



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



1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 14 May 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 11 May 2018 Letter from Rothesay High School RE: RHS Safe Grad Donation request
Council to provide direction

5.2 14 May 2018 Letter from resident RE: Garbage surrounding Superstore
Refer to staff

5.3 Various Emails (3) from resident RE: Corner of Mulberry Lane and Cameron Road
Refer to staff

5.4 24 May 2018 Letter from resident RE: Request to re-draw the Rothesay/Saint John
boundary line

Refer to staff for a response

5.5 25 May 2018 Letter from resident RE: Sittercise Workout Program
Refer to the Age Friendly Committee

5.6 30 May 2018 Memorandum from Counc. Shea RE: Sunshine List
Refer to the Personnel Committee

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

Refer to the Personnel Committee

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

Refer to staff

5.9 5 June 2018 Letter from Archstone Physiotherapy and Wellness Centre RE: Request
for flashing lights at Hampton Road crosswalk near Town Hall

Refer to the Works and Utilities Committee

5.10 5 June 2018 Memorandum from Counc. Shea RE: By-law 1-06

Refer to the Personnel Committee

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6. CORRESPONDENCE - FOR INFORMATION

- 6.1 22 May 2018 Letter to Minister Fraser RE: Infrastructure Bilateral Agreement (IBA) Funding – Wastewater Treatment Plant Upgrade
- 6.2 24 May 2018 Letter from the Dept. of Transportation and Infrastructure RE: RONA MS Bike Tour 2018
- 6.3 25 May 2018 Letter to Minister Fraser RE: Infrastructure Bilateral Agreement (IBA) Funding – Rothesay Arena
- 6.4 30 May 2018 Letter from resident RE: Kennebecasis Park entrance
- 6.5 31 May 2018 Letter from Minister Andrew Harvey RE: Federal Gas Tax Fund - 2018 Allocation

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

- 7.1 23 April 2018 Fundy Regional Service Commission (FRSC) Board Meeting minutes
- 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
- 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
- 7.4 11 April 2018 Kennebecasis Valley Fire Department (KVFD) Inc. Board Meeting Minutes
- 31 December 2017 KVFD 2017 Audited Financial Statements (*previously provided at May Council meeting*)
- 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 (*previously provided at May Council meeting*)
- 7.5 30 April 2018 Draft unaudited Rothesay General Fund Financial Statements
- 30 April 2018 Draft unaudited Rothesay Utility Fund Financial Statements
- 30 April 2018 Compliance Report
- 30 April 2018 Donation Report
- 7.6 22 May 2018 Draft Parks and Recreation Committee Meeting Minutes
- 7.7 23 May 2018 Draft Age Friendly Committee Meeting Minutes
- 7.8 4 June 2018 Draft Planning Advisory Committee Meeting Minutes
 - 42 Cedar Drive – Cash in Lieu of Land for Public Purposes
- 7.9 May 2018 Monthly Building Permit Report
- 7.10 7 June 2018 Capital Projects Summary
- 7.11 Spring 2018 Union of Municipalities New Brunswick newsletter

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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

30 May 2018

Letter from Quispamsis RE: Rothesay/Quispamsis Joint Advisory Committee

9.2 Encroachment Agreement - 53 Elizabeth Parkway

7 June 2018

Memorandum from Town Manager Jarvie with attached proposed Encroachment Agreement

9.3 Local Government Services Easement – Domville Lane

8 June 2018

Memorandum from Town Manager Jarvie

9.4 After Action Review – 2018 Flood

7 June 2018

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

9.5 Iona Avenue/Eriskay Drive Reconstruction

8 June 2018

Memorandum from Town Manager Jarvie

18 May 2018

Report prepared by DO McLean

9.6 Municipal Plan Review

June 2018

Information sheet RE: Municipal Plan Open House

10. NEXT MEETING

Regular meeting

Monday, July 9, 2018

Public Hearing – Bridlewood Estates

TBD

11. ADJOURNMENT



ROTHESAY HIGH SCHOOL

61 HAMPTON ROAD
ROTHESAY, NB E2E 5L6
T: 506.847.6204 F: 506.847.6244
www.rothesayhigh.ca

ANDREW PETERS, PRINCIPAL
BEVERLEE MACDONALD, VICE PRINCIPAL

March, 2018

Re.: **RHS SAFE GRAD – JUNE 21, 2018**

Dear Mayor Grant:

The Rothesay High School Safe Grad Parent Committee is seeking sponsors to help cover the cost of Safe Grad events being held at Rothesay High School June 21, 2018. The students will be staying at the school throughout the night and will participate in many activities.

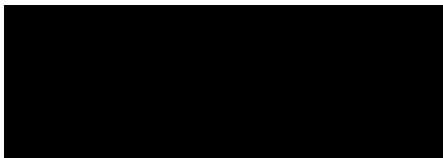
Any donation the town is willing to offer would be greatly appreciated. There will be a need for \$10 gift certificates/gift cards for prizes for games throughout the night. BBQ supplies (hamburgers, hotdogs, condiments) pop, water and snacks. **Cash donations are also helpful to cover costs and would be greatly appreciated as well.**

If you have questions, please feel free to contact Mr. Peters at RHS 847-6204 or Victoria Clarke at victoria@discoversaintjohn.com or 721-9691.

Thank you in advance for your support.

Sincerely,

Rothesay High School
Safe Grad Parent Committee
"Red Hawk Pride!"



SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: May 11, 2018

Applicant: Sarah Kimball, Safe Grad Committee, RTHS

Address: [Redacted]

Contact: above Tel. [Redacted]

Email: [Redacted]

Organization Description: Rothesay High School, Safe Grad June 21, 2018 (letter attached)

Amount Requested: \$ in-kind or \$ donation

Descriptions of proposed event or activity: The Safe Grad EVENT for 2018 will be an all-night event for RTHS Grads held at RTHS. There will be food, DJ, orbit balls, bouncy castles, hypnotist, and all sorts of other entertainment in rooms throughout the

Project costs: The food, entertainment and door prizes will require \$ donations. food will be donated and volunteers

Benefits to town of Rothesay: Congratulate 2018 RTHS Grads in a safe, wholesome environment. Support community. Inclusive atmosphere. Controlled, safe environment keeps kids and community safe from effects of harmful ~~effects of~~ substances. on hand to chaperone and serve.

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).

From: [REDACTED]
To: [REDACTED]
Subject: FW: Constant garbage issues at Superstore complex
Date: May-16-18 8:05:16 AM

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

From: [REDACTED]
Date: Mon, May 14, 2018 at 9:42 AM -0300
Subject: Constant garbage issues at Superstore complex
To: "Nancy Grant" [REDACTED]

Mayor and Council

i live in Chapel Hill Estates which is located adjacent to the Superstore complex. I am communicating with you in hope that something can be done with the constant flow of garbage that is generated from there.

For the seven years I have lived here this issue has been present in varying degrees. When the store is contacted they will pick up but not as frequently as they need to. As well, individuals from our community do pick up but unless they did this on a daily basis the garbage is ever present.

Even when garbage is picked up by the store they do not get the garbage that has blown into the trees that buffer Chapel Hill Estates.

This situation is unsanitary and all one has to do is take 3 - 5 minutes to drive around the area to see it isn't acceptable.

Thank you for your attention to this issue.

Respectfully

[REDACTED]
10 Alexscot Court
Rothesay N.B.

2018June11OpenSessionFINAL_017

From: [REDACTED]
To: [REDACTED]
Subject: FW: Corner of Mulberry Lane & Cameron Rd.
Date: June-08-18 3:34:46 PM

From: [REDACTED]
Sent: Friday, June 8, 2018 10:38 AM
To: Rothesay Info
Subject: FW: Corner of Mulberry Lane & Cameron Rd.

I meant very large rocks or boulders.

From: [REDACTED]
Date: Thursday, June 7, 2018 at 6:47 PM
To: [REDACTED]
Subject: Re: Corner of Mulberry Lane & Cameron Rd.

Hello Town of Rothesay: The signs are back, thank you. I request that you install some very large folders along the top of the embankment or some guard rail, to act as a curb & to discourage cars from driving or parking too close to the edge as that would be hazardous. It would also prevent cars from sliding off the edge in the winter snow & ice. [REDACTED]

From: [REDACTED]
Date: Saturday, May 19, 2018 at 4:01 PM
To: [REDACTED]
Subject: Corner of Mulberry Lane & Cameron Rd.

Hello Town of Rothesay: Thank you for fixing the flood damage to the corner of Mulberry Lane & Cameron Road so quickly. I note that the curve in the road is now much wider & the "dead end", street sign, & the "no parking" signs have been removed. I trust they will be re-installed soon. I request that you install some very large rocks along the top of the embankment, to act as a curb & to discourage cars from driving or parking too close to the edge as that would be hazardous. Thank you for all your help so far. It has been most appreciated! [REDACTED] of 8 Mulberry Lane.

18 Crestline Road
Rothesay, NB E2H 1C7

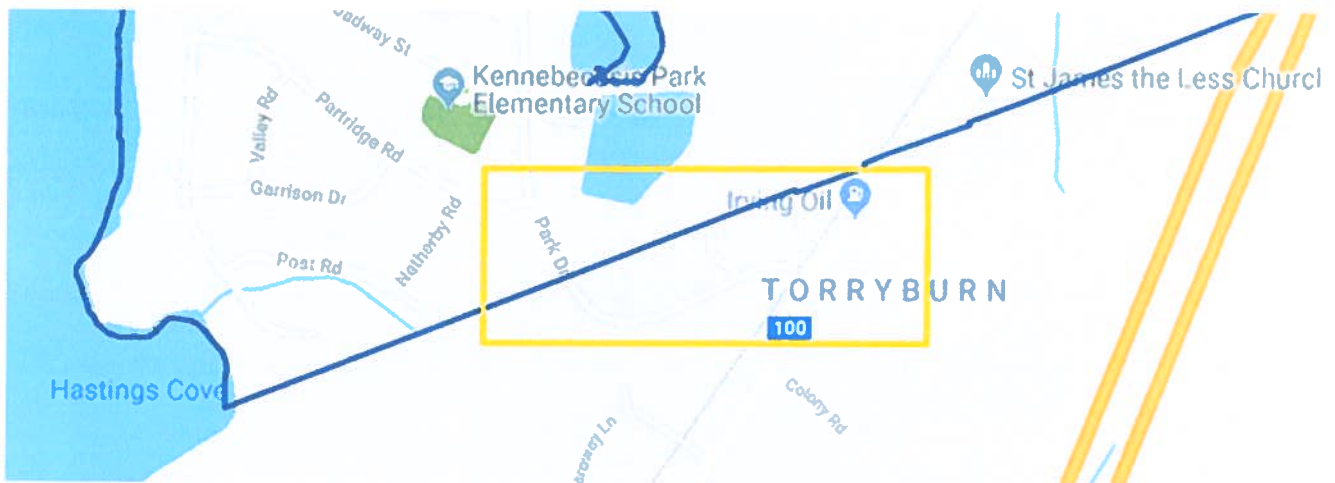


Town of Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5

Dear Mayor, Councillors, and Staff of The Town of Rothesay:

It is time to re-draw the boundary between the Town of Rothesay and the City of Saint John at the entrance to Kennebecasis Park and Hastings Cove.

As you know, to enter the Park, all traffic must travel on a small portion of Saint John owned land, as pictured in the yellow box below.



This portion of Park Drive is mainly used by Rothesay residents/taxpayers. However, services to the road and area are mostly provided by Saint John. This creates a “no man’s land” of sorts with respect to getting things accomplished in this area. I am pleased to explain what I mean below.

1. **Road Paving/Asphalt Resurfacing.** The quality of the road in this stretch is noticeably poor compared to the rest of Park Drive. The City has very little incentive to spend money on this stretch of road, given that improvements to it would benefit almost zero of its citizens.
2. **Line Painting.** Upon entering the Park from deeper within Rothesay, the painted street lines in this section noticeably drop off in terms of visibility and quality, only to return to their vibrancy when crossing back over the Rothesay town line. As with item #1 above, the City has very little incentive to maintain the street lines.
3. **Snowplowing.** Presently, Rothesay plows the streets, with the City paying the Town for services rendered. This is an arrangement that Saint John may wish to be free of.

4. **Future Site Plans.** In late 2013/early 2014, shortly after the Lac-Mégantic rail disaster, a Town committee was created to examine the entrance to Kennebecasis Park. The committee examined mainly three aspects related to the interface of the rail line and the community. These were: general rail safety, access in and out of Kennebecasis Park, and emergency planning for rail issues.¹ Given the entrance to the Park is within City limits, the City was involved in this committee. As stated prior, since the entrance is used primarily by Rothesay residents, the City would find very little incentive in allocating funds to a potential re-build of the entrance. If this area was solely within Town limits, future development could be funded by the Town - as it should be - given its tax base is the main user of the entrance. An additional benefit would be the removal of a stakeholder (the City) which would reduce bureaucracy associated with any potential future decision. In short, should the Town wish to act at some point, its activities would be made easier.

5. **Consistent Services Provided.** The provision of services to this stretch of road is not consistent. Sometimes Rothesay looks after things, sometimes the City does. I'll illustrate this point by way of a story. During Tropical Storm Arthur of July, 2014, a tree was blown down over this section of road, cutting off the flow of traffic into and out of the Park. I happened to be one of the first motorists on the scene, so I telephoned the Town to alert them to this impediment. I was kindly advised to contact Saint John, given their ownership. I promptly did, only to be dealing with a very confused person on the other end of the line, given I was calling from Rothesay. At this point in the day, the City was dealing with its own series of downed trees. Once more, it is easy to see how this would go to the bottom of Saint John's priority list. (In the end, I believe it was Rothesay who cleared the obstruction.) This story illustrates the confusion Rothesay residents often feel in terms of "whom to call" when service is required in this area.

6. **Road Re-Build During 2018 Flooding.** During the record breaking freshet of 2018, a re-build of a portion of this section was required to ensure continued access to the Park. Although the City and Town worked well together in order to hash out a solution, this is yet another (larger) example of a project that could benefit from fewer hands in the cookie jar, so to speak. The concern is always legal liability. Saint John is understandably leery to let outsiders conduct work on its property, given its potential future legal liability, should the work be poor or not up to its standards. This is an issue to be faced again soon, as paving has yet to occur over this area. Will Saint John permit the Town to conduct paving? Who will carry the legal liability for such work? If this was 100% Town owned land, decisions could be made quicker and easier.

All of these issues and likely more that I haven't thought of, can be solved with a slight boundary re-draw to include the entrance to Kennebecasis Park and all of Park Drive *within* the Town of Rothesay.

As boundary re-draws are the purview of the Province and the NB *Department of Environment and Local Government*, please, engage these bodies to lobby for a re-draw of the boundary in order to alleviate the issues described above.

Mayor, Councillors, and Staff of The Town of Rothesay, I thank you so very much for providing a wonderful place to live and raise a family. My intent with this letter is only to promote positive change in an already great place to live. Thank you.



18 Crestline Road, Kennebecasis Park, Rothesay, NB

¹ <https://www.rothesay.ca/wp-content/uploads/2017/11/Ad-hoc-Rail-Committee.pdf>

May 25, 2018

Town Council of Fort Saskatchewan
2018 June 11 Open Session FINAL_020

RECEIVED

MAY 25 2018

The Town Council of Fort Saskatchewan is to be commended for their efforts to provide suitable living accommodations for aging seniors in our community.

The need for seniors to be physically and socially engaged also needs to be addressed. One way to accomplish this would be to offer the Sittercise Workout program at a community centre. I reside at the new apartment building, The Meadows, and we benefit from this program. It involves a total body workout for an hour, to music, either sitting or standing. Our instructor, Dely Siemens, is well qualified. (Dely offers aquacise classes at the L-Plex during the summer months). We use rubber bands, weights and balls for various exercises. Exercising with other seniors to upbeat music makes this class both fun and friendly. Social camaraderie is another benefit. The Sittercise Workout program is recommended not only for seniors, but for people with Parkinson's Disease, mobility problems or other age related conditions.

Dely provides her expertise, equipment, music and transportation. To enable her to offer this program as a community based program would require the Town of Fort Saskatchewan to provide suitable accommodations for larger classes.

I recommend this program wholeheartedly and trust the Town Council will meet the needs of our seniors by implementing the Sittercise Workout program at a community level.

Your consideration is appreciated,

████████████████████
Rothesay, New Brunswick
████████████████████

To: Mary Jane Banks, Clerk, Town of Rothesay
Fm: Don Shea, Councillor
Cc: Members of Council
Date May 30, 2018

Several months ago, the matter of disclosing salary ranges for senior staff – also known as a Sunshine List - was raised at both the Finance Committee and Council levels. It was my understanding staff was to look into the matter and report back to Council at a future date.

Not having heard anything since, permit me to request the following resolution be placed on Council’s open agenda on June 11, 2018.

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;

And whereas salary disclosure is a common practice in many jurisdictions;

And 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 salaries of its senior staff;

And, be it further resolved this Sunshine List be made available on the town’s website.

████████████████████
Rothesay, New Brunswick
████████████████████

To: Mary Jane Banks, Clerk, Town of Rothesay
Fm: Don Shea, Councillor
Cc: Members of Council
Date June 1, 2018

Effective January 1, 2019 Rothesay town councillors will no longer enjoy the tax exemption on one-third of their annual stipend. The exemption was put into place some years ago to offset the expenses incurred from public service work.

The move is in line with the 2017 federal budget that requires all municipal politicians to pay taxes on their entire stipend. Such a step will reduce a councillor's take-home amount.

Rothesay's by-law No. 1-06¹ states:

The remuneration of Council shall be set by resolution of Council upon adoption of this By-law and subsequently at the October meeting prior to the quadrennial election. Such remuneration shall take effect with the swearing in of the newly elected Council or as otherwise specified in the resolution.

Further, Section 7 states:

One-third of the total remuneration paid is deemed to be an expense of office and shall be recorded on the T4 return.

In order to accommodate the proposed federal tax reforms, changes to By-law No. 1-06 will be necessary prior to January 1, 2019.

In light of the 2017 federal budget and its impact on the remuneration of Rothesay councillors, effective January 1, 2019, permit me to request the following be placed on Council's open agenda on June 11, 2018.

¹ Section 4, Remuneration – Members of Council

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.

2018June11OpenSessionFINAL_024

From: [REDACTED]
To: [REDACTED]
Subject: FW: Please add Councillor Shea's email to the June Council meeting for adjustment.
Date: June-04-18 8:07:38 AM

From: Peter Lewis
Sent: June 1, 2018 6:12 AM
To: Don Shea [REDACTED]; Grant Brenan <GrantBrenan@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Nancy Grant <NancyGrant@rothesay.ca>; Miriam Wells <MiriamWells@rothesay.ca>; Don Shea <DonShea@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>
Cc: John Jarvie <JohnJarvie@rothesay.ca>
Subject: Please add Councillor Shea's email to the June Council meeting for adjustment.

I didnt see this ,but would like to discuss this at our next Council meeting. I felt we were under paid before these tax changes . If I could also ask what are the tax implications on the new tax changes on our salaries as they exist now. How much more is it costing us in taxes to be a Councillor.I don't think we should get more but don't think we should lose ground either.

Councillor Peter Lewis

On Thu, May 31, 2018 at 1:41 PM -0300, "Don Shea" [REDACTED] wrote:

Kelowna council votes to top up salaries after feds scrap tax break
<http://www.cbc.ca/news/canada/british-columbia/kelowna-city-council-pay-1.4683309>

Shared from the CBC News App for iPhone

2018June11OpenSessionFINAL_025



Kelowna council votes to top up salaries after feds scrap tax break

Council voted to increase mayor's salary by \$11,380, councillors' by \$3,050

CBC News · Posted: May 29, 2018 7:06 PM PT | Last Updated: May 29



City councillors in Kelowna have voted to increase their pay to make up for a change in income tax rules introduced in the 2018 federal budget. (Google Streetview)

Kelowna City Council voted Monday to increase their pay to make up for a change in federal income tax laws.

Council voted in favour of increasing the mayor's salary by \$11,380 while increasing city councillors' by \$3,050.

2018June11OpenSessionFINAL_026

The bump is a reaction to the [2018 federal budget ditching the current tax-free expense allowance](#) for elected officials which amounts to one-third of their income being tax free.

- ['Ridiculous' pay increase for Metro Vancouver politicians officially axed](#)

The pay increase was recommended by city staff. Kelowna's director of financial services said it came after "intensive" review.

"We surveyed 22 other local governments throughout B.C. and also the Yukon to determine what these municipalities were considering in response to the federal government legislation changes," Genelle Davidson told [Daybreak South](#) host Chris Walker.

"The majority of these municipalities decided to top up the salaries to make their councils whole."

- [How the City of Kelowna, the B.C. government and homeowners are preparing for flooding this spring](#)

The pay bump and the change in tax rules means city councillors will not be getting a pay raise but won't lose any money either. However, Kelowna taxpayers will pay a larger portion of elected officials' salaries.

In general, Davidson says Kelowna has relatively low pay for mayor and council when compared to cities of similar size. Mayor Colin Basran currently receives \$95,695 annually, while councillors receive \$33,493 annually.

She says keeping pay competitive is important for attracting people to local politics.

2018June11OpenSessionFINAL_027

"It does come with a lot of responsibility and decision making, and, frankly, it's not a job that everybody can do or wants to do," she said.

- **Kelowna dumps plan for 1,000 housing units near landfill**

Davidson says in approving the salary top-up, council also decided to forego its regular yearly pay increase tied to the consumer price index.

The pay increase will begin in 2019, the same year the federal tax break for elected officials ends.

Listen to the full interview:

The bump is a reaction to the 2018 federal budget ditching the current tax-free expense allowance for elected officials which amounts to about a third of their income being tax free.
5:15

With files from CBC Radio One's Daybreak South

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Visitez Radio-Canada.ca

From: [REDACTED]
To: [REDACTED]
Subject: FW: Riverside Park.
Date: June-05-18 8:03:46 AM

From: Peter Lewis
Sent: June 4, 2018 6:10 PM
To: Mary Jane Banks <MaryJaneBanks@rothesay.ca>
Subject: Riverside Park.

Good afternoon Mary Jane. Please add this item to the open agenda.

Planning for repairs to Riverside Park.

Trees with exposed Rots from the freshet, how are they being dealt with?

Existing work road, will that be removed after repairs are done?

Deck replacement, how much longer will this be tied to the trees?

Will all the walking paths be repaired with new gravel layer down?

Debris from the water is all over the park, what is the timeline to clean it up?

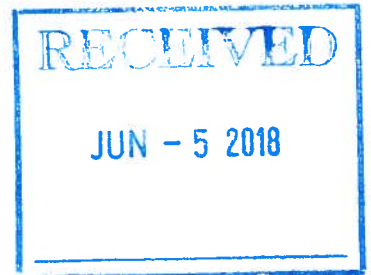
Trees are overhanging the path on the right hand side, can they be cut back so walkers don't have to walk around them.

Will the grass be restored once the work road is removed.

Is there any plan for lighting down there? LED solar flood lights?

I would like to know the repair plans with attached timelines please.

Councillor Peter Lewis



70 Hampton Road, Rothesay, NB E2E 5Y2
Office: 506.847.2037 • Fax: 506.633.8099 • Email: frances@archstonephysio.com
www.archstonephysio.com

June 5, 2018

To Mayor Grant and Council,

Archstone Physiotherapy and Wellness Centre has been very pleased with our space in the Rothesay Town Hall. We have designated parking spaces in the rear parking lot which we would like to be able to reserve for our patients. Our concern is for our employees parking in the town lot near Rothesay High School and crossing the street, as well as students who cross from the high school to come for treatments. We had several close calls this past winter with traffic skirting around employees arriving or leaving in the dark while trying to cross Hampton Road.

While we understand that the speed limit is reduced in the vicinity of the high school and town hall, we would like to ask that the town council consider installing flashing lights at this crosswalk to improve driver attentiveness to pedestrians in this area.

Thank you for considering this important safety issue.

A handwritten signature in cursive script that reads "Frances Roderick".

Frances Roderick,PT

To: Mary Jane Banks, Clerk, Town of Rothesay
Fm: Don Shea, Councillor
Cc: Members of Council
Date June 5, 2018

In 2006 Rothesay Council enacted:

By-Law NO. 1-06: A By-Law of the Municipality of Rothesay respecting the remuneration of council members and committee members ... This by-law may be cited as the "Remuneration By-law".

Subsection 11 of By-Law No. 1-06 states:

Honorariums shall not be paid to Council members for attending regular or special meetings of Council or for committee meetings.

On many occasions I have heard councillors question the stipends paid to commission¹ members. In 2016, by resolution, the City of Saint John legislated that no councillor (including the Mayor) shall be financially compensated for participation on any agency, board or commission.

Yet, contrary to By-Law No. 1-06, Rothesay's participant on the Fundy Regional Service Commission has continued to receive compensation totally approximately \$5000 per annum.

I believe Council has a responsibility to ascertain, once and for all, whether By-Law No. 1-06, applies to Rothesay's participant on the Fundy Regional Service Commission.

¹ Referring to the Fundy Regional Service Commission

In order for Council to make a decision, permit me to request the following resolution be placed on Council's open agenda on June 11, 2018.

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



2018 June 11 Open Session FINAL_032

ROTHESAY

150 Years Proud 1860-2010



May 22nd, 2018

The Regional Development Corporation
Chancery Place
P. O. Box 6000
Fredericton, NB
E3B 5H1
Attention: Hon. Bill Fraser

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothesay@rothesay.ca
www.rothesay.ca

Dear Minister Fraser:

Re: Infrastructure Bilateral Agreement (IBA) Funding – File 13204-1

I am writing to you as Minister responsible for the Regional Development Corporation and the Regional Minister responsible for Rothesay. Our community along with many others on New Brunswick has suffered from unprecedented flooding this spring. One of the noteworthy aspects was the release of substantial volumes of waste water from the Town's three lagoons. This is avoidable!

In October 2014 Crandall Engineering applied for funding for a major upgrade to the Rothesay waste water treatment plant on behalf of the Town. This project is intended to meet the 20/20 standards established by the Canadian Council of the Ministers of the Environment (CCME). The conceptual design of the facility is such that it is above the flood level in the recent event; i.e. had funding been approved on a timely basis the Town's waste water treatment system would have continued to function during the flooding and 26 million gallons of untreated waste water would not have been released into the Kennebecasis River.

We urge you and your colleagues to approve funding for this project under the green infrastructure stream of the IBA as soon as possible so that any repeat of this year's catastrophic flooding will not have such a major impact on our beautiful river system.

We await your early response in anticipation of an immediate commitment.

Yours truly,

Dr. Nancy Grant, Mayor

Cc : Wayne Long, MP
: Hon. Andrew Harvey
: Rothesay Council

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Department of Transportation & Infrastructure
50 Crown Street, Suite 105
Saint John, N.B., E2L 2X6

May 24, 2018

Nicholas Doucet, BPR
Coordinator, Development
MS Society, Atlantic
109 Ilsley Avenue, Unit 1
Dartmouth, Nova Scotia B3B 1S8



RE: 14th Annual RONA- MS Bike Tour- 2018

Dear Mr. Doucet:

The Department of Transportation & Infrastructure has received your letter requesting permission to use a portion of the Province's highway system for your 14th Annual RONA MS Bike Tour, June 23rd & 24th, 2017, from Sussex to Rothesay and return. As noted, the Routes involved are 121, 100 and 845. The Department has no objections to this worthwhile endeavor as long as the following stipulations are followed:

- Town of Sussex, Village of Norton, Town of Hampton, Town of Quispamsis and the Town of Rothesay to be notified of your event and approval obtained.
- R.C.M.P. and the Kennebecasis Regional Police to be notified of this event for their assistance.
- Safety being a major concern, having enough support staff to make this a successful and safe event.
- Event/Route signage is not permitted to be attached to any existing DTI signs.
- It is understood that RONA-MS Bike Tour accepts the condition of the roads as they currently exists.

The Department commends your organization in this worthwhile endeavor and if you have any further concerns, please contact us at the Saint John office at 643-7463.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. T.", positioned above the typed name of the sender.

Dave Thompson, P.Eng.
Acting District Engineer

cc: Town of Sussex, Village of Norton, Town of Hampton,
Town of Quispamsis, Town of Rothesay, Jason McCarthy, Mike Shanks



Armstrong, Lorraine (DTI/MTI)

From: Thompson, David (DTI/MTI)
Sent: Monday, May 14, 2018 1:58 PM
To: Armstrong, Lorraine (DTI/MTI)
Subject: FW: MS Bike Tour - Permit Request
Attachments: 2018 NBBT DoT Ltr.pdf; NB Bike Tour Route.pdf

Importance: High

From: Kerr, Alan (DTI/MTI)
Sent: Sunday, May 13, 2018 4:57 PM
To: Thompson, David (DTI/MTI); Rosehart, Michael (DTI/MTI)
Subject: FW: MS Bike Tour - Permit Request
Importance: High

fyi

From: Nicholas Doucet [<mailto:Nicholas.Doucet@mssociety.ca>]
Sent: Wednesday, May 2, 2018 3:35 PM
To: Kerr, Alan (DTI/MTI)
Subject: MS Bike Tour - Permit Request
Importance: High

Good Afternoon Alan,

Happy Wednesday! My name is Nick Doucet with the MS Society and I wanted to reach out to inquire about obtaining a permit for our upcoming **New Brunswick MS Bike Tour** taking place from **June 23rd to 24th, 2018**.

Please see attached a copy of our Bike route which includes all route details and our request letter. You were our contact last year, and I'm hoping you will be able to assist again this year! If you'd be able to connect back with me at your earliest convenience it would be greatly appreciated. Looking forward to hearing from you. Thanks Alan!

Best Regards,

Nicholas Doucet, BPR | Coordinator, Development | Atlantic Division
MS Society of Canada | 1-109 Ilsley Avenue | Dartmouth, Nova Scotia B3B 1S8
Ph: (902) 468-8230 ext. 1012 | Fax: (902) 468-5328 | Email: nicholas.doucet@mssociety.ca



MS WALK

MS BIKE



Atlantic Division
109 Ilsley Ave, Unit 1
Dartmouth, NS B3B 1S8
Telephone: (902) 468-8230
Toll Free: 1 800-268-7582
Fax: (902) 468-5328
www.mssociety.ca

Division de l'Atlantique
109, avenue Ilsley, bureau 1
Dartmouth (Nouvelle-Écosse) B3B 1S8
Téléphone: (902) 468-8230
Sans frais: 1 800-268-7582
Télécopie: (902) 468-5328
www.scleroseenplaques.ca

New Brunswick Department of Transportation
50 Crown Street, Suite 105
Saint John NB
E2L 2X6

May 2nd, 2018

Re: 2018 MS Bike – Sussex to Saint John (June 23rd & 24th, 2018)

Dear Sir/Madam,

I am writing to notify you of the 14th annual MS Bike scheduled for the weekend of June 23rd & 24th, 2018. This event is projected to raise over \$125,000 for the MS Society of Canada, Atlantic Division and will see approximately 130 cyclists ride from Sussex to Saint John (Rothesay), and back again the next day.

Please find enclosed a map that details the planned route. Cyclists will be on the planned route between 8:00 am – 4:00 pm each day. There will be 5-6 rest stops along the route where cyclists can refresh with water, juice, and snacks. Each rest stops will be set up off the shoulder of the road, and will consist of 2 x 6 ft. tables and a portable toilet. In some cases, we have arranged to use private property for these stops. In all circumstances, the rest stops will be clear from traffic. All participants will visit Rest Stops #1, #2, and #3. At Rest Stop #3 a small lunch will be served, and then the participants have the option of travelling on one of two routes. The participants will then rejoin at Rest Stop #5 and continue onwards to the overnight location. A verbal description of the route is attached. The planned rest stops are as follows:

Rest Stop Locations

- Start Point Golden Jubilee Hall in Sussex
- Rest Stop #1 Intersection of Route 880 and Route 121 in open gravel area
- Rest Stop #2 Norton Legion
- Rest Stop #3 Kredl's Corner Market
- Rest Stop #4 Gravel Area across from Irving on Hwy #100 near Hammond River
- Water Stop #1 641 Route #845 (Challenge Route)
- Rest Stop #5 End of Gondola Point Road
- Overnight Rothesay Netherwood School

** reverse all stops on the way back the next day*

The MS Society of Canada has been hosting MS Bike events for over two decades, with the safety of participants, volunteers, and the public as the top priority. There will be 8-10 support vehicles (regular cars and vans) on route at all times, which will transport the Canadian Ski Patrol (First-Aid) and amateur radio operators. Our events do not require any stoppage of normal traffic along the route, although many times the Police/RCMP may close particular streets within 1 km of the start/finish points and escort cyclists for a short period of time. All local authorities will be notified of our event and will respond accordingly should they be needed. All cyclists MUST obey the regular rules of the road.

It would be greatly appreciated if you could confirm the above route as being acceptable and free of any planned road works or construction. Should you have any questions, concerns, or require further information, please do not hesitate to contact me at my toll-free number 1-800-268-7582. Alternatively, I may be contacted via email at the following address: Nicholas.Doucet@mssociety.ca

We look forward to having your support in this very important event for the MS Society. Please confirm by return correspondence that approval for this event is granted by your township.

Sincerely,



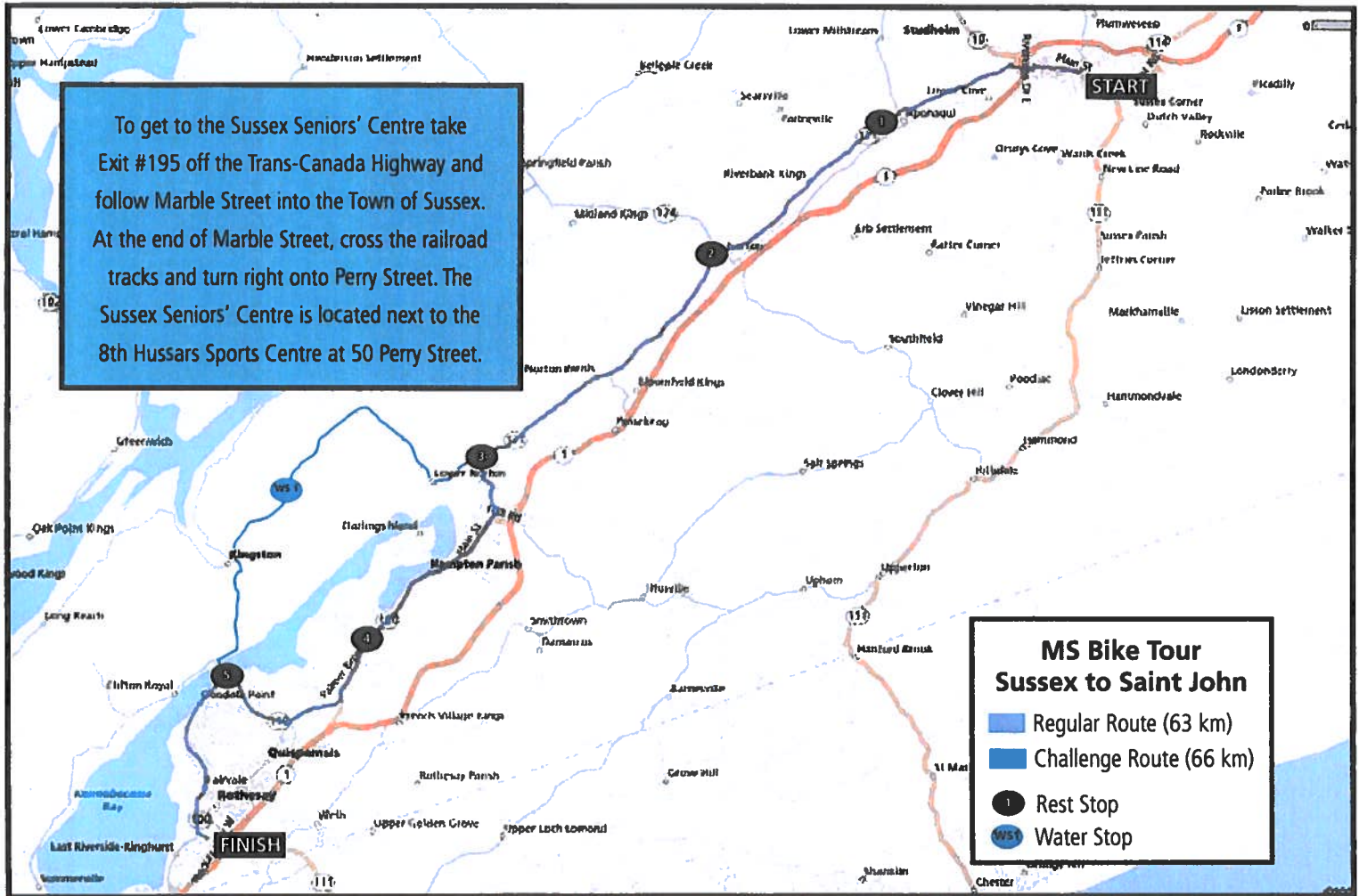
Nicholas Doucet
Development Coordinator
MS Society of Canada, Atlantic Division

To be a leader in finding a cure for multiple sclerosis and enabling people affected by MS to enhance their quality of life.

Être un chef de file dans la recherche sur le remède de la sclérose en plaques et permettre aux personnes
aux prises avec cette maladie d'améliorer leur qualité de vie.

Route Map & Directions

2018 June 11 Open Session FINAL_037



To get to the Sussex Seniors' Centre take Exit #195 off the Trans-Canada Highway and follow Marble Street into the Town of Sussex. At the end of Marble Street, cross the railroad tracks and turn right onto Perry Street. The Sussex Seniors' Centre is located next to the 8th Hussars Sports Centre at 50 Perry Street.

**MS Bike Tour
Sussex to Saint John**

- Regular Route (63 km)
- Challenge Route (66 km)
- 1 Rest Stop
- WS1 Water Stop

Rest Stop Guide

Rest Stop # 1	9 km	Gravel area at the corner of Hwy 121 and Hwy 880
Rest Stop # 2	19 km	Norton Legion on Hwy 121 (Day 2 Lunch Stop)
Rest Stop # 3	35 km	Kredl's Corner Market on Hwy 121 The optional challenge route section begins here on Day 1 and ends here on Day 2 (Day 1 Lunch Stop)
Rest Stop # 4	47 km	Gravel area near Hammond River across from the old Irving gas station on Hwy 100
Challenge Route Water Stop # 1	45 km	Driveway at 641 Route 845
Rest Stop # 5	55 km 58 km 75 km	At gate to Gondola Point Ferry The optional challenge route section begins here on Day 1 and ends here on Day 2
Finish	63 km 66 km	Rothesay Netherwood School

Challenge Route Extension

Cyclists may choose to take the challenge route and ride the more difficult, hilly section between Kredl's and the Gondola Point Ferry. Participants will rejoin the regular route for the final leg of the ride after making this detour. As with the rest of the ride, the challenge route is supported with full services.



2018 June 11 Open Session FINAL_038

ROTHESAY

150 Years Proud 1860-2010



May 25th, 2018

The Regional Development Corporation
Chancery Place
P. O. Box 6000
Fredericton, NB
E3B 5H1
Attention: Hon. Bill Fraser

70 Hampton Road
Rothesay, NB
Canada E2E 5L5

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

Rothestay@rothesay.ca
www.rothesay.ca

Dear Minister Fraser:

Re: Infrastructure Bilateral Agreement (IBA) Funding

Once again I am writing to you as Minister responsible for the Regional Development Corporation and the Regional Minister responsible for Rothesay.

Four years ago Rothesay applied for funding to replace the forty-five year old Rothesay Arena. To date we have not had a reply to that request despite correspondence to you and meetings and/or correspondence with many of your predecessors and Government colleagues. While we recognize the limited funding available from the Government of Canada for such projects during that period; we have also observed announcements of funding for similar projects in other New Brunswick communities. Some of those projects appear to be considerably more elaborate and have commitments for substantially larger Government funding than our request.

The conceptual design of the replacement wellness centre (estimated cost \$15M) included renovations to squeeze the remaining useful life out of the building envelope and structure to reuse it as a multipurpose gymnasium.

To make it more attractive to Government, Rothesay Council has scaled back the project and with that our request for funding. We believe a modest replacement wellness facility can be constructed for less than ten million dollars and so are renewing our request but at a reduced amount of \$3.5M from each under the IBA.

We ask that you meet with Council representatives to discuss this project and what is required to obtain Provincial support for this project.

We look forward welcoming you to Rothesay but are prepared to meet at your office at your convenience.

Yours truly,

Dr. Nancy Grant, Mayor

Cc : Wayne Long, MP
: Rothesay Council

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From: [REDACTED]
To: [REDACTED]
Subject: FW: K-Park Entrance
Date: May-30-18 9:51:09 AM

From: [REDACTED]
Sent: May 29, 2018 9:30 PM
To: Rothesay Info [REDACTED]
Subject: K-Park Entrance

Dear Mayor Grant and Council,

We read with much anticipation this week of your discussions with the City of Saint John regarding the entrance to K-Park.

For thirty five years we have been hopeful that a plan would come forth to make the "Front Door" to our Community much more presentable. In recent years it has been an embarrassment. It could easily add considerably to the value (and tax revenue) of this large property base without a large expenditure.

I am told that Saint John might willingly trade this strip of road for another piece of our border with them.

We fully support your efforts in this regard and would be pleased to assist in any way we can.

Thank you,

[REDACTED]
76 Park Dr.
Rothesay NB

May 31, 2018

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

Your Worship:

**Subject: Federal Gas Tax Fund (GTF) – 2018 Allocation
Town of Rothesay – Reference No. (6934.076.0000)**

I am pleased to inform you that under the Federal Gas Tax Fund (GTF) program, the 2018 allocation of \$881,014 is available for the Town of Rothesay to be invested in municipal infrastructure or capacity building projects from your 2014-2018 Capital Investment Plan.

This funding is to be transferred in two equal payments as follows:

- a first payment before July 31, 2018; and
- a second payment before March 29, 2019.

The above mentioned payments will be made once the Province is in receipt of the annual allocation from the Government of Canada, and if you are in compliance with the terms and conditions of our Agreement on the Gas Tax Fund with Local Governments.

Please feel free to contact Mr. Luc Thériault, Programs Coordinator, at (506) 453-4021 if you have any questions.

Sincerely,



Hon. Andrew Harvey
Minister

C. Ms. Sara DeGrace, Assistant Deputy Minister





**Regular Monthly Meeting
April 23, 2018**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission (FRSC) held on Monday, April 23, 2018, at 10 Crane Mountain, Saint John.

1. Call to Order

The Board Chairperson, Gary Clark, called the meeting to order at 11:05 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 (phone)
Don Darling, Mayor, Saint John
Grace Losier, Mayor, Grand Bay-Westfield
Nancy Grant, Mayor, Rothesay
Brenda Rathburn, Local Service District Representative
Jim Bedford, Local Service District Representative
Sandra Speight, Local Service District Representative

OTHERS

Marc MacLeod, Executive Director, FRSC
Louise Lukeman, Recording Secretary, FRSC
Terry Keating, Dept. of Environment & Local Gov't
Mark Porter, Chief Financial Officer, FRSC
Andrew Logan, Partner, Teed Saunders & Doyle

3. Approval of Order of Business

Motion: To approve the April 23, 2018 agenda with the renumbering of adjournment to thirteen (13) and the addition of number twelve (12) Annual Staff increases.

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

4. Disclosure of Conflict of Interest

None

5. Approval of the March 26, 2018 minutes

Motion: To approve the minutes of March 26, 2018 as circulated.

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

6. Building and Planning Report

Motion: To receive and file the building and planning report as provided by Brian Shannon.

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

7. By-Law Revision

The Procedural By-Law for the Commission does not reflect current scheduling for the Commission meetings. The following change is proposed:

Regular monthly Board meetings shall generally be held the 4th Monday of each month at 10:00 am. with an in-camera (closed) session included, if required. No notice shall be required for any of such regular meetings other than the expected start time of the public (open) session shall be posted on the website upon approval of the agenda by the Chair. A single regular meeting date can be changed at the discretion of the Chair with notice and pertinent information being provided on the website as soon as possible after the schedule change is made. The regular schedule can be changed in the by-laws through resolution.

Motion: That the Commission authorize the Executive Director to change the Procedural By-Laws to reflect current scheduling practices as proposed.

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

8. Audited 2017 Financial Statements

Andrew Logan from the firm of Teed Saunders & Doyle gave an overview of the audited Financial Statements. He advised that he had met to review the statements with the Executive Director, Chair and Vice-chair. The Financial Statements are stated under the Public-Sector Accounts Standards (PSAS) as required and it is their opinion that the consolidated financial statements are presented fairly and is considered a clean audit.

The year ended with approximately \$275,000 surplus.

Motion: To approve the 2017 Audited Financial Statements as presented.

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

9. Borrowing Cell #8

As per the 2018 budget, it was presented that the Commission plans to borrow for the construction of Cell #8.

Motion: Be it resolved that the Fundy Regional Service Commission submit to the Municipal Capital Borrowing Plan an application for authorization to borrow for a capital expense for the following purpose, amount and term:

Purpose: Solid Waste Services (Environmental Health)

Amount: \$ 4,610,000

Term: \$ 990,000 interim financing and \$ 3,620,000 for a term not to exceed 4 years.

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

10. Tender 2018-02 – Containment Cell #8

The results for Tender 2018-02, Containment Cell #8 – Liner and Leachate Collection System, Crane Mountain Landfill were presented.

Tenders for the above referenced tender closed on April 4, 2018. A total of five (5) tenders were received, with prices ranging from \$2,376,515.25 to \$2,862,106.20. By way of comparison, the engineer’s estimate was \$2,711,470.00.

Galbraith Construction Ltd. submitted the lowest bid with all the necessary documentation in order. Galbraith Construction has the necessary experience with this type of construction and it was therefore recommend that they be awarded this contract.

Motion: To award tender 2018-02 – Containment Cell #8 to Galbraith Construction Ltd. for \$2,376,515.25.

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

In support of the motion and future borrowing a five year Capital Plan was presented.

Motion: To approve the 5 year Capital Plan as presented by the Executive Director (see attached).

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

11. Uncovered Garbage Loads

In the February 26 meeting, the Executive Director was tasked with investigating industry measures in combating uncovered loads. The main methods utilized are:

- 1. Education
- 2. Enforcement
- 3. Surcharges

A summary of each method was presented.

As a result, a surcharge of \$20 for every uncovered / unsecured load entering the landfill was determined reasonable with at least 6 weeks notice period and education program to inform the public of the implementation and need for the surcharge.

It was recommended that staff work with the municipalities on this initiative.

Motion: That the Executive Director have staff implement a \$20 surcharge for uncovered / unsecured loads entering the landfill including a 6 weeks notice period and education program.

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

12. Annual Staff Increases

Executive Director MacLeod presented the salary increase, retroactive for 2018, recommendations as follows:

- a) To obtain an approved motion to provide an annual increase to staff.

Motion: That the Commission authorize the Executive Director to adjust staff salaries to reflect an increase of 2-3%.

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

- b) To approve merit increases for Ashley Perry in taking over duties from Wendy as the Junior Financial Officer.

Motion: That the Commission authorize incremental increases for Ashley Perry in the amount of 2-3% for assuming the role of Junior Financial Officer and per completion of certification courses relevant to the role.

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

13. Motion to Adjourn

Chairperson Clark called for a motion to adjourn.

Motion: To adjourn the meeting at 11:50 am.

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

APPROVED (date) May 28th / 2018


Gary Clark, Chairperson


Louise Lukeman, Recording Secretary

FUNDY REGIONAL SERVICE COMMISSION
5 YEAR CAPITAL PLAN

<u>CAPITAL ASSET</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
40 YARD DUMPSTER	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
OFFICE VENTILATION	25,000					
WELLS AND PIPING	75,000					
CHILLER	75,000					
ANALYZERS (LINE & HH)	90,000					
ROLL OFF	85,000					
BACKHOE	150,000					
MRF BUILDING		200,000				
GENSET		250,000				
EXCAVATOR		300,000				
EHS TRUCK			30,000			
3/4 TON TRUCK			40,000			
CASE LOADER			225,000			
PUBLIC ED			50,000			
DUMP TRUCK			75,000			
FORKLIFT			25,000			
SKIDSTEER			125,000			
COMPACTOR REBUILD				800,000		
LANDFILL SUPERVISOR TRUCK					35,000	
DOZER					550,000	
LEACHATE TRAILER #2					100,000	
CONTAINMENT CELL	4,753,000				4,000,000	
LEACHATE TRUCK # 1						200,000
BALER						200,000
	\$ 5,263,000	\$ 750,000	\$ 570,000	\$ 800,000	\$ 4,685,000	\$ 400,000

SOURCE OF FUNDS

GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LONG TERM DEBT	3,620,000				4,000,000	-
RESERVE FUNDS	145,000			100,000	50,000	
CAPITAL FROM OPERATIONS	1,498,000	750,000	570,000	700,000	635,000	400,000
	\$ 5,263,000	\$ 750,000	\$ 570,000	\$ 800,000	\$ 4,685,000	\$ 400,000

Agenda

Kennebecasis Public Library Board

Wednesday, April 18, 6:00p.m.

- 1.) Call to Order
- 2.) Disposition of Minutes from Previous Meeting
- 3.) Communications
- 4.) Report of the Librarian
- 5.) Committee Reports
 - a. Financial
 - b. Facilities Management
 - c. Marketing Advisory Committee
- 6.) New and Unfinished Business
 - a. October Fundraising Event
 - b. Library Shelving
 - c. Election of new vice-chair



A meeting of the Board of Trustees, Kennebecasis Public Library was held on April 18, 2018 at 6:00pm at the Library.

In Attendance: Mr. K Winchester, Chair; Mrs. A. Watling, Treasurer; Councilor Mr. D. Shea; Ms. L. Corscadden; Mrs. L. Hansen; Councilor Mr. P. Rioux; Ms. E. Greer; Ms. J. MacGillivray

Regrets: N/A

Absences: N/A

Call to Order: Mr. Winchester called the meeting to order at 5:58pm

Disposition of Minutes

It was moved by Mr. Shea to approve the minutes of the March 21st regular meeting, Mr. Rioux seconded, and the motion carried.

Approval of Agenda

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

Communications

Ms. Corscadden presented the official financial statements from Teed Saunders Doyle.

Report of the Librarian

Ms. Corscadden presented the Librarian's Report. Ms. Corscadden discussed how the library has started to recruit for Summer Reading Club activity leaders. The deadline for applications, and the library will hold interviews on the 20th and 23rd this month. Ms. Corscadden outlined programs offered during the previous month. Discussion ensued.

Ms. Greer moved acceptance of the Librarian's Report. Ms. MacGillivray seconded, and the motion carried.

Financial Statement

Mrs. Watling presented the financial statement for the period ending March 31st. Discussion ensued. Mrs. Watling related that there is a bit of a surplus in the wages and small equipment budget lines. Ms. Corscadden related that this is normal, as computer

purchases are usually completed in the fall. Discussion ensued. Mrs. Watling related that the first quarter of the friends account will be presented at next month's board meeting. Discussed ensued.

Ms. Corscadden spoke to the financial statements presented by Teed Saunders Doyle; at the previous meeting it was discovered that Ernie's Landscaping was left out under the commitments section in the notes. Ms. Corscadden explained that she contacted Teed Saunders Doyle to correct this section. Discussion ensued. Ms. Corscadden related that the financial statements are updated with the proper correction, and are ready to distribute to the towns.

Ms. Corscadden asked the board to approve the sale of extra desktop computers that are no longer in use within the library. After looking at last years' performance indicators, it was discovered that desktop computer usage went down in the library. As a result of this study, it was decided to reduce the number of computers in the library. This was also done in anticipation of new iPads being introduced in the library. Discussion ensued.

Mr. Rioux moved to approve the sale of extra desktop computers not currently in use in the library. Mrs. Watling seconded, and the motion carried.

Facilities Management

Ms. MacGillivray presented the facilities management report to the board. She spoke of Mr. Shedd's continuation of spot repairs and painting in the library, and work on the installation of shelving in the workroom. Ms. Corscadden spoke of a light that needed repair in front of the library, which Mr. Shedd is looking into. Discussion ensued.

Mr. Shea mentioned decorative squares on the back of the building that are in need of repair. Mr. Rioux agreed. Ms. Corscadden said that she would speak to Mr. Shedd about their repair.

Marketing Advisory Committee

Ms. Greer presented the updates from the Marketing advisory committee. Ms. Greer spoke about further development of social media strategies. Discussion ensued. Ms. Greer mentioned that Ms. Corscadden is still looking into the purchase of a button maker. Discussion ensued. Ms. Greer spoke about how focus has shifted to promote the young adult section. Discussion ensued.

Mr. Shea moved to approve all committee reports as presented. Mr. Rioux seconded, and the motion carried.

New and Unfinished Business

October Fundraising Event

Mrs. Hansen spoke to the board about the October fundraising event. Mrs. Hansen started by outlining a letter to send to potential sponsors. Discussion ensued. Mrs. Hansen spoke of potentially having the sponsor's information displayed in the library during the events. Ms. Corscadden said she would look into this. Discussion ensued.

The board began discussing other potential elements that could be included in the fundraising event. Discussion ensued. Mr. Rioux suggested having attractions such as live painting included. Mrs. Hansen asked the board if they could send suggestions to Ms. Corscadden. Discussion ensued.

Ms. MacGillivray asked if board members could be given a list of the businesses the library will reach out to. Discussion ensued.

Mr. Winchester asked about making a concrete list and schedule of events for the fundraising event. Discussion ensued.

Library Shelving

Ms. Corscadden spoke to the board about extra book shelving that is not currently in use in the library. Ms. Corscadden spoke about how she is getting Mr. Shedd to take inventory of what is currently in storage. Ms. Corscadden mentioned that there appears to be a surplus of shelving, and asked what the board would like to do if there is more than what the library can use. Discussion ensued. Mr. Shea suggested that extra shelving could be offered to the towns. Discussion ensued. Ms. Corscadden related to the board that she would get Mr. Shedd to take inventory of the shelving, and if there is any extra, she will offer it to the towns.

Election of Vice-Chair

Mr. Winchester related to the board that now that Ms. Janet Miller is no longer on the board, the position of Vice-Chair will need to be filled. Ms. Greer asked what the position typically involves. Discussion ensues. Mr. Shea suggested that the election be post-phoned until next month's meeting, when the new board member from Rothesay is there. After a general consensus, Mr. Winchester decided to post-phone the election until next month.

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

Next Meeting: The next meeting is scheduled for May 16th 2018 at 6:00pm at the Library.

Respectfully submitted,

A handwritten signature in blue ink that reads "Laura Corscadden". The signature is written in a cursive style with a large initial 'L'.

Laura Corscadden
Library Director and Secretary to the Board



Librarian's Report April 2018

Staffing and Volunteers

The library has continued to recruit students for Summer Reading Club Activity Leader Positions. The application deadline was April the 7th, and the library will hold interviews this coming Friday, the 20th and Monday the 23rd.

We are still waiting to hear back about our Canada Summer Jobs Grant Applications.

Ms. Corscadden will be attending a three-day regional library managers and directors meeting at the Saint John main branch in market square next week. The meeting will be primarily be training, but Ms. Corscadden will also receive updates on what is happening in the rest of the Fundy Library Region.

Programs

Programs offered in March included:

- Scrabble Club, Mondays at 2pm
- Board Game Café, Tuesdays at 2pm (until closing)
- Preschool Storytime, Wednesdays at 10:30am
- Wednesday Painter's Circle, Wednesdays at 10:00am
- Knit Wits, Thursdays at 7:00pm
- Toddler Storytime, Fridays at 10:30am
- Volunteens, Saturdays at 10am
- Builder's Club, Saturdays at 2:30
- Valley Reader's Circle Bookclub, Thursday, April 19th at 10:30am
 - This month's author, Anne Emery, will be skyped into the meeting!
- Canadian National Film Day Movie Matinee, Wednesday April 18th @ 2:30
- Family Movie Matinee, Wednesday, April 25th at 2:30pm
- Crafternoon, Tuesday April 17th at 2:30pm

- English Social, Tuesdays and Thursdays at 10:30am
- Puppet Show (The Three Little Pigs), Friday the 27th at 10:30am & 3:30pm

Collections and Spaces

We were very excited to receive our new debit machine in the mail today, and Laura will be setting it up in the coming days.

Final touches have been put on our video game station, and we hope it have it up and running by next week.

Respectfully Submitted,



Laura Corcadden,

Library Director and Secretary to the Board

Building Maintenance Report April 2018

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

Humidifier required servicing. Work done by C&E

B&G sprinkler called to repair the cistern filling controller

B&G sprinkler was in last week to do annual inspection of fire sprinkler system, inspect fire extinguishers and back flow preventers.

New electric driver ordered for exterior LED light pole .

New shelving units installed in upper storage room. Additional shelves installed

Yours

Philip Shedd CET

Kennebecasis Public Library Inc.		2018 June 11 Open Session FINAL_056					
Comparative Income Statement (DRAFT)		OPERATING FUND					
Period ending March 31, 2018	a	b	c	b - c	d	b - d	
	<u>Restricted Fund</u>	<u>Operating YTD Actual</u>	<u>Year To Date Budget</u>	<u>Year To Date Variance Better (Worse)</u>	<u>Annual Budget</u>	<u>Annual Budget Variance</u>	
REVENUE							
Library service - Rothesay		21,241	21,241	0	84,965	(63,724)	
Library service - Quispamsis		33,240	33,240	0	132,960	(99,720)	
Room Rentals, Printer and copies		1,243	1,125	118	4,500	(3,257)	
Grants		0	0	0	7,061	(7,061)	
Donations	376	0	0			0	
Previous Year's Surplus		51	51	0	204	(153)	
TOTAL REVENUE	376	55,776	55,657	118	229,690	(173,914)	
EXPENSE							
<u>Operations Expenditures</u>							
Other Expenditures - Restricted Fund	141					0	
Small Equipment and Furniture		247	2,066	1,819	8,265	8,018	
Total Capital Expenditures	141	247	2,066	1,819	8,265	8,018	
<u>Wages</u>							
Wages		2,418	5,800	3,382	28,599	26,181	
EI Expense		56	81	25	500	444	
CPP Expense		0	30	30	600	600	
WCB Expense		100	100	0	100	0	
Total Wages & Casual Labour		2,574	6,011	3,437	29,799	27,225	
<u>General & Administration Expenses</u>							
Building Maintenance		13,048	17,887	4,839	71,546	58,498	
Grounds Maintenance		7,685	7,686	1	20,000	12,315	
Office		2,211	2,150	(61)	8,600	6,389	
Utilities		15,144	15,800	656	53,634	38,490	
Accounting, audit and legal		5,422	6,200	778	10,660	5,238	
Professional Development		55	500	445	2,000	1,945	
Insurance		1,848	1,848	0	7,392	5,544	
Public Relations		0	750	750	3,000	3,000	
Communications		1,405	2,324	918	9,294	7,889	
Miscellaneous Expense		112	500	388	2,000	1,888	
Program Exp		539	875	336	3,500	2,961	
Total General & Admin Expenses		47,468	56,519	9,051	191,626	144,158	
TOTAL EXPENSE	141	50,289	64,596	14,307	229,690	179,401	
NET INCOME (Deficit)	\$ 235	\$ 5,486	(8,939)	14,425	0	5,486	



2018 June 11 Open Session FINAL_057 Page 1 of 5

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS

ADDRESS ALL CORRESPONDENCE TO:

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

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

Dr. Matt Alexander
Chairperson

KENNEBECASIS REGIONAL JOINT BOARD
OF POLICE COMMISSIONERS
MEETING HELD AT
KENNEBECASIS REGIONAL POLICE FORCE HEADQUARTERS BUILDING
126 MILLENNIUM DRIVE
QUISPAMISIS, NEW BRUNSWICK
ON WEDNESDAY, APRIL 25, 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
Inspector Anika Becker
Inspector Mary Henderson
Maureen Adamson - Secretary

CALL TO ORDER

The Chairman called the Regular Meeting to Order at 4:40 PM.

REGULAR MEETING
APRIL 25, 2018

APPROVAL OF MINUTES

It was noted that revised Minutes have been circulated just prior to the meeting today.

A Motion was requested by the Chair for the Approval of the Minutes of the Regular Meeting of March 28, 2018.

It was moved by Bob McLaughlin and seconded by Peter Bourque that the Minutes of the Regular Meeting of March 28, 2018 be approved.

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 March 31, 2018 which has been circulated for review prior to the meeting.

After discussion,

It was moved by Emil Olsen and seconded by Tiffany Mackay French that the Financial Report for the period ending March 31, 2018 be approved as circulated.

MOTION CARRIED

Linda Sherbo suggested that some attendees may need full printed copies of the board package at each meeting - others bring in their packages on their laptop. Maureen will ensure that extra copies are available for each meeting.

CHIEF'S REPORT

The Chief noted that he had been in touch with the Connie Courcey, Director of Policing Services for the Province regarding support to ensure that KVRPF will receive its fair share of funding. He does not think that we need to send a letter requesting support.

Chief Gallant reviewed the KVRPF Fleet Overview and Evergreen Plan. This is the plan for the Force, recognizing that it is a fluid document and things can change. This is the best information we have now. If anyone has any questions concerning this report, they should feel free to follow-up with Chief Gallant.

REGULAR MEETING
APRIL 25, 2018

Regarding assessment on cyber-security, Chief Gallant spoke with the Province. They take care of the pieces they own, but there is still a risk involved. Next month there will be a presentation on cyber-security and we can then decide if we wish to proceed further.

The Chief's Report dated April 25, 2018 has been circulated for review.

Human Resources Report

Inspector Anika Becker reviewed the Human Resources Report provided to the Board. Anika reviewed the Report indicating that as at January 1, 2018, there were 39 Regular Members assigned to the Force, with 33 positions active, 1 off duty sick, 1 suspended, and 1 on leave, leaving 36 members. There are 2 secondments.

There are four (4) term constables, all of whom have been issued a contract letter indicating their term will expire on September 28, 2018 at which time they will find out whether their employment will be renewed or terminated.

Civilian employees - Includes Commissionaires. Reception shows 3 people, but this is one position and is shared by three people. Other civilian employees are the Assistant to the Chief, the Administrative Assistant and Court.

Member Complaints: To date this year, there have been 5 complaints, two of which have been concluded with three still active.

Operational Skills Maintenance (to the end of 2017): 42 members (includes the Terms) have been involved in skills maintenance. Some members under Carbine, for example, have not completed the courses as they had not completed the initial carbine course.

Performance Evaluations: the Street Crime Unit was to be evaluated by the officer in charge in Saint John but as there were issues in Saint John and he was unavailable.

The Human Resources Report will be kept up to date on an ongoing basis.

Linda Sherbo asked if, on next month's report, the acronyms could be added. Linda enquired about a PD position that was recently posted and had been filled; she wondered if the PD vacancy on today's report indicated that there was a second position needed. It was noted that Anika is taking the lead on this position now - a discussion will be held around an H.R. person later this year.

Linda Sherbo asked for more information on member complaints - these notes would be complaints by the public regarding officers. These would have to be kept non-descriptive (conduct or service complaint). It is important for the Board to know the numbers.

REGULAR MEETING
APRIL 25, 2018

BUILDING COMMITTEE

The Building Committee met yesterday and a report was presented with the results of that meeting. A list of outstanding items was circulated. It was noted that there is more work to be done as we go forward.

The grounds contract was approved by the Building Committee yesterday. The recommendation is to engage Homestar Inc. as our ground maintenance service.

After discussion,

It was moved by Emil Olsen and seconded by Richard Arbeau that we engage Homestar Inc. to attend to the grounds care at the Kennebecasis Regional Police Force property for a cost of \$300 per month.

MOTION CARRIED

The lines still have to be painted (estimated cost of \$950). This has yet to be finalized and we will be obtaining another quote for comparison. We may also require another flag pole.

Linda Sherbo suggested that we need a proper general maintenance person/crew for the building - one person we could contact for any maintenance issues.

One important item that requires attention is file storage which is to be addressed this year (currently put on hold pending an assessment). Tabufile was suggested as a possible supplier. Richard Arbeau will check with another company to see if there is a similar solution. File storage is a safety issue as we have civilian staff around high ladders with heavy boxes piled up high. The other item of importance is the addition of a garage to add space.

Linda Sherbo asked whether the Chief would prioritize the maintenance items; Chief Gallant indicated he would have no problem working with the Building Committee on these items.

Emil Olsen suggested the Building Committee be called together - it could then come back to the Board at the next meeting with items prioritized.

Libby O'Hara enquired the use of the garage. To house the ATV's? The sports service vehicle (large cube van) could be stored there as well as the motorcycles. Some assessment on our inventory would need to be carried out to determine the size of the garage. Libby said that as we grow, we need to protect what we purchase in the way of these pieces of equipment.

If we can change the water system over, we can recoup space at the back of the building. We have a room with a huge water tank under the floor, a pump system for the sprinkler system. Replacement parts can be costly. If we hook up to the Town water, we can get rid of the pump

REGULAR MEETING
APRIL 25, 2018

system. We pay quite a bit to have the system inspected every year. Perhaps we could draft a business case around this issue, evaluate the pros/cons, cost, etc. and come back with the facts for the next meeting.

We should check our By-laws on the lot next door before we proceed with the garage in case the lot was for a specific use.

Libby asked if we have all these facts, could we prepare the costs in-house? As we are not sure who has this expertise in-house, we may need to get someone else to do this.

Linda Sherbo suggested we call the Building Committee together again to review these items for the next Board meeting. The Chief will set up the meeting.

TRANSPORTATION COMMITTEE

A tender for the purchase of new vehicle closed on Monday April 9, 2018 with one tender being received. The Transportation Committee recommended that the bid from Dobson Chrysler be accepted and the motion circulated to the Board on April 10, 2018, was unanimously accepted.

After discussion,

It was moved by Bob McLaughlin and seconded by Libby O'Hara that the motion moved and seconded by the Transportation Committee on April 9th, 2018 for acceptance of a tender received from Dobson Chrysler in the amount of \$39,911 plus HST for a 2018 Ram 1500 Crew Cab be ratified.

MOTION CARRIED

Only one bid was received, although other suppliers were invited.

Linda Sherbo thinks it would be helpful to discuss alternatives. There are vehicles used in other jurisdictions which are different sizes. Perhaps next time the Transportation Committee could come back with some options - perhaps a larger vehicle, not necessarily a car. Perhaps vans could be considered.

Emil Olsen said that this issue has been discussed with Evan Scott. Some dealers do not build police cars. There are jurisdictional issues - Saint John does not bid on Fredericton vehicles, or vice versa. We follow the process and this sometimes leaves us with just one bidder. Emil suggested we invite Evan Scott to the next meeting to discuss the issue, however this was not felt necessary.

Richard Arbeau suggested we could ask for other models of vehicles.

REGULAR MEETING
APRIL 25, 2018

POLICY COMMITTEE

Linda Sherbo suggested we may need a policy re international missions. She felt that perhaps we should be calling a policy meeting as this might link to the strategic planning.

DEBI STEWART RETIREMENT

Debi will be retiring in June and as such, there will be a drop in on June 1st from 2 PM - 4 PM to wish her well.

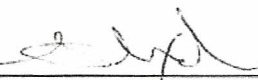
ADJOURNMENT

There being no further business to discuss,


It was moved by Peter Bourque and seconded by Tiffany Mackay French that the meeting adjourn.

MOTION CARRIED.

Respectfully submitted,



CHAIRMAN



SECRETARY

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at April 30, 2018

	<u>2018</u>	<u>2017</u>
-----Financial assets-----		
Cash - General	411,430	507,770
Sick Pay/ Retirement Investments	831,265	855,734
Accounts Receivable	21,417	47,982
Sales tax recoverable	24,084	18,344
	<u>1,288,196</u>	<u>1,429,830</u>
----Liabilities-----		
Accounts payable and accrued	329,552	395,015
Vested sick leave/retirement accrual	726,780	756,978
Sick leave replacement	13,299	13,299
Accrued pension benefit liability	554,700	749,100
Debenture payable	1,080,000	1,210,000
	<u>2,704,330</u>	<u>3,124,392</u>
NET ASSETS (DEBT)	<u>(1,416,134)</u>	<u>(1,694,562)</u>
----Non-Financial Assets-----		
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	8,553	9,725
Prepaid expenses	102,899	130,228
	<u>2,357,131</u>	<u>2,489,917</u>
ACCUMULATED SURPLUS	<u>940,997</u>	<u>795,356</u>
Assets	3,645,327	3,919,747
Liabilities	3,645,327	3,919,747

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
 SCHEDULE OF TANGIBLE CAPITAL ASSETS
 April 30, 2018

	<u>2018</u>			<u>2017</u>
	-----TANGIBLE CAPITAL ASSETS-----			
	Balance beginning of year	Additions	Disposals	Balance end of year
Millennium Drive				
Land	194,248			194,248
Building - Roof	42,677			42,677
Mechanical	250,628			250,628
Electrical	330,543			330,543
Other	520,640			520,640
Structure	1,106,997			1,106,997
	<u>2,251,484</u>	0		<u>2,251,484</u>
Accumulated amortization	(822,139)			(756,117)
Net book value of Building	<u>1,429,345</u>	0	0	<u>1,495,367</u>
Paving	52,600			52,600
Accumulated amortization	(32,875)			(30,245)
Net book value of paving	<u>19,725</u>	0	0	<u>22,355</u>
Landscaping	3,268			3,268
Accumulated amortization	(3,268)			(3,268)
Net book value of landscaping	<u>0</u>	0	0	<u>0</u>
Furnishings	198,387			198,387
Accumulated amortization	(112,410)			(102,491)
Net book value of furnishings	<u>85,977</u>	0	0	<u>95,896</u>
Machinery & equipment	88,300			88,300
Accumulated amortization	(54,207)			(49,781)
Net book value of equipment	<u>34,093</u>	0	0	<u>38,519</u>
Information technology equipment	387,790			340,913
Accumulated amortization	(222,096)			(167,998)
Net book value of IT equipment	<u>165,694</u>	0	0	<u>172,915</u>
Vehicles	666,804			647,169
Accumulated amortization	(350,207)			(316,506)
Net book value of vehicles	<u>316,597</u>	0	0	<u>330,663</u>
Total Tangible Capital assets	<u>3,842,882</u>	0	0	<u>3,776,370</u>
Total Accumulated amortization	<u>(1,597,202)</u>	0	0	<u>(1,426,406)</u>
Net Book Value	<u>2,245,680</u>	0	0	<u>2,349,963</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
FOUR MONTHS ENDING APRIL 30, 2018

	----- FOUR MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	15,907	-20%	\$14,640	\$20,000	\$60,000
Taxi & Traffic Bylaw	3,553	113%	3,476	1,667	5,000
Interest income	3,549	113%	1,545	1,667	5,000
Retirement investment income	1,703	-73%	2,410	6,333	19,000
Secondments	59,201	-16%	87,526	70,500	211,500
	<u>83,913</u>	-16%	<u>109,597</u>	<u>100,167</u>	<u>300,500</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	1,051,766	-7%	\$1,071,958	1,127,846	\$3,383,539
Benefits	215,956	-4%	213,406	225,569	676,708
Training	11,328	-16%	12,697	13,500	40,500
Equipment	3,305	-50%	1,366	6,667	20,000
Equip repairs & IT support	1,426	7%	862	1,333	4,000
Communications	20,033	-27%	19,694	27,400	82,200
Office function	3,788	-29%	5,839	5,333	16,000
Leasing	4,483	-5%	4,255	4,733	14,200
Policing-general	19,077	76%	11,292	10,833	32,500
Insurance	4,849	6%	3,762	4,582	13,746
Uniforms	22,737	89%	17,059	12,000	36,000
Prevention/p.r.	1,647	-29%	2,378	2,333	7,000
Investigations	11,054	14%	12,681	9,667	29,000
Detention	8,693	0%	8,700	8,700	26,100
Taxi & Traffic Bylaw	0	-100%	422	400	1,200
Auxillary	134	-73%	0	500	1,500
Public Safety	11,587	0%	11,314	11,587	34,762
	<u>1,391,864</u>	-6%	<u>1,397,685</u>	<u>1,472,985</u>	<u>4,418,955</u>
VEHICLES					
Fuel	33,992	-3%	32,839	35,000	105,000
Maint./repairs	16,602	-41%	20,878	28,333	85,000
Insurance	7,889	1%	8,726	7,831	23,492
New vehicles	0	-100%	0	25,333	76,000
Equipment	4,011	101%	0	2,000	6,000
	<u>62,494</u>	-37%	<u>62,443</u>	<u>98,497</u>	<u>295,492</u>

STATEMENT OF OPERATIONS
FOUR MONTHS ENDING APRIL 30, 2018

|-----FOUR MONTHS-----|
--ACTUAL-- PRIOR YR -----BUDGET-----

EXPENDITURE continued:

BUILDING

Maintenance	16,407	31%	8,352	12,500	37,500
Cleaning	8,120	-1%	7,714	8,167	24,500
Electricity	17,138	9%	17,462	15,667	47,000
Taxes	15,411	0%	15,411	15,411	46,232
Insurance	1,955	1%	1,883	1,939	5,818
Grounds	12,546	242%	4,417	3,667	11,000
Interest on Debenture	9,383	5%	10,015	8,963	26,890
Debenture Principal	43,667	0%	43,333	43,667	131,000
	<u>124,627</u>	13%	<u>108,587</u>	<u>109,980</u>	<u>329,940</u>

ADMINISTRATION

Salaries	245,855	4%	193,109	236,816	710,447
Benefits	53,463	9%	43,273	49,101	147,302
Commissionaires	3,027	-58%		7,229	21,686
Professional Fees	17,732	30%	17,003	13,667	41,000
Travel/Training	5,343	23%	1,411	4,333	13,000
Board Travel/Expenses	540	-92%	307	6,667	20,000
Insurance	414	-4%	418	431	1,292
Labour Relations	26,399	692%	12,458	3,333	10,000
Sick Pay/Retirement	20,512	0%		20,516	61,547
Retirement int & dividends	1,703	-73%	2,409	6,333	19,000
2nd prior year (surplus) deficit	(24,877)		(38,002)	(24,877)	(74,632)
	<u>350,110</u>	8%	<u>232,386</u>	<u>323,547</u>	<u>970,642</u>
	1,845,182	-3%	1,691,504	1,904,843	5,714,529

CONTRIBUTED BY MEMBERS

	<u>1,904,845</u>		<u>1,863,174</u>	<u>1,904,843</u>	<u>5,714,529</u>
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SURPLUS (DEFICIT)

	<u>59,663</u>		<u>\$171,670</u>	<u>\$0</u>	<u>\$0</u>
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TELECOM FUND

City of SJ telecomm services	118,350	0%	112,370	118,350	355,049
Data Networking charges	3,305		3,268	3,424	10,273
Retirees health insurance	190		(389)	500	1,500
2nd prior year (surplus) deficit	(1,014)	0%	32	(1,014)	(3,041)
	<u>120,831</u>		<u>115,281</u>	<u>121,260</u>	<u>363,781</u>

CONTRIBUTED BY MEMBERS

	<u>121,260</u>		<u>116,326</u>	<u>121,260</u>	<u>363,781</u>
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SURPLUS (DEFICIT)

	<u>429</u>		<u>\$1,045</u>	<u>\$0</u>	<u>\$0</u>
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Total surplus (deficit)

60,092

\$172,715

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
 NOTES TO THE FINANCIAL STATEMENTS
 APRIL 30, 2018

STATEMENT OF FINANCIAL POSITION

BANK balance		411,430	at April 30
ACCOUNTS PAYABLE balance	329,552		
Debenture costs to be paid in June & December	(52,659)		

Current Accounts Payable		276,892	Paid in May

Extra (Shortfall) in bank account		134,538	

Prepays include insurance, 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)
- * Benefits Health insurance 2018: \$47,454 2017: \$50,467
 Retirees health insurance 2018: \$-1,182 2017: \$933
 The retirees paid \$1,182 more than the actual costs in 2018

Overtime costs at April 21, 2018		9,488
	OT	5,798
	Call out OT	2,143
	Court OT	1,547
Overtime costs at April 22, 2017		4,670
	OT	1,978
	Call out OT	95
	Court OT	2,597
Change over prior year	OT	3,820
	Call out OT	2,048
	Court OT	(1,050)

		4,818

Administration:

- * Benefits Health Insurance 2018: \$16,483 2017: \$10,753

Telecom:

- * Retirees health insurance 2018: \$190 2017: \$-389
 Only one retiree - the costs are less

2018 CALL SUMMARY
2018 June 11 Open Session FINAL_068

	Jan	Feb	Mar	Apr	May-14	YTD May 14
TOTAL CALLS FOR SERVICE	852	767	800	815	438	3672
911 Hangup CAD	25	23	22	21	13	104
Alarm CAD	62	34	36	43	15	190
Animal Complaint	8	4	3	9	5	29
Impaired Driving Complaint CAD	8	5	8	7	2	30
Parking/Driving Complaints CAD	34	26	43	42	22	167
Police Medical Call	14	8	8	7	3	40
Police Fire Call	11	5	4	4	6	30
Vehicle Stops	167	164	208	159	75	773
POPA TICKETS	95	88	112	97	34	426
Bylaw Tickets	7	8	5	1	2	23
TOTAL FILES CREATED	185	179	173	111	96	744
7 Day Suspension Warning	0	0	1	1	0	2
Abandoned Vehicle	0	0	0	1	0	1
A.T.V. Snowmobile	0	1	2	0	0	3
Alarm	1	0	0	0	0	1
Ammo/Flare Disposal & Found	1	1	3	1	1	7
Animal Call	1	2	1	4	0	8
Arson	1	0	0	0	0	1
Assault	8	11	6	4	3	32
Assist General Public	17	26	23	26	16	108
Assist Other Agency	9	4	5	4	5	27
Break & Enter	1	3	1	3	1	9
Bylaws	0	0	1	2	1	4
Child Pornography	0	0	1	0	0	1
Harassment	2	0	0	1	0	3
Disturbance	3	1	0	4	1	9
Domestic Call	5	1	2	5	1	14
Driving While Disqualified	3	2	5	0	2	12
Drug Complaint	0	1		0	0	1
Fail to Comply with Conditions	0	0		2	0	2
Fail to Stop or Remain	2	5	6	6	1	20
Fatal MVA	0	0	0	1	0	1
Fight In Progress	0	1	1	0	0	2
Found Drugs	0	0	1	0	0	1
Lost/Found Property	3	7	8	5	2	25
Fail/Refuse Breath Sample	0	1	0	0	1	2
Found Ammo/Flares/Etc	0	1	0	0	0	1
Fraud	5	1	6	3	1	16
Fire Complaint	0	0	0	0	2	2
Impaired Operation of MV	1	3	5	4	1	14
Inspection Sticker, Etc	0	0	3	5	0	8
Intoxicated Person	0	0	0	1	0	1
Loud Party/Noise Complaint	0	1	0	0	0	1
Medical Call	2	2	1	1	0	6
Mental Health Call	7	9	7	7	4	34
Mischief	3	4	3	3	1	14
Missing Person	4	2	2	3	5	16
MVA	31	40	30	28	17	146
No Drivers License	0	0	0	0	1	1
No Insurance	0	0	2	0	0	2
Non Criminal Domestic Dispute	7	5	5	6	1	24
Obstruct Police Officer	1	0	0	0	0	1
Other Criminal Code	0	0	0	1	0	1
Other Provincial Traffic Offences	0	0	3	1	0	4
Other Provincial Statutes	1	1	3	2	2	9
Possession of Cannabis	0	1	0	1	1	3
Possession of Weapons	1	0	0	1	1	3
Breach of Probation	1	0	1	1	1	4
Provincial Liquor Act	0	0	0	1	0	1
Public Relations	9	2	7	7	2	27
Robbery	0	0	0	1	0	1
Sexual Assault	2	1	0	1	1	5
Shoplifting	4	2	5	3	1	15
Sudden Death	2	2	1	2	0	7
Suspicious Person	0	0	0	0	0	0
Suspicious Vehicle	0	0	0	0	1	1
Theft of Automobile	0	0	0	0	1	1
Theft from MV	1	0	1	10	1	13
Theft Under \$5000	5	4	5	10	3	27
Theft Over \$5000	0	1	0	1	0	2
Traffic Check Stop	1	2	1	1	1	6
Traffic In Cannabis	0	0	0	0	1	1
Traffic/Parking Complaint	6	6	3	10	2	27
Trespass Complaint	0	0	0	0	1	1
Trespass at Night	0	0	0	2	0	2
Unwanted Person	0	0	1	0	1	2
Uttering Threats	0	2	1	5	1	9
Warrants/Execution of Warrant	0	1	1	0	0	2
Weapons Complaint Investigation	0	0	0	1	0	1

**KENNEBECASIS VALLEY FIRE DEPARTMENT INC BOARD MEETING
TOWN OF QUISPAMISIS, 12 LANDING COURT, QUISPAMISIS, NB
APRIL 11, 2018**

Present: Chair Kirk Miller
Treasurer Sean Luck
Commissioner Sue Deuville
Commissioner John Jarvie
Commissioner Robert McIntyre
Commissioner Norah Soobratee
Commissioner Miriam Wells

Chief Bill Ireland
Carlene MacBean, Executive Assistant

Regrets: Vice Chair Grant Brenan

1.0 Call to Order

Chair Miller called the meeting to order at 7:34 pm.

2.0 Chair's Remarks

None

3.0 Approval of Agenda

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

CARRIED

4.0 Conflict of Interest

None

5.0 Approval of Previous Minutes

5.1 January 10, 2018

Moved by S. Luck and seconded by M. Wells, that the minutes of January 10, 2018 be approved as presented.

CARRIED

6.0 Unfinished Business

None

7.0 Correspondence

7.1 Letter from Quispamsis re: Approval of 2018 Operating and Capital Budget

Moved by S. Deuille and seconded by R. McIntyre to receive and file.

CARRIED

8.0 New Business

None

9.0 Financial

9.1 Draft Audited Financial Statements for the Twelve months ended December 31, 2017

Moved by M. Wells and seconded by S. Luck to approve the draft audited financial statements for the twelve months ended December 31, 2017.

CARRIED

9.2 Appointment of Auditor for 2018

Moved by S. Luck and seconded by M. Wells, the reappointment of the accounting firm of Teed Saunders Doyle as the 2018 auditors of the Kennebecasis Valley Fire Department Inc with the fee to be determined.

CARRIED

9.3 Draft Financial Statements for the Two Months Ended February 28, 2018

Moved by R. McIntyre and seconded by M. Wells to receive and file the draft financial statements for the two months ended February 28, 2018.

CARRIED

10.0 Business Arising from Committee of the Whole

None

11.0 Reports

11.1 Chief's Report

Moved by S. Deuille and seconded by S. Luck to receive and file.

CARRIED

11.2 Response Summary

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

CARRIED

11.3 2017 Kennebecasis Valley Fire Department Annual Report

Moved by S. Luck and seconded by R. McIntyre to receive and file.

CARRIED

12.0 Adjournment

Moved by S. Luck that the meeting be adjourned at 7:55 pm.

Date of next meeting – May 23, 2018

Respectfully submitted,

CHAIR

SECRETARY / TREASURER

Statement of Expense with Budget Variance
For the 2 months ending February 2018

	BUDGET	ACTUAL	VARIANCES	BUDGET	Actual
	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	2018	2017
			(Under Budget)		
EXPENSES:					
ADMINISTRATION:					
9 Admin. Wages and Benefits	\$97,808	\$94,311	(\$3,497)	\$605,500	\$90,497
10 Convention/ Dues/ Training	\$6,000	\$6,843	\$843	\$15,000	\$2,159
11 Professional Services	\$200	\$176	(\$24)	\$40,000	\$324
12 Office Supplies / Copy Machine/ S/C	\$1,333	\$513	(\$821)	\$8,000	\$125
13 Computer Hardware/Software/IT	\$1,204	\$619	(\$585)	\$16,700	\$635
14 Station Telephone/ Internet	\$1,125	\$1,092	(\$33)	\$13,500	\$1,147
16	\$107,671	\$103,554	(\$4,117)	\$698,700	\$94,886
FIREFIGHTING FORCE:					
17 Salaries Basic	\$387,899	\$363,813	(\$24,087)	\$2,519,484	\$366,372
18 Overtime	\$9,231	\$334	(\$8,896)	\$60,000	\$6,705
Vacation Pay on Retirement	\$0	\$0	\$0	\$8,816	\$0
19 Force Benefits	\$113,291	\$111,802	(\$1,489)	\$595,700	\$114,128
20 Clothing/Uniform Maintenance	\$4,667	\$3,995	(\$671)	\$28,000	\$1,104
21 Medical and Fitness Training	\$3,000	\$3,289	\$289	\$21,000	\$2,600
22 Career Recognition	\$0	\$0	\$0	\$3,500	\$0
23 Holiday Relief Wages & Overtime	19,833	\$24,132	4,300	311,600	\$27,410
24 Holiday Relief Benefits	\$16,071	\$18,014	\$1,943	\$109,400	\$16,394
26	\$553,990	\$525,381	(\$28,611)	\$3,657,500	\$534,713
TELECOMMUNICATIONS					
27 Cellular Telephone	\$1,133	\$1,040	(\$94)	\$6,800	\$741
28 Communication Equipment	\$1,700	\$1,752	\$52	\$2,500	\$1,752
29 Maintenance/ Repairs	\$250	\$0	(\$250)	\$1,500	\$0
30	\$3,083	\$2,792	(\$292)	\$10,800	\$2,493
INSURANCE:					
31 Insurance	\$35,037	\$32,476	(\$2,561)	\$35,037	\$34,349
32	\$35,037	\$32,476	(\$2,561)	\$35,037	\$34,349
PREVENTION AND TRAINING					
33 Firefighter/Co. Officer Training	\$3,000	\$2,721	(\$279)	\$36,000	\$3,184
34 Fire Prevention and Public Education	\$612	\$257	(\$355)	\$10,000	\$70
35 Training Supplies	\$0	\$0	\$0	\$2,000	\$0
36	\$3,612	\$2,977	(\$635)	\$48,000	\$3,254
FACILITIES					
37 Station 1 Operating	\$16,127	\$16,665	\$537	\$172,810	\$13,418
38 Station 2 Operating	\$3,117	\$3,153	\$36	\$18,700	\$3,691
39 Station 2 Rent	\$8,312	\$8,312	\$0	\$49,874	\$8,151
40 Station Supplies	\$2,000	\$2,093	\$93	\$12,000	\$2,607
41	\$29,556	\$30,223	\$667	\$253,384	\$27,867
FLEET					
42 Vehicle Fuel	\$1,917	\$2,436	\$519	\$23,000	\$1,850
43 Vehicle Registration	\$270	\$323	\$53	\$550	\$266
45 Vehicle Maint & Repairs	\$10,833	\$6,778	(\$4,056)	\$65,000	\$8,843
46	\$13,020	\$9,537	(\$3,483)	\$88,550	\$10,959
OPERATIONS					
47 New Equipment	\$3,000	\$1,486	(\$1,514)	\$18,000	\$3,111
48 Maint & Repairs - Equipment	\$5,833	\$9,015	\$3,181	\$17,000	\$2,008
49 Maint & Repairs - Bunker Gear	\$0	\$0	\$0	\$7,000	\$0
50 Medical Supplies	\$833	\$1,678	\$844	\$5,000	\$1,290
51 Firefighter Supplies	\$583	\$0	(\$583)	\$3,500	\$0
52 Health & Safety	\$333	\$0	(\$333)	\$2,000	\$197
53 H&S Cause Determination	\$0	\$0	\$0	\$0	\$0
54	\$10,583	\$12,179	\$1,596	\$52,500	\$6,607
WATER COSTS:					
55 Water Costs - Rothesay	\$6,232	\$6,074	(\$158)	\$24,927	\$6,050
56 Water Costs - Quispamsis	\$1,199	\$1,199	\$0	\$4,798	\$1,126
57	\$7,431	\$7,274	(\$156)	\$29,725	\$7,176
OTHER:					
58 Miscellaneous	\$500	\$349	(\$151)	\$3,000	\$713
59 Retirement Allowance	\$9,967	\$9,967	(\$0)	\$59,800	\$9,967
60	\$10,467	\$10,315	(\$151)	\$62,800	\$10,679
61	\$774,450	\$736,707	(\$37,743)	\$4,936,996	\$732,984

Kennebecasis Valley Fire Department Inc.

Budget Variances Analysis greater than \$5,000

For the 2 months ending February 28, 2018

Line #	Description	Budget YTD	Actual YTD	Variance	Details
				(Under Budget)	
17	Firefighting Force: Salaries	\$387,899	\$363,813	(\$24,087)	union contract not finalized
18	Overtime	\$9,231	\$334	(\$8,896)	as required
	Material Variances	\$397,130	\$364,147	(\$32,983)	

Invoices over \$2,000

For the months of January & February 2018

Recurring Monthly Invoices		Amount	Description
01/01/18	Assumption Life	\$26,578	Group Benefits
01/01/18	Town of Quispamsis	\$4,156	Rent - Station 2
01/11/18	Receiver General	\$45,500	payroll liabilities
01/11/18	BMO	\$72,187	net wages 1/11/2018
01/25/18	Receiver General	\$43,118	payroll liabilities
01/25/18	BMO	\$67,992	net wage 1/25/2018
01/31/18	CIBC Mellon	\$41,490	Pension January
01/31/18	I.A.F.F. Local 3591	\$6,762	Union Dues
01/31/18	Worksafe	\$3,457	Worksafe assessment
02/01/18	Assumption Life	\$27,603	Group Benefits
02/01/18	Town of Quispamsis	\$4,156	Rent - Station 2
02/08/18	Receiver General	\$42,982	payroll liabilities
02/08/18	BMO	\$67,689	net wages 02/08/2018
02/22/18	Receiver General	\$44,511	payroll liabilities
02/28/18	BMO	\$70,698	net wage 02/22/2018
02/28/18	CIBC Mellon	\$41,228	Pension February 2018
02/28/18	I.A.F.F. Local 3591	\$7,413	Union Dues
02/28/18	Worksafe	\$3,406	Worksafe assessment
Non-Recurring Invoices		Amount	Description
01/01/18	Rothesay	\$6,074	1st Quarter water
01/10/18	Irving Energy	\$5,687	propane
01/30/18	Irving energy	\$2,564	propane
02/05/18	Hovey Insurance	\$32,476	yearly insurance premiums
02/07/18	Worksafe	\$22,660	Fire Fighters Compensation Act
02/23/18	Micmac Fire & Safety Source	\$7,413	SCBA testing
02/28/18	Morneau Shepell Ltd	\$5,463	2017 sick leave valuation



Kennebecasis Valley Fire Department

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

April 11, 2018

Cardiac Arrest Survivors Event

On Friday, February 16th, the Town of Quispamsis hosted the Cardiac Arrest Survivors' Event held by Ambulance New Brunswick. The event was held to recognize members of the public and first responders who were involved in saving the life of Mark Carr.

In October, Mark, a long-time paramedic himself, was playing hockey at the qplex in Quispamsis when he collapsed and went into cardiac arrest. The quick action of his teammates starting CPR and using one of the Public Access Defibrillators at the qplex saved his life. Mark was treated and transported to the hospital by paramedics with assistance from our firefighters and officers from the Kennebecasis Regional Police. Mark's hockey teammates were recognized with certificates presented by Mary-Lou Price, Provincial Coordinator of the Public Access Defibrillation Program for Ambulance New Brunswick.



Firefighter Joel Armstrong, Firefighter Paul Spinks, Mark Carr, Lieutenant Shawn White, Firefighter Andy Boyle

Training to Promote Mental Health

Throughout the month of February, department Chaplain Bruce Smith has been providing training to all department members on the Road to Mental Readiness program (R2MR). Originally developed by the Department of National Defence, R2MR is a training program aimed to:

- Improve short-term performance and long-term mental health outcomes;
- Reduce barriers to care and encourage early access to care;
- Provide the tools and resources required to manage and support employees who may be experiencing a mental illness; and
- Assist supervisors in maintaining their own mental health as well as promoting positive mental health in their employees.

The entire department has now received the 4-hour primary training programs and our Company Officers have completed the 8-hour leadership course. The goals of the R2MR program are:

- To support the mental health and wellbeing of first responders
- To enable the full productivity of employees
- To ensure the workplace is respectful and inclusive of all employees, including those with mental health problems and mental illness
- To encourage employees to seek help for mental health problems and mental illness

The mental health of our first responders is a growing concern and PTSD is now recognized as a presumptive occupational hazard under NB Occupational Health and Safety legislation.

New Performance Management System

The department has implemented our new performance management system called Tenzinga. On March 22, our Company Officers participated in a full day of leadership training to correspond with the implementation of Tenzinga. The software helps establish performance expectations for every rank and position in the department and includes the criteria used to measure employee performance. The system supports goal setting, development planning, coaching and counselling and will greatly enhance communication between all ranks in the department.

Enhancing our human resource functions was identified as a strategic imperative in the 2012-2016 Strategic Plan and it has been a long journey to reach this point. Identifying and sourcing a practical, user-friendly and appropriate performance management system tailored to the unique fire service culture has been difficult. I am confident that Tenzinga will improve our human resource functions and lead to a more empowered and engaged workforce.

Elementary Literacy Foundation (ELF)

For the second consecutive year, the KVFD has partnered with Elementary Literacy Inc. to hold a reading contest for grade 2 students in elementary schools throughout the Kennebecasis Valley.

Children are encouraged to participate in a 30-day reading challenge. The purpose of this reading challenge is to help encourage and foster a daily reading habit. Reading 20 minutes daily is one of the very best ways a student can develop a love of reading, expand vocabulary development and master literacy skills.

The winning class will be invited to the fire station where they will get a tour of the station, a bunker gear demonstration and the firefighters will read them a story. Each student will be given a book about firefighting and then have pizza with the firefighters.

Civilian Injured at Mobile Property Fire

On Easter Sunday, KVFD crews were dispatched for the report of a camper-trailer on fire at a property on Meenan's Cove Road. Upon arrival, the first arriving unit reported an older model Winnebago style vehicle was fully involved in fire and a male victim was on the ground near the fire. The crew was tasked with attending to the victim and suppressing the fire. The fire was quickly brought under control but the camper and its contents are a total loss. An elderly man who was occupying the camper was treated on scene for smoke inhalation plus 1st and 2nd degree burns to his head, arms and hands. He was transported by Ambulance NB to the SJ Regional Hospital where he was placed in the ICU for treatment.



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Response Types Kennebecasis Valley Fire Department (01/01/2018-31/03/2018)	Jan	Feb	Mar	2018 YTD	2017 YTD
Fire/explosion - dollar loss [10]	1	3	3	7	12
Rubbish/grass fire - no dollar loss [12]	4	4	0	8	1
Chimney Fire [13]	0	0	1	1	7
Total Fire [10-19]	5	7	4	16	20
Rescue - Miscellaneous [30]	0	0	1	1	1
Vehicle Accident [31]	7	10	9	26	22
Total Rescue or Resuscitation call [30-39]	7	10	10	27	23
Public Hazard - gasoline or fuel spill [41]	1	0	0	1	1
Public Hazard - power line down / utility pole hazard [43]	11	4	0	15	6
Public Hazard - miscellaneous [49]	5	0	1	6	4
Total Public hazard [40-49]	17	4	1	22	11
Gas Leak - propane [51]	0	2	0	2	3
Gas Leak - response to carbon monoxide detector alarm [53]	3	0	2	5	4
Total Gas leak [50-59]	3	2	2	7	7
Public Service - first aid [62]	51	56	67	174	154
Public Service - assist police or other agency [63]	1	0	3	4	1
Public Service - mutual aid [65]	0	1	1	2	0
Public Service - animal rescue [66]	0	1	0	1	0
Public Service - flooding [67]	4	0	0	4	1
Public Service- miscellaneous [69]	3	0	0	3	1
Total Public services [60-69]	59	58	71	188	157
Alarm No Fire - accidental miscellaneous [70]	3	1	6	10	10
Alarm No Fire - smoke or steam mistaken [71]	1	1	0	2	2
Alarm No Fire - sprinkler surge or discharge [72]	1	0	1	2	1
Alarm No Fire - detector activated [73]	2	0	1	3	13
Alarm No Fire - unknown odours [75]	0	2	0	2	5
Alarm No Fire - miscellaneous [79]	1	1	0	2	6
Total Alarm no fire - No malicious intent [70-79]	8	5	8	21	37
False Alarm (Mischief) - miscellaneous [89]	0	0	0	0	0
Total False alarm - Mischief [80-89]	0	0	0	0	0
Total Response Types Kennebecasis Valley Fire	99	86	96	281	255

Town of Rothesay

General Fund Financial Statements

April 30, 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 - April	G11
Project Funding - May - Draft	G12

Town of Rothesay

Balance Sheet - Capital General Fund 4/30/18

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
4/30/18

ASSETS

BNS General Operating Reserve #214-15	801,162
BNS General Capital Reserves #2261-14	1,631,781
BNS - Gas Tax Reserves - GIC	3,959,481
Gen Reserves due to/from Gen Operating	447,621
	<u>\$ 6,840,047</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	4,192,313
Invest. in General Capital Reserve	1,471,022
General Gas Tax Funding	200,249
Invest. in General Operating Reserve	808,809
Invest. in Land for Public Purposes Reserve	115,770
Invest. in Town Hall Reserve	51,884
	<u>\$ 6,840,047</u>

Town of Rothesay
Balance Sheet - General Operating Fund
4/30/18

CURRENT ASSETS

Cash	2,148,449
Receivables	215,006
HST Receivable	291,947
Inventory	27,527
Gen Operating due to/from Util Operating	932,780
Total Current Assets	<u>3,615,709</u>
Other Assets:	
Projects	<u>362,159</u>
	<u>362,159</u>
 TOTAL ASSETS	 <u><u>3,977,868</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,151,155
Other Payables	466,496
Gen Operating due to/from Gen Reserves	447,621
Gen Operating due to/from Gen Capital	660,000
Accrued Sick Leave	15,700
Accrued Pension Obligation	66,300
Accrued Retirement Allowance	355,325
TOTAL LIABILITIES	<u>3,162,598</u>

EQUITY

Retained Earnings - General	(41,609)
Surplus/(Deficit) for the Period	856,877
	<u>815,268</u>
	<u><u>3,977,867</u></u>

2018June11OpenSessionFINAL_082

Town of Rothesay

Statement of Revenue & Expenditure
4 Months Ended 4/30/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,292,771	1,292,771	5,171,083	5,171,083	0		15,513,249
Sale of Services	44,555	26,046	156,288	141,185	15,103		391,055
Services to Province of New Brunswick	5,000	5,000	20,000	20,000	0		60,000
Other Revenue from Own Sources	30,557	9,785	51,373	24,142	27,231		117,425
Unconditional Grant	10,133	10,133	40,532	40,531	0		121,594
Conditional Transfers	1,250	0	1,250	0	1,250		21,500
Other Transfers	0	0	345,177	345,177	(0)		1,050,177
	<u>\$1,384,266</u>	<u>\$1,343,735</u>	<u>\$5,785,703</u>	<u>\$5,742,118</u>	<u>\$43,585</u>		<u>\$17,275,000</u>
EXPENSES							
General Government Services	137,535	131,059	735,432	776,502	41,070		2,129,216
Protective Services	350,990	352,632	1,788,534	1,793,329	4,795		4,810,037
Transportation Services	272,417	278,014	1,374,098	1,392,913	18,815		3,405,473
Environmental Health Services	46,476	47,750	188,029	191,500	3,471		613,000
Environmental Development	33,916	47,852	201,488	244,956	43,468		638,122
Recreation & Cultural Services	205,338	221,724	639,747	717,563	77,816		1,999,348
Fiscal Services	267	327	1,498	1,582	84		3,679,803
	<u>\$1,046,938</u>	<u>\$1,079,359</u>	<u>\$4,928,826</u>	<u>\$5,118,346</u>	<u>\$189,520</u>		<u>\$17,275,000</u>
Surplus (Deficit) for the Year	<u>\$337,327</u>	<u>\$264,376</u>	<u>\$856,877</u>	<u>\$623,772</u>	<u>\$233,105</u>		<u>\$ (0)</u>

Town of Rothesay
Statement of Revenue & Expenditure
4 Months Ended 4/30/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	7,994	2,500	15,749	10,000	5,749	1	30,000
Town Hall Rent	4,133	4,167	16,533	16,667	(133)		50,000
Arena Revenue	27,542	15,000	117,038	109,000	8,038	2	238,200
Community Garden	0	0	0	0	0		1,300
Recreation Programs	4,885	4,380	6,968	5,518	1,449		71,555
	<u>44,555</u>	<u>26,046</u>	<u>156,288</u>	<u>141,185</u>	<u>15,103</u>		<u>391,055</u>
Other Revenue from Own Sources							
Licenses & Permits	22,676	7,917	28,437	16,667	11,771	3	95,000
Recycling Dollies & Lids	37	25	136	100	36		300
Interest & Sundry	5,050	1,083	19,422	4,333	15,089	4	13,000
Miscellaneous	2,795	760	3,378	3,042	336		9,125
	<u>30,557</u>	<u>9,785</u>	<u>51,373</u>	<u>24,142</u>	<u>27,231</u>		<u>117,425</u>
Conditional Transfers							
Canada Day Grant	0	0	0	0	0		1,500
Grant - Other	1,250	0	1,250	0	1,250	5	20,000
	<u>1,250</u>	<u>0</u>	<u>1,250</u>	<u>0</u>	<u>1,250</u>		<u>21,500</u>
Other Transfers							
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>
EXPENSES							
General Government Services							
Legislative							
Mayor	2,787	3,092	10,323	12,367	2,044		37,100
Councillors	8,470	8,862	33,517	35,448	1,931		106,343
Regional Service Commission 9	0	1,535	1,535	3,069	1,535		6,138
Other	225	708	1,559	2,833	1,274		8,500
	<u>11,482</u>	<u>14,196</u>	<u>46,934</u>	<u>53,717</u>	<u>6,783</u>		<u>158,081</u>
Administrative							
Office Building	7,187	9,088	72,381	77,953	5,571		140,000
Solicitor	133	4,167	7,271	16,667	9,396		50,000
Administration - Wages & Benefits	70,512	71,625	323,436	324,500	1,064		1,013,400
Supplies	8,849	9,667	27,365	38,667	11,302		116,000
Professional Fees	18,508	8,000	20,539	20,500	(39)		50,000
Other	17,563	8,066	52,873	44,628	(8,245)	6	109,156
	<u>122,752</u>	<u>110,613</u>	<u>503,865</u>	<u>522,914</u>	<u>19,049</u>		<u>1,478,556</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Other General Government Services							
Community Communications	400	2,750	3,319	11,000	7,681		33,000
Civic Relations	0	333	0	1,333	1,333		4,000
Insurance	0	0	167,475	166,872	(604)		166,872
Donations	2,900	3,167	6,185	12,667	6,481		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
	<u>3,300</u>	<u>6,250</u>	<u>184,633</u>	<u>199,872</u>	<u>15,238</u>		<u>492,579</u>
	<u>137,535</u>	<u>131,059</u>	<u>735,432</u>	<u>776,502</u>	<u>41,070</u>		<u>2,129,216</u>
Protective Services							
Police							
Police Protection	191,501	191,619	766,004	766,475	471		2,299,424
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>191,501</u>	<u>191,619</u>	<u>768,804</u>	<u>769,275</u>	<u>471</u>		<u>2,302,224</u>
Fire							
Fire Protection	146,319	146,319	589,284	585,278	(4,006)	7	1,951,482
Water Costs Fire Protection	0	0	380,000	380,000	0		380,000
	<u>146,319</u>	<u>146,319</u>	<u>969,284</u>	<u>965,278</u>	<u>(4,006)</u>		<u>2,331,482</u>
Emergency Measures							
911 Communications Centre	11,819	11,819	47,277	47,277	0		141,831
EMO Director/Committee	80	1,250	319	5,000	4,681		15,000
	<u>11,899</u>	<u>13,069</u>	<u>47,596</u>	<u>52,277</u>	<u>4,681</u>		<u>156,831</u>
Other							
Animal & Pest Control	1,270	792	2,850	3,167	317		9,500
Other	0	833	0	3,333	3,333		10,000
	<u>1,270</u>	<u>1,625</u>	<u>2,850</u>	<u>6,500</u>	<u>3,650</u>		<u>19,500</u>
Total Protective Services	<u>350,990</u>	<u>352,632</u>	<u>1,788,534</u>	<u>1,793,329</u>	<u>4,795</u>		<u>4,810,037</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Transportation Services							
Common Services							
Administration (Wages & Benefits)	136,799	146,310	646,817	665,245	18,428		1,860,563
Workshops, Yards & Equipment	55,526	37,563	246,177	217,104	(29,073)	8	537,500
Engineering	0	625	298	2,500	2,202		7,500
	<u>192,325</u>	<u>184,498</u>	<u>893,292</u>	<u>884,849</u>	<u>(8,443)</u>		<u>2,405,563</u>
Street Cleaning & Flushing							
Street Cleaning & Flushing	0	3,333	8,998	13,333	4,336		40,000
Roads & Streets	367	5,667	2,542	22,667	20,125	9	68,000
Crosswalks & Sidewalks	908	1,724	2,424	6,897	4,473		19,410
Culverts & Drainage Ditches	0	6,250	1,856	25,000	23,144	10	75,000
Snow & Ice Removal	40,001	38,750	373,177	345,000	(28,177)	11	500,000
	<u>41,276</u>	<u>55,724</u>	<u>388,996</u>	<u>412,897</u>	<u>23,901</u>		<u>702,410</u>
Street Lighting							
Street Lighting	11,469	12,167	45,786	48,667	2,880		146,000
Traffic Services							
Street Signs	0	1,250	4,211	5,000	789		15,000
Traffic Lanemarking	4,531	5,000	4,531	5,000	469		25,000
Traffic Signals	6,103	1,667	9,504	6,667	(2,837)	13	20,000
Railway Crossing	1,096	1,500	4,724	6,000	1,276		18,000
	<u>11,731</u>	<u>9,417</u>	<u>22,969</u>	<u>22,667</u>	<u>(303)</u>		<u>78,000</u>
Public Transit							
Public Transit - Comex Service	15,470	16,000	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	584	833	249		2,500
	<u>15,616</u>	<u>16,208</u>	<u>23,054</u>	<u>23,833</u>	<u>779</u>		<u>73,500</u>
Total Transportation Services	<u>272,417</u>	<u>278,014</u>	<u>1,374,098</u>	<u>1,392,913</u>	<u>18,815</u>		<u>3,405,473</u>
Environmental Health Services							
Solid Waste Disposal Land Fill	15,577	16,083	65,255	64,333	(921)		193,000
Solid Waste Disposal Compost	1,470	2,083	4,536	8,333	3,798		25,000
Solid Waste Collection	21,864	21,667	87,455	86,667	(788)		260,000
Solid Waste Collection Curbside Recycling	7,566	7,917	30,262	31,667	1,404		95,000
Clean Up Campaign	0	0	521	500	(21)		40,000
	<u>46,476</u>	<u>47,750</u>	<u>188,029</u>	<u>191,500</u>	<u>3,471</u>		<u>613,000</u>
Environmental Development Services							
Planning & Zoning							
Administration	24,959	28,359	147,061	163,782	16,721		401,000
Planning Projects	2,426	12,083	23,162	48,333	25,172	12	145,000
Heritage Committee	0	208	0	833	833		2,500
	<u>27,386</u>	<u>40,651</u>	<u>170,223</u>	<u>212,949</u>	<u>42,725</u>		<u>548,500</u>
Economic Development Comm.							
Tourism	6,531	7,202	28,136	28,807	671		86,422
	0	0	3,129	3,200	71		3,200
	<u>6,531</u>	<u>7,202</u>	<u>31,265</u>	<u>32,007</u>	<u>742</u>		<u>89,622</u>
	<u>33,916</u>	<u>47,852</u>	<u>201,488</u>	<u>244,956</u>	<u>43,468</u>		<u>638,122</u>

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	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
Recreation & Cultural Services							
Administration	23,289	18,071	106,312	100,716	(5,596)		253,717
Beaches	0	0	0	0	0		53,419
Rothesay Arena	33,551	35,208	122,932	120,581	(2,351)		329,680
Memorial Centre	10,229	4,083	26,130	24,333	(1,796)		57,000
Summer Programs	885	687	1,581	687	(895)		60,862
Parks & Gardens	32,872	51,080	116,301	175,615	59,314	13	581,700
Rothesay Common Rink	(2,153)	813	33,741	33,899	158		45,005
Playgrounds and Fields	5,618	9,167	9,294	36,667	27,372	14	110,000
Regional Facilities Commission	94,616	94,616	189,233	189,233	0		378,465
Kennebecasis Public Library	7,080	7,042	28,322	28,167	(155)		84,500
Special Events	(650)	833	5,782	7,167	1,384		43,500
Rothesay Living Museum	0	125	120	500	380		1,500
	<u>205,338</u>	<u>221,724</u>	<u>639,747</u>	<u>717,563</u>	<u>77,816</u>		<u>1,999,348</u>
Fiscal Services							
Debt Charges							
Interest	267	327	1,498	1,582	84		227,303
Debenture Payments	0	0	0	0	0		1,009,000
	<u>267</u>	<u>327</u>	<u>1,498</u>	<u>1,582</u>	<u>84</u>		<u>1,236,303</u>
Transfers To:							
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>267</u>	<u>327</u>	<u>1,498</u>	<u>1,582</u>	<u>84</u>		<u>3,679,803</u>

Town of Rothesay

Variance Report - General Fund

4 months ending April 30, 2018

Note #	Revenue	Actual	Budget	Better/(Worse)	Description of Variance
1	McGuire Centre	\$ 15,749	\$ 10,000	\$ 5,749	Booking ahead
2	Arena Revenue	\$ 117,038	\$ 109,000	\$ 8,038	Commercial
3	Licenses & Permits	\$ 28,437	\$ 16,667	\$ 11,770	new homes Bel-Air
4	Interest & Sundry	\$ 19,422	\$ 4,333	\$ 15,089	Includes interest on Hillcrest receivable
5	Grant - Other	\$ 1,250	\$ -	\$ 1,250	Federal Heritage Grant
				Total \$	41,896
				Variance per Statement \$	43,585
				Explained	96.12%
Expenses					
General Government					
6	Administrative - Other	\$ 52,873	\$ 44,628	\$ (8,245)	Sage coverage for the year, WHSCC high
Protective Services					
7	Fire Protection	\$ 589,284	\$ 585,278	\$ (4,006)	Budget correction
Transportation					
8	Workshops, Yards & Equipment	\$ 246,177	\$ 217,104	\$ (29,073)	Vehicle repairs over budget
9	Roads & Streets	\$ 2,542	\$ 22,667	\$ 20,125	Not used yet
10	Culverts & Drainage Ditches	\$ 1,856	\$ 25,000	\$ 23,144	Not used yet
11	Snow & Ice Removal	\$ 373,177	\$ 345,000	\$ (28,177)	Salt & Sand purchases, edges purchased
12	Traffic Signals	\$ 9,504	\$ 6,667	\$ (2,837)	Signal repairs (cost recovered from DTI)
Environmental Health					
				\$	-
Environmental Development					
12	Planning Projects	\$ 23,162	\$ 48,333	\$ 25,171	Timing
Recreation & Cultural Services					
13	Parks & Gardens	\$ 116,301	\$ 175,615	\$ 59,314	Timing
14	Playgrounds & Fields	\$ 9,294	\$ 36,667	\$ 27,373	Timing
Fiscal Services					
				\$	-
				Total \$	82,789
				Variance per Statement \$	233,105
				Explained	35.52%

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Town of Rothesay

Capital Projects 2018
General Fund
4 Months Ended 4/30/18

	Original BUDGET	CURRENT Y-T-D	Remaining Budget
General Government			
12010560 General Gov't Equipment Purchases G-2018-006	47,000	0	47,000
12010660 IT MS Office/Server/Laptops G-2018-002	90,000	37,604	52,396
12026160 Seniors' Project G-2018-010	0	-51,990	51,990
Total General Government	\$137,000	-\$14,386	\$151,386

	Budget	Actual
Town Hall	47,000	
	<u>47,000</u>	<u>0</u>

Protective Services			
12011560 Protective Serv. Equipment Purchases P-2017-005	81,500	14,304	67,196
Total Protective Services	\$81,500	\$14,304	\$67,196

Transportation			
12021360 Transportation Equipment Purchases T-2018-003	540,000	210,295	329,705
12023760 Eriskay Upgrade T-2018-001	503,000	28,190	474,810
12025960 2018 Asphalt/Microseal T-2018-007	1,627,000	22,333	1,604,667
12025260 Trail Connector/Crossing T-2016-017	1,050,000	0	1,050,000
12023860 Engineering 2019 Streets T-2019-001	60,000	0	60,000
12013560 Land Aquisitions	0	59,471	-59,471
Total Transportation	\$3,780,000	\$320,288	\$3,459,712

	Budget	Actual
Transportation Equipment Purchases T-2018-003		
Trackless	190,000	170,054
Backhoe	200,000	
One ton plow truck	100,000	
3/4 ton 4WD	50,000	40,241
	<u>540,000</u>	<u>210,295</u>

Recreation			
12020860 Recreation Equipment Purchases R-2018-004	80,000	0	80,000
12020760 Trail Development R-2018-007	140,000	3,671	136,329
Total Recreation	\$220,000	\$3,671	\$216,329

	Budget	Actual
Recreation Equipment Purchases R-2018-004		
Tractor replacement	80,000	
	<u>80,000</u>	<u>0</u>

Total	\$4,218,500	\$323,877	\$3,894,623
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Not yet assigned:	
Designated Highway	400,000
Salt Storage Facility	40,000
Sundry Transportation	275,000
	<u>715,000</u>

Carryovers	
Funded from Reserves	
12025360 Asphalt/Microseal T-2017-001	2,724
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
	<u>38,282</u>

Total	\$4,933,500	\$362,159	\$3,894,623
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Funding:	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
	<u>\$4,933,500</u>	<u>\$590,000</u>	<u>\$960,000</u>	<u>\$1,000,000</u>	<u>\$0</u>	<u>\$2,383,500</u>

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Town of Rothesay

Capital Projects 2018

General Fund

5 Months Ended 31/05/2018

DRAFT!

	Original BUDGET	CURRENT Y-T-D	Remaining Budget		Budget	Actual
General Government						
12010560	47,000	0	47,000	Town Hall	47,000	
12010660	90,000	37,604	52,396		47,000	0
12026160	0	-51,990	51,990			
Total General Government	\$137,000	-\$14,386	\$151,386			
Protective Services						
12011560	81,500	14,304	67,196			
Total Protective Services	\$81,500	\$14,304	\$67,196			
Transportation						
12021360	540,000	210,295	329,705	Transportation Equipment Purchases T-2018-003		
12023760	503,000	383,124	119,876	Trackless	190,000	170,054
12025960	1,627,000	26,757	1,600,243	Backhoe	200,000	
12025260	1,050,000	0	1,050,000	One ton plow truck	100,000	
12023860	60,000	0	60,000	3/4 ton 4WD	50,000	40,241
12013560	0	59,471	-59,471		540,000	210,295
Total Transportation	\$3,780,000	\$679,646	\$3,100,354			
Recreation						
12020860	80,000	0	80,000	Recreation Equipment Purchases R-2018-004		
12020760	140,000	3,671	136,329	Tractor replacement	80,000	0
Total Recreation	\$220,000	\$3,671	\$216,329		80,000	0
Total	\$4,218,500	\$683,235	\$3,535,265			
Not yet assigned:						
Designated Highway	400,000					
Salt Storage Facility	40,000					
Sundry Transportation	275,000					
	715,000					
Carryovers						
Funded from Reserves						
12025360		2,724				
12025560		679				
12025760		33,437				
12023360		1,442				
		38,282				
Total	\$4,933,500	\$721,517	\$3,535,265			
Funding:	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

April 30, 2018

Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Project Listing - April	U6
Project Listing - May - Draft!	U7

Town of Rothesay
Capital Balance Sheet
As at 4/30/18

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
	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)
	(14,995,151)

TOTAL ASSETS	36,764,975
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LIABILITIES

Current:

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

Long-Term:

Long-Term Debt	8,530,077
Total Liabilities	9,204,117

EQUITY

Investments:

Investment in Fixed Assets	27,560,857
Total Equity	27,560,857
TOTAL LIABILITIES & EQUITY	36,764,974

Town of Rothesay

Utility Reserve Balance Sheet

As at 4/30/18

ASSETS

Assets:

Bank - Utility Reserve	874,304
Due from Utility Operating	10,855
TOTAL ASSETS	<u>\$ 885,159</u>

EQUITY

Investments:

Invest. in Utility Capital Reserve	552,569
Invest. in Utility Operating Reserve	101,499
Invest. in Sewage Outfall Reserve	231,092
TOTAL EQUITY	<u>\$ 885,160</u>

Town of Rothesay
 Utilities Fund Operating Balance Sheet
 As at 4/30/18

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	1,234,182
Accounts Receivable - Misc.	1,200
Total Current Assets	<u>1,235,382</u>
Other Assets:	
Projects	1,144,110
	<u>1,144,110</u>
 TOTAL ASSETS	 <u>\$ 2,379,491</u>

LIABILITIES

Accrued Payables	47,201
Due from General Fund	932,780
Due from (to) Capital Fund	(674,040)
Due to (from) Utility Reserve	10,855
Deferred Revenue	18,685
Total Liabilities	<u>335,482</u>

EQUITY

Surplus:	
Opening Retained Earnings	11,808
Profit (Loss) to Date	2,032,203
	<u>2,044,011</u>
 TOTAL LIABILITIES & EQUITY	 <u>\$ 2,379,493</u>

Town of Rothesay
Utilities Operating Income Statement
4 Months Ended 4/30/18

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	90	0	270,895	260,875	10,020		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	(1,583)	0	1,616,644	1,610,000	6,644		1,610,000
Connection Fees	69,525	5,556	72,125	15,556	56,569	1	60,000
Interest Earned	5,561	4,167	21,193	16,667	4,526		50,000
Misc. Revenue	600	406	1,200	1,625	(425)		4,875
Surplus - Previous Years	0	0	21,125	21,125	(1)		21,125
TOTAL RECEIPTS	74,192	10,128	2,453,882	2,373,597	80,285		3,220,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	94,000	94,000	0		374,000
Audit/Legal/Training	4,444	833	4,801	6,333	1,532		13,000
Purification & Treatment	12,469	26,333	70,471	125,333	54,863		336,000
Transmission & Distribution	2,090	8,000	16,359	32,000	15,641		96,000
Power & Pumping	4,136	3,583	15,705	14,333	(1,371)	2	43,000
Billing/Collections	104	417	416	1,667	1,251		5,000
Water Purchased	109	42	214	167	(48)		500
Misc. Expenses	0	1,542	516	6,167	5,650		18,500
TOTAL WATER SUPPLY	23,352	40,750	202,482	280,000	77,518		886,000
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	141,000	141,000	0		566,000
Audit/Legal/Training	3,476	1,500	3,953	13,000	9,047		25,000
Collection System Maintenance	0	2,667	4,224	10,667	6,443		64,000
Sewer Claims	99	1,667	666	6,667	6,001		20,000
Lift Stations	2,316	3,333	9,826	13,333	3,508		40,000
Treatment/Disposal	3,732	4,167	22,425	22,667	242		56,000
Infiltration Study	18,612	0	33,121	0	(33,121)	3	0
Misc. Expenses	23	397	3,983	4,255	271		7,431
TOTAL SWGE COLLECTION & DISPOSAL	28,259	13,730	219,197	211,588	(7,609)		778,431
FISCAL SERVICES							
Interest on Bank Loans	0	0	0	0	0		25,000
Interest on Long-Term Debt	0	0	0	0	0		286,217
Principal Repayment	0	0	0	0	0		547,352
Transfer to Reserve Accounts	0	0	0	0	0		60,000
Capital Fund Through Operating	0	0	0	0	0		637,000
TOTAL FISCAL SERVICES	0	0	0	0	0		1,555,569
TOTAL EXPENSES	51,611	54,480	421,680	491,588	69,908		3,220,000
NET INCOME (LOSS) FOR THE PERIOD	22,582	(44,352)	2,032,203	1,882,009	150,194		(0)

Town of Rothesay

2018June11OpenSessionFINAL_095

Variance Report - Utility Operating
4 Months Ended April 30, 2018

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Connection Fees	72,125	15,556	56,569	Bel-Air and Marr Road
Expenditures					
Water					
2	Power & Pumping	15,705	14,333	(1,372)	Pump maintenance
Sewer					
3	Infiltration Study	33,121	-	(33,121)	Continuation of study
Fiscal Services					
		-			

Town of Rothesay

Capital Projects 2017
Utility Fund
4 Months Ended 4/30/18

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
12043430	Well Development - Quality W-2018-003	100,000	6,668	93,332
12044330	Hillsview/Shadow Hill Watermain W-2018-002	450,000	0	450,000
		<u>\$ 550,000</u>	<u>\$ 6,668</u>	<u>\$ 543,332</u>

SEWER				
12042330	Wastewater Treatment Plant - S-2014-016-A	2,500,000	1,029,466	1,470,534
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000
12044430	Eriskay Upgrade - Sewer T-2018-001	300,000	0	300,000
		<u>4,200,000</u>	<u>1,029,466</u>	<u>3,170,534</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>

Total Approved		<u>5,087,000</u>	<u>1,036,135</u>	<u>3,713,865</u>
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Carryovers				
Funded from Reserves				
12043830	Water Plant Aux Building W-2016-002		107,975	
			<u>107,975</u>	
		<u>5,087,000</u>	<u>1,144,110</u>	<u>3,713,865</u>

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>

Town of Rothesay

Capital Projects 2017

Utility Fund

5 Months Ended 31/05/2018

Draft!

		Original BUDGET	CURRENT Y-T-D	Remaining Budget
WATER				
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>

SEWER				
12042330	Wastewater Treatment Plant - S-2014-016-A	2,500,000	1,039,442	1,460,558
12044130	WWTP Design Phase 2 S-2017-001	1,400,000	0	1,400,000
12044430	Eriskay Upgrade - Sewer T-2018-001	300,000	0	300,000
		<u>4,200,000</u>	<u>1,039,442</u>	<u>3,160,558</u>

Unassigned:

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

337,000

-

-

Total Approved	<u>5,087,000</u>	<u>1,049,288</u>	<u>3,700,712</u>
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Carryovers

Funded from Reserves

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

<u>5,087,000</u>	<u>1,157,263</u>	<u>3,700,712</u>
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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



TO : Finance Committee
FROM : Doug MacDonald
DATE : June 4, 2018
RE : Compliance Report

The following Government remittances have been remitted for the month of May in accordance with the appropriate regulation:

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

HST rebate claim - remitted quarterly – March 31th claim filed and refund received

WHSCC – remitted monthly – May payment remitted

Town of Rothesay

30/04/2018 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		
KV Oasis	2,500.00		
Saint John Theatre Company	1,000.00	1,000.00	
YMCA	10,000.00		5 year commitment started in 2015
sub	<u>33,000.00</u>	<u>8,500.00</u>	

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 Curling		200.00	Masters Ladies Curling Team
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	
sub	<u>5,000.00</u>	<u>3,225.70</u>	

<u>38,000.00</u>	<u>11,725.70</u>
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G/L Balance	<u>11,725.70</u>
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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

~~2018 June 17 Open Session FINAL_100~~
Parks and Recreation Committee Meeting
Tuesday, May 22, 2018
Rothesay Town Hall – Common Room
6:30 p.m.



DRAFT

PRESENT: COUNCILLOR MIRIAM WELLS
MARY ANN GALLAGHER
BRENDAN KILFOIL
NATHAN DAVIS
GARY MYLES
MAUREEN DESMOND
KATE GOODINE
CHUCK McKIBBON

TOWN MANAGER JOHN JARVIE
DIRECTOR OF RECREATION CHARLES JENSEN
FACILITIES COORDINATOR RYAN KINCADE
RECREATION COORDINATOR KERI FLOOD
RECORDING SECRETARY LIZ POMEROY

ABSENT: COUNCILLOR BILL McGUIRE
JANE MacEACHERN

Chairperson Wells called the meeting to order at 6:30 p.m.

1. APPROVAL OF AGENDA:

MOVED by C. McKibbon and seconded by M. Desmond the agenda be approved as circulated.

ON THE QUESTION:

C. McKibbon requested an update later on the agenda with respect to the extension of the trail between Rothesay and Quispamsis. He added he discussed the idea of “open for public” washroom identifiers for businesses with other community members and noted there was an interest.

CARRIED.

2. ADOPTION OF MINUTES:

2.1 Regular meeting of April 17, 2018.

MOVED by B. Kilfoil and seconded by N. Davis the minutes of April 17, 2018 be adopted as circulated.

CARRIED.

3. DELEGATIONS:

N/A

4. REPORTS & PRESENTATIONS:

N/A

5. UNFINISHED BUSINESS

5.1 Community Garden in K-Park

DRP Jensen advised the idea has not been discussed further since the flood. He added the flood may have compromised the proposed location. It was noted a representative from Kennebecasis Park Elementary School has indicated an interest in starting a garden at the school; and the resident has reached out to inquire about a possible partnership. Counc. Wells suggested the Committee be updated once further information is received. In response to an inquiry, RC Flood advised she is awaiting confirmation that the final spot in the existing community garden has been reserved.

5.2 Volleyball Court in K-Park

M.A. Gallagher reported: she received a quote for the cost of constructing a volleyball court in Kennebecasis Park; the cost is considerably higher than the initial estimate; she has forwarded the quote to the Kennebecasis Park Rate Payers Association to request financial support for the initiative; and she will report back to the Committee with their response. She added she spoke with the new K-Park rink manager and he is amenable to the initiative.

5.3 Request for picnic tables at Renforth Boat Club

DRP Jensen advised he was informed a new picnic table was placed in the area. There was a suggestion to add another table. DRP Jensen advised he will confirm the arrival of the first table and investigate if a second table is warranted.

5.4 Number and Location of Park Benches, Washrooms, and Waste Containers

Counc. Wells invited the Committee to review a larger copy of the map distributed at the last meeting. There was general discussion with respect to feasibility of installing and maintaining portable washrooms and benches, existing locations and suggestions for additional washrooms and benches. DRP Jensen advised the approximate cost to maintain a portable washroom is roughly \$100 per month; and the cost to install a bench is approximately \$1000. It was suggested portable washrooms be placed at the Fairvale Dreamland playground and Jordan Miller park. DRP Jensen advised the Dreamland playground is owned by the school district. He noted he will contact the school district to discuss the suggestion. He suggested parents also be encouraged to discuss the matter with the school. In response to an inquiry, DRP Jensen advised the washrooms at East Riverside-Kingshurst will be open from 8:30 a.m. – 10 p.m.

The Committee expressed concern regarding the gaps on the map between benches in the areas between East Riverside-Kingshurst park and the Rothesay Common, ERK park and Kennebecasis Park, as well as in the area of River Road and Gondola Point Road. It was suggested benches be installed near Low Wood Estates, the Taylor Brook Bridge, Fairvale Elementary School, and in the area of the Kingswood Avenue property that used to house the Town’s water tower. Concern was expressed property owners may oppose the installation of benches if they are in close proximity to residences, and ongoing maintenance costs for additional waste disposal containers. It was suggested a bench be installed on the pathway near the Diocese of Saint John. It was noted the Town owns an easement in the area however permission is required for the installation of a bench. DRP Jensen agreed to prepare a report summarizing the suggestions and providing recommendations based on feasibility and access. Chairperson Wells, in response to a suggestion, agreed to discuss the matter further with the Age Friendly Committee.

5.5 Update on East Riverside-Kingshurst Park Pavilion Opening

DRP Jensen reported the East Riverside-Kingshurst Park pavilion was damaged during the flood; however it is expected the damages will be repaired before the New Brunswick Day weekend. M.A. Gallagher suggested the Interact Club at Rothesay High School be contacted to discuss a possible partnership for the event. K. Goodine noted she is a member of the Club and will discuss the matter at their next meeting. Town Manager Jarvie advised options are being explored to prevent damage in the future if similar flooding occurs. He added it is expected the repairs will be completed in the near future.

6. CORRESPONDENCE FOR ACTION:

N/A

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

DRP Jensen gave a brief report on the recent flood noting Service Master assessed damages to the Bill McGuire Centre and repairs are underway. He added it is anticipated the upstairs level will be repaired by the end of the week. In response to an inquiry, DRP Jensen reported a few events were cancelled however staff helped direct the impacted individuals to other venues. He reported other areas that experienced damage or requires debris removal is the Renforth Wharf tennis court, Renforth park and playground, East Riverside-Kingshurst park, and Kennebecasis Park beach. He noted the Renforth playground is closed until cleaning of the equipment is complete. Flood water entered the wading pool beneath the deck at the K-Park beach and Town staff are investigating the removal of the wading pool and restoring the area to grass. There was general discussion with respect to water quality testing. The following comments were made: various testing is being completed by individuals and the Province; the Medical Officer of Health released the results of a test completed last week that indicated safe water quality; since the Kennebecasis River is a moving body of water, water quality results will not be consistent; and exposure to sunlight and rainfall will naturally eliminate contaminants in the water and sand. It was suggested the results of the Medical Officer's test be shared on the Town's social media and website to notify community members of the results.

DRP Jensen gave updates with respect to the Parks and Recreation departments noting: summer student positions have been filled; the planting in the greenhouse is underway; the ball fields and soccer fields are in operation; training for recreation positions begins June 18; the playground program will begin June 25 and finish at the end of August; and swimming lessons will not occur and beach hours may be limited due to lack of lifeguards.

DRP Jensen gave a brief summary of the upcoming programs and events including: Canada Day on the Common, Yoga in the Park, Concert on the Common series, Trail walks, the Great Race June 29, 2018, a car show at the arena this weekend, and Super Circus Spectacular June 27, 2018.

Meeting Addendum:

M.A. Gallagher noted Grand Bay-Westfield recently received an award for engaging service groups to clean-up areas of their town for compensation. She suggested a similar initiative be created in Rothesay to support groups such as the Interact Club that are interested in fundraising. Chairperson Wells reported Rothesay Netherwood School students recently volunteered and cleaned-up various areas in of Rothesay.

C. McKibbon questioned if a response was provided to the individual inquiring about the accessible swing. Chairperson Wells noted she is in touch with the resident that made the inquiry. C. McKibbon reported he discussed the item with the Fairvale Home and School Association and notified the Association of potential funding through the Canadian Tire Jump Start program. It was suggested Town staff re-examine the Common to determine if adequate space is available to install a wheelchair platform accessible swing. DRP Jensen agreed to measure the area.

8. CORRESPONDENCE FOR INFORMATION:

N/A

9. DATE OF NEXT MEETING:

It was noted the next meeting is scheduled for Tuesday, June 19, 2018.

CARRIED.

10. ADJOURNMENT

MOVED by B. Kilfoil and seconded by C. McKibbon the meeting be adjourned.

CARRIED.

The meeting ended at 7:45 p.m.

CHAIRPERSON

RECORDING SECRETARY



ROTHESAY



AGE FRIENDLY ADVISORY COMMITTEE MEETING

Wednesday, May 23, 2018
10:00 a.m.

DRAFT

Present:

John Gahagan	Jocelyn Daye
Judith Grannan	Jenny Robinson
Julie Atkinson	Diane O'Connor
Shirley Malcolm	Jean Porter Mowatt
Shawn Jennings	Scott Cochrane
Cara Coes	Mayor Grant
Counc. Wells	Town Manager Jarvie
Counc. Shea	

Absent:

Eric Phinney	Heather Stilwell
Jeff Kitchen	Cindy Levesque
Sarah Thompson	Michael Boyle
Eugene Belliveau	Tammy Doherty
Tim Cochran	

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

1. APPROVAL OF AGENDA:

MOVED by S. Cochrane and seconded by Counc. Shea to approve the Agenda as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

MOVED by J. Atkinson and seconded by Counc. Shea to approve the Minutes of March 21, 2018 as circulated.

CARRIED.

3. DELEGATIONS:

3.1 Mallory Kelly & Rachel Sypher – Canadian Red Cross

Mallory Kelly and Rachel Sypher from the Community Health & Wellness Dept. of Saint John Chapter of the Canadian Red Cross presented their Community Check In Program with all in attendance. The purpose of this program is to match seniors with volunteers. The volunteers check in with seniors who have registered for this program a pre-determined number of times a week. All volunteers have to go through a rigorous screening and interview process and seniors need to register or if they are referred by someone, they need to consent to participate in the program. There was a lengthy

discussion after the presentation. All present were enthusiastic about the program. M. Kelly and R. Sypher were asked to communicate with M. Boyle and R. Sypher to discuss a comprehensive outreach program that may be offered by the Town and will be discussed at the June meeting.

4. REPORTS & PRESENTATIONS:

4.1 Status Update – Counc. Wells:

Counc. Wells reported the following updates:

- ✓ The Town received two grants from the Federal Government for the Seniors Resource Centre and accessible washrooms at Town Hall;
- ✓ Seniors Resource Centre – plans are underway and the hope is that it will be open late fall;
- ✓ Housing options for Seniors – the housing sub-committee has had two meetings with progress;
- ✓ Seniors Forums – have been taken place with success;
- ✓ Benches and washroom facilities around Town – the Parks and Recreation Dept. provided a map showing all washrooms and benches currently around the Town. Currently the washrooms are fairly well situated around the Town. Currently, the Parks and Recreation Dept. are discussing the installation of a portable toilet at Jordan Miller Park. Counc. Wells will follow up with the Parks and Recreation Dept. and report back after the Parks and Recreation Committee meeting in June. There was discussion of a program wherein local business open their doors to the public as a “washroom friendly establishment” marked by a sticker on their doors indicating so. With respect to benches, it was noted there are big gaps on Rothesay Road. The Parks and Recreation Dept. identified seven spots where there could be some. A suggestion was made to make a request to local business for sponsorship of benches.

A lengthy discussion took place.

4.2 Seniors Forum – D. O’Connor:

D. O’Connor reported that the Seniors Forums have all taken place. Town Hall had 27 people in attendance, St. James the Less had 17 people and Bradley Lake Community Centre had 8 people in attendance. All were a success.

4.3 Information Sub-Committee – Counc. Wells:

In M. Boyle’s absence, Counc. Wells reported that two of the three kiosks are in place (the third kiosk at Renforth Park was removed due to the flooding). Some of the squares on the touch screens will be dedicated to maps, trails, police and fire, one dedicated to seniors and perhaps one for youth. Ideas are needed for content to be displayed on the interactive kiosks. The Community Check-In Program by the Canadian Red Cross and a call for volunteers for the Seniors Resource Centre were suggested.

4.4 Housing Sub-Committee – Counc. Shea

Counc. Shea reported the Housing Sub-Committee has met twice now; their meetings are the first Wednesday of each month. Right now topics are where they are at the moment and where they envision where they want to be. The sub-committee has met with Brian White and Stirling Scory with respect to the Municipal Plan and by-laws. There is no time line for this sub-committee but by the end of the summer they hope to have something to contribute to the Municipal Plan.

4.5 Seniors Resource Centre – D. O'Connor

D. O'Connor reported that their sub-committee is growing. They've met to look at the space for the Centre at Town Hall. Their next steps are to discuss staffing of the centre, janitorial services, security, etc. as well as deciding if the centre will be non-profit, funding, parking, and services. Currently, their intent for the Centre is to focus on providing information and getting that information out to not only seniors, but families as well. There was also a brief discussion about the potential of having the high school across the street implement a program wherein their students could volunteer at the Centre.

4.6 Outreach Program – Eugene Belliveau/Mike Boyle

M. Belliveau and E. Belliveau were not able to attend the meeting. This item has been tabled.

5. UNFINISHED BUSINESS:**N/A****6. NEW BUSINESS:****N/A****7. CORRESPONDENCE FOR ACTION:****N/A****8. CORRESPONDENCE FOR INFORMATION:****N/A****9. DATE OF NEXT MEETING:**

June 20, 2018

10. ADJOURNMENT:

MOVED by Counc. Shea and seconded by J. Gahagan to adjourn the meeting.

CARRIED.

Meeting adjourned at 11.10 a.m.

Chairperson

Recording Secretary

ROTHESAY

PLANNING ADVISORY COMMITTEE MEETING

Rothesay Town Hall

Monday, June 4, 2018

5:30 p.m.



PRESENT: COLIN BOYNE, CHAIRPERSON
CRAIG PINHEY, VICECHAIRPERSON
COUNCILLOR BILL McGUIRE
COUNCILLOR DON SHEA
JOHN BUCHANAN
ELIZABETH GILLIS
ANDREW MCMACKIN

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
TOWN PLANNER STIRLING SCORY
RECORDING SECRETARY LIZ POMEROY

ABSENT: HILARY BROCK
TOWN CLERK MARY JANE BANKS

Chairperson Boyne called the meeting to order at 5:30 p.m. He welcomed Counc. Bill McGuire, the newest member of the Committee.

1. APPROVAL OF THE AGENDA

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

2. ADOPTION OF MINUTES

2.1 Regular Meeting of April 3, 2018

MOVED by Counc. Shea and seconded by E. Gillis the Minutes of 3 April 2018 be adopted as circulated.

CARRIED.

3. OLD BUSINESS

N/A

4. NEW BUSINESS

4.1 **115 Campbell Drive**

Tye Barter

OWNER:

Choice Properties Real Estate Investment Trust

PID:

30222145

PROPOSAL:

Variance Application By-law No. 3-10 (Signs)

Mr. Barter was in attendance on behalf of the applicant. TP Scory summarized the application. He reported an error in the report noting the size of the freestanding sign should read 23.59 square meters per side not 25.53. Mr. Barter clarified that the proposal will allow space for additional signage however other businesses have not confirmed the space.

ROTHESAY

Planning Advisory Committee
Minutes

4 June 2018

MOVED by Counc. Shea and seconded by E. Gillis the Planning Advisory Committee grant a variance from Sign By-law 3-10 (Section 12.1 – Freestanding Signs) for 115 Campbell Drive (PID 30222145) to permit a freestanding sign of 23.59 square meters per each side.

CARRIED.

4.2 **42 Cedar Drive** **J. Brent Welch**
 OWNER: Rowan Investments Inc.
 PID: 00238428
 PROPOSAL: 1 Lot Subdivision

The applicant Mr. Welch of Rowan Investments Inc. and Mr. Rick Turner of Hughes Surveys & Consultants Inc. were in attendance. DPDS White gave a brief summary of the application. He highlighted the following from the report:

R1B Zone Lot Dimensions	LOT 1-B Existing Lot & House	LOT 1-A New Lot
Minimum Lot Area: 1350 m ²	Proposed Lot Area 1214 m ² variance of 10%	Proposed Lot Area 1034 m ² variance of 23%
Minimum Lot Frontage: 30 m	Frontage 33.4 m	Frontage 59.1 m
Minimum Lot Depth: 45 m	Side yard length 36.37m variance of 19%	Side yard length 36.37m variance of 19%

Variance Test	Staff Comment
1. Is the application reasonable?	The proposed lots are smaller than the neighbourhood average of ½ acre or greater, however, the lots are reasonably close to the R1B zone requirement. Adding smaller lots could be viewed as not reinforcing the neighbourhood character or an erosion of the established pattern. However, Staff believe that 2 small lots in predominately large lot neighbourhood offers some diversity at a scale which is reasonable. Furthermore, the property is somewhat unique in that as a corner lot it does have more frontage than other lots and can meet the frontage requirements without a variance.

ROTHESAY

Planning Advisory Committee
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2. Is the application desirable for the appropriate development of the lands in question?	The highest and best use ¹ or “appropriate development” of the land is, as per the Municipal Plan designation, a single family residential dwelling. The value of new construction would likely exceed average property assessments of the older homes in the area and consequently the application is appropriate.
3. Does the application conform to the general intent of the Zoning By-law?	Staff considers that the general intent of the zoning by-law is being met.
4. Does the application conform to the general intent of the Municipal Plan?	Staff considers that the general intent of the Municipal Plan is being met.

DPDS White noted documentation with respect to drainage on the property was received by Mr. Turner earlier in the day and was added to the presentation slide deck. He added the property is serviced by Town sewer and a private water system; it is expected a well will be installed on the new lot.

Mr. Turner gave a brief overview of the existing and proposed drainage plan for the property. He noted a system of swales, ditches, and culverts could be used to direct the flow of water on the property into the Town’s storm sewer system. Mr. Turner displayed images of both directions on Cedar Drive in front of the property, and noted the clear sightlines. A site map of properties in the area was displayed with circles highlighting properties that are smaller than the size of the two proposed lots. Mr. Turner noted there are lots near Summer Haven Crescent that are roughly 720m² and are substantially smaller than the proposed lot sizes. He added increasing density can benefit residents by increasing Town revenue and potentially reducing the need for tax increases.

DPDS White advised reasonableness may vary depending on the proposal. He noted staff believe the proposal to be reasonable and suggested that the applicant submit a well driller’s pump test and have the garage removed prior to construction on the new lot.

Mr. Welch noted he purchased the property in March 2018, and is aware of the concerns regarding maintenance of the property prior to his ownership. He indicated he intends to improve the property and may construct a personal residence on the new lot for his family.

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

Elie and Maria Elmajian, 51 Cedar Drive; Arthur Noiles, 35 Cedar Drive; Dr. Alan Cockeram, 62 Cedar Drive; Janice MacPherson, 69 Cedar Drive; and Norma Boyles, 21 Cedar Drive noted the following concerns: the size of the proposed lots does not conform to the average size of the lots

¹ The exact definition of highest and best use varies, but generally the use must be the following: legally allowable; physically possible; financially feasible; and the maxim productivity of the land.

ROTHESAY

Planning Advisory Committee
Minutes

-4-

4 June 2018

on Cedar Drive; the proposal is not desirable for the existing character of the street; there is potential for safety concerns if the proposal results in additional traffic; the property is currently in subpar condition; removing the existing garage and building a new home on the proposed lot will not create sufficient space to maintain the character of the neighbourhood; a 23% reduction in lot size is a significant and unreasonable variance from the By-law requirement; there was insufficient time provided to residents to allow an investigation of options and craft adequate responses to the polling notice; the funds the Town will receive from the subdivision do not warrant upsetting neighbors in the area; the proposal may result in the devaluation of properties in the area if the existing and proposed residences are inexpensive and disproportionate to neighboring properties; the images of sightlines on Cedar Drive are deceptive; loss of natural vegetation; and drainage concerns as a result of new construction.

Counc. McGuire noted property owners are entitled to remove vegetation from their property at their discretion.

Mr. Turner noted: conditions can be imposed to ensure the proposal has an adequate stormwater management system; the neighbourhood is interspersed with lots ranging in size thus the size of the proposed lots is reasonable; the removal of the garage on the existing house is not likely to affect the value of the home; and the applicant intends on improving the property which will benefit all homeowners in the area.

Mr. Noiles noted the properties in the immediate area of Cedar Drive are considerably larger than the proposed lot sizes. Mrs. Elmajian indicated the property is currently a rental property and expressed concern with respect to the continuous police presence and disturbances that occur. Chairperson Boyne noted the task of the Committee is to determine if the variances are reasonable.

There was further discussion with respect to density, frontage, and notification. Dr. Cockeram noted the lots in the area of Summer Haven Crescent were designed to be small in size. He further noted it is unlikely that a single additional lot will impact the local tax rate. He added properties in the area have also reported flooding as a result of drainage concerns.

Mr. Burt Cosman of 40 Birch Crescent, highlighted that the site map of lots in the area may be misleading as some of the lots were subdivided years before amalgamation and others are vacant land.

There was a lengthy discussion with respect to the size of other properties in the neighbourhood.

E. Gillis indicated in her experience purchasing homes, newly constructed homes have increased neighboring property values regardless of the size of the property. Discussion ensued.

J. Buchanan inquired if the Municipal Plan requires that homeowners must maintain the size expectations of the initial lot purchased. He commented that it is unreasonable for homeowners to be expected not to exercise influence over a piece of land. DPDS White noted the Cedar Drive

ROTHESAY

Planning Advisory Committee

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-5-

4 June 2018

area is zoned Single Family Residential – Standard Zone [R1B] with a minimum lot size of 1350m². He noted the majority of the properties are larger than the minimum requirement and would be typically zoned Single Family Residential – Large Serviced Zone [R1A] with a minimum lot size of 2000m². He added the area is zoned residential and does not permit uses that may adversely affect the quality of life for neighbouring property owners such as commercial or industrial.

There was further discussion with respect to the existing rental property and the future use of the new lot. Mr. Welch noted his family has lived in the area for quite some time. He indicated he intends to clean up the existing property and construct a residence that may be 1250 sq. ft. with a garage on the new lot. He noted he does not intend to rent the new property.

Counc. Shea requested clarification with respect to the time of notification. DPDS White advised the deadline for PAC applications is the 15th or 16th of the month preceding the meeting and a notice must be sent two days following the deadline. Counc. Shea commented that it should not be assumed the property will devalue other properties since the quality of the new building has not been determined. There was discussion with respect to the timeline for the applicant's plan. Mr. Welch reported in the past he has spent roughly \$180,000 to repair another property on Gibbon Road.

Mr. Cockeram questioned if there is an opportunity to rezone the area to R1A. He further questioned if stipulations could be imposed regarding the minimum lot size and value of the property. DPDS White noted a Municipal Plan review is currently underway that will discuss the zoning of areas within the town. He invited all to attend the upcoming public consultation sessions. He further noted the recommendations in the staff report include stipulations for the minimum lot size for the proposed lots, the removal of the garage, and the submission of a well driller's pump test. He added the Committee can add further conditions however they must be reasonable and enforceable by Town By-laws and the Community Planning Act. Mr. Cockeram suggested it may be advantageous to defer the decision until the Municipal Plan review is complete. He expressed concern a decision may set a precedent.

Ms. MacPherson commented on the sightlines discussed earlier. Mr. Turner noted a traffic study could be completed to ensure the proposal will not create safety concerns. There was further discussion with respect to the reasonableness of the proposal.

MOVED by Counc. McGuire and seconded by E. Gillis the Planning Advisory Committee grant a variance to allow for a reduced minimum lot size of 1034m² and a reduced side yard length of 36.37m for Lot 1-A 42 Cedar Drive (PID 00238428) on the condition that the property owner shall supply a copy, to the Development Officer, of the Well Driller's Pump Test Report which indicates that there is sufficient water for a single family home and that the wells of neighbouring properties will not be adversely impacted, *and that the proposed home be developed as per Schedule D of the Zoning By-law.*

ROTHESAY

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ON THE QUESTION:

Counc. Shea suggested a drainage plan with the pre- and post-development stormwater volumes be included as a condition of approval. DPDS White suggested the proposal be developed as per Schedule D of the Zoning By-law. He noted this will ensure a stormwater management plan is submitted prior to construction. In response to an inquiry, DPDS White clarified that there are no regulations for residential stormwater management. He added Schedule D of the Zoning By-law requires commercial and multi-unit development proposals to submit a stormwater management plan.

Amending motion:

MOVED by Counc. McGuire and seconded by E. Gillis the following be added, *“and that the proposed home be developed as per Schedule D of the Zoning By-law.”*

YEA votes recorded from: C. Boyne, A. McMackin, E. Gillis, and C. Pinhey

NAY votes recorded from: Counc. Shea, Counc. McGuire, and J. Buchanan

Amending motion CARRIED.

MAIN motion, as amended CARRIED.

MOVED by Counc. McGuire and seconded by C. Pinhey the Planning Advisory Committee grant a variance to allow for a reduced minimum lot size of 1214m² and a reduced side yard length of 36.37m for Lot 1-B to be subdivided from 42 Cedar Drive (PID 00238428) on the condition that the encroaching garage to be removed prior to the Development Officer approval of the final plan of subdivision.

YEA votes recorded from: C. Boyne, A. McMackin, E. Gillis, and C. Pinhey

NAY votes recorded from: Counc. Shea, Counc. McGuire, and J. Buchanan

CARRIED.

MOVED by Counc. McGuire and seconded by E. Gillis the Planning Advisory Committee recommends 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).

YEA votes recorded from: C. Boyne, A. McMackin, E. Gillis, C. Pinhey, and Counc. Shea

NAY votes recorded from: Counc. McGuire and J. Buchanan

CARRIED.

4.3 French Village Road

Gerald R. Roberts

OWNER:

Scott Brothers Ltd.

PID:

00229948 & 30154694

PROPOSAL:

Tentative Subdivision Approval (11 Lots off French Village Road)

Mr. Ron Scott of Scott Brothers Ltd. was in attendance. DPDS White gave a brief summary of the application. He noted the proposal is located in an area that requires the completion of a Secondary Plan. Mr. Scott noted he is aware of the recommendation to decline the application. He reported that various other applications he submitted in the past were rejected for similar reasons. Mr. Scott indicated he attended the meeting despite the recommendation to communicate the need for additional planning within the Town to allow individuals to develop their land. DPDS White

ROTHESAY

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noted a Municipal Plan review is underway and will address such concerns. He encouraged Mr. Scott to attend the public consultation sessions and noted Town staff intend to meet with landowners to discuss development opportunities.

Counc. Shea requested clarification inquiring if Section 14.2.3 of the Municipal Plan prohibited the Committee from any action with respect to the proposal. DPDS White noted the section is open to interpretation however there is insufficient information to advance the proposal without the completion of a secondary plan.

MOVED by Counc. McGuire and seconded by C. Pinhey the Planning Advisory Committee reject the application to subdivide a portion of lands accessed off French Village Road (PIDs 00229948 & 30154694) to allow for 11 new single family home lots and a new public road as an extension of Joshua Street.

CARRIED.

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

4.4 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, July 3, 2018.**

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

CARRIED.

The meeting adjourned at 7:12 p.m.

CHAIRPERSON

RECORDING SECRETARY



2018 June 11 Open Session FINAL_115
ROTHERSAY
MEMORANDUM



TO : Mayor and Council
FROM : Recording Secretary, Planning Advisory Committee
DATE : June 6, 2018
RE : Motions Passed at June 4, 2018 Meeting

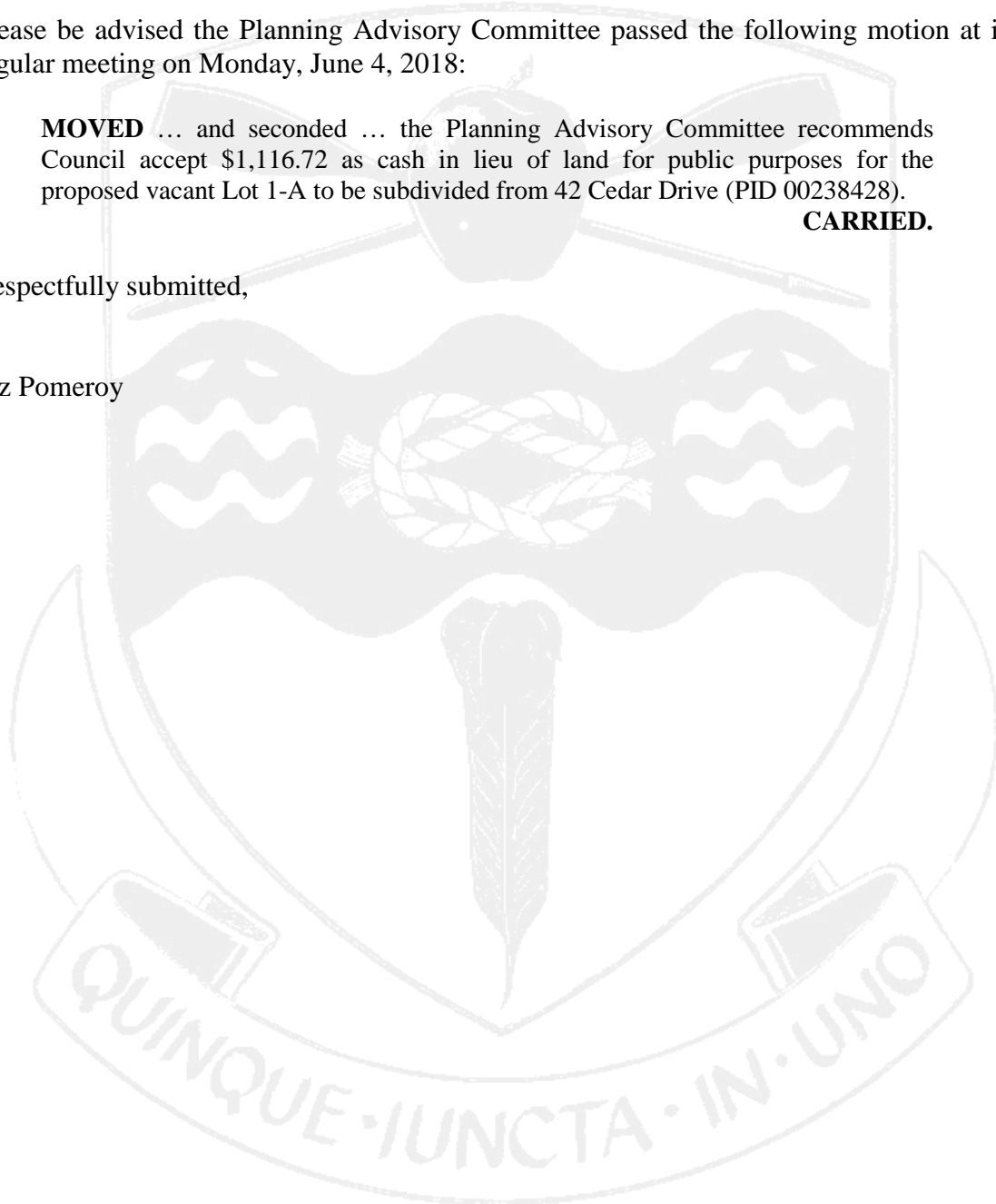
Please be advised the Planning Advisory Committee passed the following motion at its regular meeting on Monday, June 4, 2018:

MOVED ... and seconded ... the Planning Advisory Committee recommends 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).

CARRIED.

Respectfully submitted,

Liz Pomeroy





To: Chair and Members of Rothesay Planning Advisory Committee
From: Brian L. White, MCIP, RPP
Director of Planning and Development Services
Date: Thursday, May 31, 2018
Subject: 1 Lot Subdivision – 42 Cedar Drive (PID 00238428)

Applicant:	J. Brent Welch, Director	Property Owner:	Rowan Investments Inc.
Mailing Address:	48 Destiny Lane Quispamsis NB E2E 0K1	Mailing Address:	24 Melanie Drive Quispamsis NB E2E 1V9
Property Location:	42 Cedar Drive	PID:	00238428
Plan Designation:	Low Density	Zone:	Single Family Residential – Standard Zone [R1B]
Application For:	Lot Size Variances and Cash in Lieu of Land for Public Purposes		
Input from Other Sources:			

Origin:

An application to subdivide 42 Cedar Drive (PID 00238428) made by the Brent Welch, being the President of Rowan Investments Inc. a real estate development firm.

Background:

42 Cedar Drive is a 2,214.59m² (.55 acre) lot zoned Single Family Residential – Standard Zone [R1B]. The lot is a corner property with a total of 93± meters of frontage along Cedar Drive. The proposal to subdivide the property would create two lots; Lot 1-B (1214 m²) containing an existing single family dwelling and Lot 1-A (1034 m²) being a new vacant lot with access and frontage on Cedar Drive.



Figure 1 - 42 Cedar Drive

Mr. Welch has indicated that if approved the garage on the proposed Lot 1-B would be removed prior to the registration of the Final Plan of Subdivision. Staff reviewed the Tentative Plan Drawing (see Attachment A) submitted by Mr. Welch and can confirm that both lots are capable of being developed such that the homes would meet the required setbacks, lot coverage and all other relevant requirements for a single family dwelling in the R1B zone.

Analysis:

Staff reviewed the lot minimum lot dimensions for both proposed lots against the R1B zone requirements and found that the lots require variances as follows:

R1B Zone Lot Dimensions	LOT 1-B Existing Lot & House	LOT 1-A New Lot
Minimum Lot Area: 1350 m ²	Proposed Lot Area 1214 m ² variance of 10%	Proposed Lot Area 1034 m ² variance of 23%
Minimum Lot Frontage: 30 m	Frontage 33.4 m	Frontage 59.1 m
Minimum Lot Depth: 45 m	Side yard length 36.37m variance of 19%	Side yard length 36.37m variance of 19%

Staff have visited the property note that it appears suitable for the purpose of constructing a residential dwelling. The property will be serviced with municipal sewer and a drilled well. Staff have no objection to the proposed subdivision.

A variance is a deviation from the specific requirements of the zoning by-law that would allow the applicant to obtain a permit even though their proposal does not comply with the by-law. Under Section 35(1) of the Community Planning Act that are four checks a variance must meet:

Variance Test	Staff Comment
1. Is the application reasonable?	The proposed lots are smaller than the neighbourhood average of ½ acre or greater, however, the lots are reasonably close to the R1B zone requirement. Adding smaller lots could be viewed as not reinforcing the neighbourhood character or an erosion of the established pattern. However, Staff believe that 2 small lots in predominately large lot neighbourhood offers some diversity at a scale which is reasonable. Furthermore, the property is somewhat unique in that as a corner lot it does have more frontage than other lots and can meet the frontage requirements without a variance.
2. Is the application desirable for the appropriate development of the lands in question?	The highest and best use ¹ or “appropriate development” of the land is, as per the Municipal Plan designation, a single family residential dwelling. The value of new construction would likely exceed average property assessments of the older homes in the area and consequently the application is appropriate.
3. Does the application conform to the general intent of the Zoning By-law?	Staff considers that the general intent of the zoning by-law is being met.
4. Does the application conform to the general intent of the Municipal Plan?	Staff considers that the general intent of the Municipal Plan is being met.

Staff have reviewed the applicant’s submission and the general character of the neighbourhood on Cedar Drive and Renshaw Road. The Municipal Plan acknowledges that low density residential homes are the desired land use for the area and states that within the low density designation one of the goals of the Town is to “*protect and enhance existing residential neighbourhoods.*” and to “*ensure that future residential development compliments existing neighbourhoods.*” As the application would comply with the low density nature of the neighbourhood the applicant’s request meets the general intent of the Municipal Plan and is deemed reasonable.

¹ The exact definition of highest and best use varies, but generally the use must be the following: legally allowable; physically possible; financially feasible; and the maxim productivity of the land.

Land for Public Purposes

Section 42 (3) g of the Community Planning Act gives Council the discretionary authority to determine what amount of money if any could be accepted as Cash in Lieu of Land for Public Purposes. In lieu of land set aside under Section 5.1², Council would ordinarily require that a sum of money be paid to the municipality in the amount of 8% of the market value of the proposed new LOT 14-2. When the subdivision plan is submitted for approval Staff calculate the market value of the new Lot using \$13.50 per square meter as stated in Schedule C of the By-law 4-10.

If the applicant disagrees with the Town’s calculation of the land’s market value of \$13,959.00 for the vacant LOT 1-A then they have the option of retaining, at their cost, a certified, independent appraiser to determine the true market value of the land.

Land Size Sq.Meters	Land value @ 13.50/sq.m	8% of Land Value
1,034.00	\$13,959.00	\$1,116.72

The proposed cash in lieu of Land for Public Purposes is **\$1,116.72** for the proposed vacant LOT 1-A.

Polling

Polling was conducted for the proposed subdivision and several letters were received by the Director of Planning and Development Services (see attached).

Recommendation:

It is recommended THAT the Planning Advisory Committee consider the following MOTION:

- A. Grant a variance to allow for a reduced minimum lot size of 1034 m² and a reduced side yard length of 36.37m for Lot 1-A 42 Cedar Drive (PID 00238428) on the condition that the property owner Shall supply a copy, to the Development Officer, of the Well Driller’s Pump Test Report which indicates that there is sufficient water for a single family home and that the wells of neighbouring properties will not be adversely impacted.;
- B. Grant a variance to allow for a reduced minimum lot size of 1214 m² and a reduced side yard length of 36.37m for Lot 1-B to be subdivided from 42 Cedar Drive (PID 00238428) on the condition that the encroaching garage be removed prior to the Development Officer approval of the final plan of subdivision;
- C. Recommend that Council accept \$1,116.72 as cash in lieu of LPP for the proposed vacant Lot 1-A to be subdivided from 42 Cedar Drive (PID 00238428).

Attachments:

- Map 1 Site Location Map
- Attachment A Proposed Subdivision Plan

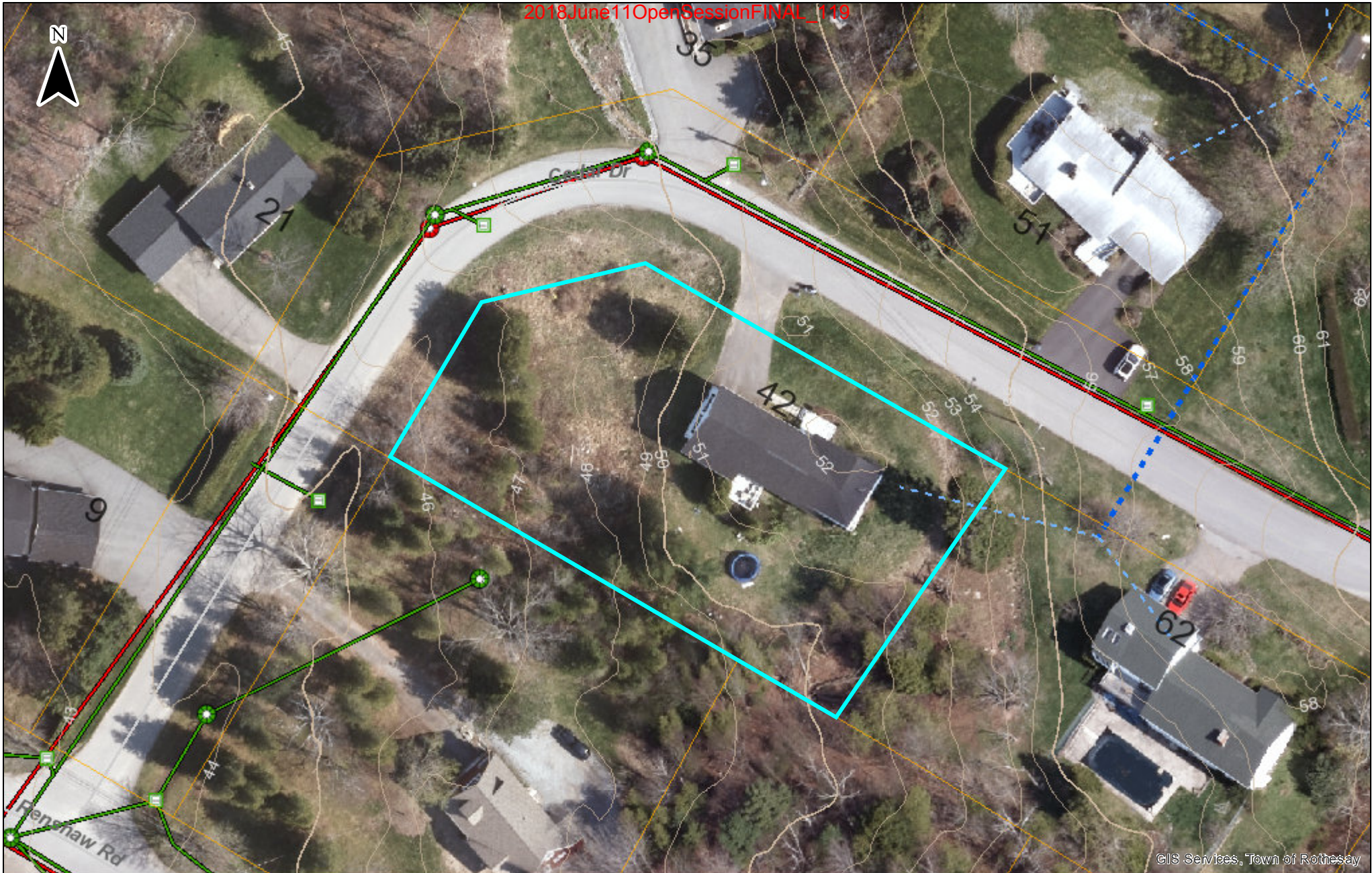


Report Prepared by: Brian L. White, MCIP, RPP
 Date: Thursday, May 31, 2018

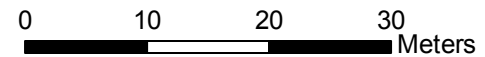
² Rothesay Subdivision By-law No. 4-10: Section 5.1 Land For Public Purposes - Amount of Land to be Provided to the Town
 As a condition of approval of a subdivision plan, land in the amount of ten percent (10%) of the area of the subdivision, exclusive of the public streets, at such a location as assented to by Council pursuant to the Act, is to be set aside as “Land for Public Purposes” and so indicated on the plan.

Map 1 - 42 Cedar Drive

2018June11OpenSessionFINAL_119



Author: GIS Services
Date: 5/31/2018
Time: 11:28:06 AM



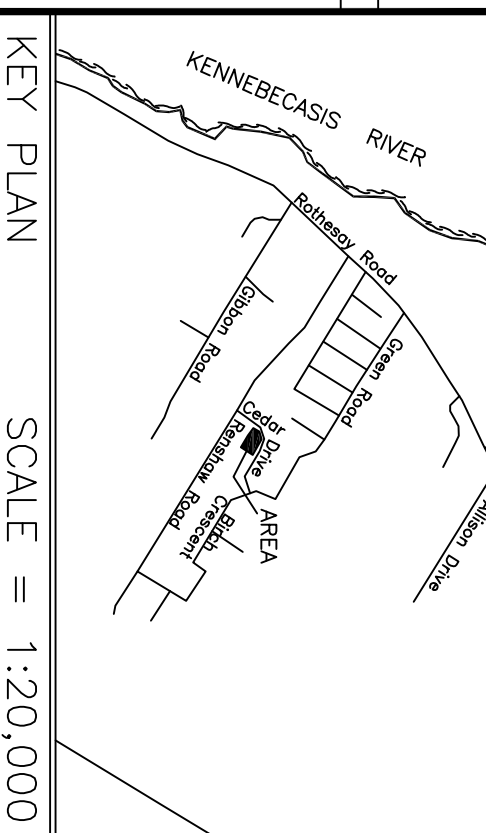
* Note - This product is for informational purposes only and has not been prepared for, nor is suitable for legal, engineering, or surveying purposes

N.B. GRID NORTH

N.A.D. 83 C.S.R.S.
N.B. GRID COORDINATE VALUES

POINT	EASTING	NORTHING	DESCRIPTION
64	2539221.959	7374835.616	S.S.M.F.D. - #244
72	2539170.339	7374900.309	S.S.M.P.L.
73	2539181.683	7374919.308	S.S.M.P.L.
74	2539202.080	7374923.915	S.S.M.P.L.
75	2539215.957	7374915.831	S.S.M.P.L.
76	2539197.652	7374884.409	S.S.M.P.L.
77	2539244.813	7374899.020	S.S.M.P.L.
78	2539242.368	7374869.094	S.S.M.F.D.
79	2539287.767	7374942.070	P.P.F.D.
112	2539205.368	7374945.281	C.P.T.
113	2539214.538	7374874.579	C.P.T.
220	2539168.835	7374937.030	C.P.T.
269	2539226.510	7374867.604	I.P.F.D.
455	2539153.013	7374910.533	I.P.F.D. Plan 17040990
1339	2538659.180	7375299.584	N.B. Monument (gd)

Scale Factor = 1.000017



- Legend**
- I.P.F.D. Iron Pipe Found
 - S.O.I.B.F.D. Square Iron Bar Found
 - S.S.M.P.L. Standard Survey Marker Placed
 - S.S.M.F.D. Standard Survey Marker Found
 - P.P.F.D. Pinned pipe found
 - C.P.T. Calculated Co-ordinate Point
 - Wooden Surveyor's Post, Scribed (WP)
 - Co-ordinate Point Reference
 - Fence
 - Hydro Pole (HP) / Utility Wire
 - Structure
 - △ Control Point
 - ▲ New Brunswick Co-ordinate Monument
 - Easement
 - Not to scale
 - (M) Measured
 - #244 Philip Kierstead, N.B.L.S.
 - sq.m. Square Metres

- Notes**
- 1) Azimuths refer to New Brunswick Grid North. All computations performed and coordinates shown are based on the New Brunswick Stereographic Double Projection and the NAD83 (CSRS) Ellipsoid as realized by SNG's Adjusted Coordinate Monuments and were derived from Monument 1339.
 - 2) Azimuths and distances are rounded off to the nearest 10" & 0.01 m respectively.
 - 3) Area of survey outlined thus ○—○
 - 4) Peripheral information is compiled from various sources & should be verified.
 - 5) All plans & documents referenced are recorded in the Kings County Registry Office or in the Land Titles Office for the District of New Brunswick.
 - 6) Field work was completed on
 - 7) This plan amends Subdivision Plan - Kingshurst Manor Subdivision, filed at the Kings County Registry Office on April 15, 1961 as Plan 1283.
 - 8) The reason for the amendment is to amend Lot 1, Block "C", Plan 1283 to create Lot 1-A & Lot 1-B (containing an existing residence)
 - 9) As used herein, the word Certify shall mean an expression of the consultant's professional opinion to the best of his information, knowledge & belief & does not constitute a warranty or guarantee by the consultant.
- Purpose of Plan**
- To amend Lot 1 Block "C", Plan 1283 to create Lot 1-A & 1-B (containing an existing residence).

PRELIMINARY AMENDING SUBDIVISION PLAN
KINGSHURST MANOR SUBDIVISION

LOTS 1-A & 1-B
CEDAR DRIVE,
TOWN OF ROTHEsay,
PARISH OF ROTHEsay,
COUNTY OF KINGS,
PROVINCE OF NEW BRUNSWICK.

Scale = 1:400

CERTIFIED CORRECT AS TO INFORMATION CONTAINED WITHIN HEAVY LINE.

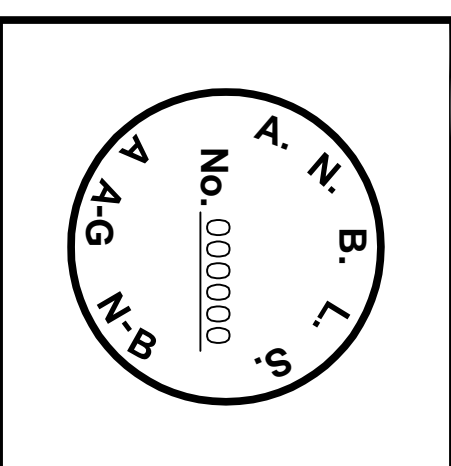
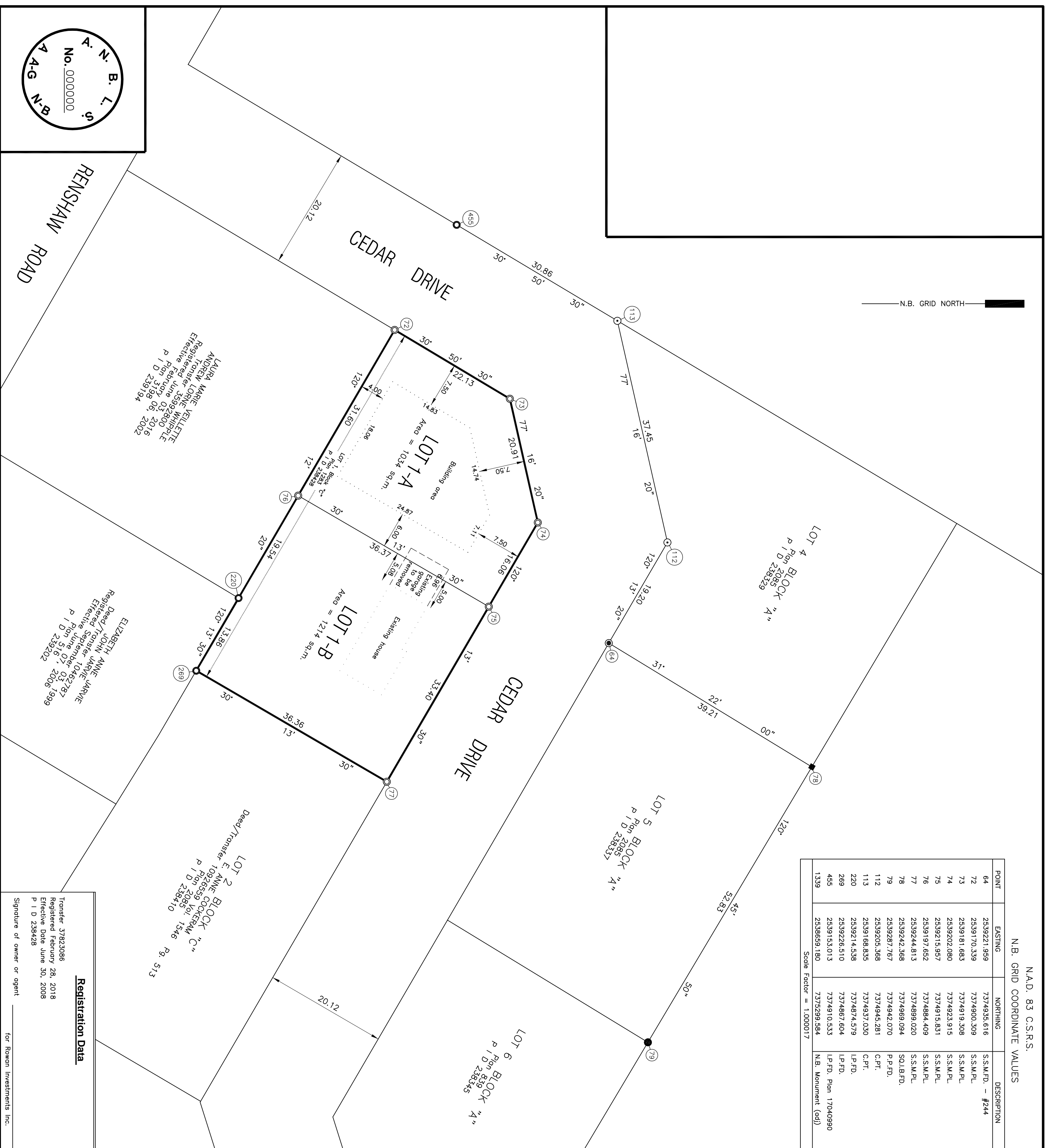
FULTON SURVEYS (2004) LTD
70 PUMPKIN HILL ROAD
NAUMWICKMAK, N.B.

SURVEYED BY BRIAN WALSH N.B.L.S. #342

DATE April 06, 2018

JOB No. 3951 BOOK 230 PAGE 97 CRD 3951

Dwg No. 07 - XXX - C



Date May 28th, 2018
To Brian White
Re Development at 45 Cedar Drive

We have been living at 51 Cedar Drive since 1983 (35 years). Our property is right across from the property in question, 42 Cedar Drive.

42 Cedar Drive has been nothing but an eyesore as the property has been rented for the past few years, and we as neighbours have no idea as to who owns it. This property, other than it has been renovated a few years ago, has never been maintained and I believe it will never be taken care of even if the development goes ahead.

Ripping off the garage and building an even smaller house is definitely not the answer. We, as neighbours, wish to make you aware of a number of strong objections that we have with regards to this proposed development of an additional property or open small space. As immediate neighbours to the site of the proposed development, we are of the view that this will have a serious impact on our standard of living. It does not respect local context and street pattern, in particular the scale and proportions of surrounding homes, and would be entirely out of character of the street, to the detriment of local environment.

Ultimately the scale and proportion are vital. The proposed development is not the same size as those that the neighbours have. There will be two small properties side by side set among larger properties, therefore it will look out of place and not fit with the scale of the surrounding properties. This type of development will not fit with Cedar Drive's street pattern.

The appearance and treatment of spaces between and around homes is of utmost importance. The landscape design will often be of comparable importance to the design or look of the homes. The aim should be for any development to result in a benefit in environmental and landscape terms.

Unfortunately, most of us did not receive the letter until May 20th, not enough time to seek legal help, and a couple of our neighbours were not around this past week.

██████████ and I have spent a lot of money to renovate our dwelling, updating and beautifying the house and the big land that we have. Cedar Drive is a beautiful street with great neighbours who have taken very good care of their properties for the past 35 years or so. There is no reason for any one of us to cut those beautiful trees across the street from us to build a small house among larger homes.

This whole unlawful ordeal will

- a have a detrimental impact upon residential amenities
- b cause street cramming
- c have an impact on trees
- d cause drainage issues
- e result in loss of privacy

We believe we have a great council and hope that the decision will be favourable to the neighbours who have been living around this beautiful street for many, many years.

██████████

██████████



Date: May 29, 2018

To: Brian White

re: 45 Cedar Drive

We live at 62 Cedar Drive, right next to the property in question, and have been living there for the past 31 years. Cedar Drive is a beautiful street with a lot of large properties and nice trees surrounding the street. The land in question is not the right size, and having to build a house on a small land is not right. It will take from the appearance of all the homes in the area, plus getting rid of all the trees to build a small home adjacent to another small dwelling is not the answer.

We disapprove of this proposal and will be attending the meeting on the 4th of June.

Sincerely



2018June11OpenSessionFINAL_123

From: [REDACTED]
To: [Brian White](#)
Subject: Re Application to create 1 new lot @ 42 Cedar Drive
Date: 27 May 2018 12:49:25 PM

I am writing this letter to inform you that I am strongly opposed to variances being granted to allow 42 Cedar Drive to be subdivided into two lots. The proposed lots will be far smaller than the Town's required STANDARD ZONE ([RIB] minimum area of 1350 square meters. Also, the existing house on Lot 1-B would be sitting on the property line between A and B.

A major concern to me is the potential added runoff from the road onto my property once all the trees are removed from lot 1-A and the ditch filled in. At present, during substantial rainfall, water runs onto my property at two locations.

As this part of Rothesay (old East Riverside-Kingshurst) becomes more densely populated with tiny lots compared to those of the past, it stands to lose much of its charm and appeal to present and future home owners/buyers.

I intend to attend the public meeting on June 4, 2018 regarding the subdivision application.

Sincerely,

[REDACTED]
21 Cedar Drive
Sent from my iPad

2018June11OpenSessionFINAL_124

From: [REDACTED]
To: [Brian White](#)
Subject: re notice of variance for 45 cedar drive
Date: 27 May 2018 11:23:57 AM

I live at 35 Cedar Dr. & will be directly across the street of this proposal and am strongly opposed to this for several reasons.

It is against the entire neighborhood appearance re lot sizes and makes little sense except for personal gain of this applicant. The past history of the present lot (and proposed variance) is a sorry one. Several years ago it was bought, sat idle for a brief period, bought by another party who renovated it and proceeded to rent it out...mostly with very unappealing maintenance and an annoyance to many of us, especially as the owner was not known to us and apparently had left the province... so no one could reach him to take control of it.

Now, they want to rip off the garage to make the existing house smaller and add an even smaller dwelling which is certainly totally against the present rules, and is an affront to our well maintained and large lot and all the other well managed homes on this street and surrounding Renshaw Drive. I have little doubt the applicant goes into this with the only thought to build and sell and leave it to us (as in the past) to worry about our property values, way of life, and well managed properties.

This should not even be considered as it is against all we expect from our Council to protect us with the bylaws established by previous Councils.

It is also a concern that this information was delivered by mail just May 17, and asking for opinions, with little time for anyone to assess, fact find, hire legal advice, etc. An what if some of our neighbors were out of town until now, or still out of town and contact.

Most importantly, This could open every property to be eventually bought by high bidders, and an additional one or two houses added to the lots each time one is sold.

We expect our Council to protect us from this very real and frightening scenario .

We have lived here 27 years, and have a large investment over the years of updating and enlarging our house and improving the lot. That is why we bought in this sub division and have always been confident that the bylaws could not, should not, and will not be dealt like a crooked deck of cards which will be of absolutely no use to any of us who live here.

Respectfully,

[REDACTED]

[REDACTED]



ROTHESAY

2018June11OpenSessionFINAL_125

BUILDING PERMIT REPORT

5/1/2018 to 5/31/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/09/2018	BP2018-00025	115 CAMPBELL DR	INTERIOR RENOVATIONS - COMMERCIAL	\$700,000.00	\$5,075.00
05/17/2018	BP2018-00029	74 DUNEDIN	SINGLE FAMILY	\$850,000.00	\$6,162.50
05/10/2018	BP2018-00041	115 CAMPBELL DR	NEW COMMERCIAL BUILD	\$800,000.00	\$5,800.00
05/17/2018	BP2018-00042	68 MARR RD	ADDITION	\$35,000.00	\$253.75
05/09/2018	BP2018-00043	16 SCOTT AVE	DECK	\$2,000.00	\$20.00
05/09/2018	BP2018-00044	73 GARDEN ST	ACCESSORY BUILDING	\$3,400.00	\$29.00
05/14/2018	BP2018-00045	90 HORTON RD	ACCESSORY BUILDING	\$86,000.00	\$623.50
05/15/2018	BP2018-00046	1 CAMERON RD	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
05/09/2018	BP2018-00047	7 IONA AVE	FENCE	\$1,885.00	\$20.00
05/24/2018	BP2018-00050	1 SCOTT AVE	DECK	\$500.00	\$20.00
05/31/2018	BP2018-00051	29 CHANTALE ST	STORAGE SHED	\$1,800.00	\$20.00
05/24/2018	BP2018-00052	31 FOREST RD	ACCESSORY BUILDING	\$2,150.00	\$21.75
05/17/2018	BP2018-00053	10 SECOND ST	DECK	\$5,875.00	\$43.50



5/1/2018 to 5/31/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/24/2018	BP2018-00054	33 DOFRED RD	WINDOWS	\$2,500.00	\$21.75
05/30/2018	BP2018-00055	9 BURNS AVE	ACCESSORY BUILDING	\$2,000.00	\$20.00
05/24/2018	BP2018-00056	2260 ROTHESAY RD	DECK	\$800.00	\$20.00
05/17/2018	BP2018-00057	12 ALEXANDER AVE	ELECTRICAL UPGRADE	\$1,000.00	\$20.00
05/17/2018	BP2018-00058	117 PARK DR	ACCESSORY BUILDING	\$3,000.00	\$21.75
05/17/2018	BP2018-00059	6 PAIGE STREET	ACCESSORY BUILDING	\$2,500.00	\$21.75
05/17/2018	BP2018-00061	63 RIVER RD	SINGLE FAMILY	\$100,000.00	\$725.00
05/17/2018	BP2018-00062	63 RIVER RD	DEMOLITION	\$0.00	\$500.00
05/17/2018	BP2018-00063	16 SHADOWHILL CRT	FENCE	\$1,100.00	\$20.00
05/24/2018	BP2018-00064	25 COVE CRES	IN GROUND POOL	\$17,989.00	\$130.50
05/24/2018	BP2018-00065	11 ALEXSCOT CRT	ADDITION	\$20,000.00	\$145.00
05/17/2018	BP2018-00066	1 ANOKA LN	ACCESSORY BUILDING	\$3,000.00	\$21.75
05/30/2018	BP2018-00067	2126 ROTHESAY RD	DEMOLITION	\$0.00	\$500.00



BUILDING PERMIT REPORT

5/1/2018 to 5/31/2018

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
05/30/2018	BP2018-00069	1954 ROTHESAY RD	FENCE	\$2,000.00	\$20.00
05/30/2018	BP2018-00070	34 ROTHESAY PARK RD	WINDOWS	\$4,000.00	\$29.00
05/30/2018	BP2018-00071	2 ROTHESAY PARK RD	ELECTRICAL UPGRADE	\$1,500.00	\$20.00
05/25/2018	BP2018-00074	16 WANDA CRES			\$20.00
				\$2,651,499.00	\$20,365.50
Summary for 2018 to Date:				\$6,103,698.00	\$45,551.00

2017 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$1,329,080.00	\$10,726.25
Summary to Date:	\$3,182,304.89	\$24,811.75



ROTHESAY



INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 7 June 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
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	85%	Both stations are commissioned
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 request pending inc \$75,000 Town utility work
WWTP Phase II design	1.4M ¹	-	Funding application submitted
Fields & Trails	40,000	4%	Wells rustic trails
Water supply	300,000	-	Membrane replacements on order
Hillsview/Shadow Hill Court water	450,000	-	Water main replacement
Iona/Erisky upgrade	680,000	56%	Sanitary, storm, curb, sidewalk complete; paving underway
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 being drafted for award at July 2018 meeting
Town Hall repairs	47,000	-	
Salt shed repairs	40,000	-	Awarded, start date June 18
IT upgrades	90,000	40%	MS Office upgraded
Fleet Replacement	620,000	34%	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	-	FCM grant – underway
Protective Services	81,500	16%	KVFD

* Funds paid to this date.

¹ Subject to Build Canada funding

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2. Advocacy Update:
Street Light Costs
3. Advocacy Update:
Cannabis Revenue-sharing
4. FCM Update
5. Members in Action
6. Advocacy Update:
Infrastructure Funding
7. Member Programs



UMNB President Bev Gaston and federal Minister of Infrastructure and Communities Amarjeet Sohi before the signing of the \$673 million federal infrastructure agreement. Story on page 5.

President's Message

Dear members: Welcome to our Spring 2018 newsletter.

These are exciting times for municipalities. Under the new Local Governance Act, municipalities are recognized as a level of government for the first time. And our voice is being heard louder than ever.

Your Board has worked hard ensure a smooth transition to our new Executive Director, and we're working to put the Strategic Plan into action. We're also standing up for you. We've taken a stand on issues that affect your budgets, from demanding lower costs on streetlighting from NB Power, to advocating for a fair share of cannabis excise tax revenues. We were at the table to ensure the

Federal infrastructure funding agreement made sense for municipalities. And our committee members and staff make sure municipal priorities are heard in frequent government consultations and emerging issues.

As your President, I've been proud to advocate for you directly to MPs and Senators in Ottawa, and to Ministers and MLAs here in New Brunswick. So far in 2017 I've travelled to Zone meetings in almost all our Zones, with more to come. I hope to meet you at your next Zone meeting and at our AGM September 28-30 2018.

When I took on the Presidency, I had no idea how much it would involve. As your President and a Mayor, I'm very proud of the work UMNB is doing to give our communities a strong voice.

Thank you for being a part of it.
UMNB President Bev Gaston

We're on Facebook!

UnionofMunicipalitiesNB

Email: umnb@nb.aibn.com

Tel: 506-444-2285

Address: 302-259 Brunswick St.,
Fredericton NB E3B 1G8

UMNB's 2018 Annual Conference & AGM will be September 28-30 2018 at the Crowne Plaza Fredericton. Hotel rooms are filling up – book now!

Upcoming Board meetings:
August 10-11 2018 | September 28 & 30 2018



New Executive Director

UMNB’s new Executive Director Margot Cragg started October 30 2017. You may have met her at our 2017 AGM or travelling to Zone meetings across the province. Fluently bilingual, Margot brings experience in lobbying, communications, serving members, and managing teams. Margot looks forward to getting results for you.



**Advocacy Update:
Demanding a Fair Rate for Street lights**

UMNB has asked the Energy and Utilities Board (EUB) to direct NB Power to set a fair rate for streetlights for all municipalities.

UMNB made a presentation at the NB Power 2018/2019 General Rate Application public hearing in February. UMNB was taking action on Resolution U-17-07 passed at the 2017 UMNB AGM.

According to the EUB, the ratio between costs and revenues for each rate class is supposed to be about equal. But NB Power is proposing a rate for street lights that would be 195% the cost of providing the service. That’s almost double.

Every dollar overcharged by NB Power for street lighting is money that municipalities can’t spend on the services and infrastructure people use every day in our communities.

The EUB was listening, and in March they asked NB Power to explain why the rate for street lights doesn’t follow their own pricing guidelines. The rate hearing is still ongoing, and UMNB will keep watch for the EUB’s decision.

Read the *Telegraph Journal* editorial about UMNB and other media coverage here: <http://www.umnb.ca/newsite/umnbinthetnewsstreetlights/>

Ongoing Advocacy Issues

- New Local Governance Act Regulations
- Changes to Regional Service Commissions
- Municipal election campaign finance rules
- Immigration and Population Growth
- RCMP Contract Costs
- PPP Recycling

Contact our office for updates.

We’ve moved!

UMNB’s office is now located at 259 Brunswick St., Suite 302 in Fredericton NB.
You can reach UMNB at 506-444-2285 or at umnb@nb.aibn.com



**Advocacy Update:
Legalized Cannabis – Fair revenue-sharing for municipalities**

Cannabis is expected to be legalized in 2018. And as the order of government closest to people’s lives, municipalities will be on the front lines of implementation.

Legalization will mean new and ongoing costs for municipalities, including for policing, fire safety, and administration. But too often in the past, municipalities have been downloaded new responsibilities without additional funding to cover those new costs. That means less money to provide the services and infrastructure residents depend on every day.

That’s why UMNB is advocating that municipalities should receive a fair share of cannabis excise tax revenues.

UMNB is lobbying for our members, including meetings with Ministers and senior government staff from Departments of Finance, Justice & Public Safety, and Environment & Local Government. We’ve advocated that one-third of cannabis excise tax revenues should flow to local governments.

UMNB also worked with FCM to launch the new Municipal Guide to Cannabis Legalization: A roadmap for Canadian local governments, which provides help on how municipalities can get ready for cannabis legalization. Find a copy of the Guide here: <https://fcm.ca/documents/issues/CannabisGuideEN.pdf>

FCM

UMNB President Bev Gaston sits on the Board of Directors of the Federation of Canadian Municipalities (FCM). Through FCM, UMNB works with mayors & councillors and fellow provincial municipal associations from across Canada to develop national strategies on issues that affect municipalities. In November 2017, President Bev Gaston met with Members of Parliament and Senators on Parliament Hill to advance municipal priorities. Issues at the March 2018 meeting in Laval, QC included cannabis revenue sharing, affordable housing, spruce budworm prevention, RCMP costs, and rural economic development.
www.fcm.ca



Members in Action
Zone Meetings

Zone Meetings are where members connect with other municipalities, share views and ideas, and ask UMNB to take action on your behalf. All Mayors & Councillors are welcome at Zone meetings. For the date of your next meeting, contact your Zone Director. <http://www.umnb.ca/newsite/board/>



Committees

UMNB’s committees provide essential on-the-ground information, perspectives and research so UMNB can respond to emerging issues. If you would like to participate in a committee, please contact our office. List of current committees: <http://www.umnb.ca/newsite/committees/>

Zones from left to right:

- Top left: Zone 7
- Top right: Zone 3
- Mid left: Zone 6
- Mid right: Zone 4
- Bottom left: Zone 5



Advocacy Update: Infrastructure Funding for Municipalities

In March the provincial and federal governments signed an agreement that will mean over \$673 million in infrastructure funding for New Brunswick over 10 years. The agreement is better for New Brunswick's communities because municipalities were involved, says UMNB President Bev Gaston.

UMNB lobbied to ensure the priorities of municipalities were reflected in the agreement. UMNB met with Ministers, provided municipal input on multiple drafts of the agreement, and worked directly with the provincial negotiators responsible for New Brunswick's deal.

Part of the project approval process will include a review to ensure that a fair balance of municipal and provincial projects exists under all streams. Up to 33.3% provincial and 40% federal cost-sharing will make projects more affordable for our communities. (Under the Rural and Northern stream, the federal government will share up to 50%, and up to 60% for communities under 5000 residents.)

"Municipalities provide the essential infrastructure that people depend on, and long-term funding like this helps them afford it," Gaston said. "But we know that to get shovels in the ground, the funding agreement has to make sense. That's why it was essential that municipalities be consulted."

Find the IBA here:

<http://www.infrastructure.gc.ca/prog/agreementsententes/2018/2018nbeng.html>



Board of Directors

Your 2017-2018 Board of Directors is working hard for you. Find the names of your Directors on our website: <http://www.umnb.ca/newsite/board/>

Member Programs

Asset Management Planning Workshops

UMNB held asset management planning workshops in partnership with the Association of Municipal Administrators of New Brunswick (AMANB) to help members get ready for the July 31 2018 deadline. Now, UMNB is working with AIMS and fellow municipal associations to develop follow-up training for next steps.

If you have questions about available training, or about how to meet the July 31 deadline, contact UMNB's office at umnb@nb.aibn.com.

Update: Climate Change and Energy Initiative (CCEI)

We are in the final phases of the UMNB Climate Change and Energy Initiative (CCEI), which is helping 11 municipalities develop strategies and local action plans to improve resiliency to climate change.

Starting in 2016, the CCEI has helped municipalities develop greenhouse gas emissions inventories and Local Action Plans, including a Community Energy Planning Approach. Participating municipalities are expected to have actionable plans to reduce their GHG emissions, cut energy costs, and harness local resources, such as through energy efficiency in buildings, water/waste water, fleet vehicles, advancing electrification of transportation, land use planning and more.

UMNB is currently gathering interest from members interested in participating in the next phase. The project is contingent on funding from the NB ETF and FCM. If you are interested, contact UMNB at umnb@nb.aibn.com for more information.



May 30, 2018

Mayor Grant & Members of Council
Town of Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5

Your Worship and Members of Council:


RE: ROTHESAY/QUISPAMSIS JOINT ADVISORY COMMITTEE

Thank you for your letter of March 2, 2018.

This will confirm the Quispamsis Town Council, at its May 1, 2018 Regular Meeting, went on record approving our Nominating Committee's recommendation to restructure the Joint Advisory Committee, (as outlined in your letter of March 2, 2018), to consist of the Mayors and Town Managers of Rothesay and Quispamsis; and, further that Regular Monthly Meetings be held and the respective Councils be apprised of discussions.

Trusting this meets with your approval.

Yours truly,



Catherine P. Snow
Town Clerk



To: Mayor Grant and Rothesay Council
From: John Jarvie, Town Manager
Date: Thursday, June 07, 2018
Subject: Encroachment Agreement (By-law No. 1-11, A By-law to Manage Town Owned Lands)

Applicant:	Jeff Clark	Property Owner:	Joanne Marie Clark
Mailing Address:	53 Elizabeth Parkway Rothesay, NB E2H 2S9	Mailing Address:	53 Elizabeth Parkway Rothesay, NB E2H 2S9
Property Location:	Town Waterfront Parcel abutting 53 Elizabeth Parkway	PID(s):	00234575
Plan Designation:	RECREATIONAL	Zone:	Recreation (REC)
Application For:	Encroachment Agreement (By-law No. 1-11)		
Input from Other Sources:			

Recommendation:

It is recommended THAT the Council consider the following Motions:

- A. Rothesay 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); and
- B. Rothesay 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.

Origin:

Staff received an request from Mr. Jeff Clark, requesting an encroachment agreement on Town owned waterfront property (PID 00234575) abutting 53 Elizabeth Parkway.

Background:

On September 10, 2012 Council enacted By-law No. 1-11, "A By-law to Manage Town Owned Lands" in order to accommodate residents that desire to develop improvements on Town owned lands that would complement their properties. By-law 1-11 is also intended as a mechanism to protect the Town from liability claims by ensuring that such encroachments are safe and do not cause public nuisance.

Part 7 of By-Law 1-11 specifies that "Where a property owner wishes to make improvements not in place at the time of the adoption of this By-law, he or she may apply for an agreement to construct such improvements (encroachment agreement), which agreement shall be approved by Council."

The owners of 53 Elizabeth Parkway have requested an encroachment agreement to permit the following on Town owned land:

- A. Engineered retaining wall approximately 35 meters in length comprised of armour stone, shot rock and filter fabric.
- B. Reinforced concrete slab boat launch.

The location and details of the requested encroachments are described in the proposed encroachment agreement.

Analysis:

Staff have conducted a site visit with the applicant and have reviewed the submission details of requested encroachment and determined that:

1. The requested encroachment and associated structure(s) would not create a hazard or make any existing natural hazard more severe.
2. The requested encroachment and associated structure(s) would not obstruct access to the general public.
3. The appearance of the proposed encroachment and associated structure(s) is generally complementary to residential development in the vicinity.

Furthermore, Council should note that the proposed main points of drafted encroachment agreement would do the following:

1. Require that the applicant agree to remove the encroachment and associated structure(s) or modify it in the future if so directed by the Town.
2. Require that the applicant agree that the Town may remove or have removed any encroachment and associated structure(s), at the applicant's expense, if such removal is required to conduct municipal operations or activities.
3. Require that the applicant indemnify the Town against third party claims against the Town and that they agree to execute a waiver of liability for any damages to persons or property resulting from the encroachment and associated structure(s) on Town land.

Attachments:

Attachment A

Proposed Encroachment Agreement 53 Elizabeth Parkway

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

Rothesay By-law No. 1-11, A By-law to Manage Town Owned Lands

Parcel Identifier of Parcels
Burdened by Agreement:

PID 00234575

Encroachment Owner: Joanne Marie Clark
53 Elizabeth Parkway
Rothesay, NB
E2H 2S9

(hereinafter called the "Owner")

Property Owner: **Rothesay**
70 Hampton Road
Rothesay, N.B.
E2E 5L5

(hereinafter called "Rothesay")

a body corporate under and by virtue of the
Municipalities Act, RSNB 1973, Chapter M-22,
located in the County of Kings and Province of New
Brunswick

Purposes of Agreement: The Owner is desirous of constructing an
engineered retaining wall and concrete boat ramp
that would encroach on land owned by Rothesay, as
identified on SCHEDULE A,

And whereas the Owner will continue and maintain
said encroachment

NOW THEREFORE THIS AGREEMENT WITNESSTH that for and in the
consideration of the payment of \$200.00 to the Town, receipt of which is hereby
acknowledged, the parties agree as follows:

- A. The Town agrees that the Owner and their executors, administrators or assigns may continue the encroachment only in accordance with this agreement.
- B. The Owner agrees that they will continue the encroachment, including any surface and structure, to be located as shown on SCHEDULE B and generally described as:
 - a. Engineered retaining wall (armour stone, shot rock, and filter fabric)
 - b. Reinforced concrete boat ramp
- C. The Owner agree to adhere to the standards stated in the National Building Code.
- D. The Owner agrees that the encroachment and associated structure(s) will not obstruct access to the public.
- E. The Owner agrees that there will be no removal of existing vegetation or future vegetation other than what is necessary to accommodate the placement of the encroachment.
- F. The Owner agrees that, should the structure or any portion of it be structurally altered, ordinary repairs excepted, the alterations shall be done so that the structure shall not encroach at all or further on the Town owned land after the alterations and shall be in full compliance with the Town's By-laws.
- G. The Town has the explicit right to remove the encroachment without

notice in the event of the structure being deemed a hazard at the sole discretion of the Town and the Owner shall be responsible for the cost to remove said encroachment.

- H. The Town may withdraw permission to encroach at any time, after which the Owner shall be responsible for the removal of the structure.
- I. This agreement will be issued for a maximum of five (5) years from the date executed and may be renewed.

Waiver of Liability

The Owner shall indemnify Rothesay against any liability, claim, demand, action or cause of action of any nature whatsoever, or any expense incident thereto, for injury to or death of a person or loss or damage to property, occurring on or pertaining to the encroachment, including any surface and or structure as shown on Schedule B during the term of this agreement, or arising out of any breach of the Owner covenants.

Registration

A copy of this Agreement and every amendment and/or discharge of this Agreement shall be recorded at the Land Registry office of Service New Brunswick at Hampton, New Brunswick and the Owner shall incur all costs in recording such documents.

Subsequent Owners

This Agreement shall be binding upon the parties thereto, their heirs, successors, assigns, mortgagees, lessees and all subsequent owners, and shall run with the Lands which is the subject of this Agreement until this Agreement is discharged by Council.

Upon the transfer of title to any lot(s), the subsequent owner(s) thereof shall observe and perform the terms and conditions of this Agreement to the extent applicable.

IN WITNESS HEREOF the parties have duly executed these presents this

_____ day of _____, 2018.

Witness:

Joanne Marie Clark (Owner)

Witness:

Rothesay

Nancy E. Grant, Mayor

Witness:

M.J. Banks, Clerk

SCHEDULE A

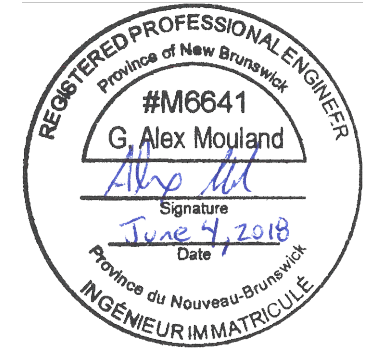
PID 00234575

2018June11OpenSessionFINAL_141



GENERAL NOTES

1. All dimensions in millimeters unless otherwise specified.
2. Elevations in meters.
3. Elevations given are not geodetic and provided as a relational reference only.
4. Site Plan (underlay) provided by others and depicted for reference use only and not for construction.
5. This drawing is not a survey and any property boundaries are shown for reference only.



No.	REVISION/ISSUE	DATE

FUNDY Engineering

27 Wellington Row Tel. (506) 635-1566
P.O. Box 6626 Fax. (506) 635-0206
Saint John, NB fundy@fundyeng.com
E2L 4S1 www.fundyeng.com
Serving Our Clients' Needs First

Project:
SLOPE STABILIZATION
CLARK RESIDENCE
53 ELIZABETH PARKWAY
ROTHESAY, NB

Drawing:

SITE PLAN

Project No.	Designed	Date (yy/mm/dd)
13136	GDM	18/6/6

Scale	Drawn	Rev.
1:200	RTH	

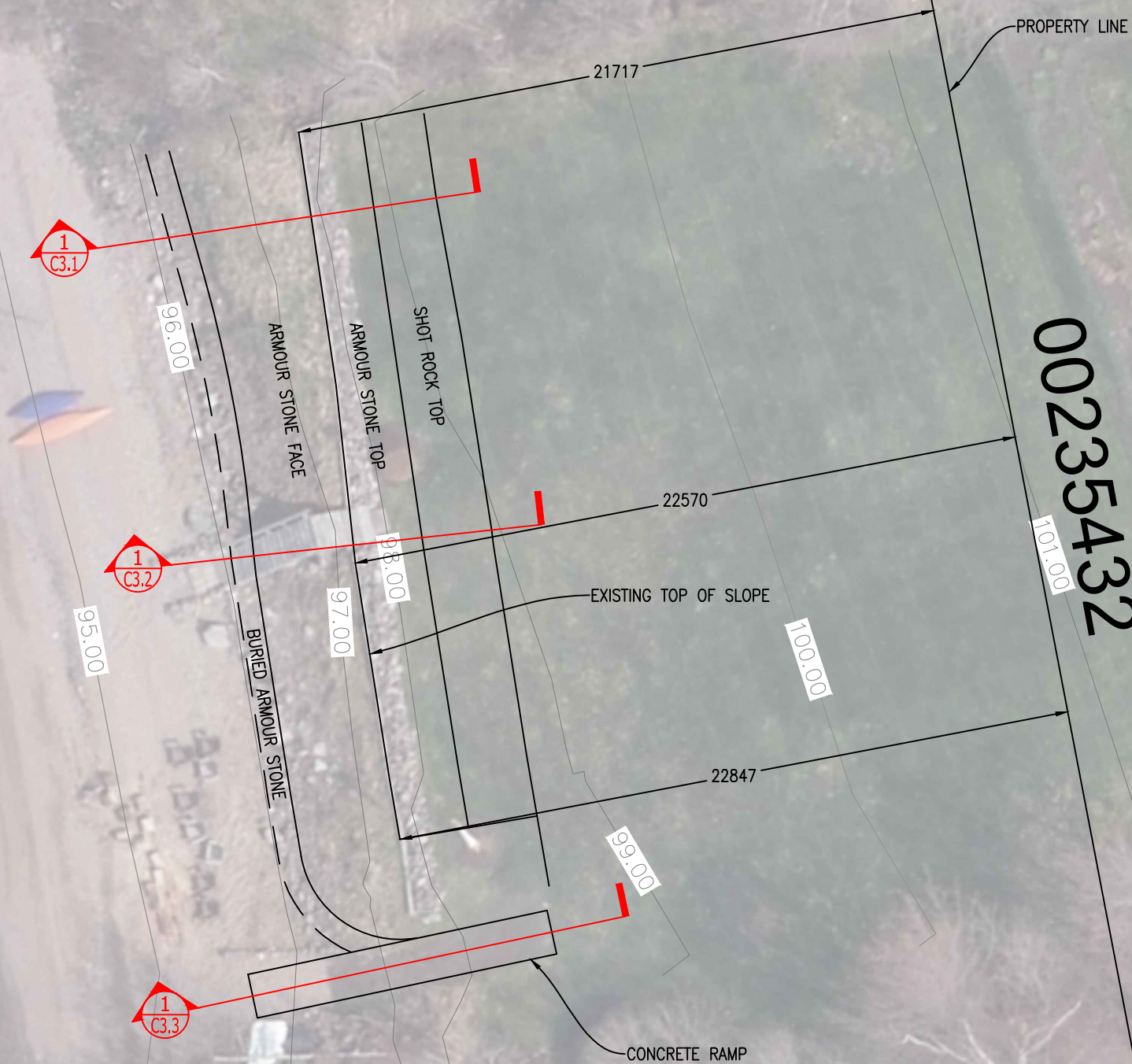
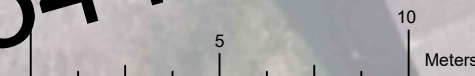
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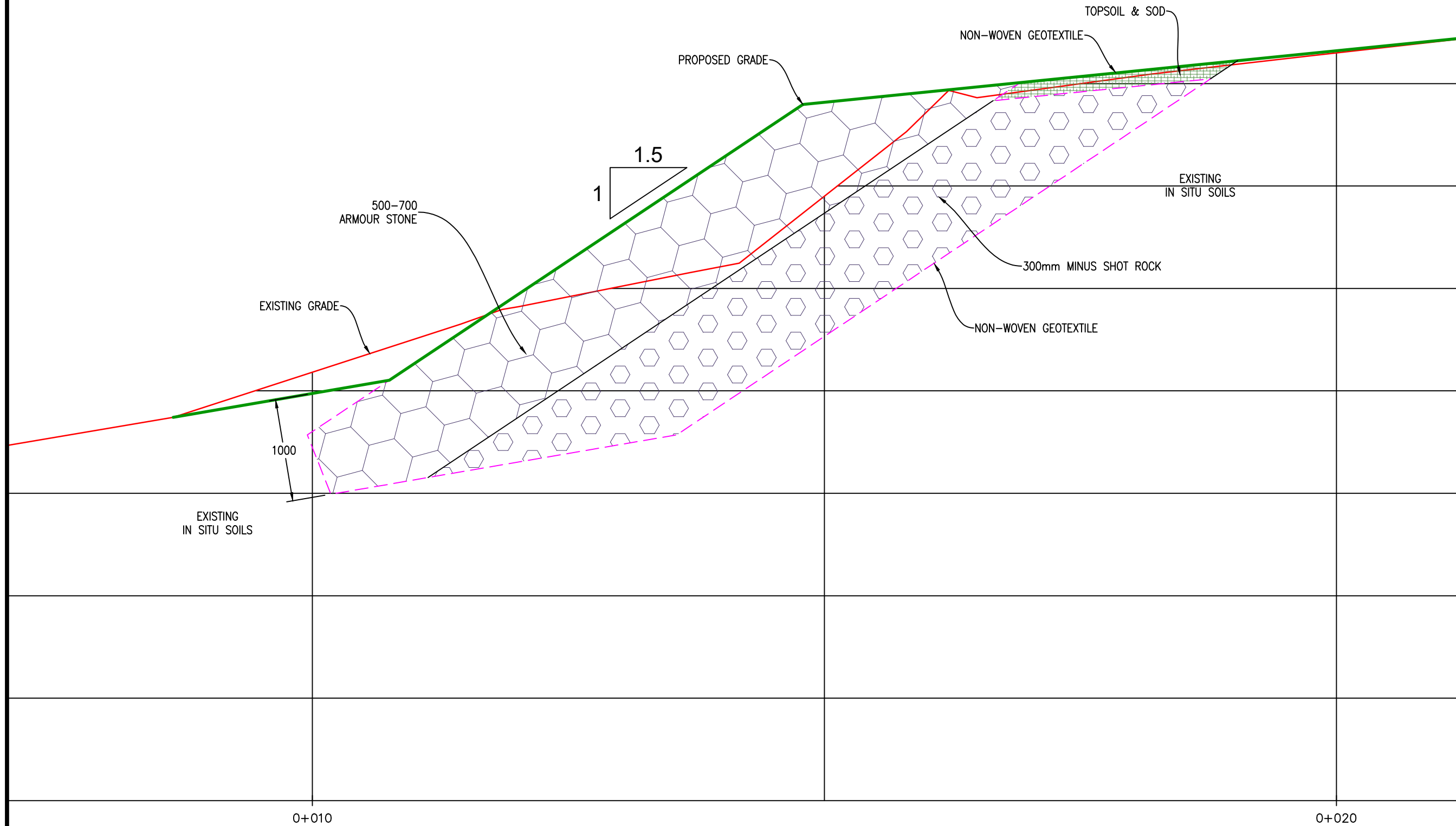
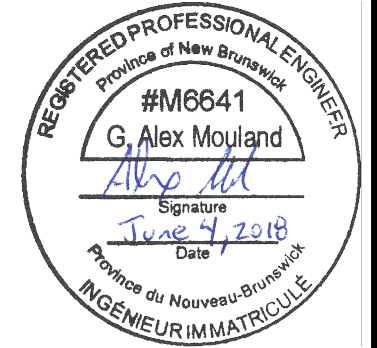
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E2L 4S1 www.fundyeng.com

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Project:
SLOPE STABILIZATION
CLARK RESIDENCE
53 ELIZABETH PARKWAY
ROTHESAY, NB

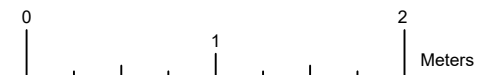
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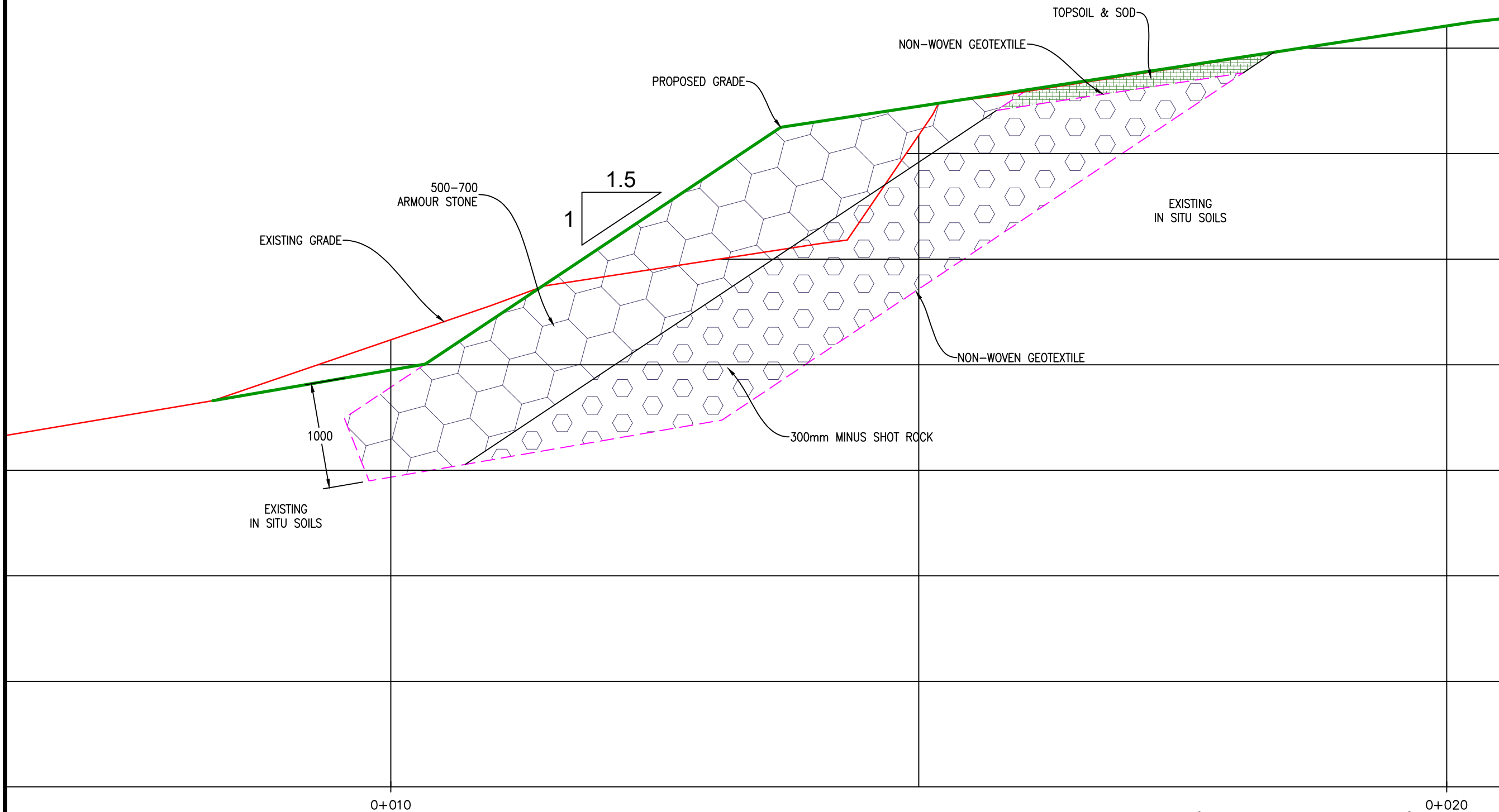
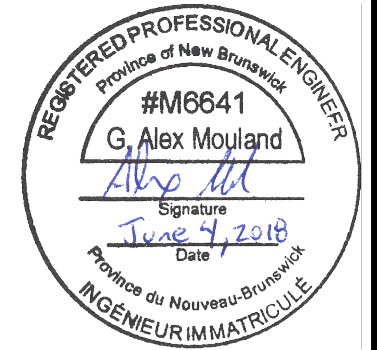


MIDDLE SECTION

2018June11OpenSessionFINAL_143

GENERAL NOTES

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Project:
**SLOPE STABILIZATION
 CLARK RESIDENCE
 53 ELIZABETH PARKWAY
 ROTHESAY, NB**

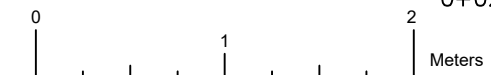
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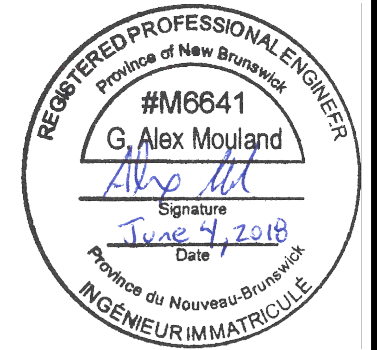
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0+020



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REINFORCED CONCRETE RAMP

EXISTING GRADE

10694

200

No.	REVISION/ISSUE	DATE

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Saint John, NB fundy@fundyeng.com
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Project:
SLOPE STABILIZATION
CLARK RESIDENCE
53 ELIZABETH PARKWAY
ROTHESAY, NB

Drawing:

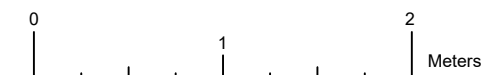
SOUTH SECTION

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13136	GDM	18/6/6

Scale	Drawn	Rev.
1:40	RTH	

0+010

0+020



C3.3

Form 43

AFFIDAVIT OF EXECUTION

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

Subscribing Witness: _____

Address; _____

Persons Who Executed the Instrument: Joanne Marie Clark

Place of Execution: Rothesay, New Brunswick

Date of Execution: _____

I, the subscribing witness, make oath and say:

- 1. That I was personally present and saw the attached instrument duly executed by the party specified and that I am the subscribing witness;
- 2. That the person who executed the instrument is known to me or the person's identity has been proved to my satisfaction;
- 3. That the instrument was executed at the place and on the date specified above;
- 4. That at the time of execution of the instrument I was of the full age of sixteen years; and
- 5. That the person who executed the instrument is, in my belief, of the age of majority.

DECLARED TO at _____, in the)
 County of _____ and)
 and Province of New Brunswick,)
 on the _____)
 day of _____ 2018)

BEFORE ME:)
)
)
)
 _____)

Commissioner of Oaths

Subscribing Witness

Form 45

AFFIDAVIT OF CORPORATE EXECUTION
Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: **MARY JANE E. BANKS**
Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Deponent: Town Clerk

Corporation: **Rothesay**

Other Officer Who Executed the Instrument: **NANCY E. GRANT**
Rothesay
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2018

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

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

DECLARED TO at town of)
Rothesay, in the County of Kings,)
and Province of New Brunswick,)
This ___ day of _____, 2018)

BEFORE ME:)
)
)
)
)

Commissioner of Oaths

MARY JANE E. BANKS



ROTHESAY



INTEROFFICE MEMORANDUM

TO : Mayor Grant & Council
FROM : John Jarvie
DATE : 8 June 2018
RE : Local Government Services Easement – Domville Lane

Recommendation

It is recommended that Council approve the execution of the attached Local Government Services easement plan with the owner of the properties identified as PID 30054381 and PID 30176630.

Background

This matter was dealt with by Council at its December 2016 meeting when an easement agreement was approved. There are two sewer lines crossing an undeveloped parcel of land on Domville Lane. The location of one of the lines makes the lot extremely difficult to develop. Storm water is also released from the Town system over this property. The owner has raised the issue of these lines in the past, perhaps as long as 35 years ago. As the owner has not wished to develop the property, nothing has been done to address the concerns. At this time the owner is desirous of clearly identifying the responsibility for maintaining the line and relocating it to allow the lot to be developed. There are some trees on the property which might be damaged in the relocation of the line and the owner would prefer to postpone the construction project in order to continue to enjoy the amenity of the trees. The approved agreement calls for notice to be given to the Town by the owner to trigger the relocation of the infrastructure.

Staff have reviewed the request and identified an appropriate alternative for the location of the line. A trunk sewer will remain on the property and the agreement includes an easement for that infrastructure as well. In addition the trunk sewer crosses the neighbouring property on which the owner's house is located. It has been agreed that an easement over that property would also be granted.

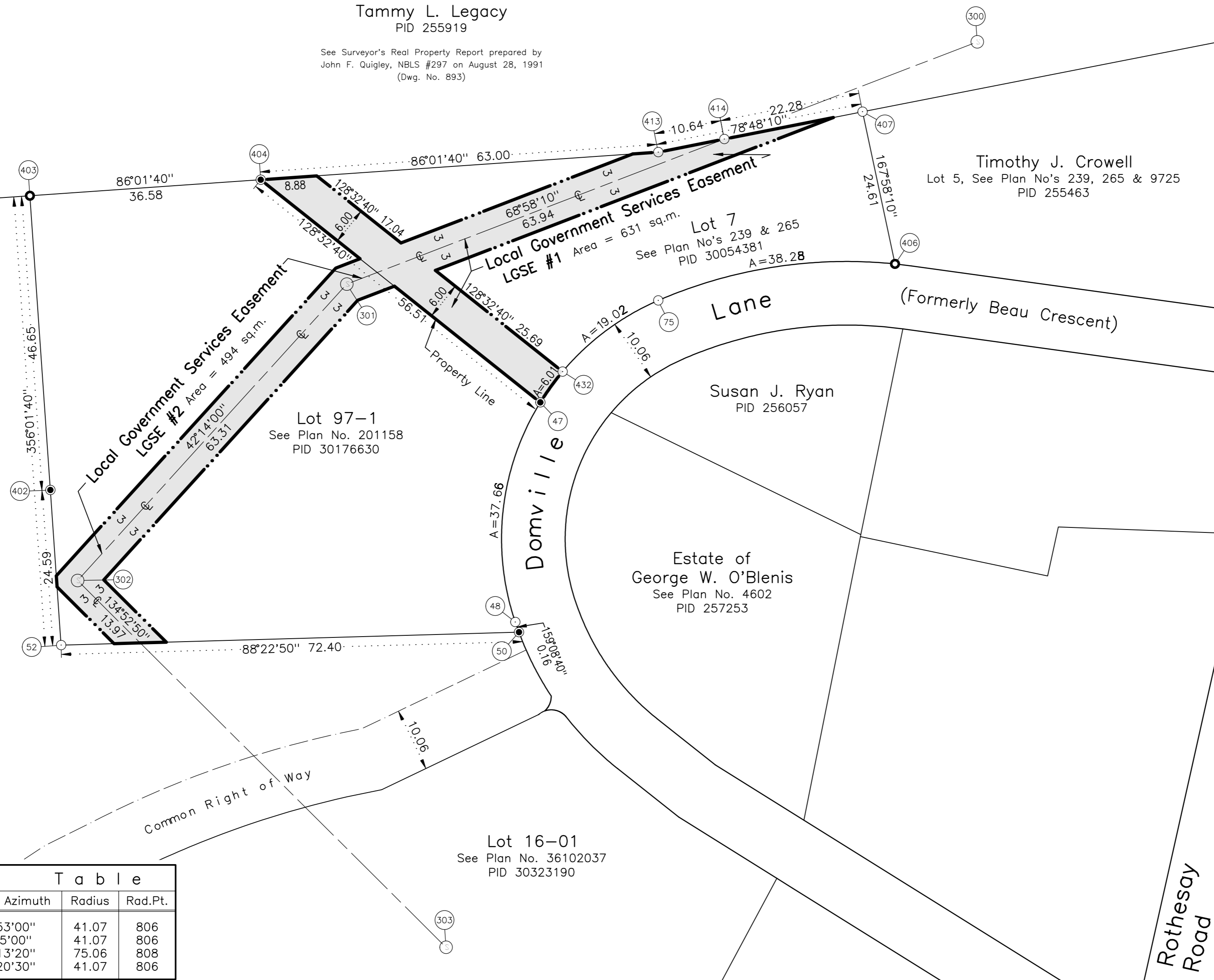
The Director of Operations estimates that the cost of relocating the sanitary sewer line and installing a storm sewer line in the easement would be in the order of \$9-\$10,000 in today's dollars.



Ewen R. Cameron
 Tammy L. Legacy
 PID 255919

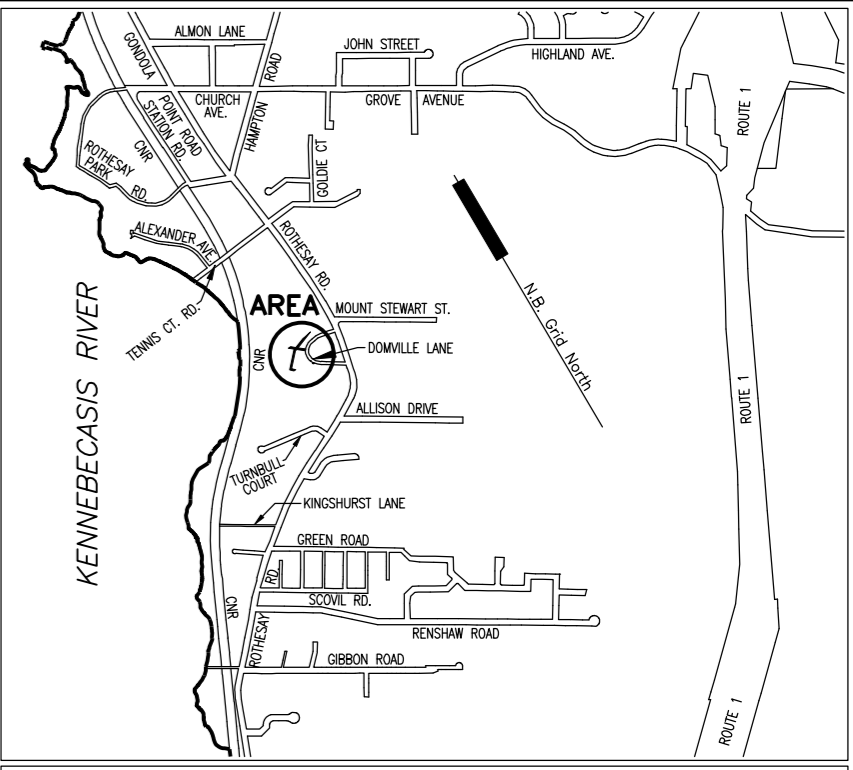
See Surveyor's Real Property Report prepared by
 John F. Quigley, N.B.L.S. #297 on August 28, 1991
 (Dwg. No. 893)

N.B. Grid North



Sheila E. McFarlane
 Philip H. McFarlane
 See Plan No. 9202
 PID 30274104

Curve Data Table						
Point	Point	Arc	Chord	Chord Azimuth	Radius	Rad.Pt.
47	432	6.01	6.01	35°53'00"	41.07	806
48	47	37.66	36.36	5°25'00"	41.07	806
75	406	38.28	37.87	81°13'20"	75.06	808
432	75	19.02	18.85	53°20'30"	41.07	806



Key Plan
 Scale = 1:25,000

LEGEND:
 ● SMF – Standard survey marker found
 ○ SMS – Standard survey marker set
 ○ SMH – Sewer Manhole
 ○ IPF – Iron pipe found
 ○ CALC – Calculated point
 ▲ NBCM – N.B. Co-ordinate Monument
 sq.m. – Square metres
 A – Arc R – Radius
 Rad.Pt. – Radius point
 — Centreline
 PID – Parcel identifier number
 Adj – Adjusted network
 (100) – Tabulated co-ordinate reference
 A.N.B.L.S. – Association of N.B. Land Surveyors
 PCC – Point of compound curvature

NOTES:
 1. Azimuths and Co-ordinate values refer to the NEW BRUNSWICK GRID CO-ORDINATE SYSTEM (Adjusted Network) and were derived from the tabulated New Brunswick Co-ordinate Monuments. Computations performed and co-ordinate values shown are based on the New Brunswick Stereographic Double Projection and the NAD83 (CSRS) ellipsoid.
 2. Azimuths are rounded to the nearest 10 seconds.
 3. Distances are in METRES and are rounded to the nearest CENTIMETRE.
 4. Lands dealt with by this plan are bounded thus _____ or _____
 5. Peripheral information and adjacent names were derived from various sources and should be verified.
 6. All plans and documents referenced are recorded in the Kings County Registry Office or in the Land Titles Office for the District of New Brunswick.
 7. Field survey was completed September 4, 2014.
 8. Local Government Services Easement
 These easements vest in the Town of Rothesay pursuant to Section 88(7)(a) of the Community Planning Act, Chapter 19 and Regulation 84-217.
 9. This plan amends the following plans:
 • "Plan of Domville Property", plan dated January 8, 1925 and filed as number 239.
 • "Plan of Domville Property", plan dated January 8, 1925, revised to September 22, 1932 and filed as number 265.
 • "Amending Subdivision Plan – Domville Subdivision", plan dated July 8, 1997 and filed as number 201158.

PURPOSE OF PLAN:
 ♦ To create Local Government Services Easements shown thus _____

APPROVALS/REGISTRATION:

N.B. Grid Co-ordinate Values (Adj)

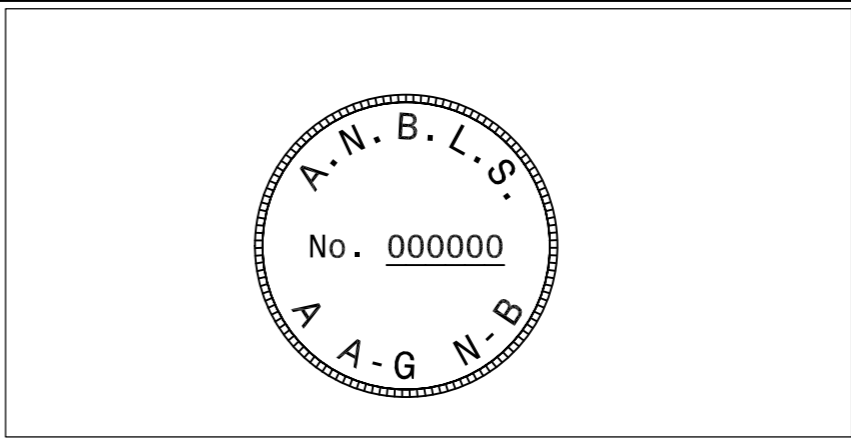
Point	Easting	Northing	Remarks
47	2539296.363	7375795.635	SMF
48	2539292.931	7375759.442	Plan 201158
50	2539292.988	7375759.293	SMF
52	2539220.613	7375757.247	Plan 201158
75	2539315.004	7375811.755	PCC
300	2539365.432	7375852.651	SMH
301	2539265.767	7375814.333	SMH
302	2539223.214	7375767.459	SMH
303	2539281.462	7375709.456	SMH
402	2539218.908	7375781.778	SMF
403	2539215.676	7375828.312	IPF
404	2539252.164	7375830.847	SMF @ IPF
406	2539352.428	7375817.534	IPF
407	2539347.299	7375841.604	CALC (IPF 1983)
413	2539315.008	7375835.212	CALC
414	2539325.449	7375837.279	CALC
432	2539299.884	7375800.502	CALC
806	2539331.307	7375774.063	Rad.Pt.
808	2539344.801	7375742.866	Rad.Pt.
1343	2539073.107	7375812.629	NBCM (Adj)
1345	2539231.230	7376477.003	NBCM (Adj)
14490	2539019.079	7375417.479	NBCM (Adj)
14495	2539370.967	7376408.709	NBCM (Adj)

Scale Factor = 1.000017

TITLE DATA:
 PID's 30054381 (Lot 7) & 30176630 (Lot 97-1)
 Owner: Margaret E. Wennberg
 Document 329551, Volume 1352, Page 241
 Registered: 1997-08-28

SIGNATURE OF OWNER:

 Margaret E. Wennberg



Amending Subdivision Plan
Domville Subdivision
 Town of Rothesay
 Kings County, N.B.

0 5 10 15 20 25 metres 50
 Scale = 1:500

KIERSTEAD QUIGLEY and ROBERTS Ltd.
 Saint John, New Brunswick

Dated: May 24, 2018
 Gerald R. Roberts, N.B.L.S. #308, CLS #1331

Job No. 83-0017
 Book 404, Pages 7, 8 & 16
Dwg. No. 3751



Emergency Solutions International
107 Charlotte Street
Saint John, NB
E2L 2J2
506-333-2555

June 7, 2018

TO:	Town of Rothesay 70 Hampton Road Rothesay, NB E2E 5L5	TERMS:	Invoices payable upon receipt
ATTENTION:	Mr. Matthew Alexander Deputy Mayor	TAXES:	Not Included, HST applicable
QUOTED BY:	Mark Gillan	QUOTE #:	2018-27

PROJECT: 2018 Flood – After Action Review

Mr. Alexander,

In follow-up to our recent conversations and email correspondence, I would like to thank you for the opportunity to provide a quote for service to complete an After Action Review (AAR) of the Town of Rothesay’s Emergency Management response to the flooding of the St. John River in May of 2018. As discussed, Emergency Solutions International (ESI) has extensive experience in providing After Action Reporting both internationally and at the local level (please see Appendix I for ESI Background information). Whether the analysis is in follow up to an exercise or incident, our philosophy is that analysis be conducted in a positive and collaborative manner, citing “Lessons to be Learned” which can feed into an organization’s annual regimen of evaluation, planning, training and validation (please see Appendix II for ESI’s Resilience Management Process).

The following proposal outlines the recommended activities and includes a suggested project schedule and fees associated with providing the service.

The ESI team looks forward to working with you to deliver a comprehensive After Action Report designed to support the Town of Rothesay’s understanding of appropriate action taken during the flooding event as well as opportunities for improvement in the future. If there are any questions or if further clarification is needed, please do not hesitate to contact me.

Yours sincerely,

Mark S. Gillan, BBA, CFO, MIFireE
Director, ESI
MSG/slm

PROJECT SERVICES

OBJECTIVE

The objective of the project is to take the opportunity of the recent flooding event and examine the Town of Rothesay Emergency Management Program, utilizing a staff and council debrief process to prepare an After Action Review (AAR). Within the After Action Review, “Lessons to be Learned” will be captured for the Town of Rothesay to utilize as a foundation piece for continuous improvement of their Emergency Management Program, enhancing the resiliency of the municipality.

SCOPE

ESI will conduct an After Action Review of the emergency response and Emergency Operations Centre (EOC) activity by Town of Rothesay representatives specifically related to the St. John River flood event of 2018. In addition to examining actions, decisions and communications, all emergency management plans and documents belonging to the Town of Rothesay will also be considered within the scope of this review.

Not to be reviewed and considered outside the scope of this project are all interoperability and interdependencies with external organizations including response agencies, other municipalities and stakeholders.

APPROACH

To complete the After Action Review, several key activities will be conducted as outlined below.

1. Identify a Town of Rothesay staff or council member as Project Champion.
2. Conduct a project kick-off meeting, either in person or via telephone, with ESI representatives and the Project Champion and any other representatives deemed appropriate by the Town of Rothesay. Deliverables of this meeting will include:
 - a. confirmation of project scope;
 - b. confirmation of meeting dates and project timelines;
 - c. identification of persons to be included within the debrief process; and
 - d. receipt of Town of Rothesay documents (please see the “Dependencies” section of this document).
3. Email from the Project Champion to all debrief participants, introducing ESI and their role in the debrief process.
4. Email from ESI to all debrief participants outlining the debrief process.
5. Confirm any individuals who will be unable to participate in the debrief session or who would prefer a confidential interview.
6. Conduct one (1) debrief session with staff and Council on a scheduled Monday evening (please see the proposed schedule).
7. Conduct confidential interviews, if required.
8. Deliver draft version 0.9 of the After Action Review to the Project Champion.
9. ESI will receive comments or questions from the debrief participants and the Project Champion related to the draft version 0.9 of the report.
10. File the final version 1.0 After Action Review with Council.

ESI PROJECT TEAM

The proposed project team would be comprised of staff from ESI. It is believed that the project will be carried out by:

1. Mark Gillan, ESI – Project Lead and report author
2. Sarah McLaughlin – Administration and Project Management
3. Mariann Patstone – Peer review

The Project Lead will report to the Project Champion for the Town of Rothesay.

Please see Appendix III for more information on the ESI project team.

PROPOSED SCHEDULE

The following is a proposed schedule, based upon ESI's understanding of the needs of the Town of Rothesay and may be revised based upon client requirements.

Item	Description of Service	Proposed Dates*
1.	Identification of Project Champion	29 June 2018
2.	Project Kick-off meeting	3-6 July 2018
3.	Conduct Debrief Session	16 July 2018
4.	After Action Review, draft version 0.9	23 July 2018
5.	Comments/questions to ESI	7 August 2018
6.	After Action Review, final version 1.0	14 August 2018

*Proposed dates indicate the timing and flow of the project and are based upon the key item, #3 Conduct Debrief Session. Should July 16th not be appropriate for Council and Staff, alternate dates for conducting the debrief session will be July 9th or July 23rd of 2108. It may be necessary to revise the schedule should the date be altered for Item #3.

DEPENDENCIES

To ensure ESI's ability to work efficiently with all participants and support the creation of high quality deliverables, ESI will require access to:

1. Current Emergency Management and Business Continuity planning documents for the Town of Rothesay;
2. All emergency response procedural documents;
3. The organizational structure related to regular operations and that of response;
4. Any previous "Lessons Learned" documents;
5. Scribed copies of any decisions, actions taken, expenditures, and communications during or relating to the 2018 flooding incident; and
6. Reasonable timelines for turnaround of the draft version After Action Review document from the Town of Rothesay.

COST OF SERVICE

The Fee for Service is \$5,425.00 plus HST.

Printing and binding of any material, as well as the final After Action Review document is not included in the fee for service and will be expensed to the Town of Rothesay at the same rate incurred by ESI.

Travel expenses are not included in the fee for service and mileage is invoiced at \$0.55 per kilometer.

The invoicing structure is requested as follows:

- 50% of program cost upon acceptance of the proposal by the Town of Rothesay
- 40% upon delivery of the After Action Review, draft version
- 10% upon delivery of the After Action Review, final version

Invoices are due upon receipt and are subject to a 1.5% per month late service charge.

INSURANCE

ESI provides insurance for all ESI employees in the field and at the client site as well as full errors and omissions coverage. ESI is not, however, responsible for insuring client personnel or invited guests involved in activities facilitated by ESI.

CANCELLATION & CHANGE POLICY

- Cancellation of the engagement will result in the outstanding balance of the agreement to be invoiced.
- Postponement of mutually agreed upon engagement dates will result in an additional cost of 10% of the total contract to be invoiced.
- Both parties will agree upon any change of scheduled date.

This proposal is valid for a period of 14 days until June 22, 2018.

NEXT STEPS

Receipt of a purchase order will serve as approval to proceed.

DISCLAIMER: Although the ESI team is qualified and experienced in all aspects of this proposed assignment, the role of Emergency Solutions International and its team members is to offer evaluation, recommendations and advice (at times written). The recommendations and advice are meant for the client and any stakeholders designated by the client, to base their management decisions upon. All final decisions are the responsibility of, and at the sole discretion of the client. Further, should there be an assessment of liability against Emergency Solutions International Inc. it would be limited to a maximum financial level of the contract itself.

APPENDIX I – About ESI

The primary mission of Emergency Solutions International (ESI) is to support partners from both the government and private sectors in their “All Hazard” validation of risk management programs, emergency planning and preparedness, and “brand” preservation. As part of a comprehensive approach to risk management, ESI encourages the use of the Capability Based Planning (CBP) methodology. The foundation for implementing CBP is the accurate assessment of risk and the creation of Target Capabilities, which supports a process of accountability through the use of defined measures and metrics. Further, ESI assists clients to develop an annual cyclical Resiliency Management process to ensure that all efforts are sustainable and measured.

With real life expertise in Incident Management and Emergency Operations Centre (EOC) management in the response and recovery phases of an incident, ESI can provide experts to assist with in-depth preparedness, and in times of organizational crisis. Further, to promote self-sufficiency, ESI can proactively train an organization’s “boots on the ground” crisis managers, helping to equip an in-house team to better manage any “all hazard” emergency situation. To support a truly sustainable effort, regular exercising and evaluation of Emergency Response Plans may also be conducted with ESI. Evaluation services have been provided at the tactical level to support response teams and at the strategic or executive level for industry on behalf of their Federal Regulators.

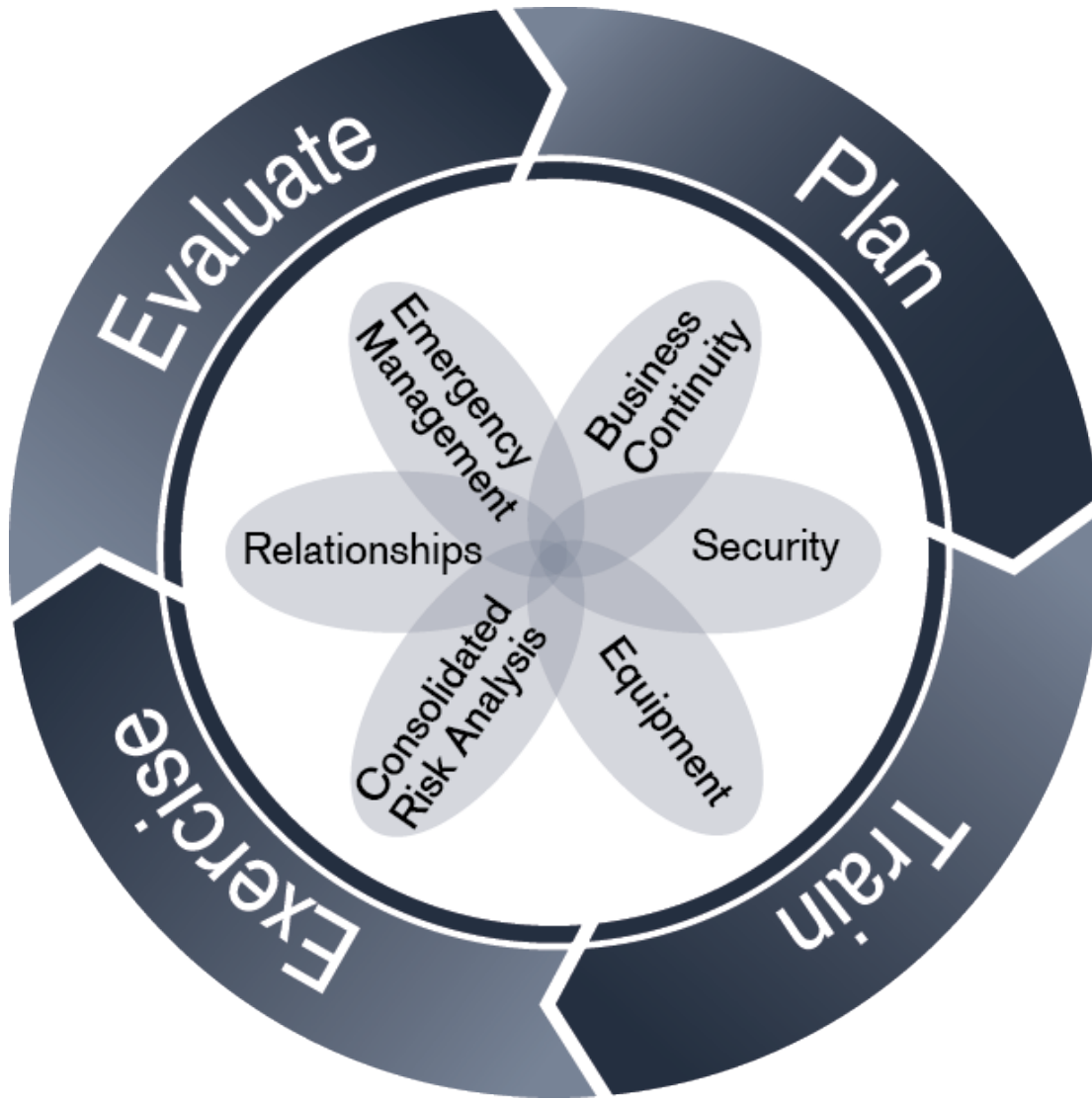
The specialty of Emergency Solutions International is putting together teams of experts for the purpose of resolving the prevention, preparedness, response and recovery issues that today’s organizations are trying to overcome. With 32-years experience as a firefighter, Command Officer, and Emergency Planner, Mark Gillan and the team at ESI have the expertise and network to lead the effort and ensure successful project or planning outcomes.

ESI was incorporated in 2009 and works with clients in the public sector and industry, including Defense Research & Development Canada – Canadian Safety and Security Program, Canaport-LNG, Port Saint John, Saint John Energy, Point Lepreau Nuclear Generating Station, NB Power Head Office, RCMP, PreparedEx, Atlantic Potash Millstream Corporation, Mosaic Corporation, Moosehead Breweries Limited, Emera Brunswick Pipeline Company, Cooke Aquaculture, and the Provinces of Prince Edward Island and New Brunswick.

ESI provides expertise in the following areas:

Risk Assessment	Fire Service Review
Business Continuity Review	Haz Mat & Decontamination Systems & Training
Exercise & Evaluation Services	Accountability Systems
Liaison between Industry, Community Stakeholders & Responders	Incident Command System and EOC Training & Certification
Organizational Risk Management Programming	Specialized Tactical Fire Service Training
Emergency Plan Development	Customized Tactical Training
Inspection Services, including CPTED Standard	Crisis Management/Command Response
Digital Simulation	Web-based Incident Management Systems and Software Solutions

APPENDIX II – Resiliency Management Process



APPENDIX III – ESI Team



Mark Gillan, BBA, CFO, MIFireE

Canadian Security Clearance: Level III Top Secret

Role: Project Lead and Report Author

As Director of Emergency Solutions International, Mark leads ESI associates in conducting risk assessments, training, emergency plan reviews, exercise scenario development, digital simulation, exercise facilitation and evaluation as well as compiling final After Action Review documentation and recommendations. Service has been provided for various critical infrastructure, such as Port Saint John, Point Lepreau Generating Station, Canaport Liquefied Natural Gas, Saint John Energy, as well as corporations like Atlantic Potash, Mead Johnson Nutrition and the Mosaic Company.

Mark has conducted over 150 industrial exercises and evaluations in Canada, the United States and India. As lead evaluator, Mark has authored reports on behalf of clients for the Canadian Nuclear Safety Commission and Transport Canada. In 2014, Mark authored the International Hazardous Materials Operations Plan under the International Emergency Management Assistance Compact (IEMAC) on behalf of Defense Research and Development Canada and International Emergency Management Group (IEMG) members. Prior to founding Emergency Solutions International, Mark served the City of Saint John Fire Department as an active fire fighter, Hazardous Materials/CBRN-E technician and member of the rescue squad. Mark finished his 26 year career with the Fire Service in the position of Deputy Chief and Acting Fire Chief of the department.

During his tenure in the Fire Service, Mark worked for over 8 years on the Rescue Squad. The focus of this team at fires was search and rescue of trapped civilians. He was accommodated 5 times for civilian rescues. As a Hazardous Materials Technician, he was chosen as one of the first firefighters in Canada to attend the country's counter-terrorism program. As Divisional Chief in charge of Training, Mark was instrumental in designing and implementing the Saint John fire Department's "Save Our Own" program and Incident Command System.

Mark has served as Incident Commander, Safety Officer and Emergency Site Manager at a number of serious events. On several activations of the Saint John Emergency Management Organization, Mark has fulfilled the roles of Fire Services Representative and Manager of the EOC. In the final year of service with the City of Saint John, he was the Director of Saint John Emergency Management Organization.

In relation to our nation's preparedness: Mark has completed advanced training at CFB Suffield and has served through the Centre for Security Science as a Senior Special Advisor in the area of Chemical, Biological, Radiological, Nuclear and Explosive response. In this role Mark has successfully completed projects related to implementing Capability Based Planning within the public sector; specifically, in the areas of conducting Consolidated Risk Assessments through identification of Full Spectrum Threat Scenarios. Further to the Consolidated Risk Assessments, Mark has facilitated and produced Capability Analysis/Gap Analysis within the provinces of Nova Scotia, Newfoundland & Labrador and Prince Edward Island.

Mark obtained his Bachelor of Business degree in 1998 from the University of New Brunswick and has completed the Dalhousie University, Certificate in Incident Command, the Canadian Association of Fire Chief's "Chief Fire Officer" designation (CFO), and the British: Institute of Fire Engineer's "Member's Level" designation (MIFireE) award. Mark has completed LNG Suppression Training at Texas A&M, has studied Incident Command at the U.S. National Fire Academy and also the Leadership in Crisis program at Harvard University.



Sarah McLaughlin, BSc Hon. Bio

Canadian Security Clearance: Level II Secret

Administration and Project Management

Sarah graduated with a Bachelor of Science from the University of New Brunswick (Fredericton) in May of 2013. She completed a first class honours in Biology. Sarah's studies focused on environmental conservation and marine biology. Admission to the UNB Biology Marine Block semester research experience provided hands-on fieldwork through Atlantic coastal ecology, the biological pros and cons to sustainable pilot-scale and commercial aquaculture practices, and ecological processes driving marine plant and animal distributions. Top of the Class Performance was awarded with a membership to the Aquaculture Association of Canada. While at UNB Sarah also completed a six week independent project examining the effects of exogenous steroidal chemicals, that make their way to our aqueous environments primarily via wastewater, on secondary sexual characteristics of male tropical fish species. As well, she participated in a water quality analysis of Corbett Brook in Fredericton and the effects of industrial development on the surrounding area.

Emergency Solutions International recognizes the importance of working with respect for our surroundings. Sarah lends her scientific background and expertise to our many projects where environmental issues must be considered. Particular attention is given to the interface between industrial hazardous materials and community risk.



Mariann Patstone Gillan, BBA

Canadian Security Clearance: Level II Secret

Role: Peer Review

Prior to joining Emergency Solutions International, Mariann spent 12 years as a project manager for a large oil refining company. In her role as project manager, Mariann was responsible for ensuring the timely delivery of business process improvements, development of human resource practices and the implementation of IT and telecommunications solutions for multi-million dollar projects. Mariann is currently the Chief Administrative Officer for ESI and lends her project management expertise to special projects.



2018June11OpenSessionFINAL_157

ROTHESAY

INTEROFFICE MEMORANDUM

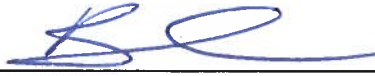


TO : Deputy Mayor Alexander & Council
FROM : John Jarvie
DATE : 8 June 2018
RE : Iona/Eriskay Project

Attached please find a report from the Director of Operations prepared at my request in response to queries from a resident on Eriskay.

The preparation of standard specifications for infrastructure in the Town is underway and staff are currently reviewing draft material. Once the staff examination is complete, the Works and Utilities Committee will be asked to review and forward to Council for approval.

TO: John Jarvie, Town Manager

SUBMITTED BY: 
Brett McLean, Director of Operations

DATE: May 18, 2018

SUBJECT: Iona / Eriskay Reconstruction

RECOMMENDATION

It is recommended that this report be received for information.

ORIGIN

Council has been asked by a resident to qualify, and justify, a number of the parameters used to complete the redesign and rebuilding of Iona Avenue and Eriskay Drive including:

- Lane width;
- curb height; and
- Sewer grades.

BACKGROUND

In recent years Council, staff and the Kennebecasis Regional Police Force have received numerous calls for action on Iona Avenue and Eriskay Drive relating to speeding, pedestrian safety, sightlines and street lighting. In 2015 the Capital Budget included an item to install a sidewalk and underground storm drainage system on Iona Avenue and Eriskay Drive. During the course of the design the consultant noted major deficiencies in the existing sanitary sewer system. The 2015 capital budget did not include funds to replace the sanitary system. Council passed a motion at their meeting of July 13, 2015 to increase the scope of the design project to include renewal of the sanitary sewer, which would force renewal of the entire street surface, and defer actual construction until such time as the sanitary sewer was no longer functional or the street surface had reached the end of its useful life. An updated condition survey of the sanitary sewer in 2017 demonstrated that the time to replace the system had arrived. In response to this need Council approved projects in the 2018 capital budgets to replace the sanitary sewer, add a new storm sewer complete with curb and sidewalk and resurface the two streets within the original project limits.

DISCUSSION

Brunswick Engineering was engaged to complete the design of the Iona / Eriskay project. The design parameters and existing constraints provided to Brunswick were as follows:

- Tie into existing storm sewer at Highland Avenue / Eriskay Drive Intersection – fixed elevation
- Tie into existing sanitary sewer at Highland Avenue / Eriskay Drive Intersection – fixed elevation
- Tie into existing storm sewer at Hampton Road / Iona Avenue Intersection – fixed elevation

- Tie into existing sanitary sewer at Hampton Road / Iona Avenue Intersection – fixed elevation
- Renew each existing sanitary lateral within project limits from main to property line – fixed elevation
- Design barrier curb to compliment sidewalk
- Respect Council's motion of March 2012 to narrow street and add curb to calm traffic.

Complaints regarding speed of travel on Iona and Eriskay come to Town Hall on a fairly regular basis through direct phone calls and written letters as well as relay of call made directly to Kennebecasis Police. As a result of these communications, staff deployed speed collection data to the area in order to obtain data to aid in the redesign of the street which has been in the queue since 2015. The speed limit on Iona and Eriskay within the project zone is 40 km/hr. Speed data collected in 2017 for more than 900 vehicles over a 70 hour period demonstrated the following:

- more than half of all cars exceeded the posted limit;
- the average speed was over 50% greater than the posted speed limit at 61 km/hr;
- 2% of all vehicles travelled at more than twice the posted speed limit averaged at 89 km/hr.

The last point is the most concerning as no accidents were recorded during the data collection period. This could be translated to mean that the geometry of the street allows motorists to safely negotiate the roadway at such high speeds. Kennebecasis Police have been asked to conduct speed traps on these streets and have done so in the past, however the data collected clearly demonstrated to Town staff that something more is required to change driver behavior on these streets. Therefore during the course of the design Brunswick was instructed to follow Council's 2012 direction and employ street narrowing and curb installation to structurally calm the traffic. The basic premise is that if a motorist feels constrained, they will slow down.

Roadway lane width, from a design standpoint, varies with design speed. The various sources for roadway designer to derive design parameters are TAC (Transportation Association of Canada), ITE (Institute of Transportation Engineers) and AASHTO (American Association of State Highway and Transportation Officials). These resources are routinely used by designers in Canada; however they apply more to highways than to municipal streets. In many cases design standards cannot be met on existing municipal streets given constraints such as right-of-way width, encroachments and topography. Faced with challenging existing conditions designers often look to other jurisdictions to find "best fits" to create context-sensitive designs. The challenges on Iona Avenue particularly included greater than desirable vertical geometry, ambient travelling speeds 50% greater than permissible by law, encroachments into right-of-way such as large trees and landscape features and the lack of a safe pedestrian travel route. Based on street width data from the City of Toronto the designer, in concert with the Town's Engineer, chose a lane width of 3.2 metres. This width was chosen as it mirrors the width of the travelling lanes on Grove Avenue, Marr Road and portions of Rothesay Road (not including the cycling lanes) as well as the curbed width of Maiden Lane, Green Road and Almon Lane. The rationale being that the width would not feel foreign to the average Rothesay motorist while still being narrow enough to make the driver feel less comfortable and therefore travel at a lower speed.

The choice of curb treatment on any particular street is also context sensitive. Low profile curbs, often referred to as "rollover" or "mountable" curbs are used in areas where the direction of storm water to catchment facilities is necessary, but protection of pedestrians is not. High profile curbs, commonly known as "barrier" curbs, are used in areas where pedestrian protection is required, ie. a physical barrier between moving vehicles and pedestrians is required for safety. The naming convention is a bit self-explanatory in that a designer would not choose a curb treatment adjacent to a pedestrian route that a motorist could easily "roll over", rather they would choose a curb treatment that was a "barrier" between the two. Barrier curb has a sharp edge and a typical exposure of height of seven to nine inches. Rollover curb has a softer, rounded profile and an exposure height of three to four inches.

The existing sewers on Eriskay Drive, the upper portion of Iona Avenue outside the project limits and Hampton Road are fixed target points that the newly installed piping must tie into. The sanitary sewer lateral depths at each individual property line along the project route are fixed as well. The entire sanitary sewer

system on Iona Avenue and Eriskay drive flows by gravity; there is no pumping capability either built in or contemplated in the new design scheme. Sanitary sewer piping grades are set with three parameters in mind;

- Respect connection points and achieve gravity flow;
- establish depth to protect from freezing;
- avoid excessive depth for cost and future maintenance.

The sewer grades on the Iona / Eriskay project were set according to acceptable standards, (Atlantic Canada Guidelines document) to respect the existing lateral locations to avoid costly work on private property and to a standard depth below the new centreline profile. The main line grades at the tie in points are as follows:

Hampton Road – 4.12%

Iona Avenue – 7.33%

Highland Avenue – 0.91% (maximum to maintain cover, avoid conflicts with storm sewer, match to existing at Highland and pick up existing laterals for civic 50 and 53).

The minimum sewer grade on Eriskay Drive is more than double the suggested minimum grade in the Atlantic Canada Guidelines.

The realignment of the three legged intersection of Iona Avenue and Eriskay Drive has eliminated one leg and created a proper “T” intersection. The realignment opened up the area and greatly improved the turning sight distance. The removal of a number of trees at the intersection will also allow the existing overhead intersection lighting to be more effective.

7. UNFINISHED BUSINESS:

7.1 I.O.M. from DO McLean

RE: Removable, Reusable Speed Bumps

DO McLean noted the original request was for reduced speed limit signage and speed bumps for Frances Avenue. It was further noted that signage would not necessarily slow vehicles. DO McLean further indicated that speed bumps are not adequate and damage the asphalt surface.

DO McLean informed the Committee raised medians, like the ones on Chapel Hill Blvd. are an effective method of reducing vehicle speed. It was noted medians create a feeling of constraint and that the width of the roadway appears to be narrower.

DO McLean also noted "necking" is another effective method of traffic calming. This method is the practice of narrowing the roadway at the entrance or at intervals along the street, using curbs brought in closer to vehicles, making the road feel more constrained.

It was further noted roadway narrowing has the same effect as necking and is also very effective in slowing vehicles. This method is narrowing of the whole street, not just the entrance.

A brief discussion followed.

MOVED by J. Carson and seconded by I. Hachey to recommend that Mayor and Council consider, where possible, the introduction of raised medians and minor roadway narrowing as the acceptable methods of traffic calming in Rothesay.

CARRIED.

7.2 Curbside Recycling

Town Manager informed the Committee the Town had obtained funding for the curbside recycling bins through the Environmental Trust Fund. The curbside bins have to be purchased by the end of March 2012. Town Manager Jarvie also informed the Committee that a Request for Proposals is being prepared for companies interested in providing the service. Town Manager Jarvie further informed the Committee he is also in the process of evaluating the cost of the Town picking up the curbside recycling.

Town Manager Jarvie further noted the Provincial Government has instituted new practices for regional services which will impact the Fundy Regional Solid Waste. This restructuring of services could have Fundy Regional Solid Waste providing curbside collection.

ROTHESAY COUNCIL

Open Session
Meeting Minutes

-4-

12 March 2012

7. REPORTS

7.0 March 2012 Report from Closed Session
n/a

7.1 11 January 2012 Kennebecasis Public Library meeting minutes
MOVED by Counc. Mullett and seconded by Counc. Shea the Kennebecasis Public Library meeting minutes dated 11 January 2012 be received/filed.

CARRIED.

7.2 25 January 2012 Rothesay Regional Joint Board of Police Commissioners meeting minutes
31 December 2011 Rothesay Regional Joint Board of Police Commissioners pre-audit Financial Statements
MOVED by Counc. Shea and seconded by Counc. Mullett the Rothesay Regional Joint Board of Police Commissioners meeting minutes dated 25 January 2012 and the Rothesay Regional Joint Board of Police Commissioners pre-audit Financial Statements dated 31 December 2011 be received/filed.

CARRIED.

7.3 16 February 2012 Draft Public Works and Infrastructure Committee meeting minutes
MOVED by Counc. Mullett and seconded by Counc. Shea the draft Public Works and Infrastructure Committee meeting minutes dated 16 February 2012 be received/filed.

ON THE QUESTION:

It was noted the curbside recycling project is still under review and will likely be before Council at the April meeting.

CARRIED.

➤ Alternative Methods of Traffic Calming
8 March 2012 Memorandum from Town Manager Jarvie
2 March 2012 Memorandum from Public Works and Infrastructure Committee
13 February 2012 Memorandum from DO McLean

MOVED by Counc. Mullett and seconded by Counc. Cochrane Council adopt the following policy in principle and direct staff to identify the appropriate instrument for establishing and conveying this policy to the public: *Where feasible, Council will consider the use of raised medians and minor narrowing of roadways as acceptable traffic calming measures.*

ON THE QUESTION:

There was a brief discussion with respect to the following: necking, or narrowing portions of the street vs. the entire street, and that raised medians are centre dividers and not speed bumps. It was noted speed bumps tend to cause damage to roads and vehicles, generate noise and require extra signage and impede snowplowing. **DO McLean** advised there is the possibility of implementing narrowing on existing streets but there will be associated costs. He noted requests for current streets would be analyzed on a street by street basis and associated costs would be dependent on current nature of the street, length, existing right-of-way and other factors.

CARRIED.

7.4 21 February 2012 Draft Parks and Recreation Committee meeting minutes
MOVED by Counc. Shea and seconded by Counc. Gallagher Jette the draft Parks and Recreation Committee meeting minutes dated 21 February 2012 be received/filed.

CARRIED.

From: [REDACTED]
Sent: Wednesday, February 15, 2017 1:48 PM
Subject: Iona Ave. / Eriskay Dr.
To: Nancy Grant nancygrant@rothesay.ca

To Mayor Dr.Nancy Grant -

As a resident of Iona Ave. I am compelled to address a serious situation on the above streets. We were assured in 2015 that sidewalks were to be installed. This did not happen, and we were told it would be done in 2016. Again it did not happen. We were told the reason was because the Streets needed Town water connections at some point. With this in mind, the sidewalks were no longer a priority. During the last election campaign, Meriam Wells visited my home and assured me the sidewalks were a priority in 2016. I found out after that discussion, that the installation of sidewalks had been taken off priority. Either Ms.Wells was not aware of this, or she just did not disclose this to me. I have had discussions with Sgt. Evan Scott with the speeding and ignoring stop signs by drivers on these Streets and he said he would look into it. Nothing has changed, and the residents are well aware that an accident is inevitable. When Iona merges with Eriskay there is a blind knoll, which makes it impossible to see. This area is residential to both seniors as well as children. Senior's are walking or jogging, and children are walking to the Elementary School and or Rothesay High School. I notice over a million \$ were spent on Almon /Peters Lane, not high volume. I notice as well, a Dog Park was completed in Wells - where are the priorities ? We have no sidewalks ! I am respectfully asking that you give this major problem for the residents of Iona and Eriskay your priority. The issue of water connections is not a danger to anyone, but the lack of sidewalks is most dangerous. If at a later date, the Town decides to connect water, then the sidewalks will have to be dug up, and if that is the case, then so be it. We are paying the same rate of taxation as others in Rothesay, and deserve due attention to a serious problem.

Respectfully submitted,

[REDACTED],
22 Iona Ave.Rothesay,NB

[REDACTED]

From: [REDACTED]
Sent: Wednesday, February 15, 2017 8:36 PM
Subject: Re: Iona Ave. / Eriskay Dr.
To: Nancy Grant nancygrant@rothesay.ca

Mayor Grant - while I understand the logic behind the decision to postpone this project, I do not feel the seriousness of this project is understood by Council. Since Iona Ave has become a thruway to Grove

Ave, passing the Elementary School, located on Eriksay, traffic has significantly increased. It should be noted that the lower section of Iona has no street lighting . If the sidewalks are not a possibility, then I ask that Police presence be visible to end the extreme speeding and the ignoring of stop signs (there are 3 connecting Iona and Eriskay) and none are being respected. My home was partially destroyed in 2014 by a speeding driver. This disregard for traffic laws can only be ended by Police surveillance, for as long as it takes. Thank you for your consideration. [REDACTED]

From: [REDACTED]
Sent: July-28-17 10:31 AM
To: Nancy Grant; John Jarvie; June Mclennan; Mary Jane Banks
Subject: Eriskay Drive concerns

Good Morning -

It has been a couple months since the residents of Eriskay Drive appeared before Council to express their safety concerns surrounding traffic on Eriskay Drive between Iona & Highland Avenue. To date, we have NOT received any feedback from Council or Staff as to what remedial steps the Town is prepared to take to address the concerns brought before them. At the very least, has the Town considered signage to indicate blind knoll, hidden driveways, children playing or pedestrians walking? A street light to illuminate the blind knoll? While signage and lighting is NOT the long term solution, it would be nice to see that provided as a minimum while we await the proper fix which would be the installation of sidewalks.

I would appreciate an update on this matter.

Regards,

[REDACTED]

71 Eriskay Drive

From: [REDACTED]
Sent: August-29-17 12:50 PM
To: Nancy Grant; Matthew Alexander; John Jarvie; Mary Jane Banks
Subject: Fw: Eriskay Drive concerns

Good Afternoon -

I have yet to receive a reply to my July 28, 2017 email below. After sending the original email, I re-visited the documentation from the March 2017 Council meeting and note the following contained in a memo from the Town Manager to Council. These are the points we are looking for an update on.

The Town Manager's March 9, 2017 memo to Council stated the following -

"In response to the issues raised in the messages received on the matter, staff will do the following:

1. review the portions of Eriskay and Iona to ensure that the streetlights meet Town policy and if not, take immediate steps to have the lighting increased;
2. ensure that all traffic control signage is consistent with Town bylaws and current practices and install, replace or repair as required;
3. conduct traffic counts on the streets and intersections in advance of the 2018 budget preparation process; and
4. consult with the Kennebecasis Regional Police regarding accident history on the **relevant portions of these streets.**"

It should be noted that with construction on the Hampton Road as well as construction on the condo development at the corner of Hillcrest & Hampton Road, the volume of 'non local' traffic has increased substantially and we continue to have issues with speeding & inattentive drivers. I'm sure Council does not need to be reminded that this is very near a playground and a school zone.

While we are sympathetic to the many challenges faced by Council, we are asking that you give **serious** consideration to the long term solution for this area - that being proper signage, lighting and sidewalks - during the 2018 budget talks.

I would be happy to speak to any member of Council who may have questions on this matter and furthermore I would be happy to host a KRPF radar car in my driveway anytime to monitor traffic.

I await Council's reply.

Thank you,
[REDACTED]
71 Eriskay Drive

From: [REDACTED]
Sent: September-12-17 11:31 AM
To: John Jarvie
Cc: Nancy Grant; Matthew Alexander; Mary Jane Banks; Brett McLean
Subject: Re: Eriskay Drive concerns

Thanks for the email John. To your question about water on Eriskay, yes, that is something that we would still be interested in. It would seem beneficial to loop the water from Highland to Hampton Road via Eriskay & Iona during the course of construction.

Regarding the remedial steps taken on Iona & Eriskay, I do note the addition of street lighting in the triangle of Iona & Eriskay. The area of most concern to residents is and has been, the blind knoll 1/2 way up Eriskay from Iona. There is no lighting there and in addition to the blind knoll and hidden driveways, the road also has a curve in it which often results in traffic being on the wrong side of the road on the knoll. This poses an obvious hazard to not only vehicular traffic, but most certainly pedestrian traffic as well. Further, I do not note any added signage to indicate blind knoll/hidden driveways. While this will not solve the problem, it would be evidence of due diligence on the part of the Town in attempting to warn users of the hazards in that particular area. I note a sign for 'hidden driveway' on Highland near the intersection of Arthur - this is a flat stretch of road and the driveway appears to be obstructed by vegetation - not the curvature or elevation of the street. If such signage is warranted at that location, then surely it is warranted on the section of Eriskay in question.

I'm hoping that based on the foregoing, the Town will see fit to consider a further review with an eye towards lighting the blind knoll and installing signage. And of course, we are still petitioning Council to give HIGH priority to the reconstruction of these streets in the 2018 construction season.

Best regards,

[REDACTED]

From: Town of Rothesay [mailto:rothesay@rothesay.ca]
Sent: March-27-18 9:08 PM
To: Rothesay Info
Subject: New message from [REDACTED]

Would you please be so kind as to forward this to Mayor Nancy Grant and Deputy Mayor Matt Alexander.

Dear Mayor Nancy Grant and Mr. Matt Alexander;

With the longing days and sunshine I think we are all looking forward to spring and summer. I do want to extend my kudos to the snow clearing crews – they did another excellent job this winter. Maybe not as much snow as previous winters but some nasty weather and large temperature swings which can make roads dangerous.

And with that starts another season of road construction I am hoping that the town can improve some of the road building minimum specifications. There are many existing roads that are not crowned, are sloped from one side of the road to another or in some cases with a reverse crown and the water drains to the middle of the road.

I understand that there can be challenges at intersections where one road is coming down a steep hill. But there are too many roads where the basic layout of the roads is just engineer and graded poorly. A good example would be the recently refinished Rothesay Road – in many locations the melt water just sits or seeps towards the middle of the road.

I am not a road builder but I do have a strong background in construction. I would expect that, at a minimum, our town streets be crowned so that water is shed from the road and directed to the storm water system or ditches. Secondly with the low speed limits on most town road there is no need for banking on most streets.

With some of our roads, including Rothesay Road, Islay and Iona as water melts it flows onto the road. If the temperature drops and the road crews haven't sanded or salted recently the water freezes providing very slippery conditions. And with Islay and Iona there are no sidewalks creating an even more dangerous situation for pedestrians.

And there are benefits for the town. Properly crowned road are not more expensive than improperly designed or constructed roads. Having the correct crown and drainage would result in water being shed more effectively and has a reducing the opportunity to freeze on the road. Reduced ice formation would require less sanding and salting materials and crews. And lastly, roads with improved drainage would probably suffer less from the freeze thaw cycle that wreaks havoc on our roads.

I am hoping that you will take this into serious consideration. We should not have to suffer from poorly designed or constructed roads that provide dangerous conditions for drivers and possibly pedestrians. And if designed and constructed properly the town may actually save money.

I look forward to your response.

[REDACTED]

Welcome to Rothesay's Municipal Plan Open House

Tonight's Schedule:

4:00 PM – 6:45 PM – Open House

Welcome, please take a moment to review this letter and learn about the Plan, circulate and share your ideas with Town Staff and fellow residents. Please leave written comments at the stations. Before you leave please sign and register for more information regarding the new Town Plan.

6:45 PM – 7:00 PM

A short recess while we set up for the presentation...

7:00 PM – 8:00 PM – Presentation & Q/A

Town Planners Brian White & Stirling Scory

8:00 PM – Event Concludes Thank You

Public meetings are an important part of the town planning process. They're an opportunity to learn and educate others about what is important to you about your neighbourhood and to provide your vision on how things can be better.

Tonight's open house is designed to find out what you think about Rothesay and how we can make this the best small Town in New Brunswick. On display are background materials – various printouts, charts, and maps that describe Rothesay. We encourage you to review the posted information and welcome any questions or feedback you may have.

Later in the evening Town Staff will give a short presentation on the Town Plan review process, and then open the floor for a question and answer period.

What is a Municipal Plan?

The Municipal Plan, is a by-law that sets out Town Council's policies on all aspects of our community such as residential and commercial land use, housing, transportation, recreation and more. The plan establishes the future of Rothesay for the next 30 years.

What makes a town great?

What is a Municipal Plan Review?

A Plan Review is a typical process for municipalities that occurs at least every 10 years. The purpose of the Plan Review is to examine and evaluate the community's planning documents, and their corresponding objectives, policies, and by-laws, and to determine their relevancy and effectiveness in current practice. Through time some policies become irrelevant while others with goals and objectives are completed, such as renewing the Rothesay Common. Revisiting these can ensure the community is developing in tune with Rothesay's values and needs. For this Planning Review the Town will be reviewing the Municipal Plan, and Zoning By-law.

Staff expects this process will take at least a year to complete. Throughout this process residents will have the opportunity to help us make this a better Rothesay.



We want YOU to HELP!

A crucial component of this ongoing process is community engagement. Residents' feedback will be used to help inform the decision making process. To better facilitate discussion, Town staff have set up a CoUrbanize webpage that can be used to share information and updates, provide discussion questions, as well as surveys and questionnaires.



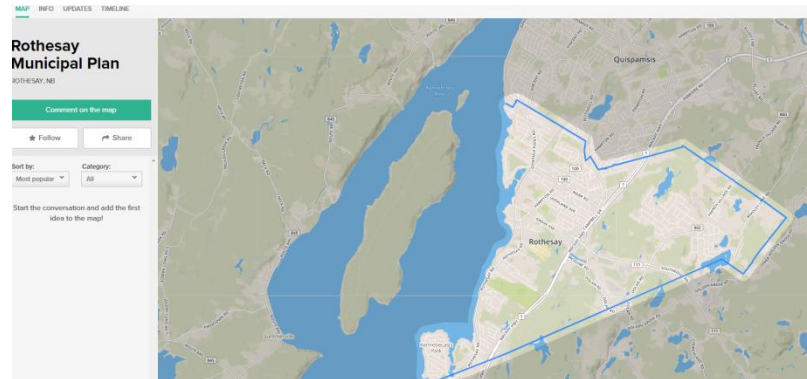
Rothesay Municipal Plan

Come join Rothesay's online engagement tool and participate in the Municipal Plan and Zoning By-law review by following this project.

📍 Rothesay, NB

Setting up a CoUrbanize Account:

1. Go to: <https://courbanize.com/rothesay-plan>
2. Sign up using one of the featured options
3. Navigate through the tabs section to find comments, questions, the project timeline, updates and announcements, and periodically a survey



Provide comments and suggestions, and post questions using an interactive map! This is a great tool to create ideas or raise concerns in specific areas of Town.

FAQ

How can I stay involved?

Follow the Town's progress by joining the Rothesay Municipal Plan project on the CoUrbanize website.

I missed some of the presentation tonight; can I get access to it?

Yes! All of the information presented at public meetings and workshops will be shared on the Rothesay Municipal Plan project page on the CoUrbanize website.

I didn't have a chance to ask questions or make comments on the posters, is there a way to do so later?

Yes! All of the information that was shared tonight will be available on the Rothesay Municipal Plan project page on the CoUrbanize website. The website is designed for you to comment, ask questions, and create a discussion with your neighbours.

I didn't get to participate fully in this meeting, is there another I can attend?

Yes! During the month of June, Town Staff will be hosting meetings. Feel free to join us at any of these meetings, or stop in at Town Hall and ask to speak with the Town Planners.

I don't have access to a computer, can I still participate?

Yes, all public meetings and workshops are open to the public, and the locations and times of these events will be advertised in a non-digital format as well.



Plan for the Future, Comment for Change

What makes a Planning Review successful?
Community Engagement
Participation
Feedback
The success of a planning review is based on the feedback the community provides... ***We want to hear from you!***

What makes Rothesay a great place to live, and what do you like most about the community?

What would make Rothesay the best small Town in New Brunswick, and a better place to live?

If you could improve and/or change one thing in Rothesay, what would that be?

What concerns do you have about the future development of Rothesay?



What recreational activities do you enjoy most in Rothesay, and what additional recreational opportunities could Rothesay provide?

If you would like to be a part of an e-mail list to receive regular updates on upcoming events, and announcements, please check the box below and provide your e-mail address.

Thank you for completing this comment form, we appreciate your feedback!

