment Purchases P-2017-005	78,500	-	78,500			
Total Protective Services	78,500	-	78,500			
<b>Transportation</b>						
12023860 Engineering 2018 Streets T-2017-007	60,000	17,004	42,996	Asphalt Recycler	Budget 110,000	Actual 113,672
12025560 Underground Diesel Storage Tank T-2017-008	90,000	7,071	82,929	Sidewalk Plow	190,000	150,926
12025360 Asphalt/Microseal T-2017-001	1,325,000	979,194	345,806	Tandem Dump	250,000	
12025260 Trail Connector/Crossing T-2016-017	1,037,000	-	1,037,000	Single Axle Dump	225,000	
12021360 Transportation Equipment Purchases T-2017-003	1,050,000	286,237	763,763	Loader	275,000	
12025460 General Specifications T-2017-002	-	9,251	9,251			
Total Transportation	3,562,000	1,298,757	2,263,243		1,050,000	264,597
<b>Recreation</b>						
12020860 Recreation Equipment Purchases R-2016-003	47,500	7,613	27,018	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	25,533		47,500	7,613
<b>Total</b>	<b>\$ 3,783,000</b>	<b>\$ 1,335,456</b>	<b>\$ 2,434,675</b>			
<b>Not yet assigned:</b>						
Designated Highway	1,140,000					
Sidewalk	225,000					
	1,365,000					
<b>Carryovers</b>						
<b>Funded from Reserves</b>						
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006		11,758				
12024460 Asphalt Resurfacing T-2016-009		4,027				
12024760 RA5 River Road T-2016-013		5,645				
12023360 Wells Trail R-2014-019		1,013				
12014560 Backhoe		160,757				
12021860 Renforth Wharf		12,869				
		196,069				
<b>Total</b>	<b>\$ 5,148,000</b>	<b>\$ 1,531,525</b>	<b>\$ 2,434,675</b>			
<b>Funding:</b>						
	<b>Total</b>	<b>Reserves</b>	<b>Gas Tax</b>	<b>Grants</b>	<b>Borrow</b>	<b>Operating</b>
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
	<b>\$ 5,148,000</b>	<b>\$ 190,000</b>	<b>\$ 1,165,000</b>	<b>\$ 1,546,000</b>	<b>\$ -</b>	<b>\$ 2,247,000</b>

# Town of Rothesay

## Utility Fund Financial Statements

July 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 - July	U6
Project Listing - August	U7

# Town of Rothesay

## Capital Balance Sheet

As at 7/31/17

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

#### TOTAL ASSETS

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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

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33,413,763



# Town of Rothesay

## Utility Reserve Balance Sheet

As at 7/31/17

### ASSETS

Assets:

Bank - Utility Reserve	1,082,791
Due from Utility Operating	10,121
TOTAL ASSETS	<u>\$ 1,092,912</u>

### EQUITY

Investments:

Invest. in Utility Capital Reserve	778,658
Invest. in Utility Operating Reserve	100,597
Invest. in Sewage Outfall Reserve	213,657
TOTAL EQUITY	<u>\$ 1,092,912</u>

# Town of Rothesay

## Utilities Fund Operating Balance Sheet

As at 7/31/17

### ASSETS

Current assets:	
Accounts Receivable Net of Allowance	692,328
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>693,528</u>
Other Assets:	
Projects	2,444,513
	<u>2,444,513</u>
 TOTAL ASSETS	 <u>\$ 3,138,041</u>

### LIABILITIES

Accrued Payables	48,730
Due from General Fund	1,904,293
Due from (to) Capital Fund	(649,040)
Due to (from) Utility Reserve	10,121
Deferred Revenue	18,006
Total Liabilities	<u>1,332,111</u>

### EQUITY

Surplus:	
Opening Retained Earnings	21,220
Profit (Loss) to Date	1,784,710
	<u>1,805,931</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 3,138,042</u>

**Town of Rothesay**  
**Utilities Operating Income Statement**  
**7 Months Ended 7/31/17**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	(766)	6,250	515,470	503,500	11,970	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	(185)	0	1,614,735	1,600,000	14,735	2	1,600,000
Connection Fees	3,800	5,000	48,300	35,000	13,300	3	60,000
Interest Earned	7,621	3,958	45,672	27,708	17,963	4	47,500
Misc. Revenue	529	205	3,554	1,438	2,116		2,465
Surplus - Previous Years	0	0	28,535	28,535	(0)	✓	28,535
<b>TOTAL RECEIPTS</b>	<b>10,999</b>	<b>15,414</b>	<b>2,714,021</b>	<b>2,648,931</b>	<b>65,090</b>		<b>3,190,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	184,000	184,000	0		368,000
Audit/Legal/Training	34	1,000	6,141	10,000	3,859		15,000
Purification & Treatment	13,466	24,667	139,379	186,667	47,287	5	310,000
Transmission & Distribution	20,075	7,692	58,945	53,842	(5,103)	6	92,300
Power & Pumping	3,379	4,000	25,853	28,000	2,147		48,000
Billing/Collections	108	0	4,350	3,000	(1,350)		3,000
Water Purchased	128	83	375	583	208		1,000
Misc. Expenses	0	1,500	6,250	10,500	4,250		18,000
<b>TOTAL WATER SUPPLY</b>	<b>37,192</b>	<b>38,942</b>	<b>425,294</b>	<b>476,592</b>	<b>51,298</b>		<b>855,300</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	276,000	276,000	0		552,000
Audit/Legal/Training	0	1,833	10,180	19,833	9,653	7	29,000
Collection System	4,534	8,650	45,966	36,550	(9,416)	8	87,800
Lift Stations	2,575	2,417	15,001	16,917	1,915		29,000
Treatment/Disposal	4,163	5,054	34,908	40,179	5,271	✓	65,450
Misc. Expenses	0	458	6,570	3,208	(3,361)	9	5,500
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>11,272</b>	<b>18,413</b>	<b>388,626</b>	<b>392,688</b>	<b>4,062</b>		<b>768,750</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	5,417	3,018	37,917	34,899	10	65,000
Interest on Long-Term Debt	0	0	86,374	86,374	0	X	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
<b>TOTAL FISCAL SERVICES</b>	<b>0</b>	<b>5,417</b>	<b>115,391</b>	<b>150,290</b>	<b>34,899</b>		<b>1,565,950</b>
<b>TOTAL EXPENSES</b>	<b>48,463</b>	<b>62,771</b>	<b>929,311</b>	<b>1,019,569</b>	<b>90,258</b>		<b>3,190,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(37,464)</b>	<b>(47,357)</b>	<b>1,784,710</b>	<b>1,629,362</b>	<b>155,348</b>		<b>(0)</b>





# Town of Rothesay

2017September11OpenSessionFINAL\_075

Variance Report - Utility Operating  
7 Months Ended July 31, 2017

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 515,470	\$ 503,500	\$ 11,970	Residential usage higher than budgeted
2	Sewerage Services	\$ 1,614,735	\$ 1,600,000	\$ 14,735	Residential usage higher than budgeted
3	Connection Fees	\$ 48,300	\$ 35,000	\$ 13,300	New home starts
4	Interest Earned	\$ 45,672	\$ 27,708	\$ 17,964	Interest on accounts receivable
Water Supply					
5	Purification/Treatment	\$ 139,379	\$ 186,667	\$ 47,288	Maintenance not used yet
6	Transmission / Distribution	\$ 58,945	\$ 53,842	\$ (5,103)	ESR Network hardware
Sewerage Collection and Disposal					
7	Audit/Legal/Training	\$ 10,180	\$ 19,833	\$ 9,653	Training not used yet
8	Collection Systems	\$ 45,966	\$ 36,550	\$ (9,416)	Pump repairs and claims
9	Misc. Expenses	\$ 6,570	\$ 3,208	\$ (3,362)	Clothing purchases
Fiscal Services					
10	Interest on Bank Loans	\$ 3,018	\$ 37,917	\$ 34,899	Borrowing not required

U5

# Town of Rothesay

Capital Projects 2017

Utility Fund

7 Months Ended 7/31/17

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12043430	Well Development - Watershed W-2014-014	150,000	56,347	93,653
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000
12033530	Hampton Road Watermain W-2017-002	200,000	29,091	170,909
12033630	Box & Davit for R102 W2017-004	25,000	13,656	11,344
		<u>\$ 400,000</u>	<u>\$ 99,094</u>	<u>\$ 300,906</u>

<b>SEWER</b>				
12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	2,028,656	2,971,344
12044230	Infiltration/Inflow Study S-2017-003	-	128,334	-128,334
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	2,097	1,397,903
		<u>6,400,000</u>	<u>2,159,086</u>	<u>4,240,914</u>

Unassigned:

Station Rd Watermain

Sewer Improvements

100,000		100,000
300,000		300,000
<u>400,000</u>	<u>-</u>	<u>400,000</u>

<b>Total Approved</b>	<u>7,200,000</u>	<u>2,258,181</u>	<u>4,941,819</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>2,444,513</u>	<u>4,941,819</u>

**Funding:**

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

# Town of Rothesay

Capital Projects 2017

Utility Fund

8 Months Ended 8/31/17

## Draft!

### WATER

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
12043430	Well Development - Watershed W-2014-014	150,000	56,347	93,653
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000
12033530	Hampton Road Watermain W-2017-002	200,000	29,091	170,909
12033630	Box & Davit for R102 W2017-004	25,000	13,656	11,344
		<u>\$ 400,000</u>	<u>\$ 99,094</u>	<u>\$ 300,906</u>

### SEWER

12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	2,122,752	2,877,248
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>2,316,444</u>	<u>4,083,556</u>

Unassigned:

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

### Total Approved

<u>7,225,000</u>	<u>2,415,539</u>	<u>4,809,461</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	
12044030	Rehabilitation of production Well C6 W-2016-003	129	
		<u>186,462</u>	
		<u>7,225,000</u>	<u>2,602,001</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 1, 2017

In attendance:

Mayor Nancy Grant

Councillor Grant Brennan

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 July 20, 2017 were accepted as presented (NG/DS).

### **July Financial Statements**

Treasurer MacDonald reviewed the statements and variance report saying there are no surprises. There was a brief discussion on the status of a couple of capital projects, including a delay in the Taylor Brook project. There was also a brief discussion on the management of surpluses. The financial statements, both General and Utilities, were accepted as presented.

### **Donations**

The Donations summary was accepted as presented, and after a brief discussion the application from KV Softball was approved.

### **Debenture Request**

Treasurer MacDonald reviewed the financing of the Wastewater Treatment Plant project, and questioned whether to apply now or at the end of the project. After a brief discussion, including the status of interest rates, it was agreed to **recommend to Council to apply to finance a portion of the project before the deadline on Sept. 27.** (NG/DS)

### **Capital Asset Management Plan Update**

Treasurer MacDonald explained the while there is no action required at this time, there is a significant amount of work required over the next year, and we currently do not have the personnel on staff. We have completed the original survey, and we are currently in compliance. The guidelines appear to be geared towards cities, and smaller municipalities will have to hire consultants. Further discussions and budget impacts will be discussed at future meetings.

**Fundy Region Service Commission Draft Budget**

The budget shows no increase in tipping fees, and an increase of \$1,847 in our Corporate Services. Mayor Grant would like the Executive Director to present this budget to Council. She feels there has not been enough openness in the operation of the landfill. There was a discussion on not having the year to date or year-end outlook information, and we will request this from them. Their surpluses seem to fluctuate from year to year, likely from their capital costs and fiscal services.

**Interest Policy**

Treasurer MacDonald reviewed his memo. We have never charged interest under the General Fund, and he recommends we should start, with a rate of 1.25%, effective October 1, 2017. It was **agreed to recommend this to Council.** (NG/DS)

**Compliance Report**

For information purposes.

**Next Meeting**

The next meeting is set for September 21, 2017, 8:30 in the Sayre Room. The meeting adjourned at 10:10 a.m.

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Grant Brennan, Chairman

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Ellen K. Steeves, Recording Secretary

# Town of Rothesay

7/31/17 219500-60

## Donations/Cultural Support

Paid to date Budget

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

→ Sept 20th  
or 26th

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

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29,875.00 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

405.58

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4,013.41 7,500.00

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## Other:

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

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39,688.41 62,800.00

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**ROTHESAY**  
2017 September 11 Open Session FINAL\_081  
**Public Works and Infrastructure**  
**Committee Meeting**  
August 23, 2017  
Rothesay Town Hall – Sayre Room  
8:30 a.m.



**DRAFT**

**PRESENT:** COUNCILLOR MIRIAM WELLS, VICE CHAIR  
IVAN HACHEY  
PETER GRAHAM  
SHAWN PETERSON  
SCOTT SMITH

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

**ABSENT:** DEPUTY MAYOR ALEXANDER, CHAIR

Vice-Chairperson Wells called the meeting to order at 8:30 a.m.

**1. APPROVAL OF AGENDA:**

**MOVED** by I. Hachey and seconded by S. Peterson the agenda be approved as circulated.

**CARRIED.**

**2. ADOPTION OF MINUTES:**

2.1 Regular meeting of July 19, 2017.

**MOVED** by S. Peterson and seconded by I. Hachey the minutes of July 19, 2017 be adopted as circulated.

**ON THE QUESTION:**

S. Peterson noted a preference for receiving the previous Committee minutes in the Committee agenda packages only and not through the mail beforehand. There was consensus to return to this practice.

**CARRIED.**

**3. DELEGATIONS:**

N/A

**4. REPORTS & PRESENTATIONS:**

N/A

**5. UNFINISHED BUSINESS**

**5.1 Capital Projects Summary**

Vice Chairperson Wells requested a status update on the Taylor Brook Bridge project. DO McLean advised the pipe has not been delivered. He added all the work prior to hanging the pipe has been completed thus it is likely any bridge closures, once the pipe is delivered, will be short in nature. Vice Chairperson Wells inquired if the contractor will face financial penalties if the project is not completed by the expected completion date. DO McLean advised the delay in receiving Provincial approval for the work resulted in the portion of work not being included in the original contract. He

added both the contractor and the supplier have indicated their interest in completing the work on schedule.

Vice Chairperson Wells inquired if signage will be posted in the area to warn motorists of potential traffic delays. DO McLean advised signage will be installed in the same areas prior to the work along Rothesay Road to notify motorists.

DO McLean reported an update on the equipment purchased by the Town. He advised the two trucks are in the process of being outfitted with plows; it is expected the two plow trucks will be delivered to the Town by mid-October; and the front end loader is scheduled to be delivered to the Town on Thursday, August 24, 2017. Vice Chairperson Wells inquired if the Town intends to sell the older equipment. DO McLean advised the existing front end loader will be used by the Parks and Recreation Department; and if the Town assumes responsibility for snow removal services the older trucks may be repurposed for snow plowing, if not, it is likely the trucks will be sold in the spring.

## 5.2 Solid Waste Tonnage Report

I. Hachey inquired if the report reflected the monthly totals. DO McLean advised the report states the year-to-date totals. Vice Chairperson Wells questioned if the totals were typical or higher than expected. Town Manager Jarvie indicated due to the varying amounts of solid waste among residents it is difficult to determine typical amounts. DO McLean added the Spring Clean-Up is included in the totals.

## 5.3 Update on Taylor Brook Bridge

**Dealt with above.** (*See item 5.1*)

## 5.4 Update on Traffic By-law

DO McLean advised Council raised questions with respect to truck routes, private roads, and one way highways. Additional edits were made to the By-law including: the addition of “vehicles owned by the Government of Canada” to Section 6 item 7; the addition of Summerhaven Crescent to Schedule A-6 One Way Highways; and the addition of Olssen Roadway and Bannister Road to Schedule A-10 Private Roads. He added it is expected the Traffic By-law will be presented to Council in final form at the regular September meeting.

## 6. CORRESPONDENCE FOR ACTION:

- 6.1 23 July 2017 Email from resident RE: Request for additional “Do Not Enter” sign on Summerhaven Crescent

DO McLean advised Town staff are of the opinion the additional signage is not warranted. He added the resident indicated their disagreement with the opinion of Town staff.

The following comments were made: a “Do Not Enter” sign currently exists in the area and is visible to oncoming traffic; it is likely there is an infrequent amount of vehicles travelling in the residential area; it is to be believed a low speed is maintained due to the low volume of houses on the street; and there is a concern for sign pollution within the Town. In response to an inquiry, DO McLean advised there is construction in the area because of a new house being built. Vice Chairperson Wells commented on the occasional nature of motorists to travel the wrong way on a one way street due to unfamiliarity of a new road. She added it is likely residents will become accustomed to driving the proper way in due time. DO McLean noted there is an option to paint directional arrows on both ends

of Summerhaven Crescent. Vice Chairperson Wells questioned if this is a common practice for similar situations. DO McLean indicated it is not common for public roads however it is common for parking lots. I. Hachey suggested the resident be informed of the option to paint directional arrows on the roadway. He further suggested the Town require the approval of property owners on the street, and that the resident be responsible for obtaining approval from the property owners.

**MOVED** by I. Hachey and seconded by S. Peterson the Public Works and Infrastructure Committee recommend Council authorize directional arrows be painted on the entrance and exit of Summerhaven Crescent contingent upon the approval of all property owners on Summerhaven Crescent, and further the author of the request for additional signage be notified of their responsibility to poll the property owners.

**CARRIED.**

Vice Chairperson Wells inquired if there was any further discussion with respect to the excess of signage on Gondola Point Road. DO McLean advised it is likely the “No Parking in front of Driveway” signs were installed at the request of the property owners; hatching the area in front of the driveway would create a stop condition within the bike lane; and vehicles parking in close proximity to the driveway create a safety concern resulting from reduced visibility while exiting the driveways. Vice Chairperson Wells suggested the situation be monitored.

## **7. NEW BUSINESS:**

### **7.1 Parades & Processions**

Town Manager Jarvie advised the Kennebecasis Regional Police Force contacted the Town Monday, August 14, 2017 with respect to a request for a National Acadian Day parade on Tuesday, August 15, 2017. He added the Traffic By-law states “Council, or its designate, may from time to time authorize an event or parade which may cause the disruption of traffic flow on a highway or highways within the Town.”; a designate has not been determined however a designate may be required if a parade request is submitted before Council is scheduled to meet. He recommended the Mayor be authorized as the designate.

**MOVED** by I. Hachey and seconded by S. Peterson the Public Works and Infrastructure Committee recommend Council appoint the Mayor as designate in accordance with the Traffic By-law with respect to parade and procession requests.

### **ON THE QUESTION:**

Vice Chairperson Wells suggested it may be beneficial if Council is informed, by the designate, of all parade requests in order to answer potential inquiries from community members.

**CARRIED.**

### **7.2 CN Rail Areas of Concern**

Town Manager Jarvie advised the map will be sent to CN in response to a request for additional information about railway crossings in the Town. He indicated it is likely CN intends to identify potential emergency planning concerns. There was general discussion with respect to: public crossings; private crossings; visibility at railway crossings; snow clearance at crossings; required setback distance for properties near railway tracks; residential properties in close proximity to the railway tracks; safety precautions such as fencing; potential trails near railway tracks; frequency of

trains passing through the area; emergency planning for train incidents; and Town infrastructure in the vicinity of railway crossings.

### 7.3 2018 Road Resurfacing

DO McLean distributed copies of the 2018 Road Resurfacing request for proposals to Committee members and gave a brief description of the document. In response to an inquiry, DO McLean advised Council at its last regular meeting approved the submission of the portion of Hampton Road between Henderson Park and Rothesay Road for the 2018 Designated Highway Funding application. There was a brief discussion with respect to the ongoing work for the Hampton Road Watermain project. DO McLean advised testing is underway and the project is expected to be completed by the end of August.

DO McLean indicated he anticipates the proposals will be reviewed and a recommendation prepared for Council at the September meeting. In response to an inquiry, DO McLean advised it is likely a list of potential streets will be distributed to Council for review. He added consideration for future planning must be taken into account during the selection of roads.

### **Meeting Addendum:**

I. Hachey requested a status update with respect to overflow Common parking at Our Lady of Perpetual Help. Town Manager Jarvie advised the church agreed to allow overflow parking. He added signs were not installed however monitors at the Common notify motorists of the overflow parking at the Church if needed. I. Hachey questioned if the church has raised any liability concerns with respect to the overflow parking. Town Manager Jarvie advised no liability concerns have been identified. I. Hachey suggested a “Park at your own risk” sign be installed during winter to relieve the church of liability. S. Smith suggested it is the church’s responsibility to install signage at their discretion. Town Manager Jarvie advised counts were done last winter to determine if a parking issue exists. He further noted the counts did not identify an issue and counts will be completed again this winter to monitor the situation.

I. Hachey requested an update with respect to previous discussions of eliminating the entrance to the Bi-Centennial ball field on Route 111 and creating a new entrance on Dolan Road. DO McLean advised discussions remain ongoing. Vice Chairperson Wells indicated plans are underway to connect the Wells Recreation trail to a pedestrian crossing across the highway to create a route for individuals living in French Village to travel into other areas of Town.

I. Hachey requested a status update on previous discussions of an additional entrance to K-Park through Ashburn Road in Saint John. Town Manager Jarvie advised after discussions with Saint John and high costs associated with such an undertaking the Town has not pursued the avenue. There was a brief discussion with respect to alternative access to K-Park. Vice Chairperson Wells noted the item is under discussion by the Emergency Measures Committee.

### **8. CORRESPONDENCE FOR INFORMATION:**

N/A

### **9. DATE OF NEXT MEETING:**

The next meeting will be held on **Wednesday, September 20, 2017.**



**10. ADJOURNMENT**

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

**CARRIED.**

The meeting ended at 9:55 a.m.

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CHAIRPERSON

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RECORDING SECRETARY



2017 September 11 Open Session FINAL\_086  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Recording Secretary Public Works & Infrastructure  
Committee  
DATE : August 23, 2017  
RE : Motions Passed at August 23, 2017 Meeting

---

Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, August 23, 2017:

**MOVED** ... and seconded ... the Public Works and Infrastructure Committee recommend Council authorize directional arrows be painted on the entrance and exit of Summerhaven Crescent contingent upon the approval of all property owners on Summerhaven Crescent, and further the author of the request for additional signage be notified of their responsibility to poll the property owners.

**CARRIED.**

**MOVED** ... and seconded ... the Public Works and Infrastructure Committee recommend Council appoint the Mayor as designate in accordance with the Traffic By-law with respect to parade and procession requests.

**CARRIED.**

Respectfully submitted,

Liz Pomeroy



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



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

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

**ABSENT:** ANDREW MCMACKIN  
ELIZABETH GILLIS  
TOWN MANAGER JOHN JARVIE

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

**1. APPROVAL OF THE AGENDA**

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

**CARRIED.**

**2. ADOPTION OF MINUTES**

**2.1** Regular Meeting of August 8, 2017

**MOVED** by Counc. Lewis and seconded by C. Pinhey the Minutes of 8 August 2017 be adopted as circulated.

**3. NEW BUSINESS**

**3.1 11 Gordon Lane**

**Allan Gordon**

OWNER:

Tim Gordon

PID:

00229682

PROPOSAL:

Accessory Structure Variance

Mr. Allan Gordon was in attendance. DPDS White gave a brief summary of the application.

Mr. Gordon indicated his son is the owner of the property and requires a variance for the size of the garage to enable storage of multiple motorcycles and carpentry equipment.

Counc. Shea questioned the need for a variance in setback distance. Mr. Gordon shared a photo of trees on the property and indicated a variance is required to retain trees on the property. In response to an inquiry, Mr. Gordon indicated the neighbours seem amenable to the variance in setback distance. There was a brief discussion with respect to the surrounding area.

H. Brock questioned if Mr. Gordon's son intended on using the carpentry equipment for business purposes. Mr. Gordon indicated the carpentry equipment will be used as a hobby only.

**ROTHESAY**

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5 September 2017

In response to an inquiry, DPDS White advised staff had not received any concerns from neighbouring property owners with respect to the variance in setback distance. He added the primary concern related to use of the garage for business purposes. Mr. Gordon assured the Committee the garage would not be used for business.

There was a brief discussion with respect to the existing structures on the property.

**MOVED** by Counc. Lewis and seconded by H. Brock the Planning Advisory Committee grant a maximum height variance of 25% and a maximum building size variance of 43%, and a minimum setback distance variance of 26.8% to allow for an oversized accessory structure (garage) 7.5 meters in height and 143 square meters in size at a distance of 3.88 meters from the property boundary at 11 Gordon Lane PID 00229682 subject to no commercial business, activity, associated commercial uses including commercial vehicles or equipment located at any time on the property or in the garage.

**CARRIED.**

Counc. Lewis declared a conflict of interest and left the meeting.

<b>3.2</b>	<b>13 Terri Street</b>	<b>Kevin M. Schyf</b>
	OWNER:	Kevin Schyf
	PID:	30169288
	PROPOSAL:	1 Lot Subdivision – Road frontage variance and Cash in Lieu of LPP

Mr. Kevin Schyf was in attendance. DPDS White gave a brief summary of the application.

Clarification was requested with respect to access to Lot 17-1. DPDS White advised a 10 meter right of way along Terri Street will be used to access Lot 17-1.

**MOVED** by Counc. Shea and seconded by C. Pinhey the Planning Advisory Committee grant a variance for Lot 17-1 being a lot with 9 meters of public road frontage and accessed by a 10 meter wide right of way from the subdivision of 13 Terri Street (PID 30169288).

**CARRIED.**

**MOVED** by C. Pinhey and seconded by C. Boyne the Planning Advisory Committee recommend Council accept the amount of \$1840.00 as cash in lieu of land for public purposes for the subdivision of 13 Terri Street to create Lot 17-1.

**CARRIED.**

Counc. Lewis returned to the meeting.

<b>3.3</b>	<b>3188 Rothesay Road</b>	<b>Rick Turner</b>
	OWNER:	Mel & Judith Clark



**ROTHESAY**

Planning Advisory Committee  
Minutes

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5 September 2017

PID: 30218655

PROPOSAL: 1 Lot Subdivision and Cash in Lieu of LPP

Mr. Rick Turner and Mr. Clark were in attendance. DPDS White gave a brief summary of the application. He noted multiple letters were received from the public expressing concerns; staff do not have enough technical data to determine the validity of the concerns; therefore staff recommends the Committee table the application requesting the applicant provide clarification regarding the concerns addressed by residents, and report back to the Committee at the next meeting in October.

Chairperson Kean clarified an email was received from the Department of Environment indicating the property is not designated a wetland.

Mr. Turner noted he and the applicant received copies of the report. He added the applicant indicated: an interest in addressing the concerns of neighbouring property owners; an agreement to pay \$6,930.36 in lieu of land for public purposes; a further investigation of the concerns of wetland status, drainage, and previous ground contamination; an interest in mitigating concerns; and an agreement with the recommendation to table the application until all concerns are addressed.

Counc. Shea requested clarification with respect to the area of previous ground contamination. Mr. Turner referred to the Bank of Nova Scotia's property as a landmark in reference to the previously contaminated area. He noted the land previously housed a gas station which caused the ground contamination.

Chairperson Kean called for those wishing to speak in favour of the proposal. Mr. Clark, 3188 Rothesay Road, spoke. Mr. Clark gave a brief history of the property and indicated his interest in downsizing; however the land must be subdivided to determine the correct property boundaries. He indicated he reviewed the concerns and expressed an interest in mitigating the issues. He added the drainage system was in place before he acquired ownership of the property.

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

Dave Skulsky, 10 Maiden Lane, questioned if the wetland status would be further investigated by either the Town or the Province. Chairperson Kean noted the email from the Department of Environment confirmed there are no regulated wetlands on the property. Mr. Skulsky suggested the existing conditions of the area be reviewed. Counc. Lewis noted if the Province indicated there are no regulated wetlands on the property the decision is unlikely to change. Mr. Skulsky requested the letter from the Department of Environment be provided to the public.

There was a brief discussion with respect to Mr. Skulsky's property. Chairperson Kean questioned if Mr. Skulsky experienced any flooding issues. Mr. Skulsky indicated he experienced flooding after work was completed on Maiden Lane. He added he sent correspondence to the Town reporting the flooding.

**ROTHESAY**

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5 September 2017

Phillip Millard, 6 Goldie Court, expressed concern noting water is a prominent issue in the area. He indicated an interest in maintaining the mature trees in the area. He further noted the water increases safety concerns during winter conditions. Mr. Millard indicated his position as a civil engineer and suggested existing conditions may prove the area has wetland features. He further questioned if a representative of the Department of Environment visited the area.

H. Brock requested clarification with respect to pooling of water in the area. Mr. Millard indicated water from the neighbourhood gathers at the end of Maiden Lane near Rothesay Road.

Chairperson Kean questioned if Mr. Millard wished to elaborate further on the matter as a civil engineer. Mr. Millard indicated a survey was completed before the purchase of his property and noted the findings determined the property behind his was a natural area unlikely to be developed.

Counc. Shea requested Mr. Turner explain the topography of the property. Mr. Turner gave a brief description of the elevations and path of drainage in the area. He reiterated the applicant's interest in mitigating the concerns in a positive manner for all property owners in the area.

C. Pinhey questioned if the property could be subdivided with a condition the second lot not be sold in order to preserve the natural condition of the area. DPDS White advised the purpose of subdividing properties is to create viable lots. Counc. Lewis questioned if covenants could be issued for the lot if the application is approved. DPDS White advised it is not typical to enter into a development agreement for a single lot. He suggested the main issue may relate to the path of water in the area. Mr. Turner indicated an intention to direct the water from the property into the Town's drainage system. He added options are being investigated to create the best outcome for all neighbouring property owners.

There was a brief discussion with respect to drainage in the area. In response to an inquiry, DPDS White advised he is unable to answer if the Town's drainage system has the capacity to handle additional water in the area.

Bridget Oland, 12 Goldie Court, expressed concern noting property owners would have no recourse if approval of the application results in damages to neighbouring properties. She added it is unlikely the new property would be impacted if a new drainage system is installed. There was a brief discussion with respect to a stream travelling through the area. Ms. Oland indicated she contacted the Town years prior to request stormwater culvert in front of her property on Goldie Court and to ensure the stream remained as is. She indicated the area has qualities of a wetland.

Chairperson Kean questioned if there was any evidence indicating the area was affected by ground contamination. Concern was expressed with respect to setting a precedent for further development that may result in further ground contamination and an impact on neighbouring properties.

**ROTHESAY**

Planning Advisory Committee  
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5 September 2017

Hamish Murdoch, 8 Goldie Court, recognized the property was not designated a wetland, however suggested further investigation may result in wetland status. He added the condition of the area should be considered if there are plans for further development.

Theresa LeBlanc and Terry Parks, 7 Goldie Court, indicated since Town work was completed on Maiden Lane their sump pump has been running more frequently. They agreed with a further investigation into the status of the property as a wetland.

Katherine McCullogh, 3 Goldie Court, expressed concern that the collection of water in the area may be a safety hazard to children.

Mr. Murdoch commented on the area as a Single Family Residential – Traditional (R1D) zone. He suggested the zoning is in place to limit higher densities.

Counc. Lewis suggested concerns could be submitted to the Department of Environment for further exploration of the matter.

**MOVED** by Counc. Lewis and seconded by Counc. Shea the Planning Advisory Committee table the application for subdivision of 3188 Rothesay Road pending written response from the applicant regarding the wetland status of the subject property and an analysis of potential storm water management impacts from the proposed development of the Lot.

**CARRIED.**

**4. OLD BUSINESS**  
N/A

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

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

The next meeting will be held on **Monday, October 2, 2017.**

**7. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 6:30 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2017 September 11 Open Session FINAL\_092

# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Recording Secretary, Planning Advisory Committee  
DATE : September 6, 2017  
RE : Motion Passed at September 5, 2017 Meeting

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

**MOVED** ... and seconded ... the Planning Advisory Committee recommend Council accept the amount of \$1840.00 as cash in lieu of land for public purposes for the subdivision of 13 Terri Street to create Lot 17-1.

**CARRIED.**

Respectfully submitted,

Liz Pomeroy





**To:** Chair and Members of the Rothesay Planning Advisory Committee

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

**Date:** Thursday, August 31, 2017

**Subject:** 1 Lot Subdivision – 13 Terri Street (PID 30169288)

<b>Applicant:</b>	Kevin M. Schyf	<b>Property Owner:</b>	Kevin M. Schyf
<b>Mailing Address:</b>	13 Terri Street Rothesay, NB, E2S 1A3	<b>Mailing Address:</b>	13 Terri Street Rothesay, NB, E2S 1A3
<b>Property Location:</b>	Street address	<b>PID:</b>	30169288
<b>Plan Designation:</b>	Low Density	<b>Zone:</b>	Single Family Residential - Unserviced [R1C]
<b>Application For:</b>	1 Lot Subdivision - Road frontage variance and Cash in Lieu of LPP		
<b>Input from Other Sources:</b>	N/A		

### Origin:

An application by Mr. Kevin Schyf, to subdivide a portion of land accessed off 13 Terri Street to allow for 1 new residential lot. (See Attachment A)

### Background:

The subject land off Terri Street (PID # 30169288) is zoned for 1 acre Single Family Residential - Unserviced [R1C] lots. The proposed new 4500 square meter lot would be 12.5% larger than minimum 4000m<sup>2</sup> required lot size. The proposed lot would be serviced by a well and onsite septic. A portion of the property is covered by a wetland and is subject to the Watercourse and Wetland Alteration Regulations of the Clean Water Act. The regulations state that any person working in or within 30 metres of a watercourse or a wetland is required to obtain a Watercourse and Wetland Alteration permit prior to doing so. The applicant has discussed their plans with the Department and determined that there is sufficient land for a building.

Mr. Schyf's property 13 Terri Street is 32,832.34m<sup>2</sup> in area (8.1 acres), is zoned R1C and, has an existing residential dwelling on the property. The proposal to subdivide the property would create one new vacant lot (Lot 17-1) with access to Terri Street via a private right of way with the remaining land containing the existing single family dwelling. (see below)

The new lot would meet the requirements of the zoning by-law with the exception that Lot 17-1 would have just 9m of frontage and not the required 55m of frontage on Terri Street. Lot 17-1 will also be accessed by a 10 meter right of way across an existing driveway on the parent lot 11 Terri Street. In cases where a lot would not have the required frontage on a public street the PAC may approve a variance or alternate access provided that the access is advisable for the development of the land. The land at 8.1 acres has a potential density however quite limited by the lack of public road access and natural wetland conditions of the property. Staff believe the 9 meter frontage and the 10 meter private "right of way" across 13 Terri Street is advisable for the development of the land.



Figure 1 - 13 Terri Street

The applicant is not proposing that the Town accept any land for public purposes. In lieu of land set aside under Section 5.1, Council requires that a sum of money be paid to the municipality in the amount of 8% of the market value of the land in the proposed subdivision. When 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 the By-law 4-10 for all proposed lots within the subdivision.

PAC may recall that last June 2016 that a single lot, now 11 Terri Street, was created from the same original Schyf parcel. To facilitate the cash in lieu of land for public purpose Kevin Schyf submitted a certified, independent appraiser to determine the true market value of the land. As this land is nearly identical to the 2016 subdivision Staff are content that the 2016 supplied appraisal value of \$23,000 is reasonable for the market value of the land. Accordingly, the Town is prepared to accept \$1840.00 as 8% of the appraised amount of \$23,000.

The proposed cash in lieu of Land for Public Purposes amount of **\$1840.00** for the proposed lots Lot 17-1 complies with Rothesay Subdivision By-law No. 4-10.

Polling was conducted as per the standard procedure and at least one neighbour did contact Staff to express concern regarding development encroachment on to the regulated wetlands.

### **Recommendation:**

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

- A. Planning Advisory Committee Hereby Grants a variance for Lot 17-1 being a lot with 9 m of public road frontage and accessed by 10 meter wide right of way from the subdivision of 13 Terri Street (PID 30169288); and
- B. Planning Advisory Committee Hereby recommends that Council accept the amount of **\$1840.00** as cash in lieu of Land for Public Purposes for the subdivision of 13 Terri Street to create Lot 17-1;

### **Attachments:**

Map 1	Site Location Map
Attachment A	Proposed Subdivision Plan 13 Terri Street- Tentative Plan Drawing



Report Prepared by: Brian L. White, MCIP, RPP  
Date: Thursday, August 31, 2017







Lot 62  
Plan 200671

Lot 63  
Plan 200678

Teri Street

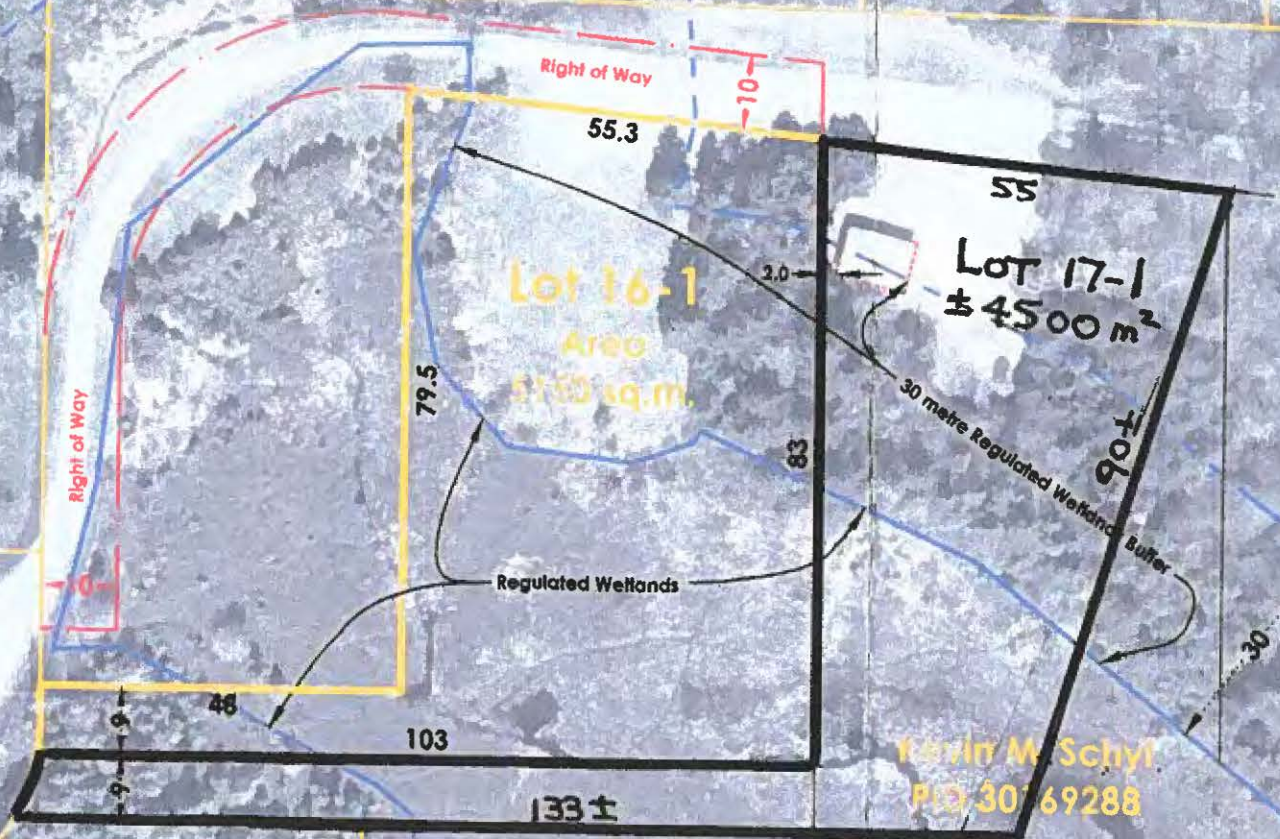
Lot 64A  
Plan 20078

Lot 73-01  
Plan 32880180

Lot 16-1  
Area  
5150 sq.m.

Lot 17-1  
± 4500 m<sup>2</sup>

Kevin M. Schyl  
PID 30169288







# ROTHESAY

2017September11OpenSessionFINAL\_097

## BUILDING PERMIT REPORT

8/ 1/2017 to 8/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
08/10/2017	BP2017-00091	37 ROTHESAY PARK RD	DECK	\$8,000.00	\$58.00
08/14/2017	BP2017-00105	4 ARTHUR AVENUE	SINGLE FAMILY	\$300,000.00	\$2,175.00
08/15/2017	BP2017-00117	8 KINGSWOOD AVE	SINGLE FAMILY	\$325,000.00	\$2,356.25
08/04/2017	BP2017-00121	71 ERISKAY DR	DECK	\$6,500.00	\$50.75
08/11/2017	BP2017-00145	3 TENNIS COURT RD	WINDOWS	\$6,200.00	\$50.75
08/23/2017	BP2017-00150	104 HAMPTON RD	NEW COMMERCIAL BUILD	\$1,200,000.00	\$8,700.00
08/09/2017	BP2017-00151	20 OLSSON RDWY	ELECTRICAL UPGRADE	\$600.00	\$20.00
08/04/2017	BP2017-00153	5 HIGHLAND AVE	SIDING	\$5,000.00	\$36.25
08/04/2017	BP2017-00154	21 CHANTALE ST	FENCE	\$5,400.00	\$43.50
08/22/2017	BP2017-00155	2 BRIDLE PATH LN	FENCE	\$8,000.00	\$58.00
08/08/2017	BP2017-00156	30 BEL-AIR AVENUE	ABOVE GROUND POOL/DECK	\$5,000.00	\$36.25
08/01/2017	BP2017-00157	95 JAMES RENFORTH DR	TEMPORARY ELECTRICAL	\$1,000.00	\$20.00
08/04/2017	BP2017-00158	16 FRANCES AVE	FENCE	\$1,500.00	\$20.00
08/01/2017	BP2017-00159	224 GIBBON RD	DEMOLITION	\$0.00	\$500.00



8/ 1/2017 to 8/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
08/10/2017	BP2017-00163	220 RENSCH RD	DECK	\$1,000.00	\$20.00
08/09/2017	BP2017-00164	21 ISAAC ST	ABOVE GROUND POOL	\$5,500.00	\$20.00
08/23/2017	BP2017-00167	23 GROVE AVE	WINDOWS	\$5,100.00	\$43.50
08/22/2017	BP2017-00169	28 CARRIAGE WAY	IN GROUND POOL	\$50,000.00	\$362.50
08/16/2017	BP2017-00170	27 MONACO DR	SIDING	\$10,000.00	\$72.50
08/16/2017	BP2017-00171	4 MERCER DR	WINDOWS	\$8,000.00	\$58.00
08/22/2017	BP2017-00173	14 WOODLAND AVE	STORAGE SHED	\$5,500.00	\$43.50
08/22/2017	BP2017-00174	14 WOODLAND AVE	FENCE	\$3,500.00	\$29.00
08/22/2017	BP2017-00176	20 OLSSON RDWY	ACCESSORY STRUCTURE	\$2,175.00	\$21.75
08/22/2017	BP2017-00177	60 ELIZABETH PKWY	DEMOLITION	\$0.00	\$500.00
08/31/2017	BP2017-00179	82 FRENCH VILLAGE RD	DECK	\$4,000.00	\$29.00
08/31/2017	BP2017-00180	7 HILLCREST DR	DEMOLITION	\$0.00	\$500.00



2017 September 11 Open Session FINAL 2099

## BUILDING PERMIT REPORT

8/ 1/2017 to 8/31/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
				\$1,966,975.00	\$15,824.50
			Summary for 2017 to Date:	\$7,668,057.89	\$56,145.00

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
2016 Monthly total to Date:	\$996,100	\$7,283
2016 Summary to Date:	\$7,121,070	\$53,668



## ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
 FROM : John Jarvie  
 DATE : 10 September, 2017  
 RE : Capital Project – Status Report

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

2016 Projects Carried Over

PROJECT	BUDGET	\$ TO 31/08/17*	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 September
• 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	40%	Work Underway – both buildings under construction.
Rothsay Road Designated Highway, net cost	250,000	100%	paving completed; restoration behind curb complete with some sod deficiencies to be corrected
Secondary Plan – Hillside area	52,000	31%	Concepts being developed;
2017 Resurfacing Design	60,000	28%	Contract awarded
Water Plant Aux Building	200,000	94%	Framing, electrical & wallboard complete, flooring started.
General Specification for Contracts	40,000	-	Consultant engaged, work underway.
Acquisition of Vehicles Works/Utilities	940,000	16%	Trackless received; Loader and trucks to be delivered week of September 11th.
Acquisition of Asphalt Recycler	110,000	100%	Received and in service
Designated Highways	285,000 <sup>1</sup>	-	Funding request denied, project deferred
Street Resurfacing	1.4M	75%	Work nearing completion; Oakville Ln sidewalk remaining.
Curb & Sidewalk	346,000 <sup>2</sup>		Wells 'connection' & Rothesay Road sidewalk to be deferred pending future grant; monies to be reserved subject to Council direction.
Purchase of Mower	7,500	100%	Received and in service
Town Hall Renovations	40,000	63%	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 on Council agenda
Diesel storage tank	90,000	8%	Master Drive installation scheduled for week of Sept. 18 <sup>th</sup>
Water supply development	150,000	37%	Funds reallocated to Infiltration study
Hampton Road water main	200,000 <sup>3</sup>	15%	Work ± 80% complete
Station Road water main	100,000	-	Deferred
Water tank mixing system	25,000	-	
Service equipment	25,000	-	Refit currently underway
WWTP Phase II design	1.4M <sup>4</sup>	-	Funding application submitted.
Sewer system improvements	300,000	60%	complete

\* Funds paid to this date.

<sup>1</sup> Subject to Provincial Grant

<sup>2</sup> Subject to award of Federal/Provincial grant

<sup>3</sup> Subject to progress on Hillcrest development

<sup>4</sup> Subject to Build Canada funding



## Honorary Patrons

Their Excellencies the Right Honourable  
David Johnston  
C.C., C.M.M., C.O.M., C.D.  
Governor General of Canada  
and  
Mrs. Sharon Johnston, C.C.

## Présidents d'honneur

Leurs Excellences le très honorable  
David Johnston  
C.C., C.M.M., C.O.M., C.D.  
Gouverneur général du Canada  
et  
Mme Sharon Johnston, C.C.

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## President & CEO

Présidente et chef de la direction  
Deborah Apps

August 22, 2017

Her Worship Nancy Grant  
70 Hampton Road  
Rothsay, NB E2E 5L5



Dear Mayor Grant,

We are thrilled to share with you our 2016-2017 Annual Report – *The Making of The Great Trail*. From coast to coast to coast, there was a flurry of activity as gaps in the Trail were bridged, signage was installed, pavilions were revamped, and provincial and territorial 100% *Connection Milestones* were celebrated. Thanks to Trail volunteers across the country there has been amazing progress over the last few months; Canada's national trail is well on its way to full connection this year. We are so grateful for the support of our donors, the dedication of Trail organizations and countless volunteers, the partnerships with provincial, territorial and municipal governments across the country, and the incredible support of the Canadian government.

## Trail Progress – Towards Connection in 2017

Communities and local volunteer groups across the country are working hard to complete the last few projects to bridge the final gaps. Trans Canada Trail is also engaged in exciting projects with partners such as Parks Canada, providing directions to local Historical Sites; the Rick Hansen Foundation, which will promote and encourage the development of accessible trails; and BC Ferries and Northumberland Ferries, marine links connecting The Great Trail over waterways.

Over the past several months, 100% *Connection Milestone* celebrations took place in New Brunswick, at an event hosted by Her Honour the Honourable Jocelyne Roy Vienneau; in Nunavut with Minister Bardish Chagger and Deputy Premier Monica Ell-Kanayuk; in Manitoba in the company of representatives from all levels of government; in Saskatchewan, along with Minister Ralph Goodale and Army Reservists from 38 Combat Engineer Regiment and 38 Canadian Brigade Group; and in Nova Scotia, donors, government representatives and volunteers were welcomed to the event by a piper.

**Trans Canada Trail  
Sentier Transcanadien**  
321, de la Commune Ouest  
Suite 300  
Montréal, QC H2Y 2E1

### Resource Development

This year we are especially grateful to the generous *Chapter 150* Campaign donors who made additional gifts to help connect The Great Trail in this historic year. A very special thanks to Jack Cockwell and his brother Peter who made an additional \$2M gift in honour of their mother Daphne. And, to Mrs. Nancy Baron, who since 2013 has continued to direct gifts to Trail-building efforts in PEI and Nova Scotia. Her enthusiastic support proved instrumental in developing the spectacular and historic Ship Railway Trail and the beautiful Bealach Breagha Lake Ainslie Trails.

### Connecting with Canadians

The Great Trail brand is making its way into the hearts and minds of Canadians as witnessed by our increased digital media reach. The Great Trail has also garnered media attention and international readers from across the globe including New Zealand, Sweden, Italy, Germany and the UK, among others. Our friends across the border have also covered this iconic project in publications such as Vogue, the Economist and the New York Post.

We have partnered with Destination Canada to bring international tourism journalists to Canada in order for them to experience and write about The Great Trail, which will further expand our global reach. And, with the release of our mobile phone app the Trail can now be in the palm of everyone's hand. To date over 25,000 people have downloaded the app.

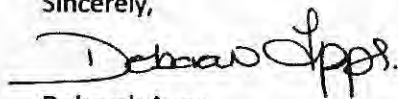
We'll be hosting *The Great Trail Cross-Canada Connection Celebration* in Ottawa on August 26 to recognize not only the full connection of our national Trail, but also to honour the passionate volunteers, dedicated donors and supportive governments who have done so much over the past 25 years to turn the audacious dream of a cross-country trail into reality.

I hope that you are able to take some time to get out and enjoy our national Trail during these summer months.

If you have any questions, or would like additional information on the Trail, please feel free to contact my office at [ceo@tcctrail.ca](mailto:ceo@tcctrail.ca) or at 800-465-3636 x. 4341.

Thank you for your continued support.

Sincerely,



Deborah Apps  
President & CEO

Encl. 2016-2017 Annual Report – *The Making of The Great Trail*



2016 – 2017 ANNUAL REPORT

# The Making of The Great Trail



Trans Canada Trail  
Sentier Transcanadien

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# The Making of a Great Trail

2016 - 2017 ANNUAL REPORT

## The Quarter Century Mark

When I look back over the past 25 years and think about how many Canadians have been involved in building The Great Trail, I'm humbled and amazed. Not often in a lifetime do you have the opportunity to participate in creating an icon for the future of your country. It has been an honour for me, personally.

Read More (<https://thegreattrail.ca/ceo-and-chair-message/#thequartercenturymark>)





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## The Next Chapter



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This has been a monumental year, with each passing day bringing us closer to connecting 24,000 km of trails from coast-to-coast-to-coast. We are now set to celebrate a powerful symbol of Canadian unity, a national trail that will link the country across our vast geographic landscape. <https://thegreattrail.ca/ce-and-chair-message/#thenextchapter>

Read More (<https://thegreattrail.ca/ce-and-chair-message/#thenextchapter>)



TCT BOARD OF DIRECTORS (<https://thegreattrail.ca/people/trans-canada-trail-directors/>)

FOOT FOUNDATION BOARD OF DIRECTORS (<https://thegreattrail.ca/people/trans-ca>)

### HONORARY TRAIL PATRONS

& TRAIL PATRONS (<https://thegreattrail.ca/about-us/patrons/>)

## Our 2016-2017 Fiscal Year at a Glance

**92.5%**  
connected

**22,000**  
km of Trail

**\$6.5M**  
invested towards connection

**2,080**  
km of trails added

**3**  
province-wide connections

**65**  
trail projects funded

**29,141**  
new followers and subscribers

**417**  
Champions

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## Trailside Highlights



DONATI

Kilometre by kilometre, we are rapidly realizing our goal of countrywide connection, thanks to ongoing support from donors and government partners. Our local Trail groups deserve a big round of applause for their commitment to the cause and the countless hours they dedicate to tackling tasks such as installing signs, maintaining pavilions and building paths, bridges and trail heads. We have a lot to report on this year thanks to their efforts and, for that, we're incredibly grateful.



### A LANDMARK YEAR IN ATLANTIC CANADA

On the eastside of Canada, The Great Trail presents opportunities for a range of activities. Outdoor enthusiasts have relatively easy access to four unique provinces and their distinct sections of the Trail. While among the smallest of our provinces, don't call any of these Maritime provinces 'bite-sized' — the landscapes you'll find here are as grandiose as they are diverse.

Read More (<https://thegreattrail.ca/trailside-highlights/#alandmarkyearinatlanticcanada>)



### CONNECTING CENTRAL CANADA

The provinces of Quebec and Ontario are jewels nestled in the heart of our country, impressive for their geographic expanse, sizeable population and natural beauty. We're deeply grateful to the individuals and organizations who have stepped forward to help develop our national Trail across this vast region.

Read More (<https://thegreattrail.ca/trailside-highlights/#connectingcentralcanada>)



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## TRAIL HIGHLIGHTS IN WESTERN CANADA

From prairie plains to rugged peaks to expansive ocean, Western Canada presents the most geographically diverse areas for exploration along The Great Trail. Our esteemed partners in the four western provinces continue to work diligently to connect sections of the Trail, while countless volunteers dedicate thousands of hours to the same goal. Here are a few highlights of what's happening out west.

Read More (<https://thegreattrail.ca/trailside-highlights/#trailhighlightsinwesterncanada>)



## THE TOP OF THE TRAIL

If any region of Canada is ripe for adventure, it's the vast northern territories. The Great Trail offers an ideal entry point for outdoor enthusiasts to embark on escapades unlike anything they'll experience outside northern Canada. From hiking to dogsledding to canoeing, the trails and waterways of the north are unspoiled and ready for discovery.

Read More (<https://thegreattrail.ca/trailside-highlights/#thetopofthetrail>)

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## A Milestone Year for the Trans Canada Trail Foundation

Message from TCT Foundation Co-Chairs Valerie Pringle & Hartley Richardson

As bold as it was to think that we could connect 24,000 km of trail across this immense country, it was equally ambitious to think that we could raise the necessary \$50 million and trigger an additional \$25 million from the federal government. But, thanks to incredible support, raise it we did.

Read More (<https://thegreattrail.ca/co-chairs-message/>)

## Many Make the Milestone

These corporate supporters – and many like them – share our vision of creating this national Trail, to be treasured for generations to come. We appreciate their investment in making this dream a reality.



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(https://thegreattrail.ca/ )

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## GROWING WITH THE NATION

Providing far-reaching support, **CIBC** has contributed an impressive \$750,000 to date. A portion of this substantial donation is dedicated to extending The Great Trail all the way to Cape Spear in Newfoundland, the easternmost point in North America.

Read More (<https://thegreattrail.ca/many-make-the-milestone/#growingwiththenation>)



## NURTURING CANADA'S NATURAL HERITAGE

**TimberWest** is Western Canada's largest private timber and land management company — and another cherished corporate sponsor that understands the importance of The Great Trail in promoting active lifestyles within a natural environment.

Read More (<https://thegreattrail.ca/many-make-the-milestone/#nurturingcanadasnaturalheritage>)

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**BRINGING COMMUNITIES TOGETHER**

Heartfelt thanks are in order for **Hydro One**, a Canadian trailblazer that joined the Chapter 150 Campaign this year. Their \$90,000 gift will help bridge an 11.8-kilometre gap between Barrie and Springwater, creating a crucial link between the southern and northern Ontario communities along The Great Trail.

Read More (<https://thegreattrail.ca/many-make-the-milestone/#bringingcommunitiestogether>)



**THE PERFECT FIT**

Our partners are absolutely essential to enhancing The Great Trail experience, whether they contribute through technology or by amplifying our voice across the country. We're proud of our ongoing relationships and we will continue to foster them.

Read More (<https://thegreattrail.ca/the-perfect-fit/>)

Donors Make Their Mark |

Dedicated donors are clearing the path to connection. Many trailblazers contribute directly to specific



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sections of this ambitious project, and we of their stories.



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<https://thegreattrail.ca/>

A/GIV (FORM/)

### Permanent pathway

For outdoor enthusiast Sheila Ross, it's second nature to contribute to a cause that aligns with her appreciation of outdoor activity. Philanthropy is a way of life for Sheila, whose iconic Canadian family believed in giving back to the community.

Read More (<https://thegreattrail.ca/donors-make-their-mark/#permanentpathway>)

### A Chance to Stand and Stare

Nancy Baron fondly recalls an idyllic childhood in England with her family, where they enjoyed biking, paddling and strolling together in nature. Now a trustee with the W. Garfield Weston Foundation, Nancy's support for the Trail stems from these early memories.

Read More (<https://thegreattrail.ca/donors-make-their-mark/#achancetostandandstare>)



### East Coast appreciation

For more than 60 years, the Crabtree Foundation has contributed to a sea of change in support for Maritime communities. Although based in Ottawa, the Crabtree Foundation is proud to support The Great Trail in Nova Scotia.

Read More (<https://thegreattrail.ca/donors-make-their-mark/#eastcoastappreciation>)

## Making an Impact



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Whether a contribution comes from a family, a foundation, there is one constant: a desire to connect the longest trail in the world. Here is a list of these valued contributors who care deeply about strengthening our legacy



(<https://thegreattrail.ca/>)

([HTTPS://THEGREATTRAI](https://thegreattrail.ca/)

[A/GIVE/FORM/](#))



**REDEFINING WEALTH FOR FUTURE GENERATIONS**

Vancity's vision of redefining wealth dovetails with TCT's mission. As Canada's largest community credit union, this financial co-operative chose to showcase Victoria's bustling downtown waterfront via a signature pathway. Read More (<https://thegreattrail.ca/making-an-impact/#redefiningwealthforfuturegenerations>)



**BUILDING A NATION OF PHILANTHROPISTS**

The Coffin family believes that exercise and outdoor activities are essential elements of their overall well-being. So when health coach and former physiotherapist Carolyn Coffin read about The Great Trail in The Globe and Mail a few years ago, she knew she wanted to direct her family's giving to TCT. Read More (<https://thegreattrail.ca/making-an-impact/#buildinganationofphilanthropists>)

**OUR DONORS** ([HTTPS://THEGREATTRAIL.CA/OUR-DONORS/TCT CHAMPIONS](https://thegreattrail.ca/our-donors/tct-champions)) ([HTTPS://THEGREATTRAIL.CA/CHAMPIONS/](https://thegreattrail.ca/champions/))

**STRATEGIC ALLIANCES** ([HTTPS://THEGREATTRAIL.CA/ABOUT-US/STRATEGIC-ALLIANCES/](https://thegreattrail.ca/about-us/strategic-alliances/))

**Supporting Each Stride to Connection**

The Trans Canada Trail has taken substantial strides towards success. During the 2016 -2017 fiscal year, we were thrilled to invest \$6.5 in grants to local Trail groups. Committed to the cause they plan and execute a range of initiatives such as installing signs, maintaining pavilions and building paths, bridges, and trailheads.

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FINANCIAL HIGHLIGHTS (HTTPS://THEGREATTRAIL.CA/FINANCIAL-HIGHLIGHTS) DIRECT FUNDING (HTTPS://THEGREATTRAIL.CA/FINANCIAL-HIGHLIGHTS) DONATE



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Stay on the trail and sign up for our newsletter

First Name

Last Name

Email

SUBMIT



About Us (<https://thegreattrail.ca/about-us/>) FAQ (<https://thegreattrail.ca/about-us/faq/>)  
Annual Report (<https://thegreattrail.ca/about-us/annual-report/>)

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Montreal, Quebec H2Y 2E1

General  
(800) 461-5363  
info@tc  
(mailto:info@



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(<https://thegreattrail.ca/> )  
Media Enquiries  
(514) 485-4344 (tel: +15144854344)  
media@tctrail.ca  
(mailto:media@tctrail.ca)

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# ROTHESAY

2017 September 11 Open Session FINAL\_115

Age Friendly Round Table Discussion  
Wednesday, August 2, 2017 at 10:00 am  
SAYRE ROOM ROTHESAY TOWN HALL



## AGE FRIENDLY ROUND TABLE DISCUSSION

### ATTENDED BY:

COUNC. SHEA  
MAYOR GRANT  
DPDS WHITE

COUNC. WELLS  
TOWN MANAGER JARVIE

Councillor Wells thanked all for attending and stated the purpose of this meeting was to formulate a plan for the sub-committees such as establishing their mandates and a plan going forward for the committee as a whole

Coun. Wells requested copies of the notes from the past meetings be distributed to all in attendance.

- There was a brief discussion on the Communications Grant Announcement and whether or not there would be a formal announcement. \$50,000 was allocated for accessible washrooms and \$25,000 for partitions, furniture, equipment, etc. It would be reviewed by the Senior's Advisory Committee in the fall – we would not hear back until 2018. It was discussed that the Age Friendly Committee could put in a budget request with a dollar amount for consideration.
- Fredericton Questionnaire – DPDS White to follow up to see how they are making out with this endeavour. The plan is for this Questionnaire to be the model other communities will use.
- It was suggested that the Age Friendly Committee meet every month so as not to lose momentum.
- There was a brief discussion on signage – it is anticipated that the Town may get 3 electronic boards and numerous traditional bulletin boards and it is anticipated to have these in place this fall.
- Sub Committees:  
It was agreed that the GIS Room across the hall would be an ideal place for sub-committees to meet as long as it is during business hours and they contacted the front desk to book the room. Mayor Grant thought that if the sub-committees had a dedicated space to meet it might make it easier for them to meet knowing they had a space and weren't imposing.
- It was mentioned that having a sub-committee called the "Communications Committee" brought up a red flag. The Town already has a Communications Committee; therefore, a new name was suggested – Information Committee. Their mandate would be to determine what information will be conveyed, the location of the signs and who will post and manage the information on the traditional bulletin boards. There will be to be some sort of protocol/priority as to what messages get priority and how long they will stay on the boards.

- It was agreed that the AFC would meet again in September. Mandates would be established for the sub-committees at that time – it was agreed to focus on only two sub-committees for now – Information and Survey Sub-Committees. An e-mail will be sent to all on the distribution list. It was suggested that people are asked to bring a friend and also have a required rsvp. If attendance is sufficient there may be an option to move the meeting to the Bill McGuire Centre.
- For the Survey Committee, their mandate at the present time would be to formulate a series of questions based on 8 categories. The group would shepherd this process along.
- As a whole, it was agreed that the AFC and subsequent sub-committees do not need a large number of participants; a smaller group is just as effective and easier to manage.
- [REDACTED]  
[REDACTED]
- It was agreed that the AFC is not ready to have a forum as yet.
- There was a discussion on the Municipal Plan. DPDS White indicated that there is a staffing issue at the moment. An offer was made to a candidate for a two year contract and it was rejected. They have not had a great response to the job posting. It was agreed that the Housing sub-committee would not be formed until the appropriate staff was in place to develop the Municipal Plan.
- In summary it was agreed that the Committee would have one more large meeting, introduce our concepts, discuss sub-committees and show them the space available for meetings.
- The meeting will take place on Wednesday, September 13<sup>th</sup> at 10 a.m. at Town Hall unless an alternative location is required.
- Counc. Wells will draft the e-mail.
- [REDACTED]
- Counc. Wells will obtain [REDACTED] and [REDACTED] e-mail addresses.



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	23 August 2017
RE	:	Traffic By-law 1-14 Enactment

---

### RECOMMENDATION:

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

### BACKGROUND:

By-law 1-14 was given 1<sup>st</sup> Reading by Title on 8 May 2017 and 2<sup>nd</sup> Reading by Title on 10 July 2017. In accordance with the Municipalities Act, RSNB (1973) c-M-22, By-law 1-14 was originally posted on the Town website on 28 July 2017, to enable Reading by section number at the August Council meeting.

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

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

There was general discussion at the August Council meeting and the following additions were requested:

Section 6.7(vi)	<i>"vehicles owned by the Government of Canada"</i>
Schedule A-6	<i>"Summerhaven Crescent"</i>
Schedule A-10	<i>"Olsson Roadway and Bannister Road"</i>



# ROTHESAY

TO: Mayor and Council

FROM: Town Clerk Banks

RE: Traffic By-law 1-14

2017September11OpenSessionFINAL\_118

-2-

23 August 2017

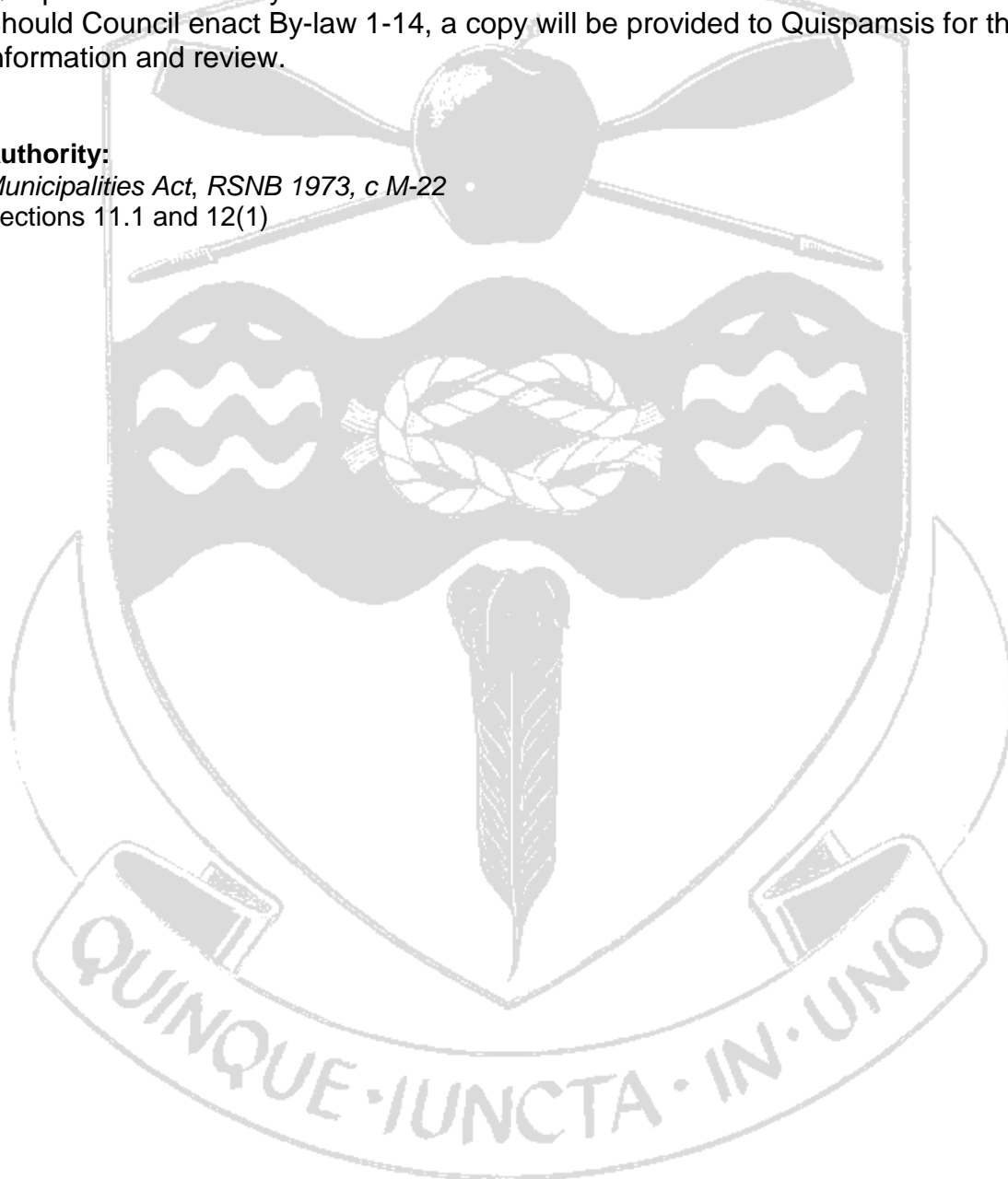
Amended By-law 1-14 was posted to the Town website on Tuesday, August 22, 2017, to enable Reading by section number at the September Council meeting.

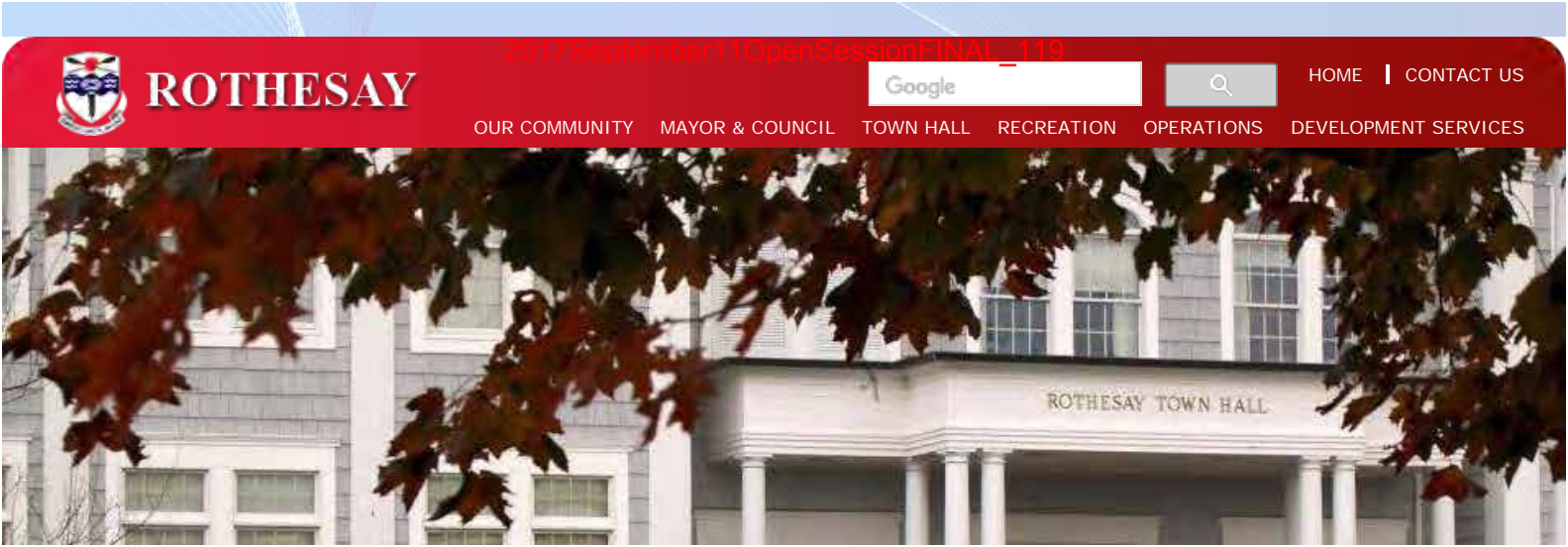
Sgt. Scott, KRPF also noted in his review (July) the fine structures and sections in the Quispamsis Traffic By-law differ from Rothesay By-law 1-14. The Quispamsis Traffic By-law was enacted in 2002 and last amended in 2014. Should Council enact By-law 1-14, a copy will be provided to Quispamsis for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

**Authority:**

*Municipalities Act, RSNB 1973, c M-22*

Sections 11.1 and 12(1)





## By-law Notices / Hearings

### PUBLIC NOTICE

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

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

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

By-law 1-14 will be on the Council agenda for Monday, September 11, 2017, at which time it will be considered for Reading by Section Number, 3<sup>rd</sup> Reading by Title, and Enactment.

Mary Jane E. Banks, BComm  
Town Clerk - Rothesay

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70 Hampton Road, Rothesay, NB, E2E 5L5 Phone: (506) 848-6600 Fax: (506) 848-6677 [rothesay@rothesay.ca](mailto:rothesay@rothesay.ca)



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

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

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

**1. TITLE**

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

**2. INTERPRETATION**

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

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



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

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

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

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

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

### **5. THROUGH HIGHWAYS**

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

## **6. TRUCK ROUTES**

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

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

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

- v. in any areas listed in Schedule 'A-7'.
- 2. No person shall park a vehicle in a parking lot other than in a designated parking space.
- 3. A traffic officer may move or cause to be moved any vehicle found stopped or parked in violation of the provisions of this By-law on any highway within the Town. A vehicle so moved under this section shall be stored in such a place as the traffic officer may direct and the registered owner of such vehicle at the time shall be liable for the costs and charges for the moving and storage thereof in addition to any fines levied against the vehicle owner.
- 4. It is hereby declared that the provisions of this section are enacted for the purpose of street maintenance:
  - a. From November 15 to April 15, between the hours of midnight and 07:00 of any day, no person shall park a vehicle unattended on any highway; and
  - b. From November 15 to April 15, between the hours of midnight and 07:00 of any day, the Council, or its designate, or a traffic officer may move or cause to be moved any vehicle found impeding winter maintenance, plowing of snow, stopped or parked in violation of the provisions of this By-law on any highway within the Town. A vehicle so moved under this subsection shall be stored in such a place as the Council or its authorized designate, or a traffic officer may direct and the registered owner of such vehicle at the time shall be liable for the costs and charges for the moving and storage thereof.

## **8. DISABLED PARKING**

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

## **9. FIRE LANES**

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

## **10. BUS STOPS**

- 1. Any bus operated or approved for operation by the Town may stop at a designated bus stop for the purposes of accepting and/or discharging passengers.



2. Those areas so designated on any portion of a highway as passenger drop-off and pick-up stops shall be marked by the appropriate signs showing the limits thereof. Locations of Bus Stops are subject to the approval of the Council or its designate.

## **11. LOADING ZONES**

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

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

## **12. TAXICAB STANDS**

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

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

## **13. WINTER TRACTION TIRES**

In this section:

"winter traction tires" means:

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

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

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

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

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

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

## **15. HORSES**

No person shall:

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

## **16. TRICYCLES/BICYCLES**

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

## **17. PARADES AND PROCESSIONS**

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



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

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

## **19.NUISANCES**

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

## **20.IMPOUNDING OF VEHICLES**

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

## **21. OFFENCES**

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

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

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

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

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

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

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

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

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

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

### **23. REPEAL PROVISIONS**

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

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

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

**25. EFFECTIVE DATE**

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

FIRST READING BY TITLE

8 May 2017

SECOND READING BY TITLE

10 July 2017

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

28 July 2017  
22 August 2017

READ BY SECTION NUMBER:

THIRD READING BY TITLE AND ENACTMENT

ORDER OF THE LIEUTENANT-GOVERNOR IN COUNCIL #

Department of Public Safety - Deputy Minister

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Nancy Grant  
MAYOR

---

Mary Jane E. Banks  
CLERK



Schedule A

**A-1**

**STREETS WITH 30  
KILOMETRE SPEED  
LIMITS**

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

**STREETS WITH 50  
KILOMETRE SPEED  
LIMITS**

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

**STREETS WITH 60  
KILOMETRE SPEED  
LIMITS**

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

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

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

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



Strong Court

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

**A-8 CONTROLLED ACCESS  
HIGHWAYS**

- Campbell Drive from the intersection  
with Marr Road to the intersection with  
Route 111

**A-9 RA-5 CROSSWALKS  
LOCATIONS**

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

**A-10**

**PRIVATE ROADS**

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



**Fundy Regional  
Service Commission**

Commission de Services  
Régionaux de Fundy

PO Box / CP 3032, Grand Bay-Westfield NB E5K 4V3

T. 506 738-1212 • F. 506 738-1207

hotline@fundyrecycles.com

August 28, 2017



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

Dear Ms. Banks:

At the meeting of the Board of the Fundy Regional Service Commission, held August 28, 2017, the following motion was adopted.

**Motion:** To have the Board Members take the 2018 draft budget to their respective communities for their information as required by the legislated 45 day notice and then bring back any comments or concerns to the October meeting; at which time the vote to approve will take place.

Attached you will find the 2018 draft budget for your review.

If you require any further information or have any questions please do not hesitate to contact me.

Sincerely,

Marc MacLeod  
Executive Director

## CAPITAL PLAN FOR 2018

	COST	FUNDED FROM OPERATING FRSW	FUNDED FROM OPERATING RSC	FUNDED FROM GENERAL CAPITAL FUND	SEND TO GENERAL CAPITAL FUND
40 YARD DUMPSTER	10,000	10,000			
OFFICE VENTILATION	25,000	25,000			
WELLS AND PIPING	75,000	75,000			
CHILLER	75,000	75,000			
ANALYZERS (LINE &HH)	90,000	90,000			
ROLL OFF	85,000	85,000			
BACKHOE	150,000	150,000			
BCF CONTRACT*	25,000				25,000
	535,000	510,000	-	-	25,000

\*\*BUILDING CANADA FUND REQUIRES THAT WE SET ASIDE \$25,000 PER YEAR FOR UPGRADES OR PURCHASES



Fundy Regional Service Commission  
Operating Fund Budget  
For the Year ended December 31, 2018

	Budget 2017	Budget 2018
<b>Revenue</b>		
<b>Corporate and Local Planning Services</b>		
Contributions from LSO	89,163	148,799
Contributions from Municipalities	37,575	53,851
Contributions from Landfill	211,613	192,193
Second Previous Surplus	177,485	105,682
Sub-total	615,836	500,525
<b>Landfill</b>		
Tipping Fees		
Municipal/Business Solid Waste	6,804,000	6,804,000
Construction & Demolition	168,000	168,000
Tires	3,750	3,750
International Ship's Waste	2,000	2,000
Asbestos	7,000	28,000
Compostable Organics	204,400	204,400
Electronics Recycling	5,000	5,000
Paint Revenue	3,600	3,600
Electrical Generation	150,000	150,000
Interest	0	0
Sale of Compost	5,000	5,000
Recycling	180,000	230,000
Other	30,000	30,000
Surplus of second previous year	91,867	331,176
Sub-total	7,654,617	7,964,926
<b>Total Revenue</b>	<b>8,170,453</b>	<b>8,465,451</b>
Less: Contributions to Corporate	211,614	192,193
<b>Expenditures</b>		
<b>CORPORATE SERVICES</b>		
<b>Corporate</b>		
Governance	68,800	68,800
Administration	210,881	185,059
Subtotal Corporate	279,681	253,859
<b>Cooperative &amp; Regional Planning Services</b>		
Regional Planning	3,125	3,000
Regional Policing Collaboration	0	0
Regional Emergency Measures Planning	0	0
Regional Economic Development	0	10,000
Regional Sport, Recreation & Culture	6,875	7,000
Infrastructure Planning & Cost-Sharing		
Subtotal Cooperative & Regional Planning Services	10,000	20,000
<b>Local Planning Services</b>		
Planning Services	90,742	88,244
Inspection Services	135,412	138,422
Subtotal Planning & Building Inspection Services	226,154	226,666
<b>CORPORATE SERVICES SUB-TOTAL</b>	<b>515,835</b>	<b>500,525</b>
<b>LANDFILL SERVICES</b>		
<b>Solid Waste Administration</b>		
Office and Administration	66,912	67,621
Professional Services	119,000	119,000
Site Security	5,700	5,700
Personnel	181,896	190,273
Insurance	155,200	161,500
Property Taxes	234,150	244,650
Sub-total Administration	762,858	788,744
<b>Environmental Health &amp; Safety</b>		
Wages/Benefits	85,620	89,963
Administration	7,450	13,995
Domestic Well Sampling	11,950	12,100
On Site Well Sampling	45,000	46,000
Sub-total Environmental H & S	150,020	162,058
<b>Household Hazardous Waste</b>		
Disposal Cost	25,000	25,000
Electrical	6,000	6,000
Building Maintenance	7,000	2,000
Equipment	4,500	4,500
Sub-total Household HW	42,500	37,500
<b>Public Education</b>		
Wages and Benefits	136,498	142,987
Advertising, tours, promotional materials	98,550	98,475
Administration	22,850	21,200
Sub-total Public Education	257,898	262,662

	Budget 2017	Budget 2018
	\$	
<b>Landfill</b>		
Cover Material	130,500	130,500
Site Labour	761,636	781,887
Site non-labour operation (cell)	345,874	354,924
Site maintenance - roads, grounds, misc.	42,300	47,300
Re-sort	6,041	6,148
Special waste handling	9,500	9,500
Sub-total Landfill	1,295,851	1,330,259
<b>Scalehouse</b>		
Equipment Replacement Reserve	0	0
Wages/Benefits	149,106	158,758
Scale Equip/Supplies/Bank Fees	29,200	30,400
Sub-total Scalehouse	178,306	189,158
<b>Gas Management/Electrical Generation</b>		
Labour	93,945	101,699
Administration	17,000	11,800
Electricity	3,000	3,200
Equipment Replacement	0	0
Equipment Repairs/Fuels	171,900	133,400
Sub-total GM/Electrical Generation	285,845	250,099
<b>Fiscal Services/Other</b>		
Debt Cost Landfill	171,647	1,050,000
Composting	337,426	109,928
Cell Construction Fund	372,626	0
Capital Expenditures financed from Operating	670,000	510,000
2nd previous year deficit	0	0
Contributions to Corporate	211,614	192,193
Perpetual Care Fund	135,628	145,632
Host Community Enhancement	87,373	88,247
Support to CMEI	23,969	24,209
Sub-total Fiscal Services/Other	2,010,283	2,120,209
<b>Leachate</b>		
Leachate management	581,968	634,917
Sedimentation Ponds	52,500	38,800
Sub-total Leachate Management	634,468	673,717
<b>Waste Diversion - Recycling Depot Program</b>		
Equipment Replacement Reserve - drop off depot	0	0
Operations - Drop off depot	677,873	709,818
Sub-total Recycling Depot Program	677,873	709,818
<b>Waste Diversion - MRF</b>		
Labour	435,311	452,253
Equipment Replacement	25,000	25,000
Operations	159,250	180,350
Sub-total MRF	619,561	637,603
<b>Waste Diversion - Composting Program - Plant/Carts</b>		
Equipment/Bldg Replacement Reserve - Composting	0	0
Processing	739,155	803,099
Sub-total-Composting-Plant	739,155	803,099
<b>LANDFILL EXPENDITURES SUB-TOTAL</b>	<b>7,654,618</b>	<b>7,984,926</b>
	<b>8,170,453</b>	<b>8,465,451</b>
Excess revenue over expenditure for the period	0	0
Less: Contributions to Corporate	211,614	192,193
<b>Total Expenditures</b>	<b>7,958,839</b>	<b>8,273,258</b>
	Budget 2017	Budget 2018
<b>Tonnage summary</b>		
MSW	63,000	63,000
C & D	6,000	6,000
Special		
Tires	25	25
International Ships Waste	10	10
Asbestos	100	400
Special Waste	0	0
Organics	7,300	7,300
	<b>76,435</b>	<b>76,735</b>

Fundy Regional Service Commission			CORPORATE											
			253,859											
			↓									↓		
			80%									20%		
			203,087									50,772		
	↓			↓			↓							
SOLID WASTE/ELECT GENERATION			PLANNING			VOLUNTARY SERVICES			COOPERATIVE & REGIONAL SERVICES					
Budget	Employees	Allocation	Budget	Employees	Allocation	Budget	Employees	Allocation	Budget	Employees	Allocation			
7,772,733			226,666			0			20,000					
	35			3			0			1				
97%	92%		3%	8%		0%	0%							
197,333	187,054		5,755	16,033		\$ -	\$ -							
98,666	93,527	-	2,877	8,017	-	\$ -	\$ -							
		192,193			10,894			\$ -			50,772			
		7,964,926			237,560			\$ -			70,772			
		↓			↓			↓			↓			
		Cost Allocation among RSC Communities			Cost Allocation among RSC Communities			Cost Allocation among RSC Communities			Cost Allocation among RSC Communities			
		Per Tonnne Tipping Fee			100% Tax Base of Participating Communities			By Agreement of Participating Communities			50% Tax Base / 50% Population			



Impact of Regional Service Commission Budget on Communities in Region 9												
Community Data			Solid Waste			Planning			Cooperative & Regional Planing		TOTAL IMPACT*	
											\$75,914	
Communities In Fundy	2017 Tax Base	2016 Population	2017 Tipping Fee	2018 Tipping Fee	Additional Tipping Fee	2017	2018	Additional Cost 100% Tax Base	2017	2018 50% Base+50% Pop	Municipal	LSDs + St. Martins
					0		0.010	\$ 58,480		\$ 58,363	\$ 15,358	\$60,556
Grand Bay-Westfield	\$371,379,450	4,964	108	108	0		-		1,555	\$ 2,197	\$642	\$ 2,197
Quispamsis	\$1,683,952,600	18,245	108	108	0		-		6,058	\$ 8,886	\$2,828	\$ 8,886
Rothsay	\$1,256,690,300	11,659	108	108	0		-		4,291	\$ 6,138	\$1,847	\$ 6,138
Saint John	\$6,770,480,331	67,575	108	108	0		-		24,227	\$ 34,269	\$10,042	\$ 34,269
St. Martins	\$21,620,950	276	108	108	0	1,350	2,236	886	93	\$ 125		\$918
Greenwich	\$75,358,850	1,058	108	108	0	4,648	7,794	3,146	315	\$ 459		\$3,290
Westfield West (East)	\$153,338,400	1,962	108	108	0	9,372	15,859	6,487	635	\$ 885		\$6,737
Petersville	\$32,125,700	477	108	108	0	2,000	3,323	1,323	144	\$ 202		\$1,381
Musquash	\$518,290,906	1,194	108	108	0	32,227	53,606	21,379	1,137	\$ 1,619		\$21,862
Kingston	\$284,119,950	2,913	108	108	0	17,384	29,386	12,002	1,012	\$ 1,458		\$12,448
Rothsay	\$22,573,850	325	108	108	0	1,383	2,335	952	100	\$ 139		\$991
Saint Martins	\$65,969,950	1,132	108	108	0	4,072	6,823	2,751	315	\$ 453		\$2,890
Simonds	\$204,338,550	3,549	108	108	0	12,452	21,134	8,682	972	\$ 1,415		\$9,125
Fairfield	\$17,314,200	294	108	108	0	919	1,791	872	76	\$ 118		\$914
Totals	\$11,477,553,987	115,623			0	85,807	144,287	58,480	40,930	\$ 58,363	15,359	\$60,555
Incorporated	\$10,104,123,631	102,719										
LSD	\$1,373,430,356	12,904										
(St.Martins)	\$21,632,950											
	\$ 1,395,063,306											
Surplus						152,478	\$ 93,273		\$ 25,007	\$ 12,409		\$ 105,682
total						238,285	\$ 237,560		\$ 65,937	\$ 70,772		308,332
												\$ 308,332





# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Doug MacDonald  
DATE : September 5, 2017  
RE : Application for Financing

---

### Recommendation

I recommend Council adopt the following motion:

RESOLVED THAT the Clerk and/or Treasurer and/or Mayor be authorized to issue and sell to the New Brunswick Municipal Finance Corporation a Municipality of Rothesay debenture in the principal amount of \$1,298,000 on such terms and conditions as are recommended by the New Brunswick Finance Corporation, and be it resolved that the Municipality of Rothesay agree to issue post-dated cheques payable to the New Brunswick Municipal Finance Corporation as and when they are requested in payment of principal and interest charges on the above debenture.

### Background

The town has previously obtained authority from the Municipal Capital Borrowing Board to fund the Wastewater Treatment Facility utility project (phase 1). The approval outstanding (Order in Council ("OIC")) is as follows:

OIC #	Date Approved	Amount	Term	Project Description
15-0069	Sept 14, 2015	\$ 902,000	15 Years	Water & Sewer
15-0069	Sept 14, 2015	\$ 300,000	20 Years	Water & Sewer
15-0069	Sept 14, 2015	\$ 1,298,000	30 Years	Water & Sewer

The term of the debt is mandated by the MCBB when the borrowing authority is received depending upon the nature of the project. Different components of the project are amortized over different periods depending upon the expected useful life of the assets acquired.

The total estimated cost of phase 1 is projected to be approximately \$7.5 million. Total spending on the project to date (August 31, 2017) is approximately \$4.5 million, of which 2/3 is funded by the Federal and Provincial Governments. Therefore, the Rothesay contribution to date is approximately \$1.5 million.

Access to the funds is only available twice a year (normally late spring and early fall) via the Provincial Government Bond issuance process and the New Brunswick Municipal Finance Corporation ("NBMFC"). The deadline for submissions to the NBMFC for consideration in the current cycle is September 27, 2017.

**ROTHESAY**

TO: Mayor and Council

FROM: Doug MacDonald

RE: Application for Financing

2017September11OpenSessionFINAL\_144

-2-

Sept. 5, 2017

The majority of the work completed relates to the installation of "forcemain" sewer piping, related road work and lift station structures (i.e. assets with longer useful lives). Therefore, we should apply for funding having the longest amortization period.

The issue was reviewed by the Finance Committee at its regular meeting of September 1, 2017 who agreed with the recommendation.

Based upon current interest rates the additional loan payment to be included in the 2018 budget is estimated to be approximately \$75,000.

In summary, I recommend we apply for debt financing in an aggregate amount of \$1,298,000 relating to the above noted project.



August 17, 2017

le 17 août 2017

**New Brunswick Municipal Finance  
Corporation**

**Corporation de financement des  
municipalités du Nouveau-Brunswick**

**TO: MUNICIPAL OFFICIALS**

**À L'ATTENTION DES AGENTS  
MUNICIPAUX**

The New Brunswick Municipal Finance Corporation is canvassing Municipalities to determine current new financing and re-financing requirements.

La Corporation de financement des municipalités du Nouveau-Brunswick incite les municipalités à établir leurs nouvelles demandes de financement et de refinancement.

If there is sufficient demand, the Corporation would plan on offering an issue of debentures for sale when bond market conditions are favorable.

Si la demande le justifie, la Corporation songe à émettre une série de débentures lorsque les conditions du marché des obligations seront favorables.

If your Municipality wants the Corporation to raise money on its behalf in this issue, please forward your request in the form attached to Alexandra Ferris at the Department of Environment and Local Government, P. O. Box 6000, 2nd Floor, Marysville Place, Fredericton, NB E3B 5H1.

Si vous voulez que la Corporation ramasse les fonds pour votre municipalité au moyen de ces débentures, veuillez faire parvenir la formule ci-jointe à Alexandra Ferris au ministère des des Environnement et Gouvernements locaux, CP 6000, Place Marysville, 2 ième étage, Fredericton, NB E3B 5H1.

When making your request, please ensure that all amounts are rounded to the nearest thousand. ie \$115,000 rather than \$115,400.

Lorsque vous faites votre demande, veuillez vous assurer que les montants sont arrondis au millier plus proche. C'est à dire 115 000 \$ plutôt que 115 400 \$.

**Your application must be received no later than September 27, 2017.**

**Les demandes doivent être soumises au plus tard le 27 septembre 2017.**

Yours very truly,

Veuillez agréer, Monsieur, Madame,  
l'expression de mes salutations distinguées.

Catherine Mosher

Managing Director, Banking and Cash Management  
Directrice de gestion, Gestion bancaire et trésorerie



## ROTHESAY INTEROFFICE MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Doug MacDonald, Treasurer
DATE	:	September, 2017
RE	:	Interest on Sundry Receivables

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### Recommendation

Council adopt a policy to charge interest on balances owed to the Town at a rate of 1.25% per month, compounded monthly, on any receivable outstanding for greater than 30 days.

### Background

Rothsay occasionally provides services that result in an outstanding balance owed to the Town. For example, the rental of recreational facilities or office space, by-law enforcement levies, etc. The Utilities Fund has normal sewerage and water invoices that are outstanding from time to time. Both the Sewage By-law and the Water By-law contemplate outstanding balances and have documented policies regarding the appropriate interest charges in these circumstances. Interest is charged on outstanding utility charges if the balance is outstanding for more than 30 days (60 days for the current year's annual sewage charge). Monthly interest is charged at a rate equal to 1.25% of the outstanding balance (compounded monthly).

There is no formal Council Policy documenting interest to be charged on outstanding balances owed to the general Fund. The current practice for the General Fund is dependent on the specific agreement negotiated in the particular circumstance. For example, no interest has been charged on accounts relating to field rentals. I recommend Council adopt an interest rate policy for the General Fund relating to outstanding receivables consistent with the terms and conditions charged by the Utility Fund. (i.e. 1.25% per month, compounded monthly, on any balance outstanding for more than 30 days).

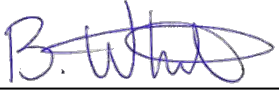




70 Hampton Road  
Rothesay, NB  
E2E 5L5

**Rothesay Council**  
**September 11, 2017**

**TO:** John Jarvie, Town Manager

**SUBMITTED BY:**   
Brian L. White, Director of Planning and Development Services

**DATE:** Thursday, September-07-17

**SUBJECT:** Service Easement - Millennium Drive (PID 00065227)

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## **RECOMMENDATION REPORT**

### **RECOMMENDATION**

Rothesay Council HEREBY Assents to the Municipal Services Easement as indicated on the Tentative Plan (Plan Dwg. No. 3702) as land on Millennium Drive (PID 00065227) to be registered in accordance with Section 56 (4.01) of the Community Planning Act.

### **ORIGIN**

On July 10, 2017 Council did approve the subdivision of land off Millennium Drive (PID 00065227) and authorize the Mayor and Clerk to enter into an development agreement with Kennebecasis Self Storage for the development of a commercial self-storage facility. To facilitate the development of this land the Director of Operations has determined that it is necessary to create a municipal services easement.

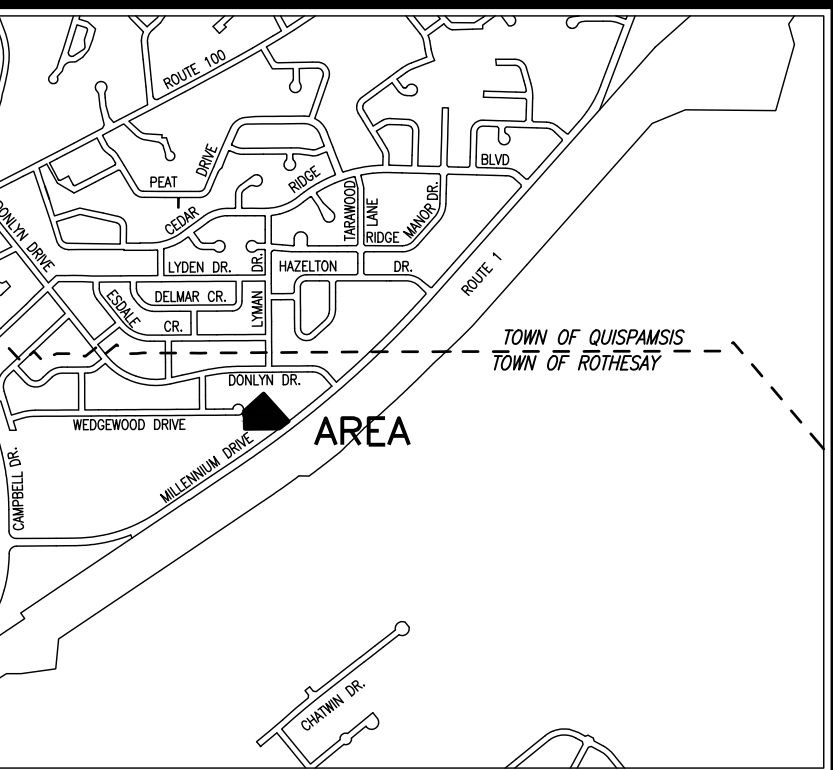
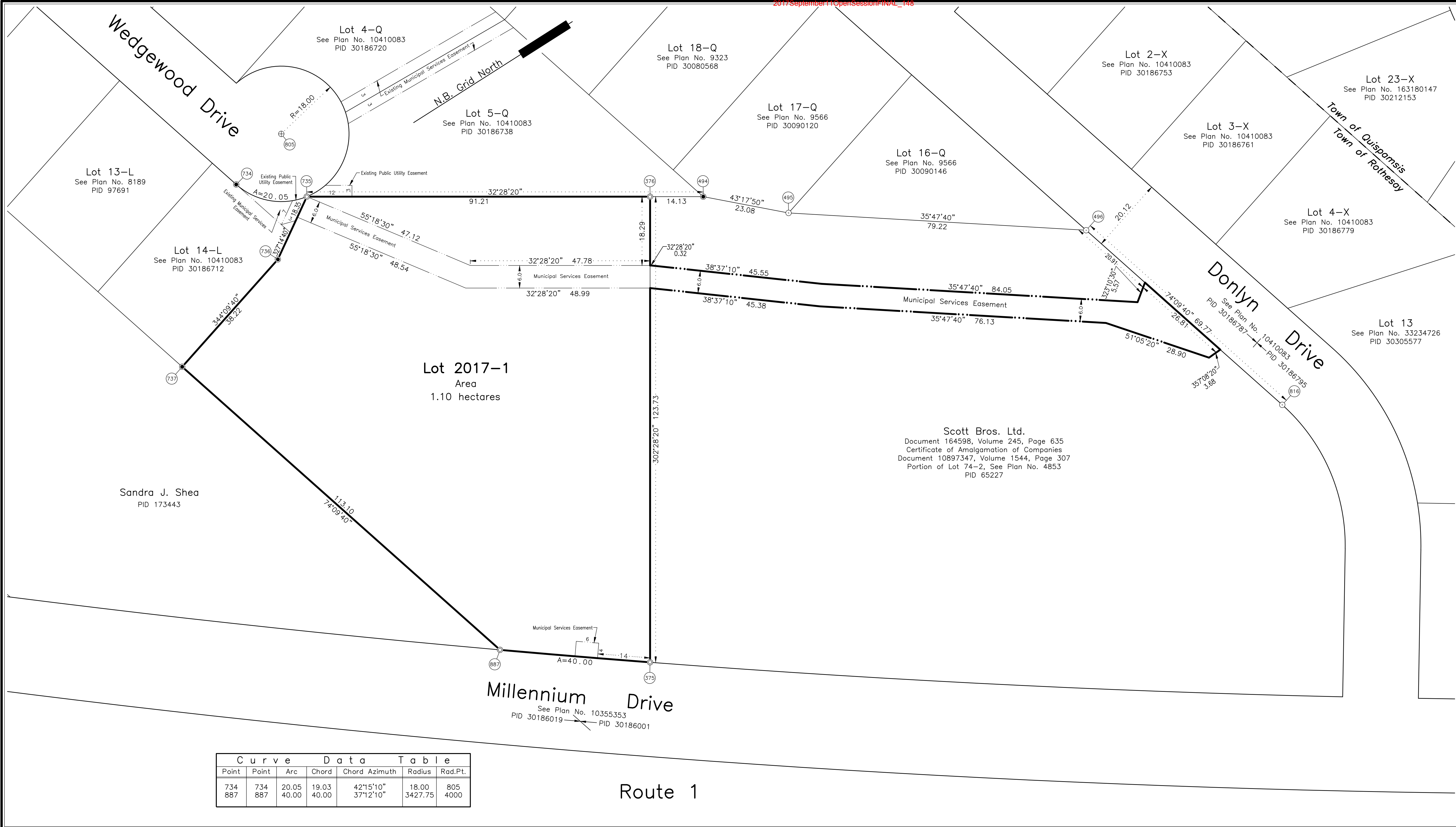
The owners are now preparing a Final plan of subdivision and the Community Planning Act<sup>1</sup> requires that Council Assent to the easement(s) prior to the filing of the plan in the Land Registry office. The proposed municipal service easement has been reviewed by both the Development Officer and the Director of Operations. Staff confirm that the proposed easement satisfies the Town requirement for municipal service easement accordingly, Staff are recommending that Council provide assent for the easement as shown on the attached plan.

### **ATTACHMENTS:**

Attachment A                      Plan - Dwg. No. 3702 (Kierstead Quigley and Roberts Ltd.)

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<sup>1</sup> 56(4.01) When a subdivision plan has been assented to under this section, approved by the development officer and, with respect to a plan of land in an integrated survey area, approved by the Director of Surveys, the easements designated on the plan in accordance with the regulations vest the rights prescribed by regulation in the municipality or rural community, as the case may be, on the filing of the plan in the registry office.



**Key Plan**  
Scale = 1:25,000

**LEGEND:**

- SMF - Standard survey marker found
- SMS - Standard survey marker set
- RIBF - Round iron bar found
- IBF - Square iron bar found
- IPF - Iron pipe found
- CALC - Calculated point
- NBCM - N.B. Co-ordinate Monument
- sq.m. - Square metres
- A - Arc R - Radius
- Rad.Pt. - Radius point
- C - Centreline
- Line not to scale
- Fence
- PID - Parcel identifier number
- Adj - Adjusted network
- 100 - Tabulated co-ordinate reference
- A.N.B.L.S. - Association of N.B. Land Surveyors

**NOTES:**

1. Azimuths and Co-ordinate values refer to the NEW BRUNSWICK GRID CO-ORDINATE SYSTEM (Adjusted Network) and were derived from the tabulated New Brunswick Co-ordinate Monuments. Computations performed and co-ordinate values shown are based on the New Brunswick Stereographic Double Projection and the NAD83 (CSRS) ellipsoid.
2. Azimuths are rounded to the nearest 10 seconds.
3. Distances are in METRES and are rounded to the nearest CENTIMETRE.
4. Lands dealt with by this plan are bounded thus
5. Peripheral information and adjacent names were derived from various sources and should be verified.
6. All plans and documents referenced are recorded in the Kings County Registry Office or in the Land Titles Office for the District of New Brunswick.
7. Field survey was completed on July 21, 2017.
8. Municipal Services Easements

These easements vest in the Town of Quispamsis pursuant to Section 56(4.01) of the Community Planning Act and Regulation 84-217.

**PURPOSE OF PLAN:**

- ♦ To create Lot 2017-1.
- ♦ To create and vest Municipal Services Easements as shown. (See Note 8).
- ♦ To create and vest a Public Utility Easement.

**APPROVALS:**

A.N.B.L.S.  
No. 000000  
A-G N.B.

Scale Factor = 1.000007

N.B. Grid Co-ordinate Values (Adj)			
Point	Easting	Northing	Monument
375	2542642.484	7377943.380	SMS
376	2542538.104	7378009.807	SMS
494	2542545.689	7378021.726	SMF
495	2542561.515	7378038.521	CALC
496	2542607.847	7378102.774	CALC
734	2542476.337	7377918.771	SMF
735	2542489.132	7377932.857	SMS
736	2542499.063	7377917.422	SMF
737	2542509.494	7377880.652	SMF
805	2542471.425	7377936.088	Rad.Pt.
816	2542674.968	7378121.818	CALC
887	2542618.299	7377911.519	SMS
4000	2539900.203	7379999.919	Rad.Pt.
1202	2542047.003	7378950.196	NBCM (Adj)
1222	2543116.032	7378452.047	NBCM (Adj)
1223	2542845.423	7378048.262	NBCM (Adj)
1348	2541983.710	7378870.158	NBCM (Adj)
26890	2543101.127	7378492.679	NBCM (Adj)
26891	2543718.239	7379663.470	NBCM (Adj)

**PUBLIC UTILITY EASEMENTS:**

These easements vest in Bell Canada and the New Brunswick Power Corporation pursuant to Section 56(4.02) of the Community Planning Act and Regulation 84-217.

The easements shown on this plan conform to the requirements of the following Utility Companies:

For Bell Canada

For New Brunswick Power Corporation

**TITLE DATA:**  
PID 65227

GOLDEN A. SCRIBNER to MOOSE MOUNTAIN FARMS LTD. - deed dated December 19, 1974 and registered December 24, 1974 in Volume 245 at Page 635 as Number 164598. (Registry)

Certificate of Amalgamation of Companies (Amalgamated Corporation - Scott Bros. Ltd.) - registered March 16, 2000 in Volume 1544 at Page 307 as Number 10897347. (Registry)

**SIGNATURE OF OWNER:**

Ronald J. Scott for Scott Bros. Ltd.

Tentative Plan  
Sunset Acres Subdivision  
Phase 20A  
Town of Rothesay  
Kings County, N.B.

0 5 10 15 20 25 metres 50

Scale = 1:500

**KIERSTEAD QUIGLEY and ROBERTS Ltd.**  
Saint John, New Brunswick

Dated:  
September 6, 2017

Gerald R. Roberts, NBLS #308, CLS #1331

Job No.87-0208F  
Book 294, Page 53

Dwg. No. 3702



70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**September 11, 2017**

**TO:** Mayor Grant and Members of Rothesay Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvie, Town Manager

**DATE:** September 7, 2017

**SUBJECT:** Engineering Design and Construction Management Services  
2018 Asphalt Resurfacing and Microseal Placement Program

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### **RECOMMENDATION**

It is recommended that the proposal submitted by Crandall engineering Ltd. in the amount of \$138,951.63 including Hst for the 2018 Asphalt Resurfacing and Microseal Placement project be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

### **ORIGIN**

The 2017 General Fund Capital Budget includes funding for the design work associated with the Asphalt Resurfacing and Microseal Placement Program proposed for 2018.

### **BACKGROUND**

As part of the 2017 General Fund Budget Mayor and Council approved a plan to issue an RFP for engineering design services in 2017 for the proposed 2018 Asphalt Resurfacing and Microseal Placement Program.

The following list of streets has been developed for the 2018 Asphalt Resurfacing and Microseal Placement programs using the standard formula:

#### **Asphalt:**

- Gondola Point Road \*\*\*\*
- Allison Drive
- Henderson Park Road
- Hibbard Lane



- Woodland Avenue
- Monaco Drive
- Fall lane
- James Renforth Drive
- Rockhaven Place

**Microseal:**

- Acadia Avenue
- Kingswest lane
- Benjamin Lane
- Niomi Street
- Weston Drive
- Andrew Crescent
- Anita Drive
- Lloyd Street
- Glenvale Street

\*\*\*\* Detailed Design was completed in 2017.

**DISCUSSION**

On August 21, 2017 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, four (4) compliant submissions were received from consulting engineering firms on September 1, 2016. Proposals were received from the following firms:

- Brunswick Engineering & Consulting Inc.,
- CBCL Consulting Engineers Limited,
- Crandall Engineering Ltd.,
- WSP.

The proposals were submitted in sealed envelopes with the Technical and Financial Proposals being submitted under separate cover. A review Committee consisting of the following staff completed an independent analysis and ranking of each Technical Proposal:

John Jarvie, Town Manager  
Brett McLean, Director of Operations

Subsequent to the Technical Proposal Analysis, the Committee jointly discussed the information presented and opened the sealed envelopes containing the Financial Proposals for each submission. The upset price contained in each proposal was evaluated, ranked and combined with the scores from the technical evaluation.

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The highest ranked overall submission following this evaluation process was the proposal submitted by Brunswick Engineering even though it was not the lowest overall price.

The submission from Crandall met all of the requirements of the proposal call, in a manner acceptable to the committee, with a cost effective bid for the project.



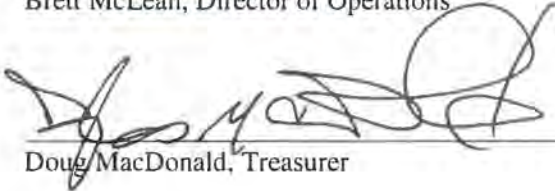
### FINANCIAL IMPLICATIONS

The 2017 General Fund Capital Budget included an amount of \$60,000 for the preliminary and detailed design work for the Asphalt Resurfacing and Microseal Placement programs. It is anticipated that the construction management component of the engagement will be included with the overall construction budget proposed for 2018. Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget however in this case a budget for the project has not yet been formalized. Town staff is of the opinion that the overall project cost will be in the order of 2 million dollars. Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

Consultant	Fees (inc HST)	HST rebate	Subtotal	2017 Budget	Budget Item (expected overall cost)	% of overall Budget Item
Prelim and detailed design (2016)	52,793.62	4,918.52	47,875.10	60,000	2,000,000	2.39
Project management (future overall budget)	86,158.01	8,026.93	78,131.08	TBD	2,000,000	3.91
Total	138,951.63	12,945.45	126,006.18	60,000	2,000,000	6.30

The preliminary and detailed design portion of the work to be completed under this consultant engagement in 2017 will be \$47,875.10. The 2017 budget of \$60,000 will be adequate to fund this work. The remainder of the engagement value, \$70,837.20, for project management will be included as part of the overall construction budget proposed for the future as this portion of the work will not be completed until the project moves forward. Council, by virtue of approving this consultant engagement, is **not** committing the Town to spending the additional \$78,131.08 for construction management **nor** are they committing to the construction component on any of the proposed streets.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

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



# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Town Clerk Mary Jane Banks  
DATE : 7 September 2017  
RE : RFP #2017ADMIN-001  
Rothesay New Brunswick Website Development

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### RECOMMENDATION:

Council award RFP #2017ADMIN-001 Rothesay New Brunswick Website Development to Mumford Connect Web Design at a cost not to exceed \$12,000.00 (inclusive of HST) and including a 1 year Maintenance and Support Service.

### BACKGROUND

Council adopted the Rothesay Priorities in 2016 for the current Council term to identify strategic priorities for the Council term 2016-2020. A key priority identified is:

**To develop more effective communication channels with its citizens, neighbours and governments**

The Rothesay Strategic Plan includes a vision for our community that reflects a progressive, family-oriented community; honouring our past while embracing our future. Rothesay is committed to providing the community with open, clear, and timely communications as part of our strategic action.

The current website was designed in 2012 and requires a fresh look and enhanced effectiveness and functionality. The website has become outdated both in terms of design and functionality, in particular, it is not mobile-friendly.

As part of the 2017 budget process, Council approved the website re-design project and included \$20,000 in the budget.

On August 14, 2017 RFP #2017ADMIN-001 Rothesay New Brunswick Website Development was posted to the NB Opportunities Network and distributed via email to local web developers with the following schedule:

#### 5.1 TENTATIVE SCHEDULE

RFP Issued: August 14, 2017  
Intent to Submit: August 24, 2017 (by email MichaelKean@rothesay.ca)  
Responses Due: September 5, 2017 at 11:00 a.m. local time  
Recommendation to Council: September 11, 2017

Launch Date: January 1, 2018

# ROTHESAY

TO: Mayor and Council

FROM: Town Clerk Banks

RE: RFP #2017ADMIN-001

2017 September 11 Open Session FINAL\_154

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7 September 2017

August 24, 2017

12 Notices of Intent to Submit Received

September 5, 2017

10 RFPs received

3 RFPs did not meet submission requirements

A review committee comprised of the ICT Coordinator and Director of Administrative Services reviewed the 7 RFPs that met the submission requirements and ranked them according to the Evaluation Criteria indicated in the RFP, as indicated below:

CRITERIA	VALUE
Accessibility & Flexibility	15%
Navigation & Look and Feel	15%
Website & Graphic Design Experience	25%
Content Management System & Features	15%
Proposed Work Plan & Timelines of the Project	5%
Fee Structure	
• Website design	10%
• Ongoing support costs and service continuity	10%
• Options capability	5%
<b>TOTAL SCORE:</b>	<b>100%</b>

The submissions are ranked as follows:

1. Mumford Connect Web Design
2. Pulse Communications
3. The Pridham Group
4. Civic Live
5. PathFive
6. Quick Silk
7. GiantStep

Mumford Connect Web Design is the recommended option based on the Evaluation Criteria ranking. It should also be noted Mumford Connect is the lowest cost submission and the total cost is under budget by approximately \$8,000.00.

Mary Jane Banks

I concur with the  
recommendation