



ROTHESAY
COUNCIL MEETING
Rothesay Town Hall
Monday, February 12, 2018
7:00 p.m.



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 8 January 2018

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

N/A

5. CORRESPONDENCE FOR ACTION

5.1 17 January 2018 Letter from the Army Cadet League of Canada RE: Request for support letter for Rothesay resident

Provide support letter

5.2 23 January 2018 Letter from Rothesay Liberal Riding Association RE: Request for riding name change

Refer to staff

6. CORRESPONDENCE - FOR INFORMATION

6.1 December 2017 Letter from the New Brunswick Medical Education Foundation Inc. RE: 2017 Report to Donors

6.1.1 3 January 2018 Letter from the New Brunswick Medical Education Foundation Inc. RE: Invitation to Medical Education Scholarship award ceremony – August 23, 2018

6.2 24 January 2018 Letter from Tracy Friars Family & Friends Celebrate Concert RE: Thank you

6.3 29 January 2018 Letter from the Epilepsy Association of Nova Scotia (EANS) RE: Invitation to participate in Purple Day – March 26, 2018

7. REPORTS

7.0 February 2018 Report from Closed Session

7.1 18 December 2017 Fundy Regional Service Commission (FRSC) Board Meeting minutes

16 October 2017 FRSC Board Meeting minutes

7.2 15 November 2017 Kennebecasis Public Library (KPL) Board Meeting minutes

November 2017 KPL Librarian's Report

November 2017 KPL Building Maintenance Report

30 November 2017 KPL Comparative Income Statement

ROTHESAY

Regular Council Meeting
Agenda

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12 February 2018

- | | | |
|------|------------------|--|
| 7.3 | 20 December 2017 | Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes |
| | 22 November 2017 | KRJBPC Meeting Minutes |
| | 30 November 2017 | KRJBPC Statement of Financial Position |
| | 2018 | KRJBPC Call Report |
| | 2017 | KRJBPC Call Report |
| 7.4 | 6 December 2017 | Kennebecasis Valley Fire Department (KVFD) Inc. Board Meeting Minutes |
| | 30 November 2017 | KVFD Response Report |
| 7.5 | 31 December 2017 | Draft unaudited Rothesay General Fund Financial Statements |
| | 31 December 2017 | Draft unaudited Rothesay Utility Fund Financial Statements |
| | 18 January 2018 | Draft Finance Committee Meeting Minutes |
| | 31 December 2017 | Donation Summary |
| 7.6 | 16 January 2018 | Draft Emergency Measures Committee Meeting Minutes |
| 7.7 | 17 January 2018 | Draft Public Works and Infrastructure Committee Meeting Minutes |
| | ➤ | Sand for Public Use at the Rothesay Arena |
| | ➤ | Infrastructure Turnover Requirements Document |
| 7.8 | 17 January 2018 | Draft Age Friendly Committee Meeting Notes |
| 7.9 | 5 February 2018 | Draft Planning Advisory Committee Meeting Minutes |
| 7.10 | January 2018 | Monthly Building Permit Report |
| 7.11 | 9 February 2018 | Capital Projects Summary |

8. UNFINISHED BUSINESS

TABLED ITEMS**8.1 Water By-law** (Tabled June 2015)*No action at this time*

8.2 Rothesay Arena

- | | |
|-----------------|---|
| 8 February 2018 | Memorandum from Town Manager Jarvie |
| 8 February 2018 | Options for Renewed Indoor Ice Surface Report |

9. NEW BUSINESS**9.1 Amalgamation**

- | | |
|-----------------|--|
| 9 February 2018 | Memorandum from Town Manager Jarvie |
| 5 February 2018 | Letter from Minister Rousselle to Quispamsis RE: Amalgamation |
| 24 January 2018 | Letter from Jeff Trail, city of Saint John to Premier Gallant RE: Amalgamation study |
| 17 January 2018 | Letter from Quispamsis to Premier Gallant RE: Opposition to Amalgamation of Greater Saint John |
| Various | Correspondence (5) from residents RE: Opposition to Amalgamation |
| Various | Facebook comments RE: Amalgamation |

ROTHESAY

Regular Council Meeting

Agenda

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12 February 2018

9.2 T-2018-001 Street Reconstruction, Sidewalk & Servicing Eriskay Drive/Iona Avenue

7 February 2018

Report prepared by DO McLean

9.3 T-2018-003A: Trackless Sidewalk Plow

7 February 2018

Report prepared by DO McLean

9.4 T-2018-0003B: Backhoe/Loader

7 February 2018

Report prepared by DO McLean

10. NEXT MEETING

Regular meeting

Monday, March 12, 2018

Public Hearing – Bridlewood Estates

TBD

11. ADJOURNMENT



2018February12OpenSessionFINAL_012

THE ARMY CADET LEAGUE OF CANADA

LA LIGUE DES CADETS DE L'ARMÉE DU CANADA

January 17, 2018

Mayor's Office
Town of Rothesay
Town Hall
70 Hampton Road
Rothesay, NB, E2E 5L5

Dear Mayor,

With this letter, we would like make you aware of the success of an Army Cadet, **Kiara Chisholm**, who is a resident of your community and who is a member of the **140 Kingston Penninsula, Royal Canadian Army Cadet Corps**.

Kiara has been chosen to take part in the 14 day international Army Cadet Expedition, **through the trails of the majestic Chilean mountains of the Parque Nacional Torres del Paine**. This young individual is one of only 18 cadets chosen from 19,200 Army Cadets from across Canada to take part in this portion of the National Army Cadet Expedition program. Known as the Ultimate Army Cadet Challenge, this is a unique and exciting experience and it is the culmination of many years of dedication, participation and training in both your community and attendance at Cadet Summer Training Centres.

The Army Cadet League of Canada (ALC) is a proud supporter of this ultimate Army Cadet activity. Every year, we conduct a fundraising campaign in order to provide additional equipment for the cadets that is not covered by DND, such as hiking boots or clothing items useful for each expedition. **However, our intent is not to solicit your financial support but more to ask that you recognize the efforts and dedication of this young individual from your community by sending this cadet a certificate of recognition or congratulatory letter.**

The success of any cadet corps is directly influenced by the local support it receives and you can be justifiably proud of the accomplishments of this exceptional young citizen.

17 janvier 2018

Bureau du Maire
Town of Rothesay
Town Hall
70 Hampton Road
Rothesay, NB, E2E 5L5

Cher maire,

Avec cette lettre, nous aimerions prendre l'occasion de souligner la réussite du(de la) cadet(te) de l'Armée **Kiara Chisholm**, un(e) résident(e) de votre communauté et aussi membre du **Corps de cadets royaux de l'Armée canadienne, 140 Kingston Penninsula**.

Kiara est un(e) des 18 cadets(tes) sélectionnés parmi les 19,200 cadets de l'Armée à travers le Canada pour participer à l'expédition internationale de 14 jours à parcourir **les sentiers des montagnes majestueuses du Parque Nacional Torres del Paine au Chili**. Cette activité fait partie du programme national d'expédition des cadets de l'Armée, aussi connue comme étant le défi ultime des cadets de l'Armée. Cette expédition permettra à ce(tte) cadet(te) de vivre une expérience unique et passionnante, mais sera aussi le point culminant de ses nombreuses années de dévouement, de participation, de formation et de service dans votre communauté ainsi qu'aux Centres d'instruction d'été des cadets.

La Ligue des cadets de l'Armée du Canada (LCAC), apporte son soutien à cette activité ultime du programme des cadets de l'Armée en organisant une campagne de financement annuelle afin de fournir aux cadets certaines pièces d'équipement qui ne sont pas financées par le MDN, tel que des bottes de marche, ou d'autres items nécessaires pour chacune des expéditions annuelles. **Cependant, l'intention de cette lettre n'est pas de vous solliciter pour votre appui financier, mais plutôt pour vous demander de reconnaître les efforts et le dévouement de ce(tte) jeune individu(e) de votre communauté en lui envoyant un certificat de reconnaissance ou une lettre de félicitations.**

Le succès d'un corps de cadets est directement influencé par le soutien local qu'il reçoit et vous pouvez être fier, avec raison, de la réussite de ce(tte) jeune citoyen(ne) canadien(ne) exceptionnel(le).

201-1505 LAPERRIERE AVE., OTTAWA, ON, K1Z 7T1

TOLL FREE/SANS FRAIS: 1-877-276-9223

NATIONAL@ARMYCADETLEAGUE.CA

WWW.ARMYCADETLEAGUE.CA

For your general information, The Royal Canadian Army cadets is a federally-sponsored program for young Canadians ages 12 to 18 that develops in youth attributes of leadership, good citizenship, and physical fitness, while stimulating interest in the Canadian Armed Forces. There are more than 19,000 Army cadets within the 400+ Army cadet corps across the country

The Army Cadet League of Canada is a non-profit organization dedicated to supporting the Royal Canadian Army Cadets. For over 40 years, the League has sponsored Army Cadets and solicited public interest for the program, all while promoting the objectives of the Canadian Cadet Movement. For more information on the Army Cadet League of Canada, please visit www.armycadetleague.ca.

If you would like more information concerning the cadet in question or would like to communicate with them or their family, do not hesitate to contact me by phone (613) 990-6766 or by e-mail at commsofficer@armycadetleague.ca

We appreciate your support for the Army Cadet program within your community

Regards,

Pour votre information, les cadets royaux de l'Armée canadienne est un programme parrainé par le Gouvernement du Canada et qui s'adresse aux jeunes canadiens âgés de 12 à 18 ans qui sont intéressés à développer des habiletés de vie et de travail précieuses telles que le leadership, le civisme et la bonne condition physique tout en apprenant un peu plus sur les Forces Armées canadiennes. Il y a plus de 19,000 cadets de l'Armée présents dans les 400 (ou plus) corps de cadets partout au Canada.

La Ligue des Cadets de l'Armée, un organisme à but non lucratif, est engagée à soutenir les Cadets royaux de l'Armée canadienne. Depuis maintenant plus de 40 ans, la Ligue a parrainé les cadets de l'Armée et a sollicité l'intérêt public à leur égard, tout en faisant la promotion des objectifs du Mouvement des cadets canadien. Pour de plus d'informations au sujet de la Ligue des Cadets de l'Armée du Canada, vous pouvez visiter le site Web : www.armycadetleague.ca.

Si vous désirez recevoir plus d'informations ou pour communiquer avec le cadet ou la cadette en question, n'hésitez pas à me contacter par téléphone au (613) 990-6766 ou par courriel à commsofficer@armycadetleague.ca.

Nous vous remercions de votre soutien pour le programme de cadets dans votre communauté.

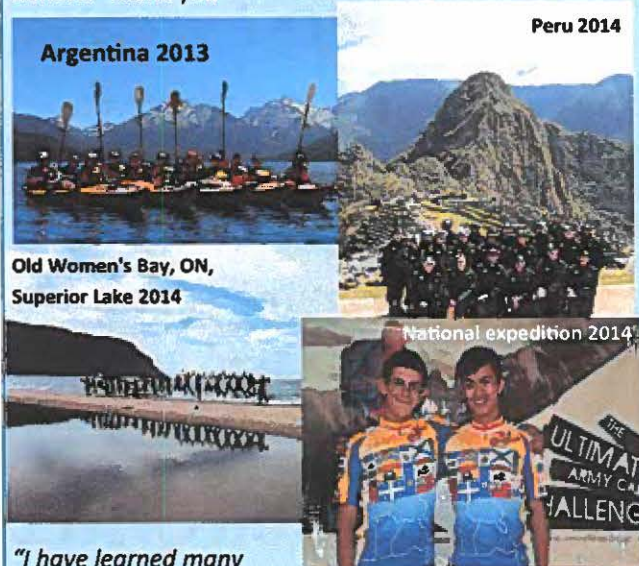
Mes salutations les plus distinguées,



Maxime Corneau

Communications Officer/Agent de communication

These photos are of past Army Cadets Expeditions that have been made possible due to the generosity of our donors. Thank you



"I have learned many things from this experience; the most important and influential is that we must appreciate the little things in life. I will remember the sense of accomplishment after finishing every challenge from this expedition. Finally, this expedition represents a new opportunity to teach and inspire younger cadets to set goals and challenge themselves."

Ashley Anderson, ON, Peru Expedition 2014

Donation made by cheque should be made payable to :

The Army Cadet League of Canada

And mailed at our NEW ADDRESS:

**1505 Laperriere Avenue, Suite 201,
Ottawa, Ontario, K1Z 7T1**

Or, donate by credit card on our new secure donation page

<http://www.armycadetleague.ca/donate/>

Charitable tax receipts will be issued for donations over \$25.00.

You can access the RCAC Expeditions [Facebook](#) page and to follow them on [Twitter](#) @RCACexpedition.

What it is about:

Army Cadet Expedition is the premier Army Cadet activity challenging the best Army Cadets in Canada to the push their mental and physical limits. It is the culmination of at least four years of training for the cadets requiring a high level of fitness and maturity. This travel experience provides cadets the opportunity to put into practice self-reliance, leadership, and the spirit of adventure, as well as a sense of being Canadian!

Expedition activities challenge cadets to develop skills in field training, navigation, trekking, wilderness survival and leadership. Senior cadets can decide to take part in the more advanced national and international expeditions depending on their personal interest, skill level and desire to challenge themselves.

Why we need your support:

The Army Cadet League of Canada (ACLC) supports the Expedition cadets by providing the extras that add to the excitement of the trip. We add to the funds committed by the Department of National Defence. This fundraising campaign is conducted every year to provide additional equipment specific to the destinations and the activities of each expedition. This ensures that the cadets have a first class experience and guarantees

that the country visited appreciates that, we in Canada support our youth in a meaningful way.

We thank you for your generosity in the past and hope that you will be able, again this year, to make a donation in support of this amazing experience for our young Canadians.

"During this expedition, I learned above all to trust myself and to go outside my comfort zone. I will definitely remember the time I spent in another country, in another culture, forming bonds of friendship. For me this expedition was what we are and what we do."

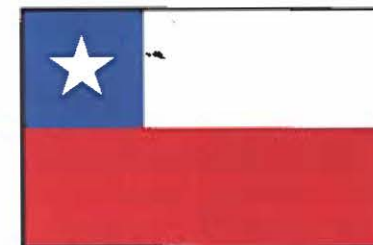
Marie-Soleil Blouin-Lecours (QC), Peru Expedition 2014



LE DÉFI ULTIME DES CADETS DE L'ARMÉE

CAMPAGNE DE COLLECTE DE FONDS 2017

Expédition Internationale



Chili – Février 2018

*Une campagne de collecte de fonds
par la Ligue des cadets de l'Armée
du Canada au soutien du programme
des cadets de l'Armée et de son
programme d'expéditions*



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Voici des exemples d'expéditions qui ont pu se réaliser grâce à votre générosité. Merci

Argentine 2013

Pérou, 2014

Old Women's Bay, ON,
Lac Supérieur 2014

Expédition Nationale 2014

« J'ai énormément appris de choses de cette expérience; la plus importante et la plus influente est sans doute que nous devons apprécier les petites choses que la vie nous apporte. Je me souviendrai du sentiment du devoir accompli après avoir relevé chaque défi de l'expédition. En définitive, cette expédition représente une nouvelle occasion pour enseigner aux plus jeunes cadets et les inspirer à se fixer des buts et des défis personnels. »
Ashley Anderson (ON), Pérou 2014

Les dons par chèques seront payables à:
La Ligue des cadets de l'Armée du Canada
et envoyé à notre nouvelle adresse :
1505 Avenue Laperrière, Suite 201,
Ottawa, Ontario, K1Z 7T1

Vous pouvez aussi faire votre don par **carte de crédit, de façon sécuritaire**, sur notre nouvelle page des dons
<http://www.armycadetleague.ca/fr/donnez/>

Les reçus pour les impôts seront envoyés pour les dons de plus de 25,00\$.

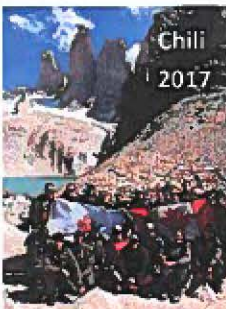
Vous y trouverez le lien à page [Facebook](#) des Expéditions des CAD RAC. Vous pouvez aussi les suivre sur [Twitter](#) @RCACexpedition.

Le but :

Le programme d'Expédition des Cadets de l'Armée est l'activité la plus réputée où les meilleurs cadets de partout au Canada testeront et iront à la limite de leurs capacités physiques et mentales. Ces expériences de voyage permettent aux cadets de développer leur autonomie, leur leadership et leur esprit pour aventure autant que la signification d'être canadien. Les activités d'expédition permettent aux cadets de perfectionner leurs compétences en navigation, randonnée de haute montagne, survie en forêt et le leadership. Les cadets peuvent choisir de participer aux expéditions nationale et internationale selon leur intérêt personnel, leurs compétences et leur désir de se mesurer à eux-mêmes dans le dépassement d'un degré supérieur de difficulté.



Churchill, MB, 2011



Chili
2017

Pourquoi des fonds additionnels ?

La Ligue des cadets de l'Armée du Canada (LCAC) soutient les cadets des expéditions en complétant les fonds engagés par le Ministère de la Défense Nationale. Cette campagne de collecte de fonds est tenue chaque année afin de fournir l'équipement additionnel spécifique à la destination et à l'activité de chaque expédition. De cette façon, nous pouvons assurer que les cadets vivront une expérience de première classe tout en démontrant aux pays qui les accueillent, combien le Canada appuie les jeunes de façon significative. Nous vous remercions pour votre générosité au courant des dernières années et nous espérons que vous serez en mesure, encore une fois, de faire une contribution afin de permettre que cette activité demeure une expérience inoubliable pour ces jeunes Canadiens exemplaires.

"During this expedition, I learned above all to trust myself and to go outside my comfort zone. I will definitely remember the time I spent in another country, in another culture, forming bonds of friendship. For me this expedition was what we are and what we do."

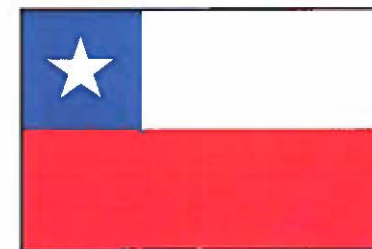
Marie-Soleil Blouin-Lecours (QC), Pérou 2014



THE ULTIMATE ARMY CADET CHALLENGE

2017 FUNDRAISING CAMPAIGN

International Expedition



Chile-February 2018

A fundraising campaign by The Army Cadet League of Canada in support of the Army Cadet Program and its Expedition program





[REDACTED]
Rothesay, NB

[REDACTED]
23 January, 2018

Rothesay Mayor Dr. Nancy Grant

c/o Rothesay Town Clerk

Re: Electoral Riding Name Change

Your Worship,

As acting Riding President of the Rothesay Liberal Riding Association, I would like you to formally write a letter requesting a riding name change from Rothesay to Rothesay-Glen Falls for the purposes of clarifying some of the electoral boundary issues from the previous provincial election. This would help both citizens and potential candidates understand the jurisdictional boundaries. This would also possibly help our town's relationship with the City of Saint John as both the Mayor of Saint John, and Dr Ed Doherty are in the process of writing letters requesting the change.

Such a request would be written to the Legislative Assembly in Fredericton, c/o the Speaker of the House Chris Collins. Should you have any questions, please do not hesitate to contact me via email at [REDACTED] or by calling [REDACTED]

Warmest Regards,

Nathan R Davis, CD, DTM

Acting President, Rothesay Liberal Riding Association



**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, CA

Lyne St. Pierre-Ellis

Donald Craig, MD, Past Chair

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

Mary Jane Ryan
Administrative Assistant
maryjane.ryan@nbmeded.ca
Phone: (506) 648-7073
Fax: (506) 648-7324

New Brunswick Medical
Education Foundation Inc.
PO Box 22061
Saint John, NB
E2K 4T7
Phone: (506) 648-7073
Fax: (506) 648-7324

CRA No. 810513523RR0001

December 2017

Dear Donor:

Another successful year - 2017 - for the New Brunswick Medical Education Foundation Inc., rounded out by a stellar scholarship event held at Saint John's Imperial Theater on August 24. This event recognized medical education students - 38 awards for a total of \$290,000.00 were given this year; since our inception we have awarded almost \$1,500,000.00 in medical education scholarships.

This year has been a busy time for our Foundation. We have actively been engaged with many partners in an effort to secure additional scholarship funding. We have expanded our horizons by increasing the size of our Board in an effort to make sure that we represent the full Province of New Brunswick, both geographically and linguistically. We hired a student to help us develop a more robust data base for all medical education students who have received our assistance.

Two major administrative changes have occurred within our Foundation. Firstly, in January of 2017, we announced the appointment of Mr. Michael Murphy as our Executive Director. Mr. Murphy brings to the Foundation a wealth of knowledge in finance and community contacts. He will be the main contact point for the N.B. Medical Education Foundation. Secondly, at the September 28, 2017 Board of Directors Meeting of the N. B. Medical Education Foundation, Dr. Donald Craig, now Past Chair, announced the appointment of a new Chair, Dr. David R. Marr. Dr. Marr's chief duty will be to oversee the management of The NB Medical Education Foundation.

We look forward to an exciting and challenging 2018 as we continue to grow.

The New Brunswick Medical Education Directors again thank you for your continuing support. Because of you we are part of a unique public/private solution to recruiting and retaining physicians in New Brunswick.

Sincerely,

Dr. David R. Marr, Chair
New Brunswick Medical Education Foundation Inc.
File: NBMEFI/YER



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

2018February12OpenSessionFINAL_018

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, CA

Lyne St. Pierre-Ellis

Donald Craig, MD, Past Chair

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

Mary Jane Ryan
Administrative Assistant
maryjane.ryan@nbmeded.ca

Phone: (506) 648-7073
Fax: (506) 648-7324

New Brunswick Medical
Education Foundation Inc.
PO Box 22061
Saint John, NB
E2K 4T7
Phone: (506) 648-7073
Fax: (506) 648-7324

CRA No. 810513523RR0001

January 3, 2018

RECEIVED

JAN 18 2018

Mr. Doug MacDonald, Treasurer
Town of Rothesay
70 Hampton Road
Rothesay, N.B. E2E 5L5

Dear Mr. MacDonald:

Thank you so much for the letter dated December 12, 2017 in which you confirm approval by the Town of Rothesay for a one-year commitment to fund a medical education scholarship. We will be awarding that scholarship in early June. Invitations to our annual celebration occurring **August 23, 2018 at the Imperial Theatre, uptown Saint John**, will be sent out the middle of June.

Please extend our thanks to the Mayor and Councilors of the Town of Rothesay.

Sincerely

Dr. David R. Marr, Chair
New Brunswick Medical Education Foundation Inc.
cc: J. Michael Murphy, Executive Director
New Brunswick Medical Education Foundation Inc



The Friars Sisters

2018February12OpenSessionFINAL_019

LET'S CELEBRATE with
Tracy Friars, Family &
Friends
November 27, 2017
7:30pm, Imperial Theatre



Proceeds to the **CAM Unit**
St. Joseph's Hospital

January 24, 2018

Town of Rothesay
Attn: Mayor & Council
70 Hampton Road
Rothesay, NB E2E 5L5



Dear Mayor Grant & Members of Council:

The final tally is complete and a cheque for \$64,898.11 was presented to St. Joseph's Hospital Foundation for the much needed renovations required on the CAM unit. The impact of these renovation will be felt by patients, their families and staff for many years to come.

We are at a loss for words to adequately express the gratitude we feel for your financial support of the 2017 Tracy Friars Family & Friends Celebrate Concert, held on Monday, November 27, 2017 at the beautiful Imperial Theatre.

Although concert proceeds began as a way to help with the badly needed refurbishment of the CAM unit, it soon became the catalyst for a major renovation of this unit as others stepped forward to give their financial support. The renovations are near completion and the CAM unit will re-open the end of January, 2018. Laurie Flood, ex. Director of St. Joseph's Foundation says, "The benefit of this renovation to our patients, their families, and the staff is immeasurable".

It is the support and generosity of sponsors like the Town of Rothesay that make a difference in the lives of those most in need in our Greater Saint John community. So proud to be associated with such caring people.

In closing, once again a huge Thank You..... You are AWESOME! .

Warmest regards,

Heather Stilwell, Concert Chairperson

Tracy Friars

e-mail: [REDACTED]

FRIENDS OF LET'S CELEBRATE

Anonymous
Aquila Tours
Checkers Hairport
Darren Marr Law Office
East Coast Moving
Bill Harrington
Jeremiah's Deli
Wayne Long MP, Saint John-Rothsay
Trevor Holder MLA, Portland-Simonds
McPhee's Home Bakery
Town of Rothsay

IN-KIND DONATIONS

Anonymous
Cox & Palmer
Silver Falls United Church

Special **THANKS** to each one of you who have significantly
contributed to making this a special night!



Proceeds to the **CAM Unit**
St. Joseph's Hospital

Tracy Friars, Family & Friends

November 27, 2017

Thank You for Coming.....Safe Home!

TRACY FRIARS FAMILY & FRIENDS



MONDAY, NOVEMBER 27, 2017
IMPERIAL THEATRE

FEATURING
TRACY FRIARS, FRIARS' SISTERS,
FAMILY AND LOCAL ENTERTAINMENT
INCLUDING A 90 VOICE CHOIR UNDER
THE DIRECTION OF JANET KIDD

PROCEEDS TO



CAM Unit
St. Joseph's Hospital

MAJOR SPONSOR



PRESENTING SPONSOR

The Plan
by **Investors Group**
Investors Group Financial Services Inc.

PROGRAM

2018February12OpenSessionFINAL_021

We are so fortunate to share this stage with amazingly talented local musicians:

FLY AWAY HOME.....	Choir
I'M GOING TO GO BACK THERE SOMEDAY.....	Tracy
LET ME BE THERE.....	Choir
FOR BOBBY.....	Friars Sisters
GRANDMA'S PYJAMA'S.....	Grandchildren
BROKEN HALO'S.....	Adam Friars
NEVER ALONE.....	Fiddlin' Keys
OPERATOR.....	Choir featuring Elaine Maloney
DESPERADO.....	Michael MacDonald
SOMEONE TO REMEMBER ME.....	Tracy
A MOMENT ABOUT THE "CAM" UNIT	
THE IMPOSSIBLE DREAM.....	Choir

INTERMISSION

SANTA'S ON HIS WAY.....	Choir
DANCE OF THE SUGAR PLUM FAIRIES.....	Men & Music
ALL I WANT FOR CHRISTMAS IS YOU.....	Tracy
MY HEART, YOUR BETHLEHEM.....	Choir
A TOE TAPPING CHRISTMAS MEDLEY.....	Rachel, Krista, Brad & Wendy
MARY'S LULLABY.....	Friars Sisters
THE CHRISTMAS WALTZ.....	Choir
SILENT NIGHT.....	Sing-a-long
THE GREATEST GIFT.....	Tracy & Michael
MARCIA by DOHNÁNYI.....	The Buckley Sametz Trio
O HOLY NIGHT.....	Choir
SAFE HOME.....	Tracy & Choir

Janet Kidd.....	Director, Accompanist
Terri-Lynn McNichol.....	Accompanist
Philip Garrett.....	Bass
George Garrett.....	Percussion
Greg Marks.....	Saxophone
Rachel Kidd.....	Violin
John Hughes.....	Accompanist
Debbie Harrity-Stanton.....	Guitar
Mike Fortin.....	Guitar

Thank-You

A warm welcome to this our 14th annual Celebrate event! We have a show planned for you that we hope will warm your heart and also enlighten you on the needs of our recipient, the Cognitive Assessment Management Unit (CAM) at St. Joseph's Hospital. This year, because of the passion and tenacity of our sponsor community, wonderful things are already happening in the CAM Unit that you will hear more about as the night goes on. Let it be said that a community that comes together can accomplish great things!

Every year, we are overwhelmed and so grateful for the support of our major sponsor Saint John Construction Association...thank you for being so committed to our community and we echo the same to all of our sponsors. Because of their generosity and your attendance here this evening, we will provide a significant contribution to the CAM Unit enabling them to make much needed improvements and invest in therapeutic resources that support their patients and families. On behalf of our organizing committee and the CAM Unit "Thank You" all so very much.

To all the performers, Terri-Lynn and the band, you all make this night the success that it is...thank you for your commitment, contribution and kindness! And as always...to the woman who waves her arms for a living...Janet Kidd...you are one of life's greatest blessings and we are beyond grateful to you for all that you do.

May the spirit that is always present in this place, on this night be with us all.

Enjoy the evening!

God Bless You One and All.....Tracy



Founded 1886

Sisters of Charity of the Holy Family of the Coast

2018 February 12 Open Session FINAL 022



Bell Aliant



Investors Group Financial Services Inc.



Dr. Jason Saunders, DPM, MEd, FRCPC



T: 506.940.2912
F: 506.647.3257

20 Levesque Court
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Grand Bay-Westfield, NB
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Winston Churchill

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The Epilepsy Association of Nova Scotia
2018 February 12 Open Session FINAL Q24
306-5880 Spring Garden Road, Halifax, N.S. B3H 1Y1
Tel: 902-429-2633 or 1-866-EPILEPSY
ed@epilepsyns.org www.epilepsyns.org



January 29, 2018

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

Dear Mayor Grant,

The Epilepsy Association of Nova Scotia (EANS) was created in 1980 and for 35 years has provided service and support as well as programming for all persons who live with epilepsy, their families and their communities in the Maritimes.

The Epilepsy Association of Nova Scotia is reaching out to all Maritime Municipalities across the provinces to support Purple Day, March 26th. This is Purple Day's 10th Anniversary and we hope all municipalities, towns and cities participate.

Purple Day was founded by Cassidy Meagan, an 8 year old little girl who wanted one day every year where everyone would learn about epilepsy and support those that live with this neurological condition. On June 28th, 2012, the Government of Canada created the Purple Day Act and received royal assent. March 26th is officially recognized as Purple Day in Canada. Working with Cassidy Megan, our organization approached the Anita Kaufman Foundation in the U.S. and together, Purple Day is now a global initiative. It is recognized in over 70 countries and on every continent.

The Epilepsy Association of N.S. is asking every municipality to participate in the month of March, Epilepsy Awareness month and specifically show your support for your constituents who live with epilepsy. We will provide all Council members with purple ribbons and respectfully request that they be worn throughout the month of March, and especially at your monthly March Council Meeting. We would appreciate a photo if at all possible that can be emailed to our address and with your permission we can upload to our Facebook and website. Last year we did this and you would not believe how many people from every community and the surrounding areas that contacted us and told us how much they appreciated your support! We are asking you to show support so that all persons who live with epilepsy in your municipality know that you stand beside them to help increase awareness, promote inclusion and demonstrate support.

EANS provides an educational component that features seizure first aid and other information for employers so that persons living with epilepsy can access and retain employment. There is also an educational program EANS deliver to schools (elementary, junior high, high school and universities/colleges) where they teach epilepsy awareness (recognizing seizure activity), the different types of seizures and what to do if their friend or anyone in their home or community has a seizure. This program is vetted by the Canadian League Against

Epilepsy. In 2017, EANS will be extending our reach further into your community with support services and epilepsy awareness initiatives.

Additionally, because this is Purple Day's 10th anniversary, we will hold our first Purple Day Ambassador conference on June 9th, 2018. This also is an opportunity for your council to recommend anyone in your constituencies who live with epilepsy or a parent who has a child with epilepsy as an ambassador. The conference will be a one-day event and those travelling from 3 hours' drive or more will be invited to stay overnight in a hotel. The conference will have informative sessions for adults, an opportunity to train as an educational consultant in their home area and fun activities for the kids. Kids of all ages and youth will also be given the tools and training how they too can become true ambassadors in their home areas. We are hoping to make this an annual event too.

Please feel free to contact us at the address below to let us know how many ribbons you wish to have and what your plans are to show support in your community. Also include anyone who lives in your area you think would be interested in becoming an ambassador; their name and contact information. We will follow up again with you the end of January if we haven't heard from you to ensure we can send your ribbons in plenty of time for your March meeting.

Kindest regards,



Debbi Tobin
Executive Director
Epilepsy Association of Nova Scotia
ed@epilepsyns.org or info@epilepsyns.org
www.epilepsyns.org
www.purpleday.org



**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

**Regular Monthly Meeting
December 18, 2017**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, December 18, 2017, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 10:47 a.m.

2. Record of Attendance

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

OTHERS

Marc MacLeod, Executive Director, FRSC
Amanda Henderson, Operations Administrator, Recording Secretary, FRSC
Brian Shannon, Building Inspector, FRSC

3. Approval of Order of Business

The Chairperson asked for approval of the December 18th, 2017 agenda of the regular meeting as presented.

Motion: To approve the agenda for December 18th, 2017 as circulated.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the October 16th, 2017 minutes

Motion: To approve the minutes of October 16th, 2017 as circulated.

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

6. Building and Planning Report

Motion: To receive and file the building and planning report.

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

7. Tenders

7.a) Aggregate – Tender 2017-04

Motion: To award Tender 2017-04 Supply of Road Maintenance Aggregate to Keel Construction Ltd. at \$7.10 per metric tonne for medium aggregate and \$7.25 per metric tonne for coarse aggregate be funded from operating.

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

7.b) Hauling – Tender 2017-05

Motion: To award Tender 2017-05 Supply of Standby Collection and Haulage of Leachate to Galbraith Construction Ltd. at \$6.00 per metric tonne to be funded from operating.

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

7. c) Compost Carts

Motion: To approve the emergency purchase of 828 compost carts in the amount of \$56,379.76 (including applicable taxes) to be funded by operating.

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

8. Finances

8.a) Q3 Financials

The Q3 financials are showing an overall surplus of approximately \$500,000.00. All departments are performing well as we have been doing some cost control due to low revenue from garbage. The surplus has come from an unexpected increase in revenue from asbestos and recycling.

Motion: To receive and file Q3 financials as presented by the Executive Director.

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

Motion: To approve the transfer of \$275,000.00 of the current surplus from the Landfill Operating Fund to the General Capital Fund for future capital purchases.

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

Motion: To approve the transfer of \$40,000.00 of the current surplus from the Planning Operating Fund to the Planning General Capital Fund for future capital purchases.

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

8.b) Year End Motions

Capital from Operating as per (and within) 2017 budget

Motion: To approve expenditures for plow and back racks for the recycle depot truck in the amount of \$7,688.59 after HST rebate calculation – funded from Operating Fund.

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

Motion: To approve the expenditures for the rebuild of the D6 in the amount of \$302,924.76 after HST rebate calculation – to be funded from Operating Fund.

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

Motion: To approve the purchase of landfill ½ ton in the amount of \$29,990.58 after HST rebate calculation – funded from Operating Fund.

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

Motion: To approve the purchase of RTV – Kabota in the amount of \$22,489.50 after HST rebate calculation – funded from Operating Fund.

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

Motion: To approve the expenditures for completion of the storage containers in the amount of \$18,215.66 after HST rebate calculation – to be funded from Operating Fund.

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

Capital from General Capital Fund

Motion: To approve the expenditures of \$589,694.28 after HST rebate calculation - from the General Capital Fund for the start of construction for cell #8.

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

Motion: To approve expenditures of \$104,204.05 after HST calculation for work on the compost hall – to be funded from the General Capital Fund.

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

Motion: To approve the expenditure of \$29,503.68 after HST calculation for gas management for gas utilization in cells # 5 and 6 - to be funded from the General Capital Fund.

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

Transfer to General Capital Fund

Motion: To approve the transfer of \$25,000 from the Operating Fund to the General Capital Fund as per requirement of the Building Canada Fund contract.

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

Motion: To approve the transfer of \$ 372,626 from the Operating Fund to the General Capital Fund for cell construction.

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

Motion: To approve the transfer of \$135,628 from the Operating Fund to the Perpetual Care Fund.

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

Motion: To approve the transfer of \$40,000 from the Operating Fund for capital to the General Capital Fund for paving, storage and dock station for MRF in 2018.

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

9. RSC Year End Update

Executive Director MacLeod updated the commission on all the projects undertaken in 2017 and plans for the New Year.

Motion: To receive and file the RSC Year End Update as presented by the Executive Director.

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

10. Winter Hours Pilot

As winter approaches the landfill experiences less volume. In effort to control cost and reduce potential safety issues a pilot was proposed to reduce winter working hours from 7:30 a.m. – 5:30 p.m. to 7:30 a.m. – 4:00 p.m. until daylight savings time for spring 2018.

Motion: To approve a pilot reducing winter working hours from 7:30 a.m. – 5:30 p.m. to 7:30 a.m. – 4:00 p.m. until daylight savings time of spring 2018 with the commitment that municipal and internal stakeholders will be included in the process.

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

12. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.


Motion: To adjourn the meeting at 11:34 am.

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

APPROVED (date) January 22, 2018



Gary Clark, Chairperson



Amanda Henderson, Recording Secretary
Anne-Marie Poirier (for)



**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

**Regular Monthly Meeting
October 16, 2017**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, October 16, 2017, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the regular board meeting to order at 11:10 a.m.

2. Record of Attendance

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

OTHERS

Marc MacLeod, Executive Director, FRSC
Amanda Henderson, Operations Administrator, Recording Secretary, FRSC
Terry Keating, Dept. of Environment & Local Gov't

3. Approval of Order of Business

The Chairperson asked for approval of the October 16th, 2017 agenda of the regular meeting as presented.

Motion: To approve the agenda for October 16th, 2017 as circulated.

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

4. Disclosure of Conflict of Interest

None

5. Minutes

5. a) Tabled – July 12th, 2017 minutes

Motion: To approve the tabled minutes of July 12th, 2017 as circulated.

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

5. b) Approval of the August 28th, 2017 minutes

Director Grant discussed the lack of detail about the discussion around the budget.

Motion: To approve the August 28th, 2017 minutes as circulated.

Moved: Director Losier
Seconded: Director Speight
Vote: Motion Carried
Nay- Director Grant

5. c) Minutes – Bylaw Review

At the August 28 meeting, there was a question of transparency regarding item#5 on the July 16th minutes. The minutes were tabled to October 16 to review our bylaw regarding procedural direction in the recording of meetings and minute content. It was determined that we will not record meetings and that we will continue to follow Robert's Rules of Order except that a small summary representing the theme of discussion will be provided on each agenda item as required.

Motion: To approve the recommendation of the addition of section "7.7 Minutes" to the Procedural Bylaws including sub sections 7.7.1 and 7.7.2 as presented.

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

6. Building and Planning Report

Motion: To receive and file the building and planning report.

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

7. Landfill Operations

7. a) Yard Sale

Marc MacLeod informed the board of directors that FRSC was holding a Trash to Treasure yard sale event, this pilot will take place at our facility on October 21, 2017 from 8:00 a.m. to 12:00 p.m. This Waste Reduction Week event is to highlight all the items that end up in the landfill, which could be given a second life.

7. b) Tender 2017-03 – Leachate Truck

After careful review of all tender bids, it has been determined that Bayview Trucks & Equipment was the successful bid without the optional extended warranty as it has met all specified criteria required for the new leachate truck.

Motion: To award Tender 2017-03 Tandem Day Cab Tractor – Severe Duty to Bayview Trucks & Equipment for a Kenworth T880 in the amount of \$164,000.00 (plus applicable taxes) to be funded from operating.

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

8. Budget

As per the legislation of the 45-day review, the budget was now ready to be approved. The Executive Director updated the commission on his budget presentation to LSD's, Quispamsis and Rothesay. No other communities requested presentations. No corrections were noted or requested.

Motion: To approve the 2018 Budget as presented by the Executive Director.

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

9. Correspondence

9. a) Hampton Letter

The Town of Hampton has responded to our letter indicating that effective February 1, 2018 we will discontinue our recycling collection operations at their blue bin depot facility located off William Bell Drive. The Town of Hampton will be replacing the blue bins with their Town owned bins, and they will truck recyclable material to Crane Mountain Landfill.

Motion: To receive and file the letter from the Town of Hampton.

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

9. b) NB EMO Letter

The New Brunswick Emergency Measures Organization (NB EMO) has responded to our letter concerning emergency planning for communities that could potentially be isolated during an emergency event. NB EMO stated it does not have the capacity to create emergency response plans for all communities in NB; they depend on individual communities to complete their own hazard assessment and to develop their own plan of action.

Motion: To receive and file the letter from NB EMO.

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

10. MOU – Opportunities NB

A Memorandum of Understanding has been drafted by Opportunities NB for signing as a result of Minister Melanson's presentation on the topic of ensuring economic development for our region. Upon further discussion with the Board of Directors, it was recommended that our Chairperson, Gary Clark and our Executive Director, Marc MacLeod, to sign the MOU. Some concern was brought up about the lack of specifics regarding our conditions to sign. The Executive Director assured the commission that the agreement language would allow for our requested accommodations and that the letter was consistent with all other regions.

Motion: To authorize the signature for the Memorandum of Understanding.

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

11. Next Meeting

The Executive Director stated that there are no material items to bring to the Commission in November, therefore, our monthly Board Meeting could be held on Monday, December 11th, 2017.

Motion: To schedule the next Monthly Board Meeting on December 11th, 2017.

Moved:	Director Grant
--------	----------------

Seconded: Director Speight
Vote: Motion Carried

12. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at 11:48 am.

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

APPROVED (date) December 18, 2017



Gary Clark, Chairperson



Amanda Henderson, Recording Secretary
Anne-Marie Poirier

Agenda

Kennebecasis Public Library Board

Wednesday, November 15, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
 - a. Letters to the board members from the New Brunswick Public Libraries Foundation
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - i. Transfer of the funds from Friends
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. February Fundraising Event
 - b. Ernie's Landscaping
 - c. Year End Spending

A meeting of the Board of Trustees, Kennebecasis Public Library was held on November 15, 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; Ms. L. Corscadden; Mrs. L. Hansen; Mr. D. Steeves

Regrets: Councilor Mr. P. Rioux

Absences: N/A

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

Disposition of Minutes

It was moved by Mr. Shea to approve the minutes of the October 18th regular meeting, Ms. Hennessey seconded, and the motion carried.

Approval of Agenda

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

Communications

Ms. Corscadden presented the board with letters from the New Brunswick Public Libraries Foundation. Ms. Corscadden explained how the letters pertain to the Foundation's annual campaign to raise funds for the purchase of new books and library resources in New Brunswick Public Libraries.

Report of the Librarian

Ms. Corscadden presented the Librarian's Report. Ms. Corscadden outlined new programs at the library, which focus on STEAM and afterschool programming to support the New Brunswick Public Libraries' strategic plan. Discussion Ensued.

Ms. Corscadden also outlined current projects happening in the library, including updates to the children's and teen's spaces. The Children's Programming Room is being painted and getting new curtains, while the Children's Playroom is being painted, and having a new wallpaper mural installed. Plans are underway for a video game station to be installed in the teen space. Discussion ensued.

Ms. Corscadden also discussed the upcoming introduction of tablets to the library. Planning is underway to have tablets available for library patrons, for in-house use only. The current plan is to have the tablets available at the information desk for patrons to sign out for a one or two hour time frame. Discussion ensued.

Ms. Hennessey moved acceptance of the Librarian's Report. Mrs. Miller seconded, and the motioned carried.

Financial Statement

Mrs. Watling presented the Financial Statement for the periods ending October 31st, 2017. Discussion ensued. Ms. Corscadden expressed that her projections for end of year spending are on track. Ms. Corscadden discussed various upcoming invoices, including repairs to the HVAC humidifiers, carpet cleaning, and updates to the security camera system.

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

Facilities Management

Ms. Hennessey orally presented the October Facility Manager Report on behalf of Mr. Shedd. Ms. Hennessey discussed how Mr. Shedd acquired a quote for the new security camera system, and that the library's fire alarm inspection passed. Mr. Shedd has been working to complete the paint work in the children's spaces.

Ms. Corscadden mentioned that there is an update to the interaction with Ernie's Landscaping, which will be addressed later in the meeting.

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

Marketing Advisory Committee

Mrs. Watling expressed that there are no new updates. Ms. Corscadden offered to update the board at future meetings in regard to library public relations. Mr. Winchester suggested that in the new year, the new board members might wish to be involved on the Marketing Committee.

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

New and Unfinished Business

February Fundraising Event

Mr. Winchester suggested that discussions about a fundraising event could take place in the new year, when the new board members arrive.

Updating the board in regard to a conversation taking place with Ernie's Landscaping, Ms. Corscadden outlined an offer from Ernie's insurance provider, Northbridge, to cover half of the repair bill. Discussion ensued. Ms. Corscadden expressed that she has consulted with the Library's insurance provider about the matter. Discussion Ensued.

Mrs. Miller made a motion to accept the offer from Northbridge Insurance to cover part of the bill. Ms. Hennessey seconded, and the motion carried.

Mrs. Watling expressed that further consultation should take place with the libraries' insurance provider; to make sure that all paper work is in order. Ms. Corscadden expressed that she would follow up.

Year-End Spending

Ms. Corscadden outlined year end budget projections, and spoke about unexpected savings in certain areas of the budget, such as "building maintenance". Discussion ensued. As per the Kennebecasis Public Library Purchasing Policy, Ms. Corscadden asked for permission to spend slightly over the budgeted amount on two particular budget lines (including the "small equipment and furniture" line, and the "programming" line), as there were savings in other areas of the budget. Discussion ensued.

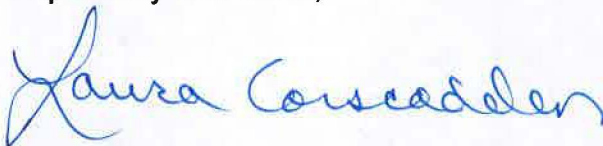
Mr. Steeves moved to accept proposed spending as identified by Ms. Corscadden in two waves over November and December to meet year end projections. Ms. Hennessey seconded, and the motion carried.

Ms. Corscadden expressed how she would keep the board up to date, as the end of year approaches.

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

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

Respectfully submitted,



Laura Corscadden
Library Director and Secretary to the Board

Librarian's Report November 2017

Staffing and Volunteers

Ms. Corscadden has arranged all of the paperwork for the updated signing authority – Ms. Amy Watling will be a new signing authority by Nov. 16th.

Ms. Corscadden will be taking two learning opportunity courses in Fredericton, the first will be November 16 & 17th, the second will take place December 5th & 6th.

Programs

Ongoing programs offered this month included:

- Scrabble Club, Mondays at 2pm
- Board Game Cafe, Tuesday the 7th and 21st at 4pm***
- Fractured Fables Club, Tuesday the 14th and 28th at 3:30pm***
- Preschool Storytime, Wednesdays at 10:30am
- Wednesday Welcome Coffee Hour, Wednesdays at 10:30am
- Wednesday Painter's Circle, Wednesdays at 10:00am
- Babies in the Library, Wednesday at 2:30pm, beginning on Nov. 22
- Daycare Afternoon, Thursdays at 2:00pm
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytime, Fridays at 10:30am
- Volunteens, Saturdays at 10am
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle Bookclub, Thursday the 16th at 10:30am
- Crafternoon, Friday the 3rd at 3:30pm***
- Movie Matinees, Wednesday the 8th at 2:30pm & Friday the 24th at 2:30pm
- Puppet Show, Friday the 17th at 10:30am & 3:30pm***

***These STEAM and afterschool programs have been added to the schedule to support the New Brunswick Public Library Service Strategic Plan.

Unique/One Time Programs this month included:

- Art reception on Thursday November 2nd, for the Painter's Circle art display, which will be in the library for the months of November & December.
- Author Reading by Nuala Reilly, Saturday November 25th @ 2pm
- The Library will also be staying open late on Saturday November 25th, for the KV Santa Claus Parade.

Collections and Spaces

- The Painter's Circle program will be displaying their artwork in the library for the months of November and December.
- Work is currently being done to update the Children's Programming Room, and the Children's playroom. When completed, these spaces will match and coordinate with the new colour scheme in the main children's area.
- Work is also being planned for the current teen space. A new video gaming station will be added, as well as new soft seating.
- Planning is also taking place to update the shelving for the library's CD collection.
- Ground work is being laid for a new tablet pilot at the library.

Respectfully Submitted,



Laura Corscadden,

Library Director and Secretary to the Board

Building Maintenance Report November 2017

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

The humidity systems have been repaired and are operating as required.

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.

The carpet and furniture were cleaned this past weekend and winter mats installed.

Work is to start on the children activity room to be repainted.

Yours

Philip Shedd CET

Kennebecasis Public Library Inc.	2018February12OpenSessionFINAL_046					
Comparative Income Statement (DRAFT)	OPERATING FUND					
Period ending November 30, 2017	a	b	c	b - c	d	b - d
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>
REVENUE						
Library service - Rothesay		79,175	79,175	0	86,373	(7,198)
Library service - Quispamsis		118,536	118,536	0	129,312	(10,776)
Room Rentals, Printer and copies		3,631	3,575	56	3,899	(268)
Grants		7,114	0	7,114		7,114
Donations	824	0	0			0
Donation from Friends of KPL	3,064	0	0			
Miscellaneous Income		417	0	417	0	417
Previous Year's Surplus		902	902	0	984	(82)
TOTAL REVENUE	3,888	209,776	202,188	7,587	220,568	(10,792)
EXPENSE						
<u>Operations Expenditures</u>						
Other Expenditures - Restricted Fund	389					0
Books, restricted fund	861					0
Books and Materials - OPERATING		34	0	(34)	0	(34)
Small Equipment and Furniture		7,443	7,576	133	8,265	822
Total Capital Expenditures	1,250	7,477	7,576	99	8,265	788
<u>Wages</u>						
Total Wages & Casual Labour		20,562	19,265	(1,297)	22,550	1,988
<u>General & Administration Expenses</u>						
Building Maintenance		57,905	64,752	6,846	70,638	12,733
Grounds Maintenance		15,860	17,347	1,487	20,000	4,140
Office		8,624	8,341	(283)	9,100	476
Utilities		48,204	47,503	(701)	52,703	4,499
Accounting, audit and legal		8,796	9,400	604	10,660	1,864
Professional Development		575	1,833	1,259	2,000	1,425
Insurance		6,630	6,616	(15)	7,217	587
Public Relations		2,104	2,750	646	3,000	896
Communications		8,090	8,007	(83)	8,735	645
Miscellaneous Expense		498	1,700	1,202	2,700	2,202
Program Exp		2,164	2,750	586	3,000	836
Total General & Admin Expenses		159,449	170,999	11,549	189,753	30,304
TOTAL EXPENSE	1,250	187,488	197,840	10,352	220,568	33,080
NET INCOME (Deficit)	\$ 2,638	\$ 22,288	4,349	17,939	0	22,288



2018 February 12 Open Session FINAL_047
**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@nbpolic.ca**

**Dr. Matt Alexander
Chairperson**

**KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMIS, NEW BRUNSWICK
ON WEDNESDAY, DECEMBER 20TH, 2017
AT 3:00 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)**
- Richard Arbeau (Quispamsis)**
- Bob McLaughlin (Quispamsis)**
- Chief Wayne Gallant**
- A/Insp. Mary Henderson**
- A/Insp. Anika Becker**
- Cherie Madill – Secretary Treasurer of the Board**
- Rebecca Moore – Secretary**

The Chairman brought the Special Meeting to Order and requested an approval of the Agenda for December 20, 2017. **MOVED Libby O'Hara and Seconded by Emil Olsen. MOTION CARRIED.**

**Kennebecasis Regional Joint
Board of Police Commissioners
December 20, 2017
Page 2**

SPECIAL MEETING

Declaration of Conflict of Interest – No conflict of Interest declared.

Member Protection

Chief Gallant advised that as a result of the Moncton incident and the McNeil Report he did an assessment of our carbines and hard body armour. He advised he feels the number of carbines we have is adequate however he would like to add two more in 2017. He also advised that it is recommended each member be issued their own hard body armour. He feels this is a significant priority.

A/Insp. Henderson showed members of the board the hard body armour kit which includes the carry case, carrier, plates and ballistic helmet.

Discussion was held about the hard body armour which included topics such as body armour lifespan, whether HBA is gender specific, where HBA will be stored and HBA procedure.

Libby O'Hara also inquired if we were are still generating revenue from our officers assisting the RCMP with carbine training, Chief Gallant advised we are not currently assisting in training as the RCMP are in a better position now to train their members.

Cherrie Madill advised we have a projected surplus of approximately \$123,000 at this point.

MOVED BY Emil Olsen and Seconded by Richard Arbeau to purchase the HBA including ballistic helmets as well as the installation of panic alarms in the cell areas. MOTION CARRIED.

**Kennebecasis Regional Joint
Board of Police Commissioners
December 20, 2017
Page 3**

HEALTH PLAN

Matt Alexander advised the board has been approached to see if they would offer any assistance in the purchase of insulin pumps. He advised that in the past the board has paid a portion of large purchase medical items. The approximate cost of an insulin pump is \$5,000-\$6,000.

Discussion was held on our insurance plan and the possibility of a cost sharing partnership between the board and members.

MOVED BY Emil Olsen and Seconded by Bob McLaughlin that there be a cost sharing partnership between the board and members on medical equipment purchases. MOTION CARRIED.

Another health request was received from Sgt. Mike Dickson concerning additional coverage for physiotherapy in relation to his back issue. The health plan currently covers \$500/calendar year. Discussion was held on what has been done in the past, whether a cap could be set on additional coverage as well as whether physiotherapy is available at the hospital.

MOVED BY Richard MacPhee and seconded by Bob McLaughlin that the board requests further information from Debi Stewart to see what has been done in the past in relation to additional physiotherapy coverage. MOTION CARRIED

JANITORIAL SERVICES

Discussion was held in relation to janitorial services and building cleanliness. It was discussed that Matt Arsenault be spoken to about his performance and what is expected of him and that he be advised that he will be given a 6 month probation period to improve building cleanliness. A checklist of what is required will be provided to him.

MOVED BY Peter Bourque and seconded by Bob McLaughlin that Matt Arsenault's be given a 6 month probation based on the quote provided. MOTION CARRIED.

**Kennebecasis Regional Joint
Board of Police Commissioners
December 20, 2017
Page 4**

In respect to Insurance it was **MOVED by Peter Bourque and SECONDED by Libby O'Hara to accept the figure and pay.**

NEW BUSINESS

MOVED BY Emil Olsen and seconded by Peter Bourque to accept the Email Poll conducted on December 4th, 2017 that he board approve an additional \$6,000 for the purchase of an ATV. MOTION CARRIED.

Discussion was held about the development of a business plan for the organization for items such as the Off Road Vehicle Program and the Aerial Program so people can understand what the program is used for and what resources are necessary. The development of a business plan will give context to approve purchases quickly. Chief Gallant advised he will take a look from an internal perspective on how we currently do our planning so we will have needs and costs ahead of time.

Peter Bourque suggested instructions be developed to determine tendering and what purchases or services should be put out for tender.

Emil Olsen advised it has been a learning experience and that we should develop of list of what services we have and what we need.

It was advised that Peter Bourque has been assigned to be on the board for 2 more years and Linda Sherbo will be returning to the Joint Board as the provincial representative.

Chief Gallant advised the police force has been approached by Point Lepreau to complete their criminal record checks.

MOVED BY Bob McLaughlin and seconded by Libby O'Hara that the Kennebecasis Regional Police Force form a partnership with Point Lepreau for one year. The cost to Point Lepreau is to be established by the Chief of Police. MOTION CARRIED

**Kennebecasis Regional Joint
Board of Police Commissioners
December 20, 2017
Page 5**

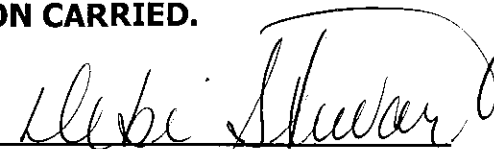
Chief Gallant advised there will be two vacant civilian positions in 2018 as Bobbi Lee Gray will not be returning to the part time receptionist position and Debi Stewart will be retiring.

Discussion was held about what the responsibilities would be of the Board Secretary. Emil Olsen advised we should get clarification from Debi Stewart on what is required.

MOVED by Libby O'Hara to adjourn. MOTION CARRIED.



CHAIRPERSON



SECRETARY



2018 February 12 Open Session FINAL_052

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

ADDRESS ALL CORRESPONDENCE TO:

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

TELEPHONE: (506) 847-6300

FAX: (506) 847-6313

E-MAIL: krpfadmin@nbpolice.ca

Dr. Matt Alexander
Chairperson

KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMIS, NEW BRUNSWICK
ON WEDNESDAY, NOVEMBER 22, 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)
Richard Arbeau (Quispamsis)
Tiffany Mackay French (Rothesay)
Bob McLaughlin (Quispamsis)
Chief Steve Palmer
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 November 22, 2017. **MOVED Emil Olsen and Seconded by Libby O'Hara. MOTION CARRIED.**

**Kennebecasis Regional Joint
Board of Police Commissioners
November 22, 2017
Page 2**

REGULAR MEETING

A Motion was requested by the Chair for the Approval of the Minutes of the Regular Meeting of October 25, 2017. **MOVED by Bob McLaughlin and Seconded by Peter Bourque. Mr. Arbeau abstained as he was not present at the last meeting. MOTION CARRIED.**

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

Secretary-Treasurer's Report

Ms. Madill provided the Secretary-Treasurer's report for the period ending October 31, 2017. She reviewed the statement of financial position to that period.

Financial Assets: Cash balance is \$606,000 and the Sick Pay/Retirement Investments are \$805,369. The Sick/Pay Retirement Investments are funds that are invested and set aside for the payment of retirement allowances (6 months' pay or ½ of their accumulated sick time). The Accounts Receivable is the secondments that are billed each quarter. Sales Tax Recoverable is the HST and this is filed every 6 months.

Liabilities: Accounts payable and accrued \$332,633. Vested sick leave/retirement accrual is the liability at this point. Sick Leave replacement is when the officers are short on a shift and a member needs to be called in on an overtime basis. Accrued pension benefit liability is an amount provided to us by the Pension Fund. Debenture payable on the building. This is our last debenture and will be paid in 7 or 8 years.

Non-Financial Assets

Tangible capital assets are comprised of the building and equipment. Accumulated amortization is the use of the building since it was built.

Unamortized Debenture costs are the costs associated with having a debenture. Prepaid expenses are items such as insurance and some payroll, depending on its' timing.

**Kennebecasis Regional Joint
Board of Police Commissioners
November 22, 2017
Page 3**

REGULAR MEETING

Mr. McPhee asked a question in relation to the cash in our bank account and what the cash flow would be for a month. Cherie explained that we have two payrolls a month at approximately \$150,000. He was just wondering if there was something we could put this money in to get a higher return but it would have to be something that we would have quick access to if needed. Cherie advised she would check with the bank.

Cherie explained that the Schedule of Tangible Capital Assets does not usually change until the end of the year.

STATEMENT OF OPERATIONS

Revenue - Cherie reviewed the different categories under the revenue column. She pointed out that the secondment category is under budget due to the fact that we lost one of our secondments during the year.

Expenditure: Cherie reviewed the Crime Control Expenditures and explained items contained in each category. Libby O'Hara asked if all flashes have been changed out to reflect Kennebecasis instead of Rothesay. The Chief explained that this is being done and any flashes that have not been changed and member wears the item is just by accident. This should be taken care of in the very near future. There was a discussion on the sale of our used vehicles.

Vehicles: This category was explained as well. Libby O'Hara asked if Sgt. Scott had found out any more information on sending the used vehicles to an auction in Ontario. There was a brief discussion in this regard.

Building: Cherie explained line by line this category. She pointed out that the property taxes are only what is paid to the Province and that the Town of Quispamsis reimburses the Board the Municipal portion.

Administration: This category was explained as well.

Cherie advised that Contributed by Members was \$4,657,936 and our expenditures were \$4,310,238 resulting in a surplus at the end of October of \$347,698.

**Kennebecasis Regional Joint
Board of Police Commissioners
November 22, 2017
Page 4**

REGULAR MEETING

TELECOM FUND

The Telecom fund has a surplus of \$2,749. This results in a total surplus of \$350,447.00.

Cherie explained that with this surplus because of the lack of spending based on the unknown costs of pending litigation, there were a couple of items that she was advised needed addressing. One was the video camera system for recording interviews. The approximate cost of replacing the interview room cameras and recording equipment is \$60,000. The Chief explained that these cameras are crucial to what the Force does. The present cameras are failing on a regular basis and went on to say that these cameras and recording equipment are vital to our operation. **MOVED BY Emil Olsen to move forward on the purchase of the new video cameras and recording equipment from Chubb. SECONDED BY Richard MacPhee.** Mr. Arbeau asked if the Chief had contacted other Forces to see what they are using in this application. The Chief explained that Deputy Chief Giggey has been working on this issue and the Chief is quite confident that the Deputy has done this and that the Deputy's recommendation was the Chubb system. **MOTION CARRIED.**

Cherie explained the second item she has been requested to put forth was the acquisition of a second ATV. She explained that officers are uneasy about going out by themselves as well as the fact that this practice is unsafe. There was a discussion on the use of the ATV.

The Chief advised the board of some information surrounding the Drone and its' usage. The Drone, being that it is being used by a police agency for business reasons, the requirements are quite different from individual usage. The Chief referred this to A/Inspector Becker for further explanation. A/Inspector Becker explained that she contacted Transport Canada and advised of the training that had been done with our original 10 members. She was advised that this training was basically just teaching them how to fly the Drone. This training did not meet the requirements of Transport Canada. Transport Canada provided a list of companies that they recognized the training for and she advised that she obtained quotes from all of the companies. She went on to say that she was in contact with an individual from Edmonton who was in our area and is an RCMP pilot and base manager and he does ground school training which is the absolute basic for anyone who flies any type of aircraft. We were able to

**Kennebecasis Regional Joint
Board of Police Commissioners
November 22, 2017
Page 5**

REGULAR MEETING

obtain his services at a reasonable cost to train five of our members at a standard which was required. She explained that we need a special flight operations certificate to operate in an operational fashion as police officers using this unit. This was the only way that we could apply for this permit was to obtain the special qualifications for these members. Being that this is now complete, these members will need some flight school training. She explained that there is a lot more to flying a drone than your typical recreational person who is doing it in their backyard. Where we are in an air space, we require a ground supervisor for safety, a base manager and operational manager. We are getting all these in place and tidying up some of the training and then hopefully we will be up and running by the spring. She explained that this is a bit of a process that we were not anticipating so there will be some cost involved. A/Inspector Becker advised that board that the trainer recommended that each one of the individuals taking this training, should obtain a small inexpensive drone that they could practice with. The reason being is for the development of the fine motor skills by using this smaller less expensive model. This would also give them an opportunity to log their hours in the flight log which is part of applying for the special flight operator's certificate. They want to see that members are using it and become competent in the usage. We have to prove to Transport Canada that we meet all the safety standards in order to obtain this permit. Libby O'Hara asked if there was better value in hiring someone from Saint John for the operation of the Drone in the event of a search. A/Inspector Becker went on to explain that once we have completed this process we will be the only municipal agency in the Province of New Brunswick who will have an aviation unit besides the RCMP and because of that, we could contract our services if the need arose.

Mr. MacPhee asked what were the FTE requirements to have this as a professional unit that we can use and out-source? A/Inspector Becker advised that we had to have this special flight operator's certificate. He further asked what our full time equivalent resources are required to have this unit in place. He asked if we needed two or three people dedicated to it. Chief Palmer advised that no one officer will be dedicated per say, it will be just one of their duties. A/Inspector Becker advised that we have identified Sgt. Scott as the a project manager and he will manage this as he does the ATV Unit.

**Kennebecasis Regional Joint
Board of Police Commissioners
November 22, 2017
Page 6**

REGULAR MEETING

The purchase of the practice drones would fall under the equipment category.

Discussion resumed on the purchase of the second ATV. **MOVED by Bob McLaughlin and SECONDED by Libby O'Hara to purchase a second ATV for the Force in the amount of \$10,000 plus HST. MOTION CARRIED.**

The Investment Fund Statement was also enclosed in the package.

The Chair requested a Motion to accept the Secretary Treasurer's Report as circulated. **MOVED by Tiffany McKay French and SECONDED By Richard MacPhee. MOTION CARRIED.**

CHIEF'S REPORT

Chief Palmer advised that Cst. Kelley McIntyre attended a Train the Trainer Course on Intimate Partner Violence.

Cst. Kelley McIntyre and A/Sgt. Sharon Woods attended the Atlantic Women in Law Enforcement Conference in Nova Scotia.

Cpl. Murray is presently at the Atlantic Police Academy for a Forensic Interviewing Course.

Meetings – Chief Palmer advised that he attended a Hestia House Meeting. A joint Finance Meeting with the Towns of Quispamsis and Rothesay was held on the 30th. Chaplain Gillies conducted a Chaplaincy Training Session at our office and from that session we were able to recruit a Muslim person to act as a Chaplain. The Chief advised the board of the importance of making the Muslim community feel welcome. We provided them with funds to assist in the installation of a security camera at their place of worship. From a policing perspective we want contact with that community. We have recruited the Muslim Chaplain to assist us in the training of our officers as well as attend with any Muslim family who may need his services.

Chief Palmer also referred the members to the statistics contained in the packages. He pointed out that out of the 310 communities with populations over 10,000 we have the lowest crime severity index.

**Kennebecasis Regional Joint
Board of Police Commissioners
November 22, 2017
Page 7**

REGULAR MEETING

Chief Palmer reviewed the Public Relations Report and advised the Board of the Community Events that have taken place.

Items of Interest

1. Cpl. Belliveau and Cst. Lee delivered a talk to a group of parents at Quispamsis Middle School;
2. Cpl. Belliveau and Aux. Cst. McCabe (Partner) delivered an anti-bullying program at Lakefield Elementary;
3. Aux. Cst. McCabe and Cst. Lee were at the Q-Plex for a Halloween Dance;
4. A member of the Community gave us a \$100.00 donation to put towards Halloween Treats;
5. Cst. Lee and Cpl. Belliveau did a Halloween safety talk at our French school;
6. Several members attended the Veteran's Lunch at Sobeys;
7. Superstore also had a Veteran's Lunch and a number of our members attended;
8. Cst. McAllister is receiving his Medal of Bravery in Ottawa this month;
9. Cst. Lennon and Cst. McAllister attended the KVHS Health Fair;
10. Chief Palmer, A/Insp. Becker and A/Sgt. Woods attended the AWLE Awards Ceremony for Cst. Kelley McIntyre. She received the Top Cop for the Atlantic Provinces Award for the year.
11. Cpl. Belliveau and A/Insp Henderson attended the Crime Prevention Association Awards in Oromocto. Cpl. Belliveau had nominated Sgt. Dickson, Aux. Cst. Breau, Cst. Lee, Cst. McAllister and the Chief and they all received Certificates of Recognition for our efforts in Crime Prevention. Cst. Kelley McIntyre received the Tyler Frances Award from the Association.
12. Cpl. Belliveau organized the "Fill the Truck" event at the Superstore and it was a great success.
13. Cpl. Belliveau just returned from the "Age Friendly" meeting in the Town of Rothesay.
14. Cst. Kelley McIntyre and Cpl. Jason Murray organized a women's self-defense course at a local self-defense club.
15. Cpl. Belliveau did a talk at Netherwood School on the use of Marijuana.
16. Cpl. Belliveau and Cst. Lee did a follow up DARE Lecture for Grade 7 students as well as Internet Safety at K-Park Elementary.
17. Cst. Daley did a talk at Rothesay High on sextexting.

**Kennebecasis Regional Joint
Board of Police Commissioners
November 22, 2017
Page 8**

REGULAR MEETING

The Chief advised the board that the amount of extra work and professionalism and commitment that the officers at the Kennebecasis Regional Police Force have is outstanding and this is one of the things that he is going to miss.

COMMITTEE REPORTS

Personnel – Nothing to report.

Building and Grounds – Ratification of e-mail poll for the snowplowing contract.
**MOVED by Bob McLaughlin and SECONDED by Tiffany McKay French.
MOTION CARRIED.**

Insurance – Mr. Bourque advised that the insurance company will be paying all costs of except for the first \$5,000. We do not have the costs for the insurance for 2018 but are expecting 5% increase.

Finance – Nothing to report.

Transportation – Fuel Tender – A call for tenders had been made to local fuel suppliers to provide fuel to the Force for 2018. The transportation committee met and reviewed the tenders and their recommendation is to accept the lowest tender which was provided by Imperial Oil. **MOVED by Libby O'Hara and SECONDED by Peter Bourque to accept the tender to provide fuel from Imperial Oil for 2018. Mr. Olsen asked what the price was. Libby O'Hara advised it was 4.5 cents off the posted pump price and Esso also provides for a point program which allows redemption for items such as windshield washer antifreeze. MOTION CARRIED.**

Communications – Tiffany McKay French brought up the issue that the pictures in the Boardroom are not up-to-date. **MOVED BY Mr. Olsen, that a policy be established that these pictures be reviewed on annual basis. SECONDED by Tiffany McKay French. MOTION CARRIED.**

Libby O'Hara requested a list of all the members of the Force for reference.

Policy Committee – Nothing to report.

**Kennebecasis Regional Joint
Board of Police Commissioners
November 22, 2017
Page 9**

REGULAR MEETING

Regional Service Commission – Nothing to report.

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

NEW BUSINESS

The Chair, advised that this was the Chief's final Board Meeting and he wanted to thank the Chief for his long standing, dedicated service with the Force.

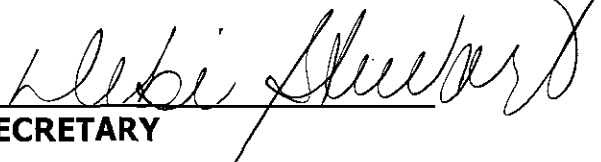
Chief Palmer joined the RCMP in 1980 and is a 34 year veteran with the Kennebecasis Regional Police Force beginning as a Constable in May of 1983. He was promoted to the rank of Inspector in 1989 then promoted to Deputy Chief in 1998 and appointed Chief in November of 2016. The Kennebecasis Valley is extremely fortunate to have such an outstanding and well run police service. We often hear about the awesome things that the members are doing throughout the organization. It definitely leads to the effects of community policing where partnerships between the police force, the community and the residents is so crucial and one of the biggest additions that Chief Palmer has brought to the organization is the recognition of members. Almost every two months we have these commendation ceremonies. It's very clear that the members appreciate this and it makes them feel honored to work for such a great organization. This is something that has been very beneficial to the organization.

Chief Palmer was recently awarded with the Dr. David Stephen Memorial Foundation Award of Distinction and that Award is related to his decades of dedication to prevention of child abuse and making the public more aware of this crime. Matt Alexander went on to say that he speaks for the Board in wishing him all the best in his up-coming retirement years and after 38 years of police service. The Board wishes Chief Palmer all the best in his up-coming retirement and thanked the Chief for his dedication.

MOVED BY Emil Olsen and Seconded by Peter Bourque to adjourn. MOTION CARRIED.



CHAIRPERSON



SECRETARY

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

	<u>2017</u>	<u>2016</u>
-----Financial assets-----		
Cash - General	725,040	600,371
Sick Pay/ Retirement Investments	807,566	801,390
Accounts Receivable	32,189	75,059
Sales tax recoverable	26,802	35,136
	<u>1,591,597</u>	<u>1,511,956</u>
----Liabilities-----		
Accounts payable and accrued	401,393	402,677
Vested sick leave/retirement accrual	724,784	739,163
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>3,098,576</u>	<u>3,408,239</u>
NET ASSETS (DEBT)	<u>-1,506,978</u>	<u>-1,896,283</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	3,776,370	3,594,248
Accumulated amortization	<u>-1,426,406</u>	<u>-1,287,060</u>
	2,349,963	2,307,188
Unamortized Debenture costs	9,041	10,213
Prepaid expenses	<u>79,779</u>	<u>89,074</u>
	<u>2,438,783</u>	<u>2,406,476</u>
ACCUMULATED SURPLUS	<u>931,805</u>	<u>510,193</u>
 Assets	 4,030,380	 3,918,431
Liabilities	4,030,380	3,918,431

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

2017

2016

-----TANGIBLE CAPITAL ASSETS-----				
	Balance beginning of year	Additions	Disposals	Balance end of year
Millennium Drive				
Land	194,248			194,248
Building - Roof	42,677			42,677
Mechanical	250,628			250,628
Electrical	330,543			330,543
Other	520,640			520,640
Structure	1,106,997			1,106,997
	2,251,484	0		2,251,484
Accumulated amortization	-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
Furnishings	198,387			177,330
Accumulated amortization	-102,491			-93,098
Net book value of furnishings	95,896	0	0	84,232
Machinery & equipment	88,300			61,696
Accumulated amortization	-49,781			-46,684
Net book value of equipment	38,519	0	0	15,011
Information technology equipment	340,913			278,729
Accumulated amortization	-167,998			-119,484
Net book value of IT equipment	172,915	0	0	159,245
Vehicles	647,169			574,893
Accumulated amortization	-316,506			-306,814
Net book value of vehicles	330,663	0	0	268,079
Total Tangible Capital assets	3,776,370	0	0	3,594,248
Total Accumulated amortization	-1,426,406	0	0	-1,287,060
Net Book Value	2,349,963	0	0	2,307,188

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
ELEVEN MONTHS ENDING NOVEMBER 30, 2017

Page 3

	----- ELEVEN MONTHS -----				
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>-----BUDGET-----</u>	
REVENUE:					
Fees	51,410	-7%	\$90,756	\$55,000	\$60,000
Taxi & Traffic Bylaw	4,504	-2%	7,567	4,583	5,000
Interest income	5,953	30%	5,084	4,583	5,000
Retirement investment income	20,414	17%	25,047	17,417	19,000
Retirement gains/-losses	-1,835				
Secondments	200,102	-26%	334,155	269,500	294,000
	<u>280,549</u>	<u>-20%</u>	<u>462,609</u>	<u>351,083</u>	<u>383,000</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	2,976,780	-6%	\$3,082,836	3,168,306	\$3,456,334
Benefits	539,818	-15%	568,458	633,661	691,267
Training	29,551	-20%	27,904	37,125	40,500
Equipment	9,931	-46%	29,244	18,333	20,000
Equip repairs & IT support	3,779	3%	3,749	3,667	4,000
Communications	49,190	-35%	52,575	75,350	82,200
Office function	12,587	-14%	11,885	14,667	16,000
Leasing	13,008	15%	10,709	11,275	12,300
Policing-general	29,687	0%	36,881	29,792	32,500
Insurance	12,403	16%	10,346	10,669	11,639
Uniforms	48,746	48%	41,011	33,000	36,000
Prevention/p.r.	8,536	33%	7,219	6,417	7,000
Investigations	37,441	41%	30,082	26,583	29,000
Detention	23,925	0%	23,705	23,925	26,100
Taxi & Traffic Bylaw	1,114	143%	1,041	458	500
Auxillary	209	-85%	1,119	1,375	1,500
Public Safety	30,348	-2%	25,667	31,114	33,943
	<u>3,827,053</u>	<u>-7%</u>	<u>3,964,431</u>	<u>4,125,718</u>	<u>4,500,783</u>
VEHICLES					
Fuel	83,239	-14%	79,574	96,250	105,000
Maint./repairs	56,392	-28%	60,279	77,917	85,000
Insurance	21,050	10%	18,624	19,184	20,928
New vehicles	36,114	-48%	74,545	69,667	76,000
Equipment	2,793	-49%	10,315	5,500	6,000
	<u>199,588</u>	<u>-26%</u>	<u>243,337</u>	<u>268,517</u>	<u>292,928</u>

2018 February 12 Open Session FINAL 064
KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
ELEVEN MONTHS ENDING NOVEMBER 30, 2017

Page 4

	-----ELEVEN MONTHS-----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
EXPENDITURE continued:					
BUILDING					
Maintenance	26,886	-22%	30,305	34,375	37,500
Cleaning	21,209	-4%	20,857	22,000	24,000
Electricity	33,258	-23%	35,938	43,083	47,000
Taxes	42,379	0%	40,515	42,497	46,360
Insurance	5,178	1%	4,979	5,129	5,595
Grounds	6,503	-36%	10,630	10,083	11,000
Interest on Debenture	27,542	0%	28,922	27,500	30,000
Debenture Principal	119,167	0%	117,333	119,167	130,000
	<u>282,123</u>	-7%	<u>289,479</u>	<u>303,834</u>	<u>331,455</u>
ADMINISTRATION					
Salaries	596,040	-3%	557,211	615,723	671,698
Benefits	127,736	3%	107,988	123,863	135,123
Professional Fees	34,539	-8%	33,078	37,583	41,000
Travel/Training	4,746	-60%	8,989	11,917	13,000
Board Travel/Expenses	4,038	-12%	4,727	4,583	5,000
Insurance	1,150	-3%	1,150	1,184	1,292
Labour Relations	42,479	209%	979	13,750	15,000
Sick Pay/Retirement		-100%	43,095	55,229	60,250
Retirement int & dividends	16,787	-4%	25,017	17,417	19,000
2nd prior year (surplus) deficit	-104,506		(103,296)	(104,506)	(114,007)
	<u>723,008</u>	-7%	<u>678,938</u>	<u>776,743</u>	<u>847,356</u>
	4,751,224	-7%	4,713,576	5,123,729	5,589,522
CONTRIBUTED BY MEMBERS	5,123,730		5,014,756	5,123,729	5,589,522
SURPLUS (DEFICIT)	<u>372,506</u>		<u>\$301,180</u>	<u>\$0</u>	<u>\$0</u>
TELECOM FUND					
City of SJ telecomm services	309,016	0%	293,401	309,016	337,108
Data Networking charges	9,034		8,946	9,417	10,273
Retirees health insurance	-1,349		(991)	1,375	1,500
2nd prior year (surplus) deficit	89	0%	1,981	89	97
	<u>316,789</u>		<u>303,337</u>	<u>319,897</u>	<u>348,978</u>
CONTRIBUTED BY MEMBERS	319,896		306,179	319,897	348,978
SURPLUS (DEFICIT)	<u>3,107</u>		<u>\$2,842</u>	<u>\$0</u>	<u>\$0</u>
Total surplus (deficit)	375,614		\$304,022		

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

STATEMENT OF FINANCIAL POSITION

BANK balance		725,040	at November 30
ACCOUNTS PAYABLE balance	401,393		
Debenture costs to be paid in December	-131,198		

Current Accounts Payable		270,196	Paid in December

Extra (Shortfall) in bank account		454,844	

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: \$115,144 2016: \$139,921
 Retirees health insurance 2017: \$-1,370 2016: \$1,706
 The retirees paid \$1,370 more than the actual costs in 2017

Overtime costs at December 2, 2017	\$32,014
OT	\$22,048
Call out OT	\$3,134
Court OT	\$6,832
Overtime costs at December 3, 2016	\$42,813
OT	\$26,964
Call out OT	\$3,024
Court OT	\$12,825
Change over prior year OT	-\$4,916
Call out OT	\$110
Court OT	-\$5,993

	-\$10,799

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

Administration:

- * Benefits Health Insurance 2017: \$37,139 2016: \$30,109

Telecom:

- * Retirees health insurance 2017: \$-1,349 2016: \$-991
 This year with only one retiree the costs are less

2018 Call Report

	Jan	YEAR TO DATE (Jan 16, 2018)
7 Day Suspension	1	1
911 Call	7	7
Alarm	21	21
Animal Complaint	3	3
Assault	4	4
Assist Medical	4	4
Assist Other Agency	1	1
Assist Public	5	5
Breach of Court Order	1	1
Breach of Peace	1	1
Break and Enter	2	2
Civil Matter	1	1
Disturbance	3	3
Domestic Dispute	7	7
Driving Complaint	2	2
Drug Complaint	1	1
Family Court	2	2
Fraud	3	3
Harassment	3	3
Impaired Driving	4	4
Impaired Driving Complaint	2	2
Intoxicated Person Detention Act	2	2
Lost and Found Person	2	2
Lost and Found Property	2	2
Mental Health Act	2	2
Mischief	2	2
Motor Vehicle Accident	19	19
Noise Complaint	3	3
Public Relations	1	1
Request for Service	2	2
Suspicious Activity	5	5
Suspended Driving	2	2
Suspicious Person	1	1
Theft	6	6
Threats	1	1
Traffic Complaint	6	6
Unwanted Person	1	1
Welfare Check	1	1

2017 Call Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YEAR TO DATE
911 Calls	10	13	15	16	13	6	11	10	15	10	9	16	144
Alarm	28	30	35	25	33	29	28	40	22	23	29	34	356
Animal Complaint	4	4	10	4	9	5	11	9	16	7	5	4	88
Arson										1			1
Armed Robbery											1		1
Assault	5	2	8	7	6		6	2	2	7	7	10	62
Assist Other Agency	2	1	5	10	15	9	10	8	5	3	3	2	73
Assist Public	12	13	10	17	13	11	30	18	6	13	17	19	179
Breach Court Order	2		3	1		2	5	2		1	2	3	21
Breach of Peace	2	2	1		1			1	2			2	11
Break & Enter	1		3	3	1	1	1	2	2		1	3	18
Child Welfare	2	1	2										5
Civil Matter			2	8		4	5	3		1		3	26
Dangerous Operation of MV												1	1
Disturbances	3	5	3	16	12	7	9	18	15	7	1	15	111
Domestic Dispute	16	12	9	11	12	8	5	7	11	3	6	13	113
Driving Complaint			2	3	8	7	4	3	11			1	39
Drug Complaint	4	4	6	9	1	8	7	3	7	7	3		59
Family Services				2		1	2		1		2		8
Found Property	4		4	9	1	4	14	11		7	5	5	64
Fraud	4	7	6	8	4	7	5	4	11	4	3	3	66
Harassment	4	8	5	2	2	10	8	6	8	5	5	3	66
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	5	8	89
Internet Complaint	1	1			1								3
Intoxicated Person	1			1		2		4	1	3	3	3	18
Littering							1						1
Liquor Control Act	1			3	4			2					10
Lost/Found Property	5		1	1		6	5	3		5	2	4	32
Mental Health	4	1	5	12	6	9	6	10	14	8	16	6	97
Mischief	5	1	1	6	10	20	11	11	10	9	6	5	95
Missing Person	3		1	1	4		2	3	5	3	1	4	27
Motor Vehicle Accidents	41	40	34	23	21	27	29	37	36	42	50	40	420
Motor Vehicle Accident - Fatality										2			2
Noise Complaint	3		2	2	5	4	15	14	5	2		2	54
Off Road Vehicle Complaint				1				3					4
Parking	4	9	2	3	5	1	1	2	33			1	61
Police Assist	6	1											7
Police to Fire	3	3	3	5	3	1	9	4	3	4	1	1	40
Police to Medical Call	5	5	7	10	2	5	5	11	3	9	1	11	74
Possession of a Weapon	1												1
Possible Impaired Driver	6												6
Public Relations		1	4	8	7	3	5	6	1	4	16	10	65
Request for Service	9				2						3	2	16
Robbery						1							1
Suspended Driver	1			1	1	2					3	1	9
Suspicious Activity	7	5	7	15	8	15	23	19	37	5	5	8	154
Suspicious Person	2	2	3	5	16	14	5	6	3	2	6	1	65
Theft	12	8	16	17	18	33	18	25	32	20	19	27	245
Threats	1	1	4	3	4	5	2	5	4	3	2	5	39
Tickets	105	71	108	113	69	65	44	52	29	42	36	3	737
Traffic Complaint	13	17	31	20	27	25	25	43		15	14	18	248
Trepass		1	1	1	2		1	1			3	1	11
Vandalism								3	1	1		1	6
Weapons Complaint			1										1
Welfare Check		2			3	5	5	3	2	1	3		24

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
BOARD ROOM, TOWN OF ROTHESAY
DECEMBER 6, 2017**

Present: Chair Kirk Miller
Vice Chair Grant Brenan
Treasurer Sean Luck
Commissioner John Jarvie
Commissioner Norah Soobratee
Commissioner Miriam Wells

Chief Bill Ireland
Carlene MacBean, Executive Assistant

Regrets: Commissioner Susan Deuville
Commissioner Robert McIntyre

1.0 Call to Order

Chair Miller called the meeting to order at 6:37 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

Moved by M. Wells and seconded by J. Jarvie, to approve the agenda as presented.

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 November 22, 2017

Moved by M. Wells and seconded by G. Brenan, that the minutes of November 22, 2017 be approved as presented.

CARRIED

6.0 Unfinished Business

None

7.0 Correspondence

7.1 Letter to Ryan Donaghy – Director, Environment and Local Government re: Fire Protection Services Agreement

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

CARRIED

8.0 New Business

None

9.0 Financial

None

10.0 Business Arising from Committee of the Whole

Moved by G. Brennan and seconded by N. Soobratee that the Kennebecasis Valley Fire Department Board of Commissioners commit to operating two stations to service the Kennebecasis Valley.

CARRIED

11.0 Reports

11.1 Response Summary

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

CARRIED

12.0 Adjournment

Moved by S. Luck that the meeting be adjourned at 6:45 pm.

Date of next meeting – January 10, 2018

Respectfully submitted,

CHAIR



SECRETARY / TREASURER



11-1/18

Response Types Kennebecasis Valley Fire Department (01/01/2017-30/11/2017)		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	2017 YTD	2016 YTD
	Fire/explosion - dollar loss [10]	1	6	5	4	2	2	8	3	1	4	2	38	25
	Rubbish/grass fire - no dollar loss [12]	0	0	1	10	4	5	9	14	7	15	3	68	50
	Chimney Fire [13]	4	2	1	0	0	0	0	0	0	0	1	8	3
	Total Fire [10-19]	5	8	7	14	6	7	17	17	8	19	6	114	78
	Rescue - Miscellaneous [30]	1	0	0	1	0	1	0	1	0	0	0	4	5
	Vehicle Accident [31]	7	7	8	3	10	9	8	9	7	9	8	85	94
	Total Rescue call [30-39]	8	7	8	4	10	10	8	10	7	9	8	89	99
	Public Hazard - gasoline or fuel spill [41]	0	1	0	1	0	1	0	0	0	1	0	4	5
	Public Hazard - power line down / utility pole hazard [43]	4	1	1	2	3	2	2	3	0	3	1	22	8
	Public Hazard - miscellaneous [49]	1	3	0	1	1	2	4	1	0	0	1	14	8
	Total Public hazard [40-49]	5	5	1	4	4	5	6	4	0	4	2	40	21
	Gas Leak - propane [51]	2	1	0	0	0	1	0	0	1	1	0	6	4
	Gas Leak - response to carbon monoxide detector alarm [53]	3	1	0	0	1	0	0	0	0	0	0	5	12
	Total Gas leak [50-59]	5	2	0	0	1	1	0	0	1	1	0	11	16
	Public Service - first aid [62]	49	52	53	52	52	49	54	52	42	53	53	561	582
	Public Service - assist police or other agency [63]	0	1	0	0	0	0	1	3	0	1	1	7	10
	Public Service - mutual aid [65]	0	0	0	2	1	0	2	0	1	2	2	10	10
	Public Service - animal rescue [66]	0	0	0	1	0	0	0	0	0	0	0	1	0
	Public Service - flooding [67]	1	0	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	2	10	14
	Total Public services [60-69]	51	53	53	56	53	51	59	55	44	57	58	590	617
	Alarm No Fire - accidental miscellaneous [70]	3	3	4	3	5	5	3	9	4	3	0	42	33
	Alarm No Fire - smoke or steam mistaken [71]	1	0	1	1	1	0	2	4	1	0	3	14	14
	Alarm No Fire - sprinkler surge or discharge [72]	0	1	0	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	5	57	76
	Alarm No Fire - unknown odours [75]	1	4	0	1	2	0	0	0	0	0	0	8	9
	Alarm No Fire - miscellaneous [79]	1	2	3	5	3	0	3	4	2	2	6	31	24
	Total Alarm no fire - No malicious intent [70-79]	9	15	13	12	15	10	14	28	12	11	14	153	157
	False Alarm (Mischief) - miscellaneous [89]	0	0	0	0	0	1	0	0	0	1	0	2	6
	Total False alarm - Mischief [80-89]	0	0	0	0	0	1	0	0	0	1	1	2	6
	Total Response Types Kennebecasis Valley Fire	83	90	82	90	89	85	104	114	72	102	89	1000	994

Town of Rothesay

General Fund Financial Statements

December 31, 2017

DRAFT!

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 - December - Draft	G11

Town of Rothesay

Balance Sheet - Capital General Fund 12/31/17

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	7,992,000

Total Liabilities \$ 7,267,960

Investment in General Fund Fixed Assets 39,998,252

\$ 47,266,212

Town of Rothesay
 Balance Sheet - General Fund Reserves
 12/31/17

ASSETS

BNS General Operating Reserve #214-15	797,471
BNS General Capital Reserves #2261-14	1,627,267
BNS - Gas Tax Reserves - GIC	3,948,787
Gen Reserves due to/from Gen Operating	1,181,304
	<u>\$ 7,554,829</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,932,313
Invest. in General Capital Reserve	1,466,956
General Gas Tax Funding	191,272
Invest. in General Operating Reserve	805,117
Invest. in Land for Public Purposes Reserve	107,431
Invest. in Town Hall Reserve	51,740
	<u>\$ 7,554,830</u>

Town of Rothesay
Balance Sheet - General Operating Fund
12/31/17

CURRENT ASSETS

Cash	1,477,545
Receivables	395,519
HST Receivable	311,031
Inventory	27,527
Gen Operating due to/from Util Operating	1,289,423
Total Current Assets	<u>3,501,045</u>
Other Assets:	
Projects	<u>3,359,392</u>
	<u>3,359,392</u>
TOTAL ASSETS	<u><u>6,860,438</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,750,401
Other Payables	420,536
Gen Operating due to/from Gen Reserves	1,181,304
Gen Operating due to/from Gen Capital	724,040
Accrued Sick Leave	15,700
Accrued Pension Obligation	345,200
Accrued Retirement Allowance	355,325
TOTAL LIABILITIES	<u><u>4,792,506</u></u>

EQUITY

Retained Earnings - General	(278,298)
Surplus/(Deficit) for the Period	<u>2,346,229</u>
	<u>2,067,931</u>
	<u><u>6,860,437</u></u>

Town of Rothesay

Statement of Revenue & Expenditure
12 Months Ended 12/31/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,277,635	1,277,635	15,331,620	15,331,622	(2)		15,331,62
Sale of Services	45,665	36,958	390,575	339,700	50,875		339,70
Services to Province of New Brunswick	22,181	5,000	81,520	60,000	21,520	/	60,00
Other Revenue from Own Sources	140,879	7,682	297,293	92,180	205,113		92,18
Unconditional Grant	9,998	9,997	119,970	119,968	2		119,96
Conditional Transfers	0	0	36,460	21,500	14,960		21,50
Other Transfers	230,000	230,000	930,030	930,030	(0)		930,03
	<u>\$1,726,358</u>	<u>\$1,567,273</u>	<u>\$17,187,468</u>	<u>\$16,895,000</u>	<u>\$292,468</u>		<u>\$16,895,00</u>
EXPENSES							
General Government Services	207,069	169,611	1,956,253	2,039,246	82,993		2,039,24
Protective Services	358,236	351,280	4,775,381	4,785,048	9,667		4,785,04
Transportation Services	432,958	328,378	3,267,639	3,329,876	62,237		3,329,87
Environmental Health Services	45,802	52,083	609,255	620,000	10,745		620,00
Environmental Development	50,791	46,865	478,773	633,947	155,174		633,94
Recreation & Cultural Services	137,532	116,822	1,923,192	1,991,932	68,740		1,991,93
Fiscal Services	1,116,260	2,775,780	1,830,746	3,494,951	1,664,205		3,494,95
	<u>\$2,348,648</u>	<u>\$3,840,820</u>	<u>\$14,841,238</u>	<u>\$16,895,000</u>	<u>\$2,053,762</u>		<u>\$16,895,00</u>
Surplus (Deficit) for the Year	<u>-\$622,290</u>	<u>-\$2,273,547</u>	<u>\$2,346,229</u>	<u>\$0</u>	<u>\$2,346,229</u>		<u>\$ -</u>

Town of Rothesay

Statement of Revenue & Expenditure
12 Months Ended 12/31/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	4,170	2,500	38,370	30,000	8,370		30,000
Town Hall Rent	3,733	833	28,130	10,000	18,130	2	10,000
Arena Revenue	30,521	33,000	232,249	236,200	(3,951)		236,200
Community Garden	(20)	125	1,100	1,500	(400)		1,500
Recreation Programs	7,261	500	90,727	62,000	28,727	3	62,000
	45,665	36,958	390,575	339,700	50,875		339,700
Other Revenue from Own Sources							
Licenses & Permits	2,929	7,083	116,971	85,000	31,971	4	85,000
Ditch Improvement Program	0	0	100	0	100		0
Recycling Dollies & Lids	40	42	407	500	(93)		500
Interest & Sundry	16,864	417	26,242	5,000	21,242	5	5,000
Miscellaneous	121,031	140	153,491	1,680	151,811	6	1,680
History Book Sales	16	0	82	0	82		0
	140,879	7,682	297,293	92,180	205,113		92,180
Conditional Transfers							
Canada Day Grant	0	0	2,500	1,500	1,000		1,500
Grant - Other	0	0	33,960	20,000	13,960	7	20,000
	0	0	36,460	21,500	14,960		21,500
Other Transfers							
Surplus of 2nd Previous Year	0	0	10,030	10,030	(0)		10,030
Utility Fund Transfer	230,000	230,000	920,000	920,000	0		920,000
	230,000	230,000	930,030	930,030	(0)		930,030
EXPENSES							
General Government Services							
Legislative							
Mayor	2,688	3,092	34,554	37,100	2,546		37,100
Councillors	7,539	8,862	104,807	106,343	1,536		106,343
Regional Service Commission 9	0	0	4,291	4,291	0		4,291
NMNB-FCM Local Gov'ts for Sustainability	0	0	9,000	9,000	0		9,000
Other	100	417	6,505	13,000	6,495	8	13,000
	10,326	12,370	159,157	169,734	10,577		169,734
Administrative							
Office Building	9,759	8,383	136,311	142,700	6,389	9	142,700
Solicitor	11,644	4,167	40,739	50,000	9,261		50,000
Administration - Wages & Benefits	161,560	119,770	960,979	955,300	(5,679)		955,300
Supplies	5,881	12,158	94,351	133,900	39,549	10	133,900
Professional Fees	2,495	2,500	14,560	30,000	15,440		30,000
Other	4,697	5,937	88,057	84,724	(3,333)	11	84,724
	196,035	152,915	1,334,997	1,396,624	61,627		1,396,624

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	0	667	5,189	8,000	2,811		8,000
Civic Relations	858	333	2,182	4,000	1,818		4,000
Insurance	0	417	162,011	167,090	5,079		167,090
Donations	(150)	2,909	41,120	42,000	880		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
	708	4,326	462,099	472,888	10,789		472,888
	207,069	169,611	1,956,253	2,039,246	82,993		2,039,246
Protective Services							
Police							
Police Protection	190,153	190,153	2,281,831	2,281,831	0		2,281,831
Crime Stoppers	0	0	2,800	2,800	0		2,800
	190,153	190,153	2,284,631	2,284,631	0		2,284,631
Fire							
Fire Protection	146,449	146,606	1,948,898	1,951,164	2,266		1,951,164
Water Costs Fire Protection	0	0	375,000	375,000	0		375,000
	146,449	146,606	2,323,898	2,326,164	2,266		2,326,164
Emergency Measures							
911 Communications Centre	11,646	11,646	139,753	139,753	(0)		139,753
EMO Director/Committee	80	1,250	639	15,000	14,361		15,000
	11,726	12,896	140,392	154,753	14,361		154,753
Other							
Animal & Pest Control	890	792	8,563	9,500	937		9,500
Other	9,018	833	17,897	10,000	(7,897)	12	10,000
	9,908	1,625	26,460	19,500	(6,960)		19,500
Total Protective Services	358,236	351,280	4,775,381	4,785,048	9,667		4,785,048

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	185,949	139,886	1,717,774	1,834,278	116,504	13	1,834,278
Workshops, Yards & Equipment	77,387	41,104	579,021	535,245	(43,776)	14	535,245
Engineering	3,000	625	5,655	7,500	1,845		7,500
	<u>266,336</u>	<u>181,614</u>	<u>2,302,451</u>	<u>2,377,023</u>	<u>74,572</u>		<u>2,377,023</u>
Street Cleaning & Flushing	4,363	3,667	37,699	40,000	2,301		40,000
Roads & Streets	519	6,250	61,138	75,000	13,862		75,000
Crosswalks & Sidewalks	1,157	1,306	29,096	14,353	(14,743)	15	14,353
Culverts & Drainage Ditches	259	5,000	61,148	60,000	(1,148)		60,000
Snow & Ice Removal	126,636	97,667	475,201	470,000	(5,201)	16	470,000
	<u>132,934</u>	<u>113,889</u>	<u>664,283</u>	<u>659,353</u>	<u>(4,930)</u>		<u>659,353</u>
Street Lighting	12,274	12,167	145,735	146,000	265		146,000
Traffic Services							
Street Signs	1,232	1,250	19,493	15,000	(4,493)	17	15,000
Traffic Lanemarking	0	0	25,657	20,000	(5,657)	18	20,000
Traffic Signals	806	2,083	20,844	25,000	4,156		25,000
Railway Crossing	3,137	1,667	20,049	20,000	(49)		20,000
	<u>5,175</u>	<u>5,000</u>	<u>86,043</u>	<u>80,000</u>	<u>(6,043)</u>		<u>80,000</u>
Public Transit							
Public Transit - Comex Service	16,094	15,500	64,376	62,000	(2,376)		62,000
KV Committee for the Disabled	0	0	3,000	3,000	0		3,000
Public Transit - Other	146	208	1,752	2,500	748		2,500
	<u>16,240</u>	<u>15,708</u>	<u>69,128</u>	<u>67,500</u>	<u>(1,628)</u>		<u>67,500</u>
Total Transportation Services	<u>432,958</u>	<u>328,378</u>	<u>3,267,639</u>	<u>3,329,876</u>	<u>62,237</u>		<u>3,329,876</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	15,094	15,833	192,265	190,000	(2,265)		190,000
Solid Waste Disposal Compost	1,279	2,083	24,267	25,000	733		25,000
Solid Waste Collection	21,864	21,667	262,461	260,000	(2,461)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,500	93,598	90,000	(3,598)	19	90,000
Clean Up Campaign	0	5,000	36,664	55,000	18,336	20	55,000
	<u>45,802</u>	<u>52,083</u>	<u>609,255</u>	<u>620,000</u>	<u>10,745</u>		<u>620,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	37,787	31,121	373,998	441,825	67,827	21	441,825
Planning Projects	5,802	8,333	15,224	100,000	84,776	22	100,000
Heritage Committee	0	208	0	2,500	2,500		2,500
	<u>43,589</u>	<u>39,663</u>	<u>389,222</u>	<u>544,325</u>	<u>155,103</u>		<u>544,325</u>
Economic Development Comm.							
Tourism	7,202	7,202	86,422	86,422	(0)		86,422
	<u>0</u>	<u>0</u>	<u>3,129</u>	<u>3,200</u>	<u>71</u>		<u>3,200</u>
	<u>7,202</u>	<u>7,202</u>	<u>89,551</u>	<u>89,622</u>	<u>71</u>		<u>89,622</u>
	<u>50,791</u>	<u>46,865</u>	<u>478,773</u>	<u>633,947</u>	<u>155,174</u>		<u>633,947</u>

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	26,814	17,285	246,536	243,246	(3,290)		243,246
Beaches	20	0	41,044	53,400	12,356	23	53,400
Rothsay Arena	41,433	32,480	314,986	313,080	(1,906)		313,080
Memorial Centre	2,789	4,750	51,926	65,000	13,074		65,000
Summer Programs	348	0	55,377	58,944	3,567		58,944
Parks & Gardens	40,858	35,567	539,554	568,400	28,846	24	568,400
Rothsay Common Rink	11,211	7,308	49,175	48,401	(774)		48,401
Playgrounds and Fields	5,960	9,167	90,734	110,000	19,266	25	110,000
Regional Facilities Commission	0	0	397,780	397,780	0		397,780
Kennebecasis Public Library	7,198	7,198	86,373	86,381	8		86,381
Big Rothsay Road	0	25	0	300	300		300
Special Events	763	2,833	48,136	44,500	(3,636)	26	44,500
Rothsay Living Museum	138	208	1,571	2,500	929		2,500
	137,532	116,822	1,923,192	1,991,932	68,740		1,991,932
Fiscal Services							
Debt Charges							
Interest	108,260	110,780	245,746	252,951	7,205	27	252,951
Debenture Payments	408,000	408,000	985,000	985,000	0		985,000
	516,260	518,780	1,230,746	1,237,951	7,205		1,237,951
Transfers To:							
Capital Fund for Capital Expenditures	0	2,247,000	0	2,247,000	2,247,000	28	2,247,000
Reserve Funds	600,000	0	600,000	0	(600,000)	29	0
Town Hall Reserve Transfer	0	10,000	0	10,000	10,000	30	10,000
	600,000	2,257,000	600,000	2,257,000	1,657,000		2,257,000
	1,116,260	2,775,780	1,830,746	3,494,951	1,664,205		3,494,951

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Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Services to Province of New Brunswick	\$ 81,520	\$ 60,000	\$ 21,520	Budgeted low
2	Town Hall Rent	\$ 28,130	\$ 10,000	\$ 18,130	Deposit paid, tenants added
3	Recreation Programs	\$ 90,727	\$ 62,500	\$ 28,227	Includes 3 years RHS field maintenance
4	Licenses & Permits	\$ 116,971	\$ 85,000	\$ 31,971	Building Permits higher than expected
5	Interest & Sundry	\$ 26,242	\$ 5,000	\$ 21,242	Cash on hand, interest charged on General Receivables
6	Miscellaneous Revenue	\$ 153,491	\$ 1,680	\$ 151,811	Sale of used equipment, insurance recovery on truck, deferred revenue for library
7	Grant - Other	\$ 33,960	\$ 20,000	\$ 13,960	Includes Wellness grant not budgeted
				Total \$	218,984
				Variance per Statement \$	265,010
				Explained	82.63%
Expenses					
General Government					
8	Legislative - Other	\$ 6,505	\$ 13,000	\$ 6,495	Council Development Seminars budget may be high
9	Office Building	\$ 136,311	\$ 142,700	\$ 6,389	Less cleaning and maintenance expenses
10	Supplies	\$ 94,351	\$ 133,900	\$ 39,549	Information Systems, Office Equipment purchases not made
11	Administration - Other	\$ 88,057	\$ 84,724	\$ (3,333)	WHSCC over budget
Protective Services					
12	Protective Services Other	\$ 17,897	\$ 10,000	\$ (7,897)	Hydrant repairs
Transportation					
13	Administration (Wages & Benefits)	\$ 1,717,774	\$ 1,834,278	\$ 116,504	Wages under budget
14	Workshops, Yards & Equipment	\$ 579,021	\$ 535,245	\$ (43,776)	Building Maintenance, Communications over budget
15	Crosswalks & Sidewalks	\$ 29,096	\$ 14,353	\$ (14,743)	Light repairs and concrete repairs
16	Snow & Ice Removal	\$ 475,201	\$ 470,000	\$ (5,201)	Increase in contract
17	Street Signs	\$ 19,493	\$ 15,000	\$ (4,493)	solar speed radar sign
18	Traffic Lanemarking	\$ 25,657	\$ 20,000	\$ (5,657)	Bead purchases
Environmental Health					
19	Curbside Recycling	\$ 93,598	\$ 90,000	\$ (3,598)	Additional containers
20	Cleanup Campaign	\$ 36,664	\$ 55,000	\$ 18,336	Tonnage lower than expected
Environmental Development					
21	Planning - Administration	\$ 373,998	\$ 441,825	\$ 67,827	Position vacant
22	Planning Projects	\$ 15,224	\$ 100,000	\$ 84,776	Timing
Recreation & Cultural Services					
23	Beaches	\$ 41,044	\$ 53,400	\$ 12,356	Wages \$17,000 under budget
24	Parks & Gardens	\$ 539,554	\$ 568,400	\$ 28,846	Wages \$19,000 under budget, Purchases also under
25	Playgrounds & Fields	\$ 90,734	\$ 110,000	\$ 19,266	Buildings, Maintenance under budget
26	Special Events	\$ 48,136	\$ 44,500	\$ (3,636)	Canada 150 Trails, offset by grants
Fiscal Services					
27	Interest	\$ 245,746	\$ 252,951	\$ 7,205	Short term borrowing
28	Capital Fund for Capital Expenditures	\$ -	\$ 2,247,000	\$ 2,247,000	Not final
29	Reserve Funds	\$ 600,000	\$ -	\$ (600,000)	To fund carryovers to 2018
30	Town Hall Reserve Transfer	\$ -	\$ 10,000	\$ 10,000	Not done
				Total \$	1,972,215
				Variance per Statement \$	2,089,722
				Explained	94.38%

Town of Rothesay

Capital Projects 2017

General Fund

12 Months Ended 12/31/17

	Original BUDGET	CURRENT Y-T-D	Remaining Budget			
General Government						
12010560 General Gov't Equipment Purchases G-2017-006	55,000	26,739	28,261	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	68,629	26,371			
Protective Services						
12011560 Protective Serv. Equipment Purchases P-2017-005	78,500	46,784	31,716			
Total Protective Services	78,500	46,784	31,716			
Transportation						
12023860 Engineering 2018 Streets T-2017-007	60,000	40,447	19,553	Transportation Equipment Purchases T-2017-003		
12025560 Underground Diesel Storage Tank T-2017-008	90,000	115,862	-25,862		Budget	Actual
12025360 Asphalt/Microseal T-2017-001	1,325,000	1,609,634	-284,634	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	1,057,986	-7,986	Tandem Dump	250,000	265,215
12025460 General Specifications T-2017-002	-	16,326	16,326	Single Axle Dump	225,000	265,113
Total Transportation	3,562,000	2,840,256	721,744	Loader	275,000	241,422
					1,050,000	1,057,986
Recreation						
12020860 Recreation Equipment Purchases R-2016-003	47,500	7,613	39,887	Recreation Equipment Purchases R-2016-003		
12025660 Ballpark Ballfield Parking R-2017-010	-	1,485	-1,485		Mower	7,500
12012060 Arena Assessment R-2017-009	-	37,243	-37,243	Master Plan/Scribner	40,000	7,613
12025760 Picnic Shelter & Viewing Deck R-2017-014	-	145,679	-145,679			
Total Recreation	47,500	192,020	144,520		47,500	7,613
Total						
	\$ 3,783,000	\$ 3,147,688	\$ 635,312			
Not yet assigned:						
Designated Highway	1,140,000					
Sidewalk	225,000					
	1,365,000					
Carryovers						
Funded from Reserves						
12024360 Curb & Sidewalk Parkdale/Chapel T-2016-006		25,393				
12024460 Asphalt Resurfacing T-2016-009		4,027				
12024760 RA5 River Road T-2016-013		5,645				
12023360 Wells Trail R-2014-019		2,260				
12024260 Almon/Peters Reconstruction T-2016-007		753				
12014560 Backhoe		160,757				
12012560 Renforth Park Upgrade R-2013-06		12,869				
		211,704				
Total						
	\$ 5,148,000	\$ 3,359,392	\$ 635,312			
Funding:						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
General Government	95,000	40,000				55,000
Protective Services	78,500					78,500
Transportation	4,927,000	110,000	1,165,000	1,546,000		2,106,000
Recreation	47,500	40,000				7,500
	\$ 5,148,000	\$ 190,000	\$ 1,165,000	\$ 1,546,000	\$ -	\$ 2,247,000

Town of Rothesay

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Account Number	Description	Balance	Funding: Reserves	Gas Tax	Grants	Operating	Borrow	Expense	To Utility
120105-60	General Gov't Equipment Purchases G-2017-006	26,738.91				26,738.91			
120218-60	Town Hall G-2017-011	41,889.83				41,889.83			
120115-60	Protective Serv. Equipment Purchases P-2016-004	46,784.12				46,784.12		-	
120254-60	General Specs T-2017-002	16,326.37						16,326.37	
120213-60	Transportation Equipment Purchases T-2017-003	1,057,986.27				1,057,986.27			
120255-60	Underground Diesel Tank T-207-008	115,861.63				115,861.63			
120238-60	Engineering 2018 Streets T-2017-007	40,447.19						40,447.19	
120253-60	Asphalt Resurfacing T-2017-001	1,609,634.18		744,105.57	-	565,528.61			300,000.00
120208-60	Recreation Equipment Purchases R-2016-003	7,612.97				7,612.97			
120256-60	Ballpark Parking R-2017-010	1,485.36						1,485.36	
120120-60	Arena Assessment r-2017-009	37,242.86					35,000.00	2,242.86	
120257-60	picnic Shelter R-2017-014	145,678.58			145,678.58				
120233-60	Wells Trail R-2014-019	2,260.30				-	-	2,260.30	
120125-60	renforth Park R-2013-006	12,868.79				-		12,868.79	
120145-60	Backhoe	160,756.80				160,756.80			
120242-60	Almon/Peters Reconstruction T-2016-007	753.46				-	-	753.46	
120243-60	Curb & Sidewalk Parkdale/Chapel T-2016-006	25,393.11		-		393.11	25,000.00		
120247-60	RA5 River Road T-2016-013	5,644.69				5,644.69			
120244-60	Aphalt 2016	4,026.85						4,026.85	
	Road work in Utility Hampton Road	236,000.00				236,000.00			
		3,595,392.27	-	744,105.57	145,678.58	2,265,196.94	60,000.00	80,411.18	
	Expensed	80,411.18				80,411.18			
	Capital to WIP	3,514,981.09				2,345,608.12			

Town of Rothesay

Utility Fund Financial Statements

December 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 - December - Draft!	U6

Town of Rothesay

Capital Balance Sheet

As at 12/31/17

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 Improvements	(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	(648,960)
Total Current Liabilities	<u>(648,960)</u>

Long-Term:

Long-Term Debt	8,530,077
Total Liabilities	<u>7,881,117</u>

EQUITY

Investments:

Investment in Fixed Assets	25,532,646
Total Equity	<u>25,532,646</u>

TOTAL LIABILITIES & EQUITY	<u><u>33,413,763</u></u>
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Town of Rothesay

Utility Reserve Balance Sheet

As at 12/31/17

ASSETS

Assets:

Bank - Utility Reserve	870,276
Due from Utility Operating	300,093
TOTAL ASSETS	<u>\$ 1,170,369</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	850,032
Invest. in Utility Operating Reserve	101,033
Invest. in Sewage Outfall Reserve	219,305
TOTAL EQUITY	<u>\$ 1,170,369</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 12/31/17

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	773,326
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>774,526</u>
Other Assets:	
Projects	<u>2,314,439</u>
	2,314,439
 TOTAL ASSETS	 <u>\$ 3,088,965</u>

LIABILITIES

Accrued Payables	47,201
Due from General Fund	1,289,423
Due from (to) Capital Fund	648,960
Due to (from) Utility Reserve	300,093
Deferred Revenue	18,685
Total Liabilities	<u>2,304,363</u>

EQUITY

Surplus:	
Opening Retained Earnings	21,220
Profit (Loss) to Date	763,382
	<u>784,602</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 3,088,965</u>

Town of Rothesay
Utilities Operating Income Statement
 12 Months Ended 12/31/17

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	235,310	235,125	1,022,488	980,000	42,488	1	980,000
Meter and non-hookup fees	11,588	9,375	46,961	37,500	9,461	2	37,500
Water Supply for Fire Prot.	0	0	375,000	375,000	0		375,000
Local Improvement Levy	(679)	0	58,395	59,000	(605)		59,000
Sewerage Services	62	0	1,615,547	1,600,000	15,547	3	1,600,000
Connection Fees	0	5,000	68,000	60,000	8,000	4	60,000
Interest Earned	5,249	3,958	77,170	47,500	29,670	5	47,500
Misc. Revenue	225	205	7,679	2,465	5,214	6	2,465
Surplus - Previous Years	0	0	28,535	28,535	(0)		28,535
TOTAL RECEIPTS	251,755	253,664	3,299,775	3,190,000	109,775		3,190,000
WATER SUPPLY							
Share of Overhead Expenses	92,000	92,000	368,000	368,000	0		368,000
Audit/Legal/Training	2,107	1,000	8,590	15,000	6,410	7	15,000
Purification & Treatment	39,706	24,667	319,315	310,000	(9,315)	8	310,000
Transmission & Distribution	9,106	7,692	76,884	92,300	15,416	9	92,300
Power & Pumping	3,371	4,000	42,186	48,000	5,814		48,000
Billing/Collections	111	0	4,881	3,000	(1,881)	10	3,000
Water Purchased	8	83	667	1,000	333		1,000
Misc. Expenses	9,361	1,500	15,611	18,000	2,389		18,000
TOTAL WATER SUPPLY	155,770	130,942	836,134	855,300	19,166		855,300
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	138,000	138,000	552,000	552,000	0		552,000
Audit/Legal/Training	0	1,833	10,181	29,000	18,819	11	29,000
Collection System Maintenance	2,499	8,267	198,007	64,000	(134,007)	12	64,000
Sewer Claims	0	1,983	4,613	23,800	19,187		23,800
Lift Stations	(3,419)	2,417	20,882	29,000	8,118		29,000
Treatment/Disposal	4,605	5,054	43,233	65,450	22,217		65,450
Misc. Expenses	2,284	458	15,361	5,500	(9,861)	13	5,500
TOTAL SWGE COLLECTION & DISPOSAL	143,969	158,013	844,279	768,750	(75,529)		768,750
FISCAL SERVICES							
Interest on Bank Loans	20,742	5,417	26,497	65,000	38,503	14	65,000
Interest on Long-Term Debt	69,669	73,136	270,711	274,177	3,467		274,177
Principal Repayment	280,000	280,000	486,773	486,773	0		486,773
Transfer to Reserve Accounts	72,000	140,000	72,000	140,000	68,000	15	140,000
Capital Fund Through Operating	0	600,000	0	600,000	600,000	16	600,000
TOTAL FISCAL SERVICES	442,411	1,098,552	855,980	1,565,950	709,970		1,565,950
TOTAL EXPENSES	742,150	1,387,507	2,536,393	3,190,000	653,608		3,190,000
NET INCOME (LOSS) FOR THE PERIOD	(490,395)	(1,133,843)	763,382	(0)	763,382		(0)

Town of Rothesay

2018February12OpenSessionFINAL_089

Variance Report - Utility Operating

12 months ending December 31, 2017

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	\$ 1,022,488	\$ 980,000	\$ 42,488	Residential usage higher than budgeted
2	Meter & Non-Hookup Fees	\$ 46,961	\$ 37,500	\$ 9,461	Non hookups added
3	Sewerage Services	\$ 1,615,547	\$ 1,600,000	\$ 15,547	Residential usage higher than budgeted
4	Connection Fees	\$ 68,000	\$ 60,000	\$ 8,000	New housing starts
5	Interest Earned	\$ 77,170	\$ 47,500	\$ 29,670	Interest on accounts receivable
6	Misc. Revenue	\$ 7,679	\$ 2,465	\$ 5,214	Meter reading charges for property transfers
Water Supply					
7	Audit/Legal/Training	\$ 8,590	\$ 15,000	\$ 6,410	Training not used
8	Purification/Treatment	\$ 319,315	\$ 310,000	\$ (9,315)	Chemical Purchases over budget
9	Transmission & Distribution	\$ 76,884	\$ 92,300	\$ 15,416	Maintenance not required
10	Billing & Collections	\$ 4,881	\$ 3,000	\$ (1,881)	Postage
Sewerage Collection & Disposal					
11	Audit/Legal/Training	\$ 10,181	\$ 29,000	\$ 18,819	Training not used
12	Collections System Maintenance	\$ 198,007	\$ 64,000	\$ (134,007)	Emergency sewer repairs
13	Misc. Expenses	\$ 15,361	\$ 5,500	\$ (9,861)	Clothing, driveway reinstatement
Fiscal Services					
14	Interest on Bank Loans	\$ 26,497	\$ 65,000	\$ 38,503	Borrowing not required until Sept., paid off in Dec.
15	Transfer to Reserve Accounts	\$ 72,000	\$ 140,000	\$ 68,000	Only Connection Fees transferred
16	Capital Fund Through Operating	\$ -	\$ 600,000	\$ 600,000	Not final

Town of Rothesay

Capital Projects 2017

Utility Fund

12 Months Ended 12/31/17

Draft!

Draft!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget	
WATER					
12043430	Well Development - Watershed W-2014-014	150,000	100,902	49,098	
12043930	Water Tank Mixing System W-2016-001	25,000	0	25,000	
12033530	Hampton Road Watermain W-2017-002	200,000	527,417	-327,417	
12033630	Box & Davit for R102 W2017-004	25,000	26,161	-1,161	
		\$ 400,000	\$ 654,481	-\$ 254,481	
SEWER					
12042330	Wastewater Treatment Plant - S-2014-016-A	5,000,000	1,348,984	3,651,016	
12044230	Infiltration/Inflow Study S-2017-003	-	111,073	-111,073	
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	2,097	1,397,903	
		6,400,000	1,462,154	4,937,846	
	Unassigned:				
	Station Rd Watermain	100,000		100,000	
	Sewer Improvements	300,000		300,000	
		400,000	-	400,000	
Total Approved		7,200,000	2,116,634	5,083,366	
Carryovers					
Funded from Reserves					
12043730	Almon/Peters Reconstruction - Water - T-2016-007		-1,382		
12043830	Water Plant Aux Building W-2016-002		199,186		
			197,804		
		7,200,000	2,314,439	5,083,366	
Funding:					
	Total	Reserves	Gas Tax	Grants	Borrow
Water	500,000	200,000			
Sewer	6,700,000			4,266,667	2,133,333
	7,200,000	200,000	-	4,266,667	2,133,333

Town of Rothesay

2018February12OpenSessionFINAL_091

Account	Description	Debits	Funding: Reserves	Developer	Grants	Operating	Borrow	Expense	General
120335-30	Hampton Road Watermain - W-2017-002	754,749.35		227,332.11		291,417.24		-	236,000.00
120336-30	Box & Davit - W-2017-004	26,161.04				26,161.04	-		
120423-30	Wastewater Treatment - S-2014-016	3,104,729.70	-		1,755,746.00	28,983.70	1,320,000.00		
120442-30	Infiltration Study - S-2017-003	274,327.35			163,254.00	-		111,073.35	
120441-30	Wastewater Treatment Design- S-2017-001	2,096.77				-		2,097.00	
120434-30	Well Development - Watershed W-2014-014	100,902.26				-		100,902.26	
120437-30	Almon/Peters Reconstruction - Water - T-2016-007	-				-	-	-	1,382.00
120438-30	Water Plant Aux Building W-2016-002	199,186.16	199,186.16					-	
	Sewer improvements in General	300,000.00	100,813.84			199,186.16			
		<u>4,760,770.63</u>	<u>300,000.00</u>	<u>227,332.11</u>	<u>1,919,000.00</u>	<u>545,748.14</u>	<u>1,320,000.00</u>	<u>212,690.61</u>	
	Expensed	375,944.61				212,690.61			
	Capital to WIP	<u>4,384,826.02</u>		Capital from operating		<u>758,438.75</u>			

TOWN OF ROTHESAY

FINANCE COMMITTEE

January 18, 2018

In attendance:

Mayor Nancy Grant

Councillor Grant Brennan

Councillor Don Shea

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Ellen K. Steeves

The meeting was called to order at 8:34a.m. The minutes of November 16 and 23rd, 2017 were accepted (NG/DS). The minutes from the December 11, 2017 meeting will be reviewed at the next meeting.

December Draft Financial Statements and Capital Expenditure Update

Treasurer MacDonald emphasized these are draft statements as we are still receiving invoices and won't close the books for another week. The General Fund statements show we have a \$2.3m surplus, and the Capital Expenditure form shows \$2.3m coming from Operating. Both General and Utility should have small surpluses. The only major item on the variance report is the emergency sewer repairs of \$100g, but the Utility Fund can manage it. Mayor Grant was questioning when we would receive the benefit of new assessments on the apartment building and it should be in 2019. The statements and report were accepted as presented (DS/NG)

Revised KVFD Budget

As Rothesay requested the department not purchase a new van, they will lose the revenue on the sale of the old one. This means we owe them an additional \$4,006, which will be paid on a separate cheque.

Donation Requests

- A) Young Canadian Forum – as there was not a lot of information included, this request was denied.
- B) KRPF CB Project – There was a brief discussion on why this was not included in the KRPF budget. John will contact the Police department for more information.

- C) Symphony New Brunswick – Treasurer MacDonald gave some history. Originally the grant would help them host a concert in Rothesay, but that has not been done for a number of years. It was pointed out they were late with their request. After a brief discussion, it was agreed to fund them \$500, with a letter saying they should have their 2019 request in by September 2018.
- D) NB Festival of Music – It was agreed to fund a \$100 ad.
- E) Women for 50% - This was not a specific request. There was a discussion on whether the funds would go to soliciting female candidates or to the candidates themselves. The committee agreed we should have the best candidates. After a brief discussion, it was decided to deny any request.

Compliance Report

For information purposes.

The next meeting is set for February 22, 2018, 8:30 in the Sayre Room. The meeting adjourned at 9:33am.

Grant Brenan, Chairman

Ellen K. Steeves, Recording Secretary

Town of Rothesay

12/31/17 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			
YMCA Camp Glenburn			
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		

sub 9,120.34 7,500.00

43,620.34 42,000.00

Mayor's Expense

7,500.00

Kennebecasis Valley Oasis Youth Centre	200.00	Dinner tickets
Touchstone Academy	360.00	Ticket bundle
PRO Kids	400.00	Dinner tickets
Lifting Other UP	260.71	International Women's Day
UELAC NB Branch	80.00	Loyalist Events
Mayor Travel	57.89	
NB Sports Hall of Fame	520.00	Dinner tickets
The Chamber	239.86	150 Event
FCM	1,457.09	
The Chamber	32.28	State of the City
The Chamber	130.36	OBA ticket
Royal United Services Institute of NB	60.00	
Kingsway Life Care Alliance	100.00	Love of Chocolate
Divine Mercy Catholic School	80.00	
KV Domestic Violence Outreach	150.00	
KV Oasis Youth Centre	200.00	

Cell bills

626.25

4,954.44 7,500.00

Other:

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

61,874.78 62,800.00



ROTHESAY

Emergency Measures Committee

Tuesday, January 16, 2018 at 5:00 p.m.

COMMON ROOM ROTHESAY TOWN HALL



PRESENT: MAYOR NANCY GRANT
COUNCILLOR PETER LEWIS, CHAIRPERSON
COUNCILLOR BILL McGUIRE

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PLANNING/DEVELOPMENT SERVICES BRIAN WHITE
RECORDING SECRETARY LIZ POMEROY

Chairperson Lewis called the meeting to order at 5:00 p.m.

1. APPROVAL OF AGENDA

MOVED by Counc. McGuire and seconded by Mayor Grant the agenda be approved as circulated.

CARRIED.

2. ADOPTION OF MINUTES – July 17, 2017

MOVED by Mayor Grant and seconded by Counc. McGuire the minutes of July 17, 2017 be adopted as circulated.

CARRIED.

3. DELEGATIONS

N/A

4. REPORTS

N/A

5. OLD BUSINESS

5.1 Emergency Access to Kennebecasis Park

Town Manager Jarvie advised the property owner is amenable to the proposal. He added the agreement has been reviewed by the property owner and their lawyer and will be sent to the property owner for final authorization. DPDS White questioned if the property owner was amenable to land maintenance provided by the Town to ensure clear access to the property. Town Manager Jarvie indicated he does not anticipate any issues as the property owner has reviewed the proposal. Mayor Grant noted the proposal does not resolve all concerns but it does allow emergency access and an alternative evacuation route during emergencies. Town Manager Jarvie noted the path is accessible by ATVs but not vehicles. In response to an inquiry, DPDS White advised the grade of the area is quite flat and is unlikely to cause concerns. Town Manager Jarvie suggested emergency responders be informed of the alternative route.

5.2 Update K-Park Emergency Community Watch Program – Deputy Fire Chief

McCoy

Deputy Fire Chief McCoy gave a brief summary of the suggestion to create a Community Watch Program within K-Park similar to the “Warden system” in Point Lepreau. He suggested creating a committee of residents to act as an initial contact point if the area becomes isolated due to an emergency. He further suggested polling residents in the K-Park area to determine if interest in the initiative exists. He noted: various unexpected factors can cause delays for emergency responders; it would be advantageous to be able to contact individuals inside the isolated area to open the lines of communication; and duties of the individuals would include providing first aid, conveying communications from emergency responders to residents, and providing guidance for situations that may require relocation or an emergency evacuation of residents. He cautioned against providing specialized equipment and training since this may encourage individuals to enter dangerous situations. Instead, he recommended the group be contacted during an emergency to relay information to residents in the area. In response to an inquiry, Deputy Fire Chief McCoy suggested the initiative be spearheaded by the Town. He further suggested compiling a list of potential emergencies and ways to prepare for each to assist in educating and preparing residents.

There was general discussion with respect to the “Warden system” and the roles of the community watch group, the municipality, and emergency responders.

It was suggested Town staff contact the Emergency Measures Organization of New Brunswick (NBEMO) to investigate the “Warden system” and determine if a similar program can be mirrored in Rothesay. Mayor Grant suggested feedback be sought from residents to determine if there is interest in creating a Community Watch Program. Deputy Fire Chief McCoy suggested notifying residents of the potential initiative will reassure residents the Town is working proactively to ensure the safety of residents in all situations. He added if the program is implemented regular recertification may be required for participating individuals. Town Manager Jarvie suggested the Town could seek approval from the Kennebecasis Park Elementary School for access during emergencies. It was noted the unpredictability of emergencies can create challenges for municipalities to prepare for. However, being proactive by establishing alternative access routes, establishing communication lines, and educating individuals with respect to emergency protocols and resources available, such as AEDs, can help emergency response efforts run efficiently.

Town Manager Jarvie advised a draft list identifying potential emergencies and ways residents can prepare for each will be compiled for the next meeting. Deputy Fire Chief McCoy indicated the Kennebecasis Valley Fire Department can assist by providing opportunities to promote the initiative through regular media channels.

There was general discussion with respect to the Brunswick Alpha 2018 Emergency Preparedness Exercise. Town Manager Jarvie advised the exercise will be conducted by the NBEMO to help municipalities practice their roles during an emergency event; and participation in the exercise is not mandatory but encouraged. There was consensus to participate in the Brunswick Alpha 2018 Emergency Preparedness Exercise. It was noted further information must be submitted by the Town before enrolling in the program such as designating a Trusted Agent to represent the Town.

Deputy Fire Chief McCoy thanked the Town for agreeing to provide joint access to Rothesay's Sentinel Alert System for emergency responders. Town Manager Jarvie noted resident participation in the Sentinel Alert System has been minimal. Deputy Fire Chief McCoy indicated communication channels available to the KVFD could be used to promote and encourage residents to sign up for the Sentinel Alert System.

Deputy Fire Chief McCoy thanked the Committee and left the meeting.

5.3 Update Report to CN RE: Rail Safety (Isolated Neighborhoods) in Rothesay

Town Manager Jarvie advised proactive measures are being investigated to ensure the Town is prepared for rail incidents that may isolate individual Rothesay neighborhoods. He added each area poses different challenges. There was general discussion with respect to protocols during railway related emergencies. The importance of communication between all parties (municipalities, emergency response personnel, residents etc.) during emergency events was stressed. Mayor Grant suggested the new Director of Stakeholder and Community Relations for CN, Tiffany Edwards, be invited to discuss the matter further.

5.4 Sentinel Emergency Alert System Training

DPDS White advised due to scheduling conflicts a training session was not scheduled in 2017. He added he anticipates the training session will be scheduled in 2018. Town Manager Jarvie added the training is not limited to sending alerts but will help establish clear protocols during emergencies.

6. NEW BUSINESS

6.1 Review JD Irving Ltd. 2018 Community Emergency Response Contact List

DPDS White advised during the severe 2014 ice storm JD Irving Ltd. requested a Community Emergency Response Contact List from the Town in order to provide various supplies during the event. He further noted the list has been updated and will be resubmitted to the company.

6.2 Community Run Emergency Shelters

DPDS White suggested the property owners of the Fairvale Outing Association (FOA) facility and the Bradley Lake Community Centre (BLCC) be contacted to discuss the possibility of including the facilities on the 2018 Community Emergency Response Contact List as emergency centers. He noted while both facilities are not owned by the Town they are community facilities and could prove useful during emergencies. In response to an inquiry, DPDS White clarified the BLCC is owned by the Province and the FOA is owned by the Fairvale Outing Association. He added both facilities are not fully equipped to operate as emergency centers however funding could be sought by the property owners to make the necessary preparations. Town Manager Jarvie advised the Town owns portable back-up generators that could be relocated during emergencies.

There was general discussion with respect to typical emergency protocols and the history of the BLCC. There was consensus to investigate the use of the FOA and BLCC as emergency centers.

Counc. McGuire questioned if residents voiced concerns that the Bill McGuire Centre was not open during the power outage on Saturday, January 13, 2018. Town Manager Jarvie advised no complaints were received. He noted, if necessary, the Bill McGuire Center would have opened later in the evening if the power outage continued. He added the Town's social media was used to update residents during the power outage.

7. CORRESPONDENCE FOR INFORMATION

N/A

8. DATE OF NEXT MEETING

The next meeting is scheduled for February 20, 2018 at 5:00 p.m.

9. ADJOURNMENT

MOVED by Counc. McGuire and seconded by Mayor Grant the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:00 p.m.

CHAIR

RECORDING SECRETARY



ROTHESAY

Public Works and Infrastructure Committee Meeting

Wednesday, January 17, 2018
Rothesay Town Hall – Sayre Room
8:30 a.m.



DRAFT

PRESENT: DEPUTY MAYOR ALEXANDER, CHAIR
COUNCILLOR MIRIAM WELLS, VICE CHAIR
IVAN HACHEY
SHAWN PETERSON

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

ABSENT: PETER GRAHAM
SCOTT SMITH

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

1. ELECTION OF OFFICERS

DO McLean called three times for nominations from the floor for Chairperson. Counc. Wells nominated Deputy Mayor Alexander as Chairperson, and I. Hachey seconded the nomination. There being no other nominations, Deputy Mayor Alexander was elected Chairperson by acclamation.

DO McLean called three times for nominations from the floor for Vice Chairperson. I. Hachey nominated Counc. Wells as Vice Chairperson, and S. Peterson seconded the nomination. There being no other nominations, Counc. Wells was elected Vice Chairperson by acclamation.

2. 2018 MEETING DATE SCHEDULE

Deputy Mayor Alexander noted the dates of the 2018 Public Works and Infrastructure Committee meetings were included in the agenda packages. There was consensus the dates be approved.

3. CODE OF ETHICS

Deputy Mayor Alexander requested Committee members sign and return the included form to staff.

4. APPROVAL OF AGENDA:

MOVED by Counc. Wells and seconded by I. Hachey the agenda be approved as circulated.

CARRIED.

5. ADOPTION OF MINUTES:

5.1 Regular meeting of November 22, 2017.

MOVED by Counc. Wells and seconded by I. Hachey the minutes of November 22, 2017 be adopted as circulated.

CARRIED.

ON THE QUESTION:

Counc. Wells commented that communication is needed between committees during issues that may affect multiple committees. She indicated informing the Planning Advisory Committee (PAC) of the Public Works and Infrastructure Committee's recommendation to conduct a detailed topographic

survey of the area bound by Grove Avenue, Hampton Road, Rothesay Road, Maiden Lane, Goldie Court, and Brock Court may be beneficial to PAC discussions. She suggested internal communication between committees needs improvement. The following comments were made: the matter was discussed at Council; Council members can report relevant information back to their respective committees; it may not be beneficial to share committee minutes before they are adopted; and typically Town staff discuss relevant matters between departments. Town Manager Jarvie noted some items may appear to be related but may not have a causal relationship. Counc. Wells commented that sharing the recommendation for the topographical study with PAC provides additional information that members of PAC may deem relevant. DO McLean noted draft Public Works and Infrastructure Committee minutes will be shared with the Director of Development Services prior to PAC meetings.

6. DELEGATIONS:

N/A

7. REPORTS & PRESENTATIONS:

N/A

8. UNFINISHED BUSINESS

8.1 Capital Projects Summary

DO McLean reported: the majority of 2017 projects are complete; some projects require minor finishing touches; the diesel storage tank is operational and has resulted in significant cost savings; and a tracking system enables detailed data collection with respect to the quantity of diesel used. Counc. Wells suggested a message be posted to the Town website explaining why the washrooms in the East Riverside-Kingshurst pumping station may not be operational until spring. DO McLean noted a message could be posted but would not include a specific date as it remains unclear at this time. Counc. Wells questioned if permission was obtained to formally announce the East Riverside-Kingshurst Park project. Town Manager Jarvie advised the project is complete however he has not heard anything further with respect to a formal announcement for the project. DO McLean reported calls were received inquiring about booking the area as a venue. Town Manager Jarvie advised since it is a public area it cannot be booked. He noted Town staff have apprised inquiring individuals of events that may conflict with others.

➤ **2018 Projects**

Counc. Wells requested a status update regarding the 2018 Designated Highway Funding application for Hampton Road. DO McLean noted there was nothing new to report. I. Hachey inquired if comments were received by residents with respect to potholes along Rothesay Road. DO McLean advised Town staff continue to repair potholes with the asphalt recycler however natural winter conditions can affect repairs. He added provincial funding will be sought to assist the repaving of the remaining sections of Rothesay Road. Counc. Wells requested clarification with respect to the Clark Road/Gondola Point Road intersection. DO McLean noted discussions with the property owner are ongoing. DO McLean briefly reviewed the road resurfacing program for 2018. He noted the streets for the 2019 asphalt design program have not been determined at this time. S. Peterson questioned if Eriskay Drive is the only remaining area in a school zone without a sidewalk. DO McLean advised this was correct. DO McLean advised the 2018 Fleet Replacement Plan will remain as is unless an

unexpected need arises. In response to an inquiry, DO McLean advised the expense for the 2018 Fleet Replacement Plan was approved during the 2018 budget deliberations.

8.2 Solid Waste Tonnage Report

I. Hachey commented that he did not see any collection trucks in Barsa during the Fall Clean-Up. He added residents did not leave materials for collection. He questioned if the Fall Clean-Up was advertised. Counc. Wells noted the event was advertised on the Town website, social media, and in a mail out. Deputy Mayor Alexander noted individuals can sign up for notices on the Fundy Regional Service Commission website.

- 6 November 2017 Letter from Minister Rousselle to Fundy Regional Service Commission (FRSC) RE: Green for Life (GFL) Environmental Inc.
- 19 October 2017 Letter from FRSC to Minister Rousselle RE: Green for Life (GFL) (Rec'd 18 Dec 2017)Environmental Inc.

Deputy Mayor Alexander briefly summarized the correspondence. He expressed concern that a transfer station would result in higher costs for taxpayers as well as place the burden of solid waste disposal on another province. There was general discussion with respect to provincial regulations related to solid waste. Town Manager Jarvie advised the matter is under discussion by the Provincial government.

8.3 Update on Gondola Point Road pipe

DO McLean reported that efforts to flush and clear the obstructed pipe have resulted in significant unexpected costs. He added Town staff were unable to access the property owner's basement to investigate the issue further. He further noted clearing the pipes has improved the issue however options are available to help eliminate surcharging in the area. There was general discussion with respect to the process of inspecting and clearing the infrastructure. DO McLean advised the property owner will be contacted to request access to their basement to complete further investigation.

8.4 Update on Brock Court/Goldie Court drainage

In response to an inquiry, DO McLean reported he contacted NB Power regarding the matter. He added he will provide the contact information of the NB Power representative to the owners of 4 Brock Court. Deputy Mayor Alexander questioned if the survey was completed. DO McLean advised the fieldwork was completed and a draft report is expected in February.

Town Manager Jarvie left the meeting at 9:15 a.m.

8.5 Update on request for guardrails on Bradley Lake Road

DO McLean reported the matter is under investigation.

9. CORRESPONDENCE FOR ACTION:

N/A

10. NEW BUSINESS:**10.1 Traction sand for residents**

- 5 January 2018 Email from S. Peterson RE: Traction Sand

DO McLean advised: the Town's sand supply is located on the pavement outside the gated compound of the Works Garage; in the past residents have procured small amounts of sand from the Town's supply for use during winter conditions; Town staff do not encourage this practice but also have not issued penalties if sand is taken; and other jurisdictions permit this practice. DO McLean advised the cost is insignificant if portions are limited. He reported individuals were confronted for shoveling large quantities of sand into the back of a company pick-up truck. DO McLean expressed concern organizations may procure large quantities of sand from the Town's supply and sell it to community members. The following comments were made: it should be clear whether access to Town sand is either permitted or prohibited to residents; since the sand supply is located outside of the gated Works Garage compound limiting the amount of sand available to the public is challenging; relocating the gate to block access to the supply is a costly initiative; permitting access to the sand may cause safety concerns relating to increased traffic near the Works Garage; and it is likely residents do not expect the Town to supply sand to the public. It was suggested a portion of the sand be available at the Rothesay Arena for public use. It was noted access to the sand at the arena can be monitored by security cameras.

MOVED by S. Peterson and seconded by Counc. Wells the Public Works and Infrastructure Committee recommend to Council that a load of sand be provided for public use at the Rothesay Arena, and further a sign be posted at the Works Garage prohibiting public access to the Town's main sand supply.

ON THE QUESTION:

Counc. Wells suggested public access to the sand supply at the Rothesay Arena be advertised on Town media channels.

CARRIED.

10.2 Acceptance of Developer Constructed Infrastructure

- 12 January 2018 Report prepared by DO McLean

DO McLean expressed concern that developers may assume the Town's provision of services, using bonds collected from developers, has set a precedent. He noted the conditions listed are typical requirements expected during the completion of developments.

MOVED by Counc. Wells and seconded by S. Peterson the Public Works and Infrastructure Committee recommend Rothesay Mayor and Council adopt an official "Infrastructure Turnover Requirements" document to be included with all future Development Agreements where the construction of future publicly owned infrastructure forms part of the Developer's plan.

ON THE QUESTION:

S. Peterson requested clarification. DO McLean advised the minimum requirements listed do not include any new conditions. Counc. Wells requested clarification with respect to the occupancy permits. DO McLean advised he recommends occupancy permits not be issued for properties on streets that have not been formally accepted by the Town. DO McLean added the formal acceptance

of infrastructure can occur if the infrastructure is completed as described in a predetermined phasing plan.

CARRIED.

11. CORRESPONDENCE FOR INFORMATION:

N/A

12. DATE OF NEXT MEETING:

It was noted the next meeting is scheduled for February 21, 2018.

CARRIED.

13. ADJOURNMENT

MOVED by Counc. Wells and seconded by I. Hachey the meeting be adjourned.

CARRIED.

The meeting ended at 9:35 a.m.

CHAIRPERSON

RECORDING SECRETARY



2018 February 12 Open Session FINAL_104

ROTHESAY

MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary Public Works & Infrastructure Committee
DATE : January 18, 2018
RE : Motions Passed at January 17, 2018 Meeting

Please be advised the Public Works & Infrastructure Committee passed the following motions at its regular meeting on Wednesday, January 17, 2018:

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Council authorize a load of sand to be provided for public use at the Rothesay Arena, and further a sign be posted at the Works Garage prohibiting public access to the Town's main sand supply.

CARRIED.

MOVED ... and seconded ... the Public Works and Infrastructure Committee recommend Rothesay Mayor and Council adopt an official "Infrastructure Turnover Requirements" document to be included with all future Development Agreements where the construction of future publicly owned infrastructure forms part of the Developer's plan.

CARRIED.

Respectfully submitted,

Liz Pomeroy



ROTHESAY



DRAFT

AGE FRIENDLY ADVISORY COMMITTEE MEETING

**Wednesday, January 17, 2018
10:00 a.m.**

Present:	John Gahagan	Jean Mowatt
	Diane O'Connor	Eugene Belliveau
	Heather Stillwell	Shawn Jennings
	Heather Stilwell	Diane O'Connor
	Julie Atkinson	Shawn Jennings
	Cara Coes	Michael Boyle
	Scott Cochrane	Sarah Thompson
	Counc. Shea	Mayor Grant
	Counc. Wells	
Absent:	Jocelyn Daye	Jeff Kitchen
	Jenny Robinson	Rev. Eric Phinney
	Jocelyn Daye	Judy Grannan
	Julie Atkinson	Shirley Malcolm

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

1. APPROVAL OF AGENDA:

MOVED by H. Stillwell and seconded by J. Gahagan to approve the Agenda as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

MOVED by Counc. Shea and seconded by J. Gahagan to approve the Minutes of November 22, 2017 as circulated.

CARRIED.

3. DELEGATIONS:

N/A

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

Counc. Wells recapped the steps that are now completed with the objective of designating Rothesay an Age Friendly community:

- ✓ resolution to Council has been passed;
- ✓ Age Friendly committee has been formed; and
- ✓ Age Friendly survey has been completed.

A summary of the survey results will be given at the February 21st meeting. The next step is to form an action plan once the survey results are in and present it to the community at a seniors' forum.

4.2 Information Sub-Committee – Mike Boyle:

Mike Boyle reported the Information Sub-Committee met on 9 January 2018. Sign placement, terms of reference, and general housekeeping of the sub-committee were discussed. It was agreed this sub-committee would be needed over the long term. The electronic signs have been shipped. There was a brief discussion on manpower for the installation of the traditional bulletin boards and the management of them.

Cpl. Belliveau initiated a thought-provoking discussion on isolated/vulnerable seniors. There are seniors in the community that would benefit from a “check-in” type of program, especially during weather events. There was a discussion on resources available for such an undertaking. It may be something that Police and Fire and perhaps Ambulance NB could be involved with. M. Boyle offered to contact Ambulance NB to see if they have any such programs already in place and extend an invitation to have one of their representatives attend our next meeting. D. O'Connor offered to contact Extra-Mural and invite one of their representatives as well.

4.3 Suvey Sub-Committee – John Gahagan:

John Gahagan reported that as of this morning, 287 surveys were received. S. Jennings compiled a map (based on 256 surveys received at the time) to show where the responses came from based on postal code information. It was noted that Wells was under-represented. He noted several interesting points based on the survey results:

- ✓ 50% of the returns were from ages 50-64;
- ✓ 2-1 online survey vs. paper survey – seniors are on-line!;
- ✓ 30% reported they get their information online vs. 36% combined newspaper/KV Style;
- ✓ 60% of responses were from females vs. 40% males;
- ✓ 80% are married;

- ✓ 97% still drive;
- ✓ out of various concerns, the number one concern was over falls at 41%;
- ✓ few concerns over safety/crime; and
- ✓ death/dying not a concern.

Cara Coes of YMCA has offered for an in-house consultant to analyse the written data submitted and compile it with the on-line survey responses.

4.2 Seniors' Forum – Diane O'Connor:

Diane O'Connor reported that she and Heather Stilwell are working on forming a sub-committee to plan a Seniors' Forum. There was a brief discussion as to the best way to get information to seniors. There was also a brief discussion on asset mapping – to have a list of resources that are already in place that make Rothesay “age friendly” such as recreation opportunities, sidewalks, resources already available to seniors, transportation, medical services, etc.

5. UNFINISHED BUSINESS:

N/A

6. NEW BUSINESS:

6.1 Feedback on content/information for future meetings:

Counc. Wells asked for feedback from the Committee if there was any interest in bringing in different speakers that may help with the Committee's efforts with the Age Friendly initiative. Please e-mail Counc. Wells at miriamwells@rothesay.ca with your suggestions and ideas.

7. CORRESPONDENCE FOR ACTION:

N/A

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

January 17, 2018

10. ADJOURNMENT:

MOVED by J. Porter-Mowatt and seconded by E. Belliveau to adjourn the meeting.

CARRIED.

Meeting adjourned at 11.15 a.m.

Chairperson

Recording Secretary



ROTHESAY
PLANNING ADVISORY COMMITTEE MEETING
Rothesay Town Hall
Monday, February 5, 2018
5:30 p.m.



PRESENT: COUNCILLOR PETER LEWIS
COUNCILLOR DON SHEA
COLIN BOYNE
HILARY BROCK
JOHN BUCHANAN
ANDREW MCMACKIN
CRAIG PINHEY

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

ABSENT: ELIZABETH GILLIS

DPDS White called the meeting to order at 5:35 p.m.

1. ELECTION OF OFFICERS

DPDS White called three times for nominations from the floor for Chairperson. Counc. Shea nominated C. Boyne as Chairperson and H. Brock seconded the nomination. There being no other nominations, C. Boyne was elected Chairperson by acclamation.

Chairperson Boyne called three times for nominations from the floor for Vice Chairperson. Counc. Shea nominated C. Pinhey and H. Brock seconded the nomination. There being no other nominations, C. Pinhey was elected Vice Chairperson by acclamation.

2. 2018 MEETING DATE SCHEDULE

MOVED by Counc. Lewis and seconded by H. Brock the proposed Committee meeting dates be approved as circulated.

CARRIED.

3. CODE OF ETHICS

The Committee received the Code of Ethics for information. DPDS White requested Committee members sign and return the included form to staff.

4. APPROVAL OF THE AGENDA

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

CARRIED.

5. ADOPTION OF MINUTES

5.1 Regular Meeting of December 4, 2017

MOVED by Counc. Lewis and seconded by Counc. Shea the Minutes of 4 December 2017 be

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adopted as circulated.

CARRIED.

6. OLD BUSINESS**6.1 20 Goldie Court**

OWNER:

PID:

PROPOSAL:

Dr. Akin Ojuawo

Dr. Akin Ojuawo

30018964

1 Lot Subdivision & Cash in Lieu of Land for Public
Purposes

MOVED by C. Pinhey and seconded by Counc. Lewis the Planning Advisory Committee remove the application for a 1 Lot Subdivision and Cash in Lieu of Land for Public Purposes for 20 Goldie Court (PID 30018964) from the table.

CARRIED.

Dr. Akin Ojuawo, Mr. Gerry Roberts, and Mr. Angus McKenzie were in attendance. DPDS White welcomed Mr. John Buchanan to the Committee and summarized the application noting: 20 Goldie Court is a 1.5 acre lot zoned Single Family Residential – Large Serviced (R1A) with road frontage on both Goldie Court and Brock Court; the original proposal was to subdivide the property to create Lot 17-02 (3920 square meters) and Lot 17-01 (2160 square meters); the revised proposal creates Lot 17-02 (3000 square meters) and Lot 17-01 (3085 square meters); both proposed lots exceed R1A zone requirements with the exception of a minimum lot frontage variance of 30% for Lot 17-01; the proposed lot 17-01 has municipal sewer and water infrastructure without a registered municipal services easement; and should the Planning Advisory Committee grant a variance staff request Council assent to an 8 meter wide municipal service easement across both properties to accommodate existing infrastructure.

DPDS White noted a Stormwater Management Strategy Preliminary Design report was prepared by Mr. Angus McKenzie of **exp** Services Inc. and presented at the previous Committee meeting. He further noted the application was tabled pending further information from Mr. McKenzie. He added Mr. McKenzie's report summarized that the implementation of a stormwater management system could ensure that post-development runoff volumes were equal or lesser than predevelopment volumes.

Mr. Roberts noted Mr. McKenzie is in attendance to answer any questions of the Committee.

Counc. Shea requested Mr. McKenzie summarize his report. Mr. McKenzie noted the proposed stormwater management strategy demonstrates a roof rainwater infiltration gallery, described as a "reverse French Drain", can attenuate post-development runoff to equal or less than pre-development rates in accordance with town requirements. He further noted the proposed development with stormwater attenuation facilities will not negatively impact downstream infrastructure and property. He added since detailed plans for a building were unavailable he used a model building footprint of 3000 square meters (roof area) and calculations for a 100 year +20% storm. He added the 100 year +20% storm exceeds current Town development requirements and is typically used to account for climate change. Counc. Shea questioned if the report focused on a

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single lot or both lots. Mr. McKenzie noted the report focused on the construction of a new build on Lot 17-01. Counc. Shea questioned where the water is expected to exit the property. Mr. McKenzie noted detailed designs will be required prior to construction when information such as final home and driveway (impermeable surfaces) footprints, surveyed topographic data, and sampled soil and groundwater conditions are available.

Counc. Lewis requested clarification with respect to the function of a “reverse French Drain”. Mr. McKenzie noted a French Drain is intended to redirect runoff away from the property whereas a roof rainwater infiltration gallery is used to collect and store rainfall until it saturates the surrounding soil. He added depending on the groundwater, soil conditions, and infiltration gallery capacity rainfall may not be visible inside an infiltration trench. Counc. Lewis questioned if a building is constructed with a roof area that exceeds 300 square meters is it to be expected the size of the infiltration system would be altered. Mr. McKenzie noted it is his assumption the detailed building plans will be used to determine the appropriate size of the storm water management system. Counc. Lewis questioned if the property grades and elevation plans are approved by the Town prior to construction. DPDS White advised standard procedure includes approving grade and elevation plans for the construction of a residential building.

H. Brock requested clarification inquiring if “less than pre-development rates” indicated the proposal could decrease overall storm water runoff from the property. Mr. McKenzie noted this is possible since the modeled storm water management system was designed for the 100 year +20% storm ensuring overall capacity exceeds typical runoff volumes.

C. Pinhey requested clarification with respect to Mr. McKenzie’s reference to “good conditions”. He further questioned if “good conditions” referred to soil that is conducive to drainage. Mr. McKenzie noted required volumes for the attenuation methodology were calculated using an assumption of typical conditions; however without proper soil sampling and topographic data specific volumes cannot be calculated.

DO McLean advised that it is preferred that residential developments have a net zero increase from pre-development to post-development runoff volumes however it is not mandatory in all cases. He commended the property owner for taking the initiative to ensure the proposed development is able to properly manage storm water runoff without negatively impacting surrounding properties. Counc. Shea commented that Council commissioned Dillon Consulting Ltd. to complete a drainage study in the area of Maiden Lane, Brock Court, and Goldie Court. He indicated it was his understanding the results of the drainage study may provide insight into the area. DO McLean advised the report has not been finalized however initial findings indicate new developments in the area are not expected to impact surrounding properties if a net zero increase in runoff is maintained.

Chairperson Boyne called for those wishing to speak in favour of the proposal.

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

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Hamish Murdoch, 8 Goldie Court, expressed concern that there is no guarantee the stormwater management system modeled in Mr. McKenzie's report will not add to the overloaded drainage system in the area. Mr. McKenzie noted the proposed stormwater management system is expected to provide sufficient capacity to ensure the development does not negatively impact the existing system. He added the intention of the proposal is not to solve the existing issues but to ensure conditions are not worsened.

Guy Guitard, 12 Goldie Court, expressed concern noting the existing issues should be fixed before more development occurs. He noted the existing conditions pose safety hazards for residents in the area. He stressed the importance of reviewing the results of the Dillon Consulting Ltd. study before approving developments in order to make informed decisions.

DO McLean advised naturally water exits properties through various paths, therefore by implementing stormwater management systems, property owners can control the runoff and reduce or eliminate negative impacts on surrounding properties.

Counc. Shea commented that it is expected the Dillon Consulting Ltd. drainage study will provide additional insight into the area, as well as enable Committee members to make an informed decision with respect to the application.

MOVED by Counc. Shea and seconded by Counc. Lewis the 1 Lot Subdivision and Cash in Lieu of Land for Public Purposes for 20 Goldie Court (PID 30018964) be tabled pending the completion of the Dillon Report for the area of Brock Court, Goldie Court, and Maiden Lane.

YAY votes recorded from: Counc. Lewis, Counc. Shea, C. Pinhey, and H. Brock.

NAY votes recorded from: A. McMackin, J. Buchanan, and C. Boyne.

CARRIED.

7. NEW BUSINESS

7.1 3188 Rothesay Road

Mel & Judith Clark

OWNER:

Mel & Judith Clark

PID:

30218655 & 30183644

PROPOSAL:

1 Lot Subdivision & Cash in Lieu of Land for Public
Purposes

Mr. Mel Clark and Mr. Rick Turner were in attendance. DPDS White noted: the proposal was considered in 2017 and the Planning Advisory Committee did not grant a variance; the applicant has resubmitted the proposal; and there is no restriction limiting the amount of times the proposal can be resubmitted. He added there is a restriction in the Zoning By-law that prohibits a rezoning application that was refused by Council from being reconsidered until one year has lapsed. DPDS White gave a brief history of the property.

DPDS White noted the applicant has submitted a site plan that shows the location of drainage easements and conservation easements. These easements, he continued, will help address drainage concerns and ensure additional structures are not built, and vegetation is not clear cut, within the conservation easement boundaries.

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Mr. Clark distributed a 1966 subdivision plan for the property to Committee members and Town staff. Mr. Clark gave a brief history of the property noting the property was originally separate lots amalgamated into one. He noted he spoke to neighbouring residents and created a proposal to help alleviate their concerns.

Counc. Shea noted two typographical errors incorrectly identifying 59 Gibbon Road as the subject property. He further noted his appreciation for Town staff's work preparing the report. He added he cannot make an informed decision without the results of the Dillon Consulting Ltd. drainage study.

MOVED by Counc. Shea and seconded by Counc. Lewis the 1 Lot Subdivision and Cash in Lieu of Land for Public Purposes for 3188 Rothesay Road (PIDs 30218655 & 30183644) be tabled pending the completion of the Dillon Consulting Ltd. drainage study for the area of Brock Court, Goldie Court, and Maiden Lane.

YAY votes recorded from: Counc. Lewis, Counc. Shea, C. Pinhey, H. Brock, and J. Buchanan.

NAY votes recorded from: A. McMackin and C. Boyne.

CARRIED.

Counc. Lewis suggested an engineer from Dillon Consulting Ltd. be invited to attend the next Planning Advisory Committee meeting. Town Manager Jarvie and DO McLean acknowledged the request.

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

7.2 Appleby Drive

OWNER:

PID:

PROPOSAL:

Andrew McKay

A.E. McKay Builders Ltd.

30175467

Subdivision Agreement for 7 lots and extension of public street/services

Mr. Andrew McKay was in attendance. DPDS White gave a brief summary noting: A.E. McKay Builders Ltd. submitted a proposal in 2015 for a sixteen lot subdivision that was discussed by PAC and subsequently tabled by Council pending the completion of the Secondary Planning Study; A.E. McKay Builders withdrew their application on November 21, 2017 and submitted a new proposal for a seven lot subdivision; and all of the seven proposed lots meet or exceed By-law requirements and are not located within the Secondary Plan area. DPDS White advised the applicant resubmitted the traffic study completed for the sixteen lot subdivision proposal as it remains applicable. He added: the proposed road connection is within the Secondary Plan boundary; the extension of Appleby Drive through to Higginson Avenue will improve public safety by connecting two dead end streets and is not expected to adversely impact Council's ability to complete the Secondary Plan; the subdivision proposal would be fully serviced by Town water and sewer and includes a Municipal Services Easement across the land of Cedar Point Estates to allow the water line to connect to the seven proposed lots; the extension of the water

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line will also facilitate fire hydrants where none currently exist; the developer will be responsible for the cost of connecting the roads; and connecting the two roads is not expected to negatively affect Town operations.

In response to an inquiry, DPDS White advised the water line would extend from the Hillside Trail area. Chairperson Boyne questioned if the extension of the water line would permit other residents in the area to connect to Town water. DO McLean advised pending confirmation from a property owner allowing the extension of the waterline across their property, residents will be able to connect to Town water. DPDS White advised confirmation has been received from the property owner.

Counc. Shea questioned how the Secondary Plan boundary is determined. DPDS White advised the technique of “bubble mapping” was used to create the boundary lines. DPDS White elaborated noting: bubble mapping is a common technique that does not adhere to property lines, requires interpretation, and boundary lines within a bubble diagram can either be extended or reduced if necessary. He added Town staff are of the opinion the bubble map boundaries are appropriate for the Secondary Plan area. Counc. Shea inquired about the standards for the road extension questioning if curb or sidewalk will be installed. DO McLean advised several factors must be considered to determine if curb and sidewalks are required, as well as the appropriate connection points. DPDS White advised it is imperative the two roads be connected prior to construction of the seven lots.

H. Brock questioned if a buffer zone will remain between the seven lots and the Secondary Plan zone. Mr. McKay advised the area will remain as a buffer until the Secondary Plan is complete, and it is determined how best to proceed with the land.

C. Pinhey inquired if there are future plans to connect the new subdivision to another access point to the highway. DPDS White advised the matter is under discussion.

Counc. Shea questioned if the water line will connect to infrastructure on the other side of the subdivision. DO McLean advised the system will create a “dead end” requiring regular flushing to ensure the water does not become stagnant. He noted there are costs associated with regular flushing that will be discussed further if the development is approved.

Mr. McKay noted: he intends to accommodate Town water requirements; fewer lots reduce traffic concerns; it has been two years since the initial proposal; A.E. McKay Builders Ltd. is interested in recouping costs for purchasing the land through the development of the lots; residents expressed concern about possible blasting however it is not anticipated that blasting will be necessary; the lots will be connected to municipal services; and the existing layout of Appleby Drive indicates the extension of the road was intended in the past.

Chairperson Boyne called for those wishing to speak in favour of the proposal.

Ingrid Warning, 67 Appleby Drive; and Paul Barry, 17 Burnett Terrace made the following

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comments: they are not opposed to development; the development of seven lots is not expected to create traffic concerns; the existing state of Appleby Drive requires improvements such as ditch upgrades, markers for plow trucks, and tools for deterring speeding; there is limited space for construction traffic on existing roads in the area; vacant land could be used to store gravel and other materials during construction; and an alternative access point and the extension of the water line is beneficial for the neighborhood.

Mr. McKay agreed noting there is sufficient space to store construction materials, and it is anticipated construction will be completed in a timely fashion reducing disruptions for residents.

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

Tom Mueller, 105 Horton Road, made the following comments: development is needed in the Town; improvements are needed for the area before more development is approved; unsafe road conditions need to be rectified; the Police Chief and Town staff indicated traffic safety concerns exist in the area; the road conditions do not meet today's standards; residents have difficulties travelling in the area during winter conditions; additional traffic will add to road safety concerns if no changes are made; it is challenging for emergency vehicles to travel in the area; and similar concerns prevented the approval of a previous subdivision application.

Ralph Forte, 120 Appleby Drive, noted: he is not opposed to the proposal; additional traffic will impact existing safety concerns; it is unlikely the developer will recoup the cost of the land through the development of seven lots thus further development is expected; the Secondary Plan will reveal the appropriate course of action to develop the remaining land; steep grades in the area indicate the roads do not meet today's standards; connecting the two roads may create additional safety concerns; and it is important to develop the land properly and not rush the process.

John Steeves, 85 Dunedin Road, noted: further information is required to make an informed decision; there are existing safety concerns in the area that should be addressed before development is approved; a previous incident in the area has damaged the trust between residents and Town "decision makers"; and the road connection will allow more development without necessary improvements to existing conditions.

Mr. Mueller disagreed noting he trusts Town officials however improvements have not been made to warrant the approval of this development when a similar proposal was defeated in the past.

Chris Bell, 20 Dunedin Road, expressed his disappointment that the proposal is being discussed before the completion of the Secondary Plan study. He noted: he understands Mr. McKay's interest in recouping his costs as soon as possible however proper procedure must be followed; the Secondary Plan will determine types of development appropriate for the area and that are consistent with the Municipal Plan; and it is premature to consider a proposal of this nature before completing the Secondary Plan study that Council has commissioned. He requested the item be deferred until the study has been completed. He further noted: bubble mapping creates a "loose" boundary that could be interpreted in different ways; and additional traffic will impact existing

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safety concerns. He noted he understands the interest in developing the land however proper procedure must be followed and completion of the Secondary Plan should be a primary focus of the Town.

Michael Start, 79 Dunedin Road, noted he echoes Mr. Steeves and Mr. Bell's comments. He noted the extension of Appleby Drive is located within the Secondary Plan area; and the Secondary Plan is a tool that will help A.E. McKay Builders Ltd. develop the land. He asked the Committee to defer the proposal until the completion of the Secondary Plan. He questioned if a landscaping plan exists.

Mr. McKay noted a landscaping plan will be submitted for approval. Mr. Steeves indicated landscaping conditions are included in the development agreement. He urged the Committee to consider the future impact of this proposal on future development in the area.

Ms. Warning noted she supports a connection between Appleby Drive and Higginson Avenue to allow alternative access to the area. Mr. Mueller commented on the previous incident that prevented residents from entering and exiting the neighborhood.

Counc. Shea requested clarification inquiring if the extension of Appleby Drive is permitted if the connection is located within the Secondary Plan area. DPDS White advised without a secondary access point any further development is discouraged due to public safety concerns. He noted connecting the two roads is a necessity regardless of additional development. Counc. Shea questioned if completion of the Secondary Plan is required before connecting the two roads. Town Manager Jarvie advised the road extension is not viewed as a development but rather a public road.

Greg Redford, 42 Horton Road, noted it is premature to consider the proposal before completion of the Secondary Plan because it is unclear if the proposal will have an impact on the Secondary Plan area.

Nathan Davis, 122 Horton Road, questioned how many letters were received in favour of the proposal. DPDS White advised he was not certain of the exact number or if indeed there were any letters of support. Mr. Davis inquired if any methods of noise control would be used during the construction period. DPDS White advised the applicant must adhere to Town By-laws respecting noise levels and time periods when construction can occur. Mr. Davis clarified inquiring if the applicant intends to create barriers to reduce construction noise during the day. Mr. McKay noted barriers would not be used but he assured Mr. Davis construction operations will adhere to Town By-law requirements. He added due to the size of the development he does not anticipate noise to be overly disruptive to residents.

Catherine Chiasson, 136 Horton Road, noted she echoes many of the previous comments. She requested the item be deferred until the completion of the Secondary Plan. She stressed the importance of completing developments in a responsible manner in order to not endanger public safety.

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H. Brock questioned when the Secondary Plan is expected to be completed. DPDS White advised staff anticipate the Secondary Plan will be presented in the spring during a public information session; however a date has not been confirmed. H. Brock questioned if the Secondary Plan is expected to be completed within the next six months. DPDS White noted staff anticipate the completion of the Secondary Plan within the next six months however unforeseen circumstances could delay the process as has happened in the past. Counc. Shea requested clarification with respect to the reason behind the delay. DPDS White advised the matter requires input from other levels of government and procedures must be followed which can result in delays.

Mr. Gerry Roberts indicated it is likely the Secondary Plan will result in a recommendation to extend Appleby Drive through to Higginson Avenue. H. Brock suggested further information is required to make an informed decision.

MOVED by H. Brock and seconded by C. Pinhey the application for a subdivision agreement for 7 Lots and the extension of public streets/services on Appleby Drive (PID 30175467) be tabled pending the completion of the Secondary Plan.

YAY votes recorded from: C. Pinhey, H. Brock, and J. Buchanan.

NAY votes recorded from: Counc. Shea and C. Boyne.

CARRIED.

8. CORRESPONDENCE FOR INFORMATION
N/A

9. DATE OF NEXT MEETING(S)

The next meeting will be held on **Monday, March 5, 2018.**

10. ADJOURNMENT

MOVED by Counc. Shea and seconded by C. Pinhey the meeting be adjourned.

CARRIED.

The meeting adjourned at 7:15 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY

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BUILDING PERMIT REPORT

1/1/2018 to 1/31/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
01/10/2018	BP2016-00323	160 RENSCH RD	DECK	\$1,000.00	\$20.00
01/10/2018	BP2017-00248	94 SECOND	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
01/10/2018	BP2017-00256	67 MARR RD	NEW COMMERCIAL BUILD	\$165,000.00	\$1,196.25
01/18/2018	BP2017-00273	106 BEAUVISTA ST	SIDING	\$1,800.00	\$20.00
01/10/2018	BP2017-00275	13 TERRI STREET	STORAGE SHED	\$3,500.00	\$29.00
01/08/2018	BP2018-00001	1840 ROTHESAY RD	WINDOWS	\$8,000.00	\$58.00
01/18/2018	BP2018-00002	17 BROADWAY ST	ELECTRICAL UPGRADE	\$1,600.00	\$20.00
01/26/2018	BP2018-00004	4 HILLCREST DR	ELECTRICAL UPGRADE	\$2,000.00	\$20.00
Totals:				\$184,400.00	\$1,383.25
Summary for 2018 to Date:				\$184,400.00	\$1,383.25

2017 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$325,200.00	\$2,381.75
Summary to Date:	\$325,200.00	\$2,381.75



ROTHESAY

INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 9 February 2018
RE : Capital Project – Status Report

The following is a list of 2018 capital projects and the current status of each along with continuing projects from 2016 and 2017.

	PROJECT	BUDGET	\$ TO 31/12/17*	COMMENTS
2016 Projects Carried	Wastewater Collection Upgrade (broken down below)	\$7.5M		Three of three tenders awarded by Council, pumps delivered, pump stations at KPark, Renforth and Tennis Court complete awaiting full commissioning.
	• WWTF Phase 1 – Forcemain	2,000,000	95%	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.
	Secondary Plan – Hillside area	52,000	31%	Concepts being developed;
	Water Plant Aux Building	200,000	100%	Total will exceed original budget.
2017	General Specification for Contracts	40,000	40%	Consultant engaged, work underway.
	KVFD Capital	78,500	60%	To be claimed when purchase completed
	Technology	55,000	33%	Copier installed, website redesign complete
	Water supply development	150,000	67%	Funds reallocated to Infiltration study
	2018 Resurfacing Design	60,000	67%	Contract awarded, pipe report complete
	Designated Highways	475,000	-	Funding request pending inc \$75,000 Town utility work
	WWTP Phase II design	1.4M ¹	-	Funding application submitted
	Fields & Trails	40,000	-	Wells rustic trails
	Water supply	300,000	-	Membrane replacement & source development
	Hillsideview/Shadow Hill Court water	450,000	-	Water main replacement
	Iona/Erisky upgrade	680,000	-	Replace sanitary, new sidewalk/drainage, Tender on Agenda (resurfacing of \$123,000 included below)
	2018 street resurfacing	1.79M		Inc. new bulb ay Sunset Ln & Strong Crt, micro-surfacing
	Brock Court drainage study	20,000	-	Draft submitted
	SCADA upgrade	35,000		New technology based on internet
	Fox Farm Rd retaining wall	125,000	-	Inc new railing
	Clark/Gondola Pt Rd intersection	90,000	-	Adjustments to grades
	2019 Resurfacing design	60,000	-	
	Town Hall repairs	47,000	-	
	Salt shed repairs	40,000	-	
	IT upgrades	90,000		
	Fleet Replacement	620,000	-	Sidewalk plow \$190,000, Backhoe \$200,000 on Agenda; 1T plow truck, ¾T plow truck, 4wd plow truck, tractor
	Trail link R/Q	100,000	-	Partial estimate
	Trail & sidewalk connector Wells	1,050,000,		Subject to grants
	Protective Services	81,500		KVFD

* Funds paid to this date.

¹ Subject to Build Canada funding



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	8 February 2018
RE	:	Arena

Recommendation:

It is recommended that Council;

1. Receive the attached report for information.
2. Develop a plan solely for a new ice facility to replace the Rothesay Arena.
3. Renew the call on the Provincial and Federal Governments to provide funding for a new ice facility.
4. Table the related motions put forward by Councillor Shea at the January Council meeting pending development of an alternative if Provincial Government funding is not obtained.

Background:

Council has considered the options available for dealing with the condition of the Rothesay Arena and is committed to a project in 2019. The Town will renew the call for government funding for a project to replace the existing arena and develop an alternative based on the potential funding received from other orders of government.

Report to Rothesay Council re: Options for Renewed Indoor Ice Surface



Summary

There is a variety of actions which could be taken with regard to the Rothesay Arena. The table below describes the most likely.

OPTION	EST. COST	IMPLICATIONS
A. No major expenditures; make minor repairs and continue to operate as long as possible. Eventually close the facility and not operate an arena in Rothesay.	Say \$20-\$30,000 per year	This is the course that has been followed to date. Reducing the ice capacity in the Valley by 29% would be unpopular with some elements of the population. It is likely such a decision would result in calls for Rothesay to pay for additional ice facilities in the City or Quispamsis including operating costs.
B. Repair the arena on an ongoing basis with expenditures on major items as needed.	Say \$6-7million+ over the next 10 years	Expenditures would be irregular and could be substantial with a major failure to some or several components on an unpredictable basis. This could necessitate closing the facility for a period for repairs. Significant capital expenditures would be ongoing.
C. Carry out the renovation project as set out by WSP; evaluate the 5 and 10 year repairs for inclusion in a single first phase.	WSP estimate is \$6.5 million	Conducting the repairs in 3 phases likely adds to the total gross costs although may make cash flow somewhat more manageable; depending on financing. May mean portion of an ice season is lost.
D. Build a new arena on Scott Avenue and mothball the existing building for a possible future phase of the project or demolition.	Estimate \$9 – 11M	Addresses immediate need; may be more attractive for government funding; eliminates loss of ice time; leaves 2 nd phase of project to future Council; limited benefit to those not wanting to skate.
E. Construct the project as proposed including a new arena on Scott Avenue and renovation of the current building for a multipurpose Wellness Centre.	Estimate \$15M	Follows through on the original concept of providing a facility to suit a wide range of needs in the Town. It is likely only feasible with the substantial provincial/federal contribution to capital costs.

1. The WSP study commissioned by Council identifies that the cost of refurbishing the current building is in excess of \$6 million.
2. The current wellness project, based on a budget of \$15 million with equal contributions from the Provincial and Federal governments would cost Rothesay taxpayers \$5 million and offer considerably greater value for this lessor expenditure.
3. Although Rothesay has been unsuccessful in obtaining funding from other governments to date, the upcoming provincial election in September and the expected announcement of a new round of federal funding in the spring suggest that a 2018 funding announcement for the Rothesay Wellness Centre is a reasonable expectation.
4. Since substantial work on the arena is required and many other communities have received funding (and others are applying), not to make a concerted effort to obtain funding from the Province and the Government of Canada would do a disservice to Rothesay taxpayers.
5. The time required to obtain borrowing approval, prepare tender documents and obtain costing means that the renovation work would not start until late fall in any event so there is no benefit to urgent action. The arena can continue to operate as it has at present for another season.
6. The cost of financing \$5M, the Town's share of the Wellness project would be the equivalent of \$0.02-\$0.03 calculated on the 2018 tax base. (The effect on the tax rate would depend on a range of decisions by Council.)

Recommendation

It is recommended that Council:

- 1. Invite the comments of the public regarding the future of the Rothesay Arena.**
- 2. Pass a Council motion, preferably unanimously, to assertively seek government support for the proposed Rothesay Wellness Centre project and immediately convey that to the Provincial Government and the Member of Parliament.**
- 3. If no Government funding is confirmed by year end, agree on an alternate proposal to replace the Rothesay Arena in 2019.**

Introduction

At the January 2018 Rothesay Council meeting there was a proposal to abandon the current concept for a Rothesay Wellness Centre and instead embark on a renovation to the existing Rothesay Arena. Council referred the matter to Town staff and this report has been prepared in response to that direction. This report attempts to provide background on the current proposal, analyse the implications of a decision to renovate the existing arena and recommend a course of action.

Background

History

The following is a short, point form history of the Town's attempts to develop a major recreation facility.

2003

- User needs assessment completed
- Meetings held with over 20 local groups
- Need for additional indoor hard court surface and community space identified

2004-05

- Discussion with Rothesay High School and School District about adding a Fieldhouse and turning the existing RHS gymnasium into a theatre.
- Province committed \$1,000,000 to the project.
- Agreement could not be reached on funding operating costs so project stalled.
- New RHS irrigated soccer field constructed using the commitment from the Province (\$700,000). Remaining \$300,000 helped fund AM fields.

2006

- Discussion held with Legion and the possibility of moving to the arena.
- Project included expanding dressing rooms, lobby and washrooms renovations. Legion to occupy second floor of the arena with own dedicated entrance.
- Project stalled due to costs and lack of commitment from the Legion.

2006-07

- After strong lobbying from KVMHA, Rothesay agreed to twin the existing arena.
- This project would have upgraded the existing arena and added a second rink on the rear of the building.
- Project stalled as the School District asserted that they may need to expand HMMS and would require the land where the additional ice surface was to be constructed.

2008-09

- Council directed that a Recreation Master Plan be completed.
- Plan was completed and adopted by Council.
- Priority was a multi-purpose facility adjacent to the Rothesay Arena that would provide additional indoor hard surface area and community space.

2010-12

- RFP was issued to engage a firm to design new Fieldhouse facility.
- Two apartment buildings were acquired on Scott Avenue and eventually demolished to create a site for the project.
- The Town also obtained title to the site of the current arena from the Province and was granted a long term, renewable lease on the parking lot.
- A small parcel of land was acquired from one of the abutting properties on Scott Ave. to allow for the connection between the buildings and another parcel from the Government abutting the arena through the *Escheats and Forfeitures Act*.
- Design was completed and presented to Council by **exp** Consultants.
- A business plan was prepared by Growth Strategies (Larry Cain)
- Capital and operating costs were deemed too high by Council (±\$27M).
- Staff were instructed to go back to the drawing board and present a more feasible project.

2013-16

- RFP was issued to hire a firm to design a lower cost project.
- After an RFP Murdock and Boyd were hired to design new project.
- A new arena on Scott Avenue and renovations to the existing arena (hard court) as well as a new lobby and community space was presented and approved by Council.
- Approval to use Federal Gas Tax funds for the project was obtained.
- An application for borrowing was submitted to the MCBB.
- A funding request was made to the Regional Development Corporation.
- Many meetings held and letters exchanged with Government Ministers, the MP and the MLA.

2017

- WSP was engaged to identify deficiencies in the Rothesay Arena and to estimate the costs of measures required to extend its life for 20 years.
- The cost estimate provided by Hanscomb, a firm specializing in estimating construction costs was \$6M+.

The proceeding summary is provided to describe a long and complicated process to arrive at the current status of a project to replace the aging Rothesay Arena and to indicate the amount financial resources, effort and energy invested in the current project.

The current Council has made further decisions related to the project. As part of establishing its Priorities for the Council term it unanimously adopted the following Priority.

To revisit the Recreation Master Plan

One of the objectives under this Priority was to:

Develop and implement a plan for Rothesay's primary recreation facility

- identify timeframe for decision
- identify funding parameters for preferred option
- analyze options for Rothesay Arena
- establish whether renovating the existing building is worth further consideration
- identify potential private sector participation
- determine direction on project

Final decision to be taken no later than 2019 budget.

Council has also allocated \$40,000 to assess the condition of the Rothesay Arena. This resulted in an estimated cost of \$6.5 million to renovate the existing building.

Work is underway on this priority and an inexplicable decision to pre-empt this process would seem to discount previous decisions by former Councils as well as the current Council and negate substantial expenditures of direct and indirect Town resources.

Options

There are a variety of options available to Council with respect to the provision of ice and other indoor recreational amenities in the community. The following is a description of those identified to date. There may be variations on these options or other options which Council may wish to have evaluated.

A. Eventual Closure

The Town could continue to maintain the existing arena for a set period of time or until some major expenditure is required to deal with a building failure. That is the Town could continue to operate the Rothesay Arena until the sprinkler system required replacement, there was a major leak in the ice pad, a structural failure in the building was identified or a significant expenditure was required to keep the ice plant in operation. At such time the building could be closed and a decision on its replacement or demolition left to a future Council. Depending on the building components which gave rise to the closure, some seasonal use might continue to be available.

This is by far the lowest cost option in the short run. After closure some electricity and labour costs for inspections would be required to maintain the building, say \$10,000 per annum.

In my view such a move by Rothesay would elicit criticism from other municipalities in the region that continue to provide subsidized ice time to youth. It might be expected that Rothesay would be asked to contribute capital dollars to a 2nd ice surface at the qplex and/or at the fieldhouse complex at Exhibition Park. It is also likely that Rothesay would be asked to contribute to operating costs without any direct control on its part. Failure to make such contributions would likely result in differential ice rental rates charged to Rothesay residents. Council could also expect considerable concerns being expressed by local youth hockey and figure skating organizations.

B. Extended Renovation

Another approach is to renovate the building over an extended period of time. The replacement of building components could be prioritized and specific projects undertaken each year. A series of projects such as structural roof repairs, new ice surface and boards, refurbishment of the building envelope, a building addition for additional dressing rooms and storage, a new entry and washrooms and resurfacing of the parking lot would be individually designed, tendered and carried out over the next 5 years or more. It is quite possible that additional work would be identified through this process such as the removal of hazardous materials. Careful planning would be required to ensure repairs to or failure of a second component did not damage a component already repaired.

Executing the work in this way would almost certainly result in a higher overall cost compared to the WSP comprehensive approach as each project would have to be mobilized, overhead applied, tender processes replicated, inspections carried out and inflationary adjustments made. The premium added would depend somewhat on unknown factors but is likely to add 25% or more to the total project cost in comparison to a single renovation project.

It would be difficult to maintain consistent cost control over such a series of projects. Council would be faced with either a series of financing applications, an increase in tax rate to pay for such projects from operating funds and/or a significant reduction in other capital expenditures over 5 to 6 years. It is possible present or future Councils would decide to forgo or postpone certain of the arena renovation projects in some future years due to competing priorities; further extending the time frame of the work and adding to its complexity. Such an approach would cause disruptions to the users of the facility spread over a relatively long period of time.

C. Renovation as per WSP

Council could proceed to implement the recommendations in the WSP report which I believe to be the course of action anticipated in the second motion by Councillor Shea. Completion of the project described by WSP would result in the deficiencies noted being repaired and the building being made functional for another 20 years or so (the mandate of the consultant). There are building components which were not identified as requiring replacement or major work at this time but could be subject to failure over a 20 year life. The WSP report identified two additional projects at the 5 and 10 year intervals which Council could consider for inclusion in the initial phase. Repair of the deficiencies noted in the WSP report would result in a much improved facility. However a number of elements would be more than 45 years old and be required to last 20 additional years.

The cost estimates included in the report were prepared by a reputable firm specializing in construction cost estimating. Staff has no basis on which to put forward an alternate amount and therefore believe the cost of this option would be in the \$6-7 million dollar range. This cost estimate is based on the necessary work identified in the WSP report. Any renovation project is subject to identification of additional work requirements as buried or hidden elements reveal further deficiencies. These should be covered by the contingency allowances but they remain unknown at this point.

It is not possible for this work to be carried out in 2018 without the loss of ice time for all or most of this year's portion of the ice season, a significant inconvenience to key user groups. Should Council elect this option, it will be important to advise minor hockey and figure skating groups of this decision as soon as possible. The end result of this option has the potential to result in a 50-year-old repaired facility at a cost to Rothesay taxpayers greater than that for a new building.

D. Arena Only

Council could decide to construct a replacement arena only at this time and leave the arena conversion to a hard surface for consideration by a future Council. The project should be designed to allow for a connection to the existing building in future. Such a project could include

a walking track to provide some amenity value for seniors and others. Rebuilding/resurfacing of the parking lot should also be included.

Since there is no design concept for this possibility, cost estimates must be generalized in a range of \$9 - 11M.

This approach would address the deficiencies found in the existing building and could take advantage of new technology. It would not provide facilities for a wider variety of users.

E. Current Approved Project

The current Rothesay Wellness Centre project as approved by the 2012-16 Council was developed from previous initiatives which were larger in scope and cost. The project involves construction of a new ice rink on lands on Scott Avenue. This facility is intended as a community, participation facility with a seating capacity similar to the existing Rothesay Arena. The building is designed with dressing rooms suitable for the needs of current users and includes a walking track at the upper level. The grades on the site permit access to both levels of the facility directly from the outside. The main floor also contains the public washrooms, a multipurpose space and some support space. The second major component of the project is to refurbish the existing Rothesay Arena as a multiuse space suitable for court sports, exercise and dance classes, martial arts and miscellaneous other activities. This part of the project involves the removal of the floor of the ice surface, the seating and the boards and the installation of a multipurpose hard surface. Like the rink it is anticipated this facility will be used by local residents and it is not anticipated to be used for large-scale competitive events therefore it is not necessary to meet the stringent standards associated with these kinds of events. The existing dressing rooms can serve this type of use with moderate refurbishment since the amount of personal equipment is considerably less than that for hockey activities.

The original cost of the project in 2014 was estimated at \$12 million. This has been upgraded to a \$15 million project to reflect inflationary costs. Based on equal funding from the Provincial and Federal governments the cost to Rothesay taxpayers would be \$5 million, less than the cost of the major refurbishment.

Should this project proceed as envisaged, Rothesay would have a Wellness Centre adequate for community needs for the next 30 plus years. It would be a facility capable of meeting the needs of a wide variety of age groups and interests. The facility would add to the amenity value in Rothesay and ensure its continuation as a residential location of choice in Atlantic Canada and it would do so at a relatively modest cost to the property taxpayers. The incremental cost of operating the facility is expected to be low with a more efficient ice plant and enhanced revenue stream offsetting the cost of heating the current rink.

Financial Implications

Funding Sources

The major source of funding for any such project in Rothesay could expect to be in the form of grants from the federal and Provincial Government. Council may wish to mount a fundraising

campaign from the private sector to demonstrate community interest in the project but funding from the other orders of government remains a key source of monies for community recreational facilities. Typically funding is in equal parts from the province and the Federal Government although there are some cases in which the Provincial share is somewhat less. A commitment from the Province is almost certain to be a prerequisite for obtaining Federal Government dollars. Funding for many such projects has been provided in other New Brunswick communities and still others are currently seeking financial support. The following table sets out some of the projects recently funded or for which federal and Provincial funding is being sought.

MUNICIPALITY	Population (2016)	Equalization Grant/capita (2017)	Tax Bill Avg. Single Family Home Owner (2017)	PROJECT COST	GOV'T CONTRIBUTION
EXISTING					
Woodstock	5,228	\$ 92	\$ 2,077	\$13M	\$9M
Grand Falls	5,326	\$ 143	\$ 2,112	\$15M	\$10M
St. Stephen	1,839	\$ 313	\$ 1,669	\$21M	\$15M
Plaster Rock	1,023	\$ 272	\$ 1,146	\$6.1M	\$4M
Edmundston	16,580	\$ 258	\$ 2,177	\$21M	\$14M
Richibucto	1,266	\$ 27	\$ 1,263	\$10M (est)	\$6.6M
PROPOSED					
Miramichi	17,537	\$ 321	\$ 2,086	\$55M(est)	\$36.6M(est)
Hampton	4,289	\$ 9	\$ 2,435	\$19.8M(est)	\$12.8M (est)
Dieppe	25,384	\$ 0	\$ 3,375	\$29M(est)	\$18M (est)
Hartland	957	\$ 0	\$ 2,086	\$7.2M (est)	??
ROTHESAY	11,659	\$ 0	\$ 3,289	\$15M	\$10M

Provincial Funding

The Provincial Government does not have a detailed funding program distinct from Government of Canada funding for projects such as the proposed Rothesay Wellness Centre. The expected funding will come from a Federal program which requires Provincial contributions to all projects. Monies would flow through the Provincial Department of Environment and Local Government or the Regional Development Corporation. Provincial staff administer such programs through a funding agreement between the two orders of government. Funding for a Provincial grant of this magnitude is likely to be a Cabinet decision.

Governments seeking re-election often make announcements of large-scale capital projects in the run-up to the polling date. An announcement of intakes to a program of Federal funding for such a project is expected in the early spring setting the stage for a series of project commitments. It would seem very premature for Council to make a decision at this point without clarity on the Provincial position on funding the Rothesay Wellness Centre.

Federal Funding Programs

Prior to the last federal election and the availability of funding from the Building Canada program, the local Member of Parliament had announced that the Town could direct Gas Tax funding to a major recreation project. Since Gas Tax funding was the only source of federal

funds available to seek matching money from the Provincial Government, the project was pursued on that basis. New sources of funding at the Federal level have become available since that time and the Town applied for funding under Build Canada in 2014. Staff is not recommending that Gas Tax money be used for development of a wellness facility but rather that funding be pursued through the latest iteration of funding programs currently referred to as the Investing in Canada Plan.

The Federal Government, through its Investing in Canada Plan has allocated funding for a category of projects under the heading of the Community, Culture and Recreation Infrastructure Stream. This category is described as follows: 'Funding will support new, expanded or renewed community centres and hubs, amateur sport, cultural, and recreational installations and facilities.' The allocation for New Brunswick under this category is \$46,230,038.

There is a second category referred to as the Rural and Northern Communities Infrastructure Stream. 'Projects eligible under the Public Transit, Green and Community, Culture and Recreation streams will also be eligible under the Rural and Northern Communities Infrastructure stream but only after the applicable funding from the other streams has been exhausted.' The New Brunswick allocation under this stream is \$114,633,636.

It seems reasonable that Rothesay's request for \$5 million out of the \$160 million available could be successful. Indeed the question would arise: is it not the responsibility of Rothesay Council to assertively seek such funding in light of a demonstrated need and in light of more costly projects in other similar-sized communities which have obtained funding or propose to do so?

At present the Province and Federal Government are negotiating the details of the arrangement for the transfer of funds and administration of the programs. I am advised the Call for Applications for funding under the new program allocation can be expected in the first quarter of the new fiscal year beginning in April. (It should be noted that there are distinct and separate streams of funding for "green" projects in the amount of \$347,151,232 and for public transit at \$165,202,662.)

It would be naïve to imagine that the upcoming provincial election in September or the federal election a year later would not have any influence on the distribution of grant monies to communities across New Brunswick. In fact it might be expected that funding for a major recreation project in Rothesay might be a focus in the local campaigns.

Probability for Funding

Staff cannot say with certainty that provincial and federal grants will be obtained. Neither can anyone state unequivocally that there will not be any grant funding from the other orders of government. Rothesay is at the mercy of grant allocation processes for both orders of government and the timing and limitations of these processes. Rothesay can attempt to influence these processes in its favour by frequent contact with government representatives and encouraging the Rothesay public to do the same.

Borrowing

Any expenditure of the magnitude of \$5 million will require the Town to borrow funds. Such borrowing requires the approval of the Municipal Capital Borrowing Board (MCBB) in advance of undertaking the project. The MCBB in turn requires an accurate estimate of the funds to be borrowed supported by some form of evidence. The borrowing approval process requires public advertising and a hearing of the Board. As part of the MCBB approval, estimates of future major expenditures by the municipality along with debt to be retired and changes in the tax base must be forecast to confirm that the Town has the capacity to service the debt. Following the hearing the MCBB renders a decision and no work can begin until such approval has been received.

Given the amount of the expenditure for any of the options other than the option to close the facility, it will be necessary to have a tender package prepared by a consultant. Preparation of such a package (say 24 weeks) along with the month or more needed for the tender call means that actual construction would not be started before fall and would continue for all or most of the ice season. (The Town is committed by contract to keeping ice in the facility until May 12th.) This would mean closure of the facility for the 2018-2019 ice season and perhaps into the 2019-20 season if there are unanticipated delays. If Council was to make such a decision, there would be considerable disruption to the KV Minor Hockey program as well as to the Rothesay Figure Skating Club. Unless Council is prepared to make such a choice, there is no advantage to making a final decision at this time. If Council decides to carry out a major renovation that decision could be made as part of the 2019 budget process for work to be started in the spring of 2019.

Council could consider accrued Gas Tax monies as a source of funding for this project. These funds cannot be used if other grants are obtained from the Federal Government. If Gas Tax was to be directed to this project it should be clear that is at the opportunity cost of applying Gas Tax funding to other infrastructure needs. This would not be recommended by Town staff.

Based on amortization of the majority of the debt over 20 years at a 4% interest rate, the annual cost of servicing a \$5 million debt is approximately \$325,000 or roughly 2.6¢ calculated on the current tax base. This does not mean the tax rate would have to increase by 2.6 cents. It would be up to successive Councils to set priorities for capital expenditures and as the base grows the number of cents required to support annual payments would decline.

Fund Raising

One aspect of the Rothesay wellness project which is noticeably lacking in comparison with other projects in other communities is a local fundraising campaign including contributions from local businesses. Not only does this typically reduce the cost to local taxpayers it also provides government decision-makers with an indication of support. To date the Town has received one contribution of \$250,000 but has not mounted an aggressive campaign for local contributions. The ability to launch an effective campaign is of course clarity in the major cost of the project to be undertaken. Equivocation on the part of Council makes fundraising from any source more difficult.

Timing

Some frustration on the part of Council members and others is understandable for a project that has been awaiting a government funding commitment for almost 4 years. However it is important to understand that there are a number of steps to be undertaken before any construction can begin. These include selection of a project management approach, consultant selection, preparation and review of preliminary documents, preparation of final tender package and a tender call, analysis and award. It is estimated that it would take until fall complete the steps if a renovation was chosen. There is also a requirement to obtain Municipal Capital Borrowing Board approval which is a process requiring several months. In other words no construction would be underway in advance of the provincial election.

Public Comment/Input

The evolution of the current project for the Rothesay Wellness Centre has included public input at various stages along the way. If that project was to be dropped and/or a substantially different and lesser project undertaken, it seems likely some of the user groups would feel they have not been properly consulted. Indeed it would be contrary to typical Rothesay processes to fail to consult with affected property owners on such a major project. It would be incorrect to consider the only groups affected are KV Minor Hockey and the figure skaters. During the development of the project a wide variety of hard court users were consulted with particularly strong support for such elements as the walking track.

Staff recommends that whatever preliminary conclusions are reached, Council allow for public input before any final decisions are made. This should include specific user groups such as minor hockey, figure skaters, hard court users and seniors as well as the public at large.

Conclusions

As identified in the WSP report, the existing Rothesay Arena has a substantial number of deficiencies which would cost \$6 million or more to remedy.

There is no urgent expenditure required at present to continue the operations of the arena for another year (2018/19).

From a financial perspective, it is undesirable to proceed with any particular project until any financial contribution from the Provincial and Federal governments has been identified or it is clear that none will be obtained.

There seems to be no reason to pre-empt a decision by these other governments as there is no cost benefit to do so and in fact such a decision would penalize Rothesay taxpayers and be convenient for the government decision makers.

There is a considerable advantage to Rothesay and its facility users if the expenditures of local property tax dollars can be leveraged by grants from the Federal and Provincial governments.

No one is in a position today to say whether or not such funding will be forthcoming.

The time necessary to prepare for and execute a major renovation of the existing building is such that there would be a major disruption to the ice schedule for the 2018 – 2019 season if a renovation project was initiated at this time.

High-quality wellness facilities are important to the quality of life for all communities and no less so for Rothesay residents. Many other communities of smaller size and lesser financial capacity are undertaking more elaborate projects and all are dependent on federal and provincial funding. *Why would Rothesay residents who receive no equalization money from the Province and contribute the greatest per capita income tax in New Brunswick be less deserving than other communities?*

Of the options available the current project offers the best value to Rothesay property taxpayers.

If the other orders of government provide a lesser grant than that requested (or none at all), Council could revert to the option of constructing a new arena and mothballing the existing building until such time as funds became available for the remainder of the project.

Recommendations

It is recommended that all members of Council give full support to the current concept of a Wellness Centre for Rothesay to replace the Rothesay Arena. If by November when the 2019 budget is being prepared there has been no progress, Council establish an alternative course of action and incorporate funding for same into the 2019 budget.



ROTHESAY

INTEROFFICE MEMORANDUM



TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	9 February 2018
RE	:	City of Saint John Request for Amalgamation Study

Recommendation:

It is recommended a letter be sent to the City of Saint John advising of the Town's position in opposition to amalgamation and inviting further discussion on changes to the property tax regime in New Brunswick.

Background:

Common Council for the City of Saint John has directed that a letter be sent to the Premier requesting a study of amalgamation of the municipalities in the Greater Saint John region. Prior to that direction there was no discussion with the surrounding towns. A copy of the letter prepared by the City Manager is attached. When the letter became public Mayor Clark of Quispamsis also wrote to the Premier advising of that Town's opposition to the concept. A response to the Mayor Clark's letter has been forwarded to the City and the Towns signed by the Minister of Environment and Local Government indicating the Government's position is that restructuring of municipalities is to be done on a voluntary basis.

The Rothesay correspondence to the City would indicate that Rothesay is also concerned with the property tax system in the province and offer to cooperate in seeking change. It would also note some counter arguments to the points raised by the City Manager including the facts that the average single family homeowner in Rothesay pays a property tax bill \$400 more than the comparative owner in Saint John and that residential property owners in Rothesay make up a much higher percentage of the tax base then in the City; therefore paying for the service received. It would also note that unlike Saint John, Rothesay receives no equalization grant.



February 5, 2018

Mr. Gary Clark, Mayor
Town of Quispamsis
12 Landing Court, PO Box 21085
Quispamsis, NB E2E 4Z4

Mr. Mayor:

Thank you for your letter addressed to Premier Brian Gallant dated January 17, 2018, outlining your Council's position with respect to the recent City of Saint John resolution calling on the Province to "investigate and consider amalgamation of the Greater Saint John area into one single Saint John regional municipality".

I am certainly pleased to see that the Town of Quispamsis, as described in your letter, is financially supporting a variety of regional facilities, services and initiatives in the Greater Saint John region. This type of co-operation is critical to the continued well-being of communities across our regions and the province, and I encourage these types of arrangements for the mutual benefit of residents and communities.

In regards to the specific question of amalgamation, our government's position is that such restructuring is to be undertaken on a voluntary basis, and through a community-led process. That said, we will continue to follow the discussion closely between the communities.

Thank you for sharing your views on this matter.

Sincerely,

A handwritten signature in dark ink, appearing to read "S. Rousselle".

Hon. Serge Rousselle, Q.C.
Minister

- C. Mr. Blaine Higgs, MLA, Quispamsis
Mr. Gary Crossman, MLA, Hampton / Quispamsis
Mayor and Council, Town of Grand Bay-Westfield
Mayor and Council, City of Saint John
Mayor and Council, Town of Rothesay





The City of Saint John

January 24, 2018

Hon. Brian Gallant, MLA
Premier of New Brunswick
Chancery Place
PO Box 6000
Fredericton NB E3B 5H1

Dear Premier Gallant:

At its meeting of January 15th, 2018, Saint John Common Council passed the following resolution:

"Direct the City Manager, on behalf of Common Council, to formally request in writing via the Premiers Office, that the Province of New Brunswick investigate and consider amalgamation of the Greater Saint John Area into one single Saint John Regional Municipality"

Over the last year much has been documented respecting the financial challenges facing the City of Saint John. The cost of providing municipal services continues to escalate while revenues and population are on the decline. The City continues to embrace a range of cost containment and continuous improvement initiatives, but an increasing burden is being placed on fewer taxpayers, wage-earners and taxable properties. Given the fact that the Province of New Brunswick has recently proclaimed new municipal legislation restricting our ability to pursue new revenue sources and the City of Saint John already has the highest property tax rate in the Province, we are facing a sustainability crisis.

The City of Saint John's current property tax rate is \$1.785 per \$100 assessed value; approximately 46%-50% higher than the tax rates in neighbouring Rothesay and Quispamsis. At the same time, median household income is 94% higher in Quispamsis and 69% higher in Rothesay.

With a commute merely minutes away, taxpayers in the outlying areas enjoy all the benefits of a City that is the economic generator for the region and utilize City services, but at the same time enjoy the benefit of lower taxes in their place of residence. Approximately 17,000 people commute to Saint John for work out of a total regional employed labour force of approximately 59,000. The Towns of Rothesay and Quispamsis have commuter rates that are well in excess of 50%, and residents regularly commute from outlying Local Service Districts.



SAINT JOHN

P.O. Box 1971 Saint John, NB Canada E2L 4L1 | www.saintjohn.ca | C.P. 1971 Saint John, N.-B. Canada E2L 4L1

Page 2

As stated in the September 2017 Fair Taxation Report authored by Enid Slack and Harry Kitchen:

“Property tax differentials between the City of Saint John and the surrounding municipalities and Local Service Districts likely have an impact on decisions about whether to locate in Saint John or elsewhere in the region. Part of the reason for the differential is that the city is providing services to neighbouring residents without being reimbursed for the cost. This problem is a governance problem”

The City of Saint John provides core services and infrastructure that benefits the entire Greater Saint John Region. The Region's economic prosperity depends on this infrastructure. The City maintains a core network of roadways used by commuters and local, regional and provincial businesses that need to be maintained and serviced. Public Safety Services must be available and sized to ensure the safety of residents and commuters during peak periods, while also serving the needs of one of eastern Canada's highest concentrations of heavy industry, which directly employs thousands of residents from neighbouring municipalities and Local Service Districts. Outlying municipalities contribute to Saint John Transit for the Comex commuter service, but it is on a cost recovery basis. The City of Saint John, meanwhile, provides a 50% subsidy to keep the overall Transit system in operation.

Although residents in the outlying communities do contribute to the operating budgets of some Regional Facilities, they also receive service for this contribution. Saint John taxpayers' proportion of Regional Facilities is approximately 67% of the total operating cost. In addition, the outlying communities are not required to fund capital renewal. These aging facilities need capital renewal investment in the tens of millions which will fall solely on Saint John taxpayers to fund.

By way of an additional example, the City of Saint John is contributing \$3.36 million to the construction of the Saint John Exhibition Fieldhouse Project, which is 13% of the construction value compared to a total combined capital contribution from Rothesay, Quispamsis and Grand-Bay of \$45,000 or (0.18%)

The Union of Municipalities of New Brunswick indicated that there are more than 300 taxing authorities in the Province of New Brunswick with a population of approximately 754,000. This speaks volumes for the need to seriously study the governance of the Province. We believe the Saint John CMA would be the ideal starting point from which to explore new regional governance and funding models.

From the Report of the Commissioner on the Future of Local Governance (Finn Report) - *“There is little doubt that they now form an integrated*

Page 3

economic and social unit. The present municipal boundaries are clearly not aligned with the social and economic fabric of that broader community. Such misalignment, however, is not unique to the Saint John area. And while it is recognized that a unitary regional municipality embracing all of the Greater Saint John community would likely be the most effective option today... .."

Saint John Common Council believes that amalgamation represents potential to reduce duplication of service, to reduce duplication of infrastructure, to increase sharing of service costs, to be more strategic and aligned with respect to provincial and federal capital funding requests, and to foster a culture of cooperation rather than competition.

The current imbalance in property tax influences location decisions and will further widen the social gap between Saint John residents and its surrounding areas. The City of Saint John believes the amalgamation issue is significant enough to merit further investigation and business case analysis, particularly if coupled with recommendations from a previous detailed report on property tax fairness which was shared in the fall of 2017.

While Council's recent resolution has already garnered some polarizing views, the time has come for a reasoned, fact-based analysis of the amalgamation option, which the Province of New Brunswick has an obligation to lead. The City of Saint John would also welcome the completion of an independent assessment of regional municipal governance and cost sharing best practices, particularly in light of the conclusions of the tax fairness study. Our current path is simply not sustainable, and will negatively impact the entire region, and ultimately the province if not addressed.

Respcctfully submitted,


Jeff Trail
City Manager



Office of the Mayor Town of Quispamsis

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

January 17, 2018

Honourable Brian Gallant, MLA
Premier of New Brunswick
Chancery Place
P. O. Box 6000
Fredericton, NB E3B 5H1



Dear Premier Gallant:

Re: Opposition to Amalgamation of Greater Saint John

I am writing on behalf of myself and my colleagues on Quispamsis Town Council to express our unequivocal opposition to an amalgamation of the three neighbouring municipalities with the City of Saint John. At its January 15, 2018 meeting, Saint John Common Council endorsed a motion calling on your government to "investigate and consider amalgamation of the greater Saint John area into one single Saint John regional municipality."

The following night, at our regular meeting, our Council was firm and united in its call to oppose the City's request. We voted unanimously to express our opposition to you.

This year alone, the Town of Quispamsis will contribute \$620,000 to the operating budgets of Enterprise Saint John and five Regional Facilities (Harbour Station, Imperial Theatre, Saint John Arts Centre, Trade and Convention Centre and the Canada Games Aquatic Centre) in Saint John. Since the amalgamation of our town in 1998, we have contributed \$8.2 million to these initiatives. We believe any suggestion by the City of Saint John that the residents of Quispamsis don't pay their share is unfair and inaccurate.

Through our Civic Relations budget, we also invest annually in things such as the Cherry Brook Zoo, Key Industries, P.R.O. Kids, Dalhousie Medicine, the Greater Saint John Field House and Saint John Theatre Company, all of which are located

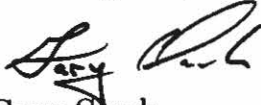
in Saint John. We do this in a spirit of regional cooperation because we believe it is the right thing to do. We are happy to do it, and we will continue to do it.

In addition, our communities are partners with the Saint John Transit Commission through our Comex bus system, and Quispamsis and Saint John will co-host three high-profile sport tourism events (Canada 55+ Games, World Under-17 Hockey Challenge and Skate Canada Nationals) in the next year.

However, to be clear, despite these examples of regional cooperation, there is absolutely no appetite whatsoever amongst our Council, or our 18,000 residents, to amalgamate with the City of Saint John. Rather than bringing us closer together, this type of debate has a much greater potential to drive us further apart.

Premier, it is our submission that your government should not expend any more energy on this file, and that you should reject the City of Saint John's request. We felt it was important to advise you of our position, and we thank you in advance for your consideration.

Kind regards,



Gary Clark

Mayor

copied to -

Blaine Higgs, MLA, Quispamsis

Gary Crossman, MLA, Hampton/Quispamsis

Mayor & Council, City of Saint John

✓ Mayor & Council, Town of Rothesay

Mayor & Council, Town of Grand-Bay Westfield

From: [REDACTED]
To: [REDACTED]
Subject: FW: Jeff Trail - Amalgamation Letter to the Premier of N B
Date: January-29-18 3:22:40 PM

From: [REDACTED]
Sent: Sunday, January 28, 2018 7:48 AM
Subject: Fw: Jeff Trail - Amalgamation Letter to the Premier of N B
To: Nancy Grant [REDACTED]
Cc: [REDACTED]

Please feel free to share this email with your fellow councilors if you deem it of value in the protection of your town's best interest & identity .

[REDACTED]

From: [REDACTED]
Sent: January 28, 2018 7:24 AM
To: [REDACTED] Shirley Mcalary SJ;
[REDACTED] Greg Norton SJ; [REDACTED] Donna Reardon SJ;
[REDACTED] John MacKennize SJ; [REDACTED] Ray Strawbridge SJ; David
Merrithew SJ; [REDACTED]
Cc: [REDACTED]
Subject: Jeff Trail - Amalgamation Letter to the Premier of N B

Good morning Mayor Darling & Councilors ,

At your next meeting of council Monday January 29/18 you have asked the city manager Jeff Trail to write on your behalf a letter to the premier of N B Brian Gallant requesting a review of the amalgamation with Rothesay & Quispamsis , Hampton & Grand Bay/ Westfield into the greater region of Saint John . In the request there are many reasons why this should be done & the major fact of the letter is taxation revenue that is in decline in Saint John . Many of those reasons stated are not fully disclosed when considering the debt that the city of Saint John has taken on over the past decades (45 + years) since 1967 amalgamation of Simonds/Lancaster . Most of the debt can be directly related to the industries that makes up the " Economic Engine of New Brunswick " . Roads , water & sewage , fire & police protection & service for the residential/industrial workers of Saint John & surrounding areas . Most of the workers are employed at these industrial companies or are indirectly employed by companies that support these heavy industries .

In the many reports to past councils & this council (Finn & Fair Taxation of Slack/Kitchen September 2017) state the people have migrated to these areas for just the savings of residential property taxes . If one compares the homes of the people in Rothesay & Quispamsis to a homes in Saint John of similar size , design & square footage you will see a 65 - 75 % difference in assessment value (Saint John verses Rothesay/Quispamsis) - \$1.78/100 verses \$1.20/\$1.30 per \$100.00 assessment . It is very similar to saying that car of the same make/model in Saint John has more value than the same car in Rothesay/Quispamsis & taxed higher . In both areas the N B government levies the same tax when renewing the yearly renewal for the car plates . Think outside the box ? The answer is - those who choose to live outside the city limits of Saint John have NO heavy industry that will not pay taxes on machinery & equipment - therefore they pay less per \$100.00 on their assessed values which are higher than most of those in Saint John . Plus the kicker is these communities are allowed to expand for residential expansion only. Read the reports of Dan Forest who helped engineered this new Plan S J - very much an eye opener !

This council might like to review the reasons of the 1967 amalgamation - they are nearly the same as of today but the city of Saint John not only grew in land mass for residential development but the every sprawling industrial base for the " Economic Engine of NB . This industrial sprawl forced the people to seek areas outside of Saint John to live away from industrial pollutants for the health & safety of their children & grandchildren . If a commute & lower taxation was a side benefit then it was/is worth it . People do not want to live & breath (breed) in the Tail Pipe of Economic Engine of NB . Would any of you !?.

If regional prosperity depends on the amalgamation of Rothesay , Quispamsis , Hampton & Grand Bay & Westfield then we are repeating the same mistakes of our 1967 amalgamation . Did we not learn from our past ? People will remember those we elected as MLAs , Councilors & parties long after September 2018 , May 2019 with new replacements . Hopefully ones that will listen .

Sincerely ,



ps - Please review the 1971 Municipal Plan where industry & residential groups competed for the same lands to build upon . In the end heavy industry won out forcing residential taxpayers outside the city limits . When you study the new municipal plan of 2012 Plan S J & the zoning bylaws that go with this new municipal plan Zone S J (2014) there is NO room in Saint John to increase the residential tax base . Clearly it is stated that no more residential

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development will occur outside the Plan Development Area (P D A) . The only possible developments will be heavy industry & as the " Fair Taxation Report states " no taxes will be paid on machinery & equipment " . See Assessment Act of N B 4.1 , 4.2 & 4.8 ? & tax court challenges of the 70s between I O L & N B government .

From: [REDACTED]
To: [REDACTED]
Subject: FW: Amalgamation
Date: February-07-18 1:33:57 PM

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

From: [REDACTED]
Date: Thu, Feb 1, 2018 at 6:27 PM -0400
Subject: Amalgamation
To: "Nancy Grant" [REDACTED]

Hopefully you are hearing from many residents who are opposed to this hair brained scheme to try and pull another municipality out of a mess.

We left Saint John about 42 years ago and have no inclination to return to what can not even begin to compare with the wonderful way of life we have found in the Valley. It is such a pleasure to pick up the phone or send an e-mail to Rothesay staff and hear back from someone WHO CARES!

The city has problems on so many levels and I appreciate that they must find a way out from under the financial mess but not at a cost to those who have TAKEN CARE OF BUSINESS.

We have friends come to visit from western Canada and from the US who want to explore Saint John and to be truthful there are many city scenes which cause embarrassment. Old yes and could be beautiful but instead run down and decrepit.

Leave Rothesay and surrounding communities out of this and let the provincial government figure out a way to bring badly needed jobs to the city to help it get back on its feet.

Thank you Nancy Grant, all the councillors and your remarkable staff for ALL you do on behalf of Rothesay residents.

Yours truly,

[REDACTED]

Sent from my Galaxy Tab® E

From: [REDACTED]
To: [REDACTED]
Subject: FW: Saying no to amalgamation
Date: February-05-18 10:00:10 AM

From: [REDACTED]
Sent: Thursday, February 1, 2018 1:36 PM
Subject: Saying no to amalgamation
To: Nancy Grant [REDACTED]

Further to our telephone conversation, I would like to confirm that my husband and I strongly oppose the suggestion by the City of Saint John to amalgamate with the towns of Rothesay, Quispamsis, and Grand Bay-Westfield. We do not see an upside for our local communities should this happen. I see higher taxes, fewer services and less local input into how our community will be served. The only reason the city would want this to be done is so they can increase their revenue, not to provide better facilities or services. We feel amalgamation would only serve to quell construction and burden contractors with much more red tape and restrictions. They have already done that in the city with their Plan SJ.

We would be interested in attending a community meeting to show strength in numbers. Thank you for addressing this issue and I have sent a facebook message to the members of Chapel Hill Estates. signed [REDACTED]

From: [REDACTED]
To: [REDACTED]
Subject: FW: Amalgamation
Date: February-05-18 9:59:51 AM

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

From: [REDACTED]
Date: Thu, Feb 1, 2018 at 1:56 PM -0400
Subject: Amalgamation
To: "Nancy Grant" [REDACTED]

This is to confirm that [REDACTED] and I are totally against amalgamating with Saint John or any surrounding communities. We are very content with the current set-up. Thank you for all your hard work.

Sent from my iPhone

From: [REDACTED]
To: [REDACTED]
Subject: FW: New message from Scott Smith
Date: February-05-18 9:58:41 AM

From: Town of Rothesay [REDACTED]
Sent: February-02-18 9:19 AM
To: Rothesay Info
Subject: New message from [REDACTED]

Message is for Mayor and council.

Discussion of amalgamation is with us again. I would hope that you would strongly resist. Saint John's problem, in my opinion, is largely due to their labour agreements resulting in all services costing more than they should. I do not want to be governed by someone looking for a new revenue source. Personally, the only thing I do in Saint John is spend money. They should appreciate my support for businesses that form part of their tax base, not ours.

[REDACTED]

[REDACTED]

-6 Matscot Ct.

[REDACTED]

2018February12OpenSessionFINAL_147

**Rothesay**
Published by Hootsuite · January 19 at 1:59pm · [Like Page](#)

At its next Council meeting (Feb. 12) Rothesay Council will consider the implications of a City request for a Provincial amalgamation study. Please let us know what you think about the request for amalgamation study.

3,063 people reached [Boost Post](#)

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Comment

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Heather Avery, Tarah Williams and 2 others [Chronological](#)

3 Shares 27 Comments

**Elizabeth Anne Whalen-Parsons** No
1
[Like](#) · [Reply](#) · [Message](#) · 5d

**Joy Mitchell** If I wanted to be part of Saint John, I would have bought my house there. #no
1
[Like](#) · [Reply](#) · [Message](#) · 5d

**Scott Thomas** I see no harm in a study. We have to be aware of the strong connections and responsibilities we share with our neighbour municipalities. While I accept the overall outcome may be NO, I think it is vital that all communities look at options which benefit our entire area and not just one protected communities. We are all in the same economic boat.
3
[Like](#) · [Reply](#) · [Message](#) · 5d

**Scott Kiervin** Absolutely no
1
[Like](#) · [Reply](#) · [Message](#) · 5d

**Chris Morton** I also say NO. Why would Rothesay spend money on a study that would benefit Saint John. We need to keep our money to spend in our town.
4
[Like](#) · [Reply](#) · [Message](#) · 5d

**Donna Paul Berube** No! Why expand their problems they have never dealt with - can't even talk about.
3
[Like](#) · [Reply](#) · [Message](#) · 5d

**Shelley Oickle** Don't waste money on a study. It's a NO!
6
[Like](#) · [Reply](#) · [Message](#) · 5d

**James Middleton** waste of time
1
[Like](#) · [Reply](#) · [Message](#) · 5d

**Wayne Delong** Saint John has amalgamated several times and things have not improved for those area that have joined the city, Nothing has improved. The city main need is to attract jobs and people. All the city wants is our taxes - what do we get????
3
[Like](#) · [Reply](#) · [Message](#) · 5d

**Candy Vail Lambert** didnt you hear andrew oland on the radio...he is now the chair of enterprise SJ which we contribute hundreds of thousands of dollars to....we dont have high unemployment...just no one to fill the jobs.....and thats what they want us to join?
[Like](#) · [Reply](#) · [Message](#) · 5d



**Lynn Maclean** NO
1
[Like](#) · [Reply](#) · [Message](#) · 5d

**Rebecca Champagne LeToure** Awful!
2
[Like](#) · [Reply](#) · [Message](#) · 5d

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[Like](#) · [Reply](#) · [Message](#) · 5d



Amber McFarlane I moved out of the city to this area for a reason. 😊
2

[Like](#) · [Reply](#) · [Message](#) · 5d



John Buchanan My humble opinion ... any amalgamation would result in Rothesay/Quispamsis paying for years of SJ mismanagement. So a loud "NO" from me ... especially any suggestion of amalgamating police/fire services!!!!
6

[Like](#) · [Reply](#) · [Message](#) · 5d



Tee Jay Agree with previous post, no!

[Like](#) · [Reply](#) · [Message](#) · 5d



Julie Bw No!!!!

[Like](#) · [Reply](#) · [Message](#) · 5d



Sheila Arsenault Howell No thank you. Save the tax payer's money.

[Like](#) · [Reply](#) · [Message](#) · 5d



Mark Northrup No.

[Like](#) · [Reply](#) · [Message](#) · 5d



Muriel Marr A definite NO. Spare us the agony.

[Like](#) · [Reply](#) · [Message](#) · 5d



Gary Gower No! The city can't handle what they have currently. Making it larger will not cure any ills, it will simply spread those ills onto the outlying communities.
2

[Like](#) · [Reply](#) · [Message](#) · 5d



Will Ducas No no no
1

[Like](#) · [Reply](#) · [Message](#) · 5d



James Craft I lived in Rothesay for 20 years and the City Of Saint John for 15 years and now. Much work would have to be done BEFORE considering such a change. #1 Would be a complete redrawing of the Saint John boundaries to remove sparsely populated outskirt area... [See More](#)

[Like](#) · [Reply](#) · [Message](#) · 4d



David Parlee yes why not

[Like](#) · [Reply](#) · [Message](#) · 4d



David Parlee yes why not

[Like](#) · [Reply](#) · [Message](#) · 4d



Susan Pridham Road tax would be a great idea

[Like](#) · [Reply](#) · [Message](#) · 4d



Pierre de Villers Nope. Bad idea. Don't do it.

[Like](#) · [Reply](#) · [Message](#) · 4d



Christine Mary Furlong No thank you I agree with all of the other remarks tks

[Like](#) · [Reply](#) · [Message](#) · 4d



Write a comment...



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 12, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:


John Jarvie, Town Manager

DATE: February 7, 2018

SUBJECT: Contract T-2018-001
Street Reconstruction, Sidewalk & Servicing Eriskay Drive / Iona Avenue

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award Contract T-2018-001: Street Reconstruction, Sidewalk & Servicing Eriskay Drive / Iona Avenue to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$1,020,590.50 (including HST), as calculated based on estimated quantities, and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2018 General Fund Capital Budget and the 2018 Utility Fund Capital Budget include funds to upgrade the sanitary sewer, add curb, sidewalk and storm sewer and resurface the street.

BACKGROUND

The 2015 General Fund Capital budget included funding to install curb and sidewalk on Iona Avenue and Eriskay Drive. The work included concrete curbing and the addition of a storm drainage system with subsequent patching of the asphalt surface. Brunswick Engineering was

engaged to design the project and during the course of design determined that the existing underground sanitary sewer was in poor repair. The project, as funded at the time, did not contemplate the replacement of the sanitary sewer or the larger scale asphalt resurfacing project that would result. Council decided at the time to fund the expanded design of the project including replacement of the sanitary sewer and road surface while deferring construction to a future year. The expanded project also included a redesign of the unique intersection of Iona Avenue and Eriskay Drive.

The 2018 General Fund Capital Budget included funding for the installation of a complete storm drainage system, installation of concrete curb and sidewalk and complete resurfacing of the street within the specified contract limits. The 2018 Utility Fund Capital Budget included funding for the complete replacement of the existing sanitary sewer within the specified contract limits. The 2018 budget did not include funding for the realignment of the intersection of Iona Avenue and Eriskay Drive.

TENDER RESULTS

The Tender was posted on the New Brunswick Opportunities Network on January 19, 2018 and closed on February 6, 2018. Four bids were submitted and all four bids were deemed compliant by the Tender Opening Committee. The results were as follows:

1. Galbraith Construction Ltd., Saint John, NB	\$ 1,020,590.50
2. Debly Enterprises Ltd., Saint John, NB	\$ 1,115,649.50
3. L. Sanford & Sons Ltd, Bloomfield, NB	\$ 1,175,103.35
4. Fairville Construction Ltd., Saint John, NB	\$ 1,317,727.50

The Engineer's estimate for the project was \$1,267,975.00

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work, and recommend acceptance of their tender.

FINANCIAL IMPLICATIONS

The anticipated completion cost for the 2018 project is as follows:

	Total incl. HST	HST rebate	Subtotal	Diff from \$803,000.00 Budget
Consulting Fees	55,000.00	5,124.09	49,875.91	
Construction costs	1,020,590.50	95,083.53	925,506.97	
Subtotal	1,075,590.50	100,207.62	975,382.88	-172,382.88

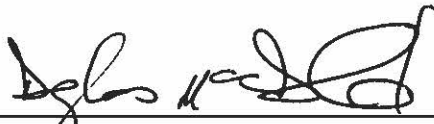
The 2018 General Fund Capital Budget included an amount of \$503,000 and the Utility Fund Capital Budget included an amount of \$300,000 for a combined total of \$803,000 to complete the project.

Staff is of the opinion that the difference between the tendered price and the budget, \$172,382.88 can be managed within the overall approved capital program envelope given the following:.

- This project will see the resurfacing of an entire street which is not included in the 2018 resurfacing program.
- The 2018 Asphalt Resurfacing project will be designed, tendered and the final list of streets (as always) will be determined based on the tender results.
- It may be necessary to defer the resurfacing of a particular street currently contemplated in the 2018 resurfacing program to balance the fund within the approved envelope and complete the Eriskay/ Iona project as tendered.
- It is important to note that the asphalt resurfacing program has produced final results lower than the awarded contract value in each of the last three years.
- It is also important to note that the tendered Eriskay / Iona project did include the realignment of the intersection of Iona Avenue and Eriskay Drive. Staff is of the opinion that now is the proper time to complete the realignment and this constitutes added value to the overall project.



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

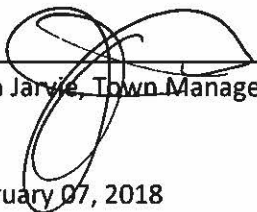


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 12, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvis, Town Manager

DATE: February 07, 2018

SUBJECT: T-2018-003A: Trackless Sidewalk Plow

RECOMMENDATION

It is recommended that Equipment Supply Tender T-2018-003A: Trackless Sidewalk Plow, be awarded to Saunders Equipment Ltd., at the tendered price of \$193,274.75 including HST and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2018 General Fund Capital Budget included funds to purchase a Trackless Sidewalk Plow to serve the Rothesay Public Works Department.

BACKGROUND

The 2018 General Fund Capital Budget included funding for the purchase of a Trackless Sidewalk Plow to replace a resource that is currently 14 years old. A tender call for the supply of this sidewalk plow was not issued publicly by Rothesay. The City of Fredericton issued a public tender for a Trackless Sidewalk Plow and the low bidder was Saunders Equipment Ltd. Saunders offered the City of Fredericton upwardly graduated discounts for each additional unit purchased under the tender. In the spirit of cooperation the City of Fredericton reached out to municipalities across New Brunswick who were interested in purchasing similar units and, with the agreement of Saunders Equipment, offered the

multit-unit discount to any municipality wishing to partner. The benefit to Rothesay for being part of the buyers group is a minimum savings of \$5,000 deducted from the above noted price at the time of purchase. If the buyers group produces orders in excess of 6 Trackless units, Saunders has agreed (in writing) to discount each machine by \$10,000 which would be deducted from the above noted price at the time of purchase.

All sidewalk plows owned by the Town are Trackless brand and Saunders Equipment is the only registered Trackless dealer in the Maritime Provinces. The Town's mechanic is familiar with the maintenance and repair of this type of equipment and the Town's entire parts inventory is for this type of equipment. For these reasons it is being recommended that the Town purchase Trackless brand machinery for plowing sidewalks. It is staff's understanding that an exemption notification to the province to outline why the Town would "sole source" Trackless brand equipment from Saunders is not necessary as the City of Fredericton did issue a public tender call and are simply extending the benefits to all New Brunswick municipalities.

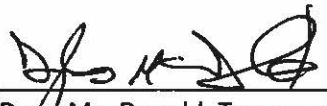
FINANCIAL IMPLICATIONS

The tender issued by Fredericton included pricing for all available attachments for a Trackless MT7 Sidewalk Plow. Rothesay staff has used the base amount and pricing chart from the Fredericton tender to configure the unit that would best suit the needs of Rothesay. The total amount of the unit will be \$193,067.75 including HST, before the buyers group discount is applied.

The analysis concludes that a total amount of \$190,000 was provided in the General Fund Capital Budget for the purchase a Trackless Sidewalk Plow. The delivered cost of the unit will be \$175,080.55, factoring in the Town's eligible HST rebate.

Equipment	Tender price	Hst rebate	Cost to Town	Budget	Difference
Trackless MT7	193,274.75	18,006.48	175,268.27	190,000	14,731.73
Buyers group <6 units	187,524.75	17,470.78	170,053.97	190,000	19,946.03
Buyers group 6 or more units	181,774.75	16,935.08	164,839.67	190,000	25,160.33

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).



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 12, 2018

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvis, Town Manager

DATE: February 7, 2018

SUBJECT: T-2018-0003B: Backhoe / Loader

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award contract T-2018-003B: Backhoe / Loader to Alpa Equipment Ltd., in the amount of \$199,385.00 (including hst) and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2018 General Fund Capital Budget included funding for the purchase of a new Backhoe / Loader to replace one of the Town's existing backhoes which is a 2004 model.

BACKGROUND

A tender call for the supply of a new and never used Backhoe / Loader was issued through the New Brunswick Opportunities Network (NBON) on January 22, 2018 with a closing date of February 7, 2018.

TENDER RESULTS

Tenders closed on February 7, 2018 with five companies submitting bids. The Tender Advertisement on NBON specified the requirement for a 10% bid security deposit, in the form of cash, certified cheque or bond, to be submitted with all bids; this is a standard requirement for all Rothesay equipment tenders. Four of the five submitting bidders included bid security in the proper format with their tender; the fifth did not.

Results of the compliant submissions including HST are as follows:

Alpa Equipment	Fredericton, NB	\$199,385.00
Wajax Equipment	Moncton, NB	\$200,962.50
Toromont Cat	Fredericton, NB	\$229,360.00
Brandt Tractor	Fredericton, NB.	\$231,481.20

The submission from Alpa met the requirements set out in the tender.

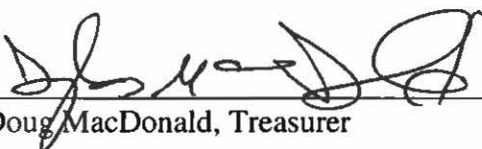
FINANCIAL ANALYSIS

An amount of \$200,000 was included in the 2018 General Fund Capital Budget for the replacement of a 2004 Backhoe / Loader. Assuming award of the contract to Alpa a financial analysis has been included below:

Tender Amount	HST Rebate	Subtotal	Budget	Difference
199,385.00	18,575.75	180,809.25	200,000.00	19,190.75



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer