



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, July 9, 2018**  
**7:00 p.m.**



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**1. APPROVAL OF AGENDA**

**2. APPROVAL OF MINUTES**                      Regular Meeting                      11 June 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 13 June 2018                      Letter from Kennebecasis Valley Players RE: Upcoming shows and donation request

5.1.1 5 July 2018                      Rothesay Yacht Club application for Rothesay Municipal Grant  
**Council to provide direction**

5.2 22 June 2018                      Letter from resident RE: Long term plan for private water system  
**Refer to staff**

5.3 26 June 2018                      Letter from Minister Fraser RE: 2019 Municipal Designated Highway Program

**Refer to staff**

5.4 27 June 2018                      Letters (3) from resident RE: Conditions in Wells with presentation  
**Refer to the Works and Utilities Committee**

5.5                                          UMNZB Zone 3 Proposed Resolution

**Council endorse proposed resolution**

**6. CORRESPONDENCE - FOR INFORMATION**

6.1 12 June 2018                      Letter from the New Brunswick Medical Education Foundation Inc. (NBMEF) RE: Thank You – Town of Rothesay Medical Education Scholarship

6.2 14 June 2018                      Letter from the Regional Development Corporation RE: Infrastructure Bilateral Agreement Funding

6.3 22 June 2018                      Letter from Counc. Wells RE: Age-Friendly Committee support for “T-time: Empowering Seniors with Sight Loss through Technology & Peer Support” Project

6.4 18 June 2018                      Letter from CN RE: Rail Safety Week September 23-29 Proclamation

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**7. REPORTS****7.0 July 2018****Report from Closed Session**

- |        |                 |                                                                                    |
|--------|-----------------|------------------------------------------------------------------------------------|
| 7.1    | 28 May 2018     | Fundy Regional Service Commission (FRSC) Board Meeting minutes                     |
| 7.2    | 23 May 2018     | Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) Meeting Minutes |
|        | 31 May 2018     | KRJBPC Statement of Financial Position                                             |
|        | 14 June 2018    | KRJBPC Call Report                                                                 |
| 7.3    | 31 May 2018     | Draft unaudited Rothesay General Fund Financial Statements                         |
|        | 31 May 2018     | Draft unaudited Rothesay Utility Fund Financial Statements                         |
|        | 28 June 2018    | Compliance Report                                                                  |
|        | 30 June 2018    | Donation Report                                                                    |
| 7.4    | 19 June 2018    | Draft Parks and Recreation Committee Meeting Minutes                               |
|        | ➤ Benches       |                                                                                    |
| 7.5    | 20 June 2018    | Draft Age Friendly Committee Meeting Minutes                                       |
|        | ➤ Hampton Road  | flashing lighted crosswalk near Town Hall                                          |
| 7.6    | 20 June 2018    | Draft Works and Utilities Committee Meeting Minutes                                |
|        | ➤ Gondola Point | Road Sidewalk Extension                                                            |
| 7.6.1  | 4 July 2018     | Gondola Point Road Sidewalk Extension report prepared by DO McLean                 |
| 7.7    | 3 July 2018     | Draft Planning Advisory Committee Meeting Minutes                                  |
| 7.8    | June 2018       | Monthly Building Permit Report                                                     |
| 7.9    | 4 July 2018     | Capital Projects Summary                                                           |
| 7.10   | Spring 2018     | Draft Communications Committee Final Report                                        |
| 7.10.1 | July 2018       | Networked Communications and Engagement Strategy                                   |

**8. UNFINISHED BUSINESS****TABLED ITEMS****8.1 Rothesay Arena/Wellness Centre *Remove from table***

- |                |                                                                |
|----------------|----------------------------------------------------------------|
| 6 July 2018    | Memorandum from Town Manager Jarvie                            |
| 2 July 2018    | Email from Counc. Shea RE: Request for update on Arena project |
| 2 January 2018 | Memorandum from Counc. Shea RE: Rothesay Arena                 |

**9. NEW BUSINESS****9.1 Gondola Point Road Watermain Extension**

- |             |                              |
|-------------|------------------------------|
| 4 July 2018 | Report prepared by DO McLean |
|-------------|------------------------------|

**9.2 Engineering Design and Construction Management Services 2019 Asphalt Resurfacing and Microseal Placement Program**

- |             |                              |
|-------------|------------------------------|
| 5 July 2018 | Report prepared by DO McLean |
|-------------|------------------------------|

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**10. NEXT MEETING**

**Regular meeting**

Monday, August 13, 2018

**Public Hearing – Bridlewood Estates**

**TBD**

**11. ADJOURNMENT**



**ROTHESAY**  
COUNCIL MEETING  
Rothesay Town Hall  
**Monday, June 11, 2018**  
**7:00 p.m.**



**PRESENT:** DEPUTY MAYOR MATT ALEXANDER  
COUNCILLOR GRANT BRENAN  
COUNCILLOR PETER J. LEWIS  
COUNCILLOR TIFFANY MACKAY FRENCH  
COUNCILLOR BILL McGUIRE  
COUNCILLOR DON SHEA  
COUNCILLOR MIRIAM WELLS

TOWN MANAGER JOHN JARVIE  
TOWN CLERK MARY JANE BANKS  
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN  
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN  
TREASURER DOUG MacDONALD  
ADMINISTRATIVE ASSISTANT LIZ POMEROY

**ABSENT:** MAYOR NANCY GRANT

Deputy Mayor Alexander called the meeting to order at 7:00 p.m.

**1. APPROVAL OF AGENDA**

**MOVED** by Counc. Wells and seconded by Counc. Lewis the agenda be approved as circulated, with the following changes:

- Item 9.2 Encroachment Agreement – 53 Elizabeth Parkway be brought forward to follow Item 3.1
  - The addition of a revised Easement Agreement for Domville Lane under Item 9.3.

**ON THE QUESTION:**

Counc. Shea noted he submitted three pieces of correspondence Items 5.6, 5.7, and 5.10. He requested Council consider the resolutions included in the correspondence as opposed to the recommendations listed on the agenda. It was noted a revised copy of the Domville Lane Easement Agreement was distributed to Council prior to the meeting.

**CARRIED.**

**2. ADOPTION OF MINUTES**

- Regular Meeting 14 May 2018

**MOVED** by Counc. Wells and seconded by Counc. Lewis the Open Session Council minutes of 14 May 2018 be adopted as circulated.

**CARRIED.**

- **Business Arising from Minutes**  
N/A

**3. OPENING REMARKS OF COUNCIL**

Deputy Mayor Alexander noted a Community Disaster Recovery Office opened today at Rothesay Town Hall and will operate 1:00p.m. – 9:00p.m. on weekdays. Appointments can be made by calling the Town Office at 848-6600 (until a new Government number is established). The office is to continue indefinitely. He further noted the Town is continuing to seek external funding to assist with the Wastewater Treatment Plant project to ensure sewage concerns do not arise if another flood occurs in the future.

Deputy Mayor Alexander noted the following public events were attended by Council members: the



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Saint John Rotary Gala May 16, 2018; the Rainbow Peace March May 17, 2018; the Loyalist Day Ceremony May 18, 2018; the P.R.O. Kids Fundraising Dinner May 23, 2018; the Service Dogs Fundraiser May 26, 2018; the Bras d'Or Sea Cadets Review May 26, 2018; the Hampton Educational Centre Turnaround Awards May 26, 2018; the Touchstone Academy Curiosity Fair June 6, 2018; the grand opening of the Roslyn Isobel Stollery Fitness Centre at Rothesay Netherwood School May 31, 2018; the Municipal Open House at the Bradley Lake Community Centre June 7, 2018; and the Enterprise Saint John Economic Development Strategy at the Amsterdam Inn June 7, 2018.

Counc. Wells noted residents have voiced their appreciation to the Town for assistance during the flood. As a homeowner in the flood zone she commended all who helped out with flood relief efforts and noted her appreciation for the continuous communication and debris collection units.

**3.1 Declaration of Conflict of Interest**

Deputy Mayor Alexander declared a conflict of interest for Item 9.2 Encroachment Agreement – 53 Elizabeth Parkway.

Deputy Mayor Alexander declared a conflict of interest and left the meeting. There was consensus to permit Counc. Shea to assume the Chair.

**4. DELEGATIONS**

N/A

**Item brought forward.****9.2 Encroachment Agreement - 53 Elizabeth Parkway**

7 June 2018

Memorandum from Town Manager Jarvie with attached proposed  
Encroachment Agreement

Town Manager Jarvie advised it is a standard agreement for an encroachment agreement of this nature and the property owner is amenable to the proposal.

**MOVED** by Counc. Wells and seconded by Counc. Lewis Council hereby authorizes the Mayor and Clerk to enter into an encroachment agreement with Joanne Marie Clark of 53 Elizabeth Parkway for the purpose of constructing an engineered retaining wall and reinforced concrete boat ramp on Town owned land (PID 00234575).

**CARRIED.**

**MOVED** by Counc. Wells and seconded by Counc. Lewis Council hereby requires that the encroachment agreement be signed by Joanne Marie Clark within 120 days, or any extension thereof granted by Council upon the request of the applicant, from the date of final approval by Council otherwise this approval will be void and obligations arising shall be at an end.

**CARRIED.**

Deputy Mayor Alexander returned to the meeting and resumed the Chair.

**5. CORRESPONDENCE FOR ACTION**

5.1 11 May 2018

Letter from Rothesay High School RE: RHS Safe Grad Donation request  
Counc. Wells suggested the school be contacted to encourage early submission of future requests to allow sufficient time for budget consideration. In response to an inquiry, Town Manager Jarvie advised the request is not a regular occurrence for the school. It was suggested the item be referred to the Mayor for consideration under the Mayor's donation budget.

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**MOVED** by Counc. McGuire and seconded by Counc. Wells the letter from Rothesay High School RE: RHS Safe Grad Donation request dated 11 May 2018 be referred to the Mayor.

**CARRIED.**

5.2 14 May 2018 Letter from resident RE: Garbage surrounding Superstore  
**MOVED** by Counc. Wells and seconded by Counc. Mackay French the letter from resident RE: Garbage surrounding Superstore dated 14 May 2018 be referred to staff.

ON THE QUESTION:

DPDS White advised the information had already been conveyed to the Superstore.

**CARRIED.**

5.3 Various Emails (3) from resident RE: Corner of Mulberry Lane and Cameron Road  
**MOVED** by Counc. Wells and seconded by Counc. Mackay French the emails (3) from resident RE: Corner of Mulberry Lane and Cameron Road be referred to staff.

**CARRIED.**

5.4 24 May 2018 Letter from resident RE: Request to re-draw the Rothesay/Saint John boundary line  
**MOVED** by Counc. Wells and seconded by Counc. Brennan the letter from resident RE: Request to re-draw the Rothesay/Saint John boundary line dated 24 May 2018 be referred to staff for a response; *and further the response include a suggestion to refer the item to the city of Saint John.*

ON THE QUESTION:

Counc. Brennan suggested the response include a suggestion to refer the item to the city of Saint John.

**Amending motion:**

**MOVED** by Counc. Wells and seconded by Counc. Brennan the following be added following “a response”:

“and further the response include a suggestion to refer the item to the city of Saint John.”

ON THE QUESTION:

In response to an inquiry, Town Manager Jarvie advised a formal request to redraw the Rothesay/Saint John boundary near Kennebecasis Park has not been made. He further noted the request requires legislative changes however alternative measures can be undertaken to mitigate the issues without redrawing the boundary line. Mr. Korey Nixon introduced himself as the author of the correspondence.

**Amending motion CARRIED.**

**MAIN motion, as amended, CARRIED.**

5.5 25 May 2018 Letter from resident RE: Sittercise Workout Program  
**MOVED** by Counc. Shea and seconded by Counc. Wells the letter from resident RE: Sittercise Workout Program dated 25 May 2018 be referred to the Age Friendly Committee and the Parks and Recreation Committee.

**CARRIED.**

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5.6 30 May 2018 Memorandum from Counc. Shea RE: Sunshine List

**MOVED** by Counc. Shea and seconded by Counc. Brennan:

Whereas the matter of a Sunshine List for the town of Rothesay is on record as having been discussed at one or more levels in the past;

Whereas salary disclosure is a common practice in many jurisdictions;

Whereas the town of Rothesay is on record as wanting to be more open and transparent with its residents;

Be it resolved the town of Rothesay disclose annually the names, positions and pay bands of its senior staff;

Be it further resolved this Sunshine List be made available on the Town's website.

### ON THE QUESTION:

Deputy Mayor Alexander noted the request may be premature since the Procedural By-law cannot be changed until legislative changes have been made. Counc. Shea noted the initiative has been completed by other neighbouring municipalities such as Saint John and Quispamsis. The following comments were made: the Sunshine List will improve transparency within the Town; a pay scale could be used similar to the ranges for the Quispamsis Compensation List; pay ranges will permit some privacy to members of senior staff; the list could be put on the Town website; referring the item to the Personnel Committee will allow an opportunity to investigate the initiative further; it could be assumed Saint John and Quispamsis have done their due diligence to determine appropriate pay scales; and referring the item to the Personnel Committee may delay the matter.

**MOVED** by Counc. McGuire and seconded by Counc. Wells the item be tabled pending a recommendation from the Personnel Committee for the July Council meeting.

**YEA votes recorded from:** Deputy Mayor Alexander, and Councs. Mackay French, McGuire, and Wells.

**NAY votes recorded from:** Councs. Lewis, Grant, and Shea.

**CARRIED.**

There was a brief procedural discussion wherein Town Clerk Banks advised Council that, when any Council member besides the Mayor is in the Chair, the Chair votes on all motions.

5.7 1 June 2018 Memorandum from Counc. Shea RE: Council remuneration

1 June 2018 Email from Counc. Lewis RE: Council remuneration

29 May 2018 CBC Article RE: Kelowna council votes to top up salaries after feds scrap tax break

There was a brief discussion with respect to the forthcoming tax changes (2019) and potential impact for councillors and the need to review By-law 1-06 and make changes.

**MOVED** by Counc. Shea and seconded by Counc. McGuire:

Whereas the 2017 federal budget contained a legislative change eliminating the tax exemption currently available to elected officials;

And whereas this change will come into effect on January 1, 2019;

And whereas said legislation will impact the take-home remuneration for councillors;

And, further, whereas said changes will impact Rothesay By-Law No. 1-06;

Be it resolved the necessary changes be made to By-law No. 1-06 to bring it into line with proposed legislative changes at the federal level;

Be it further resolved that staff be instructed to research the cost to the Town to "gross-up" current remuneration levels paid to councillors so as to ensure, come January 1, 2019, Rothesay councillors do not receive a reduction in their remuneration as a result of the 2017 federal budget.

**CARRIED.**

5.8 5 June 2018 Email from Counc. Lewis RE: Riverside Park repairs

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Town Manager Jarvie noted discussions with the Town's insurance company are underway. Town staff are awaiting the results of an insurance adjuster's report to determine if any action can be taken to mitigate possible damage from potential floods in the future. There was a brief discussion with respect to the existing deck. Town Manager Jarvie advised the deck was removed and scrapped. DO McLean elaborated noting the deck was considered contaminated wood and treated as flood damaged materials. In response to an inquiry, Town Manager Jarvie advised the Town is investigating the installation of a concrete deck but further information is required. He added it is expected all repairs for the park will be completed before the New Brunswick Day weekend in August. Counc. Lewis commented on the existing state of the park and noted there are several issues that should be addressed. He added there is also work required at the Wells Recreation park. He questioned the status on the project to straighten the curb at the Wells park. DO McLean advised the issue of straightening the curb at the Wells park has been resolved. In response to an inquiry, Town Manager Jarvie advised due to the flood, removal of the asphalt road in East Riverside-Kingshurst park was not completed.

**MOVED** by Counc. Lewis and seconded by Counc. Shea the email from Counc. Lewis RE: Riverside Park repairs dated 5 June 2018 be referred to staff.

**CARRIED.**

5.9 5 June 2018

Letter from Archstone Physiotherapy and Wellness Centre RE:

Request for flashing lights at Hampton Road crosswalk near Town Hall

**MOVED** by Counc. Wells and seconded by Counc. Mackay French the letter from Archstone Physiotherapy and Wellness Centre RE: Request for flashing lights at Hampton Road crosswalk near Town Hall be referred to the Works and Utilities Committee.

**ON THE QUESTION:**

Counc. Wells agreed that the request is warranted. She noted with the Seniors Resource Centre, Community Disaster Recovery Office, as well as the Archstone Physiotherapy office, it is expected pedestrian traffic for Town Hall will increase over time.

**CARRIED.**

5.10 5 June 2018

Memorandum from Counc. Shea RE: By-law 1-06

**MOVED** by Counc. Shea and seconded by Counc. Brennan:

Whereas the Town of Rothesay, in 2006, enacted By-Law No. 1-06 – a by-law *respecting the remuneration of council members and committee members*;

And whereas said by-law came into force prior to the establishment of regional service commissions in the province;

And whereas the applicability of By-Law No. 1-06 has not been questioned as it relates to participation on the Fundy Regional Service Commission;

Be it resolved the Town of Rothesay is of the understanding that participation on the Fundy Regional Service Commission is, for purposes of By-Law No. 1-06, no different than any other agency, board or commission on which council members participate.

**ON THE QUESTION:**

Counc. McGuire requested clarification. He noted the Fundy Regional Service Commission (FRSC) is a provincially mandated Commission. He added compensation for the Commission is considerably higher than other external organizations. He suggested the item be deferred until the Mayor's return. Counc. Shea noted the item relates to By-law 1-06 rather than the Mayor's participation on the Commission. Counc. Wells suggested further investigation may be beneficial before any decision is made. She added the Mayor's participation on the Commission may provide insight required to make an informed decision. Counc. Brennan questioned if the Mayor, as a member of the Commission, would be in a conflict of interest as the matter may result in personal financial gain. There was general discussion with respect to whether By-law 1-06 applies to the FRSC or not. It was noted By-law 1-06 was enacted before the FRSC existed. There was further discussion with respect to compensation for members of the

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FRSC.

**MOVED** by Counc. Wells and seconded by Counc. McGuire the item be tabled pending a recommendation from the Personnel Committee.

**YEA votes recorded from:** Deputy Mayor Alexander and Councs. McGuire and Wells.

**NAY votes recorded from:** Councs. Brenan, Mackay French, Lewis, and Shea.

**DEFEATED.**

**MAIN motion:**

**YEA votes recorded from:** Councs. Brenan, Mackay French, Lewis, and Shea.

**NAY votes recorded from:** Deputy Mayor Alexander and Councs. McGuire and Wells.

**CARRIED.**

### 6. CORRESPONDENCE - FOR INFORMATION

6.1 22 May 2018 Letter to Minister Fraser RE: Infrastructure Bilateral Agreement (IBA)  
Funding – Wastewater Treatment Plant Upgrade

**MOVED** by Counc. McGuire and seconded by Counc. Lewis the letter to Minister Fraser RE: Infrastructure Bilateral Agreement (IBA) Funding – Wastewater Treatment Plant Upgrade dated 22 May 2018 be received/filed.

**CARRIED.**

6.2 24 May 2018 Letter from the Dept. of Transportation and Infrastructure RE: RONA MS  
Bike Tour 2018

**MOVED** by Counc. McGuire and seconded by Counc. Wells the letter from the Dept. of Transportation and Infrastructure RE: RONA MS Bike Tour 2018 dated 24 May 2018 be received/filed.

**CARRIED.**

6.3 25 May 2018 Letter to Minister Fraser RE: Infrastructure Bilateral Agreement (IBA)  
Funding – Rothesay Arena

**MOVED** by Counc. Wells and seconded by Counc. Lewis the letter to Minister Fraser RE: Infrastructure Bilateral Agreement (IBA) Funding – Rothesay Arena dated 25 May 2018 be received/filed.

**CARRIED.**

6.4 30 May 2018 Letter from resident RE: Kennebecasis Park entrance

**MOVED** by Counc. Lewis and seconded by Counc. Brenan the letter from resident RE: Kennebecasis Park entrance dated 30 May 2018 be received/filed.

**ON THE QUESTION:**

It was suggested a response be sent and further that the response include a recommendation to refer the item to the city of Saint John.

**CARRIED.**

6.5 31 May 2018 Letter from Minister Andrew Harvey RE: Federal Gas Tax Fund - 2018  
Allocation

**MOVED** by Counc. Brenan and seconded by Counc. Mackay French the letter from Minister Andrew Harvey RE: Federal Gas Tax Fund – 2018 Allocation dated 31 May 2018 be received/filed.

**CARRIED.**

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**7. REPORTS****7.0 June 2018****Report from Closed Session**

N/A

7.1 23 April 2018 Fundy Regional Service Commission (FRSC) Board Meeting minutes  
**MOVED** by Counc. Wells and seconded by Counc. Lewis the Fundy Regional Service Commission (FRSC) Board Meeting minutes dated 23 April 2018 be received/filed.

**CARRIED.**

7.2 18 April 2018 Kennebecasis Public Library (KPL) Board Meeting minutes  
April 2018 KPL Librarian's Report  
April 2018 KPL Building Maintenance Report  
31 March 2018 KPL Comparative Income Statement

**MOVED** by Counc. Shea and seconded by Counc. McGuire the Kennebecasis Public Library (KPL) Board Meeting minutes dated 18 April 2018, the KPL Librarian's Report dated April 2018, the KPL Building Maintenance Report dated April 2018, and the KPL Comparative Income Statement dated 31 March 2018 be received/filed.

**ON THE QUESTION:**

Counc. Wells questioned why councillors are discouraged from assuming the position of Chairperson or Vice-Chairperson on the Board. Counc. Shea noted he was amenable to assuming the role when asked however in the past the roles have been assumed by members that are not municipal councillors. Counc. Wells suggested the matter be discussed at the Board level and a suggestion made to permit councillors to assume the roles of either Chair or Vice-Chair. Counc. Shea noted he will discuss the matter with the Board.

**CARRIED.**

7.3 25 April 2018 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC)  
Meeting Minutes  
30 April 2018 KRJBPC Statement of Financial Position  
14 May 2018 KRJBPC Call Report

**MOVED** by Counc. Lewis and seconded by Counc. Mackay French the Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes dated 25 April 2018, the KRJBPC Statement of Financial Position dated 30 April 2018, and the KRJBPC Call Report dated 14 May 2018 be received/filed.

**ON THE QUESTION:**

Deputy Mayor Alexander gave a brief summary of the minutes. Counc. Brennan expressed concern the Board received only one bid for the vehicle tender. Deputy Mayor Alexander noted the matter was discussed with other potential bidders however the other companies did not show an interest in submitting a bid. Counc. Brennan inquired about the international missions. Deputy Mayor Alexander noted members of the Kennebecasis Regional Police Force can apply to attend an international mission. This is an opportunity to learn from other forces as well as share the KRPF's knowledge. He further noted applications are not guaranteed to be approved. In response to an inquiry, it was noted the international missions can last from 6 – 12 months. Counc. Brennan questioned the risk of Post-Traumatic Stress Disorder (PTSD) as a result of these missions. Deputy Mayor Alexander noted tests are in place before and after members are deployed on the missions to determine mental fitness levels. He added the missions are not typically located in conflict zones. Counc. Lewis questioned if the KRPF has investigated the possibility of "block bidding" for vehicles with other police forces. Deputy Mayor Alexander noted the KRPF attempted a similar initiative with Saint John in the past however it was unsuccessful.

**CARRIED.**

7.4 11 April 2018 Kennebecasis Valley Fire Department (KVFD) Inc. Board Meeting



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31 December 2017	KVFD 2017 Audited Financial Statements ( <i>previously provided at May Council meeting</i> )
28 February 2018	KVFD Statement of Expense with Budget Variance
11 April 2018	KVFD Chief’s Report
31 March 2018	KVFD Response Report
2017	KVFD Annual Report ( <i>previously provided at May Council meeting</i> )

**MOVED** by Counc. Wells and seconded by Counc. Brenan the Kennebecasis Valley Fire Department (KVFD) Inc. Board Meeting Minutes dated 11 April 2018, the KVFD Statement of Expense with Budget Variance dated 28 February 2018, the KVFD Chief’s Report dated 11 April 2018, and the KVFD Response Report dated 31 March 2018 be received/filed.

ON THE QUESTION:  
Counc. Wells noted the open session minutes may not appear substantial however the Board met in closed session for a considerable period of time. She added the Board will be seeking funds in the future to complete a strategic plan. Deputy Mayor Alexander noted it is likely the request will occur during budget deliberations.

**CARRIED.**

7.5    30 April 2018                      Draft unaudited Rothesay General Fund Financial Statements  
**MOVED** by Counc. Brenan and seconded by Counc. Wells the draft unaudited Rothesay General Fund Financial Statements dated 30 April 2018 be received/filed.

ON THE QUESTION:  
Treasurer MacDonald briefly reviewed the draft unaudited General Fund Financial Statements noting there are no significant issues in April. Counc. Brenan questioned if the Procedural By-law has been amended to reflect the dissolution of the Finance Committee. He noted the matter may need to be revisited as a Finance Committee provides adequate time to discuss the Town’s financial matters. Town Clerk Banks advised Schedule B of the Procedural By-law was amended in March. Counc. Brenan noted the updated By-law was not posted to the Town website. Town Clerk Banks noted it was an oversight and the updated version will be uploaded to the website. Counc. Brenan inquired about the variance for vehicle maintenance costs and the commercial revenue for the arena. Treasurer MacDonald advised vehicle repairs were over-budget and a company has rented the arena. Counc. Wells agreed with Counc. Brenan noting the re-establishment of the Finance Committee would ensure financial matters are discussed thoroughly, particularly during budget deliberations.

**CARRIED.**

**MOVED** by Counc. Wells and seconded by Counc. Brenan consideration be given to creating a Finance Committee.

ON THE QUESTION:  
It was noted a matter that was not previously included on the Council agenda requires a majority vote.

**CARRIED.**

30 April 2018                      Draft unaudited Rothesay Utility Fund Financial Statements  
**MOVED** by Counc. McGuire and seconded by Counc. Brenan the draft unaudited Rothesay Utility Fund Financial Statements dated 30 April 2018 be received/filed.

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### ON THE QUESTION:

Treasurer MacDonald noted the connection fee revenue is over-budget which is positive for the Town. Counc. Brennan inquired if the amount for the Infiltration Study is expected to grow. Treasurer MacDonald noted the item is expected to increase but not significantly.

**CARRIED.**

30 April 2018 Compliance Report

**MOVED** by Counc. Shea and seconded by Counc. Lewis the Compliance Summary dated 30 April 2018 be received/filed.

**CARRIED.**

30 April 2018 Donation Summary

**MOVED** by Counc. Lewis and seconded by Counc. Wells the Donation Report dated 30 April 2018 be received/filed.

**CARRIED.**

7.6 22 May 2018 Draft Parks and Recreation Committee Meeting Minutes

**MOVED** by Counc. Wells and seconded by Counc. Lewis the Draft Parks and Recreation Committee Meeting Minutes dated 22 May 2018 be received/filed.

### ON THE QUESTION:

Counc. Wells summarized the minutes. Counc. Lewis inquired if residents could purchase a bench as a memorial to help cover the cost of additional benches. Counc. Wells noted the initiative has been promoted on the Town website as well as the bulletin boards. Counc. Lewis commented that rose bushes have covered the East Riverside-Kingshurst park sign. Town Manager Jarvie noted the item will be addressed. Counc. Lewis noted he would like to see the curb straightened at the Wells park. DO McLean advised the curb section was removed and replaced with boulders. There was general discussion with respect to the “open for public” washroom sticker initiative. It was clarified the initiative would be targeted to businesses not private residences.

**CARRIED.**

7.7 23 May 2018 Draft Age Friendly Committee Meeting Minutes

**MOVED** by Counc. Wells and seconded by Counc. Shea the Draft Age Friendly Committee Meeting Minutes dated 23 May 2018 be received/filed.

### ON THE QUESTION:

Counc. Wells summarized the minutes. She noted all three of the electronic information kiosks were operational however due to the flood the kiosk located at the Renforth park was removed and will be reinstalled. Counc. Shea commented on the Community Check In Program noting the initiative was promoted on the bulletin boards. Counc. Brennan questioned if the electronic kiosks had been used inappropriately by some residents. Counc. Wells noted this was correct however there are safety measures in place to ensure the individuals are identified. She added Town staff are in the process of ensuring a similar situation does not occur in the future.

**CARRIED.**

7.8 4 June 2018 Draft Planning Advisory Committee Meeting Minutes

**MOVED** by Counc. Shea and seconded by Counc. McGuire the Draft Planning Advisory Committee Meeting Minutes dated 4 June 2018 be received/filed.

### ON THE QUESTION:

Deputy Mayor Alexander requested clarification with respect to the size of the sign at Campbell Drive. DPDS White advised an additional 250 square meters will be added to the existing sign. Counc. Wells commented that she was surprised the proposal for 42 Cedar Drive was approved despite overwhelming



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protest from neighbouring property owners. Counc. Shea noted there were different opinions on the matter and it was approved by a majority vote. Counc. Lewis requested clarification on the outcome of Mr. Scott's application for 11 lots on French Village Road. DPDS White advised the proposed lots are within a zone that requires the completion of a secondary plan prior to development. Counc. Lewis noted the Wells area is prime for development opportunities however developers are met with restrictions and cannot help grow the Town. Counc. Shea reported Mr. Scott was aware of the recommendation and attended the meeting with the intention of conveying his concerns to Council members. Counc. McGuire noted he spoke with Mr. Scott at the Municipal Plan Review public consultation at the Bradley Lake Community Centre. He added Mr. Scott was pleased with the Town's progress to improve development opportunities within the Municipal Plan.

**CARRIED.**

## ➤ 42 Cedar Drive – Cash in Lieu of Land for Public Purposes

**MOVED** by Counc. Shea and seconded by Counc. Lewis Council accept \$1,116.72 as cash in lieu of land for public purposes for the proposed vacant Lot 1-A to be subdivided from 42 Cedar Drive (PID 00238428).

**NAY vote recorded from Counc. McGuire.**

**CARRIED.**

## 7.9 May 2018 Monthly Building Permit Report

**MOVED** by Counc. Wells and seconded by Counc. Lewis the Monthly Building Permit Report dated May 2018 be received/filed.

## ON THE QUESTION:

Deputy Mayor Alexander inquired about the missing value of construction for 16 Wanda Crescent. DPDS White advised he would follow-up on the matter.

**CARRIED.**

## 7.10 7 June 2018 Capital Projects Summary

**MOVED** by Counc. Wells and seconded by Counc. Brennan the Capital Projects Summary dated 7 June 2018 be received/filed.

## ON THE QUESTION:

Deputy Mayor Alexander reported the Iona Avenue and Eriskay Drive project is ahead of schedule.

**CARRIED.**

## 7.11 Spring 2018 Union of Municipalities New Brunswick newsletter

**MOVED** by Counc. Wells and seconded by Counc. Mackay French the Union of Municipalities New Brunswick newsletter dated Spring 2018 be received/filed.

## ON THE QUESTION:

Counc. Wells suggested the new UMNBD Director meet with Council. Town Clerk Banks advised the new director is scheduled to attend the Zone meeting in Hampton Thursday, June 14, 2018 at 7:00 p.m..

**CARRIED.****8. UNFINISHED BUSINESS****TABLED ITEMS****8.1 Rothesay Arena**

2 January 2018

Memorandum from Counc. Shea RE: Rothesay Arena

*No action at this time*

**9. NEW BUSINESS****9.1 Rothesay/Quispamsis Joint Advisory Committee**

## ROTHESAY

Regular Council Meeting  
Minutes

-11-

11 June 2018

30 May 2018

Letter from Quispamsis RE: Rothesay/Quispamsis Joint Advisory Committee

**MOVED** by Counc. Wells and seconded by Counc. McGuire the letter from Quispamsis RE: Rothesay/Quispamsis Joint Advisory Committee dated 30 May 2018 be received/filed.

**CARRIED.**

### 9.2 Encroachment Agreement - 53 Elizabeth Parkway

7 June 2018

Memorandum from Town Manager Jarvie with attached proposed Encroachment Agreement

**Dealt with above.**

### 9.3 Local Government Services Easement – Domville Lane

8 June 2018

Memorandum from Town Manager Jarvie

**MOVED** by Counc. Wells and seconded by Counc. Mackay French Council approve the execution of the Local Government Services Easement plan with the owner of the properties identified as PID 30054381 and PID 30176630, as presented at the meeting.

#### ON THE QUESTION:

Counc. Wells requested clarification with respect to the revisions made to the agreement. Town Manager Jarvie noted the homeowner has granted permission for the easement to be located on two parcels of land as opposed to one.

**CARRIED.**

### 9.4 After Action Review – 2018 Flood

7 June 2018

Letter from Emergency Solutions International RE: 2018 Flood – After Action Review with attached proposal

**MOVED** by Counc. Wells and seconded by Counc. Lewis Council accept the proposal from Emergency Solutions International for an amount not to exceed \$10,000 for an After Action Review of the 2018 Flood.

#### ON THE QUESTION:

There was general discussion with respect to the company's experience. Deputy Mayor Alexander noted the following: the company is accredited nationally through ICS Canada and through the province to deliver and certify ICS 100-400 and 402 for executives; and Mr. Gillan is adequately certified and has considerable experience. There was general discussion with respect to cost. Deputy Mayor Alexander reported additional costs are expected to exceed the estimate of approximately \$6,000. In response to an inquiry, Town Manager Jarvie advised the matter was not tendered since it relates to professional consultant fees. Deputy Mayor Alexander noted he requested quotes from other organizations however they did not possess the appropriate experience desired. He added he will contact Mr. Gillan to discuss a timeline for the project.

**CARRIED.**

### 9.5 Iona Avenue/Eriskay Drive Reconstruction

8 June 2018

Memorandum from Town Manager Jarvie

18 May 2018

Report prepared by DO McLean

**MOVED** by Counc. Wells and seconded by Counc. Lewis the memorandum from Town Manager Jarvie dated 8 June 2018 and the report prepared by DO McLean RE: Iona Avenue/Eriskay Drive Reconstruction dated 18 May 2018 be received/filed.

**ROTHESAY**

Regular Council Meeting  
Minutes

-12-

11 June 2018

**ON THE QUESTION:**

Counc. Lewis commented on the width of the road. He noted the width may appear narrow however Green Road is narrower. He suggested in the future it may be advantageous to consider rolled curb for similar projects. Counc. Wells noted the area is near a school zone and the higher curb provides protection from vehicles encroaching on the sidewalk.

**CARRIED.**

**9.6 Municipal Plan Review**

June 2018 Information sheet RE: Municipal Plan Open House  
**MOVED** by Counc. Wells and seconded by Counc. McGuire the information sheet RE: Municipal Plan Open House dated June 2018 be received/filed.

**CARRIED.**

**10. NEXT MEETING**

The next meetings are scheduled as follows:

<b>Regular meeting</b>	Monday, July 9, 2018
<b>Public Hearing – Bridlewood Estates</b>	<b>TBD</b>

Deputy Mayor Alexander noted the upcoming Municipal Plan Review public consultations will occur from 4:00 p.m. – 8:00 p.m. on the following dates:  
Tuesday, June 19th – Bill McGuire Centre  
Wednesday, June 27th – Rothesay Town Hall

Deputy Mayor Alexander encouraged all to attend. He added the Great Race will occur on June 29, 2018 from 1:00 p.m. – 3:00 p.m. on the Rothesay Common.

**11. ADJOURNMENT**

**MOVED** by Counc. Mackay French and seconded by Counc. Brennan the meeting be adjourned.  
**CARRIED.**

The meeting adjourned at 8:40 p.m.

---

MAYOR

---

CLERK



June 13, 2018  
Suzanna Doyle-Yerxa  
Kennebecasis Valley players  
71 Bovaird Street  
Hampton, NB  
E5N 3A5



COPY

First, let me thank you for being so supportive of KV Players in the past. Producing quality shows that are affordable to our audiences has been our goal since Bob Doherty started our organization in 1983. It would not be possible without the help and support from local businesses and individuals and we do not take your financial contribution for granted.

This year is our 35<sup>th</sup> year of operation in the Kennebecasis Valley. Even though we are based in the Valley, we have performers from the entire region. While we target our local audience, our advertising extends to Saint John, Sussex, Moncton, and Fredericton.

This summer we are performing two shows. We are very excited to be the first amateur group in Canada to be licensed to present Newsies. Based on the 1994 Disney film, it highlights the struggle of the 1899 New York news boys as they take on the publishers of the major New York dailys for a fair wage. It is the classic David and Goliath tale and is great family entertainment-our 25 Newsies are in the middle of the rehearsal process and we are sure that you will be impressed. The show dates are July 18<sup>th</sup>-21<sup>st</sup>.

The second show is our 35<sup>th</sup> Anniversary Gala and we are remounting our "greatest hits" Drawing from shows we have already done, we are joined by some of our original actors and are featuring our latest headliners. Backed by a chorus of outstanding singers and dancers, we are enjoying redoing our favorites and reliving wonderful songs and dances and retelling some of our favorite stories! This show takes place from August 8<sup>th</sup>-10<sup>th</sup>.

Dr. Grant, I know you have been very generous in the past and hope you will be able assist this summer as we celebrate our 35<sup>th</sup> year of bringing summer theatre to the area. On a personal note, I really appreciate what you have done for our organization.

Sincerely,

Suzanne Doyle-Yerxa



RECEIVED

JUL - 5 2018

**SCHEDULE A****Application for Rothesay Municipal Grant**

App. Date: \_\_\_\_\_

Applicant: Rothesay Yacht Club (unlimited race) (Aug 25/18)  
 Address: 8 Wharf Rd.  
 Contact: Philip Massie Tel. 8474595  
 Email: \_\_\_\_\_

Organization Description: \_\_\_\_\_

Amount Requested: \$ 200<sup>00</sup>

Descriptions of proposed event or activity: Sailing race trophies to  
hopefully be presented by the mayor to determine  
the fastest sailboats in N.B.  
3 classes (1) under 15' (2) 15'-30' + (over 30')  
 Project costs: 9 trophies.

Benefits to town of Rothesay: to attract new people with  
boats to Rothesay and RYC.  
Hopefully this will bring boat from all  
over N.B.

Thanks

Philip

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

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



To :- Mayor and Council  
Town of Rothesay

June 22, 2018

From :- B.W. Cosman P.Eng.  
Pres. KMS Water System Ltd.

Subject- Long Term Plan for Private Water System owned KMS Water System Ltd.

**BACKGROUND -**

KMS Water System Ltd. is a private corporation registered and operating under the Corporations Act of PNB. The shares of the Company are currently held by my son Michael Cosman and me. It has provided residential water service to fourteen families at the top of the Green Road, part of Birch Crescent and Cedar Drive for over fifty years. (see attached Plan). All of the other homes in the area once known as "The Village of East-Riverside -Kingshurst" are on private wells with the exception of those on the recently installed water line along the Rothesay Road (Rte 100).

The system consists of a bored well, storage tanks, controls etc. in an underground pump-house at the rear of 178 Green Road. (hi-lited in green on attached Plan). The underground distribution lines are marked in Blue and the lateral service lines to the individual homes are in black on the attached Plan. Over the last few years, the wiring system has been upgraded : all of the metallic piping, valves etc. in the pump house have been replaced with municipal grade plastic : New fibreglass hydropneumatic pressure tanks have been installed. The curb stops at the property lines have been replaced and the pump house roof has also been replaced with a with a metal one.

I have been managing the system since it was constructed in the late 50's. I have been very conscientious in ensuring good service for my neighbours. I feel confident that they will support this view. However, as I have been a senior citizen for many years I believe that it is in the interest of everyone concerned that arrangements be made to continue the operation for the time when I am not available to manage the system. My children are not in a position to take on this role.

I have been considering a number of options. However, as a decision is significantly dependent on the timing of Town water service becoming available to the adjacent areas, I respectfully submit the following REQUEST :-

**A REPRESENTATIVE FROM THE TOWN BE ASSIGNED TO WORK WITH ME TO:-**

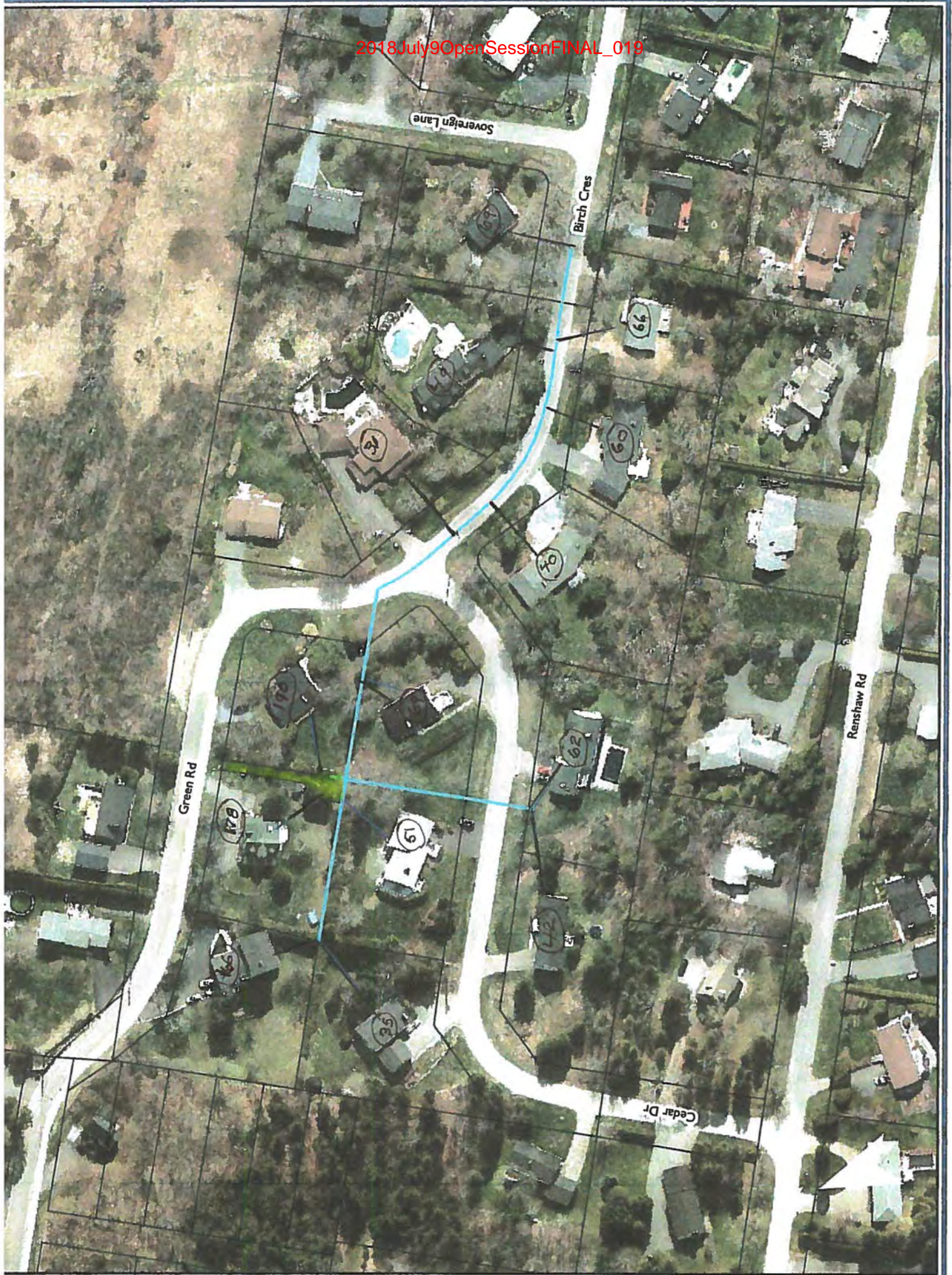
- (a) DETERMINE OPTIONS and
- (b) RECOMMEND A PLAN WHICH WILL ENSURE THE CONTINUANCE OF WATER SERVICE TO THE CURRENT CUSTOMERS OF KMS WATER LTD.

Thank you.

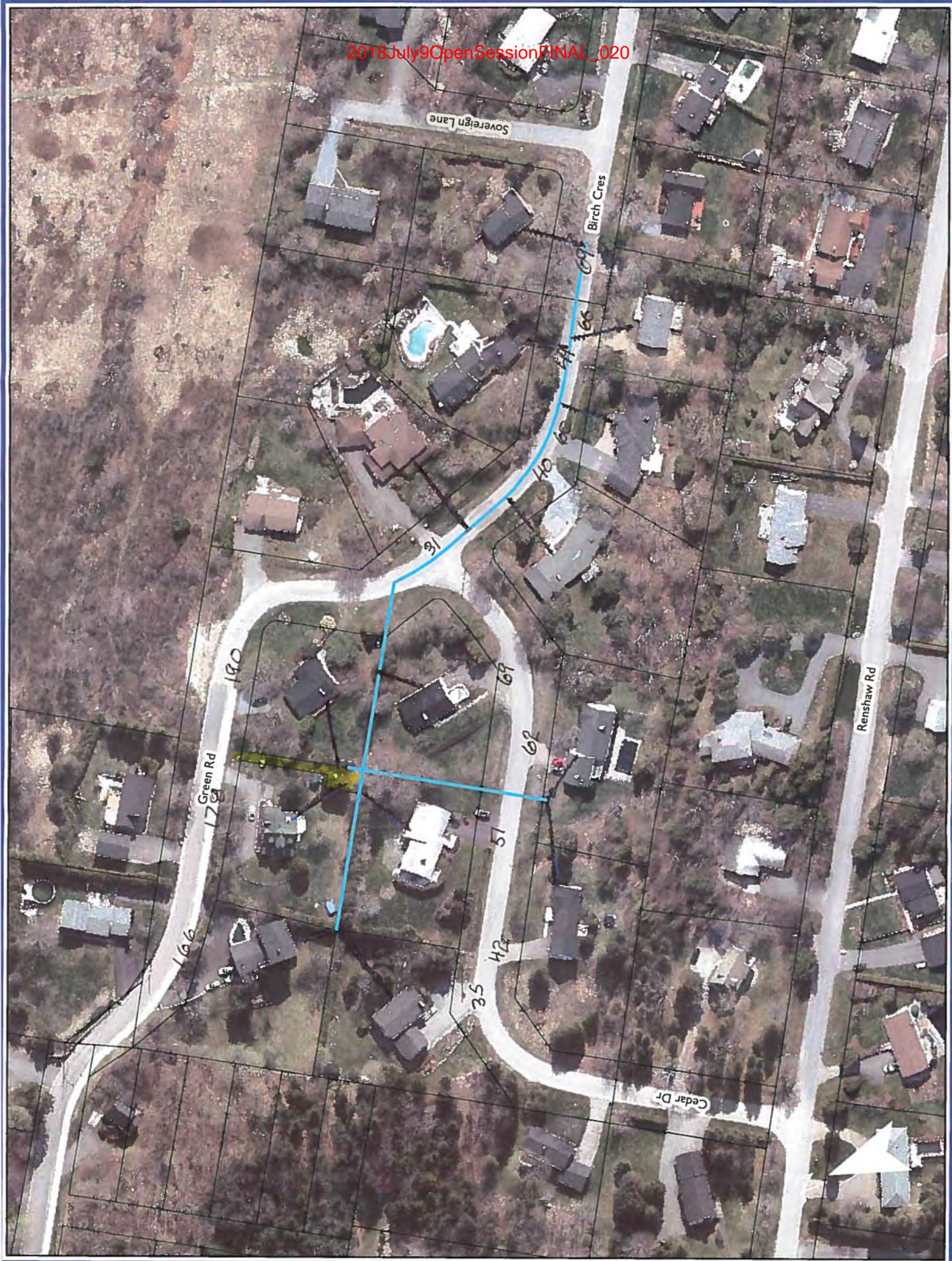
B.W. Cosman P.Eng.  
40 Birch Crescent  
Rothesay, N.B. E2H 1S6  
Tel 506 847-8533 cell 506 636-0621  
Fax 506 847-8532

Att. Plan of Properties &  
System Layout













File No. 32-93

June 26, 2018

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



Dear Mayor Grant:

The Department of Transportation and Infrastructure (DTI) is now looking ahead to the 2019 construction season and preparing to assess proposals under its Municipal Designated Highway Program. We are requesting that each municipality carefully review its requirements and submit an updated Five-Year Plan. Your submission will be evaluated in conjunction with the needs of all 99 municipalities in the province.

Your updated Five-Year Plan should indicate the proposed priorities for 2019, and list the improvements, proposed design, approximate cost, amount of the municipal contribution and the importance of each request. Capital projects eligible for funding consideration on designated highways are from curb-to-curb or shoulder-to-shoulder, including storm sewer, curb and gutter, street reconstruction and surface treatments.

To assist DTI in considering requests in preparation for the budget process and in coordinating the engineering design of many of these projects, your municipality is asked to update and send your Five-Year Plan to me, with a copy to the DTI District Engineer in your area, as soon as possible, but no later than September 30, 2018. Your local District Engineer will be able to assist you in preparing your priorities for 2019. Further assistance may also be obtained from the Municipal Engineer in DTI's Design Branch, Mr. Raymond Brun. Mr. Brun can be reached at (506) 461-4492.

DTI's Municipal Designated Highway Program plays an essential role in the provision of much-needed infrastructure upgrades across the province, while also spurring economic activity and job creation. I therefore look forward to receiving your submission.

Sincerely,

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

Bill Fraser  
Minister

c.c. Clerk  
District Engineer

Enc.

Minister/Ministre

Transportation and Infrastructure/Transports et Infrastructure

P.O. Box/C.P. 6000 Fredericton New Brunswick/Nouveau-Brunswick E3B 5H1 Canada

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



### **Municipal Designated Highway Program**

Through its Municipal Designated Highway Program (MDHP), the Department of Transportation and Infrastructure will partner with municipalities in New Brunswick to share eligible and approved costs of maintaining and upgrading provincially designated highways located within municipal boundaries. Not only will the program contribute to responsible asset management of strategic transportation infrastructure, but it will also generate economic development and create jobs from construction and export activity.

#### **Eligibility**

To be considered for funding, all proposed projects must contribute to maintaining or rehabilitating a provincially designated highway in a municipality. Examples of work that will be considered under the program include the following:

- Highway resurfacing
- Highway reconstruction
- Culvert replacement
- Ditching
- Highway widening
- Storm Sewer System
- Curb and Gutter

It should be stressed that the program will not fund trails, land, water main, sanitary sewer, sidewalks, lighting, landscaping, etc. and other costs that DTI does not consider critical to the asset's lifecycle.

#### **Criteria**

The criteria by which proposed projects will be evaluated under the MDHP include the following:

- the leverage of funds;
- the potential for job creation and the sustainability of those jobs;
- the readiness of the project; and
- the potential for the bundling of contracts to obtain savings

#### **Financial Assistance Available**

Under the MDHP, funding will be divided into two pools, a partnering pool where DTI and the municipality will share the eligible project costs and a traditional funding pool where DTI will cover 100% of the eligible project costs.

DTI can partner with municipal governments on eligible projects under the following shared cost amounts:

Municipal share of eligible costs:

Cities: 15% to 50%

Towns: 15% to 25%

Villages: 5% to 15%



Municipal government may source their shares of the required funding from own revenues, the federal government, the Municipal Capital Borrowing Board, but not from any funding amounts received from other provincial entities such as Regional Development Corporation.

To illustrate funding amounts, the following two examples are presented:

**Example 1**

City A, as part of its Asset Management Plan, proposes to rehabilitate 2 kilometres of a provincially designated highway that travels through its city. The rehabilitation work is expected to cost \$4 million, including the replacement of two culverts and some widening of the road to accommodate increased traffic. As this work would be considered 100% eligible and the applicant has proposed a cost share percentage of 40%, DTI would fund \$2.4 million ( $\$4 \text{ million eligible} \times 60\%$ )

**Example 2**

Village B with a proposed cost share percentage of 8%, plans to widen its main street at a cost of \$1 million. At the same time, it plans to replace a deteriorating sidewalk and add trees and shrubbery which is expected to bring the total cost to \$2 million. DTI would fund \$920,000 of this \$2 million project ( $\text{eligible work of } \$1 \text{ million} \times 92\%$ )

**How to Apply**

All projects to be considered must be submitted by September 30, 2018 and be part of an updated five-year plan by the municipal applicant. All proposed costs will be verified by DTI before funding is approved. DTI will review the applications and municipalities will be advised of their approved projects and funding amounts by the Minister.

**Contact**

Mr. Raymond Brun

Design Branch

Transportation and Infrastructure

Email: [raymond.brun@gnb.ca](mailto:raymond.brun@gnb.ca)

Telephone: 461-4492

July 2018

Rothsay Mayor and Members of Council  
70 Hampton Road  
Rothsay, NB, E2E 5L5



Members of the City Council,

We are writing to you today in regards to the poor conditions of The Wells Community. On January 1, 1998 East Riverside-Kingshurst, Fairvale, Renforth, the Town of Rothsay, and part of the Wells community were amalgamated to form the Town of Rothsay. This amalgamation occurred 20 years ago. The majority of the Wells Community is supplied by personal wells thus water and sewage services are not offered to the residents by the town. This means that the Town of Rothsay offers Snow Removal Services, Garbage Removal Services, and Road Repair Services to the Wells Community. To the best of our knowledge both Garbage and Snow Removal Services are tendered out and the work is completed by contractors.

This letter is to address multiple concerns that the Wells Community currently has that are not being fixed or looked after properly which reflects poorly on the community and lowers the quality of life in the community. The following areas are of main concern:

**Road Repair Services:** The majority of the roads in the Wells Community are chip sealed over unprepared surfaces. These roads would not meet the current DOT guidelines. It is our understanding that some roads are planned to be micro sealed. "The serviceable life of a chip seal treatment is considered to be 3 to 6 years with a typical average of 4 years under low to moderate traffic".<sup>1</sup> With Canada's climate, plowing practices, and the condition of the unprepared surfaces it is unlikely that the roads will last these expected durations. There are many locations in the subdivisions of the Wells Community that tree stumps are sticking out of the roads surface. In addition, any pot holes that were patched in 2017, have already been destroyed by the plows (see photos from Mark Ave). With the issue of unprepared surfaces, it is the towns best interest to remove the current chip seal, grade the roads properly and pave the roads with proper material that



will allow the continual use of these roads in the future without causing harm to vehicles and to reduce the safety risk that the current roads pose to the residents of Wells.

In addition, the tree stumps that are currently growing out of the road will cause a safety to concern to any and all two wheel vehicles (i.e., motorcycles). If an accident arises from a motorcycle hitting one of the stumps, the town could and should be sued in accordance with not providing safe roads for transport.

**Garbage in the Community:** Garbage is visible in all of the Wells Community ditches. After speaking with a town Employee it was noted that garbage clean up is not provided to the community currently under the public works banner. This is absolutely appalling.

My original question to the town - Would the town provide me with a pair of Nitrile Gloves and Garbage bags (1 to 2) to clean up the streets of the Wells Community? If not, would Rothesay pick up the garbage collected? And lastly, does Rothesay allocate time for their employees to clean up the roads in Wells Community? The answer was "No" to all of these questions. The individual stated that they would not provide these services as it is not under the current scope that they are required to do for the town. This is a MASSIVE ISSUE. Why is this an issue? I personally asked for supplies to clean OUR community up. First and foremost, the town should give the option of supplying and dropping off 1 - 5 garbage bags and gloves to residents that call or email for bags along with gloves based on the number of people willing to clean the garbage up. As residents of the Wells Community, we pay enough taxes that the town can provide garbage bags and gloves upon request. If the town is unwilling to do this, then it is suggested that each and every season the Town allocates 1 to 2 full working days to clean up the Wells Community. One or both of these options should be provided.

**Implementation of Garbage Cans:** Within the Wells Community public garbage cans can only be found along the Wells Walking trail. They cannot be found along the streets of the community. It would be of great importance to place garbage cans around the community. This may stop people from littering as much and may also help individuals to clean up after their animals when walking. Many residents complained that dog poop along the roads is NEVER

picked up and is unsightly. Please refer to how Quispamsis has garbage cans placed throughout the community to help keep their community clean. In addition to the garbage cans, signs that state "please pick up after your dog" may also help create a cleaner community.

**Why is garbage bad for the Community?** "Plastic pollution is an increasing problem affecting aquatic ecosystems".<sup>2</sup> Negative impacts of large plastic debris (hereafter referred as macroplastics) have been reported for a wide range of marine taxa, including birds, mammals, turtles, fishes and invertebrates, which can either ingest or become entangled in macroplastics. The Wells Community is largely located on a wetland that is full of species that are in great danger to the abundance of macroplastics in their ecosystem. They did not place the garbage their nor is it their responsibility to clean it up. We, humans are responsible for cleaning up the garbage that we have created.

Make the Wells Community Green & Eco-Friendly Now! Make the community a place where your family and children will want to visit and reside.

**Snow Removal Services:** Snow removal services are contracted out by the Town to the winning tender. Upon receiving the tender, the contractor is allowed to plow the roads with the equipment that they see fit to use. As noted by [REDACTED] they are allowed to use "whatever" equipment they wish even the use of a "toy truck" to clear snow. These are the exact terms he used. The use of "toy truck" was highly inappropriate. Issues that arise in the Wells Community after plowing is "completed" include the use of inadequate equipment to clear wide roads including the use of a Three-Quarter-truck (photos attached), the inability to clean the ends of streets, and the creation of windrows at the end of streets (as the plows are not wide enough to make a single pass on each side without leaving a windrow in the center when using the Three-Quarter-truck). It is Rothesay's best interest to clearly look at the plowing contract and tender and review the plowing practices as the current contractor leaves an abundance of snow in the middle of the road making it a public safety issue when driving in the Community of Wells. The use of proper equipment would eliminate this safety issue. If the current method is continued to be used in the future, please expect calls on a regular basis during snow storms.



**Control of Surface Water:** The Wells Community was designed with Ditches to control surface water and run off. Since the creation of the community, the upkeep has not been enough and has caused many issues. As per the Roads and Watercourse Crossing Guideline of New Brunswick, 2004 it states that "...ditches including their banks should normally be grubbed and stripped. Grubbing includes the removal of stumps, roots and downed or buried logs." The guideline also states that "ditches should be properly installed and have no low spots in which water can pool". In addition, it states that "ditches should be cleaned and graded so there is no impediment to water flow. Ponding of water should be prevented so it does not saturate the road subgrade and contribute to surface rutting on soft spots." It would be in the town's best interest to invest in proper ditching areas of the community that have pooling water (Mark Ave), proper clearing of ditches in all of the Wells Community, and the implementation of proper vegetation in places that have run off issues.

**Implementation of Stop Signs:** Many residents would like to see the installation of a stop signs on Joshua Street. As noted by one of the resident's she stated that from Hutson Street to Niomi Street more stop signs could be installed to reduce driver's speed and increase the safety of the community. At this time there are few stop signs on Joshua to slow traffic down.

We the residents of Rothesay specifically the Wells Community look forward to hearing how the Town will make the Community a better place.

If you don't implement some changes to make the community a better place, you can expect very unhappy residents. These residents are the only reason anyone employed by the town has a job.

Please find enclosed a signed petition from residents of the Wells Community in regards to this letter.

Kind Regards,  
Community Members of Rothesay  
Written by Megan Ostridge

## References



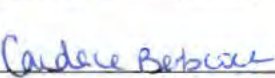



<sup>1</sup> (Uzarowski, L; Farrington, G; Chung, W. (2009). *Pavement Preservation – Effective Way of Dealing with Scarce Maintenance Budget*. Retrieved from <http://conf.tac-atc.ca/english/resourcecentre/readingroom/conference/conf2009/pdf/Uzarowski.pdf>

<sup>2</sup> (Lourenco, P; Serra-Goncalves, C; Ferreira, J; Catry, T; Granaderio, J. (2017). Plastic and other microfibers in sediments, macroinvertebrates and shorebirds from three intertidal wetlands of southern Europe and west Africa. *Environmental Pollution*. 231, 123-133.



## Petition for French Village (Rothsay) 2018

<b>Petition summary and background</b>	<p>We the citizens of French Village located in Rothsay, NB want help from the Town of Rothsay as Tax Payers to this community. We are signing this petition with the hope that the Town will address our issues outlined in our letter to council (Attached). This includes but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Garbage Clean Up</li> <li>2. Snow Removal</li> <li>3. Street/Road Conditions</li> <li>4. Need of Recreational Facilities for Children &amp; Gatherings</li> <li>5. Fixing of Guard Rails</li> <li>6. Re-ditching the subdivision</li> </ol> <p>Councilors please note within the comment section which concerns each resident wants addressed.</p> <p>Residents have outlined each issue by marking the number corresponding to the issues noted above in the comment section.</p>
<b>Action petitioned for</b>	<p>We, the undersigned, are concerned citizens who urge our leaders to act now.</p>

Printed Name	Signature	Address	Comment	Date
MEGAN OSTRIDGE		10 MARK AVE, Rothsay	① ② ③ ⑥	May 6 2018
Kevin Kincade		10 Mark Ave, Rothsay	① ② ③ ⑥	May 6 2018
Candace Babcock		12 Mark Ave, Rothsay	① ③ Street lights	May 6 2018
Emily Brideau		9 Mark Ave, Rothsay	① ② ③ ⑥	May 6 2018
Janet Brideau		9 Mark Ave, Rothsay	② ③ ⑥ street lights	May 6 2018
Mike Brideau		9 Mark Ave, Rothsay	1, 2, 3, street lights	May 6 18



## 2018July9OpenSessionFINAL\_030

Printed Name	Signature	Address	Comment	Date
Susan [unclear]	[Signature]	7 Mark Ave	① ② ③ ④ ⑤ ⑥	May 6/18
GLEN CAIN	[Signature]	6 MARK AVE	1 2 3 4 5 6	MAY 6/18
Amanda Greene	[Signature]	4 Mark Ave	1 2 3 4 5 6	May 6/18
Brandon Greene	[Signature]	4 Mark Ave	1 2 3 4 5 6	May 6/18
MIKE DAIGLE	[Signature]	3 Mark Avenue	1 3 6	May 6/18
Anke Daigle	[Signature]	3 Mark Avenue	1 2 3 6	May 6/18
Michelle London	[Signature]	5 Mark Ave	1 2 3 4 5 6	May 6/18
Arthur London	[Signature]	5 Mark Ave	1 2 3 4 5 6	May 6/18
Mark McNeil	[Signature]	1 Rodney St.	1 2 3	May 16/18
ROGER MOTT	[Signature]	7 Rodney ST.	1 3 5	MAY 6/18
Dale Mott	[Signature]	7 Rodney St	1, 3, 5	May 6/18
Larry Herrington	[Signature]	3 Joshua Street	1, 2, 3, 6,	may 6/18
Vicky Herrington	[Signature]	3 Joshua Street	1, 2, 3, 6	May 6/18
Ella Cormier	[Signature]	16 Canna Ave	1, 2, 3, 4, 5,	June 5/18

2018July9OpenSessionFINAL\_031

Printed Name	Signature	Address	Comment	Date
Andy McGee	Andy McGee	2 Rodney St.	① ② ③	May 6/18
Jason Buckwell	Jason Buckwell	7 Joshua St.	① ② ③	





July 2018

Rothsay Mayor and Members of Council  
70 Hampton Road  
Rothsay, NB, E2E 5L5

Members of the City Council,

Please reference this letter with the letter that was also written to Council by Megan Ostridge on July 2018. This letter is to address multiple concerns that the Wells Community currently has that are not being fixed or looked after properly which reflects poorly on the community and lowers the quality of life in the community.

In 2018, Mark Avenue has paid a total of \$22,710.76. There are a total of 8 houses on Mark Ave that pay this amount.

3 Mark - \$2,889.06

4 Mark - \$2,484.80

5 Mark - \$2,712.75

6 Mark - \$2,601.92

7 Mark - \$3,081.75

8 Mark - \$3,103.16

10 Mark - \$2,731.64

12 Mark - \$3,105.68

Total Number of Houses = 8 Houses

Total Taxes Paid = \$22,710.76

As property taxes rise, this means you will receive more and more money from our street alone. With over \$22,000 paid to the government in property taxes in 2018 we have the right to more services than we are provided. If you wish to not provide these services, then you should be willing to access our houses at less and reduce the amount we pay.

Mark Avenue alone is in need of road upgrades, proper ditching and garbage clean up. Along Mark Avenue it can easily be identified that over 5 tree stumps grow out of the road and water pools in 90% of the ditches which causes standing water issues. The poor ditching has also resulted in water backing up into drain tile and consequently flooding a basement as well along Mark Ave.

In addition, to the poor road condition and ditching Mark Ave has NO street lights. With no street lights on the road this makes the entire road very dark! Well-lit roads not only help to reduce traffic accidents but also help in reducing crime, and the fear of crime, against people and their property. If you recall in the past year there have been car break-ins reported to the authorities. With no lights, the chance of cars hitting any pedestrians is also increased. To the workers of the Town of Rothesay, do you want an injury or even a death on your hands because you could not supply a single street light?

With this letter, I hope that you can take the time and review your policies to help make the Wells Community a better place and Mark Ave a safe place to live.

Kind Regards,  
Residents of Mark Avenue  
Written by Megan Ostridge

# The Wells Community

Photos from April & May 2018

It's Time for Change!





Mark Avenue – April 2018

Do you see the pot holes?

Do you see the trees?

Do you see the ditches?





These pot holes were all "filled" / fixed last year. Do you see the problem?





As you can tell, these aren't just little weeds growing in the pavement... they are TREES!



Those are accident's waiting to happen.  
Accidents = lawsuits



2018July9OpenSessionFINAL\_043



More Trees....



More Lawsuits...



2018July9OpenSessionFINAL\_044



Mark Ave



Mr. McGuire's House

Anna Ave

Do you see a difference?  
A councilor lives on one of these streets can you guess which one?



Nice Patch Job Right?

This is the on the corner of Rodney & Mark Ave.

Did the town do this? No they didn't. A company who was paving a driveway on Rodney in 2017 did it with their left over asphalt. Before this, there was a large 6 – 12" dip in the road.

This was done FREE with the contractors left over asphalt.

How has this compared to your chip sealed patches? It is 100x better than any patch done on Mark Ave by the town.





Allan Ave

The ditch on Allan Ave, was actually "fixed" in 2017. But do you see the run off from the winter of 2017/2018? This ditch is full of sand and full of asphalt. It was NOT fixed properly.

This is only one example of the ditches in the Wells Community that need to be fixed.



2018July9OpenSessionFINAL\_047

Mark Ave



Do you see the water in the ditch? There is ALWAYS water in this ditch, even when it has not rained for days. The culvert under Mark Ave is higher than the ditch, so it will never drain? Do you see the problem here?







Anna Ave



Do you see all the garbage in the ditch? This is NOT the only house on Anna with this many "flyers" in the ditch. Who picked those up? NOT the Town! I DID!





Left Photo: Ditch Garbage on Allan Ave

Right Photo: Garbage Near the Powerline on Anna Ave





More Garbage on Allan Ave....



Do you see the problem Mayor and Councilors of Rothesay?

I sure do! The Wells Community is all but forgotten about in the eyes of Rothesay!

WE WANT CHANGE IN THE WELLS COMMUNITY!

Mark Ave in 2018... Paid \$22,710.76 (That's only 8 houses) in TAXES alone from the Wells Community!!!



WHEREAS the Department of Transportation and Infrastructure administers funding annually for capital improvements to Provincial Highways in municipalities;

AND WHEREAS the Department annually invites municipalities to submit funding applications for projects to improve these highways;

AND WHEREAS municipalities wishing to see improvements to the Provincial Highways within their jurisdiction must apply annually for funding indicating whether or not and in what amounts the municipalities will contribute to the cost of said projects;

AND WHEREAS there are specific eligibility requirements for projects to be funded necessitating coordination with other municipal work;

AND WHEREAS it does not seem to be the practice of the Department to notify municipalities that are not to receive any funding;

THEREFORE BE IT RESOLVED that Zone 3 of the Union of Municipalities of New Brunswick adopt the following motion;

THAT the Department of Transportation and Infrastructure be requested to notify all municipalities that apply for funding under the Designated Highways program whether funding will be granted, such notification to be provided no later than July 15<sup>th</sup> each year;

AND THAT the Government of New Brunswick be asked to annually publish, before the end of the fiscal year, the projects funded under the Designated Highways program including the following for each project:

- a. the name of the municipality
  - b. the amount of Government funding
  - c. the amount of municipal funding
  - d. a description of the work undertaken
-





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

June 12, 2018

David Marr, MD, Chair

Catherine Becker, MD

Carol Chapman

Jason Downey

Nathalie Godbout, LLB, Q.C.

Allison Kennedy, MD

Ruth Lyons

Robert MacKinnon, BA, MA, PhD

James O'Brien, MD

Ron Outerbridge, CA

Lyne St. Pierre-Ellis

John Wallace, LLB

Donald Craig, MD, Past Chair

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



Dear Mayor Grant and Councilors:

On behalf of the New Brunswick Medical Education Foundation Inc., I want to acknowledge receipt of the payment of \$5000.00 on June 8, 2018 towards the 2018 Town of Rothesay Medical Education Scholarship.

We will be awarding your scholarship after the Grants Committee meets in mid-June. You will be notified of your scholarship recipient shortly afterwards. As well, invitations to our annual celebration, occurring **August 23, 2018 at the Imperial Theatre**, will be sent out in July and we hope you are able to attend.

I would like to extend our thanks to you and to the Town of Rothesay for your continued support of our program. We have enclosed a receipt for income tax purposes.

Sincerely,

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

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

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



June 14, 2018

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



Ms. Mayor:

Thank you for your letters of May 22, 2018 and May 25, 2018 regarding the Infrastructure Bilateral Agreement (IBA) funding for water/waste water upgrades and a replacement wellness centre. These two projects have been added to our Municipal Infrastructure list for potential projects under the IBA.

We are still in the early stages of developing the appropriate staffing, policy, and management processes. In addition, Infrastructure Canada (INFC) officials are still in the process of designing the program, creating application forms and documentation, and developing the online agreement management system. Once these documents are finalized, we will continue our communications efforts with all partners.

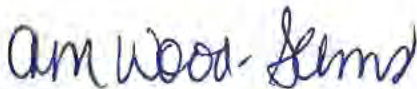
Prior to the implementation of this agreement, GNB had been evaluating numerous infrastructure projects throughout the province. Through the newly available IBA funding, these projects will be put forth for review by INFC to determine eligibility as a 'first phase'.


Our recent request to our stakeholders (Municipalities, First Nations, etc.) has allowed us to determine the type of current infrastructure needs and identify any new urgent projects that we were previously unaware of. We are currently analyzing the funding requests in conjunction with our partner departments to fully understand where and when future projects may be required.

We anticipate that we will be providing specific calls for proposals beginning in late fall 2018. This will coincide with the projected completion date for the INFC program management system and documents. As the nature of the calls is determined, we will endeavour to provide as much lead time as possible to ensure that all partners are given the opportunity to participate.

Thank you again for your interest in the IBA funding opportunities. As indicated, they were received and vetted through the project examination process.

Sincerely,



 Jacques Pinet  
President







# Age-Friendly Rothesay

June 22, 2018

To whom it may concern:

The Rothesay Age Friendly Committee is part of the Age-Friendly Community movement that "encourages the establishment of policies, services, and structures that promote healthy aging and wellness. These actions enable seniors to live in secure, healthy environments where they can contribute fully in society. By participating in age-friendly initiatives, municipalities and communities can act as a connector between wellness initiatives and the promotion of healthy aging, making them true champions of The Wellness Movement" (excerpt from New Brunswick Age Friendly Recognition Program).

Given the Committee's commitment to senior's inclusion and social participation in our community, we are pleased to submit this letter of support for the "T-time: Empowering Seniors with Sight Loss through Technology & Peer Support" project proposed by CNIB New Brunswick.

CNIB provides essential vision loss rehabilitation programs for blind and partially sighted individuals across the province, the majority of whom are seniors. Their proposed project is aiming to engage individuals with vision loss in activities that build skills and confidence while providing opportunities to fully participate in life.

The "T-time" project will serve to utilize technology to increase social participation, promote inclusion of seniors with sight loss in the community and empower people to support and mentor one another on available technology and practical means of utilizing it in their daily lives.

The Rothesay Age Friendly Committee is committed to creating a senior friendly and inclusive community and feel that this project will provide the tools necessary to level the playing field for seniors with sight loss in our community. This will enable seniors, regardless of their vision disability, to be included and socially active in every aspect of town life as is why we support this proposal.

Sincerely,

Miriam Wells, Councillor  
Chair, Rothesay Age Friendly Committee

cc. : Rothesay Mayor & Council



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

Stephen Covey  
Chief of Police  
and Chief Security Officer

935 de La Gauchetière Street West  
15<sup>th</sup> Floor  
Montreal, Quebec H3B 2M9  
Canada

Chef de la Police  
et de la sécurité du CN

935 rue de La Gauchetière Ouest  
15<sup>e</sup> étage  
Montréal (Québec) H3B 2M9  
Canada

June 18, 2018

Office of the Clerk  
Town of Rothesay  
70 Hampton Road  
Rothesay NB E2E 5L5



Dear Sir / Madam:

At CN, we are on a journey to become the safest railroad in North America. In addition to reinforcing safety as a core value among our 25,000 employees, we collaborate with communities and local authorities to help prevent injuries and accidents and ensure everyone's safety.

This year, **Rail Safety Week** will be held in Canada and the United States from **September 23-29**. Hand in hand with **Operation Lifesaver**, CN's Police Service and employees will be in communities conducting hundreds of safety initiatives throughout the week. As proud partners, our commitment is to keep communities safe by raising rail safety awareness year round.

#### **Safety is a shared responsibility**

Last year, your council joined the safety efforts of many other Canadian and U.S. municipalities by adopting a resolution in support of Rail Safety Week. Rail safety is everyone's responsibility and by looking out for each other and working together, we can help keep our communities safe and prevent fatalities and injuries on or near railway property.

Your council can be a powerful ally in this effort to save lives by adopting the enclosed draft resolution. Please send a copy of your resolution by mail or e-mail to [josee.magnan@cn.ca](mailto:josee.magnan@cn.ca) and let us know how you will be promoting rail safety in your community this year.

For additional information about Rail Safety Week 2018, please consult: [www.cn.ca/railsafety](http://www.cn.ca/railsafety) , [www.operationlifesaver.ca](http://www.operationlifesaver.ca) or [www.oli.org](http://www.oli.org).

Yours sincerely,

Stephen Covey  
Encl.





(Draft Resolution)



**RESOLUTION IN SUPPORT OF PUBLIC - RAIL SAFETY WEEK**

**Whereas *Public - Rail Safety Week*** is to be held across Canada and the United States from September 23 to 29, 2018

**Whereas** it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

**Whereas** Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

**Whereas** CN has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor \_\_\_\_\_

seconded by Councillor \_\_\_\_\_

It is hereby **RESOLVED** to support national ***Public - Rail Safety Week***, to be held from September 23 to 29, 2018.





**Annual General Meeting  
May 28, 2018**

Minutes of the Annual General Meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, May 28, 2018, at 10 Crane Mountain, Saint John.

**1. Call to Order**

The Board Chairperson, Gary Clark, called the meeting to order at 11:58 a.m.

**2. Record of Attendance**

**BOARD MEMBERS**

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  
Matt Alexander, Deputy 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  
Louise Lukeman, Recording Secretary, FRSC  
Nick Cameron, Recreation Facilitator, FRSC  
Tim O'Reilly, Deputy Commissioner, Parks and Public Spaces, City of Saint John  
Brian Shannon, Senior Building Inspector and Development Officer, FRSC

**3. Approval of Order of Business**

**Motion:** To approve the May 28, 2018 agenda with the renumbering of adjournment to fifteen (15) and the addition of number fourteen (14) Executive Director Annual increase.

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

#### **4. Disclosure of Conflict of Interest**

None

#### **5. Approval of the April 23, 2018 minutes**

**Motion:** To approve the minutes of April 23, 2018 as circulated.

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

#### **6. 2017 Annual Report**

**Motion:** To receive and file as presented.

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

#### **7. Election of Board Officers**

Executive Director MacLeod provided recommended procedures for the Election of Officers based on the procedural by-law for the Fundy Regional Service Commission, the Act and its regulations and Robert's Rules.

**Motion:** To accept the election procedures as presented.

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

Chair Clark continued to preside over the proceedings. Director Speight was asked to summarize the canvas of members interested in Executive Positions. Only Directors Clark and Baxter expressed interest.

Chair Clark called for nominations for Chairperson from the floor three (3) times. Gary Clark was the only nominee.



**Motion:** To acclaim Mayor Gary Clark as Chair.

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

Chair Clark called for nominations for Vice Chair from the floor three (3) times. Glen Baxter was the only nominee.

**Motion:** To acclaim Glen Baxter as Vice Chair.

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

## **8. Appointment of Auditors**

Based on continuity, financial statement improvement changes and the excellent work of Teed Saunders Doyle & Co. for 2018, the Executive Director recommended their reappointment as auditors for the Commission in fiscal 2018.

**Motion:** That The Commission approve the appointment of Teed Saunders Doyle & Co. to serve as Auditors for the Fundy Regional Service Commission for the 2018 fiscal year.

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

## **8. Building and Planning Report**

Inspector Shannon summarized the quarterly performance of the Planning Department. He updated the Commission on Flood impacts. The government communication on the requirement of a Wetlands and Watercourse Alteration permit (WAWA) from the environment office before the RSC could issue a permit was discussed.

**Motion:** To receive and file the Building and Planning Report as presented by Brian Shannon.

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

Inspector Shannon presented updates on Annual Performance. He updated the Commission on the C&D application for Simonds LSD. All letters from the community and the Commission were being sent as required. No decision has been made and no timeline has been given.

**Motion:** To receive and file the Annual General Meeting Building and Planning Report as presented by Brian Shannon.

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

## 10. Recreation Quarterly Update

An update on recreation was presented by Nick Cameron namely on The Coastal Link Trail and on the Regional Ice Strategy.

1- The Coastal Link Trail - Mr. Cameron recommended that the following actions be taken:

- a) With representation from Southwest RSC and Fundy RSC, a task force be established to incorporate a non-profit corporation under the recommended joint power model in the Dillon report and this corporation shall be responsible for the development of the Coastal Link Trail.
- b) To authorize the Fundy RSC Chair to write to the Minister of Tourism, Heritage and Culture requesting that the \$1-million budgeted for the Coastal Link Trail be transferred to Southwest Regional Service Commission, to be held in-trust as the development corporation is established.

**Motion:** To approve the recommended actions as presented by Nick Cameron.

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

2- Regional Ice Strategy Update:

A project team was established in November 2017 to discuss the challenges currently facing arenas in the region and to explore potential regional solutions. Recreation Facilitator Cameron was challenged on the level of detail in the presentation verses the meeting kit summary provided prior to the meeting. Subsequently he provided a hard copy to the members (attached).



Recreation Facilitator Cameron then summarized the steps forward and the challenges associated with moving through councils. It was recommended that this item be added to the facilitation services being provided by the Chapman Group.

**Motion:** To bring this discussion to the Chapman Group workshop.

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

Executive Director MacLeod stated that the added item would likely require a second workshop due to time constraint. Executive Director MacLeod confirmed that both the McKendy Report and Ice Strategy would be on both workshop agendas.

#### **11. March Financial Statements**

Executive Director MacLeod presented the March Financial Statements. The challenges of presenting summaries of future statements due to flood impact were discussed. The Commission overall is in a \$5000 deficit position with weather related leachate trucking being the major issue.

**Motion:** To receive and file the March Financial Statements as presented.

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

#### **12. MRF Skid steer attachment**

The need for a new skid steer clamp bucket was discussed for safety reasons. After market parts were discussed but manufacture parts were chosen for reliability as the previous bucket lasted about 10 years. The unbudgeted funds are available from the Building Canada Contract MRF fund, which has about \$75,000 of unallocated funds.

**Motion:** That the Commission approve the emergency purchase of a Skid Steer Clamp Bucket from Toromont Cat for \$8782.08 before taxes to be funded from the General Capital Fund.

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

#### **13. Flood Update**

Executive Director presented a Flood Update as of Saturday May 26, 2018 created the morning of the meeting to have the latest information (attached).

**Motion:** To receive and file the Flood Update as presented by the Executive Director.

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

#### 14. Executive Director Annual Increase

The Annual increase of the Executive Director was discussed.

**Motion:** To approve an annual increase amount of 2.2% for April 2018 as per the employment contract for Marc MacLeod, Executive Director.

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

#### 15. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

**Motion:** To adjourn the meeting at 12:10 pm.

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

APPROVED (date) June 12<sup>th</sup> / 2018

  
\_\_\_\_\_  
Gary Clark, Chairperson

  
\_\_\_\_\_  
Louise Lukeman, Recording Secretary





2018 July 9 Open Session FINAL\_064 Page 1 of 7  
**KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS**

Dr. Matt Alexander  
Chairperson

ADDRESS ALL CORRESPONDENCE TO:

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

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

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KENNEBECASIS REGIONAL JOINT BOARD  
OF POLICE COMMISSIONERS  
MEETING HELD AT  
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING  
126 MILLENNIUM DRIVE  
QUISPAMIS, NEW BRUNSWICK  
ON WEDNESDAY, MAY 23, 2018  
AT 4:00 P.M.

**REGULAR MEETING**

PRESENT:

Matt Alexander – Chair (Rothesay)  
Bob McLaughlin, Vice-Chair (Quispamsis)  
Richard MacPhee, (Rothesay)  
Peter Bourque (Rothesay)  
Tiffany Mackay French (Rothesay)  
Emil Olsen (Quispamsis)  
Richard Arbeau (Quispamsis)  
Libby O'Hara (Quispamsis)  
Linda Sherbo (Provincial Representative)  
Chief Wayne Gallant  
Deputy Chief Jeff Giggey  
Cherie Madill – Secretary Treasurer of the Board  
Maureen Adamson - Secretary

**CALL TO ORDER**

The Chairman called the Regular Meeting to Order at 4:55 PM.

REGULAR MEETING  
MAY 23, 2018

APPROVAL OF AGENDA

The Agenda was reviewed and Item 4 - Presentation on Cyber Security - was removed and will be rescheduled for next month's meeting.

It was moved by Libby O'Hara and seconded by Richard Arbeau that the Revised Agenda be approved, with the Presentation on Cyber Security to be included in the June agenda.

**MOTION CARRIED**

APPROVAL OF MINUTES

The Minutes of the April 25, 2018 meeting have been circulated by email for review.

It was noted that reference to a need for a telephone pole (page 4 of 6) should be flag pole.

It was moved by Emil Olsen and seconded by Bob McLaughlin that the Minutes of the April 25, 2018 meeting be approved, with a correction on page 4 to reflect flag pole and not telephone pole.

**MOTION CARRIED**

DECLARATION OF CONFLICT OF INTEREST

Bob McLaughlin declared a conflict in regard to anything dealing with the building. Richard Arbeau declared a conflict in regard to insurance.

SECRETARY-TREASURER'S REPORT

Sherri Madill reviewed the Financial Report ending April 30, 2018 which has been circulated for review prior to the meeting.

Cherie reviewed the report:

- Bank account is at \$411,430
- Investments are still doing well
- Accounts Payable are all current
- Statements of Operations - Revenue is down compared to budget because we were a month and half without a person (that person has been replaced now)
- Salaries and benefits will be under budget as we have two vacancies
- Communications are down because of mobile radios
- Uniforms are up - we may have to look at the budget on this item - we may need more than we are budgeting for
- Expenditures are under budget by \$81,000
- Vehicles - fuel prices are going up so we may be close to budget



REGULAR MEETING  
MAY 23, 2018

- Maintenance and Repairs - under budget - a couple of repairs are going to insurance so this figure may change next month; we will only have to pay the deductible (\$2500) - \$5000 is not included in the report yet.

Matt asked about the fuel contractor we have and whether this takes into account the escalation. Chief Gallant said his understanding is that the cost is 4.5 cents under pump price. Chief Gallant said that he will be meeting with Sue (Quispamsis) to see if we can enter into a new agreement - there may be a new price. We would need 24-hour access to the pumps.

- New vehicles: a new truck is on order
- Equipment - this was ordered last year for one of the cars and has just arrived this year
- Building - over budget as we had to replace a duct heater, panic buttons from Chubb, and under Grounds: light poles were done.
- Administration - salaries and benefits are high
- Commissionaires - a new line has been included this year - a budget number has been entered from April to the end of the year
- Surplus of \$59,000 compared to last year of \$171
- Telecom Fund
- Has a surplus of \$429
- One of our retirees will be removed from our health insurance this year (turning 70 this year)
- Total Surplus is \$60,092.

Linda Sherbo said a committee had been set up to review the sick pay/retirement/health insurance issue and wondered if we were to do anything about this. Matt indicated that this has been resolved. One retired officer is going onto the new plan.

After review and discussion of the Financial Statements,

It was moved by Peter Bourque and seconded by Libby O'Hara that the Financial Report for the period ending April 30, 2018 be approved as circulated.

**MOTION CARRIED**

CHIEF'S REPORT

The Chief's report has been circulated for review

REGULAR MEETING  
MAY 23, 2018

**Training:**

Chief Gallant noted that training for the two new inspectors is ongoing.

**Budget:**

Chief Gallant has spoken with Cherie today regarding the budget and indicated that he may overspend in the Administration side with regard to training of the two new inspectors; he had hoped to spend monies on the EDP program but this will have to wait until 2019. He and Jeff will probably each be attending Chief of Police conferences.

Chief Gallant said that, in relation to the budget, he might overspend in some categories while being under in others. If under in one category, he would use these monies in another area.

Emil Olsen noted that it is important to know where monies are being spent or shifted to and that Cherie would need to have this information for next year's budget. Chief Gallant said that he would be sitting with Cherie when crafting the budget, and would be balancing the equation where they think it needs to be balanced.

**Radio System**

Regarding the radio system, we hope to be up and running on the new radio system in October. We will have three months worth of spending monies on this system this year - not twelve as budgeted. We were contingent on Saint John signing off and they have done so. The current system is a safety hazard, it doesn't work well and puts officers at risk every day because of the poor quality of the system. This question has been raised by the Union at every meeting attended so far. It is being replaced as quickly as possible and risk mitigation strategies are in place.

We are going to be changing carriers - from Rogers to Bell - and will be buying Push to Talk Rug'd Eye phones. This may mitigate some issues with the portable radios. Radios that were purchased 3 or 4 years ago will still be good.

**Interview Renovations**

Libby asked how renovations were coming along for the interview rooms. Jeff reported that the work has been done but we have not signed off yet. Cameras that have been installed have a microphone built in them. But there has been feedback/noise (picking up ventilation system) when no one is speaking and until this has been fixed, the work will not be paid. The system works by a button being pushed outside the interview room to begin recording. When the interview is finished, the button is pushed again. This program is installed on all desk tops so officers can go right to



REGULAR MEETING  
MAY 23, 2018

their computer to see the video when preparing their report. There is a backup system. If the problem cannot be fixed, they will be asked to remove it.

**Bike Auction**

The bike auction held last weekend raised \$1723.00.

**Building Committee**

The Building Committee met last week and reviewed the action list and prioritized items to be attended. Bob has a number of follow-up items. A list will be available in June, hopefully with estimated costs. A maintenance person and the garage are important items. (Items will be prioritized 1,2,3,4 - 1 being highest importance)

Libby asked when the roof was last done and was advised that there are still 7 years left on the roof. Libby noted there are grants available to upgrade for energy efficiencies and these may be available. The FCM (Federation of Canadian Municipalities), Provincial Government and NB Power may have incentives.

Emil noted that there had been a meeting on climate change and something that should be of interest is solar power which may offer a monetary case for savings since we are probably going to be faced with this in our communities.

Linda said she had viewed a program on CBC where she saw that, in some jurisdictions, if one generated power and didn't use it, it would have to be placed on the grid. If municipalities were to consider doing this, it might generate some revenue back into the municipality. It was noted that monies might not be paid back, but credited to an account, would only be for that year, and would start over each year.

**Exterior Vests**

Chief Gallant also spoke about soft body armour exterior vests and feedback on testing them. A sample was presented to the meeting. The Union membership is eager to move to these vests. It is not a safety issue as much as a comfort for the officers. The vests blends well with the shirts. We would have molley webbing. We would be buying the external carrier; the existing vests (internal) would be retained. These would be a support system for the duty belt. The cost for these vests represents an expense of \$10,000. The Union feels strongly about the vests and would be willing to pay for them now, if they would be reimbursed next year. This is an unbudgeted item this year.

Those testifying in court would not wear the external carrier.

REGULAR MEETING  
MAY 23, 2018

Chief Gallant indicated we had a surplus and he would be comfortable purchasing the vests this year. As long as the Board is comfortable with this purchase, he will proceed.

He indicated he had been dealing with a number of issues of concern from the Union and he would be meeting with the Union at the end of the year. Many of these issues have been resolved already.

**Flood Support**

Chief Gallant said he was pleased with the response from the Police Force from both Rothesay and Quispamsis during the recent floods. Those who put time in to assist during this time were told they would get time back. Only one officer looked for time back. A lot of overtime (double the overtime expenditures this year) was spent during this time and it is hoped we can recoup these expenses from the Province.

Chief Gallant said he was aware that each community will be doing its respective review and from an emergency services perspective, he would encourage them to pursue a mutual solution that would work for both communities as they are so closely aligned with a common shared EOC.

Libby, on behalf of the residents of Quispamsis, and Town Council expressed her appreciation for what the Department did during the floods.

Linda said she was impressed when they were building a road into Kennebecasis Park. Both Towns should be very proud of how this was handled.

The shooting range would take any sand that is left over from the cleanup.

**Inspectors**

Chief Gallant was asked how the new Inspectors were doing and indicated that they are in learning mode and have both embraced their roles and are doing well.

NEW BUSINESS

The presentation on cyber-security will be on the agenda for June's meeting.

ADJOURNMENT

There being no further business to address.

It was moved by Emil Olsen and seconded by Richard Arbeau that the meeting adjourn.

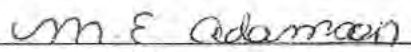
**MOTION CARRIED**



REGULAR MEETING  
MAY 23, 2018

Respectfully submitted,

  
\_\_\_\_\_  
CHAIRMAN

  
\_\_\_\_\_  
SECRETARY

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF FINANCIAL POSITION**  
**As at May 31, 2018**

	<u>2018</u>	<u>2017</u>
<b>-----Financial assets-----</b>		
Cash - General	249,882	327,900
Sick Pay/ Retirement Investments	831,910	857,942
Accounts Receivable	39,047	57,784
Sales tax recoverable	29,906	22,852
	<u>1,150,744</u>	<u>1,266,478</u>
<b>----Liabilities-----</b>		
Accounts payable and accrued	220,874	201,383
Vested sick leave/retirement accrual	732,552	759,186
Sick leave replacement	13,299	13,299
Accrued pension benefit liability	554,700	749,100
Debenture payable	1,080,000	1,210,000
	<u>2,601,424</u>	<u>2,932,968</u>
<b>NET ASSETS (DEBT)</b>	<u>(1,450,681)</u>	<u>(1,666,490)</u>
<b>----Non-Financial Assets-----</b>		
Tangible capital assets (see page 2)	3,842,882	3,776,370
Accumulated amortization	(1,597,202)	(1,426,406)
	<u>2,245,680</u>	<u>2,349,964</u>
Unamortized Debenture costs	8,455	9,627
Prepaid expenses	121,617	117,305
	<u>2,375,751</u>	<u>2,476,896</u>
<b>ACCUMULATED SURPLUS</b>	<u>925,071</u>	<u>810,407</u>
 Assets	 3,526,495	 3,743,374
Liabilities	3,526,495	3,743,374



2018 July 9 Open Session FINAL 072  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**May 31, 2018**

	<u>2018</u>			<u>2017</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
<b><i>Millennium Drive</i></b>				
Land	194,248			194,248
Building - Roof	42,677			42,677
Mechanical	250,628			250,628
Electrical	330,543			330,543
Other	520,640			520,640
Structure	1,106,997			1,106,997
	2,251,484	0		2,251,484
Accumulated amortization	(822,139)			(822,139)
Net book value of Building	1,429,345	0	0	1,429,345
Paving	52,600			52,600
Accumulated amortization	(32,875)			(32,875)
Net book value of paving	19,725	0	0	19,725
Landscaping	3,268			3,268
Accumulated amortization	(3,268)			(3,268)
Net book value of landscaping	0	0	0	0
<b><i>Furnishings</i></b>	198,387			198,387
Accumulated amortization	(112,410)			(112,410)
Net book value of furnishings	85,977	0	0	85,977
<b><i>Machinery &amp; equipment</i></b>	88,300			88,300
Accumulated amortization	(54,207)			(54,207)
Net book value of equipment	34,093	0	0	34,093
<b><i>Information technology equipment</i></b>	387,790			387,790
Accumulated amortization	(222,096)			(222,096)
Net book value of IT equipment	165,694	0	0	165,694
<b><i>Vehicles</i></b>	666,804			666,804
Accumulated amortization	(350,207)			(350,207)
Net book value of vehicles	316,597	0	0	316,597
<b>Total Tangible Capital assets</b>	3,842,882	0	0	3,842,882
<b>Total Accumulated amortization</b>	(1,597,202)	0	0	(1,597,202)
<b>Net Book Value</b>	2,245,680	0	0	2,245,680

2018 July 9 Open Session FINAL 073  
**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**STATEMENT OF OPERATIONS**  
**FIVE MONTHS ENDING MAY 31, 2018**

Page 3

----- FIVE MONTHS -----		----- FIVE MONTHS -----
--ACTUAL--		PRIOR YR -----BUDGET-----

**REVENUE:**

Fees	23,231	-7%	\$23,355	\$25,000	\$60,000
Taxi & Traffic Bylaw	3,687	77%	3,667	2,083	5,000
Interest income	4,426	112%	2,005	2,083	5,000
Retirement investment income	2,348	-70%	4,618	7,917	19,000
Secondments	76,831	-13%	97,328	88,125	211,500
	110,522	-12%	130,973	125,208	300,500

**EXPENDITURE:**

**CRIME CONTROL**

Salaries	1,328,677	-6%	\$1,352,394	1,409,808	\$3,383,539
Benefits	281,299	0%	268,439	281,962	676,708
Training	16,010	-5%	14,655	16,875	40,500
Equipment	6,807	-18%	1,366	8,333	20,000
Equip repairs & IT support	2,177	31%	862	1,667	4,000
Communications	27,884	-19%	23,422	34,250	82,200
Office function	6,688	0%	6,573	6,667	16,000
Leasing	6,859	16%	5,468	5,917	14,200
Policing-general	20,973	55%	12,416	13,542	32,500
Insurance	6,060	6%	4,703	5,728	13,746
Uniforms	27,264	82%	19,174	15,000	36,000
Prevention/p.r.	3,303	13%	2,606	2,917	7,000
Investigations	15,677	30%	15,264	12,083	29,000
Detention	10,868	0%	10,875	10,875	26,100
Taxi & Traffic Bylaw	0	-100%	709	500	1,200
Auxillary	134	-79%	0	625	1,500
Public Safety	14,484	0%	14,143	14,484	34,762
	1,775,165	-4%	1,753,069	1,841,231	4,418,955

**VEHICLES**

Fuel	43,431	-1%	41,075	43,750	105,000
Maint./repairs	20,190	-43%	26,818	35,417	85,000
Insurance	9,861	1%	10,487	9,788	23,492
New vehicles	0	-100%	(2,100)	31,667	76,000
Equipment	4,011	60%	567	2,500	6,000
	77,494	-37%	76,847	123,122	295,492



## STATEMENT OF OPERATIONS

FIVE MONTHS ENDING MAY 31, 2018

-----FIVE MONTHS-----
 --ACTUAL-- PRIOR YR -----BUDGET-----

**EXPENDITURE continued:****BUILDING**

Maintenance	19,011	22%	9,974	15,625	37,500
Cleaning	10,194	0%	9,484	10,208	24,500
Electricity	19,275	-2%	19,721	19,583	47,000
Taxes	19,263	0%	19,263	19,263	46,232
Insurance	2,445	1%	2,354	2,424	5,818
Grounds	14,651	220%	6,502	4,583	11,000
Interest on Debenture	11,729	5%	12,519	11,204	26,890
Debenture Principal	54,583	0%	54,167	54,583	131,000
	<u>151,151</u>	<u>10%</u>	<u>133,984</u>	<u>137,475</u>	<u>329,940</u>

**ADMINISTRATION**

Salaries	306,927	4%	248,493	296,019	710,447
Benefits	72,344	18%	53,493	61,376	147,302
Commissionaires	5,348	-41%		9,036	21,686
Professional Fees	20,291	19%	19,294	17,083	41,000
Travel/Training	5,587	3%	1,411	5,417	13,000
Board Travel/Expenses	1,440	-83%	837	8,333	20,000
Insurance	519	-4%	523	538	1,292
Labour Relations	28,670	588%	18,974	4,167	10,000
Sick Pay/Retirement	25,640	0%		25,645	61,547
Retirement int & dividends	2,348	-70%	4,618	7,917	19,000
2nd prior year (surplus) deficit	(31,097)		(47,503)	(31,097)	(74,632)
	<u>438,016</u>	<u>8%</u>	<u>300,140</u>	<u>404,434</u>	<u>970,642</u>
	2,331,303	-2%	2,133,067	2,381,054	5,714,529

**CONTRIBUTED BY MEMBERS****SURPLUS (DEFICIT)**

	<u>2,381,056</u>		<u>2,328,968</u>	<u>2,381,054</u>	<u>5,714,529</u>
	<u>49,753</u>		<u>\$195,901</u>	<u>\$0</u>	<u>\$0</u>

**TELECOM FUND**

City of SJ telecomm services	147,937	0%	140,462	147,937	355,049
Data Networking charges	4,131		4,085	4,280	10,273
Retirees health insurance	(112)		(537)	625	1,500
2nd prior year (surplus) deficit	(1,267)	0%	40	(1,267)	(3,041)
	<u>150,689</u>		<u>144,050</u>	<u>151,575</u>	<u>363,781</u>

**CONTRIBUTED BY MEMBERS****SURPLUS (DEFICIT)**

	<u>151,575</u>		<u>145,407</u>	<u>151,575</u>	<u>363,781</u>
	<u>886</u>		<u>\$1,357</u>	<u>\$0</u>	<u>\$0</u>

**Total surplus (deficit)**

50,639

\$197,258

~~2018 July 20 Open Session FINAL 075~~

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**MAY 31, 2018**

pg 5

**STATEMENT OF FINANCIAL POSITION**

BANK balance		249,882	at May 31
ACCOUNTS PAYABLE balance	220,874		
Debenture costs to be paid in June & December	(65,824)		
	-----		
Current Accounts Payable		155,049	Paid in June
		-----	
Extra (Shortfall) in bank account		94,832	

*Prepays* include insurance, property taxes, SJ Telecom &  
 Managed Health Care's deposit of \$13,500

**STATEMENT OF OPERATIONS**

*Revenue:*

- \* Secondments - budgeted for two secondments for the whole year  
 One secondment in January (the other one changed staff (replacement started mid-February))

*Crime Control:*

- \* Salaries - two vacancies (one being filled by temporary term until May 18/18)

- \* Benefits Health insurance 2018: \$59,787 2017: \$63,295  
 Retirees health insurance 2018: \$-1,479 2017: \$-582  
 The retirees paid \$1,479 more than the actual costs in 2018

Overtime costs at June 2, 2018	19,611
OT	13,283
Call out OT	4,258
Court OT	2,070
Overtime costs at June 3, 2017	7,378
OT	3,168
Call out OT	95
Court OT	4,115
Change over prior year OT	5,207
OT due to flooding	4,908
Call out OT	4,163
Court OT	(2,045)
	<u>12,233</u>

*Administration:*

- \* Benefits Health Insurance 2018: \$22,680 2017: \$12,879

*Telecom:*

- \* Retirees health insurance 2018: \$-112 2017: \$-537  
 Only one retiree - the costs are less



## MONTHLY CRIME OCCURRENCE SUMMARY

2018 CALL SUMMARY							
	Jan	Feb	Mar	Apr	May	June 14	YTD June 14
<b>TOTAL CALLS FOR SERVICE</b>	<b>852</b>	<b>767</b>	<b>800</b>	<b>815</b>	<b>879</b>	<b>366</b>	<b>4479</b>
911 Hangup CAD	25	23	22	21	39	3	133
Alarm CAD	62	34	36	43	15	31	221
Animal Complaint	8	4	3	9	15	8	47
Impaired Driving Complaint CAD	8	5	8	7	2	3	33
Parking/Driving Complaints CAD	34	26	43	42	62	31	238
Police Medical Call	14	8	8	7	10	4	51
Police Fire Call	11	5	4	4	9	2	35
Vehicle Stops	167	164	208	159	129	42	869
POPA TICKETS	95	88	112	97	82	13	487
Bylaw Tickets	7	8	5	1	2	0	23
<b>TOTAL FILES CREATED</b>	<b>185</b>	<b>179</b>	<b>173</b>	<b>111</b>	<b>216</b>	<b>95</b>	<b>959</b>
7 Day Suspension Warning	0	0	1	1	0	0	2
Abandoned Vehicle	0	0	0	1	2	0	3
A.T.V. Snowmobile	0	1	2	0	0	2	5
Alarm	1	0	0	0	0	0	1
Ammo/Flare Disposal & Found	1	1	3	1	1	0	7
Animal Call	1	2	1	4	2	0	10
Arson	1	0	0	0	0	0	1
Assault	8	11	6	4	4	2	35
Assist General Public	17	26	23	26	24	14	130
Assist Other Agency	9	4	5	4	9	4	35
Attempt Suicide	0	0	0	0	1	0	1
Breach Recognizance	0	0	0	0	3	0	3
Break & Enter	1	3	1	3	4	0	12
Bylaws	0	0	1	2	3	0	6
Child Pornography	0	0	1	0	0	0	1
Harassment	2	0	0	1	0	0	3
Disturbance	3	1	0	4	4	0	12
Domestic Call	5	1	2	5	4	4	21
Driving While Disqualified or Prohibited	3	2	5	0	4	1	15
Drug Complaint	0	1		0	0	0	1
Fail to Comply with Conditions	0	0		2	2	1	5
Fail to Stop or Remain	2	5	6	6	2	1	22
Fail/Refuse Breath Sample	0	0	0	0	1	0	1
Fatal MVA	0	0	0	1	0	0	1
Fight In Progress	0	1	1	0	1	0	3
Found Drugs	0	0	1	0	1	0	2
Lost/Found Property	3	7	8	5	7	1	

							31
Fail/Refuse Breath Sample	0	1	0	0	1	0	2
Found Ammo/Flares/Etc	0	1	0	0	0	0	1
Fraud	5	1	6	3	3	9	27
Fire Complaint	0	0	0	0	3	0	3
Impaired Operation of MV	1	3	5	4	1	2	16
Inspection Sticker, Etc	0	0	3	5	0	0	8
Intoxicated Person	0	0	0	1	0	1	2
Loud Party/Noise Complaint	0	1	0	0	0	0	1
Medical Call	2	2	1	1	0	0	6
Mental Health Call	7	9	7	7	7	7	44
Mischief	3	4	3	3	7	1	21
Missing Person	4	2	2	3	6	1	18
MVA	31	40	30	28	34	15	178
No Drivers License	0	0	0	0	1	0	1
No Insurance	0	0	2	0	0	0	2
Non Criminal Domestic Dispute	7	5	5	6	2	2	27
Obstruct Police Officer	1	0	0	0	0	0	1
Other Criminal Code	0	0	0	1	0	0	1
Other Provincial Traffic Offences	0	0	3	1	1	2	7
Other Provincial Statutes	1	1	3	2	3	0	10
Possession of Cannabis	0	1	0	1	3	0	5
Possession of Weapons	1	0	0	1	1	1	4
Breach of Probation	1	0	1	1	1	0	4
Provincial Liquor Act	0	0	0	1	0	0	1
Public Relations	9	2	7	7	2	0	27
Robbery	0	0	0	1	1	0	2
Sexual Assault	2	1	0	1	3	0	7
Shoplifting	4	2	5	3	3	1	18
Sudden Death	2	2	1	2	0	1	8
Suspicious Person	0	0	0	0	0	1	1
Suspicious Vehicle	0	0	0	0	3	0	3
Theft of Automobile	0	0	0	0	1	0	1
Theft from MV	1	0	1	10	1	0	13
Theft Under \$5000	5	4	5	10	9	8	41
Theft Over \$5000	0	1	0	1	0	0	2
Traffic Check Stop	1	2	1	1	1	1	7
Traffic In Cannabis	0	0	0	0	1	0	1
Traffic/Parking Complaint	6	6	3	10	9	6	40
Trespass Complaint	0	0	0	0	2	0	2
Trespass at Night	0	0	0	2	0	0	2
Unwanted Person	0	0	1	0	3	0	4
Uttering Threats	0	2	1	5	3	2	13
Warrants/Execution of Warrant	0	1	1	0	0	0	2
Weapons Complaint Investigation	0	0	0	1	0	0	1



# Town of Rothesay

## General Fund Financial Statements

May 31, 2018

**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 - May	G11
Project Funding - June - Draft	G12

# Town of Rothesay

## Balance Sheet - Capital General Fund 5/31/18

### 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	2,945,308
Capital Assets - General Fund Equipment	3,279,779
Capital Assets - General Fund Roads & Streets	38,084,963
Capital Assets - General Fund Drainage Network	18,927,550
Capital Assets - Under Construction - General	145,679
	<u>80,797,354</u>

Accumulated Amortization - General Fund Land Improvements	(2,921,491)
Accumulated Amortization - General Fund Buildings	(2,188,162)
Accumulated Amortization - General Fund Vehicles	(1,397,604)
Accumulated Amortization - General Fund Equipment	(1,061,677)
Accumulated Amortization - General Fund Roads & Streets	(19,207,276)
Accumulated Amortization - General Fund Drainage Network	(6,497,499)
	<u>(33,273,709)</u>

\$ 47,523,645

### LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(660,000)
Total Long Term Debt	7,992,000

Total Liabilities \$ 7,332,000

Investment in General Fund Fixed Assets 40,191,645

\$ 47,523,645



# Town of Rothesay

Balance Sheet - General Fund Reserves

5/31/18

## ASSETS

BNS General Operating Reserve #214-15	802,149
BNS General Capital Reserves #2261-14	1,633,098
BNS - Gas Tax Reserves - GIC	3,959,481
Gen Reserves due to/from Gen Operating	450,953
	<u>\$ 6,845,682</u>

## LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,192,313
Invest. in General Capital Reserve	1,472,204
General Gas Tax Funding	200,249
Invest. in General Operating Reserve	809,795
Invest. in Land for Public Purposes Reserve	119,195
Invest. in Town Hall Reserve	51,926
	<u>\$ 6,845,683</u>

**Town of Rothesay**  
 Balance Sheet - General Operating Fund  
 5/31/18

CURRENT ASSETS

Cash	2,433,616
Receivables	203,305
HST Receivable	179,145
Inventory	27,527
Gen Operating due to/from Util Operating	938,149
Total Current Assets	<u>3,781,742</u>
Other Assets:	
Projects	<u>631,059</u>
	<u>631,059</u>
<b>TOTAL ASSETS</b>	<u><u>4,412,801</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,694,348
Other Payables	453,593
Gen Operating due to/from Gen Reserves	450,953
Gen Operating due to/from Gen Capital	660,000
Accrued Sick Leave	15,700
Accrued Pension Obligation	66,300
Accrued Retirement Allowance	355,325
<b>TOTAL LIABILITIES</b>	<u><u>3,696,219</u></u>

EQUITY

Retained Earnings - General	(41,609)
Surplus/(Deficit) for the Period	<u>758,189</u>
	<u>716,580</u>
	<u><u>4,412,799</u></u>



2018July9OpenSessionFINAL\_082

# Town of Rothesay

Statement of Revenue & Expenditure  
5 Months Ended 5/31/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
Warrant of Assessment	1,292,771	1,292,771	6,463,854	6,463,854	0		15,513,249
Sale of Services	22,576	26,775	178,864	167,960	10,904		391,055
Services to Province of New Brunswick	5,000	5,000	25,000	25,000	0		60,000
Other Revenue from Own Sources	28,976	12,785	80,349	36,927	43,422		117,425
Unconditional Grant	10,133	10,133	50,665	50,664	1		121,594
Conditional Transfers	9,202	0	10,452	0	10,452		21,500
Other Transfers	0	0	345,177	345,177	(0)		1,050,177
	<u>\$1,368,658</u>	<u>\$1,347,464</u>	<u>\$7,154,361</u>	<u>\$7,089,582</u>	<u>\$64,779</u>		<u>\$17,275,000</u>
<b>EXPENSES</b>							
General Government Services	124,237	123,412	859,669	899,914	40,245		2,129,216
Protective Services	542,282	548,282	2,330,816	2,341,611	10,795		4,810,037
Transportation Services	543,519	232,342	1,917,618	1,625,255	(292,363)		3,405,473
Environmental Health Services	70,780	82,750	258,809	274,250	15,441		613,000
Environmental Development	51,306	47,852	252,794	292,808	40,015		638,122
Recreation & Cultural Services	128,243	122,359	767,990	839,923	71,932		1,999,348
Fiscal Services	6,979	6,997	8,476	8,579	102		3,679,803
	<u>\$1,467,346</u>	<u>\$1,163,994</u>	<u>\$6,396,172</u>	<u>\$6,282,340</u>	<u>-\$113,832</u>		<u>\$17,275,000</u>
Surplus (Deficit) for the Year	<u>-\$98,688</u>	<u>\$183,470</u>	<u>\$758,189</u>	<u>\$807,242</u>	<u>-\$49,054</u>		<u>\$ (0)</u>

## Town of Rothesay

Statement of Revenue & Expenditure  
5 Months Ended 5/31/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>REVENUE</b>							
<b>Sale of Services</b>							
Bill McGuire Memorial Centre	(1,368)	2,500	14,382	12,500	1,882		30,000
Town Hall Rent	3,833	4,167	20,367	20,833	(467)		50,000
Arena Revenue	12,917	12,000	129,955	121,000	8,955		238,200
Community Garden	1,560	1,300	1,560	1,300	260		1,300
Recreation Programs	5,633	6,808	12,600	12,326	274		71,555
	<u>22,576</u>	<u>26,775</u>	<u>178,864</u>	<u>167,960</u>	<u>10,904</u>		<u>391,055</u>
<b>Other Revenue from Own Sources</b>							
Licenses & Permits	24,819	10,917	53,256	27,583	25,673	1	95,000
Recycling Dollies & Lids	21	25	157	125	32		300
Interest & Sundry	4,011	1,083	23,433	5,417	18,016	2	13,000
Miscellaneous	125	760	3,503	3,802	(299)		9,125
	<u>28,976</u>	<u>12,785</u>	<u>80,349</u>	<u>36,927</u>	<u>43,422</u>		<u>117,425</u>
<b>Conditional Transfers</b>							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	9,202	0	10,452	0	10,452	3	20,000
	<u>9,202</u>	<u>0</u>	<u>10,452</u>	<u>0</u>	<u>10,452</u>		<u>21,500</u>
<b>Other Transfers</b>							
Surplus of 2nd Previous Year	0	0	43,217	43,217	(0)		43,217
Utility Fund Transfer	0	0	235,000	235,000	0		940,000
PNB Financial Assistance	0	0	66,960	66,960	0		66,960
	<u>0</u>	<u>0</u>	<u>345,177</u>	<u>345,177</u>	<u>(0)</u>		<u>1,050,177</u>
<b>EXPENSES</b>							
<b>General Government Services</b>							
<b>Legislative</b>							
Mayor	2,788	3,092	13,110	15,458	2,348		37,100
Councillors	10,426	8,862	43,944	44,310	366		106,343
Regional Service Commission 9	0	0	1,535	3,069	1,535		6,138
Other	175	708	1,734	3,542	1,807		8,500
	<u>13,389</u>	<u>12,662</u>	<u>60,323</u>	<u>66,379</u>	<u>6,056</u>		<u>158,081</u>
<b>Administrative</b>							
Office Building	6,463	7,288	78,845	85,241	6,396		140,000
Solicitor	5,858	4,167	13,129	20,833	7,705		50,000
Administration - Wages & Benefits	69,814	71,625	393,250	396,125	2,876		1,013,400
Supplies	7,309	9,667	34,674	48,333	13,659		116,000
Professional Fees	0	3,687	20,539	24,188	3,648		50,000
Other	9,870	8,066	62,743	52,694	(10,049)	4	109,156
	<u>99,314</u>	<u>104,500</u>	<u>603,179</u>	<u>627,414</u>	<u>24,235</u>		<u>1,478,556</u>



# 2018July9OpenSessionFINAL\_084

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	0	2,750	3,319	13,750	10,431		33,000
Civic Relations	0	333	0	1,667	1,667		4,000
Insurance	5,994	0	173,469	166,872	(6,598)	5	166,872
Donations	5,540	3,167	11,726	15,833	4,108		38,000
Cost of Assessment	0	0	0	0	0		242,707
Property Taxes - L.P.P.	0	0	7,654	8,000	346		8,000
	11,534	6,250	196,167	206,122	9,954		492,579
	124,237	123,412	859,669	899,914	40,245		2,129,216
<b>Protective Services</b>							
Police							
Police Protection	191,501	191,619	957,505	958,093	588		2,299,424
Crime Stoppers	0	0	2,800	2,800	0		2,800
	191,501	191,619	960,305	960,893	588		2,302,224
Fire							
Fire Protection	338,432	341,969	927,715	927,246	(469)		1,951,482
Water Costs Fire Protection	0	0	380,000	380,000	0		380,000
	338,432	341,969	1,307,715	1,307,246	(469)		2,331,482
Emergency Measures							
911 Communications Centre	11,819	11,819	59,096	59,096	0		141,831
EMO Director/Committee	80	1,250	399	6,250	5,851		15,000
	11,899	13,069	59,496	65,346	5,851		156,831
Other							
Animal & Pest Control	450	792	3,300	3,958	659		9,500
Other	0	833	0	4,167	4,167		10,000
	450	1,625	3,300	8,125	4,825		19,500
<b>Total Protective Services</b>	542,282	548,282	2,330,816	2,341,611	10,795		4,810,037

# 2018July9OpenSessionFINAL\_085

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Transportation Services</b>							
<b>Common Services</b>							
Administration (Wages & Benefits)	138,078	139,138	784,895	804,383	19,489		1,860,563
Workshops, Yards & Equipment	52,413	37,563	298,590	254,667	(43,923)	6	537,500
Engineering	0	625	298	3,125	2,827		7,500
	190,490	177,326	1,083,783	1,062,175	(21,608)		2,405,563
<b>Street Cleaning &amp; Flushing</b>							
Streets	0	3,333	8,998	16,667	7,669		40,000
Roads & Streets	6,394	5,667	8,936	28,333	19,397		68,000
Crosswalks & Sidewalks	2,440	1,724	4,864	8,622	3,758		19,410
Culverts & Drainage Ditches	1,329	6,250	3,184	31,250	28,066		75,000
Snow & Ice Removal	49	1,250	373,225	346,250	(26,975)	7	500,000
2018 Flood Costs	309,620	0	309,620	0	(309,620)	8	0
	319,831	18,224	708,828	431,122	(277,706)		702,410
<b>Street Lighting</b>							
	9,925	12,167	55,712	60,833	5,122		146,000
<b>Traffic Services</b>							
Street Signs	76	1,250	4,287	6,250	1,963		15,000
Traffic Lanemarking	17,940	20,000	22,471	25,000	2,529		25,000
Traffic Signals	800	1,667	10,304	8,333	(1,970)		20,000
Railway Crossing	4,310	1,500	9,034	7,500	(1,534)		18,000
	23,126	24,417	46,096	47,083	988		78,000
<b>Public Transit</b>							
Public Transit - Comex Service	0	0	15,470	16,000	530		64,000
KV Committee for the Disabled	0	0	7,000	7,000	0		7,000
Public Transit - Other	146	208	730	1,042	312		2,500
	146	208	23,200	24,042	841		73,500
<b>Total Transportation Services</b>	<b>543,519</b>	<b>232,342</b>	<b>1,917,618</b>	<b>1,625,255</b>	<b>(292,363)</b>		<b>3,405,473</b>
<b>Environmental Health Services</b>							
Solid Waste Disposal Land Fill	12,274	16,083	77,529	80,417	2,888		193,000
Solid Waste Disposal Compost	4,929	2,083	9,465	10,417	952		25,000
Solid Waste Collection	21,864	21,667	109,318	108,333	(985)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,917	37,828	39,583	1,756		95,000
Clean Up Campaign	24,148	35,000	24,669	35,500	10,831		40,000
	70,780	82,750	258,809	274,250	15,441		613,000
<b>Environmental Development Services</b>							
<b>Planning &amp; Zoning</b>							
Administration	27,221	28,359	174,283	192,141	17,858		401,000
Planning Projects	16,211	12,083	39,373	60,417	21,044		145,000
Heritage Committee	0	208	0	1,042	1,042		2,500
	43,433	40,651	213,656	253,599	39,943		548,500
<b>Economic Development Comm.</b>							
Tourism	7,873	7,202	36,009	36,009	0		86,422
	0	0	3,129	3,200	71		3,200
	7,873	7,202	39,138	39,209	71		89,622
	51,306	47,852	252,794	292,808	40,015		638,122



# 2018July9OpenSessionFINAL\_086

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>Recreation &amp; Cultural Services</b>							
Administration	20,587	18,071	126,899	118,787	(8,112)	9	253,717
Beaches	593	2,000	593	2,000	1,407		53,419
Rothsay Arena	24,615	22,772	147,547	143,353	(4,194)		329,680
Memorial Centre	11,757	4,083	37,886	28,417	(9,470)	10	57,000
Summer Programs	1,718	1,373	3,299	2,060	(1,240)		60,862
Parks & Gardens	46,250	56,080	162,551	231,695	69,144		581,700
Rothsay Common Rink	3,303	813	37,045	34,712	(2,333)		45,005
Playgrounds and Fields	12,042	9,167	21,336	45,833	24,497		110,000
Regional Facilities Commission	0	0	189,233	189,233	0		378,465
Kennebecasis Public Library	7,080	7,042	35,402	35,208	(194)		84,500
Special Events	297	833	6,079	8,000	1,921		43,500
Rothsay Living Museum	0	125	120	625	505		1,500
	<u>128,243</u>	<u>122,359</u>	<u>767,990</u>	<u>839,923</u>	<u>71,932</u>		<u>1,999,348</u>
<b>Fiscal Services</b>							
Debt Charges							
Interest	6,979	6,997	8,476	8,579	102		227,303
Debenture Payments	0	0	0	0	0		1,009,000
	<u>6,979</u>	<u>6,997</u>	<u>8,476</u>	<u>8,579</u>	<u>102</u>		<u>1,236,303</u>
<b>Transfers To:</b>							
Capital Fund for Capital Expenditures	0	0	0	0	0		2,433,500
Town Hall Reserve Transfer	0	0	0	0	0		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>2,443,500</u>
	<u>6,979</u>	<u>6,997</u>	<u>8,476</u>	<u>8,579</u>	<u>102</u>		<u>3,679,803</u>

2018July9OpenSessionFINAL\_087

## Town of Rothesay

## Variance Report - General Fund

5 months ending May-31-18

Note #		Actual	Budget	Better/(Worse)	Description of Variance
Revenue					
1	Licenses & Permits	\$ 53,256	\$ 27,583	\$ 25,673	new homes
2	Interest & Sundry	\$ 23,433	\$ 5,417	\$ 18,016	Includes interest on Hillcrest receivable
3	Grant - Other	\$ 10,452	\$ -	\$ 10,452	SEED grants now paid in advance
Total				\$54,141	
Variance per Statement				\$64,779	
Explained				83.58%	
Expenses					
General Government					
4	Administrative - Other	\$ 62,743	\$ 52,694	\$ (10,049)	Sage coverage for the year, WHSCC high
5	Insurance	\$ 173,469	\$ 166,872	\$ (6,597)	Includes claim payments
Protective Services					
				\$0	
Transportation					
6	Workshops, Yards & Equipment	\$ 298,590	\$ 254,667	\$ (43,923)	Vehicle repairs, shop supplies over budget
7	Snow & Ice Removal	\$ 373,225	\$ 346,250	\$ (26,975)	Salt & Sand purchases, edges purchased
8	2018 Flood Costs	\$ 309,620	\$ -	\$ (309,620)	To be reimbursed
Environmental Health					
				\$0	
Environmental Development					
				\$0	
Recreation & Cultural Services					
9	Recreation - Administration	\$ 126,899	\$ 118,797	\$ (8,102)	Allocation of wages
10	Memorial Centre	\$ 37,886	\$ 28,417	\$ (9,469)	Purchase of heat pumps, fridge
Fiscal Services					
Total				-\$414,735	
Variance per Statement				-\$113,832	
Explained				364.34%	



## 2018July9OpenSessionFINAL\_088

## Town of Rothesay

Capital Projects 2018

General Fund

5 Months Ended 5/31/18

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
<b>General Government</b>						
12010560 General Gov't Equipment Purchases G-2018-006	47,000	0	47,000	Town Hall	47,000	
12010660 IT MS Office/Server/Laptops G-2018-002	90,000	37,604	52,396		47,000	0
12026160 Seniors' Project G-2018-010	0	-51,990	51,990			
Total General Government	\$137,000	-\$14,386	\$151,386			
<b>Protective Services</b>						
12011560 Protective Serv. Equipment Purchases P-2017-005	81,500	26,623	54,877			
Total Protective Services	\$81,500	\$26,623	\$54,877			
<b>Transportation</b>						
12021360 Transportation Equipment Purchases T-2018-003	540,000	210,295	329,705	Transportation Equipment Purchases T-2018-003		
12023760 Eriskay Upgrade T-2018-001	503,000	272,132	230,868		Budget	Actual
12025960 2018 Asphalt/Microseal T-2018-007	1,627,000	33,286	1,593,714	Trackless	190,000	170,054
12025260 Trail Connector/Crossing T-2016-017	1,050,000	0	1,050,000	Backhoe	200,000	
12023860 Engineering 2019 Streets T-2019-001	60,000	0	60,000	One ton plow truck	100,000	
12013560 Land Aquisitions	0	59,471	-59,471	3/4 ton 4WD	50,000	40,241
12026260 Fox Farm Retaining Wall & Railing	125,000	0	125,000		540,000	210,295
Total Transportation	\$3,905,000	\$575,184	\$3,329,816			
<b>Recreation</b>						
12020860 Recreation Equipment Purchases R-2018-004	80,000	0	80,000		Budget	Actual
12020760 Trail Development R-2018-007	140,000	3,671	136,329	Recreation Equipment Purchases R-2018-004		
Total Recreation	\$220,000	\$3,671	\$216,329	Tractor replacement	80,000	0
					80,000	
<b>Total</b>						
	\$4,343,500	\$591,091	\$3,752,409			
<b>Not yet assigned:</b>						
Designated Highway	400,000			Sundry Transportation		
Salt Storage Facility	40,000			Street Trees		10,000
Sundry Transportation	150,000			Clark/Gondola Intersection		90,000
	590,000			Strong Court Cul de Sac		20,000
				Sunset Lane Cul de Sac		10,000
Carryovers				Various Curb, Gutter & Sidewalk Impri		20,000
Funded from Reserves						150,000
12025360 Asphalt/Microseal T-2017-001		4,409				
12025560 Underground Diesel Storage Tank T-2017-008		679				
12025760 Picnic Shelter & Viewing Deck R-2017-014		33,437				
12023360 Wells Trail R-2014-019		1,442				
		39,968				
Total	\$4,933,500	\$631,059	\$3,752,409			
<b>Funding:</b>						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
General Government	137,000					137,000
Protective Services	81,500					81,500
Transportation	3,445,000	100,000	960,000	300,000		2,085,000
Recreation	1,270,000	490,000		700,000		80,000
	\$4,933,500	\$590,000	\$960,000	\$1,000,000	\$0	\$2,383,500

2018July9OpenSessionFINAL\_089

## Town of Rothesay

Capital Projects 2018

General Fund

6 Months Ended 6/30/18

DRAFT!

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
<b>General Government</b>				Town Hall		
12010560 General Gov't Equipment Purchases G-2018-006	47,000	0	47,000		47,000	
12010660 IT MS Office/Server/Laptops G-2018-002	90,000	37,604	52,396		47,000	0
12026160 Seniors' Project G-2018-010	0	-51,990	51,990			
Total General Government	\$137,000	-\$14,386	\$151,386			
<b>Protective Services</b>						
12011560 Protective Serv. Equipment Purchases P-2017-005	81,500	26,623	54,877			
Total Protective Services	\$81,500	\$26,623	\$54,877			
<b>Transportation</b>				<b>Transportation Equipment Purchases T-2018-003</b>		
12021360 Transportation Equipment Purchases T-2018-003	540,000	210,295	329,705		Budget	Actual
12023760 Eriskay Upgrade T-2018-001	503,000	272,132	230,868	Trackless	190,000	170,054
12025960 2018 Asphalt/Microseal T-2018-007	1,627,000	33,286	1,593,714	Backhoe	200,000	
12025260 Trail Connector/Crossing T-2016-017	1,050,000	0	1,050,000	One ton plow truck	100,000	
12023860 Engineering 2019 Streets T-2019-001	60,000	0	60,000	3/4 ton 4WD	50,000	40,241
12013560 Land Aquisitions	0	59,471	-59,471		540,000	210,295
12026260 Fox Farm Retaining Wall & Railing	125,000	514	124,486			
Total Transportation	\$3,905,000	\$575,697	\$3,329,303			
<b>Recreation</b>					Budget	Actual
12020860 Recreation Equipment Purchases R-2018-004	80,000	0	80,000	Recreation Equipment Purchases R-2018-004		
12020760 Trail Development R-2018-007	140,000	3,671	136,329	Tractor replacement	80,000	
Total Recreation	\$220,000	\$3,671	\$216,329		80,000	0
<b>Total</b>						
	\$4,343,500	\$591,605	\$3,751,895			
<b>Not yet assigned:</b>						
Designated Highway	400,000			Sundry Transportation		
Salt Storage Facility	40,000			Street Trees		10,000
Sundry Transportation	150,000			Clark/Gondola Intersection		90,000
	590,000			Strong Court Cul de Sac		20,000
Carryovers				Sunset Lane Cul de Sac		10,000
Funded from Reserves				Various Curb, Gutter & Sidewalk Impr		20,000
12025360 Asphalt/Microseal T-2017-001		4,409				150,000
12025560 Underground Diesel Storage Tank T-2017-008		679				
12025760 Picnic Shelter & Viewing Deck R-2017-014		33,437				
12023360 Wells Trail R-2014-019		1,442				
		39,968				
Total	\$4,933,500	\$631,573	\$3,751,895			
<b>Funding:</b>						
	Total	Reserves	Gas Tax	Grants	Borrow	Operating
General Government	137,000					137,000
Protective Services	81,500					81,500
Transportation	3,445,000	100,000	960,000	300,000		2,085,000
Recreation	1,270,000	490,000		700,000		80,000
	\$4,933,500	\$590,000	\$960,000	\$1,000,000	\$0	\$2,383,500



# Town of Rothesay

## Utility Fund Financial Statements

May 31, 2018

### Attached Reports:

Capital Balance Sheet

U1

Reserve Balance Sheet

U2

Operating Balance Sheet

U3

Operating Income Statement

U4

Variance Report

U5

Project Listing - May

U6

Project Listing - June - Draft!

U7

## Town of Rothesay

## Capital Balance Sheet

As at 5/31/18

ASSETS

## Assets:

Capital Assets - Under Construction - Utilities	5,754,815
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	1,845,765
Capital Assets Utilities Equipment	150,881
Capital Assets Utilities Water System	26,760,973
Capital Assets Utilities Sewer System	16,780,304
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	85,374
	<hr/>
	51,760,126

Accumulated Amortization Utilites Buildings	(465,277)
Accumulated Amortization Utilites Water System	(6,621,615)
Accumulated Amortization Utilites Sewer System	(7,811,543)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(10,752)
Accumulated Amortization Utilites Equipment	(33,660)
Accumulated Amortization Utilites Roads & Streets	(10,272)
	<hr/>
	(14,995,151)

## TOTAL ASSETS

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36,764,975LIABILITIES

## Current:

Util Capital due to/from Util Operating	674,040
Total Current Liabilities	<hr/> 674,040

## Long-Term:

Long-Term Debt	8,330,077
Total Liabilities	<hr/> 9,004,117

EQUITY

## Investments:

Investment in Fixed Assets	27,760,857
Total Equity	<hr/> 27,760,857

## TOTAL LIABILITIES &amp; EQUITY

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36,764,974



# Town of Rothesay

## Utility Reserve Balance Sheet

As at 5/31/18

### ASSETS

Assets:

Bank - Utility Reserve	875,381
Due from Utility Operating	10,855
TOTAL ASSETS	<u>\$ 886,236</u>

### EQUITY

Investments:

Invest. in Utility Capital Reserve	553,241
Invest. in Utility Operating Reserve	101,622
Invest. in Sewage Outfall Reserve	231,373
TOTAL EQUITY	<u>\$ 886,236</u>

# Town of Rothesay

## Utilities Fund Operating Balance Sheet

As at 5/31/18

### ASSETS

Current assets:	
Accounts Receivable Net of Allowance	912,127
Accounts Receivable - Misc.	181,200
Total Current Assets	<u>1,093,327</u>
Other Assets:	
Projects	<u>1,318,037</u>
	<u>1,318,037</u>
 TOTAL ASSETS	 <u>\$ 2,411,364</u>

### LIABILITIES

Accrued Payables	47,201
Due from General Fund	938,149
Due from (to) Capital Fund	(674,040)
Due to (from) Utility Reserve	10,855
Deferred Revenue	<u>18,685</u>
Total Liabilities	<u>340,851</u>

### EQUITY

Surplus:	
Opening Retained Earnings	11,808
Profit (Loss) to Date	<u>2,058,707</u>
	<u>2,070,515</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 2,411,366</u>



**Town of Rothesay**  
**Utilities Operating Income Statement**  
**5 Months Ended 5/31/18**

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
<b>RECEIPTS</b>							
Sale of Water	6,113	6,250	277,008	267,125	9,883		1,000,000
Meter and non-hookup fees	0	0	11,627	8,750	2,877		35,000
Water Supply for Fire Prot.	0	0	380,000	380,000	0		380,000
Local Improvement Levy	0	0	59,073	59,000	73		59,000
Sewerage Services	2,405	0	1,619,049	1,610,000	9,049		1,610,000
Connection Fees	78,800	5,556	150,925	21,111	129,814	1	60,000
Interest Earned	11,205	4,167	32,397	20,833	11,564		50,000
Misc. Revenue	525	406	1,725	2,031	(306)		4,875
Infrastructure Grants	49,782	0	49,782	0	49,782	2	0
Surplus - Previous Years	0	0	21,125	21,125	(1)		21,125
<b>TOTAL RECEIPTS</b>	<b>148,829</b>	<b>16,378</b>	<b>2,602,711</b>	<b>2,389,976</b>	<b>212,736</b>		<b>3,220,000</b>
<b>WATER SUPPLY</b>							
Share of Overhead Expenses	0	0	94,000	94,000	0		374,000
Audit/Legal/Training	491	833	5,292	7,167	1,874		13,000
Purification & Treatment	19,105	26,333	89,576	151,667	62,091		336,000
Transmission & Distribution	36,449	8,000	52,808	40,000	(12,808)	3	96,000
Power & Pumping	3,877	3,583	19,582	17,917	(1,665)		43,000
Billing/Collections	105	417	521	2,083	1,562		5,000
Water Purchased	68	42	282	208	(74)		500
Misc. Expenses	0	1,542	516	7,708	7,192		18,500
<b>TOTAL WATER SUPPLY</b>	<b>60,095</b>	<b>40,750</b>	<b>262,578</b>	<b>320,750</b>	<b>58,173</b>		<b>886,000</b>
<b>SEWERAGE COLLECTION &amp; DISPOSAL</b>							
Share of Overhead Expenses	0	0	141,000	141,000	0		566,000
Audit/Legal/Training	0	1,500	3,953	14,500	10,547		25,000
Collection System Maintenance	854	2,667	5,078	13,333	8,256		64,000
Sewer Claims	0	1,667	666	8,333	7,668		20,000
Lift Stations	3,313	3,333	13,138	16,667	3,528		40,000
Treatment/Disposal	4,962	4,167	27,387	26,833	(554)		56,000
Infiltration Study	17,186	0	50,308	0	(50,308)	4	0
Misc. Expenses	1,538	397	5,521	4,652	(870)		7,431
<b>TOTAL SWGE COLLECTION &amp; DISPOSAL</b>	<b>27,853</b>	<b>13,730</b>	<b>247,050</b>	<b>225,318</b>	<b>(21,732)</b>		<b>778,431</b>
<b>FISCAL SERVICES</b>							
Interest on Bank Loans	0	0	0	0	0		25,000
Interest on Long-Term Debt	14,377	14,377	14,377	14,377	0		286,217
Principal Repayment	20,000	20,000	20,000	20,000	0		536,352
Transfer to Reserve Accounts	0	0	0	0	0		60,000
Capital Fund Through Operating	0	0	0	0	0		637,000
<b>TOTAL FISCAL SERVICES</b>	<b>34,377</b>	<b>34,377</b>	<b>34,377</b>	<b>34,377</b>	<b>0</b>		<b>1,544,569</b>
<b>TOTAL EXPENSES</b>	<b>122,325</b>	<b>88,857</b>	<b>544,005</b>	<b>580,446</b>	<b>36,441</b>		<b>3,209,000</b>
<b>NET INCOME (LOSS) FOR THE PERIOD</b>	<b>26,504</b>	<b>(72,479)</b>	<b>2,058,707</b>	<b>1,809,530</b>	<b>249,177</b>		<b>11,000</b>

# Town of Rothesay

2018July9OpenSessionFINAL\_095

Variance Report - Utility Operating  
5 Months Ended May 31, 2018

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Connection Fees	\$ 150,925	\$ 21,111	\$ 129,814	Condominium complex
2	Infrastructure Grants	\$ 49,782	\$ -	\$ 49,782	Infiltration study
Expenditures					
Water					
3	Transmission & Distribution	\$ 52,808	\$ 40,000	\$ (12,808)	Leak repairs
Sewer					
4	Infiltration Study	\$ 50,308	\$ -	\$ (50,308)	reimbursed by grants
Fiscal Services					
				\$ -	



2018July9OpenSessionFINAL\_096

# Town of Rothesay

Capital Projects 2017

Utility Fund

5 Months Ended 5/31/18

		Original BUDGET	CURRENT Y-T-D	Remaining Budget	
<b>WATER</b>					
12043430	Well Development - Quality W-2018-003	100,000	9,846	90,154	
12044330	Hillsview/Shadow Hill Watermain W-2018-002	450,000	0	450,000	
		<u>\$ 550,000</u>	<u>\$ 9,846</u>	<u>\$ 540,154</u>	
<b>SEWER</b>					
12042330	Wastewater Treatment Plant - S-2014-016-A	2,500,000	1,089,224	1,410,776	
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000	
12044430	Eriskay Upgrade - Sewer T-2018-001	300,000	110,992	189,008	
		<u>4,200,000</u>	<u>1,200,216</u>	<u>2,999,784</u>	
Unassigned:					
	Hampton Rd Designated Highway	75,000			
	SCADA Changeover	35,000			
	Membranes	200,000			
	Back Up Power	12,000			
	SCBA Equipment	15,000			
		<u>337,000</u>	<u>-</u>	<u>-</u>	
<b>Total Approved</b>		<u>5,087,000</u>	<u>1,210,062</u>	<u>3,539,938</u>	
<b>Carryovers</b>					
Funded from Reserves					
12043830	Water Plant Aux Building W-2016-002		107,975		
			<u>107,975</u>		
		<u>5,087,000</u>	<u>1,318,037</u>	<u>3,539,938</u>	
<b>Funding:</b>					
	Total	Reserves	Gas Tax	Grants	Borrow
Water	852,000	250,000			
Sewer	4,235,000		300,000	2,600,000	1,300,000
	<u>5,087,000</u>	<u>250,000</u>	<u>300,000</u>	<u>2,600,000</u>	<u>1,300,000</u>

2018July9OpenSessionFINAL\_097

# Town of Rothesay

Capital Projects 2017

Utility Fund

6 Months Ended 6/30/18

Draft!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
<b>WATER</b>				
12043430	Well Development - Quality W-2018-003	100,000	9,846	90,154
12044330	Hillsview/Shadow Hill Watermain W-2018-002	450,000	0	450,000
		<u>\$ 550,000</u>	<u>\$ 9,846</u>	<u>\$ 540,154</u>

<b>SEWER</b>				
12042330	Wastewater Treatment Plant - S-2014-016-A	2,500,000	1,089,506	1,410,494
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000
12044430	Eriskay Upgrade - Sewer T-2018-001	300,000	110,992	189,008
		<u>4,200,000</u>	<u>1,200,497</u>	<u>2,999,503</u>

Unassigned:

Hampton Rd Designated Highway	75,000
SCADA Changeover	35,000
Membranes	200,000
Back Up Power	12,000
SCBA Equipment	15,000

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 337,000

Total Approved

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 5,087,000      1,210,343      3,539,657
 

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Carryovers

Funded from Reserves

12043830      Water Plant Aux Building W-2016-002      107,975

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 107,975

---

 5,087,000      1,318,318      3,539,657
 

---

Funding:

	Total	Reserves	Gas Tax	Grants	Borrow	Operating
Water	852,000	250,000				602,000
Sewer	4,235,000		300,000	2,600,000	1,300,000	35,000
	<u>5,087,000</u>	<u>250,000</u>	<u>300,000</u>	<u>2,600,000</u>	<u>1,300,000</u>	<u>637,000</u>





# ROTHESAY MEMORANDUM



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TO : Finance Committee  
FROM : Doug MacDonald  
DATE : June 28, 2018  
RE : Compliance Report

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The following Government remittances have been remitted for June in accordance with the appropriate regulation:

Payroll taxes (CPP, EI, income tax withheld) –remittances filed every two weeks

HST rebate claim - remitted quarterly – March 31<sup>th</sup> claim filed and refund received

WHSCC – remitted monthly – June payment remitted

## Town of Rothesay

30/06/2018 219500-60

**Donations/Cultural Support**Budget  
2018

Paid to date

KV3C	2,500.00		in kind
NB Medical Education Trust	5,000.00	5,000.00	
SJRH	2,500.00	2,500.00	
KV Food bank	6,000.00		
YMCA Camp Glenburn	2,500.00		
Fairweather Scholarship	1,000.00	1,000.00	
KV Oasis	2,500.00	2,500.00	
Saint John Theatre Company	1,000.00	1,000.00	
YMCA	10,000.00		5 year commitment started in 2015
sub	33,000.00	12,000.00	

## Other:

5,000.00

Junior Achievement		300.00	Futures Unlimited banquet
Anglican Parish of Fundy & the Lakes		50.00	In memory
Symphony NB		500.00	
Heart & Stroke		45.34	In memory
Sable River Fire Dept.		50.00	In memory
International Women's Day		350.00	
RHS Youth for Youth		50.00	
Masters Ladies Curling Team		200.00	
Christmas with the Cops		100.00	
NB Competitive Festival of Music		250.00	
Touchstone Academy		390.00	Amazatorium
Rothesay Netherwood School		300.00	Art Show Ad
NB Heart & Stroke		50.00	In memory
St. Marks		50.00	Renovation Fund
Kennebecasis Lions		240.00	
International Women's Day		100.36	
Miss Teen Maritime International		200.00	
RHS Safe Grad		100.00	

sub 5,000.00 3,325.70

38,000.00	15,325.70
-----------	-----------

G/L Balance

15,325.70

**Other:**

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





# ROTHESAY

~~Parks and Recreation Committee Meeting~~  
~~2018 July 9th Open Session FINAL\_100~~  
Tuesday, June 19, 2018  
Rothesay Town Hall – Common Room  
6:30 p.m.



**PRESENT:** COUNCILLOR MIRIAM WELLS  
COUNCILLOR BILL McGUIRE  
MARY ANN GALLAGHER  
KATE GOODINE  
CHUCK McKIBBON  
MAUREEN DESMOND

TOWN MANAGER JOHN JARVIE (*left the meeting at 7:30 p.m.*)  
DIRECTOR OF RECREATION CHARLES JENSEN  
RECREATION COORDINATOR KERI FLOOD  
RECORDING SECRETARY LIZ POMEROY

**ABSENT:** BRENDAN KILFOIL  
JANE MacEACHERN  
NATHAN DAVIS  
GARY MYLES

Chairperson Wells called the meeting to order at 6:33 p.m.

## 1. APPROVAL OF AGENDA:

**MOVED** by Counc. McGuire and seconded by C. McKibbon the agenda be approved as circulated.

**CARRIED.**

## 2. ADOPTION OF MINUTES:

2.1 Regular meeting of May 22, 2018.

**MOVED** by M. Desmond and seconded by K. Goodine the minutes of May 22, 2018 be adopted as circulated.

**CARRIED.**

## 3. DELEGATIONS:

### 3.1 Potential for Recreational and Economic Activity from Birding

- 7 May 2018 Letter from residents RE: Potential for Recreational and Economic Activity from Birding

Counc. Wells welcomed Mr. Hank Scarth and the members of Birding in Rothesay District (BIRD). Mr. Scarth thanked the Committee and highlighted the following: BIRD is supported by the Saint John Naturalists Club; the popularity of birding as a hobby in North America; social media platforms that encourage birding; recreational and economic opportunities available through birding; New Brunswick communities that have embraced birding; birding “hot spots” in Rothesay such as the Kennebecasis Park Lagoon, the Sagamore Point Lagoon, and the Wells Recreation Park trails and wetlands; and high potential funding partners for birding including Ducks Unlimited, Federal and Provincial governments, and developers seeking restoration locations; and the benefits of restoring lagoons to wetlands.

Mr. Scarth reviewed the group's requests for: promotion of birding as a recreational opportunity; publication of bird lists and conservation tips on the Town website and social media; publication of "Birding Trails in Rothesay" (to be included in "Southern NB Birding Trail Project" of the SJNC); support of birding walks/events; and BIRD will manage the development and updating of content and organization and leading of events. He continued highlighting requests regarding specific birding locations in Rothesay:

Kennebecasis Park Lagoon: railing and signage at pump station; technical evaluation by the Town of the option to restore the area to a wetland; direct involvement in consultation with the community on future use; and permission to install and maintain Tree Swallow and/or Wood Duck nest boxes inside the fence.

Wells Recreation Park: birding and bird conservation signage; and continued protection of wetlands in the park.

Sagamore Point: permission to install and maintain Tree Swallow and/or Wood Duck nest boxes inside the fence; widening of the passage behind the new fencing; shaping of soil to provide an 18-24" high berm; details of how much water will be exposed post-upgrade; and consultations regarding future uses and opportunities.

The following comments were made: minimal costs are associated with some of the requests while other requests require significant resources and planning; decommissioning of the lagoons will not occur until the Wastewater Treatment Plant Upgrade project is complete; the expected completion date for the project is 2020 however without external funding the project may be delayed; the requests can be discussed further during budget deliberations; and the electronic kiosks and bulletin boards could be used to promote birding publications and trail maps.

Mr. Scarth clarified that BIRD would be responsible for birding content available to the public. It was suggested BIRD draft content to be put on signage for the Kennebecasis Park lagoon, Sagamore Point, and the Wells Recreation Park. DRP Jensen agreed to investigate the cost for BIRD's desired signage for the areas and report back to the Committee. It was suggested Ducks Unlimited or other similar organizations be contacted to discuss the possibility of undertaking a technical evaluation of restoring the Kennebecasis Park lagoon to a wetland area. In response to an inquiry, Mr. Scarth indicated BIRD will provide the nest boxes. He added the nest boxes will be constructed over the winter and will be ready for next year.

There was general discussion with respect to the Sagamore Point area. Town Manager Jarvie advised until the Wastewater Treatment Plant Upgrade project is complete it may be premature to discuss modifications to the site. He noted any changes or added features to the land will likely be impacted when construction of the facility begins. He added the impact of the project on the area is unclear until progress on the project is made. In response to an inquiry, Mr. Scarth indicated the Hillside Trail is not ideal for birding due to the noise and minimal natural water sources in the area.

It was noted DRP Jensen will investigate the group's requests further and report back at the next meeting.



Mr. Scarth thanked the Committee and the members of BIRD left the meeting.

#### **4. REPORTS & PRESENTATIONS:**

##### **4.1 Park Benches, Washrooms, and Waste Containers**

DRP Charles Jensen

DRP Jensen noted he and C. McKibbin traveled the route from Renforth Park to Vincent Road to investigate possible locations for benches. The following seven locations were suggested: 1) 2280 Rothesay Road 2) East Riverside-Kingshurst trail from the parking lot to the bus stop 3) in front of the Low Wood complex 4) at the bottom of College Hill near the Taylor Brook Bridge 5) Southwood Drive 6) across from the Meadows apartment building and 7) at the top of the hill toward Fairvale Elementary School. DRP Jensen noted it is typical practice to install waste receptacles with benches however a receptacle exists in the area of the Taylor Brook Bridge. DRP Jensen noted the total cost for seven benches, six garbage receptacles, and 7 concrete pads is approximately \$9,000.

It was noted a request has been made for a sidewalk on Gondola Point Road outside the Meadows apartment building; and there is minor work to be completed at the Taylor Brook Bridge.

**MOVED** by Counc. McGuire and seconded by M.A. Gallagher the Parks and Recreation Committee recommends that an amount of \$10,000 be included in the 2019 capital budget for the installation of 7 benches and 6 garbage receptacles along the section of road between Renforth Park and Vincent Road.

**CARRIED.**

##### ➤ 12 June 2018 Letter from resident RE: Request for benches in Chapel Hill Estates

The following was discussed: available space, cost, maintenance, alternative locations, and the possibility of setting a precedent. There was consensus to focus on installing benches along the main routes within the Town, and further that the request be considered during future budget deliberations. In response to an inquiry, DRP Jensen advised benches are typically removed for the winter to prevent damage.

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

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

M.A. Gallagher reported approximately 15 individuals expressed interest and have begun constructing personal plots inside the fence at the Kennebecasis Park lagoon. DRP Jensen advised the Town has provided soil for the project. He added it may be beneficial to inform residents that resources may be provided by the Town however there is an interest in maintaining a “community-led” practice for similar projects. DRP Jensen advised he has contacted the resident leading the initiative and has shared standard practices used by the Town to operate the Scribner Crescent community garden.

Town Manager Jarvie left the meeting.

##### **5.2 Volleyball Court in K-Park**

M.A. Gallagher noted the Kennebecasis Park Rate Payers Association has agreed to contribute \$1,500 to the total cost. She added it is expected a representative will present the project to the Town and submit a donation request of \$3,000 for next year’s budget to cover the remaining cost.

**5.3 Update on accessible swings**

DRP Jensen advised he measured the suggested area in the Common. He noted there is sufficient space for an accessible swing however additional rubber material is necessary for the ground. He added after further investigation it was determined the accessible swing with a wheelchair platform is not CSA approved. M.A. Gallagher commented that accessible playgrounds were constructed through the Canadian Tire Jumpstart Program and likely include wheelchair platform swings. She noted she will look into the matter. In response to an inquiry, M.A. Gallagher noted the application deadline for the Jumpstart Program is in March. It was noted the item requires further investigation.

**5.4 Update on Riverside Park Pavilion Opening**

DRP Jensen advised because modifications may be required for the East Riverside-Kingshurst Park pavilion and the upcoming Dragon Boat Festival, it may be beneficial to delay the opening. It was suggested the event be scheduled in the fall. In response to an inquiry, K. Goodine noted the Rothesay High School Interact Club is interested in assisting with a barbeque for the event. M. Desmond questioned if the temporary road will be removed in time for the event. DRP Jensen advised it is expected the road will be removed however the date of removal is unclear due to the necessary construction required for repairs. It was suggested the item be discussed further at the next meeting.

**6. CORRESPONDENCE FOR ACTION:****6.1 25 May 2018 Letter from resident RE: Sittercise Workout Program**

After a brief discussion, DRP Jensen agreed to contact the instructor to clarify details of the program including if there will be a cost for participants.

**7. NEW BUSINESS:****7.1 Parks and Recreation Update**

RC Flood advised 16 recreation summer students began work on June 18<sup>th</sup>. She noted the total number of lifeguards is insufficient thus the beaches will not be supervised on Mondays; and the playground program begins on June 25<sup>th</sup>. There was general discussion with respect to the Rothesay Tennis Club cardio tennis sessions, Sunset Yoga, Canada Day celebrations, and the Great Race event. M.A. Gallagher suggested an article be drafted and sent to the media regarding promotion of the Great Race. Counc. Wells noted Town staff are in contact with the Great Race coordinator and will discuss the matter.

DRP Jensen noted the late spring has delayed the Town's planting schedule.

C. McKibbin commented on the East Riverside-Kingshurst park washrooms noting he was pleased with the final product. There was general discussion.

Counc. McGuire requested an update with respect to the pickleball court in Wells. DRP Jensen advised lines were drawn for a pickleball court in the area. Counc. McGuire suggested a pickleball net and windscreens be installed. DRP Jensen noted the tennis court net could be lowered to the height of a pickleball net. He added windscreens could be installed however there is a cost. RC Flood added the social media post notifying residents of the pickleball court received significant interest from community members.



M. Desmond commented on the city of Saint John's interest in eliminating lifeguard positions. She questioned if the Town had considered a similar option. DRP Jensen advised the option has not been discussed by the Town.

C. McKibbon requested an update with respect to the "open for public" signage for washrooms initiative. It was suggested the initiative be deferred until the fall to allow sufficient time for further discussion.

**8. CORRESPONDENCE FOR INFORMATION:**

N/A

**9. DATE OF NEXT MEETING:**

It was noted the next meeting is scheduled for Tuesday, July 17, 2018.

**CARRIED.**

**10. ADJOURNMENT**

**MOVED** by Counc. McGuire and seconded by M.A. Gallagher the meeting be adjourned.

**CARRIED.**

The meeting ended at 7:50 p.m.

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CHAIRPERSON

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RECORDING SECRETARY



2018 July 9 Open Session FINAL\_105

# ROTHERHAM

## MEMORANDUM



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TO : Mayor and Council  
FROM : Recording Secretary Parks and Recreation Committee  
DATE : June 20, 2018  
RE : Motions Passed at June 19, 2018 Meeting

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Please be advised the Parks and Recreation Committee passed the following motions at its regular meeting on Tuesday, June 19, 2018:

**MOVED** ... and seconded ... the Parks and Recreation Committee recommends that an amount of \$10,000 be included in the 2019 capital budget for the installation of 7 benches and 6 garbage receptacles along the section of road between Renforth Park and Vincent Road.

**CARRIED.**

Respectfully submitted,

Liz Pomeroy





# ROTHESAY



## AGE FRIENDLY ADVISORY COMMITTEE MEETING

**Wednesday, June 20, 2018  
10:00 a.m.**

**Present:** John Gahagan                      Heather Stilwell  
              Judith Grannan                Michael Boyle  
              Diane O'Connor                Scott Cochrane  
              Shirley Malcolm                Jean Porter Mowatt  
              Shawn Jennings              Town Manager Jarvie  
              Counc. Wells                      Mayor Grant

**Absent:** Cara Coes                              Julie Atkinson  
              Jeff Kitchen                            Cindy Levesque  
              Sarah Thompson                    Jocelyn Daye  
              Eugene Belliveau                  Tammy Doherty  
              Tim Cochran                          Jenny Robinson  
              Counc. Shea

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

### **1. APPROVAL OF AGENDA:**

D. O'Connor requested that Senior Goodwill Ambassador of NB be added under New Business.

**MOVED** by H. Stilwell and seconded by D. O'Connor to approve the Agenda as amended.

**CARRIED.**

### **2. APPROVAL OF MINUTES:**

**MOVED** by J. Porter Mowatt and seconded by J. Gahagan to approve the Minutes of May 23, 2018 as circulated.

**CARRIED.**

### **3. DELEGATIONS:**

N/A.

### **4. REPORTS & PRESENTATIONS:**

4.1 Status Update – Counc. Wells:

Counc. Wells remarked how much the Committee has accomplished since its first

# ROTHESAY

Age Friendly Advisory Committee

Minutes

2018 July 9 Open Session FINAL\_107 20 Jun 2018

meeting in October 2017 and recapped the work completed to date. She reported the following recent updates:

- ✓ Benches – 7 new locations have been identified for benches and garbage cans along the Rothesay Road from Renforth Wharf to Vincent Road. This will be included in 2019 Parks and Recreation budget;
- ✓ Jordan Miller Park/Hillside Trail – portable toilets are now on site;
- ✓ The Advisory Committee will not meet in July and August. The next meeting is scheduled for September 19th; and
- ✓ Volunteers – how can we engage more residents? Please give some thought and share your ideas.

Counc. Wells also provided a letter from Archstone Physiotherapy regarding the unsafe conditions of the crosswalk in front of Town Hall.

**MOVED** by H. Stillwell and S. Cochrane for the Age Friendly Committee to request of Council to install a flashing lighted crosswalk in front of Town Hall on Hampton Road.

**CARRIED.**

A brief discussion was had regarding the crosswalk.

## 4.2 Seniors Resource Centre – Counc. Wells:

A hand out of the last sub-committee meeting was handed out for review. A name and mandate for the Seniors Resource Centre were suggested. A lengthy discussion was had about potential offerings at the centre, such as technical advice, educational information sessions and informal gatherings as well. Transportation still remains as a potential obstacle for seniors to access the centre.

## 4.3 Information Sub-Committee – M. Boyle:

M. Boyle reported that two of the three kiosks are operational. Flood restoration work at Renforth Wharf is the cause of delay for the third kiosk to be re-installed. The sub-committee decided that “simple was better” as far as content on the kiosks. For now the kiosks will have four icons for the public to access: Town website, Police/Fire, Maps and Age Friendly. They will monitor what is being accessed on the kiosks and what isn’t and revisit the content in September. The community calendar was removed due to the external links providing full internet access, which has proven to be an issue with the public accessing untoward sites.

## 4.4 Housing Sub-Committee – Counc. Shea

Counc. Shea was not in attendance. This item is deferred to the meeting in September.



**ADDENDUM:****4.5 Outreach Program – M. Boyle**

This item was missed on agenda; Counc. Wells asked M. Boyle if he had an update. M. Boyle reported that he, E. Belliveau and the Red Cross have met and while it's slow moving due to lots of unforeseen background issues, they are off to a good start and believes all three organizations are a good fit together.

**5. UNFINISHED BUSINESS:****N/A****6. NEW BUSINESS:****6.1 Seniors Goodwill Ambassadors of NB**

D. O'Connor introduced the Committee to Seniors Goodwill Ambassadors of NB and its newest member, June. It's a provincial organization to promote healthy lifestyles. Volunteers need to apply and be chosen to participate. They often come to wellness fairs as greeters/organizers. D. O'Connor believes the Seniors Resource Centre may be a good place for them to help from time to time. Interesting fact – the ambassadors are recognizable from the NB Tartan scarfs they wear to events.

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

September 19, 2018

**10. ADJOURNMENT:**

**MOVED** by J. Porter Mowatt and seconded by D. O'Connor to adjourn the meeting.

**CARRIED.**

Meeting adjourned at 10.45 a.m.

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Chairperson

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Recording Secretary



# ROTHESAY

~~2018 July 30 Open Session FINAL - 103~~  
**Works and Utilities Committee Meeting**  
Wednesday, June 20, 2018  
Rothesay Town Hall – Common Room  
5:30 p.m.



**PRESENT:** DEPUTY MAYOR ALEXANDER, CHAIR  
COUNCILLOR MIRIAM WELLS, VICE CHAIR  
IVAN HACHEY  
BLAINE JUSTASON  
MARK McALOON  
SCOTT SMITH

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

**ABSENT:** PAUL BOUDREAU  
PETER GRAHAM

The meeting was called to order at 5:30 p.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. Smith seconded the nomination. There being no other nominations, Counc. Wells was elected Vice Chairperson by acclamation.

## 2. APPROVAL OF AGENDA:

**MOVED** by Counc. Wells and seconded by M. McAloon the agenda be approved as circulated.

**CARRIED.**

## 3. ADOPTION OF MINUTES:

3.1 Regular Public Works and Infrastructure Committee meeting of April 18, 2018.

**MOVED** by S. Smith and seconded by Counc. Wells the Public Works and Infrastructure Committee meeting minutes of April 18, 2018 be adopted as circulated.

**CARRIED.**

3.2 Regular Utilities Committee meeting of April 18, 2018.

**MOVED** by M. McAloon and seconded by B. Justason the Utilities Committee meeting minutes of April 18, 2018 be adopted as circulated.

**CARRIED.**

## 4. DELEGATIONS:

N/A

**5. REPORTS & PRESENTATIONS:**

N/A

**6. UNFINISHED BUSINESS****6.1 Capital Projects Summary****RECEIVED FOR INFORMATION.****6.2 Iona Avenue & Eriskay Drive**

- 8 June 2018 Memorandum from Town Manager Jarvie
- 18 May 2018 Report prepared by DO McLean

Chairperson Alexander noted: the project is nearing completion; concern was expressed the width of the street may be narrow; the curb may give the perception of a narrow road however the street is wider than other roads in Rothesay such as Green Road; the high curb is used to protect pedestrians from vehicles that may veer off the road; and it may be advantageous to update the Town sidewalk policy with respect to curbs. Counc. Wells noted some individuals have expressed general preference for rolled curb. DO McLean advised rolled curb has been used in other areas however some areas may warrant curbs with more height. Town Manager Jarvie noted a general specifications document is being prepared that can assist in similar matters.

**6.3 Solid Waste Tonnage Report**

It was noted the report does not include the tonnages for the collection of flood debris. The report does include the collection from the Spring Clean-up.

**6.4 Update on Wastewater Treatment Pumping Stations**

DO McLean advised the wastewater treatment pumping stations have been commissioned and are operating. I. Hachey inquired about the damage to the East Riverside-Kingshurst park pavilion. DO McLean advised the structure remains intact however the deck was damaged. There was general discussion with respect to the pumping stations during the flood and the Wastewater Treatment Plant project. Town Manager Jarvie clarified that it is expected the Wastewater Treatment Plant project will mitigate but not completely eliminate the potential for overflow during floods. He added with the new pumping stations capacity and pump sizes have increased to further reduce the possibility of overflow.

**6.5 Water By-law**

- 5 April 2018 Memorandum from Town Clerk Banks with attachments

There was discussion with respect to cost for residential units, multi-unit buildings, and commercial properties, timing for the collection of fees, and the cost to provide Town water. It was noted multi-unit building owners expressed concern regarding the considerable upfront cost to connect to Town water. It was noted due to the lapse in time without action the process to revise the By-law must be restarted. This will allow further public consultation by means of another public hearing. The Committee agreed to defer the item to the next meeting to allow sufficient time to review the By-law.

**6.5 Update on Bradley Lake guardrails**

DO McLean advised flood relief efforts required additional Town resources and as a result the installation of guardrails on Bradley Lake Road has been delayed.



**7. CORRESPONDENCE FOR ACTION:**

7.1 21 April 2018 Email from resident RE: Request for sidewalks – 177 Gondola Point Road

## ➤ Sidewalk Policy

There was discussion with respect to the location, necessity, and cost. It was noted the request does not directly comply with the Town's sidewalk policy and would result in an unbudgeted cost of approximately \$40,000. The following comments were made: a suggestion to contact the property owner to determine if there is interest for the use of a local improvement levy to cover the cost; the area is popular among pedestrians and seniors; there is a sidewalk on the other side of the road; and the area could be classified as high density in the future. DO McLean advised the section of road in the front of the building is scheduled to be paved in a couple of weeks and the contract includes a reasonable cost for sidewalk installation. Town Manager Jarvie added the Town's application for designated highway funding was unsuccessful. He further noted reserve funds are available however use of these funds could impact other projects. S. Smith questioned if a path could be installed instead of a sidewalk. Town Manager Jarvie advised the Town is responsible for snow removal on sidewalks, not paths, thus maintenance would be the responsibility of the property owner. In response to an inquiry, DO McLean advised additional maintenance as a result of the proposed sidewalk would not be considerable.

**MOVED** by Counc. Wells and seconded by M. McAloon the Works and Utilities Committee recommend Council consider the installation of a sidewalk from 177 Gondola Point Road to Miller Park Drive based on a cost estimate provided by the Director of Operations.

**ON THE QUESTION:**

In response to an inquiry, DO McLean advised there are no drainage concerns anticipated. However, the proposal will require the relocation of a fire hydrant. He added trees in the area are an adequate distance from the road and removal is not expected. DO McLean further noted there may be liability concerns if the property owners are encouraged to create a pathway through the parking lot. S. Smith questioned if the request was made by one individual. He noted it is unclear if other residents may be interested in the sidewalk. B. Justason questioned if there is another area that may warrant a sidewalk more. DO McLean advised the location was not identified by Town staff prior to the request however since the area is growing the project could be an opportunity to be proactive. Counc. Wells suggested the proposal could assist with Rothesay's Age-Friendly status. Town Manager Jarvie advised the results of the Age-Friendly survey did indicate sidewalks are a popular priority for seniors within Rothesay. S. Smith expressed concern that there is insufficient information regarding potential usage and cost to make an informed decision to determine if the sidewalk is warranted. Counc. Wells noted the recommendation is subject to the preparation of a cost estimate to be discussed by Council.

**NAY vote recorded from S. Smith.**

**CARRIED.**

7.2 2 May 2018 Letter from residents RE: Concerns on Mark Avenue

DO McLean advised: an asphalt resurfacing and microseal placement program exists to determine an adequate schedule for road maintenance within the Town; in the past during the construction of roads, materials cleared from the area such as tree stumps may have been repurposed to create the roadbed; over time tree stumps can surface which is likely the cause of the issue; and since the area does not receive heavy traffic it is unlikely the overall road condition is poor regardless of the fact that the roadbed is not properly built. In addition, he noted the area around Mark Avenue is

considered a provincially regulated wetland which is likely the cause of the standing water issue. He added the flat nature of the area creates difficulties for redirecting the water. Chairperson Alexander noted snowplows are equipped with GPS systems that enable the vehicles to be tracked by residents on the Town website. He added some residents may prefer minimal street lighting outside their residences.

**MOVED** by Counc. Wells and seconded by B. Justason the letter from residents RE: Concerns on Mark Avenue dated 2 May 2018 be received/filed.

**CARRIED.**

7.3 5 June 2018

Letter from Archstone RE: Hampton Road Crosswalk near Town Hall

It was noted the existing crosswalk is insufficient and does not encourage drivers to yield to pedestrians; and the crosswalk is used by a variety of individuals including students, seniors, Town staff, and Town Hall tenants. There was general discussion with respect to the proximity to the existing RA-5 crosswalk near Highland Avenue, and the significant cost for an RA-5 crosswalk. It was suggested the existing RA-5 crosswalk near Highland Avenue be moved outside of Town Hall. Concern was expressed the relocation of the existing RA-5 crosswalk may create safety concerns for students exiting Rothesay High School and traveling to Highland Avenue. DO McLean advised the crosswalk outside of Town Hall has been identified in the past as a safety concern. Counc. Wells stressed the importance of creating a safe crossing for individuals especially seniors with the upcoming opening of the Seniors Resource Centre in Town Hall. She suggested consideration for an RA-5 crosswalk be recommended to Council for the 2019 budget. In response to an inquiry, DO McLean advised the system typically costs approximately \$80,000. Town Manager Jarvie added the request will require approval from the Province. There was further discussion with respect to alternative solutions such as the relocation of the Highland Avenue crosswalk. B. Justason suggested a traffic study be completed to determine the best location for an RA-5 crosswalk along the section of Hampton Road between Town Hall and Hillcrest Drive.

**MOVED** by B. Justason and seconded by S. Smith the item be deferred to the August meeting pending a recommendation report regarding options, cost, and traffic implications for the installation of an RA-5 crosswalk on Hampton Road near Town Hall.

**CARRIED.**

## **8. NEW BUSINESS:**

### **8.1 Build Back Better**

#### ➤ Flood Implications: operations, water testing, clean-up

Town Manager Jarvie advised the beaches are expected to open to the public Monday, June 25<sup>th</sup> depending on the results of a water quality test the Town will undertake this week. If the results are not favorable the opening of the beaches may be delayed. Testing is inexpensive and issues are not anticipated as the river is not a stagnant body of water. He added the sand will not be tested however volunteers raked the beaches to allow natural sun exposure to eliminate possible contaminants.

Town Manager Jarvie reported the clean-up of flood debris is ongoing; and the Town is seeking Provincial funding to cover flood relief costs however some costs may be covered by insurance. Chairperson Alexander noted the Province has created a map of “red zones” or areas that have been impacted by previous flooding in hopes of discouraging future development in these areas. It was

noted measures are being undertaken to reduce potential damage by possible future flooding. There was general discussion with respect to building requirements to deter construction in flood zones, and requirements to reduce potential flood damage. Town Manager Jarvie added the majority of the sandbags have been collected.

### 8.2 Services for Millennium Drive apartment building (Rothesay/Quispamsis)

DO McLean apprised the Committee of an agreement between Rothesay and Quispamsis that indicates the property will be serviced by the sewer system in Quispamsis and charged to Rothesay annually. He noted multi-unit properties are charged a reduced rate per unit which will result in Rothesay paying a greater amount than the cost collected from the property owner. However, he noted the sewer connection fee for Quispamsis is lower than Rothesay, thus a portion of the cost will be recuperated upfront. He noted similar agreements exist for businesses along the border on Hampton Road as well as residences near the Saint John border in Kennebecasis Park.

### 8.3 Sanitary Sewer Overflow – Tennis Court Road

DO McLean advised the overflow chamber has failed and must be replaced; the expense can be claimed; the Town's portion is a third of the total cost of \$25,000; and the work is scheduled to be completed this week.

## 9. CORRESPONDENCE FOR INFORMATION:

### 9.1 Contract T-2018-008: Asphalt Resurfacing and Microseal Placement

14 May 2018 Report prepared by DO McLean

DO McLean advised the 2018 Asphalt Resurfacing and Microseal Placement project is underway.

### Meeting Addendum:

Chairperson Alexander noted Municipal Plan public consultation sessions were held at the Bradley Lake Community Centre, the Fairvale Outing Association, and the Bill McGuire Centre. He added there will be another session held at Town Hall June 27, 2018 from 4 p.m. – 8 p.m. He encouraged all to visit the Town website to use CoUrbanize an interactive tool to provide feedback and submit ideas for the Town Plan.

DO McLean apprised the Committee of a project that will be presented to Council in the near future to eliminate a dead end in the water system near Isaac Street. He noted the cost is roughly \$100,000 and will improve operation of the system in the long-run.

## 10. DATE OF NEXT MEETING:

It was noted the next meeting is scheduled for July 18, 2018.

## 11. ADJOURNMENT

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

**CARRIED.**

The meeting ended at 6:55 p.m.

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CHAIRPERSON

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RECORDING SECRETARY





2018 July 9 Open Session FINAL\_114

# ROTHERSAY

## MEMORANDUM



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TO	:	Mayor and Council
FROM	:	Recording Secretary Works & Utilities Committee
DATE	:	June 21, 2018
RE	:	Motions Passed at June 20, 2018 Meeting

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Please be advised the Works & Utilities Committee passed the following motions at its regular meeting on Wednesday, June 20, 2018:

**MOVED** ... and seconded ... the Works and Utilities Committee recommend Council consider the installation of a sidewalk from 177 Gondola Point Road to Miller Park Drive based on a cost estimate provided by the Director of Operations.  
**CARRIED.**

Respectfully submitted,

Liz Pomeroy




70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**July 9, 2018**

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

**SUBMITTED BY:**

  
\_\_\_\_\_  
John Jarvis, Town Manager

**DATE:** July 4, 2018

**SUBJECT:** Gondola Point Road Sidewalk Extension

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to create a change order to the 2018 Asphalt Resurfacing Contract in the amount of \$24,734.20 plus blending costs, to construct a concrete sidewalk along Gondola Point Road from the Driveway of the "Meadows" at civic 175/177 to Miller Park Drive.

### **ORIGIN**

Council received a request to construct a sidewalk along Gondola Point Road between Ballpark Avenue and Miller Park Drive. The request was referred to the Works and Utility Committee for review at their meeting of June 20, 2018.

### **BACKGROUND**

The request for sidewalk construction came from the residents of the "Meadows" Apartment Complex at 175/177 Gondola Point Road. In this area there is only sidewalk on one side of the street; the side opposite the apartment complex. There are RA-5 signalized crosswalks near Cameron Road and Near River Road. The Meadows complex is almost halfway between these two crosswalks. If residents of the complex wish to cross safely at either crosswalk they have to walk along the grass behind the curb or in the cycling lane to get to the crosswalks. The request of Council was to install sidewalk, on the complex side of the street, such that the residents could safely access the two signalized crosswalks and the continuous sidewalk on the opposite side of the street.

## **DISCUSSION**

Given that the apartment complex is near the middle of the span between the two signalized crossings, the request to extend sidewalk was reviewed by the Committee as two requests; one for a sidewalk between the apartment complex driveway and Miller Park Drive and one between the apartment complex driveway and Ballpark Avenue. Either extension would allow residents to safely access a signalized crossing, however, completing only one of the two extensions would potentially lengthen the pedestrian's trip depending upon their intended location.

The Committee asked the Director of Operations to review the project as two options and report back to Council with costs and a recommendation.

The extension of sidewalk between Miller Park Drive and the "Meadows" would involve the removal of one significant tree. The extension of sidewalk between Ballpark Avenue and the "Meadows" would involve the removal of five significant trees that appear to be marginally on private property. Tree removal is a factor from both a cost (tree removal is expensive) and amenity perspective.

The Miller Park Portion would require infilling behind the sidewalk which would encroach upon private property. The Town would be required to negotiate with the property owner for the right to complete this "blending" behind the sidewalk. No work has been done to quantify additional project costs which may arise from such negotiations; in some instances property owners simply allow such blending to happen on the promise of reinstatement to an "as-good or better" state following the work. Some property owners request additional measures such as a new tree or section of fencing etc. It is expected that, if incurred, these costs would be relatively minimal as the infill is not designed to cause significant alteration to the property.

The Ballpark portion would not require much infill however removal of the five trees would significantly alter the character of the adjacent property as well as the nature of the surrounding area. Legal survey would have to be completed to determine ownership of the trees prior to removal and the cost of such has not been included in the estimate presented in the Financial Implications section of this report.

The portion of Gondola Point Road between Ballpark Avenue and Miller Park Drive will be resurfaced in 2018. This would be the proper time to construct additional sidewalk should Council be amenable to the citizen request to do so.

Staff reviewed the cost, distances, impact to local properties, potential number of users and potential destinations of the users of these proposed sidewalk extensions. Given the relatively short distance between Miller Park Drive and Ballpark Avenue and given that the Town already has a signalized crossing in place near Miller Park Drive, staff recommend that the sidewalk extension be granted for the section between the "Meadows" and Miller Park Drive and that the sidewalk extension be denied between the "Meadows" and Ballpark Avenue.

## **FINANCIAL IMPLICATIONS**

The 2018 General Fund Capital Budget currently has surplus funds in the line item for resurfacing asphalt and microseal streets. The 2018 General Fund Capital Budget also includes a line item to fund the Town's share of a provincial/municipal cost shared project on Hampton Road that did not receive provincial approval in 2018. These two items provide potential offsets to complete the requested,



unbudgeted sidewalk work along Gondola Point Road in 2018.

The cost to complete the sidewalk extensions including HST are as follows:

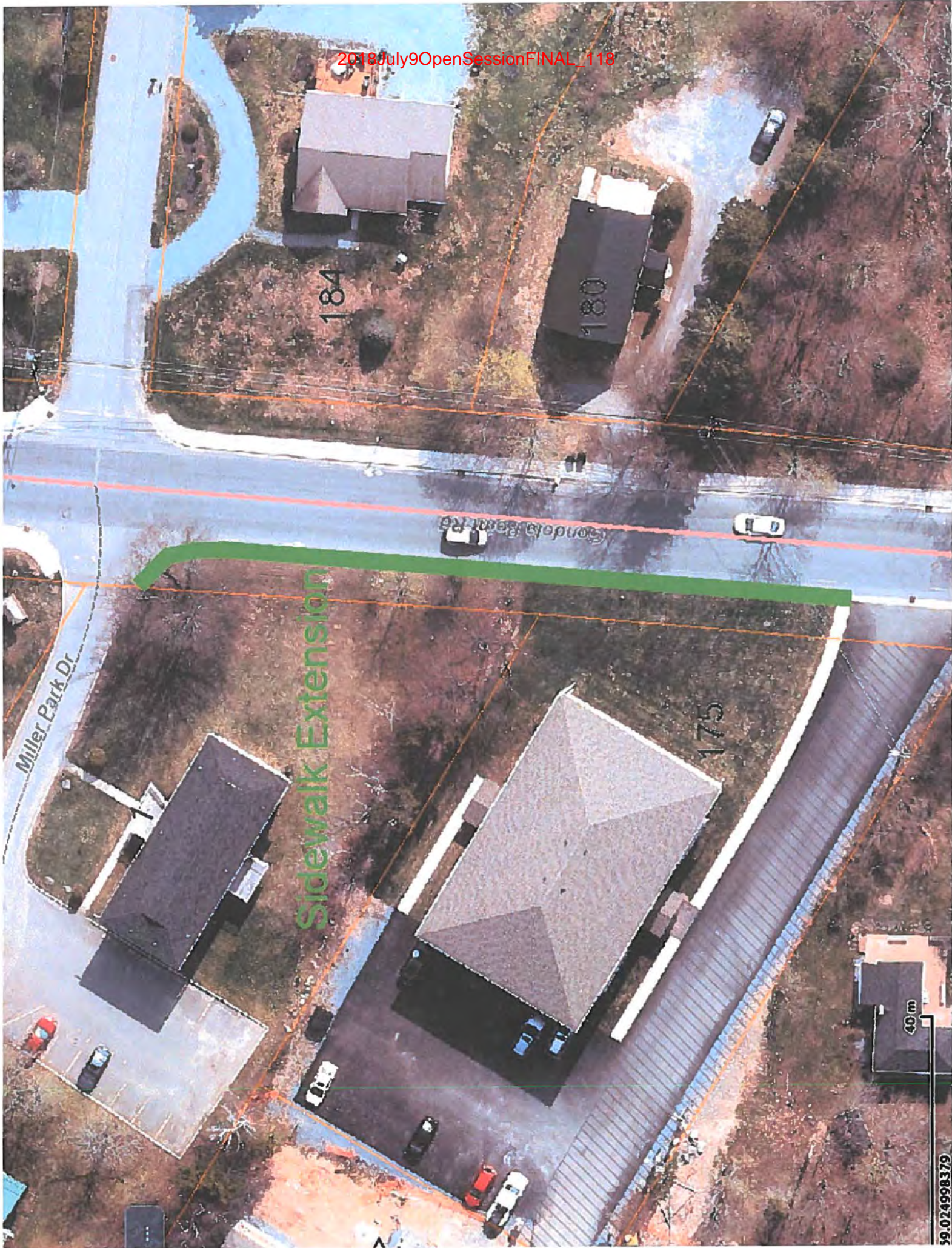
Ballpark Ave to "Meadows"	NOT recommended by staff	29,788.45
Additional costs for legal survey		?TBD
Miller Park Drive to "Meadows"	Recommended by staff	24,734.20
Additional costs for "blending"		? TBD

Report Prepared by:   
Brett McLean, Director of Operations

Report Reviewed by:   
Doug MacDonald, Treasurer

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







# ROTHESAY



PLANNING ADVISORY COMMITTEE MEETING

Rothesay Town Hall

**Tuesday, July 3, 2018**

**5:30 p.m.**



**PRESENT:** COLIN BOYNE, CHAIRPERSON  
CRAIG PINHEY, VICE-CHAIRPERSON  
COUNCILLOR BILL McGUIRE  
COUNCILLOR DON SHEA  
HILARY BROCK  
JOHN BUCHANAN  
ELIZABETH GILLIS  
ANDREW MCMACKIN

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

**ABSENT:** TOWN MANAGER JOHN JARVIE

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

## **1. APPROVAL OF THE AGENDA**

**MOVED** by E. Gillis and seconded by C. Pinhey to approve the agenda as circulated.

**CARRIED.**

## **2. ADOPTION OF MINUTES**

2.1 Regular Meeting of June 4, 2018

**MOVED** by Counc. Shea and seconded by E. Gillis the Minutes of 4 June 2018 be adopted as circulated.

**CARRIED.**

## **3. NEW BUSINESS**

3.1 **2126 & 2122 Rothesay Road**

OWNER:

PID:

PROPOSAL:

**Robert Williams**

King Rentals Ltd.

30004428 & 00235382

Setback Variances

The applicant Mr. Williams was in attendance. DPDS White gave a brief summary of the report. He noted both properties have steep grades, share a single driveway, and both buildings were removed in the past year. He added neighbouring property owners were amenable to the redevelopment of the property. He reported Town staff reviewed the proposal and recommend a 1 meter, instead of a 0 meter, setback distance to allow features that may protrude from the building such as roof overhang or a bay window.

There was discussion with respect to the setback distance, the layout of the property, and parking. It was noted a 1 meter setback distance will not permit construction of a porch. DPDS White indicated a portion of the driveway is located in the road right-of-way and noted this is not uncommon for Rothesay Road.



**ROTHESAY**

Planning Advisory Committee  
Minutes

-2-

3 July 2018

In response to an inquiry, DPDS White advised Town staff do not encourage resident maintenance of property in Town road right-of-ways. It was noted property owners on Rothesay Road sometimes park in the lay-bys because of the steep grades on their properties. E. Gillis questioned if there are any implications to resident parking in areas along Rothesay Road. DPDS White advised the question is better suited for the Director of Operations. He noted he reviewed the application with the Director of Operations and was not informed of any cause for concern. Mr. Williams noted due to the steep nature of the property constructing a deck is not ideal. DPDS White added Town staff typically do not encourage a 0 meter side yard setback distance because this may be intrusive to neighbouring properties. In response to an inquiry, Mr. Williams noted the project is in the design phase however it is expected the garages will be attached to the buildings.

**MOVED** by Counc. McGuire and seconded by E. Gillis the Planning Advisory Committee hereby grants a variance for a reduced front yard setback of 1 meter for the proposed single family dwellings on each of the existing properties at 2126 and 2122 Rothesay Road (PIDs 30004428 & 00235382).

- a. Accordingly the applicant is required to submit the following:
  - i. A Surveyor's **Location Certificate** to confirm compliance with the building's required setbacks, the certificate shall:
    1. Be based on an actual site inspection and measurements;
    2. Verify the siting of the building foundation wall, setback from property boundary(s) for the four corners of the proposed building; and
    3. Be prepared by personnel qualified to practice Land Surveying in New Brunswick.
  - ii. The Surveyor's **Location Certificate** shall be provided to the Development Officer prior to any back-filling of the foundation excavation.

**CARRIED.****4. OLD BUSINESS**


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**TABLED ITEMS (Tabled February 5, 2018) – no action at this time**

- 4.1 Subdivision Approval - 7 Lots off Appleby Drive (PID 30175467)
- 

**5. CORRESPONDENCE FOR INFORMATION**

N/A

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

The next meeting will be held on **TUESDAY, August 7, 2018.**

**7. ADJOURNMENT**

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

**CARRIED.**

The meeting adjourned at 5:45 p.m.

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 CHAIRPERSON

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 RECORDING SECRETARY



2018July9OpenSessionFINAL\_121

## BUILDING PERMIT REPORT

6/1/2018 to 6/30/2018

<b>Date</b>	<b>Building Permit No</b>	<b>Property Location</b>	<b>Nature of Construction</b>	<b>Value of Construction</b>	<b>Building Permit Fee</b>
06/08/2018	BP2017-00160	7 HILLCREST DR	MULTI-DWELLING BUILDING	\$2,500,000.00	\$18,125.00
06/18/2018	BP2018-00036	72 BEL-AIR AVENUE	SINGLE FAMILY	\$200,000.00	\$1,450.00
06/08/2018	BP2018-00072	8 ALMON LN	ELECTRICAL UPGRADE	\$8,000.00	\$58.00
06/01/2018	BP2018-00073	93 HIGHLAND AVE	FENCE	\$7,790.00	\$58.00
06/01/2018	BP2018-00075	79 DUNEDIN RD	FENCE	\$10,000.00	\$72.50
06/01/2018	BP2018-00076	6 WANDA CRES	STORAGE SHED	\$1,000.00	\$20.00
06/08/2018	BP2018-00078	5 ISAAC ST	DETACHED GARAGE	\$15,000.00	\$108.75
06/12/2018	BP2018-00079	49 MONACO DR	DECK	\$4,000.00	\$29.00
06/15/2018	BP2018-00081	8 ARIES CRT	ACCESSORY STRUCTURE	\$1,500.00	\$20.00
06/20/2018	BP2018-00084	44 ISLAY DR	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
06/08/2018	BP2018-00085	28 MONACO DR	DECK	\$1,300.00	\$20.00
06/01/2018	BP2018-00086	6 ALEXANDER AVE	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
06/08/2018	BP2018-00087	22 RIVER RD	DECK	\$4,500.00	\$36.25



# ROTHESAY

2018 July 9 Open Session FINAL V12

## BUILDING PERMIT REPORT

6/1/2018 to 6/30/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/20/2018	BP2018-00088	4 HIBBARD LN	ADDITION	\$20,000.00	\$145.00
06/18/2018	BP2018-00089	45 DOFRED RD	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
06/15/2018	BP2018-00090	55 PARK DR	WINDOWS	\$1,000.00	\$20.00
06/12/2018	BP2018-00092	54 BEL-AIR AVENUE	DECK	\$3,100.00	\$29.00
06/12/2018	BP2018-00093	1 ROSALIE COURT	DECK	\$5,000.00	\$36.25
06/18/2018	BP2018-00094	1 EDMONT	STORAGE SHED	\$2,000.00	\$20.00
06/18/2018	BP2018-00095	1 EDMONT LANE	DECK	\$1,000.00	\$20.00
06/15/2018	BP2018-00096	5 NORTH ST	ELECTRICAL UPGRADE	\$200.00	\$20.00
06/21/2018	BP2018-00097	6 GLENWOOD DR	WINDOWS	\$2,200.00	\$21.75
06/20/2018	BP2018-00099	1 CHANTALE ST	DECK	\$2,000.00	\$20.00
06/15/2018	BP2018-00100	223 GONDOLA POINT RD	ACCESSORY BUILDING	\$850.00	\$20.00
06/18/2018	BP2018-00101	57 RENSHAW RD	FENCE	\$5,000.00	\$36.25
06/15/2018	BP2018-00102	9 EDMONT	ACCESSORY BUILDING	\$999.00	\$20.00





# ROTHESAY

2018 July 9 Open Session FINAL N26

## BUILDING PERMIT REPORT

6/1/2018 to 6/30/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/15/2018	BP2018-00103	45 DOFRED RD	FENCE	\$850.00	\$20.00
06/15/2018	BP2018-00104	1 ANITA DR	STORAGE SHED	\$1,500.00	\$20.00
06/15/2018	BP2018-00105	91 LONGWOOD DR	DECK	\$1,500.00	\$20.00
06/15/2018	BP2018-00106	45 HIGHLAND AVE	FENCE	\$2,900.00	\$21.75
06/26/2018	BP2018-00107	45 MONACO DR	DECK	\$4,000.00	\$29.00
06/20/2018	BP2018-00108	38 HAMPTON RD	DECK	\$2,500.00	\$21.75
06/26/2018	BP2018-00109	115 CAMPBELL DR	INTERIOR RENOVATIONS - COMMERCIAL	\$40,000.00	\$290.00
06/26/2018	BP2018-00110	11 HIGHLAND AVE	STORAGE SHED	\$2,500.00	\$21.75
06/26/2018	BP2018-00111	5 KENNEDY LN	DECK	\$500.00	\$20.00
06/26/2018	BP2018-00113	12 MAPLEDAWN CRT	DECK	\$5,100.00	\$43.50
06/26/2018	BP2018-00117	14 HILLCREST DR	WINDOWS	\$2,045.00	\$21.75



2018 July 9 Open Session FINAL N24

## BUILDING PERMIT REPORT

6/1/2018 to 6/30/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
Totals:				\$2,863,834.00	\$20,995.25
Summary for 2018 to Date:				\$8,967,532.00	\$66,546.25

### 2017 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,127,500.00	\$8,796.50
Summary to Date:	\$4,309,804.89	\$33,608.25



## ROTHESAY

## INTEROFFICE MEMORANDUM



TO : Mayor Grant & Council  
FROM : John Jarvie  
DATE : 4 July 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 30/04/18*	COMMENTS
2016 Projects	Wastewater Collection Upgrade (broken down below)	\$7.5M		Project substantially complete, pumping stations commissioned
	• WWTF Phase 1 – Forcemain	2,000,000	100%	Complete
	• WWTF Phase 1 – lift stations (3)	1,600,000	90%	All stations are now commissioned
	• WWTF Phase 1 – lift stations (2)	3,400,00	90%	Both stations are commissioned
2017	Secondary Plan – Hillside area	52,000	31%	Concepts being developed;
	General Specification for Contracts	40,000	40%	draft document under review by staff
	2018 Resurfacing Design	60,000	87%	Contract awarded, project underway
	Designated Highways	475,000	-	Funding denied
	WWTP Phase II design	1.4M <sup>1</sup>	-	Funding application submitted
	Fields & Trails	40,000	4%	Wells rustic trails
	Water supply	300,000	-	Membrane replacements on order
	Hillside/Shadow Hill Court water	450,000	-	Water main replacement
	Iona/Erisky upgrade	680,000	56%	Project substantially complete
	2018 street resurfacing	1.79M		Underway
	Brock Court drainage study	20,000	-	Completed
	SCADA upgrade	35,000		New technology based on internet – in progress
	Fox Farm Rd retaining wall	125,000	-	Inc new railing – work awarded, material to be ordered
	Clark/Gondola Pt Rd intersection	90,000	-	Adjustments to grades
	2019 Resurfacing design	60,000	-	RFP on Agenda for award at July 2018 meeting
	Town Hall repairs	47,000	-	
	Salt shed repairs	40,000	-	Awarded, start date June 16
	IT upgrades	90,000	40%	MS Office upgraded
	Fleet Replacement	620,000	39%	Sidewalk plow \$190,000 received & Backhoe \$200,000 - ordered; ¾T plow truck & tractor ordered; 1T plow truck: on hold
	Trail link R/Q	100,000	-	Partial estimate
	Trail & sidewalk connector Wells	1,050,000	-	Subject to grants
	Capital Asset Management Plan	65,200	20%	FCM grant – underway
	Protective Services	81,500	32%	KVFD

\* Funds paid to this date.

<sup>1</sup> Subject to Build Canada funding



# Rothesay ad hoc Committee

on

# COMMUNICATIONS

Final Report

**Spring 2018**



## Introduction

This is the final report of the ad hoc Communications Committee established by motion of Council June 2016. This report is intended to convey the current status of the assigned mandate and recommend future actions related to communications in Rothesay.

The mandate of the committee is as follows:

1. To determine the types of information the taxpayers would like to have available to them; and
2. The most effective channels for conveying such information

## Background

There is an old adage that says, “You can lead a horse to water, but you can’t make him drink.” Municipalities can provide service after service to residents however issues cannot truly be resolved unless the problems are clearly identified. This is where the role of communications comes into play. Without honest communication between residents and a municipality, a town can be left in the dark as to how to provide “the best quality of life” for its residents. An argument can be made that experience and professional expertise may supply municipalities with sufficient knowledge to predict the “needs” of residents; however these *needs* may not always coincide with the “wants” of residents. While this may be true, municipalities can benefit from opening the lines of communication with the public and learning first-hand how residents believe their taxes should be spent. In doing so, issues can be resolved in a matter that is mutually beneficial to both the municipality and its taxpayers.

Rothesay has acknowledged the power of two-way communication and has taken steps towards improving this keystone tool of municipal operations. Recognizing that improving communication requires in-depth discussion, and communication itself, Council established the Open and Transparent Government Committee in June 2016. Initially comprised of Deputy Mayor Alexander and Councillor Tiffany Mackay French, with staff support from Town Manager Jarvie and Town Clerk Mary Jane Banks, the Committee expanded its member base in February 2017 when Mayor Grant appointed Councillor Don Shea and Council approved the appointments of Terry Taylor and Lisa Hrabluk.

In December 2016, Council Priorities for 2016-2020 were adopted by Rothesay Council. One of the key priorities identified was *COMMUNICATION: To develop more effective communication channels with its citizens, neighbours and governments* (Appendix A).

After extensive deliberation it was determined the Committee’s mandate applied to communications rather than openness and transparency thus the Committee elected to change its name to the *Communications Committee* in October 2017.

## Committee Activity

Throughout several brainstorming sessions the Committee examined existing communication strategies employed by the Town as well as methods, channels, resources, and initiatives to close the gap of communication between residents and the municipality.

It was ascertained active communication efforts engaged by Rothesay are as follows:

- In-person
  - o Town Hall/Town facilities (ex. Reception desk)
  - o Resident meetings with Town staff
  - o External conversations between the public/members of Council
  - o Council & Committee meetings
  - o Public Forums (Age-Friendly, Public Hearings, Public meetings, Open Houses, etc.)
  - o Internal staff meetings
- Telephone

- Email
- Internal radios (works, water, and parks & recreation dept.)
- Citiworks Customer Service Request
- Town website
- Social media (Facebook, Twitter, & Hootsuite)
- Surveys (Age-Friendly – online & hardcopy, Planning & Development polling letters)
- 3 Numax Electronic Signs (Town Hall, Rothesay Common, Renforth Rotary Park)
- 3 Bulletin Boards (East Riverside-Kingshurst Park, Wells Recreation Park, and Town Hall)
- Sentinel Emergency Alert System
- R-Insider newsletter
- Mail
- Messages on utility bills - March billing ~4000 and quarterly ~1600 (water)
- Hand-delivered notices to residents in construction areas
- Traditional media – newspaper, television, radio, etc.
- Signage
- Reports (annual, financial, & organizational)

The Committee mulled over the aforementioned existing communication methods and realized a gap analysis was required to compare resources available with resources that may be required. In order to fill in the missing pieces the Committee began to compile a list of concerns, both expressed and perceived.

Their findings asserted that there is a need for a communications plan, a harmonized and standard response policy, as well as a need to expand existing relationships with local media organizations. With this in mind members of the Committee along with Mayor Grant and Town Manager Jarvie met with the Telegraph Journal Editorial Board to discuss opportunities to work together to ensure the media is apprised of current Town activities, and that accuracy is maintained in all articles regarding Town operations. In addition, KV Style was contacted to discuss a possible partnership with the intent of publishing a regular article that will provide updates on Town activities as well as relevant features (ex. gardening tips). Discussions regarding the KV Style articles were inconclusive however the Committee continued to investigate opportunities to improve Town communications.

A Frequently Asked Questions (FAQ) document, complete with responses, was created to help establish a harmonized and standard response policy. The list of questions and responses were collected from Council members, Town staff, contractors and developers. The questions are a representation of the inquiries faced in daily interactions with the public. Distribution of this document to Council members and Town staff will equip individuals with a reference guide to answer common inquiries or direct the inquirer to the appropriate resource for more information.

## Committee Results

After significant research and deliberation, through Committee meetings and Council Working Sessions, the Committee came to a conclusion that an additional resource is required to properly address the matter. A request was made to Council to consider the approval of \$20,000 in the 2018 budget for the development and implementation of a Communications Plan. Council approved the request as part of the 2018 budget. These funds were approved with the intent of engaging an individual or organization, with expertise, for the preparation of a communications plan that will provide recommendations for improvements.

It is expected the Communications Plan will analyze existing communication efforts, explore opportunities for growth and improvement, and provide recommendations for implementation and maintenance to ensure its effectiveness.



## Recommendations for the Communications Plan

The following are the Committee's final recommendations for items to consider during the preparation of the communications plan:

1. **New legislation including the *Local Governance Act* – there will be a regulation outlining the standard format and content for Annual Reports for all municipalities;**
2. **Continued discussions with local media/other organizations for collaboration (review of existing channels, and options to explore);**
3. **Updated Town website (use of new features);**
4. **Age-Friendly sub-committees and initiatives (survey, Information sub-Committee, Housing sub-Committee, forums, electronic signs, traditional bulletin boards etc.);**
5. **Municipal Plan & Secondary Plan Process (public engagement components);**
6. **Interactive public engagement platforms and tools (ex. CoUrbanize, Survey Monkey, social media, Sentinel);**
7. **Improvements to existing channels and processes (service requests, policies, updates via social media and website, key influencers, Town events, polling etc.);**
8. **Content creation and responsibility (accuracy, audience, and consistency);**
9. **Standard response policy (FAQs, response matrix);**
10. **Internal communication (various departments, and Council/Town staff);**
11. **External communication (KRPf/KVFD/KPL, other levels of gov't, businesses, public); and**
12. **Implementation process, cost, evaluation, and monitoring.**

## Appendices

The following resources were identified during the work of the Committee as having potential application to improved communications in Rothesay.

- A – Excerpt from Council Priorities 2016-2020 (page 9)
- B – Metrics (Social Media Connections January 2017 – December 2017)
- C – RFP: Communications Plan Consultant

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

### COMMUNICATION

Some of the issues to be addressed include:

- How can the Town be more effective in getting its message heard by its citizens?
- How can Council be confident it is

providing effective communication channels for residents?

- What can Council do to be seen as open in its decision making and engaging its citizenry?
- How can the Town foster regional and inter-municipal cooperation?
- With new municipalities legislation expected during the term, how should Rothesay respond?

Objectives arising from this goal are:

#### To develop an effective communications plan based on recommendations from the Transparency Committee

- establish parameters for items of Town business to be reported to the public
- identify social media and traditional media channels to be employed

Subject to the report of the Transparency Committee, to be completed by third quarter 2017.

#### To develop quantitative and qualitative feedback metrics on effectiveness of Town communication channels

ACTION

- identify criteria and select advisor on metrics to be used for determining effectiveness of Rothesay communication processes
- develop key metrics to identify success and identify means to capture data
- establish regular data capturing processes and reporting formats

In place and operational by year end 2017

#### To optimize benefits from participation in all inter-municipal and regional arrangements

ACTION

- prepare inventory of all inter-municipal and regional arrangements
- establish evaluation criteria regarding benefit to Rothesay
- categorize arrangements and prepare a summary report on each category including opportunities to optimize Rothesay participation

Report to be completed by mid-2018.

#### To maximize the benefits from revised municipal legislation

ACTIONS

- prepare a procedure for analyzing the pending changes to the Municipalities and Community Planning acts including prioritizing changes to be undertaken by Rothesay
- review and produce memoranda discussing the implications of new and unchanged legislation to the town including recommended changes to municipal bylaws and procedures
- prepare bylaw amendments based on foregoing review
- publish the results of the review for the benefit of Rothesay taxpayers

Review and amendments to be completed by year end 2018.



**METRICS:**

**Social Media Connections: January 2017 – December 2017**

**Twitter: 2667 Followers**

New Twitter Followers: **285**

Tweets Sent: **911**

Retweets: **819**

Mentions: **324**

Likes: **497**

**Facebook: 2009 “Likes”**

New Facebook Page likes **316**

Private Messages: **42**

Facebook Posts: **967**

Posts on page by others: **0**

**Website:**

Users: **41,282**

Page views: **204,527**

Sessions: **71,589**

New visitors: **55%**

Returning visitor **45%**

**COUNCIL;**

Council meetings **13**

Public Hearings **1**

Public meetings **2**

Delegations **15**



**14 February 2018**

**Request for Proposals  
Communications Strategy and Content Creation Retainer**

Rothestay is seeking proposals from qualified individuals to develop a communications strategy and then to create engaging stories and content to keep Rothestay residents informed about municipal activities, announcements and events.

The goal is to engage directly with Rothestay residents by creating original stories for the Town's website and social media channels that report on interesting happenings and important announcements. This is a retainer contract with a total budget of \$20,000.

**Work Description**

- Develop a communications strategy for the remainder of 2018 in consultation with Town senior staff and members of the Rothestay Communications Committee. This strategy will include a plan for both conventional media story pitches and social media content creation.
- Create engaging stories and images based on 2018 work plan. This will include stories developed by the consultant and also stories requested by senior staff based on the need to inform Rothestay residents of upcoming Town activities, such as construction schedules, by-law changes or official events. There will be times during the year when the consultant will be required to attend and cover official events, such as Canada Day festivities etc. Digital photography skills are an asset.
- Advise on responses to emerging public issues, occasionally on an urgent basis.
- Prepare content for release across Town social media channels and Town website.
- Pitch stories to newspaper, TV and radio newsrooms.

**Proposal Requirements**

Please provide a two-page proposal that includes the following.

- A description of your experience and why you are a good fit for this project.
- An outline of how you would proceed with the work, including dates for key deliverables.
- How you propose to be paid for your work.
- Examples of recent work.

**Submission**

Interested proponents should submit the above to [maryjanebanks@rothesay.ca](mailto:maryjanebanks@rothesay.ca) by 4:00 pm, Wednesday, February 21<sup>st</sup>.

If you have questions or want clarification, please contact John Jarvie at 848-6661.

# NETWORKED COMMUNICATIONS AND ENGAGEMENT STRATEGY

Rathbone Town Council

Prepared by: Dan Giddings

**WICKEDIDEAS**  
MAKING COMMUNITIES BETTER



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## Introduction

Shortly after the 2016 municipal election, Rothsay Town Council issued its strategic priorities for the 2016-2020 term by which to guide government decisions and the allocations of resources. The priorities are:

- To adopt a long term, sustainable fiscal strategy based on sound principles;
- To plan and execute capital projects on time and on budget;
- To adopt a comprehensive Municipal Plan;
- To revisit the Recreation Master Plan;
- To develop an age-friendly community strategy; and,
- To develop more effective communications channels with its citizens, neighbours and governments.

## Purpose

A strong, ongoing communications and engagement strategy is required in order to:

- enhance strategic networked communications and engagement with residents;
- deepen stakeholder relationships;
- encourage greater public participation in the municipal process;
- strengthen and enhance the municipality's brand; and,
- amplify the Rothsay's role in creating a sustainable and welcoming municipality within the Saint John region.

## Strategic Networked Communications: An Overview

Strategic networked engagement is two-way communications. It views all interactions as an opportunity for information exchange and it involves all members of a team. It differs from traditional communications because it does not rely on a single person to disseminate all information. Rather strategic engagement takes advantage of the municipality's existing networks to enable information to be exchanged between Rothsay Council and its staff, stakeholders, funding partners, community groups and residents in an ongoing fashion.

Networked communications works like personal communications only on a massive scale. It is a two-way exchange that helps establish relationships, express our values, acquire knowledge and build trust.

Strategic networked communications can support and enhance the municipality's existing engagement activities in the following key ways.

- Reframe the narrative in advance of community conversations and public meetings.
- Conduct advance testing of language, tone and messages and then provide advice to Council and staff on appropriate tone and messaging for public and community events.
- Tailor engagement messaging to specific audiences and opportunities based on analysis of response to communications messaging.
- Monitor and tell the stories and information gathered at engagement sessions.

## Public Affairs Now Happens in Public: What That Means for Rothsay

No one and no organization stands alone. We are our networks. In this new, networked world, we all judge and are being judged by our perceived values based on others' interpretations of our present and past actions, as well as the behaviour of other corporate, governmental, political and non-profit players in our space.

For the Rothsay this means that it can be judged against:

- the successes and failures of other municipalities in the region and across New Brunswick;
- entrenched stereotypes perpetuated in part by residents' groups, Council decisions and social media commentary, that Rothsay is a wealthy WASP enclave populated by people who reject change, development and contemporary youth culture; and,
- the individual interactions, both negative and positive, an individual has with councilors, municipal staff, local businesses and individual residents.

At the same time, networked communications affords Rothsay the opportunity to build a community of supporters, labelled connectors in Wicked Ideas' model, who are willing to support and amplify the municipality's activities, mission and strategic goals because it is mutually beneficial to do so.

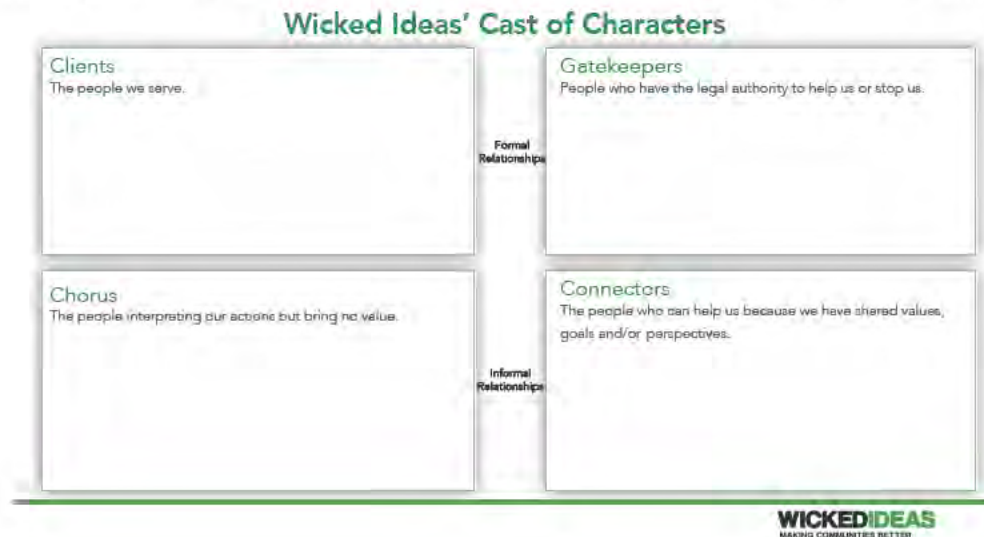
Understanding that, the Town of Rothsay's communications and engagement activities should seek to engage directly with identified connectors by providing them with the language and collateral material they need to actively support Council's strategic initiatives and counteract misperceptions.

## Building the Municipality's Strategic Communications Network

This communications and engagement strategy is focused on developing and leveraging mutually beneficial relationships that align with Rothsay Town Council's priorities.

It identifies people by their relationship to the municipality rather than their titles and official roles. Why? Because the best way to amplify Rothsay's story in a network is to leverage existing relationships and empower the municipality's supporters/connectors to spread stories they value across their networks. This will enable the municipality's message to travel faster and farther because it will be utilizing multiple carriers.

The Wicked Ideas model has four 'character' types divided between formal and informal relationships.





**Clients/Audience** are the people the municipal government serves.

**Gatekeepers** are the people who have the legal authority to support or inhibit progress, such as government licencing bodies and government funders. The municipality's networked communications should keep Clients and Gatekeepers top of mind when preparing all collateral material.

**Chorus** are the people who are interpreting the municipality's actions or participating in the conversation but who bring no value and are often impediments to progress. It is possible for some Clients and Gatekeepers to be members of the municipality's Chorus. It is tempting to engage with the Chorus in an attempt to quell their discontent or to improve the engagement. This rarely works, which is why the best course of action is to maintain civil relations but to largely ignore the Chorus. They are not a priority audience.

**Connectors** are the municipality's best way to build a network of supporters to achieve its strategic objectives. These are people who have shared values, goals and/or perspectives and with whom the municipality can develop mutually beneficial relationships. It is possible for Connectors to also be Clients and/or Gatekeepers. In a networked communications plan, content and collateral is positioned to emphasize mutual benefits. This is a shift away from traditional push marketing and communications, which broadcasts messaging from a self-interested perspective, to networked communications which emphasises mutual interests.

## **Rothsay Council 2018 Communications Priorities and Plan**

This plan builds off Rothsay Council's 2016-2020 Priorities. Its emphasis is on building capacity among Town councillors and staff to enable them to enhance their personal communications and engagement skills to enable them to be ambassadors for the municipality through their words and actions. This communications and engagement plan can provide the language and tone for those conversations. It also needs to be able to encompass a number of facets of the municipality's contemporary story, including:

- Rothsay is a welcoming, age-friendly community;
- Rothsay's recreation and parks facilities meet the needs of a wide range of residents;
- Rothsay welcomes developments that enhance quality of life for residents; and,
- Rothsay is a great place to raise a family.

### **Council's Communications Objectives**

Council has set the following objectives for developing more effective communications channels with Rothsay residents, neighbours and governments.

- Develop an effective communications plan.
- Identify social media and traditional media channels to be employed.
- Develop quantitative and qualitative feedback metrics on effectiveness of the municipality's communications channels.
- Optimize benefits from participation in all inter-municipal and regional arrangements.
- Maximize the benefits from revised municipal legislation.

### **Networked Communications Tactics**

The focus is on choosing high-impact activities and interventions that will amplify the municipality's messaging in support of Council priorities.

All tactics should be reviewed with the following question in mind:

**How does this content/event/interaction help the Town of Rothsay achieve its priorities?**

## Channels

Building upon councillors and municipal staff's existing experience with two-way communications, the communications team will tailor content following the identification of the core audience and connectors for specific messages, events and campaigns. This strategy will utilize a combination of face-to-face communications, conventional and digital media, internal communications channels and partner communications channels.

This includes:

- Social media, particularly LinkedIn for building professional networks; Instagram for engaging with youth; Facebook for paid advertising to build out audience and Twitter for aggregation of Rothesay news.
- Local and regional radio and TV.
- Local and regional newspapers.
- Hosting/sponsorship of events and activities that strategically align with Council priorities.
- Rothesay website.
- Rothesay electronic bulletin boards.
- Rothesay paper and cork bulletin boards
- Rothesay newsletter (both paper and electronic).

## Brand Enhancement Activities

The purpose of these activities is to show, rather than tell Rothesay's story. The goal is to identify third-party events, such as conferences, as well as guest speaking and guest writing opportunities that enable Rothesay councillors, staff and identified connectors to reframe Rothesay's story through the lens of Council priorities.

## Key Communications Roles and Responsibilities

Networked communications relies on a dispersed model to quickly spread the municipality's key messages and to build out a network of connectors and engaged partners. While the communications team may be responsible for crafting messages and providing strategic advice, communicating it is a shared responsibility of councillors and staff.

**Mayor:** To 'live the vision' through public endorsement and support of strategic partners, community groups and residents that embody the Rothesay's strategic priorities. To 'show the strategy' through speaking engagements and other interactions that use stories to illustrate the Rothesay advantage to both internal and external audiences.

**Councillors:** To 'invite the community in' through speaking engagements and other interactions to speak directly to external partners and funders and to Rothesay residents in order to illustrate how Council priorities and municipal operations are of mutual benefit.

**Senior Town staff:** To 'welcome the Rothesay community' through internal communications and face-to-face conversations with staff, contractors and vendors so they can see themselves in Council priorities and be inspired to participate and champion these priorities within their networks.

## **2018 Strategic Communications Work Plan**

Adopting networked communications practises into the municipality's operations will require a combination of:

- Senior staff and councillor training;
- An internal review of capacity to determine and possibly realign staff roles and responsibilities as it pertains to communications and engagement; and,
- An iterative rollout of communications activities and content in tandem with the Town of Rothsay's ongoing activities and operations.

This work plan has three phases.

### **1. Planning and Quick Wins – July/August 2018**

- Wicked Ideas strategic engagement workshop and brainstorming session with Mayor and Council to identify key external and internal stakeholder groups so councillors and staff can begin to reframe Rothsay's story in service to Council priorities. This workshop will include training for councillors on how to engage with their networks on Council's strategic priorities.
- Review municipality's existing communications and engagement tools and staff capacity.

### **2. Reframe Rothsay's Story – July 2018 +**

- Create content in support of strategic priorities and specifically target it at identified connectors via various media and locations where these connectors gather and engage.
- Work with senior staff and key partners to build out connector network of people who understand the mutual benefit in supporting Council priorities.
- Build out coalition of people and organizations that have a shared vision for Rothsay to be a welcoming and sustainable community.
- Conduct informal stakeholder engagement with Rothsay staff, contractors and community partners to introduce them Rothsay's reframed story based on Council priorities and to ask them to actively participate in community engagement.

### **3. Networked Communications Plan Fully Operational– September 2018**

- Set September as the goal for having a networked communication plan fully integrated into Rothsay's operations, particularly as it relates to senior staff planning and analysis.
- Deliver content across multiple communications and engagement channels targeted at your connectors and which emphasizes stories of mutual benefit.
- Set 2019 strategic communications and engagement priorities based on assessment of initial accomplishments.
- Identify strengths and weaknesses in internal capacity to accomplish 2019 priorities.
- Present 2019 strategic communications and engagement plan to Council.



## Proposed Key Performance Indicators (KPIs)

Criteria	KPI	Target
Increased resident engagement	Visitors participate in online tasks, such as engage and comment on Town of Rothesay Facebook, Instagram and/or Twitter feed; subscribe to e-newsletter, participate in municipal plan online polls and activities	10 per cent of visitors actively engagement through various online channels by liking, sharing and commenting on content.  Metrics for municipal plan TBD
Useful	Review visitor use of online services	5 per cent year-over-year increase
Resident satisfaction	Visitors indicate they are satisfied with quality of information, ease of navigation and overall user experience	80 per cent of survey respondents respond 'very satisfied' or 'satisfied' in website survey
Credible	Increased visitors to Town website and electronic bulletin boards between June 2018 and December 2018; increased time on pages	Percentage increase in number of page visits and time spent on pages
Ease of Use	Web and social media users can easily find Town website in various search engines	Town of Rothesay website appears as the top ranked URL in 95 per cent of specific key word searches for 'Town of Rothesay', 'Rothesay', etc.



# ROTHESAY

## INTEROFFICE MEMORANDUM



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TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	6 July 2018
RE	:	Wellness Centre – Progress Report

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### Recommendation

It is recommended that Council authorize an expenditure of \$9,900 plus HST to have the 2014 schematic design prepared by Murdock Boyd Architects for the Rothesay Wellness Centre revised to reflect a lesser scope of work suitable for a call for proposals for contract management for a replacement facility.

### Background

At the February meeting Council received the staff report setting out options for the replacement or renovation of the existing Rothesay arena (Attachment one). At that time the following motion was passed.

Council develop a plan solely for a new ice facility to replace the Rothesay Arena that is to include a walking track and a cost not to exceed \$8million dollars.

Since then staff have continue to explore the chosen option visiting several sites in the northwest of the province where relatively new arenas have been constructed. Staff have also reviewed the Integrated Bilateral Agreement for Investing in Canada Infrastructure Program executed between the Province and the federal government in April. And in an April working session Council reviewed the space program for the building and generally agreed with the list of spaces attached as Schedule A attached, although there was a view that more multipurpose space should be included. As part of the investigations staff concluded that the most effective manner of controlling costs on the project was to execute the work through a contract management arrangement. Council concurred with this and passed the following resolution at the May meeting.

authorize a request for proposals for contract management services from general contractors based on the conceptual design for the current project deleting the renovations of the Rothesay Arena and the portion of the building linking the existing arena to the new building.

In order to issue the request for proposals (RFP) for contract management services it is necessary to obtain a format for the RFP and update the original design to include the reduced scope, i.e. to eliminate the connecting link building and renovations to the existing Rothesay Arena. This will involve the following as set out by Murdock Boyd, Architects (M&B). With the understanding and presumption that a pre-engineered building solution will achieve substantial cost reductions, M&B will revise the floor plan layout and therefore the building elevations to reflect this type of building system. There could be an orientation change and the so called front or main entrance may not be where we designed it in 2014. MB will provide a revised site plan, floor plans and building elevations.

The M&B engineering consultants will re-evaluate their systems, consult with the team, provide descriptions of the various systems to Lindsay Construction for pricing and update their Schematic Design reports. Lindsay will develop the project budget.

Should Council choose to start from scratch with the new design team and different mandate it should be recognized that a proposal call for design services would be necessary and there will be an additional cost for design services over and above those already paid.

### **Financial Implications**

As referenced above staff have reviewed the Bilateral Agreement on Infrastructure which includes a section on funding for *Community, Cultural and Recreation Infrastructure*. (Eligible projects include recreational installations and facilities.) There is a ten-year allocation of \$46 million for projects in New Brunswick under this category. As well there is provision for an additional \$115 million under the heading *Rural and Northern Communities*. The agreement provides for money from this latter category to be transferred to other categories. (Please note that funding for wastewater treatment plants comes from another category entirely.) Staff have consulted with the Regional Development Corporation to discuss the implementation of the Bilateral Agreement. The advice received was that the program would be open for applications in the fall. This is confirmed in the letter received by Mayor Grant (Attachment 2) in response to another request for funding for the reduced scale project.

Unless Council wishes to saddle Rothesay taxpayers with the total cost of the project, an application for funding should be prepared for submission in the fall. Although this does not exactly follow the timeframe established by Council, to do otherwise would potentially mean Rothesay taxpayers shouldering the full cost where those in most other New Brunswick communities are receiving federal and provincial government financial support for similar or more costly projects. Put another way, Rothesay taxpayers could pay \$6 million for a refit of the 45-year-old building or potentially pay less than 4 million for a completely new, modern facility.

Although it is frustrating for all concerned to have been seeking funding from other orders of government for more than four years for an arena replacement, until recently there has been no clear funding arrangement through which to access money from the Province and Federal Government for a recreational project. Clearly circumstances have changed since Council adopted its original position and more time will be required.

If Council accepts the staff recommendation, the responses to the request for proposals for contract management services should be received in time to apply to the funding program at the fall intake.

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# 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 <sup>nd</sup> 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 2<sup>nd</sup> 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
<b>EXISTING</b>					
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
<b>PROPOSED</b>					
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)	??
<b>ROTHESAY</b>	<b>11,659</b>	<b>\$ 0</b>	<b>\$ 3,289</b>	<b>\$15M</b>	<b>\$10M</b>

### 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 12<sup>th</sup>.) 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.

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# Potential Spaces in New Arena

2018July9OpenSessionFINAL\_157

## NEW RINK

#	Space Name	Please indicate any spaces you think should <u>not</u> be included and why.
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### Main Floor

1	NHL size Ice Surface	
2	Players Benches	
3	Time Keeper & Scorer	
4	Nets and related Storage	
5	Ice Plant	
6	Zamboni Garage	
7	Ice Melt Pit	
8	Work Area	
9	Water Metre Room	
10	Electrical Room	
11	Spectator Seating	
12	Change Room A + shower	
13	Change Room B + shower	
14	Change Room C + shared shower 1	
15	Change Room D + shared shower 1	
16	Change Room E + shared shower 2	
17	Change Room F + shared shower 2	
18	Female Change Room + shower	
19	Referees Room including shower	
20	Communication/computer Room	
21	Public Washroom - Female	
22	Public Washroom - Male	
23	Janitors Closet	
24	Staff Room	
25	Lobby	
26	Crush Space & Coin Machines	
27	First Aid Room	
28	Main Entrance	

### 2nd Floor

201	Walking Track	
202	Coat Room + Storage + circulation	

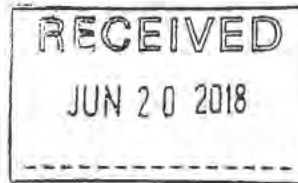
Please indicate any space(s) you think should be added and why:

Name: \_\_\_\_\_

**COPY**

June 14, 2018

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



Ms. Mayor:

Thank you for your letters of May 22, 2018 and May 25, 2018 regarding the Infrastructure Bilateral Agreement (IBA) funding for water/waste water upgrades and a replacement wellness centre. These two projects have been added to our Municipal Infrastructure list for potential projects under the IBA.

We are still in the early stages of developing the appropriate staffing, policy, and management processes. In addition, Infrastructure Canada (INFC) officials are still in the process of designing the program, creating application forms and documentation, and developing the online agreement management system. Once these documents are finalized, we will continue our communications efforts with all partners.

Prior to the implementation of this agreement, GNB had been evaluating numerous infrastructure projects throughout the province. Through the newly available IBA funding, these projects will be put forth for review by INFC to determine eligibility as a 'first phase'.

Our recent request to our stakeholders (Municipalities, First Nations, etc.) has allowed us to determine the type of current infrastructure needs and identify any new urgent projects that we were previously unaware of. We are currently analyzing the funding requests in conjunction with our partner departments to fully understand where and when future projects may be required.

We anticipate that we will be providing specific calls for proposals beginning in late fall 2018. This will coincide with the projected completion date for the INFC program management system and documents. As the nature of the calls is determined, we will endeavour to provide as much lead time as possible to ensure that all partners are given the opportunity to participate.

Thank you again for your interest in the IBA funding opportunities. As indicated, they were received and vetted through the project examination process.

Sincerely,

A handwritten signature in black ink that reads 'Am Wood-Sims'.

A handwritten signature in black ink that reads 'Jacques Pinet'.  
Jacques Pinet  
President





RECEIVED

JUL - 6 2018

To Whom It May Concern:

With the March 15, 2018 signing of the Investing in Canada Infrastructure Plan Integrated Bilateral Agreement (IBA), the Government of New Brunswick (GNB) has been working hard to ensure infrastructure goals across the Province are achieved strategically and effectively.

I want to thank you for your collaboration and input during negotiations with the federal government leading to the signing of the IBA, as well as your diligent work in responding to our April 9th request for a preliminary list of critical infrastructure projects that would potentially be eligible under the IBA. The intent of the list was to identify some of the immediate needs and share those with the federal government. As indicated, the list was not meant to be all inclusive nor represent the entirety of requirements over the life of the agreement.

In addition to the high priority projects GNB had been evaluating prior to the implementation of this agreement, more than 200 provincial, municipal and Indigenous project submissions were received, spanning all four of the available funding streams. This valuable information has provided insight into the current provincial infrastructure needs and has helped to identify any urgent projects that GNB was previously unaware of.

Staff are currently analyzing the funding requests to fully understand where and when future projects may be required. In the meantime, a short list of selected proponents with "shovel ready" projects which are aligned with provincial priorities have been contacted by the Regional Development Corporation (RDC) and are currently completing the approval process with Infrastructure Canada (INFC).

Working closely with INFC, GNB is developing the appropriate administrative processes and information technology to support the roll out of the IBA. Once these important processes and systems are in place, it is anticipated that specific calls for applications will begin in late fall, 2018. We will endeavor to communicate further with you as that time approaches.

Thank you again for your collaboration and interest in IBA funding opportunities.



Bill Fraser  
Minister



**From:** [Mary Jane Banks](#)  
**To:** [Liz Pomeroy](#)  
**Subject:** FW: Arena  
**Date:** July-03-18 9:08:58 AM

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**From:** Don Shea  
**Sent:** July 2, 2018 1:17 PM  
**To:** Mary Jane Banks <MaryJaneBanks@rothesay.ca>  
**Cc:** Nancy Grant <NancyGrant@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>; Miriam Wells <MiriamWells@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; Grant Brennan <GrantBrenan@rothesay.ca>; Don Shea <DonShea@rothesay.ca>; John Jarvie <JohnJarvie@rothesay.ca>  
**Subject:** Arena

## Don Shea

---

32 Wedgewood Drive  
Rothesay, New Brunswick  
E2E 3P7

Tel: 506-640-1886 [C]

Tel: 506-847-5895 [H]

To: M J Banks, Town Clerk  
From: Don Shea, Councillor  
Cc: Members of Council, Town Manager  
Re: Arena  
Date: July 2, 2018

In the first two months of 2018, Council discussed options regarding the Rothesay arena. More specifically, Council discussed (a) renovations to the existing arena and (b) the construction of a new facility.

As a result, it is my understanding Council decided:

- 1) To hold off on renovations to the current rink while it was ascertained whether a replacement arena could be realized at a cost "not to exceed \$8 million dollars".
- 2) To renew efforts to acquire funding from both the Provincial and Federal governments.
- 3) To set a time-frame of 90 days to permit staff time to present a report indicating whether it was feasible to proceed with construction of a new arena.

The purpose of this correspondence is to request an update from staff at the Council meeting on July 9, 2018.

Regards,

Don Shea, Councillor





*From the desk of*

**Don Shea, Councillor**

Town of Rothesay

Email: [DonShea@rothesay.ca](mailto:DonShea@rothesay.ca)

Tel: 506-847-5895

Cell: 506-640-1886

To: Town Clerk, Rothesay  
From: Don Shea, Councillor  
Re: Arena  
Date: January 2, 2018

By means of this correspondence I am asking that the following two motions be placed on the open agenda for January 8, 2018.

**Motion # 1**

The following motion was placed into the Minutes by the previous Council<sup>1</sup> in 2013:

*MOVED ... Council adopt the general concept of a new arena with walking track, located on Scott Avenue lands, renovations to the existing arena building to repurpose for a variety of sports and leisure activities together with site improvements on Scott Avenue and the parking lot at a working budget of 13M.*

Given that certain actions have already taken place as a result of this motion, the following is in order and placed before council for consideration<sup>2</sup>:

***Moved (\_\_\_\_\_/\_\_\_\_\_) no further action is to be taken relating to the aforementioned motion or any other motion, passed prior to 2018, having as its object the construction of a new arena and the repurposing of the existing arena.***

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<sup>1</sup> August 2013

<sup>2</sup> If passed, this motion prevents any further action from being taken regarding the construction of a new arena and repurposing of the existing arena.

**Motion # 2**

In light of the arena assessment report presented to Council on November 20, 2017 the following motion is presented for consideration:

***Moved (\_\_\_\_\_/\_\_\_\_\_) the report presented to Council on November 20, 2017, authored by Architecture 49 and WSP, be used as a guide to renovate the existing Rothesay arena for the purpose of bringing it in line with the National Building Code.***

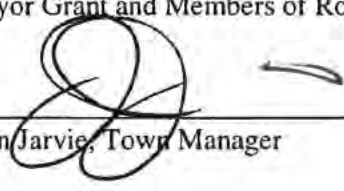


70 Hampton Road  
Rothesay, NB  
E2E 5L5 Canada

**Rothesay Council**  
**July 9, 2018**

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

**SUBMITTED BY:**

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

**DATE:** July 4, 2018

**SUBJECT:** Gondola Point Road Watermain Extension

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### **RECOMMENDATION**

It is recommended that Rothesay Mayor and Council authorize the Director of Operations to create a change order to the 2018 Asphalt Resurfacing Contract in the amount of \$128,500 plus hst, to connect two dead end watermain along Gondola Point Road.

### **ORIGIN**

In 2015 the Town installed a watermain along Gondola Point Road to connect the two extremities of the Town water system and create bi-directional operability of both water storage reservoirs. The project tender cost was higher than expected and the project scope was reduced accordingly. Bi-directionality of the system was established by the completed project; however it left the Utility with two dead ends that require regular flushing to maintain water quality.

### **BACKGROUND**

The 2015 project on Gondola Point Road has greatly enhanced the operability of the Town Water System, however the bi-product of two dead ends has created a maintenance issue that wastes water which, given our limited ground water system, is a highly valued commodity. Gondola Point Road is being completely resurfaced in the current construction season and now is the most opportune time to connect these two dead ends and eliminate the necessary maintenance flushing.




### **FINANCIAL IMPLICATIONS**

The 2018 Utility Fund Capital Budget does not include an item to eliminate the dead ends on Gondola Point Road. The 2018 Asphalt resurfacing tender does not include an item to connect the dead ends on Gondola Point Road, however there are unit prices in that contract for each item necessary to complete the connection work. Crandall Engineering, using tendered unit price from the contract, has prepared an estimate for the work. The contractor has agreed to complete the work at the tendered prices. If Council adopts staff recommendation to complete the work now, prior to resurfacing of Gondola Point Road, staff proposes that the work be funded from the Utility Capital Reserve.

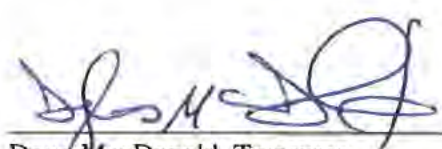
The cost (not including hst) to complete the watermain extension is as follows:

Construction Cost	Consulting fees	Total
125,000	3,500	128,500

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**  
**July 9, 2018**

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

**SUBMITTED BY:**

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

**DATE:** July 5, 2018

**SUBJECT:** Engineering Design and Construction Management Services  
2019 Asphalt Resurfacing and Microseal Placement Program

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### **RECOMMENDATION**

It is recommended that the proposal submitted by Crandall Engineering Ltd. in the amount of \$149,511.50 including HST for the 2019 Asphalt Resurfacing and Microseal Placement project be accepted and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

### **ORIGIN**

The 2018 General Fund Capital Budget includes funding for the design work associated with the Asphalt Resurfacing and Microseal Placement Program proposed for 2019.

### **BACKGROUND**

As part of the 2018 General Fund Budget Mayor and Council approved a plan to issue an RFP for engineering design services in 2018 for the proposed 2019 Asphalt Resurfacing and Microseal Placement Program.

The following list of streets has been developed for the 2019 Asphalt Resurfacing and Microseal Placement programs using the standard formula:

#### **Asphalt:**

- Chapel Road
- Eydie Drive
- Lennox Drive
- Salmon Crescent\*\*\*
- Marr Road
- Ricketts lane
- Church Avenue



Microseal:

- Donald Road
- Olive Lane
- Sheryl Drive
- Canwell Court
- Hooper Drive
- Kimberly Drive
- Mark Avenue
- Joelyn Lane
- Rodney Street
- McGuire Road

\*\*\* profile changes may require driveway adjustments

DISCUSSION

On June 20, 2018 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, seven (7) compliant submissions were received from consulting engineering firms on July 4, 2018. Proposals were received from the following firms:

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

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

John Jarvie, Town Manager  
Brett McLean, Director of Operations

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

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

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

FINANCIAL IMPLICATIONS

The 2018 General Fund Capital Budget included an amount of \$60,000 for the preliminary and detailed design work for the 2019 Asphalt Resurfacing and Microseal Placement programs. It is anticipated that the construction management component of the engagement will be included with the overall construction budget proposed for 2019.

Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget however in this case a budget for the project has not yet been formalized. Town staff is of the opinion that the overall project cost will be in the order of 1.2 million dollars. Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

Consultant	Fees (inc HST)	HST rebate	Subtotal	2018 Budget	% of 2018 design budget	Budget Item (expected overall cost)	% of overall Budget Item
Prelim and detailed design (2016)	55,085.00	5,132.01	49,952.99	60,000	83.25	1,200,000	4.16
Project mgmt (future overall budget)	94,426.50	8,797.26	85,629.23	0		1,200,000	7.14
Total	149,511.50	13,929.27	135,582.23				11.309

The preliminary and detailed design portions of the work to be completed under this consultant engagement in 2018 will be \$49,952.99. The 2018 budget of \$60,000 will be adequate to fund this work.

The remainder of the engagement value, \$85,629.23, for project management will be included as part of the overall construction budget proposed for the future as this portion of the work will not be completed until the project moves forward.

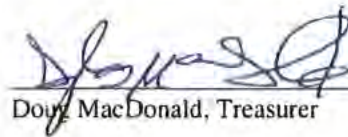
Council, by virtue of approving this consultant engagement, is not committing the Town to spending the additional \$85,629.23 for construction management nor are they committing to the construction component on any of the proposed streets.

Report Prepared by:



Brett McLean, Director of Operations

Report Reviewed by:



Doug MacDonald, Treasurer

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