



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



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**1. APPROVAL OF AGENDA**

- 2. APPROVAL OF MINUTES**
- |                        |                  |
|------------------------|------------------|
| Regular Meeting        | 14 November 2017 |
| Public Meeting         | 20 November 2017 |
| Special Budget Meeting | 27 November 2017 |

➤ **Business Arising from Minutes**

**3. OPENING REMARKS OF COUNCIL**

**3.1 Declaration of Conflict of Interest**

**4. DELEGATIONS**

- 4.1 Saint John Theatre Company** Stephen Tobias  
26 October 2017 Letter from Stephen Tobias RE: Annual request for support with attachment (*previously forwarded to Finance Committee*)

**RECEIVE FOR INFORMATION**

**5. CORRESPONDENCE FOR ACTION**

- 5.1 15 November 2017 Letter from resident RE: Request for guardrails along Bradley Lake Road  
**Refer to staff**
- 5.2 29 November 2017 Memorandum from Counc. Shea RE: Maintenance and Occupancy Standards for Apartment Buildings

**Refer to staff**

**6. CORRESPONDENCE - FOR INFORMATION**

- 6.1 12 November 2017 Letter from KV Old Boys RE: Thank You – 2017 Country & Western Show
- 6.2 1 November 2017 Letter from the New Brunswick Medical Education Foundation (NBMEF) RE: Appointment of new NBMEF chair
- 6.3 24 November 2017 Letter from the New Brunswick Medical Education Foundation Inc. RE: 2018 Town of Rothesay Medical Education Scholarship with attachment (*previously forwarded to the Finance Committee*)
- 6.4 3 December 2017 Letter from resident RE: Building at East Riverside-Kingshurst Park

**7. REPORTS**

- 7.0 December 2017 Report from Closed Session**
- 7.1 27 September 2017 Kennebecasis Public Library (KPL) Annual General Meeting Minutes
- 18 October 2017 KPL Board Meeting Minutes
- October 2017 KPL Librarian's Report
- October 2017 KPL Building Maintenance Report
- 30 September 2017 KPL Comparative Income Statement

## ROTHESAY

Regular Council Meeting  
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- 7.2 25 October 2017 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)  
Meeting Minutes
- 31 October 2017 KRJBPC Statement of Operations
- 16 November 2017 KRJBPC Call Report
- 7.3 26 October 2017 Kennebecasis Valley Fire Department (KVFD) Inc. Board Meeting Minutes
- 31 August 2017 KVFD Statement of Operations
- 26 October 2017 KVFD Chief's Report
- 30 September 2017 KVFD Response Report
- 22 November 2017 KVFD Board Meeting Minutes
- 15 November 2017 Draft 2018 KVFD Operating Budget
- 15 November 2017 Draft 2018 KVFD Capital Budget
- November 2017 2017-2024 Fleet, Facilities and Equipment Replacement Schedule
- 31 October 2017 KVFD Statement of Operations
- 22 November 2017 KVFD Chief's Report
- 31 October 2017 KVFD Response Report
- 7.4 31 October 2017 Draft unaudited Rothesay General Fund Financial Statements
- 31 October 2017 Draft unaudited Rothesay Utility Fund Financial Statements
- 16 November 2017 Draft Finance Committee Minutes
- 23 November 2017 Draft Finance Committee Minutes
- 30 November 2017 Donation Summary
- 7.5 21 November 2017 Draft Parks and Recreation Committee Meeting Minutes
  - Additional signage at recreational fields
  - Geese Issue
- 7.6 22 November 2017 Draft Public Works and Infrastructure Committee Meeting Minutes
  - Goldie Court/Brock Court Drainage (see item 8.2)
- 7.7 22 November 2017 Draft Heritage Preservation Review Board Meeting Minutes
- 7.8 4 December 2017 Draft Planning Advisory Committee Meeting Minutes
  - 36 Unit Apartment Building on Millennium Drive
    - Development Agreement
    - Cash in Lieu of Land for Public Purposes (LPP)
- 7.9 November 2017 Monthly Building Permit Report
- 7.10 6 December 2017 Capital Projects Summary
- 7.11 22 November 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*

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### **8.2 Brock Court/Goldie Court Drainage**

5 December 2017 Report prepared by DO McLean

## **9. NEW BUSINESS**

### **FINANCE AND ADMINISTRATION**

#### **9.1 2018 Rothesay Budget**

##### **9.1.1 General Fund**

6 December 2017 Memorandum from Treasurer MacDonald RE: Motions  
2018 General Fund Master Budget

##### **9.1.2 Donation Request Motions**

6 December 2017 Memorandum from Treasurer MacDonald

##### **9.1.3 Utility Fund**

4 December 2017 Memorandum from Treasurer MacDonald RE: Motions  
2018 Utility Fund Operating Budget  
2018 Utility Fund Capital Budget

##### **9.1.4 Reserve Motions**

11 December 2017 Memorandum from Treasurer MacDonald RE: General Fund  
11 December 2017 Memorandum from Treasurer MacDonald RE: Utility Fund

#### **9.2 Insurance Coverage**

15 November 2017 Memorandum from Treasurer MacDonald

#### **9.3 FCM Asset Management Grant Application**

11 December 2017 Memorandum from Treasurer MacDonald

#### **9.4 Committee Appointments**

23 November 2017 Memorandum from the Nominating Committee

#### **9.5 Union of Municipalities of New Brunswick (UMNB)**

7 December 2017 Memorandum from Town Manager Jarvie

## **OPERATIONS**

#### **9.6 Safety Services**

5 December 2017 Report prepared by DO McLean

#### **9.7 Emergency Sewer Repairs**

5 December 2017 Report prepared by DO McLean

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### **9.8 Fleet Vehicle Replacement**

6 December 2017      Report prepared by DO McLean

## **RECREATION**

### **9.9 Rothesay Arena – Assessment**

7 December 2017      Memorandum from Town Clerk Banks

16 November 2017      Draft Rothesay Arena Assessment report prepared by **wsp**

## **10. NEXT MEETING**

**Regular meeting**

Monday, January 8, 2017

**Public Hearing – Bridlewood Estates**

**TBD**

➤ 6 December 2017      Memorandum from Town Clerk Banks

**RECEIVE FOR INFORMATION**

## **11. ADJOURNMENT**



October 26, 2017

To: The Mayor and Council: the Town of Rothesay

From: The Saint John Theatre Company Inc.

Re: Annual request for support

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

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

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

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

2017 December Open Session FINAL\_029

# SAINT JOHN THEATRE COMPANY

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

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

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

2017 December 1 Open Session FINAL\_030

# SAINT JOHN THEATRE COMPANY

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

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

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

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

Regards

Stephen Tobias  
Executive Director  
The Saint John Theatre Company Inc.

CC: SJTC Board



SAINT  JOHN  
THEATRE COMPANY

## SJTC EDUCATION OUTREACH

*Sharing the arts with the next generation of theatre lovers*



/saintjohntheatrecompany



@sjtheatre

[www.saintjohntheatrecompany.com](http://www.saintjohntheatrecompany.com)

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

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

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

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

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

## The Glass Menagerie



BY **TENNESSEE WILLIAMS**

DIRECTED BY **DEAN TURNER**

PART OF THE SJTC THEATRE ON THE ROAD TOURING PROGRAM

**OCTOBER, 2017**

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

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

### STUDENT OUTREACH INITIATIVES:

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

Post-Show discussions with cast and crew.

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

### TOURING SCHEDULE:

Saint John: The BMO Studio Theatre:

Public performance: October 17-21

Student performance: October 18 and 20.

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

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

Riverview Arts Centre, "Royal Theatre"

Public performance: October 28

Student performance: October 30



# Shakespeare is Love.

THE PLAY

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

**MARCH 21-24, 2018**  
IMPERIAL THEATRE

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

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

## STUDENT OUTREACH INITIATIVES:

Student pre-show event for local high school students.

Deeply discounted student rate to preview evening performance.

Post-Show discussions with cast and crew.

Student discount rates to public performances.



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

**APRIL, 2017**  
TOURING TO SCHOOLS THROUGHOUT  
SOUTHERN NEW BRUNSWICK

A comedy about depression.

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

## STUDENT OUTREACH INITIATIVES:

Free performances delivered to schools throughout the Province.

Post-show discussions with cast and crew.

Post-show collateral for students.

# CLASSICS FOR THE CLASSROOM

2017 December 11 Open Session FINAL 2034

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

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

## THEATRE ON THE ROAD

Bringing dramatic and educational experiences to our students.

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

## POST-SECONDARY LEARNING

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

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

- UNBSJ Class participant

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

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

# FUNDY READS

A book club for the entire community.

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

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

## OUR SUPPORTERS

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

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

[REDACTED]  
Quispamsis Middle School  
189 Pettingill Road  
[REDACTED]



Dr. Nancy Grant  
Rothesay Town Hall, Rothesay, NB  
70 Hampton Road E2E5L5  
[\(506\) 848 6600](tel:5068486600)

Dear Mayor (Dr) Nancy Grant, Recently due the divorce of my parents my mother,( as well as my aunt, her spouse and her children) have moved to a beautiful house on Bradley Lake. Moreover, as much as I love my new home in the wonderful town of Rothesay there is a large concern for me. I have taken residence on Watercrest Road and the way here, my family and I must drive through Bradley Lake Road.

This would be fine if there was more protection on Bradley Lake Road and what I mean by this is, on said road there is a risk of ending up in a lake if you swerve in either direction. As an example for what I mean is if some sort of animal, a deer for this example attempts to cross the road and a driver swerves to avoid collision the only thing that there is to protect them is a thin layer of trees. I doubt many of these trees could hold a multi-thousand pound vehicle for very long if they were able to hold it at all.

I am sending you this letter to attempt to at least inform you of the risk on Bradley Lake Road, because I am asking you to put guardrails on said road to ensure the safety of my neighbors and your citizens.

A reply is not necessary, but your consideration is the most important factor in making Rothesay a better and safer place!

-A concerned student

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[REDACTED]





*From the desk of*

**Don Shea, Councillor**

Town of Rothesay

DonShea@rothesay.ca

Tel: 506-847-5895

Cell: 506-640-1886

To: Council, Town of Rothesay  
From: Don Shea, Councillor  
Re: Apartment Buildings  
Date: November 29, 2017

Over the course of the last few years I have visited nearly every apartment building in Rothesay. While most buildings appear to be in relatively good condition, others are showing signs of major deterioration .

Few would argue with the premise that all residents have a right to live in housing that is safe, healthy and promotes well-being – residents living in apartments are no exception. How then do we ensure apartment buildings continue to meet minimal standards?

Rothesay requires a mechanism that ensures all apartments meet basic property standards. Residents shouldn't have to grow up in units characterized by such things as:

- ... poor landscaping,
- ... difficulty getting repairs done,
- ... lack of heat,
- ... electrical problems,
- ... lack of lighting,
- ... fear of making complaints,
- ... mold,
- ... lack of snow removal,
- ... garbage spewed about and not in containers,
- ... lack of security,
- ... fences falling over,

- ... windows that are thermally inefficient,
- ... leaks,
- ... lack of smoke detectors,
- ... stairs without handrails,
- ... laundry facilities not working,
- ... lack of accessibility,
- ... inadequate parking

to name a few.

While many apartment buildings are not in need of repair, others are showing their age and, in my opinion, are in need of renovations.

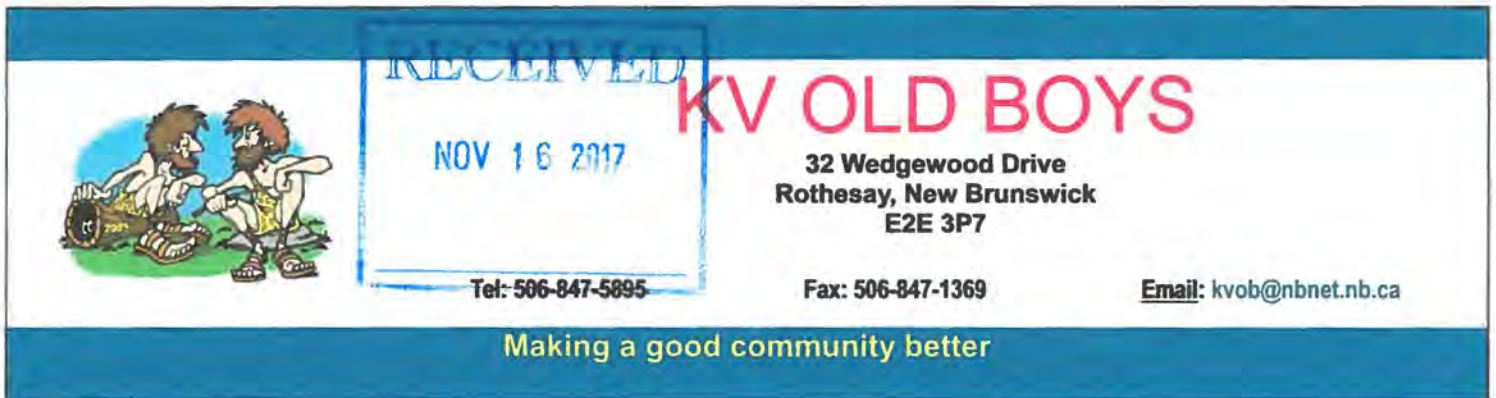
Given the foregoing, I would like to propose the following:

	<b>MOVED (Shea/ ____ ) staff identify “best practices” relating to by-laws prescribing minimal standards for the maintenance and occupancy of apartment buildings.</b>	
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Some areas that have established minimal standards bylaws include (but not limited to): [Antigonish](#), NS; [Halifax](#), NS; [Saint John](#), NB; [Alberta](#); [Oshawa](#), Ontario; [Region of Peel](#), Ontario; [St. Catherines](#), Ontario; [City of Niagara Falls](#), Ontario; etc.

Regards,

Don Shea, Councillor



November 12, 2017

**Mayor and Council, Town of Rothesay**

Attention: Mary Jane Banks

On behalf of the **KV OLD BOYS**, we would like to express our sincerest appreciation to **Mayor and Council, Town of Rothesay** for sponsoring the 2017 Country & Western Show held on November 4th at the Kennebecasis Valley High School.

This event would not have been a success without the generous funding provided by our sponsors. Your support helps us to assist those within the community who, for whatever the reason, find themselves in need.

Planning for our next **Country & Western Show** has begun and we hope that in 2018 we can count on your contribution. The 2018 Country and Western Show is tentatively scheduled for November 3, 2018 at the Kennebecasis Valley High School.

In all, the **2017 Country & Western Show** was a sellout for the fifth year in a row and raised over \$8000 for community support initiatives.

Once again, we say thank you and look forward to your continued support.

Sincerely,

Brian Flewwelling  
Chairman  
KV Old Boys Country & Western Evening



**Directors of the New  
Brunswick Medical  
Education Foundation  
Inc.**

David Marr, MD, Chair

November 1, 2017

Catherine Becker, MD

Jason Downey

Nathalie Godbout, LLB, Q.C

Allison Kennedy, MD

James O'Brien, MD

Ron Outerbridge, CA

Donald Craig, MD, Past Chair

Mayor Nancy Grant & Council  
70 Hampton Road  
Rothesay, N.B. E2E 5L5

Dear Mayor Grant and Councilors:

I am pleased to announce the appointment of Dr. David R. Marr as the new Chair of the New Brunswick Medical Education Foundation Inc.

Dr. Marr has been a member of the Board of Directors since the inception of the New Brunswick Medical Education Foundation Inc. and has been an integral part of our Foundation's evolution.

On behalf of myself and the Directors of the New Brunswick Medical Education Foundation Inc., I want to welcome Dr. Marr as the new Chair and wish him every success as we continue to be the leading organization in New Brunswick committed to excellence in medical education, physician recruitment and retention.

Sincerely,

Dr. Donald Craig, Past Chair  
New Brunswick Medical Education Foundation Inc.  
Encl

J. Michael Murphy  
Executive Director  
[michael.murphy@nbmeded.ca](mailto:michael.murphy@nbmeded.ca)  
Phone: (506) 607-8453

Mary Jane Ryan  
Administrative Assistant  
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Fax: (506) 648-7324

CRA No. 810513523RR0001







Dr. David R. Marr  
Chair  
New Brunswick Medical Education Foundation



At the September 28, 2017 Board of Directors Meeting of the New Brunswick Medical Education Foundation, Dr. Donald Craig, now Past Chair, announced the appointment of a new chair, Dr. David R. Marr. One of Dr. Marr's chief duties will be to oversee the management of The NB Medical Education Foundation which has gifted approximately \$1.5 million since its inception in 2010 to medical education students studying medicine at an accredited medical school who agree to return to New Brunswick to practice medicine.

Dr. Marr is a well-known Cardiologist in Saint John who was instrumental in the establishment of the N.B. Heart Centre in 1991. As well as being a former Chief of Internal Medicine, he is currently the Medical Director for Horizon Health Network, Saint John Area. Dr. Marr has been a strong advocate for physician recruitment and retention as evidenced by his affiliation with the scholarship program since 2010. He recognizes the importance of having a strong physician base to draw from as our existing physicians show signs of retiring or relocating out of the Province.

The Directors of the NB Medical Education Foundation are pleased to welcome Dr. Marr to our organization as we continue to be the leading organization in New Brunswick committed to excellence in medical education, physician recruitment and retention.

Oct. 2017



2017December11OpenSessionFINAL\_041





The New Brunswick Medical  
Education Foundation Inc.  
La Fondation d'éducation médicale  
du Nouveau-Brunswick Inc.

2017December11OpenSessionFINAL\_042

Directors of the New  
Brunswick Medical  
Education Foundation  
Inc.

David Marr, MD, Chair

Catherine Becker, MD

Carol Chapman

Jason Downey

Nathalie Godbout, LLB, Q.C

Allison Kennedy, MD

Ruth Lyons

James O'Brien, MD

Ron Outerbridge, C.A

Lyne St. Pierre-Ellis

Donald Craig, MD, Past Chair

J. Michael Murphy  
Executive Director  
[michael.murphy@nbmeded.ca](mailto:michael.murphy@nbmeded.ca)  
Phone: (506) 607-8453

Mary Jane Ryan  
Administrative Assistant  
[maryjane.ryan@nbmeded.ca](mailto:maryjane.ryan@nbmeded.ca)

Phone: (506) 648-7073  
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New Brunswick Medical  
Education Foundation Inc.  
PO Box 22061  
Saint John, NB  
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Phone: (506) 648-7073  
Fax: (506) 648-7324

CRA No. 810513523RR0001

November 24, 2017

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



Dear Mayor Grant & Council:

On behalf of the Directors of the New Brunswick Medical Education Foundation, I want to thank you for your continuing support of medical education in New Brunswick.

At this time, we are preparing to advertise for the applications for the **Town of Rothesay Medical Education Scholarship** for the 2018 academic year. Your scholarship will be awarded by the Grants Committee in June of 2018 and we will have our celebration of these successful young New Brunswick students on August 23, 2018 at the Imperial Theatre.

The Grants Committee has indicated to me that it is time for the Town of Rothesay to consider renewal of your commitment. Your previous commitment is an annual amount of \$5,000. We have enclosed an invoice in that amount.

We are deeply grateful for your continuing support as we strive to provide access to health care for all New Brunswick residents through the successful recruitment and retention of our best and brightest New Brunswick medical students.

Sincerely,

Dr. David R. Marr, Chair  
New Brunswick Medical Education Foundation Inc.  
cc: Mr. Doug MacDonald, Treasurer, Town of Rothesay  
Ms. Mary Jane Banks, Town Clerk, Town of Rothesay  
Encl



Mayor Nancy Grant and Town Council of Rothesay,

Thank you very much for selecting me as the recipient of the Town of Rothesay Scholarship. I am 22 years old and graduated from Dalhousie University with a Bachelor of Science in Biology in June of 2016. This past year I have worked at a local daycare, as a one on one aid to a boy with autism. This was a tremendous experience from which I learned so much. In April, I received my acceptance letter to Dalhousie Medical School here in Saint John. I am excited to begin a new chapter in my life.

I am very grateful for the financial support which you have given me as I begin my journey in becoming a physician. Being a full time student is stressful enough, let alone attempting to pay for that education as well. Your financial support allows me to focus more on my studies and it lessens the debt load that inevitably comes with education.

There is a shortage of physicians in the province, and I am very excited and honoured to be working towards helping our province in that regard. After graduating from medical school, I would love to set up practice in New Brunswick. We have a fantastic province with extraordinary people, and I look forward to graduating, and joining the working force of our wonderful province.

Rothesay has been my home for many years, and it means a great deal to me that my home town would support my education. Once again, I would like to say a heartfelt thank you to all of the members of the Rothesay Town Council, and to Mayor Nancy Grant. Your support is appreciated more than you can imagine.

Ben McMullin



[REDACTED]  
Rothesay, NB  
[REDACTED]

December 3, 2017

Mayor Grant and Members of Rothesay Council

70 Hampton Road, Rothesay

NB, E2E 5L5

Dear Mayor Grant & Members of Rothesay Council

Re: Building at East Riverside Park

Having expressed skepticism last June at the building of the "block house " by the East Riverside Park, I want to compliment Council and staff on the appearance of the final product. Given that a pump house is required in any case, I see the final product as being a good fit-especially as it provides a washroom for park goers and walkers.

[REDACTED]

**Annual Meeting Agenda**  
**Kennebecasis Public Library Board**  
**Wednesday, September 27, 6:00 p.m.**

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Nominating Committee Report
- 4.) Elections/Appointments
- 5.) Nomination of Auditor(s)
- 6.) Adjournment

The annual meeting of the Board of Trustees, Kennebecasis Public Library was held on October 19, 2016 at 7:45pm at the Library.

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

**Regrets:** Councilor L. Loughery

**Call to Order:** Mr. Steeves called the meeting to order at 7:45PM

### **Disposition of Minutes**

It was moved by Ms. Hennessey to approve the minutes of the October 14, 2015 annual meeting. Mrs. Miller seconded, and the motion carried.

### **Disposition of Agenda**

It was moved by Ms. Hennessey to approve the meeting agenda. Mrs. Miller seconded, and the motion carried.

### **Nominating Committee Report**

Mr. Shea shared his Nominating Committee report. Discussion ensued.

### **Elections/Appointments**

Mr. Shea, as nominating committee, presented a motion for Mr. Steeves to retain Chair. Mr. Shea asked three times for nominations from the floor for Chairperson.

Mr. Shea moved to elect these officers: Mrs. Miller as Vice Chair; and Mr. Winchester Treasurer. Mr. Steeves asked three times for any further nominations.

Mr. Shea moved to accept the nominations of the aforementioned executive as presented. Ms. Hennessey seconded, and the motion carried.

### **Nomination of Auditors**

Mr. Winchester moved to retain the services of Teed, Saunders, Doyle & Co. pending receipt of an agreeable quote for financial services. Mr. Shea seconded, and the motion carried.

**Adjournment:** As there was no other business, Mrs. Miller moved that the meeting be adjourned at 7:50P.M.

Respectfully submitted,

Tiffany Bartlett  
Library Director and Secretary to the Board

A meeting of the Board of Trustees, Kennebecasis Public Library was held on October 18, 2017 at 6:00pm at the Library.

**In Attendance:** Mr. K Winchester, Chair; Ms. D. Hennessey; Mrs. J. Miller, Vice-Chair; Mrs. A. Watling, Treasurer; Councilor Mr. D. Shea; Councilor Mr. P. Rioux; Ms. L. Corscadden; Mr. Brian Steeves, Head of Fundy Library Region

**Regrets:** Mrs. L. Hansen, Mr. D. Steeves

**Absences:** N/A

**Call to Order:** Mrs. J. Miller called the meeting to order at 6:01pm.

### **Disposition of Minutes**

It was moved by Ms. Hennessey to approve the minutes of the September 27<sup>th</sup> regular meeting, Mr. Shea seconded, and the motion carried.

### **Approval of Agenda**

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

### **Communications**

No new communications were reported.

### **Business Arising**

Ms. Corscadden addressed the ongoing discussion with Ernie's Landscaping in relation to damage that was caused to an A/C pipe while they were completing landscaping work. Discussion ensued. Ms. Hennessey advised that we consult with Mr. Phil Shedd, and that perhaps Phil would be able to send out another letter to Ernie's. Ms. Watling advised that all correspondence that Mr. Shedd has had with Ernie's regarding this issue should be gathered. Discussion ensued. Ms. Hennessey suggested that Laura send a message to Ernie's, and to consult the library's insurance company, Higgins Insurance. Discussion ensued.

Ms. Corscadden related that she would draft a letter to Ernie's Landscaping asking them to address the damage caused to the A/C unit, and have the board executive approve it before sending it to Ernie's. Ms. Corscadden also related that she would consult Higgins Insurance on the matter.



## **Report of the Librarian** 2017December11OpenSessionFINAL\_049

Ms. Corscadden presented the Librarian's Report. Discussion ensued. Ms. Corscadden outlined plans for new programs at the library.

Ms. Corscadden also related to the board that she has begun paper work to have Mrs. Watling added as a signing authority for the library.

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

### **Financial Statement**

Mrs. Watling presented the Financial Statement for the periods ending September 30<sup>th</sup>, 2017. Discussion ensued. Ms. Corscadden has been working on year-end projections which indicate a surplus.

Ms. Corscadden outlined various projects that will address the surplus. These include repairs to the HVAC humidifier, as well as updates to the security camera system. Discussion ensued.

Mr. Shea moved to approve the Financial Statement for the period ending September 30, 2017. Mr. Rioux seconded, and the motion carried.

### **Facilities Management**

Ms. Hennessey orally presented the September Facility Manager Report on behalf of Mr. Shedd. Discussion ensued. Ms. Hennessey discussed humidifier repairs that will need to be completed at the library. Ms. Hennessey also discussed the annual water testing that Mr. Shedd completed at the library. Discussion ensued. Ms. Hennessey described how Phil had to have the water re-tested when the first test came back with a negative result. While the water was still deemed drinkable, the public were given bottled water to drink at the library while Phil had the water re-tested. Phil discovered what the well cap needed to be replaced, and also shocked the well. The subsequent water test came back clear and safe.

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

### **Marketing Advisory Committee**

Mrs. Waitling said there was no new updates. She is still working on the project related to profiles of the library board members. Ms. Corscadden is working on various projects related to public relations, which will be outlined at the next board meeting.

Mr. Shea moved to approve the Marketing Advisory Committee report as presented. Ms. Hennessey seconded, and the motion carried.

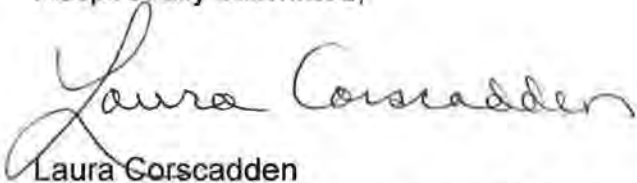
Mr. Rioux discussed a possible library fundraising event to take place in February. Discussion ensued. Mr. Rioux expressed how February would be a good time of year to have the event, and the library would be able to raise funds for library programming. It would also be a time to recognize the work of Ms. Tiffany Bartlett, and Mr. Daryl Steeves. Discussion ensued. Mr. Rioux advised that working group for the event could be formed, and that as there is no board meeting in December, more concrete plans could be made at the November meeting.

Mrs. J. Miller thanked Mr. Brain Steeves for attending the meeting. Mr. Steeves updated the board on various projects and initiatives taking place in the Fundy Library region. Mr. Steeves discussed a large meeting of the region's library directors and managers taking place next week. These meetings are in line with New Brunswick Public Library Service's strategic plan, as a part of on-going staff training. Mr. Steeves also mentioned the upcoming Forum meeting at the end of November.

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

**Next Meeting:** The next meeting is scheduled for November 15, 2017 at 6:00pm at the Library.

Respectfully submitted,



Laura Gorscadden

Library Director and Secretary to the Board



## Librarian's Report October 2017

### Staffing and Volunteers

Processes have begun to update signing officers for the Library since the AGM.

Ms. Corscadden has enrolled in two courses to aid in her professional development as she settles into her new role as library director. One course will take place in November, the other in December.

Our Volunteer program has started for the year, with 15 new teen volunteers helping and being mentored in the library.

### Programs

Programs offered this month included:

- Scrabble Club, Mondays at 2pm
- Board Game Cafe, Tuesdays at 4pm
- Preschool Storytime, Wednesdays at 10:30am
- Wednesday Welcome Coffee Hour, Wednesdays at 10:30am
- Wednesday Painter's Circle, Wednesdays at 10:00am
- Daycare Afternoon, Thursdays at 2:00pm
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytime, Fridays at 10:30am
- Volunteers, Saturdays at 10am
- Builder's Club, Saturdays at 2:30
- New Book Club, Thursday the 19<sup>th</sup> at 11am (offered 3<sup>rd</sup> Thursday of every month)
- Halloween Crafternoon, Friday the 20<sup>th</sup> at 2:30pm
- Halloween Movie Matinee, Wednesday the 25<sup>th</sup> at 2:30pm
- Fall Puppet Show, Friday the 27<sup>th</sup> at 10:30am

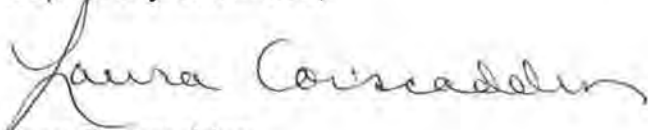
Ms. Corscadden is working on developing additional STEAM and afterschool programming to begin in the month of November.



## Collections and Spaces

- A textile exhibit by the Kennebecasis Quilting Guild is on display throughout the months of September and October.
- Ground work has been laid for the new debit machine to be installed.
- Members from our Painter's Circle Program will be displaying their artwork in the library for the months of November and December.

Respectfully Submitted,

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

Laura Corscadden,

Library Director and Secretary to the Board

## Building Maintenance Report October 2017

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

We have been in contact with Ernie's Landscaping regarding the repair to the heat pumps. They have asked for a copy of the bill to be considered in splitting the cost of the repair. The copy has been sent and I await a reply. I have not heard back from Ernie's

The humidity systems are being checked and repaired where required for the upcoming periods of dry air during the winter season. I was incorrect on this as they were checked but not repaired. The units need the operation bottles replaced in each unit. The bottle's function is to turn the water in to vapour and the result is that hard water deposits build up in the unit and need to be replaced. I confirmed this with the manufacture of the units on their web site. The cost to replace the bottles and do other small repairs is \$2143.50. The work to be done by C&E .

The water is tested twice a year spring and fall. This fall test failed as it showed a Total Coliforms count of 4. (The Province standard is 0 ) When the positive result was known all drinking taps were shut off or posted. Do not use. Bottle water was made available for people if needed. The following action was taken as required by the Province Dept of Health

- 1 Retest- Test came back positive with a number of 3
- 2 Disinfect the well by adding bleach. Allow the bleach to work its way through the system by the flowing of water by flushing toilets and running taps.
- 3 Retest water (after bleach is gone.)
- 4 Retest came back negative with no Total Coliforms.
- 5 Do not use signs were removed.

How the coliform get into the system is not known but is assumed that it is through the well. I noticed that the well cap was damaged when I went to add the bleach to the well. I am having the well cap replaced.

The video camera system we have has a camera that does not function. When asked to repair the camera, I was told that the operating system for a new camera is not compatible with our existing system. Now all new Cameras operate on a newer O/S and replacement cameras for our system are not available. I have asked for a price to upgrade the whole system. Although the system we have is not old it was at the end of the older O/S when installed and now only the newer O/S is available. The price quoted is \$3925.00 by Quality Sound and Alarm. This is a complete replacement. Consideration should be given to upgrade the system as any other camera failures cannot be repaired. We also cannot expand the existing system if we needed to.

Yours

Philip Shedd CET

Kennebecasis Public Library Inc.	2017December11OpenSessionFINAL_055					
Comparative Income Statement (DRAFT)	OPERATING FUND					
Period ending September 30, 2017	a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>
<b>REVENUE</b>						
Library service - Rothesay		64,780	64,780	0	86,373	(21,593)
Library service - Quispamsis		96,984	96,984	0	129,312	(32,328)
Room Rentals, Printer and copies		3,145	2,925	220	3,899	(754)
Donations	470	0	0			0
Miscellaneous Income		315	0	315	0	315
Previous Year's Surplus		738	738	0	984	(246)
<b>TOTAL REVENUE</b>	<b>470</b>	<b>165,962</b>	<b>165,427</b>	<b>535</b>	<b>220,568</b>	<b>(54,606)</b>
<b>EXPENSE</b>						
<u>Operations Expenditures</u>						
Other Expenditures - Restricted Fund	204					0
Books, restricted fund	861					0
Books and Materials - OPERATING		34	0	(34)	0	(34)
Small Equipment and Furniture		2,139	6,199	4,060	8,265	6,126
Total Capital Expenditures	1,065	2,173	6,199	4,026	8,265	6,092
<u>Wages</u>						
Total Wages & Casual Labour		18,575	17,495	(1,080)	22,550	3,975
<u>General &amp; Administration Expenses</u>						
Building Maintenance		41,709	52,979	11,269	70,638	28,929
Grounds Maintenance		13,537	14,447	910	20,000	6,463
Office		7,230	6,823	(407)	9,100	1,870
Utilities		39,328	39,203	(125)	52,703	13,375
Accounting, audit and legal		8,003	8,600	597	10,660	2,657
Professional Development		160	1,500	1,340	2,000	1,840
Insurance		5,413	5,413	(0)	7,217	1,804
Public Relations		461	2,250	1,789	3,000	2,539
Communications		4,412	6,551	2,139	8,735	4,323
Miscellaneous Expense		467	1,450	983	2,700	2,233
Program Exp		1,600	2,250	650	3,000	1,400
Total General & Admin Expenses		122,321	141,466	19,145	189,753	67,432
<b>TOTAL EXPENSE</b>	<b>1,065</b>	<b>143,069</b>	<b>165,159</b>	<b>22,090</b>	<b>220,568</b>	<b>77,499</b>
<b>NET INCOME (Deficit)</b>	<b>\$ (594)</b>	<b>\$ 22,893</b>	<b>268</b>	<b>22,625</b>	<b>0</b>	<b>22,893</b>



Dr. Matt Alexander  
Chairperson

2017 December 11 Open Session FINAL\_056  
**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS**

**ADDRESS ALL CORRESPONDENCE TO:**

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

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

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**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS  
MEETING HELD AT  
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING  
126 MILLENNIUM DRIVE  
QUISPAMIS, NEW BRUNSWICK  
ON WEDNESDAY, OCTOBER 25, 2017  
AT 3:10 P.M.**

**REGULAR MEETING**

**PRESENT:**

**Matt Alexander, Chair (Rothesay)  
Libby O'Hara, Vice-Chair (Quispamsis)  
Richard MacPhee, (Rothesay)  
Peter Bourque (Rothesay)  
Emil Olsen (Quispamsis)  
Tiffany Mackay French (Rothesay)  
Danny Dobson (Quispamsis)  
Bob McLaughlin (Quispamsis)  
Deputy Chief Jeff Giggey  
Cherie Madill – Secretary Treasurer of the Board  
Debi Stewart – Secretary**

The Chairman brought the Regular Meeting to Order and requested an approval of the Agenda for October 25, 2017. **MOVED Emil Olsen and Seconded by Libby O'Hara. MOTION CARRIED.**

**Kennebecasis Regional Joint  
Board of Police Commissioners  
October 25, 2017  
Page 2**

**REGULAR MEETING**

A Motion was requested by the Chair for the Approval of the Minutes of the Regular Meeting of September 27, 2017. **MOVED by Libby O'Hara and Seconded by Danny Dobson. MOTION CARRIED.**

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

The Chair introduced Mr. Todd Stephen from OwenMcFayden. Mr. Stephen had been appointed the Board's Agent of Record and was given the task to research to see what was available to the Board in relation to providing an enhanced life insurance non-evidence amount of life insurance coverage and an increased ceiling to ensure that the Board meets the requirements of the Collective Agreement. He explained that at present there is a group policy which provides for a portion of the life insurance coverage and a second stand-alone policy on each officer which is owned by the Board and the individual. Each time there is a salary increase, either through the Collective Agreement or Promotion there is paperwork which must be completed for the second policy to ensure that the member is covered for 5 x life and any overage of the second policy vests in the Board. He was enduring to locate a policy which would cover all of this. He indeed did find such a policy wherein all members would be grandfathered and the non-evidence amount would be increased and the maximum coverage would allow for all of the bump up in salaries. This would also provide for a substantial cost savings to the Board. **MOVED BY Danny Dobson and Seconded by Peter Bourque to change our life and Ltd provider from Sun Life to RWAM. MOTION CARRIED.**

Mr. Stephen explained that he would provide Mrs. Stewart with documentation for the members to complete in this regard.

In respect to the Health and Dental it was **MOVED by Richard MacPhee and SECONDED by Bob McLaughlin to remain with our present carrier, Managed Health Care Services Inc. and to review this coverage and costs associated with same each year. MOTION CARRIED.**

**Kennebecasis Regional Joint  
Board of Police Commissioners  
October 25, 2017  
Page 3**

**REGULAR MEETING**

**SECRETARY-TREASURER'S REPORT**

Ms. Madill reviewed the Financial Statement for the period ending September 30, 2017. At present there is a surplus of \$354,000. She also reviewed the TD Waterhouse in relation to the SickPay/Retirement Investments. Moved by Libby O'Hara and Seconded by Bob McLaughlin to accept the Secretary-Treasurers Report as circulated. MOTION CARRIED.

**CHIEF'S REPORT**

Deputy Chief Giggey provided an overview of the Statistics attached to the Board Packages as well as the Major Crime Report and Public Relations report.

**COMMITTEE REPORTS**

Building and Grounds - The Board was advised that the Janitorial Services Contract is up for renewal at the end of the year.

Insurance – Mr. Bourque advised he will be meeting with our Broker in relation to next year's insurance quote.

Finance – The Chief along with Ms. Madill will be making a presentation to the Joint Finance Committee on Monday.

Transportation – Mr. Dobson left the Meeting. Ratification of e-mail poll. Moved by Libby O'Hara and Seconded by Peter Bourque. Motion Carried.

Communications – Nothing to report.

Policy Committee – Nothing to report.

Regional Service Commission – Nothing to report.

Sick Pay/Retirement Ad Hoc Committee – Nothing to report.

Matt Alexander made a presentation to Danny Dobson as this was his last meeting. He thanked him for all of his years of service and dedication to the Board and to the Force and Communities. Mr. Dobson read a brief overview of his tenure on the Board. It was

**Kennebecasis Regional Joint  
Board of Police Commissioners  
October 25, 2017  
Page 4**

**REGULAR MEETING**

suggested that this form part of the Minutes but Mr. Dobson advised he would consider this.

MOVED BY Danny Dobson to adjourn. MOTION CARRIED.



**CHAIRPERSON**



**SECRETARY**



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

	<u>2017</u>	<u>2016</u>
<b>-----Financial assets-----</b>		
Cash - General	606,955	750,096
Sick Pay/ Retirement Investments	805,369	799,184
Accounts Receivable	15,060	49,779
Sales tax recoverable	21,647	22,858
	<u>1,449,031</u>	<u>1,621,917</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	332,633	385,610
Vested sick leave/retirement accrual	722,588	792,497
Sick leave replacement	13,299	13,299
Accrued pension benefit liability	749,100	915,100
Debenture payable	<u>1,210,000</u>	<u>1,338,000</u>
	<u>3,027,619</u>	<u>3,444,506</u>
<b>NET ASSETS (DEBT)</b>	<u>-1,578,588</u>	<u>-1,822,589</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,776,370	3,594,248
Accumulated amortization	<u>-1,426,406</u>	<u>-1,287,060</u>
	2,349,963	2,307,188
Unamortized Debenture costs	9,139	10,311
Prepaid expenses	<u>135,617</u>	<u>85,652</u>
	<u>2,494,719</u>	<u>2,403,151</u>
<b>ACCUMULATED SURPLUS</b>	<u>916,131</u>	<u>580,562</u>
 Assets	 3,943,750	 4,025,068
Liabilities	3,943,750	4,025,068

2017 December 11 Open Session FINAL 061  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**October 31, 2017**

	<u>2017</u>			<u>2016</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance		Balance	
	beginning of year	Additions	Disposals	end of year
<b><i>Millennium Drive</i></b>				
Land	194,248			194,248
Building - Roof	42,677			42,677
Mechanical	250,628			250,628
Electrical	330,543			330,543
Other	520,640			520,640
Structure	1,106,997			1,106,997
	2,251,484	0		2,251,484
Accumulated amortization	-756,117			-690,096
Net book value of Building	1,495,367	0	0	1,561,389
Paving	52,600			52,600
Accumulated amortization	-30,245			-27,615
Net book value of paving	22,355	0	0	24,985
Landscaping	3,268			3,268
Accumulated amortization	-3,268			-3,268
Net book value of landscaping	0	0	0	0
<b><i>Furnishings</i></b>	198,387			177,330
Accumulated amortization	-102,491			-93,098
Net book value of furnishings	95,896	0	0	84,232
<b><i>Machinery &amp; equipment</i></b>	88,300			61,696
Accumulated amortization	-49,781			-46,684
Net book value of equipment	38,519	0	0	15,011
<b><i>Information technology equipment</i></b>	340,913			278,729
Accumulated amortization	-167,998			-119,484
Net book value of IT equipment	172,915	0	0	159,245
<b><i>Vehicles</i></b>	647,169			574,893
Accumulated amortization	-316,506			-306,814
Net book value of vehicles	330,663	0	0	268,079
<b>Total Tangible Capital assets</b>	3,776,370	0	0	3,594,248
<b>Total Accumulated amortization</b>	-1,426,406	0	0	-1,287,060
<b>Net Book Value</b>	2,349,963	0	0	2,307,188

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**TEN MONTHS ENDING OCTOBER 31, 2017**

Page 3

----- TEN MONTHS -----
 --ACTUAL-- PRIOR YR -----BUDGET-----  
 -----

**REVENUE:**

Fees	47,280	-5%	\$85,276	\$50,000	\$60,000
Taxi & Traffic Bylaw	4,504	8%	7,500	4,167	5,000
Interest income	4,996	20%	4,531	4,167	5,000
Retirement investment income	18,217	15%	22,811	15,833	19,000
Retirement gains/-losses	-1,835				
Secondments	182,973	-25%	308,875	245,000	294,000
	<u>256,136</u>	-20%	<u>428,993</u>	<u>319,167</u>	<u>383,000</u>

**EXPENDITURE:****CRIME CONTROL**

Salaries	2,684,011	-7%	\$2,788,939	2,880,278	\$3,456,334
Benefits	502,251	-13%	518,939	576,056	691,267
Training	22,390	-34%	19,203	33,750	40,500
Equipment	9,931	-40%	3,705	16,667	20,000
Equip repairs & IT support	2,015	-40%	3,509	3,333	4,000
Communications	45,167	-34%	48,807	68,500	82,200
Office function	10,726	-20%	11,134	13,333	16,000
Leasing	12,000	17%	9,461	10,250	12,300
Policing-general	22,515	-17%	24,931	27,083	32,500
Insurance	11,463	18%	9,406	9,699	11,639
Uniforms	42,804	43%	36,927	30,000	36,000
Prevention/p.r.	7,689	32%	6,312	5,833	7,000
Investigations	32,249	33%	28,002	24,167	29,000
Detention	21,750	0%	21,550	21,750	26,100
Taxi & Traffic Bylaw	709	70%	780	417	500
Auxillary		-100%	1,119	1,250	1,500
Public Safety	27,589	-2%	23,333	28,286	33,943
	<u>3,455,261</u>	-8%	<u>3,556,057</u>	<u>3,750,653</u>	<u>4,500,783</u>

**VEHICLES**

Fuel	74,920	-14%	72,423	87,500	105,000
Maint./repairs	53,524	-24%	52,280	70,833	85,000
Insurance	19,289	11%	16,931	17,440	20,928
New vehicles	35,426	-44%	54,814	63,333	76,000
Equipment	2,366	-53%	8,078	5,000	6,000
	<u>185,524</u>	-24%	<u>204,526</u>	<u>244,107</u>	<u>292,928</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS  
 STATEMENT OF OPERATIONS

Page 4

TEN MONTHS ENDING OCTOBER 31, 2017

EXPENDITURE continued:	-----TEN MONTHS-----				
	-----ACTUAL-----		PRIOR YR	-----BUDGET-----	
<b>BUILDING</b>					
Maintenance	26,329	-16%	28,947	31,250	37,500
Cleaning	19,389	-3%	19,107	20,000	24,000
Electricity	30,066	-23%	33,131	39,167	47,000
Taxes	38,527	0%	36,878	38,633	46,360
Insurance	4,708	1%	4,527	4,663	5,595
Grounds	6,503	-29%	9,277	9,167	11,000
Interest on Debenture	25,039	0%	26,293	25,000	30,000
Debenture Principal	108,333	0%	106,667	108,333	130,000
	<u>258,893</u>	-6%	<u>264,827</u>	<u>276,213</u>	<u>331,455</u>
<b>ADMINISTRATION</b>					
Salaries	547,781	-2%	507,471	559,748	671,698
Benefits	117,859	5%	96,835	112,603	135,123
Professional Fees	32,247	-6%	30,901	34,167	41,000
Travel/Training	2,773	-74%	8,800	10,833	13,000
Board Travel/Expenses	3,403	-18%	2,483	4,167	5,000
Insurance	1,045	-3%	1,045	1,077	1,292
Labour Relations	42,003	236%	896	12,500	15,000
Sick Pay/Retirement		-100%	22,546	50,208	60,250
Retirement int & dividends	14,591	-8%	22,811	15,833	19,000
2nd prior year (surplus) deficit	-95,006		(93,906)	(95,006)	(114,007)
	<u>666,695</u>	-6%	<u>599,882</u>	<u>706,130</u>	<u>847,356</u>
	4,310,238	-7%	4,196,299	4,657,935	5,589,522
<b>CONTRIBUTED BY MEMBERS</b>	4,657,936		4,558,869	4,657,935	5,589,522
<b>SURPLUS (DEFICIT)</b>	<u>347,698</u>		<u>\$362,570</u>	<u>\$0</u>	<u>\$0</u>

**TELECOM FUND**

City of SJ telecomm services	280,923	0%	266,729	280,923	337,108
Data Networking charges	8,207		8,129	8,561	10,273
Retirees health insurance	-1,146		(924)	1,250	1,500
2nd prior year (surplus) deficit	81	0%	1,801	81	97
	<u>288,066</u>		<u>275,735</u>	<u>290,815</u>	<u>348,978</u>
<b>CONTRIBUTED BY MEMBERS</b>	290,815		278,345	290,815	348,978
<b>SURPLUS (DEFICIT)</b>	<u>2,749</u>		<u>\$2,610</u>	<u>\$0</u>	<u>\$0</u>

**Total surplus (deficit)** 350,447 \$365,180

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

**STATEMENT OF FINANCIAL POSITION**

BANK balance		606,955	at October 31
ACCOUNTS PAYABLE balance	332,633		
Debenture costs to be paid in December	-117,958		
	-----		
Current Accounts Payable		214,675	Paid in November
		-----	
Extra (Shortfall) in bank account		392,279	

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

**STATEMENT OF OPERATIONS**

*Revenue:*

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

*Crime Control:*

- \* Salaries - two vacancies (one being filled by temporary term)
- \* Benefits Health insurance 2017: \$105,062 2016: \$129,223  
 Retirees health insurance 2017: \$-1,308 2016: \$1,275  
 The retirees paid \$1,308 more than the actual costs in 2017

Overtime costs at November 4, 2017	\$24,507
OT	\$16,311
Call out OT	\$2,363
Court OT	\$5,833
Overtime costs at November 5, 2016	\$33,412
OT	\$19,433
Call out OT	\$2,287
Court OT	\$11,692
Change over prior year OT	-\$3,122
Call out OT	\$76
Court OT	-\$5,859
	-----
	-\$8,905

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

*Administration:*

- \* Benefits Health Insurance 2017: \$36,566 2016: \$27,079

*Telecom:*

- \* Retirees health insurance 2017: \$-1,145 2016: \$-924  
 This year with only one retiree the costs are less

## 2017 Call Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	16-Nov-17	YEAR TO DATE (Nov 16, 2017)
911 Calls	10	13	15	16	13	6	11	10	15	10	5	124
Alarm	28	30	35	25	33	29	28	40	22	23	17	310
Animal Complaint	4	4	10	4	9	5	11	9	16	7	3	82
Arson										1		1
Armed Robbery											1	
Assault	5	2	8	7	6		6	2	2	7	4	49
Assist Other Agency	2	1	5	10	15	9	10	8	5	3	1	69
Assist Public	12	13	10	17	13	11	30	18	6	13	10	153
Breach Court Order	2		3	1		2	5	2		1	2	18
Breach of Peace	2	2	1		1			1	2			9
Break & Enter	1		3	3	1	1	1	2	2		1	15
Child Welfare	2	1	2									5
Civil Matter			2	8		4	5	3		1		23
Disturbances	3	5	3	16	12	7	9	18	15	7	1	96
Domestic Dispute	16	12	9	11	12	8	5	7	11	3	5	99
Driving Complaint			2	3	8	7	4	3	11			38
Drug Complaint	4	4	6	9	1	8	7	3	7	7	1	57
Family Services				2		1	2		1		1	7
Found Property	4		4	9	1	4	14	11		7	4	58
Fraud	4	7	6	8	4	7	5	4	11	4	1	61
Harassment	4	8	5	2	2	10	8	6	8	5	3	61
Hit & Run	2	4	1	1		2	4	4	2		3	23
Impaired Driving Complaint	5	7	3	9	12	8	17	3	7	5	1	77
Internet Complaint	1	1			1							3
Intoxicated Person	1			1		2		4	1	3	1	13
Littering							1					1
Liquor Control Act	1			3	4			2				10
Lost/Found Property	5		1	1		6	5	3		5	2	28
Mental Health	4	1	5	12	6	9	6	10	14	8	8	83
Mischief	5	1	1	6	10	20	11	11	10	9	4	88
Missing Person	3		1	1	4		2	3	5	3	1	23
Motor Vehicle Accidents	41	40	34	23	21	27	29	37	36	42	32	362
Motor Vehicle Accident - Fatality										2		
Noise Complaint	3		2	2	5	4	15	14	5	2		52
Off Road Vehicle Complaint				1				3				4
Parking	4	9	2	3	5	1	1	2	33			60
Police Assist	6	1										7
Police to Fire	3	3	3	5	3	1	9	4	3	4	1	39
Police to Medical Call	5	5	7	10	2	5	5	11	3	9	1	63
Possession of a Weapon	1											1
Possible Impaired Driver	6											6
Public Relations		1	4	8	7	3	5	6	1	4	10	49
Request for Service	9				2						2	13
Robbery						1						1
Suspended Driver	1			1	1	2					2	7
Suspicious Activity	7	5	7	15	8	15	23	19	37	5	1	142
Suspicious Person	2	2	3	5	16	14	5	6	3	2	4	62
Theft	12	8	16	17	18	33	18	25	32	20	4	203
Threats	1	1	4	3	4	5	2	5	4	3		32
Tickets	105	71	108	113	69	65	44	52	29	42	23	721
Traffic Complaint	13	17	31	20	27	25	25	43		15	12	228
Trepass		1	1	1	2		1	1			2	9
Vandalism								3	1	1		5
Weapons Complaint			1									1
Welfare Check		2			3	5	5	3	2	1	1	22



**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING  
BOARD ROOM, TOWN OF QUISPAMIS  
OCTOBER 26, 2017**

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Present: Chair Kirk Miller  
Vice Chair Grant Brennan  
Treasurer Sean Luck  
Commissioner Susan Deuville  
Commissioner John Jarvie  
Commissioner Robert McIntyre  
Commissioner Norah Soobratee  
Commissioner Miriam Wells

Chief Bill Ireland  
Carlene MacBean, Executive Assistant

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1.0 Call to Order

Chair Miller called the meeting to order at 7:25 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Item 9.1 - Draft Financial Statements for the Eight Months Ended August 31, 2017 were updated and replaced by the draft financial statements for the nine months ended September 30, 2017.

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

**CARRIED**

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 September 13, 2017

Moved by M. Wells and seconded by S. Luck, that the minutes of September 13, 2017 be approved as presented.

**CARRIED**

6.0 Unfinished Business

6.1 Detoxification Unit Research Project

Chief Ireland reported that he has received confirmation from WorkSafe NB that they are willing to contribute funding towards the research project we had proposed relating to the effectiveness of the detoxification unit in reducing the bioaccumulation of polycyclic aromatic hydrocarbons (PAH) in firefighters.

The WorkSafe NB cooperation is contingent upon them receiving some additional information regarding the research methodology from Dr. Adisesh and the department contributing matching funds to the project. At present, we have reserved approximately \$5,000 from the approved capital budget relating to fitness equipment (\$10,000 total) in the hope that this project would proceed. Chief Ireland stated that the membership will have the understanding that the funding for the study will impact the fitness equipment purchased and that this is a substitution and the items removed on the list will not show up again. Also, the union will be asked to contribute financially to the study.

Moved by G. Brennan and seconded by S. Luck that the Board authorizes the research grant application process to commence and if approved agrees to contribute up to \$5,000 from the 2017 fitness equipment budget towards this project.

**CARRIED**

7.0 Correspondence

7.1 Letter from Quispamsis re: Temporary Appointment to the Kennebecasis Valley Fire Department Inc.'s Board of Directors

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

**CARRIED**



7.2 Letter to both towns re: 2018 Budget Submission Delay

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

**CARRIED**

8.0 New Business

8.1 Fire Inspection Memorandum of Understanding

The department recently signed a memorandum of understanding with the Office of the Fire Marshall which gives the authority for qualified members of the department to enforce the National Fire Code and inspect certain types of buildings in our coverage area.

Commissioner Luck left the meeting at 7:45 pm.

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

**CARRIED**

8.2. Cost Recovery Service

Chief Ireland attended a presentation by called Fire Marque at the Saint John Fire department headquarters. Fire Marque Inc. is a Canadian company that has trademarked a product referred to as Indemnification Technology®. Essentially, Fire Marque acts as an agent to collect fire service charges from insurance companies in the event of an insured incident. Fire Marque operates on a commission basis and remits 70% of the collected fees to the Fire Department. Based on a review of our most recent five-year average call volume, Fire Marque estimates that this product could generate approximately \$25,000 in recoverable fees for the KVFD annually.

In 2013, former Fire Commissioner Roger Young proposed the implementation of a “fee for service” model to help offset the increase in annual operating costs. His research revealed a number of municipalities across Canada had by-laws which established a fee schedule for specific fire department services. He further discovered that all residential insurance policies provide some form of fire department expense coverage.

Ultimately, the pursuit of this option was frustrated by the constraints of the *Municipalities Act* and the Board then asked the two Towns for their assistance in lobbying the Provincial Government to amend the *Act*. Among the many changes



within the new *Local Governance Act* is the removal of the restriction that made a fee for service model impossible under current legislation.

Most insurance policies will pay for reasonable fees or charges against buildings being insured for fire protection services received. The Insurance Bureau of Canada requires all home policies to carry a minimum of \$1,000.00 coverage for costs relating to fire suppression efforts, and while these provisions have been in existence for many years, fire departments have not generally attempted to collect any fees for fire suppression services.

Fire Marque will act on behalf of the department to pursue such claims once the necessary agreement and by-laws have been finalized and put into place. Fire Marque has proposed to provide this service based on a 70/30 division of the recoverable amount (70% to the department; 30% to Fire Marque) while no expenses will be incurred by the department if Fire Marque is not successful in their attempts to collect against an insurance policy. Under this program, no attempt will be made to collect any receivables from any property owner or individual who is not insured.

After a fire department response, the fire department completes an Incident Report as required by the Office of the Fire Marshal under the *Fire Prevention Act*. Fire Marque receives a copy of each applicable Incident Report and then prepares the necessary documentation to submit to the insurance company.

Fire Marque will submit a detailed invoice of services performed by the fire department to the property owner's insurance company with regard to costs for the incident. If insurance coverage is available, money up to the maximum for fire coverage will be collected. Property owners will **NOT** be responsible for paying any outstanding balance on the invoice that exceeds the fire coverage on the insurance policy.

Indemnification Technology® maximizes the billing opportunities on behalf of the fire department by invoicing insurance companies directly for costs of fire department attendance with respect to insured perils using pre-existing clauses within insurance policies.

The Indemnification Technology® program was created by Fire Marque and there are no comparable services offered in the marketplace. Municipalities are engaging Fire Marque through a sole sourcing process due to the lack of other service providers.

Several Ontario communities have engaged the services of Fire Marque to provide these same services in recent years and they are just starting to enter the New Brunswick market. The City of Bathurst has entered into an agreement with them and the City of Saint John is also considering their services.

Based on an analysis of Fire Marque's projections, the potential annual revenue stream to the municipality is approximately \$25,000-\$30,000. This projection was



based on our historical five-year incident call volume, Chief Ireland believes that it is on the high side. A more realistic figure is likely in the \$15,000-\$20,000 range. Recovery of fire service costs by Fire Marque on behalf of the department is subject to execution of an agreement satisfactory to both parties and the adoption of the appropriate fee for service by-law by each municipality.

Moved by M. Wells and seconded by N. Soobratee to send this proposal to both towns for consideration and ask them to review their bylaws to see what changes would be required to implement.

**CARRIED**

## 9.0 Financial

### 9.1 Draft Audited Financial Statements for the Nine Months ended September 30, 2017

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

Moved by M. Wells and seconded by N. Soobratee to receive and file.

**CARRIED**

## 10.0 Business Arising from Committee of the Whole

None

## 11.0 Reports

### 11.1 Chief's Report

Chief Ireland thanked Commissioner McIntyre and Commissioner Wells for attending the department's open house on October 14<sup>th</sup>.

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

**CARRIED**



11.2 Response Summary

Moved by G. Brennan and seconded by N. Soobratee to receive and file.

**CARRIED**

12.0 Adjournment

Moved by N. Soobratee that the meeting be adjourned at 8:00 pm.

**Date of next meeting – November 8, 2017**

Respectfully submitted,

CHAIR

SECRETARY / TREASURER

# Kennebecasis Valley Fire Department Inc

2017 December 11 Top Session FINAL\_072

9.1

## Statement of Expense with Budget Variance For the 8 months ending August 31, 2017

	BUDGET	ACTUAL	VARIANCES	BUDGET	Actual
	YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2017	Aug 2016
			(Under Budget)		
EXPENSES:					
ADMINISTRATION:					
9 Admin. Wages and Benefits	\$385,057	\$377,980	(\$7,077)	\$584,500	\$371,561
10 Convention/ Dues/ Training	\$8,500	\$4,945	(\$3,555)	\$16,000	\$6,921
11 Professional Services	\$7,500	\$6,755	(\$745)	\$34,500	\$1,710
12 Office Supplies / Copy Machine/ S/C	\$5,133	\$3,412	(\$1,721)	\$7,700	\$3,644
13 Computer Hardware/Software/IT	\$4,581	\$4,787	\$206	\$10,000	\$4,670
14 Station Telephone/ Internet	\$9,589	\$7,657	(\$1,931)	\$14,383	\$7,412
16	\$420,360	\$405,537	(\$14,824)	\$667,083	\$395,919
FIREFIGHTING FORCE:					
17 Salaries Basic	\$1,617,290	\$1,571,035	(\$46,255)	\$2,473,502	\$1,579,507
18 Overtime	\$36,615	\$56,778	\$20,163	\$56,000	\$25,646
Vacation Pay on Retirement	\$9,698	\$9,461	(\$237)	\$9,698	\$0
19 Force Benefits	\$418,742	\$413,452	(\$5,290)	\$578,000	\$408,727
20 Clothing/Uniform Maintenance	\$18,000	\$6,804	(\$11,196)	\$27,000	\$17,685
21 Medical and Fitness Training	\$9,200	\$11,036	\$1,836	\$20,400	\$10,800
22 Career Recognition	\$1,500	\$331	(\$1,169)	\$3,000	\$3,093
23 Holiday Relief Wages & Overtime	\$162,881	\$196,911	\$34,030	\$303,000	\$222,456
24 Holiday Relief Benefits	\$64,687	\$62,655	(\$2,032)	\$102,500	\$61,498
Volunteer Expenses	\$0	\$0	\$0	\$0	\$9,330
26	\$2,338,611	\$2,328,463	(\$10,148)	\$3,573,100	\$2,338,742
TELECOMMUNICATIONS					
27 Cellular Telephone	\$4,407	\$3,178	(\$1,229)	\$6,610	\$3,043
28 Communication Equipment	\$6,100	\$1,752	(\$4,348)	\$10,000	\$2,936
29 Maintenance/ Repairs	\$1,000	\$1,071	\$71	\$1,500	\$0
30	\$11,507	\$6,001	(\$5,506)	\$18,110	\$5,979
INSURANCE:					
31 Insurance	\$33,317	\$34,349	\$1,032	\$33,317	\$32,987
32	\$33,317	\$34,349	\$1,032	\$33,317	\$32,987
PREVENTION AND TRAINING					
33 Firefighter/Co. Officer Training	\$13,500	\$8,736	(\$4,764)	\$36,000	\$12,667
34 Fire Prevention and Public Education	\$5,648	\$3,199	(\$2,449)	\$10,000	\$2,922
35 Training Supplies	\$500	\$0	(\$500)	\$2,000	\$2,190
36	\$19,648	\$11,936	(\$7,712)	\$48,000	\$17,780
FACILITIES					
37 Station 1 Operating	\$144,270	\$140,135	(\$4,135)	\$168,329	\$139,136
38 Station 2 Operating	\$14,467	\$14,560	\$93	\$21,700	\$14,634
39 Station 2 Rent	\$32,605	\$32,605	(\$0)	\$48,907	\$31,960
40 Station Supplies	\$7,000	\$8,078	\$1,078	\$10,500	\$4,062
41	\$198,342	\$195,377	(\$2,964)	\$249,436	\$189,793
FLEET					
42 Vehicle Fuel	\$15,909	\$12,779	(\$3,130)	\$25,000	\$13,513
43 Vehicle Registration	\$550	\$361	(\$189)	\$550	\$301
45 Vehicle Maint & Repairs	\$42,000	\$39,510	(\$2,490)	\$63,000	\$48,853
46	\$58,459	\$52,650	(\$5,809)	\$88,550	\$62,667
OPERATIONS					
47 New Equipment	\$11,667	\$4,188	(\$7,478)	\$17,500	\$5,208
48 Maint & Repairs - Equipment	\$8,625	\$10,357	\$1,732	\$16,000	\$14,372
49 Maint & Repairs - Bunker Gear	\$2,000	\$1,084	(\$917)	\$7,000	\$1,064
50 Medical Supplies	\$3,000	\$3,235	\$235	\$4,500	\$2,919
51 Firefighter Supplies	\$2,333	\$2,331	(\$3)	\$3,500	\$947
52 Health & Safety	\$1,000	\$997	(\$3)	\$1,500	\$84
53 H&S Cause Determination	\$333	(\$14)	(\$347)	\$500	\$0
54	\$28,958	\$22,178	(\$6,780)	\$50,500	\$24,594
WATER COSTS:					
55 Water Costs - Rothesay	\$18,153	\$18,151	(\$2)	\$24,201	\$17,623
56 Water Costs - Quispamsis	\$3,378	\$3,378	\$0	\$4,504	\$3,293
57	\$21,531	\$21,529	(\$2)	\$28,705	\$20,915
OTHER:					
58 Miscellaneous	\$1,933	\$1,575	(\$359)	\$2,900	\$1,792
59 Retirement Allowance	\$33,333	\$39,871	\$6,537	\$50,000	\$33,333
60	\$35,267	\$41,445	\$6,179	\$52,900	\$35,125
61	\$3,166,000	\$3,119,465	(\$46,535)	\$4,809,701	\$3,124,501



# Kennebecasis Valley Fire Department

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

October 26, 2017

### **Community Partnerships**

The department currently has two local students spending time with us. Aasiya Ather, a grade 6 student from Quispamsis Middle School is volunteering with us for the next 5 weeks. QMS asks students to complete 10 hours of volunteer service and we have agreed to have Aasiya volunteer with us Mondays and Fridays from 1530 -1630. She will be working on simple administrative tasks to assist our administrative staff, chief officers, and company officers.

We will also have Dylan Chase from Rothesay High School joining us as a CO-OP student for the fall term. Dylan started his placement with us on September 25<sup>th</sup> and will be here Monday-Friday from 1330 – 1530. Dylan will assist crews with routine station and apparatus maintenance, participate in training exercises and learn more about fire service operations. This is the second consecutive year that we have hosted a RHS student.

### **Partnership Award**

On September 28, 2017, the department was presented with a "Partnership Award" from the Department of Justice and Public Safety for our assistance with their training program involving the Motor Vehicle Safety and Enforcement branch.

### **Fire Prevention Open House**

On October 14, approximately 350 local families braved overcast skies and attended our annual open house which is scheduled to coincide with Fire Prevention Week. The event featured fire safety information, firefighter gear demonstrations, a free BBQ (courtesy of Atlantic Superstore), a fire-hose target station, plus a chance to see all of our equipment and apparatus up-close. This event has grown each year since we have started hosting it and is a fun and informative event for everyone who attends.

Response Types Kennebecasis Valley Fire Department (01/01/2017-30/09/2017)		2017 Jan	December Feb	11 Mar	Open April	Session May	FINAL June	_074 July	Aug	Sept	2017 YTD	2016 YTD
	Fire/explosion - dollar loss [10]	1	6	5	4	2	2	8	3	1	32	19
	Rubbish/grass fire - no dollar loss [12]	0	0	1	10	4	5	9	14	7	50	48
	Chimney Fire [13]	4	2	1	0	0	0	0	0	0	7	3
	<b>Total Fire [10-19]</b>	<b>5</b>	<b>8</b>	<b>7</b>	<b>14</b>	<b>6</b>	<b>7</b>	<b>17</b>	<b>17</b>	<b>8</b>	<b>89</b>	<b>70</b>
	Rescue - Miscellaneous [30]	1	0	0	1	0	1	0	1	0	4	4
	Vehicle Accident [31]	7	7	8	3	10	9	8	9	7	68	76
	<b>Total Rescue call [30-39]</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>4</b>	<b>10</b>	<b>10</b>	<b>8</b>	<b>10</b>	<b>7</b>	<b>72</b>	<b>80</b>
	Public Hazard - gasoline or fuel spill [41]	0	1	0	1	0	1	0	0	0	3	3
	Public Hazard - power line down / utility pole hazard [43]	4	1	1	2	3	2	2	3	0	18	6
	Public Hazard - miscellaneous [49]	1	3	0	1	1	2	4	1	0	13	8
	<b>Total Public hazard [40-49]</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>34</b>	<b>17</b>
	Gas Leak - propane [51]	2	1	0	0	0	1	0	0	1	5	3
	Gas Leak - response to carbon monoxide detector alarm [53]	3	1	0	0	1	0	0	0	0	5	11
	<b>Total Gas leak [50-59]</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>10</b>	<b>14</b>
	Public Service - first aid [62]	49	52	53	52	52	49	54	52	42	455	477
	Public Service - assist police or other agency [63]	0	1	0	0	0	0	1	3	0	5	7
	Public Service - mutual aid [65]	0	0	0	2	1	0	2	0	1	6	10
	Public Service - animal rescue [66]	0	0	0	1	0	0	0	0	0	1	0
	Public Service - flooding [67]	1	0	0	0	0	0	0	0	0	1	1
	Public Service- miscellaneous [69]	1	0	0	1	0	2	2	0	1	7	12
	<b>Total Public services [60-69]</b>	<b>51</b>	<b>53</b>	<b>53</b>	<b>56</b>	<b>53</b>	<b>51</b>	<b>59</b>	<b>55</b>	<b>44</b>	<b>475</b>	<b>507</b>
	Alarm No Fire - accidental miscellaneous [70]	3	3	4	3	5	5	3	9	4	39	25
	Alarm No Fire - smoke or steam mistaken [71]	1	0	1	1	1	0	2	4	1	11	9
	Alarm No Fire - sprinkler surge or discharge [72]	0	1	0	0	0	0	0	0	0	1	1
	Alarm No Fire - detector activated [73]	3	5	5	2	4	5	6	11	5	46	60
	Alarm No Fire - unknown odours [75]	1	4	0	1	2	0	0	0	0	8	8
	Alarm No Fire - miscellaneous [79]	1	2	3	5	3	0	3	4	2	23	21
	<b>Total Alarm no fire - No malicious intent [70-79]</b>	<b>9</b>	<b>15</b>	<b>13</b>	<b>12</b>	<b>15</b>	<b>10</b>	<b>14</b>	<b>28</b>	<b>12</b>	<b>128</b>	<b>124</b>
	False Alarm (Mischief) - miscellaneous [89]	0	0	0	0	0	1	0	0	0	1	6
	<b>Total False alarm - Mischief [80-89]</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>
	<b>Total Response Types Kennebecasis Valley Fire</b>	<b>83</b>	<b>90</b>	<b>82</b>	<b>90</b>	<b>89</b>	<b>85</b>	<b>104</b>	<b>114</b>	<b>72</b>	<b>809</b>	<b>818</b>

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING  
BOARD ROOM, TOWN OF QUISPAMSIS  
NOVEMBER 22, 2017**

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

Regrets: Chair Kirk Miller

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1.0    Call to Order

Vice Chair Brenan called the meeting to order at 6:12 pm.

2.0    Chair's Remarks

None

3.0    Approval of Agenda

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

**CARRIED**

4.0    Conflict of Interest

None

5.0    Approval of Previous Minutes

5.1    October 26, 2017

Moved by M. Wells and seconded by N. Soobratee, that the minutes of October 26, 2017 be approved as presented.

**CARRIED**



6.0 Unfinished Business

None

7.0 Correspondence

7.1 Letter from IAFF 3591 re: Detox Unit Study

At the October Board meeting, Chief Ireland was directed to approach the local union to provide funding for this study as WorkSafe NB and the Board have committed to matching funding. IAFF 3591 have replied no to the request.

Moved by J. Jarvie and seconded by M. Wells to receive and file.

**CARRIED**

7.2 Email from Joint Finance Committee re: 2018 Operating and Capital Budgets

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

**CARRIED**

8.0 New Business

8.1 Local Service Fire Protective Agreement - Memo

Through a contractual relationship with the Province, the KVFD provides fire protection and suppression services in the Parish of Rothesay and portions of the Parish of Hampton and Parish of Simonds. The existing Fire Protection Services Agreement (the Agreement) has been in existence for approximately 20 years and includes a Schedule which details the methodology used to calculate the fee paid to the Contractor. In simple terms, the fee is calculated based on the assessment values within the LSD parishes served by the Contractor in relation to the overall assessment values of the municipalities. This calculation yields a rate that has traditionally averaged +/- 2% of the overall operating costs of the service. The average annual number of fire department responses to the LSD parishes has also averaged +/- 2% of the total annual call volume of the Contractor and therefore the agreement was generally viewed as being balanced and equitable for both parties.

After reviewing the statistical data for the period from 2012-2016, it was discovered that a disproportionate number of dollar loss fire incidents occur in the LSD parishes as compared to the municipalities. In the towns of Rothesay and Quispamsis, fire incidents as a percentage of total call volume equals 3.42%. In the LSD parishes, fire incidents as a percentage of total call volume equals 7.7%. Further, the frequency of dollar loss fire incidents in the LSD parishes represents 4.21% of the total annual dollar loss fire responses by the Contractor.

Chief Ireland met with the Local Service Manager and proposed a 4% increase for 2019. The Local Service Manager said we had one of the best agreements in the province and they did not want to change it. The concern of the Board was that if the department is fighting a house fire out in the LSD the Valley is less covered and costs the department when a standby crew is called into cover until the on-duty crew is back.

Moved by S. Deuille and seconded by S. Luck that Chief Ireland prepare and send a letter notifying the province the funding formula for 2019 be 4% and if they choose not to accept our 12 months' notice begins December 31, 2017.

**CARRIED**

## 9.0 Financial

### 9.1 2018 Operating Budget

Moved by M. Wells and seconded by S. Deuille to approve the 2018 Operating Budget.

**CARRIED**

### 9.2 2018 Capital Budget

Moved by S. Deuille and seconded by S. Luck to approve the 2018 Capital Budget.

**CARRIED**

### 9.3 Draft Financial Statements for the Ten Months Ended October 31, 2017

Moved by M. Wells and seconded by S. Deuille to approve the draft Financial Statements for the Ten Months Ended October 31, 2017.

**CARRIED**



10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

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

**CARRIED**

11.2 Response Summary

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

**CARRIED**

12.0 Adjournment

Moved by N. Soobratee that the meeting be adjourned at 6:30 pm.

**Date of next meeting – December 6, 2017**

Respectfully submitted,

CHAIR

SECRETARY / TREASURER

Operating Budget

Line No.

REVENUE:

1 Members Contributions

2 Rebate of Property Tax

3 Local Service Districts

4 Revenue Fee Structure

5 Misc. Revenue

6 Interest Income C/A

7 Surplus/ (Deficit) 2nd previous year

8

EXPENSES:

ADMINISTRATION:

9 Admin. Wages and Benefits

10 Convention/dues/training

11 Professional Services

12 CPSE Accrediation

13 Office supplies/Copy Machine/ S/C

14 Computer hardware/software/IT

15 Telephone/ Internet

16

FIREFIGHTING FORCE:

17 Salaries Basic

18 Overtime

19 Vacation Pay on Retirement

20 Force Benefits

21 Career Uniforms and maintenance

22 Medical and Fitness Testing

23 Career Recognition

24 Holiday Relief Wages and overtime

25 Holiday Relief Benefits

26

TELECOMMUNICATIONS:

27 Cellular Telephones

28 Communication Equipment

29 Maintenance / Repairs

30

INSURANCE:

31 Insurance

32

PREVENTION AND TRAINING:

33 Firefighter / Co. Officer Training

34 Fire Prevention

35 Public Education

36 Training Supplies

37

FACILITIES:

38 Station 1 Operating

39 Station 2 Operating

40 Station 2 Rent - Quispamsis

41 Station Supplies

42

FLEET:

43 Fuel Vehicle

44 Registration Vehicle

45 Vehicle Maint. & Repairs

46

OPERATIONS:

47 New Equipment

48 Maint. & Repairs Equip.

49 Maint. & Repairs Bunker Gear

50 Medical supplies

51 Fire fighting supplies

52 H&S/Cause determination

53

WATER COSTS:

54 Water Costs - Quispamsis

55 Water Costs - Rothesay

56

OTHER:

57 Miscellaneous

58 Retirement Allowance

59

60

61 SURPLUS (DEFICIT) FOR THE PERIOD

OUTLOOK		BUDGET		BUDGET		Budget change 2017-2018		2018 Budget vs 2017 outlook	
End of Year 2017		2017		2018		\$	%	\$	%
\$ 4,599,983		\$ 4,599,983		\$ 4,657,673		\$ 57,690	1.25%	\$ 57,690	1.25%
45,055		45,281		45,055		(226)	-0.50%	-	0.00%
\$ 94,903		\$ 94,903		96,016		1,113	1.17%	1,113	1.17%
0		0		100		100		100	
10,000		10,000		10,000		-	0.00%	-	0.00%
5,000		5,000		5,000		-		-	
54,534		54,534		123,152		68,618	125.83%	68,618	125.83%
\$ 4,809,475		\$ 4,809,700		\$ 4,936,996		\$ 127,294	2.65%	\$ 127,520	2.65%
\$ 577,184		\$ 584,500		\$ 605,500		\$ 21,000	3.59%	\$ 28,316	4.91%
12,000		16,000		15,000		(1,000)	-6.25%	3,000	25.00%
34,500		34,500		40,000		5,500	15.94%	5,500	15.94%
0		0		0		-	0.00%	-	0.00%
7,700		7,700		8,000		300	3.90%	300	3.90%
10,000		10,000		16,700		6,700	67.00%	6,700	67.00%
13,500		14,382		13,500		(882)	-6.13%	-	0.00%
\$ 654,884		\$ 667,083		\$ 698,701		\$ 31,618	4.74%	\$ 43,816	6.69%
\$ 2,473,739		\$ 2,473,502		\$ 2,519,484		\$ 45,982	1.86%	\$ 45,745	1.85%
70,000		56,000		60,000		4,000	7.14%	(10,000)	-14.29%
9,461		9,698		8,816		(882)	-9.09%	(645)	-6.82%
581,795		578,000		595,700		17,700	3.06%	13,905	2.39%
25,000		27,000		28,000		1,000	3.70%	3,000	12.00%
20,400		20,400		21,000		600	2.94%	600	2.94%
1,800		3,000		3,500		500	16.67%	1,700	94.44%
303,000		303,000		311,600		8,600	2.84%	8,600	2.84%
94,187		102,500		109,400		6,900	6.73%	15,213	16.15%
\$ 3,579,382		\$ 3,573,100		\$ 3,657,500		\$ 84,400	2.36%	\$ 78,118	2.18%
\$ 5,600		\$ 6,610		\$ 6,800		\$ 190	2.87%	\$ 1,200	21.43%
10,000		10,000		2,500		(7,500)	-75.00%	(7,500)	-75.00%
1,500		1,500		1,500		-	0.00%	-	0.00%
\$ 17,100		\$ 18,110		\$ 10,800		\$ (7,310)	-40.36%	\$ (6,300)	-36.84%
\$ 34,349		\$ 33,317		\$ 35,037		\$ 1,720	5.16%	\$ 688	2.00%
\$ 34,349		\$ 33,317		\$ 35,037		\$ 1,720	5.16%	\$ 688	2.00%
\$ 36,000		\$ 36,000		\$ 36,000		\$ -	0.00%	\$ -	0.00%
7,000		7,000		7,000		-	0.00%	-	0.00%
3,000		3,000		3,000		-	0.00%	-	0.00%
2,000		2,000		2,000		-	0.00%	-	0.00%
\$ 48,000		\$ 48,000		\$ 48,000		\$ -	0.00%	\$ -	0.00%
\$ 165,030		\$ 168,329		\$ 172,810		\$ 4,481	2.66%	\$ 7,780	4.71%
18,700		21,700		18,700		(3,000)	-13.82%	-	0.00%
48,907		48,907		49,874		967	1.98%	967	1.98%
10,500		10,500		12,000		1,500	14.29%	1,500	14.29%
\$ 243,137		\$ 249,436		\$ 253,384		\$ 3,948	1.58%	\$ 10,247	4.21%
\$ 22,000		\$ 25,000		\$ 23,000		\$ (2,000)	-8.00%	\$ 1,000	4.55%
550		550		550		-	0.00%	-	0.00%
68,000		63,000		65,000		2,000	3.17%	(3,000)	-4.41%
\$ 90,550		\$ 88,550		\$ 88,550		\$ -	0.00%	\$ (2,000)	-2.21%
\$ 17,500		\$ 17,500		\$ 18,000		\$ 500	2.86%	\$ 500	2.86%
16,000		16,000		17,000		1,000	6.25%	1,000	6.25%
7,000		7,000		7,000		-	0.00%	-	0.00%
4,500		4,500		5,000		500	11.11%	500	11.11%
3,500		3,500		3,500		-	0.00%	-	0.00%
2,000		2,000		2,000		-	0.00%	-	0.00%
\$ 50,500		\$ 50,500		\$ 52,500		\$ 2,000	3.96%	\$ 2,000	3.96%
\$ 4,504		\$ 4,504		\$ 4,797		\$ 293	6.50%	\$ 293	6.50%
24,201		24,201		24,927		726	3.00%	726	3.00%
\$ 28,705		\$ 28,705		\$ 29,724		1,019	3.55%	\$ 1,019	3.55%
\$ 2,900		\$ 2,900		\$ 3,000		\$ 100	3.45%	\$ 100	3.45%
59,800		50,000		59,800		9,800	19.60%	-	0.00%
\$ 62,700		\$ 52,900		\$ 62,800		\$ 9,900	18.71%	\$ 100	0.16%
\$ 4,809,307		\$ 4,809,700		\$ 4,936,996		\$ 127,296	2.65%	\$ 127,688	2.66%
\$ 168		\$ -							

## Kennebecasis Valley Fire Department - 2018 Capital Budget

approved by JFC 10/30/2017

**Fleet**

Replace 2010 Toyota Sienna - Deputy Chief/Fire Investigation unit - (140,000 km)	\$45,000
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**Equipment**

Bunker gear (11 suits) - Year 2 of 4 year replacement cycle (per tender)	\$30,300
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SCBA - replace 30 expired breathing air cylinders	\$36,000
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Fitness - update and/or replace exisiting equipment (Year 3 of 5 year plan)	\$10,000
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Trunked Mobile Radio System - portable, mobile and base units	\$78,000
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**Fleet and Equipment Total****\$199,300**



## 2017-2024 Fleet, Facilities and Equipment Replacement Schedule

Capital Item	Description	2017	2018	2019	2020	2021	2022	2023	2024
<b>Fleet</b>									
Engine 4	1989 GMC pumper - reserve unit			\$500,000					
Tank 2	2000 Tanker truck				\$375,000				
Engine 2	2009 Sutphen pumper								\$550,000
Unit 51	2008 GMC HD 2500 4X4 3/4 ton - trailer hauler/utility		\$60,000						
Unit 52	Upgrade trailer and acquire Trax for Rhino	\$30,000							
Car 2	2010 Toyota Sienna		\$45,000						
Car 4	2011 Toyota Tundra			\$55,000					
Car 3	2013 Dodge Ram					\$60,000			
Unit 54	1991 Boston Whaler - rescue boat					\$150,000			
Unit 58	2010 Yamaha Rhino off-road vehicle						\$22,000		
<b>Equipment</b>									
Bunker gear	Requires replacement every 10 years. Recommend cost spread over four years	\$35,000	\$35,000	\$35,000	\$35,000				
SCBA	To replace expired cylinders	\$15,000	\$36,000						
SCBA	To update entire inventory to meet current standards						\$500,000		
Fitness Equipment	To update and replace existing equipment	\$10,000	\$10,000	\$10,000	\$10,000				
Washer/Extractor	To clean and maintain bunker gear	\$19,000							
Digital Radios	To migrate to new Provincial TMR network		\$78,000						
	To update existing equipment to match new vehicles								
Auto Extrication								\$80,000	
<b>Facilities</b>									
Station 2	Design and Engineering	\$600,000	\$262,000						
	Site acquisition, surveying, site prep, etc.		\$375,000						
	Construction			\$3,750,000					
Station 1	Refresh interior finishes and furnishings				\$60,000				
Total		\$709,000	\$901,000	\$4,350,000	\$480,000	\$210,000	\$522,000	\$80,000	\$550,000

Statement of Expense with Budget Variance  
For the 10 months ending October 31, 2017

		BUDGET	ACTUAL	VARIANCES	BUDGET	Actual
		YEAR TO DATE	YEAR to DATE	YEAR TO DATE	2017	2016
				(Under Budget)		
EXPENSES:						
ADMINISTRATION:						
9	Admin. Wages and Benefits	\$471,578	\$463,614	(\$7,964)	\$584,500	\$455,397
10	Convention/ Dues/ Training	\$8,500	\$5,821	(\$2,679)	\$16,000	\$10,821
11	Professional Services	\$7,500	\$6,614	(\$886)	\$34,500	\$1,710
12	Office Supplies / Copy Machine/ S/C	\$6,417	\$4,748	(\$1,669)	\$7,700	\$5,621
13	Computer Hardware/Software/IT	\$6,301	\$5,039	(\$1,262)	\$10,000	\$5,381
14	Station Telephone/ Internet	\$11,986	\$9,830	(\$2,156)	\$14,383	\$9,456
16		\$512,282	\$495,666	(\$16,616)	\$667,083	\$488,386
FIREFIGHTING FORCE:						
17	Salaries Basic	\$1,997,829	\$1,941,176	(\$56,652)	\$2,473,502	\$1,936,014
18	Overtime	\$49,231	\$63,336	\$14,105	\$56,000	\$33,661
	Vacation Pay on Retirement	\$9,698	\$9,461	(\$237)	\$9,698	\$9,436
19	Force Benefits	\$495,020	\$486,538	(\$8,482)	\$578,000	\$482,329
20	Clothing/Uniform Maintenance	\$22,500	\$8,533	(\$13,967)	\$27,000	\$22,406
21	Medical and Fitness Training	\$15,800	\$15,428	(\$372)	\$20,400	\$13,400
22	Career Recognition	\$3,000	\$331	(\$2,669)	\$3,000	\$3,093
23	Holiday Relief Wages & Overtime	\$225,012	\$247,069	\$22,057	\$303,000	\$268,555
24	Holiday Relief Benefits	\$82,539	\$77,035	(\$5,504)	\$102,500	\$72,621
	Volunteer Expenses	\$0	\$0	\$0	\$0	\$11,055
26		\$2,900,627	\$2,848,906	(\$51,721)	\$3,573,100	\$2,852,570
TELECOMMUNICATIONS						
27	Cellular Telephone	\$5,508	\$4,011	(\$1,498)	\$6,610	\$3,797
28	Communication Equipment	\$5,925	\$1,752	(\$4,173)	\$10,000	\$4,218
29	Maintenance/ Repairs	\$1,250	\$1,072	(\$178)	\$1,500	\$90
30		\$12,683	\$6,834	(\$5,849)	\$18,110	\$8,105
INSURANCE:						
31	Insurance	\$33,317	\$34,349	\$1,032	\$33,317	\$32,987
32		\$33,317	\$34,349	\$1,032	\$33,317	\$32,987
PREVENTION AND TRAINING						
33	Firefighter/Co. Officer Training	\$24,250	\$9,686	(\$14,564)	\$36,000	\$18,151
34	Fire Prevention and Public Education	\$9,196	\$6,655	(\$2,541)	\$10,000	\$3,658
35	Training Supplies	\$500	\$0	(\$500)	\$2,000	\$2,190
36		\$33,946	\$16,341	(\$17,605)	\$48,000	\$24,000
FACILITIES						
37	Station 1 Operating	\$153,691	\$147,849	(\$5,843)	\$168,329	\$147,963
38	Station 2 Operating	\$18,083	\$18,176	\$93	\$21,700	\$18,251
39	Station 2 Rent	\$40,756	\$40,756	(\$0)	\$48,907	\$39,950
40	Station Supplies	\$8,750	\$9,638	\$888	\$10,500	\$4,536
41		\$221,281	\$216,419	(\$4,861)	\$249,436	\$210,700
FLEET						
42	Vehicle Fuel	\$20,455	\$17,027	(\$3,427)	\$25,000	\$17,120
43	Vehicle Registration	\$550	\$361	(\$189)	\$550	\$342
45	Vehicle Maint & Repairs	\$52,500	\$61,668	\$9,168	\$63,000	\$71,018
46		\$73,505	\$79,057	\$5,552	\$88,550	\$88,480
OPERATIONS						
47	New Equipment	\$14,583	\$16,595	\$2,012	\$17,500	\$5,545
48	Maint & Repairs - Equipment	\$9,500	\$10,955	\$1,455	\$16,000	\$16,999
49	Maint & Repairs - Bunker Gear	\$4,000	\$1,084	(\$2,917)	\$7,000	\$2,387
50	Medical Supplies	\$3,750	\$4,060	\$310	\$4,500	\$3,442
51	Firefighter Supplies	\$2,917	\$2,331	(\$586)	\$3,500	\$947
52	Health & Safety	\$1,250	\$1,030	(\$220)	\$1,500	\$84
53	H&S Cause Determination	\$417	(\$14)	(\$430)	\$500	\$0
54		\$36,417	\$36,041	(\$376)	\$50,500	\$29,404
WATER COSTS:						
55	Water Costs - Rothesay	\$24,203	\$24,201	(\$2)	\$24,201	\$23,497
56	Water Costs - Quispamsis	\$4,504	\$4,504	\$0	\$4,504	\$4,390
57		\$28,707	\$28,705	(\$2)	\$28,705	\$27,887
OTHER:						
58	Miscellaneous	\$2,417	\$1,985	(\$431)	\$2,900	\$2,927
59	Retirement Allowance	\$41,667	\$49,839	\$8,172	\$50,000	\$41,667
60		\$44,083	\$51,824	\$7,741	\$52,900	\$44,593
61		\$3,896,847	\$3,814,142	(\$82,705)	\$4,809,701	\$3,807,111

# Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000  
For the 10 months ending October 31, 2017

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
9	Admin. Wages and Benefits	\$471,578	\$463,614	(\$7,964)	Less hours for accounting: budget salaries vs actual less by .05%
17	Firefighting Force: Salaries	\$1,997,829	\$1,941,176	(\$56,652)	2017 Budget includes 2.5% increase, union contract not yet finalized
18	Overtime	\$49,231	\$63,336	\$14,105	Senior Firefighter vacancy
19	Benefits	\$495,020	\$486,538	(\$8,482)	Benefit costs relate to wages
20	Clothing/Uniform Maintenance	\$22,500	\$8,533	(\$13,967)	Uniform replacement on hold for now
23	Holiday Relief Wages & Overtime	\$225,012	\$247,069	(\$22,057)	Budget projections differ from actual: we expect to meet budget by the end of the year
24	Holiday Relief Benefits	\$82,539	\$77,035	(\$5,504)	Benefits costs directly linked to wages
33	Firefighter/Co. Officer Training	\$24,250	\$9,686	(\$14,564)	Additional training to be held in November
37	Station 1 Operating	\$153,691	\$147,849	(\$5,843)	Propane & power costs less than anticipated
45	Vehicle Maintenance & Repair	\$52,500	\$61,668	\$9,168	as required
59	Retirement Allowance	\$41,667	\$49,839	\$8,172	Increase in expense per RA actuarial
	<b>Material Variances</b>	<b>\$3,615,816</b>	<b>\$3,556,342</b>	<b>(\$103,588)</b>	

## Invoices over \$2,000

For the month of October 2017

Recurring Monthly Invoices		Amount	Description
10/01/17	Assumption Life	\$25,923	Group Benefits
10/01/17	Town of Quispamsis	\$4,076	Rent - Station 2
10/05/17	Receiver General	\$31,493	payroll liabilities
10/05/17	BMO	\$77,508	net wages 10/05/2017
10/19/17	Receiver General	\$31,449	payroll liabilities
10/19/17	BMO	\$77,975	net wage 10/19/2017
10/31/17	CIBC Mellon	\$41,623	Pension October
10/31/17	I.A.F.F. Local 3591	\$7,086	Union Dues
10/31/207	Worksafe	\$3,061	Worksafe assessment
Non-Recurring Invoices		Amount	Description
10/01/17	Rothsay	\$6,050	Quarterly water charge
10/30/17	Cumings Fire & Safety Ltd	\$5,555	Innotex hoods
10/30/17	Cumings Fire & Safety Ltd	\$8,127	fire hose



# Kennebecasis Valley Fire Department

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

November 22, 2017

### **Department to Host Fire Cadets**

Three fire school cadets from Holland College will be joining us to do their on-the-job (OJT) training with our department and will be with us for the next two months. Our department has become a destination of choice for the Maritime based fire schools when placing their cadets for the OJT portion of their training and we have found this to be a mutually beneficial program to participate in. This program has yielded results for the department in the past with graduates from the program moving on to become paid members of our department.

### **Firefighter For a Day Contest**

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

### **Live Fire Training**

During November, each of our four Platoons will receive eight hours of live fire training at the Saint John Fire Department training tower. This training is focused on giving our crews a chance to practice their skills and team-work in a controlled environment designed to simulate real fire conditions including heat and smoke. This is our second year using SJFD's multi-million dollar training centre and it is beneficial to have this type of facility available so close to our community.

### **Annual Convention**

In September, Deputy Chief Dan McCoy travelled to Vancouver to attend the Annual General Meeting of the Canadian Association of Fire Chiefs. Deputy McCoy was elected to his second consecutive term as Chair of the National Advisory Council and was appointed an Ex-Officio member of the CAFC Board of Directors for 2018.



Response Types Kennebecasis Valley Fire Department (01/01/2017-31/10/2017)	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	2017 YTD	2016 YTD
Fire/explosion - dollar loss [10]	1	6	5	4	2	2	8	3	1	4	36	23
Rubbish/grass fire - no dollar loss [12]	0	0	1	10	4	5	9	14	7	15	65	50
Chimney Fire [13]	4	2	1	0	0	0	0	0	0	0	7	3
<b>Total Fire [10-19]</b>	<b>5</b>	<b>8</b>	<b>7</b>	<b>14</b>	<b>6</b>	<b>7</b>	<b>17</b>	<b>17</b>	<b>8</b>	<b>19</b>	<b>108</b>	<b>76</b>
Rescue - Miscellaneous [30]	1	0	0	1	0	1	0	1	0	0	4	5
Vehicle Accident [31]	7	7	8	3	10	9	8	9	7	9	77	84
<b>Total Rescue call [30-39]</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>4</b>	<b>10</b>	<b>10</b>	<b>8</b>	<b>10</b>	<b>7</b>	<b>9</b>	<b>81</b>	<b>89</b>
Public Hazard - gasoline or fuel spill [41]	0	1	0	1	0	1	0	0	0	1	4	4
Public Hazard - power line down / utility pole hazard [43]	4	1	1	2	3	2	2	3	0	3	21	7
Public Hazard - miscellaneous [49]	1	3	0	1	1	2	4	1	0	0	13	8
<b>Total Public hazard [40-49]</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>38</b>	<b>19</b>
Gas Leak - propane [51]	2	1	0	0	0	1	0	0	1	1	6	4
Gas Leak - response to carbon monoxide detector alarm [53]	3	1	0	0	1	0	0	0	0	0	5	11
<b>Total Gas leak [50-59]</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>11</b>	<b>15</b>
Public Service - first aid [62]	49	52	53	52	52	49	54	52	42	53	508	538
Public Service - assist police or other agency [63]	0	1	0	0	0	0	1	3	0	1	6	7
Public Service - mutual aid [65]	0	0	0	2	1	0	2	0	1	2	8	10
Public Service - animal rescue [66]	0	0	0	1	0	0	0	0	0	0	1	0
Public Service - flooding [67]	1	0	0	0	0	0	0	0	0	0	1	1
Public Service- miscellaneous [69]	1	0	0	1	0	2	2	0	1	1	8	13
<b>Total Public services [60-69]</b>	<b>51</b>	<b>53</b>	<b>53</b>	<b>56</b>	<b>53</b>	<b>51</b>	<b>59</b>	<b>55</b>	<b>44</b>	<b>57</b>	<b>532</b>	<b>569</b>
Alarm No Fire - accidental miscellaneous [70]	3	3	4	3	5	5	3	9	4	3	42	27
Alarm No Fire - smoke or steam mistaken [71]	1	0	1	1	1	0	2	4	1	0	11	12
Alarm No Fire - sprinkler surge or discharge [72]	0	1	0	0	0	0	0	0	0	0	1	1
Alarm No Fire - detector activated [73]	3	5	5	2	4	5	6	11	5	6	52	70
Alarm No Fire - unknown odours [75]	1	4	0	1	2	0	0	0	0	0	8	8
Alarm No Fire - miscellaneous [79]	1	2	3	5	3	0	3	4	2	2	25	22
<b>Total Alarm no fire - No malicious intent [70-79]</b>	<b>9</b>	<b>15</b>	<b>13</b>	<b>12</b>	<b>15</b>	<b>10</b>	<b>14</b>	<b>28</b>	<b>12</b>	<b>11</b>	<b>139</b>	<b>140</b>
False Alarm (Mischief) - miscellaneous [89]	0	0	0	0	0	1	0	0	0	1	2	6
<b>Total False alarm - Mischief [80-89]</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>6</b>
<b>Total Response Types Kennebecasis Valley Fire</b>	<b>83</b>	<b>90</b>	<b>82</b>	<b>90</b>	<b>89</b>	<b>85</b>	<b>104</b>	<b>114</b>	<b>72</b>	<b>102</b>	<b>911</b>	<b>914</b>



# Town of Rothesay

## General Fund Financial Statements

October 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 - October	G11
Project Funding - November - Draft	G12

# Town of Rothesay

## Balance Sheet - Capital General Fund 10/31/17

### ASSETS

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

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

\$ 47,266,212

### LIABILITIES AND EQUITY

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

Total Liabilities \$ 7,817,960

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

**Town of Rothesay**  
 Balance Sheet - General Fund Reserves  
 10/31/17

ASSETS

BNS General Operating Reserve #214-15	793,198
BNS General Capital Reserves #2261-14	1,012,714
BNS - Gas Tax Reserves - GIC	4,262,367
Gen Reserves due to/from Gen Operating	453,237
	<u>\$ 6,521,516</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,511,837
Invest. in General Capital Reserve	865,886
General Gas Tax Funding	181,223
Invest. in General Operating Reserve	803,581
Invest. in Land for Public Purposes Reserve	107,313
Invest. in Town Hall Reserve	51,677
	<u>\$ 6,521,517</u>

**Town of Rothesay**  
**Balance Sheet - General Operating Fund**  
**10/31/17**

**CURRENT ASSETS**

Cash	127,821
Receivables	93,339
HST Receivable	495,770
Inventory	52,153
Gen Operating due to/from Util Operating	2,436,056
Total Current Assets	<u>3,205,140</u>
Other Assets:	
Projects	2,806,616
	<u>2,806,616</u>
<b>TOTAL ASSETS</b>	<u><b>6,011,755</b></u>

**CURRENT LIABILITIES AND EQUITY**

Accounts Payable	1,337,328
Other Payables	419,476
Gen Operating due to/from Gen Reserves	453,237
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><b>3,683,401</b></u>

**EQUITY**

Retained Earnings - General	(278,298)
Surplus/(Deficit) for the Period	<u>2,606,652</u>
	<u>2,328,354</u>
	<u><b>6,011,755</b></u>



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# Town of Rothesay

Statement of Revenue & Expenditure  
10 Months Ended 10/31/17

	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	12,776,350	12,776,352	(2)		15,331,622
Sale of Services	57,131	51,158	304,192	262,283	41,909		339,700
Services to Province of New Brunswick	5,000	5,000	59,339	50,000	9,339		60,000
Other Revenue from Own Sources	23,911	7,682	139,399	76,817	62,582		92,180
Unconditional Grant	9,998	9,997	99,974	99,973	1		119,968
Conditional Transfers	0	0	36,460	21,500	14,960		21,500
Other Transfers	0	0	700,030	700,030	(0)		930,030
	<u>\$1,373,676</u>	<u>\$1,351,473</u>	<u>\$14,115,743</u>	<u>\$13,986,955</u>	<u>\$128,788</u>		<u>\$16,895,000</u>
<b>EXPENSES</b>							
General Government Services	122,266	118,484	1,665,894	1,753,223	87,329		2,039,246
Protective Services	349,578	351,280	4,064,787	4,082,488	17,701		4,785,048
Transportation Services	242,427	229,368	2,614,219	2,737,980	123,761		3,329,876
Environmental Health Services	65,604	47,083	512,177	520,833	8,656		620,000
Environmental Development	33,733	46,865	401,922	540,218	138,296		633,947
Recreation & Cultural Services	223,132	225,900	1,687,595	1,780,488	92,893		1,991,932
Fiscal Services	304	1,183	562,497	566,407	3,910		3,494,951
	<u>\$1,037,044</u>	<u>\$1,020,164</u>	<u>\$11,509,091</u>	<u>\$11,981,637</u>	<u>\$472,546</u>		<u>\$16,895,000</u>
Surplus (Deficit) for the Year	<u>\$336,631</u>	<u>\$331,308</u>	<u>\$2,606,652</u>	<u>\$2,005,318</u>	<u>\$601,334</u>		<u>\$ -</u>

**Town of Rothesay**  
Statement of Revenue & Expenditure  
10 Months Ended 10/31/17

	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	2,765	2,500	31,635	25,000	6,635		30,000
Town Hall Rent	4,157	833	20,163	8,333	11,830	1	10,000
Arena Revenue	40,937	42,200	169,275	169,200	75		236,200
Community Garden	0	125	1,120	1,250	(130)		1,500
Recreation Programs	9,272	5,500	81,998	58,500	23,498	2	62,000
	<u>57,131</u>	<u>51,158</u>	<u>304,192</u>	<u>262,283</u>	<u>41,909</u>		<u>339,700</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	14,005	7,083	97,969	70,833	27,136	3	85,000
Ditch Improvement Program	0	0	100	0	100		0
Recycling Dollies & Lids	42	42	325	417	(92)		500
Interest & Sundry	1,251	417	8,617	4,167	4,450	4	5,000
Miscellaneous	8,614	140	32,335	1,400	30,935	5	1,680
History Book Sales	0	0	52	0	52		0
	<u>23,911</u>	<u>7,682</u>	<u>139,399</u>	<u>76,817</u>	<u>62,582</u>		<u>92,180</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	0	0	33,960	20,000	13,960	6	20,000
	<u>0</u>	<u>0</u>	<u>36,460</u>	<u>21,500</u>	<u>14,960</u>		<u>21,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	10,030	10,030	(0)		10,030
Utility Fund Transfer	0	0	690,000	690,000	0		920,000
	<u>0</u>	<u>0</u>	<u>700,030</u>	<u>700,030</u>	<u>(0)</u>		<u>930,030</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	2,525	3,092	29,049	30,917	1,867		37,100
Councillors	8,636	8,862	87,057	88,619	1,562		106,343
Regional Service Commission 9	1,073	1,073	4,291	4,291	0		4,291
NMNB-FCM Local Gov'ts for Sustainability	0	0	9,000	9,000	0		9,000
Other	300	417	6,130	12,167	6,037	7	13,000
	<u>12,533</u>	<u>13,443</u>	<u>135,528</u>	<u>144,994</u>	<u>9,466</u>		<u>169,734</u>
<b>Administrative</b>							
Office Building	7,092	8,683	117,768	126,633	8,866	8	142,700
Solicitor	4,740	4,167	28,570	41,667	13,097		50,000
Administration - Wages & Benefits	72,767	69,770	754,506	765,760	11,254		955,300
Supplies	9,399	9,658	78,746	112,083	33,337	9	133,900
Professional Fees	0	2,500	12,065	25,000	12,935		30,000
Other	7,566	5,937	77,828	72,850	(4,978)	10	84,724
	<u>101,564</u>	<u>100,715</u>	<u>1,069,484</u>	<u>1,143,993</u>	<u>74,509</u>		<u>1,396,624</u>

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G7

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	2,669	667	5,189	6,667	1,478		8,000
Civic Relations	50	333	1,216	3,333	2,117		4,000
Insurance	0	417	162,011	166,257	4,246		167,090
Donations	5,450	2,909	40,870	36,182	(4,689)	11	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
	8,169	4,326	460,883	464,237	3,354		472,888
	122,266	118,484	1,665,894	1,753,223	87,329		2,039,246
<b>Protective Services</b>							
Police							
Police Protection	190,153	190,153	1,901,526	1,901,526	0		2,281,831
Crime Stoppers	0	0	2,800	2,800	0		2,800
	190,153	190,153	1,904,326	1,904,326	0		2,284,631
Fire							
Fire Protection	146,449	146,606	1,655,999	1,657,951	1,953		1,951,164
Water Costs Fire Protection	0	0	375,000	375,000	0		375,000
	146,449	146,606	2,030,999	2,032,951	1,953		2,326,164
Emergency Measures							
911 Communications Centre	11,646	11,646	116,461	116,461	(0)		139,753
EMO Director/Committee	80	1,250	479	12,500	12,021	12	15,000
	11,726	12,896	116,940	128,961	12,021		154,753
Other							
Animal & Pest Control	599	792	6,288	7,917	1,629		9,500
Other	652	833	6,234	8,333	2,099		10,000
	1,250	1,625	12,522	16,250	3,728		19,500
Total Protective Services	349,578	351,280	4,064,787	4,082,488	17,701		4,785,048



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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)	140,602	136,880	1,458,794	1,555,863	97,069	13	1,834,278
Workshops, Yards & Equipment	49,652	41,104	443,288	453,038	9,749		535,245
Engineering	21	625	2,655	6,250	3,595		7,500
	<u>190,274</u>	<u>178,609</u>	<u>1,904,737</u>	<u>2,015,150</u>	<u>110,413</u>		<u>2,377,023</u>
Street Cleaning & Flushing	0	3,667	9,974	32,667	22,692	14	40,000
Roads & Streets	18,235	6,250	54,503	62,500	7,997		75,000
Crosswalks & Sidewalks	1,791	1,302	25,232	11,746	(13,487)	15	14,353
Culverts & Drainage Ditches	2,868	5,000	60,888	50,000	(10,888)	16	60,000
Snow & Ice Removal	0	1,667	309,670	322,667	12,997		470,000
	<u>22,894</u>	<u>17,885</u>	<u>460,268</u>	<u>479,579</u>	<u>19,311</u>		<u>659,353</u>
Street Lighting	11,457	12,167	119,908	121,667	1,759		146,000
Traffic Services							
Street Signs	0	1,250	17,339	12,500	(4,839)	17	15,000
Traffic Lanemarking	0	0	25,657	20,000	(5,657)	18	20,000
Traffic Signals	905	2,083	19,359	20,833	1,475		25,000
Railway Crossing	803	1,667	14,355	16,667	2,312		20,000
	<u>1,708</u>	<u>5,000</u>	<u>76,710</u>	<u>70,000</u>	<u>(6,710)</u>		<u>80,000</u>
Public Transit							
Public Transit - Comex Service	16,094	15,500	48,282	46,500	(1,782)		62,000
KV Committee for the Disabled	0	0	3,000	3,000	0		3,000
Public Transit - Other	0	208	1,314	2,083	769		2,500
	<u>16,094</u>	<u>15,708</u>	<u>52,596</u>	<u>51,583</u>	<u>(1,013)</u>		<u>67,500</u>
<b>Total Transportation Services</b>	<u>242,427</u>	<u>229,368</u>	<u>2,614,219</u>	<u>2,737,980</u>	<u>123,761</u>		<u>3,329,876</u>
<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill	32,113	15,833	161,967	158,333	(3,634)		190,000
Solid Waste Disposal Compost	4,062	2,083	19,372	20,833	1,461		25,000
Solid Waste Collection	21,864	21,667	218,636	216,667	(1,970)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,500	78,467	75,000	(3,467)	19	90,000
Clean Up Campaign	0	0	33,734	50,000	16,266	20	55,000
	<u>65,604</u>	<u>47,083</u>	<u>512,177</u>	<u>520,833</u>	<u>8,656</u>		<u>620,000</u>
<b>Environmental Development Services</b>							
Planning & Zoning							
Administration	26,531	31,121	317,992	379,583	61,591	21	441,825
Planning Projects	0	8,333	8,783	83,333	74,551	22	100,000
Heritage Committee	0	208	0	2,083	2,083		2,500
	<u>26,531</u>	<u>39,663</u>	<u>326,775</u>	<u>464,999</u>	<u>138,225</u>		<u>544,325</u>
Economic Development Comm.	7,202	7,202	72,019	72,018	(0)		86,422
Tourism	0	0	3,129	3,200	71		3,200
	<u>7,202</u>	<u>7,202</u>	<u>75,147</u>	<u>75,218</u>	<u>71</u>		<u>89,622</u>
	<u>33,733</u>	<u>46,865</u>	<u>401,922</u>	<u>540,218</u>	<u>138,296</u>		<u>633,947</u>



# 2017December11OpenSessionFINAL\_094

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET	C9
<b>Recreation &amp; Cultural Services</b>								
Administration	17,033	17,285	208,501	208,676	175		243,246	
Beaches	0	0	40,702	53,400	12,698	23	53,400	
Rothsay Arena	36,660	28,480	242,871	253,119	10,249		313,080	
Memorial Centre	4,923	4,750	45,281	55,500	10,219		65,000	
Summer Programs	922	1,500	54,253	58,944	4,691		58,944	
Parks & Gardens	38,595	56,000	470,594	506,167	35,573	24	568,400	
Rothsay Common Rink	1,091	1,008	38,040	40,084	2,044		48,401	
Playgrounds and Fields	16,751	9,167	77,841	91,667	13,826	25	110,000	
Regional Facilities Commission	99,445	99,445	397,780	397,780	0		397,780	
Kennebecasis Public Library	7,198	7,198	71,978	71,984	7		86,381	
Big Rothsay Road	0	25	0	250	250		300	
Special Events	515	833	38,322	40,833	2,512		44,500	
Rothsay Living Museum	0	208	1,433	2,083	651		2,500	
	<u>223,132</u>	<u>225,900</u>	<u>1,687,595</u>	<u>1,780,488</u>	<u>92,893</u>		<u>1,991,932</u>	
<b>Fiscal Services</b>								
<b>Debt Charges</b>								
Interest	304	1,183	127,497	131,407	3,910		252,951	
Debt Payments	0	0	435,000	435,000	0		985,000	
	<u>304</u>	<u>1,183</u>	<u>562,497</u>	<u>566,407</u>	<u>3,910</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>304</u>	<u>1,183</u>	<u>562,497</u>	<u>566,407</u>	<u>3,910</u>		<u>3,494,951</u>	

2017 December 10 Open Session FINAL\_095

Note #		Actual	Budget	Better/(Worse)	Description of Variance
<b>Revenue</b>					
1	Town Hall Rent	\$ 20,163	\$ 8,333	\$ 11,830	Deposit paid, tenants added
2	Recreation Programs	\$ 81,998	\$ 58,500	\$ 23,498	Includes 2 years RHS field maintenance
3	Licenses & Permits	\$ 97,969	\$ 70,833	\$ 27,136	Building Permits higher than expected
4	Interest & Sundry	\$ 8,617	\$ 4,167	\$ 4,450	Cash on hand, interest charged on General Receivables
5	Miscellaneous Revenue	\$ 32,335	\$ 1,400	\$ 30,935	Sale of used equipment
6	Grant - Other	\$ 33,960	\$ 20,000	\$ 13,960	All grants now received, includes Wellness grant not budgeted
				Total	\$ 111,809
				Variance per Statement	\$ 128,788
				Explained	86.82%
<b>Expenses</b>					
<b>General Government</b>					
7	Legislative - Other	\$ 6,130	\$ 12,167	\$ 6,037	Council Development Seminars budget may be high
8	Office Building	\$ 117,768	\$ 126,633	\$ 8,865	Less cleaning and maintenance expenses
9	Supplies	\$ 78,746	\$ 112,083	\$ 33,337	Information Systems, Office Equipment not purchased yet
10	Administration - Other	\$ 77,828	\$ 72,850	\$ (4,978)	WHSCC over budget
11	Donations	\$ 40,870	\$ 36,182	\$ (4,688)	Food Bank/Quispamsis not budgeted
<b>Protective Services</b>					
12	EMO Director/Committee	\$ 479	\$ 12,500	\$ 12,021	Not used yet
<b>Transportation</b>					
13	Administration (Wages & Benefits)	\$ 1,458,794	\$ 1,555,863	\$ 97,069	Wages under budget; new hires were budgeted
14	Street Cleaning & Flushing	\$ 9,974	\$ 32,667	\$ 22,693	Work done, not invoiced yet
15	Crosswalks & Sidewalks	\$ 25,232	\$ 11,746	\$ (13,486)	Light repairs and concrete repairs
16	Culverts & Drainage Ditches	\$ 60,888	\$ 50,000	\$ (10,888)	Repairs to Highland Ave.
17	Street Signs	\$ 17,339	\$ 12,500	\$ (4,839)	solar speed radar sign
18	Traffic Lanemarking	\$ 25,657	\$ 20,000	\$ (5,657)	Bead purchases
<b>Environmental Health</b>					
19	Curbside Recycling	\$ 78,467	\$ 75,000	\$ (3,467)	Additional containers
20	Cleanup Campaign	\$ 33,734	\$ 50,000	\$ 16,266	Tonnage lower than expected, fall cleanup to come
<b>Environmental Development</b>					
21	Planning - Administration	\$ 317,992	\$ 379,583	\$ 61,591	Position vacant
22	Planning Projects	\$ 8,783	\$ 83,333	\$ 74,550	Timing
<b>Recreation &amp; Cultural Services</b>					
23	Beaches	\$ 40,702	\$ 53,400	\$ 12,698	Wages \$17,000 under budget
24	Parks & Gardens	\$ 470,594	\$ 506,167	\$ 35,573	Wages \$20,000 under budget, Weedman invoicing to come
25	Playgrounds & Fields	\$ 77,841	\$ 91,667	\$ 13,826	Some purchases not made yet, Weedman invoicing
<b>Fiscal Services</b>					
				Total	\$ 346,523
				Variance per Statement	\$ 472,546
				Explained	73.33%

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## Town of Rothsay

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

	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
<b>General Government</b>						
12010560 General Gov't Equipment Purchases G-2017-006	55,000	18,736	36,264	IT	55,000	18,736
12021860 Town Hall Improvements Upstairs G-2017-011	40,000	41,890	-1,890		55,000	18,736
Total General Government	95,000	60,626	34,374			
<b>Protective Services</b>						
12011560 Protective Serv. Equipment Purchases P-2017-005	78,500	13,758	64,742			
Total Protective Services	78,500	13,758	64,742			
<b>Transportation</b>						
12023860 Engineering 2018 Streets T-2017-007	60,000	17,004	42,996	Transportation Equipment Purchases T-2017-003		
12025560 Underground Diesel Storage Tank T-2017-008	90,000	16,020	73,980		Budget	Actual
12025360 Asphalt/Microseal T-2017-001	1,325,000	1,445,331	-120,331	Asphalt Recycler	110,000	113,672
12025260 Trail Connector/Crossing T-2016-017	1,037,000	-	1,037,000	Sidewalk Plow	190,000	172,565
12021360 Transportation Equipment Purchases T-2017-003	1,050,000	1,000,502	49,498	Tandem Dump	250,000	234,404
12025460 General Specifications T-2017-002	-	15,364	15,364	Single Axle Dump	225,000	238,440
Total Transportation	3,562,000	2,494,222	1,067,778	Loader	275,000	241,422
					1,050,000	1,000,502
<b>Recreation</b>						
12020860 Recreation Equipment Purchases R-2016-003	47,500	7,613	39,887	Recreation Equipment Purchases R-2016-003		
12025660 Ballpark Ballfield Parking R-2017-010	-	1,485	-1,485		Mower	7,500
12012060 Arena Assessment R-2017-009	-	1,043	-1,043	Master Plan/Scribner	40,000	7,613
12025760 Picnic Shelter & Viewing Deck R-2017-014	-	20,187	-20,187			
Total Recreation	47,500	30,328	17,172		47,500	7,613
<b>Total</b>						
	\$ 3,783,000	\$ 2,598,934	\$ 1,184,066			
<b>Not yet assigned:</b>						
Designated Highway	1,140,000					
Sidewalk	225,000					
	1,365,000					
<b>Carryovers</b>						
Funded from Reserves						
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006		22,618				
12024460 Asphalt Resurfacing T-2016-009		4,027				
12024760 RA5 River Road T-2016-013		5,645				
12023360 Wells Trail R-2014-019		1,013				
12024260 Almon/Peters Reconstruction T-2016-007		753				
12014560 Backhoe		160,757				
12012560 Renforth Park Upgrade R-2013-06		12,869				
		207,682				
<b>Total</b>						
	\$ 5,148,000	\$ 2,806,616	\$ 1,184,066			
<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



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# Town of Rothesay

Capital Projects 2017

General Fund

11 Months Ended 11/30/17

	Original BUDGET	CURRENT Y-T-D	Remaining Budget						
<b>General Government</b>									
12010560 General Gov't Equipment Purchases G-2017-006	55,000	18,736	36,264	IT	55,000	18,736			
12021860 Town Hall Improvements Upstairs G-2017-011	40,000	41,890	-1,890		55,000	18,736			
Total General Government	95,000	60,626	34,374						
<b>Protective Services</b>									
12011560 Protective Serv. Equipment Purchases P-2017-005	78,500	13,758	64,742						
Total Protective Services	78,500	13,758	64,742						
<b>Transportation</b>									
12023860 Engineering 2018 Streets T-2017-007	60,000	17,004	42,996	<b>Transportation Equipment Purchases T-2017-003</b>					
12025560 Underground Diesel Storage Tank T-2017-008	90,000	16,020	73,980		Budget	Actual			
12025360 Asphalt/Microseal T-2017-001	1,325,000	1,445,331	-120,331	Asphalt Recycler	110,000	113,672			
12025260 Trail Connector/Crossing T-2016-017	1,037,000	-	1,037,000	Sidewalk Plow	190,000	172,565			
12021360 Transportation Equipment Purchases T-2017-003	1,050,000	1,000,502	49,498	Tandem Dump	250,000	234,404			
12025460 General Specifications T-2017-002	-	15,364	15,364	Single Axle Dump	225,000	238,440			
Total Transportation	3,562,000	2,494,222	1,067,778	Loader	275,000	241,422			
					1,050,000	1,000,502			
<b>Recreation</b>									
12020860 Recreation Equipment Purchases R-2016-003	47,500	7,613	39,887	<b>Recreation Equipment Purchases R-2016-003</b>					
12025660 Ballpark Ballfield Parking R-2017-010	-	1,485	-1,485	Mower	7,500	7,613			
12012060 Arena Assessment R-2017-009	-	1,043	-1,043	Master Plan/Scribner	40,000				
12025760 Picnic Shelter & Viewing Deck R-2017-014	-	20,187	-20,187						
Total Recreation	47,500	30,328	17,172		47,500	7,613			
<b>Total</b>	<b>\$ 3,783,000</b>	<b>\$ 2,598,934</b>	<b>\$ 1,184,066</b>						
<b>Not yet assigned:</b>									
Designated Highway	1,140,000								
Sidewalk	225,000								
	1,365,000								
<b>Carryovers</b>									
Funded from Reserves									
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006		22,618							
12024460 Asphalt Resurfacing T-2016-009		4,027							
12024760 RA5 River Road T-2016-013		5,645							
12023360 Wells Trail R-2014-019		1,013							
12024260 Almon/Peters Reconstruction T-2016-007		753							
12014560 Backhoe		160,757							
12012560 Renforth Park Upgrade R-2013-06		12,869							
		207,682							
<b>Total</b>	<b>\$ 5,148,000</b>	<b>\$ 2,806,616</b>	<b>\$ 1,184,066</b>						
<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			
<b>Total</b>	<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

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

**Town of Rothesay**  
Capital Balance Sheet  
As at 10/31/17

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
	<u>47,553,473</u>

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

TOTAL ASSETS	<u><u>33,413,765</u></u>
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LIABILITIES

Current:

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

Long-Term:

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

EQUITY

Investments:

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

# Town of Rothesay

## Utility Reserve Balance Sheet

As at 10/31/17

### ASSETS

Assets:

Bank - Utility Reserve	1,085,623
Due from Utility Operating	10,121
TOTAL ASSETS	<u>\$ 1,095,744</u>

### EQUITY

Investments:

Invest. in Utility Capital Reserve	780,677
Invest. in Utility Operating Reserve	100,858
Invest. in Sewage Outfall Reserve	214,210
TOTAL EQUITY	<u>\$ 1,095,745</u>

# Town of Rothesay

## Utilities Fund Operating Balance Sheet As at 10/31/17

### ASSETS

#### Current assets:

Accounts Receivable Net of Allowance	615,460
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>616,660</u>

#### Other Assets:

Projects	3,695,092
	<u>3,695,092</u>

TOTAL ASSETS	<u>\$ 4,311,751</u>
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### LIABILITIES

Bank Loan	1,000,000
Accrued Payables	48,730
Due from General Fund	2,436,056
Due from (to) Capital Fund	(649,040)
Due to (from) Utility Reserve	10,121
Deferred Revenue	18,006
Total Liabilities	<u>2,863,874</u>

### EQUITY

#### Surplus:

Opening Retained Earnings	21,220
Profit (Loss) to Date	1,426,657
	<u>1,447,878</u>

TOTAL LIABILITIES & EQUITY	<u>\$ 4,311,752</u>
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**Town of Rothesay**  
**Utilities Operating Income Statement**  
**10 Months Ended 10/31/17**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	(639)	6,250	781,794	744,875	36,919	1	980,000
Meter and non-hookup fees	0	0	35,373	28,125	7,248	2	37,500
Water Supply for Fire Prot.	0	0	375,000	375,000	0		375,000
Local Improvement Levy	0	0	59,073	59,000	73		59,000
Sewerage Services	0	0	1,615,578	1,600,000	15,578	3	1,600,000
Connection Fees	5,500	5,000	64,100	50,000	14,100	4	60,000
Interest Earned	6,521	3,958	65,770	39,583	26,187	5	47,500
Misc. Revenue	975	205	6,104	2,054	4,050	6	2,465
Surplus - Previous Years	0	0	28,535	28,535	(0)		28,535
<b>TOTAL RECEIPTS</b>	<b>12,336</b>	<b>15,414</b>	<b>3,031,327</b>	<b>2,927,173</b>	<b>104,155</b>		<b>3,190,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	276,000	276,000	0		368,000
Audit/Legal/Training	270	1,000	6,411	13,000	6,589	7	15,000
Purification & Treatment	13,020	24,667	268,263	260,667	(7,597)	8	310,000
Transmission & Distribution	1,946	7,692	65,824	76,917	11,093	9	92,300
Power & Pumping	3,312	4,000	35,895	40,000	4,105		48,000
Billing/Collections	105	0	4,673	3,000	(1,673)		3,000
Water Purchased	0	83	451	833	382		1,000
Misc. Expenses	0	1,500	6,250	15,000	8,750		18,000
<b>TOTAL WATER SUPPLY</b>	<b>18,652</b>	<b>38,942</b>	<b>663,768</b>	<b>685,417</b>	<b>21,649</b>		<b>855,300</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	414,000	414,000	0		552,000
Audit/Legal/Training	0	1,833	10,181	25,333	15,152	10	29,000
Collection System Maintenance	23,876	8,267	71,899	47,467	(24,432)	11	64,000
Sewer Claims	0	1,983	4,613	19,833	15,220		23,800
Lift Stations	2,311	2,417	22,011	24,167	2,156		29,000
Treatment/Disposal	277	5,054	36,278	55,342	19,064		65,450
Misc. Expenses	6,482	458	13,051	4,583	(8,468)	12	5,500
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>32,945</b>	<b>20,013</b>	<b>572,033</b>	<b>590,725</b>	<b>18,692</b>		<b>768,750</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	2,219	5,417	5,755	54,167	48,412	13	65,000
Interest on Long-Term Debt	0	0	186,342	186,342	0		274,177
Principal Repayment	0	0	176,773	176,773	0		486,773
Transfer to Reserve Accounts	0	0	0	0	0		140,000
Capital Fund Through Operating	0	0	0	0	0		600,000
<b>TOTAL FISCAL SERVICES</b>	<b>2,219</b>	<b>5,417</b>	<b>368,869</b>	<b>417,282</b>	<b>48,412</b>		<b>1,565,950</b>
<b>TOTAL EXPENSES</b>	<b>53,817</b>	<b>64,371</b>	<b>1,604,670</b>	<b>1,693,423</b>	<b>88,753</b>		<b>3,190,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>(41,480)</b>	<b>(48,957)</b>	<b>1,426,657</b>	<b>1,233,749</b>	<b>192,908</b>		<b>(0)</b>

# Town of Rothesay

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Variance Report - Utility Operating

10 months ending October 31, 2017

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 781,794	\$ 744,875	\$ 36,919	Residential usage higher than budgeted
2	Meter & Non-Hookup Fees	\$ 35,373	\$ 28,125	\$ 7,248	Non hookups added
3	Sewerage Services	\$ 1,615,578	\$ 1,600,000	\$ 15,578	Residential usage higher than budgeted
4	Connection Fees	\$ 64,100	\$ 50,000	\$ 14,100	New housing starts
5	Interest Earned	\$ 65,770	\$ 39,583	\$ 26,187	Interest on accounts receivable
6	Misc. Revenue	\$ 6,104	\$ 2,054	\$ 4,050	Meter reading charges for property transfers
Water System Expenses					
7	Audit/Legal/Training	\$ 6,411	\$ 13,000	\$ 6,589	Training not used
8	Purification/Treatment	\$ 268,263	\$ 260,667	\$ (7,596)	Pump maintenance and pump purchase
9	Transmission/Distribution	\$ 65,824	\$ 76,917	\$ 11,093	Maintenance not required
Sewerage Collection and Disposal					
10	Audit/Legal/Training	\$ 10,181	\$ 25,333	\$ 15,152	Training not used
11	Collection Systems	\$ 71,899	\$ 47,467	\$ (24,432)	Pump and system repairs
12	Misc. Expenses	\$ 13,051	\$ 4,583	\$ (8,468)	Clothing, driveway reinstatement
Fiscal Services					
13	Interest on Bank Loans	\$ 5,755	\$ 54,167	\$ 48,412	Borrowing not required until Sept.

# Town of Rothesay

Capital Projects 2017

Utility Fund

10 Months Ended 10/31/17

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12043430	Well Development - Watershed W-2014-014	150,000	100,902	49,098
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000
12033530	Hampton Road Watermain W-2017-002	200,000	690,683	-490,683
12033630	Box & Davit for R102 W2017-004	25,000	13,656	11,344
		<u>\$ 400,000</u>	<u>\$ 805,241</u>	<u>-\$ 405,241</u>
<b>SEWER</b>				
12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	2,483,747	2,516,253
12044230	Infiltration/Inflow Study S-2017-003	-	217,674	-217,674
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	2,097	1,397,903
		<u>6,400,000</u>	<u>2,703,518</u>	<u>3,696,482</u>
	Unassigned:			
	Station Rd Watermain	100,000		100,000
	Sewer Improvements	300,000		300,000
		<u>400,000</u>	<u>-</u>	<u>400,000</u>
<b>Total Approved</b>		<u>7,200,000</u>	<u>3,508,759</u>	<u>3,691,241</u>
<b>Carryovers</b>				
Funded from Reserves				
12043730	Almon/Peters Reconstruction - Water - T-2016-007		-1,382	
12043830	Water Plant Aux Building W-2016-002		187,715	
			<u>186,333</u>	
		<u>7,200,000</u>	<u>3,695,092</u>	<u>3,691,241</u>

**Funding:**

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



# Town of Rothesay

Capital Projects 2017  
Utility Fund  
11 Months Ended 11/30/17

**Draft!**

## WATER

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

## SEWER

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

Unassigned:

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

## Total Approved

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

Funded from Reserves

12043730	Almon/Peters Reconstruction - Water - T-2016-007	-1,382
12043830	Water Plant Aux Building W-2016-002	199,186
		<u>197,804</u>

<u>7,200,000</u>	<u>3,706,563</u>	<u>3,691,241</u>
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## Funding:

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



# TOWN OF ROTHESAY

## FINANCE COMMITTEE

November 16, 2017

In attendance:

Mayor Nancy Grant

Councillor Grant Brenan

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 8:30a.m. The minutes of October 19, 2017 were accepted. (NG/DS).

The agenda was accepted as drafted (NG/DS)

### **October Financial Statements**

Treasurer MacDonald said most categories remain under budget, no surprises expected. The statements were accepted as presented.

### **2017 Capital Expenditure Update**

Treasurer MacDonald reviewed the reports. There was an extended discussion on the funding of all projects, and what happens to the funds for projects we will not be doing. Treasurer MacDonald said priorities change over the year. If projects are deferred, the surplus funds should go in to Reserves or re-budgeted when Council decides to proceed. There is the question of who pays for projects, the current tax payers (projects through Operating) or future tax payers (projects through borrowing). It was noted these are draft reports, and will be finalized for the December Council meeting.

### **Donations**

Statement to October 31, 2017 accepted as presented. It was noted the cheque for the Saint John Field House has not yet been released.

Requests:

Cherry Brook Zoo – After a brief discussion, it was agreed (NG/DS) to **recommend to Council to deny the request.**

Rothsay High School Basketball - After a brief discussion, it was agreed (NG/DS) to **recommend to Council to deny the request.**

KV Oasis – After an extended discussion, it was agreed (DS/NG) to **recommend to Council to deny the request** as we cannot be involved in funding the organization's Operating expenses.

Saint John Theatre Company – After a brief discussion, it was agreed (DS/NG) to **recommend to Council** to approve \$1,000.

YMCA – As this was a separate request from our current commitment of \$10,000 a year until 2019, it was agreed to **recommend to Council** to deny this request.

Crimestoppers – It was agreed to **recommend to Council to** continue funding them at \$2,800. (DG/DS)

KV Committee for Disabled Persons – After a brief discussion, it was agreed to **recommend to Council to** fund them for \$7,000, but Town Manager Jarvie should speak to them about other funding sources.

DARE – it was agreed to give them \$500, under the Mayor's limit.

Bullying Canada – After a brief discussion it was agreed to **recommend to Council to** deny the request.

### **Insurance Renewal**

Treasurer MacDonald reviewed the current coverage, and the additions as suggested. After a brief discussion, it was agreed **to recommend to Council** to add the extras, but removed the staff from the 24 hour coverage as staff are covered by the benefits (NG.DS). Council should also receive the brochures describing the coverage.

### **Preliminary Budget Discussions**

Treasurer MacDonald said he would like to discuss theories today, and not necessarily the numbers. He reviewed the draft Capital plans, with a number of assumptions. There was a brief discussion on funding, and the status of the Gas Tax Fund. Town Manager Jarvie described the planned Capital projects.

### **Compliance Report**

For information purposes.

The next meeting is set for Wednesday, November 22, 2 p.m. Also Thursday, November 23 at 8:30. The meeting adjourned at 11:30.

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Grant Brenan, Chairman

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Ellen K. Steeves, Recording Secretary

# TOWN OF ROTHESAY

## FINANCE COMMITTEE

November 23, 2017

In attendance:

Mayor Nancy Grant

Councillor Grant Brenan

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 11:00a.m. Moved by Mayor Grant and seconded by Councillor Shea to **recommend to Council to** approve the draft budget, once finalized and balanced, including a 2 cent increase in the tax rate, and no increases in the Utility rates. **Carried.**

Moved by Mayor Grant and seconded by Councillor Shea to **recommend to Council to** deny the request from NB U18 Rugby. **Carried.**

The meeting adjourned at 11:05.

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Grant Brenan, Chairman

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Ellen K. Steeves, Recording Secretary

# Town of Rothesay

11/30/17 219500-60

## Donations/Cultural Support

Paid to date Budget  
2017

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

## Other:

7,500.00

D.A.R.E.	500.00	
Rocmaura Foundation Inc.	50.00	
Women in Transition House	50.00	
Kidney Foundation	25.00	
Mira Stephenson	50.00	Youth for Youth
NB Competitive Festival of Music	250.00	
Rothesay Netherwood School	300.00	Art Show ad
Christmas with the Cops	100.00	
Heart & Stroke	50.00	
Town of Quispamsis	6,000.00	KV Food Bank
KV Players	500.00	
KV Old Boys	150.00	
Rexton Area Health Care Foundation Inc	45.34	In memory Raymond Murphy
Karen Parker	250.00	KV Girls Softball
BCAPI	100.00	
Fill the Stocking run	250.00	
St. Joseph's Hospital - CAM Unit	200.00	
Rothesay High School Basketball	250.00	
KV Domestic Violence Outreach Inc	150.00	

sub 9,270.34 7,500.00

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43,770.34 42,000.00

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## ROTHESAY

### PARKS & RECREATION COMMITTEE MEETING MINUTES

Tuesday, November 21<sup>st</sup>, 2017



**DRAFT**

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

ABSENT: Brendan Kilfoil  
Nathan Davis

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

#### 1. APPROVAL OF MINUTES

**MOVED** by Gary Myles and seconded by Chuck McGibbon to approve the minutes of the September 19<sup>th</sup>, 2017 meeting.

**CARRIED.**

#### 2. APPROVAL OF AGENDA

**MOVED** by Bill McGuire and seconded by Mary Ann Gallagher to approve the agenda as circulated with the addition of **4.1 Recreation Report**

**CARRIED.**

#### 3. DELEGATIONS

##### 3.1 Peter Jolly                      Lawn Bowling at East Riverside Kingshurst Park

Counc. Wells welcomed Mr. Jolly and invited him to address the Committee. Mr. Jolly gave a brief description of Lawn Bowling from its start in the 10<sup>th</sup> Century in England to the size of the field, approximately 30 meters long and 4 – 6 meters in width. There are 5 clubs in New Brunswick, Fredericton, Moncton, Riverview, Shediac and Saint John (approximately 50 members). Required would be a level ground for the playing field, a surface of turf or grass, a shed, some benches and a canopy of sorts. Locations suggested are Jordan Miller Park, Arthur Miller Fields, Rothesay Common and East Riverside Kingshurst Park. East Riverside Park would be ideal as players could enjoy the view of the water while enjoying the game. Mr. Jolly suggested a one page questionnaire be sent out with the next Utility Bill to see if there is an interest.

A brief discussion followed as to the financial implications with regards to the initial construction and to maybe consider for next year's budget. It was suggested that Director Jensen speak with staff at the Riverside Golf Club to see what the approximate costs would be for the lawn and also the costs for ongoing maintenance. In order to see if there would be much interest or demand it was suggested that posts be made to the Town's website and on Facebook as well as to the Chapel Hill Facebook page.

#### **04. REPORTS**

##### **4.1 Recreation Report**

Director Jensen informed the committee that staff is getting ready for the Santa Claus Parade; lights, banners, flags are being hung, the weather looks favourable and there are about 45 floats registered this year. In lieu of the Mayor's Levee there will be a Mayor's Holiday Reception on Wednesday, December 13<sup>th</sup> from 5:00 – 6:30 just prior to the Mayor's Christmas Lighting at 7pm. Weather permitting, the plan is to start making ice at the Rothesay Common the week before the tree lighting and have it opened on Monday the 11<sup>th</sup>. The Common skating schedule is in *R Insider* and is also on the Town's website, it has remained the same as last year with the addition of additional Pond Hockey over the Christmas Break. The new time clock for the arena has arrived.

#### **5. UNFINISHED BUSINESS**

N/A

#### **6. NEW BUSINESS**

##### **6.1 Community Garden in K-Park**

Referred from Council, Counc. Wells informed the committee that a resident from K Park has shown an interest in a Community Garden in the area, the resident also suggested a survey be done to see if there is an interest. Considered locations would be at either K Park School or at the Lagoon. Staff requirements at the start up would be to prep the area, retain water barrels, build a shed and provide garden tools. Due to the deer population a fence would also be required and it was suggested to look at a sponsor for this to offset the costs. The current location is \$20/plot, not an expense to the Town except for staff requirements. Director Jensen will speak with the resident to confirm more concrete information.

##### **6.2 Request for addition to signage at Rothesay Fields**

Counc. Wells informed the committee that there was a discussion at the last Council Meeting with regards to the playing fields being cover with goose droppings and it was suggested to add to the current signage to have children wash their hands when leaving the fields. A brief discussion followed.

**Moved** by Mary Ann Gallagher and seconded by Maureen Desmond that the Parks & Recreation Committee recommend to Council that the consensus of the Committee does not feel there is a need to add signage to the current field signs.

**CARRIED**

Director Jensen informed the Committee that he has tried many ways to rid the fields of the geese but Rothesay High School still has issues and also the fields in Wells. In order to deal with this problem you need approval from Canadian Wildlife. Director Jensen noted these fields are in great shape but not playable due to the goose droppings.

**Moved** by Chuck McGibbon and seconded by Counc. McGuire that the Parks & Recreation Committee recommend to Council that Director Jensen writes to the appropriate department to consider a Goose Cull at Rothesay High School.

**CARRIED**

**7. CORRESPONDENCE FOR ACTION**

**N/A**

**8 DATE OF NEXT MEETING**

Tuesday, January 16<sup>th</sup>, 2018

**9. ADJOURNMENT OF MEETING**

**MOVED** by Counc. McGuire that the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 7:15 p.m.

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Chairperson

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Recording Secretary



# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Recording Secretary Parks & Recreation Committee  
DATE : November 21<sup>st</sup>, 2017  
RE : Motion – Addition to current signage at fields

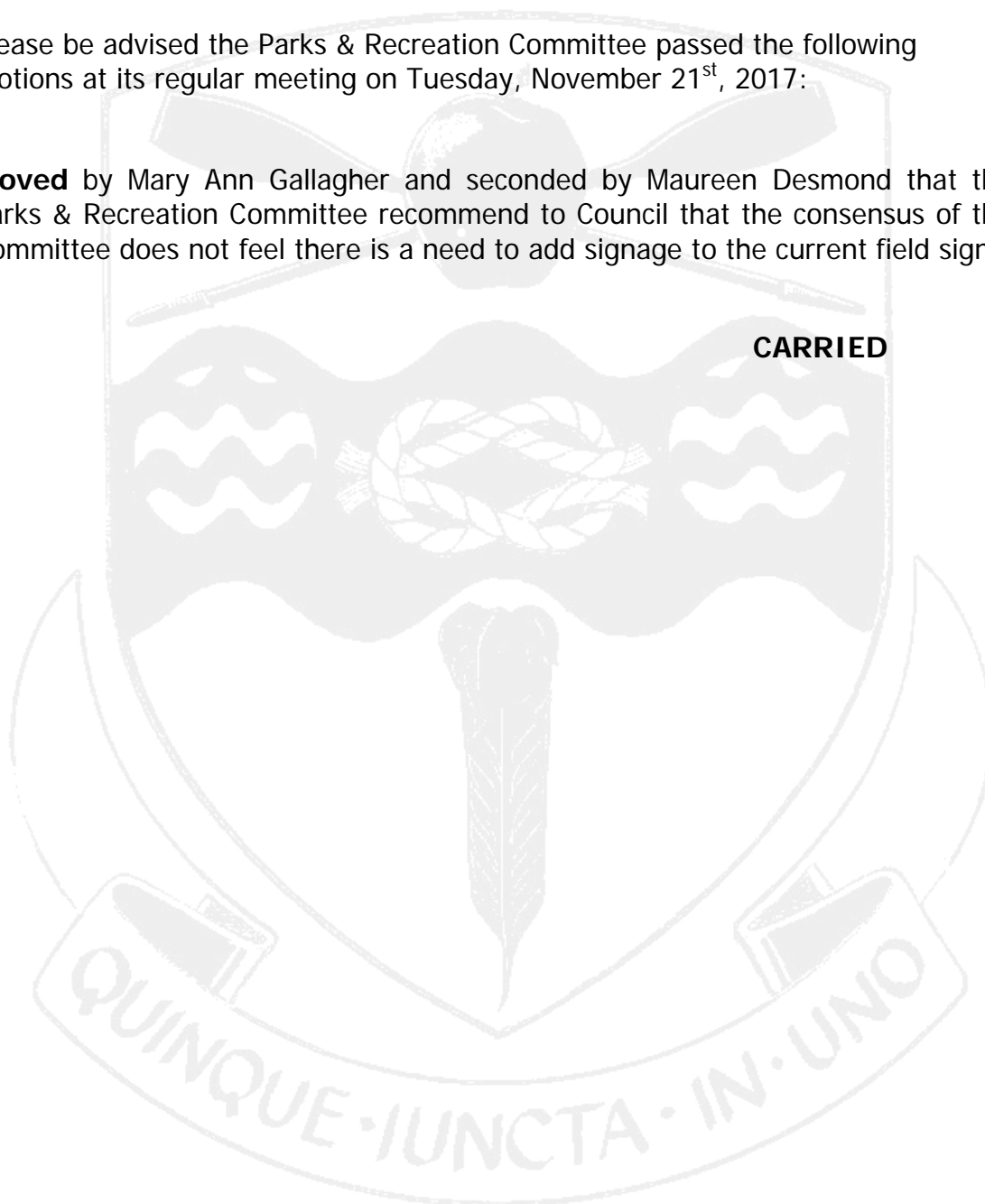
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**DRAFT**

Please be advised the Parks & Recreation Committee passed the following motions at its regular meeting on Tuesday, November 21<sup>st</sup>, 2017:

**Moved** by Mary Ann Gallagher and seconded by Maureen Desmond that the Parks & Recreation Committee recommend to Council that the consensus of the Committee does not feel there is a need to add signage to the current field signs.

**CARRIED**







# ROTHESAY

## MEMORANDUM



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TO : Mayor and Council  
FROM : Recording Secretary Parks & Recreation Committee  
DATE : November 21<sup>st</sup>, 2017  
RE : Motion – Goose Cull at Rothesay High School

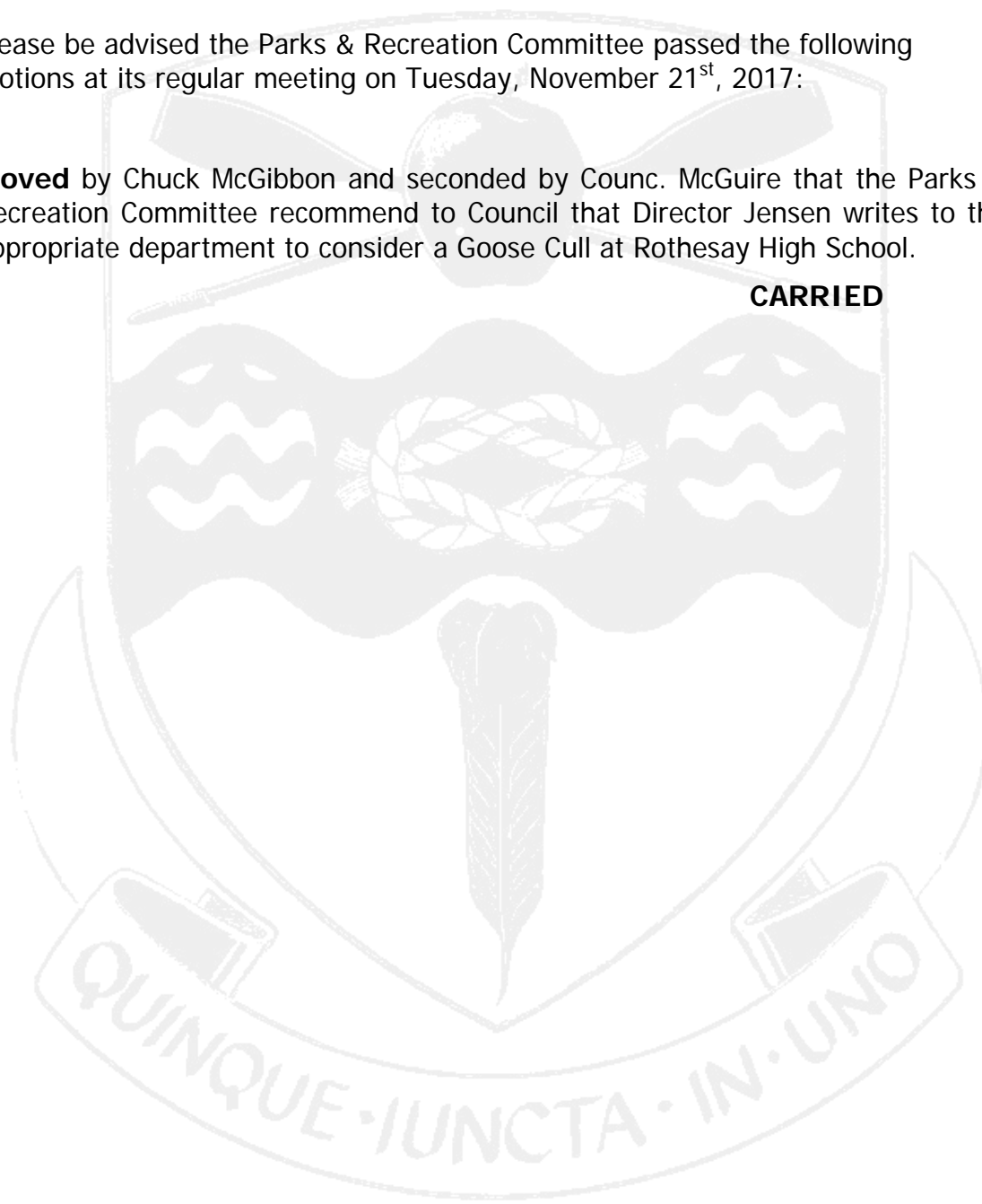
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**DRAFT**

Please be advised the Parks & Recreation Committee passed the following motions at its regular meeting on Tuesday, November 21<sup>st</sup>, 2017:

**Moved** by Chuck McGibbon and seconded by Counc. McGuire that the Parks & Recreation Committee recommend to Council that Director Jensen writes to the appropriate department to consider a Goose Cull at Rothesay High School.

**CARRIED**





# ROTHESAY

2017 December 11 Open Session FINAL 115  
Public Works and Infrastructure Committee

## Meeting

Wednesday, November 22, 2017  
Rothesay Town Hall – Sayre Room  
8:30 a.m.



**DRAFT**

**PRESENT:** DEPUTY MAYOR ALEXANDER, CHAIR  
COUNCILLOR MIRIAM WELLS, VICE CHAIR  
SHAWN PETERSON  
SCOTT SMITH  
PETER GRAHAM

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

**ABSENT:** IVAN HACHEY

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

### 1. APPROVAL OF AGENDA:

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

Item 7.2 21 November 2017 Letter from resident RE: Request for crosswalk on French Village Road and James Street

**CARRIED.**

### 2. ADOPTION OF MINUTES:

2.1 Regular meeting of October 18, 2017.

**MOVED** by Counc. Wells and seconded by S. Smith the minutes of October 18, 2017 be adopted as circulated.

**CARRIED.**

### 3. DELEGATIONS:

N/A

### 4. REPORTS & PRESENTATIONS:

N/A

### 5. UNFINISHED BUSINESS

#### 5.1 Capital Projects Summary

Counc. Wells questioned if a new railing will also be installed on the opposite side of the Taylor Brook Bridge. DO McLean advised the railing on the other side is scheduled to be installed next week. Counc. Wells questioned if infrastructure will be installed to protect individuals from possibly sliding down the embankment. DO McLean advised, due to the cost, the 2017 budget must be reviewed to determine if funds are available. Counc. Wells questioned if the item should be referred to the 2018 budget deliberations. DO McLean noted the cost may be manageable however the 2017 budget should be reviewed to determine if funds are available.

Counc. Wells requested a status update on the public washrooms in the East Riverside-Kingshurst (ERK) pumping station. DO McLean indicated it is likely the pumping station will be completed before Christmas. He added the contractor was amenable to completing the ERK pumping station by the end of September however unforeseen circumstances delayed the project. He further noted the expected September completion date was an informal agreement; the contract completion date for the entire project is scheduled for March 31, 2018. Counc. Wells inquired if the public washrooms will be available for use year round. DO McLean advised the matter is under review by the Director of Recreation and Parks to determine if staff resources permit operating the washrooms during the winter.

### 5.2 Solid Waste Tonnage Report

DO McLean advised the tonnage results from the Fall Clean-up have not been received at this time. DO McLean noted the materials are distributed to Urban Organics. He added disposal costs have increased over time, and staff are reviewing options for more cost effective solutions. Counc. Wells requested further clarification. DO McLean advised if compost is collected in black plastic bags it must be handled as solid waste which is charged at a higher rate increasing overall disposal costs. He added yard waste collected in paper bags is treated as compost at the lower tipping fee.

### 5.3 Update on Brock Court drainage (see also Item 6.2)

➤ 16 November 2017 Report prepared by DO McLean

Deputy Mayor Alexander indicated the report includes a recommendation to include a 2018 General Fund Capital budget item in the amount of \$20,000 to conduct a detailed topographical survey and video inspection to gather further information about the infrastructure in the area. He added the collected data will assist in determining the cause of the concerns and the options available to mitigate concerns. DO McLean added the data collected will provide a clearer look at the infrastructure and will help determine the best course of action to benefit the entire community. Deputy Mayor Alexander noted the item has been discussed by Council and Committees and the investigation will provide clarity.

S. Peterson inquired about the anticipated timeframe for the report. DO McLean suggested the matter be dealt with sooner rather than later. He noted topographical surveys and other investigative measures become difficult during winter. He added due to the amount of investigative work required and timing it is likely a full report, inclusive of options for mitigation, will not be prepared until the summer of 2018. He further noted full closure of the matter may extend into 2019 if recommended actions require budgeted funds.

Counc. Wells questioned if development proposals for the area will be delayed during completion of the investigation. She suggested it would be beneficial to resolve the existing issues before any further changes to the area are made. DO McLean advised typically applications are submitted to the Town and stipulations can be approved during the procedure; however property owners are within their rights to alter their land or construct on their property as long as all By-law requirements are met. He added it is favourable if the Town is informed of changes to properties however it does not occur often. DO McLean further noted the video inspection could reveal additional issues.

**MOVED** by Counc. Wells and seconded by S. Smith the Public Works and Infrastructure Committee recommend Council include an item in the 2018 General Fund Capital Budget in the amount of \$20,000 to:

1. Conduct a detailed topographic survey of the general area bound by Grove Avenue, Hampton Road, Rothesay Road, Maiden Lane, Goldie Court, and Brock Court;
2. Video inspect for condition, size, and location of any storm sewers existing in the general area referenced in point #1; and
3. Review and make recommendations for any renewals, upgrades, and flow path alterations which could benefit the Town storm drainage system including capacity for flow contributions from private sources.

**CARRIED.**

Dr. Mark MacSween, 4 Brock Court, questioned if DO McLean contacted NB Power regarding the power box. DO McLean advised he contacted NB Power to inquire. Dr. MacSween asked for the contact information of the NB Power representative DO McLean spoke to in order to follow up on the matter. DO McLean advised he would email the information to Dr. MacSween.

Hamish Murdoch, 8 Goldie Court, requested clarification with respect to delaying future development in the area until the investigation is complete. DO McLean clarified Town By-laws do not permit placing stipulations on residential properties unless an application has been submitted and proper procedure is followed.

Counc. Wells questioned if the Planning Advisory Committee (PAC) should be notified of the Committee's recommendation to Council. Deputy Mayor Alexander noted it is likely PAC will be updated by the two councillors that are members of PAC. Town Manager Jarvie suggested assumptions should not be made that indicate new development is expected to cause additional issues. He noted development proposals sometimes include easement agreements which can help mitigate existing concerns.

**MOVED** by S. Smith and seconded by P. Graham the Public Works and Infrastructure Committee recommend Council consider granting early approval of 2018 funds for the completion of the topographic survey of the general area bound by Grove Avenue, Hampton Road, Rothesay Road, Maiden Lane, Goldie Court, and Brock Court.

**CARRIED.**

Dr. MacSween, Mr. Murdoch, and all members of the public left the meeting.

There was general discussion with respect to the need to collect data to properly investigate the issue, the timeframe, and the status of the 3188 Rothesay Road and 20 Goldie Court subdivision applications.

Counc. Wells commended residents in the area for being proactive towards the situation. DO McLean advised residents in the area have demonstrated an interest in working with Town staff to resolve the issues. There was general discussion with respect to the history of the issue.



**6. CORRESPONDENCE FOR ACTION:****6.1 6 November 2017 Letter from resident RE: Request for deactivation of drainage pipe on Gondola Point Road**

DO McLean advised the investigation requires access to private property which was granted after multiple efforts to contact one of the property owners. He noted last week the pipe was flushed and cleaned however the investigation could not be completed due to the presence of roots. Equipment was ordered to clear the roots and the investigation will proceed. In response to an inquiry, DO McLean advised the matter was delayed until permission was granted to access the properties. Town Manager Jarvie advised flooding issues are typically dealt with by property owners however it is unclear if the problem is caused by Town infrastructure. He clarified that the history of the pipe is unclear and it is expected the investigation will help determine if the pipe is causing the issue.

**6.2 8 November 2017 Letter from residents RE: Goldie Court and Brock Court drainage with Attachments**

Town Manager Jarvie advised in the past infrastructure has been installed on private property without easements. He further noted it is standard practice to obtain easements if Town infrastructure is installed on private property to ensure proper access is granted and the purpose of the infrastructure is clear.

**7. NEW BUSINESS:****7.1 Street Disturbance Process**

DO McLean advised it is common for developments such as the apartment buildings at 104 Hampton Road to require a Street Disturbance permit to allow the buildings to connect to Town infrastructure. He noted the work is completed at the cost of the developer and a bond is retained for the estimated cost of the work to ensure developers return the area to its original state. The bond is typically retained for a minimum of twelve months to ensure the work is completed to Town standards and does not degrade during the change in seasons. DO McLean advised the cost for the road work exceeded the estimated \$10,000 bond for 104 Hampton Road. It was suggested delaying the issuance of the Occupancy permit until the full cost of the work has been remitted to the Town.

DO McLean advised the Street Disturbance permit regulations have not been updated for quite some time. He suggested updates are required to maintain typical standards. He noted the item was brought to the attention of the Committee to request feedback and suggestions for updates. The Committee suggested a time frame for completion of work, general standards during construction, and a space to include sketches to inform Town staff of the expected work be included in the Street Disturbance application form. Town Manager Jarvie advised new legislation will take effect in 2018 which may create additional opportunities for the Town to issue penalties for failing to abide by Town By-laws.

There was general discussion with respect to traffic delays caused by the road work at 104 Hampton Road. It was suggested developers could request traffic control officers on site from the Kennebecasis Regional Police Force to reduce traffic delays near busy intersections. DO McLean added notifying residents is challenging since various media channels are required to reach a significant portion of the population. He added requests for radio advertisements are not always guaranteed unless they are paid for. DO McLean advised he will draft an updated policy and report back to the Committee.

7.2 21 November 2017 Letter from resident RE: Request for crosswalk on French Village Road and James Street

DO McLean advised: the request is for a crosswalk at the intersection of French Village Road and James Street; there is sidewalk on French Village Road but not James Street; and staff have no objections to the proposed crosswalk and signage. Concern was expressed a painted crosswalk and signage may not provide a safe crossing on a busy street such as French Village Road. It was suggested the majority of traffic typically funnels into the subdivisions before approaching James Street. It was noted the blind hill approaching from the other direction will likely cause more safety concerns if the crosswalk is installed at Raymond Road.

**MOVED** by Counc. Wells and seconded by P. Graham a painted crosswalk and signage be installed at the intersection of French Village Road and James Street.

**CARRIED.**

**8. CORRESPONDENCE FOR INFORMATION:**

N/A

**9. DATE OF NEXT MEETING:**

**MOVED** by Counc. Wells and seconded by S. Peterson the next Public Works and Infrastructure Committee meeting scheduled for December 20, 2017 be cancelled.

**ON THE QUESTION:**

It was noted the next meeting will be held on January 17, 2018.

**CARRIED.**

**10. ADJOURNMENT**

**MOVED** by Counc. Wells and seconded by S. Peterson the meeting be adjourned.

**CARRIED.**

The meeting ended at 9:30 a.m.

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CHAIRPERSON

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RECORDING SECRETARY



2017December11OpenSessionFINAL\_120  
**ROTHESAY**  
**MEMORANDUM**



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TO : Mayor and Council  
FROM : Recording Secretary Public Works & Infrastructure  
Committee  
DATE : November 23, 2017  
RE : Motions Passed at November 22, 2017 Meeting

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Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, November 22, 2017:

**MOVED** ... and seconded ... the Public Works and Infrastructure Committee recommend Council include an item in the 2018 General Fund Capital Budget in the amount of \$20,000 to:

1. Conduct a detailed topographic survey of the general area bound by Grove Avenue, Hampton Road, Rothesay Road, Maiden Lane, Goldie Court, and Brock Court;
2. Video inspect for condition, size, and location of any storm sewers existing in the general area referenced in point #1; and
3. Review and make recommendations for any renewals, upgrades, and flow path alterations which could benefit the Town storm drainage system including capacity for flow contributions from private sources.

**CARRIED.**

**MOVED** ... and seconded ... the Public Works and Infrastructure Committee recommend Council consider granting early approval of 2018 funds for the completion of the topographic survey of the general area bound by Grove Avenue, Hampton Road, Rothesay Road, Maiden Lane, Goldie Court, and Brock Court.

**CARRIED.**

Respectfully submitted,

Liz Pomeroy



**ROTHESAY**  
HERITAGE PRESERVATION REVIEW BOARD  
MEETING  
Rothesay Town Hall  
**Wednesday, November 22, 2017**  
**7:00 p.m.**



**PRESENT:** COUNCILLOR TIFFANY MACKAY FRENCH  
JIM BAIRD  
JAMES GALLAGHER  
GREG MURDOCK  
RAHA MOSCA

DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** KATHERINE GRANT  
JON LEHEUP

Chairperson Baird called the meeting to order at 7:05 p.m.

1. APPROVAL OF AGENDA:

**MOVED** by Counc. Mackay French and seconded by J. Gallagher the agenda be approved as circulated.

**CARRIED.**

2. ADOPTION OF MINUTES:

2.1 Regular meeting of Wednesday, July 19, 2017

**MOVED** by J. Gallagher and seconded by Counc. Mackay French the minutes of July 19, 2017 be adopted as circulated.

ON THE QUESTION:

G. Murdock noted he accepts the position of Vice-Chairperson.

**CARRIED.**

3. DELEGATIONS  
N/A

4. REPORTS  
N/A

5. NEW BUSINESS

5.1 **2 Grove Avenue**

OWNER:

PID:

PROPOSAL:

**Jeff Kitchen**

Jeff Kitchen

00257717

Property rehabilitation – cladding, windows, etc.

Mr. Jeff Kitchen was in attendance. DPDS White gave a brief summary of the application and history of the property. He noted staff are amenable to the proposed rehabilitation of the property.

Mr. Kitchen noted the building was purchased with an intention to restore it to its original heritage aesthetic. He added with the exception of the windows all materials used will ensure the final product is compatible with the style, era, and character of the historic property. He displayed an example of the exterior aluminum interior vinyl windows requested for the project. He indicated the new windows will be cost effective and provide a heritage look without requiring significant maintenance. He further noted the propane tank will be relocated, the chimneys will remain in their original locations, and the garage will be demolished. Mr. Kitchen commended the Town on the upgrade of the Rothesay Common. He noted he believes the project will add to the aesthetically pleasing nature of the area and create a positive “first impression” when entering Rothesay. He added the design includes a terrace



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that he hopes will house window boxes.

G. Murdock commended Mr. Kitchen for proposing to rehabilitate an older building. He suggested Mr. Kitchen return to present further information with respect to the size and location of the windows including the muntin bars, elevation drawings with proper scaling, and a specific plan for the dormers. He suggested, if salvageable, the original windows be used elsewhere in the rehabilitation. He noted he was not in favour of window boxes on the terrace. He further suggested the door maintain its four panel design. He concluded that he is in favour of the demolition of the garage.

Chairperson Baird noted since the garage is a newer structure it is not compatible with the original style of the building. He added if the garage had been built closer to the time period of the initial construction of the house it would be considered compatible.

J. Gallagher agreed with Mr. Murdock's suggestion to ensure the windows and window elements are properly proportioned to the original design. He commended Mr. Kitchen on the proposed natural wood siding and copper downspouts. Counc. Mackay French noted her appreciation for returning the building to its heritage style.

Mr. Kitchen noted he plans to return to the Board to discuss the design further and ensure all features are compatible with the heritage area. In response to an inquiry, Mr. Kitchen indicated he plans to begin the rehabilitation in the spring of 2018.

There was general discussion with respect to the requested simulated divided-light windows compared to true divided-light windows.

Chairperson Baird suggested Mr. Kitchen consider designs for signage that are compatible with the heritage style. He noted natural carved wood signage is typical in heritage zones. DPDS White advised aluminum or plastic signage with back-lit illumination is not compatible with a heritage aesthetic.

Mrs. Judith Grannan, 5 Allison Drive, questioned if commercial uses are permitted in the heritage zone. DPDS White advised the heritage zone or Special Area Zone in Rothesay permits various uses including residential, commercial, recreational and institutional.

Mr. Kitchen requested clarification with respect to the use of exterior aluminum interior vinyl windows. The Board made the following comments: replacing the storm windows will return a proper profile to the building; original materials are preferred, however, it is believed modern materials would have been used during the initial construction if they had been available; and the Board has approved use of aluminum windows in the past. R. Mosca inquired about the benefits of the new windows. Mr. Kitchen noted the new windows are expected to prevent leaking and have a lower cost, longer life expectancy, and require less maintenance than wooden windows. He further noted it is expected the new windows will provide cost savings of approximately 35%.

G. Murdock noted he could not approve the entire proposal until further information is received.

**MOVED** by G. Murdock and seconded by J. Gallagher the Heritage Preservation Review Board declares the garage structure at 2 Grove Avenue (PID 00257717) as incompatible with the preservation area and accordingly authorizes it to be demolished.

**CARRIED.**

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**MOVED** by G. Murdock and seconded by Counc. Mackay French the Heritage Preservation Review Board HEREBY approves the use of hybrid (exterior aluminium interior vinyl) windows at 2 Grove Avenue (PID 00257717) contingent upon the applicant providing detailed elevation drawings, that specify the design of the front door, and the replacement of the building’s windows, specifically, the exact location and dimensions, and further that a Heritage Permit (Certificate of Appropriateness) not be issued until the applicant returns to the Board with the requested information.

**CARRIED.**

The Board thanked Mr. Kitchen for his presentation, and he left the meeting.

<b>5.2 Rothesay Common</b>	<b>Town Manager Jarvie</b>
OWNER:	Town of Rothesay
PID:	00441816
PROPOSAL:	Digital Community Message Board Kiosk

Town Manager Jarvie was in attendance. Town Manager Jarvie gave an overview of the history of the Age Friendly Committee. He advised the Committee, after receiving initial feedback from seniors, expressed an interest in providing additional methods of communication to reach seniors in the community. The Committee suggested communication could be improved by placing electronic information kiosks at the Renforth Wharf, the Rothesay Common, and outside Town Hall, as well as scattering traditional bulletin boards throughout the Town. He noted the digital kiosks require electricity and a Wi-Fi connection which make the suggested locations suitable. He added the Common is a central location ideal for access to the kiosk. The Age Friendly Committee proposed a display structure be built emulating the skate house on the Common to blend the digital kiosk into the heritage area. Town Manager Jarvie concluded noting a Provincial government grant was received for the project. He noted the grant indicates the funds must be used before the end of the calendar year.

In response to an inquiry, Town Manager Jarvie advised the unit will be heated to allow use during the winter months. He added the content will be controlled by Town staff with suggestions from the Age Friendly Committee. He noted if the outdoor units generate interest, the Committee intends to investigate possible indoor units throughout the community.

Miriam Wells, 6 Alexander Avenue, Chair of the Age Friendly Committee clarified that the screen will not activate unless touched. She noted concern was expressed the sign may resemble a flashing electronic sign however this is not the case. Counc. Mackay French questioned if the display unit was susceptible to damage and vandalism. Town Manager Jarvie advised the units are not indestructible but are graffiti resistant. Mrs. Wells noted surveillance exists on the Rothesay Common to deter vandalism or damage. Shirley Malcolm, 8 Ayerscliff Court, member of the Age Friendly Committee noted the Committee intends to give presentations to various schools to identify the kiosks. She added students are likely to pass the information onto their senior relatives and other family members.

J. Gallagher commented that some residents may perceive the kiosk display unit as an additional structure on the Common and object to the proposal. He suggested the unit be incorporated into the building. Town Manager Jarvie advised the Committee agreed there is insufficient space to place the unit inside the building. J. Gallagher clarified he suggests attaching the unit to the building. There was a lengthy discussion with respect to: designing the display unit to blend into the skate house without reducing overall visibility of the unit; accessibility; proper ventilation; electrical connection; protection from inclement weather; size; and position on the building. It was suggested the unit be placed in the same proposed location with the exception the unit be attached to the building. This will allow public visibility while maintaining a single structure on the Common. Town Manager Jarvie noted it is expected the unit can be connected to the electrical system of the skate house and be properly heated and ventilated.

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R. Mosca noted her appreciation that the unit will not be used for commercial advertising. G. Murdock indicated he was in favour of the proposal if the unit is attached to the building and designed to blend into the heritage style.

G. Murdock briefly modified a rendering of the skate house. He sketched an image of the unit attached to the building with a salt shed roof located above the unit. There was consensus the design on the sketch was suitable as long as the exact materials used to build the skate house are used during the construction of the attached unit. Town Manager Jarvie noted to properly install, ventilate, and heat the unit a unique installation process is required thus it may not be directly attached to the building. He advised the unit will be in direct proximity to the building.

**MOVED** by J. Gallagher and seconded by R. Mosca the Heritage Preservation Review Board grant a Heritage Permit (Certificate of Appropriateness) to the town of Rothesay for the installation of a permanent digital community message kiosk on the Rothesay Common located at 24 Gondola Point Road (PID 00441816) with the following conditions:

1. The applicant shall construct the kiosk attached to the rink building using materials and design elements relative to and in general conformity with the existing design standards dictated by the Rothesay Common upgrade project.
2. The applicant shall ensure that the digital sign conforms to the following:
  - a. Copy shall not be shown on the digital display using full motion video or otherwise give the appearance of animation of movement, and the transition between each digital message shall not be displayed using any visible effects, including but not limited to action, motion, fading in and out, dissolving, blinking, intermittent, or flashing light or the illusion of such effects;
  - b. No third party commercial advertising shall be permitted;
  - c. The sign shall be equipped with ambient light sensors to automatically adjust sign luminance such that digital sign shall not increase the light levels adjacent to the digital display by more than 3.0 LUX;
  - d. The sign shall not exceed a luminance of 300 cd/m<sup>2</sup> (nits)<sup>2</sup> between sunset and sunrise and 2000 nits between sunrise and sunset; (or the sign be turned off from 9 p.m. to 7 a.m.)
  - e. The sign shall be located and oriented such that the screen does not face by line of sight an adjacent residential dwelling; and
  - f. The sign shall be programmed such that it defaults to a black screen if the sign malfunctions.

**CARRIED.**

6. OLD BUSINESS  
N/A

7. CORRESPONDENCE FOR INFORMATION  
N/A

8. DATE OF NEXT MEETING:  
The next meeting will be held on **Wednesday, December 20, 2017** (as may be required).

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9. ADJOURNMENT

**MOVED** by Counc. Mackay French and seconded by J. Gallagher the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 8:30 p.m.

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CHAIRPERSON

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RECORDING SECRETARY





**ROTHESAY**  
PLANNING ADVISORY COMMITTEE MEETING  
Rothesay Town Hall  
**Monday, December 4, 2017**  
**5:30 p.m.**



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

TOWN MANAGER JOHN JARVIE (*arrived at 5:50 p.m.*)  
TOWN CLERK MARY JANE BANKS  
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** HILARY BROCK

DPDS White noted Chairperson Kean's term on the Committee is expiring at the end of December. He thanked Chairperson Kean for his years of service on the Committee.

Chairperson Kean called the meeting to order at 5:35 p.m.

**1. APPROVAL OF THE AGENDA**

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

**CARRIED.**

**2. ADOPTION OF MINUTES**

**2.1** Regular Meeting of November 6, 2017

**MOVED** by Counc. Lewis and seconded by C. Pinhey the Minutes of 6 November 2017 be adopted as circulated.

**CARRIED.**

**3. NEW BUSINESS**

**3.1 69 Bel-Air Avenue**

**Skymark Development**

OWNER:

Skymark Development

PID:

30322838

PROPOSAL:

Temporary Suite

Mr. Scott Robinson was in attendance on behalf of Skymark Development. DPDS White gave a brief summary of the application. He noted the zoning of the property permits the construction of a two unit building however the applicant is only requesting the addition of a temporary suite.

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**MOVED** by Counc. Lewis and seconded by Counc. Shea the Planning Advisory Committee approve a temporary suite as a conditional use located at 69 Bel-Air Avenue (PID 30322838).

**CARRIED.**

**4. OLD BUSINESS****4.1 20 Goldie Court**

**Dr. Akin Ojuawo**

OWNER:

Dr. Akin Ojuawo & Mrs. Julie Ojuawo

PID:

30018964

PROPOSAL:

1 Lot Subdivision – 20 Goldie Court

**MOVED** by C. Pinhey and seconded by Counc. Lewis the 1 Lot Subdivision – 20 Goldie Court (PID 30018964) be removed from the table.

**CARRIED.**

Mr. Gerry Roberts was in attendance. Mr. Roberts noted Mr. Angus MacKenzie, **exp** Services Inc. Engineer and author of the Stormwater Management Strategy Preliminary Design report was unable to attend the meeting.

DPDS White gave a brief summary of the application and noted the item was previously tabled pending a request for a stormwater management plan. He advised Mr. MacKenzie's report concludes that the proposed development with stormwater attenuation facilities will not negatively impact downstream infrastructure and property. He added he discussed the matter further with Mr. MacKenzie and it was noted since the proposal does not include the size of a building assumptions were made for the construction of a 3200 square foot house. Using measurements for a sizeable home such as 3200 square feet will allow a smaller margin of error. He added the report includes calculations for a 100 year + 20% storm which exceeds current Town development standards and further reduces the margin of error. However, DPDS White added if a house larger than 3200 square feet is built adjustments must be made to the calculations. Photographs were shown to demonstrate an Infiltration Galley and general discussion ensued.

DPDS White advised there are municipal services on the property without easements. He noted staff have requested the property owner grant easements for the existing services located on the property.

Counc. Shea questioned if Mr. MacKenzie's report was made available to residents. It was noted the Clerk's Office did not receive public requests for the report however the report could be made available to interested residents.

The Committee expressed concern that Mr. MacKenzie's absence will result in a limited discussion of the item and unanswered questions with respect to the stormwater management report. Mr. Roberts indicated the report determined that with proper stormwater attenuation methods a net zero stormwater output is possible post development. Chairperson Kean noted the report did not specify if certain conditions are required to achieve a net zero output. He added such recommendations could impact the Committee's decision.

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Counc. Shea inquired if the report included the size of the entire parcel of land or just the size of the proposed new lot 17-01. Mr. Roberts noted he was unsure. E. Gillis questioned if the footprint of the building included a garage or accessory building. DPDS White noted the size appears to be inclusive of an accessory building. He added if the size of impermeable surface increases the size of stormwater management infrastructure must be modified to compensate. He added the report includes a reference to a single lot as opposed to the entire parcel of land.

In response to an inquiry, Mr. Roberts noted he was uncertain of the exit point for water runoff leaving the property. Chairperson Kean requested clarification with respect to the “best practices” referenced in the report. Mr. Roberts indicated since a building size was not provided Mr. MacKenzie used assumptions in the report that would reduce the overall margin of error. Chairperson Kean noted it is difficult for the Committee to make an informed decision without clarification from Mr. MacKenzie. C. Pinhey requested clarification with respect to the reference to “good groundwater conditions”.

**MOVED** by Counc. Lewis and seconded by Counc. Shea the proposal for the subdivision of 20 Goldie Court (PID 30018964) be tabled till the next meeting.

**CARRIED.**

Counc. Shea requested Mr. MacKenzie’s report be made available to residents. It was noted residents can contact Town Hall to request a copy of the report.

**4.2 Millennium Drive**

OWNER:

PID:

PROPOSAL:

**Andrew Dunn**

Scott Brothers Ltd.

00065227

36 Unit Apartment Building (Subdivisions and Development Agreement)

**MOVED** by C. Boyne and seconded by Counc. Shea the 36 unit apartment building (subdivision and development agreement) for Millennium Drive (PID 00065227) be removed from the table.

**CARRIED.**

Town Manager Jarvie arrived at the meeting.

Mr. Andrew Dunn was in attendance. DPDS White gave a brief summary of the application and highlighted the following: the initial design did not comply with the Zoning By-law’s 3:1 height/width ratio; the revised design includes a four story building that meets the 3:1 ratio requirement; a portion of the parking lot is within the boundary of the town of Quispamsis; and the back of the building is roughly 166 feet from residential properties in Quispamsis. DPDS White advised the applicant indicated an interest in constructing a berm, sidewalk, and fence along the front of the property. Renderings were displayed showing different angles of the building and proposed materials. DPDS White advised the proposal requires a 50% height variance to comply with Zoning By-law requirements in the Millennium Drive zone.

In response to an inquiry, Mr. Dunn noted the drawings for the proposal were completed by a company located in Moncton. Counc. Shea commented that the design plans mention existing

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vegetation on the property that does not exist. Counc. Shea questioned if Mr. Dunn intended on following the proposed landscaping plan. Mr. Dunn noted he intends to plant all vegetation as indicated in the landscaping plan. In response to an inquiry, Mr. Dunn noted he has read the Development Agreement.

**MOVED** by Counc. Lewis and seconded by Counc. Shea the Planning Advisory Committee grant a variance of 50% to allow for a four story 15 meter high apartment building on the proposed Lot 11 located off Millennium Drive (PID 00065227) on the condition that Council enters into a Development Agreement.

**CARRIED.**

**MOVED** by Counc. Lewis and seconded by C. Pinhey the Planning Advisory Committee recommends Council enter into a Development Agreement with Mr. Andrew Dunn to allow for a four story high 36 unit apartment building on the proposed Lot 11 located off Millennium Drive (PID 00065227).

**ON THE QUESTION:**

Counc. Shea questioned if the Development Agreement will be with Mr. Dunn or a company. DPDS White advised the applicant indicated the Development Agreement will be between the Town and a company once the incorporation process of the company is complete.

**Amending Motion:**

**MOVED** by Counc. Lewis and seconded by C. Pinhey the following be removed after "Development Agreement":

*"with Mr. Andrew Dunn"*

**Amending motion CARRIED.**

**MAIN motion, as amended CARRIED.**

**MOVED** by Counc. Lewis and seconded by Counc. Shea the Planning Advisory Committee recommends Council accept \$8,035.20 as cash in lieu of Land for Public Purposes for the 7440 square meter portion of land inside Rothesay's Town boundary for the subdivision of Lots 11 & 12 as shown on the tentative plan (Dwg. No. T-0499-PH19E).

**ON THE QUESTION:**

Chairperson Kean requested clarification with respect to the size of land included for the calculation of cash in lieu of land for public purposes. DPDS White advised the amount includes only the portion within Rothesay's Town boundary. He added this includes Lot 12.

**CARRIED.**

Counc. Shea requested the record show that no objections were received from members of the public. DPDS White advised the minutes from the previous Planning Advisory Committee



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meetings and the Public Meeting on November 20, 2017 will reflect that no objections were received.

Mr. Dunn left the meeting.

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

**6. DATE OF NEXT MEETING(S)**  
The next meeting will be held on **TUESDAY, January 2, 2017.**

**7. ADJOURNMENT**  
**MOVED** by Counc. Lewis and seconded by C. Pinhey the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:00 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2017December11OpenSessionFINAL\_131  
**ROTHESAY**  
**MEMORANDUM**



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TO	:	Mayor and Council
FROM	:	Recording Secretary, Planning Advisory Committee
DATE	:	December 5, 2017
RE	:	Motions Passed at December 4, 2017 Meeting

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Please be advised the Planning Advisory Committee passed the following motions at its regular meeting on Monday, December 4, 2017:

**MOVED** ... and seconded ... the Planning Advisory Committee recommends Council enter into a Development Agreement to allow for a four story high 36 unit apartment building on the proposed Lot 11 located off Millennium Drive (PID 00065227).

**CARRIED.**

**MOVED** ... and seconded ... the Planning Advisory Committee recommends Council accept \$8,035.20 as cash in lieu of Land for Public Purposes for the 7440 square meter portion of land inside Rothesay's Town boundary for the subdivision of Lots 11 & 12 as shown on the tentative plan (Dwg. No. T-0499-PH19E).

**CARRIED.**

Respectfully submitted,

Liz Pomeroy



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

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

**Date:** Thursday, November 30, 2017

**Subject:** Supplementary Report - 36 Unit Apartment Building (Subdivision & Development Agreement)

<b>Applicant:</b>	Andrew Dunn	<b>Property Owner:</b>	Scott Brothers Ltd.
<b>Mailing Address:</b>	871 South Barnaby Road Barnaby River, NB E1N 6G2	<b>Mailing Address:</b>	PO Box 4697 Rothesay, NB, E2E 5X4
<b>Property Location:</b>	Millennium Drive	<b>PID:</b>	00065227
<b>Plan Designation:</b>	Business Park	<b>Zone:</b>	Millennium Park (MP)
<b>Application For:</b>	2 Lot Subdivision & Development Agreement		
<b>Input from Other Sources:</b>	Director of Operations		

### Recommendation:

Staff recommend that the Planning Advisory Committee remove the application for a 36 unit apartment building on Millennium Drive (PID 00065227) from the TABLE.

### Background:

An application from Andrew Dunn, requesting a development agreement to allow for a 36 unit residential apartment building. (See Attachment A) Coinciding with Mr. Dunn's application the land owner Scott Brothers Ltd. have submitted a separate application to create a new single 8104m<sup>2</sup> lot (LOT 11) through subdivision to accommodate the apartment proposal, LOT 12 would also be created for future consideration.

A public meeting for the application was held on **Monday November 20, 2017** whereby the applicant presented their development proposal to the public and the public did provide their comments. (see Public Meeting Pg2)

Staff note that the original design of the apartment building did not comply with the zoning by-law as the proposed building had length to width ratio of greater than 3:1 and did not comply with the zoning by-law (Section 3.3. Design and Appearance Of Buildings and Structures.) Accordingly, the applicant has redesigned the building to comply with the 3:1 length width ratio, however Staff note that the height of the 4 story building at 15m would comply with the R4 zone but would exceed the MP zone height restriction of 10m. To permit a four story building will require a 50% variance, Staff believe the request to reasonable as the location of the building does not encroach on neighbouring lower density properties.

### Two Lot Subdivision (Cash in Lieu of LPP)

Staff note that the application by Scott Brothers Ltd. includes a proposal to subdivide the parent parcel (PID 00065227) to create LOT 11 and LOT 12 with a combined area of 10181m<sup>2</sup> lot of which only 7440m<sup>2</sup> is located within Rothesay. The proposed LOT 11 as shown on the Tentative Plan of subdivision Drawing # T-0499-PH19E (see Attachment C) requires no variances however; the applicant is not proposing that the Town accept any

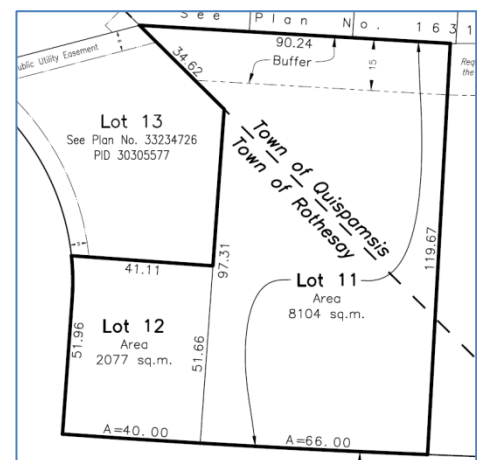


Figure 1 - Proposed Lots 11 & 12

land for public purposes. In lieu of land set aside under Section 5.1<sup>1</sup>, Council requires that a sum of money be paid to the municipality for 8% of the market value of the land in the proposed subdivision. When the subdivision plan is submitted for approval the market value of the land is calculated using the value of \$13.50 per square meter stated in Schedule C of By-law 4-10 for all proposed lots within the subdivision.

If the applicant disagrees with the Town's calculation of the land's market value of \$100,440.00 for the 7440m<sup>2</sup> portion inside the Town boundary, they have the option of retaining, at their cost, a certified, independent appraiser to determine the true market value of the land. The required cash-in-lieu is calculated as follows:

Land Size Sq.Meters	Land value @ \$13.50/sq.m	8% of Land Value
7,440	\$100,440.00	\$8,035.20

The proposed cash in lieu of Land for Public Purposes amount of \$8,035.20 for the for the 7440m<sup>2</sup> portion inside the Town boundary of proposed Lots 11 & 12 complies with Rothesay Subdivision By-law No. 4-10.

### Public Meeting

The applicant did present to Council on November 20, 2017 their proposed development. Several members of the public did attend the meeting and there were no speakers specifically against the proposal but had some questions. One resident inquired where the building would be located in proximity to their house, and if approval of the proposal would set a precedent for future development in the area. They expressed concern the addition of similar developments in the area could reduce property values. Mr. Dunn noted the location of the building was designed to be closer to Millennium Drive than to residential properties. Staff advised it is standard practice for Council and Town staff to review each application based on individual merit, not previous approvals or precedents. Staff added the building is closer to Quispamsis residences, noting that the residents of Quispamsis were invited to the meeting.

One resident, questioned if occupancy is restricted to seniors only. Mr. Dunn noted the apartment building is targeted for seniors however other residents can rent units if they meet the criteria. The resident expressed concern that renting the units to younger individuals may disrupt the existing quality of life in the area. They also questioned if the proposal is expected to have an impact on neighbouring property values. Mr. Dunn noted he does not anticipate the building will have a negative impact on neighbouring property values.

The final speaker added that they were in favour of the proposal however she requested future notifications be provided to all residents in the area. DPDS White advised the requirement for polling is 100 meters from the property. He added it is typical practice to extend the polling distance however the distance from Wedgewood Drive to the property significantly exceeds the 100 meter requirement. DPDS White further noted polling letters were also delivered to residents of Quispamsis in the area. The resident questioned if Mr. Dunn considered installing life alert buttons in the units to aid senior occupants. Mr. Dunn noted the design does not include the feature but he would consider the idea.

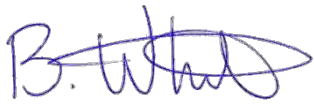
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<sup>1</sup> Rothesay Subdivision By-law No. 4-10: Section 5.1 Land For Public Purposes - Amount of Land to be Provided to the Town  
As a condition of approval of a subdivision plan, land in the amount of ten percent (10%) of the area of the subdivision,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

**Recommendation:**

Staff recommend THAT the Planning Advisory Committee consider the following MOTIONS:

- A. The Planning Advisory Committee HEREBY grants the a variance of 50% to allow for a four story 15m high apartment building on the proposed LOT 11 located off Millennium Drive (PID 00065227) on the condition that Council enters into a development agreement.
- B. The Planning Advisory Committee HEREBY recommends that Council enter into a Development Agreement with Mr. Andrew Dunn to allow for a four story 36 unit high apartment building on the proposed LOT 11 located off Millennium Drive (PID 00065227).
- C. The Planning Advisory Committee HEREBY recommends that Council accept \$8,035.20 as cash in lieu of Land for Public Purposes for the for the 7440 square meter portion of land inside Rothesay's Town boundary for the subdivision of Lots 11 & 12 as shown on the tentative plan Dwg. No. T-0499-PH19E.



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

Date: Thursday, November 30, 2017

**Attachments:**

Attachment A Draft Development Agreement

Attachment B Proposed Tentative Plan of Subdivision Dwg. No. T-0499-PH19E



**DEVELOPMENT AGREEMENT**

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

Parcel Identifiers  
of Parcels Burdened  
by Agreement: 00065227  
(PID to be retired pending lot subdivision)

Owner of Land Parcel: **PENDING CORPORATE REGISTRATION**  
Andrew Dunn  
871 South Barnaby Road  
Barnaby River, NB  
E1N 6G2 (Hereinafter called the "Developer")

Agreement with: **Rothesay**  
70 Hampton Road  
Rothesay, NB  
E2E 5L5 (Hereinafter called the "Town")  
  
a body corporate under and by virtue of the  
Municipalities Act, RSNB 1973, Chapter M-22,  
located in the County of Kings and Province of New  
Brunswick

**WHEREAS** the Developer is the registered owner of certain lands located  
at **## Millennium Drive (PID 00065227)** and which said lands are more  
particularly described in Schedule A hereto (hereinafter called the "Lands");

**AND WHEREAS** the Developer is now desirous of entering into an  
development agreement to allow for the development of a multi-unit apartment  
building on the Lands as described in Schedule A.

**AND WHEREAS** Rothesay Council did, on **(INSERT DATE)**, authorize  
the Mayor and Clerk to enter into a development agreement with Andrew Dunn to  
develop a 4 storey 36 unit apartment building on the Lands.

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

1. The Developer shall develop the Lands in a manner, which, in the opinion of  
the Development Officer, is generally in conformance with the following  
Schedules attached to this Agreement:  
Schedule A Property Identifier  
Schedule B Site Plan  
Schedule C Elevations and Floor Plans
2. The Developer agrees that the maximum number of buildings shall not  
exceed one 4 storey building and the maximum number of units in the  
building shall not exceed 36 individual apartments.
3. The Town and Developer agree that the Development Officer may, at their  
discretion, consider a reduction in the total area of the multi-unit apartment  
building and the resulting applicable and necessary changes to Schedule B  
as non-substantive and generally in conformance with this Agreement.
4. The Developer expressly agrees and understands that notwithstanding any  
provision of the Town's Building By-laws or any statutory by-law or regulatory  
provision to the contrary, the Building Inspector shall not issue a building

permit to the Developer for work directly connected with the development of the Lands, nor shall the Developer be entitled to such a permit unless and until the Developer deposits with the Town an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to the Town:

- a) Valued at 50% of the cost of construction to execute the Stormwater Management Plan and works approved by the Development Officer and Director of Operations pursuant to this agreement; and
- b) containing a provision that upon the expiration of a thirty-six (36) month term it be renewed and extended (with appropriate amendments to reduce the sum to an amount sufficient to recover the remaining work) from year to year until such time as the Town has accepted "final completion" of the work mentioned in this agreement.

### **Off-Site Disturbance**

5. The Developer agrees that any disturbance to existing off site infrastructure resulting from the development, including but not limited to, streets, sidewalks, curbs and gutters, street trees, landscaped areas and utilities, shall be the full responsibility of the Developer, and shall be reinstated, removed, replaced or relocated by the Developer as directed by the Development Officer, in consultation with the Director of Operations.

### **Development Permit**

6. The Developer agrees to not commence clearing of trees, removal of topsoil or excavation activities in association with the construction of the development until the Town has approved a development permit for site grading, erosion and sedimentation control as issued by the Development Officer.
7. The Developer agrees that, notwithstanding that a site grading permit may be issued, the Development Officer shall not issue a development permit to the Developer for work directly connected with the construction of buildings on the Lands until the Developer submits the following plans acceptable to the Town:
  1. Storm water Management Plan as per PART 9 of this agreement; and
  2. Landscaping Plan that identifies specific details to provide a buffer or provide screening between the multi-unit apartment building and adjacent residential properties as well as for general aesthetic enhancement.

### **Municipal Sidewalks**

8. The Developer shall carry out and pay for the entire actual cost of a public sidewalk constructed to Town standards within the Town right-of-way along the entire frontage of the Land with Millennium Drive, subject to inspection and approval by the Director of Operations, including the following:
  - a) supply and maintenance of for a period of one (1) year the topsoil, sod, landscaping and the planting of street trees located every 10 meters, or an equivalent number planted in locations approved by the Town, along the length of the public road right-of-way where such trees are as follows:
    - i. Not smaller than six centimetres (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by the Development Officer.

### **Storm Water Management**

9. The Developer agrees to have a storm water management plan designed by a professional engineer so that the peak surface runoff rates discharged from the development shall not exceed pre-development peak discharge rates as

described in Schedule "D" Storm water Management for Millennium Park Zone of Zoning By-law 2-10.

10. The Developer agrees to carry out and pay for all costs related to the installation of a storm water management system, while ensuring compliance with applicable Town By-laws and subject to inspection and approval by the Director of Operations.
11. The Developer agrees to provide to the Town Engineer written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with the Town specifications.

## Water Supply

12. In addition to and notwithstanding the payments committed elsewhere in this agreement the Developer agrees to pay the Town an amount, calculated by the Director of Operations in the manner set out in By-Law 7-04 Water By-Law as amended from time to time, for Permit Connection and Water System Access Fees, which shall be paid to the Town on issuance of the building permit.
13. The Town agrees to supply potable water for the multi-unit apartment building and the associated residential use incidental thereto and for no other purposes whatsoever.
14. The Developer agrees that the water supply shall not be used to service any water-to-air heat pump or exchanger and that there shall be no inter-connection with domestic wells.
15. The Developer agrees to provide and grant to the Town, its successors and assigns, unencumbered easements, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of storm water drainage, water supply systems including the water service laterals and fire hydrants.
16. The Town does not guarantee and nothing in this Agreement shall be deemed to be a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water. Further the Developer agrees to the following:
  - (a) The Developer agrees that a separate water meter shall be installed, at their expense, for each connection made to the Town Water System.
  - (b) The Developer agrees that the Town Council may terminate the Developer's connection to the Town water system in the event that the Town finds that the Developer is drawing water for an unauthorized purpose or for any other use that the Town deems in its absolute discretion.
17. The Developer agrees that all connections to the Town water mains shall be approved by the Director of Operations or such other person as is designated by the Town and shall occur at the sole expense of the Developer.
18. The Developer agrees that Town staff shall visually inspect the connection to the Town water mains before the connection is buried. In the event such connections are buried prior to inspection the Developer shall on the demand of Town Staff re-excavate such connections for inspection at no cost to the Town.
19. The written certification of a Professional Engineer, licenced to practice in the

Province of New Brunswick that the connection of service laterals and the connection to the existing town water supply has been satisfactorily completed and constructed in accordance with the Specifications for Developers is required prior to the occupation of any buildings or portions thereof.

## **Sanitary Sewer System**

20. In addition to and notwithstanding the payments committed elsewhere in this agreement the Developer agrees to pay the Town an amount, calculated by the Director of Operations in the manner set out in By-Law 1-15 Sewage By-Law as amended from time to time, for Permit and Sewer Connection Fees which shall be paid to the Town on issuance of the building permit.
21. The Developer shall carry out, ensuring compliance with Town By-laws and Municipal Plan and subject to inspection and approval by Town representatives, and pay for the entire actual costs of the following:
  - a. Engineering design, supply, installation, inspection and construction of all service lateral or laterals necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units. The Developer shall connect to the existing sanitary sewer system at a point to be determined by the Director of Operations. Connection to the Town sewer system will be made by directional drilling unless otherwise approved by the Director of Operations.
  - b. Providing and granting to the Town, its successors and assigns, unencumbered easements, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of the sanitary sewer inclusive of all pipes, laterals, fittings and precast concrete units crossing the Lands of the Developer.
  - c. The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Town, with each such plan meeting the requirements as described in the Specifications for Developers (hereinafter referred to as the "Specifications for Developers").
22. The Developer agrees that all connections to the Town sanitary sewer system shall be supervised by the Developer's professional engineer and inspected by Town staff prior to backfilling and shall occur at the sole expense of the Developer.

## **Lighting and Property Maintenance**

23. The Developer agrees to direct all exterior lighting to driveways, parking areas, building entrances and walkways and that all exterior lighting shall be arranged or directed so as to divert the light away from adjacent residential lots and buildings.
24. The Developer agrees to install decorative pole lights, the style to be approved by the Town for illumination of the driveway and roadway frontage of the lot. The pole lights shall become the responsibility of the property owner and shall be maintained in a manner to ensure continuous operation.
25. The Developer shall maintain, at its own expense, the Lands, buildings or structures shown on the site plan in a condition appropriate to the area in which it is located, such determination to be made in accordance with standards prescribed by the Town.
26. The Developer agrees that refuse containers shall be located inside the multi-unit apartment building compound yard in a location fully screened from adjacent properties and from streets and shall further ensure that all refuse is

removed regularly.

27. The Developer shall maintain and keep in good repair all portions of the development on the Lands, including but not limited to, the interior and exterior of buildings, fencing, walkways, signage, parking areas and driveways, and the maintenance of all landscaping including the replacement of damaged or dead plant stock, trimming and litter control, garbage removal and snow removal/sanding of walkways and driveways.
28. The Developer expressly agrees and understands that notwithstanding any provision of the Town's Building By-Laws or any statutory by-law or regulatory provision to the contrary, the Building Inspector shall not issue a building permit to the Property Owner for work directly connected with the development of the Lands, nor shall the Property Owner be entitled to such a permit unless and until the Development Officer has approved the Site Plan submitted as part of the Development Permit process illustrating the precise size, location and configuration of the proposed building.

## Indemnification

29. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.<sup>00</sup>). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

## Notice

30. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to **ANDREW DUNN, 871 South Barnaby Road, Barnaby River, NB, E1N 6G2** and to the TOWN if delivered personally or by prepaid mail addressed to ROTHESAY, 70 Hampton Road, Rothesay, New Brunswick, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

## By-laws

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

## Termination

32. The Town reserves the right and the Developer agrees that the Town has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not commenced on or before **(INSERT DATE)** being a date 5 years (60 months) from the date of Council's decision to enter into this Agreement. Accordingly the Agreement shall have no further force or effect and henceforth the development of the Lands shall conform with the provisions of the Rothesay Zoning By-law.
33. Notwithstanding Part 32 (above), the Parties agree that the development shall be deemed to have commenced if within a period of not less than three (3) months prior to **(INSERT DATE)** the construction of the private street and



municipal service infrastructure has begun and that such construction is deemed by the Development Officer in consultation with the Town Engineer as being continued through to completion as continuously and expeditiously as deemed reasonable.

34. The Developer agrees that should the Town terminate this Agreement the Town may call the Letter of Credit described herein and apply the proceeds to the cost of completing the work or portions thereof as outlined in the agreement. If there are amounts remaining after the completion of the work in accordance with this agreement, the remainder of the proceeds shall be returned to the Institution issuing the Letter of Credit. If the proceeds of the Letter of Credit are insufficient to compensate the Town for the costs of completing the work mentioned in this agreement, the Developer shall promptly on receipt of an invoice pay to the Town the full amount owing as required to complete the work.

### ***Security & Occupancy***

35. The Town and Developer agree that no Occupancy Permit shall be issued by the Town until the Developer has complied with all applicable provisions of this Agreement and the Zoning By-law and with the terms and conditions of all permits, licenses, and approvals as required to be obtained by the Developer.
36. Notwithstanding Part 35 (above), the Town agrees that the Occupancy Permit may be issued provided the Developer supplies a security deposit in the amount of 110 percent of the estimated cost to complete the required; storm water management plan infrastructure; the sidewalk along Millennium Drive and site landscaping. The security deposit shall comply with the following conditions:
- a. security in the form of a certified cheque or automatically renewing, irrevocable letter of credit issued by a chartered bank dispensed to and in favour of Rothesay;
  - b. the Developer agrees that if the sidewalk, landscaping or storm water plan infrastructure are not substantially completed within a period not exceeding six (6) months from the date of issuance of the Occupancy Permit, the Town may use the security to complete the work as set out in this Agreement;
  - c. the Developer agrees to reimburse the Town for 100% of all costs exceeding the security necessary to complete the work as set out in this Agreement; and
  - d. the Town agrees that the security or unused portion of the security shall be returned to the Developer upon certification that the work has been completed and acceptable to the Development Officer.

### **Entire Agreement**

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

### **Severability**

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

Reasonableness

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

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

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

Date: \_\_\_\_\_, 2017

Andrew Dunn **PENDING CORPORATE REGISTRATION**

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
Andrew Dunn, Director

Rothesay:

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
Clerk

**SCHEDULE A**

**PID 00065227**

**(PID to be retired pending lot subdivision)**







**EAST ELEVATION - PRELIMINARY**  
**NOV. 30 2017**  
**CLIENT - ANDREW DUNN**  
**PROJECT: ROTHESAY 36 UNIT APARTMENT**







**NORTH ELEVATION - PRELIMINARY**  
**NOV. 30 2017**  
**CLIENT - ANDREW DUNN**  
**PROJECT: ROTHESAY 36 UNIT APARTMENT**







**SOUTH ELEVATION - PRELIMINARY**  
**NOV. 30 2017**  
**CLIENT - ANDREW DUNN**  
**PROJECT: ROTHESAY 36 UNIT APARTMENT**



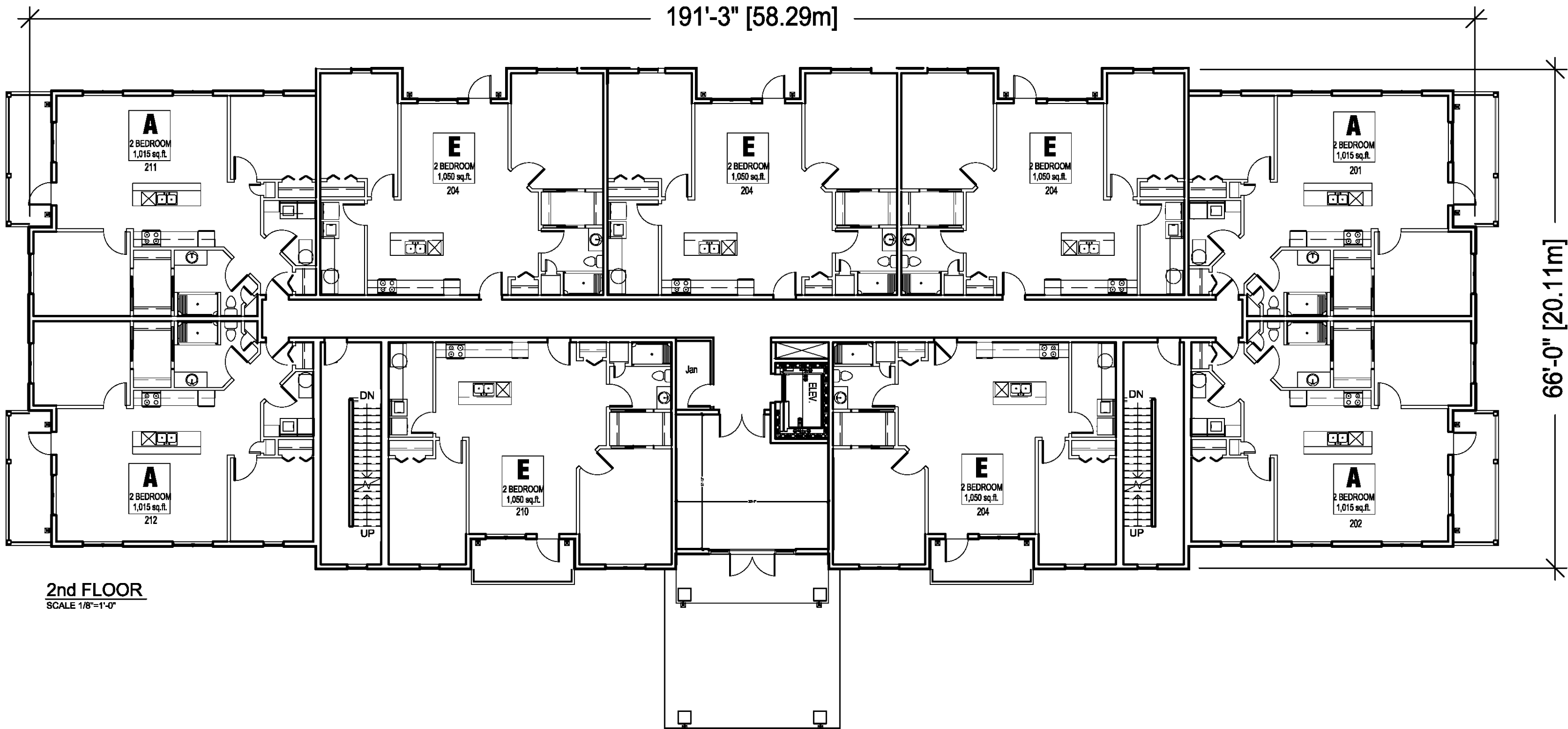
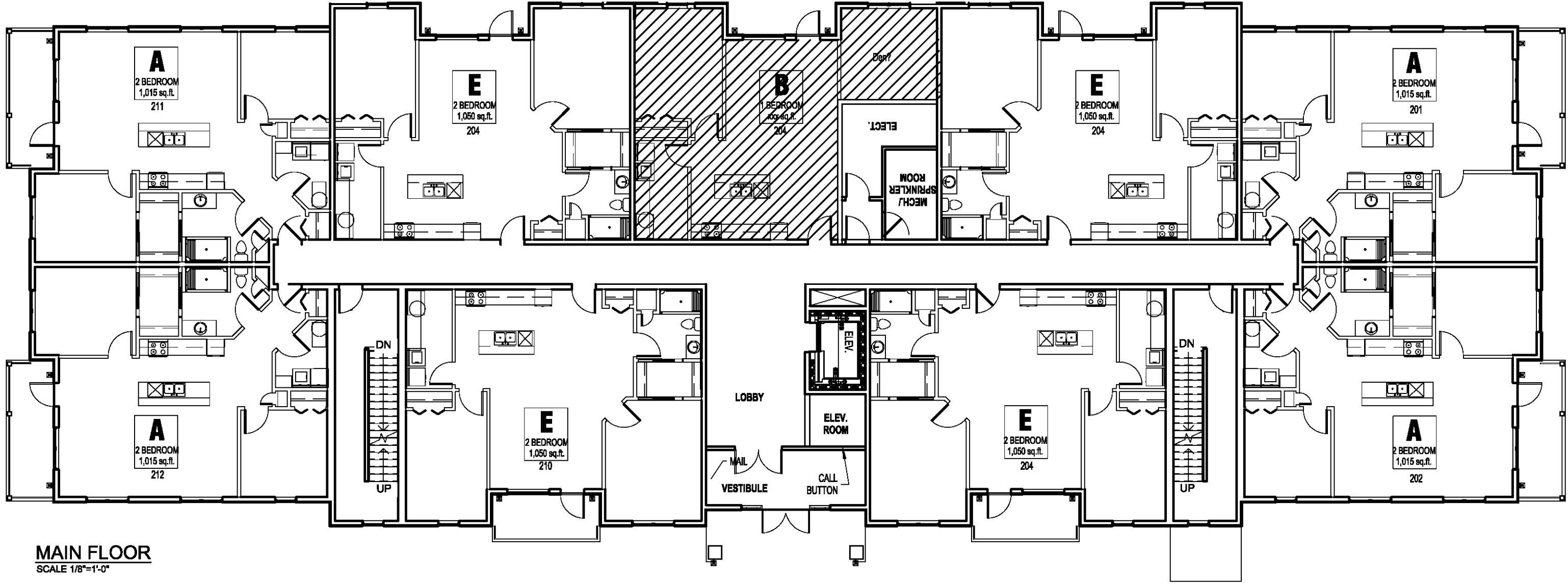




**WEST ELEVATION - PRELIMINARY**  
**NOV. 30 2017**  
**CLIENT - ANDREW DUNN**  
**PROJECT: ROTHESAY 36 UNIT APARTMENT**







Form 45

AFFIDAVIT OF CORPORATE EXECUTION

*Land Titles Act*, S.N.B. 1981, c.L-1.1, s.55

Deponent: **Andrew Dunn**  
**PENDING CORPORATE REGISTRATION**

88 Hilltop Drive  
Hampton, NB  
E5N 5P2

Office Held by Deponent: **Director**

Corporation: **Andrew Dunn**

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2017.

I, **Andrew Dunn**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
3. the signature “**Andrew Dunn**” subscribed to the within instrument is the signature of me and is in the proper handwriting of me, this deponent.
4. the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
5. That the instrument was executed at the place and on the date specified above;

DECLARED TO at town of  
Rothesay, in the County of Kings, )  
and Province of New Brunswick, )  
This \_\_\_\_ day of \_\_\_\_\_, 2017 )  
)

BEFORE ME: )  
)  
)  
)  
\_\_\_\_\_  
Commissioner of Oaths )

\_\_\_\_\_  
Andrew Dunn



Form 45

AFFIDAVIT OF CORPORATE EXECUTION

*Land Titles Act*, S.N.B. 1981, c.L-1.1, s.55

Deponent: MARY JANE E. BANKS

Rothesay  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5

Office Held by Deponent: Clerk

Corporation: **Rothesay**

Other Officer Who Executed the Instrument: **NANCY E. GRANT**

Rothesay  
70 Hampton Road  
Rothesay, N.B.  
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: \_\_\_\_\_, 2017.

I, **MARY JANE E. BANKS**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
6. That the attached instrument was executed by me and **NANCY E. GRANT**, the other officer specified above, as the officer(s) duly authorized to execute the instrument on behalf of the corporation;
7. the signature "**Nancy E. Grant**" subscribed to the within instrument is the signature of Nancy E. Grant, who is the Mayor of the town of Rothesay, and the signature "**Mary Jane E. Banks**" subscribed to the within instrument as Clerk is the signature of me and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained;
8. the Seal affixed to the foregoing indenture is the official seal of the said Town and was so affixed by order of the Council of the said Town, to and for the uses and purposes therein expressed and contained;
9. That the instrument was executed at the place and on the date specified above;

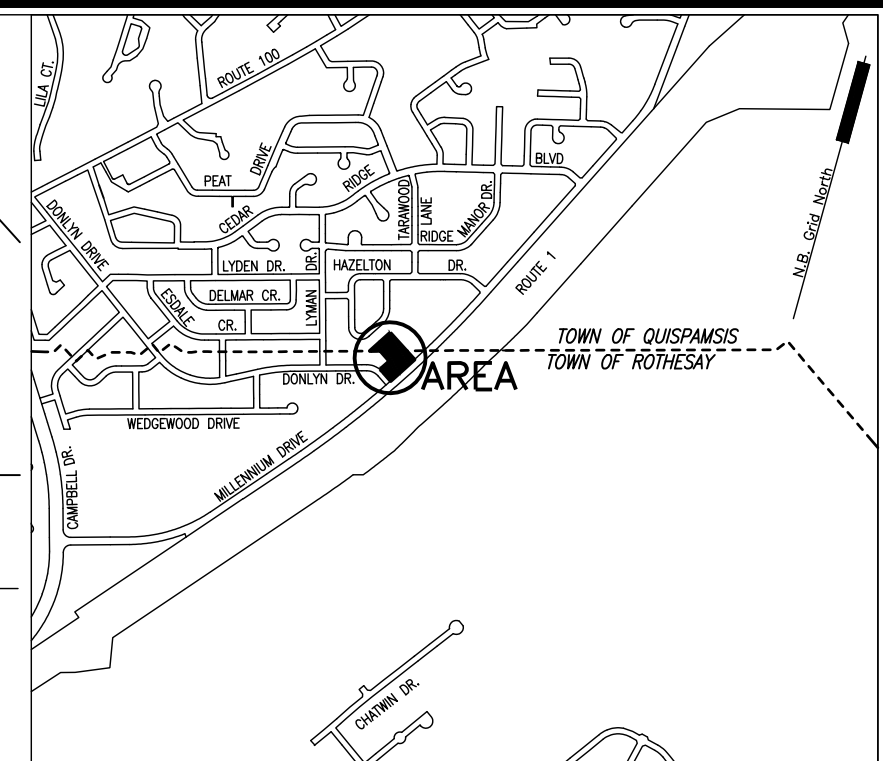
DECLARED TO at town of  
Rothesay, in the County of Kings, )  
and Province of New Brunswick, )  
This \_\_\_\_ day of \_\_\_\_\_, 2017. )  
)

BEFORE ME: )

\_\_\_\_\_  
Commissioner of Oaths )

\_\_\_\_\_  
**MARY JANE E. BANKS**

Hazelton Drive



Scale = 1:25,000

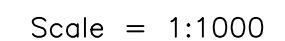
*Scott Bros. Ltd.*  
*(For Future Development)*

Lot 12  
Area  
2077 sq.m.

— Lot 11 —  
Area  
8104 sq.m.

## Route 1

Tentative Plan  
Sunset Acres Subdivision  
Phase 19E  
Town of Rothesay and  
Town of Quispamsis  
Kings County, N.B.



Dated: September 22, 2017  
Job No. 87-0208E



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

Dwg. No. T-0499-PH19E



2017December11OpenSessionFINAL\_152

## BUILDING PERMIT REPORT

11/ 1/2017 to 11/30/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/09/2017	BP2017-00114	10 CHURCH AVE	RENOVATION	\$150,000.00	\$1,087.50
11/10/2017	BP2017-00118	11 CLARK RD	DECK	\$1,300.00	\$20.00
11/09/2017	BP2017-00183	13 NORTH ST	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
11/10/2017	BP2017-00184	40 FRANCES AVE	RENOVATION	\$2,000.00	\$20.00
11/21/2017	BP2017-00188	18 FIRST ST	ATTACHED GARAGE	\$100,000.00	\$725.00
11/07/2017	BP2017-00203	2 PICKETT LN	DECK	\$3,500.00	\$29.00
11/07/2017	BP2017-00204	2 PICKETT LN	RENOVATION	\$15,000.00	\$108.75
11/21/2017	BP2017-00208	60 ELIZABETH PKWY	SINGLE FAMILY	\$425,000.00	\$3,081.25
11/28/2017	BP2017-00221	40 COLLEGE HILL	ADDITION	\$525,000.00	\$3,806.25
11/28/2017	BP2017-00228	32 ELIZABETH PKWY	ADDITION	\$64,400.00	\$471.25
11/21/2017	BP2017-00230	7 HILLCREST DR	SINGLE FAMILY	\$300,000.00	\$2,175.00
11/21/2017	BP2017-00237	8 VALLEY RD	DECK	\$16,000.00	\$116.00
11/03/2017	BP2017-00238	16 LINDEN CRES	SIDING AND WINDOWS	\$14,000.00	\$101.50
11/10/2017	BP2017-00239	2524 ROTHESAY RD	SIDING	\$3,500.00	\$29.00



# ROTHESAY

2017December11OpenSessionFINAL 153

## BUILDING PERMIT REPORT

11/ 1/2017 to 11/30/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/10/2017	BP2017-00240	10 ALEXANDER AVE	WINDOWS	\$15,000.00	\$108.75
11/01/2017	BP2017-00241	3044 ROTHESAY RD	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
11/21/2017	BP2017-00242	18 KIRKPATRICK RD	ACCESSORY BUILDING	\$5,000.00	\$36.25
11/10/2017	BP2017-00243	2466 ROTHESAY RD	DECK	\$1,000.00	\$20.00
11/10/2017	BP2017-00244	101 APPLEBY DR	RENOVATION	\$1,500.00	\$20.00
11/01/2017	BP2017-00245	27 IONA AVE	ELECTRICAL UPGRADE	\$2,200.00	\$21.75
11/03/2017	BP2017-00246	5 ALLAN AVE	WINDOWS	\$6,500.00	\$50.75
11/10/2017	BP2017-00249	24 BEL-AIR AVE	DECK	\$4,500.00	\$36.25
11/10/2017	BP2017-00250	90 HORTON RD	STORAGE SHED	\$5,000.00	\$36.25
11/28/2017	BP2017-00251	28 HAMPTON RD	RENOVATION	\$200,000.00	\$1,450.00
11/10/2017	BP2017-00252	16 MAPLE CRES	SIDING	\$14,000.00	\$101.50
11/10/2017	BP2017-00253	10 MAPLECREST DR	ELECTRICAL UPGRADE	\$600.00	\$20.00
11/14/2017	BP2017-00254	2602 ROTHESAY RD	ACCESSORY STRUCTURE	\$100,000.00	\$725.00
11/21/2017	BP2017-00255	4 BRIDLE PATH LN	STORAGE SHED	\$10,000.00	\$72.50





2017December11OpenSessionFILM C-154

## BUILDING PERMIT REPORT

11/ 1/2017 to 11/30/2017

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
11/16/2017	BP2017-00257	4 KILDARE CRT	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
11/24/2017	BP2017-00259	7 KIMBERLY DR	STORAGE SHED	\$1,500.00	\$20.00
11/29/2017	BP2017-00266	2 GROVE AVE	DEMOLITION	\$0.00	\$500.00
				<b>\$1,990,500.00</b>	<b>\$15,049.50</b>
Summary for 2017 to Date:				<b>\$12,746,372.89</b>	<b>\$93,753.75</b>

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
2016 Monthy total to Date:	\$708,750	\$5,695
2016 Summary to Date:	\$10,494,618	\$81,095



# ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 6 December, 2017  
RE : Capital Project – Status Report

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

2016 Projects Carried Over	PROJECT	BUDGET	\$ TO 30/11/17*	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	90%	Final connection work underway to commission system
	• WWTF Phase 1 – lift stations (3)	1,600,000	85%	Work underway KPark and Renforth complete, Tennis Court on hold for commissioning of East Riverside
	• WWTF Phase 1 – lift stations (2)	3,400,00	70%	Work Underway – both buildings under construction.
	Rothsay Road Designated Highway, net cost	250,000	100%	completed
	Secondary Plan – Hillside area	52,000	31%	Concepts being developed;
	2017 Resurfacing Design	60,000	28%	Contract awarded
	Water Plant Aux Building	200,000	94%	flooring and millwork underway.
	General Specification for Contracts	40,000	-	Consultant engaged, work underway.
	Acquisition of Vehicles Works/Utilities	940,000	95%	Loader & Trackless received; and trucks delivered and being outfitted for plows.
	Acquisition of Asphalt Recycler	110,000	100%	Received and in service
	Designated Highways	285,000 <sup>1</sup>	-	Funding request denied, project deferred
	Street Resurfacing	1.4M	95%	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	90%	Portion allocated for tenant improvements
	KVFD Capital	78,500	20%	To be claimed when purchase completed
	Fields & Trails	40,000	-	Scribner parking design & Wells side trails
	Technology	55,000	33%	Copier installed, website redesign underway
	Diesel storage tank	90,000	20%	Installed, waiting for software to track usage
	Water supply development	150,000	67%	Funds reallocated to Infiltration study
	Hampton Road water main	200,000 <sup>3</sup>	95%	Complete
	Station Road water main	100,000	-	Deferred
	Water tank mixing system	25,000	-	Project cancelled
	Service equipment	25,000	-	complete
	WWTP Phase II design	1.4M <sup>4</sup>	-	Funding application submitted.
	Sewer system improvements	300,000	95%	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



# ROTHESAY



## AGE FRIENDLY ADVISORY COMMITTEE MEETING

Wednesday, November 22<sup>nd</sup>, 2017  
10:00 a.m.

**DRAFT**

<b>Present:</b>	Scott Cochrane	Jennifer Robinson
	John Gahagan	Clare Ryan
	Tammy Doherty	Michael Boyle
	Heather Stilwell	Diane O'Connor
	Julie Atkinson	Shawn Jennings
	Eugene Belliveau	Counc. Shea
	DPDS White	Stirling Scory
	Town Manager Jarvie	Mayor Grant
	Counc. Wells	
<b>Absent:</b>	Jocelyn Daye	Jeff Kitchen
	Jean Porter Mowatt	Rev. Eric Phinney

Chairperson Wells called the Meeting to order at 10 a.m.

### 1. APPROVAL OF AGENDA:

Item 4.2 and 4.3 were switched around.

**MOVED** by Counc. Shea and seconded by J. Gahagan to approve the Agenda as amended.

**CARRIED.**

### 2. APPROVAL OF MINUTES:

**MOVED** by S. Cochrane and seconded by J. Robinson to approve the Minutes of October 18, 2017 as circulated.

**CARRIED.**

### 3. DELEGATIONS:

N/A

**DRAFT****4. REPORTS & PRESENTATIONS:****4.1 Town Council – Counc. Wells:**

Counc. Wells reported that the following went before Council on November 13, 2017 and was approved:

- ✓ request for funds from the Canada 150 grant for interactive kiosks. Town Manager Jarvie confirmed the signs were ordered; and
- ✓ the Age Friendly Survey.

The request for approval for a kiosk to be installed at the Rothesay Common is going before the Heritage Review Board this evening. Counc. Wells also noted the Age Friendly survey is now available online on the Town of Rothesay's website.

**4.2 Survey Sub Committee – John Gahagan:**

J. Gahagan reported that the printed and online versions of the survey are now available and are being circulated throughout the community. The Town has joined "SurveyMonkey" which is an online tool to collect data for surveys. To date he has personally given out 50 surveys and intends on passing out 50 more in the next week.

The suggestion was made to have a social media post on the Town's site to let residents know about the survey as well as having local churches post it in their church bulletins. Counc. Wells encouraged participating in the survey online as it automatically calculates the data. Counc. Shea suggested using the graphic that is associated with the Age Friendly survey currently on the Town's website consistently in other avenues so as to create a "brand" – people will associate the graphic with the survey. A brief discussion followed.

**4.3 Information Sub Committee – Mike Boyle:**

Mike Boyle reported that his committee met on Oct. 25<sup>th</sup>. They discussed locations for electronic signs and recommended a location in front of Town Hall, the Rothesay Common and Renforth Wharf as they are on town-owned property and have wifi access. Town staff will build the traditional bulletin boards. Mayor Grant confirmed that Council approved the funds needed.

A short discussion followed concerning placement, surveillance, vandalism, etc.

**5. UNFINISHED BUSINESS:**

N/A



**DRAFT****6. NEW BUSINESS:****6.1 Senior's Forum – Diane O'Connor:**

Diane O'Connor volunteered to chair a Committee to coordinate a Seniors Forum. The idea behind a Seniors Forum is to inform, advocate and educate. Things to consider are whether or not to host one large forum or several smaller events, the timing and the possibility of applying for a Federal Grant for costs associated. Another thing to take into consideration is asset mapping: what resources do we already have and then take into account what does the Town want and need. A discussion followed re: closing date of the survey, booking a table for the Wellness Fair in February 2018 and recruiting volunteers to sit on this Committee.

**7. CORRESPONDENCE FOR ACTION:****N/A****8. CORRESPONDENCE FOR INFORMATION:****N/A****9. DATE OF NEXT MEETING:**

January 17, 2018

**10. ADJOURNMENT:****MOVED** by D. O'Connor to adjourn the meeting.**CARRIED.**

Meeting adjourned at 11.15 a.m.

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Chairperson

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Recording Secretary




70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**December 11, 2017**

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

**SUBMITTED BY:**

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

**DATE:** December 5, 2017

**SUBJECT:** Maiden/Goldie/Brock Drainage Study

---

### **RECOMMENDATION**

It is recommended that the proposal submitted by Dillon Consulting Ltd. in the amount of \$17,687.00 including HST to complete a drainage study in the Maiden/Goldie/Brock neighborhood be accepted and further that the Director of Operations be authorized to issue a Purchase Order Agreement in that regard.

### **ORIGIN**

The 2018 General Fund Operating Budget includes funding for the completion of a drainage study in Maiden/Goldie/Brock neighborhood.

### **BACKGROUND**

A number of residents in the Brock Court area have experienced backyard/sideyard flooding and in some cases water-in-basement events over the past few years. Residents on Goldie Court have also experienced overland flooding which, in at least one reported case, resulted in a water-in- basement event. Residents on Maiden Lane have expressed concerns about property flooding though staff is not aware of any specific events or occurrences if actual flooding.

Two separate landowners in the neighborhood have expressed interest and submitted plans to the Town's Planning Advisory Committee (PAC) to alter their property boundaries and create new lots for potential new dwellings to be constructed. In one case the application was tabled by PAC, (twice) and in the other case the application was turned down by PAC. Several neighborhood residents were present at each of the Committee meetings when the subdivisions were discussed. The residents expressed concerns with the current potential for flooding and appeared convinced that allowing the subdivisions would increase that potential. Some

members of the neighborhood had engaged a consultant to qualify their concerns through the use of wetland delineation modelling.

Neighborhood residents also attended two separate meetings of the Public Works and Infrastructure Committee to express their flood related concerns. The Committee, at their November meeting, unanimously passed a recommendation that Council approve a sum of \$20,000 to survey the area, assess the current conditions, qualify and quantify flooding concerns and make recommendations for future direction in the neighborhood. This information, should Council agree to collect it for the stated sum, should prove useful to the Planning department and the Engineering department to properly vet future development applications in the area.

### DISCUSSION

A detailed scope of work document developed by staff was circulated to the following local engineering firms known to possess in-house stormwater design talent:

Crandall Engineering  
CBCL Consulting Engineers  
Dillon Consulting

One of the firms contacted responded by stating that they had been retained by one of the original subdivision applicants to provide an expert opinion on a proposed stormwater management solution and therefore felt they may be in conflict.

### FINANCIAL IMPLICATIONS

The (proposed) 2018 General Fund Operating Budget includes an amount of \$20,000 for the completion of a Maiden/Goldie/Brock neighborhood drainage study.

Proposed fee	Hst rebate	Net cost	budget	Variance
17,687.00	1,647.81	16,039.18	20,000	3,960.82

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

## INTEROFFICE MEMORANDUM



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TO	:	Mayor & Council
FROM	:	Doug MacDonald, Treasurer
DATE	:	December 6, 2017
RE	:	Motions for General Fund Capital and Operating Budgets 2018

---

As directed by Council we have drafted two general Fund budget options. The first includes an increase in the tax rate of 2 cents per \$100 of assessment and the second includes an increase in the tax rate of 1 cent per \$100 of assessment.

The motions drafted below reflect these two options depending upon the final direction taken by Council.

### Option 1: Tax Increase of 2 cents

#### Motion: General Operating Fund

**RESOLVED** that the sum of **\$17,275,000** be the total operating budget of the Municipality, that the sum of **\$15,513,249** be the Warrant of the Municipality for the ensuing year, and that the tax rate for the municipality be **\$1.2400**.

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of Rothesay.

#### Motion: General Capital Fund

**RESOLVED** that the General Fund 2018 Capital Budget of \$4,933,500 be approved.

### Option 2: Tax Increase of 1 cent

#### Motion: General Operating Fund

**RESOLVED** that the sum of **\$17,150,000** be the total operating budget of the Municipality, that the sum of **\$15,388,143** be the Warrant of the Municipality for the ensuing year, and that the tax rate for the municipality be **\$1.2300**.

The Council orders and directs the levying by the Minister of Environment and Local Government of said amount on real property liable to taxation under the *Assessment Act* within the Municipality of Rothesay.

#### Motion: General Capital Fund

**RESOLVED** that the General Fund 2018 Capital Budget of \$4,918,500 be approved.



# ROTHESAY

TO: Mayor and Council

FROM: Doug MacDonald

RE: Budget Motions

2017December11OpenSessionFINAL\_162

-2-

December 2017

## **Other Budget Motions (applicable under either option):**

**RESOLVED** that the Rothesay contribution to the 2018 budget of Enterprise Saint John be approved at \$86,422:

**RESOLVED** that the 2018 budget of the Kennebecasis Public Library be accepted as \$217,925 and the Rothesay contribution approved as \$84,500:

**RESOLVED** that the 2018 operating budget of the Kennebecasis Valley Fire Department Inc. be accepted as \$4,936,996 and the Rothesay contribution approved as \$1,951,482

**RESOLVED** that the 2018 equipment capital budget of the Kennebecasis Valley Fire Department Inc. be accepted as \$199,300 and the Rothesay contribution approved as \$81,409.

**RESOLVED** that the 2018 operating budget of the Kennebecasis Joint Board of Police Commissioners be accepted as \$5,774,530 and the Rothesay contribution be approved as \$2,299,424.

**RESOLVED** that the 2018 telecom budget of the Kennebecasis Joint Board of Police Commissioners be accepted as \$363,781 and the Rothesay contribution be approved as \$141,831.



# Town of Rothesay

## General Fund Master Budget 2018

	Year End Outlook	Budget 2017	Option 1 2 cent Budget 2018	Option 2 1 cent Budget 2018	First Draft Version Nov 27
<b>REVENUE</b>					
Warrant of Assessment	\$ 15,331,620	\$ 15,331,622	\$ 15,513,249	\$ 15,388,143	\$ 15,582,960
Sale of Services	382,449	339,700	391,055	391,055	391,055
Services to Province of New Brunswick	80,000	60,000	60,000	60,000	60,000
Other Revenue from Own Sources	148,262	92,180	184,385	184,491	116,300
Unconditional Grant	119,969	119,968	121,594	121,594	119,968
Conditional Transfers	36,460	21,500	21,500	21,500	21,500
Other Transfers	930,030	930,030	983,217	983,217	983,217
	<u>\$ 17,028,790</u>	<u>\$ 16,895,000</u>	<u>\$ 17,275,000</u>	<u>\$ 17,150,000</u>	<u>\$ 17,275,000</u>
<b>EXPENSES</b>					
General Government Services	2,003,679	2,039,246	2,129,216	2,129,216	2,129,346
Protective Services	4,763,782	4,785,048	4,810,037	4,805,037	4,859,907
Transportation Services	3,253,826	3,329,876	3,405,473	3,385,473	3,405,473
Environmental Health Services	609,442	620,000	613,000	613,000	613,000
Environmental Development	492,428	633,947	638,122	638,122	638,122
Recreation & Cultural Services	1,918,768	1,991,932	1,999,348	1,999,348	1,999,348
	<u>13,041,925</u>	<u>13,400,049</u>	<u>13,595,197</u>	<u>13,570,197</u>	<u>13,645,197</u>
Fiscal Services	3,950,246	3,494,951	3,679,803	3,579,803	3,629,803
	<u>\$ 16,992,171</u>	<u>\$ 16,895,000</u>	<u>\$ 17,275,000</u>	<u>\$ 17,150,000</u>	<u>\$ 17,275,000</u>
Surplus (Deficit) for the Year	\$ 36,619	\$ -	\$ 0	\$ 0	





# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO : Mayor & Council  
FROM : Doug MacDonald, Treasurer  
DATE : December 6, 2017  
RE : Motions re Donation Requests

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The Finance Committee recommends the following motions:

**RESOLVED** that the following 2018 funding requests be approved as follows:

Rothesay High School	\$ 1,000	Fairweather Scholarship
KV3C	\$ 2,500	maximum, in kind
YMCA	<u>\$ 10,000</u>	4th year of 5 year commitment
Total	\$ 13,500	Donations & Cultural Support

**RESOLVED** that the 2018 funding request from the Saint John Theatre Company be approved in the amount of \$1,000.

**RESOLVED** that the 2018 funding request from the N.B. Medical Education Trust be approved in the amount of \$5,000.

**RESOLVED** that the 2018 funding request from the KV Oasis be approved in the amount of \$5,000.

**RESOLVED** that the 2018 funding request from the YMCA (Camp Glenburn) be denied.

**RESOLVED** that the 2018 funding request from Bullying Canada be denied.

**RESOLVED** that the 2018 funding request from the Kennebecasis Crime Stoppers be approved in the amount of \$2,800.

**RESOLVED** that the 2018 funding request from the KV Committee for Disabled persons be approved in the amount of \$7,000.

**RESOLVED** that the 2018 funding request from PRO Kids be approved in the amount of \$7,500.

**RESOLVED** that the 2018 funding request from Cherry Brook Zoo in the amount of \$5,000 be denied.

**RESOLVED** that the 2018 funding request from NB U18 Rugby be denied.



# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor & Council
FROM	:	Doug MacDonald, Treasurer
DATE	:	December 4, 2017
RE	:	Motions for Utility Fund Capital and Operating Budgets 2018

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The Finance Committee recommends the following motions:

**Motion: Utility Capital Fund**

**RESOLVED** that the Utility Fund 2018 Capital Budget of \$5,087,000 be approved, as per attached.

**Motion: Utility Operating Fund**

**RESOLVED** that pursuant to paragraph 189(4) of the Municipalities Act, the total budget for the Water and Sewerage Utility for the ensuing year would consist of total revenues of \$3,220,000 and total expenditures of \$3,220,000



# Town of Rothesay

## UTILITY CAPITAL PLAN - 2018

### WATER CAPITAL PLAN - 2018

	2018	Capital Reserves	Grants	Gas Tax Infrastructure	Operating	Borrow
New treatment membranes	200,000				200,000	
water quantity	100,000				100,000	
SCBA equipment for Treatment room	15,000				15,000	
Hampton Road (DH)	75,000				75,000	
Backup power at plant -emergency panels	12,000				12,000	
Hillview/Shadow Hill Watermain	450,000	250,000			200,000	
	852,000	250,000	-	-	602,000	-

### SEWER CAPITAL PLAN - 2018

Iona Eriskay sewer	300,000			300,000	-	
RF SCADA changeover	35,000				35,000	
WWTF completion of Phase 1	2,500,000		1,666,667			833,333
WWTF Phase 2 design	1,400,000		933,333			466,667
	4,235,000	-	2,600,000	300,000	35,000	1,300,000
<b>TOTAL CAPITAL 2018</b>	<b>5,087,000</b>	<b>250,000</b>	<b>2,600,000</b>	<b>300,000</b>	<b>637,000</b>	<b>1,300,000</b>

# Town of Rothesay

2017 December 11 Open Session FINAL\_167

## 2018 UTILITY OPERATING FUND BUDGET

	2017 Outlook	2017 Budget	2018 Budget
<b>REVENUE</b>			
1 Sale of Water	\$ 1,000,000	\$ 980,000	\$ 1,000,000
2 Water Connection Fees	37,000	35,000	35,000
3 Meter and Non-Hookup Fees	37,500	37,500	35,000
4 Water Supply for Fire Protection	375,000	375,000	380,000
5 Sewerage Services	1,615,486	1,600,000	1,610,000
6 Sewer Connection Fees	31,000	25,000	25,000
7 Development infrastructure-			
8 Interest Earned	72,000	47,500	50,000
9 Transfer from operating reserve			
10 Prior Years surplus	28,535	28,535	21,125
11 Local improvement levy	59,073	59,000	59,000
12 Misc Revenue	7,454	2,465	4,875
<b>TOTAL REVENUE</b>	<b>\$ 3,263,048</b>	<b>\$ 3,190,000</b>	<b>\$ 3,220,000</b>

## EXPENDITURES

<b>WATER SUPPLY</b>			
13 Share of Overhead Expenses	\$ 368,000	\$ 368,000	374,000
14 Profess. Fees/Legal/Training	15,000	15,000	13,000
15 Purification/Treatment	310,000	310,000	336,000
16			
17 Water Purchased	500	1,000	500
18 Trans/Distribution	92,000	92,300	96,000
19 Power & Pumping	40,000	48,000	43,000
20 Billing and Collections	5,000	3,000	5,000
21 Other Expenses	10,000	18,000	18,500
<b>TOTAL WATER SUPPLY</b>	<b>\$ 840,500</b>	<b>\$ 855,300</b>	<b>886,000</b>

<b>SEWERAGE COLLECTION AND DISPOSAL</b>			
22 Share of Overhead Expenses	\$ 552,000	\$ 552,000	566,000
23 Profess. Fees/Legal/Training	29,000	29,000	25,000
24 Collection System	200,000	87,800	84,000
25 Lift Stations	27,500	29,000	40,000
26 Treatment/Disposal	55,000	65,450	56,000
27 Other Expenses	15,000	5,500	7,431
<b>TOTAL SEWERAGE COLL &amp; DISP</b>	<b>\$ 878,500</b>	<b>\$ 768,750</b>	<b>778,431</b>

\$ 1,719,000 \$ 1,624,050 \$ 1,664,431

<b>FISCAL SERVICES</b>			
28 Interest on Short Term Loans	\$ 10,000	\$ 65,000	25,000
29 Interest on Long Term Debt- Water	218,994	218,994	202,773
30 Interest on Long Term Debt- Sewer	55,182	55,182	83,445
31 Principal Repayment- Water	410,213	410,213	424,532
32 Principal Repayment- Sewer	76,560	76,560	122,820
	770,949	825,949	858,569
33 Trf to Reserves - connect fees	68,000	60,000	60,000
34 Trf to Reserves-Dev infrastruc.			
35 Trsfr to Reserve Accts - other	-	80,000	
36 Capital Fund	665,000	600,000	637,000
37 Prev Yrs Deficits			
<b>TOTAL FISCAL SERVICES</b>	<b>\$ 1,503,949</b>	<b>\$ 1,565,949</b>	<b>\$ 1,555,569</b>

<b>TOTAL EXPENSES</b>	<b>\$ 3,222,949</b>	<b>\$ 3,189,999</b>	<b>\$ 3,220,000</b>
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<b>NET INCOME (LOSS)</b>	<b>\$ 40,099</b>	<b>\$ 0</b>	<b>\$ 0</b>
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TO : Mayor Grant and Members of Council

Submitted By:   
Doug MacDonald, Treasurer

DATE : December 11, 2017

RE : General Fund Reserve Motions 2017

---

**Recommendation:**

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that the sum of \$600,000.00 be transferred from the General Operating Fund to the General Capital Reserve Fund to cover the costs of future Capital projects.

RESOLVED that Gas Tax Funding in the amount of \$840,952.00 for the year 2017, be transferred to the General Capital Reserve Fund (Gas Tax).

RESOLVED that the sum of \$744,105.57 be transferred from the General Capital Reserve (Gas Tax) to the General Operating Fund to cover the costs of Capital projects.

RESOLVED that the sum of \$15,444.00 be transferred from the General Operating Fund to the Land for Public Purposes Reserve Fund for external contributions.

RESOLVED that the sum of \$2,142.03 be transferred from the Land for Public Purposes Reserve Fund to the General Operating Fund for capital expenditures.






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TO : Mayor Grant and Members of Council

Submitted By:

  
Doug MacDonald, Treasurer

DATE : December 11, 2017

RE : Utility Fund Reserve Motions 2017

---

**Recommendation:**

It is recommended that Rothesay Mayor and Council approve the following motions:

RESOLVED that the sum of \$68,000.00 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for water and sewer connection fees.

RESOLVED that the sum of \$300,000.00 be transferred from the Utility Capital Reserve Fund to the Utility Operating Fund to cover the costs of Capital projects.

RESOLVED that the sum of \$4,000 be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund for Rothesay's contribution to the Sewage Outfall Reserve.

RESOLVED that the sum of \$10,768.00 received from Quispamsis for Sewage Outfall be transferred from the Utility Operating Fund to the Utility Sewage Outfall Reserve Fund.





# ROTHESAY

## MEMORANDUM



---

TO Mayor and Council  
FROM Doug MacDonald  
DATE November 15, 2017  
RE Insurance Coverage

---

### Recommendation:

The Finance Committee recommends: **Staff be authorized to renew the Town insurance policy with Cain Insurance Services Ltd. and Jardine Lloyd Thompson for coverage for the period from January 1, 2018 to December 31, 2018 at an aggregate cost of \$166,957.**

### Background:

Cain Insurance Services Ltd. ("Cain") manages our insurance account and serves as our agent. There is no compelling reason in my opinion to change insurance agents at this time for the following reasons; Cain has developed an expertise in Municipal insurance and a wide range of similar clients in the Province; premiums have not increased significantly during the period since the last RFP was accepted; and the service provided during my tenure has been excellent. Also, outside expertise would be required to draft an appropriate RFP requiring the commitment of additional costs both in time and money.

### Discussion:

In 2015, Cain was instructed to conduct a market review and contact various insurers to obtain quotes for services for the period beginning January 1, 2016. The report from Cain was received November 30, 2015 and was reviewed with the Treasurer. There was no substantive difference in the insurance packages offered or in the premiums quoted. In discussions with Cain Insurance there is no evidence to suggest these circumstances have changed during 2017 therefore a similar exercise was not warranted. The fee quote received from Cain Insurance Services for the period beginning January 1, 2018 is \$166,007, an increase of 3,18% over the prior period.

In addition to the renewal of the standard policy I recommend amendments to the coverage provided. In reviewing the policy, we noted inclusion of a "Council Accident Policy" insuring 26 member of staff and Council for Accidental Medical and Life Insurance of \$150,000 per person on a 24/7 basis at a cost of \$175 per person. Full-time staff have life insurance and medical coverage as part of their employee benefits packages therefore, this additional coverage is not necessary. Also, savings could be realized (approximately \$100 per person) if the coverage for Council was amended to include only the period "on-duty".

We recommend the addition of specific policy coverage to address increasing risks, specifically cyber security and employment practices liability. Cyber threats are increasingly prevalent, not only to the operation of administrative services but also due to computerized infrastructure networks.


Policy Adjustments:

Council Accident Policy – Premium reduction - \$3,950

Cyber Liability Coverage – Additional Premium - \$3,000

Employment Practices Liability – Additional Premium - \$1,900

Given we are pleased with the service provided by our existing insurer, I recommend we renew the insurance coverage, with the amendments discussed above' with JLT for the period beginning January 1, 2018.

  
\_\_\_\_\_  
Doug MacDonald, Treasurer





Jardine Lloyd Thompson Canada Inc.

## **Municipal Insurance Program Quotation**

This summary page and attached pages outlining the coverage, terms and conditions constitute your quotation for insurance coverage. This quotation is based on the risk information submitted by you, the Broker, on behalf of your client, the Named Insured. The terms and conditions quoted may not be exactly as requested in your submission or application and should be reviewed carefully.

JLT Canada Inc. is not responsible for the collection and payment of any applicable taxes that are not specified in this quotation nor for the filing of any regulatory forms or documents. These functions are solely the responsibility of the Broker.

**BROKER:** Cain Insurance Services Inc.

**NAMED INSURED:** Town of Rothesay

**POLICY PERIOD:** January 1, 2018 to January 1, 2019  
12:01 a.m. Standard Time at the Mailing and/or Notification Address of the Named Insured

**TOTAL PREMIUM FOR QUOTATION:** \$166,007

**COMMISSION PAYABLE TO BROKER:** As per current agreement with JLT

**PAYMENT TERMS:** Premiums are due and payable to JLT Canada in full within 30 days of binding or the effective date of cover, whichever is later

**THIS QUOTATION IS ONLY VALID UNTIL JANUARY 1, 2018**

Date of Issue: November 2, 2017

Contact Person: Jennifer Roach  
Direct phone line: 416-644-4818  
E-mail address: jroach@jltcanada.com

Certain portions of this quotation of cover have been provided by JLT acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. JLT Canada is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where JLT does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the Insurer and confirmation of coverage is subsequently received by JLT Canada from the Insurer.

This quotation confers no rights upon the Broker to bind coverage as quoted. Coverage is not bound and in effect until written confirmation of binding is received from JLT Canada Inc.



Jardine Lloyd Thompson Canada Inc.

## ACCEPTANCE OF MUNICIPAL INSURANCE PROGRAM PROPOSAL

**To:** Jardine Lloyd Thompson Canada  
Public Sector Division  
Suite 1200, 55 University Avenue  
Toronto, Ontario M5J 2H7  
Telephone: 416-941-9551 or Toll Free 1-800-268-9189  
Fax: 416-941-9323

**Policy Term (mm/dd/yy):** January 1, 2018 to January 1, 2019  
12:01 a.m. Standard Time at the Mailing and/or Notification Address of the Named Insured

We agree with the underwriting and claims information submitted and to the terms quoted in the Municipal Insurance Program proposal. This is your authority to proceed with binding cover(s) as outlined in the Municipal Insurance Proposal effective the date(s) noted above. We have also noted below our choice of any optional items in the Insurance Proposal as well as any specific instructions.

Indicated below are our instructions regarding any optional coverages shown in the insurance proposal.

Optional Coverages / Specific Instructions:

**Signed on Behalf of Town of Rothesay**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print the name of the person signing above





## INDICATION OF TERMS

REFERENCE NUMBER:	
COMPANY NAME:	ROTHESAY
TOTAL PAYABLE:	CAD3,000.00
Broken down as follows:	
Premium:	CAD2,900.00
Fee:	CAD100.00
BUSINESS OPERATIONS:	Municipality
LEGAL ACTION:	Worldwide
TERRITORIAL SCOPE:	Worldwide
REPUTATIONAL HARM PERIOD:	12 months
INDEMNITY PERIOD:	12 months
TIME RETENTION:	8 hours
CONTINUITY DATE:	Inception
WORDING:	Cyber, Private Enterprise (CAN) v2.1
ENDORSEMENTS:	SUBJECTIVITY CONDITION CLAUSE JLT SPECIAL AMENDATORY CLAUSE
SUBJECTIVITIES:	SATISFACTORY SIGNED AND DATED VERSION OF THE APPLICATION FORM SUBMITTED
POLICY PERIOD:	12 months
DATE OF ISSUE:	23 Oct 2017
ADDITIONAL NOTES:	
OPTIONAL EXTENDED REPORTING PERIOD:	12 months
SECURITY:	100% CERTAIN UNDERWRITERS AT LLOYD'S
UNDERWRITER:	Natasha Neilson

THIS INDICATION OF TERMS IS ONLY VALID FOR 30 DAYS FROM THE DATE OF ISSUE

PLEASE REFER TO THE FOLLOWING PAGES FOR A FULL BREAKDOWN OF LIMITS, RETENTIONS AND APPLICABLE CLAUSES



## LIMITS OF LIABILITY AND DEDUCTIBLES

### THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN EACH AND EVERY CLAIM LIMIT:

#### INSURING CLAUSE 1: CYBER INCIDENT RESPONSE

##### SECTION A: INCIDENT RESPONSE COSTS

Limit of liability:	CAD1,000,000	each and every claim
Deductible:	CAD0	each and every claim

##### SECTION B: LEGAL AND REGULATORY COSTS

Limit of liability:	CAD1,000,000	each and every claim
Deductible:	CAD5,000	each and every claim

##### SECTION C: IT SECURITY AND FORENSIC COSTS

Limit of liability:	CAD1,000,000	each and every claim
Deductible:	CAD5,000	each and every claim

##### SECTION D: CRISIS COMMUNICATION COSTS

Limit of liability:	CAD1,000,000	each and every claim
Deductible:	CAD5,000	each and every claim

##### SECTION E: PRIVACY BREACH MANAGEMENT COSTS

Limit of liability:	CAD1,000,000	each and every claim
Deductible:	CAD5,000	each and every claim

##### SECTION F: THIRD PARTY PRIVACY BREACH MANAGEMENT COSTS

Limit of liability:	CAD1,000,000	each and every claim
Deductible:	CAD5,000	each and every claim

##### SECTION G: POST BREACH REMEDIATION COSTS

Limit of liability:	CAD50,000	subject to a maximum of 10% of all sums <b>we</b> have paid as a direct result of the <b>cyber event</b> , each and every claim
Deductible:	CAD5,000	each and every claim



Beazley Canada Limitée  
550-55 University Avenue | Toronto ON M5J 2H7  
310-1130 Sherbrooke Street West | Montréal QC H3A 2M8  
1511-701 West Georgia Street | Vancouver BC V7Y 1C6  
P 1-877-814-7778 | [www.beazley.ca](http://www.beazley.ca)

Subject: Town of Rothesay (Quote valid for 30 days)

We are pleased to offer the following quote.

CLAIMS MADE EMPLOYRITE POLICY WORDING  
Form 220806

Limit	Aggregate	Self Insured Retention	Annual Premium
\$250,000	\$250,000	\$2,500	\$1,900

Retroactive Date: Inception  
Prior Knowledge Date: Inception  
Minimum Retained Premium: 20% of Annual Premium

Including:

- Coverage for Canada/U.S. employees
- Access to a hotline for human resources, personnel or claims related questions
- Complimentary Human Resources Handbook Template

Additional Exclusions:

- War and Terrorism

The above quote is subject to the receipt of the following:

- A fully completed Long-Form Beazley EmPloyrite application
- Please provide full details on the wrongful dismissal situation. What changes have been made (to HR policies) to prevent future potential situations?

Please be advised that if the applicant/Insured becomes aware of any incident and/or claim between the date of this quote and binding then Beazley reserves the right to revise or revoke this quote.

If you have any questions or would like to discuss the above quote, please do not hesitate to call me.

Regards,

Priya Vansh  
Underwriter, Management Liability  
(416) 777-6221  
Priya.Vansh@beazley.com



Employrite  
Employment Practices Liability Protection

---

A growing area of concern for small businesses in Canada is Employment Practices Liability. Since 1997 there have been over 300 cases, many with settlements over \$50,000. EPL has been hard to find and/or afford for small businesses in Canada. Beazley is pleased to offer EmPloyrite to small businesses to protect their companies from allegations of discrimination, harassment and unfair dismissal.

EmPloyrite Coverage Highlights:

- Access to a toll-free hotline for human resources, personnel and claims related questions
- Receive a Human Resources Handbook template that can be modified to fit your business
- Limits of \$100,000 to \$5,000,000 available
- Premium equivalent to a few hours of an employment lawyers time
- Coverage for Canadian and U.S. employees
- Coverage for claims arising from allegations made by employees, former employees or applicants for employment
- Coverage for claims based on increased severance payments for unfair dismissal due to an EPL violation
- Broad definition of claim- including civil, administrative, regulatory or arbitration proceedings for monetary or non-monetary relief
- Punitive and Exemplary damages full limit
- Duty to Defend policy experienced, specialised employment lawyers
- 30-day reporting period
- Unilateral extended reporting period
- World-wide Insured event coverage for claims brought in Canada or U.S.
- Clear and concise plain language policy



Canadian Head Office  
120 Bremner Blvd., Suite 2200  
Toronto, Ontario  
M5J 0A8

## COUNCIL ACCIDENT POLICY 24 HOUR COVERAGE

### ELIGIBILITY AND CLASSIFICATION

Class	Option	Insured Persons	Principal Sum	Weekly Accident Indemnity Total	# of weeks	Accidental Medical	Dental	Cost Per person/yr
B	II	26	\$150,000	\$500.00	52	\$15,000	\$5,000	\$175.00

In consideration of the payment of additional \$4,550.00, this certificate is effective from January 1, 2017 to January 1, 2018.

Aggregate Limit of Liability \$2,500,000.00 per Accident

#### Named Insured and Address

Jardine Public Sector Division of Jardine Lloyd Thompson Canada

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

For purposes of this certificate, Insured Persons shall be considered as those individuals of the Municipality for whom premium has been paid and shall include all Members of council. All other Employees of the Municipality, excluding full-time firefighters and police officers, may be covered under this certificate provided premiums are paid and said Employees are included in the Schedule of this certificate.

Attached to and forming a part of

Authorized Representative



# ROTHESAY

## Memorandum



---

TO : Mayor and Council

Submitted By :   
Doug MacDonald, Treasurer

DATE : December 11, 2017

RE : FCM Asset Management Grant Application

---

### **Recommendation:**

BE IT RESOLVED that Rothesay Council directs the Town Manager to apply for a grant from the Federation of Canadian Municipalities' Municipal Asset Management Program for Development of an Asset Management Plan project.

Be it therefore resolved that Rothesay commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- I. Activity 1: Field Survey and Asset Inventory Development for Storm assets.
- II. Activity 2: Condition assessment of water and storm assets.
- III. Activity 3: Develop a Phase I Asset Management Plan in accordance with the Province of NB Requirements.

Be it further resolved that Rothesay commits \$12,500 from its 2018 Capital Program towards the costs of this initiative.

### **Background**

The Federal Gas Tax Fund from Infrastructure Canada has an agreement in place with the Province of NB, effective April 2014 – March 2024. Under the agreement, the Province has committed that municipalities will “Undertake asset management planning which will be achieved through the development of a Capital Asset Management Plan”.

In the summer, the Province released a Guideline to help municipalities prepare the first phase submission on Asset Management. Asset Management includes various topics including:

- Asset Inventories
- Condition Assessments;
- Level of Service and Risk Assessment;
- Financial Analysis;
- Community priority setting; and
- Financial planning.



The deadline to submit completed plans has been extended to July 31, 2018. There is a significant amount of work required involving multiple departments. Some of the more significant requirements in terms of work effort are as follows:

- Each local government must provide a description as well as the scope of each of the categories of services it provides.
- Each local government must provide a detailed inventory of all tangible capital assets.
- A list of “core” assets and “high value” assets, including a risk analysis as to the effect of loss of the asset.
- Identification of the types of climate hazards and associated impacts from climate change that are relevant to their location including a list of core and high value assets that are at risk or vulnerable to climate change impacts.
- A condition assessment of all assets including, at a minimum, the Department requires local governments to provide identification of the tool or scale used to obtain their ratings.
- At a minimum, local governments are required to plan for the maintenance and operation, renewal, replacement and acquisition costs for existing and planned core and high value assets. The cost analysis must anticipate these costs over the next 50 years.
- Local governments must identify the intended funding sources that are anticipated to cover their cost analysis including cash flow forecasts for core and high value assets.
- Local governments must identify their key priorities for core and high value asset renewal and replacement, as well as any anticipated acquisitions.

The Federation of Canadian Municipalities (“FCM”) launched a Municipal Asset Management Program (MAMP) to help with the cost of developing and furthering programs.

The program was officially launched on May 9th and can cover 80% costs up to \$50,000 for:

- Asset Management Assessments
- Asset Management Plans, Policies and Strategies
- Infrastructure Data Collection and Reporting
- Training and Building Capacity for Asset Management
- Asset Management Knowledge Development and Sharing

The FCM funding has a specific requirement that it include a motion from Council in the form indicated above.





# ROTHESAY

## MEMORANDUM



---

TO : Mayor and Council  
FROM : Nominating Committee  
DATE : 23 November 2017  
RE : Committee Appointments 2018

---

The Nominating Committee is recommending the following Committee appointments for 2018:

**Kennebecasis Regional Joint Board of Police Commissioners**

Peter Bourque (December 2019)

**Planning Advisory Committee**

Elizabeth Gillis (December 2019)

John Buchanan (December 2019)

**Public Works and Infrastructure Committee**

Shawn Peterson (December 2019)

**Utilities Committee**

Mark McAloon (December 2019)

**Heritage Preservation Review Board**

Katherine Grant (December 2019)

Jon LeHeup (December 2019)

Catharine MacDonald (December 2019)

**Parks and Recreation Committee**

Brendan Kilfoil (December 2019)

Mary Ann Gallagher (December 2019)

**KV Public Library**

Elizabeth Greer (December 2019)

Jane MacGillivray (December 2018)

**Harbour Station**

Andrew Peters (December 2019)

**Aquatic Centre**

Lloyd Foote (December 2019)

**Age Friendly Committee**

Dr. Sarah Thompson

David Hudson



# ROTHESAY

## INTEROFFICE MEMORANDUM



---

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	7 December 2017
RE	:	Union of Municipalities of New Brunswick (UMNB)

---

### Recommendation

Staff recommends Council continue its membership in the UMNB for 2018 and re-evaluate its position for the 2019 budget.

### Background

The following motion was passed at the November 2016 Council meeting.

*WHEREAS* Rothesay is a member of the Union of Municipalities of New Brunswick  
*WHEREAS* membership dues are pegged to the municipality's tax base;  
*WHEREAS* Rothesay's membership value with UMNB is questionable;  
*AND WHEREAS* non-members are able to attend UMNB's Annual General Conference;  
*BE IT RESOLVED* that Rothesay Council, recognizing the importance of being fiscally responsible, will assess the benefits of membership in the UMNB in 2017 and if the value proposition is not clearly identified, will revoke its 2018 membership in the UMNB.

A related motion was passed at the July 2017 meeting which again called for the matter to be discussed during the 2018 budget preparation process.

It is difficult for staff to contribute much to a discussion of the value of UMNB membership based on events of 2017. While progress on the implementation of the organization's strategic plan appeared to be limited, by far the most significant matter dealt with by the organization was the illness and death of Raymond Murphy, the long-serving Executive Director.

I have spoken to the new Executive Director, Margot Craig, regarding what I believe to be some of Council's concerns with the operation of the organization and she has indicated she regards identification of the 'value' received by member municipalities and communication to be two of her priorities as she takes on her new duties. (She started in the position formally at the beginning of November.)

There can be value to the Town in participating in advocacy efforts and sharing information with other municipalities. If the UMNB's effectiveness can be improved, the case may be clearer in a year's time.

---

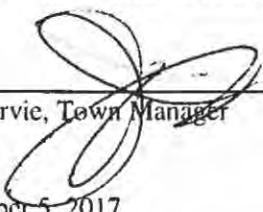


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**December 11, 2017**

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

**SUBMITTED BY:**

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

**DATE:** December 5, 2017

**SUBJECT:** Safety Services

---

### **RECOMMENDATION**

It is recommended that the proposal submitted by Scene Safety Company to provide hourly safety services at a rate of \$55.00 per hour to a maximum of \$36,150.00 for the 2018 budget year be accepted and further that the Director of Operations be authorized to open a standing Purchase Order Agreement for the same.

### **ORIGIN**

The 2018 General Fund Operating Budget includes funding for the procurement of safety services for the Town.

### **BACKGROUND**

The Town is required to comply with the WorkSafe NB Act and Regulations. The Town has a formal safety policy and a number of standard operating procedures which govern how work is completed by Town staff. The Town has a Joint Health and Safety Committee which meets regularly, but at the present time there is no safety advisor or consultant in place and statutory compliance is currently the responsibility of management staff for each of the individual departments.

### **DISCUSSION**

On November 3, 2017 with a detailed scope of work and level of expectation document developed by staff, a proposal for safety services was requested from local safety service providers.

The proposals received were in hourly, and daily service provision format with travel and per diem rates included for services which required out of Town talent.

It was difficult to compare the various prices however a general matrix was developed to determine the following:

- One time training cost,
- One-time system building costs;
- On-going monthly costs, and
- Annual report generation costs.


The proponents were also asked to provide costing to develop emergency response plans for the various town owned facilities. The costs were really not comparable and since the item was not truly part of the required safety service provision proposal request, the costs were not included in this report.

### **FINANCIAL IMPLICATIONS**

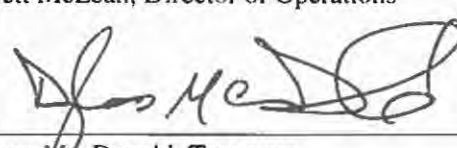
The proposed 2018 General Fund Operating Budget includes an amount of \$45,000 for the provision of safety services for the Town. The lowest total value was submitted by Scene Safety Company as follows:

	One-Time Initial System Building Cost	One- Time Training Cost	On-Going Monthly Costs	Annual Report Generation	Total Cost in 2018	HST	Contingency	Total
	2,750	6,000	1,650	1320				
Total Annual cost in 2018	2,750	6,000	19,800	1,320	29,870	1,280.22	5,000	36,150.22
Total Annual cost after 2018	0	0	19,800	1,320	21,120			

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).*



**SCOPE OF WORK:****Upfront Scope of Work for safety services:**

- Audit products/materials in our three facilities – (rink, works garage and water filtration plant )and update/organize MSDS binders and perhaps produce a digital copy for central records clerk;
- Provide GHS training for staff of 30 initially and for up to 10 seasonal students in spring;
- Conduct initial inspection of facilities (Works, Water, Parks and Rec) and provide comments on current staff inspections procedure and checklists (and follow up to identify status of recommended actions)

**General scope of work for safety services going forward:**

- Manage our MSDS based on products coming into and out of the shop (monthly/quarterly) with help of shop manager/mechanic, rink coordinator and water/sewer coordinator;
- Provide safety talks for training purposes with topics of current concern or possible concern (at least quarterly, possibly monthly) for 3 groups – 1 group of 14 works personnel, 1 group of 6 utility personnel and 1 group of 10 parks/rec personnel (adjusted seasonally for term staff);
- Create a File/record system for inspections, conducted by staff, of facilities, equipment and vehicles (checklist forms in triplicate booklets currently exist with no file keeping system in place) and identify issues related to compliance;
- Prepare and agenda and attend monthly joint health and safety meetings and record/submit minutes – 1 to 2 hour commitment;
- Do random site visits to jobsites and provide an audit of findings – maximum 10-12 projects per year;
- Generally provide support to help the Town maintain compliance with worksafe NB Act and Regulations;

We would like the proponent to produce an annual report, completed by March 1, regarding any issues identified and the action taken including follow up during the previous year.

It is estimated that the first 2 months will require 40-50 hour of work per month. Once the MSDS inventory is built, checklists are tweaked and GHS training is done, the general safety duties should revert to a maximum of 30 hours per month.

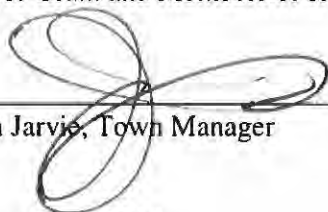


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**December 11, 2017**

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

**SUBMITTED BY:**

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

**DATE:** December 5, 2017

**SUBJECT:** Emergency Sewer Repairs

---

### **RECOMMENDATION**

It is recommended that Council receive the following for information.

### **ORIGIN**

The 2017 Inflow and Infiltration Study (fieldwork portion) identified a number of serious deficiencies in the existing gravity sewer network.

### **BACKGROUND**

The Town engaged Crandall Engineering to locate, video inspect, report on the physical condition of and quantify the inflow and infiltration for, every manhole and sanitary sewer mainline in Rothesay. During the course of the work the consultants identified a number of serious deficiencies that required immediate remedial work to allow continued operation of the sewer collection system.

### **DISCUSSION**

The Rothesay Purchasing Policy, Section 3, outlines the procedure for emergency purchases as follows:



***Emergency Purchases:***

*3. Emergencies which pose a threat to public safety resulting from a fire, flood, water main breaks, storms, environmental emergencies, or equipment failure may require emergency expenditures, notwithstanding the authorities outlined elsewhere in this policy. The Department Heads are authorized to make emergency expenditures necessary to maintain Town services. Department Heads will ensure that the Town Manager is kept advised of emergency expenditures. These emergency expenditures shall be reported to Council at the next regular meeting after which the expenditures are known.*

There were a number of items discovered during the extensive and intrusive study of the sanitary sewer system. Some of the deficiencies were notable for inclusion with future budgets, some could be corrected on site by the company completing the study and some were of a more serious nature. Many of the more serious deficiencies had the potential to cause significant damage and expose the Town to significant liability.

The town operates the Sanitary Sewer Utility under a Certificate of Approval to Operate (CofA) from the province. The CofA includes a number of conditions such as the release of raw sewage to the environment and what must be done to prevent such release as well as steps to follow should such a release occur. The CofA permits the release of raw sewage, referred to as Overflows, at certain locations under certain conditions. Overflow events have strict reporting and mitigative requirements and are considered acceptable only during extreme weather events or during times of major equipment failure when all possible measures have been taken to avoid actual sewage overflow from the system into the environment. Release of sanitary sewage to the environment caused by negligence, undue care and attention, poor management, lack of adequate response to extreme weather and equipment failure etc. are subject to significant environmental levies ie. heavy fines.

The consultant responsible for the Inflow and Infiltration Study was asked to produce a list of the most emergent deficiencies discovered during the field portion of their work and submit the list, with remedial measures recommended, to town staff. The list was vetted by Town staff to determine the potential impacts of complete failure which included:

- number of homes affected by a backup,
- quantity and quality of overflow material (different sectors of town have different water quality in the system),
- proximity to the river or other mapped watercourse, and
- length of time necessary to affect a repair should failure occur.

This process produced a prioritized list of repairs that were deemed to be immediately necessary. The work involved confined space entry, traffic control, re-routing of live sewer, deep excavations, pipe laying/jointing, backfilling and compaction, repaving and reinstatement of concrete sidewalk. The scope of work was considerably greater than the capabilities and resources of the Town Works Department. The extent of the repairs was not readily determined prior to commencement of the work. In all but one of the failure locations, the pipes had to be exposed in order to understand and plan the repair work. Owing to this fact the only true means of quantifying the work for payment was to proceed on a time and materials basis.

Each of the repairs (deemed to be of an emergency repair nature) was tracked separately and the cost reported individually according to the table below. Upon completion of the individual repairs one invoice was entered for the repaving and concrete curb and sidewalk reinstatement for all of the repairs.

The attached pictures give an indication of the severity of the localized failures as well as some neighborhood context to allow Council to understand the nature of a potential blockage in any of the localized failure areas. The most expensive of the repairs was the pipe work at Taylor Brook Bridge and 3081 Rothesay Road. The possibility for that sewer main, which had completely broken free from the bridge abutment and which services all of Rothesay Road from East Riverside Kingshurst Park including Jersey Lane, Green Road, Allison Drive, Turnbull Court and Domville Lane, to breach and flow into Taylor brook could have been catastrophic to the environment and extremely expensive to clean up.

### **FINANCIAL IMPLICATIONS**

The costs to complete the repairs to the live sanitary sewer system were as follows.

Location	Cost
Gibbon Road	\$15,741
Fox Farm Road	\$12,767
Arthur Avenue	\$548
2178 Rothesay Road	\$8,278
James Renforth Drive	\$12,885
3081 Rothesay Road (Taylor Brook)	\$47,493
Repaving and curb / sidewalk reinstatement	\$14,151
Total	\$111,863

The sewer repair work was funded from the 2017 Utility Operating Budget.

---

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).*



4. Pipe partial collapse on Gibbon Road near Civic # 34 Gibbon Road.

- a. This is located at 31.27m from SMH433 on pipe id#1275. This pipe is located between SMH433 and SMH431 on Gibbon Rd.



\$18,102.15



Gibbon Road





9. Partial pipe collapse on Fox Farm Road near Civic # 57 First Street

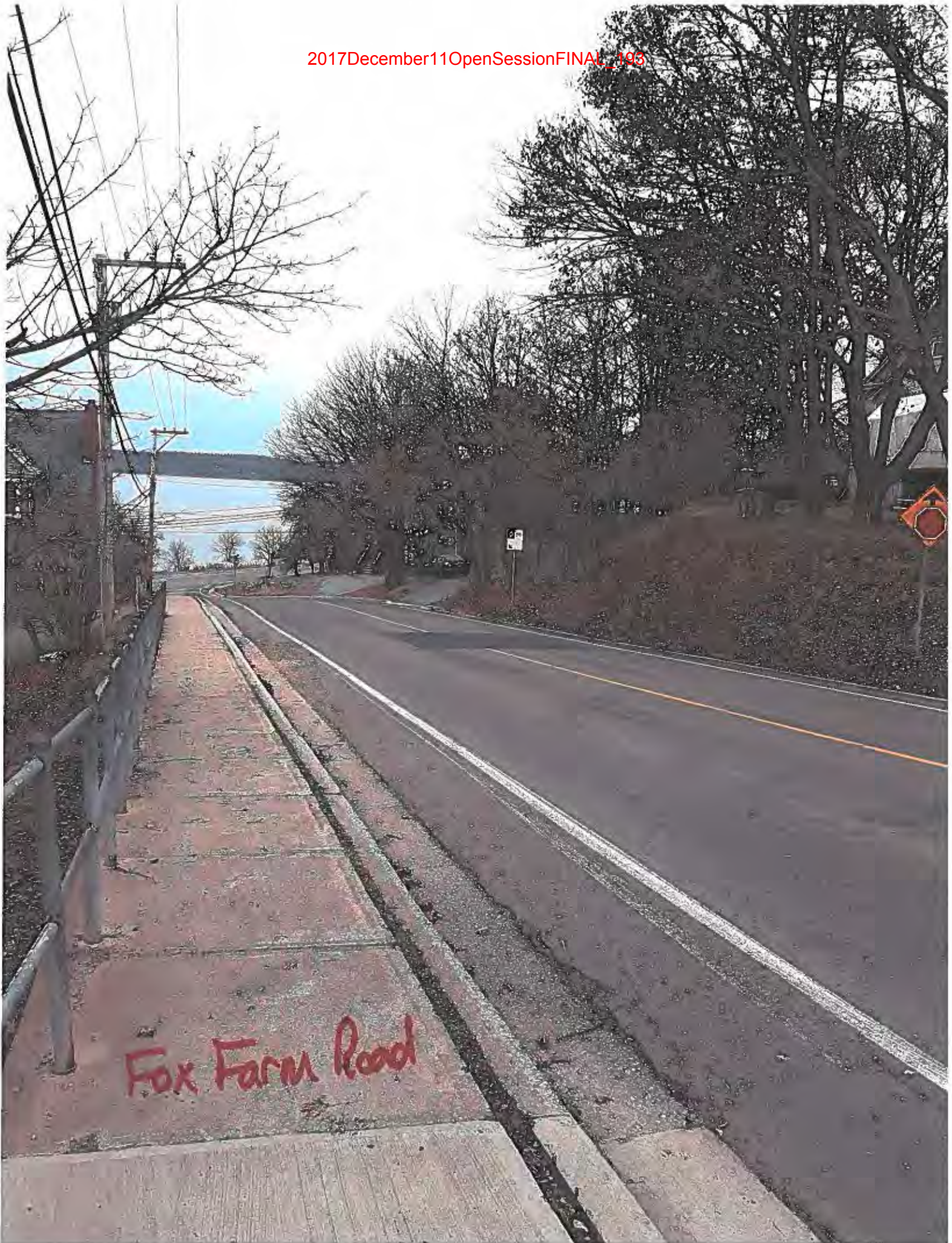
- a. This pipe is labeled Fox Farm 1468, which is located between SMH776 and SMH1410 in Basin11. This area of the collapse is 25.53m from SMH776.



\$14,682.06



Fox Farm Road





11. Partial blockage caused by asphalt on Arthur Avenue near Civic # 10 Arthur Avenue.  
a. On Arthur Avenue, SMH74.

\$ 630.78



8. Partial pipe collapse on Rothesay Road near Civic # 2178 Rothesay Road (Near Bartlett Rd)
  - a. partial pipe collapse on pipe No.1483 (Rothesay Rd). This collapse occurs in basin 10 between SMH1413 and SMH709 and appears to be 29.84m from SMH1413.



\$9,520.21







6. Partial pipe collapse on James Renforth Drive near Civic #156 and the Renforth Rotary Park.
  - a. Pipe broken at top at 6.87m from SMH15. Partial collapse as soil can be visible at break above pipe. Pipe id #1471 on James Renforth Dr, between SMH15 and SMH7.



\$14,818.42





James Renforth Drive



**Brett McLean**

---

**From:** Nathan Leblanc <nal@crandallengineering.ca>  
**Sent:** October-25-17 4:07 PM  
**To:** Bruce King; Brett McLean  
**Subject:** 16176-1 Partial Collapse / Large Joint Offset - 3081 Rothesay Road  
**Attachments:** Rothesay\_978\_2017\_10\_11\_1.pdf; SMH 633.PNG

Bruce / Brett,

Please see attached partial collapse / large joint offset 7.01 m from SMH 633. This is the manhole that was accessed off road near the bridge on Rothesay Road next to civic 3081.

Let me know if you have any questions.

Regards,

**Nathan LeBlanc, P. Eng.**  
Project Engineer

**\$ 54,617.63**



Crandall Engineering Ltd.  
133 Prince William Street, Suite 703  
Saint John, NB Canada E2L 2B5  
Tel: (506) 693-5893 Ext. 1207  
Fax: (506) 693-3250  
[nal@crandallengineering.ca](mailto:nal@crandallengineering.ca)  
[CRANDALLENGINEERING.CA](http://CRANDALLENGINEERING.CA)



Think before you print

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1050 McLaughlin Dr. Unit 1, Moncton NB, E1G 3R2  
Office 506-854-9035

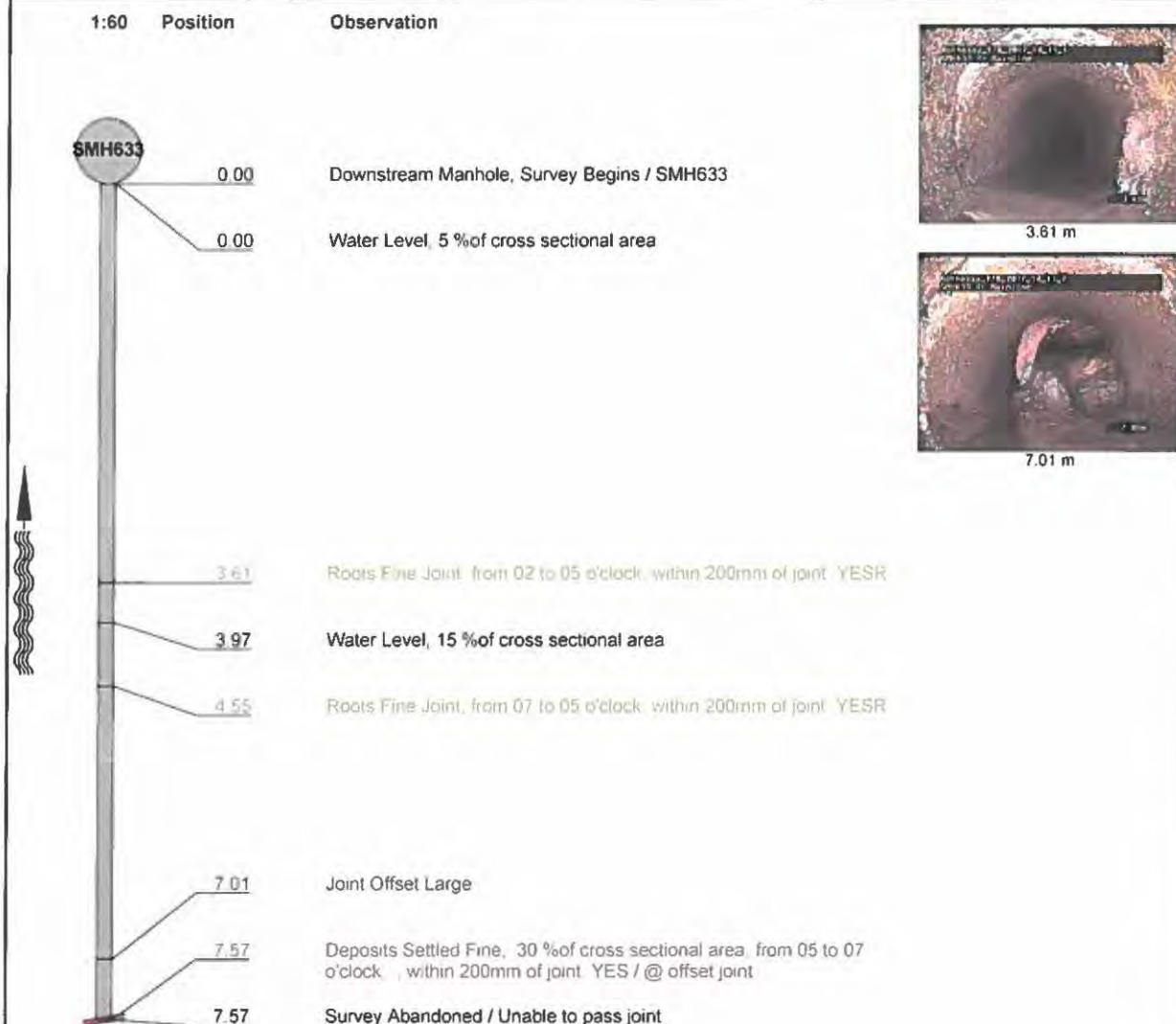
## Inspection Report

Date 11-Oct-17	P/O No	Weather Dry	Surveyor's Name Mitchell Gallant	Pipe Segment Reference	Section No. 382
Certificate No [REDACTED]	Survey Customer	System Owner	Date Cleaned	Pre-Cleaning No Pre-Cleaning	Sewer Category

Street 123 City Loc. details Location Code	Rothsay_978_2017_10_11_1 Rothsay	Use of Sewer Drainage Area Flow Control Length surveyed 7.57 m	Sanitary	Upstream MH Downstream MH Dir. of Survey Section Length	Mainline SMH633 Upstream 7.57 m
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Purpose of Survey Year Laid Year Rehabilitated Tape / Media No. 6	Infiltration/Inflow Investigation	Joint Length Dia /Height Material Lining Method	200 mm Concrete
--	-----------------------------------	--	--------------------

Add. Information



QSR	QMR	SPR	MPR	OPR	SPRI	MPRI	OPRI
2100	4112	2	6	8	2	2	2





1050 McLaughlin Dr. Unit 1, Moncton NB. E1G 3R2  
Office 506-854-9035

## Inspection photos

City : <b>Rothsay</b>	Street : <b>Rothsay 978 2017 10 11 1</b>	Date :	Pipe Segment Reference :	Section No : <b>382</b>
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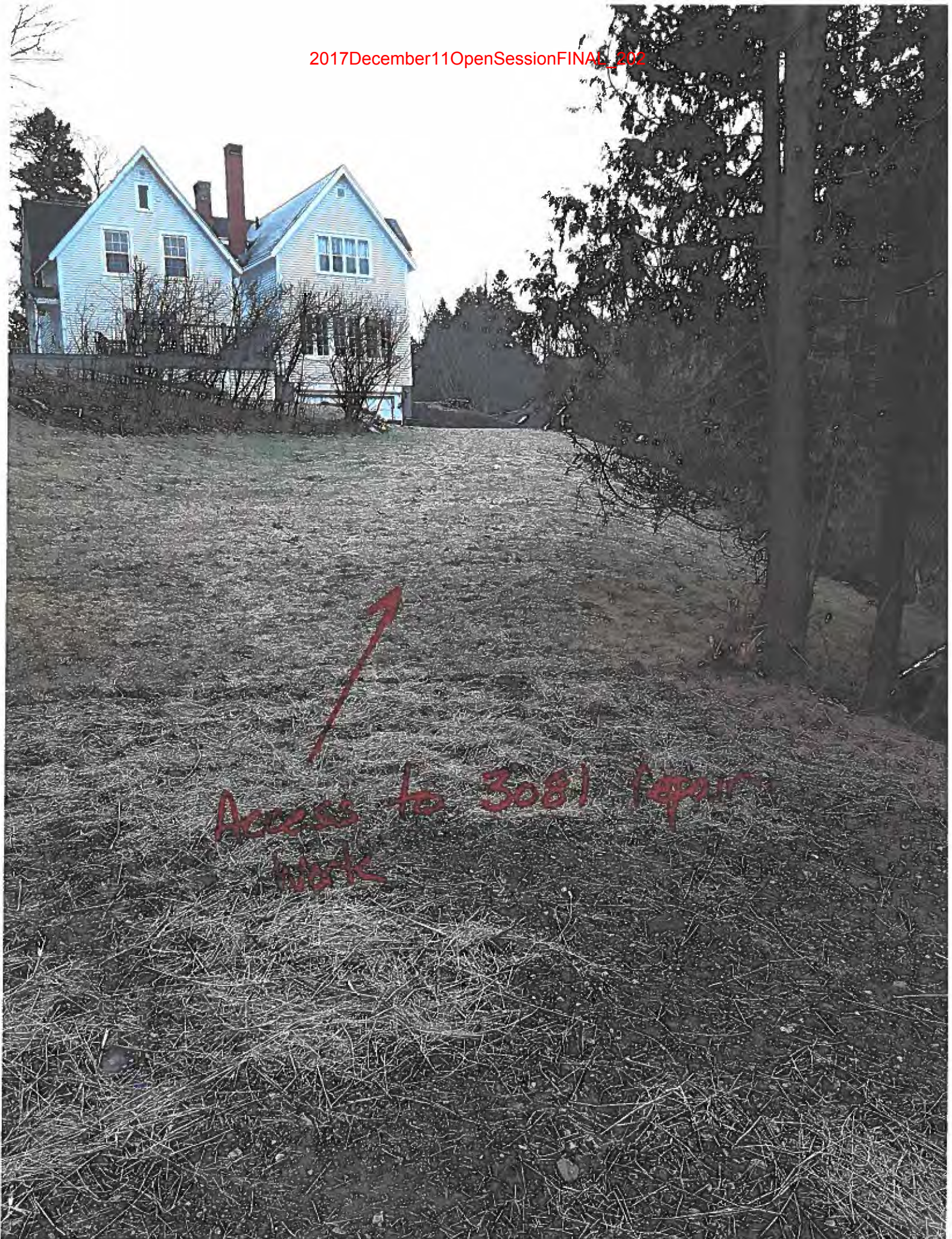


Photo: 489\_489\_4125\_A.JPG, VCR No.: 6  
3.61m, Roots Fine Joint, from 02 to 05 o'clock, within 200mm of joint: YESR



Photo: 489\_489\_4129\_A.JPG, VCR No.: 6  
7.01m, Joint Offset Large





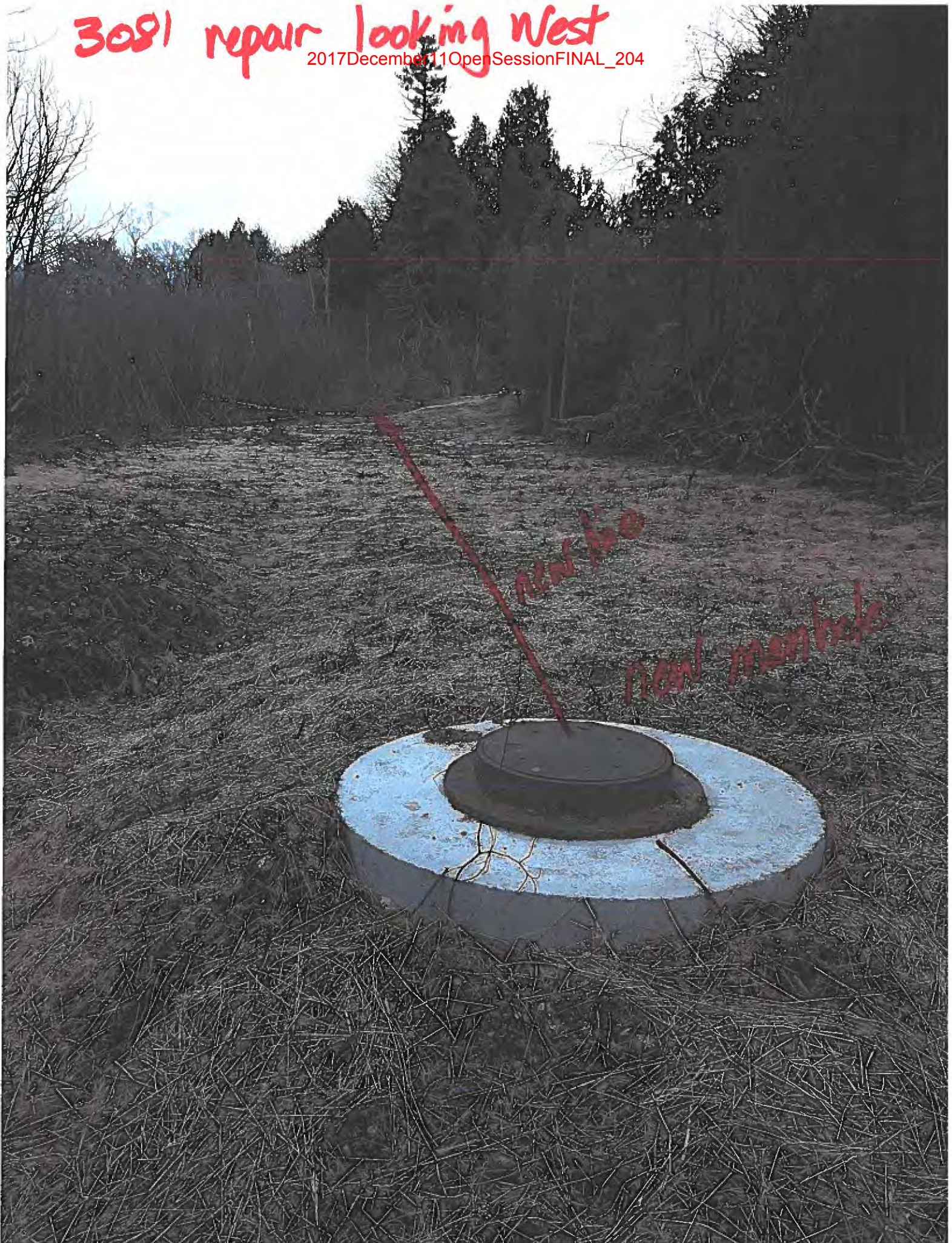


3081 repair looking  
2017December11OpenSessionFINAL 203  
East

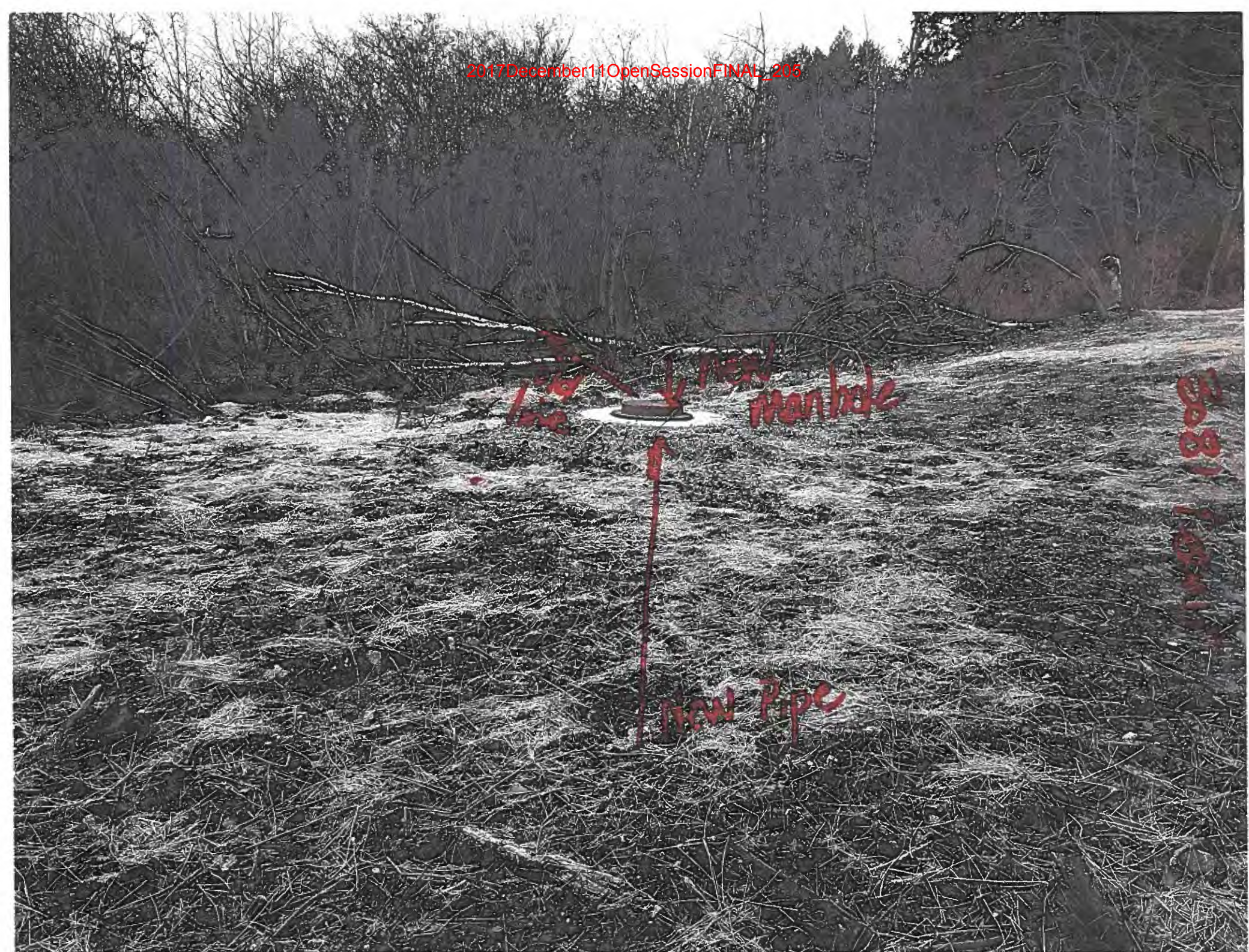




3081 repair looking West  
2017December11OpenSessionFINAL\_204



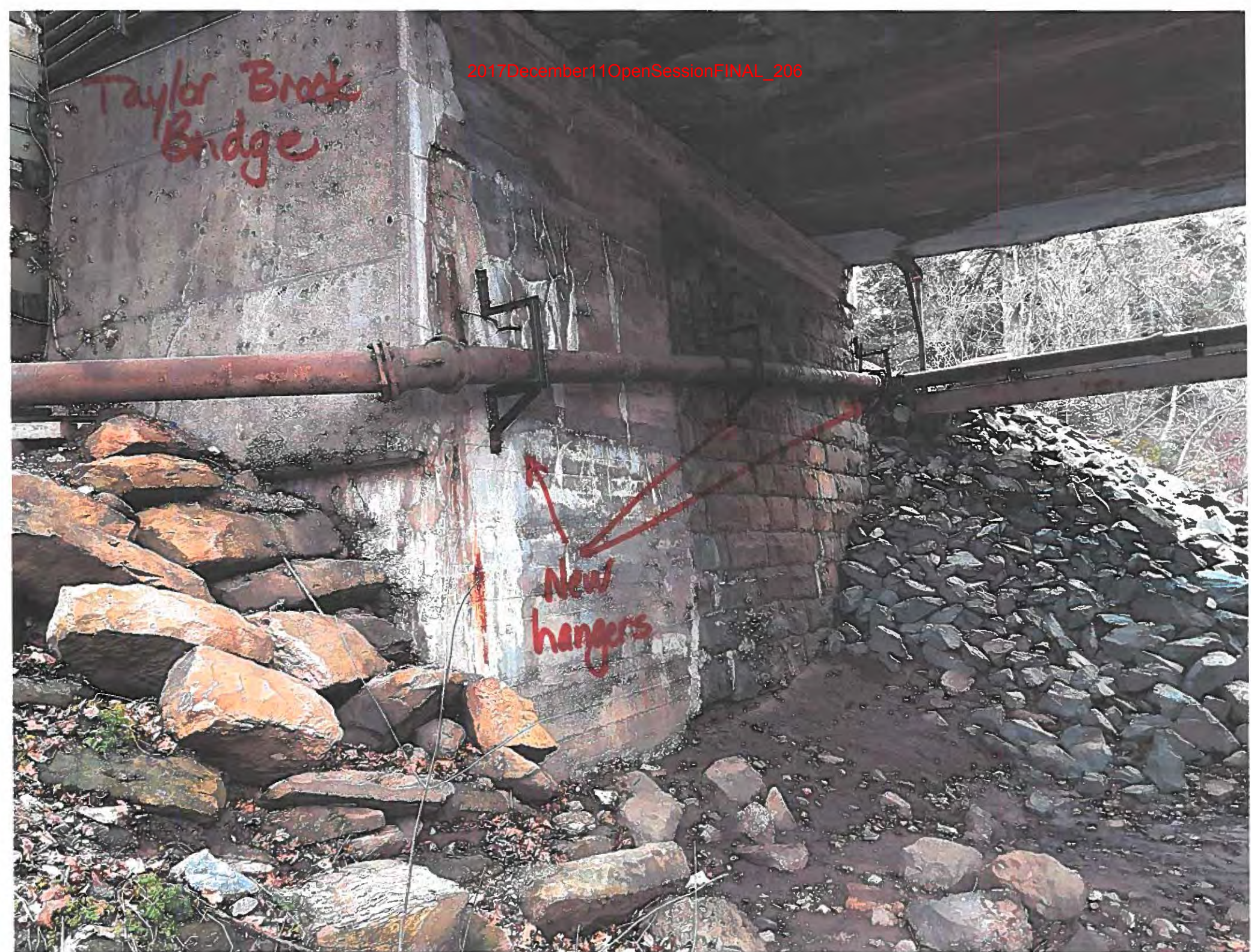






Taylor Brook  
Bridge

New  
hangers





New Manhole

Taylor Brook Bridge

2017December11OpenSessionFINAL\_207





2017December11OpenSessionFINAL\_208

Taylor Break  
Bridge

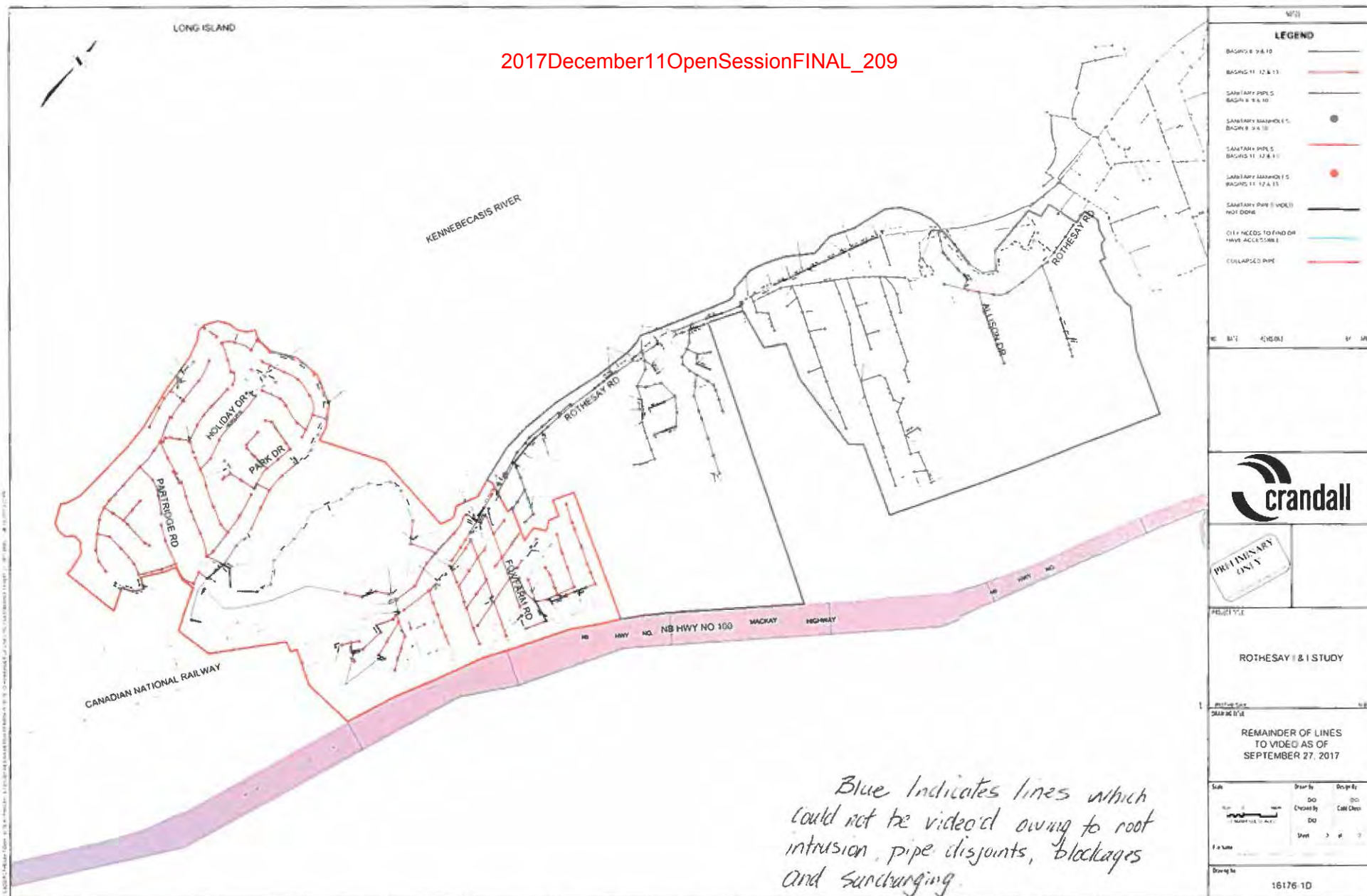
old  
hanger

about 1/2 DE

new  
hanger










70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Committee Meeting  
December 11, 2017**

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

**SUBMITTED BY:**

  
John Jarvie, Town Manager

**DATE:** December 6, 2017

**SUBJECT:** Fleet Vehicle Replacement

---

### **RECOMMENDATION**

It is recommended that Council authorize staff to purchase a (replacement) pickup truck for a price not to exceed \$37,031.95 utilizing the standard build and price method employed for passenger vehicle purchases since 2015.

### **ORIGIN**

Pickup truck R096 was destroyed in a motor vehicle accident through no fault of the staff member operating the vehicle. The Town's insurer has agreed to cover the full cost, including non-rebatable HST, of an equal 2018 replacement vehicle.

### **BACKGROUND**

On March 1<sup>st</sup>, 2013 the Town closed a tender for a pickup truck. The winning tender was from Dobson Chrysler in the amount of \$33,423.14.

On November 23, 2017 a Works Department staff person was operating unit R096 and was struck by an on-coming, turning vehicle. Police attended and deemed the operator of the other vehicle to be solely responsible for the collision.

An adjuster, on behalf of the Town's insurance carrier, deemed the vehicle to be damaged beyond repair. The insurance company subsequently advised the Town that they would compensate for the full cost of an equally specified 2018 pickup truck.

A quote was received from Dobson Chrysler for a 2018 vehicle to match the 2013 specification. The quoted amount was \$35,510 plus hst. The insurance company accepted the quote and have advised that a cheque for \$35,510 plus non-rebatable HST will be forwarded to the Town in the coming days.

### **DISCUSSION**

R096 is a key piece of equipment for the Works Operation. The Town had loss of use coverage which allowed for a rental vehicle to replace R096 until a decision was reached on repair/replacement of the damaged unit.

The loss of use coverage expires on December 8, 2017. The operation still requires a vehicle until a new unit is procured. The rental company is willing to extend the contract for the current replacement vehicle however the cost is not insignificant.

Rather than employ the build and price method and bring a recommendation to Council in January after which time a vehicle could be ordered, staff requests Council give pre-approval to employ the build and price method now and proceed with purchasing the unit with the lowest price arising from the exercise. Staff has a firm quote from Dobson so it is known that an equal vehicle can be purchased for the amount granted by the insurer. In a competitive environment there may be a possibility for Dobson or others to supply an equally specified vehicle for less than the amount granted by the insurer.

### **FINANCIAL IMPLICATIONS**

It is proposed that the vehicle to be acquired will be equal to or less than the amount granted by the insurance company to cover the Town's loss; therefore there is no net financial implication to the General Fund Budget.

---

Report Prepared by: \_\_\_\_\_  
Brett McLean, Director of Operations

Report Reviewed by: \_\_\_\_\_  
Doug MacDonald, Treasurer





# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	7 December 2017
RE	:	Rothesay Arena - Assessment

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### RECOMMENDATION:

Council receive and file the Rothesay Arena Assessment Draft Report R1 dated November 2017, as prepared by WSP and Architecture49.

### BACKGROUND:

At the August 14, 2017 Council meeting, Rothesay Council authorized the engagement of WSP to conduct an assessment of the current condition of the Rothesay Arena.

The report as prepared by WSP and Architecture49 has been received and is provided to Council for information and review. It is intended the implications of the report and findings will be reviewed and discussed in the new year.

TOWN OF ROTHESAY

# ROTHESAY ARENA ASSESSMENT

DRAFT REPORT R2

November 16, 2017





# ROTHESAY ARENA ASSESSMENT

TOWN OF ROTHESAY

DRAFT REPORT R1

PROJECT NO.: 171-12244  
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**APPENDICES**

**A IMAGES**

# 1 EXECUTIVE SUMMARY

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## 1.1 CONSULTANT TEAM

### WSP Canada Inc.

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Wade Enman, Senior Structural Engineer  
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### Architecture49

Anna Sampson, Architect, Practice Leader Sports and Entertainment, Atlantic Region  
Jim Wade, Senior Architectural Technologist

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Raymond Murray, Vice President  
Ryan Duncan, Cost Consultant

WSP and Architecture49 has a long history of conducting building condition assessments and producing building condition reports. We understand that these studies aid communities to make the best financial decisions regarding their facilities, and are critical in their ability to provide important recreation programming to their communities.

In 2015 WSP and A49 carried out building condition assessments for seven recreation facilities in Miramichi, New Brunswick and collaborated with a cost estimator to develop costs related to upgrade the condition and function of these facilities.

In 2014 A49 assessed over 100 buildings at two penitentiary sites as a part of a standing offer for Public Works and Government Services Canada. Under a similar standing offer A49 and WSP completed a building condition report for the Wabush airport in 2012. Our history with building condition assessments is long standing. For approximately 15 years, A49 has been responding to standing offer call-ups for the Halifax Regional School Board and Nova Scotia Health Authority. These call-ups often include building condition assessments. A49 has collaborated with WSP on 20 school building audits throughout HRM.

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## 1.2 SUMMARY

Our team has studied the condition of the Rothesay Arena to assess its potential for future use. We completed a visual review of the building, testing system operations where necessary, and interviewed the building operators. With the exception of some visible staining to the vapour barrier in areas noted later in this report, there were no other indications of problems developing in hidden parts of the building (i.e. inside the building envelope). We were able to access some areas not exposed by viewing above ceilings and below the bleachers.

There are elements of the building which are in good and fair condition, components which have been updated, and repaired, however a large portion of the building components are in poor condition. Some building components are still functional and complete, but they are worn. The wear and tear is making surfaces difficult to clean and to maintain. Some examples of functioning components with wear and tear include doors, skate floor and wooden benches. The building has a list of barriers for people with limited mobility, and therefore is not inclusive and welcoming to all. It would not meet fire safety, health



requirements, or exit requirements if tested against the most recent version of the National Building Code of Canada (NBC).

Following our assessment we assembled a list of building components which we would recommend replacing in a major upgrade of the arena with the purpose of operating until the year 2038. Some of these items were judged to be in poor condition, or end-of-life. Others were in fair condition now, but would reach the end of their designed service life within the next twenty years. The list also addresses life safety and accessibility deficiencies and programmatic deficiencies. We have also included some action which we believe would be desirable to carry out should a major renovation take place (i.e. painting the walls).

A cost estimation for each action is provided in Section 6 of this report. It is important to note that the cost estimation in this stage is done in the absence of design work. As a result each item is estimated with an additional 20% design and pricing allowance for more detailed design work, and unknown construction costs which arise during renovations. All costs are estimated in early 2018 dollars.

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## 1.3 RISKS

There are a few small electrical items which could potentially be hazardous to the public and should be remediated as soon as possible. They include receptacle coverplates which are broken or missing, broken receptacles partially exposing the terminals, and in one instance, a frayed wire to a moveable receptacle (receptacle is also burnt) in a player's bench area.

Note that our building condition assessment did not include a hazardous materials assessment or any environmental assessments which would identify the presence of hazardous materials such as asbestos, lead or mould. Prior to any major renovations, alternations or demolition to this building, a Phase 1 Environmental Report should be completed to identify potential hazardous materials. If they are present, a Phase 2 Environmental Report would locate and quantify those materials in order to inform any abatement and safe removal. Environmental report fees and remediation costs have not been included in our estimate for renovating the arena building.

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## 1.4 BUILDING HISTORY AND CONSTRUCTION

The Rothesay Arena was constructed in 1972 with the same building footprint that exists today of approximately 27,000 square feet. Since the opening there have been some renovations to accommodate office space on the mezzanine level, to reconfigure storage space on the mezzanine level and to add team storage space within the arena.

The building is a single storey, pre-engineered steel-framed structure. It has a low roof, one-storey service room extension at the west end and a low roof entrance extension at the south-east corner. At the east end of the building, a second level mezzanine with 2 access stairways provides space for offices and a multi-purpose room.

The exterior walls consist of unreinforced concrete block masonry extending to approximately 10 feet from grade, with vertical metal siding above. The roof is of galvanized metal deck. A standing seam metal roof was added to the building in 1992.

The building foundation consists of reinforced concrete spread footings and columns with a reinforced concrete perimeter wall extending to approximately 4'-6" below grade based on the original construction drawings.

The ice surface is currently in place for a season extending from September to mid-May. Though not year round, the extension into mid-May is long enough to be impacted by warm weather. Once the ice is removed the building is used for several events during the summer including an annual car show where the rink slab is fully occupied by vehicles. This past year it was used to relocate Canada Day ceremonies due to rain. The offices in the building and the community room are used year round.

The highest level of hockey played at the rink is High School. Staff noted no concerns regarding the capacity for seating at the rink.

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## 2 BUILDING CONDITION ASSESSMENT

### 2.1 METHODOLOGY

The building condition assessment was completed over two days. The methodology was modelled closely to the approach the team used for the City of Miramichi's Recreation Infrastructure Assessment study where seven buildings were assessed and recommendations for condition and functional upgrades were made.

The consultant team visually analysed all of the visible building systems. The assessment broke the building down into three main categories: Shell, Interiors and Services. Each of the categories has subcategories including all components we reviewed. The Shell includes the building substructure, the building structure, and the exterior enclosures. The Interiors include partitions and doors, finishes, fittings and equipment. The Services include mechanical and electrical services for the building. Each subcategory is further broken down into building systems and components.

Most of the items in the Shell and Services categories are systems which span more than one room. They were reviewed as a whole system, noting any individual deficient parts. The majority of the components in the building interiors were reviewed room by room. Images related to the text have been referenced in the assessment narrative and can be found in Appendix A. Refer also to the matrix summarizing findings and recommendations in Section 6.

The team prepared a written report of each of the building components. A draft of this report was reviewed with Town and Arena staff for accuracy and clarity. Following this review the consultant team prepared a matrix including all of the building components, noting which components were recommended for repair, replacement or modification and suggesting timing to complete this work. The matrix extracts the base information from the narrative into a table format, and provides a clear association between action items and their estimated cost.

This report provides a recorded review of the existing building conditions in order to assess its potential for future use.

The quality of the buildings that we assessed in this study is described using the following terminology:

A	Good	Acceptable for use in current condition.
B	Fair	Requires some maintenance.
C	Outdated	Functional but requires some cosmetic maintenance or replacement to make it visually pleasing.
D	Poor	Requires significant maintenance, repair or replacement.
E	End of Life	Requires replacement.

The building was also assessed against the current version of the National Building Code of Canada -2015 (NBC). Note that buildings do not have to be upgraded to the latest version of the NBC unless they are undergoing a change of use. Major renovations or additions may also trigger requirements to meet the latest



version of the NBC in part. Refer to Section 6 of this report for upgrades related to occupant safety and accessibility which we would recommend in a major renovation of the Rothesay Arena. In addition to the NBC, other Codes and Standards that the building was also assessed against include the National Fire Code, Canadian Electrical Code, ASHRAE 62.1, CSA B52 – Mechanical Refrigeration Code and the National Fire Protection Association (NFPA) standards.

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## **A SHELL**

This section includes a review of the building envelope including all of the elements of the outer shell that maintain a dry, heated, or cooled indoor environment.

### **A1 SUBSTRUCTURE**

#### **A1.1 FOUNDATIONS**

The existing foundation wall was exposed for approximately 75-100mm at the east end of the building and up to 300mm on the west end of the building. The foundation wall appears to be generally in good condition. There were various cracks visible in the foundation walls, but there does not appear to be any current significant movement, or structural defects.

Existing foundation drawings were not provided as part of our assessment, but a previous structural report references structural ties which consist of 3 - #11 bars that are placed below the floor slab and run from column foundation to column foundation at each main frame. These ties are not visible for inspection, but are an integral part of the building design. Should the rink slab be replaced, these ties should be reviewed at that time for any potential corrosion. Any modifications or reconstruction must ensure that the structural integrity of the ties are maintained to ensure proper stability of the foundations.

There does not appear to be positive drainage around the building. Particularly along the north side of the building, surface water is draining towards the building foundation and likely ponding along the wall. (Image S-006) This has caused vegetation growth along the foundation wall and along the north side of the building, settlement of the interior slab was observed which could be indicative of freeze thaw cycles due to water buildup and poor drainage around the building. (Image S-005).

### **A2 STRUCTURE**

All steel members were visually assessed from all potential access locations throughout the arena. This included reviews from the ice slab level; a close up inspection of the main frames from the bleacher areas; and visual reviews from the second floor mezzanine area. From these various locations, we were able to assess the structural condition of the steel and noted that the steel coatings were intact; and there were no significant areas of corrosion or distress in the members. From Estabrooks Engineering Inc.'s structural condition report completed in 2013, we also note that an up close inspection of all members was completed using specialized access. This inspection also did not find any significant structural material defects.

As part of the structural condition assessment of the building completed by Estabrooks Engineering Inc in 2013, a structural analysis of the structural steel framing was also completed. A structural analysis of the building falls outside of the scope of our assignment, but we have completed a review of the report and their findings. We are in agreeance that design codes and snow loading has evolved significantly since the 1970's and typically analysis of older structures indicate that they cannot support the design loads as per the current National Building Code. The analysis indicates that the structural steel framing is significantly overstressed and we agree that the structural system should be reinforced to provide increased resistance to snow and wind loads.

## A2.1 LOWEST FLOOR CONSTRUCTION

The floor slabs throughout the building are reasonably level but there are areas, particularly along the north side of the building that has cracking and some observed settlement. (Image S-003, S-004) This could be caused by poor drainage along the foundation of the building which is causing settlement of the backfill material and freeze thaw movements during the winter months.

There are some areas of cracking in the floor slabs, but this is not unexpected given the age of the building and are often located in areas that should have expansion joints such as under the bleachers.

Rink Slab: The size of the rink in the Arena is not an NHL sized rink. It measures approximately 190' long and 85' wide with radii of approximately 14'. New rinks are constructed to NHL or Olympic size depending on the use. An NHL size rink measures 200' long, 85' wide with 28' radii.

The rink slab is in poor condition. There have been a number of cracks, delaminations and leaks which have resulted in partial removal of the slab and installation of a structural repair grout or concrete to control leaks from the refrigeration pipes. (Image A-001) Numerous cracks have been epoxy injected to attempt to control leaks, but this is a continuous maintenance issue that cannot be permanently repaired. (Image A-002, S-001 and S-007) The large area that has been repaired has new signs of delamination and is in poor condition. We were not able to observe below the slab but were told by staff that when demolition was completed to address the leaks, there is no insulation below the rink slab. Insulation is installed in new rinks to avoid the temperature of the ground impacting the slab in warmer months. We can speculate that some of the damage to the slab may be due to the season being extended into warm months. Without insulation below the slab, the temperature changing in the ground could impact the condition of the slab.

## A2.2 UPPER FLOOR CONSTRUCTION

The mezzanine construction generally consists of structural steel columns and beams with a concrete deck overlay. Most of the structural mezzanine components are covered over by architectural elements and were not able to be inspected. The construction drawings for the mezzanine indicate a design loading of 100 pounds per square foot which is suitable for assembly, meeting and other common spaces.

Stairs: The Main Stairway used to access the second floor is closed to the bottom floor, but open to the mezzanine level. (Image A-003) The stair has a rise and run of 8" x 10" respectively. The most recent NBC has a maximum rise of 180mm (approximately 7") and a minimum run of 280mm (approximately 11"), making this a steep stair by today's code requirements. The rubber treads are in fair condition with some minor damage and groves which collect dirt and appear difficult to clean. (Image A-004) The stairs have a flat bar railing which would not meet the most recent NBC requirements. The guard which surrounds the opening to the stairwell is a partial height wall. Its cap is in poor condition with damage from scratches and scratched words. (Image A-005)

Stairs to Minor Hockey Storage and the Figure Skating Room appear not to be original to the building. They are in fair condition, but the stairs to Minor Hockey Storage are integrated perpendicular to the arena stands, and do not meet any code requirements related to width. (Image A-006) Rubber treads on the Figure Skating Room are lifting. There is one ladder which accompanies storage located above the Canteen. The ladder bends at the bottom hinge when in use. (Image A-007) Exit stairs lead from the Community Room to the exterior east side of the building. The stairs are in fair condition. The baluster paint is worn exposing rust spots below and the treads have groves which have collected quite a bit of dirt and do not appear to be easy to clean. (Image A-008)

## **A2.3 ROOF CONSTRUCTION**

Structural roof members were visually assessed from all potential access locations throughout the arena. This included reviews from the ice slab level; a close up inspection of the main frames from the bleacher areas; and visual reviews from the second floor mezzanine area. There was no significant movement or other deficiencies identified in the structural roof members.

Previous work completed in 1999 by Eastern Designers recommended that the roof purlins be strengthened to account for present day snow load requirements. It is understood that the purlin upgrades were completed in all areas, except for the main entrance extension. (Image S-008) It is expected that the main entrance purlins are inadequate for current snow loads and require strengthening.

When the new roof was constructed, the relationship between the insulation and the deck changed. The new insulation was situated above the roof deck. This is a better detail because it avoids any thermal bridging (passage of hot and cold through the building) from the building structure. Because the insulation was left under the roof deck in some areas, the transitions between the new and old sections would be vulnerable to thermal bridging.

## **A3 EXTERIOR ENCLOSURES**

### **A3.2 WALLS ABOVE GRADE**

Exterior walls are uninsulated 8" concrete block masonry on the lower portion, and metal building assembly on the upper portion.

The concrete masonry is 14 courses high, 9'-4", and is finished only by paint on the interior and exterior. Due to porosity of the masonry, freeze/thaw cycles have created spalling on the exterior faces of the masonry. In some areas this is causing splitting of the masonry units. (Image A-009) Areas of the exterior masonry walls will require repair and/or replacement. At a minimum the masonry should receive a coating designed to resist moisture penetration and allow the walls to dry. Ideally the walls would be covered with a weather-proof siding layer. Care should be taken to avoid piling snow against the side of the building, as it will accelerate the deterioration of the masonry. Snow accumulation, falling from the roof above, will have the same affect.

The upper portion of the walls are metal siding on metal girts, with metal building insulation and vapour barrier on the inside. The bottom of the metal siding connects to a wood 2x8 on top of the concrete masonry. (Image S-009) Replacing the 2x8s with a horizontal steel girt should be considered if portions of the masonry wall are replaced. Metal siding on the exterior is in fair condition with denting throughout the perimeter of the building. (Image A-010) There is some damage to the vapour barrier on the interior. This should be repaired with an appropriate patch.

It is worth noting the uninsulated exterior walls are satisfactory for an arena in colder weather, but it will be difficult to maintain good ice conditions in shoulder seasons when the exterior temperatures are well above freezing.

A recommended solution for the exterior walls would be the removal of metal siding and insulation, and installation of insulated metal panels over the entire exterior wall surface. This would provide a full height insulated assembly as well as protecting the masonry from the elements. A fresh look on the exterior would enhance the buildings image as well.



### A3.3 WINDOWS AND ENTRANCES

Main entrance doors are aluminum and are in reasonably good condition. Some signs of rust are showing on the hinges. Some damage is evident on the door pulls and trims. Due to the heavy use of these doors, if a replacement is anticipated, then full length hinges should be considered. (Image A-011)

Aluminum exterior windows in the office area function properly and are in in good condition. (Image A-012)

### A3.4 ROOF COVERING

There are three roofs on the building. These are the main high roof over the building, the lower roof over the main entry/lobby area, and the low roof over the mechanical and electrical rooms out back.

The high roof on the building was originally a standing seam metal roof with metal building insulation and vapour barrier on the interior. Roughly 25 years ago a second roof was added over the existing roof system. It is assumed this includes girts and insulation. The original insulation and vapour barrier on the inside face was removed, leaving the original metal roof as the interior finish and vapour barrier. This has been an effective system, and should continue to perform well. Arenas are prone to condensation, causing drips from the ceiling that are often mistaken for leaks. The current system has mitigated that issue by providing a solid vapour barrier and minimal thermal bridging that would typically be found in metal building systems. Both metal roof panels on the interior and exterior are in good condition. (Image A-013) It would be a good idea to replace the gasket/sealant between the bottom of roof panel and fascia trim. The gasket will be the first part of the roofing system to fail, as evidenced on the back roof, and replacing it should extend the life of the roof system. (Image A-014)

Metal roofing on the low roof over the main entry is reportedly original to the building. There have been previous repairs to this roof. (Image A-015) Trims and seals on this roof are in poor condition. Leaks have been reported. Replacement of this roof is recommended. Insulated metal roofing panels would be a good option for this roof, however the roof structure may have to be upgraded to support potential additional weight. A previous structural analysis has recommended structural upgrades to the roof system and the upgrade design could also consider any additional weight from the insulated metal roofing panels.

Leaks have been reported on the low metal roof on the back of the building. One large leak over the electrical entrance is bad enough to have caused staff to put protection over the electrical panels to redirect the water away. Investigation in this area has identified that the connection between the bottom of the roofing panels and the fascia trim was depressed causing water ponding, (Image A-016) which eventually runs inward through failed joints and seams. At a minimum the seals and connections on this roof should be refurbished. A replacement metal roof could be considered if a longer term solution was warranted.

### A3.5 PROJECTIONS

There is a steel canopy over the main entrance area. Steel framing is supported by the interior columns. The steel frame is rusted, and should be cleaned and repainted. Metal roofing panels on the canopy have sustained damage and should be replaced. (Image A-017)

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## B INTERIORS

This section includes a review of the architectural components inside the building shell.

## **B1 PARTITIONS & DOORS**

### **B1.1 PARTITIONS**

The building partitions are mostly block wall, with some framed walls, likely in wood based on some areas where we saw wood framing in ceiling spaces. There is no indication of poor condition in the framed wall partitions from their exterior faces. The block walls are in fair condition with some concentrations of poor condition including damage and wear throughout the building.

Interior Borrowed Lights: There are interior borrowed lights located in the Community Room looking to the arena, and in one of the secondary Office looking out into the arena, and to the lobby. The borrowed lights in the Community Room are plexi-glass and are in poor condition, with many dents from pucks, and some have been damaged with scratches and words written on them. (Image A-018) The secondary office's borrowed light looking into the lobby is wired glass. Wired glass is typically used in walls with fire resistance ratings. It is not clear if this was a code requirement or a safety requirement.

### **B1.2 DOORS**

Metal Doors: Metal doors in the Arena are in fair to poor condition. They are dented and some have hardware in poor condition. (Image A-019, A-020) On the north side, one exit door has hardware showing rust. Most exit doors to the exterior from the Arena were stiff and required a bit of an extra push to open. Doors have been removed from the entry into the Washrooms but the frames remain and are in poor condition at their base. The metal exit door at the base of the exit stair leading from the Community Room is stiff to open, and is showing some rust at the base. (Image A-021) The Main Office has metal doors which have been repurposed for this addition. They are in good condition.

Wood Doors: Wood doors in the Arena are in fair condition. They function properly but are outdated and have visible damage. (Image A-022) Door hardware is damaged at the Figure Skating Room. The wood door to the Janitor's Room is in fair condition and appears to be readapted to suit this room including adding new hardware. The wood doors at the Canteen are in fair condition, the main entry is worn at the base. (Image A-023) Wood doors in the Locker Rooms are in fair condition. They are functional but are dented and damaged. In some cases their hardware is not functioning properly. (Image A-024) The Secondary Office has a wood door in good condition.

Overhead Doors: Overhead doors in the Arena, and Ice Resurfacer Room are in fair condition. The doors to the exterior is exposed to pucks at the top and has dents throughout. (Image A-025) Staff indicated that the doors open and close without difficulty. There is a small amount of rust showing at the bottom of the metal exterior door frame where the paint has worn down.

Aluminum Doors: The front entry accessing the Lobby through the Vestibule has two sets of three aluminum fully glazed doors. There are also three aluminum fully glazed doors between the Lobby and the Arena. These doors and hardware appear to be in good condition. The hardware is not designed for free exiting, or to barrier free standards. (Image A-026)

## **B2 FINISHES**

### **B2.1 FLOOR FINISHES**

Painted Concrete Floors: Floors in the Arena, Lobby, Vestibule, Janitor Room, Canteen Storage, and Arena Service Rooms are painted concrete. In all areas the paint finish is in poor condition. Paint is worn down or chipping off. (Image A-027) At the Vestibule there is a small entrance mat the size of two of the three doors and the depth of about the depth of those doors. There is no grille to collect contaminants, and no drain for excess water. Staff indicated that even with the carpets down in the winter, the Lobby floor gets very wet.

This issue is likely further emphasized by the size of the lobby and the number of people going through the small area. It was built at a time when lobbies were meant solely for entrance and access to the arena, and little space was designed for food lines, crush space, or social gathering. The paint finish on the Concrete floors in the Workshop, and Mechanical Room is in poor condition with wear and stains. (Image A-028) The Electrical Room and Ice Resurfacer Room have sealed concrete floors which have some cracking and staining. (Image A-029)

**Skate Floor:** There is skate floor in parts of the Lobby, Arena, Washrooms, and in the Locker Rooms. The base layer of the skate floor is in fair condition structurally, but the wear layer is at its end-of life and is damaged from skates and at the tile edges. This has created areas where dirt can get into the tile, making the floor difficult to clean. (Image A-030) In the Lobby the skate floor has been cut on an angle to allow a transition between it and the painted concrete floor. Note that there are transitions manufactured for this purpose which would make the transition less steep and consistent throughout. Consideration should be given to more frequent replacement of the skate floor in the Washrooms, or using a skate floor which is less porous at the top surface. Given their location next to toilets these floors require more frequent cleaning.

**Carpet:** There is a small amount of carpet in the building, located in the Figure Skating Room. It is worn and outdated.

**Vinyl Sheet Flooring:** Vinyl sheet flooring is located in the Canteen, Community Room, Offices, Mezzanine Corridor, and Mezzanine Storage Rooms. In the Canteen it is in fair condition with some wear at the equipment and where the floor transitions to other floor finishes. (Image A-031) Note that canteens/kitchens in new buildings are typically specified with a safety flooring that allows a great slip resistance to protect against slipping injuries due to spills. There is a small storage room off of the canteen with old vinyl tile which is in poor condition. (Image A-032) The vinyl floor in the Community Room is in good condition. (Image A-033) Its rubber based in fair condition, it is intact, but has quite a few impact marks. In the Mezzanine Corridor and Mezzanine Storage Areas there is some wear in the flooring as a result of moving storage boxes and bins, and around edges where some of the floor has been patched. (Image A-034)

**Shower Floors:** The shower floors in the Locker Rooms appear to be terrazzo. The floor is outdated, stained and has been covered with a mat with greater slip resistance. (Image A-035)

## **B2.2 CEILING FINISHES**

**Exposed Ceilings:** There are some dents to the exposed roof deck within the Arena from pucks above either end of the ice surface. The ceiling in the Lobby is exposed and the underside of the vapour barrier below the insulation is visible. The vapour barrier is showing staining caused from water leaks in the roof at this area. (Image A-036, A-037) Similarly, the ceiling in the arena service rooms including the Ice Resurfacer Room, Mechanical Room, and Electrical Room is exposed with the underside of the vapour barrier in fair condition with small rips throughout. (Image A-038) The exposed vapour barrier at the exit stairs leading from the Community Room is in poor condition, with many tears and staining. (Image A-039)

**Plywood Ceilings:** The Janitor's Room, Canteen, Locker Rooms, Washrooms, and Mezzanine Storage Room have plywood ceilings which are in fair condition requiring some repair or maintenance. Note that painted plywood is not a typical finish for a ceiling in modern construction as it absorbs no sound, and it is difficult to provide with a good finish.

**Tile Ceilings:** The Canteen is partially covered with a tile ceiling which is painted and in fair condition. The ceilings in the Community Room, Mezzanine Corridor, Offices, Small Mezzanine Storage Room and Main Stairwell are acoustic tile ceiling in a t-bar structure. They are in fair condition with some minor damage to the t-bar and some wear and tear on the panels where they were cut at sprinkler pipes. (Image A-040)



## **B2.3 WALL FINISHES**

**Block Walls:** Interior block walls are in good, fair and poor condition throughout. In the Lobby, Locker Rooms, and Janitor's Room the surface of the block is worn and rough around the base, and appear to have been painted multiple times. (Image A-041) There are a few areas where block walls are cracking or are showing holes in the Workshop and Ice Resurfacer Room.

**Plywood Walls:** In the Arena, Lobby, and Canteen, plywood has been used as a finish for walls. Most of the plywood is in fair condition, experiencing some inconsistent surfaces (warps and waves) and dents where exposed to pucks. For the most part if trims are used between plywood panels or at corners, the trims are in poor condition. Trims throughout are damaged, or in some cases, removed entirely. (Image A-042)

**Exposed Envelope:** In the Lobby, and Arena Service Rooms, the vapour barrier and insulation above the block wall is exposed with some visible ripping. (Image A-043) The expose vapour barrier in the exit stair is in poor condition.

**Wood Paneling and Wall Covering:** The walls of the Community Room, Main Stairwell, Mezzanine Corridor, and Offices are lined with a wood paneling which is in good condition but is outdated. Above the paneling, starting at approximately 4' is a fabric wall covering which appears to be in good to fair condition. In some places, patching has been done on the wall covering. The trim of the wood paneling is in fair to poor condition with some damaged areas and portions which are lifting off of the wall. (Image A-044)

## **B3 FITTINGS AND EQUIPMENT**

### **B3.1 FITTINGS AND FIXTURES**

**Spectator Stands:** The spectator stands in the Arena include 6 tiers of wood bench seating accessed from the main level of the rink and by stairs which extend up to each tier. The plenum below the stands is empty other than vents and pipes (see mechanical section C12). Each tier is approximately 15.5" high, with the exception of the bottom tier which is 2' above the floor. Each seat is approximately 22.5" deep. Typically we calculate the occupant load for bench seating based on the dimension given in the NBC of 450mm per person. Given the shallow depth of the bleachers at the Rothesay Arena it is difficult to conceive that people can sit comfortably behind one another on these bleachers. Therefore, we have assumed that for every person in a seat, there is not a person on the seat in front of them, and the bleachers hold half of what a modern bleacher section would hold. Bleacher sections in modern facilities are constructed at a range of dimensions today to address viewplanes and meet building code requirements but typically have sections at least 33" deep to allow for people to move behind others as they access their seat.

Note that in the most recent NBC a bleacher with a rise higher than 600mm 1'-11.8" requires a guard in front of it. The first bleacher in this building is 2' high.

The arena stands are outdated, have worn edges, and appear to have been painted multiple times. With the exception of the outdated dimensions identified above, they are functional. (Image A-045)

The stairs within the bleachers are 54" wide with a railing in between which is an acceptable dimension by the most recent NBC. A piece of 2x4 for a railing would not meet today's NBC standards which requires non-circular cross sections to have a diameter not more than 45mm (1.77") in any direction.

**Information Boards:** The south wall of the Lobby is lined with information boards which are in poor condition. They are scratched, marked up with writing, and the frame is broken in places. (Image A-046)

**Shelving and Counters:** Shelving is built-in using plywood and 2x4 studs in the Janitor's Room. Most appears functional, and is in fair condition. (Image A-047) The finishes of the shelving and Counters in the Canteen, namely the plastic laminate is in poor condition. It is cracking and lifting throughout. Open wood shelves

are worn at the edges, closed shelves have doors which do not all close. (Image A-048) There are no counters in the canteen built to an accessible height.

Vanities: Vanities in the Male and Female Washrooms are in good condition, but do not meet barrier free requirements for clearance below the sinks as per the most recent NBC. (Image A-049)

Mirror: Mirrors in the Male and Female Washrooms are in good condition but appear that they may be too high to meet the barrier free requirements for mirror height as per the most recent NBC.

Benches: Benches in the Locker Rooms are outdated. They are scratched, dented and have been painted many times however they are functional. They are supported by posts which make the floor below them more difficult to clean. (Image A-050) New benches would be built with steel wall mounted supports to clear the space below them for that reason. In addition to being outdated they also do not provide enough seating for a typical hockey team. The benches are all approximately 40'. A standard 30" per player only leaves enough room to accommodate 16 players in a change room.

### B3.2 EQUIPMENT

Dasher Boards: The rink boards in the Arena are original to the building. They are steel structure with wood backing and HDPE rink board. They are in poor condition and frequently require repair. At the time of our review one area at the gate of the east players bench was coming loose and was being repaired. Some of the steel posts have been replaced and the wood backup to the HDPE panels is visibly worn at gates and thresholds. The HDPE itself is scratched. Damage to the HDPE boards is evident at each undersized radius where the ice resurfer would have difficulty making a tight turn. (Image A-051)

The rink boards are structurally supported with 2"x3" HSS posts that are embedded into the concrete and spaced at approximately 4'-0" c/c. The posts are painted black but there have been issues with corrosion of the steel at the bottom of the posts at the concrete slab interface.

The boards are 48" high with 48" high glass at most of the perimeter, except the north side where the glass drops down to about 24". There is no glass at the players or penalty benches, but the timekeeper's box is glazed on the sides and ceiling. Netting is only in place above the glass on the south side of the rink at the spectator stands. Netting is to the underside of the main roof trusses and is in good condition. (Image A-052)

The current rink setup has the building materials on either end of the rink hit by pucks, denting the finishes. In our experience glass around the perimeter of a rink is minimum 4' above minimum 42" dasher boards except at the player's benches where there is no glass. In recent community rink projects A49 has specified 6' high glass above the boards at the two ends of the arena where shots are directed, and netting around the perimeter with exception of the players, penalty and timekeeper boxes. The intent of the high glass and consistent netting is to ensure that there are no areas where puck could come into contact with a spectator. Rigid high glass at the ends takes the faster pucks impacts instead of more flexible netting.

Players and Penalty Boxes and Timekeeper's Booth: The HDPE backing located in the players and penalty boxes in the Arena is in poor condition. The benches are outdated. They are functional, but visually worn, scratched and have been painted multiple times. (Image A-053) Modern players' benches would have a back, and coaches walk behind the benches. The boxes are all wood construction in fair condition. The timekeeper's box is in poor condition because it has been vandalized with names and notes scratched into the desk and plexiglass. (Image A-054)

Scoreboard: There are two scoreboards on the west wall of the Arena. One was noted to be original to the building and only shows scores, the time, and period. The newer scoreboard is more modern with the addition of a sponsorship panel and penalties. Staff estimated this was approximately twenty years old and does not always function properly. It is our understanding that after the date of our assessment the newer scoreboard reached its end-of-life and a new scoreboard has been ordered.

**Washroom Accessories:** Baby change tables have recently been added to the Female and Male Washrooms. They are currently mounted where there is little room to use them if others are using the washroom stalls or urinals. (Image A-055) The remaining washroom accessories including toilet paper dispensers, soap dispensers, coat hooks and waste receptacles appear in good condition. Sanitary napkin disposals are notably absent.

**Washrooms Partitions:** Washroom Partitions are in good Condition in the Washrooms and fair condition in the Locker Rooms where they have some damage, dents and in one case would not close properly. (Image A-056)

**Televisions:** There are televisions in the Lobby which appears to be in good condition.

**Hooks:** The locker rooms all have steel hooks mounted above the benches. They are in good condition. They are mounted too high for barrier-free access/reach.

**Operable Wall:** There is a sliding operable wall in the Community Room. The wall is in fair condition, with some staining and wear at the bottom. (Image A-057) The Wall doesn't appear to be very effective, and staff indicated it was not useful. It does not, and cannot span the full width of the room (if it did it would require a door to pass through to the exit) and therefore it has no acoustic benefit. It also does not collapse into a pocket, so it remains an impediment to the open room.

**Canteen Equipment:** The aluminum sliding grille in the Canteen is in good condition. The old wooden hatch is old, heavy and difficult to operate. The canteen does not have any equipment which can be used for cooking. The remaining canteen equipment and accessories appear to be in good condition or outdated but in working order.

**Furniture:** There is furniture located in the Offices, Mechanical Room and Janitor's Room including chairs, desks and filing cabinets. It is in good and fair condition but is outdated.

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## **C SERVICES**

This section includes a review of the building's mechanical, electrical, communication and fire protection systems. These are the parts of the building which make them comfortable, functional, and safe.

### **C1 MECHANICAL**

#### **C1.1 PLUMBING AND DRAINAGE**

The facility' plumbing system is served by a 2" diameter service connected to the Town's water system (Image M-001). The water entrance includes a meter and backflow preventer and is located in the former skate sharpening room. The backflow preventer is tested annually and is currently due for testing. There is a 2" branch downstream of the backflow preventer that extends to a hose connection in the arena, which is used each fall when staff are making the ice.

The facility includes plumbing fixtures serving two public washrooms, one women's and one men's, which include lavatories (Image M-002), water closets (Image M-003) and urinals (Image M-004) in the men's washroom. These fixtures appear to be in good condition. A drinking fountain in the main lobby appears to be in good condition. The canteen includes a sink (Image M-005) and a plumbed coffee machine. Each of the six (6) dressing rooms includes a sink (Image M-006), water closet (Image M-007) and shower (Image M-008). Some rust is showing on locker room sink drains. These lavs are approaching their end of life. However, the water closets and showers are in fair condition. There are utility sinks in the former skate sharpening room, the Zamboni Room and the Janitor's Closet (Image M-009). The fixtures all appear to work adequately,



however, they are all outdated. No water efficiency measures, such as 6L or dual flush water closets or low flow faucets, are included.

A sink mounted eyewash is included on the utility sink in the Zamboni Room (Image M-010). This eyewash is not firmly supported and one of the eyewash covers is missing. There is no eyewash system serving the Refrigeration Room. The eyewash is in poor condition.

There are non-freeze wall hydrants (NFWH) on the exterior walls on the East, South and West faces (Image M-011). The cover is missing on the NFWH on the South facing wall. The NFWH are in fair condition.

The facility includes a number of hot water tanks. There are three 60 gallon electric hot water tanks located in the storage closet on the mezzanine level (Image M-012), which provide hot water for the washrooms and locker rooms. Two of these tanks were installed in 1997, while the other was installed in 2001. The expected life of electric hot water heaters is in the 10 year range, so these tanks are outdated and due for replacement.

There is a 40 gallon electric hot water heater in the closet of the Canteen, which serves the Canteen (Image M-013). The tank was installed in 2006, so is outdated and due for replacement.

Zamboni hot water is provided by three 120gallon electric hot water heaters located in the Zamboni room (Image M-014). These hot water heaters were installed in 2010 and appear to be in good condition. Zamboni water is preheated by two 114 gallon Therma-Stor tanks, which utilize waste heat from the refrigeration process to pre-heat the hot water (Image M-015). These tanks were installed in 2010 and appear to be in good condition.

The building's sanitary drainage system ties into the Town's sanitary system. Facility staff noted that the floor drains in the dressing rooms drain extremely slowly. As well, there is a cleanout sump adjacent to the player's bench (Image M-016). Staff have advised that sewage has backed up and flooded this sump on occasion. This indicates that either there is a blockage in the drain pipe, or the pipes are undersized.

Much of the plumbing piping is original to the facility. Domestic water piping is typically copper. Due to the age of construction there may be a presence of lead in the piping. The Town of Rothesay should consider having testing conducted to confirm this.

## C1.2 FIRE PROTECTION

The arena is served by a dry sprinkler system. The system appears to have been added after original construction because the piping is generally exposed below the finished ceilings. However, the installation of the sprinkler system predates the former Rink Manager, Ron Robert's, time working with the Town.

The sprinkler system includes a 6" diameter entrance in the former skate sharpening room (Image M-017). The sprinkler entrance includes a backflow preventer and the zone valve. The entrance was upgraded in 2010 and appears in good condition. The compressor serving the sprinkler system was also upgraded at this time and is also in good condition. The system includes a Siamese connection and gong on the exterior wall, which both appear to be in good condition.

The sprinkler pipe distribution system is aged and has had some leaks in recent years. The Town has replaced sections of pipes when necessary, including some recent replacements above the player's bench and above the bleachers (Image M-018). The sprinkler system is approaching the end of life and as the system continues to age it will be prone to more leaks and potentially system failure. A fire protection system is required for this facility to comply with the National Building Code. The building would not be permitted to be occupied if this system were to fail. The sprinkler pipe distribution system should be replaced.

There is currently no sprinkler system serving the space below the wooden bleachers. The current edition of NFPA 13 requires sprinkler coverage for this space. NFPA is an acronym for National Fire Protection Association, which is the organization that provides a series of standards for the fire protection industry. The NFPA standards are referenced in the National Building Code and the National Fire Code.

Fire extinguishers are located throughout the facility and appear to be located in accordance with NFPA requirements. These extinguishers are inspected regularly and appear in good condition.

### C1.3 HVAC

**Heating:** All heaters serving the Arena are electric heaters. Administration spaces typically include baseboard heaters (Image M-019). The canteen, storage closet, women's washroom, offices, workshop, skating club space and community room each include baseboard heaters. These baseboard heaters are typically in fair to good condition, and with cleaning and painting required in some locations.

Electric unit heaters are located in the main lobby, dressing rooms, Zamboni Room, refrigeration room, former skate sharpening room and canteen (Image M-020). These unit heaters are each operational. However, the units all appear outdated and should be cleaned.

Electric forced flow heaters serve the Men's washroom (Image M-021) and the Workshop (former Referee's Room). These units appear to be in good condition.

**Ventilation:** A destratification fan is hung from the ceiling in the main lobby (Image M-022). This fan is in poor condition as it is "wobbly" and should be rebalanced, if the intent is to continue operating it. There is a transfer grille between the Main Lobby and the Secondary office. We expect that the intent of this grille was to enable air to circulate into the Secondary office. However, this only allows air from the lobby space into the office and not fresh air. Although there is a unit heater in the lobby, the air might be relatively cold due to infiltration through the door into the arena. We noted that there is a portable electric heater in this office, which indicates that the electric baseboard heater is unable to maintain a comfortable space temperature.

Other than this Secondary office is not ventilated. The Main office also is not ventilated by a permanent mechanical system. This office is on an exterior wall, which includes operable windows. A portable air conditioning system is currently being used (Image M-023).

The canteen includes an exhaust system which is operated by a switch (Image M-024). The exhaust system should be cleaned. The fan has a rattle and is heavily corroded. This system is outdated and due for replacement.

The washrooms are served by a common ventilation system, which operates continuously. This system is operational, but the fan is heavily corroded and is approaching the end of life (Image M-025).

The janitor's closet, minor hockey office and storage room are not ventilated. However, cleaning supplies are stored in both the janitor's closet and storage room. ASHRAE 62.1 is the standard for air quality for normally occupied buildings. To comply with ASHRAE 62.1 standard these spaces should include exhaust systems to exhaust potentially hazardous fumes resulting from cleaning supplies.

Air is exhausted through grilles in the shower, washroom and change area of each of the dressing rooms. Wall exhausters operated by toggle switches in the dressing rooms are used to operate these fans, which each serve a pair of dressing rooms. These fans are operational, but are outdated and due for an upgrade.

Two wall exhausters provide ventilation for the Community Room. These fans are operational, but are outdated and due for replacement (Image M-026).

The Workshop (former Ref's Room) includes an exhaust fan, which is operational. However, if this space is repurposed to include skate sharpening and function as a workshop, ventilation systems suitable for these functions should be installed.

Similarly, the former skate sharpening space includes a wall grille remaining from the former skate sharpening system, which should be removed (Image M-027). However, this space does not include other ventilation systems and is currently being used for grinding, painting and storing paint. A ventilation system suitable for this purpose should be installed.

A small exhaust fan serves the electrical room. This fan appears small to provide air exchange required to remove heat generated from the transformers located in the electrical room totaling 180kVa in capacity. This fan should be replaced with a new fan sized accordingly.

A vehicle exhaust hose is included in the Zamboni room (Image M-028). This hose is duct to the exterior. A wall exhauster connected to a 36" x 36" grille is included on the end wall of the arena. This fan is operational, but is due for replacement. There are grilles on the exterior wall and at the base of the bleachers to allow for air circulation below the wooden bleachers.

Some observations noted during our review:

- Ventilation does not meet ASHRAE 62.1 standard in many spaces. ASHRAE 62.1 defines ventilation requirements for various spaces. Spaces including offices, dressing rooms, janitor's closets and workshops either are not ventilated or not ventilated adequately to satisfy ASHRAE 62.1 requirements.
- Ventilation systems do not include means of heat recovery.
- Administration spaces are not air conditioned.

These items would be included with upgrades to existing ventilation systems.

Dehumidification units are located at a corner at each end of the arena (Image M-029). The Cimco dehumidifiers were installed in the 1990's and are in good condition.

Ice Plant: The refrigeration system is ammonia based and includes three compressors (Image M-030). Two compressors operate, while the third is backup. Compressor #1 is original to the facility, compressor #2 is 15 years old and compressor #3 is 20+ years old. Although the compressors are aged, Cimco has been refurbishing them on two year intervals, so the compressors are in good condition.

The brine pumps were noted to be in good working condition, although a stain on the floor leading from beneath one of the pumps is indication that leakage had occurred from this pump (Image M-031). The pumps are maintained by Cimco, who confirmed that the pumps are in good condition.

The heat exchanger/evaporator system was installed in 2010 and is in good condition (Image M-032). Staff noted that the efficiency of the ice plant improved greatly with the installation of this system.

The cooling tower/condenser is located on a stand at the back of the facility (Image M-033). Staff noted that the system works well, but has required additional maintenance in recent years. This would be considered to be in fair condition.

Piping within the refrigeration room and between the compressors and cooling tower appears to be in good condition. The primary brine loop extending from the evaporator through the pipe trench includes 6" diameter plastic headers, which appear to be in good condition. The secondary loops include 1" diameter pipes on 4" centers (Image M-034). Pipe leaks are evident from staining and cracks in the slab. Leaks have been patched as a temporary fix. These loops should be replaced with the slab.



## C1.4 CONTROLS

A controls system is included for the refrigeration system. This includes Cimco control panels, which were installed in 2010 (Image M-035). The controls system includes a workstation with system graphics, which allows the plant operator to observe and adjust system parameters (Image M-036). New controls technology would enable operators to observe and adjust parameters remotely. However, the current system is adequate and appears to be in good condition.

HVAC systems throughout the facility are basic and include manual controls, which leave room for human error and demand attention of staff. Manual controls for arena lighting are located at the entrance door to the rink. HVAC systems in modern facilities would include a building management and controls system, which would function to maintain space conditions and would be programmed to optimize energy usage.

## C2 ELECTRICAL

### C2.1 SERVICE AND DISTRIBUTION

Main incoming service: The building is serviced by a 600V, three-phase 600A electrical service, fed from a series of pole-mounted transformers located just outside the building's main electrical room (Image E-001). The main service conductors enter the building underground and terminate into a main 600A disconnect switch (Image E-003). This switch, along with the associated CT/PT cabinet and meter, have been replaced recently and are in good condition.

Based on load information provided by the client for the last 31 months, this size service appears to be less than 50% loaded, and is sufficient for the type of building.

The remaining distribution equipment appears to be from the original building construction in the early 1970's. There is one 600A, 600V rated panel which feeds most of the 600V loads throughout the building and four transformers, all located in the main electrical room (Image E-004). These transformers feed the various 208V loads, which includes a number of panels. There are also three panels located in one of the offices on the mezzanine level, one is a 600V, 225A unit, one is a 208V, 225A unit, and the third is a 208V 100A load centre.

This equipment is in good to fair condition, except for a few missing components as noted below:

- Main 600V panel is missing one filler plate;
- Mezzanine 600V panel is missing 2 filler plates;
- Mezzanine 208V 225A panel is missing one filler plate (Images E-006 and E-007);
- One wall mounted 10kVA transformer and one floor mounted 30kVA transformer both show signs of corrosion due to water leakage into the electrical room directly onto the equipment (Image E-002). The corrosion appears to be minor and could simply be cleaned up, however the transformers should have drip hoods installed and have their internals verified for any water damage;
- One 208V panel next to the main 600V panel is missing one breaker filler plate;
- Multiple panels are missing fasteners, and their covers can be pulled away easily from the panel box;
- Most of the disconnect switches and other equipment are labelled, but these are fading and becoming difficult to read. Panels should have updated panel legends and identifying lamicoids installed, and lamicoids installed on all other equipment denoting the load they control (Image E-005).

If all of the above noted deficiencies relating to the original electrical equipment are corrected, the entire system will be in good operating condition. However, if any renovations take place, it is recommended to replace all original panels throughout the space, as they are all past their typical designed service life of 30-40 years. Even though most electrical distribution equipment is capable of operating correctly and safely well past their designed service life, replacement parts may become more difficult to source and as a result, maintenance costs can potentially far outweigh the cost of replacement. Furthermore, as with any older pieces of equipment, their reliability decreases as time passes, and the likelihood of failures increases, especially if some components have been stressed at any point in their lifetime, such as being overloaded or have overheated, or been exposed to environmental conditions causing issues such as corrosion.

## C2.2 LIGHTING, DEVICES AND HEATING

Wiring Devices and Small Power Distribution: Generally, the systems appear in fair to good condition, with the following exceptions:

- One receptacle located below the storage room located near the main electrical room has a corroded conduit where it enters the slab;
- One quad receptacle with a moveable cord has its cord's insulation damaged where it enters the wall due to years of constant use (Image E-009). One of the receptacles also appears to have been damaged due to overheating or shorting;
- One run of AC90 is broken where it enters its junction box in the scorekeeper's box (Image E-010);
- There are junction boxes with missing plugs or filler plates in multiple areas, notably the corridor along the southeast end of the building and the maintenance shop at the west end of the building (Image E-011);
- There are multiple receptacles with broken or missing coverplates. These were mostly observed in the entrance lobby, community room (where one receptacle is actually broken) (Image E-015);
- In the southeast corridor, there is an EMT conduit which is improperly fastened to the wall (Image E-012); as a result, it has been pulled away from the wall and bent;
- In the maintenance shop at the west end of the building, there is a toggle switch which is suspended by its wiring, from a conduit which is improperly fastened to the wall, and also missing its coverplate (Image E-013);
- There is one receptacle located below the platform just outside the maintenance shop at the west end of the building, which is not fastened to anything (Image E-014);

Lighting: The ice surface area is illuminated with high-bay ceiling mounted metal halide luminaires controlled via a series of 8 toggle switches in an electrical enclosure located at the ice surface entrance corridor (Image E-017). These luminaires appear to be in good condition and operating properly. Consideration should be given to upgrading these to LED luminaires for energy reduction.

The remaining areas of the building are illuminated by fluorescent luminaires (Image E-016). The utility entrance lobby areas have suspended plug-in strip luminaires, and the remaining spaces have either surface mounted or recessed 1'x4' luminaires. Overall, they appeared to be in fair to good condition throughout, except where some lenses are missing or broken (Images E-018, E-019 and E-020). These areas include the community room and its exit stairwell, top floor storage, canteen area and some of the locker rooms.

One luminaire in the maintenance shop at the west end of the building is suspended by the electrical wiring.

The exterior lighting is provided via both building mounted wall packs and pole mounted lighting around the perimeter, as well as one vapour-tight CFL luminaire at the main entrance (Image E-021). The building mounted lighting appears to be in good condition, except for the finish on some, however this does not affect their operation. The quantity of lighting appears to be lacking, as some areas would be quite dark, notably the fire route along the northeast side of the building. The exterior lighting appears to be controlled via timeclock and photocell.

### C2.3 SYSTEMS AND ANCILLARIES

**Fire Alarm:** The fire alarm system consists of one main panel at the main entrance vestibule, along with bells, pull stations and smoke detectors throughout the space (Image E-022). The panel appears to have been replaced recently, and is a Simplex 4010. Based on information provided by the maintenance staff, the devices are all from the original construction. Like most other electrical equipment, fire alarm devices have a service life of 30-40 years. However, since these devices are tested regularly due to requirements from various authorities such as the fire marshal's office, there is less of an issue with maintenance of these devices, as any failures or defects would typically be picked up during inspection and testing, and recommended repairs be noted at that time. If a major renovation were to take place, it would then be a good idea to replace all devices in the renovation area instead of reinstalling old devices.

The fire alarm system appears to be in good condition and tested/verified regularly as required.

There were only two issues noted with the fire alarm system. One is the lack of conduits for many of the bells; the wiring is run exposed from the ceiling into the device (Image E-023). The second is an open junction box in the maintenance shop where the sprinkler main is located, which exposes the fire alarm supervisory device wiring (Image E-024).

**Exit Lighting:** Generally, there appears to be a sufficient quantity of exit signs throughout the building, except for a couple locations. They appear to be in good condition and operating correctly, however they are of the older red 'EXIT' style (Image E-025). The building code now requires the newer green, pictogram 'running-man' style for new constructions or renovations.

The only locations where a sign appeared to be lacking is the exit stairwell from the community room to the exterior, and the exit doors in the ice machine room.

**Emergency Lighting:** Generally, there appears to be a sufficient quantity of emergency lighting units throughout the building (Image E-026). The majority of the battery packs appear to have been replaced since their original construction. They appear to be in good condition and operating correctly.

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## D SITE AND ANCILLARY WORK

A site review was not included in the formal scope of work for this assessment, however, a visual review of the site by the consultants indicates that at the north side of the building, rain appears to be directed back at the building from the ground, causing water damage and moss growth at the base of the block wall. The parking surface and driveways to the south and east side of the building are in poor condition. Loose chunks of asphalt and gravel are found throughout.



### 3 BUILDING CODE REVIEW

Our team has assessed how the existing Rothesay Arena would meet the current National Building Code of Canada (2015). Note that the province of New Brunswick has not yet adopted the 2015 National Building Code, but has adopted model national codes in the past. We are following the 2015 version for best practices, and because we believe it is likely that at the time of building permit the province will have adopted the 2015 code.

The following is a building code assessment which we have completed based on the present Rothesay arena, against a code meant for new construction at the present date.

#### 3.1 BUILDING CLASSIFICATION

Major Occupancy:	A3 Assembly
Subsidiary Occupancy:	n/a
Storeys in Building Height:	One
Mezzanines:	Yes
Sprinklered:	Yes
Appropriate Article:	3.2.2.33
Building Area:	2475 sm (26,640 ft <sup>2</sup> )
Type of Construction:	Combustible/Non-Combustible

Notes: It appears that this building was designed as a one storey building with a mezzanine, however the enclosed portion of the space above the mezzanine must be maximum 10% of the floor area. The current configuration, including the skating and minor hockey storage rooms added after the building was completed, is between 11% and 12%. This means that if this were a new building built to the most recent NBC standard it would be considered a two storey building. The building would require fire resistance ratings of 1 hour for floors and mezzanines, and any structure supporting the floors and mezzanines. The alternate option, and one that falls in line with some of the programming deficiencies, is to increase the floor area on the ground floor reducing the mezzanine area to 10% of the floor area.

#### 3.2 STRUCTURAL REQUIREMENTS

Floor Assemblies:	No rating
Mezzanines:	No rating
Supporting Assemblies:	No rating
Roof Assemblies:	No rating

Notes: There was no indication in our review that the building has fire resistance ratings on the floor assemblies, mezzanines, or supporting assemblies.

#### 3.3 LIMITING DISTANCE

The Rothesay Arena is sprinklered, has very few unprotected openings (i.e windows, doors, mechanical louvres) and is located with distance on all sides of the building to the property line. There are no issues with the current building form and limiting distance as it relates to the most recent version of the NBC.

Notes: Should an addition be considered which will expand the building toward a property line, limiting distance must be considered to determine the wall construction and the allowable size of openings.

### 3.4 CALCULATED OCCUPANT LOAD

SPACE	OCCUPANTS
<b>2<sup>nd</sup> FLOOR</b>	
Community Room @ .95 m <sup>2</sup> /person	214
Offices @ 9.3m <sup>2</sup> /person	5
Minor Hockey Storage @ 46.0m <sup>2</sup> /person	1
Figure Skating @ 9.3m <sup>2</sup> /person	1
Storage Room @ 46.0m <sup>2</sup> /person	1
Subtotal Mezzanine	<u>222</u>
<b>1<sup>st</sup> FLOOR</b>	
Lobby @ 3.7m <sup>2</sup> /person	17
Rink @ 3.7m <sup>2</sup> /person (for exhibition purposes)	405
Locker Rooms	n/a because users are accounted for in other spaces
Canteen @ 9.3m <sup>2</sup> /person	5
Janitor/Office @ 9.3m <sup>2</sup> /person	1
Workshop @ 9.3m <sup>2</sup> /person	3
Storage @ 46.0m <sup>2</sup> /person	1
Ice Resurfacer Room @ 4.6m <sup>2</sup> /person	6
Subtotal 1 <sup>st</sup> Floor	<u>441</u>
<b>TOTAL OCCUPANT LOAD</b>	<b><u>663</u></b>

### 3.5 EXITS

Required exit width at mezzanine:	1776mm
Exit width provided from the mezzanine:	1830mm
Occupants accommodated:	228 occupants
Required exit width for Ground Floor:	3367mm (includes width for half of mezzanine occupants)
Exit width provided from Ground Floor:	8229mm
Occupants accommodated:	1028 occupants
Fire rating of exit stairs:	1 hour
Fire rating of stair doors:	45 min
Greatest travel distance provided:	approximately 35m
Greatest travel distance permitted:	45m

Notes: There are no issues complying with exit widths and travel distances in the current building configuration as compared to the most recent version of the NBC.

### 3.6 LIFE SAFETY

Sprinklered:	Yes
Fire Suppression NFPA96:	No (not applicable)
Fire extinguishers:	Yes
Fire Alarm System:	Yes
Emergency Lighting:	Yes
Exit Lights:	Yes, but not meeting current NBC standards

### 3.7 BARRIER-FREE DESIGN

Parking:	Yes
Walkways:	n/a
Entrances:	Required (not in place)
Ramps:	n/a
Elevator:	Required (not in place)
Washrooms:	Required (not in place)
Signage:	Required (not in place)

Notes: The Rothesay Arena is not designed to be barrier-free. There have been small attempts to accommodate accessibility in the building, but they are not in line with the standards of inclusivity and accessibility mandated by the most recent NBC, and in some communities CAN/CSA B651-15 Accessible Design for the Built Environment.

The following areas would need to be addressed to meet the most recent NBC as it relates to barrier-free requirements:

- 1 The building would require an elevator or lift to access the mezzanine level.
- 2 The washrooms would require at least one larger barrier free stall designed with washroom accessories (i.e. grab bars, shelf, low mounted hook). They also require more space between this stall and the lavatory. The lavatory requires open space below designed as per the most recent NBC to allow an approach and use by a person in a wheelchair. At least one barrier free urinal would be required in each men's washroom equipped with grab bars and the required space for approach. Recreation facilities often include at least one separate universal washroom on each floor. Beyond meeting the building code for an accessible washroom this also aids in creating a more inclusive facility as it provides a safe, non-gender specific washroom and change space.
- 3 Door hardware would need to be revised so that they are easy to grasp and operate.
- 4 The front entrance would require a power door operator.
- 5 The arena bleachers would require between 5 and 7 wheel chair designated spaces, with a minimum of two spaces side by side.
- 6 Barrier free facilities (elevator, washrooms, entrances, etc.) would all have signs to indicate that they are barrier free.
- 7 The water fountain would require the same clearance below as the lavatory.



- 8 Locker room showers would require no curb to enter into the shower and would meet the dimensions required as per the most recent NBC.
- 9 The counter at the canteen would include a section that would be at the lower barrier free level required by the most recent NBC with the space below for a wheel chair approach.
- 10 All doors would have at minimum 600mm clear space on the pull side and 300mm clear space on the push side for maneuvering with a wheelchair.

### 3.8 HEALTH REQUIREMENTS

Based on Table 3.7.2.2.A:

Fixture count based on 838 persons, this is 332 female and 332 male. Note that the Water Closets and Lavatories included in the locker rooms have been split for analysis so that half are assumed male and half are assumed female.

	LAVATORIES			WATER CLOSETS		
	Female	Male	Total	Female	Male	Total
Required:	8	5	11	11	6	17
Provided:	5	5	10	6	7	13

Notes: The current building if assessed against the current version of the NBC would be short 5 female water closets and 3 female lavatories. It has enough male water closets and lavatories to meet the code.

### 3.9 SPATIAL SEPARATION

Main Electrical Entrance:	1 hour (not in place)
Mechanical Room:	1 hour (not in place)
Janitor Rooms:	0 hour (not in place)
Ice Resurfacers:	1.5 hour (not in place)

The doors at each of these rooms provide no certainty that they have the appropriate rating. At the electrical room it appears that the door does have a label which would indicate a rating, however the label has been painted over. The presence of a label does not give us confidence as the door to the main office on the mezzanine level have a visible fire resistant rating label, but staff noted that they were repurposed doors. Though the block portion of the wall assembly appears to meet the rating, it is not clear that any penetrations have been sealed with fire stopping or that the wall assembly above the block meets the required rating. This is of particular concern for the separation of the Mechanical Room due to hazards associated with the ammonia gas used in the refrigeration system. The space includes gas monitors, but if the space isn't well sealed ammonia could potentially seep to adjacent spaces in the event of a leak. Typically, the intent is to have the ability to contain these hazardous gases should a leak occur.

## 4 EFFICIENCY OF LAYOUT

The current arena design is typical to the early 1970's. At that time it met the functional requirements to provide a surface for ice sports and recreation, with a small spectator capacity, community space, storage, and building services. Today, arenas are typically built in combination with other recreation facilities, be it larger facilities such as aquatic centres and gymnasiums or smaller facilities such as fitness centres, youth and senior programming, and community meeting rooms. They take advantage of cross-programming opportunities between recreation spaces. They draw interest in new programs by capturing those who are there for other programs, or accompanying family members or friends. New arenas often include food services and provide a space for eating, which also becomes a place for informal social meetings, capitalizing on different forms of bringing health in a community.

The current layout has spatial shortfalls related to its capacity for cross-programming between multiple recreation spaces (the only additional program space is the community room), and informal social space. As a standalone arena it also has some programmatic deficiencies.

The locker rooms are too small for hockey teams. Players have adapted by placing hockey bags outside of the room once they are done with them as they continue to use the space to change. This is not only inconvenient for players, but the hockey bags occupy the circulation space within the arena. The locker rooms have no visual screening upon entry so the opening and closing of doors exposes the public to those changing inside. Modern facilities allow barriers upon entering a locker room to remove any sightlines into the space.

The building is not addressing the needs of community members with limited mobility. This limits the building's comfort and accessibility for people in your community who are equally deserving of recreation, spectator, and social opportunities. There is no elevator or lift accessing the second floor, and a variety of barriers outlined in section 3 of this report.

The building lobby is small, providing minimal crush space for those exiting the arena, going to the washrooms, exiting from the second floor, and waiting for food from the canteen. There is no reception desk for staff. A building today would have a lobby which provides area for all of these functions. They are open books showcasing what they contain, simplifying security and wayfinding.

There are currently few washrooms, in particular if the locker rooms are not available for use. There are no barrier free washrooms. It is clear to us that any adaptation of this building to be used for recreation purposes would require an addition to include more washrooms, and accessible washrooms.

The original building had a storage deficiency which was addressed by adding small storage rooms within the ice arena. These each have their own access related challenges. There is no room for recreation ice equipment such as temporary boards or small nets. Tables for the multipurpose room are being stored in an exit stair. By the NBC, storage rooms are not to be incorporated in, or located off of a required exit stair.

## 5 UPGRADES AND OPTIONS

We are recommending that any upgrades or changes include a replacement of the arena slab and refrigerant piping. This is an expensive replacement item and therefore we do not recommend it be replaced in a building that may not house the future arena for the Town of Rothesay. There is also a significant amount of the building envelope that we would recommend replacing should the building continue to function as a recreation facility for the Town of Rothesay over the next twenty years or longer.

The structural analysis completed by Estabrooks Engineering in 2013 indicated that some structural members are overstressed by up to 100%. We recommend reinforcing to provide increased resistance to snow and wind loads to meet design loads stated in the current building code, which has evolved significantly since the building was constructed in the 1970's. In addition, the report recommended structural upgrades to the bracing systems to account for current seismic loading requirements which should also be completed.

The height of the arena limits its ability to be repurposed as a gymnasium/fieldhouse for some sports. The height to the underside of the building frame at the centre of the ice is approximately 21'. The height at the underside of the building frames at the sides is approximately 15'. The minimum height for volleyball play by Volleyball Canada standards is 23' (7m) and for new buildings 29'-6" (9m). Badminton has similar height requirements. The games can be played in a building of the current height, but for recreation only and with some limitations and modifications made to game play.

On average, a new arena will cost a minimum of \$10M construction costs. This would not include spectator space, or additional program, and would be a very simple form of construction. Some arenas today cost less than \$10M but they are constructed to minimum construction standards, and may leave owners with high operational costs over their lifetime. We would recommend that a new arena would at least meet its current spectator capacity, include a robust and well-insulated envelope, efficient mechanical and electrical systems, and some small recreation spaces such as multipurpose rooms, youth centre, community meetings rooms, and a lobby to be used for social gathering, food services, and programming. We estimate an arena such as this would cost in the range of \$12M to \$15M today, program depending. A new high school size gymnasium (double gymnasium) would cost approximately in the range of \$2.5M and \$3.5M, and a fieldhouse twice that size would be double this cost. All estimates noted here are based on estimated square footage costs based on other Atlantic Canadian facilities.

We understand that should the Town rebuild the arena, the expected contributions from all three levels of government is \$15M. The Town could also pursue a capital campaign for fundraising.

There are several paths forward which we believe are options for the Town to reflect upon, with or without the existing building:

- 1 Refit existing arena to serve the Town for the next twenty years at a minimum. Address required structural steel upgrades. Address accessibility and life safety deficiencies. Address no layout inefficiencies, or items in good or fair condition. Only address items in poor condition.
- 2 Demolish current single purpose arena and build new arena which includes some other program spaces and addresses the layout inefficiencies of the current arena.
- 3 Refit existing arena to meet all code requirements of the day, and replace all items not in good condition, address layout inefficiencies with additions. If budget allows, and recreation needs are met, build a gymnasium or field house attached to this arena. This option means that the arena would not be operational for year.



- 4 Build new arena and repurpose existing arena for other recreation purposes, with some limitations. Combine facilities. Renovation of existing arena would be extensive to bring condition on par with new construction, but would not require full upgrade to meet today's building code, however the Town should consider at a minimum meeting life safety concerns and today's barrier-free requirements in the NBC.
- 5 Demolish current arena and build new recreation multiplex which serves the current recreation needs for the Town of Rothesay.

Options 4 & 5 will likely cost more than the \$15M of potential funding. Given previous studies and concept design work, we deduce that the aspirations of the Town will not be met by Option 1. Option 2 is viable, but does not include a gymnasium sports component. For the purposes of this study we have done a cost estimate to upgrade the existing arena as described in Option 3, as that is the unknown variable in this decision making process. The recommended upgrades are outlined in Section 6.

## 6 CONDITION MATRIX AND ESTIMATION OF PROBABLE COST FOR UPGRADES

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### 6.1 PURPOSE

This ASSESSMENT is intended to provide a realistic allocation of direct and indirect construction costs for renovation work at the Rothesay Arena, located in Rothesay New Brunswick, with exceptions of items listed in 6.4 below. Estimates of probable costs were allowed for some items which are in fair condition now, but which are likely to reach their end of service life in the next twenty years. This is not meant to replace regular maintenance budgets which would include annual maintenance and repairs.

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### 6.2 METHODOLOGY

From the documentation and information provided, quantities of all major elements were assessed or measured where possible and priced at rates considered competitive for a project of this type under a stipulated sum form of contract in Greenwood, Nova Scotia.

Pricing shown reflects probable construction costs obtainable in the Rothesay, New Brunswick area on the effective date of this report. This estimate is a determination of fair market value for the construction of this project. It is not a prediction of low bid. Pricing assumes competitive bidding for every portion of the work.

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### 6.3 SPECIFICATIONS:

For building components and systems where specifications and design details are not available, quality standards have been established based on discussions with the design team.

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### 6.4 EXCLUSIONS

This Assessment does not provide costs for the following if required; except to the extent specified in the estimate if applicable.

- Cost of Design Exclusions, Omissions, & Errors
- Professional Fees and Expenses
- Location Premiums
- Escalation Allowance
- Preventative Maintenance Contracts
- Permits (Building, Plumbing, Access, etc)
- Legal Fees and Expenses
- Value Added Taxes (GST, HST, QST, etc.)
- Financing Fee's & Carrying Costs
- Fund Raising Requirements
- Owner's Staff and Associated Management

- Owner Furnished Material or Associated Labour
- Removal of Asbestos or Mitigation of any Hazardous Material
- Mitigation of Water Conditions
- Winter Conditions Affecting the Work
- Salvage Costs from Demolition Work

All of the drawings used for this estimate were received from the owner and was supplemented with information gathered in meeting(s) and telephone conversations with the design team, as applicable.

Design changes and/or additions made subsequent to this issuance of the documentation noted above have not been incorporated in this report.

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## 6.5 COST BASE

All costs are estimated on the basis of competitive bids (a minimum of 5 general contractor bids and at least 3 subcontractor bids for each trade) being received in November 2017 from general contractors and all major subcontractors and suppliers based on a stipulated sum form of contract.

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## 6.6 ESCALATION

No allowance has been made for construction cost escalation that may occur between November 2017 and the anticipated bid date of the project. Escalation during the construction period for tendered work is included in the unit rates used in the estimate. Unit rates used for any change orders are not included and may be subject to escalation.

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## 6.7 CONTINGENCIES

An allowance of 15% has been included to cover design and pricing unknowns. This allowance is not intended to cover any program space modifications but rather to provide some flexibility for the designers and cost planners during the remaining contract document stages.

An allowance of 7.0% has been made to cover construction (post contract) unknowns to mitigate potential change order conditions.

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## 6.8 UNIT RATES

The unit rates in the preparation of this Assessment include labour and material, equipment, subcontractor's overheads and profits. It is recommended that the Owner/Project Manager make an allowance for post contract changes in the overall project budget.

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## 6.9 TAXES

No provision has been made for any value added taxes (GST, HST, PST, QST, etc.). It is recommended that the owner make separate provision for Tax Requirements in the project budget as applicable.



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## 6.10 . STATEMENT OF PROBABLE COSTS

Hanscomb has no control over the cost of labour and materials, the contractor's method of determining prices, or competitive bidding and market conditions. This opinion of probable cost of construction is made on the basis of experience, qualifications and best judgment of the professional consultant familiar with the construction industry. Hanscomb cannot and does not guarantee that proposals, bids or actual construction costs will not vary from this or subsequent cost estimates.

Hanscomb has prepared this estimate in accordance with generally accepted principles and practices. Hanscomb's staff is available to discuss its contents with any interested party.

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## 6.11 ONGOING COST CONTROL

Hanscomb recommends that the Owner and design team carefully review this document, including line item description, unit prices, clarifications, exclusions, inclusions and assumptions, contingencies, escalation and mark-ups. If the project is over budget, or if there are unresolved budgeting issues, alternative systems/schemes should be evaluated before proceeding into the next design phase. Requests for modifications of any apparent errors or omissions to this document must be made to Hanscomb within ten (10) days of receipt of this estimate. Otherwise, it will be understood that the contents have been concurred with and accepted.

It is recommended that a final update estimate be produced by Hanscomb using Bid Documents to determine overall cost changes that may have occurred since the preparation of this estimate. The final updated estimate will address changes and additions to the documents, as well as addenda issued during the bidding process. Hanscomb cannot reconcile bid results to any estimate not produced from bid documents including all addenda.

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## 6.12 REPAIR/REPLACEMENT VS. MAINTENANCE

Replacement is noted for items which will exceed their anticipated service life over the next 20 years. Items noted at this time for repair are those which require repair now, and we recommend be addressed during a major arena renovation. Future repairs are not accounted for in this cost estimation and must be carried under the Town's regular annual maintenance budgets.

	Component	Specific Items	Condition	Action Recommended (Replace*/Repair*/No Action)	Year	Estimated Cost
<b>A Shell</b>						
<b>A1</b>	<b>Substructure</b>					
<b>A1.1</b>	Foundations	Foundation Wall	Good/Fair	No Action	n/a	
<b>A2</b>	<b>Structure</b>					
<b>A2.1</b>	Lowest Floor Construction	Rink Slab	End of Life	Replace with new rink slab at same size (we are not suggesting to extend to an NHL rink because the impact extending the existing rink would include major structural changes or moving major mechanical/ refrigeration equipment) as existing. Include heating lines, under slab extruded insulation, rink pipe chairs, rink refrigeration pipes, rebar, wire mesh, concrete and densifiers.	2018	\$242,000
		Structural Bracing	Outdated	Upgrade Bracing for Current Seismic Loading	2018	\$40,000
<b>A2.2</b>	Upper Floor Construction	Ladder/Stair in canteen	Poor	Demolish ladder - see lobby addition item 4 under recommended code upgrades.	2018	See E4
<b>A2.3</b>	Roof Construction	Structural Framing	Outdated	Roof structure does not meet current building code design loading criteria. Strengthen main structural building frame.	2018	\$400,000
<b>A3</b>	<b>Exterior Enclosure</b>					
<b>A3.1</b>	Walls Above Grade	Exterior Walls	Poor/ End of Life	Demolish exterior metal siding and backup assembly. Replace with insulated metal panels on girts at entire envelope. Carry down past block at exterior. Trim all doors and window openings.	2018	\$235,000
		Structural Support at Top of Block Wall	Outdated	Add horizontal steel girt at top of masonry wall.	2018	\$40,000
<b>A3.2</b>	Windows and Entrances	Exterior Windows	Good	No Action.	n/a	-
<b>A3.3</b>	Roof Covering	Roof over Arena	Good	No Action.	n/a	-

	Component	Specific Items	Condition	Action Recommended (Replace*/Repair*/No Action)	Year	Estimated Cost
		Roof over Lobby	Poor	Replace roof - see lobby addition item 4 under recommended code upgrades.	2018	\$17,000
		Roof over Service Rooms	Poor	Repair approximately 1000sf.	2018	\$15,000
		Roof Gasket/Sealant	Poor	Replace gasket/sealant between the bottom of roof panel and fascia trim.	2018	\$15,000
<b>A3.4</b>	Projections	Front Canopy	Poor	Demolish canopy to be replaced as a part of the lobby expansion noted in recommended code upgrades below.	2018	\$2,500
<b>Subtotal</b>						<b>\$ 1,006,500</b>
<b>B Interiors</b>						
<b>B1</b>	<b>Partitions and Doors</b>					
<b>B1.1</b>	Partitions	Block Walls	Fair	No Action.	n/a	-
<b>B1.2</b>	Doors	Second Floor Metal Doors	Good	No Action.	n/a	-
		Exterior Exit Doors	Fair/Poor	Replace 4 now, the rest are to be replaced in next 10 years.	2018 2028	\$12,000 \$6,800
		Locker Room Doors	Fair/Poor	Replace with new hollow metal doors. Include hardware and 48" high kickplates.	2018	\$5,400
		First Floor Wood Doors	Fair/Poor	Replace with new wood doors, hardware, and kick plates.	2018	\$11,400
		Mechanical / Electrical Doors	Fair	Replace with hollow metal doors that include ULC rating.	2018	\$8,000
		Overhead Doors	Fair	Repair/Touch-up dents and rust on frame. Replace overhead door in ice resurfacers room with rated fire shutter to meet new fire resistance ratings recommended in code upgrades.	2018	\$25,000
		Aluminum Doors	Good	Aluminum doors and hardware to be replaced as a part of the lobby expansion noted in recommended code upgrades below.	2018	See E4



	Component	Specific Items	Condition	Action Recommended (Replace*/Repair*/No Action)	Year	Estimated Cost
<b>B2</b>	<b>Finishes</b>					
<b>B2.1</b>	Floor Finishes	Skate Floor	End of Life	Replace all skate floor in Locker Rooms, Arena, Washrooms and Lobby access to Washrooms with 10mm skate floor. Include transitions. Increase extents in arena to walls and include access to all rink gates. Usable life of skate floor is 10-15 years and will require full replacement within 20 year projection.	2018 2028	\$30,000 \$37,200
		Second Floor Vinyl Rubber Base	Fair	Replace rubber base where wood paneling is being replaced.	2018	\$1000
		Second Floor Vinyl Flooring	Good/Fair	Floor does not need to be replaced now, but can be expected to require replacement over next 20 years.	2028	\$28,500
		Concrete Floor in Lobby/Janitor	Poor	Install new non-slip epoxy floor finish.	2018	\$9,000
		Stair Treads	Poor	Replace treads with new vinyl slip resistant tread which is easier to clean.	2018	\$5,000
		Vestibule Concrete	Poor	Add recessed mat and drain in new vestibule.	2018	See E4
		Concrete Floor in Services Rooms	Poor	Clean and repair cracks, paint with non-slip paint.	2018	\$4,500
		Carpet	Outdated	No Action (recommending demolishing and replacing this room).	n/a	-
		Canteen Vinyl Flooring	Fair/Poor	Replace with non-slip epoxy flooring - included in lobby addition and renovation, item 4 under recommended code upgrades.	2018	\$19,500
<b>B2.2</b>	Ceiling Finishes	Lobby Ceiling	Poor	Paint structure of ceiling once exposed following roof replacement.	2018	\$4,000

	Component	Specific Items	Condition	Action Recommended (Replace*/Repair*/No Action)	Year	Estimated Cost
		Plywood Ceilings	Outdated	Replace with suspended acoustic tile ceilings in canteen (clean tile). Replace with abuse resistant/moisture resistant gypsum wall board ceilings in locker rooms, washrooms, and rooms with janitorial storage.	2018	\$13,000
		Acoustic Tile Ceilings	Fair	Repair damaged T-bar and acoustic tiles (assume 5%) in Community Room and Mezzanine Corridor.	2018	\$1,500
<b>B2.3</b>	Wall Finishes	Painted Walls	Good/Fair /Poor	All walls to be painted.	2018	\$23,000
		Plywood Painted	Fair	Demolish plywood wall finish and trims. Replace plywood walls in lobby and canteen with abuse resistant gypsum board.	2018	\$7,500
		Exposed Vapour Barrier	Poor	No Action (will be demolished as part of envelope replacement).	n/a	-
		Wall Paneling and Wall Covering	Outdated	Replace in Community Room and Mezzanine Corridor with abuse resistant gypsum board. Include chair rail.	2018	\$8,000
<b>B3</b>	<b>Fittings and Equipment</b>					
<b>B3.1</b>	Fittings and Fixtures	Stair Railings	Fair	Replace with railings that have a profile which meet the code.	2018	\$2,500
		Stair Guard	Poor	Replace wood cap with new wood cap.	2018	\$1,500
		Bleachers	Outdated	Rebuild to incorporate barrier free seating at lower levels and appropriate bleacher width for people to walk behind people seated (800mm min). Rebuild with metal bleacher system and backless seats. Reconfigure sprinkler system below.	2018	\$120,000
		Bleacher Railings	Outdated	Replace with round profile railing.	2018	see bleachers above
		Information Boards	Poor	Replace.	2018	\$950
		Shelving and Counters	Fair/Poor	Replace all millwork in canteen as part of lobby reconfiguration.	2018	\$8,500

	Component	Specific Items	Condition	Action Recommended (Replace*/Repair*/No Action)	Year	Estimated Cost
		Vanities	Fair	Replace with built-in vanity which allows for barrier-free clearance below.	2018	\$1,600
		Mirror, Paper Towel Dispenser, Soap Dispenser	Good	Move down to barrier-free height.	2018	\$50
		Locker Room Benches	Outdated	Replace with HDPE benches. Use existing steel supports.	2018	\$3,000
<b>B3.2</b>	Equipment	Dasher Boards and Glass	Poor	Replace dasherboards with new 42" aluminum frame dasher boards. Glass at 6' on long sides and 8' at radius and ends. Add new players' benches and timekeeper bench at north side to extend to back of envelope.	2018	\$190,000
		Rink Netting	Good	Add more rink netting around full extent of perimeter except players' benches.	2018	\$15,000
		Scoreboard	Poor	No Action (we understand a new scoreboard has been ordered since our visit in 2017)	n/a	-
		Washroom Partitions	Good/Fair	Replace 3 damaged washroom partitions in locker rooms.	2018	\$7,000
		Washroom Accessories	Good	Add sanitary napkin disposals in Female Washroom.	2018	\$85
		Television	Good	No Action.	n/a	-
		Hooks	Good	Lower hooks.	2018	\$100
		Operable Wall	Fair	Demolish, patch and trim.	2018	\$2,500
		Sliding Grille	Good	No Action.	n/a	-
		Overhead Hatch	Poor	Sliding Grille to be replaced as a part of the lobby expansion noted in recommended code upgrades below.	2018	\$6,500
		Kitchen Equipment	Good	No Action.	n/a	-
		Furniture	Outdated	Replace two office chairs.	2018	\$500
<b>Subtotal</b>						<b>\$618,985</b>



	Component	Specific Items	Condition	Action Recommended (Replace*/Repair*/No Action)	Year	Estimated Cost
<b>C Services</b>						
<b>C1</b>	<b>Mechanical</b>					
<b>C1.1</b>	Plumbing and Drainage	Water Entrance	Good	No Action.	n/a	-
		Plumbing Piping	Good	Note that pipe is original to the building. Town of Rothesay should test to confirm pipe is lead free. Allow for pipe replacement.	Test in 2017/18	\$80,000
		Washroom Fixtures	Good	No Action.	n/a	-
		Canteen fixtures and drinking fountain	Good	No Action.	n/a	-
		Locker Room Fixtures	Fair/Poor	Plumbing in showers and water closets are in fair condition. Lavs are showing rust on drains. Replace lavatories, provide allowance for other fixtures requiring updating.	2018	\$15,000
		Utility sinks in Jan Closet, Zamboni Room and former skate sharpening room	Outdated	Replace with new.	2018	\$4,500
		Eyewash	Poor	Replace with new.	2018	\$2,000
		Wall Hydrants	Fair	Add cover.	2018	\$1,200
		Domestic Hot Water Tanks	Outdated	Replace with new.	2018	\$15,000
		Zamboni Hot Water	Good	No Action.	n/a	-
		Sanitary Drainage System	Fair	The drains serving the dressing room drain slowly. Add drains to extended locker rooms.	2018	\$10,000
<b>C1.2</b>	Fire Protection	Sprinkler Entrance	Good	No Action.	n/a	-
		Compressor	Good	No Action.	n/a	-

	Component	Specific Items	Condition	Action Recommended (Replace*/Repair*/No Action)	Year	Estimated Cost
		Sprinkler Piping	Outdated	Town of Rothesay has had to replace failed sections of piping recently. This could become a safety concern. Replace sprinkler piping.	2018	\$62,000
		Fire Extinguishers	Good	No Action.	n/a	-
<b>C1.3</b>	HVAC	Baseboard Heaters Serving Admin Areas	Fair	Good working condition. Clean and paint in all locations.	2018	\$2,000
		Unit Heaters	Outdated	Replace with New.	2018	\$20,000
		Electric Forced Flow Heaters	Good	No Action.	n/a	-
		Ventilation	Outdated/ Poor	A number of fans are outdated and some heavily corroded. Replace all fans.	2018	\$40,000
		Wall Grille in Former Skate sharpening room	Poor	Remove grille and patch wall.	2018	\$800
		Electrical Room Ventilation	Poor	Ventilation system is undersized and should be replaced.	2018	\$3,000
		Arena Ventilation	Outdated	Replace with new.	2018	\$90,000
		Dehumidification Units	Good	No Action.	n/a	-
<b>C1.4</b>	Refrigeration	Compressors	Good	Compressors are aged, but Cimco is refurbishing them on two year intervals. Due to age, plan to replace these in ten years.	2028	\$200,000
		Pumps	Good	Pumps are aged, but Cimco is maintaining them regularly. Due to age, plan to replace these in ten years.	2028	\$40,000
		Evaporator	Good	No Action.	n/a	-
		Cooling Tower	Fair	Working well, but has required maintenance in recent years. Plan to upgrade in 5 years.	2023	\$100,000
		Piping Within the Refrigeration Room and Brine Header	Good	No Action.	n/a	-

	Component	Specific Items	Condition	Action Recommended (Replace*/Repair*/No Action)	Year	Estimated Cost
		Brine piping loops below slab	Poor	Notable leaks on slab. Replace piping. Refer also to A2.1.	2018	See A2.1
<b>C1.4</b>	Controls	Cimco Controls	Good	No Action.	n/a	-
		HVAC Controls	Good	No Action. Note that these are manual controls. The building does not include a building management and control system.	n/a	-
<b>C2</b>	<b>Electrical</b>					
<b>C2.1</b>	Service and Distribution	Main service entrance	Good	No action.	n/a	-
		Easement	Good	Relocate existing electrical easement to allow for expansion to north side of building. Extra over - Unforeseen changes to incoming utility service cabling & equipment to accommodate new additions.	2018	\$75,000
		Distribution panels	End of life	Distribution panels are operational and in fair condition, but past their service life. These should be replaced.	2018	\$36,000
		Transformers	Good/ Poor	2 of the transformers in the electrical room have external water damage and need to be verified for internal damage; these also need drip hoods installed. The remaining units are in good condition	2018	\$7,000
		Disconnect switches	Fair	Most of the disconnect switches throughout the space are from the original construction and should be replaced and relabeled as to what they feed.	2018	\$20,000
		Ice surface lighting	Outdated	The lighting for the ice surface area is in good condition but would benefit from an upgrade to LED.	2023	\$210,000
		Lighting in community room, lockers, canteen	Fair/Poor	The lighting is in fair condition overall except for a number with damaged or missing lens. Recommend replacement of all lighting in the building with LED in the next 5-10 years.	2023	Included in ice surface lighting



	Component	Specific Items	Condition	Action Recommended (Replace*/Repair*/No Action)	Year	Estimated Cost
		Exterior lighting	Good/Fair	Exterior lighting appears to be in good to fair condition and operating properly but would benefit from an upgrade to LED.	2023	\$20,000
C2.3	Systems and Ancillaries	Fire alarm panel	Good	No action. Continue annual testing.	n/a	-
		Fire alarm devices	Good	Devices are in good condition. Wiring should be run in conduit in all locations.	2018	\$10,000
		Exit lighting	Outdated	Exit signs are in good condition but out of date. No replacement required unless a renovation takes place.	n/a	-
		Emergency lighting	Good	No action.	n/a	-
Subtotal						\$1,065,500
D Functional Upgrades						
1	Combine existing locker rooms to create 3 locker rooms. Add three new locker rooms to north side of rink (700sf each). Allow 25% gross-up for circulation and services.				2018	\$325,000
2	Add rooms to accommodate storage deficiencies in building.				2018	See E3
Subtotal						\$325,000
E Recommended Code Related Upgrades						
1	Add barrier free door opener at entrance.				2018	\$3,500
2	Extend female washroom to include 5 additional water closets and 3 new lavatories.				2018	\$80,000
3	Demolish storage rooms for Minor Hockey, High School Hockey and Figure Skating located in arena space. Add new rooms at ground level large enough to accommodate storage deficiencies in building. Allow for 150sm also to include additional storage rooms to address deficiencies in the building.				2018	\$61,000
4	Extend lobby by 50sm. Add barrier-free lift to second floor to enter at end of mezzanine corridor. Reconfigure Canteen.				2018	\$150,000
5	Add barrier free signage.				2018	\$4,500
6	Provide 1 hour fire rating at electrical room and mechanical room. Include firestopping.				2018	\$7,000
7	Provide 1.5 hour fire rating at Ice Resurfacer Room. Replace overhead door with fire rated shutter.				2018	\$21,600
8	Strengthen structural framing to resist current building code design criteria for snow and wind loading.				2018	see roof
Subtotal						\$327,600

<b>Net Building Costs</b>	<b>\$3,343,600</b>
General Requirements and Fee (18%)	\$601,900
Design and Pricing Contingency (15%)	\$591,900
Construction Contingency (7%)	\$317,600
<b>TOTAL Construction Estimate (excluding HST)</b>	<b>\$4,855,000</b>

The above estimate is for Construction only over a 20 year timeframe. Total project costs will include soft costs including items related to the project but not directly related to the construction of the building. Some examples of soft costs are professional fees, furniture, fixtures, and equipment, signage, legal fees, insurance, cost of studies, and cost of Town staff time dedicated to infrastructure projects. A rule of thumb for estimating soft costs on a construction project is to allow 20-25% of total project costs for soft costs. This rule of thumb applied would give a probable estimate of approximately \$6.5M in project costs.

<b>Estimation of Probable Costs By Year</b>			
	<b>2018</b>	<b>2023</b>	<b>2028</b>
Net Building Costs	\$2,702,200	\$330,000	\$311,400
General Requirements and Fee (18%)	\$486,400	\$59,400	\$56,100
Design and Pricing Contingency (15%)	\$478,300	\$58,400	\$55,100
Construction Contingency (7%)	\$256,700	\$31,400	\$29,600
<b>TOTAL Construction Estimate (excluding HST)</b>	<b>\$3,923,600</b>	<b>\$479,200</b>	<b>\$452,200</b>

# APPENDIX

## A IMAGES





## STRUCTURAL



IMAGE S-001  
Areas of Crack Repair in Slab



IMAGE S-002  
Corrosion of Exterior Frame for Mechanical  
Equipment



IMAGE S-003  
Cracking and Settlement of Floor Slab along  
North Exterior Wall

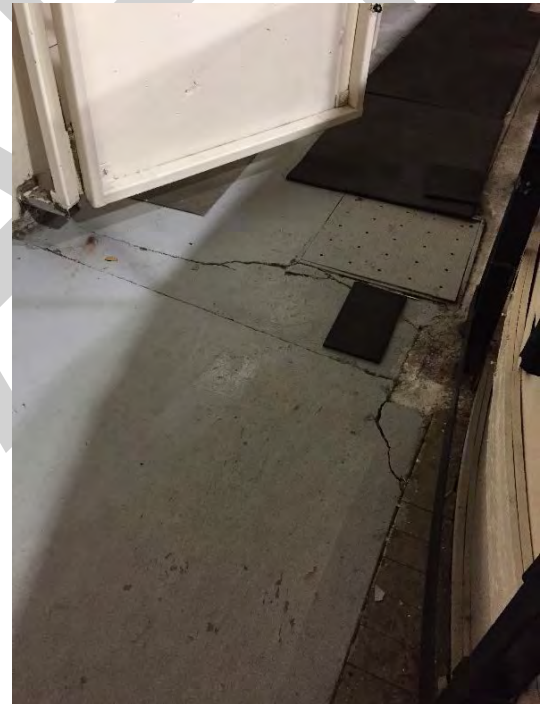


IMAGE S-004  
Cracking in Slab on North Side of Rink due to  
Floor Settlement



IMAGE S-005  
Moss and Vegetation on Concrete Foundation  
Wall



IMAGE S-006  
North Side of Rink with Drainage Towards  
Building



IMAGE S-007  
Patched Ice Slab



IMAGE S-008  
Reinforced Roof Purlins





IMAGE S-009  
Top of Exterior Block Wall Unsupported



IMAGE S-010  
Typical Rink Board Post



IMAGE S-011  
Typical Roof Framing

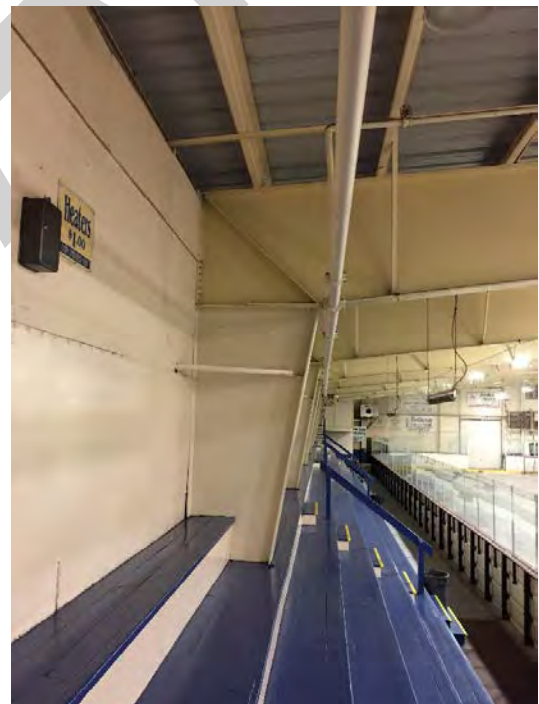


IMAGE S-012  
Typical Structural Steel Framing



ARCHITECTURAL



IMAGE A-001  
Filled cracking in rink slab



IMAGE A-002  
Repair to rink slab

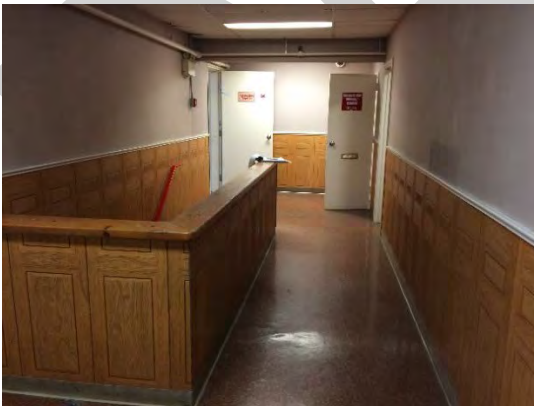


IMAGE A-003  
Main stair open to above

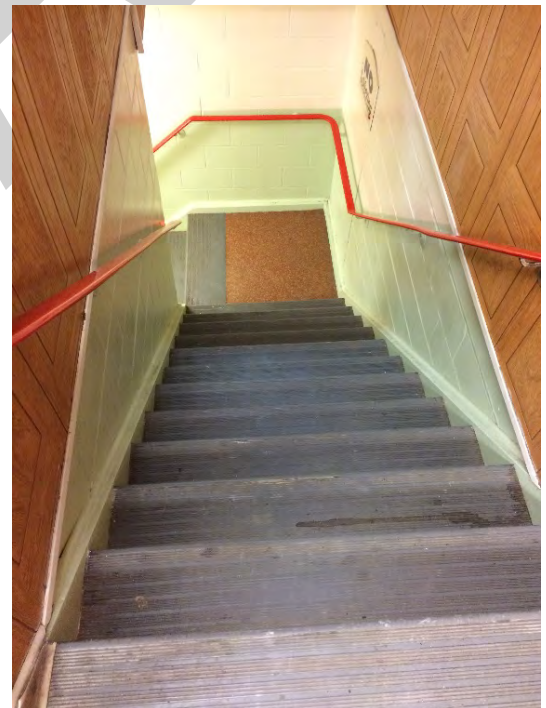


IMAGE A-004  
Stair rubber treads



IMAGE A-005  
Scratches in railing cap

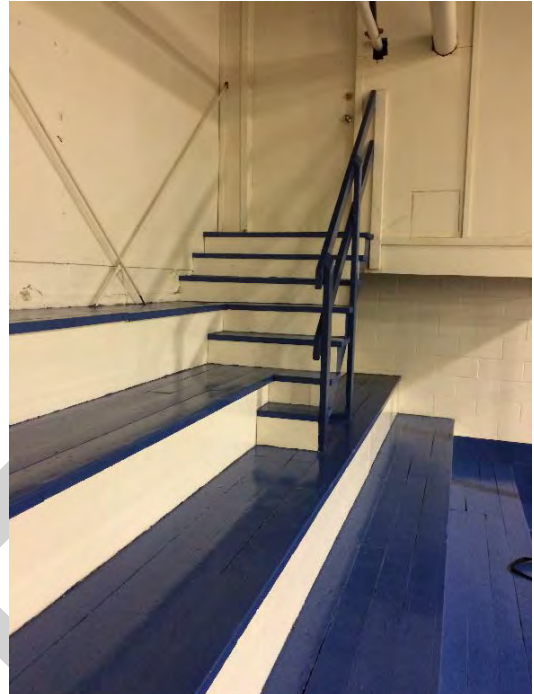


IMAGE A-006  
Stairs to minor hockey storage



IMAGE A-007  
Ladder to ceiling storage above canteen



IMAGE A-008  
Exit stair





IMAGE A-009  
Spalling in concrete masonry





IMAGE A-010  
Exterior metal siding



IMAGE A-011  
Exterior hardware



IMAGE A-012  
Exterior windows



IMAGE A-013  
Metal roof panel



IMAGE A-014  
Bottom of roof panel and fascia trim



IMAGE A-015  
Previous repairs to roof



IMAGE A-016  
Ponding on roof



IMAGE A-017  
Metal roofing on canopy





IMAGE A-018  
Plexiglass in community room



IMAGE A-019  
Metal exit doors



IMAGE A-020  
Damage at exit door

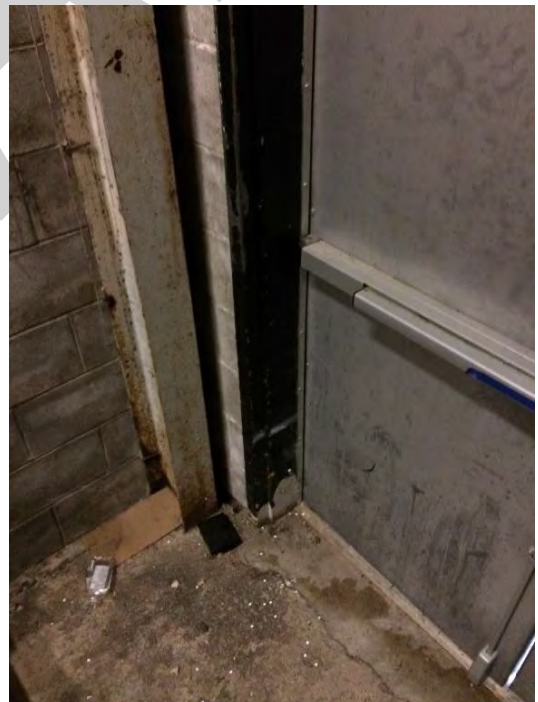


IMAGE A-021  
Door frame at exit stair





IMAGE A-022  
Visible damage to wood doors



IMAGE A-023  
Wood door at canteen storage



IMAGE A-024  
Wood door to locker room

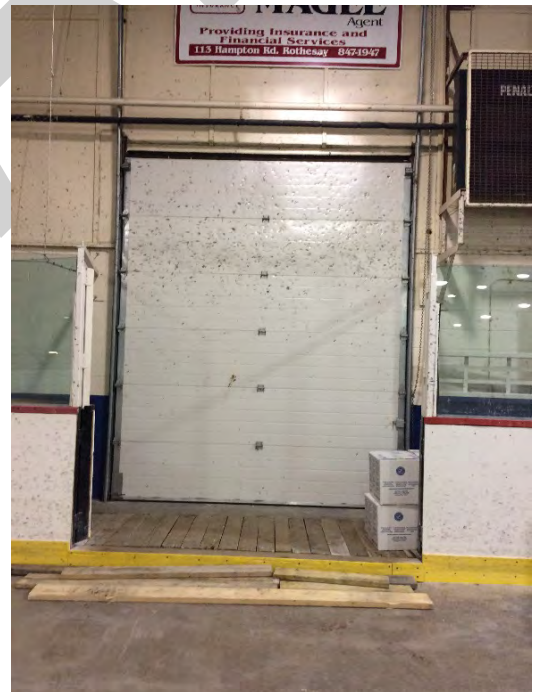


IMAGE A-025  
Overhead door



IMAGE A-026  
Aluminum doors



IMAGE A-027  
Painted concrete floor at lobby



IMAGE A-028  
Painted concrete floor in mechanical room



IMAGE A-029  
Sealed concrete floor in electrical room





IMAGE A-030  
Skate floor



IMAGE A-031  
Vinyl floor transitions



IMAGE A-032  
Vinyl floor in canteen storage



IMAGE A-033  
Vinyl floor in community room





IMAGE A-034  
Patched vinyl floor



IMAGE A-035  
Shower floors

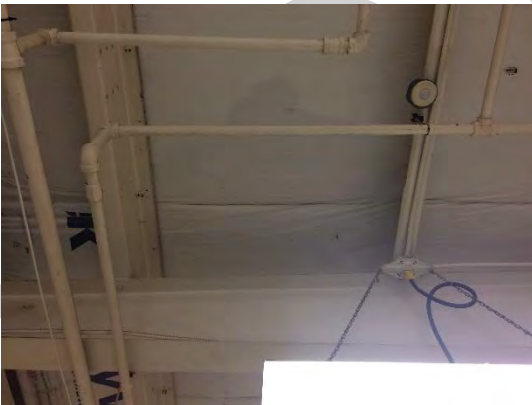


IMAGE A-036  
Water infiltration above vapour barrier



IMAGE A-037  
Water infiltration above vapour barrier



IMAGE A-038

Rips in vapour barrier in ice resurfacer room

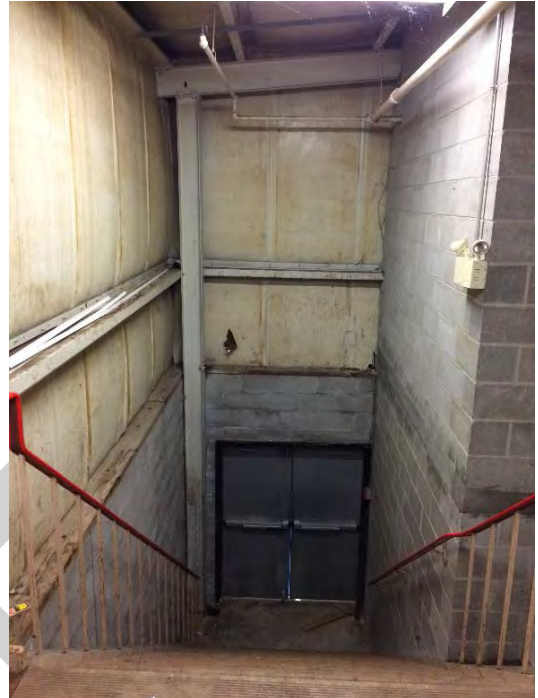


IMAGE A-039

Stained vapour barrier at exit stair



IMAGE A-040

Tile ceilings



IMAGE A-041

Worn block wall at lobby





IMAGE A-042  
Damaged trim

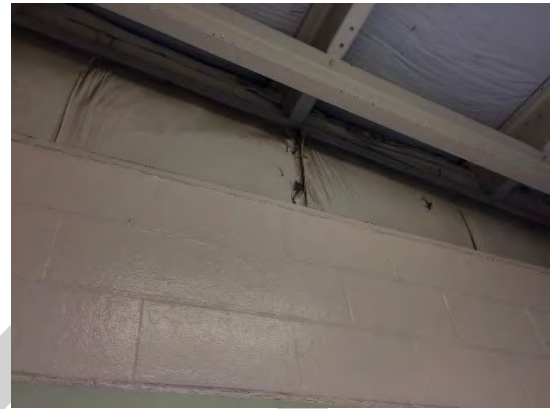


IMAGE A-043  
Rips in vapour barrier at lobby



IMAGE A-044  
Damaged trim

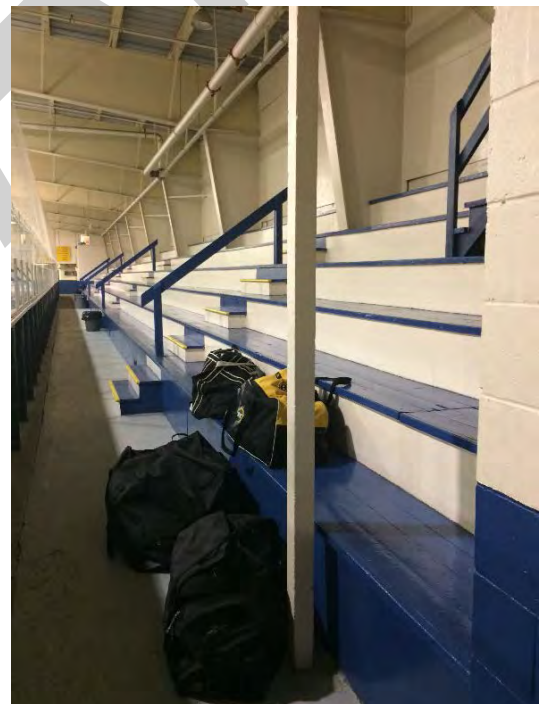


IMAGE A-045  
Arena stands





IMAGE A-046  
Damaged information boards



IMAGE A-047  
Janitor Shelving



IMAGE A-048  
Canteen shelving



IMAGE A-049  
Vanity in washroom

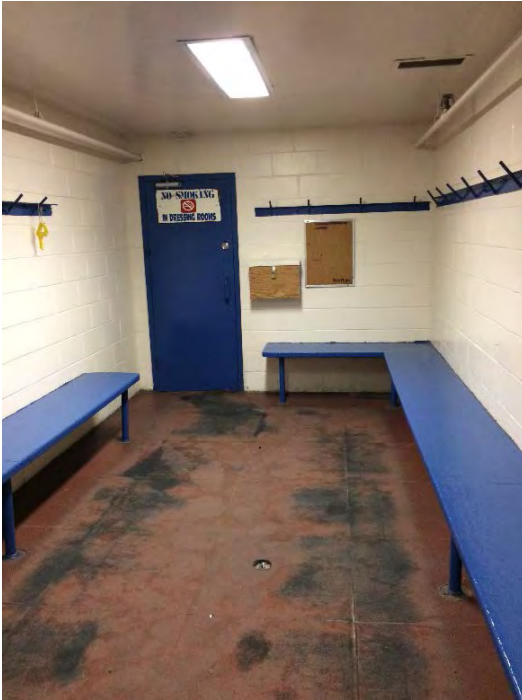


IMAGE A-050  
Locker room benches



IMAGE A-051  
Damage to dasherboard radius

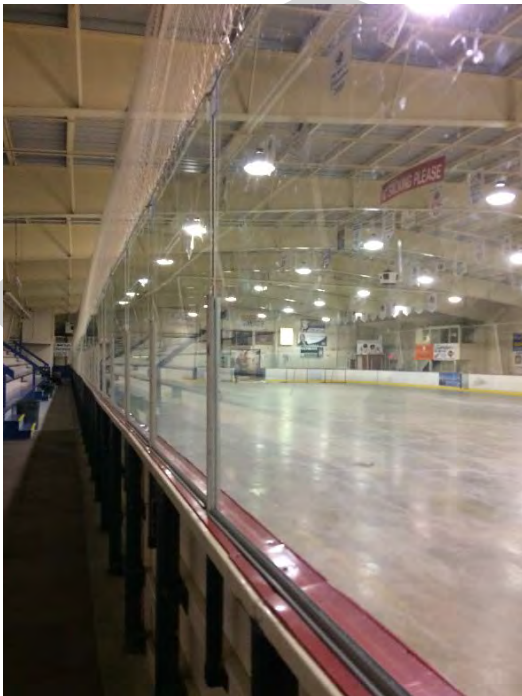


IMAGE A-052  
Arena netting



IMAGE A-053  
Players benches





IMAGE A-054  
Damage in timekeeper's box

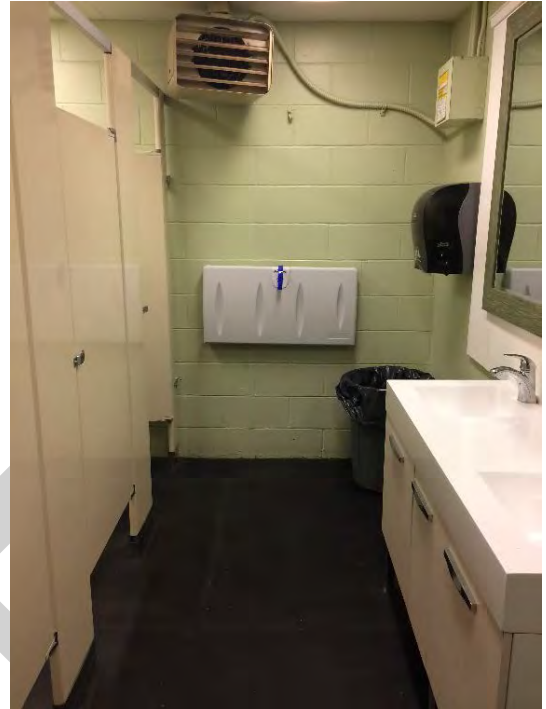


IMAGE A-055  
Baby change table



IMAGE A-056  
Washroom partition



IMAGE A-057  
Operable wall



MECHANICAL



IMAGE M-001  
Water Entrance

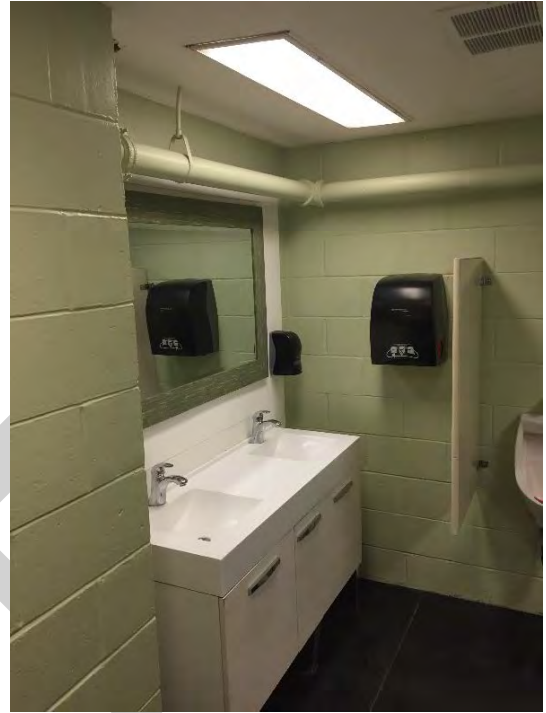


IMAGE M-002  
Washroom Vanity C/W Lavs

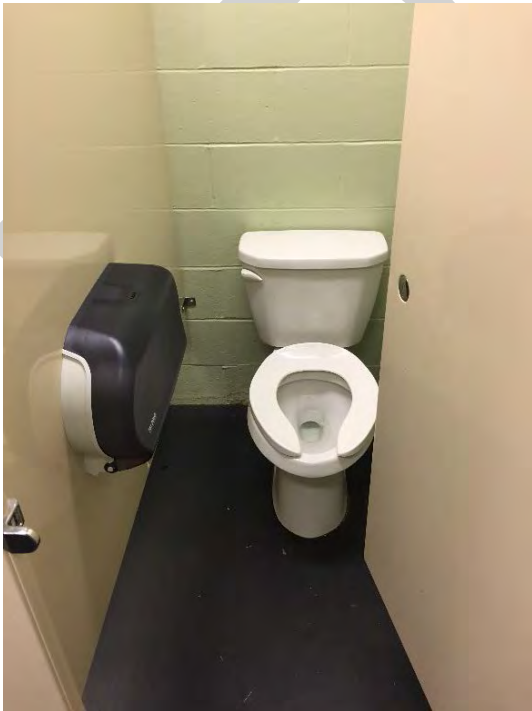


IMAGE M-003  
Washroom Water Closet

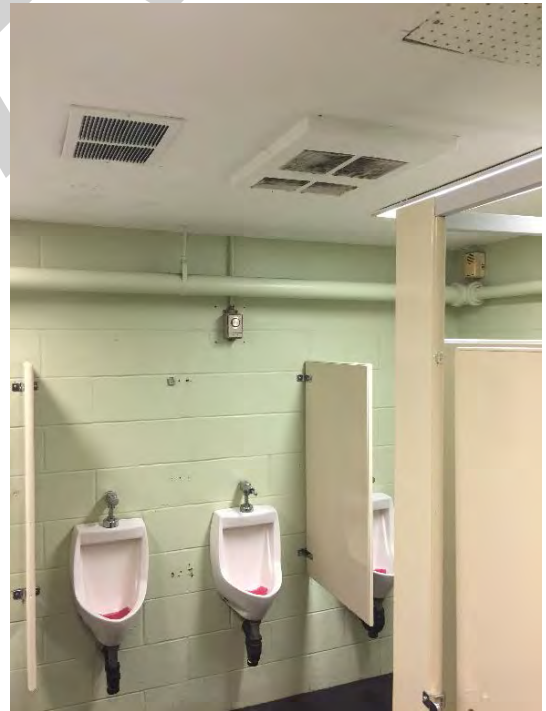


IMAGE M-004  
Urinals



IMAGE M-005  
Canteen Sink



IMAGE M-006  
Dressing Room Lav

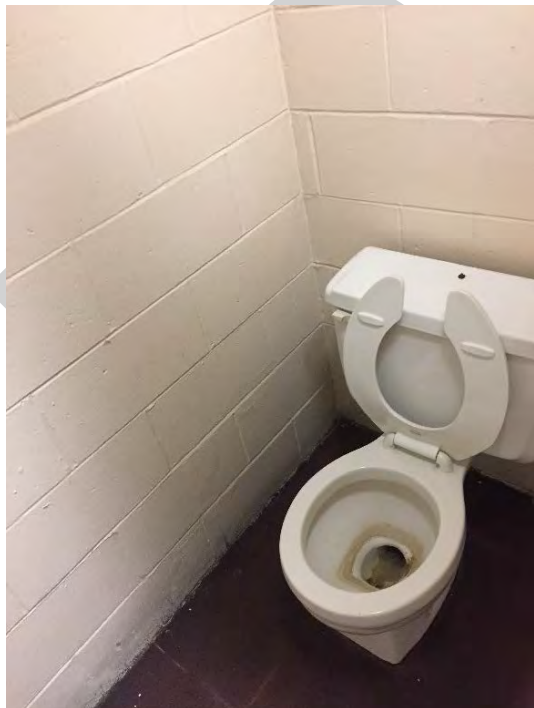


IMAGE M-007  
Dressing Room Water Closet



IMAGE M-008  
Dressing Room Shower





IMAGE M-009  
Janitor's Sink

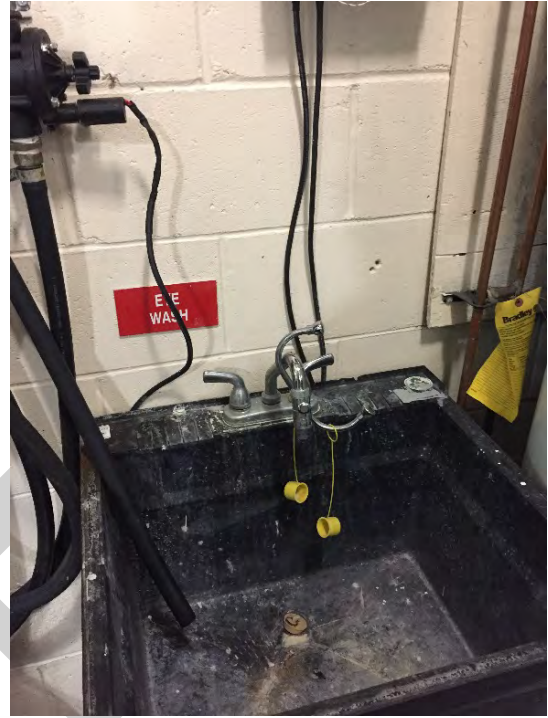


IMAGE M-010  
Zamboni Room Utility Sink with Eyewash



IMAGE M-011  
Non-Freeze Wall Hydrant



IMAGE M-012  
Hot Water Heaters





IMAGE M-013  
Hot Water Heater - Canteen



IMAGE M-014  
Zamboni Hot Water Heaters



IMAGE M-015  
Thermastor Tanks



IMAGE M-016  
Cleanout Sump Cover



IMAGE M-017  
Sprinkler Entrance



IMAGE M-018  
Recently Replaced Sprinkler Pipe



IMAGE M-019  
Typical Baseboard Heater

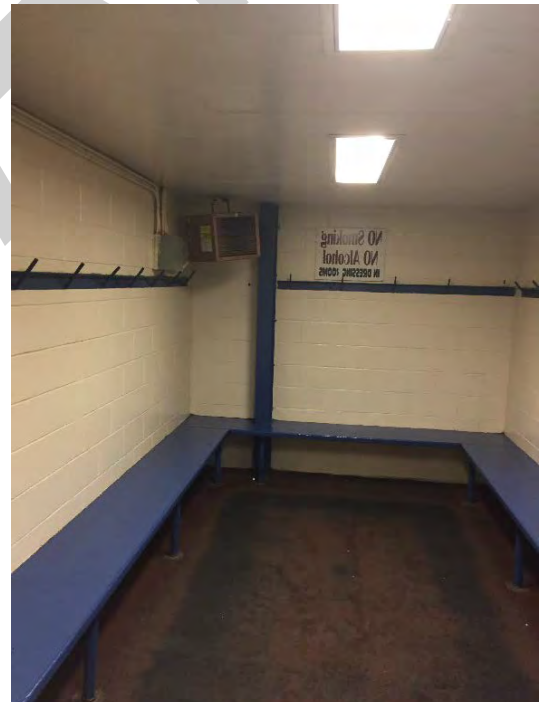


IMAGE M-020  
Typical Unit Heater





IMAGE M-021  
Electric Forced Flow Heater



IMAGE M-022  
Destruct Fan and Transfer Grille



IMAGE M-023  
HVAC for Ryan and Charlie's Office



IMAGE M-024  
Canteen Exhauster





IMAGE M-025  
Washroom exhaust Fan



IMAGE M-026  
Canteen, Dressing Room and Community Room  
Exhaust Fan



IMAGE M-027  
Grille in Former Skate Sharpening Room

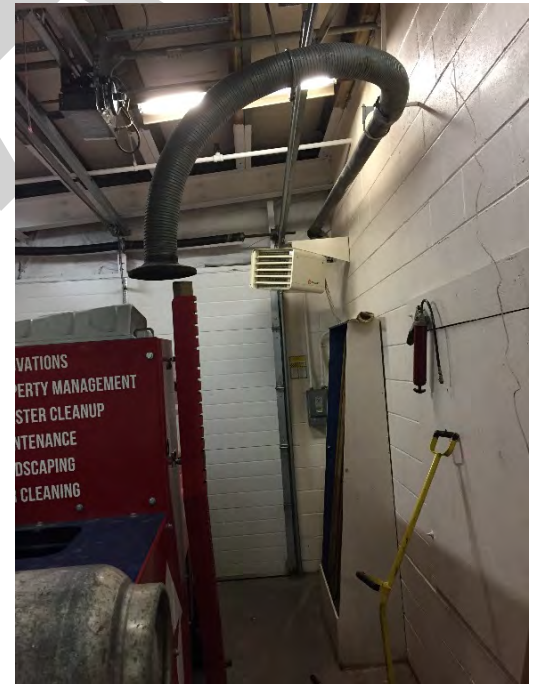


IMAGE M-028  
Zamboni Exhaust Hose



IMAGE M-029  
Dehumidifier



IMAGE M-030  
Compressors



IMAGE M-031  
Brine Pumps



IMAGE M-032  
Evaporator





IMAGE M-033  
Cooling Tower



IMAGE M-034  
Brine Header and Loop Branches



IMAGE M-035  
Cimco Control Panel

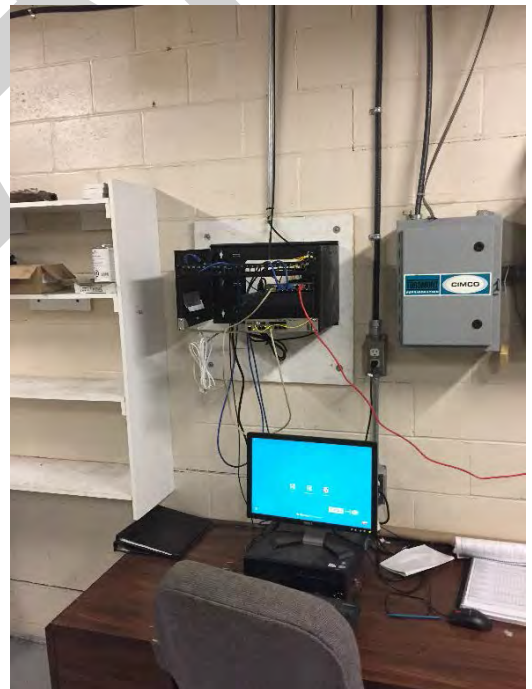


IMAGE M-036  
Cimco Control Panel



## ELECTRICAL



IMAGE E-001  
Utility pole with service to building



IMAGE E-002  
10kVA wall mounted transformer showing corrosion from water infiltration



IMAGE E-003  
Main service entrance



IMAGE E-004  
Main 600V distribution panel with missing filler plate and fasteners



IMAGE E-005  
Typical labelling with masking tape

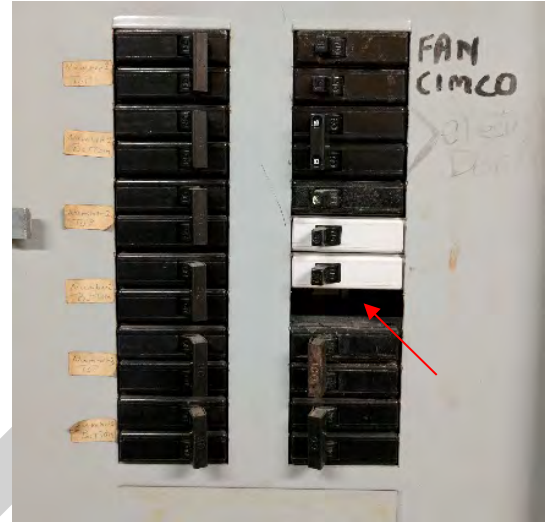


IMAGE E-006  
208V Sylvania load centre with missing filler plate



IMAGE E-007  
Mezzanine panels with missing filler plates





IMAGE E-009

Worn insulation on moveable receptacle cord  
behind players' bench



IMAGE E-010

Damaged AC90

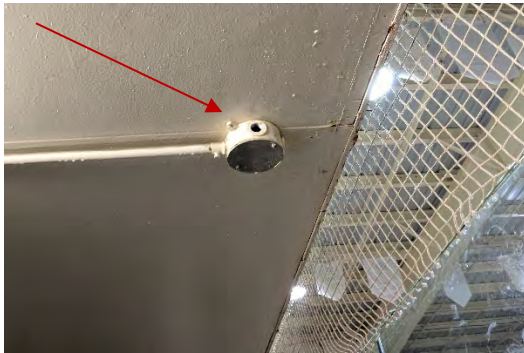


IMAGE E-011

Junction box with missing filler plug

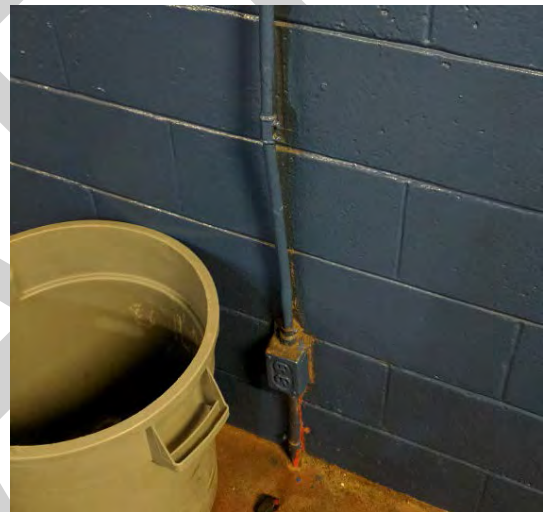


IMAGE E-012

Improperly fastened EMT conduit



IMAGE E-013

Toggle switch in workshop missing its  
coverplate, hanging by its wires and conduit  
improperly fastened

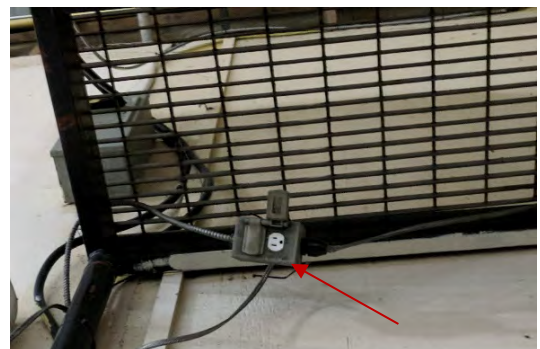


IMAGE E-014

Receptacle at platform not fastened to any  
surface





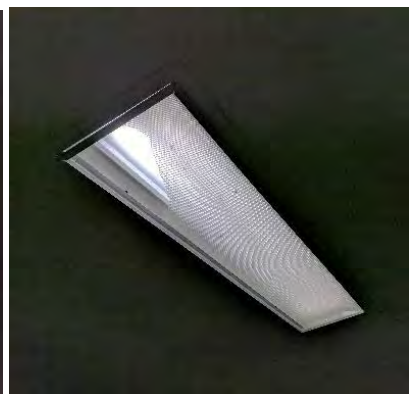
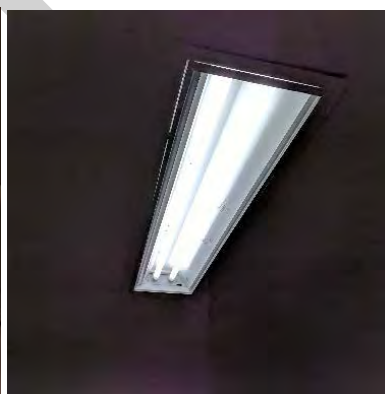
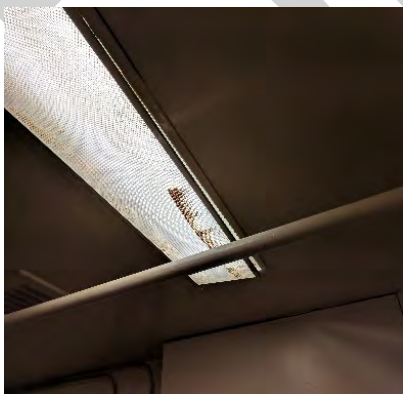
IMAGE E-015  
Damaged receptacle in community room



IMAGE E-016  
Typical fluorescent luminaire with disconnect plug (entrance vestibule shown, others similar)



IMAGE E-017  
Metal halide lighting in ice surface area



IMAGES E-018, E-019 AND E-020  
Damaged, missing or misaligned lenses on luminaires in change rooms (canteen, community and storage rooms similar)



IMAGE E-021

Typical exterior building mounted lighting



IMAGE E-022

Main fire alarm control panel



IMAGE E-023

Fire alarm bell with wiring not run in conduit  
(community room shown, typical for all areas)

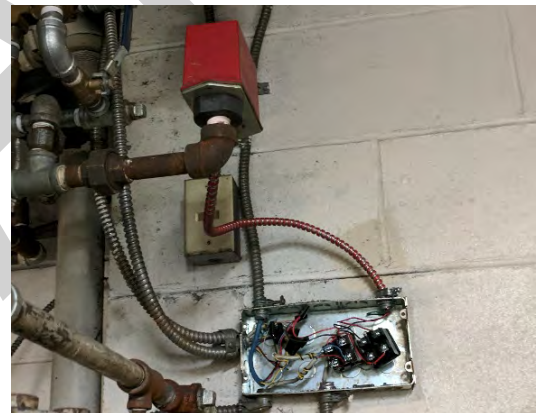


IMAGE E-024

Open junction box at sprinkler system  
supervisory device wiring



IMAGE E-025  
Typical exit sign with wire guard



IMAGE E-026  
Typical emergency lighting battery pack

DRAFT



# December 17

2017December11OpenSessionFINAL\_290

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

	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Nov-27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>Dec-1</b>
Nov-27 - Dec-1					
	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Dec-4 - 8	5:00pm 8:00pm Planning Advisory Committee (Common Room)				
	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
Dec-11 - 15	7:00pm 10:00pm Rothesay Council (Common Room)		5:00pm 7:00pm KVFD Board mtg 5:00pm 6:30pm HOLIDAY Reception (Common Room) 7:00pm 8:00pm Tree Lighting (Rothesay Common)		
	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
Dec-18 - 22					
	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
Dec-25 - 29			3:00pm 5:30pm (KRPF) Joint Board of Police Commissioners		

# January 18

2017December11OpenSessionFINAL\_291

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

	Monday	Tuesday	Wednesday	Thursday	Friday
Jan-1 - 5	Jan-1-18	2	3	4	5
		5:00pm 8:00pm Planning Advisory Committee (Common Room)			
Jan-8 - 12	8	9	10	11	12
	7:00pm 10:00pm Rothesay Council (Common Room)		5:00pm 7:00pm KVFD Board mtg		
Jan-15 - 19	15	16	17	18	19
		6:30pm 8:00pm Parks & Recreation Committee Meeting	8:30am 10:30am PWI 10:00am 12:00pm Age Friendly 5:30pm 7:00pm Utilities 7:00pm 9:00pm Heritage		
Jan-22 - 26	22	23	24	25	26
			3:00pm 5:30pm (KRPF) Joint Board of Police Commissioners		
Jan-29 - Feb-2	29	30	31	Feb-1	2



# ROTHESAY

## MEMORANDUM



---

TO	:	Mayor and Council
FROM	:	Town Clerk Mary Jane Banks
DATE	:	6 December 2017
RE	:	Postponement Public Hearing – Bridlewood Estates

---

Council scheduled a public hearing for Monday, November 20, 2017 to consider an amendment to a development agreement for Bridlewood Estates (for properties off Longwood Drive and Carriage Way).

The developer requested a postponement. As a result, the following notice was advertised on November 17 and again on November 20:

### POSTPONEMENT - PUBLIC HEARING

Please be advised the Public Hearing scheduled for Monday, November 20, 2017 at 7:00 p.m. has been **postponed**. The hearing to consider an amendment to a development agreement, for properties off Longwood Drive and Carriage Way, identified as PID #s 30228456, 00441998, 30021539, 00244434 will be **re-scheduled** by Rothesay Council at an upcoming Council meeting.

It is anticipated the developer will submit a request in the first quarter of 2018 to request Council re-schedule the public hearing.

*Mary Jane Banks*